Professional Service Time & Billing

for Microsoft Dynamics SL

Time & Billing for the e-Generation







Designed for





Time & Billing for the e-Generation ™

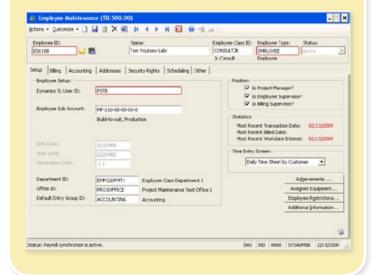
To thrive in today's competitive marketplace, professional service organizations require integrated business management solutions that ensure the efficiency of the entire delivery process. Solutions designed specifically for the professional service industry can improve profitability and relationships with employees, customers, partners and contractors.

Professional Service Time & BillingTM for Dynamics SL is designed specifically to help your organization achieve these objectives by providing the most comprehensive professional service automation software available. While some organizations have turned to non-integrated, disparate solutions, Professional Service Time & BillingTM and Dynamics SL provides a single, integrated solution that streamlines the processes of every department within your organization - from the executive suite to marketing, sales, services, support and finance - so you can increase sales, improve service delivery and reduce administrative overhead.

Professional Service Time and Billing™ utilizes the robust and scalable Microsoft Dynamics SL as the core financial management system. Microsoft Dynamics SL offers a full range of business and accounting applications that deliver broad and deep functionality for unparalleled flexibility; an adaptable, Microsoft-based architecture for ongoing investment protection. As a result, Microsoft Dynamics SL business software can be quickly customized for your environment, easily integrated into your existing system, and adapted over time as your needs change. In addition to Professional Service Time & Billing™, Dynamics SL includes modules for Financials, Distribution, Project Management, Payroll, Manufacturing, Service Dispatch, e-Business and Front Office.

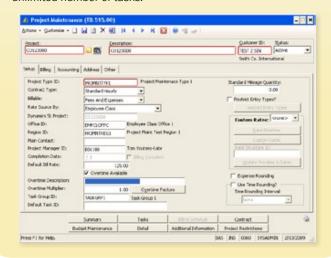
Employees

Professional Service Time & Billing™ allows you to create the timekeepers you need in the employee maintenance screen. You are able to create subcontractors, employees and vendors for data entry, as well as track departments, employee classes and default office information.



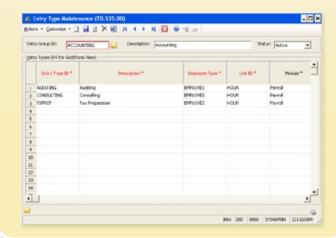
Projects & Tasks

At the center of any time and billing package is the project. Whether you call it a project, engagement or matter, you need to be able to plan and track project profitability by identifying business issues while the project is still in progress. By comparing actual and budgeted cost and revenue throughout the life of the project, managers can stay on top of planned profits. Professional Service Time & Billing™ provides the ability to create and track an unlimited number of projects with an unlimited number of tasks.



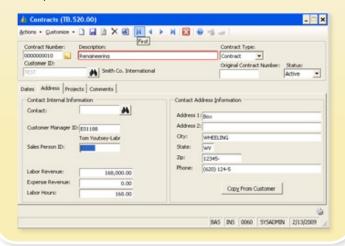
Entry Groups & Entry Types

Fundamental to any time and billing product is its integration to the core financial system. Professional Service Time and Billing™ performs this through its entry groups and entry types. The entry groups act as an organizational unit for separating entry types to ease data entry.



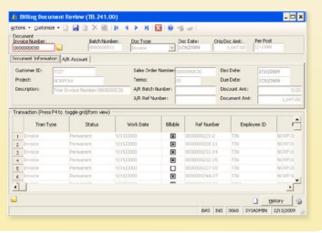
Contracts, Regions, Offices, & Customer Contacts

Professional Service Time & Billing™ gives you the ability to track unlimited regions, offices, and departments for reporting purposes. In addition, an unlimited number of contacts can be defined for each customer. Customer qualifiers enable you to track information about your customers, such as who receives a company newsletter, holiday card, etc. These then can be used for labels, reporting or any other perceived need.



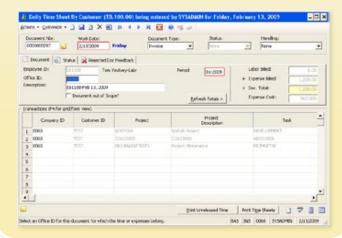
Billing

Professional Service Time & Billing™ saves billing time, improves accuracy, and delivers maximum flexibility. This comprehensive billing process in Professional Service Time and Billing™ combined with the Accounts Receivable Module of Dynamics SL, handles many time-consuming billing tasks automatically, using data stored in the Professional Service Time & Billing™ Module. It provides draft billing for reviewing and validating fees and costs and offers many billing options that enable you to meet a variety of client requirements.



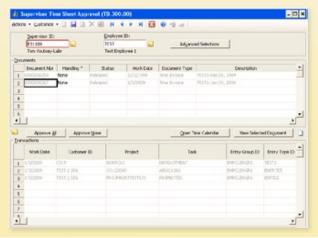
Time & Expenses

Professional Service Time & Billing™ completely automates the time sheet process. It has an intuitive interface that employees find easy to use. You are also enabled to create reporting time periods that represent your time collection needs. Your time collection will not be limited by the accounting periods; instead your time collection can be as flexible as you need and can be up to 365 periods per year (or a period per day).



Time Sheet Approval

When employees finish their time sheets, they can submit them electronically to supervisors or to accounting with one simple keystroke. If appropriate, you can force supervisors to review and edit time sheets on line before submitting them to accounting. Time sheets can print automatically for signature, approval, and hard copy archives. The System Administrator then processes the time sheets collected for posting without having to re-enter the data. In addition, the employee time sheet release and supervisor time sheet approval screens allow for flexible filtering by time period or Dynamics SL fiscal period.



Flexibility

Professional Service Time & Billing™

Immediate benefits

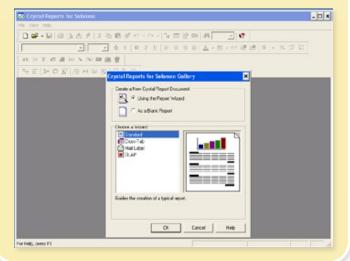
- Accelerate the billing cycle and improve cash flow.
- Capture more billable hours and focus on billable activities.
- Add consultants without hiring additional administrators.
- Manage financial and resource performance proactively.
- · Eliminate costly invoicing errors.
- · Realize maximum revenue from existing clients.
- Cost-effectively custom-fit your firm's processes and services to the needs of your clients, making you responsive to individual client requirements and able to provide better client service (including the ability to meet the needs of non-standard custom billing, unique reporting, and exceptional circumstances).
- · Control access to information within the firm by user.
- Provide a single, secure, and scalable multi-user platform constructed on a 100% Microsoft-based architecture.
- Lower your total cost of application ownership.
- · Scalable to any size organization.

Project Accounting

The system allows for project accounting to meet your needs. If you choose to implement project accounting, you can perform two types, either "When Billed" or "When Performed" project accounting The "When Billed" will create entries to the General Ledger debiting the work in progress (WIP) account and crediting a WIP offset account using either cost or revenue amounts. When those entries that have been WIP'd are billed the entries will be reversed. The "When Performed" project accounting will create entries to the General Ledger debiting the Unbilled Accounts Receivable account and crediting the Revenue account. When the invoice is actually generated the true Accounts Receivable account will be debited, and the unbilled Accounts Receivable is credited.

Reporting

Professional Service Time & Billing™ provides an extensive collection of over 100 standard reports on financial, client/project, marketing, and productivity information. Crystal Reports also enables users to easily customize or develop their own reports. This helps firms analyze data more thoroughly and cost-effectively meet a wide range of reporting demands. Based on the widely used Crystal Reports , Professional Service Time & Billing™ Reporting enables you to easily create standard or custom reports from the information stored in the database. This can help you better meet your clients' requirements and get a complete picture of a wide range of financial, client/project, marketing, productivity, or profitability details. Crystal Reports for Dynamics SL makes it quick and easy to create professional looking reports based on any information stored in the Professional Service Time & Billing™ database and modify existing reports for specific organizational needs.



Conflict Searching

Having access to as much client information as possible is the key to avoiding these surprises as well as to providing the best client service and effectively growing your portfolio of clients. Conflict of interest searching enables professional service firms to steer clear of client conflicts and efficiently and easily manage in-depth information on new clients.



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