

In any business, one of the most unpredictable costs to budget for is the time element. The Intact 'Time Recording' module is one of the most comprehensive and wide ranging modules of its kind in any accounts software package. It is tightly integrated with the 'Job Costing' module where necessary and can be used effectively as a time billing package for businesses whose key product is time.



Setting up Staff Members

When setting up the different staff members on the system, they are given a 'User ID' and 'Password' that they can use to enter their own time sheets on the system. 'User Access' restrictions can be set so that certain users are set up to enter time sheets only. They can be assigned to particular 'Work Types' and 'Departments' and up to five different cost and charge rates.

Departments / Categories / Work Types

In order to effectively analyse the activity of staff members, there are several different reporting fields that can be used to segregate staff groups. In larger organisations, there can be several different departments - Sales, Marketing, Consultants, Technical etc. There can also be several different 'Work Types' - Admin, Direct Sales, On-site, Training and each of these can be identified as 'Productive' or 'Non Productive'.

Using these fields, it is possible to get a report from the system e.g. showing the number of productive hours for admin staff within a given period. Each 'Time Sheet Entry' can also be posted against particular jobs for different customers.



Time Sheet Entry

Having logged onto the system with a user ID and password, the individual users can enter in their time sheets. Each line allows the user to enter the 'Day', 'Customer', 'Work Type', 'Duration', 'Rate', 'Any Notes', 'Productive/non-productive' and to assign it to a particular 'Job Code'.

These are all collated and collected into the 'Time Sheet Daybook' which the 'System Administrator' can view and report on.

Time Billing

Once all the time sheets are entered, it is possible to convert these into invoices for certain customers. When viewing the 'Customer Ledger Card', the 'U/B Time' (unbilled time) is displayed in the bottom right hand corner. A report can be produced showing the total unbilled time by customer.

Time billing is an integral part of many businesses including accountancy, consultancy, service etc.

Sample Reports

- Work Type Analysis by Customer
- Work Type Analysis by Staff member
- Work Type Totals Analysis
- Work Type Analysis by Dept
- Staff Time Ledger Listing
- Time/Rate Analysis by Dept
- Time Sheet Listing by Job
- Non Productive Time Analysis