



**Integrated
business solutions**
for comprehensive control

TIME & EXPENSE fact sheet

Time & Expense forms part of the fully integrated SkyEnterprise system. It is available separately if required. It deals with recording and authorizing timesheets & expenses which can be project-related or overheads. User-rights are fully controllable so you can always restrict the features that users are allowed access to.

FEATURES of Time & Expense

- ▶ Extensive management information through use of user-definable classifications
- ▶ Access to General Tables (where default settings such as expense claim categories, and working days are added to and/or amended)
- ▶ View and enter timesheets and expenses
- ▶ Review Timesheets screen
- ▶ Access Timesheet and Expense reports
- ▶ Authorise timesheet and expense entries
- ▶ Customisable reviews (fully exportable)
- ▶ In-built reports (can email directly from system)
- ▶ Email reminders for all tasks (configured to your specifications)

SKYENTERPRISE software

Adaptable software for your current and future needs:

- ▶ Use in any industry and configure to your specifications.
- ▶ The system is multi-company and multi-currency
- ▶ The system is modular so you can select which modules are suitable for your organisation.
- ▶ Can purchase licences to meet your needs now, then add more licences later as necessary.
- ▶ Control user-rights to the system to minimise error.

Efficient, cost-effective, responsive software, providing huge business benefits:

- ▶ Import/Export data function
- ▶ Email reminders for any tasks (enter timesheets, authorise expenses etc.)
- ▶ Wizards & help-text for intuitive use.

Dynamic integrated e-business solutions which optimise Microsoft technologies:

- ▶ Log timesheets & expenses via the web, which are then ready to authorise in real-time.
- ▶ All modules integrate to build a system which is seamless.

Resource Planning is available to add to the Time & Expense module of SkyEnterprise if you require software which deals with forward planning of project time. This will help you to allocate resources effectively and view any available remaining hours.

Resource Planning capabilities:

- ▶ View all members of personnel and hours already allocated
- ▶ Allocate hours for new projects
- ▶ View remaining hours available to book to new projects

In-depth analysis tools, analysing the management information you need, the way you need it:

- ▶ 10 user-definable classifications for management information analysis
- ▶ Reviews & reports can be exported or emailed. Reports can be sorted & grouped or filtered. Reviews can be customised to a vast extent.
- ▶ Extensive drill down capabilities for all reviews, enabling the user to easily view original transactions.
- ▶ Analysis by chart/graph

SkyEnterprise core Modules

- ▶ Time & Expense
- ▶ Project Management
- ▶ Financials
- ▶ Payroll
- ▶ Human Resources

Additional Modules

- ▶ Tender Tracking/Estimates
- ▶ Resource Planning
- ▶ Business Planning

SkyEnterprise is a fully integrated system - therefore any data input into one part of the system is automatically available in the parts you use.

SkyEnterprise is a comprehensive tool for business financials, project management, payroll and human resources in one application.

“As a technology company, we spent some time evaluating financial solutions in the hope that we could find an application that was straight forward enough to set up, worked well within a professional services business and was simple enough for technicians to grapple with timesheets, expenses and invoicing. SkyEnterprise fulfilled all of these.”

PTL Gateway