



ViewPoint Software for Business Ltd

Time and Disbursements Features

Date: May 2008

Menu Summary - Time & Disbursements Screens

Feature	Feature Summary
Select	This screen allows the user to configure the view of the other data entry screens to a format that is preferred or most relevant to the task at hand e.g. a user will have a preferred format for data entry whereas a manager may prefer a different view for reviewing / approving entries.
Time Sheet	A traditional timesheet view, detailing a consolidated view of the time entries for each billing file on which time has been spent on a specific day within the selected date range. In addition to the consolidated view the users productivity (measured against user specific target) is displayed on screen - there are several formats of productivity measurement available.
Time Entries	A listing of all entries, within a selected date range. There is an optional configuration setting whereby time entries need to be approved before the respective entry can be invoiced.
Disbursements	A listing of all expenses (typically miscellaneous) that have been paid on behalf a client and are to be recovered. Data can be either manually entered and or automatically entered as items recovered from a purchase invoice.
Special	The special feature enables individual or a selected batch time and or disbursement entries to be edited e.g. entries can be transferred to another record, the unit fee reset, the total fee to be reset, etc.
Stopwatch	Time entries can either be entered real time i.e. exact start finish time or by entering the number of time units spent on a selected record.
Service Master	An unlimited number of time related services can be created (each with 5 chargeable amounts). Each time service can be classified at either relative to the user undertaking the task or relative to the task being undertaken.