

Time and Billing



The Time and Billing module provides an easy way to rigorously track time spent by an employee on a specific project so you can invoice your customers accurately.

This powerful integrated module produces several productivity reports categorized either by employee, project, task or customer.

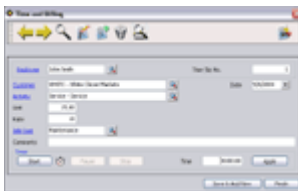
FEATURES AT A GLANCE

- An easy-to-complete time slip to record the time your employee spend on various tasks
- A timer keeps track of time automatically
- Invoice a customer easily by simply adding a billable activity to the invoice
- Lets you define non-billable activities from the Items and Services maintenance
- Lets you define the hourly rate according to the type of task, area of work or type of customer

REPORTS AVAILABLE

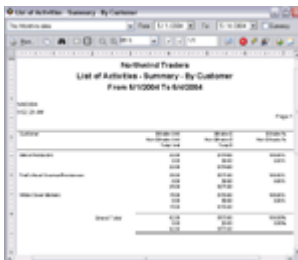
- List of Activities by Employee, Task, Project and Customer (Summary and Detail)

SCREENSHOTS



Time and Billing

This screen helps you to improve the way you manage your workforce.



Detailed List of Activities – by Customer

This report provides information about the time spent on specific activities and sorted by customer.