ABM MODULE:
JOB & TIME SHEETING

OVERVIEW

Whilst, the job costing module in ABM includes timesheet entry, ABM's Time Management System (TMS) offers a much higher level of management, control and fast data entry of timesheets against jobs using flexible and efficient entry methods.

No matter what type of consultancy or service a company offers, the TMS can help increase productivity and ease the billing process. It is designed to meet the needs of a wide range of businesses in all industries requiring the use of job and time sheets for their services.

Time management isn't a new concept, but good time management is about developing techniques for handling the tasks that need to be done. The TMS simplifies this process in a scalable, easy to deploy, and highly intuitive software solution.

FEATURES

With extensive functionality, the TMS allows you to:

- » Track time and billing
- » Streamline job costing and project management
- » Generate reports for any specific period of time
- » Manage timesheets
- » Improve the speed of invoice creation and approval
- » Manage attendance, overtime and leave

"Spencer Holmes Ltd are a multi-discipline firm of 35 professionals and support staff offering engineering, survey and planning services. We worked with ABM to create a time cost module more suited to the needs of professionals who record time and disbursement costs at job level. Together we achieved a spreadsheet style application which was easy to use, simple to maintain and allowed each staff member to enter their own timesheets daily. We are very pleased with the result that has been achieved."

Hudson Moody
Director
Spencer Holmes Limited

FUNCTIONALITY

TIMESHEET MANAGEMENT

A timesheet records actual labour time against a job. In the Time Management System, it includes specifying of stage, phase, and rate of the task being performed, allowing a more comprehensive approach to the use of timesheets.
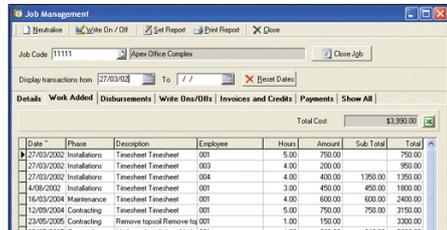
The timesheet viewer allows staff members to view, select, add, edit and delete timesheets with speed and ease on a day-to-day basis. It has been designed to allow rapid entry of timesheets, and provides information about jobs that are relevant to the staff member using it.

With TMS, you have the ability to create team timesheet management. Jobs can be linked to job managers, who can then view job details and the timesheets of staff that are linked to the manager. Staff can then derive their job access rights from their manager.

FINANCIAL SYSTEM INTEGRATION

The TMS seamlessly integrates with ABM's accounting system to control all aspects of the financial and time management process. Reports can be based on accurate data, and clients can be billed on actual time. This integration with the financial system means there is no double-entry of time information, as it allows timesheet and job cost transaction information to be posted to the job costing and general ledgers.

The TMS provides a range of charging structures allowing jobs in the accounting system to be allocated a fixed price or a marked up cost of inputs such as labour time and materials. A choice of style for labour costing may be selected to specify labour rates by labour type, staff member, and/or job. The cost and charge per hour of each labour type are set by authorised users.

REPORTS

The TMS includes one of the most advanced reporting systems available today. Accessing the important data in the TMS in a user friendly, understandable, and visual format can be invaluable in assisting the decision making process of a business.

The TMS offers detailed and summary transaction reports. The user can select a range of jobs, staff, customers, dates, cost centres and stages.
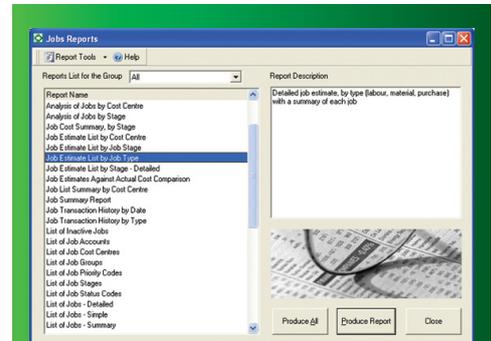

JOB VIEWER

A separate job viewer module is available to show pertinent job details and history, and allows a job manager to view transactions according to type and date. The viewer also allows staff members to select, add, edit, and delete jobs.

Summary and drill down of costs and fees are available, and viewing of transactions by type and date. Write on and offs can be managed for jobs, including "neutralise" functions to clear work in progress.

MULTIPLE COMPANIES

There are no limits on the number of companies that can be managed by TMS, integrating with the multiple companies run on ABM. This allows complete control and separation over the operation of individual companies and enables interaction between each company.

TIMESHEET CUSTOMISATION

There are a number of customisable options available which provide control over how the timesheets manage different situations. The values of a normal working day can be specified to allow posting of automated timesheets, such as public holidays and leave. Labour costs and charges (labour rates) can be set up by staff member, by job, or by both. Day limits can be used to specify the number of days a user may advance before a day's timesheets have to be completed. Create minimum hours restriction for staff timesheet entries or allow staff to complete a timesheet for a day without completing hours set. Discounts can be setup to be applied to the charges of groups of timesheets, with options to apply discount to timesheets' costs as well.

HOLIDAYS AND LEAVE

A system manager can specify the dates of statutory/public and non-statutory holidays within a given year. Timesheets for these dates are automatically filled in by the system according to a "normal working day" as set in the system options and those days will be automatically "locked" (marked as complete). The time can be automatically posted to a job. Similarly, a user can specify the dates they have had approved for annual leave, and the time can be automatically posted to a job.

DISBURSEMENTS, WRITE-ONS AND WRITE OFFS

Disbursements (e.g. mileage, airfares, meals etc) can be processed in a similar manner to timesheet entries and includes a disbursement list to assist with consistency of data entry. Staff members (including managers) can post disbursements to jobs that they are linked to. Disbursements can also be posted by administrative staff and a list of disbursement transactions can be seen in the disbursement viewer. Please enquire with your solution provider for a comprehensive brochure for further detail on ABM's Job and Time sheeting solution.