

Serac Solution Brief

SAP Business One



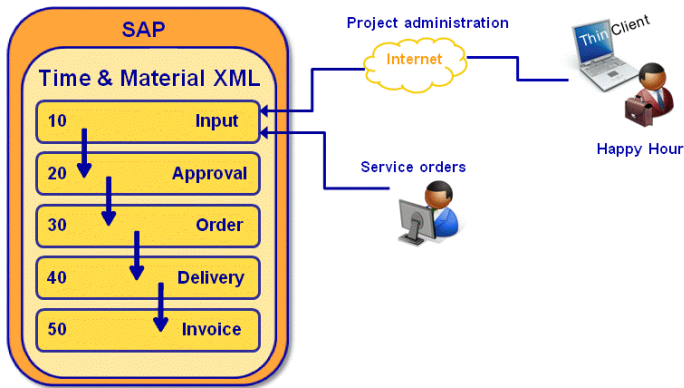
Time & Material XML has been developed in combination with SAP Business One to register time and costs in a simple manner, and invoice them in a closely-monitored manner. The service orders are fully integrated in this version. Thanks to the modular structure of the system and the use of XML as exchange standard throughout the system, it can easily work together with SAP Business One. And because Time & Material XML is a 'Made in Holland' system, new, important functions for your company can be added quickly and easily by Serac.

TIME & MATERIAL XML 2010

TIME REGISTRATION AND INVOICING

The characteristics of Time & Material are:

- Web front end on SAP for the entry of hours for projects, for which the system distinguishes between:
 - main projects, with subprojects linked to them;
 - single projects.
- This web-based front end makes it possible for employees to enter their own hours at any location they have access to an internet connection. They can view the hours entered for projects and/or service orders using the same interface, and perform their '40-hour' check. Entry using a PDA or iPhone is optional.
- Projects can be entered on the basis of:
 - a fixed price with invoicing in agreed instalments;
 - post-calculation with invoicing on the basis of the actual hours.
- Employees are linked to a profit centre and one or more projects. The manager is responsible for linking the employee to a project. An employee cannot enter hours for a project to which he or she has not been linked. This prevents a great many errors in practice, and makes the subsequent time inspection by the manager a lot more efficient.
- Entry of hours and materials for service orders can be realised directly using standard SAP.
- The integration of Crystal Reports and SQL within SAP means that Time & Material XML offers more than comparable solutions. The following reports are available as standard, among others:
 - actual hours and costs per project compared to budgeted hours and costs;
 - hours per project per employee per period;
 - hours per employee per project.
- Links to external systems can easily be realised through the integrated XML message structure.
- The export function to Excel is standard.



- 10) After an employee has entered his/her hours, these time lines are given the status code 10. The following hour types are distinguished in this respect: Indirect hours, direct hours on a project and direct hours on a service order. The responsible manager/project manager checks the hours and approves or rejects them. The manager also receives a special overview of the specification of time spent for each employee, for inspection. The specification of time spent is based on the number of contact hours of the employee.
- 20) After inspection, correction and approval of the time lines, they are given the status 20. The appropriate group is selected by the manager by means of a selection screen, with only hours being processed which comply with the selection criteria. In the case of approval, the system in principle adds the standard fee to the time lines. The manager can change the fee, if necessary. The following three possibilities are present as standard:
 - fee per employee;
 - fee per employee per customer;
 - fee per task;
 - fee per task per customer;
 - all the fees referred to above can be applicable for a specific period and make use of the standard price lists in SAP with volume discount tables, etc.;
 - other fees can be added on request; please ask about the possibilities.
- 30) Periodically or incidentally - at the manager's discretion - the manager can change the status of the collected hours to 30, which triggers the creation of an order in SAP per customer per project. After this, changes can still be made to the description, number of hours and the fee applied.
- 40) After the manager has increased the status to 40, the time lines are deemed to be delivered in SAP. No changes can be implemented after this, in principle.

- 50) When the manager has changed the hours to the status 50, the relevant invoices will be created in SAP, and all the journal entries will be implemented. This guarantees full integration with your financial administration. A group function is also available for this. It is possible to consolidate multiple projects for one customer on a single invoice, or not as you prefer.
- It is possible to skip one or more steps, if you wish.

Applications

Consultancy: Financial and IT consultants often work with the customer according to complex price agreements. Together with SAP, Time & Material XML offers the possibility to record these price agreements and to invoice automatically in accordance with these agreements.

Accountancy: Members of staff of administration offices, including those with multiple sites, can enter their time declaration forms easily via the internet. After entry, declaration can take place per employee or per site.

Service: Installation and service staff can enter their specification of time spent and materials used through the internet.

A summary of the advantages

- More efficient time entry and project administration
- Faster invoicing
- Full integration between project information system and the financial administration
- Transparent and consistent information thanks to online processing in and integration with SAP
- Short learning curve and implementation, as the system connects seamlessly to standard SAP functions