



for **CHARTERED ACCOUNTANTS / PROFESSIONALS**



Get started immediately

**TIME SHEET *plus* TIME COSTING *plus* TIME PLANNING *plus* TIME BUDGETING**

**ON CLIENT**

- All assignments (time spent/time costing on a client/client group)
- Costing (time spent/costing of different staff on an assignment)
- Profitability - (costing of an assignment versus your actual billed amount)
- Assignments/jobs to be billed (assignments not yet billed to client)
- Comparison (amount to be billed vs actual amount billed)
- OPE summary (out of pocket expenses on each client - headwise expenses)
- Planning (time to be spent at a future date)

**ON ASSIGNMENT / SERVICES**

- Clientwise (time spent / time costing on all client for a particular assignment)
- Profitability (time spent and costing versus billed amount for each assignment)
- Budgeting (comparison of budgeted hours & charges vs. actual hours & billed amt)

**ON STAFF**

- On client (total time spent on each client by a staff)
- On assignment (total time spent on each assignment by a staff)
- Out of pocket (total out of pocket spent on each assignment by a/all staff)
- Time sheet submit (if staff has submitted time sheet for specific period)

**Daily / Fortnightly / Monthly / Any Period Time Sheet Reports on Staff, Client, Assignment, Partner, Manager**

[time sheet input]

500000 09/23/ 2200/hr SP=click for prev

staff: BGJ BILL GATSE-THE ARTICLE date: 14/02/2022 mon SP=click for next

4 of 4 BGJZ.jpg

client	date	hr.mn	asgmt	costng	oopex	?
BIREC	14/02/2022	1.45	ITAXA	3850	130	C
B1211	14/02/2022	0.35	CERTI	1283	0	
BIREC	14/02/2022	2.20	DUEDI	5133	90	G
AI001	14/02/2022	3.15	CON15	7150	190	C
		<b>7.55</b>	ldr:WWW	<b>17416</b>		

narration AM01 3.15 CON15  
provided consultation on the takeover of emirates.  
also detailed the cost benefit factors vis-a-vis.  
meeting with the chairman...blah blah blah...

esc=exit +add enter=edit -del

client: AIR INDIA CARGO & LOGISTICS P.LTD. assignment:CONSULTANCY