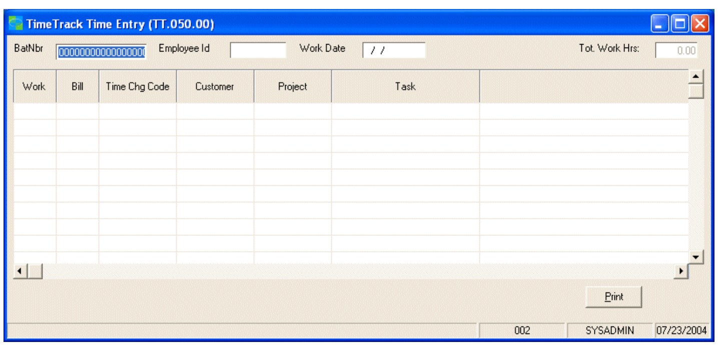
TIME TRACK

an enhancement product for Solomon IV

Time Entry and Approval in Solomon! A suite of data entry and utility screens designed to track your employee's time using the Solomon environment.

Benefits

Eliminate duplicate data entry of time records by employees. Enter it once and have it automatically update Project Controller and Payroll. Review and approve an employees time for any period online! Billing module allows you to bill clients for time spent and have invoices post to Accounts Receivable.

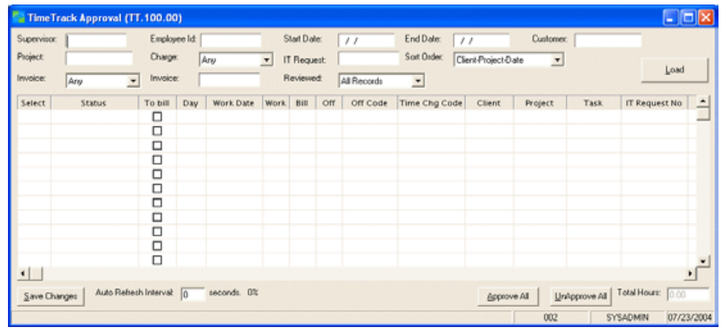


Secure

Time Track uses Solomon's standard security features, so access can be limited to specified users.

Don't forget to upgrade your hardware needs…..we now offer Dell, HP and Lexmark products!

A PSS Utility Product for Solomon IV



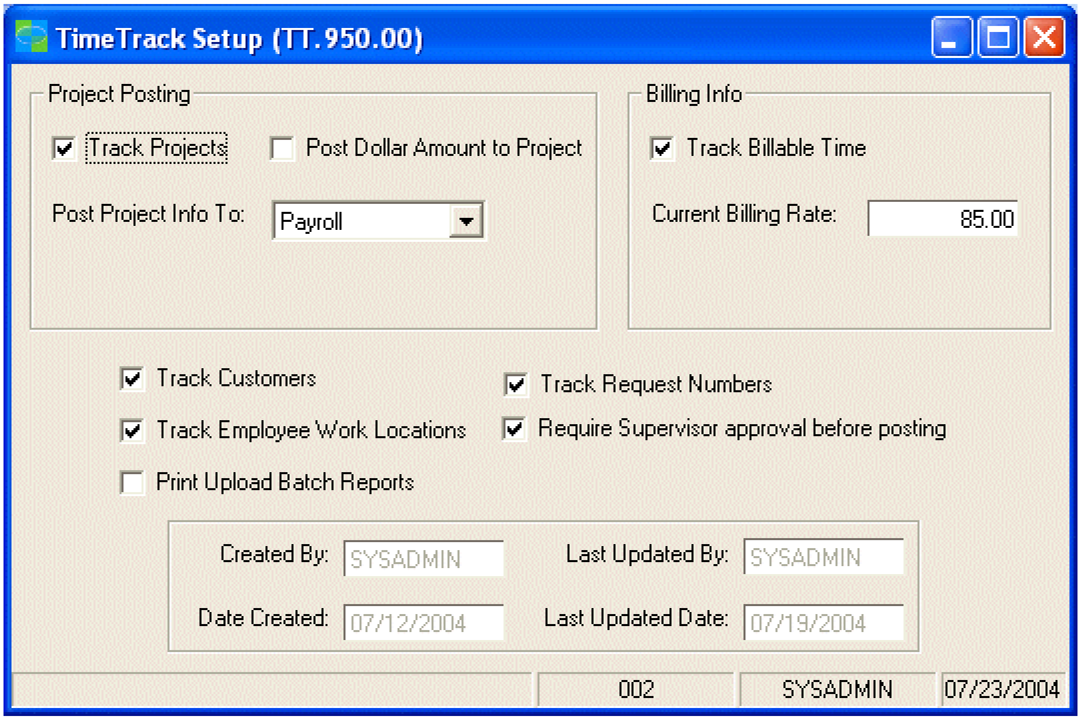
Key Features

- Users can enter hours spent on projects or Administrative duties and Holidays.
- Users can clock in and out, or enter time directly.
- Time entries can be linked to and update Project Controller.
- Time entry data can be approved by Supervisors
- Updates Solomon Payroll

Progressive System Solutions, Inc.
4019 Clarcona-Ocoee Rd., Orlando, FL 32810
Voice: (407) 523-7676 Fax: (407) 523-6366
Email: sales@progsys.net - www.progsys.net

Time Track Setup

Use the Time Track Setup screen to enter the default Time Track Information. Select the default options you want to use with the Time Track System. Track as little or as much data as you require for your company's needs!



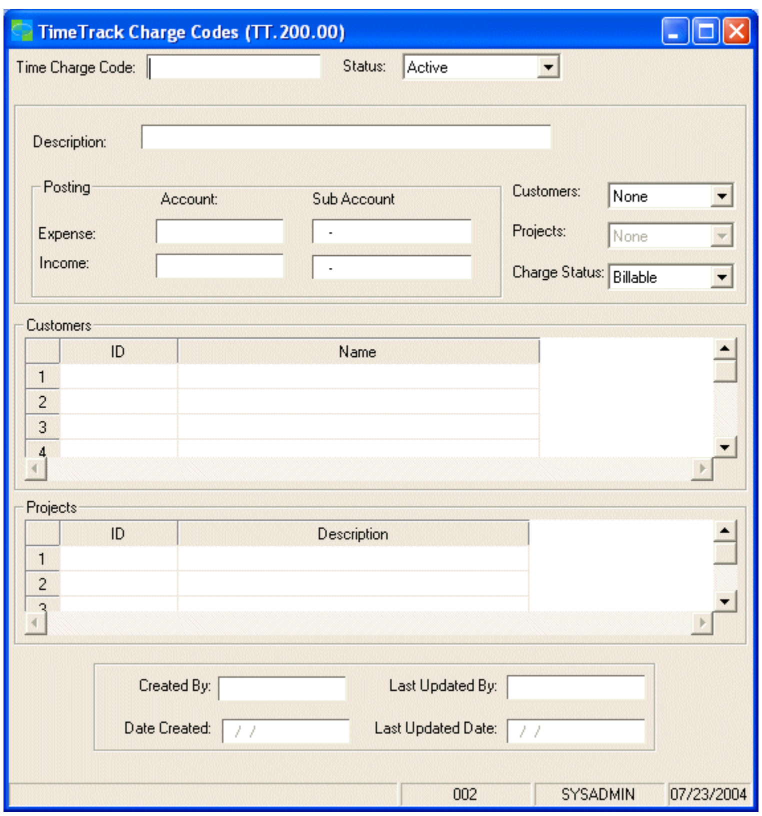
Charge Codes

Time Charge codes allow you to customize your employee's data entry and set the rules that will tell them what data is required! You control how much data they enter.

Time Charge Codes can be set up to allow entry to:

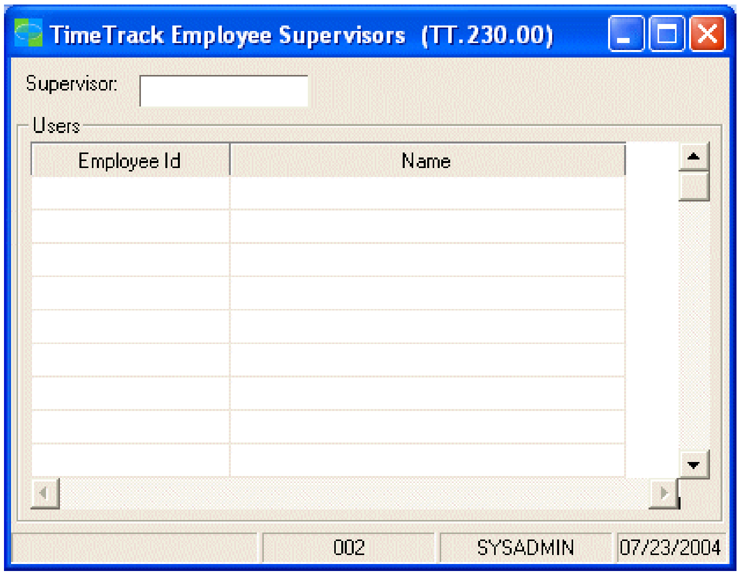
- No Customers
- All Customers
- Specific Customers
- No Projects
- All Projects
- Projects By Customer
- Specific Projects not related to Customers

These codes can also be set up to provide default posting information as well as Billable/Non-billable defaults.



Time Track Employee Supervisors

Use the Time Track Employee Supervisors screen to assign Employees to specific Supervisors for Approval of their Time Entries. First select the Supervisor, then assign Employees to that Supervisor. Employees can be assigned to multiple supervisors for those occasions when a supervisor is unavailable.

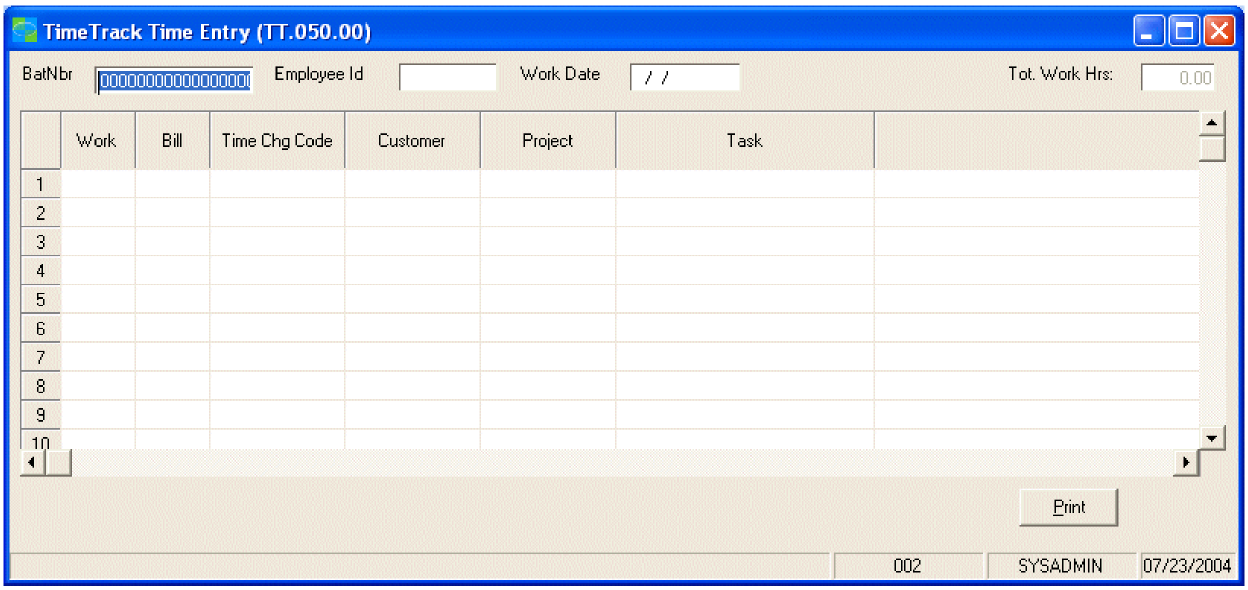


Time Entry/Time Clock

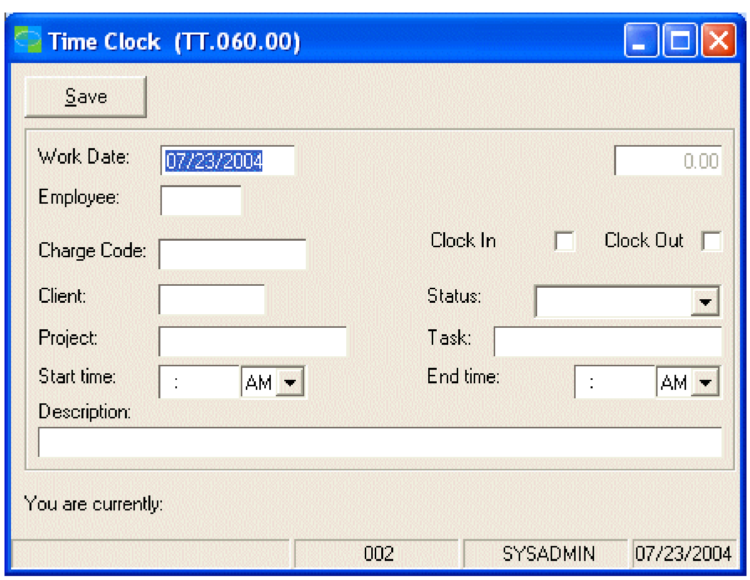
Time Entry can be done in one of two methods: Enter the hours worked directly or in real time, as the work is performed. Employees simply enter their Employee ID and Date and start entering time. A printed Time Report is also available right from the screen.

Time can be tracked in multiple ways: By Time Charge Code, By Client, By Project and Task or By Any Combination of these

In the time entry screen time is entered as hours or portions of hours.



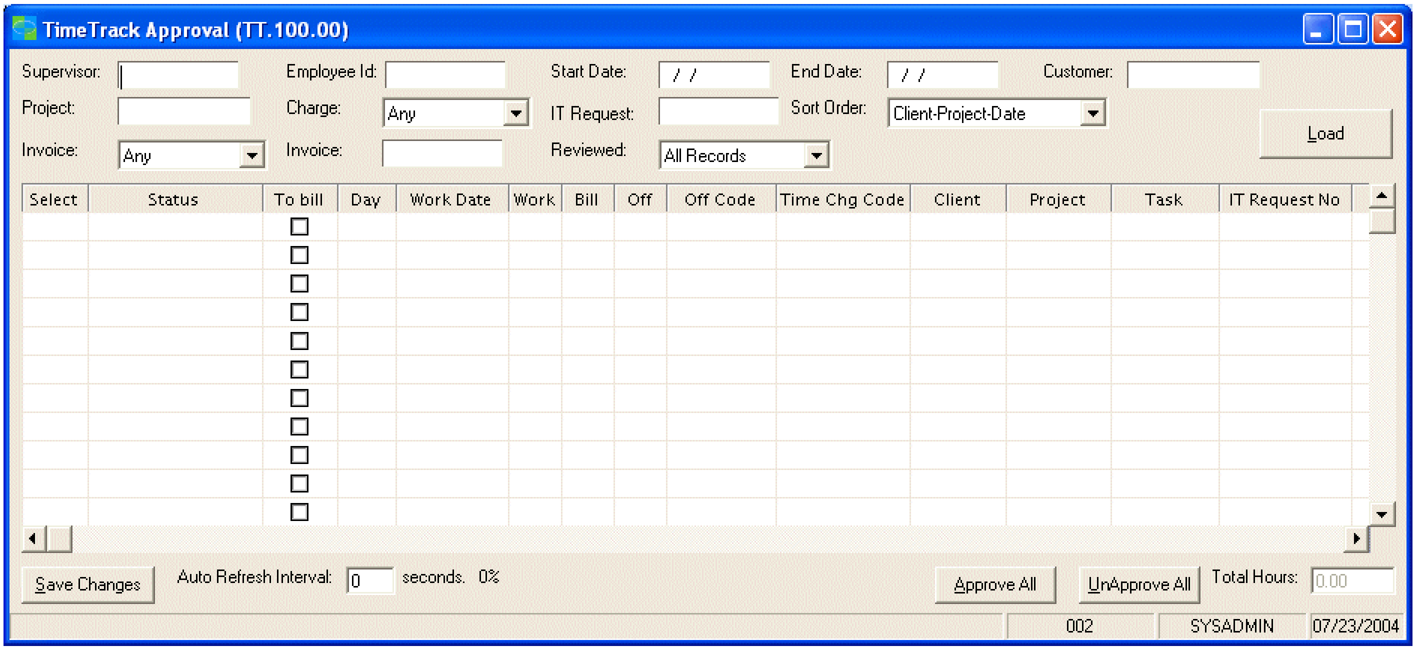
In the Time Clock Screen, users clock In and Out, the system calculates the hours worked and moves it to the time entry screen.



Time Track Approval

Use the Time Track Approval screen to review employee's time entries.

In this screen you can use the filters at the top of the screen to find specific employee time entries. Once displayed you can Modify the entries, Approve them or mark them for Employee Action.

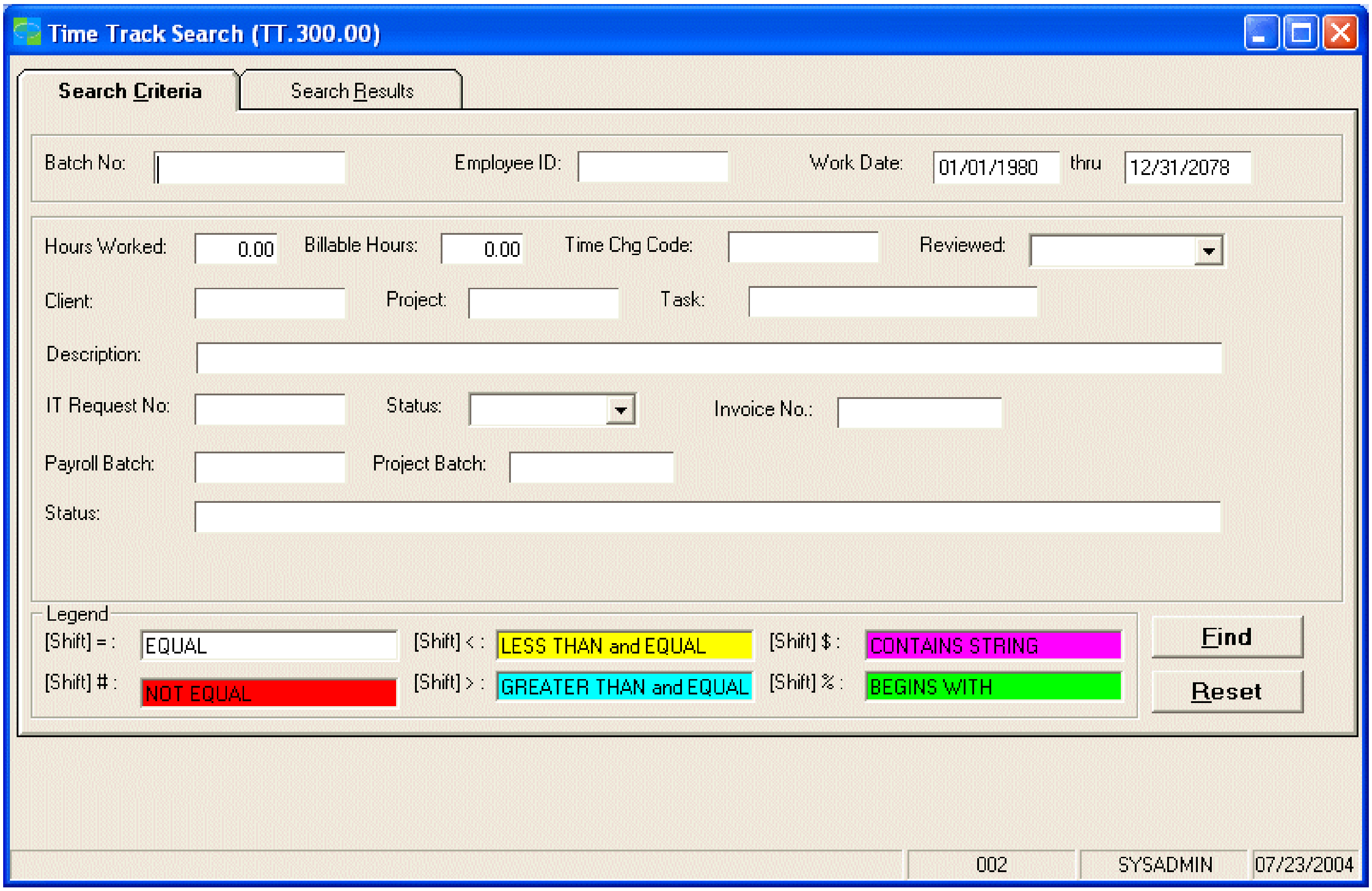


Time Track Search

Use the Time Track Search screen to search for Time Entry information using virtually any information that has been entered into the Time Track System.

Your search can be further enhanced by the use of Operators. These Operators are the true power of the Time Track Search screen. You have six different Operators that can be used in each field. This gives you unlimited searching ability with as much or as little information as you have. Fields change colors based on the Operator used in that field.

Once documents are found, you can make non-financial changes to the documents or easily print them from the Search Results tab.

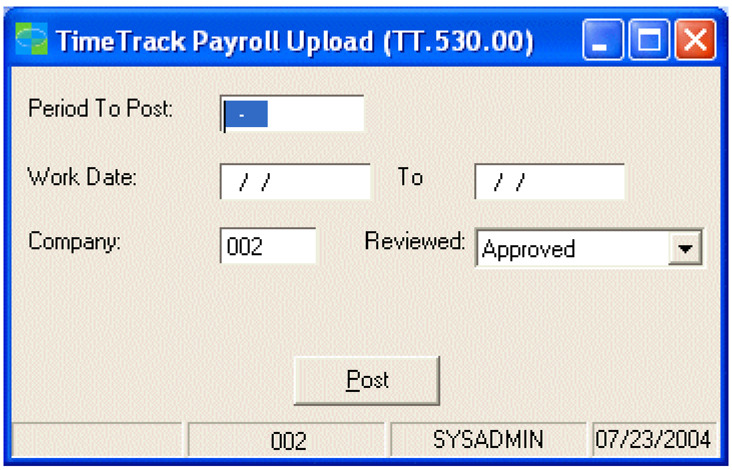


Time Track Payroll Upload Module

Use the Time Track Payroll Upload screen to post Employee Time entries to Solomon's Payroll module. You can upload Time Entries by specific Work Dates, Company and Review Status.

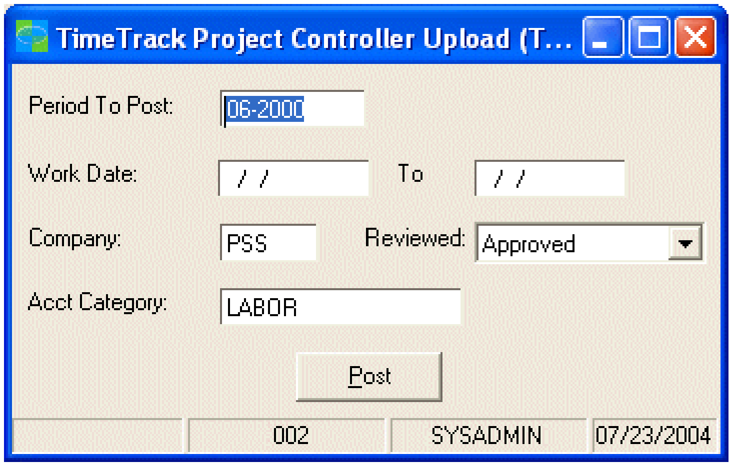
System can be set up with these special options:

- Only allow approved entry posting
- Repost Option
- Post Project/Task with Payroll



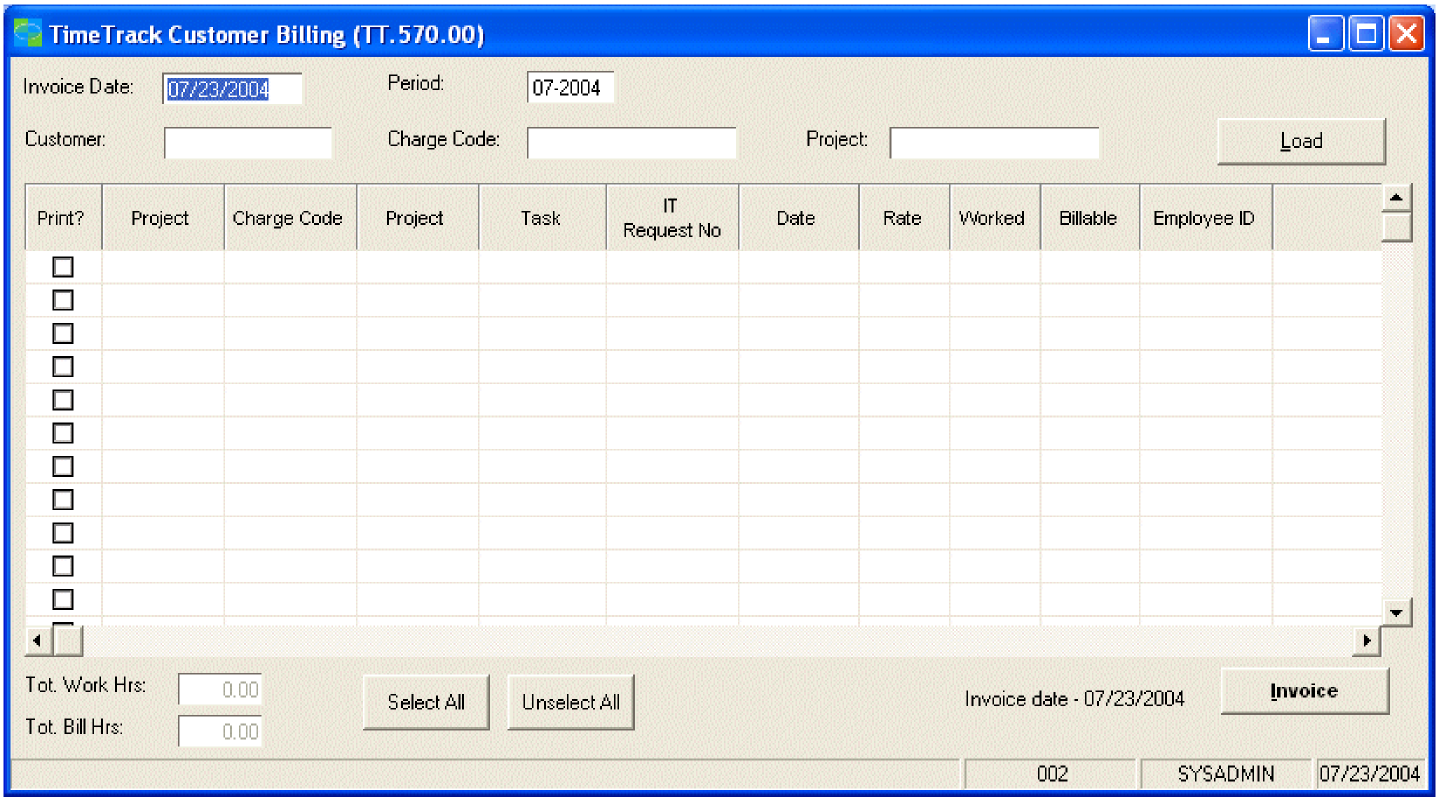
Time Track Project Controller Upload Module

Use the Time Track Project Controller Upload screen to post Time Entries into Solomon's Project Controller module. Great for users who want their project time updated on a daily basis and do not want to have to wait for payroll! You can upload Time Entries by specific Work Dates, Company, Review Status and Account Category.



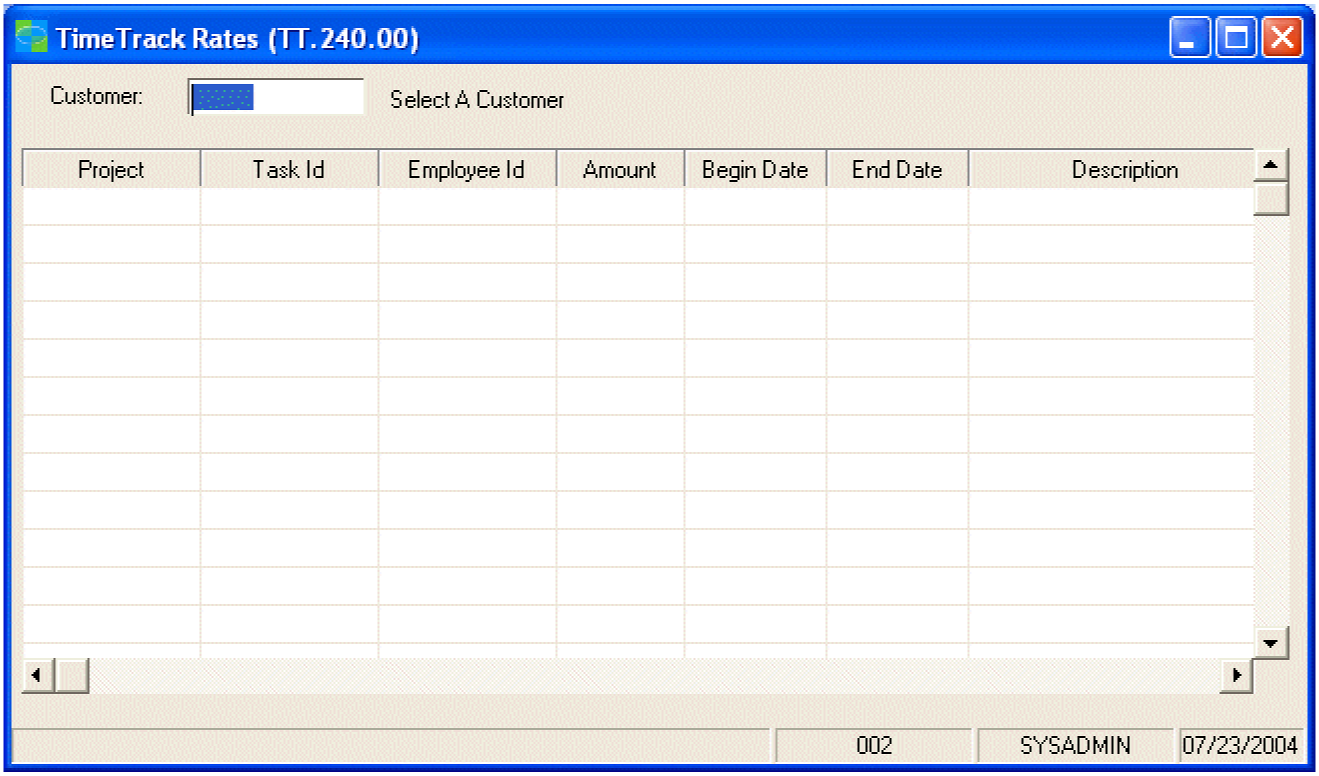
Time Track Customer Billing Module

Use the Time Track Customer Billing screen to view unbilled time. From this screen you can select who/what to bill, print an invoice and update Solomon Account's Receivable in one easy step. The system can be set up to only bill Approved time or to bill all time.



Time Track Rates (TT.240.00)

Use the Time Track Rates to setup Rates for specific Customers for Billing. Select a Customer then add Projects, Tasks, Employees, Amounts, Beginning/Ending Dates and Descriptions for the Billing Rates.



Reports

There are many reports available in the Time Track System. They include:

- Time Entry
- Invoice
- Billing Worksheet
- Batch Report
- Employee Supervisors
- Time Analysis
- Work Order
- Charge Codes
- Customer/Projects
- Rate