



Presentation of the TimeSheet and Billing
basic application

Immaginare Design is a company created in 2004, providing communication and marketing services.

Its internal controls follow standards of the large companies the partners came from.

Immaginare Service is a business unit created in 2010 to sell business and finance applications based in what Immagine developed for its use.

Who we are



Our basic product is a suite of a finance and business internal control applications.

The term “Internal control” is used in accounting and audit as the set of procedures, documents and reports used to feed, and validate, the accounting entries and financial reports.

But it can also be used in a broader sense as the set of procedures, documents and reports that control the business operation.

Products – internal controls



Our applications are intended for use in companies where:

- Manual control no longer meets their needs
- Still don't have the resources to use large ERP modules heavily customized at a cost, time and complexity that end being substantial.

They are usually either medium size companies and branches, or departments with particular needs, of larger companies.

Products – to whom is intended



Our applications are:

- Simple: Easy to operate and with no unnecessary features.
- Modular: Each application contains only the resources and databases it needs to perform its function, but if combined they interact.
- Standardized: Based not on the legacy of previous clients but on a "Best practice" of legal, accounting and financial standards.
- Scalable: Accepts upgrade to versions of higher complexity and volume.

The application is installed in the user computer, connected to a database according to different versions. Always maintaining similar screens and procedures:

1. Set of Excel spreadsheets (during development)
2. Based on Microsoft Access running on a normal computer or server.
3. Based on SQL database running on a local server.
4. Based on SQL database running on a server in the internet.

The first of our products is an application to control the time sheet and billing for service providers like ourselves and law firms.

- Control the hours worked by the professionals for each customer and projects they are allocated to.
- Issue Work hours reports for billing
- Linking of reports to the Invoices issued
- Follow up reporting

Hours tracking uses basically the following information and auxiliary databases:

- User
- Project and Customer
- Activity and reference
- Other professionals involved (advanced version)
- Day/hour initial and final
- History

Product - hours

Users are professionals who get a login and password to use the application, there are two basic types:

- Professionals: Login to report their work hours and access their customers, projects... Their file with the hourly fee to be charged.
- Manager: can record all the data for a given professional, issues the Work hour reports, record Invoices, manage databases and follow up reports.

Project, to which every hour is allocated, contains basically:

- Id
- Client
- Description (which goes in the work hour statement)
- Notes (for internal use)
- Planned activities
- Regular/Individual (Covered by monthly contract or not)
- Method of charging (by project, month, hour ...)
- Users involved (intermediate version)
- Language and Currency (intermediate version)

Product – projects

Customer, to which every project is linked, basically contains:

- Id (Cpf* or Cnpj* to which it will be billed)
- Name (for which it will usually be searched)
- Full name, address and other data for billing
- Notes
- Status (Active or Inactive)
- Contacts
- Language and Currency (intermediate version)

*Legal coding for Brazilian entities

Activities and references can be typed or (in the advanced version), selected from what was planned for that project.
Example:

Activity – Reference

Draft – By laws

Approve with Client – By laws

File – By laws

Write – Power of attorney for accountant

The application will be installed with an initial set of standard names, and each customer can adapt.

Product – activities and references



Other professionals involved (in the advanced version) can be:

- Users, in this case the Manager will have a view able to identify and reconcile inconsistencies.
- Other professionals in the database, not team members but regular collaborators.
- Other eventual professionals not in the database, in this case there will be a text field to input their participation.

Work hours report is the document detailing the hour worked by each Professional in the projects of a given Client.

It's intended to be attached to the Invoice to detail what is being charge. Or send in advance for approval.

The Manager issues this report from a screen showing all Hours worked for that Customer, per Project, in a given time range.

Product – work hours report



Billing is linking if the Invoice, issued in the legally required procedure, to the respective Work hour report (or many)

Optionally, before the invoicing can be printed an Invoice template as a guide.

The Invoice number linked to each Hours will be also show in the time sheets, allowing a series of managerial reports and queries.

In order to achieve its goals, the purchase of this application must be part of a package containing:

- Install
- Training
- Support

For install, the company will make available:

- A Manager, who will receive the training and support and relay to the other Users.
- A computer connected to your the network with a shared folder where the database will be installed. This folder will be, with the support of network security experts from the office and/or Immaginare, remotely accessed by the install and support team.
- Immaginare will do the rest

Training should be done on two levels:

- One session with a partner in charge of the company and the Manager. In this meeting will be made a detailed presentation of what the application does and how it does it, followed by a session if questions and answers to answer any question.
- A second session with the Manager where will be covered the concepts, procedures and screens. Support material will be provided to be relayed to the other users. Optionally, they may participate.

The support is provided in three levels:

- It is up to the company, through its IT support team or provider, to maintain the computer where the application is running with remote access to the Immaginare support as configured at the install.
- It is up to Immaginare to keep the application working within the installation parameters. IN worst case scenario reinstall with the original settings and assisting the Manager to restore the last backup.
- It is up to Immaginare to support the Manager regarding the correct use of the application, its routines and screens. He will support the other users.

The handling of the database will be done exclusively by the application.

Access will be strictly controlled depending on the login and password of each user.

However, the Manager will have access to read the database, both through reports and direct queries. Including export at any time of files for backup or integration with other controls.

Thanks

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End

