



1. PositiveWare Release Notes 2.0.9 (05/07/2007)

We've added one new feature and two corresponding reports in this release:

- Added Resource Manager to Billing facilities
- Added Billing and Allocation Report
- Added Employee Allocation Report

2. Billing - Resource Manager

The Resource Manager adds new billing-related functionality to PositiveWare. It allows the creation and management of client budgets and the allocation of employee time to these budgets.

The Resource Manager is integrated with the Rate Manager and Billing Manager so that the correct rates are automatically used throughout client budgets.

2.A. Using Resource Manager

To use the Billing Resource Manager you will need to have the PositiveWare Billing and Billing Administrator modules activated. This will add a "Billing" tab to the set of navigation tabs. Click on the Billing tab and then choose the Resource Manager option, highlighted below:

Figure 2-1



The main Resource Manager page displays the budgets for all clients in the current financial year:

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Figure 2-2



The screenshot shows the 'Resource Manager' interface. At the top right, there are navigation buttons '<< March 2007 | April 2008 >>' which are circled in red. Below this is a table titled 'Existing Budgets'.

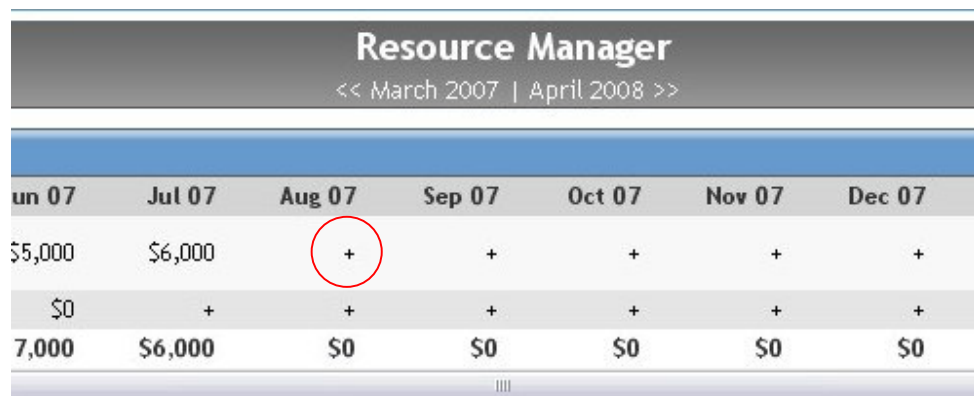
Client	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07
Hammond Motors	+	\$5,000	\$5,000	\$6,000	+	+	+
Wyatt Oil	+	\$12,000	\$0	+	+	+	+
	\$0	\$17,000	\$17,000	\$6,000	\$0	\$0	\$0

This view can be scrolled forwards or backwards in time by clicking on the << and >> buttons, circled in the image above.

2.B. Adding A New Budget

There are two ways to add a new budget with Resource Manager. Either click on the '+' symbol in the appropriate month, or use the drop-down boxes at the bottom of the screen to select the appropriate combination of client and month:

Figure 2-3



The screenshot shows the 'Resource Manager' interface. At the top right, there are navigation buttons '<< March 2007 | April 2008 >>'. Below this is a table showing budget data for various months. The '+' symbol in the 'Aug 07' column is circled in red.

Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Dec 07
\$5,000	\$6,000	+	+	+	+	+
\$0	+	+	+	+	+	+
\$7,000	\$6,000	\$0	\$0	\$0	\$0	\$0

To add a budget for a Client, select the time period, the Client and click Add Budget:



The form consists of two dropdown menus, a text input field, and an 'Add Budget' button. The entire form is circled in red.

Either of these actions will take you to a new budget page.

When creating a new budget, you will be given the choice of copying forward the previous month's budget. If you select this option, details of the previous month's budget will automatically be populated in your new budget:

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Figure 2-4

Budget for Hammond Motors

Would you like to move the data forward from July 2007?

Yes
 No

If yes, which pieces of data would you like to move?

Hourly, retainer or project-based information
 Budget for sub-projects
 Employee allocation information

Continue Cancel

2.B.1. Populating A New Budget

PositiveWare allows you to create three types of budget:

- **Hourly:** The client is billed based on the exact number of hours worked. This is estimated at the beginning of the month, then the actual hours worked are recorded as the month progresses and billed at month end.
- **Retainer:** The client pays a fixed monthly fee based on the expectation of a reasonably predictable and stable monthly workload or of guaranteed availability when needed.
- **Project-Based:** The client is charged a fixed fee for the project. This fee remains fixed even if the workload proves to be greater or less than expected.

Follow these steps to populate a newly-created budget.

1. Select the billing type for the budget - either Hourly, Retainer or Project-based:

Figure 2-5

The billing for Hammond Motors will be as follows:

-- Select the billing type --
Hourly
Retainer
Project-based

iso have budgets for \$

2. Enter suitable figures for the client billing into the additional fields that are displayed after choosing a billing type. This example shows hourly billing:

Figure 2-6

The billing for Hammond Motors will be as follows:

Hourly 0.00 hours billed at the following rate: Base \$0.00

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- Once you have entered the client billing information, it is possible to allocate time to individual employees. This is done in the third section of the budget page:

Figure 2-7

The following employees are assigned to Hammond Motors:					
Employee	Hours for Hammond Motors			Overall Hours	
	Estimated	Actual		Estimated	Actual
Totals	0.00				
Unallocated	50.00				

- Click on the drop-down box and select an employee name from the menu:

Figure 2-8

Employee	Department
Dagny Taggart	General
Eddie Willers	General
Henry Rearden	General
Open	General

- Click the "Assign Employee" button to assign the selected employee:

Figure 2-9

Employee	Department
Dagny Taggart	General
Eddie Willers	General
Henry Rearden	General
Open	General

- Enter the estimated hours for that employee:

Figure 2-10

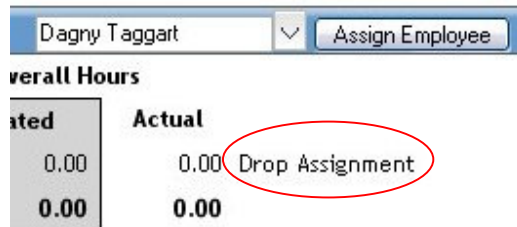
The following employees are assigned to Hammond		
Employee	Hours for Hammond	
	Estimated	
Dagny Taggart	30	\$3,000.00
Totals	30.00	\$3,000.00
Unallocated	20.00	

- Repeat steps a-c to allocate work to additional employees

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NOTE: To remove an employee's allocation, click on the "Drop Assignment" link alongside their work allocation details:

Figure 2-11



Overall Hours	
Budgeted	Actual
0.00	0.00
0.00	0.00

2.B.2. Saving, Deleting or Canceling A Budget

You can save the budget you are working on at any time. At the bottom of the budget screen there are four buttons that allow you to save, delete and cancel changes:

Figure 2-12



- **Save:** Save the details of the current budget and return to the Resource Manager screen
- **Apply:** Save the details of the current budget and continue working on that screen.
- **Delete:** Delete the current budget. You will be prompted to confirm if you click the Delete button.
- **Cancel:** Cancel the changes you have made to the current budget and return to the Resource Manager screen.

2.B.3. Viewing Or Editing An Existing Budget

To view or edit the details of an existing monthly budget, simply click on the current value of that budget on the Resource Manager page:

Figure 2-13



Existing Budgets				
Client	Apr 07	May 07	Jun 07	Jul 07
Hammond Motors	+	\$5,000	\$5,000	\$6,000

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2.C. Adding Additional Projects To An Existing Budget

It is possible to add additional projects to existing monthly budgets. These projects are shown in the second section of the monthly budget view for each client:

Figure 2-14

Project	Description	Sub Total
		Grand Total: \$3,000.00

Additional projects can be funded from their parent monthly budget or can have their own independent budgets.

2.C.1. Creating An Additional Project

1. To add an additional project to a budget, click on the "Add Project" link:

Figure 2-15



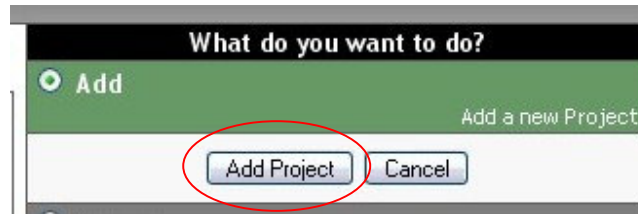
You will be presented with the Add Project form:

Figure 2-16

2. Enter the project details into the Add Project form:
 - a. Project Name
 - b. Client Name (select from pull-down list)
 - c. Start & Due Dates (click on calendar icon to select)
 - d. Description
3. When you have entered all the information required, click on the "Add Project" button to save the project:

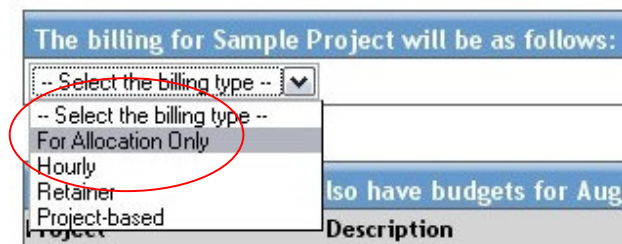
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Figure 2-17



4. You will now be presented with the project budget page. This is almost identical to the client monthly budget page. The only difference is in the billing type options:

Figure 2-18



An fourth billing type, "For Allocation Only" is available for additional projects. Choosing this option will mean that the cost of all actual worked hours for that project is deducted from the overall monthly budget for that client.

The other possible billing types result in the budget for the additional project being added to the client's total monthly budget. Choosing any of the other billing types (hourly, retainer & project-based) will allow you to create and manage a separate budget for your additional project.

5. Add an estimated number of hours to the project's budget and allocate these to an employee if you wish. The procedure for doing this is identical to that described in [2.B.1](#).
6. Once you have completed the project budget details, return to the monthly budget page by choosing the "Save" option.

2.D. Additional Notes On Resource Manager

1. The budget values in the Resource Manager calendar view reflect allocated expenditure - not estimated values. Work that has been budgeted for but has not been allocated to an employee is not reflected in these figures.
2. At present, budgeting and billing is only possible on a calendar month basis. This means that it is not possible to define client billing periods of less than

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one calendar month or billing periods that run across multiple calendar months. This restriction will be addressed in a future release of PositiveWare.

3. Reports

Two new reports have been introduced to complement the Resource Manager:

- Billing and Allocation Report
- Employee Time Allocation Report

Each of these reports can be customized to meet your requirements and to reflect different user permission levels.

To access the PositiveWare reporting module, click on the Reports tab:

Figure 3-1



3.A. Billing and Allocation Report

The Billing and Allocation Report compares the estimated billable value for each employee with their actual billable amount for that month. Employees' billable work is displayed by client and in total for that month.

To run a Billing and Allocation Report, follow these steps:

1. Scroll down to the "Time Tracking Reports" section of the Report page:

Figure 3-2



2. Click on the "Billing and Allocation Report" link:

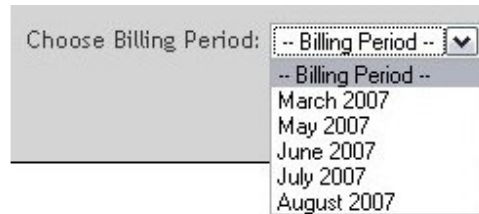
Figure 3-3



3. Select the billing period for which you would like the report:

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Figure 3-4



- Click on the "Run Report" button. and view the report:

Figure 3-5



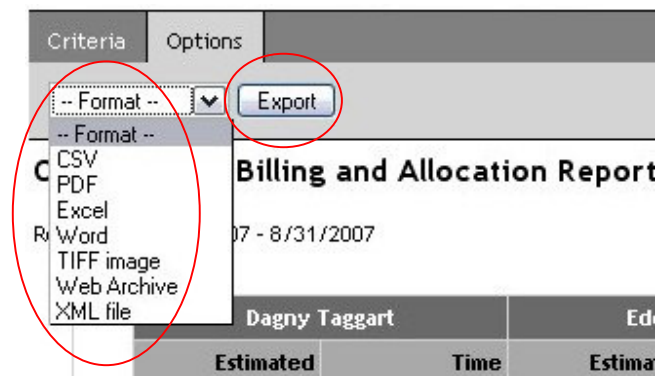
Organization Billing and Allocation Report

Rearden PR, 8/1/2007 - 8/31/2007

	Dagny Taggart		Eddie Willers		Totals	
	Estimated	Time	Estimated	Time	Estimated	Time
Ham	\$3,000	\$0	\$5,000	\$0	\$8,000	\$0
Moto						
Total	\$3,000	\$0	\$5,000	\$0	\$8,000	\$0

- You can export all reports to a range of standard file formats. To do so, select the "Options" tab and choose from the drop-down list of file formats:

Figure 3-6



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Click the "Export" button to generate the report file. You will be prompted to open it or save it to a location on your computer.

3.B. Employee Time Allocation Report

The Employee Time Allocation Report shows estimated and actual working hours for each employee. This data is displayed totaled for each month and is displayed by client and by employee.

To run an Employee Time Allocation Report, follow these steps:

1. Scroll down to the "Time Tracking Reports" section of the Report page:

Figure 3-7



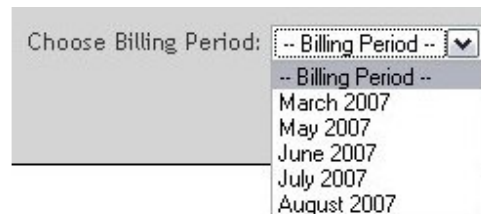
2. Click on the "Employee Time Allocation Report" link:

Figure 3-8



3. Select the month for which you would like the report:

Figure 3-9



4. Click on the "Run Report" button and view the report:

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Figure 3-10



Criteria Options

Choose Billing Period: August 2007

Run Report

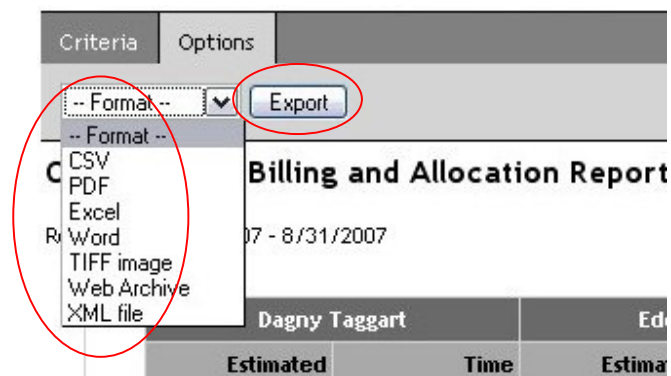
Employee Time Allocation Report

Rearden PR, 8/1/2007 - 8/31/2007

	Hammond Motors		Totals	
	Estimated	Actual	Estimated	Actual
Dagny Taggart	30.00	0.00	30.00	0.00
Eddie Willers	50.00	0.00	50.00	0.00
Totals	80.00	0.00	80.00	0.00

5. You can export all reports to a range of standard file formats. To do so, select the "Options" tab and choose from the drop-down list of file formats.

Figure 3-11



Criteria Options

-- Format --

Export

Billing and Allocation Report

07 - 8/31/2007

Dagny Taggart

Ed

Estimated Time Estima

Click the "Export" button to generate the report file. You will be prompted to open it or save it to a location on your computer.

3.C. Permissions & Report Access

Only users with Manager or Organization Administrator status are able to access reports. Employee-level users are not given access to the reporting module and will find that the Reports tab is not visible to them.