1. PositiveWare Release Notes 2.1.8 (12/28/2007)

PositiveWare Release 2.1.8 introduces several new and enhanced features:

- Project-based billing and budgeting
- Cleaner, simpler interface for Budget Manager
- Vendor names can now be captured when tracking expenses
- The Billing & Allocation and Employee Allocation Reports now run faster

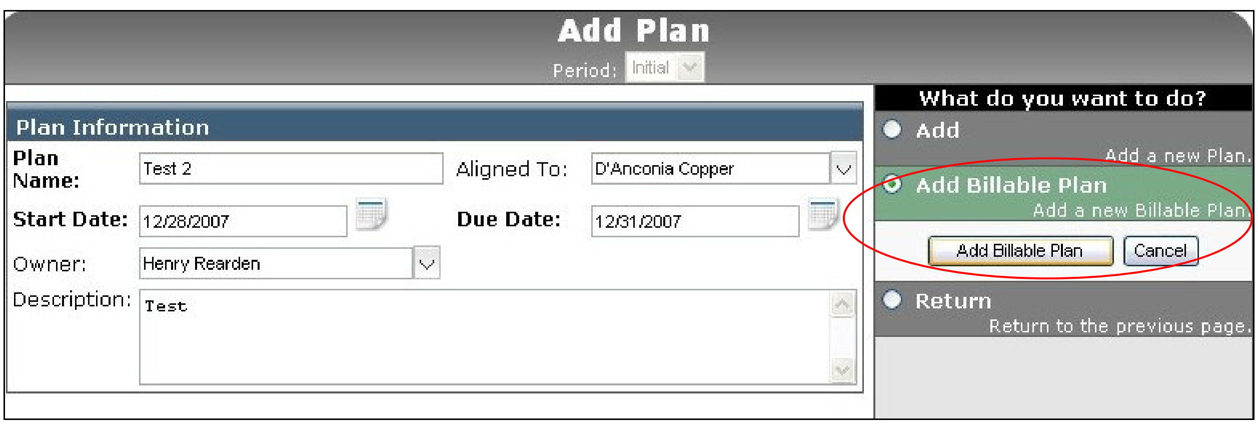
2. Project-Based Billing

Project-based billing allows projects to be billed to clients individually. Until now, projects could only be billed as part of a client-level bill.

2.A. Creating a Billable Project

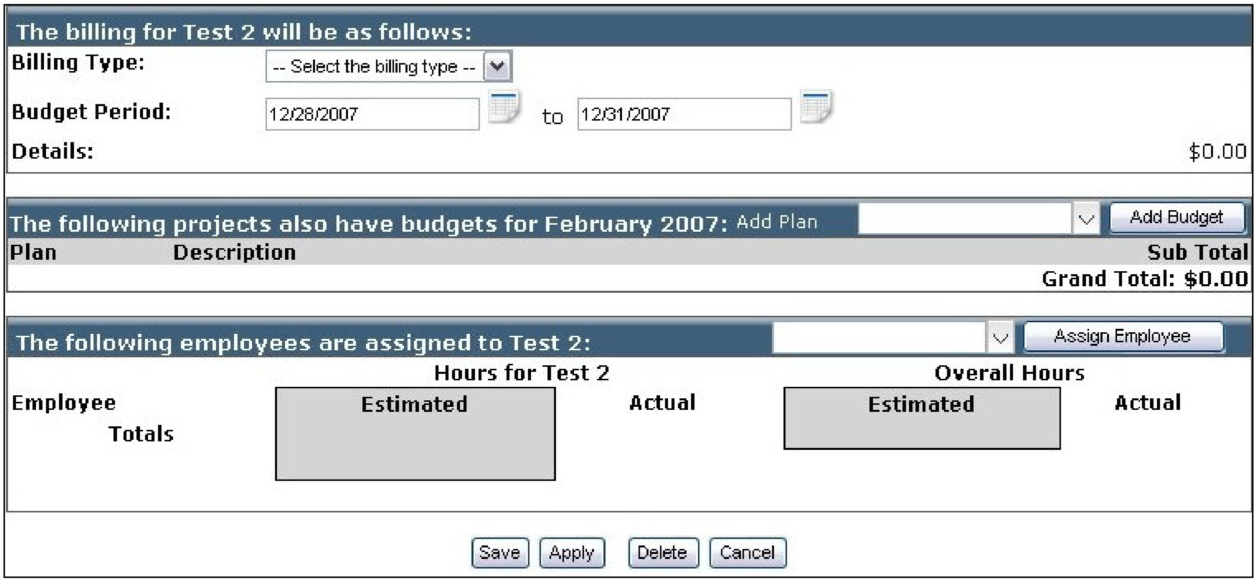
Creating a billable project is simple. When adding a new project, enter all information as usual, and then choose the billable option:

Figure 2-1



You will then be prompted to create a project budget. Complete this as you normally would:

Figure 2-2



*Once you have entered the budget, click on the **Save** button.*

You will now be returned to the familiar **Project Edit** screen. From here, you can make further changes to your billable project or you can opt to return to the **Plan Manager**.

Billable projects can be easily recognized in **Plan Manager** due to the green $ symbol on their folder icon:

Billable Project: 

Standard Project: 

2.B. Viewing & Editing Billable Project Budgets

Once you have created a billable project, the budget you defined for that project can be managed through the **Budget Manager** - as with all other budgets.

In this figure, the budget for the test project created in Figure 2-1 above can be seen:

Figure 2-3

*To edit a budget, click on the **$ amount** or **+** symbol for the month you wish to edit*

3. Budget Manager Revisions

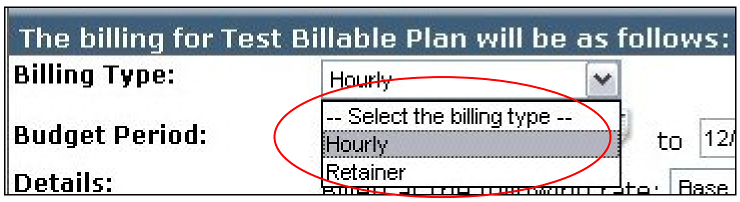
The Budget Manager interface has been simplified and updated to harmonize with the introduction of project-based billing.

There are three main changes:

1. **The project-based billing type has been removed.** This is no longer relevant as individual projects can be made billable and can have their own independent budgets.

   You now only have two choices of billing type:

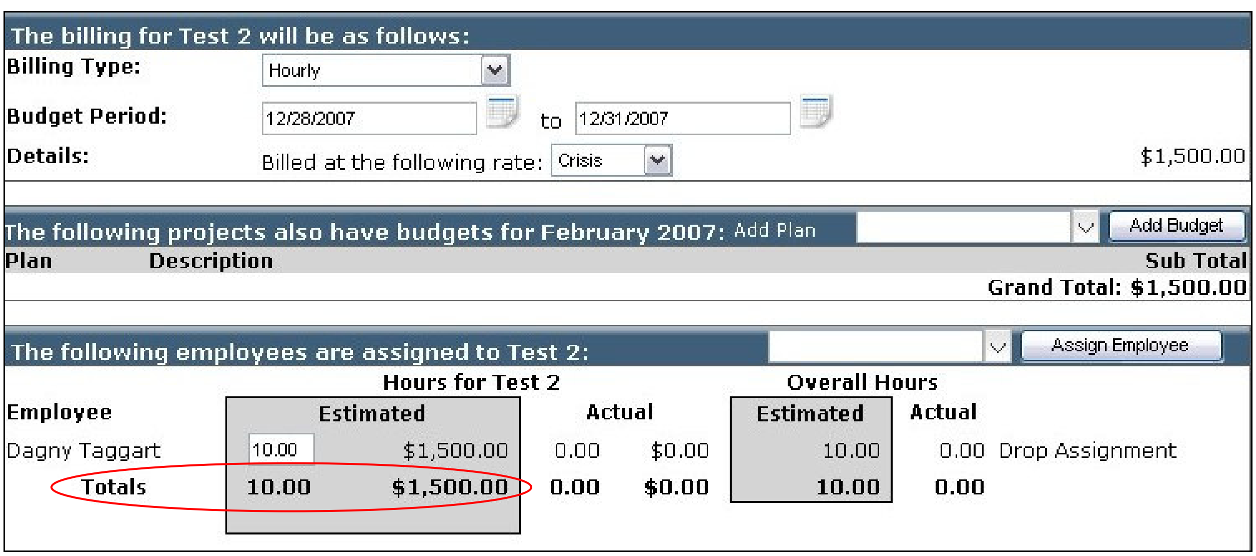
Figure 3-1



2. **Users can now change the dates of all budgets.** To change the start or end dates of a budget, view the budget you wish to change then manually alter the dates.

3. **There is no longer any need to enter the total estimated hours for a budget.** This field has been removed. Estimated hours are automatically summed:

Figure 3-2

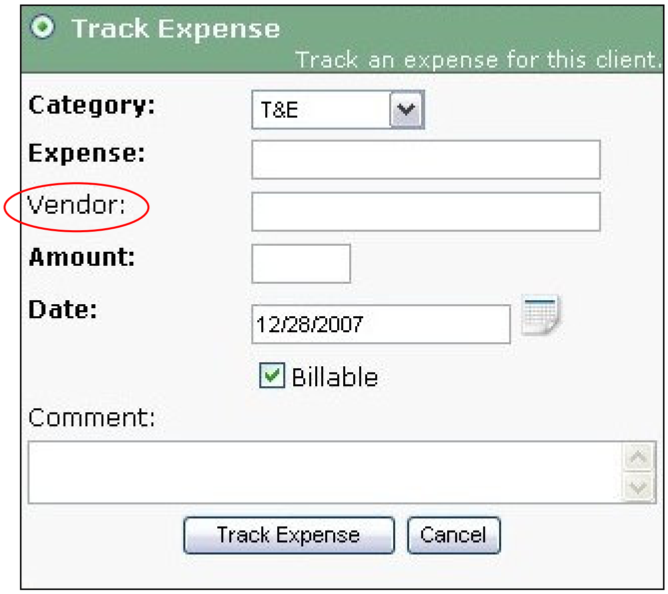


Enter the estimated number of hours for each employee. These hours will be summed and the estimated cost automatically calculated using the billing rate selected.

4. Expense Tracking

Users can now enter a Vendor name for each expense they track. This new feature is part of a larger package of improvements due in future releases:

Figure 4-1



5. Reporting

The Billing & Allocation and Employee Allocation Reports now run faster than in previous releases.

The Billing & Allocation Report now also includes a column showing expenses for each client and project - providing you with a complete financial picture of each client and billable project:

Figure 5-1

Organization Billing and Allocation Report

Rearden PR, December 2007

	Expenses			Dagny Taggart		
	Estimated	Actual	Difference	Estimated	Actual	Difference
D'Anconia Copper: Test 2			$0	$1,500	$0	$1,500
Hammond Motors	$0	$1,000	($1,000)			$0

