



CaseWare Time

MORE THAN JUST TIME AND BILLING.

Adaptable for any number of users through the power of SQL, CaseWare Time has everything you need to manage your practice easily and efficiently. Experience easy time and expense entry, at-a-glance monitoring, improved billing, numerous ready-to-use reports, and powerful project and contact management.

INNOVATIVE TIME WORKFLOW

Innovative and easy-to-use, the Time Workflow feature guides you through your tasks using the Workflow layout. Only those items assigned to you appear in your Workflow, giving focus on what needs to be done. With the Workflow you can access program features, documents, and help with ease from the same screen.

CONVENIENT STATUS PANEL

By offering summary information on one convenient screen, the Workflow Status panel gives a quick overview of what is happening in the file. User-based information such as time, expenses and time sheets is focused on the user logged in.

QUICK TIME AND EXPENSE TRACKING

With Time, you can quickly and efficiently enter time for any period with a spreadsheet style interface.

COMPLETE ON-SCREEN BILLING

One screen provides quick billing, flexible write-up and write-down distribution. Allows complete control over the layout and content of your invoice whether issuing a proposed, interim or final invoice.

FULLY-CUSTOMIZED DOCUMENTS

Time's built-in word processor CaseView with spreadsheet and database capabilities has the capability to create invoices, statements, marketing letters, customized working papers, forms, and schedules. Armed with CaseView's power, any accountant can create professional quality documents using CaseView's desktop publishing enhancements that are directly linked to accounting data in Time.

FLEXIBLE REPORTING

Time's document management system allows you to organize reports into hierarchical folders, allowing specific reports to be easily accessible depending on the staff function. Time has over 200 reports that can be edited and filtered to manage your practice.

EASY FILTERING

Filtering of documents is available globally on the Document Manager by user using color coding to streamline the documents. You can also filter your clients, projects and staff.

INTEGRATION WITH OUTLOOK

If you are already using Outlook, you can use CaseWare Today to synchronize client or contact information into Time, giving you the most up-to-date information.

TIME WEBSHEET

Use the Time websheet to access the Time file directly using a web browser interface. Staff can input, view, and edit their time and expense entries from any location with an internet connection.

