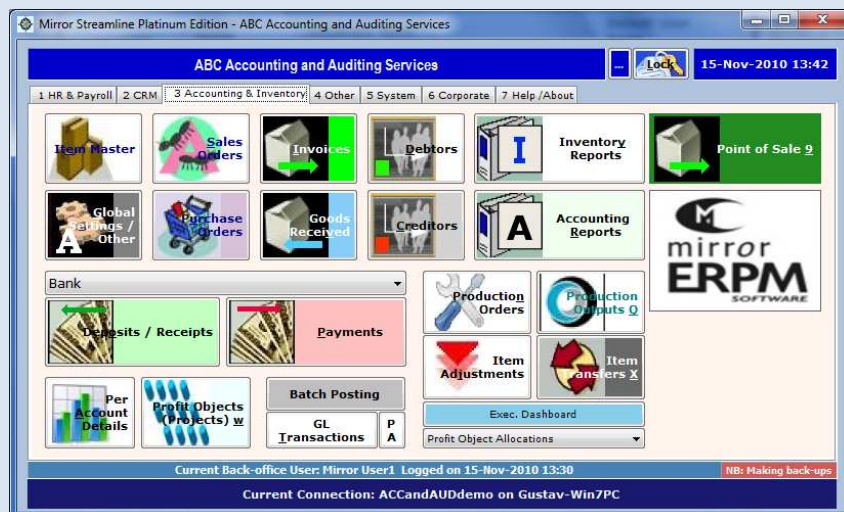


Mirror Streamline

Time Sheet and Work-In-Progress Management System

Developed specifically for

Accountants and Auditors



Mirror Streamline Time Sheet and WIP

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Introduction

Mirror Streamline is a real-time business management solution, integrating all major functional areas of an organization – HR and Payroll, CRM, Accounting, Inventory and Manufacturing. It also has a development platform to extend and customize the generic functionalities.

This document focuses on Streamline’s **Time Sheet** and **WIP** modules, as developed specifically for Accountants and Auditors. These modules integrate seamlessly with the generic HR and Accounting modules, and offer the following benefits to accountants/auditors:

- Time sheets can be captured by clerks themselves (via the Employee Self-Service interface), or via a central admin point.
- WIP balances are increased for Time Billings and for a customizable list of Other Charges.
- Invoices reduce WIP balances, or WIP journals can be loaded.
- Profits and Losses can be allocated to clerks for performance management purposes.
- Jobs are automatically created per debtor account, per work type (Accounting, Auditing or Month-work), and Financial Year-End.
- Primary Clerk assignments, as well as Repeating Work allocations (e.g. Monthly EMP201 or VAT Returns, etc.)
- Extensive Reporting: on-screen drill-down analytics and reports generated in MS Excel format.
- State-of-the-art technology (Microsoft .NET 2.0 and SQL Server), and intuitive user interface to quickly get up-and-running.

For more information on implementation options, costs, etc., or to test-drive the software for a no-obligation evaluation, you are welcome to contact Mirror Business Solutions or visit www.mirrorsa.co.za.

Integration with the Generic HR / Payroll Module

Primary and Month-Work Task Allocations

Period End Date	Client	Acc. No.	FYE-M	Work Type	FYE	Compl.	Notes
	Company XYZ	1001	Feb	ACC	2010	Y	
	Botha & Kie	1002	Feb	ACC	2010	N	
30-Nov-10	Company XYZ	1001	Feb	EMP201		N	
30-Nov-10	Botha & Kie	1002	Feb	EMP201		N	
28-Feb-11	Company XYZ	1001	Feb	IRP5 FEB		N	
28-Feb-11	Botha & Kie	1002	Feb	IRP5 FEB		N	

All Transactions/Entries Regulated within the Generic Accounting Policy

Edit work period

Cut-off Date: 31-Oct-2010
All Transactions up to this date should be posted.

Work Period Start: 01-Nov-2010
System ensures all new transactions are on or after this date.

Max Capture Date: 30-Nov-2010
System ensures all new transactions are on or prior to this date.

CashFlow Postings Top Date: 30-Nov-2010
To-GL Postings date for open transactions.

Current Financial Year-End: 28-Feb-2011

Previous Financial Year-End: 28-Feb-2010

Profit Object Allocations GL Cut-off Date: 01-Mar-2010

Time Sheets Bottom Date: 01-Nov-2010

Time Sheets Top Date: 30-Nov-2010

Sales Orders Approved Bottom Date:

Sales Orders Approved Top Date:

Invoice Bottom Date:

Purchase Order Bottom Date:

Buttons: Cancel, Help, OK

Fast and Intuitive Time Sheet Capturing

Time Sheet of John: (ABC01)

From 01-Nov-2010 to 30-Nov-2010 Search Search Current Work Period Production Summary Tasks

Entries from 01-Nov-2010 to 30-Nov-2010

Date	Client	Acc. No	WT	FYE	Activity Type	Hours	Amount	Description / Details
01-Nov-10	Company XYZ	1001	ACC	2010	Analysis	8.0	3 200.00	Follow-up with SARS
02-Nov-10	Company XYZ	1001	ACC	2010	Other Charges	0.0	120.00	Travel QTY 40

Edit time sheet entry

Client: 1001 - Company XYZ

Work Type: ACC FYE: 2010

Date: 01-Nov-2010

Hours: 8 Activity Type: Analysis

Description: Follow-up with SARS

Hourly Rate: 400.00

Buttons: Cancel, Help, OK

Bottom Bar: QE Add Add OC 2 Edit Go Debtor Print 8.0 3 320.00 Remove 1/2

Production Summary per Employee

Production Summary Report for John (ABC01)

From 01-Nov-2010 to 05-Nov-2010 GET Print

HOURS PER CLIENT AND OTHER CHARGES							
Client	Acc. No.	WT	FYE	Hrs	Amount	O/C	
Botha & Kie	1002	ACC	2010	20.0	8 000.00		
Company XYZ	1001	ACC	2010	16.0	6 400.00	120.00	
Internal	INT	MON	2010	4.0	0.00		
				40.0	14 400.00		120.00

OTHER CHARGES BOOKED PER ITEM TYPE		
Description	QTY	Amount
Travel	40.0	120.00
		120.00

HOURS PER ACTIVITY TYPE		
Description	Hrs	Amount
Analysis	8.0	3 200.00
Consultation	12.0	4 800.00
Correspondance Typing	8.0	3 200.00
Leave	4.0	0.00
Planning	8.0	3 200.00
		40.0 14 400.00

PROFIT / LOSS ALLOCATIONS				
Client	Acc. No.	WT	FYE	Amount
				0.00

NET HOURS (HOURS BOOKED +- PROFIT/LOSS ALLOCATIONS)
14 400.00

Employee's Hourly Charge Rate 400.00
Employee's Hourly Cost Rate 150.00

Close

Executive Dashboard with Drill-Downs

Client Activity Executive Dashboard - WIP - Per Job, from Oct 2010 @ ABC Accounting and Auditing Services

WIP - Per Job Debtor Types: (3/3) Type 1; Type 2; Type 3 GET

From 01-Oct-2010

	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Hours Booked	0.00	8 000.00	20 000.00	52 000.00	60 000.00	60 000.00	60 000.00	60 000.00	60 000.00
Hours and Other Charges	0.00	3 200.00	12 800.00	32 800.00	44 800.00	44 800.00	44 800.00	44 800.00	44 800.00
WIP									
Cash Received									
Repeating Work Status									
Hours Booked - Per Job									
Hours and Other Charges - Per Job									
Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	11 200.00	32 800.00	84 800.00	104 800.00	104 800.00	104 800.00	104 800.00	104 800.00

Company XYZ

R 44 800.00

R 0.00

Oct 2010 -> Mar 2011 Apr 2011 -> Sep 2011 Oct 2011 -> Mar 2012 Apr 2012 -> Sep 2012

GO Job Summary Print STOP

Record Invoices and Adjustments directly against Jobs

WIP of Company XYZ - 1001

From 01-Jan-2010 to 31-Dec-2010 Search Skip Details Task Allocations f Employee's Tasks / Inv

Details from 01-Jan-2010 to 31-Dec-2010 Enter / Double-click - Drill Down OB

FYE	Date	Type	Employee	Emp. No	Description	Amount	WIP Balance
ACC 2010		OB			ACC 2010 OB 01-JAN-2010		0.00
ACC 2010	01-Nov-10	Hrs	John	ABC01	8 hrs Analysis: Follow-up with SARS	3 200.00	3 200.00
ACC 2010	02-Nov-10	OC	John	ABC01	Travel QTY 40	120.00	3 320.00
ACC 2010	30-Nov-10	Inv			INV NO. 7001	-3 320.00	0.00
ACC 2010	02-Dec-10	Hrs	John	ABC01	4 hrs Consultation: Workshop new internal controls with Sue Peterson	1 600.00	1 600.00
ACC 2010		CUR			ACC 2010 CURRENT WIP		1 600.00

1/6 Remove

WIP OB 01-JAN-2010	0.00	Total Hrs+OC for period	4 920.00
31-DEC-2010	1 600.00		
CURRENT WIP	1 600.00		

QD Job Summary Add Adjustment Edit Adj. Allocations Add Invoice Go Em. Print

Full Integration with Streamline's Generic Accounting Features

Accounting Reports and Electronic Transfers

From 01-Nov-2010 to 30-Nov-2010 Divider lines

Per GL Account

Posted Balances as on 30-Nov-2010 Exclude Year-End Transaction(s) BS PL

Posted Account Movements Per Month

Unposted Transactions Assets Recon To Excel BDB

Cash Book

Cash Book Bank

Bank Statement Balance F4 prev.

Recon as on 30-Nov-2010

Debtors/Creditors

Debtor Type All BU All

Sales Rep All FNB

Exceeding Credit Limit Include Zero Balances

Debtors Age Anal. as on 30-Nov-2010 Show Contact Person Show Tel Number Show Fax Number BDB *

Creditors Age Anal. as on 30-Nov-2010

BEE Analysis Debtor/Creditor Days

In-Active Debtors since 30-Nov-2010

Debtors To Exceed Credit Limit All WIP Disc. 180

Financial Summary

Interest Rate % 17.5 Report per Business Unit

Q Help Close