



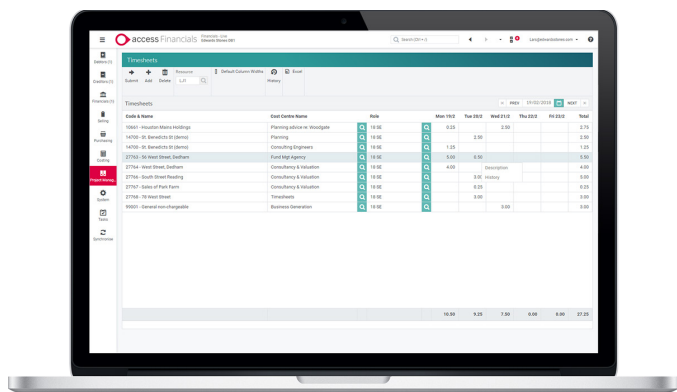
## Access Financials Operations

Increasing control and oversight on your projects' profitability

Today's software is no longer just for your finance department. A wide range of people needs to enter and approve information such as timesheets, purchase orders and expenses, subject to tight control and approval.

### System-wide benefits

Access Financials Operations is a web-based software solution designed with your whole business in mind. Through its broad range of highly flexible modules, this fully integrated, workflow-controlled solution enables your staff to interact with your business system – whenever and wherever they are.

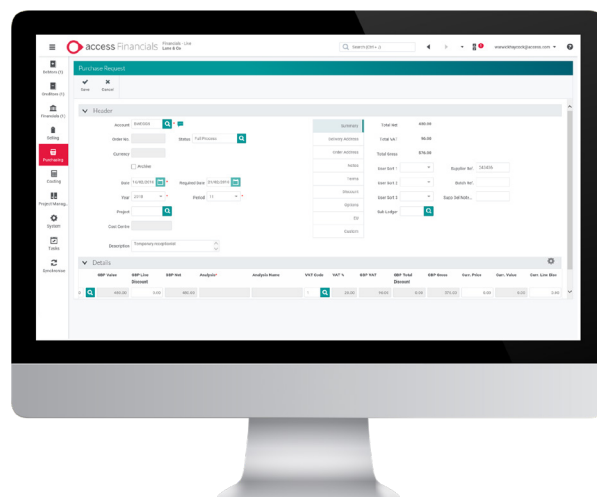


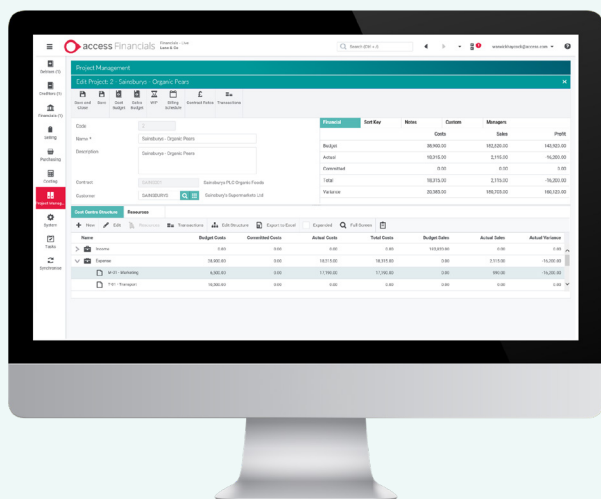
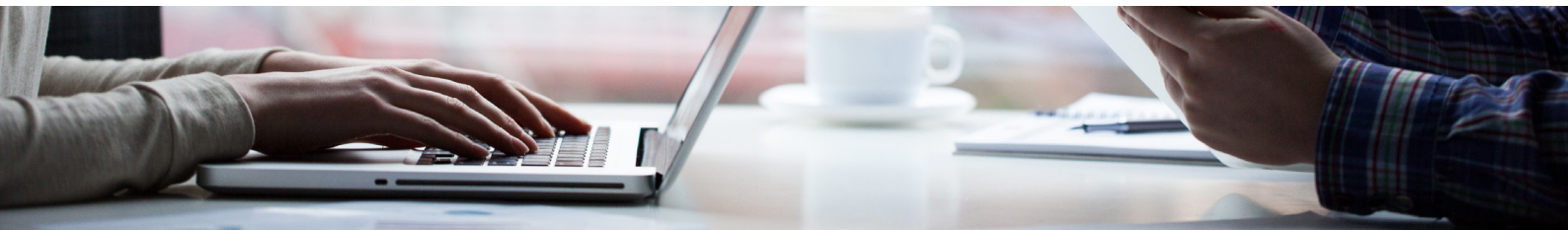
### Timesheets

Like the rest of the Access Financials Operations system, this functionality is delivered through the web. This provides both your remote and office-based staff with a simple and highly accessible time recording facility. This allows you to ensure all time is allocated to a specific project, bill chargeable work promptly and accurately, gain real-time visibility of your costs, improve accuracy of information, automatically update Timesheets with absence and accurately record & analyse overtime.

### Purchasing

The Purchasing module combines web-based access and flexible workflow with excellent controls to ensure your operation runs as smoothly as possible. This allows you to control spending within pre-defined limits, reduce unauthorised payments, get visibility of all goods received, build up a detailed picture of supplier activity and see the instant impact of your purchasing decisions.





## Project Management

The Project Management module delivers this information in a clear format designed for the occasional user, while providing the tools you demand from a fully functional project management module. This allows to get maximum visibility of costs and WIP throughout each project, view project structures for each division of your business, configure budgets to your precise needs, access your project documents anytime, anywhere and invoice your clients promptly and accurately.

## Resource Scheduler

With easy-to-use scheduling tools, web-based access and an intuitive graphical interface, you can have complete confidence in your commitments for the days, weeks and months ahead. This allows to improve your planning efficiency, maximise utilisation rates, eliminate double bookings, match the right skills to the job, reduce 'white space', analyse profitability by cost code and total and synchronise bookings with Microsoft Outlook.

## Workflow Forms

From holiday and company car requests to health and safety logs and training bookings, we will streamline data capture and improve visibility of information across your entire organisation.

## Sales & Billing

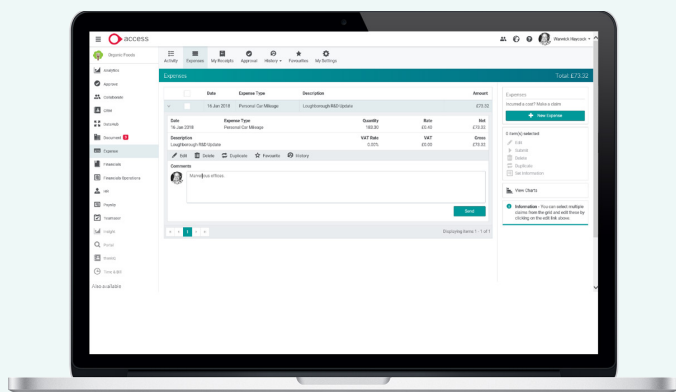
The Sales & Billing module enables you to create, raise and track quotes, estimates, credit notes and invoices with minimum fuss and maximum control.

## Reporting & Enquiries

Run and export standard reports, carry out enquiries, and make your own analysis available for others to view – all from your own secure, configurable hub.

## Access Mobile

This unique platform enables you to interact with your Access system from the convenience of your mobile device.



## Expenses

Access offers an additional Expense module which is compatible with Access Financials Operations. The module is accessible both on premise and remotely through an easy to use App. This allows managing expenses anytime and anywhere, enabling employees to submit prompt and accurate data.

- ◊ Allows maximum visibility of costs throughout each project
- ◊ Allows defining visibility of project elements on a user basis
- ◊ Allows configuring budgets to your precise needs
- ◊ Saves time administering materials and labour
- ◊ Allows invoicing your clients promptly and accurately

### About The Access Group:

The Access Group is a leading provider of integrated business management software. Our portfolio spans ERP, finance, HR, Payroll, Recruitment, warehousing, business intelligence, professional service automation and manufacturing.

More than 10,000 UK businesses and not-for-profit organisations use products and services provided by Access to improve their performance, profitability and drive growth.

The Access Group is one of the fastest growing UK software developers. Our on-going commitment to excellence, customers and employees, has also placed us among the UK's top employers.

Classification: Public



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