

InfoScreen Quorum®

Time & Billing module	
Automatically record time spent through the use of Tasks (optional)	●
Track time spent on Clients and define work performed	●
Work items with Organization providing the service (Custom defined)	●
Flexible submittal periods (custom defined timesheet periods)	●
Public and Private (user) calendars	●
Relate Expenses / Disbursements incurred to specific timesheet (optional)	●
Record Expenses / Disbursements incurred to specific Clients, Service provided, Expense Type, Cost and Billing amounts	●
Create Draft or Official Invoices when needed (names are custom defined) and include items recorded in timesheets, expenses, recurring items and bank transactions (optional)	●
Operate multiple Invoicing entities with multiple Price lists	●
Use Base currency and reference currencies if required	●
Automatically convert Partly paid or Fully paid Drafts to Official Invoices	●
Automatic or Manual numbering systems	●
Reports including Draft invoices (optional)	●
Issue Credit notes related to specific invoices	●
Elaborate submittal, review and approval workflow paths	●
Custom statuses with Approval paths integration for Timesheets, Expenses, Draft Invoices, Credit notes and Official Invoices	●
Associate cost with time spent	●
Create custom defined Specimens for Drafts Invoices, Credit notes and Official Invoices	●
Batch invoice of unbilled work, expenses and recurring fees	●
Warnings for missing chargeable entries	●
Track Customer payments, issue Receipts and generate Statement of Account	●
Automatically display Client balance in related entities (viewable based on access rights)	●
Management reports on all T&B matters	●
Security	
Security with Access level rights	●
Accessibility	
Globally accessible based on Access Rights	●
User friendly interface	●
Seamless integration with other InfoScreen Quorum modules	●