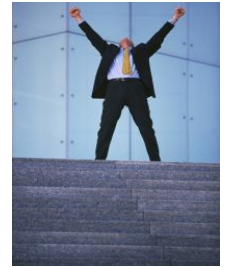


Time Consuming Client Billing Process



Symptoms (Pain)

- Lot of time recording and summarizing time for billing
- Lost revenue due to time capture errors
- Must re-enter billing information into a different application

Causes (Diagnosis)

- No efficient time tracking system tied to workflow
- Interruptions make it difficult to track time for a specific task
- The billing process is inefficient and unsupported by technology

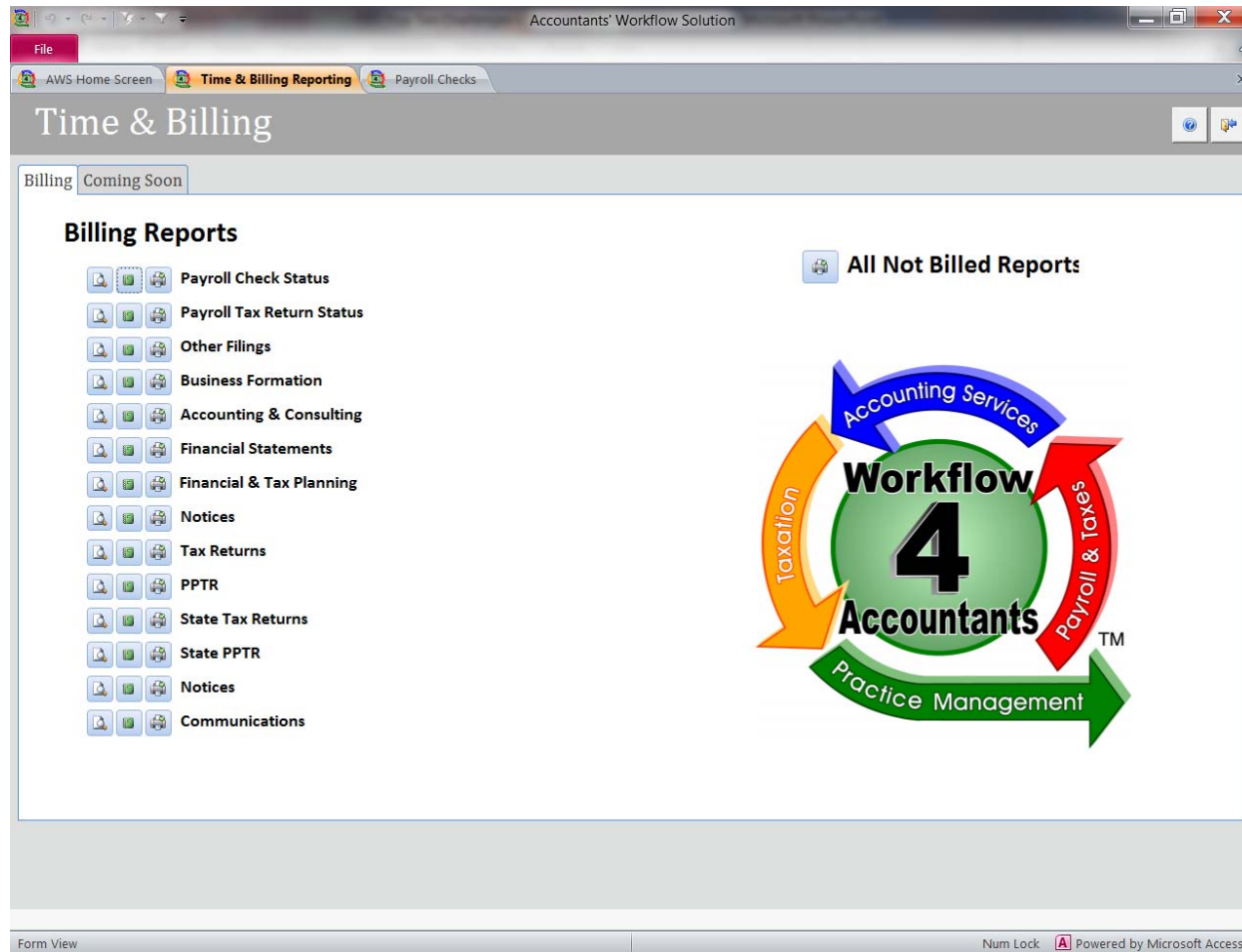
Best Practices and Recommendations

- Weekly, bill all completed work
- Shift some work from T&M to fixed price
- Implement technology that can efficiently capture all completed, billable work & electronically send to billing system

AWS Capabilities

- All time can be logged to a task
- Tasks are not removed from WIP until completed & billed
- Payment status is tracked for all types of tasks
- Reports all tasks that are completed and not marked as Paid or Billed.
- Exports time/labor data to billing/A/R system (05/2013)

On a weekly basis, generate the Completed Not Billed Report for all modules.



The reports will list all completed work that needs to be billed.



Payroll Checks Completed - Not Billed

Client Name	Due Date	Year	Pay End	Pay Date	MI	Info Rcvd	Assembled	Delivered	Fees	Payment Status
Accountants' Workflow Solutions, Inc.	4/23/2013	2013	4/30/2013	4/26/2013	<input type="checkbox"/>	4/23/2013		4/23/2013		
Professional Workflow Solutions, Inc.	4/22/2013	2013	4/21/2013	4/26/2013	<input type="checkbox"/>	4/23/2013		4/24/2013		
Geety, Blair & Araya, P.A.	4/22/2013	2013	4/21/2013	4/26/2013	<input type="checkbox"/>	4/23/2013		4/23/2013		