



Timesheet Module – Comprehensive time management for IP attorney firms

CPA Inprotech is the most complete IP and practice management solution available in the market – and its Timesheet Module is a comprehensive tool addressing the time capture requirements essential to IP attorney firms.

The module, designed specifically for IP attorneys, allows staff to record time and expenses in the way that suits their own firms' way of working.

The Timesheet Module starts with a user-friendly interface. It can be used for integrated time capture with CPA Inprotech Case & Name Module, or as a logical extension to the full CPA Inprotech software suite.

Key features and benefits

Data entry

Configure the Timesheet Module to meet your firm's specific needs as it interacts with the CPA Inprotech database. Entering time is a simple process. You can enter your time in comprehensive detail recording every minute as you work or as summary information after the event, typically at the end of a task or the end of the day.

Productivity

Control the amount and type of time management you record. For example, some firms have chosen to record non-chargeable time such as holidays, sickness, and as well as non-legal productive time, such as marketing and HR work. This approach allows you to produce chargeability and productivity reports measured against the standard working hours for you and your team.

Task timer

Automatically record time spent on a task with the built-in "task timer." The Timesheet Module runs in the background recording how long you are spending on a specific task. It can immediately suspend the current task when you have an unexpected interruption, such as a non-related phone call, then resume timing your original task when you return to it.

This allows you to capture an accurate and consistent record of your time. You can also automatically capture the details of time spent through pre-defined narratives. These details can flow through to the Billing Module onto the client's invoice.

Summary time capture

If you prefer, enter your time at the end of the task or end of the day. You can enter the start and finish times, or just the time worked for each task.

Time gap analysis

Automatically reveal gaps during the day that have not been recorded. The Timesheet Module provides a simple inquiry that will allow you to make time entries for those gaps, or leave them empty.

Interim case

Easily track time prior to receiving a case number. From time to time an urgent request from a client will develop before you have a case number. Don't lose billable hours merely because your system lacks flexibility. Use the interim case facility to keep records accurately. Once a valid case reference has been allocated, it is a simple process to transfer the time to the correct case.

Charge out rates

Set rates according to client, case, activity, and fee earner. CPA Inprotech has an extremely flexible system for setting charge out rates. As soon as the time is entered into the timesheet, the billable value will be displayed

for that item. This way, you can dynamically monitor your personal chargeability by hours and value in real time and make changes as necessary.

Amending and posting time

Amend your timesheet prior to posting to accurately reflect your day. When you are satisfied with your timesheet, you can then post it into WIP. From this point the timesheet is secured and you can no longer alter it.

Disbursements

Enter disbursements as part of your timekeeping, or delegate this as a central administrative task. It all depends upon the needs of your firm. Also, capture ad hoc costs such as photocopying, typing or faxing, which are often overlooked.

Reports

At any time, produce detailed reporting of current and archived activity. This is useful in providing each worker with a real-time report of activities. It also enables project-wide historical accounting, consolidating employee hours in all involved departments. Time statistics are collated in CPA Inprotech and a statistics screen can report on the productivity of an individual or group.

Enquiries

Search for a specific time entry in your diary and filter data through a specific client, case and activity. This enables you to know where you stand at any point in time regarding time and dollars spent.

Integration

The Timesheet Module is fully integrated with the Case & Name Module, and the Billing Module. Cases raised are immediately available in the Timesheet Module. Time charges then flow through the system with other items such as foreign agent fees, official fees, fixed price charges, and disbursements.

The WIP dictates the billing activity and allows adjustments to be made prior to billing. The information presented to the billing process will be as accurate and meaningful as possible which allows for the efficient production of invoices for your clients, potentially including narrations that were made at the instant of time capture.

About CPA Software Solutions

CPA Software Solutions, part of the CPA Group, is a leading provider of IP management software for companies and IP attorney firms worldwide. We deliver the most advanced, innovative and configurable solutions available, designed specifically to fit your individual needs.

Together with CPA, we provide more than 40,000 businesses with IP management software solutions; patent, design and trademark renewals; domain name management; and trademark searching and watching.

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