



PASSPORT SOFTWARE, INC.

Since 1983, Passport Software, Inc. has led the field in providing superior accounting and business software solutions for customers who are serious about their accounting applications. Recompiled under AcuCobol-GT®, the Passport Business Solutions™ product has many new enhancements and features while maintaining the stability and strong audit trail capabilities expected in the accounting industry.

With thousands of installations of Passport Business Solutions worldwide, Passport has both the in-house expertise and a national network of highly qualified accounting professionals and systems integrators who assist in making your company more productive and more profitable.

We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.

Passport is committed to providing excellence in customer care and ongoing, innovative product development. Our main priority is to assist clients in achieving their critical business objectives, as we value each individual success as our own.



PASSPORT BUSINESS SOLUTIONS™ – TIME & BILLING

Professional Time and Billing (PTB) is designed for professional service firms who bill for services on the basis of time. Track how valuable staff time is spent, monitor client expenses, print invoices and statements, collect receivables and print vital management reports to help better analyze the productivity and profitability of your business.

- Records for multiple companies and profit centers can be kept and consolidated.
- Records can be displayed on screen, printed or stored on disk for later printing.
- Service codes, expense codes, and descriptions can be maintained on file.
- Billable and non-billable services and expenses can be tracked.
- Time can be tracked on both dollars and hours.
- Unlimited number of matters (a case, project or item handled for a client) may be entered for each client. Service and expense billing terms are defined separately allowing flexibility in fee arrangements.
- Unlimited number of work-in-process and advance billing accounts may be used.
- Unlimited number of date/time stamped notes can be entered for each client.
- Time and expense sheets may be entered and posted for each staff member.
- Up to ten description lines per service or expense item on any time sheet may be entered.
- Work-in-process for a matter may be viewed on screen by date, or by service and expense code.
- Work-in-process may be selected for billing by cut-off date, or by service and expense code.
- Retainers and fixed fee matters may be billed automatically on periodic (recurring) basis.
- Cash received for retainers or fixed fee matters may be entered during billing.
- Invoices and cash receipts may be posted to Accounts Receivable.
- Invoice and statement formats are easily customized.
- Previously posted invoices may be voided, resulting in work-in-process being reinstated.
- Invoice history may be viewed or printed. Numerous productivity, profitability and history reports are available - by client, service or staff. Aging reports based on user-defined aging periods may also be printed.
- Professional Time and Billing requires a System Manager and Accounts Receivable, and may optionally be interfaced with General Ledger and Check Reconciliation.