

Time and expense capture

Manage budget versus actual time and expenses by integrating timesheet functionality with project estimates.

TeamMate TEC provides the ability to enter time and expenses for projects, nonworking events (such as vacation) and administrative activities. It allows you to visually track the progress of projects and associated costs, and generate reports that summarize projects, resource utilization and overall department budgets.

Streamlined Timesheet Processing

TeamMate TEC is a web-based application that streamlines the data entry process and makes timesheets available from anywhere.

- Timesheet selections will auto-populate from TeamSchedule assignments to minimize the effort required to complete a timesheet.
- Administrators can set policies to limit the days on which time can be charged and the total hours on a timesheet.
- Resources can have their time entered by a proxy such as an Administrative Assistant.
- Mistakes can be corrected by either unsubmitting timesheets or creating negative time entries on subsequent timesheets.
- Supervisors can be assigned to approve timesheets.



Time entries are input via the intuitive timesheet interface.

Expense Tracking

Expense entry does not have to be detailed, as TeamMate TEC is not an expense reimbursement system, but rather a quick way to track out-of-pocket costs for projects.

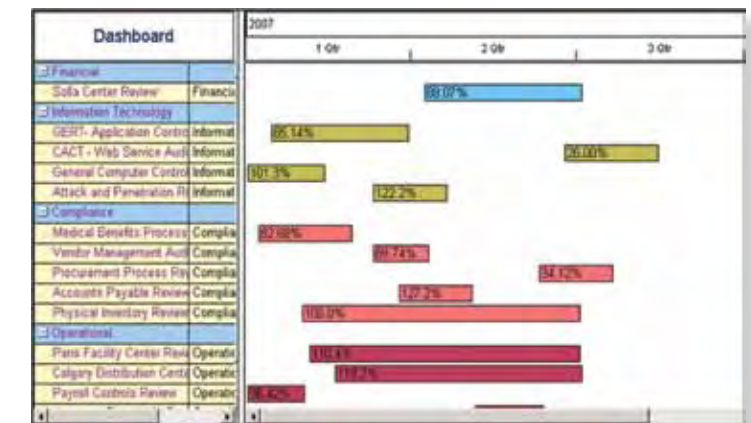
- You determine the expense categories that you want to track.
- A handy calculator allows you to add up amounts such as all related transportation costs for a single entry.
- Details can be entered to provide additional information when required, such as an unexpected expense or an extension of a trip.

Quickly Capture the Status of Your Projects

There are several views that quickly capture the status of your annual plan or projects.

- Project Tracking—Analyze your projects by grouping them by project type or location and then drill down into the detail of where hours have been spent and determine if you are on schedule and going to finish on time. This view is powerful for management or Auditors-In-Charge to manage their project costs and timelines.
- Tracking GANTT—At a glance, determine if Key Performance Indicators (KPIs) are being met with respect to time spent in planning, fieldwork or reporting and wrap up.
- Time Dashboard—Management can see the overall progress of the Annual Plan. As you scroll down the project listing, details about that project appear in the Info View at the bottom of the screen confirming start/end dates and hours for the project.

- Timesheet Status—Management can check the outstanding status of timesheets to ensure data completeness and accuracy for period reporting.
- Reporting is simple. Select a report type, such as Resource Utilization, and then filter the data set for your criteria. The use of filters expands TEC's list of 11 standard reports to capture almost any reporting need.



The visual display of the dashboard shows the percent completion for each project.

Project Type	Reporting Period	Remaining	Scheduled	Totals	Variance	Real Variance
Information Technology	22.90	0.00	224.00	22.90	201.50	201.50
Operational	3,167.75	907.00	6,281.00	3,167.75	3,113.25	2,206.25
Sub Total	3,167.75	907.00	6,281.00	3,167.75	3,113.25	2,206.25

The project tracking view shows where time has been spent and compares budgeted to actual time spent.

Complete audit documentation system

Spend less time documenting and reviewing and more time providing value-added services with this powerful documentation system.

TeamMate EWP's powerful database architecture allows you to quickly find the information you need, making the documentation and review process more efficient.

All important information such as program steps, issues, coaching notes, sign-offs and edit histories are contained in database tables. Database-driven systems such as TeamMate allow real-time, team-based use, facilitate filtering and sorting of key information. Because of its database architecture, TeamMate EWP is more powerful than simple document-based systems.

You can filter and sort key information instantly, so you can find procedures based on assignment, status, risk level or keyword.

Increase Efficiency with Collaboration

The TeamMate EWP work program was developed from the ground up to maximize the efficiency of online preparation and review. Individual sign-off of each procedure within a multiple step program allows team members to work on different steps within the same work program and each electronically sign-off their own steps.

TeamMate EWP's clear status flags and filtering features allow reviewers to easily identify and quickly navigate to areas of work that are ready for their review.

Functional access levels within TeamMate EWP provide for distinct levels of authorization based upon your "role" on a given project. For example, a preparer cannot sign-off workpapers as reviewed, and a read-only team member can view the project file but not make changes.

Powerful Workpaper Features

A point-to-point cross-referencing system automatically links your work program steps to the audit issues. Did you discover a purchase order that did not comply with corporate policy? Scan it in. It is automatically linked to the audit step, detailed write-up and management report.

Additional TeamMate EWP cross-referencing abilities include:

- Automatic referencing of work papers to coaching notes and issue write ups
- Hyper-linking across all applications
- Hyper-linking to websites and/or external files, e.g., ACL
- Creating and linking to bookmarks

Go Paperless with Scanning Functionality

TeamMate EWP includes state-of-the art imaging software, which allows you to import scanned images, faxes, emails and digital pictures into the file as audit evidence. Adobe® Acrobat® (PDF) files can also be imported into the imaging module, allowing annotations and cross references to be placed on top of the underlying data.

Generate Reports with Ease

TeamMate EWP's powerful 360° reporting feature facilitates the automatic real-time drafting of issues, work programs and time summaries into preformatted Microsoft Word documents. TeamMate enables the documents to be sent to management for responses, which can then be imported back into the audit file.

Advanced Microsoft Office Integration

TeamMate EWP is noted for its advanced application integration. Audit findings are documented directly onto work programs or inside fully integrated Microsoft Word or Excel workpapers. These Microsoft documents retain their full functionality within TeamMate, and the additional ability to add cross-references, tickmarks, issues, coaching notes and sign-offs to documents is provided by the advanced TeamMate toolbar.

All elements of the project file are automatically encrypted and compressed by TeamMate. This includes third party workpapers such as Microsoft Word, Excel and PowerPoint®. Your workpapers are secure whether they are on your server, local PC or somewhere in email or WAN transit.

Color Indicators
The color indicators readily inform you of the status of the procedure steps.

Import Programs from the TeamStore
Programs can be automatically imported into your project from your existing "standard programs" that are maintained within your TeamStore.

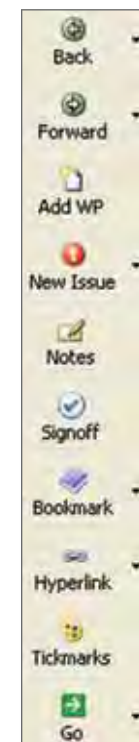
Using the Filter
The Filter will allow you to search/sort through the project file to locate only those steps or procedures you want.

The **Assign** field indicates who is to complete the work.

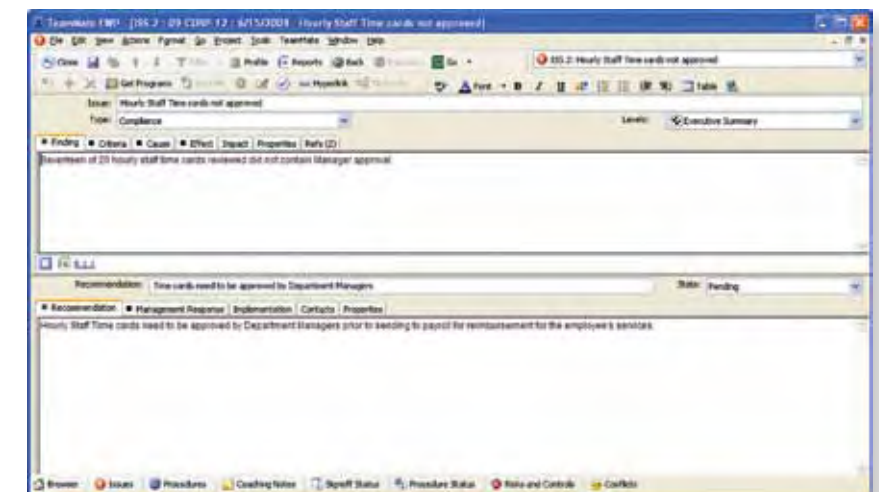
Fields can contain **Tables, Special Formatting, Tickmarks and Hyperlinks** to websites and external files. Your spelling is also checked as you type.

Sign-Off and Review
Sign-off steps as prepared/reviewed.

The procedure summary displays who is assigned to complete the work, the status of the procedure steps, and the record of work done.



The TeamMate Auditor tool-set, an advanced tool bar, allows your team to document issues, tickmark workpapers, cross-reference, create coaching notes, and electronically sign-off workpapers.



The issue form is used to document the details of your findings and related recommendations and action plans.