

Solutions for professional service organisations

Time is money so maximising the talents of your people is key to business growth. We help you do this through our unique end-to-end finance and project platform.

From project costs such as time, expenses and purchases to resource utilisation, purchase control and final billing, we will make every cost visible so that you can work smarter and more profitably every time.

From architects to consultants, telecommunications providers to media agencies, over 1000 UK companies in your sector have chosen Access to implement the right solution for them.

Read on to discover what we could do for you.

“Our Access solution has saved time, increased accuracy and tightened our processes...it’s already paid for itself several times over.”

Helen Seaman
Rapiergroup



1000+ clients in your sector, including:

BMT Group

Quest Worldwide

Plowman Craven

Menzies LLP

Troup Bywaters & Anders

Touch Worldwide

CIRIA

Baringa Partners

Business challenges

For today’s project-based organisation, making a profit is a sophisticated juggling act. From allocating the correct project resources to reducing whitespace and settling the bill, visibility of each stage is essential. Yet keeping track of all these elements – and ensuring a smooth transition from one to the next – can be a challenge. A dispersed workforce, mountains of paperwork and harassed project managers can stand in the way of a successful project.

Our solutions help your whole business operate more profitably by providing a single place for data capture and exchange. We do this through our online project portal, FocalPoint.

How Access can help:

Through a single hub, fee earners can quickly update project costs such as timesheets and expenses, and instigate key tasks, such as raising POs. Flexible workflow and authorisation rules ensure that your finance team receive an accurate flow of information, without the need to check and chase. For project managers, FocalPoint puts easy-to-use tools at their fingertips whether setting and reviewing milestones, allocating budgets or forecasting resources. Reports, such as WIP analysis, forecasting cost-to-complete and project profitability, are available in a couple of clicks. The end result? Better collaboration, greater visibility and profitability every time.



“There were plenty of solutions out there that could do the job adequately... but Dimensions was the only one that fitted our business needs exactly.”

Denise Cardy
Touch

Key elements of our modular professional services solutions include:

Resource forecasting – resources can cover anything from the different people in your team to the skills and disciplines within them. A graphical project planner gives immediate visual access to your order book, from summary views by month right down to days, hours and even 15-minute intervals. Switch between projects and clients, using intuitive drag-and-drop tools to quickly re-allocate your resources with just a few clicks.

Project control – capture single or multiple contracts and rates with ease and label your cost structures to reflect records, projects or job bags. Budget creation and revisions are quick and easy, pulling information from within our finance system, Dimensions, or linked spreadsheets.

Scheduling & milestones – milestones can be set within the software, allowing project managers to quickly create schedules for projects and for stakeholders to quickly review how near projects are to completion.

Time recording and resource utilisation – online timesheets help you understand which of your projects are the most profitable, making your workforce aware of utilisation, billable hours and accurate time keeping.

Expenses – tap in submissions from home, your iPhone or BlackBerry and the information is automatically fed into a workflow where it undergoes all your pre-defined checks before updating the accounts in real-time.

Integrated billing – intuitive tools help you increase timely turnaround on projects, from completion to final billing. Using the timesheet tools, you can accurately record the amount of time worked, from days right down to hourly increments and then bill this out from the system, using the integrated billing tools or the resource scheduler. Milestones, time and materials and fixed models can all be accurately accounted for, helping you clean up Work In Progress and increase cashflow.

Authorisation – flexible rules let you decide who should approve each submission, ensuring the relevant stakeholders have full visibility of critical costs such as labour and purchases.

Credit control – integrated module simplifies the debt chase, putting chase lists, recording tools, escalation workflow and source documents at your fingertips.

Document automation and workflow – correspondence e.g. contracts and scanned graphics, can follow a project through its whole lifecycle, providing you with the critical information needed for better decision-making.

Graphical dashboard reporting – user-configurable views display your chosen KPIs in easy-grasp charts and graphs.

HR & payroll – HMRC approved SelectPay is available as a standalone or fully linked with our online HR solution, SelectHR. From online recruitment to CPD recording, absence, appraisals and self-service, SelectHR will support your workforce through all aspects of the employee lifecycle.

Business benefits

Key ways our professional services solutions can help your organisation:

- Make better decisions: reports, such as WIP analysis, forecasting cost-to-complete and project profitability, are available in a couple of clicks.
- Save time and money: online timesheets and expenses eliminate paper, reducing rekeying and errors.
- Increase productivity: timesheets increase awareness of utilisation and accurate record keeping
- **Get the most from your team:** intuitive resource planning helps you decrease whitespace, manage your backlog and track usability.
- **Speed up the billing process:** see instantly who owes you money and send statements in one click.
- **Strengthen cashflow:** integrated credit control streamlines debt collection, making it more efficient.

About Access

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. In addition to its PSA solutions, Access also offers solutions for manufacturing and distribution, wholesale and distribution, carbon emissions measurement, reporting, HR & payroll, document management, service management and CRM.

Further information

For more information on our solutions please telephone us on **01206 322575**, email info@theaccessgroup.com or, alternatively, visit our website at www.theaccessgroup.com