Aspire Project Suite®

BEDFORD SYSTEMS MANAGEMENT LTD.
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Highlights

- Extremely flexible project setup with customized rates, activities, functions and more
- Powerful copy features that include work breakdown structure templates
- Comprehensive budget options with change order control
- Controlled project access that provides confidential and/or filtered access to project information
- Resource analysis tools to measure productivity and profitability
- Project manager approval option for timesheet hours and purchase requisitions before costs affect the project
- Informative reports and listings with extensive sorts, formats and selection criteria
- Exceptional browses and inquiries that show cost detail at multiple levels using extensive selection criteria for customizing the view
- Multi-user and multi-company standard with this module
- Seamless interface with Accounts Payable, Accounts Receivable, Purchasing, Payroll and Standalone Timesheet Entry
- Practical support options, training and customization available

Project Costing

Aspire Project Costing has the flexibility you need to custom fit the software to *your* business needs. Project resource lists, customized work breakdown structures and required approvals promote quality and integrity of project management information.

Comprehensive budgeting provides an estimate and baseline budget so you can track variances between planned and actual performance. The change order feature assists in managing scope creep by formalizing changes to projects and helps assess the impact of change on the project budget. Implemented changes are clearly identified on budgets and listings.

Controlled project access identifies project managers and the projects they can work with. Maintaining control of costs is a much easier task when accurate and reliable data is tracked for every project.

Activities, functions, resources, materials and expenses are user defined and track project performance. **Work breakdown structure templates** can be used to set up standard projects. Billing rates, activities, functions, resource lists and data entry defaults can be customized for each project.

The **powerful copy feature** creates a project effortlessly with templates designed just for copying. Or, create new projects by copying from existing projects with similar work breakdown structures. Completed projects are stored indefinitely and provide the project manager with valuable historical data that can be used in many ways.

Detail inquiries have exceptional flexibility for tracking project costs and contain filters, sorts and selection options that customize the information you view. Work breakdown structures, cost summaries, detail inquiries and outstanding committed costs (from purchase orders) are available in the project window as well as project billing history, deposits, client collections history and contact information. **Access critical project information all from the same location.**

Resource inquiries show all activity for each resource, including billable and non-billable hours and show the percent of costs recoverable through billing. The Resource Analysis Report shows average billing rates, markup on costs and estimated gross margins as well as both billable and non-billable hours and costs. These tools provide information that will help to **improve work effort estimates for future projects.**

Aspire Project Costing has powerful tools for tracking costs and monitoring project performance. Well managed projects often result in higher profits. **Accurate, reliable project information inspires confidence** in the project manager and both the project team *and* the client will notice.

Request more information or a free evaluation today.
Visit **www.bedford-systems.com** or call **1-800-819-4978.**

See reverse for a detailed list of features

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Project Costing Features

General Features

- Multi-company and multi-user with multi-dimensional security access that includes selective company control and project manager access control options
- Unlimited projects, activities, functions, resources, materials, expenses and rates
- Seamlessly interfaces with Accounts Payable, Accounts Receivable and General Ledger. Optional interfaces to Payroll, Standalone Timesheet Entry and Purchasing
- Practical support options, training and customization available

Project Setup and Configuration

- Projects can be set up manually, copied from work breakdown structure templates or copied from similar projects
- Work breakdown structures consist of user defined activities and functions with standard or customized cost and billing rates. Sub projects supported
- Validation feature ensures cost and billing calculations are set up correctly for each project and identifies conflicting areas
- Project manager can optionally approve timesheet hours and purchases *before* costs affect the project

Budget and Change Order Control

- Budgets supported for project activities, functions, resources, materials and expenses, for both cost and billable dollars. Hours can be budgeted for resources
- Both estimate and baseline budgets can be recorded to track updates to the budget after the sales quote (estimate) and before the project starts (baseline). This is handy when an account executive and a project manager are involved
- Once projects become active, budgets can be *frozen* and further updates to the budget are tracked as change orders. Budget reports and inquiries show original budget, change orders and revised budget data

Tracking Project Costs

- Resources are identified as human, truck/automobile, equipment or other. Human resources are linked to the employee when Payroll is installed
- Any resource can be attached to the controlled resource list for a project
- Profitability and utilization is tracked and reported for all resource categories
- Materials and expenses are user defined and used anywhere project costs are entered

Monitoring Project Performance

- All project data is available in one location, including cost summary inquiries, billing history, cost detail inquiries, outstanding purchase orders when Purchasing is installed, accounts payable transactions, change orders, budgets, client data, contacts and more
- Cost detail inquiries show all data from interfacing modules as well as how cost and billing amounts were calculated. Extensive filters and selection options tailor views

Billing and Client Inquiries

- The Billing History inquiry shows all billing detail for a project, including invoices and detail, adjustments, receipts and collections history
- Client information shown with the project includes the full address, contacts, deposits allocated to the project, billing notes, general client comments and A/R balance
- Detail inquiries for resources, materials and expenses provide filters to view activity for individual cost codes by project, cost code, date, work breakdown structure and more

Notes and Comments

- Free form notes can be stored with projects, resources, materials, expenses, activities, functions, and rate tables
- Unlimited notes can be stored with every cost detail transaction recorded
- Notes attached to transactions entered in Timesheet Entry, Accounts Payable and Accounts Receivable can be viewed on any cost detail or billing history inquiry window

Reports and Listings

- An impressive collection of standard reports and listings are in this module, including flexible sorts, formats and selection criteria for tailoring each to your requirements
- Reports and Listings can be printed in hard copy or viewed in a window