time @ work

Case Study: Mazars Central Europe

Introduction

Mazars had grown dramatically since opening in 1994 and has built up a large roster of international clients. As with many growing organisations, the Excel-based timesheet system was taking too much time to manage. And getting data into the accounting and other systems was taking too long.

As well as the time burden, Mazars management needed a reliable, systematic way to report on key data like work in progress and utilisation. Like many professional services companies, Mazars offered a range of services including outsource accounting, consulting, tax and payroll. Each of these is billed in different ways and often the same client may use several services.

One of the key issues for Mazars was the process between doing the work and producing the invoice. Mazars bills in three ways:

- Time & Materials
- For payroll – number of joiners and leavers, number of employees
- Fixed monthly fee

Additional work on fixed-fee projects is usually charged on a time & materials basis, and Mazars recharges many of its customers for third-party work. The Excel- and paper-based system was becoming overloaded, the time demands were becoming too great and there was always the risk of losing information as it went from one system to another.

Selection

Erick Gillier, Accounting & Consulting Manager, was tasked with implementing a solution. He looked at several different options. When asked about his decision, Erick said "*What finally made us select time@work was the security of dealing with such an established company, the ongoing development of time@work and the fact that systems@work seemed to really understand our business — they knew how to make the link between the accounting guy and the IT guy*".

Solution

At the beginning of the year, all contract values are entered into an invoicing schedule for the year. Every month, employees enter their timesheets using the time@work Timesheet client which ensures that the information is accurate by validating standard hours, projects and various analysis categories. Individual managers then check timesheets and an invoice schedule is produced and forwarded to Erick for review. When he is satisfied that the invoice information is correct, physical invoices are produced and sent out to the customers. The accounting department also receives a report generated from employees' timesheets, so that they can produce Mazars' internal payroll.

External expenses — both incidentals and external invoices — are processed through time@work. All the invoicing information needs to be recorded in the accounting system, so time@work produces an export file in the structure used by Mazars accounting system, Sage Line 500.

Although the first reason for choosing a new system was the time and effort needed to go from work to invoice, time@work has proved its usefulness in reporting as well — now Mazars can see key corporate metrics like realised hourly rates much more quickly and easily than before.

Benefits

"*It is always difficult to give definite figures to the improvements that a system like time@work makes*" commented Erick "*especially as many of the benefits come further down the road when you begin to realise the true potential*".

However, since implementing time@work, Mazars has found: The time it takes for accounting to produce an invoice schedule has gone from one week to one day. It used to take a week to print invoices from the schedule, check and approve them — time@work has improved this by four days. Moving invoice data into the accounting system used to take one day of re-keying — now this procedure is automatic. The work to invoice cycle, reporting and accounting, is a lot more secure, as the entire process is managed using time@work.

About Mazars

Mazars was founded in 1994 and has over 15,000 staff in 73 countries. www.mazars.com

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systems @ work

systems@work software solutions are highly-flexible, scaleable, best-of-breed browser-based solutions for domestic, local and global organisations. time@work offers powerful and flexible time recording, expense management, billing and resource planning software for professional services.

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