



T I M E

CaseWare Time performs the complex functions an accounting practice requires in a simple, easy-to-use manner that doesn't require a financial background. Time can handle any practice-management challenge in practices both large and small.

Everything You Need in One Package

CaseWare Time gives you everything you need to manage your accounting practice, in one package. With Time, you get time and billing, accounts receivable, and practice management – all in real time. So there's no waiting for someone else to close a file before you get to work. This real-time technology lets you know instantly the status of your practice. When you enter your time, all relevant amounts for each report and client letter are updated immediately and automatically.

Maximum Flexibility to Customize and Generate Reports

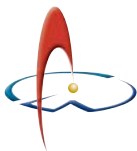
With CaseWare Time, you can customize every report to your liking or client specification. Time's filtering capabilities let you isolate and combine any criteria to create your reports.

A Powerful Tool to Boost Your Business

Your Contact List serves as the core of CaseWare Time's integrated contact-management system. This system provides you with a powerful, flexible means of communicating with your clients, and identifying key clients or contacts for marketing opportunities and other communications. With Time's sophisticated but user-friendly word processing and spreadsheet components, you can generate marketing and form letters, filtered and addressed to specific clients or contacts. No other practice management software gives you a comparable range of tools to help you manage your practice and expand your business.

Features and Functions

- *Workflow.* A new layout to guide you through your tasks.
- *Office XP look and feel.* Added to Time's drop-down menus, toolbars and icons.
- *Portable Document Format (PDF) Ability.* Converts Time and CaseView documents to portable document format (PDF) without needing third party software.
- *Project Management.* Helps you set up and manage your firm's projects more easily than the Project Types feature that was in Version 2003.
- *Real-time and Multi-User.* An unlimited number of staff can be entering or viewing data all at the same time. All transactions are updated instantly.
- *Unlimited databases.* There are no limits with respect to the number of transactions, number of clients, work codes etc.
- *An extensive client/contact database.* You can fully customize your client data.
- *Time and expense tracking.* Quickly and easily enter time for any period, with this spreadsheet style interface.
- *Projects and Sub Projects.* Assign projects to a specific client. Enter budget information by project enabling you to track the progress compared to actual time spent. Then bill by project.
- *Full on-screen billing.* With optional automatic invoice numbering, whether issuing a proposed, interim, recurring or final invoice, you have complete control over the layout and content of the invoice.
- *Flexible write-up and write-down distribution.* You can control the distribution of write-ups and -downs or automatically assign the amount to those staff who have worked on the engagement.
- *A single payments screen.* Handles all advances, miscellaneous partial and full payments.
- *Reports generation.* With our innovative Document Management system, you can organize reports into hierarchical folders, allowing specific reports to be easily accessible depending on the staff function. With over 200 standard reports available and the ability to further filter the information, managing your practice has never been easier.



T O D A Y (O P T I O N A L C O M P O N E N T)

CaseWare Today is built upon Outlook and uses Microsoft's digital dashboard technology. Eliminate duplication of client, contact and staff information in several different databases. Keep this in one place and always be up to date with Today. Then use the synchronization feature between Today and Time rather than re-entering information.