



# NAVA™

T I M E W R I T E

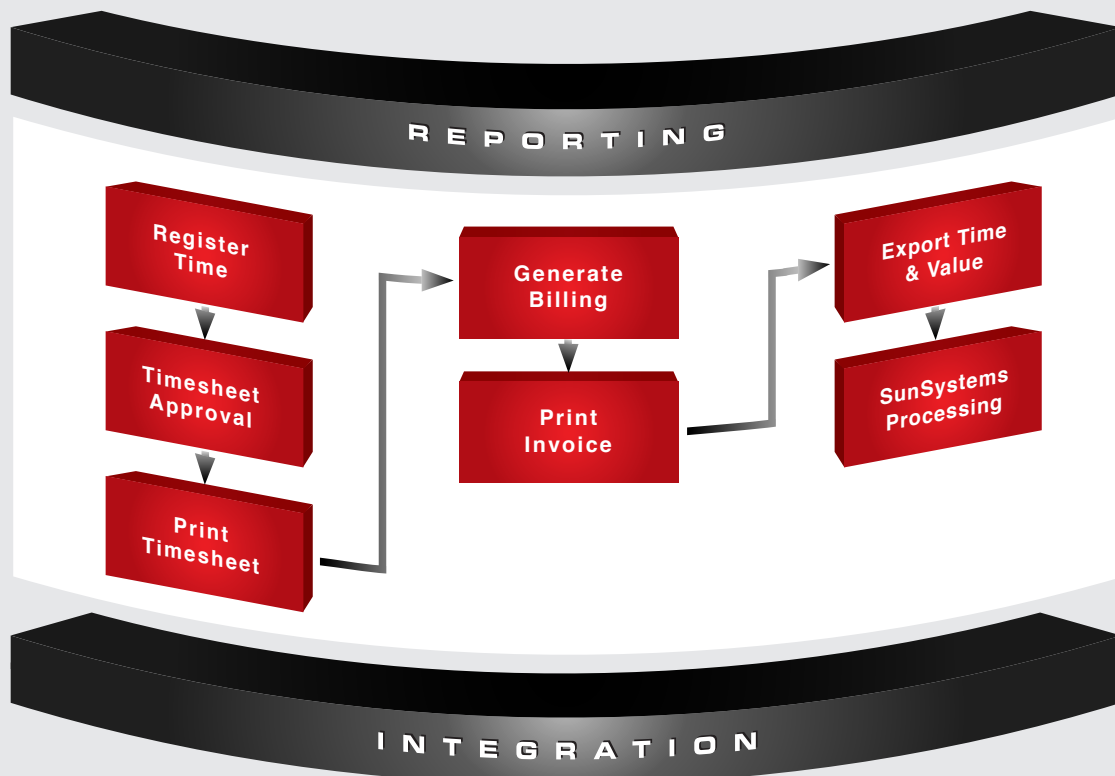
NAVA™ TimeWrite is an integrated web-based solution for the registration, review and approval of employee/contractor time-writes. Invoices are generated based on approved timesheets and billing data is uploaded to Infor™ FMS SunSystems.

With the objective of improving accuracy and efficiency in billing, NAVA™ TimeWrite allows employee/contractor to register their time-writes for different projects and departments. It eliminates dependence on Microsoft® Excel® spreadsheets where there is risk of error and lack of control. Its calendar enables configuration of non-working days such as public holidays and weekends providing valid time-writes for billing.

Different rates and currencies can be set for each employee/contractor to support companies with world-wide operations. The billing currency will be converted into the local currency and reporting (base) currency.

Workflow Dashboard showing status enables tracking and monitoring of the timesheets. This facilitates the approval process and avoids any delay in billing.

Upon project completion, the close out procedure provides control to prohibit additional time being charged to closed projects.





### KEY FEATURES

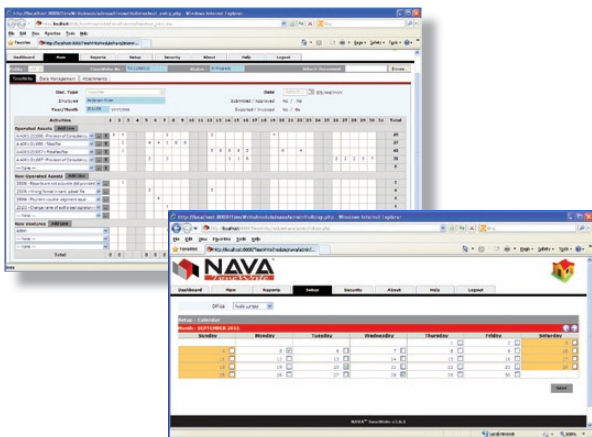
NAVA™ TimeWrite is web-based, capable of supporting multiple locations world-wide in real time.

NAVATerm™ allows the company to use their own terminology to describe key data elements for ease of use and reference.

Comprehensive built-in security supports creation and management of role-based user groups for every key function within the application.

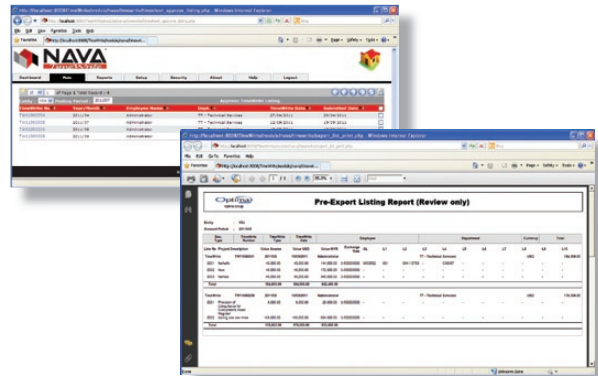


Auto-numbering of timesheet upon creation enhances internal control and reporting. User-defined numbering allows incorporation of prefix and year as part of the number structure for easy reference. Projects can be grouped into categories for ease of entry.

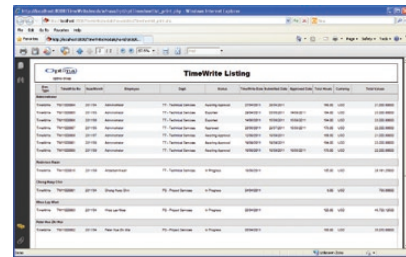


Approved time-write billings are uploaded to the actual ledger in Infor™ FMS SunSystems which facilitates financial reporting. Time-write hours are uploaded in Infor™ FMS SunSystems and used as a basis in allocating expenditure to projects and departments.

Export Validation Report (listing approved time-writes) allows checking prior to the actual export of data. Export Document Report (listing time-writes actually exported) is available for the purpose of audit control.



When integrated with Infor™ FMS SunSystems, analysis codes and business rules are instantly available in NAVA™ TimeWrite.



Variance Reporting enables the actual time to be compared against total project hours and costs for decision-making. Time-write Status Report listing all timesheets and their respective status (in progress, awaiting approval, approved, exported, closed and cancel) provides a complete database reference and tracking of its lifecycle.

