

# Kyebot

BECAUSE TIME IS MONEY

## Web-based Time Tracking & Billing System

**Millions of dollars are lost each year due to unbilled and under billing services.**

Kyebot Time Tracking and Billing System is the most innovative time and billing management application available. It is a powerful, easy to use tool that will change the way you handle your billing. What makes Kyebot unique is its conception. Kyebot is not a spin-off or an add-on to an existing application. It was designed from the ground up, specifically for the service industry. Kyebot boasts real-world features and processes that are available to its Subscribers and their Clients. It is accessed over the Internet and is available twenty-four hours per day, seven days per week. There is no need to load cumbersome software to your hard drive, no application upgrades or maintenance requirements. Administratively, Kyebot can help you eliminate the burden associated with excess paperwork.

Kyebot allows you to collaborate with internal Staff (on-site or satellite offices), Clients, Consultants and other affiliates. By sharing real-time billing information via the Web, you are able to manage your time and billing functions more effectively with one comprehensive system. Among other things, Kyebot is geared towards streamlining your billing tasks and saving you time, **BECAUSE TIME IS MONEY.**

**Kyebot lets you increase your billing accuracy with its Web-based time tracking and billing system.**

### Upgrade Your Billing With Kyebot



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## Quick and Easy: Subscription to Invoicing

Kyebot Time Tracking and Billing System is a user-friendly, intuitive Web-based tool that will essentially perform your billing tasks for you. As a Kyebot Subscriber, within minutes, you can set up your hierarchy of Staff, corresponding Client entities and other billing parameters. Administrative controls allow you to easily decide which Client accounts your Staff will be able to access. Kyebot is flexible enough to calculate different billing rates for individual Staff.

Time entry is made simple by the ability for Staff to log billable hours online at any time of the day or night – whenever it's convenient. Your business will also benefit from the ability to go online to enter/track hours and expenses associated with a particular account or person.

## Precise Project Monitoring = Better Management

Kyebot gives you robust reporting tools to perform the critical time analysis you need to stay on budget. Real-time access to Staff's billing entries provides you with better organizational and management control. At any given time, view the terms of a Client contract, as well as actual vs. budgeted allowances. Kyebot's intuitive functions can also assist with the recovery of unbilled time on a project by flagging the hours worked, but not billed. Use Kyebot's standard reports to precisely monitor contract activity and open or closed invoices.

## Automated Timesheet Approval

With the same data used to bill your Clients, Kyebot can automate timesheet approval to pay your consultants or Staff. No more manually tallying hours or working in multiple spreadsheets.

## Introduction

As a business owner, you need to employ the most efficient tools to manage your time and billing functions. Whether you're an individual consultant or a manager of a sizeable Staff, you want to simplify your life by eliminating unnecessary tasks such as manually tracking billable hours.

As a Subscriber of Kyebot, you effortlessly collaborate with outside consultants or in-house Staff in a new integrated environment. Kyebot gives you access to critical business management information, which allows you to analyze your operation to increase profitability.

Kyebot safeguards your information by utilizing the latest in security technology.

Home | Create Time Billing | Other Billing | Edit Billing | Billable Task | Billing Rates | Invoicing | Accounts Payable | Contracts | Print Profile | Aging Report | Billing Report | Sign-out

Current User: Cindy Simms

Client: Queens Mutual, INC | Subscriber: Gold Coast Consulting, Inc. | Location: Corporate HQ

Subscriber Administrator - Aging Report

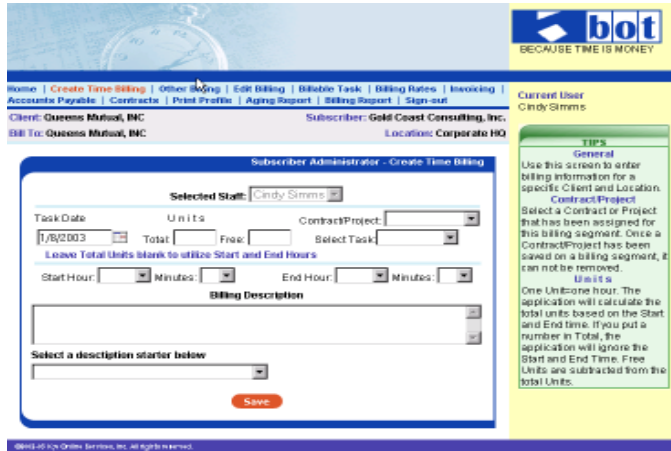
Invoice	Client	Location	Due Date	Inv Total	Pay/Chg	Balance
G165	Queens Mutual, INC	Corporate HQ	3/1/2003	\$1,091.80	0	\$1,091.80
				Total List: \$1,091.80		

TIPS: General: This page lists general Accounts Receivable information, based on the specified criteria. Invoice: Click this link to display the summary detail of the Invoice.

Sample Invoice Aging page

## Billing Accuracy

Billing Clients has never been more accurate than with Kyeobot Time Tracking and Billing System. With one click, compare time entered against any Client contract or project. Review all open blocks of time and submit them online to your Client. For summary or historical purposes, Kyeobot allows you or your Clients to access past billing data for any given time period. Kyeobot also allows you to easily implement your own billing standards by using consistent customized codes, task descriptions and job entries.



Sample Time Entry page

## Accounts Payable

Kyeobot's integrated features share information throughout the system. As such, billing information is automatically transferred to the Accounts Payable processes. This allows you and your affiliates to track time, generate invoices, process bill payments and manage disbursements from one System. Easy to use report generation options allow you to use your time more efficiently and productively and allow Staff to reconcile disbursements with their own records. Even the necessary 1099 information is readily accessible come tax time.

## Mutual Control of Your Billing Procedures

As a Subscriber, you share the benefits of Kyeobot with your Clients. You are offering your Clients a no cost, flexible tool, which enables them to manage their own daily operation more efficiently and cost effectively. Neither of you need to spend unnecessary time tracking nor deciphering invoices as you exchange billing information online. If your Clients have multiple departments that track hours for various projects, Kyeobot can make this process much less complicated. System controls let you decide what project detail is available to Staff. Kyeobot contains useful financial control features as well. By entering billing limitations, the system will prevent billing from exceeding budgeted amounts.

## Save Money

Kyeobot can dramatically reduce the cost of business ownership by removing maintenance, upgrade, repair, support and server expenses that are associated with cumbersome time processing applications. Recovered revenues from unbilled services, time saved in billing administration and enhanced accuracy of information can all contribute to significant cost savings. Using Kyeobot as a business tool, you reinforce the structure and standards of your organization. For a low *monthly* service fee, comparable to the average *hourly* rate for administrative support Staff, you can become a subscriber of Kyeobot.

### Earnings/Deposits for: Gold Coast Consulting, Inc.

Client: Queens Mutual, INC				
Account:	Invoice Number:	Check Number:	Payment Date:	Amount:
Accounts Receivable	G104	120	03/07/2003	\$591.00
Total: Accounts Receivable				\$591.00
Account:	Invoice Number:	Check Number:	Payment Date:	Amount:
Accounts Payable	G104	100	02/07/2003	\$500.00
Total: Accounts Payable				\$500.00
Total: Queens Mutual, INC				\$1,091.00
<b>Grand Total:</b>				<b>\$1,091.00</b>

To the left is a sample Earnings/Deposit Report.

## Kyebot Benefits All

Kyebot benefits all, Subscribers and their Clients alike. If you're looking to streamline the way your business tracks its billable time and manages its invoice processing, then Kyebot is the solution for you. Use Kyebot to share real-time billing information with your Clients, affiliates or internal departments. You only need an Internet connection to access Kyebot for easy entry of billable hours or to pull up useful time analysis reports to monitor account or Staff activity.

Kyebot is ideal for independent professionals, small businesses and larger organizations that want to simplify their administrative responsibilities and reduce non-billable time or unrecorded hours. Just enter and submit your billable information online for your Client's easy access. No more confusing time sheets to submit/collect or cumbersome spreadsheets to manage. Kyebot's professional application easily tracks and monitors time submitted by various departments, consultants or temporary employees. Instantly create time analysis and expenditure reports online to help you reduce overhead and better control your finances.

## Features & Functions

- ⊕ Straight-forward, easy to use system.
- ⊕ On-line tips provide instruction and facilitate user friendly operation of the system.
- ⊕ Enter data just once; avoid multiple entries in various forms and spreadsheets.
- ⊕ Conveniently access or update your information via the Internet, 24/7.
- ⊕ Integrated Accounts Payable processing.
- ⊕ Extensive standard management reports available including the calculation of your quarterly sales tax figures.
- ⊕ Reduce your cost of ownership by eliminating maintenance, repairs and support associated with purchased applications.
- ⊕ One-click administrative links allow efficient access to management functions including open billing, invoicing and cash receipts.
- ⊕ Kyebot safeguards your information by utilizing the latest in security technology.
- ⊕ Web-based services fit your budget with a low monthly fee.

TIPS
<b>General</b> These records are starters for invoices that were automatically generated. The Auto-gen option is found in the contract section.
<b>Accept</b> Click this link to accept the invoice. The entry will be removed from the list and the invoice will be created.
<b>Del</b> Check this box, then the Remove Auto Gen From List button to delete the entry without creating an invoice.

*Sample Tips. Tips are instructions that are found throughout the system.*



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