

# Project – Personal Data Keeper (PDK)



*Improve Management of your projects...*

This course will show how to submit time sheets and expenses in a timely manner whether on-line or offline and synchronise when best suited to your employee.

**Duration: Completed as a consulting exercise and will vary based on client requirements**

**Cost: \$180 per hour + GST + Travel**

**Who Should Attend:**

- Anyone associated with Projects eg., accountants, assistant accountants and any staff who enters or submits timesheets or employee expenses.

**Pre-Requisites:**

- Knowledge of Windows and internal processes.

- Submit time and expenses when it's convenient for you, whether online or offline.
- Automatically update project accounting, payables management, as timesheets and expense reports are approved, when working online.
- Automatically assign the appropriate rate and pay codes for project resources and use this information for client invoices.
- Enter time and expenses, regardless of location or online status, and later synchronize data with your system when a network connection is available.

*Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.*

*For additional information regarding this course, please email [mstraining@pa.com.au](mailto:mstraining@pa.com.au)*