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: $210 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