

# Employee Utilization

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# Synergy

BUSINESS SOLUTIONS

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**Microsoft**  
GOLD CERTIFIED  
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Microsoft Business Solutions  
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## Microsoft Dynamics™ SL

### Benefits

- Increase productivity**  
 Set goals for billable time, and then track hours and revenues against those goals by employee, project, department, or other employee grouping.
- Motivate employees**  
 Build and support employee incentive systems with accurate performance data based on the achievement of billing and productivity goals.
- Improve analysis accuracy**  
 Incorporate account margins, labor multipliers, and billing write-ups and write-downs into realization results without manual calculations.
- Efficiently manage timekeeping variables**  
 Choose to exclude non-billable time such as vacation, sick leave, or jury duty from realization figures.
- Tailor analytical options**  
 Create multiple utilization types, and summarize data by any time period and employee grouping you like for convenient analysis.

Get the information necessary to improve the profitability of service professionals and other human resources. Track personnel availability, billable time, revenues, and the realization of established utilization goals. View timecard line-item detail, or speed up analysis by customizing and summarizing data in a variety of groupings and time periods.

Period	Start Date	End Date	Available Hrs	Goal%	Goal Hrs	Goal Bill Rate	Goal Rate
1	1/1/2003	1/31/2003	40.00	95	34.00	150.00	51C
2	2/1/2003	2/28/2003	40.00	95	34.00	150.00	51C
3	3/1/2003	3/31/2003	40.00	95	34.00	150.00	51C
4	4/1/2003	4/30/2003	40.00	95	34.00	150.00	51C
5	5/1/2003	5/31/2003	40.00	95	34.00	150.00	51C
6	6/1/2003	6/30/2003	40.00	95	34.00	150.00	51C
7	7/1/2003	7/31/2003	40.00	95	34.00	150.00	51C
8	8/1/2003	8/31/2003	40.00	95	34.00	150.00	51C
9	9/1/2003	9/30/2003	40.00	95	34.00	150.00	51C
10	10/1/2003	10/31/2003	40.00	95	34.00	150.00	51C
11	11/1/2003	11/30/2003	40.00	95	34.00	150.00	51C
12	12/1/2003	12/31/2003	40.00	95	34.00	150.00	51C

Quickly View  
resource goals and  
performance to  
adjust to new  
business demands.

Gain insight  
into resource-generated  
revenue tracked against  
original goals.

Employee Name	Revenue	Goal Rev	Hours	Goal Hrs	Rate	Goal Rate	Rev Var	Hours Var
Paula Amy	2752.23	0.00	277.25	0.00	99.41	0.00	2752.23	277.25
Patricia Bary	703.25	0.00	0.00	0.00	0.00	0.00	703.25	0.00
Dennis Craig	0.00	6720.00	0.00	400.00	0.00	150.00	-6720.00	-400.00
Dennis Craig	450.00	0.00	3.00	0.00	150.00	0.00	450.00	3.00
Northrup Fred	40179.50	0.00	301.25	0.00	133.36	0.00	40179.50	301.25
Prasannaiah Hiranani	33774.07	0.00	330.25	0.00	105.27	0.00	33774.07	330.25
John Hingston	34175.10	0.00	237.25	0.00	144.05	0.00	34175.10	237.25
Norman Lewis	25605.00	0.00	175.00	0.00	147.71	0.00	25605.00	175.00
Penelope Lovell	11612.50	0.00	78.00	0.00	148.88	0.00	11612.50	78.00
Paul Rapp	723.75	0.00	5.25	0.00	137.06	0.00	723.75	5.25
Trudisun Tammara	34227.75	0.00	233.75	0.00	146.44	0.00	34227.75	233.75
Lakshmi Tracy	37657.06	33220.00	573.50	230.50	139.42	140.43	35202.14	-1791.54
Wheeler Wendy	57095.56	114400.00	473.50	1440.00	140.26	135.00	-13601.44	-1267.50

Filter  
detailed revenue information  
by time period to view revenue  
variance(s) and monitor  
overall performance.

Employee Name	Revenue	Goal Revenue	Hours	Goal Hours	Rate	Goal Rate	Revenue Variance	Hours Variance
Paula Amy	2752.23	0.00	277.25	0.00	99.41	0.00	2752.23	277.25
Patricia Bary	703.25	0.00	0.00	0.00	0.00	0.00	703.25	0.00
Dennis Craig	0.00	6720.00	0.00	400.00	0.00	150.00	-6720.00	-400.00
Dennis Craig	450.00	0.00	3.00	0.00	150.00	0.00	450.00	3.00
Northrup Fred	40179.50	0.00	301.25	0.00	133.36	0.00	40179.50	301.25
Prasannaiah Hiranani	33774.07	0.00	330.25	0.00	105.27	0.00	33774.07	330.25
John Hingston	34175.10	0.00	237.25	0.00	144.05	0.00	34175.10	237.25
Norman Lewis	25605.00	0.00	175.00	0.00	147.71	0.00	25605.00	175.00
Penelope Lovell	11612.50	0.00	78.00	0.00	148.88	0.00	11612.50	78.00
Paul Rapp	723.75	0.00	5.25	0.00	137.06	0.00	723.75	5.25
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Wheeler Wendy	57095.56	114400.00	473.50	1440.00	140.26	135.00	-13601.44	-1267.50

## FEATURES

## BENEFITS

<b>Productivity Management Support</b>	Easily track available and billable time by employee, project, or Employee group.
<b>Automated Target Tracking</b>	Establish goals for billable time, utilization percentages, and revenues, and then automatically calculate realization results over time.
<b>Flexible Data Views</b>	Identify convenient time periods for tracking and summarizing utilization. Then view information by employee, project, custom groupings such as departments or labor types, or even timecard line-item detail.
<b>Time-Saving Computations</b>	Automatically account for margins, labor multipliers, write-ups, and write-downs in the billing process.
<b>Expense Tracking</b>	Determine the overall profitability of employee activity by tracking related expenses such as travel costs.
<b>One-Time Data Entry</b>	Save time and prevent entry errors by connecting information across Microsoft Dynamics SL.
<b>Advanced Analysis Options</b>	Instantly export utilization data to Microsoft Excel for advanced analysis.

For more information about Microsoft Dynamics™ SL, visit: [www.synergybusiness.com](http://www.synergybusiness.com) or call 800.481.8590

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