Intro to TIME/ACTIVITY Reporting on BIGTIME.
Pat Tessmer

There are different options for setting up BigTime so that it can be customized for your needs. CCADV does functional accounting which captures the main areas of our work.

These function areas are called "Classes". As you can see, CCADV not only has Classes, but also several sub-classifications under some of our Classes. The highlighted areas are for bookkeeping purposes and when tracking time and activities, staff does not bill to those classes (although Lee, our business manager, might). If you would like more information on those particular classes, we can arrange to have Lee put together some information on that for you.

10 TRAINING

10 TRAINING:11 Annual Conf
10 TRAINING:12 Statewide
10 TRAINING:13 Regional
10 TRAINING:19 Other Training

20 Tech Assist

30 ED, AW & AD

30 ED, AW & AD:31 Awareness
30 ED, AW & AD:32 Lobbying
30 ED, AW & AD:33 Pub Policy
30 ED, AW & AD:34 DU Research
30 ED, AW & AD:34 DU Research:343 DU Interview Reimb
30 ED, AW & AD:35 Comm Rela
30 ED, AW & AD:39 Other Ed A & **A**

70 Membership

80 Admin

90 Fund

90 Fund:92 Temp Restrict

Net Assets

Net Assets:Perm Restricted

Net Assets:Temp Restricted

Net Assets:Unrestricted

Our **Labor Codes** capture the actual activities that we engaged in during the time period and is entered WITH the specific class that reflects that area of work under which the activity was performed. Below is a sample of the labor codes that we use. Time and activity is tracked by the **labor code** (captures the activity – what we actually were doing), the **class** (which is most reflective of the area of work, the time spent and a very brief note that goes with each entry). This is all entered under the grant which is funding that work for each individual. Every time you make an entry, it pre-populates the next week's entries.

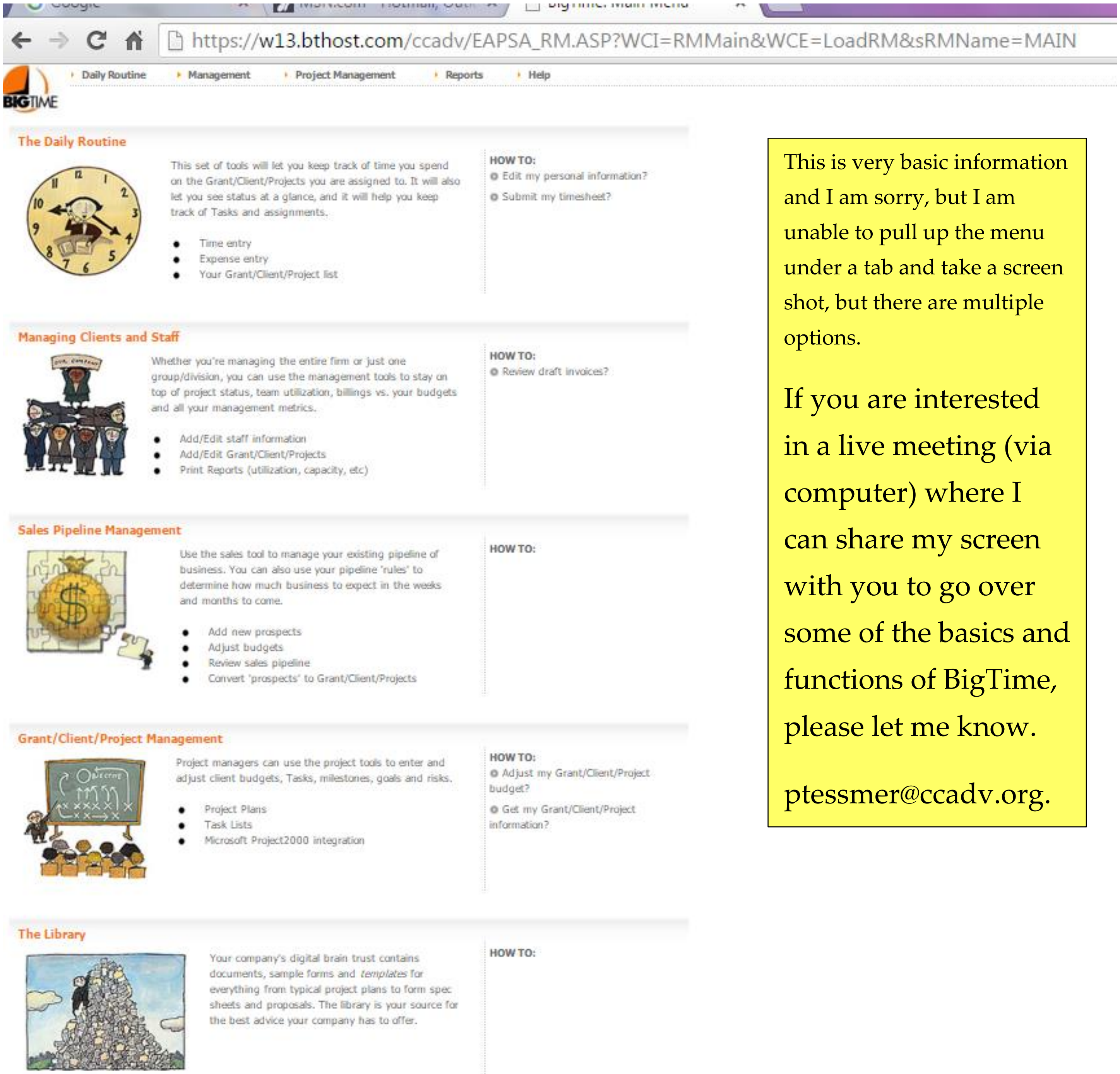
Communicate
Document Development
Event/Meeting/Training
  Attend
  Evaluate
  Facilitate
  Logistics
  Preparation
  Present
Financial Mgmt

HR
Internal
  PTO Vacation/sick Non-billable, vacation time
  Holiday Non-billable, holiday time
LOBBYING
  Direct contact
  Grants
  Mailings
  Media
  Other
  Publications
  Rallies
Program Development
  Grant Mgmt
  Program - run in program administratio: timesheets, expenses reports, staff meet, etc.
  Training
Request Response
Research
Site Visit
Travel

For example – this is one of the grants that funds me that I would pull up at the beginning of the week being recorded. You can see that most of the activities that I do are already up and ready for me to make an entry. If not, I can add or remove additional lines at any time if my work week is more varied.

Department of Justice:Coalition VAWA 9/15 - 8/16						
	Internal:Holiday	20 Tech Assist				
	Internal: PTO Vacation/sick	20 Tech Assist				
	Program Development: Progr	20 Tech Assist				
	Communicate	20 Tech Assist				
	Document Development	20 Tech Assist				
	Event/Meeting/Training: Atter	10 TRAINING:19 Other Tr				
	Event/Meeting/Training: Atter	20 Tech Assist				
	Event/Meeting/Training: Facili	20 Tech Assist				
	Event/Meeting/Training: Prep	10 TRAINING:19 Other Tr				
	Event/Meeting/Training: Logi	10 TRAINING:19 Other Tr				
	Event/Meeting/Training: Logi	20 Tech Assist				
	Request Response	20 Tech Assist				
	Research	20 Tech Assist				
	Travel	10 TRAINING:11 Annual (				
	Travel	20 Tech Assist				
Department of Justice:OVW Rural 10/15 - 9/16						

This is a screen shot of my home screen. You can see by the tabs that BigTime has the capacity to perform multiple functions that have many useful applications. At the DOT – Part I, I showed you a quick grant report that I ran for my quarterly report and what one of my time sheets looks like.



This is very basic information and I am sorry, but I am unable to pull up the menu under a tab and take a screen shot, but there are multiple options.

If you are interested in a live meeting (via computer) where I can share my screen with you to go over some of the basics and functions of BigTime, please let me know.

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