



Vorex Professional Services Automation (PSA) Suite

Enabling Success Through Excellence
in Project and People Management.

VOREX 

Software to Empower Your Business

Fully Optimize Your Biggest Investment—Your People

Focused Solutions



Vorex's Professional Services Automation (PSA) Suite is a comprehensive web-based Enterprise level solution that integrates Project Management, Expense Management, Time & Attendance, Invoicing, and Employee Records in a single solution for companies of all sizes.

Vorex PSA Suite streamlines all project-related functions, allowing organizations to amplify their efficiency, reduce administrative costs and increase the accuracy of project and employee work-related data. It integrates and automates all the necessary functions and processes that an organization executes to operate successfully – all in one solution.

The Three Main Components of the Vorex Professional Services Automation Suite

Project Management

Whether you are working on internal projects, or for a client, Vorex PSA Suite gives you tools to efficiently manage an unlimited number of projects.

The resulting, streamlined processes expedite the creation, budgeting, and staffing of every project. Your personal web portal continuously monitors and reports on the progress of each task, alerting you to any financial or time variances.

Vorex PSA Suite simplifies managing your projects, while maximizing efficiency and productivity.



Attendance & Expenses

A key factor in controlling costs is the ability to effectively track your employees' time and attendance, as well as their project-related expenses.

Vorex PSA Suite allows you to eliminate time-consuming clerical work for all salaried or hourly employees and contractors by allowing them to enter their own data via a single time and expense online entry screen.

This improves financial accuracy, the transparency of employees' efforts, and ability to identify potential budget variances and cost reduction opportunities.

Human Capital

No matter where your offices are located worldwide, Vorex PSA Suite can centralize all of your HR functions into one simple application. This provides HR executives and managers with a single portal for effectively managing an unlimited number of employees, their benefits, roles, skills, requests, training, jobs and salary grades. An extensive list of reports and Key Performance Indicators (KPI) is also viewable.

Our system is designed to adapt to your dynamic, ever-changing Human Resource Management environment.



Vorex PSA Suite Modules

Project and Tasks

Vorex PSA Suite provides managers with the ability to create an unlimited number of projects, and assign any number of employees to each associated task.

Allocate the estimated cost and number of hours for each task, and the system will continuously compare it with the actual hours logged and expenses submitted for the project.

Our integrated time and expense entry system will also keep track of your employees' utilization percentages, and alert you to any potential budget variances; allowing you to gain full control over your projects.

Project Planning

Planning future projects and forecasting upcoming expenses and revenues are essential to the continued growth and success of any organization. Vorex PSA offers tools and management screens to create a pipeline of potential and future projects for better planning.

This module allows you to insert future projects, assign potential employees to each project, and indicate its probability of converting to an active project, along with the expected conversion date. The system automatically calculates and presents the expected total cost of the project to ensure accurate budgeting and client markups. It will also enable you to convert it to an active project with a single click of the mouse.

Skills Management

Skills Management is a centralized and

categorized database that contains all the skills and talents, for each employee, that are relevant to your organization's goals.

Project managers can search real-time information on their employees' pool of skill, ensuring that their employee are utilized to their maximum potential.

Auto Staffing

Staffing a project is a very time consuming process- especially when taking into consideration the skills required and the availability of your employees.

Vorex PSA can reduce the time needed to staff a project by over 85% .

The Auto Staffing module has a built-in breakthrough technology that facilitates an automatic search and retrieval of potential employees that are most qualified to work on the project based on their skills, availability, and location-sorted by the match percentage.

As a project manager, you can select qualified employees from the provided suggested list- and with a single click of the mouse, you can instantly assign them to the project. The system will auto assign corresponding time and expense sheets, and notify all concerned parties.

Utilization Engine

Failing to track the level of utilization of your employees means overpaying or overburdening your staff. Either way, you undermine your bottom line returns and risk losing key employees.

Vorex PSA Project Management module comes with built-in utilization reporting and forecasting tools to help you place employees on tasks and plan future projects- eliminating costly overstaffing issues.

Client Management

Companies that perform professional services for external clients will benefit from our Client Management Module.

Professional service providers require an automated method for tracking their clients, recording hours spent on projects and to separately invoice each customer.

Vorex provides a complete solution for such companies, which features detailed reporting and integrated external workflow approval steps to ensure effortless visibility and foster positive client relations.

Invoicing

Billing department employees are typically burdened by extensive paperwork and with having to make calls about invoices.

This burden is completely eliminated with the Vorex Billing Module.

Accurate system-generated invoices are electronically routed to Vorex's billing management screen for review, final approval, invoice submission, and payment management.

The system integrates with common financial suites such as QuickBooks ® and many other accounting solutions.

PSVillage's Professional Services Automation Survey recently showed average increases of 9.4% in utilization and 2.8% in Project Profitability after deploying a PSA Solution.

Attendance and Expenses

Expense Management

By automating Expense Management you will gain significantly better visibility into spending trends, and improve compliance with your company's spending policies, while enjoying complete control over costs.

Whether it's a client dinner, mileage for a business trip, an airline ticket, or office supplies purchased by one of your employees, all expenses will be automatically stored, reported and routed through your pre-defined workflow for approval and reimbursement. Designated managers are instantly alerted for their approval.

Instead of receiving emails, spreadsheets, or paper receipts, Vorex online Expense Management streamlines these tedious, manual and human-error prone processes into a single automated procedure.

Employees can enter their expenses from anywhere in the world, using any currency, and even upload their receipts online.

You set employee spending limits for each expense type based on location, project, client, or even seniority.

Time Entry

Your entire project and time tracking process becomes automated with Vorex PSA Suite. Whether your projects are internal tasks, or services for external vendors that require invoicing, assign as many people as required on each task and indicate its billable status, along with individual employee rates.

The application supports either a daily time entry, or a clock in/out system that can also be used on a touch screen monitor.

Your staff can enter their time from any location, including from their personal web portal page, which instantly alerts managers in your pre-defined workflow for approval. No additional work by an administrator or human resource person is necessary.

The result is a significant reduction in accounting and administrative costs, the elimination of human errors in calculations, as well as a better understanding of your organization's resource allocation.

A study by the American Payroll Association shows that by adopting an automated time and attendance system companies can save up to 4% on their annual payroll expenses.



Human Capital Automation

HR Core

Centralize, coordinate and easily manage your entire workforce, regardless of their geographical location. Maintain HR-related data for each employee, including personal and contact information, photo, education, compensation, job grade, salary grade, direct reports, compensation and benefits - all from a single portal.

Benefits Administration

Provide your employees with the opportunity to view their benefits and allocations at any time without calling a hotline or accessing external portals.

Access controlled benefit management allows employees to enroll or update their benefits portfolio during open enrollment periods. This will significantly reduce processing time, eliminate the need for printed documents, and reduce the data entry overburden on your HR personnel.

Manager Self Service

Managers often spend numerous hours on administrative work. This keeps them from focusing on their core duties. Vorex Manager Self Service (MSS) portal automates and simplifies your daily tasks by placing the information you need directly at your fingertips. This allows you to more closely monitor, approve and execute reports, while successfully and efficiently directing your team to reach the strategic goals of the organization. Send out automatic timesheet reminders, approve requests, create projects, assign people to tasks, and much more, all from your own MSS portal.

Employee Self Service

Improve efficiency throughout your organization by providing managers and employees with controlled access to review, modify and act upon relevant HR data. This includes contact information, W4, life events, direct deposits, education, or even benefits during open enrollment periods.

ESS allows HR personnel to spend less time on administration and more time being productive on their primary tasks, focusing on more strategic HR management functions and company-critical tasks.

According to Towers Perrin study, results from Web-based ESS are measurable. Among the findings: 70 percent of the more than 200 respondents reported improvements in the quality and timeliness of HR services to employees.



Organizational Chart

The Vorex organizational chart graphically shows employees in the hierarchical structure of the company based on position definitions. The chart allows you to easily view different levels of management and their direct subordinates.

Salary Management

Store each employee's salary or bonus information, and keep a running history of these compensations for auditing, budgeting, and salary increase decisions.

Based on your salary grade definitions, Vorex will graphically assist you in determining staff pay quadrants and their maximum potential for salary increases based on their current position.

Time Off Management

Keep track of your employees' days off for accurate planning and proper staffing. With Vorex Time Off Management Module, employees can record their time off and plan future days off. Managers will never be surprised with last minute requests for days off, especially close to holidays. Color-coded graphical calendars and reports simplify planning and decision-making.

A recent Forrester Research study found that HR managers spend nearly 80 percent of every day devoted to administering employee benefits and answering routine questions.

Productivity Tools

Document Management

Clear out your bulky file cabinets and start saving records in your employees' eCabinets instead. Whether it is an employee's resume, evaluation forms, project documentation, or any other type of document- Vorex PSA Suite enables you to store any document online. This makes retrieving documents easy, while also freeing up office space.

Messaging

Our Messaging system is an enterprise-focused communication tool that provides customized "sending" options.

Users can send a message to a specific department, branch, role, or even another user.

The messaging system can be integrated with your existing email tools, allowing all requests, notifications, and reminders to be streamlined within your external email.

Request Portal

Our Request Portal System (RPS) automates and streamlines the way you receive requests for review and approval, eliminating unexpected purchases or abrupt time-off requests.

Each time-stamped request, along with any related notes, are routed to you via our workflow system and displayed on your dashboard.

Once a request is approved or declined, the employee receives an immediate notification of the decision.

RPS logs all information, making retrieval of historical data for auditing, evaluation, or reporting purposes very simple.

Reporting

Vorex PSA Suite's Reporting delivers high level and drill-down standard or customized business-critical reports to help you make the most informed business decisions possible.

PSA Suite Reporting's engine equips managers with the ultimate tool to better understand their operations, identify gaps and challenges, and find ways to increase efficiency and productivity.

Whether you want to review the number of vacation days taken by individuals, the actual cost of your company's benefit program, track over-time hours, identify high spending trends, forecast profitability, or budget variance on a project, Vorex PSA Suite Reporting Module will deliver accurate and immediate real-time results.

Multi Currency

For users who have (or plan to have) employees or clients outside of their home country, Vorex PSA Suite allows them to operate their software in multiple countries, using multiple currencies. Each user's interface is customized to their current location.

Workflow

Increase transparency and ensure compliance and accountability by configuring the Vorex Workflow engine to automate your approval lifecycle.

Whether you require a single person to approve all requests within your company, or a conditional and unique multi-step approval for each process, Vorex Workflow system can easily handle it.

With an automated email notification system, designated approvers are instantly notified of any pending approvals, eliminating lag time and "signature chasing."

Access Control

Gain full control over which functions can be performed, screens viewed, or reports generated based on Vorex User and Role Control system. This flexible and easy-to-use system ensures that sensitive data is only accessible by authorized employees.



T&E expenses account for 7% of total operating costs, "representing a substantial commitment of corporate resources," according to American Express Global T&E expense Management Survey

North America (HQ)

18333 Preston Rd Suite 250
Dallas, TX 75252
USA

Europe

5th floor, 86 Jermyn Street
London, UK

Asia and North Africa

7th Floor, Tina Bldg, Block B
John F. Kennedy Street
Ein Mrayseh, LB

