

BROCHURE

Zap Data Hub Practice Analytics

A powerful cloud based data
managment platform



Introducing Zap Data Hub Practice Analytics

Integrate, manage and analyse data from HandiSoft to create efficiencies in your practice and increase billable hours.

Key benefits for your business

Zap Data Hub is a centralised data warehouse and analytics platform built for accounting practices. It enables practices to save valuable time by creating efficiencies through data automation, managing exceptions through alerts, and delivering insights through dashboards and reports. Zap Data Hub improves workflow efficiencies across the practice by consolidating data from HandiSoft and other applications, helping drive competitive advantage for your practice and improving client experience.

Data Hub delivers the following benefits:

- **Create efficiencies** - Improve visibility on staff productivity and efficiencies in assigning client jobs to appropriate staff. Zap Data Hub allows you to improve services, employee utilisation, efficiencies, and profitability of your practice.

- **Pre-Built connections to HandiSoft** - Unlock information with pre-packaged components that remove the technical effort of accessing and analysing data from HandiSoft.
- **Empowering insights** - Get instant access to data and insights to make data-driven decisions. It comes with pre-built analytics, role based dashboards and flexible visualisations for your practice.
- **Manage by exception** - Stay instantly informed on critical events within your practice with modifiable, rules-based alerts designed to track breaches in financial thresholds, or variations in operational performance.

Included value

5 consumer users and 15GB data storage is purchased without Compliance Reporting or Client and Compliance Analytics.

Solution overview

Cloud technologies continue to deliver speed and efficiencies to leading accounting practices in Australia, and across the world. Harnessing the power of data allows you to have quicker access to insights so that you can proactively engage with clients, capitalise on opportunities to increase revenue, save costs and gain a competitive advantage.

Zap Data Hub delivers business intelligence and analytics helping practices transform their data into critical insights that deliver agility and responsiveness beyond what traditional reporting can provide.

It provides a governed and secure means of drawing business insights from HandiSoft as well as other bookkeeping data sources, delivered as a fully managed Software as a Service (SaaS) model.

The Zap Data Hub platform provides pre configured practice analytics dashboards including reporting as your primary presentation layer. The dashboards include KPIs, ratios, metrics, calculations and charts, providing you detailed insights and analysis.



Pre-set functional analytics and visualisations built for accountants

Take a tour and see the functional analytics and visualisations of the Zap Data Hub solution.

Start the tour



Practice Billable Dashboard

Overview

The Practice Billable Dashboard provides the practice with important information relating to WIP amounts and budgets. It combines metrics on WIP ageing, employee and client performance and provides a clear view of individual staff performance over a period as well as granular analysis of how profitable each job was, based on its set budget.



Key features

Overdue WIP by age; Current WIP by age

- This is the outstanding WIP balance by age of the balance.
- Allowing you to keep up with your WIP by stopping bottlenecks before they occur. It provides substantial time savings compared to collating multiple reports required under existing T+B Reporting

Monthly WIP amount

- The 'Monthly WIP amount' dashboard cell shows a month to month trend of Invoiced vs Not Invoiced WIP. This provides a periodic view of a firm's invoiced and un-invoiced WIP, which has a direct impact in the cashflow.

Top 10 charts

- The four 'Top 10' chart cells provide more detail of WIP Amounts.
- The 'Top 10 Employee - WIP created this period' bar chart ranks employees who created WIP in the selected period by WIP amount.
- The 'Top 10 Clients - WIP created this period' ranks clients in the same way.
- The two 'Top 10 WIP - Invoiced this period' charts rank employees and clients by WIP Amount invoiced in the selected period.

- This provides insight into how timely employees are invoicing clients for WIP. Click on the relevant chart to open the Employee by WIP (Invoiced this period) or Client by WIP (Invoiced this period) analysis report for the full list of Employees or Clients Invoiced in the current period.

Client Actual vs Budget Fee Amt/unit

- The bottom row of cells in this dashboard focuses on your practice's budgets and productivity. You can compare actual amounts and amounts per unit with budget figures over time in the 'Client Actual vs Budget Fee Amt/unit' chart. Hover over data points in this chart to see the values for Actual and Budget Units.
- You can analyse Productivity (at both the staff and job levels) in the 'Productivity over time' dashboard cell, and decide if measures need to be taken to increase it at a job or staff level.
- This provides a clear view of individual staff performance over a period as well as a granular analysis of how profitable each job was, based on its set budget.



Practice Cashflow Dashboard

Overview

This dashboard displays the cashflow situation relating to your practice, and provides a composite tabular and graphical view of cashflow performance over time.



Key features

Clients Payment analysis

- On the left, the 'Clients Payment analysis' lists your practice's not fully paid clients, ordered by the Closing Billable amount in the selected period (current month by default). It also displays important information such as Interim balance, WIP Processed, and WIP Invoiced, Paid and Due. The 'Not Invoiced %' and 'Paid %' columns are heat mapped to identify clients of interest. For example, clients who have a low 'Not Invoiced %', and a low 'Paid %' (light colours) would need attention.
- Manage debtors' statements effectively by prioritising the debtors from older to newer, and focusing on larger to smaller amounts outstanding.

cashflow snapshot of your practice. 'Paid Amount to date' compares Paid, Invoiced and Billable amounts up to the selected date, while the 'Paid vs Invoiced %' gauge focuses on percentages.

- This provides a clear snapshot of Accounts Receivable versus Account Payable, enabling you to get an accurate cashflow position for the period in question.

Paid amount trend

- The 'Paid amount trend' shows key amounts over time, so you can take action if there are large amounts still due or uninvoiced from months ago, or if the Paid % trend is starting to dip.

Paid Amount to date; Paid vs Invoiced %

- On the right of the dashboard, you can compare amounts and percentages at an aggregated level. These charts sum up the information provided in the Clients Payment Analysis to display an overall

- This enables you to prioritise the management of aged debtors, and to catch shortfalls in cashflow. Normally, this is achieved by running multiple reports out of Time+Billing and then manually consolidating them in Excel.



Staff Productivity Dashboard

Overview

The Staff Productivity Dashboard displays your staff's productivity and budget figures. It is centred around the core Productivity metrics of Chargeable/Basic %, Chargeable/Worked % and Worked On/Off / Worked %. The top row of dashboard cells provides summarised information on your practice, with more detail available in the second two rows.



Key features

BUDGET card

- The 'BUDGET' card provides Total Fee, YTD Fee, YTD % of Budget and YTD % of Productivity Budget statistics that can be compared with Last YTD.
- This allows you to track your budget as compared to previous periods. This is important to avoid write offs and to achieve a targeted budget for each job. This is particularly critical for compliance jobs with small margins.

CHARGEABLE card

- The 'CHARGEABLE' card provides statistics relating to Units Worked, Units Chargeable and Basic Units in the selected date. These can all be compared to YTD figures to determine progress.
- You can view chargeable metrics in the three gauges in the top row. Chargeable/Basic %, Chargeable / Worked % and Worked On/Off / Worked % are shown for the selected period along with Last MTD, YTD and Last YTD relative time comparisons.
- This allows the staff responsible for the job to determine whether they will achieve the budgets set for the chosen period. In Time+Billing, this requires multiple reports to be generated, exported to Excel, and collated manually. This is also an important KPI for staff performance reviews.

Top 10 Staff by Units Worked; Top 10 Staff Total Fee vs Budget

- The 'Top 10 Staff by Units Worked' and 'Top 10 Staff Total Fee vs Budget' charts show your practice's top performers in terms of units worked (chargeable vs non-chargeable) and total fee (vs both budget and productivity budget for the year so far).
- This is a key tool for staff performance, providing a clear picture of top performing staff versus staff that are lagging in performance.

Actual vs Budget this FY

- The 'Actual vs Budget this FY' chart shows the YTD Total Fee plotted against Productivity Budget over time. The YTD % of Productivity Budget trend allows you to view the fees as a percentage of the budget for the year so far. Hover over data points in this chart to compare Productivity Budget with Budget.

Staff Chargeable Productivity Analysis; Productivity Trend

- The 'Staff Chargeable Productivity Analysis' provides more Chargeable metrics detail for each staff member. The three key metrics display darker colours for higher percentages, to identify both outstanding and non-performing staff members. You can also view the key metrics over time against Total Units Chargeable in the 'Productivity Trend' chart.



Job Management Dashboard

Overview

This dashboard provides an overview of workflow jobs, and provides key statistics and metrics around aging, status of tasks, and job progress. You can also compare actual vs estimated amounts over time.



Key features

JOBS card

- The JOBS card displays counts of jobs, in the selected date slicer, by status:
 - Total number of jobs
 - Number of jobs not started yet
 - Number of jobs started
 - Number of jobs completed

STATS card

- The two STATS cards display key aggregated metrics for this month and Year to Date (YTD) respectively. You can use these cards to determine the number of your workflow jobs that have been completed in the selected month and year, and the average length of each job.

Current Job count

- Current Job count is the number of incomplete jobs with a future target date or end date (when Target Date is not set), based on Today's date. This is presented in 30 day buckets to enable you to identify jobs that are nearing their target or end date.

Overdue Job count

- Overdue job count is calculated as follows:
 - Incomplete jobs - The number of jobs with a past target date or date (when target date is not set), based on today's date.
 - Complete jobs - The number of jobs where end date is after the target date

Top 10 Clients and Employees by # Tasks

- Top 10 Clients and Employees by # Tasks reports provide information about the number of tasks and their current statuses. This can help to identify any challenging clients, or employees whose tasks are stuck in one status.

Top 10 Employee

- Top 10 Employee report provides a list of employees with associated WIP amounts. The chart is sorted by the total WIP amount with a breakdown of invoiced and not invoiced amounts. This chart allows you to cross-reference the Time+Billing module. For example, there may be instances where the number of tasks in a selected month is large, but the invoiced amount for those tasks is lower than it should be.

Open Jobs Total To Date

- This trend displays the number of jobs that are currently 'open', by their created date. This includes jobs that are in a 'Not Started' or 'In Progress' status. It may be useful to look at a date in the past and see which jobs that were created on that date are still open, and in what status. This can be compared with the average estimated duration remaining to provide an overall picture of how long these jobs will remain in an open status.

Job Progress (Last 6 months)

- Job Progress (Last 6 months) report displays a list of jobs with a start date up to six months before the selected month. You can use this analysis to see in some detail how well your current jobs are going, and how long it took to complete those that have been completed. The heat mapped columns provide easy to find indicators for outliers or anomalies; for example, an incomplete job that is many days overdue.

Actual vs Est. Amt/unit Trend

- The purpose of this chart is to compare the average actual task amount with average estimated task amount over time. You can further compare the amounts per unit for actual and estimated, and use the 'Actual amt/unit trend' line, to extrapolate current data six months into the future. You can use this to forecast your 'amount per unit'.

Assignment Type Workbench

Overview

This dashboard provides an overview of jobs, tasks, activities, estimated units and actual units. You can look to this dashboard for workflow job actuals vs workflow job estimates at various levels, including by activity and code.



Key features

Jobflow analysis (Last 6 months)

- Job Progress (Last 6 months) report displays a list of jobs with a start date up to six months before the selected month. You can use this analysis to see detailed progress of your current jobs, and the time to complete those that have been completed. The heat mapped columns provide easy to find indicators for outliers or anomalies; for example, an incomplete job that is many days overdue.

Staff timesheet (units entered)

- This chart displays the units entered in timesheets. The units are displayed for the previous 12 months aggregated at a month level. The units are rounded, but you can hover over the chart to get the exact number for each activity. You can also drill up or down to view the units for each activity over a longer or shorter period.

Top 10 Actual vs Estimated Activity

- You can use this chart to view the activities with the highest dollar amount compared against their estimated amounts.

Top 10 Actual vs Estimated Cost code

- Practices can use this chart to view the cost codes with the highest dollar amount compared against their estimated amounts.

Actual vs Est. Amt/unit Trend

- The purpose of this chart is to compare the average actual task amount with average estimated task amount over time. You can further compare the amounts per unit for actual and estimated, and use the 'Actual amt/unit trend' line to extrapolate current data six months into the future. You may be able to use this to forecast your 'amount per unit'.

Zap Data Hub requires HandiSoft Practice Manager and Time + Billing modules to populate the dashboards.





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