

What is Coretime?

Introduction

In many Professional Services businesses time is the primary product you sell. If you lose track of time, or fail to properly capture it, you're leaving revenue on the table.

Manual spreadsheets, paper receipts and disjointed systems lead to errors, delays, disputes and poor visibility. A well designed system brings structure, consistency and real-time insight.

This guide explains Coretime – a leading time and expense solution and how you can use it to upgrade how your business captures, analyses and bills time and expenses.

What is Coretime?

Coretime is timesheet, expense and project management software particularly tailored for time-based Professional Services businesses.

The platform includes modules such as:

- Timesheets & Expenses
- Project Management
- Resource Planning
- Invoicing & Billing
- Holiday & Absence tracking
- CRM
- Reporting & Analytics

It integrates with Accounting systems such as Sage and Xero and offers customisation possibilities.

Who Uses Coretime and Why?

Coretime is aimed at businesses who rely heavily on tracking time and billing clients accordingly.

Some typical user profiles:

- Small to medium businesses who want to replace spreadsheets and manual expense claims
- Firms with remote or field staff who need to record time and expenses on the go
- Businesses that require tight integration between time, invoicing and accounting
- Businesses wanting better oversight of project profitability, resource utilisation and Work in Progress

Key Features and Capabilities

Below are the core features that make Coretime a compelling choice for smarter time and expense management

Timesheet Tracking

- Easy Approval Workflow – Managers can quickly approve or make adjustments to submitted timesheets and expense claims
- Customisable Timesheets – tailor timesheet fields to suit your business needs and track time against projects right down to specific tasks
- Automated Time Tracking – simplify the process with automatic time entry, reducing errors and administrative effort
- Validation – all entries are validated, so error checking is a thing of the past
- Slick User Interface – the quick and slick user interface encourages easy adoption
- Mobile Friendly – employees can log their hours anytime, anywhere via a mobile device

Expense Capture & Claims

- Snap receipts via mobile, upload images, enter expense details and attach to projects or tasks
- Workflow for Managers to approve or reject expense claims

Invoicing & Billing

- Effortless Invoice Creation – generate detailed invoices based on tracked time, expenses or project milestones
- Customisable Invoice Templates – personalise invoices with your company logo, terms and branding
- Billable Hours and Expenses – automatically pull billable hours and expenses directly from timesheets and project entries
- Recurring Invoices – set up recurring invoices for ongoing projects
- Multiple Billing Rates – accommodate different billing rates for various clients, employees or projects
- Client Specific Details – tailor invoices to each Client

Project Management

- Task and Milestone Tracking – track time spent on specific tasks and projects

- Customisable Project Templates – set up reusable templates for common projects
- Real-time Reporting – access detailed reports on project status, budget and performance
- Budgeting – set project budgets, track expenses and get alerts when costs are approaching or exceeding the limit

Leave Management

- Track annual leave easily
- View holiday allowances and balances
- Dedicated Approval screen for Managers

Mobile Usage

- iOS and Android mobile app to record time, submit expenses and add notes
- Syncs with the main Coretime system so entries flow smoothly
- Secure 2FA to protect data

Benefits of Using Coretime

For the Leadership teams:

- Revenue Protection – ensures more time is captured and billed reducing leakage
- Visibility & Control – real-time dashboards show how projects are progressing, where costs are going and where margins are under pressure
- Integrated Finance Flow – reduces double entry, errors and delay between time capture and invoice generation

For Project Managers:

- Easier oversight of multiple Projects, Employees and Budgets
- Ability to approve and reject timesheets and expenses efficiently
- Insight into underperforming tasks or areas draining resources

For Staff

- Quicker, more intuitive way to log time and expenses
- Transparent view of what gets billed and why
- Fewer errors and fewer 'missing timesheet' issues

Summary and Recommendations

Summary and Recommendations

Coretime is a powerful, modular time, expense and project management solution designed to help Professional Services and time-based businesses gain control, visibility and efficiency. It combines

flexibility with depth; strong reporting, mobile access, integrated billing and the ability to scale.

If your business is struggling with fragmented time capture, delayed invoicing or lack of project visibility, Coretime is well worth evaluating.

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