

# Professionals

*Affordable & Easy to Use Solutions*

For practitioners running a professional services firm is not so simple. You need right tool to manage your unique interrelated activities that not only saves you money but also helps you to plan your time on the right activities and to focus on your growth. Jooji provides easy to use and affordable solution that enables you to automate your process and leaves you with more time to focus on your practice.

## Orders

- Custom client requirement capture
- Repeat client orders
- Multiple payment support
- Inquiries and quotation
- Work flow management
- Resource scheduling

**Easy to Use** - Non accounting professional can use the system and create all the transactions while a senior accountant or manager can review, make changes if needed and approve the transactions.

## Clients Mangement

- Potential new clients
- Appointments
- Client loyalty
- Issue tracker

## People Management

- Allocation and booking of people and other resources for projects and Sales Orders
- Automatic time sheet generation and billing based on allocation
- Creation/Allocation of tasks for each engagement and tracking
- Daily and periodic resource allocation reports for efficient utilisation

## Invoices

- Fixed and flexible pricing
- Service taxes
- Discounts and charges
- Personalized stationary
- Aging invoices
- Client's current account
- Multiple currency support
- Payment schedules

**Controlled Access** - The access to various transactions is very fine grained and can be controlled at each small transaction level for each user

**Real Time Reports** - Current status like cash position, pending payments, receivables due can be accessed by anyone in the company who has access with the click of a button

**Access From Anywhere** - Access your data from anywhere - from home, from hotels when you are on tour; Work need not wait because you are not in office.

**Multiple Locations** can be managed easily since everyone can share the same data.

## Documents & Records

- Client document life cycle
- Store and retrieve records
- Multi user
- Secure access
- Backup & archival



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