



# Report Foundation Package for OpenAir

## ***Are You Spending Too Much Time Designing Reports To Manage Your Business?***

Reports are fundamental to providing the information needed to run your business. Leveraging the experience of our over 40 OpenAir implementations we have compiled a report library based on best practices for defining and customizing OpenAir reports.

The TOP Step Consulting Report Foundation is a comprehensive package to accelerate the setup of critical reports so you can focus your valuable time on running your business.



We understand that each business is unique and as a result your OpenAir system will also be unique. We begin by reviewing your OpenAir system setup and create a custom setup guide for the reports in our foundation package to fit your terminology and how you do business. We will then review your report user guide with you and help you through the setup of the reports so you can get to the end result quicker—better visibility into your business operations.

## **Benefits of the Report Foundation Package for OpenAir**

- ◆ **Reduce the time it takes to implement your reports**
- ◆ **Get best practices and experience from experienced consultants**
- ◆ **Receive report user guides specific to your OpenAir system**



## What To Expect?

### **10 Predefine Reports**

Quickly configure 10 key reports most commonly used by OpenAir users

#### **Financial Reports**

- ◆ Forecasting
- ◆ Average Bill Rate
- ◆ Fiscal Year Financial Performance vs. Budget Plan
- ◆ Work-in-Progress & Deferred Revenue
- ◆ Strategic Revenue Analysis

#### **Project Delivery Reports**

- ◆ Project Margin
- ◆ Project Performance (budget management)

#### **Resource Management Reports**

- ◆ Utilization
- ◆ Capacity Planning
- ◆ Timesheet Compliance

### **Easy to use guides**

Receive an instructional user guide for each report providing setup instructions and how to configure for your unique business.

### **Expert Advice**

Get started right with a full day of a TOP Step consultant to review each report to provide specific guidance for your unique needs.

## **STEPS to Business Efficiency**

STEPS is a complete set of services designed to focus on 5 core steps towards maturing and creating business efficiencies in your PS Operations.

- ◆ Strategize
- ◆ Tools & Process Implementation
- ◆ Education and Training
- ◆ Performance Tracking & Reporting
- ◆ System Management

To learn more go to:  
[www.TOPStepConsulting.com/Services](http://www.TOPStepConsulting.com/Services)

### **About TOP Step Consulting**

TOP Step Consulting improves business efficiency and productivity for Professional Services business operations. We help you achieve your profitability goals allowing you to focus on building your business.

Our experts have extensive experience in PS business operations, project management, and PS automation with both local and global Professional Services organizations.

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