

This module covers **all the needs** inherent to a **fully digitalised management** of your **mandates**, whatever your field of activity. Manage **all your clients**, enter **all types of services**, and draw up **your invoices** in a single, flexible and integrated tool.



Key features

Dashboard

- Homepage fully customisable by the user
- View all recent activities at a glance (mandates, documents, timesheets, deadlines).
- Organisation of data in a synthetic way
- User-friendly environment with comparative graphs

Mandates

- Open an unlimited number of clients and mandates
- Manage employees by workgroup
- Multi-company management
- Multi-currency mandates for a single client
- Manage multiple invoicing and correspondence addresses
- Integrated telephony (calls via Teams or connected phone)
- Set different rates by employee, service, mandate and client
- View of the accounting status of the mandate with the list of issued invoices
- Configure easily services with indication of their costs per employee, per mandate, per client or specific
- Global search or direct access to the last consulted and favourite mandates
- Define roles of those involved in the mandate
- Access directly all timesheets and deadlines related to the mandate
- Complete Electronic Document Management (EDM) by mandate
- Management of AMLA files
- Archives management

Memo

- Global view by mandate of tasks completed or remaining
- Keyboard or handwritten note-taking
- Attach any type of file or link to your notes (image, video, PDF)
- Transfer notes by e-mail to employees
- Turn any task into a deadline and synchronise it with Outlook
- Create reminders in Outlook

Flexible and powerful, our modules are available individually and can be used independently. However, it is also possible to combine them while maintaining full integration.



In order to guarantee our customers an ever more efficient solution, we are constantly listening to their inputs ; as a result, Agora is always evolving and we are continually improving its modules.

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Timesheets

- Enter your timesheets in the office or on the move from your computer, tablet or smartphone in a calendar displaying all your hours
- Several tools for processing entries (transfer between mandates, modification, cancellation, etc.)
- Monthly display of all timesheets with visualisation of hours entered per day, week and month
- Easy search for a specific timesheet
- Timesheets can be entered quickly and easily using a stopwatch that can be triggered, for example during a customer call
- Display of comparative annual statistics in graphical form
- Creation of various reports according to multiple grouping criteria (date, employee, mandate, service, etc.)

Invoicing

- Step-by-step support to facilitate the invoicing process
- Invoice generation according to timesheets and/or flat rates
- Real-time display of the invoicing status of the mandate with report generation
- Creation of provisional invoices for verification before accounting
- Easy management of discounts, provisions, disbursements, deferrals, increases, decreases, etc.
- Several types of invoices; fees, flat rates, down payment requests, credit notes
- Add all types of annexes to the invoice
- Automatic generation of QR-Code
- Preview of the invoice before generation
- Automatic e-mailing of the invoice and its attachments when posting
- Management of invoice templates in several languages with Word
- Automatic generation of a credit note when an invoice is deleted



The deployment of our ERP is organised around your operational priorities and continues at your pace, ensuring a progressive investment according to your business needs.

