DeMaSy ERP software

MODULE TIMEREPORTING

Before starting to use timereport all <u>parameters</u>, <u>Options</u> and <u>users options</u> should be set.

<u>PARAMETERS</u>:

PERIODS	(Menu Parameters / Employee / Timereport / Timereport periods)
SERVICES	(Menu Parameters / Employee / Timereport / Services)
TIMEREPORT TYPES	(Menu Parameters / Employee / Timereport / Timereport types)
EMPLOYEES	(Menu Human Resources / Employee)

The time is valued based on billing rates which can be defined at 4 different levels (hierarchy):
1. Employee billing rate
2. Billing rate by timereport type (time value depends on the type of work performed and not non the employee
3. Employee billing rate by timereport type
4. Employee billing rate by Job

PARAMETERS - EMPLOYEE / TIMEREPORT – TIMEREPORT PERIOD

Timereports can only be done if periods exist.
Here is an example of weekly period (most commonly used view).

START DATE	Start date of period
DAYS OF INTERVAL	Number of days of interval between two periods. Typically in a weekly view
END DATE	End date of the period
NUMBER OF COLUMNS	Number of column of the grid for presenting the days. Typically in a weekly view there are 7 columns for 7 days
ACTIVE	If the checkbox is ticked the period is active and timereports can be input by users. If not checked no timereport will be possible.
REGULAR HOURS PER COLUMNS	Number of hours of a regular day. This parameter is done to condition the colors of the display
MAXIMUM HOURS PER COLUMNS	Maximum number of hours that an employee can enter for a regular day
BLOCKING DATE	Blocking date is a field which is not related to period but to all periods. The blocking dates allow forbidding timereporting in the past. Typically used when invoicing hours to avoid employees to change their hours when billing has been processed.

Once the first period has been created Alt + Add (maintaining key down) will automate periods creation (usually done one year in advance)

Parameters HUMAN RESOURCE / EMPLOYEE

DeMaSy - (DeMo) ABACAB	— □ ✕

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Human resources ✕

- Employee...
- Employee Division
- Rate by Employee and Timereport Type...
- Vacation of employee...

Capital Currency:	EUR
Active Period:	2020 (01/01/2020 - 31/12/2020)
Last currency rate date:	12/06/2018
Missing timereport date:	24/01/2020
Last backup date:	17/12/2019
Items to validate:	1
Users connected:	Drot Thierry

Thierry Drot | 24/02/2020 15:15

PARAMETERS - EMPLOYEE / TIMEREPORT - EMPLOYEE

USER: If a user exists, the link is done while selecting the user in the User field.
First name and Last name are then taken from the user data.

FIELDS:
TITLE: self-explanatory
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
SHORT NAME: Employee short name (by default the application takes the user's short name)
NUMBER: internal employee number
EXTENSION: Internal phone extension
LEGAL STATUS: Type of contract (F2 or hyperlink allows to create new status)
LAST EMPLOYEE START – END DATE: Last employment dates (F2 or hyperlink allows to modify values)
LAST RANK: Last hierarchy rank (F2 or hyperlink allows to create new ranks)
LAST DIVISION: Last division to which the employee belongs (F2 or hyperlink allows to create new divisions)
    NB: Division can be created using menu Human Resource / Employee division
LAST EMPLOYMENT DATE: Last employment rate (full time or part-time)- F2 or hyperlink to access data
LAST BILLING RATE: self-explanatory - F2 or hyperlink to access data
LAST HOURLY COST: self-explanatory - F2 or hyperlink to access data
LAST PROFILE: Last profile (competences)
CHARGEABLE PERCENTAGE: (F2 or hyperlink allows to create new profiles)
MAY BE ASSIGNED: If check box is ticked employee can be assigned on jobs (see Job Assignment)
MAY BE SCHEDULED: If checked box is ticked employee can be scheduled (see Scheduling module)
FROM TIME to TIME: allows to force employee to report time under from time – to time format

PARAMETERS - EMPLOYEE / TIMEREPORT – SERVICE

This screen allows the user to define the services rendered to clients
Each timereport timereport type has to be attached to a service

NAME	Name of the service
CODE	Code of the service
Division	Division rendering the service
Activation date	Self explanatory
Deactivation date	Self explanatory

PARAMETERS - EMPLOYEE / TIMEREPORT – TIMEREPORT TYPE

(DeMo) ABACAB (test) - Timereport type - (Show mode)

Timereport type: Accounting

Accounting
Annual Account Filing
Audit
BOD, BOARD OF DIRECTORS
Chart of account migration
Consultancy
Domiciliation
Filing
IT support
Meeting

Code:

Name: Accounting

Service: ACCOUNTING

Article:

Billing rate: 0   EUR

Active: ☑

Auto invoicing: Yes

JobTask behaviour: Do not enforce Job Task

Add
Edit
Delete
Cancel
Description
Transfer
Exit

TIMEREPORT TYPE	List box displaying all the timereport type
CODE	Code given to the timereport type (if any)
NAME	Name of the timereport type
SERVICE	Service to which a timereport HAS TO be attached
ARTICLE	Article to which a timereport type can be attached. If there is an article attached the timereport type an article field quantity will be available for input when encoding timesheets. The number of article will be used in automatic invoicing. Example: If payroll sheets are produced the number of sheets prepared for a client will be specified and will be billed based on the price of the article. Hours will consequently not be billed.
BILLING RATE	If a billing rate is specified at this level will supersede any rate specified at the employee level
ACTIVE	If the check box is ticked the timreport type will be available for selection when inputting timesheets
AUTO INVOICING	- YES: If yes is selected the timereport type will be used by automatic invoicing module - NO: If no is selected the timereport type will be ignored by the automatic invoicing module
Job Task behaviour	Enforce job task: timereports done on this timereport type will require to use a task (see tasks module) Do not enforce job Task: no task in mandatory

PARAMETERS - EMPLOYEE / TIMEREPORT - RATE BY EMPLOYEE AND TIMEREPORT TYPE

This screen is a grid allowing the user to define billing rates used in timereports hours valuation by employee and by timereport type.

Double-clicking in a box of the grid will load the screen enabling periods and rates values

START DATE	Start date at which the specified rates will be applicable
END DATE	End date
BILLING RATE	Rate for valuing the hours of the employee.
INDEX VALUE	Index value used if indexation process is used
	Historical rates are kept and a timereport will be valued in function of the dates of the timereport

PARAMETERS – HUMAN RESOURCE / EMPLOYEE DIVISION

This screen is designed to track the division to which an employee belongs.
Start date and end dates allow keeping historical data.

PARAMETERS - EMPLOYEE / TIMEREPORT – EMPLOYEE RANK HISTORIC

This screen allows keeping historical ranks of an employee through start and end dates.

USER OPTIONS: Menu Application / Options / User options :

TIMEREPORT TAB

These options allows the user to select the view for timereporting (see timereport module)
- SIMPLE TIMEREPORT (see snapshot below)
- TIMEREPORT GRID (see snapshot below)
- MULTIPLE DETAIL GRID (see snapshot below)
- MULTIPLE DETAIL GRID WITH FROM AND TO TIME (see snapshot below)

USE HOURS AND MINUTES INSTEAD OF DECIMALS: Time input format in the timereport is either decimals (ex : 2,25 H = 2H15 min) or Hours/min (ex: 02:15 = 2H 15min)
ON MULTIPLE GRID ALWAYS DISPLAY ALL TYPES: When multiple timereport input screen is loaded all the timereport types are loaded.
DISPLAY CLIENT SELECTION ON TIMEREPORT GRID: On the timreport grid view screen the client is displayed if the option is active. If not only the job number is displayed
DISPLAY TIMEREPORT TYPES IN CLIENT LANGUAGE: Timereport types can be translated in several languages. If translations exist the timereport types are displayed in the client language (based on the language specified in the company/data sheet).
USE COUNTRY: If option is selected user will be able to select and report the country in which the service has been rendered

SIMPLE TIMEREPORT:

(DeMo) ABACAB (test) - Timereport Detail - (Edit mode)

Employee:	Dupont Pierre
Date:	13/11/2018 ...
Job number:	A&T Equity S.à r.l. ...
Timereport type:	Accounting
Timereport list:	07:15 (desc)

Task

Hours:	+ 07:15
Period:	
Hours description:	desc
Number of articles/Expenses:	EUR Σ
Expenses description:	
Job task:	
Client description:	
Country:	Luxembourg

Add

Edit

Delete

Cancel

Copy...

Document

Exit

TIMEREPORT GRID: This input screen gives a weekly

Silicon DNA

(DeMo) ABACAB (test) - Timereport Grid

Employee: Dupont Pierre ▼   Date: 12/11/2018 ... ← →

View...   Entity...   Detail...   Refresh   Exit

Client	Job number	12/11 2018 (Mon)	13/11 2018 (Tue)	14/11 2018 (Wed)	15/11 2018 (Thu)	16/11 2018 (Fri)	17/11 2018 (Sat)	18/11 2018 (Sun)	Total:
A&T Equity S.à r.l.	A&T Equity S.à r.l.		07:15						07:15
									00:00

Total: | 00:00 | 07:15 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 07:15

Double click (or enter) on a case load the screen for inputting timereport
(see multiple detail grid next page)

MULTIPLE DETAIL GRID:

This input allows users to directly access to detail view by job.

DeMaSy ERP software is job driven and each client should have at least one active job.
Timereport requires Client and jobs to be created

SERVICE: User defined Parameter (see parameters)

TIMEREPORT TYPE: User defined Parameter (see parameters)

HOURS : Nbr of hours spent on a job

PERIOD : Period to which the timereports relates to

HOURS DESCRIPTION: Description of the time

NBR OF ART.: Field available only if the timereport type is associated to an article for billing purposes (see parameters). Example: payroll is usually not billed based on time spent but based on the number of payroll produced. By associating an article to such a timereport type user specify the number of articles to be billed to the client.

EXPENSES: Expenses (ex: parking) to be charged on the job

EXPENSES DESCRIPTION: Description of the Expenses

OPTIONS (MENU Application / Options / Database options – caption TIMEREPORT AND SCHEDULING:

TIMEREPORT MULTIPLE DETAIL	If this checkbox is ticked timeport will be activated to work with timereport types. If not no timereport type will be used. This option is to be selected upfront before starting using timereport.
INCLUDE EMPLOYEE OVERTIME	If the check box is ticked the application calculates overtime and allows user to select if overtime is to be paid or to be take in vacation hours. See TIMEREPORT section
EMPLOYEE OVERTIME TYPE	By default overtime will be flagged as either PAYABLE OR RECOVERABLE
DEFAULT TIME REPORT TYPE FOR STOP WATCH	Defaut timerport type used when using the stop watch
ALWAYS USE THE HIGHEST RATE	Timereport rates can be defined at several level (employee, timereport types or jobs) Is this checkbox is used the application will always use the highest specified rate. If not the normal hierarchy will be employee-> Timereport type -> Employee/timereport type -> job
MINIMUM UNIT (IN MIN) (STOP WATCH)	Minimum unit for timrreport stop watch. Ex 15 = 15 min. If the stop watch is used and stopped after 5 min, a 15 min timereport will be done on the job.
TIMEREPORT/SCHEDULING HOUR FORMAT	00.0 by default. 01.0 NB: Timerport input can be done on a decimal format basis or on a hh:mm format basis
BLOCK TMEREPORT ON CREDIT LIMIT	If checked no timereport will be possible over the budget set at the job level

BLOCKING DATE	Timereport before the specified date are no longer allowed. NB: It is also possible to activate or deactivate timereport periods on timereport period parameter screen
WRITE OFF JOB	Job used to collect all write-offs when closing jobs (positive inventories)
WRITE UP JOB	Job used to collect all write-up where jobs are closed (negative inventories) NB: Write-off can be done by manual inventories transfer or through batch operations (see BATCH OPERATIONS NON ACCOUNTING section)
TIMEREPORT ONLY ON JOB AND EMPLOYEE OF THE SAME DIVISION	If this checkbox is ticked employees will only be entitled to do timereport on job belonging to the division where they belong to.
USER MESSAGE FOR MISSING TIMEREPORT	If checked user will receive a warning message on DeMaSy Desktop
TIMEREPORT COLOR (LESS THAN REGULAR HOURS)	Defined colors of total daily hours that are lower than the minimum specified in the timereport period parameters
TIMEREPORT COLOR (EQUAL TO REGULAR HOURS)	Defined colors of total daily hours that are equal to the minimum specified in the timereport period parameters
TIMEREPORT COLOR (MORE THAN REGULAR HOURS)	Defined colors of total daily hours that exceed the minimum specified in the timereport period parameters
TIMEREPORT COLOR (EXPENSES EXIST)	Defined colors for cells totaling daily timereport if expenses have been input on timreports of the day
TIMEREPORT COLOR (NO EXPENSES EXIST)	Defined colors for cells totalling daily timereport if there is no expense in the timreports of the day
TEIMERPORT COLOUR (DISABLED)	Defined colour for disabled timereports (no access granted when flagged as approved or billed or in a non active period
USE PERIOD	To activate a field period (text to specify the period to which the timereport relates to)
USE CLIENT DESCRIPTION	To activate a field allowing supervisor to re-write a clean description to be shown on the invoices
USE COUNTRY	To activate a fhe Field country when applicable
RESTRICTION ON JOB SERVICE (DEFAULT)	If this checkbox is ticked timerport only timereport types of services that exist in job services for the specified job will be usable. If not all timereport types can be used
USE 'MAY ASSIGN' ON EMPLOYEE JOB	If the checkbox is ticked not all employee will be entitled to assign other employees on jobs even if they belong to a group right having the right to assign. To be allowed to do so the rank level to which the employee belongs will have to be confirmed as having this right

USE 'MAY SCHEDULE' ON EMPLOYEE JOB	If the checkbox is ticked not all employee will be entitled to schedule other employees on jobs. To be allowed to do so the rank level to which the employee belongs will have to be confirmed as having this right
USE 'MAY USE TIMEREPORT' ON EMPLOYEE JOB	If this checkbox is ticked only employees assigned on jobs AND having the checkbox ticked at the assignment level will be able to select these jobs (and only these jobs) for timereports

DeMaSy ERP software is job driven and each client should have at least one active job.
Timereport requires Client and jobs to be created

Menu Daily / Timereport:

There are different screens available for timereport input (see user options).

DETAIL TIMEREPORT INPUT : Depending on the user options all the timereport types are loaded by default.

If not the timereport types have to selected by the user (see below)

SERVICE: User defined Parameter (see parameters)
TIMEREPORT TYPE: User defined Parameter (see parameters)
HOURS : Nbr of hours spent on a job
HOURS DESCRIPTION: Description of the time
NBR OF ART.: Field available only if the timereport type is associated to an article for billing purposes (see parameters). Example: payroll is usually not billed based on time spent but based on the number of payroll produced. By associating an article to such a timereport type user specify the number of articles to be billed to the client.
EXPENSES: Expenses (ex: parking) to be charged on the job
EXPENSES DESCRIPTION: Description of the Expenses