MODULE TIMEREPORTING

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

PARAMETERS:

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):

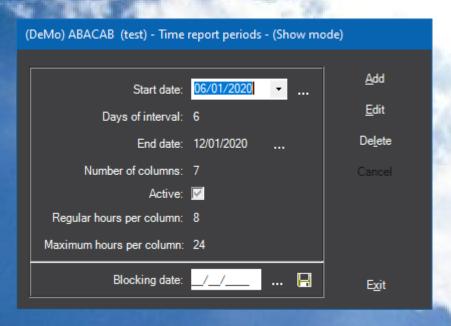
- 1. Employee billing rate
- 2. Billing rate by timereport type (time value depends on the type of work performed and not non the employee
- 3. Employee billing rate by timereport type
- 4. Employee billing rate by Job



PARAMETERS - EMPLOYEE / TIMEREPORT - TIMEREPORT PERIOD

Timereports can only be done if periods exist.

Here is an example of weekly period (most commonly used view).

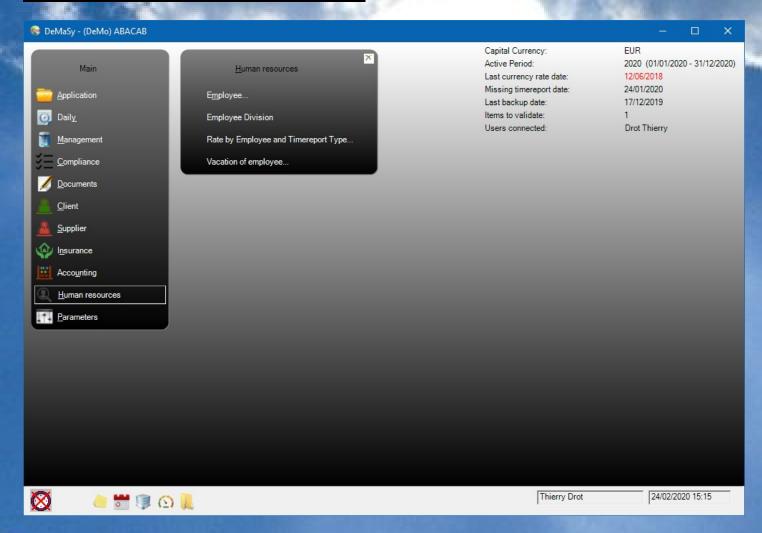


START DATE	Start date of period
DAYS OF INTERVAL	Number of days of interval between two periods.
	Typically in a weekly view
END DATE	End date of the period
NUMBER OF COLUMNS	Number of column of the grid for presenting the days.
	Typically in a weekly view there are 7 columns for 7 days
ACTIVE	If the 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	Number of hours of a regular day.
COLUMNS	This parameter is done to condition the colors of the
	display
MAXIMUM HOURS PER	Maximum number of hours that an employee can enter for
COLUMNS	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
Section 1	hours to avoid employees to change their hours when
The Additional Property of the Parket of the	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)

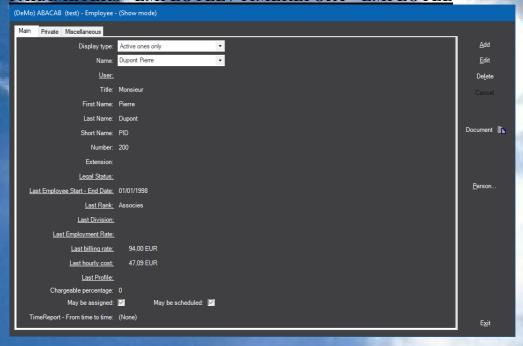


Parameters HUMAN RESOURCE / EMPLOYEE





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:

LLE: self-explanatory

RST NAME: self-explanatory
AST NAME: self-explanatory

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)

AST 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

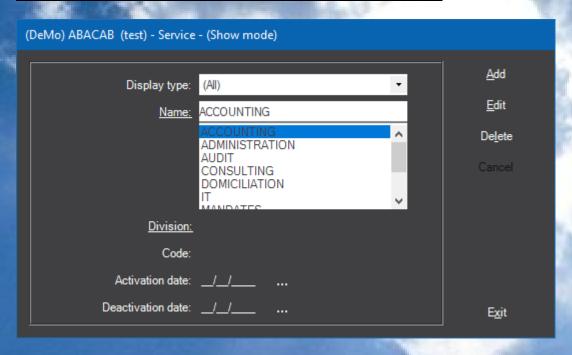
LAST PROFILE: Last profile (competences)

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

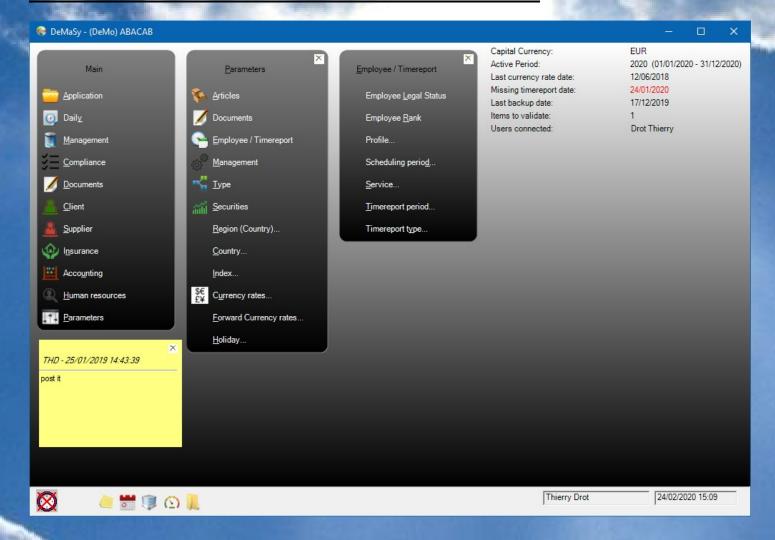


This screen allows the user to define the services rendered to clients Each timereport timereport type has to be attached to a service

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)

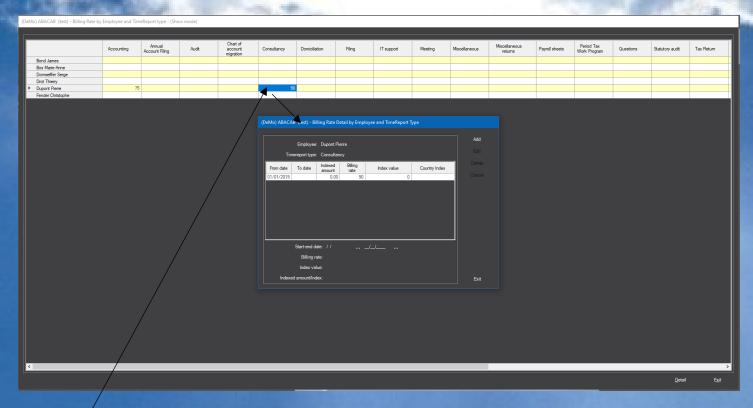
<u>A</u>dd Timereport type: Accounting <u>E</u>dit Annual Account Filing Audit BOD, BOARD OF DIRECTORS De<u>l</u>ete Chart of account migration Consultancy Domiciliation Filing Description IT support Meeting Transfer Code: Name: Accounting Service: ACCOUNTING Article: Billing rate: 0 **EUR** Active: 🔽 Auto invoicing: Yes JobTask behaviour: Do not enforce Job Task E<u>x</u>it

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
1	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.



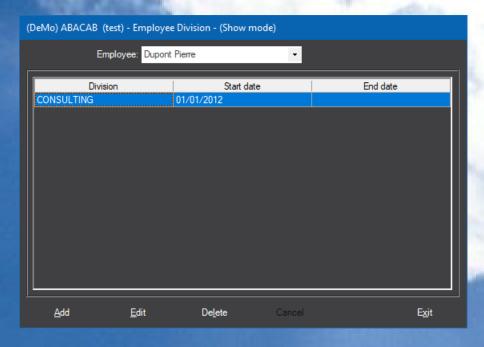
Double-clicking in a box of the grid will load the screen enabling periods and rates values

START	Start date at which the specified rates will be applicable
DATE	
END DATE	End date
BILLING	Rate for valuing the hours of the employee.
RATE	
INDEX	Index value used if indexation process is used
VALUE	
1000	Historical rates are kept and a timereport will be valued in function of the
	dates of the timereport

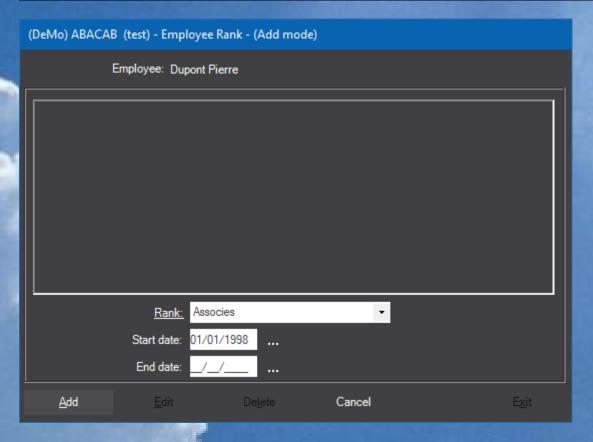


PARAMETERS – HUMAN RESOURCE / EMPLOYEE DIVISION

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

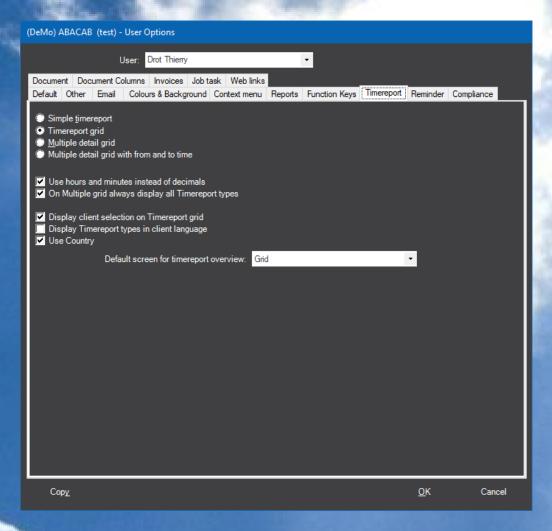


This screen allows keeping historical ranks of an employee through start and end dates.



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.

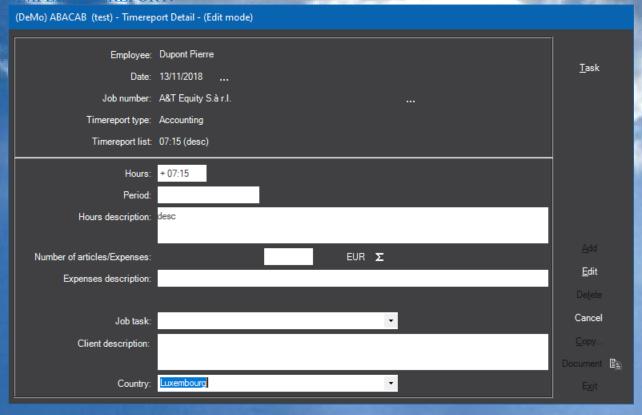
DISPLAY CLIENT SELECTION ON TIMEREPORT GRID: On the timreport grid view screen the client is displayed if the option is active. If not only the job number is displayed

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

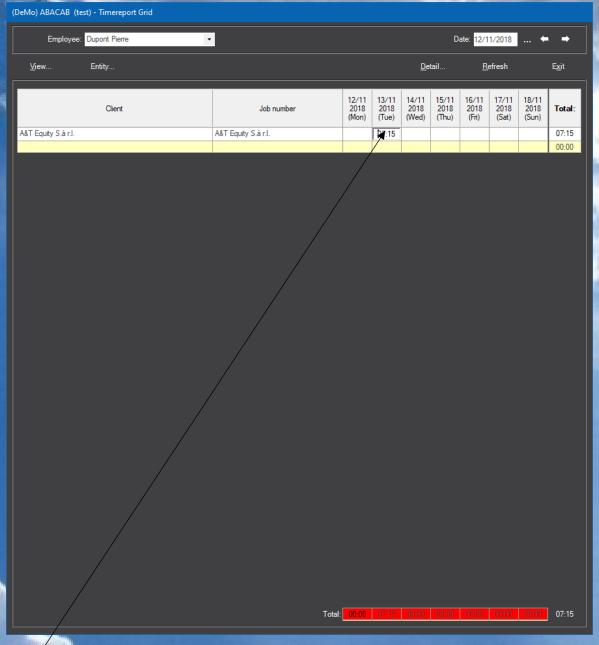


MPL REPORT:



IMEREPORT GRID. This input screen gives a weekly



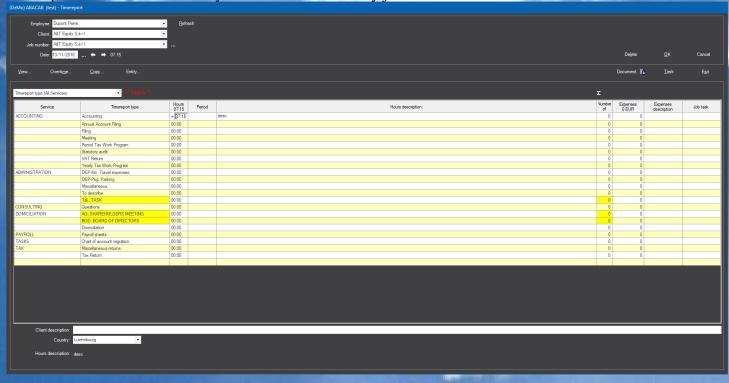


Double click (or enter) on a case load the screen for inputting timereport (see multiple detail grid next page)



MULTIPLE DETAIL GRID:

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



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

SERVICE: User defined Parameter (see parameters)

IMPREPORT 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

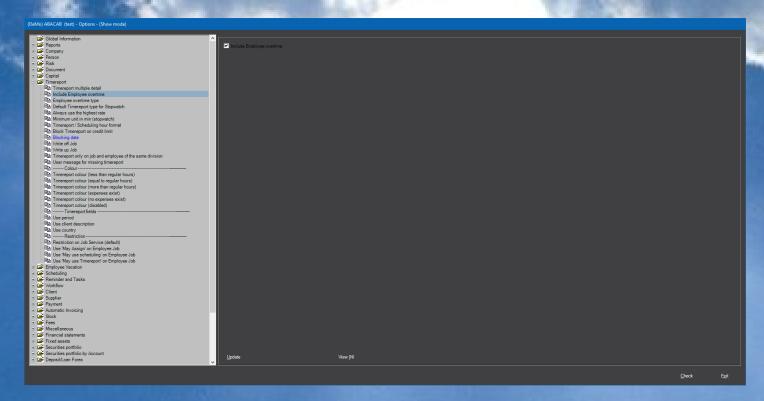
NBR OF ART: Field available only if the timereport type is associated to an article for billing purposes (see parameters). Example: payroll is usually not billed based on time spent but based on the number of payroll produced. By associating an article to such a timereport type user specify the number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

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

EXPENSIS 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
Committee of the Commit	vacation hours. See TIMEREPORT section
EMPLOYEE OVERTIME TYPE	By default overtime will be flagged as either PAYABLE OR
A STATE OF THE STA	RECOVERABLE
DEHAULT TIME REPORT TYPE	Defaut timerport type used when using the stop watch
FOR STOP WATCH	
ALWAYS USE THE HIGHEST	Timereport rates can be defined at several level (employee,
RATE	timereport types or jobs)
ALC: UNKNOWN BOOK OF THE PARTY	Is this checkbox is used the application will always use the highest
THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO I	specified rate. If not the normal hierarchy will be employee->
	Timereport type -> Employee/timereport type -> job
MINIMUM UNIT (IN MIN) (STOP	Minimum unit for timreport stop watch. Ex 15 = 15 min.
WATCH)	If the stop watch is used and stopped after 5 min, a 15 min
	timereport will be done on the job.
TIMEREPORT/SCHEDULING	00.0 by default.
HOUR FORMAT	01.0 NB: Timerport input can be done on a decimal format basis
CONTRACTOR OF THE PARTY OF THE	or on a hh:mm format basis
BLOCK TMEREPORT ON CREDIT	If checked no timereport will be possible over the budget set at the
LIMIT	job level



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



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



DeMaSy ERP software is job driven and <u>each client</u> should have at least <u>one active job</u>. 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

BR 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 (ex: parking) to be charged on the job EXPENSES DESCRIPTION: Description of the Expenses