



DeMaSy ERP software

MODULE TASKS

PARAMETERS

In the parameters DMS allows the users to define standard tasks.

Standard tasks have standard tariffs in Portman organization.

It has been agreed that the tasks would be attached to a corresponding the article for billing purposes. In DMS the billing is done through article to which it's possible to associate standard prices.

Each time a user will select a task when raising a bill (because the task is linked to an article) there will be a fixed price.

(to noted that in DMS if a task is not linked to an article the billing will be done based on the time value report on the task)



See below the link between a task and an article

Task - (Show mode)

Main Task:

..... Accounting

Task:

Article:

Buttons: Add, Edit, Delete, Cancel, OK, Cancel, Exit

Navigation: Up, Down, Left, Right arrows

These data will be part of the migration process.

I have received a list of article with standard prices and the migration process will create both the article and the task with the same wording and create the link between both.

DMS also allows creating task and sub-tasks (see example below).

According to my understanding it's not the way tasks are going to be used by Portman.



Task - (Show mode)

Main Task: PERIODIC ACCOUNTING

- PERIODIC ACCOUNTING
 - Get accounting supporting documents
 - Input transactions
 - Periodic VAT return
 - Produce client interim statements

Task: Get accounting supporting documents

Article:

Buttons: Add, Edit, Delete, Cancel, OK, Cancel, Exit

TASK MANAGEMENT MAIN SCREEN



DeMaSy - ***Data Migration Analysis*** 151012

Job task - (Edit mode)

Client: Employee:

Job number: Status:

Selection: Period:

☐ Hide tasks Sort by:

Accounting	Job	Task name	Comment	Deadline	Generate message	In charge	Status	Done
Bank Account Opening	Eurofocus - Acco...	VAT - National Statistics 1to4 Page Form		31/10/2012	<input checked="" type="checkbox"/>	Daniel	ToDo	

At the top of the screen there multiple selection criteria:

- Client: Client name
- Job Number: Job number (DMS is Job driven and a task must be attached to a job)
- Selection (display all / Display all not done (level 1) / Display all not done (all levels))
- Employee: Employee responsible of the task
- Status: (To do / Pending / Done / Done but must be checked)
- Period: Selection on the task date
- Sorting criteria



BUTTONS ON RIGHT SIDE

ADD: To add a new tasks

EDIT: To modify the data of a task

DELETE: Delete a task

DOCUMENT: To attach document(s) on a task (standalone)

TASKS: To access the parameters and create new standard tasks

ASSIGN TASKS: To assign existing standard task(s) to a job

COPY: to copy a task

PROPAGATE: To propagate a responsible employee s to all levels (if applicable)

REPLACE: to replace an employee on a task in all levels (if applicable)

TIMEREPORT: To Access all the timereport attached to a task (not mandatory but allows to track down the time spent on a task and/or bill on a time spent basis.

NB: arrows are done to reorganize the hierarchy of the tasks (in any)

**FIELDS** OF INFORMATION PART OF A TASK:

Job: Job Number

Label: Name of the task

Comment: Free narration (255 characters)

Deadline: Deadline of the task

Generate message: If checkbox is ticked a batch process will generate a reminder for task X days before due date (parameter in the options)

In Charge: Employee In charge of the task

Status: To do / Pending / Done / Done but must be checked)

Done: Employee having flagged the task as done (electronic signature)

Comment: Second free narration for the completion of the task.

TASKS AND TIMEREPORT

It is possible (not mandatory) to select a task when timesheeting.

This will enable analytical ledger by tasks.

Timesheet Detail

Employee: [Dorella Daniel] Client: [Eurofocus Limited] Job number: [Eurofocus - Accounting - 2011] Date: [16/10/2012] 01:00

View Overline Copy

Delete OK Cancel Task Edit

Timesheet Type (All Services) English

Service	Timesheet type	Hours (01.00)	Hours description	Nbr of art.	Expenses (EUR)	Expenses description	Job task
	CA Ireland Advisory	00.00		0	0		
	CA Ireland Audit	00.00		0	0		
	CA Ireland Tax	00.00		0	0		
	Payroll	00.00		0	0		
	VAT	00.00		0	0		
Audit	ICT	00.00		0	0		
	ICT Internet	00.00		0	0		
	ICT Tel & Fax	00.00		0	0		
Payroll	Annual Fees	00.00		0	0		
	Bank Accounts	00.00		0	0		
	Company Secretarial	00.00		0	0		
	Corporate	00.00		0	0		
	Corporate Administration	00.00		0	0		
	Corporate Advisory	00.00		0	0		
	Mainline	00.00		0	0		
	Personal	00.00		0	0		
Regulatory	CA UK Accounting	00.00		0	0		
	CA UK Administration	00.00		0	0		
	CA UK Advisory	00.00		0	0		
	CA UK Audit	00.00		0	0		
	CA UK Tax	00.00		0	0		
	Management Accounting	00.00		0	0		
	Trading	00.00		0	0		
Risk Management	CA Malta Accounting	00.00		0	0		
	CA Malta Administration	00.00		0	0		
	CA Malta Advisory	00.00		0	0		
	CA Malta Audit	00.00		0	0		
	CA Malta Tax	00.00		0	0		
Tax	Finance Administration	00.00		0	0		
VAT	Director Advisory	01.00	VAT return T3/2012	0	0		VAT - National State

Hours description VAT return T3/2012



TASKS BILLING

Invoice to Client - (Show mode)

Main | Billing

Number: ... 0

Invoice type:

Date: ...

Client: ...

English

Currency:

Description:

Signature: ☐ Signed

Job number: ...

Frequency:

Start-end date:

Total VAT excluded:	0,00 EUR
Total billed VAT inc.:	0,00 EUR
Total paid:	0,00 EUR
Exchange difference:	0,00 EUR
Receivables:	0,00 EUR

☐ Paid

Add
Edit
Delete
Cancel
Copy...
Detail...
Payment...
Timesheet billing...
Invoice Delivery
Acknowledge...
Invoice
Purchase Order
Stocks mvts...
Exit

In the invoice detail the user is able to select a task on a job number and DMS will automatically fill-in the fields. The price of the task will come from the article prices (tariffs).



Invoice to Client Detail - (Add mode)

Number: 1

Article: MLT FND 004 , Accounting

Number of articles: 1 EUR

Article price: 1,5 EUR

Discount rate:

Discount price: 1,5 EUR

Amount: 1,50 EUR

VAT Rate:

VAT value: EUR

Total: 1,50 EUR

Description:

Job number: Eurofocus - Accounting - 2011

Service:

From - To date / Type: / / ... / / ... Manual

Debit G/L account: 2050 , Accounts receivable

Credit G/L account:

Contract:

Claim:

Job task: Accounting

Add

Edit

Delete

Cancel

Multiple Add

Analysis...

Articles...

Timereport
billing...

Purchase order...

Intrastat...

Invoice from
Supplier...

Fixed Assets...

Cost allocation...

Exit



REMINDER

Reminder is structured like a calendar.

Reminder can be running on its own even when DMS is closed in order to pop up all the alarms setup by users. Actually a reminder can also be considered as task (action item).

I would say that a billable action item should be defined as task because of the billing feature. Reminder will be produced automatically based on the tasks deadlines.

If an action item is not billable it could simply be a reminder.

There two views (both with multiple research criteria).

The user can select a default view and swap from one to another while being in the program

View 1:

Time	Description	Contact	Type	Alarm date	Alarm time	Status	Job
08:00	Bon de commande Eplus (test documents)	Edun Luxembourg S.A.		19/10/2012	08:00	Without	
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:30	Demande de congés			19/10/2012	16:30	Without	Vacances
16:50	Demande de congés			19/10/2012	16:00	Without	Vacances
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

View 2



MANAGE YOUR BUSINESS WITH ONLY ONE SOFTWARE

Reminders - Silicon DNA S.A.

Selection: Contact: [dropdown] Display type: [Date] [dropdown]
Use: [Dut Theory] [dropdown] Week 40: 1 2 3 4 5 6 7
Job: [dropdown] Week 41: 8 9 10 11 12 13 14
Status: [Open (without and pending)] [dropdown] Week 42: 15 16 17 18 19 20 21
Day / Month / Year: [09] [10] [2012] Week 43: 22 23 24 25 26 27 28
Type: [dropdown] Week 44: 29 30 31 1 2 3 4
[Refresh]

Date	Time	Alarm date	Alarm time	Description	Status	Type	Contact	Job
19/10/2012	08:00	19/10/2012	08:00	Bon de commande Edhis (test documents)	Without		Edhis Luxembourg S.A.	
19/10/2012	16:30	19/10/2012	16:30	Demande de congés	Without			Vacances
19/10/2012	16:59	19/10/2012	16:59	Demande de congés	Without			Vacances

[Save] [Add] [Edit] [Delete] [Talk Done] [Edit] [Print] [Switch database] [Close]



REMINDER DETAIL

Reminder - (Add mode)

Database:	Silicon DNA S.A.	
Belongs to:	Drot Thierry	
Reminder:	19/10/2012	08:00
Alarm:	<input checked="" type="checkbox"/> 19/10/2012	08:00
Contact:	Portman International Limited	
Job:	PORTMAN	
Type:		
Phone:		
Description:	Data Migration	
Detail:	Ronald has to provide us with an update of People table There are People listed in Signatories on bank accounts who do not match people records	
Private:	<input type="checkbox"/>	
<input type="checkbox"/> Repeat		
Frequency:		Variable day <input type="radio"/> <input type="radio"/> Exact Day <input type="radio"/>

Task Done

Document...

Delete

Print

Detail...

Status: Without

OK

Exit

A reminder is an agenda / task with automatic reminder function.

Belongs to: Employee author of the reminder

Reminder: Date and time

Alarm: Alarm date and time

Contact: Company/person (not mandatory)

Job: Job if applicable (not mandatory)

Type: Free categorisation

Description : Free description

Detail: Unlimited memo field

Private: If the check box is ticked the reminder will not be visible to any other employee

Document: Documents can be attached to the reminders

Status: Without / Pending / Done

Repeat: Reminder can be set to automatically repeat at different periodicity.

Example of reminders:

- Meeting
- Action item (call client)
- Shareholders meeting or any corporate event on which a user has an action to take