V9 End User Guide

Timesheets and Expenses

DOCUMENTATION

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TABLE OF CONTENTS

V9 END USER GUIDE TO TIMESHEETS AND EXPENSES

This document is aimed at the end user to provide information on using timesheets and expenses in Practice Engine V9.

Timesheets are a way of recording time spent against clients and activities, including non-chargeable work. Each organisation will have different configurations regarding services and activity/ analysis codes and their use. This guide explains the use of timesheets based on a standard set up.

Expenses are used to record staff expenses against clients and non-chargeable work.

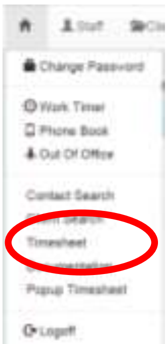
TIMESHEETS

There are two styles of timesheets available within Practice Engine – Weekly and Daily. It is possible for an organisation to use a mixture of timesheet styles for different purposes. Weekly timesheets are the default timesheet style and are particularly useful for staff who perform the same type of work across the week. Daily timesheets are useful for staff who either need to include a large number of time entries for each day or whose time needs to be posted on a daily basis.

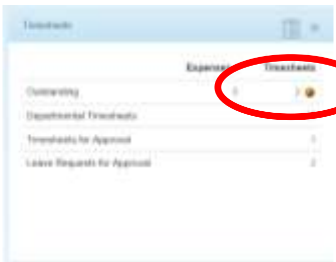
TIMESHEET ENTRY

Timesheets can be accessed from various launch points:

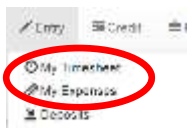
- The Timesheet link from the Home menu



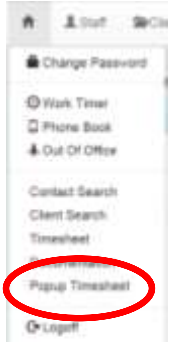
- The Outstanding Timesheets hyperlink on the Timesheets dashlet of the staff dashboard



- Selecting My Timesheet from the Entry menu



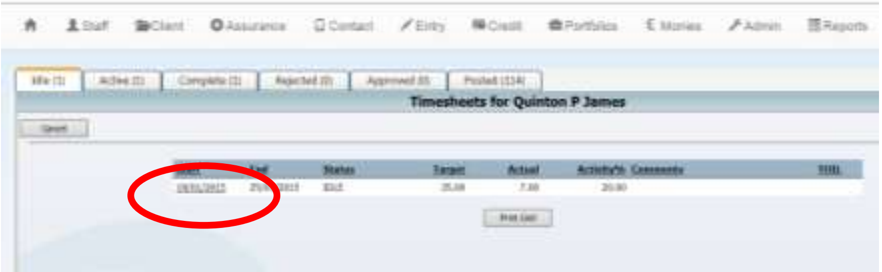
- Clicking onto the Popup Timesheet link from the Home menu



The first three options will launch the style of timesheet that is set as the default for the user.

WEEKLY TIMESHEET ENTRY

Clicking onto any of the first three options will open the main timesheets page:



Click onto the underlined start date of the week requiring the timesheet entry, as indicated above. This will open the Timesheet Header.

Click onto the **New** button to create a new timesheet entry. This will open the Timesheet Entry dialog window where the details of the timesheet entry can be input.

Enter at least three characters of the client code or client name to display an autocomplete list. The results list will become more accurate as more characters are entered.

Either use the keyboard arrow keys and Enter to select the required client or click onto the required client using the mouse.

Select the service that the time entry is to be put against.

If Jobs are being used, select the relevant job and task to put the entry against.

If required, select an appropriate analysis code for the entry.

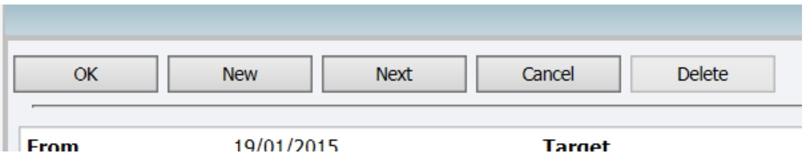
Enter the amount of time to be recorded against the relevant day(s)– this is entered in decimal hours.

The charge band field allows for different charge bands to be selected for different types of work. This will only be relevant for users that have multiple charge bands set against the staff record.

Enter a narrative for the timesheet entry – this narrative may be used on fees for the client.

If relevant, enter any additional Internal Notes against the entry.

At the top of the page there are three options to save the entry:

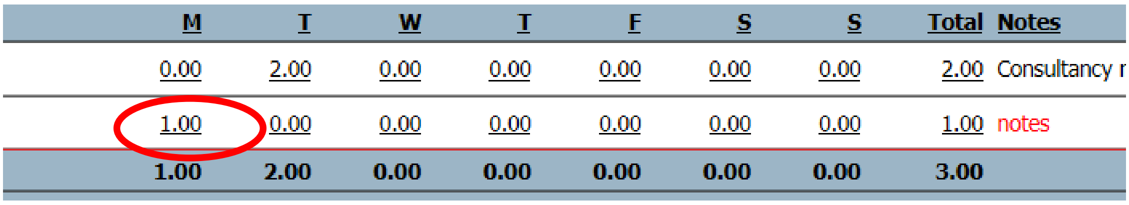


- **OK** – saves the entry and returns to the weekly timesheet overview. Use this option when entering a single entry or editing an entry.
- **New** – Saves the entry and opens a new blank timesheet entry page. Use this option when needing to add another entry for a different client.
- **Next** – Saves the entry and opens a new timesheet entry page for the same client. Use this option when multiple entries are required for the same client with different details such as job, task, analysis code or narrative.

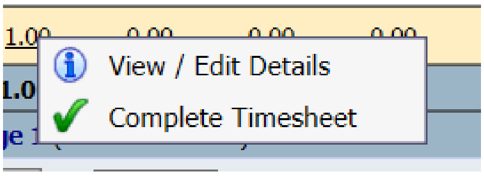
EDITING WEEKLY TIMESHEETS

Timesheet entries can be amended up to the point that they are posted. If posted they will appear will a red dot next to them.

To amend an entry either click onto the underlined link:



Or right click and select **View/Edit Details** from the context menu.



Either option will open the timesheet entry form, where the entry can be amended before saving it. It is also possible to **Delete** the entry.

COMPLETING TIMESHEETS

Once all of the entries for the week have been entered onto the timesheet and the target number of hours have been reached, the **Complete** button will be activated.

Click onto this button to mark the Timesheet as Complete, ready for Approval or Posting.

The **Complete** button will change to **Activate**. Entries can still be amended by activating the timesheet, making the changes and then marking the timesheet as Complete again.

DAILY TIMESHEET ENTRY

Daily timesheets provide a different input screen.

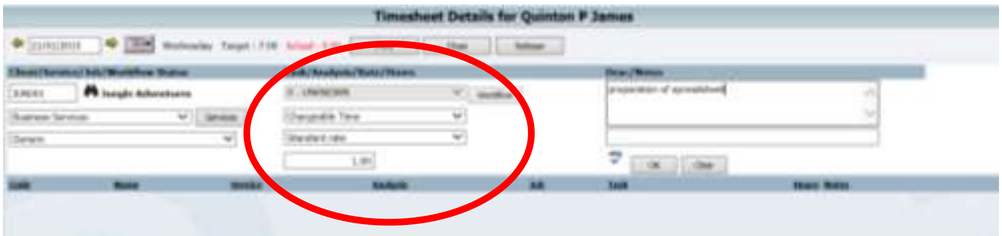
The Date field at the top of the screen allows for movement between the days of the day week, this is also possible using the calendar icon.

Enter at least three characters of the client code or client name to display an autocomplete list. The results list will become more accurate as more characters are entered.

Select the Service that the entry is to be allocated against for the client.

If Jobs are being used, select the Job for the entry.

Select the required task, analysis code and rate before entering the time spent.

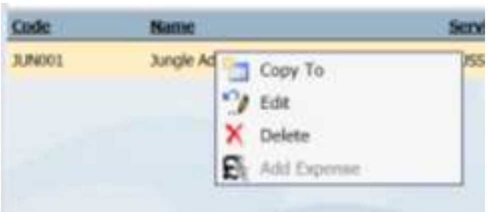


Enter the narrative for the entry and click onto the **OK** button. This will add the entry to the daily list of entries.

New entries can be made by repeating the process described above.

COPYING AND EDITING DAILY ENTRIES

Daily Timesheet entries can be copied from one day to another. Right click on the entry to be copied:

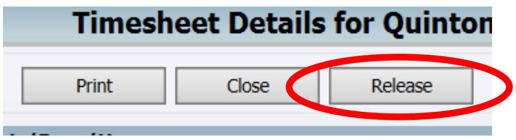


Select **Copy To** from the context menu and select the date from the pop up calendar to copy the entry to.

Entries can also be amended and deleted from this context menu.

RELEASING DAILY TIMESHEET ENTRIES

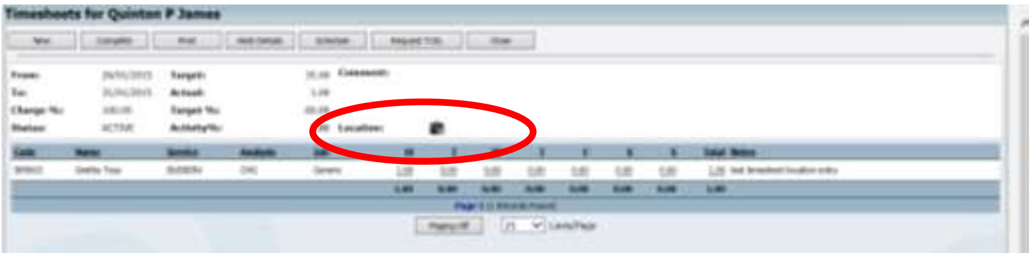
Daily timesheet entries can be marked as Complete by releasing them. This allows the entries to be posted by an administrator. The entries can be released individually as they are completed or in bulk at the end of the day. Released entries will be marked with a red dot next to them.



TIMESHEET LOCATIONS (US ONLY)

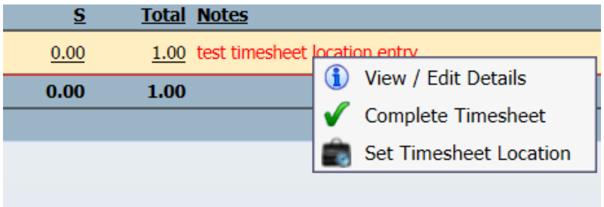
Timesheet locations are used to track where work has been performed. Each staff member will have a default location set against their staff record. By default this is applied to all time entries, but can be changed.

When Timesheet locations are in use, a suitcase symbol will be shown on the timesheet page:



Clicking onto this icon allows the user to change the timesheet location for the current timesheet.

It is also possible to set the location against individual entries after the entry has been recorded. Right click on the entry to be changed to display a context menu and select **Set Timesheet Location**.



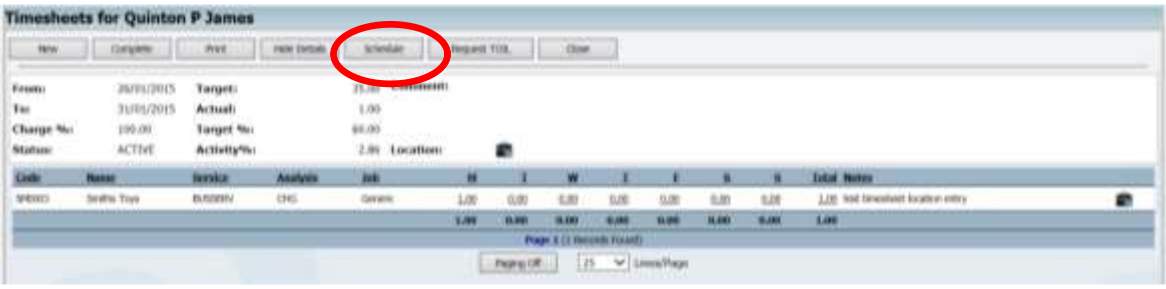
This will display the following dialog where the State and County can be selected for the entry.

Click onto the **Update** button to save the changes.

Any timesheet entry that is different to the default location will be displayed with the 'suitcase' icon at the end of the line.

SCHEDULE BUTTON

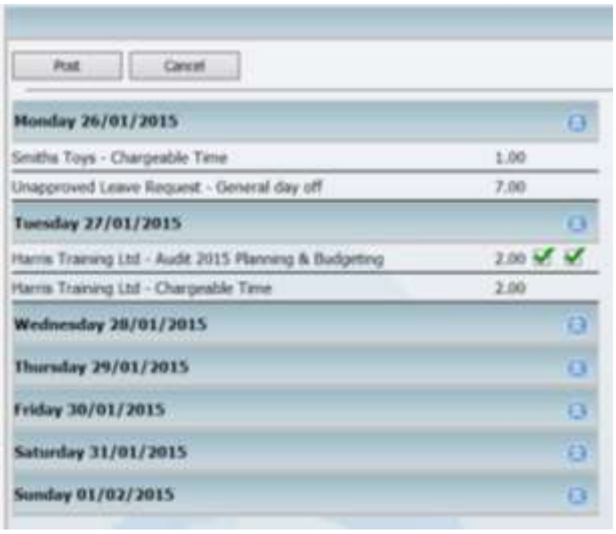
The schedule button works in conjunction with Job Scheduling and shows on the weekly timesheet header:



Clicking onto the Schedule button will display a list of items that the staff member has been scheduled to for the week along with any entries that have already been put onto the timesheet.

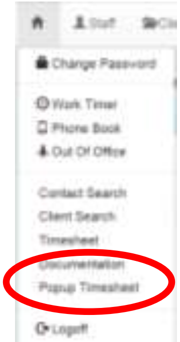
Select the entries that are to be posted to the timesheet and click onto the **Post** button. These entries will be entered onto the timesheet, but can be edited as required.

They will be displayed on the Diary Entries page (clicking onto the Schedule button again) as below to indicate that they have been entered onto the timesheet:

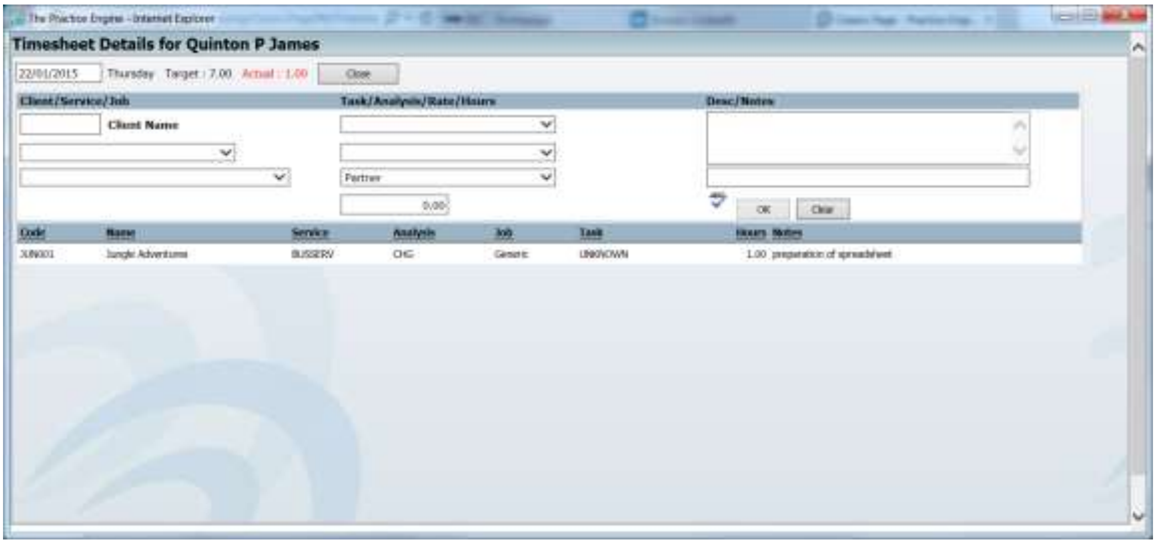


THE POPUP TIMESHEET

The Popup Timesheet provides a way of keeping a timesheet open throughout the day so that time entries can be made as they are completed. The Popup timesheet can be found as a link on the Home menu



This opens the current day's timesheet as a daily view in a separate browser tab/ window.

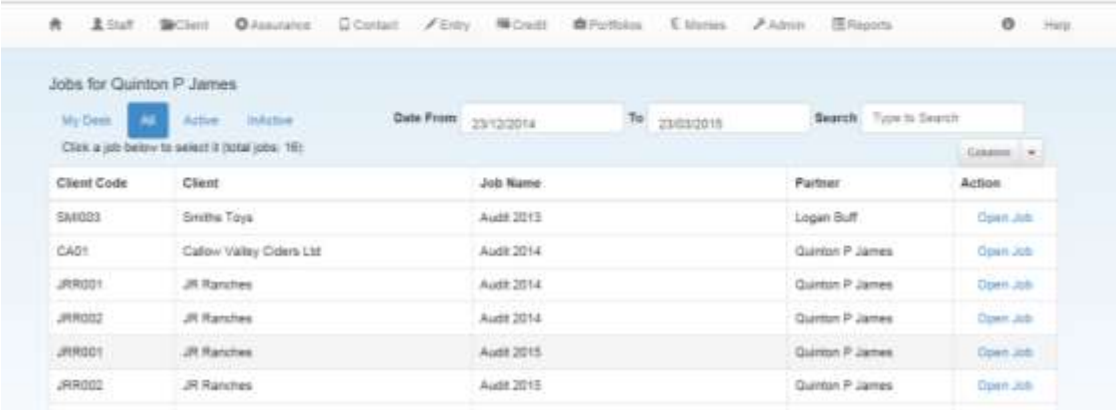


Time entry is completed as described above in the Daily Timesheets section. Time can only be entered to the current day, and entries cannot be copied.

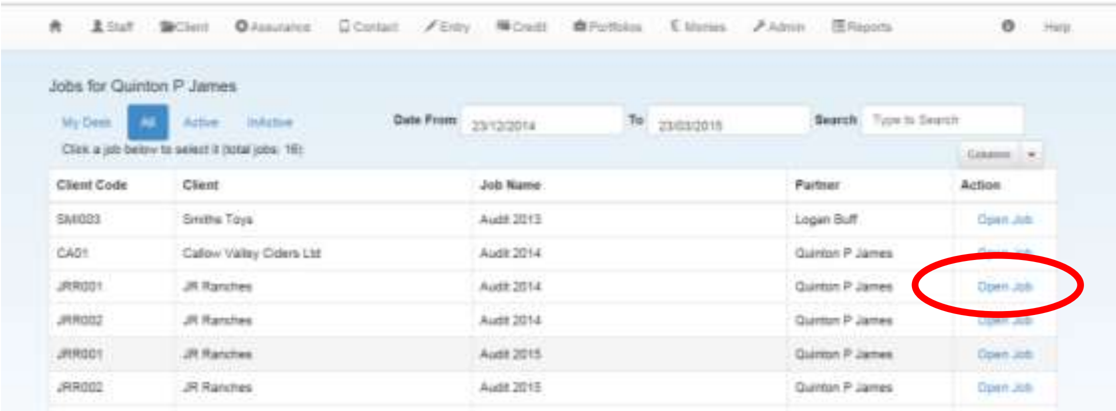
THE WORK TIMER

The Work Timer is a feature that is available when using Jobs. Within the job details pages it is possible to set the work timer running.

Open either the Staff Jobs page or the Client Jobs page:

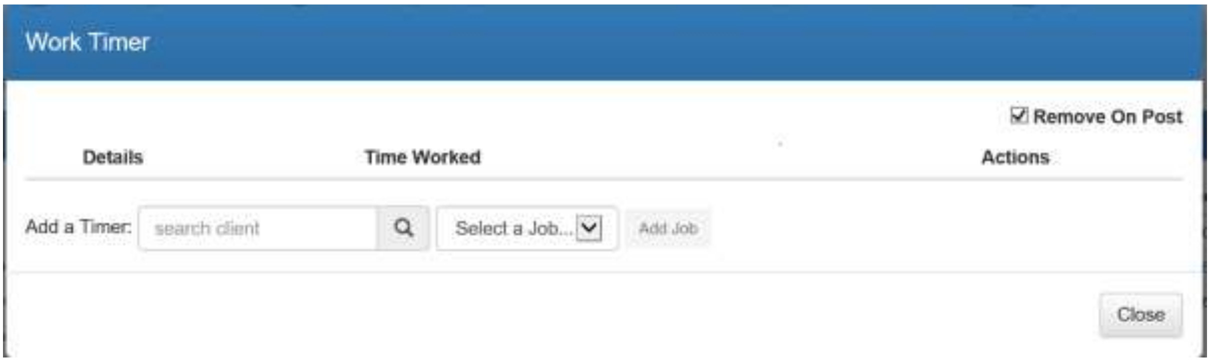


Click onto the Open Job link in the Action column:

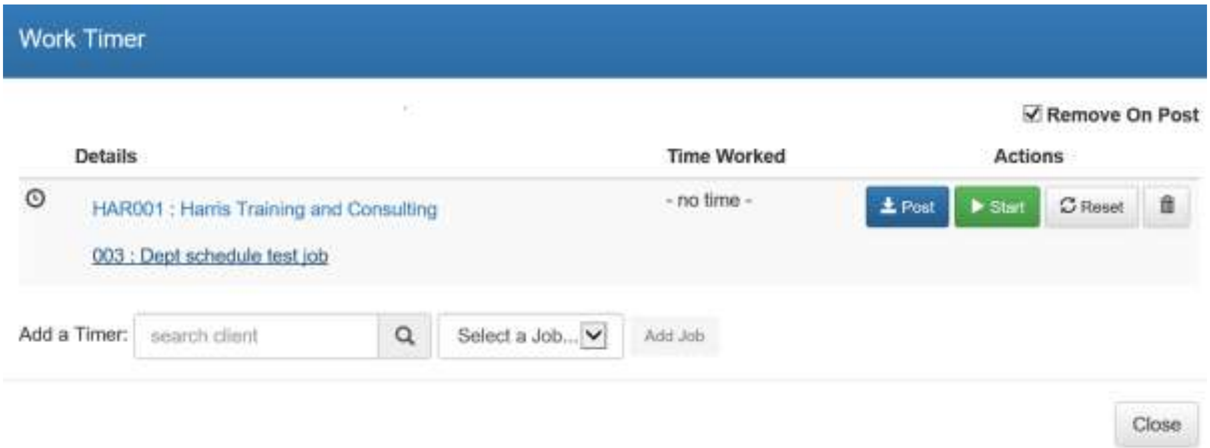


This will open the main job details pages.

Click onto the **Time Entry** button to open the Work timer:



Use the **Add a Timer** line to add the required job. Enter the client name or client code and select the desired client. Select the job that the time is to be entered against and click onto the **Add Job** button.



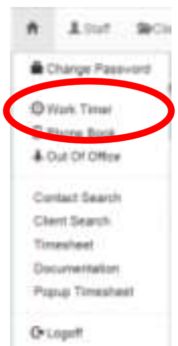
Click onto the **Start** button to start the work timer.

Close the Work Timer dialog to return to the job pages. This entry will keep running in the background, allowing the user to work elsewhere within the system.

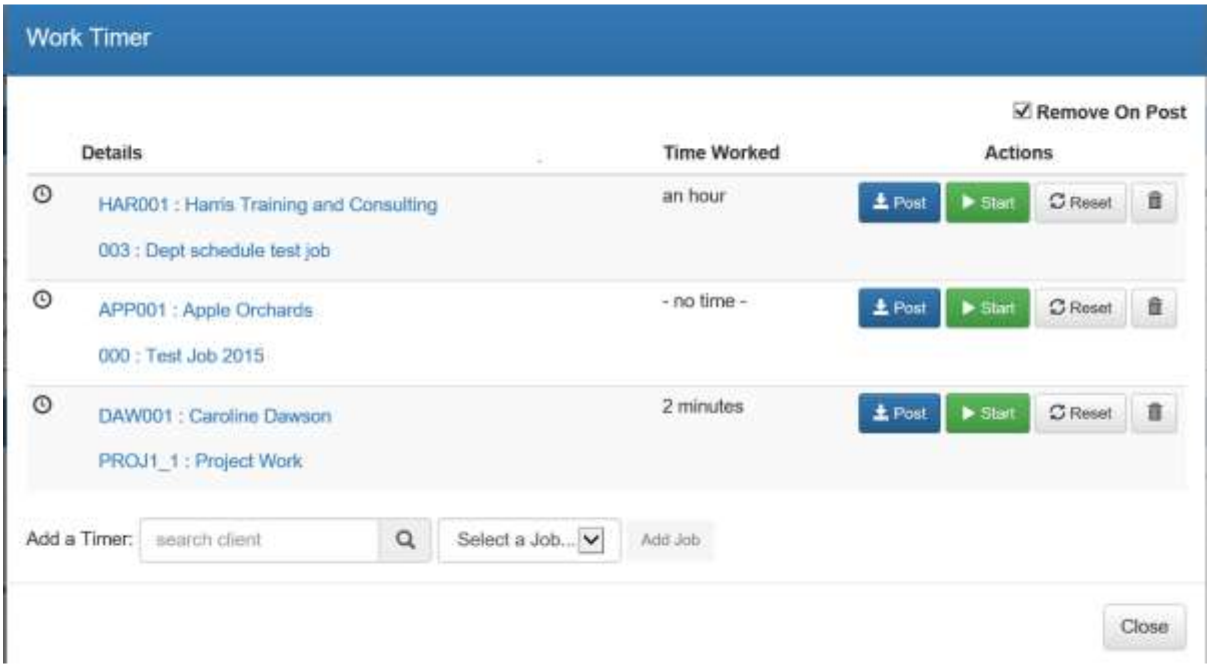
The entry can be applied to the timesheet either from the Work Timer link on the Home menu or from the Time Entry of the Job pages.

APPLYING THE ENTRY FROM THE HOME MENU

Click onto the **Work Timer** option from the **Home** menu



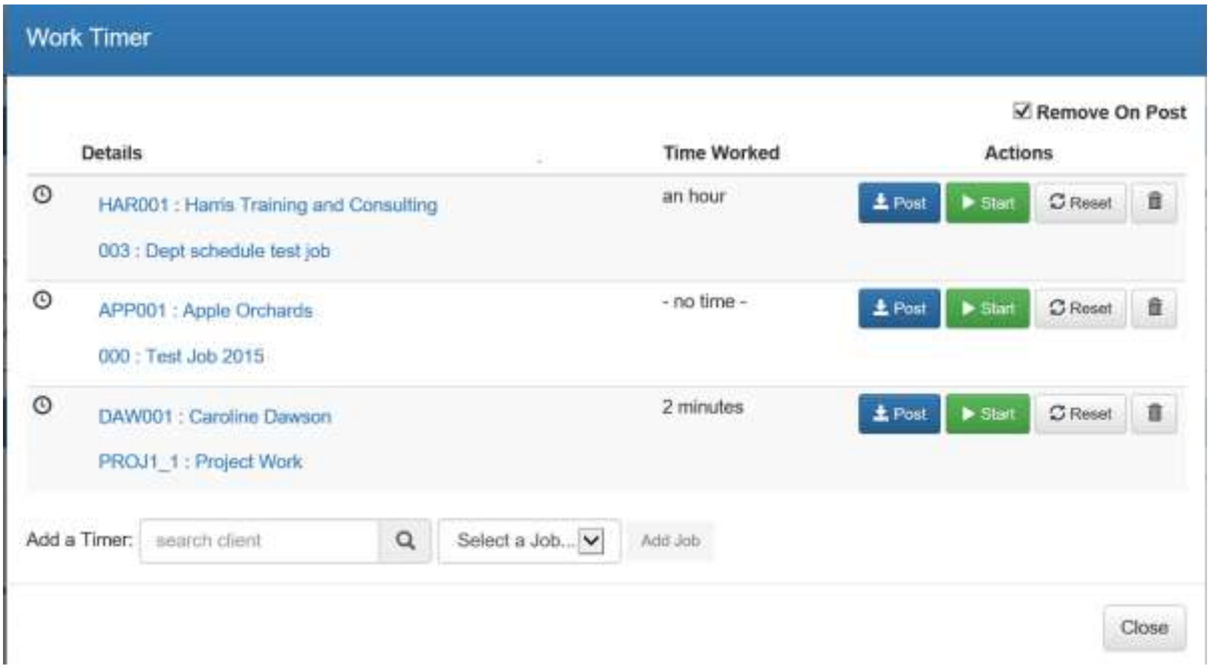
This will open the Work Timer page and will display all jobs that are being tracked.



Click onto the **Stop** button to stop the timer. Click onto the **Post** button to apply the time to the timesheet. This will create a timesheet entry for the time entered and remove the amount of time from the total available on the work timer.

APPLYING THE ENTRY FROM THE JOBS PAGE

Click onto the **Time Entry** button on the Job s page as described earlier to open the Work timer dialog window.



Click onto the **Stop** button to stop the timer. Click onto the **Post** button to apply the time to the timesheet. This will create a timesheet entry for the time entered and remove the amount of time from the total available on the work timer.

TIMESHEET APPROVAL

Approving timesheets is the process of confirming that the time entered against a client is valid and can be posted and billed. It is a final check before the time is posted, since once posted, timesheet entries cannot be changed.

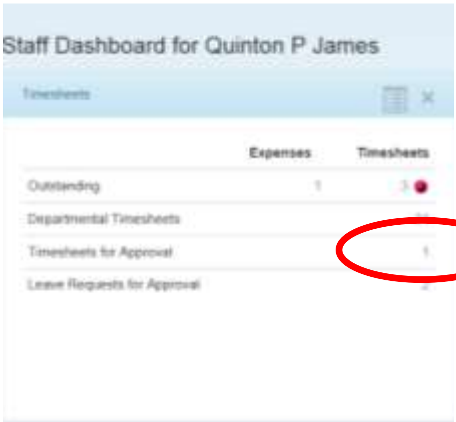
In order to 'Approve' a timesheet it must have a status of 'Complete' and the staff member who is to approve the timesheet must have the relevant permissions granted.

Timesheet Approval can be granted at the user level (My Timesheet Approvals), the department level, the office level or on a global level.

MY TIMESHEET APPROVALS

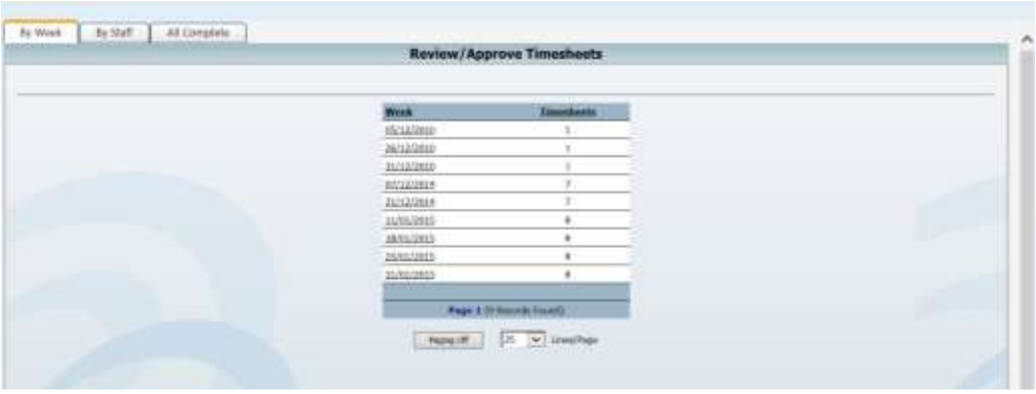
My Timesheet Approvals allows team leaders/ managers to be set up to approve their team's timesheets. Timesheets awaiting approval can be accessed from two locations:

- The Timesheet dashlet on the Staff Dashboard has a link to **Timesheets For Approval**. Clicking onto the number of timesheets waiting for approval will navigate through to the approval pages.



- From the **Entry** menu taskpad, there is an option called **My Timesheet Approvals**.

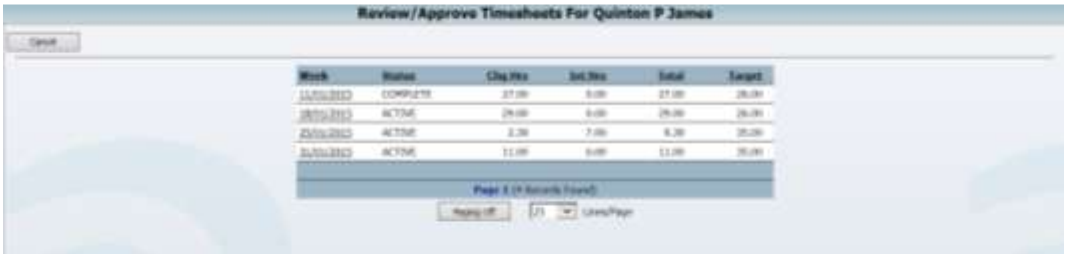
Both options will navigate through to the **Review/Approve Timesheets** page



This page filters the timesheets by Week, Staff Member or by All Complete.

Clicking onto the **Week** will show all timesheets for that week regardless of status.

Clicking onto the **Staff Member** will show all timesheets for that staff member.

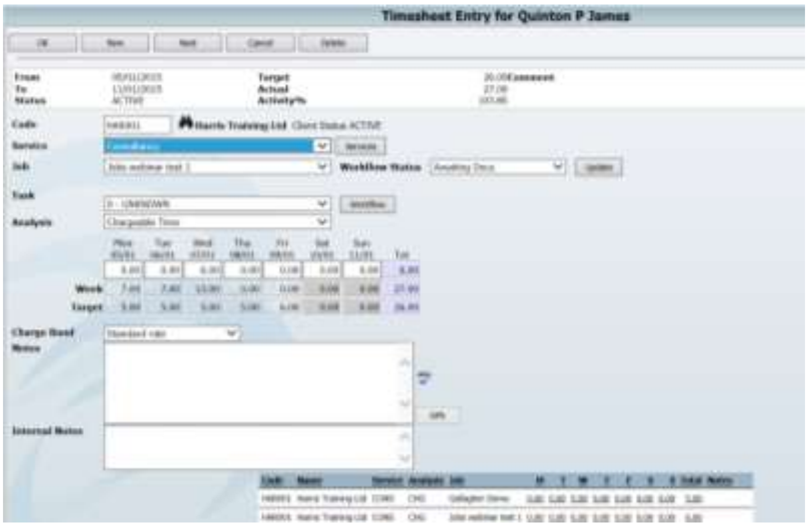


Clicking onto **All Complete** will show all timesheets that are complete and awaiting approval.

Clicking onto a **Complete** timesheet from any of these pages will show the Approval page for the timesheet.

This page displays all entries on the staff member's timesheet. The Approver can Review and Edit the entries if required using the **Edit** button next to each entry – this may be to adjust the Charge Rate, the Analysis Code, the Job etc.

If an entry is edited, the main timesheet entry form is opened where the necessary changes can be made.

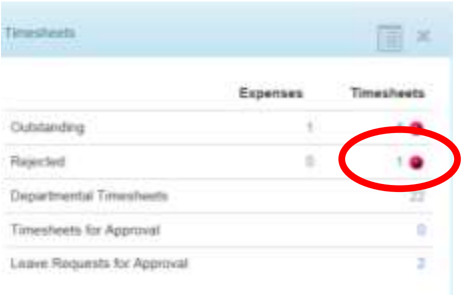


Clicking onto the **OK** button will save the changes and return to the timesheet approval page where the timesheet must be marked as Complete again.

Click onto the **Complete** button to mark the timesheet as Complete.

The timesheet can be either Approved or Rejected using the buttons at the top of the page. If the timesheet is to be rejected, the approver can enter the rejection reason into the comment box to inform the staff member as to the reason of the timesheet being rejected.

The Rejected timesheet will be displayed on the staff members Timesheets dashlet.



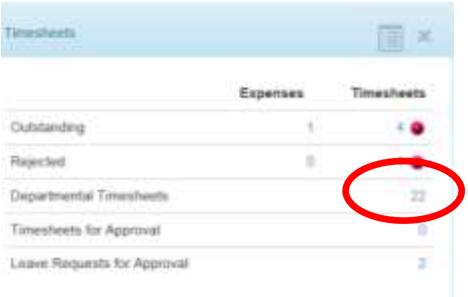
Click onto the number of Rejected timesheets. The timesheet will be displayed under the **Rejected** tab of the Timesheets page.

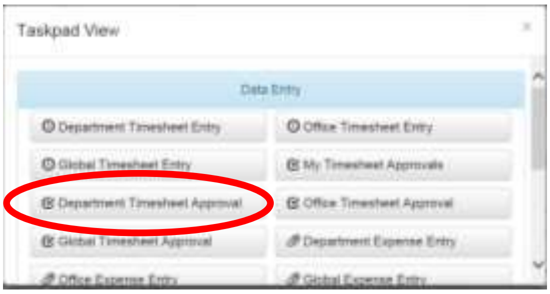
The timesheet will need to be activated by clicking onto the **Activate** button.

The timesheet can then be amended as required and marked as Complete.

DEPARTMENT TIMESHEET APPROVAL

Department Timesheet approval allows a manager to approve any timesheets of staff belonging to the same department. Department Timesheet approval can also be accessed from either the Timesheets dashlet or from the Entry menu taskpad.





Both of these launch points will navigate through to the **Review/Approve Timesheet** page where the timesheets can be approved as described in the section above.

Note: The option of All Complete is only available through the My Timesheet Approvals page.

OFFICE TIMESHEET APPROVAL

Office Timesheet approval allows an office manager to approve any timesheets of staff belonging to the same office. The Office Timesheet Approval page can only be accessed from the Entry menu. Approval of the timesheets is the same as described in the section above, with the added ability to filter the timesheets by Department.

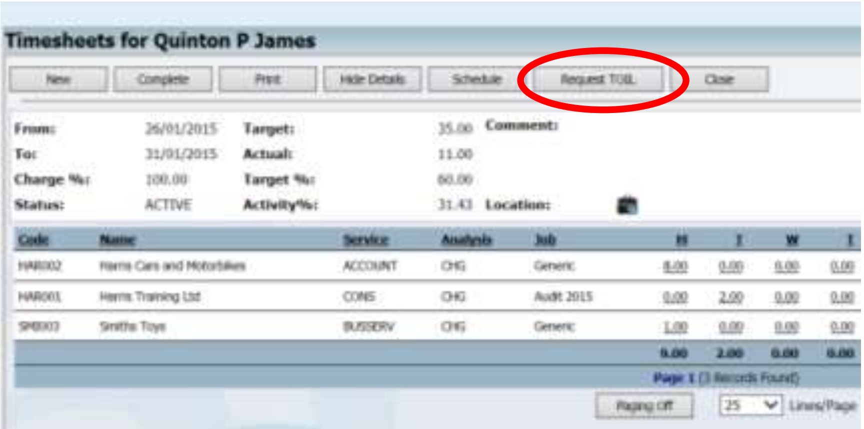
GLOBAL TIMESHEET APPROVAL

Global Timesheet approval allows a system administrator to approve any timesheets. The Global Timesheet Approval page can only be accessed from the Entry menu. Approval of the timesheets is the same as described in the section above, with the added ability to filter the timesheets by Office and by Department.

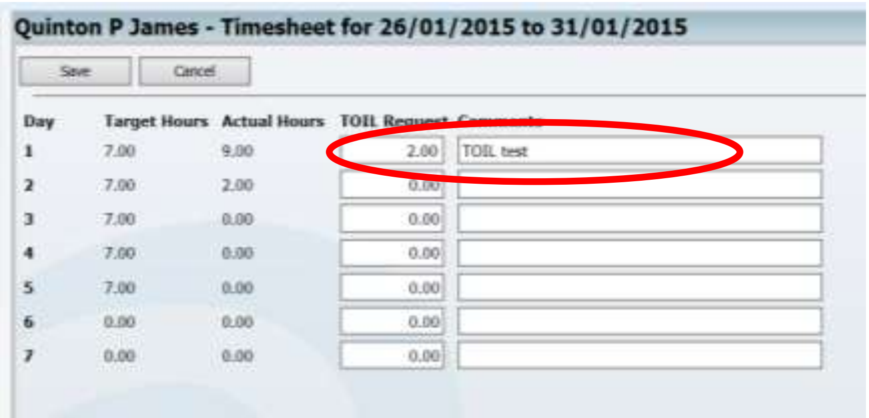
TOIL

TOIL or Time Off In Lieu can be requested from the timesheet pages. This is dependent upon the organisation using the Manual TOIL with Approval method of recording TOIL. This is only available for Weekly timesheets.

Staff can request TOIL for any time worked over the daily target using the **Request TOIL** button.



Clicking onto this button will display the following page:



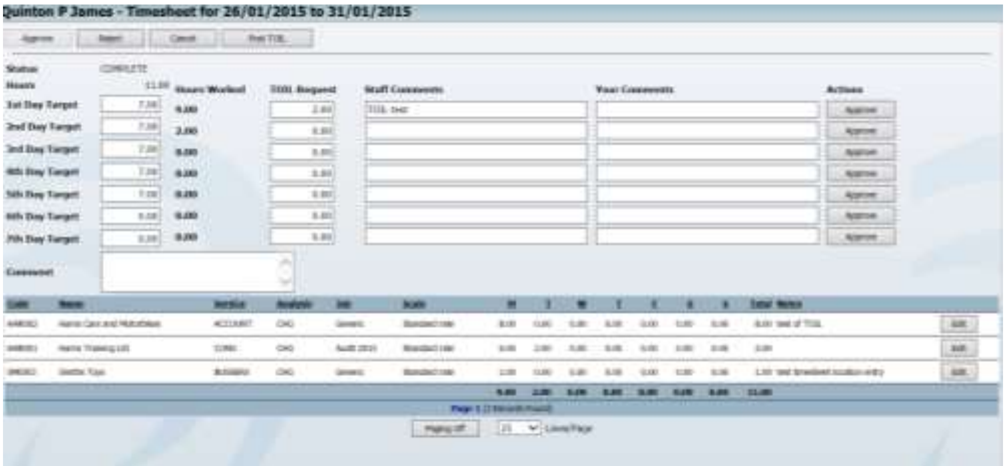
Enter the amount of TOIL to be requested against each day, along with any comments. Click onto the **Save** button to make the request.

These entries will need to be approved when the timesheet is approved.

APPROVAL OF TOIL

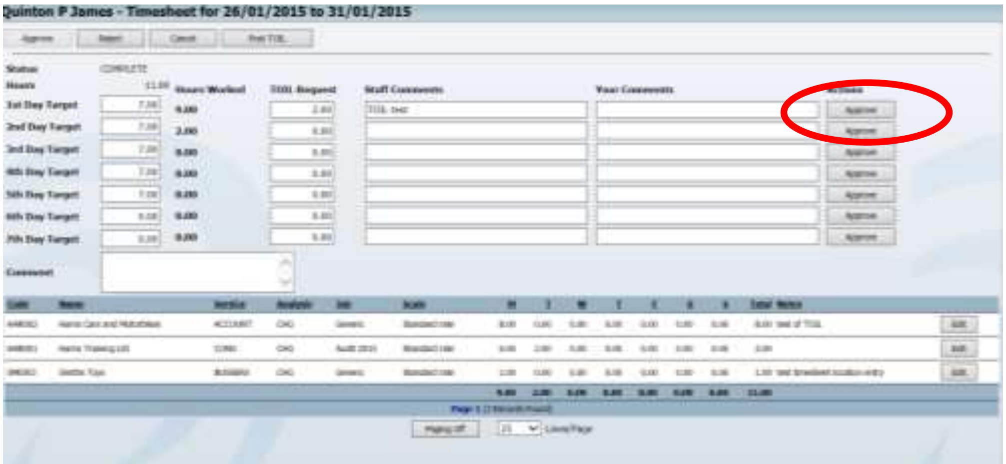
If the Manual TOIL with Approval option is being used, each TOIL request will need to be approved as part of the Timesheet Approval process.

The Timesheet Approval page will display additional fields and information relating to TOIL.

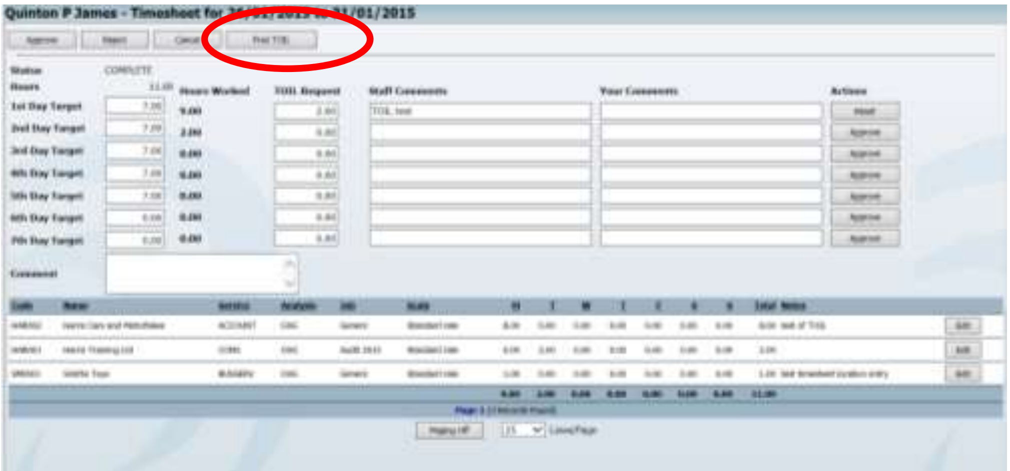


TOIL is requested on a day by day basis by the staff member. This is displayed in the **TOIL Request** field. The staff member can only request any hours that are over the daily target.

The Approver has the option to add comments for each TOIL request. Each TOIL Request is approved by clicking onto the **Approve** button at the end of each line.



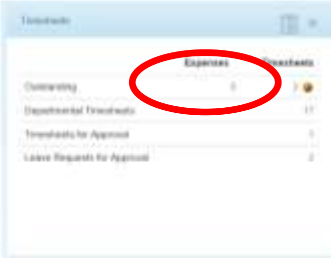
Once all of the requested TOIL has been approved the TOIL can be posted using the **Post TOIL** button.


Quinton P James - Timesheet for
Hours Worked
TOIL Request
Staff Comments
Your Comments
Actions
Comment

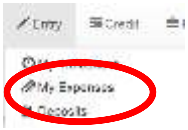
EXPENSES

Expenses can be used to track staff outlay against clients and non-chargeable clients. Expenses can be accessed by the following methods:

- The Outstanding Expenses hyperlink on the Timesheets dashlet of the staff dashboard



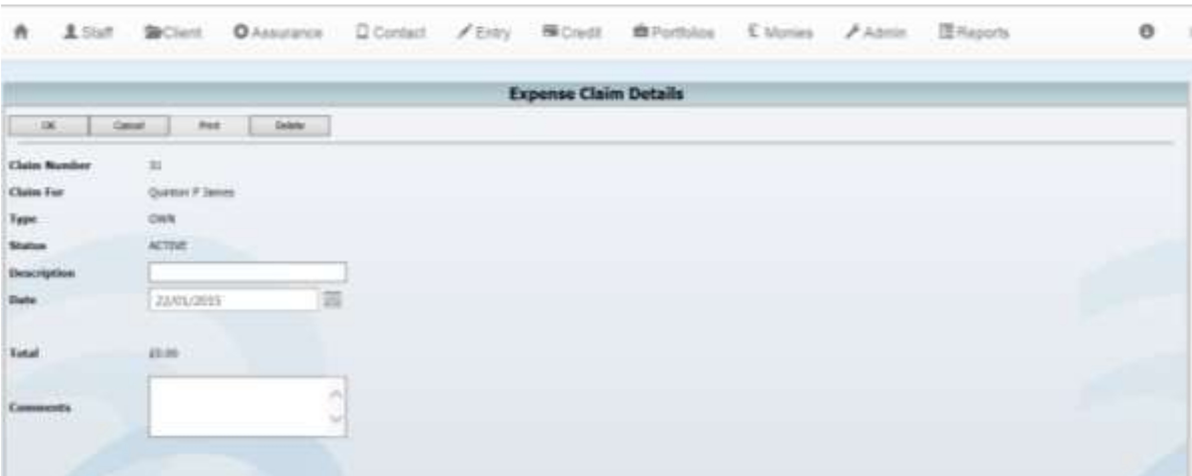
- Selecting My Expenses from the Entry menu



EXPENSE ENTRY

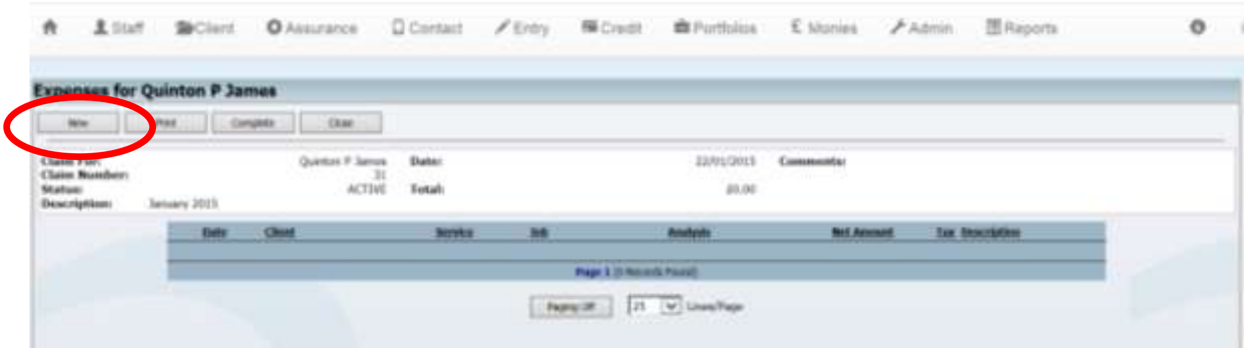
Expense entry starts with the creation of the Expense form.

Click onto the **New Claim** button.

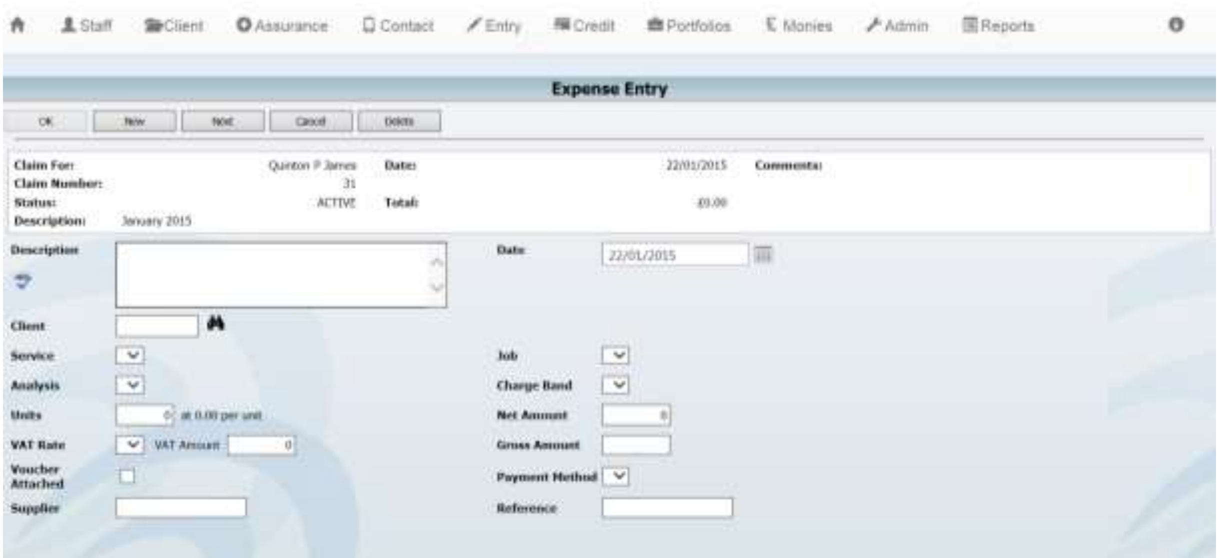


Enter a Description for the claim – e.g. January 2015, and then click onto **OK** to create the claim form. This will take you back to the main Expenses page.

Click onto the description of the expense form to open it and add entries.



Click onto the **New** button to create a new entry.

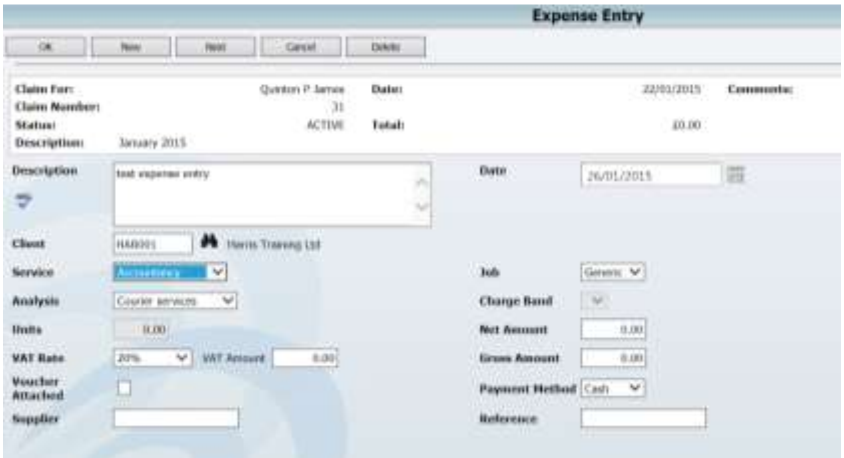


Enter a description for the expense entry and any other relevant information.

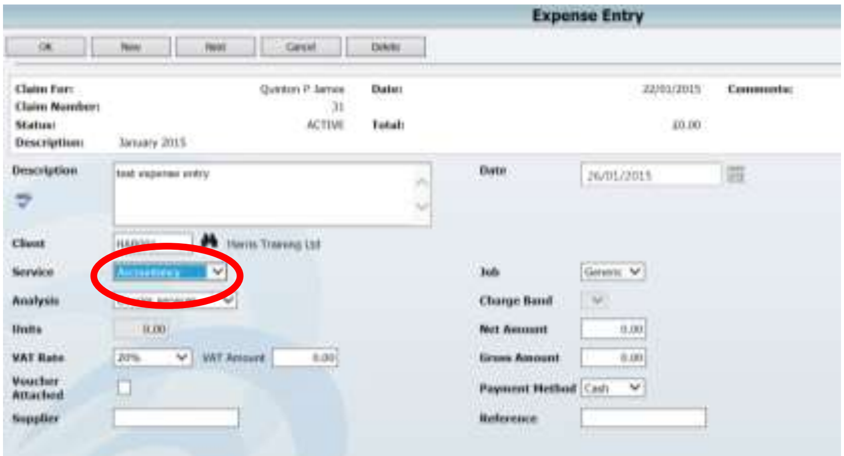
The date will default to the current day's date. Change the date as required.

Enter at least three characters of the client code or client name to display an autocomplete list. The results list will become more accurate as more characters are entered.

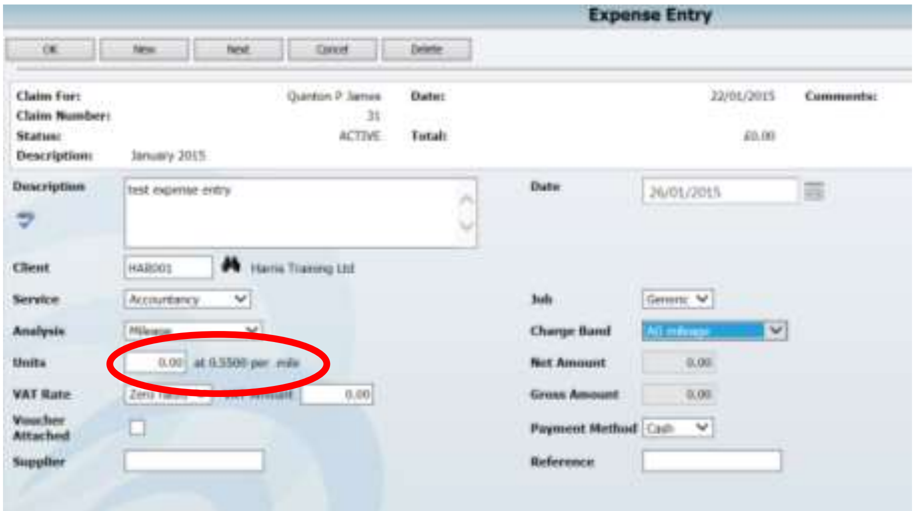
Either use the keyboard arrow keys and Enter to select the required client or click onto the required client using the mouse.



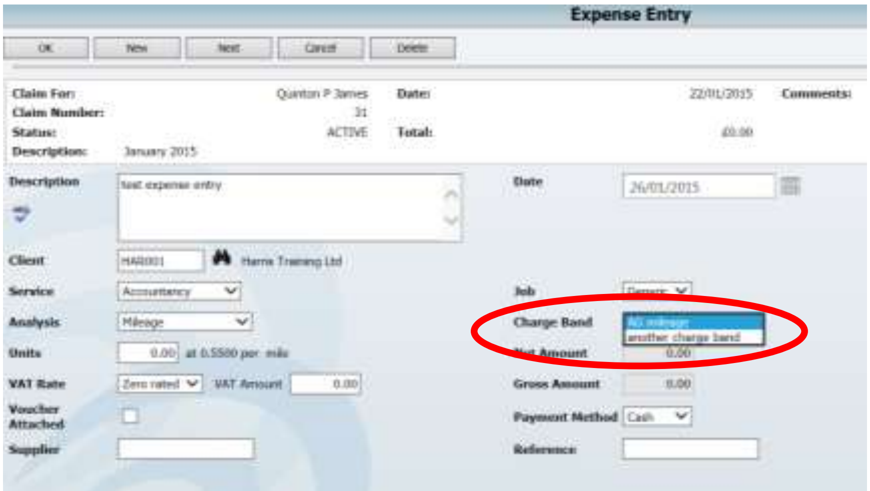
Select the Service, Job and Analysis code that the entry is to be put against.



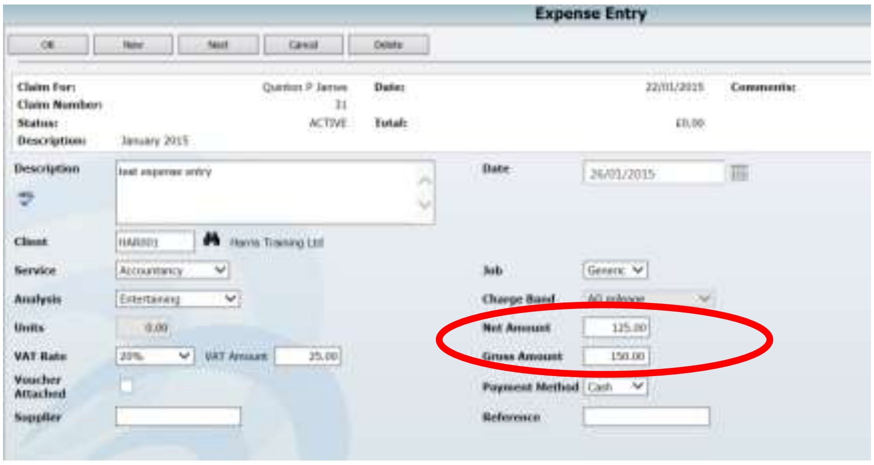
Some Analysis Codes will allow for units to be entered rather than an amount. If the analysis code chosen works with units, enter the number of units for the expense entry. E.G. number of miles travelled.



If units are being used, there may also be a requirement to select the relevant charge band. E.g. For mileage claims to select the engine size of car.



If units are not being used, enter either the gross amount and the net will be calculated or the net and the gross will be calculated based on the VAT rate selected.

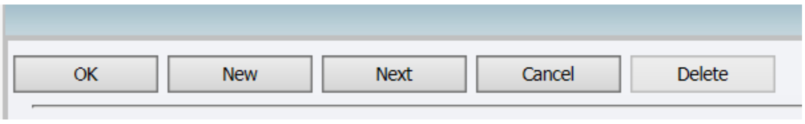


If applicable, adjust the VAT rate. The VAT amount will calculated based on the VAT rate selected.

If a receipt is to be attached with the expense form, tick the **Voucher Attached** checkbox. This will indicate that a receipt goes alongside this expense entry.

Enter any Supplier or Reference details that may be required. These fields do not affect the expense entry but can be used for reporting purposes.

At the top of the page there are three options to save the entry:



- **OK** – saves the entry and returns to the Expense Overview. Use this option when entering a single entry or editing an entry.
- **New** – Saves the entry and opens a new blank expense entry page. Use this option when needing to add another entry for a different client.
- **Next** – Saves the entry and opens a new expense entry page for the same client. Use this option when multiple entries are required for the same client.

EDITING EXPENSE ENTRIES

Expense entries can be edited by clicking onto either the date of the entry or the description.

This will open the Expense Entry form where the details can then be amended as required.

COMPLETING THE EXPENSE FORM

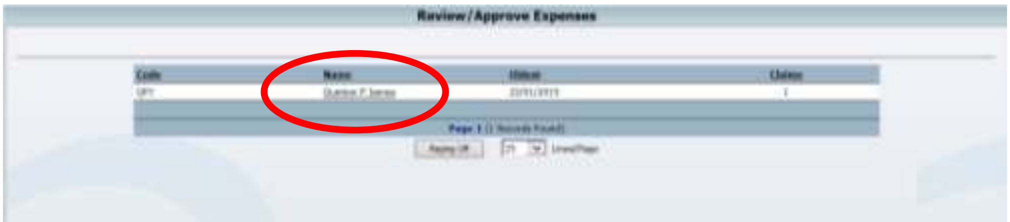
The Expense form cannot be approved or posted until it has been marked as complete. Click onto the **Complete** button to mark the expense form ready for approval and posting.

EXPENSE APPROVALS

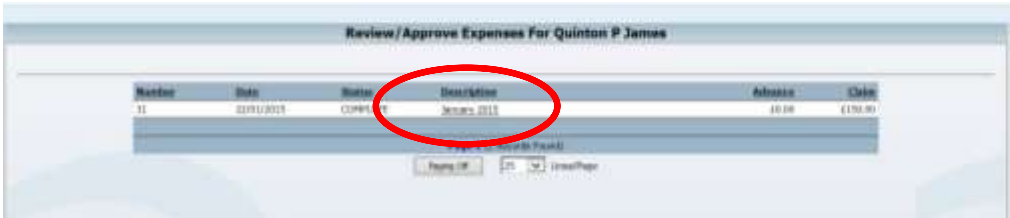
Expenses must be approved before they can be posted. Expenses are approved in a similar way to Timesheets. There are four Expense Approval options available, and all can be found from the Entry menu taskpad.

MY EXPENSE APPROVAL

My Expense Approvals allows team leaders/ managers to be set up to approve their team's expenses. This page is accessed from the **Entry** menu taskpad.



This page will display all expense forms that are complete and awaiting approval. Click onto the name of the staff member to display a list of expense forms for that staff member.



Click onto the description of the expense form to review the entries.

When reviewing the expense form the available options are:

- Activate – this will reactivate the complete timesheet and put it back into the Complete section of the staff member's expenses.

- Approve – this option will approve this expense form ready for posting.
- Reject – this will mark the expense form as rejected and place it into the Rejected tab of the staff member's expenses. It is advisable to include a comment when rejecting an expense form to inform the staff member of the reasons why.
- View – this will open a print preview of the expense report.

DEPARTMENT EXPENSE APPROVAL

The Department Expense Approval page allows staff the ability to approve expenses for their own Department. This page is accessed from the **Entry** menu taskpad. The page that is displayed and the process is the same as described in the section above.

OFFICE EXPENSE APPROVAL

The Office Expense Approval page allows an office manager the ability to approve expenses for their own Office. This page is accessed from the **Entry** menu taskpad.

The process for approving expenses is the same as described in the section above, but the page also provides the ability to filter the expenses by department.

GLOBAL EXPENSE APPROVAL

The Global Expense Approval page allows an administrator the ability to approve all expenses. This page is accessed from the **Entry** menu taskpad.

The process for approving expenses is the same as described in the section above, but the page also provides the ability to filter the expenses by office and by department.