



Time Reporting – end user interfaces

Time Reporting

Date: Friday, November 13, 2009

Start Time: 3:38:14 PM

End Time: 3:38:14 PM

Comment:

Job: [dropdown]

Task: [dropdown]

Dept Code: [dropdown]

Class Level 1: [dropdown]

Class Level 2: [dropdown]

Amount: [input]

% Complete: [input]

Billable Cancel Expense Receipt

Clear Post

desktop QuickTicket

Quick Tickets

- Allows for on the fly time reporting
- Allows for posting memory joggers to daily/ weekly time report mechanisms below
- Configurable -- start stop times or hours

AdvanTec TimeReporting - [Time Reporting]

Enter Time: [input] Review Prior Time Reported: [input]

July 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Start Cancel

Date: 07/13/06

Start Time: 8:00 AM

End Time: 10:00 PM

Job: Job number 1

Task: [dropdown]

Dept Code: Inside Sales

Class Level 1: Project

Class Level 2: Analysis

Rate: [input]

% complete: [input]

Comment: h hasdhas

RptDate	StartTime	StopTime	JobID	TaskID	DeptCode
7/10/2006	8:00:00 AM	10:00:00 AM	Test 3		100
7/15/2006	9:00:00 AM	12:00:00 PM	Test 2		200
7/21/2006			Test 1		200
7/7/2006	8:00:00 AM	10:00:00 AM	Test 1		200
7/7/2006	10:00:00 AM	12:00:00 PM	Test 1		200
7/7/2006	10:00:00 AM	12:00:00 PM	Test 1		200
7/7/2006	10:00:00 AM	12:00:00 PM	Test 1		200
7/7/2006	10:00:00 AM	12:00:00 PM	Test 1		200
7/27/2006	8:00:00 AM	10:00:00 AM	Test 3		600
7/27/2006	8:00:00 AM	10:00:00 AM	Test 3		600
7/14/2006	8:00:00 AM	10:00:00 PM	Test 3		200
7/14/2006	8:00:00 AM	10:00:00 PM	Test 3		200
7/14/2006	8:00:00 AM	10:00:00 PM	Test 3		200
7/14/2006	8:00:00 AM	10:00:00 PM	Test 3		200
7/13/2006	8:00:00 AM	10:00:00 PM	Test 3		200
7/13/2006	8:00:00 AM	10:00:00 PM	Test 3		200

Form View

Time Report\$ -- Work Sheet View

- Allows collection and classification of time for day, week, month
- Allows recording/ reporting expenses
- Configurable -- start stop times or hours
- Comment per time record
- Classification by Job/ Task integrates with Job Cost Module
- Classification by Department Code
- Classification by Client
- Classification by Class Level administrator defined levels that allow directed association of accounting classifications to time record.
- Easy to use – settings remain until told to clear to allow repeating classification entries
- Remote time reporting is supported with Terminal Services (RDP)

AdvanTec TimeReporting - [Time Reporting]

Enter Time: [input] Review Prior Time Reported: [input]

Beginning Date: 6/9/2006 Ending Date: 7/10/2006

Report Date	Start Time	Stop Time	RPT period	Job	Task	ClassLevel1	ClassLevel2	Comment	billable Rate
Monday, July 10, 2006	8:00 AM	10:00 AM	100	0	Test 3	Consultation		test data	
								work on site	10
Saturday, July 15, 2006	9:00 AM	12:00 PM	200	0	Test 2	Consultation			12
Friday, July 21, 2006				0	Test 1	Consultation		whsd:askd	12
Friday, July 07, 2006	8:00 AM	10:00 AM	200	0	Test 1	Consultation			
Friday, July 07, 2006	10:00 AM	12:00 PM	200	0	Test 1	Consultation			
Friday, July 07, 2006	10:00 AM	12:00 PM	200	0	Test 1	Consultation			
Friday, July 07, 2006	10:00 AM	12:00 PM	200	0	Test 1	Consultation			
Friday, July 07, 2006	10:00 AM	12:00 PM	200	0	Test 1	Consultation			
Thursday, July 27, 2006	8:00 AM	10:00 AM	600	0	Test 3	Research		test comments	25
Thursday, July 27, 2006	8:00 AM	10:00 AM	600	0	Test 3	Data Collection			25

- User can recall and review all prior posted period entries.



Time Reporting – Administrative Manager View

Form View

- Time reports reviewable/ updateable by authorized system managers for all employees
- System administration defined time report classifications Level 1 and 2.
- Level 2 Classification also includes GL account assignment.
- System Jobs/ Client and related tasks are drawn from Active Client/Job Lists
- Time Manger simplifies reporting performance
- Reports: all with billable / non billable
 - Time by Job/Client
 - Time by Work order
 - Time by classification codes
 - Time by employee
- Optionally Feed Billable Time To AR
- Optional feed to Payroll time card cards for payment
- Optional feed to AP 1099 non employee/ contracted worker

- Time reports available for selected time period grouped by : Department Code, Job/ Task, Class Levels, Employee, Date

Employee Hours Summary By Job

Date Start Time StopTime Task Hours

Name: ,

Job Type: haskhdhjh

11/11/2009

11/11/2009

Name: ast

Job Type:

11/13/2009

11/13/2009

11/13/2009

11/13/2009

11/13/2009

11/13/2009

Client Hours Detail		Start Date	End Date						
RptDate	Start	Stop	Employee	Task	Bill	Hours	Amount:	Rcpt	Exp
11/13/2009	1:58 PM	1:58 PM	Michael A. Reynolds		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
11/3/2009	1:58 PM	1:58 PM	Michael A. Reynolds		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
11/6/2009	11:19 AM	11:19 AM	Bill Jackson		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2009	11:19 AM	11:19 AM	Bill Jackson		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2009	11:19 AM	11:19 AM	Bill Jackson		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2009	11:19 AM	11:19 AM	Bill Jackson		<input type="checkbox"/>	0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/10/2009	12:29 PM	6:00 PM	David F. Eichom		<input type="checkbox"/>	5.52	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>