

TimeSheet

PWR310.RPT

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Overview

Purpose of the Report

The TimeSheet report has two main formats: Employee TimeSheet Report and Exception Report. The Employee TimeSheet Report is useful in determining which clients or work codes an employee has been spending time on for the past 15 days. This report can also be used for determining payroll for your employees. The Exception Report is useful in determining which employees have not entered in their time. Note: This report is a date based report.

When to Produce the Report

Produce the Employee TimeSheet Report at the end of the pay period after all employees' time has been posted. Produce the Exception Report to determine if some employees have not completely entered or posted their time.

Permissions Required to Access the Report

An employee must have 'Administration' checked in the Employee's Permissions to be able to produce this report.

Comparing Reports

Because the TimeSheet is a date based report it may not match period based reports such as WIP Reconciliation, Employee Time Analysis, Period Comparison or General Ledger.

Sort Options Available

You can determine the order that the information appears on the report by choosing one or more of the following fields:

- Employee ID

- Employee Name
- Employee Office
- Employee Department
- Employee Manager
- Team ID

Select Options Available

You can determine what information will appear on the report by entering a range or a list in one or more of the following fields:

- Employee ID
- Employee Office
- Employee Department
- Employee Manager
- Team ID
- Date
- Client
- Engagement
- Project
- Task
- Category
- SubCategory
- Work Code

Note: This report requires a date range to be entered.

Format Options

Presentation Options - General Options

You can choose the format of the report:

- Employee TimeSheet Report - prints a 15 day summary of the employee time entered.
- Exception Report - prints a 15 day summary for any active employees that do not have at least the number of daily threshold hours entered for each weekday in the date range.
- Show Posted - if checked, then posted time transactions are included on this report.
- Show Unposted - if checked, then unposted time transactions are included on this report.
- Daily Threshold - if Exception Report is selected, then enter in the minimum number of hours an employee should have entered on each weekday.

Sort Options Available for Summary Detail - Subtotal Sort

- Charge Type
- Client Engagement
- Project
- Task
- Category
- SubCategory
- Work Code

Report Layout

Employee TimeSheet Report - with Summary Detail

Employee: (1)

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Billam and Smyle Employee TimeSheet Report

For the Period Ending August 31, 1997

(2) { 8/1/97 } to (3) { 8/15/97 }

	(4) {	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	}	Total
(5)	(6) {	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	}	Hours
(7)	(8)																	
<i>{ Detail Summary }</i>																		
(9)	(10){ 15 summary hour totals															}	(11)	
<i>{ Employee Totals }</i>																		
(12)	(13) { 15 summary hour totals															}	(14)	

Employee TimeSheet Report - witouth Summary Detail

Employee: (1)

Page: 1

Billam and Smyle
Employee TimeSheet Report
 For the Period Ending August 31, 1997
 (2) { 8/1/97 } to (3) { 8/15/97 }

(5)	(4) {	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri }	Total
(6) {	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 }	Hours	
{ Employee Totals }	(13) {	15 summary hour totals														}	(14)

- (1) Calculated field: Employee ID of Employee producing the report.
- (2) From: Beginning Date range (Select).
- (3) Calculated field: 14 days after the beginning date, (2).
- (4) Calculated fields: The 3 or 4 letter abbreviation for each day between (2) and (3).
- (5) Calculated field: The text for the lowest sort chosen in the Subtotal Sort on the Format tab.
- (6) Calculated fields: The number of the date for each day between (2) and (3).
- (7) From: The EmpID field in the WIP file.
- (8) Calculated field: In the STAFF file, if the first character of the MiddleName is not blank, then it prints FirstName, the first letter of MiddleName followed by a '.' and LastName, otherwise it prints FirstName and LastName.
- (9) Calculated field: The sort field selected at report runtime in the Subtotal Sort on the Format tab.
- (10) Calculated fields: The sum of Hours field divided by 100 in WIP records with TranType 'T' and TranDate equal to the date displayed above the hours. Plus the sum of Hours field divided by 100 in TIME records with TranType 'T' and TranDate equal to the date displayed above the hours.
- (11) Calculated field: The sum of the 15 fields displayed in (10).
- (12) Calculated field: If there is something selected in the Subtotal Sort, then this prints 'Total' plus (7) and (8), otherwise this prints (7) and (8).
- (13) Calculated fields: The sum of Hours field divided by 100 in WIP records with TranType 'T' and TranDate equal to the date displayed above the hours. Plus the sum of Hours field divided by 100 in TIME records with TranType 'T' and TranDate equal to the date displayed above the hours.
- (14) Calculated field: The sum of the 15 fields displayed in (13).

Glossary

A/R activity - consists of Invoices, Tax, Finance Charges, Payments, and Adjustments.

Current state report - a report that reflects the data as it is now, without regard to what happened during the period or year. See also Point in time report.

Date based report - a report that filters transactions or accumulates amounts based on the date of the transaction rather than when the transaction was posted. For example, if a transaction dated in January was not posted until after January had been closed, a date based report would report as if the transaction was entered in January. See also Period based report.

Future dated A/R activity - any A/R activity with a PeriodNum greater than the current period.

Future dated WIP activity - any WIP activity with a PeriodNum or BilledPeriodNum greater than the current period.

Period based report - a report that filters transactions or accumulates amounts based on when the transaction was posted rather than the date of the transaction. For example, if a transaction dated in January was not posted until after January had been closed and the current period was February, a period based report would report as if the transaction was entered in February. See also Date based report.

Point in time report - a report that reflects the data as it was posted during a period of time, without regard to the current state of the data. For example, the PTD WIP Reconciliation shows how much time was posted to an account during the current period, not how much is left in the account when the report is printed. See also Current state report.

PTD - Period-to-date.

WIP activity - consists of Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers in WIP.

YTD - Year-to-date.