Web TimeSheet User Guide

Version 4.1

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Contents

Chapter 1 - Overview

What is Web TimeSheet?

Web TimeSheet is a web-based timesheet management application for workgroups.

Unlike traditional PC applications or client-server applications, Web TimeSheet uses your internet browser to run the application. The only software that is required on the client PC is a standard Javascript enabled web browser. The application is installed and runs on your web server. Absolutely no programming nor HTML scripting is required.

Web TimeSheet supports web servers running on Windows 95/98/2000/XP, Windows ME, or Windows NT 4.0, and can run through Netscape and Microsoft Internet Explorer.

Web TimeSheet automatically consolidates individual timesheets by project, client, etc. Because the application is based on internet technology, workgroup members can fill in their timesheets from anywhere using any platform. Web TimeSheet captures the information on your web server.

Using This Manual

This manual is an overview of Web TimeSheet and is designed to help you understand the features of the product. The chapters of this manual contain the following information:

Chapter 1 – Overview
Introduction to Web TimeSheet and instructions for accessing the application and removing sample data (Access version).

Chapter 2 – How to Get Help
Instructions for using the online Help system and contacting Replicon's support team.

Chapter 3 – Quick Tour
Introduction to the standard terms and important concepts used in Web TimeSheet and a description of the workflow and setup process.

Chapter 4 – Getting Started
Instructions for setting up the basic features required to implement Web TimeSheet including users, vacation, projects, and rates.

Chapter 5 – Additional Setup Options
Instructions for setting up advanced features.

Chapter 6 – Daily Operation
Information and instructions for using timesheets, expenses, and approvals.

Chapter 7 – User Configuration
Instructions for the individual user to configure the look and feel of Web TimeSheet, change his/her email address and password, or set up substitute users.

Chapter 8 – Reports
Introduction to the Web TimeSheet reporting features and a detailed look at the individual reports.

Chapter 9 – Administrative Functions
Instructions for setting up security and system-wide configuration including the look and feel and approval process.

Accessing Web TimeSheet

You can access Web TimeSheet locally from your Start menu, desktop or web browser, remotely from any computer with Internet access, or from within the ProMax module. You must have Internet access to run Web TimeSheet.

Note ...

During installation you can specify the location and folder for Web TimeSheet in your Start menu.

You will need to enter a port number only if your web server uses a port other than port 80.

*If you customized your installation and specified a different Start Menu location, refer to that location when accessing Web TimeSheet from the Start Menu.

Start Menu

The Web TimeSheet menu is located under **Programs** in your Start menu:

1. Select *Web TimeSheet* from the **Programs** menu.
2. Select *Launch Web TimeSheet*.

Web Browser

To run Web TimeSheet from your web browser:

1. Open your browser application and enter the URL for Web TimeSheet in the web address field. The URL is in the format http://servername[:port#]/cgi/rtcgi.exe (using IIS) or http://servername[:port#] (using Internal WebServer).
2. The Web TimeSheet login screen is displayed. Enter your user name and password and click on the Enter button.

Desktop

To run Web TimeSheet from your desktop, double-click on the *Launch Web TimeSheet* icon.

Remote Access

To access Web TimeSheet from a remote computer, follow the procedure for your local web browser. The computer must have Internet access and TCP/IP network access to your organization's web server.

If you cannot access Web TimeSheet remotely, try again. Heavy traffic on the Internet may cause a connection time-out. If after additional attempts you are still unable to connect, make sure your server name is a fully qualified domain name and that it is registered with DNS. If your problems persist, contact your Internet Service Provider.

ProMax

To access Web TimeSheet from Promax, click on the Timesheet tab at the top of the **ProMax** screen. To access Web TimeSheet from ProMax, your Web TimeSheet license must include the ProMax module.

Removing the Sample Database

You can remove the sample data from the Access installation of Web TimeSheet quickly and easily by following the steps below.

1. Log into Web TimeSheet as the Administrator.
2. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
3. Make sure <All> is selected for the filters at the top of the screen. Select all timesheets (use the Select All check box at the bottom of the list) and click the Delete button. Web TimeSheet will confirm you want to delete the timesheets. Click **Yes** to continue.
4. Select **List Expenses** from the side menu.
5. Make sure <All> is selected for the filters at the top of the screen. Select all Expenses (use the Select All check box at the bottom of the list) and click the Delete button. Web TimeSheet will confirm you want to delete the expenses. Click **Yes** to continue.
6. Click on the **Projects** tab. The **List Projects** screen is displayed. Make sure <All> is selected for all filters at the top of the screen.
7. Select all projects (use the Select All check box at the bottom of the list) and delete them.
8. Select **Clients** from the side menu. Click the corresponding to delete each client.
9. Select **Roles** from the side menu. Select all roles (use the Select All check box at the bottom of the list) and delete them.
10. Click on the **Admin** tab. The **User Information** screen is displayed. Make sure Both is selected for the Status filter at the top of the screen. Select all users and delete them. You should have one user remaining (the administrator).
11. Click the next to the remaining user and remove all non-required information (first name, e-mail, employee id, start date, hourly cost). Reset the remaining information as follows:
    - Change the last name and login name to **admin**
    - Change the supervisor to **<None>**

- Remove all access rights EXCEPT **Administrator**
- Change the group to **None**

12. Select **User Vacation** from the side menu. Delete the vacation days and "as of" date for the admin user and click the Save button.
13. Select **Departments** from the side menu. Click the corresponding  to delete each department.
14. Log out of Web TimeSheet using the **Logout** tab at the top of the screen. Then log back in as the Administrator. The sample data will be gone.

License and System Information

You can view your license and system information by clicking on the **Admin** tab at the top of the screen and selecting **About Web TimeSheet** from the side menu.

The screen contains the following sections:

About Web TimeSheet
This section contains information about the version, build (and date of build), number of enabled users, number of users in license, and number of users currently logged into the application.

License Information
This section lists the licenses used by your organization to access Web TimeSheet and add-on features, and includes the type of license, number of users, features included in the license, start and end dates for the product license, and the timeframe during which service and point releases may be acquired under the license.

License Agreement
This section contains the full legal license agreement between your organization and Replicon for the use of Web TimeSheet and any additional features you may have purchased (ProMax, Expenses).

For information about purchasing a license or adding seats to an existing license, contact sales@replicon.com.

Type of License

Your organization may have any of the following types of licenses:

Demo
A temporary license provided when Web TimeSheet is initially downloaded from the Replicon web site. A Demo license expires after 14 days.

PO
A temporary license provided when an organization issues a purchase order for Web TimeSheet. A PO key expires after 60 days, unless the license is upgraded to a Full license.

Paid
A permanent, fully paid license.

Chapter 2 - How to Get Help

Introduction

This chapter explains the online Help system provided with the Web TimeSheet application, including a guide to the Help menu and instructions for using the online Help system. The online Help system is the most comprehensive informational resource for Web TimeSheet and is available in an easy-to-use format that will allow you to access the help you need quickly and efficiently.

The Online Help Menu

The online Help menu contains the following options:

Important Concepts
A list of the most important and widely used features in Web TimeSheet. Each item is linked to more detailed information that will allow you to best implement the feature to fit the needs of your organization.

Help Topics
A list of online help topics by module. Each item accesses information about the specific features and processes for that module.

Glossary
A glossary of the standard terms used in Web TimeSheet, listed in alphabetical order.

Index
An index and search engine for finding information for a specific topic or feature. The search function finds terms that begin with the letters you enter.

Contact
Instructions for contacting Replicon to get technical support, report system defects or suggestions, or purchase Web TimeSheet.

Using the Online Help System

You can access the online Help system from anywhere in Web TimeSheet by clicking on the **Help** tab at the top of the screen. Some screens may contain a that accesses context sensitive information. The Help icon is not available on all screens.

Although most of the online Help is not context sensitive, you can access specific information quickly and easily by using one of the online Help menu options.

Related Links

Most Help pages contain a section at the bottom for “related links.” These links access pages that provide similar information about the same topic or a related topic. Many pages also contain links throughout the Help text itself, allowing you to get additional information immediately, without using the Index or Help Topics.

Contacting Technical Support

If Web TimeSheet does not load after installation or if you encounter other technical difficulties, you may contact Replicons Support Team between 10:00 AM and 7:00 PM, EST (GMT - 05:00).

Toll free in North America:	1-877-737-5420, ext. 3
Toll free in Europe:	00-800-7375-4266 , ext. 3 (800-REPLICON)
Toll free in Australasia:	011-800-7375-4266, ext. 3 (800-REPLICON)
All other areas:	+1-403-262-6519, ext. 3

Online: http://www.replicon.com

Email: support@replicon.com

Chapter 3 - Quick Tour

Introduction

This chapter is a quick tour of the more important features and concepts used in Web TimeSheet and includes information about the following:

- Standard terms and icons used in the application
- Web TimeSheet work flow and setup process
- Important concepts and widely used features
- Web TimeSheet menus

Standard Terms and Icons

Web TimeSheet uses terminology that you can adapt to any type of organizational structure and work flow process. You can organize clients, projects, time off and employees in a central database and report work and costs in many different ways.

Approval
Indication that timesheets and expenses are correct. Depending on the selected approval process, project leaders, clients, supervisors and managers can approve, reject and/or comment on timesheets and expense sheets.

Approval Forwarding
See *Substitute User*.

Audit trail
A means for tracking the timesheet save and approval history. The audit trail keeps a record of every time a timesheet is saved, who saves it, and what the total hours were at the time of the save. It also tracks the approvals (each time the timesheet is approved or rejected, and who the approvers are).

Base Currency
The default currency used for all cost and time calculations. All costs are converted to base currency at the specified conversion rates.

Billable
A term that indicates time and expenses will be billed to the client associated with the project.

Broadcast
An e-mail message sent to all users of Web TimeSheet. Broadcast messages are useful for notifying users of system upgrades, timesheet changes, project status, or news about your organization.

Client
A customer associated with one or more projects for billing and reporting purposes.

Client Billing
A means for allocating project time and expenses to individual clients.

Closed
Indicates when the term for a project/ task, timesheet or expense sheet has ended. Users cannot enter time or expenses against closed projects/tasks.

Closed time and expense sheets cannot be amended. A closed period indicates the time or expense sheet has been submitted for approval.

Comments (timesheet)
Text notes attached to specific entries in a user's timesheet to make note of project status, due dates, or special circumstances related to a specific time entry.

Copy from
A means for copying data from previous timesheets to the current (or future) timesheet.

Currency
The currency associated with project and expense rates, project costs, and billable and non-billable amounts.

Daily view
The view the user sees when entering time in the In-Out Timesheet format. This view is the only means the user has to enter time when using the In-Out feature.

Note ...

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Default rate
The rate used to determine the starting value for billing and project costing. A default rate can be defined for each project, client, user, and role.

Department
A division of employees that defines the hierarchical structure, geographic regions, or functional groups of your organization. Departments can be assigned to projects/tasks, and can be used to track information for reporting purposes. Departments may contain any number of users, but a user may be assigned to only one department.

Disclaimer
A signature message that appears on all users' timesheets, expense sheets, and/or approvals.

E-mail formula
A formula used to automatically generate a user's email address based on the user's first and last names. The email formula is created at the system level and applies to all new users entered in the system.

E-mail Notification
An automatic e-mail message that reminds users to complete their responsibilities. E-mail notifications can be enabled or disabled for specific users or system wide.

Employee Type
A group that identifies employees for payroll (time off) and time tracking purposes (full-time, part-time, contract, etc.). A user can be assigned to only one employee type.

Excel (button)
An option that allows users to export report data to Microsoft Excel for further editing or review.

Expense
A cost incurred from work-related tasks and/or purchases (travel, food, office supplies, etc.). Expenses may be non-billable or billable, the latter applying to expenses for a project funded by a specific client.

Expense columns
A means for customizing which columns are available in the user's expense sheet. Expense columns are set at the system level and are either enabled or disabled.

Expense summary
A summary view of the user's expense sheet. The summary includes only the most pertinent information, such as billable hours and reimbursement totals.

Favorites
The tasks listed in a user's task drop-down menu. Favorites may include up to 50 tasks at one time. Favorites usually contain the newest tasks, but users can manage favorites to amend the list.

Filter
A means for limiting the amount of information displayed on a list screen.

Field Selection
A means for customizing reports. Field selection allows users to add or remove fields to reports. Each report has a different list of available fields.

Gross
The total amount of an expense, including taxes.

Gross to Net formula
A formula used to calculate backwards from the gross amount to the net amount (pre-tax) of an expense.

Grouping
A means for grouping data for reports, allowing users to view the same information in various ways. For example, a Project Status report might be grouped first by project, then by task, then by the users working on that task. Subtotals are calculated for each group level, where appropriate. Grouping options are provided with most reports.

Hours per Day
The number of hours that constitutes a single day for a user. Hours per day are used to convert vacation time from hours (entered in the timesheet) to days (days remaining). You can set up hours per day in each user's profile.

Hourly Cost
A rate used for reporting purposes to determine project costs.

In-Out
A grid format timesheet where you can enter the start and end times when you work on a specific task during the day.

Journals
Messages posted to a message board by users, project managers, and administrators. Journals are used to post information and updates about specific projects. Assigned users can access the message board and review messages pertaining to their projects.

Login name formula
A formula used to automatically generate a user's login name based on the user's first and last names. The login name formula is created at the system level and applies to all new users entered in the system.

Mass update
A means for updating the same attributes for many users at a time.

Multiple Rates
A means for assigning more than one rate to a member of a project team. Multiple rates require a user to select the appropriate rate when entering time against the project tasks. Multiple rates are useful if a single user has multiple responsibilities.

Net
The amount of an expense before taxes.

Non-billable
A term that indicates that time and expenses will not be billed to the client associated with the project.

Overdue
A term that indicates when timesheets and approvals are past their due dates.

Paid
Identifies expense sheets for which the reimbursement amounts have been paid. Paid status appears on List Expenses (admin) and Expense Status (user) screens.

Payment method
The method of payment for an individual expense (e.g., Visa).

Period in View
The read-only format used to view an entire period's entries for the In-Out Timesheet. This view is the only means a user has to submit the timesheet when using In-Out.

Permission
Defines the level of access and enabled actions assigned to users in the user profile. You can assign predefined permissions or create custom permissions.

Print
An option that allows users to print reports.

Productivity Quota
See "Utilization Target".

Productivity Quotient
See "Utilization Rate".

Project
A framework (structure) for organizing workgroup tasks. Projects identify the body of work to be completed by a team. Projects can have task assignments at multiple levels.

Project Cost
The internal cost for a project.

Project Note
A journal entry associated with a project.

Project Rate
The default billing rate for a project. The project rate automatically applies to all time entered against the project and its associated tasks. When a project team is initially assigned, each team member will, by default, use the project rate; however, each member's rate can be changed as necessary.

Project Team
A group of users who can work on a project or its associated tasks. Each member of the project team is assigned a rate that will be used to calculate the cost incurred for the time that user spends working on the project.

Quantity
The number of "units" used to calculate the total expense amount for rated expense types (e.g., mileage).

Quick add
A means for adding many users to the system at one time.

Reimburse
A term that identifies expenses for which the user paid out of pocket and requires compensation.

Note ...

If a logout web address is not specified, the login screen is displayed.

Expense features are available only if your Web TimeSheet license includes the Expense module.

Productivity (utilization) information is available only if your Web TimeSheet license includes the ProMax module.

Note ...

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Utilization (productivity) information is available only if your Web TimeSheet license includes the ProMax module.

Role
A term that identifies a type of work charged at a specific rate. A role can describe a specific action/function or a level of expertise within the project team. Roles are initially created globally, then assigned to a project and appropriate project team members.

Role Rate
The rate associated with a specific role. Role rates are defined at the global level, but can be changed from within a project. Because each project owns its rates, changes made outside a project will not affect the rates within the project.

Substitute User
A user authorized to manage tasks on behalf of another user. Each user can have multiple substitutes with different permissions.

Tag
A macro that batches information into a list (miniature report) within an e-mail notification. Tags are listed at the bottom of each e-mail notification template with a definition that explains its use.

Task
Identifies a level within a project. A single project may have many tasks and up to four levels.

Tax
A fee added to the net amount of an expense.

Tax formula
A formula used to calculate tax amount based on the net amount of an expense. A separate tax formula is created for each tax code that will be used in the Expense module.

Time Off
Identifies non-project related items against which users log their time (vacation, sick days, statutory holidays, etc.)

Timesheet
A means for tracking time across projects or time off by an individual user within an organization. Web TimeSheet allows you to manage time and costs across departments, projects, employee types, and clients.

Timesheet Period
A date range that specifies how frequently timesheets are submitted. Timesheet periods should parallel your organization's pay periods. Timesheet periods can be created for the entire system (all users), employee types and/or departments.

Unsubmit
An option that allows a user to recover a timesheet or expense sheet that was submitted in error. The Unsubmit option is available only before a timesheet/expense sheet is approved.

User
Any individual with access to enter data, create or manage projects, or assign tasks. Any number of user types may be created (administrator, supervisor, etc.). Each user has a name, a login name, a login password, and a profile.

User Rate
A specific rate defined for a particular member of a project team. The user rate applies only to the selected user and is specific to the project and its associated tasks.

Utilization Target (Productivity Quota)
A target set to measure user, department, and company productivity (billable targets vs. actual billable hours). Utilization is tracked in users' timesheets and reports.

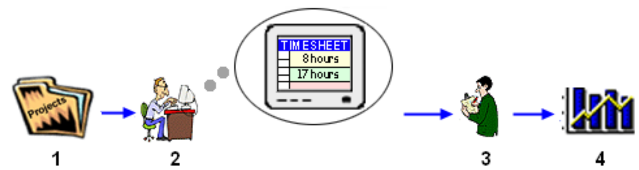
Utilization Rate(Productivity Quotient)
A rate calculated by dividing a user's utilization target (productivity quota) into the total number of billable hours recorded in each month's timesheet (actual divided by target). Each user's timesheet screen contains a utilization bar that keeps track of monthly progress. The timesheet may contain utilization bars for the user, department, and/or company, depending on the preferences set up by the administrator.

Vacation
A means for setting up vacation by user to track how many days each user has remaining for the year. Vacation is tracked in timesheets and reports so the user, the user's supervisor, and the Web TimeSheet Administrator always know how much vacation time is still available.

Icon	Name	Description
	Add	Used to add new subsidiary items such as departments or tasks, or to add rows to the timesheet.
	Approve	Used to approve an individual timesheet, expense line, or expense sheet.
	Calendar	Used to access a calendar of valid business days. Select a date from the calendar to enter it into a date field.
	Delete	Used to delete an individual item such as a user or task, or an entire timesheet row.
	Details	Used to view a complete timesheet from a list of timesheets or approval details for timesheets and expenses.
	Edit	Used to edit existing records.
	Help	Used to access context sensitive information (online) for certain Web TimeSheet concepts. This icon is not available on all Web TimeSheet screens.
	Notification	Used to notifies users when timesheets and expenses are rejected, and notifies approvers when timesheets and expenses are waiting for approval.
	Reject	Used to reject an individual timesheet. expense line, or expense sheet. Rejecting an item returns it to the user, who must correct and resubmit the item for approval.
	Summary	Used to access the Expense summary for a particular expense sheet.
	Users	Used to displayed a complete list of users. This icon is displayed only if the system preferences indicate that available users will not be listed in a drop-down box.

Understanding the Workflow

The following diagram explains the general flow of work in Web TimeSheet.



1. Create projects and tasks and assign project teams, rates and billing options to allow users to enter billable and non-billable time and expenses. You will be able to track all time and expenses to calculate project costs and ensure accurate client billing.
2. Users complete their timesheets by entering time against projects or time off codes. Users can enter time only for those projects for which they are part of the project team. All time is either billable or non-billable. Once completed, users submit their timesheets for approval.
3. Once submitted, users' timesheets are sent to the appropriate project leaders, clients, and supervisors for approval. Approvers can approve or reject the timesheets. Approved timesheets are closed so the data can be processed.
4. Any user with report access can generate reports to review data in the system including project status, timesheet status, billing, time off, and utilization. All reports can be customized and saved in public or private folders for future use.

Note ...

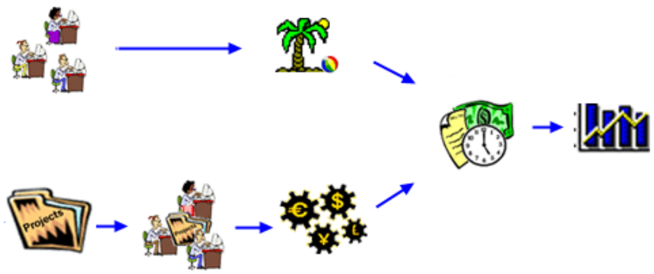
Expense features are available only if your Web TimeSheet license includes the Expense module.

Note ...

Expense features are available only if your Web TimeSheet license includes the Expense module.

Understanding the Setup Process

The following diagram is an overview of the basic setup process, which will allow you to get started using Web TimeSheet. For more detailed setup information, refer to *Chapter 4 - Getting Started.*



1. Setting up users is the first step in configuring Web TimeSheet. Users are added from the **Admin** menu. You will need to set up each user's login information, access rights, department, hourly cost rate, etc. Once you have set up users, you can assign them vacation days and projects/tasks.
2. Set up each user with a number of available vacation days as of a specific date. As users enter vacation in their timesheets, the number of available days will decrease.
3. Go to the **Projects** menu to create clients, roles, and projects/tasks. For each project, assign a default billing rate, a client, and tasks. Initially, new projects are available in all users' timesheets.
4. Assign a project team to allow only specific users to enter time against a project. The project team can include all users in the system, departments (includes all users in the department), or individual users.
5. Give each member of the project team a billing rate(s). The rate will be used to calculate the billing amount for all billable time the user enters against the project. Rates may include the project rate, roles, or user specific rates. All rates are owned by the project and are not affected by outside changes.
6. Once you have completed the setup process, users can enter timesheets and expenses.
7. You can generate reports at various stages of the setup process and after users have entered timesheets and expenses.

Introduction to Important Concepts

The following concepts are important features of WebTimeSheet. This section contains only an introduction to these concepts. Refer to the subsequent chapters for more detailed information about each feature.

Rates and Billing

When you set up a project, you will do the following in addition to setting the basic project characteristics:

- define the rates to be used for the project
- assign a project team and associate rates with each team member,
- specify whether the project can have billable time, non-billable time, or both.

How you set up your project directly affects what users will see on their timesheets. A task may allow both billable and non-billable work, or a user may have multiple rates. If a user has multiple rates, that user will be required to select the appropriate rate when entering time against the project. If a task allows both billable and non-billable work, the user will be required to select the appropriate billing option when entering time. There may be some instances where these two situations are combined (i.e., a user may have a choice of multiple rates for billable work, and a choice for non-billable work).

Once a project is set up with the proper rates, project team members can enter time against the project. The billing amount for the project is calculated based on the project rates and the time entered. The billing amount is also affected by the billing setup for each task associated with the project.

Refer to *Chapter 4 - Getting Started* for a more in-depth look at projects, rates, and billing.

Project Costing

You can track project costs to determine your costs vs. revenue for each project. Project cost is defined as the User Hourly Cost Rate x (Billable Hours + Non-billable Hours). The user hourly cost rate is specified in the user profile. The billable and non-billable hours are determined by the timesheet and apply only to the selected project.

The revenue for a project is calculated as Project Specific Rate x Billable Hours. The project specific rate is the rate assigned to the user at the project level.

Refer to *Chapter 4 - Getting Started* for further information about setting up user hourly cost rates, project rates and project billing.

Timesheets

Timesheets are used to enter time against specific projects/ tasks and time off codes. Users complete and submit their timesheets to supervisors, project leaders, and/or clients for approval. The timesheets are then reviewed and either approved or rejected. Depending on the system configuration, supervisors, project leaders, and clients can either correct or reject timesheet items. Timesheets with rejected items are returned to the users for correction. When all items are approved, the time information is saved to the database.

Once a timesheet is submitted, the data can be analyzed by project leaders and supervisors to determine project status and costs, and to make more efficient resource planning decisions.

Timesheets display information based on the system configuration and the parameters entered in the user profiles. Each user's timesheet is unique, and the requirements for each timesheet entry may vary.

Refer to *Chapter 6 - Daily Operation* for more detailed information about timesheet entry, submission, and approval.

Reports

Reports are helpful for determining how time is utilized throughout your organization and for reviewing project costs and client billing. You can generate reports to review detailed or summarized data.

All reports can be customized by filtering data and selecting report settings. Filters allow you to extract data based on specific selection criteria such as client name or project.

Once you have generated a customized report, you can save that report for public or private use. Public reports are available to all users who have access to reports. Private reports are available only to the user who creates them.

Generated reports can be reviewed in Web TimeSheet, printed, or exported to a Microsoft Excel spreadsheet for further editing/ review.

Refer to *Chapter 8 - Reports* for further information about Web TimeSheet's reporting features and a description of the individual reports.

Permissions

Permissions are used to define the activities and features users can access. Each permission profile has a name, description and list of actions. The administrator assigns permissions to each user when setting up the user profile.

Permissions allow you to restrict or expand a user's access to Web TimeSheet. Consider each permission carefully before assigning actions to that permission. Remember that each permission can be applied to any user.

You can create custom permissions to fit the needs of your organization, or edit the information for existing permissions.

Refer to *Chapter 9 - Administrative Functions* for detailed information about permissions and how to set up system security.

Approvals

The approval process ensures that time is entered correctly for more efficient and accurate project and time off analysis. Web TimeSheet provides a default approval process that you may customize for your organization. If you choose to customize this process, you should change the approval settings before creating projects and allowing users to enter timesheets/ expenses (see *Chapter 9 - Administrative Functions*).

Note ...

Expense features are available only if your Web TimeSheet license includes the Expense module.

Web TimeSheet sends email notifications (if enabled) to inform approvers when timesheets/expenses are waiting for approval, or to inform users when timesheets and expenses have been rejected (see *Chapter 5 - Advanced Setup Options*).

Users can view their timesheet/expense history at any time. The timesheet/expense history is a record of old timesheets/ expenses including comments and approval details.

Refer to *Chapter 6 - Daily Operation* for more information about approving timesheets and expenses.

E-mail Notifications

Web TimeSheet provides many predefined e-mail notifications that remind users to complete their responsibilities. E-mail notifications can be sent automatically at the end of each period.

Each e-mail notification can be customized to fit your organization's needs. You can edit e-mail information or disable certain emails. Some e-mail notifications contain tags that batch information into a list (miniature report) within the e-mail notification. These tags are listed at the bottom of each e-mail notification template with a definition.

Refer to *Chapter 5 - Advanced Setup Options* for detailed descriptions of each e-mail notification and instructions for customizing notifications for your organization.

Vacation

You can set up available vacation for each user in the system for the purpose of tracking how many days each user has remaining for the year. Vacation is tracked in timesheets and reports so the user, the user's supervisor, the payroll manager, and the Web TimeSheet Administrator always know how much vacation time is still available.

Refer to *Chapter 4 - Getting Started* for a detailed information and vacation setup scenarios.

Substitute Users

A user can authorize another user to manage his/her tasks by assigning a substitute user. Each user can have multiple substitutes with different permissions. Each substitute user's permissions are determined by the user who sets up the substitute. A substitute user can also receive the e-mail notifications for permitted actions.

For example, if John Smith assigns Martha Brown as his substitute and gives Martha the ability to enter his timesheets, John can also enable timesheet notifications so Martha will know when John's timesheet is due.

Refer to *Chapter 7 - User Configuration* for further information about setting up substitute users.

Minimizing the Side Menu

You can minimize the side menu at the left of the Web TimeSheet screen. This feature is especially useful if you're using timesheets, expenses, or approvals and want to increase the amount of screen space.

To minimize the side menu, click the arrow in the top right corner of the side menu. Web TimeSheet will maintain this view as long as you are logged into the application. To restore the side menu, simply click the arrow again.

About the Menus

You can use the Web TimeSheet menus to navigate the application based on the type of work you are doing. Each tab at the top of the screen accesses a different menu. Below is a description of the Web TimeSheet menus.

Menu	Description
Admin	Configure Web TimeSheet for your organization. The Admin menu includes basic and advanced setup options, security, and system configuration preferences.
Projects	Add clients, create roles, and set up projects. Setting up projects includes assigning a project team, setting up a task hierarchy, defining rates, and identifying available expenses.
Timesheet	Enter time against projects and time off codes, access personal timesheets by period (using the calendar) or by approval status, and manage timesheet favorites.
Expense	Enter expenses (stand-alone or project-related) and access personal expense sheets by approval status.
Journals	Add and view project notes.
Approvals	View, approve, or reject timesheets and expenses that are waiting for your approval, and review historical timesheets and expenses.
Reports	Generate reports for timesheets, billing, project status, expenses, and administrative information; customize report settings; save customized reports; and export or print reports.
Configuration	Set up your personal display preferences, change your e-mail address or password, and identify substitute users.
Logout	Close this session of Web TimeSheet.
Help	Access online Help.

Note ...

Expense features are available only if your Web TimeSheet license includes the Expense module.

Note ...

If you installed the Web TimeSheet Access version, the installation included a sample database that provides pre-defined timesheet periods.

You will not need to set up timesheet periods, though you can, of course, customize any of the existing periods as necessary.

Clicking the Cancel button at the bottom of the screen will cancel the process without saving the timesheet period information.

Chapter 4 - Getting Started

Introduction

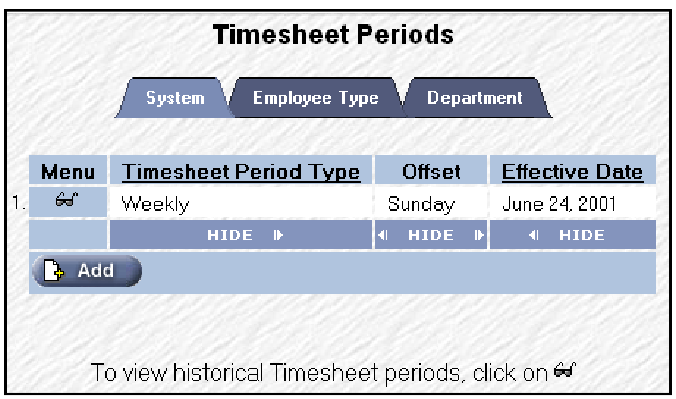
This chapter describes the basic setup requirements to use Web TimeSheet on a daily basis. You may choose to further customize the application with advanced features, available in *Chapter 5 - Advanced Setup Options*.

Timesheet Periods

Setting up timesheet periods is the first step in configuring Web TimeSheet for your organization. Timesheet periods are date ranges that specify how frequently timesheets are submitted. Timesheet periods should parallel your organization's pay periods.

Timesheet periods can be created for the entire system (all users), employee types, or departments. A system timesheet period applies a single period to your entire organization. It is recommended that you use a system timesheet period, as it is the easiest method to manage.

Timesheet periods will be associated with each user you add to your system; therefore, you must add timesheet periods before setting up users. Once timesheet periods are defined and assigned to a user, the user's timesheets will be created.



To create a timesheet period:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Click on **Timesheet Periods** and select the tab that corresponds with the timesheet period you want to create.
3. Click the Add button to set up a new timesheet period.
4. Specify the timesheet period type. The type determines how often a new timesheet period is generated. You can set up your timesheet period to regenerate weekly, bi-weekly, monthly, semi-monthly, or quarterly. Selecting the Manual* option will allow you to customize the start and end dates for the timesheet period.
5. You will need to select the first day of the week for the timesheet period. This is the day when the timesheet period will be regenerated.
6. Now enter the date when this timesheet period will take effect. When you are finished, select the Add button at the bottom of the screen.

* The Manual timesheet period type allows you to create a customized timesheet period with specific start and end dates. A Manual timesheet period might be useful if there is a time period where your organization will not follow the standard timesheet period schedule.

Create a Manual timesheet period as you would any other timesheet period type. Instead of selecting a weekday and effective date for the period, you will need to enter start and end dates. After the end date, the Manual timesheet period will no longer be in effect.

View Historical Timesheet Periods

You can view the historical timesheet periods based on the kind of timesheet period (employee type, department, system). To view historical settings:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Click on **Timesheet Periods**, select the appropriate tab, and click the next to the timesheet period to view the historical data.

Users

A user is any individual who enters data, creates or manages projects, or assigns tasks. Any number of user types may be created (administrator, payroll manager, supervisor, etc.), depending on the maximum number of enabled users specified in the license agreement. Each user has a name, an ID, a password, and a profile.

Supervisors, project leaders and payroll managers should be created before adding other users. Begin with the highest position and work your way down through each level of your hierarchical structure. Creating the higher positions first will allow you to immediately assign the appropriate supervisor or project leader to each subordinate user.

Web TimeSheet offers multiple ways for adding and editing users, allowing you to simplify and speed up the administrative process while still maintaining efficiency.

You can add users one-by-one or en-mass using Quick Add. The Quick Add option allows you to add multiple users at once and requires only the most basic information to create a profile for each user.

You can edit users one-by-one or en-mass using Mass Update. The Mass Update option allows you to change profile attributes for multiple users at one time.

You can view a list of existing users by clicking on the **Admin** tab at the top of the screen and selecting **Users** from the side menu. Filter the list by department, employee type, or status to view users with specific criteria.

Adding a Single User

To add a single user:

1. Click on the **Admin** tab at the top of the screen. The **User Information** screen is displayed.
2. Click the Add button. The Add New User screen is initially displayed in a short format to allow for quick entry; however, you can expand the screen by clicking the More button to display additional fields.
3. Enter the users name, login name, and password. If you are using Windows NT authentication for this user, a domain name should be entered instead of a Web TimeSheet password.
4. Make sure you assign the appropriate permissions. Permissions determine which Web TimeSheet features the user can access.
5. Select the Add More check box to continue adding users. When you are finished, click the Add button.

The More button expands the screen so you can enter additional information for the user, including:

- Department/Client
- Employee Type
- Employee Id
- Start/End Date
- Timesheet Period Type
- Hourly Cost
- Hours per day
- E-mail Notifications

The Hourly Cost is a rate used for reporting purposes to determine project costs. The Hours per day is the number of hours that constitutes a single day for the user. Hours per day are used to convert the vacation time from hours (entered in the timesheet) to days (days remaining). The E-mail Notifications section allows you to specify which email notifications the user is authorized to receive. By default, all email notifications are enabled.

Note ...

If you are using Windows NT authenticaltion instead of a Web TimeSheet password, NT Login must be enabled in the system preferences.

You will be required to enter the domain name instead of a password for each user to whom Windows NT authentication applies.

With Windows NT authentication, a user is allowed only three attempts to log into the system. If a user exceeds these three attempts, the administrator will need to unlock the user's account in Windows NT.

Refer to *Chapter 9 - Administrative Functions* for further information about Windows NT authentication.

Clicking the Cancel button on any screen will cancel the process without saving your changes.

Note ...

You can set up formulas for the login name and email address in the System Preferences. Refer to *Chapter 9 - Administrative Functions* for further instructions.

Quick Add

The Quick Add feature allows you to add multiple users at once. You need to enter only the most basic user specific information (e.g., name, login id, password) for Web TimeSheet to create individual profiles. The more specific information (e.g., access rights) is based either on system defaults or another user profile (you choose), both of which can be edited later on a user-by-user basis or en masse.

If you choose to apply the user's supervisor from the **Quick Add** screen, you should create all supervisors before adding the other users.

The fields displayed on the **Quick Add** screen can be customized to fit your needs (see *Settings*). If you want to base certain fields on another user's profile (or use the system defaults), do not display them on the **Quick Add** screen. For example, you may wish to copy the supervisor or hours per day on another user rather than enter them here. To achieve this, you must not display them on this screen.

To add multiple users:

1. Click on the Admin tab at the top of the screen.
2. Click on the Quick Add button. The **User Quick Add** screen is in a grid format, allowing you to easily tab through the fields for quick entry. You can enter 10 users per screen.
3. Enter each user's name and login name. If you have set up a formula for the login name in the system preferences, the combination of first and last name will automatically generate the user's login name.
4. You must enter a password for each new user; however, if you are using Windows NT authentication for a user, the domain name should be entered instead of a password.
5. Enter the user's email address (as with the login name, if you have set up a formula for the email address, the user's email will be automatically generated using the first and last name).
6. Select the user's supervisor from the drop-down list (if the user doesn't have a supervisor, select <None>).
7. You may choose to base the new user's profile on the profile of an existing user. This option allows you to override the system defaults and copy all attributes from another similar user. For example, you may want to create one user for a single department, on which all other users will be based. This will allow you to use the Quick Add feature without needing to edit the profiles later. Before basing new users on an existing user, you can view the details for the existing user by clicking the  next to the drop-down list.
8. When you are ready to add more users, you may either click the Save button to save the information and return to the User Information screen, or click the Add More button to save the information and clear the screen so you can add more users.

Settings

You can use the Settings option to either add or remove certain fields from the **Quick Add** grid. Adding fields will allow you to enter additional information for the user from **Quick Add**, while removing fields will allow you to copy the information from an existing user (or use the system defaults).

To access the Settings screen, click the Settings button at the bottom of the **Quick Add** screen. You can add/remove any of the following fields:

- First Name
- Email
- Supervisor
- Start Date
- End Date
- Employee Id
- Hours Per Day
- Base On.

You cannot remove the Last Name, Login Name, or Password fields from the **Quick Add** screen because these are user specific, required fields.

Finding a User in the Database

If your organization has a large user database, you may want to use the Find option to locate a specific user's profile. To find a user, click on the **Admin** tab at the top of the screen and select **Users** from the menu at the left.

On the **User Information** screen, click the Find button. Then enter the criteria for the search.

Editing a Single User

To edit the profile for a single user:

1. Click on the **Admin** tab at the top of the screen. The **User Information** screen is displayed.
2. Click the next to the name of the user whose profile you wish to edit.
3. Amend the profile on the **Edit User** screen. Click the Save button when you're finished.

Mass Update

The Mass Update feature allows you to edit users' profiles en masse. This option is useful if you have to make the same change to many profiles. For example, if a supervisor is promoted, all users reporting to that supervisor will need to be reassigned to a different supervisor. You can reassign all the users at once using the Mass Update feature (rather than change the supervisor in each individual profile).

User specific fields cannot be edited using the Mass Update feature. User specific fields include the following:

- First Name
- Last Name
- Email
- Login Name
- Employee Id.

When you make changes to multiple users at once, it is important to note that any changes you make will override the current settings in the user's profile. Access rights will be reset according to the access rights you select on the **Edit Multiple Users** screen.

For example, John Smith has access to timesheet, expenses and reports. If you use the Mass Update feature to add Approvals access for John and a number of other users, you must also select timesheet, expenses, and reports to ensure that John's current access rights are not deleted. If you do not select these options, John's access rights will include only approvals.

To edit multiple user profiles:

1. Click on the **Admin** tab at the top of the screen.
2. On the **User Information** screen, select the check box next to each user whose profile you want to edit (or use the Select All option to edit all users).
3. Click the Mass Update button to access the **Edit Multiple Users** screen.
4. Update the profile information as necessary. Any changes will be noted in the Changes section at the bottom of the screen.
5. When you are finished, click the Save button to save your changes.

Deleting a User

You can delete users from Web TimeSheet at any time. Deleting a user removes the user's profile from the database. You can delete a single user or multiple users at one time.

To delete a single user:

1. Click on the **Admin** tab at the top of the screen.
2. On the **User Information** screen, click the next to the name of the user whose profile you wish to delete. Web TimeSheet will confirm that you want to delete a user before removing the user profile from the database. If you are sure you want to delete the user, select Yes when prompted. If you selected the in error, select No to cancel the deletion and return to the **User Information** screen.

Note ...

Changes made using the Mass Update option are noted at the bottom of the Edit Multiple Users screen.

If you need to restore the original settings on the Edit Multiple Users screen, click the Reset button.

Reset will override any changes you have made with the original settings.

Clicking the Cancel button on any screen will cancel the process without saving your changes.

You cannot delete a user who has timesheets or expenses in the system. In this situation, you should disable login for the user, which will prevent further access to the system.

To disable login, follow the instructions for editing a user and select the Disable Login check box in the user's profile.

Note ...

You cannot delete a user who has timesheets or expenses in the system. In this situation, you should disable login for the user, which will prevent further access to the system.

To disable login, follow the instructions for editing a user and select the Disable Login check box in the user's profile.

To delete multiple users:

1. Click on the **Admin** tab at the top of the screen.
2. On the **User Information** screen, select the check boxes next to the users you want to delete. If you want to delete all users, select the check box labeled **Select All** (at the bottom of the list).
3. Click the Delete button to delete the selected users. Web TimeSheet will confirm that you want to delete the users before removing them from the database. If you are sure you want to delete the users, select Yes when prompted. If you do not want to delete the users, select No to cancel the deletion and return to the **User Information** screen.

Vacation

When you initially set up vacation, you will enter the total number of days available as of a specific date. As users save vacation in their timesheets, Web TimeSheet calculates the number of days remaining. Days remaining are calculated by totaling the number of days used since the "As of" date and subtracting that total from the number of days available for the year.

So:

Days Remaining = Vacation Days - Days Used (as of date)

Note that the "As of" date determines how vacation is calculated. Changing the "As of" date resets the system and discounts any vacation taken prior to that date.

The following scenarios contain different examples of how you might set up or modify vacation to achieve the desired results.

1. As of January 1, 2001, John Smith was allowed 15 vacation days. During the past six months, John has recorded seven days in his timesheets. He currently has eight days remaining.

   Today John received a promotion and is eligible for an additional five days. You can update John's information by adding five days to his total vacation days. Now John is allowed 20 days and has 13 days remaining. The seven days he has used since January 1 are still included in the calculation. For this scenario, you would not change the "As of" date.

2. Your organization's fiscal year runs from June 1 to May 31. Today is June 1, 2001 and the payroll manager has asked you to reset the vacation time across the system. All users will receive the same number of days in 2001 that they received in 2000.

   To reset the system for the new year, change the "As of" date to June 1, 2001 for each user. When you reset the system, the vacation calculations will include ONLY those days taken after June 1, 2001.

3. Your organization's fiscal year runs from June 1 to May 31. Martha King was hired March 15, 2001 and received three vacation days for the remainder of the year. Today is June 1, and you are resetting the vacation across the system. Martha will be receiving 15 days vacation for the year from June 1, 2001 to May 31, 2002.

   You will reset the system as you did in Scenario 2 (above). To reset Martha's vacation, change her vacation days to 15 and change the "As of" date to June 1, 2001. When you reset Martha's vacation, her vacation calculations will include ONLY those days she uses after June 1, 2001. The three days she received for last year are discarded when you reset the system.

Setting Up Vacation

To access the User Vacation screen, click on the **Admin** tab at the top of the screen and select **User Vacation** from the side menu.

You can filter the displayed list of users by department, employee type, or status. This feature is useful if you have a large user database and want to assign vacation based on the group to which the user belongs. Status allows you to ignore disabled users, shortening the overall list. When you select a filter option, the list is automatically refreshed.

When you initially set up vacation, enter the total number of vacation days allowed for each user and the "as of" date.

When you set up vacation for all users on a single page, you must click the Save button before moving to the next page. If you do not save your changes, the information will be lost.

You can edit vacation using the process above. Always remember to save your changes before moving on.

Vacation Calculations/Tracking

When users enter vacation time and save their timesheets, Web TimeSheet calculates the number of days remaining based on the total vacation days allowed and the "As of" date entered on the **User Vacation** screen.

For example, John Smith is entitled to 15 days of vacation as of January 1, 2001. During the past six months, John has recorded seven days in his timesheets. The number of days remaining to John is eight days.

Any days John used before January 1, 2001 are not included in this calculation.

Projects and Tasks

A project is a framework (structure) used to organize workgroup tasks. Projects identify the body of work to be completed by a team within your organization. Projects can have multiple levels and complexities, depending on the needs of your organization.

Getting Started

Depending on your organization, setting up a new project can be a complex process. The following instructions explain how to set up a basic project. Once you have entered the basic project information, you can use the **Edit Project** screen to add more advanced project information.

To begin setting up a new project:

1. Click on the **Projects** tab at the top of the screen and click the Add button to create a new project.
2. Enter the name of the new project. A project name is required and should be unique to this project. You may also want to assign a code to the new project. This field is optional.
3. By default, a new project is not associated with any client; however, you may choose a client who will be charged for all billable time and expenses entered against the project. Only one client can be assigned to a project.
4. You may assign a default billing rate for this project. If you selected a client, the billing rate is copied from the default rate in the client record; however, you can override this rate with either a new rate or a rate of $0.00 (no rate). If you did not select a client, the billing rate defaults to $0.00.
5. Select *Create New* to create a brand new project (default). Click the OK button when you are finished.

Edit Project Screen

The **Edit Project** screen is automatically displayed after you enter the basic project information. You can use this screen to further define your project.

The **Edit Project** screen is divided into the following frames (a picture is provided on the following page):

- Project Information
- Billing Rates
- Tasks
- Project Team
- Allowed Expenses

Whether you create basic or complex projects, always click the Save button on the **Edit Project** screen. If you do not save the project, your project information will be lost.

Project Information

The Project Information section contains general information about the project including the project name, code, associated client, and project leader. By default, the project leader is the user who creates the project (currently signed on). You can easily assign a different project leader by selecting a different user from the drop-down list. The new project leader can be selected only from users with Project Leader permissions.

The Advanced button accesses additional, more advanced project settings where you can:

- Enter a text description to further define your project. This description may be displayed on some reports.

Note ...

Once you have set up at least one project, you can use the *Copy From* option to copy characteristics from one project to another.

The *Copy From* option copies all project characteristics *except* the information entered on the Add New Project screen (project name, code, client, and default billing rate).

Clicking the Cancel button on any screen will cancel the process without saving your changes.

- Estimate the total hours, total costs and/or total expenses that will be incurred for the project. These estimates can be used to calculate the percent of completion or to track estimated vs. actual values in reports.
- Specify start and end dates for timesheet entry. These dates limit when users can enter time against the project.
- Select a client approver. This user will receive and process timesheet and/or expense approvals based on the settings in the Approval Preferences.
- Determine whether time entry is allowed for the project. This option specifies whether the project team members can enter time against the project and applies only to the highest level of the project hierarchy (the parent). Time entry will be determined for each subsequent task separately.
- Change the project status. Closing the project will disable it from future use, preventing further time/expense entry against the project and all subsequent tasks. Closing a project is not permanent; you can reopen it at any time.
- Specify whether this project allows billable time, non-billable time, or both. This field determines how time is processed for the project and how the project is displayed in users' timesheets. If you allow both billable and non-billable time for this project, users will be required to choose the appropriate billing option when they enter information in their timesheets (see *Rates, Billing and Timesheets*).

When you are finished adding advanced information, click the OK button. Selecting the Cancel button at the bottom of the screen will cancel the process without saving your changes.

Always remember to save your project after making any changes on the **Edit Project** screen.

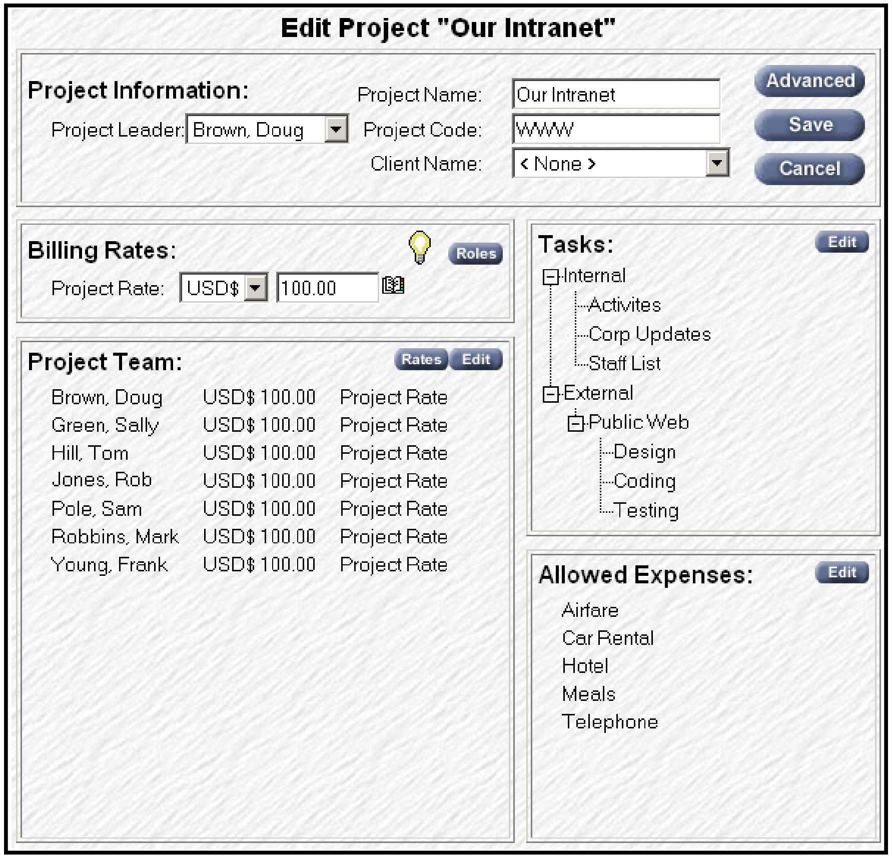
Editing and Deleting Existing Projects

To edit an existing project:

1. Click on the **Projects** tab at the top of the screen. On the **List Projects** screen, click the next to the project you want to edit (or click the underlined project name).
2. Amend the project information and click the Save button. Always remember to save the project. If you do not save the project, all your changes will be lost.

You can delete a project(s) if no time has been entered against it. If there is time entered against the project, you can close the project. Closing a project prevents further time entry against that project and all its associated tasks.

You can delete a single project or multiple projects at once. To delete a single project:



1. Click on the **Projects** tab at the top of the screen and click the next to the appropriate project on the **List Projects** screen.
2. Web TimeSheet will confirm that you want to delete a project before removing it from the database. If you are sure you want to delete the project, select Yes when prompted. If you do not want to delete the project, select No to cancel the deletion and return to the **List Projects** screen.

To delete multiple projects at once:

1. Click on the **Projects** tab at the top of the screen.
2. Select the check boxes next to the projects you wish to delete. If you want to delete all projects, select the check box labeled **Select All** (at the bottom of the list).
3. Click the Delete button at the bottom to delete the selected projects. Web TimeSheet will confirm that you want to delete the projects before removing them from the database. If you are sure you want to delete the projects, select Yes when prompted. If you do not want to delete the projects, select No to cancel the deletion and return to the **List Projects** screen.

Managing Tasks

Projects can contain many tasks and up to four hierarchal levels. All tasks in the project hierarchy inherit their billing rates, team members, and expenses from the parent project. All tasks have the same billing rates, project team, and allowable expenses as the parent project; however, you can specify at the task level whether the task can have billable time, non-billable time, or both. As with projects, if you allow both billable and non-billable time, users will be required to choose the appropriate billing option when they enter information in their timesheets.

All task information is accessed from the **Edit Project** screen. To access the **Add/Edit Task** screen, click the Edit button in the upper right corner of the Tasks section.

Adding and Editing Tasks

To add a task to a project:

1. On the **Add/Edit Task** screen, click the Add button to add a new task.
2. Enter the task name and any additional information necessary for this task.
3. Task status controls both this task and all subsequent tasks. If you close this task, any subsequent tasks will be closed as well. If you reopen the task, all subsequent tasks will be reopened.
4. Select a billing option. The billing option determines what kind of time can be entered against this task.

   For example, if this task is always billable, select "Billable" to prevent users from entering any non-billable time against the task. Selecting "Billable" will also ensure that all time entered for the task is billed at the appropriate project rates. The same is true for "Non-billable" - this option will prevent users from entering billable time and will ensure that time entered against the task is not included in the amount charged to the client.
5. Click Add More if you want to add multiple tasks after this one. Any tasks added using this feature will be at the same hierarchal level as the current task.
6. When you are finished defining this task, click the Save button.

Now that you have created the high-level task(s), you can define sub-tasks. Sub-tasks create additional hierarchal levels. To add a sub-task:

1. Click the next to the name of the parent task on the **Add/Edit Task** screen.
2. Repeat the steps for adding a task. Do not forget to click Save when you are finished.

Note ...

If you select "Both" as the billing option for a task, users will be responsible for selecting the correct billing option within the timesheet itself.

Note ...

If you select "Both" as the billing option for a task, users will be responsible for selecting the correct billing option within the timesheet itself.

You cannot delete tasks for which time is entered in users' timesheets. You can, however, close a task to prevent further time entry.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Do not forget to save a project whenever you make changes.

If there is a client associated with the project, the client's rate will automatically be used as the default project rate (this rate can be overridden at the project level).

To edit existing tasks:

1. Click the next to the task you want to edit.
2. Amend the task information and click the Save button.
3. Click the OK button on the **Add/Edit Task** screen to return to the parent project.

Remember to save the project. If you do not save the project, all your changes will be lost.

Deleting Tasks

You can delete tasks at all levels of the hierarchy. Deleting a parent task will remove both the parent and all sub-tasks from the database. To delete a task:

1. On the **Add/Edit Task** screen, click the next to the task you want to delete.
2. Web TimeSheet will confirm that you want to delete a task before removing it from the database. If you are sure you want to delete the task, select Yes when prompted. If you do not want to delete the task, select No to cancel the deletion and return to the **Add/Edit Task** screen.

Rates and Billing

When you set up a project, you define the rates to be used for the project, assign a project team and associate rates with each team member, and specify whether the project can have billable time, non-billable time, or both.

How you set up your project directly affects what users will see on their timesheets. A task may allow both billable and non-billable work, or a user may have multiple rates. If a user has multiple rates, that user will be required to select the appropriate rate when entering time against the project. If a task allows both billable and non-billable work, the user will be required to select the appropriate billing option when entering time. There may be some instances where these two situations are combined (see *The Relationship Between Rates, Billing, and Timesheets* at the end of this chapter).

Once a project is set up with the proper rates, project team members can enter time against the project. The billing amount for the project is calculated based on the project rates and the time entered. The billing amount is also affected by the billing setup for each task associated with the project.

The following types of rates can be applied to a project:

- The **project** rate is a default billing rate for the entire project. The project rate automatically applies to all time entered against the project and its associated tasks. This means that when you assign a project team, each team member will, by default, use the project rate.
- A **user** rate is a specific rate defined for a particular member of the project team. The user rate applies only to the selected user and is specific to the project and its associated tasks.
- A **department** rate is a specific rate defined for a department that has been assigned to the project team. A department rate is applied to all users within that department, unless a member of the department is also assigned to the team as an individual user. In this case, the rate specified for the user will override the rate for the department.
- **Roles** are used to identify types of work that are charged at specific rates. A role can describe a specific action/function or a level of expertise within the project team. Roles are initially created outside of the project, then assigned to the project and appropriate team members.
- **Multiple Rates** are used to differentiate between a user's responsibilities. Keep in mind that when you assign multiple rates to a user, that user will be required to choose the correct rate when entering time against the project.

All rates are owned by the project. Changes made outside of the project environment do not affect the rates already assigned to the project. To apply updates/changes to the rates for a specific project, you must modify rates from within the project itself.

Roles

You must define roles before the project is created. Roles are defined at a global level outside of the project itself. Once you have created the roles, you can assign them to a project and then, individually to project team members. Whomever creates the project determines which roles are valid for the project. Only roles assigned to the project can be applied to work done on the project.

The following scenarios provide some examples of how you might implement roles.

1. You are the project leader for a web design project. You and the client have agreed that all time for the project will be charged at a rate based on the action/function fulfilled by team members. This project will require fulfillment of the following functions at the specified rates:
   - Project Management - $125.00/ hour
   - Web Site Design - $70.00/hour
   - Graphic Design - $50.00 /hour
2. You are a project leader at a large manufacturing company that completes many interdepartmental projects. Because each project team usually consists of an entire department, charges are incurred based on each team member's level of expertise. To simplify interdepartmental billing, your company has categorized employees as follows:
   - Junior Level - $75.00/hour
   - Intermediate Level - $100/hour
   - Senior Level - $150/hour

Adding and Editing Roles

You will have to add roles before you can assign them to a project. To add a role:

1. Click on the **Projects** tab at the top of the screen and select **Roles** from the side menu.
2. Click the Add button on the **Roles** screen and enter the name and the default billing rate for the new role. When the role is assigned to a project, the default billing rate will be copied to the project (the rate can be edited from within the project).
3. When you are finished, click Save at the bottom of the screen.

You can edit a role at any time. Because rates are owned by the project and cannot be changed from outside the project, changing a role or role rate at the global level (outside the project environment), will affect only those projects created after the change is made.

To edit a role:

1. Click on the **Projects** tab at the top of the screen and select **Roles** from the side menu.
2. Click the next to the role you want to edit. Amend the role information and click Save when you are finished.

Clicking the Cancel button at the bottom of the screen will cancel the process without saving your changes.

Deleting Roles

If your organization no longer uses a specific role, you can delete the role as long as no time has been entered against it.

To delete a role:

1. Click on the **Projects** tab at the top of the screen and select **Roles** from the menu at the left.
2. Select the next to the appropriate role on the **Roles** screen. Web TimeSheet will confirm that you want to delete a role before removing it from the database. If you are sure you want to delete the role, select Yes when prompted. If you do not want to delete the role, select No to cancel the deletion and return to the **Roles** screen.

Assigning Roles to a Project

Roles must be added to a project before time can be billed at the role rate(s). Roles are added to a project from the **Edit Project** screen:

1. Click the Edit button in the upper right corner of the **Billing** section.
2. From the list of roles, select the roles you want to add to the project. Hold down the *Ctrl* key to select multiple roles.
3. Click the >> button to add the selected roles to the project.
4. When you are finished, click the Save button to return to the **Edit Project** screen.

Note ...

You can delete a role only if there is no time entered against that role in users' timesheets. If time is entered against the role, you can disable it using the edit function.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Do not forget to save a project whenever you make changes.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Do not forget to save a project whenever you make changes.

Editing Project and Role Rates

You can edit the project and role rates directly from the **Billing** section of the **Edit Project** screen. Just enter the new rate in the field provided. When you tab away from the field (or click the mouse in another area), Web TimeSheet will ask how you want to save the rate:

- Replace Existing Rate
  Replaces the current rate and does not maintain a rate history. Use this option to correct entry errors.
- Create New Rate with Effective Date...
  Applies a new rate on the effective date you specify and maintains a historical record of the change. Use this option to adjust rates throughout the life of the project (e.g., a long-term project charged to the client at different rates depending on the phase/milestone).

Make a selection and click the OK button to save the change. Selecting the Cancel button will cancel the process without saving your changes.

Rate History

You can view and/or edit the rate history for all rates associated with a project. To access the rate history for the project rate or roles, click the next to the appropriate rate. You can edit this history by changing the rate and/or the effective date. Click the OK button to save your changes and return to the **Edit Project** screen.

The Project Team

A project team is a group of users who can work on a project or its associated tasks. Each member of the project team is assigned a rate that will be used to calculate the cost incurred for the time that user spends working on the project.

Project teams are assigned from the **Edit Project** screen.

To assign a project team:

1. Click the Edit button in the upper right corner of the **Project Team** section.
2. From the list of available project team members, select the users and/or departments who will be working on the project. Hold down the *Ctrl* key to select multiple team members.
3. Click the >> button to add the selected users/departments to the project. When you are finished, click the Save button to return to the **Edit Project** screen.

Assigning Rates to a Project Team

By default, all members of the project team use the project rate. You can change this rate on a user-by-user basis from the **Project Team** section:

1. After assigning a project team, click the Rates button in the upper right corner of the **Project Team** section.
2. Each member, by default, is assigned the project rate. You can change this rate by selecting a new rate from the drop-down list next to the user's name. The drop-down list contains the project rate, any roles you have assigned to the project, and a user rate (or department rate if a department is assigned to the project).

   Only the user/department rate can be edited from this screen. If you select User Rate, enter the appropriate rate in the provided field. Web TimeSheet will ask you how you want to save the rate. Make a selection and click OK.
3. Repeat this process for each member of the project team. When you are finished, click the OK button on the **Edit Rates** screen to return to the **Edit Project** screen.

Multiple Rates

If necessary, you can assign multiple rates to a single member of the project team. This option is useful if the user has more than one responsibility. For example, a user may do project management and HTML coding. You may want to charge a different rate based on what kind of work is being done.

If you assign multiple rates to a user, that user will be required to choose the appropriate billing option when entering time against the project.

To apply multiple rates:

1. Click the Rates button in the upper right corner of the **Project Team** section.
2. Click the Multiple Rates button next to the user for whom you are assigning multiple rates.
3. On the **Multiple Rates** screen, select all rates that should be available for this user. Click the Save button to return to the **Edit Rates** screen.

   When you apply multiple rates, the **Edit Rates** screen displays a single line for each rate associated with the user.
4. Click OK to return to the **Edit Project** screen.

Rate History

You can view and/or edit the rate history for all rates associated with a project. To view the rate history for a specific project team member, click the Rates button in the upper right corner of the **Project Team** section. Then click on the next to the appropriate user. You cannot edit the rate history directly. To edit a historical record, you can change the rate on the **Edit Rates** screen and apply the effective date of the historical record you want to change. This will replace the existing historical rate with the new rate.

The Relationship Between Rates, Billing, and Timesheets

It is very important that you understand the relationship between project rates, project billing options, and users' timesheets. Because the billing amount for a project is calculated based on the project rates and the time entered against the project by each member of the project team, you want to make sure that you set up the project effectively.

Remember that when you set up a project, you define the rates to be used for the project. You also assign a project team, associate rates with each team member, and specify whether the project can have billable time, non-billable time, or both. Each piece directly affects the others.

Refer to the on-line Help system for detailed relationship scenarios. This information can be accessed from the main Help page by selecting **Important Concepts**, clicking on the **Rates and Billing** topic, and following the link for *Rates, Billing, and Timesheets*.

Chapter 5 - Advanced Setup Options

Introduction

This chapter explains additional setup options that are not required to run Web TimeSheet. These options will provide a higher level of complexity for your implementation, including a more comprehensive reporting system.

The advanced setup options include:

- E-mail notifications
- Currencies
- Departments
- Employee Types
- Expense Codes
- Payment Methods
- Tax Codes
- Time Off Codes.

E-mail Notifications

Web TimeSheet provides many predefined e-mail notifications that remind users to complete their responsibilities. E-mail notifications can be sent automatically at the end of each period.

Each e-mail notification can be customized to fit your organization's needs. You can edit e-mail information or disable certain e-mails. E-mail notifications can be disabled for specific users (from the user profile) or system wide.

Edit an E-mail Notification

You can edit the information included in an e-mail notification or you can disable the notification. E-mail notifications may contain tags that batch information into a list (miniature report) within the e-mail notification. These tags are listed at the bottom of each e-mail notification template with a definition and can be added or removed from a notification, depending on the needs of your organization.

To edit a specific e-mail notification:

1. Click on the **Admin** tab at the top of the screen and select **E-mail Notifications** from the side menu.
2. Click the next to the notification you wish to change.
3. You can edit the following fields:
   - *Enabled* – enables the notification system wide; however, you can disable a notification at the user level from within the user profile.
   - *From* – identifies the party sending the message (for example, you may wish to use your company name or domain name).
   - *Subject* – specifies what text will appear in the subject field when a user receives the notification.
   - *Body* – determines what information is provided in the notification. To use any of the available tags, enter the tag code in the e-mail text where you want a list to appear. To remove a tag, highlight and delete it.
   - *Send message* – specifies when the notification will be sent.
4. When you are finished editing a notification, click the Save button at the bottom of the screen.

E-mail Server Options

Your e-mail server options determine how your system sends and receives e-mail. You can edit your e-mail server options at any time.

To edit e-mail server options:

1. Click on the **Admin** tab at the top of the screen and select **PREFERENCES** from the side menu.
2. Click on **System Preferences** and edit the necessary email server options. Make sure information is entered for both the server name and port number.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

You can customize any or all e-mail notifications provided with Web TimeSheet.

Batch notifications are e-mail notifications that notify the appropriate supervisors, project leaders, and/or clients when timesheets are overdue or waiting for approval, and when approvals are due or overdue. Each batch e-mail contains a list of associated users.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Expense notifications are available only if your Web TimeSheet license includes the Expense module.

Notification	When it is Sent
Timesheet is due	Sent to timesheet users on the timesheet due date set up by the system administrator.
Timesheet is overdue	Sent a specified number of days after the timesheet due, to users who have not submitted their timesheets as of the due date. Notification is sent nightly until timesheet is submitted.
Timesheet is waiting for approval	Sent to approvers whenever timesheets are submitted for approval.
Timesheets are overdue (Batch)*	Sent to supervisors a specified number of days after the timesheet due date. Contains a list of users who have overdue timesheets.
Timesheets are waiting for approval (Batch)*	Sent to timesheet approvers a specified number of days before the approval due date. Contains a list of users whose timesheets require approval (by that approver).
Timesheet approvals are due (Batch)*	Sent to timesheet approvers on the timesheet approval due date set up by the system administrator. Contains a list of users whose timesheets require approval (by that approver).
Timesheet approvals are overdue (Batch)*	Sent to timesheet approvers a specified number of days after the approval due date. Contains a list of users whose timesheets were not approved on time (by that approver).
Timesheet is approved	Sent to timesheet users whenever their submitted timesheets are approved.
Timesheet is rejected	Sent to timesheet users whenever their submitted timesheets are rejected.
Expense is waiting for approval	Sent to expense approvers whenever an expense is submitted for approval (by that approver).
Expense approvals are due	Sent to expense approvers on the expense approval due date set up by the system administrator.
Expense approvals are overdue	Sent to expense approvers a specified number of days after the expense approval due date.
Expense is approved	Sent to expense users whenever their submitted expenses are approved.
Expense is rejected	Sent to expense users whenever their submitted expenses are rejected.
Welcome message	Sent to new users of Web TimeSheet (once). Contains information about accessing the system.
Timesheet modified	Sent to timesheet users when their timesheets are modified by the approver(s).
Expense modified	Sent to expense users when their expense sheets are modified by the approver(s).

3. You also can specify how often the system retries to send e-mails after send failures, and your organization's URL to Web TimeSheet.
4. When you are finished, click the Save button at the bottom of the screen.

Broadcast Messages

You may broadcast e-mail messages to any or all users in your system. Broadcasting messages is an effective way to notify users of system upgrades, timesheet changes, project status, or news about your organization.

To broadcast an e-mail message:

1. Click on the **Admin** tab at the top of the screen and select **Broadcast** from the side menu.
2. Select the appropriate client or department to which the e-mail will be sent. You can select a single client or department, or all clients and departments. Make sure you specify whether the message is sent to subsidiary departments, as well.
3. Identify the party sending the message (for example, you may wish to use your company name or domain name). You can enter an e-mail address in the From field.
4. Enter the subject and body of the broadcast message. When you are finished, click the Send button at the bottom of the screen. Your message will be sent immediately.

Currencies

You can set up all the currencies you need to track client billing, project costs, and expenses anywhere in the world. Web TimeSheet will convert all amounts into the base currency you specify.

Adding and Editing Currencies

Adding currencies will allow you to track the billing, project costs, and expenses for offices worldwide. To add a currency:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Currencies** and click the Add button on the **Currencies** screen.
3. Enter the name and symbol of the new currency. The symbol can be an actual symbol ($) or an abbreviation (DEM).
4. Enter the rate of exchange between the new currency and your base currency. When you are finished, click the Save button at the bottom of the screen.

You may wish to change the information for a specific currency or, more specifically, the rate of exchange between the currency and your designated base currency. To edit the currency information, click the next to the appropriate currency or click on the underlined currency name. Modify the currency information and click the Save button when you're finished.

To edit exchange rate information, refer to *Finding, Editing and Deleting Exchange Rates* below.

Finding, Editing, and Deleting Exchange Rates

To amend the exchange rate history, click the next to the current exchange rate on the **Edit Currency** screen. Then follow the instructions for each action below.

If a currency has a large exchange rate history, you can use the Find option to locate a specific exchange rate. Just click the Find button on the **Exchange Rates** screen and enter the criteria for the search.

To add an exchange rate to the rate history, click the Add button on the **Exchange Rates** screen. Enter the rate and its effective date and click the Add button.

To edit an existing rate, click the next to the rate and enter the new rate value. Click the Save button when you're finished.

To delete an exchange rate, click the next to the exchange rate on the **Exchange Rate History** screen. To delete multiple rates at once, select the check boxes next to the rates you want to delete (or select the check box labeled **Select All** to delete all rates) and click the Delete button. Web TimeSheet will confirm that you want to delete the rate(s) before removing them from the database. If you are sure you want to delete the rate(s), select Yes when prompted.

When you are finished using the **Exchange Rate History** screen, click the Done button to return to the **Edit Currency** screen. Make sure you save your changes.

Changing the Base Currency

The base currency is the main currency used by your organization for financial transactions. This is the currency in which all costs are calculated, and the currency to which foreign currency amounts are converted. To change your base currency:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Currencies**. Your base currency is named at the bottom of the **Currencies** screen, under the list of currencies. To edit your base currency, click the at the bottom of the screen.
3. Select a new base currency from the drop-down box. When you are finished, click the Save button.

Deleting Currencies

If you are no longer using certain currencies, you can delete these currencies from the database. Deleting a currency will prevent cost calculations in that currency.

You can delete a single currency or multiple currencies at once. To delete a single currency:

Note ...

You cannot delete the first exchange rate listed on the Exchange Rates screen. You can, however, edit the rate if necessary.

Changing the base currency is not recommended. You may encounter precision problems with exchange rates due to a base currency conversion.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

1. Click the next to the appropriate currency on the **Currencies** screen.
2. Web TimeSheet will confirm that you want to delete a currency before removing it from the database. If you are sure you want to delete the currency, select Yes when prompted. If you do not want to delete the currency, select No to cancel the deletion and return to the **Currencies** screen.

To delete multiple currencies at once:

1. Select the check boxes next to the currencies you wish to delete. If you want to delete all currencies, select the check box labeled **Select All** (at the bottom of the list).
2. Click the Delete button to delete the selected currencies. Web TimeSheet will confirm that you want to delete the currencies before removing them from the database. If you are sure you want to delete the currencies, select Yes when prompted. If you selected the Delete button in error, you can select No to cancel the deletion and return to the **Currencies** screen.

Departments

A department is a division of employees that may define the hierarchical structure, geographic regions, or functional groups within your organization. Departments can be assigned to projects, and can be used to track information for reporting purposes. Departments may contain any number of users, but a user may be assigned to only one department.

If you plan to implement departments, you should define your departments before setting up your users, allowing you to add a user and assign the user a department in one easy step.

Using the Find Feature

If your organization has a large department database, you may want to use the Find feature to locate a specific department. To find a department, click on the **Admin** tab at the top of the screen and select **Departments** from the side menu.

On the **Departments** screen, click the Find button. You can use the Find option to locate a department or a subdepartment. To locate a subdepartment, you must remember to select the *Include Children Items* check box when entering your search criteria. Selecting this check box will search the departments and all subdepartments (children) for the criteria you specified.

Adding and Editing Departments

Adding departments will allow you to assign the proper users to projects and to track time and expense data for reporting purposes. Each department can have subdepartments that identify more specific groups within a department.

To add a parent department:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Departments**. Click the Add button on the **Departments** screen and enter the name of the new department. Additional fields such as code and comments are optional.
3. Select the Add More check box if you wish to add more parent departments after this one. When you are finished, click the Add button at the bottom of the screen.

Now that you have created the parent department, you can define subdepartments (children) to identify more specific areas of work within that group. To add a subdepartment:

1. Click the next to the name of the parent department on the **Departments** screen.
2. Repeat the steps for adding a parent department. Click the Add button when you are finished.

You can add as many subdepartments as needed, with as many branches as necessary to best identify your departmental structure.

Departments can be modified at any time. To edit a department, click on the next to the appropriate department or click on the underlined department name. Modify the information and click the Save button when you are finished.

To edit subdepartments, expand the appropriate department so the associated subdepartments are displayed and follow the procedure above. To expand a department, click the **+** next to the department name. Click the **-** to collapse the list.

Deleting Departments

You can delete departments and subdepartments. Deleting a parent department will remove both the parent and all subdepartments from the database.

To delete a department:

1. Click the ✗ next to the appropriate department.
2. Web TimeSheet will confirm that you want to delete a department before removing it from the database. If you are sure you want to delete the department, select Yes when prompted. If you do not want to delete the department, select No to cancel the deletion and return to the **Departments** screen.

Employee Types

An employee type is a group that identifies employees for payroll and time tracking purposes (full-time, part-time, contract, etc.). A user can be assigned to only one employee type at a time.

Web TimeSheet provides predefined employee types. You can create additional employee types specific to your organization. Employee types must be defined before setting up users or defining employee type timesheet periods.

Using the Find Feature

If your organization has a large database, you may want to use the Find feature to locate a specific employee type. To find an employee type, click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.

Select **Employee Types** and click the Find button on the **Employee Types** screen. Then enter the name or description of the employee type you want to find.

Adding and Editing Employee Types

Adding employee types will allow you to group employees for reporting purposes.

To add an employee type:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Employee Types** and click the Add button on the **Employee Types** screen.
3. Enter the name of the new employee type and a description, if needed. When you are finished, click the Add button at the bottom of the screen.

To edit an employee type, click the next to the appropriate employee type or click on the underlined name on the **Employee Types** screen. Modify the information and click the Save button when you are finished.

Deleting Employee Types

If you are no longer using a specific employee type, or if you create an employee type in error, you can delete it from the database. Make sure that when you delete an employee type, no users are associated with that employee type.

You can delete a single employee type or multiple employee types at once. To delete a single employee type:

1. Click the ✗ next to the appropriate employee type on the **Employee Types** screen.
2. Web TimeSheet will confirm that you want to delete an employee type before removing it from the database. If you are sure you want to delete the employee type, select Yes when prompted. If you do not want to delete the employee type, select No to cancel the deletion and return to the **Employee Types** screen.

Note ...

You cannot delete departments that are associated with users (user profile). You must first edit the user profile(s), then delete the department.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

When entering the gross to net formula, whether you enter a rate or a flat amount, make sure you DO NOT enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can create and use expense codes only if your Web TimeSheet license includes the Expense module.

To delete multiple employee types:

1. Select the check boxes next to the employee types you wish to delete. If you want to delete all employee types, select the check box labeled **Select All** (at the bottom of the list).
2. Click the Delete button to delete the selected employee types. Web TimeSheet will confirm that you want to delete the employee types before removing them from the database. If you are sure you want to delete the employee types, select Yes when prompted. If you selected the Delete button in error, you can select No to cancel the deletion and return to the **Employee Types** screen.

Expense Codes

Expense codes define the different costs incurred for business activities and purchases. Web TimeSheet offers predefined expense codes that may be modified. You can also create additional expense codes for your organization.

Adding and Editing Expense Codes

Adding expense codes will allow you to identify the types of expenses that may be entered against specific projects, tasks, or payroll items. Expense codes will also allow you to track the kinds of expenses being recorded by Web TimeSheet users.

To add an expense code:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Click on **Expense Codes**. On the **Expense Codes** screen, click the Add button to create a new expense code.
3. Enter the name of the new expense code and specify whether it is based on an expense rate (e.g., mileage) or a flat amount (e.g., hotel). If the expense code is based on an expense rate, you must enter the appropriate rate and the unit to which that rate applies. For example, if you are entering an expense code for mileage, the rate might be $.80 per mile (or kilometer).
4. You will need to enter the gross to net formula (see *Understanding the Gross to Net Formula*), which instructs Web TimeSheet how to calculate backwards from the total expense amount to the net amount (pre-tax).
5. If taxes have been enabled system wide, you can associate them with the expense code by selecting the Enabled check box next to the appropriate tax. Each expense code can have up to five associated taxes. Notice that next to each tax code is the default tax formula set up for the code. You can edit this formula at the expense code level. If you do edit the formula, any changes you make will apply only to this expense code. The original tax formula will remain unchanged.
6. When you are finished, click the Add button at the bottom of the screen.

You may wish to change the information for a specific expense code (e.g., the expense rate changes). To edit an expense code, click on the next to the appropriate code or click on the underlined name. Modify the information and click the Save button when you are finished.

Understanding the Gross to Net Formula

The "gross to net" formula instructs Web TimeSheet how to calculate backwards from the gross (total expense amount) to the net (pre-tax amount) for an individual expense. Providing this formula will ensure expense amounts are correct, whether the user enters the net or the gross amount for a specific expense.

When entering the gross to net formula, you may enter a simple formula (useful for expenses with only one tax) or a complex, multi-level formula using parentheses to indicate precedence (useful for expenses with more than one tax). The formula may contain the following operators:

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence
$Gross	Tag for the gross amount, which will be used to calculate the net amount.

Example 1

For a 7% state sales tax, the gross to net formula would be entered as ***$Gross/1.07***.

Example 2

For a 6% sales tax and a flat tax of $10.00, where the 6% sales tax is applied to the net amount before the flat tax is added, the gross to net formula would be entered as ***($Gross-10)/1.06***.

Parentheses are used to indicate that the 10 dollars should be subtracted from the gross amount before the 6% sales tax is deducted.

Deleting Expense Codes

You can delete a single expense code or multiple expense codes at a time, provided the code is not attached to a project or existing expense sheets. To delete a single expense code:

1. Click the next to the appropriate expense code on the **Expense Codes** screen.
2. Web TimeSheet will confirm that you want to delete an expense code before removing it from the database. If you are sure you want to delete the expense code, select Yes when prompted. If you do not want to delete the expense code, select No to cancel the deletion and return to the **Expense Codes** screen.

To delete multiple expense codes:

1. Select the check boxes next to the expense codes you wish to delete. If you want to delete all expense codes, select the check box labeled **Select All** (at the bottom of the list).
2. Click the Delete button to delete the selected expense codes. Web TimeSheet will confirm that you want to delete the expense codes before removing them from the database. If you are sure you want to delete the expense codes, select Yes when prompted. If you selected the Delete button in error, you can select No to cancel the deletion and return to the **Expense Codes** screen.

Payment Methods

Payment methods are used to specify how expenses were paid. Web TimeSheet provides a set of predefined payment methods that may be edited to meet the needs of your organization. You can also create new payment methods in addition to those provided.

Adding and Editing Payment Methods

Adding payment methods will allow users to specify how individual expenses were paid (within the expense sheet).

To add a payment method:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Payment Methods** and click the Add button on the **Payment Methods** screen.
3. Enter the name of the new payment method and description (optional).
4. To enable the payment method for use in expense sheets, select the Enabled check box.
5. Select the Add More check box if you wish to add more payment methods after this one.
6. When you are finished, click the Add button at the bottom of the screen.

You can modify the details for a payment method at any time. To edit a payment method, click on the next to the appropriate payment method or click on the linked name. Modify the information and click the Save button when you are finished.

Deleting Payment Methods

You can delete payment methods if they are not used by your organization. Deleting a payment method will remove it from the database.

To delete a payment method:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.

Note ...

When entering the gross to net formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

You cannot delete expense codes for which expenses have been entered (or expense codes attached to projects). You can, however, disable the expense code to prevent further use.

You cannot delete a payment method if any expenses have been entered against it. In this case, you should disable the payment method to prevent future use.

You can create and use payment methods only if your Web TimeSheet license includes the Expense module.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

When entering the tax formula, do not enter a currency symbol. The tax will be calculated in the currency for the expense itself, and is not necessary in the formula.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can create and use tax codes only if your Web TimeSheet license includes the Expense module.

2. Select **Payment Methods** and click the next to the appropriate payment method on the **Payment Methods** screen. Web TimeSheet will confirm that you want to delete a payment method before removing it from the database. If you are sure you want to delete the payment method, select Yes when prompted. If you do not want to delete the payment method, select No to cancel the deletion and return to the **Payment Methods** screen.

Tax Codes

Tax codes define the different taxes applied to expenses incurred for business activities and purchases. Web TimeSheet offers predefined tax codes that may be modified if necessary. You also can create additional tax codes for your organization.

Adding and Editing Tax Codes

Adding tax codes will allow you to identify what taxes are applied to the various types of expenses incurred by employees of your organization. When you add a tax code, you will be required to enter the tax formula (see *Understanding the Tax Formula*), which is a formula that tells Web TimeSheet how to calculate the tax based on the **net amount** of the expense. This formula can be overridden when the tax is associated with a specific expense code.

To add a tax code:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Tax Codes** and click the Add button to create a new tax code.
3. Enter the name of the new tax code and the formula that will be used to calculate the tax amount. If you want to associate the tax with expense codes, make sure the tax code is enabled.
4. When you are finished, click the Add button at the bottom of the screen.

You can modify the details for a tax code at any time. To edit a tax code, click on the next to the appropriate tax code or click on the linked name. Modify the information and click the Save button when you are finished.

Understanding the Tax Formula

Each tax code has a “tax formula” that tells Web TimeSheet how to calculate the tax based on the **net amount** of the expense. This formula can be edited at the system level or when the tax is applied to an expense code. The formula at the expense code level will apply only to that expense code.

You may create a rated tax (calculates the tax as a percentage of the net amount) or a flat tax (adds a flat amount to the net amount). When creating your tax formula, use the following operators:

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence
$Net	Tag for the net amount, which will be used to calculate the tax.

<u>Example 1</u>
The formula for a 7% state sales tax would be entered as ***$Net * 0.07***.

<u>Example 2</u>
The formula for a flat tax (such as airport tax) would be entered as ***10.00***.

Deleting Tax Codes

You can delete a single tax code or multiple tax codes at a time.

To delete a single tax code:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Select **Tax Codes** and click the next to the appropriate tax code on the **Tax Codes** screen.
3. Web TimeSheet will confirm that you want to delete a tax code before removing it from the database. If you are sure you want to delete the tax code, select Yes when prompted. If you do not want to delete the tax code, select No to cancel the deletion and return to the **Tax Codes** screen.

To delete multiple tax codes:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Click on **Tax Codes** and select the check boxes next to the tax codes you wish to delete. If you want to delete all tax codes, select the check box labeled **Select All** (at the bottom of the list).
3. Click the Delete button to delete the selected tax codes. Web TimeSheet will confirm that you want to delete the tax codes before removing them from the database. If you are sure you want to delete the tax codes, select Yes when prompted. If you do not want to delete the tax codes, select No to cancel the deletion and return to the **Tax Codes** screen.

Time Off Codes

Time Off codes define the different types of absences used in your organization. Web TimeSheet offers predefined time off codes that may be modified. You also can create additional time off codes for your organization.

Adding and Editing Time Off Codes

Adding time off codes will allow you to track users' absences such as sick days, jury duty, or parental leave.

To add a time off code:

1. Click on the **Admin** tab at the top of the screen and select **SETUP** from the side menu to view a list of advanced setup options.
2. Click on **Time Off Codes**. On the **Time Off Codes** screen, click the Add button and enter the name of the new time off code. Other information is optional.
3. When you are finished, click the Add button at the bottom of the screen.

To change a time off code, click the next to the appropriate code or click on the underlined nameon the **Time Off Codes** screen. Modify the information and click the Save button at the bottom of the screen.

Deleting Time Off Codes

You can delete a single time off code or multiple time off codes at once. To delete a single time off code:

1. Click the next to the appropriate time off code on the **Time Off Codes** screen.
2. Web TimeSheet will confirm that you want to delete a time off code before removing it from the database. If you are sure you want to delete the time off code, select Yes when prompted. If you do not want to delete the time off code, select No to cancel the deletion and return to the **Time Off Codes** screen.

To delete multiple time off codes:

1. Select the check boxes next to the time off codes you wish to delete. If you want to delete all time off codes, select the check box labeled **Select All** (at the bottom of the list).
2. Click the Delete button delete the selected time off codes. Web TimeSheet will confirm that you want to delete the time off codes before removing them from the database. If you are sure you want to delete the time off codes, select Yes when prompted. If you selected the Delete button in error, you can select No to cancel the deletion and return to the **Time Off Codes** screen.

Note ...

You cannot delete the Vacation time off code. This code is system-defined and is required to track the vacation entered by users system-wide.

You cannot delete time off codes for which time has been entered in users' timesheets You can, however, disable the time off code to prevent further use.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Chapter 6 - Daily Operation

Introduction

After you have completed the setup process, users can begin entering billable and non-billable time and expenses against tasks and time off. You will be able to track project costs and client billing, timesheet submission status, time off usage, and available vacation.

This chapter explains the actions involved in daily usage of Web TimeSheet, including:

- Entering, saving, and submitting timesheets
- Entering, saving, and submitting expense sheets
- Approving timesheets and expenses
- Using journals

Entering, Saving, and Submitting Timesheets

Timesheets are used to enter time against specific projects/ tasks and time off. Users complete and submit their timesheets to supervisors, project leaders, and/or clients for approval. The timesheets are then reviewed and either approved or rejected. Depending on the system configuration, supervisors, project leaders, and clients can either correct or reject timesheet items. Timesheets with rejected items are returned to the users for correction. When all items are approved, the time information is saved to the database.

Once a timesheet is submitted, the data can be analyzed by project leaders and supervisors to determine project status and costs, and to make more efficient resource planning decisions.

Timesheets display information based on the system configuration and the parameters entered in the user profiles. Each users timesheet is unique, and the requirements for each timesheet entry may vary.

Web TimeSheet provides both a Standard timesheet and an In-Out timesheet format. Which format a user employs is determined by the permissions for that user. For further information about permissions, refer to *Chapter 10 - Administrative Functions*.

Navigation maps for both the Standard and In-Out timesheets are available in the Web TimeSheet online Help.

To access your user-specific timesheet, click on the **Timesheet** tab at the top of the screen.

Standard Timesheet

The Standard timesheet provides a grid format where the user can enter the total number of hours spent on specific tasks throughout the day. The Standard timesheet displays either a weekly timesheet (where you can expand to see the entire timesheet period) or the complete timesheet period.

Task Selection

Task selection works the same whether you are using the Standard timesheet or the In-Out timesheet. To add tasks using the task selector:

1. Click the Add/Remove Tasks button to select the tasks you want to include in your timesheet.
2. On the **Add/Remove Tasks** screen, select the check boxes next to all tasks you want to add to your timesheet and click the >> button. Each task (and its position in the hierarchy) will be added to the Timesheet Tasks list box.

   Depending on the type of work you do, you may require multiple rows for the same task. You can add a task as many times as necessary by selecting the check box and clicking the>> button. The task will be added to your timesheet as many times as you select it.
3. When you are finished, click the Save button. All tasks you selected will be inserted in your timesheet. Tasks selected multiple times will be added to the timesheet in multiple rows. For example, if you selected a task three times, the task will be listed three times in your timesheet.

If you have a task with multiple rows in your timesheet, the Standard timesheet format will require that you select different billing options for each row. Billing options determine how your time is processed by the system. For example, you may do both billable and non-billable work for a single task. It is your responsibility to select the appropriate billing option in your timesheet. Refer to *Chapter 4 - Getting Started* for further information about billing.

Duplicating Rows

If you need to create additional rows for a task, you can duplicate the task without using the **Add/Remove Tasks** screen. Just click the next to the task you want to duplicate. A new row will be created with the same task name.

For the Standard timesheet, you MUST select a different billing option for each duplicate row.

Time Off

To record time off, select a time off code from the drop-down list. Click the Add Time Off button to add more time off rows.

Note that the number of vacation days remaining is calculated based on the last saved timesheet and is displayed next to Vacation in the drop-down list. Each time you enter more vacation, you must save your timesheet to update the days remaining.

Time Entry

To enter time against a task in the Standard timesheet, click in the field for the appropriate task and date. Enter the number of hours you worked on the task. You can enter up to two decimal places.

For example, 1.25 hours = one hour, 15 minutes. Remember to select the correct billing option.

To enter time against a time off code, click in the field for the appropriate date. Enter the number of hours you used for time off.

When you are finished, click the Save button to save your timesheet data.

Comments

Comments are text notes you attach to specific time entries in your timesheet when you want to make note of project status, due dates, or special circumstances related to a specific time entry.

In the Standard timesheet, comments are attached to an individual timesheet cell, not an entire row.

To add comments, click in a timesheet cell and enter the information in the **Comments** field at the bottom of your timesheet. The comments will be applied to the timesheet cell that corresponds with the task and date you select (the field highlighted with a red line). Don't forget to save the timesheet when you are finished.

Once you have saved the comments, the individual timesheet cell will be highlighted with a blue line. To read the comments, click in the highlighted cell. To read all comments for the timesheet, click the List Comments button. Click the Edit Comments button to return to the Edit view.

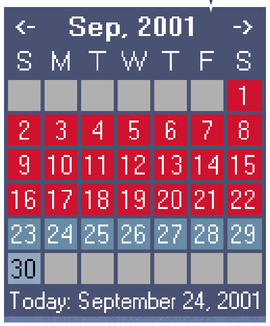
Copying Previous Timesheets

You can use the Copy From option to copy time information from the previous timesheet. The Copy From option works differently depending on the timesheet period (see the chart below).

Timesheet Period	How it Works
Weekly	If selected from within the current timesheet, Copy From will duplicate all task and time off entries from the most recently submitted timesheet. If selected from within a future timesheet (i.e., you open a future timesheet period), all task and time off entries will be copied from your current timesheet.
Bi-weekly, Semi-Monthly, Monthly, Manual	If selected from within the current timesheet, Copy From will duplicate all task and time off entries for the last week of the most recently submitted timesheet. If selected from within the current timesheet, Copy From will duplicate all task and time off entries for the last week of your current timesheet. For manual timesheet periods where the period is shorter than a full week, Copy From will duplicate all task and time off entries for the portion of the week that applies.

Note ...

Use the timesheet calendar to scroll through timesheet periods. In the calendar displayed below, the red periods indicate timesheets are overdue.



Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

The utilization (productivity) bars keep you informed of your own productivity, and/or the productivity of your department and the entire company.

The utilization (productivity) bars are displayed only if your Web TimeSheet license includes the ProMax module.

Refer to the ProMax User Manual for further information about the utilization (productivity) bars.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

To use the Copy From option, simply click the Copy From button at the bottom of the timesheet. This action will override all data previously entered in the timesheet.

In-Out Timesheet

The In-Out Timesheet provides a grid format where you can enter the start and end times when when you work on a specific task during the day. In-Out Timesheet displays either a daily timesheet (entry mode) or the complete period (period in view mode). You cannot enter data on the Period in View screen; however, you can drill down to an individual day and enter data for that specific day.

Task Selection

Task selection works the same whether you are using the Standard timesheet or the In-Out timesheet. To add tasks using the task selector:

1. Click the Add/Remove Tasks button to select the tasks you want to include in your timesheet.
2. On the **Add/Remove Tasks** screen, select the check boxes next to all tasks you want to add to your timesheet and click the >> button. Each task (and its position in the hierarchy) will be added to the Timesheet Tasks list box.

   Depending on the type of work you do, you may require multiple rows for the same task. You can add a task as many times as necessary by selecting the check box and clicking the>> button. The task will be added to your timesheet as many times as you select it.
3. When you are finished, click the Save button. All tasks you selected will be inserted in your timesheet. Tasks selected multiple times will be added to the timesheet in multiple rows. For example, if you selected a task three times, the task will be listed three times in your timesheet.

Duplicating Rows

If you need to create additional rows for a task, you can duplicate the task without using the **Add/Remove Tasks** screen. Just click the  next to the task you want to duplicate. A new row will be created with the same task name.

Time Off

To record time off, click the Add Time Off button to add a time off row. Then select a time off code from the drop-down list.

Note that the number of vacation days remaining is calculated based on the last saved timesheet and is displayed next to Vacation in the drop-down list. Each time you enter more vacation, you must save your timesheet to update the days remaining.

Time Entry

To enter time against a task in the In-Out timesheet, enter the in time, out time, and/or number of hours spent working on the task. You must enter two of the three fields. Web TimeSheet will calculate the remaining field.

Remember to select the correct billing option.

To enter time against a time off code, click in the Hours field for the appropriate row. Enter the total number of hours you used for time off.

When you are finished, click the Save button to save your timesheet data.

Overlapping Time

Web TimeSheet will highlight any overlapping time with a red line. Depending on your permissions, you may be required to fix the overlapping time before saving or submitting your timesheet. If you are allowed to enter overlapping time, Web TimeSheet will still highlight the time, but will not require you to resolve the conflict before saving or submitting.

Comments

Comments are text notes you attach to specific time entries in your timesheet when you want to make note of project status, due dates, or special circumstances related to a specific time entry.

In the In-Out timesheet, comments are attached to a single row. To add a comment, simply enter the comment text on the appropriate row. Remember to save your timesheet when you're finished.

Copying Previous Timesheets

You can use the Copy From option to copy time information from the previous day. If no data is entered for the previous day, Web TimeSheet will copy the information from the last date for which time was saved.

To use the Copy From option, click the Copy From button at the bottom of the timesheet. This action will override all data previously entered in the timesheet.

Period in View

The **Period in View** screen is used for the In-Out timesheet to review data entered for an entire period. The **Period in View** screen is displayed in a calendar format, with links to each day in the period. Clicking on a date will open the entry screen for that date.

All in-out information is displayed on the **Period in View** screen. Overlapping time is highlighted with red text.

To access the **Period in View** screen, click the View Period button on the daily timesheet (entry screen).

Managing Favorites

Favorites are the tasks listed in the drop-down list in your timesheet. Each time you add a task to your timesheet, the task is also added to your favorites. You can customize your favorites by adding/removing tasks and changing the order of tasks in the drop-down list. You are allowed up to 50 tasks in your favorites list at one time.

To manage your favorites:

1. Select **Manage Favorites** from the Timesheet menu.
2. On the **Manage Favorite Task List** screen, select the check boxes next to all tasks you want to add to your timesheet favorites and click the >> button.
3. To remove tasks from your timesheet favorites, select the task in the Timesheet Tasks list box and click the << button. If you remove tasks, they will no longer be included in the drop-down list in your timesheet.
4. When you are finished, click the Save button.

Submitting Timesheets

When a period ends, you must submit your timesheet for approval. The approval process ensures that time is entered correctly for more efficient and accurate analysis. To submit your timesheet for approval, click the Submit button.

If a supervisor, project leader, or client rejects your timesheet, Web TimeSheet will notify you by displaying a  in your timesheet. You can then review the approval details, correct errors, and resubmit your timesheet for approval.

You can view timesheets based on their approval status by selecting a view option from the Timesheet menu. For each option, timesheets are identified by the period to which they apply:

Waiting for Approval
Displays a list of your submitted timesheets that are waiting for approval by the appropriate supervisor, project leader(s) and/or client(s).

Approved
Displays a list of your submitted timesheets that have been approved.

Rejected
Displays a list of your submitted timesheets that have been rejected. Rejected timesheets must be corrected, resubmitted, and approved before they are officially closed and processed.

View the timesheet details by selecting the appropriate timesheet period. To review approval/rejection details, make changes, or resubmit a timesheet, follow the instructions for timesheet entry.

Using the Unsubmit Option

If you submit your timesheet for approval and then discover an error within the timesheet, you can use the unsubmit option to recover the timesheet as long as the timesheet is still waiting for approval. In other words, once the timesheet has been approved, you cannot unsubmit.

The unsubmit option is a system configuration option. The administrator may enable or disable this option based on the needs of your organization.

Note ...

You can submit the In-Out timesheet only from the Period in View screen.

Closed (submitted) timesheets cannot be amended.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Entering Expenses

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

An expense is cost incurred from work-related tasks and/or purchases (travel, meals, office supplies, etc.). Expenses may be non-billable or billable, the latter applying to expenses for a project funded by a specific client. Users may request reimbursement for expenses they paid themselves.

Users complete and submit their expense sheets to supervisors, project leaders, and/or clients for approval. The expense sheets are then reviewed and either approved or rejected.

Depending on the system configuration, supervisors, project leaders, and clients can either correct (edit) or reject erroneous expenses. Rejected expense sheets are returned to the users for correction. When the expense sheet is approved, the expense information is saved to the database.

Once an expense sheet is submitted, the data can be analyzed by project leaders and supervisors to determine project costs and client billing.

Getting Started

Before you can enter expenses, you must create a new expense sheet. The expense sheet contains a list of expenses incurred against various projects.

To create a new expense sheet:

1. Click on the **Expenses** tab at the top of the screen and click the Add button on the **Expense Sheets** list screen.
2. Enter a text description and date for the expense sheet, which will be used to identify the expense sheet for reporting purposes. You will not be able to save your expense sheet until you have entered the description and date.
3. Select a reimbursement currency. The reimbursement currency defaults to the base currency, but you can change it, if necessary.
4. If you are entering expenses incurred for a specific project, select the client and project from the drop-down lists.
5. Now you're ready to start adding expenses. Each line in the grid is a separate expense entry. Enter the date the expense was incurred (e.g., date on the receipt) and a text description of the expense. This description is for the individual expense, and is different from the description for the expense sheet.
6. Select the type of expense and enter the amount as well as any other relevant data. For example, if this expense is going to be billed to the client, select the Bill Client check box. If you paid for the expense and want to request reimbursement, select the Reimburse check box.
7. If you selected a rate-based expense type (i.e., mileage), the Expense Details screen will appear. You must enter the quantity for the expense (instead of the amount). The amount will be calculated based on the quantity entered and the rate specified at the system level (refer to *Adding Expense Codes* in *Chapter 5 - Advanced Setup Options* for more information). If you have permission to do so, you may override the expense rate that will be used to calculate the amount.
8. If you need to add more lines, click the Add button at the bottom of the grid. Three more lines will be added.
9. Click the Save button when you are finished.

Entering Expenses for Multiple Projects

You can create an expense sheet that contains expenses for more than one project. Initially, the expense sheet will provide lines to enter expenses for a single project.

To add more projects, click the Add Project button at the bottom of the screen. Web TimeSheet will add another project section with three more expense lines. You may continue to add as many projects as necessary.

Expense Details

Expense details include additional information about an individual expense that may or may not be displayed in the main expense sheet (see *Customizing Expense Settings*).

To view expense details:

1. Click the Detail button on the expense line for which you want to view more information.

2. The **Expense Details** screen displays all information about the expense, including the payment method, net amount (pre-tax), tax amount(s), and total amount (after tax). You can edit any one of the amount fields and Web TimeSheet will recalculate the corresponding amounts based on the formulas created at the system level. For further information about taxes and tax formulas, refer to *Chapter 5 - Advanced Setup Options*.
3. If you make any changes on the **Expense Details** screen, click the Save button to apply those changes to the expense sheet.

Moving Expenses Between Projects

If you enter an expense and then realize the expense belongs to a different project, you can move the expense without re-entering all the information. The client and project do not have to be already displayed in the expense sheet. You can select a new client and project and Web TimeSheet will create a new section with the moved expense.

To move an expense, simply click the next to the expense and select the client and project to which the expense should be moved. Click the OK button to move the expense.

Deleting Expenses from an Expense Sheet

You can delete expenses from the expense sheet either individually or in groups by project. Deleting expenses is an irreversible action; if you make a mistake, you will have to re-enter the expense data.

To delete an individual expense entry, click the next to the expense you want to delete.

To delete all expenses for a single project, click the Delete button at the bottom of the grid for that project.

Web TimeSheet will confirm you want to delete the expenses before removing them from the expense sheet. If you are sure you want to delete the expense(s), select Yes when prompted. If you are not sure, select No to return to the expense sheet.

Customizing Expense Settings

You can use the Settings option to either add or remove certain fields from the expense sheet grid. Adding fields will allow you to enter/view additional information (such as payment method or taxes) directly in the expense sheet instead of opening the expense details. Removing fields will allow you to enter only the most basic information required for your organization and will save space in the expense sheet (especially valuable if your organization does not require certain fields).

To customize your settings:

Click the Settings button at the bottom of the expense sheet

Select the fields you want to display on the expense sheet and click the Save button to apply your changes.

Viewing the Summary

The expense summary allows you to review the most important expense data in an easy-to-read format. The expense summary contains the following information:

- Description (expense sheet)
- Date (expense sheet)
- Client
- Project
- Billable Total
- Total (both billable and non-billable)
- Reimburse (in reimbursement currency)
- Total (all projects by client)
- Grand Total (expense sheet)

To view the expense summary, click the Summary button at the bottom of the expense sheet.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

Editing and Deleting Expense Sheets

Existing expense sheets can be edited or deleted as long as they have not been submitted for approval.

Editing an Existing Expense Sheet

To edit an expense sheet:

1. Click on the **Expenses** tab at the top of the screen.
2. Click the next to the expense entry you want to change on the **Expense Sheets** list screen.
3. Edit the necessary information and click the Save button to save your changes.

Deleting an Expense Sheet

You can delete individual expense sheets or multiple expense sheets at one time.

To delete an individual expense sheet:

1. Click on the **Expenses** tab at the top of the screen and click the next to the appropriate expense sheet on the **Expense Sheets** list screen.
2. Web TimeSheet will confirm that you want to delete an expense sheet before removing it from the database. If you are sure you want to delete the sheet, select Yes when prompted. If you do not want to delete the expense shee, select No to cancel the deletion and return to the **Expense Sheets** list screen.

To delete multiple expense sheets:

1. Click on the **Expenses** tab at the top of the screen and select the check boxes next to the expense sheets you want to delete. If you want to delete all expense sheets, click in the **Select All** check box at the bottom of the list.
2. Click the Delete button to delete the selected expense sheets. Web TimeSheet will confirm that you want to delete the selected expense sheets before removing them from the database. If you are sure you want to delete the expense sheets, select Yes when prompted. If you do not want to delete the expense sheets, select No to cancel the deletion and return to the **Expense Sheets** list screen.

Submitting Expense Sheets

When a period ends, users submit their expense sheets for approval. The approval process ensures that expenses are entered correctly for more efficient and accurate client billing and user reimbursement.

Web TimeSheet automatically submits users expense sheets to all necessary supervisors, project leaders, and clients. Each approver is responsible for approving or rejecting expense sheets by the approval due date. If approvers have authority to change expenses, they can correct errors and approve the expense sheet. If approvers do not have authority to change expenses, they must reject the expense sheets. Rejected expense sheets are returned to the users for correction.

To submit your expense sheet, click the Submit button at the bottom of the expense sheet.

You can also submit expense sheets from the **Expense Sheets** list screen by selecting the corresponding check box and clicking the Submit button at the bottom of the list. Using this method, you can submit a single expense sheet or multiple expense sheets at one time.

Using the Unsubmit Option

If you submit your expense sheet for approval and then discover an error within the expense sheet, you can use the unsubmit option to recover the expense sheet as long as the expense sheet is still waiting for approval. In other words, once the expense sheet has been approved, you cannot unsubmit.

The unsubmit option is a system configuration option. The administrator may enable or disable this option based on the needs of your organization.

Expense Sheet Status

You can view expense sheets based on their approval status by selecting a view option from the Expense menu. For each option, expense sheets are identified by the period to which they apply:

Waiting for Approval
Displays a list of your submitted expenses that are waiting for approval by the appropriate supervisor, project leader(s) and/or client(s).

Approved
Displays a list of your submitted expenses that have been approved.

Rejected
Displays a list of your submitted expenses that have been rejected. Rejected expenses must be corrected, resubmitted, and approved before they are officially closed and processed.

Paid Expenses

Once an expense sheet is approved and processed, the administrator may mark the expense sheet as "paid". The paid status indicates whether reimbursements have been paid.

You can determine whether reimbursements have been paid by selecting any of the view options above. Each list contains a column that contains the paid status.

Summary vs. Details

You can view the expense summary for a particular expense sheet directly from the list screen by clicking on the next to the appropriate expense sheet.

To view all information for the expense sheet, click the next to the expense sheet.

Approving Timesheets and Expenses

The approval process ensures that time and expenses are entered correctly for more efficient and accurate client billing and project and time off analysis.

You should decide how you want to implement approvals before setting up projects and allowing users to enter timesheets or expenses. This means setting up your approval preferences. Refer to Chapter 9 - Administrative Functions for further information about setting approval preferences.

Timesheet Approvals

Depending on the approval preferences set up by the system administrator, Web TimeSheet sends each submitted timesheet to the appropriate client, project leader, and/or supervisor for review. The approver can review all items on the timesheet and either approve or reject the timesheet.* Users know when a timesheet is rejected by the red Timesheet tab and a in the side menu.

Web TimeSheet sends an e-mail notification (if enabled) to the user when a timesheet is rejected. The user can then review the approval details, correct the errors, and resubmit the timesheet for approval.

* Client approvers can review only those timesheet items that apply to them. Clients cannot see other projects or time off. Project leaders can see the entire timesheet or only timesheet entries that apply to them (depending on their permissions).

Waiting Timesheets

The Approvals tab turns red and a is inserted in the side menu to let you know when timesheets are awaiting approval. You can display a list of these timesheets by clicking on the **Approvals** tab at the top of the screen and selecting **Timesheets** under the **WAITING** heading in the side menu.

Note ...

If you are both a project leader approver and a supervisor approver, you may be required to approve a timesheet more than once.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

Note ...

If a user is entering time using the In-Out timesheet, the approver will see the Period in View screen when viewing the timesheet details.

When you modify a user's timesheet, Web TimeSheet sends an email to the user notifying them of the change (if the notification is enabled).

If you are both a project leader approver and a supervisor approver, you may be required to approve an expense sheet more than once.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

From the **Waiting Timesheet Approvals** screen you can view timesheet details, or approve/reject timesheets.

Use the following icons and buttons to perform these functions:

- View timesheet details
- Approve an individual timesheet
- Reject an individual timesheet

To approve or reject multiple timesheets, select the appropriate check boxes and click the Approve or Reject button at the bottom of the screen.

Editing Timesheets

Depending on the system configuration, approvers may be able to edit timesheet information. The edit function allows the approver to change timesheet information, rather than reject the timesheet, when there is an error.

Supervisors can edit any information in the timesheet including changing tasks or time off codes, editing time entries, and adding timesheet lines.

Although project leaders may be able to view either the entire timesheet or only their tasks (depending on their permissions), they can edit only the time associated with projects/tasks for which they are the project leader. Project leaders cannot add timesheet lines or edit time off information.

Client approvers can edit only the time associated with their projects/tasks. Client approvers can neither view nor edit any timesheet information that is not directly related to their projects/ tasks (including time off), and cannot add timesheet lines.

To edit a timesheet, click the Edit button on the user's timesheet. When you are finished editing the timesheet, click the Save button to save your changes or, optionally, approve or reject the timesheet. Clicking the Approve button will automatically save any changes you have made.

Settings

To simplify the approval process (and avoid drilling down to the details of every timesheet), you may choose to change your settings to display more information on the **Waiting Timesheet Approvals** screen.

To change your settings:

1. Click the Settings button on the **Waiting Timesheet Approvals** screen.
2. To display a column on the **Waiting Timesheet Approvals** screen, select the check box next to the field name. Note that the Details fields will display the individual totals for each client, project, and/or time off code (with separate columns for each).
3. When you are finished, click the Save button to save the new settings.

Timesheet History

To display a list of timesheets that you have approved or rejected, click on the **Approvals** tab at the top of the screen and select **History - Timesheets** from the side menu.

Display the complete timesheet by clicking the next to the appropriate user and timesheet period.

Expense Approvals

Depending on the approval preferences set up by the system administrator, Web TimeSheet sends each submitted expense sheet to the appropriate client, project leader, and/or supervisor for review. The approver can review all items on the expense sheet and either approve or reject the expense sheet.* Users know when expenses are rejected by the red Expense tab and a in the side menu.

Web TimeSheet sends an e-mail notification (if enabled) to the user when an expense sheet is rejected. The user can then review the approval details, correct the errors, and resubmit the expense sheet for approval.

* Client approvers can review only those expense sheet items that apply to them. Clients cannot see other project expenses or expenses that are not associated with a project. Project leaders can see the entire expense sheet or only expense sheet items that apply to their projects (depending on their permissions).

Waiting Expense Sheets

The **Approvals** tab turns red and a is inserted in the side menu to let you know when expense sheets are awaiting approval. You can display a list of these expense sheets by clicking on the **Approvals** tab at the top of the screen and selecting **Expenses** under the **WAITING** heading in the side menu.

From the **Waiting Expense Sheet Approvals** screen you can view expense sheet details, or approve/reject expense sheets. Use the following icons and buttons to perform these functions:

- View an expense summary
- View expense sheet details
- Approve an individual expense sheet
- Reject an individual expense sheet

To approve or reject multiple expense sheets, select the appropriate check boxes and click the Approve or Reject button at the bottom of the screen.

Editing Expenses

Depending on the system configuration, approvers may be able to edit expense information. The edit function allows the approver to change expense information rather than reject the expense sheet when there is an error.

Supervisors can edit any information in the timesheet including changing tasks or time off codes, editing time entries, and adding timesheet lines.

Although project leaders may be able to view either the entire expense sheet or only expenses for their projects (depending on their permissions), they can edit only the expenses associated with projects for which they are the project leader.

Client approvers can edit only the expenses associated with their projects. Client approvers can neither view nor edit any expense sheet information that is not directly related to their projects.

To edit an expense sheet, click the Edit button on the user's expense sheet. When you are finished editing the expense sheet, click the Save button to save your changes or, optionally, approve or reject the expense sheet. Clicking the Approve button will automatically save any changes you have made.

Expense History

To display a list of expense sheets that you have approved or rejected, click on the **Approvals** tab at the top of the screen and select **History - Expenses** from the side menu.

Display the complete expense sheet by clicking the next to the appropriate user and date.

Journals

You can use journals to post notes about the progress of a specific project. Other users can then review the journals to find information that pertains to their projects.

Journals can be viewed by project or by user. Project leaders may want to view journals by project, to determine how their projects are progressing. Users may want to view journals by user to review their own notes and to post updates.

Adding Project Notes

Adding project notes will allow you to post information about the status of a project or task. Any user with journal permissions can review your project notes. To add a project note:

1. Click on the **Journals** tab at the top of the screen and select **Add Project Notes** from the side menu.
2. On the **Add a New Project Note** screen, select a project from the drop-down box for which you are adding the note.
3. Enter the subject of the note and the note text. The subject is a brief description of the information contained in the note. Note text can be as brief or descriptive as necessary.
4. When you are finished, click the Add button at the bottom of the screen.

List Notes by Project

You can view notes by project to find notes relevant to the projects you are working on. To view notes by project:

1. Click on the **Journals** tab at the top of the screen and select **List Notes by Project** from the side menu.

Note ...

If you are both a project leader approver and a supervisor approver, you may be required to approve an expense sheet more than once.

When you modify a user's expense sheet, Web TimeSheet sends an email to the user notifying them of the change.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

You can access the expense functions only if your Web TimeSheet license includes the Expense module.

2. The **Filter by Date** screen allows you to list all project notes, or filter the project notes based on a specific time period. If you are working with a very large list of project notes, you may want to filter the list. You can filter the list for any period of time.

3. When you are ready to view a list of project notes, click the List Project Notes button a the bottom of the screen.

The **List Project Notes by Projects** screen displays all project notes for the dates you specified. To view the details for a specific note, click the  next to the note.

You can delete a project note by clicking the  next to the note you want to delete. Web TimeSheet will confirm that you want to delete the note. If you are sure you want to delete the project note, select Yes. If you do not want to delete the project note, select No to return to the List Notes by Project screen.

List Notes by User

You can view notes by user if you want to see only those task notes entered by a specific user. For example, you may want to review or update one of your own task notes. Viewing by user will allow you to find your own task notes quickly and easily. To view notes by user:

1. Click on the **Journals** tab at the top of the screen and select **List Notes by User** from the side menu.

2. The **Filter by Date** screen allows you to list all task notes, or filter the task notes based on a specific time period. If you are working with a very large list of task notes, you may want to filter the list. You can filter the list for any period of time.

3. When you are ready to view a list of notes by user, click the List Project Notes button at the bottom of the screen.

The **List Project Notes by User** screen displays all project notes for the dates you specified. To view the details for a specific note, click the  next to the note.

You can delete a project note by clicking the  next to the note you want to delete. Web TimeSheet will confirm that you want to delete the note. If you are sure you want to delete the project note, select Yes. If you do not want to delete the project note, select No to return to the List Notes by User screen.

Chapter 7 - User Configuration

Introduction

The user configuration is a set of preferences that determine how information is displayed in Web TimeSheet. Although the system administrator can set the configuration at a global level (see *Chapter 9 - Administrative Functions*), each user, if given appropriate permissions, can override these global settings.

Users can customize their settings from the Config menu. From this menu users can also set up substitute users to complete tasks on their behalf. The Configuration menu contains the following options:

- Preferences
- Change E-Mail
- Change Password
- Substitute User

Setting Your User Preferences

To customize your display settings, click on the **Configuration** tab at the top of the screen. The **Preferences** screen is displayed. Edit your preferences and click the Save button when you're finished.

Changing Your E-mail Address or Password

The e-mail address set up in Web TimeSheet determines where users receive all e-mail notifications and broadcast messages. E-mail addresses can be added to the user's profile either by the Administrator (through the **Admin** menu) or by the individual user. When a user changes his/her e-mail address on the **Change E-mail Address** screen, the e-mail address is automatically changed in the user's profile.

To add or change your e-mail address, click on the **Configuration** tab at the top of the screen and select **Change E-Mail** from the side menu. Enter the new e-mail address and click the Save button when you are finished.

You also can change your Web TimeSheet password. This is the password you will use when you log into the system. To change your password, select **Change Password** from the side menu. You will be required to enter your current password and new password, and confirm the new password by retyping it in the provided field. When you are finished, click the Change button. Web TimeSheet will confirm that your password has been changed.

Setting Up Substitute Users

A user can authorize another user to manage his/her tasks by assigning a substitute user. Each user can have multiple substitutes with different permissions. Each substitute user's permissions are determined by the user who sets up the substitute. A substitute user can also receive e-mail notifications for permitted actions.

For example, if John Smith assigns Martha Brown as his substitute and gives Martha the ability to enter his timesheets, John also can enable timesheet notifications so Martha will know when John's timesheet is due.

Substitute permissions include:

Timesheet
Timesheet permission allows the substitute to enter timesheet tasks, time off, and comments on the user's behalf.

Expenses
Expenses permission allows the substitute to enter expenses on the user's behalf.

Note ...

If you change the Timesheet Name Display (*Preferences*), make sure you select at least two options that will create a project/task combination, such as *Project Name* and *Task Name*.

If you select only one option or multiple options in a project/ project or task/task combination, you will be unable to add tasks to your timesheet from the Add/Remove Tasks screen (excepting the *Full Path Name* and *Full Path Code* options).

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

* The system preferences determine whether user names are displayed in the drop-down list. A is displayed only if system preferences do not allow the users to be displayed in the drop-down list.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

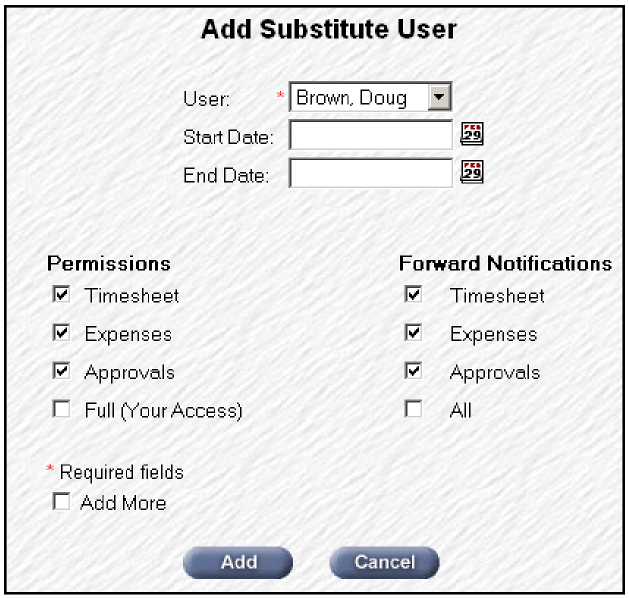
Approvals
Approvals permission allows the substitute to approve timesheets/expenses on the user's behalf. The substitute does not have to be an approver (user profile access rights) to be given approval permission.

Full (Your Access)
Full (Your Access) permission allows the substitute to do anything the user can do. This may include, but is not limited to, the other three permissions.

Adding and Editing Substitute Users

Adding a substitute user will ensure that your regular tasks (e.g., timesheet entry, approvals) are completed in your absence. To add a substitute user:

1. Click on the **Configuration** tab at the top of the screen and select **Substitute Users** from the side menu.
2. Click the Add button to create a new substitute user.
3. Select a user from the drop-down list or by clicking the and selecting a user from the **User Select** screen*.



4. You can enter a start and end date if you want to limit the amount of time the substitute user can act on your behalf. For example, you may want this substitute to enter your timesheet only while you are on vacation.

   If you do not enter a start and end date, the substitute user will remain effective indefinitely (or until you add an end date or remove the user altogether). You can still log into the system and complete the necessary work while the substitute user is effective. This feature is useful for executives who prefer to have an assistant enter and approve timesheets and expenses, but still want to log into the system to view report data.
5. Use the Permissions section to specify the type of access you want to allow the substitute. Selecting "Full" will grant the same type of access that has been set up for you in your user profile.
6. You may want to forward e-mail notifications to your substitute user, especially if you are going on vacation and want to ensure the necessary work is completed. If you forward notifications, you will not receive copies of these e-mails.
7. When you are finished setting up the substitute user, click the Add button at the bottom of the screen.

You can modify the details for substitute users at any time by clicking the next to the name of the substitute user you want to change. Modify the information for the selected substitute and click the Save button when you are finished.

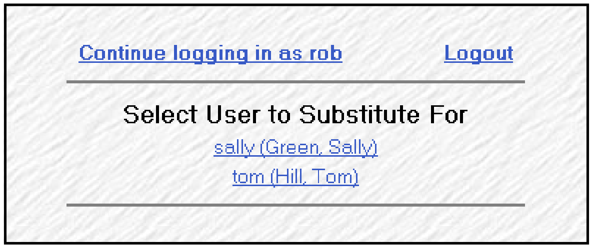
Deleting Substitute Users

You can delete substitute users at any time. Deleting a substitute user will remove that user's access to your information.

To delete a substitute user, click the next to the user you want to delete on the **Substitute Users** screen. Web TimeSheet will confirm that you want to delete a substitute user before removing it from the database. If you are sure you want to delete the user, select Yes when prompted. If you do not want to delete the substitute user, select No to cancel the deletion and return to the **Substitute Users** screen.

Logging in as a Substitute User

When you are set up as a substitute user, you still can log into the system using your own login id and password. After logging



in, you will be asked how you want to continue. You can continue either by logging in as yourself (accessing your own timesheet data using your own permissions), or by logging in as a substitute for another user.

If you want to continue as a substitute user, you must click on the name of the user for whom you are logging in. Once you have selected the user, you will have the access you need to complete the necessary tasks for that user.

If you need to log in as a substitute for multiple users (or log back in as yourself), click on the **Logout** tab at the top of the screen. You can then choose how you wish to continue.

Chapter 8 - Reports

Note ...

Always click the Generate button after changing your filter settings. The Generate button refreshes the report data with the latest filters and settings, and includes the most up-to-date information available in the system.

Introduction

Reports are helpful for determining how time is utilized throughout your organization and for reviewing project costs and client billing. You can generate reports to review detailed or summarized data.

All reports can be customized by filtering data and selecting report settings. Filters allow you to extract data based on specific selection criteria such as client name or project. Report settings include the following:

- **Data Grouping**
  Data grouping allows you to view the same information in various ways. For example, if you are viewing a Project Status report, you may want to group the information first by project, then by task, then by the users working on that task. Or, you may group by project, then user, then the tasks for each user. Subtotals are calculated for each group level, where appropriate. Grouping options are provided with most reports.
- **Field Select**
  Field selection determines which fields are displayed in the report. Each report comes with a default setting that you can override (or add to) to meet your needs.
- **Details vs. Consolidated**
  The detail and consolidated options allow you to view detailed report information or summarized information. Each report defaults to detailed.

Once you have generated a customized report, you can save that report for public or private use. Public reports are available to all users who have access to reports. Private reports are available only to the user who creates them.

Generated reports can be reviewed in Web TimeSheet, printed, or exported to a Microsoft Excel spreadsheet for further editing/review.

Customizing Reports: Filters and Report Settings

You can customize report filters and settings so you can view the information you need, in the format you want.

Filtering Report Data

To filter report data, select an item from one of the filter drop-down lists at the top of the screen. Click to regenerate the report with the filters you selected.

Customizing Report Settings

You can customize your report settings by grouping report data or selecting fields to be displayed. To access report settings, click the Settings button at the top of the screen. From here you can choose grouping options, select fields, or switch between detailed and consolidated reports.

The **Fields** tab allows you to choose which fields are displayed on the report. If you select certain fields, then change your mind, simply reset the fields to restore the default settings.

The **Grouping** tab displays all the grouping options for the report. Grouping options determine how you view the report information. For example, if you are viewing a Project Status report, you may want to group the information first by project, then by task, then by the users working on that task. Totals for fields such as billable and non-billable hours would then be calculated at the user level first, then the task level, and finally, at the project level.

When you are finished customizing your report settings, click the OK button to save the new settings and regenerate the report.

Saving Customized Reports

You can customize and save frequently used reports in public or private folders. Public reports are reports that can be accessed by any user with report permissions. Private reports are accessible only by the user who creates them.

Only users with Administrative permissions can create public reports. All other users can create only private reports.

When you save public reports, you must choose a location for the report.

To save a report:

1. Customize the report and click the Save button at the top of the screen.
2. Enter the report name and, optionally, a description and title for the report. Make sure the report name is unique to this report; if it is not unique, it will override any existing report with the same name.
3. Select the location for the new report. Public reports can be saved under any heading in the side menu (e.g., Billing). Private reports always are saved under **Private Reports**.
4. When you are finished, click the OK button.

Web TimeSheet Reports

The following sections contain descriptions of the reports available in Web TimeSheet. Each section represents a separate heading in the Reports menu.

Timesheet

Timesheet reports are designed to analyze timesheet data and determine the status of users' timesheets.

Status

The Status report generates a list of users' timesheets for a specified date range or timesheet period and indicates the status of each timesheet. The report data can be filtered by department, date range/timesheet period, and status.

Awaiting Approval

The Awaiting Approval report generates a list of supervisors, project leaders, and/or clients who need to approve timesheets for a specified date range or timesheet period. The report includes the names of all users for whom a timesheet is awaiting approval by that supervisor, project leader, or client. The report data can be filtered by department.

Comments

The Comments report generates a list of timesheets and attached comments for a specified date range or timesheet period. The report data can be filtered by client, project, or approval status.

Timesheet Audit Trail

The Timesheet Audit Trail report provides a means for tracking the changes made to a timesheet. The report includes the following information:

- Date and time when the timesheet was saved
- User who saved the timesheet
- Timesheet period associated with the timesheet
- Total hours logged in the timesheet when it was saved

The Timesheet Audit Trail report can be filtered by user, department, supervisor, and timesheet period.

Billing

Billing reports are designed to analyze billing information so invoices can be created quickly and easily.

Timesheet Billing

The Timesheet Billing report generates a list of clients to be billed for a selected date range or timesheet period. The report includes the projects for which the client is being billed, all billable and non-billable hours recorded in users' timesheets, rate information, and the billable amount. The report can be filtered by client, project, and approval status.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

Expense reports (including billing and detailed project status) are available only if your Web TimeSheet license includes the Expense module.

The Productivity reports are available only if your Web TimeSheet license includes the ProMax module.

Expense Billing Summary

The Expense Billing Summary report generates a list of clients to be billed for expenses incurred within a selected date range. The report includes the projects against which expenses were incurred and the billable amount. The report can be filtered by client, project, time period, user, and approval status.

Expense Billing Detail

The Expense Billing Detail report generates a list of clients to be billed for expenses incurred within a selected date range. The report provides detailed information about the expenses incurred, including a breakdown of the expense (net, tax, total amount). The report can be filtered by client, project, time period, user, and approval status.

Project Status

The Project Status reports are used to analyze project status information.

Summary

The Summary report generates a high level list of projects and their status as of today's date. The report includes all information for the projects from the date the project is created. Report data can be filtered by client, project, project status, and approval status.

Detailed (Task)

The Detailed (Task) report generates a list of projects, their associated tasks, and the status of each task as of today's date. The report data can be filtered by client, project, project status, and approval status.

Detailed (Task-User)

The Detailed (Task-User) report generates a list of projects, their associated tasks, and the status as of today's date. The tasks are further broken down by user, indicating who worked on each task. The report data can be filtered by client, project, project status, and approval status.

Project Team Assigned

The Project Team Assigned report generates a list of all users attached to each project and the users' departments and supervisors. The report data can be filtered by client, project, project status, and department.

Project Team Actual

The Project Team Actual report generates a list of all users who have entered time against a project and their billable and non-billable hours. The report data can be filtered by client, project, project status, and department.

Detailed (Expense)

The Detailed (Expense) report generates a list of projects and the expenses entered for that project, and displays the status of each expense. The report data can be filtered by client, project, project status, and approval status.

Detailed (Expense-User)

The Detailed (Expense-User) report generates a list of projects, expenses entered against the project, and the status as of today's date. The expenses are further broken down by user, indicating who entered each expense. The report data can be filtered by client, project, project status, and approval status.

Productivity

Productivity reports are designed to analyze utilization data based on the billable targets set up for each user.

Summary

The Summary report generates a list of users, their billable targets, and actual billable hours. The report can be filtered by year, month, and department.

Detailed

The Detailed report generates a list of users and calculates each user's average utilization rate by comparing the billable target to the user's actual billable hours (recorded in timesheets). The report can be filtered by year, month, and department.

Expense

Expense reports are designed to analyze expense data and determine the status of users' expense sheets.

Status

The Status report generates a list of users' expenses for a specified date range and indicates the status of each expense. The report data can be filtered by department and status.

Awaiting Approval

The Awaiting Approval report generates a list of supervisors, project leaders, and/or clients who need to approve expenses for a specified date range. The report includes the names of all users for whom expenses are awaiting approval by that supervisor, project leader, or client. The report data can be filtered by department.

Reimbursements

The Reimbursements report generates a list of expense for which users require reimbursements. The report data can be filtered by user, department, time period, approval status, and paid status.

Administration

Administrative reports are designed to analyze administrative information including user vacation, time off, and details from the users' profiles.

User Detail

The User Detail report generates a list of Web TimeSheet users and their user profile information. The report can be filtered by department, supervisor, user, and status (enabled or disabled).

Time Off

The Time Off report generates a list of users and their current time off status (vacation, sick, etc.) for a specified date range or timesheet period. Time off totals can be displayed in hours and/or days. The report data can be filtered by user, department, supervisor, and time off code.

Vacation

The Vacation report generates a list of users and their current vacation status (available days). Vacation can be displayed in hours and/or days. The report data can be filtered by department and supervisor.

Raw Data Export

Raw Data Export reports are designed to provide all fields necessary to export raw data for timesheets, projects, and expenses to an Excel spreadsheet.

Raw Data Export reports have no grouping options.

Timesheet

The Timesheet Raw Data Export generates a report of all time entered in the system and the associated information (users, clients, projects, approvals, etc.). The report can be filtered by time period, approval status, client, project, user, approver, and time off code.

Projects

The Project Raw Data Export generates a report of all projects in the system and the associated information (project leaders, rates, tasks, project teams, expenses, etc.). The report can be filtered by client, project, project leader, and task status.

Expenses

The Expense Raw Data Export generates a report of all expenses in the system and the associated information (date, description, user, amount, reimbursement amount, etc.). The report can be filtered by client and project.

Note ...

Expense reports (including the Expense Raw Data Export) are available only if your Web TImeSheet license includes the Expense module.

Chapter 9 - Administrative Functions

Note ...

The table at the right lists the predefined permissions available in Web TimeSheet. Each permission has its own set of actions that determine which Web TimeSheet features a user can access.

The All Reports permission gives the user permission to view Web TimeSheet reports based on the user's other assigned permissions.

For example, if a user is a project leader, the user, by default, cannot access any specific reports. If you assign this user both the project leader and reports permissions, the user will be able to access any reports, except time off reports, that contain information pertaining to the user's projects.

Introduction

Administrative functions are used to customize the system configuration settings to best fit the needs for your organization. These functions include:

- defining and assigning security permissions
- setting system preferences
- defining the approval process
- configuring the due dates and end dates for timesheet/ expense submission and approvals
- setting global user preferences (look and feel)
- creating user defined text fields to be displayed on data entry screens (for reporting purposes)
- creating disclaimers to be displayed on Timesheet, Expense, and/or Approval screens

Accessing Administrative Functions

All Administrative items are accessed from the Administration menu in Web TimeSheet. To access the Administration menu:

1. Sign into Web TimeSheet as the System Administrator.
2. Click on the **Admin** tab at the top of the screen. The functions described in this chapter can be accessed by selecting **SETUP** or **PREFERENCES** from the side menu.

System Security/Permissions

Permissions are used to define the activities and features users can access. Each permission profile has a name, description and list of actions. The administrator assigns permissions to each user when setting up the user profile.

Permissions allow you to restrict or expand a user's access to Web TimeSheet. Consider each permission carefully before assigning actions. Remember that each permission can be applied to any user.

Permission	Description
Administrator	Sets up and maintains all Web TimeSheet functions (full access).
Supervisor	View user timesheets/expenses, approve or reject timesheets/ expenses, and generate reports.
Project Leader - Limited Access	Setup and manage projects, approve timesheets/expenses and generate reports (for their own projects).
Project Leader - Full Access	Project Leader with full access to all projects (not just their own projects)
Client Representative	Generate reports, approver timesheet/ expense and view billing reports.
Timesheet	General permission with the ability to enter time on a timesheet.
All Reports	Can use reporting functions respective to permissions of the user.
Expenses	General permission with the ability to submit expenses. This permission is available only if your Web TimeSheet license includes the Expense module.
Payroll Manager	Access to time off, vacation management and relatedreports.
ProMax	Access to ProMax features including productivity and revenue information. This permission is availabe only if your Web TimeSheet license includes the ProMax module.

You can create custom permissions to fit the needs of your organization, or edit the information for existing permissions.

Understanding Permissions

Web TimeSheet provides the following permissions. Each permission has its own set of actions available to the user. When you assign users certain permissions, the user can perform all actions associated with each permission.

Action types are the types of actions included in each permission. The following table describes each action type available in Web TimeSheet.

Action	Description
Administration	A user can access administrative functions (system configuration, etc.).
Project	A user can access project functions and can be a supervisor, a project leader, and/or a payroll manager.
Timesheet	A user can access general timesheet functions, enter time against tasks and/or time off, view the timesheet billing column, use the Standard and/or In-Out timesheet format, and enter overlapping times (In-Out format only).
Expenses	A user can access expense functions. Expense functions are available only if the Web TimeSheet license includes the Expense module.
Journals	A user can access journal functions (project notes).
Approvals	A user can access approval functions and can be a client representative.
Reports	A user can access the selected reports and can save reports.
Configuration	A user can access configuration functions , set preferences, change email or password information, and set up substitute users.

A separate **Reports** section is used to specify which reports can be accessed by each permission type:

Timesheet

- Timesheet Status
- Timesheets Waiting for Approval
- Timesheet Comments
- Audit Trail

Billing

- Timesheet Billing
- Expense Billing Summary
- Expense Billing Detail

Project Status

- Summary
- Detailed (Task)
- Detailed (User-Task)
- Project Team Assigned
- Project Team Actual
- Detailed (Expense)
- Detailed (User-Expense)

Productivity

- Summary
- Detailed

Expense

- Status
- Awaiting Approval
- Reimbursements

Administration

- User Detail
- Time Off
- Vacation

Raw Data Export

- Timesheet
- Project
- Expense

Note ...

The Reports actions determine which reporting *functions* a user can access. A separate Reports section (see left) determines which individual reports can be accessed.

Expense reports are available only if your Web TimeSheet license includes the Expense module.

Note ...

The ProMax section is available only if your Web TimeSheet license includes the ProMax module.

A permission can be deleted only if no users are assigned to the permission (user profile). If a user is assigned to a permission, you can disable the permission using the Edit function.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

A separate **ProMax** section is used to specify which ProMax features can be accessed by each permission type:

Setup

- View all ProMax objects
- Edit ProMax objects
- View User Productivity
- Edit User Productivity
- ProMax Preferences

Administration

- Timesheet Status
- Repeat Offenders
- User Vacation
- Time Off By Types
- Hours Summary

Company

- Productivity
- Project
- Client

Groups

- Department
- Project

Individuals

- Productivity

Adding and Editing Permissions

Adding new permissions will allow you to assign users access to various features of Web TimeSheet that are not covered by the predefined permissions. For example, you may want to create a permission for Branch Managers that includes actions from more than one predefined permission.

To add a new permission:

1. Select **Permissions** from the **SETUP** section of the Administration menu.
2. Click the Add button on the **Permission Information** screen and enter the name of the new permission. The description is optional.
4. Now select the check boxes next to all actions you want to assign to this permission. You can expand the list of actions by selecting the **+** next to each permission type. Select the **-** to hide the expanded list.
5. When you are finished, click the Add button at the bottom of the screen.

You may want to change permissions you have added or edit some of the predefined permissions to fit the needs of your organization. To edit a permission, click the next to the appropriate permission or click on the underlined name. Modify the permission information and click the Save button when you are finished.

Deleting Permissions

You can delete a single permission or multiple permissions at a time. To delete a single permission:

1. Click the next to the appropriate permission on the **Permission Information** screen.
2. Web TimeSheet will confirm that you want to delete a permission before removing it from the database. If you are sure you want to delete the permission, select Yes when prompted. If you do not want to delete the permission, select No to cancel the deletion and return to the **Permissions** screen.

To delete multiple permissions:

1. Select the check boxes next to the permissions you wish to delete on the **Permission Information** screen. If you want to delete all permissions, select the check box labeled **Select All** (at the bottom of the list).
2. Click the Delete button to delete the selected permissions. Web TimeSheet will confirm that you want to delete the permissions before removing them from the database. If you are sure you want to delete the permissions, select Yes when prompted. If you clicked the Delete button in error, you can select No to cancel the deletion and return to the **Permissions Information** screen.

User Defined Fields

User Defined Fields are custom text fields that appear on the following setup screens:

- Project/Task
- Department
- Client
- User
- Employee Type
- Expense Code

These text fields are for informational purposes and can be included in reports.

To create custom fields:

1. Select **User Defined Fields** from the **SETUP** section of the Administration menu.
2. Click the Change button next to the item for which you want to create custom fields.
3. Enter the label for the new field and specify whether this field should be enabled on the appropriate screen.
4. When you are finished, click the Save button at the bottom of the screen.

Disable a user-defined field by deselecting the Enable check box on the **User Defined Fields** screen. Delete a user-defined field by deleting the label text.

Disclaimers

A disclaimer is a signature message that appears on users' timesheets, expense sheets, and/or approval screens.

To add a disclaimer:

1. Select **Disclaimers** from the **SETUP** section of the Administration menu.
2. Select the type of disclaimer (Approvals, Expenses, Timesheet) and enter the title and disclaimer text. The type of disclaimer determines where the message is displayed. For example, if you select a Timesheet disclaimer, the text you enter will be displayed on all users' timesheets.
3. When you are finished, click the Save button at the bottom of the screen.

System Preferences

The System Preferences screen is used to set your system appearance and basic system parameters.

To set system preferences:

1. Select **System Preferences** from the **PREFERENCES** section of the Administration menu.
2. Set your system preference to best fit the needs of your organization, taking note of the following:

   Allow login screen to remember passwords
   Allowing the login screen to remember passwords can be a security risk and is not recommended for busy sites where one PC may have multiple users or many people have access to your system.

Note ...

Clicking the Cancel button at the bottom of the Disclaimers screen will clear the title and description without saving the disclaimer.

If you make changes to an existing disclaimer, canceling will restore the original disclaimer text.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

With Windows NT authentication, a user is allowed only three attempts to log into the system.

If a user exceeds these three attempts, the administrator will need to either reset the user's password in Web Timesheet or unlock the user's account in Windows NT.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Enable NT login
Enabling NT login allows you to use Windows NT passwords for Web TimeSheet, thus eliminating the need for users to have a separate Web TimeSheet password. When you enable Windows NT authentication, you will be required to enter the appropriate domain name in each users Web TimeSheet profile.

List users in dropdown list instead of popup window
Listing users in a drop-down list can be useful for organizations with a small number of users, whereas a popup window is more effective for listing a large number of users.

Allow more than 24 hours per day in Timesheet
You may wish to enable this option to allow for irregular timesheet periods. For example, during the winter holidays many organizations process timesheets early to avoid delays due to absences from holidays and vacation. This option would allow you to process the timesheets early by having users enter additional time to account for the days within the period that fall after the processing date (which may result in some days having more than 24 hours).

Send overdue notifications daily
Use this option to send overdue notifications every day until the required action (submit timesheets, approve timesheets, approve expense sheets) is completed.

Default hours per day
Defining the system wide default hours per day will automatically apply this value to all users' profiles. If some users do not work the same number of hours, you can simply edit just those users' profiles.

Web address to go to after Logout
You may want users' browsers to take them to a specific Web address after logging out of Web TimeSheet (e.g., your organization's intranet site). If you do not enter an address in this field, logging out will take the user to the Web TimeSheet login page.

Email server name/Email server Port number
Make sure that your email server name and port number are correct (both fields must be entered). If they are not correct, users will not receive email notifications or broadcast messages.

Time to retry after sending e-mail failed (hours)
You can specify how often the system retries to send e-mails after send failures.

URL to Web TimeSheet
This is your organization's URL to Web TimeSheet (location where Web TimeSheet is accessed).

Login Name Formula
Entering a login name formula will allow Web TimeSheet to automatically create a standard login name for all new users.

Email Formula
Entering an email formula will allow Web TimeSheet to automatically generate standard email addresses for all new users.

3. When you are finished, click the Save button to apply your changes.

Approval Preferences

You should decide how you want to implement approvals before setting up projects and allowing users to enter timesheets or expenses. This means setting up your approval preferences, which includes identifying your approvers, selecting an approval sequence, and setting rejection parameters.

To set approval preferences:

1. Select **Approval Preferences** from the **PREFERENCES** section of the Administration menu.
2. Customize your approval preferences using the guidelines that follow.
3. When you are finished, click the Save button to apply your changes.

Identifying Approvers

Approvers are the users who will be required to review and approve timesheets and expenses. Approvers may include project leaders, clients, and/or supervisors.

Project Leaders

Project leaders are users who manage projects. If you select project leaders as approvers for your organization, each project leader will be required to approve any timesheets and/or expenses associated with their projects. Project leaders can view the entire timesheet/expense sheet.

If you allow approvers to modify timesheets, project leaders can modify the comments and time pertaining to their projects. A project leader cannot change the task or add new rows to the timesheet. Note that project leaders can modify *only* time and comments for *their* projects.

Clients

Clients are representatives of the companies with whom your organization does business. If your organization does many interdepartmental projects, clients also may include a representative of a department within your organization. If you select clients as approvers for your organization, each client representative will be required to approve any timesheets and/or expenses associated with their projects. Clients can view only the information pertaining to their projects.

If you allow approvers to modify timesheets, clients can modify the comments and time pertaining to their projects. A client cannot change the task or add new rows to the timesheet. Note that clients can modify *only* time and comments for *their* projects.

Supervisors

A supervisor is usually a department head or someone with responsibility for overseeing the actions of individual users. Supervisors may or may not be project leaders.

If you select supervisors as approvers for your organization, each supervisor will be required to approve any timesheets and/or expenses for the users who report to them. Supervisors can view the entire timesheet/expense sheet.

If you allow approvers to modify timesheets, supervisors can modify all information on the timesheet, including time, comments, tasks, and time off. Supervisors also can add rows to the timesheet.

The supervisor is the last individual to approve a timesheet before it is officially closed.

Selecting an Approval Sequence

If you select both project leaders and clients as approvers, you will be required to select the sequence in which these individuals will approve the timesheets/expenses. Sequence options are:

- **Project Leader then Client**
  This option submits timesheets/expenses to the project leader first, ensuring that clients receive information only after it has been properly reviewed by the appropriate authority.
- **Client then Project Leader**
  This option submits timesheets/expenses to the client first.
- **Both Project Leader and Client**
  This option submits timesheets/expenses to the project leaders and clients simultaneously.

Setting Rejection Parameters

Rejection parameters specify how your organization will handle rejected timesheets and expenses. You may choose to require comments on rejection, which ensures that each user with rejected time/expenses can read the comments and quickly correct any errors. If comments are not required, approvers can reject a timesheet/expense sheet without entering any information, thus slowing the approval process and delaying client billing.

Approval Forwarding/Substitute Users

Project leaders, clients, and supervisors can use approval forwarding if they are unavailable to approve timesheets and expenses. When approval forwarding is enabled, Web TimeSheet forwards the approval notifications for a specific project leader, client, or supervisor to another user. For example, if a project leader is going on vacation for two weeks, the project leader can use approval forwarding to temporarily transfer the approval responsibility to another project leader.

Set up approval forwarding by creating a substitute user with approval permissions and approval e-mail notifications. For further information about setting up substitute users, refer to *Chapter 7 - User Configuration*.

Note ...

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Note ...

On the User Preferences screen, you must select more than one option in the *Timesheet Name Display* section, unless you select Full Path Name or Full Path Code. For example, you might choose to display the project code and task name.

Clicking the Cancel button at the bottom of any screen will cancel the process without saving your changes.

Expense functions are available only if your Web TimeSheet license includes the Expense module.

Expense Columns

The **Expense Columns** screen allows you to specify which fields are valid for expense sheets entered by users within your organization. Any field selected on this screen will be enabled in the expense sheet settings, and will be available to the user. You may want to disable any fields that are not used by your organization to prevent confusion.

To customize the expense columns:

1. Select **Expense Columns** from the **PREFERENCES** section of the Administration menu.
2. To set up the proper expense columns for your organization, select . Note that the Quantity and Rate options refer to all rate-based expenses (such as mileage).
3. When you are finished, click the Save button to apply your changes.

Due/End Dates

Due dates determine when timesheets/expenses must be submitted for approval and when approvals must be completed. End dates determine the last date when time can be entered for each type of period (system, employee type, department). To set due and end dates:

1. Select **Due/End Dates** from the **PREFERENCES** section of the Administration menu.
2. Set the appropriate dates for timesheet/expense entry, submission, and approval.
3. When you are finished, click the Save button to apply your changes.

User Preferences

User Preferences define the system-side, default display settings for Web TimeSheet users. If you change the user preferences, the changes will affect only those users created after the changes are made. Existing users can change their own preferences from the **Configuration** menu (see *Chapter 7-User Configuration*).

To customize user preferences:

1. Select **User Preferences** from the **PREFERENCES** section of the Administration menu.
2. Define the default display settings for new users.
3. When you are finished, click the Save button at the bottom of the screen.

Managing Timesheets and Expenses

As the Administrator, you can manage any timesheets and expense sheets that have been saved in the system, including approving, opening/closing, and deleting selected (or all) timesheets and expense sheets.

List Timesheets

You can view a list of all timesheets in the system by clicking on the **Admin** tab at the top of the screen and selecting **List Timesheets** from the side menu.

From the list you can open, close, review, approve, or delete selected timesheets.

Viewing all timesheets allows you to determine the status of individual users' timesheets and to view the timesheet details. You can filter the list of timesheets by user, timesheet period, department, and/or approval status.

To view timesheet details:

1. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
2. Click the next to the appropriate timesheet. The complete timesheet is displayed.

Approve Timesheets

When you approve timesheets from the **List Timesheets** screen, the timesheets will not be submitted to the appropriate supervisors, project leaders, or clients.

To approve timesheets:

1. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
2. Select the check box next to the timesheet you want to approve. You can select more than one timesheet or select all timesheets by clicking the **Select All** check box at the bottom of the screen.
3. Click the Approve button at the bottom of the timesheet list. Web TimeSheet will confirm that you want to approve the selected timesheet(s). If you are sure you want to approve the timesheet(s), select Yes when prompted. If you do not want to approve the timesheets, select No to cancel the approval and return to the **List Timesheets** screen.

Close (Submit) or Open a Timesheet

You can close (submit) a timesheet to prevent a user from entering any more data in for that timesheet period. Closing a timesheet requires that the timesheet be submitted for approval and officially approved before it can be closed. You can always reopen timesheets that have been closed.

To close (submit) a timesheet:

1. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
2. Select the check box next to the timesheet you want to close. You can select more than one timehseet or select all timesheets by clicking the **Select All** check box at the bottom of the screen.
3. Click the Submit button at the bottom of the timesheet list. Web TimeSheet will confirm that you want to submit and close the timesheet(s). If you are sure you want to close the timesheet(s), select Yes when prompted. If you do not want to close the timesheet(s), select No to cancel the process and return to the **List Timesheets** screen.

To reopen a closed timesheet, follow steps 1 and 2 for closing a timesheet. Then click the Open button at the bottom of the list. Web TimeSheet will confirm that you want to open the selected timesheet(s). If you are sure you want to open the timesheet(s), select Yes when prompted. If you do not want to open the timesheet(s), select No to cancel the process and return to the **List Timesheets** screen.

When you open a timesheet, the reopened timesheet(s) will be sent back to the user (i.e., the user can edit these timesheets and submit them for approval).

Delete a Timesheet

You can delete a timesheet from the **List Timesheets** screen. Deleting a timesheet will remove all data entered for that timesheet period. Deleting a timesheet is irreversible.

You can delete a single timesheet period or multiple timesheet periods at once.

To delete a single timesheet:

1. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
2. Click the next to the timesheet you want to delete. Web TimeSheet will confirm that you want to delete the selected timesheet. If you are sure you want to delete the timesheet, select Yes when prompted. If you do not want to delete the timesheet, select No to cancel the process and return to the **List Timesheets** screen.

To delete multiple timesheets:

1. Click on the **Admin** tab at the top of the screen and select **List Timesheets** from the side menu.
2. Select the check boxes next to the timesheets you want to delete. If you want to delete all timesheet periods, click in the **Select All** check box at the bottom of the timesheet list.

Note ...

If you approve timesheets from the List Timesheets screen, the timesheets will not be submitted to the appropriate supervisors, project leaders, or clients.

Expense functions are available only if your Web TimeSheet license includes the Expense module.

Note ...

If you approve expense sheets from the List Expenses screen, the expense sheets will not be submitted to the appropriate supervisors, project leaders, or clients.

Marking expense sheets as paid is irreversible; make sure you are selecting the correct expense sheets before using this function.

Expense functions are available only if your Web TimeSheet license includes the Expense module.

3. Click the Delete button at the bottom of the screen. Web TimeSheet will confirm that you want to delete the selected timesheets. If you are sure you want to delete the timesheets, select Yes when prompted. If you do not want to delete the timesheets, select No to cancel the process and return to the **List Timesheets** screen.

List Expenses

You can view a list of expense sheets by clicking on the **Admin** tab at the top of the screen and selecting **List Expenses** from the side menu. You can use this list to approve, submit, open or delete the expense sheets entered during a specific time period. You can also mark expense sheets as "paid", indicating that the expense sheet has been processed and any necessary reimbursements have been paid.

Viewing all expense sheets allows you to determine the status of individual expense sheets and to view the expense details. You can filter the list of expense sheets by user, department, status, and/or time period.

To view expense details:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Click the  next to the appropriate expense sheet to view a list of expenses included in that expense sheet.
3. On the **Expense Lines** screen, click the Details button next to the individual expense for which you want to view details. The expense details will be displayed only for the selected expense line.

Approve an Expense Sheet

As an administrator, you can approve submitted expense sheets from the **List Expenses** screen. This allows you to approve a single sheet or multiple expense sheets at one time.

To approve expense sheets:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Select the check box next to the expense sheets you want to approve. You can select more than expense sheet, or select all expense sheets by clicking the **Select All** check box at the bottom of the screen.
3. Click the Approve button at the bottom of the list. Web TimeSheet will confirm that you want to approve the selected expense(s). If you are sure you want to approve the expenses, select Yes when prompted. If you do not want to approve the expenses, you can select No to cancel the approval and return to the **List Expenses** screen.

Close (Submit) or Open an Expense Sheet

You can close (submit) an expense sheet to prevent the user and/or approver(s) from making further changes to that expense sheet. Closing an expense sheet requires that the expense sheet first be submitted for approval and officially approved.

You can always reopen expense sheets that have been submitted. You can close and open expense sheets from the **List Expenses** screen.

To close (submit) an expense sheet:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Select the check box next to the expense sheet you want to close. You can select more than one expense sheet, or select all expense sheets by clicking the **Select All** check box at the bottom of the screen.
3. Click the Submit button at the bottom of the list. Web TimeSheet will confirm that you want to submit the expense sheets, thus closing them to further changes. If you are sure you want to close the expense sheet(s), select Yes when prompted. If you do not want to close the expense sheet(s), you can select No to cancel the process and return to the **List Expenses** screen.

To open an expense sheet, follow steps 1 and 2 for closing an expense sheet. Then click the Open button at the bottom of the list. Web TimeSheet will confirm that you want to open the selected expense sheets. If you are sure you want to open the expense sheet(s), select Yes when prompted. If you do not want to open the expense sheet(s), you can select No to cancel the process and return to the **List Expenses** screen. When you open an expense sheet, the reopened expense sheet will be sent back to the user (i.e., the user can edit the expenses and submit them for approval).

Marking Expense Sheets as "Paid"

You can mark expense sheets as "paid" to indicate that the expenses within that sheet have been processed and any necessary reimbursements have been paid. You can mark either individual expense sheets or multiple sheets at once. The paid status is at the expense sheet level; it does not apply to individual expense entries.

The paid status is displayed in the user's expense sheet lists (Waiting for Approval, Approved, Rejected) and in appropriate Expense reports.

To mark expense sheets as paid:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Select the check box next to each expense sheet that has been paid, or use the **Select All** check box at the bottom to select all sheets in the displayed list.
3. Click the Paid button to mark the selected expense sheets. Web TimeSheet will confirm you want to mark the expense sheets as paid. If you're sure you want to mark them as paid, select Yes when prompted. If you are not sure, select No to cancel the action and return to the **List Expenses** screen.

Delete an Expense Sheet

You can delete an expense sheet from the **List Expenses** screen. Deleting an expense sheet removes all expense data within that sheet from the database. Deleting an expense sheet is irreversible.

You can delete a single expense sheet or multiple expense sheets at once.

To delete a single expense sheet:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Click on the  next to the expense sheet you want to delete. Web TimeSheet will confirm that you want to delete the selected expense sheet. If you are sure you want to delete the expense sheet, select Yes when prompted. If you do not want to delete the expense sheet, you can select No to cancel the process and return to the **List Expenses** screen.

To delete multiple expense sheets:

1. Click on the **Admin** tab at the top of the screen and select **List Expenses** from the side menu.
2. Select the check boxes next to the expense sheets you want to delete. If you want to delete all expense sheets, click in the **Select All** check box at the bottom of the list.
3. Click the Delete button at the bottom of the screen. Web TimeSheet will confirm that you want to delete the selected expense sheets. If you are sure you want to delete the expense sheets, select Yes when prompted. If you do not want to delete the expense sheets, you can select No to cancel the process and return to the **List Expenses** screen.

Note ...

Expense functions are available only if your Web TimeSheet license includes the Expense module.