

InterAcct Timesheet - Scheduler



InterAcct
SOFTWARE PTY LTD

Highlights :

- ✓ This new software enhancement by InterAcct offers a fast and simple method to create employee timesheets of work performed on jobs.
- ✓ It starts when you first win a job, and then schedule what employees will need to be scheduled to work on it.
- ✓ That automatically creates both an Employee Work Schedule and Daily Diary. Both can be amended (employee, date, times, etc.) as required.
- ✓ Once work commences, simply call up the scheduled work task, and click on “Start”.
- ✓ You can “Pause” work at any time, and then “End” the task when complete. InterAcct will then automatically create the timesheet entry and update all the Job Cost Ledgers and Analysis.
- ✓ It is ideal for use with Touch Screens - in a factory environment, or in a wireless network for service people working ‘on the road’.
- ✓ The emphasis is on speed, simplicity, and flexibility.

InterAcct Live - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100014	Job Id	REMINFBR.10001	Input Date	19-May-2010
Status.	4.WIP	Job Type	CONSTRUCT	Starting	24-May-2010
Category	NEW	Order No	5455B	Completed	
Prj Mgr	GEOFF.L	Origin	REFERRAL	Follow Up	25-May-2010
Priority	2.NORMAL	Inv ?	N	Estimate \$	188,500

Contact	Robert Remin	Phone	9905 8705
Client	Remin Furniture	Mobile	
Site	Unit 5/6 Grosvenor Place	Site Ph	
Address	BROOKVALE DC NSW 2100	Cr Limit \$	0
		Cr Status	2.MEDIUM

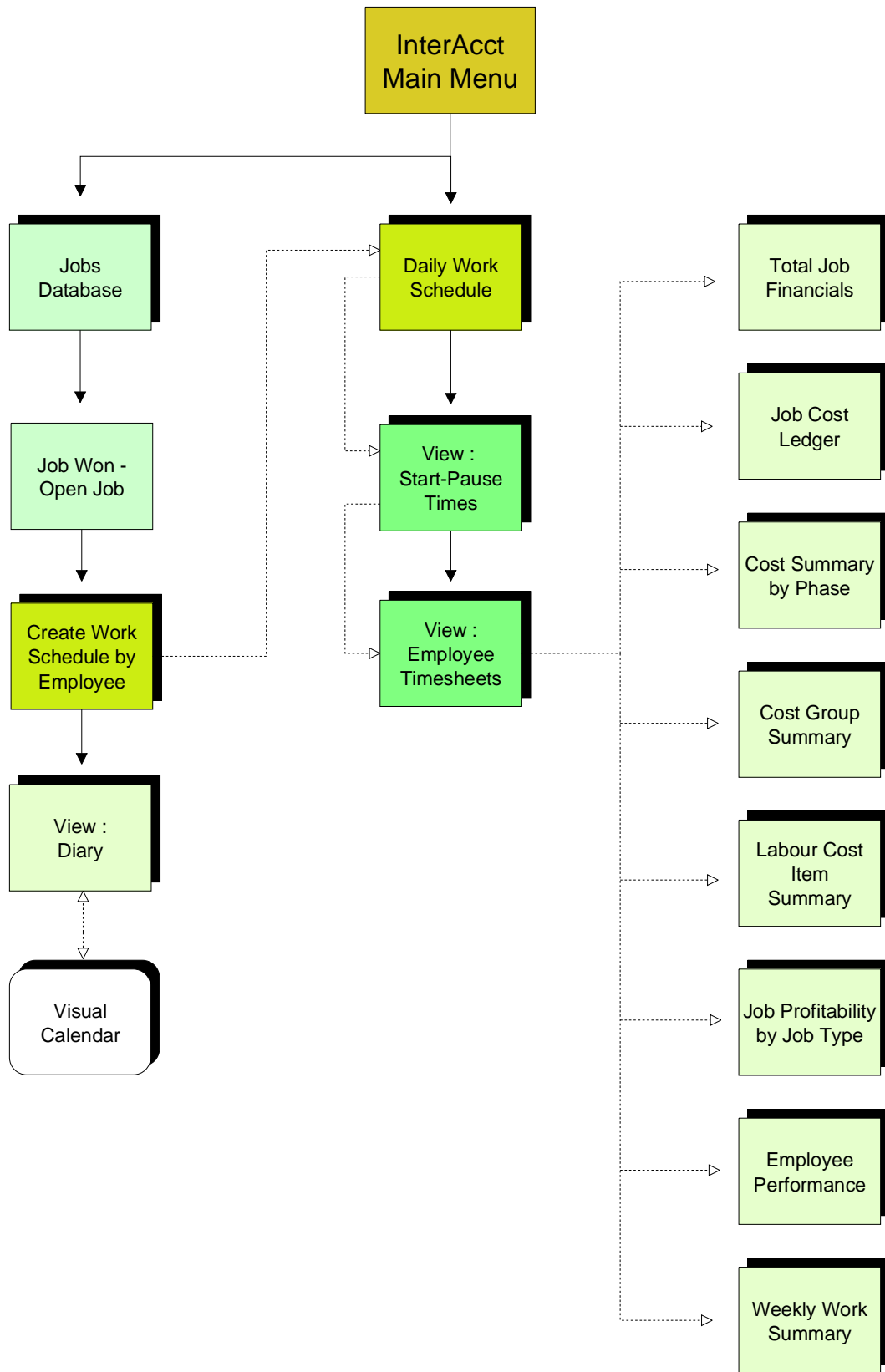
Menu

1. Site Checklist
2. Open Job - Schedule
3. Financial Summary
4. Quick Estimate/Quotes
5. Detailed Estimating
6. Quotation
7. Budget/Actual/Variances
8. Transactions & Processes
9. Job Notes
10. Configure Job Reports
11. View : Job Transactions

Project: Extension to Factory Unit
Comments: Storage Area, and Spray Booth

Form help Field help Alerts Addresses P/Orders Rates Accounting Tables Diary Job-Types

This is the Job Screen. This file contains details on all jobs - past, present, and future.



InterAcct Live - [SCHEDULE JOB - display , Extension to Factory Unit, CONSTRUCT, Unit 5/6 Grosvenor]

File Record Edit View Go Advanced Menu Graph Design Help

Status: 4.WIP Date Won: 19-May-2010 Job Type: CONSTRUCT
 Basis: CONTRACT Contract #: 5455B Branch: HO
 Employee: GEOFF.L Class: L/HAND Region: N.SYD.NTH
 Name: Geoff Lewis Priority: 2.NORMAL S/Person: GEOFF.L

Exp Start: 24-May-2010 Start Time: 7:30 AM Contract \$: 88,500
 Exp Finish: 22-Jun-2010 End Time: 4:00 PM Bud Profit \$: 16,593.75
 Est Hrs #: 335.00 Markup %: 25.00

Phase: 01.MAIN Charge \$: 85.00
 Work: Site Preparation - Arrival of Materials, Equipment
 Address: Unit 5/6 Grosvenor Place
 Suburb: BROOKVALE DC Site Ph:
 Job Name: Extension to Factory Unit
 Comments: Storage Area, and Spray Booth

Menu
 1. Employee's Work Tasks
 2. View : Job Diary
 3. Job Accounting
 4. Job Reports Menu
 5. Site Survey, OH&S
 6. Job Comments
 7. Job Financials
 8. Contract Details
 9. Job Documents

Estimating Quote
 Budget Invoice
 Diary Processes
 Schedule Employees

EMPLOYEE WORK SCHEDULE list , Extension to Factory Unit, CONSTRUCT, Unit 5/6 Grosvenor

Employee	Schedule Date	Start Time	Finish Time	Est Time	Act Hrs #	Class	Phase	Estimate \$	Status	Work Details
1	GEOFF.L Mon 24-May-2010	7:30 AM	4:00 PM	8:30:00	0.000	L/HAND	01.MAIN	722.50		Site Preparation - Arrival of Materials, Equipment
2	GEOFF.L Tue 25-May-2010	8:00 AM	5:00 PM	9:00:00	0.000	L/HAND	1.REMOVE	765.00		Remove Old Timber Framework
3	GEOFF.L Wed 26-May-2010	8:00 AM	5:00 PM	9:00:00	0.000	L/HAND	2.ROOF	765.00		Weld New Steel Framework
				26:30:00	0.000			2,252.50		

- Once the job has been won, you can schedule one or more employees to do work tasks over one or more days – to update their overall Work Plan.
- Before scheduling an employee to complete a work task, you can check their diary of existing work (by date & time).
- Once the job work task has been completed, you can view the actual hours expended on the task.
- Once entered, the Employee's Work Schedule is automatically updated – ready to "Start" work.

InterAcct Live - [EMPLOYEE WORK SCHEDULE - display , Extension to Factory Unit, CONSTRUCT, Unit 5/6 Grosvenor]

File Record Edit View Go Advanced Menu Graph Design Help

Employee: GEOFF.L Name: Geoff Lewis
 Status: Schedule Date: Thu 27-May-2010 Start Time: 8:00 AM
 Act Hrs #: 0.000 Finish Time: 5:00 PM
 Est Time: 9:00:00
 Class: L/HAND Description: Leading Hand
 Phase: 3.FRAME Status: 0.EST
 Work Details: Erect New Steel Framework

Charge \$: 85.00
 Double \$: 150.00
 Time & Half \$: 110.00
 Estimate \$: 765.00

Menu
 1. Input Timesheet
 2. View : Diary
 3. Change Employee Rates
 4. Job Charge Rates
 5. Client Charge Rates

Diary

APPOINTMENTS - MESSAGES list , Extension to Factory Unit, CONSTRUCT, Unit 5/6 Grosvenor

*Person	*Date	Time	Till	Status	Event	*Contact	*Ph	Suburb	Message
1	GEOFF.L Mon 24-May-2010	7:30 AM	4:00 PM	1.NEW	WORK			BROOKVALE DC	Site Preparation - Arrival of Materials.
2	GEOFF.L Tue 25-May-2010			1.NEW	CONTAC	Robert Remin	9905 8705	BROOKVALE DC	Follow Up on Job
3	GEOFF.L Tue 25-May-2010	8:00 AM	5:00 PM	1.NEW	WORK			BROOKVALE DC	Remove Old Timber Framework
4	GEOFF.L Wed 26-May-2010	8:00 AM	5:00 PM	1.NEW	WORK			BROOKVALE DC	Weld New Steel Framework
5	GEOFF.L Thu 27-May-2010	8:00 AM	5:00 PM	1.NEW	WORK			BROOKVALE DC	Erect New Steel Framework

InterAcct Live - [JOB WORK SCHEDULE - search]

File Record Edit View Go Advanced Menu Graph Design Help

Search for ...

Click here for...

Power Search

Start Search

Schedule Date

Employee

Job No

Status

Est Start

Est Finish

Class

Work Date

Start Time

Act Finish

Exp Time

Done ?

Work Details

Work Notes

Normally press ENTER to see a list of records. To search, refer help below. To add new record, press ADD button

When you select the menu “Employee Work Schedule” you have the option of search (to filter records listed) to show just one employee, or a range of work dates.

InterAcct Live - [JOB WORK SCHEDULE list]

File Record Edit View Go Advanced Graph Design Help

	Schedule Date	Employee	Job No	Status	Est Start	Est Finish	Est Time	Class	Work Date	Start Time	Act Finish	Total Hrs#	Done ?	Work Details
1	Mon 24-May-2010	GEOFF.L	100014	PAUSED	7:30 AM	4:00 PM	8:30:00	L/HAND	19-May-10	11:16 AM	11:42 AM	0.000	N	Site Preparation - Arrival of Materials, Ec
2	Tue 25-May-2010	GEOFF.L	100014		8:00 AM	5:00 PM	9:00:00	L/HAND				0.000		Remove Old Timber Framework
3	Wed 26-May-2010	GEOFF.L	100014		8:00 AM	5:00 PM	9:00:00	L/HAND				0.000		Weld New Steel Framework
4	Thu 27-May-2010	GEOFF.L	100014		8:00 AM	5:00 PM	9:00:00	L/HAND				0.000		Erect New Steel Framework
							35:30:00					0.000		

InterAcct Live - [JOB WORK SCHEDULE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Employee: GEOFF.L
 Job No: 100014
 Schedule Date: Tue 25-May-2010
 Est Start: 8:00 AM
 Est Finish: 5:00 PM
 Est Time: 9:00:00
 Est Hrs #: 9.00

Name: Geoff Lewis
 Status:
 Work Date:
 Start Time:
 Act Finish:
 Start ?
 Pause?
 End ?

Class: L/HAND
 Phase: 1.REMOVE
 Description: Leading Hand
 Status: 0.EST

Work Details: Remove Old Timber Framework
 Work Notes:
 Job Name: Extension to Factory Unit, CONSTRUCT, Unit 5/6

Menu
 1. View : Start/Pause Times
 2. View : Job Details
 3. View : Client File
 4. View : Diary
 5. Help Message

Start Work

Form help | Field help | Diary | Employee | Class | Phase | Client | Work-Details | Job-Ledger

This schedule is first created under the Job - Job Open, Work Schedule.

This is what you see when you first select a work task from your schedule.

- To start work (click onto your timesheet), simply 'click' on the "Start" button. No need to use the keyboard at all at this point.
- This shows a job work task that has been started

InterAcct Live - [JOB WORK SCHEDULE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Employee: GEOFF.L
 Job No: 100014
 Schedule Date: Mon 24-May-2010
 Est Start: 7:30 AM
 Est Finish: 4:00 PM
 Est Time: 8:30:00
 Est Hrs #: 8.50

Name: Geoff Lewis
 Status: STARTED
 Work Date: Thu 20-May-2010
 Start Time: 1:55 PM
 Act Finish:
 Start ? Y
 Pause?
 End ?

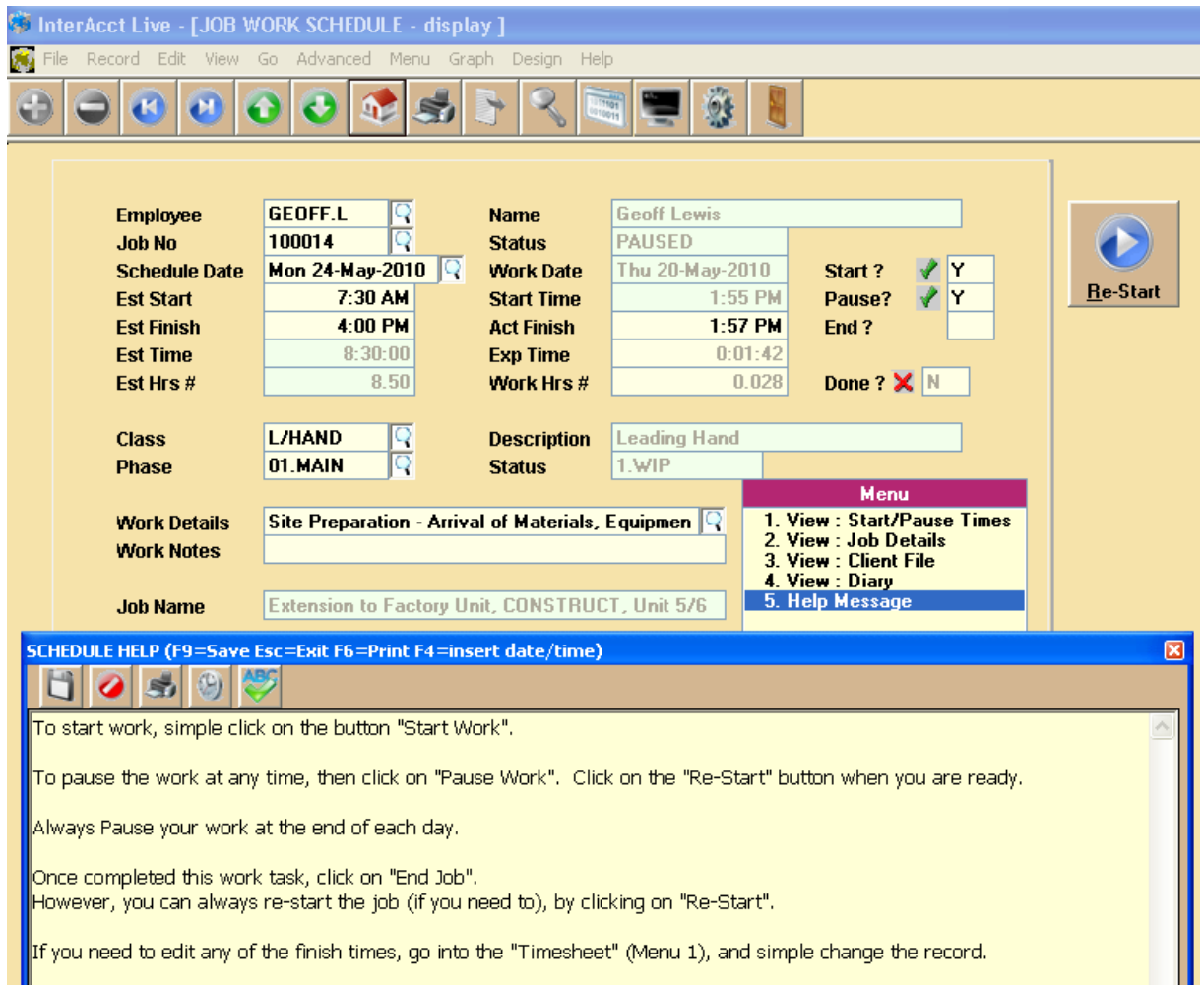
Class: L/HAND
 Phase: 01.MAIN
 Description: Leading Hand
 Status: 1.WIP

Work Details: Site Preparation - Arrival of Materials, Equipmen
 Work Notes:
 Job Name: Extension to Factory Unit, CONSTRUCT, Unit 5/6

Menu
 1. View : Start/Pause Times
 2. View : Job Details
 3. View : Client File
 4. View : Diary
 5. Help Message

Pause Work

End Work



This screen shows a job work task that has been “Paused”

- You can pause and re-start as often as you like. InterAcct automatically keeps a tally on the time expended to date.
- The system shows what the estimated hours should be for this task.
- If you make a mistake, and forget to log off at the end of the day, you can manually adjust your times.
- The correct charge rates are automatically used (based on the Labour Class), accounting for special Job/Client Contract Rates (if applicable).
- If you are using a Computer Notebook in the field (on a Wireless Network), then you can see that there is virtually no need to use the keyboard (or mouse) to create a job timesheet entry.

InterAcct Live - [JOB WORK SCHEDULE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Employee: GEOFF.L Name: Geoff Lewis
 Job No: 100014 Status: FINISHED
 Schedule Date: Mon 24-May-2010 Work Date: Thu 20-May-2010 Start? Y
 Est Start: 7:30 AM Start Time: 1:58 PM Pause?
 Est Finish: 4:00 PM Act Finish: 2:13 PM End? Y
 Est Time: 8:30:00 Exp Time: 0:14:30 Done? Y
 Est Hrs #: 8.50 Work Hrs #: 0.242
 Total Hrs#: 0.717
 Class: L/HAND Description: Leading Hand
 Phase: 01.MAIN Status: 1.WIP

Work Details: Site Preparation - Arrival of Materials, Equipmen
 Work Notes:
 Job Name: Extension to Factory Unit, CONSTRUCT, Unit 5/6

Menu
 1. View : Start/Pause Times
 2. View : Job Details
 3. View : Client File
 4. View : Diary
 5. Help Message

Re-Start
 Pause Work
 End Work
 Next Job

TIMESHEET ENTRIES list

	Employee	Work Dat	Start Time	Updated ?	Act Finish	Work Hrs #	Status	Class	Done ?	Work Details
1	GEOFF.L			Y		0.000		L/HAND		Site Preparation - Arrival of Materia
2	GEOFF.L	19-May-11	11:16 AM	Y	11:42 AM	0.436	PAUSED	L/HAND	N	Site Preparation - Arrival of Materia
3	GEOFF.L	20-May-11	1:53 PM	Y	1:54 PM	0.011	PAUSED	L/HAND	N	Site Preparation - Arrival of Materia
4	GEOFF.L	20-May-11	1:55 PM	Y	1:57 PM	0.028	PAUSED	L/HAND	N	Site Preparation - Arrival of Materia
5	GEOFF.L	20-May-11	1:58 PM	Y	2:13 PM	0.242	FINISHED	L/HAND	Y	Site Preparation - Arrival of Materia
						0.717				

- This screen shows a job that has been “Ended”.
- However, you can also “Re-Start” the job at any time. The system keeps a log of your Start/Pause times.
- By clicking on “Next Job”, it will call down your next job on the schedule.
- There is virtually no need to keyboard data entry (Mouse or Touch Screen)
- Each time you “End Job” the system automatically updates the employee’s timesheet and all the related Job Cost ledgers & analyses.