



Functional Overview

For

Web Timesheets and Expense Claims



Web Timesheets and Expense Claims

The Workbench Browser versions of Personal Timesheet and Expense Claim provide an ideal solution for consultants who have ready access to the internet when away from the office or larger organisations with a number of branch locations where the cost of a conventional Wide Area Network for a high number of users is prohibitive.

These functions enable the Workbench database to be updated on-line with important time and cost information from any location in the world under appropriate Login Security.

The functionality provided under this Browser option is equivalent to that of the standard Workbench Personal Timesheet option detailed in the Project Accounting brochure.

Browser functions include:

Timesheets

- Select Timesheets for specified weeks.
- Copy lines from another timesheet.
- Validation of Employee, Jobs, Activity Codes
- Unlimited lines per timesheet.
- Extensive Job Search by Profit Centre, Client, Job Manager.
- Browser based Approval process.

Expense Claims

- Select Expense Claims for specified weeks.
- Validation of Employee, Jobs, Activity Codes.
- Unlimited lines per Expense Claim.
- Extensive Job Search by Profit Centre, Client, Job Manager.
- Caters for the processing of purchase based taxes.
- Browser based Approval process.

Timesheet

Timesheet for Clive Gardner Employee No 101
 Timesheet Week Ending Date < Friday, June 24, 2005 >
[Return to List Timesheets and Claims](#) Complete
 Update Approved

User Notes

Job No	Job Name	Activity / Profit Centre	18 Jun Sat	19 Jun Sun	20 Jun Mon	21 Jun Tue	22 Jun Wed	23 Jun Thu	24 Jun Fri	Tot
412002	Services	PHS	0.00	0.00	4.00	0.00	2.00	0.00	0.00	6.00
4130	Monthly Fixed Support Contract	PHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
413001	Rebuild Server	PHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4134	Testing	PHS	0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00
TOTAL Hours			0.00	0.00	4.00	0.00	2.00	0.00	0.00	25.00
STD Hours			0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00
Variance			0.00	0.00	-4.00	0.00	-2.00	-3.00	-4.00	-17.00

Approve Timesheets

Timesheet Approval
 Manager: Malcolm Mackay

User Notes

Timesheet Approval Group:
 Timesheet Date: From < 24 JUN 2005 > To < 24 JUN 2005 >

To approve the Timesheets, check the box or boxes, then click 'Update'

Your search returned 4 items
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Employee	Timesheet Date	Completed	Chargeable	Leave	Non Chargeable	Total	Claimed	Approved
John Cooper	24 JUN 2005	No	4.00	0.00	0.00	4.00	0.00	<input type="checkbox"/>
Clive Gardner	24 JUN 2005	No	23.00	0.00	0.00	23.00	0.00	<input type="checkbox"/>
Marcel Louber	24 JUN 2005	Missing						<input type="checkbox"/>
Peter Ross	24 JUN 2005	Missing						<input type="checkbox"/>

Expense Claim

Expense Claim for Clive Gardner Employee No 101
 Expense Claim Week Ending Date < Friday, June 24, 2005 >
[Return to List Timesheets and Claims](#) Complete
 Update Approved

User Notes

Del	Date	Job No	Job Description	Activity / Work Centre	Qty	Gross	GST	Net	Comments
	22 JUN 2005	412902	Services	IMS / PPS	20.00	10.00	0.00	10.00	
	23 JUN 2005	412902	Services	TOLLS / PSH	1.00	15.00	1.67	13.33	Call US
Claim Summary \$:						Gross	GST	Net	Total
Title						10.00	0.00	10.00	10.00
Other						15.00	1.67	13.33	15.00
Total Claim						25.00	1.67	23.33	25.00