Web Approvals

Version 6.x
User Manual

Web Approvals Version 6.x - Table of Contents

About this manual

Overview

This section explains the features of this manual. It is intended to assist the user in getting the most out of Web Approvals, by knowing how to use the manual effectively.

This manual describes and outlines the set up procedures, maintenance, and day-to-day use of Web Approvals in a manner that will fulfil the business requirements of your company.

The user must ensure they have Adobe Acrobat Viewer Version 4 or above installed on their computer in order to display this PDF user manual correctly.

How to use this manual

Overview

Introduction

This manual has been written to assist in setting up and using the Web Approvals system.

Access aids

There are various access aids to help you to find the information required.

- Table of Contents – The listing of this manual's content, which is located at the front of the manual.
- Topic titles – The major headings on each page, for example, the heading "How to use this manual" located on this page.
- Block labels – The minor headings on each page for example, the heading "Access aids" located on this page.

Introduction to Web Approvals

Overview

Web Approvals is a system used for authorising timesheet, expense and invoice entries electronically.

The system works best when used in conjunction with a central invoicing system such as Star System Solutions Pty Ltd's "Star Projects".

Each user must be configured as a review, approver and or delegate within the central invoicing system. Changes to the default settings are normally carried out by the Database Administrator and should comply with the guideline set out in accordance with your company standards.

Dashboard is a user summary of outstanding unsubmitted timesheets / expenses, rejected timesheets / expenses and timesheet / expense and invoice approvals with links to the records.

Timesheet approvals is the combination of a timesheet summary and any number of timesheet lines that have been entered by a user documenting the work they have performed within a specified period to be approved.

There are various functions that can be carried out by a user from the timesheet approvals screen. These include:

- View summary timesheet information by resource, client or project.
- View summary and timesheet lines by resource (including Charge Ratio), client or project.
- Authorise timesheet summary and or line.
- UnAuthorise timesheet summary and or line.
- Reject timesheet line and or summary.
- Notify staff of rejected timesheets.
- Repeat an existing timesheet line.
- Split an existing timesheet line.
- Delete an existing timesheet line.
- Edit an existing timesheet line.
- Filter timesheet summary and lines shown by client, project, phase (if applicable), resource, activity (if applicable), branch (if applicable), department (if applicable), period (if applicable) and company (if applicable).
- Apply advanced filter options (if applicable) by review or approve, reviewer, type of work and authorisation state.
- Sort timesheet summary and lines by any column field.

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Timesheet summary is a summary by resource, client or project of timesheets that have been entered by a user documenting the work that they have performed to be approved.

Timesheet line is a single line within a TimeRecorder timesheet that captures one portion of work: assigned to a particular client, project, phase, activity & task (if applicable) to be approved.

Timesheet editor allows the user to edit any detail within a timesheet line prior to approval.

Expense approvals is the combination of an expense summary and any number of expense lines that have been entered by a user documenting the costs that have been incurred whilst carrying out work they have performed within a specified period to be approved.

There are various functions that can be carried out by a user from the expense approvals screen. These include:

- View summary expense information by resource, client or project.
- View summary and expense lines by resource, client or project.
- Authorise expense summary and or line.
- UnAuthorise expense summary and or line.
- Reject expense line and or summary.
- Notify staff of rejected expenses.
- Repeat an existing expense line.
- Delete an existing expense line.
- Edit an existing expense line.
- Filter expense summary and lines shown by client, project, phase (if applicable), resource, activity (if applicable), branch (if applicable), department (if applicable), period (if applicable) and company (if applicable).
- Apply advanced filter options (if applicable) by review or approve, reviewer, type of work, receipt, reimbursable, value and authorisation state.
- Sort expense summary and lines by any column field.

Expense summary is a summary by resource, client or project of expenses that have been entered by a user documenting the costs they have incurred to be approved.

Expense line is one line within a timesheet that captures one portion of expenses incurred: assigned to a particular client, project, phase, activity & task (if applicable) to be approved.

Expense editor allows the user to edit any detail within an expense line prior to approval.

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Invoice approvals is the invoices generated within the central invoicing system such as Star System Solutions Pty Ltd's "Star Projects" to be approved.

There are various functions that can be carried out by a user from the invoice approvals screen. These include:

- View current user employee code logged in.
- Filter invoices shown by client, project, phase (if applicable), manager (if applicable), reviewer (if applicable), company (if applicable) and invoice type (if applicable).
- Apply advanced filter options (if applicable) by review or approve, reviewer and authorisation state.
- Sort invoices by any column field.
- Authorise invoices.
- UnAuthorise invoices.
- Print invoices.

Parameters are values or switches that can be configured to customise the way functions of Web Approvals will work for your company. Parameters are set within Module Manager. Some parameters include user functions, timesheet and expense functions and system settings.

Navigation

Introduction

Web Approvals provides a variety of navigational tools that will assist the user in moving around the system quickly and easily, including:

- Mouse and keyboard
- Data entry
- Common buttons

Mouse and keyboard – the user can use the keyboard to perform the same actions as the mouse. Some important keyboard actions are described below:

Keys	Description
Links	A link is an underlined word that can be selected using the mouse or enter key. Once actioned, a pop up list / window opens. Example: <u>Client</u> - will display the client search list; <u>Date</u> - will display a pop up calendar.
F1	Display the online help for the Explorer program.
Alt Tab	Toggles between Web Approvals and other open Windows applications.

Hot keys – A hot key is a combination of Alt, and the letter underlined in a button. Once actioned, a hot key will display a screen or perform the action required.

Data entry – data can be entered into the field on a screen by three different ways; by direct entry, from a drop down list or pop up list.

- Direct entry – to enter text into a field place the cursor inside the field and type in the data.
- Drop down list – this is a drop down list button. When selected, it displays a list of values. Select a value and it will display into the selected field.
- Pop up list – when a field label link is clicked on, the field is double clicked in or Ctrl + Z pressed a search pop up list box displays a list of options. The user selects an option either by using their mouse or using the keyboard tab and the enter key. Once selected the option will appear in the relevant field.

Program Icons

Common buttons – below is a list of the most commonly used buttons.

Save – Saves the timesheet lines within the Timesheet

Filter – Allows the use to change the filter options for the approvals to be loaded.

Show – Is used to show submitted Timesheet Lines or Expense Lines for approval that match the filter criteria.

Notify Rejections – Sends an email to the author of the timesheet or expense notifying them that it has been rejected.

Reject – Allows the user to reject a selected timesheet or expense week and or line.

Repeat – Allows the user to repeat a selected timesheet or expense line.

Authorise – Allows the user to approve a selected invoice, timesheet or expense week and or line.

UnAuthorise – Allows the user to unauthorise a selected invoice, timesheet or expense week and or line.

Split – Allows the user to split a selected timesheet line by quantity.

Delete – Deletes the selected timesheet or expense line. Please note: Save icon must be selected once line deleted to save changes to database.

Cancel Changes – Cancels any changes made to the current timesheet or expense line.

Confirm Changes – Saves any changes made to the current timesheet or expense line.

How to access and exit Web Approvals

Introduction

There are two ways you can access the Web Approvals, through your local LAN or through the Internet. Refer to the Web TimeRecorder Installation Guide for further information.

Conditions

The user must be set up in the external invoicing systems resource Masterfile and have Microsoft Internet Explorer version 5 or later browser to access the Web Approvals.

Procedure

How to log on:

1. From Microsoft Internet Explorer screen.
2. Select the File menu, select Open.
3. Enter the applicable Web Approvals location based on how access have been setup;

   Access from the Local LAN - type the computer name
   eg. http://WEBSERVER1/WebTR
   Access over the Internet - type the fully qualified domain name (FQDN) eg.http://www.mycompany.com/WebTR

4. Select OK.

If the....	**Then....**
Star Web Log in screen appears.	you have accessed the Approvals Web Edition site.

5. Enter the User Name, Password and select Log In.
6. Select from the list at the top the module Timesheet Approvals, Expense Approvals or Invoice Approvals.

If the....	**Then....**
Approvals Main screen appears.	you have accessed the Approvals Web Edition.

Please note:

Integration with the Star System Solutions Pty Ltd's "Star Projects" allows the User Name to be either the Resource code or user name setup within the Resource Masterfile. The Module Manager / Settings / Login option determines the applicable user name. The Password is set within the Resource Masterfile.

Result: You have accessed the Web Approvals.

Continued on the next page

Procedure How to exit:

1. From the Approvals Main screen select the Log Off module selection.

2. Select Yes to confirm you want to log off.

Please note: If any changes are pending, the system will prompt you to save before exiting. The system will exit once you have advised changes are to be saved or not.

Result: You have logged out of Web Approvals.

How to change the Web Approvals password

Introduction

This section explains how a user changes the Web Approvals login password.

Conditions

You need to be logged into Web Approvals.

Procedure

How to change the password:

From the Web Approvals Main screen:

1. Select the Password module selection.
2. Enter the old password, press Tab to move between fields as required.
3. Enter the new password.
4. Re-enter the new password to confirm.
5. Press the Change button.

Result: The user password has been changed.

Web Approvals Layout

Overview

Web Approvals module consists of a number of tabs, each tab screen can consists of a grid, line details and or buttons, each representing a Web Approvals Function. You can customise the availability of the view tabs and line details through the Web Projects module parameters in Module Manager. The module parameters allow you to configure search lists, expense and timesheet authorisation options, expense and timesheet fields, view tabs enabled and configuration options.

Dashboard

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection **Summary** **Records**

Module Selection Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Summary Displays number of unsubmitted timesheets and expenses, rejected timesheets and expenses and timesheet, expense and invoice approvals records.

Records Selecting the ▶ link to show or hide details of the records and select the record required to open within the relevant module.

Continued on the next page

Record grids Displays the unsubmitted timesheets and expenses, rejected timesheets and expenses and timesheet and expense approvals week ending date and staff name details. The invoice approvals grid can display any of the following;

- Control number
- Invoice number
- Approved status
- Reviewed status
- Client code and description
- Project code and description
- Phase code and description
- Fee Basis code and description
- Apply to
- Company
- Discount % and Type
- Home Currency and Rate
- Operational Currency and Rate
- Manager
- Tax % and code
- Write off code and description
- Date
- Progress and normal invoice status
- On Hold and void status
- Currency
- WIP amount
- No Charge amount
- Write off amount
- PO number
- Invoicable amount
- Discount amount
- Pre Tax amount
- Tax amount
- Invoice total

Please note: The grid details displayed are setup within the Module Manager, Web Dashboard, Parameters. The summary caption and grid sort field can be set within the Parameters, Display Settings.

Timesheet Authorisation

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection
View Tabs **Week summary** **Filter boxes** **Main grid** **Summary details**

Tool bar

Module Selection Enables access to Timesheet, Expense and Invoice authorisation.

Tool bar Contains the buttons that, when selected, displays additional approval screen functions. Refer to the Navigation, Program Icons section within this manual for additional information.

View Tabs Enables access to and defines how Web Approvals are displayed. By Resource, By Client, By Project and Help functions are available.

Version Displays the current Web Approvals version number.

Week summary Displays the Staff name, week ending date and hours of the selected timesheets for approval.

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Filter boxes Enables selections to be made within the fields, which filter the timesheets that will be displayed for approval. Timesheets can be filtered by Client, Project, Phase, Resource, Reviewer, Activity, Branch, Department, Period, Company and advanced filters (if applicable) by review and or approve, reviewer, type of work and authorisation state.

Main grid Displays the timesheet line details for approval in chronological date and time order for the week selected.

Summary details

Summary – Displays a timesheet weekly summary by resource, client or project of timesheets that have been entered by a user documenting the work that they have performed to be approved.

Editor – Displays and allows the user to edit any timesheet line details within the main grid prior to approval. A timesheet line when edited is set to unreviewed and unapproved.

Fields Details that the Timesheet Authorisation screen displays are:

- Current user employee code.
- Approvals by resource, client or project tabs and help tab.
- Filter criteria fields.

Summary Summary details that the views display are:

By Resource

- Staff (optional)
- Name (optional)
- Week (optional)
- Hours
- Total hours (optional)
- Target Hours (optional)

By Client

- Client (optional)
- Name (optional)
- Hours
- Total hours (optional)

By Project

- Client (optional)
- Project (optional)
- Description (optional)
- Hours
- Total hours (optional)

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Summary Fields

Details that the Timesheet Authorisation Summary tab displays are:

- The Staff field defines the resource code that this timesheet summary line by resource applies to.

- The Name field confirms the actual name of the resource or client that this timesheet summary line applies to by resource or client.

- The Week field defines the week ending date that this timesheet summary line by resource applies to.

- The Hours field defines the total hours of all timesheet lines that are included in this timesheet summary line by resource, client or project. Timesheet summary by resource with hours shown in red indicates the hours for the week ending period are below the standard hours per week defined within the central invoicing system.

- The Total Hours shows the total hours of all the timesheet summary lines included in the summary by resource, client or project.

- The Target Hours field shows the resource standard hours per week defined within the central invoicing system.

- The Client field defines the client code that this timesheet summary line by client or project applies to.

- The Project field defines the project code that this timesheet summary line by project applies to.

- The Description defines the project name that this timesheet summary line by project applies to.

Please note: The fields visible within the Timesheet Summary screen by resource, client or project can be configured within the Module Manager central invoicing system parameters. Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

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Editor Fields Details that the Timesheet Authorisation Editor tab displays are:

- The Date field confirms and allows the user to edit the actual date of the year that this timesheet line applies to prior to approval. A user is only able to select a date that is within the period that this timesheet relates.
- The Day of the week confirms the day that this timesheet line for approval applies to. The day is controlled by the date allocated and cannot be altered by the user.
- The Staff field defines and allows the user to edit the resource that the work was performed by for this timesheet line prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct project resource when reports are printed.
- The Approved (AP) field confirms that this timesheet line for approval has been approved or rejected. Unapproved is defined by an exclamation mark, approved by a tick and rejected by a cross within this field.
- The Reviewed (RV) field confirms that this timesheet line for approval has been reviewed or rejected. Unreviewed is defined by an exclamation mark, reviewed by a tick and rejected by a cross within this field.

Please note: The reviewed and approved fields will be automatically updated when authorised or rejected based on the central invoicing system approver and reviewer setup, refer to the 'Star Projects Maintenance Manual' for further information.

- The Start and End fields defines and allows the user to edit the start and end times for this timesheet line prior to approval. Web TimeRecorder uses these fields to calculate the duration of the timesheet line. The information entered into these fields can be set to appear on reports. These fields can be left blank and the user would then need to manually enter the duration of time that applies to the timesheet line in the duration field.
- The Duration field defines and allows the user to edit the amount of time that applies to this timesheet line prior to approval. The duration is calculated using the start and end times entered and will automatically fill in the duration. The user can however manually enter a different duration to deduct a lunch break for example that should not be included in the duration if different to time set in Module Manager parameters. If the user has chosen not to enter start and end times within a timesheet line the relevant duration for this timesheet line can be manually enter. The central invoicing system uses the duration in conjunction with rate and scale tables to calculate the cost that will appear on an invoice or report for this timesheet line being approved.

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Please note: Web TimeRecorder will also allow a timesheet line to be saved with the duration field left blank – in this case the timesheet line will appear on the invoice and report as usual however the duration and **cost** will appear as zero.

- The compensatory time, normal hours and overtime fields define and allow the user to edit the breakdown of timesheet line duration into Normal hours with up to 5 levels of overtime and allocate compensatory time that applies to this timesheet line prior to approval. A central invoicing system uses these fields when reports are created and when integrated with a payroll system.

Please note: The staff, start and end times, compensatory time, normal hours, overtime 1-5, phase, activity, no charge, no charge code, no charge details, task, task done, task % complete, suggest close, call out, clientele number, client ref, location, resource class code, internal comments, details, extended notes and id fields will be visible to a user when Module Manager' Star Projects parameters are set to edit these fields. The overtime 1-5 fields can be set to be independent of the duration entered.

Please note: Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

- The Client field defines and allows the user to edit the client applied to this timesheet line that the work was performed for prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct client when invoices and reports are created. This field cannot be left blank for any timesheet line.

- The Project field defines and allows the user to edit the particular project for the client applied to this timesheet line prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct client project when invoices and reports are created. It cannot be left blank for any timesheet line.

- The Phase field defines and allows the user to edit the particular phase (if applicable) that is part of a specified project for the client applied to this timesheet line prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct client project phase when invoices and reports are created.

- The Activity field defines and allows the user to edit the particular activity (if applicable) that is part of a project for the client applied to this timesheet line prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct project activity when reports are printed.

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- The No Charge checkbox defines and allows the user to edit the client cost of this timesheet line being assigned to a client project phase (if applicable) prior to approval. By selecting this checkbox the client cost of this timesheet line will be shown as no charge on any invoice that is created by a central invoicing system.

- The No Charge Code field defines and allows the user to edit the reason for assigning the timesheet line as no charge (if applicable) prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct no charge reason when reports are printed.

- The No Charge Details field defines and allows the user to edit additional information relating to assigning no charge (if applicable) to the timesheet line prior to approval. This is a free form text field that allows the user to enter unlimited lines of free form text. The text in this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The Task field defines and allows the user to edit the particular task (if applicable) that is part of a project for the client applied to this timesheet line prior to approval. Tasks can be set as required by specific projects and phases within the central invoicing system. If a Project Masterfile is set to require a task whenever a user edits a timesheet line applying to that project Web Approvals will not allow the user to save the timesheet line until a correct entry has been made into the task field. A central invoicing system uses this field to apply this timesheet line to the correct project task when invoices and reports are created. The Task field can be set to allow selection of other users' tasks.

- The Task Done checkbox defines and allows the user to edit the project / task completed flag prior to approval. Selecting the checkbox will raise the completed task flag within this timesheet line within the central invoicing system.

- The Task % complete defines and allows the user to edit the percentage the task is complete by prior to approval. This field will be used by the central invoicing system to allocate the client/project task percentage complete.

- The Suggest Close checkbox defines and allows the user to edit the project / phase or activity completed flag prior to approval. Selecting the checkbox will raise the 'suggest close' flag within this timesheet line within the central invoicing system.

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- The Call Out checkbox defines and allows the user to edit prior to approval that this timesheet line should incur a Flat fee call out charge to cover the company for the users travel for example. A central invoicing system uses this checkbox when selected to add a nominated flat fee (maintained in the Rate/Scale Masterfile) to the client invoice for each timesheet line that has this checkbox selected.

- The Clientele Number field defines and allows the user to edit the reference (if applicable) applied to this timesheet line prior to approval. This will flow through to the central invoicing system and allow the user to use an external report writer / other external program such as 'Clientele' to write reports and gather information linked to a selected clientele call number.

- The Client Ref defines and allows the user to edit the client reference (if applicable) applied to this timesheet line prior to approval. The Client Ref can be set as required by specific projects and phases within a central invoicing system. If a Project Masterfile is set to require a client ref whenever a user edits a timesheet line applying to that project Web Approvals will not allow the user to save the timesheet line until a correct entry has been made into the client ref field.

- The Location field defines and allows the user to edit the particular location (if applicable) applied to this timesheet line that is relevant to a project for the client prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct project location when reports are printed.

- The Resource Class Code defines and allows the user to edit the particular resource class (if applicable) assigned to the resource applied to this timesheet line prior to approval. A central invoicing system uses this field to apply this timesheet line to the correct resource class when reports are printed.

- The Internal Comments field defines and allows the user to edit the internal information relating to this timesheet line prior to approval. Unlimited lines of free form text can be entered. The text typed into this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The Details field defines and allows the user to edit the information relating to this timesheet line prior to approval. This is a free form text field that allows the user to type one line of text required. Each detail line accepts eighty characters of alphanumeric entry. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system.

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- The Extended Note field defines and allows the user to edit the additional information relating to this timesheet line prior to approval. Unlimited lines of free form text can be entered. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system. A user is able to recognise a timesheet line that has extended notes by the timesheet line details displayed in bold characters.

- The ID defines a unique log number automatically assigned by Web TimeRecorder that applies to this timesheet line for approval. This log number enables a central invoicing system to individually track every timesheet line for enquiry, report and audit purposes.

- All timesheet lines appear on the timesheet in chronological date order from top to bottom of the timesheet approvals screen by default. A user is able to click on a column heading to sort the timesheets by the selected column field.

- A user is able to recognise a timesheet line approval state by looking at the icon in the RV (reviewed) and AP (approved) column. An exclamation mark indicates unauthorised, a tick indicates authorised and a cross indicates rejected.

- A timesheet rejected during the approval process becomes the responsibility of the Timesheet Author to log into the Rejected Timesheet screen of Star Projects and resolve the issue on the timesheet that has been rejected - thus resulting in the timesheet becoming unapproved / unreviewed again.

Expense Authorisation

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection

View Tabs **Week summary** **Filter boxes** **Main grid** **Summary details**

Tool bar

Module Selection Enables access to Timesheet, Expense and Invoice authorisation.

Tool bar Contains the buttons that, when selected, displays additional approval screen functions. Refer to the Navigation, Program Icons section within this manual for additional information.

View Tabs Enables access to and defines how Web Approvals are displayed. By Resource, By Client, By Project and Help functions are available.

Version Displays the current Web Approvals version number.

Continued on the next page

Week summary Displays the Staff name, week ending date and hours of the selected expenses for approval.

Filter boxes Enables selections to be made within the fields, which filter the expenses that will be displayed for approval. Expenses can be filtered by Client, Project, Phase, Resource, Reviewer, Expense, Branch, Department, Period, Company and advanced filters (if applicable) by review and or approve, reviewer, type of work, receipt, reimbursable, value over and authorisation state.

Main grid Displays the expense line details for approval in chronological date and time order for the week selected.

Summary details

Summary – Displays an expense weekly summary by resource, client or project of expenses that have been entered by a user documenting the costs that they have incurred whilst carrying out work they have performed within a specified period to be approved.

Editor – Displays and allows the user to edit any expense line details within the main grid prior to approval. An expense line when edited is set to unreviewed and unapproved.

Fields Details that the Expense Authorisation screen displays are:

- Current user employee code.
- Approvals by resource, client or project tabs and help tab.
- Filter criteria fields.

Summary Summary details that the views display are:

By Resource
- Staff (optional)
- Name (optional)
- Week (optional)
- Amount
- Total amount (optional)

By Client
- Client (optional)
- Name (optional)
- Amount
- Total amount (optional)

By Project
- Client (optional)
- Project (optional)
- Description (optional)
- Amount
- Total amount (optional)

Continued on the next page

Summary Fields Details that the Expense Authorisation Summary tab displays are:

- The Staff field defines the resource code that this expense summary line by resource applies to.
- The Name field confirms the actual name of the resource or client that this expense summary line applies to by resource or client.
- The Week field defines the week ending date that this expense summary line by resource applies to.
- The Amount field defines the total of all expense lines that are included in this expense summary line by resource, client or project.
- The Total Amount shows the total amount of all the expense summary lines included in the summary by resource, client or project.
- The Client field defines the client code that this expense summary line by client or project applies to.
- The Project field defines the project code that this expense summary line by project applies to.
- The Description defines the project name that this expense summary line by project applies to.

Please note: The fields visible within the Expense Summary screen by resource, client or project can be configured within the Module Manager central invoicing system parameters. Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

Editor Fields Details that the Expense Authorisation Editor tab displays are:

- The Expense field defines and allows the user to edit the type of item purchased that applies to this expense line prior to approval.
- The Date field confirms and allows the user to edit the actual date of the year that this expense line applies to prior to approval. A user is only able to select a date that is within the period that this expense relates.
- The Staff field defines and allows the user to edit the resource that the expense was incurred by for this expense line prior to approval. A central invoicing system uses this field to apply this expense line to the correct project resource when reports are printed.

Continued on the next page

- The Approved (AP) field confirms that this expense line for approval has been approved or rejected. Unapproved is defined by an exclamation mark, approved by a tick and rejected by a cross within this field.

- The Reviewed (RV) field confirms that this expense line for approval has been reviewed or rejected. Unreviewed is defined by an exclamation mark, reviewed by a tick and rejected by a cross within this field.

Please note: The reviewed and approved fields will be automatically updated when authorised or rejected based on the central invoicing system approver and reviewer setup, refer to the 'Star Projects Maintenance Manual' for further information.

- The Client field defines and allows the user to edit the client that the work was performed for when the cost of this expense line was incurred prior to approval. A central invoicing system uses this field to apply this expense line to the correct client when invoices and reports are created. This field cannot be left blank for any expense line.

- The Project field defines and allows the user to edit the particular project for the selected client that the work was performed for when the cost of this expense line was incurred prior to approval. A central invoicing system uses this field to apply this expense line to the correct client project when invoices and reports are created. This field cannot be left blank for any expense line.

- The Phase field defines and allows the user to edit a particular phase (if applicable) that is part of a specified project for the client that the work was performed for when the cost of this expense line was incurred prior to approval. A central invoicing system uses this field to apply this expense line to the correct client project phase when invoices and reports are created.

- The Activity field defines and allows the user to edit a particular activity (if applicable) that is part of a specified project for the client that the work was performed for when the cost of this expense line was incurred prior to approval. A central invoicing system uses this field to apply this expense line to the correct client project activity when invoices and reports are created.

- The Paid By field defines and allows the user to edit the method of payment by the resource for this expense line prior to approval.

- The Currency field defines and allows the user to edit the Natural currency for this expense line prior to approval. This is the currency in which the item was paid for by the resource.

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- The Qty field defines and allows the user to edit the number of items purchase for this expense line prior to approval if the expense chosen is configured to use quantity.

- The Exchange Rate field defines and allows the user to edit the exchange rate associated with the currency for this expense line prior to approval, if the expense chosen is configured to allow overriding of exchange rates.

- The Reimb. Amt field defines and allows the user to edit the Home currency amount including tax if applicable for this expense line prior to approval. This is relevant to the Home currency of the Company that the Resource for this expense belongs to.

- The Reimb. Currency defines and allows the user to edit the Home currency of the Company that the resource for this expense line belongs to prior to approval.

- The Cost (inc. tax) field defines and allows the user to edit the amount paid for the individual expenses in the currency selected, including tax if applicable, prior to approval.

- The Tax field defines and allows the user to edit the tax amount, included in the cost (inc. tax) if applicable, prior to approval, if the tax chosen is configured to allow overriding of tax.

- The Home Cost field defines and allows the user to edit the total dollar value less applicable tax for the whole expense prior to approval, shown in the TR Home Currency/Star Projects Home Currency.

- The Markup % field defines and allows the user to edit the percentage markup to be applied to the cost field for the calculation of the charge to be assigned to the client project invoice relevant to this expense line prior to approval.

- The Home Charge field defines the dollar value shown in the TR Home Currency/Star Projects Home Currency to be assigned to an invoice to which the expense to be approved relates. This field is a calculation of the Cost field multiplied by the Markup field.

- The Reimbursable checkbox defines and allows the user to edit the reimbursement of the expense line prior to approval.

- The No Charge checkbox allows the user to assign an expense line to a client project prior to approval, however by selecting this checkbox the client cost of this expense line will be shown as no charge on any invoice that is created by a central invoicing system.

Continued on the next page

- The No Charge Code field defines and allows the user to edit the reason for assigning the expense line as no charge (if applicable) prior to approval. A central invoicing system uses this field to apply this expense line to the correct no charge reason when reports are printed.

- The No Charge Details field defines and allows the user to edit the additional information relating to this expense line not charged prior to approval. The text typed into this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The Receipt Obtained checkbox defines and allows the user to edit if the expense is substantiated with a receipt providing proof of the expense prior to approval. If this checkbox is selected it indicates the relevant resource has a receipt to prove the expense.

- The Client Reference field defines and allows the user to edit the reference (if applicable) relevant to the client for this expense line prior to approval.

- The Location field defines and allows the user to edit a particular location (if applicable) that is relevant to a project for the client that applies to this expense line prior to approval. A central invoicing system uses this field to apply this expense line to the correct project location when reports are printed.

- The Description field defines and allows the user to edit the information relating to this expense line prior to approval. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system.

- The Notes field defines and allows the user to edit the additional information relating to this expense line prior to approval. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system. A user is able to recognise an expense line that has notes by the expense line details displayed in bold characters.

- The Period End Date field confirms the period end date of the week that the date of this expense line for approval applies to.

- The ID defines a unique log number automatically assigned by Web TimeRecorder that applies to this expense line for approval. This log number enables a central invoicing system to individually track every expense line for enquiry, report and audit purposes.

Continued on the next page

Please note: The staff, phase, tax, home cost, markup %, home charge, no charge code, no charge details, client reference, location, notes, period end date and ID fields will be visible to a user when Module Manager' Star Projects Expense Fields parameters are set to use these fields.

Please note: Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

- All expense lines appear on the expense in chronological date order from top to bottom of the expense approvals screen by default. A user is able to 🖱 clicking on a column heading to sort the expenses by the selected column field.

- A user is able to recognise an expense line approval state by looking at the icon in the RV (reviewed) and AP (approved) column. An exclamation mark indicates unauthorised and a tick indicates authorised.

Invoice Authorisation

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection **View Tabs** **Filter boxes** **Main grid**

Tool bar

Module Selection Enables access to Timesheet, Expense and Invoice authorisation.

Tool bar Contains the buttons that, when selected, displays additional approval screen functions. Refer to the Navigation, Program Icons section within this manual for additional information.

View Tabs Enables access to Web Approvals Invoices and Help functions.

Version Displays the current Web Approvals version number.

Filter boxes Enables selections to be made within the fields, which filter the invoices that will be displayed for approval. Invoices can be filtered by Client, Project, Phase, Manager, Reviewer, Company, Invoice Type and advanced filters (if applicable) by review and or approve, reviewer and authorisation state.

Continued on the next page

Main grid Displays the invoice line details for approval in chronological control number order.

Fields Details that the Invoice Authorisation screen displays are:

- Current user employee code.
- Approvals invoices and help tabs.
- Filter criteria fields.

Fields Details that the Expense Authorisation main grid displays are:

- The Control number field defines the invoice control number assigned when the invoice is prepared.
- The Invoice number field defines the invoice number assigned at the time of invoice print.
- The Reviewed (RV) field confirms that this invoice for approval has been reviewed. Unreviewed is defined by an exclamation mark and reviewed by a tick within this field.
- The Approved (AP) field confirms that this invoice for approval has been approved. Unapproved is defined by an exclamation mark and approved by a tick within this field.

Please note: The reviewed and approved fields will be automatically updated when authorised based on the central invoicing system approver and reviewer setup, refer to the 'Star Projects Maintenance Manual' for further information.

- The Client field defines the client that applies to this invoice for approval.
- The Project field defines a particular project for the client that applies to this invoice for approval.
- The Phase field (if applicable) defines a particular phase that is part of a specified project for the client that applies to this invoice for approval.
- The Name field confirms the actual name of the client that applies to this invoice for approval.
- The Description field confirms the actual name of the project for the client that applies to this invoice for approval.
- The Phase description field (if applicable) confirms the actual name of the phase that is part of the specified project for the client that applies to this invoice for approval.

Continued on the next page

- The Fee Basis description field confirms the actual name of the fee basis code that applies to this invoice for approval.

- The Apply to field (if applicable) defines the invoice within the host accounting system that this invoice is to apply to (for example: if this invoice is to be treated as a credit note).

- The Company field defines the company for the client project that applies to this invoice for approval.

- The Discount % field defines the percentage rate of discount that applies to this invoice for approval.

- The Discount type field defines the type of discount that applies to this invoice for approval as either 0 (none), 1 (on invoice) or 2 (on payment).

- The Fee Basis field defines the fee basis' applied to this invoice for approval as either FF (fixed fee), FFPD (fixed fee + disbursements) or TM (time and materials).

- The Home currency field defines the currency of the country in which the company for the project resides that applies to this invoice for approval.

- The Home rate field defines the exchange rate used to convert the project currency to the home currency that applies to this invoice for approval.

- The Operational currency field defines the currency of the country in which the company operates that applies to this invoice for approval.

- The Operational rate field defines the exchange rate used to convert the project currency to the operational currency that applies to this invoice for approval.

- The Manager field defines the resource assigned to manage the project that applies to this invoice for approval.

- The Write off field (if applicable) defines the write off code to indicate the reason for the write off amount that applies to this invoice for approval.

- The Write off description field (if applicable) confirms the actual name of the write off code that applies to this invoice for approval.

- The Date field defines the invoice date that applies to this invoice for approval.

- The Progress checkbox when ticked defines this invoice for approval is a progress invoice.

Continued on the next page

- The Invoice checkbox when ticked defines this invoice for approval is to be invoiced.
- The On Hold checkbox when ticked defines this invoice for approval is to be held.
- The Void checkbox when ticked defines this invoice for approval has been deleted after an invoice number was allocated by printing the invoice.
- The Currency field defines the currency of the project that applies to this invoice for approval.
- The WIP amount field defines the total of this invoice for approval including no charge and prior to any discount, write off or tax amounts being applied.
- The No Charge amount field (if applicable) defines the total not to be changed that applies to this invoice for approval.
- The Write Off amount field (if applicable) defines the total to be written off that applies to this invoice for approval.
- The PO number field (if applicable) defines the purchase order number that applies to this invoice for approval.
- The Invoicable amount field defines the total of this invoice for approval including no charge and write off amounts, prior to any discount or tax amounts being applied.
- The Discount amount field (if applicable) defines the total to be discounted that applies to this invoice for approval.
- The Pre Tax amount field defines the total of this invoice for approval including no charge, write and discount amounts, prior to any tax amounts being applied.
- The Tax amount field (if applicable) defines the total tax that applies to this invoice for approval.
- The Invoice total field defines the total of this invoice for approval including no charge, write, discount and tax amounts.

Web Approvals Functions

Overview

Introduction This section explains how to review, edit, repeat, delete, authorise, unauthorise, reject, notify rejected and print each of the different procedural functions within Web Approvals.

In this section This section is divided into the following topics:

- Search links
- Parameters
- Dashboard

Timesheet Authorisation Functions:

- Review
- Edit
- Repeat
- Split
- Delete
- Authorise
- UnAuthorise
- Reject
- Notify Rejections

Expense Authorisation Functions:

- Review
- Edit
- Repeat
- Delete
- Authorise
- UnAuthorise
- Reject
- Notify Rejections

Invoice Authorisation Functions:

- Review
- Authorise
- UnAuthorise
- Print

Search links

Introduction

This section explains the search link maintenance functions available within Web Approvals.

Condition

You must be logged into Web Approvals. A field description must be underlined indicating a search link function is available, for example Client.

Procedure

For Example: To search and select a client code within a timesheet line for approval.

1. click the Client or Tab to Client and press the Enter key to access the search link. Alternatively within the client field double click or press Ctrl + Z to access the search link.

2. The following screen will be displayed, listing a maximum 10 records at a time.

3. click on the code or name column heading to sort selected column.

Continued on the next page

4. Use the search list of clients by drop down list to select the column you wish to search by, i.e. Code and where the column you which to search, i.e. Starts with.

5. Enter the search criteria in the field below the search options and select the Search button. The first 10 records that match the search criteria will be displayed.

Please note: The current field value can be set to default as the search criteria within the global settings, refer to the Star Web Install Notes for further information.

6. User the Next > button to scroll to the next 10 records and the < Previous button to scroll to the previous 10 records displayed within the search window.

7. click the client code or client name to select the Client. Selection of a client closes the search link window and fills the Client field within the timesheet line with the selected Client.

Result: Clients have been search and required Client selected.

Parameters

Introduction

Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

Conditions

This option has significant effect on Web Approvals and careful consideration has to be taken into account when any parameters within the system and field settings are defined or changed.

You must be logged into Module Manager and have the "Web Projects (WP)" module added, refer to the section on Configuring using Module Manager within the Web TimeRecorder Installation Guide.

Dashboard

View

Introduction

This section explains how a user can view summary records.

Conditions

You must be logged into Web TimeRecorder.

Procedure

How to view outstanding records.

From the Main screen:

1. Select the Dashboard function tab and a screen similar to that which follows will appear.

2. Select the relevant ▶ link to show the record details.

Continued on the next page

3. A screen similar to that which follows will appear.

Result: The outstand records have been viewed.

Please note: Select the record required to open within the relevant module. You must have access to the Web “TimeRecorder”, “Timesheet Authorisation”, “Expense Authorisation” and “Invoice Authorisation” modules to enable this jump function.

Timesheets

Review Timesheets

Introduction

This section explains how to review timesheets for approval.

Conditions

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to review submitted timesheets for approval.

From the Main screen:

1. Select the Timesheet Authorisation module.

2. Use the search links to select the filter criteria as required for the timesheets to be review.

3. Select the relevant display tab to review timesheets for approval by resource, client or project.

4. Select the Advance Filter to further filter timesheets reviewed for approval and the following screen will appear.

Continued on the next page

5. Select to display as, reviewer, type of work, review and approve options and select the OK button.

6. Select the 'Show' button to display within the Summary grid all timesheets that meet the filter criteria.

7. Select the relevant summary line to review all timesheet lines within the main grid.

Result: Submitted Timesheets for approval have been reviewed by resource, client and or project.

Edit Timesheets

Introduction

This section explains how to edit a timesheet line prior to approval.

Conditions

A timesheet line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when all details within a line are changed.

Procedure

How to edit a timesheet line.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant timesheet summary detail line within the Summary grid to show all timesheet lines relating to the selected summary within the main grid.
4. Select within the main grid the timesheet line to be edited. The details relating to the timesheet line such as client, project, phase and activity are displayed in the editor details fields on the right hand side of the screen.
5. Edit the date as required for this timesheet line by using the Date calendar link or typing the date into the field in the following format: DD/MM/YYYY, press tab.
6. Using the numeric keys on your keyboard edit the start and end time as required for this timesheet line, and press tab.
7. The duration will automatically be calculated, enter an amended duration as required or accept the calculation, press tab.
8. Edit the normal hours, overtime and compensatory time (if applicable) as required, pressing tab to move between fields.

Continued on the next page

9. Edit the client code as required for this timesheet line or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client and press tab.

10. Edit the project code as required for this timesheet line or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project and press tab.

11. Edit the phase code as required for this timesheet line (if applicable) or select the Phase code link to search phases using the subproject code and subproject description as your selection criteria. Select the relevant phase and press tab.

12. Edit the activity code as required for this timesheet line (if applicable) or select the Activity code link to search activities using the activity code and activity description as your selection criteria. Select the relevant activity and press tab.

13. Edit the no charge checkbox as required, selecting the checkbox if the client is not to be charged for this work, press tab.

14. Edit the no charge code as required for this timesheet line (if applicable) or select the NC code link to search no charge codes using the no charge code and no charge description as your selection criteria. Select the relevant no charge code and press tab.

15. Edit the free form text as required for the No Charge Details field (if applicable), press tab.

16. Edit the task code as required for this timesheet line (if applicable) or select the Task code link to search tasks using the task id and task description as your selection criteria. Select the relevant task and press tab.

17. Edit as required the task completed (if applicable) checkbox, selecting if the task is completed, press tab.

18. Edit as required the Task percentage complete (if applicable) between 0 and 100, press tab.

19. Edit as required the suggest close check box (if applicable), selecting if the project is completed, press tab.

20. Edit as required the call out check box (if applicable), selecting if the client is to be charged a call out fee relating to this timesheet line, press tab.

Continued on the next page

21. Edit as required the clientele no. (if applicable) as required for this timesheet line, press tab.

22. Edit as required the client ref number (if applicable) as required for this timesheet line, press tab.

23. Edit the location code as required for this timesheet line (if applicable) or select the Location code link to search locations using the location code and location description as your selection criteria. Select the relevant location and press tab.

24. Edit the staff code as required for this timesheet line (if applicable) or select the Staff code link to search resources using the resource code and resource description as your selection criteria. Select the relevant resource and press tab.

25. Edit the resource class code as required for this timesheet line (if applicable) or select the Class code link to search resource classes using the resource class code and resource class description as your selection criteria. Select the relevant resource class and press tab.

26. Edit the free form text as required in the Internal Comments field (if applicable), press tab.

27. Edit the one line of free form text as required in the Details field, press tab. Select the Details link to access the Notes Editor for additional extended notes to be edited as required.

28. Select the Confirm button.

29. Select the Save button to save changes within the central invoicing system.

Result: The timesheet line has been edited prior to approval.

Repeat Timesheets

Introduction

This section explains how to repeat a timesheet line for approval.

Conditions

A timesheet line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when timesheet lines are repeated.

Procedure

How to repeat a timesheet.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant timesheet summary detail line within the Summary grid to show all timesheet lines relating to the selected summary within the main grid.
4. Select within the main grid the timesheet line to be repeated.
5. Select the Repeat button.
6. The following screen will appear.
7. Enter the number of times to repeat this line and select the OK button.

Result: The timesheet line has been repeated for the selected number of times.

Please note:

The repeat function can be set to zero quantity on repeat within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

Split Timesheets

Introduction

This section explains how to split a timesheet line for approval.

Conditions

A timesheet line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when timesheet lines are split.

Procedure

How to split a timesheet.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant timesheet summary detail line within the Summary grid to show all timesheet lines relating to the selected summary within the main grid.
4. Select within the main grid the timesheet line to be split.
5. Select the Split button.
6. The following screen will appear.

7. Enter the quantity to split onto new line and select the OK button.

Result: The selected timesheet line has been split and a new line created with the quantity entered.

Delete Timesheets

Introduction

This section explains how to delete a timesheet line for approval.

Conditions

A timesheet line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when timesheet lines are deleted.

Procedure

How to delete a timesheet.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant timesheet summary detail line within the Summary grid to show all timesheet lines relating to the selected summary within the main grid.
4. Select within the main grid the timesheet line to be deleted.
5. Select the Delete button.
6. Select the Save button to save changes within the central invoicing system.

Result: The selected timesheet line has been deleted.

Authorise Timesheets

Introduction

This section explains how to authorise submitted timesheets for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to authorise submitted timesheets for approval.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Use the search links to select the filter criteria as required for the timesheets to be authorised.
3. Select the relevant display tab to authorise timesheets by resource, client or project.
4. Select the Advance Filter to further filter timesheets authorised.
5. Select the 'Show' button to display within the Summary grid all timesheets that meet the filter criteria to be authorised.
6. Select the relevant summary line to show all the related timesheet lines within the main grid.

Continued on the next page

7. Select the Authorise button in the tool bar as required to authorise timesheets using any of the following methods:

- Authorise Summary Details - to authorise all timesheet lines showing within the main grid relevant to the selected summary information.
    a. Select the Summary details line to be authorised then the Authorise button on the tool bar (on the right hand side of the screen)

- Authorise Timesheet Line - to authorise one timesheet line within the main grid relevant to the selected summary information.
    a. Select the timesheet line within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

Please note: The Authorise function can be set to authorise at timesheet line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- Multiple Authorise Summary Details - to authorise all timesheets relevant to several summary detail lines.
    a. Select the checkbox at the start of the summary detail lines to be authorised then the Authorise button on the tool bar (on the right hand side of the screen)

- Multiple Authorise Timesheet Lines - to authorise several timesheet lines within the main grid relevant to the selected summary information.
    a. Select the checkbox at the start of the timesheet lines within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

Result: The timesheets have been authorised.

UnAuthorise Timesheets

Introduction

This section explains how to unauthorise submitted timesheets for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to unauthorise submitted timesheets for approval.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Use the search links to select the filter criteria as required for the timesheets to be unauthorised.
3. Select the relevant display tab to unauthorise timesheets by resource, client or project.
4. Select the Advance Filter to further filter timesheets to be unauthorised.
5. Select the 'Show' button to display within the Summary grid all timesheets that meet the filter criteria to be unauthorised.
6. Select the relevant summary line to show all the related timesheet lines within the main grid.

Continued on the next page

7. Select the UnAuthorise button in the tool bar as required to unauthorise timesheets using any of the following methods:

- UnAuthorise Summary Details - to unauthorise all timesheet lines showing within the main grid relevant to the selected summary information.
    a. Select the Summary details line to be unauthorised then the UnAuthorise button on the tool bar (on the right hand side of the screen)

- UnAuthorise Timesheet Line - to unauthorise one timesheet line within the main grid relevant to the selected summary information.
    a. Select the timesheet line within the main grid to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)

Please note: The UnAuthorise function can be set to unauthorise at timesheet line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- Multiple UnAuthorise Summary Details - to unauthorise all timesheets relevant to several summary detail lines.
    a. Select the checkbox at the start of the summary detail lines to be unauthorised then the UnAuthorise button on the tool bar (on the right hand side of the screen)

- Multiple UnAuthorise Timesheet Lines - to unauthorise several timesheet lines within the main grid relevant to the selected summary information.
    a. Select the checkbox at the start of the timesheet lines within the main grid to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)

Result: The timesheets have been unauthorised.

Reject Timesheets

Introduction

This section explains how to reject submitted timesheets for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to reject submitted timesheets for approval.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Use the search links to select the filter criteria as required for the timesheets to be rejected.
3. Select the relevant display tab to reject timesheets by resource, client or project.
4. Select the Advance Filter to further filter timesheets to be rejected.
5. Select the 'Show' button to display within the Summary grid all timesheets that meet the filter criteria to be rejected.
6. Select the relevant summary line to show all the related timesheet lines within the main grid.

Continued on the next page

7. Select the Reject button in the tool bar as required to reject timesheets using any of the following methods:

- ❑ Reject Summary Details - to reject all timesheet lines showing within the main grid relevant to the selected summary information.
    a. Select the Summary details line to be rejected then the Reject button on the tool bar (on the right hand side of the screen)

- ❑ Reject Timesheet Line - to reject one timesheet line within the main grid relevant to the selected summary information.
    a. Select the timesheet line within the main grid to be rejected then the Reject button on the tool bar (under the main grid)

Please note: The Reject function can be set to rejected at timesheet line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- ❑ Multiple Reject Summary Details - to reject all timesheets relevant to several summary detail lines.
    a. Select the checkbox at the start of the summary detail lines to be rejected then the Reject button on the tool bar (on the right hand side of the screen)

- ❑ Multiple Reject Timesheet Lines - to reject several timesheet lines within the main grid relevant to the selected summary information.
    a. Select the checkbox at the start of the timesheet lines within the main grid to be rejected then the Reject button on the tool bar (under the main grid)

8. The following screen appears, enter a reason for rejecting the timesheet lines for approval and select the reject button.

Result: The timesheets have been rejected.

Notify Rejected Timesheets

Introduction

This section explains how to notify of rejected timesheet lines for approval.

Condition

The Resource Masterfiles within the central invoicing system must be setup with the Master File Distribution e-mail details to receive notification of rejected timesheet lines.

The MSSQLServer Service must be setup to log on as the account user (instead of the local system account) and the SQL Mail support service running.

Procedure

How to notify rejected timesheet lines.

From the Main screen:

1. Select the Timesheet Authorisation module.
2. Use the search links and Advance Filter to select the filter criteria as required for the timesheets to be rejected.
3. Select the 'Show' button to display within the Summary grid all timesheets that meet the filter criteria and reject required timesheets as per the 'Reject Timesheets' section of this manual.
4. Select the Notify button.
5. Select Yes to re-advise all rejected notifications or No to advise current rejected notifications.

Result: Resources with rejected timesheets have been notified by e-mail.

Expenses

Review Expenses

Introduction

This section explains how to review expenses for approval.

Conditions

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to review submitted expenses for approval.

From the Main screen:

1. Select the Expense Authorisation module.
2. Use the search links to select the filter criteria as required for the expenses to be review.
3. Select the relevant display tab to review expenses for approval by resource, client or project.
4. Select the Advance Filter to further filter timesheets reviewed for approval.

Continued on the next page

5. The following screen will appear.

6. Select to display as, reviewer, type of work, receipt, reimbursable, value over, review and approve options and select the OK button.

7. Select the 'Show' button to display within the Summary grid all expenses that meet the filter criteria.

8. Select the relevant summary line to review all expense lines within the main grid.

Result: Submitted Expenses for approval have been reviewed by resource, client and or project.

Edit Expenses

Introduction

This section explains how to edit an expense line prior to approval.

Condition

An expense line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when all details within a line are changed.

Procedure

How to edit an expense line.

From the Main screen:

1. Select the Expense Authorisation module.

2. Select the filter criteria and display tab as required and when set, select the 'Show' button.

3. Select the relevant expense summary detail line within the Summary grid to show all expense lines relating to the selected summary within the main grid.

4. Select within the main grid the expense line to be edited. The details relating to the expense line such as client, project, phase and expense are displayed in the editor details fields on the right hand side of the screen.

5. Edit the date as required for this expense line by using the Date calendar link or typing the date into the field in the following format: DD/MM/YYYY, press tab.

6. The day will automatically appear, check to ensure that it is correct.

7. Edit the client code as required for this expense line or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client and press tab.

8. Edit the project code as required for this expense line or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project and press tab.

9. Edit the phase code as required for this expense line (if applicable) or select the Phase code link to search phases using the subproject code and subproject description as your selection criteria. Select the relevant phase and press tab.

Continued on the next page

10. Edit the activity code as required for this expense line (if applicable) or select the Activity code link to search activities using the activity code and activity description as your selection criteria. Select the relevant activity and press tab.
11. Edit the expense code as required for this expense line (if applicable) or select the Expense link to search expense codes using the expense code and expense description as your selection criteria. Select the relevant expense and press tab.
12. Edit the paid by code as required for this expense line (if applicable) or select the Paid By link to search the method of payment (mop) codes using the mop code and mop description as your selection criteria. Select the relevant mop and press tab.
13. Edit the currency code as required for this expense line (if applicable) or select the Curr link to search currencies using the currency code and currency description as your selection criteria. Select the relevant currency and press tab.
14. Confirm or override, the Qty (if applicable) as required for this expense line, press tab.
15. Confirm or override, the Cost paid (if applicable) as required for this expense line, press tab.
16. Confirm or override, (if permitted), the exchange rate for this expense line, press tab.
17. Confirm or override, (if permitted), the Tax (if applicable) for this expense line, press tab.
18. Confirm or override, (if permitted), the Reimb. Amt for this expense line, press tab.
19. Edit the Reimbursable check box as required, selecting if the expense is to be reimbursed to the resource, press tab.
20. Edit the No Charge (if applicable) check box as required, selecting if the client is not to be charged for this work, press tab.
21. Edit the no charge code required for this expense line (if applicable) or select the NC code link to search no charge codes using the no charge code and no charge description as your selection criteria. Select the relevant no charge code and press tab.
22. Edit the free form text as required in the No Charge Details field (if applicable), press tab.

Continued on the next page

23. Edit the Receipt Obtained check box as required, selecting if a receipt has been supplied for the expense, press tab.

24. Edit the location code as required for this expense line (if applicable) or select the Location code link to search locations using the location code and location description as your selection criteria. Select the relevant location and press tab.

25. Edit the client ref number (if applicable) as required for this expense line, press tab.

26. Edit the one line of free form text as required into the Description field, press tab. Select the Description link to access the Notes Editor for additional extended notes to be edited as required.

27. Select the Confirm button.

28. Select the Save button to save changes within the central invoicing system.

Result: The expense line has been edited prior to approval.

Repeat Expenses

Introduction

This section explains how to repeat an expense line for approval.

Conditions

An expense line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when expense lines are repeated.

Procedure

How to repeat an expense.

From the Main screen:

1. Select the Expense Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant expense summary detail line within the Summary grid to show all expense lines relating to the selected summary within the main grid.
4. Select within the main grid the expense line to be repeated.
5. Select the Repeat button.
6. The following screen will appear.
7. Enter the number of times to repeat this line and select the OK button.

Result: The expense line has been repeated for the selected number of times.

Please note:

The repeat function can be set to zero monetary values on repeat within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

Delete Expenses

Introduction This section explains how to delete an expense line for approval.

Condition An expense line has a significant impact on the central invoicing system, and careful consideration has to be taken into account when expense lines are deleted.

Procedure How to delete an expense line.

From the Main screen:

1. Select the Expense Authorisation module.
2. Select the filter criteria and display tab as required and when set, select the 'Show' button.
3. Select the relevant expense summary detail line within the Summary grid to show all expense lines relating to the selected summary within the main grid.
4. Select within the main grid the expense line to be deleted.
5. Select the Delete button.
6. Select the Save button to save changes within the central invoicing system.

Result: The expense line has been deleted.

Authorise Expense

Introduction

This section explains how to authorise submitted expenses for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to authorise submitted timesheets for approval.

From the Main screen:

1. Select the Expense Authorisation module.
2. Use the search links to select the filter criteria as required for the expenses to be authorised.
3. Select the relevant display tab to authorise expenses by resource, client or project.
4. Select the Advance Filter to further filter expenses authorised.
5. Select the 'Show' button to display within the Summary grid all expenses that meet the filter criteria to be authorised.
6. Select the relevant summary line to show all the related expenses lines within the main grid.

Continued on the next page

7. Select the Authorise button in the tool bar as required to authorise expenses using any of the following methods:

- Authorise Summary Details - to authorise all expense lines showing within the main grid relevant to the selected summary information.
  a. Select the Summary details line to be authorised then the Authorise button on the tool bar (on the right hand side of the screen)

- Authorise Expense Line - to authorise one expense line within the main grid relevant to the selected summary information.
  a. Select the expense line within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

Please note: The Authorise function can be set to authorise at expense line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- Multiple Authorise Summary Details - to authorise all expenses relevant to several summary detail lines.
  a. Select the checkbox at the start of the summary detail lines to be authorised then the Authorise button on the tool bar (on the right hand side of the screen)

- Multiple Authorise Expense Lines - to authorise several expense lines within the main grid relevant to the selected summary information.
  a. Select the checkbox at the start of the expense lines within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

Result: The expenses have been authorised.

UnAuthorise Expenses

Introduction

This section explains how to unauthorise submitted expenses for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to unauthorise submitted expenses for approval.

From the Main screen:

1. Select the Expense Authorisation module.
2. Use the search links to select the filter criteria as required for the expenses to be unauthorised.
3. Select the relevant display tab to unauthorise expenses by resource, client or project.
4. Select the Advance Filter to further filter expenses to be unauthorised.
5. Select the 'Show' button to display within the Summary grid all expenses that meet the filter criteria to be unauthorised.
6. Select the relevant summary line to show all the related expense lines within the main grid.

Continued on the next page

7. Select the UnAuthorise button in the tool bar as required to unauthorise expenses using any of the following methods:

- UnAuthorise Summary Details - to unauthorise all expense lines showing within the main grid relevant to the selected summary information.
    a. Select the Summary details line to be unauthorised then the UnAuthorise button on the tool bar (on the right hand side of the screen)

- UnAuthorise Expense Line - to unauthorise one expense line within the main grid relevant to the selected summary information.
    a. Select the expense line within the main grid to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)

Please note: The UnAuthorise function can be set to unauthorise at expense line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- Multiple UnAuthorise Summary Details - to unauthorise all expenses relevant to several summary detail lines.
    a. Select the checkbox at the start of the summary detail lines to be unauthorised then the UnAuthorise button on the tool bar (on the right hand side of the screen)

- Multiple UnAuthorise Expense Lines - to unauthorise several expense lines within the main grid relevant to the selected summary information.
    a. Select the checkbox at the start of the expense lines within the main grid to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)

Result: The expenses have been unauthorised.

Reject Expenses

Introduction

This section explains how to reject submitted expenses for approval.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to reject submitted expenses for approval.

From the Main screen:

1. Select the Expense Authorisation module.
2. Use the search links to select the filter criteria as required for the expenses to be rejected.
3. Select the relevant display tab to reject expenses by resource, client or project.
4. Select the Advance Filter to further filter expenses to be rejected.
5. Select the 'Show' button to display within the Summary grid all expenses that meet the filter criteria to be rejected.
6. Select the relevant summary line to show all the related expense lines within the main grid.

Continued on the next page

7. Select the Reject button in the tool bar as required to reject expenses using any of the following methods:

- Reject Summary Details - to reject all expense lines showing within the main grid relevant to the selected summary information.
    a. Select the Summary details line to be rejected then the Reject button on the tool bar (on the right hand side of the screen)

- Reject Expense Line - to reject one expense line within the main grid relevant to the selected summary information.
    a. Select the expense line within the main grid to be rejected then the Reject button on the tool bar (under the main grid)

Please note: The Reject function can be set to rejected at expense line and or summary level only within the Star Web Projects Parameters, refer to the 'Star Web Install Notes' for further information.

- Multiple Reject Summary Details - to reject all expenses relevant to several summary detail lines.
    a. Select the checkbox at the start of the summary detail lines to be rejected then the Reject button on the tool bar (on the right hand side of the screen)

- Multiple Reject Expense Lines - to reject several expense lines within the main grid relevant to the selected summary information.
    a. Select the checkbox at the start of the expense lines within the main grid to be rejected then the Reject button on the tool bar (under the main grid)

9. The following screen appears, enter a reason for rejecting the expense lines for approval and select the reject button.

Result: The expenses have been rejected.

Notify Rejected Expenses

Introduction

This section explains how to notify of rejected expense lines for approval.

Condition

The Resource Masterfiles within the central invoicing system must be setup with the Master File Distribution e-mail details to receive notification of rejected expense lines.

The MSSQLServer Service must be setup to log on as the account user (instead of the local system account) and the SQL Mail support service running.

Procedure

How to notify rejected expense lines.

From the Main screen:

1. Select the Expense Authorisation module.
2. Use the search links and Advance Filter to select the filter criteria as required for the expenses to be rejected.
3. Select the 'Show' button to display within the Summary grid all expenses that meet the filter criteria and reject required expenses as per the 'Reject Expenses' section of this manual.
4. Select the Notify button.
5. Select Yes to re-advise all rejected notifications or No to advise current rejected notifications.

Result: Resources with rejected expenses have been notified by e-mail.

Invoices

Authorise Invoices

Introduction

This section explains how to authorise invoices generated within the central invoicing system.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to authorise invoices for approval.

From the Main screen:

1. Select the Invoice Authorisation module.

2. Use the search links to select the filter criteria as required for the invoices to be authorised.

3. Select the Advance Filter to further filter invoices authorised.

4. The following screen will appear.

5. Select to display as, reviewer, review and approve options and select the OK button.

Continued on the next page

6. Select the 'Show' button to display within the grid all invoices that meet the filter criteria to be authorised.

7. Select the Authorise button in the tool bar to authorise invoices using any of the following methods:

- Authorise - to authorise one invoice within the main grid.
    a. Select the invoice line within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

- Multiple Authorise - to authorise several invoices within the main grid.
    a. Select the checkbox at the start of the invoice lines within the main grid to be authorised then the Authorise button on the tool bar (under the main grid)

Result: The invoices have been authorised.

UnAuthorise Invoices

Introduction

This section explains how to unauthorise invoices generated within the central invoicing system.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to unauthorise invoices for approval.

From the Main screen:

1. Select the Invoice Authorisation module.
2. Use the search links to select the filter criteria as required for the invoices to be unauthorised.
3. Select the Advance Filter to further filter invoices to be unauthorised.
4. Select the 'Show' button to display within the grid all invoices that meet the filter criteria to be unauthorised.
5. Select the UnAuthorise button in the tool bar as required to unauthorise invoices using any of the following methods:

- ❑ UnAuthorise - one invoice within the main grid.
  a. Select the invoice line within the main grid to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)
- ❑ Multiple UnAuthorise - several invoices within the main grid.
  a. Select the checkbox at the start of the invoice lines to be unauthorised then the UnAuthorise button on the tool bar (under the main grid)

Result: The invoices have been unauthorised.

Print Invoices

Introduction

This section explains how to print invoices generated within the central invoicing system.

Condition

The user must be logged into Web Approvals and have the appropriate security access profile that allows them to carry out this function.

The reviewer field displays the resource code of the user who is logged into Web Approvals. Only users who have a security level of Administrator will be able to delete or select a different Resource within the Reviewer field.

Procedure

How to print invoices.

From the Main screen:

1. Select the Invoice Authorisation module.
2. Use the search links to select the filter criteria as required for the invoices to be printed.
3. Select the Advance Filter to further filter invoices to be printed.
4. Select the 'Show' button to display within the grid all invoices that meet the filter criteria to be printed.
5. Highlight the invoice line within the grid to be printed and select the Print button.

Continued on the next page

6. A screen, similar to the following, will appear.

7. Select the format for the report (HTML, Java or ActiveX) from the drop down list.

8. Select to print to a new window by ticking the New Window? Checkbox.

9. Select the Run button

Continued on the next page

10. A screen similar to that which follows will appear.

The user is able to view the invoice to the screen or select the print button to print the invoice to a selected printer.

Result: The invoice is printed to the screen.
(See below to direct the invoice to a selected printer.)

Procedure

How to print an invoice.

From the screen view of the Invoice:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The invoice is printed to the selected printer.

Glossary

Admin Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Admin'.

Call Out – a call out is a selection made by the staff member to charge the client a flat fee charge to cover travel costs.

Chargeable – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Productive and Chargeable' plus one half hour for each timesheet line that has the call out checkbox selected. The central invoicing system will raise an invoice for each relevant client for these hours. See Appendix 1 for how this calculation is performed. (Please Note: the terms 'Chargeable' and 'Productive' can be interchanged.)

Client Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Client'.

Database – a file composed of records each containing fields, with a set of operations for searching, sorting, combining and other functions.

Database Administrator – an individual responsible for the design and management of the database. The administrator determines the content, internal structure and accesses strategy for the database, defines security and integrity of the data structure.

Expense Line – captures a cost that has been incurred by a resource, whilst carrying out their work on any particular day. Expense lines facilitate reimbursement of funds to the resource or on costing of the expense as a disbursement to the relevant client / project.

Expense claim form – a printed summary of all expenses incurred within a selected timesheet.

Leave Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Leave.'

Continued on next page

Non Chargeable – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of ‘Non Chargeable’ or lines marked as "No Charge". (Please Note: the terms ‘Non Chargeable’ and ‘Non Productive’ can be interchanged.)

Non Productive – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of ‘Non Productive’ (Please Note: the terms ‘Non Productive’ and ‘Non Chargeable’ can be interchanged.)

Not Charged Hours – the total number of hours worked for one period less the charged hours and less any leave hours.

Parameters – various selection criteria set within Module Manager in order to define the way that Web TimeRecorder performs certain functions.

Period – the length of time between a start date and end date inclusively. Web TimeRecorder has a default period of a week within TimeRecorder.

Productive – the number of hours worked within one timesheet that will be invoiced to a client from a central invoicing system. See Appendix 1 for how this calculation is performed. (Please Note: the terms ‘Productive’ and ‘Chargeable’ can be interchanged.)

Timesheet – the completed header and line information details on a timesheet.

Timesheet Header – the completed header information fields on a timesheet. Web TimeRecorder timesheet Header information fields are employee number and week ending date.

Timesheet Line – the completed line details field information fields on a timesheet. Web TimeRecorder timesheet line details fields can be configured to include date; day; start; end; staff; duration; compensatory time; normal hours; overtime 1-5; client; project; phase; activity; no charge; no charge code; no charge details; task; task done; task % complete; suggest close; call out; clientele call number; client ref; location; resource class; internal comments; details; extended notes and log number.

Worked Hours – the total number of hours worked and entered into a timesheet regardless of whether they are charged or not charged.