AuditSME-Timesheet Guide

(For Managing Personnel)

Table of Contents

Introduction

This section provides guides and important notes to those who adopt the AuditSME Timesheet Package.

For first time user, you are required to go through every steps of the guide.

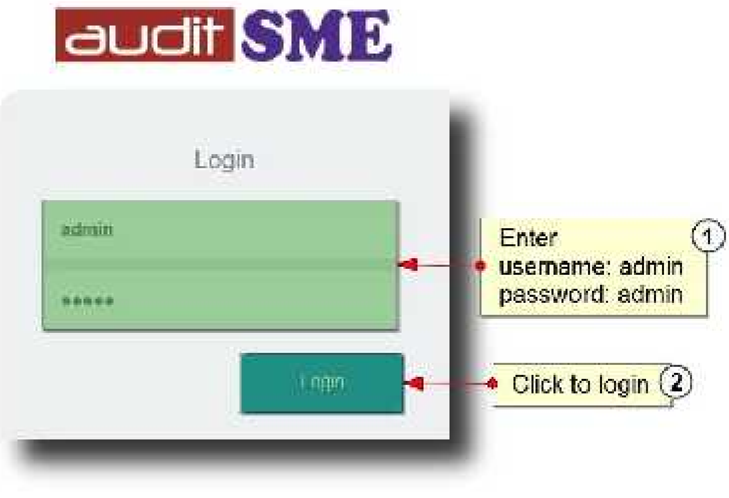
Once you are fully adopted it, you are only required to repeat the procedure from Step 4 to Step 7 when there is a new job coming in.

Please noted that you have to update the following information after a certain period:

1. Holiday and OT rate annually, which located at Settings> Holiday & Overtime Rate
2. Update time cost information when you increased your employee's salary, which located at Users>Time Cost Settings
3. Customers> Manage Customers when you have new customers
4. Users> User Management to create user id for new employees

Part 1 : Login and System Configuration

1.



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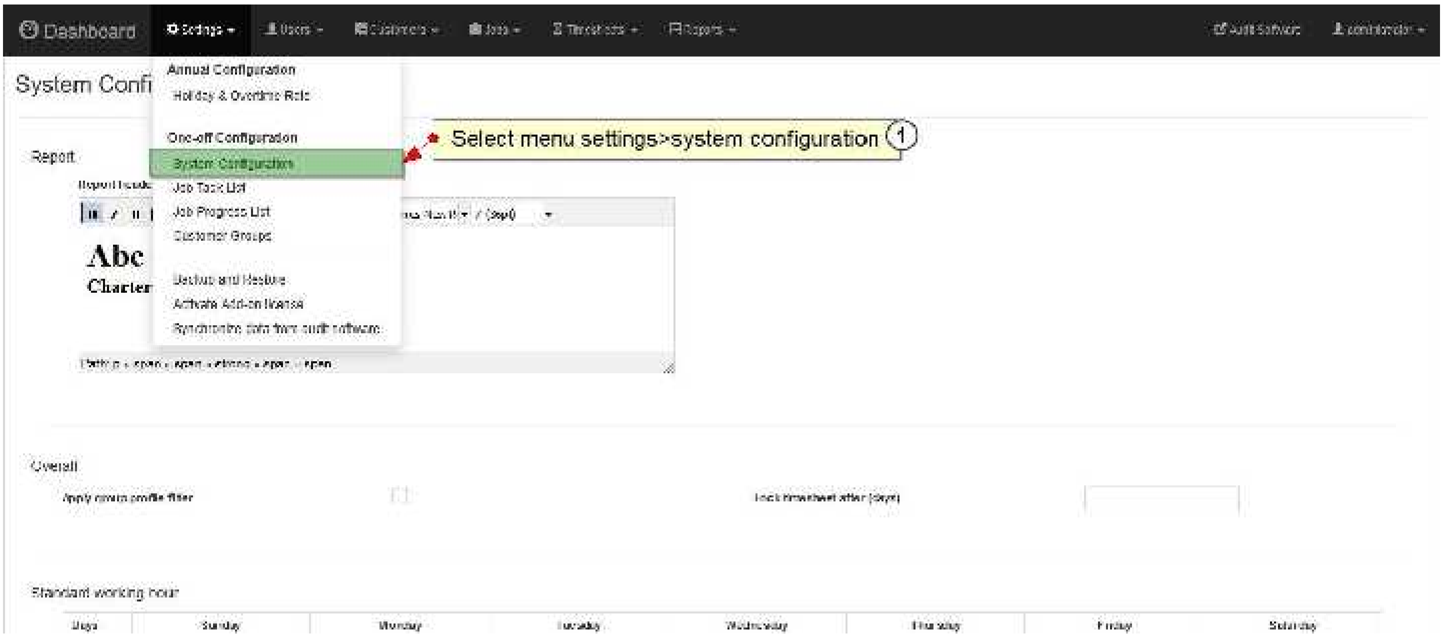

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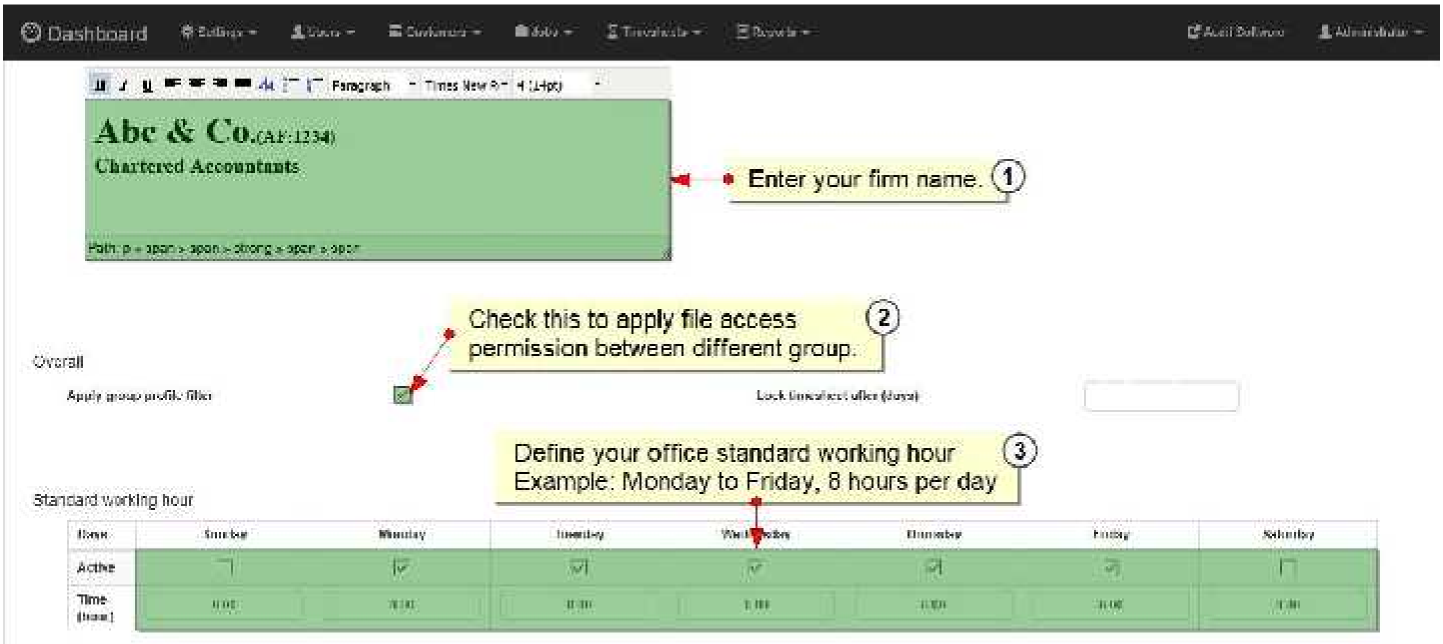
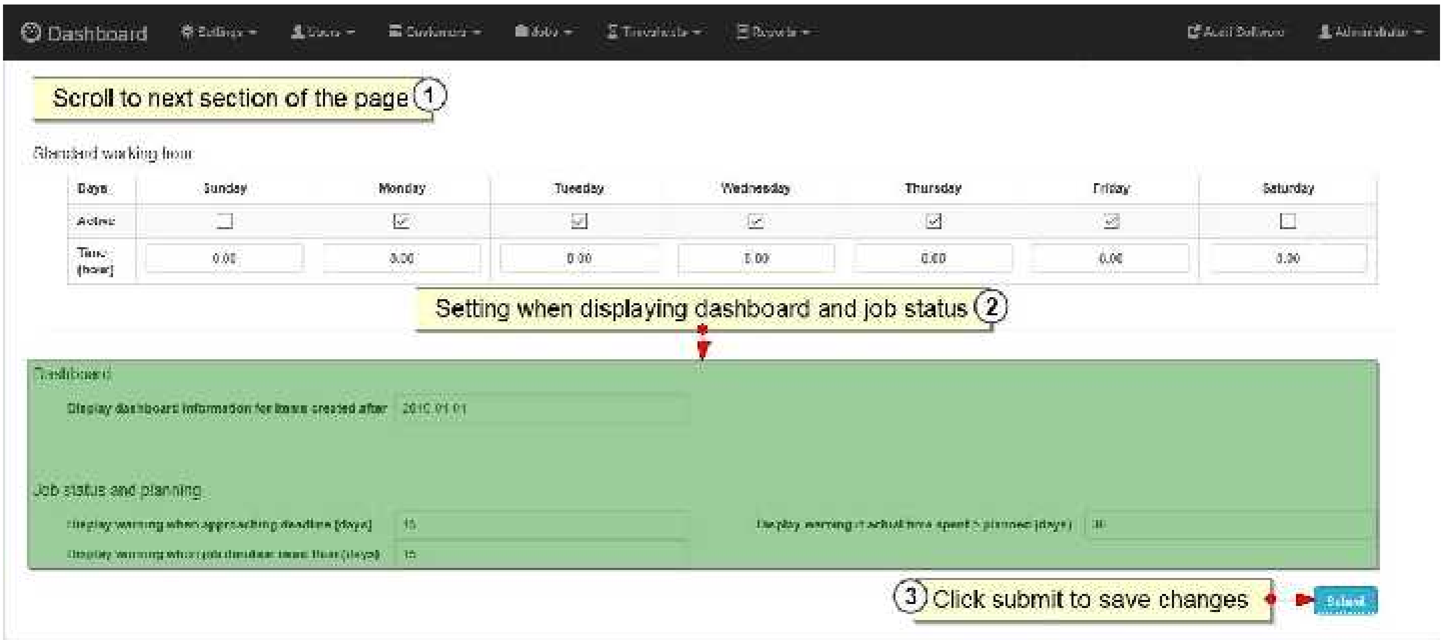
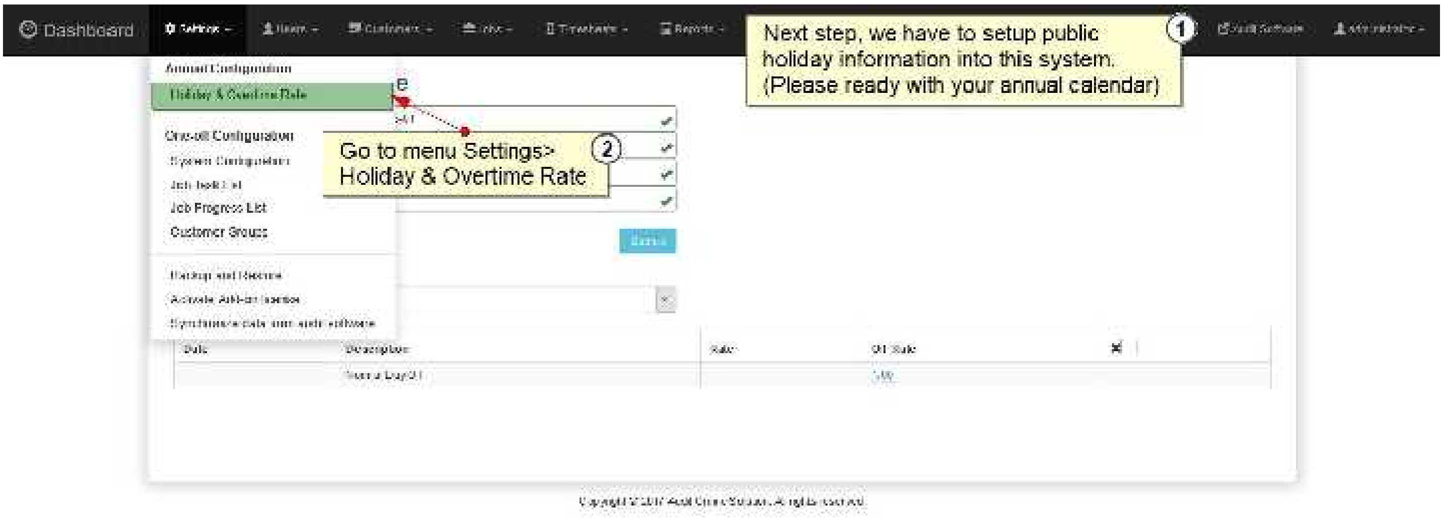

Dashboard
Abc & Co.(AF:1234)
Chartered Accountants
Enter your firm name. 1
Check this to apply file access permission between different group. 2
Overall
Apply group profile filter
Lock timesheet after (days)
Define your office standard working hour Example: Monday to Friday, 8 hours per day 3
Standard working hour
Active
Time (hour)

4.


Dashboard
Scroll to next section of the page 1
Standard working hour
Days
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Active
Time (hour)
Setting when displaying dashboard and job status 2
Dashboard
Job status and planning
3 Click submit to save changes
Submit

Part 1 : Login and System Configuration

5.



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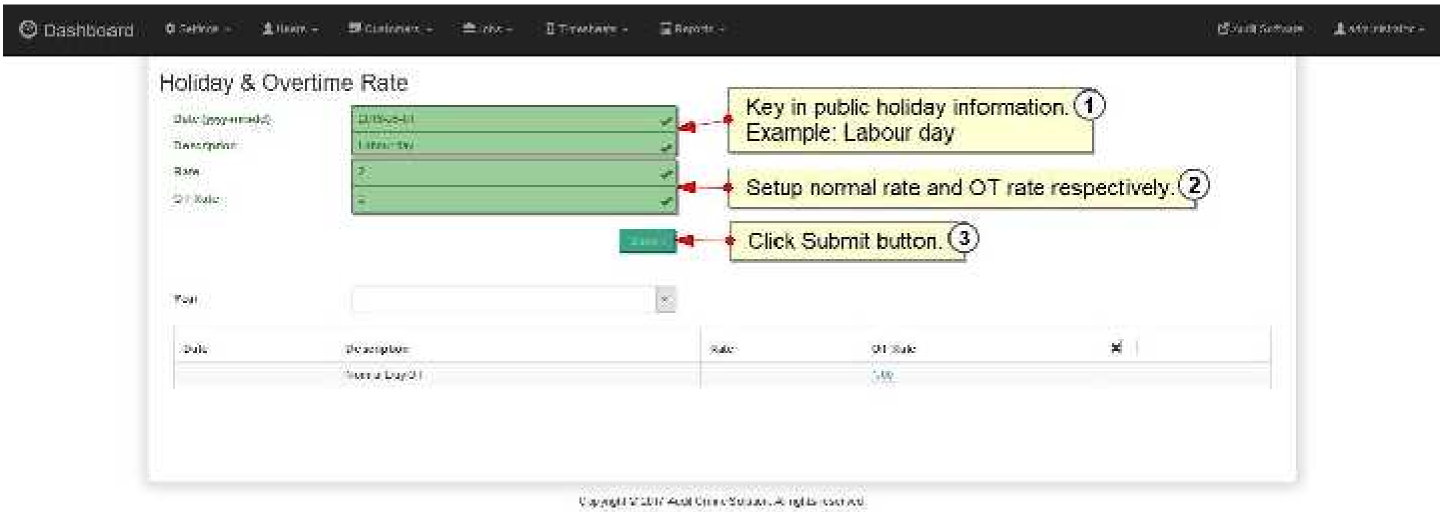

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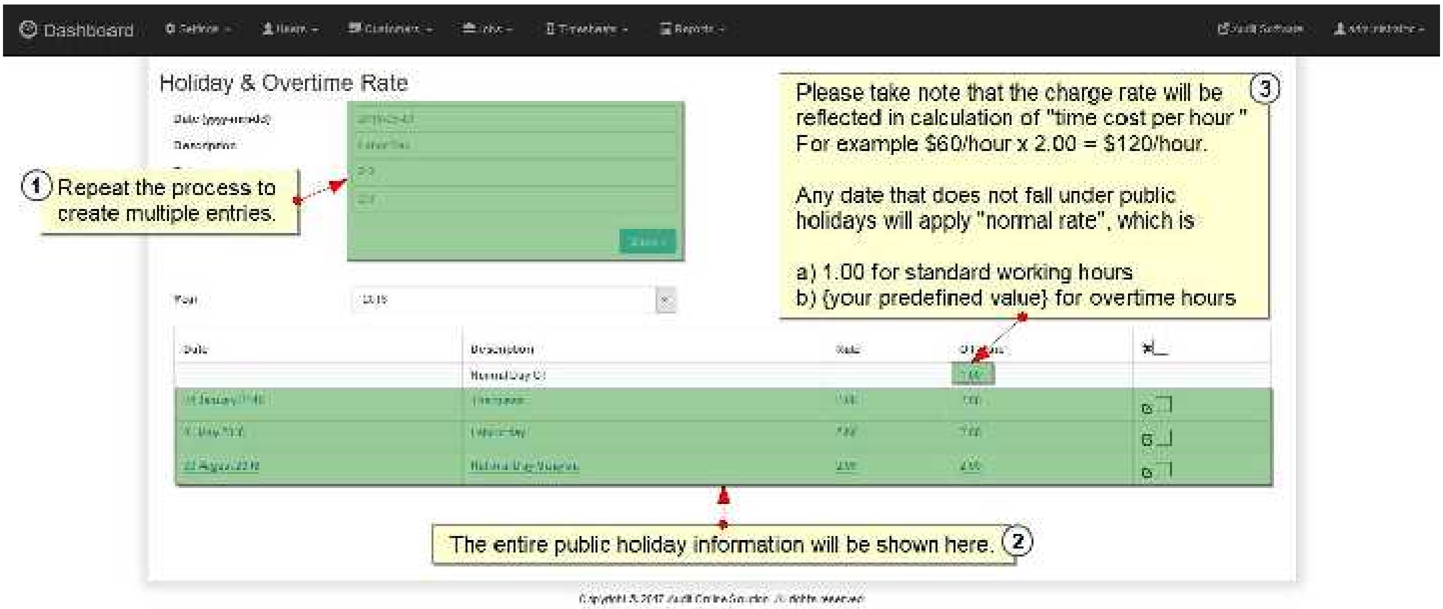
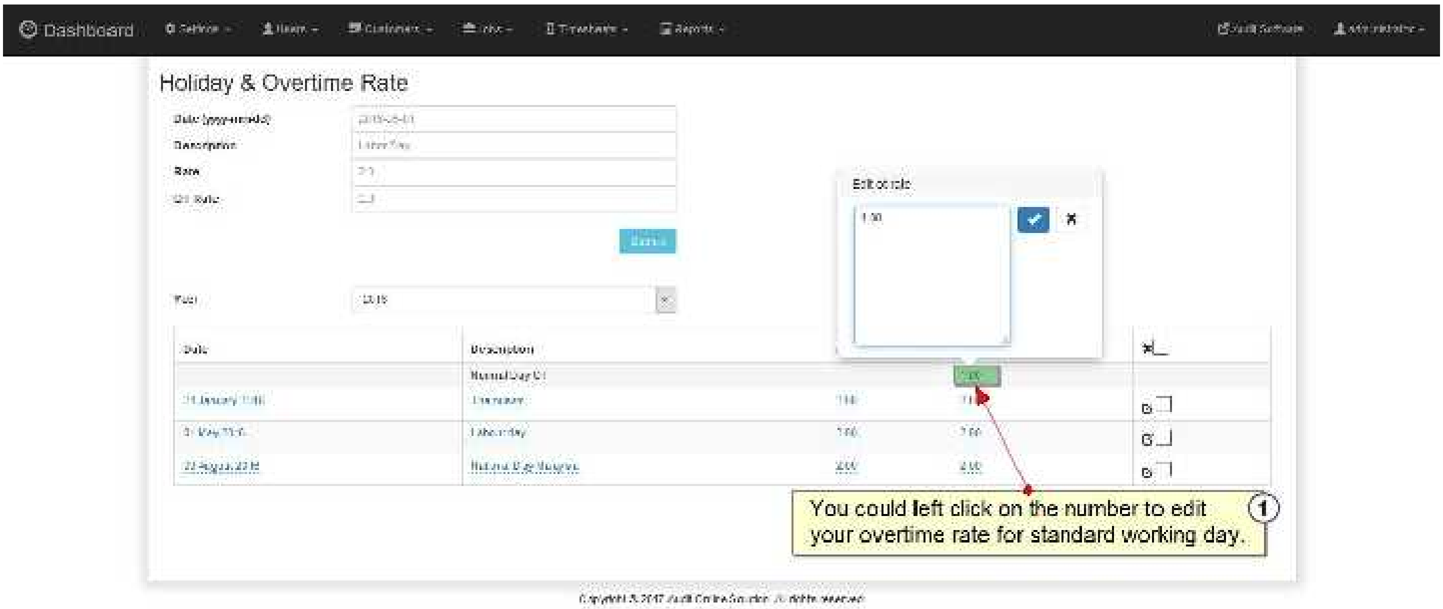

Dashboard
Holiday & Overtime Rate
1 Repeat the process to create multiple entries.
Please take note that the charge rate will be reflected in calculation of "time cost per hour " For example $60/hour x 2.00 = $120/hour.
Any date that does not fall under public holidays will apply "normal rate", which is
a) 1.00 for standard working hours
b) {your predefined value} for overtime hours 3
The entire public holiday information will be shown here. 2

8.


Dashboard
Holiday & Overtime Rate
You could left click on the number to edit your overtime rate for standard working day. 1

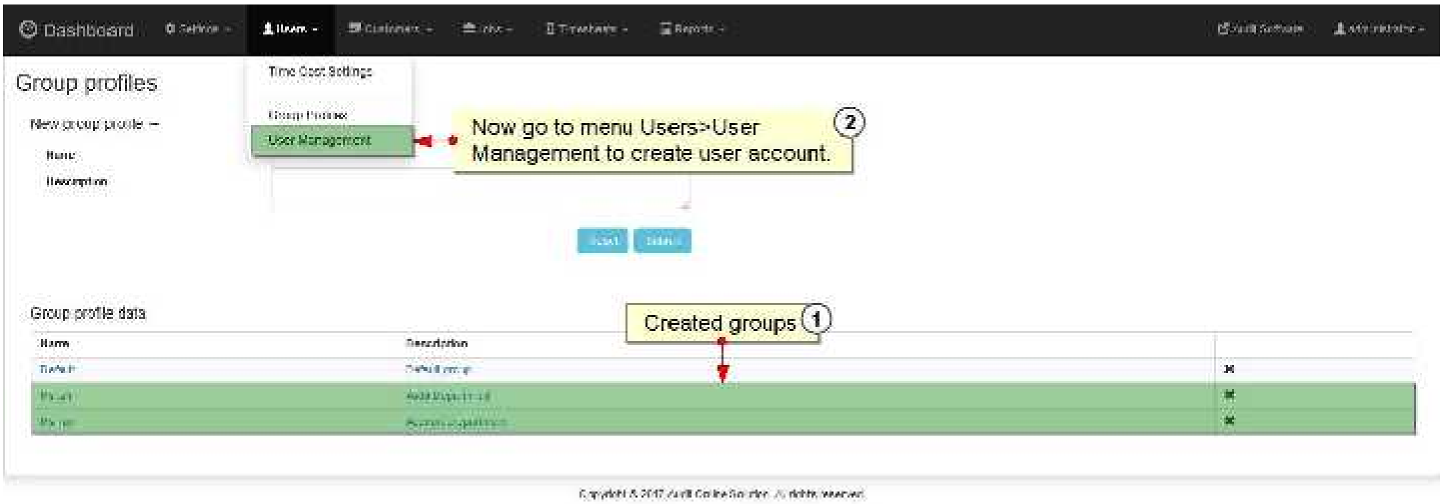
Part 2 : Setup Group Profile, Users, and Time Cost

1.

2.

Part 2 : Setup Group Profile, Users, and Time Cost

3.



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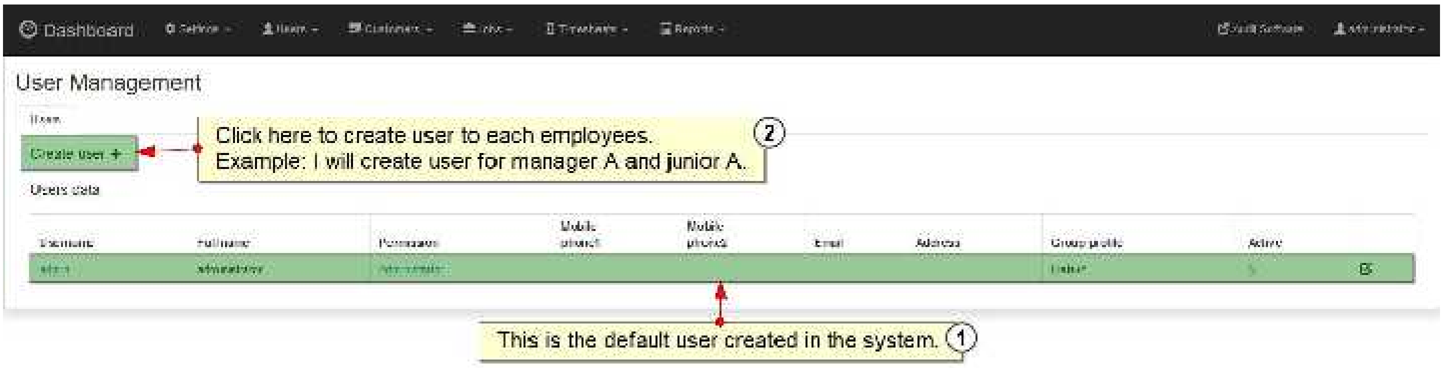

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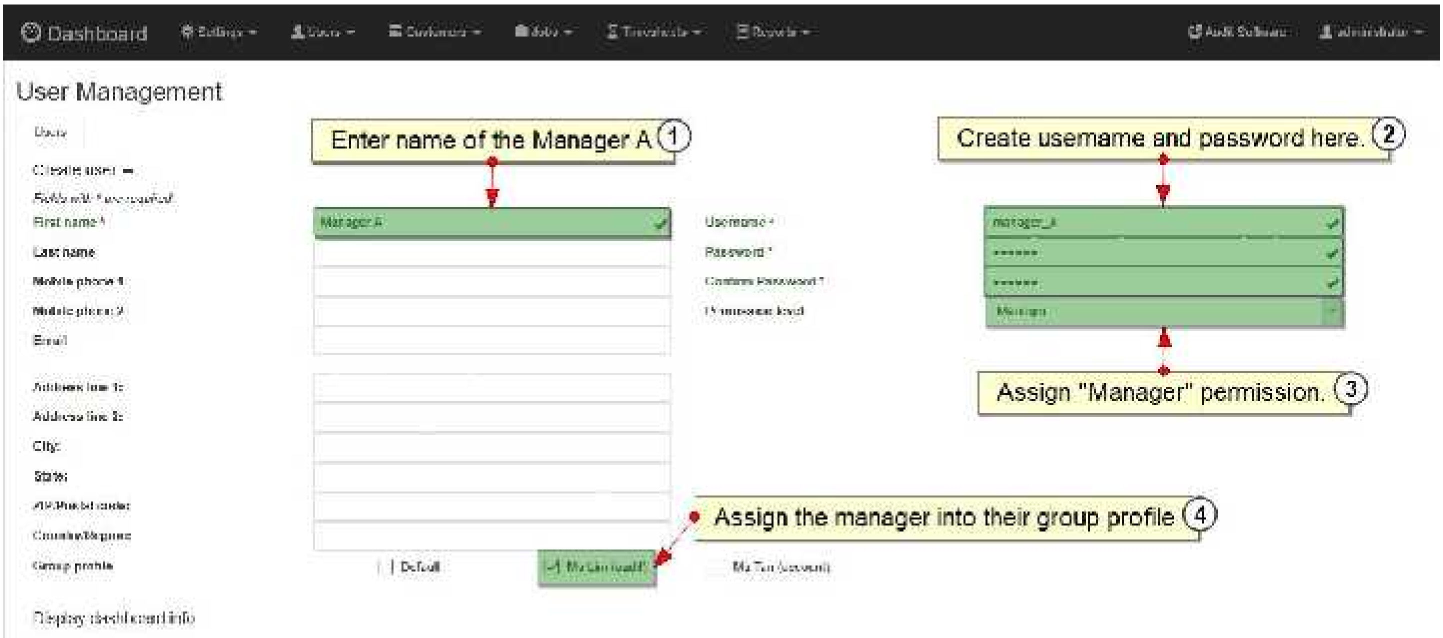
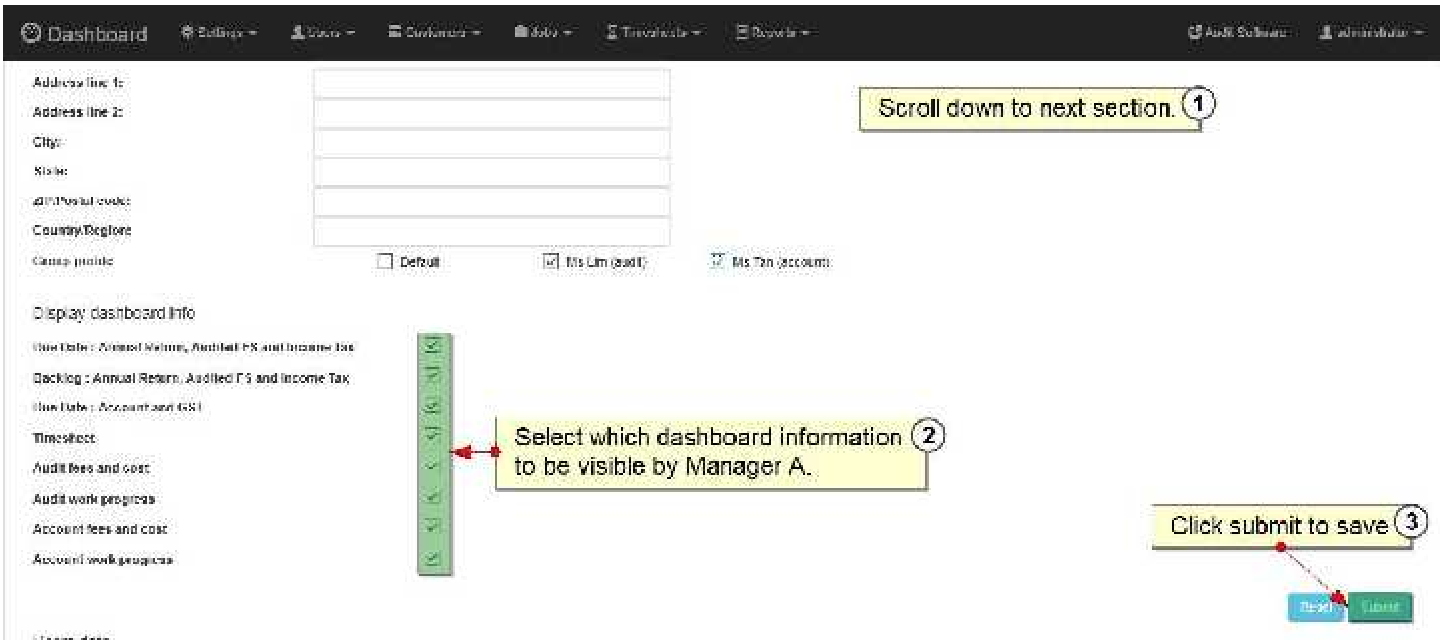
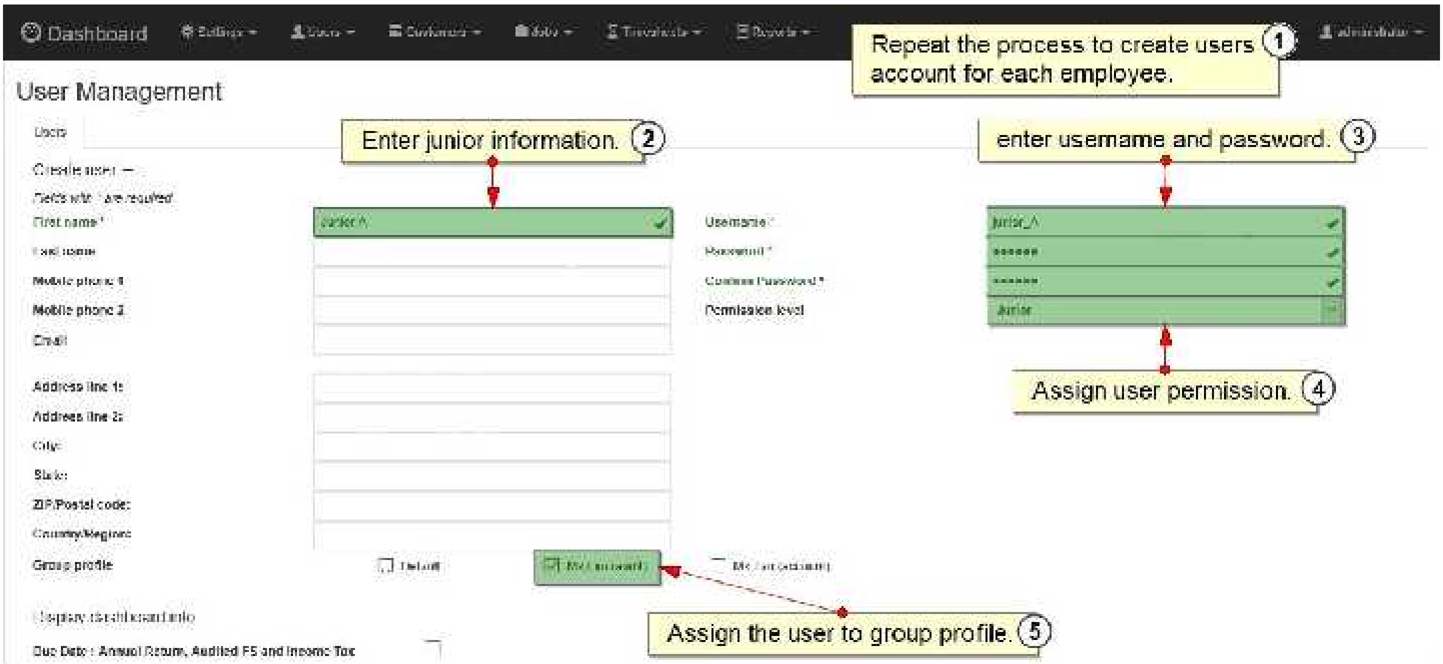

Dashboard
User Management
Enter name of the Manager A 1
Create username and password here. 2
Assign "Manager" permission. 3
Assign the manager into their group profile 4
First name
Last name
Manager A
Display dashboard info

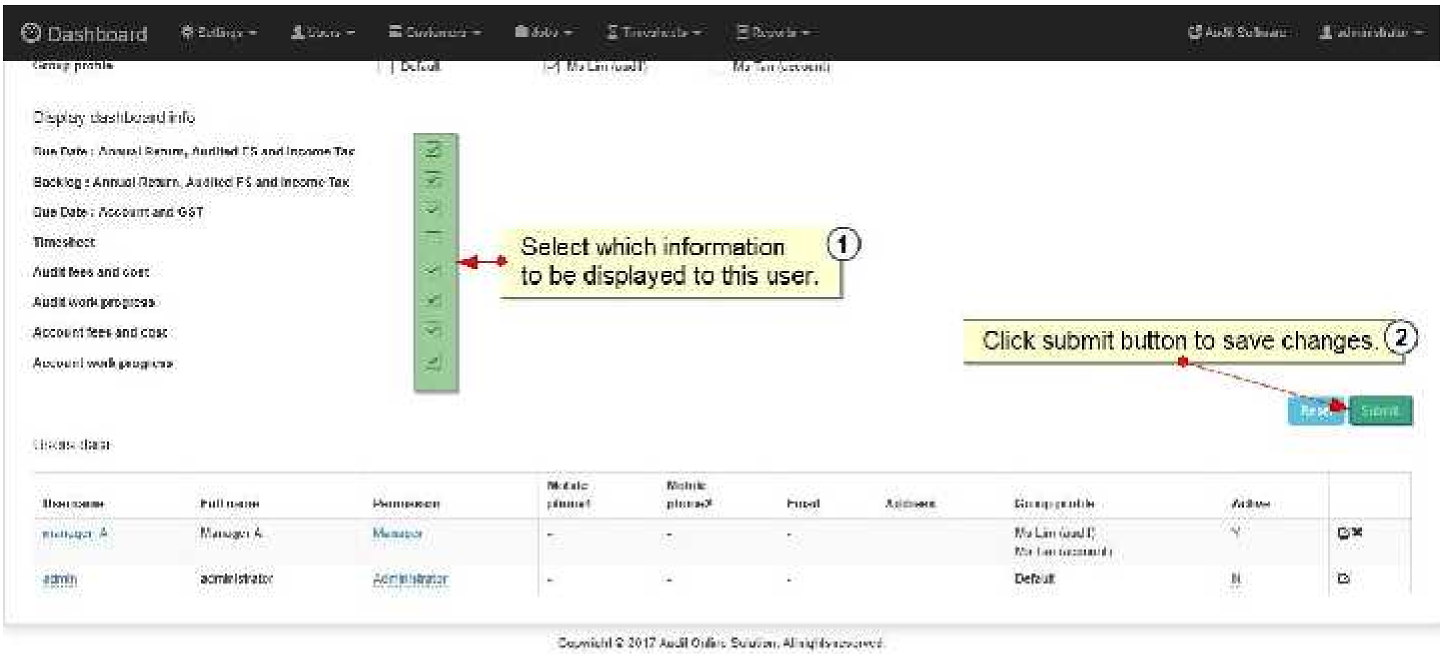
6.


Dashboard
Scroll down to next section. 1
Select which dashboard information to be visible by Manager A. 2
Click submit to save 3
Display dashboard info
Backlog : Annual Return, Audited FS and Income Tax
Timesheet
Audit fees and cost
Audit work progress
Account fees and cost

7.

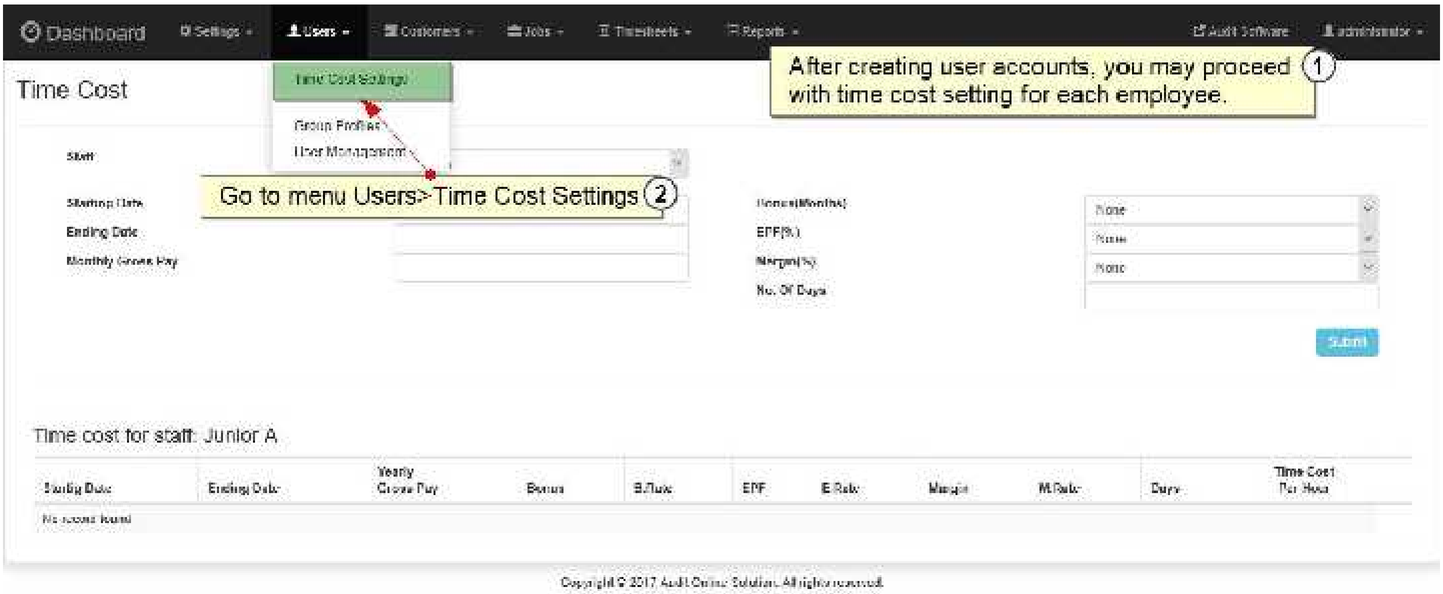

Dashboard
User Management
Repeat the process to create users account for each employee.
Enter junior information.
enter username and password.
Assign user permission.
Assign the user to group profile.

8.


Dashboard
Display dashboard info
Select which information to be displayed to this user.
Click submit button to save changes.

Part 2 : Setup Group Profile,

9.



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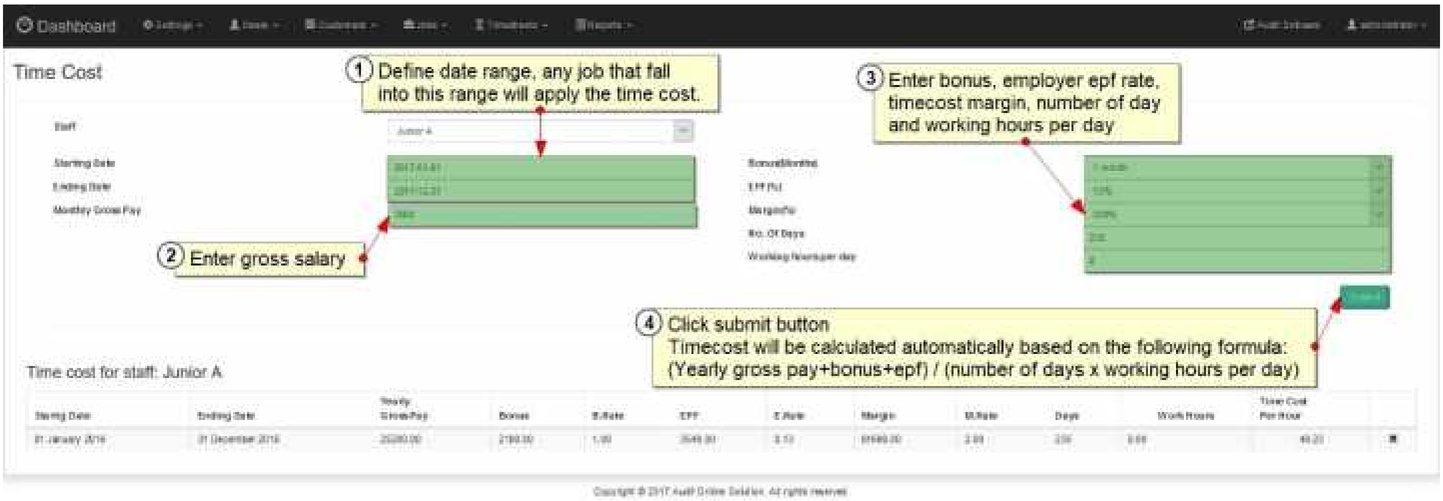

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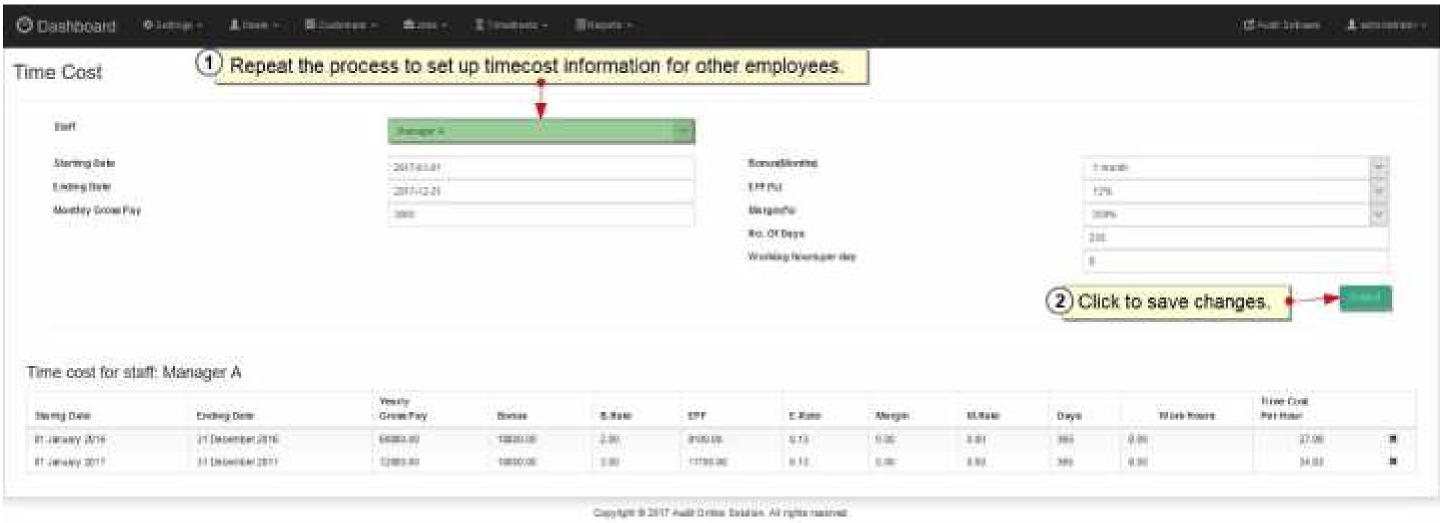
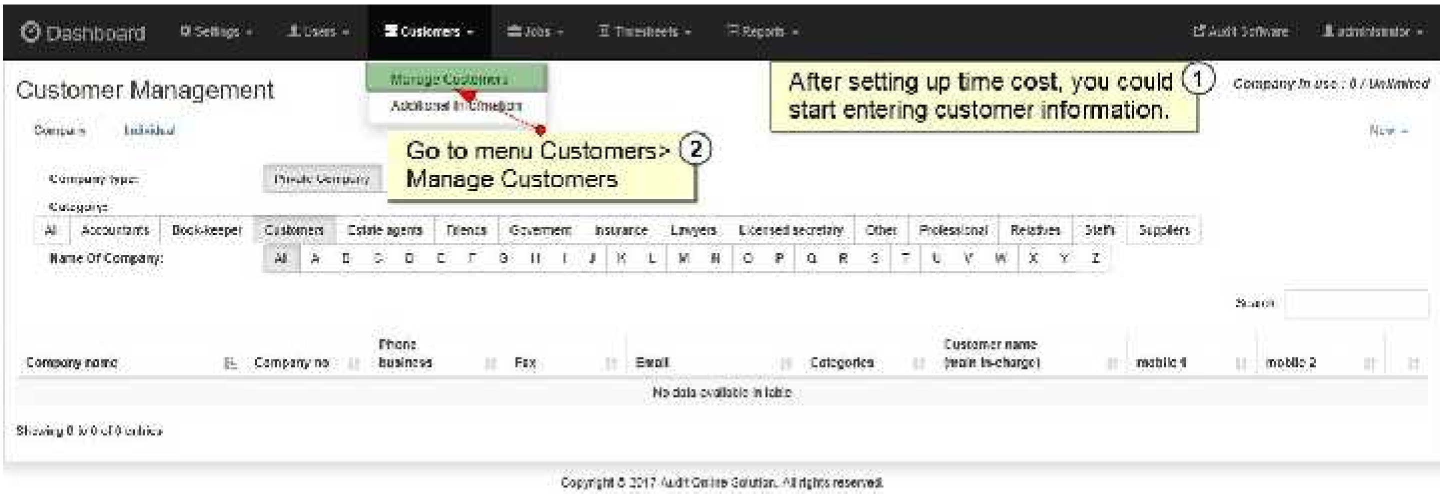

Dashboard
Time Cost
1 Repeat the process to set up timecost information for other employees.
2 Click to save changes.
Time cost for staff: Manager A

Part 3 : Enter Customer Information

1.



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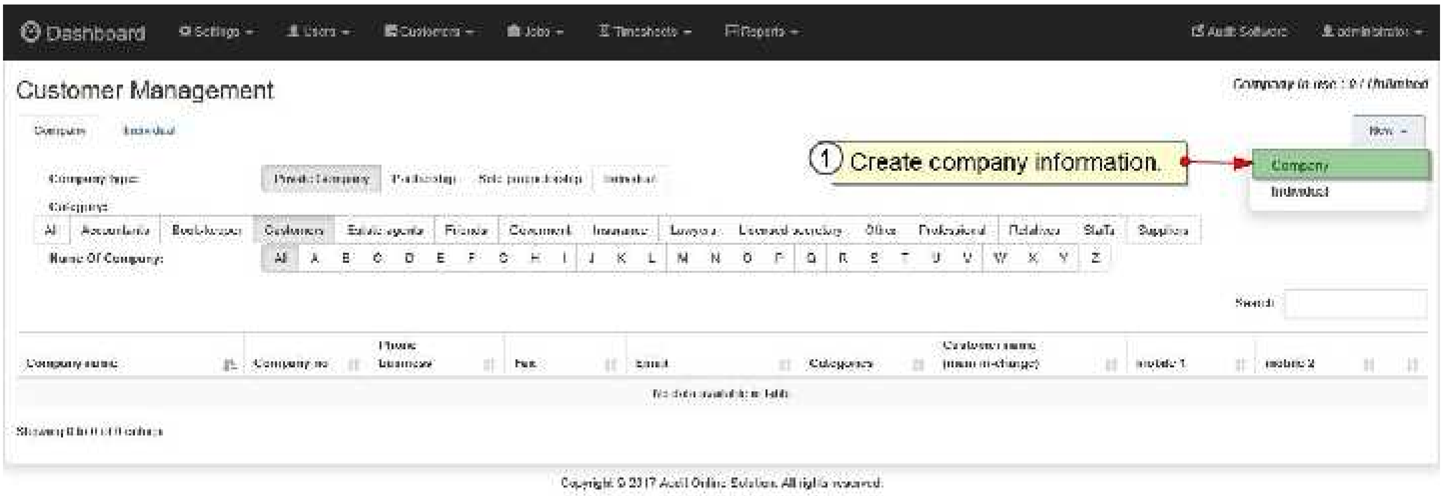
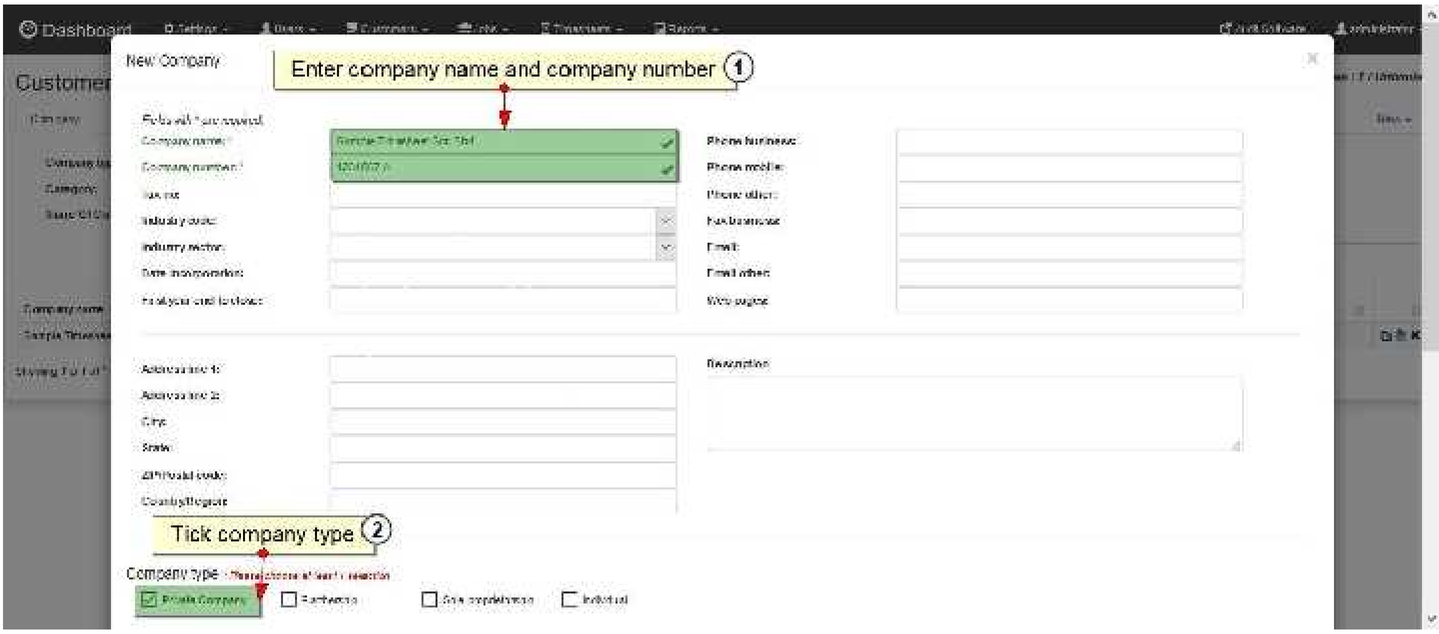
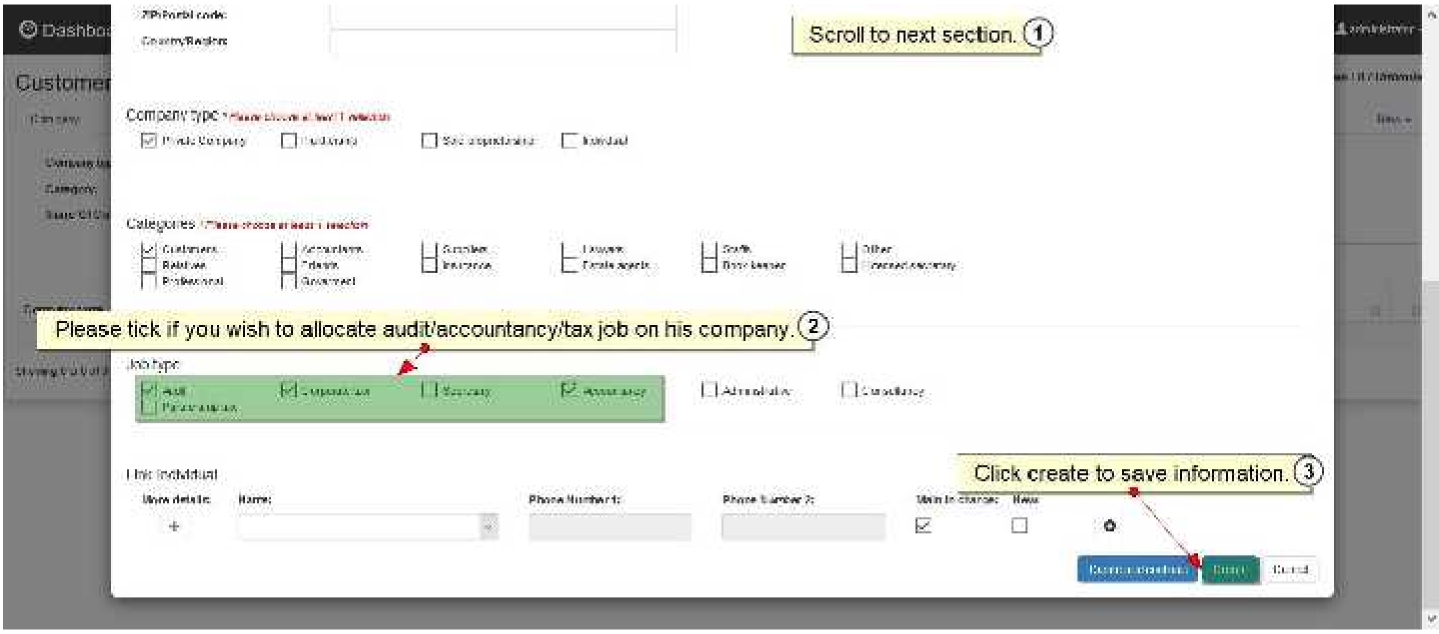


Part 3 : Enter Customer Information

3.

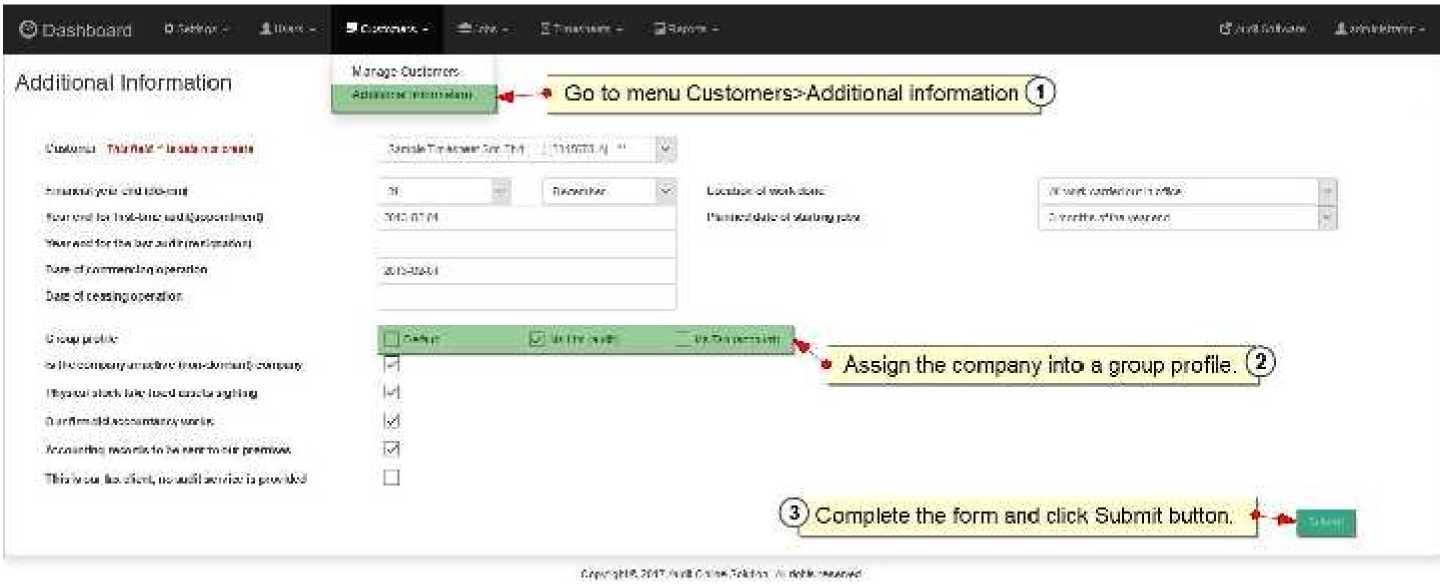


4.



Part 3 : Enter Customer Information

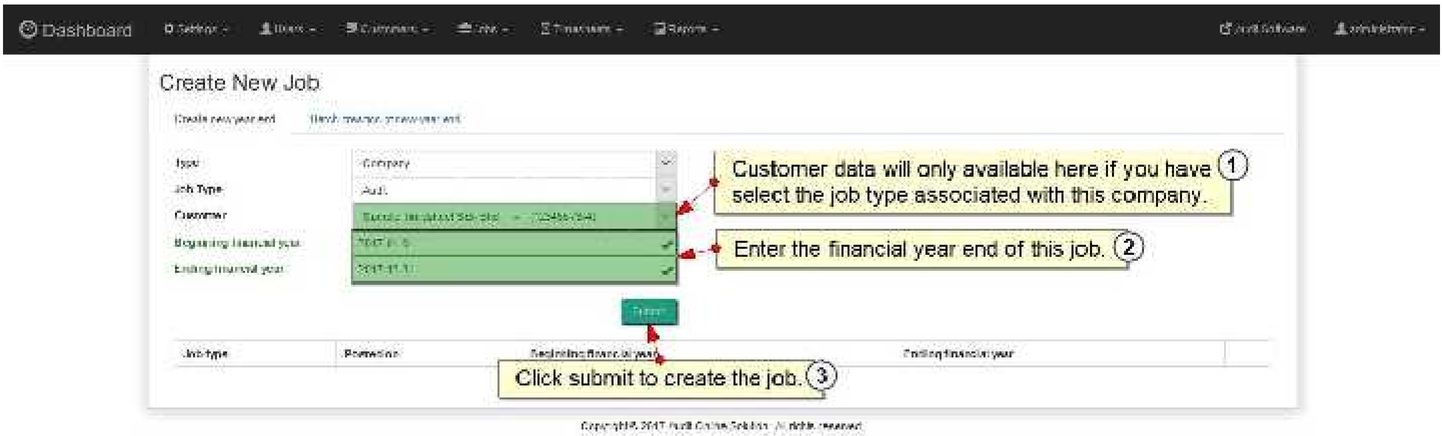
5.



Part 4 : Create Job, Allocate Job and Planning

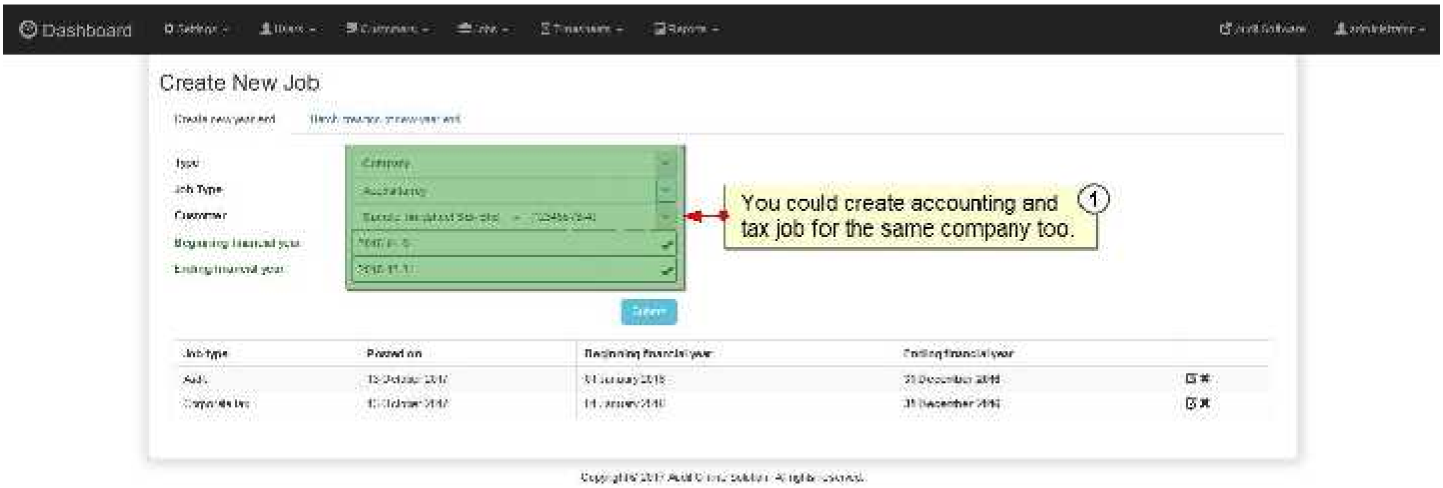
1.

2.



Part 4 : Create Job, Allocate Job and Planning

3.



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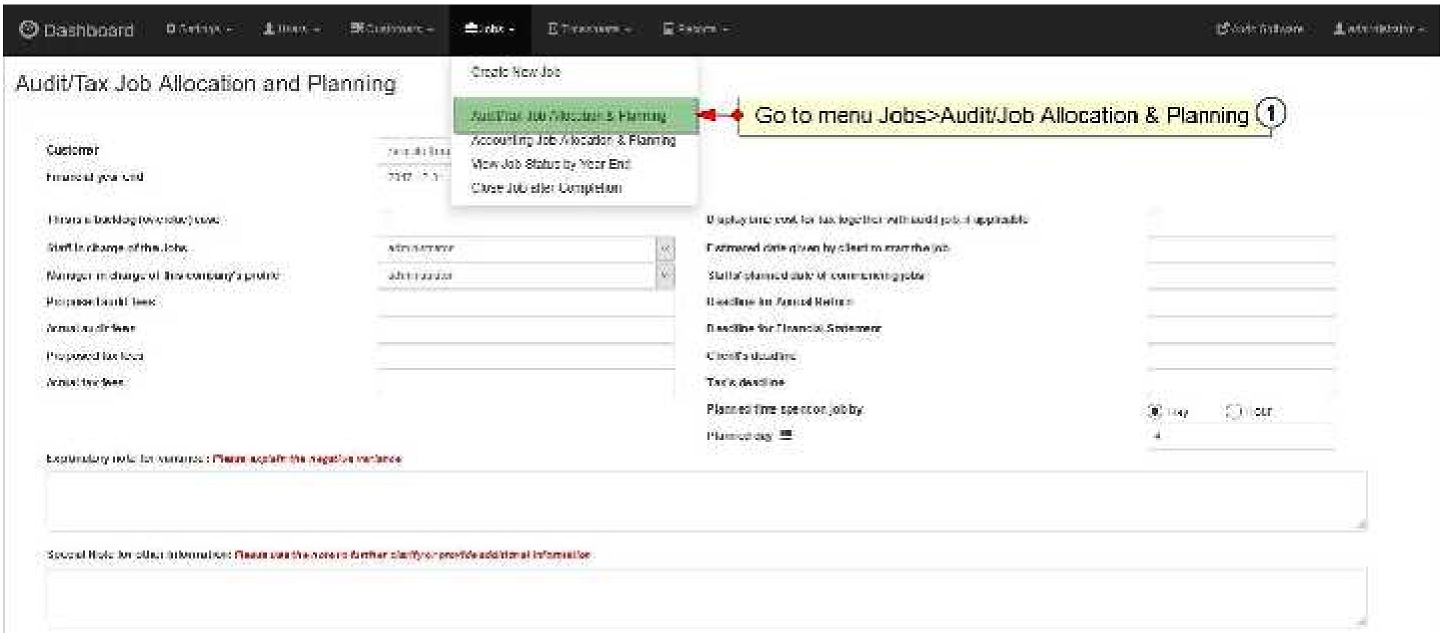
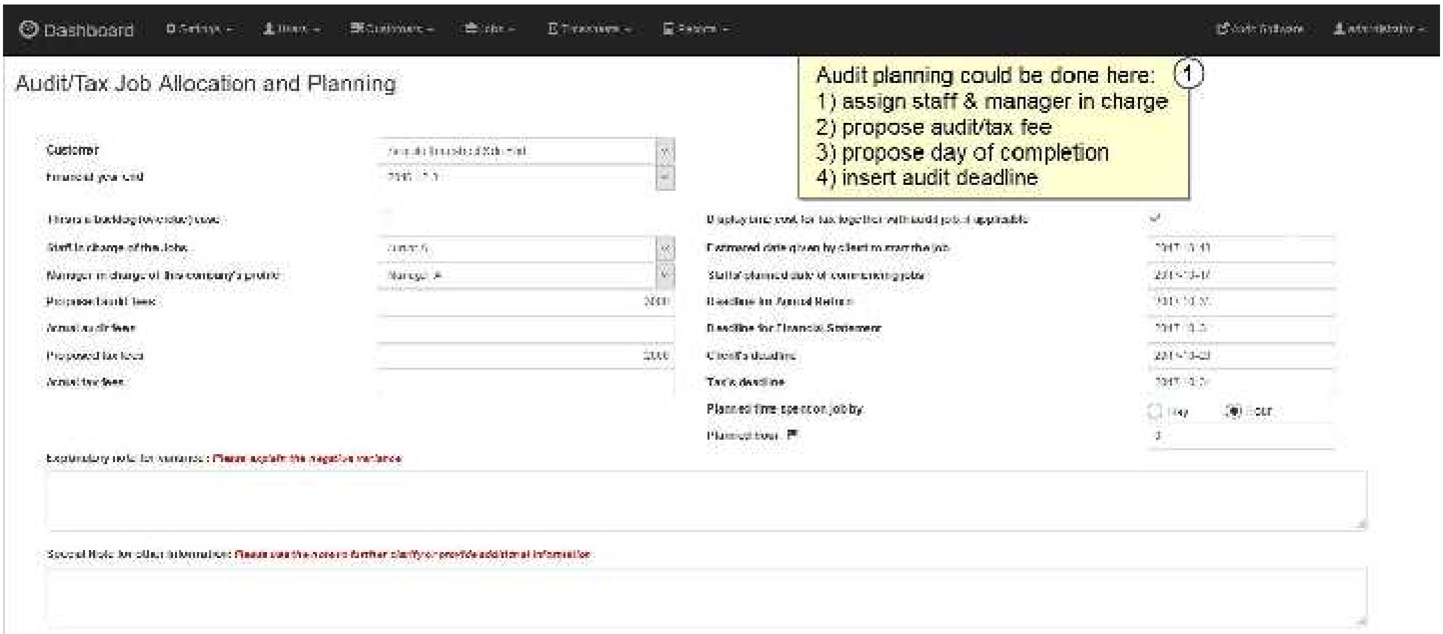


Part 4 : Create Job, Allocate Job and Planning

5.



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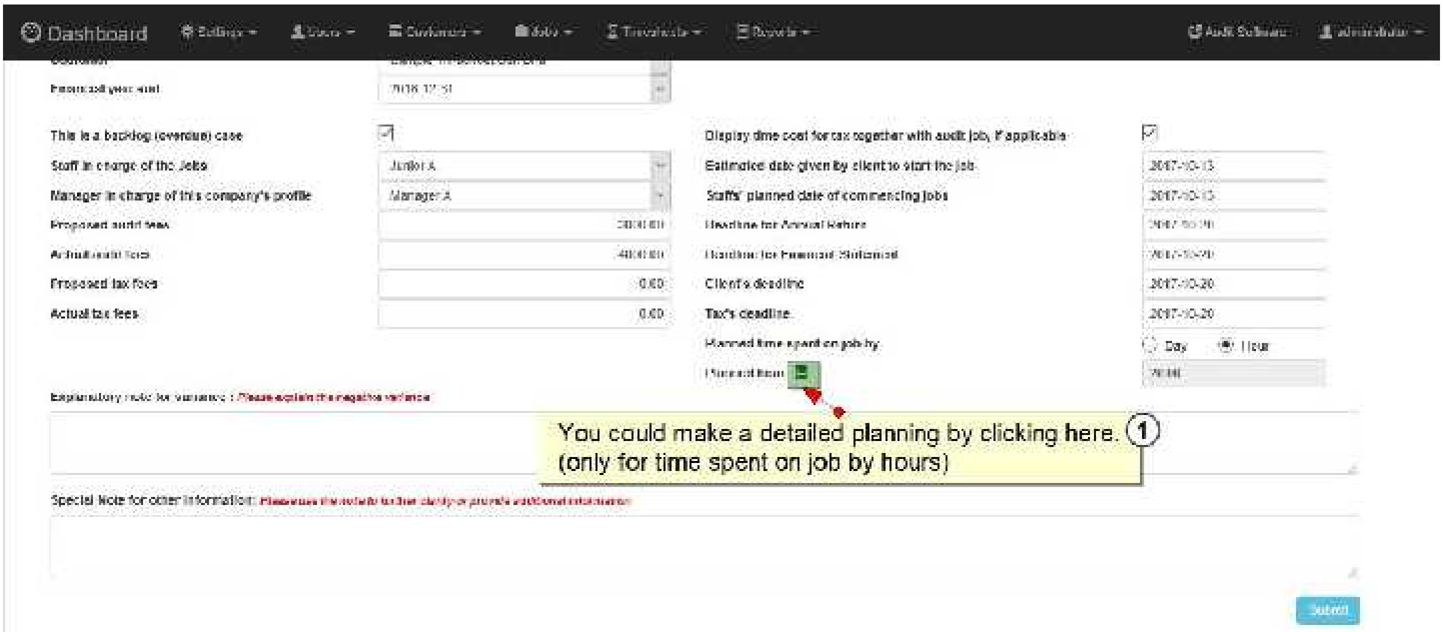

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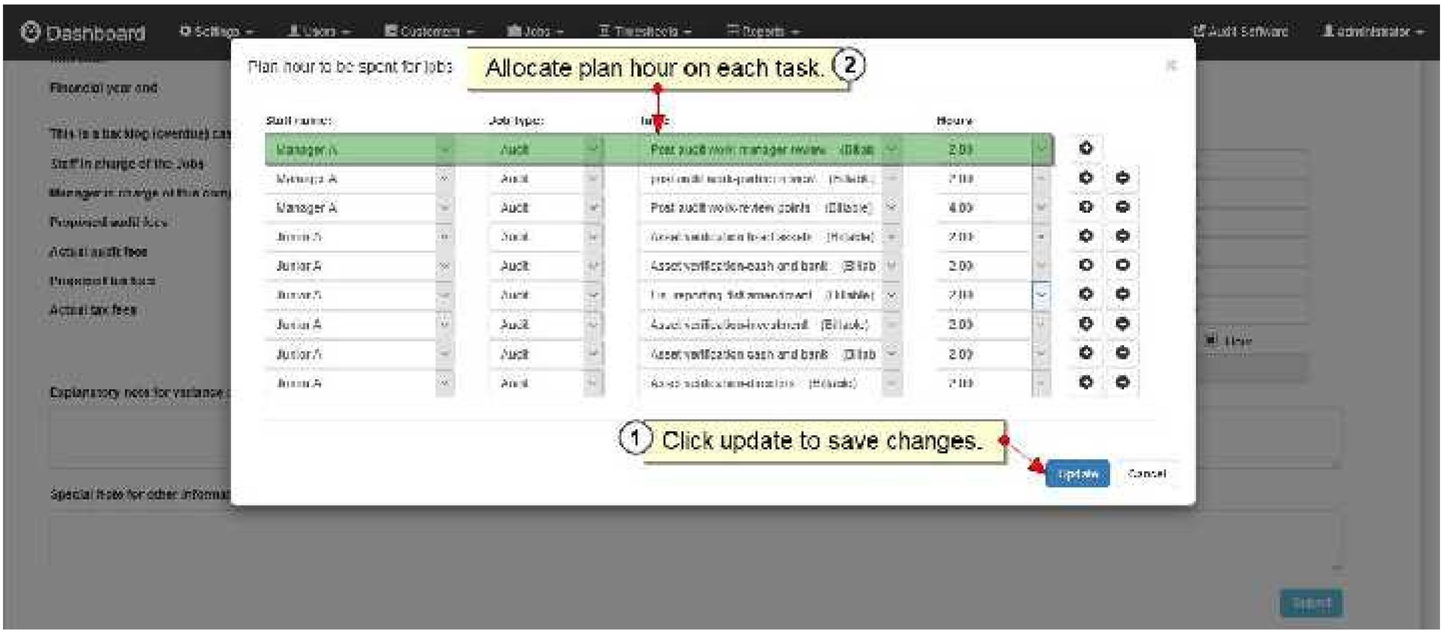
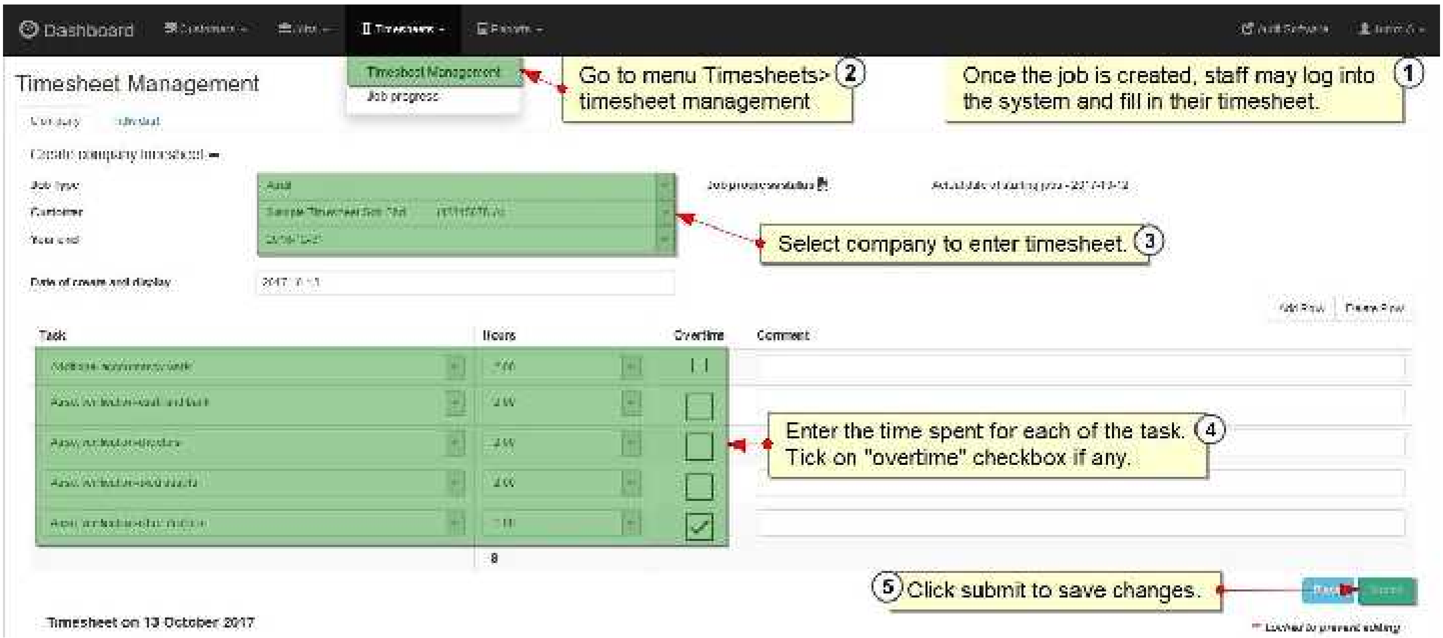
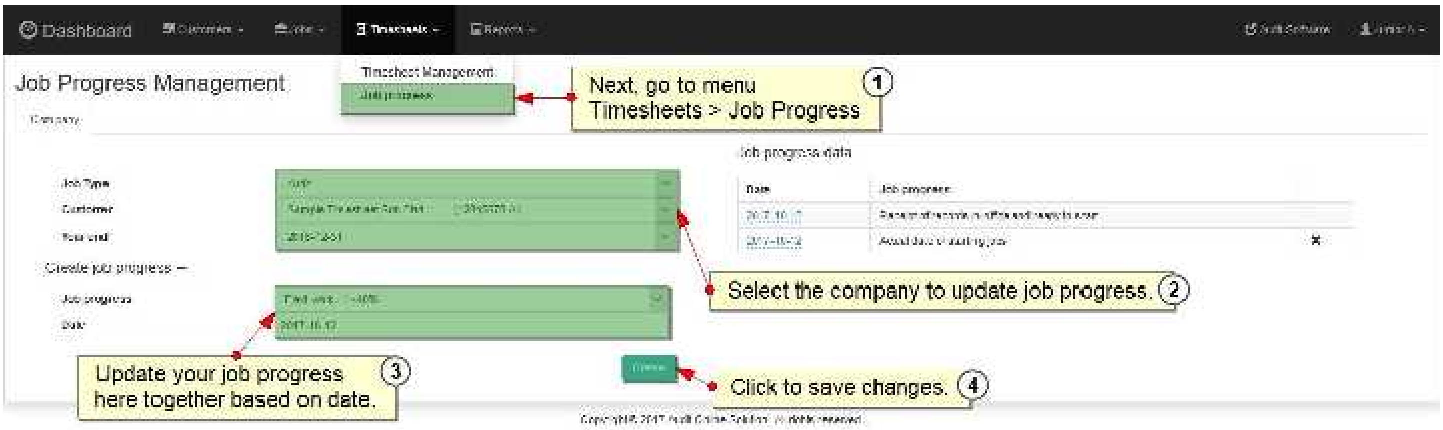

Allocate plan hour on each task.
Click update to save changes.

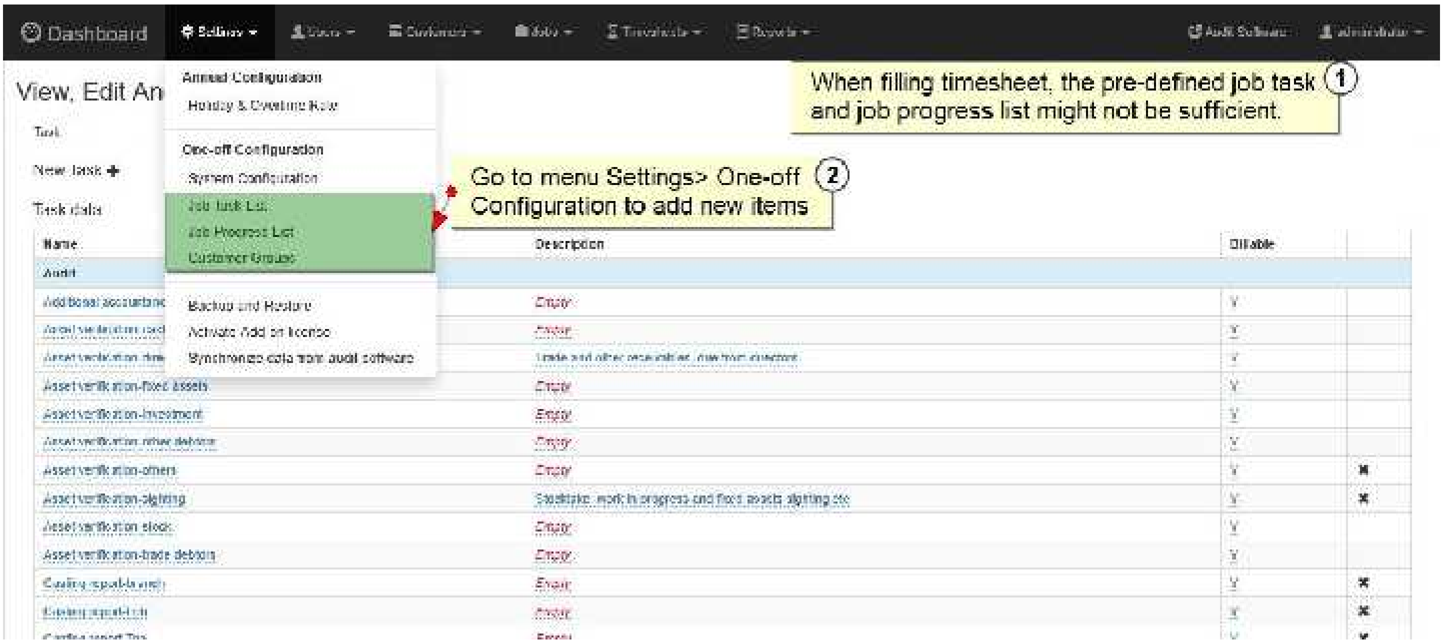
1.


Dashboard
Timesheet Management
Go to menu Timesheets> timesheet management
Once the job is created, staff may log into the system and fill in their timesheet.
Select company to enter timesheet.
Task
Hours
Overtime
Comment
Enter the time spent for each of the task. Tick on "overtime" checkbox if any.
Click submit to save changes.
Timesheet on 13 October 2017

2.


Dashboard
Job Progress Management
Next, go to menu Timesheets > Job Progress
Select the company to update job progress.
Update your job progress here together based on date.
Click to save changes.

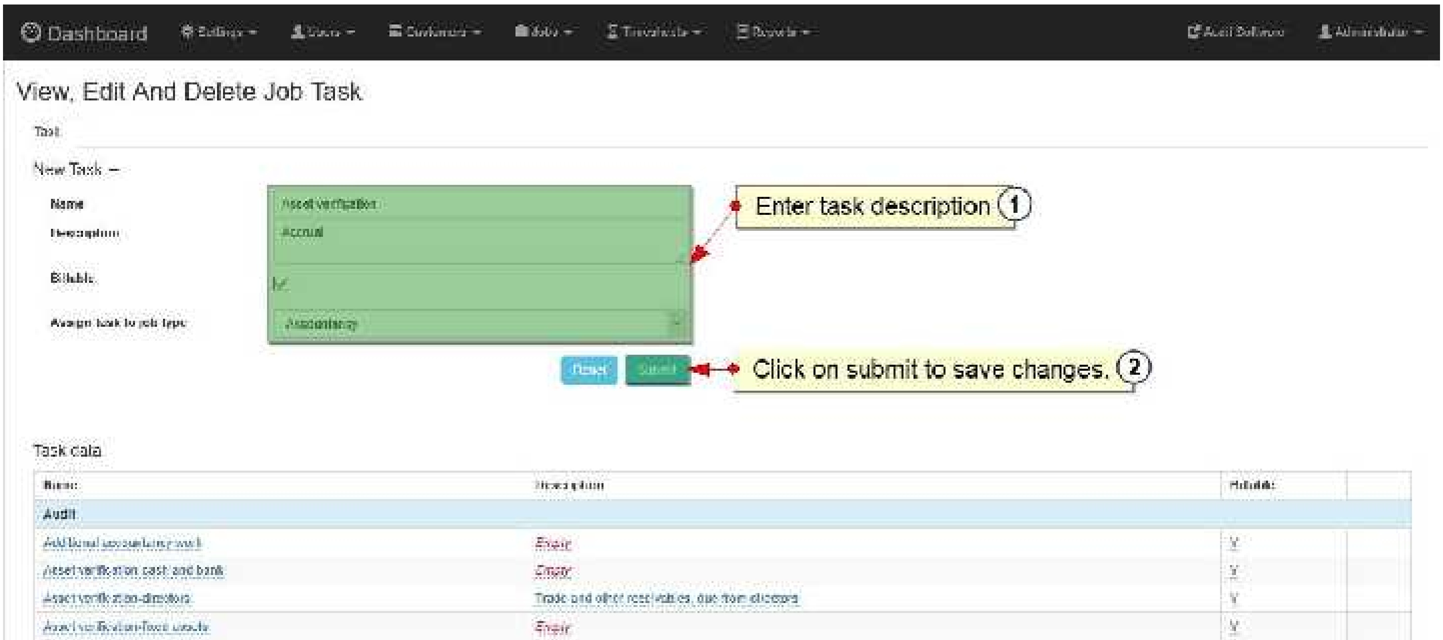
3.


Dashboard
View, Edit An
When filling timesheet, the pre-defined job task and job progress list might not be sufficient. 1
Go to menu Settings> One-off Configuration to add new items 2
Annual Configuration
One-off Configuration
System Configuration
Job Task List
Job Progress List
Customer Groups
Backup and Restore
Activate Add on license
Synchronize data from audit software
Description
Billable

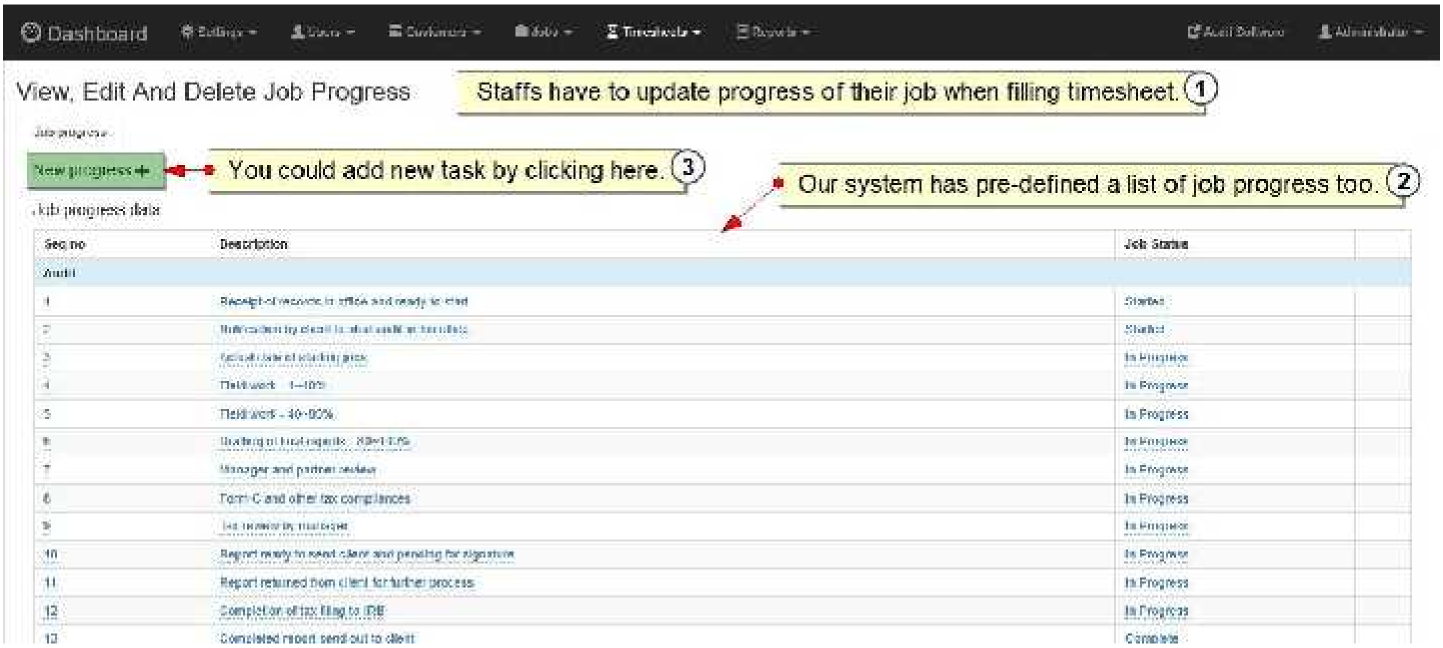
4.


Dashboard
View, Edit And Delete Job Task
Job task can be selected when staffs enter their timesheet. 1
New Task
You could add new task by clicking here. 3
We have pre-defined a list of job task together with billable / non-billable information. 2
Task data
Audit

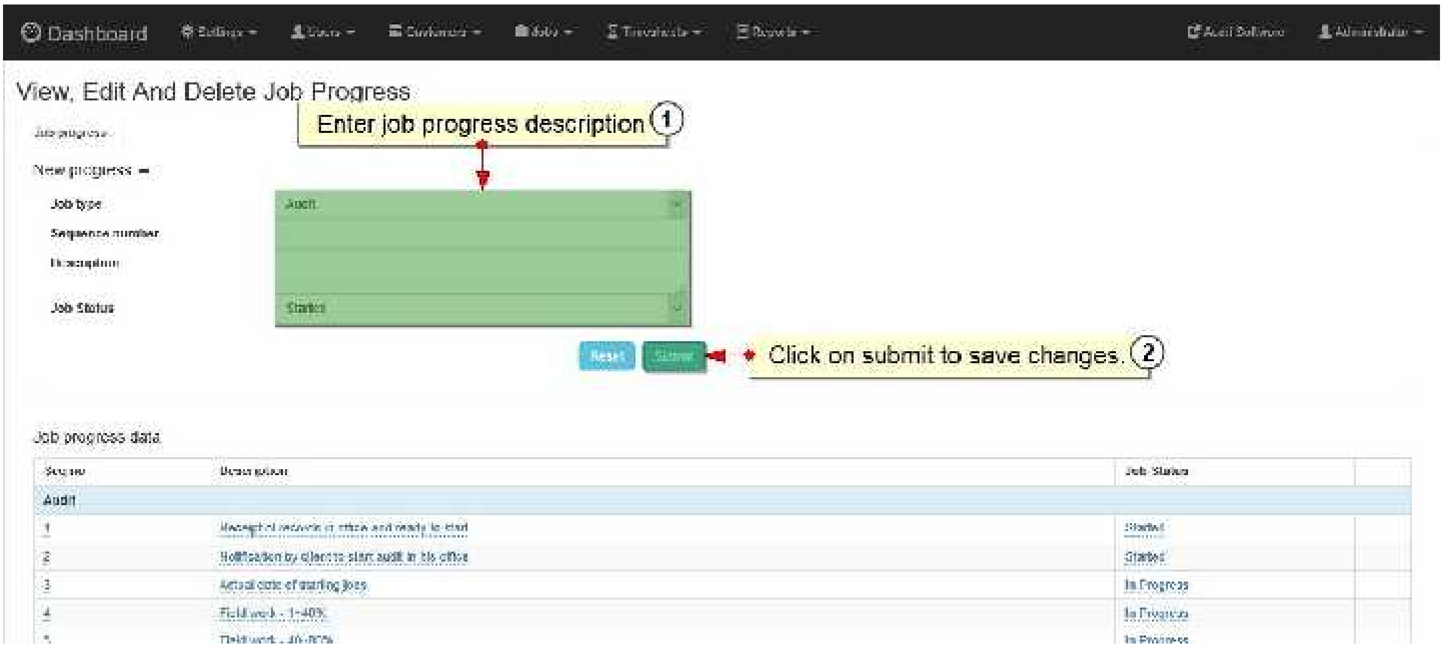
5.


Dashboard
View, Edit And Delete Job Task
Task
New Task
Name
Description
Billable
Assign task to job type
Asset verification
Accrual
Accountancy
Enter task description 1
Reset
Submit
Click on submit to save changes. 2
Task data
Name
Description
Billable
Audit
Additional accountancy work
Empty
Y
Asset verification cash and bank
Empty
Y
Asset verification-directors
Trade and other receivables, due from directors
Y
Asset verification-fixed assets
Empty
Y

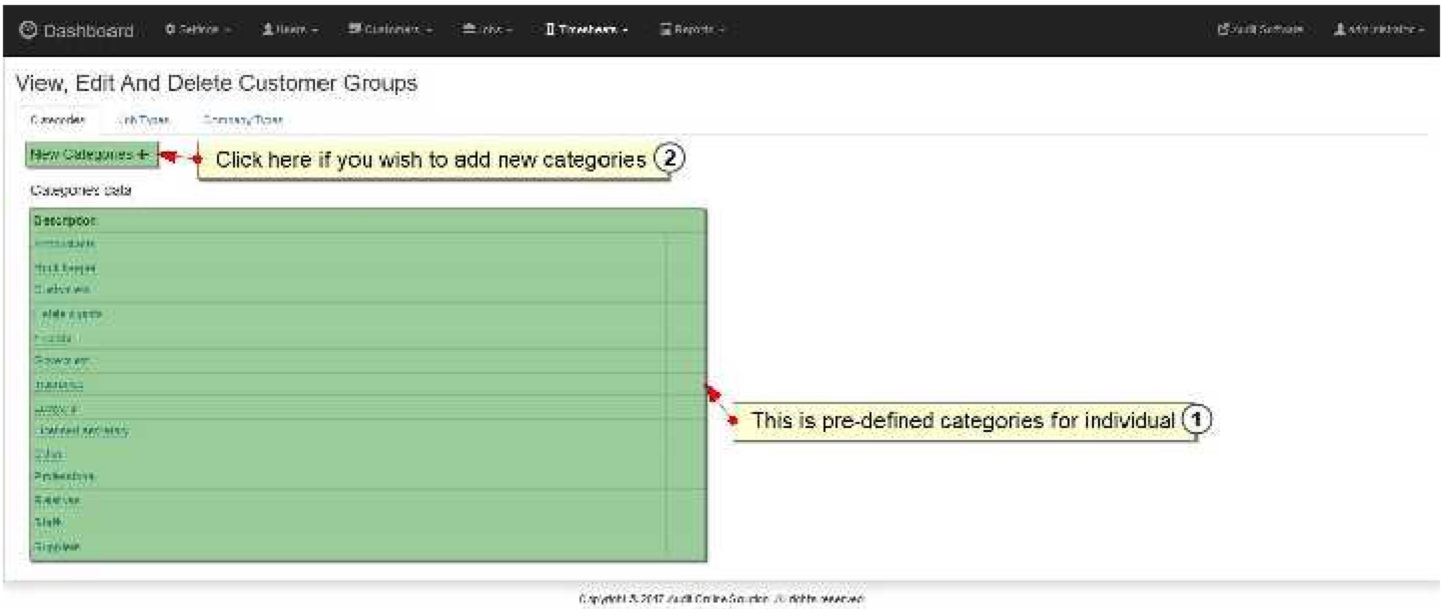
6.


Dashboard
Timesheets
View, Edit And Delete Job Progress
Staffs have to update progress of their job when filling timesheet. 1
Job progress
New progress
You could add new task by clicking here. 3
Our system has pre-defined a list of job progress too. 2
Job progress data
Seq no
Description
Job Status
Audit
Started
In Progress
Field work - 40-80%
Form C and other tax compliances
Report returned from client for further process
Completed report send out to client
Complete

7.

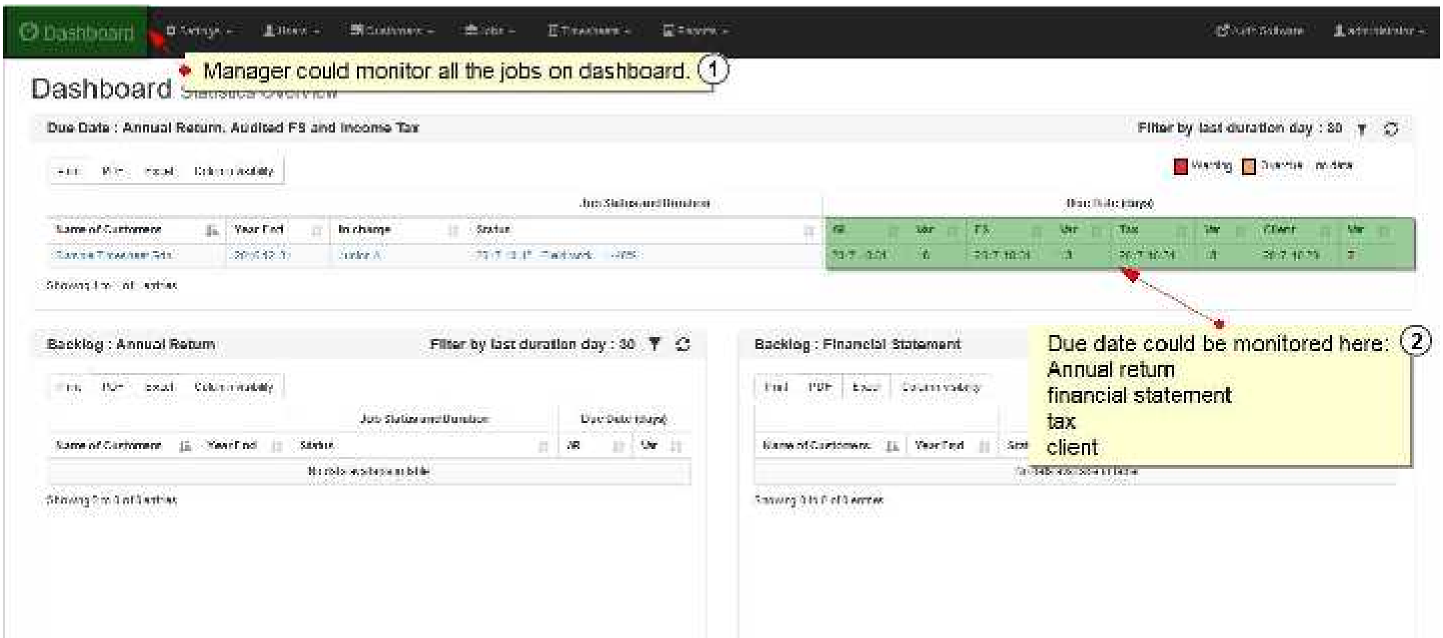

Dashboard
View, Edit And Delete Job Progress
Enter job progress description
1
New progress
Job type
Sequence number
Description
Job Status
Click on submit to save changes.
2
Job progress data
Audit

8.


Dashboard
View, Edit And Delete Customer Groups
New Categories +
Click here if you wish to add new categories
2
Categories data
Description
This is pre-defined categories for individual
1

Part 6 : Monitor Dashboard and Generate Report

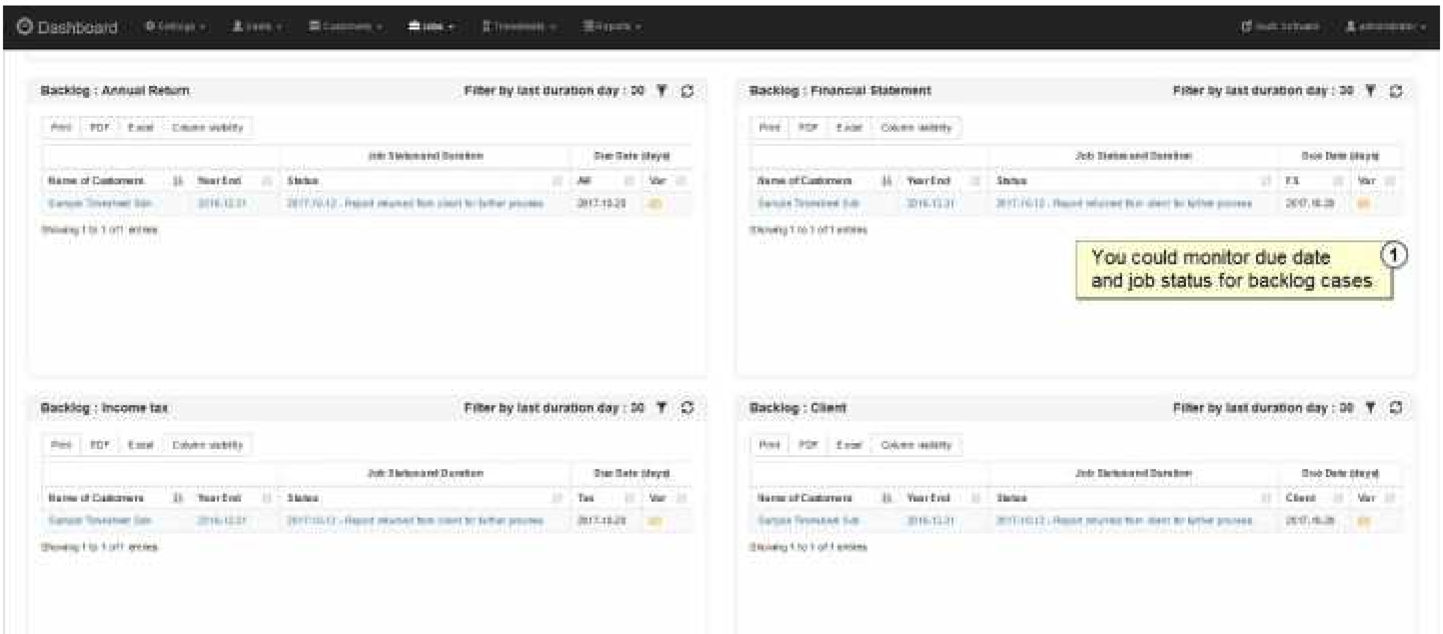
1.



The assigned job will appear at the “due date” category if the following 3 conditions have been fulfilled.

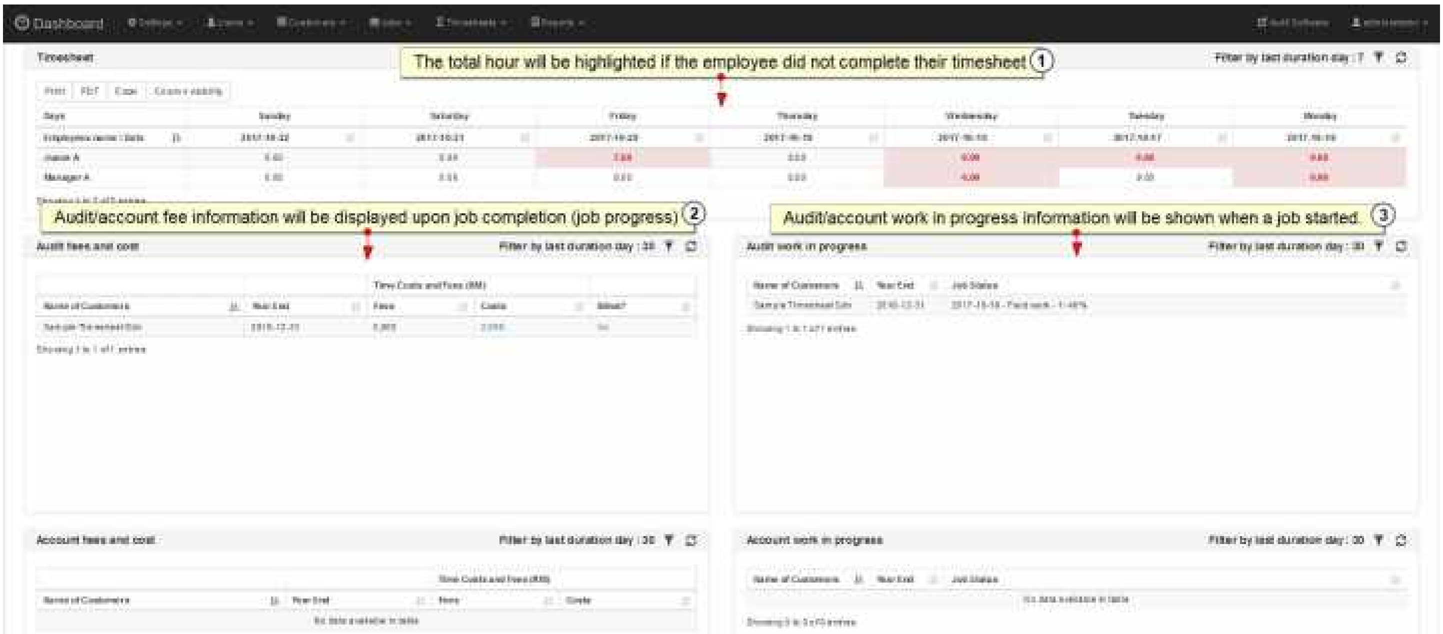
- You have filled up first timesheet data at **menu timesheets>timesheet management**
- The job status is **In Progress**
- You have completed job assignment planning on **one of the due date (AR/Financial statement/tax/client)**

2.

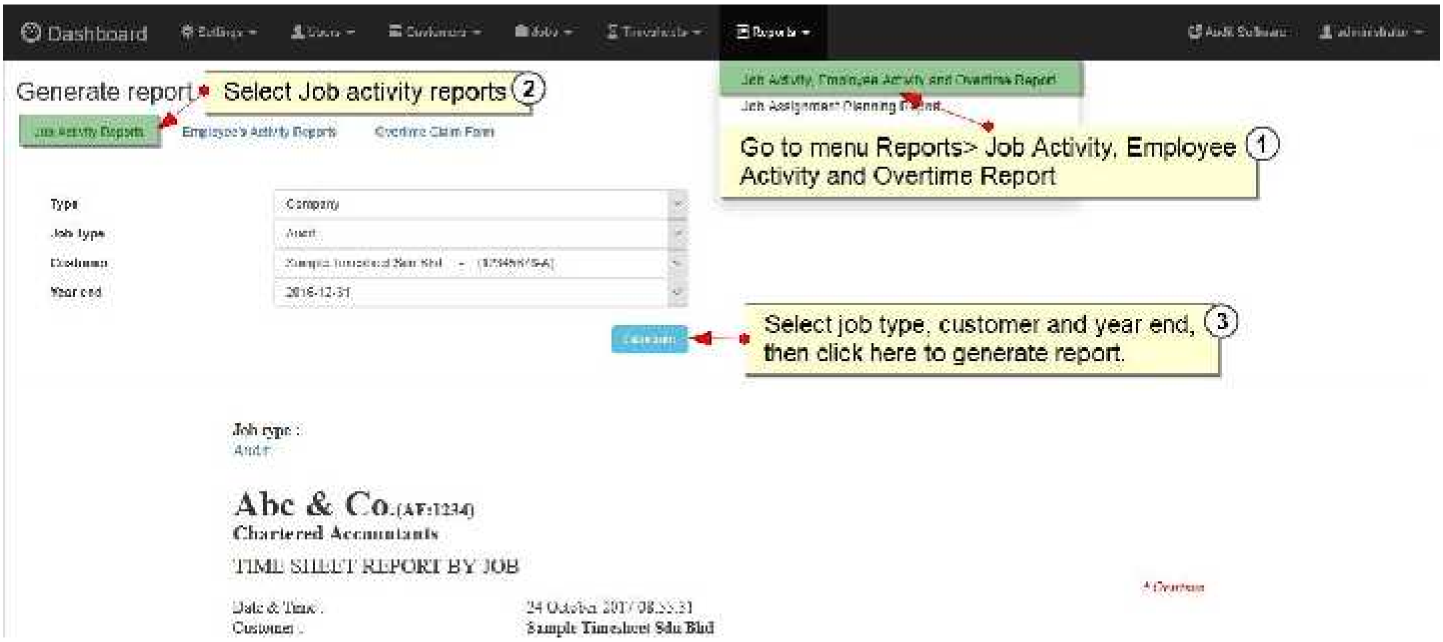


Part 6 : Monitor Dashboard and Generate Report

3.



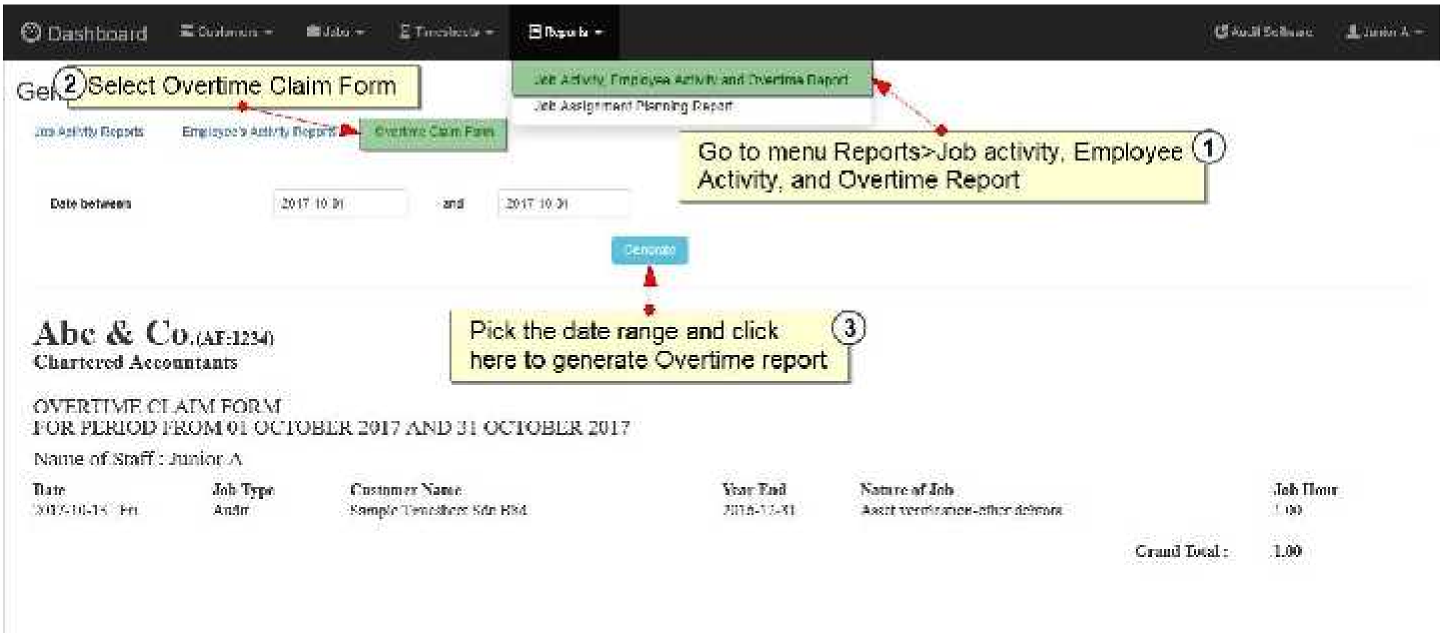
4.



5.

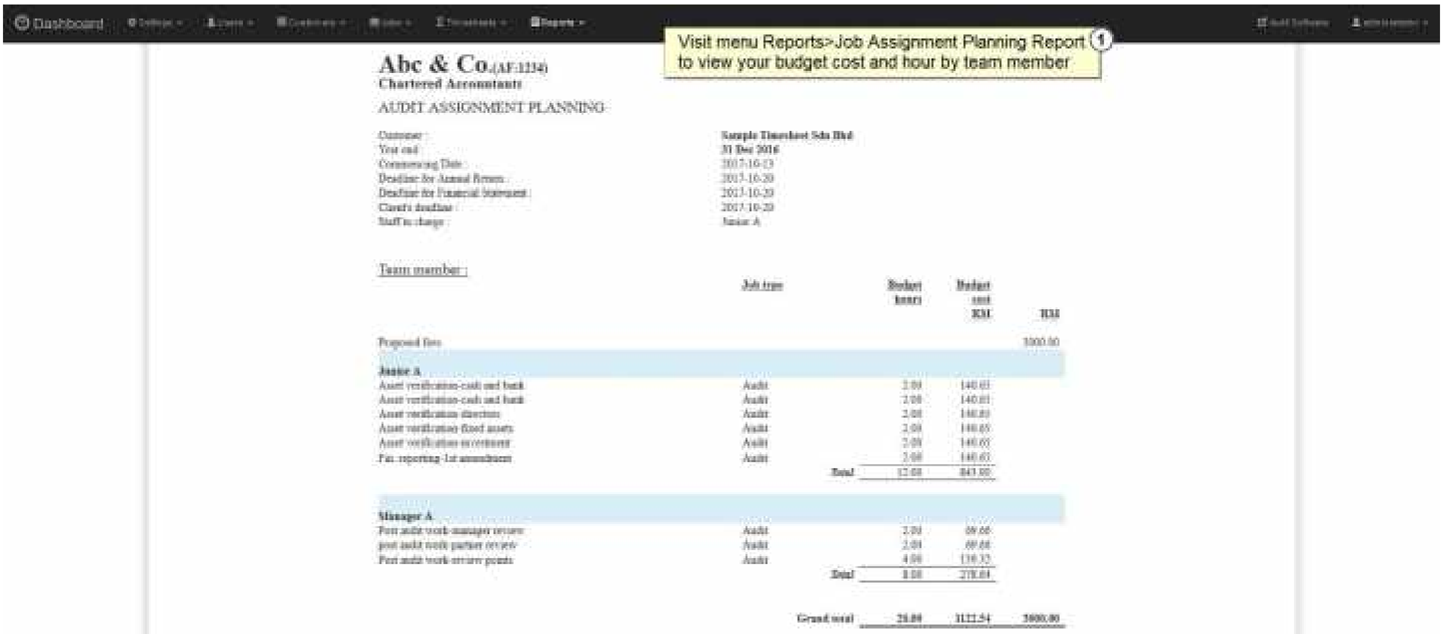

Dashboard
Generate report
2 Click on Employee's Activity Reports
1 Go to menu Reports> Job Activity, Employee Activity and Overtime Report
3 Select whether you want to display employees report by specific date range or entire year.
Click to generate employee report. 4

6.


Dashboard
2 Select Overtime Claim Form
Go to menu Reports>Job activity, Employee Activity, and Overtime Report 1
Pick the date range and click here to generate Overtime report 3
Abc & Co.(AF:1234)
Chartered Accountants
OVERTIME CLAIM FORM
FOR PERIOD FROM 01 OCTOBER 2017 AND 31 OCTOBER 2017
Name of Staff : Junior A
Date
Job Type
Customer Name
Year End
Nature of Job
Job Hour
Grand Total :
1.00

Part 6 : Monitor Dashboard and Generate Report

7.



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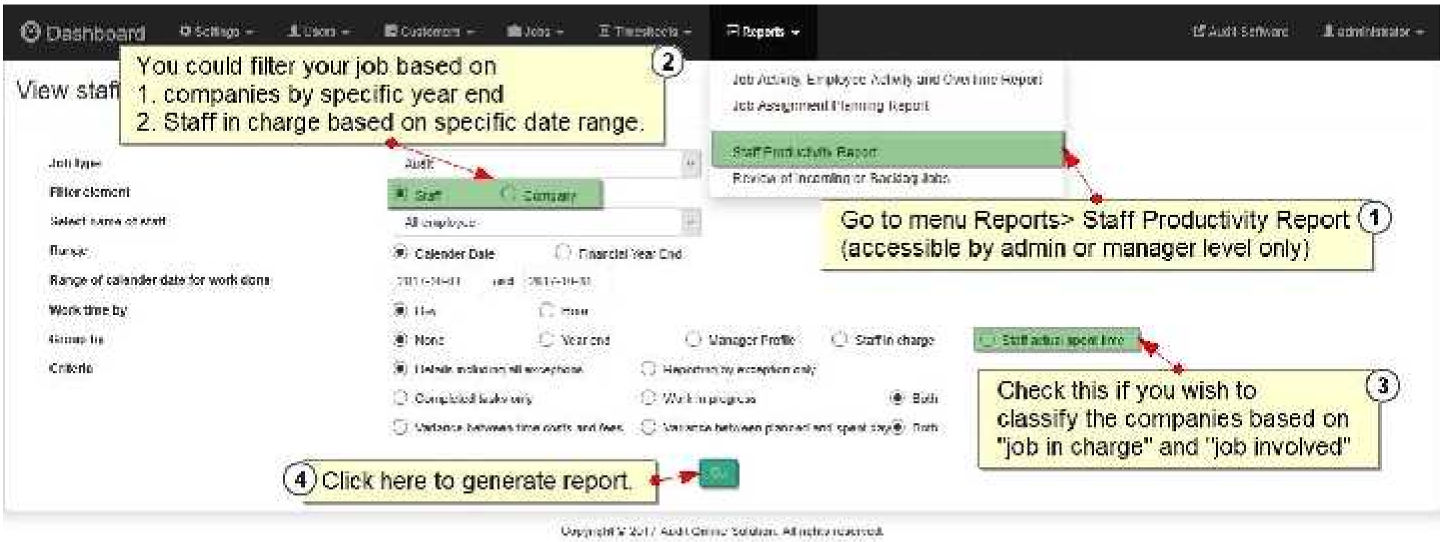
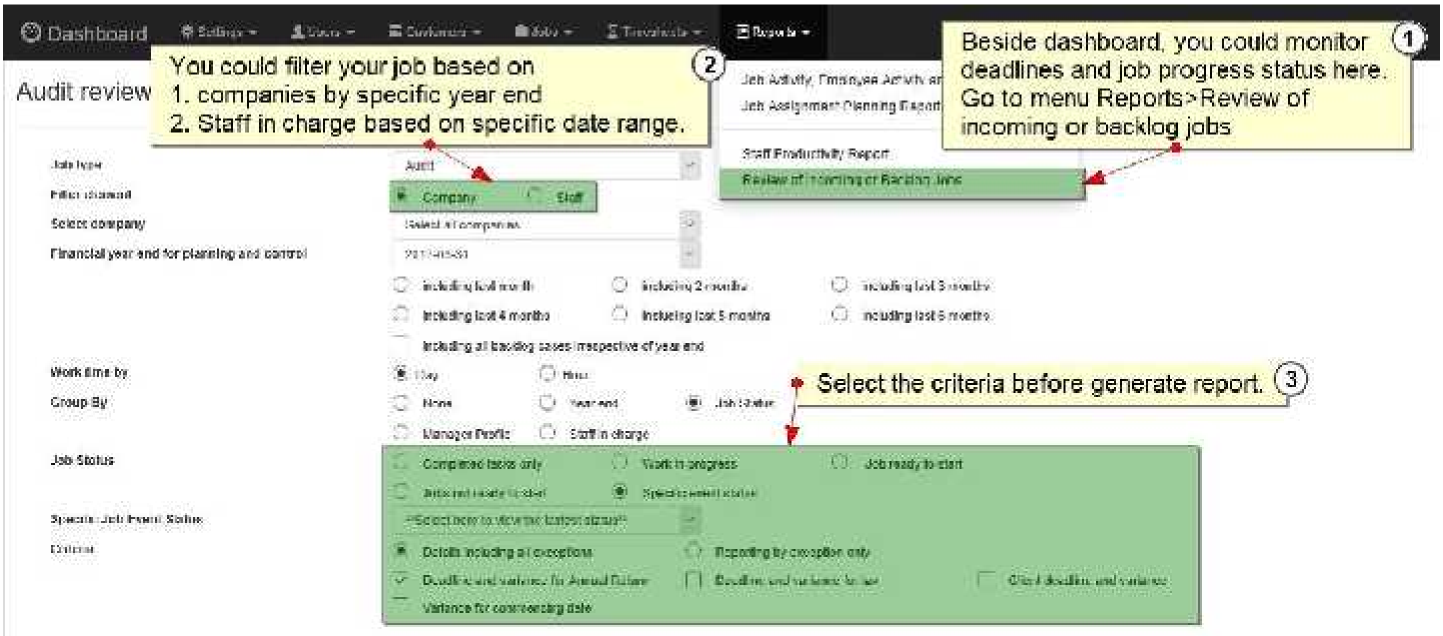


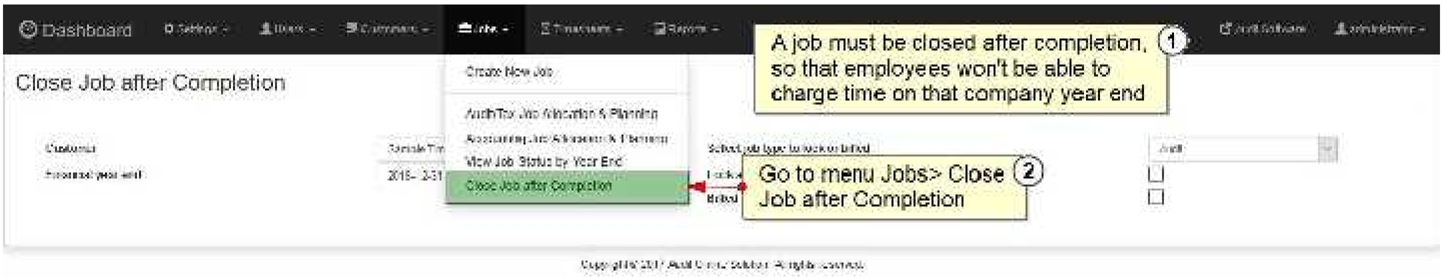
Part 6 : Monitor Dashboard and Generate Report

9.

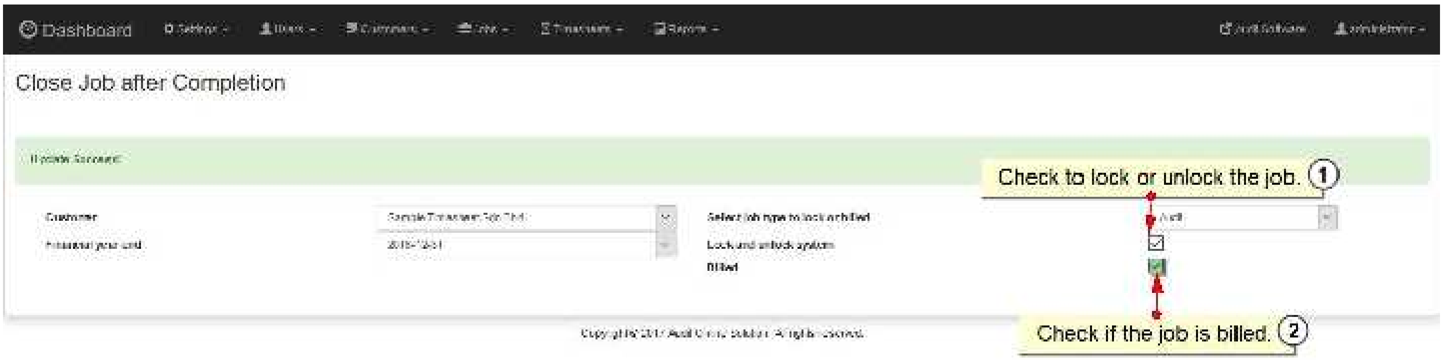


Part 7 : Close Job Upon Completion

1.



2.



Part 7 : Close Job Upon Completion

3.