

AuditSME- Timesheet Guide

(For Managing Personnel)

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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.

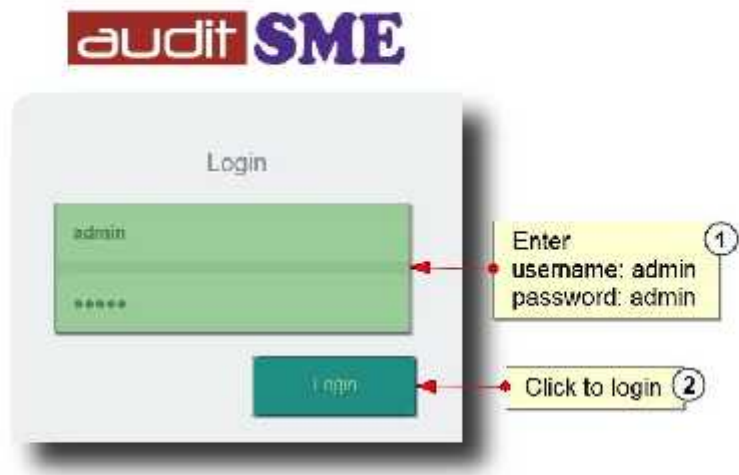
Once you are fully adopted it, you are only required to repeat the procedure from **Step 4 to Step 7** when there is a new job coming in.

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

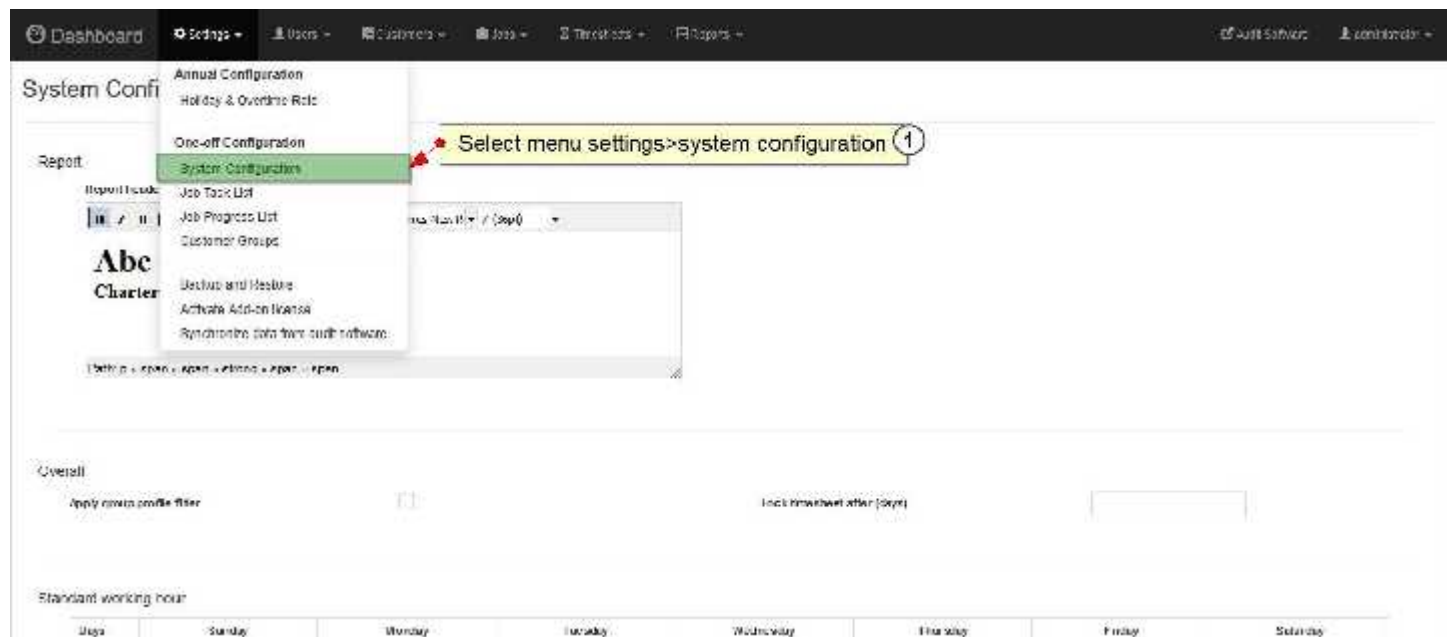
1. Holiday and OT rate annually, which located at **Settings> Holiday & Overtime Rate**
2. Update time cost information when you increased your employee's salary, which located at **Users>Time Cost Settings**
3. **Customers> Manage Customers** when you have new customers
4. **Users> User Management**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

Part 1 : Login and System Configuration

1.



2.



Part 1 : Login and System Configuration

3.

The screenshot shows the 'Overall' configuration page for a user named 'Abc & Co. (A.F:1234)'. The page has a dark header with navigation links: Dashboard, Billings, Users, Confirmed, Jobs, Time table, and Reports. The main content area is titled 'Overall' and includes a section for 'Apply group profile filter' with a checkbox and a 'Lock limited office (days)' input field. Below this is the 'Standard working hour' section, which contains a table for defining working hours by day of the week. Annotations are present: (1) points to the firm name 'Abc & Co.', (2) points to the 'Apply group profile filter' checkbox, and (3) points to the 'Standard working hour' table.

Abc & Co.(A.F:1234)
Chartered Accountants

Path: p = apcn > apcn > strong > apcn > apcn

Enter your firm name. ①

Overall

Apply group profile filter ☒ Lock limited office (days)

Check this to apply file access permission between different group. ②

Standard working hour

Define your office standard working hour
Example: Monday to Friday, 8 hours per day ③

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time (hour)	0:00	8:00	8:00	8:00	8:00	8:00	0:00

4.

The screenshot shows the 'Standard working hour' section of the configuration page. It includes a table for defining working hours by day of the week. Below this is the 'Setting when displaying dashboard and job status' section, which contains a large green box with various settings. Annotations are present: (1) points to the 'Standard working hour' table, (2) points to the 'Setting when displaying dashboard and job status' section, and (3) points to the 'Submit' button.

Scroll to next section of the page ①

Standard working hour

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time (hour)	0:00	8:00	8:00	8:00	8:00	8:00	0:00

Setting when displaying dashboard and job status ②

Dashboard

Display dashboard information for items created after: 2010-01-01

Job status and planning

Display warning when approaching deadline (days): 15

Display warning when job deadline near (days): 15

Display warning if actual time spent > planned (days): 30

Click submit to save changes ③

Submit

Part 1 : Login and System Configuration

5.

Dashboard Settings Users Customers Jobs Timecards Reports

Annual Configuration

- Holiday & Overtime Rate**
- One-off Configuration
- System Configuration
- Job Details List
- Job Progress List
- Customer Group

Backup and Restore

Activate Admin Session

Synchronize data from your phone

Go to menu Settings> Holiday & Overtime Rate

Next step, we have to setup public holiday information into this system. (Please ready with your annual calendar)

Date	Description	Rate	OT Rate	
	From a Day Off		1.00	

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6.

Dashboard Settings Users Customers Jobs Timecards Reports

Holiday & Overtime Rate

Date (YYYY-MM-DD)

Description

Rate

OT Rate

Submit

Key in public holiday information. Example: Labour day

Setup normal rate and OT rate respectively.

Click Submit button.

Date	Description	Rate	OT Rate	
	From a Day Off		1.00	

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Part 1 : Login and System Configuration

7.

Holiday & Overtime Rate

Date (yyyy-mm-dd): 2019-05-01
 Description: Labor Day
 Rate: 2.0
 OTR Rate: 2.0

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

Date	Description	Rate	OT Rate
01 January 2019	Normal Day Off	1.00	1.00
01 May 2019	Labor Day	2.00	2.00
22 August 2019	National Day Holiday	2.00	2.00

2 The entire public holiday information will be shown here.

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8.

Holiday & Overtime Rate

Date (yyyy-mm-dd): 2019-05-01
 Description: Labor Day
 Rate: 2.0
 OTR Rate: 2.0

Edit OTR Rate

1.00

1 You could left click on the number to edit your overtime rate for standard working day.

Date	Description	Rate	OT Rate
01 January 2019	Normal Day Off	1.00	1.00
01 May 2019	Labor Day	2.00	2.00
22 August 2019	National Day Holiday	2.00	2.00

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

1.

The screenshot shows the top navigation bar with 'Users' selected. A dropdown menu is open, showing 'Time Cost Settings', 'Group Profiles', and 'User Management'. A red arrow points from the 'Group Profiles' option to a yellow callout box. Another red arrow points from the callout box to the 'Group Profiles' link in the 'Users' dropdown. A third red arrow points from the 'Group Profiles' link to a table below.

Once the configuration has been completed, you could start creating users for each employee. (to login into timesheet system) ①

Go to menu Users>Group Profiles ②

Name	Description
Default group	Default group

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2.

The screenshot shows the 'Group Profiles' form. The 'Name' field is filled with 'Audit Department'. A red arrow points from the 'Submit' button to a yellow callout box. Another red arrow points from the callout box to the 'Submit' button. A third red arrow points from the 'Submit' button to a table below.

You could enable group profile filter at Settings>System configuration. ①

You could enter profile information for each department, for example:
a) audit department
b) account department ②

Click here to submit the changes. ③

Name	Description
Default group	Default group

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

3.

The screenshot shows the 'Group profiles' page. At the top, there is a navigation bar with 'Dashboard', 'Settings', 'Users', 'Customers', 'Jobs', 'Timecards', and 'Reports'. The 'Users' menu is expanded, showing 'Time Cost Settings', 'Group Profiles', and 'User Management'. A yellow callout box with a red arrow points to 'User Management' and contains the text: 'Now go to menu Users>User Management to create user account.' with a circled '2'. Below this, there are 'Add' and 'Delete' buttons. The 'Group profile data' section contains a table with three rows: 'Default', 'Add Department', and 'Remove Department'. A yellow callout box with a red arrow points to the first row and contains the text: 'Created groups' with a circled '1'. At the bottom, there is a copyright notice: 'Copyright © 2017, Juvell Online Solutions, All rights reserved.'

Name	Description	
Default	Default group	X
Add	Add Department	X
Remove	Remove Department	X

4.

The screenshot shows the 'User Management' page. At the top, there is a navigation bar with 'Dashboard', 'Settings', 'Users', 'Customers', 'Jobs', 'Timecards', and 'Reports'. The 'Users' menu is expanded, showing 'Create user +'. A yellow callout box with a red arrow points to 'Create user +' and contains the text: 'Click here to create user to each employees. Example: I will create user for manager A and junior A.' with a circled '2'. Below this, there is a 'Users data' section containing a table with columns: 'Username', 'Fullname', 'Permissions', 'Mobile phone1', 'Mobile phone2', 'Email', 'Address', 'Group profile', and 'Active'. The first row of the table is highlighted in green and contains the values: 'admin', 'Administrator', 'Admin (system)', '123456789', '123456789', 'admin@juvell.com', '123456789', 'Admin', and 'S'. A yellow callout box with a red arrow points to this row and contains the text: 'This is the default user created in the system.' with a circled '1'.

Username	Fullname	Permissions	Mobile phone1	Mobile phone2	Email	Address	Group profile	Active
admin	Administrator	Admin (system)	123456789	123456789	admin@juvell.com	123456789	Admin	S

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

5.

The screenshot shows the 'User Management' page in a web application. The left sidebar contains navigation links: Dashboard, Settings, Users, Companies, Jobs, Timecards, and Reports. The main content area is titled 'User Management' and includes a 'Users' tab, a 'Create user' button, and a form for adding a new user. The form has fields for First name, Last name, Mobile phone 1, Mobile phone 2, Email, Address line 1, Address line 2, City, State, ZIP/Postal code, Company/Department, and Group profile. Below the form is a table with columns for 'Groups' and 'Permissions'. The 'Groups' table has one row with 'Default' and 'Ma Tan (current)'. The 'Permissions' table has one row with 'Manager'. The annotations are as follows: 1. 'Enter name of the Manager A' points to the 'First name' field. 2. 'Create username and password here.' points to the 'Username' and 'Password' fields. 3. 'Assign "Manager" permission.' points to the 'Permissions' table. 4. 'Assign the manager into their group profile' points to the 'Groups' table.

6.

The screenshot shows the 'Edit User' form for 'Manager A' in the AAR Software. The form is divided into several sections:

- Address and Contact Info:** Fields for Address line 1, Address line 2, City, State, ZIP/Postal code, and Country/Region.
- Display dashboard info:** A section with a vertical list of information types and checkboxes to select which to display for the user.
- Form Controls:** Radio buttons for 'Default', 'My Lim (audit)', and 'My Tax (account)'.
- Navigation:** Buttons for 'Back' and 'Submit' at the bottom right.

Annotations guide the user through the process:

- Scroll down to next section.** Points to the 'Display dashboard info' section.
- Select which dashboard information to be visible by Manager A.** Points to the vertical list of information types under 'Display dashboard info'.
- Click submit to save** Points to the 'Submit' button.

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

7.

Dashboard Settings Users Confirmation Setup Time Cost Reports administrator

User Management

Users

Create user

Fields with * are required

First name *

Last name

Mobile phone 1

Mobile phone 2

Email

Address line 1:

Address line 2:

City:

State:

ZIP/Postal code:

Country/Region:

Group profile

Display dashboard info

Due Date: Annual Return, Audited FS and Income Tax

Enter junior information. ②

Username *

Password *

Confirm Password *

Permission level

enter username and password. ③

Assign user permission. ④

Assign the user to group profile. ⑤

Repeat the process to create users account for each employee. ①

8.

Dashboard Settings Users Confirmation Setup Time Cost Reports administrator

Group profile

Default My Lim (aud I) My Lim (Account)

Display dashboard info

Due Date: Annual Return, Audited FS and Income Tax

Backlog: Annual Return, Audited FS and Income Tax

Due Date: Account and GST

Timesheet

Audit fees and cost

Audit work progress

Account fees and cost

Account work progress

Select which information to be displayed to this user. ①

Click submit button to save changes. ②

Reset Submit

Username	Full name	Permission	Mobile phone1	Mobile phone2	Pincode	Address	Group profile	Active	
manager_A	Manager A	Manager	-	-	-	-	My Lim (aud I) My Lim (Account)	Y	✕
admin	administrator	Administrator	-	-	-	-	Default	N	✕

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Part 2 : Setup Group Profile,

9.

Time Cost

Staff: [Dropdown]

Starting Date: [Text Box]

Ending Date: [Text Box]

Monthly Gross Pay: [Text Box]

Times(Monthly): [Text Box]

EPF(R): [Text Box]

Margin(%): [Text Box]

No. Of Days: [Text Box]

Submit

Time cost for staff: Junior A

Starting Date	Ending Date	Yearly Gross Pay	Bonus	B.Rate	EPF	E.Rate	Margin	M.Rate	Days	Time Cost Per Hour
No record found										

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10.

Time Cost

Staff: Junior A

Starting Date: 01/01/2019

Ending Date: 31/12/2019

Monthly Gross Pay: 2000.00

Bonus(Monthly): 200.00

EPF(R): 12%

Margin(%): 10%

No. Of Days: 256

Working Hours per day: 8

Submit

Time cost for staff: Junior A

Starting Date	Ending Date	Yearly Gross Pay	Bonus	B.Rate	EPF	E.Rate	Margin	M.Rate	Days	Work Hours	Time Cost Per Hour
01 January 2019	31 December 2019	2000.00	200.00	1.00	240.00	0.12	10.00	2.00	256	8.00	49.20

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

11.

Dashboard

Settings

Users

Customers

Jobs

Timecosts

Reports

Full Screen

Logout

Time Cost

1 Repeat the process to set up timecost information for other employees.

Staff

Manager A

Starting Date

2017/01/01

Ending Date

2017/12/31

Monthly Gross Pay

5000

Seasonal Months

1 month

ERP Pct

12%

Margin Pct

300%

No. Of Days

200

Working Hours per day

8

2 Click to save changes.

Save

Time cost for staff: Manager A

Starting Date	Ending Date	Yearly Gross Pay	Bonus	S. Rate	ERP	E. Rate	Margin	M. Rate	Days	Work Hours	Time Cost Per Hour	
01 January 2016	31 December 2016	60000.00	10000.00	0.00	9100.00	0.10	0.00	0.00	365	0.00	27.00	
01 January 2017	31 December 2017	52000.00	10000.00	0.00	11500.00	0.10	0.00	0.00	365	0.00	34.00	

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Part 3 : Enter Customer Information

1.

The screenshot shows the 'Customer Management' page. At the top, there is a navigation bar with 'Customers' highlighted. A callout box with a red arrow points to the 'Manage Customers' button, which is labeled 'Additional Information'. Another callout box with a red arrow points to the 'Customers' tab in the 'Categories' section, with the text 'Go to menu Customers> Manage Customers'. A third callout box with a red arrow points to the 'Add New' button, with the text 'After setting up time cost, you could start entering customer information.' The page also shows a search bar and a table with columns for 'Company name', 'Company no', 'Phone business', 'Fax', 'Email', 'Categories', 'Customer name (main in-charge)', 'mobile 1', and 'mobile 2'. The table is currently empty, showing 'No data available in table'.

Dashboard Settings Users Customers Jobs Timesheets Reports Audit Software administrator

Customer Management

Company type: **Private Company**

Categories: All Accountants Book-keeper **Customers** Estate agents Finance Government Insurance Lawyers Licensed secretary Other Professional Relatives Staff Suppliers

Name Of Company: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Company name	Company no	Phone business	Fax	Email	Categories	Customer name (main in-charge)	mobile 1	mobile 2
No data available in table								

Showing 0 to 0 of 0 entries

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2.

The screenshot shows the 'Customer Management' page. A callout box with a red arrow points to the 'Create company information' button, which is labeled 'Company' and 'Individual'. The page also shows a search bar and a table with columns for 'Company name', 'Company no', 'Phone business', 'Fax', 'Email', 'Categories', 'Customer name (main in-charge)', 'mobile 1', and 'mobile 2'. The table is currently empty, showing 'No data available in table'.

Dashboard Settings Users Customers Jobs Timesheets Reports Audit Software administrator

Customer Management

Company type: **Private Company** Partnership Sole proprietorship Individual

Categories: All Accountants Book-keeper **Customers** Estate agents Finance Government Insurance Lawyers Licensed secretary Other Professional Relatives Staff Suppliers

Name Of Company: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Company name	Company no	Phone business	Fax	Email	Categories	Customer name (main in-charge)	mobile 1	mobile 2
No data available in table								

Showing 0 to 0 of 0 entries

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Part 3 : Enter Customer Information

3.

New Company

Enter company name and company number ①

Company name: Sample Tea & Coffee
Company number: 123456789

Phone business:
Phone mobile:
Phone office:
Fax business:
Email:
Email office:
Web page:

Address line 1:
Address line 2:
City:
State:
ZIP/postal code:
Country/Region:

Company type: Please choose at least 1 selection
☒ Private Company ☐ Partnership ☐ Sole proprietorship ☐ Individual

4.

ZIP/postal code:
Country/Region:

Company type: Please choose at least 1 selection
☒ Private Company ☐ Partnership ☐ Sole proprietorship ☐ Individual

Categories: Please choose at least 1 selection
☒ Customers: Retailer Professional ☐ Government ☐ Supplier: Insurance ☐ Employer: Female agents ☐ Credit: Bank lender ☐ Other: Financial institution

Please tick if you wish to allocate audit/accountancy/tax job on his company. ②

Job type
☒ Audit ☐ Taxation ☐ Accounting ☐ Administration ☐ Consulting

Is this individual
User details: Name:
Phone Number 1:
Phone Number 2:
Main in charge: ☒ ☐
Click create to save information. ③

Create Create Cancel

Part 3 : Enter Customer Information

5.

Dashboard | **Settings** | **Users** | **Customers** | **Jobs** | **Transactions** | **Reports**

Additional Information

Manage Customers
Add/Edit Information

Go to menu Customers>Additional information ①

Customer: **Yield Field - 1a sales or create**

Financial year and closing:
Financial year (first time and appointment): 2017-01-01
Year end for the last audit (first operation): 2017-01-01
Date of commencing operation: 2017-01-01
Date of ceasing operation:

Location of work done:
Physical date of starting job: 2017-01-01

Group profile:
☐ Only in
☒ In the group
☐ In the group

Assign the company into a group profile. ②

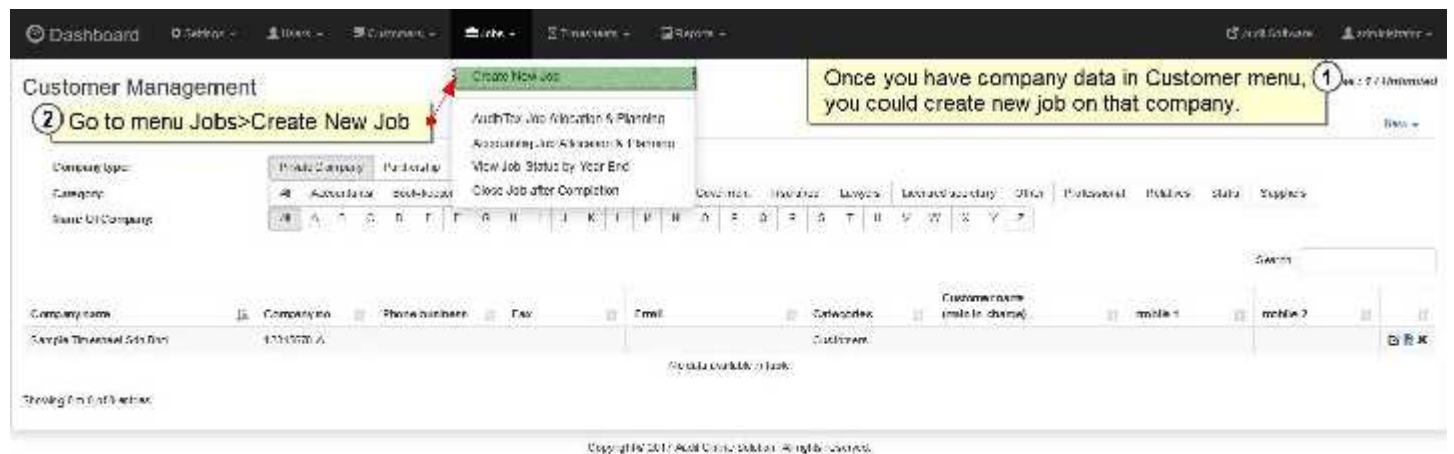
Complete the form and click Submit button. ③

Submit

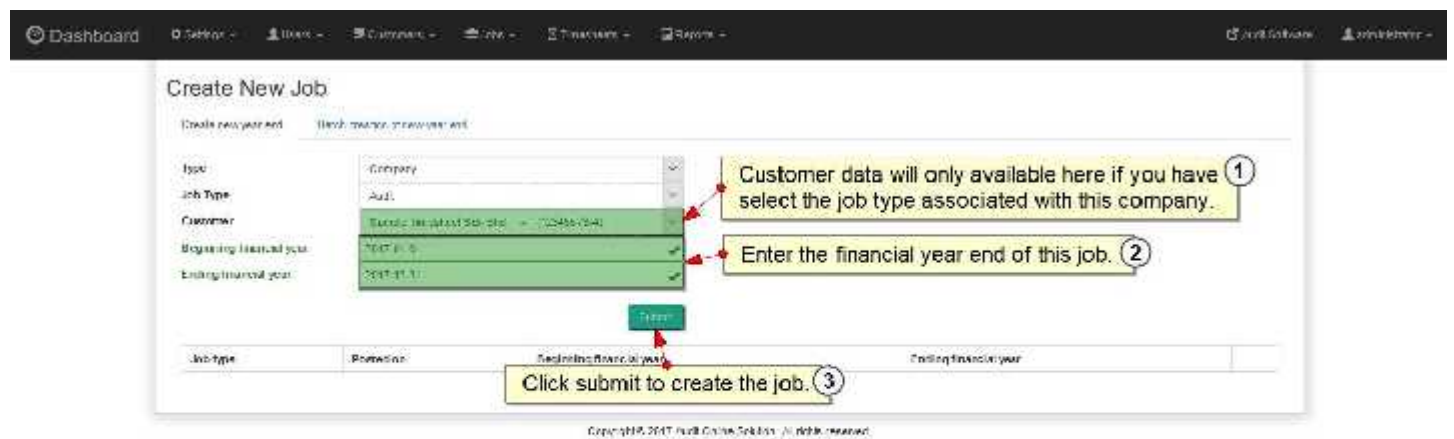
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Part 4 : Create Job, Allocate Job and Planning

1.



2.



Part 4 : Create Job, Allocate Job and Planning

3.

Dashboard Settings Users Customers **Jobs** Transactions Reports Audit Software Admin Software

Create New Job

Create new year end: ☐ Batch number:

Type: Job Type: Customer: Beginning financial year: Ending financial year:

You could create accounting and tax job for the same company too. ①

Job type	Planned on	Beginning financial year	Ending financial year	
Audit	15 October 2017	01 January 2018	31 December 2018	<input type="checkbox"/>
Corporate tax	15 October 2017	01 January 2018	31 December 2018	<input type="checkbox"/>

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4.

Dashboard Settings Users Customers **Jobs** Transactions Reports Audit Software Admin Software

Audit/Tax Job Allocation and Planning

Create New Job

Audit/Tax Job Allocation & Planning ①

Accounting Job Allocation & Planning

View Job Status by Year End

Close Job after Completion

Customer: Financial year end:

Enter a building (optional) used:

Staff in charge of this job:

Manager in charge of this company's profile:

Proposed audit fees:

Actuals driven:

Proposed tax fees:

Actual tax fees:

Display time cost for tax together with audit job if applicable:

Estimated date given by client to finish the job:

Staff's planned date of commencing job:

Deadline for Annual Return:

Deadline for Financial Statement:

Client's deadline:

Tax's deadline:

Planned time spent on job by:

Planned day:

Explanatory note for variance: Please explain the negative variance

Special Note for other information: Please use the notes to further clarify or provide additional information

Part 4 : Create Job, Allocate Job and Planning

5.

Dashboard
Settings
Users
Customers
Jobs
Timecards
Reports
Audit Software
admin@demo.com

Audit/Tax Job Allocation and Planning

Customer: Example Financial Services
Financial year end: 2016-12-31
This is a backlog (overdue) case: ☒
Staff in charge of this job: Junior A
Manager in charge of this company's profile: Manager A
Proposed audit fees: 2000
Actual audit fees:
Proposed tax fees: 2000
Actual tax fees:

Display time cost for tax together with audit job, if applicable: ☒
Estimated date given by client to start the job: 2017-01-01
Staff's planned date of commencing job: 2017-01-01
Deadline for Annual Return: 2017-01-01
Deadline for Financial Statement: 2017-01-01
Client's deadline: 2017-01-01
Tax's deadline: 2017-01-01
Planned time spent on job by: Day Hour
Planned hour: 0

Explanatory note for variance: Please explain the negative variance
Special Note for other information: Please use the notes further clarify or provide additional information

Audit planning could be done here:
1) assign staff & manager in charge
2) propose audit/tax fee
3) propose day of completion
4) insert audit deadline

6.

Dashboard
Settings
Users
Customers
Jobs
Timecards
Reports
Audit Software
admin@demo.com

Audit/Tax Job Allocation and Planning

Customer: Example Financial Services
Financial year end: 2016-12-31
This is a backlog (overdue) case: ☒
Staff in charge of this job: Junior A
Manager in charge of this company's profile: Manager A
Proposed audit fees: 2000.00
Actual audit fees: 4000.00
Proposed tax fees: 0.00
Actual tax fees: 0.00

Display time cost for tax together with audit job, if applicable: ☒
Estimated date given by client to start the job: 2017-01-01
Staff's planned date of commencing job: 2017-01-01
Deadline for Annual Return: 2017-01-01
Deadline for Financial Statement: 2017-01-01
Client's deadline: 2017-01-01
Tax's deadline: 2017-01-01
Planned time spent on job by: Day Hour
Planned hour: 0

Explanatory note for variance: Please explain the negative variance
Special Note for other information: Please use the notes further clarify or provide additional information

You could make a detailed planning by clicking here. 1
(only for time spent on job by hours)

18

7.

Dashboard

Settings

Users

Customers

Jobs

Time sheets

Reports

Audit Software

admin@domain.com

Financial year end

This is a backlog (overdue) call

Staff in charge of the Jobs

Manager in charge of this client

Proposed audit fees

Actual audit fees

Proposed tax fees

Actual tax fees

Explanatory note for variance

Special note for other information

Plan hour to be spent for jobs

Allocate plan hour on each task. 2

Staff name:	Job type:	Task	Hour
Manager A	Audit	Post audit with manager review (100%)	2.00
Manager A	Audit	post audit work question review (50%)	2.00
Manager A	Audit	Post audit work review points (100%)	4.00
Junior A	Audit	Asset verification fixed assets (100%)	2.00
Junior A	Audit	Asset verification cash and bank (100%)	2.00
Junior A	Audit	Pre reporting document work (100%)	2.00
Junior A	Audit	Asset verification equipment (100%)	2.00
Junior A	Audit	Asset verification cash and bank (100%)	2.00
Junior A	Audit	Asset verification notes (100%)	2.00

1 Click update to save changes.

UpdateCancel

Part 5 : Timesheet, Job Progress and Related Customization

1.

Timesheet Management

Go to menu Timesheets > timesheet management ②

Once the job is created, staff may log into the system and fill in their timesheet. ①

Select company to enter timesheet. ③

Enter the time spent for each of the task. Tick on "overtime" checkbox if any. ④

Click submit to save changes. ⑤

Timesheet on 13 October 2017

Task	Hours	Overtime	Comment
Admission registration fee	2.00	<input type="checkbox"/>	
Admission registration fee	2.00	<input type="checkbox"/>	
Admission registration fee	2.00	<input type="checkbox"/>	
Admission registration fee	2.00	<input type="checkbox"/>	
Admission registration fee	1.00	<input checked="" type="checkbox"/>	
8			

2.

Job Progress Management

Next, go to menu Timesheets > Job Progress ①

Select the company to update job progress. ②

Update your job progress here together based on date. ③

Click to save changes. ④

Job progress data

Date	Job progress
2017-10-13	Admission registration fee
2017-10-13	Admission registration fee

Part 5 : Timesheet, Job Progress and Related Customization

3.

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

View, Edit And Delete Job Task

Task

New Task +

Task data

Name	Description	Billable
Audit		
Add bank accounting	Banking and Finance	Y
Asset verification and	Activate Add on license	Y
Asset verification and	Synchronize data from audit software	Y
Asset verification fixed assets		Y
Asset verification on-investment		Y
Asset verification other debtors		Y
Asset verification others		Y
Asset verification signing	Stocktake, work in progress and fixed assets signing etc	Y
Asset verification stock		Y
Asset verification trade debtors		Y
Cashier report branch		Y
Cashier report job		Y
Cashier report line		Y

4.

Job task can be selected when staffs enter their timesheet. ①

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

View, Edit And Delete Job Task

Task

New Task +

Task data

Name	Description	Billable
Audit		
Add bank accounting work	Banking and Finance	Y
Asset verification and	Activate Add on license	Y
Asset verification and	Synchronize data from audit software	Y
Asset verification fixed assets		Y
Asset verification on-investment		Y
Asset verification other debtors		Y
Asset verification others		Y
Asset verification signing	Stocktake, work in progress and fixed assets signing etc	Y
Asset verification stock		Y
Asset verification trade debtors		Y
Cashier report branch		Y
Cashier report job		Y
Cashier report line		Y

5.

Dashboard
Settings
Users
Customization
Jobs
Timesheets
Reports
Add Billings
Administer

View, Edit And Delete Job Task

Task

New Task

Name

Description

Billable

Assign task to job type

Asset verification

Account

Y

Accounting

Reset

Submit

Enter task description ①

Click on submit to save changes. ②

Task data

Name	Description	Billable
Audit		
Addlional accounting work	Asset	Y
Asset verification cash and bank	Asset	Y
Asset verification disburse	Trade and other receivables, due from clients	Y
Asset verification fixed assets	Asset	Y

6.

Dashboard
Settings
Users
Customization
Jobs
Timesheets
Reports
Add Billings
Administer

View, Edit And Delete Job Progress

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

Staffs have to update progress of their job when filling timesheet. ①

Job progress data

Seq no	Description	Job Status
Audit		
1	Receipt of records in office and ready for start	Starts
2	Understand by client to what work is to be done	Starts
3	Get into the state of working process	In Progress
4	Fieldwork - 1-10%	In Progress
5	Fieldwork - 40-90%	In Progress
6	Working on final reports - 80-100%	In Progress
7	Manager and partner review	In Progress
8	Form C and other tax compliances	In Progress
9	Get review by manager	In Progress
10	Report ready to send client and pending for signature	In Progress
11	Report returned from client for further process	In Progress
12	Completion of tax filing to ITR	In Progress
13	Completed report send out to client	Complete

7.

View, Edit And Delete Job Progress

Job progress

New progress

Job type

Sequence number

Description

Job Status

Enter job progress description 1

Reset Submit

Click on submit to save changes. 2

Job progress data

Seq no	Description	Job Status
1	Dispatched vehicle is enroute and ready to start	Started
2	Notification by client to start audit in his office	Started
3	Actual date of starting jobs	In Progress
4	Field work - 1-40%	In Progress
5	Reporting - 40-60%	

8.

Dashboard Settings Users Customers Jobs Timetask Reports

View, Edit And Delete Customer Groups

Categories Groups/Types

New Categories + Click here if you wish to add new categories (2)

Categories Data

Description	Status
Introduction	
Text Editor	
Customer	
Web System	
Mobile	
Power User	
Marketing	
System	
Unlimited Access	
Sales	
Procedures	
Services	
Task	
Support	

This is pre-defined categories for individual (1)

Part 6 : Monitor Dashboard and Generate Report

1.

The screenshot shows the 'Dashboard Manager' interface. At the top, a yellow callout box with a red circle '1' contains the text: "Manager could monitor all the jobs on dashboard." Below this, the main dashboard is divided into two sections: 'Backlog : Annual Return' and 'Backlog : Financial Statement'. Both sections have a 'Filter by last duration day : 30' dropdown. The 'Backlog : Annual Return' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). The 'Backlog : Financial Statement' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). A yellow callout box with a red circle '2' points to the 'Due Date (day)' column in the 'Backlog : Financial Statement' section, containing the text: "Due date could be monitored here: Annual return financial statement tax client".

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.

The screenshot shows the 'Dashboard Manager' interface with four sections: 'Backlog : Annual Return', 'Backlog : Financial Statement', 'Backlog : Income tax', and 'Backlog : Client'. Each section has a 'Filter by last duration day : 30' dropdown. The 'Backlog : Annual Return' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). The 'Backlog : Financial Statement' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). The 'Backlog : Income tax' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). The 'Backlog : Client' section shows a table with columns: Name of Customers, Year End, Status, and Due Date (day). A yellow callout box with a red circle '1' points to the 'Due Date (day)' column in the 'Backlog : Financial Statement' section, containing the text: "You could monitor due date and job status for backlog cases".

Part 6 : Monitor Dashboard and Generate Report

3.

The screenshot displays the Audit Software Dashboard with the following sections and annotations:

- Timesheet:** A table showing employee hours for various days. Annotation 1 points to a red highlight in the 'Friday' column for 'Employee A' with the text: "The total hour will be highlighted if the employee did not complete their timesheet".
- Audit fees and cost:** A table showing time costs and fees. Annotation 2 points to the 'Time Costs and Fees (RM)' column with the text: "Audit/account fee information will be displayed upon job completion (job progress)".
- Audit work in progress:** A table showing job status. Annotation 3 points to the 'Job Status' column with the text: "Audit/account work in progress information will be shown when a job started".

4.

The screenshot displays the 'Generate report' screen with the following sections and annotations:

- Generate report:** A section with a 'Select Job activity reports' button. Annotation 2 points to this button with the text: "Select Job activity reports".
- Job Activity Reports:** A section with a 'Job Activity Reports' button. Annotation 1 points to this button with the text: "Go to menu Reports> Job Activity, Employee Activity and Overtime Report".
- Form Fields:** Fields for 'Type', 'Job type', 'Customer', and 'Year end'. Annotation 3 points to the 'Calculate' button with the text: "Select job type, customer and year end, then click here to generate report".
- Report Preview:** A preview of the report showing 'Job type: Audit', 'Customer: Sample Timesheet Sdn Bhd', and 'Date & Time: 24 October 2017/08:55:31'.

Part 6 : Monitor Dashboard and Generate Report

5.

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.

④ Click to generate employee report.

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6.

Generate ② Select Overtime Claim Form

① Go to menu Reports > Job activity, Employee Activity, and Overtime Report

③ Pick the date range and click here to generate Overtime report

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 Time
2017-10-15 Fri	Audit	Sample Timesheet Sdn Bhd	2016-12-31	Asst verification-other duties	1.00
Grand Total:					1.00

Part 6 : Monitor Dashboard and Generate Report

7.

Dashboard Settings Users Customers Jobs Timebooks Reports Audit Software administrator

1 Visit menu Reports>Job Assignment Planning Report to view your budget cost and hour by team member.

ABC & Co.(AF1134)
Chartered Accountants

AUDIT ASSIGNMENT PLANNING

Customer : Sample Theobald Sdn Bhd
 Year end : 31 Dec 2016
 Commencing Date : 2015-10-13
 Deadline for Annual Return : 2015-10-20
 Deadline for Financial Statement : 2015-10-20
 Client's deadline : 2015-10-20
 Staff in charge : Isaac A

Team member :

	Job type	Budget hours	Budget cost RM	RM
Proposed fee				1000.00
Isaac A				
Asset verification-cash and bank	Audit	2.00	140.00	
Asset verification-cash and bank	Audit	2.00	140.00	
Asset verification directors	Audit	2.00	140.00	
Asset verification fixed assets	Audit	2.00	140.00	
Asset verification inventory	Audit	2.00	140.00	
Tax reporting-1st anniversary	Audit	2.00	140.00	
Total		12.00	840.00	
Manager A				
Post audit work-manager review	Audit	2.00	80.00	
post audit work-partner review	Audit	2.00	80.00	
Post audit work-review points	Audit	4.00	160.00	
Total		8.00	270.00	
Grand total		20.00	1110.00	1000.00

8.

Dashboard Settings Users Customers Jobs Timebooks Reports Audit Software administrator

2 You could filter your job based on
 1. companies by specific year end
 2. Staff in charge based on specific date range.

1 Go to menu Reports> Staff Productivity Report (accessible by admin or manager level only)

3 Check this if you wish to classify the companies based on "job in charge" and "job involved"

4 Click here to generate report.

Staff Productivity Report

Job Activity, Employee Activity and Over Time Report
 Job Assignment Planning Report
Staff Productivity Report
 Review of incoming or outgoing jobs

Job type: Audit
 Filter element: Staff
 Select name of staff: All employees
 Range: Calendar Date
 Range of calendar date for work done: 2015-10-01 to 2015-10-31
 Work time by: None
 Criteria: Include inclusion all employees
 Exclude exclusion by exception only
 Completed tasks only
 Work in progress
 Variance between planned and spent days
 Variance between time costs and fees
 Manager Profile
 Staff in charge
 Staff active spent time
 Both

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Part 6 : Monitor Dashboard and Generate Report

9.

The screenshot shows the 'Audit review' dashboard interface. It includes a top navigation bar with 'Dashboard', 'Settings', 'Users', 'Companies', 'Jobs', 'Timecards', and 'Reports'. The left sidebar contains filters for 'Job type', 'Filter showed', 'Select company', 'Financial year end for planning and control', 'Work time by', 'Group By', 'Job Status', 'Specify Job Exact Status', and 'Criteria'. The main area displays a 'Audit' filter set to 'Company', a date range of '2017-01-01 to 2017-12-31', and various time-based filters. A 'Job Status' filter is set to 'Completed tasks only'. The 'Criteria' section is expanded, showing options for 'Details including all exceptions', 'Reporting by exception only', 'Deadline and variance for Annual Balance', 'Deadline and variance for year', and 'Offset deadline and variance'. Three callouts are present: (1) points to the 'Reports' menu and 'Review of incoming or backlog jobs'; (2) points to the 'Company' filter; (3) points to the 'Job Status' filter.

Callout 1: Beside dashboard, you could monitor deadlines and job progress status here. Go to menu Reports>Review of incoming or backlog jobs

Callout 2: You could filter your job based on
1. companies by specific year end
2. Staff in charge based on specific date range.

Callout 3: Select the criteria before generate report.

Part 7 : Close Job Upon Completion

1.



2.



Part 7 : Close Job Upon Completion

3.

DashboardCustomersJobsTimesheetsReports

Acu@ SoftwareJavier A

Timesheet Management

CompanyIndividual

Create company timesheet

Job TypeAdd

CustomerSample Timesheet (Job ID: 172434201A)

Year and2018-12-11

Date of record and display2017-11-24

System record to prevent adding for financial year 2016-12-31. Please enter its administrator or manager to outsk it.

Job progress statusReturn of all accounting records and documents - 2017-10-22

Staff unable to charge time on the company. 1

Add NewDelete New

Task

Hours

Time

Comment

Additional accounting work

0.25

0.25

SaveCancel

Timesheet on 24 October 2017

** I record its previous editing

Customer

Year and

Date

Job type

Task

Over time

Comment

Hours

0