

AuditSME- Timesheet Guide

(For Junior/Senior Staff)

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Introduction

This section provides guide to junior/senior level staffs on how to adopt AuditSME timesheet.

Staffs are required to repeat the procedure from **Step 2 to Step 7** when there is a new job coming in.

Important to note:

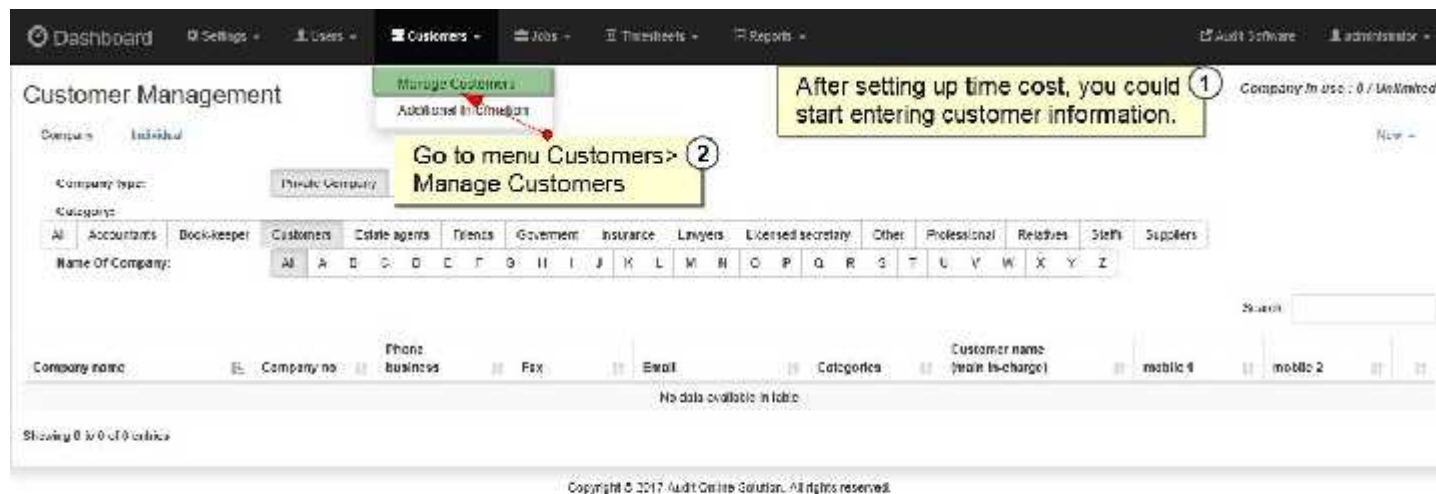
Certain functions are removed if you log in the timesheet software as a junior/senior.

Junior should seek for administrator's help if you need to perform one of the following tasks:

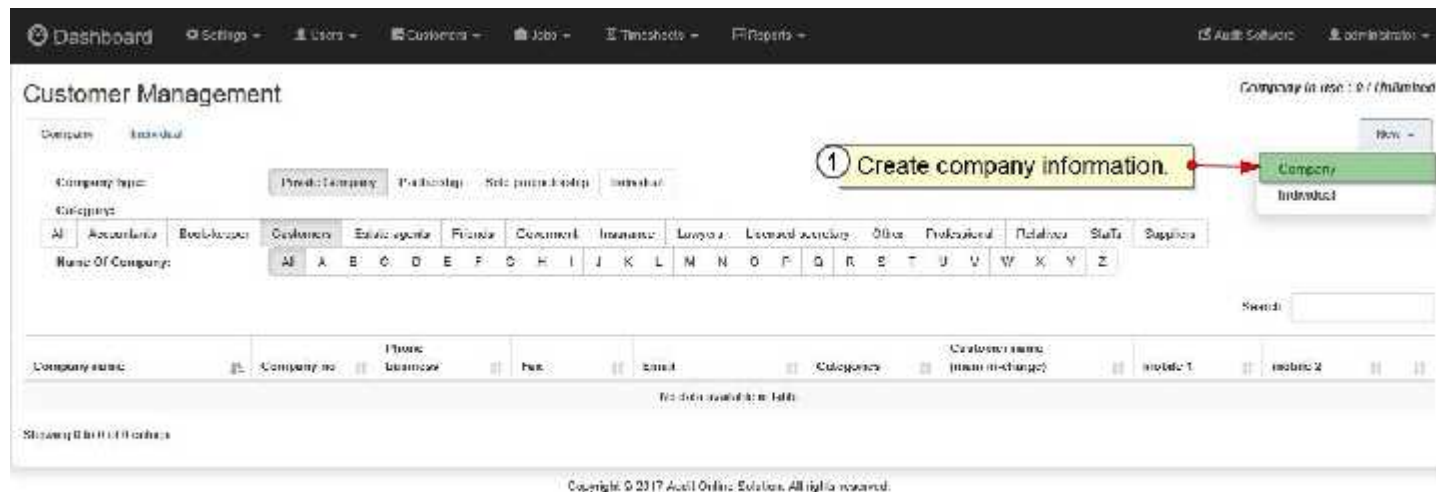
1. Change system setting (eg. Firm name, standard working hour)
2. Set up holiday and overtime rate
3. Add or modify job task
4. Add or modify job progress
5. Perform system backup
6. Create user or modify user information such as log in password
7. Modify user privilege (eg. Junior to senior)
8. Changing time cost information
9. Creation of new job* (**senior could create new job**)
10. View staff productivity report

Part 1 : Create Customer Information

1.



2.



Part 1 : Create Customer Information

3.

The screenshot shows the 'New Company' form in a web application. A yellow callout box with a circled '1' and an arrow points to the 'Company name' and 'Company number' fields, which contain 'Genta Traxwell Sp. Btl' and '12345678' respectively. Below this, another yellow callout box with a circled '2' and an arrow points to the 'Private Company' checkbox, which is checked. The form includes various input fields for contact information, address, and company details.

4.

This screenshot shows the lower portion of the 'New Company' form. A yellow callout box with a circled '1' and an arrow points to the 'Scroll to next section.' text. Below, another yellow callout box with a circled '2' and an arrow points to the 'Audit' checkbox in the 'Job type' section, which is checked. A third yellow callout box with a circled '3' and an arrow points to the 'Create' button at the bottom right of the form.

Part 1 : Create Customer Information

5.

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

Additional Information

Customers: This field is for sale or create

Financial year end (optional)

Financial year end (for tax and appointment)

Year end for the last audit (optional)

Type of commercial operation

Date of ceasing operation

Group profile

Is the company an active (non-demand) company

Physical stock take based on the lighting

Quarterly accountancy work

Accounting records to be sent to our premises

This is our first client, no audit services provided

Manage Customers

Address Information

Reverse Timekeeper for TPA: 11100014

SI: 31 | Receiver: December

Location of work done: 01 street, central court office

Physical date of starting job: 2 months after opened

Only | In the group | Not a group

Submit

1 Go to menu Customers>Additional information

2 Assign the company into a group profile.

3 Complete the form and click Submit button.

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Part 2 : Allocate Job and Planning

1.

The screenshot shows the 'Customer Management' interface. At the top, there is a navigation bar with 'Dashboard', 'Settings', 'Users', 'Companies', 'Jobs', 'Transactions', and 'Reports'. The 'Jobs' menu is highlighted, and a dropdown menu is open, showing options: 'Create New Job', 'Add The Job Allocation & Planning', 'Accounting Job Allocation & Planning', 'View Job Status by Year End', and 'Close Job after Completion'. A yellow callout box with a circled '1' points to the 'Create New Job' option, stating: 'Once you have company data in Customer menu, you could create new job on that company.' Another yellow callout box with a circled '2' points to the 'Jobs' menu item, stating: 'Go to menu Jobs>Create New Job'. Below the menu, there are filters for 'Company type' (Private Company, Partnership), 'Company' (Accountant, Book-keeper), and 'Status of Company' (A, B, C, D, F, F, R, H, J, K, L, P, R, S, S, T, U, W, X, Y, Z). A table below shows a list of companies with columns for 'Company name', 'Company no.', 'Phone business', 'Fax', 'Email', 'Categories', 'Customer name (only in domain)', 'mobile 1', and 'mobile 2'. The first row shows 'Example Theoretical Sdn Bhd' with company number '47345678' and category 'Customer'. A 'Showing 1 of 1 entries' message is at the bottom left. Copyright notice: 'Copyright © 2017 Aakil Online Solutions. All rights reserved.'

2.

The screenshot shows the 'Create New Job' form. It has two tabs: 'Details new job' (selected) and 'Work orders, invoices and bill'. The form fields are: 'Job type' (dropdown menu), 'Customer' (dropdown menu), 'Beginning financial year' (dropdown menu), and 'Ending financial year' (dropdown menu). A 'Submit' button is located below the dropdowns. A table at the bottom has columns for 'Job type', 'Position', 'Beginning financial year', and 'Ending financial year'. Three yellow callout boxes with circled numbers provide instructions: '1' points to the 'Job type' dropdown: 'Customer data will only available here if you have select the job type associated with this company..'; '2' points to the 'Ending financial year' dropdown: 'Enter the financial year end of this job.'; '3' points to the 'Submit' button: 'Click submit to create the job.' Copyright notice: 'Copyright © 2017 Aakil Online Solutions. All rights reserved.'

Part 2 : Allocate Job and Planning

3.

Dashboard Settings Users Customers Jobs Transactions Reports Job Database Job Database

Create New Job

Create new job and [Block master information](#)

Job-type: **Company**
Job Type: **Accounting**
Customer: **Public Impact Services - 722456240**
Beginning financial year: **2017-01-01**
Ending financial year: **2017-12-31**

Create

Job-type	Placed on	Beginning financial year	Ending financial year	
Acc.	12 October 2017	01 January 2018	31 December 2018	✖
Company Inc.	10 October 2017	01 January 2018	31 December 2018	✖

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4.

Dashboard Settings Users Customers **Jobs** Transactions Reports Job Database Job Database

Audit/Tax Job Allocation and Planning

Create New Job
Audit/Tax Job Allocation & Planning
Accounting Job Allocation & Planning
View Job Status by Year End
Close Job after Completion

Go to menu Jobs>Audit/Job Allocation & Planning ①

Customer: **722456240**
Financial year end: **2017-12-31**

Firm's building (optional):
Staff in charge of the job: **adm123456**
Manager in charge of the company's profits: **adm123456**

Proposed bank fees:
Annual audit fees:
Proposed tax fees:
Annual tax fees:

Display time cost for tax together with audit job if applicable:
Estimated date given by client to start the job:
Staff 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: **4**

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 2 : Allocate Job and Planning

5.

Audit/Tax Job Allocation and Planning

Customer: Example - Example Company Ltd
Financial year end: 2017-12-31

This is a backlog (overdue) case:

Staff in charge of the 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:
Explanatory note for variance: Please explain the negative variance
Special Note for other information: Please use this note to further clarify or provide additional information

Display time cost for tax together with audit job, if applicable	<input checked="" type="checkbox"/>
Estimated date given by client to start the job	2017-01-01
Staff's planned date of commencing jobs	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:	<input type="radio"/> Day <input checked="" type="radio"/> Hour
Planned hours	3

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

6.

Audit/Tax Job Allocation and Planning

Customer: Example - Example Company Ltd
Financial year end: 2018-12-31

This is a backlog (overdue) case:

Staff in charge of the 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	<input checked="" type="checkbox"/>
Estimated date given by client to start the job	2017-10-13
Staff's planned date of commencing jobs	2017-10-13
Deadline for Annual Return	2017-10-20
Deadline for Financial Statement	2017-10-20
Client's deadline	2017-10-20
Tax's deadline	2017-10-20
Planned time spent on job by:	<input type="radio"/> Day <input checked="" type="radio"/> Hour
Planned hours	70:00

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

Submit

Part 2 : Allocate Job and Planning

7.

Plan hour to be spent for jobs

Allocate plan hour on each task. ②

Staff name:	Job type:	Task:	Hours
Manager A	Audit	Post audit with manager review (100%)	2.00
Manager A	Audit	post audit work question review (100%)	2.00
Manager A	Audit	Post audit work review points (100%)	4.00
Junior 5	Audit	Asset verification fixed assets (100%)	2.00
Junior A	Audit	Asset verification-cash and bank (100%)	2.00
Junior 5	Audit	Fin. reporting follow-up work (100%)	2.00
Junior A	Audit	Asset verification-accounts (100%)	2.00
Junior 5	Audit	Asset verification-cash and bank (100%)	2.00
Junior A	Audit	Asset verification-accounts (100%)	2.00

① Click update to save changes.

Update Cancel

Part 3 : Enter Timesheet and Job Progress

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. (4)
Tick on "overtime" checkbox if any.

Click submit to save changes. (5)

Timesheet on 13 October 2017

Task	Hours	Overtime	Comment
Address maintenance work	1.00	<input type="checkbox"/>	
Asso. AV system install and test	1.00	<input type="checkbox"/>	
Asso. AV system installation	1.00	<input type="checkbox"/>	
Asso. AV system installation	1.00	<input type="checkbox"/>	
Asso. AV system installation	1.00	<input checked="" type="checkbox"/>	
Total	5.00		

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
2017-10-17	Done in afternoon in office and needs to be done
2017-10-18	Asso. date of starting job

Part 4 : Dashboard

1.

Dashboard Manager could monitor all the jobs on dashboard. ①

Due Date : Annual Return, Audited FS and Income Tax Filter by last duration day : 30

Name of Customer	Year End	In charge	Status	NR	AR	FS	UR	Tax	UR	Client	UR
Service Timesheet Sub	2016-12-31	Junia A	2017-10-12 - Report returned from client for further process					2017-10-28			2017-10-28

Showing 1 of 1 entries

Backlog : Annual Return Filter by last duration day : 30

Name of Customer	Year End	Status	NR	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

Backlog : Financial Statement Filter by last duration day : 30

Name of Customer	Year End	Status	FS	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

Due date could be monitored here: ②
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.

Dashboard

Backlog : Annual Return Filter by last duration day : 30

Name of Customer	Year End	Status	AR	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

Backlog : Financial Statement Filter by last duration day : 30

Name of Customer	Year End	Status	FS	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

You could monitor due date and job status for backlog cases. ①

Backlog : Income tax Filter by last duration day : 30

Name of Customer	Year End	Status	Tax	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

Backlog : Client Filter by last duration day : 30

Name of Customer	Year End	Status	Client	UR
Service Timesheet Sub	2016-12-31	2017-10-12 - Report returned from client for further process		

Showing 1 of 1 entries

Part 4 : Dashboard

3.

The dashboard displays four main panels:

- Timesheet:** A table showing hours for employees across days. A callout (1) points to the total hours for 'Manager A' on Friday, which is highlighted in red.
- Audit fees and cost:** A table showing fees and costs for customers. A callout (2) points to the 'Fees' column.
- Audit work in progress:** A table showing work in progress for customers. A callout (3) points to the 'Job Status' column.
- Account fees and cost:** A table showing fees and costs for accounts. A callout (3) points to the 'Costs' column.

Days	Monday	Tuesday	Friday	Thursday	Wednesday	Saturday	Sunday
Employee name (Date)	2017-08-22	2017-08-23	2017-08-25	2017-08-24	2017-08-23	2017-08-27	2017-08-28
John A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Manager A	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name of Customers	Year End	Fees	Costs	Status?
Sample Timesheet Site	2016-12-31	0.00	0.00	No

Name of Customers	Year End	Job Status
Sample Timesheet Site	2016-12-31	2017-10-10 - Paid work - 1-48%

Name of Customers	Year End	Fees	Costs
Sample Timesheet Site	2016-12-31	0.00	0.00

Name of Customers	Year End	Job Status
Sample Timesheet Site	2016-12-31	2017-10-10 - Paid work - 1-48%

Part 5 : Generate Report

1.

Dashboard Settings Users Customers Jobs Thresholds Reports Audit Software Administrator

Generate report **Select Job activity reports** ②

Job Activity Reports Employee's Activity Reports Overtime Claim Form

Job Activity, Employee Activity and Overtime Report
Job Assignment Planning Report

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

Type: Company
Job type: Audit
Customer: Sample International Sdn Bhd (123456789)
Year end: 2016-12-31

Generate ③

Select job type, customer and year end, then click here to generate report.

Job type: Audit

Abc & Co.,(AF:1234)
Chartered Accountants
TIME SHEET REPORT BY JOB

Date & Time: 24 October 2017 08:00:31
Customer: Sample Timesheet Sdn Bhd

Generate

2.

Dashboard Settings Users Customers Jobs Thresholds Reports Audit Software Administrator

Generate report ② Click on Employee's Activity Reports

Job Activity Reports Employee's Activity Reports Overtime Claim Form

Job Activity, Employee Activity and Overtime Report
Job Assignment Planning Report

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

Employee name: James A.
Filter chosen: All
Date between: 2017-01-01 and 2017-01-31
Overtime report: Overtime
Job type: All jobs

Select whether you want to display employees report by specific date range or entire year. ③

Generate ④

Click to generate employee report.

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Part 5 : Generate Report

3.

2) Select Overtime Claim Form

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

Date between: 2017-10-31 and 2017-10-31

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

1) Go to menu Reports > Job activity, Employee Activity, and 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 Hour
2017-10-15 - Fri	Audit	Sample Dashboard Sdn Bhd	2016-12-31	Audit verification-other domains	1.00
Grand Total :					1.00

4.

Visit menu Reports > Job Assignment Planning Report

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

ABC & Co. (AF:1234)
Chartered Accountants

AUDIT ASSIGNMENT PLANNING

Customer: Sample Dashboard Sdn Bhd
Year end: 31 Dec 2016
Commencing Date: 2017-10-13
Deadline for Annual Return: 2017-10-20
Deadline for Financial Statement: 2017-10-20
Client's deadline: 2017-10-20
Staff in charge: Junior A

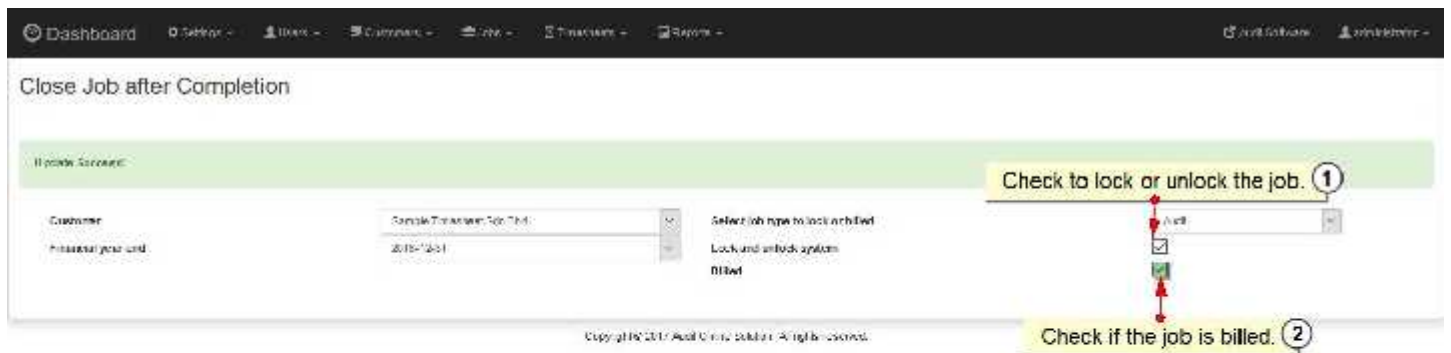
Team member:	Job type	Budget hours	Budget cost	BMS
Proposed fee				
				1000.00
Junior A				
Audit verification-cash and bank	Audit	2.00	140.00	
Audit verification-cash and bank	Audit	1.00	140.00	
Audit verification-directors	Audit	2.00	140.00	
Audit verification-fixed assets	Audit	2.00	140.00	
Audit verification-investment	Audit	2.00	140.00	
Pre-auditing 1st assessment	Audit	2.00	140.00	
		Total	12.00	840.00
Manager A				
Post-audit work-manager review	Audit	2.00	89.60	
post-audit work-partner review	Audit	2.00	89.60	
Post-audit work-review partner	Audit	4.00	179.20	
		Total	8.00	258.40
		Grand total	20.00	1098.40

Part 6 : Close Job Upon Completion

1.



2.



Part 6 : Close Job Upon Completion

3.

The screenshot displays the 'Timesheet Management' interface. At the top, there is a navigation bar with 'Dashboard', 'Customers', 'Jobs', 'Timesheets', and 'Reports'. The user is logged in as 'Justin A.'. The main section is titled 'Timesheet Management' and shows details for a job: 'Job Type: Audit', 'Customer: Sample Timesheet Co. Ltd.', and 'Year end: 2016-12-31'. A message states: 'System failed to prevent adding for financial year 2016-12-31. Please enter the date in the format for manager to output it.' A yellow callout box with a red '1' icon contains the text: 'Staff unable to charge time on the company.' Below this, a table shows a task 'Additional accounting work' with a time of 0.25. At the bottom, a table titled 'Timesheet on 24 October 2017' is shown with columns for Customer, Year end, Date, Job type, Tasks, Over time, Comment, and Hours.

Dashboard Customers Jobs Timesheets Reports Justin A.

Timesheet Management

Company: indvllsa

Create company timesheet

Job Type: Audit Job progress status: Return of all accounting records and documents - 2017-10-22

Customer: Sample Timesheet Co. Ltd. (123456789)

Year end: 2016-12-31

Date of record and display: 2017-11-24

System failed to prevent adding for financial year 2016-12-31. Please enter the date in the format for manager to output it.

Staff unable to charge time on the company. 1

Task	Hours	Time	Comment
Additional accounting work	0.25		

Timesheet on 24 October 2017

Customer	Year end	Date	Job type	Tasks	Over time	Comment	Hours
							0