



WinEUR TIME SHEET

Management of time, employees and projects

WinEUR TIME SHEET enables the management of employee hours and allocation of hours to cost centres and/or projects and/or by client. Automatically integrate billing data. Each employee can input their hours and ventilate them as is due.

PRODUCT HIGHLIGHTS

- ✓ Define various types of user profiles with different access rights for each project and service
- ✓ Production report by employee
- ✓ Standard and detailed statistics, configurable on demand
- ✓ Format editor to customize documents according to your needs
- ✓ Simplified input by service and by project
- ✓ Screen set up when inputting transactions with application of date and employee filter
- ✓ Optional: full integration with WinEUR ACCOUNTING

Technical aspects

GENERAL ASPECTS

- Project management
- Staff management
- Service management with summary and text in various languages
- Management of employee cards by project with efficient input of time-sheets
- Link mandates to services
- Allocation of mandates to employees
- Input of daily and weekly Time Sheets
- Management of reimbursable expenses to employees
- Periodic billing (day, month, year)
- Quick search with service code, description or activity
- Possibility to have a service price by employee and project
- Possibility to link with WinEUR PAYROLL (optional)
- Integration with WinEUR ANALYTIC (optional)

PRINT & DISPLAY

- Reports can be fully customized and allows to specify and structure information according to user needs
- Any entry can be printed with many sorting and selection criteria (differences, outstanding by project, status of hours and vacation)
- Option to create reports from billable or non-billable employees cards per project
- Reports allow visualization of work time per employee globally or by project and establish statistics on dates.
- Export possible to Excel, PDF, E-mail, XML
- Extended view by project, service, employee
- Cascading display according to user and project by service, employee

Example of employee input card

Employee	Employee name	Number	Sub-t	Date	First column	Invoicable amount
CL.A	Claude FERREN	382.0	CART	20/01/11	Thursday	10:00
CL.A	Claude FERREN	401.0	CART	21/01/11	Friday	0:00
CL.A	Claude FERREN	450.0	CART	24/01/11	Monday	5:00
CL.A	Claude FERREN	461.0	CART	25/01/11	Tuesday	0:00
CL.A	Claude FERREN	475.0	CART	28/01/11	Friday	8:00
						29.00
						2700.00

View a time report by project

Project	Service type	Inv. hours	Invocable amount	Tot. hours	Total amount
A&T/1000-400 Admin 100001 400	TCOMPTA Comptabilité	1.00	99.00	1.00	99.00
	TPCOMP Prestations comptables	43.00	7770.00	43.00	7770.00
	TECHERCHE Recherche & classement	45.00	8700.00	45.00	8700.00
Total A&T/1000-400 Admin 100001 400		90.00	9769.00	90.00	9769.00
HERCULES HERCULES	TCOMPTA Comptabilité	13.00	7340.00	13.00	7340.00
	TESTRONN Gestion administrative	2.00	540.00	2.00	540.00
	TPCOMP Prestations comptables	5.00	1940.00	5.00	1940.00
Total HERCULES HERCULES		20.00	9820.00	20.00	9820.00
GENERAL TOTAL		110.00	19589.00	110.00	19589.00



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