



## Time Recording

The screenshot displays the AdvanTec TimeReporting software interface. It features a calendar for July 2006 and a detailed table of time recording entries. The table includes columns for Report Date, Start Time, Stop Time, Job, Task, Class Level 1, Class Level 2, Comment, and Billable Rate. The entries show various tasks such as 'Test 3', 'Consultation', and 'Data Collection' with associated time periods and rates.

- Centralized Time Reporting and/or individual user input. (daily or weekly views)
- Remote time reporting is supported with Terminal Services (RDP)
- Easy to use – settings remain until told to clear to allow repeating classification entries
- Allows collection and classification of time for day, week, month
- Allows recording/ reporting expenses
- Comment per time record
- Classification by Job/ Task integrates with Job Cost Module
- Classification by Department Code
- Classification by Class Level administrator defined levels that allow directed association of accounting classifications to time record.
- User can recall and review all prior period entries.
- Management Console displays reporting status all users
- Billable and Non-Billable
- Expense Reporting / Reimbursement

## Integration / set-up

The screenshot shows the WeekInReview software interface. It includes a summary table with columns for employee names and days of the week (Sun through Sat), displaying time and billable amounts. Below the table is a 'Time Reports' configuration dialog box with fields for Start Date, End Date, and various filters like Department, Job#, Employee, and Labor GLAccount. There are also buttons for 'Print', 'Preview', 'Exit', and 'Run'.

- Time reports reviewable/ updateable by authorized system managers for all employees
- Time reports available for selected time period grouped by : Department Code, Job/ Task, Class Levels, Employee, Date
- System administration defined time report classifications Level 1 and 2.
- Level 2 Classification also includes GL account assignment.
- System Jobs/ Client and related tasks are drawn from Active Client/Job Lists /and can be optionally extended by users.
- Time Manger simplifies reporting performance (left)
- Reports: all with billable / non billable
  - Time by Job/Client
  - Time by Work order
  - Time by classification codes
  - Time by employee
- Optionally Feed Billable Time To AR
- Optional feed to Payroll time card cards for payment
- Optional feed to AP 1099 non employee/ contracted worker

Additional administrative forms include clients, Jobs, tasks, employees; classifications etc.