



AcuSoft
Professional Software for
Professional People

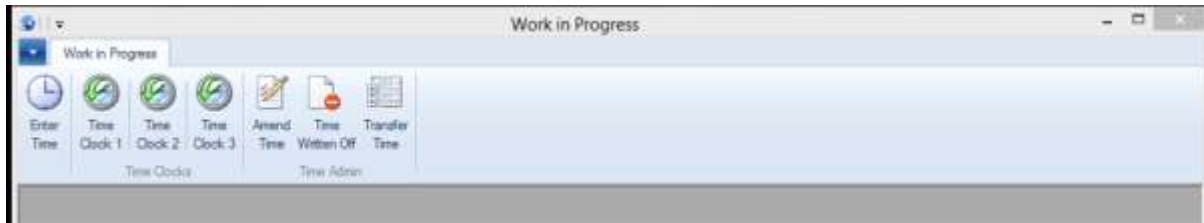
Work in Progress

Summary

The new work in progress program is designed to incorporate elements of a number of existing screens from Acumen into a single location to handle time entry and recording. It's based on new technology so has some differences which make it more flexible, but this does mean that some functionality has changed.

Menu

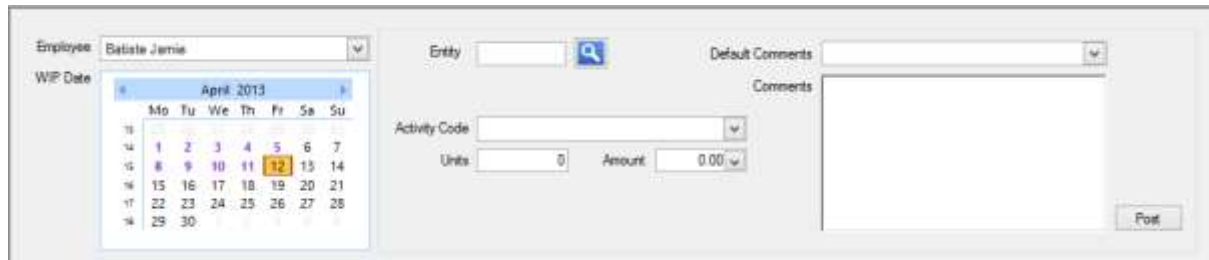
The initial screen allows you to perform a number of tasks.



- Enter Time
- Run Time Clocks
- Amend Time
- Review Time Written Off
- Transfer Time

Enter Time

Clicking on Enter Time menu button, will display the Time Entry dialogue.



The screenshot shows a software interface for entering time. It includes a dropdown menu for 'Employee' set to 'Betate Jamie', a search field for 'Entity', and a 'Default Comments' dropdown. Below these are fields for 'Activity Code', 'Units' (set to 0), and 'Amount' (set to 0.00). A large text area for 'Comments' is on the right, and a 'Post' button is at the bottom right. On the left, there is a 'WIP Date' section with a calendar for April 2013, where the date 12 is highlighted.

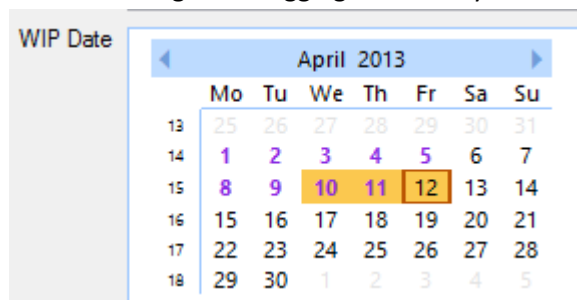
To enter time

1. Select an Employee

By default the employee name will show your own name. You will only be able to change the employee if you have been given permission to do so.

2. Select Date

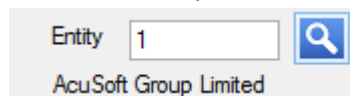
Generally you can only select a single date. However if you are posting "Sick", "Training" or "Holiday" for a master entity, you can select a range of dates. Holding "Ctrl" whilst selecting date or clicking and dragging will allow you to select multiple dates.



The screenshot shows a close-up of the 'WIP Date' calendar. The calendar is for April 2013. The dates 10, 11, and 12 are highlighted in orange, indicating they have been selected. The days of the week are labeled Mo, Tu, We, Th, Fr, Sa, Su.

Note: You can only select multiple days or a range if you are recording time for a master entity. However you can review time posted over a number of days.

3. Select the Entity



The screenshot shows the 'Entity' field with the value '1' and a search icon. Below the field, the text 'AcuSoft Group Limited' is displayed, indicating the result of the lookup.

You can do this a number of ways.

- a. Entering the number if known. The name will be displayed below it if its correct.
- b. By clicking on the look up button. This will bring up the lookup screen below.
- c. By typing some text from the Entity Name e.g. Acusoft. This brings up the look up and starts filtering the rows down to only those with Acusoft in them.

4. Select the Activity Code

Note that activities relate back to the entity in question. E.g. you won't see all the activity codes, only those specific to the entity selected.

5. Enter Units or Amount

Unlike previous versions you can enter the number of units or the amount in the system base currency. This allows you to record disbursements in the same screen.

Note: You cannot post a number of units and a amount at the same time. Also you cannot tab into the Amount cell. This is to prevent accidental input.

6. Enter Comments

Enter the comments relating to this task. You can select a comment from the drop down or enter it manually in the dialogue box.

7. Post

Click on this to post the time. You will see a summary of time entered appear in the bottom grid.

To Review Time

1. Select the Employee (If you have the ability to view others) and Date
Use the drop downs to select the employee/date you wish to review.

Employee: Batiste Jamie

WIP Date: April 2013

	Mo	Tu	We	Th	Fr	Sa	Su
13	25	26	27	28	29	30	31
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
16	15	16	17	18	19	20	21
17	22	23	24	25	26	27	28
18	29	30	1	2	3	4	5

This will populate the Time Entered grid

Date	Activity Code	Units	Value	Comments	Entity Name
10/04/2013	Secretarial	1.00	0.00	Invoicing run	AcuSoft Group Limited
11/04/2013	Secretarial	1.00	0.00	Invoicing run	AcuSoft Group Limited
12/04/2013	Secretarial	1.00	0.00	Invoicing run	AcuSoft Group Limited
12/04/2013	Client Admin	0.00	75.00	Courier Fees for Directors Pack	AcuSoft Ltd

2. From here you can **right** click on an entry to edit it:

Date	Activity Code	Units	Value	Comments
10/04/2013	Secretarial	1.00	0.00	Invoicing run
11/04/2013	Secretarial	1.00	0.00	Invoicing run
12/04/2013	Secretarial	1.00	0.00	Invoicing run
12/04/2013	Client Admin	0.00	75.00	Courier Fees for Directors Pack
12/04/2013	Client Admin	0.00	75.00	Courier Fees for Directors Pack

Clone Time Record

Edit Time Record

Delete Time Record

- a. Clone Time Record (Available to all users)

This menu option brings up a copy of the the time record selected allowing you to duplicate a transaction quickly. By default the Units/Amount are blanked, but every other field is populated.

Employee: Batiste Jamie

Entity: 402

WIP Date: April 2013

Activity Code: Client Admin

Units: 0

Amount: 0.00

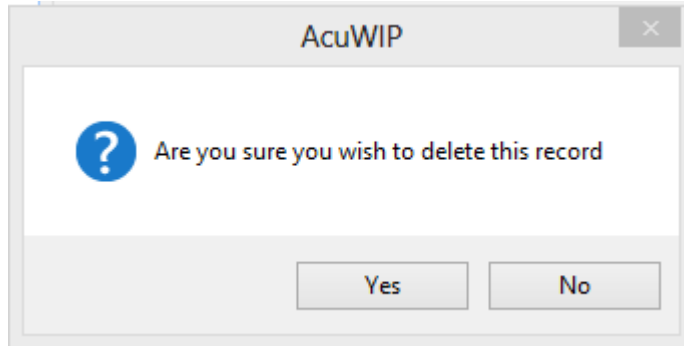
Comments: Courier Fees for Directors Pack

- b. Edit Time Record (Need user Authorisation option to do this)

This option will load the actual record and will you allow you to edit it. If the record

has been written off or invoiced you will be unable to edit.

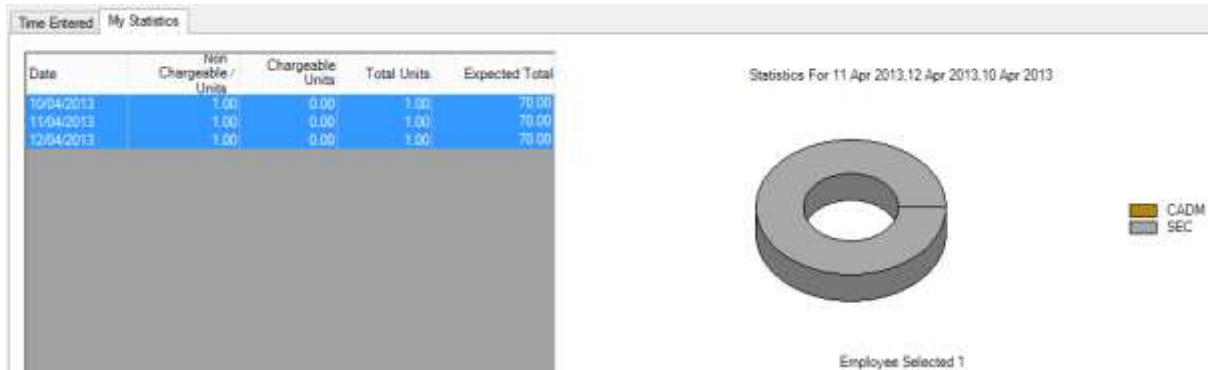
- c. Delete Time Record (Need user Authorisation option to do this)
This menu option allows you to remove items that are no longer valid.



Click Yes to remove the record. Click No to return to the grid without removing it.

To View Statistics

Click on the My Statistics page. This will allow you to select one or more days to view a graphical summary.



This also gives you a breakdown of the chargeable/nonchargeable time.

Date	Non Chargeable Units	Chargeable Units	Total Units	Expected Total
10/04/2013	1.00	0.00	1.00	70.00
11/04/2013	1.00	0.00	1.00	70.00
12/04/2013	1.00	0.00	1.00	70.00

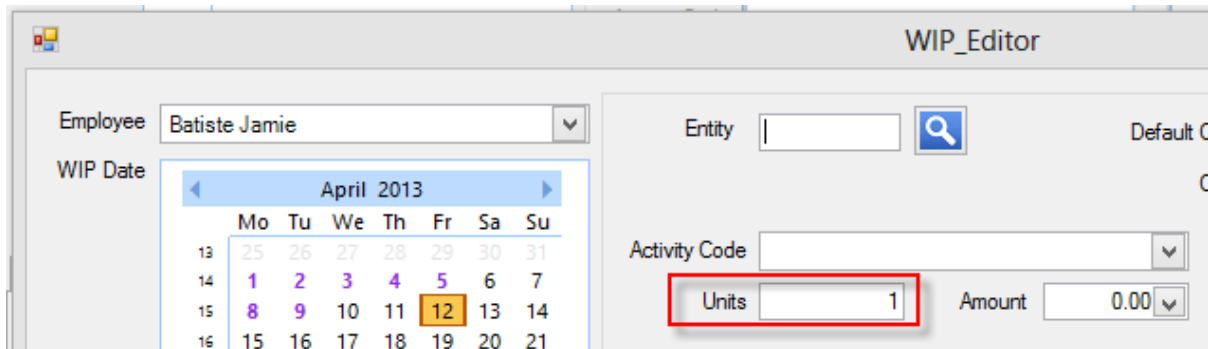
If a row is displayed in Amber as above, the amount of time expected has not been entered by the currently selected employee.

Time Clocks

Clicking on any of the three time clocks will start a timer.



Clicking on the button again will bring up the Time Editor to record the time elapsed.



Note that the number of units is determined by your systems settings. In this case units are 6 minutes long. Any amount of time under that will record 1 unit.

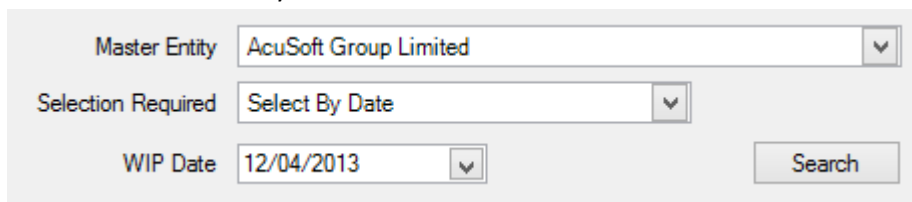
Amend Time



This option allows you to review time posted and amend it.

To amend time

1. Select the master entity



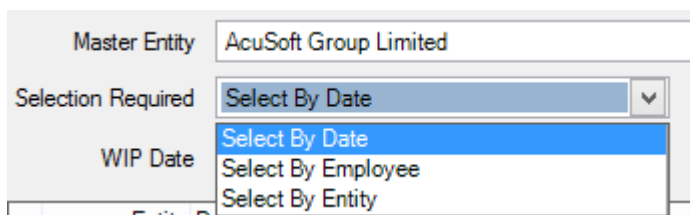
The screenshot shows a form with the following fields:

- Master Entity: AcuSoft Group Limited
- Selection Required: Select By Date
- WIP Date: 12/04/2013
- Search button

Choose from the available master entities.

2. Select method

Click on the Selection required drop down to select the method by which you wish to select the time.



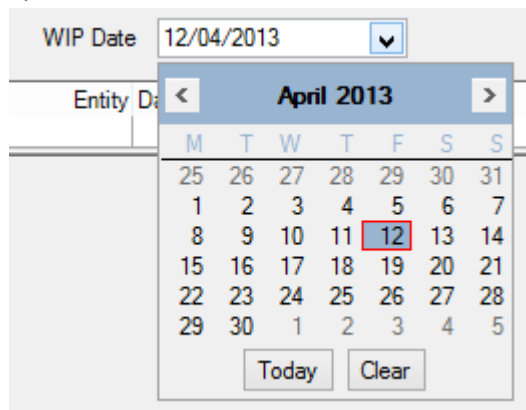
The screenshot shows the 'Selection Required' dropdown menu open, with the following options:

- Select By Date (highlighted)
- Select By Employee
- Select By Entity

3. Select Data

Depending on the method select a date, employee or entity.

- a. By date



The screenshot shows the 'WIP Date' field set to 12/04/2013. Below it, a calendar for April 2013 is displayed. The date 12 is highlighted in a red box.

April 2013						
M	T	W	T	F	S	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Buttons: Today, Clear

b. By employee

c. By Entity

4. This will display the detail of the transactions found.

	Entity	Date	Activity Code	Units	Actual Value	Comments
▶	402	12/04/2013	Client Admin	0.00	75.50	Courier Fees for Directors Pack
	2	12/04/2013	Client Admin	0.00	75.00	Courier Fees for Directors Pack
	1	12/04/2013	Secretarial	1.00	10.00	Invoicing run
	1	11/04/2013	Secretarial	1.00	10.00	Invoicing run
	1	10/04/2013	Secretarial	1.00	10.00	Invoicing run
	2	24/06/2011	Direct costs	0.00	50.55	Courier Charges

5. Filter the records by typing under the appropriate heading.

For example to narrow down the data to show only Client Admin type:

a. Select the Activity Code column and type "Client"

This will restrict the data to just the rows containing "Client"

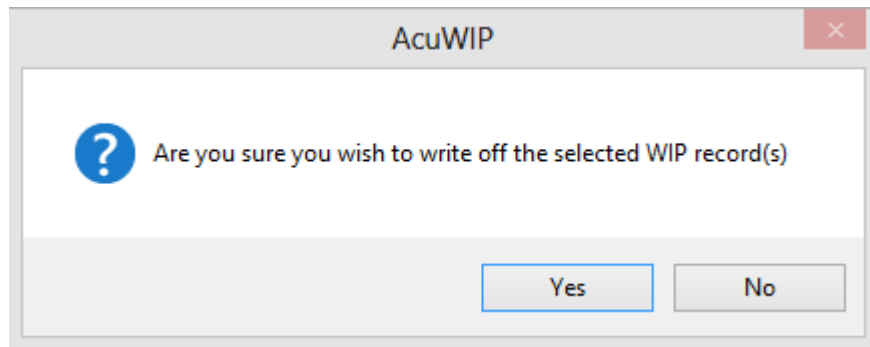
6. Right click on a line to edit the selection

a. Edit Time Record

Brings up the time editor allowing you to amend time that has been entered incorrectly.

b. Write Off WIP

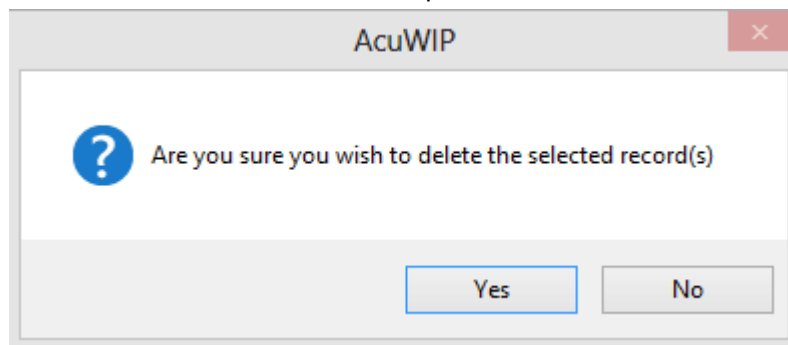
Writes off the time (to invoice 999999).



Clicking Yes writes off the time, clicking no returns to the grid.

c. Delete WIP Record

Removes the time – no record is kept.



Clicking Yes removes it, clicking on No returns to the grid.

Transfer Time

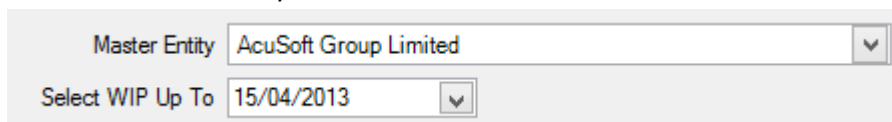
This option allows you to transfer time between entities.



This option is useful to transfer all time from a series of underlying companies into a parent or to apportion a fee in underlying entities.

Transfer Time

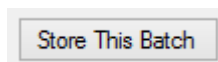
1. Select the master entity

A screenshot of a software interface showing two dropdown menus. The first is labeled 'Master Entity' and has 'AcuSoft Group Limited' selected. The second is labeled 'Select WIP Up To' and has '15/04/2013' selected.

Only time recorded under this master entity will be displayed.

2. Select the date up to
Time recorded after this date will not be affected.

3. Click on Store This Batch



4. Select the following:

Entity From	Activity Code (Source)	Current Value	Percentage	Entity To	Activity Code (Destination)	Calculate	Transfer Value
402	All Activity Codes	75.50	50	774	Client Admin	Calculate	37.75

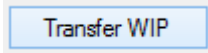
- a. Entity from
This is the entity from which the time will be transferred.
- b. Activity Codes (Source)
This allows you to select a specific activity code to transfer from. The default is to transfer "All Activity Codes".
- c. Percentage
Enter the percentage of the amount you wish to transfer. This is useful if you are apportioning fees amongst subsidiary companies or clients. 100% is all the time in the activity codes selected.
- d. Entity to
Select the entity you are transferring time to.
- e. Activity Code(Destination)
You can transfer time using the "Transfer" activity code or use a specific activity code such as Client Administration.

Note: You cannot transfer time from multiple activity codes to multiple activity codes. Enter a separate line per activity code if you wish to do this.

f. Calculate

This will display the value of the time you wish to transfer.

5. Click on Transfer WIP to transfer the time.



a. In the source entity:

- i. This will write off all records up to the date selected.
- ii. A new record for the amount to transfer will be created as negative value.
- iii. If the percentage to transfer is less than 100% a new record will be generated for the remaining time.

b. In the destination entity.

- i. A total amount transferred in will be recorded in work in progress.