WinEUR TIME SHEET



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

- Observe the provide the provide the provide the project and service
- Production report by employee
- Standard and detailed statistics, configurable on demand
- Sormat 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 ANALYTICS (optional)

AFFICHAGE & IMPRESSIONS

- 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 records of billable or nonbillable employees 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 c | ard | | | | | | | | | | | |
|--|-------|------------|--------------|---------------------------------------|------------------------------|-------------------|--------------------------|------------------------------|----------------------|--------------|-------------------------------------|--|
| Références time-sheets | Fich | hier | Affichag | e Outi | ls Impression | Aid | le | | | | | |
| Profils collaborateurs | Q. | | <u>a</u> (| 3 |] | | | | | | | |
| Prestation | Admin | Céline | e Claudio | Dominique | Manuel Tobias | Sandrine | Alicia | | | | | |
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| Collaborateur | | | _ | | | | | | | | | Code de l'employé |
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| View a time report by project |
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Société Time-sheet TSHEET-11 Rapport temps par projet

| Projet | Prestation | Heures Fac. | Montant facturable | Heures Tot. | Montant total |
|--------------------------------------|-----------------------------------|-------------|--------------------|-------------|---------------|
| HERCULES : HERCULES | | | | | |
| | TASSEMBLEE Assemblée générale | | | 0.00 | 0.00 |
| | TCOMPTA Comptabilité | 6.00 | 960.00 | 6.00 | 960.00 |
| | TPCOMP Prestations comptables | 8.00 | 1'440.00 | 8.00 | 1'440.00 |
| Total HERCULES : HERCULES | | 14.00 | 2'400.00 | 14.00 | 2'400.00 |
| LAP-300 : LAPORTE 300 | | | | | |
| | COMPTA14 compta 14 | 5.00 | 500.00 | 5.00 | 500.00 |
| | TGESTADMIN Gestion administrative | 3.00 | 540.00 | 3.00 | 540.00 |
| Total LAP-300 : LAPORTE 300 | | 8.00 | 1'040.00 | 8.00 | 1'040.00 |
| LAVAUX-300 : Lavaux dosier 300 | | | | | |
| | TCONSADMIN Conseil administration | 5.00 | 950.00 | 5.00 | 950.00 |
| | TGESTADMIN Gestion administrative | 10.00 | 1'440.00 | 10.00 | 1'440.00 |
| | TMANDADMIN Mandat administrative | | 180.00 | 0.00 | 180.00 |
| | TRECHERCHE Recherche & classement | 2.00 | 300.00 | 2.00 | 300.00 |
| Total LAVAUX-300 : Lavaux dosier 300 | | 17.00 | 2'870.00 | 17.00 | 2'870.00 |

Windows10 CITRIX Microsoft





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