



A simple easy to use time reporting add-on for UA Corporate Accounting.

Time Recording

The screenshot shows the AdvanTec TimeReporting software interface. It features a calendar for July 2006 on the left and a list of time reporting entries on the right. The entries include columns for RptDate, StartTime, StopTime, JobID, TaskID, and DeptCode. Below the calendar, there are fields for Date, Start Time, and End Time. A second window shows a detailed view of a time reporting entry with columns for Report Date, StartTime, StopTime, RPTperiod, Job, Task, ClassLevel1, ClassLevel2, Comment, and Billable Rate.

- Time reporting is done with a stand alone application (Single UA license used by all Time reporting Users) available as either a desktop application or web based interface.
- Easy to use – settings remain until told to clear to allow repeating classification entries
- Individual login for each user
- 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 Jennifer Elks software interface. It features a profile view for Jennifer Elks on the left and a WeekInReview report on the right. The WeekInReview report shows columns for employee, Sun, Mon, Tue, Wed, Thu, Fri, Sat, and Total. Below the report, there are fields for Start Date, End Date, and a 'Run' button. The interface also includes a 'Time Reports' section with a 'Run' button and a 'Refresh' button.

- Time reports reviewable/ updateable by authorized Payroll system managers for all employees
- Time reports available for selected time period grouped by : Department Code, Job/ Task, Class Levels, Employee, Date
- Optional feed to Payroll time card cards for payment
- Optional feed to AP 1099 non employee/ contracted worker
- Optional feed to AP Billing
- Payroll set up allows system administration definition of time report classification Level 1 and 2.
- Level 2 Classification also includes GL account assignment.
- Jobs and related tasks are drawn from Job Cost active Jobs
- Optionally reported time is accrued to Jobs
- Billable Time Bills To AR
- Time Manger simplifies reporting performance