

The success of the service or project oriented organisation is tightly linked with its ability to manage its employee's timesheets. Greentree's eTimesheet module allows employees to submit their time and expenses via the Internet, breaking down the barriers previously posed by long term on-site projects and remote locations.

Businesses in these sectors can ensure that their invoices are issued promptly, billing disputes are minimised and that Management have a powerful tool for employee time and expense analysis and approval.



Key Benefits

Familiar and Easy to Use

Users of eTimesheets enter their time and expenses using their familiar Web Browser and filling out easy to follow online forms. A standard web navigation bar guides the user to the required area within eTimesheets using self-explanatory icons and links.

Summary Statistics

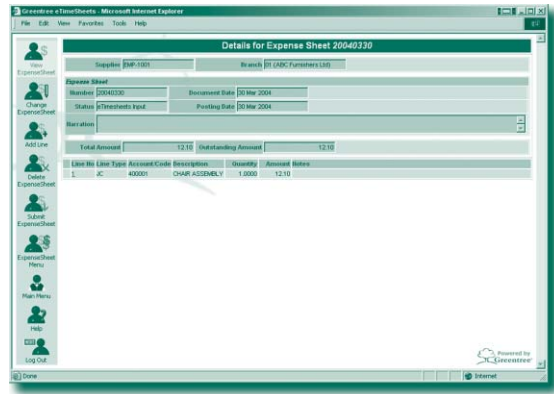
To help each employee keep track of their productivity, the timesheet gives a snapshot of chargeable, productive, and non-productive time for the period, as well as daily breakdowns, leave hours and a target versus actual charge ratio.

Integration

eTimesheets is typically used in conjunction with Greentree's Job Costing module, although it can be used for employee expenses when Job costing is not used. The flexibility and setup options that are contained within Job Costing are reflected in the timesheets entry fields so that each Time or Expense entry is seamlessly reflected in Job Costing. As with all of Greentree solutions, eTimesheets integrates to all other relevant modules, such as CRM Service, Payroll, Accounts Payable, Inventory and General Ledger. Employees can receive reimbursement for their expenses from either Accounts Payable or Payroll. Optionally, hours from eTimesheets can flow through to Payroll for payment of both normal and overtime hours.

Expense Recording

Employee's can use eTimeSheets to record and manage all of their expenses. When recording each expense, the user can record all of the relevant information, from basic details regarding quantity, tax, and description, to attributing the expense to a particular Project or Job, or allocation to the relevant General Ledger account for non-customer related expenses. Submitted expenses can be drilled down into, after submission, for enquiry purposes.

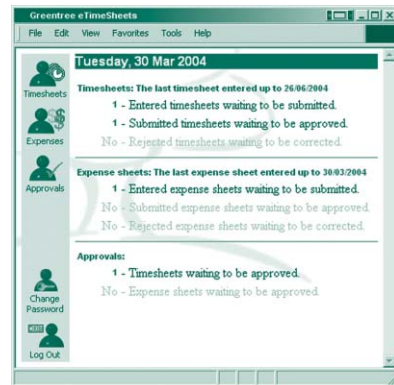


Document Management

To ensure the validity of expense claims, eTimesheets allows users to attach a number of files to each expense claim made, such as scanned receipts or PDF documents. This allows employees working remotely to submit their expenses promptly, while still maintaining strict controls over claims. These files are stored in the Greentree database and can be retrieved at any time.

Approvals

Project or Account Managers can also use eTimesheets to approve or reject time and expense sheets while away from the office. Delays in approvals of timesheets are equally as damaging to the organisation's cash flow as those that are late, so having this functionality online eliminates a a potential invoicing hurdle. To streamline the Approval/Rejection process further, the Manager may enter a narrative to explain the reason for the rejected sheet, ensuring that communication breakdowns do not extend this process unnecessarily.



Universal Connectivity

The primary aim of eTimesheets is to remove the barriers that result from incomplete or late timesheets, it is built using industry standard Web Services Technology. The web services engine acts as a conduit between the Greentree business application and the web application or device connecting to Greentree, making it universally compatible with Internet enabled hardware or software. The protocol used for this communication is XML, the modern standard for cross-platform interconnectivity.

Customisable look and function

eTimesheets has been designed to be implemented simply and quickly. To personalise the module for your organisation, logos and other images can be easily added. Even the functionality of the web pages can also be altered where required.