



**Web based functions  
for  
Professional Services**



CONSULTING  
TRAINING  
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DEVELOPMENT

Auckland

Melbourne

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# Create Personal Timesheets with ease

Job Code	Activity	Work Centre	01/12 Sat	02/12 Sun	03/12 Mon	04/12 Tue	05/12 Wed	06/12 Thu	07/12 Fri	Total	My JTD	Delete
400301 : New City Sub Division - Stage 1	ENG : Engineering	PS1 : Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	
4001 : Professional Services (input)	KMS : Kilometres	PS4 : Disbursements	0.00	0.00	50.00	100.00	0.00	0.00	0.00	150.00	0.00	
4001 : Professional Services (input)	PM : Project Management	PS1 : Professional Services	0.00	0.00	4.00	6.00	0.00	0.00	0.00	10.00	0.00	
400301 : New City Sub Division - Stage 1	ENG : Engineering	WC25 : Project Management	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00	0.00	
Total Hours			0.00	0.00	4.00	6.00	8.00	0.00	4.00	22.00		
Standard Hours			0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00		
Variance			0.00	0.00	-4.00	-2.00	0.00	-8.00	-4.00	-18.00		

The web Personal Timesheet is widely used by staff working in Professional Services and similar environments where individuals have regular access to computers and are required to enter their own timesheets on-line.

Features include:

- Secure login to the Workbench database.
- Timesheets update the Workbench database as soon as they are saved.
- Controlled access to Jobs, Activities and Work Centres.
- Record text against each timesheet entry.
- No limit to the number of entries per week.
- Attach files to the Job on the timesheet line.
- Online Approval of Timesheets which then closes them to any further data entry.

**Record and Review critical  
data whilst away from the office**

## Multi-Company

For users working in a multi-company environment the following functions are available:

- Browse multiple Workbench databases to select a job.
- Create a Timesheet entry directly into the chosen Company and job.
- Where this is not the company in which the employee is domiciled Workbench will update the financial accounting ledgers with both a Labour Recovered Journal and an Inter-Company Journal.





## Capture Expenses online

The web Personal Expense Claim is widely used by staff working in Professional Services and similar environments where individuals have regular access to computers and are required to enter their own expense claims on-line.

Features include:

- Secure login to the Workbench database.
- Expense Claims update the Workbench database as soon as they are saved.
- Controlled access to Jobs, Activities and Work Centres.
- Record text against each claim entry.
- Record GST/VAT on each line where it applies.
- No limit to the number of entries per claim.
- Supports foreign currency with each line having its own currency code and exchange rate.
- Employees are reimbursed via Accounts Payable in the local currency of the company in which they are domiciled.
- Attach files/scanned documents to the Expense Claim.
- Online Approval of Expense Claims which then closes them to any further data entry.

# Expense Claim
Clive Gardner [Log out](#) | [Help](#)

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- Timesheets
- Expense Claims
- My Expenses
- Approval by Timesheet Group
- Approval by Location
- Approval By Administrator Local
- Admin List
- Daily Diary
- Purchase Orders
- Resource Scheduling
- Service Desk
- Reports
- Profile
- System Management
- Leave Management

Expense Claim For Clive Gardner (Employee No. 208)

Claim Date: 05-Mar-2013 Complete

Content:  Approved

Notes: Auckland-Melbourne trip

New Line
Save
Back

Job Code	Activity	Work Centre	Tran Date	Quantity	Currency	GST Incl	GST	GST Excl	FC Rate	Details	Delete
4001 - Professional Services (Input)	ACCOM - Accommodation	PS4 - Disbursements	05-Mar-2013	1.00	AUD	440.00	0.10	439.90	0.00	Hilton Hotel	
4001 - Professional Services (Input)	AIR - Airfares	PS4 - Disbursements	05-Mar-2013	1.00	AUD	660.00	60.00	600.00	0.00	Auckland Me	
			05-Mar-2013	0.00	AUD	0.00	0.00	0.00	0.00		
Kms				0.00		0.00		0.00			
Other						1100.00		1039.90			
Total						1100.00		1039.90			

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New Line
Save
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POWERED BY  
**Workbench**  
Project Management Software

www.workbenchinternational.com

### CUSTOM SOLUTIONS

Choose from a variety of Workbench modules to cater for your business needs. With modules dedicated to Job Costing, Timesheet Entry, or Project Management, there is a Solution available for your business

### WEB SOLUTIONS

Using the latest Web Technology available, Record and Review critical project data whilst away from the office.

### BUSINESS SOLUTIONS

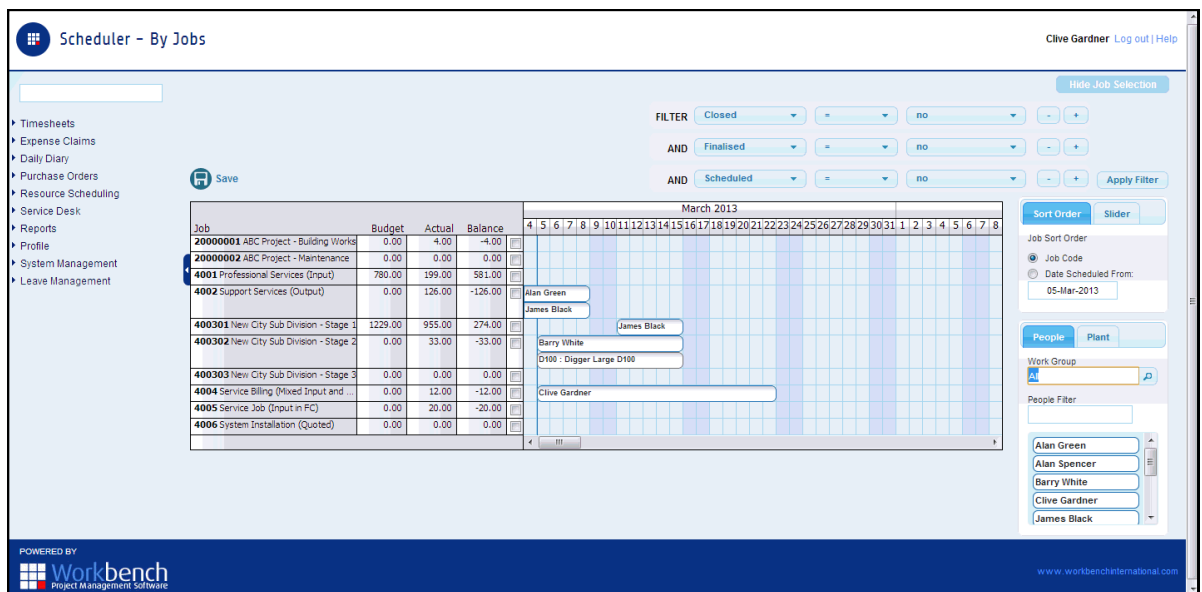
Workbench integrates with a number of commonly used Accounting systems. Solve your Job Management problems with Workbench and retain your investment in your current accounting system.

## Multi-Company Expense Claims

For users working in a multi-company environment the following functions are available:

- Browse multiple Workbench databases to select a job.
- Create a Claim entry directly into the chosen Company and job.
- Where this is not the company in which the employee is domiciled Workbench will update the financial accounting ledgers with both an Accounts Payable Invoice for staff reimbursement and an Inter-Company Journal.

## Resource Scheduling



Job	Budget	Actual	Balance
20000001 ABC Project - Building Works	0.00	4.00	-4.00
20000002 ABC Project - Maintenance	0.00	0.00	0.00
4001 Professional Services (Input)	780.00	199.00	581.00
4002 Support Services (Output)	0.00	126.00	-126.00
400301 New City Sub Division - Stage 1	1229.00	955.00	274.00
400302 New City Sub Division - Stage 2	0.00	33.00	-33.00
400303 New City Sub Division - Stage 3	0.00	0.00	0.00
4004 Service Billing (Mixed Input and ...)	0.00	12.00	-12.00
4005 Service Job (Input in FC)	0.00	20.00	-20.00
4006 System Installation (Quoted)	0.00	0.00	0.00

The Resource Schedule is designed to provide an overview of where Employees and Equipment have been scheduled to work.

Features include:

- Specify which jobs are displayed in the Schedule.
- Display Budget, Actual and Balance of hours for each job.
- Drag and drop people from a resource list.
- Drag and drop equipment from a resource list.
- Schedule resources over any timeline.
- View Schedule by Job, People or Equipment.

