Greentree®
PRIMED FOR BUSINESS

eBUSINESS

eAPPROVALS

eSERVICE

eHR

WEBSTORE

eREQUISITIONS

eCRM

EDI

eTIMESHEETS

WEBVIEW

eREPORTING

Key Benefits
· Familiar & easy to use
· Summary statistics
· Integration
· Expense recording
· Document management
· Approvals
· Universal connectivity
· Customisable look & function

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.

Familiar & easy to use

Users of eTimesheets enter their time and expenses using their familiar Web Browser and fill out easy to follow 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 Cost 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 Cost are reflected in the timesheets entry fields so that each Time or Expense entry is seamlessly reflected on the job.

As with all of Greentree solutions, eTimesheets integrates to all other relevant modules, such as Customer 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.

> "We wanted to automate our processes across the board with Greentree, making our business seamless and reducing the paperwork. We believe Greentree is the answer for us."
>
> **Kim Crosher,** Accounting & Finance, Toyota Technical Center

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 documents 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 documents 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 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 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.

Identify missing timesheets

Approvers can identify missing timesheets, and can email the employees to advise them. Missing timesheets can be selected based on a selected date range, only employees on the approver's list and various other criteria. This ensures all due timesheets can be accounted for to facilitate the approval process.

Bulk approval of timesheets

An authorised approver can select to view a list of timesheets awaiting their approval and from there, can approve selected timesheets in bulk. This saves time for managers who want to expedite the period-end reporting functions.

Manage Per Diems

Employees can claim their daily travel allowances through eTimesheets expense lines.

By selecting the destination and date of travel, they can select the applicable expenses from the options presented, according to their remuneration level.

PREROGATIVE
Greentree ERP System Specialists

For more information about
Greentree & ERP Software
please get in touch:

info@prerogative.co.uk
0870 752 2971
www.prerogative.co.uk

Greentree®
PARTNER IN PRIME