

# TIME TRACK

an enhancement product for Solomon IV

Time Entry and Approval in Solomon! A suite of data entry and utility screens designed to track your employee's time using the Solomon environment.

## Benefits

Eliminate duplicate data entry of time records by employees. Enter it once and have it automatically update Project Controller and Payroll. Review and approve an employees time for any period online! Billing module allows you to bill clients for time spent and have invoices post to Accounts Receivable.

## Secure

Time Track uses Solomon's standard security features, so access can be limited to specified users.

***Don't forget to upgrade your hardware needs.....we now offer Dell, HP and Lexmark products!***



## A PSS Utility Product for Solomon IV

## Key Features

- Users can enter hours spent on projects or Administrative duties and Holidays.
- Users can clock in and out, or enter time directly.
- Time entries can be linked to and update Project Controller.
- Time entry data can be approved by Supervisors
- Updates Solomon Payroll

### Progressive System Solutions, Inc.

4019 Clarcona-Ocoee Rd., Orlando, FL 32810  
Voice: (407) 523-7676 Fax: (407) 523-6366  
Email: [sales@progsys.net](mailto:sales@progsys.net) - [www.progsys.net](http://www.progsys.net)

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# Time Track Setup

Use the Time Track Setup screen to enter the default Time Track Information. Select the default options you want to use with the Time Track System. Track as little or as much data as you require for your company's needs!

**TimeTrack Setup (TT. 950.00)**

**Project Posting**

- Track Projects
- Post Dollar Amount to Project

Post Project Info To:

**Billing Info**

- Track Billable Time

Current Billing Rate:

- Track Customers
- Track Request Numbers
- Track Employee Work Locations
- Require Supervisor approval before posting
- Print Upload Batch Reports

Created By:  Last Updated By:

Date Created:  Last Updated Date:

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# Charge Codes

Time Charge codes allow you to customize your employee's data entry and set the rules that will tell them what data is required! You control how much data they enter.

Time Charge Codes can be set up to allow entry to:

- No Customers
- All Customers
- Specific Customers
- No Projects
- All Projects
- Projects By Customer
- Specific Projects not related to Customers

These codes can also be set up to provide default posting information as well as Billable/Non-billable defaults.

TimeTrack Charge Codes (TT. 200.00)

Time Charge Code:  Status: Active

Description:

Posting:  Expense:  Income:  Account:  Sub Account:

Customers: None Projects: None Charge Status: Billable

ID	Name
1	
2	
3	
4	

ID	Description
1	
2	
3	
4	

Created By:  Last Updated By:   
Date Created:  Last Updated Date:

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# Time Entry/Time Clock

Time Entry can be done in one of two methods: Enter the hours worked directly or in real time, as the work is performed. Employees simply enter their Employee ID and Date and start entering time. A printed Time Report is also available right from the screen.

Time can be tracked in multiple ways: By Time Charge Code, By Client, By Project and Task or By Any Combination of these

In the time entry screen time is entered as hours or portions of hours.

	Work	Bill	Time Chg Code	Customer	Project	Task
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

In the Time Clock Screen, users clock In and Out, the system calculates the hours worked and moves it to the time entry screen.

Save

Work Date: 07/23/2004 0.00

Employee:

Charge Code: Clock In  Clock Out

Client: Status:

Project: Task:

Start time: : AM End time: : AM

Description:

You are currently:

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# Time Track Approval

Use the Time Track Approval screen to review employee's time entries.

In this screen you can use the filters at the top of the screen to find specific employee time entries. Once displayed you can Modify the entries, Approve them or mark them for Employee Action.

TimeTrack Approval (TT.100.00)

Supervisor:  Employee Id:  Start Date:  /  /  End Date:  /  /  Customer:

Project:  Charge:  IT Request:  Sort Order:

Invoice:  Invoice:  Reviewed:

Select	Status	To bill	Day	Work Date	Work	Bill	Off	Off Code	Time Chg Code	Client	Project	Task	IT Request No
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											

Auto Refresh Interval:  seconds. 0%

Total Hours:

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# Time Track Search

Use the Time Track Search screen to search for Time Entry information using virtually any information that has been entered into the Time Track System.

Your search can be further enhanced by the use of Operators. These Operators are the true power of the Time Track Search screen. You have six different Operators that can be used in each field. This gives you unlimited searching ability with as much or as little information as you have. Fields change colors based on the Operator used in that field.

Once documents are found, you can make non-financial changes to the documents or easily print them from the Search Results tab.

**Time Track Search (TT.300.00)**

**Search Criteria** | Search Results

Batch No:  Employee ID:  Work Date: 01/01/1980 thru 12/31/2078

Hours Worked:  Billable Hours:  Time Chg Code:  Reviewed:

Client:  Project:  Task:

Description:

IT Request No:  Status:  Invoice No.:

Payroll Batch:  Project Batch:

Status:

Legend

[Shift] = :  [Shift] < :  [Shift] \$ :

[Shift] # :  [Shift] > :  [Shift] % :

**Find** **Reset**

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# Time Track Payroll Upload Module

Use the Time Track Payroll Upload screen to post Employee Time entries to Solomon's Payroll module. You can upload Time Entries by specific Work Dates, Company and Review Status.

System can be set up with these special options:

- Only allow approved entry posting
- Repost Option
- Post Project/Task with Payroll

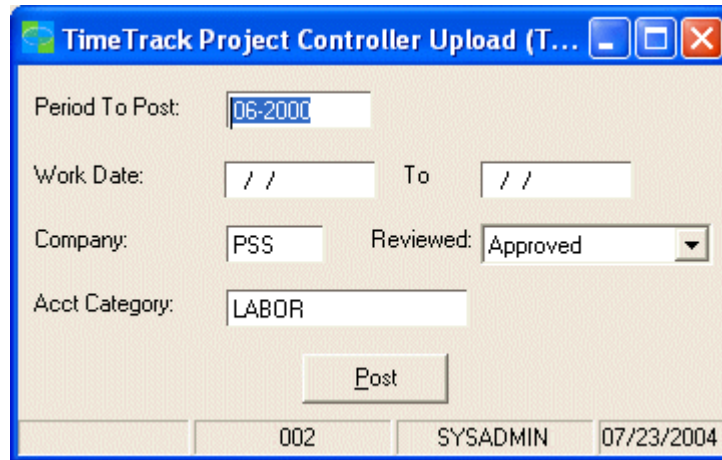
The screenshot shows a software window titled "TimeTrack Payroll Upload (TT.530.00)". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains the following fields and controls:

- Period To Post:** A text input field containing a hyphen (-).
- Work Date:** A text input field containing two slashes (//), followed by the word "To", and another text input field containing two slashes (//).
- Company:** A text input field containing "002".
- Reviewed:** A dropdown menu with "Approved" selected.
- Post:** A button with the text "Post".

At the bottom of the window, there is a status bar with three sections: "002", "SYSADMIN", and "07/23/2004".

# Time Track Project Controller Upload Module

Use the Time Track Project Controller Upload screen to post Time Entries into Solomon's Project Controller module. Great for users who want their project time updated on a daily basis and do not want to have to wait for payroll! You can upload Time Entries by specific Work Dates, Company, Review Status and Account Category.



The screenshot shows a software window titled "TimeTrack Project Controller Upload (T...". The window contains the following fields and controls:

- Period To Post:
- Work Date:  To
- Company:  Reviewed:
- Acct Category:
- Post button
- Footer: 002 | SYSADMIN | 07/23/2004

# Time Track Customer Billing Module

Use the Time Track Customer Billing screen to view unbilled time. From this screen you can select who/what to bill, print an invoice and update Solomon Account's Receivable in one easy step. The system can be set up to only bill Approved time or to bill all time.

TimeTrack Customer Billing (TT.570.00)

Invoice Date: 07/23/2004      Period: 07-2004

Customer:      Charge Code:      Project:      Load

Print?	Project	Charge Code	Project	Task	IT Request No	Date	Rate	Worked	Billable	Employee ID
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

Tot. Work Hrs: 0.00      Select All      Unselect All      Invoice date - 07/23/2004      Invoice

Tot. Bill Hrs: 0.00

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# Reports

There are many reports available in the Time Track System. They include:

- Time Entry
- Invoice
- Billing Worksheet
- Batch Report
- Employee Supervisors
- Time Analysis
- Work Order
- Charge Codes
- Customer/Projects
- Rate