User Guide

Viztopia Practice Management 4.3
Timesheet Authorisation
Accountants Enterprise

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Accountants Enterprise Viztopia Practice Management 4.3 Timesheet Authorisation User Guide
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Introduction

Overview

This user guide provides a step-by-step guide to setting up and using the different modes of Timesheet Authorisation.

What is Timesheet Authorisation?

Successful management of time and expenses requires accurate recording. The timesheet functionality in Viztopia provides simple, straight forward methods for recording timesheet hours and expenses to enable effective client billing, and the capture of an accurate picture of practice productivity.

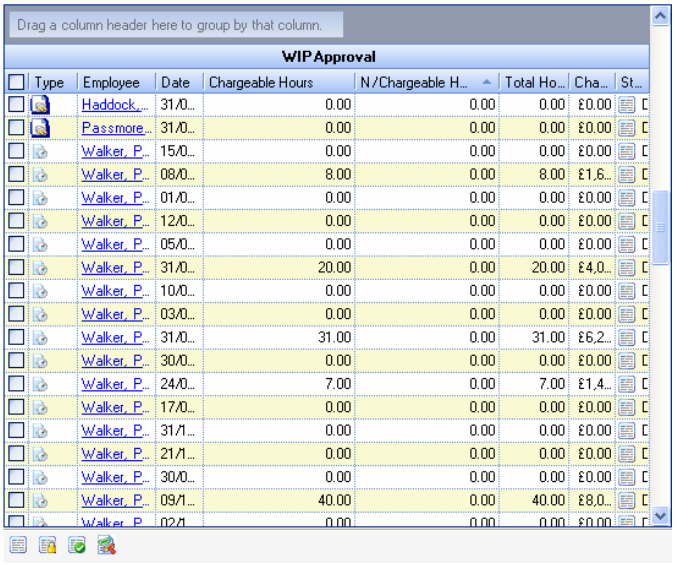
Employees record the amount of time they spend on tasks during their working day, so that their work can be charged back to clients. The authorisation and posting of time and expense sheets can only be undertaken by members of the practice who have been granted permission to do so by the system administrator.

Timesheet Authorisation relates to the need of practices to ensure timesheet information that is captured is accurate and meaningful. Some employees are given the right to authorise other user's timesheets to ensure they are accurately completed and have the minimum amount of hours required. The completion of timesheets also effects the billing cycle, as only posted timesheets (Posted WIP) can be billed against the client. It is possible to carry out an estimate to complete but this is not as accurate as billing the actual time worked, as an estimate to complete may require adjusting later.

Approval Homepage Control

The **Approval homepage** control is provided as a useful tool for those employees who have to approve other peoples time or expense sheets. It will

list the time/expense sheets that they are authorised to approve. This means that all the work they are required to do for this purpose is in one place and they do not have to search for the timesheets individually.



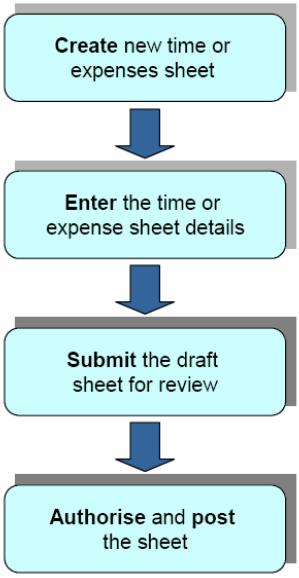
Approval Home Page Control

Changes to Timesheet Authorisation

The release of MYOB AE VPM 4.3 sees a change to the Timesheet Authorisation model.

The changes relate to the authorisation process and its relation to billing which is based upon information entered in the timesheets. Whether the new authorisation modes are used are dependent upon the practice and whether they feel they can benefit from one of the newer models.

The existing VPM Authorisation model requires an employee's entire timesheet to be authorised and posted before any of the individual timeline entries can be billed. Each timesheet is likely to contain a number of different timeline entries across a combination of different assignments (projects) and tasks (activities), but these can only be billed once the user has submitted the entire timesheet for approval (authorisation) and posting. Typically, the timesheets are approved and posted by the employee's line manager.



The Standard Timesheet Process

Project Based Authorisation

There is often a delay between an employee entering timelines against projects and the entire timesheet being authorised and posted. Under standard VPM mode this delay can prevent managers and partners billing the entries against their projects as quickly or efficiently as they might like.

Project Based Authorisation allows authorised users to authorise individual timelines entered against their assignments prior to the entire timesheet being approved and posted to the system. The **billing wizard interface** and **Client: Assignment** window can be used to select individual (or grouped) timelines and make them available for billing.

Making individual timelines available for billing reduces the impact of the approval/posting process delay, negates the need for estimate bills for unposted time and offers greater flexibility to the billing procedure.

Simplified Authorisation

In smaller practices it can be beneficial to use a simplified authorisation model where timesheets are created and the time posted without setting up people who are responsible for authorising timesheets. Whether timelines are available for billing is dependent upon the timesheet authorisation mode chosen.

Simplified Authorisation removes the requirement for the employee to submit their timesheet for approval (authorisation). It also removes the need for an approval employee – such as line manager – to be established with sufficient rights or task permissions to authorise the timesheet.

Under Simplified Authorisation, the employee simply enters their timesheet entries and uses the **Single Post** button to indicate that they have completed it and are finally committing it to the system.

Timesheet Authorisation Modes

With the introduction of Project Based Authorisation and a simplified authorisation model there are a number of options available to the practice depending on the functionality required.

Timesheet Authorisation Mode	Displays unposted wip	Be able to post unposted time lines	Submit timesheet for approval	Post Timesheet
Standard VPM	Yes	No	Yes	Yes

Timesheet Authorisation Mode	Displays unposted wip	Be able to post unposted time lines	Submit timesheet for approval	Post Timesheet
Project Based Authorisation	Yes	Yes	Yes	Yes
Removal of Authorisation Model	Yes	n/a	No	Yes
Project Based Authorisation, no Authorisation on Timesheet	Yes	Yes	No	Yes
WIP Posted, no Authorisation on Timesheet	No	n/a	No	Yes

Choosing the Right Authorisation Model

The Timesheet Authorisation Model used will be dependent upon the timesheet and billing processes run within the practice. The size may also be a factor as a smaller practice may not need a three stage authorisation process, favouring a simplified model instead.

Standard VPM

Practices who are happy with the current model can continue using it as before. There has been no change to existing functionality, simply an extension and enhancement of what exists.

Project Based Authorisation

Sites who do not want to wait for timesheets to be authorised and posted prior to billing being carried out. These sites may still require a three stage authorisation model to catch missing timesheets, and require timesheet reports but do not want this to interfere in their billing process.

A number of Asian sites have requested project-based authorisation to aid their billing procedures.

Removal of Authorisation Model

Smaller sites that want simplified timesheets entry but are not interested in Project based authorisation.

Project Based Authorisation, no Authorisation on Timesheet

Smaller UK and Australian sites wanting simplified timesheet entry and the ability to bill unposted time (project based authorisation).

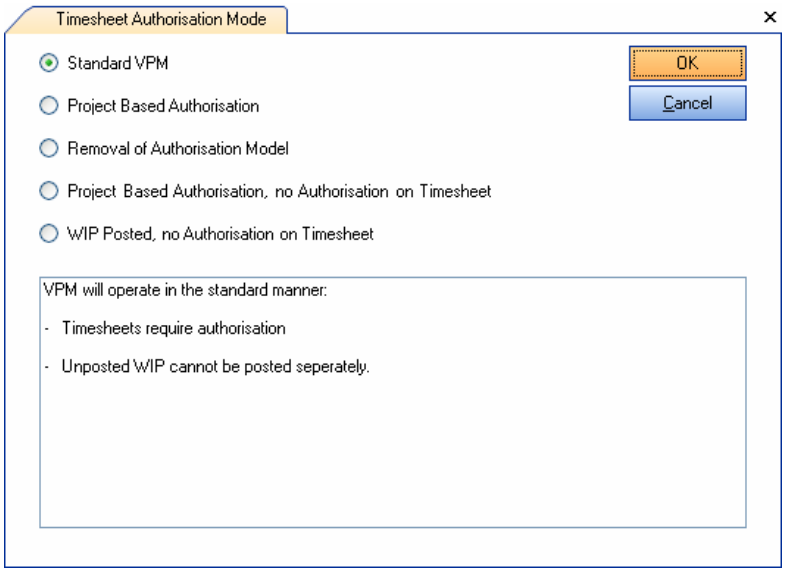
WIP Posted, no Authorisation on Timesheet

Smaller sites that require a simplified model to enable less time and effort to be spent on timesheets with the priority on billing work carried out against the client.

The key difference between this option and the Removal of Authorisation Model (Option 3) is that in this option there is no such thing as unposted time. Whenever time is entered by an employee it is recorded as Posted WIP, whereas in the Removal of Authorisation model time entered is recorded as unposted WIP and there is no opportunity to post individual unposted time.

Changing Timesheet Authorisation Mode

It is possible to change the mode of operation that is being used within VPM through the **Timesheet Authorisation Mode** tab. This is accessed via **Maintenance** ▸ **Time Setup** ▸ **Timesheet Authorisation Mode**.



By changing the mode of operation it will be possible to:

- Allow project based authorisation
- Use a simplified authorisation model
- Use both of the above

Note: It is necessary to log out after changing the Timesheet Authorisation Mode in order for the setting to take effect

Using Project Based Authorisation

It is possible to carry out project based authorisation in two places:

- Via the Client page, Assignment tab
- Via the Billing Wizard, Stage Two

Via the Client/Assignment Page

To carry out project based authorisation via the Client/Assignment page:

1. Open the client that you wish to carry out authorisation for
2. Go to the Assignments tab
3. Select the assignment where there is unposted time
4. Press 'Post WIP' in the Billing Task Bar (left of window)
5. The Unposted WIP is moved to Posted WIP

Via the Billing Wizard

To carry out project based authorisation via the Billing Wizard, Stage Two:

1. Open the client you wish to carry out authorisation/(billing) for
2. Press 'Billing Wizard' in the Tasks task bar
3. Complete the first page (Stage One) as required in the Billing Wizard
4. The work that has been carried out on the assignment will be listed, with Unposted WIP also being a column available so you can see where there is Unposted WIP. Right-click on the row with unposted WIP and use the 'Post WIP' option that is available.

Note: If the Post WIP option is not available it will be because the user is not a member of the client or assignment team and they do not have Post WIP Responsibility.

Authorising the Timesheets

Depending on what authorisation model is being used there may still be the need to submit, authorise and post the timesheets that have been entered. This is dependent upon which **Timesheet Authorisation Mode** is being used.

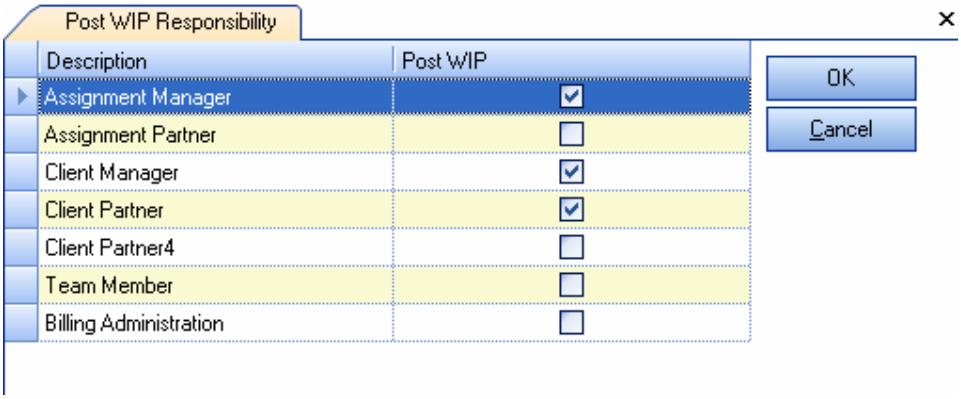
Authorisation of the timesheets will cover any administration processes there are within the practice in relation to missing/incomplete timesheets or those where time enforcement is in place, for example, each employee having to work 38 hours per week.

Setting up of the authorisation of timesheets is still done under the **Employee**
- **Authorisation** tab

How to Set Up Post WIP Responsibility

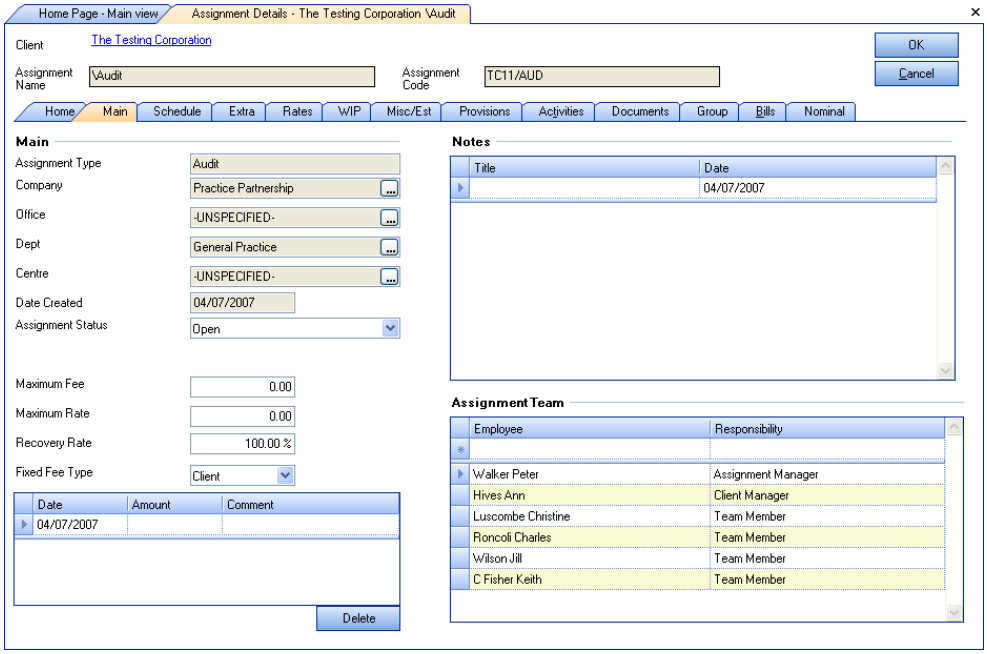
Post WIP Responsibility is used in conjunction with Project based authorisation to allow certain users the ability to take unposted time entered by employees and make it Posted WIP, and therefore billable. To display the Post WIP Responsibility tab, select **Maintenance** ▸ **Internal** ▸ **Post WIP Responsibility** from the menu.

Note: You will need to select a Project based Authorisation model before the Post WIP Responsibility menu appears.



It is this responsibility attached to an employee in the Client or Assignment Team that will give them the opportunity to 'Post WIP' from unposted time.

For example it can be seen in the screen capture above that the **Post WIP Responsibility** is being applied to the **Assignment Manager**, **Client Manager** and **Client Partner**. However when we look at the screen capture below, it can be seen that out of the Assignment Team only Peter Walker and Ann Hives will be able to Post WIP out of the Assignment Team as only their roles have Post WIP Responsibility applied to them.



Setting up a Posting Employee

Set up a Posting Employee as follows:

1. Add the employee to the **Client/Assignment Team**.

2. Ensure that the Responsibility undertaken by the employee is 'checked' as having **Post WIP responsibility** (Also ensure the user has the permissions required to raise bills).

3. Once time has been entered the Post WIP employee can post WIP from either the **Client: Assignment page** or **via the Billing Wizard**.

Note: Employee Setup under the **Client Team** can post WIP belonging to that Client, while Employee Setup under the **Assignment Team** can post WIP belonging to that Assignment only