

# INTERNET TIME & EXPENSE

## Fact Sheet

- ✓ project progress assessment
- ✓ multicurrency transactions
- ✓ resource planning
- ✓ time, expenses, internal charges
- ✓ several control levels

## Way more than just a timesheet!

Time and Expense (TEDI) is fully integrated to Jovaco's project management solution Project Suite. This web application allows you to capture your time, expenses and internal costs and distribute them directly to the Project Control and/or Payroll modules. Once the information is captured, you can instantly produce reports, which give you up to date information on the profitability and productivity of your projects.

TEDI's interface makes it quick and easy to capture data by displaying and sorting projects by either project or department in a hierarchical view. Speed

up your data entry while adhering to your corporate resource utilization, interdepartmental staff lending, and other policies.

Highly customizable, TEDI allows you to quickly establish different control levels to match your company and project management rules.

You control who accesses what functionality. These controls can be defined globally across departments or job classification or in detail by individual resource.



## Advantages:

The TEDI Time and Expense module allows all your employees or contractors to easily capture simple or complex details of their time and expense activities, from any workstation (Windows, MacOS, Linux), anywhere.

Beyond basic data entry, TEDI provides project management functionality, simple or complex approval processes, resource planning, integration to MS-Project TM, and much more,

- Project progress assessment by phase, activity, or resource
- Easy submission of multicurrency transactions on a single expense statement
- Resource planning by employee or job classification
- Capture time, incurred expenses and internal charges
- Quickly define different control levels by company or by project

The screenshot displays the JOVACO Time & Expense 4.1 application. The main window shows a timesheet entry form for 'Rivet, Craig - A0001' on 2007-07-21. The form includes a table for time and expenses by day, a project tree on the left, and a timesheet entry form on the right. Below the main window, a 'Project Status' report is visible, showing a summary of budgeted and actual hours and expenses for various projects.

Project	Hours		Labor		Expenses		Total	
	Budgeted	To date	Budgeted	To date	Budgeted	To date	Budgeted	To date
[F4595] - Filtration Factory - Const	40.00	106.00	2,500.00	7,240.25	0.00	0.00	2,500.00	7,240.25
[F6594] - Water Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[F6674] - Highway Aqueduct	325.00	109.75	20,530.00	7,971.07	0.00	295.04	20,530.00	8,266.11
[F6675] - Yonge Street Road Work	318.00	57.25	19,725.00	3,772.54	0.00	0.00	19,725.00	3,772.54
[F6677] - Marine Landing Pier - Repent	250.00	86.00	16,700.00	3,918.88	0.00	245.43	16,700.00	4,164.31
[F6679] - Design Management - Hydro	299.00	496.35	31,800.00	21,750.30	0.00	1,467.00	31,800.00	23,217.30
[F6693] - Pipeline - Queen Street	211.00	286.00	16,270.00	17,172.97	0.00	1,637.89	16,270.00	18,810.86
[561] - Plan Modification	24.00	8.50	1,800.00	573.43	0.00	0.00	1,800.00	573.43
[562] - Engineering & Request MENV	14.00	84.25	1,200.00	5,790.05	0.00	566.26	1,200.00	6,356.31
[563] - Study compl. Pipeline	60.00	49.00	5,800.00	3,227.70	0.00	447.00	5,800.00	3,674.70
[564] - Modif. Pump station - engineer	31.00	45.25	2,800.00	2,459.44	0.00	479.71	2,800.00	2,939.15
[567] - Ventilation Management	4.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
[568] - Debit Add-on verification	8.00	7.00	700.00	514.95	0.00	57.50	700.00	572.35
[611] - Modif. Pump station - eng.mech	46.00	56.50	2,850.00	2,892.40	0.00	87.42	2,850.00	2,979.82
[612] - Ventilation Management	24.00	35.50	820.00	1,715.10	0.00	0.00	820.00	1,715.10
[F6696] - Redesign - King Street	4,241.00	2,107.25	320,157.00	124,333.32	0.00	128,325.86	320,157.00	252,659.18

# Features

<p><b>Time and Expense capture:</b></p>	<p>Employees and/or subcontractors may capture all their project related time, expenses and internal fees within TEDI.</p> <p>Expenses can be entered in the company's functional currency or in the currency in which they were incurred. Multiple currencies can be used in a single expense report. Users can also differentiate between the expenses they incurred directly versus those acquired by use of a company credit card.</p> <p>Users can:</p> <ul style="list-style-type: none"> <li>▣ capture, copy and paste their time and expenses</li> <li>▣ perform searches</li> <li>▣ review past timesheets</li> <li>▣ see their accumulated vacation days and banks of hours</li> <li>▣ access their payslips</li> <li>▣ log in/out hours</li> </ul>
<p><b>Revising, approving and planning:</b></p>	<p>Project managers approve or reject any transaction allocated to their projects. While a timesheet may require the approval of several project managers, each manager need only concern himself for budgets for which he his responsible.</p> <p>Project managers can:</p> <ul style="list-style-type: none"> <li>▣ approve</li> <li>▣ review</li> <li>▣ assess the state of their projects</li> <li>▣ plan their projects</li> <li>▣ track their projects' progress</li> </ul> <p>Supervisors can however approve their employees' time and expense reports in their entirety.</p>
<p><b>Payslips:</b></p>	<p>TEDI greatly lessens administration time and costs by providing employees with self service access to their payslips.</p>
<p><b>Searches:</b></p>	<p>The search window allows users to perform complex searches based on multiple criteria. Find and access past entries by project, activity, period or other values.</p>

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