

# TimeGuru™

## Time, Mileage and Expense registration



# Why manage your work time?

Some companies have an obvious need to document their time and expenses for their customers. Others desire more knowledge about the consumption of resources in the organisation, to continuously optimise resources. Or maybe you just wish to keep track of vacation, leave and flextime. Regardless if the need is internal registration, customer – and project management, or both, TimeGuru meets your demands in the best and cheapest way possible. Below you can see why we recommend registering time.

## Internal registration

Companies and public sector can achieve valuable knowledge about the consumption of resources in departments and across the organisation by managing their time. If the company simultaneously plan and budget, they can compare with actuals to measure performance in departments, projects and activities etc. and hereby optimise continuously. Some of the many advantages with internal registration of time in TimeGuru is:

- Increased insights to the consumption of resources.
- Ongoing optimisation of budgeting and planning.
- Automatic calculation of flextime and leave, that will always be visible to the employee.
- Automatic calculation of earned and held vacation (including the new Holiday act).
- Live access to work time reports.
- Internal project management with planning, time registration and follow-ups.

## Customer – and project registration for billing

If a company deliver services that are billed at a fixed price or time/material, it is necessary to keep track of the time and perhaps also the mileage and expenses. With the help of TimeGuru, you can easily register and bill all your work since last billing date. Some of the many advantages with TimeGuru customer – and project registration is:

- No more Excel spreadsheets. TimeGuru handles it all.
- Easy registration and billing of time, mileage and expenses on projects and customers.
- Handle billable time separately from work time.
- Detailed documentation of time consumption.
- Automatic integration of invoices to most financial systems.
- Reporting of revenue and earnings from customers, projects, departments and activities, etc.
- Planned versus actual consumption for evaluation and ongoing optimisation.

## Already a TimeGuru user?

If you are not already a TimeGuru user, you can register [here](#). A set-up guide will help you adapt the solution to your company and you can easily invite your colleagues. You can

register as a new user or log in with a Office 365, Google, Facebook or LinkedIn user. Please [contact us](#) if you need AD, LDAP or any other integration.

# Registration of time, mileage, expenses and photos

The worksheet can be used for registration of time, mileage, expenses and photos - Internal or with customers and projects. Via the system configuration, your company can choose the worksheet setup and if the inputs are mandatory. We have broken the reminder of the run-through into the following sections:

1. [Time management](#)
2. [Mileage](#)
3. [Expenses](#)
4. [Configuring the worksheet](#)
5. [Price set-up](#)
6. [Reports](#)

## 1. Time management

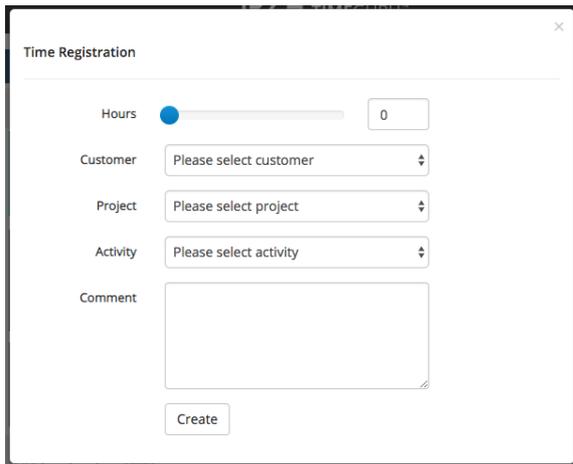
You can easily register time, vacation and other absence via the worksheet. When you register your time, you can choose if the hours belong to a specific activity, customer or project. You can also write a comment, that typically will be details about the work.

In the system configuration, you can set up the worksheet to fit your company's needs. You can choose to show/hide boxes and you can choose if the boxes are mandatory. This makes the system even more user-friendly, as you will only see the inputs you choose. You can always activate more functionality without losing existing data.

### **Highlights from time management:**

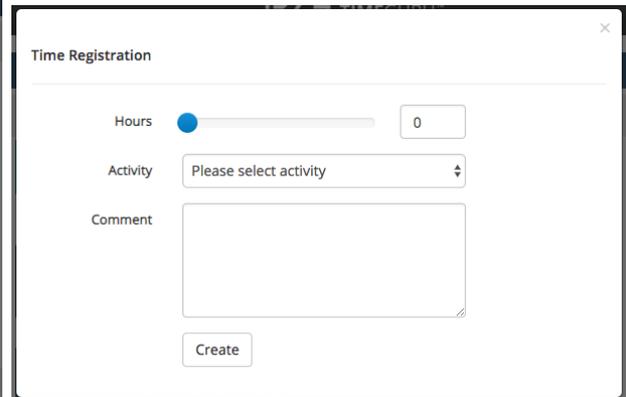
- Full weekly overview, both on phone, tablet and PC.
- You can choose a simple or more advanced worksheet, depending on your company's needs.
- Time saving copy/paste of all earlier registration.
- Flextime balance is always fully updated and visible to the employees.
- Booked public holidays is incorporated automatically in the flex balance (no need to register separate).
- Time tracking and optional pricing on activities, projects and customers.
- Optional separation of work time and billable time.

Below you can see an example of both simple and advanced time registration:



The screenshot shows a 'Time Registration' window with the following fields: 'Hours' with a slider and a numeric input showing '0'; 'Customer' with a dropdown menu containing 'Please select customer'; 'Project' with a dropdown menu containing 'Please select project'; 'Activity' with a dropdown menu containing 'Please select activity'; and a 'Comment' text area. A 'Create' button is located at the bottom.

*Figure 1 - Worksheet is set up for internal registration and project and customer registration.*



The screenshot shows a 'Time Registration' window with the following fields: 'Hours' with a slider and a numeric input showing '0'; 'Activity' with a dropdown menu containing 'Please select activity'; and a 'Comment' text area. A 'Create' button is located at the bottom.

*Figure 2 - Worksheets is set up for internal time management of work, absence and vacation*

## 2. Mileage

Registration of mileage is easily handled via the worksheet. The system automatically fills out all known information and calculates the distance. Therefore, you often only have to select a customer and if the trip was a return trip, to make a mileage registration. If you visit the same address regularly, you can use the copy/paste feature, to register your mileage in no time.

The following video will show you how easy it is to register your mileage in TimeGuru:

## 3. Expenses

Expenses is often used for paying out of private expenses or for passing on to billing of time/material. To register an expense, you take a picture of the receipt and choose if the expense will be assigned to a customer or a project. You can write a comment as well; the accountant often needs to know a little more about the expense (for example who you ate with if it's a restaurant bill).

Here you can see a video showing you how you register an expense:

## 4. Configuration of the worksheet

When you register your TimeGuru system, a step-by-step guide will help you configure your system. If you wish to make changes later, you can do this in system settings, without losing existing work. The settings also have a section with configuration of the worksheet (see screenshot below). In this section, you choose if your company needs to register on customers, projects, activities or simply write a comment. Furthermore, you can select if inputs are mandatory.

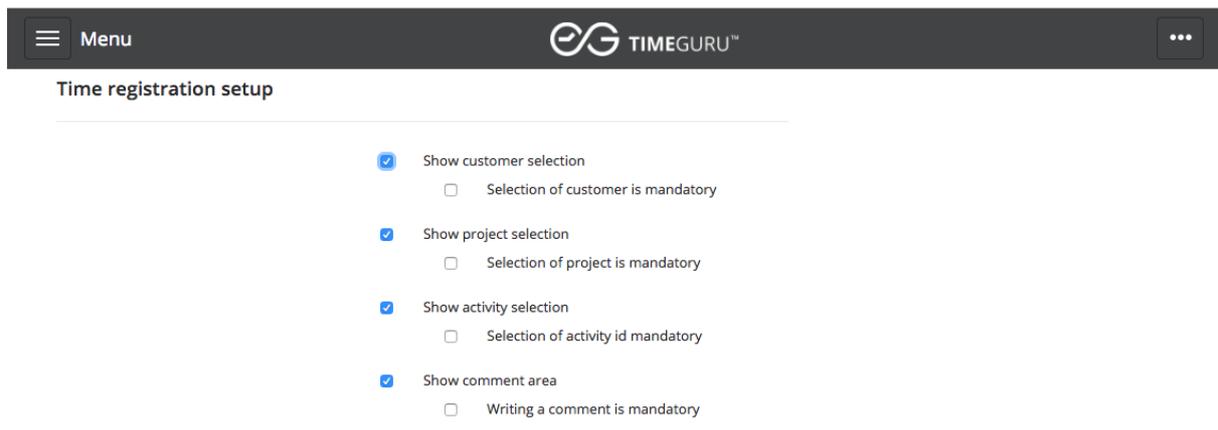


Figure 3 - You can configure your worksheet in system settings

- For internal registration of time, vacation and absence, you will typically activate “Activities” and “Comments” where the selection of activities is mandatory.
- If the registrations will be used for billing, you can activate “customers” and optional “projects”, where the selection of customers will be mandatory.
- If there is a need to register using internal projects or customer projects, you can activate the selection of “projects” as well. This box will typically be optional.

## 5. Price set-up

If you wish to save time registrations with cost- and sales price, you can do this using “cost elements”. A cost element contains “name”, “cost price”, “sales price” and “valid from date”. Cost elements are often associated with activities, meaning the choice of activity, in time registration, reflects an underlying cost – and sales price. The prices are integrated with budgeting/planning, reports and billings. Cost elements can be applied at different levels, depending on the details needed. Levels are:

- Activities (default): You will typically set up activities for different types of work. For example, “accounting”, “auditing” and “Internal time.”
- Projects: If there is a need for project/task specific prices, you can attach a cost element to the project.
- Employees: This is a very simple method, typically for internal usage of cost per employee group.
- Resources (default for planning): You can attach a cost element to every resource in the planning-module. This way you can compare planning with actuals across customers, departments, activities and employees etc.

All prices in TimeGuru are managed using price elements, which is a huge advantage whenever you need to regulate prices. All you must do, is add a new line to the cost element with cost price, sales price and valid from date. Afterwards, the system will automatically use the new cost and sales prices from the chosen date.

## 6. Reports

All registrations can be viewed in reports and exported to Excel or PDF, if necessary. TimeGuru reporting is extremely flexible. You can choose filters, columns, groupings and sorting, and the system will remember your settings. Below is an example of a time registration report.

Row	Date	Employee	Customer	Project	Activity	Project Group	Project Leader	Department	Comment	Price	Hours	Hours To Invoice	Total
1	03-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Leverandørfakturaer	0.00	4.00	4.00	0.00
2	03-09-2018	CL	Dit Regnskab	Konsultation	Junior konsulent		CL	Revisor	Første konsultationsmøde	0.00	3.50	3.50	0.00
3	04-09-2018	CL	Dit Regnskab	Konsultation	Møde		CL	Revisor	Møde med Dit Regnskab	0.00	7.00	7.00	0.00
4	05-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Leverandørfakturaer	0.00	7.50	7.50	0.00
5	06-09-2018	CL	Byggefirma DK		Ikke fakturerbar		CL	Revisor	Løn	0.00	7.50	7.50	0.00
6	07-09-2018	CL	Dit Regnskab	Konsultation	Management		CL	Revisor	Management	0.00	7.50	7.50	0.00
7	10-09-2018	CL	Byggefirma DK		Bogfering		CL	Revisor	Leverandørfakturaer	0.00	3.00	3.00	0.00
8	10-09-2018	CL	Dit Regnskab	Konsultation	Junior konsulent		CL	Revisor	Konsultation	0.00	4.50	4.50	0.00
9	11-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Leverandørfakturaer	0.00	7.00	7.00	0.00
10	12-09-2018	CL	Dit Regnskab	Konsultation	Møde		CL	Revisor	Møde med Dit Regnskab	0.00	7.50	7.50	0.00
11	13-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Rykkere	0.00	7.50	7.50	0.00
12	14-09-2018	CL	Dit Regnskab	Konsultation	Management		CL	Revisor	Management	0.00	7.50	7.50	0.00
13	17-09-2018	CL	Dit Regnskab	Konsultation	Junior konsulent		CL	Revisor		0.00	7.50	7.50	0.00
14	18-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Leverandørfakturaer	0.00	7.00	7.00	0.00
15	19-09-2018	CL	Byggefirma DK	Bygning	Bogfering		CL	Revisor	Rykkere	0.00	5.00	5.00	0.00

Figure 5 - All registrations can be viewed in flexible reports with optional filtering, grouping, sorting and period selection. The system will remember your settings, so the report is always readily at hand

Please find hand-on videos for time, expense and mileage reporting in our E-learning section:

Video that shows the report for time registration

Video that shows the report for mileage

Video that shows the report for expenses

## Ending

This wraps up the walk through of time, expense and mileage registration. On the next page you can read about the setup and usage of [flextime, vacation and leave in TimeGuru](#).

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