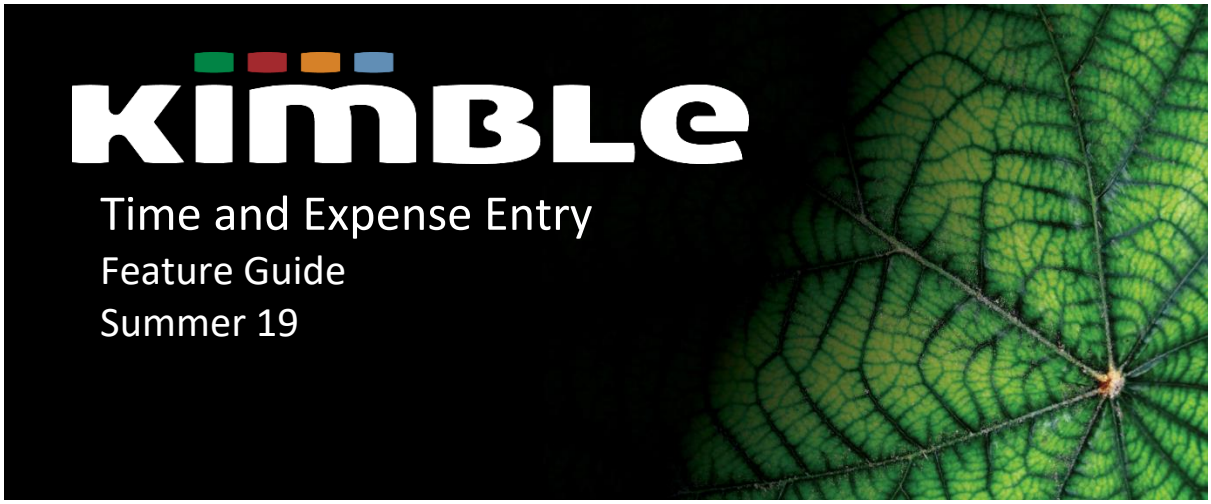


Time and Expense Entry

Feature Guide

Summer 19

Contents

Introduction

Kimble has introduced a range of Time and Expense Entry enhancements in the Summer 19 Release to increase both flexibility and usability. Since most Time and Expense Entry pages have been enhanced in the Summer 19 Release, this guide will provide an overview of the time and expense processes.

In the Summer 19 Release:

- A new, enhanced version of the Time and Expense Entry screen has been added. The Enhanced Timesheet is only set as default for new customers. If you are an existing Kimble customer, you can enable the Enhanced Timesheet with a new organization-wide setting. The following new features are available as part of the Enhanced Timesheet:

  - The Enhanced Timesheet has been redesigned to make entering and viewing time easier and quicker. The enhancements provide greater clarity on the status of your Time Entries for the period, make the workflow more obvious through new Time Entry labels, and use more consultant-centric terminology. It also provides increased visibility of scheduled days, dnotes and rejection reasons. This leads to more efficient time entry.

  - The Time and Expense Entry tab has been updated to facilitate the forecasting and submitting of time spent on assigned activities. Your Forecast Time Entries are used to create Suggested Time Entries in the current Tracking Period. Suggested Time Entries can be configured to react dynamically to your Actualized Time Entries for each day and suggest Time Entries for the other Activities on which you were forecast that day.

    For example, if you have been forecast on two Activities for six hours each in an eight-hour workday, and you Actualize one of them for the full six hours, the Suggested Time Entry for the other Activity changes to two hours, so you can Actualize or Submit it without needing to edit.

  - Forecast Time Entries become Suggested Time Entries in the current Tracking Period. You can now edit them by clicking them, without needing to convert them to Draft first. You can also now submit without Actualizing and can submit multiple Suggested, Scheduled, Draft, and Rejected Time Entries at a time using the new Select All, Select All Draft Time Entries, and Select Individual Time Entries features.

  - A new Timesheet Summary provides a monthly overview of Timesheet completion from your Timesheet and via a new component that can be added to the Home page.

  - Timesheet tips have been added to both Calendar and Grid views. These tooltips provide help or instructions when you hover the cursor over different items on the screen. You can control whether they appear or not.

  - A new timer function enables you to measure the length of time spent on Assignments each day. When you stop the Timer, it creates a draft Time Entry for the specified activity.

  - Time Entries can be selectively submitted. If configured, you can also book actuals for the whole Tracking Period, and not just the period-to-date.

- Suggested Time Entries can be edited without needing to be converted to Draft first.

Other enhancements enable you to:

- Forecast unavailability (e.g. vacation) in the Timesheet Grid view. You can also copy Assignments, Time Types, and Tasks forward from the previous Tracking Period in the Grid view.

- Edit the forecast for Activities where self-forecasting is allowed. You can also book future actuals, where they are configured on an Activity.

- Forecast time for activities that span multiple periods in the Calendar view, e.g. vacation, without having to forecast each period individually.

- Control how Kimble deals with incomplete periods. You can default Timesheets to open on incomplete periods or include warnings as ways of reminding users to complete these periods. You can also prevent users from submitting time if they have previous incomplete periods.

Essential Concepts

Time Entry

A Time Entry is an Activity or Forecast Activity that appears as either a block in the column for the day in which it occurs (Calendar view) or as a row spanning the week (Grid view).

Time Entry Statuses

The Time Entry Status changes depending on where it is in the submission flow. From the Summer 19 Release, the following Statuses are used by default (the labels can be changed/translated for your organization if required):

Forecast

Forecast Time Entries represent Activities on which you are expected to work or dedicate time in the future. They are given time values based on the Assignment and your working hours. If you create your own Forecast Time Entry, such as for vacation, it is treated as a request and subjected to any approval processed that are in place.

For example, if you have an eight-hour workday, and are assigned to a 16-hour project over two days, your Forecast Time Entries will be for eight hours each day. If it was over four days, your Forecast Time Entries would be for four hours each day. Where you can enter Actual time against them, Forecast Time Entries are converted to Suggested Time, You can then edit them to reflect your actual working time.

Suggested

Forecast Time Entries for which you can enter time are displayed as Suggested Time Entries.

Suggested Time Entries react dynamically to the Actual time you enter for each day. Depending on how your system has been configured, Suggested Time Entries either:

- Are hidden once you enter any Actual time for that day.
- Update the suggested amount of time based on any other Actual time you enter for that day, accounting for time forecast to the Assignment and time remaining in the day (see the example below).
- Continue to suggest the amount of time originally forecast, regardless of any Actual time you have entered for that day.

For example: With Suggested Time Entries configured to update based on your Actual time, and Suggested Time Entries for two Activities for four hours each in one eight-hour day, if you Actualize six hours against one of the Activities, the other Suggested Time Entry reduces from four hours to two hours to fit your working day.

Scheduled

Scheduled Time Entries represent Activities on which you have been booked to work for a specific amount of time on a given day. Unlike Suggested Time Entries, these do not automatically change based on your other Time Entries.

Submitted

Once you have submitted a Time Entry for Approval, it has this Status until it has been Approved or Rejected by your manager. Once time is Approved, it can be included on invoices and billed to your customers. If time is Rejected, your manager should provide you with a reason why, so that you can amend any issues and resubmit it.

Draft

When you create a new Time Entry or save a Suggested or Scheduled Time Entry in the current Tracking Period, it is given the Draft Status. Draft Time Entries are static and do not change based on the actions of other Time Entries. By converting Time Entries to Draft and using the Select All Draft Time Entries option to submit your time, you can avoid accidentally submitting time you have not yet updated to reflect your actual work.

Requested

This status is typically for vacation planning: when you create a future Time Entry for vacation or other time away from work and it requires approval, it has the Requested status until it has been approved.

Approved Request

When a Requested forecast Time Entry has been approved, it has this status.

Rejected

If you submit a Time Entry that does not satisfy the Approver's conditions, it is given the Rejected status. You should review and action any notes that have been added to the Time Entry, and then resubmit it.

Approved

This status is for Time Entries that have been submitted and approved. Once Approved, Time Entries can be included on invoices and billed to clients.

Business and Non-Business Days

Business days (typically Monday to Friday in Europe and the United States) have a white background, and non-business days (weekends and public holidays based on the local calendar) have a grey background. To record time to a non-business day, you must select a Time Type related to a Non-Business Day.

Expense Claim

An Expense Claim is an itemized list of money spent by a Resource on business-related activities, for which they will be reimbursed by the company or client. A claim is made up of one or more related Expense Items.

For example, a Resource might make an Expense Claim for an overseas trip on behalf of the client. Each separate expense that makes up the trip, such as flights, accommodation, and meals would be an Expense Item.

Expense Item

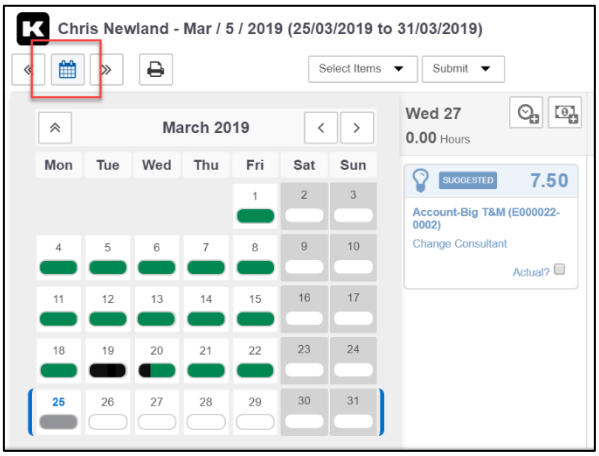
Expense Items are the individual transactions that make up an Expense Claim.

For example, if you submit an Expense Claim for an overseas trip on behalf of a client for which you need reimbursing, you might include Expense Items for the flight tickets, the accommodation, and your meals.

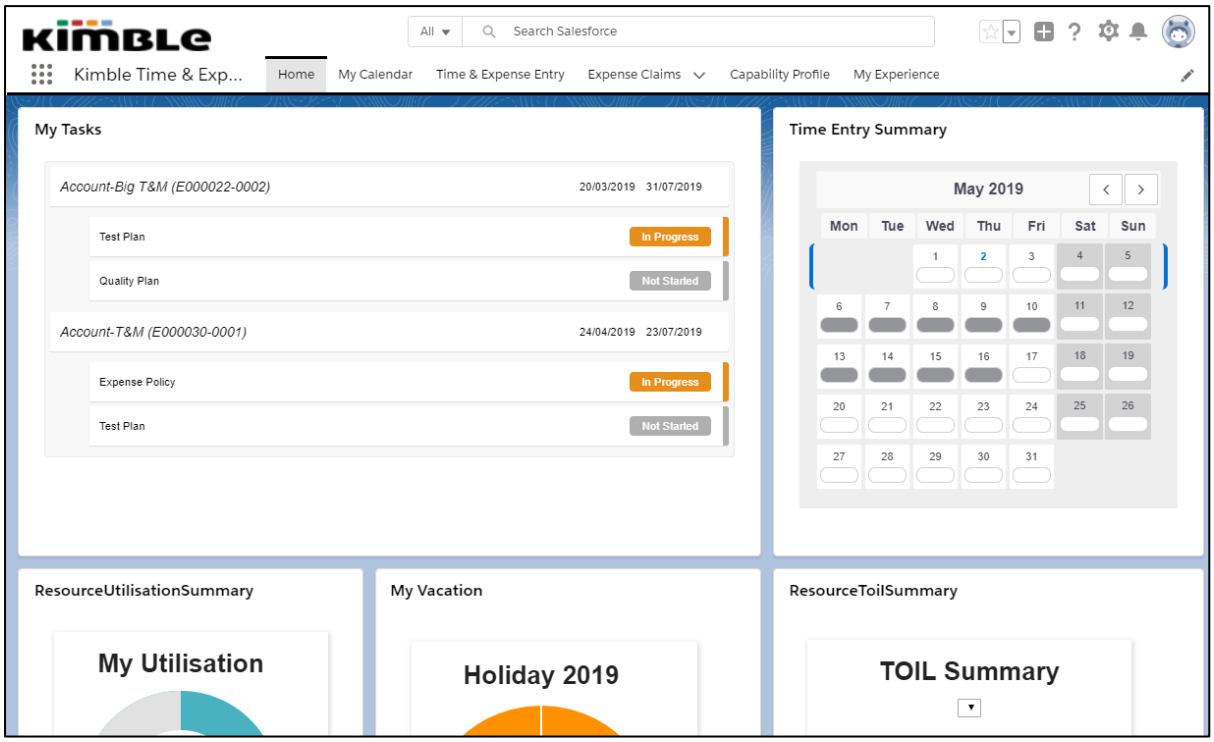
Viewing the Time Entry Summary

As well as viewing your weekly Timesheet in the Time & Expense Entry tab, you can also view monthly timesheet summaries using the Time Entry Summary feature. This is a monthly view of your Timesheet and can be accessed from the Time & Expense Entry tab or added to your homepage as a dashboard item. It enables you to quickly identify and navigate to gaps in your Timesheets.

To access the Time Entry Summary from the Time & Expense Entry tab, click the **Calendar** icon above the Time Entries.



The Time Entry Summary displayed in the Home page:



Click a date on the summary to open the Timesheet for that period.

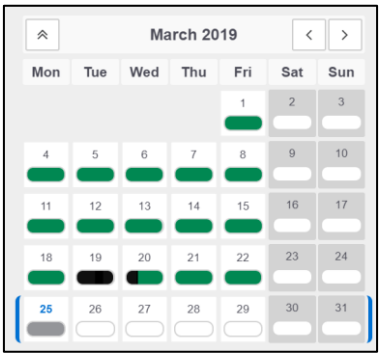
If you require assistance adding components to your Home page, please contact Kimble.

The Time Entry Summary shows Draft, Forecast, Submitted, Approved, and Rejected Time Entries as a proportion of the total time you worked or are expected to work that day.

Time Entry Status is indicated by color as follows:

- Green: Approved
- Red: Rejected
- Black: Submitted
- Grey: Draft

For example, in the following image, the Resource has created a draft entry on the current day (the 25th) and is awaiting approval for Activities on the 19th and 20th. All Activities for the rest of the current week, enclosed in blue brackets, are still in Suggested or Scheduled status and therefore do not show up on the calendar.



Entering Time

Introduction

You can submit Actual Time and create Forecast Time Entries on the Time & Expense Entry page. This page can be viewed as a calendar or a grid. You can perform Time Entry functions in both views, except for Time Adjustments and copying activities from previous Periods, which both must be done in the grid view. This section deals with both calendar and grid views and details the required steps for each view.

You can submit time for the current Tracking Period and create Forecast Time Entries for future Tracking Periods in the same way. If you are creating Forecast time, use the Date Picker (accessed via the Calendar icon) or the Next Period button to navigate to the appropriate Time Period.

Depending on the system settings, when you open your Time & Expense Entry page, it displays one of the following screens:

- The first open Tracking Period (i.e. the oldest Tracking Period that has not been closed).
- The first incomplete Tracking Period (i.e. the oldest Tracking Period for which you have not yet submitted a complete Timesheet).
- The current Time Period, regardless of previous open or incomplete periods.
- The previous Time Period (i.e. the week before the current Time Period).

These settings are controlled at the organization level, as explained here, but individual users can update them according to their own preferences, as explained here.

Enabling the Enhanced Timesheet

The Summer 19 release includes the new Enhanced Timesheet. If you are an existing Kimble customer, you can enable this yourself. (If you are a new Kimble customer, you will automatically use the Enhanced Timesheet view.)

To enable the Enhanced Timesheet:

1. Navigate to the **Reference Data** tab.

2. Click **Kimble Config** to display the Customer Org Configuration Settings screen.

3. In the Time section, toggle the following setting on:

Configuring Suggested Time

In the Enhanced Timesheet, Forecast Time Entries become Suggested Time Entries when they fall in the current Tracking Period. Suggested Time Entries can be configured to behave in one of the following ways when Actual Time is recorded for a day:

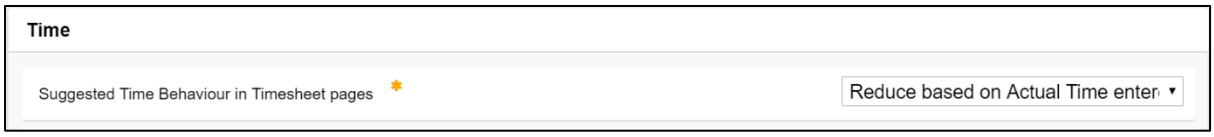
- All other Suggested Time Entries are removed from that day (default).
- All other Suggested Time Entries are updated to suggest a new time value for that day, based on the time forecast for that Activity, and the remaining time in the day.
- All other Suggested Time Entries continue to suggest the original forecast time value.

To configure how Suggested Time Entries behave:

1. Navigate to the **Reference Data** tab.

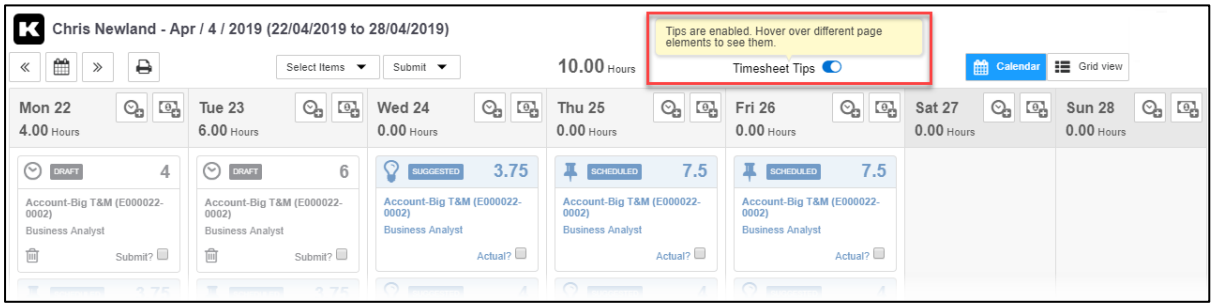
2. Click **Kimble Config** to display the Customer Org Configuration Settings screen.

3. In the Time section, select one of the following settings from the **Suggested Time Behaviour in Timesheet Pages** dropdown list:
    - **Hide once Actual Exists on a day** (removes other Suggested Time Entries from Timesheet for that day).
    - **Reduce based on the Actual Time entered** (changes other Suggested Time Entries based on the time forecast for the Activity and remaining in the day).
    - **Match the Assignment Forecast** (leaves the other Suggested Time Entries unchanged).



Timesheet Tips

Toggle in-page guidance on or off for the Time & Expense Entry page by clicking **Timesheet Tips**. When Timesheet Tips are toggled on, tooltips containing additional information appear when you hover the cursor over different page elements.



> If you want to provide translations for these tips to display them in a language other than English, or to change the wording, please have your Kimble System Administrator contact Kimble.

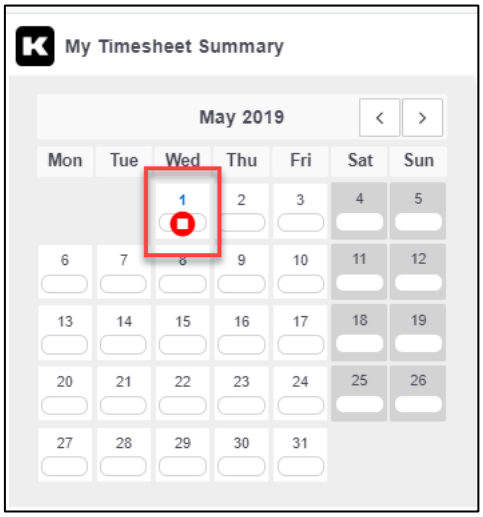
Using a Timer to create Time Entries

Timers create Draft Time Entries for Assignments for the current date. Once started, the Timer runs until stopped manually or until it reaches the maximum usage for the Rate Band, e.g. eight hours, at which point it saves a Draft Time Entry for the elapsed time (rounded to the nearest valid increment defined by the *Actual Usage Entry Format* on the *Activity Time Pattern*).

Only one Timer can be active for a Resource in a single period. Stopping a Timer, then starting another for the same Assignment creates a second Draft Time Entry. You can submit both these Time Entries without combining them into a single entry.

If an Assignment requires a start and end time, the Timer automatically provides them. As with other Draft Time Entries, you can change it if required. For example, if you took an hour lunchbreak but did not stop the Timer, you can adjust the time accordingly once you stop the Timer.

When you have a Timer running, it is displayed in the Timesheet Summary. You can navigate to the period in which the Timer is running by clicking .



The Timer feature must be enabled on the **Reference Data** > **Customer Org Configuration Settings** page before it can be used:

To measure time against an Assignment using the Timer:

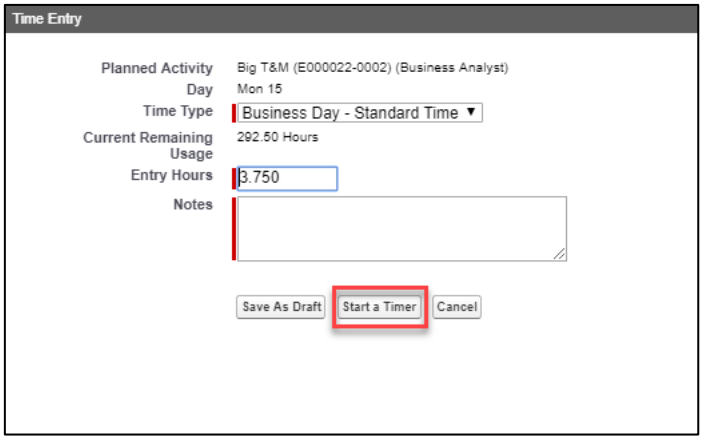
1. Navigate to the calendar view for the current Time Period.

2. Select an Activity to measure time against by either:

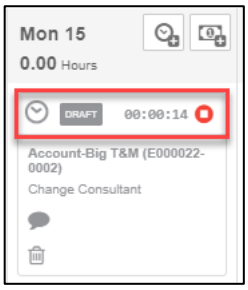
   - Clicking the **Timer** icon above the Timesheet and selecting the required **Activity**.

   - Opening a **Suggested Time Entry** under today's date.

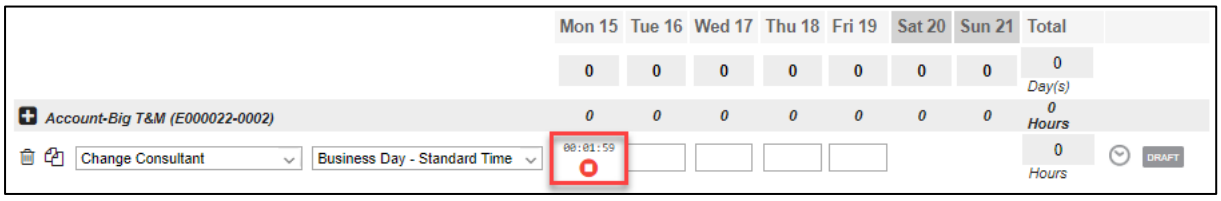
3. Click **Start a Timer**.



A Draft Time entry is created that displays the elapsed time and a Stop Timer button.



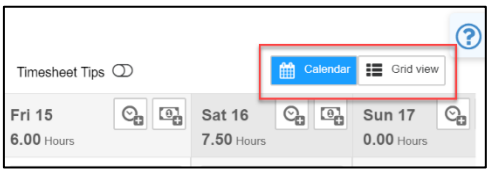
You can view or stop Timers from the grid view, however you cannot start them from it.



Entering and Submitting Time

You can enter time using the Calendar or Grid views of your Timesheet. Time entered in one view is synchronized with the other view, so both show the most up-to-date Time Entries. Any time that has been forecast for you is automatically added to your Timesheet. When you submit your timesheet for a Period, you can use the Suggested time (based on these forecasts), or you can edit them if they are not representative of what you did. If Suggested Time Entries have been configured to react to Actual time, creating Draft Time Entries, dynamically changes the hours in any other Suggested Time Entries on that day.

The view you are using is highlighted above the Timesheet. Click **Calendar** or **Grid view** to switch between views:



Entering Time in the Calendar view

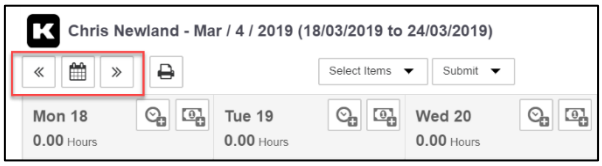
Any time that has been Forecast is already in the Timesheet as Suggested or Scheduled time.

To edit an existing Time Entry, click it to display the Time Entry dialog. You can update the details here.

To create new Time Entries in the Calendar view:

1. Navigate to the **Time & Expense Entry** tab.

2. Open the required Period by using the **Time Entry Summary** date picker or the **Next Period** buttons.

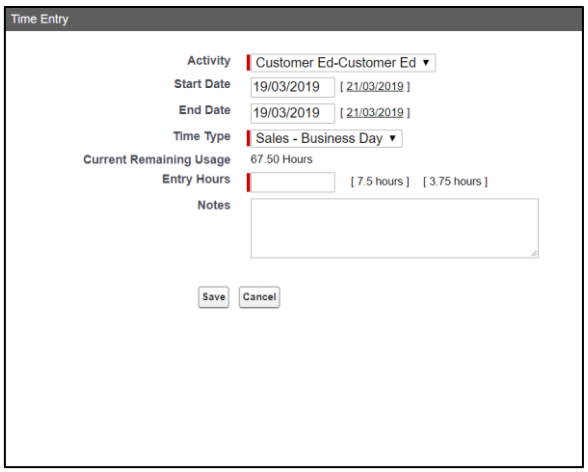


3. Click the icon for the first day of the Time Entry you want to create.

   The Time Entry window appears.

4. Select the **Activity** or **Task** from the drop-down menu.

   Additional fields are added to the window.



5. If the Time Entry spans multiple days, change the **End Date**.

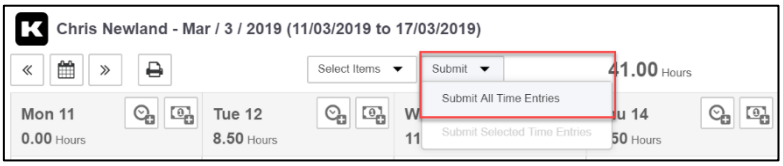
6. In the **Entry Hours** field, enter the number of hours spent on the Activity each day for the duration of the Time Entry.
   Time entry shortcuts are available next to the Entry Hours field based on the Activity settings, e.g. full day, half-day:

7. If required, enter any **Notes** or change the **Time Type**.

8. Click **Save** to add the Time Entry to your Timesheet.

Submitting Time in the Calendar View

To submit *all* Time Entries on the Timesheet, click **Submit** and select **Submit All Time Entries**. This submits *all* Draft, Scheduled, Suggested, and Rejected Time Entries on the Timesheet.

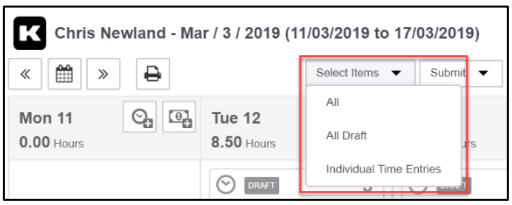


If you have any time entries that you do not want to submit, you should use the **Submit Selected Time Entries** option (see below).

To only submit certain Time Entries:

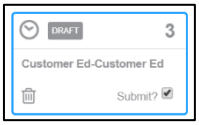
1. Click **Select** and select the appropriate option.

   To submit most but not all Time Entries, select **All** or **All Draft** and then deselect the Time Entries you do not want to submit.



2. Click the required Time Entries to select them.

   Selected Time Entries are denoted by a solid blue border and a checkmark in the Submit? or Actual? checkbox.



3. Click **Submit** and select **Submit All Selected Time Entries**.

Entering Time in the Grid view

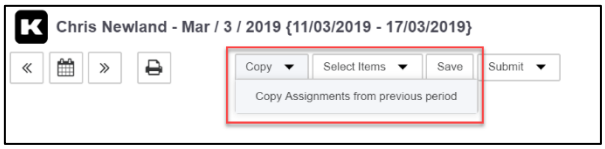
Any time that has been forecast is already in the Timesheet as Suggested or Scheduled time.

To enter or edit time in the grid view:

1. Navigate to the **Time & Expense Entry** screen.

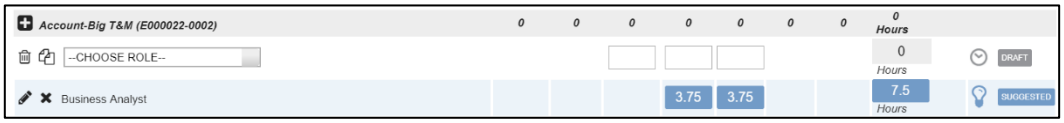
2. If it has been enabled in your Organization, you can copy forward any Assignments for which you submitted time in the previous Time Period. To do so, click **Copy** and select **Copy Assignments from Previous Period**.

   The assignments and their Time Types are copied forward without the hour values you entered in the previous Time Period. Any assignments you do not provide a value for this period are removed from the Timesheet when it is submitted.



3. To create a new Time Entry for an Assignment:

   a. Click the icon in the Activity header row to add a new Time Entry row.

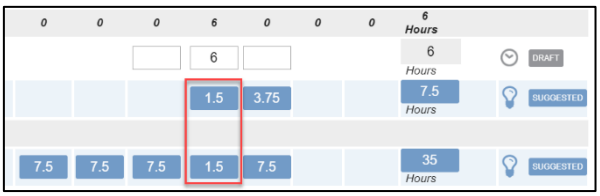


   b. If multiple Roles are available for the Assignment, select the appropriate one from the **Choose Role** drop-down menu.

   c. Select the Time Type from the next drop-down menu, e.g. 'Business Day' or 'Overtime'.

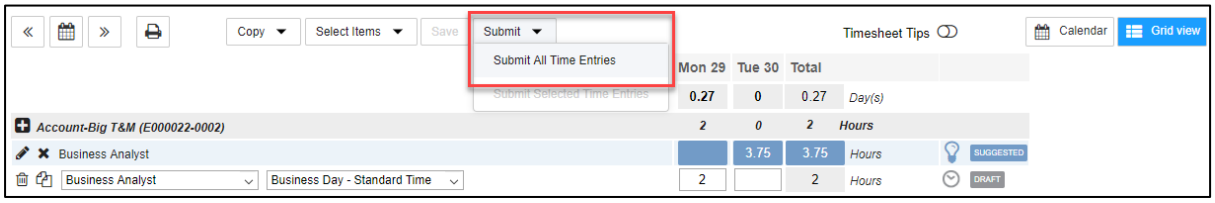
4. Enter the time spent on each Activity for each day.

   If Suggested Time Entries have been configured to be dynamic, the values change depending on your other draft Time Entries for that day. If a Suggested Time Entry is correct, you do not need to edit it. (The "Show Forecast Time in Grid View" setting must have been enabled on your Organization to this to apply.)



If you do not want to submit all Time Entries on your Timesheet, you can select certain ones and submit them together. You only need to convert Suggested or Scheduled time to Draft before submitting it if you need to edit it first, which is done by clicking .

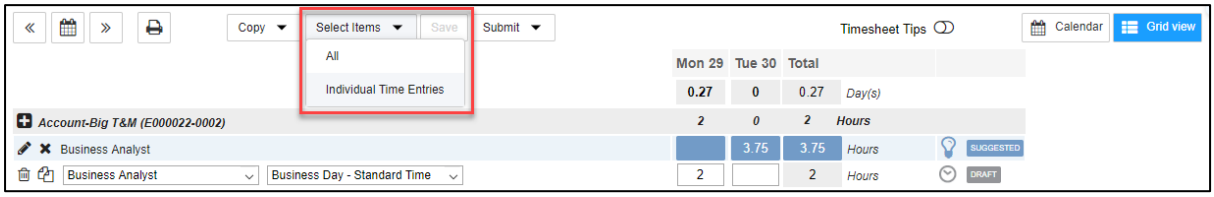
To submit *all* Time Entries on the Timesheet, click Submit and select **Submit All Time Entries**. This submits *all* Draft, Scheduled, Suggested, and Rejected Time Entries on the Timesheet.



If you have any time entries that you do not want to submit, you should use the **Submit Selected Time Entries** option (see below).

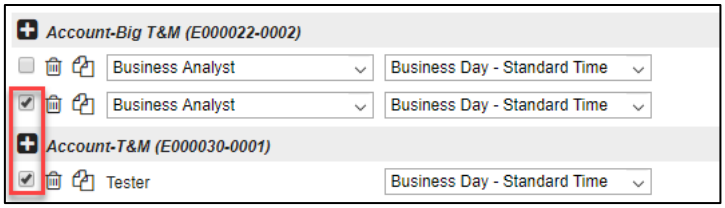
To select and submit individual Time Entries:

1. Click **Select Items** and select **Individual Time Entries**.



2. Click the Time Entries you want to submit.

   Selected Time Entries are denoted by a checkmark.



3. When you have selected all required Time Entries, click **Submit** and select **Submit Selected Time Entries**.

Self-forecasting

If an Activity has been configured to enable self-forecasting (the **Can Self Assign?** box is checked), then you can update the hours you are forecast to work on an Activity to create a Scheduled Time Entry for it.

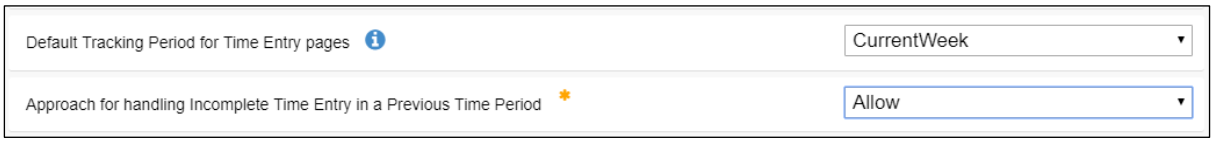
Managing Timesheets

Dealing with incomplete Time Periods

Kimble can display a warning to users if they submit fewer hours than forecast in a Tracking Period.

> To configure this, please have your System Administrator contact Kimble.

You can change the default Timesheet page and apply rules that control how Time Entry is handled when a Resource has incomplete Time Periods, to help them to fully account for their time. This is done on the Kimble Config page (**Reference Data > Kimble Config > Time**).



To set the default Timesheet page for Resources in your organization, from the **Default Tracking Period for Time Entry pages** drop-down menu, select:

- **CurrentWeek** for the current Time Period
- **PreviousWeek** for the previous Time Period
- **FirstIncomplete** for the first incomplete Time Period (first Time Period in which the total Submitted time and Approved time is less than the expected forecast)
- **FirstOpenPeriod** for the first open Time Period.

To control how Time Entry is handled when Resources have incomplete Time Entries, from the **Approach for handling Incomplete Time Entry in a Previous Time Period** drop-down menu, select:

- **Allow** to permit them to enter time in more recent Time Periods.
- **Warning in subsequent periods** to inform them that they have previous incomplete Time Periods when they create new Time Entries.
- **Prevent Submission in subsequent periods** to prevent them from submitting time in new Time Periods until they complete the previous incomplete Time Periods.

Customizing Time Entry options

Making Notes mandatory

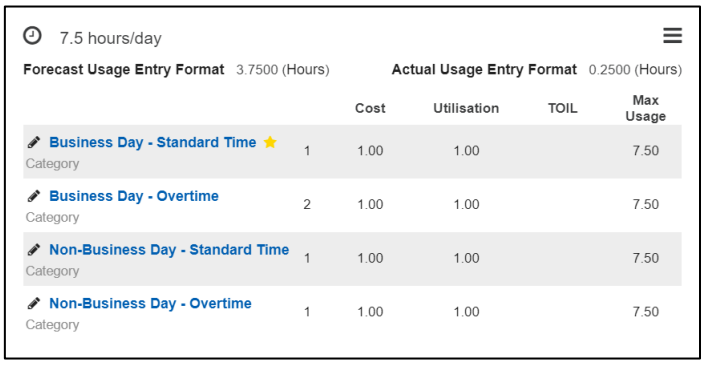
You can require Resources to provide Notes when submitting time for certain Activity Period Rate Bands. For example, you might need justification for overtime or work performed on a non-business day.

To make the Notes field mandatory:

1. Navigate to the relevant Engagement.

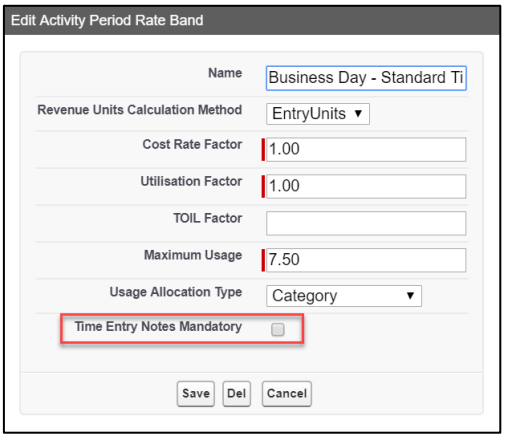
2. Click **Activity** > **Edit Activity Details** and then select the required Activity.

   A list of Activity Period Rate Bands appears.



3. Click the required rate band to display the Edit Activity Period Rate Band window.

4. Check the **Time Entry Notes Mandatory** checkbox.



5. Click **Save**.

Submitting Expense Claims

Expense Claims represent a collection of expenses accrued against a specified Activity for a client, for which you or the company are going to be reimbursed. You do not need to create a new Expense Claim for each individual expense that you incur for that activity, or for each day that an expense is incurred. Unless your company policy dictates otherwise, once you have an existing open Expense Claim for an Activity, you should add any new expenses to it as additional Expense Items.

Creating a new Expense Claim

To create a new expense claim:

1. Open a new expense claim:

    - In the Time & Expense Entry Calendar view, click the **New Expense** ( ) icon.
    - In the Expense Claims tab, click **New**.

2. If required, edit the **Incurred Date**.

3. In the **Name** field, enter a reference that enables you to identify the claim.

4. Select the **Activity** from the drop-down menu.

    You can now add items to the claim using the **Add Expense** or **Copy Items from a Previous Claim** button.

5. Add receipts to individual items by clicking **Add** next to the appropriate item, or to the whole claim by clicking **Add** in the Receipts panel.

    Receipts can be added as:
    - Image files, e.g. photos of receipts uploaded from a mobile phone camera.
    - PDF files, e.g. receipts uploaded from email attachments.

6. If you have completed the claim, click **Save and Submit**, otherwise **Save and Close** the claim for completion at a later point in time.

Adding new Expense Items to an Expense Claim

Use the Expense Claims tab to view your claims. You can filter this tab to list All, Draft, Pending, Approved, or Paid claims. Click the Expense Claim Name to show the claim details. If a claim is still in Draft state, or has been Rejected, you can edit the claim details and resubmit it this way.

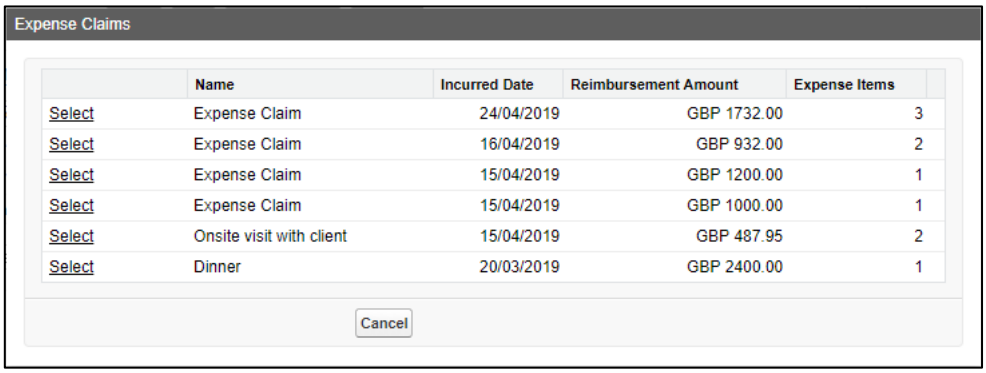
To add new items to a Draft or Rejected Expense Claim:

1. Navigate to the **Expense Claims** tab.

2. Open the required Expense Claim.

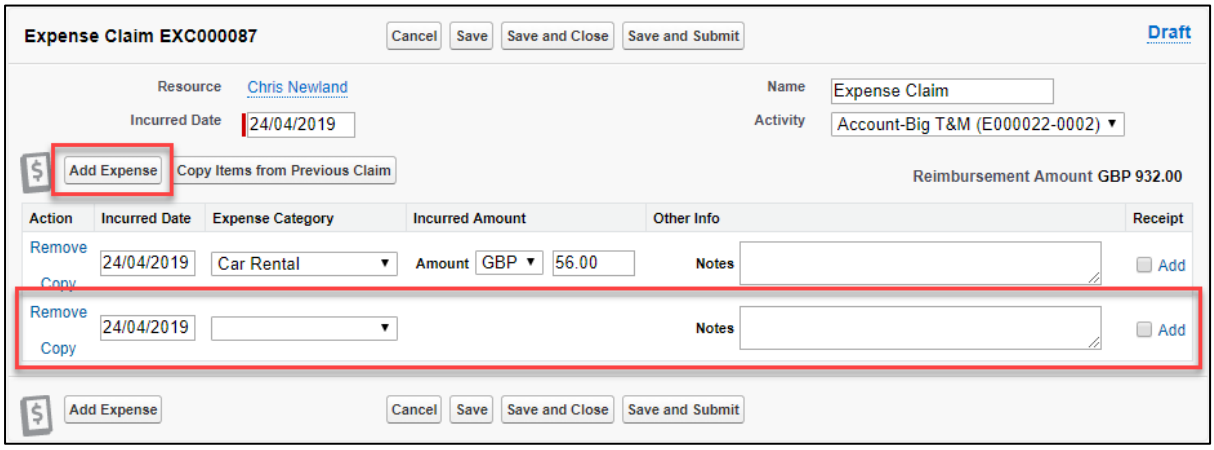
   Claims use the following naming convention: [Account]-[Activity] [Resource Name] [Expense Claim Name] [ID] [Incurred Date]

3. To copy Expense Items forwards from previous claims, click **Copy Items from Previous Claim**, and then **Select** the required claim.
   All items are copied across. The Incurred Dates are updated to reflect the date of the claim, but the other values are unchanged. If required, you can edit or remove individual items.



	Name	Incurred Date	Reimbursement Amount	Expense Items
Select	Expense Claim	24/04/2019	GBP 1732.00	3
Select	Expense Claim	16/04/2019	GBP 932.00	2
Select	Expense Claim	15/04/2019	GBP 1200.00	1
Select	Expense Claim	15/04/2019	GBP 1000.00	1
Select	Onsite visit with client	15/04/2019	GBP 487.95	2
Select	Dinner	20/03/2019	GBP 2400.00	1

4. Click **Add Expense** to add a new Expense Item row.



5. Select the **Expense Category** from the drop-down list to display any other required fields, such as the Incurred Amount, or journey start and end locations.

6. Complete the other fields as required.

7. Click the appropriate **Save** button.

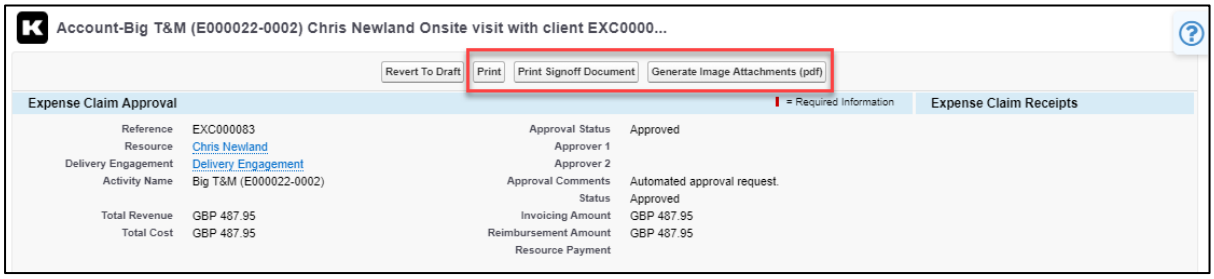
Printing an Expense Claim

After an Expense Claim has been submitted, you can print or save to PDF a copy of the claim, a signoff document, and a set of uploaded receipts.

To print Expense Claim documents:

1. Navigate to the submitted Expense Claim.

2. Click:
   - **Print** to open a PDF copy of the Expense Claim.
   - **Print Signoff Document** to open a PDF form to be signed by the Client and the Resource.
   - **Generate Image Attachments (pdf)** to create a single PDF of all receipts uploaded as image files or PDFs.

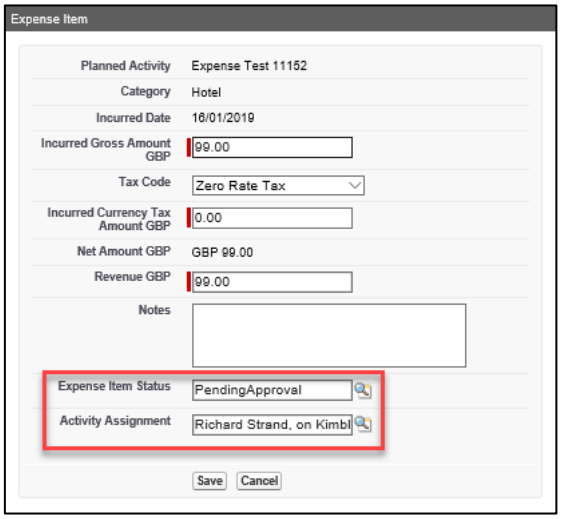


3. Save or print the PDFs as required.

Customizing Expense Claims

You can add additional fields to the Expense Item window for pending Expense Claims. These fields can be viewed and edited during the Expense Claim approval process to provide additional information for the claim.

The custom fields appear below the Notes field in the Expense Item window:

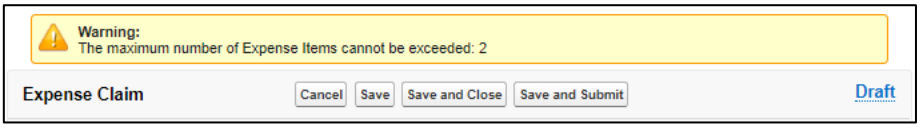


To include new fields to this window, they must be added to the Expense Item Approval Details and the Expense Item Details fieldsets. This makes them available when both editing and approving the Expense Item.

If you require assistance in adding Custom Fields to these fieldsets, please have your System Administrator contact Kimble.

Limiting the number of permitted Items per Expense Claim

You can now limit the number of items users can include in expense claims through an organization-wide setting. If a user attempts to add more items to a claim, the following error message appears:



To limit the number of Expense Items users can add to Expense Claims, please have your System Administrator contact Kimble.