

Horizon Timesheets

Horizon is a Software as a Service Professional Services Automation application. It is a web based application requiring no software to be downloaded to your PC. Time can be entered from wherever you can access a browser. All time is validated against projects and tasks that have been entered into Project Management. You can define your own rules to control who can enter time against which projects. Horizon Timesheets supports multiple labour types, bill rates and agreements; all configurable by you.


All time can be reported on the moment it has been entered. You can decide whether to enter time by week or month, along with comments, by person. After entry timesheets may be submitted for approval and the approver is notified by email. The submitter is also notified of time sheet approval or rejection.

A suite of reports is available in addition to interactive reports. The data from all reports can be downloaded to Excel direct from the screen. Utilisation reporting is available based on billable time and available working hours which may be set by organisation and location. Reporting security is available to restrict access to specific sets of reports and you may define as many reporting groups as you desire.

Horizon Timesheets is integrated with bill rates and agreements to enable you to produce billing reports. The billing module* uses approved timesheets to generate invoices.

TIMESHEETS

- Timesheet entry by week or month
- Pop-up calendars for dates
- All LOV fields validated
- All time validated against business unit, project, task and labour type
- Enter comments against each time amount entered
- Only enter time against projects/tasks you are allowed to



The screenshot shows the 'Timesheet Details' page for user Ami Smith, covering the week of 22-Sep to 28-Sep. The page includes a summary table and a detailed grid of time entries.

Summary for September 2008 for Ami Smith

Client	Non Chargeable	Chargeable	Total
ABC Limited		32	32
Demo Inc		4	4
Horizon Pty Limited	8		8
Timesheet Total	8	36	44

Timesheet Details

Client	Project	Task	Labour type	Chargeable	22	23	24	25	26	27	28
ABC Limited	Network Upgrade	Audit Network Infrastructure	Standard	Y	8	4	4	8	0		
Demo Inc	WMS Implementation	1.1 Requirements Definition	Standard	Y		4					
Horizon Pty Limited	Leave	Annual Leave	Internal	N					8		



ARCHITECTURE

- Compatible with any Internet Browser
- Provides customer view in addition to internal view
- No client install

OTHER FEATURES

- All timesheet history retained
- Suite of standard reports available, with drill down, plus interactive reports to allow you to decide what you would like to see
- No batch posting or overnight routines required
- Enter time from anywhere, at anytime with an Internet Browser
- All Administration tasks are available via the same Internet Browser
- Timesheets may be copied from prior periods to ease data entry
- Timesheets are linked to Issue Tracking to capture hours spent on an issue
- Capture contractors' and external consultants' time with the same timesheet module

 The screenshot shows a web browser window displaying the Horizon Timesheets application. The browser's address bar shows "Expenses | Horizon Online So..." and "Timesheets". The application header includes the Horizon logo, the word "Demo", and navigation links: Home, Search, Print, Logout, and Help. Below the header is a menu bar with tabs for Timesheets, Approvals, Personal Forecasts, and 13 Week Forecast. The main content area is titled "List Timesheets" and includes a "Become..." section with a dropdown menu set to "Me". Below this is a section for "Timesheets for Ami Smith" with input fields for "Copy Tasks From Previous Timesheet" and "Create Timesheet For", followed by a "Go" button. A table displays the following data:

View	Edit	Date	Created	Last Update	Approval Status	Approval Date	Approver	Unapprove	Chargeable	Non Chargeable	Comments
6d		Oct 2008	13-Oct-2008	13-Oct-2008 12:42	Submit				0	0	
6d		Sep 2008	18-Sep-2008	13-Oct-2008 12:44	Submitted			Unsubmit	148	8	
6d		Aug 2008	13-Oct-2008	13-Oct-2008 12:43	Approved	13-Oct-2008	Joe Bloggs	Unapprove		168	

 The footer of the application shows "User: DMO-AMI.SMITH Language: en" and "Copyright © 2005. All rights reserved".

Visit us at <http://horizon.more4apps.com/mkt> to try the product on-line.

Write to us at <mailto:horizon@more4apps.com> for a free user-id and more information.