StarPM: Time and Expenses

Autumn 2020

User Guide

Copyright

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Contents

Introduction

StarPM: Time and Expenses allows users to record time spent on both chargeable and non-chargeable work, and any related expenses.

Users with the appropriate permissions can submit and approve their own timesheets. Additional permissions permit the editing and/or approval of timesheets submitted by others.

StarPM: Time and Expenses provides Web access to much of the key functionality of Star ASTEE. StarPM can be hosted on the same servers as Star WebApps, and can be listed for compatibility view.

Entity-level Functional Currency Processing

StarPM: Time and Expenses supports Entity-level Functional Currency Processing.

When this functionality is active (on):

- When a Job is selected, rates are based on the Job's Entity Currency, not the user's Timesheet Currency.
- When no Job is selected, the user's Entity Currency is used.
- Rates in drop-down controls may not be constant for the whole timesheet but vary by time line.

Replace Terms

Many of the standard terms used throughout any 'vanilla' installation of Star can be replaced by synonyms. This is useful, for instance, when Star terminology does not reflect the standard lexicon of your organisation. Star refers to such synonyms as Replace Terms.

Most Replace Terms apply primarily to grids. Menu items can be graphics, and therefore are not suitable for replacing.

Replace Terms are defined in the Star database (TblReplaceTerms), and must therefore be configured by your Star consultant or a SQL administrator.

If your organisation has defined any Replace Terms in Star, you can record them for future reference against the relevant standard terms in the Table of Replace Terms included at the end of this document.

This document uses standard terms throughout, although you may see Replace Terms (e.g. American English variants of British English words) employed in some screenshots.

Help and Version Details

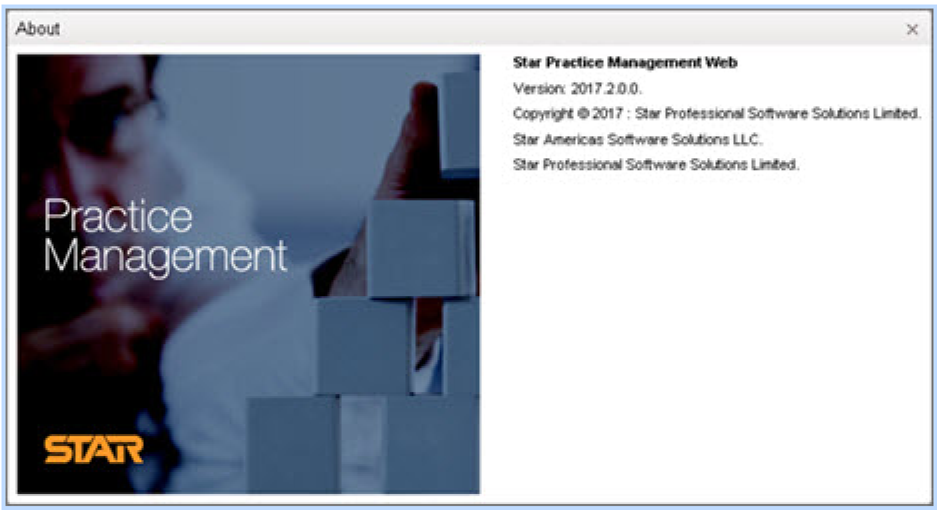
StarPM: Time and Expenses version details and help documentation can be accessed from the Help option on the Home Page menu bar.

The Help window displays:

- The version number of the open StarPM: Time and Expenses application.
- The server hosting the database to which the application has connected.
- The name of the database to which the application has connected.
- The name of the currently logged-in user.
- The owner of the currently accessed timesheet.
- A link to your firm's in-house timesheet and/or expenses guide, if one has been written; if not, links to StarPM: Time and Expenses Help.
- A link to StarPM: Time and Expenses Help.

> Both the Help and Time & Expenses Guide display within new tabs in your Web browser. The files are held within the IIS application folder for StarPM: Time and Expenses, e.g. \StarPMWeb\Content.

StarPM version and copyright details can be accessed by clicking the ? icon in the title header.

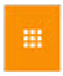


Accessing the Module

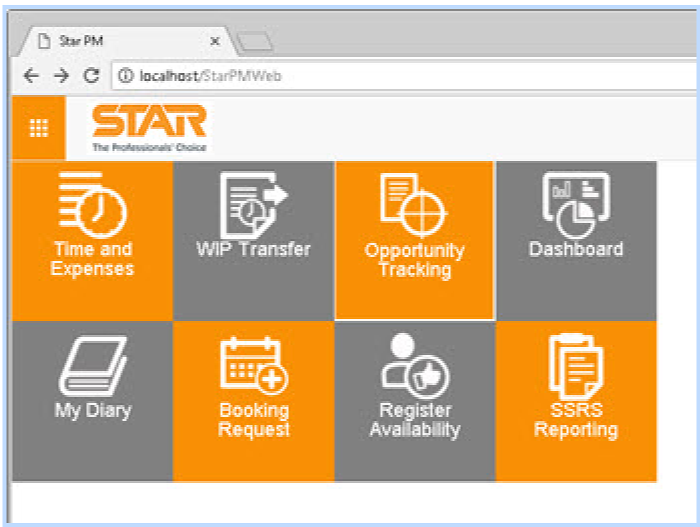
The following assumes that you are using the default StarPM Launcher. In an alternative Launcher configuration the layout and/or module options may differ.

To access the StarPM: Time and Expenses module via the application menu:

1. Launch StarPM.
2. Click the menu icon to the left of the Star logo.

   This toggles open the main menu:

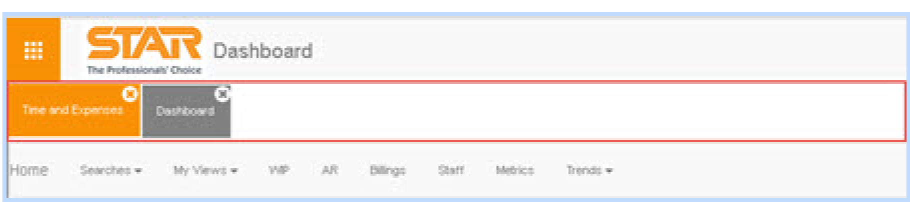
   

3. Click **Time and Expenses**.

   The StarPM: Time and Expenses module is displayed in a tab in a tab row beneath the title header.

Application Tabs Auto-hide

In every StarPM Launcher, each open module is represented by a tab in a tab row beneath the title header.



Application tabs can be configured either to be of fixed display, or to be hidden automatically when not in use.

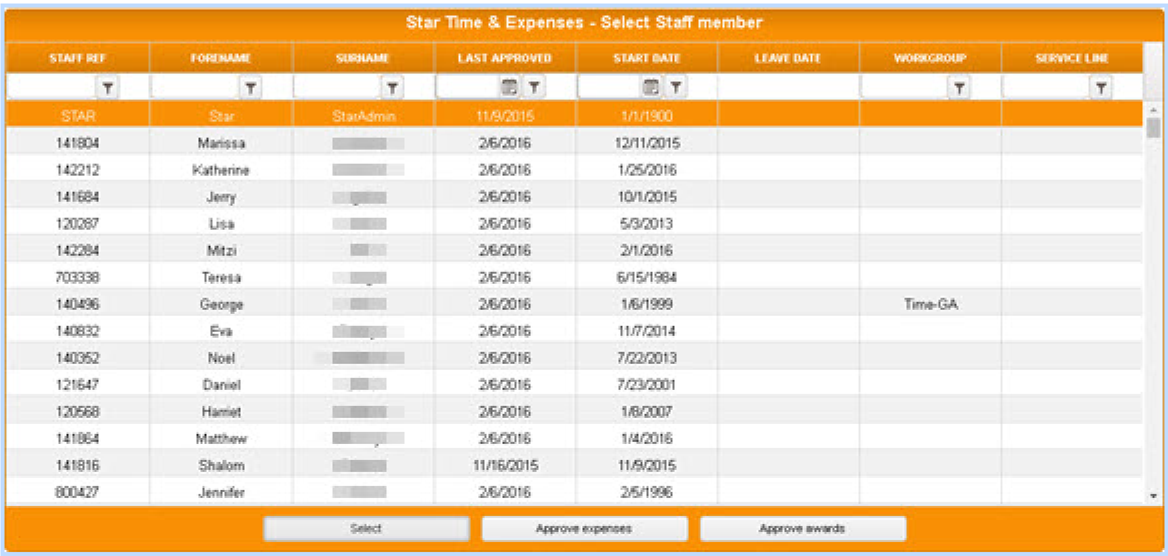
Auto-hide behaviour is controlled by a setting in the StarPM application configuration. You cannot change it within the module.

When the application tabs are hidden, they are displayed whenever the cursor moves across the application tab row. This is accommodated by a vertical shift down of the application interface beneath it. Pinning the display prevents these vertical interface shifts.

Select Staff Member

The *Select Staff Member* screen is displayed only to users with Approval permissions. It is accessed via the **Staff Select** option on the Home Page menu bar.

The screen lists every Staff member who has posted time that the approver has permission to approve.



Star Time & Expenses - Select Staff member

STAFF REF	FORENAME	SURNAME	LAST APPROVED	START DATE	LEAVE DATE	WORKGROUP	SERVICE LINE
STAR	Star	StarAdmin	11/9/2015	1/1/1900			
141804	Marissa		2/6/2016	12/11/2015			
142212	Katherine		2/6/2016	1/25/2016			
141684	Jerry		2/6/2016	10/1/2015			
120287	Lisa		2/6/2016	5/3/2013			
142284	Mitzi		2/6/2016	2/1/2016			
703338	Teresa		2/6/2016	6/15/1984			
140496	George		2/6/2016	1/6/1999		Time-GA	
140832	Eva		2/6/2016	11/7/2014			
140352	Noel		2/6/2016	7/22/2013			
121647	Daniel		2/6/2016	7/23/2001			
120568	Harriet		2/6/2016	1/8/2007			
141864	Matthew		2/6/2016	1/4/2016			
141816	Shalom		11/16/2015	11/9/2015			
800427	Jennifer		2/6/2016	2/5/1996			

Select | Approve expenses | Approve awards

Timesheets submitted by the current user are always listed first. The remaining timesheets are listed alphabetically by Surname.

Approvals

Submitted timesheets, expenses and Awards claims can all be accessed for review and approval via the *Select Staff Member* screen.

Time can be approved via the appropriate timesheet. To approve time in this way, simply select the row representing the timesheet that you want to review for approval, and click **Select** to display that timesheet.

Alternatively, for a summary of all timesheets currently awaiting approval, click **T/S Ready for Approval**. This displays the Ready for Approval tab to the left of the Timesheet Time tabs.

The availability of the **T/S Ready for Approval** option is subject to permissions.

To view and approve any expenses submitted for approval, click **Approve Expenses** to view the StarPM: Time and Expenses expense Approvals screen.

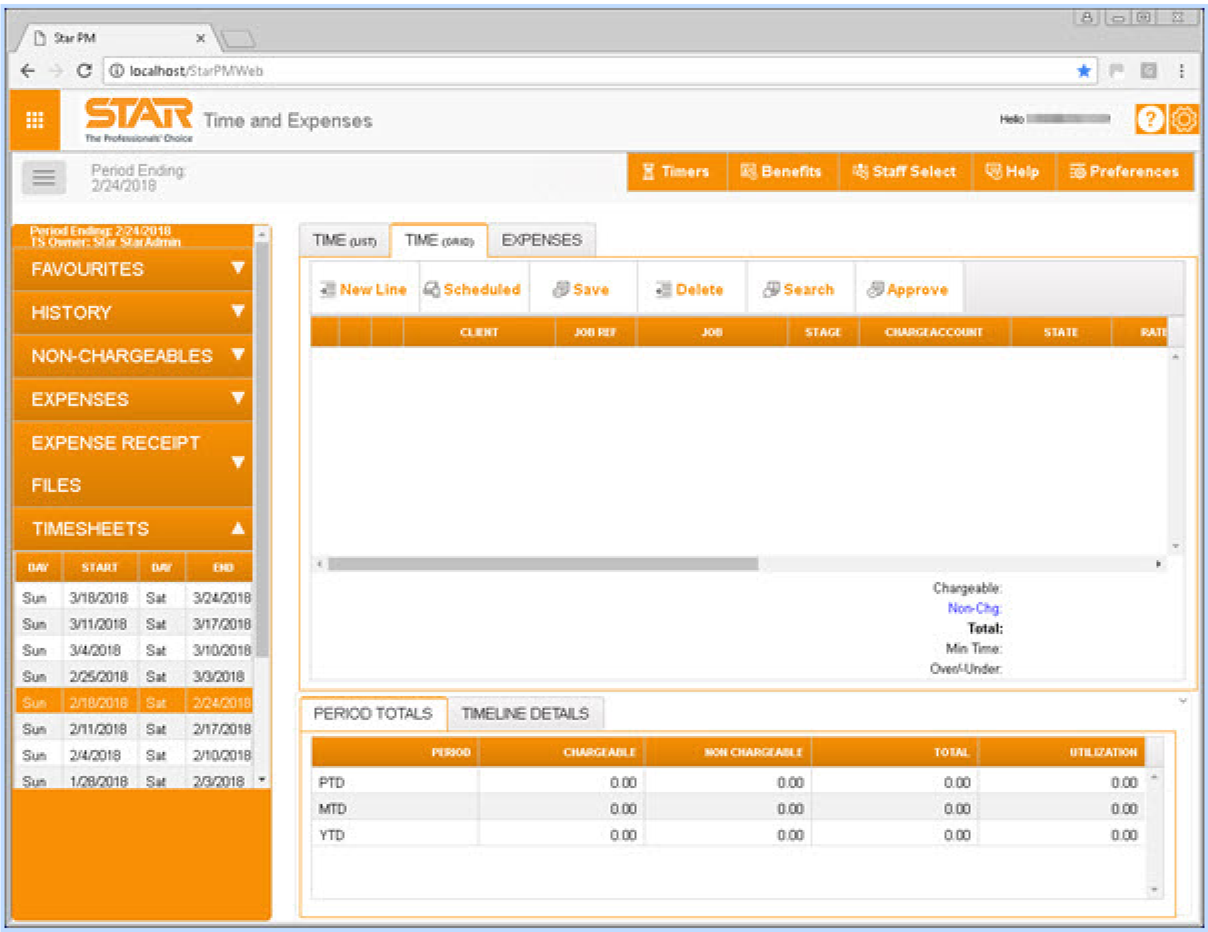
To view and approve any Awards submitted for approval, click **Approve Awards** to view the StarPM: Time and Expenses Award Approvals screen.

Home Page

The *Home Page* tab welcomes you to StarPM: Time and Expenses.

Information on this page is divided into three regions:

- Timesheets are displayed in two Time tabs alongside the Expenses and Awards tabs, with the menu bar running above.
- To the left, the vertical navigation sidebar provides easy access to timesheets and inputs.
- Additional details may be displayed in a horizontal frame (not illustrated) below the **Time** tabs. This frame, and any tabs that it may contain, are fully customisable, and therefore specific to your instance of StarPM: Time and Expenses. For details, see Custom Reporting Tabs.



Menu Bar

The Home Page menu bar presents the following options:

-  - Toggles on/off the display of the vertical Navigation Bar.
- **Timers** - Displays the Timers window.

  The **Timers** option is available only to logged in users posting their own time.

- **Benefits** - Displays the Benefits Enquiry window, which provides a summary view of paid time off benefits.

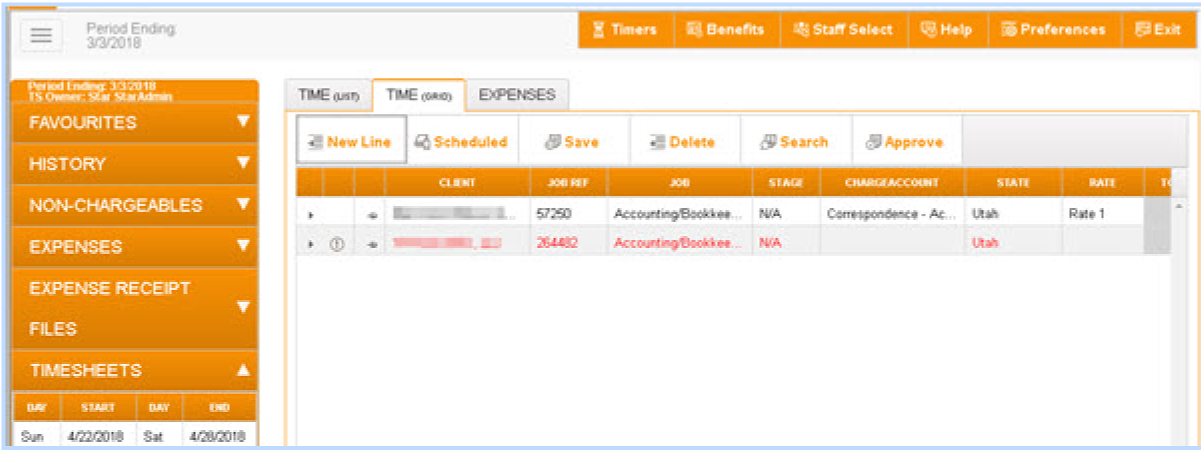
  The **Benefits** option is configurable, and may not be available in your instance of StarPM: Time and Expenses.

- **Staff Select** - Displays the Select Staff Member screen (subject to permissions).
- **Help** - Displays the Help window, which displays application version details, and links to any available help documentation.
- **Preferences** - Displays the Preferences window.

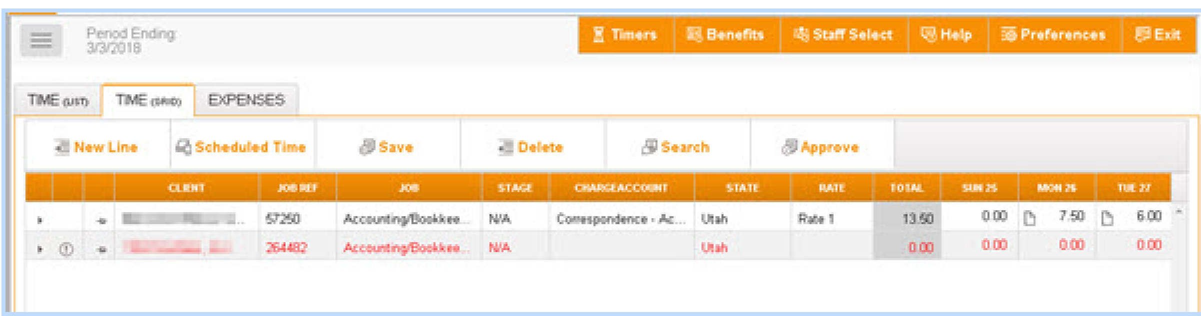
Sizing and the Navigation Sidebar Toggle

The positioning of both the menu bar and the vertical navigation sidebar, are dependent on the sizing of the browser window.

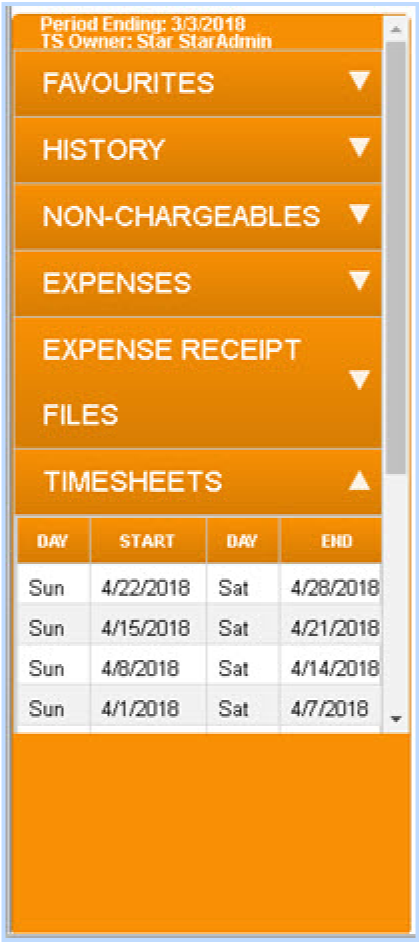
When the browser window is maximised, the navigation sidebar is displayed by default (as below).



When the sizing of the browser window is reduced, the navigation sidebar is automatically collapsed (hidden), and a toggle control - the first item on the menu bar - allows you to toggle on/off the display of the navigation sidebar.



Navigation Sidebar



The navigation sidebar contains six frames that present six categories of item for selection:

- Favourites.
- History.
- Non-Chargeables.
- Expenses
- Expense Receipt Files
- Timesheets.

Only one frame can be expanded (displayed) at a time.

To expand or collapse a sidebar frame, click the arrow in the appropriate header. Note that the arrow points upwards only in the header of the open frame.

The period end date of the currently selected period and the name of the timesheet owner are displayed above the sidebar headers.

Favourites

Expands to display a list of any Client or Job Favourites you have saved via the timesheet right-click context menu.

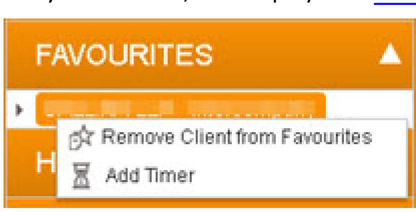
Favourites can be dragged and dropped from the sidebar directly into the timesheet, creating a new line.

Jobs are inserted as collapsed lists under Client headings. Click the appropriate Client heading to expand the list of associated Jobs.

To remove a Favourite from the list, right-click it and select either **Remove Client from Favourites** or **Remove Job from Favourites**, as appropriate.

You can also set Timers for any of your Favourites.

To add a Timer, right-click the appropriate Favourite and select **Add Timer**. This creates the Timer for the Client or Job you selected, and displays the Timers window, with the new Timer created and ready to start.



History

Expands to display any open chargeable Jobs and/or Clients relating to chargeable jobs that have previously been used in your timesheets.

These can be dragged and dropped into the timesheet, creating a new line for easy posting.

Non-chargeables

Expands to display a list of valid non-chargeable Clients and/or Jobs (if any).

These can be dragged and dropped into the timesheet for easy posting.

Expenses

Expands to display a list of any available Expense Types.

Any Expense Type can be dragged and dropped into the Expenses tab to create a new expense line with the Expense Type and certain other non-numeric details pre-populated.

Expense Receipt Files

Expands to display a list of expense receipt files, if any have been attached to posted expenses.

Timesheets

Expands to display a list of past, current and future timesheet periods. The currently selected timesheet period is highlighted in your application's Theme colour (orange in the default Theme).

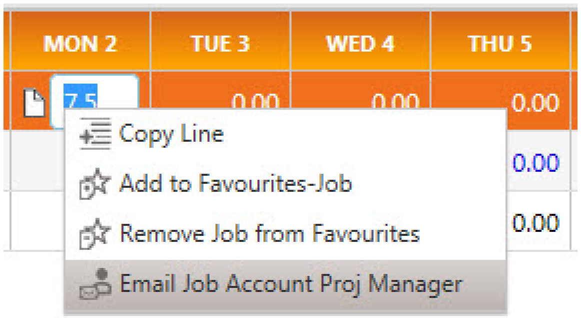
When a timesheet period is selected, the timesheet for that period is displayed in the main region of the Home Page.

The initial timesheet date, the first day/date in each timesheet period, and the number of past timesheets that are listed here are all governed by StarPM: Time and Expenses Preferences.

Right-click Context Menus

In both Time and Expenses, additional functionality is provided via a right-click context menu, which is accessed by right-clicking a timesheet or expense line/entry.

Options on the menu change according to context. Those that are inappropriate to the context are not displayed.



The right-click menu presents some or all of the following options, according to context:

- **Edit /View** (Calendar View only) - On right-clicking a timesheet entry, displays the Calendar Timesheet Entry window, in which you can edit the details of the selected entry.
- **Approve Line** (Time only) - Approves the currently selected line/entry.

  The Approve Line option is enabled by a setting on each Job. When enabled, it is available only in Grid View, and subject to Timesheet Control.

- **Copy Line** - Copies the currently selected line/entry and inserts the duplicate, minus any time or expense values on the original line/entry, as a new line at the bottom of the Time or Expenses grid or, in Calendar View, as a duplicate entry is created in the same time slot.

  Not available for system-generated lines, e.g. Public Holiday.

- **Copy to Current Timesheet** (Time only) - Displays the Copy to Current window, via which lines can be copied from an old timesheet to a current timesheet period. See Entering Time.

  Not available for system-generated lines, e.g. Public Holiday.

- **Add to Favourites - Job** - Adds the Job or Expense Type on the currently selected line/entry to your Favourites.
- **Add to Favourites - All Client's Jobs** - Adds all of the Jobs or Expense Types associated with the Client on the currently selected line/entry to the currently logged-in user's Favourites. Jobs are displayed in collapsed lists under the appropriate Client heading.
- **Remove Job from Favourites** - Removes the Job or Expense Type on the currently selected line/entry from the currently logged-in user's Favourites.
- **Email ...** - Opens a new email, addressed to the designated individual, with a default email subject comprising a summary of the current line/entry details, for completion using your computer's default email program.

  Email options are available only If email has been set up for the Job or Client Partner, Manager or Supervisor assigned to the currently selected line/entry.

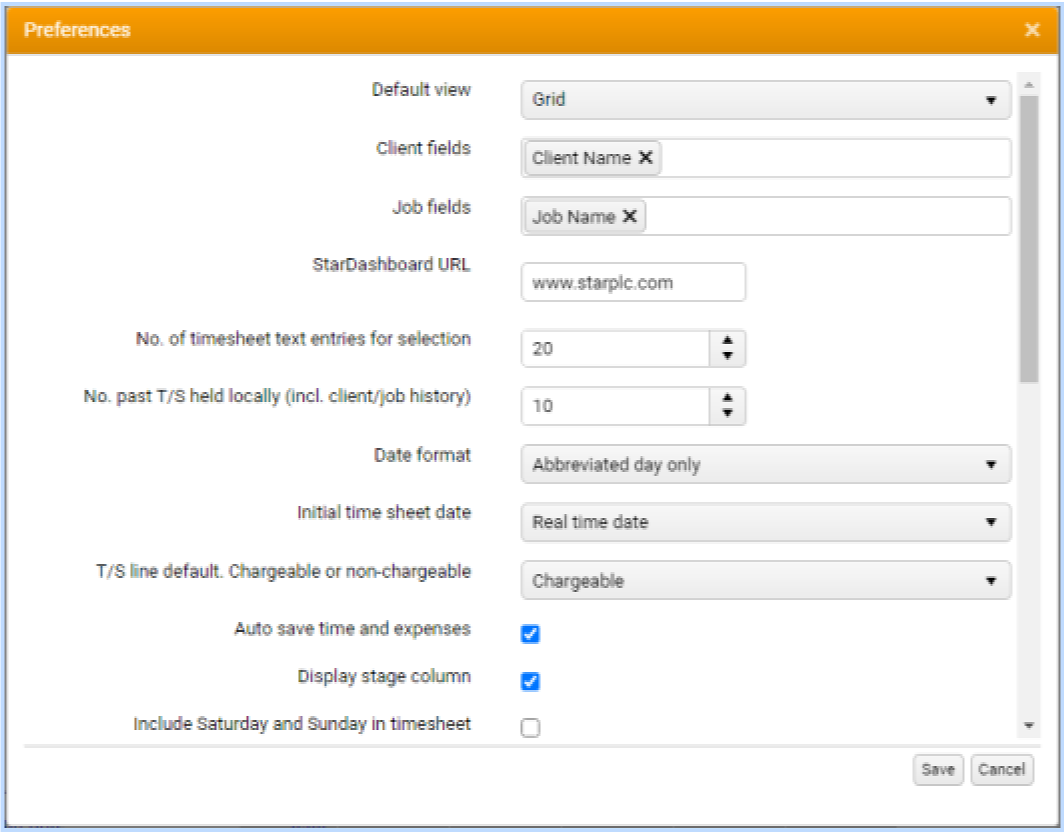
- **Client's Web Site** - Displays the web site for which a URL has been recorded in the Client's details.
- **View Due Date Processes** - Displays the DueDate Processes window, in which you can manage any active Due Date processes and steps.

  The **View Due Date Processes** option requires Due Dates licensing.

Preferences

User preferences control specific aspects of timesheet presentation and behaviour.

The *Preferences* screen is accessed via the menu bar.



Default View - Specifies the default view on login to the Home Page.

Client Fields - Specifies which Client columns are displayed in grid views. Left-click to activate drop-down selection.

- **Client Name** - When selected, the **Client** column displays the Client's full name.
- **Client Reference** - When selected, a **Client Reference** column is displayed in grid views.
- **Client AutoComplete**- When selected, a **Client AutoComplete** column is inserted into the Time List and Grid Views and the Expenses grid, enabling a quick search for any Client Reference or Client Name recorded in the Star database.

  Client AutoComplete is subject to Replace Terms.

Job Fields - Specifies what is displayed in the heading of the timesheet Job column: **Job No.** (Job Number), **Job Description**, or **Job No. and Description**.

- **Job No.** - The Job reference column is displayed; the Job name column is hidden.
- **Job Description** - The full Job name is displayed in the Job column; the Job reference column is hidden.
- **Job No. and Name** - Both the Job reference column and the Job name column are displayed.

Star Dashboard URL - No longer in use, and scheduled to be removed. (In previous versions of Time and Expenses, this field provided a URL for a **Dashboard** link in the menu bar. In StarPM, however, the Dashboard module is accessed via the StarPM menu (see Accessing the Module).)

No. of timesheet text entries for selection - When entering time, you have the option to copy lines from old timesheets to a current timesheet period. This preference specifies the number of lines available for selection and re-use.

No. past T/S held locally (incl. client/job history) - Specifies the number of past timesheet periods that are held per user and listed in the Navigation Sidebar **Timesheets** frame.

Date Format - Specifies a format for the display of timesheet day/date column headers. The options are: **Abbreviated Day Only** or **Abbreviated Day plus Date**.

Initial Time Sheet Date - Specifies a factor that determines the first date in each timesheet. The options are:

- **Real Time Date** (ie. today's date).
- **Date of Latest Entry in Current Timesheet**.
- **Date of Latest Entry in Current Timesheet plus One Day**.
- **First Date in Current Timesheet**.
- **Last Date in Current Timesheet**.

T/S Line Default - Specifies whether new timesheet lines are Chargeable or Non-chargeable by default.

The next set of preferences are all Boolean (true/false) options. Make sure that only those checkbox(es) for options that you want to apply are selected:

- **Auto-save Time and Expenses**.
- **Display Stage Column**.
- **Include Saturday and Sunday in Timesheet**.
- **Show Approved Items in Italics**.
- **Hide Day in Timesheet List**.
- **Delete linked expenses when time deleted**.

  Not available if Canadian Expenses functionality is enabled.

- **Show time cell tooltip in Grid view (T&E)** (see Time Cell Tooltips).

Calendar View: Time Slot Interval - Sets the duration of time slot intervals. Select a duration of between one minute and one hour from the drop-down control.

Calendar View: Non Working Time Colour - Sets the colour applied to non-working time entries. Either select a custom colour from the drop-down colour picker, or select the **Use Default** checkbox to accept the default colour.

Timesheet Totals Style and **Custom Tabs Style** - Determines how the respective elements are rendered:

- **Full** – Open by default, with an open/close toggle.
- **Reduced** – Closed by default, with an open/close toggle.
- **Off** – Not displayed.

In addition to the above, preferences relating to Timers are maintained externally, in Star PDM. For details, see the appendix Timer and AutoSave Settings in Star PDM.

Time

Time can be recorded against one or more combination(s) of Client, Job, Stage, Charge Account, Rate and/or State.

Job, Charge Account and Rate inputs are mandatory.

If Entity-level Functional Currency processing is active, the Rates displayed in drop-down controls may not be constant for the whole timesheet but vary by time line.

State and **Stage** are optional columns. The display of the **State** column is governed by a Firm-level switch. The display of the **Stage** column is governed by a user Preference, **Display Stage Column**.

Timesheet Control

The display of timesheets may be subject to Timesheet Control (TSC). TSC may:

- Impose Control Hours.
- Determine the initial timesheet period, e.g. 'Period after last approved', 'Period containing today's date'.
- Determine period durations, i.e. whether a timesheet period is daily, weekly, or monthly, or may be user-defined.
- Determine whether or not Public Holiday Records are posted.

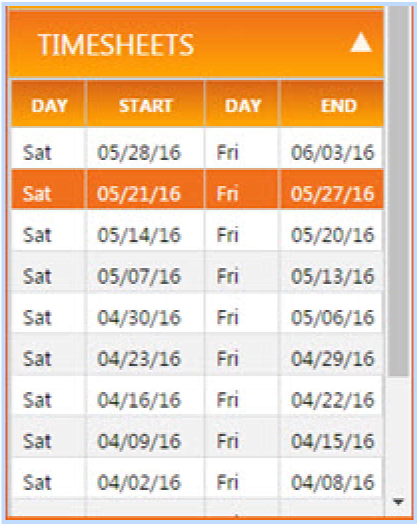
TSC is enabled in Star PDM, via the Firm Details Timesheet Control setting TSC Enabled.

View Horizon

Your permission to view and edit future bookings may be restricted to a 'View Horizon', beyond which you can neither view nor edit bookings.

For any user with the privileges required to edit a schedule—i.e. to add or modify bookings—the View Horizon is unlimited. Users with View Only access, however, can only view bookings within their specified Horizon.

Displaying Timesheets



To display a specific timesheet:

1. If necessary, click the toggle icon to display the navigation sidebar.
2. Click **Timesheets**.

   The Timesheets area expands to display the calendar.
3. Select the relevant time period. Once selected, the period is highlighted in orange.

   The initial timesheet date, and whether or not weekends are included in the timesheet, are both governed by StarPM: Time and ExpensesPreferences.

When a timesheet is opened via the Navigation Sidebar, its details are displayed in two separate views, Grid view and List view, each presented in a separate **Time** tab within the main region of the Home Page.

If a timesheet has already been created for the selected time period, then that timesheet is displayed on the default **Time** tab. If no timesheet has yet been created for the selected time period, then a blank timesheet is displayed.

The default **Time** tab on initial display is governed by a user Preference.

Whenever a timesheet is opened, Pinned Entries are generated for any lines that are currently Pinned on any other timesheet.

Timesheet Toolbar

The timesheet toolbar provides the following controls.

New Line	Inserts a new line into the **Time (List)** or **Time (Grid)** tab.
New Entry	Displays the Calendar Timesheet Entry window, from which you can create and insert a new entry into the **Time (Calendar)** tab.
	The default timesheet entry type (Chargeable or Non-chargeable) is as specified in your user Preferences.
Scheduled Time	Imports any Scheduled Time from Staff plans into the timesheet. See Scheduled Time.
	Not available in the **Time (Calendar)** tab.
Export	Exports the contents of the grid as an Excel file to your local Downloads folder, with the filename in the following format: Timesheet_<staff ref>_<forename> <surname>.xls.
Save	Validates and saves the timesheet. Note that only saved lines/entries are validated.
	Comments recorded against dates for which no Time is also entered are not saved.
Delete	Deletes the currently selected line/entry from the timesheet, after displaying a prompt for confirmation.
Search	Displays the Search window, automatically displaying search results appropriate to the selected line.
Submit	Submits the timesheet. Active only if any minimum time requirement has been satisfied and the latest timesheet entry has been saved/validated.
	You may be prompted to confirm that you are independent of all Clients on which you have worked during the timesheet period.
Recall	Recalls a submitted timesheet. Active only if the relevant timesheet has not yet been approved.
Approve	Approves the timesheet. Active only if the timesheet has been saved, and therefore validated, and then submitted.

The **Submit**, **Recall** and **Approve** options are subject to Timesheet Control and may not be available.

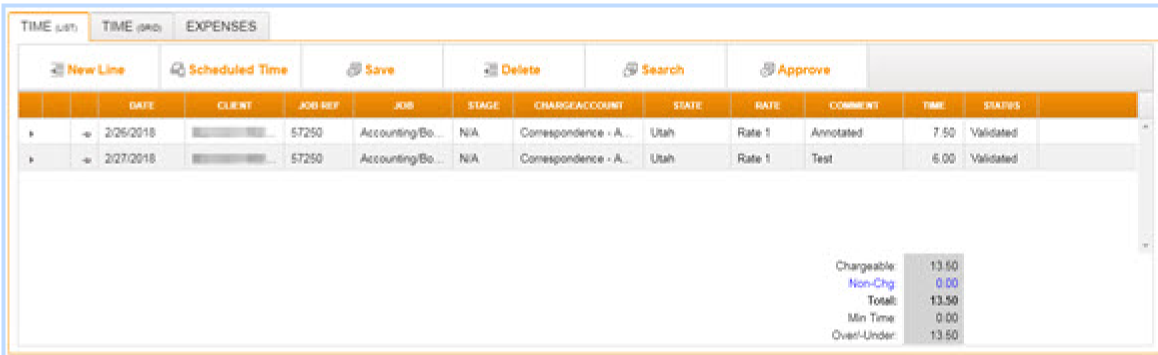
List and Grid Views

The **Time (List)** and **Time (Grid)** tabs display differently formatted views of the same timesheet details.

The **Time (Calendar)** tab displays the same details but functions differently. For details, see Calendar View.

List View

In the **Time (List)** tab, each line represents a separate timesheet entry.



To add a new line, simply click **New Line** in the timesheet toolbar.

Each line represents a specific combination of Client, Job, Stage, Charge Account and/or State against which time has been, or can be recorded. If working on the same combination for more than one day, separate lines must be entered for each day.

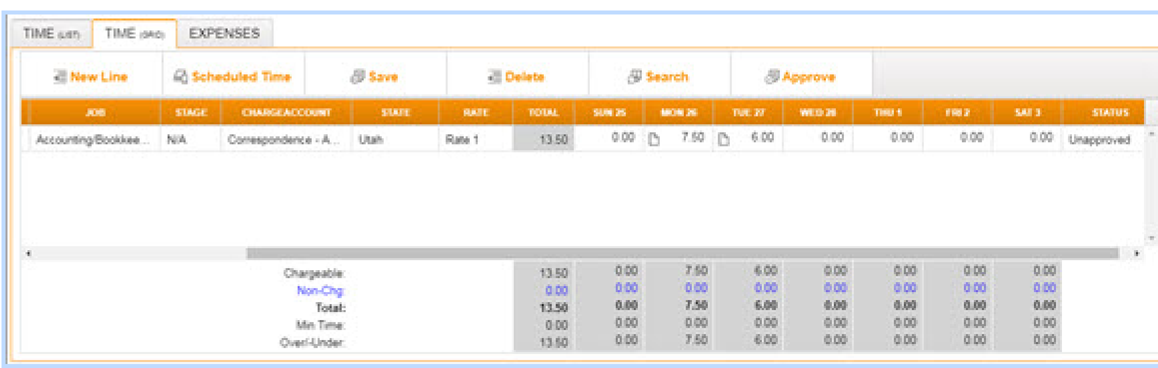
On each new line, first select the relevant **Date**.

The default initial timesheet date is as specified in your Preferences.

Totals for the entire timesheet period are displayed at the foot of the **Time** column.

Grid View

In the **Time (Grid)** tab, each day of the timesheet period is represented in one column of the grid.



Each line represents a specific combination of Client, Job, Stage, Charge Account and/or State against which time has been, or can be recorded.

To add a new line, simply click **New Line** in the timesheet toolbar.

State and **Stage** are optional columns. The display of the **State** column is governed by a Firm-level switch. The display of the **Stage** column is governed by a user Preference, **Display Stage Column**.

The display of columns representing weekends is also optional, controlled by the user Preference **Include Saturday and Sunday in Timesheet**.

Totals for each Job are displayed in the **Total** column, which is differentiated by grey highlight. Individual totals for each day are displayed at the foot of the relevant day columns.

Individual lines can be approved in Grid View using the right-click **Approve** option, subject to Timesheet Control.

Client Quick Search

When selecting a Client, a **Client AutoComplete** column can be included in grid views to enable a quick search for any Client Reference or Client Name recorded in the Star database.

The inclusion of this column is governed by a user Preference, **Client Fields** / **Client AutoComplete**.

Client AutoComplete is subject to Replace Terms.

To use the **Client AutoComplete** quick search:

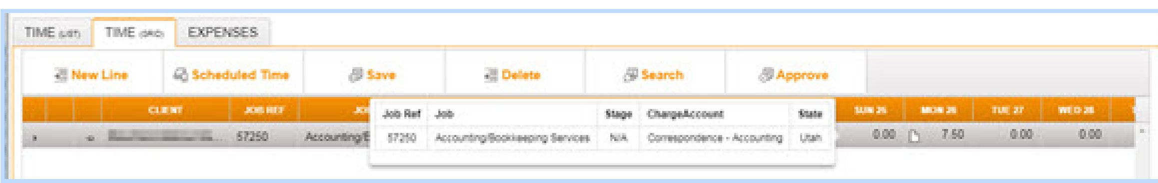
- Start typing the Client Name or Reference into an **AutoComplete** cell.

  The application searches the database for any Client Reference or Client Name which in whole or in part includes the same characters. For example, if you type 'mit', then the search will return any Clients named 'Smith' or having Client Reference e.g. 'MIT001', 'MIT002'...

  Any matching records are displayed in the colon-separated format Client Ref:Client Name.

Time Cell Tooltips

The application supports Grid view tooltips that display Client and Job details whenever the user rests their cursor over a time cell.



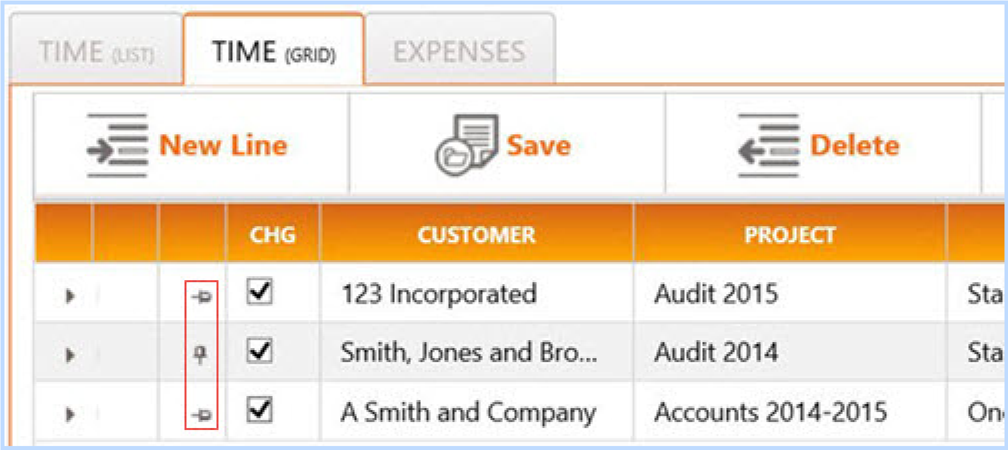
The display of these tooltips is governed by a user Preference, **Show time cell tooltip in Grid view (T&E)**.

Pinned Entries

If you must enter time against a particular Client or Job on multiple timesheets, you can create a line with the relevant details entered, and then 'pin' it, so that it will be displayed automatically in subsequent timesheets.

To pin an entry, simply click the pin icon in the second column. Note that the icon's orientation toggles from horizontal, denoting 'unpinned', to vertical, denoting 'Pinned'.

Pinned entries are always pinned to the first day in the timesheet period.



The Status of each Pinned entry is automatically set as 'Proposed'.

Pinned/Proposed entries are always generated with default time values of 0.00 (zero hours). They will be replicated as a Pinned/Proposed lines with zero hours in all subsequent timesheets, for use as required.

Timesheets can be processed with Pinned/Proposed entries unused, so there is no need to complete them, nor to unpin or delete them unless they are no longer required in future timesheets.

A valid Pinned/Proposed entry must include a Client. All other values are all optional.

Once time has been entered on a Pinned/Proposed entry, and the line has been saved, then its Status changes to Incomplete. It remains a Pinned entry, but it can be re-saved, validated and submitted just like any other line.

There is no need to delete or unpin any unused Pinned/Proposed entries before submitting a timesheet.

Lines are not generated for Pinned entries if the timesheet is Submitted and Approved under Timesheet Control, nor if last day in the timesheet is prior to the last Lockdown date. Neither will a new line be created for any saved line originally generated from a Pinned entry.

If a submitted timesheet is recalled, any lines that were originally Pinned/Proposed are restored.

If an Incomplete or Validated line that was created from a Pinned entry is deleted, then the Pinned/Proposed line is restored.

Unpinning

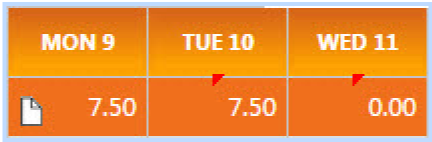
Unpinning is required only when lines are no longer needed as Pinned/Proposed entries in future timesheets.

Pinned entries can be unpinned simply by clicking on the pin icon in the second column. The icon reverts to a horizontal orientation, denoting 'unpinned'.

Pinned entries can be unpinned in any timesheet; there is no need to go back to the timesheet in which the line was originally Pinned.

Reading Time

The next screenshot illustrates time recorded for three consecutive days:



On Mon 9 both time and comments have been entered, and these entries have both been saved and validated.

On Tue 10 only time has been entered. The red flag indicates that the time has not yet been saved.

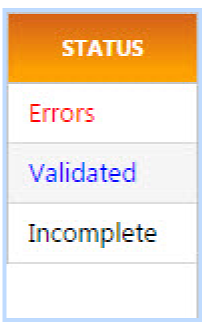
On Wed 11, neither time nor comments are entered, but the red flag indicates that the time value in this cell has been edited since the timesheet was last saved.

Since only the entries for Mon 9 have been saved, this is as yet the only validated input. There may be time recorded for Wed 11, pending the next save.

Error and Status Indicators

If there are any errors in a timesheet, this is indicated by the display of timesheet text in red font.

The final column in both Time tabs, **Status** indicates the lowest status of any entry on each timesheet line: Proposed (indicates a Pinned Entry), Incomplete (black font), Errors (red font), Validated (i.e. Saved - blue font), and finally Approved (blue italic font).

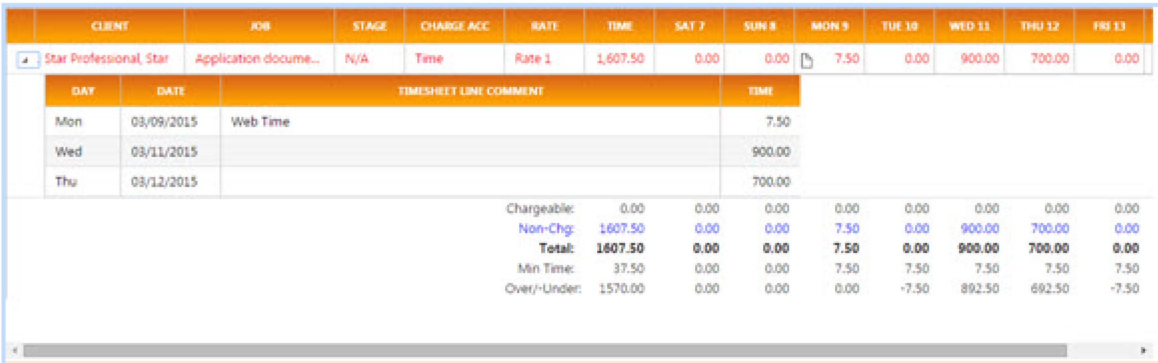


The display of Approved items in italics is governed by a StarPM: Time and Expenses Preference, Show Approved Items in Italics.

Line Details in Grid View

To view the details of a timesheet line in Grid view, click the arrow icon in the first column on the relevant line.

The line expands downward to display a right-indented grid, each row of which displays the **Day**, **Date**, **Timesheet Line Comment** and **Time** details for each day against which time has been recorded.



Timesheet Totals

In each view, timesheet totals are displayed in a tabbed region beneath the Time and Expenses tabs.

The display of Timesheet Totals tab is dependent upon both the Timesheet period length, the sizing of the browser window and/or the resolution of your screen. If it is not visible, first Maximise your browser. If that does not work, increase your screen resolution.

In Grid view, totals for the entire timesheet period are displayed at the foot of the **Time** column, and individual totals for each day are displayed at the foot of the relevant day column. In List view, only totals for the entire timesheet period are displayed.

- **Chargeable** = Chargeable time.
- **Non-Chg** = Non-chargeable time.
- **Total** = Total time.
- **Min Time** = Minimum time requirement.
- **Over/Under** = Minimum time minus Total time.

Min Time and **Over/Under** are subject to Timesheet Control.

Entering Time

When entering time, there are various ways in which you can add a new line to a timesheet.

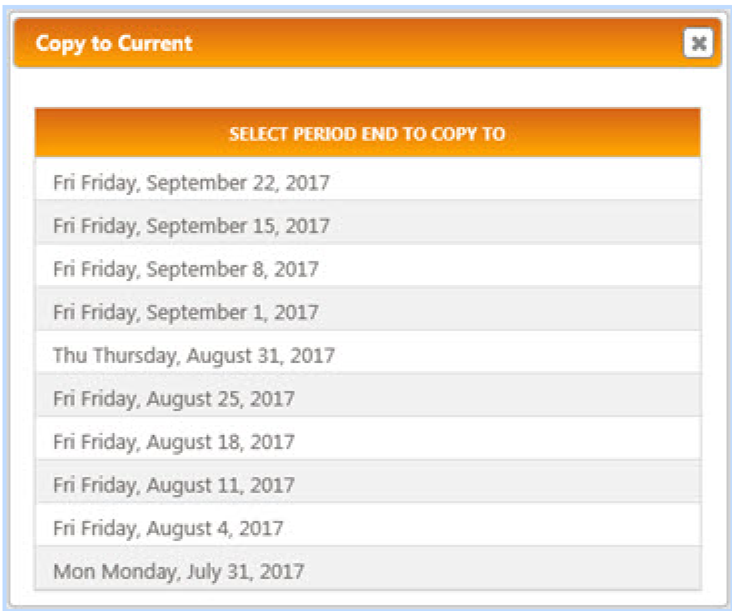
To use an existing line as a basis for a new entry:

- Right-click the previously entered line and select **Copy Line**.
  A new line is added to the grid, in which all entries except numeric time values and note text default to those of the copied line.

You can also copy lines from an old timesheet to a current timesheet period. To do this, in the old timesheet:

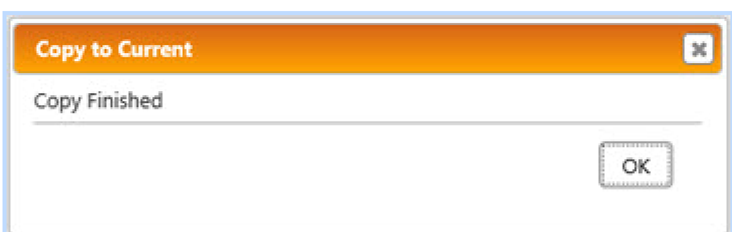
1. Right-click and select **Copy to Current Timesheet**.

   This displays the Copy to Current window:



2. Click on the Period End date of the timesheet to which you want to copy the line.

   The line is copied into the selected timesheet and a confirmation dialogue is displayed.



3. Click **OK**.

   The current timesheet into which the line has been copied is displayed.

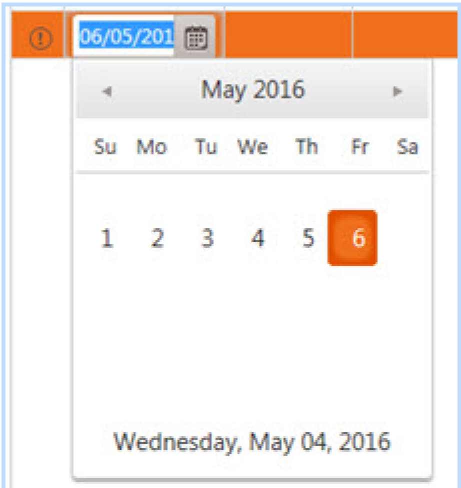
Alternatively, to create a new entry from scratch:

1. Either:
   - Click **New Line**,
   - Tab out of the last editable cell on the last line in the grid, or
   - Use keyboard shortcut **Alt+N**.

One blank line is inserted into the timesheet.

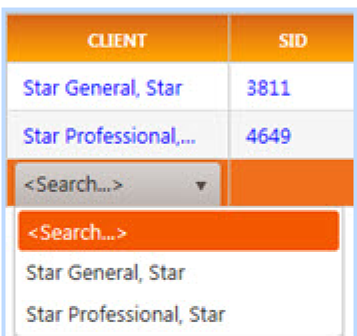
2. In List view only, click in the **Date** cell to display a drop-down calendar, and select the relevant date.

Only dates that correspond to the selected time period are available for selection. You can type the date, but it must be entered in the correct date format (as specified in Preferences).



3. In the **Client** column(s), drop-down controls present any previously selected values for quick selection. Either select a client from the list or, if the Client you require is not listed, click the orange **<Search...>** header to display the Search window.

A user Preference, **Client Fields**, specifies which of the two **Client** columns are displayed.



4. Specify the relevant **Job**, **Stage**, **Charge Account**, **Rate** and/or **State** values.

If Entity-level Functional Currency processing is active,, rates are based on the Job's Entity Currency, not the user's Timesheet Currency, and the Rates displayed in drop-down controls may not be constant for the whole timesheet but vary by time line when a Job is selected.

State and **Stage** are optional columns. The display of the **State** column is governed by a Firm-level switch. The display of the **Stage** column is governed by a user Preference, **Display Stage Column**.

Once a **Job** has been selected on one row, then either that Job or all of the relevant Client's Jobs can be saved—using the timesheet's right-click context menu—as Favourites, for quick posting using drag-and-drop from the Navigation Sidebar.

If the **Stage** is not applicable, then, if clicked, the search drop-down defaults to **N/A**.

5. Click within the column that represents the day/date for which you want to enter time. (The default time value for each time period is 0.00.)

   The selected cell expands to display a numeric data entry control and, partially obscured at first, a Note icon

   A red flag at the top of a cell (as for **Wed 11** in the illustration above) indicates that the cell value has changed, and that the change has not yet been saved. The flag will be removed on the next save.

6. Enter the number of hours you want to record for the selected day/date.
7. Click the note icon to record any explanatory comments against the entered time.

   You may have the option to select comment text from previous comments. Where this option is available, clicking the note icon automatically displays past comments for selection. These may have been entered either by the timesheet owner, or by any user against the currently selected Job. Simply double-click any listed existing comment to add its text to the current comment. The number of existing comments that are available for selection is specified by a Timesheet Preference, ‘No. of timesheet text entries for selection’.

   In Grid view only, Comments can also be viewed by clicking the triangle icon in the first cell of the time rowto expand it.

   Comments may be required. This is controlled in Star PDM, via Firm Details ASTEE Switch **Time Text Required**.

   Comments recorded against dates for which no Time is also entered are not saved.

8. A currency icon $ between the note icon and an active time cell indicates the presence of Linked Expenses.

   You can view those linked Expenses - and, optionally, start a new expense claim - by clicking the currency icon to view the Linked Expenses window (see below).

9. When you have entered all of your time, click **Save**.

   All saved time is included in timesheet totals.

   Only saved lines are validated.

   In Grid view, all of the lines for time recorded against a given Client, Job, Stage, Charge Account and/or State are amalgamated into one, expandable line.

Validation

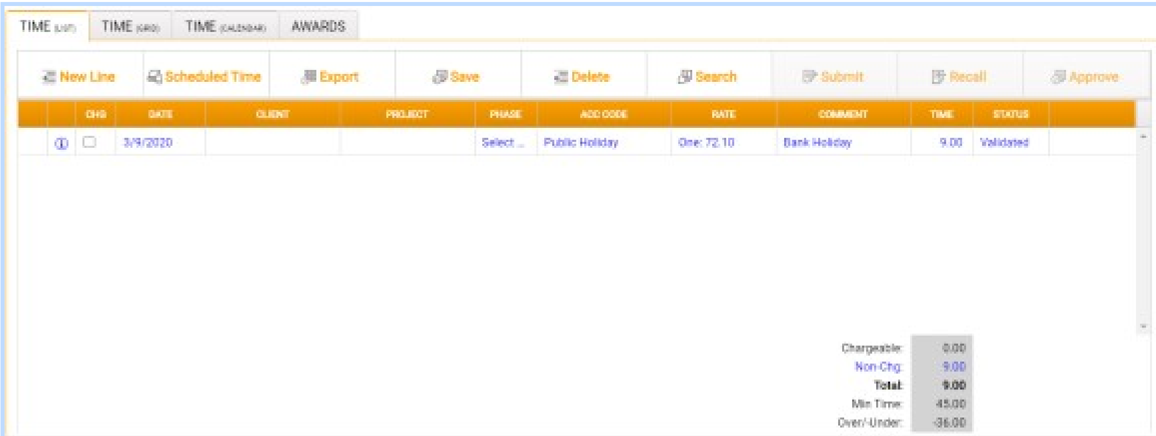
Validation occurs on either change of column, change of row, or save. This is controlled in Star PDM, via Firm Details ASTEE switch **Validation Frequency**.

Public Holiday Records

StarPM: Time and Expenses supports system-generated Public Holiday Records.

Public Holiday Records functionality may not be activated by your organisation, and activation at Firm level is subject to Staff-level override.

If Public Holiday Records functionality is active, lines that represent any time associated with upcoming public holidays are automatically inserted into your timesheets when they are first opened.



Public Holidays are specific to Jurisdictions, and are therefore posted only to Staff associated with a Jurisdiction.

A setting on each Job Type allows administrators to specify which Jobs and Charge Accounts can be used for a Public Holiday record.

Public Holidays must be full working days with Control Hours assigned, and any hours assigned to them will match Staff work-day hours.

System-generated lines such as those for Public Holiday are identified by an 'information' icon with a 'System Generated' tooltip in the first column.

System-generated lines cannot be edited once they have passed validation, and cannot be deleted unless they fail validation. If you work on a public holiday, create a new line to balance out the Public Holiday record.

If a Public Holiday time line fails validation, the Date, Client, Job, and/or Charge Account can be edited, and the record then re-submitted. Alternatively, you can then delete the record. The deletion is then recorded in the Star database to prevent automatic re-insertion

The following rules also apply:

- Public Holiday records cannot be created in closed periods, lock-down periods, or on dates past any set user leaving date, nor for suspended Staff.
- StarPM applies the correct charge account rate automatically.
- Entity Functional Currency business rules are supported.
- If the Job has a linked budget the first open Stage will be the default Stage.
- Switch settings govern the following:
  - Disable Job State default on Job selection (Yes/No)

- Show Staff default state in Job State drop-down list (Yes/No).

These settings cannot be changed within the module.

System-generated records are created and maintained in StarPM: Dimensions by your system administrator. For details, refer to theStarPM: Dimensions User Guide.

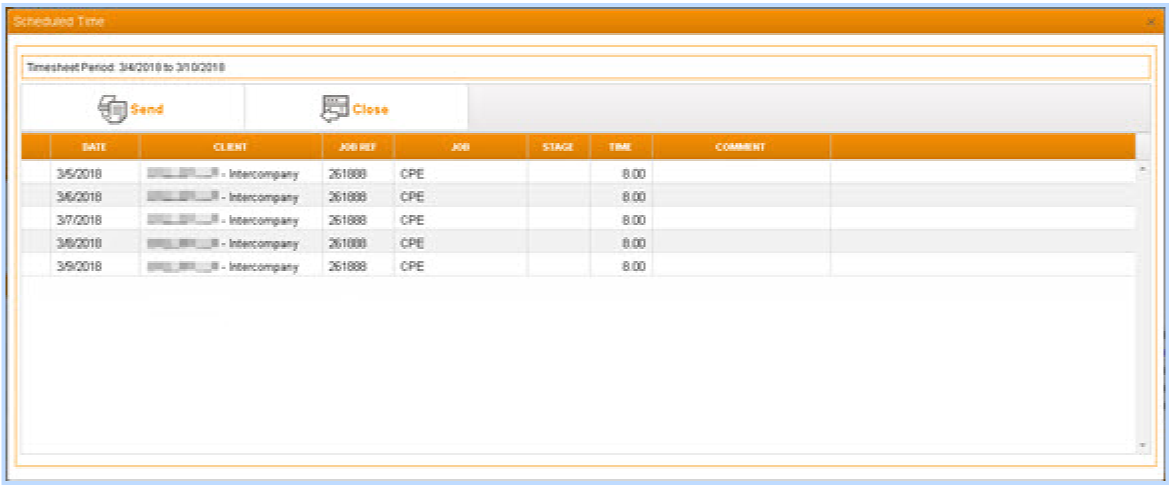
Importing Scheduled Time

The **Scheduled Time** option on the Timesheet toolbar allows you to import any Scheduled Time from Staff plans into the current timesheet.

To import scheduled time:

1. Click **Scheduled Time**.

   The Scheduled Time window is displayed.

2. Select only those rows representing scheduled time that you want to import.

   Of the following commands, **Send** and **Send with Time** process either: only the rows that you have selected, or all rows if none have been selected. To close this window without importing any scheduled time you must click **Close**.

3. Click the appropriate button.

   - **Send** - Import Scheduled Time with no **Time** values.
   - **Send with Time** -Import Scheduled Time with **Time** values.

     Send with Time is dependent on a Firm-level switch setting in Star PDM, Firm Switches (**T&E/ASTEE** switch **AllowScheduledTimeSendWithTime**), and may not be available in your instance of the application.

     When you click either **Send** or **Send with Time** new time lines based on the data you selected is imported into the current timesheet.

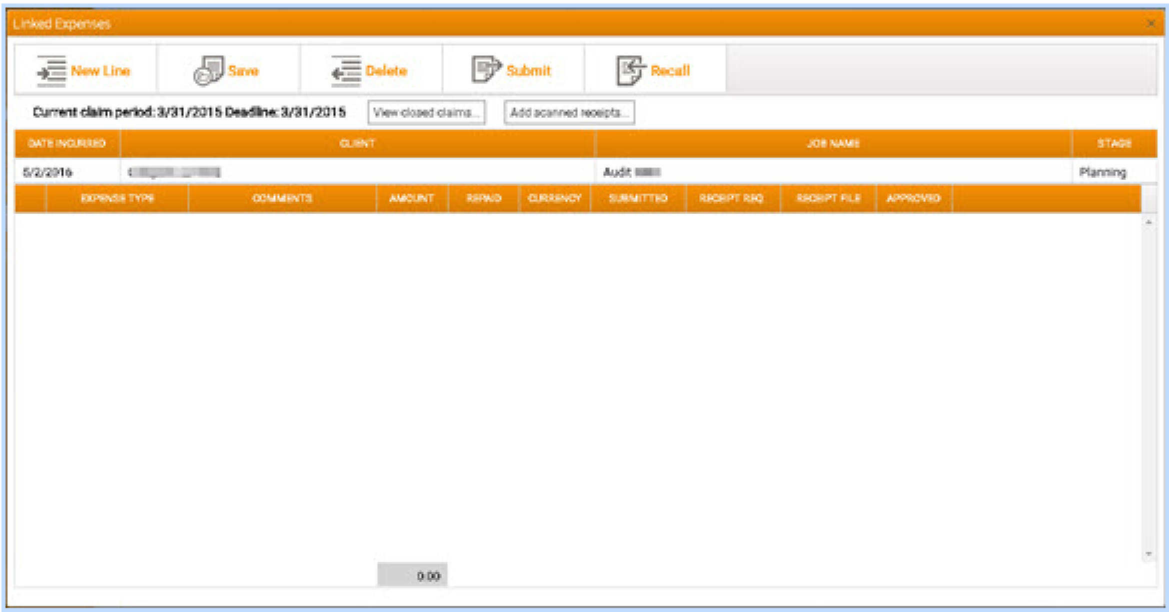
     Scheduled Time is not imported if an existing time line has the same Client, Job and Stage but no Charge Account specified. Scheduled Time is imported if an existing time line has the same Client, Job and Stage and a Charge Account has been specified: this creates a duplicate entry, which will be consolidated when the timesheet is next saved.

   - **Close** - Closes the Scheduled Time window without importing any scheduled tie into the timesheet.

Linked Expenses

A linked expense is one with the same date, Client, Job and Stage as the timeline to which it is linked.

Linked expenses can be accessed in Time List or Grid views by clicking the currency icon in an active time cell to view the Linked Expenses window.



Here, expenses can be added and managed as in the Expenses tab.

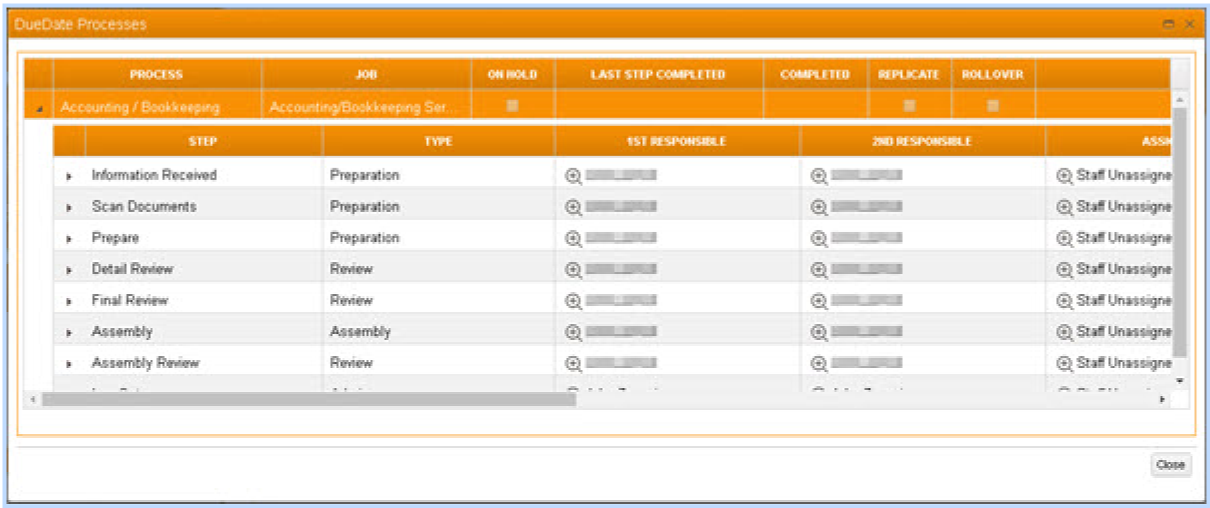
Linked expenses can also be viewed by clicking the triangle icon in the first cell of the time rowto expand it.

If a corresponding time line is deleted, any Lnked Expenses may be deleted along with it. This is controlled by Star PDM, Firm Details ASTEE Switch 23: **Delete linked expenses when time deleted**.

Due Date Processes

Any active Due Date processes and steps can be viewed in the *Job Due Date Processes* window, which is accessed via the **View Due Date Processes** right-click menu option on the appropriate timesheet line.

The **View Due Date Processes** option requires Due Dates licensing.



Here you can place process steps on hold or resume them, extend or complete steps on valid Jobs only (all dependent on privileges).

The **Initial Due** column displays the original calculated due date, excluding extensions and working day adjustments.

The **Hours** column displays the approximate time, in minutes, that each step will take to complete. You can change this value for a given step: (see Step Duration below) changing it has no effect on the rest of the process.

Step Duration

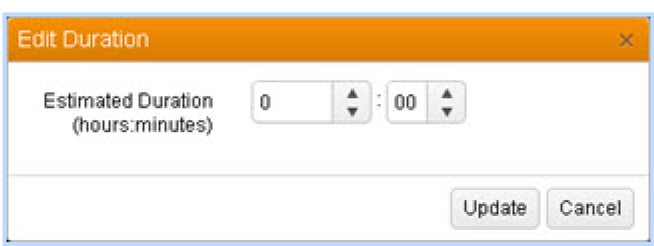
You can specify the time, in hours and minutes, that you estimate each active step will take to complete.

A step's estimated Duration is used for reporting purposes only. Changing it has no effect on the rest of the process.

To change the estimated Duration of an active step:

1. Right-click and select **Edit Duration**.

   This displays an edit Duration dialogue.



2. Use the **Estimated Duration** controls to specify the time, in hours and minutes, that you estimate it will take the step to complete.
3. Click **Update** to close the dialogue.

   In the DueDate Processes grid, the value displayed in the **Hours** column is updated accordingly.

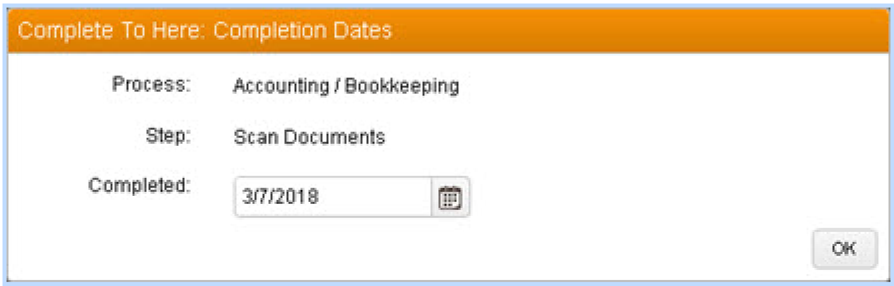
Completing Process Steps

In the DueDate Processes screen you can either complete active steps individually or complete all of the steps in a process up to a given step ('Complete to Here').

To complete an individual active step:

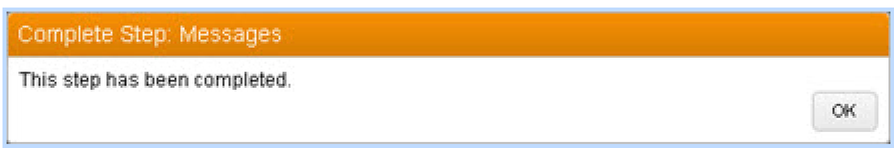
1. Right-click that step and select **Complete**.

   If the user has the required privileges, a Completion Dates dialogue is displayed, allowing the specification of the **Completed** date, which can be any date up to one month earlier than or equal to the current date.

2. Click **OK**.

   When the step is completed, a confirmation message to that effect is displayed:

   Succeeding steps may then become Active.

3. Click **OK** to close the message dialogue.

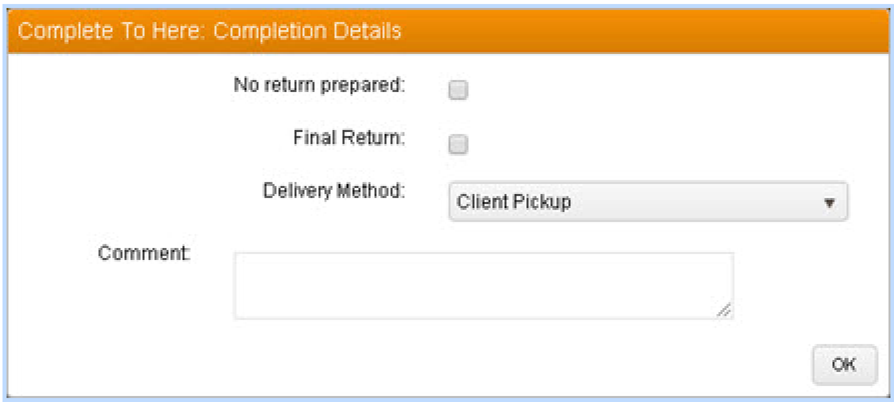
To complete all steps on a process, up to and including a selected step:

1. Select the appropriate step.
2. Right-click and select **Complete to Here**.

   Available on any inactive or uncompleted step only if the process is not on hold.

   If the user has the required privileges, a Completion Dates dialogue is displayed, as illustrated above, allowing the specification of the **Completed** date, which can be any date up to one month earlier than or equal to the current date.

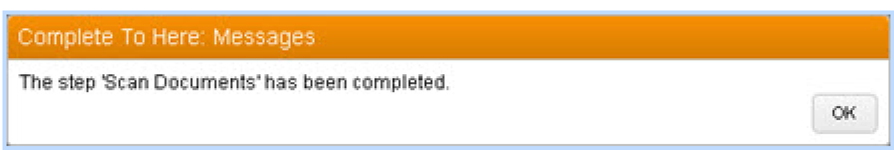
   You may also be prompted to enter Process Completion Details. This is optional.

3. Click **OK**.

   The application attempts to complete all steps up to and including the step selected. Privileges are validated for each of those steps, so the user must have the required privileges or be the Staff assigned to complete each step. Failure of any step to complete will halt processing at that point, and the entire completion process is rolled back

   When the step is completed, a confirmation message to that effect is displayed.

4. Click **OK** to close the message dialogue.

Putting On Hold or Resuming Processes Steps

To put a process step on Hold:

1. Right-click within the row representing that step in the DueDate Process grid, and select **Hold**.

   The step is put on hold, as confirmed by a message dialogue.

2. Click **OK** to close the dialogue.

   The **On Hold** checkbox on the grid row is selected automatically, and the **Hold** menu option is replaced by the **Resume** option.

A step that is On Hold cannot be Completed. Before an On Hold step or, by extension, a process with one or more On Hold steps can be completed, you must first select **Resume**.

To resume an On Hold step (i.e. to take it off Hold):

1. Right-click within the row representing that step in the DueDate Process grid, and select **Resume**.

   The step is resumed, as confirmed by a message dialogue.

2. Click **OK** to close the dialogue.

   The **On Hold** checkbox on the grid row is de-selected automatically, and the **Resume** menu option reverts to the **Hold** option.

Notes and Memos

If any Notes or Memos have been recorded against a process step, this is indicated by the presence of a note icon in the **Notes** column on the row representing that step in the DueDate Processes grid.

Notes allow users to make notes against any step in a Due Date process. They also allow reviewers to follow up on those notes, and to record their own Reviewer Comments.

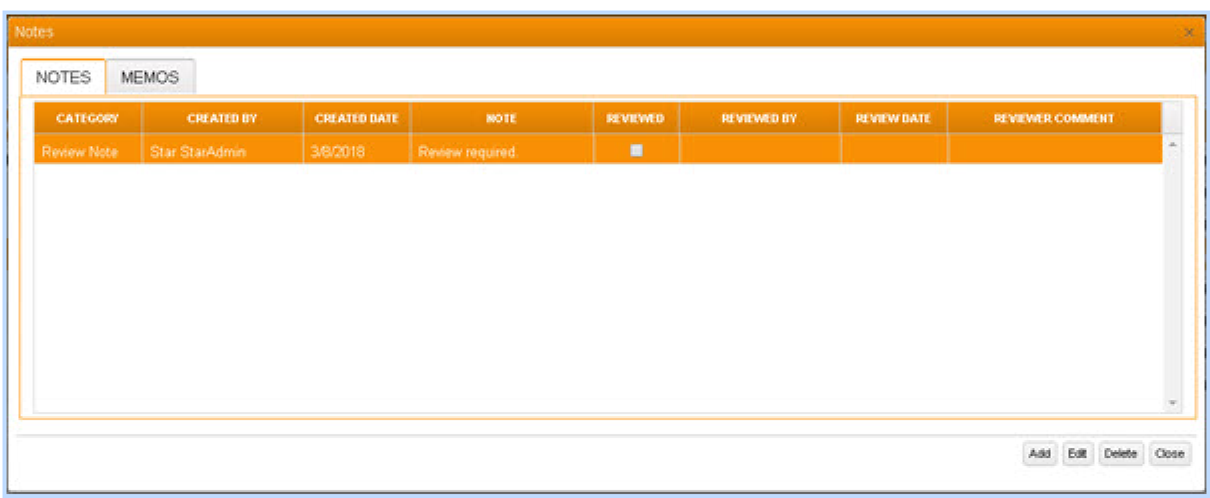
> 'Reviewer Comment' is subject to a Replace Term.

Memos allow users to link their To-Do lists to steps in the Due Date process. They can be assigned either to the user recording them, or (subject to privileges) to any other user.

> Access to other users' Memos is dependent on user privileges.

To access the step Notes, Memos or Reviewer Comments, click the note icon to display the Notes window.

Here, subject to context and privileges, you can add, edit, and/or delete Notes and Memos.



Of the buttons in this window:

- **Add** - Displays an Add Note window (if the **Notes** tab is in focus) or Add Memo window (if the **Memos** tab is in focus, for you to record a new Note or Memo.
- **Edit** - Displays an Edit Note window (if a Note is selected) or Edit Memo window (if a Memo is selected in the Memos tab, for you to edit or update that Note or Memo.

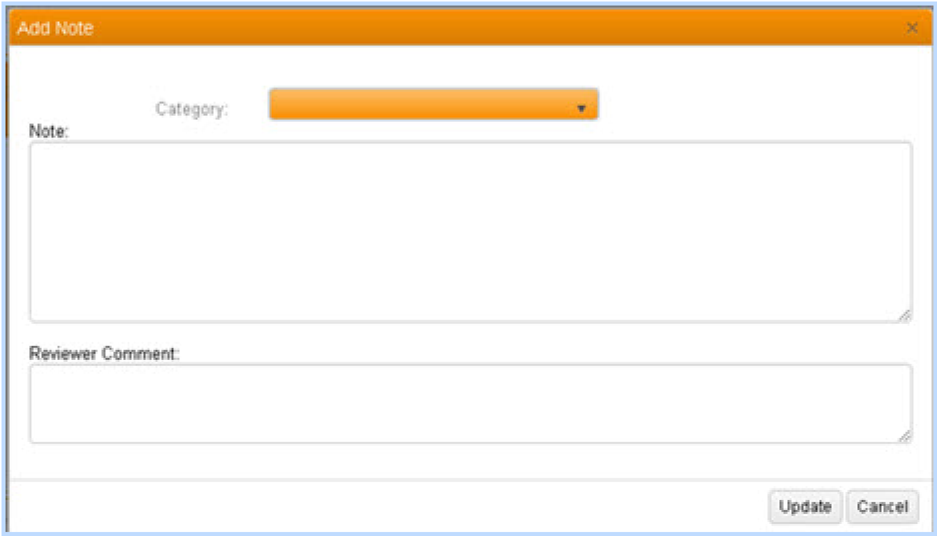
  See Add or Edit a Note and Add or Edit a Memo below.

- **Delete** - Deletes the currently selected Note or Memo, after prompting for confirmation.
- **Close** - Closes the Notes window.

Add or Edit a Note

To add or edit a note:

- With the **Notes** tab in focus, click **Add** or **Edit**, as appropriate, to view the Add or Edit Note window.



In the Add or Edit Note window:

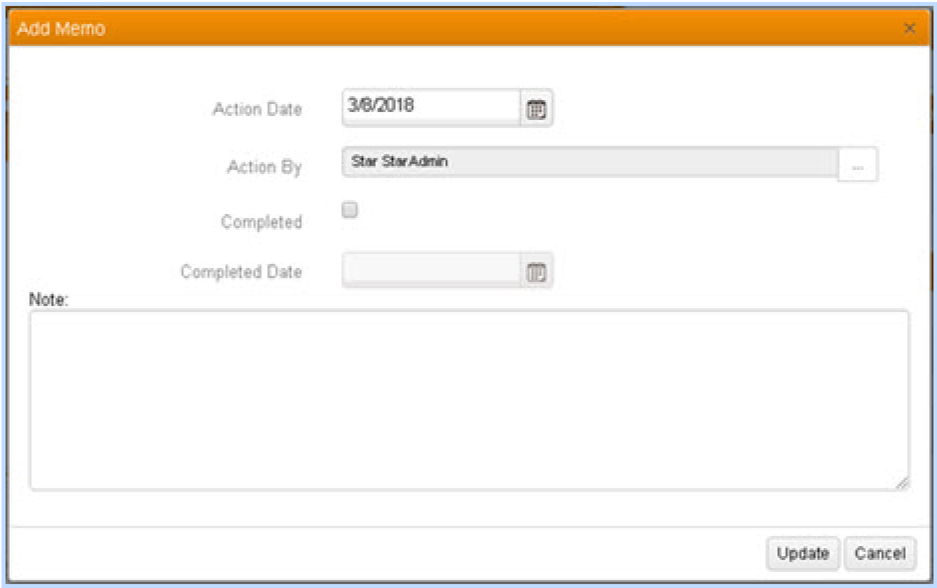
- **Category** - Select the appropriate Category for this note: **Open Item** or **Review Note**.
- **Note** - Enter the text of your Note here.
- **Reviewer Comment** - If you are reviewing an existing Note, enter any appropriate comments here.

Click **Update** to save your Note, or click **Cancel** to exit without saving.

Add or Edit a Memo

To add or edit a Memo:

- With the **Memos** tab in focus, click **Add** or **Edit** as appropriate to view the Add or Edit Memo window.



In the Add Memo window:

- **Action Date** - Select the date by which this Memo should be actioned.
- **Action By** - Click the ellipsis button to view the Select Staff window, and there select the member of staff responsible for actioning this memo.
- **Completed** - Select this checkbox only if you want to flag this Memo as Completed.
- **Completed Date** - Automatically populated with the current date when the **Completed** checkbox is selected.

  You can also flag a Memo as Completed, and populate the Completed Date within the Memos grid, by selecting the **Completed** checkbox on the Memo's row.

- **Note** - Enter the text of your Memo here.

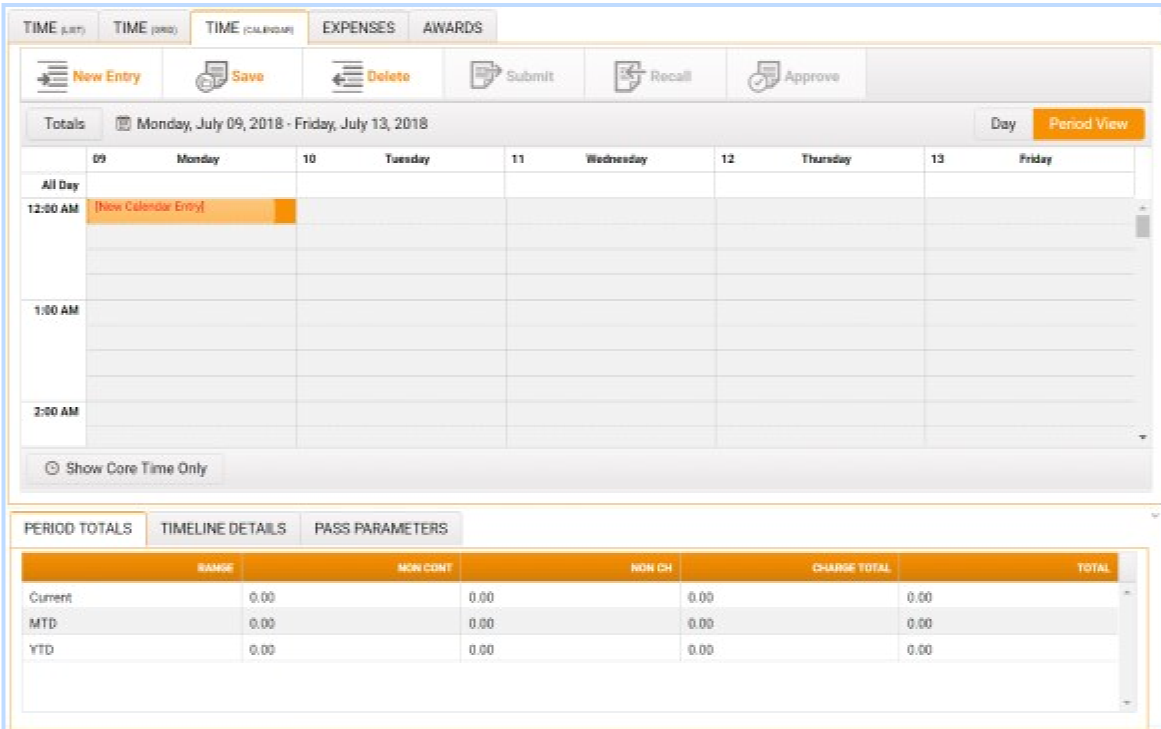
Click **Update** to save your Memo, or click **Cancel** to exit without saving.

Calendar View

The **Time (Calendar)** tab provides an editable calendar view of Timesheet entries.

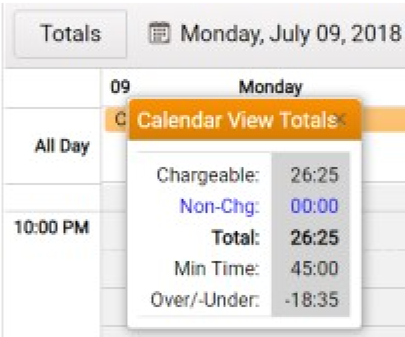
Entries are represented in the calendar grid as blocks of time, with new Calendar Timesheet entries capturing each entry's Start and End Times.

Entries without specified Start and End times (those created in List or Grid view) are displayed in the **All Day** row at the top of the calendar grid.



In Calendar view:

- **Totals** - Displays the Calendar View Totals pop-up, which provides a breakdown of the current totals for **Chargeable** and Non-chargeable (**Non-Chg**) time entered, the combined **Total**, and an indication of the time over- or under-booked (**Over/-Under**) against the minimum expected (**Min Time**).



- **Day** / **Period View** - Toggles the calendar display between day (single column) and period (multi-column) views.
- **All Day** - The All Day row displays any time entry without specified Start and End times (entries created in List View or Grid View), in addition to any 24 hour entries that may be created.
- **Show Core Time Only** / **Show Full Day** - Toggles the calendar display between 9am to 5pm (core time) and 12am to 11pm (full day) views.

Creating, Deleting and Editing Calendar Entries

To create a new entry in Calendar view:

1. Select the cell in the calendar grid that represents the entry's date and start time (the start time can be changed later).
2. Click **New Entry** in the timesheet toolbar.
   This displays the **Calendar Timesheet Entry** window (see below).

Entries created in Calendar view are also then represented in the **Time (List)** and **Time (Grid)** tabs (see List and Grid Views).

To delete an entry in Calendar view:

1. Click to select the block representing the entry in the calendar grid.
2. Click **Delete** in the timesheet toolbar.
   You are prompted to confirm the deletion.

To edit an entry in Calendar view:

1. Right-click the block representing the entry in the calendar grid.
2. Select **Edit /View** in the context menu.
   This displays the **Calendar Timesheet Entry** window in edit mode.

A range of right-click context menu options—including Approve, Copy, Favourite, and Email functions—are available in Calendar view, as in List and Grid views. For details, see Right-click Context Menu.

To move an entry to an alternative timeslot:

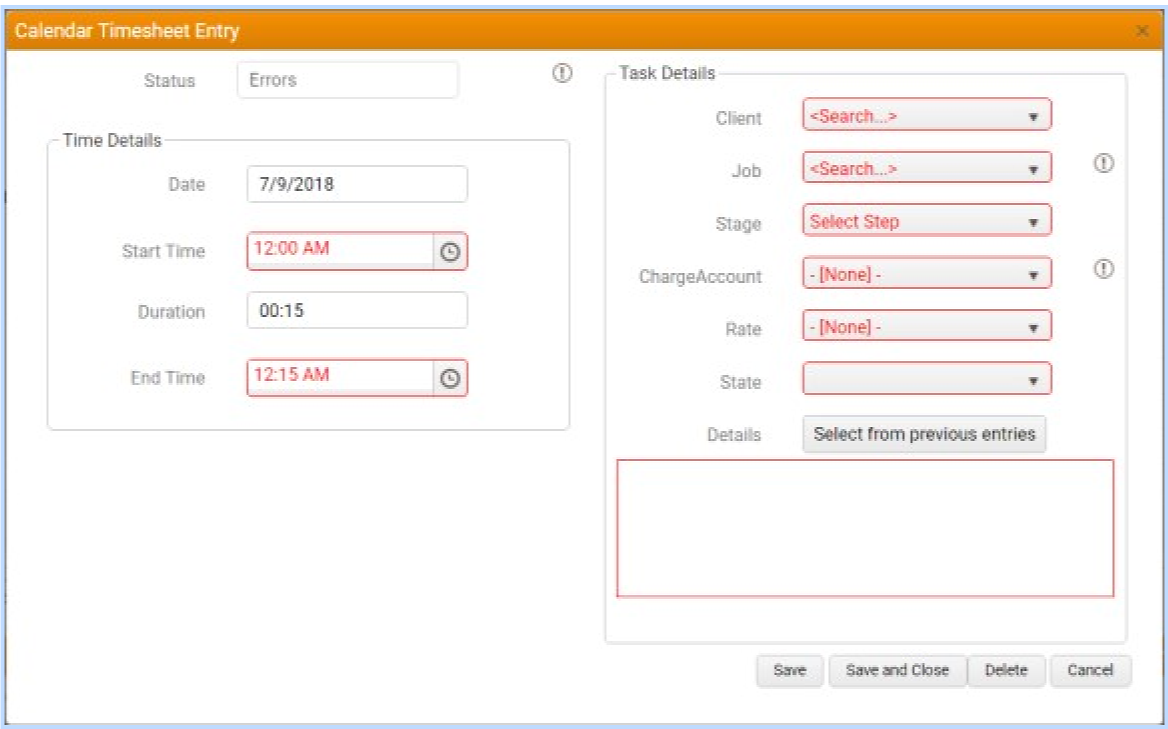
1. Left-click and hold the block representing the entry in the calendar grid.
2. Drag-and drop the entry to its new timeslot.

When using drag-and-drop to move entries from the **All Day**row into specific time slots, the first event to be dragged and dropped must be the earliest/uppermost event. Further events can then be dragged-and-dropped in any order. This is confirmed by a tooltip displayed on the **All Day** row.

Calendar Timesheet Entry

To create a new timesheet entry in Calendar view:

1. In the Time (Calendar) tab, select the cell in the calendar grid that represents the entry's date and start time (the start time can be changed later).
2. Click **New Entry** in the toolbar.
3. The Calendar Timesheet Entry window is displayed.



The first field in this screen, **Status**—and the tooltip that is displayed when the cursor rests over the associated warning icon (see **Save** below for illustration)—display read-only verification of the entry's current validation status. The entry's Status is updated when you save it, at which point it is validated automatically.

In the **Time Details** region:

- **Date** - Read only. The date of the timesheet entry.
- **Start Time** - Either click the clock icon to select the star time from a drop-down list of half hour intervals, or enter an AM/PM value with a colon delimiter, e.g. 13:00.

  If values are entered: 24 Hour values convert to AM/PM values automatically; 12:00 defaults to 12:00 PM; *any* value with a delimiter other than a colon defaults to 12:00 AM.
- **Duration** - Enter the duration of the task, either in whole hours or in hours:minutes (note colon delimiter).

  Any value with a delimiter other than a colon defaults to 24:00, i.e. 24 hours.
- **End Time** - Updated automatically according to the selected (or entered) **Start Time** and **Duration**.

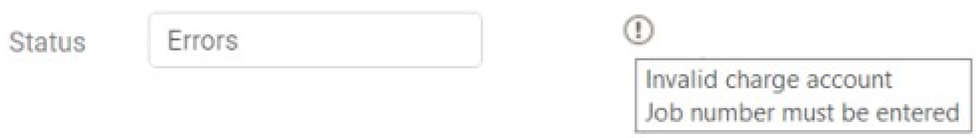
In the **Task Details** region, select the following values:

- **Client**.
- **Job**.
  In the **Client** and **Job** drop-downs, if you select the uppermost option, **<search...>**, then the Search window is displayed for you to locate and select the desired Client/Job.
- **Stage**.
- **Charge Account**.
- **Rate**.
- **State**.
- **Details** - Either enter any pertinent notes, or click **Select from Previous Entries** to display the Select from Previous Entries window.

Save, Delete or Cancel

To save, delete or cancel a new timesheet entry, use the buttons at lower right.

- **Save** / **Save and Close** - The application performs validation checks on the values you have entered, before saving them to the Star database.
  If any value fails validation, then the **Status** field displays **Errors**. All un-validated fields are displayed in red, and a tool-tip displayed when the cursor rests over the warning icon indicates which value to amend first.

  If all of the values are validated, then the **Status** field displays **Validated** and none of the fields display in red. You can then proceed to click **Save and Close** to close the Calendar Timesheet Entry window.
- **Delete** - A **Confirm Delete** dialogue is displayed, requiring you to confirm the deletion of the selected item(s). Click either **OK** to confirm or **No** to cancel the deletion.
- **Cancel** - Closes the Calendar Timesheet Entry window without saving any unsaved edits.

Edit

To edit a timesheet entry, within Calendar view, right-click it and select **Edit/View** to re-display the Calendar Timesheet Entry window.

Custom Reporting Tabs

The configuration of custom reporting tabs is optional. The frame that contains them might not be displayed at all in your instance of StarPM: Time and Expenses.

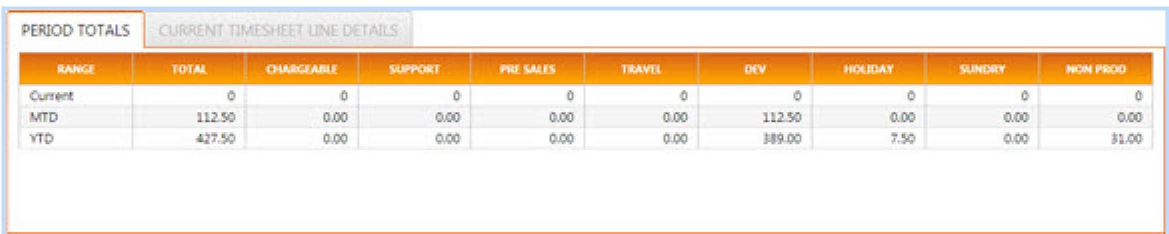
If custom reporting tabs have been configured they are displayed in a tabbed region at the foot of the screen, beneath the **Time** and **Expenses** tabs.

The application can support as many as seven optional reporting tabs. They are fully customisable, and therefore specific to your instance of StarPM: Time and Expenses. Any details that they display are read-only.

Custom reporting tabs might be configured to display details such as the Manager, Partner, Server and/or Workgroup associated with a particular Client and/or Job.

Period Totals

The **Period Totals** tab is provided by default, as an example Custom Reporting Tab, but it may not be included in your instance of StarPM: Time and Expenses. It displays period totals for the current timesheet (**Current** line), month to date (**MTD**) and year to date (**YTD**).



RANGE	TOTAL	CHARGEABLE	SUPPORT	PRE SALES	TRAVEL	DEV	HOLIDAY	SUNDRY	NON PROD
Current	0	0	0	0	0	0	0	0	0
MTD	112.50	0.00	0.00	0.00	0.00	112.50	0.00	0.00	0.00
YTD	427.50	0.00	0.00	0.00	0.00	389.00	7.50	0.00	31.00

Admin info: Period totals are derived from tsp_ASTUserDefinedSelect. Current timesheet line details can be derived from tsp_ASTExtraJobDetailsWEB.

Refreshing

Custom Reporting Tabs are refreshed whenever:

- The tab header is clicked, i.e. when a user either clicks between tabs or clicks the current tab.
- An alternative timesheet period is selected from the Timesheets list.

Your firm may also have StarPM: Time and Expenses configured so that Custom Reporting Tabs are refreshed whenever a new time line is selected.

Admin info: Custom Reporting Tabs are refreshed whenever a new time line is selected only if database setting **RefreshOnLineChange**= 1.

Timers

Timers can be used to automate time recording.

Access to Timers is dependent on a configuration setting in Star PDM (see Timer Preferences).

Not supported for Non-chargeable time where no Job or Client is required.

A Timer can be set running as soon as you select a Client or Job. When you have finished working, you can then stop the clock, add a Comment (optional), and click Send - this creates a new entry in your Timesheet with the recorded time and optional Comment populated automatically.

Time entries are converted from the timer's minutes and seconds to the appropriate hour or unit value, as pre-determined by system settings.

You can have as many timers on screen as you have Jobs to do, or are in progress. By creating individual Timers for each task, starting and stopping them as you turn your attention from one task to another, you can record time accrued on each task throughout the day.

Adding and Accessing Timers

Timers can be added, or accessed, either:

- From the Menu Bar - to add new Timers for specific Clients/Jobs that are not represented in your Favourites or History, or to manage existing Timers.
- From your Favourites - to add or start an instant Timer for a Client or Job saved in your Favourites.
- From your History - to add or start an instant Timer for a specific Client or Job you have already worked on.

The History option could be useful if, for instance, you need to record the duration of a phone conversation. If the call is regarding a Tax issue, then the appropriate Job can be selected on the Timer and a descriptive Comment entered: a record of the call can then be entered from the Timer into the Timesheet.

If only the Client is recorded, then any other required fields must be entered on the Timesheet line before it will pass validation.

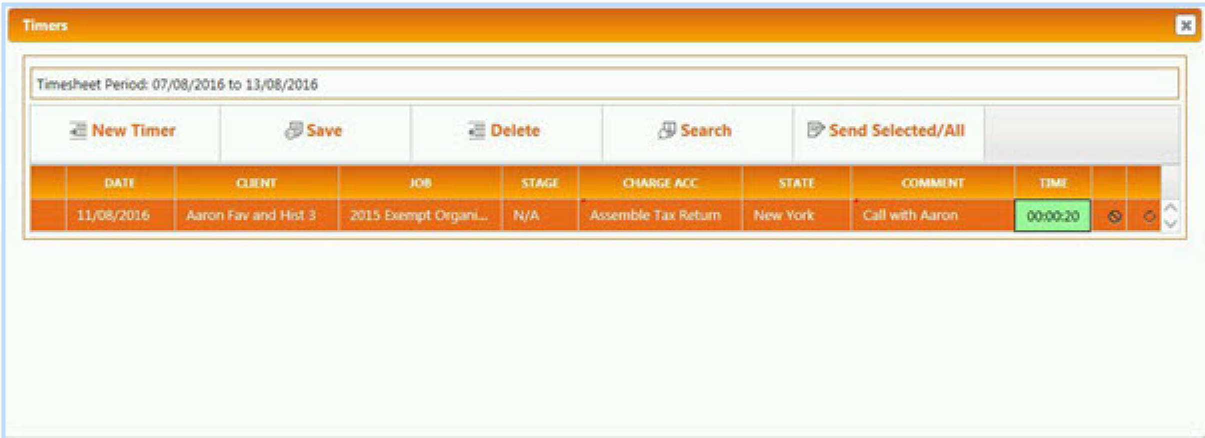
Whichever access option you choose, a Timers window is displayed.

Timers Window

The Timers window is the main screen for all your Timer operations:

- Create a new Timer, optionally with a specific Client or Job association.
- Edit existing Timers.
- Add Comments to Timers.
- Delete existing Timers.
- Start, restart, stop and/or reset Timers.
- Record the values of one or more selected Timers in your Timesheet.

Any existing timers are displayed here, one row per timer.



Timers Toolbar

The Timers toolbar provides the following controls.

New Timer	Inserts a new line (Timer) into the Timers grid.
Save	Saves the selected Timer.
Delete	Deletes the selected Timer, after displaying a prompt for confirmation.
Search	Displays the Search window, automatically displaying search results appropriate to the selected Timer.
Send Selected/All	Sends the values of one or more selected Timers (**Send Selected**), or of **All** Timers, to the timesheet.

> Timer values are sent directly to the underlying timesheet. For this reason, the option to send is not available if the Expenses tab is selected.

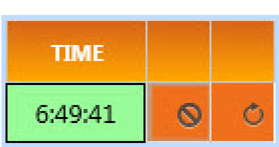
Start, Restart, Stop or Reset Timers

The column to the immediate right of the **Time** column displays either a clock icon or a stop icon, depending on the state (on/off) of each Timer.

The column to the far right displays a refresh/reset icon.

When a Timer is stopped, the clock icon is displayed. Once it is started, the stop icon is displayed.

To start or restart a timer, click the clock icon on the appropriate row. The clock icon toggles to a stop icon, the Time cell in that row is then highlighted in green, and the counter in the same cell begins to increment from its current value:



> The start function is available only for Timers dated the current day

To stop an active Timer, click the Stop icon on the appropriate row. The Time counter stops and the green highlight toggles off.

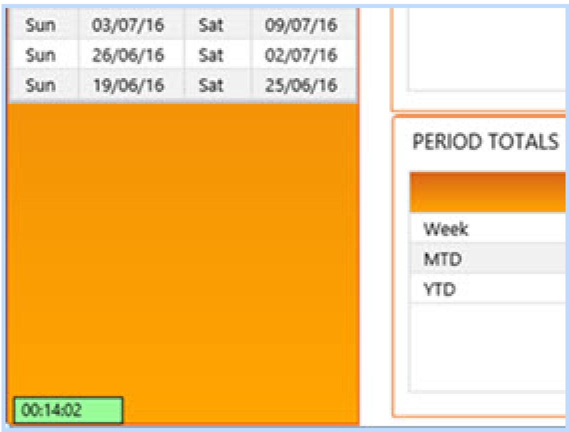
The send function is only valid for Timers dated within the current timesheet period, as determined by the underlying timesheet.

To reset a timer, click the reset icon on the appropriate row ⟳.

Minimising Timers

If you want to have a Timer running in the background while you work, then whilst the Timer is recording time, click the X (close) button in the top right corner of the Timers window (note: not the application main window). The Timers window is then minimised, with the active Timer(s) still running.

That there are active, minimised Timers running is indicated by the presence of a little green counter in the bottom left corner of your Timesheet.



You can drag this counter to a different part of the screen if you wish.

Accessing Minimised Timers

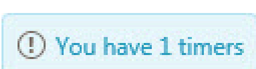
To access minimised Timers, either:

- Double-click the little green counter in the bottom left corner of your Timesheet.
- Click the **Timers** option on the Menu bar.

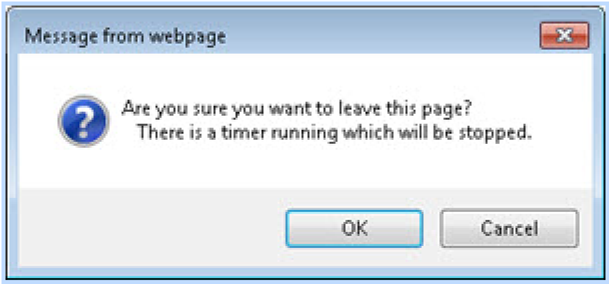
Timer Warnings and Reminders

When you access the Home Page, a pop-up will briefly display a reminder of any Timers.

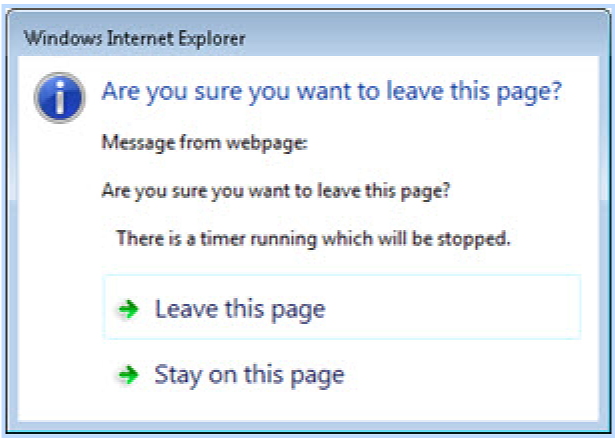
If you refresh your display while the Timers window is open, it will be closed, and the same reminder will be displayed.



If you forget you have a Timer running and click Logout, StarPM: Time and Expenses will display a warning dialogue:

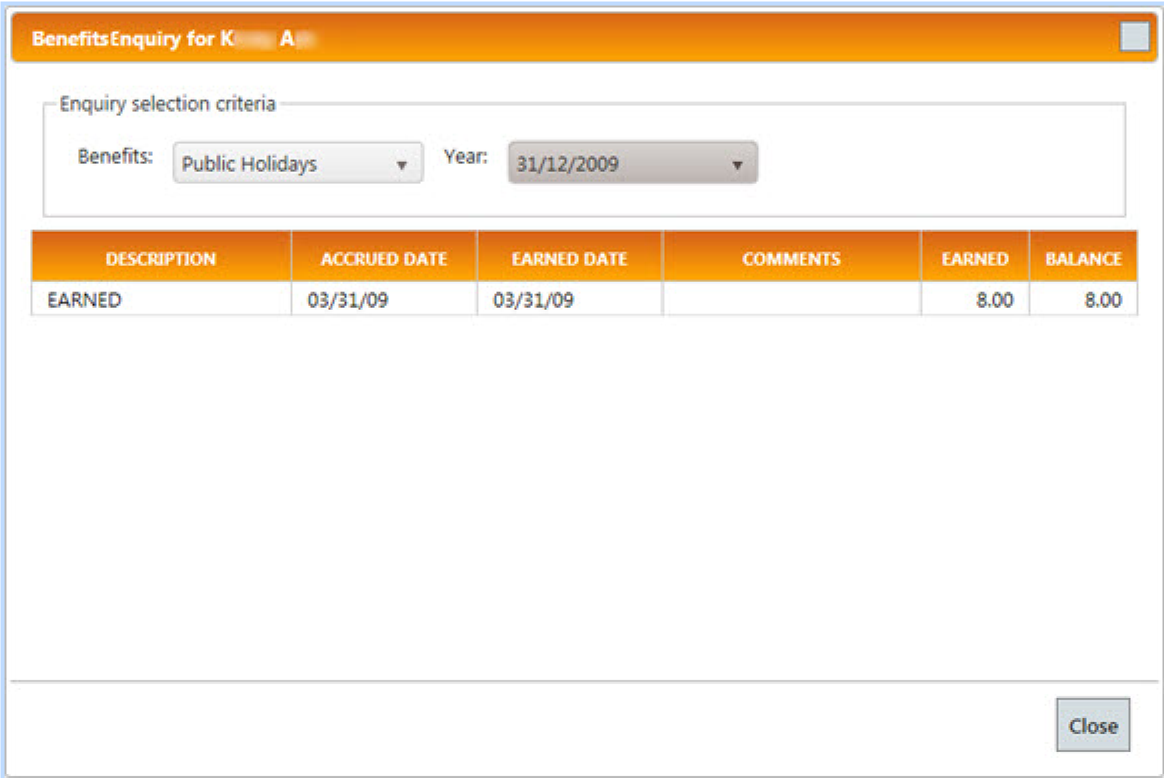


Likewise, should you forget you have a Timer running and click the application Close button, you will be prompted for confirmation that you want to do so, stopping the Timer:



Benefits

The *Benefits Enquiry* form provides a summary view of any Paid Time Off Benefits a staff member may have accrued. It is accessed by clicking **Benefits** on the Home Page menu bar.



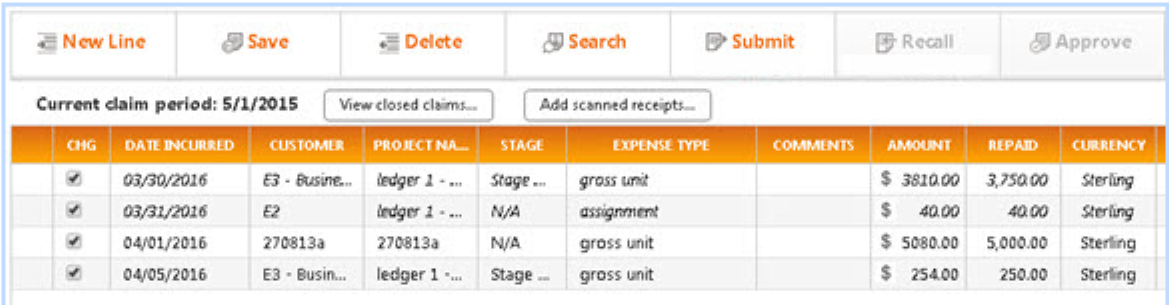
Paid Time Off Benefits are accrued when time for paid time off is posted against pertinent charge accounts.

To see what benefits have accrued, select the relevant **Enquiry Selection Criteria**: **Benefits** (e.g. holiday, sickness) and **Year**. Details are then displayed in the grid below.

If the **Enquiry Selection Criteria** controls are inoperable, this indicates that the Star Benefits module has not been implemented in your instance of StarPM: Time and Expenses.

Expenses

Expense claims can be entered against any date in the current claim period, against any Charge account.



Expenses Toolbar

The toolbars on the Expenses and Unapproved Credit Card Expenses tabs display the following controls.

The toolbar on the Approved Credit Card Expenses tab displays only the **Export** option.

New Line

Inserts a new line into the grid for a new expense entry.

Export

Exports the contents of the grid as an Excel file to your local Downloads folder, with the filename in the following format:
<tab name>_<staff ref>_<forename> <surname>.xls.

Save

Validates and saves any new or amended entries.

New or amended lines are not validated until they are saved.

Delete

Deletes the currently selected line after a prompt for confirmation.

Credit Card Expenses cannot be deleted, nor rejected.

Search

Displays the Search window, automatically displaying search results appropriate to the selected line.

Submit

Active only if all lines have been saved.

If any unsubmitted expenses have been selected submits only those expenses; otherwise submits all unsubmitted expenses.

Submit Selected is not available for Credit Card Expenses.

You may be prompted to confirm that you are independent of all Clients on which you have worked during the timesheet period.

Recall

Active only if the relevant expenses have not yet been approved.

if any submitted expenses have been selected recalls only those expenses; otherwise recalls all submitted expenses.

Recall Selected is not available for Credit Card Expenses.

Approve

Active only if expenses have been saved, and therefore validated, and then submitted.

For Credit Card Expenses, active only for standard expenses.

Approves all submitted expenses.

Approved Credit Card Expense are removed from the Unapproved Credit Card Expenses tab and added to the Approved Credit Card Expenses tab.

Multi-level approval is not supported for Credit Card Expenses. If your application is configured for multi-level approval, Credit Card Expenses can only be approved via the Select Staff Member screen.

Entering Expenses

Expenses are entered via the Expenses tab.

To use an existing expense claim as a basis for a new claim:

- Right-click the previously entered expense line and select **Copy Line**.

  A new line is added to the Expenses grid. All except numeric values default to those of the copied line.

To use an Expense Type as a basis for a new claim:

- Drag-and-drop an Expense Type from the Expenses field in the Navigation Sidebar into the Expenses grid.

  A new line is added to the Expenses grid, with the Expense Type and certain other non-numeric details pre-populated.

Alternatively, enter an expense from scratch:

1. Click **New Line**.

   A new line is added to the expenses grid. The only pre-populated value on that line, **Date**, defaults to the current date.

   Where Canadian Expenses functionality is active, if an expense contains a valid Expense Type, editing its **Date Incurred** invokes the Expense Details form as opposed to the standard pop-up calendar control.

2. In the **Client**, **Engagement** and **Stage** cells, select the relevant options from the pre-defined drop-down lists.

   Display of the **Client No.** and **Client Name** columns is dependent on Preferences setting **Client Fields**.

3. Click the **Expense Type** cell to display the Expense Details window, where the remaining expense details must be entered. (You can enter **Comments** directly into the Expense line.)

   When you close the *Expense Details* window, the remaining line details are automatically populated as specified.

On completing each expense row, click **Save**.

Expenses are auto-saved only if the Preferences setting **Auto Save Time and Expenses** is selected.

The default Status of all newly posted expenses, pending submission, is **Draft**.

Client Quick Search

When selecting a Client, a **Client AutoComplete** column can be included in grid views to enable a quick search for any Client Reference or Client Name recorded in the Star database.

The inclusion of this column is governed by a user Preference, **Client Fields** / **Client AutoComplete**.

Client AutoComplete is subject to Replace Terms.

To use the **Client AutoComplete** quick search:

- Start typing the Client Name or Reference into an **AutoComplete** cell.

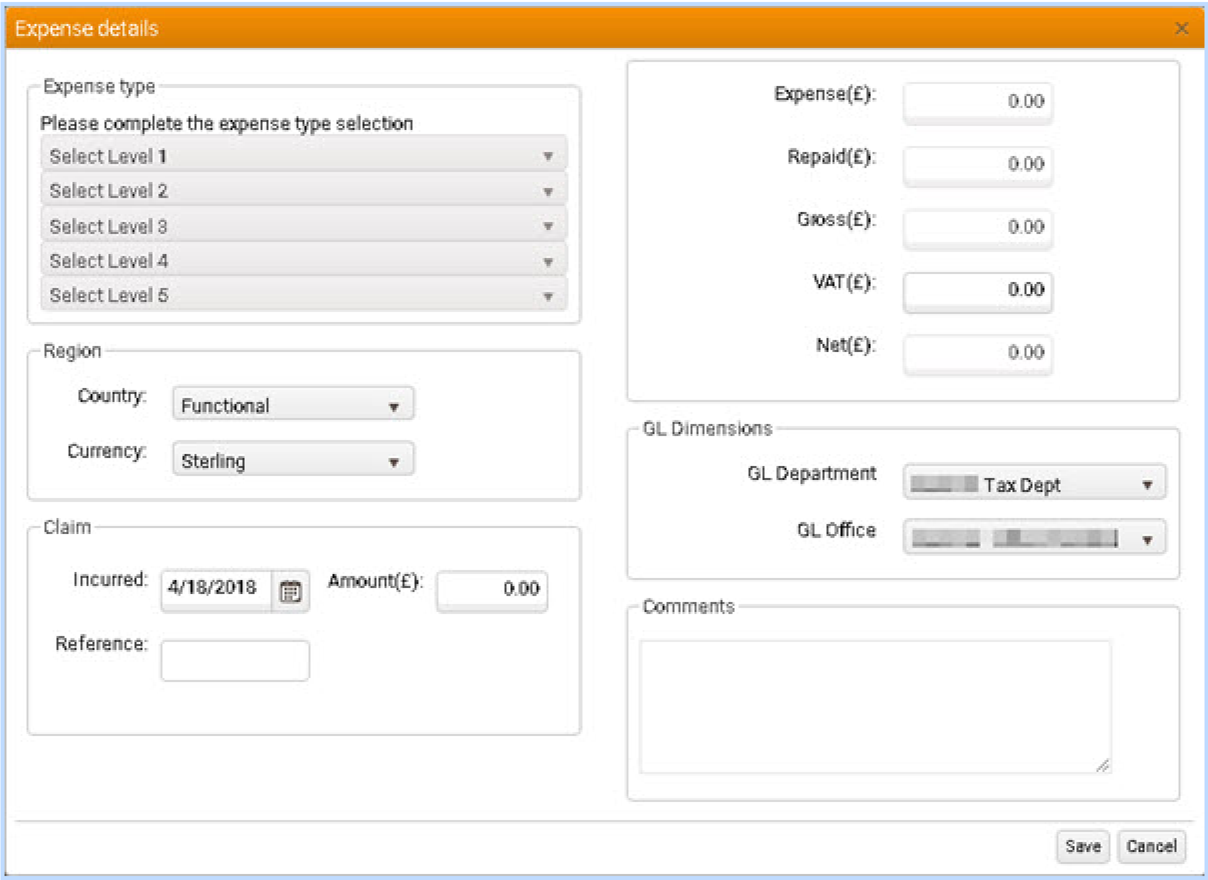
  The application searches the database for any Client Reference or Client Name which in whole or in part includes the same characters. For example, if you type 'mit', then the search will return any Clients named 'Smith' or having Client Reference e.g. 'MIT001', ‘MIT002’…

  Any matching records are displayed in the colon-separated format Client Ref:Client Name.

Expense Details

The *Expense Details* window is used to specify the details of an expense claim. It is invoked from the [Expenses](#) grid when the user clicks to enter an Expense Type (see [Entering Expenses](#)), and then can be reopened for editing only until the relevant expense is submitted for approval.

Once expenses are submitted for approval, the *Expense Details* form can be accessed only if those expenses are recalled, or—by approvers only, and in read-only mode—via the Expense [Approvals](#) screen.



The controls displayed on this screen are dependent on your environment's configuration.

Some input items may be hidden, e.g. **Country** and **Currency** are available only if so configured, and if Multi-currency Time and Expenses is in operation.

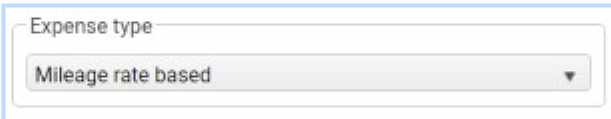
First select an **Expense Type**.

Expense Types

The application can be configured to support multiple levels of Expense Type input (Expense Levels), to enable multi-level analysis (for example, Level 1: Meals, Level 2: Per Diem).

Multi-level expense analysis is not currently supported for Credit Card Expenses.

If Expense Levels are not configured in your application, the Expense type region will display a single selection control:



If Expense Levels are configured, the Expense type region will display multiple selection controls, with the highest level of expense at the top of the list. You must then make your Expense Type selections in order, from top to bottom. If an Expense Type at any level is configured for further levels of analysis, this is indicated by a label suffix **>>**.

There is no parent/child relationship between Expense Types and Expense Levels, but the combination of Levels for each Type must be unique.

Expense Levels must be configured in Star PDM (Setup / Expenses / Multi-Level Analysis / **Level 1**, etc.).

Region

The controls displayed under **Region** allow you to set the monetary unit in which the expense is claimed.

First select the relevant **Country**—this my be a nation or an economic zone, e.g. USA or Euro Zone, or Functional currency, i.e. the main currency used by your business or unit—and then select the relevant **Currency**, e.g. Euro or GBP, or Unknown if not known.

Claim

The controls displayed under **Claim** vary according to the Expense Type selected.

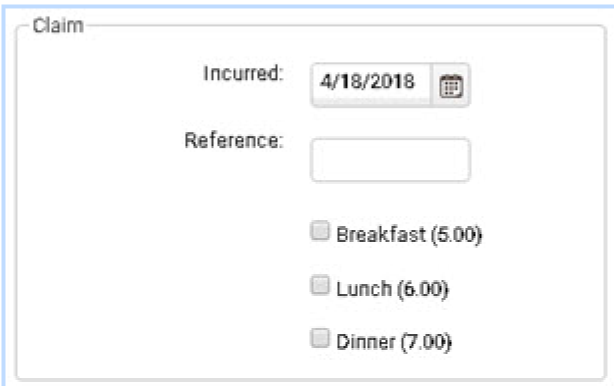
For example, for simple expese amounts a single **Amount** control is displayed (with the symbol of the functional currency in parentheses apppended to the label), whereas for unit-based expenses **Unit** and **Rate** controls are displayed.

Per Diem Expenses

If the Expense Type selected is Per Diem, then the **Claim** region displays checkbox selectors for up to five pre-configured Per Diem expense types, e.g. Breakfast, Lunch, Dinner. The amount to be reimbursed for each per diem is displayed in brackets after the per diem label.

Per diem expenses are always in the functional currency.

Select only the appropriate per diem checkbox or checkboxes to be reimbursed accordingly.

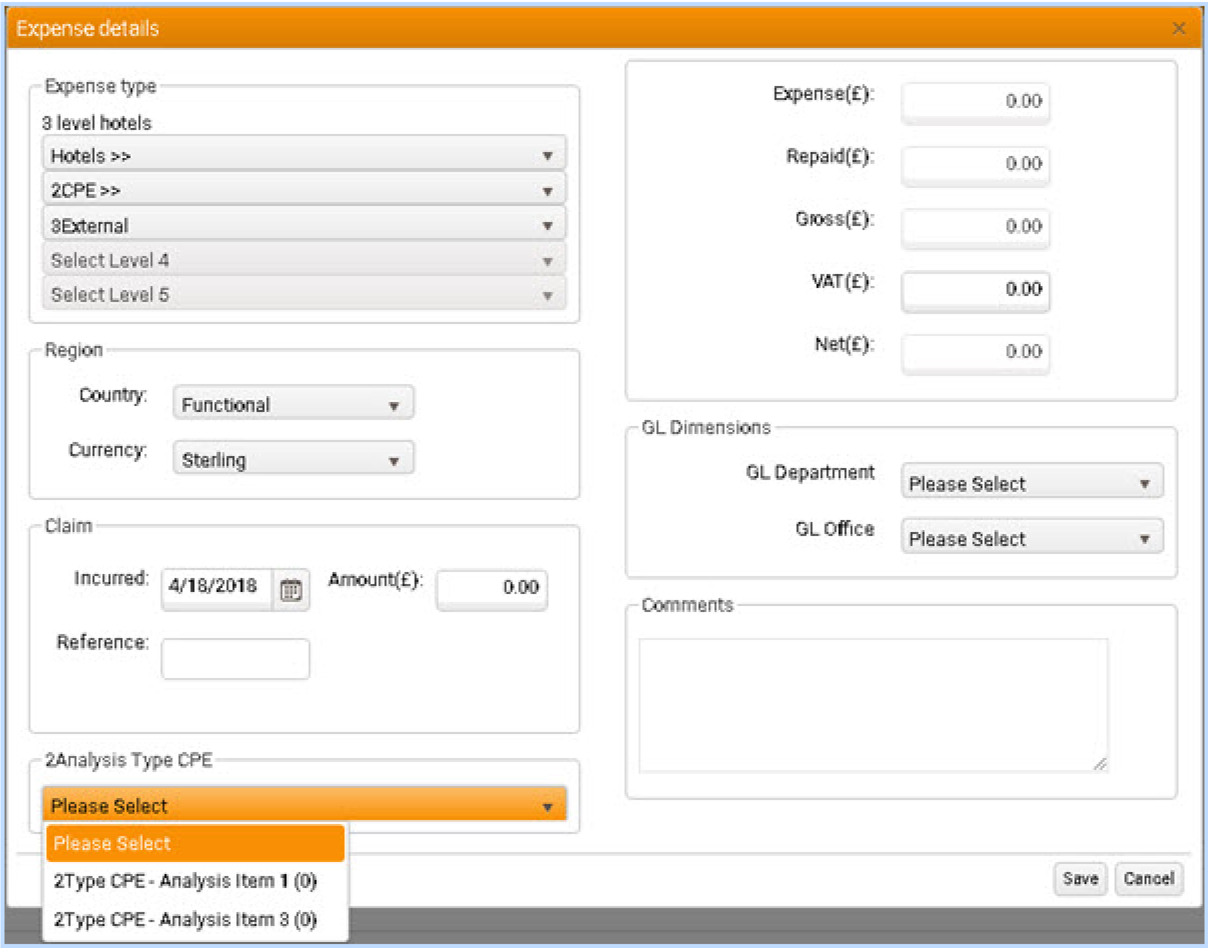


Per Diem Expenses and set values for reimbursement must be configured for each appropriate Expense Type. This is done in Star PDM (Setup / Expenses / Expense Types / Edit / Switches: **Per Diem Expense** + **Per Diem Amounts**).

Expense Analysis

Expense input can also be configured to capture Expense Analysis Type or class details for specific Expense Types only.

Where so configured (i.e. where an Expense Type has been associated with an Expense Analysis Type, for example CPE), when the Expense Type is selected, a new field with the appropriate Type label (**2Analysis Type CPE** in the screenshot below) allows the user to make the mandatory Expense Analysis Item selection.



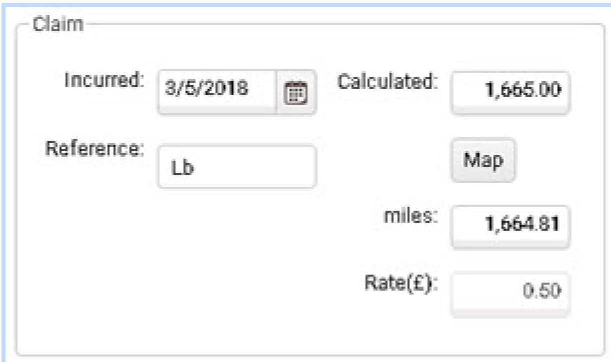
Expense Analysis Types must be configured in Star PDM (Setup / Expenses / **Analysis Types** + **Analysis Items**).

Mileage Calculation for Unit-based Expenses

When entering unit-based expenses only, Google Maps can be used to automate mileage calculation.

If the use of Google Maps is enabled, then the **Claim Unit** and **Rate** fields are replaced by mileage fields: **Calculated**, **Miles** and **Rate**.

The symbol of the functional currency is displayed in brackets after the **Rate** label.



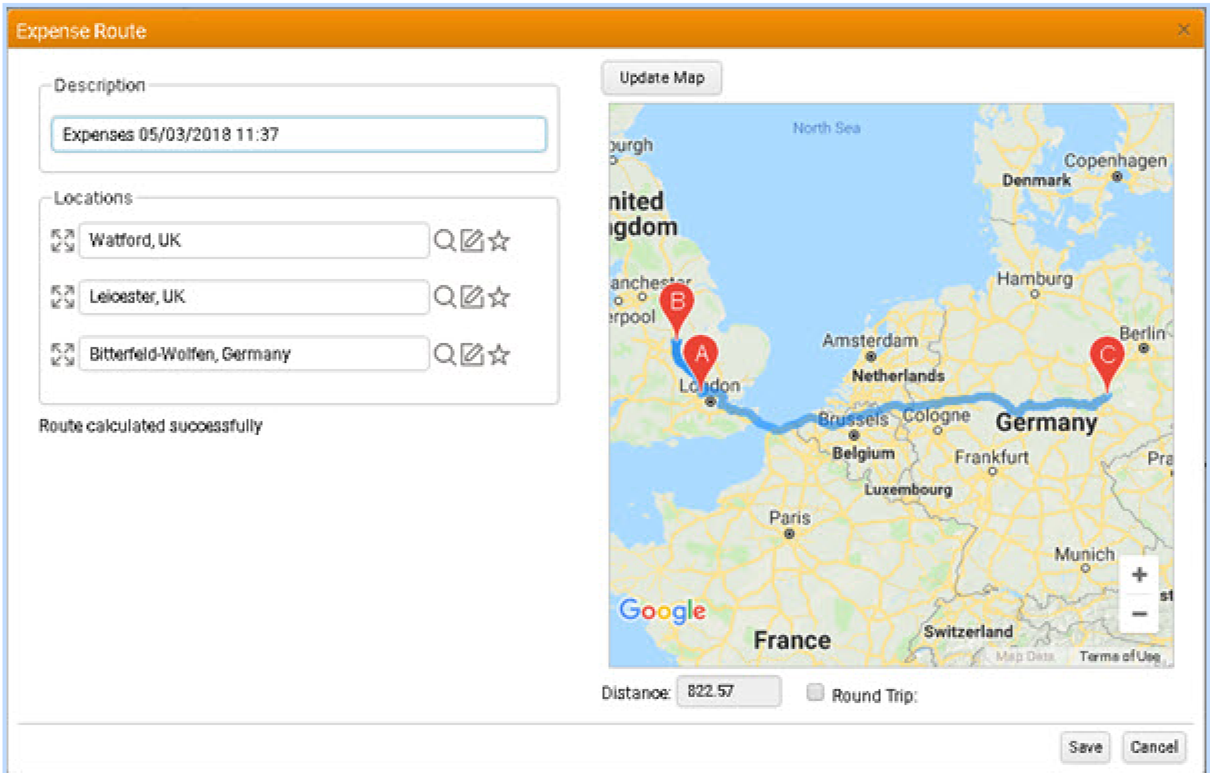
Google Maps functionality must be enabled in Star PDM (Setup / Expenses / Expense Types / Edit / Switches: **Use Maps**). Also in Setup, an optional **Map Override** field can be used to specify a percentage by which users are permitted to adjust the calculated mileage by editing the value in the **Miles** or **Km** field (as specified in Expense Types setup).

Mapping

To use Google Maps functionality:

- In the Expense Details, **Claim** region, click **Map**.

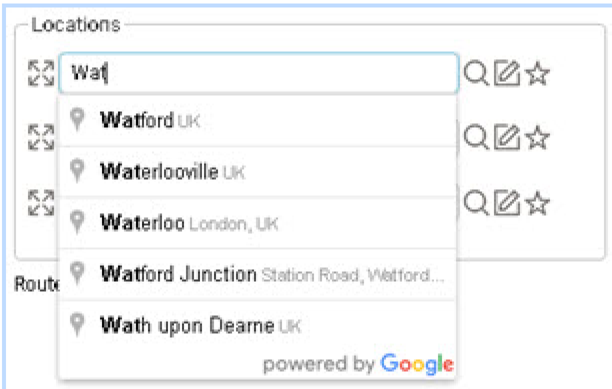
  This invokes the Expense Route window, in which you can plot the multiple waypoints of a journey on a map. The Google Maps API will then use those details to calculate the total length in miles of that journey.



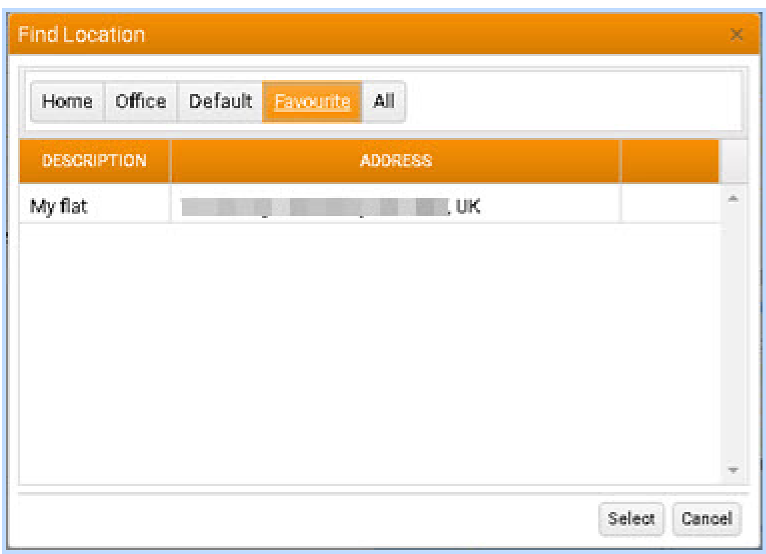
In the Expense Route window:

1. Enter a short, meaningful **Description** of the expense and/or journey.
2. To plot the start of your journey, either:
   - Enter the address into the uppermost **Location** field. Any matching locations are filtered as you type: make a selection.

     The AutoComplete of Locations is activated only once a set number of characters have been entered - five characters by default: your configuration may differ.

   - Click to display the Find Location window, in which to select a Favourite or other saved location.

     For details of how to record a Location in this window, see Edit Location immediately below.

     The quickest way to flag a Location as a Favourite, is simply to click the associated Location Status icon so that it displays as solid, not outline. This Location will then be listed in the Find Location window **Favourite** tab.

3. Use as many of the remaining **Locations** fields as necessary to enter any other known waypoints on your journey.

   The number of **Locations** fields (i.e. the maximum number of Locations) is variabl, determined by a value set in the Star database. There are eight Locations in a standard installation.

To change the order of a Location, click and hold to drag-and-drop it into the correct sequence.

4. When you have entered multiple Locations, and they are in the correct sequence, click **Update Map**.

   The most direct route between each of the specified Locations is plotted and indicated on the map, and the **Distance** value is calculated and populated automatically.

5. Only if you are making a return journey, select the **Round Trip** checkbox. The **Distance** value is then doubled automatically.

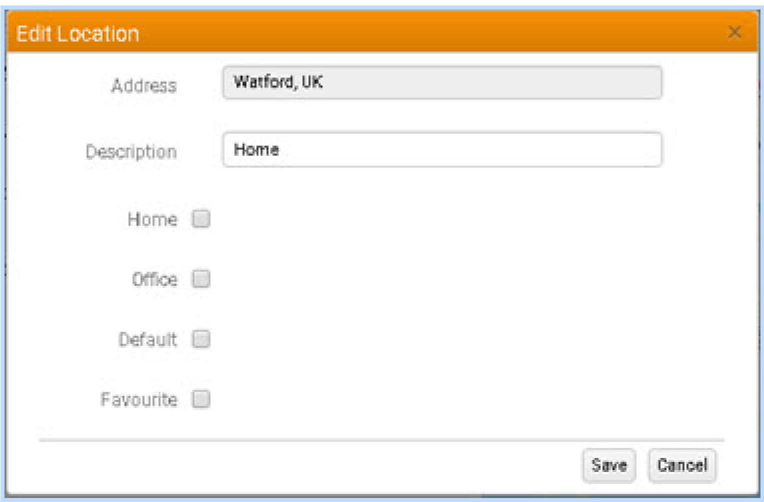
6. Click **Save** to record the journey and calculated mileage.

   You are returned to the Expense Details window, with the **Claim** values updated accordingly.

Edit Location

To edit the recorded details of a Location:

1. In the Expense Route window, click the appropriate Edit Location Status icon to view the Edit Location window.



In this window:

- The **Address** field confirms the selected Location. It is automatically populated and read-only.
- The **Description** field is optional. It allows you to record a brief annotation against the Location.
- The remaining fields - **Home**, **Office**, **Default**, **Favourite** - correspond to the tabs in the Find Location window (see immediately above). If you select a checkbox, the Location will be listed in the appropriate tab.

  There can only be one **Default** Location. If you select this checkbox, the correspoding setting on the current Default Location is reversed. There is no prompt for confirmation.

  If you select the **Favourite** checkbox, the Location's associated Status icon toggles from outline to solid, for ease of identification.

Other Expense Details

Your subsequent selections and/or inputs automatically affect the options available in other selection controls and/or the values populating other fields.

For instance:

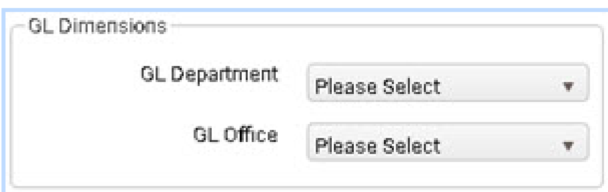
- If you select **Country**: **USA**, then the options in the **Currency** drop-down list are restricted to **Unknown** and **Dollars**.
- If you select **Country**: **Euro Zone**, then the options in the **Currency** drop-down list are restricted to **Unknown**, **GBP** and **Euro**.
- In the amounts field at top right (**Expense**, etc.), each label is appended with the relevant currency symbol, according to the selected **Currency**.
- Amounts are calculated automatically, according to the manually-entered **Unit** value, but the **Repaid** and **Tax** amounts can then be edited, subject to validation.

  If a manually-entered **Repaid** or **Tax** amounts exceeds the permitted leeway, then a warning dialogue is displayed. When the dialogue is closed, the value automatically reverts to its automatically calculated default.

GL Dimensions

The GL Dimensions controls (labelled **GL Dimension1** and **GL Dimension2** by default) record dimensions relating to the GL code to which the expense should be mapped.

GL Dimension1 and GL **Dimension2** are both subject to Replace Terms.



Default GL Dimension values are derived from the Staff record when the expense is created, but can be overridden by any user with the required Approver privilege.

GL Dimensions must be configured in Star PDM (Setup / Expenses / **GLDimension1**, etc.).

Comments

Optionally, enter any **Comments** pertinent to the claimed expense.

Save

When the expense details are complete, click **Save** in the Expense Details window.

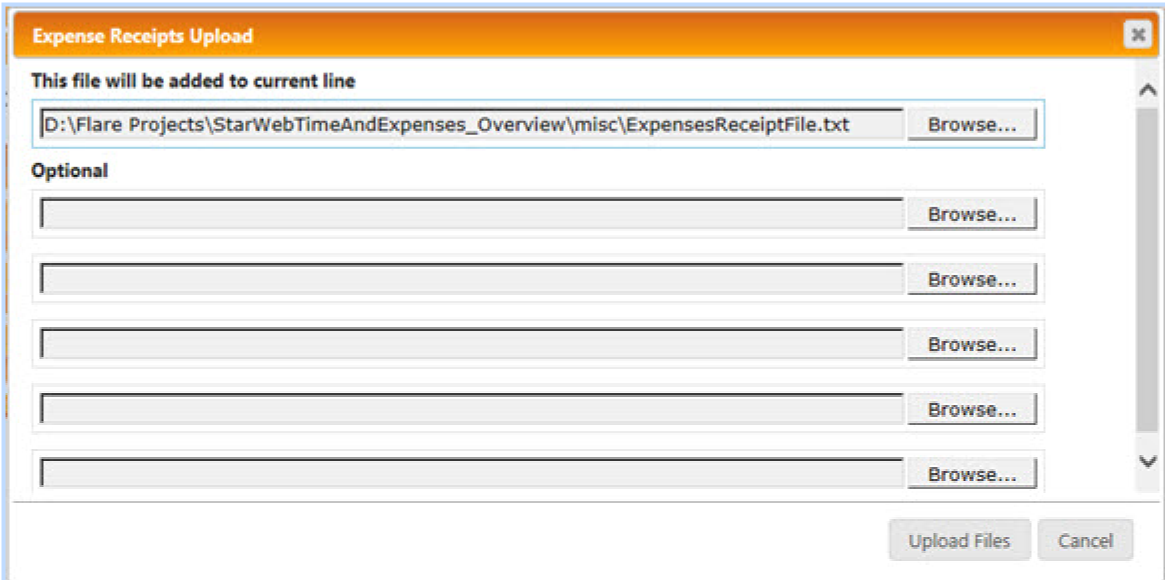
Receipts

Expense receipt files can be uploaded via the **Add Scanned Receipts** button on the Expenses or Credit Card Expenses tab toolbar, and subsequently opened for viewing via a right-click context menu on the relevant expense line.

Adding Scanned Receipts

To add a scanned receipt:

1. Click **Add Scanned Receipts** to display the *Expense Receipts Upload* window.

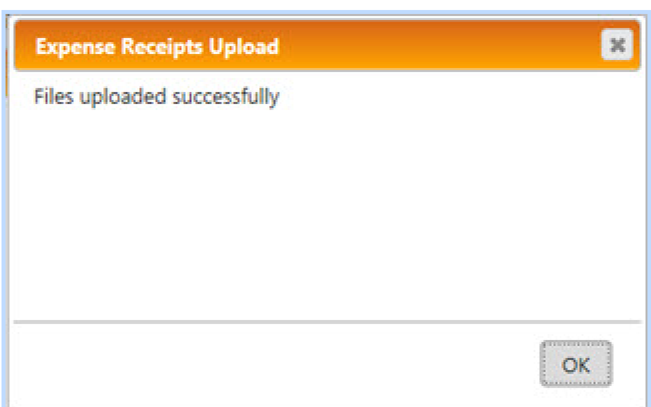


2. Click **Browse** at the end of the first field, under the heading **This File will be Added to the Current Line**. This displays a file browser.
3. Use the file browser to locate and select the relevant receipt file.
4. Add any additional expense receipt files to the remaining **Optional** fields.

   A file must be selected in the first field. If only **Optional** fields are populated, then the upload will not proceed.

5. When all of the required receipts have been selected, click **Upload Files**.

   A confirmation dialogue is displayed.



6. Click **OK** to close the confirmation dialogue.

   The uploaded receipt file(s) are now listed in the Navigation Sidebar, under the heading Expense Receipt Files.

Viewing Scanned Receipts

To view a receipt that has previously been uploaded, simply right-click on the appropriate expense line and select **View Scanned Receipt**. The receipt is then displayed in a new tab.

Credit Card Expenses

Any Credit Card expenses imported to StarPM are displayed in the **Unapproved Credit Card Expenses** tab pending completion, validation and submission for approval.

Credit Card Expenses are imported in batches, in Star PDM, and cannot be processed individually.

Credit Card Expenses cannot be imported in StarPM.

Once approved, each batch is displayed in the **Approved Credit Card Expenses** tab until the closure of the current claim period.

The two tabs are described below.

Tab Toolbars

The row beneath the main toolbar in each of the Credit Card Expenses tabs displays the **Current claim period** and **Deadline** dates, in addition to the following buttons:

- **View Closed Claims** - Displays the Approved Expense Claims window.

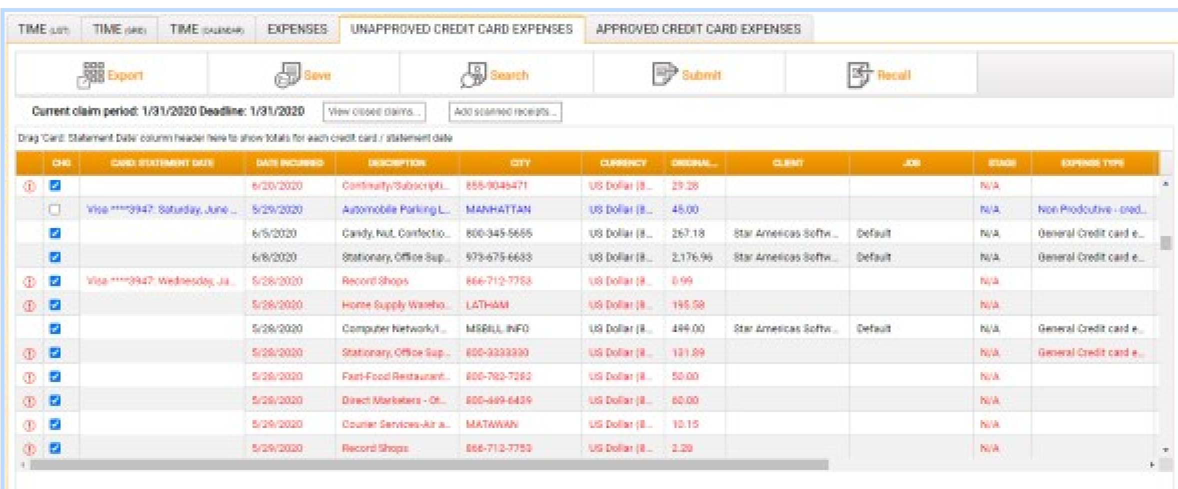
  Since Credit Card Expenses are excluded from Claim Approvals, closed claims are not relevant in this context.

- **Add Scanned Receipts** - Displays the Expense Receipts Upload window, from which you can upload expense receipt files, which can then be opened for viewing via a right-click context menu on the relevant expense line.

Unapproved Credit Card Expenses

This tab displays all of the unprocessed credit card expenses in the most recent import.

A new import will overwrite any unprocessed expenses not yet submitted for approval.



In this tab, all mandatory fields - Expense Type, Job number, etc. - must be completed in order for each expense to be validated, and all of the expenses in a batch (i.e. wit the same Statement Date) must be validated before that batch can be submitted for approval.

Neither the original transaction details, e.g. the expense Amount, nor the VAT on net expenses can be changed.

Red text indicates an expense which has not yet been validated. The details of every such expense in a batch must be entered before that batch can be submitted. Once all of the required details have been entered for an expense it will be validated automatically, and the text on that line will then change from red to black.

Blue text indicates a non-chargeable expense.

Start by selecting the **Job** on which the expense was incurred. Other fields, such as **Client**, will then be populated aromatically with values derived from the Job.

The first column displays a status indicator and a tool-tip which indicates which value you should populate next.

In the grid:

- **CHG** - Select the checkbox for a chargeable expense, or de-select for non-chargeable.
- **Card** / **Card Number** / **Statement Date** - These fields are populated only on the first line in each new batch. A new statement date denotes a new batch of expenses, so, when visually scanning the grid, this helps identify the start of each new batch.

  Here you might see either three columns - **Card**, **Card Number**, and **Statement Date** - or a single column, **Card: Statement Date**, in which the same details are combined. This is governed by a firm-level switch setting, and cannot be changed within StarPM.

- **Currency** - Entity Functional Currency is not supported for Credit Card Expenses.
- **Client** - Automatically populated on Job selection.
- **Job** - Left-click to select the Job on which the expense was incurred.
- **Expense Type** - To viewand optionally amend the details of an expense, left-click within this column to display the Expense Details window.

  In the Expense Details window, for Credit Card Expenses, the details in the **Claim** region (unit, rate, and date incurred) are read-only, while the **Repaid** amount is editable only for multi-currency expenses.

- **Comments** - Displays any Description entered against the expense when it was imported.

Submission and Approval of Credit Card Expenses

Once each expense in at least one batch has been completed and saved, the batch can be submitted for approval by clicking **Submit** on the toolbar.

On submission, Credit Card Expenses are subject to the same validation as regular expenses.

If your application is configured for standard expenses, an **Approval** button is displayed in the Credit Card Expenses toolbar. If your application is configured for Multi-level Expense Approval, however, Credit Card Expenses can only be approved via the Select Staff Member screen.

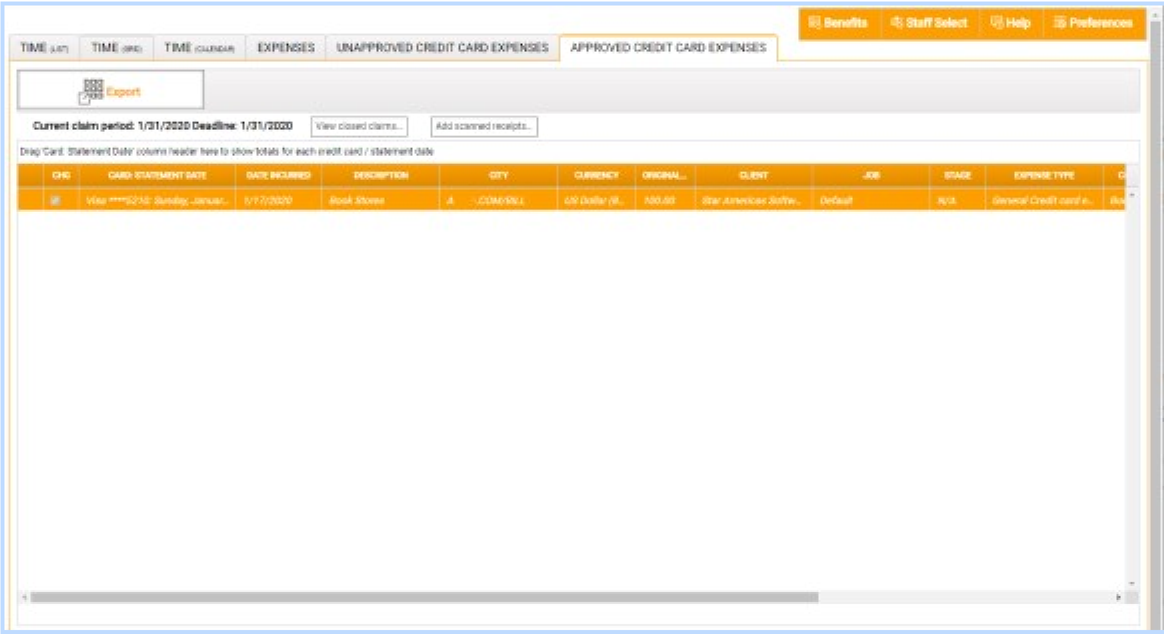
Multi-level approval is not supported for Credit Card Expenses.

Once approved, Credit Card Expense are removed from the Unapproved Credit Card Expenses tab and added to the Approved Credit Card Expenses tab.

Approved Credit Card Expenses

This tab displays each batch of approved Credit Card Expenses, on a single line.

Approved batches are displayed here until the closure of the current claim period, at which point the tab is cleared.



The details displayed here are read-only. The only active options are:

- The toolbar **Export** option, which allows you to export the contents of the grid as an Excel spreadsheet.
- The following right-click options:
  - **Add to** or **Remove Job from Favourites**.
  - **Email Job Partner** or **Email Client Partner**.

Submitting Expenses

When you are ready to submit your expenses, either:

- To submit one or more, but not all: First select those you want to submit, and then click **Submit Selected/All**.
- To submit all: just click **Submit Selected/All**.

Submit Selected is not available for Credit Card Expenses.

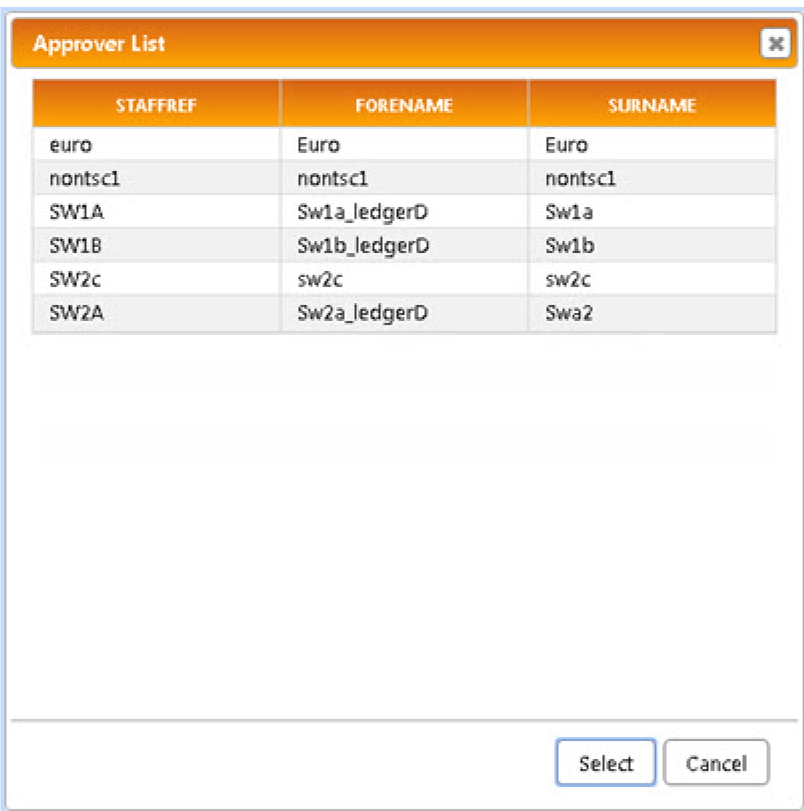
You are prompted to confirm your submission.

Approver List

If your expenses are subject to Expense Approval, you are prompted to select the appropriate approver from the Approver List.

StarPM: Time and Expenses supports a multi-approval expense status framework, administered in Star PDM, which is both configurable to the needs of your organisation and subject to user privileges. Functionality in your instance of the application may therefore differ in some respects from that described below. For details, see Appendix A: Multi-approval Expense Status Framework.

If multiple expenses are submitted, then the Approver List will include only those Approvers with the permissions required to approve every submitted item.



Simply select the line representing the relevant Approver, and click **Select**.

On Submission

The successful submission of an expense is indicated by **Yes** in the **Submitted** column (updated from the default **No**), while the **Approval Status** column reads **Submitted Records** pending approval.

AMOUNT	REPAID	CURRENCY	SUBMITTED	RECEIPT REQ.	RECEIPT FILE	APPROVAL STATUS	REASON REJ...
$ 1.00	1.00	Sterling	No	No		Draft	
$ 128.00	125.00	Sterling	Yes	Yes		Submitted Rec...	

When submitted expenses are approved, the **Approval Status** column reads **Approved**.

When submitted expenses are rejected, the **Approval Status** column reads **Draft**, and the **Reason Rejected** column is populated with the pre-defined reason for rejection selected by the Approver.

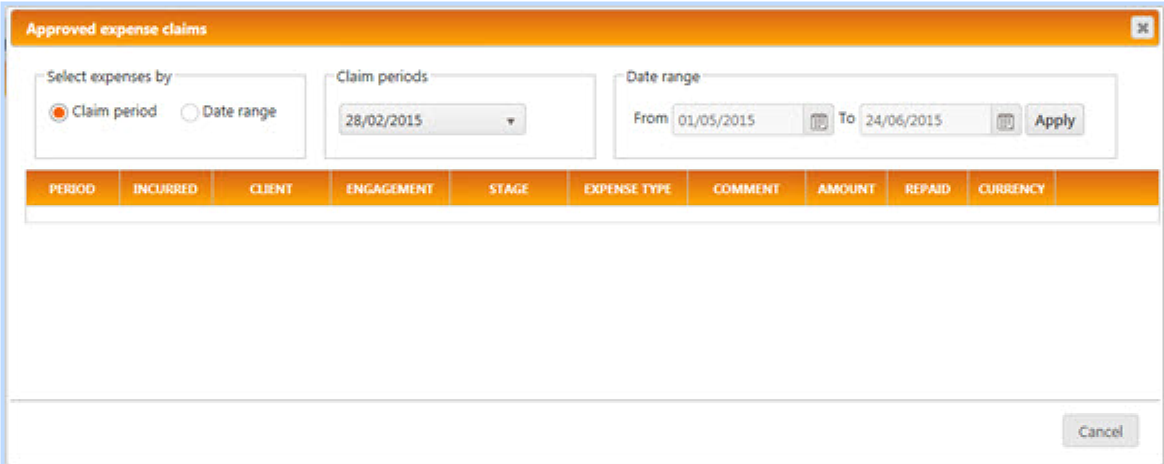
Validation

If any expense fails validation it fails submission. The failed submission of an expense is indicated by red text colour on the expense row (note that red might also indicate Draft status), while the **Approval Status** column reads **Errors**.

> Although expenses cannot be submitted individually, they are validated individually, and they pass or fail validation individually.

Approved Expense Claims

To view any approved expense claims , click the **View Closed Claims** button on the Expenses tab toolbar to display the *Approved Expense Claims* screen.



The **View Closed Claims** option is also available on the Credit Card Expenses tab toolbar, but since Credit Card Expenses are excluded from Claim Approvals it is not relevant in that context.

First filter the listed expense claims (if any).

To view expenses claimed during a specific claim period:

1. Select **Expenses by**... **Claim Period** to activate the **Claim Periods** control.
2. Select a time period from the **Claim Period** drop-down list.

   This list presents only claim periods during which time has been recorded.

To view expenses claimed during a custom date range:

1. Select **Expenses by**... **Date Range** to activate the **Date Range** control.
2. Specify the first (**From**) and last (**To**) dates in the relevant **Date Range**, either by over-typing the values in each field, or by clicking the calendar button in each field to select each date from a calendar control.

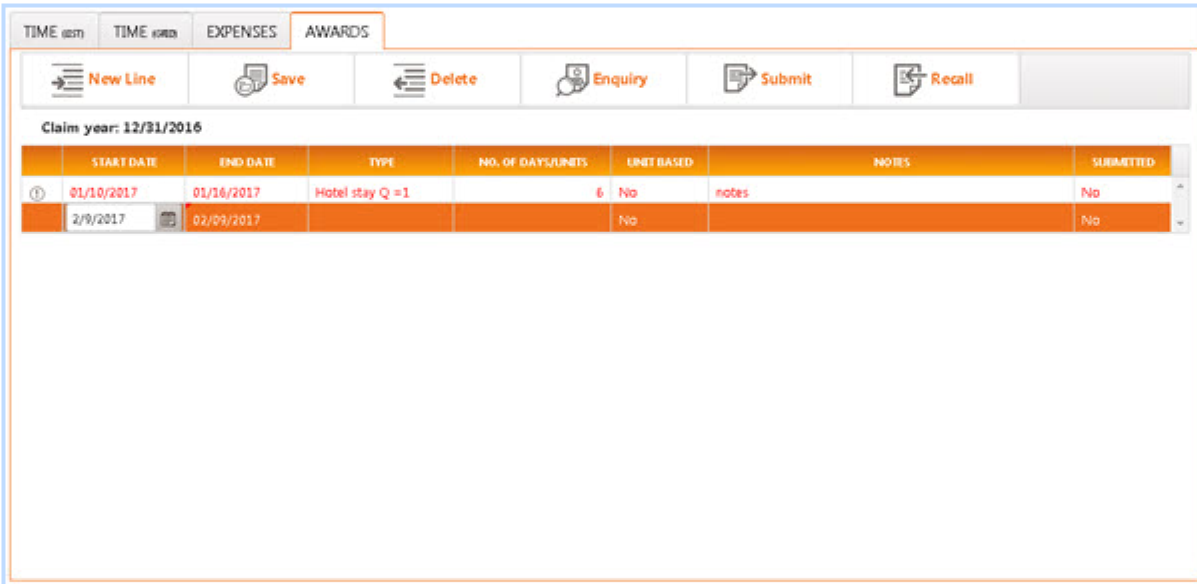
To view the details of an expense:

- Click the **Details** button at the end of the expense row to display the *Expense Details* window in read-only mode.

Awards

If your organisation grants an overnight allowance for time spent working away from home, this tab enables you to record those nights, and to submit Awards claims.

In the **Awards)** tab, each line represents a separate Award entry for the Claim Year, the end date of which is indicated in the header row above the main grid.



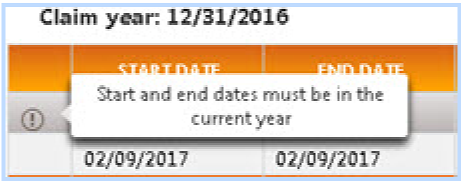
Awards Toolbar

The Awards toolbar provides the following controls.

New Line	Inserts a new line into the Awards tab.
Save	Validates and saves any new or amended claims.
	New or amended lines are not validated until they are saved.
Delete	Deletes the currently selected claim(s), after displaying a prompt for confirmation.
Enquiry	Displays the Awards Enquiry window, in which you can review claims for Awards (e.g. overnight travel awards).
Submit	if any unsubmitted claims have been selected submits only those claims; otherwise submits all unsubmitted claims.
	Active only if all lines have been saved.
Recall	if any submitted claims have been selected recalls only those claims; otherwise recalls all submitted claims.
	Available only if the relevant claims have not yet been approved.

Entering Awards

When entering Award details, a 'caution' icon displayed in the first grid column indicates that there is at least one issue with the details so far entered on that line, e.g. '*Award type not selected*'. Rest your cursor over the caution icon to read details in a tool-tip, as in the example illustrated below:



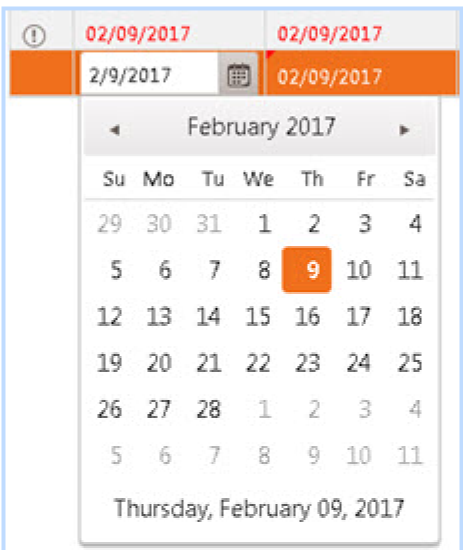
To complete a new Award line:

1. Either click **New Line** in the Awards toolbar, or use keyboard shortcut **Alt+N**.

   One blank line is inserted into the Awards grid.

2. Click in the **Start Date** cell, and either enter or select the date of the first night of your time away.

   Click the calendar icon in an active date cell to select a date from the drop-down calendar. Manually entered dates must be in the format supported by your environment's Globalization Settings. Incorrectly formatted dates will not be accepted.

3. Click in the **End Date** cell, and either enter or select the date of the last of your nights away.

   If the Award Type you have chosen is not unit-based, then the **No. of Days/Units Claimed** is read-only, and that figure is calculated automatically, according to your specified Start and End Dates.

4. In the **Type** column, select the Type of Award that you are claiming.

   The read-only **Unit Based** column indicates (**Yes** or **No**) whether or not the Award Type you have selected is unit-based.

5. If the Award Type you have chosen is unit-based, enter the number of units you are claiming in the **No. of Days/Units Claimed** column.

6. In the **Notes** column, optionally, enter any explanatory comments that might inform the Award.

   At this stage, the read-only **Submitted** column will indicate that **No**, this Award has not yet been submitted.

Submitting and Recalling Awards

Once an Award claim line is completed and displays in black font, indicating that it has been validated, it can be submitted for approval.

Until such time as they have been approved, any submitted Award claims can be recalled, e.g. to be deleted, or amended and re-resubmitted.

When either submitting or recalling Award claims, multiple selection is supported across the grid.

To submit or recall one or more Awards claim(s), first choose those you want to submit or recall, using either **Shift**+**Click** for block selection or **Ctrl**+**Click** for individual selection(s), and then click **Submit** or **Recall** as appropriate. The selected lines are then submitted or recalled simultaneously.

You are not prompted to confirm your actions.

If you click **Submit** with no lines selected, all of the complete, validated Award claim lines in the grid (if any) are submitted simultaneously.

If you click **Recall** with no lines selected, all of the previously successfully submitted Award claim lines in the grid (if any) are recalled simultaneously.

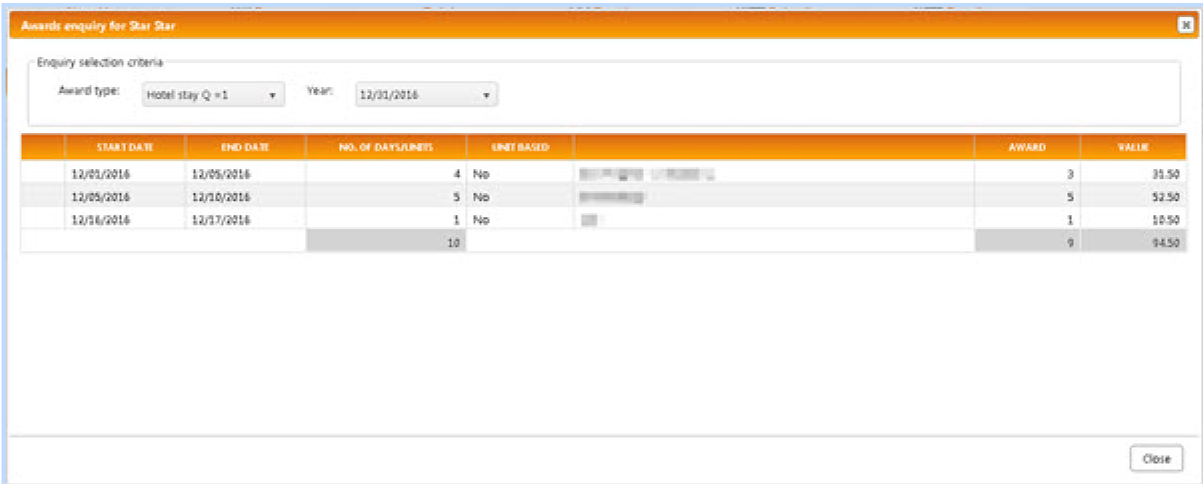
Note that as lines are submitted or recalled the status in the **Submitted** column toggles from **Yes** to **No** or vice-versa, as appropriate.

Once Awards have been approved (see Approving Awards) they are cleared from the Awards tab. They can then be reviewed using the Awards Enquiry utility.

Awards Enquiry

Previously submitted Awards claims can be reviewed using the Awards Enquiry utility, which is accessed by clicking **Enquiry** on the Awards Toolbar.

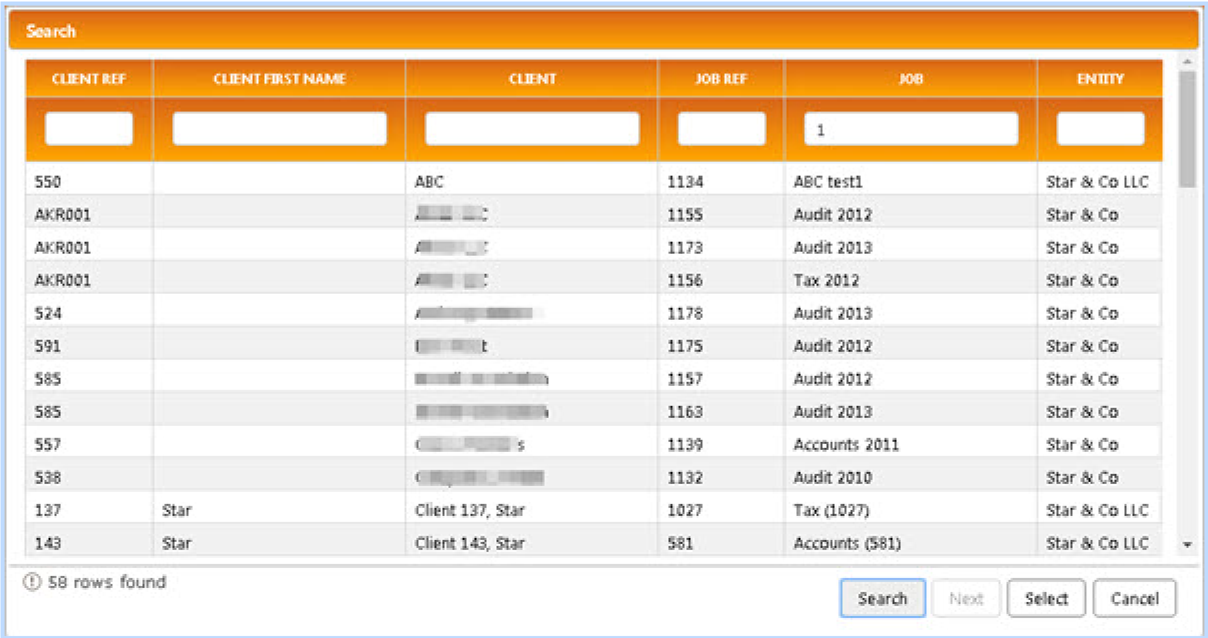
The Awards Enquiry screen displays the user's previously submitted awards, in a view filtered by Award Type and Year.



In the **Enquiry Selection Criteria** region, select from the drop-down controls both the **Award Type** in which you are interested and the relevant **Year** (year end date). The view is filtered accordingly.

Search Form

The *Search* window—essentially a Job search utility— can be accessed either via either the timesheet toolbar or Expenses toolbar, or by selecting the **<Search...>** option in any Client or Job selection control on a timesheet line.



CLIENT REF	CLIENT FIRST NAME	CLIENT	JOB REF	JOB	ENTITY
550		ABC	1134	ABC test1	Star & Co LLC
AKR001		[illegible]	1155	Audit 2012	Star & Co
AKR001		[illegible]	1173	Audit 2013	Star & Co
AKR001		[illegible]	1156	Tax 2012	Star & Co
524		[illegible]	1178	Audit 2013	Star & Co
591		[illegible]	1175	Audit 2012	Star & Co
585		[illegible]	1157	Audit 2012	Star & Co
585		[illegible]	1163	Audit 2013	Star & Co
557		[illegible]	1139	Accounts 2011	Star & Co
538		[illegible]	1132	Audit 2010	Star & Co
137	Star	Client 137, Star	1027	Tax (1027)	Star & Co LLC
143	Star	Client 143, Star	581	Accounts (581)	Star & Co LLC

When the *Search* window is accessed via the timesheet toolbar, it automatically returns search results pertinent to the currently selected line.

If the *Search* window is accessed via a new, blank timesheet line, then it will be blank. If a Job has already been selected for the entry, then the *Search* window automatically displays a list of pertinent Jobs. Likewise, if a Client has already been selected in the timesheet, the *Search* window automatically displays a list of pertinent Jobs. You can, however, still search using any of the four available search criteria, and your timesheet will be updated with any combination of Job and/or Client details that you select from any Job search results.

- **Search**

  To search for either a Job, enter a pertinent **Client Ref**, **Client First Name**, **Client** searchname or project name or **Job** name into the relevant field(s), and then click **Search**. This will return a list of any valid Jobs that match your input.

  Any of the search criteria can be applied, either individually, or in any combination, and they can be entered either in part or in full.

  When the *Search* window is accessed via the timesheet toolbar, your organisation's implementation may make Client search/selection mandatory before Job search/selection. This minimises the risk of Staff posting to the wrong Job when multiple Jobs are similarly named. It may also be configured such that each Job search is filtered by Job Year, in order to make the volume of search results more manageable.

  Each time you click **Search**, a new search is applied, using the current search criteria.

  Search results are listed alphabetically according to Client surname and forename (Searchname, Firstname).

- **Select**

  When you have located the appropriate Client and/or Job, select the appropriate row within your search results, and click **Select**. Your expense or timesheet is then updated accordingly.

- **Cancel**

  To cancel a search at any time, without updating your expense or timesheet, click **Cancel**.

Approving Time

Users with the appropriate permissions can submit and approve their own time. Additional permissions permit the editing and/or approval of time submitted by others.

All of the submitted time for a given user can be approved using the **Approve** option on the timesheet toolbar. Alternatively, individual timesheet lines can be approved in Grid View using the right-click **Approve** option, subject to Timesheet Control.

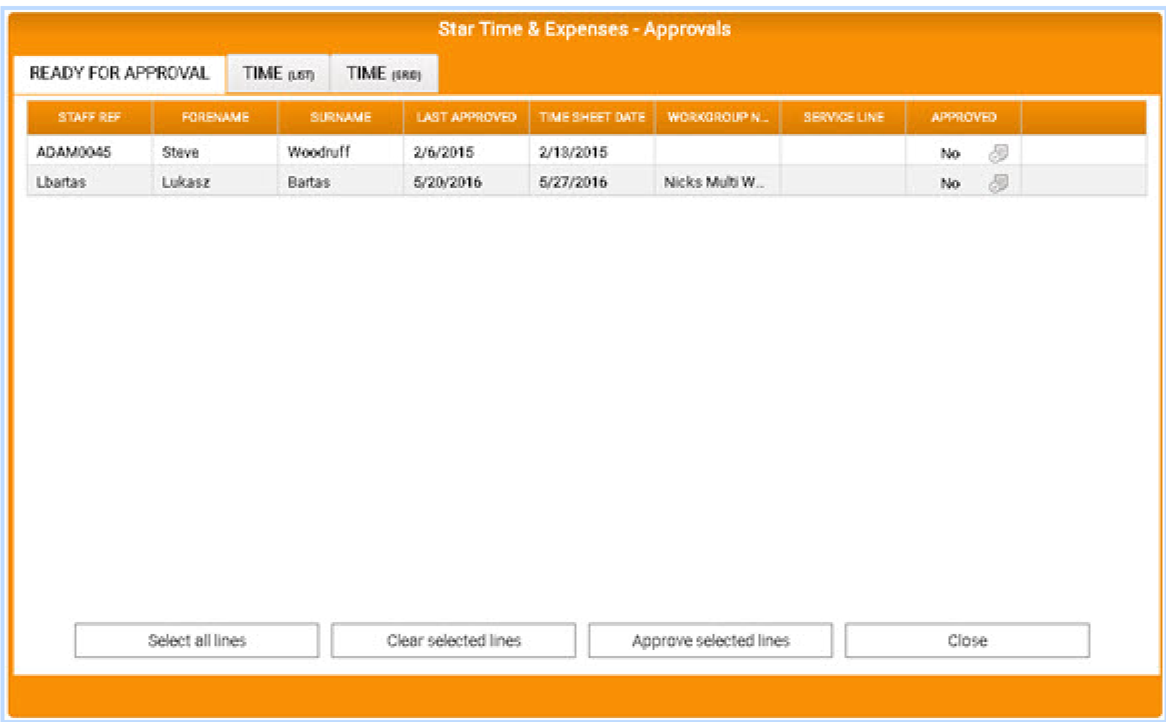
Users with the required permissions can also approve all of the timesheets submitted by selected Staff. This functionality is accessed via the **T/S Ready for Approval** option on the Select Staff Member screen, which displays the timesheet Approvals screen.

Approvals

To view any timesheets that have been submitted for approval, on the Select Staff Member screen, click **T/S Ready for Approval**. This displays the timesheet *Approvals* screen.

The **Ready for Approval** tabs lists all of the timesheets (if any) currently pending approval.

The **Time (List)** and **Time (Grid)** tabs present more detailed views of the timesheet selected on the **Ready for Approval** tab.



To approve an individual time sheet:

- In the **Ready for Approval** tab, either select the appropriate timesheet line and then click **Approve Selected Lines**, or simply click the 'Approve' icon on the appropriate row.
- Alternatively, select a timesheet line in the **Ready for Approval** tab, then select either the **Time (List)** tab or the **Time (Grid)** tab and click **Approve**.

To approve multiple time sheets simultaneously:

- In the **Ready for Approval** tab, either select the appropriate timesheet rows using **Shift**+**Click** for block selection or **Ctrl**+**Click** for individual selection(s), or simply click **Select all Lines**, and then click **Approve Selected Lines**.

To de-select timesheet rows, click **Clear Selected Lines**.

If you click **Close**, you are returned to the Select Staff Member screen.

Approving Expenses

Users with the appropriate permissions can submit and approve their own expenses. Additional permissions permit the editing and/or approval of expenses submitted by others.

All of the submitted expenses for a given user can be approved using the **Approve** option on the Expenses toolbar.

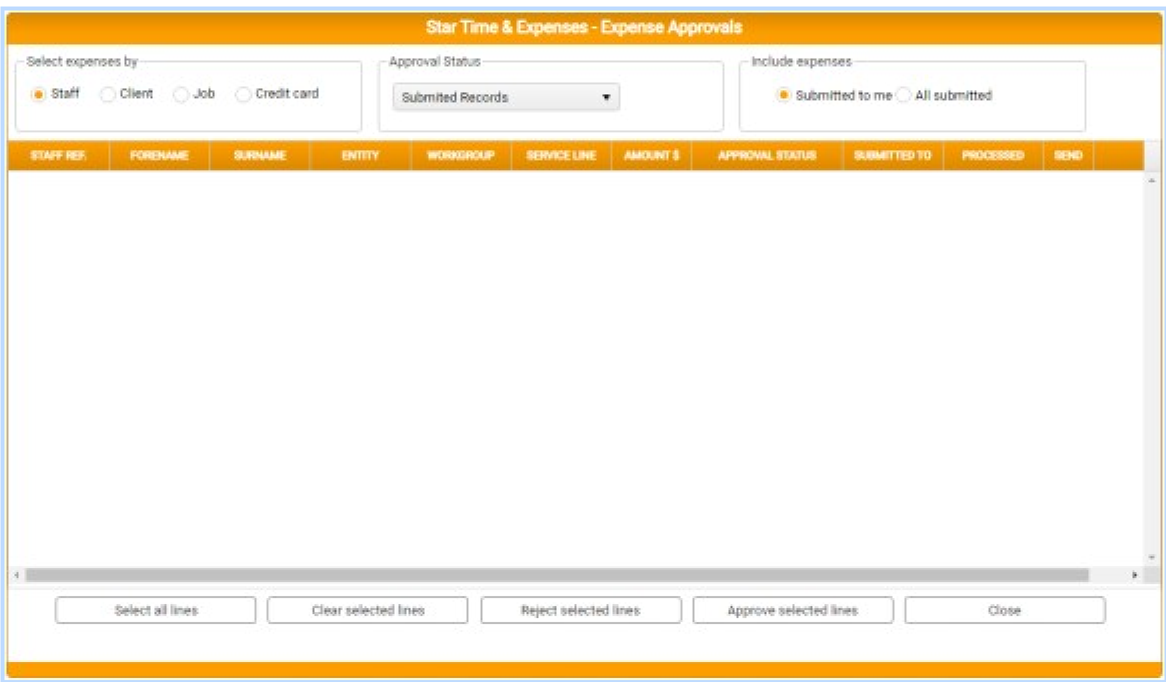
Users with the required permissions can also approve all of the expenses submitted by selected Staff. This functionality is accessed via the **Approve Expenses** option on the Select Staff Member screen, which displays the expense Approvals screen.

Multi-level approval is not supported for Credit Card Expenses. If your application is configured for multi-level approval, Credit Card Expenses can only be approved via the Select Staff Member screen

Approvals

To view any expenses that have been submitted for approval, on the Select Staff Member screen, click **Approve Expenses**. This displays the expense *Expense Approvals* screen.

This screen displays details at the level of a statement. From here, you can drill down to view the individual expenses claimed by a specific member of Staff or within a batch of Credit Card Expenses: see Filter by Claimant or Batch below.



This window displays any expenses that have been submitted but are not yet approved.

Here you can review and/or approve expenses, or initiate correspondence with expense owners.

Each line in the grid represents one Staff member who has submitted expenses or, in Credit Card view, one batch of submitted expenses.

Three views are available: **Staff**, **Client**, **Job** or **Credit Card**, each with a different column arrangement. To toggle between them, select the appropriate **Select Expenses** radio button.

The **Processed** column indicates whether or not all unapproved expenses have been approved (Yes or No), and an 'Approve' icon. You can either click the Approve icon to approve all unapproved expenses (see Approve

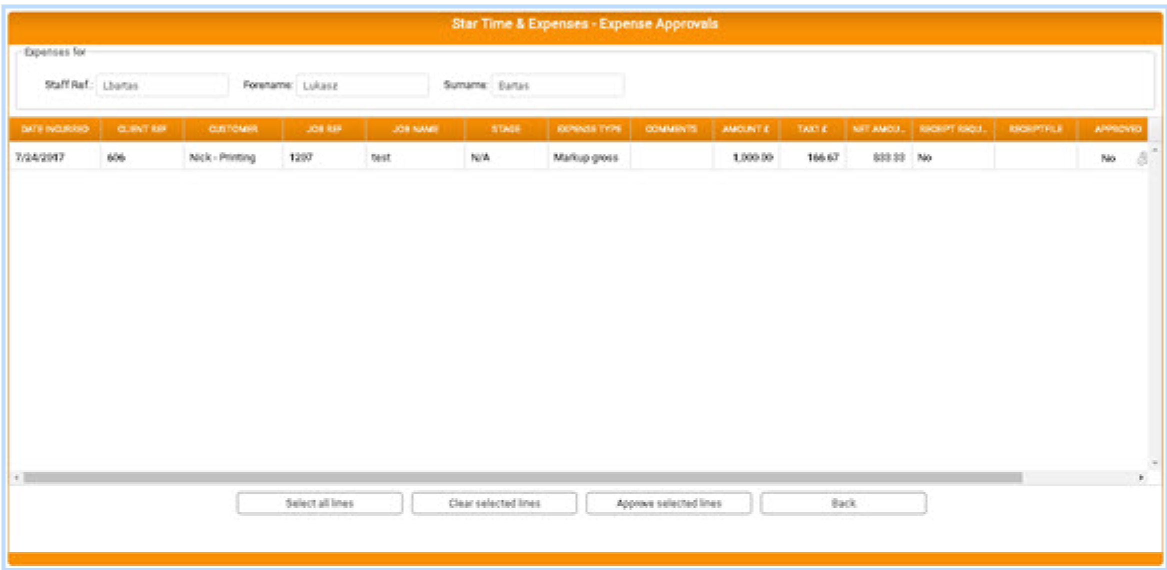
Expenses below for details), or click **Details** to view the individual expenses in more detail before approving (see Filter by Claimant or Batch, below).

To email a claimant or the owner of an expense, see Email Expense Owner below.

Filter by Claimant or Batch

To view the individual expenses claimed by a given member of Staff or, in **Credit Card** view, the individual expenses within a batch, first select the appropriate line and then click **Details**.

This displays a variation of the *Expense Approvals* screen, showing only those expenses claimed by the Staff member whose **Staff Ref.**, **Forename**, and **Surname** are confirmed in the **Expenses For** region.



For credit Card Expenses only:

- The credit card, card number and statement date are confirmed in the **Credit Card** tab in the **Expenses For** region.
- Click the **Details** button at the end of the row to view the Expense Details for the individual expense.
- The **Processed** Column at this level may display an **Approve** icon, but this is subject to a Firm-level switch setting (see Credit Card Expenses in Star PDM: Setup and Import). When available, you can click here to approve individual expenses.

Click **Back** to return to the *Expense Approvals* window.

Approve Expenses

To approve an individual standard expense, either:

- Click the 'Approve' icon in the **Processed** column on the appropriate expense line, or:
- Select the appropriate expense line and then click **Approve Selected Lines**.

Selected expense lines are highlighted in your application's Theme colour (orange in the default Theme).

To deselect any currently selected expense lines, just click **Clear Selected Lines**.

To approve a batch of credit card expenses, either:

- Click the 'Approve' icon in the **Processed** column on the appropriate expense line, or:
- Click **Details** to filter by claimant and view the individual expenses in the batch. You may also have the option to approve at this level, subject to a Firm-level switch setting (see Credit Card Expenses in Star PDM: Setup and Import).

To approve multiple standard expenses:

1. Use either **Shift**+**Click** for block selection or **Ctrl**+**Click** for individual selection(s) to multi-select the appropriate expense lines.
2. Click **Approve Selected Lines**.

To approve all outstanding standard expenses:

1. Click **Select All Lines.**
2. Click **Approve Selected Lines**.

In each case, you are prompted to confirm your approval(s).

If you click **Close**, you are returned to the Select Staff Member screen.

Email Expense Owner

To begin an email to the claimant or owner of the expense, simply select the relevant expense line and then click **Send**.

This opens a new email, addressed to the designated individual, with a default email subject comprising a summary of the expense details (e.g. *Re. Expenses (100.00) waiting to be approved*), for completion using your computer's default email program.

Email options are available only If email has been set up for the Staff on the currently selected line.

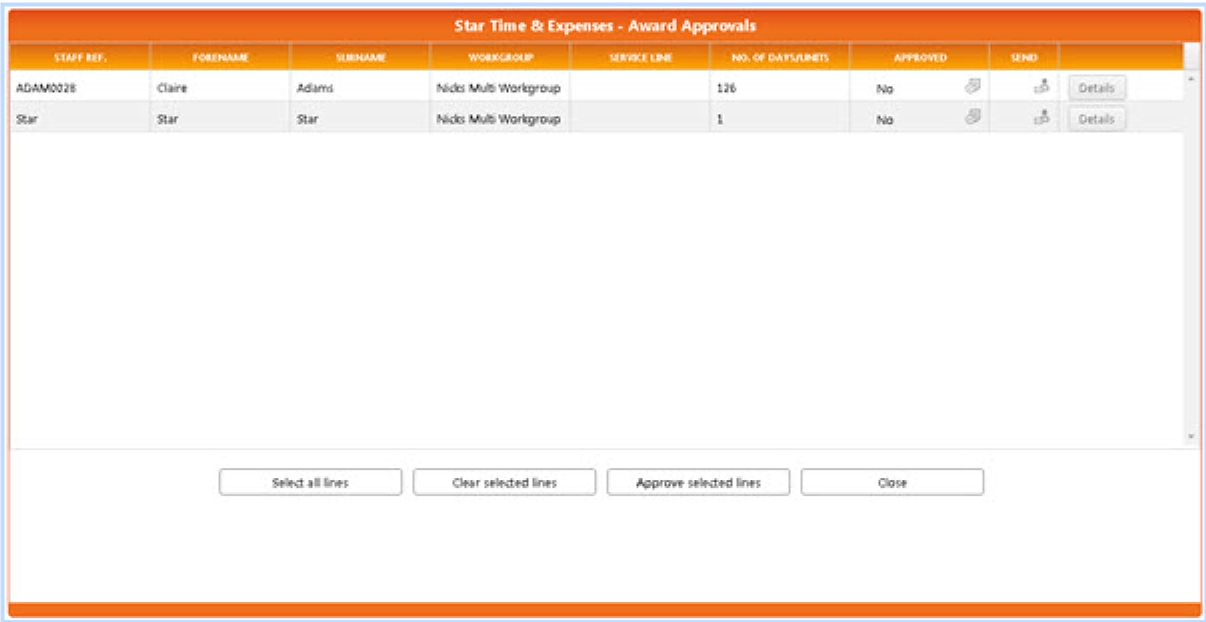
Approving Awards

Users with the appropriate permissions can submit and approve their own Awards claims. Additional permissions permit the editing and/or approval of claims submitted by others.

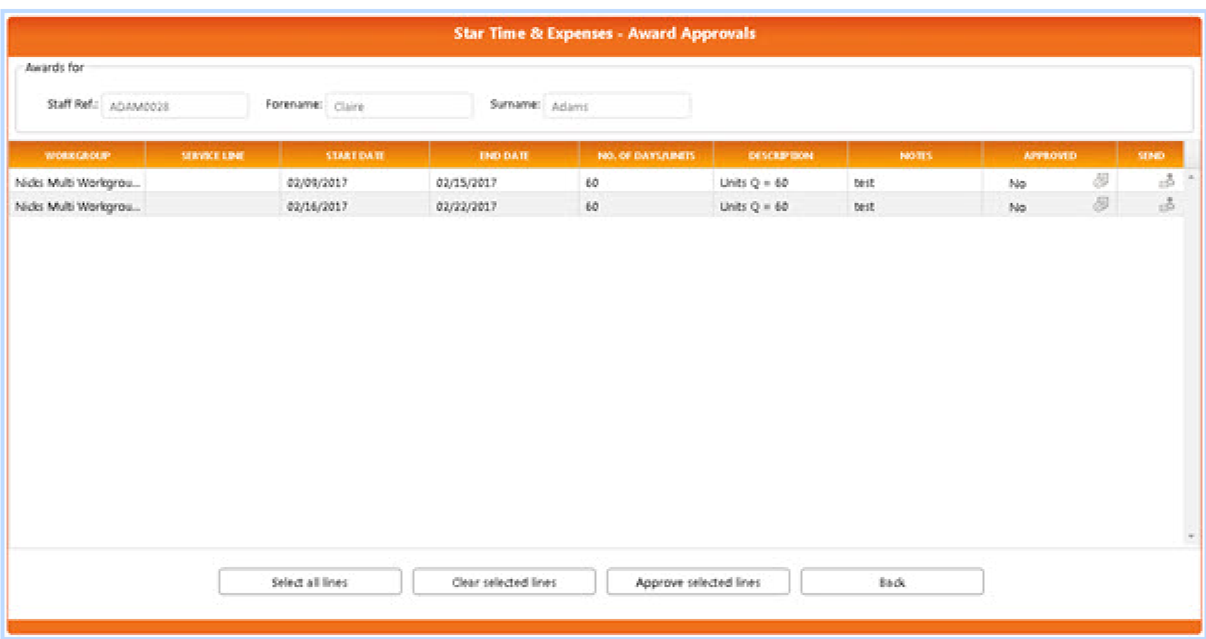
Users with the required permissions can also approve all of the Awards claims submitted by selected Staff. This functionality is accessed via the **Approve Awards** option on the Select Staff Member screen, which displays the Award Approvals screen.

Approvals

To view any Awards that have been submitted for approval, on the Select Staff Member screen, click **Approve Awards**. This displays the Award Approvals screen.



To view the details of the Award claims made by an individual Staff member, and optionally approve individual Award claims, click the **Details** button in the last column on the appropriate Staff row. The view then toggles to display, in detail, only those Awards claimed by the selected Staff member.



The upper frame in the Details screen confirms the selected Staff member's **Staff Ref.**, **Forename** and **Surname**.

To approve either an individual Staff member's Award claims (in the main screen), or an individual Award claim (in the Details screen):

- Click the 'Click to Approve' icon in the **Approved** column on the appropriate line.
- Alternatively, select the appropriate line, and then click **Approve Selected Lines**.

To approve either multiple Staff member's Award claims (in the main screen), or multiple Award claims from an individual Staff member (in the Details screen):

- To approve all unapproved Awards, click **Select all Lines**, and then click **Approve Selected Lines**.
- Alternatively, to approve selectively, use **Shift**+**Click** for block selection and/or **Ctrl**+**Click** for individual selection(s), and then click **Approve Selected Lines**.

To de-select any currently selected lines, click **Clear Selected Lines**.

If you click **Back** in the details screen you are returned to the main Award Approvals screen.

If you click **Close** in the main Award Approvals screen you are returned to the Select Staff Member screen.

Querying Award Claims

If you need to query an award claim before approving it, you can email the member of Staff who submitted it.

To do this, simply click the 'Click to Email' icon in the **Send** column on the appropriate Award line.

This invokes your default email application to open a new message. The **To** field will be pre-populated with the claimant's email address. The **Subject** field is pre-populated with '*Re. Overnight travel awards waiting to be approved*'.

Appendices

The appendices in this document all relate to application setup and maintenance which must be performed by an administrator in Star PDM.

Credit Card Expenses: Setup and Import

The details of Credit Card Expenses must be imported to the Star database and StarPM: Time and Expenses using Star PDM. They cannot be imported in StarPM.

Within each import, all expenses with the same Statement Date will be treated as a batch, and must be processed (completed and submitted for approal) in StarPM as a batch.

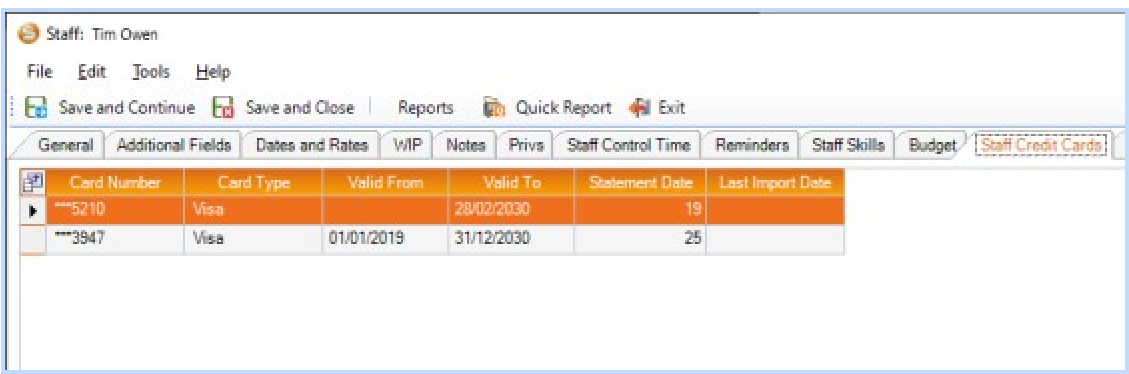
There are two Credit Card-related Import options in Star PDM: Credit Card File Import and Unprocessed Credit Card Import, both described below.

Staff Credit Card Records

Before Staff can submit Credit Card Expenses, credit card details must be recorded in their Staff record.

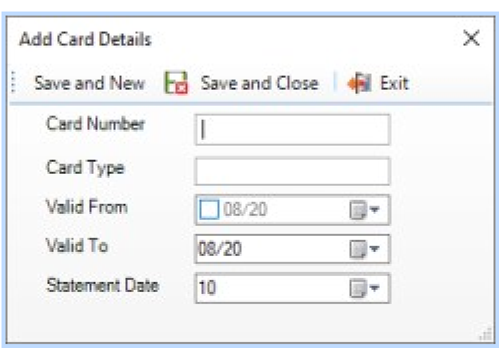
To locate a Staff record in Star PDM, select **Manage** / **Staff**, and either select the Staff record from **Favourites** or **Recent** selections, or select **Search** to invoke the Staff Search dialog.

In the Staff record, select the **Staff Credit Cards** tab:



Right-click within the grid for Options to **Add**, **Edit**, **Delete**, or **Copy** a credit card entry.

When adding or editing a credit card entry, record the details as read directly from the card, and enter the monthly **Statement Date**.



User Privileges

The following privileges must be set as appropriate in Star PDM **Setup** / **Privileges** / **Section**: **Tools Menu - Imports**.

In order to import credit card transactions:

- **Import Credit Card Transactions** = Yes.

In order to import unprocessed credit card transactions:

- **Import Unprocessed Transactions** = Yes.

Switch Settings

The following switch settings govern specific aspects of Credit Card Expense processing:

- **AsteeDefaultCreditCardCountryId** - Determines the default **Country** and **Currency** values in the StarPM Expense Details window.
- **DisableSingleCreditCardColumn** (msp_id = 140) - Determines whether the grid in StarPM Unapproved Credit Card Expenses displays three columns - **Card**, **Card Number**, and **Statement Date** - or a single column, **Card: Statement Date**, in which the same details are combined.
- **CreditCardApproveAtDetailLevel** (msp_id = 154) - Determines whether or not, when Approving Expenses, the option to Approve credit Card Expenses is available at the Expenses Detail level, i.e. on individual expense lines.

Import Credit Card Transactions

The details of Credit Card Expenses must be recorded for import in a comma- or tab-delimited format. File type support is currently restricted to Microsoft Excel (.xls or .xlsx).

Staff member's Credit Card details are recorded - and validated - in the Staff Credit Cards section of the Staff record. The import will succeed only if the card details in the import file match corresponding details in the Staff record.

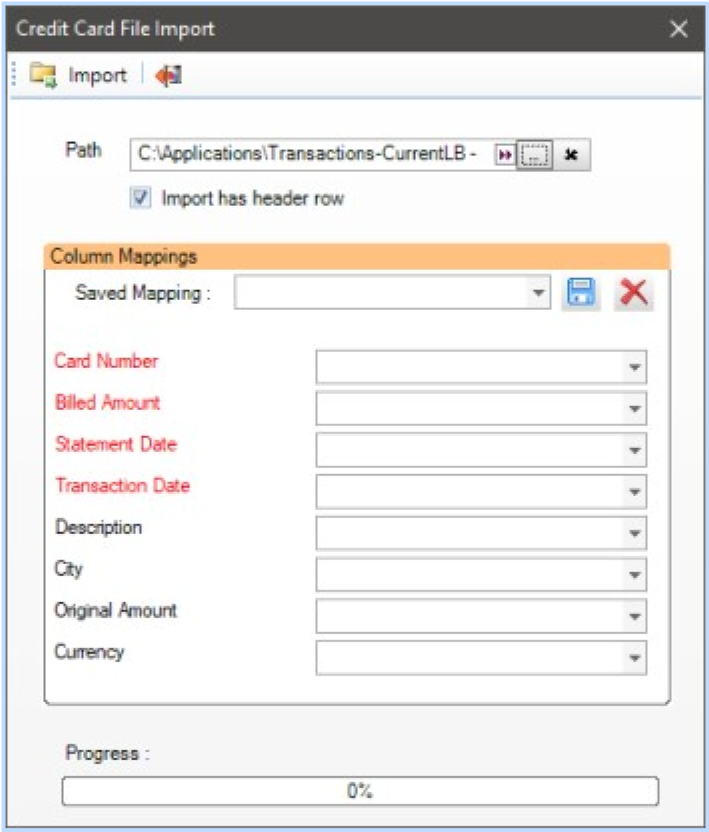
Credit Card File Import requires the following user privilege to be set in Star PDM, Privileges section **Tools Menu - Imports**:

- **Import Credit Card Transactions** = Yes.

To import the Excel file:

1. Select **Tools** / **Credit Card Import** / **Import Company Credit Card Transactions**

   This displays the Credit Card File Import window.



2. **Import Has Header Row** - If the file to be imported has a header row (e.g. in Excel, the row containing column headers A, B, C, ...), then select this checkbox before selecting the file in the Path field. Those column headers will then be excluded from the **Column Mappings** selectors.

3. **Path** - Click the ellipsis button to open a file explorer, and locate and select the import file.

   If a file with the same filename as a selected import file has already been imported, then a warning to this effect is displayed and the **Path** field is not populated.

   Once an import file is selected, you can rest the cursor over this icon to view the full file path in a tooltip, or click to clear it.

4. **Column Mappings** - Each of the transaction detais represented by a drop-down control in this region should be mapped to a column in the import file. Simply select the appropriate column from the relevant drop-down control.

   Red control labels indicate details for which column mapping is mandatory. The Statement Date, for example, is mandatory if the import data relates to multiple accounts.

   Saved Mapping - If previous Column Mappings have been saved for re-use, they can be selected from this control. The transaction details will then be mapped accordingly.

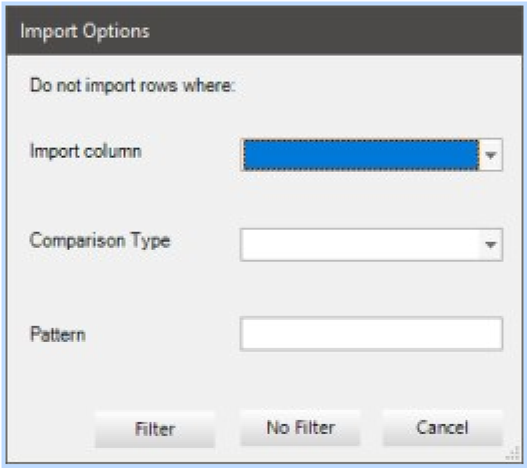
   Optionally, to save the completed column mappings for future use, click the Save icon at the end of the **Saved Mappings** field.

5. **Import** - Click the Import icon to start the import.

   Alternatively, to cancel the import, click Exit. The import is then cancelled and the window closed automatically.

The **Progress** indicator at the foot of the window indicates how the import is progressing.

The Import Options dialog is displayed.



6. Optionally, use the Import Options to filter the data you are importing to exclude any records in a selected column which match a specified Pattern (value); e.g. where an Originating Account column contains all or part of a specific account number.

   In this dialog, either:

   - Click **No Filter** to proceed with the import without filtering.
   - Click **Cancel** to stop the import and return to the Credit Card File Import window.
   - Complete the following fields before clicking **Filter** to proceed with the import:
     - **Import Column** - Select the column in the import file to be filtered.
     - **Comparison Type** - Select the appropriae comparator: Equals, Begins With, Ends With or Contains.
     - **Pattern** - Enter the specific value that you want the filtering to exclude.

   The Import Options window is closed.

7. When the file import has completed successfully, a confirmation dialog is displayed.

Expense entries that pass validation are displayed in the app even if the import contains other expense entries that fail validation.

If any Credit Card Numbers in the imported batch did not match the credit card details on any Staff record, this dialog states how many, and confirms that as a result the batch can not be validated.

Where Credit Card details are not matched to a Staff record, expenses cannot be processed. You must first update the Credit Card Details on the relevant Staff record, and then complete the import using the Import Unprocessed Credit Card Transactions utility (from which you can also obtain the relevant credit card numbers).

Click **OK** to close the confirmation dialog.

Any successfully imported Credit card expenses are displayed in the StarPM: Time and Expenses, Unapproved Credit Card Expenses tab, pending submission.

Import Unprocessed Credit Card Transactions

If, on importing Credit Card Transactions, any Credit Card Numbers in the imported data did not match the credit card details on any Staff record, you can amend the import file and try again to complete the import, and validate the batch, using the **Import Unprocessed Transactions** utility.

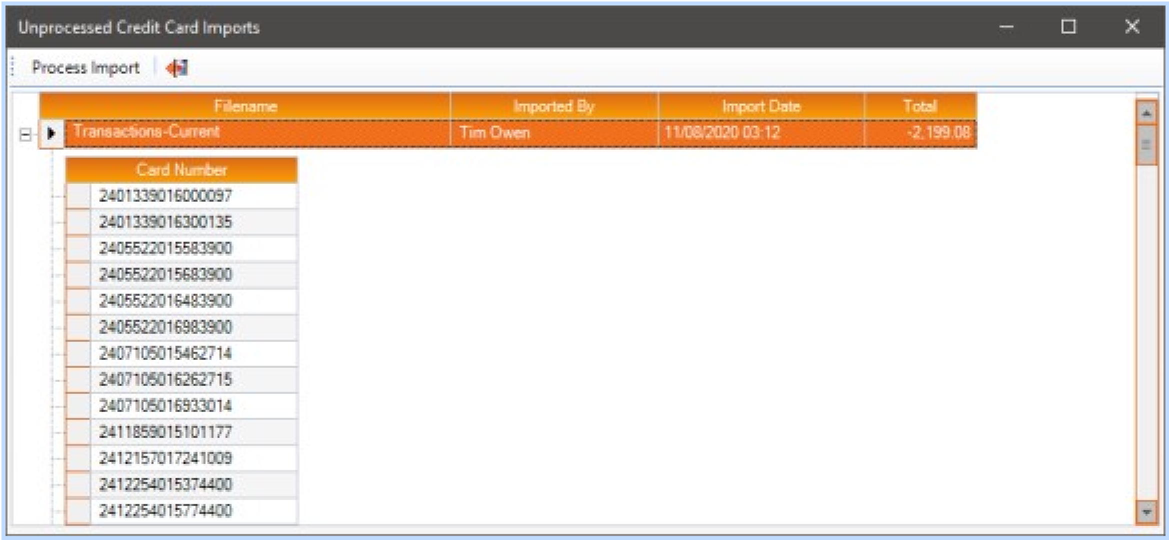
Import Unprocessed Transactions requires the following user privilege to be set in Star PDM, Privileges section **Tools Menu - Imports**:

- **Import Unprocessed Transactions** = Yes.

To import unprocessed transactions:

1. Select **Tools / Credit Card Import / Import Unprocessed Credit Card Transactions**.

   This displays the Unprocessed Credit Card Imports window



2. Click **Process Import**.
3. When the file import has completed successfully, a confirmation dialog is displayed.

   If any Credit Card Numbers in the imported data did not match the credit card details on any Staff record, the dialog states how many, and confirms that as a result the batch has not been validated. Update the Credit Card details in the appropriate Staff record and try again.

4. Click **OK** to close the confirmation dialog.

   Any successfully imported Credit card expenses are displayed in the StarPM: Time and Expenses, Unapproved Credit Card Expenses tab, pending submission.

Timer and AutoSave Settings

Preferences relating to Timers and a Firm-switch governing AutoSave events are maintained externally, in Star PDM.

Timer Preferences

To access Preferences relating to Timers settings, in Star PDM:

- Select **Setup** / **Firm Options** to access the **Firm Details** window.
- In the Firm Details navigation tree, select **ASTEE Switches**.
- Use the relevant Key (below) to locate each setting.

Timers functionality is activated by switch **Key 119**: **Timers**.

The following settings then determine how Timer values are converted to hour/minute, decimal, or unit values.

Key	Description	Default Setting
113	Forces Integer time units only. Used only where time is posted in units.	FALSE
141	Timers rounding in seconds (-ve will round down). Used where time is posted in units, hours/mins, or decimal time.	0
142	Timers minimum time in seconds to be posted. Used where time is posted in units, hours/mins, or decimal time.	0

For further details, refer to the StarPM: Time and Expenses application Release Notes.

Auto-Save

Auto-save is optional. Its activation is governed by a switch setting in Star PDM: **Auto Save Time and Expenses**.

To access this setting,, select **Setup** / **Firm Options** to access the Firm Details window, and in that window's navigation tree select ASTEE Switches.

Where the **Auto Save Time and Expenses** switch is on, the application will automatically save a user's work in the following instances:

- On application timeout.
- In the menu bar: On clicking **Staff Select** or **Logout**.
- In Preferences: On clicking **Save**.
- In any active grid: When a timesheet is opened via the Navigation Sidebar / On changing tabs.
- In Time (Grid): On clicking **OK** in a Comments popup in edit mode.
- In Time (List): On entering time, except when tabbing out of the last row (to allow the automatic creation of a new line).
- In Time (Grid) and Time (List): On clicking the expenses icon in a time cell / On clicking **Submit** in the toolbar / On selecting the **Approve Line** right-click menu option.
- In Time (Grid), Time (List), Expenses and Linked Expenses: On clicking **Approve** or **Delete** in the toolbar.
- In Expenses and Linked Expenses: On clicking **Save** in Expense Details / On clicking **Submit** or **Recall** in the toolbar when using Expense Statuses.
- In Expenses, Linked Expenses and Awards: On clicking **Submit** or **Recall** in the toolbar when not using Expense Statuses.

The application will automatically save users' work one minute before a session time-out, regardless of the current **Auto Save Time and Expenses** switch setting.

After each Auto-Save event, the application attempts to re-focus on the last line, with the following exceptions:

- In Time (List) View, when editing or tabbing out of the last row, a new row is created automatically.
- In Time (Grid) View, after clicking OK in the Comments dialog, focus should be on the time cell associated with the Comment.
- In Expenses, after clicking Save in the Expense Details window, focus should be on the relevant Comment cell.

The Multi-approval Expense Status Framework

StarPM: Time and Expenses supports a multi-approval expense status framework, administered in Star PDM, which is both configurable to the needs of your organisation and subject to user privileges.

Any expense status configuration must conform to the following rules:

1. The first status in sequence must be a draft status which cannot be submitted, WIP approved, claim approved, or have a rejection. This is the status to which all newly posted expenses is set.
2. The second status in sequence must be a submitted status that indicates that the expense is to pass through the approval process. For this status: Submitted must be set; WIP and Claim Approved must not be set. A rejection is not mandatory, but would usually be expected to set an expense back to draft.
3. The final status must indicate the finished state of an expense once it has passed through the approval process. Both Submitted and WIP Approved must be set. Whether the Claim Approved flag must or must not be set is determined by whether or not Claim Approval is active. No rejection is permitted from this status.

The first, second and final statuses define a single expense approval life-cycle. The addition of each extra status between the second and final statuses adds one level of approval, each of which must conform to the following rules:

- Each successive status must not reverse any state set by a preceding status (e.g. reverse either Submitted or WIP Approved).
- Rejection to an earlier status must not reverse something that is irreversible (e.g. WIP Approval).

When setting a rejection status, it is permissible for a status to reject to itself. This will effectively leave an expense on the same status, but held until the rejection is removed. This allows an expense to be held on a status that would otherwise have performed an irreversible action.

The editing of existing expense statuses in Star PDM is restricted to the insertion of new statuses, and to changes of Description, Reject To status, and Approval privileges.

Replace Terms

The following standard terms, as used throughout any 'vanilla' installation of StarPM: Time and Expenses, can all be replaced by synonyms. This is useful when Star terminology does not reflect the standard lexicon of your organisation.Star refers to such synonyms as Replace Terms.

Replace Terms are defined in Star PDM, in Firm Details.

This Help manual uses standard terms. If your organisation has defined any Replace Terms, you can print the following table and record them for future reference against the relevant Standard Terms.

Standard Term	Replace Term	Standard Term	Replace Term
AddressDetail		GrossWIP	
AdvancedBill		Holiday	
AdvancedReportLink		Interest	
AllowancePremium		Interfunction	
ApprBill		InternalContact	
BadDebt		Job	
BillsInProgressFor		JobAssistant1	
BillsReadyFor		JobReference	
BillTemplate		LastActivity	
BillType		LastBill	
Campaign		LeaveDate	
ChargeAccount		Loss	
Child		Manager	
Children		Nominal	
Claim		NominalAdjustment	
Client		Office	
Client Autocomplete		Officer	
ClientFirstName		OrigRateAmt	
ClientGroup		Parent	
ClientMobile		Partner	
ClientReference		PlanningColour	
ClientSearchName		PopBalancesDate	
ClientTelephone1		PORef	
ClientTelephone2		Portfolio	
ClientType		Postcode	
Clone		Profit	
Cloning		QuickBill	
Contact		ReviewerComment	
ContactFirstName		RevisedFee	
ContactMobile		SecondContact	
ContactReference		SecondPeriodClose	
ContactSecondName		ServiceLine	
ContactTelephone1		ServiceLineGroup	
ContactTelephone2		StaffDepartment	

Standard Term	Replace Term	Standard Term	Replace Term
ContractType		StaffForename	
County		StaffMobile	
CurrentDisb		StaffReference	
CurrentFees		StaffSurname	
CurrentPreBill		StaffTelephone1	
CurrentWIP		StaffTelephone2	
DepartmentsJobs		StaffType	
Disbursement		Stage	
DraftBillsFees		StandardBill	
DraftBillsWIP		StdRateAmt	
Enquiry		Supervisor	
Enrolment		Supplier	
EOMBills		SupplierRef	
EOMDisb		TargetRealisation	
EOMPreBill		Tickler	
EOMWIP		TimeStampField	
Expense		TotalAppr	
ExpenseRepaid		UnapprovedDisb	
Favourite		UnapprovedWIP	
Fee		UnderQuery	
FeeReceipt		VAT	
Fees		VatNumber	
FinanceCharge		WIPatCost	
FixedFee		Workgroup	
GeneralAdjustment		#Year# (see note below)	
GL Dimension1			
GL Dimension 2			

Note: #Year# can be inserted into HTML text as a placeholder for the current year.