Manual



Module TET

Time and expense tracking

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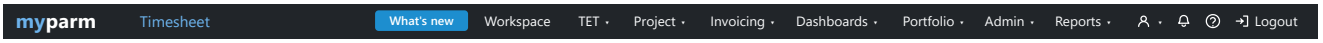
TET (Time Expense Travel)

1. Getting started

After logging in to the application you are taken to the **Timesheet** view, if that is the view set in your user settings.

The timesheet shows the current week as a grid: one row for each activity you have added, one column for each weekday, and the toolbar above it.

The main menu runs along the top of the window.



Everything belonging to this module is gathered under **TET**: *myDefaults*, the **Schedule** and **Expenditures** views, the approval views and the reports. Which entries you see depends on your permissions and on the licences your installation holds — a view you have no right to, or that is not licensed, does not appear at all.

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2. My defaults

myDefaults has three tabs: **Favourites**, **Default comments** and **Default cost accounts**.

2.1 Favourites

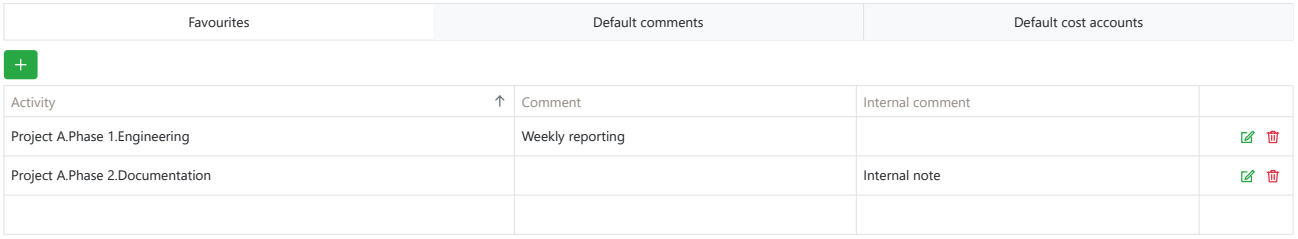
Favourites are the project activities you report hours on regularly. They can be added to the timesheet in one click using the star button (see §3).

To add a favourite, press the green + in the grid toolbar. A dialog opens:

- **Activity** — read-only. Use the search button beside it to open the activity selector — the same project list and activity tree described in §3.1 — pick a project, then pick the activity. Only one activity per favourite; multiple selection is not possible.
- **Comment** and **Internal comment** — optional. They are copied into the timesheet entry whenever the favourite is used. The internal comment is only visible to you.

Confirm with **OK**. The favourite is saved immediately — there is no separate Save button.

To change a favourite, click the pencil icon on its row or double-click the row. To remove one, click the trash icon and confirm.



2.2 Default comments

A default comment is a named piece of text you can drop into a time entry from the **Default comment** dropdown, instead of typing it each time.

Press the green **+** in the grid toolbar. In the dialog, give the comment a **Name**, the **Comment** text itself, and optionally an **Internal comment** — the internal comment is only visible to you. Confirm with **OK**; it saves immediately.

Edit a row with the pencil icon or by double-clicking it. Delete it with the trash icon and confirm.

2.3 Default cost accounts

Every hour entry requires a cost account. All cost account types defined for your installation are available — for example *working hours* and *holidays*.

So that you do not have to pick a cost account for every entry, set your usual one as **Timesheet cost account**. When you book on an activity that does not prescribe an hour type of its own, this default is used.

The same mechanism applies to the **Expenditure cost account**. Because expense types usually differ from one receipt to the next, many installations leave this one empty.

Both fields are searchable and can be cleared. Each one saves as soon as you change it — there is no Save button on this tab.

Further settings sit under the person icon in the top bar: language, password change, and — under **News** — the manuals and release notes.

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3. Timesheet

The toolbar buttons, left to right:

Button	Action
+ Plus	Add one or more activities to the week.
★ Star	Add all of your favourites at once.

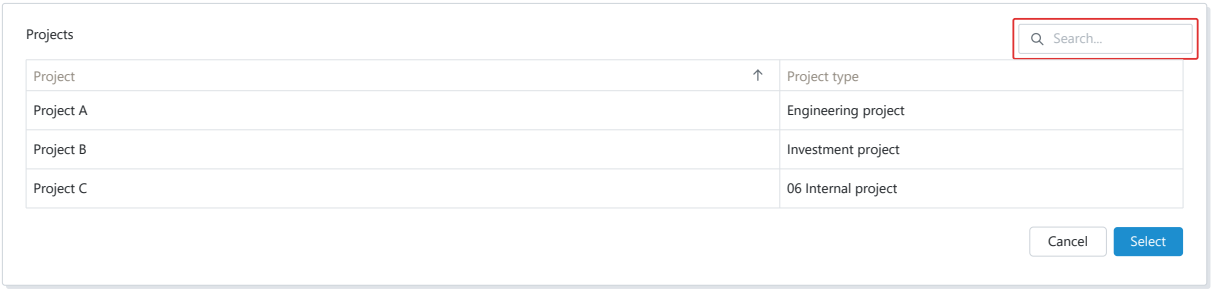
Button	Action
↻ Recently used	Add the activities you used most recently.
👥 Two people	Switch to another employee's timesheet — TET-Admin and TET-Manager only.
👤 Single person	Switch back to your own timesheet — only visible while acting for someone else.

Each activity row also carries a **star**. Click it to add that activity to your favourites, or click it again to remove it — you do not have to go to *myDefaults* to do this.

The **?** buttons open short guided tours of the view, the row, and the details panel.

3.1 Adding a project or activity

Click the green +. A window opens listing the projects. Search by name or abbreviation, or page forward to the project you want.



Click the project and its structure appears with the activities you may book on.



Tick one or more activities and confirm with **Select**; they are added to the timesheet. When you instead change the activity of a row that already exists — using the search icon on the row — only a single activity can be chosen.

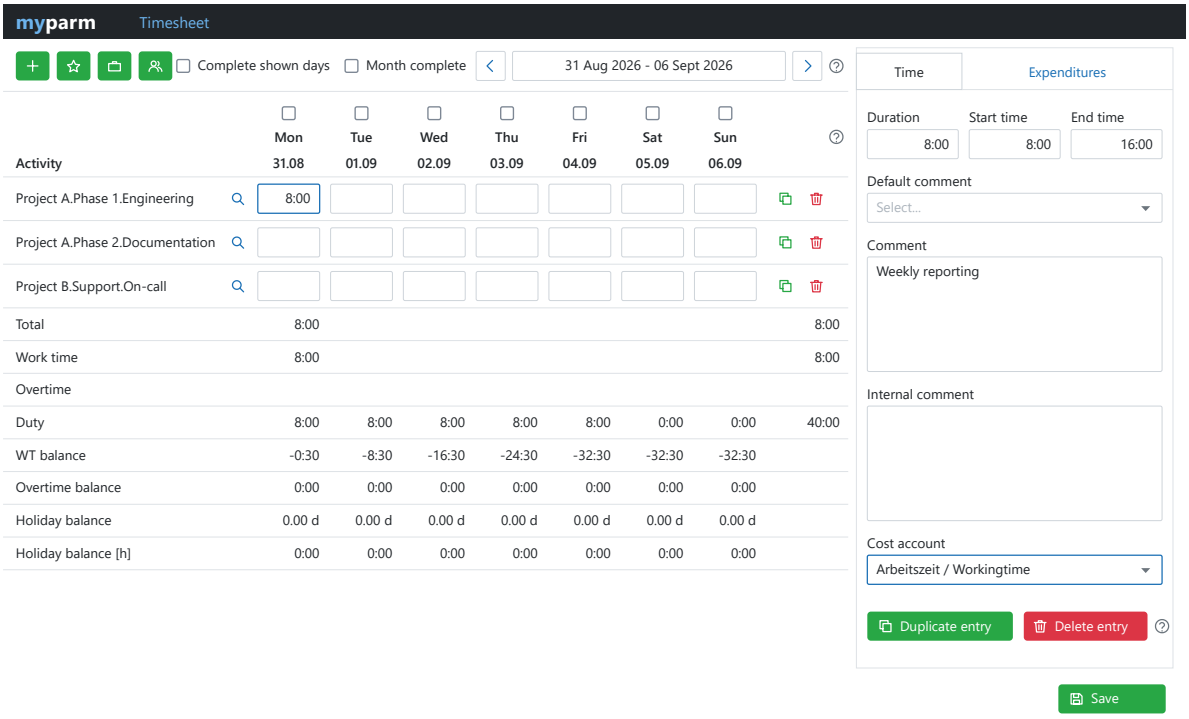
3.2 Entering time

Type the duration straight into the cell for the day. Click a cell to open the details panel on the right, where you can set:

- **Duration**, **Start time**, **End time** — start and end fill in automatically from the duration. Some activities require start and end to be entered explicitly.
- **Default comment** — pick one of your saved comments.
- **Comment** and **Internal comment** — up to 1000 characters each. Some activities require a comment.
- **Cost account** — prefilled from the activity, or from your default (see §2.3).

The **Save** button sits at the bottom right of the view and stays visible however long the list of activities gets.

If a cell shows an amount underneath it, that is the total of the expenses booked on that entry, in your company currency.



3.3 Copying and deleting

The green **copy** and red **delete** icons at the end of a row act on the whole row. In the details panel, **Duplicate entry** and **Delete entry** act only on the selected cell.

If an operation is not possible, a dialog opens showing the week day by day and ticking off which condition blocks it — so you can see exactly which days are locked and why. Appendix A lists the conditions.

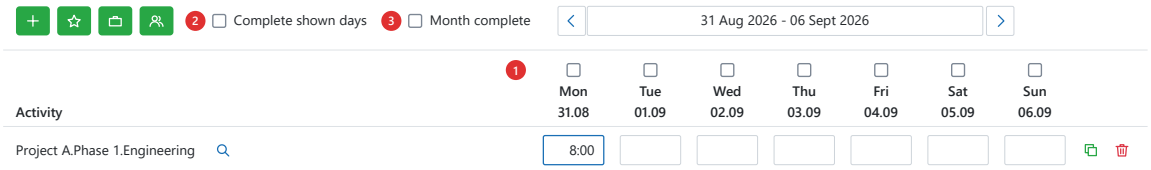
3.4 Navigating between weeks

Use the left and right arrows to move between weeks. Click the date field to open a calendar and jump to the week containing the day you pick.

3.5 User approval — day, week, month

Tick the boxes to confirm that your entries are complete: per day (1), for the displayed week (2), or for the whole month (3). **Month complete** only appears when the displayed week spans a change of month.

A day checkbox is locked when the day has already been approved by the organisation leader, when it falls in a closed period, or when it lies after your first declined entry.



3.6 The balance rows

Below the activities, the timesheet shows running balances. Which rows appear is configured per installation, so you may see all of them or only a few:

Row	Meaning
Total	All recorded hours.
Total attendance	Hours that count as attendance time.
Total not distributed	Recorded hours not yet distributed to a cost account type.
Work time	Hours that count towards working time.
Overtime	Hours booked on overtime cost accounts.
WTB relevant	Hours relevant to the working-time balance, including any surcharge factor.
OTB relevant	Hours relevant to the overtime balance, including any surcharge factor.
Duty	The working hours to be performed that day.
WT balance	The accumulated working-time balance.
Overtime balance	The accumulated overtime balance.
Holiday balance	Holiday still available, in days.
Holiday balance [h]	Holiday still available, in hours.

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4. Expenses for an existing time entry

Select the time entry, then open the **Expenditures** tab in the details panel. Press the green + to add a receipt.

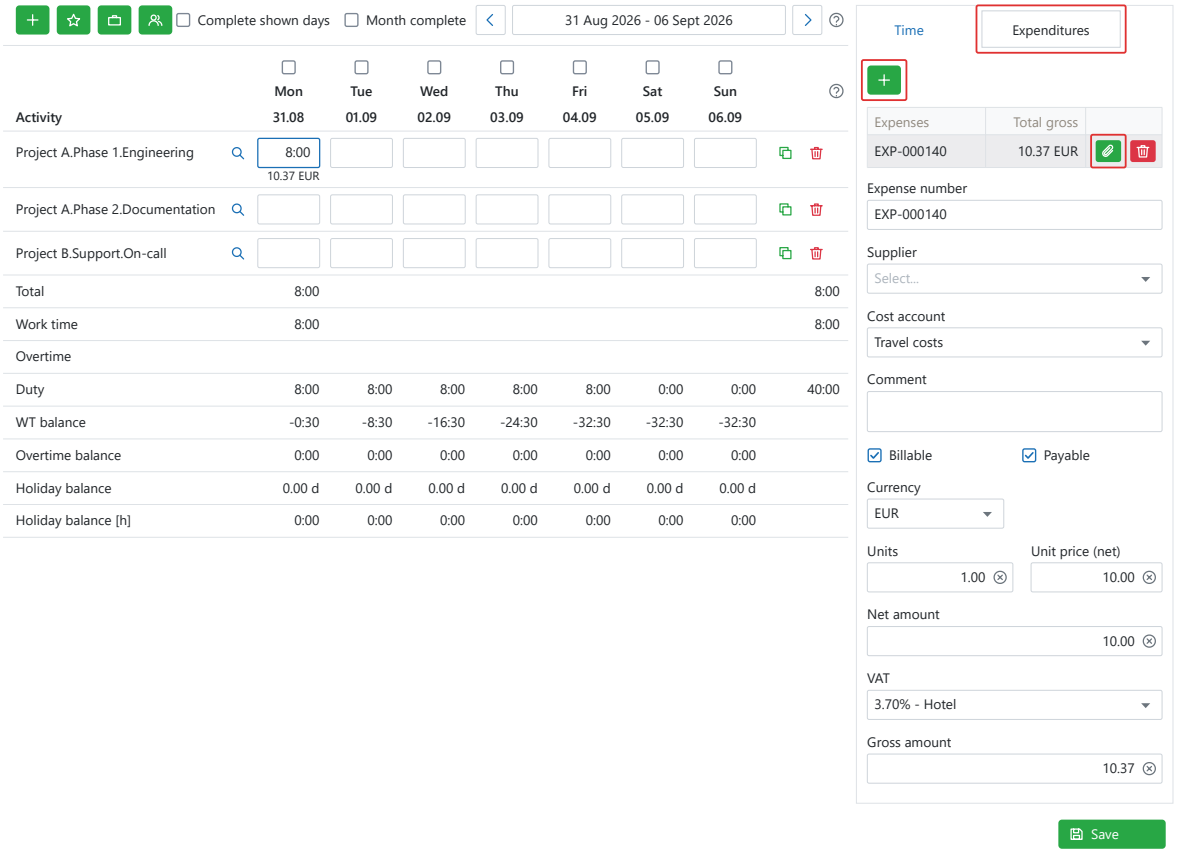
The expense list is a grid showing the **expense number** and the **total gross** of each receipt. Below it, the form for the selected receipt:

Expense number · Supplier · Cost account · Comment · Billable / Payable · Currency · Units · Unit price (net) · Net amount · VAT · Gross amount

If a price is stored for the chosen expense type it is filled in automatically and cannot be overwritten. The same applies to VAT and to the Billable and Payable flags — if the expense type prescribes that nothing is paid out, you cannot tick Payable yourself. Some activities require a comment on every expense.

To attach the original receipt, use the **documents button** on the expense row in the grid. Any document type may be attached, not only PDF.

The expense number is assigned when you save. Once saved, the expense total appears under the hour entry in the timesheet grid.



4.1 Deleting an hour entry that has expenses

Delete the hour entry as usual — with the red delete icon on the row, or **Delete entry** in the details panel. Any expenses attached to it are removed with it.

Deletion is refused only if an expense on the entry has already been invoiced, or is blocked as a correction. In that case a dialog tells you which condition is blocking, and the expense has to be dealt with first.

5. Hours recorded in the schedule view

Open **TET** → **Schedule**.

The schedule shows one week as a calendar. Three draggable tiles sit at the top left:

Tile	Drag it into the calendar to…
+ Plus	Add a single activity — the selector opens.
★ Star	Add all of your favourites.
↻ Recently used	Add your most recently used activities.

Drag the tile onto the day and time you want. A new entry defaults to the current cell length and can be changed at any time.

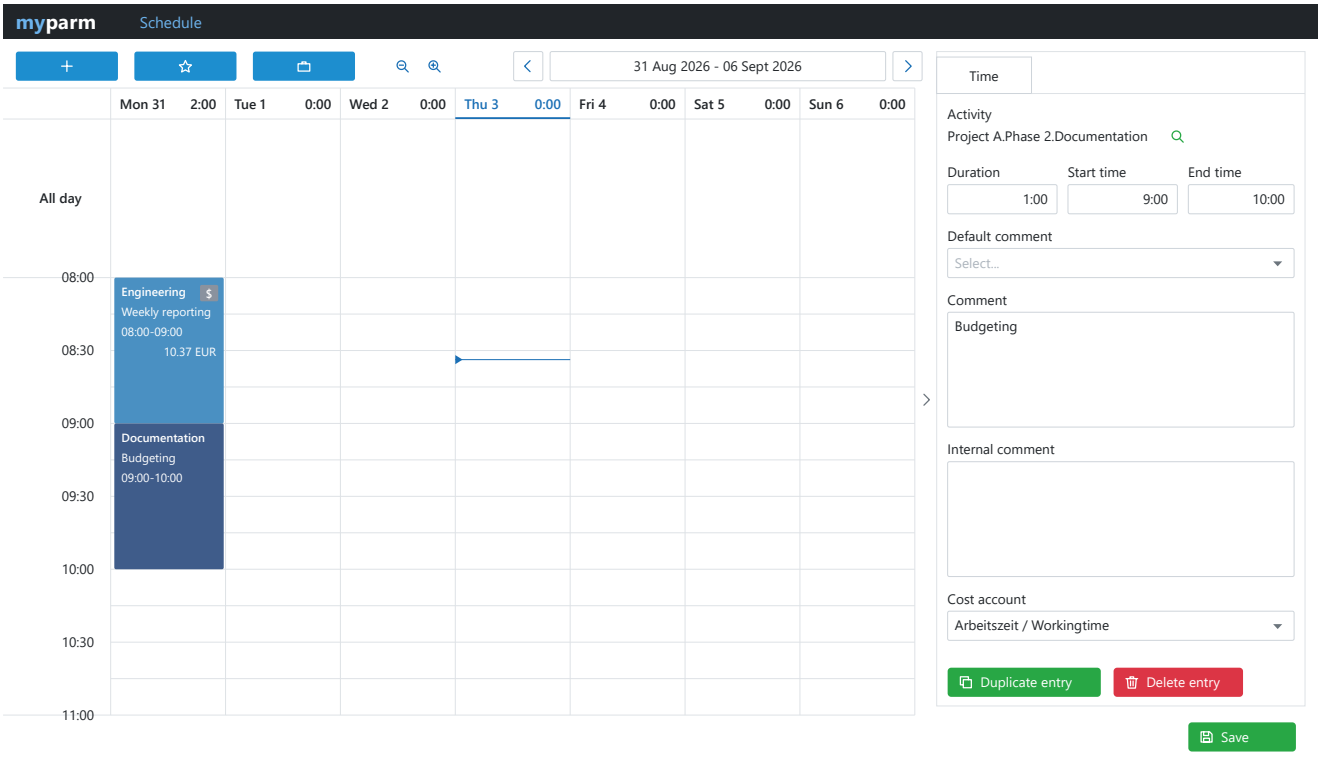
The **zoom** buttons switch the cell length between 15, 30 and 60 minutes. Your choice is remembered for next time.

Each day header shows the day's total hours, and a tick once the day is marked complete.

Drag an entry to the time actually worked, or type the hours into **Duration** — start and end times are assigned automatically. The details panel also lets you change the activity using the search button beside it.

An entry that has expenses booked on it shows a $ badge with the amount.

Press **Save** when you are done.



Right-click on an entry for: Add, Copy, Paste, Delete.

Right-click on an empty cell for: Add, Add favourites, Add recently used, Paste.

An entry can be copied and pasted at another location. If a paste is refused, the message names the reason — closed period, day already approved, day marked complete, outside the activity dates, or a negative entry that cannot be all-day.

Whole-day entries go in the **All day** row.

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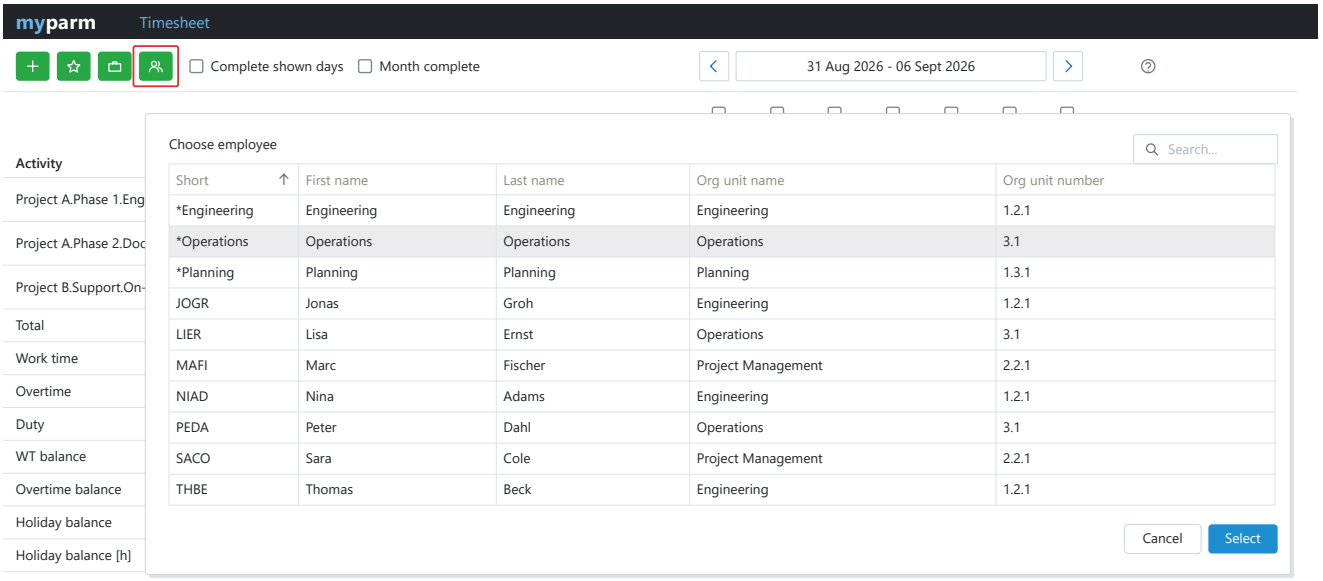
6. TET-Admin and TET-Manager — entering for other users

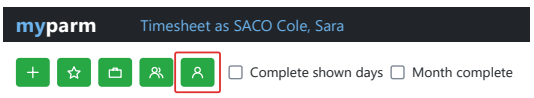
If you hold the TET-Admin or TET-Manager right, an extra green button with **two people** appears in the toolbar.

Click it and a dialog opens listing the employees you may act for. Scroll the list or type in the search box.



Press **Select** and that employee's timesheet opens. You have the same functions there as the employee has.

While you are acting for someone else, the title bar names them and a fifth button — a **single person** — appears. Click it to return to your own timesheet.



More than 24 hours in a day can only be recorded by a TET-Admin, and only through this employee list — including when recording for themselves, in which case they must pick themselves from the list. A TET-Manager acting for another employee cannot exceed 24 hours.

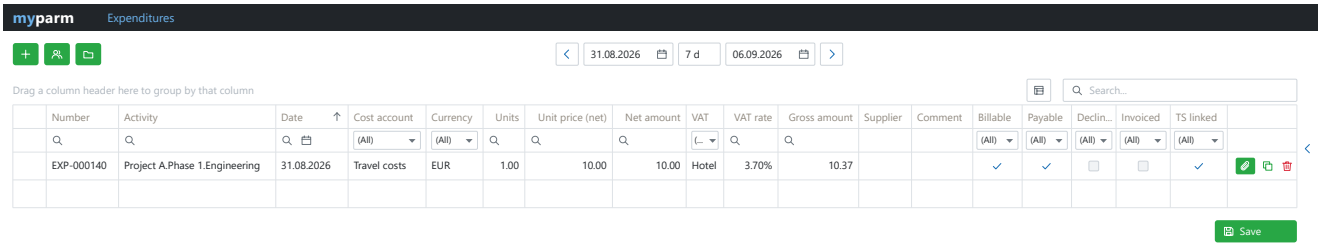
7. Expense entry directly on a project

Open **TET → Expenditures**.

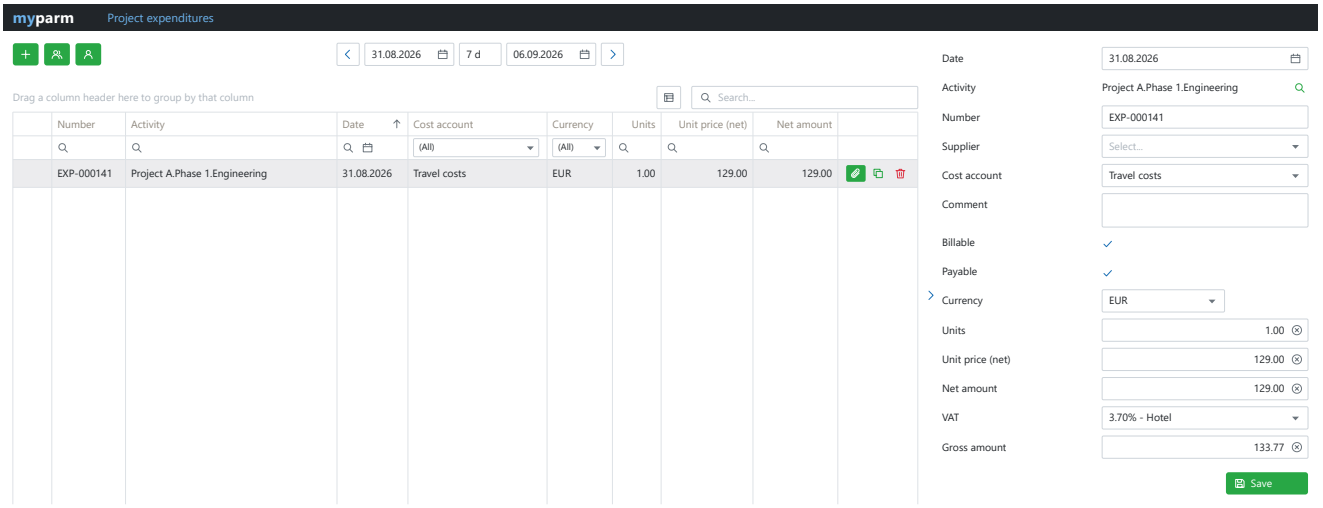
Expenses can be booked for yourself, for another employee, or directly on a PLA. The view shows a date range — **7 d** by default — which you can change with the two date fields and the day count.

The toolbar has four buttons, three of them visible at a time:

Button	Action
+ Plus	Record an expense for yourself.
Two people	Record expenses for another employee.
Single person	Switch back to your own expenses.
Folder	Record expenses directly on a PLA.



To record an expense on a project, select the **folder** button, then the green **+**. The activity selector opens. Fill in the form on the right — the selected element is already filled in, along with the start date of the displayed range, which you can change at any time.



The same rules apply as in §4: a stored price and VAT are filled in automatically and cannot be overwritten, and the Billable and Payable flags follow the expense type.

Entered values appear in the grid on the left. Use the arrow to widen the grid over the form, and again to bring the form back.

Click a row to edit it in the form on the right. Each row carries three buttons: **documents** to attach a receipt, **copy** to duplicate the entry, and **delete** to remove it. The expense number is only assigned after saving.

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8. Registration of minus expenses by the administrator

Negative amounts can only be entered for another user, never for yourself directly. As a TET-Admin, choose yourself from the employee list first, then enter the minus amount.

The same rule applies to negative durations on the timesheet: they require TET-Admin rights and the employee list.

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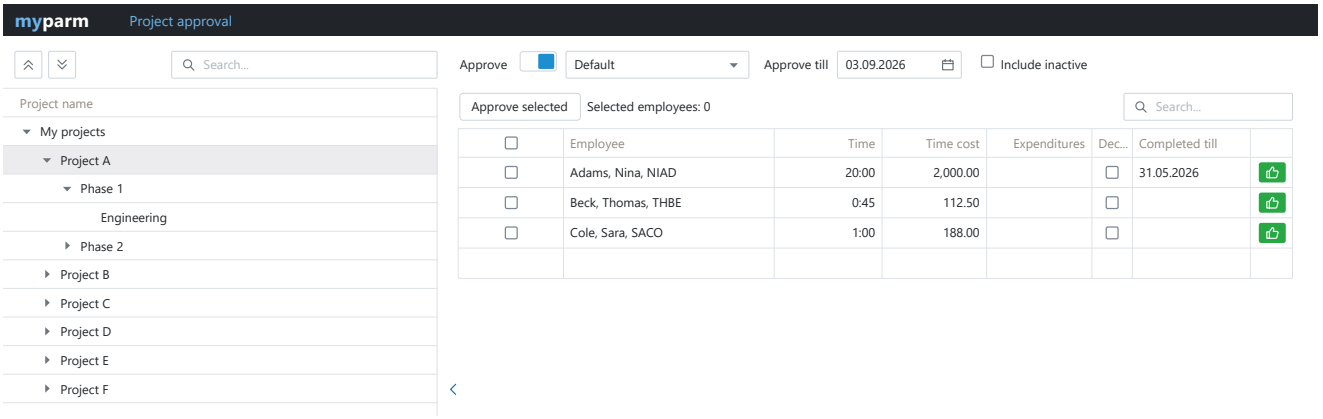
9. PL and OL approval

The TET menu contains **Project approval** for project leaders and **Organisation approval** for organisation leaders.

9.1 Project approval

The project leader sees their projects in the left-hand panel, with **Collapse all** / **Expand all** buttons and a search box. Open a project and, if you wish, drill down to a single activity.

The employees who booked on it appear on the right with their recorded time, time cost, expenses, whether they have declined entries, and their **Completed till** date.



The bar across the top sets what the approval applies to.

- **Approve / Unapprove** — the switch on the left. Slide it to the left to switch to revoking approvals.
- **Period** — the dropdown offers three choices:
  - **Default** — from the last approved date + 1 to today.
  - **Last period** — from the last approved day in the previous period to its last day.

    - **Last year** — from the last approved day last year to the last day of that year.
- **Approve till** — the date field beside the dropdown. You can type any date here instead of using the dropdown.
- **Include inactive** — also list employees who are no longer active.

You do not need a "from" date. The system gathers every unapproved entry up to the **Approve till** date and shows it in detail.

Tick employees in the list and press **Approve selected** to approve them all in one step. The button turns green once at least one employee is selected. A single employee can also be approved with the thumbs-up button at the end of their row.

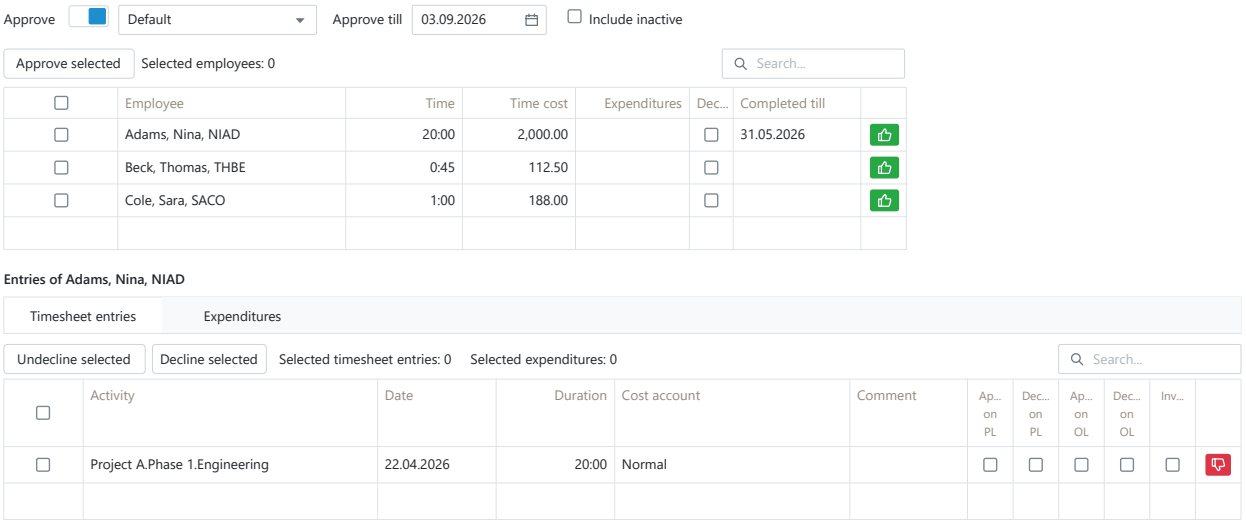
9.2 Declining individual entries

Click an employee's name and their individual entries appear below, on two tabs: **Timesheet entries** and **Expenditures**.

Each entry row ends with a thumbs-down button to decline it. On an entry that is already declined, the button becomes a green thumbs-up, which un-declines it.

You can also select several entries and use **Decline selected** or **Undecline selected**; the toolbar shows how many timesheet entries and expenditures are currently selected.

Both grids also show whether each entry is approved and declined at project level and at organisation level, and whether it has been invoiced.



Once an entry is declined, that employee can no longer be approved as a whole. This is shown by a tick in the **Declined** column.

Pressing the thumbs-up on the employee's totals line then asks whether the declined entries should be ignored. Answer **Yes** to approve the employee anyway, leaving the declined entries as they are.

9.3 Revoking approvals

Slide the switch to the left to change the view from **Approve** to **Unapprove**.

The date field changes to **Unapprove from** — set the date from which the approval should be withdrawn.

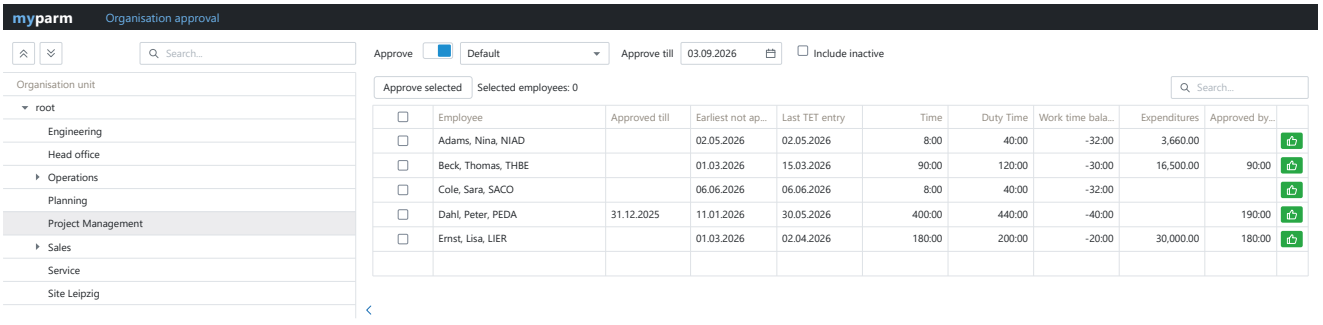
Every employee approved from that date appears. Tick the ones you want, then press **Unapprove selected**; the approval is removed from that date up to today.

There is no **Save** button in either approval view. Each action is saved as you click it.

9.4 Organisation approval

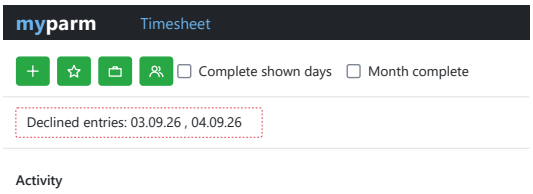
Organisation approval works on the same principle — the same Approve / Unapprove switch, the same period options, the same select-and-approve flow — but it is not the same view. The organisation leader sees their **organisation units** in the left-hand panel, and the employee list on the right carries a different set of columns:

Column	Meaning
Employee	
Approved till	How far the organisation leader has already approved.
Earliest not approved	The oldest entry still waiting.
Last TET entry	The date of the employee's most recent entry.
Time	Recorded time.
Duty Time	Time that should have been performed.
Work time balance	The resulting balance.
Expenditures	Expense total.
Approved by PL (time)	How much the project leaders have already approved.
Approved by PL (expenses)	The same for expenses.
Has declined entries	
Completed till	How far the employee has marked their entries complete.



9.5 What the employee sees

An employee whose entries were declined sees a red band above the timesheet listing the dates concerned. The dates are links — click one to jump straight to that week.



Editing a declined entry clears its declined status automatically: as soon as you change the entry, the red marking disappears. This is how an employee responds to a rejection — correct the entry and save.

Appendix A — Why an entry can be locked

A timesheet cell can be read-only, and copying, deleting or changing the activity can be refused, for any of the following reasons. When an action is blocked, the dialog that opens shows which of these applies, day by day.

Condition	Meaning
Closed period	The accounting period is closed.
Temporarily closed period	
Closed PLA	The project element is closed.
Temporarily closed PLA	
Approved by the organisation leader	
Approved by the project leader	
Day marked complete	By the employee.
Invoiced	The entry, or an expense on it, has been invoiced.
Imported	The entry came from an external system.
Correction entry	Editable only by a TET-Admin acting for an employee.
Outside the activity dates	The day falls before the activity starts or after it ends.
Outside the employment period	
Time entry not allowed on this activity	
Access restricted	You are not permitted to see this activity.
Project inactive	

Appendix B — Settings that vary per installation

The following behaviour is configured per customer, so it may differ from what this manual describes:

- **Which balance rows appear** under the timesheet (§3.6) — each of the twelve is switched on or off separately.
- **Minutes precision** — durations may be restricted to certain increments, for example quarter hours.
- **Comment required**, **start and end time required**, and **expense comment required** — set per activity.
- **Billable** and **Payable** — may be fixed by the expense type.
- **Available cost accounts** — restricted by the employee's employment relationship, which is why some accounts may be missing from the list.
- **Menu contents**, including which reports are listed under TET.
- **Interface language and labels**, which come from the translation dictionary.

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