



## DATA SHEET

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### Time Accounting

#### Project management and time accounting

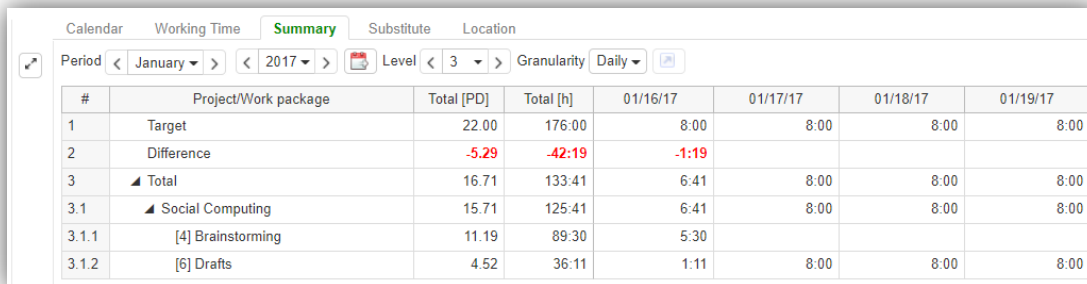
The recording of working time in projects makes it possible to generate actual effort and thus allows a well-founded project controlling. Controlling at project, management or pool levels usually compares the plan effort with the accounted hours. Thus, experience values can contribute to the planning of new projects. In addition, time accounting values serve as the base for accounting by cost centers for external or internal customers. For a better rating of the project progress, time accounting is used on work packages. KLUSA also supports flexi-time models and shows the workplace location.

## KLUSA time accounting

The KLUSA time accounting offers the following functionalities:

- Time accounting of the employees in the MyKLUSA module and KLUSA app
- Customer specific applicable functions for inability to work, holidays, flexi-time, requests and approvals
- Display of plan and remaining effort for project team members
- Overview of the team members' time accountings for project managers
- Project summary and closed time accountings for resource managers
- Overview of pool members' time accountings for resource managers
- Automatic calculation of actual costs and effort from time accountings

### Time accounting of team members in MyKLUSA

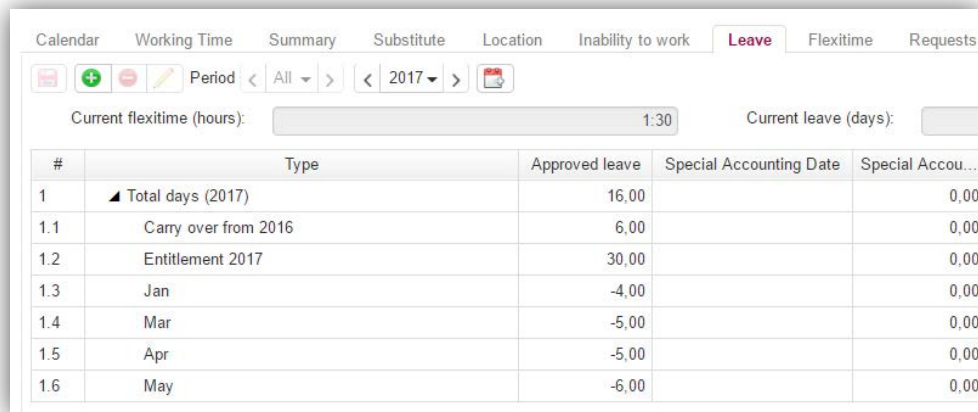


#	Project/Work package	Total [PD]	Total [h]	01/16/17	01/17/17	01/18/17	01/19/17
1	Target	22.00	176.00	8:00	8:00	8:00	8:00
2	Difference	-5.29	-42:19	-1:19			
3	▲ Total	16.71	133.41	6:41	8:00	8:00	8:00
3.1	▲ Social Computing	15.71	125.41	6:41	8:00	8:00	8:00
3.1.1	[4] Brainstorming	11.19	89.30	5:30			
3.1.2	[6] Drafts	4.52	36.11	1:11	8:00	8:00	8:00

Summary of the working time

- The time accounting offers the possibility to record working time. It is possible to provide corporate calendars as well as working models for the various employees. Time accountings of the team members can be regulated in a way that accountings can only be entered on running projects where the members are involved.
- The calendar gives a quick overview where members are at certain times.
- The summary offers an overview on accountings in daily, weekly or monthly granularity. You can see the target for the period and the respective difference for actual accountings. **Red** values mean missing hours, **green** values overtime.
- It is also possible to create substitutes for users. Users listed here can account as substitute for the current user e.g. in case of illness or with open time recording before monthly closing.
- All team members can also enter when they are not at the regular job location or have an absence. Single and serial elements can be created and deleted for half days and whole days. In addition, a reason for the absence can be selected and a comment deposited.
- In the index tab Location, you can see when an employee is not at his regular job location or has an absence. It is possible to create and delete single and serial elements for half days (A.M. / P.M.). Also, it is possible to select a reason for the absence and provide a respective comment.

## Further functionalities



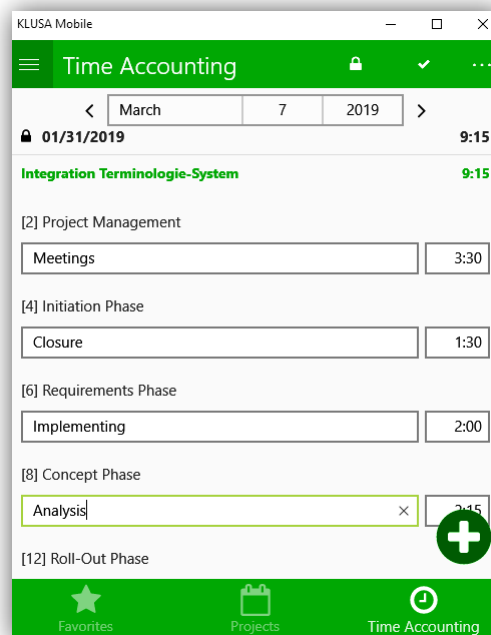
#	Type	Approved leave	Special Accounting Date	Special Accou...
1	▲ Total days (2017)	16,00		0,00
1.1	Carry over from 2016	6,00		0,00
1.2	Entitlement 2017	30,00		0,00
1.3	Jan	-4,00		0,00
1.4	Mar	-5,00		0,00
1.5	Apr	-5,00		0,00
1.6	May	-6,00		0,00

Management of leave (customer specific)

There are customer specific functionalities for

- the management of absences (caused by illness),
- the management of absences (because of leave),
- the management of requests for leave, flexi-time and absence (subject to approval) as well as
- the approval of these requests.

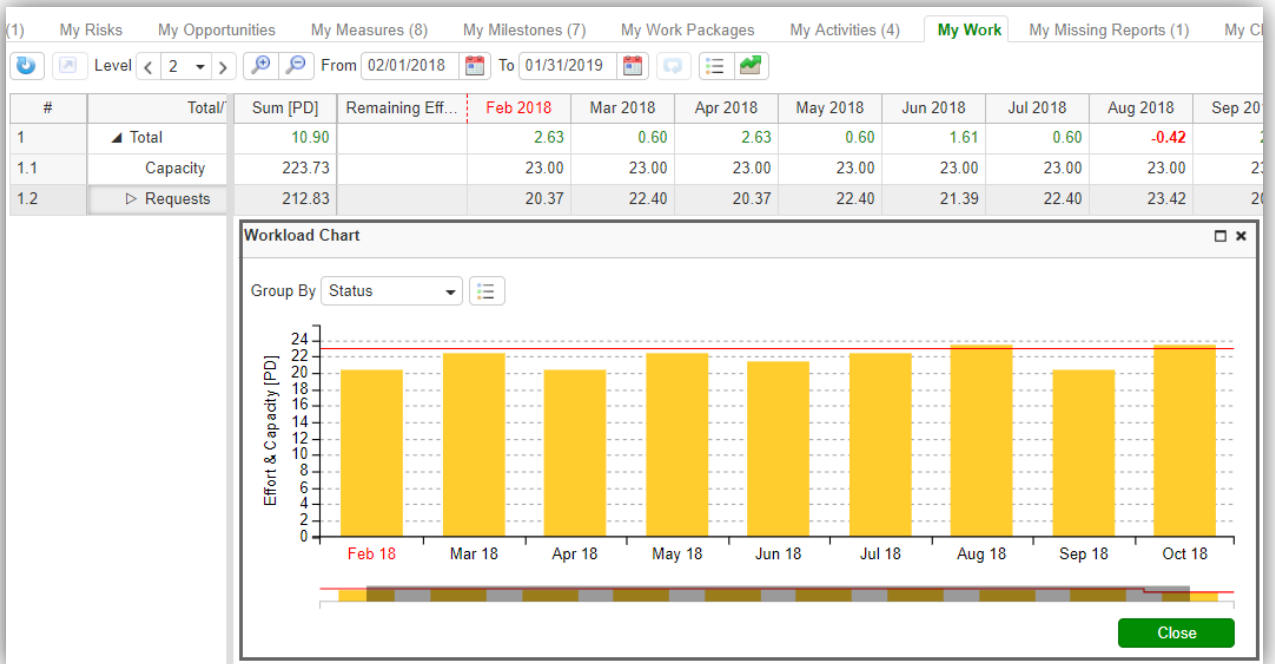
## Mobile time accounting of team members using the KLUSA App



Mobile time accounting

Besides to time accounting, the KLUSA App also provides a mobile reading view of all projects where the user has privileges. For time accounting, you can set the projects to be accounted and the displayed period. A click on a work package opens a dialog to select or enter working time in hours or minutes. Additionally, a description of the activity can be entered. Using checkboxes, you can select or remove single work packages to account time.

## Display of plan and remaining effort in MyKLUSA



Individual workload chart of the project team member

In the personalized **My Work** view of the MYKLUSA module, the user finds data on period, booking status and effort for the projects where which he / she is planned for. The start and end date of the displayed period can be set, a chart shows the capacity and utilization graphically.

## Overview on the accounted working time of the team members for project managers

The screenshot shows the 'Plan vs. Actual' comparison view. It includes filters for Level (3), Granularity (Week), From (01/02/2017), and To (12/03/2017). The table compares planned vs. actual working time for various resources across six calendar weeks in 2017.

#	Resource Pool/User/Work Package	Sum [PD]	CW01 2017	CW02 2017	CW03 2017	CW04 2017	CW05 2017	CW06 2017
1	▲ Total Diff.	373.30	39.10	46.40	51.40	51.40	51.40	51.40
1.1	▶ Marketing Diff.	-7.00	-2.00	-5.00				
1.2	▲ Sales Diff.	380.30	41.10	51.40	51.40	51.40	51.40	51.40
1.2.1	▶ Drüber Martina Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.2	▶ Ebner Erich Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.3	▶ Geggenfurtner Richard Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.4	▶ Härtl Hans-Dieter Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.5	▶ Lang Matthias Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.6	▶ Obhuber Uwe Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.7	▶ Popov Janick Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.8	▶ Schiller Wilhelm Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.9	▶ Winkel Sepp Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14
1.2.10	▶ Würfel Henriette Diff.	38.03	4.11	5.14	5.14	5.14	5.14	5.14

Plan vs. actual comparison for project managers

In the **Time Accounting** tab of the PROJECTS module, it is possible to display accountings of the project's team members with either plan and / or actual values of the selected period in a tree view with a month table or as a corresponding bar chart. In *Plan vs. Actual*, you can find a comparison of planned resources in KLUSA with actual accounted working hours. *Actual*, shows all working times accounted by the single project members.

## Project summary and pool members' closed accountings for resource managers

#	Legend	tal [PD]	Total [h]	01/09/17	01/10/17	01/11/17	01/12/17	01/13/17
1		47.21	377:41	33:00	33:00	35:00	34:00	33:00
1.1	Only for some users time recordings are closed.	10.38	83:00	7:00	9:00	9:00	9:00	9:00
1.1.1	All time recordings are closed.	3.88	31:00		3:00	2:00	3:00	3:00
1.1.2	Only for some users time recordings are calculated.	3.50	28:00	4:00	3:00	5:00	3:00	3:00
1.1.3	All time recordings are calculated.	3.00	24:00	3:00	3:00	2:00	3:00	3:00
1.2	Other colors are used for row highlighting only. Additional recording may occur in those rows.	11.13	89:00	10:00	8:00	10:00	9:00	8:00
1.2.1		4.63	37:00	5:00		7:00	2:00	8:00
1.2.2		3.75	30:00	5:00		3:00	7:00	
1.2.3		2.75	22:00		8:00			
1.3		10.00	80:00	8:00	8:00	8:00	8:00	8:00
1.3.1		10.00	80:00	8:00	8:00	8:00	8:00	8:00
1.4	Zimmermann, Robert	15.71	125:41	8:00	8:00	8:00	8:00	8:00
1.4.1	[4] Brainstorming	11.19	89:30	8:00	8:00	8:00	8:00	8:00
1.4.2	[6] Drafts	4.52	36:11					

Plan vs. actual comparison for resource managers

In the **Time Accounting** of the RESOURCES module, you can see accounting of pool members in table. In *Plan vs. Actual*, a comparison of planned resources with actual accounted working time coming from the **Time Accounting** of the MYKLUSA module is shown. In *Finished Time Records*, you can find all working times accounted by the pool's members for the selected period. **Yellow** bars thereby show until which date members have closed their accountings. **Green** bars tell that these accountings are already calculated and transferred.

## Background services to calculate accounted time

Calculation of actual costs and effort

KLUSA provides the following administrative tasks for the calculation of

- Actual costs coming from the accounted hours and
- Actual effort coming from the actual costs

These administrative tasks run in the background:

- Calculation of actual costs coming from accounted hours of **Time Accounting** in MYKLUSA; here cost will be calculated from the employees' accountings that also appears as green bars in the module **RESOURCES Overview Finished Time Records**.
- Calculation of actual effort coming from actual costs calculated by **Time Accounting**; here effort is calculated based on the progress data entered in the work packages.

After the calculation, this actual data is automatically available to the projects.

## Summary

With KLUSA time accounting, you can easily maintain control over your project work time. Keep track of overtime and missing hours, manage easily leave days as well as flexi-time. Other office absences such as e.g. business travel, home office or sick days can also be recorded in KLUSA. So, your team always knows where you are and if you are available or not.



## Project Management Software & Consulting

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