



# Support Centre Prime Ecosystem

Updated 27.10.22

Prime Support Centre - Jobs

## Prime Instructions | Jobs – How to Create Timesheet Entry

Jane Metro)

Works In Progress Open

Sensitive Home Uninhabitable

Add Comment

20 days  
Days Since Customer Contact

22 days  
Days Since Client Contact

14  
Days Since Repairs Commenced

\$2,293.00  
Remaining Budget (Ex Gst)

Timesheet quick link

- The timesheet form will appear on the right hand side of your screen to fill in.  
Depending on your Administration settings certain information may be prepopulated depending on your role as a user. This can be adjusted as required or filled in manually if it does not populate automatically.  
**User** – default to yourself but you can complete a timesheet for another user, select them from the drop down.  
**Activity** – select the task you were completing on the job from the drop down.  
**Role** – select your job role from the drop down.  
**After Hours** – tick the box if you are completing work outside your normal work hours and this will adjust the Rate the timesheet will be calculated at.  
**Rate / hr and Sell Rate / hr** – complete these fields with the relevant dollar values (if they are not automatically populated).

The screenshot displays a software interface for a 'Timesheet' form. The form is located on the right side of the screen, with a purple header. The form fields are as follows:

- User \***: Alyson Harris (dropdown menu)
- Activity \***: Administration (dropdown menu)
- Role \***: Project Manager (dropdown menu)
- After Hours**:  (checkbox)
- Rate / hr**: \$90.00 (text input)
- Sell Rate / hr**: \$90.00 (text input)
- Activity Date \***: 18 Aug, 2021 (calendar icon)
- Commenced At \***: Commenced At... (clock icon)
- Completed At \***: Completed At... (clock icon)
- Paid Break Time Type**: Paid Break Time Type... (dropdown menu)
- Unpaid Break Time Type**: Unpaid Break Time Type... (dropdown menu)
- Notes \***: Notes... (text input)

Annotations on the left side of the form:

- Fill in fields**: Red arrows point to the User, Activity, and Role fields.
- Tick box is applicable**: Red arrow points to the After Hours checkbox.
- Enter rates as dollar values**: Red arrows point to the Rate / hr and Sell Rate / hr fields.

Additional interface elements include a search bar at the top right with 'Works In Progress' and 'Open' buttons, and a sidebar on the left with 'Sensitive' and 'Home Uninhabitable' buttons. A comment box at the bottom left shows a comment from Paul Brandis dated 28th Jul, 2021 9:58 am.

Works In Progress **Open**

Sensitive Home Uninhabitable

Add Comment

**Required fields \***

14 Days Since Repairs Commenced

**Activity Date \***  
18 Aug, 2021  
Today +1 Day -1 Day +1 Week -1 Week +1 Month -1 Month

**Commenced At \***  
08:26 AM  
Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

**Completed At \***  
09:41 AM  
Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

**Paid Break Time Type**  
No Break

**Unpaid Break Time Type**  
Minutes

**Unpaid Break Time**  
30

**Notes \***  
Notes...

**Description of what work you did - eg Work Orders prepared.**

**Time Spent**  
1.250 hr (0.500 hr unpaid break)

**Total Cost for Activity**  
\$67.50

**Total Sell for Activity**  
\$67.50

**Auto calculated by Prime**

28th Jul, 2021 9:58 am  
Pai\* Brandis

Create Expense From This Timesheet Record

Add Comment

14  
Days Since Repairs  
Commenced

**Tick the box and then select the Work Order you want to link timesheet to.**

**Paid Break Time Type**  
No Break

**Unpaid Break Time Type**  
Minutes

**Unpaid Break Time**  
30

**Notes \***  
Notes...

**Time Spent**  
1.250 hr (0.500 hr unpaid break)

**Total Cost for Activity**  
\$67.50

**Total Sell for Activity**  
\$67.50

Create Expense From This Timesheet Record

Link To Work Order And Create Ap Invoice

**Work Order \***  
DC460-00948 (Alyson Harris)

Search... Show All

- DC460-00930 (Ben Test Subcontractor)
- DC460-00931 (Ben Johnston)
- DC460-00948 (Alyson Harris)
- DC460-00953 (Alyson Harris)

Save  
anges

28th Jul, 2021 9:58 am  
Paul Brandis

Comment

Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

**Paid Break Time Type**

No Break

**Unpaid Break Time Type**

Minutes

**Unpaid Break Time**

30

**Notes \***

Notes...

**Time Spent**

1.250 hr (0.500 hr unpaid break)

**Total Cost for Activity**

\$67.50

**Total Sell for Activity**

\$67.50

Create Expense From This Timesheet Record

Link To Work Order And Create Ap Invoice

**Work Order \***

DC460-00948 (Alyson Harris)

**Click save**



There are unsaved changes



Some Client | 123 | 1 Linked Job

**Finance**

Summary Accounts Receivable Invoices **Accounts Payable Invoices** Expenses Timesheets

**Accounts Payable Invoices**

\$1,764.62 / \$1,124.20    \$0.00    \$1,124.20    \$0.00    \$1,124.20

Work Orders Sell / Cost    Invoiced    Not Invoiced    Paid    Not Paid

Group By Assigned    Expand All    Collapse All    Work Order List    Invoice List

▲ DC460-00930 | Locked | Ben Test Subcontractor | Authorised Works

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$0.00	\$157.20	\$0.00	\$157.20	\$0.00	\$157.20

0 Invoices    Go To Work Order    Create Invoice

● No Invoices have been added

▲ DC460-00938 | Ca... Company | Authorised Works

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$2,483.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

0 Invoices    Go To Work Order

● If you wish to create an invoice for this work order it should not be a draft or cancelled status

▲ DC460-00953 | In Progress | Alyson Harris | Authorised Works

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$1,764.62	\$957.00	\$0.00	\$957.00	\$0.00	\$957.00

Internal    0 Invoices    Go To Work Order    Create Invoice

● No Invoices have been added

Authorised

Go To Finance and then Accounts Payable Invoices

● No Invoices have been added

▲ DC460-00931 | Draft | Ben Johnston | Allocation

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Internal    0 Invoices    Go To Work Order

● If you wish to create an invoice for this work order it should not be a draft or cancelled status

▲ DC460-00948 | Draft | Alyson Harris | Authorised Works

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$286.00	\$220.00	\$67.50	\$152.50	\$0.00	\$220.00

Internal    1 Invoice    Go To Work Order

Work Order	Work Order Assigned	Work Order Type	Invoice Number	Account No.	Item Code	Amount	Invoiced Date	Due Date	Status	Apprc
DC460-00948	Alyson Harris	Authorised Works	Timesheet			\$67.50	18th Aug 2021		New	Approv

Sensitive Home Uninhabitable

Commenced At \*

09:24 AM

Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

Completed At \*

10:39 AM

Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

Paid Break Time Type

Paid Break Time Type...

Unpaid Break Time Type

Unpaid Break Time Type...

Notes \*

Test timesheet

Time Spent

1.250 hr

Total Cost for Activity

\$112.50

Total Sell for Activity

\$112.50

Create Expense From This Timesheet Record

Link To Work Order And Create Ap Invoice

Cancel Save

There are unsaved changes

Select to create expense on job

Click Save

- Once saved, go to the Expenses tab in the Finance section of the job and you will see an expense has been created for those Timesheet costs.

Some Client | 123 | 1 Linked Job

**Summary**

Customer: Scott Harris  
Preferred Number: 0430111222  
Email: No Email  
Site: 240 Waterworks Rd, Ashgrove, QLD, 4060  
Client: Some Client  
Assigned: Alyson Harris  
Case Manager: Alyson Harris  
Supervisor: Alyson Harris  
Labourer: N/A

Filter Menu

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Overview

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Forms

**Finance**

Documents

Finance

Summary Accounts Receivable Invoices Accounts Payable Invoices **Expenses** Timesheets

**Expenses**

\$112.50 Total \$0.00 Approved \$0.00 Paid \$112.50 New

Add Expense

Invoice Number	Account No.	Item Code	Amount	Incurred Date	Due Date	Status	Approval	Approved By	Approved At	Type
Filter Invoice Number	Filter Account No.	Filter Item Code	Filter Amount	Filter Incurred Date	Filter Due Date	Filter Status	Filter Approval	Filter Approved By	Filter Approved At	Filter Type
Timesheet			\$112.50	10th Aug 2021		New	Approved	Alyson Harris	10th Aug 2021	Timesheet

Timesheet costs created as expense