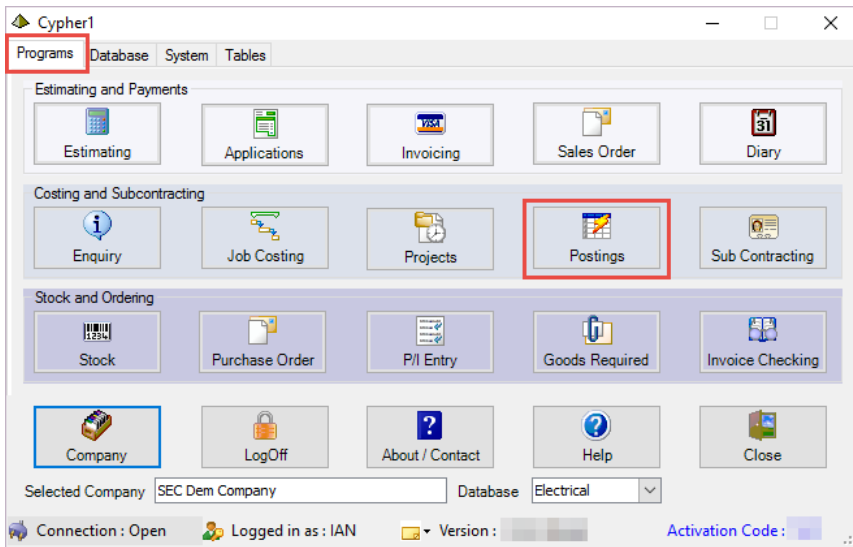


Cypher 1 Working Notes 14 – How to Input Timesheets

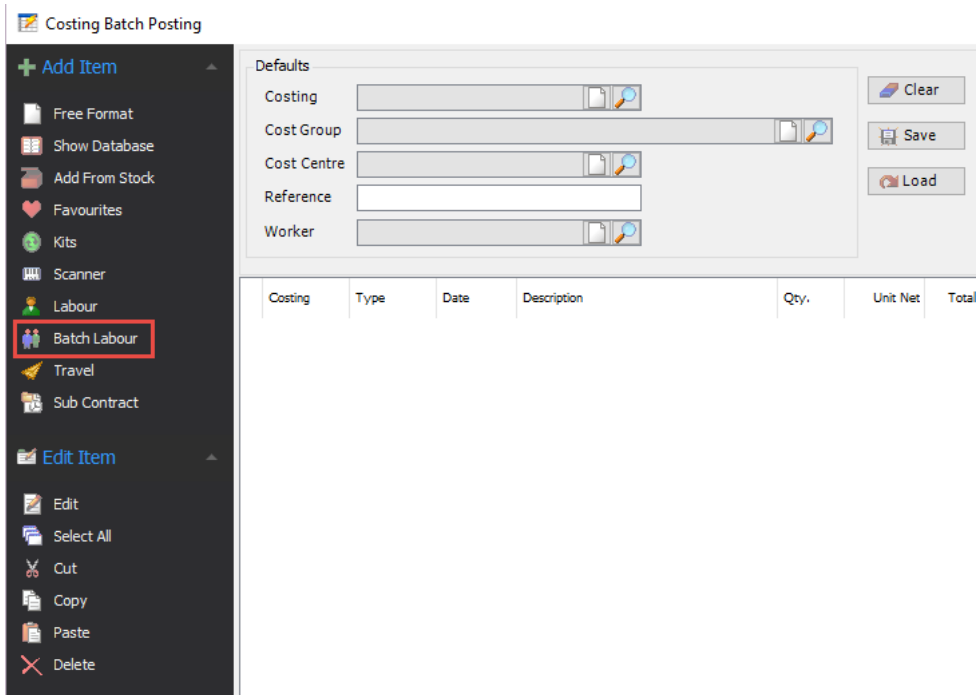
As with most data input in Cypher there are multiple ways of entering Timesheets.

These Working Notes will concentrate on entering **Batch Labour** data.

Go to: **Programs/Posting:**



Then choose **Batch Labour:**



Select the **Worker** whose timesheet is being entered, from the drop down list OR type in the first three letters of the Account Code:

Costing Batch Labour

Worker: lud (dropdown menu open showing Ludwig)

Cost Group: [empty]

Cost Centre: OWN LABOUR

Nominal Code: 4000

Cost Class: APPROVED

Sage Department: 0

Week Starting: 16/05/2016

Reference: [empty]

Variation:

Default Description: [empty]

Fix Number: 0

Labour Hours | Travel

Costing	Cost Group	Rate Description	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

+ Add Close Post

Set **Week Starting** date and click on **Add** to select the Costing the hours are to be posted to:

Costing Batch Labour

Worker: lud

Cost Group: [empty]

Cost Centre: OWN LABOUR

Nominal Code: 4000

Cost Class: APPROVED

Sage Department: 0

Week Starting: 16/05/2016

Reference: [empty]

Variation:

Default Description: [empty]

Fix Number: 0

Labour Hours | Travel

Costing	Cost Group	Rate Description	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	LABOUR	Basic 2015	0	0	0	0	0	0	0

+ Add Close Post

Enter the **hours** required on the **dates** required (you can tab through fields here) and select (+Add) another costing to add more hours as required:

Costing Batch Labour

Worker: [] Cost Group: []

Cost Centre: OWN LABOUR Nominal Code: 4000

Cost Class: APPROVED Sage Department: 0

Week Starting: 16/05/2016 Reference: [] Variation:

Default Description: [] Fix Number: 0

Labour Hours | Travel

Costing	Cost Group	Rate Description	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
J006431	LABOUR	Basic 2015	0	0	8	8	8	0	0
006429	LABOUR	Basic 2015	0	0	0	0	0	8	8

+ Add Close Post

When complete, click **Post**. (The screen will clear to allow another worker to be selected but at this stage the data has NOT been posted to the Costing(s))

DO NOT CLICK CLOSE BEFORE YOU HAVE CLICKED POST OR THE DATA ENTERED WILL BE LOST!!!!

Click **Close** on the Costing Batch Labour screen when finished and you will see all the data on one screen ready to be posted to the Costings:

Costing Batch Posting

Defaults

Costing: [] Clear

Cost Group: [] Save

Cost Centre: [] Load

Reference: [] Post

Worker: [] Show Totals

Costing	Type	Date	Description	Qty.	Unit Net	Total Net	Cost Group	Cost Centre	Reference
J006431	Labour	16/05/2016	Ludwig	8	19.60	156.80	LABOUR	OWN LABOUR	
J006431	Labour	17/05/2016	Ludwig	8	19.60	156.80	LABOUR	OWN LABOUR	
J006431	Labour	18/05/2016	Ludwig	8	19.60	156.80	LABOUR	OWN LABOUR	
006429	Labour	19/05/2016	Ludwig	80	19.60	1568.00	LABOUR	OWN LABOUR	
006429	Labour	20/05/2016	Ludwig	8	19.60	156.80	LABOUR	OWN LABOUR	

Selected Report: [] Preview Report:

£2,195.20

Entries can be edited here by double clicking an entry or selecting an option from the Edit Item or Advanced Edit menus on the left of screen.

Click **Post** when ready.

There is a Print Grid before posting dialogue box that will pop up, giving you the option of printing a day book/journal.