

EXCEL BILLING TIMESHEET TEMPLATE FOR PROFESSIONAL SERVICES/ PROJECTS

MS-Excel Template User Guide

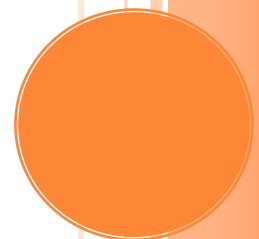
This Excel-based electronic billing and time sheet application records and calculates the hours worked by client, project and activity. It differentiates between billable and non-billable hours. Billing values are also calculated. Cumulative hours and billing values over the life of projects are analysed and charts, graphs and tables are produced. All analysis can be segmented by department and employee.

The template uses only standard Excel features and can be used with Excel 2007 or later version.

The system can be customized and extended within Excel as there are no restrictions or password protected components.

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1 INTRODUCTION

This Excel-based electronic billing and timesheet application records and calculates the hours worked by client, project and activity type. It differentiates between billable and non-billable hours. Billing values are also calculated. Cumulative hours and billing values over the life of projects are analysed and charts, graphs and tables are produced. All analysis can be segmented by department and employee.

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Macros must be enabled when opening the spread sheet.

2 FEATURES

Billing and Timesheet Features

The billing and timesheet component incorporates the following features:

- Records Employee name, Dept., Staff No., Date, Week No., and Standard Billing Rate.
- Records time worked by Date, Client, Project No., and Activity Code.
- Actual hours are calculated from start and end times entered.
- Time can be designated as billable (default) or non-billable.
- Standard billing rate used as default can be overridden by a special billing rate for any specific task.
- Billing values are calculated for all billable hours.
- Totals are calculated for Hours Worked, Billable Hours and Billings Value
- Calculates and displays the Total Billable and Non-Billable Hours and Total Hours worked in the week.
- Produces user-friendly print format.
- Facilitates signature and approval signoff.

Analysis & Reporting Features

The weekly timesheet can be added to the cumulative project hours from previous weeks. A comprehensive range of reports and charts are then produced.

The analysis includes:

- Billable Hours and Value by Client, Project and Activity
- Client Billing by Project Chart
- Percentage Breakdown of Billing by Client Pie Chart
- Total Billing by Client Chart
- Billable Hours by Activity Pie Chart
- Activity Hours and Billable Value by Client

All analysis can be further segmented by department and employee.

3 USER INSTRUCTIONS

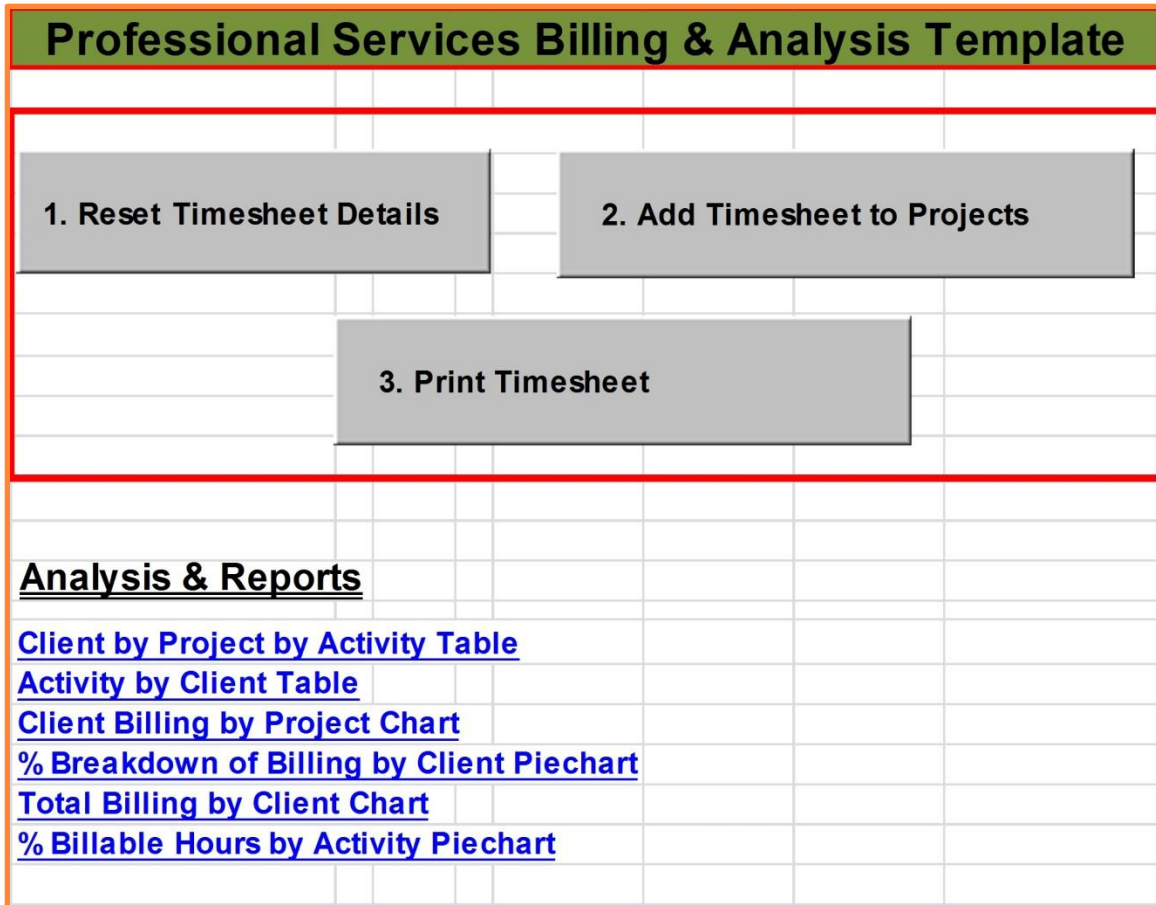


Figure 1 Start Menu

A weekly timesheet, example in figure 2 below, is used to enter billing and project data.

If appropriate, the completed **Billing and Time Sheet** can be printed and the hard copy can be signed and approved using **Option 3** (a macro is used) in the Start Menu as per figure 1 above.

The billing data can then be added to the cumulative billing and project history to provide updated analysis and reporting. This is done by clicking on **Option 2** (a macro is used) in the Start Menu, as per figure 1 above.

Once the billing and project data has been added to the history, the timesheet can be reset using **Option 1** (a macro is used) in the Start Menu, as in figure 1 above, to enter the next week's or next employee's billing and project data.

3.1 Entering Time and Billing Data

Data is entered in a simple easy to follow weekly timesheet as per figure 2 below.

All data entry fields are highlighted via a light green background. Other cells contain Excel formulae and should not be edited.

The following fields are entered.

1. Enter the **Employee's Name, Department** and **Staff No.**
2. Enter the relevant **Date, Week No.** and standard default **Billing Rate** per hour.
3. For each activity to be recorded the following details are entered:
 - **Date**
 - **Client**
 - **Project No.**
 - **Activity Code**
 - **Start Time**
 - **End Time**
4. The format is hours and minutes "**HH:MM**". Time is entered using the 24 hour format and will be displayed in AM/PM format, e.g. 14:30 will be displayed as 2:30 PM.
Note a colon ":" rather than a decimal point "." MUST be used between the **HH** and **MM** when entering times.
5. The **Total Hours** is calculated as the difference between **Start Time** and **End Time**.
6. The **Hours** are designated as **Billable** or **Non-Billable**. The default is that the **Hours** are **Billable**. Thus, if the column is left blank, or has any entry other than "**N**", the hours will be assumed to be **Billable**.
7. The user has the option of entering a **Billing Rate** that is different to the **Standard Default Billing Rate** already entered (item 2 above). The **Billing Value** is calculated and displayed using the **Billing Rate** entered or, if no rate is entered, the **Standard Default Billing Rate**.
8. The **Total Hours, Total Billable Hours, Total Non-Billable Hours** and **Total Billings Value** are calculated and displayed.
9. Filter options at the top of the **Date, Client, Project No.** and **Activity Code** columns allows the user to select individual Dates, Clients, Projects or Activities for which the filter can be applied and sub-totals calculated and displayed.

If appropriate, the completed **Billing and Time Sheet** can be printed and the hard copy can be signed and approved. Alternatively, the completed **Billing and Time Sheet** can be forwarded electronically as an email attachment.

Professional Services Weekly Billing & Time Sheet											
Employee Name		John Doe					Date		3-Mar-13		
Department		Service					Week No.		1		
Staff No.		1234					Billing Rate		\$100.00		
	Date	Client	Project No.	Activity Code	Start Time	End Time	Total Hours	Billable? No (N)	Billable Hours	Billing Rate	Billing Value
1	23-Feb-13	Big Guy	SA123	R&D	2:15 PM	10:00 PM	7:45		7:45		\$775.00
2	24-Feb-13	XYZ plc	SA105	ANYL	10:00 PM	2:00 PM	16:00	N			
3	25-Feb-13	XYZ plc	SA105	PRES	2:00 PM	3:30 PM	1:30		1:30		\$150.00
4	25-Feb-13	Big Shop Inc	SA107	ADMIN	3:30 PM	5:30 PM	2:00	N			
5	25-Feb-13	High Growth GmbH	SA120	ANYL	2:00 PM	5:45 PM	3:45	N			
6	26-Feb-13	Big Shop Inc	SA100	PRES	2:00 PM	5:45 PM	3:45		3:45	\$120.00	\$450.00
7	26-Feb-13	XYZ plc	SA105	DOCM	8:00 AM	10:30 AM	2:30		2:30		\$250.00
8	26-Feb-13	Big Shop Inc	SA107	DOCM	10:30 AM	1:30 PM	3:00		3:00	\$120.00	\$360.00
9	27-Feb-13	Fast Growth Inc	SA101	ANYL	8:00 AM	5:45 PM	9:45	N			
10	27-Feb-13	Fast Growth Inc	SA108	TST1	8:00 AM	11:30 AM	3:30		3:30	\$75.00	\$262.50
11	27-Feb-13	New Customer Ltd	SA111	PRES	11:30 AM	1:30 PM	2:00		2:00		\$200.00
12	28-Feb-13	Any Customer Ltd	SA103	DOCM	8:00 AM	1:00 PM	5:00	N			
13	28-Feb-13	New Customer Ltd	SA104	MRKT	2:00 PM	5:45 PM	3:45		3:45	\$75.00	\$281.25
14	1-Mar-13	High Growth GmbH	SA113	DOCM	2:00 PM	5:30 PM	3:30	N			
15	1-Mar-13	Bad Guy	SA122	ADMIN	8:30 AM	12:30 PM	4:00	N			
16	2-Mar-13	ABC Inc	SA102	DOCM	8:00 AM	10:00 AM	2:00		2:00	\$80.00	\$160.00
17	2-Mar-13	Fast Growth Inc	SA108	PRES	10:00 AM	5:30 PM	7:30		7:30		\$750.00
18	2-Mar-13	High Growth GmbH	SA113	ANYL	8:30 AM	10:00 AM	1:30		1:30	\$20.00	\$30.00
19	3-Mar-13	Any Customer Ltd	SA110	MRKT	3:00 PM	8:30 PM	5:30		5:30		\$550.00
20	4-Mar-13	High Growth GmbH	SA120	TST1	10:00 AM	12:00 PM	2:00	N			
21	5-Mar-13	New Customer Ltd	SA104	MRKT	2:00 PM	5:30 PM	3:30		3:30		\$350.00
22	5-Mar-13	XYZ plc	SA105	PRES	2:00 PM	5:30 PM	3:30	N			
23	6-Mar-13	ABC Inc	SA102	ANYL	2:00 PM	5:45 PM	3:45		3:45	\$50.00	\$187.50
24	6-Mar-13	ABC Inc	SA109	MRKT	8:00 AM	5:30 PM	9:30		9:30		\$950.00
25											
							Total	110:30	61:00	\$5,706.25	
Signed											
Approved											
									Billable Hours	61:00	
									Non-billable Hours	49:30	
									Total Hours	110:30	

Figure 2 Weekly Billing Timesheet

3.2 Updating the Billing and Project Data History

The billing and project data can then be added to the cumulative billing and project history to provide updated analysis and reporting. This is done by clicking on **Option 2** (a macro is used) in the Start Menu, as per figure 1 above.

The data is added to the Billing and Project history table in the **Project Data** tab within the workbook. (See Figure 3 below)

Employee Name	Department	Staff No.	Date	Client	Project No.	Activity Code	Total Hour	Billable Hour	Non Billable Hour	Billing R.	Billing Val.
James Joyce	Customer Service	2244	26/02/2013	Big Shop Inc	SA107	ADMN	08:30	08:30	00:00	\$100.00	\$850.00
James Joyce	Customer Service	2244	25/02/2013	XYZ plc	SA105	ADMN	01:00	01:00	00:00	\$80.00	\$720.00
James Joyce	Customer Service	2244	24/02/2013	XYZ plc	SA105	R&D	09:00	09:00	00:00	\$100.00	\$950.00
James Joyce	Customer Service	2244	23/02/2013	Fast Growth Inc	SA101	ANYL	09:30	09:30	00:00	\$100.00	\$950.00
John Doe	Service	1234	06/03/2013	ABC Inc	SA109	MRKT	09:30	09:30	00:00	\$100.00	\$950.00
John Doe	Service	1234	06/03/2013	ABC Inc	SA102	ANYL	03:45	03:45	00:00	\$50.00	\$187.50
John Doe	Service	1234	05/03/2013	XYZ plc	SA105	PRES	03:30	03:30	00:00	\$100.00	\$350.00
John Doe	Service	1234	05/03/2013	New Customer Ltd	SA104	MRKT	03:30	03:30	00:00	\$100.00	\$350.00
John Doe	Service	1234	04/03/2013	High Growth GmbH	SA120	TST1	02:00	02:00	00:00	\$100.00	\$200.00
John Doe	Service	1234	03/03/2013	Any Customer Ltd	SA110	MRKT	05:30	05:30	00:00	\$100.00	\$550.00
John Doe	Service	1234	02/03/2013	High Growth GmbH	SA113	ANYL	01:30	01:30	00:00	\$20.00	\$30.00
John Doe	Service	1234	02/03/2013	Fast Growth Inc	SA108	PRES	07:30	07:30	00:00	\$100.00	\$750.00
John Doe	Service	1234	02/03/2013	ABC Inc	SA102	DOCM	02:00	02:00	00:00	\$80.00	\$160.00
John Doe	Service	1234	01/03/2013	Bad Guy	SA122	ADMN	04:00	04:00	00:00	\$0.00	\$0.00
John Doe	Service	1234	01/03/2013	High Growth GmbH	SA113	DOCM	03:30	03:30	00:00	\$100.00	\$300.00
John Doe	Service	1234	28/02/2013	New Customer Ltd	SA104	MRKT	03:45	03:45	00:00	\$75.00	\$281.25
John Doe	Service	1234	28/02/2013	Any Customer Ltd	SA103	DOCM	05:00	05:00	00:00	\$100.00	\$500.00
John Doe	Service	1234	27/02/2013	New Customer Ltd	SA111	PRES	02:00	02:00	00:00	\$100.00	\$200.00
John Doe	Service	1234	27/02/2013	Fast Growth Inc	SA108	TST1	03:30	03:30	00:00	\$75.00	\$262.50
John Doe	Service	1234	27/02/2013	Fast Growth Inc	SA101	ANYL	09:45	09:45	00:00	\$0.00	\$0.00
John Doe	Service	1234	26/02/2013	Big Shop Inc	SA107	DOCM	03:00	03:00	00:00	\$120.00	\$360.00
John Doe	Service	1234	26/02/2013	XYZ plc	SA105	DOCM	02:30	02:30	00:00	\$100.00	\$250.00
John Doe	Service	1234	26/02/2013	Big Shop Inc	SA100	PRES	03:45	03:45	00:00	\$120.00	\$450.00
John Doe	Service	1234	25/02/2013	High Growth GmbH	SA120	ANYL	03:45	03:45	00:00	\$150.00	\$450.00
John Doe	Service	1234	25/02/2013	Big Shop Inc	SA107	ADMN	02:00	02:00	00:00	\$0.00	\$0.00
John Doe	Service	1234	25/02/2013	XYZ plc	SA105	PRES	01:30	01:30	00:00	\$100.00	\$150.00
John Doe	Service	1234	24/02/2013	XYZ plc	SA105	ANYL	16:00	16:00	00:00	\$0.00	\$0.00
John Doe	Service	1234	23/02/2013	Big Guy	SA123	R&D	07:45	07:45	00:00	\$100.00	\$775.00

Figure 3 Cumulative Billing and Project data

3.3 Deleting Historical Data

All historical data is preserved until it is **Deleted**.

To delete any historical data that is no longer relevant proceed as follows:

- a) Click on any cell within the row you wish to delete
- b) Right mouse click
- c) Select **"Delete"**
- d) Choose **"Entire Sheet Row"**

4 ANALYSIS AND REPORTING

A comprehensive range of analysis and reporting based on the Billing and Project data is automatically produced.

To ensure the analysis reflects the up-to-date situation use the right mouse button to click anywhere in the table and select "Refresh"

4.1 Analysis by Client, Projects and Activities.

Client	Department (All)	Employee Name (Multiple Items)				
	Client	Projects/Activity	Billable Hrs.	Non-Billable Hrs.	Total Hrs	Billing-Value
	ABC Inc	SA102				
		ANYL	3:45	00:00	3:45	\$187.50
		DOCM	2:00	00:00	2:00	\$160.00
		SA102 Total	5:45	00:00	5:45	\$347.50
		SA109				
		MRKT	9:30	00:00	9:30	\$950.00
		SA109 Total	9:30	00:00	9:30	\$950.00
	ABC Inc Total		15:15	00:00	15:15	\$1,297.50
	Any Customer Ltd					
		SA103	0:00	05:00	5:00	\$0.00
		SA110	5:30	00:00	5:30	\$550.00
	Any Customer Ltd Total		5:30	05:00	10:30	\$550.00
		Bad Guy	0:00	04:00	4:00	\$0.00
		Big Guy	7:45	00:00	7:45	\$775.00
	Big Shop Inc					
		SA100	3:45	00:00	3:45	\$450.00
		SA107				
		ADMIN	8:30	02:00	10:30	\$850.00
		DOCM	3:00	00:00	3:00	\$360.00
		SA107 Total	11:30	02:00	13:30	\$1,210.00
	Big Shop Inc Total		15:15	02:00	17:15	\$1,660.00
	XYZ plc					
		SA105				
		ADMIN	0:00	01:00	1:00	\$0.00
		ANYL	0:00	16:00	16:00	\$0.00
		DOCM	2:30	00:00	2:30	\$250.00
		PRES	1:30	03:30	5:00	\$150.00
		R&D	9:00	00:00	9:00	\$720.00
		SA105 Total	13:00	20:30	33:30	\$1,120.00
	XYZ plc Total		13:00	20:30	33:30	\$1,120.00
	Grand Total		56:45	31:30	88:15	\$5,402.50

Figure 4 Analysis by Client, Projects and Analysis

The report, as per figure 4 above, shows the Billable and Non-Billable hours and Billing Value for each Activity within each Project for each Client.

At each level of the report the details can be collapsed and expanded by clicking on the "+" or "-" sign adjacent to the relevant level.

The Report can be filtered by Employee, Department and Client by selecting the relevant options at the top of the report.

4.2 Total Billing by Client & Client Billing by Projects

A Bar Charts are automatically generated which show (a) the Total Billing by Client as per Figure 5 below and (b) a breakdown of Client Billing by Project as per figure 6 below.

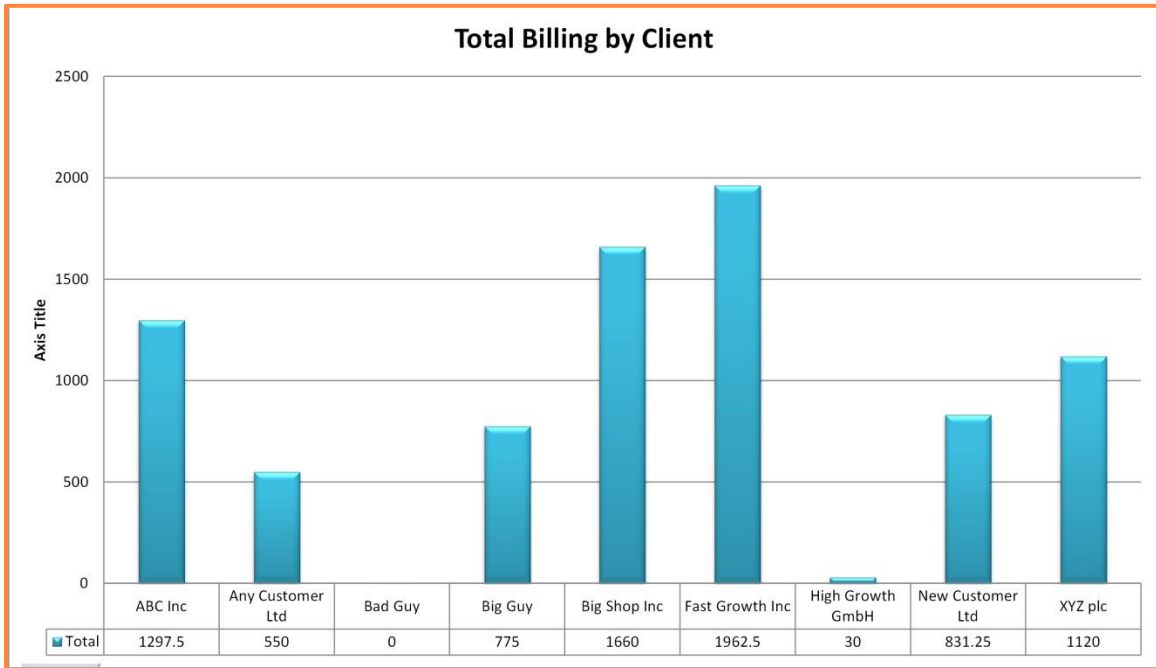


Figure 5 Total Billing by Client

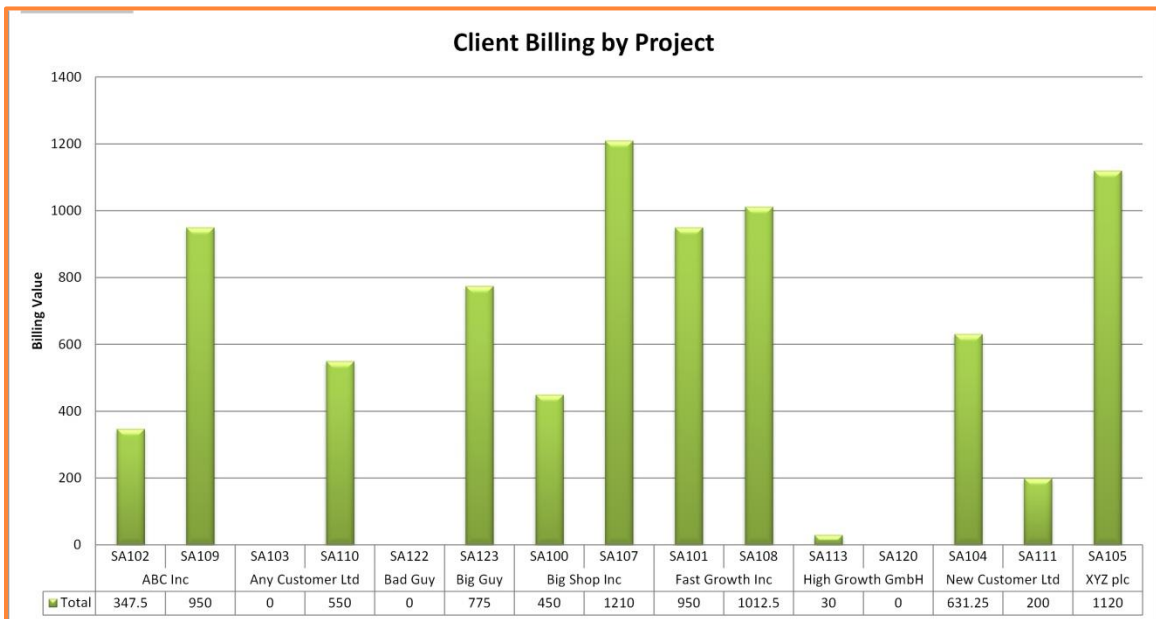


Figure 6 Client Billing by Project

4.3 Percentage Billing by Client & Hours by Activity

Pie Charts are automatically generated which show the percentage breakdown of (a) the total Billing Value by Client and (b) Billable Hours by Activity as per Figures 7 and 8 below.

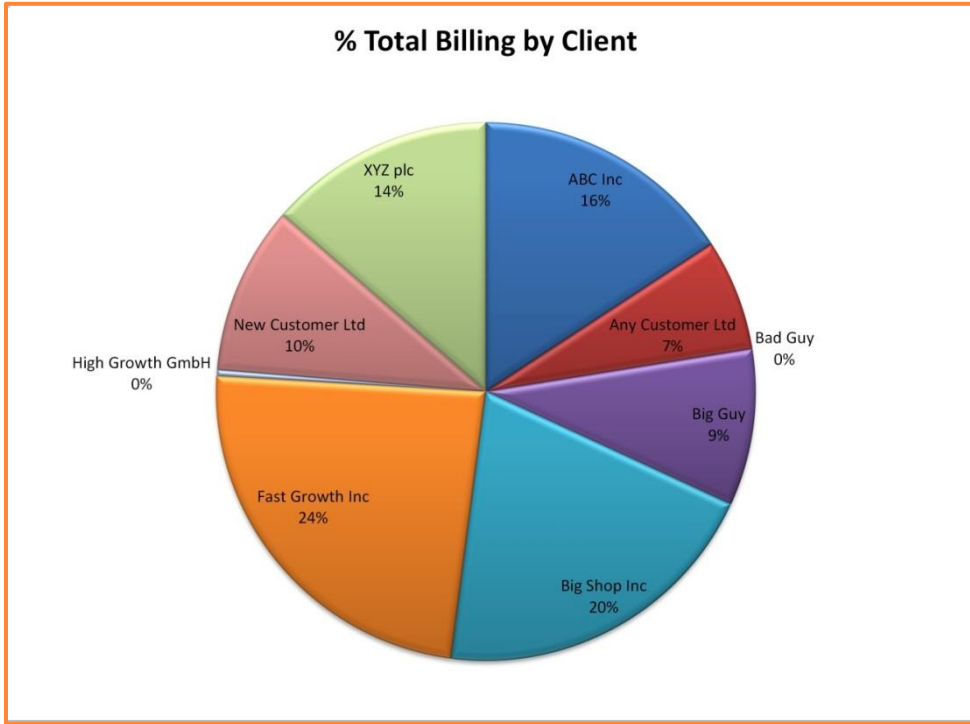


Figure 7 Percentage Total Billing by Client

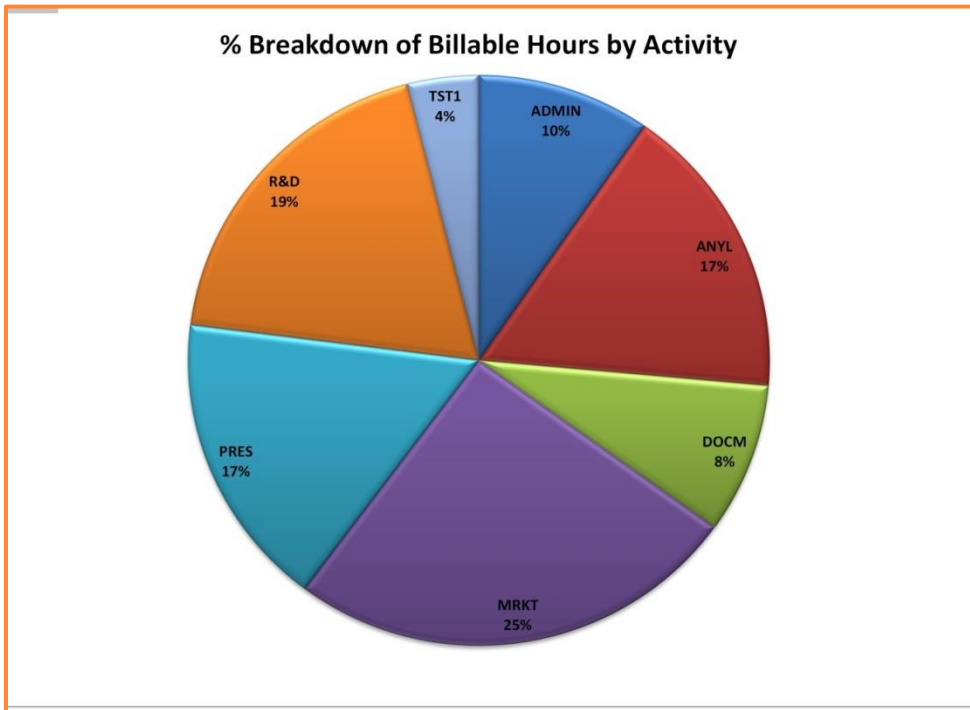


Figure 8 Billable Hours by Activity

4.4 Analysis of Activity by Client.

The report, as per figure 9 below, shows the Billable and Non-Billable hours and Billing Value for each Client within each Activity.

At each level of the report the details can be collapsed and expanded by clicking on the “+” or “-” sign adjacent to the relevant level.

The Report can be filtered by Employee, Department and Activity by selecting the relevant options at the top of the report.

Activity/Client	Billable Hrs	Non -Billable Hrs	Total-Hours	Billing-Value
Department (All) <input type="text"/> Employee Name (All) <input type="text"/>				
ADMIN	8:30	7:00	15:30	\$850.00
Bad Guy	0:00	4:00	4:00	\$0.00
Big Shop Inc	8:30	2:00	10:30	\$850.00
XYZ plc	0:00	1:00	1:00	\$0.00
ANYL	14:45	29:30	44:15	\$1,167.50
ABC Inc	3:45	0:00	3:45	\$187.50
Fast Growth Inc	9:30	9:45	19:15	\$950.00
High Growth GmbH	1:30	3:45	5:15	\$30.00
XYZ plc	0:00	16:00	16:00	\$0.00
DOCM	7:30	8:30	16:00	\$770.00
ABC Inc	2:00	0:00	2:00	\$160.00
Any Customer Ltd	0:00	5:00	5:00	\$0.00
Big Shop Inc	3:00	0:00	3:00	\$360.00
High Growth GmbH	0:00	3:30	3:30	\$0.00
XYZ plc	2:30	0:00	2:30	\$250.00
MRKT	22:15	0:00	22:15	\$2,131.25
ABC Inc	9:30	0:00	9:30	\$950.00
Any Customer Ltd	5:30	0:00	5:30	\$550.00
New Customer Ltd	7:15	0:00	7:15	\$631.25
PRES	14:45	3:30	18:15	\$1,550.00
Big Shop Inc	3:45	0:00	3:45	\$450.00
Fast Growth Inc	7:30	0:00	7:30	\$750.00
New Customer Ltd	2:00	0:00	2:00	\$200.00
XYZ plc	1:30	3:30	5:00	\$150.00
R&D	16:45	0:00	16:45	\$1,495.00
Big Guy	7:45	0:00	7:45	\$775.00
XYZ plc	9:00	0:00	9:00	\$720.00
TST1	3:30	2:00	5:30	\$262.50
Fast Growth Inc	3:30	0:00	3:30	\$262.50
High Growth GmbH	0:00	2:00	2:00	\$0.00
Grand Total	88:00	50:30	138:30	\$8,226.25

5 CUSTOMIZATION

The system uses only standard Excel features available in Excel 2007 and later versions.

There are no passwords, so anybody with reasonable competence in Excel can modify and customize any element of the system.

The system contains three reasonably simple macros as indicated in the Start Menu (see page 2 above).

All of the Analysis and Reports are based on Pivot Table and Charts.