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Quick set up guide to ETZ

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When ETZ sets up your site we will create your first user and give them agency admin rights, we will send over the invitation link by email when the site is Live.

Getting Started

When looking at the ETZ Dashboard the headers at the top flow in the order you need to process your data, from reference date through to reports. We have made this process simple and easy to follow. Under each header you have dropdown options which again run in the order they need to be completed.
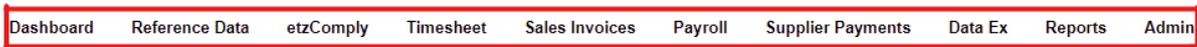
The dashboard summarises the data and is also interactive, allowing you to click links which take you directly to different areas of the site. E.g., Invoices/Timesheets/Batches

Data input

1. Agency Details

The Agency will need to go into the Reference Data header and click onto the Agency Details Header, from here you need to complete your Agency Info.

Helpful tips: -

- If you have an invoice finance provider, you can complete the notice of assignment in the Notice heading this will then appear on your invoices.
- The From email address needs to be set as this is the email which all communication coming from your Agency will come from e.g., Timesheets@myagency.com (this is a covering email and does not need to be a real email – as invoices actually come from ETZ)
- We will upload your invoice logo; we need you send this over as 250px by 100 px as a PNG file & your banner needs to be 1200px x 140 PNG.

2. User Entry

From Reference data select User Entry, click on add new user from here you will be given multiple options this is where you will add your work colleagues from your Agency and decide which access you would like to give them – see below: -

User Roles

Please select the roles applicable to this user.

Agency Roles	☐ Agency System Admin — full access to admin portal, including advanced configuration options.
	☐ Agency Admin — full access to admin portal, including agency setup.
	☐ Agency User — full access to admin portal, with the exception of importing and manual timesheet creation.
	☐ Agency Operator — full access to reference data, view only access to timesheets, invoices and remittances.
	☐ Agency Manager — limited access to reference data, view only access to timesheets, invoices and remittances.
	☐ Multi Agency User — user can switch to different agencies within the same group.
Task Restricted Users	☐ Batch Authoriser — access to view invoices and remittances, can authorise and process batches.
	☐ Credit Controller — access to view sales invoices and sales invoice batch exports.
	☐ Report Manager — limited access to reports only.
API User	☐ External Data Access — user is able to authenticate via etz API.
Agency Timehseet Entry	☐ ATE User — full access to ATE portal.

The highest level of authority is Agency system Admin, this means they can access everything on the system including restricted configuration, one person from the agency needs to set up with the Agency system Admin rights (can only be set by ETZ Support), you can add as many users as you like, there is a separate access set up for consultants see section three which give them less access to the system.

3. Consultant Entry

From Reference data select consultant entry, you have three options.

- Add the consultants name and email and untick the login allowed; this is how you can use consultants for reporting purposes only, they will have no login to the portal.
- You can choose the consultants role see below -choose between consultant or consultant admin.

Consultant Role

Please select the role that this user requires.

◉ Consultant — limited access to view reports and send timesheet reminders, mainly used for reporting purposes.

○ Consultant Admin — limited access to reference data, consultant reports and send timesheet reminders, view only access to assignment entry, sales invoices and purchase remittances.

4. Branch/Sector Entry

You can add Branches/Cost Centre's via Reference data – you just need to add the Branch Name and cost centre (if needed)

Sectors – via reference data you just need the Sector name you can also add the pay code & bill code.

Adding the above information will allow you to breakdown you are reporting into these different areas if needed.

5. Rate Code Entry

Via the reference data heading, these are your rate's which will be used in the candidates' assignments –candidates will then select the relevant rate when completing their timesheets, e.g., daily rate, hourly rate, standard rate, Overtime rate, or any rates applicable to your business you can add as many as you like.

6. Expense Code Entry

To be able to use the Expense functions you need to complete expense codes, from reference data you can add as many expense codes as you like e.g., Travel, Accommodation etc.

7. Client Entry

Via the reference data you can add your new clients, they need to be populated where the required fields are indicated with (Required). This is where you can also change the VAT types, Billing cycle, invoice grouping, delivery mode type etc.

8. Client User Entry

Via the client user entry, you need to set up your authorisers who will sign off your candidates' timesheets/Expenses. You have two options you can set client authorisers up so that they just receive links to sign off timesheets (ETZ Sign) or you can set them up with their own portals (ETZ Online) so they will have a login to the system. The benefit of ETZ online is that they can authorise multiple candidate timesheets at once, they can see the history and you can also configure this portal so they can see copy invoices. To use ETZ Sign you need to set the client user up as a client under the roles. If you select client admin, they are able to see all candidate timesheets for that client. When you get to setting up the assignment (section 12) there are different ways to set up the authoriser to receive timesheets links or login to a portal.

Login Allowed ☑

Reset authentication and send invitation email.

Roles: ☐ Client ☐ Client Admin

Save Changes

9. Purchase Order Entry

Set purchase orders up via the reference data, you can add as little or as much detail to the purchase order entry as you want, if you choose to add date expiry's or value limit's you can then monitor these via the purchase order reporting to monitor the status of the purchase order, you can choose to deselect them from the list if the purchase order has expired, they will then not appear on the reports.

10. Supplier Entry

Suppliers can be added via the reference data, a supplier can be either a Ltd Company or an Umbrella company. When adding a new entry select the relevant supplier type then add the required information. Here you can also select the VAT rate, Remittance grouping, Self-Billing and Remittance Delivery mode.
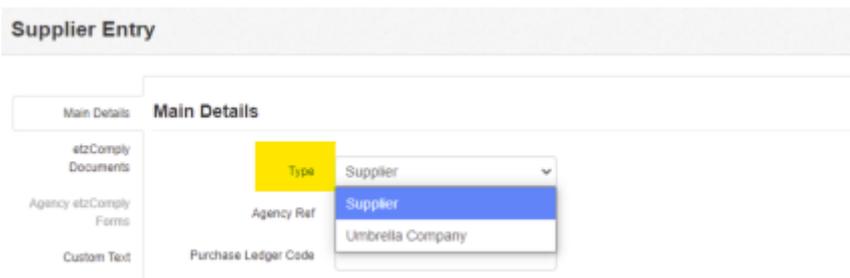
Supplier Entry

Main Details	**Main Details**
etzComply Documents	Type: Supplier ⌄
Agency etzComply Forms	Agency Ref: Supplier
Custom Text	Purchase Ledger Code: Umbrella Company

11. Candidate Entry

This is where you add candidates. You only need to add candidates once, they will stay in system with all their assignment history. To add a new candidate, you need to fill out the (required) fields remembering to use the drop-down menu to select their payment method – please note if they are PAYE/PAYG you just need to select the pre-populated option. You need to remember to add either a date of birth or a National

Insurance number for Intermediary reporting if they use Ltd or Umbrella. If the company is VAT registered, you must input the VAT number as this needs to be displayed on the remittance/self-bill.

12. Assignment Entry

Via reference data this is the last step in the process. The assignment (placement) drives the creation of timesheets. You have the following tabs to complete.

- **Main details tab**, this is the job title, client, purchase order etc, remember the start date is the date the candidate started, when you add the candidate their supplier details will automatically be added, you need to select the day of the week you would like your week to run the default is Monday-Sunday, also you need to select weekly, daily, monthly.

  Expenses you can either select that the candidates will add expenses to their timesheet (single line expenses) the candidate will not be able upload images with this option, the expense get added to the timesheet.

  They can create a separate expense and have multiple lines and upload images (receipt's etc) for the latter option you need to select the detailed expense multi-item rate code.

- **Authorisation Tab**

	Timesheet Authorisation Configuration				
Main Details					
Authorisation					
Categories	**Client Authorisation**				
Custom Text					
etzComply Documents	**Name**	**Email**	**Online**	**EtzSign**	**Preferred**
	Smith, John	katie.vardon@etztec.com	☐	☑	☐

From here you need to select **ETZ Sign** if the client authoriser wants to receive an emailed link to sign a timesheet or select **online** for clients who want to login to the portal to authorise timesheets. You can tick the preferred tab as well so that when the candidate selects their timesheet they will see the preferred authoriser, you can set up candidates with a choice of authorisers which is handy if the preferred contact is on holiday for example. You also have the options below which you could tick instead of online timesheets.

Manually print and return an authorised timesheet

☐ The candidate will print and return an authorised etz timesheet image by upload, email or fax.

Upload timesheet image from client's own timesheet system

☐ The candidate will upload an authorised timesheet document supplied by the client's own system.

- **Categories Tab**

This is where you select the branch, sector, consultants, and you can add commission splits from here.

- **ETZ Comply**

This is where you add documents for Compliance via ETZ Comply.

- **Costing**

This is where you build the costing for the candidate's pay & bill.

When the costings tab has been completed you can check the timesheets/expense sheets have been created by viewing the Time & Expense Sheets tab. From here you can cancel the timesheets if needed.

Click save changes.

13. Online Validation

Once the assignment has been completed an email is sent to the candidate with a login to ETZ (The email address this comes from will be the email address which you added to the agency details in step one) once the candidate has completed their registration, they are ready to fill out their timesheets.

Once the candidates' timesheets have been sent to the approver, they will be sent an email to confirm this, then at each stage in the process they will be sent emails to notify them. When the authoriser approves the timesheet, this will then sit in the Online validation under the Timesheet header in the Agency Portal. At this stage you decide if

you want to approve the timesheets and you can check the pay/bill details etc. If you are happy with the timesheet, it will then move the timesheets into the Sales Invoice section & the payroll/supplier payment section.

14. Create Sales Invoices

- Sales invoices header
- Create sales invoices – this is where you can choose to create your sales invoices and put invoices into a batch, this enables you to use APIs for your accounts package or click the binoculars to access reports and export invoices to your Invoice Finance system. To create invoices, select the invoice from the tick boxes as shown below. Once you have selected all the invoices you want to raise, you must click **Create Invoices**, not Mark Timesheet as billed

- Deliver your invoices using the undelivered sales invoice header. If you do not want to send the invoices, you can click mark as sent, which will clear down the invoices but will not send them.

15. PAYE Payroll Batches

- Payroll header
- You then select the timesheets to be put into batches and then from here you can either use the drop-down menu to select the relevant report for your payroll

system using the binoculars icon, or you can use the API this connects directly to your accounts/payroll you just need to login to your accounts package first.

16. Supplier Payments

- You create your supplier payments from here in the same way as you created sales invoices. You must click **Create remittance advice**, not Mark Timesheet as Paid
- Batch your supplier payments.
- From the batches you can use the API to export and pay or you can click the binoculars to select the reports and upload into your bank for making payments.
- Deliver your remittances using the undelivered purchase invoice header. If you do not want to deliver the remittances, you can mark them as delivered instead.

17. Reporting

Below is a summary of the reports available -

Timesheet Reports:

Timesheet by Hours:
This report will give you a list of timesheets for a given period and for a specific status showing either the pay or bill rate, value, and authorisation type.

Timesheet by Hours Detailed:
This report will give you timesheet information including the daily start and end time, and rate information for all timesheets within a given period for a selected client.

Multi-Batch Pay-Bill Report:
This report allows you to select batches to display all PAYE, Sales or Purchase details for those particular pay runs.

Timesheet Authorisation Summary:
This report gives you the total number of timesheets for a given period per authorisation process.

Unbatched Timesheets for Payment:

This report gives the assignment, pay and bill information for all timesheets with a status of Timesheet Received where either the pay amount has not been included in a payroll batch, the pay amount has not yet been added to a remittance/invoice, or the remittance/invoice has not been included in a purchase batch.

Unbatched Timesheets for Billing:

This report gives the assignment, pay and bill information for all timesheets with a status of Timesheet Received where either the bill amount has not yet been invoiced or the invoice has not been included in a sales batch.

Pay Bill Outstanding Timesheets:

This gives you the assignment, pay and bill information per timesheet for any timesheets for a given period which have not been included in either a sales invoice, purchase invoice or payroll batch.

Outstanding Timesheet Values:

This report gives you a list of all timesheets which do not have a status of Timesheet Received, including pay and bill details.

Unprocessed Timesheets:

This report lists all timesheets which have been submitted but not batched, and includes assignment information, pay/bill information, and margin details.

Timesheet Images Missing from Invoices:

This report will give you a list of the timesheets which are on the Undelivered Sales Invoices screen where the timesheet does not have a timesheet image attached.
When viewing the undelivered sales invoice, the system will indicate which invoices do not contain timesheet images.

Timesheet Validation Summary:

This report will give you a list of all timesheets validated via either online validation or incoming images.

Timesheet Volume:

This is a graph showing the number of timesheets processed per month over the course of a year.

Timesheet Volume Report:

This report displays a list of all timesheets processed in a given month.

Timesheet Volume Summary Report:

This report only shows the total number of timesheets processed in a given month.

Worker Volume Report:

This will give you a list of all candidates who have at least one processed timesheet in the chosen month and can be used for identifying the ETZ monthly invoice excess charges.

AWR Candidate Report:

The AWR Candidate Report shows all current, live assignments and can be filtered to focus on assignments that may be 'Becoming not compliant', 'Compliant' or 'Not Compliant' as required.

AWR Previous Assignments:

This report offers the same as AWR Candidate Report but allows a date range to be entered so that older assignments can be reported.

Sales Reports

Invoice & Payment Summary:

This lists the invoice, remittance, assignment, and timesheet information by invoice number. You can also input a range of invoices.

Purchase Order Report:

The Purchase Order report shows any orders that have been created on the Purchase Order Entry screen. When the Purchase Orders have been linked to Assignments, this report is a very useful tool in managing those orders and monitoring the total spend against each one.

Invoice Summary by Batches:

This report will give you basic sales invoice information for all the invoices in a selected batch.

Access Horizon Invoice Batch(s) Export - Sales Transaction Report

This report gives you basic sales invoice information for all invoices in a selected batch, but the information is displayed in a specific format for Access Horizon.

Access Horizon Invoice Batch(s) Export - Customer Report

This report gives you basic Client information for all sales invoices in a selected batch, but the information is displayed in a specific format for Access Horizon.

Payment Reports:

Invoice & Payment Summary:

This lists the invoice, remittance, assignment, and timesheet information by invoice number. You can also input a range of invoices.

Purchase Invoice Summary by Batches:

This report will give you basic purchase invoice information for all the invoices in a selected batch.

Access Horizon Invoice Batch(s) Export - Sales Transaction Report

This report gives you basic purchase remittance/invoice information for all invoices in a selected batch, but the information is displayed in a specific format for Access Horizon.

Access Horizon Invoice Batch(s) Export - Customer Report

This report gives you basic Supplier information for all purchase remittance/invoice in a selected batch, but the information is displayed in a specific format for Access Horizon.

HMRC Intermediaries Report:

This report collects all relevant information from Etz and creates the specific Section 16 Intermediaries report for submission to HMRC for UK agencies during a selected period.

HMRC Transactional Report:

This report displays the transactions for each worker within the specified reporting period (for reference only) relating to the information on the HMRC Intermediaries Report.

Off Payroll Period Report:

Report for off payroll remittances processed within a custom period.

Margins and Forecasting Reports:

Forecast Revenue:
This report gives you a revenue forecast based on assignment information for the current year from January to December but will also include actual values once the timesheets have been processed.

Gross Margin:
The Gross Margin report lists the pay and bill amounts for each client and includes any cost element (Employer's National Insurance on any PAYE-type items) to arrive at the gross margin figure.

On Cost Margin:
This report shows the on-cost margins based on gross margins.

On Cost Split Margin:
This report shows the on-cost margins based on commission splits as opposed to gross margins.

Split Margin Report:
This report shows the margin figures for each timesheet split by consultant percentage.

Consultant Commissions:
This report provides the gross margin figure from an individual timesheet perspective and details any split commission amounts relevant to each timesheet for each consultant.

Assignment Overview:
This overview provides useful, strategic information on the number of assignments that fall within the rate bands entered on the report selection criteria.

Assignment Summary:
The Assignment Summary provides key information from the assignment end date perspective, therefore allowing the assignment administrator to monitor assignments nearing their end date and extend dates if necessary.

Assignment Authorisation Summary:

This report gives the assignment authorisation information for all assignments. The report can be filtered to only show live assignments if needed.

Other reports:

Recent Sent emails:

Emails sent in the last week – This shows out going emails and is configurable by date/email address.

Outgoing Messages Log:

This report gives information about sales and purchase invoice delivery emails and candidate timesheet reminder emails for a given period.

Welcome Message Log:

This report gives details about the Assignment Welcome and User Invitation emails for a given period.

Client Message Log:

This report gives details about the emails sent to client users including User Invitations, timesheet authorisations and timesheet reminder emails for a given period.

Timesheet Message Log:

This report gives a list of all emails sent relating to a given timesheet reference number.

Consolidated Document Download:

This option will allow you to send a request to the system to create a document for download which contains all the sales or purchase invoice documents.

Candidate List for Agency Group:

This gives a list of the name, mobile, email address and supplier name for all candidate records in your agency or group.

Client List for Agency Group:

This gives a list of the name, address, email address and contact name for all client records in your agency or group.

Supplier List for Agency Group:

This gives a list of the name, address, email address and contact name for all supplier records in your agency or group.

Voided Invoice List:

This gives a list of either sales or purchase invoices which have been voided.