



Reporting within ETZ

A guide on system reports

Etz Support Team

This document provides examples of each report available within the ETZ Timesheet Solution and gives useful tips on how they can assist the timesheet administrator as well as provide key strategic and operational insight to your timesheet data and management process.

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Introduction

There are a variety of reports available from both an operational and strategic perspective and some key reports such as the Timesheet Chaser and Gross Margin will usually form part of a weekly or monthly process for most users.

All reports within the ETZ timesheet management system are flexible and can be output as other file formats, for example Excel or Word. Some reports are used to export data from ETZ to other systems, such as payroll or accounts applications, and are often direct outputs for uploading data, as with BACS and EDI files.

We at ETZ are always open to any new suggestions, so if you have a particular reporting requirement in mind we will happily consider it as part of the standard suite of system reports or if in the event of a custom, bespoke report requirement will be happy to provide a specification and quotation based on your individual needs.

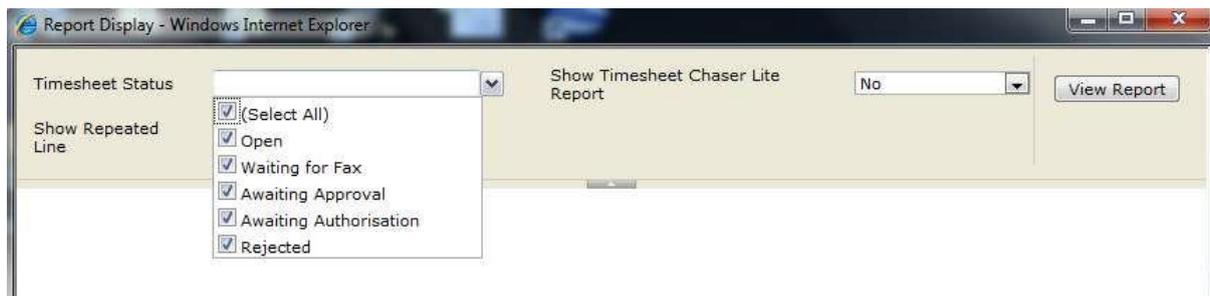
This document gives a brief description and example of every report within the system and is designed to provide and illustrate what each report is designed for.

Timesheet Reports

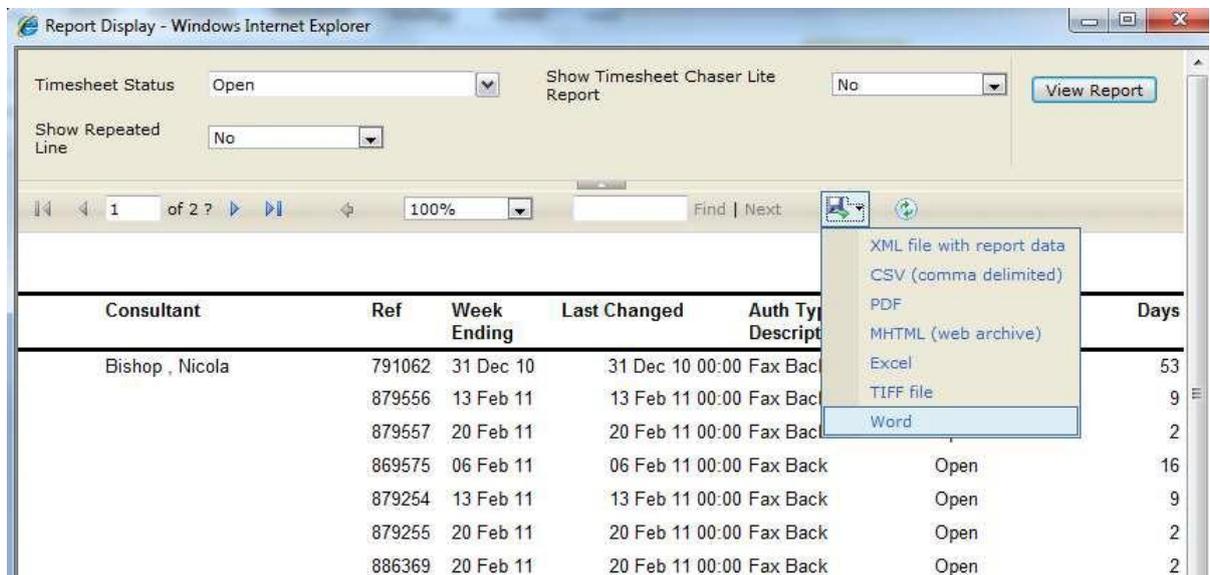
Timesheet Chaser Report

Timesheet Menu

The Timesheet Chaser Report provides invaluable information regarding outstanding timesheets and should be referred to at key points during the timesheet management process. The report criteria can be selected to show all outstanding timesheets, i.e. timesheets with a status of 'Open', 'Waiting for Fax', 'Awaiting Authorisation', 'Awaiting Approval' or 'Rejected' (essentially any status other than Timesheet Received) or an individual status can be selected if preferred:



The report shows all relevant timesheet data plus other useful information such as the number of days overdue or analysis categories that may have been applied, such as Consultants and can be exported to other file types as follows:



The Timesheet Chaser Report is often used to gauge which timesheets are outstanding prior to issuing timesheet reminders.

Timesheet Payment By Hours Report

Reports Menu

The Timesheet Payment by Hours Report defaults to show pay units (as the name suggests) but can also be set to show bill units:

| Timesheet Ref | Assignment Ref | Ref1 | Ref2 | Received | End Date | Client Reference | Client |
|---------------|----------------|------|------|----------------|-----------|------------------|-------------------|
| 801855 | | | | 16/02/11 16:19 | 06 Feb 11 | BRA0802 | Bradwe |
| 801855 | | | | 16/02/11 16:19 | 06 Feb 11 | BRA0802 | Bradwe |
| 869574 | | | | 21/02/11 13:07 | 30 Jan 11 | EAS0293 | East E Hospita |
| 869573 | | | | 21/02/11 13:07 | 23 Jan 11 | EAS0293 | East E Hospita |

The order for the report is by timesheet reference primarily and each rate type contained within the timesheet is then listed:

| | F | G | H | I | J | K | L | M | N | O | P |
|----|-----------|------------------|--------------------|------------|-----------|-------------|--------|--------|----------|----------|---|
| 3 | End Date | Client Reference | Client Name | First Name | Last Name | Description | Units | Rate | Total | Currency | |
| 4 | 06 Feb 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | 40.00 | 16.00 | 640.00 | GBP | |
| 5 | 06 Feb 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | 1.25 | 24.00 | 30.00 | GBP | |
| 6 | 30 Jan 11 | EAS0293 | East Endway | Ade | Abdullah | Standard | 5.00 | 250.00 | 1,250.00 | GBP | |
| 7 | 23 Jan 11 | EAS0293 | East Endway | Ade | Abdullah | Standard | 5.00 | 250.00 | 1,250.00 | GBP | |
| 8 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | -40.00 | 16.00 | -640.00 | GBP | |
| 9 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | -25.00 | 24.00 | -600.00 | GBP | |
| 10 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | -10.00 | 32.00 | -320.00 | GBP | |
| 11 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | 40.00 | 16.00 | 640.00 | GBP | |
| 12 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | 25.00 | 24.00 | 600.00 | GBP | |
| 13 | 23 Jan 11 | BRA0802 | Bradwell Brown Ltd | Ade | Abdullah | Standard | 10.00 | 32.00 | 320.00 | GBP | |

Timesheet By Hours Detailed

Reports Menu

The Timesheet By Hours Detailed report focuses on a particular client selected from the list and shows how the totals units worked are apportioned against each day within the timesheet:

| Units | Rate | Total Currency | Processed | Day | Start | Finish | Break Hrs | Hours | Days |
|-------|--------|----------------|-----------|-----------|-------|--------|-----------|-------|------|
| 5.00 | 150.00 | 750.00 GBP | | Monday | 08:00 | 17:00 | 0.75 | 8.25 | 1.00 |
| | | | | Tuesday | 08:00 | 17:00 | 0.75 | 8.25 | 1.00 |
| | | | | Wednesday | 08:00 | 17:00 | 0.75 | 8.25 | 1.00 |
| | | | | Thursday | 08:00 | 17:00 | 0.75 | 8.25 | 1.00 |
| | | | | Friday | 08:00 | 17:00 | 0.75 | 8.25 | 1.00 |
| | | | | Saturday | 00:00 | 00:00 | 0.00 | 0.00 | 0.00 |
| | | | | Sunday | 00:00 | 00:00 | 0.00 | 0.00 | 0.00 |

The default setting is to show Pay units but the report can be set to focus on Bill units if preferred.

Unbatched Timesheets for Payment

Reports Menu

The Unbatched Timesheets for Payment details any timesheets that have been validated and approved for payment but have not yet been batched for export and completion on the system:

| Timesheet Ref | End Date | Candidate Ref | Candidate | Consultant | Branch | Sector |
|---------------|-------------|---------------|--------------|---------------|--------|------------|
| 869571 | 09 Jan 2011 | | Ade Abdullah | | | |
| 869572 | 16 Jan 2011 | | Ade Abdullah | | | |
| 791006 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 791006 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 791006 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 869573 | 23 Jan 2011 | | Ade Abdullah | | | |

This is a detailed report including many columns of information including any assigned Categories, Rate Code units, amounts and descriptions as well as currency and tax amount (VAT), Supplier details and Margins percentage/amount:

| Ni Amt | Pay Billing Unit | Pay Rate | Pay Total | Pay Vat | Pay Gross | Pay Vat Rate | Margin Amount | Margin % |
|--------|------------------|----------|-----------|---------|-----------|--------------|---------------|----------|
| 0.00 | Days | 250.00 | 1,250.00 | 250.00 | 1,500.00 | 20.00 % | 10,093.75 | 88.98 % |
| 0.00 | Days | 225.00 | 1,125.00 | 225.00 | 1,350.00 | 20.00 % | 125.00 | 10.00 % |
| 0.00 | Hours | 24.00 | 600.00 | 120.00 | 720.00 | 20.00 % | 187.50 | 23.81 % |
| 0.00 | Hours | 32.00 | 320.00 | 64.00 | 384.00 | 20.00 % | 100.00 | 23.81 % |
| 0.00 | Hours | 16.00 | 640.00 | 128.00 | 768.00 | 20.00 % | 200.00 | 23.81 % |
| 0.00 | Days | 250.00 | 1,250.00 | 250.00 | 1,500.00 | 20.00 % | 8,718.75 | 87.46 % |
| 0.00 | Hours | 16.00 | 640.00 | 128.00 | 768.00 | 20.00 % | 200.00 | 23.81 % |

Unbatched Timesheets for Billing

Reports Menu

The Unbatched Timesheets for Billing details any timesheets that have been validated and approved for billing but have not yet been batched for export and completion on the system:

| Timesheet Ref | End Date | Candidate Ref | Candidate | Consultant | Branch | Sector |
|---------------|-------------|---------------|--------------|---------------|--------|------------|
| 895871 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 895871 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 895871 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 895872 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 895872 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 895872 | 23 Jan 2011 | | Ade Abdullah | Nicola Bishop | London | Commercial |
| 881607 | 06 Feb 2011 | NRACK | Neil Rack | | | |

This is a detailed report including many columns of information including any assigned Categories, Rate Code units, amounts and descriptions as well as currency and tax amount (VAT), Supplier details and Margins percentage/amount:

| Ni Amt | Pay Billing Unit | Pay Rate | Pay Total | Pay Vat | Pay Gross | Pay Vat Rate | Margin Amount | Margin % |
|--------|------------------|----------|-----------|---------|-----------|--------------|---------------|----------|
| 0.00 | Hours | 24.00 | 600.00 | 120.00 | 720.00 | 20.00 % | 187.50 | 23.81 % |
| 0.00 | Hours | 32.00 | 320.00 | 64.00 | 384.00 | 20.00 % | 100.00 | 23.81 % |
| 0.00 | Hours | 16.00 | 640.00 | 128.00 | 768.00 | 20.00 % | 200.00 | 23.81 % |
| 0.00 | Hours | 16.00 | -640.00 | -128.00 | -768.00 | 20.00 % | -200.00 | 23.81 % |
| 0.00 | Hours | 24.00 | 600.00 | 120.00 | 720.00 | 20.00 % | 187.50 | 23.81 % |

Outstanding Timesheet Values

Reports Menu

The report focuses on timesheets with a status of anything other than Timesheet Received and is used to indicate the pay and bills values of those items:



Report Display - Windows Internet Explorer

Outstanding Timesheet Values - ZTE Recruitment Inc

| Ref Candidate | Client | Branch | Sector | Supplier | Start |
|----------------------|----------------------------|--------|------------|-------------------------|---------|
| 791062 Abdullah, Ade | Bradwell Brown Ltd | | Commercial | Financial Solutions Ltd | 27-Dec- |
| 791004 Abdullah, Ade | Bradwell Brown Ltd | London | Commercial | Financial Solutions Ltd | 03-Jan- |
| 791005 Abdullah, Ade | Bradwell Brown Ltd | London | Commercial | Financial Solutions Ltd | 10-Jan- |
| 869575 Abdullah, Ade | East Endway Hospital Trust | | | Financial Solutions Ltd | 31-Jan- |
| 879556 Abdullah, Ade | Bradwell Brown Ltd | London | Commercial | Financial Solutions Ltd | 07-Feb- |
| 879254 Abdullah, Ade | East Endway Hospital Trust | | | Financial Solutions Ltd | 07-Feb- |



Report Display - Windows Internet Explorer

| Supplier | Start | End | Status | Days | Hours | Pay Details | Bill Details |
|-------------------------|-----------|-----------|-------------------|------|-------|-------------------------|-------------------------|
| Financial Solutions Ltd | 27-Dec-10 | 31-Dec-10 | Open | 5 | 37.50 | Hourly 16.00 600.00 GBP | Hourly 21.00 787.50 GBP |
| Financial Solutions Ltd | 03-Jan-11 | 09-Jan-11 | Awaiting Approval | 5 | 37.50 | Hourly 16.00 600.00 GBP | Hourly 21.00 787.50 GBP |
| Financial Solutions Ltd | 10-Jan-11 | 16-Jan-11 | Waiting for Fax | 5 | 37.50 | Hourly 16.00 600.00 GBP | Hourly 21.00 787.50 GBP |
| Financial Solutions Ltd | 31-Jan-11 | 06-Feb-11 | Open | 5 | 37.50 | Daily 0.00 0.00 GBP | Hourly 0.00 0.00 GBP |
| Financial Solutions Ltd | 07-Feb-11 | 13-Feb-11 | Open | 5 | 37.50 | Hourly 16.00 600.00 GBP | Hourly 21.00 787.50 GBP |
| Financial Solutions Ltd | 07-Feb-11 | 13-Feb-11 | Open | 5 | 37.50 | Daily 0.00 0.00 GBP | Hourly 0.00 0.00 GBP |
| Financial Solutions Ltd | 14-Feb-11 | 20-Feb-11 | Open | 5 | 37.50 | Hourly 16.00 600.00 GBP | Hourly 21.00 787.50 GBP |
| Financial Solutions Ltd | 14-Feb-11 | 20-Feb-11 | Open | 5 | 37.50 | Daily 0.00 0.00 GBP | Hourly 0.00 0.00 GBP |

Unprocessed Timesheets

Timesheet Reports

The Unprocessed Timesheet report details timesheets that have been received back into the system which have not yet been approved for payment and billing.

Sales Billing Reports

Manage Sales Invoice Batches

Sales Invoices Menu

The suite of export reports can be found in the Manage Sales Invoice Batches option under the reporting icon:

Home Change Agency Context Change Password Reference Data Timesheet Sales Invoices Payroll Supplier Payments Reports Help

Invoice Export Batches

Manage Invoice Batches

There are 5 invoices to be batched. Click [here](#) to process

Open Batches Processed Batches

| Batch | Status | No. Items | Amount | TAX |
|-------|--------|-----------|-----------|--------|
| 33746 | Open | 13 | 60,312.06 | 9,399. |

Reports For Batch : 33746

- [HSBC EDI File Export](#)
- [Send e-conomic Invoices](#)
- [Send invoices to Xero.com](#)
- [Invoice Batch Pay-Bill Report](#)
- [Invoice Summary](#)
- [General Invoice Export](#)
- [Sage \(SI\) Audit Trail](#)
- [Open Accounts](#)
- [JSA](#)
- [Sun](#)
- [Invoice Export OB10](#)
- [Bibby E3](#)

[Close](#)

There are various reports available within this option, the majority of which are used as a vehicle to export invoice data from ETZ where the data can then be imported to accountancy and finance systems.

Sales Invoices Day Book

Sales Invoices Menu

The Day Book is a list all sales invoices (and any credits) generated on the system over a particular period or within a range of invoice numbers:

| Inv No | Acc No | Customer | Date | Net | Vat | Gr |
|--------|---------|--------------------|----------|-----------|----------|--------|
| 100016 | BRA0802 | Bradwell Brown Ltd | 21/02/11 | -1,458.13 | -255.18 | -1,713 |
| 100029 | BRA0802 | Bradwell Brown Ltd | 21/02/11 | -2,047.50 | -409.50 | -2,457 |
| 100040 | BRA0802 | Bradwell Brown Ltd | 16/02/11 | 879.38 | 175.88 | 1,055 |
| 100041 | TRUST0 | NHS Trust | 18/02/11 | 4,375.00 | 875.00 | 5,250 |
| 100042 | TRUST0 | NHS Trust | 18/02/11 | 6,250.00 | 1,250.00 | 7,500 |

It is used at an operational level to list all sales billing activity on the system and, as with all system reports, can be output to other applications as necessary. The Day Book shows key invoice and credit data, as well as the timesheet, candidate and batch details for each transaction:

| | Date | Net | Vat | Gross | Batch id | Batch Date | TS Ref | End Date | Candidate | Ref |
|----|----------|-----------|----------|-----------|----------|----------------|--------|----------|------------------|-----|
| 3 | 21/02/11 | -1,458.13 | -255.18 | -1,713.31 | | | 895870 | 17/10/10 | Hill, Joanne | |
| 4 | 21/02/11 | -2,047.50 | -409.50 | -2,457.00 | | | 895872 | 23/01/11 | Abdullah, Ade | |
| 5 | 16/02/11 | 879.38 | 175.88 | 1,055.26 | 33746 | 21/02/11 13:41 | 801855 | 06/02/11 | Abdullah, Ade | |
| 6 | 18/02/11 | 4,375.00 | 875.00 | 5,250.00 | 33746 | 21/02/11 13:41 | 876137 | 13/02/11 | Doctor, Locum | |
| 7 | 18/02/11 | 6,250.00 | 1,250.00 | 7,500.00 | 33746 | 21/02/11 13:41 | 876136 | 06/02/11 | Doctor, Locum | |
| 8 | 21/02/11 | 918.75 | 183.75 | 1,102.50 | 33746 | 21/02/11 13:41 | 721351 | 07/11/10 | Hill, Joanne | |
| 9 | 21/02/11 | 777.88 | 155.58 | 933.46 | 33746 | 21/02/11 13:41 | 678599 | 26/09/10 | Hill, Joanne | |
| 10 | 21/02/11 | 19,250.00 | 2,931.25 | 22,181.25 | 33746 | 21/02/11 13:41 | 869574 | 30/01/11 | Abdullah, Ade | |
| 11 | | | | | 33746 | | 869573 | 23/01/11 | Abdullah, Ade | |
| 12 | 21/02/11 | 6,720.00 | 1,344.00 | 8,064.00 | 33746 | 21/02/11 13:41 | 769954 | 31/01/11 | Murray, Lorraine | |

Invoice and Payment Summary

Reports Menu

The Invoice and Payment Summary report is designed to show any invoices that have been marked as 'Paid' in the Invoice Display area of the system:

Invoice Display

Select Client or enter a

| | <u>Invoice No</u> | <u>Date</u> | <u>Amount</u> | <u>TAX</u> | <u>Paid</u> | | |
|----------------------|-------------------|-------------|---------------|------------|-------------|--------------------------------|---------------------------------|
| View | 100049 | 21 Feb 11 | 3,500.00 | 87.52 | | Credit Invoice | Re-Send Invoice |
| View | 100048 | 21 Feb 11 | 1,469.51 | 33.17 | | Credit Invoice | Re-Send Invoice |
| View | 100038 | 11 Feb 11 | 1,101.72 | 124.55 | | Credit Invoice | Re-Send Invoice |
| View | 100039 | 11 Feb 11 | 576.07 | 100.81 | | Credit Invoice | Re-Send Invoice |
| View | 100010 | 24 Nov 10 | -2,334.80 | -230.09 | | Credit Invoice | Re-Send Invoice |
| View | 100013 | 24 Nov 10 | 606.59 | 106.15 | | Credit Invoice | Re-Send Invoice |
| View | 100010 | 10 Nov 10 | 2,334.80 | 230.09 | | Credit Invoice | Re-Send Invoice |

The report lists each invoice produced within the selected date range order by Branch and Sector and also includes the Supplier, Candidate and Timesheet information:

Report Display - Windows Internet Explorer

Starting Invoice No: 100000 Ending Invoice No: 100053 [View Report](#)

Show Paid / Unpaid Sales Invoices:

1 of 1 100% Find | Next

Invoice and Payment Summary - ZTE Recruitment Inc

Agency's First Invoice No: 100001 Agency's Last Invoice No: 100052

| Branch | Sector | SL Code | Client | Invoice No | Invoice D |
|----------|-----------|----------|-------------|------------|-----------|
| Brighton | Financial | APR00987 | APT Charity | 100038 | 11/02/2 |
| | | | | | 11/02/2 |
| Brighton | Financial | APR00987 | APT Charity | 100039 | 11/02/2 |
| Brighton | Financial | APR00987 | APT Charity | 100048 | 21/02/2 |
| | | | | | 21/02/2 |
| | | | | | 21/02/2 |

Purchase Order Report

Reports Menu

The Purchase Order report shows any orders that have been created in the Purchase Order Entry part of the system. When the Purchase Orders have been assigned to Clients and Assignments this report is a very useful tool in managing those orders and monitoring the total spend against each order. The example below shows a PO highlighted red to indicate the total spend to date has exceeded the order amount:

Report Display - Windows Internet Explorer

Show Inactive Purchase Orders: No

1 of 1 100% Find | Next

Purchase Orders - ZTE Recruitment Inc

| Client Name | Purchase Order No | Description | Date | Currenc |
|----------------------------|-------------------|------------------|-----------|---------|
| APT Charity | PO9899876 | Interim Services | 09 Sep 10 | GBP |
| Bradwell Brown Ltd | H897871 | Interim Services | 09 Sep 10 | GBP |
| East Endway Hospital Trust | PO# 7653753 | Interim Services | 29 Oct 10 | GBP |

Report Display - Windows Internet Explorer

Show Inactive Purchase Orders: No

1 of 1 100% Find | Next

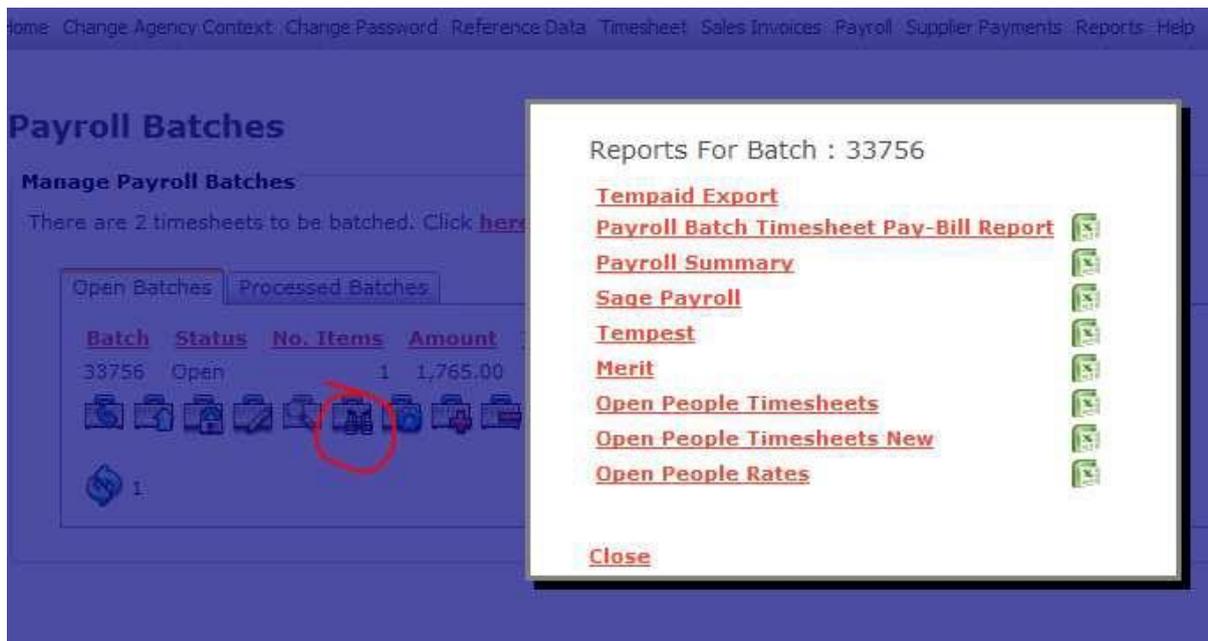
| Description | Date | Currency | PO Amount | Invoiced Amount | Difference | Active |
|------------------|-----------|----------|-----------|-----------------|------------|--------|
| Interim Services | 09 Sep 10 | GBP | 40,000.00 | 3,753.89 | 36,246.11 | True |
| Interim Services | 09 Sep 10 | GBP | 10,000.00 | 20,985.02 | -10,985.02 | True |
| Interim Services | 29 Oct 10 | GBP | 50,000.00 | 19,250.00 | 30,750.00 | True |

Payroll Reporting

Manage Payroll Export Batches

Payroll Menu

The suite of Payroll Export reports can be found in the Manage Payroll Export Batches option under the reporting icon:



The screenshot shows the 'Payroll Batches' interface. At the top, there is a navigation bar with links: Home, Change Agency Context, Change Password, Reference Data, Timesheet, Sales Invoices, Payroll, Supplier Payments, Reports, Help. The main heading is 'Payroll Batches'. Below it, the section is 'Manage Payroll Batches'. A message states: 'There are 2 timesheets to be batched: Click [here](#) for more information.' There are two tabs: 'Open Batches' and 'Processed Batches'. A table displays the following data:

| Batch | Status | No. Items | Amount |
|-------|--------|-----------|----------|
| 33756 | Open | 1 | 1,765.00 |

Below the table, there are several icons. A red circle highlights the 'Reports' icon. A dropdown menu is open, showing the following options:

- Reports For Batch : 33756
- [Tempaid Export](#)
- [Payroll Batch Timesheet Pay-Bill Report](#)
- [Payroll Summary](#)
- [Sage Payroll](#)
- [Tempest](#)
- [Merit](#)
- [Open People Timesheets](#)
- [Open People Timesheets New](#)
- [Open People Rates](#)
- [Close](#)

There are various reports available within this option, the majority of which are used as a vehicle to export invoice data from ETZ where the data can then be imported to payroll and accountancy systems.

Supplier Payments Reporting

Manage Purchase Invoice Batches

Supplier Payments Menu

The suite of Purchase Invoice Export reports can be found in the Manage Purchase Invoice Export Batches option under the reporting icon:



The screenshot displays the 'Manage Purchase Invoice Batches' interface. On the left, there is a table with columns for 'Batch', 'Status', 'No. Items', and 'Amount'. The table shows one batch with ID 33122, status 'Open', 2 items, and an amount of -790.00. A red circle highlights the reporting icon for this batch. On the right, a dropdown menu titled 'Reports For Batch : 33122' is open, listing various reports such as 'Supplier Payment Batch Pay-Bill Report', 'Payment Report', 'Payment Summary', and several 'Payment Export' options for different banks (BACS, Albany BACS, Natwest BACS, PayAway BACS, HSBC Hex4w BACS). Other reports include 'Send purchase invoices to Xero.com', 'Sage (PI) Audit Trail', 'Sage (PA) Audit Trail', 'Sage (PP) Audit Trail', 'JSA Purchase Invoice Payment Export', 'JSA Purchase Invoice Export', and 'Sun Purchase Invoice Export'. A 'Close' button is at the bottom of the menu.

| Batch | Status | No. Items | Amount |
|-------|--------|-----------|---------|
| 33122 | Open | 2 | -790.00 |

Reports For Batch : 33122

- [Supplier Payment Batch Pay-Bill Report](#)
- [Payment Report](#)
- [Payment Summary](#)
- [Payment Export - BACS](#)
- [Payment Export - Albany BACS](#)
- [Payment Export - Natwest BACS](#)
- [Payment Export - PayAway BACS](#)
- [HSBC Hex4w BACS File Export](#)
- [Send purchase invoices to Xero.com](#)
- [Sage \(PI\) Audit Trail](#)
- [Sage \(PA\) Audit Trail](#)
- [Sage \(PP\) Audit Trail](#)
- [JSA Purchase Invoice Payment Export](#)
- [JSA Purchase Invoice Export](#)
- [Sun Purchase Invoice Export](#)

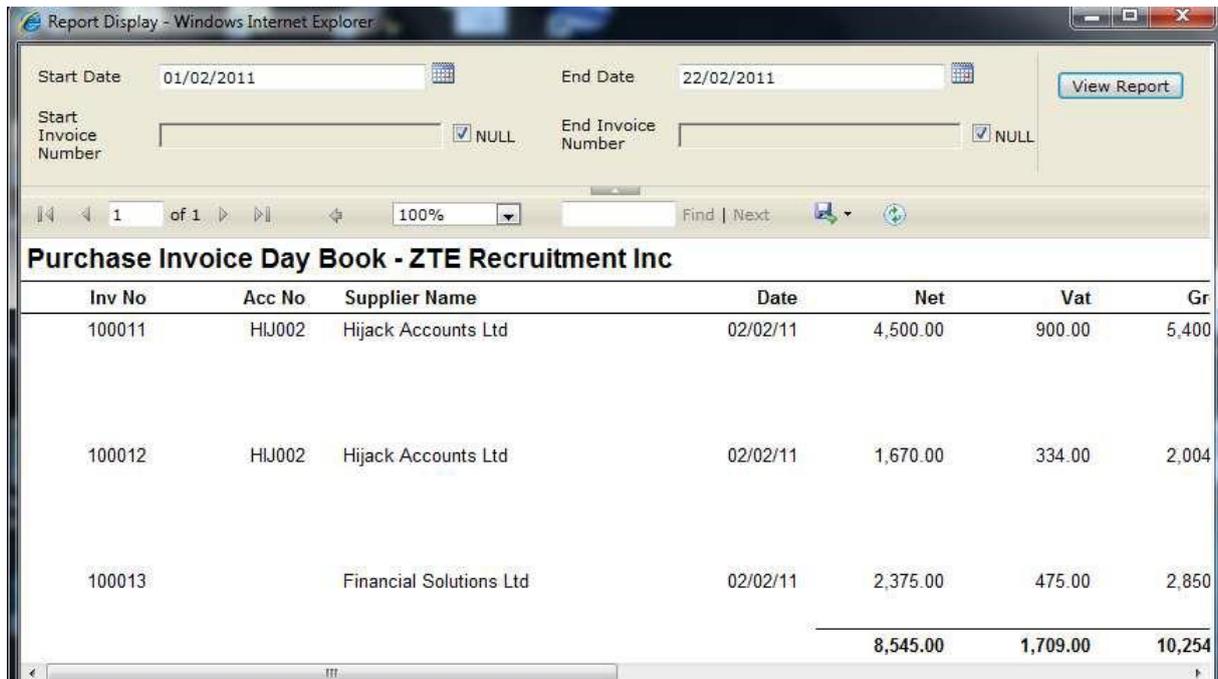
[Close](#)

There are various reports available within this option, the majority of which are used as a vehicle to export invoice data from ETZ where the data can then be imported to payroll, accountancy systems and BACS systems.

Purchase Invoice Day Book

Supplier Payments Menu

The Purchase Invoice Day Book report is simply a list of all purchase invoices logged or raised on the system and can be produced on a particular date range or by specifying a range of purchase invoice reference numbers:



Report Display - Windows Internet Explorer

Start Date: 01/02/2011 End Date: 22/02/2011 View Report

Start Invoice Number: NULL End Invoice Number: NULL

1 of 1 100% Find | Next

Purchase Invoice Day Book - ZTE Recruitment Inc

| Inv No | Acc No | Supplier Name | Date | Net | Vat | Gr |
|--------|--------|-------------------------|----------|-----------------|-----------------|---------------|
| 100011 | HIJ002 | Hijack Accounts Ltd | 02/02/11 | 4,500.00 | 900.00 | 5,400 |
| 100012 | HIJ002 | Hijack Accounts Ltd | 02/02/11 | 1,670.00 | 334.00 | 2,004 |
| 100013 | | Financial Solutions Ltd | 02/02/11 | 2,375.00 | 475.00 | 2,850 |
| | | | | 8,545.00 | 1,709.00 | 10,254 |

The report details the invoice number, supplier account number, supplier name and date of the invoice along with the net, tax and gross amounts for each item. The candidate name, timesheet reference and batch information is also included.

Unprocessed Supplier Timesheet Report

Supplier Payments Menu

The report highlights any supplier timesheets remaining unprocessed on the system, i.e. supplier timesheets that have been validated and approved for payment and billing that have not yet been reconciled to a supplier invoice (for non-self-bill purchase invoices) or passed for payment (self-bill suppliers where a purchase invoice is not required):

| Ltd Company | Contact | Accounts Email | Amount | |
|-------------------------|-----------------|-------------------------------|----------|---------|
| Financial Solutions Ltd | Mr Ade Abdullah | joh@etztimesheetsolutions.com | 23646.88 | 4729.00 |
| | | | 840.00 | 168.00 |
| | | | 787.50 | 157.50 |
| | | | 420.00 | 84.00 |
| | | | 840.00 | 168.00 |
| | | | 630.00 | 126.00 |
| | | | 840.00 | 168.00 |
| | | | 39.38 | 7.88 |

This report is a useful tool in identifying any unprocessed timesheets as it shows clearly which suppliers have neglected to issue you with an invoice, allowing the administrator to monitor and follow-up as required.

Also included on this report are the timesheet details and candidate's contact details.

Core Reports

Gross Margin

Reports Menu

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.

The report grouping can set to Client, Consultant, Branch or Sector and can also include any Holiday Pay Accrual (for PAYE-type assignments) as well as any extra items such as Expense Units to be taken into the Bill and Pay amount as part of the overall cost to the Agency.

Report Display - Windows Internet Explorer

Start Date: 16/02/2011 End Date: 23/02/2011 View Report

Group By: Client Include HP Accrual?: No

Report By: Received Date Show Extra Columns?: No

Exclude Expense Units: No

1 of 1 100% Find | Next

Client Gross Margin Report - ZTE Recruitment Inc

| Client | Date Received | Ref | Candidate | Consultant | Period Ending | Units | Bill Amt | Pay |
|--------------------------------|---------------|--------|---------------|-----------------|---------------|---------------|------------------|-------------|
| [-] APT Charity | | | | | | 20.00 | 3,500.00 | 3.0 |
| [-] Bradwell Brown Ltd | | | | | | 110.50 | 2,576.01 | 2.0 |
| [-] East Endway Hospital Trust | | | | | | 70.00 | 19,250.00 | 2.5 |
| [-] Meridian Trust | | | | | | 43.75 | 2,421.25 | 1.7 |
| [-] NHS Trust | | | | | | 85.00 | 10,625.00 | 8.5 |
| [-] Norton Jones Ltd | | | | | | | | |
| | 21 Feb 11 | 783974 | Hill , Joanne | Bishop , Nicola | 16 Jan 11 | 5.00 | 875.00 | 7 |
| | 21 Feb 11 | 796567 | Hill , Joanne | Bishop , Nicola | 30 Jan 11 | 5.00 | 1,025.00 | 9 |
| | | | | | | 10.00 | 1,900.00 | 1.6 |
| [-] Systemx Holdings | | | | | | 168.00 | 6,720.00 | 5.0 |
| | | | | | | 507.25 | 46,992.26 | 24.5 |

Each client's listing on the report can be expanded to show individual timesheet entries and, as in the above example, will show any Consultant assigned to each timesheet.

As with all ETZ reports, the Gross Margin report can be exported to other applications such as Excel where further filters can be applied as necessary to suite any individual requirements.

Outgoing Messages Log

Reports Menu

The Outgoing Messages Log reporting is used to view a record of all outgoing system messages, for example, outgoing candidate SMS timesheet reminders or emails to clients delivering their sales invoices:



Report Display - Windows Internet Explorer

Log for Message Type: Invoice Start Date: 16/02/2011 End Time: 23/02/2011 View Report

Message Log - ZTE Recruitment Inc

| Sent Time Stamp | Destination | Invoice | Message Body |
|-------------------|--------------------------|--|--|
| 21-Feb-2011 13:29 | sheila.dixon@etztime.com | 100021, 100029, 100029, 100040, 100043, 100044 | The attached document contains 5 invoice(s) The summary of the attached document is :- Invoice Summary 100021 Bradwell Brown Ltd 12 High Street 100029 Bradwell Brown Ltd 12 High Street 100040 Bradwell Brown Ltd 12 High Street 100043 Bradwell Brown Ltd 12 High Street 100044 Bradwell Brown Ltd 12 High Street |

This report provides a useful tool for the system administrator, especially in the event of any comments from candidates and clients where they claim to have not received key system messages!

Assignment Summary

Reports Menu

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:

Report Display - Windows Internet Explorer

From End Date: 23/02/2011 Remove Repeated Values: Yes Show PO Info: Yes Show Authorisation Type: Yes View Report

Assignment Summary Report - ZTE Recruitment Inc

| Agency Reference | Branch | Sector | Division | Team |
|------------------|------------|------------|----------|------|
| | Unassigned | Unassigned | | |
| | Unassigned | Unassigned | | |
| | London | Commercial | Design | Blue |
| | London | Commercial | Design | Blue |
| | London | Commercial | Design | Blue |
| | London | Commercial | Design | Blue |
| | London | Commercial | Design | Blue |
| | London | Commercial | Design | Blue |

The report includes lots of useful data, including any assigned categories of analysis such as Branch, Sectors and any other custom categories (Division and Team in the above example) as well as Consultants, Purchase Orders, unit values, gross margin percentage and Days Left to name a few:

Report Display - Windows Internet Explorer

From End Date: 23/02/2011 Remove Repeated Values: Yes Show PO Info: Yes Show Authorisation Type: Yes View Report

| Pay Rate | Currency | GM | Days Left | None Specified | Fax Back | EMail & Fax Back | Etz Sign | Online | Upload Only |
|----------|----------|-------|-----------|----------------|----------|------------------|----------|--------|-------------|
| 150.00 | GBP | 25.00 | 128 | No | Yes | No | Yes | No | No |
| 50.00 | GBP | 20.00 | 128 | No | Yes | No | Yes | No | No |
| 16.00 | GBP | 3.50 | 93 | No | Yes | No | Yes | No | No |
| 24.00 | GBP | 5.25 | 93 | No | Yes | No | Yes | No | No |
| 32.00 | GBP | 7.00 | 93 | No | Yes | No | Yes | No | No |
| 16.00 | GBP | 1.00 | 93 | No | Yes | No | Yes | No | No |
| 24.00 | GBP | 1.50 | 93 | No | Yes | No | Yes | No | No |

Assignment Overview

Reports Menu

The Assignment Overview provides useful strategic information on the number of assignments that fall within the Rate bands entered on the report selection criteria, as in the following example:

The screenshot shows a web browser window titled "Report Display - Windows Internet Explorer". The page contains a form for report selection with the following fields:

- Start Date: 01/11/2010
- EndDate: 31/03/2011
- Rate (A): 20
- Rate (B): 50
- Rate (C): 100
- Rate (D): 200
- Rate (E): 400
- Rate (F): 1000
- ByRateType: Pay

A "View Report" button is located to the right of the form. Below the form, the browser's address bar shows "1 of 1" and "100%". The main content area displays the "Assignment Overview Report - ZTE Recruitment Inc" with the following table:

| Rate Range | No. Live Assignments | Avg. Pay Rate | Avg. Bill Rate | Avg. Days Remaining | No. of Assignments |
|------------------|----------------------|---------------|----------------|---------------------|--------------------|
| 20.00 - 50.00 | 37 | 31.57 | 54.92 | 111.00 | |
| 50.00 - 100.00 | 11 | 60.00 | 81.27 | 112.00 | |
| 100.00 - 200.00 | 15 | 156.67 | 143.67 | 123.00 | |
| 200.00 - 400.00 | 7 | 228.57 | 215.00 | 143.00 | |
| 400.00 - 1000.00 | 2 | 500.00 | 405.00 | 88.00 | |

The report defaults to focus on pay data but can be set to display bill information if preferred.

Consultant Commissions Report

Reports Menu

The Consultant Commissions report looks provides the gross margin figure from an individual timesheet perspective:



| Reference | Candidate | Customer | Consultant | Period End | Bill | Pay |
|-----------|--------------|--------------------|---------------|------------|-----------|-----------|
| 895871 | Ade Abdullah | Bradwell Brown Ltd | Nicola Bishop | 23/01/11 | 1,560.00 | 2,047.50 |
| 895872 | Ade Abdullah | Bradwell Brown Ltd | Nicola Bishop | 23/01/11 | -1,560.00 | -2,047.50 |
| 783974 | Joanne Hill | Norton Jones Ltd | Nicola Bishop | 16/01/11 | 831.92 | 875.00 |
| 796567 | Joanne Hill | Norton Jones Ltd | Nicola Bishop | 30/01/11 | 981.92 | 1,025.00 |
| | | | | | 46,112.88 | 24,362.88 |

The report also details any split commission amounts relevant to each timesheet and lists these separately against each consultant.

Split Margin Report

Reports Menu

The Split Margin report looks at data from a given date range by Branch and Sector and any other categories of analysis (the following example shows Division and Team):

| Branch | Sector | Division | Team | Consultant |
|--------|------------|----------|------|-----------------|
| London | Commercial | IT | Red | Claydon , Emn |
| London | Commercial | Design | Blue | Bishop , Nicole |
| London | Commercial | Design | Blue | Hayden , Jame |
| London | Commercial | Design | Blue | Claydon , Emn |
| London | Commercial | Design | Blue | Bishop , Nicole |
| London | Commercial | Design | Blue | Hayden , Jame |
| London | Commercial | Design | Blue | Claydon , Emn |

Each consultant assigned to a timesheet is displayed along with the commission percentage split:

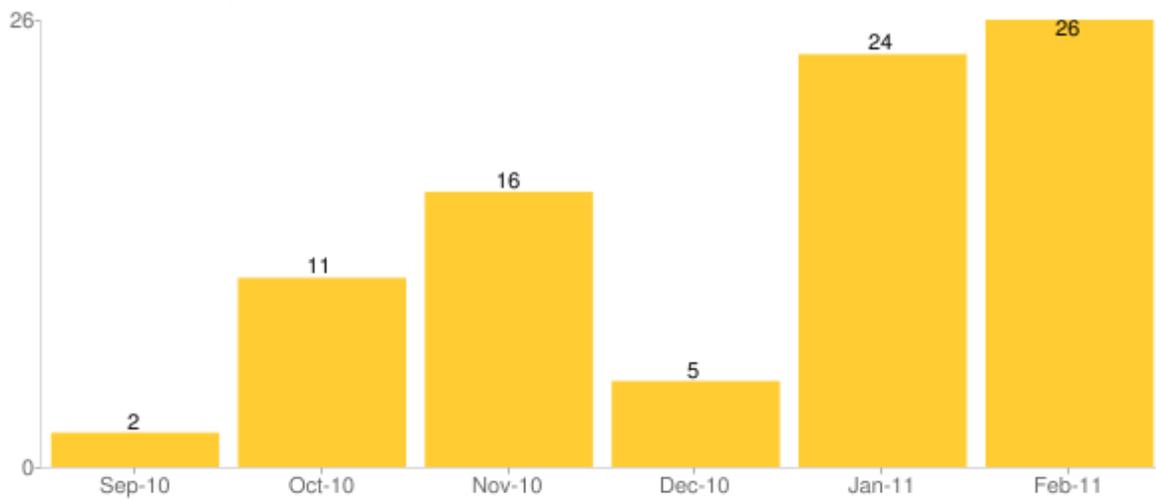
| Timesheet | Period End | Received | Units | Bill Amt | Pay Amt | Margin | Split | Split Margin |
|-----------|------------|----------|-------|----------|----------|--------|----------|--------------|
| 779527 | 09/01/11 | 09/02/11 | 35.00 | 1,890.00 | 1,959.92 | -69.92 | 100.00 % | -69.92 |
| 791006 | 23/01/11 | 09/02/11 | 75.00 | 2,047.50 | 1,560.00 | 487.50 | 70.00 % | 341.25 |
| | | | | | | | 20.00 % | 97.50 |
| | | | | | | | 10.00 % | 48.75 |
| 801854 | 30/01/11 | 09/02/11 | 60.00 | 1,470.00 | 1,120.00 | 350.00 | 70.00 % | 245.00 |
| | | | | | | | 20.00 % | 70.00 |
| | | | | | | | 10.00 % | 35.00 |

Timesheet Volume

Reports Menu

The Timesheet Volume is a graphical report showing how many timesheets have been generated each month:

Timesheet Volume



Other Reports

New Starter

Reports Menu

The New Starter report is attached to a workflow process, if applied, and will detail any new starter information entered by user types attached to the workflow process:

New Starter Information

| | Ref | Id | Name | Applies To | Date Updated | <input type="checkbox"/> |
|--|---------------------|--------------------|----------------------|----------------------------|------------------------------|--------------------------|
| Print View | NW | 1001 | Woodward, Nick | Woodward, Nick | | <input type="checkbox"/> |
| Print View | 12345 | 1377 | NYATSANZA, ELLEN | NYATSANZA, ELLEN | | <input type="checkbox"/> |
| Print View | 1234 | 1410 | Dog, Dusty | Dog, Dusty | | <input type="checkbox"/> |

Click [here](#) to view and download the report.

Click [here](#) to mark as **actioned** selected items.

Information for each new started can be viewed or printed by clicking the relevant link:

New Starter Information

| Question | Answer |
|--------------------------|------------------------|
| Home Address 1 | 12 TRIAL ROAD |
| Home Address 2 | 1 CATHEDRAL STREET |
| Home Address 3 | NORWICH |
| Home Address 4 | |
| Home Address 5 | |
| Home Address 6 | NR1 1NN |
| Home Telephone | |

[Cancel](#)

A report containing all new starter data can be downloaded, ready for input to the Candidate Entry area of the system:



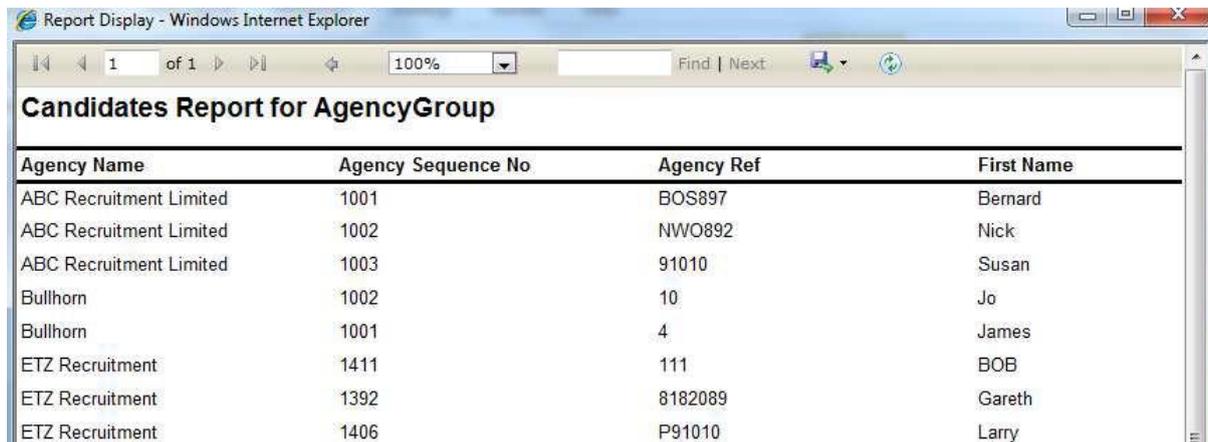
The screenshot shows a web browser window titled 'Report Display - Windows Internet Explorer'. At the top, there is a checkbox for 'Show Actioned and Un-Actioned' with 'True' selected and 'False' unselected. A 'View Report' button is located to the right. Below this is a navigation bar with '14' items, '1 of 1' pages, and a '100%' zoom level. The main content area is titled 'New Starter Information' and contains a table with the following data:

| Date Entered | Date updated | Id | Agency Ref | Name | Actioned |
|---------------------|--------------|------|------------|------------------|----------|
| 23/11/2010 15:21:53 | | | 1410 1234 | Dog, Dusty | False |
| 05/02/2010 15:10:13 | | 1377 | 12345 | NYATSANZA, ELLEN | False |

Candidate List for Agency Group

Reports Menu

This report shows lists all agencies applied to your group and shows the candidates set up within each agency:



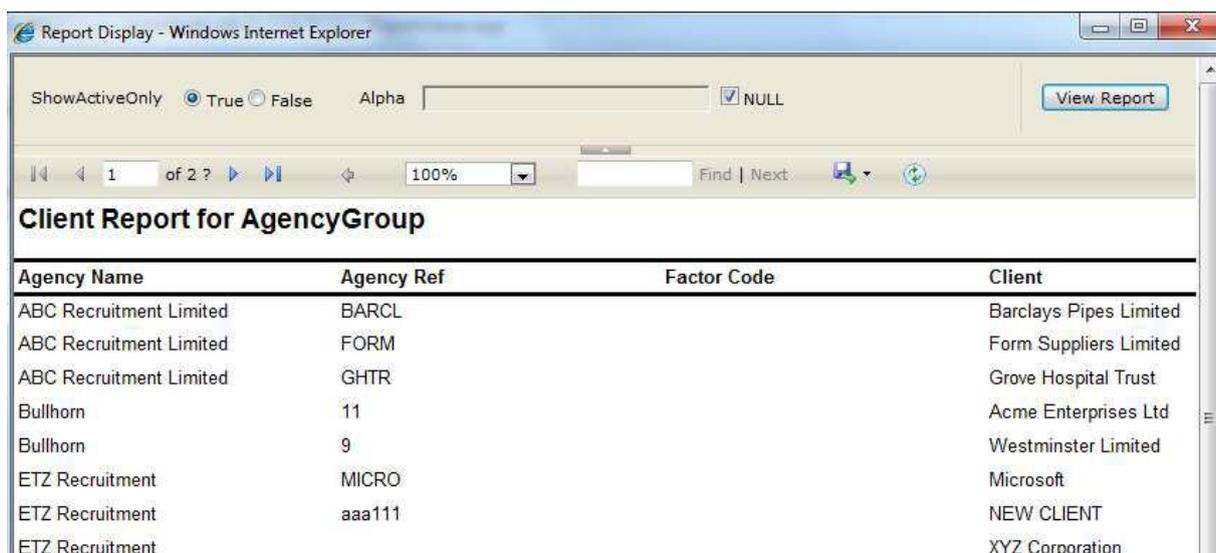
| Agency Name | Agency Sequence No | Agency Ref | First Name |
|-------------------------|--------------------|------------|------------|
| ABC Recruitment Limited | 1001 | BOS897 | Bernard |
| ABC Recruitment Limited | 1002 | NWO892 | Nick |
| ABC Recruitment Limited | 1003 | 91010 | Susan |
| Bullhorn | 1002 | 10 | Jo |
| Bullhorn | 1001 | 4 | James |
| ETZ Recruitment | 1411 | 111 | BOB |
| ETZ Recruitment | 1392 | 8182089 | Gareth |
| ETZ Recruitment | 1406 | P91010 | Larry |

The agency grouping is only applicable to those agencies with more than one 'agency' on the ETZ system and allows the administrator to see clearly which candidates exist across their agency group.

Client List for Agency Group

Reports Menu

As per the Candidate List report above, the Client List for Agency Group shows all agencies applied to your group and lists clients set up within each agency:



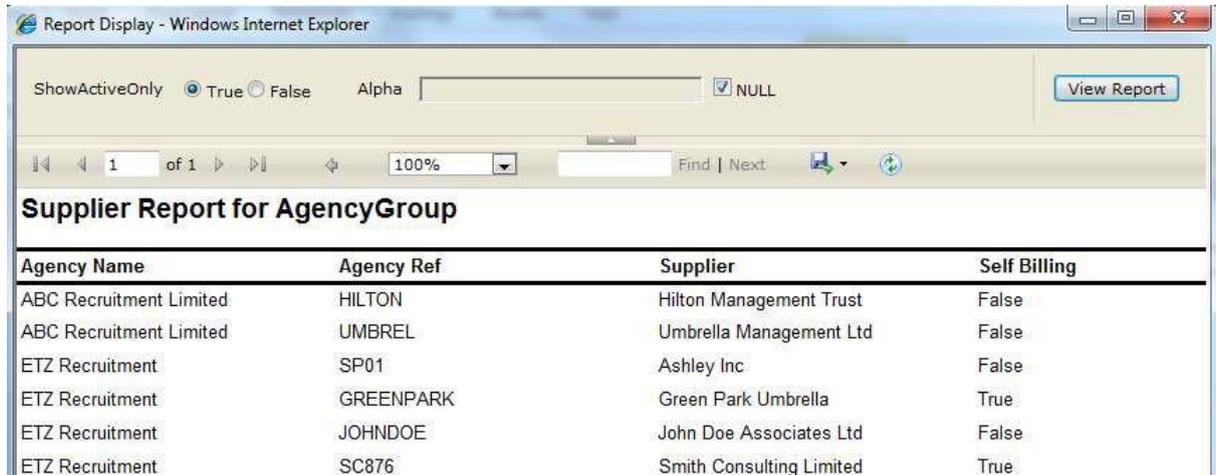
| Agency Name | Agency Ref | Factor Code | Client |
|-------------------------|------------|-------------|------------------------|
| ABC Recruitment Limited | BARCL | | Barclays Pipes Limited |
| ABC Recruitment Limited | FORM | | Form Suppliers Limited |
| ABC Recruitment Limited | GHTR | | Grove Hospital Trust |
| Bullhorn | 11 | | Acme Enterprises Ltd |
| Bullhorn | 9 | | Westminster Limited |
| ETZ Recruitment | MICRO | | Microsoft |
| ETZ Recruitment | aaa111 | | NEW CLIENT |
| ETZ Recruitment | | | XYZ Corporation |

As stated above, this report is only relevant for those agencies with more than one ETZ system in place.

Supplier List for Agency Group

Reports Menu

The Supplier List for Agency Group report shows all limited company suppliers set up against each agency within your group of agencies:



| Agency Name | Agency Ref | Supplier | Self Billing |
|-------------------------|------------|--------------------------|--------------|
| ABC Recruitment Limited | HILTON | Hilton Management Trust | False |
| ABC Recruitment Limited | UMBREL | Umbrella Management Ltd | False |
| ETZ Recruitment | SP01 | Ashley Inc | False |
| ETZ Recruitment | GREENPARK | Green Park Umbrella | True |
| ETZ Recruitment | JOHNDOE | John Doe Associates Ltd | False |
| ETZ Recruitment | SC876 | Smith Consulting Limited | True |

The agency grouping is only applicable to those agencies with more than one 'agency' on the ETZ system and allows the administrator to see clearly which suppliers exist across their agency group.

Assignment Workflow

Reports Menu

The Assignment Workflow details any workflow requests made to the timesheet administrator.

Assignment Workflow

| Print | View | Ref | Id | Name | Applies To | Date Updated | <input type="checkbox"/> |
|-----------------------|----------------------|---------------------|--------------------|----------------------|----------------------------|------------------------------|--------------------------|
| Print | View | | 47676 | | Woodward, Nick | | <input type="checkbox"/> |
| Print | View | | 48233 | | Woodward, Nick | | <input type="checkbox"/> |
| Print | View | | 48273 | | Woodward, Nick | | <input type="checkbox"/> |
| Print | View | | 50491 | Techie | Cheeseman, Andrew | | <input type="checkbox"/> |
| Print | View | | 49501 | | Woodward, Susan | | <input type="checkbox"/> |
| Print | View | ABC | 53033 | PM | Grady, Paula | | <input type="checkbox"/> |
| Print | View | | 53677 | | Woodward, Susan | | <input type="checkbox"/> |
| Print | View | | 55802 | 123456 | Trentham, Christopher | | <input type="checkbox"/> |
| Print | View | | 56549 | | Smith, John | | <input type="checkbox"/> |
| Print | View | GH6161 | 58607 | | Smith, John | | <input type="checkbox"/> |

[1](#) [2](#) [3](#) [4](#) [5](#)

Click [here](#) to view and download the report.
Click [here](#) to mark as **actioned** selected items.

Each request can be printed or viewed separately:

Assignment Workflow

| Question | Answer |
|----------------------------------|------------------------|
| Client Contract | Due |
| Intrim Contract | Due |
| Bank Details | Due |
| Incorporation Certificate | Due |
| Optout | Due |
| Completion Form | Due |
| Workflow Notes | |

[Cancel](#)

Workflow is used as a means of monitoring assignments and can be set up to accommodate an agency's specific requirements. Workflow 'questions' and 'answers' are created on the system and can be directed to other key system uses in the form of a simple survey of questions and answers for an individual assignment. A consolidated report of workflow requests can be downloaded and viewed from this option:

Assignment Workflow

| Date Entered | Date Updated | Id | Agency Ref | Name | Actioned |
|---------------------|--------------|-------|------------|------|----------|
| 19/04/2010 09:33:52 | | 45245 | | | False |
| 27/05/2010 10:51:21 | | 48273 | | | False |

Timesheet Images Missing from Invoices

Reports Menu

This report, as the name suggests, details any invoices with missing timesheet images:



| Invoice Ref | Client Name | Date Raised | Amount Timesheet Ref | Candidate | End Date | Units | B |
|-------------|--------------------|-------------|----------------------|--------------|----------|--------|-----|
| 100016 | Bradwell Brown Ltd | 21/02/11 | -1,458.13 895870 | Joanne Hill | 17/10/10 | -49.25 | -1, |
| 100029 | Bradwell Brown Ltd | 21/02/11 | -2,047.50 895872 | Ade Abdullah | 23/01/11 | -75.00 | -2, |

Missing images usually occur when, as with the example above, invoices have been credited or when invoices are produced prior to the signed timesheet being available (as is with some outsourced or third-party systems).

Consolidated Document Download

Reports Menu

There are numerous downloads available from within this option:

Consolidated Document Downloads

[Sales Invoices by Export Batch](#)

[Sales Invoices by Invoice Number](#)

[Purchase Invoices by Export Batch](#)

[Purchase Invoices by Self Bill/Remittance Number](#)

[Purchase Invoices by Document Date](#)

[Purchase Invoices by Paid Date](#)

[Timesheets for Undelivered Sales Invoices](#)

[Zip File of Timesheet Images \(TIFF Format\) by Paye Export Batch](#)

[Zip File of Timesheet Images \(TIFF Format\) by Purchase Invoice Export Batch](#)

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Your file is being created in the background and will NOT appear immediately. Click [HERE](#) to refresh the list above.

The Consolidated Document Download is used to retrieve documents from the system and saved separately for an archive perhaps or for sending to another party, for example sales or purchase invoices that need to be passed on to your company accountant.

