Tutorial 5: pay wages and create invoices

Alexandra Rostov is the accountant at CodeFX. She has cut down from three days per week to only one, because Etime Biz does all of the number-crunching when it comes to adding up payments and invoices.

Step 1 Log on as **alexandrar** in your demo company, using password **etime** and user type **Accountant**.

By default, the timesheets page is displayed. This gives a summary of activity, for any period that you select.

Step 2 Select **Pay Wages** on the main menu.

This displays all timesheets that have been approved but you can filter by date. Notice that that some employees have two timesheets for one week. This happens if they created multiple job timesheets for the week (i.e. worked on multiple jobs). Timesheets have a checkbox next to them if they have not been paid yet. The total amount paid for each week is shown in the Wages paid column. To begin with the total of paid amount remains $0.00, because nothing has been paid yet.

Step 3 Click the checkbox next to both of this week's timesheets for Nadia Singh.

Only selected timesheets get paid. Click **Update**. The total paid for the week is $239.25. (From adding $145.75 and $93.50). Now click the checkbox at the top of the **Wages Paid** column. This selects all of the displayed timesheets. Click **Update**. They are all now paid.

Step 4 Select **Pay Super** on the main menu. This is like paying wages, except you must fist select a superannuation fund. Select **CFX Staff Fund** and click **Display.**

The list is filtered to members of that fund. Click the checkbox at the top of the **Super Paid** column to select all timesheets. Click **Update** to pay their superannuation.

You can now print a statement for the period and fund. It shows the total amount to be paid to the fund and the individual allocations for each member.

Step 5 Select **Invoicing** on the main menu.

This page has a lot of control over which timesheets are included because you need to set a start week and an end date, as well as selecting the customer and job(s). You can combine multiple jobs, but only if they belong to the same customer. Etime Biz itemizes the invoice by job.

Select 02/05/2008 as the First Week and 16/05/2008 as Last Week. Select Hans Schmitt as the customer. Select All Jobs - this includes both of his jobs (TechShop Ph1 and TechShop Ph2).

Click **Print Detailed**. This changes all the selected timsheets to Paid and creates a PDF invoice.