

# Importing Timesheets via Excel using PostTrans

PostTrans allows the user to easily import Transactions, Account Records and Stock Records into Exchequer Enterprise from Excel. This allows the designer to use the power of Excel functions, Exchequer OLE and Visual Basic for applications to produce import templates to import data from external file formats.

PostTrans is most commonly used to import Timesheets:

This sheet imports total hours for each week. The "Day Import" sheet converts the data below, to a different format, to import timesheet data for each day.

Pa	Description	Project No	Analysis	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Rate Code	Cost Centre
20	Fixing lamps to wall	OLY-STAGE3	B-INSPECT	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00	ELEC-STD	AAA
21	Lab Test	EXC-STAGE1	B-WIPLAB	0.00	1.00	0.00	3.00	0.00	0.00	0.00	4.00	ELEC-DOUB	AAA
22	Lab Inspection	EXC-STAGE1	D-INSPECT	0.00	3.00	0.00	0.00	5.00	0.00	0.00	8.00	GENERAL	EP1
23	Wiring sockets	SUF-PLOT1	D-MANAGE	0.00	2.00	0.00	2.00	0.00	2.00	0.00	6.00	ELEC-STD	EP1
24	Wiring sockets	SUF-PLOT1	D-MANAGE	0.00	3.00	0.00	0.00	0.00	4.00	0.00	7.00		
25	Wiring sockets	SUF-PLOT2	D-MANAGE	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00		
26	Wiring sockets	SUF-PLOT2	D-MANAGE	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00		
27				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
38				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
39				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
40				0.00	9.00	9.00	5.00	5.00	6.00	0.00	34.00		

The above example is included as part of the PostTrans installation. It allows the user to enter the hours for a week and post the summary of the week's hours in Exchequer Job Costing.

Before posting any transactions into Exchequer Enterprise PostTrans displays a detailed summary of the Transaction. This enables the user to verify information before posting into Exchequer Enterprise daybooks.

Post Timesheet 1 to Employee JOHN01 = John Smith ?

Account View

Importing into Company : RESE01 Demo

Mon Code = Amount 344.00 Sales, Batteries

52010 =

Cost Centre = Amount Hours

AAA = 84.00 8 No Salesperson

EP1 = 260.00 26 Emma Pooley

Department = Amount Hours

#01 = 84.00 8.00 BNU - T132 RDG

#03 = 218.00 23.00 Saab - W111 MEL

AAA = 42.00 3.00 Elec R Us

Job Code = Amount Hours

OLY-STAGE3 = 28.00 4.00 Install Cameras

EXC-STAGE1 = 120.00 12.00 Infrastructure

SUF-PLOT1 = 140.00 13.00 Wiring of Building

SUF-PLOT2 = 56.00 5.00 Wiring of Building

Analysis = Amount Hours

B-INSPECT = 4.00 4.00 Site inspector

B-WIPLAB = 56.00 4.00 Work In Progress (Labour)

D-INSPECT = 64.00 8.00 Contract Inspector

D-MANAGE = 196.00 18.00 Contract Management

Rate Code = Amount Hours

ELEC-STD = 84.00 12.00 Electrical Standard Rate

ELEC-DOUB = 196.00 14.00 Electrical Double Rate

GENERAL = 64.00 8.00 General Rate

Cost : 344.00

Change : 453.00

Total Hours : 34

Number of lines : 7 (Start row 20)

Transaction Date : 01-05-1990

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Please check transaction in Exchequer BEFORE posting day book

Cancel Cancel All Post Transaction