

11 The Report Internal/External - Analysis

Access level: Director and System Administrator

The report Internal/External – Analysis is used to show how much of the employees’ time that has been used on respectively internal and external projects. From this the percentage of the employees’ normal working hours that has been used on external projects can be calculated.

Explanation of the Report Internal/External - Analysis

Figure 1: Main Menu -> Management Reports-> Internal/External – Analysis

Work (hours) 1 shows whether the employee has registered the allocated normal working time. More than 100 % 6 indicates overtime.

Internal/external (%) 2 shows how much of the employees’ normal working time that has been distributed on respectively internal and external projects.

Some companies can use the key numbers Non-booked and Write-off.

When clicking the plus icon + 3 to the left of an employee, it is possible to view which projects the employee has registered time on. For a single project it is possible to get a list of registrations by clicking the arrow ▾ in the column **Internal (Hours)** 4 or **External (Hours)** 5.

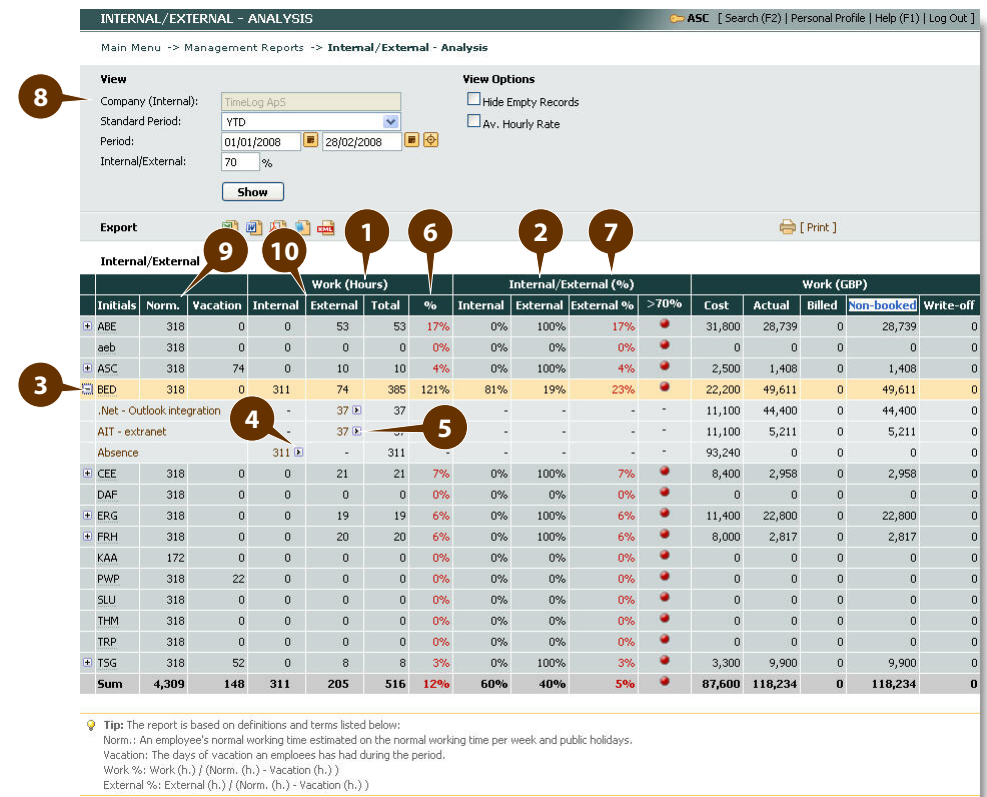
Key Numbers, calculations

- **Work (%)** 6 = Internal (h.) + External (h.) / (Norm. (h.) – Vacation (h.)).
- **External %** 7 = External (h) / (Norm. (h.) – Vacation (h.)).

Definitions

- **Company (Internal):** 8 All projects associated to this company are internal projects. The internal company is set in the **System Administration -> Settings**.
- **Normal Working Time:** 9 The employee’s normal working time is calculated with the employee’s normal working week and holidays as a point of reference.
- **Vacation:** 9 The vacation that an employee has registered or planned in the period.
- **Internal hours:** 10 Time registered on internal projects.
- **External hours:** 10 Time registered on external projects.
- **Non-booked (GBP):** Registered hours, that have not been invoiced.
- **Write-off (GBP):** The difference between original value (reg.) and the billed value (inv.).

Figure 1: Main Menu -> Management Reports -> Internal/External – Analysis



Tip: The following settings can be done in the **System Administration -> Advanced Report Settings**. The key numbers **Non-booked** and **Write-off** can be turned on and off. Users with access level external can be hidden in the report. This is set in the **System Administration -> Advanced Report Settings**.