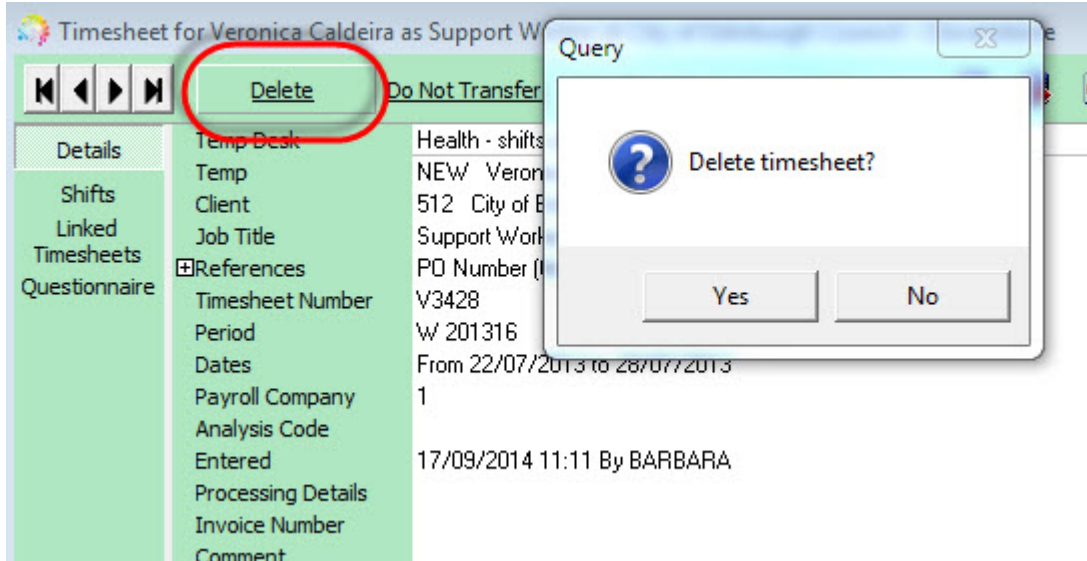


Editing timesheets

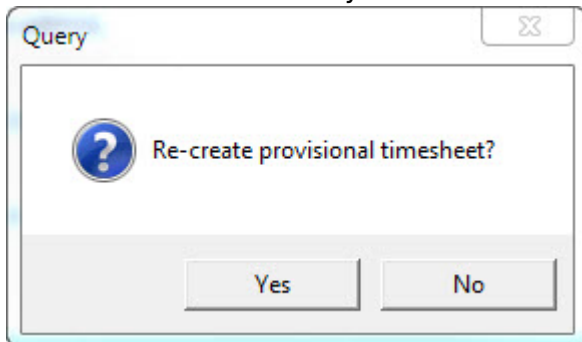
If you find an error in a timesheet before you transfer to payroll, then you can edit it by deleting: [Click here for full details](#)

If the transfer batch field is empty, you can use the **Delete** button.

Click **Yes** to confirm that you want to delete this timesheet.



Click **Yes** to confirm that you want to **Re-create a provisional timesheet**.



Click **No** if you want to completely delete the timesheet.

If you chose to create a provisional timesheet, edit the **units** and **rates**, as appropriate.

When you have entered the correct details, click on the **Save Provisional** button, or complete the timesheet as usual.

If you discover an incorrect timesheet after it has been transferred you cannot delete it, it must be cancelled with a negative timesheet and a recreated correct timesheet. (Payroll might require intervention, depending on which system you are using).

[Click here for full details on correcting a transferred timesheet using the Cancel/Correct button](#)

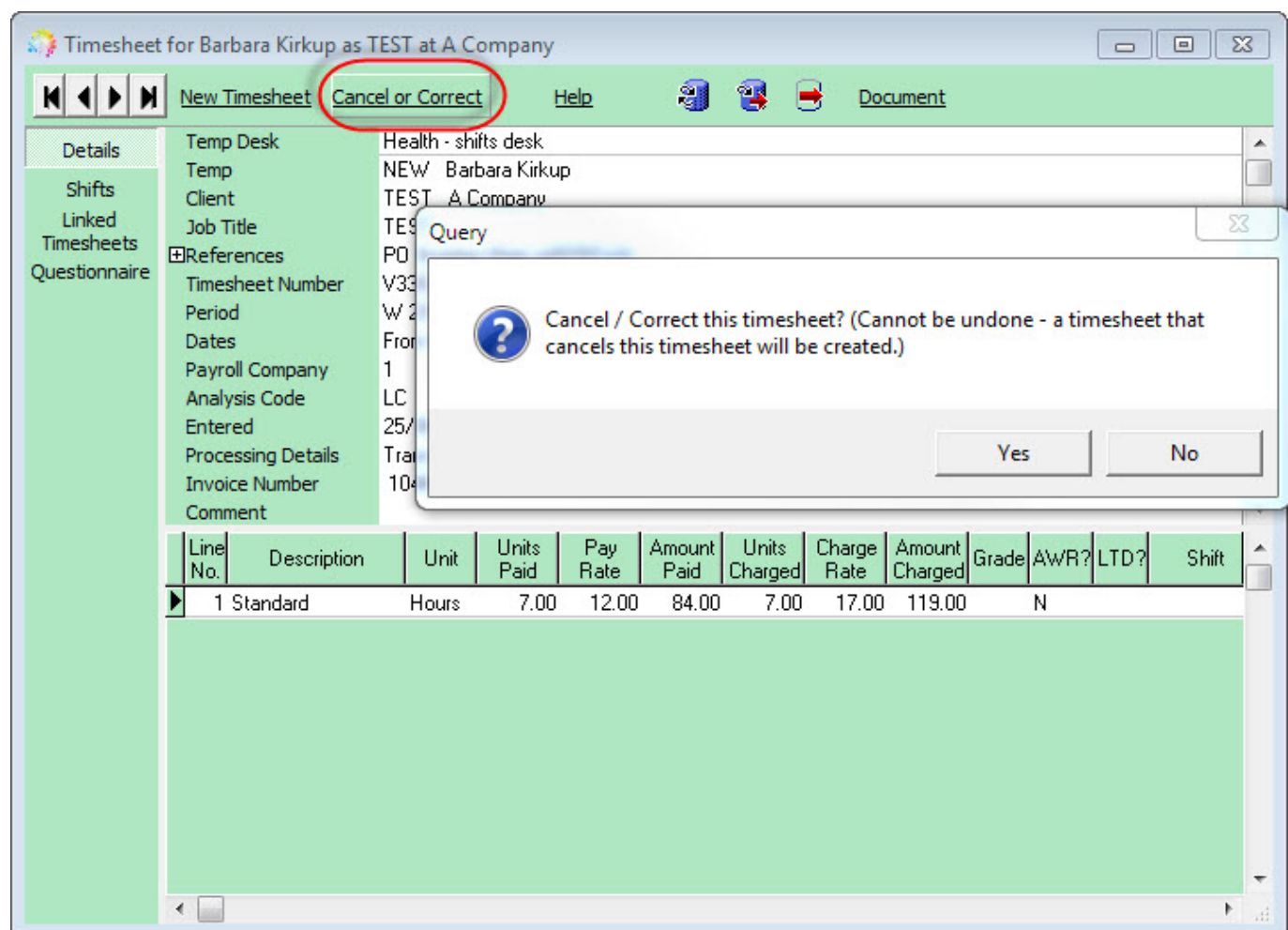


This will create a negative timesheet that reverses the original and recreate a provisional timesheet if corrections are required.

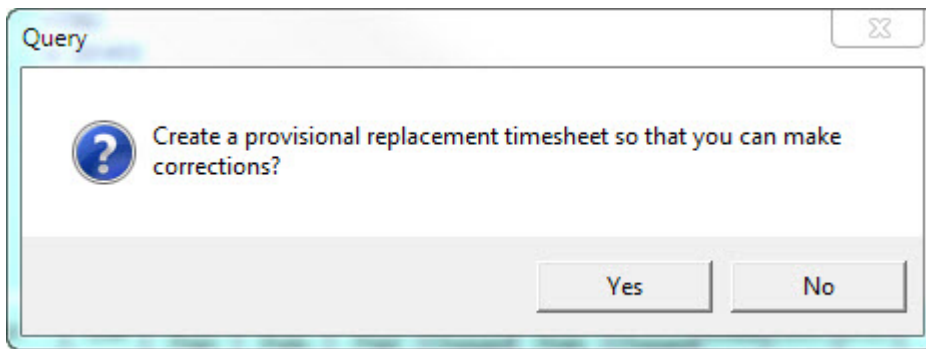
Cancelled and replacement timesheets are linked and have corresponding timesheet numbers (original timesheet number + C for the cancelling timesheet, original number + R for replacement timesheet).

IQX Version 2.2.10.13 onwards: if an image is linked to the original timesheet this will also be linked to the replacement timesheet.

Expand the original timesheet that requires deleting and click the Cancel/Correct button.



Confirm if you wish to create a provisional replacement timesheet to make corrections (YES) or if you just need to cancel the timesheet fully (NO).



If you are making corrections and selected YES to create a provisional replacement timesheet, depending on your Agency settings, you may then be asked whether you wish to correct just the PAY, just the CHARGE or BOTH PAY & CHARGE.

The provisional timesheet is opened, it will have AMENDED in the comment field, edit UNITS and RATES as required and either save provisional or complete the timesheet ready for transfer.

You will then have three linked timesheets, original, cancelled (negative) and amended (correct).

Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment
V3356		NEW	Eleanor Ryman	AMS001	ABBA Ltd	TEST	
V3356C		NEW	Eleanor Ryman	AMS001	ABBA Ltd	TEST	CANCELLED-
V3356R		NEW	Eleanor Ryman	AMS001	ABBA Ltd	TEST	AMENDED-

Advanced Timesheet Correction Facility. This can be switched off (General Settings> Temps> 640) if required.

[Click here for more information on using Advanced Timesheet Correction](#)

Advanced Timesheet Correction is used if you wish to allocate the invoice against a different company or vacancy for example.

Using the Cancel or Correct button, you will be asked if you wish to use the Advanced Timesheet Correction Facility. Clicking Yes will bring up the following screen:



Correct Temp Invoice

Invoice Number10453

Find Invoice

Invoice Date19/08/2013

Total inc.298

Their Ref.TQBF

Invoice CompanyABC Contract Services

Invoice AddressNew address in the town, West End, EDINBURGH EH6 4XY

Timesheets

Number	Temp	Position	Company	Period	Reversed?	Moved?	Replaced?
V3181	Steven Parkin	Testing for version 2.2.10.3	ABC Contract Services Edin	W/201319			

Original Timesheet

Expand

Expand Placement

Expand Vacancy

Expand Company

Timesheet Actions

Reverse Selected

Reverse All

Move Target

Complete Replacement

Refresh

Replacement Timesheet

Expand

Expand Placement

Expand Vacancy

Expand Company

Close

Once you have identified the correct invoice, use the expand buttons to check any details required for the the Original Timesheet, Placement, Vacancy and or Company.

Use the Reverse buttons (Reverse Selected or Reverse All) to create the cancel timesheet(s). You will be asked whether you are making a charge only or pay and charge correction. Once selected the Reverse timesheet(s) will be created and the 'Reversed?' column will then be populated with a yes.

Use the Move Target button to select a new company to allocate the invoice against, Change Company and select a Vacancy or just Change Vacancy.



Correct Temp Invoice

Target for Timesheet

V3196 - Steven Parkin - W201321

Company

ABC Contract Services Edin

Address

18 Corstorphine Road
EDINBURGH
EH12 6HN

Change Company

Expand Company

Contact

Victoria Peach

Position

Testing for version 2.2.10.3

Our ref.

2056

Their ref.

Change Vacancy

Expand Vacancy

Confirm

Cancel

Confirm you wish to move the timesheet target. The 'Moved?' column will now be populated with a yes.



Correct Temp Invoice

Invoice Number

Invoice Date
Total inc.
Their Ref.
Invoice Company
Invoice Address

Timesheets

Number	Temp	Position	Company	Period	Reversed?	Moved?	Replaced?
V3196	Steven Parkin	Testing for version 2.2.10.3	ABC Contract Services Edin	W/201321	Yes	Yes	

Original Timesheet

Expand

Expand Placement

Expand Vacancy

Expand Company

Timesheet Actions

Reverse Selected

Reverse All

Move Target

Complete Replacement

Refresh

Replacement Timesheet

Expand

Expand Placement

Expand Vacancy

Expand Company

Finally you will need to complete the Replacement timesheet using the relevant button and completing the timesheet as usual. Once completed the 'Reversed?' column will show as Yes and you will now have three linked timesheets, original, cancelled (negative) and amended (correct) with the amended timesheet being against the correct company/vacancy as selected.

▶	V3196	NEW	Steven Parkin	ABC001	ABC Contract Services Edin	East Townhead: Testing...
	V3196C	NEW	Steven Parkin	ABC001	ABC Contract Services Edin	East Townhead: Testing... CANCELLED-
	V3196R	NEW	Steven Parkin	ABC001	ABC Contract Services Aber	New Vac AMENDED-

See also

[1.18 Timesheets.](#)

Back to [Online Users Guide](#)

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