SEFORAA · SERI EDUKASI · LEARNING SERIES

Pengantar Konsep

Concept Primer

SEFORAA Auditor Timesheet

KAP Seia, Fortuna, Abadi, dan Integra · kantor akuntan publik

fictitious public accounting firm

Seluruh data dalam demo ini fiktif

Nama kantor akuntan, klien, partner, karyawan, nomor job order, jam kerja, biaya, hingga laporan yang dipakai dalam demo ini adalah data fiktif yang dibuat hanya untuk keperluan demo aplikasi. Kemiripan dengan kantor akuntan, perusahaan, atau orang nyata hanyalah kebetulan.

All data in this demo is fictitious

The firm name, clients, partners, staff, job order numbers, hours, amounts and reports used in this demo are fictitious data created only to demonstrate the software. Any resemblance to real accounting firms, companies or people is coincidental.

Cara membaca dokumen ini

Dokumen ini adalah **pengantar konsep** untuk calon pengguna yang akan mencoba demo SEFORAA Auditor Timesheet. Bacalah lebih dulu sebelum membuka **Panduan Pengguna**. Anda tidak perlu mahir memakai aplikasi; istilah audit dan timesheet dijelaskan dari awal.

Kolom kiri berbahasa Indonesia (versi yang berlaku); kolom kanan adalah terjemahan bahasa Inggris dengan isi yang sama.

Data fiktif

Semua data dalam demo ini fiktif: kantor akuntan, klien, partner, karyawan, nomor job order, jam kerja, dan laporan. Dibuat hanya untuk mendemonstrasikan aplikasi.

How to read this document

This document is a **concept primer** for prospective users who will try the SEFORAA Auditor Timesheet demo. Read it before opening the **User Guide**. You do not need to be an expert user; audit and timesheet terms are explained from scratch.

The left column is in Indonesian (the authoritative version); the right column is the English translation with the same content.

Fictitious data

All data in this demo is fictitious: the firm, clients, partners, staff, job order numbers, hours and reports. It was created only to demonstrate the software.

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BAHASA INDONESIA

1 Mengapa jam kerja audit perlu dikelola

Di kantor akuntan publik, jam kerja adalah bahan baku sekaligus biaya terbesar. Setiap penugasan (audit, reviu, due diligence) dianggarkan dalam jam per tingkat jabatan, lalu diperiksa apakah jam yang terpakai masih wajar terhadap fee yang disepakati. Dasar semua itu adalah **timesheet**: catatan jam kerja tiap orang.

Bila timesheet tidak dikelola, gejalanya biasanya:

- **Diisi terlambat atau dari ingatan**, sehingga jam tidak akurat.
- **Anggaran jam tidak terpantau**: baru ketahuan melampaui batas setelah penugasan selesai.
- **Lembur dan uang makan dihitung manual**, rawan salah dan berselisih.
- **Persetujuan lewat kertas atau email**, sulit dilacak siapa menyetujui kapan.
- **Beban per klien dan per orang tidak terlihat**, sehingga penugasan tidak seimbang.

SEFORAA Auditor Timesheet mengumpulkan semuanya: data klien dan job order, anggaran dan penugasan, pencatatan jam, persetujuan berjenjang, sampai laporan bulanan dan tahunan.

ENGLISH

1 Why audit hours need managing

In a public accounting firm, working hours are both the raw material and the largest cost. Every engagement (audit, review, due diligence) is budgeted in hours per staff level, then checked to see whether the hours used remain reasonable against the agreed fee. The basis for all of it is the **timesheet**: each person's record of hours worked.

When timesheets are not managed, the symptoms are usually:

- **Entered late or from memory**, so hours are inaccurate.
- **The hours budget is not monitored**: an overrun is only discovered after the engagement ends.
- **Overtime and meal allowances are calculated by hand**, which invites errors and disputes.
- **Approval on paper or by email**, making it hard to trace who approved what and when.
- **Workload per client and per person is invisible**, so assignments become unbalanced.

SEFORAA Auditor Timesheet brings it together: client and job order data, budgets and assignments, time recording, tiered approval, through to monthly and yearly reports.

BAHASA INDONESIA

2 Kasus demo: KAP Seia, Fortuna, Abadi, dan Integra

KAP Seia, Fortuna, Abadi, dan Integra (disingkat KAP Seia Fortuna Abadi Integra) adalah kantor akuntan publik fiktif. Jam kerja kantor 09:00–18:00, istirahat 12:00–13:00, dan lembur dihitung mulai pukul 19:00.

Unsur	Isi
Pimpinan	2 partner: Rudi Seia (Managing Partner) dan Lestari Fortuna
Manajer	2 audit manager: Agung Abadi dan Melati Integra
Pendukung	1 HR dan administrasi: Sinta Wulandari
Auditor	Aldo Mahendra (senior), Intan Permata dan Reza Kusuma (junior)
Klien	4 klien fiktif: perdagangan, manufaktur, teknologi, konstruksi
Penugasan	2 audit umum, 1 reviu, 1 due diligence (tahun 2026)
Mata uang	Rupiah

2.1 Dari klien sampai timesheet

Satu klien punya job order; satu job order punya anggaran jam per posisi dan auditor yang ditugaskan; auditor mencatat timesheet ke job order itu.

- **Klien** · PT Samudra Niaga Lestari
  - **Job order** · GA/2611/001 Audit Umum TB 2026
    - **Budget per posisi** · Signing Partner, Partner-In-Charge, Manager 3, Senior 2, Associate Senior 2, Associate Senior 1
      - **Timesheet** · Aldo, Intan, Reza (jam yang dicatat per hari)

ENGLISH

2 The demo case: KAP Seia, Fortuna, Abadi, dan Integra

KAP Seia, Fortuna, Abadi, dan Integra (short: KAP Seia Fortuna Abadi Integra) is a fictitious public accounting firm. Office hours are 09:00–18:00 with a lunch break of 12:00–13:00, and overtime counts from 19:00.

Item	Contents
Leadership	2 partners: Rudi Seia (Managing Partner) and Lestari Fortuna
Managers	2 audit managers: Agung Abadi and Melati Integra
Support	1 HR and administration: Sinta Wulandari
Auditors	Aldo Mahendra (senior), Intan Permata and Reza Kusuma (junior)
Clients	4 fictitious clients: trading, manufacturing, technology, construction
Engagements	2 general audits, 1 review, 1 due diligence (year 2026)
Currency	Rupiah

2.1 From client to timesheet

A client has job orders; a job order has an hours budget per position and assigned auditors; auditors record timesheets against that job order.

- **Client** · PT Samudra Niaga Lestari
  - **Job order** · GA/2611/001 General Audit FY 2026
    - **Budget per position** · Signing Partner, Partner-In-Charge, Manager 3, Senior 2, Associate Senior 2, Associate Senior 1
      - **Timesheet** · Aldo, Intan, Reza (hours recorded per day)

2.2 Masalah yang diangkat dan cara aplikasi menanganinya

Masalah	Cara aplikasi menangani	Menu
Jam melebihi anggaran tanpa terlihat	Anggaran jam per posisi per job order; kolom Budget menampilkan jam terpakai dibanding total	Job Order Inquiry
Timesheet diisi terlambat	Tanggal hanya boleh 30 hari ke belakang; jam kerja dan lembur dihitung otomatis	Add Timesheet
Lembur dan uang makan dihitung manual	Aturan tersimpan di konfigurasi; nilai dihitung otomatis per entri	Config Transports & Meals
Persetujuan sulit dilacak	Tiga tahap (HR, Manager, Partner) dengan Audit Trail tiap perubahan	Timesheet Inquiry
Penugasan tidak jelas	Auditor hanya melihat job order yang sudah disetujui dan menugaskannya	Set Budget
Beban per klien atau orang tidak terlihat	Laporan bulanan dan tahunan per karyawan atau per klien, dengan produktivitas	Reports

2.2 Problems raised and how the application handles them

Problem	How the application handles it	Menu
Hours exceed budget unnoticed	Hours budget per position per job order; the Budget column shows hours used against total	Job Order Inquiry
Timesheets entered late	Dates only allowed up to 30 days back; working hours and overtime are calculated automatically	Add Timesheet
Overtime and meals calculated by hand	Rules are stored in configuration; amounts are calculated automatically per entry	Config Transports & Meals
Approval is hard to trace	Three stages (HR, Manager, Partner) with an Audit Trail of every change	Timesheet Inquiry
Assignments are unclear	Auditors only see job orders that are approved and assigned to them	Set Budget
Workload per client or person is invisible	Monthly and yearly reports per employee or per client, with productivity	Reports

BAHASA INDONESIA

3 Konsep dasar

3.1 Job order

Job order adalah satu penugasan untuk satu klien. Kodenya dibuat otomatis: `GA/2611/001` berarti jenis GA, dibuat November 2026 (26-11), nomor urut 001.

Kode	Jenis	Di demo
GA	General Audit	2 job order
RV	Review	1 job order
DD	Due Diligence	1 job order
SA, AUP, AS, KPPK, TAX, OTH	Special Audit, AUP, Accounting Service, KPPK, Transfer Pricing, Others	tersedia, tidak dipakai

Job order baru berstatus **Pending** sampai seorang partner atau manajer menyetujuinya (**Approved**) atau menolaknya dengan alasan (**Rejected**). Hanya job order Approved yang dapat diberi anggaran dan dipakai untuk timesheet.

3.2 Budget, penugasan, dan fee

Lewat **Set Budget**, manajer mengisi jam per posisi, memilih auditor yang ditugaskan, dan sistem mengalikan jam dengan tarif posisi. **Recovery Rate** = fee yang diusulkan ÷ total biaya anggaran. Contoh GA/2611/001: anggaran Rp 67.155.554, fee Rp 59.097.000, recovery **88,00%**.

ENGLISH

3 Core concepts

3.1 Job order

A **job order** is one engagement for one client. Its code is generated automatically: `GA/2611/001` means type GA, created November 2026 (26-11), sequence 001.

Code	Type	In the demo
GA	General Audit	2 job orders
RV	Review	1 job order
DD	Due Diligence	1 job order
SA, AUP, AS, KPPK, TAX, OTH	Special Audit, AUP, Accounting Service, KPPK, Transfer Pricing, Others	available, not used

A new job order is **Pending** until a partner or manager approves it (**Approved**) or rejects it with a reason (**Rejected**). Only Approved job orders can receive a budget and be used for timesheets.

3.2 Budget, assignment and fee

Through **Set Budget**, a manager enters hours per position, picks the assigned auditors, and the system multiplies hours by the position rate. **Recovery Rate** = proposed fee ÷ total budgeted cost. Example GA/2611/001: budget Rp 67,155,554, fee Rp 59,097,000, recovery **88.00%**.

3.3 Risiko klien dan musim sibuk

Saat membuat job order, 11 saklar **Client Risk** dijawab Ya atau Tidak: going concern, perusahaan publik, pinjaman signifikan, industri teratur, derivatif, litigasi, aksi korporasi, defisiensi, pelaporan mata uang asing, penyimpangan dari PSAK, dan pembatasan ruang lingkup. Dari jawaban itu **Risk Classification** terisi otomatis, misalnya LR (Low Risk).

Job order juga memuat **musim sibuk**. Bawaan kantor ini:

Musim	Bulan	Jam anggaran/hari	Recovery minimum
High season	Desember – Mei	11 jam	75%
Low season	Juni – November	8 jam	70%

Mengapa penting Risiko menentukan seberapa dalam audit dilakukan, dan musim menentukan beban kerja harian yang wajar. Keduanya tercatat per job order.

3.3 Client risk and high/low season

When creating a job order, 11 **Client Risk** switches are answered Yes or No: going concern, public company, significant loan, highly regulated industry, derivative, litigation, corporate action, deficiency, foreign currency reporting, departure from PSAK, and audit scope limitation. From those answers the **Risk Classification** fills in automatically, for example LR (Low Risk).

A job order also carries a **season**. The firm's defaults:

Season	Months	Budget hours/day	Minimum recovery
High season	December – May	11 hours	75%
Low season	June – November	8 hours	70%

Why it matters Risk shapes how deep the audit goes, and season sets a reasonable daily workload. Both are recorded per job order.

3.4 Timesheet

Satu entri timesheet memuat tanggal, jam mulai dan selesai, **lokasi**, job order atau alasan, dan uraian aktivitas.

Lokasi	Artinya
Office	Bekerja di kantor untuk job order; **chargeable** (dibebankan ke klien)
Fieldwork	Bekerja di lokasi klien untuk job order; chargeable, ada uang transport lapangan
NON	**Non job**: tanpa job order, dengan alasan seperti AL cuti tahunan, SL sakit, OOT pelatihan, SS belajar mandiri, PC proposal ke klien, A administrasi

Auditor hanya dapat memilih job order yang sudah **Approved** dan menugaskannya. Tanggal hanya diterima sampai 30 hari ke belakang.

3.5 Jam kerja dan lembur

Aplikasi menghitung jam otomatis dari aturan jam kerja kantor: kerja 09:00–18:00, istirahat 12:00–13:00, jam 18:00–19:00 tidak dihitung, dan lembur dihitung mulai 19:00. Pada **akhir pekan dan hari libur**, seluruh jam dihitung sebagai lembur.

Contoh entri	Hasil
Hari kerja 09:00–18:00	8 jam, lembur 0
Hari kerja 19:00–22:00	3 jam, lembur 3
Sabtu 09:00–15:00	6 jam, lembur 6

3.4 Timesheet

One timesheet entry holds a date, start and end time, a **location**, a job order or reason, and an activity description.

Location	Meaning
Office	Working at the office on a job order; **chargeable** (billed to the client)
Fieldwork	Working at the client's site on a job order; chargeable, with a fieldwork transport allowance
NON	**Non job**: no job order, with a reason such as AL annual leave, SL sick, OOT training, SS self study, PC proposal to client, A administration

Auditors can only choose job orders that are **Approved** and assigned to them. Dates are accepted only up to 30 days back.

3.5 Working hours and overtime

The application calculates hours automatically from the firm's working-time rule: work 09:00–18:00, break 12:00–13:00, 18:00–19:00 is not counted, and overtime counts from 19:00. On **weekends and public holidays**, all hours count as overtime.

Example entry	Result
Weekday 09:00–18:00	8 hours, overtime 0
Weekday 19:00–22:00	3 hours, overtime 3
Saturday 09:00–15:00	6 hours, overtime 6

3.6 Uang makan dan transport

Dari lembur dan lokasi, aplikasi menghitung tunjangan otomatis memakai aturan di **Config Transports & Meals**. Nilai bawaan kantor ini:

Tunjangan	Hari kerja	Akhir pekan / libur
Uang makan	lembur ≥ 2 jam: Rp 25.000 (1×)	lembur ≥ 4 jam: Rp 30.000 (hingga 2×)
Transport	lembur ≥ 3 jam: Rp 20.000	lembur ≥ 8 jam: Rp 25.000
Fieldwork	Rp 25.000 per hari	Rp 30.000 per hari

Transport dan fieldwork dihitung sekali per hari per orang. Contoh di demo: Aldo mencatat lembur 3 jam pada 9 November, sehingga muncul uang makan satu kali dan transport Rp 20.000.

KonsepAturan ini adalah konfigurasi, bukan angka tetap. Kantor dapat mengubahnya tanpa mengubah aplikasi.

3.6 Meals and transport

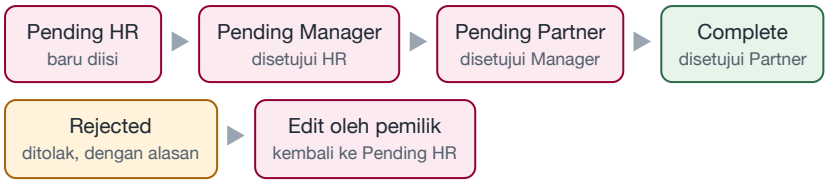
From overtime and location, the application calculates allowances automatically using the rules in **Config Transports & Meals**. The firm's defaults:

Allowance	Weekday	Weekend / holiday
Meals	overtime ≥ 2 h: Rp 25,000 (1×)	overtime ≥ 4 h: Rp 30,000 (up to 2×)
Transport	overtime ≥ 3 h: Rp 20,000	overtime ≥ 8 h: Rp 25,000
Fieldwork	Rp 25,000 per day	Rp 30,000 per day

Transport and fieldwork are calculated once per day per person. Example in the demo: Aldo recorded 3 hours of overtime on 9 November, which produces one meal allowance and Rp 20,000 transport.

ConceptThese rules are configuration, not fixed numbers. The firm can change them without changing the application.

3.7 Persetujuan timesheet



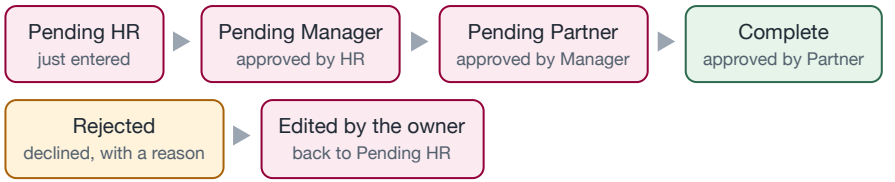
Setiap tahap dicatat di **Audit Trail** (Opt → Audit Trail pada Timesheet Inquiry): siapa, kapan, dan catatannya. Penolakan wajib disertai alasan.

Tahap	Yang dapat menyetujui
HR	HRD, Manager, Partner
Manager	Manager, Partner
Partner	Partner saja

Pemisahan peran

Auditor hanya dapat mengubah timesheet miliknya, tidak dapat menyetujui, dan tidak melihat laporan. Pengendalian berjenjang inilah yang ditunjukkan demo.

3.7 Timesheet approval



Every stage is recorded in the **Audit Trail** (Opt → Audit Trail in Timesheet Inquiry): who, when and the note. A rejection must include a reason.

Stage	Who can approve
HR	HRD, Manager, Partner
Manager	Manager, Partner
Partner	Partner only

Separation of roles

An auditor can only edit their own timesheets, cannot approve, and cannot see reports. This tiered control is what the demo shows.

3.8 Laporan dan produktivitas

Menu **Reports** menyajikan **Monthly Report** dan **Yearly Report**, per karyawan atau per klien. Laporan bulanan berbentuk matriks tanggal 1–31 dengan baris jam chargeable di kantor, chargeable fieldwork, non chargeable, total jam, lembur, uang makan, dan transport, serta kolom persetujuan HRD, Manager, dan Partner.

- Hanya timesheet berstatus **Complete** yang dihitung.
- Akhir pekan dan hari libur ditandai pada matriks.
- **Productivity** membandingkan jam yang dibebankan ke job order dengan total jam kerja.
- Laporan dapat dicetak; daftar di Inquiry dapat diekspor ke Excel dan PDF.

> **Catatan**
> Karena hanya yang Complete yang dihitung, timesheet yang masih menunggu persetujuan belum muncul di angka laporan.

3.8 Reports and productivity

The **Reports** menu offers the **Monthly Report** and **Yearly Report**, per employee or per client. The monthly report is a matrix of days 1–31 with rows for chargeable office hours, chargeable fieldwork, non chargeable, total hours, overtime, meals and transport, plus approval columns for HRD, Manager and Partner.

- Only timesheets with **Complete** status are counted.
- Weekends and holidays are marked on the matrix.
- **Productivity** compares hours charged to job orders with total working hours.
- Reports can be printed; Inquiry lists can be exported to Excel and PDF.

> **Note**
> Because only Complete timesheets are counted, timesheets still awaiting approval do not yet appear in the report figures.

BAHASA INDONESIA

4 Modul aplikasi

Menu	Fungsi
Dashboards	Ringkasan pribadi dan kantor, tren jam, kotak persetujuan
Add Job Order	Membuat job order: klien, jadwal audit, risiko, musim
Add Timesheet	Mencatat jam kerja dan melihat laporan bulanan sendiri
Job Order Inquiry	Daftar job order, Set Budget, edit, persetujuan
Timesheet Inquiry	Daftar timesheet, persetujuan, penolakan, Audit Trail
Reports	Monthly Reports dan Yearly Reports
Menu Settings	Non Job, Job Type, Industry, Opinion, Accountancy, Timeline Template
System Configs	Holidays, Working Time, High/Low Session, Transports & Meals, Other Configs
Admin Settings	Roles, Partner, Department, Position & Rate, Employee, Client

ENGLISH

4 Application modules

Menu	Function
Dashboards	Personal and firm summary, hours trend, approval inbox
Add Job Order	Create a job order: client, audit schedule, risk, season
Add Timesheet	Record working hours and see your own monthly report
Job Order Inquiry	Job order list, Set Budget, edit, approval
Timesheet Inquiry	Timesheet list, approval, rejection, Audit Trail
Reports	Monthly Reports and Yearly Reports
Menu Settings	Non Job, Job Type, Industry, Opinion, Accountancy, Timeline Template
System Configs	Holidays, Working Time, High/Low Session, Transports & Meals, Other Configs
Admin Settings	Roles, Partner, Department, Position & Rate, Employee, Client

BAHASA INDONESIA

5 Tokoh dan akun demo

Demo memakai delapan akun, masing-masing mewakili satu peran. **Kata sandi diberikan oleh penyelenggara demo dan tidak ditulis di dokumen ini.**

Username	Nama	Jabatan	Peran di latihan
`rudi.seia`	Rudi Seia	Managing Partner	Menyetujui tahap Partner; membaca laporan
`lestari.fortuna`	Lestari Fortuna	Partner	Signing Partner
`agung.abadi`	Agung Abadi	Audit Manager	Membuat job order; mengatur budget
`melati.integra`	Melati Integra	Audit Manager	Menyetujui dan menolak timesheet
`sinta.wulandari`	Sinta Wulandari	HR dan Administrasi	Tahap HR; data master
`aldo.mahendra`	Aldo Mahendra	Senior Auditor	Timesheet harian, fieldwork, lembur
`intan.permata`	Intan Permata	Junior Auditor	Cuti, pelatihan, koreksi sendiri
`reza.kusuma`	Reza Kusuma	Junior Auditor	Memperbaiki timesheet ditolak

ENGLISH

5 Demo characters and accounts

The demo uses eight accounts, each representing a role. **The password is provided by the demo organiser and is not printed in this document.**

Username	Name	Position	Role in the exercises
`rudi.seia`	Rudi Seia	Managing Partner	Approves the Partner stage; reads reports
`lestari.fortuna`	Lestari Fortuna	Partner	Signing Partner
`agung.abadi`	Agung Abadi	Audit Manager	Creates job orders; sets budgets
`melati.integra`	Melati Integra	Audit Manager	Approves and rejects timesheets
`sinta.wulandari`	Sinta Wulandari	HR and Administration	HR stage; master data
`aldo.mahendra`	Aldo Mahendra	Senior Auditor	Daily timesheets, fieldwork, overtime
`intan.permata`	Intan Permata	Junior Auditor	Leave, training, own corrections
`reza.kusuma`	Reza Kusuma	Junior Auditor	Fixes a rejected timesheet

BAHASA INDONESIA

6 Isi data demo

Data demo berpusat pada **November 2026**:

- **8 akun** dan 2 partner, dengan posisi dan tarif.
- **4 klien** beserta narahubung.
- **4 job order**: 3 sudah Approved dengan anggaran dan auditor ditugaskan, 1 masih Pending untuk latihan persetujuan.
- **19 timesheet** dalam semua status: 6 Complete, 2 Pending Partner, 2 Pending Manager, 8 Pending HR, 1 Rejected.
- **14 hari libur nasional 2026**.

Tanggal bersifat tetap Tanggal data demo ditetapkan pada November 2026. Karena timesheet baru hanya diterima sampai 30 hari ke belakang, tanggal yang Anda isi sendiri harus dalam rentang itu.

Demo dipakai bersama

Banyak pengunjung memakai akun yang sama pada saat yang sama. Karena itu setiap latihan membuat catatan milik Anda sendiri dengan **nama Anda** di kolom Activity, dan catatan bawaan hanya dibaca. Data dipulihkan berkala.

Di sistem yang sama mungkin masih tampak data uji lama (klien PT Demo 1–4 dan catatan bertanda [SEED-2025]). Abaikan; latihan tidak memakainya.

ENGLISH

6 What the demo data holds

The demo data is centred on **November 2026**:

- **8 accounts** and 2 partners, with positions and rates.
- **4 clients** with contact persons.
- **4 job orders**: 3 already Approved with a budget and assigned auditors, 1 still Pending for the approval exercise.
- **19 timesheets** in every status: 6 Complete, 2 Pending Partner, 2 Pending Manager, 8 Pending HR, 1 Rejected.
- **14 national holidays for 2026**.

Dates are fixed The demo data dates are fixed in November 2026. Because new timesheets are only accepted up to 30 days back, dates you enter yourself must fall within that window.

The demo is shared

Many visitors use the same accounts at the same time. That is why every exercise creates a record of your own with **your name** in the Activity field, and built-in records are read-only. The data is restored periodically.

Older test data may still appear in the same system (clients PT Demo 1–4 and records marked [SEED-2025]). Ignore it; the exercises do not use it.

BAHASA INDONESIA

7 Batasan yang perlu diketahui

- Timesheet hanya dapat diisi sampai **30 hari ke belakang**.
- Laporan hanya menghitung timesheet berstatus **Complete**.
- Peran **Auditor** tidak memiliki akses laporan; laporan dibaca oleh Partner, Manager, dan HR.
- Menu **Billing** (penagihan) belum tersedia di demo ini.
- Hanya Partner yang dapat menyetujui tahap terakhir (Complete).

8 Langkah berikutnya

Buka **Panduan Pengguna** (latihan langkah demi langkah pada layar sebenarnya): dari mencatat timesheet sebagai auditor, persetujuan HR, Manager, dan Partner, menolak dan memperbaiki, membuat job order dan anggaran, sampai membaca laporan dan mengatur data master.

ENGLISH

7 Limitations to be aware of

- Timesheets can only be entered up to **30 days back**.
- Reports only count timesheets with **Complete** status.
- The **Auditor** role has no report access; reports are read by Partners, Managers and HR.
- The **Billing** menu is not yet available in this demo.
- Only a Partner can approve the final stage (Complete).

8 Next steps

Open the **User Guide** (step-by-step exercises on the real screens): from recording timesheets as an auditor, HR, Manager and Partner approval, rejecting and correcting, creating job orders and budgets, through to reading reports and managing master data.