

## Closing the Week

When using TempWorks Enterprise, each week must be “closed” before starting the new week. Transactions which are started must be either completed entirely or placed in a state which will allow the transaction to be “pushed forward” into the following week.

- Transactions which have not been used will be deleted. These transactions include:
  - No time
  - No adjustments
  - No salary has been approved
  - No units have been entered
- All Proofing Sessions must be completed
- All PayrollRuns must be posted and printed
- All InvoiceRuns must be posted (printing of Invoices is not a requirement)
- All Transactions which have been Proofed, Paid and Invoiced must be Posted

When the “Week is Closed” anything in the following states will be “pushed forward”:

- Proofed – **not** Paid – **not** Invoiced
- Proofed – Paid – **not** Invoiced
- Proofed – Invoiced – **not** Paid

Transactions which are “Pushed Forward” will have a new WeekEndBill date of the following week. The OriginalWeekEndBill remains the same to track when the Timecard was entered.

When processing Payroll and Invoices, using “Select Available Weeks” will pull from the WeekEndDate of the Transaction.

**\*Note – if processing Daily Pay:**

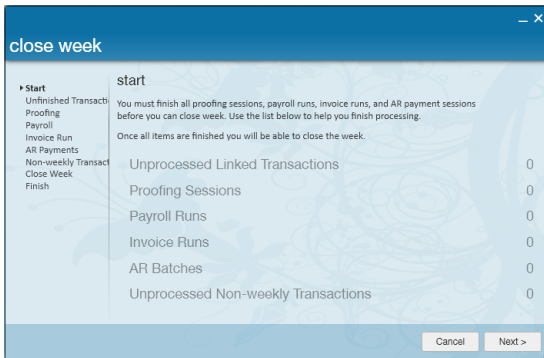
- Your database **MAY** be configured to have 2 weeks open. You may be advised to close the week on Thursday. In this scenario, time for Monday, Tuesday and Wednesday can be entered and paid. The Invoicing will be pushed forward to the following week.
- DateWorked on all Transaction records created in Dispatcher will equal the Start Date of the Order.
- WeekEndDate on all Transaction records created in Dispatcher will equal the following Sunday (unless the Customer’s weekending is other than Sunday).
- Paychecks and Invoices should pull DateWorked for reporting purposes.

Steps to Close the Week:

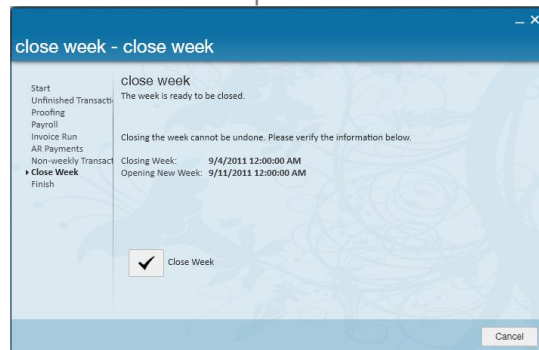
- Complete all Proofing, Payroll Runs and Invoice Runs.
- Mark Transactions as not payable
- Mark Transactions as not billable
- From Pay/Bill go to **Actions** and select *Close Week*



As long as nothing has been left “undone” all items will have 0’s and the week can be closed by clicking *Next*:



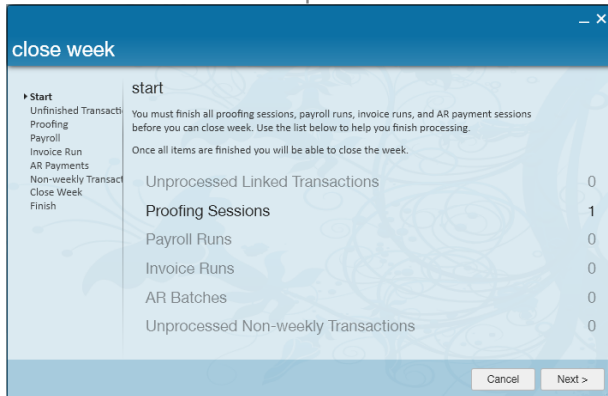
This will display the week which is being closed and the week which will be opened:



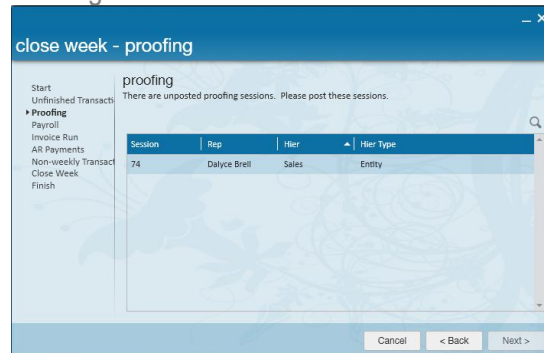
Click Close week to continue.

This will close your week and open the following week so you can begin process payroll and billing.

If any Transaction was left “undone” when attempting to close the week you will notice the number of any action which was not completed:



Click on that item in this case, the Proofing Sessions, to navigate to it:



Highlight the item then click *Next* to navigate to it. Continue to complete the item as usual.

Continue to complete all items listed in the **Close Week** form until everything is complete.

**\*Note – TempWorks Enterprise will automatically change your hierarchy settings appropriately.**