



*Get Time on Your Side*

**Internal DOVICO Training Documents**  
**Import Table Field descriptions**  
**for DOVICO Timesheet version 8.x**

**Revision: 1.01**

# Revision History

Date	Revision	Description
December 14, 2005	Draft	Initial Draft
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## PROJECT table

- This table is used to store the project information for the DOVICO Timesheet database.

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	The unique ID for a project.	<b>Field not available for linking</b>	
CLIENT	The client ID for the client this project is assigned to.	The client must already exist in DOVICO Timesheet.	"0"
<b>**NAME</b>	The name of the project.	Alphanumeric field. Up to 250 characters	
LEADER	The employee ID for the leader of the project.	The employee must already exist in DOVICO Timesheet	"0"
DESC	The description for the project.	Alphanumeric field. Up to 250 characters	Blank
STATUS	The status of the Project	"A" for active, "E" for Estimate. "F" for Finished, "Q" for Quotation, "R" for Rejected and "T" for Terminated.	"E"
GROUP	The group ID for the project group this project belongs to.	This project group must already exist in DOVICO Timesheet.	"0"
START	The start date for the project.	Must be in Short Date Format as specified in your regional settings.	"1/1/1970"
END	The end date for the project.	Must be in Short Date Format as specified in your regional settings.	"1/1/1970"
BILL	The 'Billing by' selection for the project.	"A" for Active. "E" for Estimated Hours, "F" for Fixed Cost.	"E"
COST	The fixed cost for a project if the BILL field is set to "F".	Numeric field only. No currency symbols permitted	"0"
ACTASSONLY	Show only Active Assignments.	"T" is employees only see their active assignments, "F" otherwise	"F"
RESEENTRY	Prevent Entries outside view date range.	"T" is employees only see their active assignments, "F" otherwise	"F"
TRABILLABLE	Time entries billable by default	"T" to set this project's time entries as default billable, "F" otherwise.	Based on the TRABILLABLE field in the PREFS table
EXPBILLABLE	Expense entries billable by default	"T" to set this project's expense entries as default billable, "F" otherwise.	Based on the EXPBILLABLE field in the PREFS table
TARGET	Reserved for future use	Reserved for future use	"0"
LINK	Link to Microsoft Project	<b>Field not available for linking</b> "T" if the project is linked, "F" otherwise.	"F"
MSPCONFIG	Link path to Microsoft Project	<b>Field not available for linking</b> If linked, this field contains the path to the MS Project file.	Blank
ARCHIVE	Set project to Archive	"T" if the project is flagged for archive, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
HIDE	Hide for project lists	"T" if the item is to be hidden in report parameter lists, "F" otherwise.	"F"
INTEGRATE	QuickBooks link information	<b>Field not available for linking</b> This field contains Quick Books link information, which is used internally by the software.	Blank

## EMPLOYEE table

This table stores employee information for the DOVICO Timesheet database.

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	The unique ID for an employee.	<b>Field not available for linking</b>	"0"
TRAWORKFLOW	The Timesheet Workflow ID that the employee is assigned to.	The timesheet workflow ID must already exist in DOVICO Timesheet.	"0"
EXPWORKFLOW	The Expense Workflow ID that the employee is assigned to.	The expense sheet workflow ID must already exist in DOVICO Timesheet.	"0"
TIMATT	The Leave/Absence Rule that the Employee is assigned to.	The Leave/Absences rule ID must already exist in DOVICO Timesheet.	"0"
<b>**LAST</b>	The last name for the employee.	Alphanumeric field. Up to 100 characters	
<b>**FIRST</b>	The first name for the employee.	Alphanumeric field. Up to 100 characters	
GROUP	The team ID for the group the employee belongs to.	The team ID must already exist in DOVICO Timesheet	"0"
SOFTWARE	The software code	<b>Field not available for linking</b> "N" for none, "T" for timesheet tools, "B" for all	"N"
WAGE	The rate ID for the employees wage.	The rate wage ID must already exist in DOVICO Timesheet	"0"
CHARGE	The rate ID for the employees charge.	The rate charge ID must already exist in DOVICO Timesheet	"0"
START	The date the employee started.	Must be in MM/DD/YY format	"1/1/1970"
END	The end date for the employee.	Must be in MM/DD/YY format	"1/1/2100"
SECURITY	The security ID for the employee.	<b>Field not available for linking</b>	"95"
<b>**USERID</b>	The user ID for the employee. This field is encrypted.	Alphanumeric field. Up to 400 characters	
<b>**PASSWORD</b>	The password for the employee. This field is encrypted.	Alphanumeric field. Up to 400 characters	
NUMBER	The Employee Number.	Alphanumeric field. Up to 20 characters	Blank
EMAIL	The email address to send remote assignments to.	Alphanumeric field. Up to 250 characters	Blank
DAYS	The number of days a week an employee works.	Numeric field. Up to 15 digits	"0"
HOURS.	The number of hours a day an employee works.	Numeric field. Up to 15 digits	"0"
ARCHIVE		<b>Field not available for linking</b> "T" if employee is flagged for archive. "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
INTEGRATE	This field contains Quick Books link information, which is used internally by the software.	<b>Field not available for linking</b>	Blank

## TRANS table (Time Entry)

This table is used to store all time entries in the DOVICO Timesheet database

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	The unique ID for a transaction	<b>Field not available for linking</b>	
<b>**PROJECT</b>	The project name	<b>Project name and NOT the Project ID.</b> The project must already exist in DOVICO Timesheet. Alphanumeric field. Up to 250 characters.	
<b>**TASK</b>	The task name	<b>Task name and NOT the Task ID.</b> The project must already exist in DOVICO Timesheet. Alphanumeric field. Up to 250 characters.	
<b>**EMPLOYEE</b>	The employee full name	This field must contain the employees full name; either first name followed by last name, or last name followed by first name, separated with a comma. If the latter, the last name must be separated by a comma.  If you separate the name with a comma, you must contain the entire name in double Quotes.  "John Doe" OR "Doe, John"	
GROUP	The group ID for the transaction	The group must already exist in DOVICO Timesheet .	"0"
<b>**DATE</b>	The date for the transaction	Must be in MM/DD/YY format	
<b>**START</b>	The start time for the transaction	Must be in 24 hour format without colon. For example: "1800"	
<b>**STOP</b>	The stop time for the transaction	Must be in 24 hour format without colon. For example: "1900"	
<b>**TOTAL</b>	The total time for the transaction	Must be in hours only (not hours and minutes). That is: 1.5 and not 1:30	
DESC	The description of the transaction	Alphanumeric field. Up to 4000 characters	Blank
BILLABLE	If the time entry is billable	"T" if the transaction is charged to the client, "F" otherwise.	Based on the TRABILLABLE field in the PROJECT table for this project
BILLED	Has the time entry been billed	"T" if the transaction has already been billed, "F" otherwise.	"F"
APPROVED	Has the time entry been approved	"T" if the transaction is approved, "F" otherwise.	"T"
EMPRATE	The charge amount per hour	Numeric field	"0"
EMPCOST	The wage amount per hour	Numeric field	"0"
PRORATE	The prorating for this transaction	Numeric field	"0"
OTCOST	The overtime prorating for the wage	Numeric field	"1"
OTRATE	The overtime prorating for the charge	Numeric field	"1" if BILLABLE = "T"
RATEID	The charge rate ID	Numeric field	"0"
COSTID	The cost rate ID	Numeric field	"0"
OTCOSTID	The overtime rule ID for the wage	Numeric field	"0"
OTRATEID	The overtime rule ID for the charge	Numeric field	"1" if BILLABLE = "F"
ERROR		"T" if the transaction has an error, "F" otherwise	"F"
WASLINKED		"F" if the transaction still needs to be sent to MS Project", "T" otherwise	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes	<b>Field not available for linking</b>	Blank
INTEGRATE	This field contains Quick Books link information	<b>Field not available for linking</b>	Blank

## RATE table

– This table contains wage/charge information for employees in the DOVICO Timesheet database.

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	The unique ID for a rate.	<b>Field not available for linking</b>	
<b>**NAME</b>	The name for the rate.	Alphanumeric field. Up to 50 characters	
AMOUNT	The amount of the rate.	Numeric field. Up to 15 digits. No currency symbols permitted	"0"
DESC	The description for the rate.	Alphanumeric field. Up to 250 characters	Blank
ARCHIVE		"T" if the rate is flagged for archive, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
HIDE		"T" if the item is to be hidden in report parameter lists, "F" otherwise.	"F"

**CLIENT table** – This table stores the client information for a DOVICO Timesheet database.

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	The unique ID for a client.	<b>Field not available for linking</b>	
REGION	A region ID that this client could belong to.	This region must already exist in DOVICO Timesheet.	"0"
<b>**NAME</b>	The unique name for a client.	Alphanumeric field. Up to 250 characters	
<b>**ACR</b>	The unique abbreviation for a client.	Alphanumeric field. Up to 20 characters	
CONTACT	The contact name for the client.	Alphanumeric field. Up to 250 characters	Blank
EMAIL	The client email address used by the Job Scheduler to send automatic reports.	Alphanumeric field. Up to 100 characters	Blank
ARCHIVE		"T" if client is flagged for archive, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
HIDE		"T" if the item is to be hidden in report parameter lists, "F" otherwise.	"F"
INTEGRATE	This field contains Quick Books link information, which is used internally by the software.	<b>Field not available for linking</b>	Blank

**REGION table** – This table contains region information for the DOVICO Timesheet database.

**\*\* Required Fields**

Name	Description	Notes	Default Value
ID	The unique ID for a region	<b>Field not available for linking</b>	
<b>**NAME</b>	The name of the region.	Alphanumeric field. Up to 50 characters	
DESC	A description for the region.	Alphanumeric field. Up to 250 characters	Blank
LABOR	The tax on labor.	Numeric field. Up to 15 digits	"0"
GOODS	The tax on expenses.	Numeric field. Up to 15 digits	"0"
ARCHIVE		"T" if the region is flagged for archive, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
HIDE		"T" if the item is to be hidden in report parameter lists, "F" otherwise.	"F"

**TASK table**

This table stores all task information for the DOVICO Timesheet database.

**\*\* Required Fields**

Name	Description	Notes	Default Value
ID	The unique ID for a task.	<b>Field not available for linking</b>	
GROUP	The group ID for the task group the task belongs to.	This task group must already exist in DOVICO Timesheet.	"0"
LEADER	The employee ID assigned as manager for the task.	This employee must already exist in DOVICO Timesheet.	"0"
<b>**NAME</b>	The name for the task.	Alphanumeric field. Up to 250 characters	
DESC	The description for the task.	Alphanumeric field. Up to 250 characters	Blank
GLOBAL	If this task is set to Global	"T" if the task is global, "F" otherwise.	"F"
PRORATE	The multiplier for a task. Used in calculating client costs.	Numeric field. Up to 15 digits	"1"
TARGET	TARGET – Reserved for future use.	<b>Field not available for linking</b> TARGET – Reserved for future use.	"0"
ARCHIVE	Set the task to Archive	"T" if the task is to be archived, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank
HIDE		"T" if the item is to be hidden in report parameter lists, "F" otherwise.	"F"
INTEGRATE	This field contains Quick Books link information, which is used internally by the software.	<b>Field not available for linking</b>	Blank

## ACTEXP table (Expense Entry)

– The table where Actual Expenses for Projects are stored.

### \*\* Required Fields

Name	Description	Notes	Default Value
ID	ID	<b>Field not available for linking</b>	
<b>**PROJECT</b>	The project name	<b>Project name and NOT the Project ID.</b> The project must already exist in DOVICO Timesheet.	
<b>**EMPLOYEE</b>	The employee full name	This field must contain the employees full name; either first name followed by last name, or last name followed by first name, separated with a comma. If the latter, the last name must be separated by a comma.  If you separate the name with a comma, you must contain the entire name in double Quotes.  "John Doe" OR "Doe, John"	
GROUP	The expense category ID that this expense relates to.	The expense category must already exist in DOVICO Timesheet.	"0"
<b>**DATE</b>	The date of the expense.	Must be in MM/DD/YY format	
PURORD	The purchase order number for the Expense.	Alphanumeric field. Up to 50 characters	Blank
INVNUM	The invoice number for the Expense.	Alphanumeric field. Up to 50 characters	Blank
AMOUNT	The base amount of the Expense.	Numeric field. Up to 15 digits. No currency symbols.	"0"
MARKUP	The markup percentage on the expense. (This applies to client cost.)	Numeric field. Up to 15 digits.  Example: enter "20" for "20%"	"0" if Billable = "T" "-100" if Billable = "F"
FIXED	The fixed amount on the expense. (This applies to client cost.)	Numeric field. Up to 15 digits. No currency symbols	"0"
TAX1	The first Value Added Tax for the expense.	Numeric field. Up to 15 digits. No currency symbols	"0"
TAX2	The second Value Added Tax for the expense.	Numeric field. Up to 15 digits.. No currency symbols	"0"
DESC	The description of the expense.	Alphanumeric field. Up to 4000 characters	Blank
REQREI	If a request for reimbursement has been made this expense	"T" for reimbursable, otherwise it is "F".	"F"
BILLABLE		"T" if the transaction is charged to the client, "F" otherwise.	Based on the EXPBILLABLE field in the PROJECT table for this project
BILLED		If the expense has been billed the field is "T" otherwise it is "F".	"F"
APPROVED		If the expense has been approved the field is "T" otherwise it is "F".	"T"
ARCHIVE		"T" if client is flagged for archive, "F" otherwise.	"F"
OUTSIDE	For information not internally used by the software. Is used by the Import/Export tool, and can also be used for other customizable purposes.	<b>Field not available for linking</b>	Blank