

TIMESLIPS SHORTCUT KEYS

Timeslips provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of Timeslips. Each group of shortcut keys is available in the area specified in each heading. To access the command, press the key or keys indicated. For example, press Ctrl+N to create a new record. This means that while pressing and holding the Ctrl key, you press the N key.

Name List dialog boxes

(Timekeeper List dialog box, Client List dialog box, Task List dialog box, Expense List dialog box, Client Reference dialog box)

New name	Ctrl+N
Open name	Enter, Ctrl+O
Display and sort by Nickname 1 first	Shift+Ctrl+1
Display and sort by Nickname 2 first	Shift+Ctrl+2
Previous page	Shift+F6
Next page	F6
Delete name	Ctrl+Del

(for references only)

Slip and Transaction List dialog boxes

(Accounts Receivable List dialog box, Client Funds List dialog box, Time and Expense Slip List dialog box)

Duplicate transaction	Shift+Ctrl+D
(Time and Expense Slip List dialog box only)	
Open the Selection dialog box for the list	Shift+Ctrl+F
Go to transaction	Shift+Ctrl+G
Add/remove a bookmark	Shift+Ctrl+K
(Time and Expense Slip List dialog box only)	
Update the list with the current view criteria	Shift+Ctrl+L
New transaction	Ctrl+N
Open transaction	Ctrl+O
Print the list of currently displayed slips or transactions	Ctrl+P
Start/stop timer	Shift+Ctrl+T, F5
(Time and Expense Slip List dialog box only)	
Delete the selected slip	Ctrl+Del

Reports dialog box

New report	Ctrl+N
Open report	Ctrl+O
Print report	Ctrl+P
Delete the selected report	Ctrl+Del
Acquire filters from other windows	Shift+Ctrl+F
Previous page	Shift+F6
Next page	F6

Reference Entry dialog box

New name	Ctrl+N
First name	Ctrl+PgUp
Previous name	PgUp
Next name	PgDn
Last name	Ctrl+PgDn

Accounts Receivable Entry dialog box, Client Funds

Transaction Entry dialog box

List	Ctrl+L
New transaction	Ctrl+N
Save transaction	Ctrl+S
First transaction	Ctrl+PgUp
Previous transaction	PgUp
Next transaction	PgDn
Last transaction	Ctrl+PgDn
Find transaction	Shift+Ctrl+F
Go to transaction	Shift+Ctrl+G
Revert transaction	Esc

Slip Entry dialog box

List	Ctrl+L
New slip	Ctrl+N, F3
Save slip	Ctrl+S
Revert slip	Esc
First slip	Ctrl+PgUp
Previous slip	PgUp
Next slip	PgDn
Last slip	Ctrl+PgDn
Clone field (Copy slip field from the previously viewed slip)	Shift+Ctrl+C, F8
Duplicate	Shift+Ctrl+D
Clone rest (Copy the information from the previous slip, from the current field to the last field)	Shift+Ctrl+E, Alt+F8
Find slip	Shift+Ctrl+F
Go to slip	Shift+Ctrl+G
Add/remove a bookmark	Shift+Ctrl+K
Default rate	Shift+Ctrl+L
Start/stop timer	Shift+Ctrl+T, F5
Update rate rule	Shift+Ctrl+U

Slip Entry dialog box: Timekeeper, Task, Expense, Client, Reference fields

(also Client field on Accounts Receivable Entry dialog box and Client Funds Transaction Entry dialog box)

New name	Shift+Ctrl+N
Open name	Shift+Ctrl+O
Nickname 1	Shift+Ctrl+1
Nickname 2	Shift+Ctrl+2
Task (Task field on Slip Entry dialog box only)	Shift+Ctrl+3
Expense (Expense field on Slip Entry dialog box only)	Shift+Ctrl+4

Set Up Report dialog box

List	Ctrl+L
New report	Ctrl+N
Print report	Ctrl+P
Acquire filters from other windows	Shift+Ctrl+F
Save report	Ctrl+S
Revert report	Esc

Information dialog boxes

(Timekeeper Information dialog box, Client Information dialog box, Task Information dialog box, Expense Information dialog box)

List	Ctrl+L
First name	Ctrl+PgUp
Previous name	PgUp
Next name	PgDn
Last name	Ctrl+PgDn
New name	Ctrl+N, F3
Save name	Ctrl+S
Revert name	Esc

Text fields

Insert the private text indicator	Alt+Ins
Select the entire contents of the current text field	Ctrl+A
Copy the highlighted text onto the clipboard	Ctrl+C
Paste the text from the clipboard to the current location	Ctrl+V
Delete the selected text and place it onto the clipboard	Ctrl+X
Undo the effect of the last entry	Ctrl+Z
Delete the selected text	Ctrl+Del
Spell-check the current word	F4
Spell-check the entire field	Shift+F4
Open the Abbreviations dialog box	Ctrl+F7

Date fields

Same as (when entering a date range)	S
Today	T
Previous day	<, +, ↓
Next day	>, -, ↑
Calendar	C

Date Entry dialog box

Copy the highlighted text onto the clipboard	Ctrl+C
Paste the text from the clipboard to the current location	Ctrl+V
Delete the selected text and place it onto the clipboard	Ctrl+X
Undo the effect of the last entry	Ctrl+Z
Delete the selected text	Ctrl+Del

TIMESLIPS SHORTCUT KEYS

Timeslips provides many ways to access commands and dialog boxes. These shortcut keys are available throughout Timeslips. To access the command, press the key or keys indicated. For example, press Ctrl+N to create a new record. This means that while pressing and holding the Ctrl key, you press the N key.

Common Shortcut Keys in Timeslips

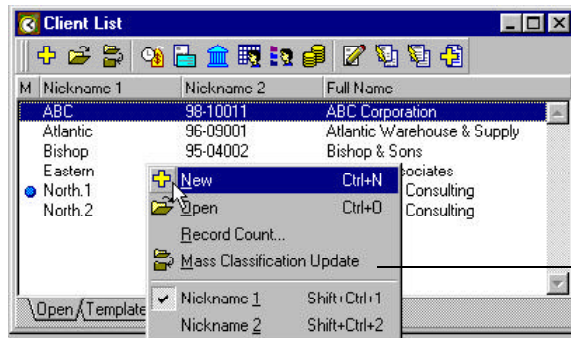
You can use the following key combinations instead of their equivalent menu commands or toolbar buttons:

Select the entire contents of the current text field **Ctrl+A**
Open the **Proof** page of the **Bill Stages** dialog box **Shift+Ctrl+A**
Open the **Report List** dialog box highlighting **Generate Bills** **Ctrl+B**
Open the **Billing Assistant** dialog box **Shift+Ctrl+B**
Copy the highlighted text onto the clipboard **Ctrl+C**
Open the **Dial the Phone** dialog box **Ctrl+D**
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Client Funds List** dialog box, the **Client Funds Transaction Entry** dialog box, or both. **Ctrl+F**
Open the **Budget Setup** dialog box **Ctrl+G**
Open the **Client History** dialog box **Ctrl+H**
Open the **Timekeeper History** dialog box **Shift+Ctrl+H**
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Client List** dialog box, the **Client Information** dialog box, or both. **Ctrl+I**

Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Time and Expense Slip List** dialog box, the **Slip Entry** dialog box, or both. **Ctrl+M**
Open **Mini Slip View** **Shift+Ctrl+M**
New **Ctrl+N**
Open **Ctrl+O**
Print **Ctrl+P**
Open the **Report List** dialog box **Ctrl+R**
Open the **Client References** dialog box **Shift+Ctrl+R**
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Accounts Receivable List** dialog box, the **Accounts Receivable Entry** dialog box, or both. **Ctrl+T**
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Timekeeper List** dialog box, the **Timekeeper Information** dialog box, or both. **Ctrl+U**
Paste the text from the clipboard to the current location **Ctrl+V**
Close all dialog boxes except for the Navigator **Ctrl+W**
Delete the selected text and place it onto the clipboard **Ctrl+X**

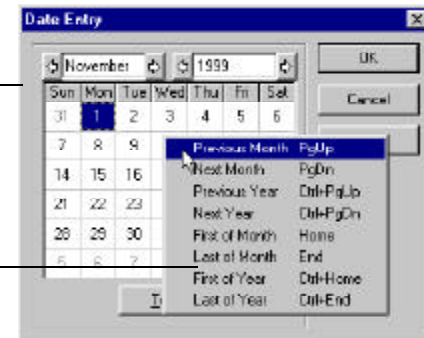
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Task List** dialog box, the **Task Information** dialog box, or both. **Ctrl+Y**
Depending on your selection in the **Personal Preferences** dialog box, this command will open the **Expense List** dialog box, the **Expense Information** dialog box, or both. **Shift+Ctrl+Y**
Undo the effect of the last entry to the current text entry field. **Ctrl+Z**
Open the *n*th page of a tabbed dialog box **Ctrl+n**
Open the **Add a Report** wizard **Ctrl+F2**
New **F3**
Stop all timers in the current database for the current login **Ctrl+F5**
Stop timers for all slips in the current database **Alt+F5**
Open the next page of a tabbed dialog box **F6**
(For example, if the 2nd page is open, F6 will open the 3rd page.)
Open the previous page of a tabbed dialog box **Shift+F6**
(For example, if the 3rd page is open, Shift+F6 will open the 2nd page.)
Open the **Slip Entry Summary** dialog box **F9**
Open the Navigator **Ctrl+F10**

TIMESLIPS SHORTCUT MENUS



Shortcut menus are available on any field within Timeslips. Right-click on any field to open a menu of available commands specific to that field. Right-click on any area between fields to open a menu of available commands for the current dialog box.

Shortcut menus display common commands and include their keystroke combinations and toolbar buttons, when available.



Timeslips *for Windows*

Version 10.5



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Technical support

Always consult this user guide, the Help system found in Timeslips under the *Help* menu, or our web site at <http://www.timeslips.com> before contacting Sage U.S. Holdings, Inc. for technical support.

For information on technical support, refer to page 1-11 of this guide. Terms of technical support are subject to change without notice. Please refer to our web site for the latest information on technical support plans.

How are we doing?

Because your opinion counts, please take a moment to let us know how we are doing. If we have met your expectations, please let us know. If we have failed, we hope that you will tell us why, so we can improve our products and services. If you have suggestions, please let us have the benefit of your ideas.

To report errors or suggestions, please e-mail tsdocs@sageus.com.

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Overview

Welcome to Timeslips! This chapter will introduce you to the main components of Timeslips, describe the basic concepts behind the product, and summarize what you will find in the remainder of this guide and in the online Help system.

This is not a comprehensive user's manual. It is a guide to help you get Timeslips installed and set up for your business. It also provides a general overview of the major elements and functions of the program.

Learning Timeslips

Timeslips offers many different tools and resources that help you to learn the basic functions of the program. Two of these resources are the Quick Start (Chapter 6) and the Tutorial Navigator (see “Using the Navigator” on page 5-5). For more information on learning Timeslips, see Chapter 5, “Using the Timeslips Interface.”

Using online Help

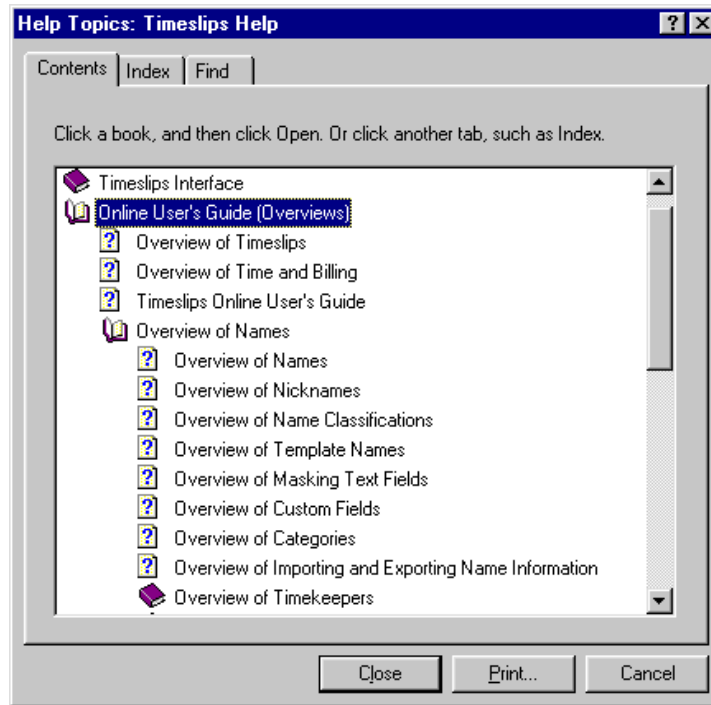
The online Help system (Figure 1.1 on page 1-2) contains complete information about every feature in Timeslips, from general overviews to step-by-step procedures to context-sensitive Help for each dialog box. Additionally, Timeslips includes interactive guides to illustrate the features and assist new users in learning the program. See Chapter 4, “Using Guides and Online Help,” for a complete explanation of these features.

Upgrading Timeslips

Upgraders should refer to Chapter 17, “Summary for Upgraders.” For more information, see **Upgrade Features** in the Online User's Guide.

Using TSRemote

Timeslips Remote (TSRemote) users should refer to the installation instructions in “Installing Timeslips Remote” on page 2-35, then refer to “Timeslips Remote” on page 16-2.



*Figure 1.1: The Contents page of the Help Topics dialog box groups related topics. Select **Help; Contents** and **Index** to open the Help Topics dialog box.*

Introduction to Time and Billing

Timeslips is the best-selling time and billing program in the world. Time and billing involves these processes:

- **Time** – The primary function of Timeslips is to account accurately for your time, whether you plan to bill for it or not. You can also track expenses, whether reimbursable or not. If you manage multiple projects or matters for clients, you can record the amount of time spent on each matter.
- **Billing** – The other half of the time and billing process focuses on accounts receivable for your clients. This includes generating professional-looking bills and statements, applying payments and credits to bills, and calculating taxes, interest, and finance charges. Bills include time and expense charges that may be based on an hourly rate, a flat fee, or some other arrangement. Bills can also charge taxes and add interest for overdue balances.

- **Practice management** – This includes the analysis of various elements of your business such as employees, clients, fees, and rates. Timeslips provides a wide variety of reports that evaluate the performance, productivity, and profitability of your business.

Timeslips records all of this information in a set of files on your hard disk called a *database*.

Data Elements

There are several basic elements of data that you will use in the daily operation of Timeslips. They are stored in your database.

Timekeepers, clients, tasks, and expenses

A *timekeeper* is the person whose time spent is recorded for work done. A *client* is the person, organization, or project being charged for work performed by your company. *Activities* represent the work being done and are divided into two types: time activities and expense activities. *Tasks* (time activities) are services rendered at either an hourly or flat rate. *Expenses* (expense activities) are costs incurred or items purchased and are measured by quantity and price.

You can customize the terminology used to identify these terms throughout Timeslips. For example, you can replace the default term *Timekeeper* with *Attorney* to represent timekeepers. See Chapter 8, “Entering Names,” for more information.

Slips

A *slip* is a record of an event. There are two types of slips: time slips and expense slips. *Time slips* are records of tasks including time spent and rate. *Expense slips* are records of expenses including quantity and cost. Each slip tracks a timekeeper, client, activity, date, and optionally, a detailed description associated with the event. See “Entering Slips” on page 9-8 for more information.

Accounts receivable

Timeslips maintains each client’s accounts receivable (A/R) balance. A/R transactions are dated records of changes to a client’s accounts receivable balance. You typically increase the balance by sending a bill and decrease it by receiving a payment. See “Understanding Accounts Receivable Transactions” on page 9-20 for more information.

Client funds

Client funds are moneys deposited into retainer or trust fund accounts. You can withdraw funds to pay the A/R balance or third-party charges. See “Understanding Client Funds Transactions” on page 9-33 for more information.

Client history and timekeeper history

Timeslips keeps monthly records detailing the billing totals associated with each client and timekeeper. See “Maintaining Client History” on page 8-17 for more information.

The Programs of Timeslips

The Timeslips product includes several distinct programs that you will use depending on your task. Following is a brief description of each. For more information on any of these programs, refer to the online Help included with each program.



The availability of the Client/Server Administrator, Timeslips Migration Utility, and the Timeslips MSDE Utility depends on the database format you are using.

Timeslips

Timeslips, the main application, is the tool you will use to enter timekeeper, client, and activity names; track time and expenses; generate bills, statements, and reports; and track accounts receivable and client funds.

Additionally, from within Timeslips, you can:

- View and modify all database settings
- Access multiple databases
- Run other applications such as Report Designer, Navigator Editor, Timeslips Import, and Station Administrator

Mini Timeslips

In a multi-user setting, you may have several stations using Timeslips. For users who need only to enter time and expenses, Mini Timeslips provides a compact version of Timeslips. You can enter slips and produce some reports, although you cannot generate bills, track accounts receivable, or maintain client funds.

Report Designer

The appearance of the documents that you send to your clients, such as bills or statements, is important. Use the Timeslips Report Designer to control a number of visual aspects such as the order in which sections appear, font styles and sizes, the placement of graphics, and the phrases used to label headings and totals.

Additionally, the Report Designer allows you to create your own reports and graphs, format mailing labels, and customize some aspects of the predefined reports included with Timeslips. See “Timeslips Report Designer” on page 10-14 for more information.

Timeslips Import

Timeslips Import (TSImport) enables you to import data from other sources for use with Timeslips. This is useful in converting data from other time and billing programs, hardware devices such as expense capturing systems, or almost any software that gathers time and expense data. See “Importing data with TSImport” on page 14-27 for more information.

Navigator Editor

With Navigator Editor, you can edit the navigators included with Timeslips or create new ones. This allows you to customize the appearance and content of your navigators to suit your business practices or specific types of employees. See “Using the Navigator” on page 5-5 for more information.

Procedure Editor

Procedure Editor lets you automate procedures that you frequently perform. You can play procedures individually or attach them to navigator buttons. See “Playing Procedures” on page 5-9 for more information.

Station Administrator

Station Administrator helps you monitor the status of each station logged into a Timeslips database and correct station-oriented problems. See “Station Administrator” on page 14-9 for more information.

Client/Server Administrator

The Client/Server Administrator allows network administrators to manage the aliases for their Timeslips MSDE and MSSQL databases. Network administrators can use this utility to create, edit, and delete Timeslips aliases.

Timeslips Migration Utility

The Timeslips Migration Utility enables you to migrate your Timeslips data between Paradox, Microsoft Database Engine, and Microsoft SQL Server formats.

Timeslips MSDE Utility

The Timeslips MSDE Utility allows network administrators to manage backup and restore functions on each Timeslips MSDE database on the server. It also provides the ability to add, edit, and delete logins as well perform integrity checks on the data in each database.

Scalability and Product Editions

The list of features available in Timeslips continues to grow with each upgrade. The result is a program with the versatility to accommodate many different types of businesses. However, there may be features for which your firm has no need. Timeslips has introduced the concept of *scalability* to allow you to suppress features you do not need, effectively eliminating them from the program. The result is that the menus, windows, and dialog boxes are not cluttered with commands and fields you do not use. See “Disabling features” on page 7-14 for more information.

Understanding editions

Timeslips is available in three editions. Each edition is distinguished by certain features. This user’s guide and the online Help may refer to features that are not available in the edition of Timeslips you purchased. The icons displayed in Table 1.1 on page 1-7 are used to denote features specific to a particular edition.

Keep in mind that each edition contains all the features of the edition(s) beneath it. In other words, Timeslips (standard edition) contains all the features of Timeslips Express; Timeslips Enterprise contains all the features of Timeslips Express and Timeslips (standard edition).



For more information, see Overview of Editions – Levels in the Online User’s Guide.







Timeslips v9.0, v9.1, and v10.0	Timeslips v10.1 and above	Description
 Timeslips Level 1	 Timeslips Express	The most popular and widely used time billing application, among small firms, just got easier. For 15 years Timeslips has been automating the work preformed by service professionals in a number of different ways. Now, with the latest edition to the Timeslips family of products, Timeslips Express offers small firms and solo offices the simplest, and easiest product in the history of time billing software.
 Timeslips Level 2	 Timeslips (standard edition)	In today's fast-paced world, many time billing packages either offer too many complicated features, or cost thousands of dollars just to get your firm up and running. The need for a mid-level time billing application is in demand to satisfy the growing number of this type of firm. Timeslips standard edition is the perfect time billing office tool for the mid-size firm. With this version of Timeslips, you can track and bill for your daily time and expense charges, while having the added flexibility of practice management reporting, and the multiple flat fee billing options often required by mid-size firms.
 Timeslips Level 3	 Timeslips Enterprise	At Timeslips, we know that each firm using our software requires different features and flexibility based on demand and size. We have taken careful steps to make sure that larger sized firms get exactly what they are asking for, while offering a set of customization tools that allow you to create the ideal time billing product for your firm.

Table 1.1: Timeslips Express contains less features than Level 1 provided in previous versions. For this reason, users upgrading a previous version of Timeslips Level 1 must upgrade to Timeslips/Level 2 or Timeslips Enterprise/Level 3.

Understanding icons

Certain features are available as add-on products for Timeslips Express and Timeslips (standard edition). In addition, we discuss many advanced functions throughout this user's guide that only an administrator should perform. The following icons are used to denote add-on products and administrative functions respectively:

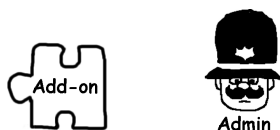


Figure 1.2: Icons for Timeslips Add-On products and administrative functions.

About this Guide

Following is a brief summary of what each chapter covers.

Chapter 2, Installing Timeslips – Installing Timeslips, network and local installation, installing TSRemote, and installing Timeslips Add-Ons

Chapter 3, Converting Your Timeslips Data – Describes how to convert your Timeslips database to Timeslips v10.5 format.

Chapter 4, Using Guides and Online Help – How to use the Help system and an introduction to using guides and the online tutorial

Chapter 5, Using the Timeslips Interface – An overview of some of the visual controls of Timeslips: menu bars, toolbars, shortcut keys and menus, navigators, and dialog boxes, creating and modifying automated procedures, and using and editing navigators

Chapter 6, Quick Start – A brief tour of the main Timeslips data entry features, designed to help you get started using Timeslips

Chapter 7, Setting Up a New Database – Using the *Create a New Database* wizard, general settings, and system-wide defaults

Chapter 8, Entering Names – Working with timekeepers, clients, tasks, and expenses, and searching for text and conflicts

Chapter 9, Entering Slips and Transactions – Working with slips, accounts receivable transactions, funds transactions, and spell-checking

Chapter 10, Designing and Printing Reports – Overview of the basic report concepts and types and generating and customizing reports with the Report Designer

Chapter 11, Billing Clients – Gathering data; setting bill arrangements; using the *Billing Assistant*, using the *Data Entry Assistant*, printing, proofing, and approving bills; and generating statements

Chapter 12, Updating and Removing Data – Archiving slips, importing and exporting data, closing and reopening slips, and purging data

Chapter 13, Creating Databases and Establishing Connectivity – Creating databases in Paradox, Microsoft Database Engine, and Microsoft SQL Server formats, establishing connectivity, and migrating Timeslips data

Chapter 14, Managing Databases – Using the Station Administrator, Data Entry Assistant, troubleshooting, network issues, security settings, and backing up and restoring in Paradox, Microsoft Database Engine, and Microsoft SQL Server formats

Chapter 15, Transferring Data to Your General Ledger – TAL account setup, linking to your general ledger, and the G/L Transfer Register

Chapter 16, Accessing Timeslips on the Road – Timeslips Remote and Timeslips eCenter

Chapter 17, Summary for Upgraders – Key conceptual changes from previous versions and a summary of new features added

User's Guide Terms and Considerations

When reading this user's guide, you should consider the following:

- Timeslips (one word) refers to the Timeslips program.
- Time slips (two words) are the individual records of time charges.
- Menu names are printed with initial capital letters and in italics, for example, the *File* menu, the *Edit* menu or the *Names* menu.
- Menu commands are indicated in the format **Menu; Submenu; Command**. For example, the command **Setup; Security; Global** is executed by selecting **Global** from the *Security* submenu of the *Setup* menu.
- Buttons and special keys that perform specific operations in Timeslips are printed in bold, for example, the **Print** button or the F1 function key.
- This guide identifies specific reports by the name in the *Report Type* column of the *Report List* dialog box. The *Report Type* column can appear either before or after the *Description* column in the *Report List* dialog box.
- This guide assumes that your hard drive is drive C: and that you have installed Timeslips in a folder called C:\Program Files\Timeslips. If your drive letter and folder are different, substitute their names wherever appropriate.

Other Reference Materials

For further reference, refer to the Help system available within Timeslips. Context-sensitive Help is available for every dialog box in the program by pressing F1. Each field within a dialog box is detailed in the Help topic for that dialog box. You can find additional commands on the *Help* menu.

Timeslips includes a number of guides. Guides are interactive tours within the program, designed to help you learn by doing.

For more information on using the Help system and guides, see Chapter 4, “Using Guides and Online Help.”

Additional Timeslips documentation

Timeslips provides additional files in Portable Document Format (PDF), which offer samples of the bills and reports available in Timeslips. You can access these files from within Timeslips by selecting **Help; Other Documents; Bill Samples and Help; Other Documents; Report Samples**. These files are also available from within various topics in the Online User’s Guide.

In addition, Timeslips provides a PDF file of the Timeslips v10.5 User’s Guide located within the *Other Documents* submenu of the *Help* menu.

Technical Support

Please consult this guide, the online Help system, and our web site at <http://www.timeslips.com> before contacting our Technical Support department. If you require technical support after reviewing these resources, we offer the following options:

- We provide 30 days of free telephone technical support (starting from the date of your first phone call) to new registered users of Timeslips. If you are a new registered user of Timeslips and require technical support, please call (978) 768-7490.
- We offer hourly support plans to users with expired support plans or users who are past the 30 day period of free support. If you are interested in purchasing one of our hourly support plans, please call (800) 285-0999.
- Additionally, users with expired technical support plans may receive technical support by calling (900) 680-8463. If you contact our Technical Support department using this telephone number, Sage U.S. Holdings, Inc. will charge \$3.00 per minute directly to your telephone bill.

Before calling our Technical Support department, please have your service agreement number (SAN) or Timeslips serial number available. Your Timeslips serial number displays on the back of the Timeslips installation CD-ROM holder. We recommend that you write your serial number on the front page of the *Timeslips v10.5 User's Guide* or some location where it is easily accessible.

For additional information on technical support plans and alternate methods of receiving technical support, select **Help; Timeslips on the Web; Timeslips Support** from within Timeslips.

The terms of our technical support policies are subject to change without notice. Please visit our web site at <http://www.timeslips.com/support/supportpackages.asp> for the latest information on technical support plans.

Additional Products and Services

Sage U.S. Holdings, Inc. makes several products that integrate with Timeslips. Additionally, other products and services are available from third-party manufacturers. For more information on any of the items listed below, select **Help; Timeslips on the Web; Sage U.S Family of Products** from within Timeslips.

TSRemote

Timeslips Remote (TSRemote) is a portable version of the time and expense tracking features of Timeslips. It allows timekeepers to track time and expenses away from the office or the network. Its interface resembles Timeslips, so that timekeepers will have no difficulty moving between the two programs. See “Timeslips Remote” on page 16-2 for more information.

Timeslips eCenter

Timeslips eCenter is a web-based time and expense tracking system that allows you to track entries from anywhere in the world using your web browser. The information from these entries is stored on a web server at Sage U.S. Holdings, Inc.—the owners of Timeslips. For more information on this service, visit us at <http://www.timeslipsecenter.com>.

Timeslips Accounting Link

With the addition of Timeslips Accounting Link (TAL), you can export accounts receivable and funds information to your general ledger to integrate Timeslips with a complete accounting system. See page 15-1 for more information.

Installing Timeslips



This chapter is for the Timeslips system administrator. Because installing Timeslips involves some more advanced decisions, we suggest that only the system administrator install Timeslips.

This chapter includes important information on the installation of your Timeslips database on a network and local workstations. This chapter also discusses using installing Timeslips Add-Ons and linking to third-party programs.

Timeslips is easy to install and configure. The Timeslips installation CD-ROM contains everything that you need, excluding any Microsoft SQL (MSSQL) Server program files (Timeslips Enterprise users only).

This chapter explains:

- Installing Timeslips on a personal computer or network server
- Installing Timeslips on network workstations
- Upgrading Timeslips
- Installing Microsoft Database Engine (Server and Client software)
- Installing/Updating TSRemote on a personal computer
- Installing Timeslips Add-Ons

We suggest that you review this entire chapter before attempting these installation procedures.

Verifying the contents of your Timeslips package

Your Timeslips package should contain the following items:

- Timeslips installation CD-ROM
- “Important Information” letter
- Technical Support Services brochure
- The *Timeslips v10.5 User’s Guide*

Depending on your edition, your Timeslips serial number displays either on the back of the Timeslips installation CD-ROM holder or on your Timeslips box. We suggest that you record this number on the inside front cover of the *Timeslips v10.5 User’s Guide*. You will need this serial number to install Timeslips, to register Timeslips, and (if necessary) to receive any technical support from Sage U.S. Holdings, Inc.



If you are upgrading from Timeslips v9, v9.1, v10, your Timeslips serial number displays on your Timeslips Configuration diskette. If you are upgrading from Timeslips v8 or below, Sage U.S. Holdings, Inc. will assign you a new serial number.



If you are upgrading from Timeslips v10.1, your Timeslips serial number displays either on the back of the Timeslips installation CD-ROM holder or on your Timeslips box, depending your edition of Timeslips.

Upgrading Timeslips

If you are upgrading a previous version of Timeslips, please review “Upgrading Timeslips” on page 2-26 before starting the installation procedure. This section describes the procedures that we suggest you perform before installing Timeslips v10.5. After reviewing this section, follow the instructions described in “Installing Timeslips” for the steps required to install your new version of Timeslips.

Before starting the installation procedure, we recommend that upgraders create a backup of their Timeslips database(s). Timeslips will automatically convert your current Timeslips database for use with this version of Timeslips. After converting your Timeslips database, it is no longer accessible by earlier versions of Timeslips. See Chapter Three, “Converting Your Timeslips Data” for additional information about converting your Timeslips data.

Installing/Upgrading Timeslips Remote

The Timeslips installation CD-ROM also includes the Timeslips Remote (TSRemote) installer. See “Installing Timeslips Remote” on page 2-35 for installation/update instructions.

System administrators

Before installing Timeslips, we suggest that system administrators read Chapter Thirteen, “Creating Databases and Establishing Connectivity” and Chapter Fourteen, “Managing Databases” in the *Timeslips v10.5 User’s Guide*. These chapters contain important information for system administrators.

Understanding Single-User and Network Configurations

There are many possible configurations when installing Timeslips. The following sections describe some common Timeslips configurations for single-user and network installations.

Single-user configurations

When using Timeslips, a *single-user installation* refers to any Timeslips installation that has one station license. This section describes some common single-user configurations:

- **Single-user installation with one computer** – If you purchased a single Timeslips station and you own a single computer, your Timeslips program files and database will reside on your personal computer.
- **Single-user installation on a network** – If you purchased a single Timeslips station and you have a network, there are two additional configurations:
 - You can install Timeslips and maintain your Timeslips database on a network workstation.
 - You can install Timeslips on your network workstation and maintain your Timeslips database on a networked computer/server. If your firm has a backup routine established for the networked computer/server, you can include the Timeslips database in that backup routine.

Network configurations

If you purchased multiple Timeslips station licenses, multiple users (equal to the number of station licenses that you purchased) can simultaneously access Timeslips. To support multiple user connectivity, you must install Timeslips in a network environment. This section describes some common network configurations:

- **Peer-to-Peer networks** – Timeslips supports connectivity from multiple stations in a peer-to-peer network environment. If your firm has multiple computers networked in a peer-to-peer environment, the first computer on which you install Timeslips is considered the *Timeslips Server*. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstation to “work from network.” This configuration allows you to include both the Timeslips database and program files in the network server’s backup routine. After installing Timeslips on your networked computer/server, see “Installing Timeslips Locally on Network Workstations” on page 2-17 for additional information about configuring your network workstation to “work from network.”
- **Network installation (Paradox)** – Timeslips supports connectivity from multiple network workstations in network environment. If your firm has multiple network workstations and a network server, you can install your initial Timeslips installation on the network server. In this configuration, the Timeslips Server resides on your firm’s network server. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.”



If you run the Timeslips local installer and configure a network workstation to “work from network,” Timeslips uses local support files (.dlls and the BDE) to run the Timeslips program from the networked computer/server.



- **Network installation (Microsoft SQL Server v7)** – Timeslips Enterprise supports connectivity to Microsoft SQL (MSSQL) Server. If you are storing your Timeslips data in a MSSQL Server database, there are two common configurations:
 - Install Timeslips on a network server (Timeslips Server) and create a Timeslips database on a different network server running MSSQL Server. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSSQL Client software on each network workstation from which you will be running Timeslips.
 - Install Timeslips on the same network server running MSSQL Server. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSSQL Client software on each network workstation from which you will be running Timeslips (including the Timeslips Server).
- **Network installation (Microsoft Database Engine)** – All editions of Timeslips support connectivity to Microsoft Database Engine (MSDE). If you are storing your Timeslips data in a MSDE database, there are two common configurations:
 - Install Timeslips on a network server (Timeslips Server) and create a Timeslips database on a different network server running MSDE. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSDE Client software on each network workstation from which you will be running Timeslips.
 - Install Timeslips on the same network server running Microsoft Database Engine. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSDE Client software on each network workstation from which you will be running Timeslips (including the Timeslips Server).

See “Installing Timeslips Locally on Network Workstations” on page 2-17 for additional information about performing a local installation in your network environment.

Installing on Novell networks

If you are using a Novell network, you may or may not have long file name support. If your network does not support long file names, some file and folder names in your Timeslips installation will differ from the names mentioned in the Timeslips User’s Guide and Help files. Any file or folder names longer than 8 characters will be shortened to 8 characters. For example, the \Report Templates folder will be named **report~1**.

Installations of Timeslips on Novell 3.x and Novell 4.x networks may require Timeslips to be installed using short file name paths. If you are using a Novell 3.x and Novell 4.x server, ensure that you install Timeslips a path using folder names no longer than eight characters.

Installing Timeslips

The Timeslips installation CD-ROM provides everything you need to install Timeslips. This section describes the necessary system requirements and the procedure for installing Timeslips.

System requirements

Before installing Timeslips, verify that your system meets the necessary hardware and software requirements. The table on page 2-7 lists the *minimum* workstation and server requirements for using Timeslips with Paradox, Microsoft Database Engine (MSDE), or Microsoft SQL (MSSQL) Server.

	Paradox Workstation	SQL Workstation	SQL Server
Operating system	Windows 95B, Windows 98 Second Edition, Windows ME, Windows 2000 (Service Pack 1 or higher), or Windows NT v4 (Service Pack 6 or higher)	Windows 95B, Windows 98 Second Edition, Windows ME, Windows 2000 (Service Pack 1 or higher), or Windows NT v4 (Service Pack 6 or higher)	Windows NT Server v4 (Service Pack 4 or higher or Windows 2000 Server Family)
CPU	Pentium-class 200 MHz or higher	Pentium-class 500 MHz or higher	Pentium-class 800 MHz or higher
RAM (Memory)	32 MB	128 MB	256 MB
Free hard disk space	50 MB (excluding your database)	MSDE workstations require 200 MB (excluding your database). SQL Server workstations require 1 GB (excluding your database).	1 GB (excluding your database)
CD-ROM	For installation only	For installation only	For installation only
Monitor	VGA or higher resolution monitor, supporting 800x600. SVGA Recommended.	VGA or higher resolution monitor, supporting 800x600. SVGA Recommended.	VGA or higher resolution monitor, supporting 800x600. SVGA Recommended.
Mouse or pointing device	Yes	Yes	Yes
Adobe Acrobat Reader	Adobe Acrobat Reader v4 (included on Timeslips installation CD-ROM) or higher, to review PDF files.	Adobe Acrobat Reader v4 (included on Timeslips installation CD-ROM) or higher, to review PDF files.	Adobe Acrobat Reader v4 (included on Timeslips installation CD-ROM) or higher, to review PDF files.
Client/server database software	Not applicable.	For MDSE connectivity, all editions of Timeslips require the MSDE Client software (included on the Timeslips installation CD-ROM). For MSSQL connectivity, all Timeslips Enterprise editions require compatible client software (not included with Timeslips).	For MDSE connectivity, all editions of Timeslips require the MSDE database engine (included on the Timeslips installation CD-ROM). For MSSQL connectivity, all Timeslips Enterprise editions require MSSQL Server 7 or higher (not included with Timeslips).

Registering Timeslips

If you did not purchase Timeslips directly from Sage U.S. Holdings, Inc., the Setup program will provide you with an opportunity to register the software. If you choose not to register Timeslips during the installation procedure, the Setup program will apply the following limitations to your Timeslips installation:

- You can not create more than 50 slips (time and expense) and 50 clients.
- You cannot create a new database.
- You cannot print bills or reports to a file.
- When printing bills or reports to the word “Demo” appears on every page.
- You cannot change the name of your firm in the *General Settings* dialog box.

How to install Timeslips

Follow these steps to install Timeslips:



If you are using Microsoft Windows 2000 or Windows NT, you must log in with the same rights to install Timeslips as you will use when running the program. For example, if you log in with “Administrator” rights to install Timeslips, you must also log in with “Administrator” rights when using Timeslips.



If you are upgrading Timeslips, we suggest that you back up your Timeslips database before starting the installation procedure. We also suggest that your firm’s TSRemote users transfer any slips from their remote installation to Timeslips before starting the installation procedure.

1. Start Windows. If any other applications are open, please close them now.



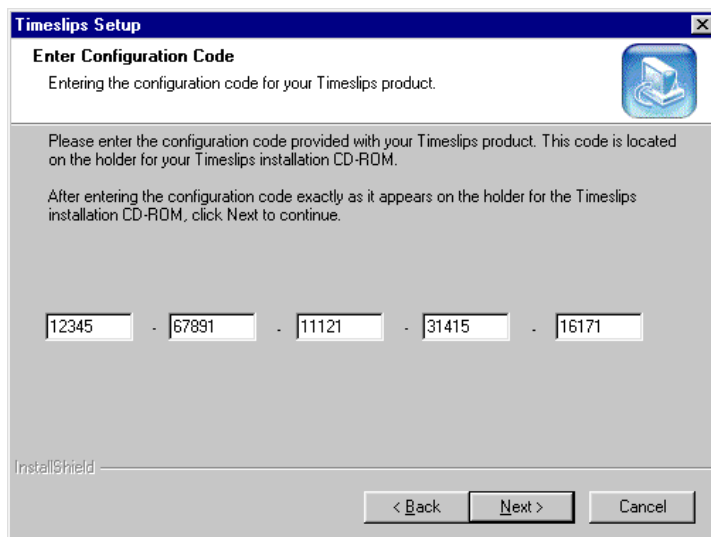
If you purchased multiple Timeslips station licenses and you are installing Timeslips in a network environment, we suggest that you install Timeslips at your network server station.

2. Insert your Timeslips installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the Setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where D: represents the appropriate CD-ROM drive letter), and click **OK**. The *Welcome to Timeslips* dialog box opens.
3. Click **Install Timeslips**. The *Welcome to Timeslips Setup* view of the *Timeslips Setup* dialog box opens.
4. Click **Next** to continue installation procedure. The *Software License Agreement* view opens.

5. Use of Timeslips is restricted to the terms of the software license agreement. Installing Timeslips indicates that you agree to the terms of the software license agreement. After reading the software license agreement, click **Yes** to if you agree to the terms, otherwise, click **No** to exit the installation procedure. If you click **Yes**, the *Enter Configuration Code* view opens (Figure 2.1).
6. Timeslips requires a valid configuration code to install the appropriate edition and options that you purchased from Sage U.S. Holdings, Inc. Depending on your edition of Timeslips, this configuration code is located either on the back of the Timeslips installation CD-ROM holder or on the Timeslips box. After entering this code, click **Next**. The *Verify Configuration Information* view opens.
7. Verify that the Timeslips configuration settings correspond to the configuration code that you entered.
 - If the configuration settings are incorrect, click **Back** to re-enter your Timeslips configuration code (see step 6 above).
 - If the configuration settings are correct, click **Next** to continue. The *Select the Destination Folder* view opens (see step 8 on page 2-12).



If you are installing Timeslips on multiple workstations in a network environment, you must use identical installation paths on each workstation. See “Installing Timeslips on multiple computers” on page 2-16 for additional information.



*Figure 2.1: The **Enter Configuration Code** view allows you to enter the configuration code located either on the back of the Timeslips installation CD-ROM holder, or on the Timeslips box, depending on your edition of Timeslips. This configuration code determines which Timeslips options the Setup program installs.*

8. Select the folder in which you want to install your Timeslips program files. By default, the Setup program installs Timeslips in the C:\Program Files\Timeslips folder. If necessary, click **Browse** to select a different location. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Select Installation Type* view opens (see Figure 2.2).
9. Select the type of installation that you want the Setup program to perform. The Setup program provides the following installation types:



See Table 2.1 on page 2-11 for a complete list of which Timeslips components the Setup program installs with each installation type.

- **Typical** – Installs the most frequently used Timeslips components. If you click this button, the *User Information* view opens (see step 11 on page 2-13).



The Setup program does not display **Typical** if you are installing Timeslips (standard edition) or Timeslips Enterprise with more than one station license, or if you are upgrading Timeslips.

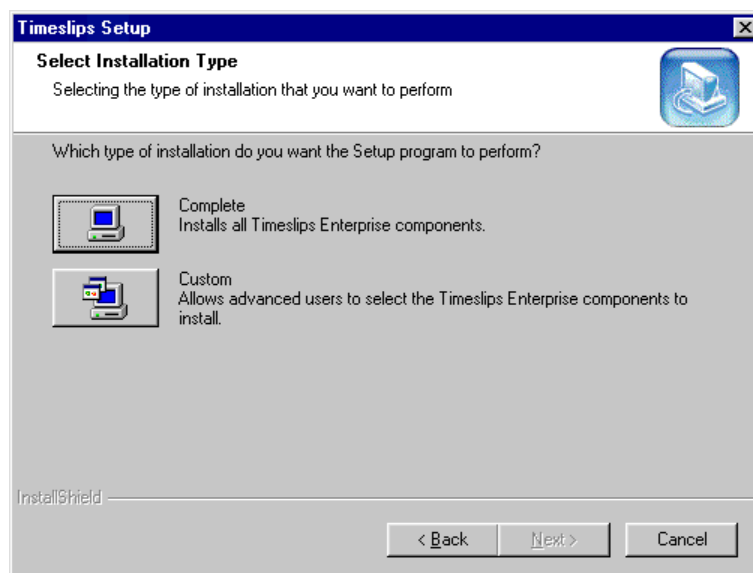


Figure 2.2: Use the *Select Installation Type* view to choose the type of installation that you want the Setup program to perform.

Components	Timeslips (standard edition) Typical	Timeslips (standard edition) Complete	Timeslips Enterprise Typical	Timeslips Enterprise Complete
Timeslips Application and Help Files	✓	✓	✓	✓
Report Designer and Help Files	✓	✓	✓	✓
Report Templates	✓	✓	✓	✓
Navigator Editor and Help Files		✓		✓
Navigators	✓	✓	✓	✓
TSImport Application and Help Files	✓	✓	✓	✓
Import Templates	✓	✓	✓	✓
Mini Timeslips and Help Files		✓		✓
Procedure Editor				✓
Station Administrator and Help Files	✓	✓	✓	✓
Sample Database	✓	✓	✓	✓
Spell Check Dictionaries	✓	✓	✓	✓
Database Conversion and Help Files	Only if Upgrading	✓	✓	✓
Link to 16-bit Applications	✓	✓	✓	✓
Link to 32-bit Applications	✓	✓	✓	✓

Table 2.1: The components installed for each Timeslips installation type.

- **Upgrade** – Upgrades the currently installed Timeslips program files to Timeslips v10.5.
 - If you are upgrading Timeslips v9 or higher, the *Ready to Install* view opens (see step 12 on page 2-13).
 - If you are upgrading Timeslips v8 or earlier, the *User Information* view opens (see step 11 on page 2-13).



*The Setup program displays **Upgrade** only if you are upgrading a currently installed version of Timeslips.*

- **Complete** – Installs all Timeslips components. If you click this button, the *User Information* view opens (see step 11 on page 2-13).
- **Custom** – Allows advanced users to select the Timeslips components that they want to install. If you click this button, the *Select Components* view opens (see step 10 below).

10. Select the Timeslips components that you want to install. A check mark next to a component indicates that the Setup program will install it. Timeslips allows you to install the following components:

- **Timeslips Application and Help Files** – Installs the necessary program files to run Timeslips, including support files (.dll), the Borland Database Engine (BDE), and online Help files.
- **Report Designer and Help Files** – Installs Timeslips Report Designer, an application used for creating and modifying Timeslips report templates.
- **Report Templates** – Installs the predefined report templates, which Timeslips uses to produce reports.
- **Navigator Editor and Help Files** – Installs Timeslips Navigator Editor, an application for creating and editing Timeslips navigators.
- **Navigators** – Installs the predefined Timeslips Navigators, which allow you to quickly and easily access Timeslips functions.
- **TSImport Application and Help Files** – Installs Timeslips Import, an application that allows you to create and edit templates for importing ASCII data.
- **Import Templates** – Installs the predefined Timeslips import templates, which allow you to import ASCII data generated by other applications.

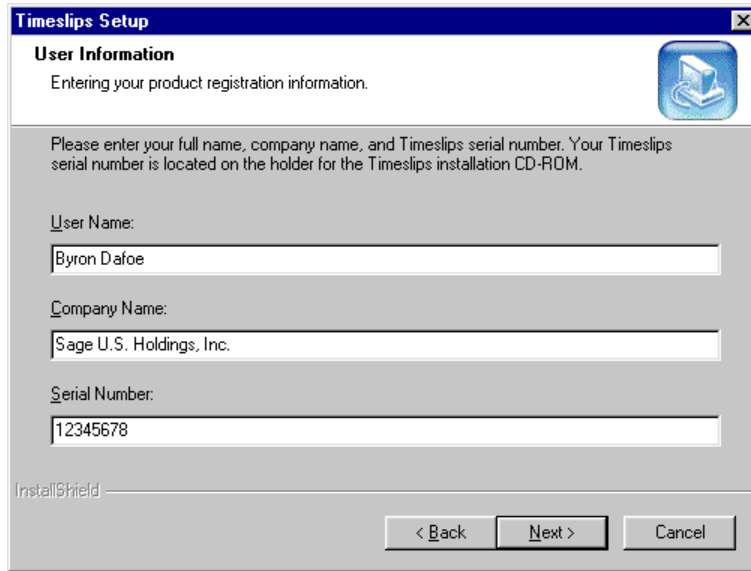
- **Mini Timeslips and Help Files** – Installs Mini Timeslips, a compact version of Timeslips used to enter time and expense slips.
- **Procedure Editor** – Installs Procedure Editor, an application for creating and editing automated procedures for Timeslips-specific tasks.
- **Station Administrator and Help Files** – Installs Station Administrator, an application for monitoring database usage and station licenses.
- **Sample Database** – Installs the Timeslips sample database, which allows you to use the tutorial.
- **Spell Check Dictionaries** – Installs the spell-check dictionary files, which allow you to spell check the description entered on slips.
- **Database Conversion and Help Files** – Installs Data Converter, an application used to convert databases created with previous versions of Timeslips.
- **Link to 16-bit Applications** – Installs the 16-bit Timeslips API, which allows 16-bit applications to share data with Timeslips.
- **Link to 32-bit Applications** – Installs the 32-bit Timeslips API, which allows 32-bit applications to share data with Timeslips.



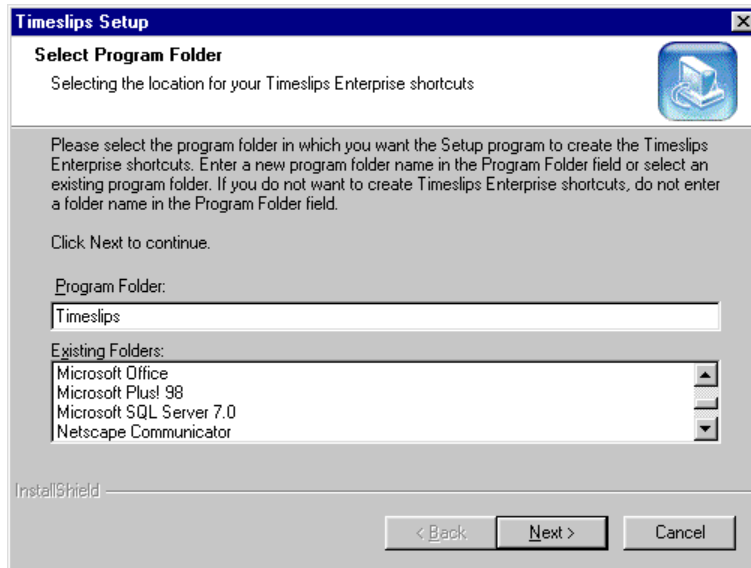
*If you plan to link a third-party application to Timeslips, you must mark the **Link to 16-bit Applications** and/or the **Link to 32-bit Applications** check boxes. See “Linking to Third-Party Applications” on page 2-44 for additional information.*

After selecting the Timeslips components that you want to install, click **Next** to continue. The *User Information* view opens (see Figure 2.3 on page 2-14).

11. Enter your user name, company name, and Timeslips serial number in the corresponding fields of the *User Information* view. Depending on your edition, your Timeslips serial number displays either on the back of the Timeslips installation CD-ROM holder or on the Timeslips box. After entering the appropriate information in the corresponding fields, click **Next** to continue. The *Ready to Install Timeslips* view opens.
12. The Setup program is ready to install Timeslips on your workstation. If you want to change any of the Setup program settings, click **Back**. If you want to begin installing Timeslips, click **Next**. After copying the necessary program files to your computer, the *Select Program Folder* view opens (see Figure 2.4 on page 2-14).



*Figure 2.3: Use the **User Information** view to enter your user name, company name, and Timeslips serial number.*



*Figure 2.4: Use the **Select Program Folder** view to choose/enter the name of the program folder in which you want to create your Timeslips shortcuts.*

13. Select the program folder where you want the Setup program to create your Timeslips shortcuts. Enter a new program folder name in the *Program Folder* field or select an existing program folder in the *Existing Folders* field. After selecting the appropriate program folder, click **Next** to continue. The *Create Desktop Shortcut* view opens.
14. In addition to creating shortcuts in the Timeslips program folder, the Setup program can create a Timeslips shortcut on the Windows desktop.
 - If you want to create a Timeslips shortcut on your Windows desktop, select **Yes**.
 - If you do not want to create a Timeslips shortcut on the Windows desktop, select **No**.

After selecting if you want to create a Timeslips shortcut, click **Next** to continue. The *Install Adobe Acrobat Reader v4* view opens.

15. Timeslips provides several documents in portable document files (PDF). To view these documents, you must have Adobe Acrobat Reader v3 or higher installed. We recommend that you install Adobe Acrobat Reader v4 to view these PDF files.
 - If you want to install Adobe Acrobat Reader v4, select **Yes**.
 - If you do not want to install Adobe Acrobat Reader v4, select **No**.

After selecting if you want to install Adobe Acrobat Reader, click **Next** to continue. The *Review ReadMe* view opens.

16. The ReadMe Help topic may contain last-minute information about your Timeslips installation that is not included in this documentation.
 - If you want to view the ReadMe Help topic, select **Yes**. The Setup program will open the ReadMe Help when you click **Next**.
 - If you do not want to view the ReadMe Help topic, select **No**.

After selecting if you want to view the ReadMe Help topic, click **Next** to continue. The *Web Site Updates* view opens.

17. Sage U.S. Holdings, Inc. periodically provides service releases for Timeslips. These service releases are available on our web site at <http://www.timeslips.com>.
 - If you want to check for updated Timeslips program files, select **Yes**.
 - If you want to check for Timeslips updates later, select **No**.

After selecting if you want to check for updates on our web site, click **Next**.

18. Timeslips completes the installation procedure:

- If you selected **Yes** in step 17, the Setup program closes and your computer's default web browser opens and searches our web site for updated program files. After completing the search and installing any updated program files, close your web browser to exit the installation procedure.
- If you selected **No** in step 17, the *Setup Complete* view opens. Click **Finish** to close the dialog box and exit the Setup program.



*If you selected to install Adobe Acrobat Reader, the Setup program automatically starts the Adobe Acrobat Reader v4 Setup program when you click **Finish**.*

After completing the installation process, administrators should read Chapter Seven, "Setting Up a New Database," Chapter Thirteen, "Creating Databases and Establishing Connectivity," and Chapter Fourteen, "Managing Databases."

If you have upgraded Timeslips, also see Chapter Three, "Converting your Timeslips Data" to continue the setup process.

Installing Timeslips on multiple computers

During the installation procedure (see step 8 on page 2-10), you must specify a destination folder for your Timeslips program files. If you are installing Timeslips on more than one workstation in a network environment, you must use an identical file path (less the drive letter) for each Timeslips installation.

For example, these two sample file paths will work:

Computer 1 – H:\Program Files\Timeslips

Computer 2 – I:\Program Files\Timeslips

These two sample file paths will not work:

Computer 1 – H:\Program Files\Timeslips

Computer 2 – H:\Timeslips

These two sample file paths will also not work:

Computer 1 – H:\Program Files\Timeslips

Computer 2 – H:\Progra~1\Timesl~1

If a user is going to run Timeslips on the Timeslips Server (for example, in a peer-to-peer network environment), other network workstations running Timeslips should map a drive to the parent folder of the Timeslips installation folder.

For example,

Timeslips Server (actual path): C:\Program Files\Timeslips

Network Workstations (Possible mapped paths): H:\Timeslips, I:\Timeslips, U:\Timeslips, etc.

If you do not map the drives correctly, Timeslips displays the following error at startup:

“Another program is accessing your Timeslips database...”

To resolve this error, establish the correct drive mapping from the network workstation receiving the error. After establishing the correct drive mapping, uninstall and reinstall Timeslips using the Timeslips local installer.



Timeslips supports UNC (Universal Naming Convention) file paths (for example, \\server\apps\timeslips). If you use UNC drive mapping, you must map each network workstation on which you are installing Timeslips with UNC paths.

Installing Timeslips Locally on Network Workstations

The Timeslips local installer allows you to install/configure Timeslips on each of your network workstations. After installing Timeslips on the network server/ computer (Timeslips Server) and mapping a drive letter from each network workstation to the appropriate folder on the network server, you must decide which type of local installation that you want to perform.



See “Installing Timeslips on multiple computers” on page 2-16 for additional information about mapping network workstations to the Timeslips program folder.

There are two local installation methods for installing Timeslips on your network workstations.

- **Installation** – The local installer copies the Timeslips program files to the network workstation. This allows users to run the Timeslips program files from the network workstation and share a database on the network server. This configuration increases performance and reduces the load on your firm’s network.

If you want to install Timeslips on the network workstation, select **Typical**, **Complete**, or **Custom** on the *Select Installation Type* view of the *Timeslips Local Install* dialog box (see step 5 of “How to locally install Timeslips on your network workstation” below).

- **Work from Network** – The local installer copies only the necessary support files to the network workstation. This allows users to run a shared copy of Timeslips directly from the network server. This configuration allows system administrators to maintain a single copy of the Timeslips program files on the network server.

If you want to configure Timeslips to work from network, select **Work from Network** on the *Select Installation Type* view of the *Timeslips Local Install* dialog box (see step 5 of “How to locally install Timeslips on your network workstation” on page 2-20).

After determining the type of local installation that you want to perform, run the Timeslips local installer at the network workstation. The Timeslips local installer (**Setup.exe**) is located within the **Loclinst** folder on the Timeslips Server. This folder is a subfolder of the Timeslips installation folder (**C:\Program Files\Timeslips\Loclinst** on the Timeslips Server, by default).



See “Locations of files, databases, and folders” on page 2-29 for additional information about the installation folder.



All network users must have “Change” file rights (Read, Write, Execute, and Delete) for the installation folder in order to install or use Timeslips.

How to locally install Timeslips on your network workstation

Follow these steps to install Timeslips on your network workstation:

1. At the network workstation, start Windows. If any other applications are open, close them now.
2. From the Windows taskbar, select **Start; Run** and click **Browse**. Select **Setup.exe** within the **Loclinst** folder (**C:\Program Files\Timeslips\Loclinst** on the Timeslips Server by default). Click **OK**. The *Welcome to the Timeslips Local Installer* view of the *Timeslips Local Install* dialog box opens.
3. Click **Next**, the *Select Installation or Update* view opens (see Figure 2.5 on page 2-19).

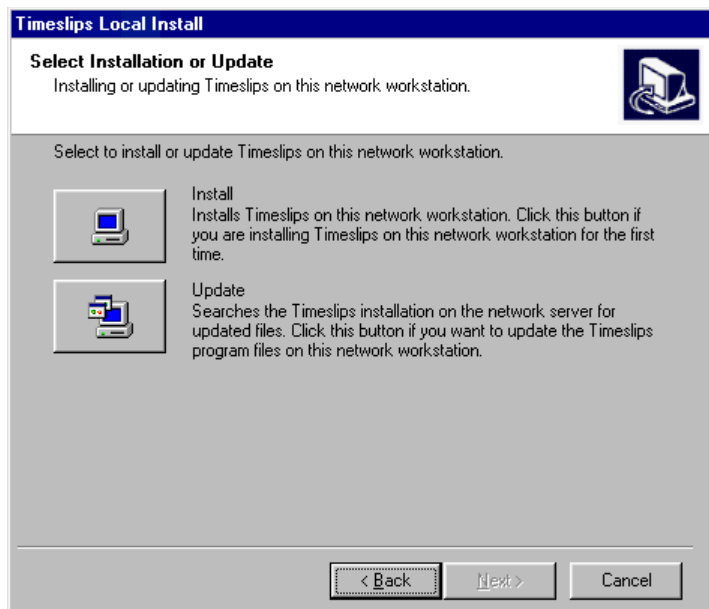


Figure 2.5: Use the *Select Installation or Update* view to install Timeslips on your network workstation for the first time or to update a current Timeslips installation on your network workstation.

4. Select if you want the local installer to install or update Timeslips on the network workstation.
 - **Install** – Installs all Timeslips components on the network workstation. Click this button if you are installing Timeslips on this network workstation for the first time. If you click this button, the *Select Installation Type* view opens (see step 5 on page 2-20).
 - **Update** – Checks the Timeslips Server for updated program files. If the Setup program locates updated program files, the installer updates the older files on the network workstation. If you have Timeslips installed on this network workstation, click this button to verify that you have the latest Timeslips program files installed. If you click this button, the *Select Components* view opens (see step 7 on page 2-20).

5. Select the type of installation that you want the Setup program to perform. The Setup program provides the following installation types:



See Table 2.2 on page 2-21 for a complete list of which Timeslips components the Setup program installs with each installation type.

- **Typical** – Installs the most frequently used Timeslips components. If you click this button, the *Select the Destination Folder* view opens (see step 7 below).
 - **Complete** – Installs all Timeslips components. If you click this button, the *Select the Destination Folder* view opens (see step 7 below).
 - **Custom** – Allows advanced users to select the Timeslips components to install. If you click this button, the *Select Components* view opens (see step 6 below).
 - **Work from Network** – Configures the local workstation to run Timeslips from the network server. If you click this button, the *Select the Destination Folder* view opens (see step 7 below).
6. Select the Timeslips components that you want to install on the local workstation. A check mark next to a component indicates that the Setup program will install the corresponding component. After selecting the Timeslips components that you want to install, click **Next** to continue the installation procedure. The *Select the Destination Folder* view opens (see Figure 2.6 on page 2-22).



For a complete explanation of each Timeslips component, see step 10 of “How to install Timeslips” on page 2-22.

7. Select the folder where you want to install your Timeslips program files. By default, the Setup program installs Timeslips in the C:\Program Files\Timeslips folder. If necessary, click **Browse** to select a different location. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Ready to Install Timeslips* view opens.
8. The Setup program is ready to install Timeslips on your workstation. If you want to change any of the Setup programs settings, click **Back**. If you want to begin installing the Timeslips program files, click **Next**. After copying the necessary program files to your computer, the *Select Program Folder* view opens.

Components	Typical	Complete	Work from Network
Timeslips Application and Help Files	✓	✓	
Report Designer and Help Files	✓	✓	
Report Templates	✓	✓	
Navigator Editor and Help Files		✓	
Navigators	✓	✓	
TSImport Application and Help Files	✓	✓	
Import Templates	✓	✓	
Mini Timeslips and Help Files		✓	
Procedure Editor		✓	
Station Administrator and Help Files	✓	✓	
Sample Database	✓	✓	
Spell Check Dictionaries	✓	✓	✓
Database Conversion and Help Files			
Link to 16-bit Applications	✓	✓	✓
Link to 32-bit Applications	✓	✓	✓

Table 2.2: The components installed for each Timeslips local installation type*.

*The Timeslips local setup program can only install components that have been installed on the Timeslips Server. For example, if you performed a custom install on the Timeslips Server and did not include the sample database, all local installation types are unable to install the sample database.

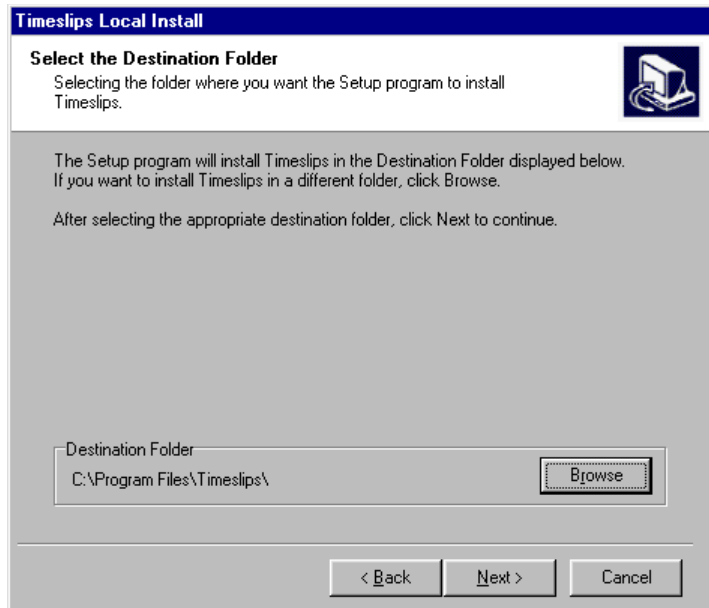
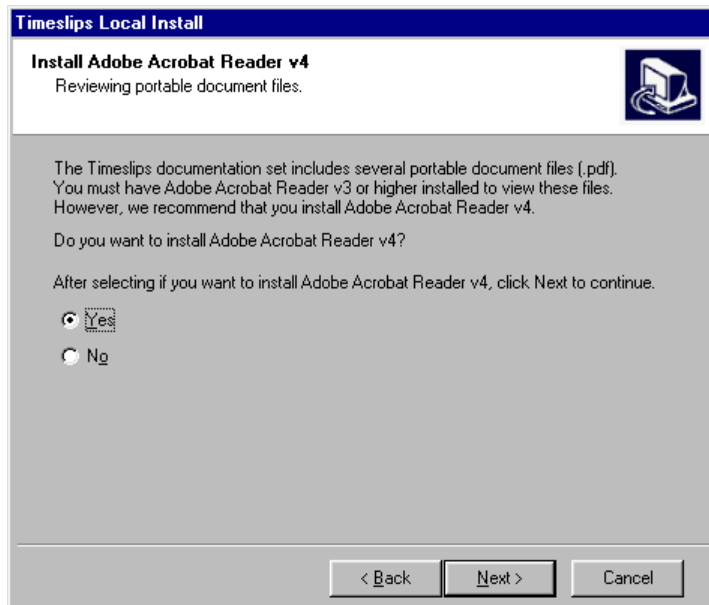


Figure 2.6: Use the *Select the Destination Folder* view to select the folder where you want to install your Timeslips on your network workstation.

9. Select the program folder that you want the Setup program to create for your Timeslips shortcuts. Enter a new program folder name in the *Program Folder* field or select an existing program folder in the *Existing Folders* field. After selecting the appropriate program folder, click **Next** to continue. The *Install Adobe Acrobat Reader v4* view opens (see Figure 2.7 on page 2-23).
10. Timeslips provides several documents in portable document files (PDF). To view these documents, you must have Adobe Acrobat Reader v3 or higher installed. We recommend that you install Adobe Acrobat Reader v4 to view these PDF files.
 - If you want to install Adobe Acrobat Reader v4, select **Yes**.
 - If you do not want to install Adobe Acrobat Reader v4, select **No**.

After selecting if you want to install Adobe Acrobat Reader, click **Next** to continue. The *Review ReadMe* view opens.



*Figure 2.7: Use the **Install Adobe Acrobat Reader v4** view to choose if you want to install Adobe Acrobat Reader v4 on your network workstation. Adobe Acrobat Reader v4 allows you to view Timeslips documentation provided in portable document file (PDF) format.*

11. The ReadMe Help topic may contain last minute information about your Timeslips installation that is not included in this documentation.

- If you want to view the ReadMe Help topic, select **Yes**.
- If you do not want to view the ReadMe Help topic, select **No**.

After selecting if you want to view the ReadMe Help topic, click **Next** to continue. The *Setup Complete* view opens.

12. Click **Finish** to close the dialog box and exit the Setup program.



*If you selected to install Adobe Acrobat Reader, the Setup program automatically starts the Adobe Acrobat Reader v4 Setup program when you click **Finish**.*

Getting the latest release

Sage U.S. Holdings, Inc. may occasionally issue a Service Release (SR) for Timeslips. We recommend that you check our web site at <http://www.timeslips.com> periodically to ensure you are using the most up-to-date release. You can do this from within Timeslips by selecting **Help; Timeslips on the Web; Timeslips Download Latest Version**.

Updating Timeslips locally on your network workstation

If the Timeslips administrator updates the Timeslips program files on the Timeslips Server, you can use the local Setup program to update the older program files on the network workstation.

Automatic local installation

For network users with Timeslips installed on multiple computers (stations), we provide an automatic local installation process. This feature keeps you from having to run a separate installation on each Timeslips station when you receive an update. It also eliminates the need to keep track of which stations have received the update, since the network installation updates each station when that station starts Timeslips.

You can enable the automatic local installation in either of two ways:

- If you receive an updated Timeslips installation CD-ROM, use it to install over your current Timeslips installation. You must use the Network installation option (see “How to install Timeslips” on page 2-8).
- If you download an update from our web site, copy it into the **Autoinst** folder, located within your Timeslips Installation Folder.

As other computers enter Timeslips, if they are using out-of-date files, the update process will run automatically and restart Timeslips when finished.

How to update Timeslips on your network workstation

Use the Timeslips local Setup program (**Setup.exe**), located within the **Loclnst** folder on the Timeslips Server, to update the Timeslips program files on your network workstation. The **\Loclnst** folder is a subfolder of the Timeslips installation folder (**C:\Program Files\Timeslips\Loclnst** on the Timeslips Server, by default).



See “Locations of files, databases, and folders” in on page 2-29 for additional information about the installation folder.

To update Timeslips on your network workstation:

1. At your network workstation, start Windows. If any other applications are open, close them now.
2. From the Windows taskbar, select **Start; Run** and click **Browse**. Select **Setup.exe** within the **Loclinst** folder (**C:\Program Files\Timeslips\Loclinst** on the Timeslips Server by default). Click **OK**. The *Welcome to Timeslips Local Installer* view of the *Timeslips Local Install* dialog box opens.
3. Click **Next** to open the *Select Installation or Update* view (see Figure 2.5 on page 2-19).
4. Click **Update**. The *Locate the Timeslips Program Folder* view opens.
5. Select the folder that contains the Timeslips program files that you want to update. By default, the Setup program displays the path to the folder in which you originally installed Timeslips on the network workstation.
 - If the Setup program locates the correct Timeslips installation folder on your network workstation, click **Next**. The *Ready to Install Timeslips* view opens (see step 6 below).
 - If the Setup program does not locate the correct Timeslips installation folder, click **Browse**. After selecting the appropriate drive and folder, click **Next** to continue the update procedure. The *Ready to Install Timeslips* view opens (see step 6 below).
6. Click **Next**. The local Setup program updates the Timeslips program files on the network workstation. After updating the appropriate files, the *Setup Complete* view opens.
7. Click **Finish** to close the local Setup program and open the ReadMe Help topic. The ReadMe Help topic may contain last minute information about your installation. Close the ReadMe Help topic when you are finished reviewing this information.

Upgrading Timeslips

To upgrade your current Timeslips installation, follow the procedures described in “How to install Timeslips” on page 2-8. However, we suggest that you perform the following steps before upgrading your current Timeslips installation.

We suggest that you review Chapter Three “Converting Your Timeslips Database” before upgrading to Timeslips v10.5.



If you are upgrading Timeslips from Timeslips v8 or previous, you cannot install the upgrade in the same folder as your current version. After installing Timeslips v10.5 in a new folder, you should become familiar with its new interface and features.

Installing the latest Timeslips service release

Sage U.S. Holdings, Inc. periodically provides updates for Timeslips that address any known issues. We suggest that you visit our web site at <http://www.timeslips.com> to verify that you are on the latest Timeslips service release. To verify that you are using the latest release of Timeslips, select **Help; Timeslips on the Web; Timeslips Download Latest Version**. Timeslips will automatically open the appropriate page on our web site, where you can download any necessary service releases.



Before installing any Timeslips service release, we suggest that you back up your Timeslips database. Review any information that accompanies the Timeslips service release for additional installation instructions.

Verifying the integrity of your Timeslips data (Timeslips v9 and higher)

The Timeslips data verification utilities allow you to check the structure and integrity of your Timeslips database. In some cases, errors might not display to Timeslips users when data corruption is present. The Timeslips data verification utilities can search for these common database errors.

Use the *Data Verification* dialog box (select **File; Data Verification**) to verify the integrity of your Timeslips database. If Timeslips encounters any errors during the verification process, you can attempt to repair the errors with the *Attempt to repair* options on the *Data Verification* dialog box (see Figure 2.8 on page 2-27).

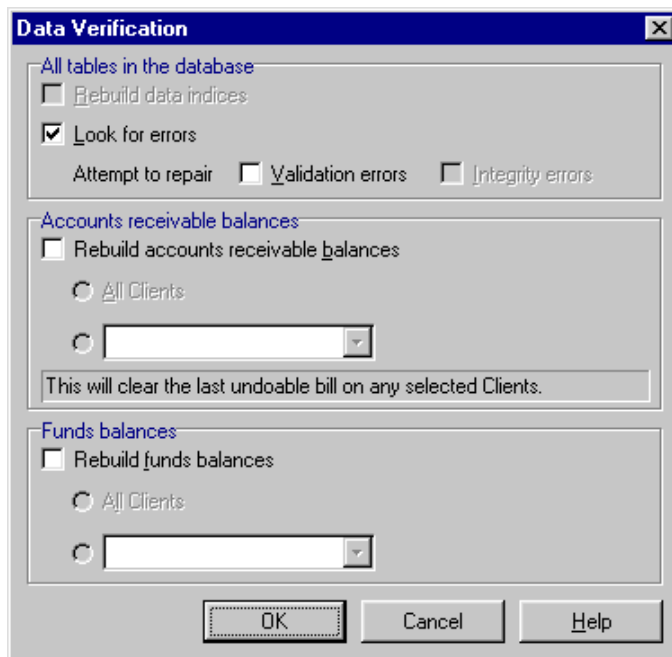


Figure 2.8: Use the **Data Verification** dialog box to check the integrity of your Timeslips data. Note that some options are not available when using an MSDE or MSSQL Server database.



If the data verification process encounters errors and the **Attempt to repair** options are unable to repair the database, contact our Technical Support department.



If you created your Timeslips backup prior to running a data verification process that encountered errors, create a new Timeslips backup for the database after correcting the errors.



The Timeslips MSDE Utility provides an option to perform integrity checks on your MSDE databases. For more information, see the Timeslips MSDE Utility online Help file.

Making a Timeslips backup

We suggest that you back up your Timeslips database before installing your Timeslips upgrade. Backups are your best defense against data corruption. When creating the Timeslips backup, use a unique name for the backup file (for example, if the date is January 12, 2001, you could name the backup file UG011201.bku).



If your firm uses multiple databases, back up each database before upgrading Timeslips. Provide a unique name for each database's backup file.

Converting your Timeslips data

If you are upgrading your current Timeslips installation, you must convert your Timeslips database to your current database format: Paradox or MSSQL.

- If you are upgrading from Timeslips v9.1 or below, you must convert your Timeslips database to Timeslips v10.5 Paradox format before migrating your data to a different database format.
- If you are upgrading from Timeslips v10 or v10.1 and your data is in a Paradox database, you must convert your database to Timeslips v10.5 Paradox format. After converting your database to v10.5 Paradox, you can migrate your data to a different database format.
- If you are upgrading from Timeslips v10.1 and your data is in an MSSQL database, you must convert your database to Timeslips v10.5 MSSQL format. After converting your database to v10.5 MSSQL, you can migrate your data to a different database format.



See “Converting Data from Timeslips v9 and Above” on page 3-1 for more information.

The procedure for converting your Timeslips data depends upon the version of Timeslips that you are currently using. See Chapter Three, “Converting Your Timeslips Database” for additional information about converting your current Timeslips database to Timeslips v10.5 Paradox or MSSQL format.

Network Installation Considerations

You can install Timeslips on one computer with its own database. However, most firms have several employees who need to access the program and share data. This section is for a multiple-computer installation.

Installing Timeslips on a network

Initially, you must install the entire program to a network folder using the Timeslips installation CD-ROM. See “How to install Timeslips” on page 2-8 for details and instructions.

Next, you should run the local installation procedure on each network station that will use Timeslips. See “Installing Timeslips Locally on Network Workstations” on page 2-17 for details and instructions.



Every computer that accesses Timeslips must have a network station license. For example, if you have three computers, you must purchase three network licenses. You can purchase licenses from Sage U.S. Holdings, Inc. through our web site at <http://www.timeslips.com> or by calling (800) 285-0999.

Locations of files, databases, and folders

Your Timeslips installation includes certain program files, databases, and folders that you will need to manage.

- **Installation Folder** – Initially, you must install the entire program to a network folder using the **Network** installation option (see “How to install Timeslips” on page 2-8). This creates the *Installation Folder*, which contains the site configuration file **Timeslip.cfg**. All stations must be able to access the Installation Folder and have full rights to create, edit, and delete files within it.
- **Application Folder** – Once installed, the program will be located in the *Application Folder*.



Use the **About Timeslips** dialog box (select **Help; About Timeslips**) to view the locations of the Application Folder and Installation Folder on the current computer. The default location for both folders is **C:\Program Files\Timeslips**.

- **Program files** – All program files are located in the Installation Folder. Selected program files are also located in each Application Folder. Workstations can run any programs not found in their Application Folder from the Installation Folder.
- **Timeslips .dll files** – The .dll files that are specific to Timeslips are located in the Application Folder. Other .dll files will be in the system folder.

*On computers with Windows 95 or Windows 98 installed, the **system folder** is the \Windows\System folder. On computers with Windows NT or Windows 2000 installed, this folder is the \Windows\System32 folder.*

- **Main databases** – All shared databases must be located on a shared drive. We suggest that you keep shared databases in folders within the Installation Folder (Paradox only).
- **\Navigatr folder** – Contains all built-in navigators, automated procedures, and guides, including procedures used by Billing Assistant. If you create your own navigator and procedure files, you should store them here.

- **\Dictnry folder** – Contains all dictionaries that are used by the spell-checking function.
- **\Import folder** – Contains all TSIImport templates that are shipped with Timeslips. If you create your own import templates, you should store them here.
- **\Loclnst folder** – Contains all files that are required to run the local installation procedure that installs Timeslips on a workstation.
- **\Autoinst folder** – This folder is used to store updates to Timeslips. It enables automatic local installation for all Timeslips workstations.
- **\Report Templates folder** – Contains all default Report Designer template files. By default, every report is configured to use a template file located in this folder. If you create your own report templates, you should store them here.
- **\TAL folder** – Contains all files that are part of the Timeslips Accounting Link (TAL).

Station-specific files

Each station will have its own copies of certain files. Timeslips creates these files automatically and assigns a default name and path. These files do not support multi-user access and should not be shared. They are:

- **Personal Preferences** – Stores settings of the *Personal Preferences* dialog box and various window settings. This file defaults to <Application Folder>\Prefs.prf.
- **Personal Abbreviations** – Stores entries from the *Personal* page of the *Abbreviations* dialog box. This file defaults to <Application Folder>\Tspersnl.abr.
- **Personal Dictionary** – Stores words added to the spell-checking system. This file defaults to <Application Folder>\Personal.dic.

Installing Microsoft Database Engine

The Timeslips Installation CD-ROM provides everything you need to install Microsoft Database Engine (MSDE). You need only to read the following section if you want to store your Timeslips data in a MSDE database and if you do not have MSDE already installed on your system. The following sections describe the procedure for installing MSDE on your server and workstations.

All editions of Timeslips support connectivity to MSDE. If you are storing your Timeslips data in an MSDE database, there are two common configurations:

- Install Timeslips on a network server (Timeslips Server) and create a Timeslips database on a different network server running MSDE. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSDE Client software on each network workstation from which you will be running Timeslips.
- Install Timeslips on the same network server running MSDE. After installing Timeslips on your network server, use the Timeslips local installer to install Timeslips on each network workstation or to configure the network workstations to “work from network.” Additionally, you must install the MSDE Client software on each network workstation from which you will be running Timeslips.

Timeslips requires you to install the MSDE Server and Client software before attempting to use create an MSDE database in Timeslips.

- You must install the MSDE Server software on a network that is accessible to the Timeslips Server and each network workstation on which you are running Timeslips.
- You must install the MSDE Client software on the Timeslips Server and each network workstation on which you are running Timeslips. This allows each Timeslips installation to connect to the MSDE Server.

Installing the MSDE Server software on the Timeslips Server

Before you can use the Microsoft Database Engine (MSDE) format with Timeslips, you must install MSDE on a network server that is accessible to your installation of Timeslips. The following section describes this process.

How to install Microsoft Database Engine on your server

Follow these steps to install MSDE on your server:



If MSDE is already installed on your server, you still need to follow the steps below in order for the Timeslips installer to install the Timeslips MSDE Utility on your server. This will not affect your current installation of MSDE.

1. Start Windows. If any other applications are open, please close them now.
2. Insert your Timeslips installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the Setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where D: represents the appropriate CD-ROM drive letter), and click **OK**.
3. Click **Install MSDE**. The *Timeslips MSDE Setup* dialog box opens.
4. Click **Next**. The *Select Installation Type* view opens (Figure 2.9 on page 2-33).
5. Select the type of installation that you want the Setup program to perform. The Setup program provides the following installation types:
 - **Server** – Installs the MSDE Server database engine and components
 - **Client** – Installs files that allow client connectivity

Select **Server** to open the *Select the Destination Folder* view.

6. Select the folder in which you want to install MSDE. By default, the Setup program installs MSDE in the **C:\MSSQL7** folder. If necessary, click **Browse** to select a different location. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Select the Timeslips Program Folder* view opens.
7. Select the folder that contains your Timeslips program files. By default, the Setup program displays the folder in which you originally installed Timeslips.



If Timeslips is installed in a network environment, you must enter the path to the Timeslips program files on the Timeslips Server.

- If the Setup program locates the correct Timeslips installation folder, click **Next**. The *Ready to Install MSDE* view opens (see step 8 below).
- If the Setup program does not locate the correct Timeslips installation folder, click **Browse**. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Ready to Install MSDE* view opens (see step 8 below).

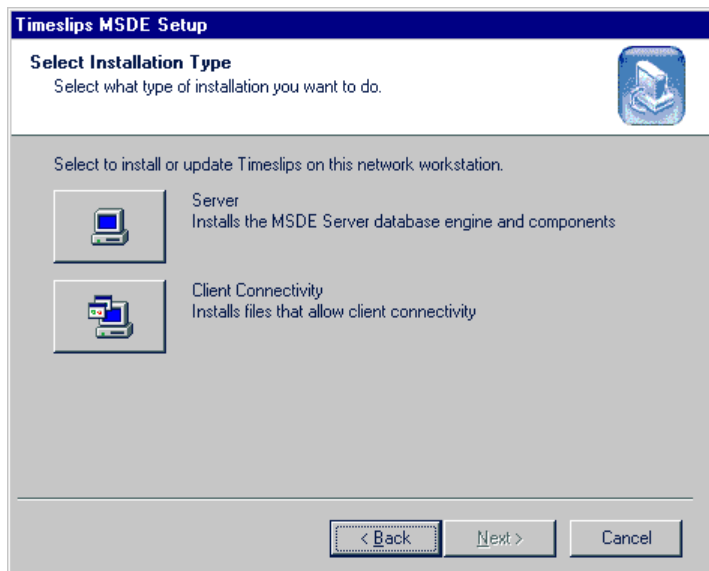


Figure 2.9: Use the **Select Installation Type** view to choose the type of installation that you want the Setup program to perform.



*If MSDE is already installed, and the Timeslips login or SA login is unavailable or the password has changed the MSDE Login view opens. Enter a new Login and Password and click **Login**.*

8. Click **Next** to install MSDE. The *Setup Complete* view opens.
9. The Timeslips MSDE Setup creates a default server login.



If you want to change the default login and password, you must use the Timeslips MSDE Utility. For more information, refer to the online Help file installed with the Timeslips MSDE Utility.

Shows: Login: Timeslips

Password: (is blank)

Click **Finish** to close the MSDE installation.

Installing the MSDE Client software on your workstation

Before you can use the Microsoft Database Engine (MSDE) format with Timeslips, you must install the MSDE Client software on each workstation that is running Timeslips. The following section describes this process.

How to install the Microsoft Database Engine Client software on your workstation

Follow these steps to install MSDE on your workstation:



If MSDE is already installed on your workstation, you do not need to follow the steps below.

1. Start Windows. If any other applications are open, please close them now.
2. Insert your Timeslips installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the Setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where D: represents the appropriate CD-ROM drive letter), and click **OK**.
3. Click **Install MSDE**. The *Timeslips MSDE Setup* dialog box opens.
4. Click **Next**. The *Select Installation Type* view opens (Figure 2.9 on page 2-32).
5. Select the type of installation that you want the Setup program to perform. The Setup program provides the following installation types:
 - **Server** – Installs the MSDE Server database engine and components
 - **Client** – Installs files that allow client connectivity

Select **Client** to open the *Select the Destination Folder* view.

6. Select the folder in which you want to install MSDE. By default, the Setup program installs MSDE in the **C:\MSSQL7** folder. If necessary, click **Browse** to select a different drive and folder. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Ready to Install MSDE* view opens.
7. Click **Next** to install MSDE on your workstation. The *Setup Complete* view opens.
8. Click **Finish** to close the MSDE installation.

Installing Timeslips Remote



The Timeslips Add-On Series installation CD-ROM contains the installer for Timeslips Remote (TSRemote). This section describes the necessary procedures to install TSRemote on your computer.



You must purchase a separate TSRemote license for each computer on which you install TSRemote.

How to install TSRemote

Follow these steps to install TSRemote:

1. At the computer on which you want to install TSRemote, start Windows. If any other applications are open, close them now.
2. Insert your Timeslips Add-On Series installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the Setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where D: represents the appropriate CD-ROM drive letter), and click **OK**. The *Welcome to Timeslips* dialog box opens.
3. Click **Install Add-On**. The *Welcome to Timeslips Setup* view of the *Timeslips Setup* dialog box opens.
4. Click **Next** to continue installation procedure. The *Software License Agreement* view opens.
5. Use of TSRemote is restricted to the terms of the Software License Agreement. Installing TSRemote indicates that you agree to the terms of the software license agreement. After reading the software license agreement, click **Yes** to if you agree to the terms, otherwise, click **No** to exit the installation procedure. If you click **Yes**, the *Enter Configuration Code* view opens (see Figure 2.1 on page 2-9).
6. Enter the configuration code for your TSRemote installation. This configuration code displays on the back of the Timeslips Add-On Series installation CD-ROM holder. After entering this code exactly as it displays on the back of the Timeslips Add-On Series installation CD-ROM holder, click **Next**. The *Verify Configuration Information* view opens (see Figure 2-10 on page 2-36).

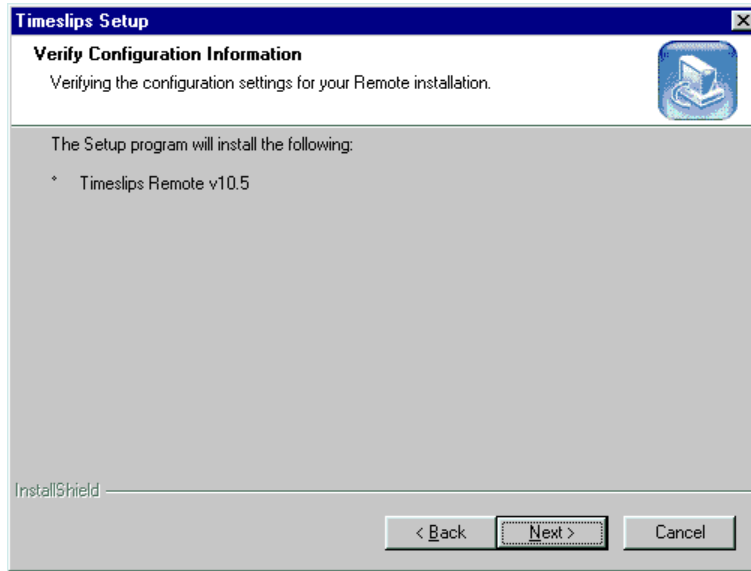


Figure 2.10: Use the **Verify Configuration Information** view to verify that the Setup program is performing the correct type of installation/upgrade.

7. Verify that the TSRemote configuration corresponds to the configuration code that you entered.
 - If the configuration settings are incorrect, click **Back** to re-enter your TSRemote configuration code.
 - If the configuration settings are correct, click **Next** to continue the Setup program. The *Select the Destination Folder* view opens.
8. Select the folder in which you want to install your TSRemote program files. By default, the Setup program installs TSRemote in **C:\Program Files\Timeslips Remote**. If necessary, click **Browse** to select a different drive and folder. After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Select Installation Type* view opens.
9. Select the type of installation that you want the Setup program to perform. The Setup program provides the following installation types:
 - **Complete** – Installs all TSRemote components. If you click this button, the *User Information* view opens (see step 11 on page 2-38).



When updating your TSRemote installation, the Setup program replaces the **Complete** button with the **Update** button.

- **Update** – Updates the currently installed TSRemote program files to TSRemote v10.5.
 - If you are updating TSRemote v9 or higher, the *Ready to Install* view opens (see step 12 on page 2-38).
 - If you are updating TSRemote v8 or earlier, the *User Information* view opens (see step 11 on page 2-38).



*The Setup program displays **Update** only if you are updating a currently installed version of TSRemote. If you are performing the initial TSRemote installation, the Setup program replaces the **Update** button with the **Complete** button.*

- **Custom** – Allows advanced users to select the TSRemote components to install. If you click this button, the *Select Components* view opens (see step 10 below).
10. Select the TSRemote components that you want to install. A check mark next to a component indicates that the Setup program will install the corresponding component. TSRemote allows you to install the following components:
- **TSRemote Application and Help Files** – Installs the necessary program files to run TSRemote, including support files (.dll), the Borland Database Engine (BDE), and online Help files.
 - **Report Designer and Help Files** – Installs the Timeslips Report Designer, an application used for creating and modifying Timeslips report templates.
 - **Report Templates** – Installs the predefined report templates, which Timeslips uses to produce reports.
 - **Navigators** – Installs the predefined Timeslips Navigators, which allow you to quickly and easily access Timeslips functions.
 - **TSImport Application and Help Files** – Installs Timeslips Import, an application that allows you to create and edit templates for importing ASCII data.
 - **Station Administrator and Help Files** – Installs the Station Administrator, an application for monitoring database usage and station licenses.
 - **Sample Database** – Installs the TSRemote sample database, which allows you to use the tutorial.
 - **Spell Check Dictionaries** – Installs the spell-check dictionary files, which allow you to spell check the description entered on slips.

- **Database Conversion and Help Files** – Installs the Data Converter, an application used to convert databases created with previous versions of Timeslips.
- **Link to 16-bit Applications** – Installs the 16-bit Timeslips API, which allows 16-bit applications to share data with Timeslips.
- **Link to 32-bit Applications** – Installs the 32-bit Timeslips API, which allows 32-bit applications to share data with Timeslips.

After selecting the TSRemote components that you want to install, click **Next** to continue the installation procedure. The *Ready to Install Timeslips* view opens (see step 12 below).

11. Enter your user name, company name, and TSRemote serial number in the corresponding fields of the *User Information* view. Your TSRemote serial number displays on the back of the Timeslips Add-On Series installation CD-ROM holder. After entering the appropriate information in the corresponding fields, click **Next** to continue. The *Ready to Install Timeslips* view opens.
12. The Setup program is ready to install TSRemote on your computer. If you want to change any of the Setup programs settings, click **Back**. If you want to begin installing TSRemote, click **Next**. After copying the necessary program files to your computer, the *Select Program Folder* view opens (see Figure 2.11 on page 2-39).
13. Select the program folder that you want the Setup program to create for your TSRemote shortcuts. Enter a new program folder name in the *Program Folder* field or select an existing program folder in the *Existing Folders* field. After selecting the appropriate program folder, click **Next** to continue. The *Create Desktop Shortcut* view opens.
14. In addition to creating shortcuts in the TSRemote program folder, the Setup program can create a TSRemote shortcut on the Windows desktop.
 - If you want to create a TSRemote shortcut on your Windows desktop, select **Yes**.
 - If you do not want to create a TSRemote shortcut on the Windows desktop, select **No**.

After selecting if you want to create a TSRemote shortcut on the Windows desktop, click **Next** to continue. The *Install Adobe Acrobat Reader v4* view opens (see Figure 2.7 on page 2-23).

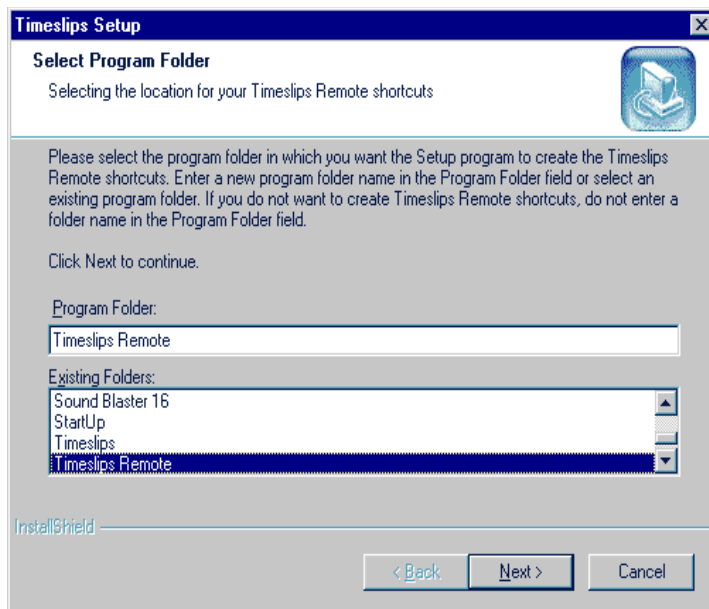


Figure 2.11: Use the **Select Program Folder** view to choose/enter the name of the program folder in which you want to create your TSRemote shortcuts.

15. TSRemote provides several documents in portable document files (PDF). To view these documents, you must have Adobe Acrobat Reader v3 or higher installed.

- If you want to install Adobe Acrobat Reader v4, select **Yes**.
- If you do not want to install Adobe Acrobat Reader v4, select **No**.

After selecting if you want to install Adobe Acrobat Reader, click **Next** to continue. The *Review ReadMe* view opens.

16. The ReadMe Help topic may contain last minute information about your TSRemote installation that is not included in this documentation.

- If you want to view the ReadMe Help topic, select **Yes**.
- If you do not want to view the ReadMe Help topic, select **No**.

After selecting if you want to view the ReadMe Help topic, click **Next** to continue. The *Web Site Updates* view opens.

17. Sage U.S. Holdings, Inc. periodically produces service releases for TSRemote. These service releases are available on our web site at <http://www.timeslips.com>.
- If you want to verify that you have the latest TSRemote program files, click **Yes**.
 - If you want to check of TSRemote updates later, click **No**.

After selecting if you want to check of updates on our web site, click **Next**. The *Setup Complete* view opens.

18. Click **Finish** to close the dialog box and exit the Setup program.

Updating Timeslips Remote

If your firm uses Timeslips and Timeslips Remote (TSRemote), your TSRemote installations must be the same version as your Timeslips installation. The Timeslips installation CD-ROM contains free updates for your TSRemote installation(s). After upgrading your Timeslips installation, use the Timeslips installation CD-ROM to update each of your TSRemote installations.

Before updating TSRemote or upgrading Timeslips, we suggest that you transfer any slips from your user's TSRemote installation(s) to your Timeslips installation. If you upgraded Timeslips before transferring your slips from all of your TSRemote installation(s), you must use the Data Converter (select **Start; Programs; Timeslips; Conversion** by default) to convert your TSRemote database. After updating your TSRemote installation, the Data Converter allows your new TSRemote version to access the database created with the previous version of TSRemote.



See Chapter 3, "Converting Your Timeslips Data" for additional information about converting your TSRemote database.

How to update TSRemote

1. At the computer on which you want to update TSRemote, start Windows. If any other applications are open, close them now.
2. Insert your Timeslips installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where D: represents the appropriate CD-ROM drive letter), and click **OK**. The *Welcome to Timeslips* dialog box opens.

3. Click **Update Remote**. The *Welcome to Timeslips Setup* view of the *Timeslips Setup* dialog box opens.
4. Click **Next** to continue installation procedure. The *Software License Agreement* view opens.
5. Use of TSRemote is restricted to the terms of the Software License Agreement. Installing TSRemote indicates that you agree to the terms of the software license agreement. After reading the software license agreement, click **Yes** to if you agree to the terms, otherwise, click **No** to exit the installation procedure. If you click **Yes**, the *Verify Configuration Information* view opens (see Figure 2.12).
6. Verify that the Setup program is performing the correct type of installation. After verifying that the Setup program will update your TSRemote installation, click **Next** to continue the Setup program. The *Select the Destination Folder* view opens.
7. Select the folder that contains your TSRemote program files. By default, the Setup program installs TSRemote in the **C:\Program Files\Timeslips Remote** folder. If necessary, click **Browse** to select a different drive and folder.

After selecting the appropriate drive and folder, click **Next** to continue the installation procedure. The *Select Installation Type* view opens.

See step 9 on page 2-36 for the remaining steps.

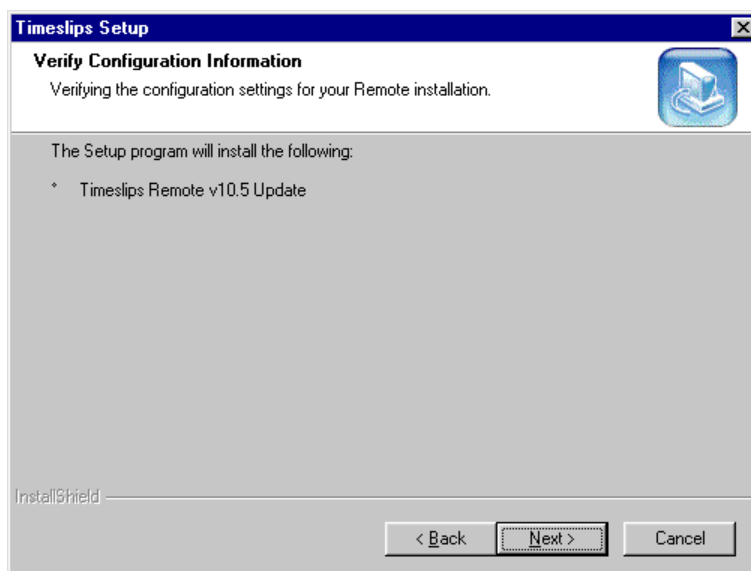


Figure 2.12: Use the *Verify Configuration Information* view to verify that the setup program is going to update your TSRemote installation.

Installing Timeslips Add-Ons



You can enhance Timeslips by purchasing additional products: *add-ons*. The Timeslips Add-On Series installation CD-ROM contains the installer for each Timeslips Add-On. This section describes the necessary procedure to install a Timeslips Add-On purchased from Sage U.S. Holdings, Inc.

Where to install Timeslips Add-Ons

During the add-on installation procedure, you must select the path to your Timeslips program files located on the Timeslips Server. In a network environment with multiple Timeslips workstations, each local installation of Timeslips shares the configuration settings stored on the Timeslips Server. For this reason, installing the add-on to the Timeslips Server updates each local installation of Timeslips automatically.

How to install Timeslips Add-Ons

Follow these steps to install Timeslips Add-Ons:

1. At the Timeslips Server, or a network workstation that can access the Timeslips Server, start Windows. If any other applications are open, close them now.
2. Insert the Timeslips Add-On Series installation CD-ROM in your CD-ROM drive. If your system is AutoPlay-enabled, the Setup program starts automatically. If the Timeslips Setup program does not start automatically, select **Start; Run**, enter **D:\Setup.exe** (where **D:** represents the appropriate CD-ROM drive letter), and click **OK**. The *Welcome to Timeslips* dialog box opens.
3. Click **Install Add-On**. The *Welcome to Timeslips Setup* view of the *Timeslips Setup* dialog box opens.
4. Click **Next** to continue installation procedure. The *Software License Agreement* view opens.
5. The use of Timeslips Add-Ons is restricted to the terms of the Software License Agreement. Installing a Timeslips Add-On indicates that you agree to the terms of the software license agreement. After reading the software license agreement, click **Yes** if you agree to the terms, otherwise, click **No** to exit the installation procedure. If you click **Yes**, the *Enter Configuration Code* view opens (see Figure 2.1 on page 2-9).

6. Enter the configuration code for your Timeslips Add-On. This configuration code displays on the back of your Timeslips Add-On Series installation CD-ROM holder. After entering this code exactly as it displays on the back of your Timeslips Add-On Series installation CD-ROM holder, click **Next**. The *Verify Configuration Information* view opens.
7. Verify that the configuration code corresponds to the Timeslips Add-On that you want to install.
 - If the configuration code does not correspond to the correct add-on, click **Back** to re-enter your configuration code (see step 6 above).
 - If the configuration code does not correspond to the correct add-on, click **Next**. The *Locate the Timeslips Program Folder* view opens (see step 8 below).
8. Select the folder that contains your Timeslips program files. By default, the Setup program displays the folder in which you originally installed Timeslips.



If Timeslips is installed in a network environment, you must enter the path to the Timeslips program files on the Timeslips Server. After installing the add-on product to the Timeslips Server, Timeslips updates your local installations automatically.

- If the Setup program locates the correct Timeslips installation folder, click **Next**. The *Ready to Configure Timeslips* view opens (see step 9 below).
 - If the Setup program does not locate the correct Timeslips installation folder, click **Browse**. After selecting the appropriate drive and folder, click **Next** to continue the add-on installation procedure. The *Ready to Configure Timeslips* view opens (see step 9 below).
9. Click **Next**. Timeslips installs the Timeslips Add-On program files in the Timeslips installation folder. After completing the installation procedure, the *Setup Complete* view opens.
 10. Click **Finish** to close the Setup program.

Linking to Third-Party Applications

Many programs that you typically use in a time and billing office are designed to work directly with your Timeslips database. This section explains how to set up Timeslips for these programs.

If you intend to link Timeslips to any third-party applications, you must install the appropriate Timeslips API (32-bit or 16-bit). An API (application program interface) allows other applications to send and receive data from the Timeslips database.

Linking to 32-bit applications

The 32-bit Timeslips API allows 32-bit third-party applications to read and write to/from the Timeslips database. The Setup program installs this API:

- If you choose to perform a **Complete** or a **Typical** installation.
- If you choose to perform a custom installation and mark the *Link to 32-bit Applications* check box on the *Select Components* view of the *Timeslips Setup* dialog box.

During the installation process, the Setup program installs two .dll files to the computer's system folder: **Tsdbap32.dll** and **Tsdb0132.dll**. These files let other 32-bit programs access the Timeslips database.

Linking to 16-bit applications

The 16-bit Timeslips API allows 16-bit third-party applications to read and write to/from the Timeslips database. The Setup program installs this API:

- If you choose to perform a **Complete** or a **Typical** installation.
- If you choose to perform a **Custom** installation and mark the *Link to 16-bit Applications* check box on the *Select Components* view of the *Timeslips Setup* dialog box.

During the installation process, the Setup program installs two .dll files to the computer's system folder: **Tsdbap16.dll** and **Tsdb0116.dll**. These files let other 16-bit programs access the Timeslips database.

Establishing connectivity between Timeslips and third-party applications

You must install the appropriate Timeslips API on each personal computer on which you intend on linking Timeslips and the third-party application. If the appropriate Timeslips API is not installed, run a **Custom** installation and select to install the *Link to 16-bit Applications* or *Link to 32-bit Applications* option.

Sharing data with third-party programs



For a list of products that connect with Timeslips, visit our web site at <http://www.timeslips.com>.

If you install Timeslips using the **Typical** or **Complete** installation options (see page 2-10), these files are automatically installed. If you install Timeslips using the **Custom** installation option (see step 10 on page 2-12), you must select **Link to 16-bit applications** or **Link to 32-bit applications** as needed.

Converting Your Timeslips Data

If you are upgrading from an earlier version of Timeslips, you must convert your Timeslips database for use with Timeslips v10.5. After completing the upgrade process, as described in “Upgrading Timeslips” on page 2-26, you must convert your database. Review the section applicable to your current version of Timeslips.

Converting Data from Timeslips v9 and Above

After upgrading your Timeslips installation to Timeslips v10.5, open any database created with Timeslips v9, v9.1, v10, or v10.1. Timeslips v10.5 will automatically convert the database to Timeslips v10.5 Paradox or MSSQL format, depending on the format you were using in your previous version. For example, if you are upgrading from v10.1 Paradox to v10.5 Paradox, Timeslips converts your database when you open it in v10.5.



We suggest that you transfer slips from TSRemote to Timeslips before upgrading Timeslips and TSRemote. However, after you update the TSRemote program, TSRemote will also update its database when you access it.

If you are upgrading to a different database format in v10.5, you will need to migrate your data to the new database format after Timeslips converts it to v10.5. For example, if you are upgrading from v10.1 Paradox to v10.5 MSSQL, you will need to migrate your database from v10.5 Paradox format to v10.5 MSSQL format. See “Migrating databases between database formats” on page 13-31.



You must back up your Timeslips database before attempting to open it in this version of Timeslips. After converting a database to v10.5 format, you cannot open it with previous versions of Timeslips.

Converting Data from Timeslips v8 and Below

If you are upgrading from Timeslips v8 or below, we recommend that you become familiar with your new version of Timeslips before converting your data. The installation procedure does not allow you to install Timeslips in the same folder as a current Timeslips v8 (or previous) installation. After installing Timeslips v10.5 in a new folder, use the sample database to familiarize yourself with its new features and interface.

During this learning period, we suggest that you continue to use your previous version of Timeslips for your firm's time and billing. When you are ready to use your new version of Timeslips, convert your Timeslips database with the Data Converter. The conversion process is described in "How to convert your Timeslips database (version 8 and below)" on page 3-3.

Conversion considerations

Before converting data, you should take the following steps:

- Finalize or clear all bills in proof stage
- If you have TAL, print and finalize the G/L transfer register
- Make a backup of your Timeslips database

Expense transactions

The Data Converter will convert expense transactions (not to be confused with expense slips) from your previous version into expense slips. In order to create these slips, the Data Converter creates a "dummy" timekeeper and expense name.

Using the Data Converter

The Data Converter allows you to convert your Timeslips database (*.slp), TSRemote database (*.slp), Timeslips format files (*.tsf), archive files (*.ark), personal abbreviation files (*.abr), bill or statement layouts, and user-defined reports to the current version.

The Data Converter uses a two-stage process to convert your data. The first stage converts your existing data to Timeslips Deluxe v8 format in a temporary folder. The second stage of the process converts the Timeslips Deluxe v8 data into Timeslips v10.5 format in a second new folder.

Before the conversion process begins, the Data Converter requests specific information about the type of data that you want to convert. After gathering the necessary information, the Data Converter converts the data to Timeslips v10.5 Paradox format.



*After your data conversion is complete, the data conversion program returns to the **Select data type** view, allowing you to convert additional databases or other types of data if needed.*

How to convert your Timeslips database (version 8 and below)

To convert a Timeslips database created with Timeslips v8 or below, follow these steps:

1. Open the Data Converter (select **Start; Programs; Timeslips; Conversion** by default). The *Data Converter* dialog box opens (see Figure 3.1 on page 3-4).



*After the **Data Converter** dialog box opens, a Help topic opens, displaying a checklist of procedures to follow before converting data. We strongly suggest that you perform each procedure listed on this Help topic before attempting the conversion procedure.*

2. Select **Timeslips Database (*.SLP)** and click **Next**. The *Timeslips database information* view opens.



*Click **What will not convert** to view a list of data that the Data Converter cannot convert.*

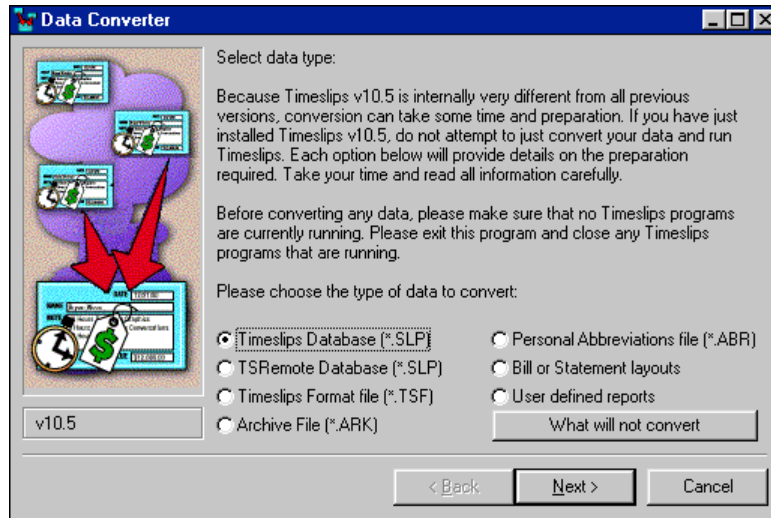


Figure 3.1: Use the Data Converter to convert a database created with Timeslips v8 or below.

3. After reviewing the general guidelines for converting your database, click **Next**. The *Locate Timeslips* view opens.
4. Enter the path to your previous version of Timeslips (**Twreport.exe**) in the *Enter the path* field. If necessary, click **Browse** to select the folder containing your previous version of Timeslips. After selecting the folder containing your previous version of Timeslips, click **Next** to continue.



The following views request specific information about the conversion process. The views displayed by the Data Converter depend upon the version of Timeslips selected in step 3 above, and its enabled features.

- If you have TAL installed in your previous version of Timeslips, the *Transfer Register information* view opens, displaying information about the effects of conversion on TAL-related data. Click **Next** to continue.
- The *Bill Stage information* view displays information about the effects of conversion on Proof Stage and Revision Stage bills. Click **Next** to continue.
- If you have TAL installed in your previous version of Timeslips, the *Statement information* view opens, displaying information about the effects of conversion on statement data. Click **Next** to continue.
- The *Accounts Receivable information* view displays information about your clients' accounts receivable balances. Click **Next** to continue. The *Locate database to convert* view opens (see Figure 3.2 on page 3-5).

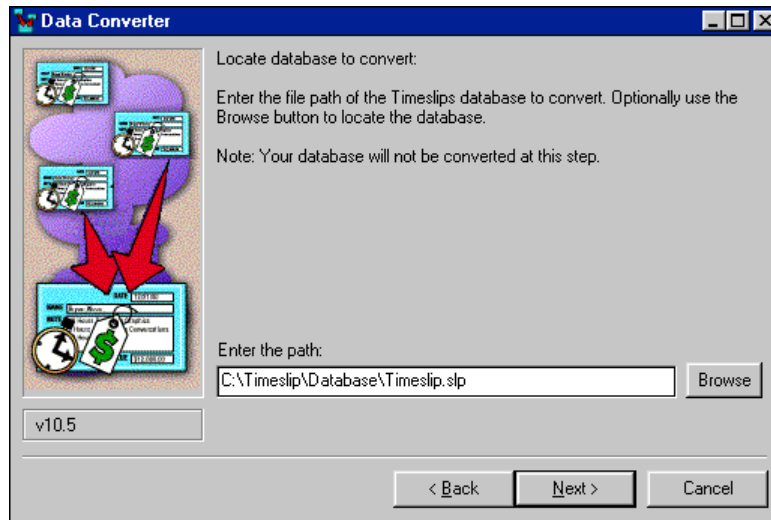


Figure 3.2: Use the *Locate database to convert* view to select the Timeslips database (*.slp) that you want to convert to Timeslips v10.5 format.

5. Enter the path to the database (*.slp) created with your previous Timeslips version of Timeslips. If necessary, click **Browse** to select a different drive, folder, and/or *.slp file. After selecting the appropriate Timeslips database, click **Next** to continue. The *Select folder for converted data* view opens.
6. Enter a path to a folder in which you want to create your new Timeslips v10.5 database. The Data Converter requires an empty folder for you new database. If you enter the name of a folder that does not exist, the Data Converter will create the new folder. After selecting the appropriate folder, click **Next** to continue. The *Conversion options* view opens.



*The Database Converter is a 16-bit application. For that reason, the **Select folder for converted data** view uses an 8.3 file name format.*

7. Your previous version of Timeslips interpreted and stored certain database values differently than Timeslips v10.5. The following views request that you define how these values should be interpreted in Timeslips v10.5. After reviewing the message on this view, click **Next** to continue. The *Accounts receivable balance conversion* view opens.

8. Select how you want to convert your accounts receivable balances. In previous versions of Timeslips (v8 and below), the fees, costs, and interest for accounts receivable balances are a single lump sum. In Timeslips v10.5, accounts receivable balances are the total of separate fees, costs, and interest values. The Data Converter allows you to convert the lump sum balance from Timeslips v8 and below as a fee, cost, or interest balance in Timeslips v10.5.

For example, if you select *Set up the old A/R balances as fees*, the Data Converter reads the accounts receivable balances for each client's *Current period*, *30 days overdue*, *60 days overdue*, *90 days overdue*, and *120 days overdue* in your current version of Timeslips (v8 and below). These balances are transferred to the *Fees* column for the corresponding period (*Current period*, *30 days overdue*, etc.) in Timeslips v10.5.



If your firm uses TAL (Timeslips Accounting Link), the accounts receivable information is broken down into fees, costs, and interest on invoices. When possible, the Data Converter attempts to use this information when converting accounts receivable balances from Timeslips v8 and below to Timeslips v10.5. However, if the Data Converter cannot construct your fees, costs, and interest breakdown from TAL invoices, it applies the conversion rule that you select on this view to the accounts receivable balance.

After selecting the appropriate accounts receivables conversion process, click **Next**. The *Applying payments and credits* view opens.



Consult your firm's accountant to determine how you want to convert these accounts receivable balances.

9. Select how you want to apply payments and credits to specific invoices after the conversion process is complete. After converting the database, Timeslips can automatically apply payments/credits to invoices or can allow you to apply payments/credits manually. After selecting how you want Timeslips to apply payments and credits to invoices, click **Next**.

- If the Data Converter detects TAL installed with your previous version of Timeslips, the *Setting starting balances* view opens (see step 10 on page 3-7).
- If the Data Converter does not detect TAL installed with your previous version of Timeslips, the *Budgets* view opens (see step 11 on page 3-7).



*See **Overview of Applying Payments** in the Timeslips Online User's Guide for additional information about automatically and manually applying payments to invoices.*

10. Select how you want the Data Converter to convert any open invoices (invoices in Proof Stage or Revision Stage). Timeslips v8 (or below) assigns an invoice number to open invoices in Proof Stage or Revision Stage. This view allows you to select how this invoice number converts into your Timeslips v10.5 database.

- **Copy the invoice numbers (recommended)** – The Data Converter creates two invoices in your new Timeslips v10.5 database. The Data Converter marks the first copy of the invoice CNV, which designates it as converted. Timeslips maintains this invoice for informational purposes only. The Data Converter creates a second invoice, known as the starting balance invoice, which Timeslips assigns the same invoice number used in your previous version of Timeslips. This allows you to apply future payments and credits to a specific invoice.
- **Leave the starting balance invoice number blank** – The Data Converter creates two invoices in your new Timeslips v10.5 database. The Data Converter marks the first copy of the invoice CNV, which designates it as converted. Timeslips maintains this invoice for informational purposes only. The Data Converter creates a second invoice, known as the starting balance invoice, which Timeslips assigns zero (0) for the invoice number.



*If you select **Leave the starting balance invoice number blank**, multiple clients will have a starting balance invoice number zero (0). Since multiple clients may have the same starting balance invoice number (0), problems may arise identifying outstanding invoices on an Invoice Listing report.*



See “Converting accounts receivable transactions, TAL invoices, and starting balances” on page 3-10 for additional information about converting open invoices.

After selecting how you want the Data Converter to convert your open invoice numbers, click **Next**. The *Budgets* view opens (see Figure 3.3 on page 3-8).

11. Select how you want Timeslips to compare slips to your budget values. The Data Converter can configure the database to compare all slips, only billable slips, or all billed charges (billed slip values) to budget values. After selecting how you want Timeslips to compare slips to budget values, click **Next**. The *Billing history* view opens.

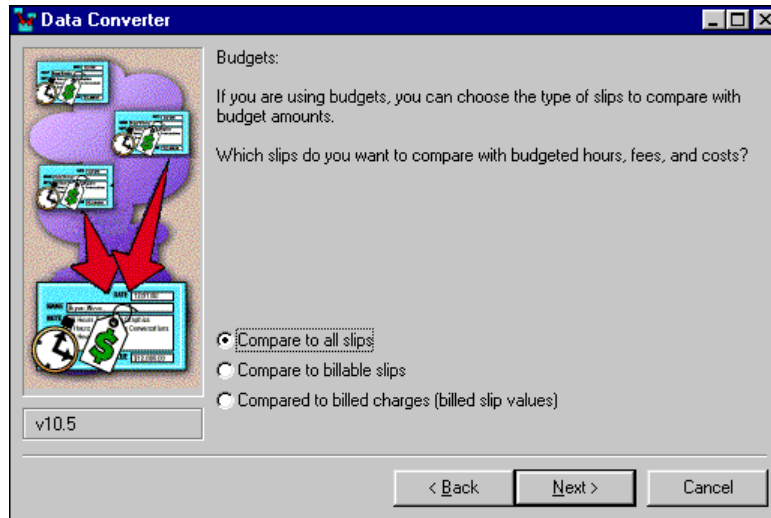


Figure 3.3: Use the **Budgets** view to select how you want Timeslips to compare slips against budgets after converting your database to Timeslips v10.5 format.

12. Select how you want the Data Converter to convert history values. Timeslips v8 and below maintained client history since inception and for the current period. Timeslips v10.5 maintains client history since inception, and for each month, quarter, and year. For this reason, you must define which month of the current period (from Timeslips v8 and below) that you want the Data Converter to store you client's current period historical data.

- **Use the first month of the period** – For each client, the Data Converter reads the values in the *For this period* column on the *Client History* dialog box (Timeslips v8 and below). The Data Converter copies these values to the corresponding rows of the *Prior* column on the *Client History* dialog box (Timeslips v10.5). The Data Converter assigns the first date of the *This period is from* field in the Timeslips v8 *Client History* dialog box to these converted values.
- **Use the last month of the period** – For each client, the Data Converter reads the values in the *For this period* column on the *Client History* dialog box (Timeslips v8 and below). The Data Converter copies these values to the corresponding rows of the *Prior* column on the *Client History* dialog box (Timeslips v10.5). The Data Converter assigns the second date of the *This period is from* field in the Timeslips v8 *Client History* dialog box to these converted values.

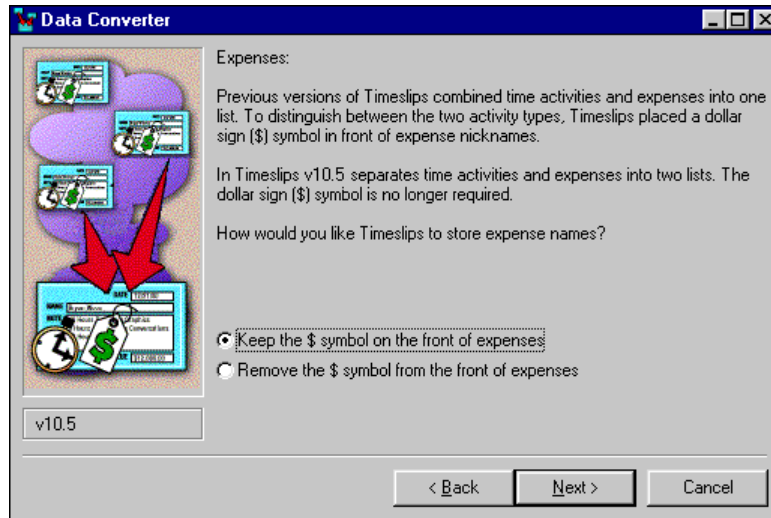


Figure 3.4: Use the *Expenses* view to select if you want Timeslips to retain or remove the dollar sign symbol (\$) that displays before each expense's name.

After selecting the appropriate month to assign to the *For this period* history values, click **Next**. The *Expenses* view opens (see Figure 3.4).

13. Select if you want to retain the dollar sign symbol (\$) in front of each converted expense name. In previous versions of Timeslips, expenses required a dollar sign before their name. In Timeslips v10.5, expenses display on separate list, no longer requiring the dollar sign symbol to identify them. After selecting if you want to retain the dollar sign symbol, click **Next**. The *Reference text* view opens.
14. Select how you want the Data Converter to convert the free-form text entered in each slip's (Timeslips v8 and below) *Reference* field. Timeslips v8 and below allows users to enter free-form text in a slip's *Reference* field. Timeslips v10.5 requires users to select a reference from a list of validation data (a pre-defined list). Use this view to define how the Data Converter should convert free-form reference text.
 - **Convert the reference text to a reference entry** – The Data Converter adds the free-form reference text to the list of valid reference entries. This allows future slips to select this valid reference text.
 - **Do not convert the reference text to a reference entry** – The Data Converter does not add the free-form reference text to the list of valid reference entries. The Data Converter moves the text from the *Reference* field on the Timeslips v8 or below slip to the *Extra* field on the Timeslips v10.5 slip.

After selecting the appropriate method of converting your reference text, click **Next**. The *Ready to convert data* view opens.



The conversion process may take a considerable amount of time if your database contains a large number records (clients, timekeepers, slips, etc.).

15. Click **Finish** to begin the conversion process. Upon completing the conversion process, the *Information* dialog box opens.



*The Windows Notepad also opens, displaying a detailed log of your data conversion process (**Convert.txt**). Please review this log to verify that the conversion process was completed successfully.*

16. After reviewing the information on the dialog box, click **OK**. The *Information* dialog box closes and the *Select data type* view of the *Data Converter* dialog box opens.
17. Click **Next** to convert another Timeslips database or click **Cancel** to exit the Data Converter.

Converting accounts receivable transactions, TAL invoices, and starting balances

The conversion process provides special considerations for accounts receivable (A/R) transactions billed with your previous version of Timeslips. The Data Converter adds these transactions to your new database, but you cannot edit these transactions or include them on reports that track balances or charges due. However, these transactions do display on simple listing reports, such as the A/R Transaction Listing report.



Timeslips marks all converted A/R transactions with CNV, indicating that they were converted from a previous version of Timeslips.

The conversion process uses the same considerations when converting TAL invoice records. The Data Converter will convert these invoices, mark them CNV, and make them read-only. This allows you to view these invoices, but you cannot apply payments to the converted invoice.

The conversion process also creates one or more invoice transactions (starting balance invoices) to create the starting balances for each client. Timeslips marks the description for these transactions with this text “Transferred balance.”

Converting Report Templates from Previous Versions

Timeslips v10.5 also allows you to convert report templates created with previous versions of Timeslips. These templates include bill layouts, statement layouts, and user-defined reports.




We suggest that you convert a copy of your Timeslips report template. After converting your report template, you cannot open it in a previous version of Timeslips.

To convert your report templates, use the Timeslips Report Designer (select **Start; Programs; Timeslips; Report Designer**.) After opening this application, open the report template that you created with your previous version of Timeslips. Report Designer will automatically convert the report template.

How to convert bill or statement layout templates (Timeslips for Windows)

To convert a bill layout or statement layout template created in a previous version of Timeslips for Windows:

1. If necessary, open Report Designer (select **Start; Programs; Timeslips; Report Designer** by default).
2. Select **File; Open**. The *Choose a Report Template* dialog box opens.
3. Locate and select the bill layout or statement layout template (*.rpt) that you want to convert and click **Open**. After opening the bill layout or statement layout template, Report Designer automatically converts it to Timeslips v10.5 format.
4. Select **File; Save** or click **Save Template**  to save the bill layout or statement layout template with a new name.

How to convert layouts (Timeslips for DOS) and report templates

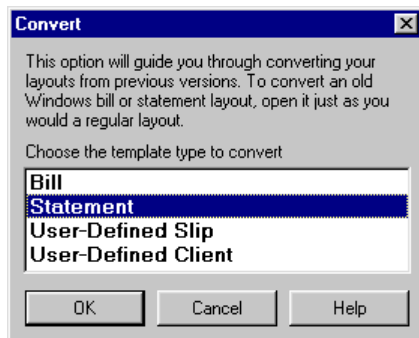
Follow these steps to convert:

- Bill layouts or statement layouts created by Timeslips for DOS
- User-defined report templates (Timeslips for DOS or Timeslips for Windows)



*Before using these steps, you must convert a database from your previous version of Timeslips (see “How to convert your Timeslips database” on page 3-3). The conversion process creates the **V8tmplts.dat** file required in step 4 below.*

1. If necessary, open Report Designer (select **Start; Programs; Timeslips; Report Designer** by default).
2. Select **File; Convert**. The *Convert* dialog box opens (see Figure 3.5).
3. Select the type of report template that you want to convert and click **OK** to open the *Locate the DOS Layout data file* dialog box.
4. Select the **V8tmplts.dat** file in your Timeslips v10.5 database folder and click **Open** to open the *Available Report Templates* dialog box.
5. Select the template name that you want to convert and click **OK**. After opening the bill layout or statement layout template, Report Designer automatically converts it to Timeslips v10.5 format. The *Save this Report Template* dialog box opens.
6. Enter report template’s new name in the *File name* field and select the folder in which you want to save the new report. After clicking **OK**, the dialog box closes and Timeslips saves the converted report template in the selected folder.



*Figure 3.5: Use the **Convert** dialog box to select the type of report template that you want to convert to Timeslips v10.5 format.*

Data Conversion Services

Sage U.S. Holdings, Inc. provides data conversion services for users upgrading Timeslips or users converting their Timeslips data from a different time and billing software package. We can convert your data from most third-party programs.

The fee for this service depends on the source of the data and amount of data to convert. If you are interested in our data conversion service, please send an e-mail message to datarepair@timeslips.com regarding your conversion inquiry.



If you use CompuLaw or Satori, you will not need this service. These programs provide comprehensive conversion programs.

Using Guides and Online Help

We want to make it as easy as possible for you to learn the many features and functions of Timeslips quickly. To assist you in this task, we have included several learning tools, each of which will help you begin using the software almost immediately. There is plenty to learn and you can expect to discover many useful features over time.

Before using any of these learning tools, you should start the program. From the Windows taskbar, select **Start; Programs; Timeslips; Timeslips**, by default.

Tools for learning

Guides are interactive tours within Timeslips. They demonstrate how to perform a task by using the actual commands and dialog boxes of Timeslips. They are designed to get you involved, entering data while learning about the program.

The **Navigator** provides a graphical interface to the commands found on the menus. It will appear when you start the program. For more information on navigators, see “Using the Navigator” on page 5-5.

The **Help system** covers every aspect of the program. It includes context-sensitive information for each dialog box, overview topics that explain program concepts, and procedural topics that offer step-by-step instructions.


The main toolbar provides buttons (Figure 4.1) for the Navigator and the Help system. The **Guides** button () is located in the lower left corner of the Timeslips window.



Figure 4.1: Toolbar buttons for the Navigator and the Help system


Guides

Timeslips includes several different types of guides for different purposes. Separate “guided tours” introduce new users and upgraders to Timeslips. “How to” guides focus on completing a specific task. The Online Tutorial is a series of exercises designed to help you learn to use the program at your own pace. Each guide employs instructional hints to provide you with information about the dialog box or menu currently displayed. The hints will also guide you through steps to complete each task or tutorial exercise.



You must have the sample database (located in the \Explore folder within the \Timeslips folder) installed to use the Online Tutorial. If you have not installed the sample database, follow the installation instructions in Chapter 2 to install it.

Accessing guides

Select **Help; Guides** or click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box (Figure 4.2). This dialog box is divided into several pages, accessed by clicking the tabs on top.

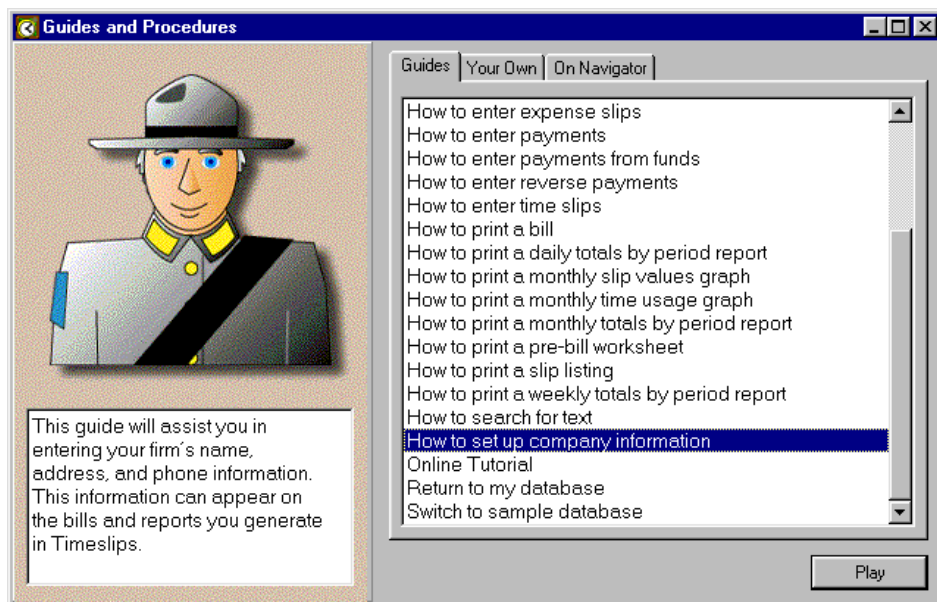




Figure 4.2: Guides provide you with step-by-step instructions.

Each page contains a list of procedures:

- **Guides** – These are the various interactive tours, that provide you with step-by-step instructions for performing a particular function. Some examples are: creating a client, creating a time slip, generating bills, and printing reports.
- **Your Own** – You can create your own automated procedures to streamline your work and play them from here. See “Playing Procedures” on page 5-9 for more information. Selecting **Special; Automated Procedures** will open the *Guides and Procedures* dialog box to this page.
- **On Navigator** – The procedures associated with the current navigator are displayed here.

Using guides

To use any guide, simply highlight its name and click **Play**. While a guide is playing, you will notice the *Automated Procedure Active* control bar in the top right corner of your screen. It will contain messages and sometimes prompts you to click the **Continue** button.

When a guide pauses on a dialog box, a hint for the current field opens (Figure 4.3). You can move through the fields to view the hints by pressing the **Tab** key or by clicking on the field you want. You can also move between fields and hints sequentially by clicking **Previous**  and **Next**  buttons on the *Hints* dialog box.

You may exit a guide at any time by clicking the **Stop** button on the *Automated Procedure Active* control bar or by pressing **Ctrl+Break**.

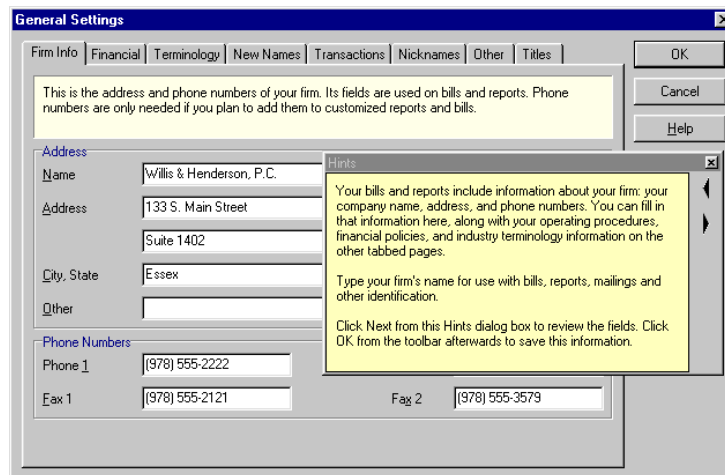


Figure 4.3: The *Hints* dialog box displays field-sensitive hints.



*The Online Tutorial uses the sample database (**Explore**). When you finish, Timeslips will automatically switch back to your regular database. If you stop the Online Tutorial before completing it, you will still be accessing the sample database. You can reopen your database by selecting **File; Open Database** or by exiting and restarting Timeslips.*

Online Help System

Information on every feature of Timeslips is available in the online Help system. While many aspects of the program are introduced in this user's guide, the Help files contain overviews of all major concepts and step-by-step procedures for performing each function.

As mentioned in Chapter One, this user's guide is a starting point. Use it to get oriented with the main features of Timeslips. The Help system provided with the program contains complete documentation and should be used as your primary informational resource for Timeslips.



When using the Help system, you may notice information about a feature that does not appear in your installation of the program. While program functions are available in many different configurations, the online Help system covers all available features. To obtain additional features, visit our web site at <http://www.timeslips.com/store> or call our Customer Service department at (800) 285-0999.

This section describes what is available in the online Help and how best to access the information.

The Help menu

Commands on the *Help* menu provide access to the Help system. Along with the typical *Help* menu items, this menu includes the following commands:

- **Contents and Index** – Opens the *Help Topics* dialog box, allowing you to access the Help contents, search our keywords for a topic, or find information using your own keywords.
- **Online User's Guide** – Contains instructions and additional information about many Timeslips procedures. For each area of the program, this guide provides an overview that explains the basic concepts and one or more procedural topics. This guide is also accessible from outside the program by selecting the Online User's Guide icon in your Timeslips program folder.

- **How To** – Alphabetically lists all procedures in Timeslips. Use this command to open the list of *How to* topics. Select a topic from the list to view instructions on how to perform the selected procedure.
- **What's New** – Provides an explanation of features that are new to this version of Timeslips. Upgraders can use this command to find information easily on features added to Timeslips in this and past upgrades. Select this command for a list of new features, then select a feature for a summary of its benefits.
- **Tip of the Day** – Opens the *Tip of the Day* dialog box, where you can receive tips about different areas of Timeslips (see “Tip of the Day” on page 4-9).
- **Guides** – Opens the *Guides and Procedures* dialog box (see “Guides” on page 4-2).
- **Timeslips on the Web** – Opens a submenu containing commands that access various locations on the Timeslips web site. In order to use these commands, you must have Internet access and a default browser set up.
- **Other Documents** – Opens a submenu containing commands that access documents to complement the user's guide and online Help system. These commands launch Adobe Acrobat Reader to open the requested document.

Using the Online Help System

The structure of the Help system makes information instantly accessible and easy to use.

Help topics

A Help topic is a single page in the Help system. You can access Help topics in many ways, including by pressing F1, clicking a **Help** button, through the Online User's Guide, searching with the *Index* and *Find* pages of the *Help Contents* dialog box, and using books and pages. The following sections discuss each method.


In any Help topic, an underlined green phrase indicates that more details are available about that topic. Click the phrase to move to that topic.

Each Help topic is titled uniquely, allowing you to find it easily in the *Index*. Some topics contain additional items directly below the title that provide access to related information (Figure 4.4 on page 4-7).

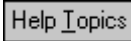
The most common buttons are:

- | | |
|------------|---|
| See Also | • See Also – Lists related topics. These are usually overview topics. |
| Procedures | • Procedures – Lists related procedure (or <i>How to</i>) topics. |
| Example | • Example – Lists related examples. These topics describe how you may use the features described in the current topic. |
| Overview | • Overview – Opens a topic that provides overview information for the current context-sensitive or procedural topic. |

Context-sensitive help


As with most Windows Help files, a large portion of our Help system describes the fields available in the program. To access context-sensitive Help, click **Help**  on the toolbar, click the **Help** button on a dialog box, or press F1.

Help Contents

The *Contents* page of the *Help Topics* dialog box (Figure 4.5 on page 4-8) includes topics organized into books and pages. This structure allows you to approach the major features of Timeslips individually. To access these books and pages, select **Help; Contents and Index** (or click  with the Help file open) and select the *Contents* page.

While you can print any Help topic individually, printing from the *Contents* page allows you to print all pages within a book at once.

Online User's Guide

The Online User's Guide opens when you select **Help; Online User's Guide** or click  within the Help file. It organizes overview information in a top-down manner that groups related topics together.

For example, if you are a first-time user of Timeslips and want information on the various settings available, select **Overview of Setup** (Figure 4.4 on page 4-7) from the Online User's Guide.

Procedural topics

All procedural topics, also referred to as *How To* topics, are available in an alphabetical list. Select **Help; How To** (or click [How To](#)) within the Help file to open the *How to...* topic. Click any of the letters below the topic title for quick access to the topics.

Procedural topics will always open in a secondary window and provide an **Overview** jump. This allows you to walk through a procedure while reviewing general information about the feature.

Searching the Help system

Throughout this user's guide, you will notice references to the Help system providing more information. For example:



For more information, see [Overview of Clients](#) in the Online User's Guide.

Click **See Also** to open a list of related topics.

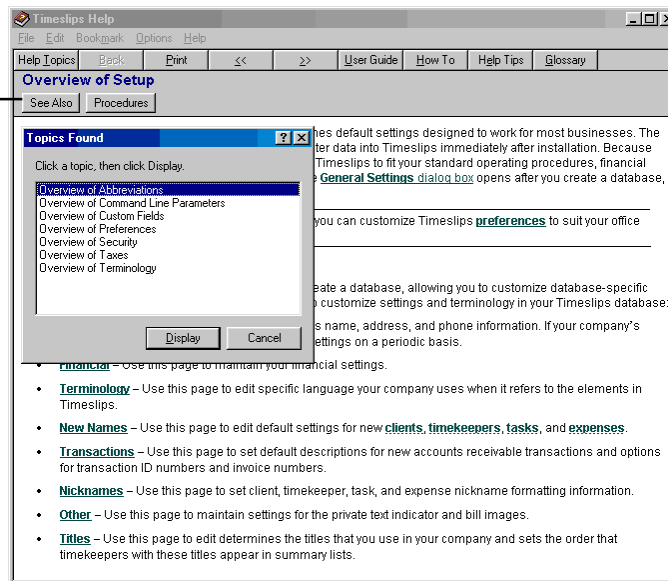




Figure 4.4: Several related overview topics are available for the *Overview of Setup* topic.

To find this topic, select **Help; Contents and Index** and open the *Index* page. Enter the index keyword **Overview of Clients** and click **Display**. The topic will open. If this keyword references more than one topic, select the appropriate topic from the list and click **Display**.

Printing Help topics

The *Contents* page of the *Help Topics* dialog box (Figure 4.5) groups Help topics into books and pages. A *book*  represents a heading that groups related topics. A *page*  represents a specific Help topic.

Double-click a book to display the books and pages within it. Double-click a page to display that topic. Highlight a page and click **Print** to print a single topic. Highlight a book and click **Print** to print all books and pages within that book.

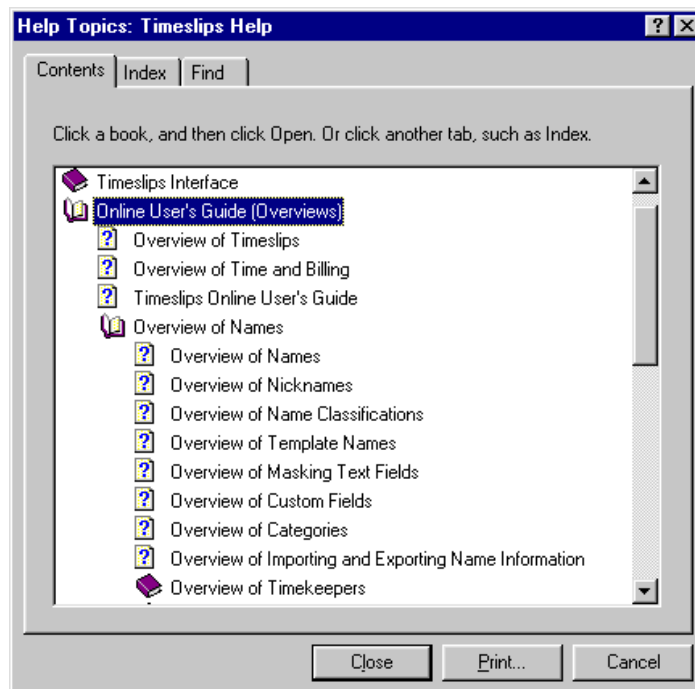


Figure 4.5: Clicking the *Print* button with *Online User's Guide* highlighted will print all pages within the book.

Tip of the Day

The Tip of the Day is an interactive tool that Timeslips uses to provide you with tips about different areas of the program. By default, each time you open the program, Timeslips displays the *Tip of the Day* dialog box (see Figure 4.6) containing various tips about the program.

For some areas of the program, Timeslips can filter tips to show only those related to the current dialog box. In other areas, Timeslips will show tips for the entire program.

For example, if the *Slip Entry* dialog box is open, then only tips related to slips are available.



For more information, see *Tip of the Day* in the Online User's Guide.

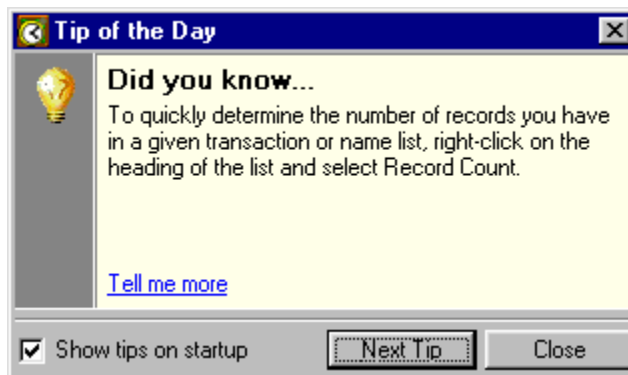


Figure 4.6: Use the *Tip of the Day* dialog box to learn tips about the different areas in Timeslips.

Using the Timeslips Interface

You can access most commands and functions throughout Timeslips in more than one way. Navigator buttons and shortcut menus provide alternatives to the traditional menu bar. Many menu commands have equivalent toolbar buttons and keystroke combinations. For data entry, Timeslips uses a number of controls common to most Windows programs. This chapter explains these controls.

Selecting Commands

Timeslips provides several ways to select commands. You can use either the mouse or the keyboard to perform most program functions.

Menu bars

A menu bar is located just below the title bar of each application window (Figure 5.1 on page 5-2). The menu bar lists the major categories of operations available in each application.

Timeslips menu bar

The following list summarizes the function of each Timeslips menu:

- **File** contains commands that perform file-related tasks, such as creating new databases, backing up and restoring files, exporting and importing data, and purging outdated information. See Chapters 12, 13, and 14 for more information.
- **Edit** includes standard Windows clipboard commands such as cut, copy, paste, and delete.
- **Slips** includes commands for entering time slips, expense slips, and replacement slips. See Chapter 9 for more information.

- **Transactions** includes commands for accounts receivable transactions, client funds transactions, and bank deposit slips. See Chapter 9 for more information.
- **Names** contains commands to define and update information related to clients, timekeepers, tasks, expenses, references, and budgets. See Chapter 8 for more information.
- **Bills** includes commands related to billing, such as printing pre-bill worksheets, bills, and statements; accessing the *Billing Assistant* and *Firm Assistant*; and reprinting bills. See Chapter 11 for more information.
- **Reports** allows access to the predefined reports found in Timeslips. This menu also lets you use the *Add a Report* wizard, which will guide you to the report that best meets your requirements in any situation. See Chapter 10 for more information.
- **Special** contains commands that perform special functions such as spell-checking, text search, and displaying the navigator. See Chapters 5, 8, and 9 for more information.
- **Setup** is used to customize Timeslips, set timekeeper preferences, and establish data entry shortcuts. See Chapter 7 for more information.
- **Window** lists all open windows in the program, along with standard Windows commands to tile, cascade, or close all windows.
- **Help** allows you to access guides and the online Help system. See Chapter 4 for more information.



For more information on menu bars, see *Timeslips menus* in the *Online User's Guide*.

Toolbars

Toolbars provide you with easy access to commands. The Timeslips main toolbar (Figure 5.2) appears beneath the menu bar. In addition to the main toolbar, many dialog boxes also include their own toolbars. Positioning the cursor over a toolbar button will display a ToolTip with the name of the button's command.




Figure 5.1: The Timeslips menu bar lists the major categories of operations available.



Figure 5.2: Use the Timeslips main toolbar to access commonly used commands.

Toolbars also have the following properties:

- **Movable** – You can move a toolbar to any place on your screen by clicking on its handle and dragging it to the desired location. The *handle* is the raised double line located on the left side of a horizontal toolbar or the top side of a vertical toolbar. A toolbar that you have moved from its default location is *floating*. Double-clicking on the title bar of a floating toolbar will return it to its last docked position on the dialog box.
- **Dockable** – You can *dock* a toolbar to any side of its related dialog box by clicking on its title bar and dragging it close to the desired side. When the outline changes shape, release the mouse button to dock the toolbar. Double-clicking on the handle of a docked toolbar will return it to its last floating position.

If you do not want to use the *Main* toolbar, you can remove it by clicking  (available when the toolbar is floating) or by unmarking the **Main window toolbar** check box in the *Interface* page of the *Personal Preferences* dialog box (select **Setup; Preferences**).



For more information on toolbars, see *Toolbars* in the *Online User's Guide*.

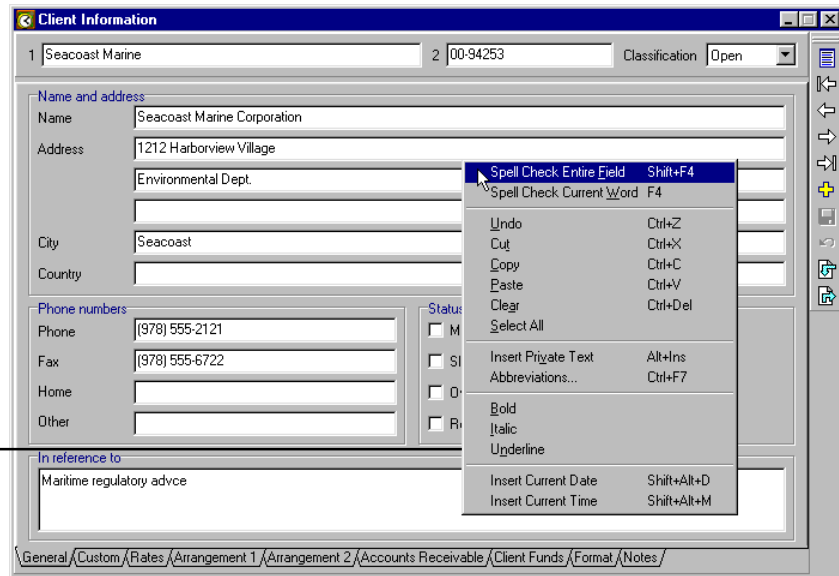
Shortcut menus and shortcut keys

Many commands are also available on *shortcut menus*. A shortcut menu (Figure 5.3 on page 5-4) opens when you click the right mouse button (or *right-click*) while the cursor is positioned on a specific area of a dialog box. The commands on shortcut menus differ depending on the area of the dialog box from which they are accessed. For example, the shortcut menus for text fields usually contain standard text editing commands such as **Cut**, **Copy**, and **Paste**. When the cursor is on an area between fields, the shortcut menu provides keystrokes for toolbar buttons.

Many commands have keyboard equivalents for fast access. Menus and shortcut menus display keystroke combinations and toolbar buttons next to their commands. Some key combinations are common to many Windows programs: **Ctrl+N** for **New**, **Ctrl+O** for **Open**, **Ctrl+S** for **Save**. Other combinations are used as standards throughout Timeslips. For example, **F6** and **Shift+F6** will navigate between pages of most tabbed dialog boxes.



Refer to the “*Timeslips Shortcut Keys*” card in the front of this *User's Guide*. Also see *Shortcut keys* in the *Online User's Guide* for a detailed list of these key combinations.



The commands available on shortcut menus depend upon the field in which you right-click.

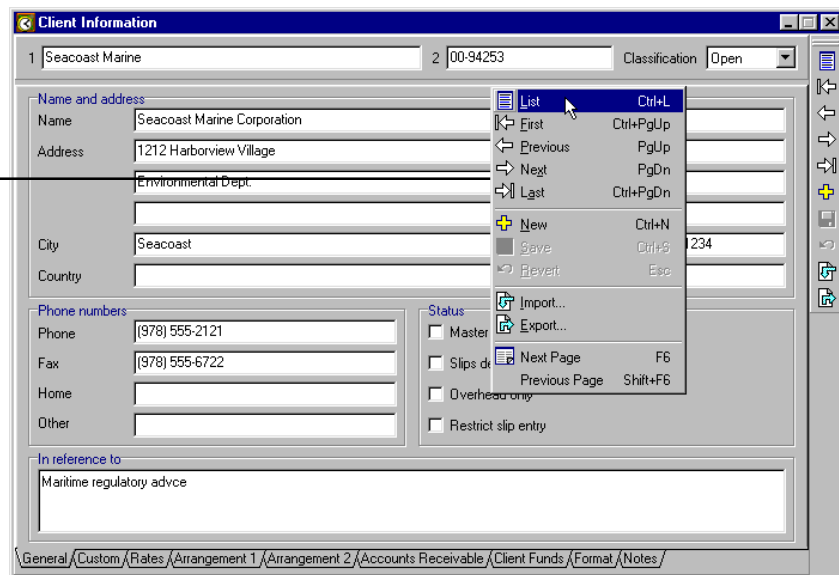


Figure 5.3: Shortcut menus display common commands, their keystroke combinations, and toolbar buttons.

Using the Navigator

While you can access all Timeslips operations from the menu commands, there is an alternate method of grouping and organizing the tasks involved in using the program. This method is called the *navigator* (Figure 5.4 on page 5-6).

The navigator groups commands into major topics and shows workflow between them. It can show more clearly than standard Windows menus how Timeslips' commands are related to real-life business tasks. With the navigator, you can perform most of the tasks required in Timeslips without ever having to use the menu bar.

There are several navigators included with Timeslips:


- **Tutorial** consists of a graphical flow chart. This flow chart presents the basic processes of Timeslips: setting up of the database, entering slips, printing worksheets and bills, and entering payments. Each section uses hyperlink-style buttons to play the guides related to each process.
- **Basic** includes the most commonly used commands in Timeslips.
- **Advanced** includes all the commands of the Basic Navigator, as well as additional buttons to perform commands needed by advanced users.
- **Mini Timeslips** includes a navigator with a smaller set of commands corresponding to the functions of Mini Timeslips: entering time and expense slips; defining timekeepers, clients, tasks, and expenses; and generating reports.

With the Timeslips Navigator Editor, you can create your own customized navigators to fit the way you use the program.



For more information, see Overview of Navigators in the Online User's Guide.

Displaying the navigator

Open the navigator by clicking the **Navigator** toolbar button  or selecting **Special; Navigator**. The first time you run Timeslips, the Tutorial Navigator is displayed (see "Tutorial Navigator topics" on page 5-8 for a list of topics in the Tutorial Navigator). To use a different navigator, click the right mouse button anywhere on the navigator and select **Tutorial**, **Basic**, **Advanced**, or **Custom** from the shortcut menu.

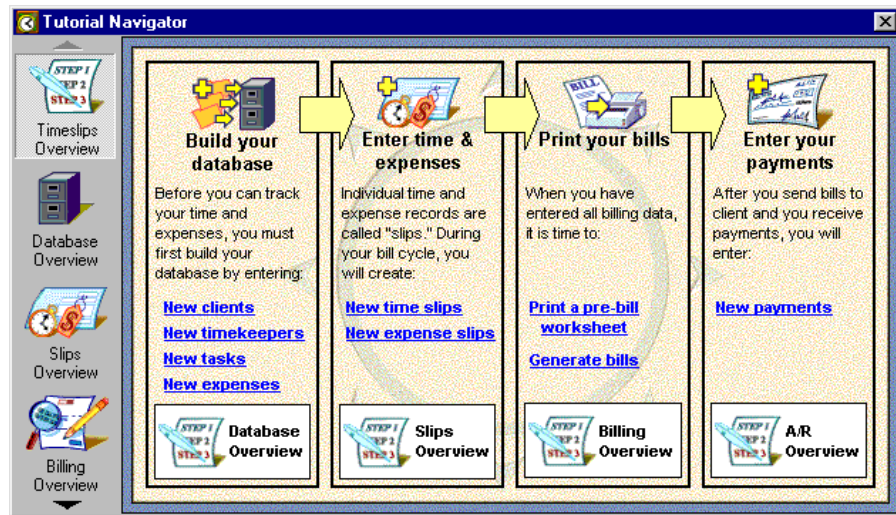


Figure 5.4: The navigator is an alternate method of grouping and organizing tasks.

This shortcut menu also contains the **Dock Navigator** command. This command anchors the topic icons to the left side of your screen and functions like a toolbar.

The Basic and Advanced Navigators include hints. Hints are useful to the new user who has used the Tutorial Navigator and moves on to the Basic or Advanced navigator. When you move the cursor over a button on the navigator, Timeslips provides hints. You can customize these hints to provide user-defined text. See **Overview of Navigators** in the Online User's Guide for more information. More experienced users may not need hints; for this reason you can disable the hint system.



To disable these hints, right-click on the navigator and unmark **Show Hints** on the shortcut menu.

The *Navigator/Procedures* page of the *Personal Preferences* dialog box (select **Settings; Preferences**) contains settings that control navigator options, such as which navigator to use and whether the navigator should be opened each time you run Timeslips.



For more information on preferences, see *Overview of Preferences* in the Online User's Guide.


Selecting commands

When you first open the Basic or Advanced Navigator, Timeslips highlights the **Prepare and Print Bills** topic. The chart in the bottom section of the window displays actions, such as **New Slip**, **Browse Slips**, and **Browse Client Information**, related to the billing cycle.

You can perform the following actions with the Navigator:

- **Change topics** – You can view another topic by clicking a different topic icon. Pressing F6 or Shift+F6 will select the next or previous topic. As the highlight moves to a different topic, the buttons within the topic's work area reflect the new choice.
- **Perform commands** – When you click a button, Timeslips executes that command. For example, the **New Payment** button, which appears on the **Prepare and Print Bills** topic of the Basic and Advanced navigators, will open the *Accounts Receivable Entry* dialog box.

Using the same example, you would perform the following actions in order to open the *Accounts Receivable Entry* dialog box.

1. Select **Transactions; Accounts Receivable**.
2. Click New  from the *Accounts Receivable List* dialog box.

When you have docked the navigator, the buttons associated with a topic are displayed only when you click the topic icon. When you click a button, its command is executed and the buttons disappear, leaving only the topic icons.



*Clicking a navigator button automatically executes a series of commands through a **procedure**. You can create your own procedures with the Timeslips Procedure Editor. For more information, see **Overview of Procedures** in the Online User's Guide.*

Tutorial Navigator topics

The Tutorial Navigator is organized into the following groups:



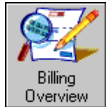
Build your database (create new clients, timekeepers, tasks, and expenses), enter time and expense slips, print your bills, and enter payments



Import and export data, create a new database for TSRemote, back up and restore the database, and verify database integrity



Add, edit, view, and report on time and expense slips as well as stop your timers on time slips



Prepare, lay out, generate, review, and approve bills as well as change bill dates, bill templates, and add bill messages



Add, edit, view, and report on A/R transactions and bank deposit slips



*For more information on navigators, see **Overview of Navigators** in the Online User's Guide.*

Playing Procedures

In Timeslips, the **Special; Automated Procedures** command opens the *Your Own* page of the *Guides and Procedures* dialog box, which lists any procedures that you have created. The *Guides* page lists procedures that Timeslips includes. Highlight a procedure name and click **Play** to play the procedure.

You can also use navigators to play procedures. When creating or editing navigators, you can configure navigator buttons to play your procedures.



See Overview of Navigators in the Online User's Guide for more information.



The Guides page of the Guides and Procedures dialog box lists procedures that Timeslips includes. For more information on guides, see "Guides" on page 4-2.

Creating your own procedures

Timeslips affords you the ability to edit procedures. Editing a procedure is straightforward if you are comfortable writing DOS batch files, macros for Microsoft Excel, or other simple programs.



For more information on editing procedures, see the online Help system included with the Procedure Editor.



Sage U.S. Holdings, Inc. offers Timeslips Certified Consultants who can help you with the process of writing procedures. To find the name of a Certified Consultant in your area, visit our web site at <http://www.timeslips.com/consultant> or call (800) 285-0999 x3.

Entering Data

In Timeslips, you enter all data through dialog boxes, which open when you select commands from the menu bar, toolbars, or the navigator. Toolbars on dialog boxes offer the most common data entry commands. Within the dialog boxes, you use a variety of controls to enter data and change settings. The following sections explain these controls.

Changing the focus

Although a dialog box can contain many fields and controls, you can interact with only one of these at a time. The active field or control in a dialog box is said to have the *focus*. Before you can enter data or make a selection, you must change the focus within the dialog box to the item with which you want to interact.


The simplest method of changing focus is to click on an item with the mouse. If you want to change focus with the keyboard, you can use the following keys:

Tab, Shift+Tab	Move to the next or previous item in the dialog box.
Alt+Home, Alt+End	Move to the first or last item in the dialog box.
F6, Shift+F6	Move to the next or previous page in a tabbed dialog box. Most tabbed dialog boxes also support pressing Ctrl and the “number” of the page as viewed from left to right (Ctrl+1 for the first page, Ctrl+2 for the second, and so on).
F7, Shift+F7	Move to the next or previous group box or major grouping of fields.

You may also move to fields with underlined characters by using the **Alt+letter** key for the underlined characters.

Dialog boxes

Some dialog boxes contain more fields than will fit on your screen at one time. These dialog boxes will have horizontal or vertical scroll bars to accommodate the extra fields (see Figure 5.5). Use the scroll bar to view additional fields.

Depending on the size and resolution of your monitor, you may be able to resize a dialog box to display more fields. Some dialog boxes offer *splitter bars* (see Figure 5.5) that change the size of a group of fields within the dialog box. When the cursor changes to indicate a splitter () , click and drag the border to the location you want.

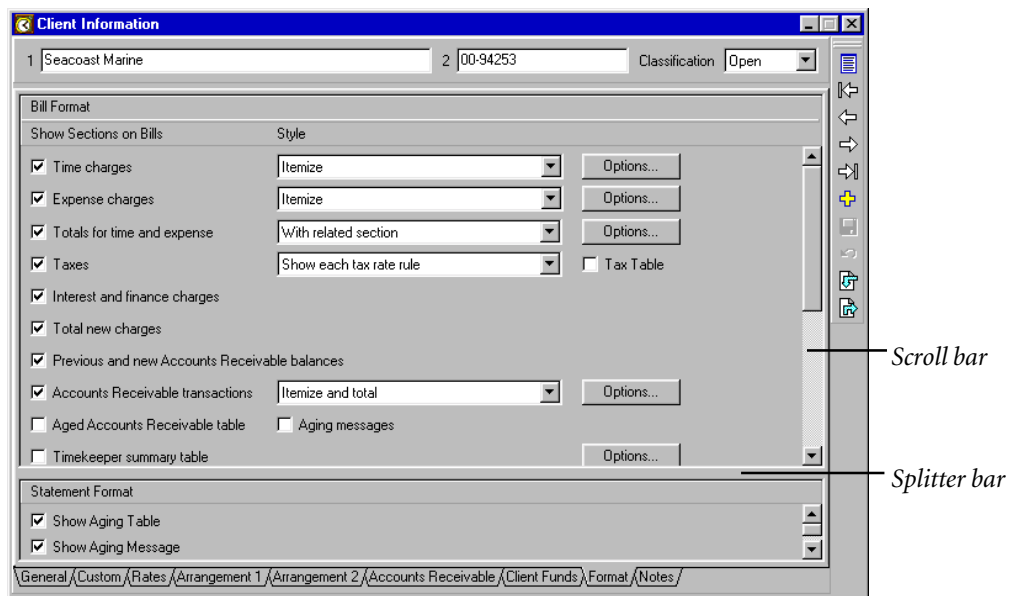


Figure 5.5: Use the scroll bar to view additional fields.

Dialog boxes in Timeslips contain various combinations of the following basic objects:

Text fields

You use text fields (Figure 5.6) for direct entry of text or numbers. Timeslips inserts typed characters into the text field at the insertion point location. Text fields support standard Windows editing commands and operations:

- **Click** – Clicking the mouse at any location in a text field places the insertion bar (|) at that location.
- **Double-click** – Highlights the entire word at the mouse location.
- **Replace** – If you type while one or more characters is highlighted, the new entry replaces the previous entry.
- **Cut, Copy, and Paste** – You can use the *Edit* menu commands to cut, copy, and paste text from one text field into another.
- **Undo** – The **Edit; Undo** command reverses your most recent edit.
- **Home and End** – These keys move the insertion bar to either the beginning or end of the current line in the text field.
- **Shift+Home and Shift+End** – These keys extend the highlight to either the beginning or end of the text field.

There are text fields used specifically for entry of date or time values. These text fields accept special commands.



Figure 5.6: Use text fields for making direct entry of text or numbers.

Date entry

Whenever you enter dates, Timeslips provides special commands that speed up data entry. These commands can be typed in any date field.


Today T

Same as other S

(This command works in paired date fields, such as the *Start date* and *End date* on a slip or the date range filters available for many reports.)

Increment date ↑ or > or +

Decrement date ↓ or < or -

You can also select dates from a pop-up calendar (Figure 5.7) by clicking the **Date** button  to the right of the *Date* field or pressing C. If the date field is part of a date range (indicated by two adjacent date fields), the *Date Range* dialog box (Figure 5.8 on page 5-14) opens. If the date fields support relative dates, this dialog box will contain fields for setting relative date rules.

Relative date rules allow you to set the date fields to determine dates automatically, relative to today. Built-in relative dates include *last month*, *last quarter*, *last year*, *month to date*, *year to date*, *this week*, and *this month*. You can also create your own rules.

These rules are available for date filters on reports and on transaction list dialog boxes when viewed by date range (for example, the *Time and Expense Slip List* dialog box).

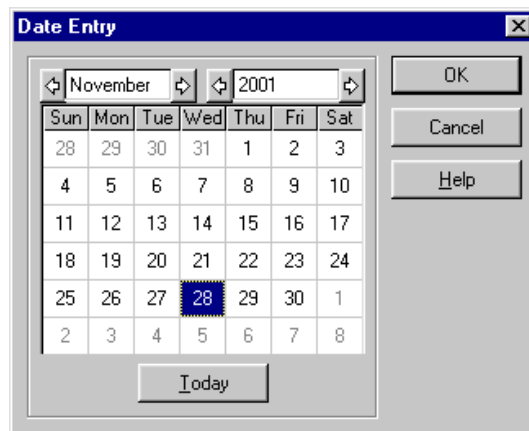


Figure 5.7: The *Date Entry* dialog box shows dates in a calendar form.

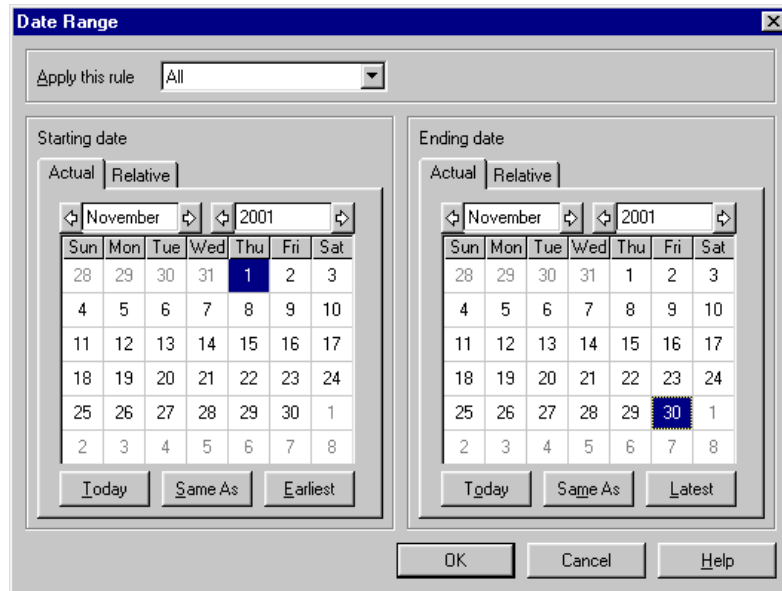



Figure 5.8 Use the *Date Range* dialog box to select relative dates.

Time entry

When you enter time values, Timeslips provides the *Time Range* dialog box (Figure 5.9) to speed data entry. You can open this dialog box by clicking the **Time** button  to the right of the *Time* field or by pressing S when the cursor is in the field. This dialog box allows you to enter start and stop times and will automatically calculate the elapsed time. You can then choose whether this value adds to, subtracts from, or replaces the current duration in the field.

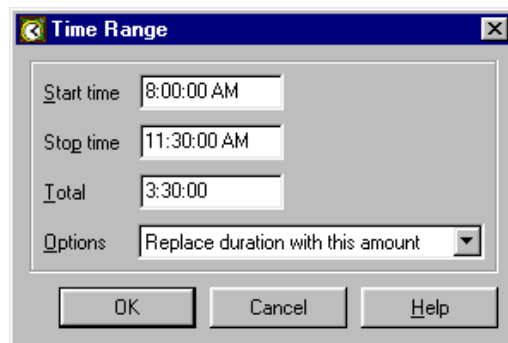


Figure 5.9: The *Time Range* dialog box allows you to enter start and stop times.

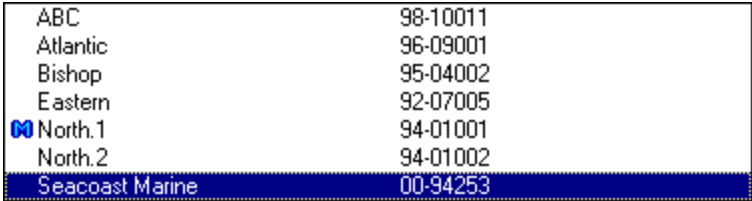
List boxes

List boxes display a list of items. For example, Figure 5.10 shows the clients available in the *Client* field within the *Slip Entry* dialog box. The highlight indicates the selected item in the list box. Some list boxes allow for multiple selections.

When the list box has the focus, the **↑** and **↓** keys move the highlight up and down the list. If the items on the list are arranged in alphabetical order, the list supports *speed search*. A speed search is initiated when you type one or more characters. For example, if you type the letter **c**, the highlight will be positioned on the first item on the list that begins with **c**. You can then enter additional characters to narrow the search.

In most cases, the characters are indicated in the status field in the lower left corner of the Timeslips window (Figure 5.11). After several seconds, the search characters are reset, allowing you to begin a new search. You can also press **Backspace** to start a new search.

Non-alphabetical lists allow a search only for the first character. Upper and lower case distinctions are ignored in a speed search.



ABC	98-10011
Atlantic	96-09001
Bishop	95-04002
Eastern	92-07005
North.1	94-01001
North.2	94-01002
Seacoast Marine	00-94253

Figure 5.10: The list box displays a list of items.

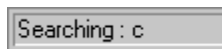


Figure 5.11: Characters that you enter appear in the status field.

Group lists

The purpose of a group list box (Figure 5.12) is to allow you to select a group of items from the list. A ✓ to left of an item indicates that item is selected as part of the group.

You can toggle a highlighted name between marked and unmarked by clicking the check box next to it or by double-clicking the highlighted name.

The ✓ can also be added or removed using the four commands on the shortcut menu: **Mark**, **Remove Mark**, **All**, and **None**. Note that **Mark** and **Remove Mark** work on the currently highlighted items, while **All** and **None** work on all items in the list.

Timeslips supports the ability to highlight more than one item at a time, called *multiple selection*, within group list boxes. There are three ways to extend the highlight to cover more than one item:

- **Keyboard** – You can extend the selection either up or down the list starting with the currently highlighted item by pressing **Shift+↑** or **Shift+↓**. Each time you repeat the key combination, the highlight is extended. Note that if you release the **Shift** and press **↑** or **↓**, the highlight will change back to a single-line highlight.

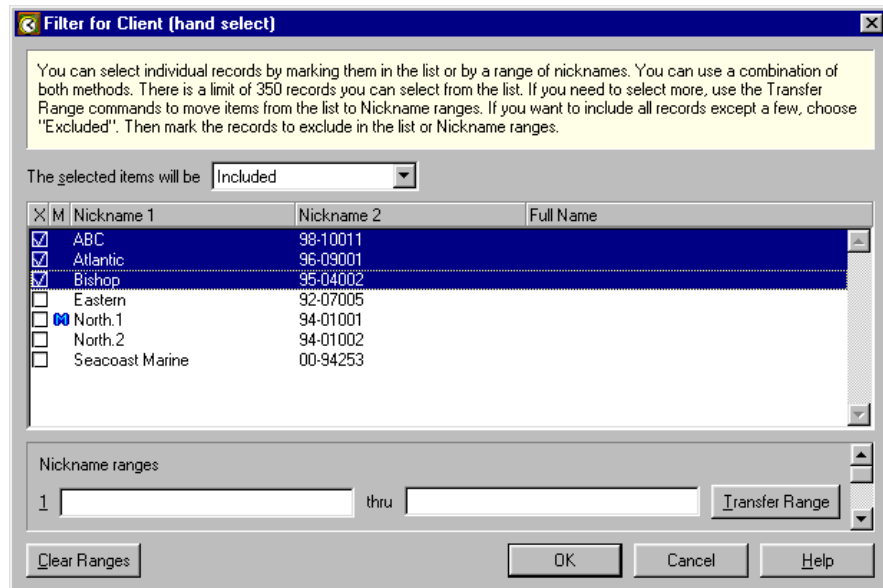


Figure 5.12: The group list box allows multiple selections.

- **First-Last** – You can select a group of consecutive items by using the mouse to select the first and last items. Select the first item in the group as usual by clicking the mouse on that item. Select the last item in the group by holding down **Shift** while clicking that item. When this is done, all of the items from the first to the last are covered by the highlight. Note that the next item that you click (without **Shift**) returns the highlight to its normal size and removes the highlight from items you have previously selected.
- **Add to selection** – You can add individual items to the current selection by holding down **Ctrl** while you click the item. This method allows you to select non-consecutive items. For example, you can select only the first and last items in a list by clicking the first item normally and the last item with **Ctrl+click**. Note that with **Ctrl+click**, only the clicked item is selected. The items between selections are not affected. You can add as many items as you want with **Ctrl+click**.

Action buttons

Action buttons perform an operation that uses the data or settings entered into a dialog box. In most cases, selecting an action button closes the dialog box before the action is performed. The three most common action buttons (Figure 5.13) are **OK**, **Cancel**, and **Help**.

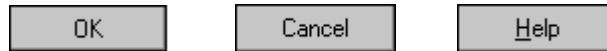


Figure 5.13: Action buttons are found on many dialog boxes.

Drop-down list boxes

A drop-down list box looks like a text field, with the exception that the icon appears at the end of the field.

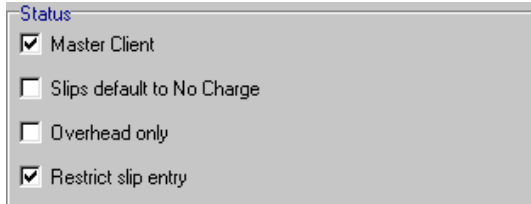
When you click this icon, press **Alt+↓**, or press **F4** when the focus is on the drop-down list box, a list of choices opens (Figure 5.14). You can then select an item, either by clicking the item or by pressing **Enter**. Whether opened or closed, you can type to search most drop-down list boxes alphabetically.



Figure 5.14: The drop-down list box displays a list of choices.

Check boxes

Check boxes designate a setting as being marked (✓) or unmarked (blank). The example below (Figure 5.15) shows four check boxes in the same dialog box. **Master Client** and **Restrict slip entry** are marked (✓). **Slips default to No Charge** and **Overhead only** are unmarked. Clicking the check box toggles the mark.

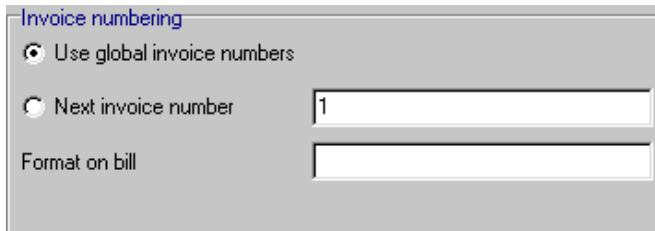


The screenshot shows a dialog box with the title "Status" in blue. It contains four check boxes arranged vertically. The first, "Master Client", has a checkmark. The second, "Slips default to No Charge", is unchecked. The third, "Overhead only", is unchecked. The fourth, "Restrict slip entry", has a checkmark.

Figure 5.15: Check boxes toggle a setting on or off.

Option buttons

You can use option buttons (Figure 5.16) to select from among mutually exclusive items. Click an item to mark it. You can also use the arrow keys to move the ●.



The screenshot shows a dialog box with the title "Invoice numbering" in blue. It contains two option buttons. The first, "Use global invoice numbers", has a filled circle and is selected. The second, "Next invoice number", has an empty circle and is unselected. To the right of the "Next invoice number" button is a text field containing the number "1". Below these two options is a label "Format on bill" followed by an empty text field.

Figure 5.16: Use option buttons to select from among mutually exclusive items.

Toolbars

Toolbars appear on the top or right side of many of the dialog boxes. The buttons that appear on the toolbar are primarily designed to help manipulate the items shown in the dialog box.

Many of the functions available from the toolbars are universal. They are available in different places but serve the same purpose. Not all of these functions are available in every part of the program. The toolbar will display the available tools.



Add a new record to the database. The shortcut key is **Ctrl+N**.



Access information about the highlighted item in a list. You can also double-click on the highlighted item to perform the same function. The shortcut key is **Ctrl+O** or **Enter**.



Save the current record. Note that most other commands automatically save. The shortcut key is **Ctrl+S**. If the dialog box was opened from within another dialog box, this button is replaced by **Return**, which saves the record and returns you to the original dialog box.



Delete a record from the database. Deleting a record is often a serious operation that can affect other areas of the Timeslips database. We recommend that you perform a backup before using this command. The shortcut key is **Ctrl+Del**.



Discard any changes made to a record that you are editing. The shortcut key is **Esc**. The **Edit; Undo** command is more limited in scope because it discards the last set of typing changes made in the current text field.



Display a list of records. The shortcut key is **Ctrl+L**. Use the list to go to another record.



*Pressing the **Shift** key while clicking a list toolbar button is a shortcut to open the associated data entry dialog box. For example, **Shift**+clicking on the **Client List** toolbar button opens the **Client Information** dialog box. This feature also works on list toolbar buttons for timekeepers, tasks, expenses, accounts receivable transactions, funds transactions, slips, and reports.*



Display the first record. The shortcut key is **Ctrl+PgUp**. If the current record has just been edited, it will be saved.



Display the previous record, if any. The shortcut key is **PgUp**. If the current record has just been edited, it will be saved.



Display the next record, if any. The shortcut key is **PgDn**. If the current record has just been edited, it will be saved.



Display the last record. The shortcut key is **Ctrl+PgDn**. If the current record has just been edited, it will be saved.



Update the list with any changed information or records, such as changes that occurred on other stations. The shortcut key is **Shift+Ctrl+L**.



When you encounter additional buttons, you can find an explanation of each within the Help topic for the dialog boxes (press F1) in which they are located.

ToolTips




When you move your cursor over a toolbar button or navigator button, Timeslips displays a *ToolTip*. For toolbar buttons, Timeslips displays the name of the button. For navigator buttons, Timeslips displays a hint about the associated procedure.

In addition, when you move your cursor over a **Print** toolbar button, Timeslips displays a ToolTip detailing what report will be printed. For example, the **Print** toolbar button on the *Slip List* dialog box displays **Print Slip Listing** when you move your cursor over it.

Quick Start

Overview

This Quick Start provides an introduction to the basic data entry procedures of Timeslips—adding names and entering slips and transactions. We include a premise for this Quick Start to provide an overview of why you are adding each type of data. We continue this premise before each exercise.

Timeslips offers *guides* to provide step-by-step assistance in performing a particular function. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box (Figure 6.1 on page 6-2). Guides automate procedures in Timeslips. They open appropriate dialog boxes for you and provide hints for the various fields in the dialog box. When a guide pauses on a dialog box, a hint for the current fields opens. You can move through the fields to view the hints by pressing the **Tab** key or by clicking on the field you want. You can also move through fields and hints sequentially by clicking **Previous**  and **Next**  on the *Hints* dialog box.

Using guides

At the end of each procedure, the guide will ask if you would like to view an overview of the current topic within the Online User's Guide. Click **Yes** for more information on the current topic. The Online User's Guide contains overviews and procedural Help for all major features of Timeslips. For further information, see Chapter 4, "Using Guides and Online Help."

Getting additional information

In addition, at the end of each exercise, a reference to a specific section within this User's Guide is listed in a note format.

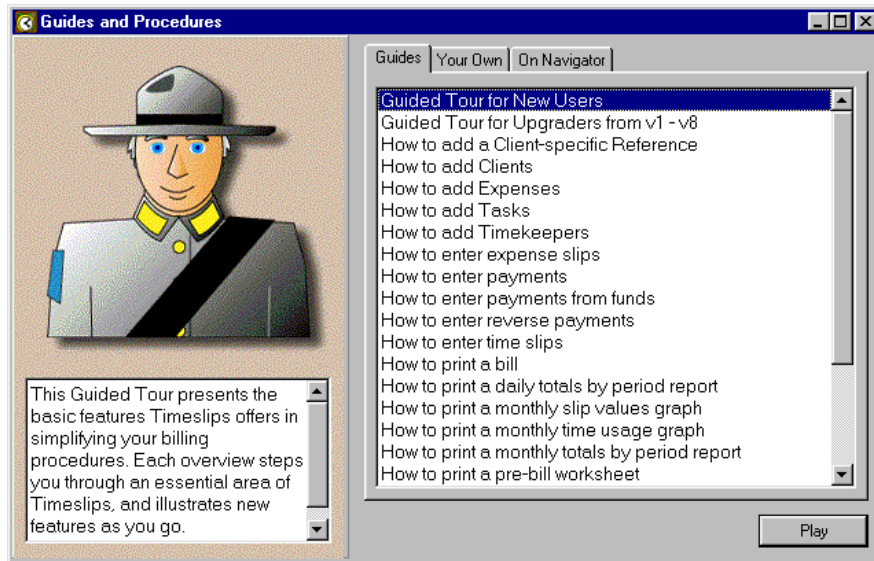


Figure 6.1: Guides provide you with step-by-step instructions for common procedures.



If you purchase a Timeslips Training Guide, you must reinstall the sample database before you follow the lessons within the training guide (see “How to install Timeslips” on page 2-8). Select the **Custom** installation option (see step 10 on page 2-12). In the **Select Components** view, unmark all components except **Sample Database**.

Quick Start Premise

Your name is Chris Harding. You are a new attorney in the law firm of Willis & Henderson, P.C. You are responsible for several clients and will generate bills each month. Your responsibilities require you to learn the setup and operation of Timeslips.

Defining Timekeeper, Task, Expense, and Client Names

Every time and expense slip includes names that specify who (the timekeeper) performed what activity (the task or expense) for whom (the client). These names are the building blocks that form the structure of your entire Timeslips database.

Defining timekeepers



All employees of Willis & Henderson, P.C. who track time are set up as timekeepers.

1	2	3	4	5	6
90.00	100.00	120.00	0.00	0.00	0.00

Figure 6.2: Enter timekeeper names and rates in the *Timekeeper Information* dialog box.

Exercise 1 – Adding a timekeeper

In this exercise, as a new employee, you will define yourself as a new timekeeper and enter your billing rates.


1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. Highlight **How to add Timekeepers** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Timekeeper List* dialog box.
4. Click **New**  from the toolbar on the *Timekeeper List* dialog box to open the *Timekeeper Information* dialog box (Figure 6.2).
5. Enter **C. Harding** in the *Nickname 1* field and **ChrisH** in the *Nickname 2* field.
6. Click **Continue** on the *Automated Procedure Active* control bar to display the *General* page of the *Timekeeper Information* dialog box.
7. Enter your full name, **Chris L. Harding**, in the *Name* field.
8. Press **Tab** to enter your initials, **CLH**, in the *Initials* field.
9. Press **Tab** to enter your title. Set *Title* to **Attorney**.

10. Enter **90** in *Rate 1*, **100** in *Rate 2*, and **120** in *Rate 3* to define your billing rates.





Each timekeeper, client, and task can have several different hourly rates, allowing billing rates to vary from timekeeper to timekeeper.


11. Optionally use the overhead rate to track the rate your firm pays employees.
Enter **60.00** in the *Hourly cost* field.

12. Click **Save**  from the toolbar to save the new timekeeper.



*Most toolbar buttons, such as **Save**  and **New** , have keyboard accelerators. The shortcut menu (accessed by right-clicking on the toolbar) lists the accelerator equivalents for toolbar buttons.*

13. The new timekeeper now appears on the *Timekeeper List* dialog box. Click **Yes** to view the **Overview of Timekeepers** Help topic or **No** to close the *Confirm* dialog box.

14. Click  to close the *Timekeeper List* dialog box.



For more information on timekeepers, see “Creating Timekeepers” on page 8-8.

Defining tasks and expenses


Tasks are the activities the timekeeper performs, the individual events that make up the whole day, or the parts of a particular job. All of these tasks can be measured in hours. Timeslips calculates the value for most slips created with a task by multiplying an hourly rate by a number of hours.

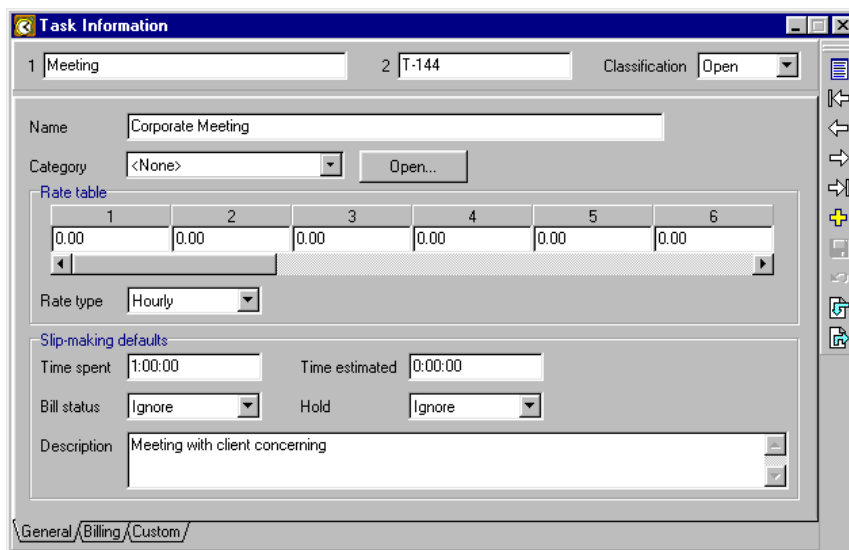
Expenses are reimbursable costs. Expenses are measured in units other than hours. Timeslips calculates the value for a slip created with an expense by multiplying a unit price by a numerical quantity.

You will create one task and one expense to become familiar with each process.

Exercise 2 – Adding a task

As you work with your clients, you will be conducting both in-house and off-site meetings. In this exercise, you will add the new task, **Meeting**, to the database.

1. The *Guides and Procedures* dialog box is minimized in the lower left corner of the Timeslips window. Double-click on its title bar to restore it.
2. In the *Guides and Procedures* dialog box, highlight **How to add Tasks** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Task List* dialog box.
4. Click **New**  from the toolbar on the *Task List* dialog box to open the *Task Information* dialog box (Figure 6.3).
5. Enter **Meeting** in the *Nickname 1* field and **T-144** in the *Nickname 2* field.
6. Click **Continue** on the *Automated Procedure Active* control bar to display the *General* page of the *Task Information* dialog box.
7. Enter the full name, **Corporate Meeting**, in the *Name* field. The full name takes the place of the task nickname on bills.



Task Information

1 Meeting 2 T-144 Classification Open

Name Corporate Meeting

Category <None> Open...

Rate table

1	2	3	4	5	6
0.00	0.00	0.00	0.00	0.00	0.00

Rate type Hourly

Slip-making defaults

Time spent 1:00:00 Time estimated 0:00:00

Bill status Ignore Hold Ignore


Description Meeting with client concerning

General Billing Custom

Figure 6.3: Enter task names, rates, and slip-making defaults in the *Task Information* dialog box.

Do not enter rates for this task. Because you will bill at timekeeper rates, there is no need to define task rates.

You can use slip-making defaults to save time when entering slips. Timeslips enters values in these fields automatically on a new slip when you select this task.



8. Your meetings typically last an hour. Enter **1** in the *Time spent* field.
9. A brief, general-purpose description will be useful on most slips containing this task. Enter **Meeting with client concerning** in the *Description* field.
10. Click **Save**  from the toolbar to save the new task.
11. The new task now appears on the task list. Click **Yes** to view the **Overview of Tasks** Help topic or **No** to close the *Confirm* dialog box.
12. Press **Ctrl+W** to close the *Task List* dialog box.

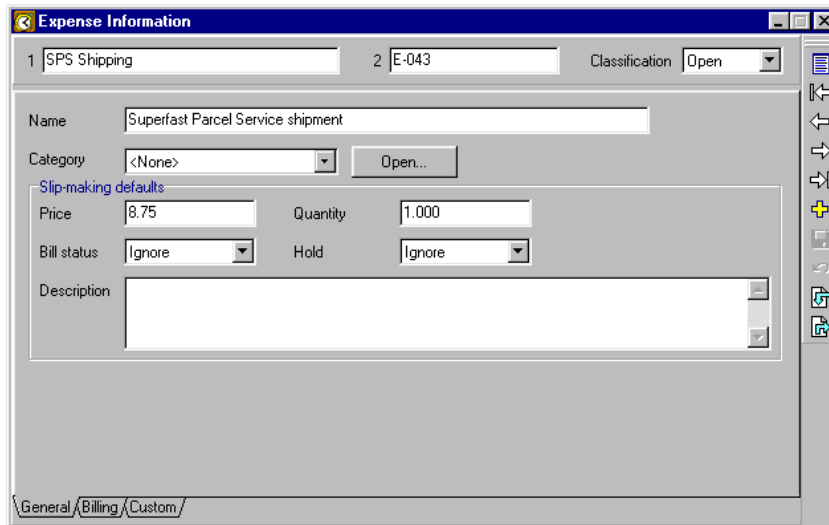


For more information on tasks, see “Entering task information” on page 8-21.

Exercise 3 – Adding an expense


Willis & Henderson has just added Superfast Parcel Service as a delivery carrier. In this exercise, you will add the new expense, **SPS Shipping**, to the database.

1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. In the *Guides and Procedures* dialog box, highlight **How to add Expenses** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Expense List* dialog box.
4. Click **New**  from the toolbar on the *Expense List* dialog box to open the *Expense Information* dialog box (Figure 6.4 on page 6-7).
5. Enter **SPS Shipping** in the *Nickname 1* field and **E-043** in the *Nickname 2* field.
6. Click **Continue** on the *Automated Procedure Active* control bar to display the *General* page of the *Expense Information* dialog box.
7. Enter the full name, **Superfast Parcel Service shipment**, in the *Name* field. The full name takes the place of the expense nickname on bills.
8. Enter **8.75** in the *Price* field as the default price for shipments.



The **Expense Information** dialog box is shown. It has a title bar with standard window controls. Below the title bar, there are two input fields: "1 SPS Shipping" and "2 E-043", followed by a "Classification" dropdown menu set to "Open". Below these is a "Name" field containing "Superfast Parcel Service shipment". A "Category" dropdown is set to "<None>" with an "Open..." button next to it. A section titled "Slip-making defaults" contains several fields: "Price" (8.75), "Quantity" (1.000), "Bill status" (Ignore), and "Hold" (Ignore). There is also a "Description" text area. At the bottom, there are three tabs: "General", "Billing", and "Custom", with "General" being the active tab. A vertical toolbar on the right side contains icons for saving, deleting, and other actions.

Figure 6.4: Enter expense names and slip-making defaults in the *Expense Information* dialog box.

9. Enter 1 in the *Quantity* field as the default quantity for shipments.
10. Click **Save**  from the toolbar to save the new expense.
11. The new expense now appears on the expense list. Click **Yes** to view the **Overview of Expenses** Help topic or **No** to close the *Confirm* dialog box.
12. Press **Ctrl+W** to close the *Expense List* dialog box.



For more information on expenses, see “Entering expense information” on page 8-22.

Creating a client

The term *client* refers to the person or organization being charged for work performed by your company. Timeslips maintains extensive billing information for each client, including accounts receivable balances, budgets, tax and interest rates, flat fee arrangements, and bill format settings.

Exercise 4 – Adding a client

You bring a new client to the firm. In this exercise, you will add the new client, **Howard Brothers**, to the database.




1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. Highlight **How to add Clients** and click **Play**.

Figure 6.5: The *Client Information* dialog box contains settings for each client.

3. After reading the text on the *Information* message box, click **OK** to close it and open the *Client List* dialog box.
4. Click **New**  from the toolbar on the *Client List* dialog box to open the *Client Information* dialog box.
5. Enter **Howard Brothers** in the *Nickname 1* field and **99-10022** in the *Nickname 2* field.
6. In the *Set up this record to match fields from* list, highlight **Client Defaults**.
7. Click **Continue** on the *Automated Procedure Active* control bar to apply the defaults and display the *General* page of the *Client Information* dialog box (Figure 6.5).
8. Enter **Howard Brothers** in the *Name* field.
9. Enter the following items in the remaining fields:

Address:	30 Main Street
City:	Essex
State:	MA
ZIP:	01929
Phone:	(978) 555-1234
Fax:	(978) 555-7890
In reference to:	General counsel

10. Click **Save**  from the toolbar to save the new client.
11. The new client now appears on the client list. Click **Yes** to view the **Overview of Clients Help** topic or **No** to close the *Confirm* dialog box. Press **Ctrl+W** to close the *Client List* dialog box.



For more information on clients, see “Creating Clients” on page 8-10.

Tracking Time and Expenses on Slips



A *slip* is the basic unit of tracking time and expenses in Timeslips. It is a record of a job or part of a job done for a particular client by a specific timekeeper. Every slip requires a timekeeper, a client, and a task or expense. You enter slips with the *Slip Entry* dialog box.

Creating a time slip

You use time slips to track work done on an hourly basis. You can track the duration of a time slip with the stopwatch timer or you can enter it afterward.

Exercise 5 – Creating a time slip

In this exercise, you will create a time slip for a meeting with the new client, Howard Brothers.

1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. Highlight **How to enter time slips** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Time and Expense Slip List* dialog box.
4. Click **New**  from the toolbar on the *Time and Expense Slip List* dialog box to open the *Slip Entry* dialog box (Figure 6.6 on page 6-10).
5. Set *Timekeeper* to **C. Harding**.




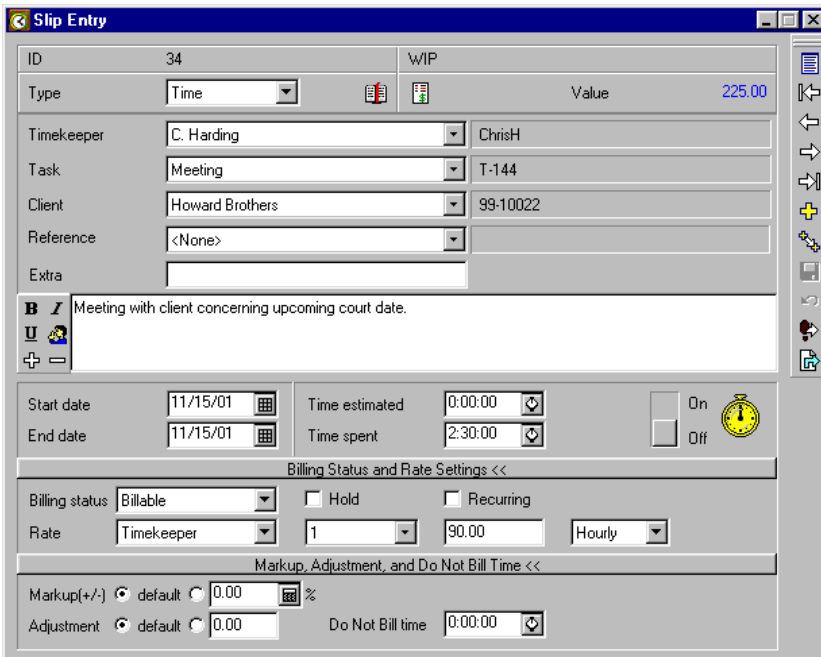
On any of the nickname lists, you can use the alpha-search feature. As you begin typing the letters of a nickname, Timeslips will jump to the closest match on the list.

6. Set **Task** to **Meeting**. Notice that Timeslips enters the slip-making defaults you defined in Exercise 2 in the *Description* field and the *Time spent* field.



*You can change the order of the **Task** and **Client** fields on the **Slip Entry** dialog box in the **Other** page of the **General Settings** dialog box.*

7. Set **Client** to **Howard Brothers**.
8. Enter **upcoming court date**. after the text in the *Description* field to describe the work represented by the slip.
9. The *Start date* and *End date* fields are automatically set to today's date. In this case, you will enter a different date for the meeting. Click  next to the *Start date* field to open the *Date Range* dialog box (Figure 6.7 on page 6-11).
 - a. Set the *Month* to **November**.
 - b. Click on the 15th of the month.



The screenshot shows the 'Slip Entry' dialog box with the following details:

- ID:** 34
- WIP:** WIP
- Type:** Time (dropdown)
- Value:** 225.00
- Timekeeper:** C. Harding (dropdown), ChrisH (text)
- Task:** Meeting (dropdown), T-144 (text)
- Client:** Howard Brothers (dropdown), 99-10022 (text)
- Reference:** <None> (dropdown)
- Extra:** (empty text field)
- Description:** Meeting with client concerning upcoming court date.
- Start date:** 11/15/01 (calendar icon)
- End date:** 11/15/01 (calendar icon)
- Time estimated:** 0:00:00 (time spinner)
- Time spent:** 2:30:00 (time spinner)
- On/Off:** On (checked), Off (unchecked) (checkboxes)
- Billing Status and Rate Settings <<**
 - Billing status:** Billable (dropdown)
 - Hold:** (unchecked checkbox)
 - Recurring:** (unchecked checkbox)
 - Rate:** Timekeeper (dropdown), 1 (dropdown), 90.00 (text), Hourly (dropdown)
- Markup, Adjustment, and Do Not Bill Time <<**
 - Markup(+/-):** default (radio), 0.00 (text), % (dropdown)
 - Adjustment:** default (radio), 0.00 (text)
 - Do Not Bill time:** 0:00:00 (time spinner)


Figure 6.6: Enter the details of the time slip in the *Slip Entry* dialog box.

- c. In the *Ending date* fields on the right side of the dialog box, click **Same As** to make the ending date the same as the starting date.
 - d. Click **OK** to close the *Date Range* dialog box.
10. Since Willis & Henderson does not use the *Time estimated* field, you will leave it at **0:00:00**.
 11. The meeting ran longer than the default of one hour. Enter 2.5 in the *Time spent* field. When you click in a different field, Timeslips automatically converts the decimal number into an **hours:minutes:seconds** format.
 12. You can enter unbillable time as a separate slip or as part of a slip with billable time. Willis & Henderson will charge Howard Brothers for only a portion of the meeting.

You want to assign one hour of the meeting as unbillable time. Enter 1 in the *Do Not Bill time* field at the bottom of the slip.



If the Markup, Adjustment, and Do Not Bill time fields are not available, click Markup, Adjustment, and Do Not Bill time >> on the time slip.

13. To see how unbillable time will affect the slip value, click **Slip Value**  at the top of the slip to open the *Slip Values* dialog box. Note that the *Billed Value* is \$135.00, reflecting the reduced billable time. Click **Done** to close the *Slip Values* dialog box.

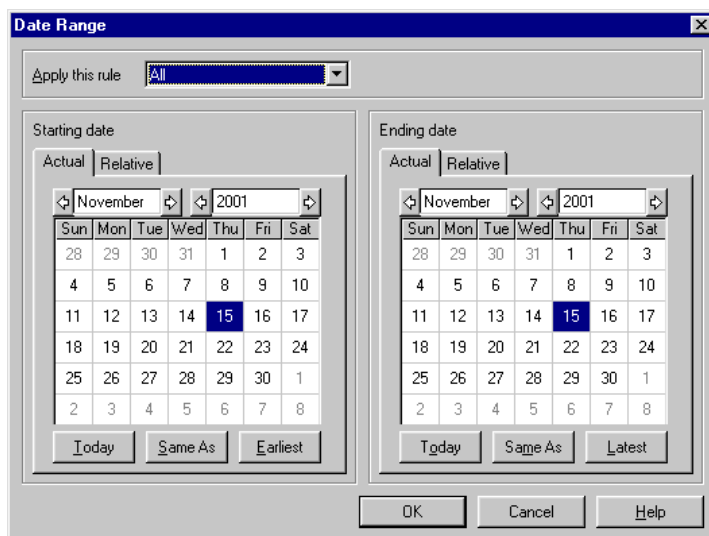



Figure 6.7: The *Date Range* dialog box allows you to enter dates with a calendar interface.

14. Click **Save**  from the toolbar to save the new changes.



You can also save the current slip by creating a new slip or viewing a previous slip.

15. The new time slip now appears on the *Time and Expense Slip List* dialog box. Click **Yes** to view the **Overview of Time and Expense Slips** Help topic or **No** to close the *Confirm* dialog box.

16. The slip you just entered is highlighted at the bottom of the list of slips. Click **Open**  from the toolbar to open the *Slip Entry* dialog box and view the slip.




For more information on time slips, see “How to create a time slip” on page 9-8.


Creating an expense slip

You use expense slips to track charges for sales, expenses, and disbursements. You should enter items that are tracked as a quantity multiplied by a unit cost, such as mileage or photocopies, as expense slips.

Exercise 6 – Creating an expense slip

You need to create an expense slip for a package you sent to Howard Brothers by Superfast Parcel Service.

1. Click **New**  from the toolbar on the *Slip Entry* dialog box to start a new slip. By default, Timeslips copies the *Timekeeper* name from the time slip you made in Exercise 5.
2. Set *Type* to **Expense** to make the slip an expense slip. When you click on the *Task* field, it changes to the *Expense* field and displays the expense nicknames.
3. Set *Expense* to **SPS Shipping**. Notice that Timeslips enters the slip-making defaults you defined in Exercise 3 in the *Price* field and the *Quantity* field.
4. Set *Client* to **Howard Brothers**.
5. Enter **Sent copies of case documents to Victor’s attention.** in the *Description* field.

6. You can leave the remaining fields at their default values. Click **Save**  to save the changes made to this slip.
7. Press **Ctrl+W** to close all open dialog boxes.





For more information on expense slips, see “How to create an expense slip” on page 9-11.

Entering Transactions

Transactions are financial exchanges between you and your clients. You can use transactions to pay a client’s balance, write off billable charges, or transfer amounts to and from client funds accounts.

Exercise 7 – Entering a payment

Eastern Associates sent you a check for \$1500.00 to apply to their outstanding balance. In this exercise, you will enter this amount as a payment.

1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. Highlight **How to enter payments** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Accounts Receivable List* dialog box.
4. Click **New**  from the toolbar on the *Accounts Receivable List* dialog box to open the *Accounts Receivable Entry* dialog box (Figure 6.8 on page 6-14).
5. The *Type* field is automatically set to **Payment**. Set *Client* to **Eastern**.
6. Enter 11/15/01 in the *Date* field.
7. You want to include the check number for this payment. Enter 6375 in the *Check No.* field.

Accounts Receivable Entry -

ID New Balance: 1220.42

Type **Payment** ☐ Deposit Slip

Client **Eastern** 92-07005

Date **11/15/01** Check No. **6375** Amount **1500.00**

B **I** **U** Payment - Thank You

Not yet applied **279.58**

Date	Invoice No.	Amount	Fees Due	Fees Paid	Costs Due	Costs Paid	Int. Due	Int. Paid
5/31/00	G:10012	743.38	725.00	725.00	18.38	18.38	0.00	0.00
6/15/00	G:10015	477.04	450.00	450.00	27.04	27.04	0.00	0.00

☒ Remaining amount applies to future invoice **Transfer Money** **Apply All** **Apply One** **Clear Applies**

Figure 6.8: Enter the details of the payment in the *Accounts Receivable Entry* dialog box.

8. The *Amount* field defaults to the total outstanding balance. Enter the amount of the check, **1500**, in the *Amount* field.
9. There are two open invoices listed below the *Description* field. Click **Apply All** to apply the payment to both invoices. The *Fees Paid* and *Costs Paid* columns reflect the amounts paid on each invoice. Since the payment amount exceeded the balance due, the **Remaining amount applies to future invoice** check box is marked. This amount, \$279.58, is indicated in the *Not yet applied* field.



You can apply a payment to a specific highlighted invoice with the **Apply One** button.

10. Click **Save** from the toolbar to save the payment.
11. The payment now appears on the *Accounts Receivable List* dialog box. Click **Yes** to view the **Overview of Accounts Receivable Transactions** Help topic or **No** to close the *Confirm* dialog box.
12. Press **Ctrl+W** to close all open dialog boxes.



To print a list of accounts receivable transactions, click **Listing Reports** from the *Accounts Receivable* topic of the navigator and select **Transaction Listing**.




For more information on A/R transactions, see “Understanding Accounts Receivable Transactions” on page 9-20.

Reporting


Timeslips (standard edition) provides over 60 reports and Timeslips Enterprise provides over 80 reports that help you analyze your data and generate bills and statements.

Exercise 8 – Printing a Slip Listing report

You want to view all slips in the database. In this exercise you will print a *Slip Listing* report.

1. Click  **Guides** in the lower left corner of the Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.
2. Highlight **How to print a slip listing** and click **Play**.
3. After reading the text on the *Information* message box, click **OK** to close it and open the *Report List* dialog box.



You can optionally click **Open**  to set up filters, sort order, and options for the report.

4. Click **Print** to print the slip listing to the display.
5. Click **More** to view additional pages of the report or **Print** to print the report to the printer. Your new slips appear at the end of the report.
6. Press **Ctrl+W** to close all open dialog boxes.

What's next?

Now that you have learned about basic data entry and report procedures, you are ready to use other functions and features in Timeslips. To learn more about the features Timeslips offers, please use the other guides while accessing this sample database.



For more information on billing, reporting, and customizing your bills, see Chapter 10, “Designing and Printing Reports,” Chapter 11, “Billing Clients,” and the *Online User's Guide*.

Setting Up a New Database



Before you can begin entering data in Timeslips, you must create a database. A *database* is a collection of files that stores all the information you track with Timeslips. These files are stored together in a folder on a hard disk, where you and other users can access them. Databases can be personal—accessed by one user—or shared—accessed by many users. You can create as many databases as you need. You must store each database in a separate folder. Be sure to keep track of each database folder's location.

Once you have created a database, the next step is to configure settings—database settings for all users and personal settings for individual users—that will reflect the way you will use the program.

As you conduct business, you are constantly entering data. Timeslips provides important timesavers: defaults. *Defaults* are settings that Timeslips automatically uses until you choose or enter another value. For example, default values enable you to enter names, slips, and transactions without filling in each field in a dialog box manually.

This chapter introduces the considerations involved in creating a new database. Chapter 13, *Creating Databases and Establishing Connectivity*, describes each of these considerations in detail, walking you through each process.

This chapter also helps you consider timesaving setup options before you begin to use Timeslips regularly. The advantage of certain setup features might not be clear until you have had some experience with the program and its features. Occasionally review the way you work with Timeslips to determine if you can better automate certain functions by customization.

Creating a Database, Summarized

New users of Timeslips must create a new database for their firm. Some users may require multiple databases, for example if they are tracking data existing for two or more firms.

In each scenario, you would use the *Create a New Database* wizard to assist you with this process of creating a new database. In addition to selecting the location of the database, you can establish some database defaults and user preferences. How you open this wizard depends on if you are currently accessing a database.

Because most users are familiar with the Paradox database format, this section provides a summary of the steps to create a Paradox database. For more detailed instructions or information on creating databases for MSDE or MSSQL, refer to Chapter 13, “Creating Databases and Establishing Connectivity.”

Starting the Create a New Database wizard

When new users start Timeslips for the first time, the *No Database Selected* dialog box opens. Clicking **Make a New Database** opens the *Create a New Database* wizard.

Users who have already created a database and require another can start the *Create a New Database* wizard by selecting **File; New; Database**.



Because the steps of creating new databases involve some more advanced decisions, only system administrators should use the Create a New Database wizard.

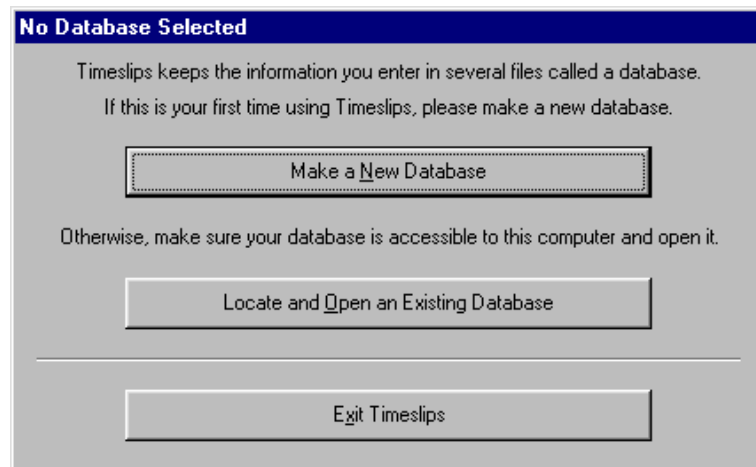


Figure 7.1: The No Database Selected dialog box gives you the option to locate or create a database.

While you can configure a new database with standard defaults, Timeslips offers structured databases for several specific professions. Timeslips also offers structured databases for use with electronic billing and audit house links.

Creating instant databases by profession

Timeslips may be able to supply you with a database structure that suits your profession. Profession-specific databases include terminology, task names, expense names, and custom fields familiar to your industry.

The *Select a Database Style* view of the *Create a New Database* wizard (see Figure 7.2) lists the available professions. Highlight the profession-specific database that you want to create and click **Next** to continue.

If your profession is not on the list or if you want to create a database without any industry-specific settings, mark **Empty**.



For more information on profession-specific databases, see *Professions List* in the *Online User's Guide*.

Creating databases for electronic billing

If you are creating a database for use with one of the electronic billing or audit house links, Timeslips supplies files that simplify the setup process.

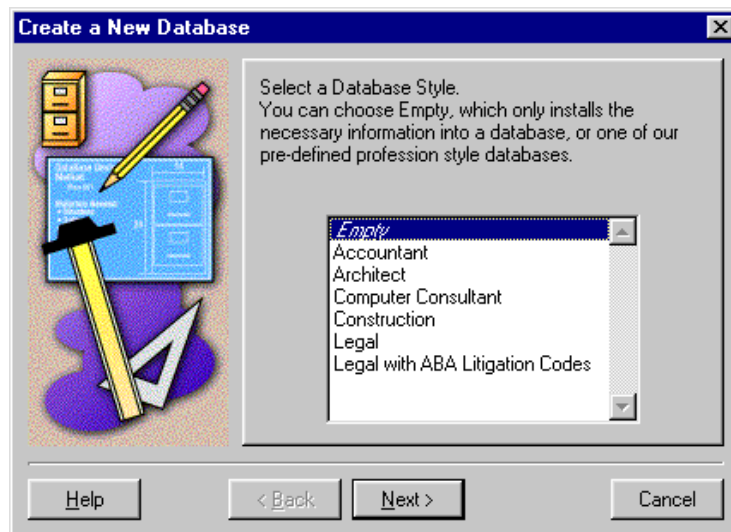


Figure 7.2: The *Create a New Database* wizard displays a list of databases by profession.



You must install the electronic billing or audit house add-on before you can create a database based on the specific electronic billing or audit firm. See Chapter 2, “Installing Timeslips” for more information on how to install Timeslips Add-Ons.

The *Select a New Database Style* view of the *Create a New Database* wizard also lists the database styles available for use with your installed electronic billing and audit house links (see Figure 7.2 on page 7-3). Highlight the electronic billing or audit house database that you want to create and click **Next** to continue.



*For more information on electronic billing links, see **Overview of Electronic Billing** in the Online User’s Guide.*

Completing the new database

The next views of the *Create a New Database* wizard (the *Select Database Engine* view and the *Select Database Location* view) determine the format and location of the new database. In order to create databases using MSDE and MSSQL formats, you must install additional software, prior to creating the database.

- For more information about using the MSDE format, see “Establishing Connectivity between Timeslips and Microsoft Database Engine” on page 13-13.
- For more information about using the MSSQL format, see “Establishing Connectivity between Timeslips and Microsoft SQL Server” on pages 13-22.

The remaining views of the wizard assist you with completing the new database. Use these views to select settings such as the number of decimal places for values, beginning of your fiscal year, starting invoice number, and bill formatting and layout settings.



*For additional information on any of the views of this wizard, click the **Help** button on the view.*

Establishing General Settings

After the *Create a New Database* wizard finishes, the *General Settings* dialog box opens. You should enter several pieces of important information here before proceeding. If you are unsure of any settings or need to change them later, you can select **Setup; General** to open the *General Settings* dialog box.

Entering firm information

Enter the name, address, and phone numbers for your firm in the *Firm Info* page of the *General Settings* dialog box (Figure 7.3). This information can appear on bills, statements, and reports.

Determining aging periods

The *Financial* page of the *General Settings* dialog box (Figure 7.4 on page 7-6) determines the number and length of the aging periods used by your firm to track overdue balances. You can define up to six aging periods. By default, Timeslips uses four aging periods of 30, 60, 90, and 120 days, but you can choose any length for the periods, up to 999 days. Use these periods to determine when to begin charging interest and when to print a past-due message on a bill.

General Settings

Firm Info | Financial | Terminology | New Names | Transactions | Nicknames | Other | Titles

This is the address and phone numbers of your firm. Its fields are used on bills and reports. Phone numbers are only needed if you plan to add them to customized reports and bills.

Address

Name: Willis & Henderson, P.C.

Address: 133 S. Main Street

Suite: Suite 1402

City, State: Essex MA ZIP Code: 01929

Other:

Phone Numbers

Phone 1: (978) 555-2222 Phone 2: (978) 555-5435

Fax 1: (978) 555-2121 Fax 2: (978) 555-3579

OK Cancel Help

Figure 7.3: Enter your firm's information in the *Firm Info* page of the *General Settings* dialog box.

General Settings

Firm Info | **Financial** | Terminology | New Names | Transactions | Nicknames | Other | Titles

Your business can establish global rules for how it handles financial issues. Interest rates are established on a per-Client basis. Aging periods are used to track overdue balances and calculate interest charges.

Aging Periods

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
30	60	90	120	150	180

Number of aging periods that you will use:

Other

First month of your fiscal year:

☐ Flat rate Tasks override the default Client rate on a slip

☒ Payments entered after the Last Bill Date calculate interest on the next bill

Minimum interest charge:

Default finance charge on reverse payments (i.e. bounced checks):

OK Cancel Help

Figure 7.4: Define your firm's aging periods in the *Financial* page of the *General Settings* dialog box.



For more information on aging periods, see *Financial settings* in the *Online User's Guide* for more information.

Setting terminology

The *Terminology* page of the *General Settings* dialog box (Figure 7.5 on page 7-7) controls the labels that Timeslips uses to identify timekeepers, clients, activities (both time and expense), references, and projects. Although this guide uses these standard terms, you may want to label them more appropriately for your business. If you are using a professions database, the terminology is already customized. If you are using a *client project* naming method (as described later in this chapter), it may make sense to change the *client* label. When you change a standard label, menus and dialog boxes will reflect the new label.



For more information on changing database terminology, see *Overview of Terminology* in the *Online User's Guide*.

When you are finished with the *General Settings* dialog box, click **OK** to accept your settings.

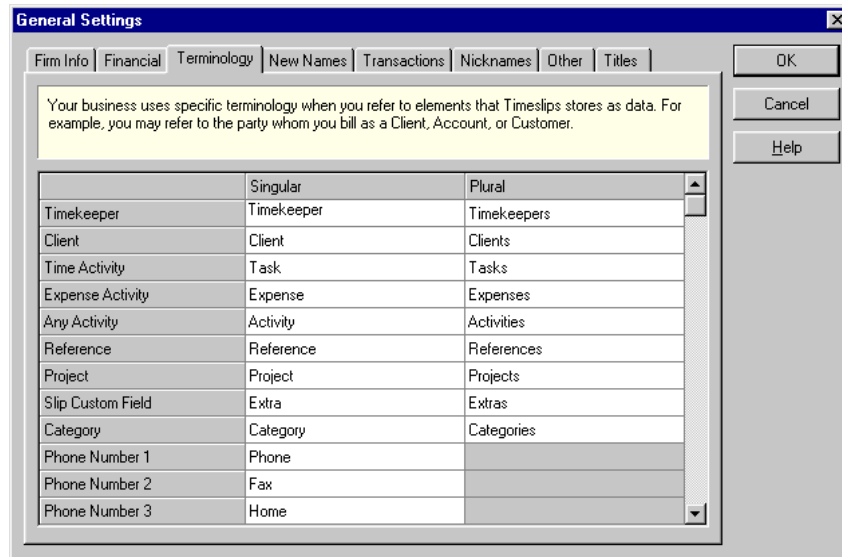



Figure 7.5: Change the terminology for your firm in the Terminology page of the General Settings dialog box.

Getting Started

After creating a database and closing the *General Settings* dialog box, the *Getting Started* wizard opens. The purpose of this wizard is to configure personal settings for the timekeeper using the program.

Since your new database does not yet contain timekeeper names, this wizard will prompt you to enter your name, initials, and primary and secondary nicknames (Figure 7.6). Timeslips uses this information to create the first timekeeper record in this database.

If you are a new user, subsequent views of the wizard allow you to accept some default settings or establish your own values. The last view of the *Getting Started* wizard asks if you want to take a guided tour. If you select **No**, you can run the guided tour at any time from the *Guides and Procedures* dialog box (click  **Guides** in the lower left corner of the Timeslips window).



*In order to be sure all personal settings are properly established, the **Getting Started** wizard will also appear when you open another database with the **File; Open Database** command.*

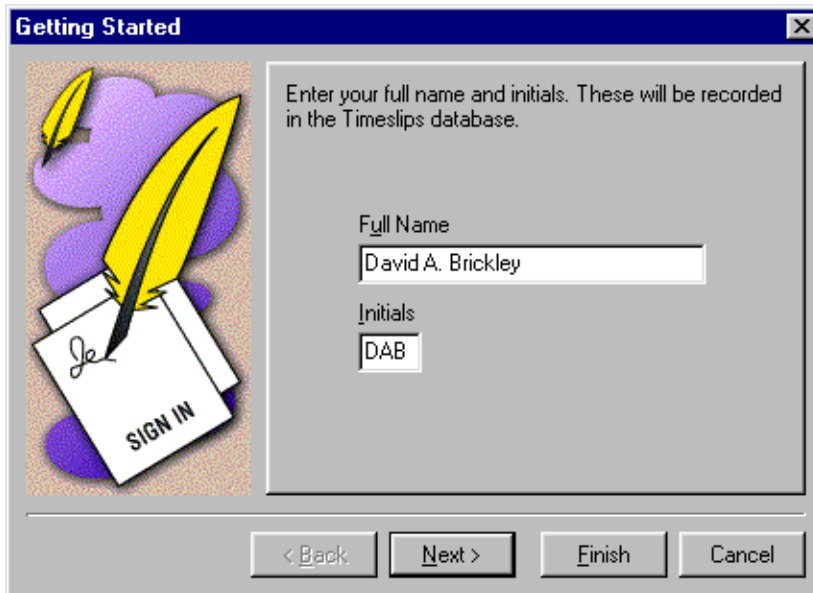


Figure 7.6: The *Getting Started* wizard uses your full name and initials to create a timekeeper record in this database.

Important Setup Options

In addition to the settings you have already established, there are several setup areas that you should configure before using Timeslips. You may not need to make changes in each of these areas. See the referenced pages in this guide for each feature to decide whether you will use the feature.

Before entering slips and transactions

Before entering slips and transactions, you should consider the following checklist:

- ☐ Optionally disable features you do not plan to use with the *Features Enabled* dialog box (see “Disabling features” on page 7-14).
- ☐ Set up auto-format options for nicknames on clients, timekeepers, tasks, expenses, and references (see “Formatting nicknames” on page 8-2).
- ☐ Define template names for clients, timekeepers, tasks, and expenses to copy defaults to new names (see “Setting name classifications” on page 8-3 and “Using new name defaults” on page 8-5).
- ☐ Select a project separator if you will be using the client project method (see “Client projects” on page 8-13).
- ☐ Define rate rules for selecting default rates on slips. You enter rate information in the *Rates* page of the *Client Information* dialog box (see “Assigning rates” on page 8-5).
- ☐ Set up database and personal abbreviations for use when entering text throughout Timeslips (see “Setting up abbreviations” on page 7-14).
- ☐ Customize personal preferences to suit the way you use Timeslips (see “Establishing preferences” on page 7-15).
- ☐ Define custom fields and assign their values to clients, timekeepers, tasks, and expenses (see “Creating and using custom fields” on page 8-6).
- ☐ Set up custom fields for fee allocation (see “Allocating Fees” on page 8-26).
- ☐ Enter tax settings: jurisdictions, tax rate rules, and tax profiles (see “Setting up taxes” on page 7-12).
- ☐ Set up security to limit database access (see “Controlling access to Timeslips” on page 7-13 and “Maintaining Database Security” on page 14-1).

- ☐ Enable audit trails (see “Enabling audit trails” on page 14-5).
- ☐ Define client funds accounts in the *Client Funds* page of the *Client Information* dialog box (see “Understanding Client Funds Transactions” on page 9-33).
- ☐ Define bank accounts to group client funds accounts (see “Bank accounts” on page 9-33).
- ☐ Enter or modify the default transaction phrases. The *Transactions* page of the *General Settings* dialog box (select **Setup; General**) determines the default phrases used when creating accounts receivable transactions.

Before generating bills and statements

Before generating bills and statements, you should consider the following checklist:

- ☐ Enter timekeeper titles in the *General Settings* dialog box. The *Titles* page of this dialog box contains a list of titles for the timekeepers in your firm. This list is used in sorting some reports and in determining the order in which timekeepers appear on the Timekeeper Summary Table optionally shown on bills.
- ☐ Enter bill messages, both global and client-specific (see “Bill messages” on page 11-8).
- ☐ If you have TAL (Timeslips Accounting Link), set up general and specific accounts and link to your general ledger (see “Timeslips Accounting Link” on page 15-1).
- ☐ Design or modify the bill template you will use to generate bills. This includes the positioning of page headers and footers, as well as the fonts and type styles used to print various items of information. You can create and modify bill templates in the Timeslips Report Designer (see “Timeslips Report Designer” on page 10-14).
- ☐ If you are preparing bills for electronic delivery, set up the specific options for the format requirements (see “Using Audit Stage with electronic bills” on page 11-28).

Converting from Another System

If you have time and expense data from another program, you will want to transfer as much of that information as possible into your Timeslips database. There are three methods of transferring information: manual entry, the Timeslips Import program, and the Timeslips data conversion service (see “Data Conversion Services” on page 3-13).

Entering data manually

You must manually enter any past client and timekeeper histories (other than billed slips) if you want Timeslips to track them. See “Maintaining timekeeper history” on page 8-9 and “Maintaining Client History” on page 8-17.

Importing data with Timeslips Import

To avoid manual entry of large amounts of data, Timeslips Import (TSImport) can accept input from source files in a variety of formats. TSImport can import ASCII files and use them to create several types of data in your Timeslips database. You can run TSImport from within Timeslips by selecting **File; Import**. You can also access TSImport as a separate program in your Timeslips program folder.

If you have clients with existing balances, you must import the balances (TSImport cannot import payments). After you import clients with existing balances, Timeslips can properly age the first bill and update the figures from that point onward. If you have been billing your clients from another billing system, spreadsheet, or database, chances are you will be able to transfer name, address, and balance information electronically to Timeslips with TSImport.

TSImport can import other types of data such as timekeepers, tasks, expenses, time and expense slips, and client references. If you installed TSImport, see the online Help within that program for more information.

Configuring Additional Database Settings

This section includes information on additional commands found in the *Setup* menu: **Taxes**, **Security**, **Abbreviations**, **Features Enabled**, and **Preferences**. Use these commands to determine how you will use Timeslips in your office.

Setting up taxes

In Timeslips, a *tax profile* is a combination of tax rate rules that determines how Timeslips calculates taxes. You can define tax profiles to accommodate any situation or locality with which you do business. A *tax rate rule* specifies a tax rate percentage, a jurisdiction (such as federal, state, city, or county), and the type of charges to which the tax applies—time, expense, or both. After defining the appropriate jurisdictions, you can create a tax rate rule to apply a tax rate to a jurisdiction. When you generate a bill for a client, Timeslips applies tax based on every tax rate rule in a tax profile.

Select **Setup; Taxes** to open the *Taxes* dialog box (Figure 7.7). This dialog box allows you to set up tax profiles, tax rate rules, and jurisdictions.

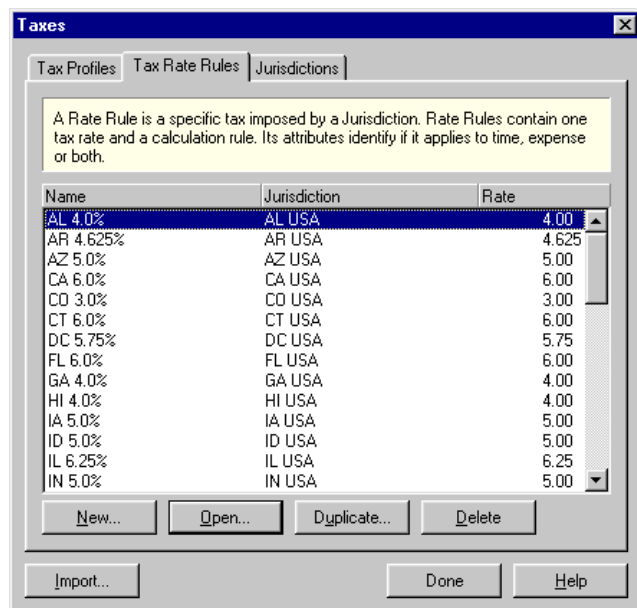


Figure 7.7: In the *Taxes* dialog box, create tax rate rules to apply a tax rate to a jurisdiction.

There are several steps necessary to charge tax on a client's bill:

1. Set up a tax jurisdiction, tax rate rule, and tax profile with the appropriate information. Use the *Taxes* dialog box (select **Setup; Taxes**) to enter this information.
2. For each task or expense that is taxable, open the *Billing* page of the *Task Information* or *Expense Information* dialog box and mark the check box for any applicable tax rate rules.
3. In the *Arrangement 2* page of the *Client Information* dialog box, select a tax profile that includes the tax rate rules you have defined.



For more information, see *Overview of Taxes* in the *Online User's Guide*.

Default tax settings

When you create a new database, Timeslips installs default sales tax settings (tax profiles, tax rate rules, and tax jurisdictions) for U.S. states and territories. This information is up-to-date as of the time of publication. However, you should be aware of any changes to tax laws and modify these tax settings accordingly if necessary.

Controlling access to Timeslips

You may consider certain information contained in your Timeslips database as sensitive or confidential, such as client balances. Some menu commands enable significant data alterations or deletions that can result in data loss if used improperly.

To prevent unauthorized or inexperienced users from performing certain functions, Timeslips offers password protection for each timekeeper as an optional feature.

For more information on security settings, see “Maintaining Database Security” on page 14-1.

Enabling audit trails

In addition to the security settings, you can establish audit trails on names and transactions. An *audit trail* tracks a history of changes to these records in the Timeslips database and logs who was responsible for those changes. You can control how much data the audit trail tracks and generate a report on the changes.

For more information on audit trails, see “Enabling audit trails” on page 14-5.

Setting up abbreviations

Abbreviations are codes that you create to abbreviate frequently typed words, phrases, and sentences. Once defined, you can type the abbreviation in the *Description* field of a slip and it will expand into the full text. All timekeepers can have their own list of abbreviations in addition to the abbreviation list that is global to the database.

Abbreviations can also be interactive, prompting the timekeeper for additional information when they expand. This allows you to standardize your slip descriptions, while varying specific details like the client name, location of the meeting, or resulting plans.

Select **Setup; Abbreviations** to open the *Abbreviations* dialog box.



*For more information, see **Overview of Abbreviations** in the Online User's Guide.*

Disabling features

Timeslips is available in three editions. Each edition is distinguished by the features available. You can hide any features included with Timeslips (standard edition) and Timeslips Enterprise by using the *Features Enabled* dialog box (select **Setup; Features Enabled**). Removing features that you do not need can simplify the interface and speed data entry.

The *Features Enabled* dialog box (Figure 7.8 on page 7-15) displays the list of features. Features that are available appear in black text. Those that are not available appear in red text. Click on any feature to view a description of that feature below it.

To hide a feature, select the appropriate item from the *Feature group* drop-down list and unmark the check box next to the feature you want to hide. No existing data will be deleted. Timeslips will hide the feature but continue to track the hidden data internally. We recommend that you do not disable a feature that you plan to use. For example, if you are likely to assign a minimum flat fee to clients, do not unmark **Bill Arrangement on Minimum Flat Fee**.

The Features Enabled function is database-specific. You can have separate databases with different features enabled.

Timeslips groups features by different categories in the *Feature group* drop-down list.

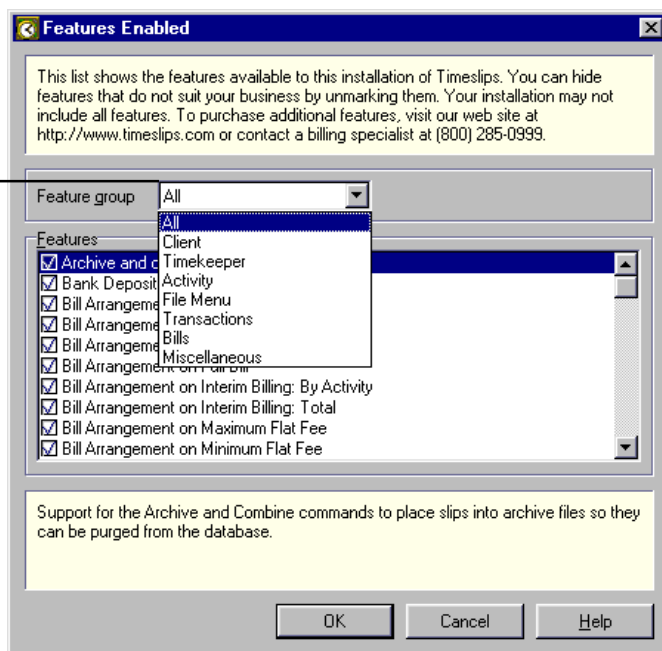


Figure 7.8: Use the *Features Enabled* dialog box to hide program features.

Establishing preferences

The *Personal Preferences* dialog box (select **Setup; Preferences**) contains many options and settings to customize your use of Timeslips. Some examples:

- When starting the program, you can open the most frequently used data entry dialog box.
- When creating slips, you can choose to copy the timekeeper, client, and other fields from the previous slip, or start the timer on a new time slip.
- When exiting Timeslips, you can choose to back up the database.
- If you have customized your own navigator, you can set it to open by default when you start Timeslips.
- You can customize the keystrokes used when entering slips (see “Data entry shortcuts” on page 9-14).
- You can set a default path for bills and reports that you print to file.
- You can configure spell-checking settings and activate interactive spell-checking.
- You can customize the action buttons available in the *Billing Assistant* dialog box.



For more information, see *Overview of Preferences* in the *Online User's Guide*.

Considerations for Multi-user Databases

Timeslips permits all licensed stations to access the same database simultaneously. However, in a multi-user database environment, there are times when some functions require restrictions. There are three basic types of restrictions:

- Multiple timekeepers cannot edit the same record simultaneously. If one timekeeper is editing a record, the record is “locked” to prevent editing by other timekeepers. Usually, the dialog box title will have dashes added to indicate that the record is locked. For example, “Client Information” becomes “- Client Information -.”

If other stations attempt to edit the record, Timeslips notifies them to wait. In some cases, you may be viewing a record while it is being changed and saved on another station. If you then try to edit the record, Timeslips will notify you that a change has taken place and will update the record you are editing.

- Certain commands can be performed by only one station at a time. These include **File; Archive, Slips; Close Slips, Setup; Accounting Link, Setup; G/L Accounts**, and printing bills to printer or to file.
- Certain commands will run only when all other stations are out of the database. These are called *critical functions*. They include the *File* menu’s **Backup, Restore, Data Verification**, and **Purge** commands and the *Setup* menu’s **General, Custom Fields**, and **Security** commands. Once a station successfully establishes a critical function, no other station will be able to use the database until the critical function has been completed. If you try to use one of these commands and another station is already accessing the database, Timeslips notifies you with a message that asks if you want to see who else is accessing the database. If you click **Yes**, the Station Administrator program will run, showing all stations that are accessing the database.



See “Station Administrator on page 14-9 for more information.



Timeslips will also prevent critical functions if other programs on the same computer are accessing the Timeslips database. This includes Timeslips Import and third-party programs.

Entering Names

Every time or expense slip includes names that specify *who* performed *what activity* for *whom*. In this chapter, you will learn about defining records of clients, timekeepers, tasks, and expenses—the names that appear on slips.

This chapter will describe the name records used in Timeslips, the information they track and store, and the steps you will use to create and access them. The *Names* menu contains the commands that you will use to maintain this information. Additional *Names* menu commands provide access to client references, client history, timekeeper history, the Data Entry Assistant, and budgets.

Because it is customizable, the name terminology in this guide—timekeeper, client, task, expense, project, and reference—may differ from the terminology in your database. The **Terminology** page of the **General Settings** dialog box (select **Setup; General**) maintains the terminology that your database uses.

Creating Names

When you create names, you assign up to two nicknames to each of your timekeepers, clients, tasks, and expenses. You use *nicknames* to identify these names throughout Timeslips when creating slips, entering transactions, and selecting records for bills and reports.

Selecting a nickname convention

The primary nickname—Nickname 1—is required. It can contain up to 30 characters and should store an easily identifiable name. In addition, each Nickname 1 must be unique. The secondary nickname—Nickname 2—is optional. It can contain up to 15 characters and is often used for codes, such as your office's internal work codes for tasks and expenses. Use names or codes to establish a convention that best suits your business.

You can use any naming convention such as initials, abbreviations, code numbers, or names and codes. Timeslips can accommodate any system you might devise, but you should consider the implications for bills, quick retrieval of slips, and alphanumeric sorting on reports.

Timeslips also uses Nickname 1 for clients to set up client projects (see “Client projects” on page 8-13), allowing you to organize related projects under a central or *master* client.

Formatting nicknames

The *Nicknames* page of the *General Settings* dialog box (select **Setup; General**) contains several settings that affect the structure of nicknames. You can limit the number of characters available for each nickname. If your firm uses a specific coding scheme, the settings that you enter in the *Auto-format* fields (see Figure 8.1) will enforce your method. For example, you can allow only certain characters—such as numbers—at certain positions or force a special character—such as a hyphen—to always appear at a certain position. If you leave the *Auto-format for nickname 2* field blank, it will automatically increment using the settings in the *Next number for nickname 2* fields.




For more information on these formatting options, see *Nickname formatting in the Online User's Guide*.

The screenshot shows the 'General Settings' dialog box with the 'Nicknames' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs: 'Firm Info', 'Financial', 'Terminology', 'New Names', 'Transactions', 'Nicknames', 'Other', and 'Titles'. The 'Nicknames' tab is active. A yellow information box at the top states: 'Each Timekeeper, Client, Task and Expense record is assigned two nicknames that are used to refer to them in lists. Employ your firm's specific coding scheme for those names here. Use the scrollbar to view more fields.' Below this are three sections for 'Client', 'Timekeeper', and 'Task'. Each section contains: 'Size of nickname 1' (dropdown, 30), 'Size of nickname 2' (dropdown, 15), 'Project Separator' (dropdown, None), 'Auto-format nickname 1' (text field), 'Auto-format nickname 2' (text field), and 'Next number for nickname 2' (spin box). For 'Client', Auto-format nickname 2 is 'LL-000' and Next number for nickname 2 is '2'. For 'Timekeeper', Auto-format nickname 2 is 'LL-####' and Next number for nickname 2 is '4'. For 'Task', Auto-format nickname 2 is '\L000' and Next number for nickname 2 is '1'. On the right side of the dialog are 'OK', 'Cancel', and 'Help' buttons.

Figure 8.1: Set up specific nickname coding schemes in the *Auto-format* fields.

Accessing names

Each *type* of name record has a *List* dialog box that you use to select a name record. Each *individual* name record has an *Information* dialog box where you enter the nicknames and other information. For example, the *Client List* dialog box (Figure 8.2) contains the list of client names. If you highlight a name and click **Open** , the *Client Information* dialog box (Figure 8.3 on page 8-4) opens for that client.

Both the *Names* menu and the main toolbar contain commands for opening the lists of clients, timekeepers, tasks, and expenses.

Setting name classifications

Each name record has a *classification* that determines its role in your database. Timeslips divides each name list dialog box into tabbed pages, listing names according to these classifications. The available classifications are:

- **Open** – This is the default classification for new timekeepers, clients, tasks, and expenses. It permits the normal functions of data entry and billing.
- **Template** – Timeslips uses this classification as storage for default settings that you can apply to new name records. You never select these records on slips or transactions; they are designed to store shared settings and are used as data-entry shortcuts. For example, if you have clients with different types of business profiles, you can create a template client with settings that best represent the client profile. When you create new clients, you can apply the default settings from a template client. This avoids the need to enter each field manually.

Click the appropriate tab to view names of that classification.

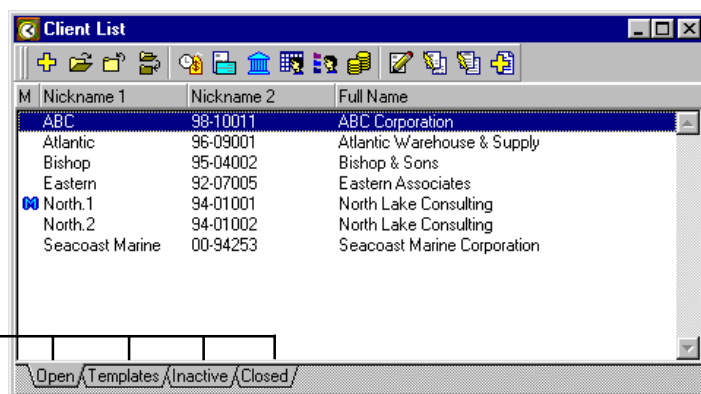


Figure 8.2: The *Client List* dialog box lists client names by classification.

Figure 8.3: The *Client Information* dialog box contains the settings for each client.

- **Inactive** – You cannot assign names with this classification to slips or transactions. This is useful for maintaining name lists in an orderly fashion. For example, suppose you have clients for whom you will not be entering slips or transactions for a period of time, but you do not want to remove them entirely from the database. An **Inactive** classification will keep these clients “out of the way” while allowing you to add them back to the **Open** list when needed.
- **Closed** – Names with this classification are ready to be purged from the database. If you have no further use for a timekeeper, client, task, or expense name, marking it as **Closed** allows you to use the *Purge* dialog box (select **File; Purge**) to remove the name.
- **Delete** – This classification applies to template names only. It provides a way to remove template names for which you have no further use. When you change the classification from **Template** to **Delete** and save the change, Timeslips removes the template name from the database.

For more information on changing classifications, see “Hiding Names” on page 12-6.

Rate table						
1	2	3	4	5	6	7
100.00	130.00	150.00	175.00	200.00	225.00	0.00

Figure 8.4: The *Rate table* can store multiple rate values for a timekeeper, client, or task.

Assigning rates

Each timekeeper, client, and task has a rate table in its information dialog box. A *rate table* is a list of rates (Figure 8.4) associated with a name. On a time slip, there are fields that indicate the rate *source*—which name type is providing the rate table—and the rate *level*—which rate from the rate table is used on the slip. You will most likely use the rate table on only one type of name. For example, if your company uses timekeeper rates, it probably does not use task rates.

In the *Client Information* dialog box, you can set up default values for rate source and rate level, so that the correct rate is automatically assigned to each client’s time slips. You can also define *rate selection rules* that apply a particular rate based on specific combinations of timekeepers and tasks for each client.



For more information on rate selection rules, see *Rate Selection Rules* in the *Online User’s Guide*.

Using new name defaults

Use the settings on the *New Names* page of the *General Settings* dialog box (Figure 8.5 on page 8-6) to apply default values to name records when you create them. This can save time and help you to avoid data entry mistakes. For each category (timekeeper, client, task, and expense), you can select a name with a Template classification as a source for billing rates, custom fields, and other values. If you are using the client project naming system (see “Client projects” on page 8-13), you can choose to draw default values from the master client associated with the new project you are creating.

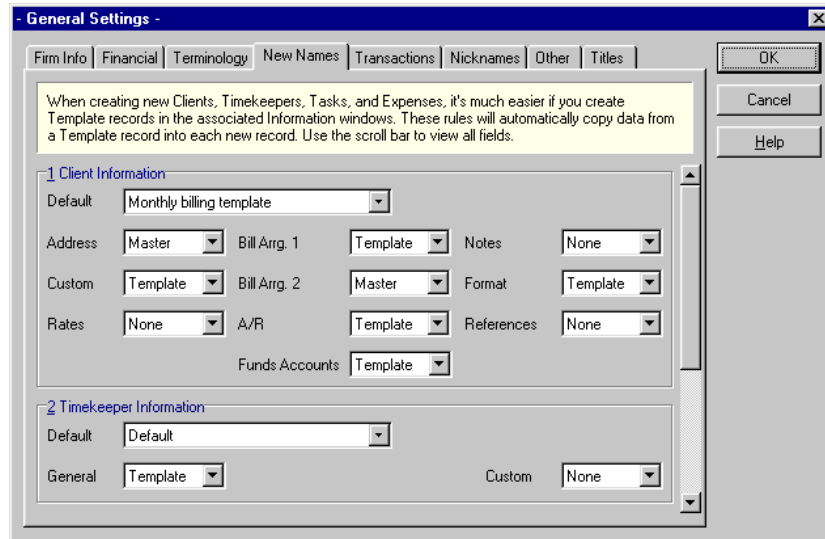


Figure 8.5: The *New Names* page of the *General Settings* dialog box determines which settings are copied from template names when you create new clients, timekeepers, tasks, and expenses.

Creating and using custom fields

You can define additional custom fields for clients, timekeepers, and activities (tasks and expenses). *Custom fields* allow you to group these types according to different categories for selection and sorting in bills and reports.

Select **Setup; Custom Fields** to open the *Custom Fields* dialog box. Click **New** to open the *New Custom Field* dialog box (Figure 8.6 on page 8-7). There are four types of custom fields available:

- **Text** – Use this type to enter a salutation, a contact name, a case number, or any other text information you may need to track.
- **Date** – Use this type to represent a date, such as an inception date, last contact date, or any other date that you want to track.
- **List** – Use this type to define a list of items. For each client, you can then select one item from the list. For example, you could create a Billing Cycle list field that includes monthly, quarterly, and annual choices.
- **Timekeeper** – Use this type to assign an originating or responsible attorney to a client. This type is only available as a client custom field.



Figure 8.6: The *New Custom Field* dialog box lets you create four different types of custom fields.

You must supply a value for required fields before you can save the new name.

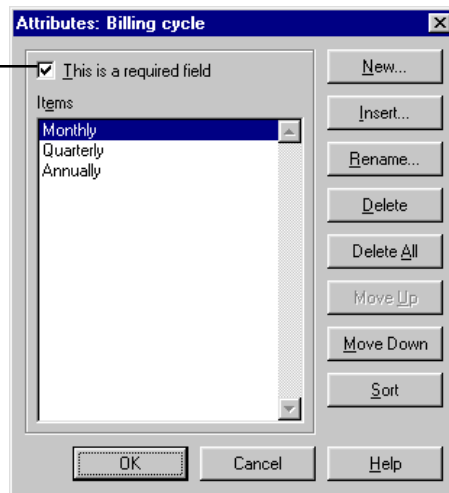


Figure 8.7: The *Attributes* dialog box allows you to mark the custom field as a required field.

After you define the name and click OK, the *Attributes* dialog box opens (Figure 8.7). Each type of custom field has specific attributes that you can define. You can mark the **This is a required field** check box to require an entry in the field when you create a new client. Timeslips indicates that this field is required with an asterisk (*) to the left of the custom field on the *Custom* page of the *Information* dialog box. In addition, you assign values for custom fields in the *Custom* page of the *Information* dialog box.


For example, if you create a client-type custom field and mark **This is a required field** within the *Attributes* dialog box, Timeslips displays an asterisk (*) to the left of this custom field on the *Custom* page of the *Client Information* dialog box.

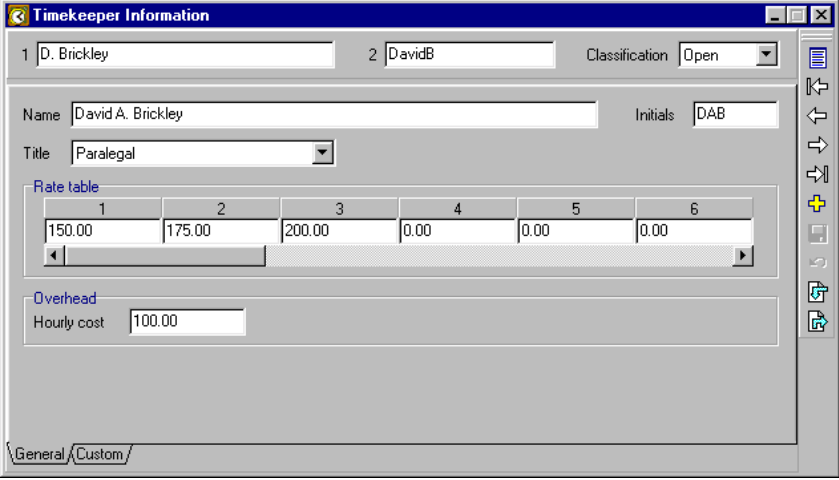
Creating Timekeepers

The term *timekeeper* refers to the person performing the activity described on the slip. The timekeeper is an attorney, a secretary, an architect, an engineer, a delivery person—any person whose time and expense are recorded.

Assigning a timekeeper to a slip tracks data used for billing and reporting. You define timekeepers in the *Timekeeper Information* dialog box and review billing history in the *Timekeeper History* dialog box. You can access both of these dialog boxes from the *Names* menu.

Entering timekeeper information

To add a timekeeper, select **Names; Timekeeper Info** to open the *Timekeeper List* dialog box and click **New**  to open the *Timekeeper Information* dialog box. After entering *Nickname 1*, the **Apply Defaults** button becomes available. In the list above this button, you can select a template timekeeper or leave the default of *Rules established in General Settings*. Clicking **Apply Defaults** applies the selected settings and opens the *General* page of the *Timekeeper Information* dialog box (Figure 8.8). This dialog box provides fields for identifying the timekeeper by nicknames, full name, initials, and title.



1	2	3	4	5	6
150.00	175.00	200.00	0.00	0.00	0.00

Figure 8.8: Enter timekeeper names and rates in the *Timekeeper Information* dialog box.



Whether you select a *template timekeeper* or *Rules established in General Settings*, the settings in the **New Names** page of the **General Settings** dialog box determine which fields Timeslips copies to the new timekeeper.



To create a *template timekeeper*, set **Classification** to **Template** before clicking **Apply Defaults**.

You also define the timekeeper's rate table here, as well as custom fields for timekeepers. For more information, see **Overview of Timekeepers** and **Overview of Custom Fields** in the Online User's Guide.

In addition to billing rates, you can define an *Hourly cost* for each timekeeper. This number indicates the hourly rate that you pay your employees or subcontractors. This information appears in the Overhead Cost Analysis report (located in the *Timekeeper* page of the *Report List* dialog box).

Security and logins

Timeslips implements database security through timekeepers. If the Timeslips administrator has enabled security functions, a timekeeper must log in to access the database, usually by entering a password. You can regulate access to each program area for each timekeeper. For more information about security, see "Maintaining Database Security" on page 14-1.

Maintaining timekeeper history

Timeslips records monthly and inception-to-date history totals for each timekeeper. Billing history consists of many values that Timeslips collects as you approve bills. For example, Timeslips maintains historical totals for hours, fees, and costs, with separate values to distinguish billable from unbillable amounts.


Select **Names; Timekeeper History** to open the *Timekeeper History* dialog box. For more information on the *History* dialog box, see "Maintaining Client History" on page 8-17.

Creating Clients

The term *client* refers to the person, organization, or project being charged for work performed by your company. Each client has a primary and secondary nickname and extensive billing information.

The *Client Information* dialog box contains many more pages than the *Information* dialog boxes for timekeepers or activities. This is due to the amount of information tracked for each client and the degree of customization available to clients when setting up bills. Additional dialog boxes maintain client references and client history totals.

Entering client information

To add a client, select **Names; Client Info** to open the *Client List* dialog box and click **New**  to open the *Client Information* dialog box. After entering *Nickname 1*, the **Apply Defaults** button becomes available. In the list above this button, you can select a template client or leave the default of *Rules established in General Settings*. When you click **Apply Defaults**, the selected settings are applied and the *General* page of the *Client Information* dialog box (Figure 8.3 on page 8-4) opens.



*Whether you select a template client or **Rules established in General Settings**, the settings in the **New Names** page of the **General Settings** dialog box determine which fields Timeslips copies to the new client.*



*To create a template client, set **Classification** to **Template** before clicking **Apply Defaults**.*

Timeslips divides the *Client Information* dialog box into several pages, each containing related information:

- **General** – This page provides fields for the full client name and address, four telephone numbers, a description of the case or project to appear on the client's next bill, and the client status fields (see “Setting client status fields” on page 8-12).
- **Custom** – Custom fields are user-defined items that allow you to record, track, and report information specific to your business. Custom fields can classify clients into unique categories for selection and sorting on bills and reports (see “Creating and using custom fields” on page 8-6).

- **Rates** – Use this page to define up to 20 billing rates, along with rules for choosing a default rate on a slip. Use *rate selection rules* to automatically select the rate on a slip based on the client, timekeeper, and task.
- **Arrangement 1** – This page defines the billing arrangements that you use to charge your clients for time and expenses. These arrangements include write-ups, write-downs, progress and interim billing, and flat fees. The client hold options can delay some or all charges. For more information, see “Bill arrangements” on page 8-14.
- **Arrangement 2** – This page establishes additional charges, including taxes, interest, and finance charges. It includes the rounding method for time charges and markup percentages for activities.
- **Accounts Receivable** – This page shows aged accounts receivable balances, invoice numbering settings, and rules to determine how Timeslips applies payments to invoices (see “Understanding Accounts Receivable Transactions” on page 9-20).
- **Client Funds** – This page shows client funds accounts and their settings. Use this page to create, modify, or delete client funds accounts. You can also set up options to automatically pay new charges from client funds and request replenishment of the funds account. Timeslips allows you to create multiple funds accounts for each client. You can also access the **Bank Accounts** dialog box (see “Bank accounts” on page 9-33 for more information).
- **Format** – This page controls the content on each client’s bills and statements. Each section of the bill is listed. You can show or hide a section and change its style (see “Formatting bills for each client” on page 11-18). You can define any client-specific messages to include on bills (see “Bill messages” on page 11-8).
- **Notes** – This text field holds miscellaneous client information, including confidential notes that you do not want printed on a bill.

Setting client status fields

The *General* page of the *Client Information* dialog box contains four status check boxes (Figure 8.9). To select a status, simply mark the associated check box:

- **Master Client** – This status is used with the client project system (see “Client projects” on page 8-13) to designate a central client for whom separate projects are defined. The *master client* supplies the address shown on multi-project bills and statements and, optionally, default fields for new projects. Timeslips displays an M (M) to the left of the master client name on the *Client List* dialog box.
- **Slips default to No Charge** – Use this status to track clients for whom the work you do is most often billed at no charge. If you select this option, Timeslips sets the *Billing status* field to **No Charge** on time and expense slips for the client. You can override this setting if needed.
- **Overhead only** – Use this status to track clients for whom the work you do is never billed. While an Overhead client will not appear on a bill, you can still track slips for internal use. This allows you to maintain accurate productivity records for your firm and a complete audit trail of work done.
- **Restrict slip entry** – Selecting this status will cause a warning message to appear when you create a slip for the client. A practical use for this status is for clients whose unpaid balances may lead your firm to prohibit doing additional work for the client.

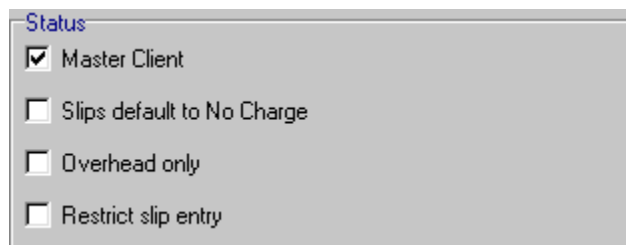


Figure 8.9: Use the client status check boxes to establish slip entry and client billing settings.

Client projects

There are two ways to set up projects for clients: the client project method (detailed here) and client references (see “Creating Client References” on page 8-18).

The client project method allows you to set up clients with multiple projects, each with its own bill arrangements, bill formatting, and accounts receivable. To do this, you enter the following in *Nickname 1*: a client name, the project separator character (such as a period or a dash), and a project identifier. The suggested project separator is a period, but you can change it to any other character unlikely to appear in a client name.



*You must set up the project separator **before** naming your clients. This setting is located in the **Nicknames** page of the **General Settings** dialog box (select **Setup; General**).*

For an example of nicknames, you can name the projects for Client A as *A.Project 1*, *A.Project 2*, and so on. You can consolidate these related projects onto one bill or bill them separately. You can print reports to subtotal each project and provide a total for all projects for the client. Client references do not have these features and are used only to group slips on a bill.

When using the client project naming system, you can track each project’s budget, receivables, profitability, and so on, individually. You can also establish different billing policies and bill formats for each project.



*For more information on the client project method, see **Overview of Client Projects** in the *Online User’s Guide*.*

Establishing master clients

You designate one project as the *master client* by marking the *Master Client* check box in the *General* page of the *Client Information* dialog box. When adding new projects for the client, Timeslips can fill in the billing address and other client information options automatically with values from the master client.



*Use the **Client Information** group box on the **New Names** page of the **General Settings** dialog box (select **Setup; General**) to determine what information Timeslips copies to a new project.*

Bill arrangements

There are several basic types of bill arrangements: slips (including adjustments), flat fees, and progress and interim billing. *Adjustments* are write-ups or write-downs to charges from time and expense slips. They can be a percentage of the slip charges or a flat amount. *Flat fees* are fixed amounts that you bill either in place of or in addition to slip charges. You can apply flat fees to one bill or a series of bills.

You can define a bill arrangement for fees (time charges) and another one for costs (expense charges), or define an arrangement that covers both types of charges (full bill). Certain types of flat fees (for example, the percent complete flat fee) apply only to time charges.

On the *Slip Entry* dialog box, if you set *Billing status* to **Override**, the slip will not be covered by percentage adjustments or flat fees. (An adjustment entered on the slip will still apply.)



Timeslips tracks adjustment history for both timekeepers and clients. Timeslips tracks flat fee history for clients only.

Use adjustments to raise or lower the bill value when the slip values differ from expectations. For example, suppose you agree to work 10 hours for a certain client at a rate of \$100 per hour. You finish the work in 9 hours, but the client has agreed to pay the full \$1000. In this case, you would use a write-up—an adjustment to bring the bill amount up to \$1000. To create a write-down, enter a negative value in the *Adjustment Entry* dialog box.



Do not use adjustments as credits for past-due charges. Instead, use a credit transaction (see “A/R transaction types” on page 9-20).

You define bill arrangements in the *Arrangement 1* page of the *Client Information* dialog box. The following bill arrangements are available for each client:

- **Slips** – This bill arrangement uses the values on slips. These values can include adjustments and markups that you enter on slips. They also include markups defined for tasks or expenses in the *Billing* page of the *Task Information* or *Expense Information* dialog box or client-based markups defined in the *Arrangement 2* page of the *Client Information* dialog box.
- **Adjust total charges** – This type of adjustment affects all the charges to which it is applied (fees, costs, or full bill).

- **Adjust by Timekeeper** – This type of adjustment (commonly used in a law firm) affects slips assigned to a particular timekeeper.
- **Adjust by Task/Expense** – This type of adjustment (commonly used in an accounting firm) affects slips assigned to a particular task or expense.
- **Absolute flat fee** – The flat fee amount is charged without regard to slip values.
- **Minimum flat fee** – The flat fee amount is charged if it exceeds the slip charges. If slip charges exceed the flat fee amount, Timeslips bills the slip charges instead.
- **Maximum flat fee** – The flat fee amount is the most that can be billed. Timeslips bills slip charges if they do not exceed the maximum. When charges reach the flat fee amount, Timeslips bills the flat fee instead of the slip charges.
- **Flat fee plus charges** – The flat fee amount is added to slip charges. This flat fee type is useful for billing amounts that remain constant every billing cycle. On the bill, the flat fee amount is not itemized separately from the slip charges. To annotate a recurring fee, use a recurring slip instead.
- **Contingency flat fee** – Slips are shown on all bills, but nothing is charged to the client until the final bill. At this point, you can calculate the amount to bill your client, based on the accumulated slips, a flat fee amount of your choice, or a percentage of either amount.
- **Minimum hours flat fee** – This bill arrangement calculates the value of fees based on the number of hours worked. Instead of using slip rates, it applies an absolute flat fee for a specified number of hours worked. It assigns an hourly rate to slips beyond the specified threshold. If the hours threshold is not reached, an option determines whether you will charge the entire flat fee or a prorated amount. This type of flat fee covers time charges only.
- **Percent Complete flat fee** – This type of flat fee (commonly used by architects) is divided into phases, each making up a percentage of the total fee. You bill the client based on the percentage of each phase that is complete at the time of the bill. This type of flat fee covers time charges only. The bill can optionally print a table of phases.



*For more information on flat fee billing arrangements, see **Examples of Flat Fees** in the Online User's Guide.*

- **Progress billing: total** – This bill arrangement keeps time slips in WIP over a series of bills until the final bill. You determine the charges on each bill. Slips will not print on the bill until the final bill (except those with a *Billing status* of **Override**). On the final bill, you can optionally correct the difference between the value of the slips and billed charges. When you approve the final bill, Timeslips removes the slips from WIP and updates billed slip values and histories.




*For more information on WIP, see **Overview of WIP** in the Online User's Guide.*

- **Progress billing: by Activity** – This bill arrangement is similar to the **Progress billing: total** arrangement, but it allows you to view available WIP and determine new time charges by task or by activity category (see “Activity categories” on page 8-22 for more information).
- **Interim billing: total** – This bill arrangement is similar to progress billing in that it tracks a cumulative total of slips and you determine the charges on each bill. However, with interim billing, slips are printed and removed from WIP on each bill. When you approve the final bill, Timeslips updates billed slip values and timekeeper histories.
- **Interim billing: by Activity** – This bill arrangement is similar to the **Interim billing: total** arrangement, but it allows you to view available WIP and determine new time charges by task or by activity category (see “Activity categories” on page 8-22 for more information).



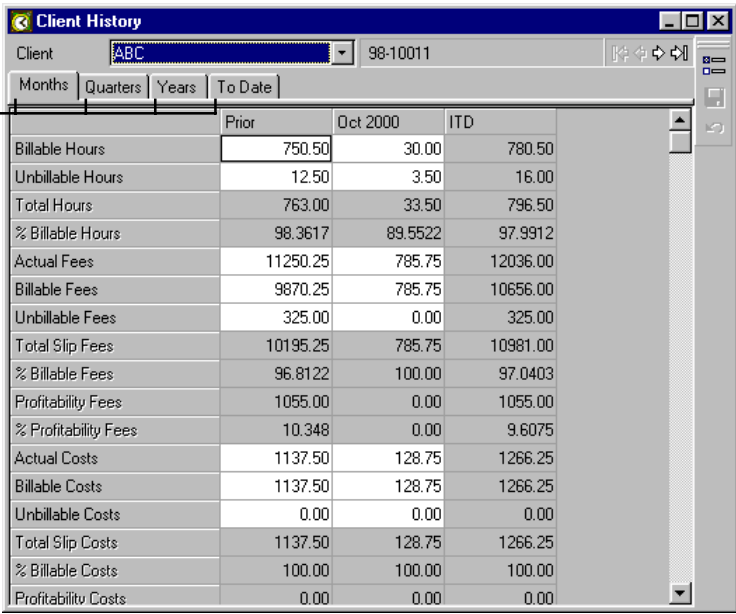
*For more information on progress and interim billing arrangements, see **Overview of Progress and Interim Billing** in the Online User's Guide.*

Maintaining Client History

When you approve a bill, Timeslips updates monthly and inception-to-date history totals for each client. Select **Names; Client History** to open the *Client History* dialog box (Figure 8.10). The pages organize history totals into months, quarters, and years. Additionally, the *To Date* page has columns for month to date (MTD), year to date (YTD), inception to date (ITD), previous month, and previous year. Click **View**  to set options for selecting types of data to display. You can also show additional rows that total and analyze history data. For example, *% Billable Hours* indicates the percentage of the total hours that was billable.

In addition to invoice and payment information, client history includes many other details, such as billable and unbillable totals for hours, fees, and costs. Amounts are also shown for markups, flat fees, adjustments, interest, finance charges, taxes, and client funds accounts. This information is available on the Client History by Period report (located on the *Client* page of the *Report List* dialog box). You can edit format settings to select report fields that focus on a specific aspect of history.

The pages of the dialog box group the historical data by several different periods.



	Prior	Oct 2000	ITD
Billable Hours	750.50	30.00	780.50
Unbillable Hours	12.50	3.50	16.00
Total Hours	763.00	33.50	796.50
% Billable Hours	98.3617	89.5522	97.9912
Actual Fees	11250.25	785.75	12036.00
Billable Fees	9870.25	785.75	10656.00
Unbillable Fees	325.00	0.00	325.00
Total Slip Fees	10195.25	785.75	10981.00
% Billable Fees	96.8122	100.00	97.0403
Profitability Fees	1055.00	0.00	1055.00
% Profitability Fees	10.348	0.00	9.6075
Actual Costs	1137.50	128.75	1266.25
Billable Costs	1137.50	128.75	1266.25
Unbillable Costs	0.00	0.00	0.00
Total Slip Costs	1137.50	128.75	1266.25
% Billable Costs	100.00	100.00	100.00
Profitability Costs	0.00	0.00	0.00

Figure 8.10: The *Client History* dialog box tracks client billing totals.



You can set the starting month of your fiscal year in the **Financial** page of the **General Settings** dialog box (select **Setup; General**). This setting will affect the column labels in the **Client History** and **Timekeeper History** dialog boxes and many history-based reports.

Editing history

You can manually edit some values in the *History* dialog box. Generally, you would only do this when transferring data from other time and billing systems. The editable cells—available only in the *Months* page of the *History* dialog box—have a white background. After entering initial totals, we recommend that you let Timeslips update history totals for you as you approve bills.

Consolidating history by period

At the start of a new fiscal period, you can use the *Purge* dialog box to consolidate monthly totals from earlier periods into the *Prior* column (see “Purging Data and Closing Periods” on page 12-8). This process removes the columns that you are consolidating so that you can view only columns for recent periods.

Creating Client References

You can also use *references* to create subgroups of charges for a client. Depending on your business, you might use another term such as *projects*, *cases*, *jobs*, *matters*, or *phases*. You can define this terminology in the *Terminology* page of the *General Settings* dialog box (select **Setup; General**).

The *Client References* dialog box (Figure 8.11 on page 8-19) allows you to maintain references for open or template clients. To open the *Client References* dialog box, select **Names; Client References**.

Like clients, timekeepers, tasks, and expenses, each reference can have two nicknames. This gives you two ways to select and sort slips by reference on bills and reports. The *Client Setup* page of the *Client References* dialog box (Figure 8.12 on page 8-19) provides fields for defining auto-format rules for reference nicknames (see “Formatting nicknames” on page 8-2).

For specific clients, you can make references a required field on slips or select a specific reference to use by default.

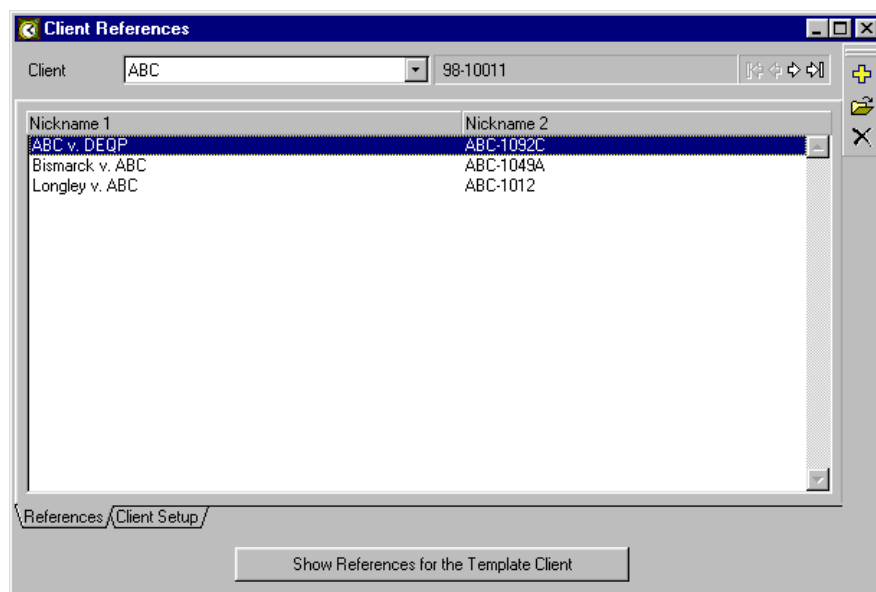


Figure 8.11: Create references for clients in the *Client References* dialog box.

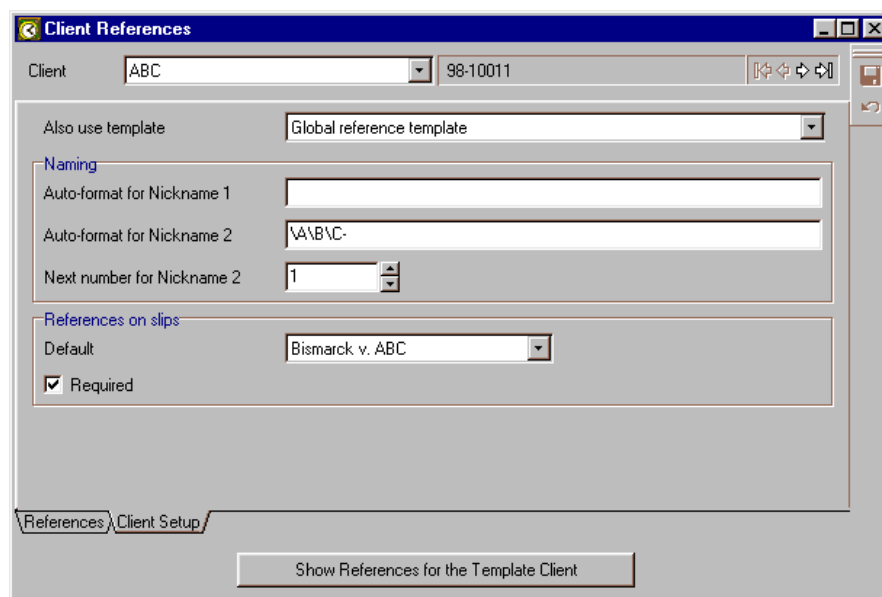


Figure 8.12: Use the *Client Setup* page to set up entry rules for client reference nicknames.

Creating global references

In addition to defining references for a client, you can also use references associated with a template client. The *Client Setup* page lets you select a template client to use as a source of references for all clients.

Using references from a template client is useful if your references tend to be global—the same for all clients—rather than client-specific. Once you assign a template client in the *Client Setup* page, the **Show References for the Template Client** button at the bottom of the dialog box allows you to easily switch between reference lists for the client and its assigned template client.

Using references

After you have defined references, you can assign them to slips. Bills and reports can then use them as selection filters and as sort keys.

Timeslips cannot track accounts receivable by reference and cannot make payments to a particular reference. If your references require separate bills and billing records, you should use the client project method instead (see “Client projects” on page 8-13). Each project can have its own internal references to further group data.

Creating Time and Expense Activities


The term *activity* refers to any job or part of a job that you normally undertake for a client. Timeslips differentiates time activities from expense activities.

- **Time activities** are services rendered at either an hourly or flat rate. Conferences, research, court appearances, and writing are examples of time activities.
- **Expense activities** are costs incurred or an item purchased, and are measured by quantity and price. They may represent an inventory of items purchased and sold to clients, or charges incurred on behalf of clients, such as photocopies or long-distance telephone charges.

In addition to nicknames, each activity can also have a full name of up to 60 characters. When present, Timeslips uses the activity’s full name instead of nicknames on bills and some reports.

The terminology for activities is customizable (see “Setting terminology” on page 7-6). By default, time activities are called *tasks* and expense activities are called *expenses*.

Entering task information

To add a task, select **Names; Task Info** to open the *Task List* dialog box and click **New**  to open the *Task Information* dialog box. After entering *Nickname 1*, the **Apply Defaults** button becomes available. In the list above this button, you can select a template task or leave the default of *Rules established in General Settings*. When you click **Apply Defaults**, Timeslips applies the selected settings and opens the *General* page of the *Task Information* dialog box (Figure 8.13).



*Whether you select a template task or **Rules established in General Settings**, the settings in the **New Names** page of the **General Settings** dialog box determine which fields Timeslips copies to the new task.*



*To create a template task, set **Classification** to **Template** before clicking **Apply Defaults**.*

In addition to the rate table, you can indicate whether the task is billed at an hourly or flat rate. There are also several fields whose values you can use as defaults when making a new time slip.

Additional tabbed pages of the dialog box provide fields for selecting applicable tax rate rules, entering markup information, and assigning values to any custom fields you have defined for activities.




*For more information on tasks, see **Overview of Tasks** in the *Online User's Guide*.*

1	2	3	4	5	6
0.00	0.00	0.00	0.00	0.00	0.00

Figure 8.13: Maintain task information in the *Task Information* dialog box.

Entering expense information

To add an expense, select **Names; Expense Info** to open the *Expense List* dialog box and click **New**  to open the *Expense Information* dialog box. After entering *Nickname 1*, the **Apply Defaults** button becomes available. In the list above this button, you can select a template expense or leave the default of *Rules established in General Settings*. When you click **Apply Defaults**, Timeslips applies the selected settings and opens the *General* page of the *Expense Information* dialog box.



Whether you select a template expense or *Rules established in General Settings*, the settings in the *New Names* page of the *General Settings* dialog box determine which fields Timeslips copies to the new expense.



To create a template expense, set *Classification* to *Template* before clicking **Apply Defaults**.

Most of the fields in the *Task Information* dialog box are also available here: defaults for creating slips (substituting *Price* and *Quantity* for *Time spent* and *Time estimated*), tax rate rules, markup information, and custom fields for expenses.



For more information on expenses, see *Overview of Expenses* in the *Online User's Guide*.

Activity categories

Timeslips provides *categories* as a way of grouping related tasks or expenses. For example, you may want to group together a variety of miscellaneous office charges—such as photocopies, staples, and paper—as “Office supplies” on a bill.

The *Categories* dialog box (select **Setup; Categories**) allows you to define category names. You assign a category to a task or expense with the *Category* field in the *Task Information* dialog box or the *Expense Information* dialog box. You can use categories in several ways:

- You can define replacement slips by category rather than by activity. This allows a replacement slip to substitute for several different activities instead of just one.
- You can determine interim and progress billing calculations by category (see “Bill arrangements” on page 8-14 for more information).

- When using the bill format style to summarize by activity (in the *Format* page of the *Client Information* dialog box, setting *Time charges* to **Summarize by Task** or setting *Expense charges* to **Summarize by Expense**), activities associated with categories are grouped together and printed by category on the bill.
- Many reports can filter and sort information by categories.

The Category Listing prints the names of all categories defined in your database. By default, this report is located in the *System* page of the *Report List* dialog box.



For more information on categories, see *Overview of Categories* in the *Online User's Guide*.

Setting Up Budgets

When working for certain clients, you may find it necessary to follow budget constraints: for example, a client may have a maximum billable amount each month. Timeslips provides the budgets feature to help you track this information.


A budget compares actual slip values to estimates for hours, fees, and costs. You enter these estimates in the *Budget Setup* dialog box (Figure 8.14), accessed by selecting **Names; Budgets**. Timeslips shows comparisons to actual values in budget reports.



*Budget information is not related to the **Time estimated** field on slips.*

From Date	To Date	Total Hours	Billable Hours	Unbillable Hour	Total Fees	Billable Fee
10/1/00	12/31/00	80.00	75.00	5.00	12000.00	1125
1/1/01	3/31/01	80.00	75.00	5.00	12000.00	1125
4/1/01	6/30/01	40.00	37.50	2.50	6000.00	562

Figure 8.14: Enter and track budget information in the *Budget Setup* dialog box.

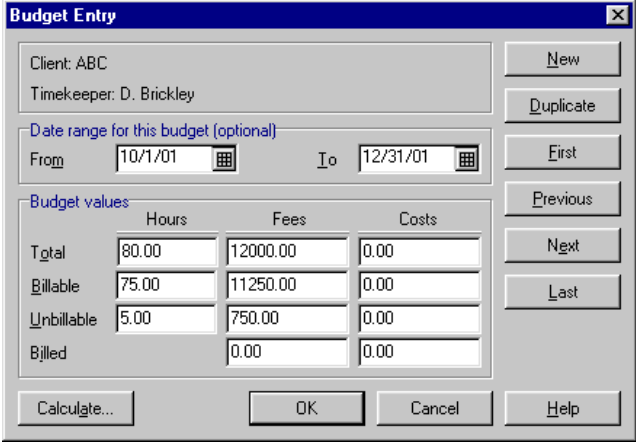
To enter a budget, click New  to open the *Budget Entry* dialog box (Figure 8.15). You can define budgets in several ways. A client budget simply budgets hours, fees, and costs for the client. Create timekeeper, task, and expense budgets to budget the hours, fees, and costs for the client broken down by a selected timekeeper, task, or expense. Use reference budgets to create separate budgets for specific client references. Each budget can use a date range to budget for a specific period of time.

Extending budgets

Extended budgeting adds three new dimensions to the standard budgeting feature: name-based budget types, firm budgets, and budget groups.

Name-based budget types

With standard budgeting, there is only one budget type: client. In other words, all budgets—even when broken down by timekeeper, task, expense, or reference—track information per client. With extended budgeting, timekeepers, tasks, and expenses can be the focal point of budgets. This means that you can have timekeeper budgets broken down by a specific client, task, or expense; task budgets broken down by a specific client or timekeeper; or expense budgets broken down by client or timekeeper. You can also create budgets that are global to each budget type. For example, a timekeeper budget with *Break down by* set to **None** would analyze all slips for that timekeeper regardless of client, task, or expense.



	Hours	Fees	Costs
Total	80.00	12000.00	0.00
Billable	75.00	11250.00	0.00
Unbillable	5.00	750.00	0.00
Billed		0.00	0.00

Figure 8.15: Use the *Budget Entry* dialog box to enter budgets for hours, fees, and costs.

Firm budgets

Extended budgeting also allows you to define firm budgets that are global to your company. Firm budgets encompass all timekeepers, clients, tasks, and expenses, giving you the “big picture.”

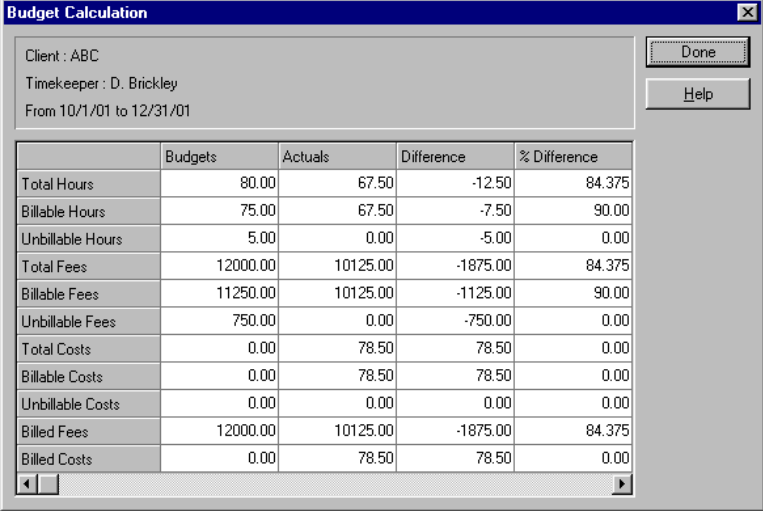
Budget groups

Budget groups allow you to create budgets with more flexibility. A budget group is not limited to one type of name, but can include selections from several types.

For example, a budget group for a client might contain several timekeepers, a reference, and a specific set of tasks. This budget will only consider slips that include a timekeeper, reference, and task from the group.

Calculating budgets

The **Calculate** button opens the *Budget Calculation* dialog box (Figure 8.16), displaying the current status of budgeted vs. actual values along with several analysis columns: difference, percent difference, billed, and WIP.



	Budgets	Actuals	Difference	% Difference
Total Hours	80.00	67.50	-12.50	84.375
Billable Hours	75.00	67.50	-7.50	90.00
Unbillable Hours	5.00	0.00	-5.00	0.00
Total Fees	12000.00	10125.00	-1875.00	84.375
Billable Fees	11250.00	10125.00	-1125.00	90.00
Unbillable Fees	750.00	0.00	-750.00	0.00
Total Costs	0.00	78.50	78.50	0.00
Billable Costs	0.00	78.50	78.50	0.00
Unbillable Costs	0.00	0.00	0.00	0.00
Billed Fees	12000.00	10125.00	-1875.00	84.375
Billed Costs	0.00	78.50	78.50	0.00

Figure 8.16: Quickly display budgeted vs. actual numbers in the *Budget Calculation* dialog box.

Printing budget reports

While calculating budgets allows you to compare budgets to actuals onscreen, budget reports can analyze your budget data and provide a hard copy. The *Report List* dialog box (select **Reports; Reports**) contains budget reports under the page representing the budget type. For example, the *Client* page has these reports: Client Budgets, Client Budgets with Expenses, Client Budgets with Groups, Client Budgets with References, Client Budgets with Tasks, and Client Budgets with Timekeepers. When printing any budget report, you are given the option of first calculating the budgets. This option exists in case any slips were added or changed since the last time you calculated the budgets that will appear on the report.



*For more information on budgets, see **Overview of Budgets** in the Online User's Guide.*

Allocating Fees



Timeslips Enterprise includes fee allocation features that allow you to compensate employees according to income received by your firm. There are two ways of allocating fees based on the payments that you receive:



You can purchase the Fee Allocation feature as an add-on for Timeslips (standard edition). For more information call Timeslips sales at 800-285-0999 or visit our web site at <http://www.timeslips.com/store>.

- **By contribution** – You can allocate fees according to the timekeeper who performed the tasks recorded on the time slips for a client.
- **By percentage** – For each client, you can assign a percentage to as many as three timekeepers. It makes no difference whether or not they did any of the work for the client.



While the fee allocation features were designed with the legal profession in mind, any firm that pays commissions to its employees can use them.

Allocating fees by contribution

Many law firms pay attorneys by commission, using their performance as the rule of payment. Performance is usually judged on billings—how much money did the attorney (timekeeper) bring into the firm? Fee allocation allows you to review a timekeeper's performance.

Timeslips provides the Timekeeper Collections and Timekeeper Collections by Period reports to list payments against invoices. Timeslips prorates the payments to timekeepers whose slips contributed to the invoices. These reports are available in the *Timekeeper* page of the *Report List* dialog box.



In order to see results on the Timekeeper Collections and Timekeeper Collections by Period reports, you must apply a payment to an invoice.

Allocating fees by percentage

The fee allocation feature in Timeslips allows you to designate an originating attorney, a responsible attorney, and one other fee allocation category. You assign a percentage to these attorneys on a per-client basis. Timeslips uses the percentages to determine—based on invoice amounts and payments applied to those invoices—compensation for timekeepers whose names may not necessarily appear on slips, but who are entitled to a share of the income generated.

Several steps are required in order to track fee allocation information:

- Setting up custom fields
- Assigning custom field values
- Adjusting fee allocation percentages after billing if necessary
- Generating reports to analyze fee allocation information

Setting up custom fields

The first step in setting up fee allocation is defining the necessary timekeeper-type custom client fields. See **How to set up a custom field for fee allocation** in the Online User's Guide for more information on setting up custom fields and an originating attorney for fee allocation. Use similar steps to set up a responsible attorney and optionally one other timekeeper-type custom client field of your choice.

Viewing results

In order to see how you are allocating fees, you must generate a bill for clients after assigning the appropriate custom field values. This bill must include fees (time charges). After you approve the bill, you can view the allocation of fees on each individual invoice transaction. Open the *Fee Allocation* page of the *Accounts Receivable Entry* dialog box to view the details (Figure 8.17).

You can edit any of the fee allocation fields. For example, if you want to change the percentages or select different timekeepers as originating or responsible attorneys, you can make corrections here.

Timeslips provides the Fee Allocations and Fee Allocations by Period reports to show the amounts allocated to the originating and responsible attorneys for each payment made against an invoice. These reports are available in the *Timekeeper* page of the *Report List* dialog box.



In order to see results on the Fee Allocations and Fee Allocations by Period reports, you must apply a payment to an invoice.



*For more information on fee allocation, see **Overview of Fee Allocation** in the Online User's Guide.*

The screenshot shows the 'Accounts Receivable Entry' dialog box with the 'Fee Allocation' tab selected. The 'Entry' tab is also visible. The 'Discount' tab is not selected. The 'Invoice No. 10018' is displayed. The 'Fee Allocation' section shows a table with three rows: 'Originator', 'Responsible', and 'Other'. Each row has a dropdown menu for the name, a 'Percent' column, and an 'Amount' column. The 'Originator' row shows 'D. Brickley' with 15.00% and 277.50. The 'Responsible' row shows 'J. Nelson' with 10.00% and 185.00. The 'Other' row shows '<None>' with 0.00% and 0.00.

	Percent	Amount
Originator: D. Brickley	15.00	277.50
Responsible: J. Nelson	10.00	185.00
Other: <None>	0.00	0.00

*Figure 8.17: You can view the allocation of fees on the **Fee Allocation** page of the *Accounts Receivable Entry* dialog box.*

Searching for Conflicts and Other Text

When you need to find a specific phrase on a slip or check a potential new client for conflicts of interest, you can use the Text Search function. This function will look through selected areas of your database and list all records that contain a match. The text that you enter can be matched in several ways, using the SoundX methodology or rules typically found in web-based search engines.

Select **Special; Text Search** to open the *Text Search* dialog box (Figure 8.18). Enter the text that you want to find in *Text to search for*. You can enter one or more words. You can search for multiple words in a complete phrase like “researched the Jones account” or find them as they appear in no particular order such as “research,” “Marine,” and “liability.”

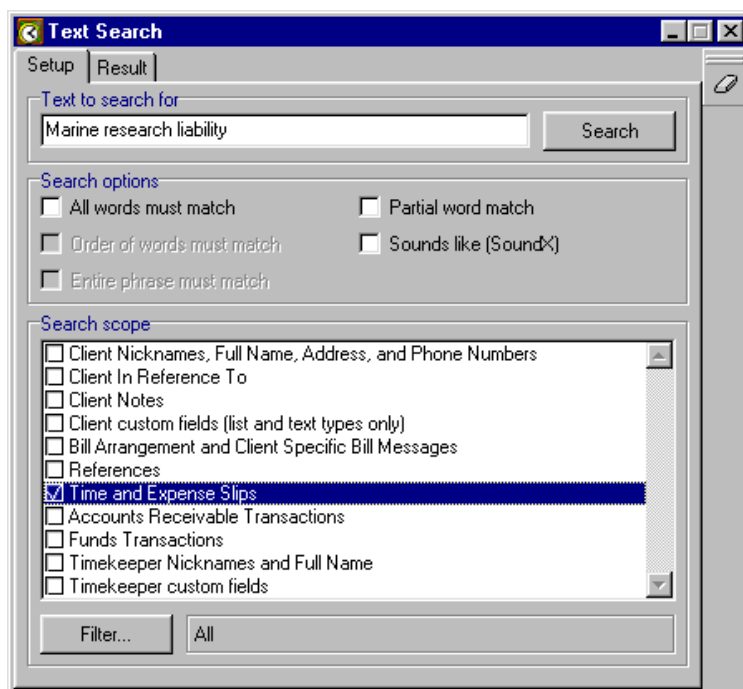



Figure 8.18: Use the *Text Search* dialog box to locate text items in the database.

Use the *Search options* to indicate how multiple words are matched. For a complete phrase, mark all options on the left. Use **Partial word match** to find a word within another word, such as “research” within “researched.” Use **Sounds like (SoundX)** to find matches based on the sound of each word.

Use the *Search scope* fields to select the areas to search. If you have specific criteria for records, click **Filter** to open the *Text Search Selection* dialog box, where you can set up the selection criteria.

When you have established all options, click **Search**. When the search is completed, the matching records are listed in the *Result* page (Figure 8.19). Each match identifies the record and field that contains the text. Click on any item to see the text in the *Current selection's context* field. Use the **Previous** and **Next** buttons to move from one match to another in this field. Double-click on a record or highlight it and click **Go To**  to open the record to its entry dialog box for editing.

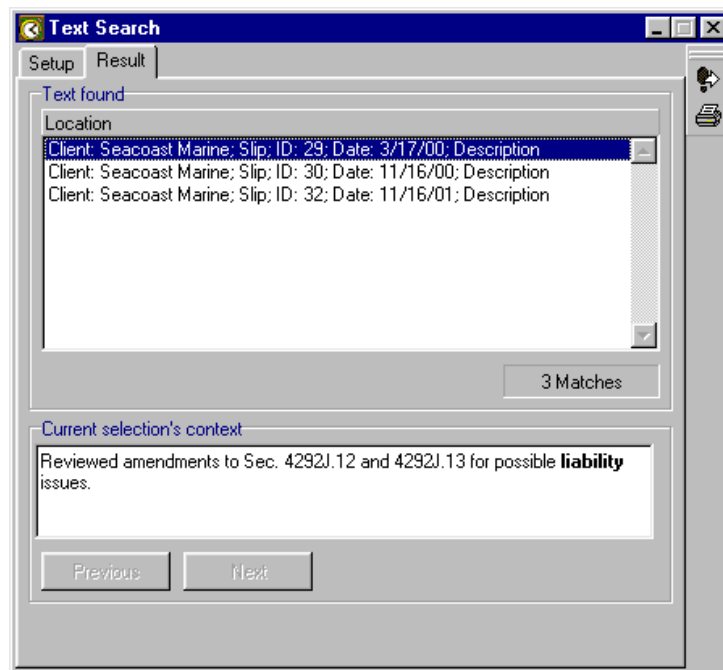


Figure 8.19: The *Result* page of the *Text Search* dialog box shows each record with matching text.

Entering Slips and Transactions

In your daily use of Timeslips, you enter records to track work performed and costs incurred that you will bill to your clients. You will also enter records to increase and decrease accounts receivable and client funds balances.

This chapter describes the types of slips and transactions you use to detail these records and shows you how to enter them within Timeslips.






Types of slips and transactions

You will use the following types of slips and transactions to track work, costs, and financial exchanges in Timeslips:

- **Time and expense slips** record the work that you do for a client and expenses incurred on the client's behalf. In addition to the client name, every slip includes a timekeeper and a task (time activity) or expense. Select **Slips; Time and Expense Slips** to enter time and expense slips (see page 9-6 for more information).
- **Accounts receivable transactions** increase or decrease a client's accounts receivable balance—the amount owed for the services that your firm provides to the client. Invoices, refunds, and reverse payments increase a client's balance. Payments, credits, and write-offs decrease a client's balance. Select **Transactions; Accounts Receivable** to enter accounts receivable transactions (see page 9-20 for more information).
- **Client funds transactions** move money into and out of client funds accounts. A client funds account is a balance that represents funds your firm stores for a client. Perhaps you charge a retainer for future services or have control over a trust fund for a client. Client funds accounts allow you to keep track of these funds and provide a clear audit trail on reports and bills. Select **Transactions; Client Funds** to enter client funds transactions (see page 9-33 for more information).

Using List and Entry dialog boxes

Timeslips offers *List* and *Entry* dialog boxes to simplify the maintenance of slips and transactions. You can use *List* dialog boxes to display selected records. You can use *Entry* dialog boxes to create and edit records. There are several methods available to open these dialog boxes:

- Each type of dialog box (*List* and *Entry*) has a toolbar button that can open the other. For example, the *Accounts Receivable List* dialog box toolbar contains the **New** button  to create a new transaction and the **Open** button  to open an existing one. The *Accounts Receivable Entry* dialog box toolbar contains the **List** button  to open the *Accounts Receivable List* dialog box.
- The *Interface* page of the *Personal Preferences* dialog box (Figure 9.1) contains settings to control whether the appropriate *Slips* and *Transactions* menu command opens the *List* dialog box, the *Entry* dialog box, or both.
- Pressing the **Shift** key while clicking a **List** button from the main toolbar opens the associated *Entry* dialog box instead of the *List* dialog box.
- Use the **New** button  on the main toolbar to open an *Entry* dialog box to create a new slip, A/R transaction, or funds transaction. Clicking  next to it opens the list of commands (see Figure 9.2 on page 9-3). A bullet appears next to the currently selected command. Selecting a different command executes the command and sets the **New** button to use that command when you next click it.

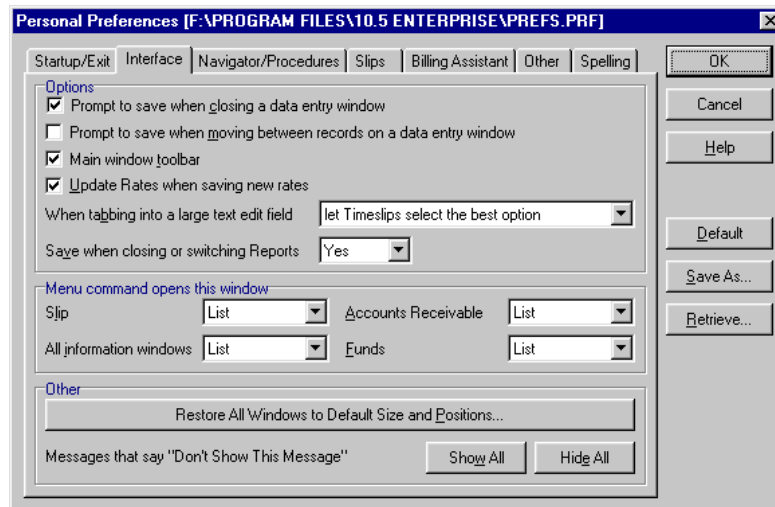








Figure 9.1: Use the *Interface* page of the *Personal Preferences* dialog box to control interface settings within Timeslips.

Figure 9.3: Use the *Slip and transaction numbers* fields to specify the ID numbers assigned to transactions.

- **Date Range** – Adds *Start date* and *End date* fields, allowing you to specify a date range to limit the slips or transactions that are displayed.
- **Client** – Displays slips or transactions for a specific client. Select a client from the list or use the **First** , **Previous** , **Next** , and **Last**  buttons to select a different client. The shortcut menu for the nickname fields allows you to select by **Nickname 1** or **Nickname 2**.

The *Time and Expense Slip List* dialog box contains additional items in the *View by* field:

- **Timekeeper** – Displays slips for a selected timekeeper.
- **Bookmark** – Displays bookmarked slips (see “Other slip entry features” on page 9-16). To clear the list of bookmarked slips, click **Clear All**  from the toolbar.
- **Last Edited** – Displays the most recently modified slips. To clear the list of recently edited slips, click **Clear All**  from the toolbar.
- **Active** – Displays time slips with running timers.
- **Previously Active** – Displays time slips that were recently active.



*The **Slips** page of the **Personal Preferences** dialog box contains settings to determine the number of slips tracked by the above **Last edited** and **Previously active** options.*

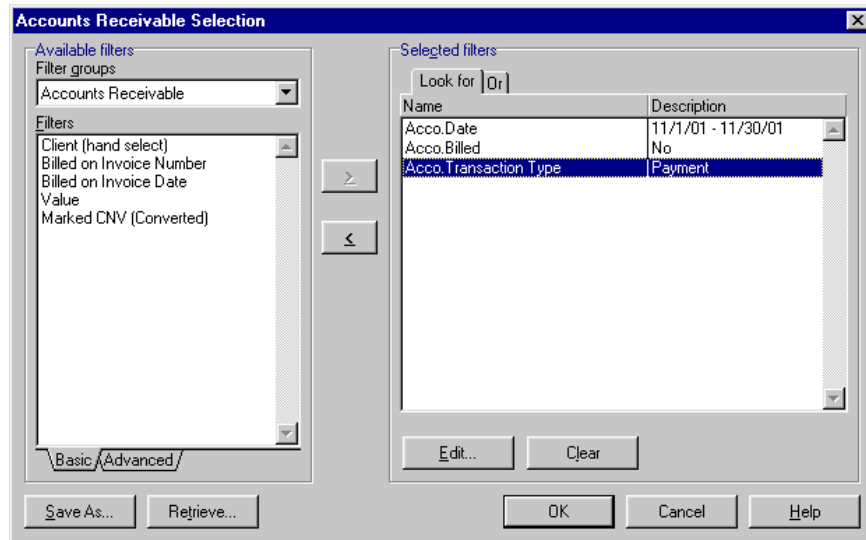


Figure 9.4: The *Accounts Receivable Selection* dialog box allows you to use filters when selecting transactions.

Selection filters

Clicking the **Selection** button opens a *Selection* dialog box (Figure 9.4) that uses filters to select which slips or transactions are displayed. The *Available filters* list groups filters by record type (timekeeper, client, activity, slip, and so on). Selecting a record type lists the associated filters.






Select either the **Basic** or **Advanced** filter tab, highlight a filter in the *Available filters* list, and click **Add** to open a filter dialog box. The fields in the filter dialog box will vary according to the type of data. For more information on each type of filter dialog box, click the **Help** button on the dialog box.

As you add filters, Timeslips moves them from the *Available filters* list to the *Selected filters* list. Buttons below this list allow you to edit a filter or remove one or all filters. Timeslips divides the *Selected filters* list into *Look for* and *Or* pages. The *Or* page allows you to use the same filter twice with different settings. For example, if your filter requires two date ranges, enter the first date range in the *Look for* page and the second date range in the *Or* page. Timeslips will include records within either date range.

You can save the selected filters as a template for reuse. Use the **Save As** and **Retrieve** buttons to manage template filters.

Using filters

When you change the *View by* setting or click the **Selection** button to modify selection criteria, the list of slips or transactions is replaced by the **Update** button. This button allows you to make numerous changes to the selection criteria without having Timeslips redraw the list after every change. When you are finished editing the selection settings, click **Update** to display the list of transactions.

When the *List* dialog box is open, the record movement tools (**First** , **Previous** , **Next** , and **Last** ) on the *Entry* dialog box toolbar will move only through records that match the list's selection criteria. You can still use the **Go To** button  to move to any slip or transaction whether or not it meets the selection criteria.

Understanding Time and Expense Slips

Timeslips uses slips to store time and expense data. Time and expense slips link a client who is billed for charges with a timekeeper who did the work and an activity or expense that classifies the work done. There are two types of slips that you can enter: time slips and expense slips.

- *Time slips* track hourly work measured by the time spent. These slips usually are associated with services.
- *Expense slips* track reimbursable costs, such as sales and disbursements. Timeslips measures these slips by quantity and price.

Bills and reports are based primarily on the information from your slips.

Slip values

Each slip tracks two values:

- **Slip value** – On a time slip, this is the *Rate* multiplied by the *Time spent*. On an expense slip, this is the *Quantity* multiplied by the *Price*.
- **Billed value** – This reflects the effects of client bill arrangements such as flat fees and adjustments. Slip-based adjustments, rounding, and markups will also affect billed values. Depending on the bill arrangement and slip adjustments, the billed value may be higher or lower than the slip value.

Slip classifications

Several classifications distinguish characteristics of slips:

- **Open** – When you create a slip, it has a classification of **Open**. Open slips are visible on the *Time and Expense Slip List* dialog box and are available for billing.
- **Closed** – You can use the **Slips; Close Slips** command to close slips according to specific selection criteria (see “Closing and reopening slips” on page 12-4). Although closed slips are not visible in the *Time and Expense Slip List* dialog box or available for billing, you can include them on slip-based reports. You can reopen closed slips for further use or purge them from the database if you no longer need them.
- **Inactive** – If you change a client’s *Classification* to **Inactive** or **Closed**, slips for that client are also considered inactive. Although inactive slips are not visible in the *Time and Expense Slip List* dialog box or available for billing, you can include them on slip-based reports.
- **Temporary** – If you combine slips from an archive file, you can designate them as temporary slips (see “Restoring Archives” on page 12-13). Although temporary slips are not visible in the *Time and Expense Slip List* dialog box or available for billing, you can include them on slip-based reports.


Entering Slips

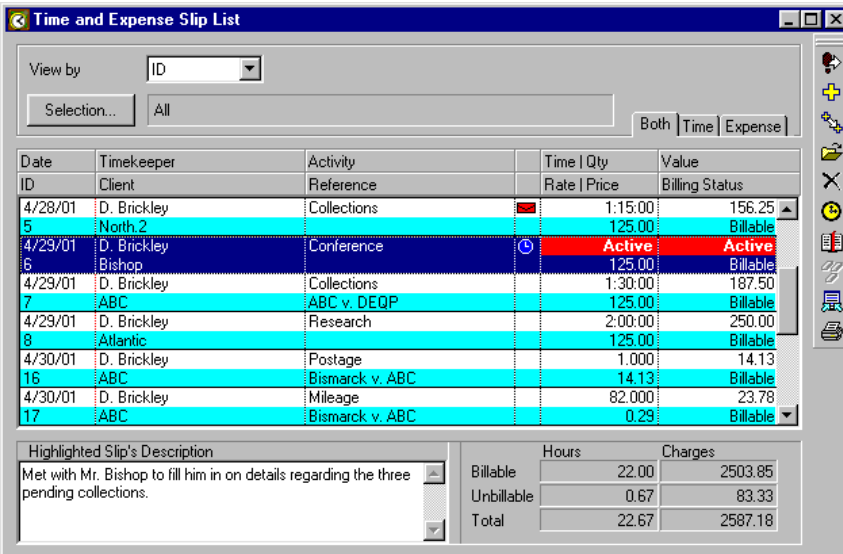
The most frequent data entry function that you will use in Timeslips is creating time and expense slips. Slips are records of events that document *who* (the timekeeper) did *what* (the task or expense) for *whom* (the client).

When entering slips, you can incorporate numerous default settings and procedural shortcuts. See “Data entry shortcuts” on page 9-14.

How to create a time slip

You can create a time slip in several different ways. You can track time with a stopwatch timer as you work or simply enter the total time spent later. The following steps explain how to create a new time slip. To edit an existing slip, find the slip that you want to edit and make changes as necessary.

1. Select **Slips; Time and Expense Slips** to open the *Time and Expense Slip List* dialog box (Figure 9.5).
2. Click New  to open the *Slip Entry* dialog box (Figure 9.6 on page 9-9).
3. Set *Type* to **Time**.



Date	Timekeeper	Activity	Time Qty	Value
ID	Client	Reference	Rate Price	Billing Status
4/28/01	D. Brickley	Collections	1:15:00	156.25
5	North 2		125.00	Billable
4/29/01	D. Brickley	Conference	1:30:00	187.50
6	Bishop		125.00	Active
4/29/01	D. Brickley	Collections	1:30:00	187.50
7	ABC	ABC v. DEQP	125.00	Billable
4/29/01	D. Brickley	Research	2:00:00	250.00
8	Atlantic		125.00	Billable
4/30/01	D. Brickley	Postage	1.000	14.13
16	ABC	Bismarck v. ABC	14.13	Billable
4/30/01	D. Brickley	Mileage	82.000	23.78
17	ABC	Bismarck v. ABC	0.29	Billable

Highlighted Slip's Description	
Met with Mr. Bishop to fill him in on details regarding the three pending collections.	

Hours		Charges	
Billable	22.00		2503.85
Unbillable	0.67		83.33
Total	22.67		2587.18

Figure 9.5: The *Time and Expense Slip List* lists selected slips from your database.

4. Select the appropriate timekeeper, task, and client for this slip. Timeslips may fill in some slip fields automatically, depending on your default settings (see “Data entry shortcuts” on page 9-14).



*If you need to create or edit a timekeeper, task, or client name, you can right-click on the appropriate field and select **New** or **Open** from the shortcut menu.*



*You can change the order of the **Task** and **Client** fields on the **Slip Entry** dialog box in the **Other** page of the **General Settings** dialog box.*

5. If you have defined references for the client, you can select one from the *Reference* field. If you need to add a reference for the client, you can select **New** from the shortcut menu.
6. Optionally, enter up to 16 characters of free-form text in the *Extra* field. You can use this text to determine selection criteria on bills and reports.

Slip Entry

ID	30	WIP	
Type	Time	Value	562.50
Timekeeper	D. Brickley	DavidB	
Task	Conference	T-021	
Client	Seacoast Marine	00-94253	
Reference	Maritime Conservatory vs. Seacoast Marine	1	
Extra			

B / Conference with client

Date button — Start date: 11/16/01, End date: 11/16/01

Time button — Time estimated: 2:00:00, Time spent: 4:30:00

Timer switch — On/Off switch

Billing Status and Rate Settings <<

Billing status	Billable	<input type="checkbox"/> Hold	<input type="checkbox"/> Recurring
Rate	Timekeeper	None	125.00
			Hourly

Markup, Adjustment, and Do Not Bill Time <<

Markup(+/-)	default	0.00	%
Adjustment	default	0.00	
Do Not Bill time	0:00:00		

Slips and Transactions

Figure 9.6: The **Slip Entry** dialog box lists the details of the current time or expense slip.

7. Optionally, enter notes about this slip in the *Description* field.

- a. To speed data entry, you can use the abbreviations feature, which allows a token of up to eight characters to expand into text of up to 1000 characters.



For more information on using abbreviations, see *Overview of Abbreviations in the Online User's Guide*.




- b. You may identify any notes after a specific point in the description as *private text* by inserting a private text indicator. Click **Insert Private Text Indicator**





to the left of the *Description* field.



For more information on using the private text indicator, see *Overview of Private Text in the Online User's Guide*.

- c. You can bold, italicize, or underline selected text in the *Description* field. Highlight the text you want to format and click **Bold** , **Italics** , or **Underline**  to the left of the *Description* field.

8. By default, Timeslips enters today's date in the slip's *Start date* and *End date* fields. You can enter a new date into the *Start date* field, press T for today's date, or click the **Date** button  (see Figure 9.6 on page 9-9) to select the date from the pop-up calendar. See "Date entry" on page 5-13 for information on date entry commands.
9. Optionally, enter the slip's *Time estimated*. Timeslips uses this field on some reports to calculate the variance between estimated and actual time.
10. Enter the slip's *Time spent*. You can enter the duration into the *Time spent* field, click the **Time** button  to calculate time based on start and stop times, or click the **Timer** switch (see Figure 9.6 on page 9-9) to time your work. See "Time entry" on page 5-14 for information on time entry commands.
11. Select the slip's *Billing status*. A slip may be marked **Billable**, **Do Not Bill**, **No Charge**, or **Override**.



See *Overview of Billing Status in the Online User's Guide* for detailed explanations of each status.

12. Optionally, mark the **Recurring** check box. Use this check box only for slips you want to bill each billing period.

13. If you do not want to bill the slip at this time, mark the **Hold** check box.



*For more information, see **Holding slip charges** in the Online User's Guide.*

14. Timeslips automatically selects a rate using the rules from each client's *Rates* page on the *Client Information* dialog box. You can override these settings by selecting the slip's *Rate Source* and *Level* from the fields in the *Rate* panel. Alternatively, you can enter a rate in the *Rate Value* field.



*If the **Billing status** and rate settings fields are not available, click **Billing status and Rate Settings** >> on the time slip.*

15. Optionally, use the *Markup*, *Adjustment*, and *Do Not Bill time* fields to modify the slip's value.




*If the **Markup**, **Adjustment**, and **Do Not Bill time** fields are not available, click **Markup, Adjustment, and Do Not Bill time** >> on the time slip.*

16. Click **Save**  to save the slip or click **New**  to save the slip and create a new one.

How to create an expense slip

The following steps explain how to create a new expense slip. To edit an existing slip, find the slip you want to edit and make changes as necessary.

1. Select **Slips; Time and Expense Slips** to open the *Time and Expense Slip List* dialog box (Figure 9.5 on page 9-8).
2. Click **New**  to open the *Slip Entry* dialog box (Figure 9.7 on page 9-12).
3. Set *Type* to **Expense**.
4. Select the appropriate timekeeper, expense, and client for this slip. Timeslips may fill in some slip fields automatically, depending on your default settings (see "Data entry shortcuts" on page 9-14).



*If you need to create or edit a timekeeper, expense, or client name, you can right-click on the appropriate field and select **New** or **Open** from the shortcut menu.*



*You can change the order of the **Task** and **Client** fields on the *Slip Entry* dialog box in the *Other* page of the *General Settings* dialog box.*

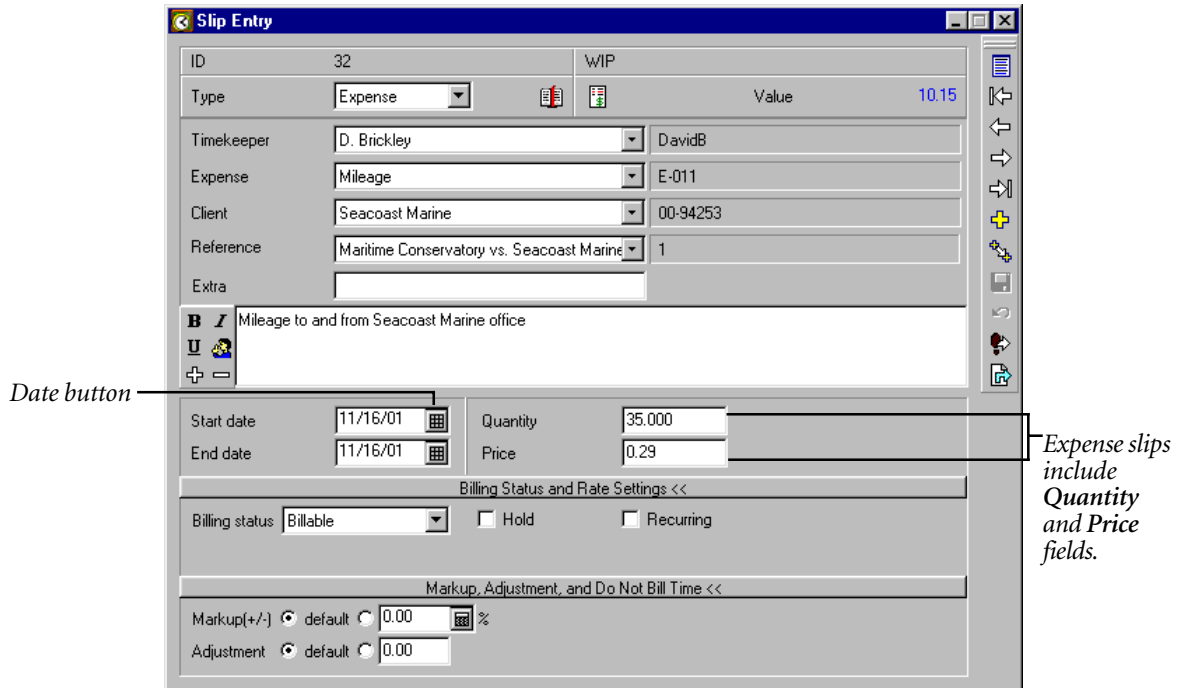



Figure 9.7: The *Slip Entry* dialog box lists the details of the current expense slip.

5. If you have defined references for the client, you can select one from the *Reference* field. If you need to add a reference for the client, you can select *New* from the shortcut menu.
6. Optionally, enter up to 16 characters of free-form text in the *Extra* field. You can use this text to determine selection criteria on bills and reports.
7. Optionally, enter notes about this slip in the *Description* field.
 - a. To speed data entry, you can use the abbreviations feature, which allows a token of up to eight characters to expand into text of up to 1000 characters.







For more information on using abbreviations, see *Overview of Abbreviations* in the *Online User's Guide*.

- b. You may identify notes after a specific point in the description as *private text* by inserting a private text indicator. Click **Insert Private Text Indicator**  to the left of the *Description* field.



For more information on using the private text indicator, see *Overview of Private Text* in the *Online User's Guide*.

- c. You can bold, italicize, or underline selected text in the *Description* field. Highlight the text you want to format and click **Bold** , **Italics** , or **Underline**  to the left of the *Description* field.
8. By default, Timeslips enters today's date in the slip's *Start date* and *End date* fields. You can enter a new date into the *Start date* field, press T for today's date, or click the **Date** button  (see Figure 9.7 on page 9-12) to select the date from the pop-up calendar. See "Date entry" on page 5-13 for information on date entry commands.
9. Enter the slip's *Quantity*. For example, this may be the number of photocopies made or miles driven.
10. Enter the slip's *Price*. This is the unit price of each item. For example, if the slip is for mileage, you might charge 29 cents a mile. In that case, enter .29 as the *Price* and the number of miles as the *Quantity*.
11. Select the slip's *Billing status*. A slip may be marked **Billable**, **Do Not Bill**, **No Charge**, or **Override**.



See *Overview of Billing Status* in the *Online User's Guide* for detailed explanations of each status.

12. Optionally, mark the **Recurring** check box. Use this check box only for slips you want to bill each billing period.
13. If you do not want to bill the slip at this time, mark the **Hold** check box.



For more information, see *Holding slip charges* in the *Online User's Guide*.



If the *Billing status* fields are not available, click **Billing status >>** on the expense slip.

14. Optionally, use the *Markup* and *Adjustment* fields to modify the slip's value.




If the *Markup* and *Adjustment* fields are not available, click **Markup and Adjustment >>** on the expense slip.

15. Click **Save**  to save the slip or click **New**  to save the slip and create a new one.

Data entry shortcuts

There are several methods that you can use to speed data entry when creating slips:

- The **Duplicate** button  creates a new slip and copies all fields from the current slip.
- The *Editing* submenu of the shortcut menu includes two additional data entry commands not found on the toolbar: **Clone Field** copies the value from the previous slip into the current field. **Clone Rest** copies all field values from the previous slip, starting with the current field and continuing to the bottom of the slip. Right-click on the toolbar to access the *Editing* submenu.
- The *Slips* page of the *Personal Preferences* dialog box allows you to set the tab order and define custom keystroke combinations (see Figure 9.8) to move the focus to specific fields on the *Slip Entry* dialog box.

When creating slips, it is not necessary to manually edit each field. Other dialog boxes in Timeslips can supply default values for new slips:

- The *Slips* page of the *Personal Preferences* dialog box contains settings that determine which fields Timeslips copies from the previous slip (see Figure 9.9 on page 9-15) when creating a new slip.
- The *Task Information* dialog box (Figure 8.13 on page 8-21) and the *Expense Information* dialog box contain default values that Timeslips enters automatically whenever you select the task or expense.

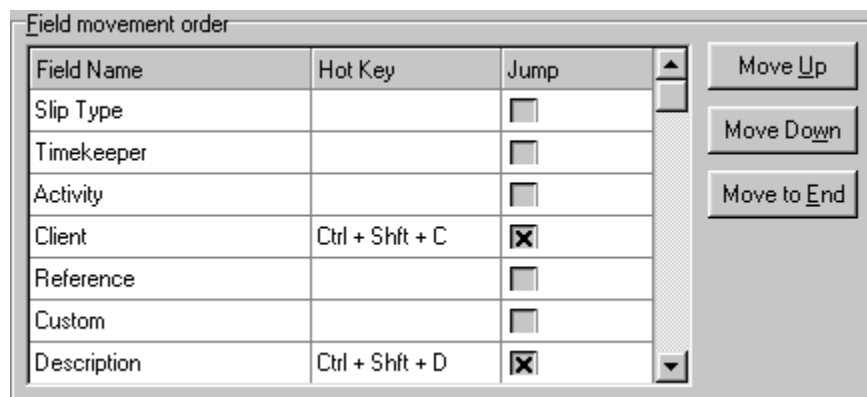


Figure 9.8: The *Field movement order* fields allow you to define keystrokes to access fields in the *Slip Entry* dialog box.

- The *Rates* page of the *Client Information* dialog box contains rate selection rules that can set values for the rate source, rate level, rate value, and rate type on a time slip.
- The *Client Setup* page of the *Client References* dialog box (Figure 8.12 on page 8-19) allows you to specify a default reference that Timeslips selects on a slip.

Working with timers

When you start Timeslips, you log in as a timekeeper. This timekeeper name appears in the lower right corner of the Timeslips window. Timeslips associates the timer on a slip with the logged-in timekeeper who started it, regardless of the timekeeper whose name is on the slip. No other timekeeper can stop the timer (except by selecting **Slips; Stop All Timers**).

There are several commands and settings that affect your use of timers:

Multiple timers

The *Slips* page of the *Personal Preferences* dialog box (see Figure 9.10 on page 9-16) contains the *Permit multiple timers simultaneously running on this station* option. You can use this setting to control the use of multiple timers with the following options:

- **Ask** – If a timer is already running when you attempt to start another one, a dialog box will open, allowing you to stop the first timer or leave it running.
- **Yes** – There are no restrictions placed on the number of active timers.
- **No** – You can only have an active timer on one slip at a time.

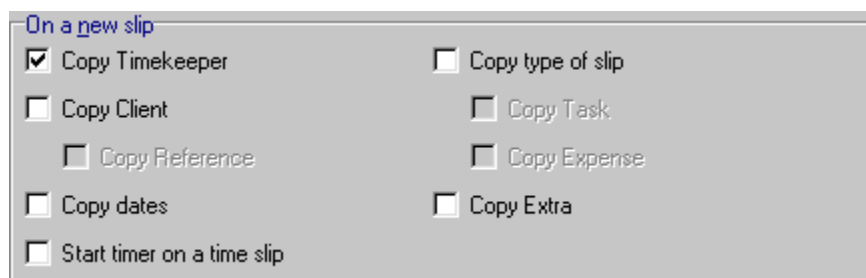


Figure 9.9: The *On a new slip* options allow you to select fields that will be automatically filled in on new slips.

Viewing active timers




In the *Time and Expense Slip List* dialog box, you can set *View by* to **Active** to view time slips with running timers. Setting *View by* to **Previously active** will display up to 100 of the most recently timed slips. The *Number of recently timed slips tracked* setting is available on the *Slips* page of the *Personal Preferences* dialog box (see Figure 9.10).

Stopping active timers

Selecting **Slips; Stop All Timers** will stop all active timers in the current database. Selecting **Slips; Stop My Timers** will stop all active timers that you have started in the current database, whether or not you are the timekeeper on the slip.

Other slip entry features

Several other features relate directly to working with slips:

- **Bookmarks** – You can use *bookmarks* to identify certain slips for convenient retrieval. The **Bookmark** button  appears on the *Time and Expense Slip List* dialog box toolbar and on the *Slip Entry* dialog box. Click this button to toggle a bookmark on or off. You can use the *View by* field and **Selection** button to show bookmarked slips (see “Setting filters and selection criteria” on page 9-3) and the *Go To Slip* dialog box (accessed by clicking **Go To** ) can locate slips by bookmark. When you set *View by* to **Bookmark**, the **Clear All** button  is available on the toolbar. Click **Clear All** to remove all bookmarks.

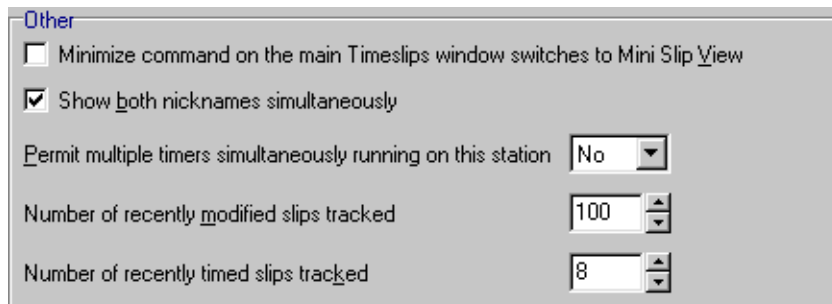




Figure 9.10: Use the **Other** section on the *Slips* page of the *Personal Preferences* dialog box to set the number of timers that can run simultaneously.

- **Slip Entry Summary** – Select **Slips; Slip Entry Summary** to open the *Slip Entry Summary* dialog box (Figure 9.11). This dialog box shows a summary of information for slips added and edited since the last time this summary was cleared. In addition to the number of new and edited slips and their total value, it shows the total amount of time entered manually and with timers. The **Clear** button  resets all values.
- **Slip Export wizard** – Clicking **Export**  opens the *Slip Export (Mass Update)* wizard. This wizard copies fields from the current slip to other slips that you specify. Use this feature when you need to make the same change to a group of slips (see “Updating Slips” on page 12-3).

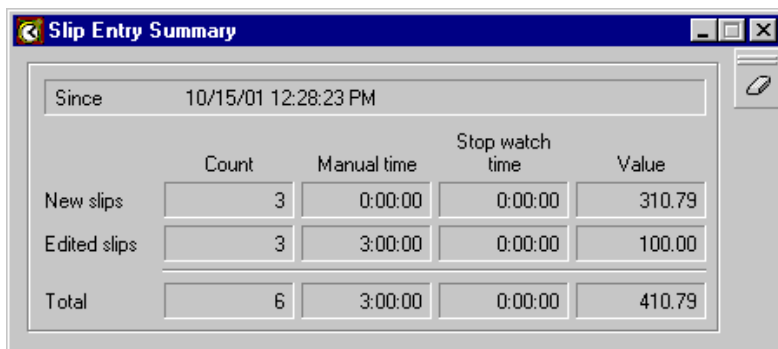


Reports based on slips are available in the *Slips* page of the *Report List* dialog box.

Using Mini Slip View

Selecting **Slips; Mini Slip View** reduces the size of the *Slip Entry* dialog box to fit in a corner of your screen (see Figure 9.12 on page 9-18). This is useful when you want to work in another program while timing your work in Timeslips. Several essential slip fields are displayed: time (or price on an expense slip), slip value, client, reference, activity (time or expense), and the timer on/off switch for time slips. The toolbar contains buttons for viewing the previous or next slip, opening the *Go To Slip* dialog box, and returning to full-screen view.

Commands on the shortcut menu allow you to select the display font, move to a different slip, keep Mini Slip View always on top of other programs, and return to full-screen view.



	Count	Manual time	Stop watch time	Value
New slips	3	0:00:00	0:00:00	310.79
Edited slips	3	3:00:00	0:00:00	100.00
Total	6	3:00:00	0:00:00	410.79

Figure 9.11: The *Slip Entry Summary* dialog box shows a summary of information for slips added and edited since the last time this summary was cleared.

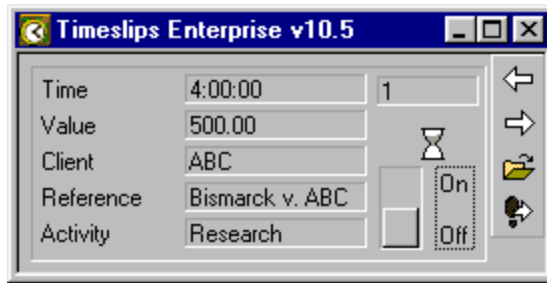


Figure 9.12: Use the *Mini Slip View* while working in other applications.

Dialing the phone

Selecting Names; Dial the Phone opens the *Dial the Phone* dialog box (Figure 9.13 on page 9-19). If your computer has a modem installed and configured, you can select a client and dial the phone using any of the client's phone numbers. You can also dial a number that you enter in the *Other* field.

You can optionally create a time slip for the call, with yourself as the timekeeper and a task you select. This allows you to track the length of the call easily.

Editing many slips at once

On occasion, you may need to edit many slips at once. For example, a timekeeper may leave the firm or you may have entered a batch of slips for the wrong task. To make the same change to many slips at once, you can use the Slip Export function. See "Updating Slips" on page 12-3 for more information.

Changing rates on slips

As part of your year-end process, you may update the billing rate of timekeepers. Timeslips offers the *Update Rates* wizard to simplify this process. See "Updating Rates" on page 12-1 for more information.

Dial the Phone

Telephone numbers

Client: Seacoast Marine

Phone: (978) 555-2121

Fax: (978) 555-6722

Home: n/a

Other: n/a

Other:

Slip creation

☒ Create a time slip for this call. Bill to the Client above.

☒ Create slip if not new

☒ Turn the timer on

Task: Phone Conference

Dialing device: Sportster 28800

Dial Cancel Help

Figure 9.13: Use the *Dial the Phone* dialog box to call a client and start a timer.

Understanding Accounts Receivable Transactions

Timeslips maintains each client's accounts receivable (A/R) balance. A/R transactions are dated records of increases or decreases to a client's A/R balance. You typically increase the balance by sending a bill and decrease it by receiving and entering a payment. You can generate A/R transactions automatically—such as when you approve bills—or manually—such as when you enter a payment.

A/R transaction types

The invoices that you send and the payments that you receive modify your clients' accounts receivable balances. Additionally, you can correct balances as needed with credit and refund transactions.

The following A/R transaction types are available:

- **Payment** – When you receive money from a client to pay existing charges, you enter a payment. A payment reduces a client's A/R balance when you apply it to one or more invoice transactions. If the payment exceeds the client balance, Timeslips holds the excess to offset future bills and the client's account shows a credit balance. See “Applying payments and credits” on page 9-22.
- **Credit** – Use this transaction to remove an incorrectly billed charge. Like payments, you apply credits to specific invoices or to a future invoice, reducing a client's A/R balance. If a credit exceeds the A/R balance, Timeslips holds the excess to offset future bills and the client's account shows a credit balance. See “Applying payments and credits” on page 9-22.



Use credit transactions to adjust billed balances; use adjustment bill arrangements (see “Bill arrangements” on page 8-14) to adjust unbilled charges.

- **Write-off** – Use this transaction to write off bad debts. You must fully apply the total amount to one or more invoice transactions. It decreases the client's A/R balance. See “Applying write-offs” on page 9-26.
- **Refund** – Use this transaction to reverse the effects of an overpayment. Timeslips adds the amount to the client's A/R balance to correct this condition. See “Applying refunds” on page 9-26.

- **Invoice** – An invoice transaction represents billed charges with separate amounts for fees, costs, interest, and taxes on fees or costs. Each invoice transaction also records a date, an invoice number, and the total amount paid. Timeslips generates invoice transactions automatically when you approve bills (see “Approving bills” on page 11-29). You can also enter them manually to represent a starting balance for a client. See “Creating invoice transactions” on page 9-26.
- **Reverse Payment** – Use this transaction to reverse the effects of a payment, usually in the case of a returned check. It increases the client’s A/R balance. See “Applying reverse payments” on page 9-26.
- **Transfer** – Use this transaction to distribute unapplied money from a payment to one or more related client projects. See “Transferring unapplied amounts from payments” on page 9-24.
- **Transfer To Funds** – Use this transaction to distribute unapplied money from a payment to one or more funds accounts for the specified client or a related client project. See “Transferring unapplied amounts from payments” on page 9-24.
- **Discount** – Use this transaction to discount an invoice due to prompt payment. You can modify settings in the *Client Information* dialog box to apply a discount automatically, based on the number of days since the bill was approved. For instance, if a client pays their bill within 20 days of invoicing, they get 2% off. The customer must pay enough of the invoice to cover all charges prior to the discount for the early payment rules to apply. See “Applying discounts” on page 9-28.
- **Special Credit** – Use this transaction to credit or discount an invoice that is already paid in full. See “Applying special credits” on page 9-29.

Timeslips tracks invoices, payments, credits, write-offs, refunds, and transfers as separate categories in the *Client History* dialog box.






Reports based on A/R transactions are available in the A/R Transactions page of the Report List dialog box.

Entering Accounts Receivable Transactions

The steps for entering accounts receivable (A/R) transactions vary according to transaction type. However, some steps are common for each type. Use these steps to enter A/R transactions, referring to the sections that follow for specific instructions on each transaction type.

How to enter an A/R transaction

1. Select **Transactions; Accounts Receivable** to open the *Accounts Receivable List* dialog box.
2. Click **New**  to open the *Accounts Receivable Entry* dialog box.
3. Select the transaction type, client, and date.
4. Enter the details specific to the transaction type as detailed in the following sections.
5. The *Description* field contains a default description for each transaction type. This default text is stored in the *Transactions* page of the *General Settings* dialog box. Modify or replace the default description as needed.
6. Click **Save**  to save the transaction or click **New**  to enter another transaction.


Applying payments and credits

There are several options you can use when applying payments and credits to invoices:

Automatic payment rules

By default, Timeslips applies payments and credits to invoices according to automatic payment rules. In the *Accounts Receivable* page of the *Client Information* dialog box, the *Payment distribution rule* fields allow you to specify the rules to use:

- **First pay invoice** – You can choose to pay the oldest or newest invoice first.
- **Order of charges** – You can pay off fees, costs, and interest in any order.
- **First pay in full** – If you are applying a payment or credit to multiple invoices, you can pay an entire invoice in full before paying the next invoice. Alternatively, you can apply the payment or credit to a specific charge type—fees, costs, or interest—on several invoices.

After you enter the date, client, and amount, click **Save**  to apply the payment or credit according to the automatic payment rules.

Distributing payments manually

If you mark the **Require manual distribution** check box in the *Accounts Receivable* page of the *Client Information* dialog box, the automatic payment rules do not apply. You can apply a transaction manually by entering amounts in the *Fees Paid*, *Costs Paid*, or *Interest Paid* columns for any of the invoices.

Additionally, the following buttons are available in the *Accounts Receivable Entry* dialog box:

- **Apply All** – This button is available only on payments. It applies the payment to as many open invoices as possible, following the automatic payment rules.
- **Apply One** – Click this button to apply the payment or credit to the highlighted invoice.
- **Transfer Money** – This button is available only on payments. Click this button to open the *Transfer Money* dialog box, where you can divide the payment among other client projects or client funds accounts (see “Transferring unapplied amounts from payments” on page 9-24).

When you try to save a payment or credit with an unapplied amount, the *Amount Not Applied* dialog box (Figure 9.14) opens. You can apply the entire amount to future invoices; use the automatic payment rules; edit the transaction, applying the full amount; or transfer the amount to other projects for the client or client funds accounts.

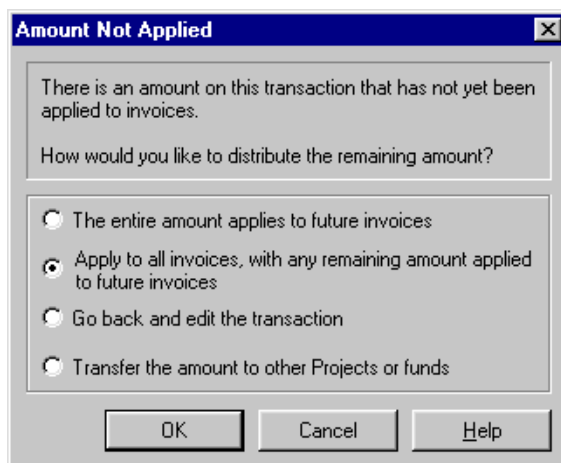


Figure 9.14: The *Amount Not Applied* dialog box opens when you save an unapplied payment.

Transferring unapplied amounts from payments

If you use the client project method (see “Client projects” on page 8-13), you may receive a check intended as payment for several projects. Similarly, if you maintain client funds accounts, you may receive a check that pays new charges and also replenishes a client funds account. Timeslips provides two transaction types—**Transfer** and **Transfer To Funds**—for distributing one payment among multiple projects or funds accounts. While you can enter these transactions manually, the *Transfer Money* dialog box (see below) provides a more convenient method.

When you use these transactions, your client will see the correct check amount on the bill, even if the payment was divided into several transactions. Additionally, if you use bank deposit slips (see “Bank deposit slips” on page 9-30), the Bank Deposit Slip Listing will show one line item corresponding to the check. This will help you ensure the accuracy of the transactions you enter.

How to transfer money to projects or funds accounts

1. Enter the full amount of the payment as normal (see “How to enter an A/R transaction” on page 9-22 and “Applying payments and credits” on page 9-22). After applying the correct amount to the current client, the *Not yet applied* field shows the unapplied amount. This is the maximum amount that you can distribute to other projects or funds accounts.
2. Click **Transfer Money** to open the *Transfer Money* dialog box (Figure 9.15).

Project	Unpaid	To Apply
North.2	156.25	156.25
North.3	1250.00	0.00

Project	Account	Balance	To Apply
North.1	Project 1	2000.00	200.00
North.2	Default	0.00	0.00
North.3	Default	1250.00	0.00

Figure 9.15: The *Transfer Money* dialog box allows you to distribute one payment among several projects or client funds accounts.

3. To transfer an amount to another project for the current client:
 - a. Set *Apply to* to the appropriate option:
 - **All invoices** – Lists all related projects with unpaid invoices.
 - **Invoice by date** – Lists only projects with invoices for the date you specify. Use this option when paying off a single consolidated bill.
 - **No Invoices – Not yet applied** – Lists all related projects with unpaid invoices. Timeslips applies the transferred amount to future invoices for the selected project. If you use this option, you can later manually edit the associated payments to distribute the money as needed.



*Automatic discounts do not apply here. If you have set up automatic discount for a client (see “Setting up automatic discount” on page 9-28), set **Apply to** to **No Invoices – Not yet applied**. When you later apply the associated payments, Timeslips prompts you to create a discount if applicable.*

- b. Click **Apply All** to apply the entire amount in the *Total unapplied* field to as many projects as possible starting from the top of the list. Alternatively, highlight the *To Apply* field for the appropriate project and click **Apply One** to apply as much as possible from the *Total unapplied* field to the project's unpaid balance. You can also enter an amount manually. If you enter an amount in excess of the unpaid balance, Timeslips will apply it to future invoices for the project. When you move the focus to another field, Timeslips updates the *Total unapplied* field to reflect the transfer amount.
4. To transfer an amount to a client funds account for the current client or a related project:
 - a. In the *Transfer to Client Funds* group box, highlight the *To Apply* field for the appropriate funds account.
 - b. To apply the entire amount in the *Total unapplied* field, click **Apply One**. Alternatively, you can manually enter the amount to transfer. When you move the focus to another field, Timeslips updates the *Total unapplied* field to reflect the transfer amount.
5. When you have entered all transfer amounts, click **OK** to close the *Transfer Money* dialog box. Timeslips applies any amount still remaining in the *Total unapplied* field to a future invoice for the current client. If you transferred money to a project, Timeslips creates the appropriate Payment and Transfer transactions. If you transferred money to a funds account, Timeslips creates the appropriate Payment To Account and Transfer To Funds transactions.

Applying write-offs

You enter write-offs similarly to payments and credits. You apply the write-off amount to one or more invoices. The difference is that you must fully apply the entire amount of the write-off. You cannot apply any of it to future invoices.

Applying refunds

You can only apply a refund to a payment containing an unapplied amount (an amount that has been applied to future invoices). When you create a refund for a client, Timeslips lists any payments with unapplied amounts for the client on the *Accounts Receivable Entry* dialog box. You can select one of the payments and apply either a full or partial refund to the unapplied amount.

Creating invoice transactions

You can create invoice transactions in several different ways:

- When you approve a bill, Timeslips generates an invoice transaction automatically.
- If you create a client with starting balances in the *Aged Balances* fields on the *Accounts Receivable* page of the *Client Information* dialog box, Timeslips generates invoice transactions automatically for each balance.
- You can enter an invoice transaction manually to represent a starting balance or balance correction for a client.



*Invoice numbers can be global, client-specific, or internal. For more information on invoice numbers, see **Overview of Invoice Numbers** in the Online User's Guide.*

Applying reverse payments

When entering a reverse payment, you must select a specific payment transaction to reverse. When you save a reverse payment, the *Fee on Reversed Payment* dialog box opens (Figure 9.16 on page 9-27), allowing you to charge a finance charge as a fee for the reverse payment. If your bank assesses a fee for a returned check, you can use this finance charge to pass along the fee to the client. On the *Accounts Receivable List* dialog box, the original payment is marked **REV** in the status column to indicate that it has been reversed (see Figure 9.17 on page 9-27).

Fee on Reversed Payment

Should there be a finance charge for this Reversed Payment?

☐ No fee for this Reversed Payment

☒ Yes. Add this Finance Charge to the next bill

Description

OK Help

Figure 9.16: Use the *Fee on Reversed Payment* dialog box to set up an automatic charge for returned checks.

Accounts Receivable List

View by: Client Consolidated 4

Selection... Date 9/1/01 - 10/31/01

Date	ID	Type	Client	Inv No./Chk No.	Amount
9/1/01	23	INV	Consolidated	C:16259	1887.54
10/15/01	24	PAY	Consolidated	REV 1260	(500.00)
10/15/01	25	REV	Consolidated		500.00

Highlighted Transaction's Description

Payment - Thank You. Check No. 1260

Balance 1887.54

Figure 9.17: The original payment is marked to indicate that it has been reversed.

Applying discounts

The discount transaction type allows you to offer clients an incentive to pay bills early by giving a discount.

Setting up automatic discount

You can set up rules that will automatically apply a discount to eligible charges. The *Accounts Receivable* page of the *Client Information* dialog box contains settings that determine the nature of the discount. You can enter the discount percentage and the number of days after billing for which the discount is available. Additionally, you can decide whether the discount should apply to fees; costs; both fees and costs; or fees, costs, and interest.



The Taxes page of the Billing Assistant dialog box shows the client's discount settings.

For example, suppose you bill a client \$1000.00, consisting of \$800.00 in fees and \$200.00 in costs. You set up a 10% discount for 20 days applied to fees only. The potential discount is \$80.00 on fees. Once the client pays \$800.00 toward the bill (within 20 days), they will receive the discount applied to their next bill.



Because you applied the discount to fees only, you must apply the total amount of the \$800.00 payment directly to fees in order for the client to receive the discount.

Viewing potential discount amounts

The bill will show the discount amount and the date by which the client must make a payment in order to take the discount. You can edit the phrases that appear on the bill in the *Phrases on Bills* dialog box in Report Designer (select **Report; Phrases**).

When you approve the bill, Timeslips creates an invoice transaction. The *Accounts Receivable Entry* dialog box for the invoice transaction will contain a *Discount* page that shows the potential discount amount and the date through which the client is eligible for the discount. The *Entry* page contains an **Apply New** button that allows you to apply a discount.

Prepayment and automatic payment from client funds

You may have a prepayment or have set up automatic payment from a client funds account. If the available money satisfies the discount requirements, Timeslips will automatically create the discount transaction when you approve the bill.

Entering a payment for a client who is eligible for a discount

When you enter a payment that meets the discount requirements for a client, Timeslips asks if you want to apply the discount. If you click **Yes**, Timeslips will create a discount transaction. Timeslips applies the discount amount to the invoice first. If the payment amount exceeds the amount due on the invoice after the discount is applied, Timeslips applies the difference to a future invoice.

Manually entering a discount

You can apply a discount manually by creating a new transaction, selecting **Discount** as the type. You can apply the discount to any open invoice. You must fully apply the entire amount of the discount. You cannot apply any of it to future invoices.

If you have not set up the automatic discount for the client, enter the discount amount. If you have set up the automatic discount, Click **Apply Discount To One** to let Timeslips calculate the amount of the discount and apply it to the selected invoice.

Applying special credits

Occasionally, you may need to issue a credit or discount for a bill that has already been paid in full. The special credit transaction allows you to do so.

How to apply a special credit

1. Select **Transactions; Accounts Receivable** to open the *Accounts Receivable List* dialog box.
2. Highlight the invoice transaction that you want to use as the source of the credit and click **Open**.
3. Click **Apply New** and select **Special Credit** from the menu that opens.
4. The *Accounts Receivable Entry* dialog box contains two pages. In the *Source Invoice* page, enter amounts for fees, costs, and interest that you want to credit.

Timeslips adds these amounts together and enters the total in the *Amount* field.



Timeslips does not confirm the values you enter against the amounts on the original invoice.

5. In the *Applied To* page, you can apply the special credit to an existing invoice, if any, or mark the **Remaining amount applies to future invoice** check box.






*After you save the transaction, the **Go to the source invoice** button is available at the bottom of the **Accounts Receivable Entry** dialog box. You can click this button to open the original invoice transaction for easy reference.*

Effect of a special credit on billed slip value

When you create a special credit, the slips associated with the source invoice will reflect the credit in billed slip value calculations. Several reports contain the *Billed values reduced by credits* setting on the *Formats* page of the *Report List* dialog box. If you set this option to **Yes**, the billed slip values from the source invoice will reflect the effects of the special credit. The reports that include this setting are Overhead Cost Analysis, Slip Information Graphs, Slip Listing, Slip Profitability by Period, and Slip Summary Listing.

Status column

The *Accounts Receivable List* dialog box contains a status column. Symbols in this column identify transactions on Proof Stage (red envelope)  and approved transactions (yellow envelope) . If you have TAL, an additional symbol indicates transactions that have been posted to the general ledger .

This information also appears within the *Accounts Receivable Entry* dialog box. Timeslips marks approved transactions with the date and invoice number.

Bank deposit slips

In Timeslips, *bank deposit slips* provide a method of associating payment and deposit transactions with a deposit you make to a specific bank. You define specific banks as *bank accounts* in the *Bank Accounts* dialog box (select **Setup; Bank Accounts**).

For accurate data entry, you can check the total amount of a bank deposit against the transactions you enter in Timeslips. Additionally, you can print a Bank Deposit Slip Listing report to accompany the checks to the bank.

How to create and use a bank deposit slip

1. Select **Transactions; Bank Deposit Slips** to open the *Bank Deposit Slips* dialog box (Figure 9.18). If you have not entered a bank deposit slip for the current date, a dialog box prompts you to create a new bank deposit slip.
 - a. Click **Yes** to open the *Bank Deposit Slip Entry* dialog box (Figure 9.19 on page 9-32).
 - b. Select a bank account and enter the total amount of the bank deposit.

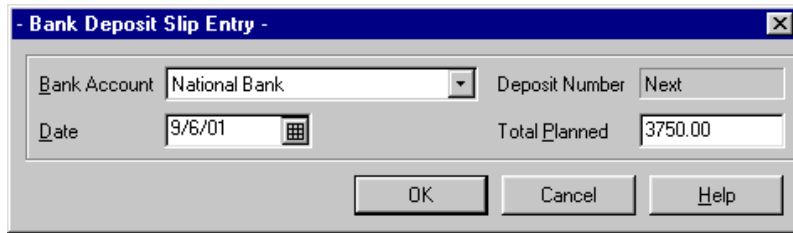


*Timeslips automatically takes the **Deposit Number** from the *Bank Account Entry* dialog box. You can control the starting number there.*

- c. Click **OK** to close the *Bank Deposit Slip Entry* dialog box.
2. At the bottom of the *Bank Deposit Slips* dialog box, click **New** and select a transaction type from the menu that opens. If you select **New Payment**, the *Accounts Receivable Entry* dialog box opens. If you select **New Payment To Account** or **New Deposit To Account**, the *Client Funds Transaction Entry* dialog box opens.
3. Enter the details of the transaction as normal. Timeslips automatically marks the **Deposit Slip** check box and displays the bank account and bank deposit slip number next to it.

ID	Client	Check Number	Amount
26	ABC	6281	425.00
27	Atlantic	1860	850.00
28	Eastern	4452	2000.00
29	North.1	1625	325.00

Figure 9.18: The *Bank Deposit Slips* dialog box matches the transactions you enter against a planned total.



The dialog box is titled "- Bank Deposit Slip Entry -". It contains the following fields and controls:

- Bank Account:** A dropdown menu showing "National Bank".
- Deposit Number:** A text field showing "Next".
- Date:** A text field showing "9/6/01" with a calendar icon to its right.
- Total Planned:** A text field showing "3750.00".
- Buttons:** "OK", "Cancel", and "Help" buttons are located at the bottom right.



Figure 9.19: The **Bank Deposit Slip Entry** dialog box associates a bank account and date with the total amount of a bank deposit.



To remove a transaction's association to a bank deposit slip, unmark the **Deposit Slip** check box.



To change the bank deposit slip used on a transaction, open the **Bank Deposit Slips** dialog box and select the bank deposit slip you want to appear on the transaction. Then unmark and mark the **Deposit Slip** check box on the transaction entry dialog box.

4. Click **Save and Return**  from the toolbar to save the transaction and return to the *Bank Deposit Slips* dialog box. Timeslips displays the transaction you entered on the list. There are separate pages for accounts receivable transactions and funds transactions.
5. Continue entering the rest of the transactions for the current bank deposit slip. Timeslips displays the *Total Entered* in red text if it does not match the *Total Planned*.
6. Click  to close the *Bank Deposit Slips* dialog box. If the *Total Planned* does not match the *Total Entered*, a reminder message appears.

Printing bank deposit slips

On the *Bank Deposit Slips* dialog box, you can click **Print** from the toolbar to generate a Bank Deposit Slip Listing report for the current bank deposit slip record. This report is also available from the *A/R Transactions* page of the *Report List* dialog box. When you print this report to printer or file, a dialog box prompts you to mark its records as printed. If the report is complete, we recommend answering **Yes** to this prompt.

Purging bank deposit slips



The *Purge* dialog box includes the **Bank Deposit Slips** check box. This function uses the **printed, older than** rule to remove bank deposit slip records older than a number of months. *Printed* means that you have printed the Bank Deposit Slip report and answered **Yes** to the option to mark the bank deposit slip as printed. You can also provide your own selection criteria with the **use filters** option and the filters interface.

Understanding Client Funds Transactions

You can use client funds accounts to track retainer fees or manage trust funds for your clients. You can set funds accounts to automatically pay new charges on a bill and to maintain minimum balances. You use client funds transactions to increase or decrease funds account balances.

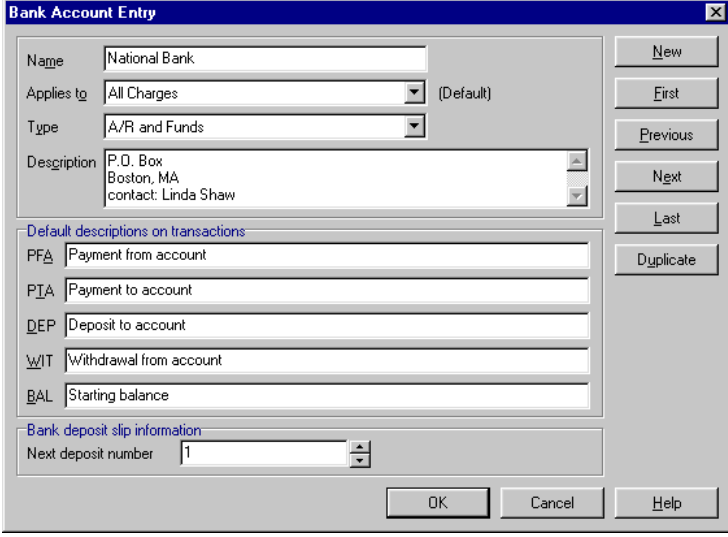
Bank accounts

Timeslips Enterprise includes bank accounts and multiple client funds accounts. *Bank accounts* are global to your Timeslips database and provide a method of grouping funds accounts for one or more clients. You may want to create a bank account in Timeslips to represent all accounts at a particular bank or all accounts belonging to related clients. You can sort reports that list funds accounts and funds transactions by bank account, allowing you to see funds activity broken down by this category.

Select **Setup; Bank Accounts** to open the *Bank Accounts* dialog box. This dialog box lists all bank accounts that are defined in your Timeslips database. Click **New**  to create a bank account or click **Open**  to edit an existing one. The *Bank Account Entry* dialog box (Figure 9.20 on page 9-34) contains default description text that is used by all transactions for a funds account associated with this bank account.



For more information on bank accounts, see *Overview of Bank Accounts* in the *Online User's Guide*.



The **Bank Account Entry** dialog box is shown. It has a title bar with a close button. The main area contains several fields and sections:

- Name:** A text field containing "National Bank".
- Applies to:** A dropdown menu showing "All Charges" with "(Default)" to its right.
- Type:** A dropdown menu showing "A/R and Funds".
- Description:** A text field containing "P.O. Box", "Boston, MA", and "contact: Linda Shaw".
- Default descriptions on transactions:** A section with five rows:
 - PFA:** Payment from account
 - PIA:** Payment to account
 - DEP:** Deposit to account
 - WIT:** Withdrawal from account
 - BAL:** Starting balance
- Bank deposit slip information:** A section with a "Next deposit number" field containing "1".


On the right side, there are buttons: "New", "First", "Previous", "Next", "Last", and "Duplicate". At the bottom, there are "OK", "Cancel", and "Help" buttons.

Figure 9.20: The *Bank Account Entry* dialog box controls the description phrases for client funds transactions.

Funds accounts

The *Client Funds* page of the *Client Information* dialog box (Figure 9.21 on page 9-35) includes an *Accounts* list. This list includes all funds accounts for the current client. Using this list, you can add, edit, or delete accounts for the current client.

How to enter a new funds account

1. From the *Client List* dialog box, select the client for whom you want to add a funds account and click **Open** .
2. Switch to the *Client Funds* page of the *Client Information* dialog box. The *Accounts* list displays the current funds accounts.
3. Click **New** from below the list to open the *Client Funds Account Entry* dialog box (Figure 9.22 on page 9-36).
4. Enter the name of the new funds account in the *Name* field.
5. From the *Bank account* field, select the bank account with which to associate the new funds account.
6. Use the *Applies to* field to choose the type of charges this funds account can pay and optionally mark **Automatic payment of new charges on the bill**.
7. Use the *Current balance* field to set the starting balance of the account.

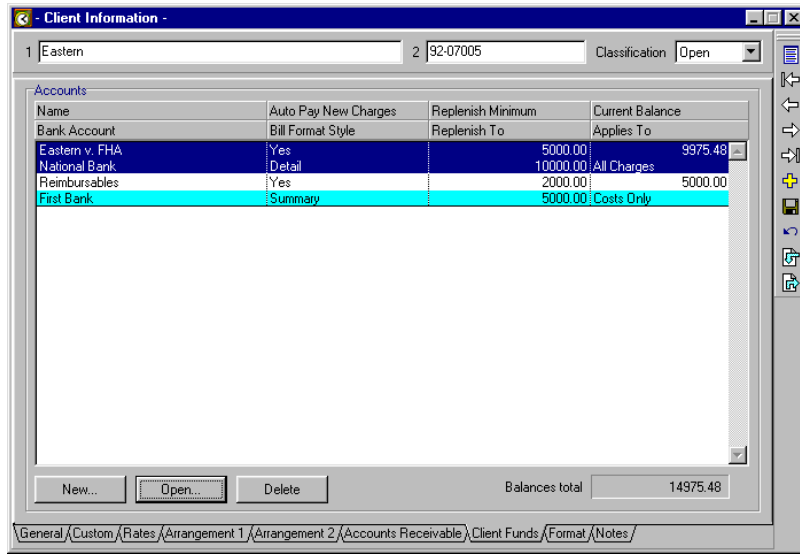


Figure 9.21: Use the **Client Funds** page of the **Client Information** dialog box to maintain client funds accounts.

8. Optionally, set *Style on the bill* to choose to show funds activity from this account on the bill.
9. If you want to request replenishment automatically, you can set the requirements for replenishment using the *When the balance falls below* and *request replenishment to* fields.



The replenish message uses the text specified for the bill template in the **Phrases on Bills** dialog box of the **Timeslips Report Designer** (see “Timeslips Report Designer” on page 10-14).

10. Click **OK** to save the new funds account.



For more information, see **Overview of Client Funds** in the *Online User's Guide*.

Figure 9.22: Use the *Client Funds Transaction Entry* dialog box to set up new client funds accounts.

Client funds transaction types

Timeslips provides the following transaction types for use with client funds accounts. A payment from account transaction appears in the same section of the bill as payments and credits. You can print all four types in a separate section on the bill using the *Style on the bill* setting in the *Client Funds Account Entry* dialog box (click **New** or **Open** on the *Client Funds* page of the *Client Information* dialog box).

- **Payment From Account** – This transaction is a payment from the client funds account that is applied to the client’s A/R balance. You apply it to one or more invoices in the same way as a regular payment. It also decreases the client funds account balance. When you create a payment from account—whether manually or with the automatic pay options detailed in “Automatic payment rules” on page 9-22—a corresponding payment transaction is automatically created for the client. If you modify any fields in either transaction, Timeslips automatically makes the same changes to the corresponding transaction. If you delete either transaction, Timeslips deletes the corresponding transaction.
- **Payment To Account** – This transaction is a payment from the client that increases the client funds account balance.
- **Deposit** – This transaction increases the client funds account balance without affecting the accounts receivable balance. It is used to track third-party deposits separately from client deposits. When you create a funds account with a starting balance, Timeslips automatically creates a deposit to represent the starting balance. It is marked as approved (see “Approving bills” on page 11-29).
- **Withdrawal** – This transaction removes money from the client funds account without affecting the accounts receivable balance. Use it to pay third-party charges.

Deposit and withdrawal transactions for client funds accounts have a **Transfer this entry to the general ledger. It is not in my accounting system.** option at the bottom of the *Client Funds Transaction Entry* dialog box. Mark this option to transfer the transaction to your general ledger. Use this option only if you have not already written a check in your accounting system that duplicates the transaction.




*Reports based on client funds transactions are available in the **Funds Transactions** page of the **Report List** dialog box.*

Entering Client Funds Transactions



The following steps explain how to create a new client funds transaction. To edit an existing transaction, find the transaction that you want to edit and make changes as necessary.

How to enter a client funds transaction




1. Select **Transactions; Client Funds** to open the *Client Funds List* dialog box.
2. Click **New**  to open the *Client Funds Transaction Entry* dialog box.
3. Select the transaction type, client, and date. The **Account** field below the **Client** field lists each funds account for the client. Select the funds account for this transaction.
4. Enter the transaction amount in the *Amount* field. If you are creating a payment from account, a list of invoices with unpaid amounts appears below the *Description* field. Use the buttons at the bottom of the dialog box to apply the payment (see “Applying payments and credits” on page 9-22).
5. The *Description* field contains a default description for each transaction type. Timeslips stores this default text in the *Transactions* page of the *General Settings* dialog box. Modify or replace the default description as needed.



*Each client funds account is associated with a specific bank account. Default descriptions for client funds transactions are contained in the **Bank Account Entry** dialog box for the associated bank account.*

6. Click **Save**  to save the transaction or click **New**  to enter another transaction.

Status column

The *Client Funds List* dialog box contains a status column. Symbols in this column identify transactions on Proof Stage (red envelope)  and approved transactions (yellow envelope) . If you have TAL, an additional symbol indicates transactions that have been posted to the general ledger .

This information also appears within the *Client Funds Transaction Entry* dialog box. Timeslips marks approved transactions with the date and invoice number of the approved invoice on which they appeared.

Spell-Checking

Timeslips provides a spell-checking function that you should use to provide error-free text on bills, statements, and reports.

There are two methods you can use to check spelling:

- **Interactive** spell-checking confirms spelling as you type, alerting you to misspelled words with either a beep or a flash.
- **Batch** spell-checking looks through selected records in your database and displays spelling errors as it finds them.

Spell-checking options

You can configure spell-checking options for each station that uses Timeslips. These options include word dictionaries, rules, and a personal dictionary to store any additional words that are used in your firm.

To set up spell-checking options, select **Setup; Preferences** and click the *Spelling* tab (Figure 9.23). Select from the available dictionaries in the *Main dictionary file* fields. You may only have or need one dictionary. Usually, you will select **American Dictionary** and, if purchased, **Legal Dictionary**.



The Legal Dictionary is a separate purchase if you have Timeslips Express or Timeslips (standard edition). This dictionary is included with Timeslips Enterprise editions.

Timeslips will assign you a personal dictionary named **Personal.dic** and place it in the folder where Timeslips is installed. If you are using Timeslips on a network, you should select a different file path or name, preferably local to your computer.

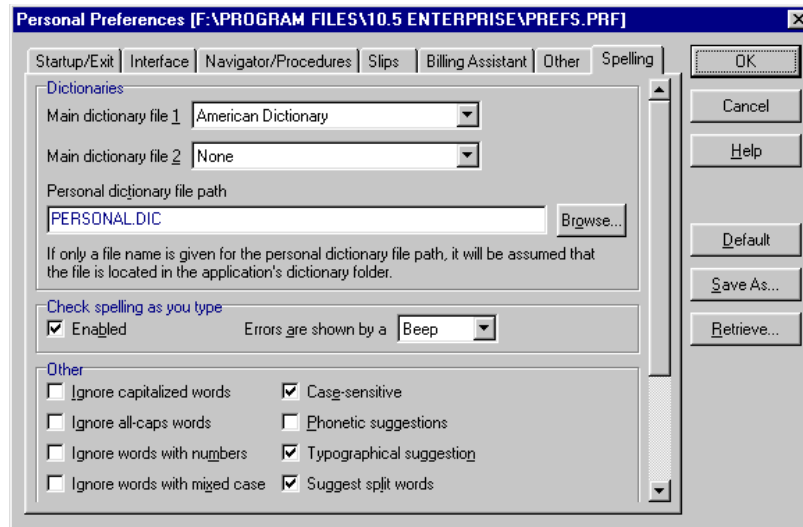


Figure 9.23: Use the *Spelling* page of the *Personal Preferences* dialog box to set options for spell-checking.

In the *Check spelling as you type* fields, you can enable or disable the interactive spell-checking method and control how errors are shown. By default, interactive mode is enabled and will beep when an error is found.

Use the *Other* fields to establish your rules for special cases and making suggestions on alternative spellings.

Interactive spell-checking

With interactive spell-checking enabled, Timeslips will spell-check each word in multi-line text entry fields as you finish typing it. When you type a non-alphanumeric character such as a space or punctuation mark, the word is checked automatically. Upon finding an error, Timeslips will inform you with a beep or a flash on the word.

How to use interactive spell-checking

To spell-check an entire field for errors:

1. To review the error, right-click on the word in question in the text-entry field and select **Spell Check Current Word** from the shortcut menu to open the *Error Found In Text* dialog box (see Figure 9.24).
2. Use this dialog box to correct or ignore the problem. This dialog box will provide suggestions for the misspelled word. You can select one and click **Change** or **Change All**. If the word is valid, you can skip it with **Ignore** or **Ignore All**, or you can add it to your personal dictionary with **Add**.
3. Clicking **Change**, **Change All**, **Add**, **Ignore**, or **Ignore All** closes the *Error Found In Text* dialog box and returns you to the previous dialog box.

To spell-check errors individually:

Instead of checking each error as it occurs, you can have Timeslips spell check the entire field on demand.

1. Right-click in the text entry field and select **Spell Check Entire Field** from the shortcut menu to open the *Error Found In Text* dialog box (see Figure 9.24).

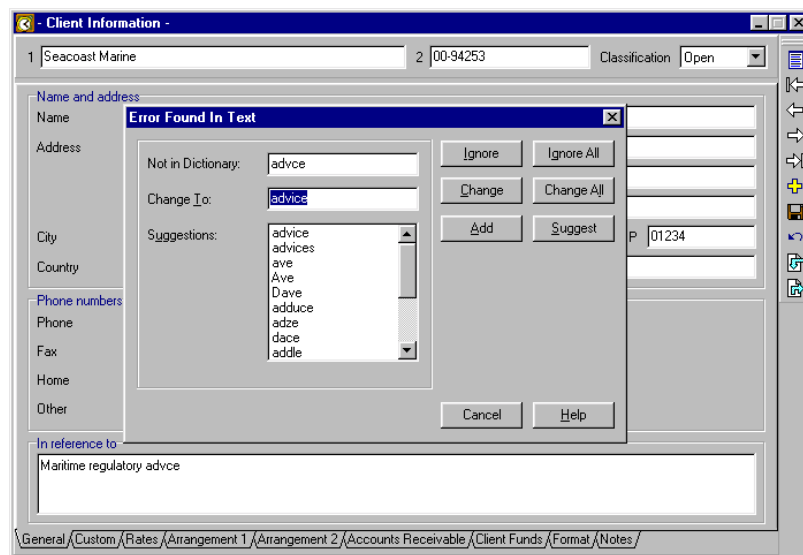


Figure 9.24: Use the *Error Found In Text* dialog box to correct or ignore spelling mistakes.

2. The *Error Found In Text* dialog box opens for each error. You can select one and click **Change** or **Change All**. If the word is valid, you can skip it with **Ignore** or **Ignore All**, or you can add it to your personal dictionary with **Add**.
3. Clicking **Change**, **Change All**, **Add**, **Ignore**, or **Ignore All** proceeds to the next misspelled word. Once you check all the misspelled words in the text-entry field, the *Error Found In Text* dialog box closes and you are returned to the previous dialog box.

Batch spell-checking

Use the Batch Spell Check function to look for spelling errors throughout the database. Some firms prefer one person to handle all of the preparation for billing, rather than relying on each timekeeper to use the interactive spelling features.

How to use batch spell-checking

1. Select **Special; Batch Spell Check** to open the *Batch Spell Check* dialog box (Figure 9.25).
2. Establish your search scope to include or omit specific areas of your database by marking the desired areas in the *Search scope* group box.

Narrowing the search scope will speed up the spell-checking process.

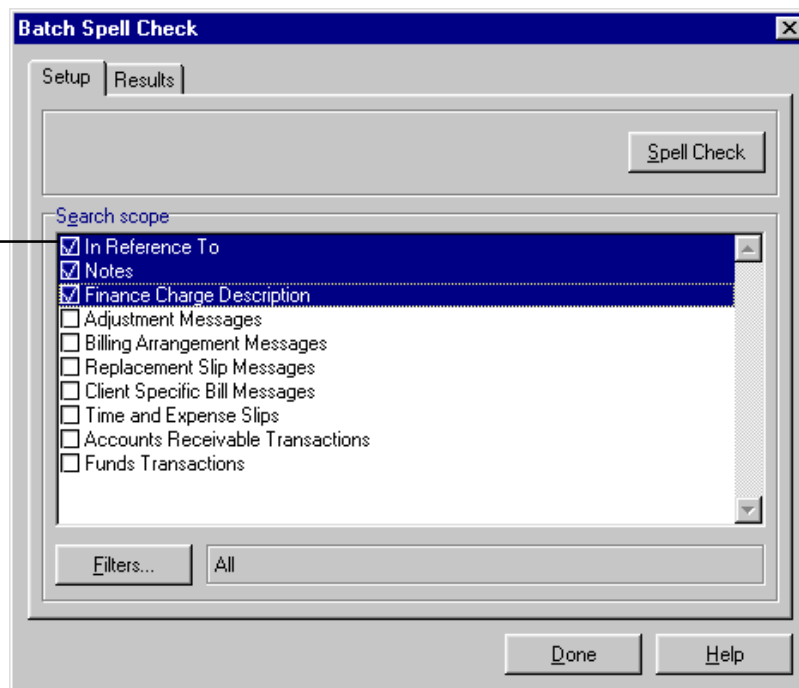



Figure 9.25: Use the *Batch Spell Check* dialog box to look for spelling errors throughout the database.

3. Click **Filters** to include or exclude specific records. The *Spell Check Selection* dialog box opens.
4. Select the appropriate filters to limit your data.



Before billing, we recommend that you include all areas of the search scope.

5. Click **OK** to close the *Spell Check Selection* dialog box.
6. After you establish the scope and filters, click **Spell Check**. When Timeslips finds an error, it highlights the misspelled word in the *Results* page (see Figure 9.26) with the field's title indicating which record contains the erroneous text. At the same time, the *Error Found In Text* dialog box (see Figure 9.26) opens.
7. Click **Change**, **Change All**, **Add**, **Ignore**, or **Ignore All** in the *Error Found In Text* dialog box to continue the search for errors. Timeslips stops the process only when all selected records have been reviewed for errors.

Since spell-checking is an important function to perform before billing, you can set an option to display the *Batch Spell Check* dialog box as part of the billing process. To do this, select **Bills; Generate Bills** to open the *Report List* dialog box. Click **Open**  to open the *Report Entry* dialog box. In the *Options* page, set *Check spelling first* to **Yes**. This option is available in several other reports as well.

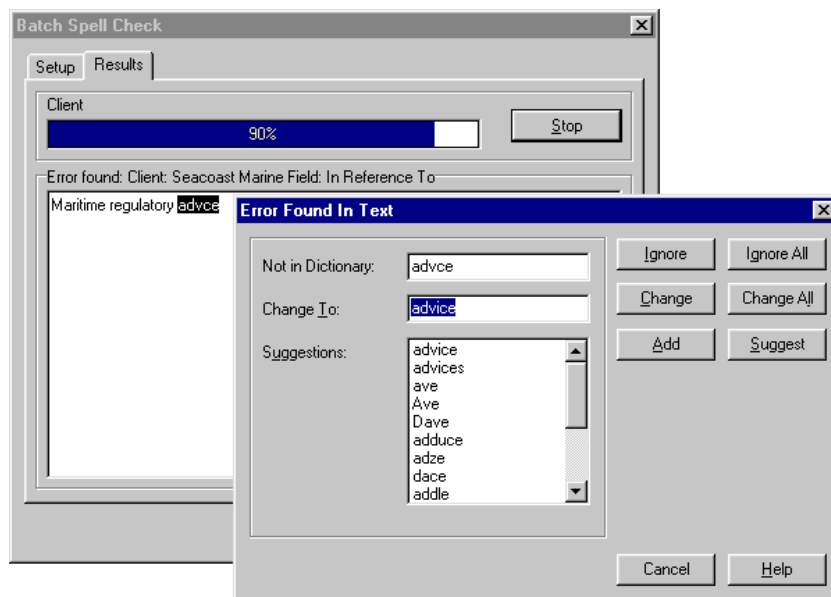



Figure 9.26: The Results page of the Batch Spell Check dialog box shows the location of each error found. The Error Found In Text dialog box displays a list of possible corrections.

Designing and Printing Reports

Timeslips provides comprehensive and customizable reports in several areas. They are based on information from slips, clients, timekeepers, tasks, expenses, and transactions.

You can access all reports from the *Report List* dialog box (click **Reports**  from the toolbar or select **Reports; Reports**). You can also access some of these reports from other menu commands.

The Online User's Guide describes these reports in detail and describes the fields available on each report. This chapter focuses on the range and purpose of the reports, as well as the selection and sorting tools they share.



*For more information on reports, see **Overview of Reports** in the Online User's Guide. To review a sample of each report, select **Help; Other Documents; Report Samples**.*

You can print the reports that Timeslips provides in their current format or optionally customize any of the reports to fit your needs. The tools you will use to customize reports are:

- **Report Entry dialog box** – Controls the data included in reports, the order in which the data appears, and the format in which the data appears. Every report uses a report definition that stores this information. See “Using the Report Entry Dialog Box” on page 10-7.
- **Timeslips Report Designer** – Controls many important aspects of a report's appearance. Every report uses a report template file created by the Timeslips Report Designer. See “Timeslips Report Designer” on page 10-14.
- **Client Information dialog box** – Controls client-specific aspects of bills and statements. For example, if you itemize slips on bills, you can determine which slip fields will appear on each client's bill. See “Formatting bills for each client” on page 11-18.

Use Report Designer to control the appearance of the header and footer options and set the default font for the report.

Use the Selection page of the Report Entry dialog box to choose the records that appear on this report.

Use the Sorting page of the Report Entry dialog box to choose the order in which information will appear on the report and set subtotals.

Use the Options page and the Formats page of the Report Entry dialog box to choose settings that affect the appearance of data on the report.

10/26/00

1:50 PM

Willis & Henderson, P.C.

Listing

Page

1

Selection Criteria

Slip Classification

Open

Client (hand select)

Include: Atlantic

Rate Info - identifies rate source and level

Slip ID	Dates and Time	Timekeeper	Units	Rate	Slip Value
	Posting Status	Activity	DNB Time	Rate Info	
	Description	Client	Est. Time	Bill Status	
		Reference	Variance		
Project: Atlantic					
3	TIME				
4/28/00	11:00 AM	4/28/00	D. Brickley	1.25	156.25
			Conference	0.00	T@1
	WIP	Atlantic		2.00	
	Meeting with client to discuss the details of the job.			-0.75	
8	TIME				
4/29/00	1:00 PM	4/29/00	D. Brickley	2.00	250.00
			Research	0.00	T@1
	WIP	Atlantic		0.00	
	Researched prior cases against Atlantic filed by competitor companies.			0.00	
Total: Atlantic					
		Billable	3.25		406.25
		Unbillable	0.00		0.00
		Total	3.25		406.25
Grand Total					
		Billable	3.25		406.25
		Unbillable	0.00		0.00
		Total	3.25		406.25

Figure 10.1: Many factors affect the appearance of each report, including the pages of the Report Entry dialog box and the template options in Report Designer.

Report types

Timeslips offers several types of reports:


- **Listings** provide a basic restatement of records such as slips, clients, timekeepers, tasks, expenses, references, transactions, and abbreviations.
- **Analysis** reports include calculations for a breakdown of the information in your database.
- **Practice management reports** show information to help you monitor aspects of your business such as productivity, profitability, overhead cost, fee allocation, and flat fee analysis.
- **Graphs** provide a visual analysis of your Timeslips data, comparing values from slips, transactions, or history.
- **Periodic** reports provide totals divided into columns that represent specific intervals of time—days, weeks, months, years, and so on.
- **Labels** print client names and addresses in a variety of formats suitable for standard label sizes and configurations.
- **User-defined reports** consist of fields you select and order using Timeslips Report Designer.

These report types are available on the various pages of the *Report List* dialog box.

Using the Report List Dialog Box

Open the *Report List* dialog box (Figure 10.3 on page 10-5) by selecting **Reports; Reports**. You can use this dialog box to view, create, and print reports.

Report groups

Each tabbed page in the dialog box represents a report group. *Report groups* are categories used to organize reports. You can set the names of each report group and the order in which the pages appear on the *Report List* dialog box to group the reports the way you want. For example, you can create report groups for individual users. Click **Edit Groups**  from the toolbar to open the *Edit Groups* dialog box (Figure 10.2 on page 10-4) where you can maintain report groups.



*Because the pages of this dialog box are fully customizable (using the **Edit Groups** dialog box and the **Group** field on the **Report Entry** dialog box), the pages that appear and the reports contained on each page may vary in your installation.*

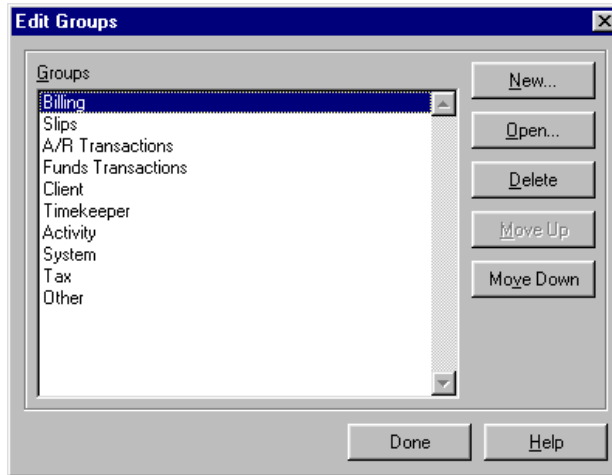


Figure 10.2: The *Edit Groups* dialog box controls the order of groups on the *Report List* dialog box.

By default, Timeslips includes the following groups in the *Report List* dialog box:

- **Billing** – Contains reports relating to the billing cycle. Some examples: Aged A/R Balances, Bill Stage Listing, Generate Bills, and Generate Statements.
- **Slips** – Contains reports involving data from time and expense slips. You enter slips in the *Slip Entry* dialog box. Some examples: Slip Listing, Slip Productivity by Period, and Slip Summary Listing.
- **A/R Transactions** – Contains reports involving data from accounts receivable (A/R) transactions. You enter A/R transactions in the *Accounts Receivable Entry* dialog box. Some examples: A/R Transaction Listing, Aged Invoice Listing, Invoice Listing, and Payment Performance by Period.
- **Funds Transactions** – Contains reports involving data from funds transactions. You enter funds transactions in the *Client Funds Transaction Entry* dialog box. Some examples: Funds Account Listing, Funds Book Listing, and Funds Transaction Listing.
- **Client** – Contains reports involving data from clients. You enter most client information in the *Client Information* dialog box. Some examples: Client Budgets, Client Info Listing, and Client Labels.
- **Timekeeper** – Contains reports involving data from timekeepers. You enter most timekeeper information in the *Timekeeper Information* dialog box. Some examples: Fee Allocations, Overhead Cost Analysis, Timekeeper Budgets, and Timekeeper Collections.

Select a tab to view the reports for a particular group.

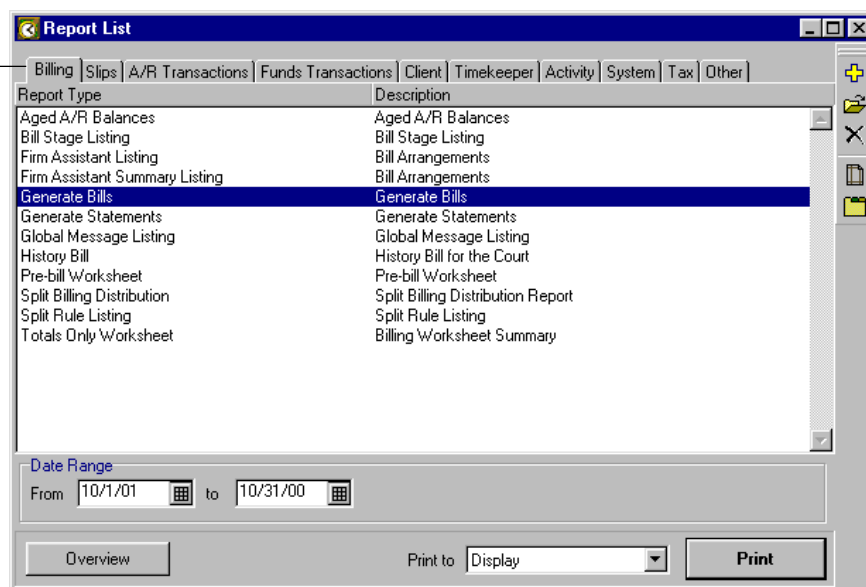


Figure 10.3: The pages of the **Report List** dialog box group reports by the type of data that they present.

- **Activity** – Contains reports involving data from tasks and expenses. You enter most task information in the *Task Information* dialog box. You enter most expense information in the *Expense Information* dialog box. Some examples: Expense Budgets, Task Budgets, Markup Analysis, and various rate listings.
- **System** – Contains reports listing global information. You enter most of this information through the *Setup* menu. Some examples: Abbreviation Listing, Custom Fields Listing, and Global Message Listing.
- **Tax** – Contains reports involving tax data. You enter most tax information in the *Taxes* dialog box. Some examples: Tax Collection Summary, Tax Jurisdiction Listing, Tax Profile Listing, and Tax Rate Rule Listing.
- **Other** – Contains miscellaneous reports. Some examples: Convert to Accrual Method, Firm Budgets with Groups, and G/L Transfer Register.




For a list of each report and an explanation of what a particular report contains, see **Report List** dialog box in the *Online User's Guide*.




Select **Help**; **Other Documents**; **Report Samples** to view samples of all the reports Timeslips offers. You must have Acrobat Reader installed to view these samples.

How to generate a report from the Report List dialog box

The process of generating reports is basically the same for all report types.

1. Click **Reports**  from the main toolbar to open the *Report List* dialog box.
2. From the pages of the *Report List* dialog box, locate and highlight the report that you want to generate. If the report does not exist on the list, use the *Add a Report* wizard to add it (see “Adding Reports” on page 10-11).
3. Optionally, edit the settings for the report (see “Using the Report Entry Dialog Box” on page 10-7).
4. Optionally, use the *Date Range* fields (when available) to set the range of data to include.
5. Use the *Print to* field to select the destination for the report. We suggest that you set *Print to* to **Display** as you change report settings. When you are satisfied with the report, set *Print to* to **Printer** or another device (see “Printing a Report” on page 10-13).
6. Click **Print** to print the report.

Using the Report Entry Dialog Box

Use the *Report Entry* dialog box to change report settings. On the *Report List* dialog box, highlight a report and click **Open**  to open the *Report Entry* dialog box (Figure 10.4). The fields at the top of the dialog box determine how the report will appear on the *Report Type* list on the *Reports* dialog box.

- **Type** – Displays the type of the report. You cannot change this field.
- **Group** – Determines the page of the *Report List* dialog box on which this report will be listed. See “Report groups” on page 10-3 for more information.
- **Description** – Provides further detail about the report. This field is useful when you have more than one report of the same type. This field prints at the top of the report.

Timeslips divides this dialog box into up to four pages: *Selection*, *Sorting*, *Options*, and *Formats*. The following sections describe what each page offers.



*Every page may not be available for every report. For example, the **Options** page is not available for the Aged A/R Balances report.*

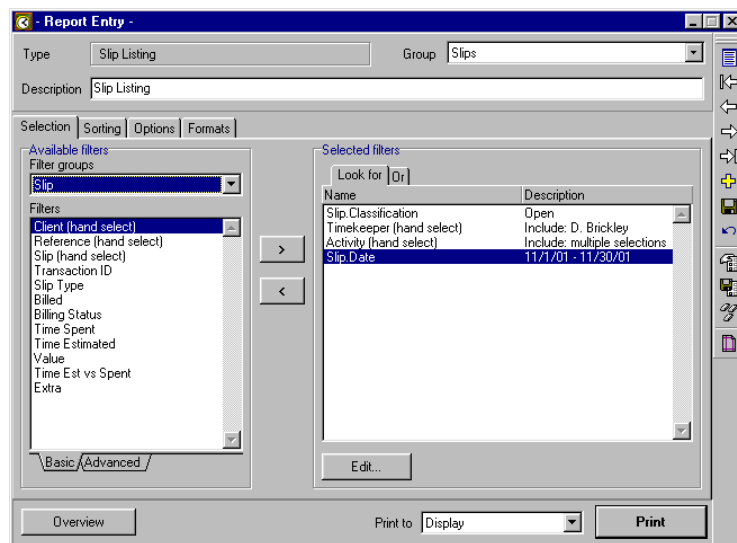


Figure 10.4: Use the *Selection* page to set up filters that determine what data appears on the report.

Selecting data for reports

In Timeslips, you use filters in many program functions to choose the data that the function will include. Use the *Selection* page (see Figure 10.4 on page 10-7) to set up report filters to choose the data you will include in the report.

For example, to print a Slip Listing that includes only those slips for client ABC, you must set up a filter to do so. If you wanted to include all slips, you would not have to set up filters, but if you want to limit the slips by criteria, you must use filters.

Timeslips includes two different types of filters: Basic and Advanced. The *Basic* page contains the common filters available in Timeslips, while the *Advanced* page contains the less common filters.

Timeslips allows you to include filters as part of the report definition. You can also save report filters as a template for use with other reports. For more information on using filters, see “Selection filters” on page 9-5.

Sorting report data

After selecting records to include on the report, you should decide how you want to organize the information on the report. Use the *Sorting* page (Figure 10.5) to set up sorting and subtotaling options for the report.

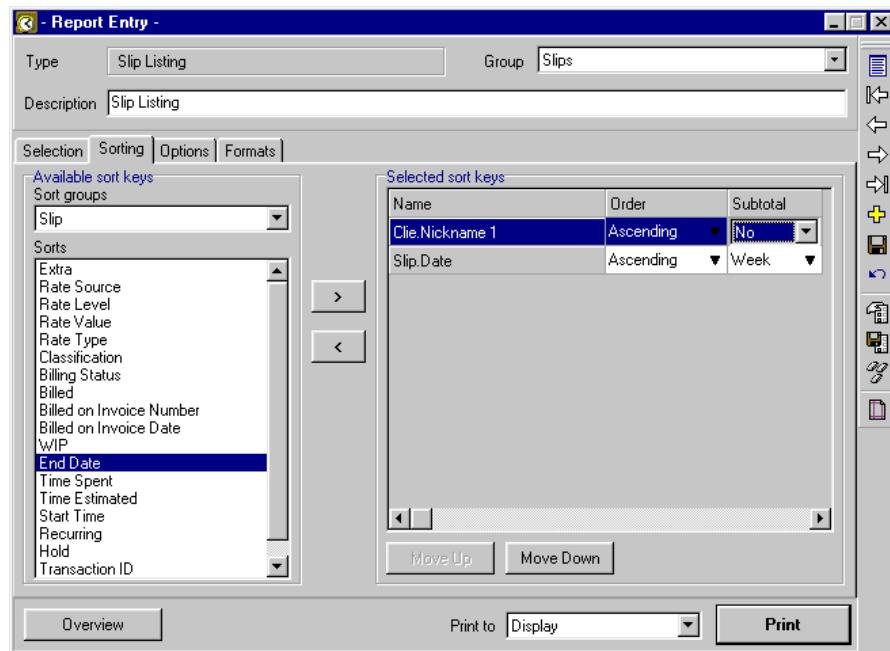


Figure 10.5: Use the *Sorting* page to set up sorting and subtotaling categories for the report.

A *sort key* is a piece of data by which Timeslips can sort the report. The sort keys available depend on the type of report that you are printing. Use the **Add** and **Remove** buttons to select sort keys or discard them from the *Selected sort keys* list. *Order* can be **Ascending** or **Descending**. Set *Subtotal* to **Yes** or **No** if available.

Some sort keys (such as dates) offer other subtotalling categories such as **Day**, **Week**, **Month**, **Quarter**, and so on. Use the **Move Up** and **Move Down** buttons to arrange the order of the sort keys in the list.



For more information on sorting, see *Overview of Sorting and Subtotalling Reports* in the *Online User's Guide*.

Setting report options and formats

The *Options* page of the *Report Entry* dialog box (Figure 10.6) offers settings that do not affect the format of the report. The reports that offer the *Options* page list the options in the *Name* column. Make your option selections in the *Settings* column or click **Edit** to open a dialog box that allows you to change the option setting.

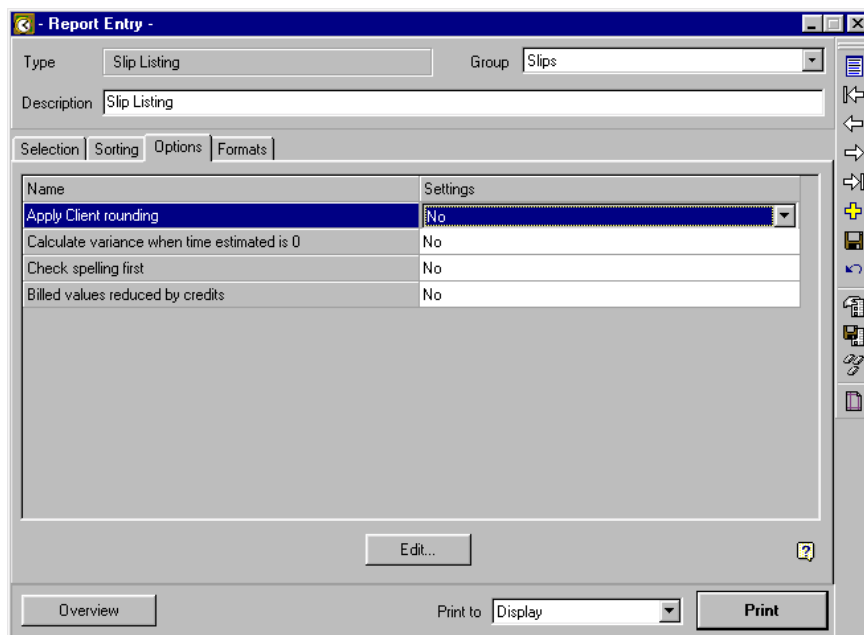


Figure 10.6: Use the *Options* page to set up various report options.

Format settings affect the appearance of the report. The *Formats* page (Figure 10.7) is similar in appearance and operation to the *Options* page. Make your format selections in the *Settings* column or click **Edit** to open a dialog box that allows you to change the format setting.



*Help is available for items in the **Options** and **Formats** pages when you highlight an item and click **Help**.*

Each bill, statement, or report uses a template (**.rpt**) file to control fonts, headers, footers, margins, and other visual elements of the report. The *Report template file path* field on the *Formats* page shows the name of the currently selected template file. Timeslips stores the default report templates in the **\Timeslips\Report Templates** folder.

You can create or modify existing report templates with Timeslips Report Designer (see “Timeslips Report Designer” on page 10-14).



*You can select a default folder for report template files on the **Other** page of the **Personal Preferences** dialog box. Optionally save reports in a folder that you include in your Timeslips backup.*

Name	Settings
Report template file path	pre-defined.rpt (default file)
Report style	Detailed format
Only show subtotals and grand totals	No
Show Client name as	Nickname 1
Show Timekeeper name as	Nickname 1
Show Activity name as	Nickname 1
Show Reference name as	Nickname 1
Use wide description	No
Limit description to 4 lines	No
Show time in decimal format	Yes
Gap after each record style	Space
Page break on primary sort	No

*Figure 10.7: Use the **Formats** page to select the report template file and change settings that affect the data shown on the report.*

Adding Reports

Because of the extensive number of reports and reporting options available in Timeslips, we have provided an alternate method of selecting and generating reports—the *Add a Report* wizard (Figure 10.8).

If you already know the report type that you want to add, the wizard can help you set up report details, such as the type of data to include, report format, and sorting options. If you do not know which report to add, this wizard can assist you in selecting the report that best meets your needs by allowing you to specify the type of report.

Once you have selected the report and set up options, you can add the report to the *Report List* dialog box to reuse in the future.

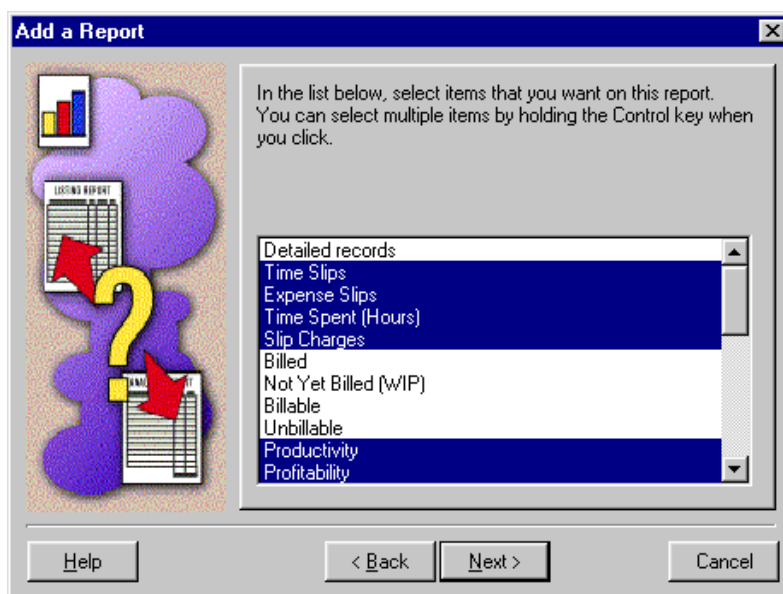



Figure 10.8: Use the *Add a Report* wizard to help you create customized reports.

How to add a new report

1. Click **Add a Report**  from the main toolbar to open the *Add a Report* wizard. Click **Next**.
2. If you do not know the report type that you want to add, mark **Help me choose the report** (clicking **Next** will prompt you for information about the report and help you choose the appropriate report).

As you use Timeslips, you will become familiar with the report types and will be able to choose from the list. Mark **Use the report I picked below**, select a report, and click **Next**.



*Highlight any report from the list and click **About This Report** to open an overview that discusses what the report provides. You can also review the fields that will appear on the report.*

3. The wizard can help you select which data appears on the report. See “Selecting data for reports” on page 10-8 for more information. Click **Next**.



*For more information on any of the views of the **Add a Report** wizard, click the **Help** button in the lower left corner.*

4. The wizard can help you select the order in which data appears on the report. See “Sorting report data” on page 10-8 for more information. Click **Next**.
5. The wizard can help you select formats that affect how the data will appear on the report. See “Setting report options and formats” on page 10-9 for more information. Click **Next**.
6. The wizard can help you select the printing destination for the report. See “Printing a Report” on page 10-13 for more information. Click **Next**.
7. The wizard can help you set up a description for the report and save the report on a page of the *Report List* dialog box. See “Report groups” on page 10-3 for more information. Click **Finish** to add the report to the *Report List* dialog box.

Saving a report definition file

You may want to share a report that you have created with a colleague who has a separate installation of Timeslips. You can store all the attributes of a report in a *report definition file*. This makes reports portable and easy to maintain. A report definition file has an **.rdf** extension.



See *Overview of Report Definition Files* in the *Online User's Guide* for more information on **.rdf** files.

Printing a Report

Once you have made your selections and decided how to sort and subtotal the report using the pages of the *Report Entry* dialog box, you are ready to begin the printing process.

The *Print to* field refers to generating a report to a specific device or in a specific format. The following options are available:

- **Printer** – Prints the selected report to the printer.
- **Printer...** – Opens the *Print* dialog box, where you can adjust your printer settings before printing the report.
- **Display** – Prints the report to the display. You can then click the **Print** button to automatically send the report to your printer.
- **Text File - word processor** – Saves the report to a text file that you can edit in a word processor if needed.
- **RTF File** – Saves the report to a rich text format (RTF) file that you can edit in a word processor.



See *Printing to File—Rich Text Format* in the *Online User's Guide* for more information

- **File - comma delimited (CSV)** – Saves the report to a comma delimited file that can be imported into another application, such as a spreadsheet.
- **File - tab delimited** – Saves the report to a tab delimited file that can be imported into another application, such as a spreadsheet.


Timeslips Report Designer

Timeslips Report Designer allows you to customize the appearance of your bills, statements, and reports. All of the formatting for headers, footers, fonts, margins, and graphics are stored in a file called a *report template*. Bills and other reports provide additional settings that you can alter within the report template. When printing a bill, statement, or report, Timeslips uses a report template to determine certain formatting characteristics.

Timeslips provides default templates. However, you may want to use different formatting for your bills, statements, or reports. You create and modify templates with the Timeslips Report Designer.

How to launch Report Designer

There are three ways to launch Report Designer:

1. From the Windows taskbar, select **Start; Programs; Timeslips; Report Designer**.
2. From within Timeslips, select **Reports; Report Designer**.
3. From within the *Formats* page of the *Report Entry* dialog box, click **Browse**  to the right of the *Report template file path* field. The *Select Report Template* dialog box contains two buttons that open Report Designer. Click **Open this Template** to edit the current template (.rpt file). Click **Make a New Template** to create a new template (.rpt file).

Report Designer menus

This section summarizes the menus in Report Designer. For more information on any of the commands, refer to the online Help available in Report Designer.

- **File menu** – Contains commands for loading and saving template files.
- **Edit menu** – Contains commands for editing the objects in the document windows.
- **View menu** – Contains commands to display the toolbars, the ruler, and gridlines in the Report Designer window.
- **Attributes menu** – Contains commands for modifying the attributes of objects on the template.

- **Layout menu** – Contains commands for positioning and stacking objects on the template. *Stacking* refers to placing one object on top of another. Often, a special effect is created by placing several objects—text, boxes, or lines—on top of each other in a specific order.
- **Report menu** – Contains commands for advanced formatting of bills, statements, and reports.
- **Window menu** – Contains commands for viewing open templates. You can switch to any of the document windows by selecting the template name from the list.
- **Help menu** – Contains Help commands. These commands are useful if you need explanation on a function within Timeslips Report Designer.

Template types

Timeslips installs a default template for each template type in the **\Report Templates** folder, below your Timeslips folder. All of these templates are named with the same extension (**.rpt**). Each template is designed for a specific type of report. You can use Report Designer to modify these templates or create new templates.

When you select **File; New**, the *Select a New Report Style* dialog box (Figure 10.9) opens, listing the available template types. As you highlight each template type, a description of the report appears above it.

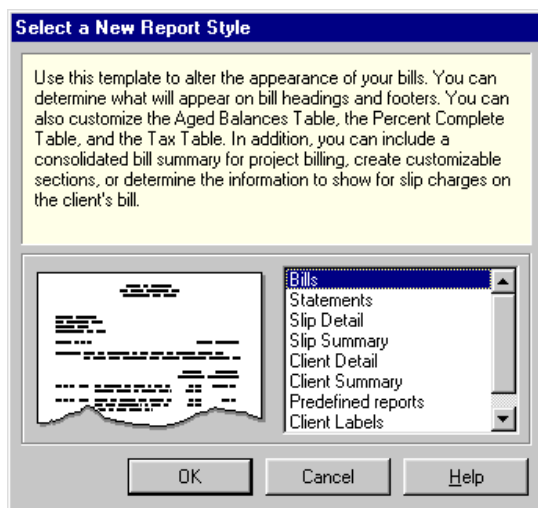


Figure 10.9: Use the *Select a New Report Style* dialog box to determine the type of template to create.

The available template types are:

- **Bills** – A bill template for printing bills to send to your clients. The default template file is **Default bill.rpt**.
- **Statements** – A statement template for printing statements to send to your clients. The default template file is **Default statement.rpt**.
- **Slip Detail** – A slip-based report template. This template type allows you to create your own reports of slip information. In the *Slips* page of the *Report List* dialog box, this report is called **Slip Detail from Report Designer**. The default template file is **UDSlipD.rpt**.
- **Slip Summary** – A slip-based report template. This template type allows you to create your own reports focusing on subtotals. When printing the report, you determine how to subtotal using the *Sorting* page of the *Report Entry* dialog box. In the *Slips* page of the *Report List* dialog box, this report is called **Slip Summary from Report Designer**. The default template file is **UDSlipS.rpt**.
- **Client Detail** – A client-based report template. This template type allows you to create your own reports of client information and billing history values. In the *Client* page of the *Report List* dialog box, this report is called **Client Detail from Report Designer**. The default template file is **UDClntD.rpt**.
- **Client Summary** – A client-based report template. This template type allows you to create your own reports of client information and billing history values, focusing on subtotals. When printing the report, you determine how to subtotal using the *Sorting* page of the *Report Entry* dialog box. In the *Client* page of the *Report List* dialog box, this report is called **Client Summary from Report Designer**. The default template file is **UDClntS.rpt**.
- **Predefined Reports** – A report template for any report that is not a graph report, user-defined report, bill, statement, or label printout. The default template file is **Pre-defined.rpt**. To quickly change the fonts for all predefined reports, edit the fonts of **Pre-defined.rpt**.
- **Client Labels** – A label-based report template. Labels enable you to print various label styles for mailing, Rolodex cards, file folders, and envelopes. In the *Client* page of the *Report List* dialog box, this report is called **Client Labels**. The default template file is **Label.rpt**.

- **Graphs (Slips)** – A graph-based report template. Graphs offer easy-to-grasp visual comparisons of data. You determine the report format in the template; you determine the values that appear in the *Selection* page of the *Report Entry* dialog box. In the *Slips* and *Timekeeper* pages of the *Report List* dialog box, these reports are called **Slip Information Graphs**. The default template file is **Bar graph.rpt**.

What you can modify on a report template varies for each template type. See “Elements of Reports and Bills” for more information on the variety of modification you can make.

Storing template files

You can store template files in any folder on your computer or network as long as you select the path to the folder in the *Default folder for report template files (*.rpt files)* field on the *Other* page of the *Personal Preferences* dialog box.

We suggest, for organizational purposes, that you store all report templates together in the **\Report Templates** folder included with Timeslips.




How to connect a template to a report

When you create a new report template for use with Timeslips, you must connect the template (.rpt file) to a report.



*If someone renames or deletes the report template attached to a report, Timeslips will prompt you to locate a report template when you try to print the report. If you click **Yes**, the **Select Report Template** dialog box opens (see step 4 below).*

To connect a template to a report:

1. In Timeslips, click **Reports**  from the main toolbar or select **Reports; Reports** to open the *Report List* dialog box.
2. Open the page of the *Report List* dialog box that contains the report that you want to connect.
3. Select the report and click **Open**  to open the *Report Entry* dialog box.
4. On the **Formats** page, highlight *Report template file path* and click **Edit** to open the *Select Report Template* dialog box.
5. Locate the new template and click **Open**. The selected template appears to the right of *Report template file path*.
6. Click **Save**  from the toolbar.

User-Defined Report wizard

The *User-Defined Report* wizard (Figure 10.10 on page 10-19) guides you through the process of creating a new user-defined slip or user-defined client report. The *User-Defined Report* wizard presents a series of selections that will result in a new report. The selections that you make influence the views and the order of the views presented in the this wizard. Clicking **Cancel** from any view of the *User-Defined Report* wizard allows you to finish creating the user-defined report manually.



You must save each report created in the User-Defined Report wizard before you are able to print the report in Timeslips.

Selecting a user-defined report

The *User-Defined Report* wizard opens when you select one of the following user-defined reports from within the *Select a New Report Style* dialog box:

- **Slip Detail** – Allows you to print selected slip fields in detail format. You can print nearly every piece of information that appears on a slip. This report is available in the *Report List* dialog box as the Slip Detail from Report Designer report.
- **Slip Summary** – Allows you to print selected slip fields in summary format and, optionally, an analysis of hours and dollars. This report is available in the *Report List* dialog box as the Slip Summary from Report Designer report.
- **Client detail** – Lists fields you specify for each client included in the report. You can print many of the fields in a variety of formats. This report is available in the *Report List* dialog box as the Client Detail from Report Designer report.
- **Client Summary** – Shows client values in a summarized format. This report is available in the *Report List* dialog box in Timeslips as the Client Summary from Report Designer report.

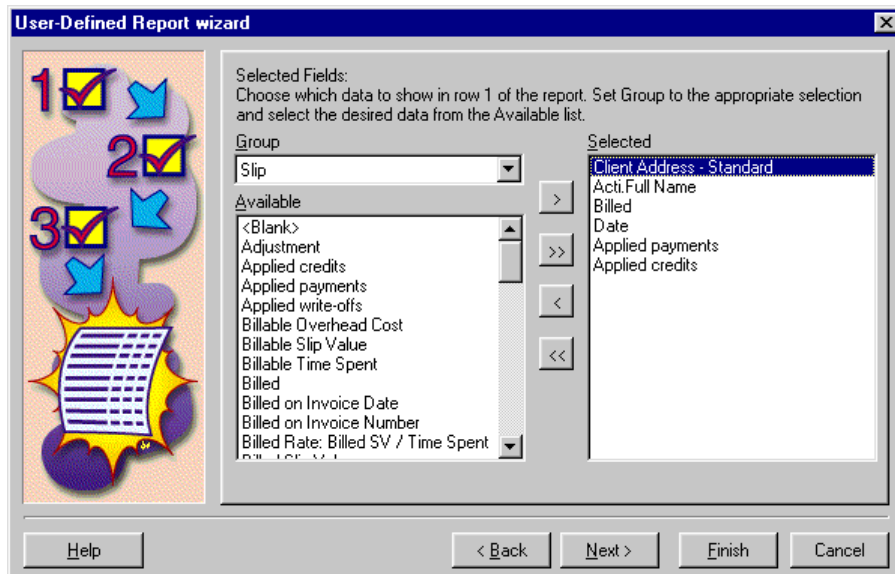


Figure 10.10: Use the *User-Defined Report* wizard to create a user-defined slip or user-defined client report.

Using the views of the User-Defined Report wizard

The *User-Defined Report* wizard displays the following views when creating a user-defined report:

- *Introduction* view – Introduces the *User-Defined Report* wizard.
- *Number of Rows* view – Determines the number of rows of data that will appear on the report.
- *Selected Fields* view – Determines the fields that will appear in each row. Each field will appear in a separate column. The *Selected Fields* view will open once for each row you include in the report. For example, if you add three rows, it will appear three times in the wizard.
- *Subtotalled Fields* view – Determines which fields to subtotal on the report.
- *Ready to Create a User-Defined Report* view – Indicates that the wizard is ready to create the report, allowing you to change any settings if necessary.



When creating user-defined reports, not all views of the *User-Defined Report* wizard may be available for each report type.



For more information on each view of the *User-Defined Report* wizard, see *Overview of the User-Defined Report wizard* in the *Timeslips Report Designer* online Help file.

Changing Elements of Reports and Bills

You determine the information that prints on reports and bills in several areas of Timeslips. You enter many of the settings for reports in the *Report Entry* dialog box (see “Using the Report Entry Dialog Box” on page 10-7). Timeslips provides formatting options for each client in the *Format* page of the *Client Information* dialog box. Finally, you can control many components of the page using Report Designer.

Components of a page

A template created in Timeslips Report Designer (see Figure 10.12 on page 10-22) specifies the physical arrangement of report components on the printed page. The pages of a printed report are divided into two areas:

- **Page headers and footers** – This information prints at the top or bottom of each page. Timeslips uses page headers and footers to print information about the report. For example, you may want to print the name of a client at the top of every page of the bill. You should place this information in a header section. Headers and footers also determine the top and bottom margins.
- **Sections of the report body** – These detailed sections, which detail slips, transactions, totals, balances, tables, and messages, print on each page between the header and the footer. These sections control the layout of the informational data that appears on reports. Timeslips includes as much data on each page as it can fit. The number of printed pages for each report or bill depends on the amount of detail and the amount of data you include.



See Overview of Report Designer in the Online User's Guide for a detailed explanation on headers, footers, and other sections available for each type of report.

You can use **Report Designer** to control bill headers, footers, column headings, the order of sections, and much more.

You can use the **Report Entry** dialog box to choose which bill template to use, select data to include, set sort options, and more.

You can use the **Format** page of the **Client Information** dialog box to set which slip fields to include for each charge.

Hamilton Services Corporation
 P.O. Box 286
 Hamilton, MA 01936

Invoice submitted to:
 North Shore Consulting
 24 Grove Street
 Porter MA 02198

November 01, 2000
 In Reference To: 2000-2001 sales campaign.
 Invoice # 10000

Professional Services

	Hrs/Rate	
10/11/00 Edited first draft of project evaluation.	3.00	
	125.00/hr	
10/14/00 Drafted plan for spring promotional campaign.	6.00	
	125.00/hr	
10/26/00 Read first 15 pages of draft and returned them with extensive revisions.	1.00	
	125.00/hr	
	10.00	Amount \$1,250.00
For professional services rendered		
Additional Charges :		

	Qty/Price	
10/30/00 Copies for October	60	6.00
	0.10	
Total costs		\$6.00
Total amount of this bill		\$1,256.00
Previous balance		\$2,200.00
10/29/00 Payment - Thank You		(\$200.00)
Balance due		\$3,256.00

Thank you for your business!

Page 1

Figure 10.11: Many factors affect the appearance of each bill, including pages of the **Report Entry** dialog box, the template options in **Report Designer**, and the pages of the **Client Information** dialog box.

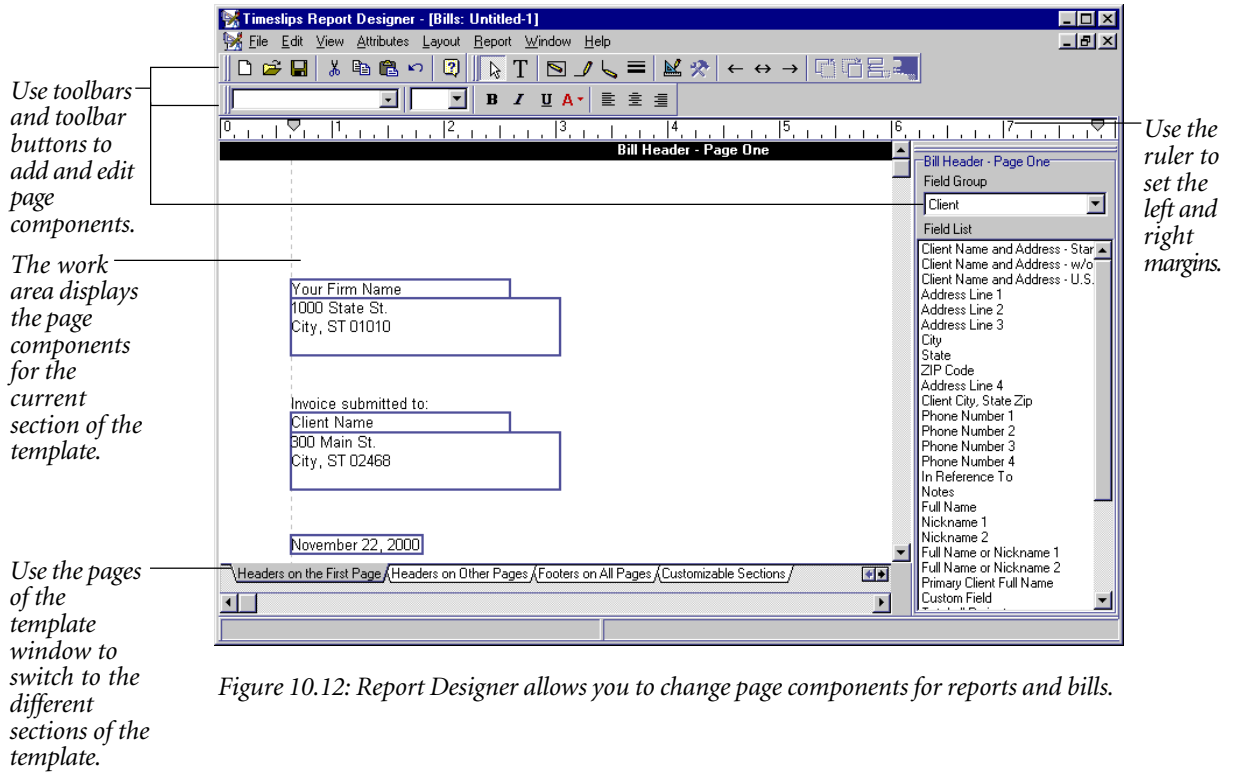


Figure 10.12: Report Designer allows you to change page components for reports and bills.

Report Designer toolbar

As you edit report templates, you can use the Report Designer toolbars to access many of the features. There are three toolbars available:

- **Main toolbar** – Includes commands to create, open, and save templates. You can also cut, copy, and paste information.
- **Report toolbar** – Includes commands that add objects, like lines and boxes, and modify fields.
- **Font toolbar** – Includes commands that change the font and justification of text.
- **Fields List toolbar** – Includes fields that you can drag onto the report template.



For more information on any of the toolbars, see *Toolbars in the Report Designer online Help file*.

Adding, editing, and deleting text labels

A *text label* is a field containing free-form text. You can use it to label a data field or to insert any text into a header or footer on a bill or report template. Use the *Format for Label Field* dialog box to manipulate text labels on the template.



- **Adding a text label** – Click the **Text** button from the editing toolbar and then click in the template where the text should appear. If you want to assign an initial width to the field, click and drag when establishing the location of the field. The *Format for Label Field* dialog box opens. Change the text as needed. You can insert line breaks by typing **Ctrl+Enter**.
- **Editing a text label** – Each text label consists of its text, font, and position. Select the item and choose the appropriate command from the *Attributes* menu.



To change the text, select the field and click the **Format** button or double-click on the text label to open the *Format for Label Field* dialog box.

To change the font, select the field and use the Font toolbar or select **Attributes; Font** to open the *Font* dialog box.



To change the position, select the field and click the **Dimensions** button or select **Attributes; Dimensions** to open the *Dimensions* dialog box.

- **Deleting a text label** – Click on the text label and select **Edit; Delete** or press **Del**.

Adding, editing, and deleting data fields

A *data field* prints a specific piece of information field on your report or bill. This can be data from your Timeslips database—such as client address—or other information—such as a bill date or page number.

- **Adding a data field** – Select the field you want to add and drag the field onto the area of the template to which you want to add the field.
- **Editing a data field** – Each data field also consists of the font, format, and position. Some fields allow you to also set filters. Select the item and choose the appropriate command from the *Attributes* menu.



To change the format of the field, select the field and click **Format** or double-click on the field to open the *Format* dialog box. This allows you, for example, to change the format of a date field from **m/d/yy** to **Month dd, yyyy**.

To change the font, select the field and use the Font toolbar or select **Attributes; Font** to open the *Font* dialog box.



To change the position, select the field and click **Dimensions** or select **Attributes; Dimensions** to open the *Dimensions* dialog box. For some fields, you can also set word-wrapping options.

To set *filtering*, which allows you to include values for only specific data, select the field and select **Attributes; Filters**. The *Edit Filters* dialog box opens, where you can specify when this field will print.

- **Deleting a data field** – Click on the text label and select **Edit; Delete** or press **Del**.

Tables

Several template types in Report Designer contain *tables* (see Figure 10.13 on page 10-25) that arrange groups of fields in rows and columns. You can edit these tables in several ways: adding and editing fields, rows, and columns; changing default column widths; and formatting individual fields. The following tables are available:

In the template type:	open the section to:
Bills	Slips Tax Table Percent Complete Table
Slip Detail	Slip Fields
Slip Summary	Slip Fields
Client Detail	Client Fields
Client Summary	Client Fields



*By default, some sections may be hidden from the template window. To display additional sections, select **Report; Advanced Options** to open the **Select Visible Sections** dialog box. Mark the sections you want to show. See “Advanced options” on page 10-27.*

Tables show the relative positions of the data fields and text labels they contain. Timeslips will automatically calculate the column widths when you run the report. If you want to specify the column width, right-click on the yellow numbered row (above the first row of cells in the table) and select **Format** from the shortcut menu to open the *Format* dialog box. The *Columns* page of this dialog box allows you to adjust the width of each column.



For more information on tables, see *Overview of Tables* in the Report Designer Help file.

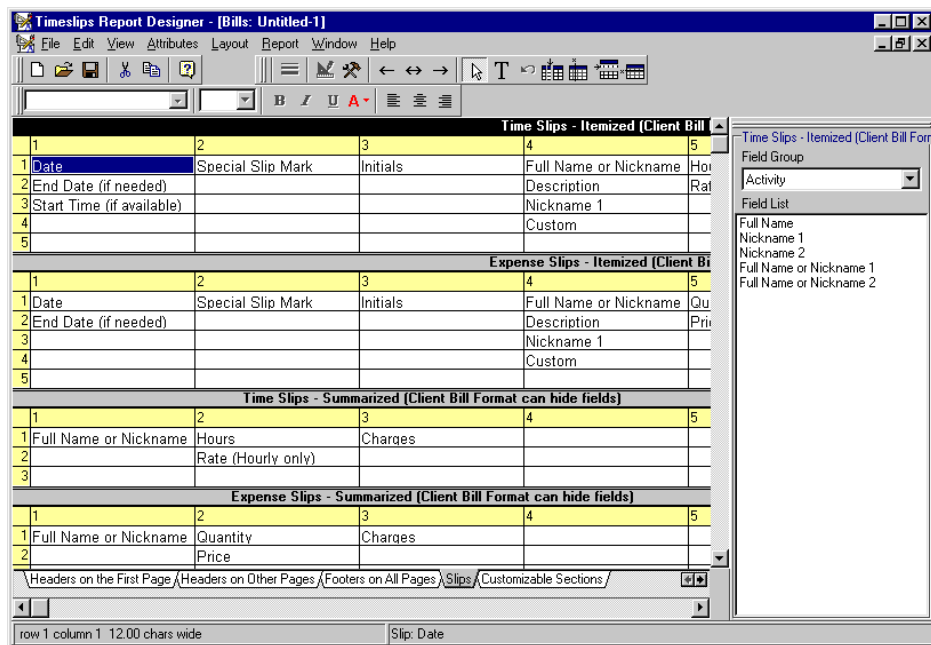


Figure 10.13: The *Slips* section of a bill template contains tables that organize slip fields into rows and columns.

Grids dialog box

The *Grids* dialog box (Figure 10.14) opens when you select **Layout; Grid**.

Use this dialog box to establish a grid that can automatically align objects on the template. This is useful when you want to add rows or columns of data to a template.

To ensure that elements use the grid settings, mark **Snap to Grid**. If you added or moved elements before setting up the grid, choose **Layout; Snap to Grid** to force all current elements to use grid settings.

Ruler

The *Ruler*, shown along the top of each template window (see Figure 10.12 on page 10-22), serves two purposes:

- It assists in positioning items in the work area. You can also use the *Status Line* or the *Dimensions* dialog box to do the same.
- The *Ruler* contains margin positions used by the body of the bill, statement, or report. The left margin is the leftmost location for text in the body of the report. The right margin is the rightmost location for the text. By adjusting the margins, you change the area used by the body of the report.

You can change the margins of the template by dragging ► or ◀ to the desired location on the ruler. Note that changing the margin has no effect on objects within headers and footers. If the fields now fall outside the margins, you should manually move them to the correct locations.

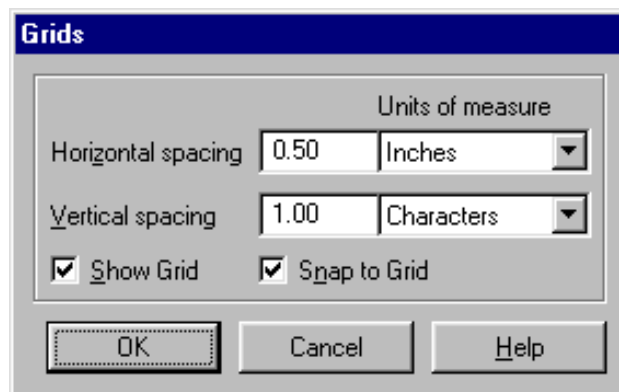


Figure 10.14: Use the *Grids* dialog box to set up a grid in the template window.

Status line

When you select one or more objects, Timeslips displays the following information about the object on the status line at the bottom of the template window:

- **Size and location** – On the left side of the status line, the field shows the location of the object on the page, for example, *0.60 from left 1.33 down*. This tells you that the upper left corner of the object's outline box is located .6 inches from the left edge of the page and 1.33 inches from the top edge of the section. The field also shows the size of the object, for instance, *3.66 inches wide 3 lines*. This means the object is 3.66 inches wide and 3 lines in height. The actual amount of space taken up by 3 lines of text depends upon the point size of the text. For example, if you change the point size from 12 points (the default) to 24 points, the box would be twice as high because each line would double in height.
- **Object type** – The right side of the status line identifies the selected object by showing either its field name, Text label, Rectangle, Horizontal Line, Vertical Line, or a Windows object identified, for example, Bitmap or Metafile Picture.

If you have selected more than one object, this area shows the number of selected objects, for example, *2 selected*.

Advanced options

The bottom of the template window (see Figure 10.12 on page 10-22), lists the groups of sections that you can visually edit on the template. The available groups depend on what type of template you are viewing.

By default, some of the available sections may be hidden. Select **Reports; Advanced Options** to open the *Select Visible Sections* dialog box, where you can select which sections to show on the template window.

Selecting an item changes the display window to show those sections, making them available for modification. Each of the following sections help to determine what will appear on each page of the bill, statement, or report. Be sure to choose the appropriate headers and footers, as each does not appear on every page.

- **Headers on the First Page** – This section is displayed on the top of the first page of the bill or statement.
- **Headers on Other Pages** – This section is displayed on the top of the second through the last page of the bill or statement.

- **Footers on All Pages** – These sections are displayed on the bottom of the pages of the bill or statement. Use the *General* page of the *Additional Bill Template Settings* dialog box for bills and the *Additional Formatting for Statements* dialog box for statements to determine which footer one-page bills or statements use.
- **Slips** – This section contains a table that displays slip detail on bills. See “Tables” on page 10-24 for more information.
- **Customizable Sections** – These optional sections provide free-form areas to include your own data on bills. After building these sections, use the *Sections* page of the *Additional Bill Template Settings* dialog box to determine where on the bill they are displayed. Mark the **Customizable section 1 on the bill template** and **Customizable section 2 on the bill template** check boxes on the *Format* page of the *Client Information* dialog box to determine which bills will include these sections. Use the Fields List toolbar to place objects on this section.
- **Consolidated Bill Summary** – This section appears when including the project summary on consolidated bills.
- **Aged Balances Table** – The Aged Balances Table specified here is usually ignored by Timeslips, which generates its own version based on the number of aging periods you have set up in the *Financial* page of the *General Settings* dialog box (select **Setup; General**). If you want to control the Aged Balances Table here, mark the **Customize this section in this program** check box in the *Attributes for Aging Table* dialog box (select **Report; Other Formatting**, highlight **Aging Table** on the *Sections* page of the *Additional Bill Template Settings* dialog box, and click **Attributes**). For each client that you want this section to appear on a bill, mark the **Aged Accounts Receivable table** check box on the *Format* page of the *Client Information* dialog box.
- **Tax Table** – For each client that you want this section to appear on a bill, mark the **Tax Table** check box on the *Format* page of the *Client Information* dialog box.
- **Percent Complete Table** – For each client that you want this section to appear on a bill, mark the **Show percent complete table** check box in the *Bill Format: Charges – Time* dialog box.
- **Graph** – This section is contains the graph area for *Graph* reports. Use it to determine the type of graph to display—bar, pie, line, or mark.
- **First Page** – This section contains a header and footer for the first page of reports. Use the Fields List toolbar to place objects on this section.

- **Labels** – This section (the only section for the **Label** report) displays the Label work area.
- **Additional Pages** – This section (available for reports only) displays any custom text you insert using the Fields List toolbar.
- **Slip Fields** – This section (available on Slip Detail and Slip Summary templates only) displays the slip work area.
- **Client Fields** – This section (available on Client Detail and Client Summary templates only) displays the client work area.

Billing Clients

At some point in your business cycle, you will send bills to your clients. Timeslips provides the tools to create accurate, presentation-quality bills. Printing bills is a simple process: select **Bills; Generate Bills**, select the clients and charges that you want to include, and print the bills. However, there are a number of steps that precede and follow the process of printing bills.

This chapter focuses on the *billing cycle*, the steps needed to generate bills and correctly update histories and accounts receivable balances based on the billings. It discusses many of the commands found in the *Bills* menu.

The billing cycle is diagrammed in detail on the Basic and Advanced navigators (select **Special; Navigator**). It consists of these actions:

- **Preparation** – Gathering data and checking it for accuracy and completeness with the Pre-bill Worksheet and *Billing Assistant* dialog box
- **Establishing the bill format** – Setting up a bill template in the Report Designer to establish the bill's appearance, editing options for each client to determine the content of the bill
- **Printing** – Using the **Bills; Generate Bills** command to print bills and place them in Proof Stage
- **Approval** – Using the *Bill Stages* dialog box to indicate whether the printed bills have been approved or rejected, undoing approved bills
- **Post-billing tasks** – Reprinting bills, printing various reports such as statements, Aged A/R Balances, and the G/L Transfer Register

Definitions

Businesses often use the terms *bills*, *invoices*, and *statements* interchangeably. Timeslips defines them as separate concepts.

- A *bill* is a document that you send to the client, describing new charges and stating changes to the client's accounts receivable and funds accounts.
- An *invoice* is a portion of a bill that reflects new charges. It creates an accounts receivable transaction representing the totals of new charges (time, expense, interest, and tax). With client-specific bill formatting options, you can show only the invoice elements on a bill.
- A *statement* is a document that you send to the client, showing a history of accounts receivable transactions with a running balance.

In addition, Timeslips uses the terms *fees* and *costs* interchangeably for time charges and expense charges, respectively. Your business may use other terms for expense charges, such as *disbursements*.

Preparing for Billing

Before printing bills, confirm that you have entered the following information in your Timeslips database:

- All slips, including the correct descriptions, rates, and billing options. See “Entering Slips” on page 9-8 for more information.
- Payments, other accounts receivable transactions, and client funds transactions. See “Entering Accounts Receivable Transactions” on page 9-22 for more information on entering accounts receivable transactions and “Entering Client Funds Transactions” on page 9-37 for more information on entering client funds transactions.
- Current addresses and correct billing arrangements for each client (entered in the *Client Information* dialog box). See “Creating Clients” on page 8-10 for more information.
- If your tax system has new rules or settings, confirm that you have assigned clients the correct tax profiles. Also confirm that tasks and expenses are using the appropriate tax rate rules. See “Setting up taxes” on page 7-12 for more information.

- Bill messages. You enter global messages in the *Messages* dialog box. You enter client-specific messages in the *Format* page of the *Client Information* dialog box. You enter bill arrangement messages in the *Arrangement 1* page of the *Client Information* dialog box. See “Bill messages” on page 11-8 for more information.

The *Billing Assistant* dialog box, the *Firm Assistant* dialog box, and the Pre-bill Worksheet report provide the easiest ways to review most of this information. Each displays nearly all elements of a bill.

- Use the Pre-bill Worksheet to print a hard copy of the billing information so that others in your firm can review the data (see “Using Pre-bill Worksheets to review billing data” on page 11-4) before you generate bills.
- Use the *Billing Assistant* dialog box to interactively explore and edit billing data for each client, viewing bill totals and the detailed records that produce them (see “Using Billing Assistant to review billing data” on page 11-5).
- Use the *Firm Assistant* dialog box to interactively explore and edit billing data for all clients in your firm or a selected group of clients. You can edit just about anything that will affect the invoice, including slips, flat fees, transactions, taxes, and interest (see “Using Firm Assistant to review billing data” on page 11-7).

Updating bill arrangements

As you prepare bills, the most common element that you need to double-check is the setting of bill arrangements for each client. *Bill arrangements* are rules for calculating new charges. You enter these arrangements in the *Client Information* dialog box on the *Arrangement 1* and *Arrangement 2* pages.

Most likely, you will need to update flat fees, add adjustments (write-ups and write-downs), or determine amounts for progress or interim bills. Flat fees often change from one bill to the next. Some may require a different fee amount. Others that have been distributed across a series of bills (called a *job*) may need to indicate that this is the final bill of the job.

If you are not using a flat fee, your slip charges may exceed or fall short of your expected charges. You can use write-ups or write-downs to adjust the slip charges—entering one of three adjustment-style bill arrangements or an adjustment on a specific slip—so the values match your expectations.



If you need to correct an overcharge from past billings, do not use write-downs. Instead, use a credit accounts receivable transaction (see “Applying payments and credits” on page 9-22).

Slips can also affect bill arrangements. You may want to exclude a slip from the bill arrangement by setting its *Billing status* to **Override**. You can exclude the slip from billing entirely by marking its **Hold** check box. You can also hold all slips by using options in the *Hold information* group box on the *Arrangement 1* page of the *Client Information* dialog box.



Splitting bills

The split billing feature also affects the bills you print in Timeslips. If you are using the split billing feature you must be sure that you have created the split billing rules for your clients before you bill them. Once you have created the split billing rules (thereby establishing primary and secondary clients), you must bill the clients in order to invoke the rules.



For more information on the split billing feature, see “Splitting Charges on Bills” on page 11-11.


Using Pre-bill Worksheets to review billing data

When you print bills, they hide much of the information that is used to calculate the total charges. If you are using flat fees, adjustments, markups, progress bills, or interim bills, the details of individual slip charges are often omitted.

The Pre-bill Worksheet report can display every detail found on a bill. Use it when preparing bills to review the details of each charge. To print the Pre-bill Worksheet, select **Bills; Pre-bill Worksheet**. The *Report Entry* dialog box opens to this report.

Set the selection, sorting, options, and format rules. For a description of how to use these settings, see “Using the Report Entry Dialog Box” on page 10-7.



*Help is available for items in the **Options** and **Formats** pages when you highlight an item and click **Help** .*

If you have to print this report for different clients based on their billing cycles, you can add more copies of the Pre-bill Worksheet to the *Report List* dialog box, each with its own name and selection criteria.




You can define a custom field for clients to distinguish billing cycles—such as monthly, weekly, and end of project—and use it in your selection criteria for reports and bills. See “Creating and using custom fields” on page 8-6 for more information.

The Pre-bill Worksheet can produce a lengthy and detailed report. To reduce its content, you can change the settings on the *Formats* page of the *Report Entry* dialog box. Alternatively, you can use the Totals Only Worksheet report (located in the *Billing* page of the *Report List* dialog box) to view only the totals of the bill in a columnar report. In addition, you can optionally print this report after you print bills.

Using Billing Assistant to review billing data

If you are in charge of the billing process or are responsible for editing any errors found when printing Pre-bill Worksheets, use the *Billing Assistant* dialog box.

Select **Bills; Billing Assistant** to open the *Billing Assistant* dialog box (Figure 11.1) and select a client to review. The client's bill will be calculated and presented in a summary form in the *Overview* page. Start here as you examine this client's data. If you see a problem, click on any field to view another page with more detail or a data entry dialog box where you can edit the data. When you apply changes, click  from the toolbar to recalculate the bill with those changes.

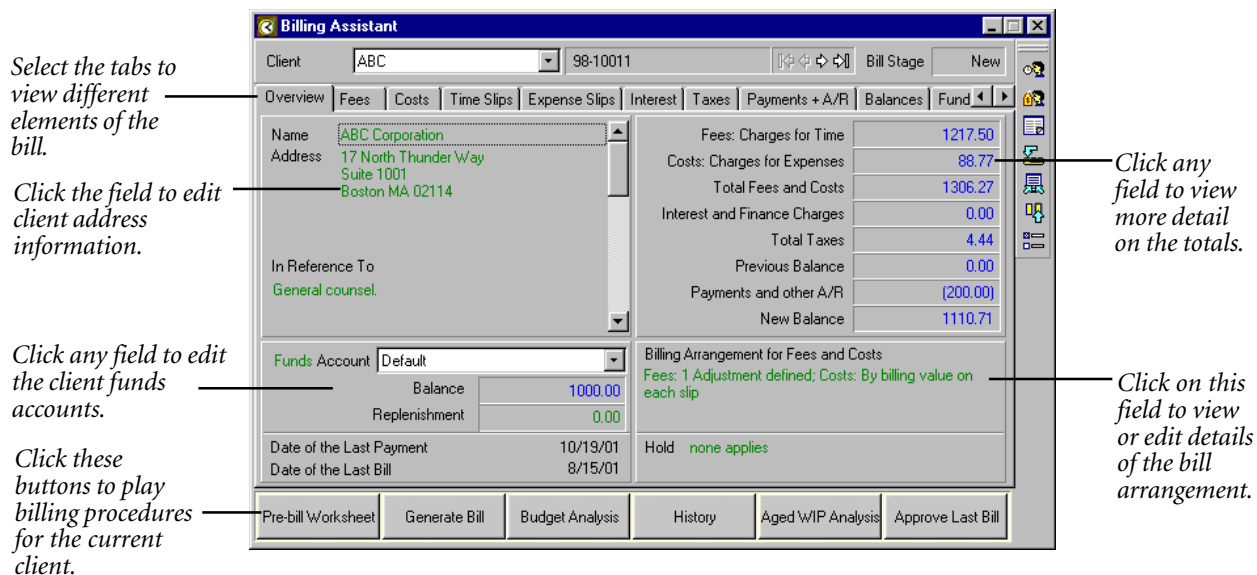




Figure 11.1: The *Billing Assistant* dialog box shows all factors affecting the next bill.

You can also use the tabs to move to various pages of the *Billing Assistant* dialog box. The available pages are:


- **Overview** – This page shows the client address, *In reference to* field, bill totals, and rules for bill arrangements.
- **Fees, Costs, Fees + Costs** – These pages are worksheets showing how the bill will calculate fees and costs from slips and bill arrangements. The **Fees + Costs** page appears if you have set up a bill arrangement applied to the full bill.



Click **Edit Fees Arrangement**  from the toolbar to edit the bill arrangement for fees.

Click **Edit Costs Arrangement**  from the toolbar to edit the bill arrangement for costs.

- **Time Slips and Expense Slips** – These pages list all unbilled slips for the client. A check mark in the left column indicates whether the bill will include the slip. Some slips may not be included for this bill, either because they are on hold or because you have used the **Select** button to remove them from the selection criteria. You can edit a slip by double-clicking it or highlighting it and clicking **Open**. There are also buttons allowing you to add and delete slips.
- **Interest** – This page shows the client's interest and finance charge settings and how the bill will calculate interest and finance charge totals.
- **Taxes** – This page shows the client's tax profile and how the bill calculates taxes for each tax rate rule within that profile. It also includes discount information.
- **Payments + A/R** – This page lists all unbilled A/R transactions for this client with a check mark in the left column to indicate whether the bill will include the transaction. You can edit a transaction by double-clicking it or highlighting it and clicking **Open**. There are also buttons allowing you to add and delete A/R transactions.
- **Balances** – This page details previous and new accounts receivable balances.
- **Funds** – This page lists all unbilled client funds transactions for this client. A check mark in the left column indicates whether the bill will include the transaction. You can edit a transaction by double-clicking it or highlighting it and clicking **Open**. There are also buttons allowing you to add and delete funds transactions.

- **Timekeeper Summary** – This page totals hours and charges for each timekeeper based on slips and adjustments. You can set these to show separate totals for each hourly rate of a timekeeper. This setting is found in the *Billing Assistant Options* dialog box, accessed by clicking **Options** .
- **Split Billing** – This page details the primary client and all secondary clients linked to that primary client. In addition, this page details the percent apportioned, charges due, payments, and the custom text.



For more information on split billing, see “Splitting Charges on Bills” on page 11-11 for more information.

The large buttons along the bottom of the *Billing Assistant* dialog box help you perform other functions of the program, such as printing worksheets and bills or reviewing budgets and history for the current client.



These buttons run automated procedures (see “Playing Procedures” on page 5-9). You can assign alternative actions and labels to these buttons in the *Billing Assistant* page of the *Personal Preferences* dialog box (select **Setup; Preferences**).

Using Firm Assistant to review billing data

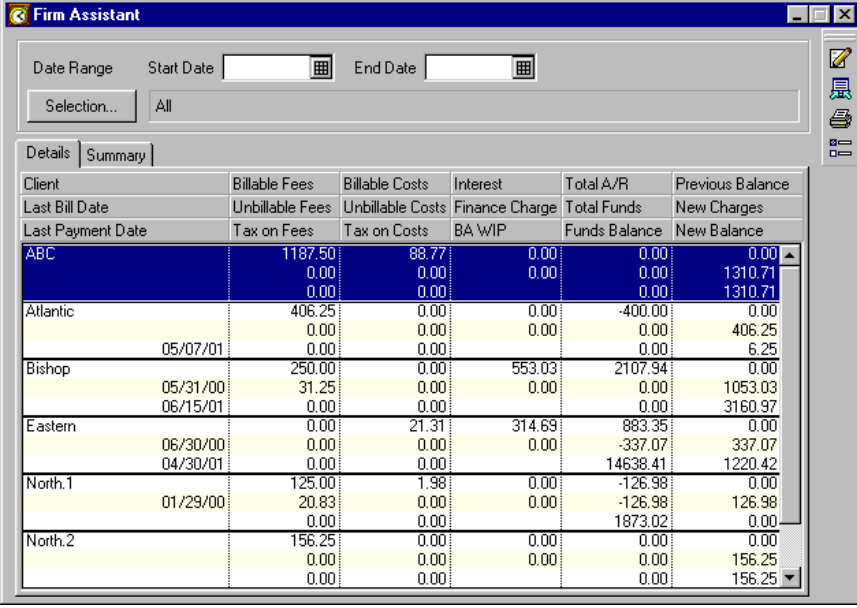
In addition to the *Billing Assistant* dialog box, you can use the *Firm Assistant* dialog box (Figure 11.2 on page 11-8) to edit just about anything that will affect the invoice, including slips, flat fees, transactions, taxes, and interest.

While the *Billing Assistant* focuses on specific clients, the *Firm Assistant* focuses on your entire firm or on a group of clients. Like the worksheets accessed from the *Bills* menu, *Firm Assistant* offers insight into the up-to-the-minute status for all the clients in your firm, and provides every detail that contributes to the calculation of the next bill for these clients.

The *Firm Assistant* dialog box contains two pages that enable the user to view billing information:

- **Details** – Shows the up-to-the-minute status for all the clients in your database, or a selected group of clients.
- **Summary** – Contains a list of items on the *Details* page and their totals and subtotals

Clicking on a field in the Records List will open the associated dialog box for editing purposes. For example, if you double-click on the *Interest* field, Timeslips opens the *Arrangement 2* page of the *Client Information* dialog box. If you double-click on the *Billable Fees* field, Timeslips opens the *Time and Expense Slip List* dialog box.



The screenshot shows the 'Firm Assistant' window with a table of client data. The table has columns for Client, Billable Fees, Billable Costs, Interest, Total A/R, and Previous Balance. It also includes sub-headers for Last Bill Date, Last Payment Date, Unbillable Fees, Unbillable Costs, Finance Charge, BA W/P, Total Funds, Funds Balance, New Charges, and New Balance. The data is organized by client, with each client having multiple rows of data.

Client	Billable Fees	Billable Costs	Interest	Total A/R	Previous Balance
Last Bill Date	Unbillable Fees	Unbillable Costs	Finance Charge	Total Funds	New Charges
Last Payment Date	Tax on Fees	Tax on Costs	BA W/P	Funds Balance	New Balance
ABC	1187.50	88.77	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	1310.71
	0.00	0.00		0.00	1310.71
Atlantic	406.25	0.00	0.00	-400.00	0.00
	0.00	0.00	0.00	0.00	406.25
05/07/01	0.00	0.00		0.00	6.25
Bishop	250.00	0.00	553.03	2107.94	0.00
05/31/00	31.25	0.00	0.00	0.00	1053.03
06/15/01	0.00	0.00		0.00	3160.97
Eastern	0.00	21.31	314.69	883.35	0.00
06/30/00	0.00	0.00	0.00	-337.07	337.07
04/30/01	0.00	0.00		14638.41	1220.42
North.1	125.00	1.98	0.00	-126.98	0.00
	20.83	0.00	0.00	-126.98	126.98
	0.00	0.00		1873.02	0.00
North.2	156.25	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	156.25
	0.00	0.00		0.00	156.25

Figure 11.2: Use the Firm Assistant to view data for all the clients in your firm, or a selected group of clients.



For more information on the Firm Assistant, see *Overview of the Firm Assistant* in the Online User's Guide.

Bill messages

Bill messages can add clarity to a bill by annotating it with billing arrangements and policies. Timeslips provides several ways to add messages and extra text to your bills. There are messages shown on all bills, client-specific messages, and messages that appear based on the age of accounts receivable balances.

You enter client-specific messages on the *Format* page of the *Client Information* dialog box with the settings *Message 1*, *Message 2*, *Bill arrangement message for fees*, and *Bill arrangement message for costs*.

You enter messages shared by clients or appearing on all bills in the *Messages* dialog box (select **Setup; Messages**). This dialog box (Figure 11.3 on page 11-9) lists all messages available on bills and statements. To edit a message, highlight it and click **Open**. As you enter the message text in the *Message Edit* dialog box, you can use the shortcut menu to add font styles and field data tokens.

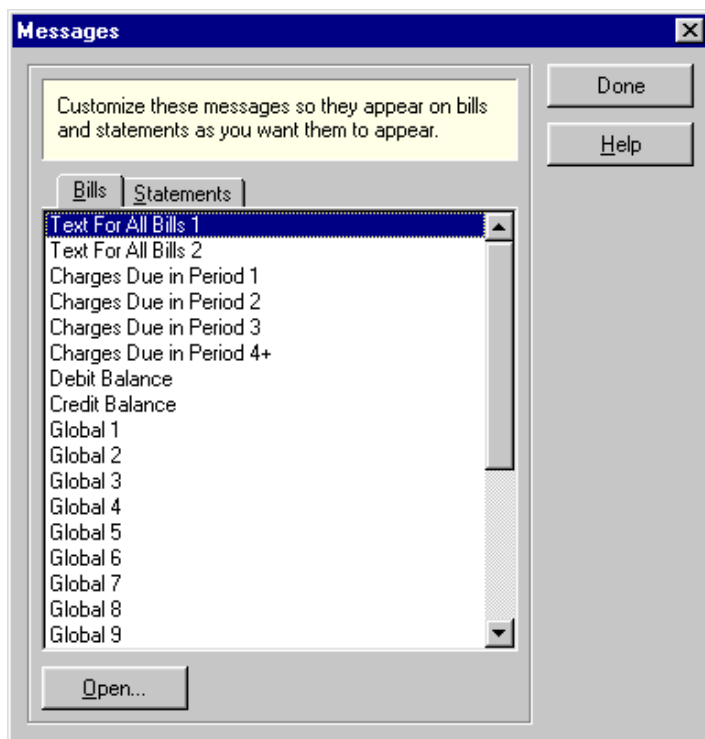


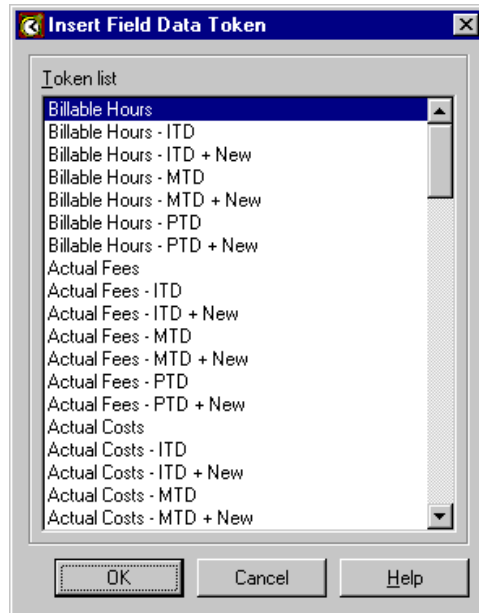
Figure 11.3: Use the *Messages* dialog box to maintain bill and statement messages.

Using field data tokens

A *field data token* identifies the name of a data field. Select **Insert Field Data Token** from the shortcut menu to open the *Insert Field Data Token* dialog box (Figure 11.4 on page 11-10). When Timeslips prints the message on the bill, it replaces the field's name with an actual value from the client. There are tokens for address, phone numbers, custom fields, totals on the bill, and history values. By using tokens, you can build standard messages that are customized for each client based on these field values. This avoids the need to modify the message each billing cycle.

You can use messages for:

- General policy statements: “Invoices paid in full within 30 days will not accrue interest.”
- Overdue balance warnings: “Your account has charges older than 60 days that have yet to be paid in full.”



*Figure 11.4: Use the **Insert Field Data Token** dialog box to insert database values in bill and statement messages. These tokens will display the database value on the bill.*

- Greetings based on dates or seasons: “Happy Holidays from Hamilton Associates!”
- Further annotation of the bill arrangement: “Our billing arrangement is \$1000 on each bill until November 2001. Further services will be billed at our standard hourly rates.”
- Adding text to the bill such as a table of past billings: “What follows is an itemization of work done on your account.”

Splitting Charges on Bills



Split Billing allows a firm to split charges automatically from one client—the primary client—among one or more other clients—secondary clients—depending on the split billing rules that you set up.



You can purchase the Split Billing feature as an add-on for Timeslips (standard edition). For more information call Timeslips sales at 800-285-0999 or visit our web site at <http://www.timeslips.com>.

A *primary client* is the client who collects and generates the charges to bill. These charges are the slips you enter for the primary client and the billing arrangements you set up for the primary client. When splitting the fees and costs, the primary client may be responsible for paying some of the charges.

Secondary clients are responsible for paying some of the charges generated by the primary client. In addition to charges split from the primary client, secondary clients may also have their own charges (for example, slips entered directly for the secondary client).

There are two steps to splitting your bills using Timeslips:

- Creating the split billing rules
- Billing the client, which invokes the rules

Setting up rules for split billing

Before you can split charges, you must first set up split billing rules. Use the following dialog boxes to maintain split billing information:

- Select **Bills; Split Billing Rules** to open the *Split Billing Rule List* dialog box (Figure 11.5 on page 11-12), where you maintain rules for primary and secondary clients.
- Click **New** in the *Primary Client rules* group box of the *Split Billing Rule List* dialog box to open the *Split Billing Primary Client Rule Entry* dialog box (Figure 11.6 on page 11-12), where you can establish a primary client and create a primary rule for this client.
- Click **New** in the *Secondary Client rules* group box of the *Split Billing Rule List* dialog box to open the *Split Billing Secondary Client Rule Entry* dialog box, where you can establish a secondary client, link this secondary client to a primary client, and create a secondary rule for this client.

Split Billing Rule List

View by: **All**

Primary Client rules

Client	Split bill information	Recur	Invoice Number	Invoice Date
North.1	000-555-9999	Yes	G:10020	11/29/01
North.1	000-555-9999	Yes		

Secondary Client rules

Client	Split bill information	% Fees	% Costs	Invoice Number
North.2	000-555-9999	75.00	25.00	G:10021
North.3	000-555-9999	5.00	0.00	G:10022

Totals: 80.0000 25.0000

Buttons: New..., Open..., Delete, Duplicate..., Done, Help

Figure 11.5: Use the **Split Billing Rule List** dialog box to view split billing rules for primary and secondary clients.

Split Billing Primary Client Rule Entry

New

Client: North.1 94-01001

Split bill information: 000-555-9999

☐ Use one percentage when entering in rules for this primary Client ☒ Recurring

Bill format options

Show which totals: All ☐ Show the original value of the slips

☒ Show the distribution table on the bill

Show on distribution table

Name as: Nickname 1 ☒ Charges ☒ Split bill information ☒ Payments

Buttons: New, First, Previous, Next, Last, OK, Cancel, Help

Figure 11.6: Use the **Split Billing Primary Client Rule Entry** dialog box to create and edit split billing rules for primary clients.

Entering slips for split billing

Slips that you enter for the primary client are available for split bills. However, you can enter slips for a secondary client as well. These slips do not affect the total split billing charges, and will appear in their own section on the bill, separate from the split billing charges.

Printing bills that include split charges

When you print a bill for a primary client, Timeslips automatically selects all the secondary clients that you have defined for this primary client using primary and secondary rules.

For example, ABC is the primary client of a split billing rule that includes clients Pierce and Nickerson as secondary clients. You select to print bills for client ABC and Oceanic. Timeslips will print bills for clients ABC, Pierce, Nickerson, and Oceanic.

You cannot print a bill for a client who is specified on a secondary rule if you are not also printing a bill for the primary client. This ensures that a secondary client is not on Proof Stage when you are ready to print a bill for the primary client.



*For more information on split billing, see **Overview of Split Billing** in the Online User's Guide.*

Establishing the Bill Format

To accommodate the variations in billing styles among firms, Timeslips provides many ways to establish a bill format to suit your needs. There are two areas that determine the appearance of bills:

- Use the Report Designer to create a template file that controls the format of the bill, including fonts, graphics, and the placement of fields.
- Use the *Format* page of the *Client Information* dialog box to determine client-specific content.

Use Report Designer to control bill headers, footers, column headings, the order of sections, and much more.

Use the Report Entry dialog box to choose which bill template to use, select data to include, set sort options, and more.

Use the Format page of the Client Information dialog box to set which slip fields to include for each charge.

		Hamilton Services Corporation P.O. Box 286 Hamilton, MA 01936	
Invoice submitted to: North Shore Consulting 24 Grove Street Porter MA 02198			
November 01, 2000 In Reference To: 2000-2001 sales campaign. Invoice # 10000			
Professional Services			
10/11/00	Edited first draft of project evaluation.	Hrs/Rate	
10/14/00	Drafted plan for spring promotional campaign.	3.00	125.00/hr
10/26/00	Read first 15 pages of draft and returned them with extensive revisions.	6.00	125.00/hr
		1.00	125.00/hr
		10.00	\$1,250.00
For professional services rendered			
Additional Charges :			
		Qty/Price	
10/30/00	Copies for October	60	6.00
		0.10	\$6.00
Total costs			\$1,256.00
Total amount of this bill			\$2,200.00
Previous balance			(\$200.00)
10/29/00	Payment - Thank You		\$3,256.00
Balance due			
Thank you for your business!			

Figure 11.7: Many factors affect the appearance of each bill, including pages of the Report Entry dialog box, the template options in Report Designer, and the pages of the Client Information dialog box.

Editing bill templates with Report Designer

Your bills should present the work you do for clients in a professional-looking manner. You can add a graphical image of your letterhead, choose your firm's standard font, and rearrange fields to suit your needs. You can use the Report Designer to establish these settings in a template file for bills.



If you previously used pre-printed forms to generate bills, you may be able to modify your bill template to resemble the forms. However, we recommend that you review the look of the default bill template in Timeslips. Your bills may now contain elements that do not fit the constraints of pre-printed forms, such as printing A/R and funds transactions along with the charges from slips.

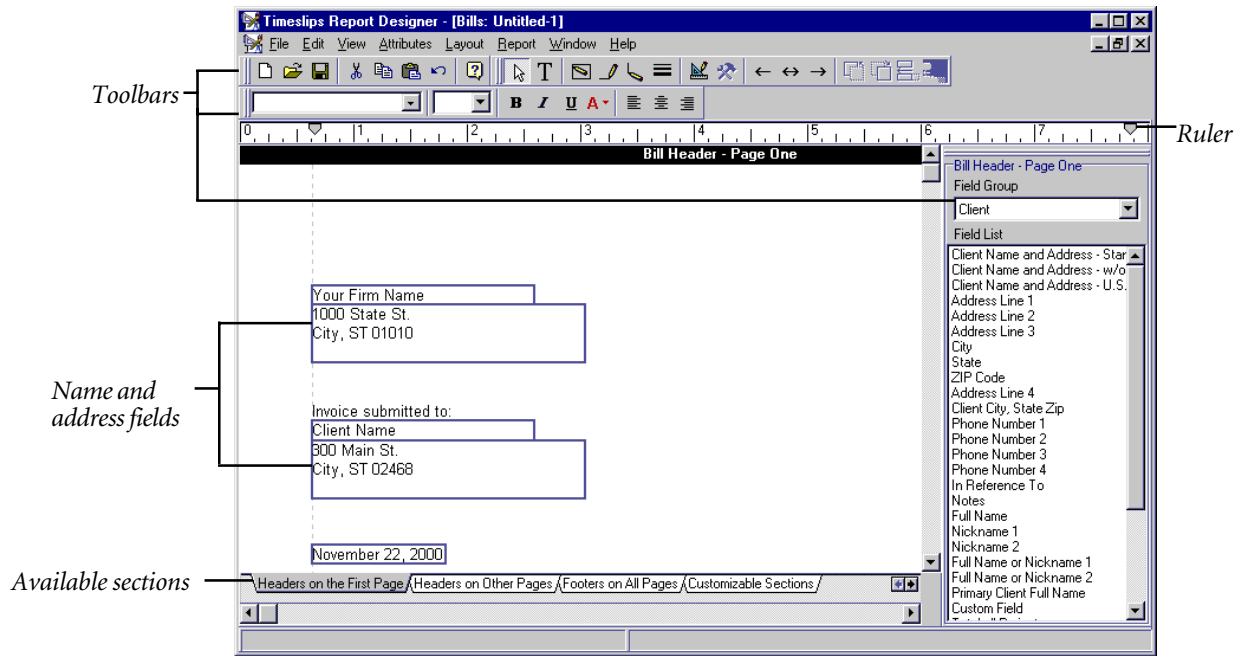


Figure 11.8: Use Report Designer to create or edit bill and report templates.

To start the Report Designer, select **Reports; Report Designer**.

- You can create a new bill template by selecting **File; New**. By default, **Bills** is highlighted in the *Select a New Report Style* dialog box. Click **OK** and select your firm's standard font in the *Default Font* dialog box.
- To open an existing bill template, select **File; Open** and locate the file with the *Choose a Report Template* dialog box.

The bill template (Figure 11.8) opens, displaying the client header work area. You can edit this area by adding lines, boxes, graphics, and any additional fields you need. For example, if your government requires you to include a license or tax number, you can add it to the client header with the Text button **T**. To view a different section, click on the appropriate tab at the bottom of the page.



*By default, some sections may be hidden from view. To display additional sections, select **Reports; Advanced Options** to open the *Select Visible Sections* dialog box. Mark the sections you want to show.*



For an overview of Report Designer, see “Timeslips Report Designer” on page 10-17. For more comprehensive details, refer to the Report Designer online Help system. Also see **Help; Other Documents; Bill Samples** to view examples of bill customization.

The elements that you can edit on a bill template include:

- **Bill and project headers** – Available in the **Headers on the First Page** and **Headers on Other Pages** sections, these headers appear on all pages. When printing a multi-project bill, the bill header shows the fields of the master client and prints only at the beginning of the page. The project headers will print at the beginning of the each new project’s information.
- **Footers** – Available in the **Footers on All Pages** section, these footers appear on all pages. You may want to place fields in the footers, such as page numbers, firm name, or bill date.
- **Slips** – The **Slips** section allows you to customize the position and format of fields on itemized and summarized style bills. You can position slip fields in the order you want, adding and deleting rows and columns on the grid as needed. Keep in mind that the grid does not represent the *exact* appearance of slips on a bill. Timeslips calculates the field widths, alignment, and fonts automatically when you print the bill. Settings in the *Format* page of the *Client Information* dialog box can hide fields you set up here. See “Tables” on page 10-24 for information on editing tables.



Although you can position fields from slips in almost any order, the **Charges** field will always appear as the rightmost field.



You cannot establish column titles in the **Slips** section. You maintain them in the **Phrases on Bills** dialog box (see “Text throughout the bill” later in this section).

- **Customizable Sections** – Available in the **Customizable Sections** section, you can build two free-form sections containing billing totals and history values. You can use these sections to replace the predefined bill totals with your own formatting. You must enable these sections to print on a per-client basis in the *Format* page of the *Client Information* dialog box.

- **Consolidated Bill Summary** – Available in the **Consolidated Bill Summary** section, these areas define the look of the summary pages of a multi-project bill. You can rearrange or remove the fields they contain. You can also add fields such as history totals. A Consolidated Bill Summary will use the Bill and Project headers that you define in the **Headers on the First Page** and **Headers on Other Pages** sections.

You can customize additional aspects of the Consolidated Bill Summary with the *Bill Summary* page of the *Additional Bill Template Settings* dialog box (select **Report; Other Formatting**).

- **Tables** – Available in the last three sections, you can customize the appearance of the Aged Balances Table, the Tax Table, and the Percent Complete Table. The Aged Balances Table specified here is usually ignored by Timeslips, which generates its own version based on the number of aging periods you have set up in the *Financial* page of the *General Settings* dialog box (select **Setup; General**).

If you want to control the Aged Balances Table here, mark the **Customize this section in this program** check box in the *Attributes for Aging Table* dialog box (see “Section attributes” later in this section).

- **Fonts** – To select the font for any item shown in the headers, footers, customizable sections, and consolidated bill summary, click on the item and select **Attributes; Font**. The rest of the bill uses font styles.

Select **Report; Font Styles** to open the *Font Styles* dialog box. This dialog box controls the font settings for the elements that make up the body of the bill. Highlight one or more items in the list and click **Edit** to modify the font.

- **Text throughout the bill** – You can control every text phrase used on the bill, such as column titles and the labels on totals, with the **Report; Phrases** command. The *Phrases on Bills* dialog box lists all of the phrases currently defined. Some are initially blank. Highlight an item in the list to see a description below of what the text represents. To edit a phrase, enter text in the *Text* field and click **Accept**.



When assigning column titles to slips, there are two approaches: you can show titles above the **Units** (hours, rates, price, and quantity) and **Amounts** columns or you can show titles above all columns. You specify this setting with the **Slip column titles above** option in the *General* page of the *Additional Bill Template Settings* dialog box.

- **Positions of fields in the body of the bill** – You can adjust the positions and rules of many elements of your bill in the *General* page of the *Additional Bill Template Settings* dialog box (select **Report; Other Formatting**).
- **Order of sections** – There can be over 30 sections on a bill. You may need to change the order in which they appear. Perhaps you need a bill message to appear at the beginning of the bill or you want the Timekeeper Summary Table printed after the Aging Table.

Use the *Sections* page of the *Additional Bill Template Settings* dialog box (select **Report; Other Formatting**) to move the sections up and down.



*You cannot remove any sections here. Instead, use the options in the **Format** page of the **Client Information** dialog box to omit sections from the bill.*

- **Section attributes** – Each section listed in the *Sections* page of the *Additional Bill Template Settings* dialog box has a number of attributes. Highlight a section and click **Attributes** to review and edit them.

You can add page breaks and lines before and after any section. Some sections, such as bill messages, New A/R Balance, Total Time and Expense Charges, and Aging Table have additional options.

When you are finished making changes, save the bill template to a file with the **File; Save** command. The Timeslips Installation Folder contains the **\Report Templates** folder, which provides a convenient location for storing report template files.



You should consider making a backup of your bill template before you modify it.

Formatting bills for each client

The *Format* page of the *Client Information* dialog box (Figure 11.9 on page 11-19) contains options to show or hide many elements of the bills for each client. To set up a client's bill format, open the *Format* page of the *Client Information* dialog box by selecting **Names; Client Info**, opening a client, and clicking the *Format* tab. The *Bill Format* fields include two columns: *Show sections on Bills* and *Style*. Use the scroll bar to the right or increase the dialog box size to view more fields.

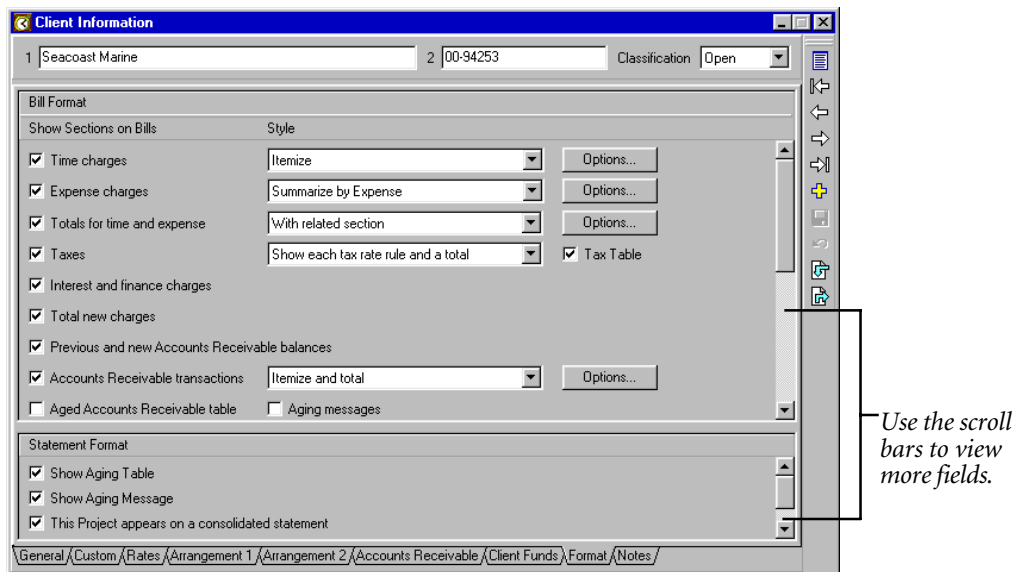


Figure 11.9: The **Bill Format** sections control the detail that appears in the body of the bill.

The available bill format options include:

- **Time charges** and **Expense charges** – These two sections determine the level of detail for time and expense slips. The default setting itemizes slips; however, you can show subtotals by timekeeper, activity, or reference by using the **Summarize by** options in the **Style** column. If you want to show only a total of time or expense charges, unmark the **Time charges** or **Expense charges** check box. If you want both sections merged together, set **Style** for **Expense charges** to **Merge with Time Charges**.

While your bill template dictates the position of itemized or summarized slip fields, these two sections can override the template and hide various fields. Click the **Options** button to the right of the **Style** column to open a **Bill Format** dialog box (Figure 11.10 on page 11-20) where you can specify slip fields to include. If you are using a percent complete flat fee, there are options to show the percent complete table on the bill.

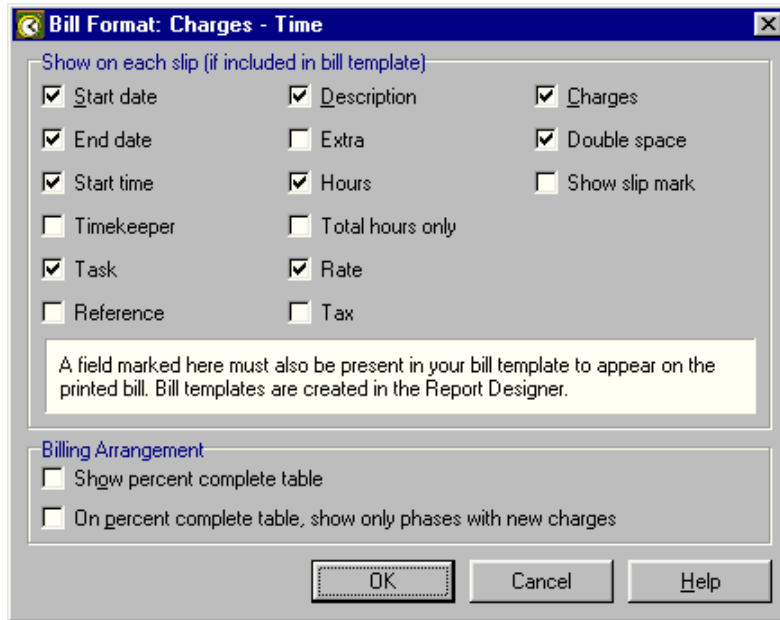


Figure 11.10: Use the *Bill Format: Charges - Time* dialog box to select slip fields to show on the bill.

- **Totals for time and expense** – This section shows totals for time and expense sections. Set *Style* to **One total after both sections** to combine the normally separate time and expense totals into one total. Click **Options** to open a *Bill Format* dialog box with options to show adjustments and Override slips (slips with *Billing status* set to **Override**). Normally, adjustments make slip charges differ from total charges, so Timeslips hides the charges automatically. If you enable the option to itemize adjustments, you can see charges along with additional totals that show adjustments as separate line items.
- **Aging messages** – Mark this check box to print messages based on overdue balances in specific aging periods. You define these aging messages in the *Messages* dialog box (select **Setup; Messages**).
- **Timekeeper summary table** – Mark this check box to print a table of timekeepers with their rates, hours, and charges. Click **Options** to open a *Bill Format* dialog box with options to control these elements. The bill will order names on the table by timekeeper *Title* field (see “Entering timekeeper information” on page 8-8), then by full name, then by rate if showing separate lines for each rate (*Rate* is set to **Hourly**).

- **Billed time and expense slips** – Use these sections if you need to restate slip charges printed on an earlier bill. The *Style* options determine which billed slips to include. To avoid confusion, these slips will appear separately from current charges on the bill. Billed slips use the formatting options of the **Time charges** and **Expense charges** sections. If you used flat fees or adjustments when billing the client, you may want to suppress the charges column on the bill. Click **Options** to open a dialog box with this option.



The History Bill provides another method to print billed and unbilled slips for presentation to the courts. See “Printing a history bill” on page 11-32 for more information.


- **Message 1 & 2** – You can define two general messages that will appear on every client’s bill by using the **Text For All Bills 1** and **Text For All Bills 2** messages in the *Messages* dialog box (select **Setup; Messages**). When you need more personalized messages such as expected payment times, you can define up to 20 of them in the *Messages* dialog box and assign them to the client in the *Message 1* or *Message 2* sections. To define a client-specific message, set *Style* to **Custom** and click **Edit** to open the *Message on the Bill* dialog box.



When you edit a bill message, you can use field data tokens to build standard messages with fields that Timeslips replaces by values on the bill (see “Bill messages” on page 11-8).

- **Customizable sections 1 & 2** – If you have set up Customizable Sections in your bill template, mark these check boxes to show them on this client’s bill.
- **This Project appears on a consolidated bill** – When you are using client projects, you can combine all projects of a client on one bill with a summary page at the end of the bill. Unmark this check box if the project should appear on its own bill. Click **Options** to further customize the consolidated bill. The bill template also provides several formatting choices for consolidated bills. See “Consolidated Bill Summary” on page 11-17.



*You can export bill format settings to other clients with the **Export** button . You can also define template clients that supply default bill format values when you create new clients (see “Entering client information” on page 8-10).*

Merging slips on the bill

When itemizing slips, you can merge several slips with a common type (time or expense), activity, or reference into one item on the bill. For example, you may want all phone calls (entered as separate expense slips) to appear as one itemized charge. Use the *Replacement Slips List* dialog box (select **Slips; Replacement Slips List**) to define replacement slips.

A *replacement slip* contains a slip type (time or expense), an (optional) activity name or category, an (optional) reference name, and a description. When you print the bill, the replacement slip will appear in place of all slips that match its criteria. It will include a total of hours and charges from all matching slips, the description, and the billing date.



*For more information on replacement slips, see **Replacement Slips List** in the Online User's Guide.*

Printing Bills

Once you have prepared billing data (see “Preparing for Billing” on page 11-2) and set bill formatting (see “Establishing the Bill Format” on page 11-13), you are ready to print bills. You print bills using the Generate Bills report in the *Report List* dialog box (select **Bills; Generate Bills**). Printing a bill to printer or file prepares the bill for approval.

Configuring the bill report definition

Select **Bills; Generate Bills** to open the *Report Entry* dialog box displaying the details of this report. Use the pages of the *Report Entry* dialog box and configure the selection, sorting, options, and formats (see “Using the Report Entry Dialog Box” on page 10-7):

- **Selection** – Use filters to determine which clients to print. You can set the **Date** filter to select slips and transactions to include on the bill. If you have set up a custom field to group clients, you can use it as a filter to print bills for that group of clients.

In some cases, Timeslips will override selection settings:

- Bills for clients using progress or interim bill arrangements will use the selection settings from the *WIP Filters* dialog box, ignoring slip-based selection criteria you enter here.
- Bills for clients with a bill in Revision Stage (including those with progress or interim bill arrangements) will use the selection settings from the Revision Stage bill (see “Moving bills to Revision Stage” on page 11-26), ignoring selection criteria you enter here.





You cannot print a bill for a client with a bill in Proof Stage. See “Placing bills on Proof Stage” on page 11-25.

- **Sorting** – You can sort slips on bills by several levels. However, you can calculate subtotals only for the top level. Common sorts are by Activity or Reference (with subtotals) and then by date. You can also sort clients by a custom field so they are grouped by the timekeeper who manages them.



When printing consolidated (multi-project) bills, sorting by a custom field may force projects onto separate bills if they do not share the same value in the custom field.

Unlike other reports, you cannot sort bills by Nickname 2 or Full Name because Timeslips uses Nickname 1 to establish multi-project bill groupings.

- **Options** – Available options include printing the Bill Summary Worksheet (a variation of the Totals Only Worksheet), checking for spelling errors, displaying bills on Proof Stage, and more. Click **Help**  to view a Help topic for each option.
- **Formats** – Use the *Report template file path* field to select the bill template file you created in the Report Designer. The *Draft Bill: Limit description to 4 lines* option allows you to print draft bills that include all selected slips but omit the full text of long slip descriptions. Click **Help**  to view a Help topic for each format.

You can save all settings and add additional Generate Bills reports to the *Report List* dialog box to handle special printings. For instance, you may use several bill templates that you associate with different clients. Set up a Generate Bills report for each bill template and use the *Selection* page to include the clients you want.

You may want the bills to show a date other than the date on which you print them. If you need to establish a different bill date than today, select **Bills; Revise Date**.



*If you change the date using the **Bill and Aging Date** dialog box, remember to change the date back to today's date when you are finished with your billing.*

Printing bills

After optionally printing to display to get a preview of bills, print bills to the printer or to a file. When you print bills to the printer, Timeslips stores copies of each bill image in your database for later use with the **Bills; Reprint Bills** command. When you print bills to a file, Timeslips places them into a text file that you can edit in your word processor. Bills that you print to file are not stored for use with the Reprint Bills function. However, if you keep the file, you can reprint it from your word processor.



For more information on reprinting bills, see “Reprinting Bills” on page 11-31.



*Timeslips can also print bills to rich text files. For more information on printing to a rich text file, see **Printing to File – Rich Text Format** in the Online User's Guide.*

When bills have finished printing to printer or file, the *Generation of Bills Completed* dialog box (Figure 11.11 on page 11-25) opens. You can approve bills immediately, place them in Proof Stage for further review, or close the dialog box without approving bills or using Proof Stage. See “Placing bills on Proof Stage” in the next section.

At the bottom of the *Generation of Bills Completed* dialog box, a status field indicates the total number of bills printed and the total number of bills processed but not printed. The process of generating bills evaluates all selected clients, even if they have no bill to print. Some clients may have only a *Do Not Bill* slip or a payment that pays off the balance in full. These clients do not generate a printed bill, but are processed internally to update history. You must approve all unprinted but processed clients to update history. Timeslips will mark slips and transactions for processed clients with an internal invoice number.

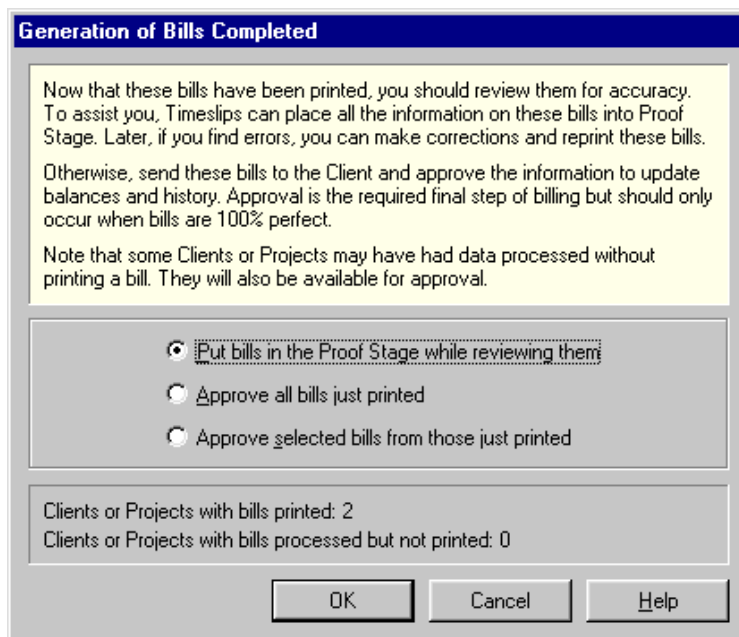


Figure 11.11: The *Generation of Bills Completed* dialog box allows you to place bills in *Proof Stage* or approve them.

Reviewing and Approving Bills

When printing is completed, Timeslips will prompt you to approve the bills. *Approving* a bill updates your accounts receivable with new invoice transactions and updates client and timekeeper histories with new monthly values. Most likely, you will want to review the bills to find any last-minute errors and correct them. Instead of approving bills immediately, place them in *Proof Stage*.

Placing bills on Proof Stage

Proof Stage locks the records associated with the bill so that you can review the data. If you find an error, you can clear Proof Stage to unlock the records, fix the problem, and print the bill again. If you find no errors, you can approve the bill. Clearing bills and approving bills are functions of the *Bill Stages* dialog box, accessed by the **Bills; Approve or Clear Bills** command.

While a client's bill is on Proof Stage, you cannot generate any further bills for that client. You must approve or clear the bill before printing another bill. When you print bills, Timeslips can optionally display the current bills on Proof Stage to allow you to approve or clear bills. When you clear Proof Stage, you have access to all available slips and transactions.

Clearing Proof Stage

If you have bills with errors, select **Bills; Approve or Clear Bills** to open the *Proof* page of the *Bill Stages* dialog box. Mark the check box to the left of any bill that you want to clear and click **Clear**. The *Clear Proof Stage* dialog box opens, asking if you want the cleared bills to be placed on Revision Stage.

Moving bills to Revision Stage

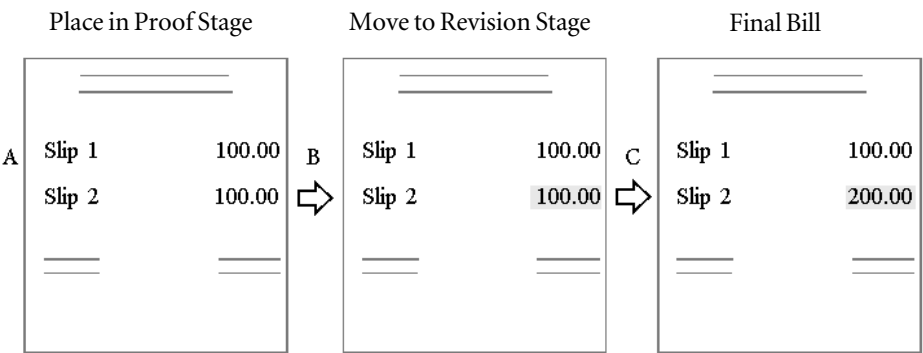
Sometimes you want to edit a bill that is on Proof Stage and include exactly the same slips and transactions when you print the bill again. To avoid introducing new slips and transactions into the next printing of bills, you can move bills into *Revision Stage* when you clear Proof Stage. Revision Stage remembers which slips and transactions originally appeared on the bill.

When you print a bill for a client in Revision Stage, it will include the same slips and transactions as the cleared Proof Stage bill, ignoring any new slips and transactions. Use Revision Stage when you need to edit a few elements of existing slips. You can also use the *Billing Assistant* dialog box to add or remove specific slips and transactions on the Revision Stage bills.

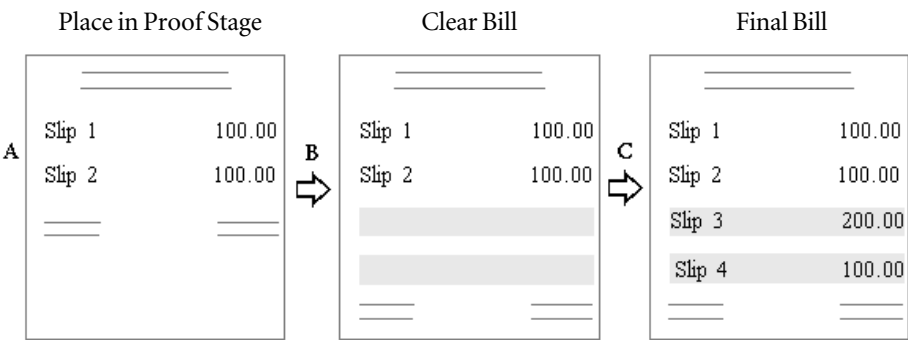


*For more information on Revision Stage, see **Overview of Bill Stages** in the Online User's Guide.*

The following diagrams illustrate circumstances in which you would use Revision Stage as opposed to Proof Stage.



- A: You generate a bill for client ABC and place the bill in Proof Stage. You realize a slip charge is wrong.
- B: Move the bill to Revision Stage and correct the slip. You can edit information manually or use the *Billing Assistant* dialog box.
- C: Regenerate the bill for client ABC. Because the client is in Revision Stage, it will include the same slips, A/R transactions, and client funds transactions as the original bill.



- A: You generate a bill for client DEF and place the bill in Proof Stage. You realize you omitted slips from the previous month.
- B: Clear the bill from Proof Stage.
- C: Regenerate the bill for client DEF. Because you cleared the original bill from Proof Stage, you must reestablish the selection criteria to include the slips from the previous month.

Clearing Revision Stage

If you are using Revision Stage and want to reset the selection of slips and transactions, you can clear Revision Stage. Select **Bills; Clear Revision Stage** to open the *Revision* page of the *Bill Stages* dialog box. Mark the check box to the left of any bill that you want to clear and click **Clear**. The *Clear Revision Stage* dialog box opens, asking if you want to clear the bills from Revision Stage. When you next generate a bill for the client, you must choose which data to include.

Using Audit Stage with electronic bills

If you have installed an electronic bill delivery/audit firm add-on product, you cannot approve bills immediately after printing. You must put them in Proof Stage while you send them to the audit firm. To do so, you export them to a file by selecting the command with the name of the audit firm or export format from the *Bills* menu.

Before using an electronic bill delivery feature, you must configure it according to instructions provided with the add-on. Each firm has unique settings and file formats. You must also associate clients with the audit firm in the *Electronic Delivery* field of the *Arrangement 2* page of the *Client Information* dialog box.



For more information on setting up your electronic billing or audit firm add-on, see Overview of Electronic Billing in the Online User's Guide.

After you have configured the required settings, you will print bills and place clients on Proof Stage. Select the appropriate electronic bill delivery or audit firm command from the *Bills* menu and click **Export**. Timeslips prompts you for the name and location of a file (or files). Timeslips will select the correct clients and generate these files.

With most audit firms, when the export is complete, Timeslips moves the bills from Proof Stage to Audit Stage. *Audit Stage* is similar to Proof Stage, allowing you to clear or approve bills. Send the exported files to the recipient firm. When the firm contacts you with their assessment, you can approve the bills if no changes are required. If changes are required, you can clear selected bills from Audit Stage (or undo approval), edit them, and print again, repeating the printing and electronic delivery process. To approve or clear these bills, select **Bills; Approve or Clear Audited Bills**.




Sometimes the recipient firm cannot respond before the next bill cycle. If this happens, you should approve the bills. If the bill is rejected, you should attempt to undo the approval by selecting **Bills; Undo Approved Bills**. If you are unable to undo approval, enter a credit against the original bill and re-enter data to generate a new bill.

Approving bills

You can approve bills immediately after printing from within the *Generation of Bills Completed* dialog box or later with the *Bill Stages* dialog box by selecting **Bills; Approve or Clear Bills**. The *Proof* page of the *Bill Stages* dialog box displays a list of clients with Proof Stage bills. Mark the check box to the left of any bill that you want to approve and click **Approve**.

Approving bills modifies the following elements of your database:

- Client history records the updated totals in the current month and any month containing A/R transactions or client funds transactions.
- Timekeeper history receives updated totals in the current month.
- All selected slips, A/R transactions, and client funds transactions are marked as billed so that they will not be printed on future bills (except on demand). For billed A/R and client funds transactions, Timeslips displays a yellow envelope  on the *Accounts Receivable List* dialog box and the *Client Funds List* dialog box. The slips are no longer considered “work in process” (unless they are on a non-final progress bill—see **Overview of Progress and Interim Billing** in the Online User’s Guide). You can no longer edit these transactions. The *Entry* dialog box for a billed transaction will include the invoice number and date.
- Slips are assigned their final billed values, which reflect the effects of flat fees and adjustments.
- Slips marked as *Recurring* are duplicated.
- An invoice transaction is created if there were new charges on the bill.
- Billing arrangements are updated. Status and billed totals are updated for multi-bill flat fees. Non-recurring adjustments are deleted.
- The *Last bill date* field in the *Arrangement 2* page of the *Client Information* dialog box is updated.
- Client-specific message counters are updated, hold options marked **On next bill** are set to **Off**, and client-specific invoice numbers are incremented.

- The bill is made available for undoing approval. It is listed in the *Undoable* page of the *Bill Stages* dialog box.
- New transactions are created in association with automatic payments from client funds, early payment discounts, and progress bill credits.
- Slips that are part of a split billing rule are split into additional slips based on the rules' apportionment.
- Split billing rules are marked as completed, unless **Recurring** is marked in the *Split Billing Primary Client Rule Entry* dialog box.



*For more information on split billing, see **Overview of Split Billing** in the Online User's Guide.*



It is important to approve your bills. If you do not approve bills, your accounting will not be accurate and new bills will contain data already printed on older bills.

Undoing approved bills

Timeslips maintains details on the most recently approved bills. If a client reports an error on the bill, you can undo approval of the bill and print a new one. If—for any of the reasons listed below—you cannot undo approval, simply enter a credit transaction to correct the error.

To undo approval, select **Bills; Undo Approved Bills** to open the *Bill Stages* dialog box to the *Undoable* page. Mark one or more bills to undo and click **Undo**.

Timeslips prompts you to place the data in Revision Stage or clear the bill. If you want the next bill that you print to contain the same slips and transactions, click **Revision**.

You are able to undo an approved bill until one of these actions occurs:

- You change the client's *Classification* to **Inactive** or **Closed**.
- You start a new bill arrangement if the client's current bill arrangement is a job-duration flat fee that is active (*Status* is not set to **Completed**).
- You delete or purge a slip or transaction that appeared on the bill.
- You delete the invoice transaction created by the bill.
- You apply a write-off transaction to the invoice transaction created by the bill.

After undoing a bill, you should print and approve a new bill.

Reprinting Bills

After you print a bill, you may need to print another copy. For example, a client may call weeks later and request another copy or someone in the office may want to review the bill. Timeslips keeps images of each printed bill in your database. You can reprint bill images to display or to your printer with the **Bills; Reprint Bills** command.



Timeslips creates bill images only when you print bills to the printer. If you print bills to a file, Timeslips will not store them as bill images.



You cannot preview bill images converted from Timeslips v8 or earlier.

In addition, you can print a bill for a certain client or a group of clients using the *Client* page and the *Criteria* page of the *Reprint Bills* dialog box respectively.

Since bill images consume disk space, you may want to delete older images. You can do this within the *Reprint Bills* dialog box by making selections and clicking **Delete**. However, it is easier to establish a limit on the number of bill images stored per client on the *Other* page of the *General Settings* dialog box (select **Setup; General**).



*For more information on reprinting bills, see **Overview of Reprinting Bills** in the *Online User's Guide*.*

Printing Post-Billing Reports

Some reports are most useful at the end of the billing cycle. Typically, you print the Aged A/R Balances report after billing to monitor a client's outstanding debt. This report is in the *Billing* page of the *Report List* dialog box.

If you transfer your accounting information into an accounting program's general ledger, now is a good time to print the G/L Transfer Register. See "Transferring data" on page 15-10.

Other reports may suit your needs at the end of the billing cycle. If there are reports that you want to print as part of your billing cycle, you can add them to the *Billing* page of the *Report List* dialog box with the *Add a Report* wizard (select **Reports; Add a Report**) so that your billing reports are grouped together.



*For more information on reports, see **Overview of Report Types** in the Online User's Guide.*

Printing a history bill

If you are required to submit a bill to the court, you may need to show both billed and unbilled charges for a client. The History Bill (located by default in the *Billing* page of the *Report List* dialog box) allows you to combine billed and unbilled slips on a report that resembles a bill, but has no effect on client balances. Settings in the *Formats* page of the *Report Entry* dialog box let you select which fields to show.



*For more information, see **History Bill** in the Online User's Guide.*

Printing Statements

You can send your clients a statement to document the recent history of accounts receivable with a running balance. A statement is similar to a bill in several ways: it contains headers and footers that you format in the Report Designer, it can consolidate multiple projects for each client, and it can show an aging table.

As with bills, there are several steps to set up and print statements. First, you establish the formatting of the statement. Next, print the statements to the printer or to a file. After printing, Timeslips prompts you to finalize the statements. Finalizing the statements controls which transactions can appear on future statements.

Establishing formatting

There are two areas that determine the appearance of statements:

- Use the Report Designer to create a template file that controls the format of the statement, including fonts, graphics, and the placement of fields.
- Use the *Format* page of the *Client Information* dialog box to determine client-specific content.

Statement templates

Open the Report Designer by selecting **Reports; Report Designer**. Either create a new statement template (select **File; New**) or open an existing one (select **File; Open**). Statements have a number of elements similar to bills.

- **Statement and project headers** – Available in the **Headers on the First Page** and **Headers on Other Pages** sections, these headers appear on all pages. When printing a multi-project statement, the statement header shows the fields of the master client and prints only at the beginning of the page. The project headers will print at the beginning of each new project's information.
- **Footers** – Available in the **Footers on All Pages** section, these footers appear on all pages. You may want to place fields in the footers, such as page numbers, firm name, or statement date.

- **Aged Balances Table** – The Aged Balances Table specified here is usually ignored by Timeslips, which generates its own version based on the number of aging periods you have set up in the *Financial* page of the *General Settings* dialog box (select **Setup; General**). If you want to control the Aged Balances Table here, mark the **Use customized Aged Balances table** check box in the *Additional Formatting for Statements* dialog box (select **Report; Other Formatting**).
- **Fonts** – To select the font for any item shown in the headers and footers, click on the item and select **Attributes; Font**. The rest of the statement uses font styles. Select **Report; Font Styles** to open the *Font Styles* dialog box. This dialog box controls the font settings for the elements that make up the body of the statement. Highlight one or more items in the list and click **Edit** to modify the font.
- **Text throughout the statement** – You can control every text phrase used on the statement, such as column titles and the labels on totals, with the **Report; Phrases** command. The *Phrases on Statements* dialog box lists all of the phrases currently defined. Some are initially blank. Highlight an item in the list to see a description of what the text represents. To edit a phrase, enter text in the *Text* field and click **Accept**.

When you are finished making changes, save the statement template to a file with the **File; Save** command. The Timeslips Installation Folder contains the **\Report Templates** folder, which provides a convenient location for storing report template files.



You should consider making a backup of your statement template before you modify it.

Client formatting

The *Format* page of the *Client Information* dialog box contains options to show or hide elements of statements. To set up a client's statement format, open the *Format* page of the *Client Information* dialog box by selecting **Names; Client Info**, opening a client, and clicking the *Format* tab. The *Statement Format* fields contain several options. You can increase the dialog box size or drag the slider bar up to view more fields. The available statement format options are:

- **Show Aging Table** – Mark this check box to show aged A/R balances in table form.
- **Show Aging Message** – Mark this check box to show the aging messages defined in the *Statements* page of the *Messages* dialog box (select **Setup; Messages**).

The next two options apply if you are using client projects (see “Client projects” on page 8-13).

- **This Project appears on a consolidated statement** – Mark this check box to include this project on a consolidated (multi-project) statement.
- **Start this Project on a new page if on a consolidated statement** – Mark this check box to force a page break at the start of this project.



You can export statement format settings to other clients with the **Export** button



. You can also define template clients that supply default statement format values when you create new clients (see “Entering client information” on page 8-10).

Printing and finalizing statements

A statement will include all accounts receivable transactions entered since you last printed statements. Printing statements requires you to set up the necessary selection criteria and print. After you have printed to the printer or to a file, Timeslips prompts you to finalize the transactions. This marks them internally so they do not appear on the next statement. However, you can override this marking if needed.

Select **Bills; Generate Statements** to open the *Report List* dialog box to the Generate Statements report. Set up this report like others, with selection, sorting, options, and formats (see “Using the Report Entry Dialog Box” on page 10-7):

- **Selection** – Use filters to determine which clients to print. If you have set up a custom field to group clients (see “Creating and using custom fields” on page 8-6), you can use it as a filter to print statements for groups of clients. If you want to print transactions up to the end of the last period, set the **Date** filter with the end date of the last period.
- **Sorting** – Transactions automatically sort by date. You can sort clients by custom field.



When printing consolidated (multi-project) statements, keep in mind that sorting by a custom field may force projects onto separate statements if they do not share the same value in the custom field.

Unlike other reports, you cannot sort statements by Nickname 2 or full name because Timeslips uses Nickname 1 to establish multi-project statement groupings.

- **Options** – Use these options to reprint already finalized transactions and suppress statements for clients that are paid in full or have no new transactions.
- **Formats** – Use the *Report template file path* field to select the statement template file you created in the Report Designer. There are options to show payments distributed to multiple invoices and to hide the ending balance before the Amount Due line.

When you have configured all settings, select the output device—display, printer, RTF file, or text file—and click **Print**. If you are printing to the printer, to an RTF file, or to a text file, Timeslips will prompt you to finalize the statements when printing finishes.

Updating and Removing Data

There are times during the course of your business that you may need to update your Timeslips data. For example, you may increase your rates at the start of a new fiscal year as well as perform your year-end procedures.

Over time, your database will collect many records. While valuable at times, old transactions and names may get in the way of using lists and reports. Timeslips offers several ways to hide infrequently used data until you need it. In addition, when data is no longer needed, you can purge it to remove it from the database.

Updating Rates

Every timekeeper, client, and task has an associated rate table. Additionally, you can establish rate selection rules for clients that automatically determine the rate source, rate level, and rate type used on a time slip.



*For more information on rate selection rules, see **Overview of Rate Selection Rules** in the *Online User's Guide*.*

At some point, you may change a billing rate or rate selection rule. For example, as part of your firm's year-end process, timekeepers may increase their rates. If you have unbilled slips that use the changed rate or rate selection rule, you may want to update some or all of the slips to reflect the new rate value. The *Update Rates* wizard allows you to update rates on selected slips, without having to edit each slip manually.



*If you change a rate for a timekeeper, client, task, or rate selection rule that is assigned to a slip, Timeslips opens the **Update Rates** wizard automatically.*

How to update rates on slips

1. Select **Special; Update Rates** to open the *Update Rates* wizard (Figure 12.1).
2. Select the rate table containing the changed rate: timekeeper, client, task, or rate selection rules. Click **Next** to continue.
3. Select the timekeeper, client, or task containing the changed rate. Click **Next** to continue.
4. Select which rates to update. Timeslips will update only slips that use the rate table you selected in step 2. Click **Next** to continue.



This view is not available if you are updating rate selection rules.

5. Select the earliest date for the slips you want to update. Alternatively, you can use filters as needed to limit the slip selection. Click **Next** to continue.
6. The last view of the *Update Rates* wizard summarizes the settings you have selected. If you need to change any settings, click **Back**. Otherwise, click **Finish** to complete the update process.

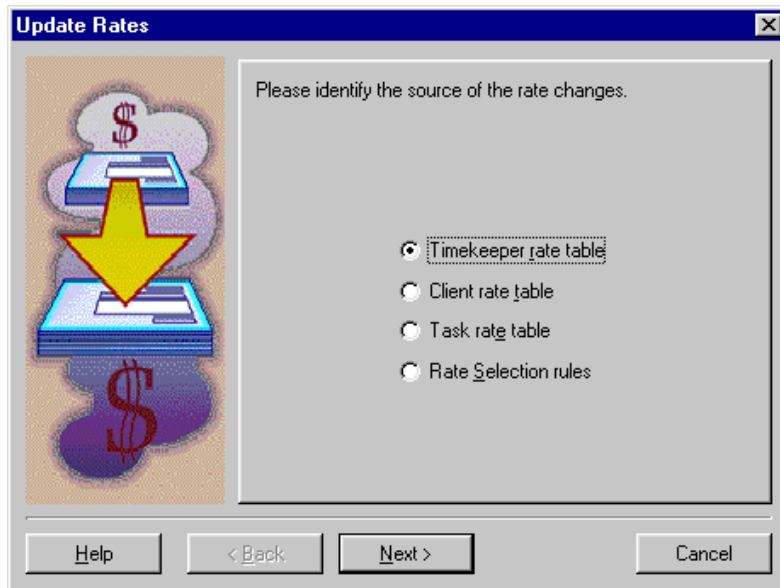




Figure 12.1: Use the *Update Rates* wizard to update a group of slips to reflect a rate change.

Updating Slips

You may occasionally need to make the same changes to many slips at once. For example, if a partner leaves the company, another partner may take over her clients. In a large database this can be a considerable amount of work if you edit one slip at a time.


The *Slip Export (Mass Update)* wizard allows you to export fields (such as the *Timekeeper* field, in this example) from one slip to other slips.

How to export slip fields to other slips

1. Click **Slip List**  to open the *Time and Expense Slip List* dialog box.
2. Highlight the slip that contains the fields you want to export and click **Open**  to open the *Slip Entry* dialog box.



You will most likely use this feature as you are editing a slip. Set the slip fields to the values you want. You will then export some or all slip fields to other slips.

3. Click **Export**  from the toolbar to open the *Slip Export (Mass Update)* wizard. Click **Next** to continue.
4. Select the fields that you want to export from the slip (Figure 12.2 on page 12-4). Click **Next** to continue.



This process will not export references unless the destination slips are for the same client as the source slip. When you export references, you must also export the client name.

5. Use the available filters (see “Selection filters” on page 9-5) to determine which slips will receive the selected slip fields. Click **Next** to continue.
6. To change any of the current settings, click **Back**. Otherwise, click **Finish** to export the slip fields.
7. The *Back Up Current Database* dialog box opens, prompting you to make a backup. Since you are making changes that cannot be undone, we recommend that you make a backup before exporting. Select a destination for the backup and click **Save**.

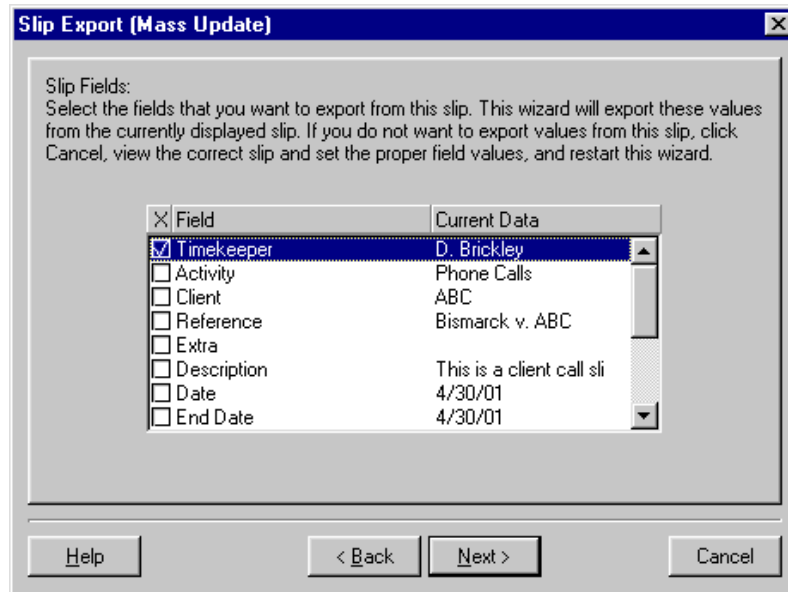


Figure 12.2: Use the *Slip Export (Mass Update)* wizard to export changes from one slip to others.

8. A message indicates the backup was made successfully. Click OK to continue. The slip export will proceed.
9. When the export process is finished, a message indicates the number of slips that the wizard updated. Click OK to return to the *Slip Entry* dialog box.

Closing and Reopening Slips

Timeslips tracks more slip records than any other type of data in the database. Slips provide a vital and detailed record of who was billed, when, and at what value (through the *Billed Value* field). There are many reports that use this data for practice management analysis. You should consider keeping slips available in the database for as long as you intend to use them in these reports.

However, with thousands of slips collected over time, the *Time and Expense Slip List* dialog box will take longer to display slips and many reports will take longer to generate. You can use filters to limit the records, but the process that prepares the list or report can still slow down dramatically. You can avoid this delay by closing old slips periodically.

Closing slips

Select **Slips; Close Slips** to open the *Close Slips* dialog box. Use the *Limit slips to* fields to dictate which slips to close. If you select **use filters**, you can use the filters interface to specify slips. Otherwise, you can use rules based on the age of the slips. The rules **billed, not exported, older than** and **billed, exported, older than** determine the number of months for billed slips by date from the computer's system date. For example, if today is April 15th, and you select **billed, not exported, older than 1 month**, Timeslips will close billed slips with an end date of March 15th or earlier.

The **Include slips on undoable approved bills** option determines whether Timeslips will close a billed slip that is on an undoable bill. After setting up your selection criteria, click **OK** to close the slips. Once closed, slips are no longer available for billing and are not visible in the *Time and Expense Slip List* or *Slip Entry* dialog boxes.



Closing slips does not remove records from or reduce the size of your database.

Including closed slips on reports

Closed slips are available on reports that offer the **Slip.Classification** filter. By default, reports will omit closed slips by including the **Slip.Classification** filter with a value of **Open** in the *Selected filters* list (see Figure 12.3). You can include closed slips by marking the **Closed** check box (see Figure 12.3) or by removing the **Slip.Classification** filter from the *Selected filters* list.

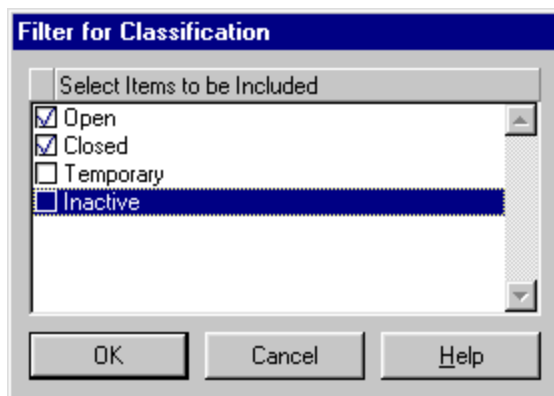


Figure 12.3: Use the classification filter to select slips by classification.

Reopening slips

If you need to access closed slips, use the **Slips; Reopen Slips** command to make closed slips visible throughout Timeslips. This command reverses the effects of the **Slips; Close Slips** command. Use the filters interface to indicate which slips to make visible. When you click **OK**, Timeslips will update the slips.



*Visible slips always have the classification of **Open** in the **Slip.Classification** filter on reports and in other functions.*

Hiding Names

Clients, timekeepers, tasks, and expenses also can become old or obsolete records. All names have a *Classification* field in their *Information* dialog box (see Figure 12.4) that you can use to show or hide these names. The classifications are:

- **Open** – The name is active and visible. You can see it in any list of names and its associated records are available on reports by default.
- **Inactive** – The name is not currently active. Although inactive names are unavailable for transactions and bills, they can still appear on many reports when you use the classification filter to include inactive names.
- **Closed** – The name is obsolete and ready to be deleted. You can delete the name with the **File; Purge** command. Until you purge the name, you can reopen it by changing the classification to **Open** (see “Purging Data and Closing Periods” on page 12-8).



The screenshot shows a dialog box with two input fields. The first field, labeled '1', contains the text 'Seacoast Marine'. The second field, labeled '2', contains the text '00-94253'. To the right of these fields is a label 'Classification' followed by a dropdown menu that currently displays 'Open'.

*Figure 12.4: The **Classification** field is used to show, hide, or delete records.*


You can change classifications at any time. When you change a classification from **Open** to **Inactive** or **Closed**, a confirmation dialog box opens. For clients, it will list types of associated active data such as unbilled open slips, non-zero balances, and unbilled transactions. Once you change an **Open** client to **Inactive** or **Closed**, Timeslips hides all slips and transactions for that client from the entry dialog boxes, list dialog boxes, and reports. You can include inactive slips and transactions on reports with the slip, A/R, or funds classification filter by marking the **Inactive** check box.

When you reopen a client, Timeslips restores all hidden and inactive transactions, allowing you to access them within entry and list dialog boxes.

Changing classification

The *List* dialog boxes for names (clients, timekeepers, tasks, and expenses) provide a method for changing the classifications for multiple names at once. This feature is useful any time you have more than a few names requiring a classification change. For example, if you have finished work for a large number of projects for a client (see “Client projects” on page 8-13), you may want to change the classification for the projects from **Open** to **Inactive** or **Closed**.

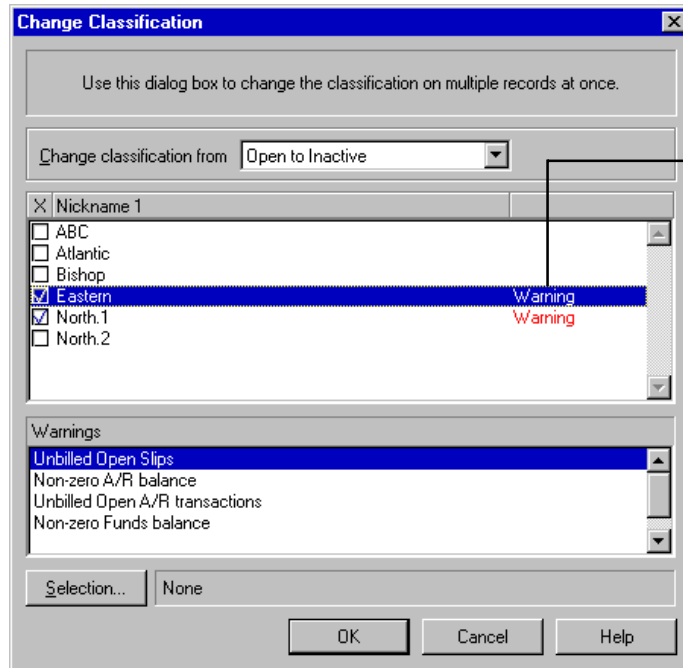
How to change the classification on multiple names

1. Open the *List* dialog box containing the names (clients, timekeepers, tasks, or expenses) for which you want to change the classification.
2. Click **Change Classification**  to open the *Change Classification* dialog box (Figure 12.5 on page 12-8).



*The **Change Classification** dialog box displays names from the current page of the *List* dialog box. To change classifications for inactive or closed names, click on the appropriate page before clicking **Change Classification**.*

3. Mark the check boxes for the appropriate names. When changing the classification for **Open** clients, Timeslips will warn you of any conditions that may affect your decision. If you have unbilled charges, unbilled transactions, a non-zero A/R or funds balance, or a bill in Proof Stage or Audit Stage, you may not want to make a client **Inactive** or **Closed**.
4. Optionally, use the **Selection** button to apply filters (see “Selection filters” on page 9-5) to limit the names displayed.
5. When you click **OK**, a message confirms your intent to change classifications. Click **Yes** to continue.



Warnings annotate names for which you may not want to change classifications. When you highlight a name with a warning, the conditions appear in the Warnings list below.

Figure 12.5: Use the *Change Classification* dialog box to change the classification of many names at once.

Purging Data and Closing Periods

While changing name classifications and closing slips—as discussed in the previous sections—hides data well, you will eventually need to remove older data to reduce the size of your database. Closed names and slips, old histories, and approved transactions will eventually become obsolete. Use the Purge function to remove this data.

To use the Purge function, select **File; Purge**. The *Purge* dialog box (Figure 12.6 on page 12-9) contains two pages that you access by clicking the tabs at the top. Start on the *Select Data to Purge* page. Mark the check boxes of data you want to purge; you can purge more than one type of data at a time. When purging slips, purging transactions, or consolidating histories, you set the selection criteria with the fields to the right of each selected data type. You can also print detailed reports of purged data for record keeping.

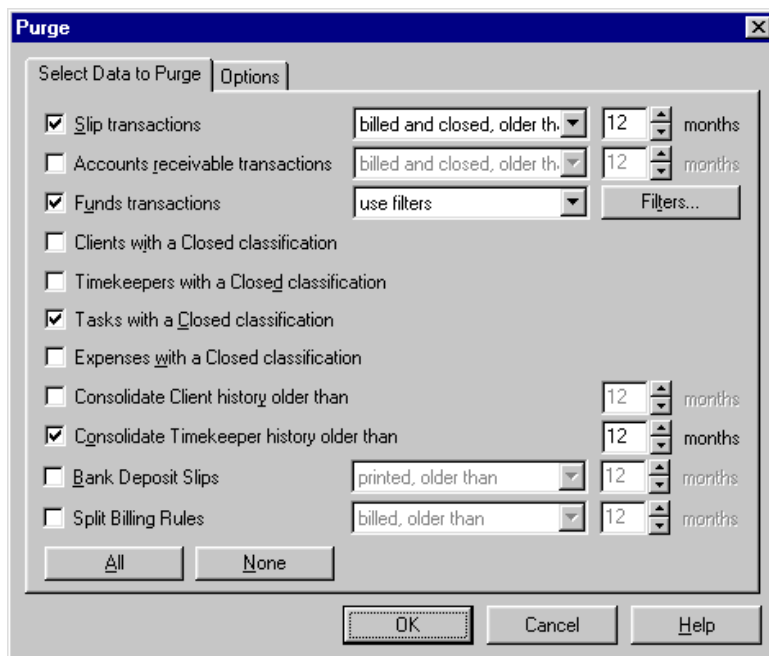


Figure 12.6: On the *Select Data to Purge* page, select the type of data to purge.

Purging names

Timeslips can purge clients, timekeepers, tasks, and expenses that you have marked **Closed** (see “Hiding Names” on page 12-6) with the associated options marked. For example, to purge timekeeper names, mark **Timekeepers with a Closed classification**.

When you purge names, Timeslips will permanently remove slips and transactions associated with those names from the database.

Purging slips and transactions

Many firms choose to purge slips and transactions at the end of a period. The Purge function simplifies this process by offering rules to delete data by age.

Selecting which records to purge

When purging slips and transactions, we suggest you use the **billed and closed, older than** rule to quickly remove obsolete data older than a number of months.

- For slips, *billed and closed* means appearing on an approved bill and closed.
- For accounts receivable transactions, *billed and closed* means appearing on an approved bill, posted to your general ledger (if you have TAL), and printed on a statement. If a payment is applied to an invoice, that invoice must be fully paid, and all payments applied to it must also be billed and posted to your general ledger (if you have TAL). Additionally, you cannot purge a fully paid invoice until you first purge the transactions that pay it off.
- For funds transactions, *billed and closed* means appearing on an approved bill and posted to your general ledger.

The **billed and closed, older than** rule determines the number of months by date from the computer's system date. For example, if today is April 15th, and you select **billed and closed, older than 1 month**, this rule will include transactions with a date of March 15th or earlier. For slips, this rule applies to the end date. You can also provide your own selection criteria with the **use filters** option and the filters interface.

Archiving slips when purging

Although purging slips removes them from the database, you may still want to keep the purged slips somewhere in case you need them at a later date.

On the *Options* page, you can send purged slips to an archive file (see "Archiving Slips" on page 12-12).

Consolidating histories

Timeslips allows you to merge separate months of billed information in the *Timekeeper History* dialog box and the *Client History* dialog box into one total. This reduces the detail for clarity and provides inception-to-date reporting. When you consolidate history, Timeslips merges months of historical data into the *Prior* column of the *History* dialog box, based on the number of months specified. Before consolidating history, you should consider the number of months for which you still want to be able to view detailed history figures.

Completing the purge function

When you have established all settings, click **OK**. Timeslips prompts you to make a database backup. We strongly recommend that you make this backup in case you remove some data accidentally (see “Backing up your Timeslips database” on page 14-11). Before completing the purge function, Timeslips prints the purged data report and generates the slip archive (if you selected those options). Finally, a dialog box asks you to confirm that you want to purge records.

When completed, a message box displays a summary of what was purged.



*For more information on purging, see **Overview of Purging in the Online Users Guide***

How to purge slips

As described in the previous sections, you can purge many types of data using the *Purge* dialog box. The most common use of the Purge process is to purge slips.

To purge slips:

1. Select **File; Purge** to open the *Purge* dialog box (Figure 12.6 on page 12-9). This dialog box offers options to delete several types of data. For this process, mark the **Slip transactions** check box.
2. Use the fields to the right of the **Slip transactions** check box to determine which slips to purge. If you select **use filters**, you can use the filters interface to specify slips. If you select **billed and closed, older than**, you will purge slips with a certain age that you have already included on an approved bill and closed.
3. Click the **Options** tab. Mark the **Place purged slip transactions into an archive file in** check box. Enter a path and file name for the archive file. The file name uses an extension of **.sar** (for example, **C:\MyData\032001Slips.sar**). If the file does not already exist, Timeslips will automatically create it.

If you want to add records to an existing archive file, mark **Add to an existing archive** and click **Browse** to locate the archive file.

4. Mark the **Print a purged data report to** check box and select **Printer**.
5. When you have modified the settings of the *Purge* dialog box, click **OK**. Timeslips will first prompt you to make a backup of your data. Since Timeslips will delete records, we recommend that you make the backup. Click **Yes**.
6. After Timeslips creates the archive file, a dialog box confirms your intention to purge. Click **Yes** to purge.

Archiving Slips

Timeslips allows you to copy slips to a slip archive. A *slip archive* is a file, separate from your database, where you can store slips for retrieval at a later date. The archive file also provides a simple way to move slips between two databases when conditions do not allow you to any of the exchange functions.

When archiving slips, you can mark them as exported. This is a convenient way to identify which slips you have already archived. You can also use this indicator to purge the slips you have just exported.

Archiving slips while purging

The Archive process does **not** remove slips from the database. However, Timeslips offers a way to archive slips as part of the Purge process. Typically, most users will archive slips while purging slips, using the **File; Archive** command only when making a file to move slips between databases.

Moving slips between databases

If you maintain separate databases and you can use the **File; Archive** and **File; Combine** commands to move slips between them.

How to move slips between databases

1. Select **File; Archive** to open the *Archive* dialog box.
2. In the *Archive file path* field, supply a path and file name for the archive file. The file name automatically uses an extension of **.sar** (for example, **C:\MyData\MySlips.sar**).

If the file does not already exist, Timeslips will automatically create it. If you want to add records to an existing archive file, mark the **Add to an existing archive** check box and click **Browse** to find the archive.

3. Use the *Limit slips to* fields to determine which slips to archive. If you select **use filters**, you can use the filters interface to specify slips. Otherwise, you can use rules based on the age of the slips. The rules **not exported**, **older than** and **older than** will include both billed and unbilled slips.
4. Optionally mark **Mark slips as exported** check box. Timeslips will assign a status of *Exported* to all archived slips.

5. When you have modified the settings in the *Archive* dialog box, click **Archive** to archive the slips.
6. Next, move the archive file to the computer with the other database and use the **File; Combine** command to import the slips (see “Restoring archives” below). If your computers are in separate locations, you may want to use the Internet to e-mail or FTP the file.

Restoring Archives

When you want to use the slips that are stored in an archive file, you must restore the slips through the Combine function. This function uses TSImport to import slips from the specified archive file to your Timeslips database.

When combining slips from the archive, you can use the features of TSImport, such as records selection and translations to simplify the process. Refer to the TSImport Help file for more information on these features.

How to combine slips from an archive file

1. When you select **File; Combine**, the TSImport program (Figure 12.7) will open with a template to read archives called **Combine.tpl** (see “Importing data with TSImport” on page 14-27).
2. Verify that *Put data into* is set to **Default** and that the path to your database is correct.
3. Specify the file path to your archive file in the *Get data from* field. By default, TSImport will import all slips from the archive.

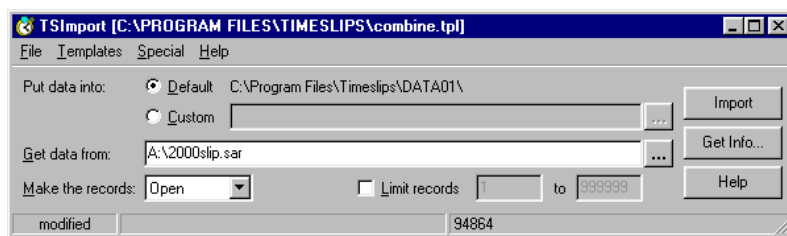


Figure 12.7: TSImport opens with the template set to read archives.

4. The *Make the records* field allows you to open or close slips upon import. However, you may need to access the archived slips temporarily for reporting purposes. If you set *Make the records* to **Temporary**, the slips will be available for reports, but you can delete them instantly when you are finished with them.
5. When you are ready to import slips, click **Import**.
6. If any names stored in the archive are no longer contained in the main database, Timeslips will prompt you with the *Name Unknown* dialog box to decide what to do. You can add the name (or all unknown names) if needed, match the name to an existing one, or skip the slips with the unknown names.

Using and removing temporary slips

When combining slips, if you marked the slips as **Temporary**, use the **Slip.Classification** filter in Timeslips (see Figure 12.8) to include the temporary slips on reports. Mark the **Temporary** check box in this dialog box or remove the filter from the *Selected filters* list to include slips of all classifications.

After you are finished with the temporary slips, select **Transactions; Delete Temporary Slips** to remove them from Timeslips. If you forget this step, the next time you use the **File; Combine** command to make temporary slips, Timeslips will prompt you to delete the old temporary slips before making new ones.



When Timeslips adds a name to the database, it becomes an open record. The **Delete Temporary Slips** command will not delete any names that you have added to a database.

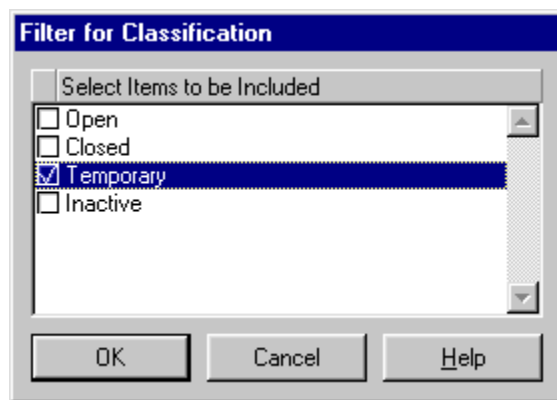


Figure 12.8: You can use the classification filter to include only *Temporary* slips.

Creating Databases and Establishing Connectivity



Every Timeslips site should have one or more people assigned to manage issues such as installation, security, network administration, and database backups. Timeslips considers these people *Timeslips administrators*. They should be trustworthy and knowledgeable because they will have full access to the database and will be controlling access for other users. They will also be performing crucial database functions that could result in data loss if done incorrectly.

Understanding Database Concepts

Your valuable data—all of your clients, slips, payments, and more—is stored in a database. In Chapter 7, you learned the basic ideas behind creating and setting up a new database. In this chapter, you will learn how to create additional databases, establish connectivity between databases, and migrate your Timeslips data between Paradox, Microsoft Database Engine, and Microsoft SQL Server formats. We recommend that you ensure that only the Timeslips administrator (see page 14-1) is in charge of performing these functions.

Timeslips stores each database as a group of files in its own folder. You should make a note of the file path to each database. You will need to know the location of the database in order to perform some database management tasks. Each database contains a master file named **Main.db**. When opening a database within Timeslips, you will be prompted to locate this file name.

A single copy of Timeslips can maintain several databases. Perhaps you work for several companies, tracking their billing information, and each company needs its own database. More likely, there are several people in your firm that will use their own databases to track slips and clients. Timeslips provides several commands to create these databases and share data among them.

Each database can support multiple simultaneous users. The database must be located on a shared hard disk—such as a file server—and you must assign a separate station license to each computer.



*Timeslips lists the number of station licenses purchased and the number in use in the About Timeslips dialog box (select **Help; About Timeslips**). To purchase additional licenses, visit our web site at <http://www.timeslips.com/store> or call (800) 285-0999.*

Determining the Database Style

Typically, you use one database with Timeslips. However, Timeslips can maintain multiple databases. For example, you may be tracking data for more than one firm. Furthermore, employees in your firm may need private databases or databases for use with Timeslips Remote (TSRemote) for remote time and expense entry.

This section helps you determine which style database to create. Use the sections that follow to walk through the process of creating databases of a specific format (database engine).

Creating an empty database, a profession-specific database, or a database for use with electronic billing

Use the **File; New; Database** command to create a new database that is not based on names from your existing database. This database may be completely empty, it may be populated with information for your specific profession, or it may include database settings for use with an electronic billing link.

Creating a database based on your current database

Timeslips can create private databases or databases for use with TSRemote. These databases can include selected timekeepers, clients, tasks, expenses, settings, and abbreviations copied from the main database.

The **File; New** submenu also offers commands that make databases based on your existing database:

- **Database Based On Current** – Creates a Timeslips database that includes name records from the current database
- **Database for the Mac** – Creates a database for use with Timeslips for the Mac (requires Timeslips for the Mac v5.0.4 or higher) that includes name records from the current database

The **File; Remote;** command offers a submenu with this command that makes a satellite database:

- **New Remote Database with Names** – Creates a database for use with TSRemote that includes name records from the current database

Each of these commands opens a dialog box with the filters interface (see “Selection filters” on page 9-5). Use filters to limit the timekeepers, clients, tasks, and expenses that Timeslips transfers into the new database. Mark the **Include database abbreviations** check box if you want to transfer the database abbreviations. If available, mark the **Include security settings** check box to transfer security settings. When you click **OK**, follow the prompts to create the new database.

Database Based on Current

You must create this database in its own folder. Be sure to record the file path to this database to remember where it is. Timeslips will assign the database many of the same settings (from the *Setup* menu) as the current database. You can optionally include database abbreviations and security settings. Users of the new database can use the **File; Open Database** command to access it.



You can use only one database for billing. You should use your satellite databases only to enter slips and names. Do not use satellite databases to enter accounts receivable or funds transactions.

You can use the **File; Exchange** and **File; Connected Databases** commands with this database (see “Sharing Data with Other Databases” on page 14-22 and “Maintaining connected databases” on page 14-24).

Database for the Mac

You create a database for Timeslips for the Mac in two steps. First, use the **File; New; Database for the Mac** command to create a database with selected names. This command will create a single file containing names, abbreviations, and some settings. Make this file accessible to the Macintosh.

Second, in Timeslips for the Mac, select **File; New; From Timeslips for Windows** and select the file that you created on the PC.

In Timeslips for the Mac, use the **File; Send Slips to PC** command to send slips back to the PC version of Timeslips. This command generates a file that you can read in the PC version of Timeslips with the **File; Import** command. This command runs TSImport, where you would use the **Slips From Mac.tpl** template to import the slips (see “Restoring Archives” on page 12-13).

New Remote Database with Names

A Timeslips Remote (TSRemote) database is somewhat different from your main Timeslips database because TSRemote tracks less data. Because we designed TSRemote to be used off-site or away from the network, you need a convenient way to move the new database to the computer running TSRemote. The **File; Remote; New Remote Database with Names** command copies the entire database into a single compressed file with an **.xfr** extension. This file is known as the *transport database*.

You can move the transport database to TSRemote through your network or the Internet using email attachments, FTP, or other techniques. When creating the **.xfr** file, you can save it onto portable media like floppy disks (several may be required). See “How to create a database for TSRemote with data from your main database” on page 16-3.

The TSRemote user can create the new database in TSRemote with the **File; New; Database** command, using the **Transport database (*.xfr)** option.

You can use the **File; Remote; Exchange with Remote**, **File; Exchange**, and **File; Connected Databases** commands with this database (see “Timeslips Remote” on page 16-2, “Setting up the exchange process” on page 14-22, and “Maintaining connected databases” on page 14-24).

If you create transport databases for more than one copy of TSRemote, you should name each file in a way that will allow you to tell them apart. For example, you can name the **.xfr** file after the person or computer to which it is sent, such as **Raymond.xfr** or **Station2.xfr**.



*In order to be able to synchronize names, you **must** provide a unique name for each TSRemote user’s transport database.*

Creating a database based on a backup file

If you installed Timeslips on a new computer, you can create a new database based on a backup file from the previous installation. This allows you to use the data from that database—names, slips, transactions, etc.—in the new databases.

Select **File; New; Database from Backup** to create a new database that is populated with the data from a Timeslips backup file (*.bku). The *Select Backup file* view opens.

Select the backup file from which you want Timeslips to populate your new database. After selecting the appropriate backup file (*.bku), click **Next**.

Determining the Database Format

After you choose how to create your database, using the information in the previous sections, you will choose your database format.



Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL Server (MSSQL). Each of these database formats provides a different level of performance and scalability.



If needed, you can switch from one database format to another, using the Timeslips Migration Utility. See “Migrating Your Timeslips Data” on page 13-30 for more information.

The following sections describe how to create a Timeslips database and establish connectivity for the supported database formats:

Paradox

Paradox is a desktop database that is ideal for small to medium firms. Timeslips provides all of the necessary program files on the Timeslips installation CD-ROM for your firm to use Paradox. All editions of Timeslips support connectivity to Paradox. See “Creating a Paradox Database” on page 13-7 for additional information.

Microsoft Database Engine

Microsoft Database Engine (MSDE) is a client/server database engine that is ideal for small to medium firms. Timeslips provides all of the necessary program files on the Timeslips installation CD-ROM for your firm to use Microsoft Database Engine. Client/server database engines require additional setup procedures, however, they provide increased performance, flexibility, reliability, and scalability. All editions of Timeslips support connectivity to Microsoft Database Engine. See “Establishing Connectivity between Timeslips and Microsoft Database Engine” on page 13-13 for additional information.



Microsoft SQL Server

Microsoft SQL Server is a client/server database engine that is ideal for medium to large firms. Client/server database engines require additional setup procedures, however, they provide increased performance, flexibility, reliability, and scalability. Timeslips Enterprise is the only edition of Timeslips that supports connectivity to Microsoft SQL Server. See “Establishing Connectivity between Timeslips and Microsoft SQL Server” on page 13-22 for additional information.



Sage U.S. Holdings, Inc. does not provide Microsoft SQL Server with Timeslips. You must purchase Microsoft SQL Server from Microsoft Corporation or a third-party vendor.

Creating a Paradox Database

All editions of Timeslips support connectivity to Paradox. The following procedure describes how to create a new Paradox database for your Timeslips data.

How to create a Paradox database for Timeslips

Follow these steps to create a Timeslips database for Paradox:

1. If necessary, start Timeslips (select **Start; Programs; Timeslips; Timeslips** by default).



If you upgraded from a previous version of Timeslips, Timeslips will automatically convert the last active database on startup. This process may take a considerable amount of time if your organization has a large database.

2. Open the *Create a New Database* wizard:
 - If you are opening Timeslips for the first time, the *No Database Selected* dialog box opens at startup (see Figure 13.1 on page 13-8). Click **Make a New Database** to open the *Select a Database Style* view of the *Create a New Database* wizard.
 - Otherwise, select a command from the *File; New* submenu to create a new database: select **File; New; Database**, **File; New; Database from Backup**, or **File; New; Database Based on Current**. See “Determining the Database Style” on page 13-2 for more information on these commands. The *Select a Database Style* view of the *Create a New Database* wizard opens.
3. Select the database type you want to create and click **Next**. Timeslips provides the following database types:

Empty database

Creates an empty database that allows users to define their own terminology, time and expense activities, abbreviations, custom fields, and general settings.

After selecting **Empty**, click **Next**. The *Select Database Engine* view opens (see step 4 on page 13-8).

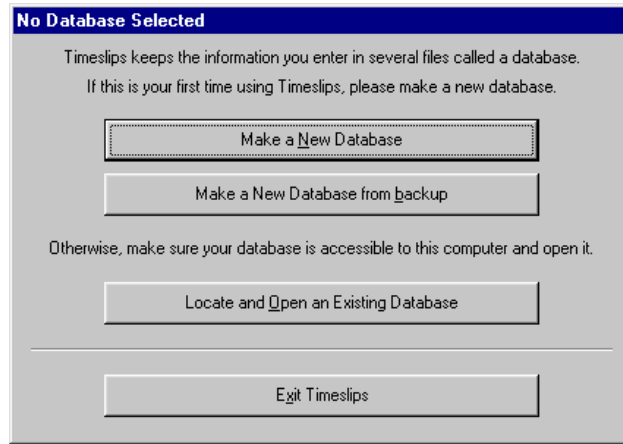


Figure 13.1: If you installed Timeslips for the first time, the *No Database Selected* dialog box opens. Select *Make a New Database* to open the *Create a New Database* wizard.

Profession-specific or electronic billing database


Profession-specific databases contain industry-specific terminology, time and expense activities, abbreviations, custom fields, and general settings.

Electronic billing databases and audit house databases can contain custom fields and activity names required to audit your billing data.

Select your profession from the list of database templates. Timeslips will create a database that is specific to the profession that you select. After selecting the appropriate profession-specific database template, click **Next**. The *Select Database Engine* view opens (see step 4 below).



For more information on profession-specific or electronic billing databases, see *Professions List* or *Overview of Electronic Billing* in the *Online User's Guide*.

4. Select the database engine that you want to use to store your Timeslips data. Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL Server (MSSQL). Select **Paradox** and click **Next**. The *Select Database Location* view opens (see Figure 13.2 on page 13-9).
5. Select the folder in which you want Timeslips to create a Paradox database. If necessary, click **Browse**  to select a different location. After selecting the appropriate folder, click **Next**. The *Select the Number of Decimal Places* view opens.

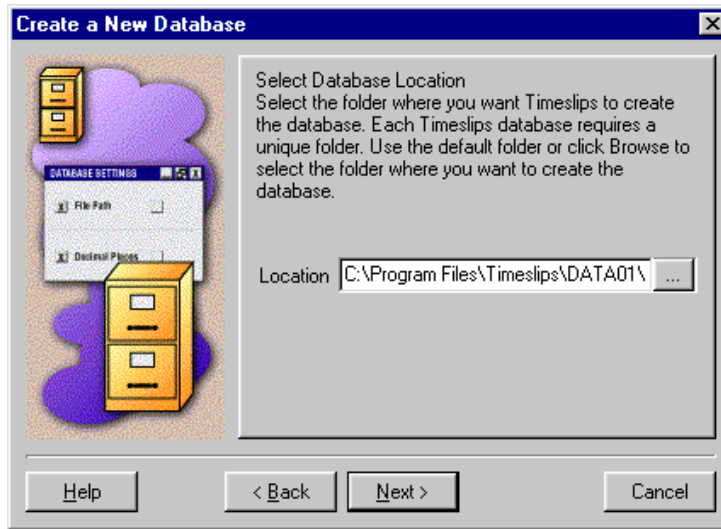



Figure 13.2: Select the folder in which you want Timeslips to create your new Paradox database.

6. Select the number of decimal places that you want Timeslips to track when storing numeric values. These values include currency values for rates, fees, and adjustments, and numeric values for interest rates, markups, and discounts. After selecting the number of decimal places that you want Timeslips to track for these values, click **Next**. The *Select First Month of Fiscal Year* view opens.
 7. On the *Select First Month of Fiscal Year* view, choose the start of your firm's fiscal year. Select the appropriate month and click **Next**. The *Select Next Invoice Number* view opens.
 8. The *Select Next Invoice Number* view determines the invoice number Timeslips prints on the next invoice. This number increments as you generate invoices. Enter a custom invoice number in the *Invoice number* field and click **Next**. The *Select Bill Format* view opens.
 9. Use the *Select Bill Format* view to determine the level of detail that you want to see on your bills. Select a format and click **Next** to open the *Select Bill Layout* view.
-  You can double-click the **Format preview** box to enlarge the image. Click **Done** when you are finished to return to the *Create a New Database* wizard.
10. Use the *Select Bill Layout* view to determine the layout to use as your default bill template. Select a layout template and click **Next**. The *Ready to Create your Database* view opens.



You can double-click the **Layout preview** box to enlarge the image. Click **Done** when you are finished to return to the **Create a New Database** wizard.

11. Timeslips is ready to create your Paradox database. Click **Back** to modify any of the database settings or click **Next** to create your database. After creating the new Timeslips database, the *Database has been created successfully* view opens.
12. Click **Finish** to close the *Create a New Database* wizard. See “Establishing General Settings” on page 7-5 for the remaining set up steps.

Client/Server Database Terms and Considerations

Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL Server (MSSQL). This section details the terms and considerations you need to know when using a client/server database.

Aliases, connectivity folders, connectivity files, and Timeslips Servers

Throughout this chapter and in the Help system, we use the terms *alias*, *connectivity folder*, *connectivity files*, and *Timeslips Server*. These terms are defined as follows:

- An *alias* is a name that is used to describe the connectivity properties between Timeslips and your Microsoft Database Engine (MSDE) or Microsoft SQL Server (MSSQL) databases. These connectivity properties include server name, database name, server login, server password, and connectivity folder. Timeslips requires a unique alias for each database on the MSDE or MSSQL Server.
- A *connectivity folder* is the folder on the Timeslips Server in which Timeslips stores connectivity files. Timeslips creates a unique connectivity folder within the Timeslips installation folder for each database.
- Timeslips stores information about each database connection in a set of files referred to as the *connectivity files*. Timeslips stores these files within the connectivity folder defined for the database.
- The *Timeslips Server* is the first Timeslips installation in your network environment. After installing your Timeslips Server, the local installer allows you to install Timeslips locally on network workstations.

Client/server tools

Timeslips Express and Timeslips (standard edition) provide three additional tools for managing a Microsoft Database Engine database: the Timeslips MSDE Utility, the Client/Server Administrator, and the Timeslips Migration Utility.



Timeslips Enterprise editions provide two additional tools for managing a Microsoft SQL Server database and one additional tool for managing an Microsoft Database Engine database: the Timeslips Client/Server Administrator, the Timeslips Migration Utility, and the Timeslips MSDE Utility.

Timeslips MSDE Utility

The Timeslips MSDE Utility (Figure 13.3 on page 13-12) allows network administrators to manage backup and restore functions on each Timeslips MSDE database on the server. It will also provide the ability to add, edit, and delete logins as well perform integrity checks on the data in each database.



See Overview of the Timeslips MSDE Utility in the Timeslips MSDE Utility Online User's Guide for additional information about Timeslips MSDE Utility functions.

Timeslips Client/Server Administrator

The Timeslips Client/Server Administrator (Figure 13.4 on page 13-12) allows you to manage your Timeslips aliases. This application allows you to view an alias' properties, define default-database properties, and create server login accounts.



See Overview of the Timeslips Client/Server Administrator in the Timeslips Client/Server Administrator Online User's Guide for additional information about Timeslips Client/Server Administrator functions.

Timeslips Migration Utility

The Timeslips Migration Utility allows you to migrate your Timeslips data between database formats. See “Migrating Your Timeslips Data” on page 13-30 for additional information about the Timeslips Migration Utility and “Migrating databases between database formats” on page 13-31 for a list of the migration possibilities between the different database formats.

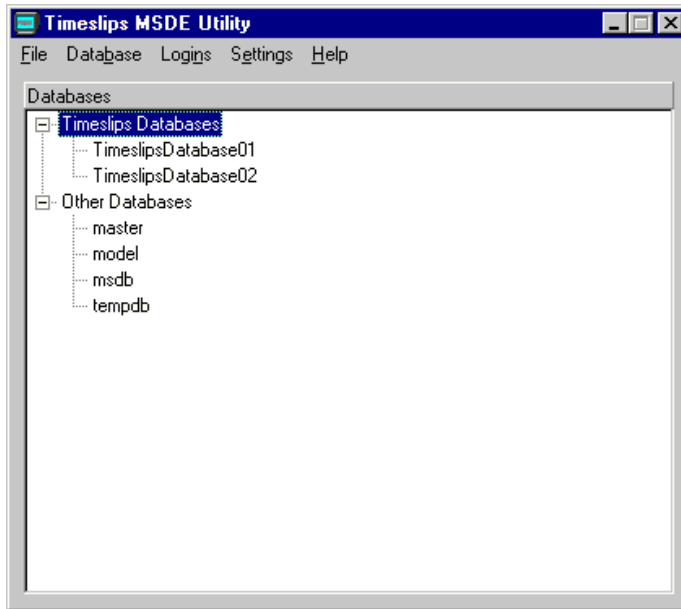


Figure 13.3: Use the Timeslips MSDE Utility to manage backup and restore functions for your Timeslips MSDE databases.

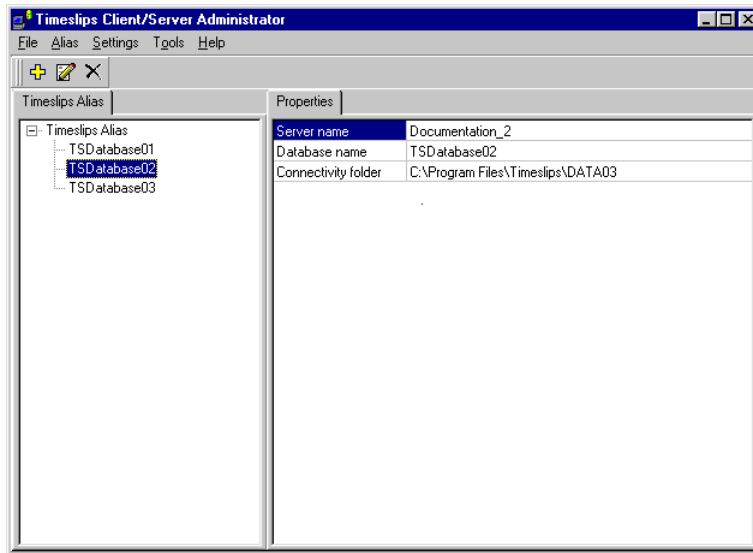


Figure 13.4: Use the Timeslips Client/Server Administrator to manage your Timeslips aliases.

Establishing Connectivity between Timeslips and Microsoft Database Engine

All editions of Timeslips support connectivity to Microsoft Database Engine (MSDE). This section describes how to establish connectivity to your MSDE Server and how to create a new database for your Timeslips data.

In a client/server environment, Timeslips acts as a front end that collects time and billing data. This data is stored in a MSDE database. You must establish connectivity between Timeslips and the MSDE Server for these two systems to work together. The following steps describe how to establish connectivity between Timeslips and MSDE Server.

A. Installing the Microsoft Database Engine Server and Client software

Timeslips requires you to install and configure your MSDE Server and Client software before attempting to create a Timeslips database.

- You must install the MSDE Server software on a network server that is accessible to the Timeslips Server and each network workstation on which you are running Timeslips. See “Installing Microsoft Database Engine” on page 2-31 for more information on installing the MSDE Server software.
- You must install the MSDE Client software on the Timeslips Server and each network workstation on which you are running Timeslips. This allows each Timeslips installation to connect to the MSDE Server. See “Installing the MSDE Client software on your workstation” on page 2-34 for more information on installing the MSDE Client software.

After installing and configuring the MSDE Server and Client software, you must modify the default network library. MSDE uses the *Named Pipes* network library by default. However, Timeslips requires the *TCP/IP* network library to connect Timeslips to your MSDE Server. The following procedure explains how to modify this setting on your MSDE Server and each network workstation on which you installed the MSDE Client software.

How to configure your MSDE Server and Clients to use the TCP/IP network library

Follow these steps to configure your MSDE Server, or the network workstation running the MSDE Client software, to use the TCP/IP network library:

1. At the MSDE Server station or network workstation running the MSDE Client software, open the SQL Server Client Network Utility (select **Start; Programs; MSDE; Client Network Utility**, by default). The *General* page of the *SQL Server Client Network Utility* dialog box opens (see Figure 13.5).



*If your workstation does not have a shortcut for the SQL Server Client Network Utility, run **Cliconfg.exe** located within **C:\Windows\System** (or for NT stations, **C:\Windows\System32**), by default.*

2. Select TCP/IP in the *Default network library* field.
3. Click OK to save the default network library and close the dialog box.

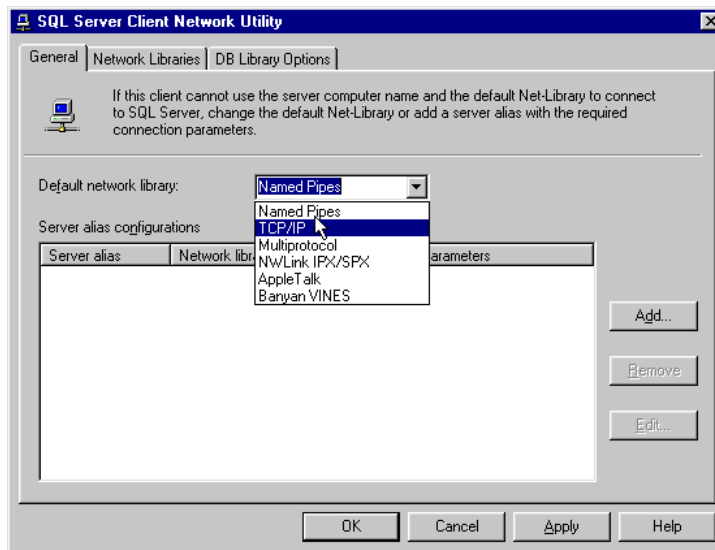


Figure 13.5: Use the SQL Server Client Network Utility to select the TCP/IP default network library on each station running Timeslips.

B. Installing Timeslips

All editions of Timeslips support two different installation configurations when establishing connectivity to Microsoft Database Engine (MSDE).

- Install Timeslips on a network workstation or server that can access the MSDE Server. We refer to this initial Timeslips installation on the network workstation/server as the *Timeslips Server*. In this configuration, you must install the MSDE Client software on this workstation.
- Install Timeslips on the same network workstation/server that you installed MSDE. In this configuration, the MSDE Server and the Timeslips Server reside on the same physical computer.

After determining how you want to install Timeslips, see Chapter 2, “Installing Timeslips” for additional installation information.

C. Creating a server login for Timeslips on your Microsoft Database Engine Server

To maintain the Timeslips database on the Microsoft Database Engine (MSDE) Server, Timeslips requires you to assign a server login the role of *system administrator*. MSDE uses the *sa* login and blank password for the system administrator login by default. However, Timeslips does not support the default server login (*sa*). Because Timeslips does not support the default server login (*sa*), it creates a default login (**Timeslips**) automatically with a blank password if it detects the default server login (*sa*).

If Timeslips does not find either of the default server logins (*sa* or **Timeslips**) or the logins are detected but the passwords are not blank, the *MSDE Login* view opens where you can enter the available login. After you enter the MSDE login, Timeslips creates the default server login (**Timeslips**) with a blank password.

If you installed MSDE using the Timeslips installation CD-ROM, the installer assigns a default login (**Timeslips**) with a blank password automatically.

If you want to create a new server login, you must do so before attempting to create a Timeslips database. There is one method for creating a server login:

- The Timeslips MSDE Utility allows you to create and manage server logins. This application is installed with your Timeslips program files. When you use this application to create your server login, the system administrator role is assigned to the server login automatically.

How to create a server login account with the Timeslips MSDE Utility

Follow these steps to create a server login in the Timeslips MSDE Utility:

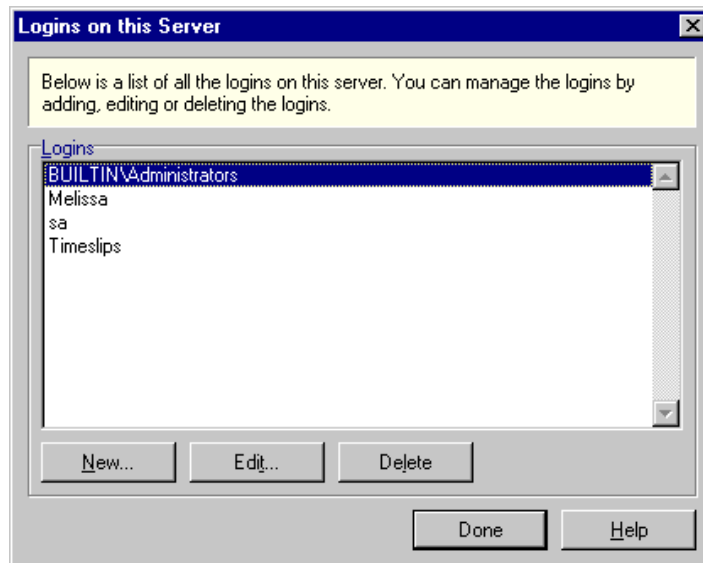


You need only to follow the steps below if you want to use a login and password other than the default server login Timeslips assigned when you installed MSDE using the Timeslips installation CD-ROM.

1. Open the Timeslips MSDE Utility (select **Start; Programs; Timeslips; Timeslips MSDE Utility**, by default).
2. Select **Logins; Edit Logins**. The *Logins on this Server* dialog box opens (see Figure 13.6).
3. Click **New** to open the *Login Entry* dialog box (Figure 13.7 on page 13-17)
4. Enter the appropriate information about the new server login:

New MSDE server login for Timeslips

- **Name** – Enter the server login that you want the Timeslips MSDE Utility to create on the MSDE Server.
- **Password** – Enter the password that you want the Timeslips MSDE Utility to assign to the server login.



*Figure 13.6: Use the **Login on this Server** dialog box to manage the server login that you want to use for your Timeslips database.*

5. Click **OK** to close the dialog box, save the server login, and return to the *Logins on this Server* dialog box.
6. Click **Done** to close the *Logins on this Server* dialog box.

D. Creating a Timeslips database on your MSDE Server

To create a new Timeslips database on your Microsoft Database Engine (MSDE) Server, you must use the *Create a New Database* wizard (select **File; New; Database**) within Timeslips. After supplying the information requested by the wizard, Timeslips generates the database schema required to support your Timeslips installation.

How to create a Microsoft Database Engine database for Timeslips

Follow these steps to create a Timeslips database on the MSDE Server:

1. If necessary, start Timeslips (select **Start; Programs; Timeslips; Timeslips** by default).



If you upgraded from a previous version of Timeslips, Timeslips will automatically convert the last active database on startup. This process may take a considerable amount of time if your organization has a large database.

Figure 13.7: Use the *Login Entry* dialog box to create a new server login for use with your Timeslips MSDE database.

2. Open the *Create a New Database* wizard:
 - If you are opening Timeslips for the first time, the *No Database Selected* dialog box opens at startup (see Figure 13.1 on page 13-8). Click **Make a New Database** to open the *Select a Database Style* view of the *Create a New Database* wizard.
 - Otherwise, select a command from the *File; New* submenu to create a new database: select **File; New; Database**, **File; New; Database from Backup**, or **File; New; Database Based on Current**. See “Determining the Database Style” on page 13-2 for more information on these commands. The *Select a Database Style* view of the *Create a New Database* wizard opens.
3. Select the database type you want to create and click **Next**. Timeslips provides the following database types:

Empty database

Creates an empty database that allows users to define their own terminology, time and expense activities, abbreviations, custom fields, and general settings.

After selecting **Empty**, click **Next**. The *Select Database Engine* view opens (see step 4 on page 13-19).

Profession-specific or electronic billing database

Creates a database containing industry-specific terminology, time and expense activities, abbreviations, custom fields, and general settings.

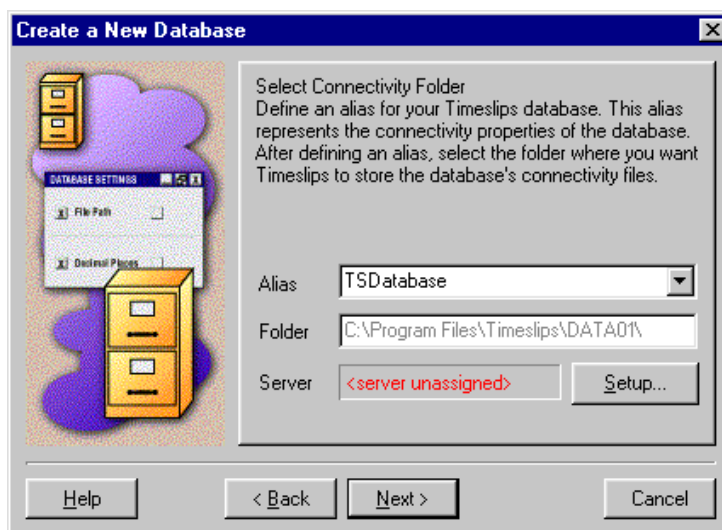
Electronic billing databases and audit house databases can contain custom fields and activity names required to audit your billing data.

Select your profession from the list of database templates. Timeslips will create a database that is specific to the profession that you select. After selecting the appropriate profession-specific database template, click **Next**. The *Select Database Engine* view opens (see step 4 on page 13-19).



*For more information on profession-specific or electronic billing databases, see **Professions List** or **Overview of Electronic Billing** in the Online User's Guide.*

4. Select the database engine that you want to use to store your Timeslips data. Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL Server (MSSQL). Select **MSDE** and click **Next**. The *Select Connectivity Folder* view opens (see Figure 13.8).
5. Select a connectivity folder and alias for the database.
 - **Alias** – Enter the name that you want to use to represent the connectivity properties of your database. These properties include the MSDE Server name, database name, and connectivity folder. Timeslips allows you to enter up to 30 characters for an alias name.
 - **Folder** – The connectivity folder in which you want Timeslips to store information about this database's connectivity information. Timeslips automatically defines the name of your database's connectivity folder.



*Figure 13.8: Select the alias that you want to represent the connectivity properties between Timeslips and your MSDE or MSSQL Server. If the **Server** field displays **<server unassigned>** or you want to modify the properties of the default MSDE or MSSQL Server, click **Setup**.*

Additionally, Timeslips requires information about the Microsoft Database Engine Server on which you want to store your database. The name of the default MSDE Server displays within the *Server* field.

- If the name of the appropriate MSDE Server displays in the *Server* field, click **Next**. The *Select Number of Decimal Places* view opens (see step 7 on page 13-21).
 - If the *Server* field displays <server unassigned>, does not display the name of the appropriate MSDE Server, or if you want to change the login and password used to access the server, click **Setup**. The *Advanced Server Settings* dialog box opens (see step 6 below).
6. Use the *Advanced Server Settings* dialog box (Figure 13.9) to define the properties of the MSDE Server on which you want to create your new Timeslips database. These properties include:
- **Server** – Enter the name of the MSDE Server on which you want to create your Timeslips database.
 - **Login** – Enter the server login that you want Timeslips to use to access the database. This server login must be assigned the system administrator’s role to function properly.
 - **Password** – Enter the password that corresponds to the server login that you entered in the *Login* field.

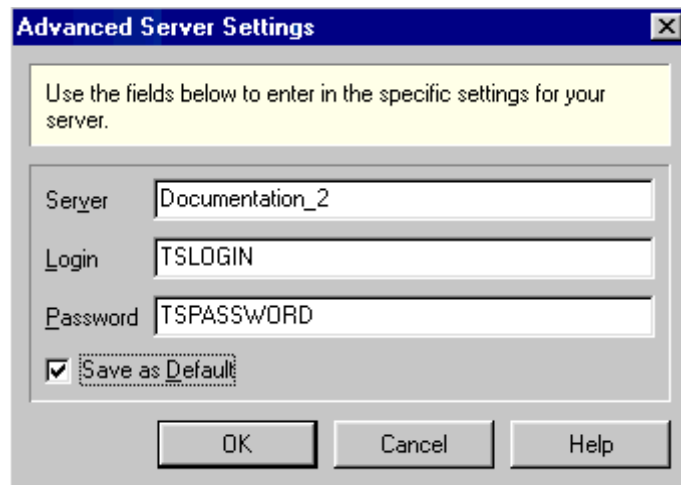


Figure 13.9: Use the *Advanced Server Settings* dialog box to define the properties of the MSDE or MSSQL Server on which you want to create your Timeslips database.



If you have not defined a default MSDE Server for your Timeslips databases, the **Advanced Server Settings** dialog box displays the **Save as Default** check box. If you want to store all additional Timeslips databases on this server, mark this check box. Timeslips will populate the **Server**, **Login**, and **Password** fields for future new databases automatically.

Click **OK** to close the dialog box and return to the *Select Connectivity Folder* view of the *Create a New Database Wizard* dialog box. Click **Next** to continue. The *Select Number of Decimal Places* view opens.

7. Select the number of decimal places that you want Timeslips to track when storing numeric values. These values include currency values for rates, fees, and adjustments, and numeric values for interest rates, markups, and discounts. After selecting the number of decimal places that you want Timeslips to track for these values, click **Next**. The *Ready to Create your Database* view opens.
8. On the *Select First Month of Fiscal Year* view, choose the start of your firm's fiscal year. Select the appropriate month and click **Next**. The *Select Next Invoice Number* view opens.
9. The *Select Next Invoice Number* view determines the invoice number Timeslips prints on the next invoice. This number increments as you generate invoices. Enter a custom invoice number in the *Invoice number* field and click **Next**. The *Select Bill Format* view opens.
10. Use the *Select Bill Format* view to determine the level of detail that you want to see on your bills. Select a format and click **Next** to open the *Select Bill Layout* view.



You can double-click the **Format preview** box to enlarge the image. Click **Done** when you are finished to return to the *Create a New Database* wizard.

11. Use the *Select Bill Layout* view to determine the layout to use as your default bill template. Select a layout template and click **Next**. The *Ready to Create your Database* view opens.



You can double-click the **Layout preview** box to enlarge the image. Click **Done** when you are finished to return to the *Create a New Database* wizard.

12. Timeslips is ready to create your database on the MSDE Server. Click **Back** to modify any of the database settings or click **Next** to create your database. After creating the new Timeslips database, the *Database has been created successfully* view opens.
13. Click **Finish** to close the *Create a New Database* wizard. See “Establishing General Settings” on page 7-5 for the remaining set up steps.

Establishing Connectivity between Timeslips and Microsoft SQL Server



Timeslips Enterprise supports connectivity to Microsoft SQL (MSSQL) Server v7. MSSQL Server is a client/server database engine that provides simultaneous connectivity to potentially hundreds of users. This section describes how to establish connectivity to your MSSQL Server and how to create a new database.

In a client/server environment, Timeslips acts as a front end that collects time and billing data. This data is stored in a MSSQL Server database. You must establish connectivity between Timeslips and the MSSQL Server for these two systems to work together. The following steps describe how to establish connectivity between Timeslips and MSSQL Server.

A. Installing the Microsoft SQL Server and Client software

Timeslips requires you to install and configure your Microsoft SQL (MSSQL) Server and Client software before attempting to create a Timeslips database.

- You must install the MSSQL Server software on a network server that is accessible to the Timeslips Server and each network workstation on which you are running Timeslips.
- You must install the MSSQL Client software on the Timeslips Server and each network workstation on which you are running Timeslips. This allows each Timeslips installation to connect to the MSSQL Server.

After installing and configuring the MSSQL Server and Client software, you must modify the default network library. MSSQL Server uses the *Named Pipes* network library by default. However, Timeslips requires the *TCP/IP* network library to connect Timeslips to your MSSQL Server. The following procedure explains how to modify this setting on your MSSQL Server and each network workstation on which you installed the MSSQL Client software.

How to configure your MSSQL Server and clients to use the TCP/IP network library

Follow these steps to configure your MSSQL Server, or the network workstation running the MSSQL Client software, to use the TCP/IP network library:

1. At the MSSQL Server station or network workstation running the MSSQL Client software, open the SQL Server Client Network Utility (select **Start; Programs; Microsoft SQL Server 7.0; Client Network Utility** by default). The *General* page of the *SQL Server Client Network Utility* dialog box opens (see Figure 13.5 on page 13-14).



*If your workstation does not have a shortcut for the SQL Server Client Network Utility, run **Cliconfg.exe** located within **C:\MSSQL7\Binn** by default.*

2. Select TCP/IP in the *Default network library* field.
3. Click OK to save the default network library and close the dialog box.

B. Installing Timeslips Enterprise

Timeslips Enterprise supports two different installation configurations when establishing connectivity to Microsoft SQL (MSSQL) Server.

- Install Timeslips Enterprise on a network workstation or server that can access the MSSQL Server. We refer to this initial Timeslips installation on the network workstation/server as the *Timeslips Server*. In this configuration, you must install the MSSQL Client software on this workstation.
- Install Timeslips Enterprise on the same network workstation/server that you installed MSSQL Server. In this configuration, the MSSQL Server and the Timeslips Server reside on the same physical computer.

After determining how you want to install Timeslips Enterprise, see Chapter 2, “Installing Timeslips” in this guide for additional installation information.

C. Creating a server login for Timeslips on your Microsoft SQL Server

To maintain the Timeslips database on the Microsoft SQL (MSSQL) Server, Timeslips requires you to assign a server login the role of *system administrator*. MSSQL Server uses the *sa* login and blank password for the system administrator login by default. However, Timeslips does not support the default server login (*sa*).

If you have not created a server login and assigned the system administrator role to this login, you must do so before attempting to create a Timeslips database. There are two methods for creating a server login:

- The Timeslips Client/Server Administrator allows you to create new server logins on your MSSQL Server. Use the *Create Server Login* dialog box (select **Tools; Server Login**) to create a new server login. Using this dialog box to create a new server login automatically assigns the appropriate server role to the server login.
- The MSSQL Enterprise Manager also allows you to create and manage server logins. This application is installed with your MSSQL Server program files. If you use this application to create your server login, you must assign the system administrator role to the server login manually.



We suggest that you create your server login with the Timeslips Client/Server Administrator. However, if you need to modify this server login account, you must use the MSSQL Enterprise Manager. See the MSSQL Server documentation for additional information about creating and modifying server logins with the MSSQL Enterprise Manager.

How to create a server login account with the Timeslips Client/Server Administrator

Follow these steps to create a server login in the Timeslips Client/Server Administrator:

1. Open the Timeslips Client/Server Administrator (select **Start; Programs; Timeslips; Timeslips Client Server Administrator** by default).
2. Select **Tools; Create Server Login**. The *Create Server Login* dialog box opens (see Figure 13.10 on page 13-25).

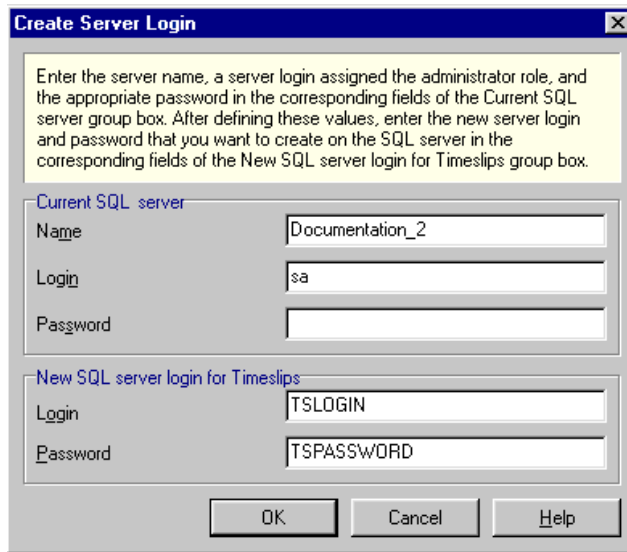


Figure 13.10: Use the *Create Server Login* dialog box to define the server login that you want to use for your Timeslips database.

3. Enter the appropriate information about the server login:

Current SQL server

- **Name** – Enter the name of the MSSQL Server on which you want to create a new server login.
- **Login** – Enter a server login that you assigned the system administrator role. If this is a new installation of MSSQL Server, you can use the default-server login (sa).
- **Password** – Enter the password for the server login that you entered in the *Login* field. If you entered the default-server login (sa), enter the password assigned to this server login on your MSSQL Server. By default, MSSQL Server does not use a password for this login.

New SQL server login for Timeslips

- **Login** – Enter the server login that you want the Timeslips Client/Server Administrator to create on the MSSQL Server.
- **Password** – Enter the password that you want the Timeslips Client/Server Administrator to assign to the server login.

4. Click OK to close the dialog box and save the server login.

D. Creating a Timeslips database on your MSSQL Server

To create a new Timeslips database on your Microsoft SQL (MSSQL) Server, you must use the *Create a New Database* wizard (select **File; New; Database**) within Timeslips. After supplying the information requested by the wizard, Timeslips generates the database schema required to support your Timeslips installation.

How to create a Microsoft SQL Server database for Timeslips

Follow these steps to create a Timeslips database on the MSSQL Server:

1. If necessary, start Timeslips (select **Start; Programs; Timeslips; Timeslips**, by default).



If you upgraded from a previous version of Timeslips, Timeslips will automatically convert the last active database on startup. This process may take a considerable amount of time if your organization has a large database.

2. Open the *Create a New Database* wizard:
 - If you are opening Timeslips for the first time, the *No Database Selected* dialog box opens at startup (see Figure 13.1 on page 13-8). Click **Make a New Database** to open the *Select a Database Style* view of the *Create a New Database* wizard.
 - Otherwise, select a command from the *File; New* submenu to create a new database: select **File; New; Database**, **File; New; Database from Backup**, or **File; New; Database Based on Current**. See “Determining the Database Style” on page 13-2 for more information on these commands. The *Select a Database Style* view of the *Create a New Database* wizard opens.
3. Select the database type you want to create and click **Next**. Timeslips provides the following database types:

Empty database

Creates an empty database that allows users to define their own terminology, time and expense activities, abbreviations, custom fields, and general settings.

After selecting **Empty**, click **Next**. The *Select Database Engine* view opens (see step 4 on page 13-27).

Profession-specific or electronic billing database

Creates a database containing industry-specific terminology, time and expense activities, abbreviations, custom fields, and general settings.

Electronic billing databases and audit house databases can contain custom fields and activity names required to audit your billing data.

Select your profession from the list of database templates. Timeslips will create a database that is specific to the profession that you select. After selecting the appropriate profession-specific database template, click **Next**. The *Select Database Engine* view opens (see step 4 below).



*For more information on profession-specific databases, see **Professions List** in the Online User's Guide.*

4. Select the database engine that you want to use to store your Timeslips data. Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL (MSSQL) Server. Select **MSSQL** and click **Next**. The *Select Connectivity Folder* view opens (see Figure 13.8 on page 13-19).
5. Select a connectivity folder and alias for the database.
 - **Alias** – Enter the name that you want to use to represent the connectivity properties of your database. These properties include the MSSQL Server name, database name, and connectivity folder. Timeslips allows you to enter up to 30 characters for an alias name.
 - **Folder** – The connectivity folder in which you want Timeslips to store information about this database's connectivity information. Timeslips automatically defines the name of your database's connectivity folder.

Additionally, Timeslips requires information about the MSSQL Server on which you want to store your database. The name of the default MSSQL Server displays within the *Server* field.

- If the name of the appropriate MSSQL Server displays in the *Server* field, click **Next**. The *Select Number of Decimal Places* view opens (see step 7 on page 13-28).

- If the *Server* field displays <server unassigned>, does not display the name of the appropriate MSSQL Server, or if you want to change the login and password used to access the server, click **Setup**. The *Advanced Server Settings* dialog box opens (see step 6 below).
6. Use the *Advanced Server Settings* dialog box (Figure 13.9 on page 13-20) to define the properties of the MSSQL Server on which you want to create your new Timeslips database. These properties include:
- **Server** – Enter the name of the MSSQL Server on which you want to create your Timeslips database.
 - **Login** – Enter the server login that you want Timeslips to use to access the database. This server login must be assigned the system administrator's role to function properly.
 - **Password** – Enter the password that corresponds to the server login that you entered in the *Login* field.



*If you have not defined a default MSSQL Server for your Timeslips databases, the **Advanced Server Settings** dialog box displays the **Save as Default** check box. If you want to store all additional Timeslips databases on this server, mark this check box. Timeslips will populate the **Server**, **Login**, and **Password** fields for future new databases automatically.*

Click **OK** to close the dialog box and return to the *Select Connectivity Folder* view of the *Create a New Database Wizard* dialog box. Click **Next** to continue. The *Select Number of Decimal Places* view opens.

7. Select the number of decimal places that you want Timeslips to track when storing numeric values. These values include currency values for rates, fees, and adjustments, and numeric values for interest rates, markups, and discounts. After selecting the number of decimal places that you want Timeslips to track for these values, click **Next**. The *Ready to Create your Database* view opens.
8. On the *Select First Month of Fiscal Year* view, choose the start of your firm's fiscal year. Select the appropriate month and click **Next**. The *Select Next Invoice Number* view opens.
9. The *Select Next Invoice Number* view determines the invoice number Timeslips prints on the next invoice. This number increments as you generate invoices. Enter a custom invoice number in the *Invoice number* field and click **Next**. The *Select Bill Format* view opens.

10. Use the *Select Bill Format* view to determine the level of detail that you want to see on your bills. Select a format and click **Next** to open the *Select Bill Layout* view.



You can double-click the **Format preview** box to enlarge the image. Click **Done** when you are finished to return to the **Create a New Database** wizard.

11. Use the *Select Bill Layout* view to determine the layout to use as your default bill template. Select a layout template and click **Next**. The *Ready to Create your Database* view opens.



You can double-click the **Layout preview** box to enlarge the image. Click **Done** when you are finished to return to the **Create a New Database** wizard.

12. Timeslips is ready to create your database on the MSSQL Server. Click **Back** to modify any of the database settings or click **Next** to create your database. After creating the new Timeslips database, the *Database has been created successfully* view opens.

13. Click **Finish** to close the *Create a New Database* wizard. See “Establishing General Settings” on page 7-5 for the remaining set up steps.

Opening Databases

When you first create your Timeslips database, you define a file path where **Main.db** and all other files associated with this database are stored. When you launch Timeslips, it automatically accesses this database.

You can open another database with the **File; Open Database** command. When opening a database that Timeslips protects with security, the *Database Login* dialog box will open to allow password entry. If necessary, the *Getting Started* wizard (see “Getting Started” on page 7-8) will open to help associate this computer with you and your usage preferences.

Migrating Your Timeslips Data

Timeslips (standard edition) supports connectivity to two database formats: Paradox and Microsoft Database Engine (MSDE). Timeslips Enterprise supports these database formats and also supports connectivity to Microsoft SQL (MSSQL) Server.

If you upgraded to Timeslips (standard edition) and have Timeslips data in a Paradox format, you can use the Timeslips Migration Utility to migrate the data to MSDE format.

If you upgraded to Timeslips Enterprise and have Timeslips data in a Paradox format, you can use the Timeslips Migration Utility to migrate the data to MSDE format or MSSQL Server format.

In addition, if you choose to change database formats while using v10.5, you can migrate your data at any time using the Timeslips Migration Utility.

This section describes how to migrate Timeslips v10.5 data between database formats.

Converting your Timeslips data

The Timeslips Migration utility can migrate only data that is in Timeslips v10.5 format. If you upgraded from a previous version of Timeslips, you must convert your Timeslips data to Timeslips v10.5 format (Paradox or MSSQL) before running the Timeslips Migration Utility. The procedure for converting your Timeslips data depends upon the version of Timeslips from which you upgraded. See Chapter Three, “Converting Your Timeslips Database” for additional information about converting a Timeslips database to Timeslips v10.5 format.

Migrating databases between database formats

After converting your Timeslips database to Timeslips v10.5 format, you can use the Timeslips Migration Utility to migrate your data to a different database format. Using the Timeslips Migration Utility you can migrate data in a:

- Paradox format to Microsoft Database Engine format
- Paradox format to Microsoft SQL Server format
- Microsoft Database Engine format to Paradox format
- Microsoft Database Engine format to Microsoft SQL Server format
- Microsoft SQL Server format to Paradox format
- Microsoft SQL Server format to Microsoft Database Engine format

Migrating data to a destination database

During the migration process, the Timeslips Migration Utility will create a destination database for your migrated data. The Timeslips Migration Utility cannot migrate data to an existing Timeslips database.



The Timeslips Migration Utility must create a new destination database for your Timeslips data. If you are migrating data to a Paradox format, Microsoft Database Engine format, or Microsoft SQL Server format, see “How to create a Paradox database for Timeslips,” “How to create a Microsoft Database Engine database for Timeslips,” and “How to create a Microsoft SQL Server database for Timeslips” on pages 13-7, 13-17 and 13-26 respectively for additional information about each database property.

How to migrate your Timeslips data

Follow these steps to migrate your Timeslips data between database engines.



We suggest that you back up your Timeslips database before migrating your Timeslips data. See “Protecting Your Database” on page 14-11 for additional information about backing up your database.

1. Open the Timeslips Migration Utility (select **Start; Programs; Timeslips; Timeslips Migration Utility**, by default). The *Welcome to the Timeslips Migration Utility* view of the *Timeslips Migration Utility* dialog box opens.
2. After reviewing the information on this view, click **Next**. The *Select Source Database* view opens (see Figure 13.11 on page 13-32).

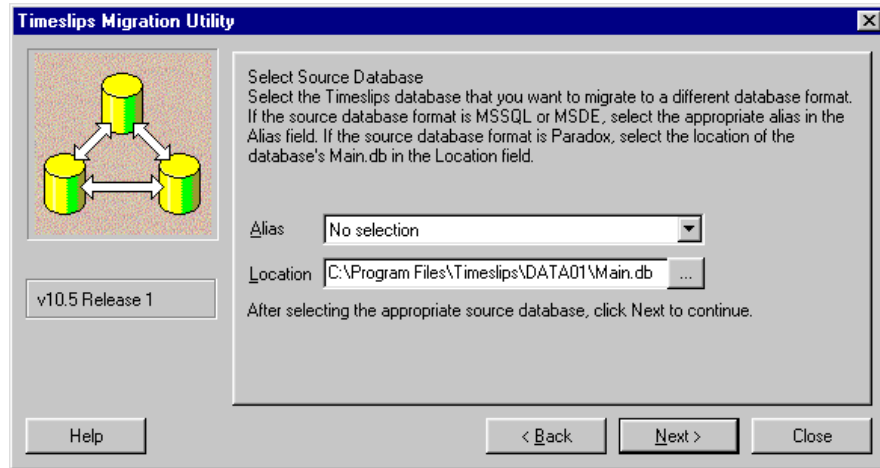


Figure 13.11: The *Select Source Database* view allows you to select the database containing the Timeslips data that you want to migrate to a different format.

3. Select the database that you want to migrate.

- If you are migrating a Paradox database to Microsoft Database Engine (MSDE) format or Microsoft SQL (MSSQL) Server format, select the database's **main.db** in the *Location* field.
- If you are migrating an MSDE database or an MSSQL Server database to a Paradox format, select the database's alias in the *Alias* field.

After selecting the source database, click **Next** to open the *Select the Format of the Destination Database* view.

4. Select the database format to which you want to migrate the source database. Timeslips (standard edition) supports connectivity to two database formats: Paradox and MSDE. Timeslips Enterprise supports these database formats and also supports connectivity to MSSQL.

After selecting the database format, click **Next** to open the *Select Destination Database* view.

5. Select the database to which you want to migrate your Timeslips data:
 - If you are migrating your Timeslips data from a Paradox database to a MSDE database or a MSSQL Server database, enter a new alias name in the *Alias* field. The Timeslips Migration Utility displays the name of the default server (MSDE or MSSQL Server) in the *Server* field. If you need to select a different server or modify the server's login properties, click **Setup**. The *Advanced Server Settings* dialog box opens (see step 5 on page 13-19 and 13-27).
 - If you are migrating your Timeslips data from a MSDE database or a MSSQL Server database to a Paradox database, enter the path to the folder where you want the Timeslips Migration Utility to create the new database and click **Next**. The *Ready to Migrate Data* view opens (see step 5 below).
6. Define the properties of the MSDE or MSSQL Server on which you want to create your Timeslips database.



*If you password protected the Timeslips MSDE Utility or the Timeslips Client/Server Administrator, the Timeslips Migration Utility will require you to supply the password to open the **Advanced Server Settings** dialog box.*

- **Server** – Enter the name of the server (MSDE or MSSQL Server) on which you want to create your Timeslips database.
- **Login** – Enter the server login that you want Timeslips to use to access the database. This server login must be assigned the system administrator's role to function properly.
- **Password** – Enter the password that corresponds to the server login that you entered in the *Login* field.

After defining the appropriate server (MSDE or MSSQL Server) settings, click **OK**. The *Ready to Migrate Data* view opens.

7. Click **Finish** to begin the Timeslips migration process. After completing the migration process, the *Migration Complete* dialog box opens.
8. Click **OK** to close the dialog box and exit the Timeslips Migration Utility.

Managing Databases



Whether you are using Timeslips on one computer or many, preventive maintenance is important to safeguard your valuable Timeslips data. This chapter contains recommended procedures for the Timeslips administrator to perform. It also lists some resources available if you encounter problems when using Timeslips.

This chapter also discusses topics related to safeguarding the validity and integrity of your investment—your databases. These topics include maintaining security, verifying entries and changes to data, enabling audit trails, using the Data Entry Assistant to review data entry, maintaining Timeslips workstations with Station Administrator, and protecting your databases through backups. Lastly, this chapter explains how to share data between Timeslips databases and with other programs.

Maintaining Database Security

Your business depends on the valuable data contained in your Timeslips database. You should protect it from unauthorized access with the security features in Timeslips. You can establish password access for each timekeeper and set restrictions to limit a timekeeper's access to specified data. Security is specific to each database.

As the Timeslips administrator, only you should have access to the Timeslips security system. You set up a master password called the *Supervisor password*. Keep this password in a safe place; you will need it to access any security function. You should do this shortly after you create the database.



If you lose your Supervisor password or it was set up incorrectly, contact our Technical Support department at (900) 680-8463.

There are three elements to the security system, all found in the *Setup; Security* submenu:

- **Global options** – Allows you to establish the Supervisor password, activate the login prompt, and set usage options.
- **Profiles** – Allows you to establish templates or *profiles* for security restrictions. Timekeepers can share security profiles.
- **Timekeeper rights** – Allows you to assign a password and profile to the timekeeper and override profile rights when needed.

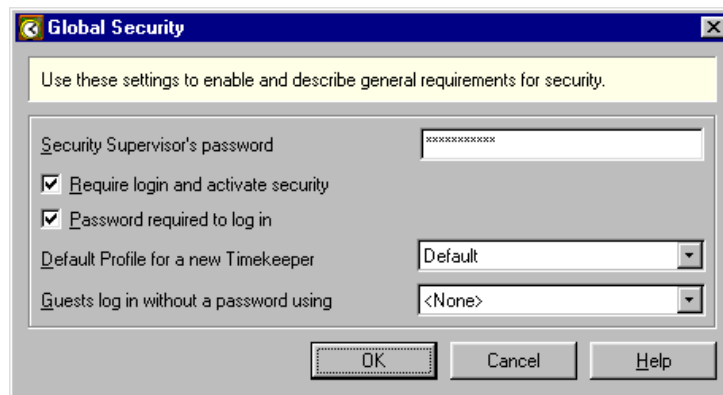
Once you set up passwords, timekeepers can change them with the **Special; Change Password** command and use the **Special; Logout and Lock** command to log out of the database without exiting the program. The latter command is useful for securing your database when you are away from your desk.



*The **Special; Change Password** and **Special; Logout and Lock** commands are available only if security is active.*

Setting global security options

Select **Setup; Security; Global** to open the *Global Security* dialog box (Figure 14.1). The first time you open the dialog box, you should set your Supervisor password. You can change it at any time. Mark the **Require login and activate security** check box to enforce entry through a login prompt.



*Figure 14.1: The **Global Security** dialog box activates security for your Timeslips database.*

Sometimes, you may want someone who is not a timekeeper to log in. You can create a timekeeper record in the *Timekeeper Information* dialog box for this purpose, usually named “Guest.” Assign this timekeeper to the *Guests log in without a password using* field and anyone who logs in with this timekeeper name will not require a password. You should assign this timekeeper’s access restrictions carefully in the *Timekeeper Security* dialog box.



Third-party programs that access the Timeslips database are subject to security settings. Some programs may automatically attempt to log in with the Guest option. Others will display the login prompt.

Maintaining security profiles

A *security profile* is a specific combination of access rights. Select **Setup; Security; Profiles** to open the *Security Profile List* dialog box. Use this dialog box to define security profiles. You can define a separate profile for each group of similar users; for example, you can define profiles by department or position. If needed, you can override these rights for each timekeeper.

Each profile has a descriptive name and a number of available restrictions. Timeslips offers restrictions in various areas. Most types of data—slip, client, user, budget, and so on—can use restrictions to prevent adding, editing, deleting, and purging records, or printing reports based on the record type. Some restrictions are very specialized. For example, timekeepers cannot view others’ slips without the **View slips of other Timekeepers** right in the *Slip* area.

There are also areas for bills, file maintenance, fee allocation, settings, and other miscellaneous rights.

Setting timekeeper access rights

Select **Setup; Security; Timekeeper Rights** to open the *Timekeeper Security* dialog box. This dialog box lists all timekeepers with a classification of Open (since they are the only ones who can log in). Highlight a timekeeper and click **Open** to open the *Timekeeper Security Setting* dialog box (Figure 14.2 on page 14-4). This dialog box allows you to assign the timekeeper’s password (which you can change with the **Special; Change Password** command) and security profile.

If needed, you can override any of the profile’s rights by changing the mark in the left column. Re-establish the use of the profile’s rights by marking the right column.

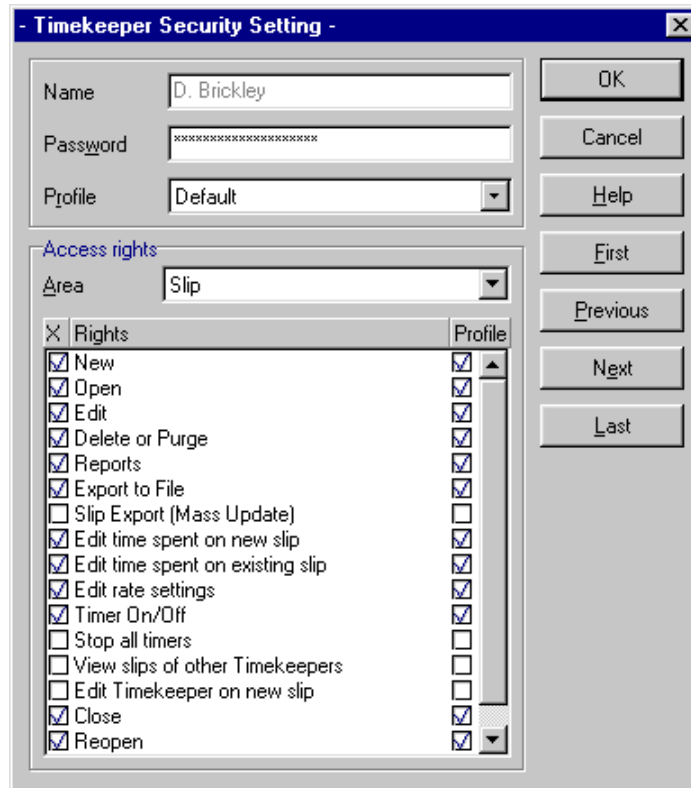


Figure 14.2: Use the *Timekeeper Security Setting* dialog box to manage individual security restrictions.

Auditing Timeslips Data

Your best protection against users entering invalid slips and transactions is to use security to limit who can access and enter data (see “Maintaining Database Security” on page 14-1). However, even after timekeepers have entered data, you can audit who entered the new records and who changed existing records.

- Timeslips offers the Data Enter Assistant to allow timekeepers to review the data they created or modified.
- Timeslips offers audit trails to allow the Timeslips administrator to review records for all timekeepers.



In order to use the Data Entry Assistant or audit trails, you must have security set up on the database, requiring timekeepers to log in with individual passwords. Additionally, the Timeslips administrator should use security settings to restrict timekeeper access to audit trail information.

Reviewing data with the Data Entry Assistant

The Data Entry Assistant enables timekeepers to review slips, account receivable transactions, and client funds transactions that they have created or modified. Timekeepers can view all their work in a given time period, as well as view a summary of their information. This allows timekeepers, for example, to verify their entries at the end of the day.



Select **Special; Data Entry Assistant** to open the *Data Entry Assistant* dialog box, where you can view your data.

Selecting which data to view

Use the *Timekeeper* and *Date rule* fields at the top of the dialog box to determine which data to view. Switch to different pages of the dialog box—Slip, A/R Transactions, Funds Transactions, or Summary—to view specific types of data or a summary of all included records.

Viewing and printing data

Each page of this dialog box will list data associated with the current timekeeper. Double-click any entry to jump to that specific record. For example, double-clicking on a slip will open that slip in the *Slip Entry* dialog box.

Click **Print**  to print a listing of all records on the current page. For example, clicking **Print**  from the *Funds Transactions* page will print a Funds Transactions Listing for the displayed transactions. The *Summary* page allows you to print the Data Entry Assistant Summary report.



For more information on the Data Entry Assistant, see Overview of the Data Entry Assistant in the Online User's Guide.

Enabling audit trails

In addition to security settings, you can enable audit trails on names and transactions. An *audit trail* tracks a history of changes to specified records in the Timeslips database and logs which timekeeper was responsible for those changes. You can control how much data the audit trail tracks and generate a report on the changes.

The two major uses of audit trails are:

- **Database security** – Audit trails track the timekeeper responsible for changes to a specific record. If you have a question about a value or setting, you can determine who made the change.
- **Accuracy of accounting** – Slips and transactions contain values that determine your accounting information. Changes to any value affect your firm's accounting. You can use audit trails to look for errors due to accidental (or intentional) changes to this data. For example, if you export slip information from one slip to other slips, you may affect a large number of slips. The audit trail shows you the effects of the changes.



Audit trails can require a large amount of disk space. While each change to a record only consumes about 200 bytes of disk space, a large database can receive many changes. You should make sure you have adequate disk space on the hard disk containing your Timeslips database to support audit trails.

Select **Setup; Security; Audit Trails** to open the *Audit Trails Setup* dialog box (Figure 14.3). In order to activate audit trails, you must define the *Audit Trails Supervisor Password* and mark the **Enable Audit Trails** check box.

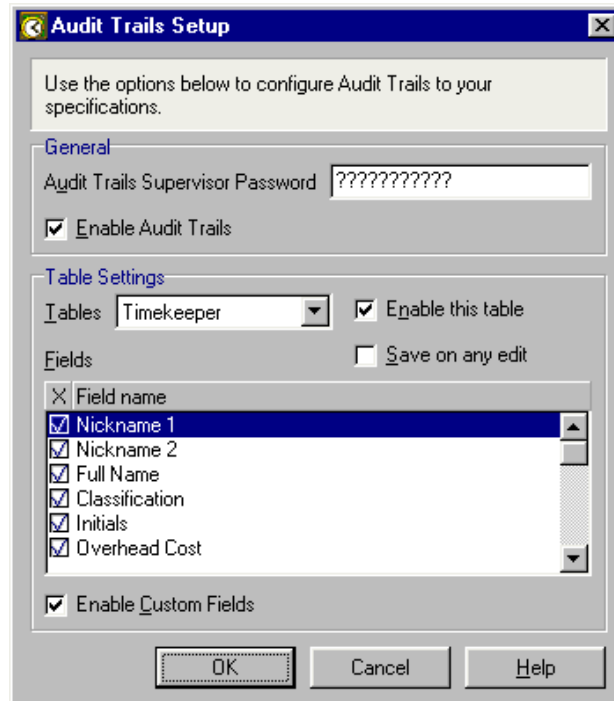


Figure 14.3: In the *Audit Trails Setup* dialog box, choose which type of data to track.


Selecting which data to track

A *table* is a collection of records in a database. Timeslips organizes your database into a number of different tables, each containing a specific type of information. You can enable audit trails for tables that store information on timekeepers, clients, tasks, expenses, references, slips, accounts receivable transactions, and funds transactions. By default, all tables have the **Enable this table** check box marked.


Within each table, you can determine which fields to track. The *Fields* list shows the available tracking fields for the selected table. By default, all fields are marked for tracking. If you do not want to track the changes to a particular field, unmark its check box. Mark the **Enable Custom Fields** check box to track audit trails on custom fields for the selected table.

When you enable audit trails, Timeslips prompts you to add initial audit trail data for existing records in the tables. If you click **Yes**, Timeslips creates audit trail data for the tables you selected. This allows you to determine which entries existed before you enabled audit trails. If you click **No**, Timeslips will begin tracking changes from this point forward.

Viewing and printing audit trail data

Select **Special; Audit Trails** to open the *Audit Trails* dialog box (Figure 14.4 on page 14-8). This dialog box displays the audit trail data for the selected table, timekeeper, and date range. When you highlight a record on the list, Timeslips displays the changes to its fields in the *Field Changes* group box. You can click **Print**  from the toolbar on the *Audit Trails* dialog box to print the Audit Trails report for the data displayed. You can also access this report from the *Other* page of the *Report List* dialog box.

When you open a dialog box containing table information, you can select **Special; Audit Trail on this Record** to open the *Audit Trail on this Record* dialog box (Figure 14.5 on page 14-8). This dialog box allows you to view all audit trail data for the selected record.

For example, if the *Client List* dialog box is open with client **ABC** highlighted, selecting **Special; Audit Trail on this Record** will display audit trail data for ABC. You can also click **Record History**  from the toolbar on the *Audit Trails* dialog box to open the *Audit Trail on this Record* dialog box.

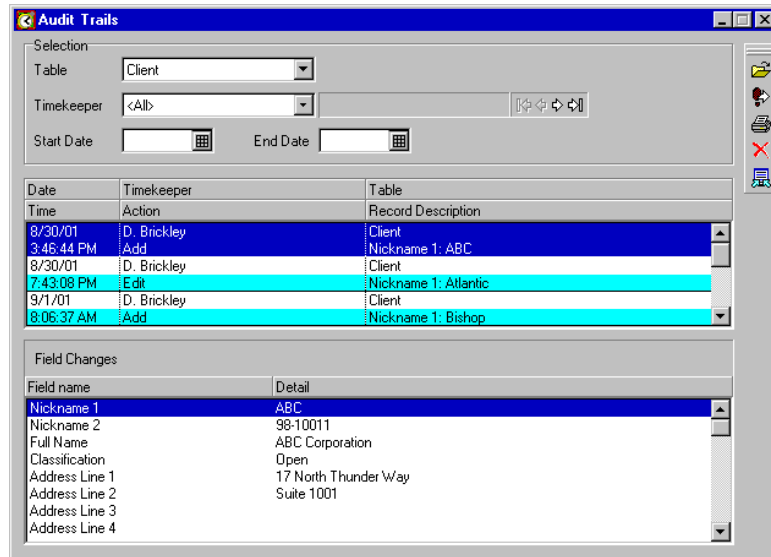


Figure 14.4: In the Audit Trails dialog box, choose which audit trail data to view.

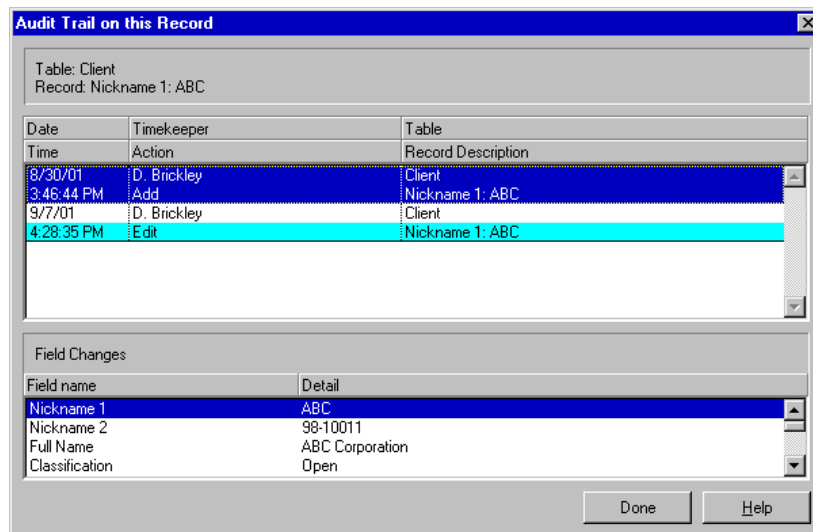



Figure 14.5: On the Audit Trail on this Record dialog box, you can view all audited data for a specific name.

Purging audit trails

Since each change to a record generates audit trail data, the amount of information recorded for your database can be considerable. Periodically, you should remove older audit trail data.

Click **Purge**  from the toolbar to open the *Purge Audit Trails* dialog box. This dialog box allows you to select a table for which to purge all audit trail data through the selected date. You can optionally print a report of the purged data.



See Overview of Audit Trails in the Online User's Guide for more information about audit trails.

Station Administrator

The Station Administrator program (*Statadmn.exe*) is a multipurpose tool for administrators. You can run it as a stand-alone application from your Timeslips program group or from within Timeslips with the **Special; Station Administrator** command. Timeslips will also ask if you want to run it when other stations prevent a critical function.

Station Administrator offers these functions:

- Its main window lists all stations accessing the current database. The list refreshes every 10 seconds to reflect stations that enter and exit the database. When a station exits incorrectly—such as a forced exit or reboot—it will not be logged out. This prevents critical functions (see “Considerations for Multi-user Databases” on page 7-16) from running. You can clear these stations from this list with the **Clear** or **Clear All** buttons.



If you restart Timeslips with no other stations using the database, Timeslips will detect the incorrect station entry and remove it from the list automatically, avoiding the need to use Station Administrator.

- The **Options; Diagnose This Computer** command can analyze possible configuration problems on your computer and perform several troubleshooting functions. See “Diagnosing problems” on page 14-20 for more information.

- The **Options; Licenses in Use** command displays the total number of licenses purchased and the computer names of stations that you have assigned a license. Use this command to monitor licenses and determine if more licenses are needed. You can also use this command to clear a license when a station no longer needs to use it. This allows another station to use the license.
- Use the **Options; Remove Current Station** command at a station that is having license problems. This command will clear all license information. When you restart the program, Timeslips will automatically assign a license to the current station.
- Use the **Options; Multiboot Station License** command to share the same license among two or more operating systems installed on the same computer.
- Use the **Options; Freshen Login** command when a station is notified that it cannot use a database due to a license error.
- Use the **Options; Change Install Path** command to select the **Timeslip.cfg** file used by the current station. This command is needed only if the location of the **Timeslip.cfg** file has changed and you get an error message stating “Another program is accessing your Timeslips database.” Be sure to use the same file path on all computers on which you install Timeslips (see “Installing Timeslips on multiple computers” on page 2-16).
- Use the **Options; Clear Database Path** command to force the current station to select a database the next time you run Timeslips on that station.
- The **Options; Settings** command provides security restrictions for Station Administrator.
- Use the **Options; Change Timeout Settings** command to automatically log out all stations that are inactive for a period of time that you define. This will allow your network backup software to access all files in the Timeslips database if Timeslips is left running on a computer that is accessing that database.

Protecting Your Database

Your Timeslips database contains extremely valuable and irreplaceable information about your business. Since computers are not infallible, you should not risk losing this data to computer failure. The most important action that a Timeslips administrator can take is to ensure that regular database backups are made.

Backing up your Timeslips database

We strongly recommend that you make regular backups of the entire database. A backup may be the *only* way to repair a damaged database. With several recent backups, whether made by Timeslips or your network backup software, you can recover from an otherwise costly and time-consuming disaster.

If a database becomes damaged, Timeslips may detect it within its regular processes. It also provides a Data Verification function to analyze your database for errors.

This section covers the Backup, Restore, and Data Verification functions, and the differences in these procedures depending on the database format you are using (Paradox, Microsoft Database Engine, and Microsoft SQL Server).



For more information on backing up your Timeslips database see “Backing up and restoring your Timeslips data in a Paradox database” on page 14-12, “Backing up and restoring your Timeslips data in a Microsoft Database Engine database” on page 14-14, and “Backing up and restoring your Timeslips data in a Microsoft SQL Server database” on page 14-16.

Making safe backups

The following are some guidelines for creating an effective backup system for your Timeslips database:

- Back up your Timeslips database on a regular basis. The frequency of your backups depends upon the number of daily changes that you make to your database. When determining the frequency of your firm’s backups, remember that the more frequently you back up your Timeslips database, the less data you will lose if you must restore a backup to correct a damaged database.
- Back up your Timeslips database to separate media, such as tape drive or large-capacity disk. Although you can make backups to your hard disk, these backups become inaccessible if your database is corrupted due to hard-disk failure.

Additionally, we suggest that you rotate several different pieces of media in your backup schedule. For example, if you back up to a tape drive, use a different tape for each daily backup within a given calendar week. Using multiple pieces of media for your backups provides several important benefits:

- If you detect data corruption, it may have been present for some time and captured in multiple backups. With several backups, you may be able to find an uncorrupted backup of your database.
- It allows you to store the backup in a secure location, preferably off-site in case of fire or other major disaster to your office.
- Always keep at least three different backups of your Timeslips database.
- Back up your Timeslips database before purging data, closing a period, or executing any process that modifies a large amount of data.
- Use a unique name for each backup of your Timeslips database, such as the date. This ensures that you do not accidentally overwrite a previous backup of your Timeslips database.

The *Startup/Exit* page of the *Personal Preferences* dialog box (select **Setup; Preferences**) contains an option that can automatically prompt you to create a backup after a specified number of days.

Backing up and restoring your Timeslips data in a Paradox database

If you are storing your data in a Paradox database, Timeslips provides a backup and restore function (select **File; Backup**). This function captures every file in your Timeslips database and stores the data in a single compressed file. Creating database backups ensures that only a limited amount of data is lost if database corruption or hardware problems occur.

In addition, use the **File; Backup** command when you want to capture a snapshot of the database before making a dramatic change such as purging data. Timeslips will automatically open the *Back Up Current Database* dialog box when you perform some functions, such as purging.



See Overview of Backing Up and Restoring a Paradox Database in the Timeslips online Help file for additional information about creating and restoring Timeslips backup files. This topic also describes where to select your personal preferences for the backup procedure and additional backup considerations.

How to use the Backup command

To make a backup of your Paradox database:

1. Select **File; Backup** to back up the entire contents of your database folder, including any non-database files.
2. Mark the **Include folders within your database folder** check box to include any folder contained within your database folder in this backup.
3. Click **Yes** to open the *Name the Backup File* dialog box and provide a file path and unique file name with the extension **.bku**. You can place the backup on any media that appears as a drive in the file selection dialog box, including a floppy disk.
4. Click **Save** to make the backup file. The backup compresses all database files into the single file that you specified. If you are using a floppy disk, the system will prompt for additional disks as it fills each floppy.



Timeslips may automatically compress the backup file to less than 20% of the original database size. Be sure your destination media contains enough free space.

5. Timeslips informs you the backup was successful. Click **OK** to close the information dialog box and return to Timeslips.

How to use the Restore command

To restore a backup of your Paradox database:

1. Select **File; Restore** to open the *Restore a Backup Over the Current Database* dialog box to restore a backup and replace the current database.
2. Mark the **Back up the current database first (STRONGLY RECOMMENDED)** check box to back up the current database first. We strongly recommend that you use this option.



If your current database is damaged, you should back it up before restoring another backup. If there is a problem with the backup file you are restoring, you may be left with no active database.

3. Mark **Include subfolders of the current database in backup** check box to include any folder contained within your database folder in this backup.
4. Click **Yes** and provide a file path to the backup file. If you enabled the option to back up the current database, the backup will proceed first, creating a file named **Original.bku** in the same folder as the file path provided.

5. Timeslips informs you the restore was successful. Click **OK** to close the information dialog box and open the restored database.



*If you have activated security and required timekeepers to log into the database, Timeslips opens the **Database Login** dialog box upon restoring a database.*

Using other backup programs with a Paradox database format

When you are using backup software to back up the Timeslips database, there are two requirements:

- You must capture **all** files in the database folder in each backup. Some software packages use an incremental backup function that saves only files changed since the last backup. Since there are over 200 interrelated files in a Timeslips database, restoring a complete database from incremental backups is difficult or impossible.
- To guarantee that data does not change during the backup, you must confirm that all stations have exited Timeslips. You can use the Station Administrator utility to view if anyone is using the database (see “Station Administrator” on page 14-9). If you run automatic backups overnight, you can use the **Options; Change Timeout Settings** command in Station Administrator to automatically log out stations that are left open overnight (see page 14-10).

Backing up and restoring your Timeslips data in a Microsoft Database Engine database

If you are storing your Timeslips data in a MSDE database, you must use the backup and restore component provided with the Timeslips MSDE Utility. Review Timeslips MSDE Utility online Help file for additional information about backing up and restoring your Timeslips database.



*See **Overview of Backing Up and Restoring an MSDE Database in the Timeslips online Help file** for additional information about backing up and restoring your database.*

Before backing up or restoring your Timeslips database

Before backing up or restoring your Timeslips database, we suggest that you close all Timeslips stations. This ensures that users are not attempting to update records during the backup/restore process. Use Station Administrator to view a list of each active Timeslips station. If another station is accessing Timeslips, do one of the following:

- Request that the user exit Timeslips.
- Use the **Clear** command (within Station Administrator) to force the user to exit Timeslips. We suggest that you use this command only if you are sure that the station is idle.



*If you run automatic backups overnight, you can use the **Options; Change Timeout Settings** command within Station Administrator to automatically log out stations left open overnight.*

Backing up Abbrev.db

Timeslips stores your organization's abbreviations in a file (**Abbrev.db**) separate from your Timeslips database. When creating a backup of your Timeslips database on the MSDE server, **Abbrev.db** is not included in the backup.

Timeslips stores this file in the connectivity folder defined for your database. To ensure the integrity of this data, Timeslips automatically backs up this file each time that you modify an abbreviation on the *Database Abbreviations* dialog box. Timeslips also stores this backup file within the database's connectivity folder. These backup files use the following naming convention:

- After modifying your organization's abbreviations, Timeslips creates a backup file named **Abbrev01.bak**. Timeslips stores this file in your database's connectivity folder with **Abbrev.db**.
- The next time that you modify your organization's abbreviations, Timeslips creates a second backup of your abbreviations file labeled **Abbrev01.bak** and renames the first backup file to **Abbrev02.bak**. Timeslips stores both of these files in the database's connectivity folder with **Abbrev.db**.
- Timeslips continues this process until the connectivity folder contains **Abbrev.db**, **Abbrev01.bak**, **Abbrev02.bak**, **Abbrev03.bak**, **Abbrev04.bak**, and **Abbrev05.bak**. Any additional backups made of the abbreviation file will drop the oldest backup (**Abbrev05.bak**) before creating a new **Abbrev01.bak**.



Timeslips stores the backups for the abbreviation file in the connectivity folder. Timeslips creates each database's connectivity folder within the Timeslips installation folder (C:\Program Files\Timeslips by default). We suggest that you manually copy these files to separate media to ensure they are stored in a safe location.

Backing up report templates

Timeslips does not store your report template files within the database. For this reason, you must also manually back up your report templates. We suggest that you keep copies of each report template on separate media. This allows you to retrieve the report template if it becomes damaged.

Backing up and restoring your Timeslips data in a Microsoft SQL Server database

If you are storing your Timeslips data in a MSSQL Server database, you must use the backup and restore component provided with your MSSQL Server software. Review the documentation that accompanies your MSSQL Server for additional information about backing up and restoring your Timeslips database.



See Overview of Backing Up and Restoring a MSSQL Server Database in the Timeslips online Help file for additional information about backing up and restoring your database.

Before backing up or restoring your Timeslips database

Before backing up or restoring your Timeslips database, we suggest that you close all Timeslips stations. This ensures that users are not attempting to update records during the backup/restore process. Use Station Administrator to view a list of each active Timeslips station. If another station is accessing Timeslips, do one of the following:

- Request that the user exit Timeslips.
- Use the **Clear** command (within Station Administrator) to force the user to exit Timeslips. We suggest that you use this command only if you are sure that the station is idle.



*If you run automatic backups overnight, you can use the **Options; Change Timeout Settings** command within Station Administrator to automatically log out stations left open overnight.*

Backing up Abbrev.db

Timeslips stores your organization's abbreviations in a file (**Abbrev.db**) separate from your Timeslips database. When creating a backup of your Timeslips database on the MSSQL Server, **Abbrev.db** is not included in the backup.

Timeslips stores this file in the connectivity folder defined for your database. To ensure the integrity of this data, Timeslips automatically backs up this file each time that you modify an abbreviation on the *Database Abbreviations* dialog box. Timeslips also stores this backup file within the database's connectivity folder. These backup files use the following naming convention:

- After modifying your organization's abbreviations, Timeslips creates a backup file named **Abbrev01.bak**. Timeslips stores this file in your database's connectivity folder with **Abbrev.db**.
- The next time that you modify your organization's abbreviations, Timeslips creates a second backup of your abbreviations file labeled **Abbrev01.bak** and renames the first backup file to **Abbrev02.bak**. Timeslips stores both of these files in the database's connectivity folder with **Abbrev.db**.
- Timeslips continues this process until the connectivity folder contains **Abbrev.db**, **Abbrev01.bak**, **Abbrev02.bak**, **Abbrev03.bak**, **Abbrev04.bak**, and **Abbrev05.bak**. Any additional backups made of the abbreviation file will drop the oldest backup (**Abbrev05.bak**) before creating a new **Abbrev01.bak**.



Timeslips stores the backups for the abbreviation file in the connectivity folder. Timeslips creates each database's connectivity folder within the Timeslips installation folder (C:\Program Files\Timeslips by default). We suggest that you manually copy these files to separate media to ensure they are stored in a safe location.

Backing up report templates

Timeslips does not store your report template files within the database. For this reason, you must also manually back up your report templates. We suggest that you keep copies of each report template on separate media. This allows you to retrieve the report template if it becomes damaged.

Verifying Data Integrity

If Timeslips detects database errors while the program runs, the Data Verification function can review the integrity of the data. The administrator should consider running this command on a scheduled basis to detect small errors before they escalate. Since it is a critical function, you can only run it when all other timekeepers are out of the database.

The **File; Data Verification** command can analyze the contents of each file and identify problems. It has a repair function as well. However, its repair function can only handle simple situations. When Data Verification cannot correct errors, you should either restore a backup or contact Timeslips Technical Support (see page 1-11) for an attempt at data repair.

Along with creating frequent backups, you should verify data periodically. Errors in the database may not show up while using the regular functions of the program.

To verify data, select **File; Data Verification**. The *Data Verification* dialog box (Figure 14.6 on page 14-19) contains three areas:

- **All tables in the database** – Analyzes all *tables*—files with a specific type of data—for problems. Timeslips displays the results in a report at the end of the process.
- **Accounts receivable balances** – Recalculates aged accounts receivable balances from existing transactions.
- **Funds balances** – Recalculates funds balances from existing transactions.

Verifying all tables in the database

There are three settings that apply to general database errors:

- **Rebuild data indices** – Rebuilds all table indices. Each table keeps a copy of some of its data in separate files for quick searches. These are *index files*. If they become corrupt, lists will appear out of order and data entry may be prohibited until the problem is resolved. While this process rebuilds data indices, it does not affect real data. It simply deletes the old index files and creates new ones.



This option is not available when using MSDE and MSSQL Server database formats.

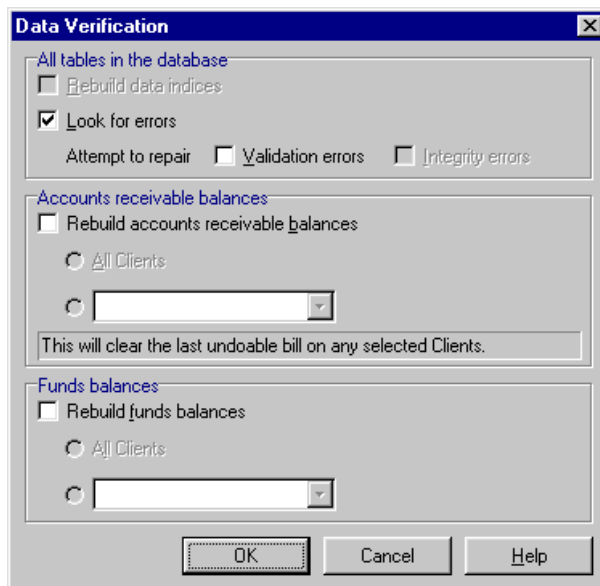


Figure 14.6: You can use the **Data Verification** dialog box to check the integrity of your Timeslips data. Note that some options are not available when using a Microsoft Database Engine database or a MSSQL Server database.

- **Look for errors** – Analyzes all tables, looking for illegal values in fields, inappropriate connections between records, and problems in the structure of the data.
- **Attempt to repair** – Attempts to repair errors that are found. When you mark **Look for errors**, two options are available. We recommend that you first run Data Verification without marking these options. Mark **Validation errors** to set invalid field values to their defaults and remove unidentifiable records. Mark **Integrity errors** to attempt to repair structural integrity errors in the Paradox database files. In addition, validation errors are automatically checked with this option.



The **Integrity Errors** option is not available when using MSDE and MSSQL Server database formats.



The Timeslips MSDE Utility provides an option to perform integrity checks on your MSDE databases. For more information, see the Timeslips MSDE Utility online Help file.

The Data Verification process will prompt you to back up your database. We strongly recommend doing so. This process cannot repair every kind of error.

Timeslips uses the commercial database engine of Paradox, Microsoft Database Engine, and Microsoft SQL Server. If the database file structure is damaged and Data Verification is unable to repair it, the process will create an entry in the error log. Although there are commercial utilities you can use to attempt repair on structural errors of database engines. Unless you are experienced with them, we recommend that you restore a backup or allow Timeslips Technical Support to repair your data.



Microsoft SQL Server format is available only in Timeslips Enterprise installations.

Fixing balances

Accounts receivable and funds account balances are the sum of all associated transactions. A bill's previous balance is the sum of all billed transactions. With potentially thousands of transactions for each client, it could take considerable time to calculate a balance each time you need it. Timeslips shortens this process by keeping a running balance of A/R and funds transactions.

If you think a client's balances are incorrect, use the Data Verification function to recalculate them. Mark the appropriate check box and select a specific client or all clients.

Analyzing results

When the Data Verification process is finished, the *Data Verification Results* dialog box opens, listing the number of errors found and repaired. Click **Print** to print a report of this information. This report may be valuable if you have to call Timeslips Technical Support.

Diagnosing problems

Station Administrator provides the **Options; Diagnose This Computer** command to identify and solve several different types of problems on your computer. As a preventative measure, you should use this command on each station after installing Timeslips. You should also use this command if you encounter data corruption within Timeslips on a particular station.



*For more information, see **Overview of Preventing and Repairing Database Errors** in the Online User's Guide.*

Getting station information

The *About Timeslips* dialog box (select **Help; About Timeslips**) is a tool for reviewing installation settings and Timeslips database characteristics and type. It is a vital element in communicating with our Technical Support department since it provides the product version, features installed, and BDE characteristics. You can print a report of this information from the *About Timeslips* dialog box.

If you have Microsoft Office or Windows 98 (or higher), the *About Timeslips* dialog box can access the Microsoft System Information program through the **System Info** button. This program investigates the hardware, installed programs, and running .dll files that may help identify solutions to problems with Timeslips.

Getting additional help

If you encounter problems with your database, and the previously mentioned options did not solve the issues, there are additional means of getting help for your database errors.

Technical support

Timeslips Technical Support is a paid service that can help answer questions about problems and concepts with the program. Refer to your technical support contract for your assigned support phone numbers. You can purchase a support contract through our web site at <http://www.timeslips.com> or by calling (800) 285-0999 (see page 1-11 for more information on technical support).

Timeslips web site

The Timeslips web site includes a free public forum where you can discuss problems and ideas with other Timeslips users. While you may not receive an answer as quickly as you would by phone, the forum is visited by a number of experienced Timeslips users, including some of our Technical Support staff and certified consultants. Visit our web site at <http://www.timeslips.com>.

Certified Consultants

Sage U.S. Holdings, Inc. also has trained and certified independent software consultants who can help you install, learn about, and solve problems with Timeslips. You can find consultants in your area by visiting our web site at <http://www.timeslips.com/consultant> or calling (800) 285-0999 x3.

Sharing Data with Other Databases

If you maintain additional databases that are based on your main Timeslips database, you will most likely use them for data collection, primarily tracking slips and clients. You must send this data to the main database so that the slips can appear on bills and reports. In the connected database, you should update any timekeepers, clients, tasks, or expenses added or changed in the main database. The **File; Exchange** command will do this for you.

Setting up the Exchange process

The **File; Exchange** command opens the *Exchange Data With Another Database* dialog box (Figure 14.7). The Exchange function moves data between your current database and another database that you select. You can use it whether you are in the main database or a satellite database. Select **You are in the Source Database** if you are sending slips from the current database. Select **You are in the Destination Database** if you are receiving slips into the current database.

The Exchange function can transfer slips to the destination database. It can also transfer names to the destination database and update names in the source database. Mark options to indicate which types of data to transfer.

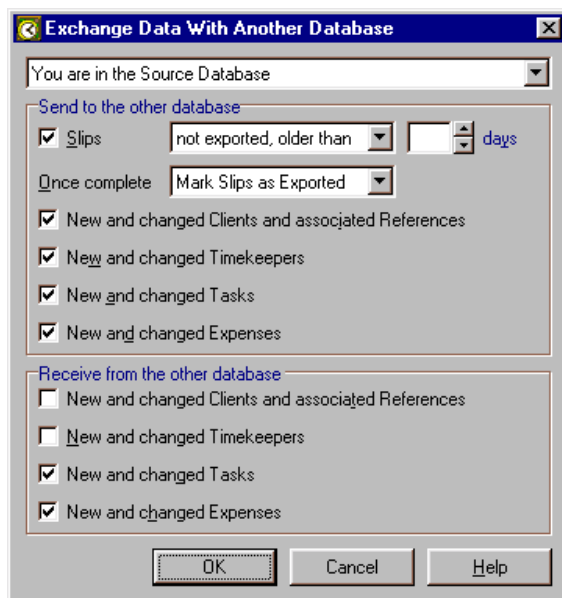


Figure 14.7: Use the *Exchange Data With Another Database* dialog box to exchange slips and names with another database.

If you are transferring slips, mark the **Slips** check box and choose which records to copy. It is easiest to simply transfer all records not previously transferred. To do this, select **not exported, older than**, enter a minimum number of days old, and set *Once complete* to **Mark Slips as Exported**.

When you are finished with your selections, click **OK** and select the other database from the file selection dialog box. You can select either a full database using its **Main.db** file name or a TSRemote transport database with its **.xfr** file name. After you select the database, click **Open** to exchange data.

Working with the Exchange process

The Exchange process transfers names first, based on the following rules:

- You must have created one of the databases from the other with the **File; New; Database Based On Current** or **File; Remote; New Remote Database with Names** commands.

For more information on exchanging data with TSRemote, see “Timeslips Remote” on page 16-2.

- Edits to any nicknames, full name, address and phone numbers (on clients), or custom fields will activate a name for transfer. No other changes will automatically activate it.

The **File; Connected Databases** command can manually modify any of these conditions (see “Maintaining connected databases” on page 14-24). In addition:

- When moving names in both directions, occasionally changes will occur in both databases. For example, suppose an address change is made to the same client in both databases. In this case, settings in the *Send to the other database* group box take precedence over settings in the *Receive from the other database* group box.
- References are only moved when they are attached to a new client.

If you are receiving slips but have not set the destination database to receive new and changed names, the slips may contain names not found in the destination database. When a timekeeper, client, task, expense, or reference is not found in the destination database, Timeslips will prompt you with the *Unknown Name* dialog box (Figure 14.8 on page 14-24) to decide what to do.

You can add the name (or all unknown names) if needed. Often, both databases have the same record under a similar (but not identical) name. You can match those names.

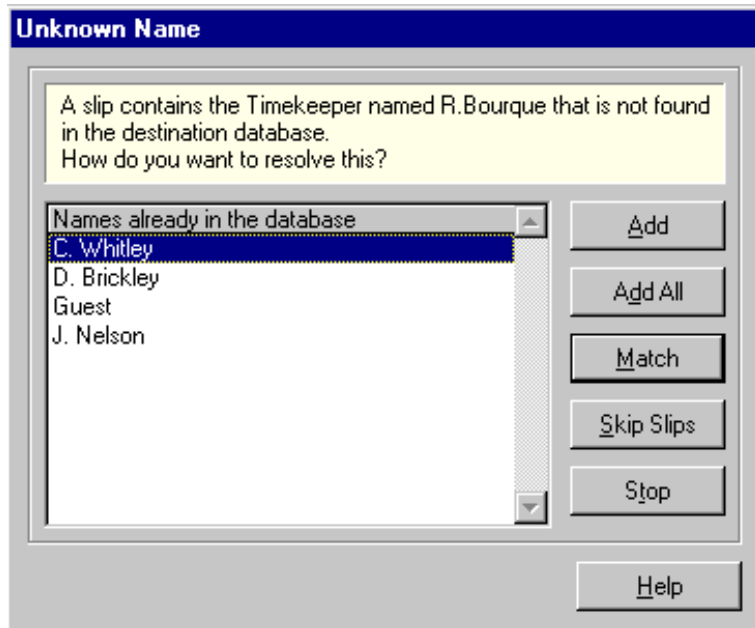


Figure 14.8: The *Unknown Name* dialog box allows you to match an unknown name to an existing one.

Once the process is completed, Timeslips will purge slips if you selected that option in the *Exchange Data With Another Database* dialog box. If the source data came from a TSRemote transport (.xfr) database, Timeslips will replace the transport database file with the updates. A TSRemote user can then use the **File; Receive** command to access the transport database and acquire the changes.

Maintaining connected databases

Timeslips maintains connections between names in databases that you create with the **File; New; Database Based On Current** and **File; Remote; New Remote Database With Names** commands. You can review which databases are connected to the current database and the state of those record connections with the **File; Connected Databases** command.

The *Connected Databases* dialog box (Figure 14.9 on page 14-25) lists each connected database, identifying the type of name (in the *Connected To* column) for which a link is established. You can use the **Disconnect** button to completely cease all future transfers of names to the other database. Do this when the other database no longer exists or when you do not want to transfer a particular type of name. This will keep your database from tracking needless data.

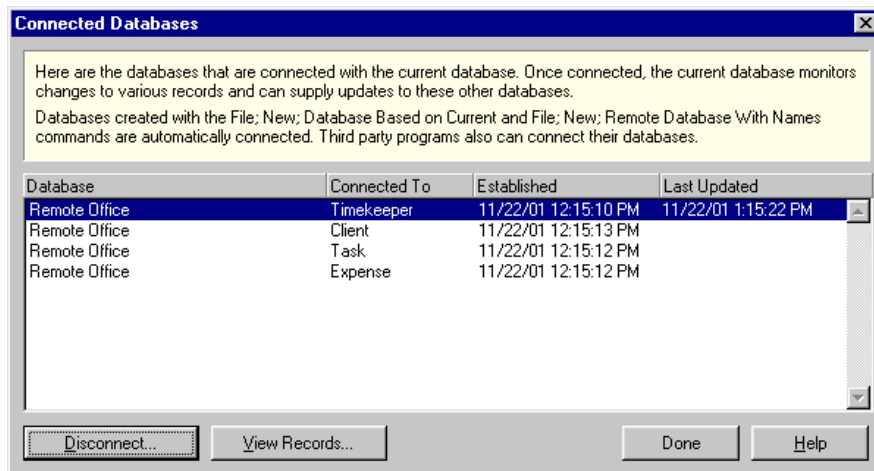


Figure 14.9: Use the *Connected Databases* dialog box to maintain database connections.

Click **View Records** to see how names in your database are connected to the other database and whether they will update on the next use of the **File; Remote; Exchange with Remote** and **File; Exchange** commands. From the *Record Connections* dialog box (Figure 14.10 on page 14-26), you can change the state of these connections. To do so, mark the check box to the left of a name and click the **Disconnect**, **Update**, or **No Update** buttons.

- If you do not want a specific client or other name to transfer to the other database, click **Disconnect**.
- If you want to transfer a record that was changed, it will automatically be marked for update if you edited the nickname, full name, address and phone numbers (on clients), or custom fields. If your edit was to another field, mark that name and click **Update**.
- If you want to delay a transfer, mark the name and click **No Update**.



*The **Connected Databases** dialog box may list databases created by third-party products that connect with Timeslips. You can apply the same actions described above to third-party databases.*

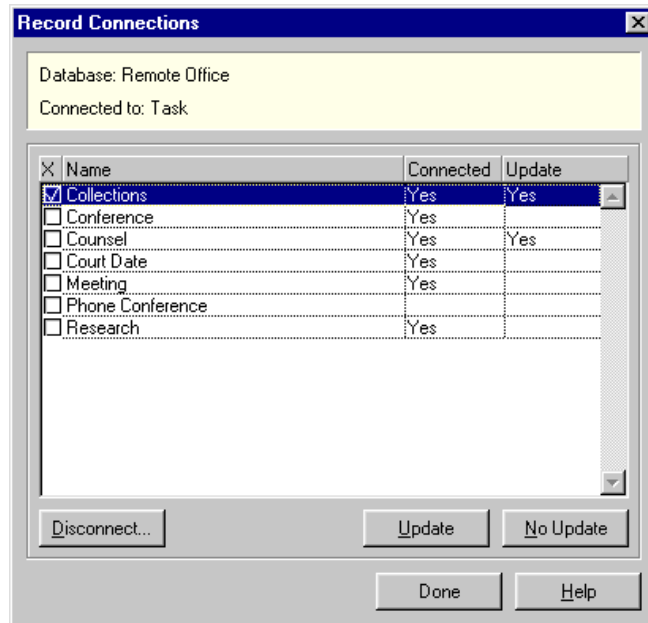


Figure 14.10: The Record Connections dialog box shows which records will receive updates.

Sharing Data with Other Programs

Around your office, there are many potential sources for billable data. Your telephone and photocopiers can be sources for expense slips. Your contact management software can provide time slips. Your 3Com PalmPilot™ or Windows CE-based hand-held computer may track time and expenses in the field. There are many other programs that collect time, expense, and client data that you may want to transfer into or out of Timeslips.

Many software manufacturers have integrated their products with Timeslips. See the documentation included with these products for information on how to connect with Timeslips.



For a list of products that connect with Timeslips, visit our web site at <http://www.timeslips.com>.

If the program you use does not connect with Timeslips, there is another option. Timeslips can import and export many types of data such as slips and clients. This section covers the **File; Import** and **File; Export** commands.

Importing data with TSImport

Timeslips includes a separate program called Timeslips Import (TSImport) that you can use to import data into Timeslips. TSImport handles several common text file formats, delimited and fixed length, and generates slip, client, timekeeper, task, expense, and reference records from the data found in those files.

TSImport is flexible. You configure it to match the data your source files contain. You can use options to filter out undesirable records and memorize how names are matched from the source file into your Timeslips database so that you only have to match names once.



For more information on TSImport, see the online Help within TSImport.

To run TSImport, select **File; Import** from Timeslips or run the TSImport program in the Timeslips folder. You describe the file structure of your source file within a TSImport *template file*. You can save this file and reuse it to import each time.

When you need to use this template, run TSImport and select **File; Open** to select your template. Confirm that the database and source file are correct in the *Put data into* and *Get data from* fields (Figure 12.7 on page 12-13).

Use the *Make the records* field to assign the classification of these new records such as **Open**, **Closed**, or **Temporary** for slips and **Open** or **Inactive** for names. If the data contains records that you do not need, use the *Record Selection* dialog box (select **Templates; Record Selection**) to assign filters to the incoming data or use the *Limit records* fields to import only specific records in your source file.


After setting all options, click **Import**. As the process runs, it may prompt you to resolve naming problems. When importing slips, the data may contain a timekeeper, client, task, expense, or reference that is not found in your database. The *Unknown Name* dialog box (Figure 14.9 on page 14-24) will prompt you to add, match to an existing name, skip all slips with that name, or stop the process. When you are importing names, if the data contains a name that already exists in your database, TSImport prompts you to either overwrite the existing record or add a new record.

When the import process has completed, a dialog box displays an import summary that will indicate any errors. For error details, click the **Journal** button (or select **Special; Show Journal**).

Exporting data

Many database-style and spreadsheet programs can import records if they are formatted in industry-standard file formats. Timeslips supports two formats—tab delimited and comma delimited (CSV)—on some of its reports. Typical reports that support exporting to these formats have a simple columnar style, where each row contains a data record. Additionally, you can export slip and client reports created with the Report Designer in these formats.

The Export function provides a central place for any reports that you use to export data. Select **File; Export** to open the *Export Data* dialog box. Since export templates are essentially report definitions that you output to tab delimited or comma delimited formats, this dialog box resembles the *Report List* dialog box (see “Using the Report List Dialog Box” on page 10-3).

Unlike the *Report List* dialog box, the *Export Data* dialog box has almost no reports installed because exporting depends on your specific needs. Click **New**  to add an export template through the *Add an Export Template* wizard. This wizard is similar to the *Add a Report* wizard but contains only the reports that can be exported (see “Adding Reports” on page 10-11).

To move data to a third-party program, we recommend that you create a Slip Detail or Client Detail report in the Report Designer with fields chosen to match the requirements of the third-party program.

Transferring Data to Your General Ledger

The Timeslips Accounting Link (TAL) connects Timeslips to the general ledger module of an accounting program. TAL uses the G/L Transfer Register report to distribute your accounts receivable and client funds transactions into general ledger accounts and send them into your accounting program. See “Timeslips Accounting Link” below for more information.



The Timeslips Accounting Link (TAL) is a Timeslips Add-On. You can purchase add-on products by visiting our web site at <http://www.timeslips.com/store> or by calling (800) 285-0999.

Timeslips Accounting Link

Timeslips focuses on tracking accounts receivable (A/R). In accounting terms, *accounts receivable* is the invoicing portion of an accounting system. The *general ledger* (G/L) consolidates data from A/R and other areas of accounting systems—like accounts payable (A/P) and sales order—to give a complete picture of your finances.

Timeslips can link to over 30 accounting programs. Each one has implemented the link in its own way. For each accounting program, we provide specific online Help for setting up the link and transferring data into your general ledger.

If TAL does not offer a link to your accounting program, you can still use it to generate the G/L Transfer Register report. This report details the accounting data for manual entry into your general ledger.

Understanding accounts

A general ledger keeps many totals about specific elements of your business, including how much cash is on hand, in the bank, owed by clients, and more. Each element is called an *account* in the general ledger and is associated with the typical account types of assets, liabilities, revenue, and expenses.



Before you attempt to use TAL, be sure that you understand accounting concepts and your general ledger program. Consult your accountant if you have questions as to the accounting methods your company uses.

Like the other modules of your accounting system, TAL transfers its data into your general ledger by updating accounts. Therefore, you must be sure that your general ledger has defined the accounts needed by Timeslips. Although you can use existing accounts, we recommend that you create new accounts specifically for use by TAL.

Table 15.1 on page 15-3 shows the accounting categories used by TAL. Each one requires an account defined in the general ledger (except those marked “Accrual only” if the general ledger is using the Cash accounting method).

TAL permits more than one general ledger account for many of these account categories. This allows you to handle more specific cases like separating fees from costs, having accounts for specific names, and having accounts for specific tax rate rules and bank accounts.

Account Name	Type	Increased by	Tracks in TAL
Cash	Asset	Debit	Payments
Charges	Revenue	Credit	Billed charges
Write-ups	Revenue	Credit	Positive adjustments
Write-downs	Expense	Debit	Negative adjustments
Tax Payable	Liability	Credit	Taxes paid to you
Accounts Receivable	Asset	Debit	(Accrual only) Billed, but unpaid charges
Tax Receivable	Liability	Credit	(Accrual only) Billed, but unpaid taxes
Suspense	Revenue	Credit	Unapplied payments (Decreased by a debit when money is applied to the invoice)
Credit	Expense	Debit	(Accrual only) Credits (Offsetting entry decreases A/R with a credit)
Allowances and Discounts	Revenue	Debit	(Accrual only) Discount transactions
Write-offs	Asset	Debit	(Accrual only) Write-offs (Offsetting entry decreases A/R with a debit)
Refund Payable	Liability	Credit	Refund transaction (Offsetting entry decreases Suspense with a debit)
Interest	Revenue	Credit	Interest and finance charges
Cash Escrow	Asset	Debit	Increases to client funds
Client Escrow	Liability	Credit	Decreases to client funds
Work in Process	Asset	Debit	(Accrual only) Unbilled slips
Work in Process Offset	Liability	Credit	(Accrual only) Offset for unbilled slips
Progress Billing Offset	Liability	Credit	(Accrual only) Billed charges to date on a non-final progress bill

Table 15.1: TAL account categories

Specific accounts

Specific accounts enable you to dedicate a single account in your general ledger to a particular timekeeper, client, activity, timekeeper-type custom field, tax rate rule, or bank account from Timeslips. For example, specific accounts are useful if you want to track billing and revenue amounts for fees by each timekeeper and transfer the data to the corresponding income accounts in your general ledger.

Additionally, you can transfer costs to individual expense accounts such as photocopies, postage, and courier accounts rather than a single cost account provided in the general accounts.

Specific accounts for timekeepers can also track, transfer, and report adjustments entered in Timeslips. This enables you to separately track the full billable amount for each timekeeper from adjustment bill arrangements. You can transfer write-ups and write-downs into separate accounts or to a combined account.

Depending on your needs, you may want to consider defining additional accounts (see Table 15.2 on page 15-5).

You do not need to define every additional account. If TAL cannot find an account for a type of data, it will look for a more general account in the same account category until it reaches the main account. For example, if you track charges for fees by timekeeper, when a bill includes charges for timekeeper Joan Smith, TAL will look for an account associated with Joan Smith. If you have not defined an account for Joan Smith, it will look for the Charges on Fees account. If you have not defined that account, TAL uses the general Charges account.

Account Name	Additional Accounts
Cash	Fees, costs, specific bank accounts
Charges	Fees, specific names on fees, costs, specific names on costs. Specific names included individual timekeeper, client, task, and expense activities. You can also define accounts for timekeeper-type custom fields, such as Originating Attorney.
Write-ups	Fees, specific names on fees, costs, specific names on costs
Write-downs	Fees, specific names on fees, costs, specific names on costs
Tax Payable	Fees, specific tax rate rules on fees. specific tax rate rules on costs
Accounts Receivable	Fees, costs
Tax Receivable	Fees, specific tax rate rules on fees, costs, specific tax rate rules on costs
Client Escrow	Specific bank accounts
Cash Escrow	Specific bank accounts
WIP	Fees, costs
WIP Offset	Fees, costs

Table 15.2: TAL specific account categories

Linking to the general ledger

The *About Timeslips* dialog box (select **Help; About Timeslips**) will indicate whether TAL is part of your Timeslips installation. If not, you will need to purchase and install TAL, following the installation directions included with your TAL package.



You can purchase add-on products by visiting our web site at <http://www.timeslips.com/store> or by calling (800) 285-0999.

Once you have installed TAL, two commands, **Accounting Link** and **G/L Accounts**, are added to the *Setup* menu. You will use both commands to establish the link.

Establishing TAL general settings

Select **Setup; Accounting Link** to open the *TAL General Settings* dialog box (Figure 15.1). Use this dialog box to do three things: establish a link to the general ledger, supply rules for transferring invoices and payments, and determine which additional accounts you want to use on the Charges, Write-up, and Write-down account categories.

The *Linked accounting program* field identifies the currently linked program. Initially, Timeslips sets this to **No Accounting Software**. If you have a general ledger, click on this field. The *Accounting Program Setup* wizard (Figure 15.2 on page 15-7) will lead you through the linking process.

TAL General Settings

Linked accounting program: Business Works 12.2 - 12.5

Path to Chart of Accounts: C:\BW\Data\Glocoat.dat Browse...

Accounting method: Cash

Transfer invoices as: Detail

Transfer payments as: Detail

Transfer Work In Process: ☐ Time slips ☐ Expense slips

Transfer WIP as: Detail

Specific accounts

Charges accounts for fees: None

Charges accounts for costs: None

Adjustment accounts for fees: None

Adjustment accounts for costs: None

About This Link... OK Cancel Help

Figure 15.1: Use the *TAL General Settings* dialog box to establish a link to the general ledger.

As you follow the steps, you can click the **How To Set Up** button to review a Help topic containing specific information on linking to your accounting program. You may want to print out this information and use it to create the file that contains the chart of accounts. The Help system provides account number suggestions for major accounts.

Upon returning to the *TAL General Settings* dialog box, click **Browse** to locate your chart of accounts file.

Next, indicate whether the general ledger tracks finances with the Cash or Accrual accounting methods. Use the *Transfer invoices as* and *Transfer payments as* fields to indicate whether you want to transfer each line item in detail or summary (as totals for each account).

In the *Specific accounts* fields, you can indicate whether you have accounts for timekeeper, client, task, expense, or timekeeper-type custom fields that will be used with the Charges, Write-up, and Write-down accounts.

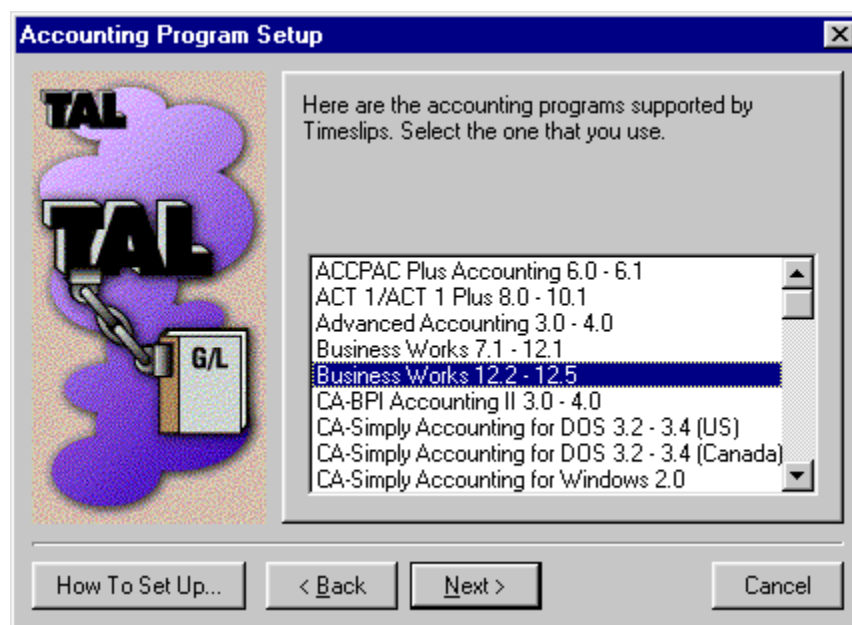


Figure 15.2: Use the *Accounting Program Setup* wizard to lead you through the linking process.

Setting up general ledger accounts

Now that you have linked Timeslips to your general ledger, you can assign the accounts that you created in your general ledger to TAL. Select **Setup; G/L Accounts** to open the *TAL Accounts* dialog box (Figure 15.3). There are two areas in this dialog box:

- *Accounts used by TAL* is an expandable outline that shows all of the TAL accounts and the current G/L account name (usually a number) associated with each account. Unassigned account names appear as *unassigned*. When the account name appears in red, it is required and is either unassigned or has an invalid setting.
- *Chart of accounts* lists all accounts in your general ledger or offers the *Account number* field where you can define accounts manually.



If you are not linking to an accounting package, Timeslips displays this group box as *Account number*.

Accounts used by TAL	
= Cash	1010.00
Fees	unassigned
Costs	unassigned
= Charges	6001.00
Fees	unassigned
Costs	unassigned
+ Write-ups	6004.00
+ Write-downs	7501.00
+ Tax Payable	unassigned
Suspense	unassigned
Interest	unassigned
Refund Payable	unassigned


Chart of accounts [C:\BW\data\Glocoat.dat]	
TAL WRITE DOWNS COMPREHENSIVE	7501.00
TAL WRITE DOWNS FEES	7502.00
TAL WRITE DOWNS COSTS	7503.00
TAL CREDIT	7504.00
TAL WRITE OFF	7505.00
Office Supplies, Sales	7550.00

Figure 15.3: The *TAL Accounts* dialog box shows all of the TAL accounts and the current G/L account names.

You must assign G/L accounts to the outline. Click on an item in the outline and click on the associated chart of accounts entry from the list below. When you click **Save**, Timeslips assigns the account name. Repeat this procedure for each account that you want TAL to use. Be sure to assign or validate all accounts that appear in red.

Collecting data

As you enter payments and other accounts receivable transactions, generate invoices, and enter funds transactions, you are collecting data to transfer to the general ledger. Timeslips does not send this data immediately, because once it is posted to the general ledger, you can no longer edit it.

Each transaction indicates that it has been posted to the general ledger on its *Entry* dialog box and with the **Posted** symbol  on the *List* dialog boxes.

Transactions entered in accounts payable

Some transactions are generated in two places: Timeslips and your accounts payable (A/P) module. Here is how to handle these transactions:

- **Check or A/P invoice** – Some accounting programs automatically transfer these entries into Timeslips, generating expense slips or client funds withdrawal transactions. Since the A/P module will update your general ledger, you do not want Timeslips to transfer this transaction. In the case of a withdrawal transaction, you must unmark the **Transfer this entry to the general ledger** check box in the *Client Funds Transaction Entry* dialog box.
- **Deposit** – When a deposit to client funds is made in both systems, unmark the **Transfer this entry to the general ledger** check box in the *Client Funds Transaction Entry* dialog box for the deposit transaction in Timeslips.
- **Refund** – When a refund check is made in the A/P module, be sure to enter a matching refund transaction in Timeslips. Timeslips uses the Refunds Payable account for refund transactions. You should define a different account number in your general ledger for tracking refunds from your A/P module.

Transferring data

Periodically, you should transfer A/R and client funds transactions to the general ledger with the G/L Transfer Register report. Select **Transactions; G/L Transfer Register** to open to the G/L Transfer Register report. This report transfers all of the transactions into their respective G/L accounts. Once printed, the report sends the data to your general ledger.

Set up any selection criteria you need, such as a date range to omit recent records that have not been reviewed for accuracy. Print the report to the printer or to a file. Printing to display will show the report but will not transfer the data.



*Your general ledger may require entries to be made within a specific period. If you have transaction dates falling outside the specified range, you need to assign them to valid dates. Settings on the **Options** page of the **Report Entry** dialog box will allow you to do this.*

After Timeslips prints the report, the *Transfer Register Completed* prompt will ask if you want to post the data. Click **Yes** to export the records into an intermediate file named **Glxfer.dat**. Once exported, there may be some additional steps to import the data into your general ledger. You will be asked if you want to see those steps. You can print them out and use them each time you transfer data.



To see how TAL translates transactions into G/L accounts, see “How TAL posts to your general ledger” on page 15-13.

If you discover an error or want to edit a transaction that you have transferred, you can undo the transfer with the **Reports; Undo G/L Transfer** command.

Transferring WIP

In Timeslips, *work in process* (WIP) is the value of unbilled time and expense slips. If you are using the accrual method of accounting, you can optionally transfer WIP to your general ledger.



Timeslips tracks and transfers WIP as a total of all slips for each date, not by client.

In the *TAL General Settings* dialog box (select **Setup; Accounting Link**), use the **Transfer Work In Process** check boxes to indicate whether to transfer WIP for time slips, expense slips, or both. You can transfer WIP in detail or summary (as totals for each account). When you save these settings, Timeslips creates two new asset accounts in the *TAL Accounts* dialog box (select **Setup; G/L Accounts**):

- **Work In Process** – Represents money held in Timeslips
- **Work In Process Offset** – Represents money moved into the general ledger

An increase in WIP value is represented by a debit to Work In Process and a credit to Work In Process Offset. A decrease in WIP value is represented by a debit to Work In Process Offset and a credit to Work In Process. The following chart shows how specific actions in Timeslips affect WIP value:

Action in Timeslips	Effect on WIP value
Create new slip	Increase
Edit unbilled slip	Increase or decrease
Delete or purge unbilled slips	Decrease
Mass update of slips	Increase or decrease
Update rate rules	Increase or decrease
Approve bill	Decrease
Undo bill approval	Increase
Close slip	No effect
Change client classification to Inactive or Closed	No effect

Transferring WIP on the G/L Transfer Register

In the *Options* page of the *Report Entry* dialog box for the G/L Transfer Register, you can set *Type of data to transfer* to **Work in Process**. If you transfer work in process (WIP) data to your G/L, you may want to export only WIP or transaction data at various times. Use this report option to determine what data Timeslips will transfer: **Transactions**, **Work in Process**, or **All**. This allows you to separate the type of entries, including only WIP or only transactions on the G/L Transfer Register.



The **Type of data to transfer** option is available only when **Transfer Work In Process** is marked on the **TAL General Account Settings** dialog box. Typically, you transfer WIP on a more frequent basis than transaction data because, once posted, transaction data does not permit editing some fields. You may want to install a second copy of this report, setting up one to print WIP data and the other for transaction data.

Converting to Accrual method

If you use the Cash accounting method, TAL does not send invoice transactions to your general ledger. At times, firms change from Cash to Accrual methods. If you do so, you may want TAL to transfer the invoices to your general ledger.

How to convert to Accrual method

1. Select **Setup; Accounting Link** to open the *TAL General Settings* dialog box (Figure 15.1 on page 15-6).
2. Change *Accounting method* to **Accrual**.
3. Click **OK**. A dialog box (Figure 15.4) prompts you to open the Convert to Accrual Method report.
4. Click **Yes** to open the *Report List* dialog box to the Convert to Accrual Method report (located on the *Other* page).
5. Select **Setup; G/L Accounts** to open the *TAL Accounts* dialog box. Confirm that you have assigned all required accounts. Accrual accounting requires several additional accounts that you may not have assigned earlier.
6. Once you have set up all accounts, print the Convert to Accrual Method report. Like the G/L Transfer Register report, this report will also ask to post to the general ledger and require that you follow the same steps to import the data into the general ledger.

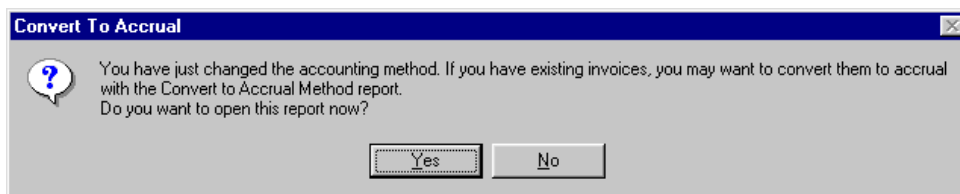


Figure 15.4: The *Convert To Accrual* dialog box prompts you to open the *Convert to Accrual Method* report.

How TAL posts to your general ledger

Cash method

Timeslips Action	Journal Entries		Description
	Debit	Credit	
Payment	Cash	Charges Tax payable Interest	
Credit			No effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Timeslips only.
Write-Off			No effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Timeslips only.
Refund	Suspense	Refund Payable	The refund amount is added to the client's balance to reverse the effects of an overpayment.
Write-up		Write-ups	When you enter a payment to an adjusted invoice, TAL credits the Charges account by the unadjusted amount of the bill. To offset this, TAL credits the Write-ups account.
Write-down	Write-downs		When you enter a payment to an adjusted invoice, TAL credits the Charges account by the unadjusted amount of the bill. To offset this, TAL debits the Write-downs account.
Payment to future invoice	Cash	Suspense	When you make a payment to future invoice, TAL does not know how to apply the credit, so it credits the Suspense account.
Future invoice	Suspense	Charges Tax Payable Interest	When you approve the next invoice, TAL applies the above payment to future invoice. TAL debits the Suspense account and credits the amount of the payment as usual. If a payment applied to a future invoice is greater than the amount of the next approved invoice, TAL applies the overpayment balance to succeeding invoices until the amount is depleted.

Table 15.3: Cash method

Cash method, continued

Timeslips Action	Journal Entries		Description
	Debit	Credit	
Reverse Payment	Charges	Cash	Undoes the effects of a payment in the event of a returned check.
Transfer	Suspense	Cash	Transfers money to another project for the client. Creates a corresponding payment for the other project.
Transfer to funds	Suspense	Cash Escrow	Transfers money to a client funds account for the current client or one of its projects. Creates a corresponding payment to the client funds account.
Discount			No effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Timeslips only.
Special Credit			No effect on your accounting system. It decreases the client balance and the amount of the paid invoice in Timeslips only.
Payment from account			This is the same as making both a payment and a withdrawal from account.
Payment to account	Cash Escrow	Client Escrow	TAL increases Cash Escrow and offsets Client Escrow.
Deposit to account	Cash Escrow	Client Escrow	TAL increases Cash Escrow and offsets Client Escrow.
Withdrawal from account	Client Escrow	Cash Escrow	TAL decreases Cash Escrow and offsets Client Escrow.

Table 15.3: Cash method, continued



*If you have not defined accounts for Cash Escrow and Client Escrow in the TAL Accounts dialog box (select **Setup; G/L Accounts**), Withdrawal from account (WITH), Payment from account (PAYF), Deposit to account (DEP), and Payment to account (PAYT) transactions have no effect on the general ledger.*

Accrual method

Timeslips Action	Journal Entries		Description
	Debit	Credit	
Payment	Cash Tax Receivable	A/R Tax Payable	
Credit	Credit Tax Payable	A/R	
Write-off	Write Off Tax Payable	A/R	
Refund	Suspense	Refund Payable	The refund amount is added to the client's balance to reverse the effects of an overpayment.
Write-up		Write-ups	When you approve an adjusted invoice, TAL credits the Charges account by the unadjusted amount of the bill. To offset this, TAL credits the Write-ups account.
Write-down	Write-downs		When you approve an adjusted invoice, TAL credits Charges by the unadjusted amount of the bill. To offset this, TAL debits the Write-downs account.
Invoice	A/R	Charges Tax Receivable Interest	
Payment to future invoice	Cash	Suspense	When you make a payment to future invoice, TAL does not know how to apply the credit, so it credits the Suspense account.
Future invoice	Suspense Tax Receivable	A/R Tax Payable	When you approve the next invoice, TAL generates the usual debits and credits for the invoice. TAL then applies the payment to future invoice. TAL debits Suspense and credits A/R by the amount of the payment. This removes the amount of the payment from both Suspense and A/R. TAL transfers tax on the invoice from receivable to payable. If the payment is greater than the amount of the invoice, TAL applies the amount to subsequent invoices until it is depleted.
Reverse Payment	A/R	Cash	Undoes the effects of a payment in the event of a returned check.
Transfer	Suspense	Cash	Transfers money to another project for the client. Creates a corresponding payment for the other project.

Table 15.4: Accrual method

Accrual method, continued

Timeslips Action	Journal Entries		Description
	Debit	Credit	
Transfer to funds	Suspense	Cash Escrow	Transfers money to a client funds account for the current client or one of its projects. Creates a corresponding payment to the client funds account.
Discount	Allowances and Discounts	A/R	Applies a discount to an unpaid invoice for prompt payment.
Special Credit	Allowances and Discounts	A/R Suspense	Used to redirect money from a fully paid invoice to another invoice as a credit.
Payment from account			This is the same as making both a payment and a withdrawal from account.
Payment to account	Cash Escrow	Client Escrow	TAL increases Cash Escrow and offsets Client Escrow.
Deposit to account	Cash Escrow	Client Escrow	TAL increases Cash Escrow and offsets Client Escrow.
Withdrawal from account	Client Escrow	Cash Escrow	TAL decreases Cash Escrow and offsets Client Escrow.

Table 15.4: Accrual method, continued



*If you have not defined accounts for Cash Escrow and Client Escrow in the TAL Accounts dialog box (select **Setup; G/L Accounts**), Withdrawal from account (WITH), Payment from account (PAYF), Deposit to account (DEP), and Payment to account (PAYT) transactions have no effect on the general ledger.*

Accessing Timeslips on the Road

During a typical day, you may not have access to your Timeslips database while you are billing for your time. We provide two solutions for you, if you do not want to track time manually while you are out of the office.

Timeslips Remote



Timeslips Remote (TSRemote) is a stand-alone Windows application used for slip entry. Non-networked users can create time and expense slips and enter timekeepers, clients, and activities. At billing time, you can send the data to Timeslips on the central billing computer to include on bills and reports. TSRemote can also generate reports associated with timekeepers, clients, activities, and slips. See “Timeslips Remote” on page 16-2 for more information.

Timeslips eCenter



Timeslips eCenter is a web-based time and expense tracking system that allows you to track entries from anywhere in the world using your web browser. Timeslips eCenter resembles the familiar *Time and Expense Slip List* dialog box and *Slip Entry* dialog box, so it is easy for your staff to use. Before you print bills, you can quickly transfer these slips to your Timeslips database at your office. You can then print your bills as you normally would, using the broad range of features available in Timeslips. See “Timeslips eCenter” on page 16-13 for more information.

Timeslips Remote

Accurate time and expense tracking is vital to recovering costs and generating profitable bills. When away from the office or disconnected from the network, you can use Timeslips Remote (TSRemote) to track time and expenses. It offers the same menus and windows as Timeslips, omitting features related to billing, A/R, or client funds. You must purchase a separate copy of TSRemote for each computer that will install this program.

This section serves as a user's guide for TSRemote. It provides an overview of concepts and basic procedures. You can find more specifics on commands, dialog boxes, and usage within TSRemote's online Help system.

The **File; Send** and **File; Receive** commands are exclusive to TSRemote and are described here. Other commands are identical to those found in Timeslips and are not detailed in this section.

Installing TSRemote and establishing a database

The TSRemote installation process resembles that of Timeslips. Insert the Timeslips installation CD-ROM and click **Install Add-On**. See "Installing Timeslips Remote" on page 2-35 for details.

Next, in Timeslips, create a TSRemote database (see "Establishing a database" on page 16-3 for details).

TSRemote transfer cycle

You typically use TSRemote as a satellite station of your main Timeslips database; you are entering slips for the same clients as in the main database. You should eventually send the slips and any new names you enter in TSRemote back to the *central billing computer*—the computer that you use to generate bills. You should then send new names from the main Timeslips database to the TSRemote database.

TSRemote uses its own database for all data entry. Since it does not access your main Timeslips database, you must keep the two databases synchronized.

The basic steps for working with TSRemote are:

1. At the TSRemote station, enter slips and, optionally, any new clients.
2. From the TSRemote station, send slips to the main Timeslips database and, optionally, exchange names between both databases (see “Exchanging data” on page 16-6).
3. Optionally, purge slips as needed. This step only applies if you do not receive a new database from Timeslips. See “Purging slips” on page 16-12 for more information.

There are several approaches to this cycle. The next few sections will detail step 2. See the other chapters in this user’s guide for details on entering slips (Chapter 9, “Entering Slips and Transactions”), entering clients (Chapter 8, “Entering Names”), and purging slips (Chapter 12 “Updating and Removing Data”).

Establishing a database

TSRemote offers two methods to establish a database:

- The preferred method is to create a database based on the names in your main Timeslips database.
- You can optionally create an empty database that contains no names. This method may result in more work when you exchange data.

We discuss both methods in the following sections.

How to create a database for TSRemote with data from your main database

To base a new TSRemote database on a Timeslips database, you must create a *transport database* that contains selected names and abbreviations. See “Remote Database with Names” on page 13-4.

To create a transport database:

1. Within Timeslips, select **File; Remote; New Remote Database with Names**.
2. Within the *Selection for New TSRemote Database* dialog box (Figure 16.1 on page 16-4), set up filters to limit which names Timeslips copies to the new database. If you choose not to set up filters, Timeslips includes all names in your current database. Optionally include database abbreviations and security settings for use in TSRemote. Click **OK**.
3. Use the *Personalize This Database* dialog box to assign a name to the database and click **OK**.

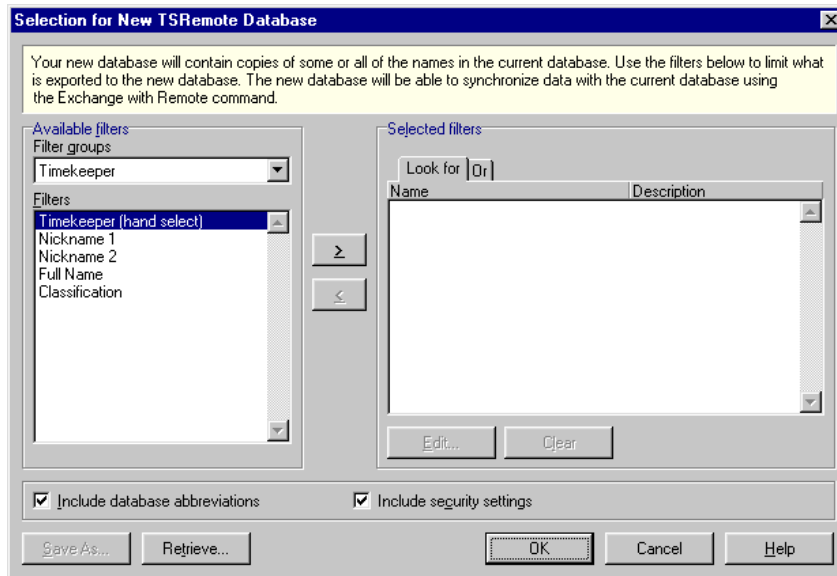


Figure 16.1: The *Selection for New TSRemote Database* dialog box allows you to limit the names used to create the TSRemote database.

4. In the *New TSRemote Database* dialog box, select a path and file name for the transport database. If you will be creating databases for more than one copy of TSRemote, you can name each file in a way that will allow you to tell them apart. For example, you can name the .xfr file after the person or computer from which it is sent.



*If you have multiple computers using TSRemote, you **must** make a separate transport database for each TSRemote user. Do **not** simply make one .xfr file and distribute it to multiple TSRemote users.*

You can move the transport database to the TSRemote computer through your network or the Internet using email attachments, FTP, or other techniques with which you may be familiar. When creating the file (step 4), you can save it onto portable media like floppy disks (several may be required).

To create a new TSRemote database:



*If you have already established a TSRemote database and want to replace it, select **File; Receive** instead.*

1. When you use TSRemote for the first time, the *No Database Selected* dialog box opens. Click **Make a New Database**.
If you are already using the sample database or another database in TSRemote, select **File; New; Database**.
2. Within the *Create a New Database* wizard, mark **Transport database** and click **Next**.
3. Click **Browse**. Locate the transport database (the .xfr file created in step 4 of the previous procedure on page 16-4) and click **Open**.
4. Use the remaining views of the wizard to create the new database.
5. Use the *Getting Started* wizard to set options for how you will use the database.

You can now create slips in TSRemote using the names from your main Timeslips database.

How to create an empty database for TSRemote

You can create an empty database to use with TSRemote. Before you can enter slips, you will have to create names.



*If you use this method, you cannot synchronize names with the main Timeslips database using the **File; Remote; Exchange with Remote** command. However, you can still send slips to Timeslips.*

To create an empty database:

1. When you use TSRemote for the first time, the *No Database Selected* dialog box opens. Click **Make a New Database**.
If you are already using the sample database or another database in TSRemote, select **File; New; Database**.
2. Within the *Create a New Database* wizard, mark **Empty database** and click **Next**.
3. Use the remaining views of the wizard to create the new database. Once Timeslips creates the database, you will be asked to assign some general settings in the *General Settings* dialog box.
4. Use the *Getting Started* wizard to set options for how you will use the database.

At this point, you can create initial name records (see Chapter 8, “Entering Names”) and other settings. Enter any abbreviations with the **Setup; Abbreviations** command. You may want to copy a personal abbreviations file from your main Timeslips database and attach it with the **Retrieve** button in the *Abbreviations* dialog box.

Exchanging data

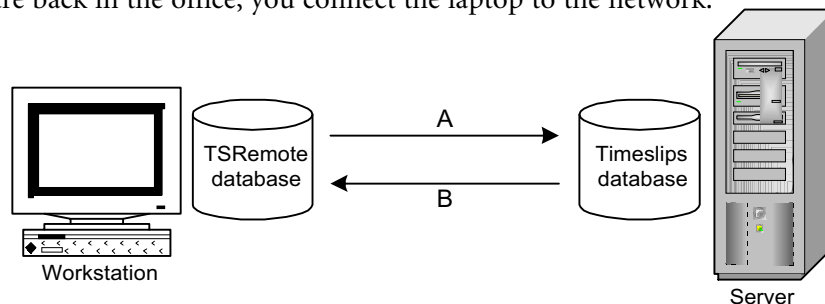
TSRemote offers two methods to exchange data with Timeslips:

- Use the **File; Exchange** command within TSMail to send slips directly to the main Timeslips database. This method can also synchronize name lists. We recommend this method, but to use it, TSMail must be able to access the main Timeslips database. See “Method 1: Exchange command in TSMail” below.
- Use the **File; Send** command within TSMail to create a transport database file. You can then send the file manually to the Timeslips administrator. This method allows TSMail to send slips and synchronize name lists but involves more steps. TSMail does not have to access the main Timeslips database to use this method. See “Method 2: Send and Receive commands in TSMail” on page 16-8.

We discuss both methods in the following sections.

Method 1: Exchange command in TSMail

If you created the TSMail database with the **File; Remote; New Remote Database with Names** command in Timeslips and you can connect your TSMail computer to your Timeslips database, you can use this procedure. For example, you have TSMail installed on your laptop and you enter slips while on the road. When you are back in the office, you connect the laptop to the network.



A: TSMail sends slips and new and changed names to the Timeslips database.

B: Timeslips optionally sends new and changed names to the TSMail database.

How to exchange data with the Exchange command

1. In TSRemote, select **File; Exchange** to open the *Exchange Data With Another Database* dialog box (Figure 16.2).
2. Select **You are in the Source Database**.
3. In the *Send to the other database* group box, select the information to send to the main Timeslips database. We suggest you mark **Slips** and set *Once complete* to **Mark Slips as Exported**. After you are sure slips transferred successfully, you can purge the slips from TSRemote.

You can optionally use these settings to update names in Timeslips with new and changed names from TSRemote.



*You can synchronize names only if your TSRemote database was created with the **File; Remote; New Remote Database with Names** command in Timeslips. Otherwise, slips will transfer along with any new names that are attached to those slips.*

4. In the *Receive from the other database* group box, select the information to receive from the main Timeslips database. Use these settings to update names in TSRemote with new and changed names from Timeslips.

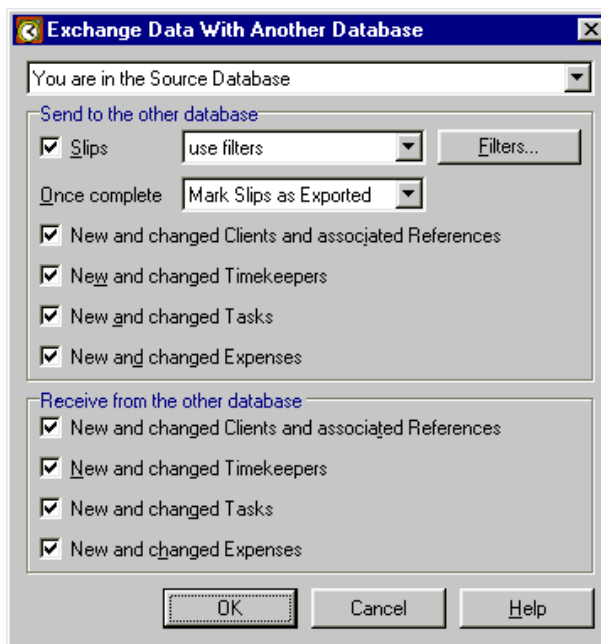


Figure 16.2: Use the *Exchange Data With Another Database* dialog box to exchange slips and names between source and destination databases.

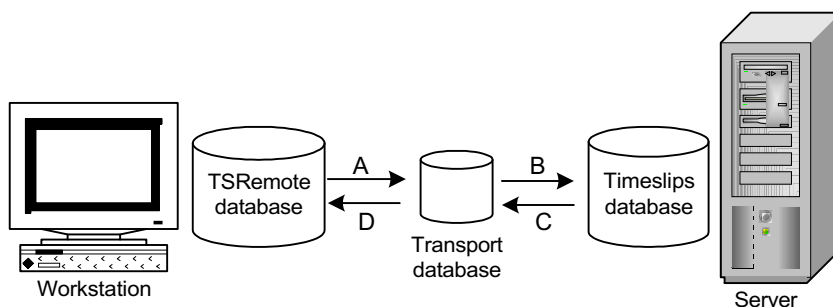
5. Click **OK** to accept the settings.
6. Locate the database and click **Open** to exchange information.

See “Setting up the Exchange process” on page 14-22 for more information on these options.

Method 2: Send and Receive commands in TSRemote

If you created the TSRemote database with the **File; Remote; New Remote Database with Names** command in Timeslips and you cannot connect your TSRemote computer to your Timeslips database, you must use the **File; Send** and **File; Receive** commands to transfer names between databases.

Use the **File; Send** command to transfer data from TSRemote, use the **File; Remote; Exchange with Remote** command to exchange data between Timeslips and the transport database, and finally, use the **File; Receive** command to transfer data to TSRemote.



- A: TSRemote sends slips and new and changed names to the transport database.
- B: Timeslips receives slips and names from the transport database.
- C: Timeslips sends new and changed names to the transport database.
- D: TSRemote receives the transport database information.

How to send data to Timeslips with the File; Send command

First, you send data from TSRemote to a transport database.

To send data from TSRemote to a transport database:

1. In TSRemote, select **File; Send** to create a transport database, which packages your entire TSRemote database into a single file.
2. Select the path and file name and click **Save** to save the transport database. If more than one copy of TSRemote will be sending slips, you can name each file in a way that will allow you to tell them apart. For example, you can name the .xfr file after the person or computer from which it is sent.



*If you have multiple computers using TSRemote, you **must** make a separate transport database for each TSRemote user. Do **not** simply make one .xfr file and distribute it to multiple TSRemote users.*

3. Move the transport database to the central billing computer through your network or the Internet using email attachments, FTP, or other techniques with which you may be familiar. When saving the file (step 2), you can save it onto portable media like floppy disks (several may be required).



*Once you send your TSRemote database, you should not modify it, since the final step of the transfer overwrites the database. If you must create slips in TSRemote after sending data to Timeslips with the **File; Send** command, you must save them in an archive file before receiving data with the **File; Receive** command. See “How to save slips to an archive file in TSRemote” on page 16-11. After receiving the data, combine the archive file with the **File; Combine** command. See “How to combine slips from an archive file in TSRemote” on page 16-12.*

How to exchange data with the transport database with the File; Exchange command

Next, exchange data between the transport database and the Timeslips database.

To exchange data between the transport database and Timeslips:

1. In Timeslips, select **File; Remote; Exchange with Remote** to open the *Exchange with Remote* dialog box.
2. In the *Receive slips from* field, enter the path to the transport database (.xfr) you created in TSRemote. You can click **Browse** to open the *Select Remote transfer file* dialog box where you can select a transport database.
3. In the *Send to the transport database* group box, select the information to send to exchange to the transfer database. In addition, Timeslips optionally updates names in your Timeslips database with new and changed names from TSRemote.
4. Click **OK** to accept the settings and exchange the selected settings.



*You can synchronize names only if your TSRemote database was created with the **File; Remote; New Remote Database with Names** command in Timeslips. Otherwise, slips will transfer along with any new names that are attached to those slips.*



*If you need more control over the details of the data transfer, you can use the **File; Exchange** command in Timeslips.*

See “Setting up the Exchange process” on page 14-22 for more information on these options.

How to receive data in TSRemote with the File; Receive command

Finally, in TSRemote, you receive data from the transport database.



*This process will **completely overwrite** the current TSRemote database with the contents of the transport database. Any changes that you have made since you transferred data from TSRemote **will be lost**. If TSRemote contains new slips, you can save them with the **File; Archive** command before using the **File; Receive** command. Then use the **File; Combine** command to combine those new slips into your TSRemote database after using the **File; Receive** command.*

To receive data in TSRemote:

1. In TSRemote, select **File; Receive** to open the *Receive* dialog box to receive the transport database.
2. Mark **Back up the current database first** and click **OK**.
3. Locate the updated transport database and click **Open**. TSRemote receives the database.

If new names were added to Timeslips, those names are now available in TSRemote. Slips that you transferred to Timeslips are now marked as **Exported**. If you no longer need the exported slips, you can purge them from TSRemote.

Using Archive and Combine commands

After you send slips from TSRemote to Timeslips, you may want to continue entering slips in TSRemote. When you receive an updated transport database from Timeslips, the process will overwrite these new slips. To avoid this, you can save slips from TSRemote with the **File; Archive** command.

How to save slips to an archive file in TSRemote


To save slips to an archive file in TSRemote:

1. In TSRemote, select **File; Archive** to open the *Archive* dialog box.
2. Set the path and file name for the archive. We recommend that you mark **New archive** to create a new archive. This ensures that the file will contain only new slips.
3. Optionally use the **Limit slips to** field to filter which slips are sent to the archive file and mark **Mark slips as exported**.
4. Click **Archive** to create the new archive file.

See “Archiving Slips” on page 12-12 for more information on creating archive files.

How to combine slips from an archive file in TSRemote

To combine slips from an archive file in TSRemote:

1. In TSRemote, select **File; Combine** to open TSImport.
2. In the *Get data from* field, click **Browse** , locate the archive file, and click **Open**.
3. Click **Import** to import the slips to the TSRemote database.

See “Restoring Archives” on page 12-13 for more information on combining slips.

Purging slips

If you do not use Method 1 to transfer information to Timeslips (see Exchanging data” on page 16-6) and purge slips, exported slips will accumulate in TSRemote.

While you may want to keep the slips in the database to include them in reports, these slips may be taking up space and affecting program performance. After sending slips from TSRemote to a transport database, you can purge the archived data with the **File; Purge** command.



*If you are using the **File; Exchange** command, you can also purge slips when you are transferring data. In the **Send to the other database** group box of the **Exchange Data With Another Database** dialog box, mark the **Slips** check box and set **Once complete** to **Purge Slips**. This will automatically purge the slips after you send them to the destination database.*

Timeslips eCenter

Initially, you use the Timeslips eCenter Setup wizard to populate your eCenter database with the names of timekeepers, clients, tasks, expenses, and references from your main Timeslips database. Before billing, you will use the Timeslips eCenter Transfer Utility to transfer slips marked as **Complete** from your eCenter database to your Timeslips database at your office.

The information from the slips created in Timeslips eCenter is stored on a secure web server at Sage U.S. Holdings, Inc.—the owners of Timeslips. Thus, Timeslips does not require the user to host the data themselves or find a hosting company to host it for them.

Initially setting up an eCenter database

The following steps will provide an overview of setting up your eCenter database. The Timeslips eCenter Transfer Utility will not transfer any information until you complete all the steps in the wizard.

1. Once you have finished setting up your eCenter account, you must download the Timeslips eCenter Transfer Utility.
2. Initially, you will use the *Timeslips eCenter Setup* wizard within the Timeslips eCenter Transfer Utility to populate your eCenter database with the names of timekeepers, clients, tasks, expenses, and references from your main Timeslips database. Each Timeslips database requires a separate eCenter account. If you are unsure that the selected database is correct, click **Next** and verify the client list is correct on the next page.

If the database is incorrect, click **Back** and then click **Specify Different Database** to open the correct Timeslips database.

3. By default, the Timeslips eCenter Transfer Utility selects all the clients, tasks, and expenses in the selected database. Optionally, unmark the clients, tasks, or expenses you do not want to transfer to your eCenter database.
4. The *Timeslips eCenter Setup* wizard automatically transfers changes you make to nicknames and full names in your Timeslips database. Optionally mark or unmark the data you do not want to periodically resend to your eCenter database.

In addition, you can select the number of transfers that the Timeslips eCenter Transfer Utility will wait before automatically resending information to your eCenter database.

For example, if you select 3 transfers, the Timeslips eCenter Transfer Utility will refresh your eCenter database with the selected data the third time you transfer data. Timeslips eCenter Transfer Utility resets the counter after it refreshes your eCenter database with the selected data. Therefore, in another three transfers the Timeslips eCenter Transfer Utility will refresh your eCenter database again.



*If you mark **Force Charges Transfer**, the Timeslips eCenter Transfer Utility will reset the counter automatically.*

5. You must enter your login name and password exactly as it was entered during the Timeslips eCenter Registration. The Timeslips eCenter Transfer Utility assigns your login name and password to the selected Timeslips database.

Once you have verified that all the information is correct, click **Finish** to close the *Timeslips eCenter Setup* wizard and open the Timeslips eCenter Transfer Utility. Click **Transfer** to begin the transfer process.

Updating an existing eCenter database

When initially setting up your eCenter database, you may not have selected all the clients, tasks, and expenses from your main Timeslips database. The Timeslips eCenter Transfer Utility enables you to include additional clients, tasks, and expenses to your existing eCenter database at a later time.



*Not all of the following steps are available for each database. For example, if you initially selected all the tasks on the task list in your Timeslips database, all the tasks have already transferred to your eCenter database. Therefore, the **Timeslips eCenter Settings** wizard will not display the task page as part of the setup process. The wizard displays lists that contain unselected items only.*

1. From within the Timeslips Data Transfer Utility, select **Actions; Setup This Database** to open the *Timeslips eCenter Settings* wizard. The wizard lists the clients you did not initially select in the *Not Selected* column. Select the clients you want to transfer to your eCenter database and click **Next** to continue the setup process.
2. Select the tasks you want to transfer to your eCenter database and click **Next** to continue the setup process.

3. Select the expenses you want to transfer to your eCenter database and click **Next** to continue the setup process.
4. Select the additional information that you want the Timeslips eCenter Transfer Utility to resend to your eCenter database. Click **Finish** to close the *Timeslips eCenter Settings* wizard and open the Timeslips eCenter Transfer Utility. Click **Transfer** to begin the transfer process.



If you want to remove a timekeeper, client, task, expense, or reference from your eCenter database, you must delete and purge them from your Timeslips database. Once you have purged the unwanted data, you must run the Timeslips eCenter Transfer Utility to update your eCenter database.

Using the Timeslips eCenter Transfer Utility

Once you have marked your eCenter slips as **Complete**, you must use the Timeslips eCenter Transfer Utility to transfer your slips from the eCenter database to your Timeslips database. Depending on the settings you selected in Step 4 (above) of the *Timeslips eCenter Settings* wizard, the Timeslips eCenter Transfer Utility may transfer all the changes you have made in your Timeslips database to your eCenter database (select **Actions; Setup This Database**).

By default, the utility will automatically transfer any changes in your Timeslips database to nickname 1, nickname 2, and the full name of timekeepers, clients, tasks, expenses, and references.



eCenter automatically purges all the slips in your eCenter database once you successfully transfer them to your Timeslips database.

1. Ensure that you select the correct path to your database in the *Database* field.
2. The Timeslips eCenter Transfer Utility displays your login name automatically in the *Login Name* field. Enter your password if necessary.



*If the Timeslips eCenter Transfer Utility does not display your password automatically, you can optionally mark **Remember Password** after entering your password in the **Password** field. The Timeslips eCenter Transfer Utility will enter your password automatically the next time you open it.*

3. Click **Transfer** to transfer your data to your Timeslips database.



*If, during the current transfer, you want to transfer changes you made in your Timeslips database to your eCenter database, mark **Force Changes Transfer** on the Timeslips eCenter Transfer Utility. When marked, the Timeslips eCenter Transfer Utility will repopulate all the information in your eCenter database.*

4. After the transfer is complete, click **Close** to close the *Timeslips eCenter Transfer Utility* dialog box.

Using the Timeslips eCenter Changes wizard

If you have created new clients, tasks, and/or expenses in your Timeslips database since you last transferred information to your eCenter database, the Timeslips eCenter Transfer Utility prompts you to run the *Timeslips eCenter Changes* wizard.

This wizard is available only when you add new clients, tasks, and/or expenses to your Timeslips database and attempt to run a new transfer.

When you click **Transfer** on the Timeslips eCenter Transfer Utility, an information message opens informing you that there is new data in your Timeslips data to transfer to your eCenter database. Click **OK**, and optionally select the new clients, tasks, and/or expenses that you want to transfer to your eCenter database.

Summary for Upgraders

This chapter is intended for users who have upgraded to Timeslips v10.5 from a previous version. It includes the following sections, summarizing the differences between your previous version of Timeslips and the current version:

- **What's New in Timeslips v10.5** – If you are upgrading from Timeslips v9, v9.1, v10, or v10.1 you need only read this section. It covers major improvements and additions to Timeslips v10.5.



*For a comprehensive list of all changes to Timeslips v10.5, select **Help; What's New**. This topic discusses each change and provides links to additional information. This topic also details features added in each version, starting with Timeslips v9.*

- **Key Conceptual Changes to Features and Concepts** – If you are upgrading from Timeslips v8 or earlier, we suggest that you also read this section. It covers major improvements and additions to Timeslips, as well as discussing changes to vital features that you have used daily.

It will inform you of new locations for commands and features with which you are familiar and introduce new terminology.

What's New in Timeslips v10.5

The upgrade to Timeslips v10.5 consists of new features that add more functionality to the programs and changes to existing features that simplify the use of the programs.

New features added in Timeslips v10.5

Split Billing

Split Billing allows a firm to split charges automatically from one client—the primary client—among one or more other clients—secondary clients—depending on the split billing rules that you set up. See “Splitting Charges on Bills” on page 11-11.

Firm Assistant

The Firm Assistant enables a particular user to view billing information for all clients in your firm, or a selected group of clients. The Firm Assistant is an interactive tool that enables you to edit the data that it displays. With a few keystrokes or mouse-clicks, you can edit just about anything that will affect the invoice, including slips, flat fees, transactions, taxes, and interest. See “Using Firm Assistant to review billing data” on page 11-7.




Data Entry Assistant

Use the Data Entry Assistant to view slips, A/R transactions, and funds transactions that a particular timekeeper entered or edited, based on audit trail information. In addition, timekeepers can view all their work in a given time period, as well as view a summary of their information. See “Reviewing data with the Data Entry Assistant” on page 14-5.

Reports

Timeslips v10.5 includes these new reports:

- **Monthly Totals Listing** – Details payments applied against invoices for each client selected on a monthly basis. This report is located on the *Client* page of the *Report List* dialog box.
- **Available WIP Listing** – Details work in process (WIP) from both flat fees and slip charges. This report is located on the *Client* page of the *Report List* dialog box.
- **Split Billing Distribution** – Details the distribution of charges from the split billing rule. This report is located on the *Billing* page of the *Report List* dialog box.

- **Split Rule Listing** – Displays all the split billing rules (all the secondary clients assigned to the primary client) sorted by each primary client. This report is located on the *Billing* page of the *Report List* dialog box.
- **Data Entry Assistant Summary Listing** – Subtotals the information available on the *Slips*, *A/R Transactions*, and *Funds* pages of the *Data Entry Assistant* dialog box. This report is available by clicking **Print**  on the *Summary* page of the *Data Entry Assistant* dialog box.
- **Firm Assistant Listing** – Includes up-to-the-minute billing information for all the clients in your firm, or a selected group of clients. This report is available by clicking **Print**  on the *Details* page of the *Firm Assistant* dialog box. In addition, this report is located on the *Billing* page of the *Report List* dialog box.
- **Firm Assistant Summary Listing** – Contains information from the *Details* page of the *Firm Assistant* dialog box. This report is available by clicking **Print**  on the *Summary* page of the *Firm Assistant* dialog box. In addition, this report is located on the *Billing* page of the *Report List* dialog box.

Timeslips Report Designer

Report Designer includes many new usability features that simplify creating and editing bill and report templates:

- **Resetting sections of the template** – As you create and edit templates, you may want to restore a section of the template to the default settings, while keeping your changes to other sections. Simply right-click in the section and select **Reset** to restore the default settings.
- **Moving and sizing fields** – When moving or resizing fields, you can now use the keyboard. Holding **Ctrl** while using the arrow keys nudges the selected fields pixel-by-pixel. Holding **Shift** while using the arrow keys resizes the selected fields.
- **Setting left and right margins** – As you set left and right margins, Report Designer assures that no fields lay outside of the new margins. Report Designer now indicates these margins with a dotted line on each side of the template.
- **Working with tables** – When you edit tables, such as the *Time Slips* table in the *Slips* section, you can now select, move, or delete entire rows or columns of data.

- **Section pages** – Report Designer replaces the *Section to View* field in the lower left corner of the template with tabs. Click on any tab, such as **Footers on All Pages**, to switch to that section of the template.
- **View menu** – Use the *View* menu to choose which items, such as toolbars, to display or hide.
- **Toolbars** – Toolbars in Report Designer now include more options, such as font commands, and better organization. The new field toolbar to the right allows you to easily drag new fields onto any section of the template.

User-Defined Report wizard

The *User-Defined Report* wizard (located in Timeslips Report Designer) guides you through the process of creating a new user-defined slip or user-defined client report. The *User-Defined Report* wizard presents a series of selections that will result in a new user-defined report. The selections that you make influence the views and the order of the views presented in the *User-Defined Report* wizard. See “User-Defined Report wizard” on page 10-18.

Navigator Editor

The following features are now available when editing navigators:

- **Including hints** – The Basic and Advanced Navigators now include hints. When you move the cursor over a button on the navigator, Timeslips provides hints. You can customize these hints to provide user-defined text within the Navigator Editor.
- **Moving fields** – You can move fields one pixel at-a-time (also referred to as *nudging*) by pressing **CTRL** and the arrow keys for the desired location.
- **Including hyperlinks** – You can include buttons on navigators as hyperlinks. Timeslips displays the text on the hyperlink button as blue. In addition, Timeslips displays a hand-select cursor when you hover your cursor over the hyperlink button.

Tip of the Day

The Tip of the Day is an interactive tool that Timeslips uses to provide you with tips about different areas of the program. By default, each time you open the program, Timeslips displays the *Tip of the Day* dialog box containing various tips about the program. See “Tip of the Day” on page 4-9.

Tutorial Navigator

The Tutorial Navigator consists of a graphical flow chart which presents the basic processes of Timeslips: setting up of the database, entering slips, printing worksheets and bills, and entering payments. Each section uses hyperlink-style buttons to play the guides related to each process. Right-click on the navigator and select **Tutorial Navigator** from the shortcut menu to use the Tutorial Navigator. See “Tutorial Navigator Topics” on page 5-8.




Changes made to Timeslips v10.5

Client List and Client Information


When working with clients, the following features are now available:

Client List

The following list details changes made to the *Client List* dialog box (select **Names; Client Info**):


- The Master Client icon changed from a dot (•) to an M (.
- The Delete tool  changed to Close . The shortcut key is still Ctrl+Del.

Client Information: Custom page

The following list details the changes that we have made to the *Custom* page of the *Client Information* dialog box (select **Names; Client Info**, click **Open** , and switch to the **Custom** page):


- On the *Custom* page of the *Client Information* dialog box, Timeslips now indicates what custom fields are required by placing an asterisk (*) to the right of the required custom field.
- In addition, when there are more than 12 custom fields on the *Custom* page, Timeslips places these fields side-by-side and separates them with a line. Since you can create up to 30 custom fields, Timeslips can accommodate up to 15 custom fields on each side of the *Custom* page.

Client Information: Arrangement 1 page

The following list details the changes to the *Billing Arrangements* group box (select **Names; Client Info**, click **Open** , and switch to the **Arrangement 1** page):

- Within the *Billing Arrangements* group box, there are now two option buttons that you use to select the type of billing arrangement for this client. When you mark **Time and Expense Arrangements**, you can select the appropriate arrangement for fees and for costs. When you mark **Full Bill Arrangement**, Timeslips replaces the *Fees: Charges for Time* and *Costs: Charges for Expense* fields with the *Full Bill: Charges for both Time and Expense*. Because **Full Bill Arrangement** is now a radio button, you no longer have the option for **Use full bill arrangement** in the drop-down list.
- The *Hold Information* group box now contains all the hold information for a specific client in this one area. The *Hold A/R transactions* field is also located here.

Client Information: Client Funds page

The following information details the changes to the *Client Funds* page of the *Client Information* dialog box (select **Names; Client Info**, click **Open** , and switch to the **Client Funds** page):






This page consists now of a list showing the Client Funds accounts. This list is similar to the other list dialog boxes in Timeslips, such as the *Accounts Receivable List* dialog box, displaying all relevant fields. When you click **New**, Timeslips opens a separate entry dialog box—the *Client Funds Account Entry* dialog box.

Client Information: Format page

The Replacement Slip Manager has moved from the *Format* page to the *Slips* menu and renamed to **Replacement Slips List** (select **Slips; Replacement Slips List**).

Slip Entry

The following list details the changes to the *Slip Entry* dialog box:

- You can bold, italicize, or underline selected text in the *Description* field. Highlight the text you want to format and click **Bold** , **Italics** , or **Underline**  to the left of the *Description* field.
- You can also increase or decrease the amount of visible text in the *Description* field. Click **Increase Visible Description**  or **Decrease Visible Description**  to the left of the *Description* field.
- Time slips contain two new buttons: **Billing Status and Rate Settings** and **Markup, Adjustment, and Do Not Bill Time**. Use the **Billing Status and Rate Settings** button to show or hide the billing status, hold, and rate fields. Use the **Markup, Adjustment, and Do Not Bill Time** button to show or hide slip-based adjustment information. Timeslips displays “<<” when you are able to hide the related fields, and “>>” when the fields are hidden.
- Expense slips contain two new buttons: **Billing Status** and **Markup and Adjustment**. Use the **Billing Status** button to show or hide the billing status and hold fields. Use the **Markup and Adjustment** button to show or hide slip-based adjustment information. Timeslips displays “<<” when you are able to hide the related fields, and “>>” when the fields are hidden.

Slips menu

Timeslips now has a *Slips* menu. This menu contains the following commands:

- Slips; Time and Expense Slips
- Slips; Mini Slip View
- Slips; Slip Entry Summary
- Slips; Replacement Slips List
- Slips; Stop My Timers
- Slips; Stop All Timers
- Slips; Close Slips
- Slips; Reopen Slips
- Slips; Delete Temporary Slips



For more information on the previous locations of these menu commands listed above, see “Menu changes” on page 17-11.

Reports dialog box

The *Reports* dialog box and the *Set Up Report* dialog box are now two separate dialog boxes. The *Reports* dialog box has been renamed to the *Report List* dialog box, while the *Set Up Report* dialog box has been renamed the *Report Entry* dialog box. Now when you close one dialog box, the other remains open.

Purge dialog box

The following list details the changes that we have made to the *Purge* dialog box (select **File; Purge**):

- The **What Data to Purge** page has been renamed to **Select Data to Purge**.
- The selection for **not in use, older than** has been renamed to **billed and closed, older than** for the *Slips transactions*, *Accounts receivable transactions*, and *Funds transactions* fields.
- The selection for **not in use, older than** has been renamed to **printed, older than** for the *Bank Deposit Slips* field.
- The **OK** button has been renamed to **Purge**.

Features Enabled dialog box

On the *Features Enabled* dialog box (select **Setup; Features Enabled**), we added a drop-down list box labeled **Feature group**. This field separates features into the following groups: All, Client, Timekeeper, Activity, File Menu, Transactions, Bills, and Miscellaneous.



The group names will reflect your database terminology.

Filters

The available filters list is now separated into two pages: *Basic* and *Advanced*.

The *Basic* page contains the common filters available in Timeslips, while the *Advanced* page contains the less common filters.

Bill and Aging Date dialog box

The *Bill and Aging Date* dialog box now contains an option to control whether or not you want to show this dialog box when opening Timeslips. Previously, this option was located only on the *Startup/Exit* page of the *Preferences* dialog box.

To display the *Bill and Aging Date* dialog box when opening Timeslips, mark **Show this dialog box when starting the program**.

Billing Assistant

The following changes have been made in the *Billing Assistant* dialog box:

- The *Taxes* page has been renamed to **Taxes/Disc**.
- The **Include** button on the *Time Slips*, *Expense Slips*, *Payments & A/R*, and *Funds* pages has been renamed to **Select**.



*This change applies only to bills that are unbilled or billed. Clients that are on Proof Stage or Revision Stage will still use the **Include** and **Exclude** buttons.*

Reprint Bills

The **Filters** button on the *Reprint Bills* dialog box has been renamed to **Selection**.

ToolTips

When you move your cursor over a toolbar button or navigator button, Timeslips displays a *ToolTip*. For toolbar buttons, Timeslips displays the name of the button. For navigator buttons, Timeslips displays a hint about the associated procedure.

In addition, when you move your cursor over a **Print** toolbar button, Timeslips displays a ToolTip detailing which report will be printed. For example, the **Print** toolbar button on the *Slip List* dialog box displays **Print Slip Listing** when you move your cursor over it.

Menu changes

Menu Command	Old location	New location
Remote (new submenu)	N/A	File; Remote, below the Purge command
Remote Database With Names	<i>File</i> ; <i>New</i> submenu	File; Remote; Remote Database with Names
Exchange with Remote	<i>File</i> menu	File; Remote; Exchange with Remote
Data Verification	<i>File</i> menu	File; Data Verification, below the Restore command
Connected Databases	<i>Special</i> menu	File; Connected Databases, below the Exchange command
Slips (new menu)	N/A	After the <i>Edit</i> menu on the main toolbar
Time and Expense Slips	<i>Transactions</i> menu	Slips; Time and Expense Slips
Mini Slip View	<i>Special</i> menu	Slips; Mini Slip View
Slip Entry Summary	<i>Special</i> menu	Slips; Slip Entry Summary
Replacement Slips List	<i>Format</i> page of the <i>Client Information</i> dialog box	Slips; Replacement Slips Listing

Menu changes cont.

Menu Command	Old location	New location
Stop My Timers	<i>Special</i> menu	Slips; Stop My Timers
Stop All Timers	<i>Special</i> menu	Slips; Stop All Timers
Close Slips	<i>Transactions</i> menu	Slips; Close Slips
Reopen Slips	<i>Transactions</i> menu	Slips; Reopen Slips
Delete Temporary Slips	<i>Transactions</i> menu	Slips; Delete Temporary Slips
Dial the Phone	<i>Special</i> menu	Names; Dial the Phone, below the Client References command
G/L Transfer Register	<i>Transactions</i> menu	Reports; G/L Transfer Register, below the Report Designer command
Undo G/L Transfer	<i>Transactions</i> menu	Reports; Undo G/L Transfer, below the G/L Transfer Register command

Timeslips color changes

To make information easier to read, we have changed the color scheme in some areas of Timeslips.

- **Dialog boxes** – The color change applies to all dialog boxes in Timeslips as well as in the other Timeslips programs (such as Report Designer and Mini Timeslips).
- **Group boxes** – The font color for all group box names in Timeslips has been changed from black to navy blue, as well as in the other Timeslips programs (such as Report Designer and Mini Timeslips).
- **Help files** – All Help files shipped with Timeslips now have a new look. The background color has changed from white to a muted yellow, and the title bar has changed from grey to a darker yellow. In addition, all procedures in Timeslips now have a muted yellow background and a blue title bar.

Key Conceptual Changes to Features and Concepts

If you are upgrading from Timeslips v8 or below, you will notice many new features and improvements to existing features. Because we also redesigned the interface, upgraders may not immediately know where to find familiar features.

This section will identify the most significant changes—those that affect your everyday usage of the program. The Online User's Guide includes a more thorough look at the changes. As a user of a previous version of Timeslips, you may want to refer to this section until you have become familiar with this version.



*For the complete upgrader's guide, see **Upgrade features** in the Online User's Guide.*

There are significant changes to concepts, terminology, locations, and names of commands and reports. We designed all of these updates to allow a new user—potentially a new employee in your firm—to learn Timeslips more quickly.

Over its history, Timeslips has had two user interfaces: DOS and Windows. If you have not used the Windows version of Timeslips, you will need to spend more time exploring the new program. This section does not show equivalents for menu commands from a DOS version of Timeslips to Timeslips v10.5.



You can run an interactive guided tour designed for upgraders who are familiar with a Windows version of Timeslips. Click  **Guides** and play *Guided Tour for Upgraders from v1 - v8*.

Names and Terminology

This section identifies changes to names of program files, commands, reports, and terminology.

Program files

The programs Navigator Editor and TSImport have retained their original names.

Old program	New program (file name)
TSReport	Timeslips (Timeslip.exe)
TSTimer	Mini Timeslips (MiniTS.exe)
TSLayout	Report Designer (Designer.exe)
Script Editor	Procedure Editor (ProcEdit.exe)
Installer	Setup (Setup.exe)

Terminology

For a comprehensive list of terms and their definitions, see the Glossary (click [Glossary](#)) in the online Help system.

Old terminology	New terminology
User	Timekeeper (terminology is customizable in the <i>General Settings</i> dialog box)
Time activity	Task (terminology is customizable in the <i>General Settings</i> dialog box)
Finalize a bill	Approve a bill
Undo finalization	Undo approval
Scratchpad	Temporary slips
Slip number	Slip ID
Hidden clients	Inactive and Closed classifications on clients
Override rates	Rate selection rules
Full precision	Time spent calculation method
Base flat fee	Flat fee plus charges
Add to Flat Fee billing status	Override billing status
Summary slips	Replacement slips
Scripts	Procedures

Menu commands

File

Old command	New command
File; Backup and Restore	File; Backup and File; Restore
File; Update Capacity	Capacities no longer need to be set. Use File; Data Verification for data repairs.
File; Export; Timeslips Format	File; Archive
File; Export; Legalgard Bill Format and File; Export; LBF Export	Bills; Legalgard Bill Auditing and Bills; Legal Data Format Bill Auditing. If other bill auditing firms are installed, their commands will be found at the bottom of the <i>Bills</i> menu.

Edit

Old command	New command
Edit; Insert Private Text Indicator	Right-click within a text field and select Insert Private Text . Optionally, click the Insert Private Indicator button when entering slips and transactions.
Edit; Search	Special; Text Search
Edit; Undo Purge Slips	Make a backup during the Purge function and restore it.
Edit; Undo Accounting Transfer	Reports; Undo G/L Transfer

Slips

Old command	New command
Slips; Make Slips	Slips; Time and Expense Slips
Slips; Mass Update	Open the <i>Slip Entry</i> dialog box and click Export from the toolbar.

Names

Old command	New command
Names; Client Transactions	<p>Transactions have been moved to different areas by type:</p> <p>For accounts receivable transactions, select Transactions; Accounts Receivable.</p> <p>For client funds transactions, select Transactions; Client Funds.</p> <p>Adjustment transactions are now billing arrangements in the <i>Arrangement 1</i> page of the <i>Client Information</i> dialog box.</p> <p>Finance charges are entered in the <i>Arrangement 2</i> page of the <i>Client Information</i> dialog box.</p> <p>Expenses should be entered as expense slips.</p>
Names; Client Budgets	Names; Budgets
Names; Global Reference	This feature is integrated with client references (Names; Client References). Assign references to template clients to make global references.
Names; Activity Info	This command is split into separate commands for time and expense activities: Names; Task Info and Names; Expense Info .

Bills

Old command	New command
Bills; Finalize Bills	Bills; Approve or Clear Bills
Bills; Undo Finalization	Bills; Undo Approved Bills
Bills; Bills In Proof Stage	Bills; Approve or Clear Bills
Bills; Bills In Revision Stage	Bills; Clear Revision Stage

Help

Old command	New command
Help; Navigator	Special; Navigator

TSTimer

Old command	New command
<i>Slips</i> menu commands	These commands are located on the <i>Slip Entry</i> dialog box's toolbar and shortcut menu (right-click on the toolbar). Additional commands are on the <i>Editing</i> submenu of the shortcut menu.
Edit; Clone Field and Edit; Clone Rest	In the <i>Slip Entry</i> dialog box's shortcut menu, select the <i>Editing</i> submenu.
<i>Search</i> menu commands	Use the <i>Time and Expense Slip List</i> dialog box's <i>View by</i> fields and Selection button. The <i>Slip Entry</i> dialog box will move through records shown in the list of slips.
Special; Switch to MiniView	Slips; Mini Slip View
Special; Make Phone Call	Names; Dial the Phone
Special; Summary	Slips; Slip Entry Summary
Special; Show Bill Value	In the <i>Slip Entry</i> dialog box, click on the <i>Value</i> field or the Slip Value button to the left of it.
Special; Stop All Timers	Slips; Stop All Timers
Special; Preferences	Setup; Preferences

Key Conceptual Changes

This section identifies the most important conceptual changes in the program for users upgrading from Timeslips v8 or earlier. These changes are explained in more detail in the following sections.

- The report interface allows access to all reports from one dialog box—the *Report List* dialog box. Use the *Report Entry* dialog box to maintain details of each report. See “Report interface” later in this chapter for more information.
- Slip entry is now part of the main application. Some slip entry processes have changed, such as selecting references, creating summary slips, and setting flat charge slips. See “Slip entry” later in this chapter for more information.
- You can use the *Features Enabled* dialog box to disable features that you do not use. This allows you to simplify the interface and speed data entry. See “Disabling/enabling features” later in this chapter for more information.
- You can create “satellite” databases that allow you to synchronize names and transfer data easily. You can use this feature with Timeslips Remote or third-party programs that share data with Timeslips. See “Exchanging data with other databases” later in this chapter for more information.
- You maintain accounts receivable transactions separately in the *Accounts Receivable List* dialog box. You maintain balances and payment rules in the *Accounts Receivable* page of the *Client Information* dialog box. See “Accounts receivable” later in this chapter for more information.
- You maintain client funds transactions separately in the *Client Funds List* dialog box. Timeslips now allows you to create multiple client funds accounts. See “Client funds” later in this chapter for more information.
- Billing arrangements—flat fees and adjustments—are now grouped together on the *Arrangement 1* page of the *Client Information* dialog box. See “Billing arrangements” later in this chapter for more information.
- The *Classification* field on client, timekeeper, task, and expense records allows you to hide or delete names. See “Classification field” later in this chapter for more information.
- Client and timekeeper histories include more detail. Using the *Purge* dialog box, you can consolidate history values, summarizing the values. See “Client and timekeeper history” later in this chapter for more information.


- Bill formatting options for each section of the bill have been grouped into separate dialog boxes (for example, options for time charges are located in the *Bill Format: Charges - Time* dialog box). See “Bill formatting” later in this chapter for more information.
- Instead of accessing slip archives directly, you now import them as *temporary slips*. You can include these slips on reports and instantly remove them when you no longer need them. See “Slip archives and the Scratchpad” later in this chapter for more information.
- You can now create and maintain comprehensive tax rules in the *Taxes* dialog box. You assign the rules to clients in the *Arrangement 2* page of the *Client Information* dialog box. See “Taxes” later in this chapter for more information.
- Timekeeper summary order is now determined by job titles, allowing you greater control. See “Timekeeper Summary order” later in this chapter for more information.
- The process for generating files for bill audit firms has been simplified. See “Generating files for bill audit firms” later in this chapter for more information.

Report interface

One menu command provides access to all reports. Select **Reports; Reports** to open the *Report List* dialog box (see “Using the Report List Dialog Box” on page 10-3).

The *Report List* dialog box initially displays a list of all available reports, designed for easy printing. The tabs on the dialog box represent groups of reports, which you can customize. You have complete control over the group names, the order in which they appear, and the reports they contain.

Setting up reports

The **Select**, **Sort**, **Options**, **Template**, and **Fonts** buttons are no longer available. Highlight a report and click **Open**  to open the *Report Entry* dialog box, where you can edit any of these settings. This area may look different from previous versions, but the concepts are largely the same.

- You determine selection criteria in the *Selection* page of the *Report Entry* dialog box through the use of filters.
- You set up sorting in the *Sorting* page.
- Timeslips splits options between the *Options* and *Formats* pages. You select templates within the *Report template file path* item in the *Formats* page.

Report templates

You set up fonts within the Timeslips Report Designer, which uses a template called **Pre-defined.rpt**. This template is attached to all built-in reports except bills and statements.

Aside from setting fonts on all reports, you can use the Timeslips Report Designer to create templates that build user-defined reports, select label styles, and format graphs.

The *Report List* dialog box allows you to save all the settings of a report so that you can generate it without repeating the setup procedure. If you need several reports that use the same report type, you can add copies of the report type, saving each copy in the *Report List* dialog box with its own settings.

Slip entry

The *Slip Entry* dialog box (see Figure 9.6 on page 9-9) attempts to preserve the overall look and feel of the TSTimer interface. However, there are a number of changes:

- Slip entry is built into the main program. If you prefer the focused functionality of TSTimer, run Mini Timeslips instead of Timeslips.
- The order of some fields has changed. Since time and expense activities are separated, they do not appear together in the *Activity* field. Therefore, the *Type* field is the initial entry field.
- You no longer identify and select references by number (for example, *1). You select the reference by name from the *Reference* field. In previous versions, the field containing the reference number also accepted free-form text. This is now a separate field labeled *Extra*.
- With the **Setup; Features Enabled** command, you can remove these fields: *Reference*, *Extra*, *End date*, and *Time estimated* (see “Disabling features” on page 7-14).
- The Flat Rate feature has been moved from the *Rate Source* field to its own field next to the *Rate Value* field. The Hold feature is now a separate field, allowing you to hold No Charge and Do Not Bill slips. The **Add to Flat Fee** option is now called **Override** and is part of the *Billing status* field.

- TSTimer's menu commands are found in the *Slips* and *Names* menu and the shortcut (right-click) menu for the *Slip Entry* dialog box. The *Editing* submenu within the shortcut menu contains some of the familiar slip editing commands.
- You cannot enter summary slips in the *Slip Entry* dialog box. They have been transformed into replacement slips. You maintain replacement slips in the *Replacement Slips List* dialog box (select **Slips; Replacement Slips List**).

Disabling/enabling features

With the *Features Enabled* dialog box (select **Setup; Features Enabled**), you can disable selected features that you do not use. By removing features, you can simplify the interface to reflect how your office uses Timeslips. This may also allow you to speed data entry. For example, you can disable the *Time estimated* field or secondary nickname fields if you do not use them; they will no longer appear on the *Slip Entry* dialog box. Disabling other features will remove commands from menus.

If you later decide to use a disabled feature, you can use the *Features Enabled* dialog box to re-enable it. For example, after disabling the *Time estimated* field, you can re-enable it to restore the field to the *Slip Entry* dialog box. See “Disabling features” on page 7-14 for more information.

Exchanging data with other databases

You can create “satellite” databases that are synchronized with your main database. These databases can contain some or all of the names (timekeepers, clients, tasks, and expenses) from your main database. The *Connected Databases* dialog box (select **File; Connected Databases**) lets you control which names to update in each satellite database. When you change names in your main database, Timeslips can automatically update names in the satellite database.

You can use this feature with Timeslips Remote or third-party programs that share data with Timeslips. See “Sharing Data with Other Programs on page 14-22 and “Maintaining connected databases” on page 14-24 for more information.

Accounts receivable

Accounts receivable (or A/R) is a term used throughout Timeslips. It refers to the accounting associated with a client's billing balance. Timeslips stores invoices that you approve and payments that you receive in accounts receivable. We have made several major changes to the way Timeslips maintains A/R:

- Timeslips lists A/R transactions separately from other transactions in the *Accounts Receivable List* dialog box (select **Transactions; Accounts Receivable**).
- Timeslips tracks invoices as A/R transactions. Open an invoice from the *Accounts Receivable List* dialog box to view its details.
- Aged balances track separate components of fees, costs, and interest with up to six aging periods. Periods can be as long as 999 days. (Previous versions only allowed as many as four periods up to a maximum of 255 days.)
- Aged balances always track both billed and unbilled transactions. There is no separate total of unbilled transactions.
- You set rules on how to apply payments to each invoice, either automatically or manually.
- Timeslips permits you to edit A/R balances, only when you create a new client. When you save the new client record, Timeslips converts these balances into transactions. From then on, the only way to edit balances is through transaction entry. When transferring balances from another system, you can enter a record of each invoice and payment in order to maintain a precise A/R history.
- There are new types of transactions to handle bounced checks (reverse payment) and bad debts (write-off).
- You use refund transactions to return an overpayment to a client.

For more information, see "A/R transaction types" on page 9-20.

Client funds

Timeslips v8 and previous versions maintained A/R and client funds transactions together. Timeslips now maintains client funds transactions in the *Client Funds List* dialog box, separate from A/R transactions.

You can have multiple client funds accounts. *Bank accounts* allow you to group funds accounts. For example, you can group several accounts by bank or by client. See “Understanding Client Funds Transactions” on page 9-33 for more information.

Bill arrangements

Bill arrangements are the rules that you use to calculate new charges on the bill: fees (time charges), costs (expense charges), interest, finance charges, and taxes. When calculating fees, you may charge directly from slip values, apply write-ups and write-downs (adjustments), or use a flat fee.

You establish bill arrangements in the *Arrangement 1* and *Arrangement 2* pages of the *Client Information* dialog box. See “Bill arrangements” on page 8-14 for more information.

Classification field

Each client, timekeeper, task, and expense contains a new *Classification* field. Using this field, you can establish the availability of each name. For example, you can hide names you are not currently using. You can classify a name as an *open*, *inactive*, *closed*, or *template* name.

For more information on classifications, see “Setting name classifications” on page 8-3.

Template names

Template names provide default values when you create new clients, timekeepers, tasks, or expenses. In previous versions of Timeslips, the **Your COMPANY** client was a template. Now you can have a number of these templates for various name types. Each time you create a new name, you can select a template to use and Timeslips fills in fields in the *Client Information*, *Timekeeper Information*, *Task Information*, or *Expense Information* dialog box for you.

Template clients serve a second purpose. They hold lists of references, rate selection rules, and summary slips (now called *replacement slips*). Clients may all share from a list attached to a template client. This allows you to change settings for one template instead of changing many clients. Previous versions of Timeslips implemented the concept of global references similarly. Since you can have multiple template clients, you can effectively have several lists of global references, each for a different client profile. Also, clients can simultaneously have their own references while still able to use the template client's list. This is true with rate selection rules and summary slips as well.

Client and timekeeper history

Timeslips tracks billing history for clients and timekeepers. Details such as totals for billable fees and write-ups have been available in previous versions. The level of detail has now expanded. Timeslips tracks totals on a monthly basis instead of only two periods called *Period to date* (PTD) and *Inception to date* (ITD). You can track as many months as you need and view the data in monthly, quarterly, and yearly formats. There are many new totals, including calculated values such as effective rate.

You maintain the ability to clear billing history, but you now do this as part of the Purge function. To close a period, you consolidate older monthly totals into a record of prior totals. Inception to date (ITD) figures are the total of all periods and *Prior*. These totals are available in *History* dialog boxes and reports.

For more information, see “Maintaining Client History” on page 8-17 and “Maintaining timekeeper history” on page 8-9.

Bill formatting

The bill layout template in Timeslips Report Designer is very similar to the one in Timeslips for Windows with some additions. The *Format* page of the *Client Information* dialog box is organized differently from previous versions but has basically the same options. The following items are located in the *Bill Format* section of the *Format* page of the *Client Information* dialog box (see “Formatting bills for each client” on page 11-18 for more information).

- The *Time style* and *Expense style* options (now called *Time charges* and *Expense charges*) do not include the **Total Only** option. Unmark the respective section to show only a total.
- The **Options** buttons on each section open dialog boxes that contain many of the settings formerly displayed on the *Format 1* and *Format 2* pages.
- You can show adjustments on the bill with the **Itemize adjustments after printing slip charges** option located in the *Totals for Time and Expense* section’s options dialog box.
- Summary slips are called *replacement slips* and are set up in the *Replacement Slips List* dialog box, accessed with the **Slips; Replacement Slips List** command.
- The option to include billed slips on a bill is now built into each client’s bill format settings as **Billed time slips** and **Billed expense slips**. Timeslips places billed slips in their own section on the bill, merging them with unbilled slips. You cannot include billed transactions anymore. However, you can print a statement restating A/R transactions with the **Bills; Generate Statements** command.

In addition, Timeslips offers the History Bill report (on the *Billing* page of the *Report List* dialog box), enabling you to show both billed and unbilled charges for a client.

Slip archives and the Scratchpad

You can no longer open archive files (see “Archiving Slips” on page 12-12) like a regular Timeslips database for editing and reporting. Instead, when you need archived slips, you can return them to the main database with the **File; Combine** command. See “Restoring Archives” on page 12-13.

If you intend to use them briefly, you can combine them as *temporary slips*. Temporary slips replace the Scratchpad. They are not visible on the *Time and Expense Slip List* or *Slip Entry* dialog boxes. These slips are only available for reporting; you cannot bill them. You can easily delete temporary slips with the **Slips; Delete Temporary Slips** command.

Reports can display open, closed, temporary, and inactive (on inactive clients) slips with the **Slip.Classification** filter.

Taxes

The Timeslips tax system is designed for maximum flexibility. It handles more tax rates than previous versions and can accommodate changes made to tax laws as they happen. You define taxes with three components:

- The *jurisdiction* indicates the government who is charging the tax, such as Massachusetts or Canada.
- A *tax rate rule* is a tax percentage rate and rules for a jurisdiction, such as Massachusetts Sales at 5%.
- A *tax profile* is a template that connects tax rate rules to a particular client profile, such as Massachusetts Senior Citizen.

This design allows you to define various jurisdictions that you bill—a predefined list is included—and enter their tax rates in one place. When creating a client, you simply assign the tax profile. See “Setting up taxes” on page 7-12.

Timekeeper Summary order

The Timekeeper Summary Table on the bill is often ordered by an employee’s position in the firm. You now determine this order by using job titles that you define in the *Titles* page of the *General Settings* dialog box (select **Setup; General**). Assign a title to each timekeeper using the *Title* field in the *Timekeeper Information* dialog box.

Generating files for bill audit firms

Law firms that use audit billing—such as Legalgard export or Legal Data Format export—will use a simplified system.


- First, associate each client with the appropriate auditing firm or data format using the *Electronic Delivery* field. This field is located on the *Arrangement 2* page of the *Client Information* dialog box. Print bills normally, putting them on Proof Stage.
- Under the *Bills* menu, select the appropriate auditing firm or electronic billing format. Timeslips opens a dialog box enabling you to create an export file. In addition, Timeslips automatically includes only the clients on Proof Stage associated with that auditing firm or data format, eliminating errors.
- Timeslips places the bills on *Audit Stage* where you can approve or clear them (as you do with Proof Stage bills) with the **Bills; Approve or Clear Audited Bills** command.

Reports

As mentioned earlier, you no longer access reports as commands from the *Reports* menu. Select **Reports; Reports** to open the *Report List* dialog box (Figure 10.3 on page 10-5). This dialog box contains a series of pages that represent many of the same groupings formerly in the submenus of the *Reports* menu. Select a page to see the reports it contains.

We have renamed many reports and redesigned them based upon our customers' suggestions. We have even merged some reports into one report type, with options to vary the content.

Within some report groups, you will notice several repeated reports, each with a different description. For example, the *Slips* page contains several Slip Totals by Period reports. You can now install reports into the *Report List* dialog box and save the selection, sorting, and other report-specific options, yielding a variety of reports from one report type.

On any page of the *Report List* dialog box, select a report and click **Open**  to open the *Report Entry* dialog box. You can use this dialog box to set selection, sorting, and other report options.



See “Using the Report List Dialog Box” on page 10-3 for more information on reporting.

The following tables summarize the new locations of reports from Timeslips v8 and previous versions:

Slip Analysis submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Detail Listing	Slip Listing	<i>Slips</i> page
User Summary	Slip Summary Listing Slip Information Graphs	<i>Timekeeper</i> page
Client Summary	Slip Summary Listing Slip Information Graphs	<i>Slips</i> and <i>Client</i> pages
Activity Summary	Slip Summary Listing	<i>Activity</i> page
User Defined (Detail)	Slip Detail from Report Designer	<i>Slips</i> page
User Defined (Summary)	Slip Summary from Report Designer	<i>Slips</i> page
Periodic Totals	Slip Totals by Period	<i>Slips</i> and <i>Timekeeper</i> pages
Productivity Analysis	Slip Productivity by Period	<i>Slips</i> page
Profitability Analysis	Slip Profitability by Period	<i>Slips</i> page

Client submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Name & Address Listing	Client Info Listing Description = "Name and Address Listing"	<i>Client</i> page
Labels	Client Labels	<i>Client</i> page
Accounts Receivable	Aged A/R Balances	<i>Billing</i> and <i>Client</i> pages
Transaction Listing	A/R Transaction Listing Funds Transaction Listing Bill Arrangement Report Client Info Listing	<i>A/R Transactions</i> page <i>Funds Transactions</i> page <i>Client</i> page <i>Client</i> page
Client Funds	Funds with Balances	<i>Funds Transactions</i> page
History Listing Monthly Totals	Client History by Period	<i>Client</i> page
User Defined (Detail)	Client Detail from Report Designer	<i>Client</i> page
User Defined (Summary)	Client Summary from Report Designer	<i>Client</i> page
Nickname Listing	Client Nickname Listing (for clients) Client Rate Listing (for rates)	<i>Client</i> page <i>Client</i> page
Hidden Nickname Listing	Set up the Client Nickname Listing with a Classification filter that includes only Inactive and Closed names.	<i>Client</i> page
Override Rate Listing	Rate Selection Rules Listing	<i>Client</i> page

Client WIP submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Budget Breakdown by User	Client Budgets with Timekeepers	<i>Client</i> page
Budget Breakdown by Reference	Client Budgets with References	<i>Client</i> page
Budget Breakdown by Activity	Client Budgets with Tasks	<i>Client</i> page
Charges on Hold	Charges on Hold Analysis	<i>Client</i> page
Flat Fee Performance	Flat Fee Analysis	<i>Client</i> page
Aged Client Investment	Aged Client Investment	<i>Client</i> page
Aged WIP	Aged WIP	<i>Client</i> page
Productivity by Rate	Client Rate Analysis	<i>Client</i> page

User submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Nickname Listing	Timekeeper Nickname Listing (for nicknames)	<i>Timekeeper</i> page
	Timekeeper Rate Listing (for rates)	<i>Timekeeper</i> page
History Analysis	Timekeeper History by Period	<i>Timekeeper</i> page
Overall History	Timekeeper History by Period	<i>Timekeeper</i> page
Adjustment History	Timekeeper History by Period	<i>Timekeeper</i> page
Contribution	Timekeeper Contribution	<i>Timekeeper</i> page
Productivity by Rate	Timekeeper Rate Analysis	<i>Timekeeper</i> page
Overhead Cost	Overhead Cost Analysis	<i>Timekeeper</i> page

Activity submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Nickname Listing	Task Nickname Listing (for task nicknames)	<i>Activity</i> page
	Expense Nickname Listing (for expense nicknames)	<i>Activity</i> page
	Task Rate Listing (for rates)	<i>Activity</i> page
	Task Info Listing (for all fields)	<i>Activity</i> page
	Expense Info Listing (for all fields)	<i>Activity</i> page
Markup Analysis	Markup Analysis	<i>Activity</i> page
Productivity by Rate	Task Rate Analysis	<i>Activity</i> page

System submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Abbreviations	Abbreviation Listing	<i>System</i> page
Global Reference Names	Use the Reference Listing with the Classification filter set to include only Template clients.	<i>Client</i> page
Custom Fields	Custom Fields Listing	<i>System</i> page
Slip File Check	Use the File; Data Verification command to generate a report of errors found throughout the database.	File; Data Verification
Client File Check	Use the File; Data Verification command to generate a report of errors found throughout the database.	File; Data Verification
Timeslips Database Check	Use the File; Data Verification command to generate a report of errors found throughout the database.	File; Data Verification

TAL submenu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Transfer Register	G/L Transfer Register	<i>Other</i> page
Invoice Listing	Invoice Listing	<i>A/R Transactions</i> page
Write Up/Down	Client History by Period	<i>Client</i> page
Taxes	Invoice Listing Description = "Tax on Each Invoice"	<i>Tax</i> page
Payment Performance	Payment Performance by Period	<i>A/R Transactions</i> page
Aged Invoice	Aged Invoice Listing	<i>A/R Transactions</i> page
Generate Statements	Generate Statements	<i>Billing</i> page
Convert Cash to Accrual	Convert Cash to Accrual	<i>Other</i> page
Payment Distribution	A/R Transaction Listing Description = "Payment Distribution"	<i>A/R Transactions</i> page

Bills menu

Old report name	New report name (in Timeslips v10.5)	New location (in the <i>Report List</i> dialog box)
Generate Bills	Generate Bills	<i>Billing</i> page
Full Detail Worksheet	Pre-bill Worksheet	<i>Billing</i> page
No Detail Worksheet	Pre-bill Worksheet	<i>Billing</i> page
Totals Only Worksheet	Totals Only Worksheet	<i>Billing</i> page
Payment Performance	Payment Performance by Period	<i>A/R Transactions</i> page

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