Timeslips Shortcut Keys

Timeslips provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of Timeslips. To access a command, press the key or keys indicated. For example, press **Ctrl+N** to create a new record. This means that you press and hold the **Ctrl** key, and then press the **N** key.

Slip List dialog box

New slip	Ctrl+N
Duplicate slip	Shift+Ctrl+D
Open slip	Ctrl+O
Find slip	Ctrl+Shift+F
Go to slip	Ctrl+Shift+G
Bookmark slip	Ctrl+Shift+K
Start/stop time on slip	F5, Ctrl+Shift+T
Print list of slips	Ctrl+P
Update slip list	Ctrl+Shift+L
Delete selected slip	Ctrl+Del

Slip Entry dialog box

New slip	Ctrl+N
Duplicate slip	Ctrl+Shift+D
Clone field from the previous slip	Ctrl+Shift+C
Clone the rest of the fields	Ctrl+Shift+E
Add/remove bookmark	Ctrl+Shift+K
Use default rate	Ctrl+Shift+L
Update rate rule	Ctrl+Shift+U
Switch to slip list	Ctrl+L
Revert changes on slip	Esc
Save slip	Ctrl+S
Find slip	Ctrl+Shift+F
Go to slip	Ctrl+Shift+G
Move to first slip	Ctrl+PgUp
Move to previous slip	PgUp
Move to next slip	PgDn
Move to last slip	Ctrl+PgDn

Date fields

Same as previous date	S
Today	T
Previous day	<, +, Down
Next day	>, -, Up
Calendar	C

Transaction List dialog boxes

New transaction	Ctrl+N
Open transaction	Ctrl+O
Find transaction	Ctrl+Shift+F
Go to transaction	Ctrl+Shift+G
Print list of transactions	Ctrl+P
Update transaction list	Ctrl+Shift+L
Delete selected transaction	Ctrl+Del

Transaction Entry dialog boxes

(ex: the Accounts Receivable Entry dialog box)

New transaction	Ctrl+N
Switch to transaction list	Ctrl+L
Revert transaction	Esc
Save transaction	Ctrl+S
Find transaction	Ctrl+Shift+F
Go to transaction	Ctrl+Shift+G
Move to first transaction	Ctrl+PgUp
Move to previous transaction	PgUp
Move to next transaction	PgDn
Move to last transaction	Ctrl+PgDn

Report List dialog box

New report	Ctrl+N
Open report	Ctrl+O
Print report	Ctrl+P
Acquire filters from other windows	Ctrl+Shift+F
Move to previous page of reports	Shift+F6
Next to next page of reports	F6
Delete selected report	Ctrl+Del

Report Entry dialog box

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

Name List dialog boxes

(ex: Client List dialog box)

New name	Ctrl+N
Open name	Enter, Ctrl+O
Sort by Nickname 1	Shift+Ctrl+1
Sort by Nickname 2	Shift+Ctrl+2
Delete name	Ctrl+Del

Name Information dialog boxes

(ex: Client Information dialog box)

Name list	Ctrl+L
New name	Ctrl+N
Revert changes	Esc
Move to previous page of info	Shift+F6
Move to next page of info	F6
Save name	Ctrl+S
Move to first name	Ctrl+PgUp
Move to previous name	PgUp
Move to next name	PgDn
Move to last name	Ctrl+PgDn

Name fields on slips

New name	Ctrl+Shift+N
Open name	Ctrl+Shift+O
Show nickname 1	Ctrl+Shift+1
Show nickname 2	Ctrl+Shift+2
Switch to task (from Expense field)	Ctrl+Shift+3
Switch to expense (from Task field)	Ctrl+Shift+4

Description and notes fields

Select entire contents of field	Ctrl+A
Copy selected text to clipboard	Ctrl+C
Delete selected text and place in clipboard	Ctrl+X
Paste text from clipboard	Ctrl+V
Delete the selected text	Ctrl+Del
Revert the last entry	Ctrl+Z
Spell check the current word	F4
Spell check the entire field	Shift+F4
Grammar check the entire field	Shift+F5
Open list of abbreviations	Ctrl+F7
Insert private text indicator	Alt+Ins

Timeslips Shortcut Keys

Timeslips provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of Timeslips. To access the command, press the key or keys indicated. For example, press **Ctrl+N** to create a new record. This means that you press and hold the **Ctrl** key, and then press the **N** key.

Accessing Billing Commands

Open Billing Assistant.	Ctrl+Shift+B
Update Billing Assistant data.	Ctrl+Shift+L
Generate bills (outside Billing Assistant)	Ctrl+B
Approve or clear a group of bills	Ctrl+Shift+A
Client billing history.	Ctrl+H
Timekeeper billing history	Ctrl+Shift+H

Accessing Lists of Data

Slip list (time and expense entries).	Ctrl+M
Accounts receivable transaction list	Ctrl+T
Client funds transaction list.	Ctrl+F

Accessing Lists of Names

Timekeeper list.	Ctrl+U
Client list.	Ctrl+I
Client reference list	Ctrl+Shift+R
Task list.	Ctrl+Y
Expense list	Ctrl+Shift+Y
Budgets list	Ctrl+G

Other Common Commands

Show Navigator.	Ctrl+F10
Close all dialogs, except the Navigator.	Ctrl+W
Stop all timers for the current login	Ctrl+F5
Stop all timers in the current database.	Alt+F5
Show summary of slip entry.	F9
Switch to Mini Slip View	Ctrl+Shift+M
Report list.	Ctrl+R
Dial the phone.	Ctrl+D

Timeslips Main Toolbar

The following buttons are available on the main Timeslips toolbar. You can choose to show or hide this toolbar in the *Interface* page of the *Personal Preferences* dialog box.

Pressing the **Shift** key clicking a *List* toolbar button is a shortcut to open the associated data entry dialog box. For example, **Shift**+clicking the **Client List** toolbar button opens the *Client Information* dialog box.
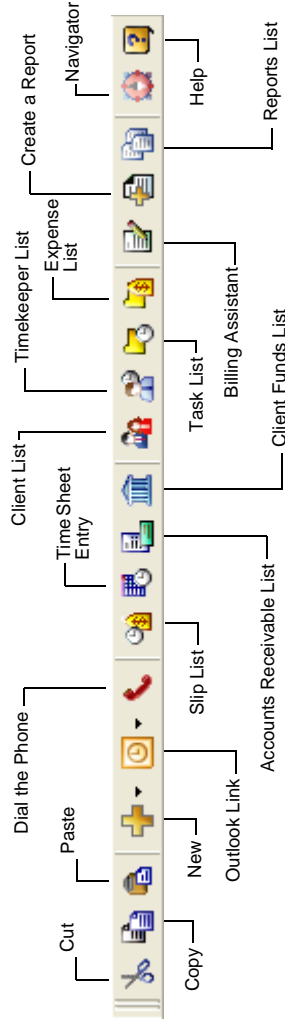
Timeslips Shortcut Menus
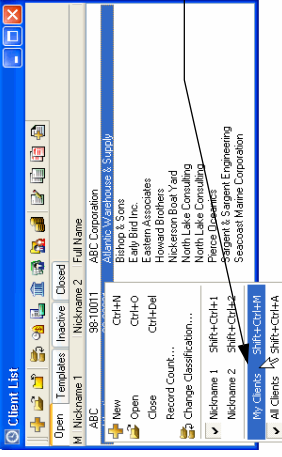
Shortcut menus are available on any field within Timeslips. Right-click on any field to open a menu of available commands specific to that field. Right-click on any area between fields to open a menu of available commands for the current dialog box.

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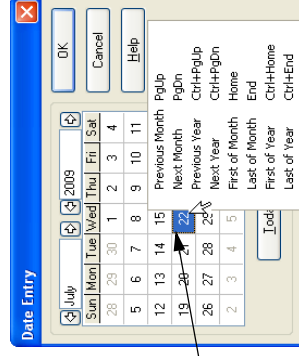
Sage Timeslips

User's Guide

sage

License agreement

You can review the license agreement at any time. Within Sage Timeslips, select **Help; Contents and Index** and select **Sage Timeslips Software License Agreements** from the *Contents* page.

Copyright

Trademarks

Technical support

Consult the Help system found in Sage Timeslips under the Help menu, or our web site at **http://www.SageTimeslips.com** before contacting us for technical support.

For info on technical support, refer to **http://www.SageTimeslips.com/support**. Terms of technical support are subject to change without notice.

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Chapter 8   Tracking Time and Expenses

Chapter 9   Entering Transactions

Chapter 10   Reviewing Data

Chapter 11   Designing and Printing Reports

Chapter 12   Billing Clients

Chapter 13   Generating Statements

Chapter 14   Linking Sage Timeslips with Outlook

Chapter 15   Updating and Removing Data

Chapter 16   Managing Databases

Chapter 17   Posting Data to Your General Ledger

Introduction to Sage Timeslips

1

• Introduction to Sage Timeslips •

Overview

Welcome to Sage Timeslips, one of the best-selling time and billing programs for the past 20 years! This chapter will introduce you the program, describe the basic concepts of time and billing, and summarize what you will find in the remainder of this user's guide and in the online Help system.

This is not a comprehensive user's manual. It is a guide to help you install Sage Timeslips and set it up for your business. It also provides an overview of the main features.

Installing Sage Timeslips

In Chapter 2, "Installing Sage Timeslips", we provide detailed instructions for installing Timeslips as a new product. This chapter also includes instructions for installing other Sage Timeslips add-ons.

Using online Help

The online Help system contains complete information about every feature in Timeslips, from general overviews to step-by-step procedures to context-sensitive help for each dialog box.

Timeslips also includes interactive guides to illustrate some features and assist new users in learning the program. See Chapter 3, "Using Online Help and Guides" for a complete explanation of these features.

Other learning resources

We offer many other resources to help you learn the basics of Sage Timeslips. These resources include a quick start tutorial, training videos, and guides that automate features. See "Reviewing learning resources" on page 3-2 for more information on the resources we provide.

How Sage Timeslips Implements Time Billing

The following sections summarize time billing processes and describe how Timeslips implements time billing.

Understanding time billing processes

Time and billing typically involves capturing time and expenses for each client and generating bills for each client. You can also print and analyze reports about your practice.
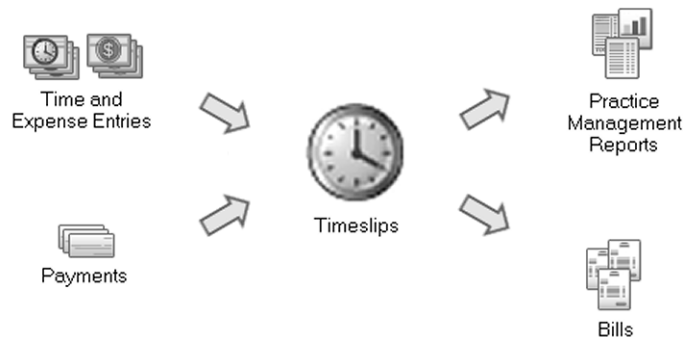
Tracking time and expenses

Primarily, you use Sage Timeslips to account accurately for your time, whether you plan to bill for it or not. You can also track expenses, whether they are reimbursable or not. If you manage multiple projects or matters for clients, you can record the amount of time spent and expenses incurred for each project.

Generating bills for clients

Billing focuses on managing accounts receivable balances for your clients. This includes generating professional-looking bills and statements; applying payments and credits to bills; and calculating taxes, interest for overdue balances, and finance charges.

The bills that Sage Timeslips generate can include time and expense charges that are based on an hourly rate, a flat fee, or some other billing arrangement.

Printing practice management reports

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

Types of Information Entered in Sage Timeslips

When tracking time and expenses and generating bills for clients, there are several types of information that you will use in Timeslips. Timeslips stores this information in your database.

Timekeepers, clients, tasks, and expenses

> **Note** You can customize the terms used to identify names throughout Timeslips. For example, you can replace the default term *timekeeper* with *attorney*.

Timeslips uses many types of names to help track your time and billing information:

- A *timekeeper* is the person whose time is spent working for the client.

- A *client* is the person, organization, or project being charged for the work being performed by timekeepers at your firm.

- *Tasks* are time-based services rendered to the client. They are typically billed at an hourly rate.

- *Expenses* are costs incurred on behalf of the client or items purchased for the client. They are typically measured by quantity and price.

For more information on names, see Chapter 7, "Entering Names".

Time and expense slips

A *slip* is a record of an event that you can bill to a client. There are two types of slips:

- A *time slip* is a dated record that describes a specific task-based charge. You typically calculate the amount of a time slip by multiplying the time spent and the billing rate.

- An *expense slip* is a dated record that describes a specific expense-based charge. You typically calculate the amount of an expense slip by multiplying the number of items and the price per item.

Each slip also tracks a timekeeper, client, activity, date, and optionally, a detailed description associated with the event.

For more information on entering slips, see Chapter 8, "Tracking Time and Expenses".
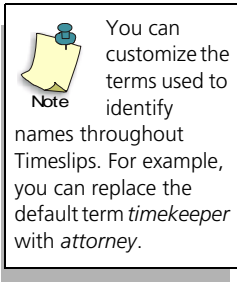
Accounts receivable transactions

Timeslips maintains an accounts receivable balance (the balance due) for each client. You can use accounts receivable transactions to describe changes to a client's accounts receivable balance.

Typically, you increase the balance due by sending a bill to the client, and you decrease the balance due by receiving a payment.

For more information on accounts receivable transactions, see "Entering Accounts Receivable Transactions" on page 9-3.

Client funds transactions

Timeslips can optionally maintain client funds balances (such as retainers or trust fund accounts) for each client. You can use client funds transactions to describe changes to the client funds balance.

Typically, you increase the client funds balance with a payment or deposit to the account, and you decrease the client funds balance by withdrawing funds to pay the account receivable balance.

For more information on client funds transactions, see "Entering Client Funds Transactions" on page 9-14.

Client history and timekeeper history

As you approve bills, Timeslips keeps monthly records detailing the billing totals associated with each client and timekeeper.

For more information, see "Maintaining timekeeper history" on page 7-12 and "Maintaining client history" on page 7-17.

Programs Installed with Sage Timeslips

Many firms will use only the main Sage Timeslips program to track time and expenses, and print reports and bills. Timeslips also includes several supporting programs.

This section provides a brief description of each program available with Timeslips. For more information on any of these programs, refer to the online Help included with each program.

Sage Timeslips

Sage Timeslips is the main application that you will use to enter names; track time and expenses; print bills, statements, and reports; and track accounts receivable balances and client funds balances. You can also use Sage Timeslips to customize database settings and set up preferences for each timekeeper.

Mini Timeslips

In firms with multiple timekeepers, you may have several timekeepers using Sage Timeslips. Some of your timekeepers may not need to access all available features. Mini Timeslips provides a compact, simpler version of Sage Timeslips. Mini Timeslips users are able to enter slips and print some reports, but these users cannot generate bills or track balances.

TSTimer

TSTimer is a smaller, complementary application that runs in your workstation's system tray. TSTimer allows timekeepers to track time quickly without having to open Timeslips. TSTimer allows you to enter as much or as little information as you want to describe the task. When you are ready to print reports or bills, you can send the time entries to Sage Timeslips.

Timeslips Import

You can use Sage Timeslips Import (TSImport) to import data from other sources for use with Timeslips. This is useful if you are coming to Sage Timeslips from another time and billing system, if you are using hardware devices such as expense capturing systems, or if you want to use data from another software program with Sage Timeslips.

Navigator Editor

Navigators are menu systems that group related features to help guide you through Sage Timeslips. With Navigator Editor, you can edit the navigators included with Sage Timeslips or create your own new navigators. This allows you to customize the appearance and content of your navigators to suit your business practices or specific types of employees.

See "Using Navigators" on page 4-6 for more information.

Procedure Editor

Procedures can automate Sage Timeslips by running scripts or macros. Procedure Editor lets you edit the procedures included with Sge Timeslips or create your own new procedures. Users can play procedures individually or attach them to navigator buttons.

See "Playing Procedures" on page 4-7 for more information.

Station Administrator

In multiple-user firms, Station Administrator can help you monitor the status of each workstation that is logged into a Timeslips database.

See "Using Station Administrator" on page 16-8 for more information.

Sage Timeslips Features

Sage Timeslips is a feature-rich application with the versatility to accommodate many different types and sizes of businesses. Sage Timeslips provides scalability and add-on products to make Sage Timeslips best fit your business needs.

Disabling features

There may be features that your firm will not use. Sage Timeslips allows you to disable features you do not need, effectively removing them from the program. The result is a simplified Sage Timeslips interface that hides commands and fields you do not use.

See "Disabling features" on page 6-14 for more information.

Purchasing add-on products

We provide add-on products that extend the Timeslips feature set. For example, you can purchase add-ons that allow you to track time on a Palm device or that provide industry-standard electronic billing formats. To review the current add-on products available, visit our Web site at **http://www.SageTimeslips.com**.

Within the user's guide, the add-on graphic will indicate functionality available only when using an add-on product.

User's Guide Terms and Considerations

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

- 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** key.

Other Reference Materials

For further information on any feature, refer to the Help system available within Sage 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 Help commands on the *Help* menu.

Sage Timeslips includes a number of automated guides and training videos. *Guides* are interactive tours within the program, designed to help you learn by doing. Training videos show examples of using specific features.

Sage Timeslips provides additional files in PDF Format. These PDF files offer bill samples, reports samples, an electronic copy of this user's guide, and an electronic copy of the upgrader's guide. You can access these files through the *Other Documents* submenu of the *Help* menu.

You can access additional PDF files through the *Other Documents* submenu of the *Help* menu.
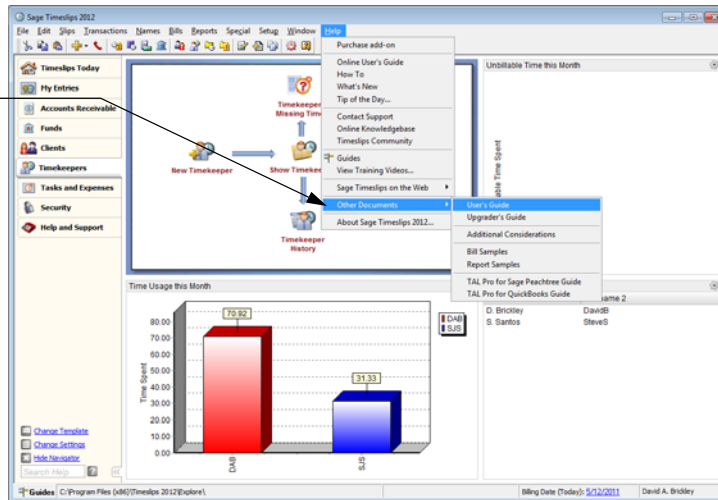
Technical Support

Before contacting our Technical Support department, please consult this user's guide and the online Help system.

If you require technical support after reviewing these resources, please refer to **http://www.sagetimeslips.com/Support-and-Training/Overview** or call 800-285-0999 for your support options.

Installing Sage Timeslips

2

• Installing Sage Timeslips •

Overview

This chapter includes information about installing Sage Timeslips on a network drive and local workstations. It also discusses installing Add-On products and linking to third-party programs.

This chapter is for the Sage Timeslips system administrator. Because installing Sage Timeslips involves some important decisions, we suggest that only your firm's system administrator follow the processes in this chapter.

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

Preparing to Install

The following sections describe information you need before you begin the installation procedure.

Reviewing system requirements

Before upgrading Sage Timeslips, verify that your system meets the necessary hardware and software requirements. The following table lists the minimum and recommended requirements for using Sage Timeslips.

System Requirements and Recommendations

	Minimum	**Recommended**	**Note**
Operating system	Windows 7 Ultimate, Windows 7 Professional, Windows Vista Business, Windows Vista Ultimate, Windows XP SP3	Windows 7 Ultimate, Windows 7 Professional, Windows Vista Business, Windows Vista Ultimate, Windows XP SP3	See Microsoft's Web site or documentation for additional requirements.
Computer/ processor	PC with 500 MHz Intel Pentium, AMD, or compatible processor	PC with 1 GHz Intel Pentium, AMD, or compatible processor	Performance improves as CPU speed is increased.
RAM (Memory)	1 GB	2 GB or higher	Performance improves as the amount of RAM is increased, especially for your server station.
Free hard disk space	300 MB for installation (excluding your database)	300 MB for installation (excluding your database)	Database growth and installation of Sage Timeslips Add-ons will require additional disk space.
		75 MB additionally required for your database	
		100 MB additionally recommended for files created over time (such as backup files, report files, PDFs of bills and reports, etc.)	
Adobe Reader	Adobe Reader to review PDF files. (Adobe Reader v9 is included on the Sage Timeslips CD-ROM.)	Adobe Reader v9 or higher to review PDF files. (Adobe Reader v9 is included on the Sage Timeslips CD-ROM.)	See Adobe's Web site or documentation for additional requirements.
	25 MB hard disk space additionally required.	25 MB hard disk space additionally required.	
CD-ROM drive	CD-ROM drive	CD-ROM drive 4x or higher	Required for installation only
Display/Monitor	Super VGA or better resolution, supporting 1024x768, 256 colors, normal fonts	Super VGA or better resolution, supporting 1024x768 or higher, high color depth, normal fonts	
Peripherals	PC-compatible keyboard, mouse, printer	PC-compatible keyboard, mouse, printer	
	14.4 KBps modem if using the dialing features within Sage Timeslips.	56 KBps modem if using the dialing features within Sage Timeslips.	
	Internet connection required for using Sage Timeslips web features, such as eCenter.	High-speed Internet connection, if using Sage Timeslips web features, such as eCenter.	
		Sound card and speakers for enhanced interaction.	
Network connectivity	If using Sage Timeslips in a multiple-user environment, a network adapter appropriate to your type of network	A network adapter appropriate to your type of network.	Highest quality network hardware possible.
Miscellaneous	MAPI-compliant email program required for sending bills and statements by email, or reprinting bills to email.	MAPI-compliant email program required for sending bills and statements by email, or reprinting bills to email.	AOL® mail is not compatible with these features.
	Microsoft Outlook 2010, 2007, or 2003 required on the Sage Timeslips workstation for using the Outlook Link, or receiving slips by email.	Microsoft Outlook 2010, 2007, or 2003 required on the Sage Timeslips workstation for using the Outlook Link, or receiving slips by email.	AOL® mail is not compatible with these features.
	Microsoft Word 2010, 2007, or 2003 required for merge functionality and viewing enhanced RTF	Microsoft Word 2010, 2007, or 2003 required for merge functionality and viewing enhanced RTF	
	Microsoft Excel 2010, 2007, or 2003 required for using the Print to Excel feature.	Microsoft Excel 2010, 2007, or 2003 required for using the Print to Excel feature.	
	Internet Explorer required to access web pages from Sage Timeslips.	Internet Explorer required to access web pages from Sage Timeslips.	
TSRemote	35 MB additional hard disk space for installation (excluding database).	40 MB additional hard disk space for installation.	Database growth will require additional disk space.
		10 MB additional hard disk space for your database.	
	MAPI-compliant email program required for sending TSRemote slips to Sage Timeslips by email.	MAPI-compliant email program required for sending TSRemote slips to Sage Timeslips by email.	AOL® mail is not compatible with this feature.

Finding the serial number and configuration code

You will need your serial number and configuration code to install Sage Timeslips, register Sage Timeslips, and to receive technical support (if necessary). Sage sent this information to you in an email message shortly after your order. If you purchased Sage Timeslips from a retail store, this information is located on your CD case.

Understanding single-user configurations

When using Sage Timeslips, a *single-user installation* refers to any installation that has one station license. Some single-user installations include:

- **Single-user installation with one computer** – If you purchased a single license of Sage Timeslips and you own a single computer, the program files and database will reside on this computer.

- **Single-user installation on a network workstation with the database on a network workstation** – If you purchased a single station license of Sage Timeslips and your workstation is connected to a network, you can install Sage Timeslips on your local workstation and maintain your Sage Timeslips database on that workstation.

- **Single-user installation on a network workstation with the database on a network drive** – If you purchased a single station license of Sage Timeslips and your workstation is connected to a network, you can install Sage Timeslips on your workstation and maintain your database on a network server. If your firm has a backup routine established for the network drive, you can include the Sage Timeslips database in that backup routine.

Understanding network configurations

If you purchased multiple Sage Timeslips station licenses, then multiple users (up to the number of station licenses purchased) can access the database simultaneously. To support multiple-user access, you must install Sage Timeslips in a network environment. This section describes common network configurations:

- **Peer-to-peer networks** – If your firm has workstations networked in a peer-to-peer environment (where workstations can access drives on other workstations), the first workstation on which you install Timeslips is considered the *Timeslips Server*.

- **Network installation** – If your firm has network workstations and a network server (which contains shared network drives), you can install your initial Timeslips installation on the network server. In this configuration, the your firm's network server is the Timeslips Server.

In network installations, after installing Sage Timeslips on the first computer, you can use the local installer to install Sage Timeslips to each network workstation that will access Timeslips. See "Installing Sage Timeslips locally" on page 2-11 for additional information about configuring your network workstations.

You can install Sage Timeslips in many network environments. Our online knowledgebase includes detailed installation instructions for some of these specific network environments.

Please visit our web site at **http://www.SageTimeslips.com** to access our online knowledgebase to see if we have installation instructions for your environment.

Using mapped drives

During the installation procedure, Sage Timeslips requires you to specify a destination folder for the program files. If you are installing Sage Timeslips on more than one workstation in a network environment, you must use the identical file drive letter and path from each workstation.

If you install Sage Timeslips to a network drive and path, then all other workstations should also access Sage Timeslips from that same network drive and path.

For example:

Sage Timeslips Server (mapped path): **H:\Apps\Timeslips**

Other workstations (mapped path): **H:\Apps\Timeslips**

If a user is going to run Sage Timeslips on the Sage Timeslips Server (for example, in a peer-to-peer network environment), the Server should run Sage Timeslips from the same path that the workstations use.

For example:

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

Other workstations (mapped path): **J:\Timeslips**

Sage Timeslips Server (mapped path): **J:\Timeslips**

In some configurations, Windows may not permit you to share or modify folders below the Program Files folder. In this case, we suggest that you create another path on the hard drive, install Timeslips to that path, and share the path accordingly.

For example:

Sage Timeslips Server (actual path): **C:\Apps\Timeslips**

Other workstations (mapped path): **J:\Timeslips**

Sage Timeslips Server (mapped path): **J:\Timeslips**

Using UNC paths

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

Verifying access rights

In order to install and use Sage Timeslips, all network users must have **Change** file rights (Read, Write, Execute, and Delete) for the installation folder.

You must log into Windows with administrator rights to install Sage Timeslips. The Setup program will change Windows access rights to the installation folder for *Users* group to *Full Control*.

Understanding station licenses

Every computer that accesses Sage Timeslips must have a network station license. For example, if you want to use Timeslips on three computers, you must purchase three station licenses.

Users can also access Sage Timeslips through terminal services. Each user accessing Sage Timeslips through terminal services will use a network station license.

When running Sage Timeslips, you can view and maintain network station licenses using Station Administrator. See "Using Station Administrator" on page 16-8 for more information.

If needed, you can purchase additional licenses for Sage Timeslips through our web site at **http://www.SageTimeslips** or by calling **(800) 285-0999**.

Installing Sage Timeslips

Understanding the installation process

After preparing to install (see "Preparing to Install" on page 2-2), you are ready to install Timeslips.

Installing on a single workstation

Installing Sage Timeslips for use on a single workstation consists of the following steps:

- Install Sage Timeslips to the local workstation (see "How to install Sage Timeslips" on page 2-8).
- Install other add-ons, if appropriate (see "Installing additional licenses or other add-ons" on page 2-10).

Installing on a server and multiple workstations

Installing Sage Timeslips for use by multiple users consists of the following steps:

- Install Sage Timeslips to a network folder (see "How to install Sage Timeslips" on page 2-8).
- Install Sage Timeslips add-ons, if appropriate (see "Installing additional licenses or other add-ons" on page 2-10).
- Run the local installation procedure on each network workstation that will use Timeslips (see "Installing Sage Timeslips locally" on page 2-11).

Downloading the installation file

When you purchased Sage Timeslips, Sage sent you an email message that contained your serial number and configuration code, along with a link to download the installation file.

You must download the installation file (**SageTimeslips2012.exe**) to follow the instructions below.

How to install Sage Timeslips

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

If you purchased multiple station licenses and you are installing Sage Timeslips in a network environment, we suggest that you install Sage Timeslips from a network workstation to a network drive.

You must log into Windows with administrator rights to install Sage Timeslips. However, you do not need administrator rights to use Sage Timeslips.

2   Start the Sage Timeslips installation by double-clicking on the Sage Timeslips download file. This file is named **SageTimeslips2012.exe**. The download file will extract the necessary installation file and will open a menu of options.
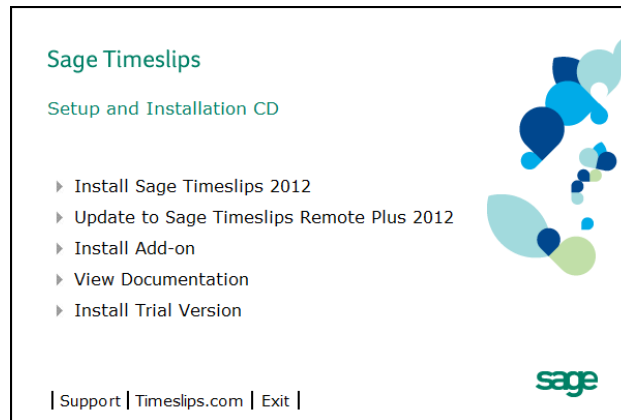
3   Click **Install Sage Timeslips 2012**. The *Welcome to Sage Timeslips Setup* view opens.

4   Click **Next** to continue the installation procedure. The *Software License Agreement* view opens.

5   Installing Sage Timeslips indicates that you agree to the terms of the Software License Agreement. After reading this agreement, select **I accept the terms of the license agreement** if you agree to the terms and then click **Next**. The *Enter Configuration Code* view opens.

6   You must enter a valid configuration code to install Sage Timeslips. Sage sent this code to you shortly after you purchased the program. If you purchased Sage Timeslips from a retail store, this information is located on your CD case. After entering the configuration code, click **Next**.

Enter the configuration code
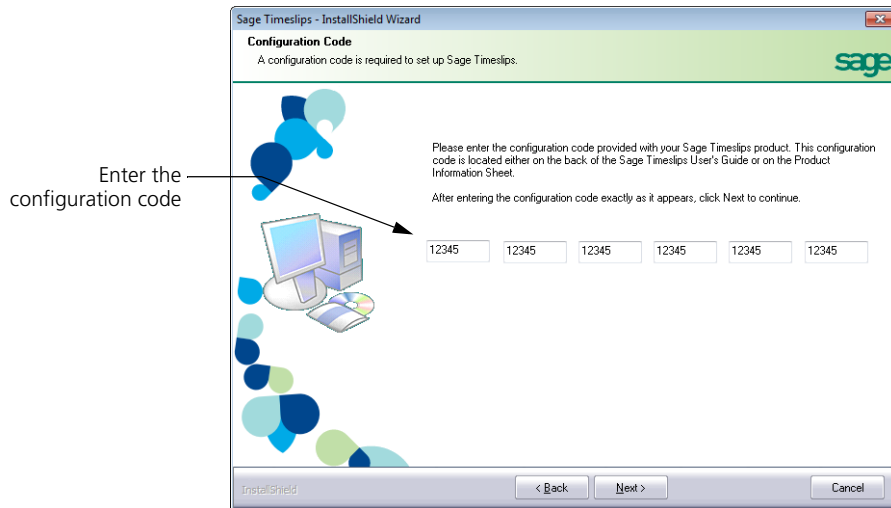
7   Verify that the Timeslips configuration settings correspond to the code that you entered.

If the configuration settings are incorrect, click **Back** to re-enter your Timeslips code; otherwise, click **Next** to continue. The *Select the Destination Folder* view opens.

8   Select the folder where you want to install Timeslips. By default, the Setup program installs Timeslips in the **C:\Program Files\Timeslips** folder. If necessary, click **Browse** to select a different location.

If you are installing Timeslips on multiple workstations in a network environment, you must use identical installation paths on each workstation. See "Using mapped drives" on page 2-5 for additional information.

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. We recommend that you perform a **Complete** installation to ensure you install all the components.

Click **Next** to continue. The *User Information* view opens.

10 Enter your user name, company name, and Timeslips serial number in the corresponding fields of the *User Informatio*n view. Your Timeslips serial number displays on the back of the Timeslips User's Guide.

Click **Next** to continue. The *Ready to Install Timeslips* view opens.

11 The Setup program is ready to install Timeslips on your workstation or network drive. Click **Install** to begin installing Timeslips.

After copying the necessary program files to your computer, the *Select Program Folder* view opens.

12 Select the program folder where you want to create Timeslips shortcuts. Click **Next** to continue.

13 Sage Timeslips completes the installation procedure. Choose additional options (creating desktop shortcut, installing Adobe Reader, reviewing the readme document, or checking for program updates) and click **Finish**.

Registering Sage Timeslips

When you run Sage Timeslips, you may be presented with a screen containing instructions for registering your software. If you choose not to register at that time, you will be allowed to use Timeslips for 30 days, before you must register the program. After 30 days, you not be able to use Timeslips until you register.

Installing additional licenses or other add-ons

Note In a multi-user environment, install add-ons before installing Sage Timeslips locally.
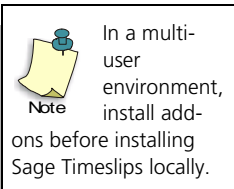
You can enhance Sage Timeslips by purchasing additional products, station licenses, or functionality called Sage Timeslips *add-ons*. You can install add-ons directly from the Sage Timeslips installation CD-ROM.

How to install Sage Timeslips Add-Ons

1 Within Sage Timeslips, select **Help; Purchase Add-on**.

2 Enter the configuration code for your Sage Timeslips Add-On product. This configuration code was sent to you in an email message. Click **Next**.

3 Verify that the configuration code corresponds to the Sage Timeslips Add-On feature that you want to install.

If the configuration settings are incorrect, click **Back** to re-enter the configuration code; otherwise, click **Next** to continue.

4 Sage Timeslips will indicate when your installation is updated. Click **Done**.

Installing Sage Timeslips locally

After installing Timeslips on a network drive (on the Sage Timeslips Server) and mapping the same drive letter from each workstation to the appropriate folder on the Sage Timeslips Server, you can install Sage Timeslips locally on each workstation.

The local installer copies program files from the Sage Timeslips Server to a network workstation. This allows users to run the Sage Timeslips from their workstations while sharing a database on the Sage Timeslips Server.

How to locally install Sage 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 (**Timeslips\Loclinst** on the Sage Timeslips Server, by default). Click **OK**. The *Welcome to the Sage Timeslips Local Installer* view opens.

3 Click **Next**, the *Select Installation or Update* view opens. Select the type of local installation to run on the current workstation.

   • **Install**: Click this button if you are installing Timeslips on this workstation for the first time. The *Select Installation Type* view opens (see step 4).

   • **Update**: If Timeslips is already installed on this workstation, click this button to verify that the latest Timeslips program files are installed. The *Ready to Install Sage Timeslips* view opens (see step 8).

4 Select the type of installation that you want the Setup program to perform. We recommend that you perform a **Complete** installation to ensure you install all the components.

   Click **Next** to continue. The *Select the Destination Folder* view opens.

5 Select the local folder where you want to install your Timeslips program files. By default, the Setup program installs Sage 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.

6 The Setup program is ready to install Sage Timeslips on your workstation. If you want to change any of the Setup programs settings, click **Back**. If you want to begin installing the Sage Timeslips program files, click **Next**.

After copying the necessary program files to your computer, the *Select Program Folder* view opens.

7 Select the program folder where you want the Setup program to create your Sage Timeslips shortcuts. After selecting the appropriate program folder, click **Next** to continue.

8 Sage Timeslips completes the installation procedure. Choose additional options (creating desktop shortcut, installing Adobe Reader, reviewing the readme document, or checking for program updates) and click **Finish**.

Getting the Latest Release

We may occasionally issue a Service Release (SR) for Sage Timeslips. We recommend that you periodically check to ensure you are using the most up-to-date release.

• Within Sage Timeslips, select **Help; Sage Timeslips on the Web; Download Latest Update**.

• Within TSRemote, select **Help; TSRemote on the Web; Download Latest Update**.

Automatically updating Sage Timeslips locally

In a network environment, when the Sage Timeslips administrator updates Sage Timeslips on the Timeslips Server with a service release, Sage Timeslips can detect new files. As other workstations open Sage Timeslips, the update process will update files on workstations automatically.

Converting from Another Billing 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 Sage 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" below).

Entering data manually

You must manually enter any past client and timekeeper histories (other than billed slips) if you want Timeslips to track them.

For more information about client and timekeeper histories, look up "billing history" in the online Help.

Importing data with Sage Timeslips Import

To avoid manual entry of large amounts of data, Sage 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 Sage Timeslips database. Within Sage Timeslips, select **File; Import** to run TSImport.

If you have clients with existing balances, you must import the balances (TSImport cannot import payments). After you import clients with existing balances, Sage 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 Sage 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 system for TSImport for more information.

Data conversion services

We provide data conversion services for users converting 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 a message to **datarepair@timeslips.com** regarding your conversion inquiry.

Using Online Help and Guides

3

• Using Online Help and Guides •

Overview

We want to make it as easy as possible for you to learn the many features and functions of Sage Timeslips quickly. To assist you learning Sage Timeslips, we have included several resources.

Before using any of these learning tools, you should start the program. The Timeslips installer creates the Timeslips program group. Select **Start; Programs; Timeslips; Timeslips** to start Timeslips.

Reviewing learning resources

We provide many tools to help new users and upgraders learn features and functionality in Timeslips, including:

- **The Help system:** This details every aspect of the program. It includes context-sensitive information for each screen, overview topics that explain program concepts, and step-by-step instructions. See "Using the Online Help System" on page 3-3 for more info.

- **Training Videos:** These videos introduce some common features and provide step-by-step instructions on how you can use them to implement Timeslips in your firm. See "Viewing Training Videos" on page 3-7 for more info.

- **Interactive Guides:** These tours demonstrate how to perform a task by using the actual commands and screens. They are designed to get you involved, entering data while learning about Sage Timeslips. See "Using Automated Guides" on page 3-8 for more info.

- **Navigators:** These provide a graphical interface to the commands found on the menus. Navigators can open automatically when you start Sage Timeslips. See "Using Navigators" on page 4-6 for more info.

- **Quick Start Tutorial:** Chapter 5 of the user's guide allows you to use the sample database to become familiar with the basic data-entry and reporting functionality in Sage Timeslips.

- **Tip of the Day:** This provides tips for Sage Timeslips. Tips can include data-entry shortcuts and an additional information about functionality. See "Using the Tip of the Day" on page 3-10 for more info.

Using the Online Help System

This user's guide is a starting point; it introduces you to Sage Timeslips. Use it to get oriented with the main features.

The Help system contains complete documentation, including overviews of all major concepts and step-by-step procedures for performing each function. Use the Help system as your primary resource for Sage Timeslips information.

This section describes the information available in the online Help system and the ways you can access it.

Understanding Help menu commands

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

- **Online User's Guide:** Provides overviews of the different areas of Timeslips. Choose an area to learn more about those features, or search for a topic using index keywords to the left.

- **How To:** Provides step-by-step instructions for common objectives in Timeslips.

- **What's New:** Describes the features that are new to this version of Sage Timeslips. Upgraders can use this command to find information on new features added in this and past upgrades.

- **Tip of the Day:** Provides tips about different areas of Sage Timeslips (see "Using the Tip of the Day" on page 3-10).

- **Guides:** Opens automated guides that can walk you through tasks using your own data (see "Using Automated Guides" on page 3-8).

- **View Training Videos:** Opens training videos that can show how to use features (see "Viewing Training Videos" on page 3-7).

- **Sage Timeslips on the Web:** Opens commands that access our Web site. In order to use these commands, you must have Internet access and a default browser set up.

- **Other Documents:** Opens commands that access documents to complement this user's guide and online Help system. You will use Adobe Reader to open these documents.

Understanding 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, and searching the index. The following sections discuss each method.

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

Each topic has a unique title, allowing you to find it easily in the index. Some topics contain additional links directly below the title that provide access to related information.

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

Click on underlined text
to move to a related
Help topic.
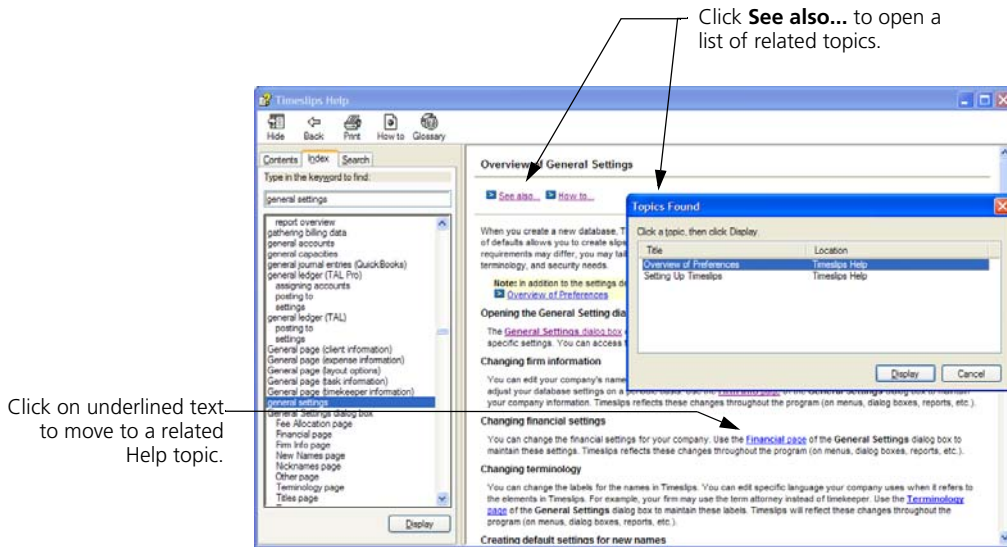
The most common links are:

- **Overview:** Opens a topic the describes how the current features interacts with other features.

- **See also...** Lists topics for related features.

- **How to...** Lists step-by-step topics related to the current feature.

- **See example...** Lists examples of how you may use the current feature.

Using context-sensitive Help

Many of our Help topics describe the fields available on the current screen. To access context-sensitive Help, click **Help** 🔲 on the toolbar, click the **Help** button on a dialog box, or press **F1**.

Using the Contents page

The *Contents* page of the Help system includes topics organized into books 📖, 📖 and pages 🔲. This structure allows you to approach the major features of Timeslips individually.

Double click on a closed book to open it.

Double click on a page to view that Help topic.
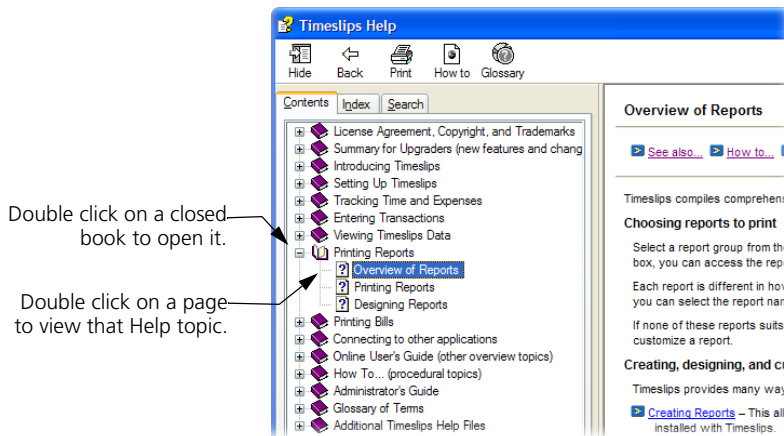
Using the Online User's Guide

The online user's guide opens when you select **Help; Online User's Guide**. This guide organizes information into general categories. Click on any topic to learn more about it.

For example, first-time users of Sage Timeslips that want information on the settings available can choose "Setting Up Timeslips" from the Online User's Guide.

Using How To topics

We also provide an index of all "How to..." topics. Select **Help; How To** to open this list of topics. Click on any topic any of the subject areas for quick access to the related topics.

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 about clients, look up "overview of clients" in the online Help system.

To find this topic, select **Help; Online User's Guide** and use the *Index* page. Enter the index keyword **overview of clients** and click **Display**.

Enter the topic that you want to display.

The closest match is displayed in the list. Double click on any topic is display it.
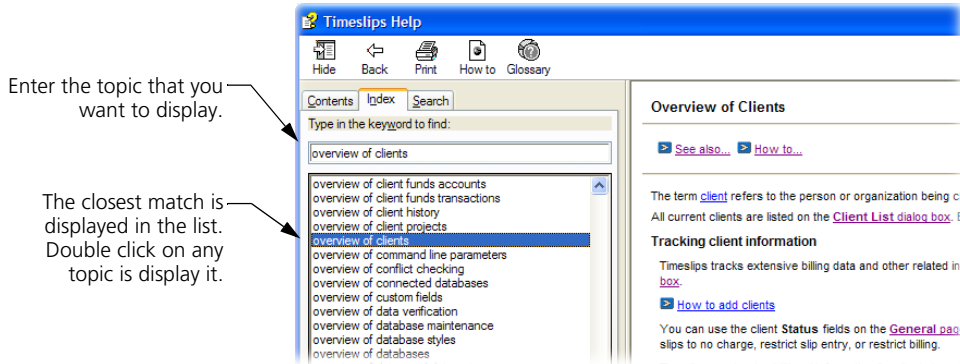
Printing Help topics

The *Contents* page of the *Help Topics* dialog box groups Help topics into books and pages. A *book* 📖, 📘 represents a heading that groups related topics. A *page* ❓ represents a specific Help topic.

If you click the **Print** button with "Printing Reports" highlighted, you can print all pages within this book.

Double click on a closed book to open it.

Double click on a page to view that Help topic.
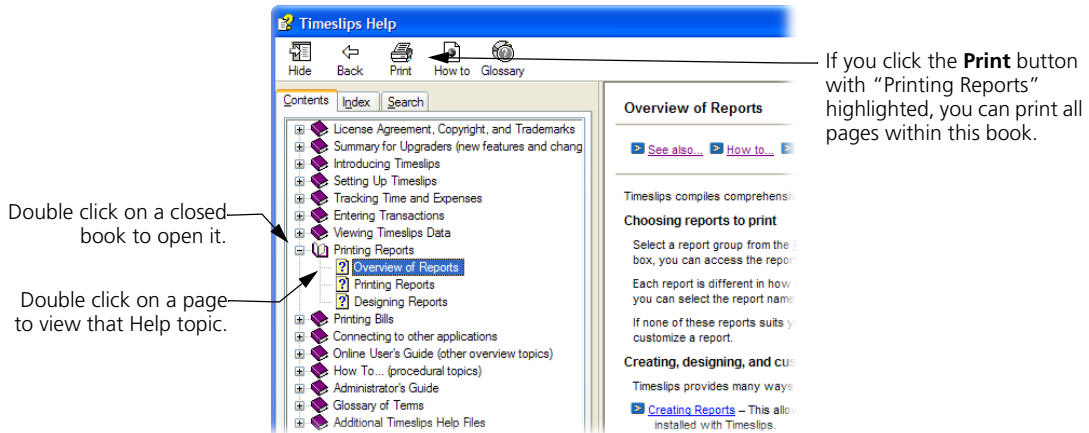
Viewing Training Videos

Sage Timeslips provides many training videos to help new users get started entering data in Timeslips and more experienced users explore more advanced features before using them.

Accessing and playing training videos

Look up "playing training videos" in the online Help system for more information.
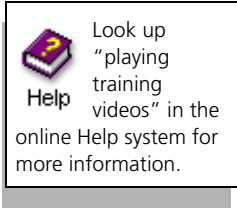
Select **Help; View Training Videos** to open the *Training Videos* dialog box. Sage Timeslips offers several groups of training videos.

Click on a group title to view the training videos in that group. Click on the name of a training video to play that video.

Select a training video to view from the list of videos.

Timeslips displays a check mark ☑ to the left of any training video you have already viewed.
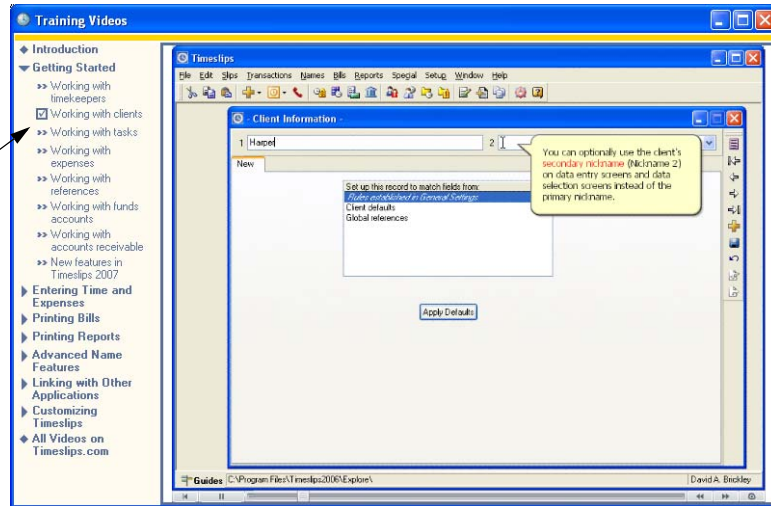
You can use the control bar at the bottom the dialog box to pause, move forward, or move backward through the current training video.

Use these buttons on the control bar to restart, play, or pause the current video.

You can also scroll through, rewind, or fast forward the current video.
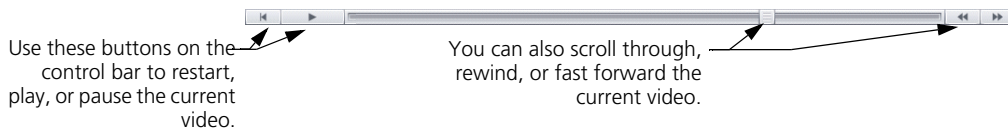
When you view a training video, Sage Timeslips places a check mark to the right of the name of the video, indicating you have viewed it.

Using Automated Guides

Timeslips also provides many "How to" automated guides that focus on completing specific tasks. Each automated guide uses instructional hints to provide you with information about the current screen. These hints will also guide you through steps to complete each task or tutorial exercise.

Accessing guides

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

Click the tabs at the top of the dialog box to access the different pages.
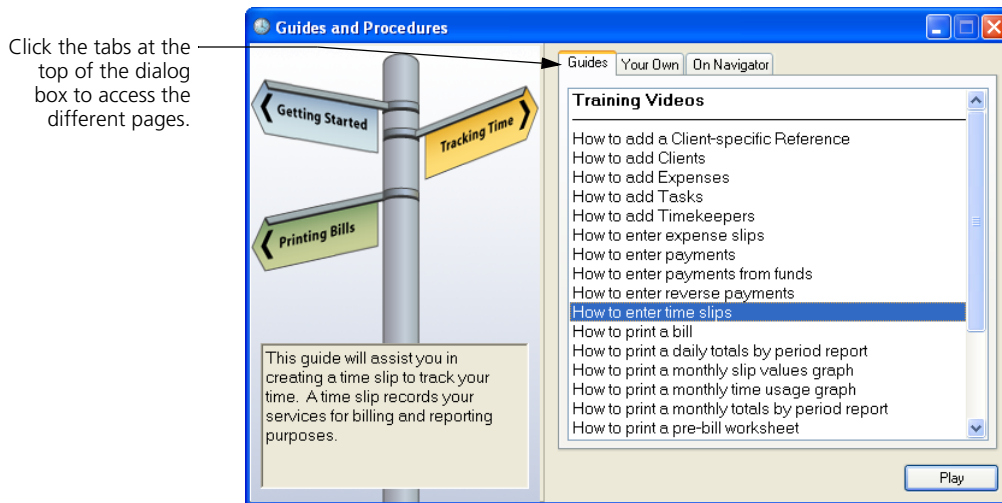
Each page contains a list of procedures:

- **Guides:** These are the interactive tours that provide you with step-by-step instructions for completing a particular task. Some examples are: creating clients, creating time slips, and printing reports.

- **Your Own:** You can create your own automated procedures to streamline your work. Timeslips displays these procedures on this page, allowing you to access and play them easily. Select **Special; Automated Procedures** to access these procedures.

- **On Navigator:** The procedures associated with the current navigator are displayed here.

Look up "automated procedures" in the Help system for more info on creating procedures.
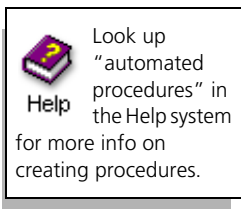
Playing guides

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. 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.

Hints provide instructions and additional information throughout guides.
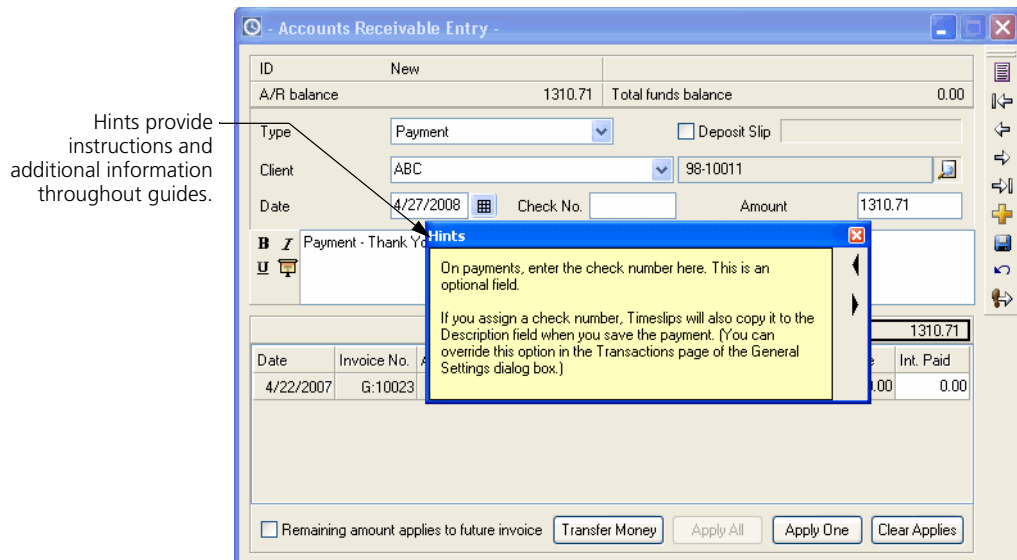
You may exit a guide at any time by clicking the **Stop** button on the *Automated Procedure Active* control bar or by pressing **Ctrl+Break**.

Using the Tip of the Day

The Tip of the Day is an interactive tool that Sage Timeslips uses to provide you with tips about different areas of the program. When you open Sage Timeslips, the *Tip of the Day* displays in the top right corner.

Click **Tell me more** to open a Help topic related to the current tip.
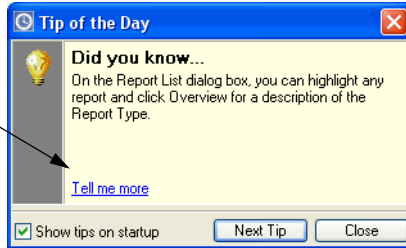
Look up "tip of the day" in the online Help system for more info.

For some areas of the program, Sage Timeslips will show only those tips 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.

Using the Sage Timeslips Interface

4

• **Using the Interface** •

Overview

You can access most areas of Sage 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, Sage Timeslips uses a number of controls common to most Windows programs. This chapter explains these controls.

Selecting Commands

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

Using menus

For more info on menus, look up "Timeslips menus" in the online Help.
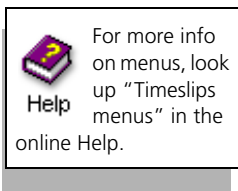
A menu bar is located just below the title bar of each application window. The menu bar lists the major categories of operations available in each application.

The following menus are available in Sage Timeslips:

- **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.

- **Edit:** Includes standard Windows clipboard commands such as cut, copy, paste, and delete.

- **Slips:** Includes commands for entering and maintaining time slips and expense slips.

- **Transactions:** Includes commands for maintaining accounts receivable transactions, client funds transactions, and bank deposit slips.

- **Names:** Contains commands to define and update information related to clients, timekeepers, tasks, expenses, references, and budgets.

- **Bills:** includes commands related to billing, such as printing pre-bill worksheets, bills, and statements; accessing Billing Assistant; and reprinting bills.

- **Reports:** Provides commands to find reports that best meet your needs, customize existing reports, and create new reports.

- **Special:** Contains commands that perform special functions such as checking for spelling and grammar errors, searching for text, and displaying the navigator.

- **Setup:** Contains commands to customize Timeslips, set preferences for timekeepers, enable access security, and establish data entry shortcuts.

- **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 automated guides, training videos, and the online Help system.

Using toolbars

For more information on toolbars, look up "toolbars" in the online Help.
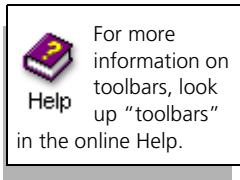
Toolbars provide you with easy access to commands. The main toolbar appears beneath the menu bar.

The main toolbar provides quick access to most of the data-entry and reporting areas in Sage Timeslips. Position the mouse pointer over a toolbar button to display a ToolTip indicating the button's functionality.

In addition to the main toolbar, many dialog boxes also include their own toolbars (see "Toolbars in dialog boxes" on page 4-4).

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 at the end of a toolbar.

- **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.

Toolbars in dialog boxes

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 buttons are available in every part of the program.

When you encounter additional toolbar buttons, press **F1** for info on those buttons.

	Add a new record to the database. The shortcut key is **Ctrl+N**.
	Open details 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. 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 database. We recommend that you perform a database 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**.
	Display a list of records. You can use the list to view or go to other records. The shortcut key is **Ctrl+L**.
	Display the first record. The shortcut key is **Ctrl+PgUp**.
	Display the previous record, if any. The shortcut key is **PgUp**.
	Display the next record, if any. The shortcut key is **PgDn**.
	Display the last record. The shortcut key is **Ctrl+PgDn**.
	Update the list or report with any changed information, such as changes that occurred on other stations. The shortcut key is **Shift+Ctrl+L**.

Using shortcut menus and shortcut keys

Many commands are also available on *shortcut menus*. A shortcut menu 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. When you right-click on an area between fields, the shortcut menu provides keystrokes for toolbar buttons.
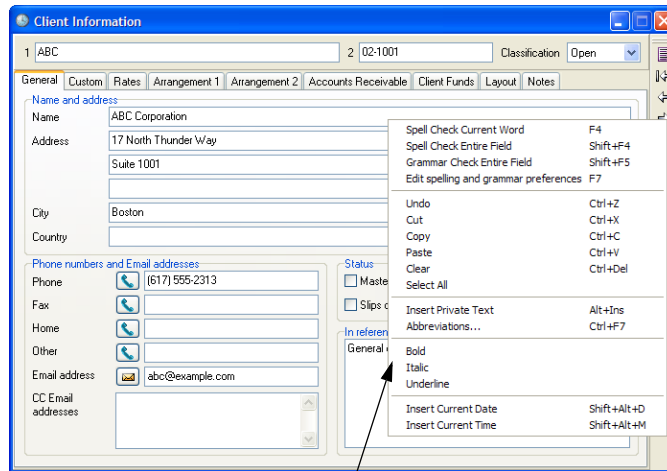
When right-clicking in a text field, the shortcut menu usually contains standard text-editing commands, spell-checking and grammar-checking commands, and text-formatting commands.

Look up "shortcut keys" in the online Help for a detailed list of shortcut keys.

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 Sage Timeslips. For example, **F6** and **Shift+F6** will navigate between pages of most tabbed dialog boxes.

Refer to the "Shortcut Keys" card in the front of this user's guide.

Using Navigators

Look up "navigators" in the online Help for more info about navigators.

While you can access commands and functionality from menus, Sage Timeslips also provides navigators. *Navigators* group commands into major topics and show workflow between them.

Navigators allow you to perform most data entry and data reviewing tasks without having to locate commands in menus. They can show more clearly than standard menus how commands are related to real-life business tasks.

Sage Timeslips provides two types of navigators:

Enhanced navigators

Enhanced navigators group related commands together as well as provide important information related to each group of commands.

Use the navigation section of the enhanced navigator to access groups of commands.

Click a topic icon to change the topic displayed on the navigator.

Click a navigator button to play the associated procedure (macro).
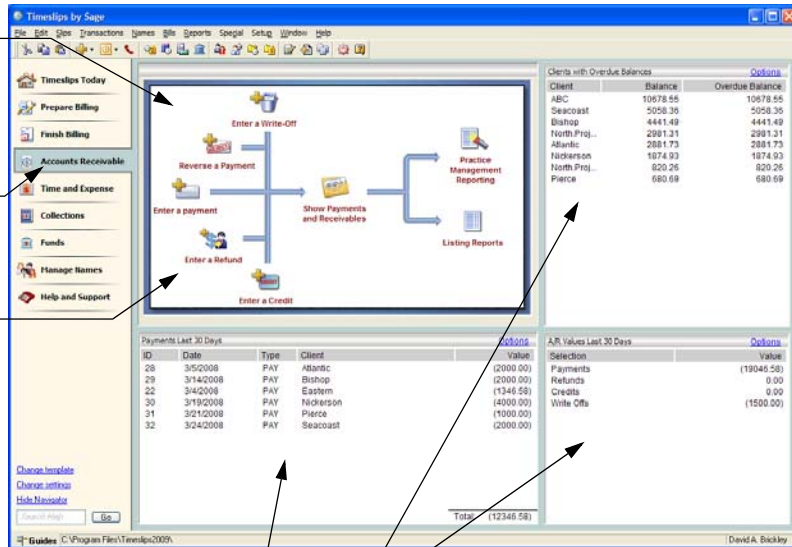
Use the data sections of the enhanced navigator to review related information. See "Using Navigators to View Data" on page 10-8 for more information.

If you do not want additional information to display or cannot fit larger navigators onscreen, you should use a classic navigator.

Classic navigators

Classic navigators group related commands together.

Classic navigators provide access to groups of commands.

Click a topic icon to change the topic displayed on the navigator.

Click a navigator button to play the associated procedure (macro).
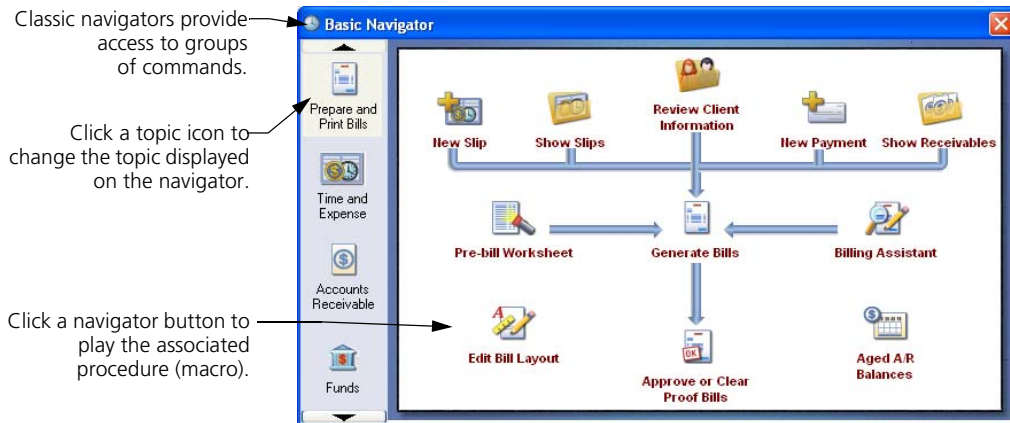
Choosing the type of navigator to use

Each workstation can set up preferences to determine which type of navigator to use. Select **Setup; Preferences** to access preferences and then switch to the *Navigator/Procedures* page. Set the *Format* to either **Classic** or **Enhanced** and then choose the *Template* that you want to use.

Displaying the navigator

You can use preferences to open the navigator automatically when Sage Timeslips opens. Select **Setup; Preferences** to access preferences, switch to the *Startup/Exit* page, and set the *Navigator* to **Yes**.

You can click **Navigator** ⚙ from the toolbar to open the navigator manually.

Playing Procedures

While you will typically use *navigators* to play automated procedures, you can also play these procedures individually. Select **Special; Automated Procedures** to open the *Guides and Procedures* dialog box. This dialog box groups procedures into three pages:

- **Guides:** Lists the automated guides that Sage Timeslips provides for common tasks (see "Playing guides" on page 3-9).

- **Your Own:** Lists procedures that you have created.

- **On Navigator:** Lists procedures used by the current navigator.

Highlight a procedure name and click **Play** to play the procedure.

Creating your own procedures

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

Sage Timeslips allows advanced users to create and edit procedures. Working with procedures is straightforward if you are comfortable writing macros for Microsoft Word, Microsoft Excel, or other simple programs.

After creating procedures, you can create or edit navigators and attach the procedures to navigator buttons.

Certified Consultants 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.SageTimeslips.com** or call (**800**) **285-0999.**

Entering Data

In Sage Timeslips, you enter all data through the dialog boxes that open when you select commands. Toolbars 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.

Selecting fields

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 select the field to work with.

The simplest way to select a field is to click on an item with the mouse. If you want to change focus with the keyboard, you can use the following keys:

Key	Movement
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.
F7, Shift+F7	Move to the next or previous group of fields. You may also move to fields with underlined characters by using the **Alt**+<**letter key**> for the underlined characters.

Using 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. Use the scroll bar to view additional fields.

Use the scroll bar to view additional fields.
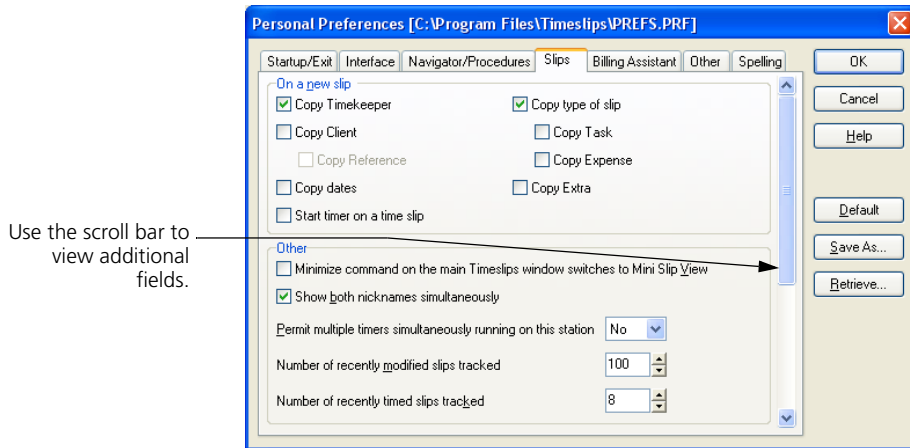
Depending on the size and resolution of your monitor, you may be able to resize a dialog box to display more fields.

Using text fields

You use text fields for direct entry of text or numbers. Sage Timeslips inserts typed characters into the text field at the insertion point location.
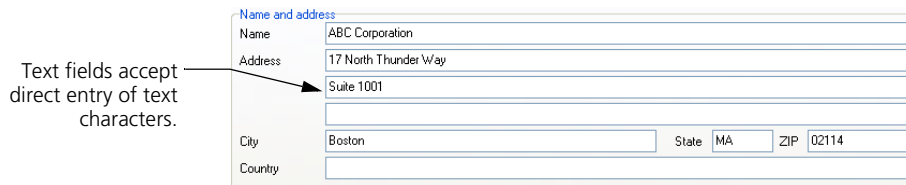
Text fields accept direct entry of text characters.

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. You can also click and drag to highlight a portion of the text in a field.

- **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.

Some text fields are used specifically for entering descriptive notes, dates, or time values. These text fields are described in the following sections.

Resizing description fields

When entering slip descriptions, you can increase the *Description* field to show more text. Click ⊞ to increase the visible description or click ▭ to decrease the visible description.

Resizing description fonts

When viewing or entering descriptions for slips or transactions, you can increase the font size to make text more readable or you can decrease the font size to fit more text onscreen. Click within a description field to resize and press **Ctrl++** to increase the font size or **Ctrl+-** to decrease the font size.

Using abbreviations in text descriptions

Abbreviations are codes that you create to speed entry of frequently typed words, phrases, and sentences. Select **Setup; Abbreviations** to open the *Abbreviations* dialog box.

Once defined, you can type the abbreviation in certain fields, such as the *Description* field of a slip:

When you enter characters like punctuation or a space, Sage Timeslips expands abbreviation codes into the associated full text.

> **B** *I* telephone call to client concerning
> **U** 🗑
> ➕➖

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.

Entering dates

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

Key	Command	Additional Information
T	Today	
S	Same as other	This command works in paired date fields, such as the Start date and End date on a slip.
↑ or > or +	Increment date	
↓ or < or -	Decrement date	

You can also select dates from a pop-up calendar by clicking the **Date** button ▦ to the right of the *Date* field or pressing **C**.

When entering a single date (for example, on a payment), the *Date Entry* dialog box opens.

Click the month or year fields, or use the arrow keys on either side of these fields to change the calendar displayed.
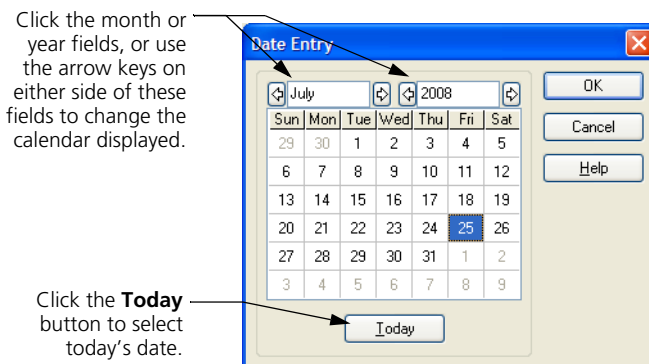
Click the **Today** button to select today's date.

If the date field is part of a date range (indicated by two adjacent date fields), the *Date Range* dialog box opens.

Click the **Apply this rule** field to use a relative date rule.

Click the **Same As** button to use the same *Ending date* as the *Starting date*.
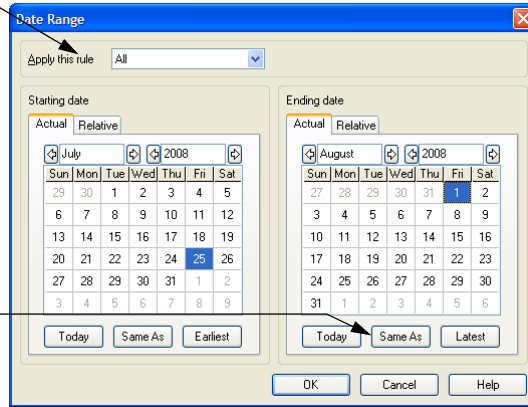
Some date fields can use *relative dates*, which determine dates automatically, relative to today. Built-in relative dates include *last month*, *last quarter*, *last year*, *month to date*, *year to date*, *this week*, and *this month*.

Entering time values

When you enter time values, Sage Timeslips provides the *Time Range* dialog box to speed data entry. This dialog box allows you to enter start and stop times and will automatically calculate the elapsed time.

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.

Use the *Options* field to choose to add to, subtract from, or replace the current duration.
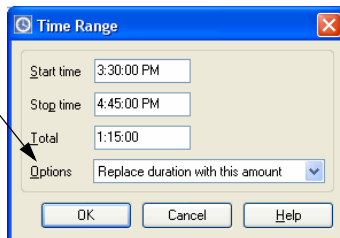
Using time cells

When entering time on the time sheet (select **Slips; Time Sheet; Time Entry**), you enter your time for a particular day in a cell. The simplest way to enter time here is to click on a cell and enter the time spent directly within that cell.

You can enter the time spent in either **hours.decimal** format or **hours:minutes** format. You can also select a cell and click **Timer** 🕑 to track time as you work.

Using lists of data

Sage Timeslips uses lists to display groups of data. The functionality of these lists depend on the type of list you are using.

Using lists to view data

When you view a list of data, such as names, slips, or transactions, Sage Timeslips provides tools to help you find the data you want.

Use buttons on the toolbar to maintain items on the list.

Tabs at the top of lists separate different types of data.

Click on column headings to sort the list.
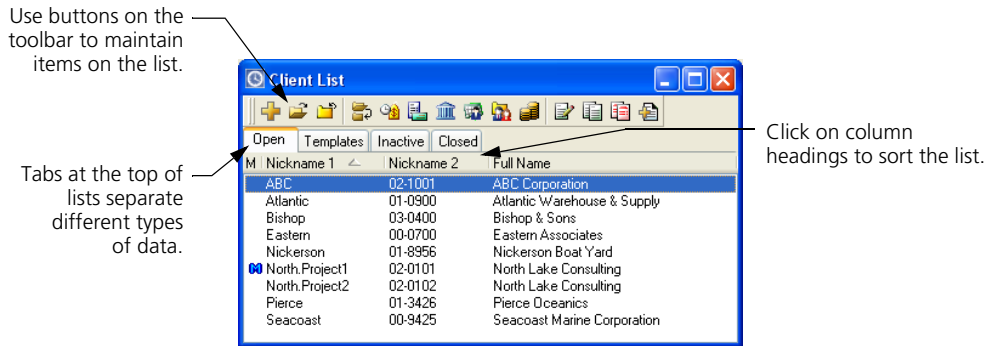
You can use the arrow keys to move through the list to select an item.

If the items on the list are arranged in alphabetical order, the list supports *speed search*. For example, if you type the letter **e**, the highlight will be positioned on the first item on the list that begins with **e**.

Sometimes it is easier to find data when you group the list by a specific field. Click on column headings to sort the list of data by that field.

Selecting data from list boxes

List boxes display a list of possible values for a field. You typically use list boxes to select names. For example, the *Client* field within the *Slip Entry* dialog box shows the available clients. You can use this field to select a client for the slip.

4-13
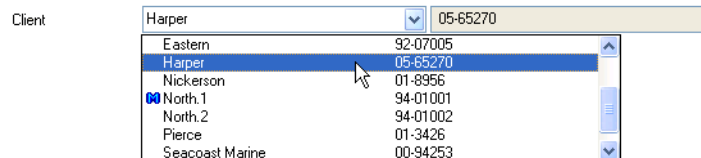
Selecting data from group list boxes

Sage Timeslips uses group list boxes when a field can have multiple values. For example, when you are choosing names for a report, you can use a group list box to mark each name to include. 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.

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

Instead of selecting names individually, you can enter a nickname range to select.
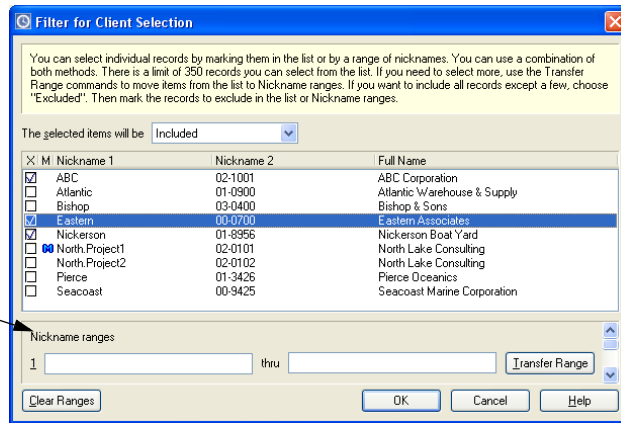
Using My Lists to filter names

Sage Timeslips allows you to set up custom lists (My Lists) of clients, tasks, and expenses. Timekeepers can view data from these custom lists throughout Sage Timeslips, instead of having to search through the complete lists of names.

Use the *My List Setup* page of the *Timekeeper Information* dialog box to set up these custom lists. Right-click on a client, task, or expense name list to toggle between the full lists of names or your custom lists.

Right-click on a name list to toggle between your custom list of names and all names.
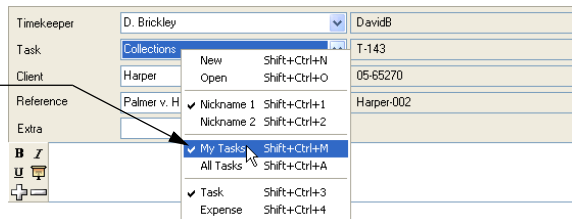
For more information on setting up and using My Lists, see "Using My Lists to filter names" on page 7-9.

Using 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 are **OK**, **Cancel**, and **Help**.

Using check boxes

Check boxes designate a setting as being marked (✓) or unmarked (blank). A marked setting is "on." For example, mark a bill format option for that option to affect the bill. Clicking the check box toggles the mark.
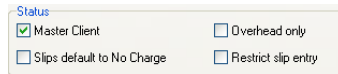
Using option buttons

You can use option buttons to select from among mutually exclusive items. Click an item to mark • it.

Use option buttons to select from mutually exclusive items.

Quick Start Tutorial

5

• Quick Start Tutorial •

Overview

This Quick Start introduces you to the basic data entry processes of Sage Timeslips: adding names, entering slips, and entering transactions. We include a premise for each process to provide an example of why you might add each type of data.

Using automated guides

Sage Timeslips offers *guides* to provide step-by-step assistance in performing a particular function. Click ⊞Guides in the lower left corner of the Sage Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.

Highlight an automated guide to play and click **Play**.
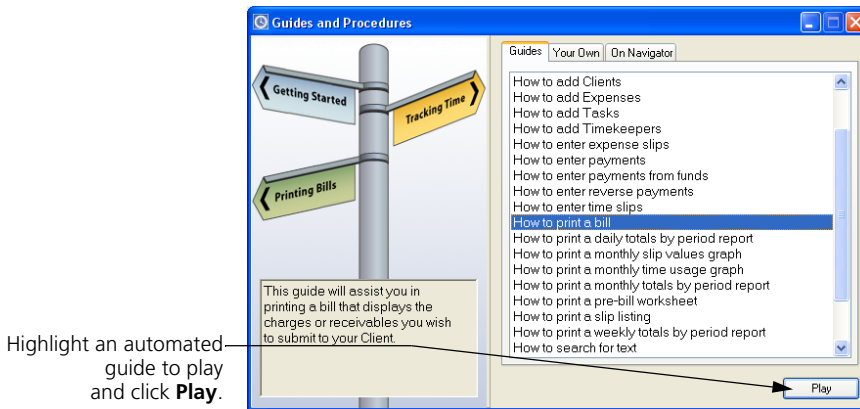
Automated guides open appropriate dialog boxes for you and provide hints for the various fields in the dialog box. When a guide pauses on a dialog box, a hint for the current fields opens.

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.

Getting additional information

At the end of each guide, Sage Timeslips will ask if you would like to view an overview of the current topic within the online Help system. Click **Yes** for more information on the current topic. See Chapter 3, "Using Online Help and Guides" for more information about the Help system.

Opening the sample database

You can use the sample database that is installed with Sage Timeslips to explore the features and functionality of Sage Timeslips. You can also use this database with the quick start tutorial in this chapter.

How to open the sample database

1   Click ⊤ Guides in the lower left corner of the Sage Timeslips window to open the *Guides* page of the *Guides and Procedures* dialog box.

2   Select **Switch to sample database** at the bottom of the guides list.

3   Click **Play**. Sage Timeslips will switch to the sample database.

Quick start premise

Your name is Chris Harding. You are a new attorney at 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 Sage Timeslips.

Creating Names

When tracking time and expenses in Sage Timeslips, you use names to 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 Sage Timeslips database.

Creating timekeepers

At the firm of Willis & Henderson, P.C., all employees who track time are set up as timekeepers.

Exercise 1 – Adding a timekeeper

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 Sage Timeslips window to open the list of automated guides.

2 Highlight **How to add Timekeepers** and click **Play**.

3 After reading the *Information* message box, click **OK** to close it. Sage Timeslips displays the list of timekeepers in your firm.

4 You want to create a new timekeeper record. Click **New** ➕ from the toolbar on the *Timekeeper List* dialog box.

5 Within the *Timekeeper Information* dialog box, enter **C. Harding** in the *Nickname 1* field and **ChrisH** in the *Nickname 2* field. These nicknames will identify you throughout Sage Timeslips.

6 Click **Continue** on the *Automated Procedure Active* control bar.
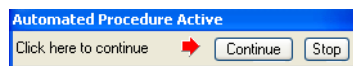
Sage Timeslips shows the fields for this timekeeper.

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 From the *Title* field, select **Attorney**.

10 Within the *Email address* field, enter **chris@example.com**.

11 Each timekeeper can have several different hourly rates. This allows billing rates to vary from timekeeper to timekeeper.

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

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

13 Click **Save** 🔲 from the toolbar to save the new timekeeper.

14 If Sage Timeslips prompts you to check for conflicts, click **OK**.

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.

15 Sage Timeslips asks you if you want more information about timekeepers. Click **Yes** to view the **Overview of Timekeepers** Help topic or **No** to close the *Confirm* dialog box.

16 The new timekeeper now appears on the *Timekeeper List* dialog box.

Click **Close** ❌ to close the *Timekeeper List* dialog box.

For more information on creating timekeepers, see "Creating Timekeepers" on page 7-8.

Creating tasks and expenses

Tasks are the activities that timekeepers perform, the individual events that make up the whole day, or the parts of a particular job. Tasks are typically measured in hours. Examples of tasks include meetings and research.

Sage Timeslips calculates the value for most time slips (slips created with a task) by multiplying the hourly rate by the number of hours.

Expenses are reimbursable costs. Expenses are measured in units other than hours. Examples of expenses include photocopies and mileage.

Sage Timeslips calculates the value for expense slips (slips 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 counsel your clients, you will be conducting both in-house and off-site meetings. In this exercise, you will add the new task, **Counsel**, to the database.

1   Click **Guides** in the lower left corner to open the list of guides.

2   Highlight **How to add Tasks** and click **Play**.

3   After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the list of tasks defined for your firm.

4   You want to create a new task record. Click **New** from the toolbar on the *Task List* dialog box.

5   The *Task Information* dialog box opens. Enter **Counsel** in the *Nickname 1* field and **C300** in the *Nickname 2* field. These nicknames will identify this task throughout Sage Timeslips.

6   Click **Continue** on the *Automated Procedure Active* control bar.
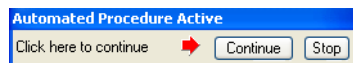
Sage Timeslips shows the fields for this task.

7   Enter **Counseling analysis and advice** in the *Name* field. This full name takes the place of the task nickname on bills.

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. Sage Timeslips enters values in these fields automatically on a new slip when you select this task.

8 Your counseling meetings typically last two hours. Enter **2** in the *Time spent* field.

9 A brief, general-purpose description will be useful on most slips containing this task. Enter **Counsel with client concerning** in the *Description* field.

You can use slip-making defaults to save time when creating slips. Default values are used automatically when you select this task.

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 creating tasks (time activities), see "Entering task information" on page 7-20.

User's Guide

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 to open the list of guides.

2 Highlight **How to add Expenses** and click **Play**.

3 After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the list of expenses defined for your firm.

4 You want to create a new expense record. Click **New** ➕ from the toolbar on the *Expense List* dialog box.

5 The *Expense Information* dialog box opens. Enter **SPS Shipping** in the *Nickname 1* field and **E108** in the *Nickname 2* field. These nicknames will identify this expense throughout Sage Timeslips.

6 Click **Continue** on the *Automated Procedure Active* control bar.

Automated Procedure Active			
Click here to continue	➡	Continue	Stop
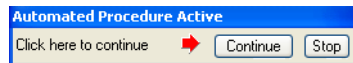
Sage Timeslips shows the fields for this expense.

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.

9 Enter **1** in the *Quantity* field as the default quantity for shipments.

Use slip-making defaults to save time when creating slips. Default values are used automatically when you select this expense.
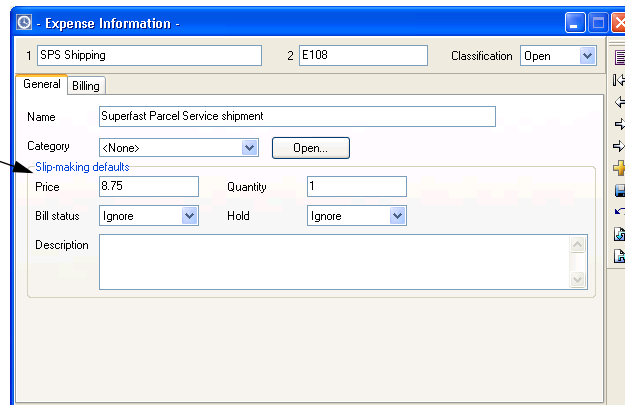
10 Click **Save** 💾 from the toolbar to save the new expense.

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 creating expense activities, see "Entering expense information" on page 7-21.

Creating a client

The term *client* refers to the person or organization that you will charge for work performed by your company. Timeslips maintains extensive settings and billing information settings 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, **Kelley Engineering Services**, to the database.

1 Click 〒Guides in the lower left corner to open the list of guides.

2 Highlight **How to add Clients** and click **Play**.

3 After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the list of clients defined for your firm.

4 Click **New** ➕ from the toolbar on the *Client List* dialog box to open the *Client Information* dialog box.

5 Enter **Kelley Engineering** in the *Nickname 1* field and **06-0165** in the *Nickname 2* field. These nicknames will identify this client throughout Sage Timeslips.

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.

Sage Timeslips opens the *Client Information* dialog box.

8 Enter **Kelley Engineering Services** in the *Name* field.

9 Enter the following items in the remaining fields:

Address:	**2765 Commercial Street**
City:	**Wakefield**
State:	**MA**
ZIP:	**01880**
Phone:	**(781) 555-3042**
Fax:	**(781) 555-9910**
Email Address:	**kelleyeng@example.com**
In reference to:	**General counsel**

The *General* page of the *Client Information* dialog box includes information about each client, including the client's billing address.

10 Click **Save** 💾 from the toolbar to save the new client.

11 If Sage Timeslips prompts you to check for conflicts, click **OK**.

12 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.

**13** Press **Ctrl+W** to close the *Client List* dialog box.

For more information on creating clients, see "Creating Clients" on page 7-12.

Tracking Time and Expenses on Slips

In Sage Timeslips, you use *slips* to track time and expenses. A slip can detail a part of a job or an entire job for a particular client by a specific timekeeper. Every slip requires a timekeeper, a client, and a task or expense.

While Sage Timeslips offers many ways to enter slips, in this example you can will enter slips within 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, Kelley Engineering.

1   Click ⊞Guides in the lower left corner to open the list of guides.

**2**   Highlight **How to enter time slips** and click **Play**.

3   After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the current list of slips entered for your firm.

4   Click **New** ✚ from the toolbar on the *Time and Expense Slip List* dialog box to create a new slip.

5   You want to enter a time slip. Set *Type* to **Time**.

6   Set *Timekeeper* to **C. Harding**.

> After clicking within any of the nickname lists, you can use the speed-search feature. As you begin typing the letters of a nickname, Sage Timeslips will jump to the closest match on the list.
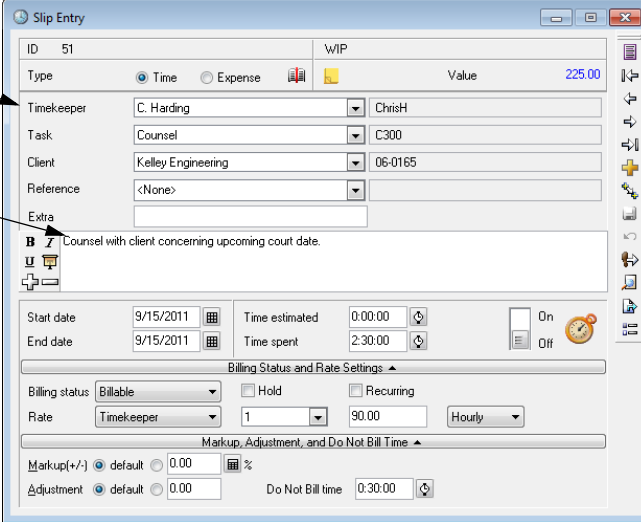
7   Set *Task* to **Counsel**. Notice that Sage Timeslips enters the slip-making defaults for you within the *Description* field and the *Time spent* fields. You defined these defaults in Exercise 2.

8   Set *Client* to **Kelley Engineering**.

9   Enter **upcoming court date.** after the text in the *Description* field to describe the work represented by the slip.

10 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 a calendar.

   a.   Set the *Month* to **September**, set the *Year* to **2011**, and then click on the 15th of the month.

   b.   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.

   c.   Click **OK** to close the *Date Range* dialog box.

11 Since Willis & Henderson does not use the *Time estimated* field, you will leave it at **0:00:00**.

12 The meeting ran longer than the default of two hours. Enter **2.5** in the *Time spent* field. When you click in a different field, Sage Timeslips automatically converts the decimal number into an **hours:minutes:seconds** format.

13 You can enter unbillable time as a separate slip or as part of a slip with billable time. You will charge Kelley Engineering for only a portion of the meeting.

You want to assign a half hour of the meeting as unbillable time. Enter **.5** 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 visible, click **Markup, Adjustment, and Do Not Bill time** ▼ on the time slip.

14 To see how unbillable time will affect the slip value, click on the slip's **Value** at the top right of the slip. Note that the *Billed Value* is $180.00, reflecting the reduced billable time. Click **Done** to close the *Slip Values* dialog box.

Nicknames identify *who is doing* *what type of work* for *which client*.

You can enter free-form text to describe the work performed.

15 Click **Save** 💾 from the toolbar to save the new time slip. You can also save the current slip by creating a new slip or viewing a previous slip.

16 The new time slip now appears within the list of slips. Click **Yes** if you want to view the **Overview of Time and Expense Slips** topic.

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

For more information on creating time slips, see "How to create a time slip" on page 8-5.

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 Kelley Engineering by Superfast Parcel Service.

1 Click **New** ➕ from the toolbar on the *Slip Entry* dialog box to start a new slip. By default, Sage 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.

3 Set *Expense* to **SPS Shipping**. Notice that Sage Timeslips enters the slip-making defaults you defined in Exercise 3 in the *Price* field and the *Quantity* field.

4 Set *Client* to **Kelley Engineering**.

5 Enter **Sent lot plans to Benjamin.** in the *Description* field.

6 Enter **09/15/2011** for both the *Start date* and *End date* fields.

7 You can leave the remaining fields at their default values. Click **Save** 💾 to save the changes made to this slip.

8 Press **Ctrl+W** to close all open dialog boxes.

For more information on creating expense slips, see "How to create an expense slip" on page 8-8.

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

ABC Corporation sent you a check for $2200.00 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 to open the list of guides.

2 Highlight **How to enter payments** and click **Play**.

3 After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the list of accounts receivable transactions entered for your firm.

4 Click **New** ➕ from the toolbar on the *Accounts Receivable List* dialog box.

5 On the *Accounts Receivable Entry* dialog box, the *Type* field is automatically set to **Payment**. Set *Client* to **ABC**.

6 Enter **9/15/11** in the *Date* field.

7 You want to include the check number for this payment. Enter **6370** in the *Check No.* field.

8 In the *Amount* field, enter **2200** for the amount of the check.

9 There are two open invoices listed below the *Description* field. Click **Apply All** to apply the payment to both invoices. The *Paid* columns reflect the amounts paid on the invoice.

Tip

If you want to apply a payment to a single invoice, you can highlight an invoice on the list and click the **Apply One** button.

10 The payment amount exceeded the balance due, mark **Remaining amount applies to future invoice**. This amount, $100.00, is indicated in the *Not yet applied* field.

You can apply payments directly to open invoices.

11 Click **Save** 💾 from the toolbar to save the payment.

12 The payment now appears on the list of transactions. Click **Yes** if you want to view the **Overview of Accounts Receivable Transactions** topic.

13 Press **Ctrl+W** to close all open dialog boxes.

For more information on accounts receivable transactions, see "Entering Accounts Receivable Transactions" on page 9-3.

Printing Reports

Sage Timeslips provides over 100 reports that help you analyze your data and generate bills and statements.

Exercise 8 – Printing a Slip Listing report

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

1 Click ⊤Guides in the lower left corner to open the list of guides.

2 Highlight **How to print a slip listing** and click **Play**.

3 After reading the *Information* message box, click **OK** to close it. Sage Timeslips opens the *Report Entry* dialog box.

You can click **Open** to set up details of the report. For example, you can set up selection filters, determine the sort order, and choose options for the report. We will not open the report definitions in this example.

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 Sage Timeslips. To learn more about the features Sage Timeslips offers, please use the other automated guides while accessing this sample database, review the remaining chapters of this user's guide, and access the online Help system.

Creating a
New Database

6

• Creating a New Database •

Overview

Before you can begin entering your firm's data in Sage Timeslips, you must create a database. A *database* is a collection of files that stores all the information you track with Sage 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.

After you create a database, you can configure settings that will reflect the way you will use Sage Timeslips. You can set up general database settings will affect all users and personal settings that will affect individual users.

As you conduct business, you will be entering data often in Sage Timeslips. We provide important timesavers called defaults that can simplify data entry. *Defaults* are settings that Sage 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 describes the steps and considerations involved in creating a new database. This chapter also helps you consider timesaving setup options before you begin to use Sage Timeslips regularly. The advantage of certain setup features might not be clear until you have had some experience with all features. Occasionally review the way you work with Sage Timeslips to determine if you can better automate certain functions.

Identifying administrators

Every Sage Timeslips site should have someone assigned to manage issues such as installation, security, network administration, and database backups. We consider 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.

We recommend that you ensure that only the Timeslips administrator is in charge of performing the functions described in this chapter.

Understanding Database Concepts

Your valuable data—all of your clients, slips, payments, and more—is stored in a database. Sage Timeslips stores each database as a group of files in its own folder. You should make a note of the location of 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, you will be prompted to locate this file.

While your firm will typically work with only one database, a single copy of Sage Timeslips can maintain several databases. For example, you may work for several companies, tracking their billing information, and each company needs its own database. Some firms may require that employees use their own databases to track slips and clients.

Each database can support multiple simultaneous users. In firms where multiple users will access Sage Timeslips, 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 workstation.

Sage Timeslips lists the number of station licenses purchased and the number in use in the *About Sage Timeslips* dialog box (select **Help; About Timeslips**). To purchase additional licenses, call (**800**) **285-0999** or visit our web site at **http://www.SageTimeslips.com**.

Using the Create a New Database wizard

Creating a new database is easy with the *Create a New Database* wizard. This wizard walks you through creating a new database and prompts you for each piece of information needed.

The following steps detail the process of creating a Sage Timeslips database using the *Create a New Database* wizard. Sage Timeslips also offers commands to create a database based on your current database or to create a database based on a database backup. Look up "creating databases" in the online Help for more information about these commands.

Starting the Create a New Database wizard

1 If necessary, start Sage Timeslips (select **Start; Programs; Sage Timeslips; Sage Timeslips**, by default).

2 Open the *Create a New Database* wizard:

If you are opening Timeslips for the first time, the *Welcome to Sage Timeslips* dialog box opens at startup.

You can create a new database or select an existing database to open.

Welcome to Sage Timeslips

Sage Timeslips

➤ <u>O</u>pen an existing database

➤ Create a <u>n</u>ew database

➤ <u>R</u>estore a backup

➤ <u>E</u>xplore the sample database

➤ <u>V</u>iew introduction video for new users

➤ E<u>x</u>it Sage Timeslips
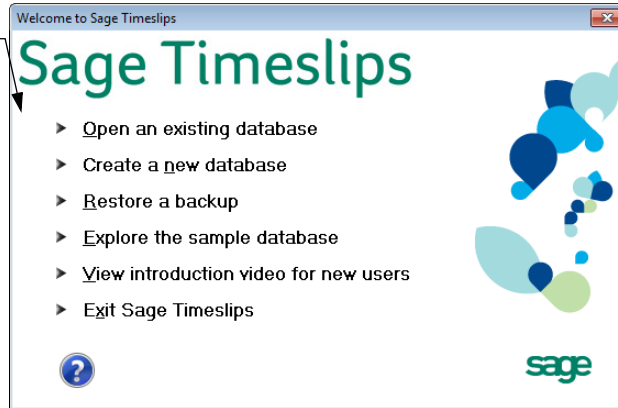
sage

Click **Create a New Database** to start the *Create a New Database* wizard. Otherwise, select **File; New; Database** to start this wizard.

Select a Database Style

Sage Timeslips may be able to supply you with a database structure that suits your profession. This can help simply the setup process for your firm's database. These profession-specific databases include terminology, task names, expense names, and custom fields familiar to your industry.

If you purchased an electronic billing or audit house link, Sage Timeslips also provides databases that contain custom fields and activity names required to audit your billing data.

You can create a database pre-populated with data for a specific profession or create an empty database.

Create a New Database

Select a Database Style

The database style can provide a starting set of tasks, expenses, and custom fields. You can choose Empty to install only necessary information into the database or choose one of our pre-defined professional style databases.

○ Empty Database
● Professional Database

Accountant
Architect
Computer Consultant
Construction
Legal
Legal with ABA Litigation Codes

Description
New empty database pre-defined with legal tasks and expenses.

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 "Installing additional licenses or other add-ons" on page 2-10 for more information on how to install Sage Timeslips Add-Ons.

1 Select the appropriate profession, electronic billing, or audit house database from the list. To create an empty database, select **Empty** from the list.

2 Click **Next** to continue creating the new database.

For more information on profession-specific or electronic billing databases, look up "profession databases" or "electronic billing" in the online Help.

Select Database Location

Sage 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.

Select the location of the new database.
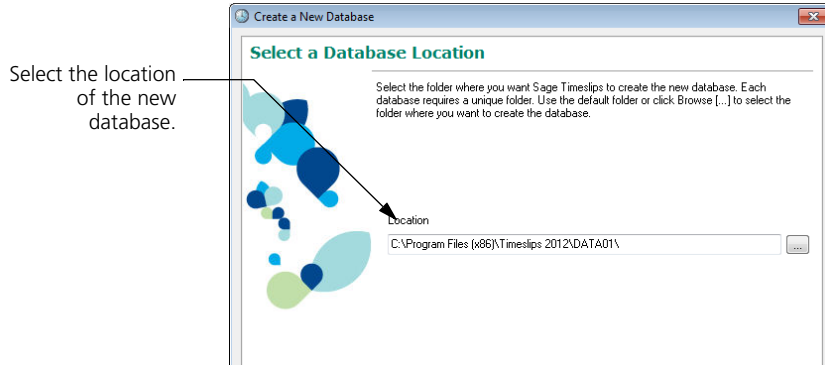
1 Select the folder where you want Sage Timeslips to create the database. If necessary, click **Browse** ☐ to select a different location.

2 Click **Next** to continue creating the new database.

Enter Firm Name

Your firm name will appear on reports and bills that you print through Sage Timeslips.
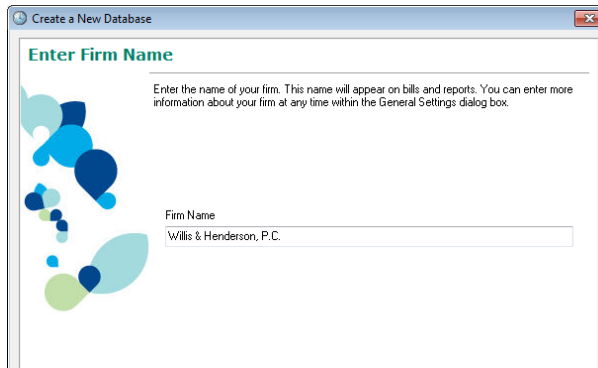
1 Enter the name of your firm.

2 Click **Next** to continue creating the new database.

Select the Number of Decimal Places

Sage Timeslips allows you to select how it tracks and displays numerical values, such as rates, fees, markups, and discounts. Select the number of decimal places that you want to track when storing numeric values.

Choose how Sage Timeslips tracks and displays numerical data.
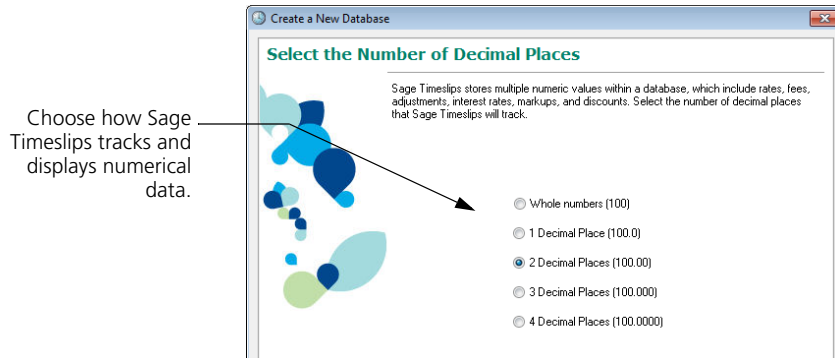
1 Select the number of decimal places to track for these values.

2 Click **Next** to continue creating the new database.

Select First Month of Fiscal Year

Sage Timeslips allows you to set your company's start month for the fiscal year. This is important when tracking historical data or printing year-to-date reports.

Select the starting month of your firm's fiscal year.
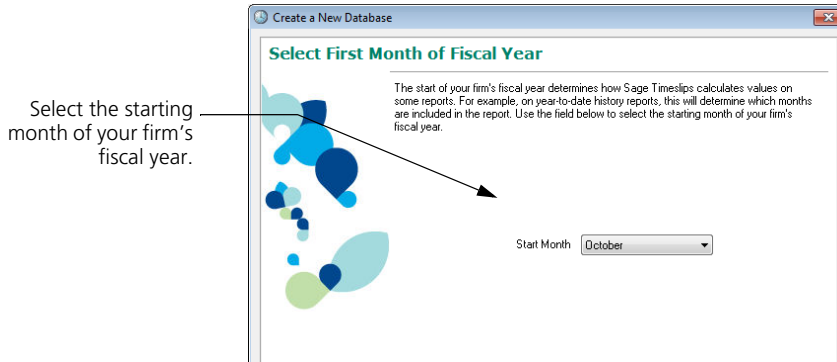
1 Select the starting month for your fiscal year.

2 Click **Next** to continue creating the new database.

Select Next Invoice Number

This view determines the invoice number Sage Timeslips prints on the next invoice. This number increments as you generate and approve invoices.

Select the starting invoice number for invoices generated in Timeslips.
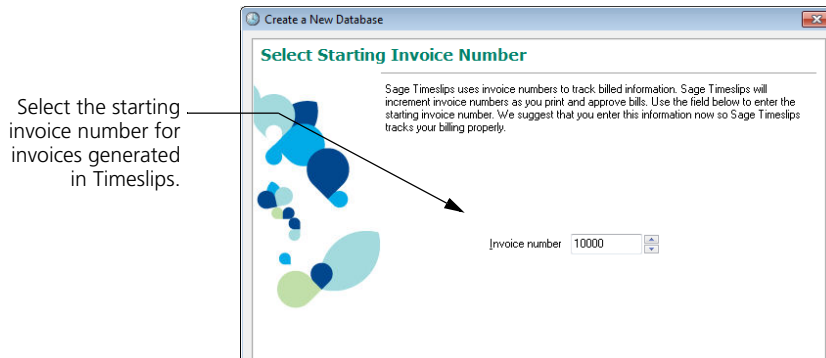
1 Use the default invoice number, **10000**, or enter a custom invoice number.

2 Click **Next** to continue creating the new database.

Select Bill Layout

Bill layouts determine where items are positioned on bills and the level of detail that appears for each individual charge on the bill.

You can double click the *Preview* box to preview the level of detail for each choice. Click **Done** when you are finished to return to the wizard.

The layout you select provides Sage Timeslips with a starting point for the default bill layout. Before you generate bills, you can adjust the bill layout as needed.

Select the default bill layout that Sage Timeslips will assign to clients.

Optionally include a cover page on the bill that can summarize billing totals and include custom greetings.

1 Select the default bill layout.

2 Choose the level of detail to show for each time and expense entry.

3 Click **Next** to continue creating the new database.

For more information on controlling the level of detail on bills, see "Determining the Appearance of Bills" on page 12-16.

Select Accounting Link

If you want to transfer your transactions to a general ledger, Sage Timeslips lets you choose an accounting package link.

Select an accounting link so you can send transaction information to your general ledger.
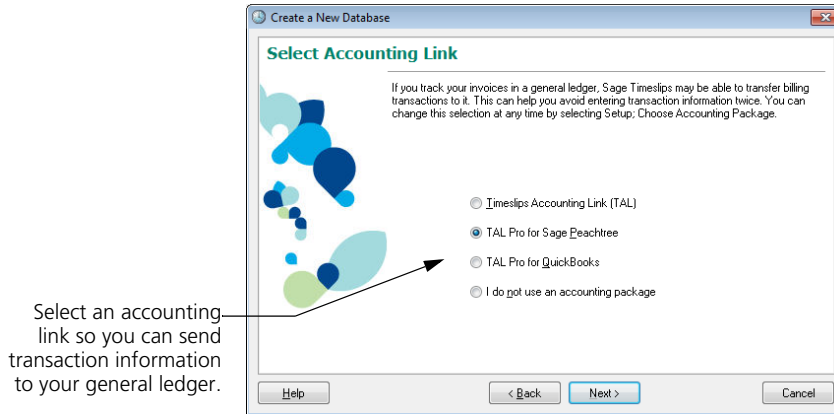
1 Select an accounting link.

2 Click **Next** to continue creating the new database.

Select Features

If you will not use some features, Sage Timeslips lets you disable them.

Unmark features to hide them in Sage Timeslips.
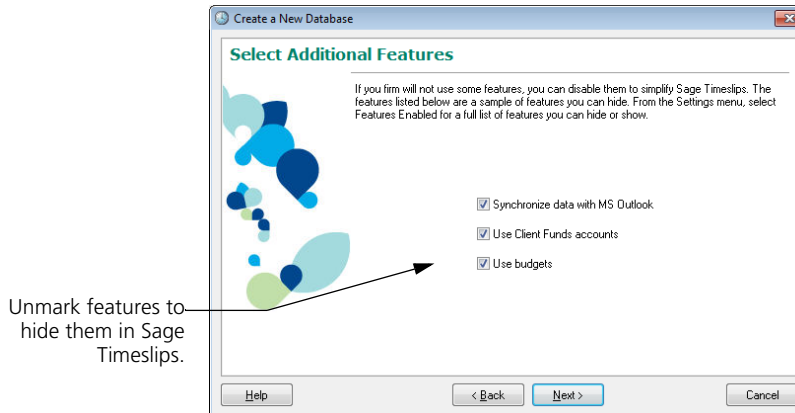
1 Unmark any features that you want to hide.

2 Click **Next** to continue creating the new database.

For more information on enabling or disabling features, see "Disabling features" on page 6-14.

User's Guide

Ready to Create Your Database

Sage Timeslips is ready to create your database.

1 Click **Back** to modify any of the database settings or click **Next** to create your database. After creating the new Sage Timeslips database, the *Database has been created successfully* view opens.

2 Mark **Open General Settings** to review additional setup options.

3 Click **Finish** to close the *Create a New Database* wizard. Sage Timeslips opens the *General Settings* dialog box, where you can establish settings for the database.

Establishing General Settings

After Sage Timeslips creates the new database, 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. This information can appear on bills, statements, and reports.

Use the tabs at the left of the dialog box to access other pages of the *General Settings* dialog box.

Setting terminology

The *Terminology* page of the *General Settings* dialog box controls the labels that Sage 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 professional 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 terminology label, menus and dialog boxes will reflect the new label.

Use the fields on the *Terminology* page to customize terminology throughout Sage Timeslips.

Firm: Terminology

If you change the default terminology, your custom terminology will appear throughout Sage Timeslips: on slips, in menus and dialog boxes, and on reports and bills.

	Singular	Plural
Timekeeper	Timekeeper	Timekeepers
Client	Client	Clients
Time Activity	Task	Tasks
Expense Activity	Expense	Expenses
Any Activity	Activity	Activities
Reference	Reference	References
Project	Project	Projects
Slip Custom Field	Extra	Extras
Category	Category	Categories

Phone Number 1	Phone	Phone Number 2	Fax
Phone Number 3	Home	Phone Number 4	Other
Address Line 4	Country	Split Bill Info	Split bill information

Navigation panel:
- Firm
  - Address Information
  - **Terminology** →
  - Other
- **Financial**
  - Aging Periods
  - Rules
- **Names**
  - Nicknames
  - New Names
  - Employee Titles
  - Conflict Checking
- **Transactions**
  - Bills
  - Slips, A/R, & Funds
  - Default Descriptions
  - Fee Allocation
  - Payment Types

For more information on changing database terminology, look up "terminology" in the online Help system.

Determining aging periods

The *Financial* page of the *General Settings* dialog box determines the aging periods used by your firm to track overdue balances. You can define up to six aging periods. By default, Sage 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 past-due messages on a bill.

Using the *Aging Periods* fields, you can determine how to track overdue balances.

For more information on aging periods, look up "financial settings" in the online Help.

Other settings

You can set options on the remaining pages of the *General Settings* dialog box. You can select **Setup; General** at any time to change these settings later.

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

For more information on general settings, look up "general settings" in the online Help system.

Using the Getting Started wizard

After creating a database and closing the *General Settings* dialog box, the *Getting Started* wizard opens. You can use this wizard 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. Sage Timeslips uses this information to create the first timekeeper record.

Sage Timeslips can include the full name or initials on bills and reports.
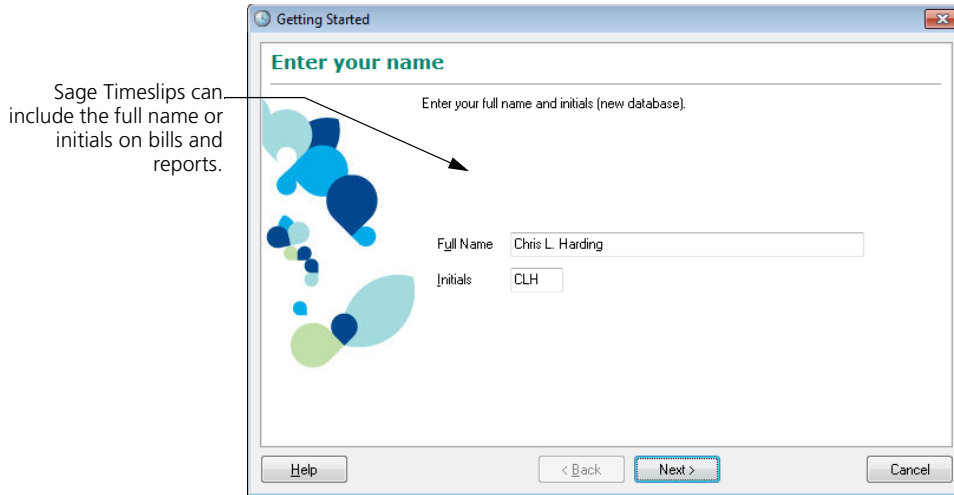
If you are a new user, the remaining views of the wizard allow you to accept some default settings or establish your own values. The last view of the *Getting Started* wizard asks if you want to view training videos. If you select **No**, you can view these videos later by selecting **Help; View Training Videos**.

Important Setup Options

In addition to the settings you have already established, there are several setup areas that you should configure before using Sage Timeslips. You may not need to make changes in each of these areas, but you should review the following topics to be sure.

Disabling features

Sage Timeslips is a feature-rich product. It may include features that your firm will not use. You can simplify the Sage Timeslips interface and speed data entry by removing features that you do not need.

Configuring Sage Timeslips manually

You can manually hide any features included with Sage Timeslips by using the *Features Enabled* dialog box (select **Setup; Features Enabled**).

The *Features Enabled* dialog box displays the list of features that you can enable or disable. Click on any feature to view a description of that feature below it.

You can review and disable features using the *Features Enabled* dialog box.
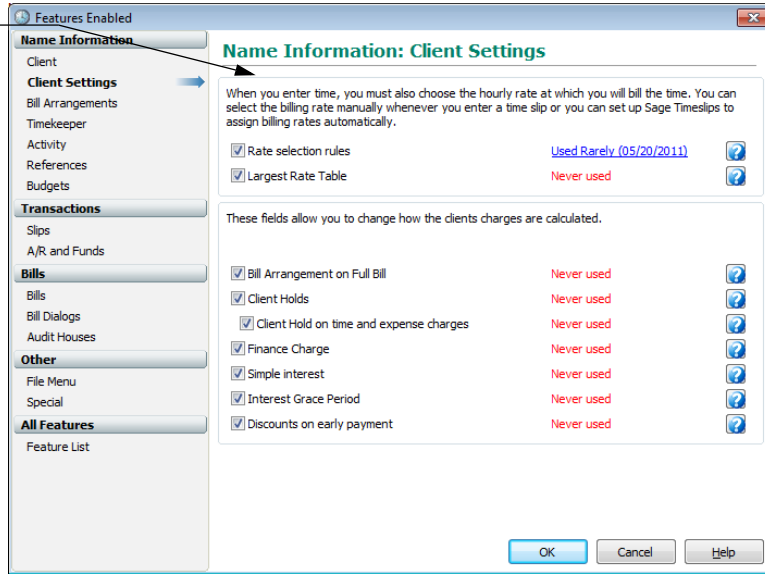
To hide a feature, select the appropriate item from the *Feature group* field, select the feature you want to hide, and then unmark the check box to the left.

For more information on disabling features, look up "disabling features" in the online Help system.

Configuring Sage Timeslips automatically

You can also set up Sage Timeslips to review how you use features. Sage Timeslips can periodically notify you when you are not using features.

Timeslips can notify you of features you are not using.
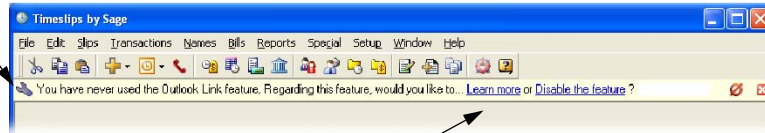
You can then choose to review information about that feature, or disable the feature to hide it from the interface.

The Timeslips Message Center can also inform you of features.

Timeslips Message Center
You have never used the Audit trails feature.
Track time and expenses even while out of the office. Using the we...
Extend the power of Timeslips to each employee by adding additio...

Dismiss

You can set up this functionality within the *Firm: Other* page of the *General Settings* dialog box (select **Setup; General**). This allows you to determine how Sage Timeslips will notify you of feature usage.

You can determine how Timeslips will notify you of feature usage.

Display notification when features are used
○ Never
● Rarely (used 3 times or fewer within the past 60 days)
○ Occasionally (used 23 times or fewer within the past 60 days)
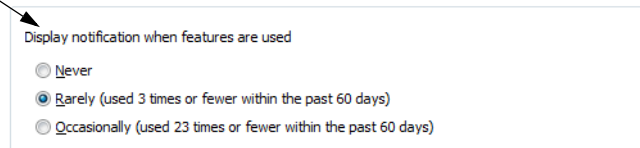
If you do not want Sage Timeslips to notify you of your feature usage, you can disable feature usage messages. On the *Features Enabled* dialog box (select **Setup; Features Enabled**), select **Feature usage messages** from the list of features and click on the **Disable this feature** link.

Controlling access to Sage Timeslips

You may consider certain information contained in your Sage Timeslips database as sensitive or confidential, such as client balances. Some menu commands allow users to edit or delete data. which can result in data loss if used improperly.

To prevent unauthorized or inexperienced users from performing certain functions, Sage Timeslips offers password protection for each timekeeper as an optional feature.
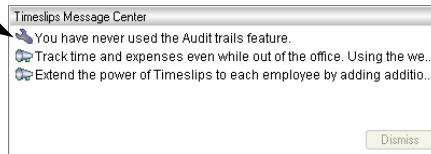
For more information on security settings, see "Maintaining Database Security" on page 16-2.

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 Sage 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 16-6.

Establishing preferences

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

Select the appropriate tab to access different groups of preferences.
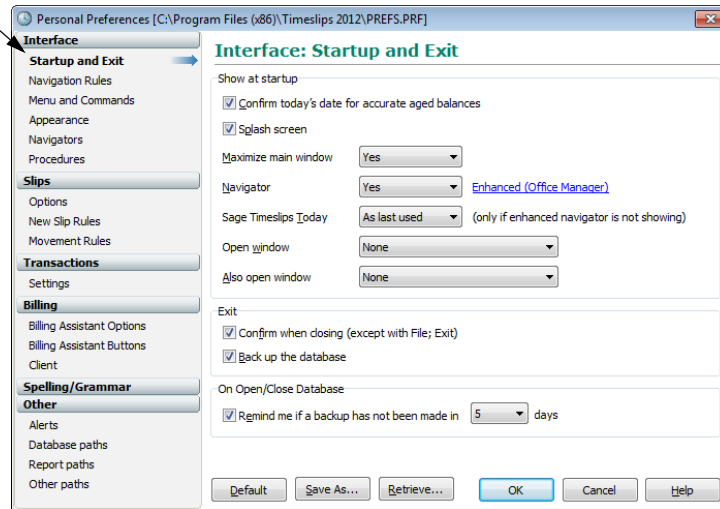
Some examples:

- When starting the program, you can open the most frequently used data entry dialog box.

- If you have customized your own navigator, you can set it to open by default when you start Sage Timeslips.

- 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.

- You can customize the keystrokes used when entering slips.

- You can set a default path for bills and reports that you print to file.

- You can configure settings for checking for speller and grammar errors.

- You can turn off special offers and product messages.

- When exiting Sage Timeslips, you can choose to back up the database.

For more information on establishing preferences, look up "preferences" in the online Help system.

Before entering names

Before entering names, you should consider the following checklist:

❑ Determine if nicknames should follow a standard format (see "Formatting nicknames" on page 7-3).

❑ Determine if clients should follow the client project method (see "Using client projects" on page 7-14).

❑ Define templates for clients, timekeepers, tasks, and expenses that can copy defaults to new names (see "Setting name classifications" on page 7-5 and "Using new name defaults" on page 7-3).

❑ Define custom fields if you need to track other data for clients, timekeepers, tasks, and expenses (see "Creating and using custom fields" on page 7-6).

Before entering slips and transactions

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

❑ Set up slip approval to determine which slips are ready for billing (see "Approving Slips to Appear on Bills" on page 8-27).

❑ Optionally disable features or fields that you do not plan to use (see "Disabling features" on page 6-14).

❑ Define the rules that Sage Timeslips uses to select billing rates automatically on slips (see "Assigning billing rates" on page 7-5).

❑ Set up abbreviations for use when entering text throughout Sage Timeslips (see "Using abbreviations in text descriptions" on page 4-10).

❑ Customize personal preferences to suit the way you use Sage Timeslips (see "Establishing preferences" on page 6-17).

❑ Set up custom fields for fee allocation (see "Allocating fees to timekeepers" on page 7-11).

❑ Enter tax settings: jurisdictions, tax rate rules, and tax profiles (see "Setting up taxes" on page 7-22).

❑ Set up security to limit database access (see "Maintaining Database Security" on page 16-2).

❑ Enable audit trails to track changes (see "Enabling audit trails" on page 16-6).

❑ Define bank accounts to group client funds accounts (see "Using bank accounts" on page 9-14).

❑ Define client funds accounts to track retainers for clients (see "Entering Client Funds Transactions" on page 9-14).

❑ 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.

❑ Define time sheet slip templates so users can enter time using the time sheet (see "Entering Time Using the Time Sheet" on page 8-20).

❑ Set up database alerts to monitor accumulated charges for specific clients and timekeepers (see "Using Alerts to View Data" on page 10-13).

Before printing bills and statements

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

❑ Enter titles that you can assign to timekeepers. You can use titles to sort some reports and summarize information on bills.

❑ Enter messages that can appear on bills (see "Including messages on bills" on page 12-39).

❑ If you have TAL (Timeslips Accounting Link) or TAL Pro (Timeslips Accounting Link Pro), set up accounts and link to your general ledger (see "Using Sage Timeslips Accounting Link" on page 17-2 or the TAL Pro Quick Start Guide).

❑ Design or modify the bill layouts that control the appearance of bills (see "Determining the Appearance of Bills" on page 12-16).

❑ If you are preparing bills for electronic delivery, set up formatting requirements (see "Using Audit Stage with electronic bills" on page 12-46).

Considerations for Databases with Multiple Users

Sage Timeslips permits all licensed workstations to access the same database simultaneously. When multiple users are accessing the database, Sage Timeslips may restrict some actions. 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, Sage Timeslips notifies them to wait. If a record has recently been edited on another station, Sage Timeslips may 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.

  No other station will be able to use the database until a critical function is complete. You can use the Station Administrator program to view other stations that are accessing the database.

See "Using Station Administrator" on page 16-8 for more information.

Sage Timeslips will also prevent critical functions if other programs on the same computer are accessing the Sage Timeslips database, such as Timeslips Import or third-party programs.

Entering Names

7

• **Entering Names** •

Overview

When tracking time and expenses in Sage Timeslips, you use names to 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 database.

In this chapter, you will learn about creating clients, timekeepers, tasks, and expenses. These names that appear on slips, transactions, and other records in Sage Timeslips.

The *Names* menu contains the commands that you use to maintain this information. Additional *Names* menu commands provide access to client references, client history, timekeeper history, and budgets.

Because terminology is customizable, the name terminology that we use in this guide (timekeeper, client, task, expense, project, and reference) may differ from the terminology in your database. You can use the *Terminology* page of the *General Settings* dialog box (select **Setup; General**) to customize terminology to suit your business (see "Setting terminology" on page 6-11).

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 Sage Timeslips when creating slips, entering transactions, and selecting records for bills and reports.

Selecting a nickname convention

The primary nickname (Nickname 1) is required for all name records. 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. Sage 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.
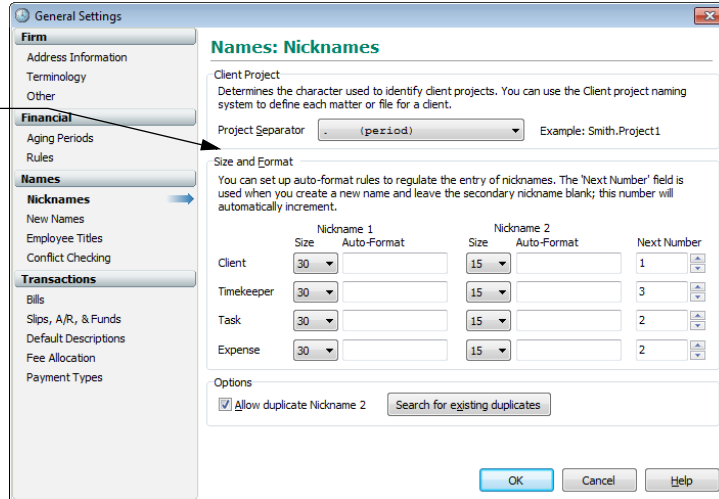
Formatting nicknames

The *Nicknames* page of the *General Settings* dialog box (select **Setup; General**) contains several settings that can affect the format of nicknames. You can set 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 will enforce your method.

You can set up formatting rules to enforce a consistent naming scheme.

For example, you can allow only certain characters—such as numbers—at certain positions. You can also force a special character—such as a hyphen—to always appear at a certain position. If you leave the *Auto-format nickname 2 field* blank, it will automatically increment using the settings in the *Next number for nickname 2* fields.

Using new name defaults

Use the settings on the *New Names* page of the *General Settings* dialog box to apply default values to name records when you create them. This can save time and help you avoid data entry mistakes. For each type of name (timekeeper, client, task, and expense), you can select a template name as a source for billing rates, custom fields, and other values.

New names can automatically use default values from name templates.
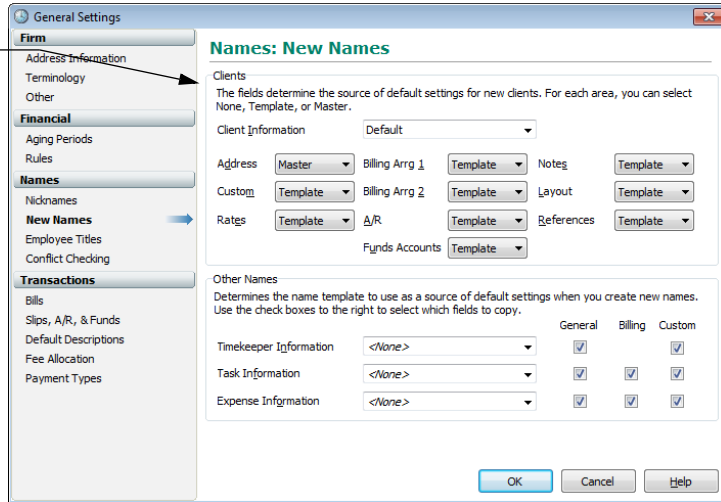
If you are using the client project naming system (see "Using client projects" on page 7-14), you can choose to draw default values from the master client associated with the new project you are creating.

Accessing names

Each *type* of name record has a *List* dialog box that you use to select and open a name record. For example, the *Client List* dialog box contains client names.

Each *individual* name record has an *Information* dialog box where you enter the nicknames and other details. If you highlight a name on the Client List and click **Open** 📂, the *Client Information* dialog box opens for that client.

Sage Timeslips automatically groups names by their classification. Click the appropriate tab to view names of different classifications.
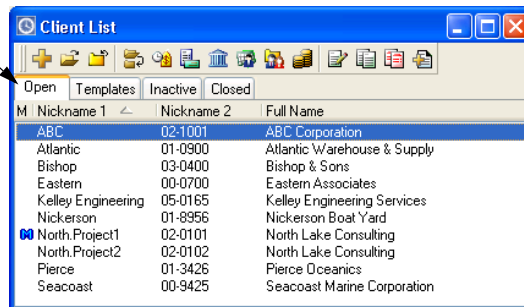
Both the *Names* menu and the main toolbar contain commands for opening the lists of clients, timekeepers, tasks, and expenses.

Setting name classifications

Each name record has a *classification* that determines if it is available throughout Sage Timeslips. For example, you might have finished a project for a client and you don't want that client's name appearing throughout Sage Timeslips, but you want to keep this information in the database for historical purposes.

Each name list dialog box groups names according to these classifications. You can assign classifications in the *Information* dialog box for a name. For example, to change the classification for a client, open the *Client Information* dialog box and change the *Classification* field in the top right corner.

To change classifications, you can optionally select a new value from the *Classification* field.

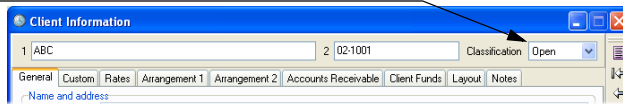For more info on changing classifications, see "Changing name classifications" on page 15-8 or look up "classifications" in the online Help.

Assigning billing rates

Sage Timeslips provides each timekeeper, client, and task with a rate table in its Information dialog box. A *rate table* is a list of rates associated with a name.

When creating slips, you can optionally select which rate to use from the rate table.

On time slips, you determine the billing rate by selecting a rate source and a rate level. The *rate source* indicates which rate table the slip will use for its billing rate. The rate *level* indicates which rate from the rate table to use on the slip. For example, if you were going to use the second billing rate on a timekeeper rate table, you would set the *rate source* to **Timekeeper** and the *rate level* to **2**.

Typically, you will set up rate tables for only one type of name. For example, if your company bills by timekeeper rates, it probably does not also bill by task rates.

In the *Rates* page of the *Client Information* dialog box, you can set up default values for rate source and rate level for each client, 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 the combinations of timekeepers and tasks that you select on slips for the client.

Creating and using custom fields

When creating names, you may want to enter data that Sage Timeslips does not normally track. For example, you may want to enter birthdays for each of your employees. You can create new *custom fields* for clients, timekeepers, and activities (tasks and expenses).

You can also use these custom fields to group information. This is useful if you need to sort report records by one of your custom fields.

Select **Setup; Custom Fields** to open the *Custom Fields* dialog box. Click **New** to open the *New Custom Field* dialog box, where you can create a new custom field.

The custom field *Type* determines the type of information this new field can store.
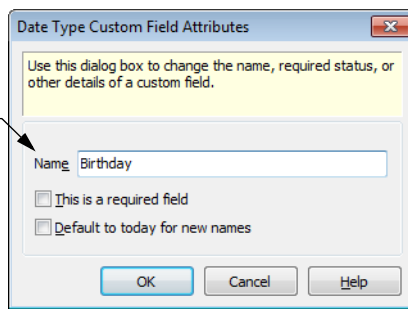
There are many types of custom fields available:

- **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 create your own list of items. For each client, you can select one item from the list. For example, you could create a Billing Cycle list 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.

- **Percent:** Use this type to track a percentage, such as a bonus amount.

- **Money:** Use this type to assign a monetary amount, such as a budget amount.

- **Number:** Use this type to assign a numeric value.

- **Hours:** Use this type to assign a time value.

Each type of custom field has specific attributes that you can define.
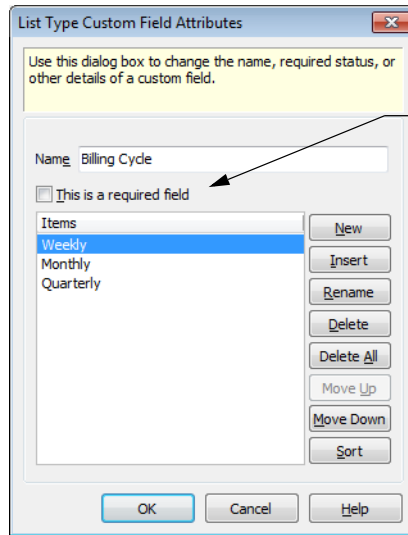
You can mark the **This is a required field** check box to require an entry in the field when you create a new name.

Sage 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.

When you create a new name that has custom fields associated with it, you can assign values for custom fields in the *Custom* page of the *Information* dialog box.

For example, if you create a custom field for clients, you can assign values to the custom field in the *Custom* page of the *Client Information* dialog box.

Creating Timekeepers

Timekeepers are attorneys, secretaries, architects, engineers, delivery people—any person whose time and expense are recorded. You will track the work performed by timekeepers on time slips and expense slips, and then print reports and bills based on those slips.

You can 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

For more info on timekeeper fields, look up "overview of timekeepers" in the online Help.

To add a new timekeeper:

1 Select **Names; Timekeeper Info** to open the list of timekeepers.

2 Click **New** ➕ to open the *Timekeeper Information* dialog box. Enter the nicknames for the client.

3 If you have set up templates for name information (see "Using new name defaults" on page 7-3), you can select a template from the list.

4 Click **Apply Defaults**.

The *Timekeeper Information* dialog box provides fields for identifying the timekeeper, setting up email addresses, establishing billing rates, and assigning custom fields values.

You enter information about each timekeeper in your firm in the *Timekeeper Information* dialog box.

You can set up *Minimum hours* for each timekeeper. This value indicates the minimum number of hours that should be entered for the timekeeper. Using this information, you can print the Missing Time by Period report (select **Reports; Timekeeper**) to identify timekeepers with missing time.

You can also set up an *Hourly cost* for each timekeeper. This number indicates the hourly rate that you pay your employees. This information is used on the Overhead Cost Analysis report (select **Reports; Timekeeper**.

Changing rates on slips

As part of your year-end process, you may update the billing rate of timekeepers. Sage Timeslips offers the *Update Rates* wizard to simplify this process. For more information, see "Updating Rates" on page 15-2.

Security and logins

Sage Timeslips implements database security through timekeepers. If security is enabled, a timekeeper must log in to access the Sage Timeslips database, usually by entering a password. This allows the Sage Timeslips administrator to regulate timekeeper access to each program area. For more information, see "Maintaining Database Security" on page 16-2.

Using My Lists to filter names

For info on setting up and using My Lists, look up "my lists" in the online Help.

Sage Timeslips allows you to set up custom lists (My Lists) of clients, tasks, and expenses for each timekeeper. This allows timekeepers to view shorter lists of names throughout Sage Timeslips, instead of having to search through the complete lists of names.

After setting up My Lists, timekeepers will be able to toggle between all names and the custom lists of names on any client, task, and expense name list.

Setting up My Lists

Use the *My List Setup* page of the *Timekeeper Information* dialog box to set up My Lists.

When you set up My Lists for timekeepers, you will use familiar selection filters that can limit the names displayed.

Click the *Client* **Selection** button to set up a custom list of clients.

Click the *Activity* **Selection** button to set up custom lists of tasks or expenses.
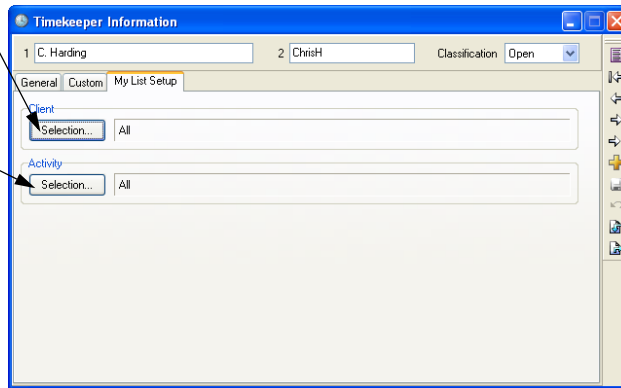
For example, Chris Harding will be working with only three of the clients in the database. To be able to limit client lists to only those three clients, David can set up My Lists for clients.

To set up the custom name list:

1   On the *My List Setup* page of the *Timekeeper Information* dialog box, click the client **Selection** button to open the *My Client List Selection* dialog box.

2   From the *Filters* list, add a **Client Selection** filter.

3   Select the three clients to add to the My Lists for clients.

Mark the clients to include on the *My Clients* list.
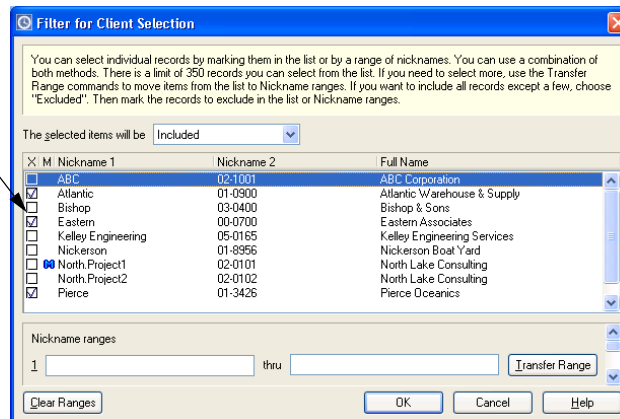
4   Click **OK** to save the new filter and then click **OK** close the *My Client List Selection* dialog box.

5   Click **Save** 🔲 to save the settings for the timekeeper.

Using My Lists in Sage Timeslips

Sage Timeslips uses My Lists for the currently logged-in timekeeper. Timekeepers can right click on any client list, task list, or expense list to toggle between all names and the names specified on My Lists.

For example, when viewing a client list such as the *Client* field in the *Slip Entry* dialog box, timekeepers can toggle between viewing all clients in the database and viewing only those clients on the My Clients list.
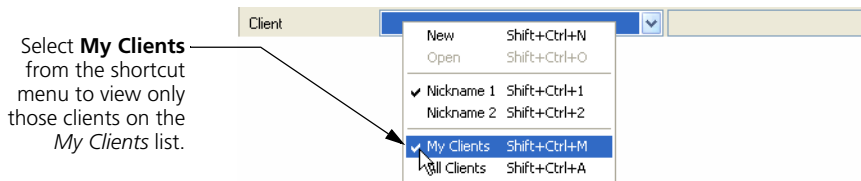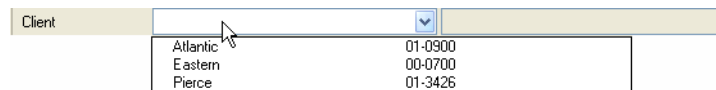
Select **My Clients** from the shortcut menu to view only those clients on the *My Clients* list.

Sage Timeslips will now display only the three clients that are on the My Clients list.

When timekeepers add names to the database, name lists associated with the new name automatically use the *All* setting. For example, when you add a new client, the *Client List* dialog box (select **Names; Client Info**) will automatically toggle back to use **All Clients**. This allows all timekeepers to see the new name.

Allocating fees to timekeepers

Fee allocation allows you to compensate employees according to income received by your firm. There are two ways to determine fee allocation:

> For info on setting up fee allocation, look up "fee allocation" in the online Help.
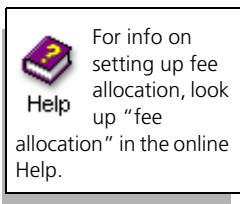
- **By contribution:** You can allocate fees according to the timekeeper who performed the tasks recorded on the time slips for a client.

- **By percentage:** For each client, you can assign an allocation percentage to as many as three timekeepers. It does not matter if the timekeeper 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.

Maintaining timekeeper history

Sage Timeslips records monthly and inception-to-date billing history totals for each timekeeper. Billing history consists of many values that Sage Timeslips collects as you approve bills. For example, Sage 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.

See also "Maintaining client history" on page 7-17.

Creating Clients

The term *client* refers to the person, organization, or project that you are billing for work performed by your company. You will use the *Client Information* dialog box to track the nicknames, contact information, and extensive billing information for each client.

This 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 level of customization available to clients when setting up billing options. Additional dialog boxes maintain client references and client history totals.

Entering client information

For more info on client fields, look up "overview of clients" in the online Help.
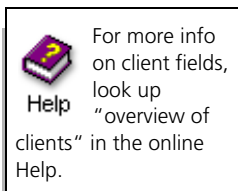
To add a new client:

1 Select **Names; Client Info** to open the list of clients.

2 Click **New** ✚ to open the *Client Information* dialog box and enter the nicknames for the client.

3 If you have set up templates for name information (see "Using new name defaults" on page 7-3), you can select a template from the list.

4 Click **Apply Defaults**.

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

- **General:** This page provides fields for the billing address and contact information. It also includes the client status fields (see "Setting client status fields" on page 7-14).

- **Custom:** Custom fields allow you to track data that Sage Timeslips does not typically track. They can classify clients into unique categories for selection and sorting on bills and reports (see "Creating and using custom fields" on page 7-6).
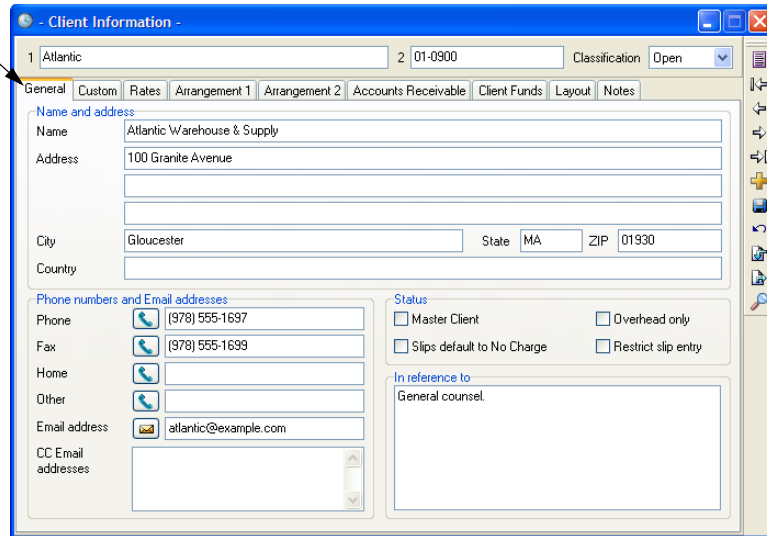
- **Rates:** Use this page to define up to 20 billing rates, You can optionally set up *rate selection rules* to automatically select the rate on a slip based on the client, timekeeper, and task on the slip.

- **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 "Using bill arrangements" on page 7-15.

- **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 the balance due for each client, invoice numbering settings, and rules to determine how Sage Timeslips applies payments to invoices (see "Entering Accounts Receivable Transactions" on page 9-3).

- **Client Funds:** Use this page to his page to maintain client funds accounts, which track trust and escrow accounts. You can also set up options to automatically pay new charges from client funds and request replenishment of the funds account. See "Using funds accounts" on page 9-15.

- **Layout:** Use this page to determine which layouts to use when generating bills and statements for this client (see "Assigning bill layouts to clients" on page 12-38). You can also use this page to determine which messages to display on bills (see "Including messages on bills" on page 12-39).

- **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. To set a client status field, simply mark the associated check box:

- **Master Client:** This status is used with the client project system (see "Using client projects" on page 7-14) 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 provides default fields for new projects. Sage Timeslips displays an ( ) 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, Sage 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.
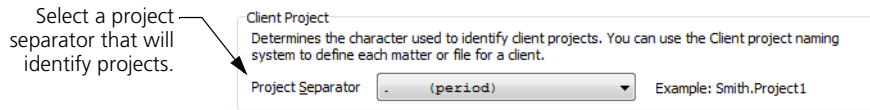
Using client projects

For more info on projects, look up "client projects" in the online Help.

There are two ways to set up projects for clients: using the client project naming method that is described here and using client references ("Creating Client References" on page 7-19).

The client project naming method allows you to set up clients with multiple projects. Each project can maintain its own client settings, such as bill arrangements, client budgets, accounts receivable balances, and client funds balances. To use this method, you must enter *Nickname 1* in a specific format for clients with projects. This format uses a client name, the project separator character (such as a period or a dash), and a project identifier.

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**). The suggested project separator is a period, but you can change it to any other character unlikely to appear in a client name.

Select a project separator that will identify projects.

Client Project

Determines the character used to identify client projects. You can use the Client project naming system to define each matter or file for a client.

Project Separator . (period) ▼ Example: Smith.Project1

For an example of nicknames, you can name the projects for client Atlantic as *Atlantic.Project01, Atlantic.Project02,* and so on.

| 1 | Atlantic.Project02 | 2 | 01-0900-02 | Classification | Open ▼ |
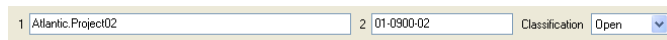
You can consolidate these related projects onto one bill or bill them separately. You can print reports to subtotal each project and provide a total for all projects for the client. Client references do not have these same abilities and are used only to select and group slips on bills and reports.

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, Sage Timeslips can fill in the billing address and other 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 Sage Timeslips copies to a new project.

Using bill arrangements

There are several basic types of bill arrangements: slips, 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. *Progress* and *interim* arrangements allow you to choose bill amounts at the time of billing.

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 bill arrangements (for example, the percent complete flat fee) apply only to time charges.

You define bill arrangements in the *Arrangement 1* page of the *Client Information* dialog box. The following bill arrangements are available for each client:

For more info on bill arrangements, look up "billing arrangements" in the online Help.

- **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, Sage Timeslips bills the slip charges instead.

- **Maximum flat fee:** The flat fee amount is the most that can be billed. Sage Timeslips bills slip charges if they do not exceed the maximum. When charges reach the flat fee amount, Sage 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.

- **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 covered by the arrangement will not print on the bill until the final bill. 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, Sage Timeslips removes the slips from WIP and updates billed slip values and histories.

- **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 "Using activity categories" on page 7-24 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, Sage 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 "Using activity categories" on page 7-24 for more information).

Maintaining client history

When you approve a bill, Sage Timeslips updates history totals for each client. Select **Names; Client History** to open the *Client History* dialog box.

For more information on client history, look up "client billing history" in the online Help.
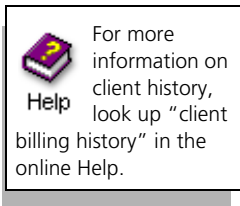
The pages of this dialog box organize history totals into different time periods. Review the *To Date* page for the total billing history that also shows totals for month to date (MTD), year to date (YTD), inception to date (ITD), previous month, and previous year.

Click **View** to set options that determine the types of data and amount of detail to display.

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.

Select a tab to view history totals by month, quarter, year, or since client inception.

Client History			
Client	ABC		02-1001

Months | Quarters | Years | To Date

	Prior	May 2006	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	11250.53	781.75	12032.28
Billable Fees	9873.33	781.75	10655.08
Unbillable Fees	325.40	0.00	325.40
Total Slip Fees	10198.73	781.75	10980.48
% Billable Fees	96.8094	100.00	97.0366
Profitability Fees	1051.80	0.00	1051.80
% Profitability Fees	10.313	0.00	9.5788
Actual Costs	1137.50	128.70	1266.20
Billable Costs	1137.50	128.70	1266.20
Unbillable Costs	0.00	0.00	0.00
Total Slip Costs	1137.50	128.70	1266.20
% Billable Costs	100.00	100.00	100.00
Profitability Costs	0.00	0.00	0.00
% Profitability Costs	0.00	0.00	0.00

This information is available on the Client History by Period report (select **Reports; Client**).

Setting the start of your fiscal year

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 values

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 have a white background; they are available only in the *Months* page of the *History* dialog box. After entering initial totals, we recommend that you let Sage Timeslips update billing history totals for you as you approve bills.

**Consolidating history values 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 15-9). This process removes the columns that you are consolidating so that you can view only recent periods.

Creating Client References

You can use *references* an alternative to client projects (see "Using client projects" on page 7-14) for creating subgroups of charges for a client. Depending on your business, you might use another term, such as *cases*, *jobs*, *matters*, or *phases*.

The *Client References* dialog box allows you to maintain references for open clients or template clients. To open the *Client References* dialog box, select **Names; Client References**.
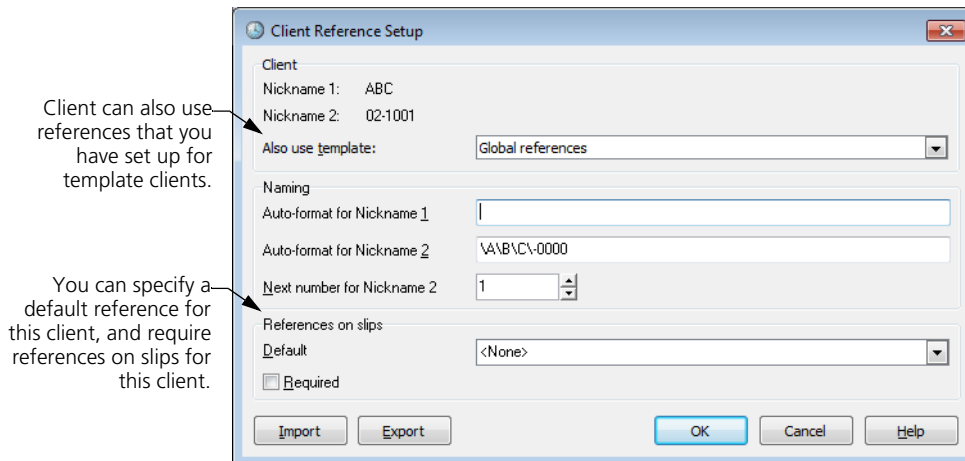
Entering reference information
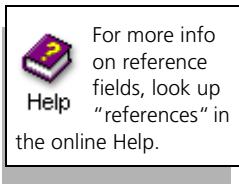
Like clients, each reference can have two nicknames. This provides two ways to select and sort slips by reference on bills and reports.

To add a new reference:

1 Select **Names; Client References** to open the *Client Reference List* dialog box.

2 Select the appropriate client from the *Client* list and click **New** ➕ to open the *Reference Entry* dialog box.

3 Enter the reference nicknames and click **OK**.

The *Client Reference Setup* dialog box (click **Client Setup** 🔲 from the *Client Reference List* dialog box) provides fields for defining auto-format rules for reference nicknames (see "Formatting nicknames" on page 7-3), requiring references for clients, and defining a default reference for a client.

Client can also use references that you have set up for template clients.

You can specify a default reference for this client, and require references on slips for this client.

Client Reference Setup

Client
Nickname 1: ABC
Nickname 2: 02-1001
Also use template: Global references

Naming
Auto-format for Nickname 1:
Auto-format for Nickname 2: \A\B\C\-0000
Next number for Nickname 2: 1

References on slips
Default: <None>
☐ Required

Import Export OK Cancel Help

Creating global references

In addition to defining specific references for each client, you can also define references for template clients. Using references from a template client is useful if your references tend to be *global* (the same for all clients).

If you assign a template client in the *Client Reference Setup* dialog box, 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. When generating bills and reports, you can then use references to select records for the report or to sort information on the report.

Sage Timeslips cannot track accounts receivable balances for references 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 "Using client projects" on page 7-14).

Creating Time and Expense Activities

The term *activity* refers to any job or part of a job that you normally undertake for a client. Sage Timeslips differentiates time activities from expense activities.

- **Time activities** are services rendered at either an hourly or flat rate. Examples include conferences, research, and court appearances.

- **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.

Along with nicknames, each activity can have a full name of up to 60 characters. Sage Timeslips can use this name instead of nicknames on bills and reports.

Entering task information

For more information on tasks fields, look up "tasks" in the online Help.
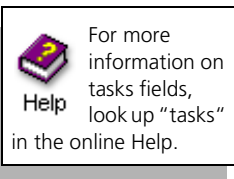
To add a new task:

1   Select **Names; Task Info** to open the list of tasks.

2   Click **New** ➕ to open the *Task Information* dialog box and enter the nicknames for the task.

3   If you have set up templates for name information (see "Using new name defaults" on page 7-3), you can select a template from the list.

4 Click **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.

Use slip-making defaults to save time when creating slips. Timeslips enters the default values automatically when you use this task.
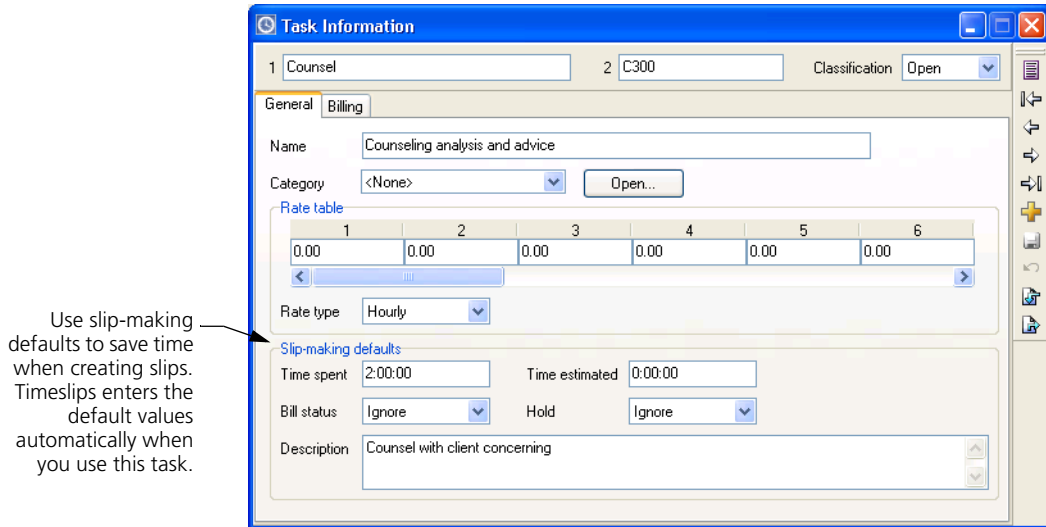
Additional tabbed pages of the dialog box provide fields for selecting applicable tax rate rules, entering markup information, and assigning values to any custom fields you have defined for activities.

Entering expense information

For more information on expense fields, look up "expenses" in the online Help. Help

To add a new expense:

1 Select **Names; Expense Info** to open the list of expenses.

2 Click **New** ➕ to open the *Expense Information* dialog box and enter the nicknames for the expense.

3 If you have set up templates for name information (see "Using new name defaults" on page 7-3), you can select a template from the list.

4   Click **Apply Defaults**.

Use slip-making defaults to save time when creating slips. Timeslips enters the default values automatically when you use this expense.

Most of the fields in the *Task Information* dialog box are also available here: defaults for creating slips, tax rate rules, markup information, and custom fields for expenses.

Setting up taxes
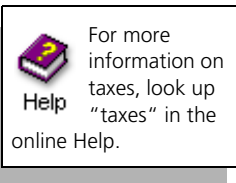
For more information on taxes, look up "taxes" in the online Help.

In Sage Timeslips, a *tax profile* is a combination of tax rate rules that determines how Sage 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, Sage Timeslips applies taxes based on every tax rate rule in a tax profile.

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

Using the tabs at the top of the dialog box, you can switch to the appropriate page of the Taxes dialog box, where you can maintain tax profiles, tax rate rules, and tax jurisdictions.
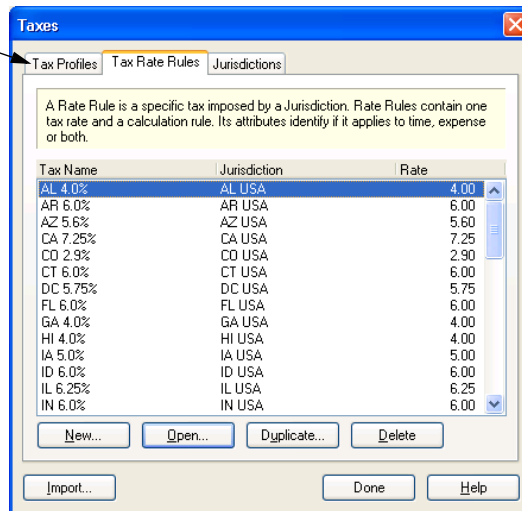
There are several steps necessary to charge tax on a client's bill:

1 Set up tax jurisdictions, tax rate rules, and tax profiles with the appropriate information. Use the *Taxes* dialog box (select **Setup; Taxes**) to enter this information.

Tax rates can change. Please verify the tax rates that you are using.

2 For each task that is taxable, open the *Billing* page of the *Task Information* dialog box and mark the check box for any applicable tax rate rules.

3 For each expense that is taxable, open the *Billing* page of the *Expense Information* dialog box and mark the check box for any applicable tax rate rules.

4 In the *Arrangement 2* page of the *Client Information* dialog box, select a tax profile that includes the tax rate rules you have defined.

Default tax settings

When you create a new database, Sage 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.

Using activity categories

For more info on categories, look up "categories of tasks and expenses" in the online Help.

Sage Timeslips provides *categories* as a way of grouping related tasks or expenses. For example, you may want to group together a variety of office charges—such as photocopies, staples, and paper—as "Office supplies" on a bill.

Select **Setup; Categories** to open the *Categories* dialog box, where you can define category names.

- Use the *Category* field within the *General* page of the *Task Information* dialog box to assign categories to tasks.

- Use the *Category* field within the *General* page of the *Expense Information* dialog box to assign categories to expenses.

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 "Using bill arrangements" on page 7-15).

- On the bill layout, you can summarize slips by activity by setting the *Slip style* for the *Time Charges from Slips* section to **Summarize by Task** or setting the *Slip style* for the *Expense Charges from Slips* section to **Summarize by Expense**. When you choose these settings, 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.

Setting Up Budgets

When working on some projects, you may want to compare your firm's current hours, fees, and costs against projected forecasts. The budgeting feature can help you better understand how your firm is doing at any time.

Sage Timeslips allows you to set up budgets for individual names (such as specific clients or specific timekeepers) or for your entire firm. You can optionally break down the information for individual timekeepers, tasks, and expenses to help you track this information.

Setting up budget details

Select **Names; Budgets** to open the *Budget Setup* dialog box, which lists all current budgets. A *budget* compares actual slip values to estimates for hours, fees, and costs. Budget reports will compare bugets amounts with actual values.

Use the tabs at the top of the dialog box to switch to the different types of budgets.

You can break budgets down to a second level. For example, set **Break down by** to **Timekeeper** to track budgets for individual timekeepers for a client.
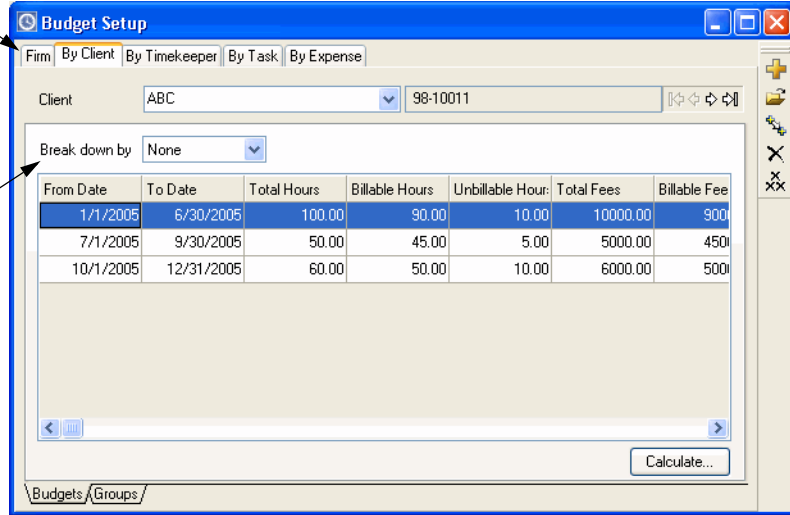
To enter a budget, click **New** ➕ to open the *Budget Entry* dialog box. You can define budgets in several ways. A client budget simply budgets hours, fees, and costs for the client.

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.

Timeslips can track budget information for hours, fees, and costs.
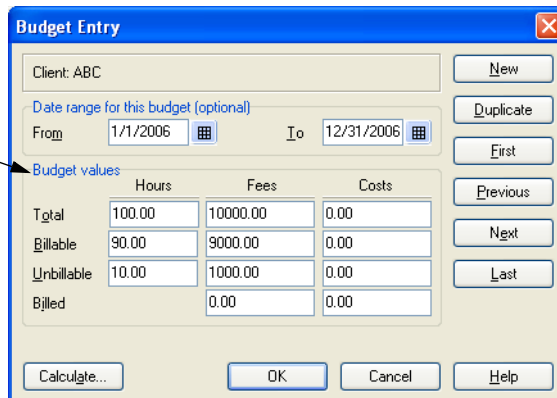
Calculating budgets

Clicking the **Calculate** button opens the *Budget Calculation* dialog box, displaying the current status of budgeted vs. actual values along with several analysis columns: difference, percent difference, billed, and WIP. It is important to calculate budgets before printing budget reports.

Printing budget reports

Although calculating budgets allows you to compare budgets to actual values onscreen, budget reports can analyze your budget data and provide a hard copy.

The *Report List* dialog box contains many types of budget reports. For example, the *Timekeeper* page (select **Reports; Timekeeper**) contains several reports that focus on timekeeper budgets, and the *Client* page (select **Reports; Client**) contains several reports that focus on client budgets

Searching for Conflicts of Interest

For more info, look up "conflict checking" in the online Help.
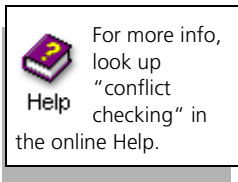
When entering new clients or timekeepers, you can automatically search throughout your database for potential conflicts of interest.

Select **Setup; General** to open the *General Settings* dialog box and switch to the *Conflict Checking* page. Use the options here to determine if Sage Timeslips will search for conflicts automatically and in which areas Sage Timeslips will search.

When viewing details of any client (within the *Client Information* dialog box) or any timekeeper (within the *Timekeeper Information* dialog box), you can manually start a conflict check. Click **Check for Conflicts** from the toolbar to check for conflicts at any time.

Tracking Time and Expenses

8

• Tracking Time and Expenses •

Overview

In your daily use of Sage Timeslips, you track time spent on your work and you track costs that you incur on behalf of your clients, so you can bill these charges to your clients. This chapter introduces time and expense slips and describes how to enter them.

Sage Timeslips uses *slips* to store time and expense data. Time slips and expense slips detail the client who will be billed for charges, the timekeeper who did the work, and the activity that classifies the work done. There are two types of slips that you can enter:

- *Time slips* track hourly work measured by the time spent. These slips usually are associated with services. For example, a time slip might track research done of behalf of a client.

- *Expense slips* track reimbursable costs measured by quantity and price. These slips are usually associated with sales and disbursements. For example, an expense slip might track supplies purchased for a client.

Bills and many reports draw their information from your slips.

Choosing the slip-entry method

Because you may need to enter time and expenses in varying levels of detail, Sage Timeslips offers multiple ways to enter time. This allows you to choose the method that best meets your firm's needs.

Regardless of how you choose to create slips, they will be available within Sage Timeslips so you can view them in various areas (such as the *Time and Expense Slip List* dialog box), include them on reports, and bill them to your clients.

The following sections describe these slip-entry methods:

Entering detailed time records on the Slip Entry dialog box

Some professionals require a greater level of detail on slips. For example, some types of attorneys need to enter detailed descriptions for each individual time entry. Using the *Slip Entry* dialog box, these professionals can enter as much detail as needed to describe their work properly.

See "Entering Time and Expense Slips" on page 8-4 for more information about entering slips using the *Slip Entry* dialog box.

Entering time records in TSTimer

Some professionals require the flexibility to enter and save partial time records that they can complete later. For example, while these professionals are tracking time for services, they might not yet know which client or task they will charge for the work. TSTimer allows you to save time records with as much or as little information as you want to enter. When you want to include these charges on reports or bills, you can convert them to time slips and enter additional information as needed.

TSTimer also allows professionals to enter time records without having to open the full Sage Timeslips application.

See "Entering Time Using TSTimer" on page 8-15 for more information about entering slips using TSTimer.

Entering time totals on a time sheet

Some professionals will prefer to enter only totals of their time. For example, consultants and other service professionals often do not need to record time in the level of detail that attorneys or accountants require. These professionals will often have a greater number of smaller tasks involved in their projects. They can quickly enter their time spent at the end of the day, using the *Time Sheet Slip Entry* dialog box as a weekly time sheet. This method is also convenient for quickly reviewing many entries at once.

See "Entering Time Using the Time Sheet" on page 8-20 for more information about entering slips using the *Time Sheet Slip Entry* dialog box.

Entering time and expense slips by email

Timekeepers who are out of the office may not have access to Sage Timeslips or Sage Timeslips eCenter. These professionals can still enter time and expense slips if they can access email.

Using this method, timekeepers send specially-formatted messages to an email account that Sage Timeslips can access. Sage Timeslips can scan for these messages and translate them into slips.

See "Receiving Time and Expense Slips by Email" on page 8-24 for more information about entering slips by email.
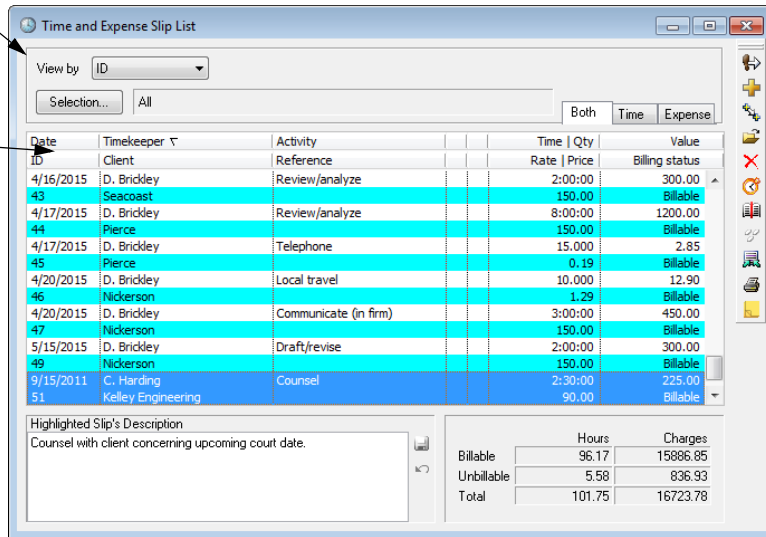
Entering Time and Expense Slips

On a typical work day, you will use Sage Timeslips to enter time and expense slips. These *slips* detail *who* (the timekeeper) did *what* (the task or expense) for *whom* (the client). Sage Timeslips offers the *Time and Expense Slip List* dialog box and *Slip Entry* dialog boxes to simplify entering slips.

You can use *Time and Expense Slip List* dialog box to display a list of slips. To open the *Time and Expense Slip List* dialog box, click **Slip List** 🔲 from the main toolbar or select **Slips; Time and Expense Slips.**

The *Time and Expense Slip List* dialog box can display all slips in Sage Timeslips or a group of slips.

Right click on the column headings to change the fields appearing on the slip list.

You can use *Slip Entry* dialog box (see "Creating time slips" on page 8-5) to review, create, and edit slips. To open the *Slip Entry* dialog box, click **Open** 📂 from the *Time and Expense Slip List* dialog box, or press Shift and click **Slip List** 🔲 from the main toolbar.

There are several program preferences that can help you access and enter slips. These are located on the *Personal Preferences* dialog box (select **Setup; Preferences**). Look up "personal preferences" in the online Help system for more info.
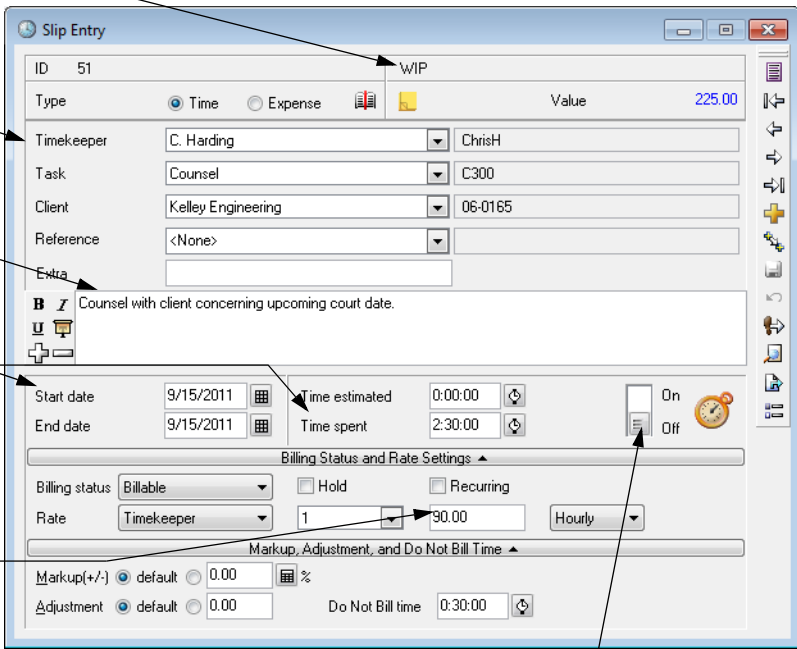
Creating time slips

When creating expense slips, Sage Timeslips offers many shortcuts that can simplify slip entry. See "Using slip entry commands" on page 8-10.

To edit an existing time slip, find the slip that you want to edit, open the slip in the *Slip Entry* dialog box, edit the fields as necessary, and save the changes.

How to create a time slip

1 Click **Slip List** 🔲 or select **Slips; Time and Expense Slips** to open the list of slips.

2 Click **New** 🔸 to open the *Slip Entry* dialog box.

The slip status indicates if the slip is work is process, is in Proof Stage or has been billed.

Nicknames identify *who* is doing *what type of work* for *which client*.

Enter free-form text to describe the work performed.

You can enter when the task happened (the start date) and how long the task took (the time spent).

The billing rate x the time spent determines the value of the slip.

Click the **On/Off** switch to start or stop the stopwatch timer or you can enter the time spent manually.

3 Set *Type* of the slip to **Time**.

4 Enter the details of the time slip.

For more info
on any slip
field, press **F1**.

Help

Select the appropriate timekeeper, task, and client for this slip.   The
name fields indicate *which timekeeper* did *what type of work* for *which client*. Sage
Timeslips may fill in some slip fields automatically, depending on your default
settings (see "Using slip entry commands" on page 8-10).

Optionally, select the appropriate reference.   If you defined references for
the client, you can select one from the *Reference* field.

Optionally, enter extra text.   Use the *Extra* field to enter up to 16 characters
of free-form text. You can use this text as a selection filter when generating bills
and reports.

Optionally, describe the work done using the *Description* field.   This text
details the work performed for the client and can appear on bills and reports.

Sage Timeslips offers many tools to help entering descriptions, such as
abbreviations, spell-checking, formatting fonts, and resizing fonts. Look up
"entering descriptions" in the online Help for more information.

Enter the date range covered by the slip   By default, Sage Timeslips enters
today's date in the slip's *Start date* and *End date* fields. You can enter a new date
in the *Start date* field, press **T** for today's date, or click the **Date** button ▦ to
select a date. See "Entering dates" on page 4-11 for information.

Optionally, enter the slip's estimated time.   Sage Timeslips uses the *Time
estimated* field on some reports to calculate the variance between estimated and
actual time.

Enter the duration of the work   You can enter the duration in the *Time spent*
field, click the **Time** button ◔ to calculate time based on start and stop times,
or click the **Timer** switch to time your work. See "Entering time values" on page
4-12 and "Timing slips" on page 8-7 for information on time entry commands.

Select the slip's billing status.   Typically, most slips will be **Billable**, but you
can also set this status so you do not charge the client for the work.

If the *Billing status* and rate settings fields are not available, click **Billing status
and Rate Settings** on the time slip.

Billing Status and Rate Settings ▼

Optionally, mark the Recurring check box.   Use this check box only for slips
you want to bill each billing period.

Optionally, you can choose to hold the slip for a future billing.   If you do
not want to bill the slip at this time, mark the **Hold** check box.

Optionally, choose a billing rate.   Sage Timeslips automatically selects a rate
using the rate rules you've set up for each client. You can override these settings
by selecting the slip's *Rate Source* and *Level* on the slip. Alternatively, you can
enter a rate in the *Rate Value* field.

Optionally, use the Markup, Adjustment, and Do Not Bill time fields to modify the slip's value. These fields allow you to modify the billable value of the slip on a slip-by-slip level.

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.

Markup, Adjustment, and Do Not Bill Time ▲
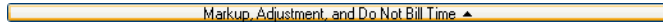
5 Click **Save** 🖫 to save the slip

Timing slips

When creating time slips, you can enter time spent values manually or you can use the stopwatch timer to track time as you work. From the *Slip Entry* dialog box, click **Timer** 🕐 from the toolbar to start or stop a time slip. From the *Slip Entry* dialog box, click on the stopwatch to start or stop a time slip.

| Time estimated | 4:00:00 | 🕐 | | | | On | 🕐 |
| Time spent | 4:29:18 | 🕐 | 11:01:07 AM | | | Off | |

In the *Slip Entry* dialog box, the *Time spent* field is highlighted in red on active slips. On these slips, you can see the *Time spent* field accumulating time.

Click the **On/Off** switch to start or stop accumulating time.

For more info on timers, see "Entering Time Using TSTimer" on page 8-15.

Note

The *Slips* page of the *Personal Preferences* dialog box contains the *Permit multiple timers simultaneously running on this station* option. You can use this setting to determine if multiple timers can be active for the same login simultaneously.

When you start Sage Timeslips, you log in as a timekeeper. This timekeeper name appears in the lower right corner of the Sage Timeslips window. Sage Timeslips associates an active time slip with the logged-in timekeeper who started it, not the name is on the slip. No other timekeeper can stop the timer (except by selecting **Slips; Stop All Timers**).

Selecting **Slips; Stop All Timers** will stop all active timers and all active time slips in the current database.

Selecting **Slips; Stop My Timers** will stop all active timers and all active time slips for that the current login started in the current database. This command stops the timers and time slips whether or not you are the timekeeper on the slip.
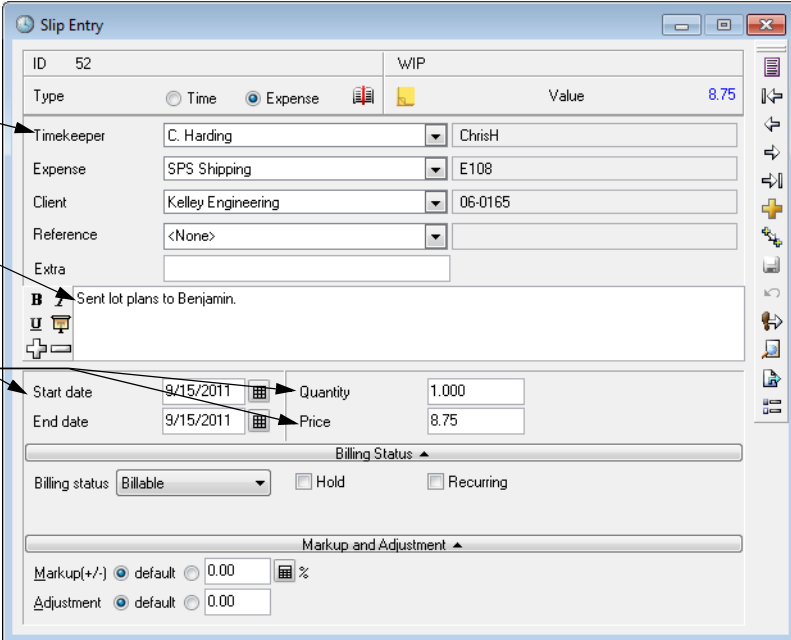
Creating expense slips

When entering expense slips, Sage Timeslips offers many shortcuts that can simplify slip entry. See "Using slip entry commands" on page 8-10.

To edit an existing expense slip, find the slip that you want to edit, open the slip in the *Slip Entry* dialog box, edit the fields as necessary, and save the changes.

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 Click **Slip List** 🗐 or select **Slips; Time and Expense Slips** to open the list of slips.

2 Click **New** ➕ to open the *Slip Entry* dialog box.

Nicknames identify *who incurred what type of expense* for *which client*.

Enter free-form text to describe the expense incurred.

You can enter when the expense was incurred (the start date), the amount purchased (the quantity), and the unit cost (the price).

3 Set *Type* to **Expense**.

4 Enter the details of the time slip.

For more info on any slip field, press **F1** .
Help

Select the appropriate timekeeper, expense, and client for this slip.   The name fields indicate *which timekeeper* incurred *what type of expense* for *which client*. Sage Timeslips may fill in some slip fields automatically, depending on your default settings (see "Using slip entry commands" on page 8-10).

Optionally, select the appropriate reference.   If you defined references for the client, you can select one from the *Reference* field.

Optionally, enter extra text.   Use the *Extra* field to enter up to 16 characters of free-form text. You can use this text to select slips on bills and reports.

Optionally, describe the items purchased   Use the *Description* field to describe the expense further. This text can appear on bills and reports.

Sage Timeslips offers many tools to help entering descriptions, such as abbreviations, spell-checking, formatting fonts, and resizing fonts. Look up "entering descriptions" in the online Help for more information.

Enter the date range covered by the slip   By default, Sage Timeslips enters today's date in the slip's *Start date* and *End date* fields. You can enter a new date in the *Start date* field, press **T** for today's date, or click the **Date** button ▦ to select the date. See "Entering dates" on page 4-11 for information.

Enter the expense quantity   Use the *Quantity* field to enter the number of items. For example, this could be the number of copies made or miles driven.

Enter the expense price   Use the *Price* field to enter 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*.

Select the slip's billing status.   Typically, most slips will be **Billable**, but you can also set this status so you do not charge the client for the work.

If the *Billing status* and rate settings fields are not available, click **Billing status and Rate Settings** on the time slip.

Billing Status and Rate Settings ▼

Optionally, mark the Recurring check box.   Use this check box only for slips you want to bill each billing period.

Optionally, you can choose to hold the slip for a future billing.   If you do not want to bill the slip at this time, mark the **Hold** check box.

Optionally, use the Markup and Adjustment fields to modify the slip's value.   These fields allow you to modify the value on a slip-by-slip level.

If the *Markup and Adjustment* fields are not available, click **Markup and Adjustment** on the expense slip.

Markup and Adjustment ▼

5   Click **Save** 🖫 to save the slip.

Using slip entry commands

There are several methods that you can use to speed data entry when creating slips in the *Slip Entry* dialog box:
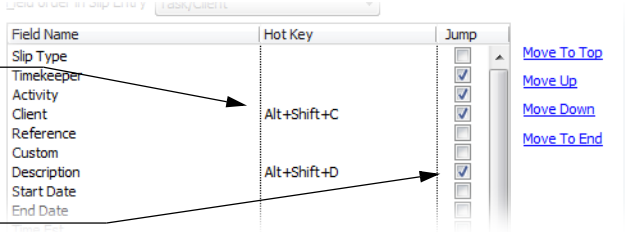
Duplicating slips or fields

The **Duplicate** button ⁎⁎ creates a new slip, copying all fields from the current slip.

If you right-click on the toolbar of a new slip, you can use the *Editing* menu to copy fields to the new slip. **Clone Field** copies the value of the current field from the previous slip. **Clone Rest** copies all values from the previous slip, starting with the current field and continuing to the bottom of the slip.

Customizing movement in the Slip Entry dialog box

The *Slip: Movement Rules* page of the *Personal Preferences* dialog box (select **Setup; Preferences**) allows you to set the tab order and define custom keystroke combinations to move the focus to specific fields on the *Slip Entry* dialog box.
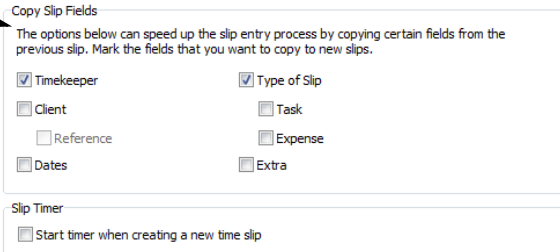
You can set up hot keys to jump to a specific slip field.

You can determine which fields Sage Timeslips will jump to when pressing **F7**.

When creating slips, it is not necessary to edit each field manually. Other dialog boxes in Sage Timeslips can supply default values for new slips.

The *Slips* page of the *Personal Preferences* dialog box contains settings that determine which fields Sage Timeslips copies from the previous slip to a new slip.

Sage Timeslips can automatically copy fields from the current slip to a new slip.

Using default values

When you create new task names and expense names, you can assign slip-making defaults to these names. This helps you when you create slips, because Sage Timeslips automatically applies slip-making defaults from the current task or expense to the slip. See "Creating Time and Expense Activities" on page 7-20 for more information.

When you create clients, you can set up rate selection rules. These rules determine which billing rate Sage Timeslips will use on time slips for each client. You can set up rate selection rules on the *Rates* page of the *Client Information* dialog box. See "Creating Clients" on page 7-12 for more information.

You can also set up reference settings for each client. These settings determine if Sage Timeslips will automatically assign a reference to a slip. You can set up reference settings on the *Client Setup* page of the *Client References* dialog box. See "Creating Client References" on page 7-19 for more information.

Understanding values on slips

Each time and expense 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*.

 This value appears in the upper right corner of the *Slip Entry* dialog box.

Click on a slip's value to open the *Slip Values* dialog box.
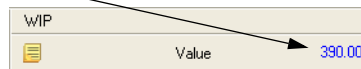
- **Billed value:** This reflects the effects of client bill arrangements such as flat fees and adjustments. Slip-based adjustments, rounding, and markups will also affect billed values. Depending on settings like bill arrangements and slip adjustments, the billed value may differ from the slip value.

  On the *Slip Entry* dialog box, click **Slip Value** at the top of the slip to open the *Slip Values* dialog box. This dialog box lists the slip value, billed value, and profitability of the slip.

Sage Timeslips calculates the *Profitability* of a slip by subtracting the *Slip Value* from the *Billed Value*.
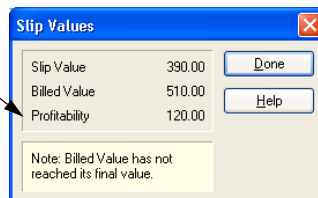
Understanding slip classifications

A slip's classification determines how Sage Timeslips can use the slip. When you create a new slip, it is considered an *open* slip. As you maintain your database, you may alter names or slips, which in turn may change the slip classification. Slips can have the following classifications:

- **Open:** When you create a slip, it has a classification of *Open*. Open slips are visible throughout Sage Timeslips and are available for reporting and billing.

- **Closed:** *Closed* slips are not visible in Sage Timeslips, nor are they available for billing, however you can include them on reports. You can reopen closed slips for further use or purge them from the database if you no longer need them. See "Closing and Reopening Slips" on page 15-5.

- **Inactive:** If you change a client's *Classification* to *Inactive* or *Closed*, slips for that client are also considered inactive. These slips are not visible in Sage Timeslips nor are they available for billing, however you can include inactive slips on reports. See "Hiding Names" on page 15-7.

- **Temporary:** If you bring slips into Sage Timeslips from another source (for example, from another program), you can designate these slips as *temporary* slips. These slips are not visible in Sage Timeslips, nor are they available for billing, but you can include them on reports. See "Including temporary slips on reports" on page 15-14.
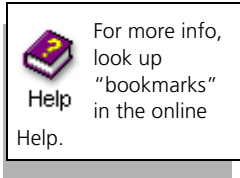
When preparing reports to print, you can set up a selection filter to include slips based on the slip classification.
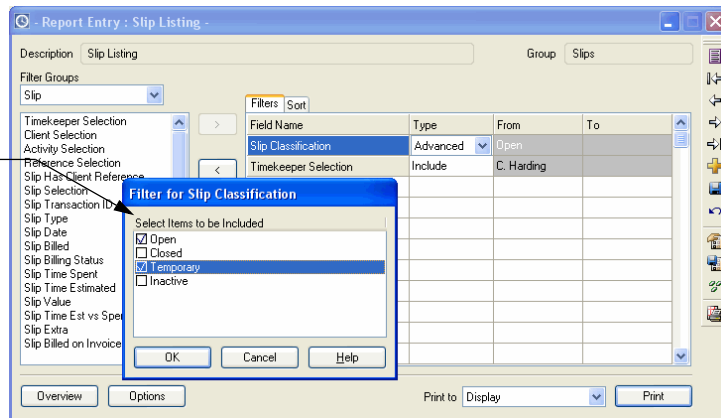
Using other slip entry features

Several other features relate directly to working with slips:

Bookmarking slips

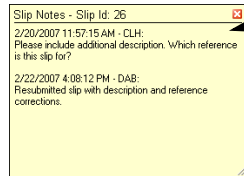For more info, look up "bookmarks" in the online Help.

You can use *bookmarks* to identify certain slips for convenient retrieval. You can click **Bookmark** 📗 to toggle a bookmark on or off.

On the slip list, you can use the *View by* field to show bookmarked slips or click **Go To** ↪ to locate slips by bookmark.

Entering slip notes

Notes allow you to communicate with other timekeepers about slip details or changes to slips. Click **Slip Notes** 🗒 from the toolbar to view or enter slip notes.

> Slip Notes - Slip Id: 26
>
> 2/20/2007 11:57:15 AM - CLH:
> Please include additional description. Which reference is this slip for?
>
> 2/22/2007 4:08:12 PM - DAB:
> Resubmitted slip with description and reference corrections.
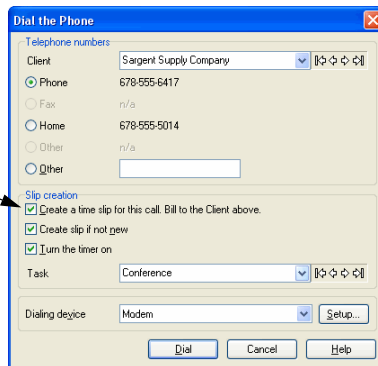
Enter slip notes that other timekeepers can view.

Slip notes will never appear on bills.

For example, when using the slip approval feature (see "Approving Slips to Appear on Bills" on page 8-27), an approver can use slip notes to indicate why a slip was rejected. Or, if you're not using slip approval, a timekeeper can use slip notes to highlight changes made to another timekeeper's slip.

Dialing the phone

Select **Names; Dial the Phone** to open the *Dial the Phone* dialog box. 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.

When dialing the phone, Sage Timeslips can automatically create a slip and track the time spent on the call.
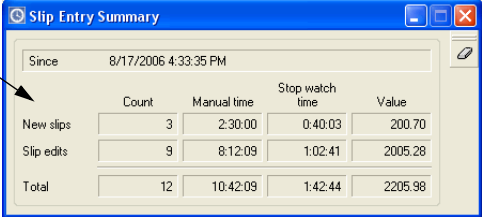
> **Dial the Phone**
>
> Telephone numbers
> Client   Sargent Supply Company
> ● Phone   678-555-6417
> ○ Fax   n/a
> ○ Home   678-555-5014
> ○ Other   n/a
> ○ Other
>
> Slip creation
> ☑ Create a time slip for this call. Bill to the Client above.
> ☑ Create slip if not new
> ☑ Turn the timer on
> Task   Conference
>
> Dialing device   Modem   Setup...
>
> Dial   Cancel   Help

Editing many slips at once

You can export settings from one slip to other slips. Click **Export** 🖹 to copy specific fields from the current slip to other slips. Use this feature when you need to make the same change to a group of slips (see "Updating Slips" on page 15-4).

Viewing the slip entry summary

Select **Slips; Slip Entry Summary** to open the *Slip Entry Summary* dialog box.

The *Slip Entry Summary* dialog box totals new and edited slips.

Click the **Clear** toolbar button to reset the summary values.

	Count	Manual time	Stop watch time	Value
Slip Entry Summary				
Since	8/17/2006 4:33:35 PM			
New slips	3	2:30:00	0:40:03	200.70
Slip edits	9	8:12:09	1:02:41	2005.28
Total	12	10:42:09	1:42:44	2205.98

This summary shows totals for slips added and edited since the last time this summary was cleared. It also shows the total amount of time entered manually and with timers.

Finding and viewing slips

For more info, look up "finding slips" in the online Help.

You can use the slip list (select **Slips; Time and Expense Slips**) to view all slips at once. You can also find the specific slips you want to review.

Sage Timeslips offers many ways to limit this list to show a smaller group of your open slips. The following fields are located at the top of the slip list:

- You can use the *Time/Expense/Both* tabs to view only time slips, only expense slips, or all open slips.

- You can use the *View by* field to view all slips that match a simple filter, like all slips for client Atlantic.

- You can use the **Selection** button to view all slips that match multiple filters, like all slips for client Atlantic that have not been billed.

When you find the slip that you want, double click on the slip or click **Open** 🖻 to view the details of the selected slip. You can also use the buttons on the toolbar to navigate through the other slips that you have found.

You can review slip information in many other areas of Sage Timeslips. See Chapter 10, "Reviewing Data" for more information.

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. This is useful when you want to work in another program while timing your work in Sage Timeslips. The shortcut (right-click) menu includes additional commands.

Mini Slip View displays slips in a much smaller interface.
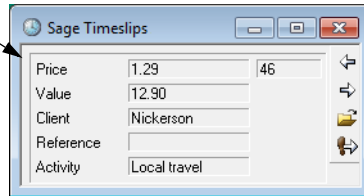
Entering Time Using TSTimer

Timekeepers who primarily use Sage Timeslips to track services they are providing to clients may want a simpler time-tracking method. TSTimer is a complementary application included with Sage Timeslips that allows timekeepers to track time quickly with timers.

Timers allow you to enter as much or as little information as you want. For example, as you track time for multiple tasks, you can choose to identify only the client. Before billing clients, you can easily convert timers into time slips and then enter any other information Sage Timeslips needs.

Launching TSTimer

Note TSTimer can automatically load when you start your workstation. See "Setting up TSTimer preferences" on page 8-20.

TSTimer is a separate application in the Sage Timeslips program group. You can start TSTimer in the same way you start other applications from the *Start* menu.

For example, in Windows XP, open the *Start* menu, select **All Programs**, and select **TSTimer** from the Sage Timeslips program group.
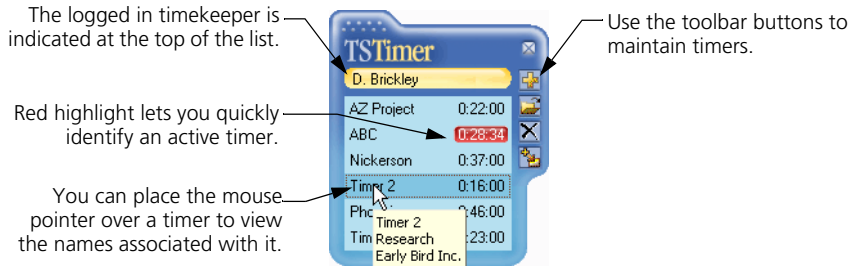
When TSTimer is loaded, it appears as an icon 🔴 in your system tray. Right-click on the TSTimer icon to access TSTimer commands.

Place your mouse pointer over the TSTimer icon to display the total number of timers and the number of active timers.

Viewing and maintaining timers

The *TSTimer List* dialog box provides a quick way to view and maintain timers. To open the *TSTimer List* dialog box, double-click on the TSTimer icon in the system tray or right click on the TSTimer icon and select **View Timers**.

The logged in timekeeper is indicated at the top of the list.

Use the toolbar buttons to maintain timers.

Red highlight lets you quickly identify an active timer.

You can place the mouse pointer over a timer to view the names associated with it.

This dialog box lists all timers for the currently logged-in timekeeper. This dialog box does not include information from slips. Timekeepers cannot see timers for other timekeepers.

> **Note** TSTimer preferences can affect how TSTimer displays and maintains timers. See "Setting up TSTimer preferences" on page 8-20.

Each timekeeper can have up to 30 timers. For each timer displayed, the list includes the timer name and time spent, but you can place your pointer over a timer to display the names assigned to the timer. Use the toolbar buttons and shortcut (right-click) menu to maintain timers.

Depending on your preferences, you can always display the *TSTimer List* dialog box on top of other applications. This allows you to track tasks in other applications easier.
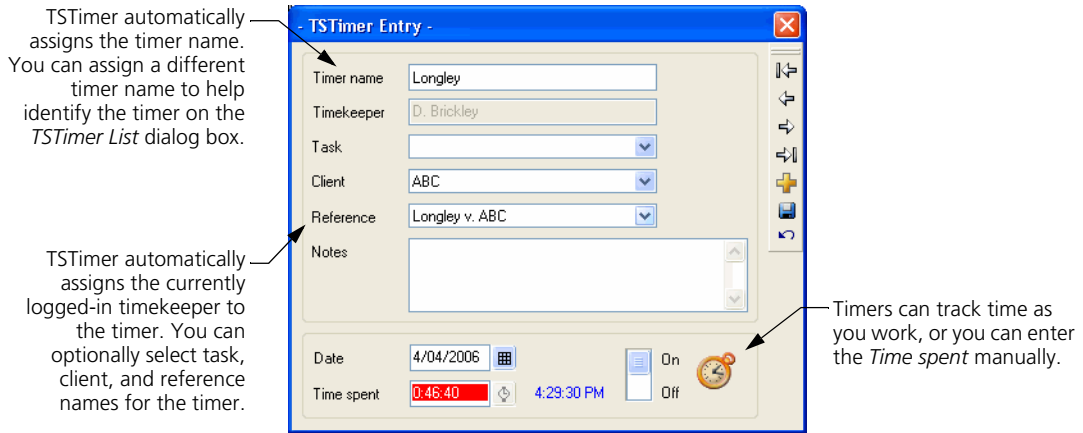
Creating timers

To create a timer, right click on the TSTimer icon and select **New Timer**, or click **New** from the TSTimer toolbar.

Using preferences, TSTimer can automatically create a new timer if no timers exist when you open it. New timers can also track time automatically.

Entering or editing timer information

You can use the *TSTimer Entry* dialog box to enter or edit timer information. Select a timer from the list and click **Open** to view timer details.

TSTimer automatically assigns the timer name. You can assign a different timer name to help identify the timer on the *TSTimer List* dialog box.

TSTimer automatically assigns the currently logged-in timekeeper to the timer. You can optionally select task, client, and reference names for the timer.

Timers can track time as you work, or you can enter the *Time spent* manually.

Using TSTimer preferences, you can require specific types of names on a timer.

Starting and stopping timers

To start or stop timers you can simply double-click on a timer on the list. When reviewing timer details in *TSTimer Entry*, you can use the stopwatch switch.

Sage Timeslips also includes commands and options that can affect timers. See "Timing slips" on page 8-7 for more information.

Merging timers

While you are working with timers, you may want to transfer the time from one timer to another. TSTimer allows you to merge the time spent from one timer to another, even if the task, client, or reference names do not match.

To merge time from one timer to another, click on the *source* timer and drag it onto the *target* timer. When you drop a timer onto another timer, TSTimer will remove the time spent from the source timer and add it to the target timer.

TSTimer changes the mouse pointer to indicate that you are about to combine timers.

When you combine timers, TSTimer removes the time spent from the source timer and adds it to the target timer.
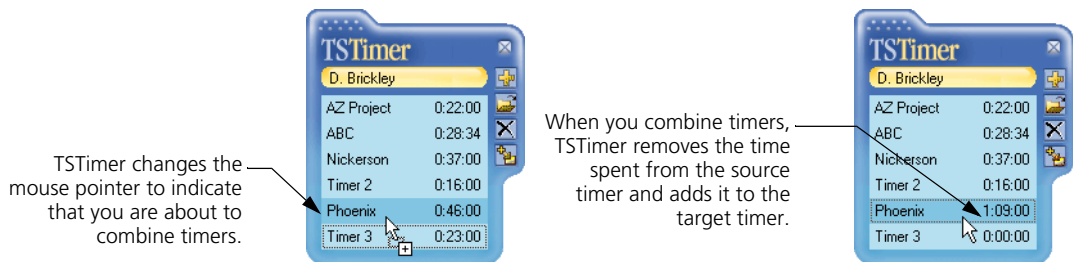
When merging timers, if any fields are blank on the target timer, they will assume the values of the corresponding fields from the source timer.

If you hold the **Ctrl** key while dragging and dropping a timer, TSTimer will remove the source timer after combining the time spent.

You can also drag and drop timers onto existing time slips. See "Converting timers into time slips" on page 8-18 for more information.
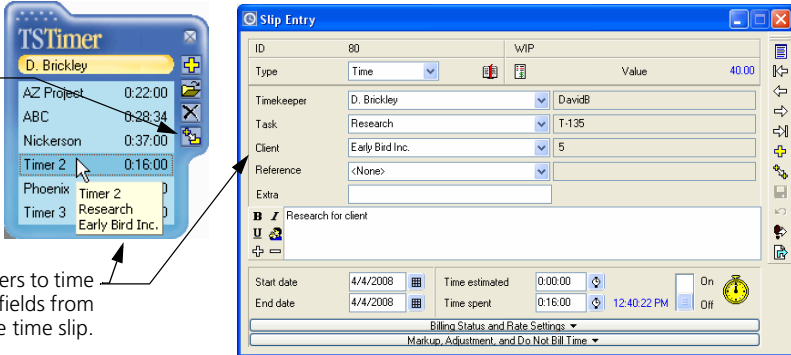
Converting timers into time slips

For more info on converting timers to time slips, look up "converting timers into time slips" in the TSTimer Help.

To bill or report on the time spent captured by timers, you must convert the timers into time slips. Use one of the following methods:

Clicking the Convert toolbar button

From the *TSTimer List* dialog box, you can convert a timer to a new time slip. Select the source timer from the list and click **Convert to Slip** from the toolbar. TSTimer will create a new slip in Sage Timeslips and copy the associated fields to the new slip. When you save the new time slip, TSTimer will delete the source timer.

Click **Convert to Time Slip** from the toolbar to convert the selected timer to a time slip.

When converting timers to time slips, TSTimer copies fields from the timer to the time slip.

Dragging and dropping a timer onto an existing time slip

If both TSTimer and Sage Timeslips are open, you can drop a timer onto an unbilled time slip in Sage Timeslips. (You cannot drop a timer onto the time sheet.)

When you drop a timer onto a time slip, TSTimer transfers time spent and timer notes to the slip. If the *Date* on the timer is later than the *End date* on the time slip, TSTimer will update the *End date* with the timer *Date*.

Using TSTimer preferences, TSTimer can prevent you from dropping a timer onto a slip that contains different names. You can also determine how TSTimer will copy timer notes to the time slip.
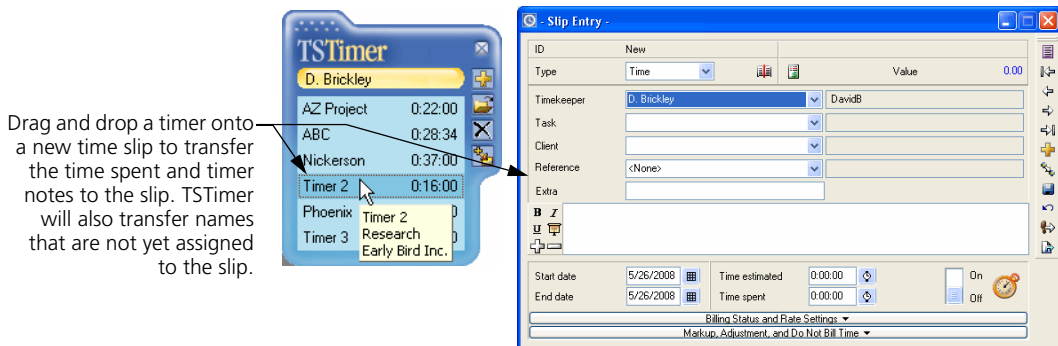
Drag and drop a timer onto a time slip to transfer the time spent and timer notes to that slip.
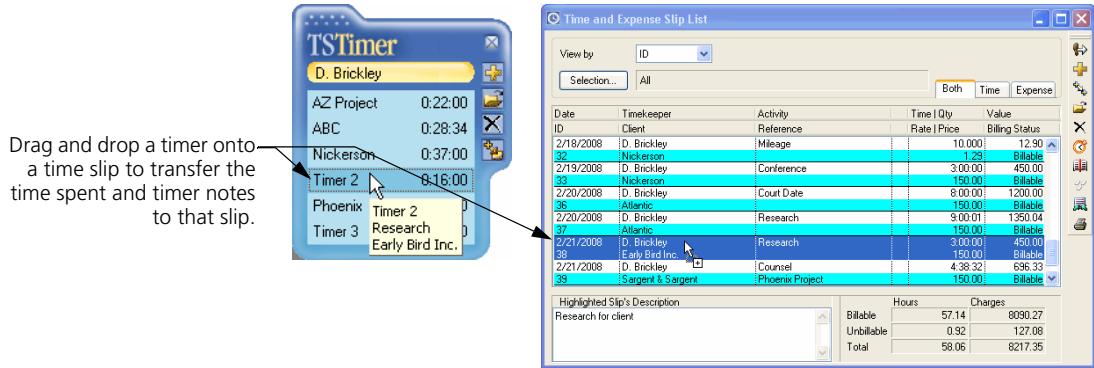
If you hold the **Ctrl** key while dragging and dropping the timer, TSTimer can automatically delete the timer after transferring time spent and timer notes.

Dragging a timer onto a new time slip

If both TSTimer and Sage Timeslips are open, you can drop a timer onto a new time slip in the *Slip Entry* dialog box. TSTimer transfers time spent, timer notes, and any names from the timer that you have not yet assigned on the slip.

TSTimer preferences can prevent you from dropping a timer onto the slip that contains different names. You can also determine how TSTimer will copy timer notes to the time slip.

Drag and drop a timer onto a new time slip to transfer the time spent and timer notes to the slip. TSTimer will also transfer names that are not yet assigned to the slip.

You can automatically delete the timer when transferring information to a time slip. When you hold the **Ctrl** key while dragging and dropping the timer, TSTimer will delete it after transferring time spent and timer notes.

Setting up TSTimer preferences

TSTimer offers preferences that allow you to customize its functionality. Right-click on the TSTimer icon and select **Edit Preferences** to customize TSTimer.

Preferences provides many options that control TSTimer.
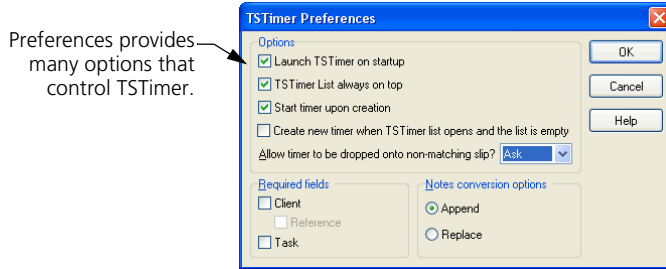
Entering Time Using the Time Sheet

As an alternative to the detailed method of time entry (see "Entering Time and Expense Slips" on page 8-4), timekeepers can quickly enter time on a time sheet.

The time sheet enables timekeepers to track their time for a given week using a familiar spreadsheet format.

The days and dates for the current week are listed across the top of the time sheet.

You must create time sheet slip templates to enter time on the time sheet.

The time sheet totals each day at the bottom of the time sheet.
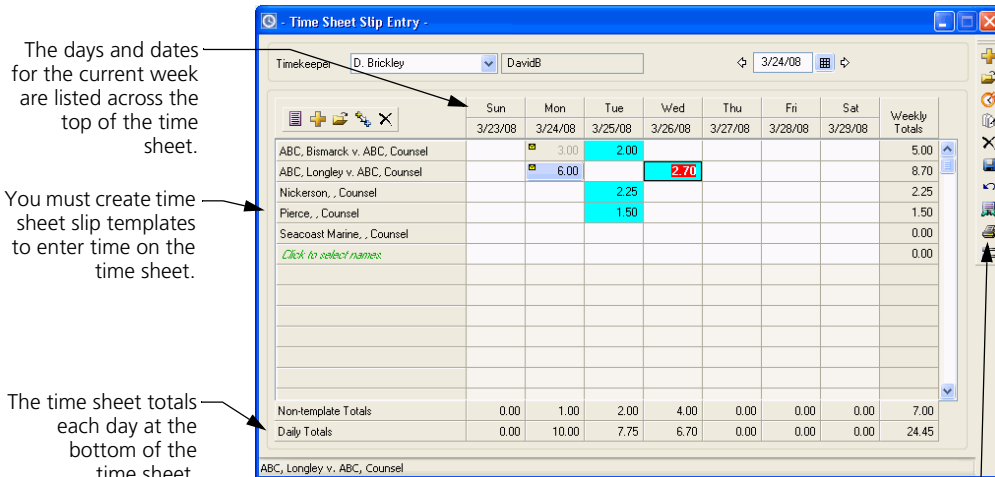
You can click **Print** from the toolbar to print the current time sheet.

The rows of the dialog box represent time sheet slip templates. *Time sheet slip templates* provide information needed to convert time sheet entries into slips. See "Creating and using time sheet slip templates" on page 8-21.

The columns of the dialog box represent days of the week. The *days of the week* determine the *Start date* that Sage Timeslips uses on the time slips. You can use the *Date* field to change the week currently displayed.

The intersection of a row and column forms a cell. The values in each cell represent the total time spent on that day for all slips associated with the current time sheet slip template.

You can use the *Time Sheet Slip Entry* dialog box to review slip totals or you can enter time directly in a cell to create new slips.

You can customize the *Time Sheet Slip Entry* dialog box to suit your firm's needs. Click **Options** 🔲 on the *Time Sheet Slip Entry* dialog box to access settings such as determining the first day of the week on the time sheet, or the format for time entries on the time sheet.

Creating and using time sheet slip templates
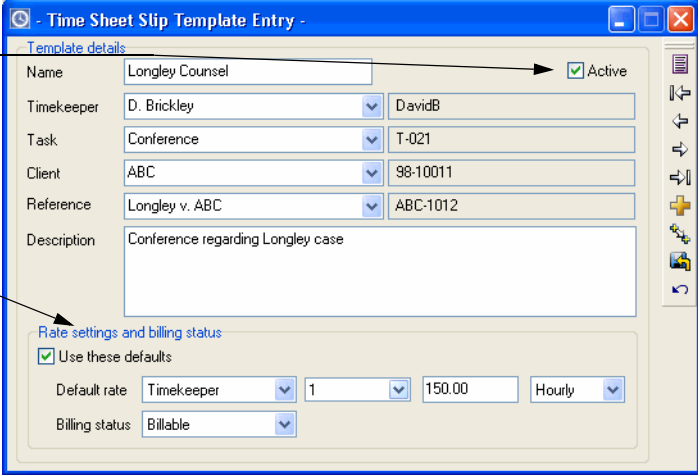
For more info on time sheet slip templates, look up "time sheet slip templates" in the online Help.

Before you can create slips using the *Time Sheet Slip Entry* dialog box, you must create time sheet slip templates. Time sheet slip templates provide names and other information needed to create slips from time entered on the time sheet. Sage Timeslips provides two methods of creating time sheet slip templates:

Using the Time Sheet Slip Template Entry dialog box

Select **Slips; Time Sheet; Slip Templates** or click **Show template list** 🔲 from the *Time Sheet Slip Entry* dialog box to enter slip templates using this method.

Only *Active* templates will appear on the time sheet.

You can optionally specify the rate and bill status settings on each template.

When creating templates using this dialog box, you can select timekeeper, client, task, and optionally reference names. Each template must have a unique name.

You can also include optional fields, such as a slip description, rate settings, and the billing status.

When you create a slip using the *Slip Entry* dialog box that includes Court Date, Sage Timeslips uses the default description from the *Task Information* dialog box.

When Sage Timeslips creates time slips from entries on the time sheet, it will use the default description from the *Time Sheet Slip Template Entry* dialog box.

Creating templates directly on the time sheet

You can also create templates quickly on the time sheet. Click **Click to select names** from the template list to enter slip templates using this method.

When you click **Click to select names**, Sage Timeslips opens the *New Time Sheet Template* dialog box, where you can quickly create a new template.

When creating templates here, you can which names appear on the template. Sage Timeslips automatically assigns these templates to the current timekeeper.

If needed, you can edit the template later (right click on a template and select **Open**) to enter rate, description, and billing status information.

Entering time in time cells

The time sheet provides many ways to view and enter time. The simplest way to enter time is to click on a cell and enter the time spent directly within this cell. You can enter the time spent in either **hours.decimal** format or **hours:minutes:seconds** format.

You can also select a cell and click **Timer** 🕒 to track time as you work. When using a timer, Sage Timeslips highlights the cell in red.

The time sheet allows you to enter time for a single slip or multiple slips in each cell. To create a single entry, simply click on the cell and enter the time spent.

After entering time spent for single slip, you can click **New** ➕ from the toolbar to the right to enter each successive slip for that cell.

Saving time sheet entries

After entering time on the time sheet, clicking **Save** 💾 to save the entries. Sage Timeslips uses information (such as client names and task names) from the associated time sheet slip template to create new slips from the entries.

Viewing and editing cell entries

For info on the appearance of time sheet cells, look up "time sheet slip entry" in the online Help.

Values in the cells of the time sheet represent actual slips, either entered through the time sheet or entered through the *Slip Entry* dialog box. Each value can represent a single slip or multiple slips.

Editing time sheet entries

You can click on any cell to edit its contents. You can also use the *Slip Entry* dialog box to edit an associated slip (click on any cell and click **Open** 📂 to view the associated slip).

Viewing non-template totals

Sage Timeslips automatically totals all cells at the bottom of the time sheet. You can also display daily totals from slips that do not match an existing slip template.

Click **Options** 📋 to open the *Time Sheet Slip Entry Options* dialog box and mark **Show non-template totals** to include the *Non-template Totals* field at the bottom of the time sheet. When displaying non-template totals, Sage Timeslips also includes these values as part of the *Daily Totals* at the bottom of the time sheet.

Receiving Time and Expense Slips by Email

Some timekeepers need to create time and expense slips while they are out of the office. Sage Timeslips can create slips from information it receives within specially formatted email messages.

For more information, look up "creating slips:from email messages" in the online Help.

Other ways to create slips while out of the office

Sage Timeslips offers other solutions for timekeepers who need to track time while out of the office. Please visit www.SageTimeslips.com for information on Sage Timeslips eCenter.

Setting up Sage Timeslips to receive slips by email

Before Sage Timeslips can create slips by email, you must set up this feature. This includes choosing which messages to read and then indicating the format used to identify slips fields in those messages.

Select **Setup; Receive Slips by Email** to set up this feature.

Use the **Message filtering** options to determine which messages Sage Timeslips will accept.

Please note that you have to enter a **Subject line indicator** in order to use this feature.

Use the **Name selection** options to determine the format Sage Timeslips expects for name fields.

Use the **Message processing** options to determine how Sage Timeslips processes individual messages.

For example, you can set up Sage Timeslips to receive messages only from timekeepers it recognizes, using nickname 1 to identify all names, and Sage Timeslips can reply to each message indicating if a slip was created successfully.

Receiving slips from email messages

After you have set up Sage Timeslips to receive slips by email, Sage Timeslips can scan your email messages for new slips.

Depending on your settings for this feature, the scanning process can start automatically when you open Sage Timeslips. You can also manually scan for new slips at any time using the **Slips; Scan Email for Slips** command.

If email messages are in the correct format, Sage Timeslips processes them automatically and creates new slips.

Reviewing slips that Sage Timeslips receives

When Sage Timeslips processes email messages, it places the entries on the *Entries from Email* dialog box whether slips are created successfully or not. You can open this dialog box by selecting **Slips; Slip Entries from Email**.

The list of entries shows when email messages were received and when slips were created from them.

Entries that Timeslips cannot translate into slips are marked with an Error.

You must correct these entries before Timeslips can create a slip from them.

Use the **View by** field and **Selection** button to filter entries on the list.

Use the buttons on the toolbar to maintain email entries, view details of the source message, and go to the created slip.
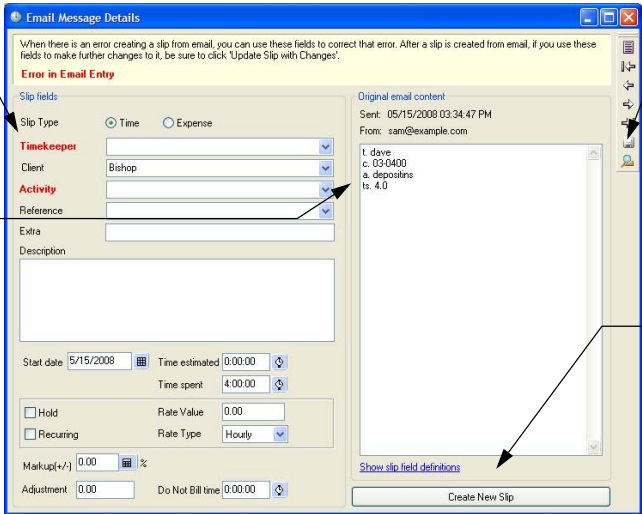
You can view this list any time to review the status of received messages, search for text within the entries, and even open slips created from entries. You can access these commands on the toolbar.

Sage Timeslips uses this list to keep track of slips that were create from received messages. Do not delete an entry from this list unless you also delete the message from your Inbox, otherwise Sage Timeslips will attempt to create another slip from that message.

Correcting entries with errors

If the sender did not enter codes correctly or didn't include all required fields, Sage Timeslips will mark the email entry with an error. You must correct entries with errors before Sage Timeslips can create slips from these entries.

From the *Entries from Email* dialog box (select **Slips; Slip Entries from Email**), select the entry and click **Open** 📂

Errors are indicated in bold red text. Enter the correct values for these fields.

You can use information from the **Original email content** field to help you.

When editing entries with multiple errors, you can save the updated values while you are researching remaining errors.

When you are ready to create a slip, click **Create New Slip**.

Sage Timeslips will indicate incorrect fields in red. You can use the *Original email content* field to determine the correct values for these fields. After making corrections, click **Create New Slip** to create a slip from the entry.

It is important that the message's sender does not resend the message with corrections; otherwise Sage Timeslips could create duplicate slips from the entries.

Approving Slips to Appear on Bills

Some firms need more control over the slips that are included on bills.

For example, new timekeepers may enter incorrect or private information on slips. Remote timekeepers might enter many slips by email or through Timeslips eCenter. In these scenarios, incorrect or unauthorized charges could get past a review cycle and be included on a bill.

The slip approval feature adds more safeguards to the billing cycle, requiring approvers to authorize slips before they can appear on bills.

For more information, look up "approving slips to appear on bills" in the online Help system.

Understanding approval statuses

Sage Timeslips uses three statuses for slip approval:

- **Pending** – As timekeepers enter slips, Sage Timeslips sets their approval status to Pending. This status indicates that the slip is awaiting slip approval. Pending slips will not appear on bills.

- **Rejected** – If an approver requires the timekeeper to change details on the slip, the approver will change the slip's approval status to Rejected. This status indicates that the slip must be edited and resubmitted for slip approval. Rejected slips will not appear on bills.

- **Approved** – When an approver authorizes a slip to appear on a bill, the approver will change the slip's approval status to Approved. This status indicates that the slip can appear on bills.

When you use this feature, these statuses can appear on slips throughout Sage Timeslips, such as within the *Slip Entry* dialog box or on the *Time and Expense Slip List* dialog box.

The following diagram illustrates how timekeepers and approvers use slip approval statuses within the slip approval process:
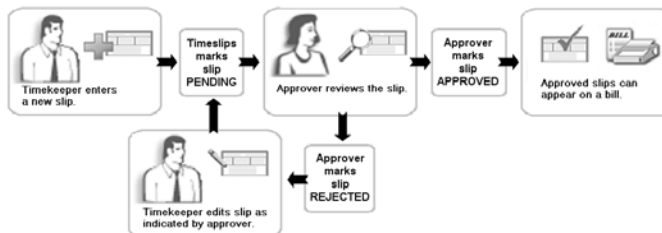
Setting up slip approval

Before you can use the slip approval feature, you must enable this feature within global security, indicate which timekeepers are approvers, and then indicate which timekeepers require slip approval.

Enabling the slip approval feature

You can enable the slip approval feature within the *Global Security* dialog box. (Select **Setup; Security; Global** to open this dialog box.)

Mark **Enable Slip Approval** to enable this feature.

Enabling slip approval security for approvers

You also use Sage Timeslips security to set up access rights that allow approvers to change the slip approval status for slips. (Select **Setup; Security; Profiles** to maintain security profiles.)

You may want to create a new security profile for approvers.

Mark **Change slip approval status** for the security profile that approvers will use.

Remember, only approvers should be able to change the slip approval status. Otherwise unauthorized charges can appear on bills.

Indicating which timekeepers need slip approval

In some offices, only certain timekeepers may need to have their slips approved before billing. Within the *Timekeeper Information* dialog box, you can require slip approval on a timekeeper-by-timekeeper basis. (Select **Names; Timekeeper Info** to maintain timekeepers.)

Mark **Slips require approval to be billed**

Needs Approval
☑ Slips require approval to be billed
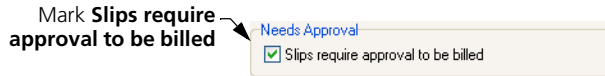
Entering slips

When slip approval is enabled, Sage Timeslips automatically sets the slip approval status for new slips to Pending.
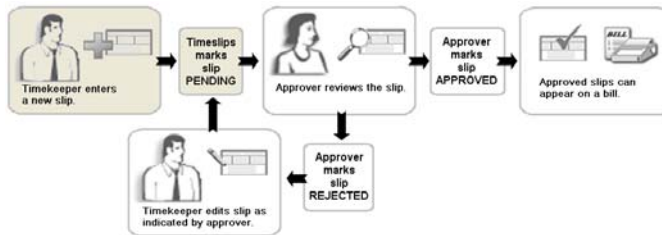
Please note that when you print bills, Sage Timeslips reviews the slip approval status only for those timekeepers that require approval.

Reviewing slips

Look up "reviewing slips for slip approval" in the online Help for more info.

Before slips can appear on bills, approvers must review pending slips for timekeepers that require approval.

Approvers will change the status for these slips as needed, approving slips to appear on bills or rejecting slips that need corrections.
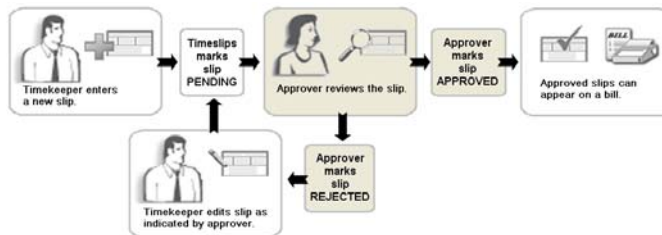
Sage Timeslips offers many areas where you can review slips and change statuses, such as the *Slip Entry* dialog box, the *Time and Expense Slip List* dialog box, and the *Billing Assistant*.

On the *Time and Expense Slip List* dialog box, approvers can click on a slip approval status within the list to change it.

On the *Slip Entry* dialog box, approvers can click on a slip approval status in the top right corner to change it.

Approvers can also change other fields on slips without affecting the slip approval status. For example, an approver might correct text within the description.

However, if a timekeeper without rights to change the approval status edits a slip, Sage Timeslips will automatically change the approval status for that slip to Pending. See "Correcting rejected slips" on page 8-31 for additional info.

Using slip notes

Because multiple employees in your firm may be reviewing and editing slips, you can use slip notes to communicate with them about changes to slips. Click **Slip Notes** from the toolbar at any time to review or enter slip notes. For example, an approver can use slip notes to indicate why a slip was rejected, or a timekeeper can use slip notes to highlight changes made to a slip.


Depending on the preferences set up for slips, Sage Timeslips can automatically open slip notes when an approver rejects a slip.

Correcting rejected slips

If an approver rejects a slip, the timekeeper must edit that slip before it can appear on a bill.

Timekeepers can find their rejected slips anywhere in Sage Timeslips that they can review the slip approval status. We recommend using the slip list (select **Slips; Time and Expense Slips**) to review rejected slips because it offers useful tools, such as filtering slips by timekeeper or slip approval status.
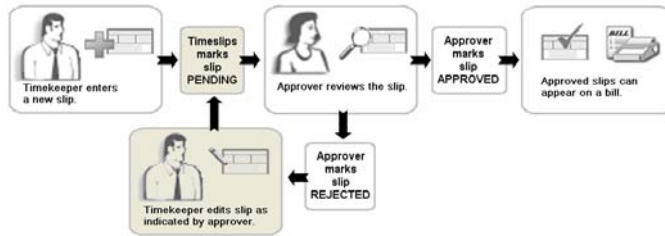

When timekeepers edit rejected slips, Sage Timeslips automatically resets the slip approval status to Pending. (Please note that if an approver edits a rejected slip, Sage Timeslips will not change the approval status.)

Approvers can then review the slips again to determine if they are ready for billing. See "Reviewing slips" on page 8-29 for more information.

Including approved slips on bills

When you generate bills, Sage Timeslips will automatically exclude Pending and Rejected slips for those timekeepers that require slip approval.
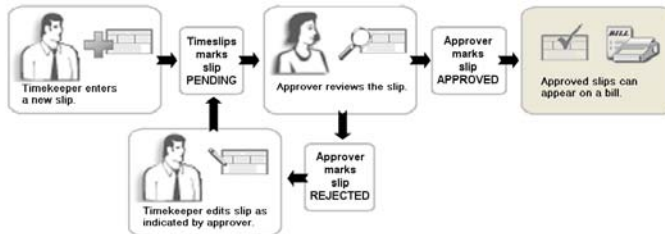
See Chapter 12, "Billing Clients" for more information on preparing for billing.

Entering Transactions

9

• Entering Transactions •

Overview

In your daily use of Sage Timeslips, you can enter transactions, such as payments, that affect accounts receivable and client funds balances. This chapter describes the types of transactions you can use to increase or decrease these balances and shows you how to enter them.

Types of transactions

You will use the following transaction types to track financial exchanges:

Accounts receivable transactions

These 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.

Click **Accounts Receivable List** , from the toolbar or select **Transactions; Accounts Receivable** to open the list of accounts receivable transactions.

See "Entering Accounts Receivable Transactions" below for more info.

Client funds transactions

These 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.

Click **Client Funds List** , from the toolbar or select **Transactions; Client Funds** to open the list of client funds transactions.

See "Entering Client Funds Transactions" on page 9-14 for more info.

Entering Accounts Receivable Transactions

Sage Timeslips maintains an accounts receivable (A/R) balance for each client. You can use transactions to detail increases or decreases to a client's A/R balance. You typically increase the A/R balance by sending a bill and decrease it by receiving and entering a payment.

Sage Timeslips can generate A/R transactions automatically, such as when you approve bills. You can enter A/R Transactions manually, such as when you receive a check from a client and enter a payment.

Accounts receivable transaction types

For more info on accounts receivable transactions, look up "accounts receivable transactions" in the online Help.
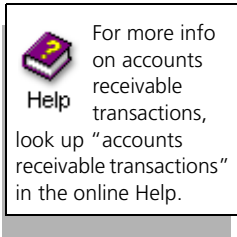
The invoices you send and the payments you receive modify your clients' accounts receivable balances. You can also correct balances as needed with credit and refund transactions.

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 a payment exceeds the client balance, Sage Timeslips can hold the excess money to offset future bills. See "Applying payments and credits" on page 9-6.

- **Credit:** Use this transaction to remove an incorrectly billed charge. You apply credits to specific invoices or to a future invoice, reducing a client's A/R balance. See "Applying payments and credits" on page 9-6.

  If you want to adjust unbilled charges, use bill arrangements instead. See "Using bill arrangements" on page 7-15.

- **Write-off:** Use this transaction to write off bad debts. It decreases the client's A/R balance. See "Applying write-offs" on page 9-9.

- **Refund:** Use this transaction to reverse the effects of an overpayment. Sage Timeslips adds the amount to the client's A/R balance to correct the overpayment. See "Applying refunds" on page 9-9.

- **Invoice:** An invoice transaction represents charges that you have billed. It details amounts for fees, costs, interest, and taxes on fees or costs.

  Sage Timeslips creates invoice transactions automatically when you approve bills (see "Approving bills" on page 12-47). You can also enter invoice transactions to represent a starting balance for a client. See "Creating invoice transactions" on page 9-9.

- **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 9-10.

- **Transfer:** Use this transaction to distribute money from an overpayment to other projects. See "Transferring unapplied amounts" on page 9-7.

- **Transfer To Funds:** Use this transaction to send monkey from an overpayment to a funds account to use later. See "Transferring unapplied amounts" on page 9-7.

- **Discount:** Use this transaction to discount an invoice. You may discount an invoice, for example, due to early payment. You can also modify client settings to apply discounts automatically if payments are received early. See "Applying discounts" on page 9-10.

- **Special Credit:** Use this transaction to credit or discount an invoice that is already paid in full. See "Applying special credits" on page 9-12.

Reports based on A/R transactions are available in the *A/R Transactions* page of the *Report List* dialog box (see "Accessing Standard Reports" on page 11-3).
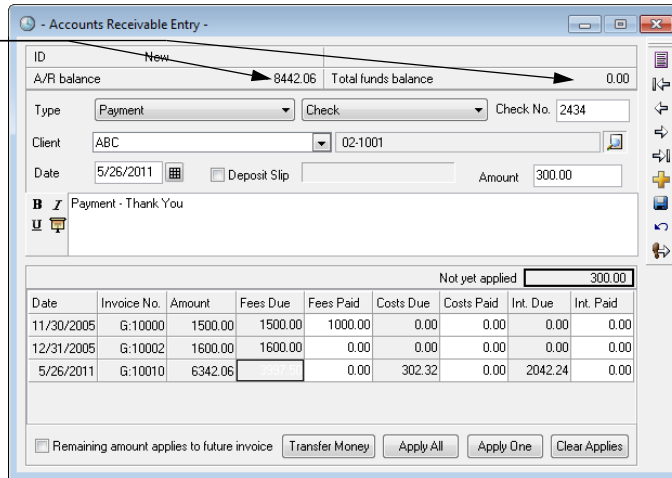
Entering transactions

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; refer to the sections that follow for specific instructions on each transaction type.

How to enter an A/R transaction

1   Click **Accounts Receivable List** 📊 from the main toolbar or select **Transactions; Accounts Receivable** to open the list of A/R transactions.

2   Click **New** ➕ to open the *Accounts Receivable Entry* dialog box.

3   Select the transaction type and enter the date of the transaction.

4 Select the client for the transaction. Optionally, you can click **Find Client by Invoice** 🔲 to search for the client.

The *Accounts Receivable Entry* dialog box lists the current accounts receivable and funds balances.

- Accounts Receivable Entry -	

ID   New
A/R balance   8442.06   Total funds balance   0.00

Type   Payment   ▼ Check   ▼   Check No. 2434
Client   ABC   ▼   02-1001   🔲
Date   5/26/2011 ▦   ☐ Deposit Slip   Amount 300.00

B *I* Payment - Thank You
U 🖵

Not yet applied   300.00

Date	Invoice No.	Amount	Fees Due	Fees Paid	Costs Due	Costs Paid	Int. Due	Int. Paid
11/30/2005	G:10000	1500.00	1500.00	1000.00	0.00	0.00	0.00	0.00
12/31/2005	G:10002	1600.00	1600.00	0.00	0.00	0.00	0.00	0.00
5/26/2011	G:10010	6342.06		0.00	302.32	0.00	2042.24	0.00

☐ Remaining amount applies to future invoice   [Transfer Money] [Apply All] [Apply One] [Clear Applies]

5 Enter additional details for this transaction.

Please note that the transaction *Amount* can automatically default to the client's current A/R balance total or you can enter an amount manually. Look up "Transactions page" in the online Help for more info.

The *Description* field may contain a default description. You can modify or replace the default description as needed. Look up "Transactions page" in the online Help for more info.

6 Click **Save** 🔲 to save the transaction.

Reviewing the Status column

The transaction list contains a status column, which identifies the status:

✉ – Proof Stage (red envelope)

✉ – approved transactions (yellow envelope)

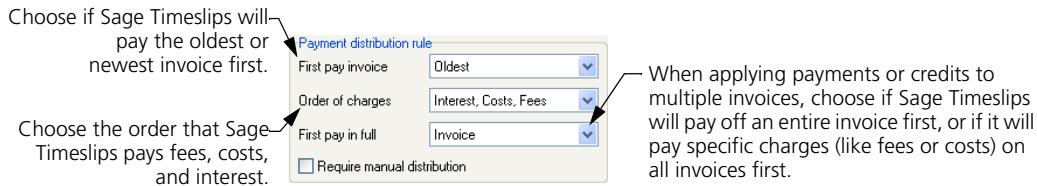⇨ – transactions that have been posted to the general ledger

This information also appears within the *Accounts Receivable Entry* dialog box. Sage Timeslips marks approved transactions with the date and invoice number.

Applying payments and credits

When entering payments and credits, you can control how Sage Timeslips applies the amount of the transaction to current invoices.

Setting automatic payment rules

By default, Sage Timeslips applies payments and credits to invoices according to automatic payment rules. You can set up these rules within the *Accounts Receivable* page of the *Client Information* dialog box.

Choose if Sage Timeslips will pay the oldest or newest invoice first.

Choose the order that Sage Timeslips pays fees, costs, and interest.

When applying payments or credits to multiple invoices, choose if Sage Timeslips will pay off an entire invoice first, or if it will pay specific charges (like fees or costs) on all invoices first.

When you save new payments and credits, Sage Timeslips applies that transaction according to the automatic payment rules.

Distributing payments manually

If you mark the *Require manual distribution* check 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.

The following buttons are also available when entering payments and credits:

- **Apply All:** This button is available only on payments. Click this button to apply 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 divide the payment among other projects or client funds accounts (see "Transferring unapplied amounts" on page 9-7).

How to enter a payment or credit

1   Click **Accounts Receivable List** ▤ from the main toolbar or select **Transactions; Accounts Receivable** to open the list of A/R transactions.

2   Click **New** ➕ to create a new transaction.

3   Set *Type* to **Payment** or **Credit**, as appropriate. If you are entering a payment, then also select a *Payment Type*.

4   Select the client for the transaction.

Optionally, you can click **Find Client by Invoice** ▤ to search for the invoice you are paying or crediting.

5   Enter the date and description of the transaction.

6   Enter the transaction amount.

Please note that the transaction *Amount* can automatically default to the client's current A/R balance total or you can enter an amount manually. Look up "Transactions page" in the online Help for more info.

Sage Timeslips applies the transaction amount, based on payment distribution rules (see "Setting automatic payment rules" on page 9-6 and "Distributing payments manually" on page 9-6).

7   Click **Save** ▤ to save the transaction.

Transferring unapplied amounts

If you use client projects (see "Using client projects" on page 7-14), you may receive a check paying bills for several projects. Or, if you maintain client funds accounts, you may receive a check that pays new charges and also includes a deposit to a client funds account. Sage 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 provides a more convenient method.

When you enter these transactions, your client will see the correct check amount on the bill, even if the payment was divided into several transactions.

How to transfer money to projects or funds accounts

1 Enter the full amount of the payment as normal (see "How to enter a payment or credit" on page 9-7). After applying the correct amount to the current client, the *Not yet applied* field shows the unapplied amount. You can distribute this amount to other projects or funds accounts.

2 Click **Transfer Money** to transfer the unapplied money.

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. Sage 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.

    If you have set up automatic discount for a client (see "Setting up automatic discount" on page 9-10), set **Apply to** to **No Invoices – Not yet applied**. When you later apply the associated payments, Sage 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.

        Otherwise, highlight the *To Apply* field for the appropriate project and click **Apply One** to apply as much money as possible to the project's unpaid balance.

        You can also enter an amount manually. If you enter an amount in excess of the unpaid balance, Sage Timeslips will apply it to future invoices for the project.

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**. Or, you can manually enter the amount to transfer. When you move the focus to another field, Sage Timeslips updates the *Total unapplied* field to reflect the transfer amount.

5 Click **OK** when you have entered all transfer amounts. Sage 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, Sage Timeslips creates the appropriate Payment and Transfer transactions. If you transferred money to a funds account, Sage 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 to current invoices. You cannot apply any of the write-off amount to future invoices.

Applying refunds

You can only apply a refund to a payment that has unapplied amount (an amount that has been applied to future invoices). When you create a refund for a client, Sage Timeslips lists any payments with unapplied amounts for the client. 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, Sage Timeslips generates an invoice transaction automatically.

- If you create a new client and enter starting balances (on the *Accounts Receivable* page of the *Client Information* dialog box), Sage Timeslips generates invoice transactions automatically for each balance.

- You can also enter an invoice transaction manually to represent a starting balance or balance correction for a client.

Applying reverse payments

When entering a reverse payment, you must select a specific payment transaction to reverse. When you save a reverse payment, you can charge a finance charge as a fee for the reverse payment.

When reversing a payment, you can also apply a finance change.

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 20.00

Description Fee for returned check.

[OK]   [Help]
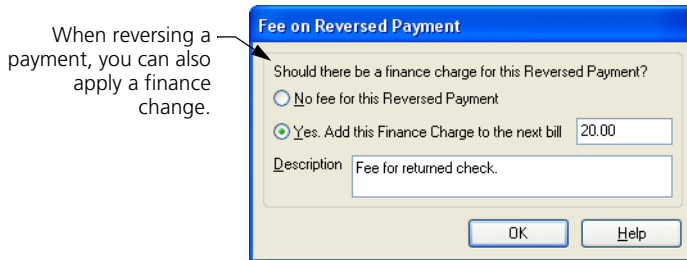
If your bank assesses a fee for a returned check, you can use this finance charge to pass along the fee to the client. On the transaction list, the original payment is marked **REV** in the status column to indicate that it has been reversed.

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.

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 discount phrase along with other phrases that appear on the bill ("Setting global phrases:" on page 12-22).

When you approve the bill, Sage 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, Sage Timeslips will automatically create the discount 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, Sage Timeslips asks if you want to apply the discount. Click **Yes** to create a discount transaction. Sage 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, Sage Timeslips applies the difference to a future invoice.

Manually entering a discount

You can apply a discount manually by creating a new transaction and selecting **Discount** as the transaction 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 Sage 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   Click **Accounts Receivable List** 📊 from the main toolbar or select **Transactions; Accounts Receivable** to open the list of A/R transactions.

2   Highlight the invoice transaction that you want to use as the source of the special 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. Sage Timeslips adds these amounts together in the *Amount* field.

Sage 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 **Remaining amount applies to future invoice**.

Creating bank deposit slips

In Sage Timeslips, *bank deposit slips* provide a method of associating payment and deposit transactions with a deposit that you make to a specific bank. You can 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 Sage Timeslips. Additionally, you can print a Bank Deposit Slip Listing report (select **Reports; A/R Transactions**) to accompany the checks to the bank.

How to create and use a bank deposit slip

1 Select **Transactions; Bank Deposit Slips**. If you have not entered a bank deposit slip today, Sage Timeslips prompts you to create a new bank deposit slip.

    a. Click **Yes** to open the *Bank Deposit Slip Entry* dialog box.

    b. Select a bank account and enter the total amount of the bank deposit.

        Sage Timeslips automatically takes the *Deposit Number* from the *Bank Account Entry* dialog box. You can control the starting number there.

When creating a bank deposit slip, you can specify that total that you plan to deposit.

- Bank Deposit Slip Entry -	
Bank Account: First Bank	Deposit Number: Next
Date: 6/9/2006	Total Planned: 1300.00
	OK Cancel Help

    c. Click **OK** to accept the setting for the new bank deposit slip.

2 At the bottom of the *Bank Deposit Slips* dialog box, click **New** and select a transaction type from the menu that opens.

3 Enter the details of the transaction as you normally would. Sage Timeslips automatically marks the **Deposit Slip** check box and displays the bank account and bank deposit slip number next to it.

4 Click **Save and Return** to save the transaction and return to the *Bank Deposit Slips* dialog box. The transaction you entered displays on the list.

5 Continue entering the rest of the transactions for the current bank deposit slip. The *Total Entered* shows in red text if it doesn't 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.

Entering 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.

Using bank accounts

For more info on bank accounts, look up "bank accounts" in the online Help.

Sage Timeslips allows you to set up bank accounts for your firm and funds accounts for each client. *Bank accounts* provide a way to group funds accounts for multiple clients.

You may want to create a bank account in Sage Timeslips to represent all accounts at a particular bank or all accounts belonging to related clients. When printing funds-related reports, you can group information by bank account, allowing you to review this information easily.

Select **Setup; Bank Accounts** to open the *Bank Accounts* dialog box, where you can maintain all your firm's bank accounts.

Click **New** or **Duplicate** to create a bank account or click **Open** to edit an existing one. This dialog box allows you to set up bank details and custom terminology for each bank account.

You can set up custom transaction terminology for each bank account.

Using funds accounts

Each client can have multiple funds accounts. This allows you to track funds for different cases or matters separately.

Use the *Client Funds* page of the *Client Information* dialog box to maintain funds accounts for each 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.

The *Balances total* field totals all funds accounts for the current client.

Click **New** to create a new funds account or click **Open** to review the details of a funds account.

3 Click **New** below the list to create a new client funds account.

4 Enter the name of the new funds account in the *Name* field.

5 Use the *Bank account* field to 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.

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 associated with the "Please replenish client funds with" bill phrase (see "Setting global phrases:" on page 12-22).

Enter the details of a funds account.

Client Funds Account Entry		
Name	Eastern vs. Julius	New
Bank account	National Bank Open	First
Applies to	Fees Only	Previous
Current balance	1000.00	Next
When the balance falls below	500.00 request replenishment to 1000.00	Last
Style on the bill	Detail	
☑ Automatic payment of new charges on the bill		
	OK Cancel	Help

10 Click **OK** to save the new funds account.

Client funds transaction types

For more info on funds transactions, look up "funds transactions" in the online Help.
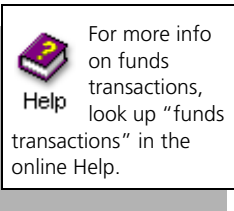
Sage Timeslips provides the following transaction types for use with client funds accounts:

- **Payment From Account:** Use this transaction to apply money from the client funds account to the client's A/R balance. This transaction also decreases the client funds account balance.

  When you create a payment from account, Sage Timeslips automatically creates a corresponding payment transaction.

- **Payment To Account:** Use this transaction to detail a payment from the client that increases the client funds account balance.

- **Deposit:** This transaction also increases the client funds account balance. You can use it to track third-party deposits separately from client deposits.

  When you create a funds account with a starting balance, Sage Timeslips automatically creates a deposit to represent the starting balance. It is marked as approved ("Reviewing and Approving Bills" on page 12-45).

- **Withdrawal:** Use this transaction to remove money from the client funds account without affecting the accounts receivable balance. You can use it to pay third-party charges.
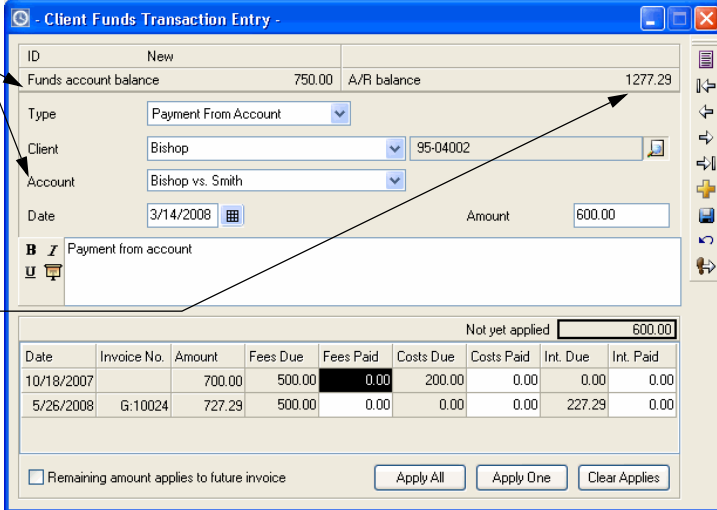
Select **Reports; Funds Transactions** to print reports based on client funds transactions.

Entering transactions

The following steps explain how to create a new client funds transaction. To edit an existing transaction, find the transaction and make changes as necessary.

How to enter a client funds transaction

1 Click **Client Funds List** 🏛 from the main toolbar or select **Transactions; Client Funds** to view the current list of funds transactions.

2 Click **New** ➕ to create a new client funds transaction.

3 Select the transaction type and enter the date of the transaction.

4 Select the client for the transaction. Optionally, you can click **Find Client by Invoice** 🔲 to search for the client.

5 The *Account* field below the *Client* field lists each funds account for the current client. Select the funds account for this transaction.

The *Funds account balance* field lists the current balance for the selected funds account.

The *A/R balance* field also lists the current accounts receivable balance for the selected client.

6 Enter the transaction amount in the *Amount* field.

Please note that for some transaction, the *Amount* can automatically default to the client's current A/R balance total or you can enter an amount manually. Look up "Transactions page" in the online Help for more info.

7   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 9-6).

8   The *Description* field contains a default description for each transaction type. Sage 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.

9   Click **Save** 🖫 to save the transaction.

Reviewing the Status column

The transaction list contains a status column, which identifies the status:

✉ – Proof Stage (red envelope)

✉ – approved transactions (yellow envelope)

➡ – transactions that have been posted to the general ledger

This information also appears within the *Client Funds Transaction Entry* dialog box. Sage Timeslips marks approved transactions with the date and invoice number.

Displaying client funds transactions on the bill

A payment from account transaction appears in the same section of the bill as payments and credits. You can print all four types of transactions in a separate section on the bill using the *Style on the bill* setting in the *Client Funds Account Entry* dialog box (select a funds account and click **Open** on the *Client Funds* page of the *Client Information* dialog box).

Viewing Transactions

For more info on viewing transactions in lists, look up "filters:filtering slip and transactions lists" in the online Help.
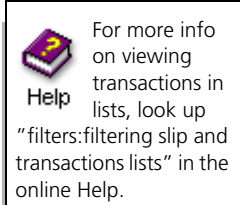
You can review transaction details at any time. Use the *Accounts Receivable List* dialog box (select **Transactions; Accounts Receivable**) and the *Client Funds List* dialog box (select **Transactions; Client Funds**) to view many transactions at once. Within these dialog boxes, you can use the *View by* field and **Selection** button to limit the transactions displayed.

Double click on a transaction or click **Open** to view the details of the transaction. If needed, use the buttons on the toolbar to move through the current transactions.

You can review transaction information in many other areas of Sage Timeslips. See Chapter 10, "Reviewing Data" for more information.

Reviewing Data

10

• Reviewing Data •

Overview

As timekeepers enter slips, transactions, and other billing data, you can review that data using many different tools. You can view data in dialog boxes as you enter it or you can print reports. Sage Timeslips also offers interactive tools that allow you to display specific data and drill down to the source records.

This chapter introduces reports that you can use to view most types of Sage Timeslips data. This chapter also introduces the Billing Assistant and Firm Assistant that you can use to view billing data. We discuss each of these topics in detail in later chapters of this user's guide.

The remainder of the chapter details Sage Timeslips Today, Enhanced Navigators, and Alerts. These tools allow you to set up Sage Timeslips to present specific data. Using these tools, Sage Timeslips actively informs you about the status of your data at all times.

Viewing reports

Sage Timeslips offers over 100 standard reports that can display your data in many formats. You can view the standard reports, manually modify them to suit your organization, or create your own reports. Select a report group from the *Reports* menu to open the *Report List* dialog box.

For example, select **Reports; Slips** to view slip-based reports.

Switch to a different page to view other report groups.
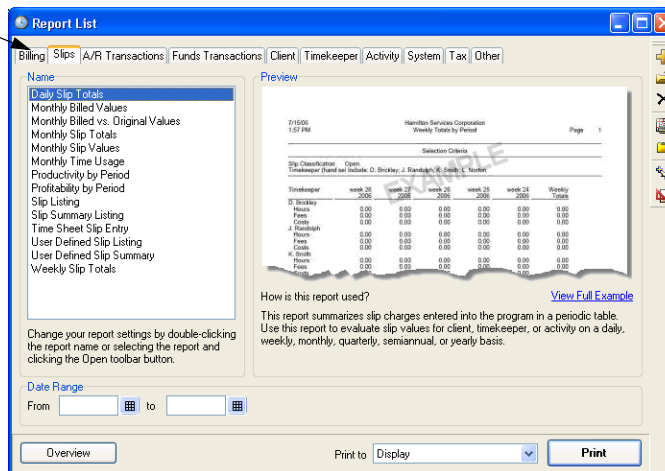
See Chapter 11, "Designing and Printing Reports" for more info.

Viewing billing data

Sage Timeslips offers tools that provide an overview of your billing data and an opportunity to edit any billing data quickly. Because these tools are closely related to the billing cycle, we describe them in more detail in Chapter 12, "Billing Clients".

- **Billing Assistant:** Use Billing Assistant to view billing details for clients that are ready to bill. Like the Pre-bill worksheet (select **Bills; Pre-bill Worksheet**), Billing Assistant offers insight into each client's up-to-the-minute status and provides every detail that contributes to the calculation of the client's next bill.

Billing Assistant shows billing details for clients that are ready to bill.
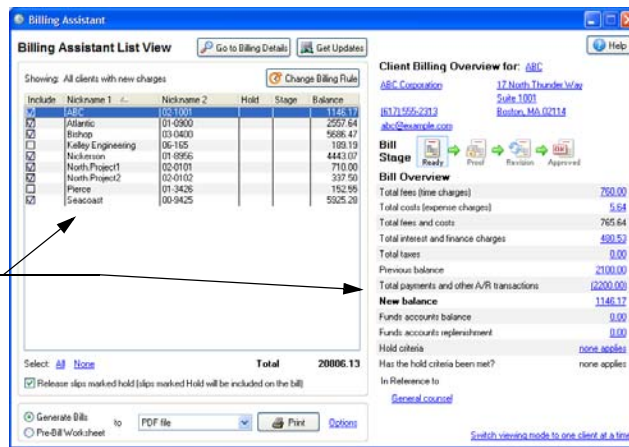
See "Using Billing Assistant to review billing data" on page 12-12.

- **Firm Assistant:** You can also use Firm Assistant to view billing totals for all clients in your firm at once.

Firm Assistant shows additional billing totals for all clients.
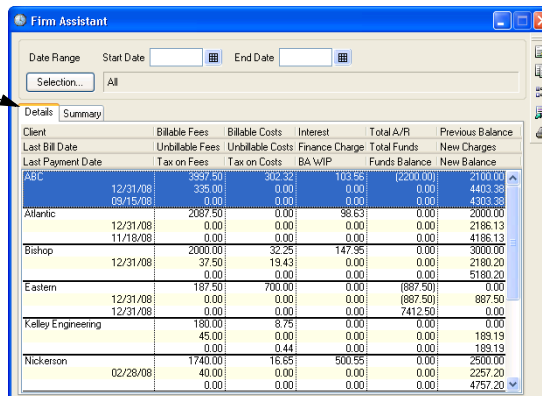
See "Using Firm Assistant to review billing data" on page 12-15.

Viewing general Sage Timeslips data

Sage Timeslips also offers tools for you to use to view many different types of data through a central location in Sage Timeslips:

- **Sage Timeslips Today:** You can customize Sage Timeslips Today so timekeepers can view and edit almost any information from one location.

  See "Using Sage Timeslips Today to View Data" below for more info.

- **Navigators:** Enhanced navigators can also present up-to-date information that can be useful when choosing commands.

  See "Using Navigators to View Data" on page 10-8 for more info.

- **Alerts:** You can create alerts to notify timekeepers when particular data-related events occur, like overdue balances.

  See "Using Alerts to View Data" on page 10-13 for more info.

Using Sage Timeslips Today to View Data

You can use Sage Timeslips Today to view data from almost any area of Sage Timeslips.

Timeslips Today can display data from many areas of Sage Timeslips.

When you place the cursor over a section heading, Sage Timeslips displays when it last updated the section.

Without Sage Timeslips Today, you may have to open multiple dialog boxes and print various reports to find the information you want. Instead of searching for this information manually, you can view this data using Sage Timeslips Today.

For more information on viewing Sage Timeslips Today, look up "viewing Timeslips Today" in the online Help system.

Please note that Sage Timeslips Today is also displayed as part of enhanced navigators. See "Using Navigators to View Data" on page 10-8.

Assigning templates to timekeepers

You can use templates to determine which data is displayed in Sage Timeslips Today. Sage Timeslips installs several of these templates. You can assign them to specific timekeepers, so Sage Timeslips knows which template to display for each timekeeper.

You can assign templates to timekeepers using the *Assign Sage Timeslips Today Templates* dialog box (select **Special; Sage Timeslips Today; Assign Templates**).

Displaying Sage Timeslips Today

You can display Sage Timeslips Today automatically when you start Sage Timeslips or you can open Sage Timeslips Today manually when you want to view data.

Displaying Sage Timeslips Today automatically

To open Sage Timeslips Today when you start Sage Timeslips, you must edit your preference settings. Select **Setup; Preferences** to open the *Personal Preferences* dialog box, switch to the *Startup/Exit* page, and set *Sage Timeslips Today* to **Yes**.

Displaying Sage Timeslips Today manually

If Sage Timeslips Today is not already open, you can select **Special; Sage Timeslips Today; Show Sage Timeslips Today** to display it.

Viewing data and printing data

When viewing Sage Timeslips Today, you can refresh the data displayed, print sections, or drill down to the source data.

Refreshing data

Sage Timeslips Today can present a large amount of information from many areas of the program. To optimize program performance, Sage Timeslips refreshes data displayed in Sage Timeslips Today periodically–usually every fifteen minutes.

You can also force Sage Timeslips to update data. Right-click on any section and select **Update Section** to update data for that specific section or select **Update All Sections** to update data within all sections at once.

Printing sections

Many firms design their own Sage Timeslips Today template to display information most important to them. Sage Timeslips allows you to print this information easily, without having to design new reports. Simply right click on Sage Timeslips Today and select **Print all sections** or **Print current section**.

Drilling down to source data

When viewing lists of records in Sage Timeslips Today, you can easily drill down to the specific area of Sage Timeslips that contains that data.

For example, if Sage Timeslips Today includes a slip list, you can double-click on a slip from the list to view or edit slip details within the *Slip Entry* dialog box.

Modifying Sage Timeslips Today templates

While Sage Timeslips provides pre-made Sage Timeslips Today templates that present key data about your company, advanced users can also create or modify templates to present the data most important to them.
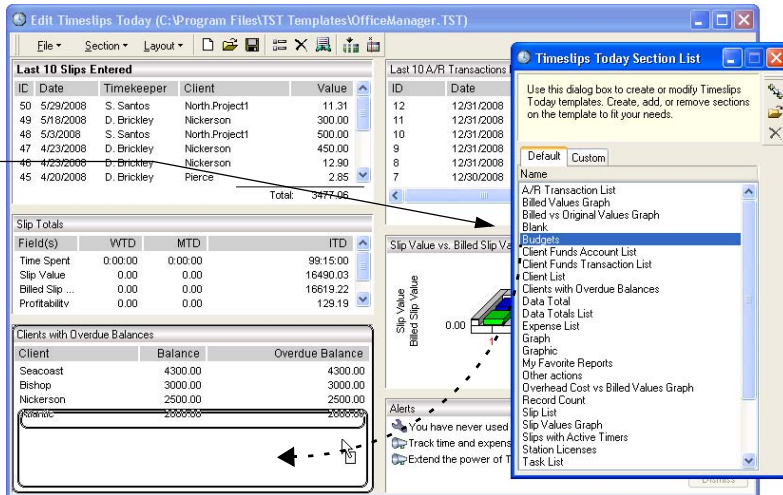
For example, you can create your own Sage Timeslips Today template to display triggered alerts, slips with active timers, slips or transactions created within the last week, clients with overdue balances, and more.

Opening the template you want to modify

While viewing the template that you want to edit, right click on the template and choose **Edit**. Sage Timeslips switches to the *Edit Sage Timeslips Today* dialog box, where you can edit the current template. If needed, you can also open another template to edit or create a new template.

You can drag and drop sections from the section list onto the current template.

Adding or removing sections

While in editing Sage Timeslips Today templates, you can add or remove template sections.

To add a section, click on the section from the section list to the right, drag it onto the template where you want it, and then release the mouse button.

To remove a section, click on the section and then click **Delete** ☒.

For more information on the available Sage Timeslips Today sections, look up "available Sage Timeslips Today sections" in the online Help.

Customizing sections

You can use section options to customize individual sections. Right click on any section and choose **Options** to access these options.

You can set up options to change the way data is displayed in the section. For example, you can assign selection filters to limit the data displayed, set up sort settings to determine the order of the data, or specify the maximum number of records displayed in the section.

By customizing sections, you can use the same type of section to display different information. For example, you can add two **Slip List** sections, using the section options to display only time slips in the first section and only expense slips in the second section. Another use is to add two **Slip List** sections, using filters to display this week's slips in the first section and last week's slips in the second section.

You can also set up options to determine the look of the section. For example, you can customize the section title, font, and background color.

Using Navigators to View Data

You can use enhanced navigators to access commands and review data.

Enhanced navigators allow you to access groups of commands while reviewing related information.
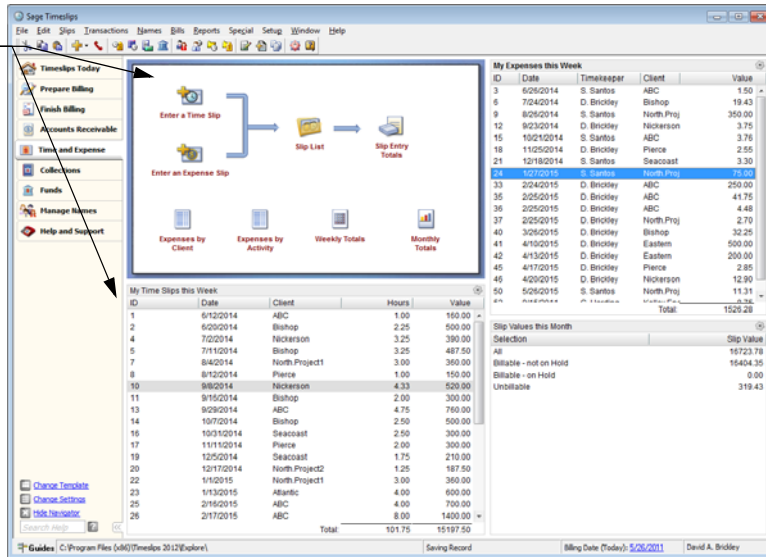
For more information on viewing enhanced navigators, look up "enhanced navigators" in the online Help system.

Displaying an enhanced navigator

You must first choose the navigator format and template to use. You can display a navigator automatically when you start Sage Timeslips or you can open a navigator manually when you want to use it.

Choosing which navigator to display

To choose the style of navigator, you must edit your preference settings. Select **Setup; Preferences** to open the *Personal Preferences* dialog box and switch to the **Navigator** page. Choose **Enhanced Mode** and choose a *Template*.

Displaying navigators automatically

To open a navigator when you start Sage Timeslips, you must also edit your preference settings. Select **Setup; Preferences** to open the *Personal Preferences* dialog box, switch to the **Startup and Exit** page, and set *Navigator* to **Yes**.

Displaying navigators manually

If a navigator is not already open, you can click **Navigator** 🔴 from the toolbar or select **Special; Navigator** to display it.

Viewing data

When viewing enhanced navigators, you can refresh the data displayed or drill down to the source data.

Refreshing data

The data displayed on enhanced navigators can originate from many different areas of Sage Timeslips. To optimize program performance, Sage Timeslips refreshes this data periodically–usually every fifteen minutes.

You can also force Sage Timeslips to update data. Right-click on any data section and select **Update Section** or **Update All Sections**.

Drilling down to source data

When viewing lists of records within an enhanced navigator, you can easily drill down to the specific area of Sage Timeslips that contains that data. For example, if a navigator section includes a slip list, you can double-click on a slip from the list to view or edit slip details within the *Slip Entry* dialog box.

Modifying enhanced navigators

Sage Timeslips provides pre-made navigator templates that you can use to access commands and view data. Enhanced navigators are composed of many elements that advanced users can modify.

For example, you can change which Sage Timeslips Today template is used or you can customize sections that display data.

Opening the template you want to modify

You must first display the enhanced navigator template that you want to modify. See "Displaying an enhanced navigator" on page 10-9 for information on displaying an enhanced navigator.

Selecting the Sage Timeslips Today template to display

The first page of an enhanced navigator displays a Sage Timeslips Today template. You can use the template that displays by default, you can display another pre-made template, you can modify a pre-made template, or you can use a template that you created.

When you have decided which Sage Timeslips Today template to use with the enhanced navigator, you can assign it within the *Navigator Settings* dialog box. Click **Change settings** in the bottom left corner of the enhanced navigator.
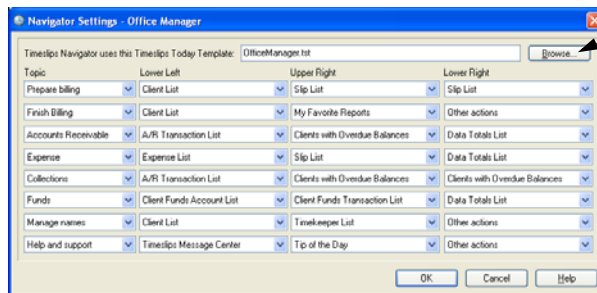
Click **Browse** and select the Sage Timeslips Today template that you want to use.

If you want to edit the sections displayed on the Sage Timeslips Today page of the navigator, simply right click on the Sage Timeslips Today topic and choose **Edit**. You can use the same techniques that you use to modify Sage Timeslips Today templates.

See "Modifying Sage Timeslips Today templates" on page 10-6 for more information on modifying individual Sage Timeslips Today templates.

Editing navigation sections

Sage Timeslips uses navigator files to determine which navigation elements (buttons, labels, and lines) display on each topic of enhanced navigators.

You must use the separate Navigator Editor application if you want to change these elements. From the Windows *Start* menu, select **Navigator Editor** within the *Sage Timeslips* program group. You can then access the pre-made navigator files within the **Enhanced Navigator** folder, which is below your Sage Timeslips installation folder.

For more information on editing navigator files, see the online Help system included with Navigator Editor.

If you do not want to edit individual navigator topics, you can still change the order that these topics appear within the enhanced navigator. Click **Change settings** in the bottom left corner of the enhanced navigator.

You can change the order of each topic on the navigator and the additional sections that appear within each topic.
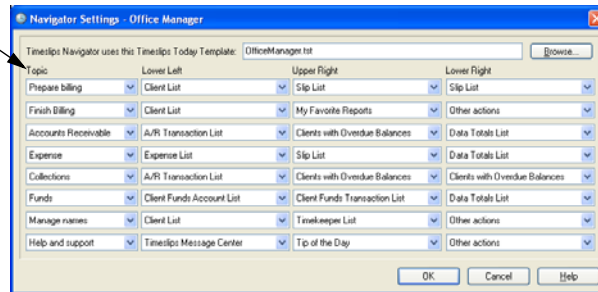
Editing data sections

Sage Timeslips includes data sections on every enhanced navigator topic except for the Sage Timeslips Today topic. You can choose which data sections appear within each navigator topic and modify how data appears within each data section.

To choose which data sections appear in each topic, click **Change settings** in the bottom left corner of the enhanced navigator.

You can choose which data sections appear in the lower left, upper right, and lower right corners of each topic.
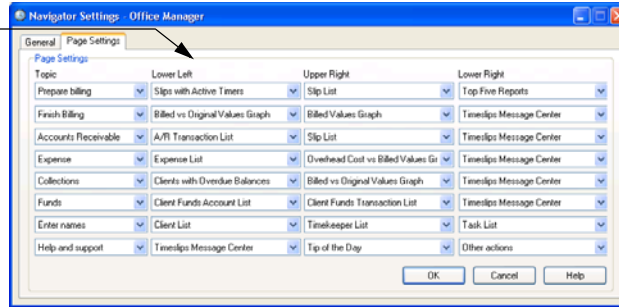
To change how data appears in each data topic, view the navigator topic and click the **Options** link on the specific section.

These options can change the way data is displayed in the section. For example, you can assign selection filters to limit the data displayed, set up sort settings to determine the order of the data, or specify the maximum number of records displayed in the section.

You can also set up options to determine the look of the section. For example, you can customize the section title, font, and background color.

Using Alerts to View Data

You can use alerts to notify timekeepers when particular data-related events occur. For example, you can create an alert rule to notify you when a client's accounts receivable balance has exceeded $1000 or when a timekeeper has entered slips for the week exceeding 40 hours.

Without the use of alerts, you may have to open multiple dialog boxes and print various reports to find this information. Instead of searching for these details, you can use an alert system to notify you of information that you requested.

The following steps summarize the process of using alerts:

- **Setting up alert rules** – The system administrator or individual timekeepers create alert rules. *Alert rules* determine the type of data to review and who to notify when the conditions of a rule are met. See "Setting up alert rules" on page 10-13 for more information.

- **Triggering alert rules** – As timekeepers enter data, Sage Timeslips reviews that data. If data satisfies any alert rules, Sage Timeslips *triggers* an alert. See "Triggering alerts" on page 10-15 for more information.

- **Viewing alerts** – Sage Timeslips displays triggered alerts to the timekeepers associated with the alert rule. Timekeepers can view alerts one at a time or in a list. See "Viewing alerts" on page 10-15 for more information.

- **Managing alerts** – The system administrator or individual timekeepers can manage alert rules and view the details of associated alerts. See "Managing alert rules and alerts" on page 10-17 for more information.

For more information on viewing alerts, look up "alerts" in the online Help system.

Setting up alert rules

In order for Sage Timeslips to notify timekeepers of data-related events, you must first set up alert rules. *Alert rules* determine the type of data to review and the timekeeper to notify when the conditions of the rule are met.

You use the *Alert Rule* wizard to create alert rules. This wizard walks you through the alert-creation process. The views of the wizard and data available for each view depend on the selections you make on the previous views.

How to create an alert rule

The steps below show you how to create an alert rule. In this example, you want to notify D. Brickley when a timekeeper enters a slip for client Eastern that is greater than $1000.

1 Select **Special; Alerts; Manager** to open the *Alert Manager* dialog box.

2 Click **New** ➕ to open the *Alert Rule* wizard.

3 The *Select Timekeeper to Notify* view opens. In this example you want Sage Timeslips to notify David Brickley when this alert rule triggers an alert. Select **D. Brickley** and click **Next**.

4 The *Select Name Type* view opens. Use this view to select the name type that the alert reviews. In this example, you want to review data for a specific client. Select **Client**, mark **Select from a list of names**, and click **Next**.

5 The *Specific Client Selection* view opens. Use this view to select the specific clients that this alert rule will review. In this example, you only want to review slips for client Eastern. Mark **Eastern** on the list and click **Next**.

6 The *Select Data Type* view opens. The data available on this view depends on the selection you made on the previous view. In this example, you want to review slip data. Select **Slip** and click **Next**.

7 The *Select Data Fields* view opens. This view contains a list of the available data fields that you can review. In this example you want to review the slip value. Select **Value** and click **Next**.

8 The *Select Field Details* view opens. Use this view to determine how this alert reviews individual slip values or the total value or all slips. In this example, you want to review slips individually. Select **Value** and click **Next**.

9 The *Select Comparison Type* view opens. In this example, you want to trigger alerts when a slip's value is over $1000. Select **Is greater than**, enter **1000** in the right-most field, and click **Next**.

Use the views of the *Alert Rule* wizard to set up the new alert rule.

10 The *Select Date Range* view opens. You can use this view to set a date range for the alert. In this example, you do not want to limit the alert to a date range. Click **Finish** to create the alert rule and close the *Alert Rule* wizard.

Sage Timeslips displays the new alert rule in the *Alert rules* list.

The alert's description reflects the selections you made on the *Alert Rule* wizard.

Selected Alert Description

A slip's Value for Eastern is greater than or equal to 1000.00

See "Managing alert rules and alerts" on page 10-17 for more information on using the *Alert Manager* dialog box.

Triggering alerts

Sage Timeslips reviews alert rules whenever a timekeeper saves data. This is most common as timekeepers enter or edit slips and transactions. Additionally, Sage Timeslips reviews alert rules while saving data during advanced processes such as approving bills.

If data satisfies an alert rule, Sage Timeslips triggers an alert. If the timekeeper to be alerted is not logged into Sage Timeslips, the alert will display when that timekeeper opens Sage Timeslips. See "Viewing alerts" on page 10-15 for more information on how Sage Timeslips displays alerts.

You can also use the *Alert Manager* dialog box to maintain triggered alerts. See "Managing alert rules and alerts" on page 10-17 for more information.

Viewing alerts

Sage Timeslips triggers alerts that satisfy alert rule conditions when timekeepers save data (see "Triggering alerts" on page 10-15 for more information).

Timekeepers can view triggered alerts in the following ways:

- **Viewing alerts at startup:** When timekeepers start Sage Timeslips, all alerts triggered since their last session are displayed.

   Depending on the settings in the *Alert Manager* dialog box (select **Special; Alerts; Manager**), Sage Timeslips displays alerts in the *Alert* dialog box or the *Alert List* dialog box when you log into Sage Timeslips.

- **Viewing alerts automatically as you work:** If the timekeeper associated with an alert is logged into Sage Timeslips, the alert will immediately display for the timekeeper in the *Alert* dialog box when it is triggered.

- **Viewing alerts manually:** Timekeepers can review triggered alerts at any time, using the *Alert List* dialog box.

Sage Timeslips can display each alert separately, or it can display a list of alerts.
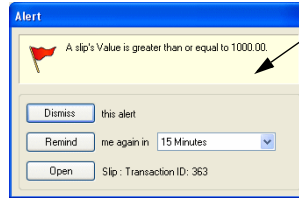
You can use the buttons on the alert to dismiss the current alert, remind you of the alert at a later time, or open the record associated with the alert.

You can use the toolbar buttons to view or dismiss the current alert.
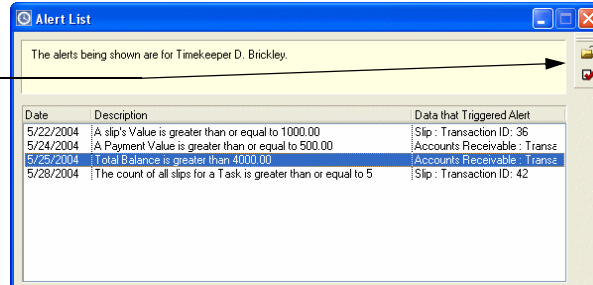
If you are viewing a Sage Timeslips Today template that contains a Sage Timeslips Message Center section, Sage Timeslips displays the alerts here instead of the *Alert* dialog box.

Using the Alert dialog box

Sage Timeslips opens the *Alert* dialog box to display individual alerts. From this dialog box, timekeepers can:

- click **Dismiss** to close the alert. This alert will not display again.

- enter a time increment and click **Remind** to close the alert. Sage Timeslips will redisplay the alert after the time increment passes.

- click **Open** to open the data record that triggered the alert, where timekeepers can view or edit the data.

While you can continue with other processes while the alert is open, you must click either **Dismiss** or **Remind** to close the alert.

Using the Alert List dialog box

You can use the *Alert List* dialog box (select **Special; Alerts; List**) to display multiple alerts at once.

From this dialog box, timekeepers can:

- select an alert and click **Open** to open a specific alert (see "Using the Alert dialog box" on page 10-16).

- select an alert and click **Dismiss** to close the alert. Sage Timeslips will remove the alert from the list and will not display the alert again.

Managing alert rules and alerts

Select **Special; Alerts; Manager** to open the *Alert Manager* dialog box. Here you can view the status and details of all alerts, as well as determine how alerts display when you open Sage Timeslips.

You can unmark the *Active* check box for an alert to disable it.

When you select a rule on the **Alert rules** list, alerts triggered from that rule are displayed in the **Alerts** list.

Sage Timeslips can display alerts in a list, instead of displaying them individually.
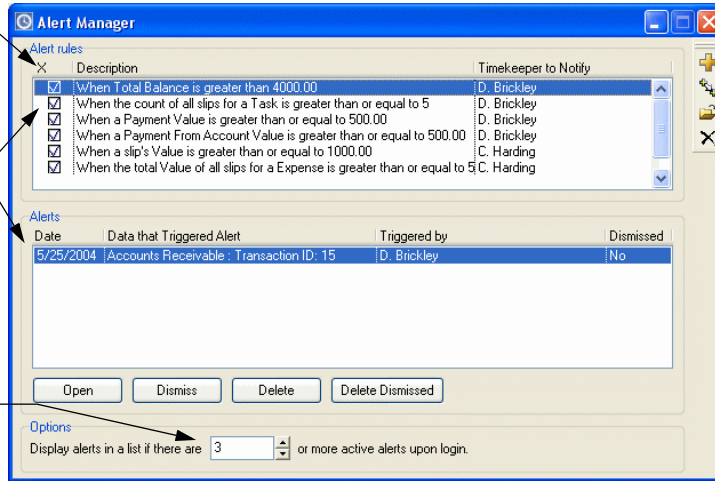
The *Alert rules* list displays all alert rules. Use the toolbar buttons to the right to manage alert rules.

For example, you can create a new alert rule, duplicate the selected alert rule, open the selected alert rule, or delete the selected alert rule. If you delete an alert rule, Sage Timeslips automatically deletes all the corresponding alerts for that rule.

The *Alerts* list displays the alerts triggered from the selected alert rule. Use the buttons at the bottom of the dialog box to maintain alerts.

For example, you can open the *Alert* dialog box to display the selected alert, dismiss or activate the selected alert, delete the selected alert, or delete all dismissed alerts.

Designing and Printing Reports

11

• Designing and Printing Reports •

Overview

Sage Timeslips provides comprehensive reports in several areas. These reports are based on information from slips, clients, timekeepers, tasks, expenses, and transactions.

The reporting functionality in Sage Timeslips allows you to:

- **Access reports** – You can access all of the standard reports from the *Report List* dialog box. See "Accessing Standard Reports" on page 11-3.

- **Customize reports** – Before printing any report, you can use the *Report Entry* dialog box to customize it to fit your firms needs. See "Customizing Reports" on page 11-6.

- **Print reports** – Sage Timeslips offers a variety of printing formats, such as printing to your default printer, saving reports as PDF files, or exporting reports to Excel. See "Printing Reports" on page 11-23.

- **Add new reports** – You can add new customized reports to Sage Timeslips. This makes it easy for you to build lists of reports that your firm uses. See "Adding New Reports" on page 11-28.

This chapter focuses on selecting a report, setting up the report to fit your firm's needs, and printing the report.

Additional resources

Sage Timeslips provides additional resources to help you learn how to design and print reports:

The online Help system describes all standard reports in detail and describes the fields available on each report. For more information on creating, designing, and printing reports, look up "reports" in the online Help.

Sage Timeslips also provides a *Sample Reports Guide* in portable document format (PDF). To review samples of the reports available in Sage Timeslips, select **Help; Other Documents; Report Samples**.

Accessing Standard Reports

The *Report List* dialog box allows you to view, set up, and print any report. Click **Reports** 🔁 from the toolbar or select a report group from the *Reports* menu to open the *Report List* dialog box.

For example, if you want to print a timekeeper-based report, you can select **Reports; Timekeeper** to open the *Timekeeper* page of the *Report List* dialog box.

Select a tab to view the reports for a particular report group.

When you select a report from the Report List, Sage Timeslips shows an example of that report.
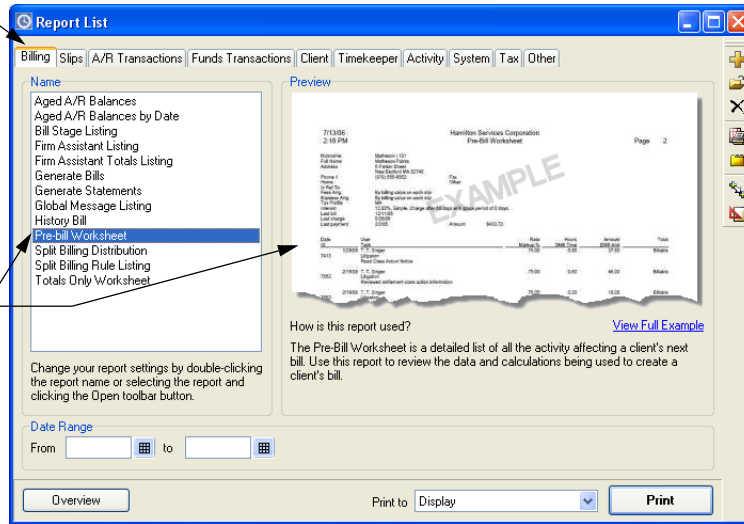
If you don't know which report you want to print, you can select reports from the list and view the report examples and description to the right, you can click **Overview** to read additional details about each report, or you can use the *Find a Report* wizard (select **Reports; Find a Report**) to find a report.

The default report groups on the *Report List* dialog box are:

For more info on each report in the report list, see "Report List dialog box" in the online Help.

- **Billing:** Contains reports relating to the billing cycle. Some examples include: Aged A/R Balances by Date, Pre-Billing Worksheet, Generate Bills, and Generate Statements.

  See Chapter 12, "Billing Clients" for more info on billing.

- **Slips:** Contains reports involving data from time and expense slips. Some examples include: Slip Listing, Productivity by Period, Slip Summary Listing, and Time Sheet Slip Entry.

  See Chapter 8, "Tracking Time and Expenses" for more info on entering time and expense slips.

- **A/R Transactions:** Contains reports involving data from accounts receivable transactions. Some examples include: A/R Transaction Listing, Invoice Listing, and Payment Distribution.

  See Chapter 9, "Entering Transactions" for more info on accounts receivable transactions.

- **Funds Transactions:** Contains reports involving data from funds transactions. Some examples include: Bank Account Listing, Funds Account Listing, and Funds Transaction Listing.

  See Chapter 9, "Entering Transactions" for more info on client funds transactions.

- **Client:** Contains reports involving data from clients. Some examples include: Client Budgets, Client Info Listing, and Envelopes.

  See Chapter 7, "Entering Names" for more info on clients.

- **Timekeeper:** Contains reports involving data from timekeepers. Some examples include: Fee Allocations, Overhead Cost by Period, and Timekeeper Collections.

  See Chapter 7, "Entering Names" for more info on timekeepers.

- **Activity:** Contains reports involving data from tasks and expenses. Some examples: Task Budgets, Markup Analysis, and Task Rate Analysis.

  See Chapter 7, "Entering Names" for more info on tasks and expenses.

- **System:** Contains reports listing global information. Some examples include: Abbreviation Listing, Category Listing, and Custom Fields Listing.

  See Chapter 6, "Creating a New Database" for more info on databases.

- **Tax:** Contains reports involving tax data. Some examples: Tax Collection Summary, Tax Jurisdiction Listing, Tax Profile Listing, and Tax Rate Rule Listing.

  See Chapter 7, "Entering Names" for more info on taxes.

- **Other:** Contains miscellaneous reports. Some examples: Convert to Accrual Method, Firm Budgets with Groups, and G/L Transfer Register.

You can print reports right from the *Report List* dialog box. This allows you to print the report using the report's standard settings or any settings that you have saved with the report.

If needed, you can edit report settings before printing the report. See "Customizing Reports" on page 11-6.

How to print a report from the Report List dialog box

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, you can use the *Create a Report* wizard to add it (see "Adding New Reports" on page 11-28).

3 Optionally, use the filter fields (when available at the bottom of the *Report List* dialog box) to set the range of data to include.

4 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.

5 When you are satisfied with the report, set *Print to* to **Printer** or another device (see "Printing Reports" on page 11-23).

For some reports, the Report List offers fields where you can set up quick filters that can limit the data included on the report.

Use the *Print to* field to choose the destination of the report.
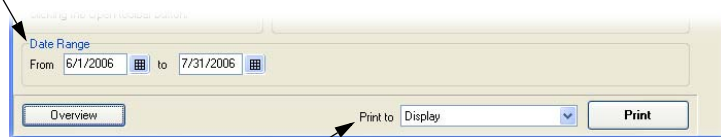
6 Click **Print** to print the report.

For more detailed information on printing reports, see "Printing Reports" on page 11-23.

Customizing Reports

Sage Timeslips allows you to customize standard reports to meet your firm's needs. The following example shows the ways you can customize reports.

You can design report headers using the *Design* page of the *Print Preview* dialog box.

You can select the data to include on reports using the *Filters* page of the *Report Entry* dialog box.

You can set up font styles for reports using the *Design* page of the *Print Preview* dialog box.

You can set up sorting and subtotal options using the *Sort* page of the *Report Entry* dialog box.

You can design report footers using the *Design* page of the *Print Preview* dialog box.

10/17/2008		Willis & Henderson, P. C.			
5:13 PM		Slip Listing		Page	1

Selection Criteria

Slip.Classification	Open
Clie.Selection	Include: ABC; Atlantic
Slip.Date	9/26/2008 - 9/30/2008

Rate Info - identifies rate source and level

Slip ID	Timekeeper	Units	Rate	Slip Value
Dates and Time	Activity	DNB Time	Rate Info	
Posting Status	Client	Est. Time	Bill Status	
Description	Reference	Variance		

Date: 9/27/2008

26 TIME	D. Brickley	8.00	175.00	1400.00
9/27/2008	Trial and Hearing Atten	1.00	T@2	
WIP	ABC	7.00		
Court appearance with Mr. Whitley.	Bismark v. ABC	1.00		

27 TIME	D. Brickley	7.25	150.00	1087.50
9/27/2008	Communicate (other co	0.00	T@1	
WIP	Atlantic	0.00		
Meeting with in-house reps and opposing counsel regarding documents; Further correspondence to opposing counsel; Drafting discovery responses; Review faxes from Sal Jacobs; Telephone conference with opposing counsel; Emails to Scott Hilt regarding motions; Telephone conference with other in-house attorneys		0.00		

31 TIME	D. Brickley	1.50	175.00	262.50
9/27/2008	Draft/revise	0.00	T@2	
WIP	ABC	0.00		
Drafted letter to DEQP.	ABC v. DEQP	0.00		

32 TIME	D. Brickley	2.00	150.00	300.00
9/27/2008	Research	0.00	T@1	
WIP	Atlantic	0.00		
Researched prior cases against Atlantic filed by competitor companies.		0.00		

Total: 9/27/2008

	Billable	17.75		2875.00
	Unbillable	1.00		175.00
	Total	18.75		3050.00

For Internal Use Only.

You can access each of these tools through the *Report Entry* dialog box. We discuss these methods of customizing reports in the following sections.
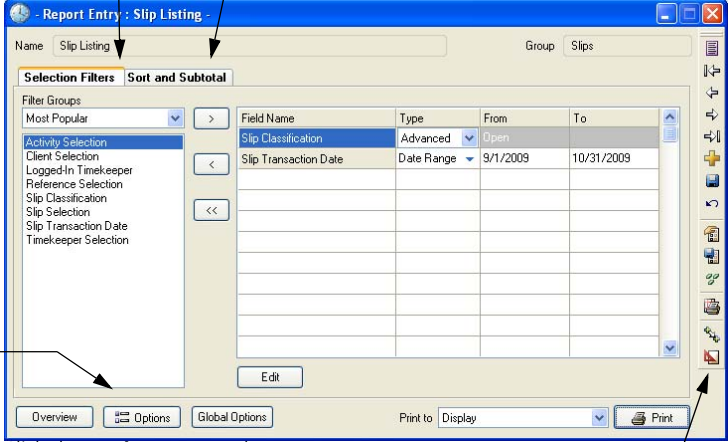
From the *Report List* dialog box, select a report and click **Open** 📂 to open the *Report Entry* dialog box.

You can use the *Report Entry* dialog box to:

- **Select report data** – You can use the *Filters* tab of the *Report Entry* dialog box to select which records will appear on the report. See "Selecting data for reports" on page 11-8.

- **Sort report data** – You can use the *Sort* tab of the *Report Entry* dialog box to determine the order of records on the report. See "Sorting report data" on page 11-9.

- **Set report options** – You can click the **Options** button to set up formatting options for the report. See "Setting report options and formats" on page 11-10.

- **Design report section**s – You can click **Design Reports** 📐 from the toolbar to design headers, footers, font styles, fields for labels and user-defined reports, and more. See "Designing report sections" on page 11-11.

Use the *Filters* tab to filter the data appearing on reports.

Use the *Sort* tab to sort the data appearing on reports.

Click the **Options** button to set up report options and formats.

Click the **Design Reports** button to design report sections.

Selecting data for reports

While you may want to include all available data on some reports, you will want to limit the data that appears on other reports. You can set up report *selection filters* to limit the data that appears on a report. While some reports include default report filters, usually if you do not set up filters for a report, Sage Timeslips will include all open records on that report.

For more info on setting up filters, look up "selecting data for reports" in the online Help.

To set up a report filter, open the *Filters* page of the *Report Entry* dialog box, select a filter group, select a specific filter, and then click **Add** ⟩.
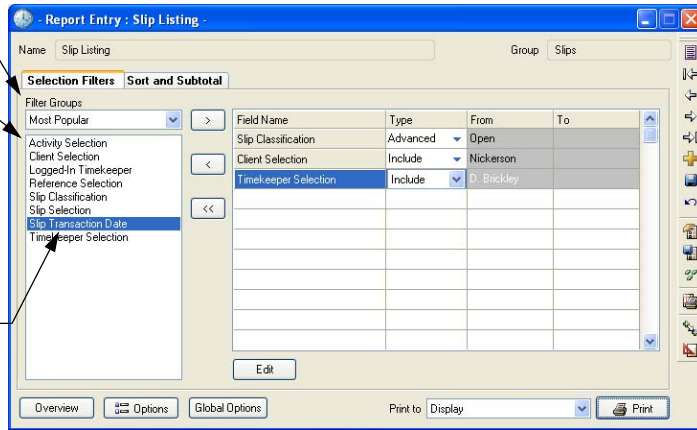
For example, you can use report filters to print a Slip Listing that includes only open slips for client Nickerson by timekeeper D. Brickley.

Use the *Filter Groups* field to select a filter group.

The list of associated filters, below, will reflect the selected filter group.

Select a filter from the list and click **Add** ⟩.

The filters available will vary from report to report.

When you set up report filters, the report will include only those records matching the filters.

You can click **Save** 🖫 and save report filters as part of the report definition. See "Saving reports" on page 11-22 for more information.

You can also click **Save Template** 🖫 to save report filters as a template for use with other reports or for use with other Sage Timeslips features.

Sorting report data

After setting up filters to limit the data appearing on the report, you should decide how you want to organize the information on the report. Use the *Sort* page to set up sort keys and subtotal options for the report. A *sort key* is a piece of data by which Sage Timeslips can sort the report. The sort keys available vary from report to report.
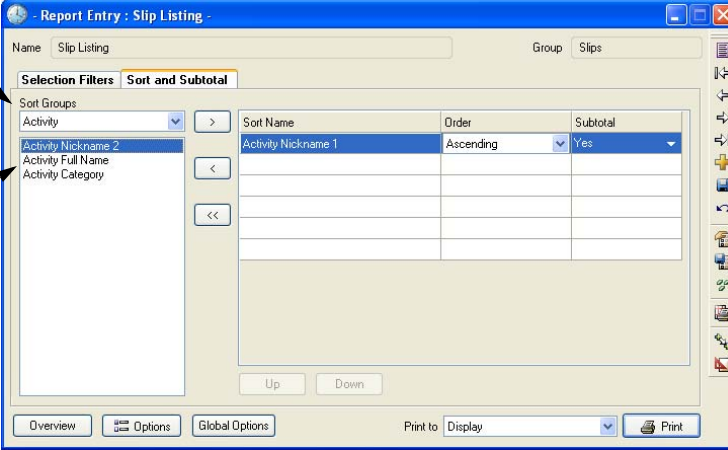
On the *Sort* page, select a sort group, select a specific sort key, and click **Add** ⟶ to set up sort keys. You can set the *Order* to be **Ascending** or **Descending**. You can also subtotal certain sort keys by setting the *Subtotal* field.

For example, you can sort and subtotal the Slip Listing by each activity name.

Use the *Sort Groups* field to select a sort group.

The list of associated sort keys, below, will reflect the selected sort group.

Select a sort key from the list and click **Add** ⟶.

Sort keys and subtotal settings allow you to further customize reports, providing additional totals.

Some sort keys (such as dates) offer other subtotaling 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.

Setting report options and formats

You can also choose report options and report formats that determine how information appears on the report. Click **Options** on the *Report Entry* dialog box to open the *Report Options* dialog box.

These options differ for each report. For example, on the Slip Listing you can choose to show only totals, choose the format of time values, or specify the name formats to display.

The report options and report formats available differ from report to report.

Settings on the *Report Options* dialog box allow you to control the format of data on the report.

Help is available for each option. Click **Help** ? in the top right corner and click on an option for more information. You can also click the **Help** button below for information on options for all reports.

Designing report sections

Click **Design Reports** ▨ from the *Report Entry* dialog box to open the *Design* tab of the *Print Preview* dialog box, where you can design many elements of the report.

Use toolbar buttons and menu commands to design reports.

Use the tabs to switch between report design and report preview.

Use the *Report Name* field to enter a unique name for each report.

Use the work area to design each report section.

Use the *Go to section* field to move to a specific report section.
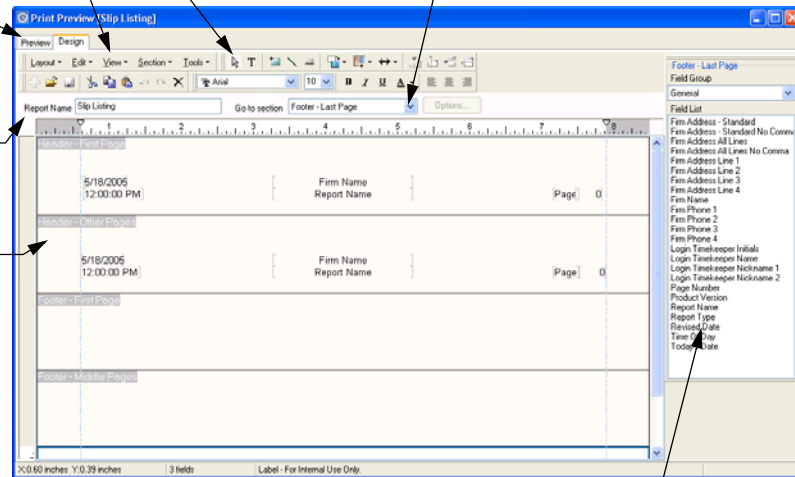
Use the *Field List* toolbar to add database fields to reports.

For most reports, you will use this tab to design headers and footers, set up font styles, or adjust margins. However, if you create user-defined reports or print mailing labels, you can also choose which fields will appear in the report body.

The *Design* tab of the *Print Preview* dialog box offers many tools to help you design reports:

Using design menus

The commands on the design menus allow you to maintain reports and design report sections.

Use the commands on the design menus to design report sections.

Layout ▼ Edit ▼ View ▼ Section ▼ Tools ▼

Look up "design menus" in the online Help system for more information on the each of these menus.

Using design toolbars

The buttons available on the design toolbars provide quick access to many of the commands you can use to design report sections.

Use the buttons on the main toolbar to maintain reports, or cut, copy, and paste fields.

Use the buttons on the design toolbar to add or edit objects and fields on the report.

Use the buttons on the font toolbar to change the font of the selected field.

Look up "design toolbars" in the online Help system for more information on each of these menus.

Using the ruler

The ruler is located at the top of each report. It can help you in three ways:

You can use the ruler to set margins for the report.

- 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.

- It contains margin positions used by the body of the report. These margins indicate the leftmost and rightmost locations for report data. 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 the *margin indicators* ▽ to the appropriate locations on the ruler.

- It determines the width of the cells in a table section. See "Types of report sections" on page 11-13 for more information about table sections.

Using the status line

When you select one or more objects, Sage Timeslips displays the following information about the object on the status line at the bottom of the template window:

The status bar displays information about the selected field.

X:3.27 inches Y:0.51 inches | 1 field | Data - General: Firm Name

• **Location:** The left side of the status line shows the location of the object on the page. For example, *X:3.27 inches Y:0.51 inches* tells you that the upper left corner of the object is located 3.27 inches from the left edge of the page and 0.51 inches from the top edge of the section.

• **Number of objects selected:** If you have selected more than one object, the middle of the status line shows the number of selected objects.

• **Object type:** The right side of the status line identifies the selected object by showing either its field name or field type.

Types of report sections

When you design report sections, there are two types of sections that you will most often design: free-form sections and table sections.

• On free-form sections, such as the *Header - First Page* section, you can place fields anywhere in the section and you can also place graphics, lines, and boxes in the section.

In free-form sections, you can move objects anywhere within the section.

You can also add lines and boxes to these sections.
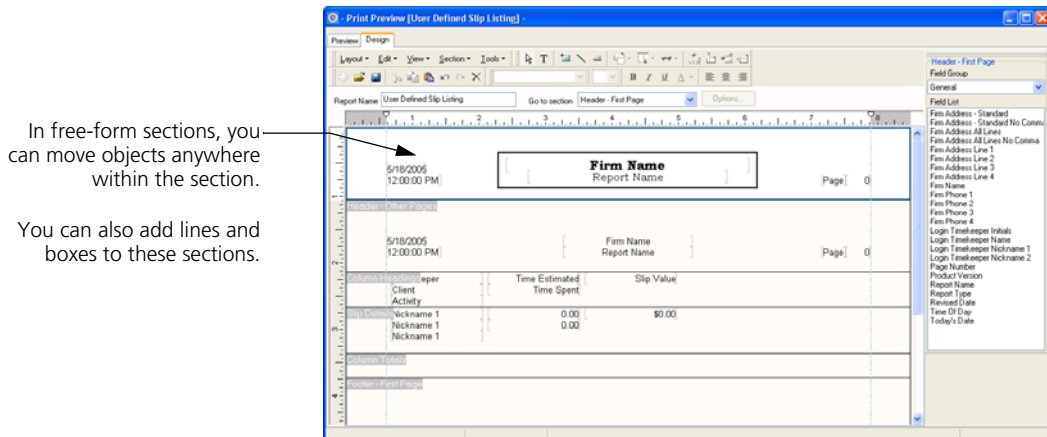
• On table sections, such as the Slip Details section on a user-defined slip listing report, you use tables to align fields within a report section. You can place only database fields within this section. You can also use text fields to set up column headings.

In table sections, you can add text fields and database fields within cells of the table.

The rows and columns of the table align fields on the report.
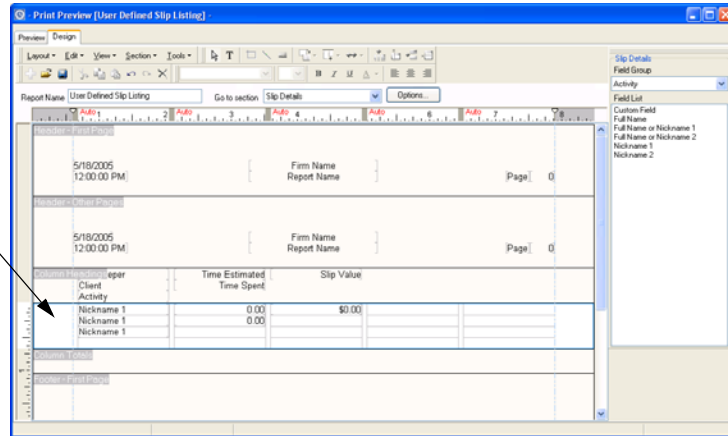
You can use the following methods when designing report sections:

Adding text fields

You can add text fields within a report section as field labels, headings, or custom messages. To add a text field:

1   Click the **Text** button $\boxed{T}$ from the toolbar.

2   Click within the report section where you want to place the new text field. Sage Timeslips places the new text field on the report. Sage Timeslips highlights this field so you can edit the text.

| Text field |

3   Enter the new text for the text field.

| Note: This report contains confidential information. |

Adding database fields

You can add database fields within a report section to display additional values on the report. To add a database field:

1   From the *Field List* toolbar to the right, set the *Field Group* to the appropriate group. For example, to add data about your firm, set *Field Group* to **General**.

2   From the field list below the *Field Group*, click on the appropriate field and drag it onto the report section. For example, you can add the firm's phone number to a report header section.

⌈Firm Phone 1   ⌉

3   You can now move or format the field as necessary.

Adding graphics

You can add graphics to free-form report sections. To add a graphic:

1   Select **Tools; Insert; Graphic** to select a graphic file.

2   Set the *Files of type* field to the appropriate graphic type (for example, if you want to insert a bitmap, select **Windows Bitmap**).

3   Select the folder that contains the graphic that you want to add.
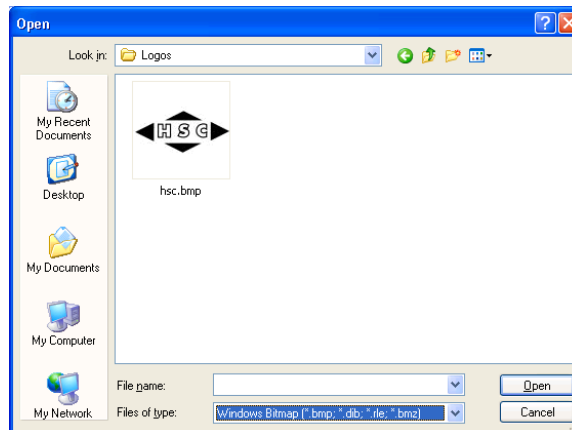
4   Select the graphic to insert and click **Open**.

5   Sage Timeslips places the graphic within the report section. You can now move or format the graphic as necessary.

You can also insert graphic images into free-form report sections by copying images from a graphic program and pasting the graphic into the report section.

Adding lines

You can add lines within a free-form report section to highlight or separate items on the report. To add a line:

1 Click the **Line** button ◥ from the toolbar.

2 Click within the report section where you want to begin the line and, while holding down the left mouse button, drag the mouse cursor to where you want to end the line.
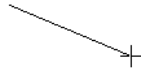
3 Release the mouse button when you are at the position where you want to end the line.

4 With the line still selected, you can click the **Line Styles** button ≡ from the toolbar to open the *Line Style* dialog box, where you can change the style of the current line.

Adding boxes

You can add boxes within a free-form report section to surround or call attention to items on the report. To add a box:

1 Click the **Rectangle** button ⬚ from the toolbar.

2 Click within the report section where you want to place the top left corner of the box and, while holding down the left mouse button, drag the mouse cursor to where you want to end the box.

3 Release the mouse button when you are at the position where you want to end the box.

4 With the box still selected, you can click the **Line Styles** button ≡ from the toolbar to open the *Line Style* dialog box, where you can change the style and fill of the current box.

When drawing boxes, you can place the box behind another field or object for a more complex effect. See "Layering fields" on page 11-20 for more information.

Changing font styles

You can change the font styles used to display data on reports. For example, you can change the font and bold the font for the firm name on the report header. To change font styles:

1   Within a free-form report section, click on a text field or database field.

[Firm Name   ]

2   Using the *Font* toolbar, select the font name, font size, and other font options to use for the selected field.

[**Firm Name**   ]

You can also use the *Font Styles* tab of the *Global Report Layout Options* dialog box to change font styles for specific types of data on the report. You can also use these options to set the default font for the report. Select **Layout; Global Options** to open this dialog box.

Formatting fields

You can format fields on the report to appear in a different style. For example, you can change the format of the date field on the report header to include the day of the week. To format a field:

1   Within a report section, click a field to format.

[5/18/2005]

2   Select **Tools; Format** to open the related *Format* dialog box.

3   Select the new field format. For example, you could select **Full with day of the week** for a date field.

[Wednesday, May 18, 2005]

Formatting graphs

You can format graph fields on graph reports to appear in a different style. For example, you can switch from the standard bar chart to a pie chart. To format a graph:

1 Within a *Graph* report section, click on a graph.
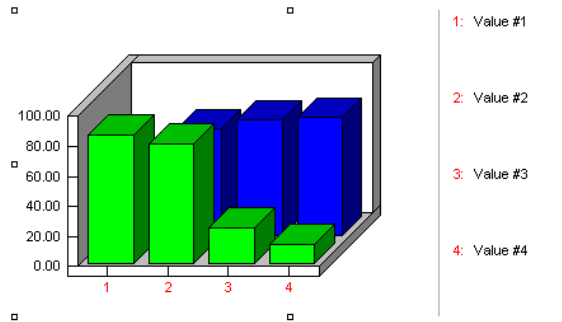
2 Select **Tools; Format** to open the related *Format* dialog box.

3 Select the new graph format and any other graph options and click **OK**.
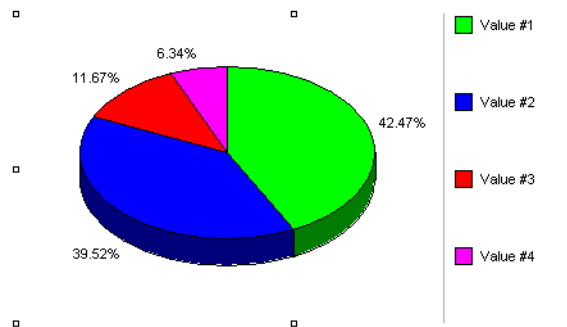
Aligning fields to each other

You can align fields with each other on a report to provide a more professional appearance. To align fields with each other:

1 Select the fields to align. Sage Timeslips will align the selected fields with the last field you select. For example, you can align a **Phone Number:** text label with the *Firm Phone 1* database field.

If you want to align the database field to the text label, first click on the database field and then hold the **Ctrl** key and click on the text label. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

Phone Number: [Firm Phone 1   ]

2 Select **Tools; Align Fields; Align Top** to align the *Last Bill Date* database field to the top of the **Last bill date:** label.

Phone Number: [Firm Phone 1   ]

When aligning fields, you may also want to justify the text of those fields.

Aligning fields to margins

You can also align fields with report margins to provide a more professional appearance. To align fields with margins:

1 Select one or more fields to align. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

Firm Address - Standard

[Firm Phone 1   ]

2 Choose how to align fields. For example, you can align the fields with the left margin. Select **Tools; Align Fields; Snap to Left Margin**.

Firm Address - Standard

Firm Phone 1   ]

When aligning fields, you may also want to justify the text of those fields.

Justifying field text

You can justify the text within fields to align on the left, right, or center of the field. This is useful when you move or change the alignment of the field on a report. To justify text:

1 Select one or more fields for which you want to justify text. For example, if you centered fields within a report section, you may also want to center justify the text of the field. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

2 Click the **Center Text Justify** button 〓 from the toolbar.
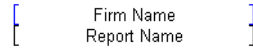
Layering fields

You can stack fields and then move the layers up or down to create effects. For example, you can draw a box around a field.

1 Click the **Rectangle** button 🔲 from the toolbar.

2 Click on the report section above the top left corner of the field to begin the box and, while holding down the left mouse button, drag the mouse cursor past the bottom right corner of the field to end the box. The box covers the field.
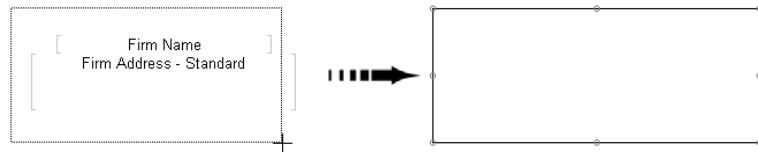
3 With the new box still selected, select **Tools; Field Layer; Move to Back** to move the box behind the address fields.

Working with cells in a table

When you work with table sections, Sage Timeslips uses the table's cells to align report data, so your report formatting options are limited. See "Types of report sections" on page 11-13 for more information about report sections.

If you want to add more fields to a table than can currently fit on it, you can use buttons on the toolbar to add rows or columns.

➤ Select a cell in the table and click **Insert Column** to insert a column to the left of it.

➤ Select a cell in the table and click **Insert Row** to insert a row above it.

If you have removed fields from a table, you can delete rows or columns.

➤ Select a cell in the table and click **Delete Column** to delete the current column.

➤ Select a cell in the table and click **Delete Row** to delete the current row.

Using the ruler, you can also determine the width for each column of cells.
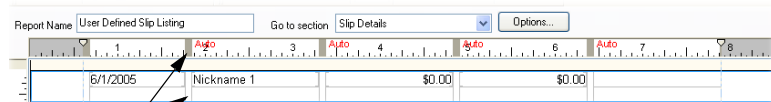
The column indicators on the ruler establish the widths of columns on reports.

For more information on working with table sections, look up "working with tables" in the online Help system.

Previewing reports

While designing reports using the *Design* tab of the *Print Preview* dialog box, you might want to see the effects of your design decisions before printing the report. You can click the *Preview* tab to preview your changes.

Click the Preview tab to preview the report.
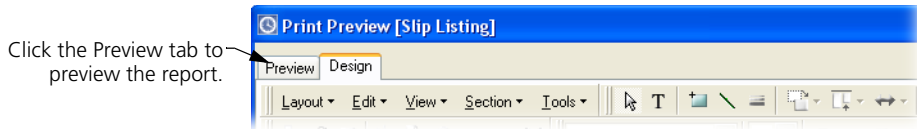
See "Previewing reports to display" on page 11-23 for more information.

Saving reports

As you make changes to reports, you might want to save certain settings with the report. For example, you may always want to use the same sort settings with a specific report or you may want to send the report to a particular printer.

From the *Report Entry* dialog box, click **Save** 🖫 to open the *Save* dialog box.

You can select the page of the *Report List* dialog box where this report will appear.

Choose the settings to save with the report.
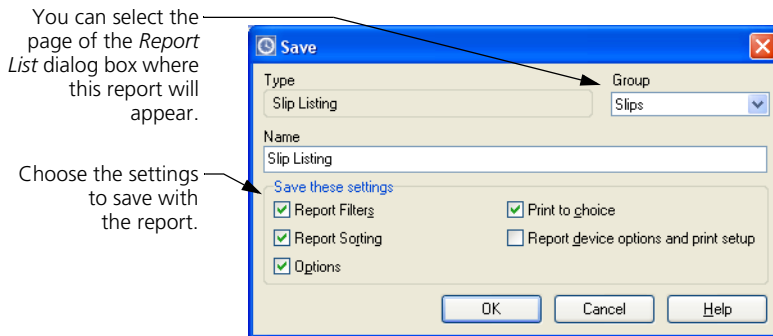
Mark the settings you want to save as part of the report. You can also assign the report to another report group or change the report name.

Using report groups

Each tabbed page in the *Report List* dialog box represents a report group. *Report groups* are categories that you can use to organize reports.

You can use the *Edit Groups* dialog box to change the name of a report group or change the order in which the report groups appear on the *Report List* dialog box. For example, you can create report groups for individual users. Click **Edit Groups** 🗀 from the toolbar to open the *Edit Groups* dialog box where you can maintain report groups.

Printing Reports

After you set up filters, sort keys, and report options, you are ready to print the report. The *Print to* field determines the device where you will print the report or the format in which you will save the report.

Look up "printing reports" in the online Help for more information on the methods you can use to print reports.

Previewing reports to display

You can print Sage Timeslips reports to the display to preview report information before printing it to a printer or file. This allows you to quickly see if the report includes the correct data, sorting, formats, and design. See "Customizing Reports" on page 11-6 for more information on customizing reports.

When you print reports to the display, Sage Timeslips previews the report within the *Preview* page of the *Print Preview* dialog box. There are two ways to preview reports:

- From the *Report List* dialog box or *Report Entry* dialog box, you can print a report to the display to preview the report.

Set *Print to* to **Display** and click the **Print** button to preview reports.
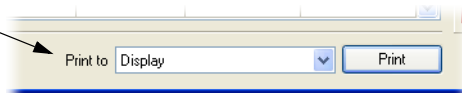
- When using the *Design* tab of the *Print Preview* dialog box to design reports, you can switch to the *Preview* tab, where you can preview the report. See "Designing report sections" on page 11-11 for more information.

Click the **Preview** tab to switch to the *Preview* page.

When you preview reports, you can click on report data to review specific records.

Clicking on report fields to drill down to source data

When you preview reports on the display, you can click on report data on the screen to drill down to the Sage Timeslips records that affect the report. Sage Timeslips presents clickable data in two formats:

• When you click on an area highlighted in yellow, Sage Timeslips drills down to a specific record. For example, you can click on a time slip to open that slip in the *Slip Entry* dialog box.

• When you click on an area highlighted in blue, Sage Timeslips drills down to a specific field on that record. For example, you can click on the slip date to open that slip in the *Slip Entry* dialog box and highlight the *Start date* field.

You cannot drill down on data that represents a total because totals are generated from more that one record in Sage Timeslips.

When you drill down to report data, if you make any changes, Sage Timeslips will highlight changed records in a red highlight. After you are done making changes to the report data, click **Update** 🖳 to refresh the report with your changes.

If you do not have many slips or transactions in your database, you may want Sage Timeslips to update your report data automatically. If you mark **Automatically update the report after making changes** on the *Preview* page, Sage Timeslips will update the displayed report every time you make a change.

See "previewing reports" in the online Help system for more information on previewing reports interactively.

Printing reports to the printer

You can print Sage Timeslips reports to any printer accessible by your workstation.

- Set *Print to* to **Printer** and click **Print** to print the report to your default printer.

  You can click **Print Setup** 🖨 from the *Report Entry* dialog box to set up the default printer. You can click **Save** 💾 from the *Report Entry* dialog box to save the printer selection as part of the report definition.

- Set *Print to* to **Printer...** and click **Print** to open the *Print* dialog box, where you can select the printer to print the report.

Printing reports to Excel

If you want to perform your own calculations on report data, Sage Timeslips allows you to export report data to a Microsoft Excel worksheet. Set *Print to* to **Microsoft Excel file** and click **Print** to print the report to an Excel worksheet.

Before printing the report, Sage Timeslips opens the *Print to Excel* dialog box, where you can set up options that determine how the report will print.

Choose where the worksheet will print.

Choose how to format data in the worksheet.
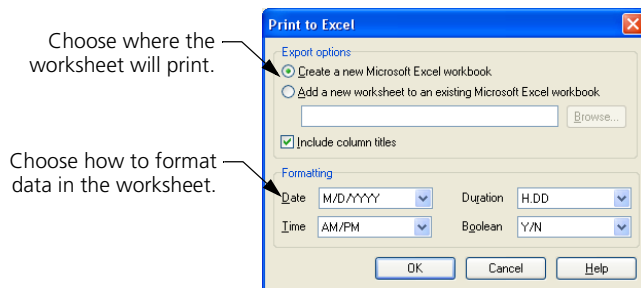
Sage Timeslips will not transfer totals or total headings to Excel. Even if you have set up subtotals for the report, the Excel worksheet will include only the detail from the report, excluding calculated subtotals, totals, and their headings. However, the values within the worksheet will reflect any sort keys that you have set up.

Although you are able to suppress zero values on reports, Sage Timeslips will always include zero values when printing to Excel. This will make it easier for you to perform calculations on columns of data.

Look up "excel" in the online Help system for more information on printing reports to an Excel worksheet.

Printing reports to PDF

If you want to distribute reports electronically, you can print Sage Timeslips reports to PDF (portable document format) files. Set *Print to* to **PDF file** and click **Print** to print the report to a PDF file.

When you print to this format, Sage Timeslips creates a file that contains an exact representation of a printed report. This is convenient because it allows you to send PDF copies of the report to other employees in your firm or to your clients.

In order to view PDF files, workstations must have Adobe Acrobat Reader.

Printing reports to a rich text file

If you want to edit reports in a word processing program, you can print Sage Timeslips reports to RTF (rich text format) files. Set *Print to* to **RTF file** and click **Print** to print the report to an RTF file.

Even with all of its report formats and report options, you may need to format report information in a way that Sage Timeslips cannot. When you print to this format, Sage Timeslips creates a file that is editable in word processing programs.

This format preserves the fonts, formatting, and positioning of report data, while still allowing you to edit the report. Changing the font size and style should not disrupt the formatting.

Sage Timeslips does not support graphic images when printing to an RTF file.

Printing reports to a text file

If you want to edit reports in a word processing program, you can also print Sage Timeslips reports to text files. Set *Print to* to **Text file** and click **Print** to print the report to a text file.

When you print to this format, Sage Timeslips creates a file that is editable in word processing programs, but does not retain any of the formatting or layout of the original report.

This file contains plain text only.

Printing reports to a delimited file

If you want to export report data for use within another program, such as a database program, you can print Sage Timeslips reports to delimited files.

When printing delimited files, Sage Timeslips separates each data value with a specific type of character. This makes the data easily readable by other types of programs.

- Set *Print to* to **CSV file** and click **Print** to print the report to a file that places quotes around text data, does not place quotes around numerical data, and separates all data values with commas.

    For example, the file might include lines that look like this:

    "Bishop","Hours",5.00,"Fees",180.0000,"Costs",65.50

- Set *Print to* to **Tab-delimited file** and click **Print** to print the report to a file that places quotes around text data, does not place quotes around numerical data, and separates all data values with tabs.

    For example, the file might include lines that look like this:

    "Bishop"   "Hours"   5.00   "Fees"   180.0000   "Costs"   65.50

Adding New Reports

Sage Timeslips provides many standard reports on the *Report List* dialog box. If needed, you can create additional reports to use with the standard reports installed with Sage Timeslips.

Creating new reports based on standard reports

You can create new reports based on the standard reports provided in Sage Timeslips. This is useful, for example, if you want to save a copy of the Slip Listing report that uses different saved filters or different report options.

If you know which report you want to make a copy of, you can duplicate the report.

How to duplicate a report

1   Click **Reports** 📂 from the main toolbar to open the list of reports.

2   On the Report List, select the report that you want to duplicate.

3   Click **Duplicate** 🐣 to duplicate the report.

4   You can then customize the report and save the copy as a new report.

See "Customizing Reports" on page 11-6 for more information on customizing reports.

Look up "how to duplicate reports" in the online Help system for more information on duplicating reports.

If you do not know which report you want to make a copy of, you can use the *Create a Report* wizard to create the new report based on your selections.

How to create a new standard report

1   Click **Create a Report** 🖹 from the main toolbar to open the *Create a Report* wizard.

2   Mark **Choose a standard report to customize** and click **Next**.

3   Use the views of this wizard to select the new report.

4   On the *Select a Report* view, select the report that you want to base the new report upon.

Sage Timeslips displays the reports that match your selections. Select a report and click **Next**.
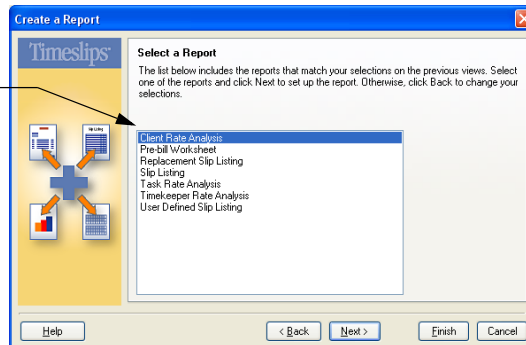
5   You can optionally use the remaining views of the wizard to customize the new report.

Look up "how to create new reports based on standard reports" in the online Help for more information on creating standard reports.

Creating new user-defined reports

You can create new user-defined reports if you want to print reports that include specific fields from slips, clients, or transactions.

How to create a new user-defined report

1 Click **Create a Report** 🔳 from the main toolbar to open the *Create a Report* wizard.

2 Mark **Create a completely new report based on one of the following types of data** and click **Next**.

3 Select the type of user-defined report to create and click **Next**.

For example, to create a detailed report that includes slip data, select **Slip Detail**.

4 On the **Select Fields for User-Defined Report** view, choose the fields that you want to include on the first row of the report. Click **Next**.

Choose a data group, choose a data field from the list below, and click **Add** > to add the data field to the report.
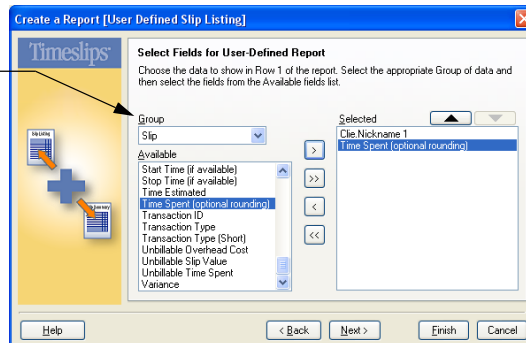
5 You can optionally use the remaining views of the wizard to customize the new report.

6 If needed, you can also use the *Design* page of the *Print Preview* dialog box to add and remove fields manually.

Look up "creating reports" in the online Help for more information on creating user-defined reports.

Creating new graph reports

You can create new graph reports. This is useful when you want to graph specific slip information.

How to create a new graph report

1 Click **Create a Report** 🔁 from the main toolbar to open the *Create a Report* wizard.

2 Mark **Create a completely new slip-based or client-based report** and click **Next**.

3 Select **Graphs (Slips)** and click **Next**.

4 You can use the remaining views of the wizard to customize the new report. On the *Report Format* view, use the *Graph this field* and *Also graph this field* settings to choose the data values to graph.

Choose the data values that you want to graph.
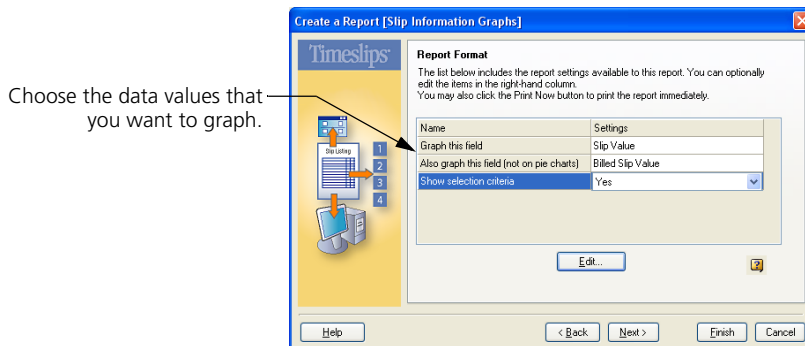
5 If needed, you can also use the *Design* page of the *Print Preview* dialog box to change the type of graph (for example bar chart or pie chart) you are using.

Look up "How to create graph reports" in the online Help system for more information on creating graph reports.

Creating new label reports

You can create new label reports. This is useful when you want to include specific information on printed labels.

How to create a new label report

1 Click **Create a Report** 🔄 from the main toolbar to open the *Create a Report* wizard.

2 Mark **Create a completely new slip-based or client-based report** and click **Next**.

3 Select **Client Labels** and click **Next**.

4 Select the label style that you want to use and click **Next**.

Choose the type of labels to create.
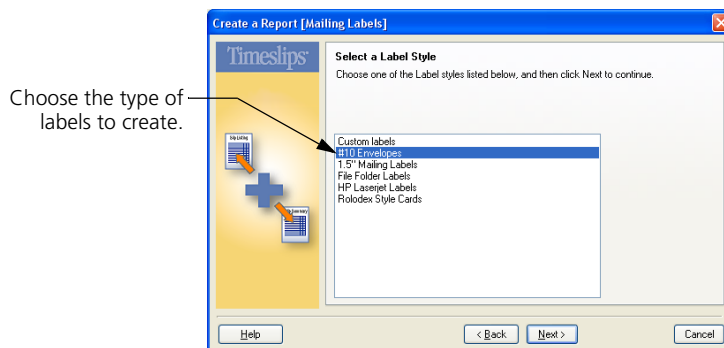
5 You can use the remaining views of the wizard to customize the new report.

6 If needed, you can also use the *Design* page of the *Print Preview* dialog box to design the dimension or content of the label further.

See "How to create label reports" in the online Help system for more information on creating label reports.

Billing Clients

12

• Billing Clients •

Overview

You can print bills to charge your clients for services rendered to them or costs incurred on behalf of them. Sage Timeslips provides many tools to help you create accurate, presentation-quality bills.

Printing bills is a simple process: you select **Bills; Generate Bills** you choose the clients and charges that you want to include on bills, and then you 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.
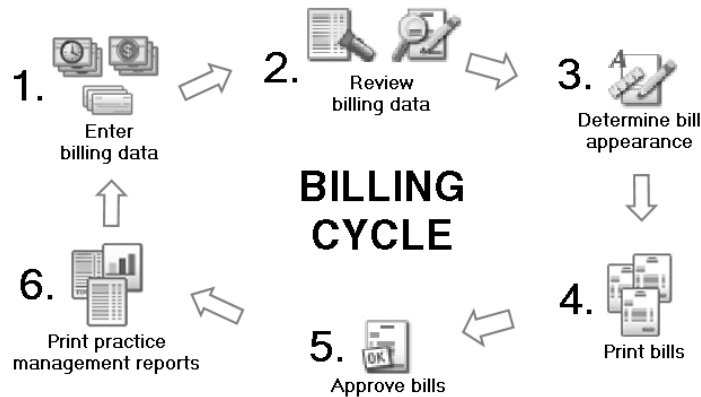
The following sections detail steps of the billing cycle.

Please note that each step of the billing cycle comprises several smaller steps. Some firms may not use every step of the billing cycle.

The billing cycle consists of these actions:

- **Preparing data for billing:** Entering billing data (such as time slips, payments, and client billing arrangements) over the course of your firm's bill cycle. See "Preparing for Billing" on page 12-4.

- **Reviewing billing data:** Reviewing billing data for accuracy and completeness. See "Reviewing Billing Data" on page 12-10.

- **Determining the appearance of bills:** Setting up bill layouts to establish the content and appearance of bills and assigning layouts to each client. See "Determining the Appearance of Bills" on page 12-16

- **Printing bills:** Using the **Bills; Generate Bills** or **Bills; Billing Assistant** commands to print bills and place them in Proof Stage while you review them. See "Generating Bills" on page 12-40.

- **Reviewing and approving bills:** Using the *Bill Stages* dialog box to indicate whether the printed bills are ready to be sent to clients. See "Reviewing and Approving Bills" on page 12-45.

- **Printing post-billing reports:** Reprinting bills; printing other reports such as statements, Aged A/R Balances, and the G/L Transfer Register. See "Printing Post-Billing Reports" on page 12-50.

The following sections of this chapter will discuss each of these steps in detail.

Definitions

Some businesses use the terms *bills*, *invoices*, and *statements* interchangeably. Sage Timeslips defines these as separate concepts.

- A *bill* is a document that you send to the client that describes new charges and states changes to the client's accounts receivable balance and funds account balance.

- An *invoice* is a portion of a bill that reflects new charges. When you print and approve a bill, Sage Timeslips creates an invoice transaction that represents the totals of new charges (time, expense, interest, and tax).

- A *statement* is a document that shows a history of invoices, payments, and other transactions with a running balance. Statements are useful to remind clients of balances due.

In addition, Sage Timeslips uses the terms *fees* and *time charges* interchangeably and the terms *costs* and *expense charges* interchangeably. Your business may use other terms for expense charges, such as *disbursements*.

Preparing for Billing

Before generating bills, you should confirm that Sage Timeslips will bill the charges you are expecting it to bill. This step of the bill cycle includes entering data in Sage Timeslips that you will bill to your clients, updating bill arrangements that determine how to calculate new charges for each client, and optionally setting up billing features like split billing and sending bills by email.

Entering billing data

Before generating bills, you should confirm that you have entered the following information in your Sage Timeslips database.

> **Note**
>
> Sage Timeslips provides many tools to help you review billing information. See "Reviewing Billing Data" on page 12-10 for more information.

Time and expense slips

Time slips detail services provided to your clients, and *expense slips* detail expenses and disbursements charged to your clients. On each slip, you can include text descriptions, rates, and billing options. See "Entering Time and Expense Slips" on page 8-4 for more info.

Payments and other accounts receivable transactions

Accounts receivable transactions allow you to modify your clients' accounts receivable balances. For example, you enter payments to reduce the accounts receivable balance. See "Entering Accounts Receivable Transactions" on page 9-3 for more info.

Client funds transactions

Client funds transactions allow you to manipulate a client funds account, putting money into and taking money out of your clients' funds accounts. You can optionally apply money from funds accounts against the accounts receivable balance. See "Entering Client Funds Transactions" on page 9-14 for more info.

Client information

You can track extensive billing data and other related information for each client. Sage Timeslips stores the client address so you know where to send bills. You can use the email addresses to send a PDF copy of the bill. Other client information determines the client's bill arrangement settings and bill layout. See "Creating Clients" on page 7-12 for more information.

Tax 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 7-22 for more info.

Updating bill arrangements

For more info on billing arrangements, look up "billing arrangements" in the online Help.
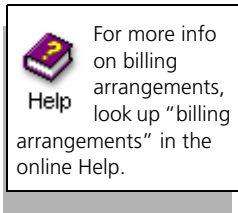
As you prepare bills, the most common element that you need to review is the setting of bill arrangements for each client. *Bill arrangements* are rules for calculating new charges.

Many firms simply use the default setting for bill arrangements, which is to bill clients only for the charges that appear on time and expense slips. However, if your firm needs to bill a different amount than the charges on slips, you can use bill arrangements to determine the amount to bill.

Using bill arrangements

When working with bill arrangements, you will most likely 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 flat fees may require a different fee amount. For flat fees that have been distributed across a series of bills (called a *job*), you may need to indicate that this is the final bill of the job.

You enter bill arrangements in the *Arrangement 1* page and *Arrangement 2* pages of the *Client Information* dialog box. See "Using bill arrangements" on page 7-15 for a description of the available bill arrangements.

Excluding slips from bill arrangements or holding charges

Time and expense slips can also affect bill arrangements. You can exclude a slip charge from being covered in the bill arrangement charge by setting its *Billing status* to **Override**. You can also exclude a slip from the next billing entirely, by marking its *Hold* check box. If you want to hold all slips from billing for a client, you can use Hold options on the *Arrangement 1* page of the *Client Information* dialog box.

Adjusting bill amounts

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 new 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 9-6).

Splitting charges on bills

For more info on split billing, look up "split billing" in the online Help.

Split billing allows a firm to split charges automatically from one client—the *primary client*—among one or more other clients—*secondary clients*. You determine how Sage Timeslips splits charges by establishing *split billing rules*.

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 Sage Timeslips:

- Creating the split billing rules

- Billing the primary client, which invokes the split billing 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, where you maintain rules for primary and secondary clients.

You can set up *split* billing rules for primary and secondary clients.

When you select a primary client rule, you can view the secondary client rules associated with it.

• Click **New** in the *Primary Client rules* group box to set up a primary client and create a primary rule for this client.

You can create and edit split billing rules for primary clients. →
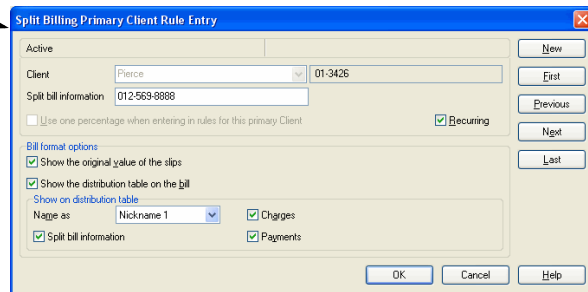
• Click **New** in the *Secondary Client rules* group box to set up a secondary client and create a secondary rule for this client.

Splitting slip charges

When you print a bill for a primary client, the slips entered for that client will be split according to the split billing rules. The split charges will appear on both the primary client's bill and the secondary client's bill. When you approve this bill, Sage Timeslips will modify the original slips for the primary client and will create new slips for the secondary client to reflect the split charges.

You can also enter slips for secondary clients. These slips will not affect the primary client's bill and will appear in their own section on the secondary client's bill, separate from the split billing charges.

When you print a bill for a client that is part of a split billing rule, Sage Timeslips must also print bills for all other clients associated with the split billing rule.

Setting up clients to receive bills by email

For more info on sending bills by email, look up "sending bills to clients by email" in the online Help.
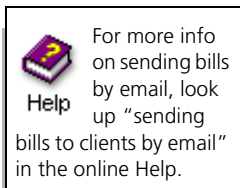
When you send bills to the printer and approve them, Sage Timeslips can also send PDF copies of the bills to your clients by email. First, you must set options for each client and set options for the bill run.

To send bills by email, you must use a MAPI-compliant email system, such as Outlook, Outlook Express, or Eudora (please check with your system administrator to determine if your email system is MAPI-compliant).

Maintaining bill email templates

When you send bills via email, Sage Timeslips sends a text email message to your client and attaches the approved bill as a PDF (portable document format) file. Sage Timeslips uses *email templates* to determine the subject line and body text of the email message. The PDF file of the bill will be attached to the email message.

You can select **Setup; Email Templates** to maintain bill email templates.

Use the buttons on the right to duplicate, edit, or delete the selected template, or create a new template.
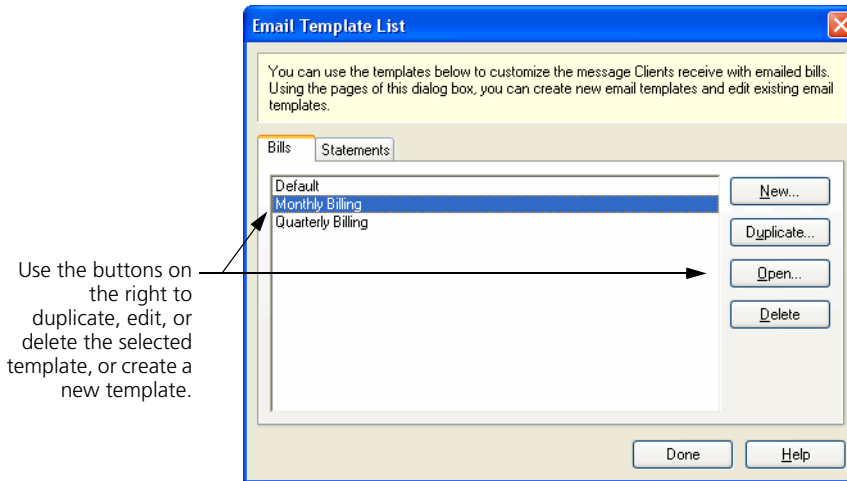
Click **New**, **Duplicate**, or **Open** to open the *Email Template Entry* dialog box, where you can specify the name of the bill email template, the subject of the email message, and body text of the email message.

Specify the subject line of the email message.

Specify the body text of the email message.
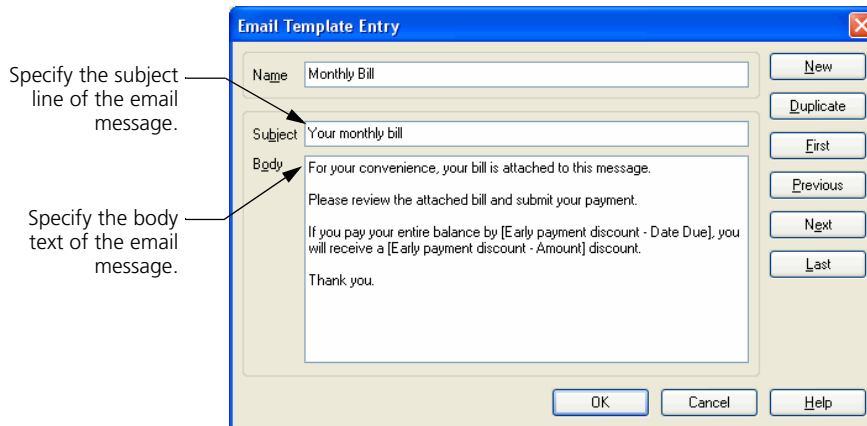
On the *Layout* page of the *Client Information* dialog box, use the *Email template* field at the bottom of the page to select the bill email template for each client.

Select the bill email template to use for each client.

Email template   Monthly Billing
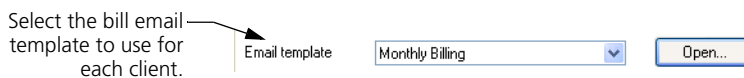
Assigning email addresses to clients

In order to send bills by email, you must set up options for each client.

Use the *Email address* and *CC Email addresses* fields to assign email addresses to each client that will receive bills by email. These fields are on the *General* page of the *Client Information* dialog box.
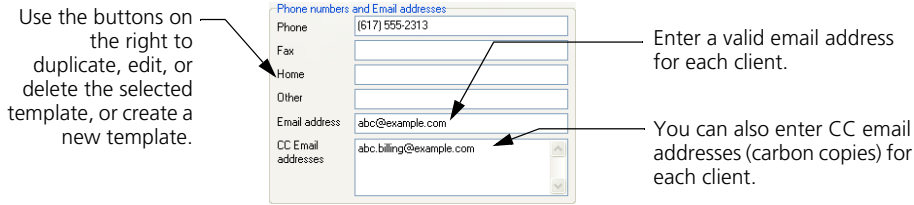
Use the buttons on the right to duplicate, edit, or delete the selected template, or create a new template.

Enter a valid email address for each client.

You can also enter CC email addresses (carbon copies) for each client.

Email addresses should be in the format **name@domain.extension**. Examples of valid formatting include **john.smith@example.com** and **jsmith@example.org**.

Identifying clients to receive bills by email

When you approve bills, Sage Timeslips can automatically select clients to receive bills by email. Mark **Send bills via email** for each client that should be selected automatically. This option is on the *Arrangement 2* page of the *Client Information* dialog box.

Mark **Send bills via email** for each client that will receive bills by email.
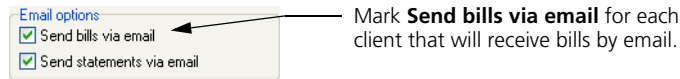
Before printing and approving bills

The *Send bills via email* report option (in the *Report Options* dialog box) determines if Sage Timeslips will prompt you to send bills via email on approval. If you mark this option before you print bills, then when you approve bills from this bill run, Sage Timeslips opens the *Email Bills to Clients* dialog box.

Sage Timeslips will send bills to marked email addresses.

This list includes all clients on the bill run that have email addresses.

It automatically selects clients that have **Send bills via email** marked within the *Client Information* dialog box.

Choose which bills to send via email and click **OK** to continue.
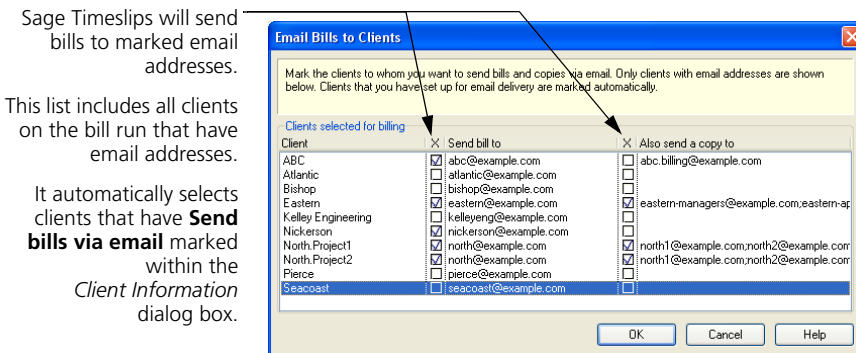
Reviewing Billing Data

Before printing bills, you should review billing charges to ensure you will bill the expected charges. The following list summarizes the easiest ways to review billing information.

Each of the following features displays nearly all elements of a bill and provides additional details on charges.

- 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 12-11) before you generate bills.

- Use the *Billing Assistant* dialog box to interactively explore and edit billing data for clients that are ready to bill. Here, you can view bill totals for each client and the detailed records that produce them (see "Using Billing Assistant to review billing data" on page 12-12).

- Use the *Firm Assistant* dialog box to review a billing overview for your entire firm with totals and subtotals for each client. Here, you can view billing totals for all clients at once (see "Using Firm Assistant to review billing data" on page 12-15).

Please note that after you use one of these methods to review billing information, you can also print bills to the screen to review them. See Chapter 12, "Previewing bills" for more information.

Using slip approval

If you use the slip approval feature, approvers must also approve slips before those slips can be included on bills. Pending slips and rejected slips will not appear on bills. See "Approving Slips to Appear on Bills" on page 8-27 for more information.

Using pre-bill worksheets to review billing data
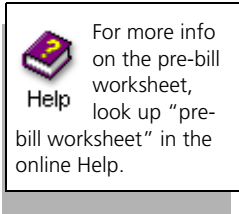
When you print bills, they hide much of the original information and settings that is used to calculate the total charges. For example, If you are using flat fees, adjustments, markups, progress bills, or interim bills, the details of individual slip charges are often omitted. The Pre-bill Worksheet report can display every detail affecting a bill. You should use it when preparing bills to review the details of each charge.

How to print worksheets

To print the Pre-bill Worksheet:

1   Select **Bills; Pre-bill Worksheet**.

2   The *Report Entry* dialog box opens to this report. Use the settings available here to determine how worksheets will print.

    a.   If you want to exclude some clients or some charges, you can use the *Filters* page to set up selection filters.

    b.   If you want to sort the individual slips on the worksheet or subtotal those charges for each client, use the *Sort* page to set up sorting.

    c.   If you want to omit some types of information (for example, bill messages), client Options to access the *Report Options* dialog box.

For more details on how to use any of these report settings, see "Customizing Reports" on page 11-6.

3   When you are ready to print worksheets, set the *Print to* field to the proper destination and click **Print**.

When printing this worksheet to display, you can drill down to review specific data. See "Previewing reports to display" on page 11-23 for more information.

If you don't want to see all the billing details, but only billing totals, you can use the Totals Only Worksheet report (select **Reports; Billing**). This worksheet shows the billing totals for all clients in a columnar report.

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, you can use Billing Assistant to review billing data and make corrections.

To open Billing Assistant, click **Billing Assistant** 📝 from the main toolbar or select **Bills; Billing Assistant**.

Click on any underlined field or total to review additional details.

Click **Change Billing Rule** to determine which clients are ready for billing.

The client list shows all clients that are ready for billing.

Sage Timeslips shows which clients are ready to bill

The List View of Billing Assistant uses billing rules to determine which clients are ready for billing. Click the **Change Billing Rule** button at the top of the screen to set up your own billing rule to fit how your firm bills clients.

For example, you may want to print bills for clients with new charges or you may want to print bills for clients who haven't received bills in the past 30 days.

When clients match your billing rule, they are automatically included on the list.

You can review information like the current balance or the current bill stage from this list. If need, you can click on a column heading to quickly sort the list.

Click on a client to review billing information in the Billing Overview to the right.

For more info on displaying clients on this list, look up "how to select which clients appear in billing assistant" in the online Help.

Reviewing details for a specific client

When you click on a client from the list, you can review billing information for that client. You can review totals for the next bill to the right. If you see a problem, click on a link to drill down to more detailed information.

For more info on displaying details of totals, look up "how to review details of each total in billing assistant" in the online Help.

The **Billing Overview** section to the right of the screen displays totals and other information for the client's next bill.

Click on any underlined amount or click the **Go to Billing Details** button at the top of Billing Assistant to drill down to billing details.

The Billing Details screens include a list of pages to the right, so it is easy for you to move to the information you need. Each page groups a specific type of billing information for the client.

Click on the links along the left side of the screen to navigate to other billing details.

The page heading indicates which details you are viewing.

Print worksheets and bills quickly

As you work within Billing Assistant, you can determine which clients and which slips will appear on the next bill run. In order for bills to reflect your selections, you must print your bill run from Billing Assistant.

When you unmark clients...

...Sage Timeslips excludes them from the run.

For more info on printing bills from Billing Assistant, click the **Help** button from the current screen of Billing Assistant.

When reviewing billing details for a specific client, you can use the **Print** button in the bottom left corner to print that client's bill.

Click **Print** from any Billing Details screen to print a bill for the current client.

Using Firm Assistant to review billing data

For more info on the Firm Assistant, look up "using the firm assistant" in the online Help.

While you can use Billing Assistant to check which clients are ready to bill and review billing details for each client, you can use Firm Assistant to review billing totals for all clients in your firm.

The *Firm Assistant* dialog box contains two pages for reviewing billing totals:

- **Details:** Shows the up-to-the-minute status for each client in your database.

- **Summary:** Provides grand totals for all clients in your database.
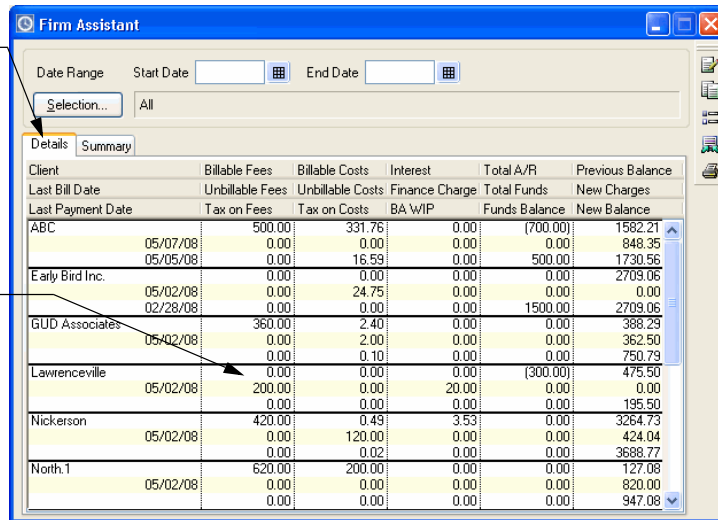
Double-clicking on a total on the *Details* page will open the associated dialog box, where you can review and edit the original source data.

For example, double-clicking on an *Interest* amount opens the *Arrangement 2* page of the *Client Information* dialog box, where you can review or edit interest settings for the client.

Use the **Details** page to review totals for each client.

Use the **Summary** page to review a summary of all clients.

Double click on a value to opens the dialog box associated with the value.

Determining the Appearance of Bills

To accommodate the variations in billing styles among firms, Sage Timeslips provides many ways to establish the bill's appearance to suit your needs.

Use bill layouts to control the appearance of the headers, footers, column headings, the order of sections, and much more.

After creating or editing bill layouts, you can assign them to each client.

Use the *Report Entry* dialog box to select data to include in the bill run, set sort options, and more.

Use bill layouts 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, 2007

In Reference To: 2007-2008 sales compaign.
Invoice # 10005

Professional Services

		Hrs/Rate	
10/11/07	Edited first draft of project evaluation.	3.00 125.00/hr	
10/14/07	Drafted plan for spring promotional campaign.	6.00 125.00/hr	
10/26/07	Read first 15 pages of draft and returned them with extensive revisions.	1.00 125.00/hr	Amount
	For professional services rendered	10.00	$1,250.00
	Additional Charges :		
		Qty/Price	
10/30/07	Copies for October	60 0.10	6.00
	Total costs		$6.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/25/07	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

The two main items that determine the appearance of bills are:

- **Bill layouts** – You can design bill layouts to control the format of the bill, including the placement of fields, fonts, and graphics. See the following sections for more information on designing bill layouts.

- **Bill settings** – You can establish bill settings to determine which clients and which charges appear on the bill, set sort options, and set up billing options. See "Configuring the report definition for bills" on page 12-40 for more information on bill settings.

Understanding bill layouts
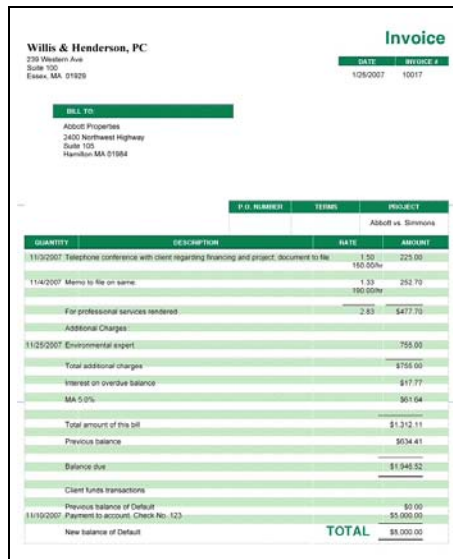
Your bills should present the work you do for clients in a professional-looking manner. You can edit *bill layouts* to change the appearance of your bills.

When generating bills for your clients, Sage Timeslips uses bill layouts to determine the format and position of items on each client's bill. These formatting and positioning options determine how printed bills will look. For example, you will commonly edit bill layouts to adjust the headers and footers to match company stationery.

When you create a new bill layout, Sage Timeslips offers many samples that you can use as a starting point for your bill layout. There are two basic styles of bills:

Bill Layout for Pre-Printed Forms

Bill Layout for Blank Paper or Letterhead

When you create a bill layout that will be used to print bills on pre-printed forms, Sage Timeslips will position bill fields to line up with the form fields. If you change the bill design, please verify that bill fields still line up with form fields.

When you create a bill layout that will be used to print bills on blank paper or company letterhead, you can design the bill anyway you like without having to design the layout to print on a bill form.

Visit **www.SageTimeslips.com** to purchase pre-printed bill forms that you can use with Sage Timeslips. Look up "pre-printed forms" in the online Help system for more information on the bill forms that are available.

Maintaining bill layouts

You will most likely use one or two bill layouts for all of your clients. However, you can create as many bill layouts as needed.

You use the *Bills* page of the *Bill and Statement Layout List* dialog box to maintain bill layouts.

1 Within Sage Timeslips, select **Bills; Bill and Statement Layouts** to open the *Bill and Statement Layout List* dialog box.

2 Click on the **Bills** tab to switch to the *Bills* page.

The *Bills* page of the *Bill and Statement Layout List* dialog box lists the available bill layouts.
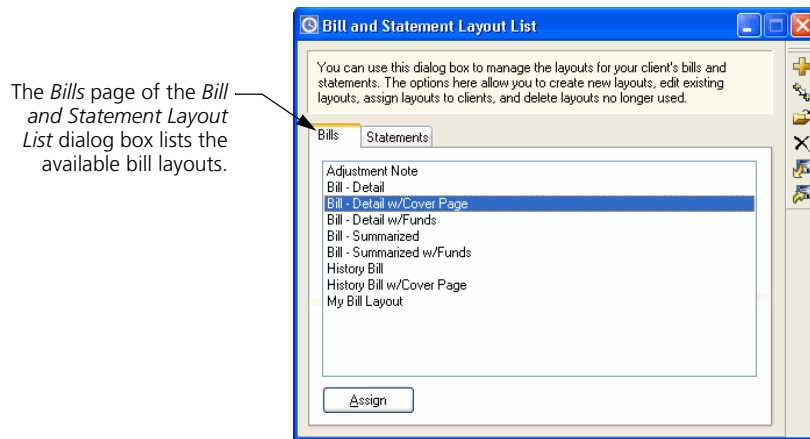
3 Use the toolbar buttons to the right to maintain bill layouts.

To open an existing bill layout:

1 Open the *Bills* page of the *Bill and Statement Layout List* dialog box.

2 Select a bill layout and click the **Open** toolbar button.

3 Sage Timeslips opens the selected bill layout in the *Design* page of the *Bill Preview* dialog box. Use the toolbar buttons and menu commands on this page to edit the bill layout as needed.
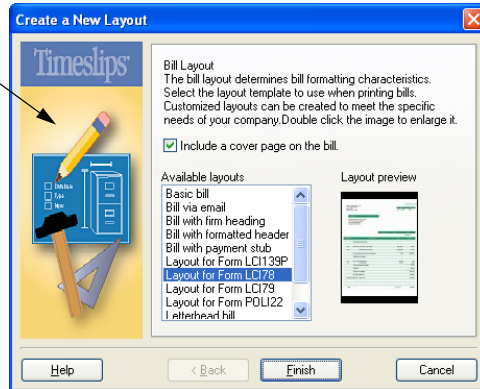
See "A tour of the Design page" on page 12-20 for more information.

To create a new bill layout:

1   Open the *Bills* page of the *Bill and Statement Layout List* dialog box.

2   Click the **New** ➕ toolbar button. Sage Timeslips opens the *Create a New Layout* wizard.

The settings on the *Create a New Layout* wizard determine how Sage Timeslips initially formats your bill layout.

After creating your new bill layout, you can change any of the settings on the bill layout as needed.

3   Use the views of this wizard to select the type of bill layout to create, choosing a predefined layout and the amount of detail you want to include.

If you previously printed your bills on bill forms, you can base your new bill layout on one of the popular pre-printed forms that Sage Timeslips offers.

4   When you click **Finish**, Sage Timeslips opens the new bill layout in the *Design* page of the *Bill Preview* dialog box. You can use the toolbar buttons and menu commands available on this page to further customize the new bill layout.

See "A tour of the Design page" on page 12-20 for more information.

To duplicate an existing bill layout:

1   Open the *Bills* page of the *Bill and Statement Layout List* dialog box.

2   Select a bill layout to duplicate and click the **Duplicate** 🔧 toolbar button to create a new bill layout based on a current layout.

3   Sage Timeslips creates a new bill layout in the *Design* page of the *Bill Preview* dialog box. The design of this bill layout is based on the bill layout that you duplicated. You can use the toolbar buttons and menu commands available on this page to customize the duplicated bill layout.

See "A tour of the Design page" on page 12-20 for more information.

A tour of the Design page

The *Design* page of the *Bill Preview* dialog box offers many tools and resources that allow you to design and customize sections of bill layouts.

Use menus to access commands that help you design specific sections or global options that affect the entire bill.

Use the toolbar buttons to add or edit fields and objects on the bill layout.

Using the *Field List* toolbar, you can click and drag database fields onto the bill layout.

Use the tabs to switch between the *Design* and *Preview* pages.

Use the **Layout name** field to assign a unique name to the bill layout.

Use the **Go to section** field or the scrollbar to move to a specific bill layout section.

Use the *work area* to add, edit, and format fields and objects on each section.

When you design bill layouts, some options can affect multiple bill layout sections or affect the entire bill layout. See "Setting options that affect multiple bill sections" on page 12-21 for more information.

There may be entire sections that you want to move to another part of the bill or completely hide. See "Hiding or reordering bill layout sections" on page 12-24 for more information.

Finally, you can edit fields and objects on the current section to change how that section displays on the bill. For example, you can change the format in which dates appear for each slip. See "Designing bill layout sections" on page 12-30 for more information.

The Sample Bills Guide includes many examples of how you can design bills. To open this guide from within Sage Timeslips, select **Help; Other Documents; Bill Samples**.
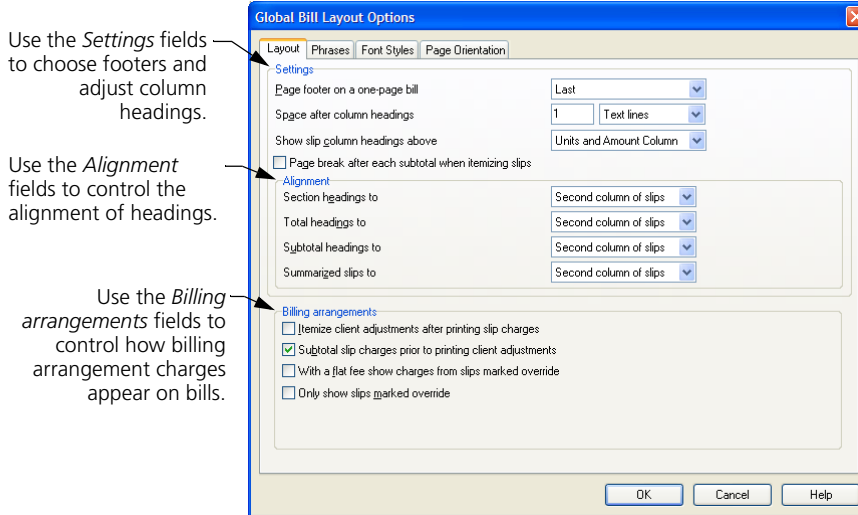
Setting options that affect multiple bill sections

You can use the *Global Bill Layout Options* dialog box to set bill layout options that can affect several sections of the bill.

1 From the *Design* page of the *Bill Preview* dialog box, select **Layout; Global Options** to open the *Global Bill Layout Options* dialog box.

2 Select the appropriate page of the dialog box.

The following pages of this guide summarize the global options.

Setting global layout options:

Use the *Layout* page of the *Global Bill Layout Options* dialog box to set options that affect the appearance of multiple bill layout sections.

Use the *Settings* fields to choose footers and adjust column headings.

Use the *Alignment* fields to control the alignment of headings.

Use the *Billing arrangements* fields to control how billing arrangement charges appear on bills.

Setting global phrases:

Use the *Phrases* page of the *Global Bill Layout Options* dialog box to change phrases that appear throughout the bill.

You can edit any phrase that appears on the bill.

Phrases that have been edited are bold in the list.

Phrase Description indicates how Sage Timeslips uses the current phrase on the bill.

Phrases used in section(s) indicates which bill sections use the current phrase.

You can also change phrases that affect a specific section of the bill. See "Setting up section phrases" on page 12-28 for more information.

Setting global font styles:

Use the *Font Styles* page of the *Global Bill Layout Options* dialog box to change fonts that appear in the various parts of the bill.
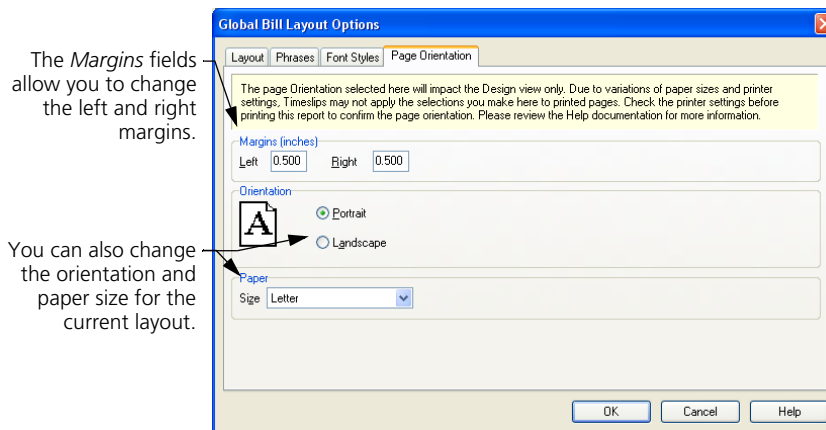
You can change the font styles for any area of the bill.

Font Style used in section indicates which layout sections include the current bill area.

Sample shows you a preview sample of the font style used in the current area.

You can quickly change the font for all fonts styles.
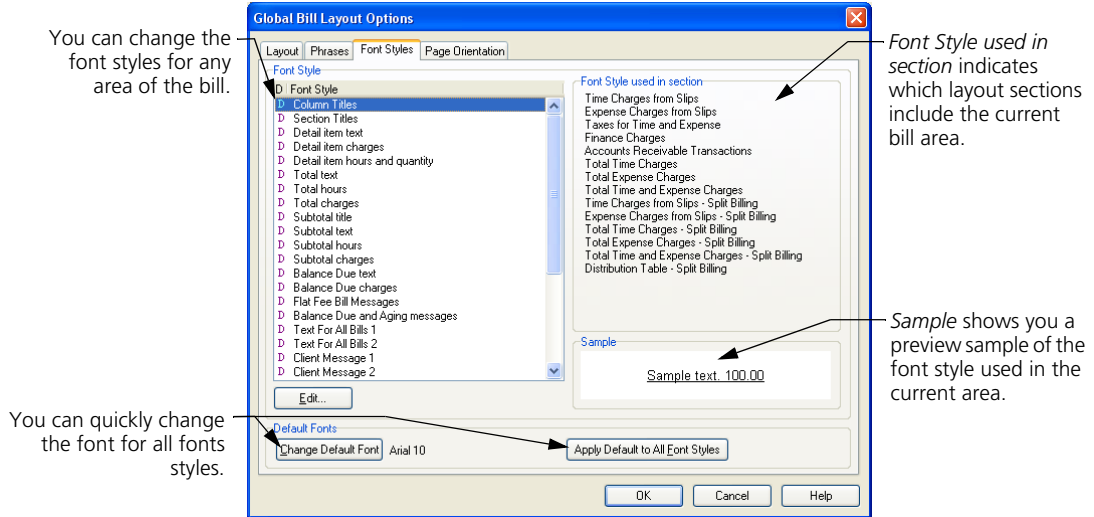
You can also change font styles that affect a specific section of the bill. See "Setting up section font styles" on page 12-29 for more information.

Changing font styles can affect the size and placement of fields on the bill layout.

Setting global page orientation:

Use the *Page Orientation* page of the *Global Bill Layout Options* dialog box to set the page size, orientation, and margins for the bill.

The *Margins* fields allow you to change the left and right margins.

You can also change the orientation and paper size for the current layout.
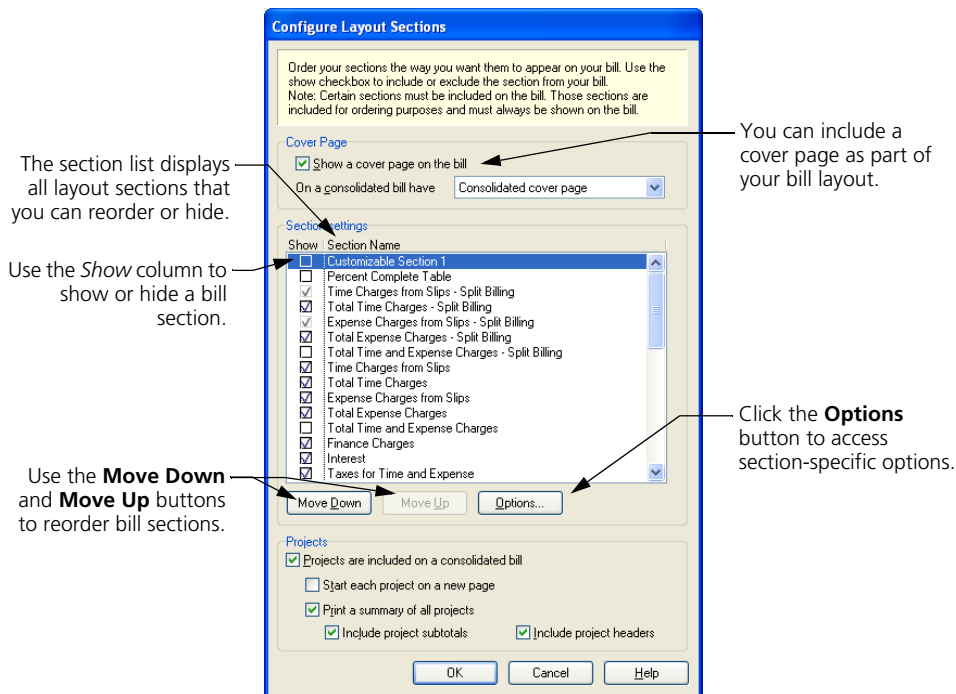
Hiding or reordering bill layout sections

There can be over 30 bill sections that appear on the printed bill. You may need to hide some sections, change the order in which they appear, or set options for specific sections. For example, you may want a bill message to appear at the beginning of the bill or you may want to include a page break before the timekeeper summary table.

The *Configure Layout Sections* dialog box lists all bill layout sections that you can show, hide, or reorder.

1 From the *Design* page of the *Bill Preview* dialog box, select **Section; Configure Layout Sections**

2 Select a bill layout section from the list and use the *Show* check box to show or hide the selected section. You can also use the **Move Up** and **Move Down** to change the order of the section. Finally, you can click the **Options** button to set section-specific options.

The section list displays all layout sections that you can reorder or hide.

Use the *Show* column to show or hide a bill section.

You can include a cover page as part of your bill layout.

Click the **Options** button to access section-specific options.

Use the **Move Down** and **Move Up** buttons to reorder bill sections.

Hiding and showing layout sections on the bill

You can use the *Show* column to show or hide sections from the bill.

For example, you can unmark *Show* for the *Time Charges from Slips* section to exclude this section from the bill. These charges, however, will still affect the bill total.

On the printed bill:

When *Show* is marked for the *Time Charges from Slips* section, the printed bill shows detail from time slips.

March 31, 2006
In Reference To: 2007 campaign.
Invoice #10000

Professional Services

	Hrs/Rate	Amount
2/9/2006 Phone conference with client to review campaign materials.	4.00 150.00/hr	600.00
2/17/2006 Reviewed the three contracts and submitted extensive revisions. Will need to speak with Roger before the final contract can be completed.	8.00 100.00/hr	800.00
2/27/2006 Initial meeting with client to kick off Fall campaign projects.	4.50 90.00/hr	NO CHARGE
3/1/2006 Drafted plan for fall campaign.	5.00 90.00/hr	450.00
For professional services rendered	21.50	$1,850.00

In Sage Timeslips:

Unmark *Show* for the *Time Charges from Slips* section.

☐ Time Charges from Slips
✓ Total Time Charges
☑ Expense Charges from Slips
✓ Total Expense Charges

On the printed bill:

When *Show* is unmarked for the *Time Charges from Slips* section, the printed bill hides time slip charges, but shows the total.

March 31, 2006
In Reference To: 2007 campaign.
Invoice #10000

	Hours	Amount
For professional services rendered	21.50	$1,850.00

Reordering layout sections on the bill:

You can use the **Move Down** and **Move Up** buttons to reorder sections on the bill.

For example, you move the *Previous A/R Balance* section above the *Total New Charges* section.

<u>**In Sage Timeslips:**</u>

The *Previous A/R Balance* section appears after the *Total New Charges* section.

☑ Total New Charges
☑ Previous A/R Balance
☑ Accounts Receivable Transactions
☑ New A/R Balance

<u>**On the printed bill:**</u>

The printed bill reflects the order of bill sections.

Total amount of this bill	$1,986.77
Previous balance	$450.00
Total payments and adjustments	($75.00)
Balance due	$2,361.77

<u>**In Sage Timeslips:**</u>

The *Previous A/R Balance* section appears before the *Total New Charges* section.

☑ Previous A/R Balance
☑ Total New Charges
☑ Accounts Receivable Transactions
☑ New A/R Balance

<u>**On the printed bill:**</u>

The printed bill reflects the new order of bill sections.

Previous balance	$450.00
Total amount of this bill	$1,986.77
Total payments and adjustments	($75.00)
Balance due	$2,361.77

Accessing section-specific options:

You can use the **Options** button to open the *Layout Options* dialog box, where you can set section-specific options. See "Setting options that affect specific bill sections" on page 12-27 for more information.

Setting options that affect specific bill sections

While you can use the *Global Bill Layout Options* dialog box to change settings that affect multiple bill sections (see "Setting options that affect multiple bill sections" on page 12-21), you can also change individual sections. This allows you to customize settings that affect specific bill sections.

For example, the *Phrases* page of the *Global Bill Layout Options* dialog box includes all phrases that you can change on the entire bill. On the *Layout Options* dialog box for the *Time Charges from Slips* section, you can change phrases specific to the *Time Charges from Slips* section.

1 From the *Design* page of the *Bill Preview* dialog box, select **Section; Configure Layout Sections**.

2 Select a section from the list and click **Options** to open the *Layout Options* dialog box. (This button is not available for all sections.)

3 Select the appropriate page of the dialog box.

The following pages of this guide summarize the options available for each section. These settings will vary for each bill layout section.

Setting section format options

Use the *Section Format* page of the *Layout Options* dialog box to set up how this section appears on bills.

You can set the style for some sections, which allows you to detail or summarize records in this section.

You can include page breaks, spaces, or lines before or after this section.

Adjusting section columns

Use the *Columns* page of the *Layout Options* dialog box to format widths, spacing, and lines for columns appearing in the current section.

For sections that include tables, you can specify column widths, set gaps, and include lines on the table.

You can also use the ruler on the *Design* page to adjust widths of table columns.

Setting up section phrases

Use the *Phrases* page of the *Layout Options* dialog box to specify phrases that appear within the current bill section.

You can edit each phrase that appears in the current bill layout section.

Phrases that have been edited are bold in the list.

See the *Phrase Description* to review the purpose of each phrase.

Setting up section font styles

Use the *Font Styles* page of the *Layout Options* dialog box to set fonts that appear within the current bill section.

You can set up font
styles for types of data
that appear in the
current bill layout
section.

See the *Sample* to
preview the current
font settings.
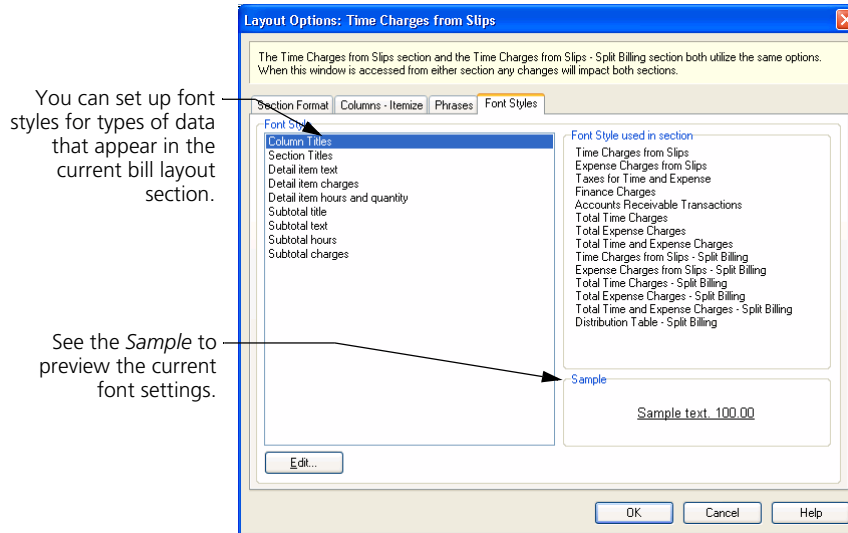
Some of the examples in the following sections of this guide will use the settings available in the *Layout Options* dialog box.

Designing bill layout sections

Each bill is composed of multiple bill layout sections. Each page of the bill begins with the bill header and ends with the bill footer, with a variety of other bill sections in between.

You can use the *Design* page of the *Bill Preview* dialog box to design specific sections of the bill. Not all bill layout sections are available here to design. Use the *Go to section* field to select the bill layout section that you want to work with.

You can also change settings that control phrasing, font styles, and other options for each section. See Chapter 12, "Setting options that affect specific bill sections" for more information.

Some examples of bill layout sections that you can design include:

For a complete list of all bill layout sections, look up "bill sections" in the online Help system.

- **Cover Page - Body:** Use this section to design a cover page to use as a personal greeting or to summarize totals (such as services and expenses) included on the bill.

- **Bill Header - First page:** Use this section to design the top of the first page of the bill. For example, you can add your company logo to the top of the page.

- **Footer First Page:** Use this section to design the bottom of the first page of the bill. For example, you may want to add today's date or the page number to the bottom of the page.

- **Customizable Section 1:** This section starts off empty. Use this section to design your own custom section or custom page. For example, you can create a cover page that summarizes bill totals.

- **Time Charges - Itemized:** Use this section to design how time charges will display on a detailed bill. For example, you can include billing rates for each charge or expand the *Description* column.

- **Expense Charges - Itemized:** Use this section to design how expense charges will display on a detailed bill. For example, you can include the price for each charge or change the format of dates.

- **Aged Balances Table:** Use this section to design how the aged table of owed balances will display on the bill. For example, you can choose which aging periods to include on the table.

- **Tax Table Items:** Use this section to design how the optional tax table will display on the bill. For example, you can show one total for each tax rule, or you can break out taxes for fees and taxes for costs.

- **Project Summary Subtotals:** Use this section to design how project subtotals will display on the bill when consolidating projects. For example, you can change the font for the values appearing on this table.

When you design bill layout sections, there are two basic types of sections that you can design: free-form sections and table sections.

- On free-form sections, such as the *Bill Header - First Page* section, you can place fields anywhere in the section and you can also add graphics, lines, and boxes to the section.

In free-form sections, you can move fields and objects anywhere within the section.

You can also add lines and boxes to these sections.

Help When designing free-form sections, you can use grids to help you align fields and objects in each section. Look up "moving:layout fields and objects" in the online Help for more info.
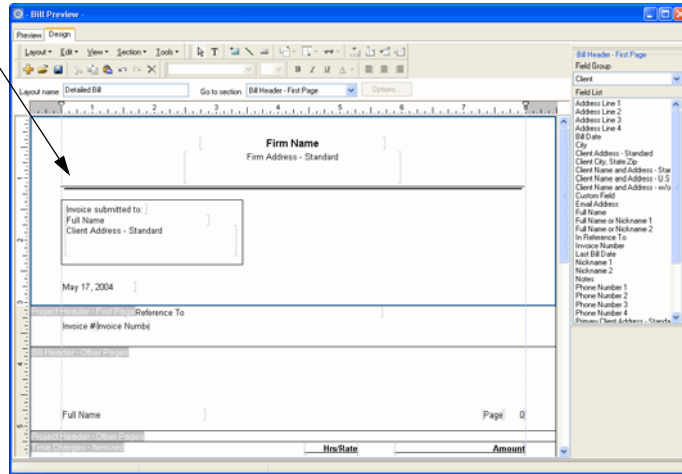
- On table sections, such as the *Time Charges - Itemized* section, you use tables to align fields within a bill section. You can place only text fields and database fields within this section.

In table sections, you can add text fields and database fields within cells of the table.

The rows and columns of the table align fields on the bill.
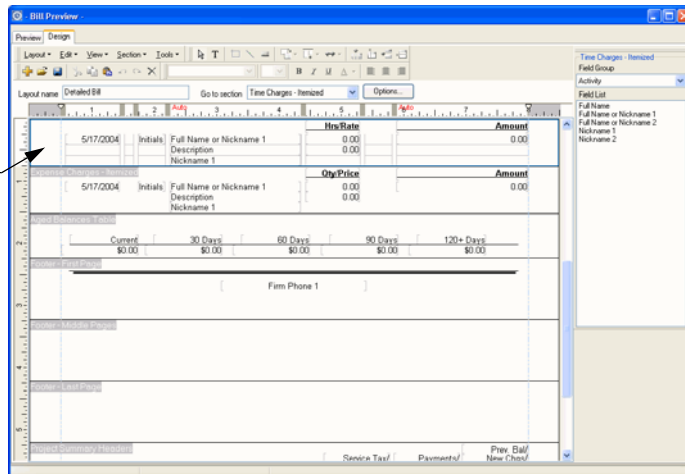
See "Adjusting section columns" on page 12-28 for information on adjusting columns in table sections.

The Sample Bills Guide includes many examples of how you can design specific sections of your bill layout. To open this guide from within Sage Timeslips, select **Help; Other Documents; Bill Samples.**

You can use the following methods when designing bill layout sections:

Adding text fields

You can add text fields within the bill layout section as field labels, headings, or custom messages. To add a text field to the current bill layout section:

1   Click the **Text Tool** button T from the toolbar.

2   Click on the bill layout section where you want to place the new text field. Sage Timeslips places the new text field and highlights it, so you can edit the text.

> Text field

3   Enter the new text for the text field.

> If you have any questions about your bill, call Paul @ 555-0312.

Adding database fields

You can add database fields within the bill layout section to display up-to-date values on the bill. To add a database field to the current bill layout section:

1   From the *Field List* toolbar to the right, set the *Field Group* to the appropriate group. For example, to add a client-related field to the current section, set *Field Group* to **Client**.

2   From the field list below the *Field Group*, click on the appropriate field and drag it onto the bill layout section. For example, you can add the client's email address to the current section.

> [Email Address   ]

You can now move or format the field as necessary.

Adding graphics

You can add graphics to free-form sections. To add a graphic to the current bill layout section:

1 Select **Tools; Insert; Graphic** to open the *Open* dialog box.

2 Set the *Files of type* field to the appropriate graphic type (for example, **Windows Bitmap**).

3 Select the folder that contains the graphic that you want to insert to the current bill layout section.
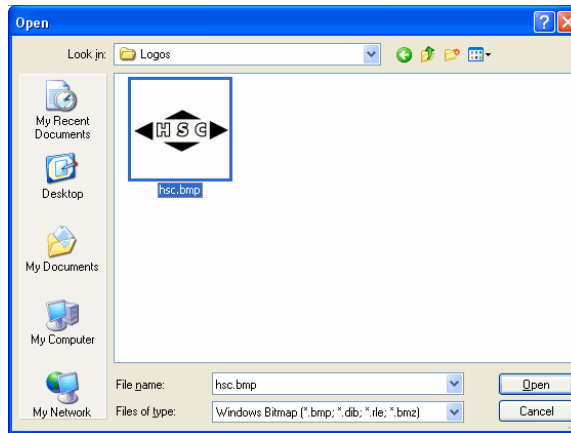
4 Select the graphic to add and click **Open**.

5 Sage Timeslips places the graphic onto the current bill layout section, where you can move or format the graphic as necessary.

You can also insert graphic images into free-form bill layout sections by cutting or copying images from a graphic program and then pasting the graphic into the free-form section.

Adding lines

You can add lines within the bill layout section to highlight or separate items on the bill. To add a line to the current bill layout section:

1 Click the **Line** button ⬊ from the toolbar.

2 Click on the bill layout section where you want to begin the line and, while holding down the left mouse button, drag the mouse cursor to where you want to end the line.
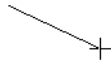
3 Release the mouse button when you are at the position where you want to end the line.

4 With the line still selected, you can click the **Line Styles** button ☰ from the toolbar to open the *Line Style* dialog box, where you can change the style of the current line.

You can also automatically add lines before or after bill sections. See "Setting section format options" on page 12-27 for more information.

Adding boxes

You can add boxes within the bill layout section to surround or call attention to items on the bill. To add a box to the current bill layout section:

1 Click the **Rectangle** button ▣ from the toolbar.

2 Click on the bill layout section where you want to place the top left corner of the box and, while holding down the left mouse button, drag the mouse cursor to where you want to end the box.

3 Release the mouse button when you are at the position where you want to end the box.

4 With the box still selected, you can click the **Line Styles** button ☰ from the toolbar to open the *Line Style* dialog box, where you can change the style and fill of the current box.

When drawing boxes, you can place the box behind another field or object for a more complex effect. See "Layering fields" on page 12-37 for more information.

Changing font styles

You can change the font styles used to display data within bill layout sections. For example, you can change the font and bold the font for the firm name on the bill header. To change font styles:

1 Within a bill layout section, click on a text field or database field.

[Firm Name   ]

2 Using the *Font* toolbar, select the font name, font size, and other font options to use for the selected field.

[**Firm Name**   ]

You can also use font styles to change the font used for specific types of data on the bill. Select **Layout; Global Options** to open the *Global Bill Layout Options* dialog box and switch to the *Font Styles* tab.

Formatting fields

You can format fields on the bill layout to appear in a different style. For example, you can change the format of the date field on the bill header to include the day of the week. To format a field:

1 Click a field on the bill layout section to format.

[5/18/2005]

2 Select **Tools; Format** to open the related *Format* dialog box.

3 Select the new field format. For example, you could select **Full with day of the week** for a date field.

[Wednesday, May 18, 2005]

Aligning fields to each other

You can align fields with each other on the bill layout to provide a more professional appearance. To align fields with each other:

1 Select the fields to align. Sage Timeslips will align the selected fields with the last field you select. For example, you can align a **Phone Number:** text label with the *Firm Phone 1* database field.

If you want to align the database field to the text label, first click on the database field and then hold the **Ctrl** key while clicking on the text label. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

[Phone Number:] [Firm Phone 1   ]

2 Select **Tools; Align Fields; Align Top** to align the *Last Bill Date* database field to the top of the **Last bill date:** label.

[Phone Number:] [Firm Phone 1   ]

When aligning fields, you may also want to justify the text of those fields.

Aligning fields to margins

You can also align fields with report margins to provide a more professional appearance. To align fields with margins:

1 Select one or more fields to align. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

[Firm Address - Standard]
[Firm Phone 1   ]

2 Choose how to align fields. For example, you can align the fields with the left margin. Select **Tools; Align Fields; Snap to Left Margin**.

[Firm Address - Standard]
[Firm Phone 1   ]

When aligning fields, you may also want to justify the text of those fields.

Justifying field text

You can justify the text within fields to align on the left, right, or center of the field. This is useful when you move or change the alignment of the field on the bill layout. To justify text within fields:

1 Select one or more fields for which you want to justify text. For example, if you centered fields within a section, you may also want to center justify the text of the field. The status bar will indicate the last field selected and will also indicate the number of fields currently selected.

2 Click the **Center Text Justify** button ▤ from the toolbar.
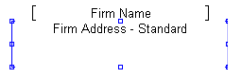
Layering fields

You can stack fields and then move the layers up or down to create effects. For example, you can draw a box around a field.

1 Click the **Rectangle** button ⬛ from the toolbar.

2 Click on the bill layout section above the top left corner of the field to begin the box and, while holding down the left mouse button, drag the mouse cursor past the bottom right corner of the field to end the box. The box covers the field.
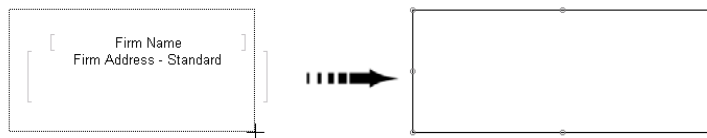
3 With the new box still selected, select **Tools; Field Layer; Move to Back** to move the box behind the address fields.

Previewing bills

While designing bills, you might want to see the effects of your design decisions before printing a bill run. You can click the *Preview* tab to preview your bill layout.

Click the **Preview** tab to switch to the *Preview* page.

When you are ready to print bills, you can also print the bills to Display to preview the content and charges. See "Previewing bills to display" on page 12-41 for more information.

Assigning bill layouts to clients

You can also use these methods to assign statement layouts to clients.

Tip

After creating bill layouts, you must assign them to your clients. You can use the *Client Information* dialog box to assign bill layouts to individual clients or you can use the *Bill and Statement Layout List* dialog box to assign bill layouts to one or more clients.

Using the Client Information dialog box

On the *Layout* page of the *Client Information* dialog box, use the *Layout* fields to select the bill layouts for each client.

You can assign bill layouts to clients for use when printing bills and printing history bills.
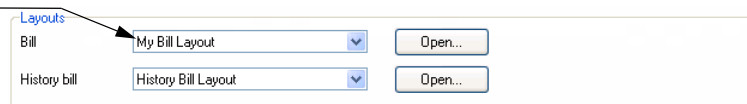
Using the Bill and Statement Layout List dialog box

On the *Bill and Statement Layout List* dialog box, you can assign a bill layout to multiple clients at once.

1 Select **Bills; Bill and Statement Layouts** to open the *Bill and Statement Layout List* dialog box.

2 From the *Bills* page, select a bill layout and click **Assign**.

3 On the *Assign Layouts to Clients* dialog box, mark the clients to associate with the current bill layout and click **Assign**.

Including messages on bills

For more info on bill messages, look up "working with bill and statement messages" in the online Help for more info.

Bill messages can add clarity to a bill by detailing billing arrangements, explaining policies, and pointing out overdue charges. Sage Timeslips provides several types of messages to your bills.

You can enter messages that will display on all bills, messages that are associated with specific clients, and messages that appear based on how long accounts receivable balances have been overdue.

Entering messages

You enter messages that can be used by all clients in the *Messages* dialog box (select **Setup; Messages**). This dialog box lists all global bill and statement messages available. To edit a message, select it from the list and click **Open**.
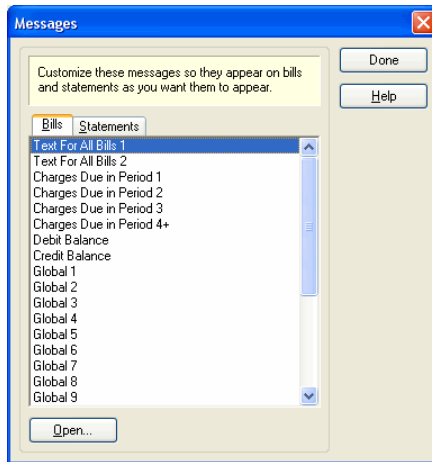
Use the *Messages* dialog box to edit messages that can appear on bills and statements.

You can also enter custom messages for each client on the *Layout* page of the *Client Information* dialog box. Mark the *Message 1* or *Message 2* field, select **Custom** from the list, and then click **Edit**.

When editing messages, remember that you can right click in the message text to access the shortcut menu of additional commands. Use these commands to format text, access abbreviations, and insert field data tokens.

Showing messages on bills

When designing bills, you can also determine which messages to show on the bill (see "Hiding and showing layout sections on the bill" on page 12-25 for more information).

Generating Bills

After you have prepared billing data (see "Preparing for Billing" on page 12-4) and designed the look of the bill (see "Determining the Appearance of Bills" on page 12-16), you are ready to print bills. You print bills using the Generate Bills report (select **Bills; Generate Bills**) or through Billing Assistant (select **Bills; Billing Assistant**). Printing a bill to printer prepares the bill for approval.

Configuring the report definition for bills

For more info on selecting or sorting data, see "printing bills" in the online Help.
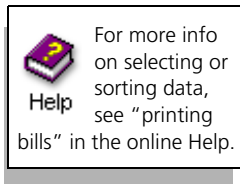
Select **Bills; Generate Bills** to open the *Report Entry* dialog box for bills. You can use the *Report Entry* dialog box to:

- **Select data for the bill run** – You can use the *Filters* tab of the *Report Entry* dialog box to select the data to include on the bill run. For example, you can select specific clients for the bill run.

  You can use a **Slip Date** filter to select slips and transactions within a specific date range.

  You cannot print a bill for a client with a bill in Proof Stage. See "Placing bills on Proof Stage" on page 12-45 for more information.

- **Sorting billing data** – You can use the *Sort* tab of the *Report Entry* dialog box to sort slips on bills by several levels. However, you can calculate subtotals only for the top level. For example, you may want to sort slips by Activity (with subtotals) and then by Slip Date.

  You cannot sort bills by Nickname 2 or Full Name because Sage Timeslips uses Nickname 1 to establish multi-project bill groupings.

- **Setting up bill options** – You can click the **Options** button to open the *Report Options* dialog box, where you can set up additional options for the bill run. Bill options include printing the Bill Summary Worksheet (a variation of the Totals Only Worksheet), checking for spelling and grammar errors, or displaying bills that are on Proof Stage.

See "Customizing Reports" on page 11-6 for more information on setting up selection filters, sort keys, and other options.

Previewing bills to display

You can print bills to the Display to preview bill information before printing the bill run to the printer. This allows you to quickly see if your bills include the correct data, sorting, formats, and design.

How to preview bills

To preview bills to display:

1   Select **Bills; Generate Bills**.

2   On the *Report Entry* dialog box, set up the report definition for the bill run. (See "Configuring the report definition for bills" on page 12-40).

3   Set *Print to* to **Display** and click **Print**.

Set *Print to* to **Display** and click the **Print** button.

Print to Display   Print

How to preview bills from Billing Assistant

To preview bills to display from Billing Assistant:

1   Select **Bills; Billing Assistant**.

2   If you are not viewing the List View, click **Switch viewing mode to a list of all clients** at the bottom right corner of the screen.

3   Unmark the check boxes on the left to exclude clients from the bill run.

4   Below the list of clients, mark **Generate Bills**.

5   Set the print destination to **Display** and click **Print**.

Mark **Generate Bills**, set the print destination to **DIsplay**, and click the **Print** button.

⊙ Generate Bills   to   Display   Print   Options
○ Pre-Bill Worksheet

Editing bills onscreen

When you preview bills to Display, you can edit billing data or remove items from the bill run.

Changing billing data

To change data on the bill, click **Drill down** from the toolbar and click on the data to review or change. When you place the mouse pointer over data on the bill, it will display in yellow or blue.

Click on an area highlighted in yellow drill down to a specific record. For example, you can click on a time slip to open that slip.

Click on an area highlighted in blue to drill down to a specific field on that record. For example, you can click on the slip date to open the slip and highlight the *Start date* field.

Removing slips from the current bill

To remove slips from the bill, click **Remove slip** from the toolbar and click on the slip to remove.

Sage Timeslips does not delete the slip, it just removes it from the bill.

If you close the *Print Preview* dialog box before printing the bill, Sage Timeslips will not remember which slips you removed from the bill.

The next time you print bills, Sage Timeslips will include the removed slips.

Removing bills from the bill run

To remove a specific bill from the bill run, use the Filter clients control to move to the client that you want to remove. Click the **Remove from Bill Run** button to remove the current bill.
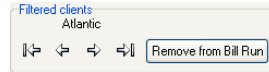
Sage Timeslips does not change any data for this client, it just removes the client's bill from the current bill run.

If you close the *Print Preview* dialog box before printing the bill run, Sage Timeslips will not remember which bills you removed from the bill run.

The next time you print a bill run, Sage Timeslips will include this bill.

Updating previewed bills with changes

When you change billing data, you may want Sage Timeslips to update the previewed bill automatically. Mark **Automatically update the report after making changes** at the bottom of the screen to update the displayed bill when you make a change.
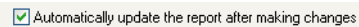
If you are not updating the previewed bill automatically, click **Update** 🖳 from the toolbar to update the bill when you are done making changes.

Other ways to preview billing data

Sage Timeslips provides many resources to allow you to review billing data in other ways. See "Reviewing Billing Data" on page 12-10 for more information.

Printing the bill run

After previewing bills (see "Previewing bills" on page 12-38), you are ready to print bills to the printer. On the *Report List* dialog box or the *Report Entry* dialog box, you can use the *Print to* field to determine where to print bills.

When you are ready to print bills for your clients, you will typically print the bill run to the printer. This allows you to review a hard copy of the bills before mailing them to your clients. If you do not have any changes for these bills, you can use this copy to mail to your clients.

When bills are finished printing to a printer, Sage Timeslips opens the *Generation of Bills Completed* dialog box.

After printing bills, place them in Proof Stage while managers review them.
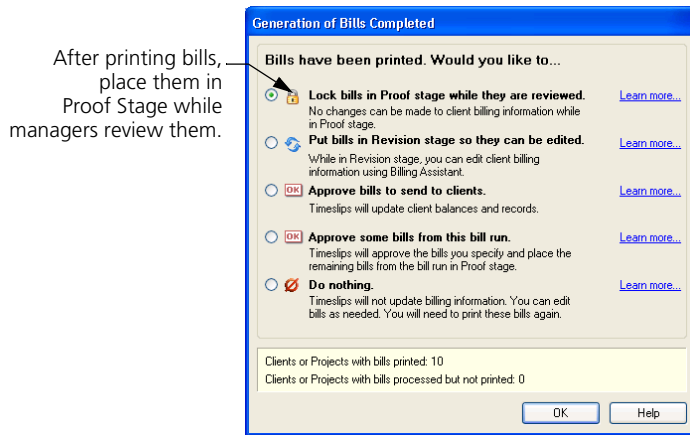
You can use this dialog box to approve bills immediately or place them in Proof Stage for further review. We recommend that you place bills on Proof Stage while managers review them. See "Placing bills on Proof Stage" on page 12-45.

Reprinting copies of bills

When you print bills to the printer, Sage Timeslips stores copies of each bill image in your database for later use with the **Bills; Reprint Bills** command. For more information on reprinting bills, see "Reprinting bills" on page 12-49.

Printing matching envelopes or mailing labels

For more info, see "printing envelopes for bills" in the online Help.

After placing bills on Proof Stage or approving bills, Sage Timeslips will prompt you to print envelopes or labels for the clients in that bill run. If you do not want to print envelopes or labels at this time, click **Cancel**.

If needed, you can unmark the *Print matching envelopes or labels* option to prevent this step in the future.

Reviewing and Approving Bills

When printing bills is completed, Sage Timeslips will prompt you to approve the bills from the current bill run.

Approving a bill updates your clients' accounts receivable balances and updates billing histories with new monthly values. See "Approving bills" on page 12-47 for more information about approving bills.

You will most likely want to review these bills for last-minute changes or errors. Instead of approving bills immediately, you should place them in *Proof Stage*.

Placing bills on Proof Stage

When you place a bill on Proof Stage, Sage Timeslips locks all 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 then print the bill again. If you find no errors, you can approve the bill.

While a client's bill is on Proof Stage, you cannot generate any further bills for that client. Before printing another bill for that client, you must approve the bill or clear the bill from Proof Stage.

You can review all bills on Proof Stage within the *Bill Stages* dialog box (select **Bills; Approve or Clear Bills**). From here you can approve or clear a group of bills at once.

You can review the bill stage for a specific client using Billing Assistant (select **Bills; Billing Assistant**). From here you can approve or clear the current bill for a client.

For more information on approving bills from Proof Stage or clearing bills from Proof Stage, look up "reviewing bills for bill approval" in the online Help.

Clearing Proof Stage bills

If you find errors on a bill that is in Proof Stage, you must remove that bill from Proof Stage in order to correct errors.

- If you don't want the next bill to follow selections from the Proof Stage bill, you should clear the bill from Proof Stage.

- If you want the next bill for the client to include the same slips, transactions, and invoice number as the original bill, you should move the bill to Revision Stage. *Revision Stage* remembers the data that originally appeared on the bill. You can use Billing Assistant (select **Bills; Billing Assistant**) to add or remove items from this bill.

Using Audit Stage with electronic bills

If you have installed an electronic bill delivery add-on product or audit firm add-on product, you cannot approve bills immediately after printing. Instead, you must export the bills and send the files to an audit firm for review.

Setting up the electronic bill delivery feature

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 information on setting up an electronic billing add-on, look up "electronic billing" in the online Help.

Printing bills

After setting up electronic billing, you will print bills and place them on Proof Stage. Next, select the appropriate electronic bill delivery or audit firm command from the bottom of the *Bills* menu and click **Export**. Sage Timeslips prompts you for the name and location of the exported bills. Sage Timeslips will select the correct clients and generate these files.

Placing bills in Audit Stage

With most audit firms, when the export is complete, Sage Timeslips moves the bills from Proof Stage to Audit Stage. *Audit Stage* is similar to Proof Stage, locking the bills while the audit firm reviews them. Send the exported files to the recipient firm.

Approving electronic bills

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 and make the necessary changes. When you print the bills again, you will repeat the electronic delivery process.

You can use the *Bill Stages* dialog box (select **Bills; Approve or Clear Audited Bills**) to approve or clear a group to electronic bills.

You can use Billing Assistant (select Bills; Billing Assistant) to approve or clear electronic bills for individual clients.

Approving bills

You can approve bills immediately after printing them, using the *Generation of Bills Completed* dialog box (see "Printing the bill run" on page 12-44). However, most firms will use Proof Stage and will approve bills later.

You should approve bills as soon as the managers at your firm are satisfied with them. If you do not approve bills, your accounting will not be accurate and new bills will contain charges that have already printed on older bills.

Approving a group of bills

You can approve a group of bills using the *Bill Stages* dialog box (select **Bills; Approve or Clear Bills**). The *Proof* page of the *Bill Stages* dialog box displays all clients with Proof Stage bills. Mark the check box to the left of any bill that you want to approve and click **Approve**. Sage Timeslips will approve all selected bills.

Approving a bill for a specific client

You can use Billing Assistant if you prefer to approve bills for one client at a time. Billing Assistant displays the current bill stage for each client. For clients with a Proof Stage bill, right click on **Proof Stage** and choose **Approve**.

How approving bills affects Sage Timeslips

Approving bills updates your database in the following ways:

For a more detailed list of how approving bills affects Sage Timeslips data, look up "approving bills:updating data" in the online Help.

Time and expense slips

All slips included on the bill are assigned their final values, which reflect the effects of flat fees and adjustments. They are also marked as *billed*, so that they will not be printed on future bills.

These slips are no longer considered *work in process* and you can no longer edit these slips. When viewing slip details within the *Slip Entry* dialog box, billed slips will include the invoice number and date.

Accounts receivable and client funds transactions

All transactions included on the bill are marked as billed, so that they will not be printed on future bills. For each of these transactions, Sage Timeslips displays a yellow envelope ✉ on the *Accounts Receivable List* dialog box and the *Client Funds List* dialog box. You can no longer edit these transactions. When viewing transactions details, billed transactions will include the invoice number and date.

Sage Timeslips creates a new invoice transaction for any clients that included new charges on the bill.

New transactions are created in association with automatic payments from client funds, early payment discounts, and progress bill credits.

Client information

The *Last bill date* field is updated for each client. This field is located in the *Arrangement 2* page of the *Client Information* dialog box. This date determines when balances will age and it also affects interest calculations.

Billing arrangements are updated. Status and billed totals are updated for flat fees that cover multiple bills. Non-recurring adjustments are deleted.

Billing history values

Client billing history reflects the updated totals in the current month and any month containing A/R transactions or client funds transactions.

Timekeeper history reflects updated totals in the current month.

Undoing approved bills

Sage 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, make any necessary change, and print a new one.

To undo bill approval, select **Bills; Undo Approved Bills**. Within the *Bill Stages* dialog box, mark the bills to undo and then click **Undo**. Sage Timeslips prompts you to place the data in Revision Stage or clear the bill.

If you want the next bill for the client to include the same slips, transactions, and invoice number as the original bill, you should click **Revision** to move the bill to Revision Stage. Otherwise, you should click **Clear** to clear the bill.

After undoing an approved bill, you should print and approve a new bill.

Please note that some actions in Sage Timeslips, such as purging slips, can prevent you from undoing bill approval. Look up "undoing bill approval" in the online Help for more information.
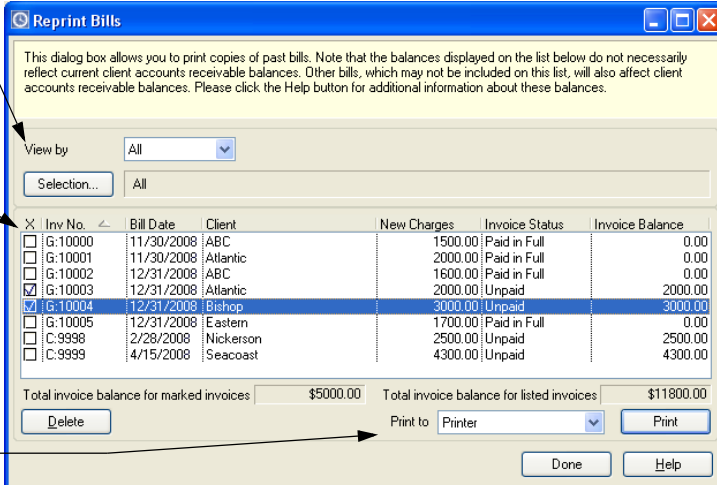
If you cannot undo approval, simply enter a credit transaction to correct the error.

Reprinting bills

For more info on reprinting bills, look up "reprinting bills" in the online Help.

After you print and approve a bill, you may need to print another copy. For example, a client may call weeks later and request another copy of the bill, or you may want to send another copy to remind a client of an unpaid balance.

Sage Timeslips keeps images of each printed bill in your database. Select **Bills; Reprint Bills** to open the *Reprint Bills* dialog box. This dialog box lists all the bills that are available to reprint.

Optionally use the *View by* field and the **Selection** button to filter the bills displayed.

Mark the bills that you want to reprint.

Choose where to reprint bills.

You can use the *View by* field or the **Selection** button to filter the bills listed, which can help you find the bills that you want to reprint. For example, you can list all bills for a specific client or list all unpaid bills. You can also click on column headings to sort the bill list.

You can also use the *Billing History* page of Billing Assistant to reprint bills on a client-by-client basis. Select **Bills; Billing Assistant**, click the **Go to Billing Details** button, and then switch to the *Billing History* page.

Because bill images consume hard disk space, you may want to establish a limit on the number of bill images stored per client. Select **Setup; General**, switch to the *Other* page, and use the *Save the last nn bill images per client* field.

Sage Timeslips creates bill images only when you print and approve bills.

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 (select **Reports; Billing**) after billing so you can monitor a client's outstanding debt.

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 17-8.

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 may want to move them to the *Billing* page of the *Report List* dialog box.

For more information on reports, look up "overview of reports" in the online Help system.

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 (select **Reports; Billing**) allows you to combine billed and unbilled slips on a report that resembles a bill, but has no effect on client balances.

For more information on history bills, look up "history bill" in the online Help system.

Generating Statements

13

• Generating Statements •

Overview

At the end of the billing cycle, you can send statements to your clients to document the recent changes to clients' accounts receivable balances. There are several steps to set up and print statements:

- You can set up clients to receive statements by email. See "Setting up Clients to Receive Statements by Email" on page 13-2 for more info.

- You can establish the appearance of statements. See "Determining the Appearance of Statements" on page 13-6 for more info.

- When you are ready to print statements, you can print them to the printer or to a file. After printing, you can finalize the statements to prevent items from appearing on statements again. See "Printing Statements" on page 13-10 for more info.

Setting up Clients to Receive Statements by Email

For more info on sending statements by email, look up "sending statements to clients by email" in the online Help.

When you print statements to the printer and finalize them, Sage Timeslips can also send PDF copies of the statements to your clients by email. Before you can send statements by email, you must set up options for each client and set up options for the statement run.

To send statements by email, you must:

- use a MAPI-compliant email system, such as Outlook, Outlook Express, or Eudora (please check with your system administrator to determine if your email system is MAPI-compliant)

- have an Internet connection

Maintaining statement email templates

When you send statements via email, Sage Timeslips sends a text email message to your client and attaches the finalized statement as a PDF (portable document format) file. Sage Timeslips uses *email templates* to determine the subject line of the email message and the body text appearing in the email message. The PDF file of the statement will be attached to the email message.

Sage Timeslips provides statement email templates for each of your firm's aging periods. When you send statements by email, Sage Timeslips automatically uses the email template associated with the client's oldest balance.

You can use the *Statements* page of the *Email Template List* dialog box (select **Setup; Email Templates**) to edit statement email templates.

Sage Timeslips provides a statement email template for each aging period and for the current period.
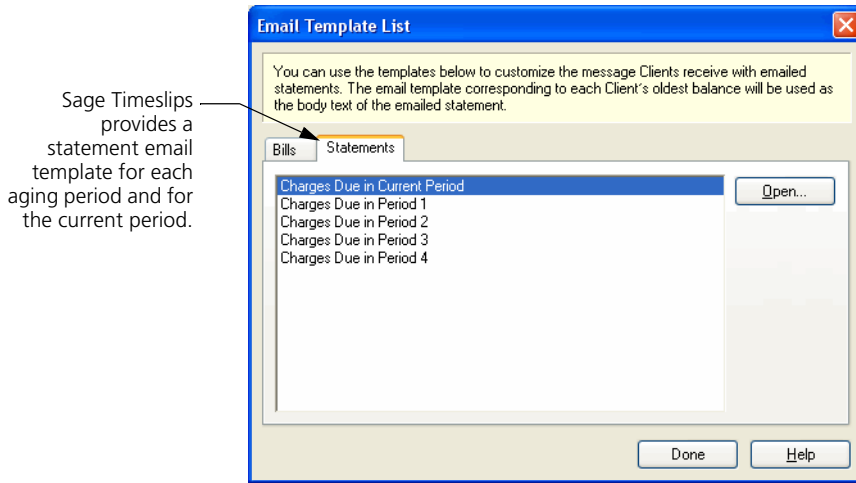
Select an email template and click **Open** to view or edit the template details.

Specify the subject line of the email message.

Specify the body text of the email message.
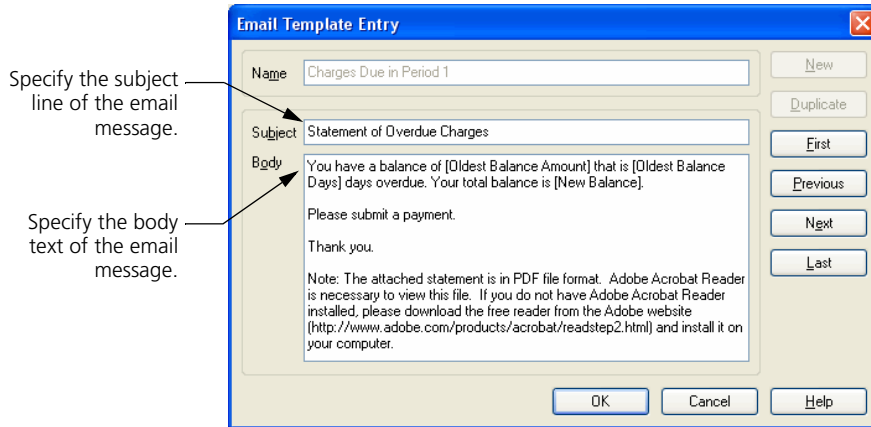
In order to be able to send statements by email, you must set up options for each client.

Assigning email addresses to clients

Sage Timeslips can store multiple email addresses for each client. The *Phone numbers and Email addresses* group box, on the *General* page of the *Client Information* dialog box, includes the *Email Address* and *CC Email addresses* fields. You must assign a valid email address for each client that will receive statements by email.
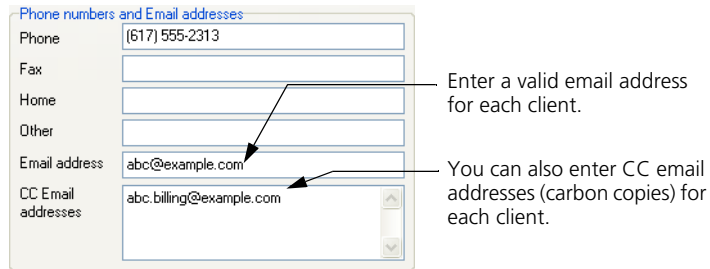
Phone numbers and Email addresses	
Phone	(617) 555-2313
Fax	
Home	
Other	
Email address	abc@example.com
CC Email addresses	abc.billing@example.com

Enter a valid email address for each client.

You can also enter CC email addresses (carbon copies) for each client.

Email addresses should be in the format **name@domain.extension**. Examples of valid formatting include **john.smith@example.com** and **jsmith@example.org**.

Identifying clients to be sent statements by email

The *Email options* group box, on the *Arrangement 2* page of the *Client Information* dialog box, includes the *Send statements via email* field. Mark **Send Statements via email** to determine if Sage Timeslips will automatically mark this client when prompting you to send statements via email. See the next section, "Sending statements by email", for more information.

Mark **Send statements via email** for each client that will receive statements by email.

Email options
☑ Send bills via email
☑ Send statements via email

Sending statements by email

When you print statements, the *Send statements via email* report option determines if Sage Timeslips will prompt you to send statements via email on finalization. This option is located on the *Report Options* dialog box for the Generate Statements report.

For example, you mark this option before you print statements, and clients included on the statement run have email addresses. When you finalize statements from this statement run, Sage Timeslips opens the *Email Statements to Clients* dialog box. You can use this dialog box to choose which statements to send via email. Click **OK** to continue.

Sage Timeslips will send statements by email to marked email addresses.

This list includes all clients on the statement run that have email addresses.

It automatically marks clients that have **Send statements via email** marked on the *Arrangement 2* page of the *Client Information* dialog box.
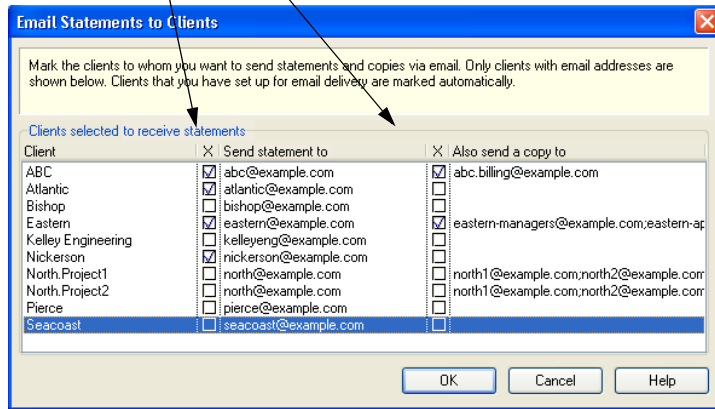
For more information on finalizing statements, see "Printing Statements" on page 13-10.

13-5

Determining the Appearance of Statements

To accommodate the variations in statement styles among firms, Sage Timeslips provides many ways to establish a statement appearance to suit your needs.

Use statement layouts to control the appearance of the headers, footers, column headings, and much more.

After creating or editing statement layouts, you can assign them to each client.

Use the *Report Entry* dialog box to select data to include, set sort options, and more.

Willis & Henderson, P.C.
133 S. Main Street
Suite 1402
Essex, MA 01929

ABC Corporation
17 North Thunder Way
Suite 1001B
Boston MA 02114

May 05, 2008

In Reference To: General counsel.

Date	Description	Amount	Balance
	Beginning Balance		(37.79)
4/24/2008	Invoice #10049	651.00	464.42
4/29/2008	Invoice #10118	430.25	894.67
5/2/2008	Invoice #10159	538.75	1,433.42
5/5/2008	Payment - Thank You. Check No. 456	(700.00)	733.42
	Ending Balance		733.42
	Amount Due		733.42

Current	30 Days	60 Days	90 Days	120+ Days
733.42	0.00	0.00	0.00	0.00

Use statement layouts to determine if messages and tables will appear, and to establish project settings.

The two main areas that determine the appearance of statements are:

- **Statement layouts:** You can design statement layouts to control the format of the statement, including the placement of fields, fonts, and graphics.

- **Statement settings:** You can establish statement settings to determine which clients and which charges appear on the statement, set sort options, and set up statement options.

Accessing statement layouts

> **Help** For more info on designing statements, look up "designing layouts: statement layouts" in the online Help.

When generating statements for your clients, Sage Timeslips uses statement layouts to determine the format and position of items on each client's statement. These formatting and positioning options determine the appearance of printed statements. For example, you will commonly edit statement layouts to adjust headers and footers to match company stationery.

If you previously used pre-printed forms to generate statements, you may be able to modify your statement layout to resemble these forms.

Maintaining statement layouts

You use the *Statements* page of the *Bill and Statement Layout List* dialog box to maintain statement layouts.

1   Within Sage Timeslips, select **Bills; Bill and Statement Layouts** to open the *Bill and Statement Layout List* dialog box.

2   Switch to the *Statements* page and use the toolbar buttons to the right to maintain statement layouts.

The *Statements* page of the *Bill and Statement Layout List* dialog box lists the available statement layouts.
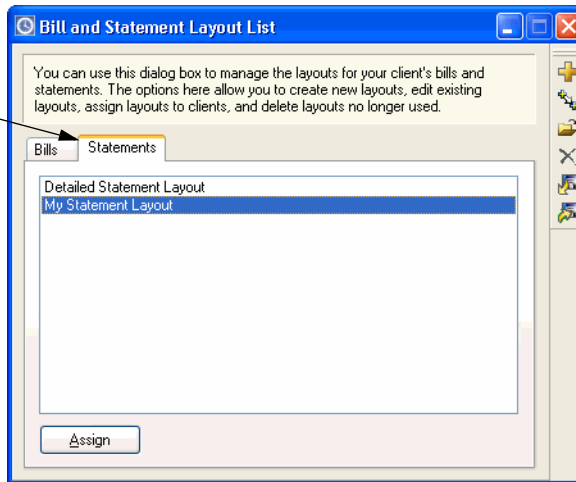
To open an existing statement layout:

1   Open the *Statements* page of the *Bill and Statement Layout List* dialog box.

2   Select a statement layout and click the **Open** toolbar button.

3   Sage Timeslips opens the selected statement layout in the *Design* page of the *Statement Preview* dialog box. Use the toolbar buttons and menu commands on this page to edit the statement layout.

See "A tour of the Design page" on page 13-9 for more information.

To create a new statement layout:

1   Open the *Statements* page of the *Bill and Statement Layout List* dialog box.

2   Click the **New** toolbar button.

Sage Timeslips creates a new statement layout and opens it in the *Design* page of the *Statement Preview* dialog box.

Use the toolbar buttons and menu commands on this page to edit the statement layout.

See "A tour of the Design page" on page 13-9 for more information.

To duplicate an existing statement layout:

1   Open the *Statements* page of the *Bill and Statement Layout List* dialog box.

2   Select a bill layout to duplicate and click the **Duplicate** toolbar button.

Sage Timeslips creates a new bill layout and opens it in the *Design* page of the *Statement Preview* dialog box.

The design of this statement layout is based on the statement layout that you duplicated. You can use the toolbar buttons and menu commands available on this page to customize the duplicated bill layout.

See "A tour of the Design page" on page 13-9 for more information.

A tour of the Design page

When you create a new statement layout or open an existing statement layout to edit it, Sage Timeslips opens the statement layout in the *Design* page of the *Statement Preview* dialog box.

Use the toolbar buttons and menus to access commands that help you design and edit statements.

Use the *Field List* toolbar to add database fields to the statement layout.

Use the tabs to switch between the *Design* and *Preview* pages.

Use the **Layout name** field to assign a unique name to the statement layout.

Use the **Go to section** field to move to a specific statement layout section.

Use the *work area* to add, edit, and format fields and objects on the statement layout.

You will use the same resources and methods to design statements that you use to design bills. See "Determining the Appearance of Bills" on page 12-16 for more information on how to edit bill layouts and statement layouts.

The Sample Bills Guide includes many examples of how you can design bills and statements. To open this guide from within Sage Timeslips, select **Help; Other Documents; Bill Samples**. Within the Sample Bills Guide, see "Working with Specific Layout Sections" on page 16.

Previewing statements

While designing statement layouts, you might want to see the effects of your design decisions before printing a statement run. You can click the *Preview* tab to preview your statement layout.

Click the **Preview** tab to switch to the *Preview* page.

Assigning statement layouts to clients

After creating statement layouts, you can assign them to your clients. You can use the *Client Information* dialog box to assign statement layouts to individual clients or use the *Bill and Statement Layout List* dialog box to assign statement layouts to one or more clients.

Using the Client Information dialog box

On the *Layout* page of the *Client Information* dialog box, use the Statement Layout field to select the statement layout for each client.

You can assign statement layouts to clients for use when printing statements.

Statements
Layout   My Statement Layout   ▼   [Open...]

Using the Bill and Statement Layout List dialog box

The *Bill and Statement Layout List* dialog box allows you to assign a statement layout to multiple clients at once.

1   Select **Bills; Bill and Statement Layouts** to open the *Bill and Statement Layout List* dialog box.

2   From the *Statements* page, select a statement layout and click **Assign**.

3   On the *Assign Layouts to Clients* dialog box, mark the clients to associate with the current statement layout and click **Assign**.

Printing Statements

A *statement* will include all accounts receivable transactions created since you last printed statements.

Configuring the report definition

Before printing statements, you can set up selection filters, sort keys, and report options. See "Customizing Reports" on page 11-6 for more information on setting up reports.

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 "Customizing Reports" on page 11-6):

- **Selecting data for the statement run** – You can use the *Filters* tab of the *Report Entry* dialog box to select the data to include on the statement run.

  For example, you can select specific clients for the statement run. 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 statement data** – You can use the *Sort* tab of the *Report Entry* dialog box to sort statements. Transactions that appear on statements automatically sort by date. You can also 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.

- **Setting up statement options** – You can click the **Options** button to can set up additional options for the statement run. For example, you can reprint already finalized transactions, suppress statements that are paid in full or have no new transactions, or show payments distributed to multiple invoices.

See "Customizing Reports" on page 11-6 for more information on setting up selection filters, sort keys, and other options.

Previewing statements to display

You can print statements to the Display to preview information before printing the statement run to the printer. This allows you to quickly see if statements include the correct data, sorting, formats, and design.

How to preview statements

To preview statements to display:

1   Select **Bills; Generate Statements**.

2   On the *Report Entry* dialog box, set up the statement report.

3   Set *Print to* to **Display** and click **Print**.

Set *Print to* to **Display** and click the **Print** button to preview statements.

Editing statements onscreen

When you preview statements, you can edit statement data onscreen. When you place the mouse pointer over data on the bill, it will display in yellow or blue.

Click on an area highlighted in yellow to drills down to a specific record. For example, can click on a payment to open the details of that payment.

| 5/17/2005 Payment from account | (300.00) | 70.00 |

Click on an area highlighted in blue to drill down to a specific field on that record. For example, you can click on the payment date to open that transaction and highlight the transaction *Date* field.

| 5/17/2005 Payment from account | (300.00) | 70.00 |

When you change statement data, you may want Sage Timeslips to update the previewed statement automatically. Mark **Automatically update the report after making changes** at the bottom of the screen to update the displayed statement when you make a change.

☑ Automatically update the report after making changes

If you are not updating the previewed statement automatically, click **Update** 🖳 from the toolbar to update the statement when you are done making changes.

Look up "previewing statements" in the online Help system for more information on editing statements onscreen.

Printing and finalizing statements

When you have configured all settings, select the output device (using the *Print to* field) and click **Print**.

When you print statements to the printer or to a file, Sage Timeslips prompts you to finalize the report. Finalizing a statement marks the transactions you included on the statement, so they do not appear on the next statement. However, you can override this marking if needed.

Printing matching envelopes or mailing labels

For more info, see "printing envelopes for statements" in the online Help.

After printing statements, Sage Timeslips will prompt you to print envelopes or labels for the clients in that statement run. If you do not want to print envelopes or labels at this time, click **Cancel**.

If needed, you can unmark the *Print matching envelopes or labels* option to prevent this step in the future.

Linking Sage Timeslips with Outlook

14

• Linking with Outlook •

Overview

The Outlook Link allows you to connect your Sage Timeslips database with Microsoft Outlook. This link offers functionality that enhances both products:

> For more info about the Outlook Link, look up "Outlook" in the Sage Timeslips online Help.

- **Synchronizing clients with contacts**. When you link Sage Timeslips client names and Outlook contact names, the Outlook Link can automatically update a name when you change the name linked with it. This eliminates double entry.

  For example, client Eastern in Sage Timeslips is linked with contact Eastern in Outlook. When you update the address for Eastern in Sage Timeslips, the Outlook Link automatically applies those changes to Outlook.

  See "Synchronizing Names" on page 14-3 for more information.

- **Creating Outlook records within Sage Timeslips**. When you create Outlook email messages, tasks, meetings, or appointments within Sage Timeslips, the Outlook Link can populate some fields in Outlook for you.

  For example, while viewing a slip in Sage Timeslips, you create a new Outlook email message. The Outlook Link can automatically populate the message's *To* and *Subject* fields.

  See "Creating Outlook Records within Sage Timeslips" on page 14-8 for more information.

- **Creating Sage Timeslips slips within Outlook**. When you create Sage Timeslips time or expense slips within Outlook, the Outlook Link can populate some fields of the new slip for you.

  For example, after you complete an Outlook meeting, the Outlook Link can automatically prompt you to create a new slip to track the meeting time.

  See "Creating Slips within Outlook" on page 14-13 for more information.

Outlook requirements

The Sage Timeslips Outlook Link supports Outlook 2000, Outlook 2002, Outlook 2003, and Outlook 2007. We require that you install Sage Timeslips and Outlook on the same workstation. If Outlook is not on the same station as Sage Timeslips, the Outlook Link will not work.

Synchronizing Names

You can synchronize client names in Sage Timeslips with contact names in Outlook. This ensures that information for clients and contacts is maintained correctly in both databases, without double entry.

Setting up name synchronization

Before you can synchronize names, you must establish synchronization settings.

How to set up synchronization options

1 In Sage Timeslips, select **Setup; Sage Timeslips Outlook Link; Settings**.

2 The *Outlook Link Settings* dialog box opens. Switch to the *Synchronize* page.

Use the **Contact folder path** field to specify the contact folder that you are linking with Sage Timeslips.

Use the **Synchronization rules** fields to specify how to synchronize Sage Timeslips clients with Outlook contacts.
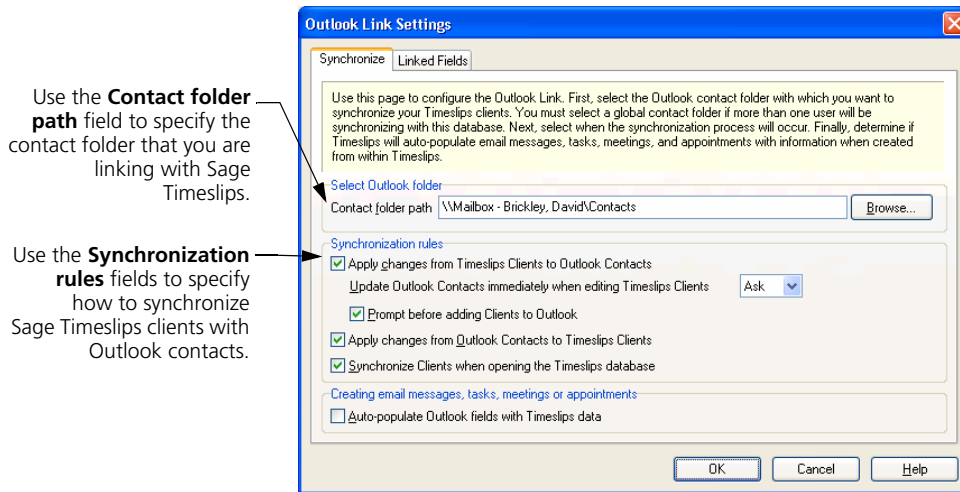
3 Within the *Select Outlook folder* group box, click **Browse**. Select the contact folder to use with the Outlook Link and click **OK**.

If more than one Sage Timeslips user will be synchronizing Sage Timeslips clients with Outlook contacts, you must select a global contact folder. The Outlook administrator must provide the proper folder rights for Outlooks users who will synchronize names. These users need for *Edit* rights for all contacts in the global contact folder.

4 Use the settings within the *Synchronization rules* group box to enable name synchronization and determine when names synchronization occurs. Mark one or more options to enable name synchronization.

5 Click **OK** to save the settings.

Linking client fields with contact fields

Before synchronizing names, you can optionally verify how the Outlook Link maps fields. This ensures that the proper data is being updated between names.

How to link client fields with contact fields

1 In Sage Timeslips, select **Setup; Sage Timeslips Outlook Link; Settings**.

2 In the *Outlook Link Settings* dialog box, switch to the *Linked Fields* page.

Use the *Linked Fields* page to map client fields to contact fields.

You can click the **Use Defaults** button to restore the default field links set by the Outlook Link.
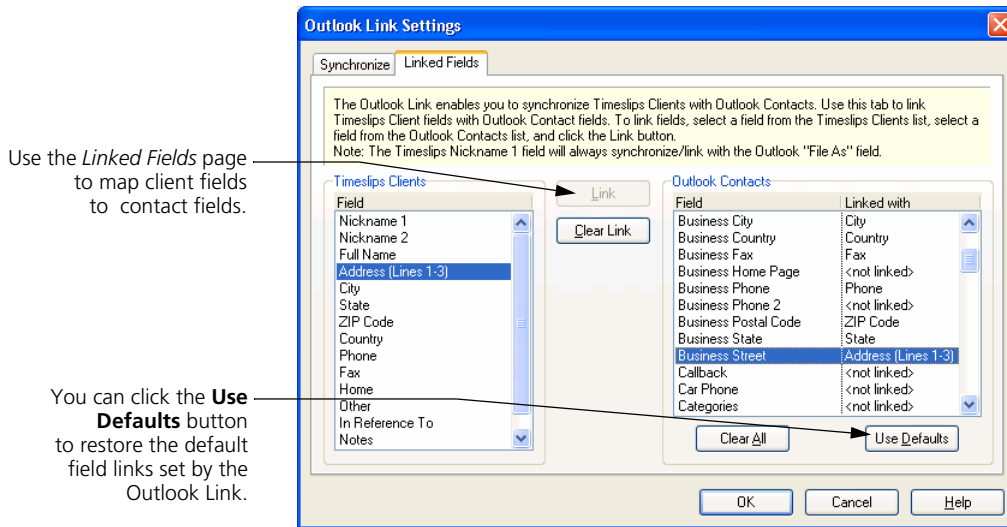
3 To link name fields manually:

    a. In the *Sage Timeslips Clients* list, select the client field that you want to link with a contact field.

    b. In the *Outlook Contacts* list, select the contact field that you want to link with the selected client field.

    c. Click **Link** to link the selected fields.

4 If you want to link additional fields, repeat steps 3a through 3c.

5 Click **OK** to save the settings.

Linking client names with contact names

The Outlook Link uses name links to identify which names can transfer data to each other. The Outlook Link can establish these name links automatically during the synchronization process, or you can establish name links manually.

See "Understanding the synchronization process" on page 14-6 for more information on how the Outlook Link synchronizes names.

How to link client names and contact names manually

1 In Sage Timeslips, select **Setup; Sage Timeslips Outlook Link; Linked Data** to open the *Data Linked with Outlook* dialog box.

2 If Sage Timeslips displays a message about linking names, click **OK**.

3 In the Sage Timeslips Clients list, select the client that you want to link with an Outlook contact.

4 Do one of the following:

    a. Click **Find Equivalent** to select the closest match in the Outlook Contacts list automatically, or

    b. Manually select the name in the Outlook Contacts list that you want to link with the selected client.

5 Click **Link** to link the selected names.

6 If you want to link additional names, repeat steps 3 through 5.

7 Click **OK** to accept the settings.

For more info on maintaining name links, including clearing name links and setting the ignore status, look up "setting up Outlook name synchronization" in the Sage Timeslips online Help.

Understanding the synchronization process

After you have set up name synchronization, Sage Timeslips can synchronize names with Outlook.

The name synchronization process can perform three functions:

- automatically sets up links between matching client and contact names

- prompts you to set up links for names that don't exist in the other database

- updates changed information in linked names
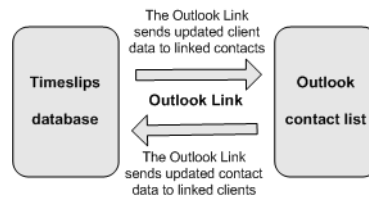
Depending on your synchronization settings and how you start the synchronization process, the Outlook Link will perform each of these functions, or it will just synchronize data between linked client and contact names.

Starting the synchronization process

Different actions in Sage Timeslips can start the synchronization process.

- **Starting synchronization manually**

  You can start the synchronization process manually by selecting **Names; Synchronize Names with Outlook**. When you synchronize names in this way, this process will review all client and contact names.

- **Synchronizing when opening the Sage Timeslips database**

  When *Synchronize clients when opening the Sage Timeslips database* is marked in the *Synchronize* page of the *Outlook Link Settings* dialog box, the synchronization process starts when you open this database.

Synchronization can start as soon as you open the database.
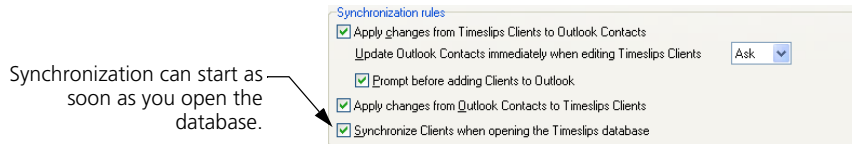
When you synchronize names in this way, this process will review all *linked* client and contact names.

• **Updating Outlook contacts when adding or editing Sage Timeslips names**

When *Update Outlook Contacts immediately when editing Sage Timeslips Clients* is set to **Yes** (within the *Synchronize* page of the *Outlook Link Settings* dialog box), the Outlook Link updates data in Outlook contacts when you edit linked client names in Sage Timeslips.

When editing clients in Sage Timeslips, you can apply changes to Outlook contacts immediately, or the Outlook Link can prompt you to make changes.
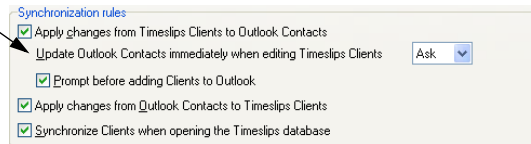
The synchronization process will ignore some types of names. See "Names ignored during synchronization" on page 14-8.

How Sage Timeslips synchronizes names

Sage Timeslips follows this process when synchronizing names:

1 The Outlook Link reviews each open Sage Timeslips client and does one of the following:

a. If the Sage Timeslips client is linked with an Outlook contact, the Outlook Link makes updates to those names as needed.

b. If the Sage Timeslips client name matches an Outlook contact name exactly, the Outlook Link automatically links the names. If information for either name changes in the future, the Outlook Link will update the names.

c. If the Sage Timeslips client is not linked with an Outlook contact, the Outlook Link will prompt you to link the name. This step happens only when you start the synchronization process using the **Names; Synchronize Names with Outlook** command.

2 The Outlook Link reviews each Outlook contact. If the Outlook contact is not linked with a Sage Timeslips client, the Outlook Link will prompt you to link the name. This step happens only when you start the synchronization process using the **Names; Synchronize Names with Outlook** command.

3 If this synchronization process adds a client name to Sage Timeslips that is too long, the Outlook Link will prompt you to shorten it. If this process adds a client name to Sage Timeslips that already exists, the Outlook Link will prompt you to change the new client name.

When the synchronization process is complete, you should select **Setup; Sage Timeslips Outlook Link; Linked Data** to review the name links.

Names ignored during synchronization

During the synchronization process, Sage Timeslips will not review or synchronize the following types of names:

- Sage Timeslips clients that have a name classification of template, inactive, or closed

- Sage Timeslips clients that are marked <ignore> in the *Data Linked with Outlook* dialog box

- Outlook distribution lists

Fields updated during synchronization

Sage Timeslips maps data fields between Sage Timeslips clients and Outlook contacts, based on the settings in the *Linked Fields* page of the *Outlook Link Settings* dialog box. See "Linking client fields with contact fields" on page 14-4 for more information.

Preventing synchronization through security

You can use security settings to prevent unauthorized users from synchronizing names. Use the *Outlook Link Name Synchronization* option in the *Other* area of the security profile controls access to synchronization. See "Controlling access to Sage Timeslips" on page 6-16 for more information about program security.

Creating Outlook Records within Sage Timeslips

You can use the Outlook Link to create Outlook email messages, tasks, meetings, and appointments within Sage Timeslips.

Enabling auto population

When creating Outlook records within Sage Timeslips, you can set up the Outlook Link to auto-populate some Outlook fields for you.

How to enable auto-population for Outlook records

1   In Sage Timeslips, select **Setup; Sage Timeslips Outlook Link; Settings**.

2   The *Outlook Link Settings* dialog box opens. Switch to the *Synchronize* page.

3   Within the *Creating email messages, tasks, meetings, or appointments* group box, mark **Auto-populate Outlook fields with Sage Timeslips data**.

4   Click **OK** to save the settings and close the *Outlook Link Settings* dialog box.

Entering email addresses

When sending messages, assigning tasks, or inviting contacts to meetings, the Outlook Link also relies on client and timekeeper email addresses that you enter in Sage Timeslips.

- You can enter email addresses for each client on the *General* page of the *Client Information* dialog box. The Outlook link only uses the email address from the *Email address* field; it does not use email addresses from the *CC Email addresses* field.

- You can enter email addresses for each timekeeper on the *General* page of the *Timekeeper Information* dialog box.

When you create new Outlook records within Sage Timeslips, the Outlook link uses the email address of the current timekeeper.

Look up "associating timekeepers with databases" within the Sage Timeslips online Help system for more information.

Creating Outlook records

There are two ways to create Outlook records in Sage Timeslips:

- Select the appropriate command from the *Special; Outlook* submenu.

  For example, to create an Outlook task, you could select **Special; Outlook; Outlook Task**.

- Select the appropriate command from the main toolbar.

  For example, to create an Outlook meeting, you could click ▯ on the **Outlook** button [icon] on the main toolbar and then select **Outlook Meeting**.

Populating Outlook fields with Sage Timeslips data

The Outlook Link can use data in the current Sage Timeslips window to populate fields in the new Outlook record.

<u>**Email messages**</u>

Sage Timeslips can populate the following fields when you create Outlook email
messages within Sage Timeslips:

Outlook field	Timeslips data	Alternate Timeslips data
To:	Client's email address	other timekeeper's email address
CC:	other timekeeper's email address	(none)
Subject:	reference name	task or expense name

<u>**Tasks**</u>

Sage Timeslips can populate the following fields when you create Outlook tasks
within Sage Timeslips:

Outlook field	Timeslips data	Alternate Timeslips data
Subject:	reference name	task or expense name
Start date:	start date	today's date
Due date:	end date	(none)
Date completed:	end date	(none)
Total work:	time estimated	time spent
Actual work:	time spent	(none)
Companies:	client name	(none)
Notes:	description	(none)

Meetings

Sage Timeslips can populate the following fields when you create Outlook meetings within Sage Timeslips:

Outlook field	Timeslips data	Alternate Timeslips data
Subject:	reference name	task or expense name
Start date:	start date	today's date
End date:	end date	today's date
Required attendees:	client's email address	Other timekeeper's email address

Appointments

Sage Timeslips can populate the following fields when you create Outlook appointments within Sage Timeslips:

Outlook field	Timeslips data	Alternate Timeslips data
Subject:	reference name	task or expense name
Start date:	start date	today's date
End date:	end date	today's date

Example of auto-population

You are reviewing the charges for a client's next bill using Billing Assistant and you want to email a question to the client.

You click ⊟ on the **Outlook** button 🔘▾ on the main toolbar, and then choose **Outlook Email Message** to create a new email message.

When creating Outlook records from Sage Timeslips, the Outlook Link can automatically populate Outlook fields with Timeslips data.
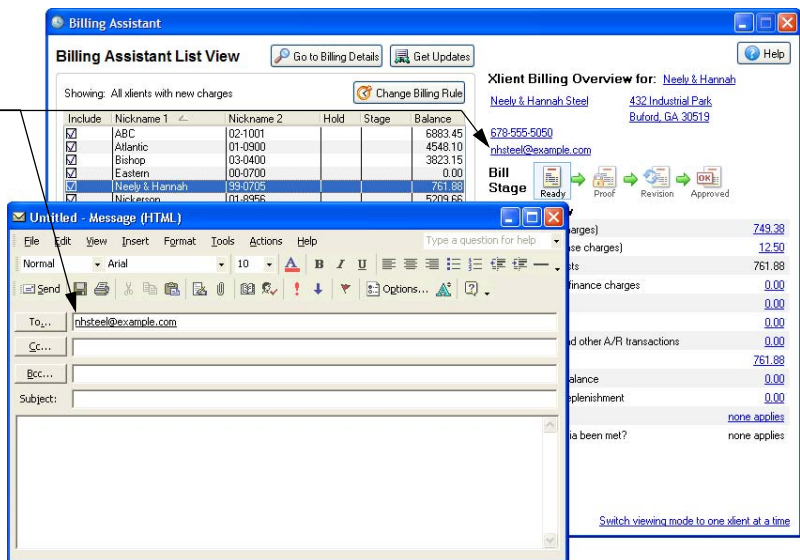
Sage Timeslips will populate the message's *To:* field with the email address from the current client. Because there is not a specific reference name, task name, or expense name in the current Sage Timeslips window, Sage Timeslips will not populate the *Subject:* field.

For more examples of populating fields in Outlook records, look up "creating Outlook records within Sage Timeslips" in the Sage Timeslips online Help.

Creating Slips within Outlook

When linking Sage Timeslips and Outlook, you can create Sage Timeslips time and expense slips within Outlook.

Entering email addresses

When you create new time and expense slips within Outlook, the Outlook Link uses the email addresses to select timekeepers and clients for the new slip.

- You can enter email addresses for each client on the *General* page of the *Client Information* dialog box.
- You can enter email addresses for each timekeeper on the *General* page of the *Timekeeper Information* dialog box.

For example, you can create a slip from an email message. When choosing the timekeeper for the new slip, the Outlook Link will search through Sage Timeslips timekeeper records to match a timekeeper with an email address on the email message.

When choosing the client for the new slip, the Outlook Link will search through Sage Timeslips client records to match a client with an email address on the email message. However, the Outlook Link will not match email addresses that you have entered in the *CC Email addresses* field in Sage Timeslips.

Creating time and expense slips

The Outlook Link provides two ways of creating time or expense slips from Outlook email messages, tasks, meetings, or appointments:

Using the Create Slip When Complete button

You can open an Outlook record and use the **Create Slip When Complete** button to mark an Outlook record for slip creation.

Please note that this button may not appear in Outlook in some cases. Please see "considerations when using the Outlook link" in the online Help for more info.

When that Outlook record is complete, the Outlook Link will prompt you to create a slip based on it.

For example, if you mark an email message for slip creation, when you send that message the Outlook Link will prompt you to create a slip based on the message.

If you mark meetings or appointments for slip creation, the Outlook Link opens the *Completed/Meetings Appointments* dialog box when it detects completed meetings or appointments. You can use this dialog box to select a completed meeting or appointment for slip creation.

Help

For more information about creating slip from meetings and appointments, look up "creating slips:based on Outlook records" in the online Help.

Using the Create Slip command

You can create a slip from an Outlook record at any time, even if the Outlook record is not yet complete. To do this, highlight a record within Outlook and use the **Timeslips; Create Slip** command.

For example, if you highlight a task in the Outlook task list and select **Timeslips; Create Slip**, the Outlook Link will prompt you to create a slip based on that task.
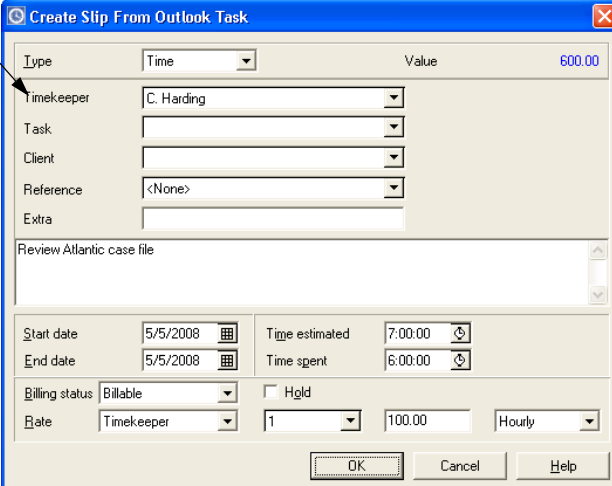
When using either method, the Outlook Link opens the *Create Slip from Outlook* dialog box to allow you to create a slip. When you save the slip information, the Outlook Link saves the new slip in Sage Timeslips. See "Using the Create Slip from Outlook dialog box" on page 14-14 for more information.

Using the Create Slip from Outlook dialog box

When you create time or expense slips from Outlook, the Outlook Link opens the *Create Slip from Outlook* dialog box, where you can specify the information for the new slip.

The Outlook Link uses the **Create Slips from Outlook** dialog box when creating time or expense slips from Outlook. When you save the information, the Outlook Link creates the new slip within Sage Timeslips.

This allows you to create slips without having to open Sage Timeslips.

Populating slip fields with Outlook data

Depending on where you are working in Outlook, the Outlook Link may be able to populate some of the fields of the new slip automatically.

<u>Email messages</u>

The Outlook Link can populate the following slip fields when you create a slip based on an Outlook email message:

Slip field	Outlook data	Alternate Outlook data
Timekeeper	User logged into Outlook	From, To, CC, or BCC
Client	From:	To, CC, or BCC
Start date	Message start date/time	task or expense name
End date	Message sent date/time	
Time spent	Elapsed time between message start date/time and message sent date/time	
Description	Subject:	

<u>Tasks</u>

The Outlook Link can populate the following slip fields when you create a slip based on an Outlook task:

Slip field	Outlook data	Alternate Outlook data
Timekeeper	User logged into Outlook	From, To, CC, or BCC
Start date	Start date	
End date	Date completed	
Time estimated	Total work	
Time spent	Actual work	
Description	Subject and Notes	

<u>Meetings/Appointments</u>

The Outlook Link can populate the following slip fields when you create a slip based on an Outlook meeting or appointment:

Slip field	Outlook data	Alternate Outlook data
Timekeeper	User logged into Outlook	From, To, CC, or BCC
Start date	Start date	
End date	End date	
Time spent	Start time - End time	
Description	Subject and Descriptions	

Examples of auto-population

Using the Create Slip When Complete toolbar button

You are sending an email message in regards to a phone conference and you want to create an associated slip.

Within the email message, click **Create Slip When Complete** 🔘.

When you click the **Create Slip When Complete** toolbar button, the Outlook record indicates slip creation is pending the completion of the Outlook record.
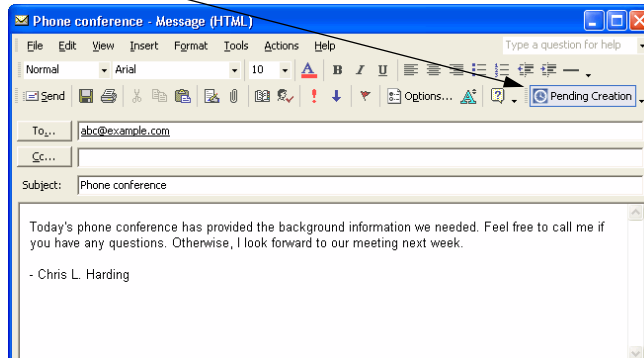
When you send the email message, the Outlook Link prompts you to create a new slip. The Outlook Link populates many of the slip fields of the *Create Slip from Outlook* dialog box with Outlook message fields. For instance the slip *Description* field is populated with the message *Subject*.
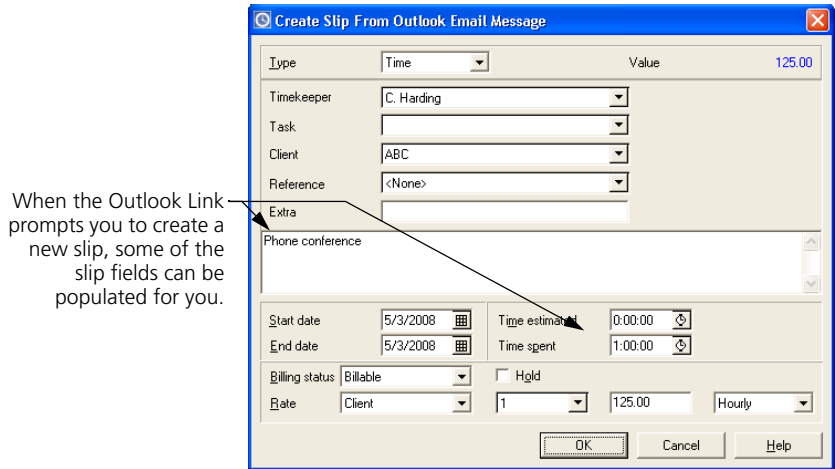
When the Outlook Link prompts you to create a new slip, some of the slip fields can be populated for you.

You can set values for the remaining slip fields or edit any of the slip fields as necessary.

Using the Create Slip menu command

You are reviewing your tasks in Outlook list and want to create a slip from a task. Within Outlook, you highlight the task from which you want to create a slip.

You can highlight an Outlook record and select **Timeslips; Create Slip** to create a new slip based on that record.
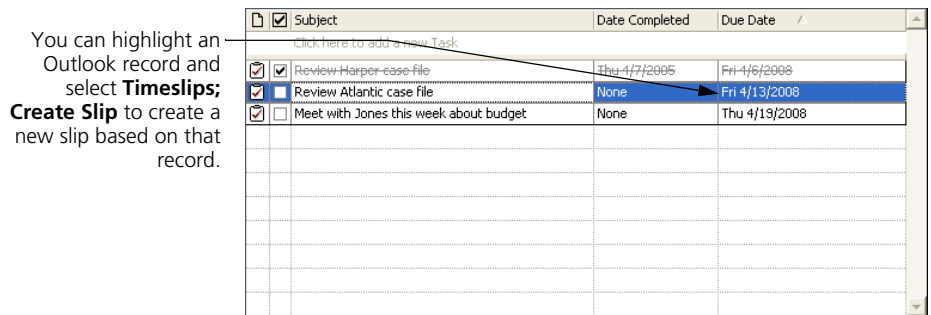
With a task highlighted, select **Timeslips; Create Slip**. The Outlook Link prompts you to create a new slip. The Outlook Link populates many of the slip fields of the *Create Slip from Outlook* dialog box with Outlook task fields. For instance the *Time estimated* field is populated with the *Total work amount* and the *Time spent* field is populated with the *Actual work* amount.

When the Outlook Link prompts you to create a new slip, some of the slip fields can be populated for you.

You can set values for the remaining slip fields or edit any of the slip fields as necessary.

Updating and Removing Data

15

• Updating and Removing Data •

Overview

During the course of your business, you may need to update your Sage Timeslips data to reflect changes in your organization or to remove 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. Although they are sometimes valuable, older slips, transactions, and names may get in the way of entering data in Sage Timeslips or printing reports. There are several ways to hide infrequently used data until you need it.

Keep in mind that as the size of your database increases, it may take longer to perform some functions. When data is no longer needed on reports, you can purge it to remove it from the database.

Updating Rates

For more info on rate selection rules, look up "rate selection rules for clients" in the online Help system.

Every timekeeper, client, and task has an associated billing rate table that you can use when assigning rates to time slips. You can also set up rate selection rules for each client that automatically assign rates to time slips based on the names selected.

At some point, you may need to 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 there are unbilled slips in your database that use the changed rate, you may want to update 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, Sage Timeslips opens the *Update Rates* wizard automatically.

How to update rates on slips

We recommend that you make a backup of your Sage Timeslips database before updating rates. See "Making an effective backup plan" on page 16-9 for more information.

1   Select **Special; Update Rates** to open the *Update Rates* wizard.

2   Select the rate table containing the changed rate: timekeeper, client, task, or rate selection rules.

Select the type of rate to update.
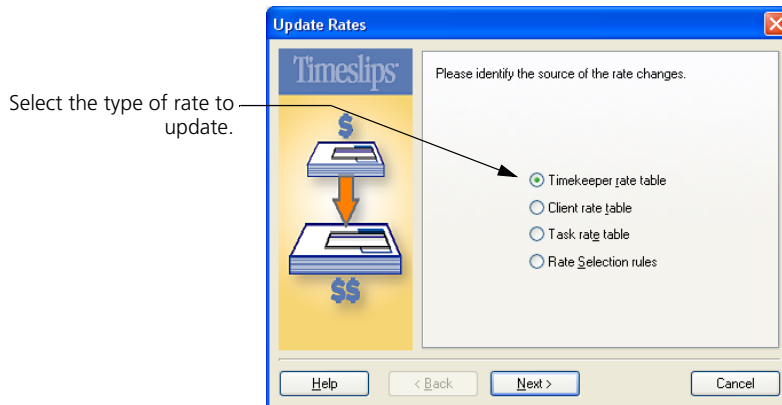
Click **Next** to continue.

3   Select the timekeeper, client, or task containing the changed rate. Click **Next** to continue.

4   Select the rates to update. Sage 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. You can optionally use selection filters to limit the slips affected by this change. 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.

Updating Slips

You may occasionally need to edit many slips at once. For example, if a partner leaves the company, another employee may take over that partner's clients. In a large database it would be a lot of work to 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

We recommend that you make a backup of your database before updating slips. See "Making an effective backup plan" on page 16-9 for more information.

1   Click **Slip List** [icon] to open the list of slips.

2   Highlight the slip that contains the fields you want to export and click **Open** [icon] 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. Then export some or all slip fields to other slips.

3   Click **Export** [icon] to open the *Slip Export (Mass Update)* wizard. Click **Next** to continue.

4   Select the fields that you want to export from the slip. Click **Next** to continue.

Select the slip fields to export to other slips.
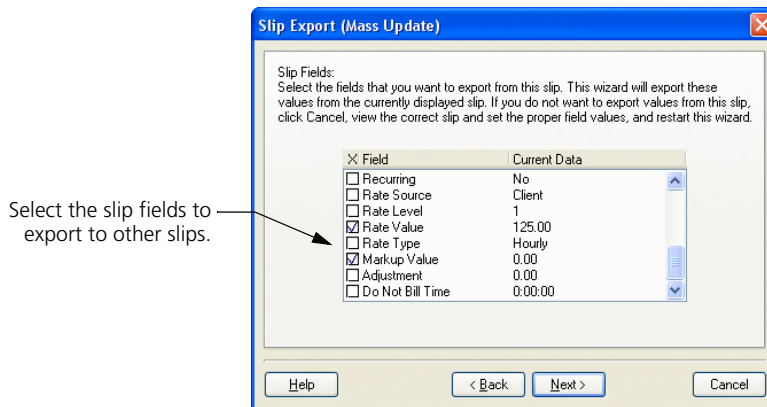
This process will not export references unless the destination slips use the same client as the source slip. When you export references, you must also export the client name.

5   You can use selection filters 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 slip fields. Select a destination for the backup and click **Save**.

8   When the back is successful, click **OK** to continue the slip export.

9   When the export process is finished, Sage Timeslips indicates the number of slips that the wizard updated. Click **OK** to return to the *Slip Entry* dialog box.

Closing and Reopening Slips

Sage Timeslips tracks more slip records than any other type of data in the database. After you approve bills, *slips* provide vital and detailed records of who was billed, when they were billed, and at what value. There are many reports that use this data for practice management analysis. Consider keeping slips available in the database for as long as you intend to use them in these reports.

If your timekeepers have entered thousands of slips into your database, it will take longer to display slips and many reports will take longer to generate. You can use selection filters to limit the records in some lists and reports, but the process that prepares the list or report can still slow down dramatically. You can avoid this delay by closing older slips periodically.

Closing slips

You can close slips to hide them from Sage Timeslips, while still being able to report on them. Select **Slips; Close Slips** to close slips. Use the *Limit slips to* fields to determine which slips to close. If you select **use filters**, you can use the filters interface to specify the slips to close. Otherwise, you can use rules based on the age of the slips.

The rules "**billed, not exported, older than**" and "**billed, exported, older than**" use the computer's system date to determine which billed slips to close. For example, if today is April 15th, and you select **billed, not exported, older than 1 month**, you will close billed slips with an end date of March 15th or earlier.

The **Include slips on undoable approved bills** option determines whether you will close a billed slip that is on an approved bill for which you can undo approval.

After setting up your selection filters, click **OK** to close the slips. Once closed, slips are no longer available for billing and are not visible within Sage Timeslips.

Closing slips does not remove records from your database or reduce the size of your database.

Including closed slips on reports

Closed slips are available on most slip-based reports. By default, Sage Timeslips will omit closed slips from reports. Sage Timeslips uses the *Slip.Classification* selection filter to determine if closed slips will appear on reports. You can edit this filter and mark the **Closed** check box to include closed slips on the report.

When filtering slips by classification, you can mark **Closed** to include closed slips on the report.
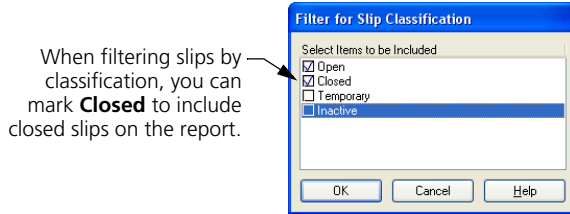
Reopening slips

If you need to access closed slips, you can reopen them. Use the *Reopen Slips* dialog box (select **Slips; Reopen Slips**) to select closed slips to reopen.

You can set up selection filters to choose which closed slips to reopen.
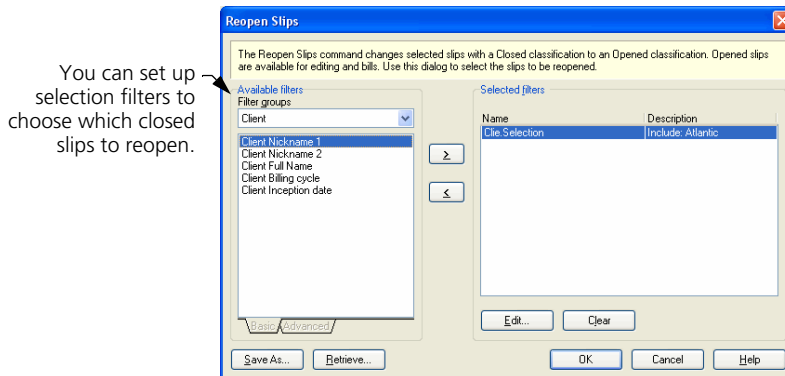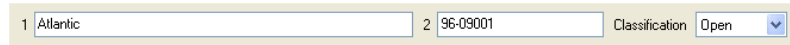
You can set up selection filters to choose which closed slips to reopen. When you click **OK**, Sage Timeslips will update the slips. When you reopen closed slips, those slips will once again be visible throughout Sage Timeslips.

Note

Visible slips always have the classification of **Open** in the **Slip.Classification** filter on reports and in other functions.

Hiding Names

Over time, names in your database (such as clients, timekeepers, tasks, and expenses) can become old or obsolete. You can change classification of a name to hide or remove it from Sage Timeslips.

| 1 | Atlantic | | 2 | 96-09001 | Classification | Open | ∨ |

For example, if you want to change the classification of a client, you can use the *Classification* field at the top of the *Client Information* dialog box.

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. You cannot enter slips or transactions for inactive names. You cannot print bills for inactive name. However, inactive names can appear on 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 closed names 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 15-9).

You can change classifications at any time. When you change a classification from **Open** to **Inactive**, or from **Open** to **Closed**, Sage Timeslips displays a confirmation dialog box. 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**, Sage 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 by using classification filters.

When you reopen a client, Sage Timeslips restores all hidden and inactive slips and transactions, allowing you to access them within entry and list dialog boxes.

Changing name classifications

You can change the classification for multiple names at once. This 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 (see "Using client projects" on page 7-14), you may want to inactivate these projects.

How to change the classification on multiple names

1 Open the appropriate *List* dialog box. For example, if you want to change classifications for clients, then open the *Client List* dialog box.

2 Click **Change Classification** . The *Change Classification* dialog box displays all open names. To change classifications for inactive or closed names, click on the appropriate page before clicking **Change Classification**.

3 Mark the names that you want to change. When changing the classification for **Open** clients, Sage 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**.

Sage Timeslips will issue warnings for names that you may not want to close. Highlight a name to view the warnings in the *Warnings* list.
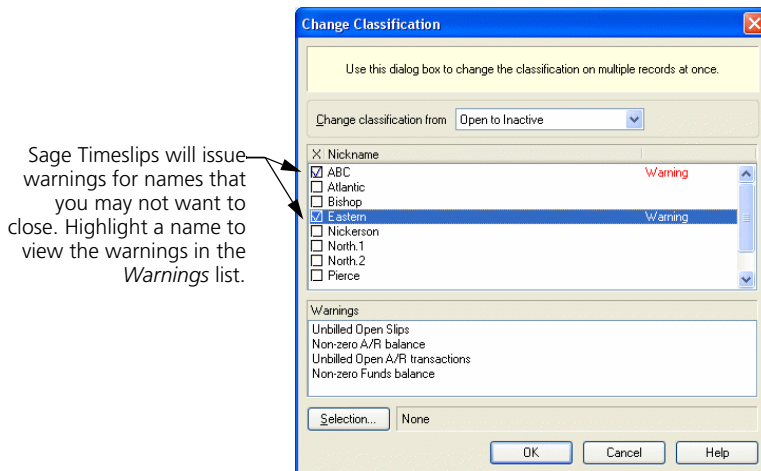
4 Optionally, use the **Selection** button to set up selection filters to limit the names displayed.

5 When you click **OK**, a message confirms your intent to change classifications. Click **Yes** to continue.

Purging Data and Closing Periods

Changing name classifications and closing slips (as discussed in the previous sections) hides data well. However, 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. You can purge this data to remove it permanently from the database. Select **File; Purge** to purge data.

The *Purge* dialog box contains two pages that you access by clicking the tabs at the top. Start on the *Select Data to Purge* page. Mark the types 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 using the fields to the right of each selected data type. You can also print detailed reports of purged data for record keeping.

Use the *Select Data to Purge* page to select which types of data to remove from the database.
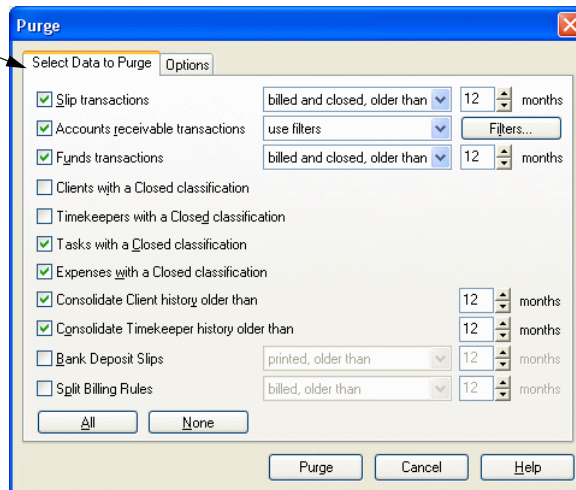
Purging names

Sage Timeslips can purge clients, timekeepers, tasks, and expenses that you have marked **Closed** (see "Hiding Names" on page 15-7). For example, to purge timekeeper names, mark **Timekeepers with a Closed classification**.

When you purge names, Sage 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 billing or accounting 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 or TAL Pro), 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 or TAL Pro). 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 slips and transactions with a date of March 15th or earlier. For slips, this rule applies to the end date. You can also use the **use filters** option to set up your own filters.

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 15-12).

Consolidating histories

You may want to consolidate the historical totals that appear on the *Client History* dialog box or the *Timekeeper History* dialog box. Consolidating histories merges separate months of historical totals into one total.

When you consolidate history, Sage 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
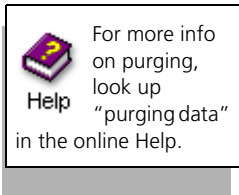
When you have established all settings, click **OK**. Sage Timeslips prompts you to make a database backup. We strongly recommend that you make this backup in case you remove some data accidentally (see "Making an effective backup plan" on page 16-9).

Before completing the purge function, Sage 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, Sage Timeslips displays a summary of what was purged.

How to purge slips

While you can purge many types of data using the *Purge* dialog box, the most common use of the Purge process is to purge slips.

1   Select **File; Purge** to open the *Purge* dialog box. 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 **billed and closed, older than**, you will purge slips that are billed, closed, with an end data matching the criteria.

If you select **use filters**, you can set up selection filters interface to select slips.

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. Archive files use an extension of **.sar** (for example, you can name the file **C:\MyData\11-2012-Slips.sar**). If the file does not already exist, Sage 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**. Sage Timeslips will first prompt you to make a backup of your data. Since Sage Timeslips will delete records, we recommend that you make the backup. Click **Yes**.

6   After Sage Timeslips creates the archive file, a dialog box confirms your intention to purge. Click **Yes** to purge.

Archiving Slips

You can copy slips to a *slip archive* for retrieval later. The archive file also provides a simple way to move slips between two databases that are not on the same network.

When archiving slips, you can mark them as *exported*. This helps you identify slips that have already been 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, Sage Timeslips offers a way to archive slips as part of the Purge process.

Typically, most users will archive slips while purging slips. They will use 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.

We recommend that you make a backup of your Sage Timeslips database before archiving slips. See "Making an effective backup plan" on page 16-9.

How to move slips between databases

1   Select **File; Archive** to open the *Archive* dialog box.

2   In the *Archive file path* field, enter the path and file name for the archive file (for example, **C:\MyData\MySlips.sar**).

   If the file does not already exist, Sage Timeslips will create it. You can also add slips to an existing archive file using the **Add to an existing archive** option.

3   Use the *Limit slips to* fields to determine which slips to archive. For example, you can select **use filters** to set up selection filters to select slips.

4   Optionally mark **Mark slips as exported** check box. Sage Timeslips will assign a status of *Exported* to all archived slips.

5   After you have determined which slips to archive, 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" on page 15-13.

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 Sage Timeslips database.

When combining slips from the archive, you can use the features of TSImport, such as record 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 will open with a template to read archives called **Combine.tpl** (see "Importing data with TSImport" on page 16-18).
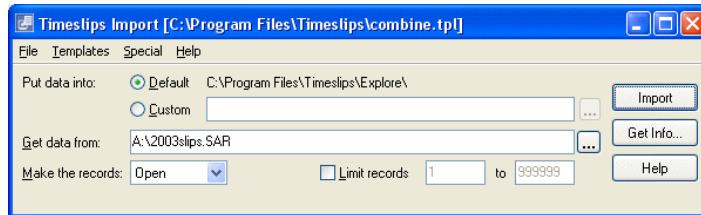
2 Verify that *Put data into* is set to **Default** and that the path to your database is correct.

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.

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, Sage Timeslips will prompt you to add the names back into the database, match the name to an existing one, or skip the slips that use unknown names.

Including temporary slips on reports

When combining slips, if you marked the slips as **Temporary**, you can use the Slip Classification filter in Sage Timeslips to include temporary slips on reports. Mark the **Temporary** check box in this dialog box to include only temporary slips on the report. You can remove the Slip Classification filter to include slips of all classifications.
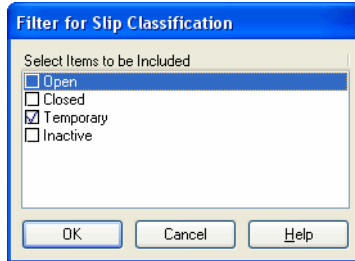
Removing temporary slips from the database

After you are finished with temporary slips, you can remove them from Sage Timeslips. Select **Slips; Delete Temporary Slips** to remove temporary slips from Sage Timeslips.

If you forget this step, the next time you use the **File; Combine** command to make temporary slips, Sage Timeslips will prompt you to delete the old temporary slips before making new ones.

When Sage Timeslips adds a name to the database during the Combine process, it becomes an open record. The **Delete Temporary Slips** command will not delete any names that you have added to a database.

Managing Databases

16

• Managing Databases •

Overview

Whether you are using Sage Timeslips on one workstation or many timekeepers in your firm are using Sage Timeslips, preventive maintenance is important to safeguard your valuable Sage Timeslips data. This chapter contains recommended procedures for the Sage Timeslips administrator to perform.

This chapter also discusses topics related to safeguarding the validity and integrity of your investment—your databases. These topics include maintaining security, using audit trails, reviewing data entry, and protecting your databases through backups.

Opening Databases

When you first create your Sage Timeslips database, you choose where Sage Timeslips will store **main.db** and all other files associated with this database. When you launch Sage Timeslips, it automatically opens this database. If you maintain multiple databases, you can also open another database with the **File; Open Database** command.

Maintaining Database Security

Your business depends on the valuable data in your Sage Timeslips database. You should protect it from unauthorized access by setting up security in Sage Timeslips. You can establish password access for each timekeeper and set restrictions to limit a timekeeper's access to specified data. Security settings are specific to each database. If you use you use multiple databases, you will have to establish security for each database separately.

Only the Sage Timeslips administrator should have access to the Sage Timeslips security system. The administrator will 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 misplace your Supervisor password or it was set up incorrectly, contact our Technical Support department.

There are three types of security settings; all found in the *Setup; Security* submenu:

- **Global options** – Allows you to establish the Supervisor password, activate the login prompt, set usage options, and enable slip approval.

- **Profiles** – Allows you to establish templates, called *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.

After you activate security and set up initial passwords, timekeepers can change them with the **Special; Change Password** command.

They can also use the **Special; Logout and Lock** command to log out of the database without exiting the program. This command is useful for securing your database when you are away from your desk.

Setting global security options

You can select **Setup; Security; Global** to set up global security options. The first time you open the *Global Security* dialog box, you should set your Supervisor password. You can change this password at any time. Mark the **Require login and activate security** check box to require users to log in.

Activate security to protect unauthorized database access.

See "Approving Slips to Appear on Bills" on page 8-27 for information about slip approval.

You can determine the security profile that new timekeepers use.
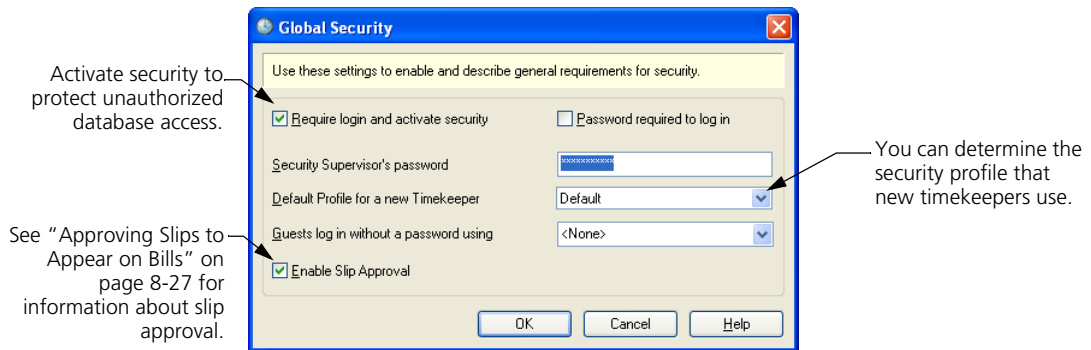
Sometimes, someone who is not a timekeeper may need to log in to Sage Timeslips.

You should create a timekeeper named *Guest* for this purpose. 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.

Assign this timekeeper's access restrictions carefully. Third-party programs that access the Sage Timeslips database are subject to security settings. Some programs may automatically attempt to log in with the *Guest* login. Other programs will display the login prompt.

Maintaining security profiles

A *security profile* is a combination of access rights. Select **Setup; Security; Profiles** to open the *Security Profile List* dialog box, where you can maintain security profiles.

You can create a separate profile for each group of similar users; for example, you can create security profiles by department or position.

You can name each profile to reflect the profile's restrictions. Sage Timeslips offers restrictions in various areas. You can use restrictions for most types of data (such as slips, clients, timekeepers, and budgets) to prevent specific types of changes (like adding, editing, deleting, and purging records, or printing reports).

Some restrictions are very specialized. For example, timekeepers cannot view others' slips without the *View slips of other Timekeepers* right in the *Slip* area.

Setting timekeeper access rights

When you are ready to set up security options for each timekeeper, select **Setup; Security; Timekeeper Rights** to open the *Timekeeper Security* dialog box.

Highlight a timekeeper and click **Open** to view or edit settings for that timekeeper. Use the *Timekeeper Security Setting* dialog box to assign the timekeeper's password and security profile. Timekeepers can change their passwords at any time using the **Special; Change Password** command.

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.

Mark or unmark rights to control access to different areas of Sage Timeslips.
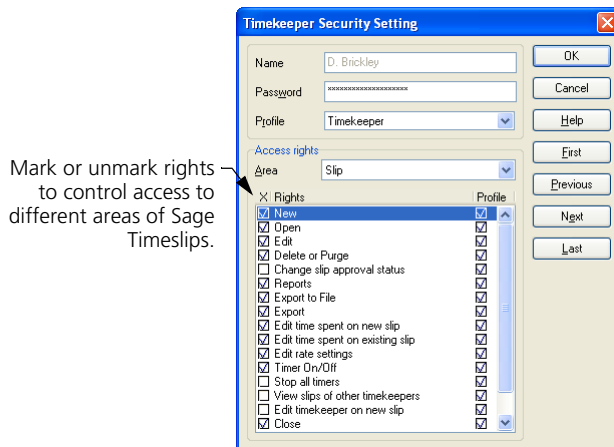
Auditing Sage Timeslips Data

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 16-2). However, even after timekeepers have entered data, you can audit who entered the new records and who changed existing records.

- Sage Timeslips offers Data Entry Assistant to allow timekeepers to review the data they created or modified.

- Sage Timeslips also offers audit trails to allow the Sage Timeslips administrator to review records for all timekeepers.

In order to use 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 Sage Timeslips administrator should use security settings to restrict timekeeper access to audit trail information.

Reviewing data with the Data Entry Assistant

> **Help** For more info on Data Entry Assistant, look up "using data entry assistant" in the online Help.
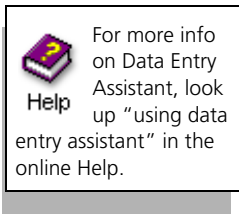
The Data Entry Assistant allows timekeepers to review slips, account receivable transactions, and client funds transactions that they have created or modified. Timekeepers can view all their work in a given time period, as well as view a summary of their information. This allows timekeepers, for example, to verify their entries at the end of the day.

Select **Special; Data Entry Assistant** to open Data Entry Assistant.

Selecting which data to view

Use the *Timekeeper* and *Date rule* fields at the top of the screen to determine which data to view. You can switch to different pages of Data Entry Assistant 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 drill down to that specific record. For example, when you double-click on a slip, Sage Timeslips opens the details of that slip.

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.

Enabling audit trails

An *audit trail* tracks changes to specific types of data in the database. You can enable audit trails on names, slips, and transactions and control how much data the audit trail tracks. You can print the Audit Trails report to review changes tracked by audit trails.

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 relate to your accounting information. Changes to any value affect your firm's accounting records. You can use audit trails to look for errors due to changes to this data. For example, if you export slip information from one slip to other slips, you can affect a large number of slips. The audit trail tracks those changes.

Audit trails can require a large amount of disk space. While each change to a record requires only about 200 bytes of disk space, a large database can receive many changes. You should make sure you have adequate disk space on the drive containing your Sage Timeslips database to support audit trails.

Select **Setup; Security; Audit Trails** to open the *Audit Trails Setup* dialog box. In order to activate audit trails, you must define the *Audit Trails Supervisor Password* and mark the **Enable Audit Trails** check box.

Enable audit trails to track data changes.
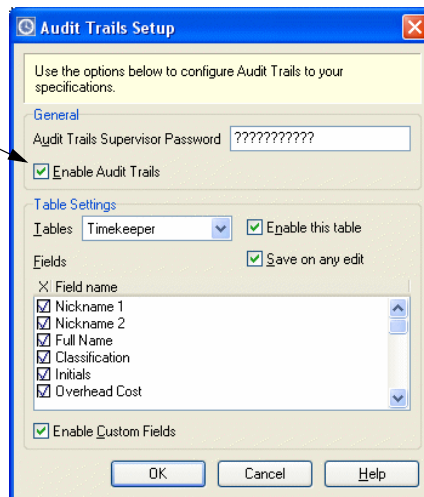
Selecting which data to track

A *table* is a collection of records in a database. Sage Timeslips organizes your database into many different tables, each containing a specific type of information. You can enable audit trails for specific tables, such as the *Slip* table. By default, all tables are enabled for tracking.
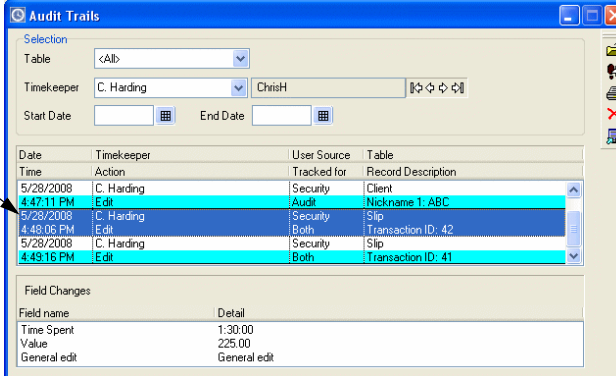
Within each table, you can determine which fields to track. The *Fields* list shows the fields that you can track for the selected table. By default, all fields are marked for tracking.

When you enable audit trails, Sage Timeslips prompts you to add initial audit trail data. This shows which entries existed before you enabled audit trails.

Viewing and printing audit trail data

Select **Special; Audit Trails** view audit trail data. Use the fields at the top of the *Audit Trails* dialog box to determine the range of audit trail to display. When you highlight a record on the list, Sage Timeslips displays the changes to its fields in the *Field Changes* group box.

You can click **Print** 🖨 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.

Each audit trail record indicates changes made to the database.

When you view data in Sage Timeslips that contains table information, you can select **Special; Audit Trail on this Record** to view all audit data for the selected record.

For example, if the client list is open with client **ABC** highlighted, selecting **Special; Audit Trail on this Record** will display audit trail data for ABC.

Purging audit trails

Because each change to a record generates audit trail data, the amount of audit trail 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, where you can purge audit trail data from selected tables.

Using Station Administrator

Station Administrator is a multipurpose tool for administrators. Select **Special; Station Administrator** to start Station Administrator.

Station Administrator offers these functions:

- It lists all stations accessing the current database. This list refreshes as stations enter and exit the database. When a station exits incorrectly (such as a forced exit or reboot) it may not be logged out, which may prevent some functions from running. Use the **Clear** or **Clear All** buttons to clear these stations from this list.

- It can analyze configuration problems and perform troubleshooting functions on each station (select **Options; Diagnose This Computer**). See "Diagnosing problems" on page 16-15 for more information.

- It displays the number of licenses purchased, the names of stations assigned a license, and the names of stations accessing Sage Timeslips through terminal services.

  Select **Options; Licenses in Use** to monitor licenses to determine if you need more licenses. You can also use this command to clear a license when a station no longer needs to use it, so another station can use it.

- It can help solve licenses problems. Select **Options; Remove Current Station** at a station that has a license problem to clear license information. When you restart Sage Timeslips at this station, license information will be refreshed.

  You can also select **Options; Freshen Login** to refresh login information, which may solve license errors.

- It can solve "Another program is accessing your Sage Timeslips database" errors. Select **Options; Change Install Path** to select the configuration file used by the current station. Be sure to use the same file path on all computers on which you install Sage Timeslips (see "Installing on a server and multiple workstations" on page 2-7).

- It can share licenses on a station the has multiple operating systems. Select **Options; Multiboot Station License** on this computer.

- It can force a station to select a database the next time it runs Sage Timeslips. Select **Options; Clear Database Path** on that station.

- It can automatically log out stations when they are inactive for a specified period of time. For example, if you schedule backups at night, you can log stations out that left Sage Timeslips running. Select **Options; Change Timeout Settings** to set up this feature.

Select **Options; Settings** to set up security restrictions for Station Administrator.

Protecting Your Database

Your Sage Timeslips database contains irreplaceable information about your business. Computers are not infallible; you should not risk losing this data to computer failure. You *must* ensure that regular database backups are made.

Making an effective backup plan

We strongly recommend that you use Sage Timeslips to make regular backups. Restoring a backup may be the *only* way to repair a damaged database. With several recent backups, you can recover from an otherwise costly and time-consuming disaster.

Use the following guidelines to create an effective backup plan:

- Back up your Timeslips database on a regular basis. The more frequently you make backups, the less data you will lose if you must restore a backup.

- Back up your database before making lots of changes to your database like approving bills, purging data, closing a period, or any process that modifies a large amount of data.

- Use a unique name for each database backup, like today's date. This ensures that you do not accidentally overwrite a previous backup.

- Use several different drives in your backup schedule. Using a different drive for each backup in a given week provides important benefits:

  ➤ If you detect data corruption, it may have been present for some time and affects multiple backups. With several backups, you may be able to find an unaffected 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.

  ➤ If one hard drive fails, backups on that drive will not be accessible.

Sage Timeslips provides preferences for making backups. Select **Setup; Preferences** and switch to the *Startup/Exit* page.

Backing up and restoring your database

Look up "backing up databases" in the online Help for more info.

Sage Timeslips offers two ways for you to create backups: you can create backups manually or you can set up backups schedules to create backups automatically.

Creating backups manually

Use the **File; Backup** command to back up a Sage Timeslips database manually.

How to use the Backup command

1 Select **File; Backup** to start the backup process.

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 create the backup file. Sage Timeslips will prompt you for the name and location of the backup. You can place the backup on any media that you workstation can access, like a network folder or a floppy disk.

4 Click **Save** to back up the database. Sage Timeslips compresses all database files into the backup file that you specified.

5 When the backup is complete, click **OK** to return to Sage Timeslips.

Scheduling backups

Use the **File; Schedule Backups** command to set up backup schedules. These schedules can create backups automatically at the times you specify.

This list shows details of backups that are scheduled.

Use the toolbar buttons to maintain backup schedules.

Please note that in order for a scheduled backup to be created successfully, Sage Timeslips must be closed and no other applications, such as Mini Sage Timeslips or TSTimer, can be accessing the database.
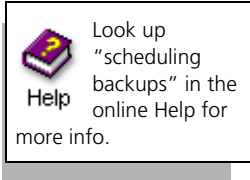
How to schedule a backup

1   Select **File; Schedule Backups** to open the *Scheduled Backups* dialog box.

2   From the list of schedules, click **New** ➕ from the toolbar. Sage Timeslips opens the *Schedule Backups* wizard.

The *Schedule Backups* wizards walks you through the process of creating scheduled.

3   Follow the onscreen prompts to determine the frequency, start time, and location of backups. Click **Finish** to save the new schedule.

Restoring backups

You can restore a Sage Timeslips database to replace the current database with the contents of the backup.

How to use the Restore command

1   Select **File; Restore** to restore a database backup.

2   Click **Browse** to locate the backup that you want to restore. Select the backup file and click **OK**.

3   If you want to overwrite the current database, mark **Current database**.

    a.   Mark **Back up the current database first**. This option makes a copy of the current database before overwriting it.

    b.   Mark **Include subfolders of the current database in backup**. This option includes folder contained within your database folder.

4 If you want to restore the backup to a new location, mark **Choose a new location**.

    a. Click **Browse** to locate the folder where you want to restore the backup. Typically this will be a new folder.

    b. Click Save.

5 Click **OK** to continue with the restore process.

6 When the restore is complete, click **OK** to open the restored database.

Using other backup programs

When you are using alternate backup software to back up the Sage 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. Because there are over 200 interrelated files in a Sage Timeslips database, restoring a Sage Timeslips database from an incremental backup will cause problems.

- To guarantee that data does not change during the backup, you must confirm that all stations have exited Sage Timeslips. You can use the Station Administrator utility to view if anyone is using the database (see "Using Station Administrator" on page 16-8).

  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.

Verifying Data Integrity

Database errors may not show up while using the regular functions of Sage Timeslips. The Sage Timeslips administrator should consider reviewing the integrity of the database on a regular basis. This allows you 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.

Data Verification 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 database backup or contact the Technical Support department for an attempt at data repair.

To verify data, select **File; Data Verification**. The *Data Verification* dialog box contains three areas:

You can use the *Data Verification* dialog box to verify data integrity.

If Sage Timeslips detects errors, you can attempt to repair them.
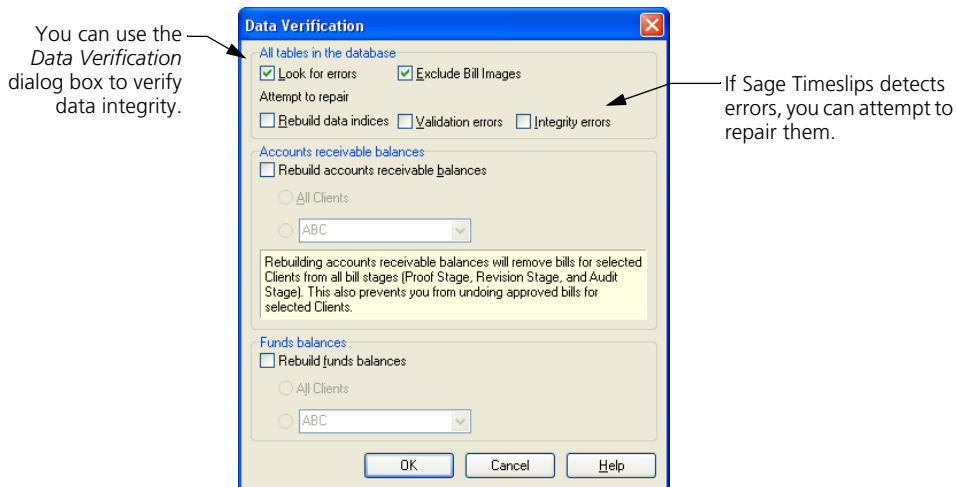
- **All tables in the database** – Analyzes all *tables*—files with a specific type of data—for problems. Sage Timeslips displays the results in a report at the end of the process.

- **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 two settings that apply to general database errors:

- **Look for errors** – Analyzes all tables, looking for problems in the structure of the data.

  When you mark **Look for errors**, you can also attempt to repair errors. We recommend that you first run Data Verification with only *Look for errors* marked.

- **Attempt to repair** – Attempts to repair errors that are found.

  Mark **Rebuild data indices** to rebuild 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. This process rebuilds data indices; it does not affect real data.

  Mark **Validation errors** to set invalid field values to their defaults and remove unidentifiable records.

  Mark **Integrity errors** to attempt to repair integrity errors in the database. This option also checks validation errors automatically.

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. If the database file structure is damaged and Data Verification is unable to repair it, the repair process will create an entry in the error log.

Do not use commercial utilities to attempt repair structural errors of database engines. We recommend that you restore a backup or allow Sage Timeslips Technical Support to repair your data.

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. Sage 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 process to recalculate them.

Analyzing results

When the Data Verification process is finished, Sage Timeslips lists the errors found and repaired. Click **Print** on the *Data Verification Results* dialog box to print a report of this information. This report may be valuable if you have to call Sage Timeslips Technical Support.
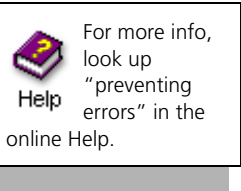
Diagnosing problems

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 Sage Timeslips. You should also use this command if you encounter data corruption within Sage Timeslips on a particular station.

Getting station information

The *About Sage Timeslips* dialog box (select **Help; About Sage Timeslips**) allows you to review installation settings and Sage Timeslips database characteristics and type. It is a vital element in communicating with our Technical Support department. You can print a report of this information from the *About Sage Timeslips* dialog box.

This dialog box also provides access to the Microsoft System Information program through the **System Info** button. This program investigates the your system, which may help identify solutions to problems with Sage 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   Sage 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.

For more information, visit our web site at **http://www.SageTimeslips.com** or by call **(800) 285-0999**.

Timeslips Web site   The Timeslips web site includes a free knowledge base where you can find answers to many of your questions. Visit our web site at **http://www.SageTimeslips.com**.

Certified Consultants   We 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.SageTimeslips.com** or calling **(800) 285-0999**.

Sharing Data with Other Databases

If you maintain additional databases that are based on your main Sage 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. The exchange process can also update each database with new names.

Using the exchange process

The **File; Exchange** command opens the *Exchange Data With Another Database* dialog box. You can use this command from either the main database or from a database that is connected to the main database.

Select **You are in the Destination Database** if you are in the main database, receiving slips. Select **You are in the Source Database** if you are sending slips from the current database to the main database.

You can specify the type of data to exchange with another database.
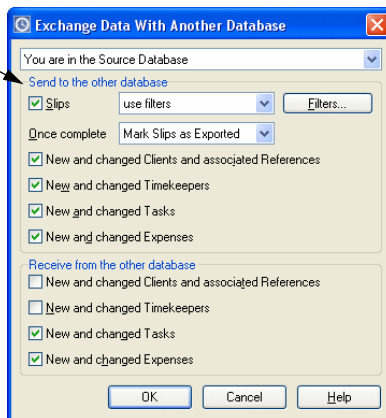
Next, mark options to indicate which types of data to transfer.

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 locate the other database. You can select either a full Sage Timeslips database by locating **main.db** or a TSRemote transport database by locating an **.xfr** file. After you select the database, click **Open** to exchange data.

Maintaining connected databases

When you create a database with the **File; New; Database Based On Current** or **File; Remote; New Remote Database With Names** command, Sage Timeslips can maintain connections for names in those databases. You can review which databases are connected to the current database and the status of record connections with the **File; Connected Databases** command.

The *Connected Databases* dialog box lists each connected database, identifying the types of names (in the *Connected To* column) that are linked.

You can view the name types connected to the current database.
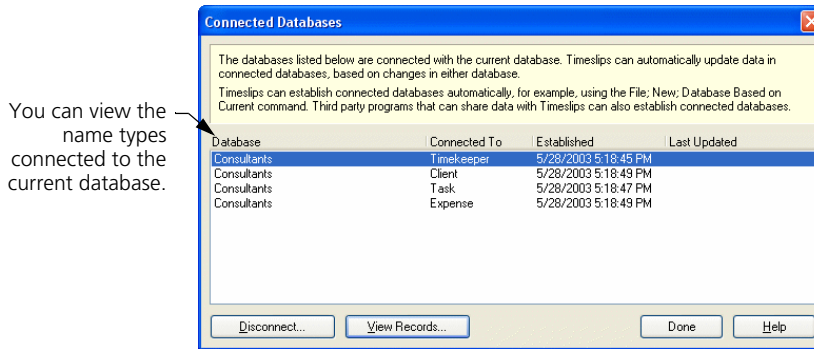
You can click **View Records** to see how names in your database are connected to the other database and whether they will update when you exchange data next. Here, you can change the status of these connections.

You can view the connected status of each name.
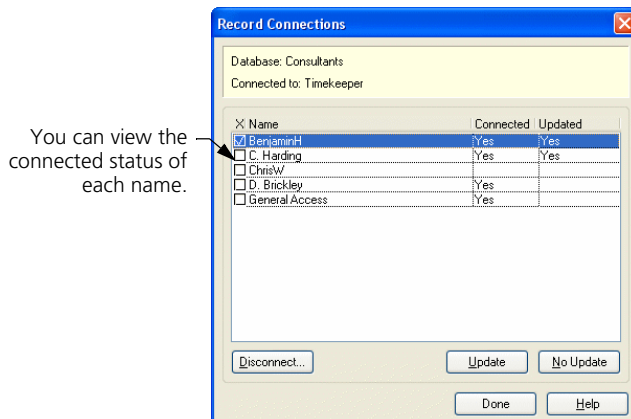
To changes the status of a connection, mark the check box to the left of a name and click the **Disconnect**, **Update**, or **No Update** buttons.

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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 hand-held computer may track time and expenses in the field.

Some other software manufacturers have integrated their products with Sage Timeslips. See the documentation included with these products for information on how to connect with Sage Timeslips.

For a list of products that connect with Sage Timeslips, visit our web site at **http://www.SageTimeslips.com**.

If the program you use does not connect with Sage Timeslips, there is another option. Sage 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

For more info on TSImport, see the online Help system within TSImport.

Sage Timeslips includes a separate program called Sage Timeslips Import (TSImport) that can import data into Sage Timeslips. TSImport handles several common text file formats 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 Sage Timeslips database so that you only have to match names once.

Within Sage Timeslips, select **File; Import** to start TSImport. You describe the structure of the source file within a *template file*. You can save this file and reuse it on your next import.

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.

Use the *Make the records* field to assign the classification of these new records when you import them into Sage Timeslips. You can use the *Record Selection* dialog box (select **Templates; Record Selection**) and the *Limit records* fields to limit the data you are importing from the source file.

After setting all options, click **Import** to import the data into Sage Timeslips. When the import process is complete, Sage Timeslips displays a summary of slips imported.

Exporting data

Many other applications can import records if they are formatted in industry-standard file formats. Sage Timeslips supports two formats—tab delimited and comma delimited (CSV)—on many of its reports. Sage Timeslips can also export report data to an Excel worksheet.

If you often need to export data from Sage Timeslips, you can create export templates to simplify this process. Select **File; Export** to open the *Export Data* dialog box. Since export templates are essentially report definitions that you output to file, this dialog box resembles the *Report List* dialog box (see "Accessing Standard Reports" on page 11-3).

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** from the toolbar to add an export template. This process is similar to adding reports (see "Adding New Reports" on page 11-28).

To move data to another program, we recommend that you create a user-defined slip report or a user-defined client report and add database fields to the report to match the requirements of the third-party program.

Posting Data to Your General Ledger

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• Posting Data to Your General Ledger •

Overview

Sage Timeslips Accounting Link (TAL) enhances Sage Timeslips by connecting it to the general ledger module of an accounting program. TAL can save you time by transferring transactions from Sage Timeslips to your accounting program.

If you are using TAL Pro, please refer to the TAL Pro Quick Start Guide or the online Help system for more information.

Using Sage Timeslips Accounting Link

Sage Timeslips focuses on tracking accounts receivable (A/R) information. 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.

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 contains 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 begin to use TAL, be sure that you understand accounting concepts and your general ledger program. Please consult with your accountant if you have questions about the accounting methods your company uses.

Like the other modules of your accounting system, TAL transfers data into your general ledger by updating accounts. You must be sure that your general ledger contains the accounts needed by Sage Timeslips. While you can use existing accounts, we recommend that you create new accounts specifically for use by TAL.

The following table shows the accounting categories used by TAL.

TAL Account Categories   ***** Available only in accrual method

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	*Billed, but unpaid charges
Tax Receivable	Liability	Credit	*Billed, but unpaid taxes
Suspense	Revenue	Credit	Unapplied payments (decreased by a debit when money is applied to the invoice)
Credit	Expense	Debit	*Credits (offsetting entry decreases A/R with a credit)
Allowances and Discounts	Expense	Debit	*Discount transactions
Write-offs	Expense	Debit	Write-offs (offsetting entry decreases A/R with a credit)
Refund Payable	Liability	Credit	Refund transactions (offsetting entry decreases Suspense with a debit)
Interest	Revenue	Credit	Interest and finance charges
Cash Escrow	Asset	Debit	Increase to client funds
Client Escrow	Liability	Credit	Decrease to client funds
Work in Process	Asset	Debit	*Unbilled slips
Work in Process Offset	Liability	Credit	*Offset for unbilled slips
Progress Billing Offset	Liability	Credit	*Billed charges to date on a non-final progress bill
Increase Invoice Details	Revenue	Credit	*Increase Invoice Details (offsetting entry increases A/R with a debit)
Decrease Invoice Details	Expense	Debit	*Decrease Invoice Details (offsetting entry decreases A/R with a credit)

Each category requires an account defined in the general ledger. If you are using the Cash accounting method, accounts marked "Accrual only" are not required.

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 or using accounts for specific names.

Using 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 Sage 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 or postage rather than a single cost account in the general accounts.

Specific accounts for timekeepers can also track, transfer, and report adjustments entered in Sage Timeslips. This enables you to track the full billable amount for each timekeeper separately from adjustment bill arrangements. You can transfer write-ups and write-downs into separate accounts or to a combined account.

Depending on your needs, consider defining additional accounts.

TAL Specific Account Categories

Account Name	Additional Accounts
Cash	Fees, costs, specific bank accounts
Charges	Fees, specific names on fees, costs, specific names on costs. Specific names include timekeeper, client, task activities, and expense activities.
Write Ups	Fees, costs
Write Downs	Fees, 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 rate rules on costs
Client Escrow	Specific bank accounts
Cash Escrow	Specific bank accounts

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.

Linking to the general ledger

You will use commands on the *Setup* menu to set up TAL.

Establishing TAL general settings

Select **Setup; Accounting Link** to open the *TAL General Settings* dialog box.

Click the *Linked accounting program* field to start the *Accounting Program Setup* wizard.
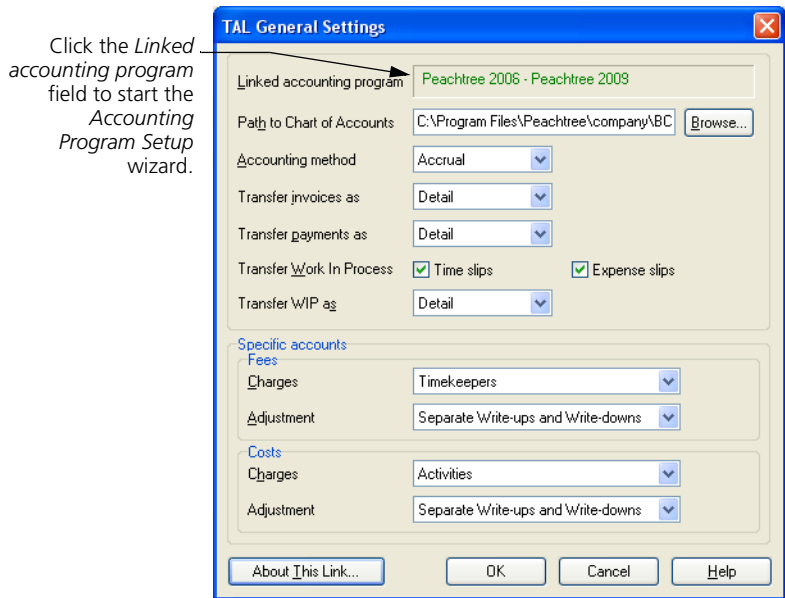
Use this dialog box to do three things: establish a link to the general ledger, supply rules for transferring invoices and payments, and determine which additional accounts you want to use.

The *Linked accounting program* field identifies the general ledger to which Sage Timeslips is currently linking. If you have a general ledger, click on this field. The *Accounting Program Setup* wizard will lead you through the linking process.

Select an accounting program from the list and click **Next**.

Click **How to Set Up** for instructions on setting up TAL with your accounting program.
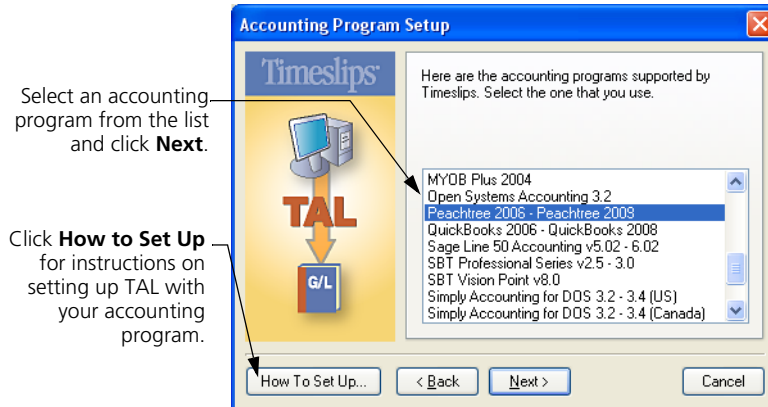
As you follow the steps, you can click the **How To Set Up** button to review a Help topic containing specific information on linking to your accounting program. You may want to print out this information and use it to create the file that contains the chart of accounts. The Help system provides account 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.

Setting up general ledger accounts

After you have linked Sage 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. 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, Sage Timeslips displays this group box as **Account number**.

Select an account category from the *Accounts used by TAL* list, select the associated account from the *Chart of accounts* list, and click **Save**.
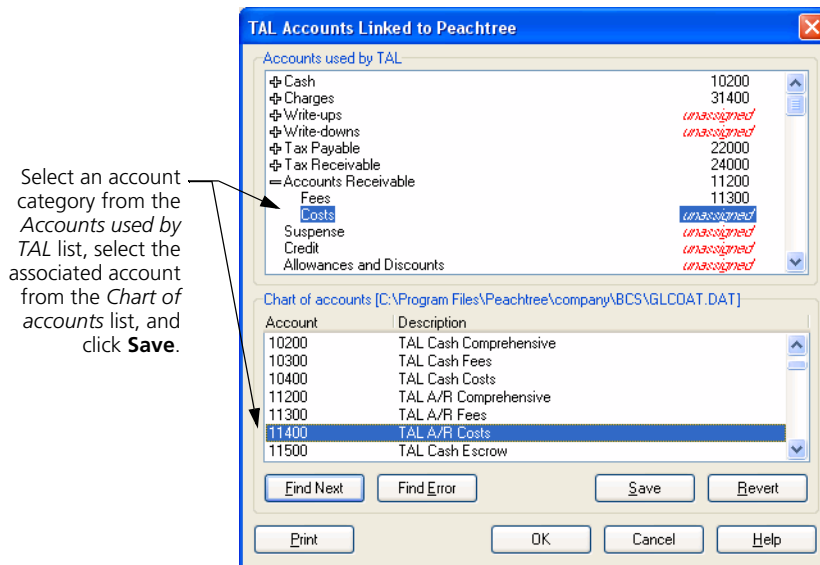
You must assign G/L accounts to the outline. Click on an item in the outline and click on the associated chart of accounts entry from the list below. When you click **Save**, Sage Timeslips assigns the account name. Repeat this process for each account that you want TAL to use. Be sure to assign or validate 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. Sage 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: in Sage Timeslips and in 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 Sage Timeslips, generating expense slips or client funds withdrawal transactions. Since the A/P module will update your general ledger, you do not want Sage 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 Sage Timeslips.

- **Refund:** When a refund check is made in the A/P module, be sure to enter a matching refund transaction in Sage Timeslips. Sage 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 transaction information to the general ledger. Select **Reports; G/L Transfer Register** to print the G/L Transfer Register report. This report can transfer all transactions into their respective G/L accounts.

Selecting transactions to print

If needed, you can use the *Filters* page of the *Report Entry* dialog box to set up any selection criteria, 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 *Report Options* dialog box (click **Options** on the *Report Entry* dialog box) will allow you to do this.

Set *Print to* to **Printer** and click **Print** to print the report.

Posting data

After you print the report, Sage Timeslips prompts you to post the data. Click **Yes** to export the records to a 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 the general ledger" on page 17-11.

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 Sage 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.

Sage 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, Sage Timeslips creates two new asset accounts in the *TAL Accounts* dialog box (select **Setup; G/L Accounts**):

- **Work In Process:** Represents money held in Sage 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 Sage Timeslips affect WIP value:

Sage Timeslips Action	Effect on WIP Value
Create new slip	Increase
Edit unbilled slip	Increase or decrease
Delete or purge unbilled slips	Decrease
Mass update of slips (slip export)	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

If you use the Accrual account method, the *Report Options* dialog box for the G/L Transfer Register includes the *Type of data to transfer* option. Use this report option to determine what data Sage 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.

This 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 may 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 **Reports; Other** to open the *Other* page of the *Report List* dialog box.

2   Print and finalize the G/L Transfer Register report, including all unposted A/R transactions. Sage Timeslips transfers all A/R transactions included on this report to your general ledger.

3   Close the *Report List* dialog box and select **Setup; Accounting Link** to open the *TAL General Settings* dialog box.

4   Change *Accounting method* to **Accrual**. If you have not followed steps 1 and 2 above, Sage Timeslips prompts you to do so before changing your accounting method.

5   Click **OK**. Sage Timeslips prompts you to open the Convert to Accrual Method report.

6   Click **Yes** to open the *Report List* dialog box to the Convert to Accrual Method report (located on the *Other* page).

7   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.
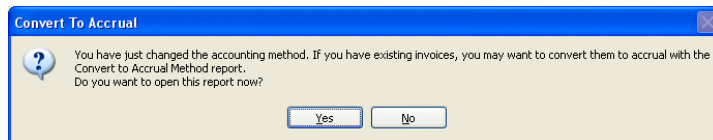
8   Once you have set up all accounts, print the Convert to Accrual Method report. Like the G/L Transfer Register report, this report will also ask to post to the general ledger and require that you follow the same steps to import the data into the general ledger.

How TAL posts to the general ledger

The following tables detail how TAL updates your general ledger under the cash and accrual accounting methods. While these tables include details of how Withdrawal from account, Payment from account, Deposit from account, and Payment to account transactions transfer, these transactions will have no effect on the general ledger if you do not define Cash Escrow and Client Escrow accounts

How TAL Posts to the general ledger under the cash method

The following table details how TAL updates your general ledger under the cash accounting method.

Posting Under the Cash Method

Sage Timeslips Action	Journal Entries Debit	Credit	Description
Payment	Cash	Charges	When you enter a payment to an invoice, TAL debits the Cash account and credits the Charges account.
		Tax Payable	If the invoice included tax, TAL also credits the Tax Payable account for the amount of tax.
		Interest	If the invoice included interest, TAL also credits the Interest account for the amount of interest.
	Write-downs		If the invoice amount was decreased by an adjustment, TAL credits the Charges account by the unadjusted amount of the invoice. To offset this, TAL debits the Write-downs account by the write down amount.
		Write-ups	If the invoice amount was increased by an adjustment, TAL credits the Charges account by the unadjusted amount of the invoice. To offset this, TAL credits the Write-ups account by the write up amount.
Payment to Future Invoice	Cash	Suspense	When you make a payment to future invoice, TAL cannot yet credit the invoice, so it credits the Suspense account.
Future Invoice	Suspense	Charges	When you approve the next invoice, TAL applies amounts in Suspense (from a Payment to Future Invoice) as a payment. TAL will apply amounts from Suspense to succeeding invoices, until the Suspense amount is depleted.
		Tax Payable	If the invoice included tax, TAL also credits the Tax Payable account for the amount of tax.
		Interest	If the invoice included interest, TAL also credits the Interest account for the amount of interest.
	Write down		If the invoice amount was reduced by an adjustment, TAL credits the Charges account by the unadjusted amount of the invoice. To offset this, TAL debits the Write-downs account.
		Write up	If the invoice amount was increased by an adjustment, TAL debits the Cash account by the unadjusted amount to the invoice. To offset this, TAL credits the Write-ups account.
Reverse Payment	Charges	Cash	To reverse the effects of a payment in the event of a returned check, TAL debits the Charges account and credits the Cash account.
	Tax Payable		If the original payment paid tax, TAL also debits the Tax Payable account for the amount of tax.
	Interest		If the original payment paid interest, TAL also debits the Interest account for the amount of interest.
		Write-downs	If the original payment paid a write down amount, TAL also credits the Write-downs account.
	Write-ups		If the original payment paid a write up amount, TAL also debits the Write-ups account.

Posting Under the Cash Method

Sage Timeslips Action	Journal Entries Debit	Credit	Description
Credit			This transaction has no effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Sage Timeslips only.
Write Off			This transaction has no effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Sage Timeslips only.
Refund	Suspense	Cash	TAL debits the Suspense account to remove the refund amount.
Discount			This transaction has no effect on your accounting system. It decreases the client balance and the amount of the unpaid invoice in Sage Timeslips only.
Special Credit			This transaction has no effect on your accounting system. It decreases the client balance and the amount of the paid invoice in Sage Timeslips only.
Payment from Account	Client Escrow	Cash Escrow	This is the same as making a withdrawal from account and a payment. See "Payment" at the top of this chart for the debit and credit details for a payment.
Withdrawal from Account	Client Escrow	Cash Escrow	TAL decreases Cash Escrow and offsets Client Escrow.
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.
Transfer	Suspense	Cash	Transfers money to another project for the client. This creates a corresponding payment for the other project. See "Payment" at the top of this chart for the debit and credit details for a payment.
Transfer to Funds	Suspense	Cash Escrow	TAL debits Suspense to remove an overpaid amount.
	Cash Escrow	Client Escrow	TAL credits Client Escrow, representing a payment for the amount to the client funds account.

How TAL posts to the general ledger under the accrual method

The following table details how TAL updates your general ledger under the accrual accounting method.

Posting Under the Accrual Method

Sage Timeslips Action	Journal Entries Debit	Credit	Description
Invoice	Accounts Receivable	Charges	When you approve an invoice, TAL debits the Accounts Receivable account and credits the Charges account.
		Tax Receivable	If the invoice included tax, TAL also credits the Tax Receivable account for the amount of tax.
		Interest	If the invoice included interest, TAL also credits the Interest account for the amount of interest.
	Write-downs		If the invoice amount was decreased by an adjustment, TAL credits the Charges account by the unadjusted amount of the invoice. To offset this, TAL debits the Write-downs account by the write down amount.
		Write-ups	If the invoice amount was increased by an adjustment, TAL credits the Charges account by the unadjusted amount of the invoice. To offset this, TAL credits the Write-ups account by the write up amount.
Payment	Cash	Accounts Receivable	When you enter a payment to an invoice, TAL debits the Cash account and credits the Accounts Receivable account. If the invoice included interest, the debit and credit amounts also include the interest amount.
	Tax Receivable	Tax Payable	If the invoice included tax, TAL also credits the Tax Payable account for the amount of tax and offsets the Tax Receivable account.
Payment to Future Invoice	Cash	Suspense	When you make a payment to future invoice, TAL cannot yet credit the invoice, so it credits the Suspense account.
Future Invoice	Suspense	Accounts Receivable	When you approve the next invoice, TAL applies amounts in Suspense (from a Payment to Future Invoice) as a payment. TAL will apply amounts from the Suspense account to succeeding invoices, until the Suspense amount is depleted.
	Tax Receivable	Tax Payable	If the invoice included tax, TAL also credits Tax Payable for the amount of tax.
Reverse Payment	Accounts Receivable	Cash	When you reverse a payment, TAL debits the Accounts Receivable account and credits the Cash account for the amount of the reverse payment. If the original payment included interest, the debit and credit amounts also include the interest amount.
	Tax Payable	Tax Receivable	If the original payment included tax, TAL also debits the Tax Payable account for the amount of tax and offsets the Tax Receivable account.
		Interest	If the reverse payment included a fee, such as fee for a returned check, TAL also credits Interest for the amount of the fee.

Posting Under the Accrual Method

Sage Timeslips Action	Journal Entries		Description
	Debit	**Credit**	
Credit	Credit	Accounts Receivable	When you apply a credit to an invoice, TAL credits the Accounts Receivable account for the amount of the credit and debits the Credit account for the amount of the credit. If the invoice included interest, the debit and credit amounts also include the interest amount.
	Tax Receivable		If the invoice included tax, TAL also debits the Tax Receivable account for the amount of tax.
Write Off	Write Off	Accounts Receivable	When you apply a write off to an invoice, TAL credits the Accounts Receivable account for the amount of the write off and debits the Write Off account for the amount of the write off. If the invoice included interest, the debit and credit amounts also include the interest amount.
	Tax Receivable		If the invoice included tax, TAL also debits the Tax Receivable account for the amount of tax.
Refund	Suspense	Refund Payable	To refund an overpayment, TAL debits the Suspense account for the amount of the refund.
Discount	Allowances and Discounts	Accounts Receivable	When you apply a discount to an invoice, TAL debits the Allowances and Discounts account and credits the Accounts Receivable account.
	Tax Receivable		If the invoice included tax, TAL also prorates the amount of tax discounted and debits the Tax Receivable account for that amount.
Special Credit	Allowances and Discounts	Accounts Receivable	To redirect money from a fully paid invoice to another invoice, TAL debits the Allowances and Discounts account and credits the Accounts Receivable account.
		Suspense	If the Special Credit is greater than the amount of the invoice, you can apply the left over amount to future invoices. In this case, TAL credits the Suspense account for this amount.
Payment from Account	Client Escrow	Cash Escrow	This is the same as making a withdrawal from account and a payment. See "Payment" at the top of this chart for the debit and credit details for a payment.
Withdrawal from Account	Client Escrow	Cash Escrow	TAL decreases the Cash Escrow account and offsets the Client Escrow account.
Payment to Account	Cash Escrow	Client Escrow	TAL increases the Cash Escrow account and offsets the Client Escrow account.
Deposit to Account	Cash Escrow	Client Escrow	TAL increases the Cash Escrow account and offsets the Client Escrow account.
Transfer	Suspense	Cash	To transfer an overpayment to another project for the client, TAL debits the Suspense account for the amount of the transfer. TAL creates a corresponding payment for the other project. See "Payment" at the top of this chart for the debit and credit details for a payment.
Transfer to Funds	Suspense	Cash Escrow	To transfer an overpayment into client funds, TAL debits the Suspense account for the amount of the transfer to funds.
	Cash Escrow	Client Escrow	TAL credits the Client Escrow account, representing a payment for the amount to the client funds account.

Index

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