

# Index to Using Time and Billing for Windows

The Index lists the Help Topics describing how to use Time and Billing for Windows.

To Learn to Use the Help System press F1 or Select How to Use Help from the Help Menu.

## **Menu Items**

File  
Edit  
Setup  
Payments  
Help   Invoice Format Editor

## **What is a TimeCard**

### **Entering A TimeCard**

<u>TimeKeeper</u>	<u>Client</u>	<u>Task</u>
<u>Dates From</u>	<u>Dates To</u>	
<u>Hours</u>	<u>Rate</u>	
<u>Charge</u>		
<u>Comments</u>		
<u>Tax Rate</u>	<u>Tax Amount</u>	<u>Charge With Tax</u>
<u>New</u>	<u>Update</u>	<u>Delete</u>
<u>Clear</u>	<u>Get</u>	
<u>TimerOn</u>	<u>TimerOff</u>	

# File Menu

As in most Microsoft Windows Applications, File Creation and Print Information is store under the File Menu. The Exit/Quit Command is also found here.

Billing Company Information

Print Bills/Invoices

Print this TimeCard

Printer Setup

Exit Time and Billing

## **Edit Menu**

To Cut, Copy and/or Paste and Numbers between Time and Billing and Other Windows applications, select the text with the Cursor and pull down the Edit Menu.

Cut  
Copy  
Paste

# Setup Menu

To be able to enter TimeCards, you must enter Client, Task and TimeKeeper information for your company or firm. These procedures must be performed when you first install Time and Billing for Windows and then whenever Client, Task and TimeKeeper information changes. You may make these changes at anytime.

Client Setup

Task Setup

TimeKeeper Setup

Invoice Format Editor

# Payments Menu

Use the Payments Menu to make and track entries that effect Client Balances.

Make Payments

Accounts Receivable List

# Help Menu

Use this Menu to discover information about Time and Billing for Windows

**How to Use Time and Billing**      Calls this Help System

**How to Use Help**                      Call the Standard Microsoft Windows Help System

Future Upgrades

About Time and Billing for Windows

## Billing Company Information

When you start Time and Billing for Windows it is absolutely imperative you complete the fields on this screen, but you may change it later as the need arises.

**Company Name:** Your Name or Company Name that will appear on Bills and Invoices

**Address1:** The First Line of your Company's address (will not print if left blank)

**Address2:** The Second Line of your Company's address (will not print if left blank)

**City, State, Zip Code:** The Third Line of your Company's address (will not print if left blank)

**Phone:** Your Company's phone number (will not print if left blank)

**Next Invoice #:** The Next Invoice # that will be printed (***this number must be entered***)

## **Print Bills/Invoice**

You may print invoices for either one Client or all Clients. When presented with a list box populated with all Clients, either Click All Invoices or select a single Client and click Print A Single Invoice. Invoice(s) will then be printed. You will then be asked if the bill(s) printed correctly. Check the invoice(s) and if you are satisfied, say Yes and Client Balances and applicable Charges will be updated. If not click No and go back and make corrections.



## **Print This TimeCard**

This option prints the TimeCard or Charge displayed on your Monitor. If your firm has a number of TimeKeepers, you may want to distribute blank copies of this screen to each TimeKeeper and have them submit them completed to the Time and Billing for Windows operator.

## **Printer Setup**

Allows the user to change Printers and Printer Configurations from within Time and Billing for Windows

## **Exit Time and Billing**

Quits Time and Billing for Windows. You will not be able to Quit if an active TimeCard is on the screen, it must be Added, Deleted, Updated or Cleared first.

# Cut, Copy, Paste

To copy and paste or cut and past text:

- 1 Select the text.
- 2 To copy text, choose Copy from the edit menu.
- 3 Move the insertion point where you want the text to appear  
Or select the text you want to replace.
- 4 From the Edit menu, choose Paste.

# Client Setup

Before a TimeCard for a Client can be entered, the Client must be setup.

**Client Name:** The Client or Company Name that will appear on Bills and Invoices

**Address1:** The First Line of your Client's address (will not print if left blank)

**Address2:** The Second Line of your Client's address (will not print if left blank)

**City:** The Client's City

**State:** The Client's State

**Zip Code:** The Client's Zip Code

**Phone Number:** The Client's Phone Number

**Default Biller:** Which TimeKeeper generally works with this Client

**Default Rate:** The Standard Hourly Rate for this Client

**Balance:** The Present Balance for this Client, (Time and Billing will keep this figure up to date after it is initially entered)

**Add Push Button** Stores a New Client in the System

**Update Push Button** Stores Changes to this Client in the System

**Delete Push Button** Deletes this Client from the System

**Clear Push Button** Removes Client Information from the Screen but leaves the Client file unchanged.

**Done Push Button** Exits the Client Setup Screen.

**Client List Box** Select from this List to View, Change or Delete Existing Clients

# Task Setup

Before a TimeCard referencing a Task can be entered, the Task must be setup.

**Task Name:** The Task Name that will be referenced on a TimeCard.

**Default Rate:** The Standard Hourly Rate for this Task

**Add Push Button** Stores a New Task in the System

**Update Push Button** Stores Changes to this Task in the System

**Delete Push Button** Deletes this Task from the System

**Clear Push Button** Removes Task Information from the Screen but leaves the Task file unchanged.

**Done Push Button** Exits the Task Setup Screen.

**Task List Box** Select from this List to View, Change or Delete Existing Task

# TimeKeeper Setup

Before a TimeCard referencing a TimeKeeper can be entered, the TimeKeeper must be setup.

**TimeKeeper Name:** The TimeKeeper Name that will be referenced on a TimeCard.

**Default Rate:** The Standard Hourly Rate for this TimeKeeper

**Add Push Button** Stores a New TimeKeeper in the System

**Update Push Button** Stores Changes to this TimeKeeper in the System

**Delete Push Button** Deletes this TimeKeeper from the System

**Clear Push Button** Removes TimeKeeper Information from the Screen but leaves the TimeKeeper file unchanged.

**Done Push Button** Exits the TimeKeeper Setup Screen.

**TimeKeeper List Box** Select from this List to View, Change or Delete Existing TimeKeeper

# Make Payments

Enter Transactions such as payments, retainers and credits through this dialog box.

To Enter a Payment:

1. Select a Client from the Client List Box
2. All previous transactions by this Client will be displayed along with the Clients Balance to date (a credit Balance will be a negative amount).
3. Enter a payment/transaction in the Payment Amount Field, the Pay Date and click Add.  
Click Clear if you make a mistake.
4. Repeat steps 1. through 3. until all payments have been entered and then Click Done.



# **Accounts Receivable List**

This report will display a list of clients, their phone numbers and respective balances.

From the file menu you can Print the Account Recievable List as well as Exit the display list.

## **Future Upgrades**

An information screen describing what you will find in future registered versions of Time and Billing for Windows.

# **About Time and Billing for Windows**

A disclaimer, copyright and version screen.

# **TimeKeeper**

A TimeKeeper is the way Time and Billing for Windows refers to your firms: Professionals, Lawyers, Accountants, Contractors, Programmers and/or anyone else that bills charges.

# **Client**

A Client is the way Time and Billing for Windows refers to your firm's Clients, Customers and/or Patrons.

**Task** A Task is the way Time and Billing for Windows refers to your firm's billable Jobs, Tasks and/or Products.

# Charge Dates

**From Date** The Date the Task began (default is today's date)**To Date**  
Task was completed (default is today's date)

The Date the

## **Hours**

The number of Hours taken to perform the Task (in Decimals). Hours are not applicable for Flat Rate Charges.



**Rate** The Hourly Rate used to calculate a charge. Can be the Default TimeKeeper, Client or Task Rate or a User Specified Rate. Rate is not applicable for Flat Rate Charges.

**Charge** A Calculated field that specifies the amount to be charged for a specific task. Hours are multiplied by Hourly Rate. If Flat Rate has been selected, the user must manually enter a rate.

**Comments** A Description or Comments on a specific TimeCard that will appear on a bill or invoice.

## **Tax Rate**

The Percentage that will be multiplied by the Charge Amount when the Charge is Taxable.  
(Default is 5%).

**Tax Amount** The derived Tax Rate that will be multiplied by the Charge Amount produce this Tax Amount,

**Charge With Tax** The Gross Charge Amount for a TimeCard. The Charge Amount plus the Tax Amount (if the Taxable Checkbox is On).

## **Getting, Enterting, Updating, Deleting and Clearing TimeCards**

**Add Push Button** Stores a New TimeCard to System

**Update Push Button** Stores Changes to a TimeCard in the System

**Delete Push Button** Deletes a TimeCard from the System

**Clear Push Button** Removes TimeCard Information from the Screen but leaves the Time file unchanged.

**Get Push Button** Brings up a List Box populated with past TimeCards, select on and TimeCard detail will be displayed.

## Timer

The Timer is a feature of Time and Billing for Windows that allows you to interactively track the amount of time spent on a particular TimeCard. To use this feature create a TimeCard that with TimeKeeper, Client and Task Information filled in and select a Hourly Rate. Click the **TimeOn** Button and you will see the Hours and Charge Amount Update every second as Time goes on.

Time and Billing for Windows can be minimized and other applications can be run while Time and Billing for Windows continues to track the time spent. For Instance, a attorney might run the Timer in the background while he or she works on a brief using a Windows Word Processor.

To Turn off the Timer click the **TimeOff** Pushbutton.



## **TimeCard**

A TimeCard is a metaphor used by Time and Billing for Windows to refer to individual charges made with the application. For instance an Accountant might use Time and Billing for Windows to enter a 2 hour TimeCard entry for the preparation of a Tax Return.

When Time and Billing for Windows is started the user is presented with the TimeCard entry screen. By selecting TimeKeeper, Client, Task, Dates, Hours and Rates and then clicking Add, a TimeCard is entered.

Time and Billing for Windows is not limited to only time entries, tasks can be setup to represent parts, expenses, travel and other items used by the TimeKeeper that must be billed to the Client. Many of these items may be taxable and should be mark as such by clicking the Taxable button.

# Invoice Format Editor

The Invoice Editor is a feature added to Time and Billing for Windows in version 2.0. The Invoice Editor allows you to move objects representing captured TimeCard Data and Text around an on screen form that will represent a formatted invoice.

When you initially start Time and Billing for Windows 2.0. and go to the Invoice Format Editor you will be presented with a Standard or Default Invoice. If you wish to change an object on the screen - simply double click on it. You will then be presented with a Text Formatting Screen that allows you to:

**Select Fields:** The Fields Combo Box Selects Data Items that you want on your Invoice.

**Select Text:** Place Text on the Invoice

Change **Font, Font Size** and **Font Style** for any item on the Invoice

Specify how you want **Number Fields** to be formatted

