Bright Light Software
presents

MacBusiness Version 3.21

MacBusiness

1 Introduction

MacBusiness is a project timer and invoicing application for software developers, contractors, and freelancers, and has been **designed for** Apples latest **MacOS release 10.3** aka Panther. It will not run on earlier versions. If you are a registered user and want to report bugs or have immediate improvement suggestions please contact Bright Light Software at:

fenn@brightlightsoftware.com

2 Features

The following features are available:

- client database
- product database
- project timer, tasks, sales, expenses
- time sheet style task entry
- to-do list (client based with iCal export option)
- tax calculation
- discounts
- address book import and export
- invoicing and forms generation (print, mail, post-process)
- basic accounts receivable
- basic accounts payable
- RTF/RTFD templates for reports
- basic charts for earnings, sales, and expenses (year, quarter, month, week)
- link documents to task and projects
- web enabled task lists and task adding

As the application evolves more features will be added. Some planned enhancements will be:

- client/server functionality for office user groups (75% completed)
- language support

3 Register MacBusiness

This application is a shareware product. The demo version supports only 2 clients and the print function is disabled.

In order to gain full access to all features and receive additional support this product must be registered. The registration fee is only **US $24.99** for a *single license,* or **US $29.99** for a *group license* (2 to 5) copies. This shareware fee guarantees further development.

The easiest way to submit your payment is to use the PayPal (preferred) or Kagi button on our home page at **http://www.brightlightsoftware.com**

We'll mail your serial number within **1-2 business days** to the email address provided with your payment. Use the "MacBusiness Register" option in the "Help" menu and enter your values (name and key). After this, the program limitations will be removed.

4 Installation and Requirements

MacBusiness requires MacOS 10.3 and a minimum of 5 MB disk space. To install the product simply copy the application into a directory of your choice. When you run MacBusiness for the first time it will create an additional directory "MacBusiness" in "~/Library/Application Support" which holds all documents and data files.

5 The Main Window

This window opens when you launch the application. It contains the toolbar, a fast client select popup button, and the task list for the currently active client. Closing this window will save all data and quit the application.

5.1 Toolbar

The toolbar allows quick access to all functions of MacBusiness. If a function can't be executed at a time, the icon is not selectable. For example: some functions are not available if no client has been selected.

The toolbar function:

Clients............... - will open the clients panel to add, modify, delete, or select a client.
Projects............. - shows the task and time summary for each project.
Products........... - will open the products panel to add, modify, or delete a product.
To Do................. - will open the to-do panel.
Documents....... - shows all documents linked to tasks or projects.
Task................... - adds a timer based task to the task list.
Work.................. - adds a flat fee task to the task list.
Sale.................... - adds a product sale to the task list.
Expense............ - adds an (non billable) expense.
Account............ - shows the accounts payable and receivable panel.
Unpaid.............. - shows all unpaid invoices and allows invoices to be paid.
Chart................. - shows earnings/sales chart panel.
Forms.............. - opens the report panel.
Timer................. - starts and stops a task.

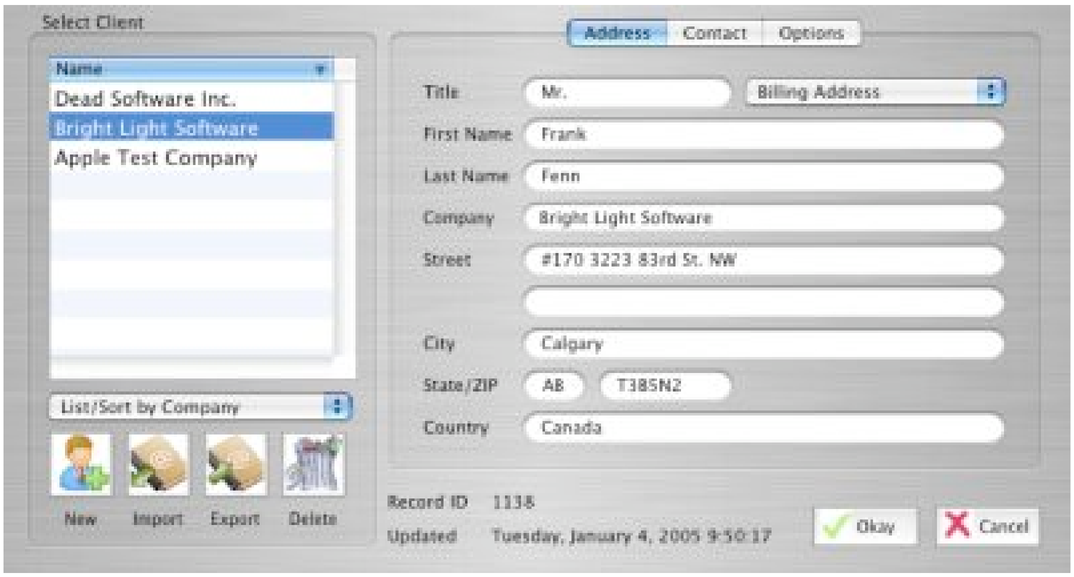
MacBusiness provides now an Apple standard customizable toolbar. Control-click on the toolbar to configure your appearance.

5.2 Summary

The summary shows the total time spent, and the total earnings for all projects and tasks for the current client. If the clients budget (see client settings) has been exceeded a warning will also be shown here. Furthermore the time and billable earnings for selected tasks can be displayed.

6 Clients

This panel manages all client information such as address, contacts, and options within MacBusiness.



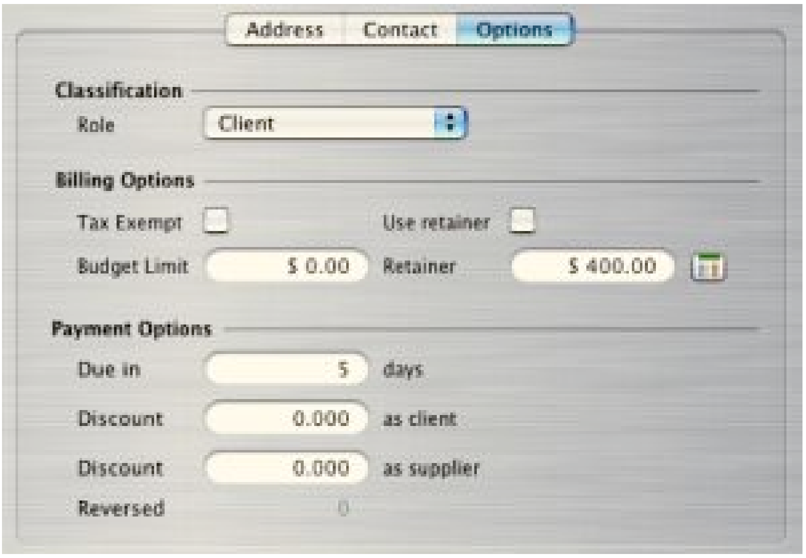
New creates a new client entry and assigns a new client ID. **Delete** removes the selected client all all connected records from the task list. The last update date is shown at the bottom. If you enter a new client, or select a client from the list, and exit the panel via the "green checkmark" button, this client is made the current client to work with.

The listing order can be changed to list by first name, last name, or company name. This setting also sets the order in which clients are processed in reports.

The first 2 tabs contain the clients address (you can switch between billing and shipping address) and contact information. **Send Mail** creates a new mail in your default email application. **Visit Page** opens the clients web page in the default browser.

For users in the European Union the clients **Tax ID**, **IBAN**, and **SWIFT** number can also be specified.

The option tab contains billing and payment settings.



Role determines if a entry is a client, a supplier, or both. If a client is in the supplier category, product orders form this client can be generated.

Tax exempt disables tax calculations for this client.

Budget limit sets the maximum amount that can be spent for this client (timed tasks, flat fee tasks, and sales) without a warning. If this limit is exceeded a warning message will be shown in the summary display but you still can add more tasks.

Use Retainer

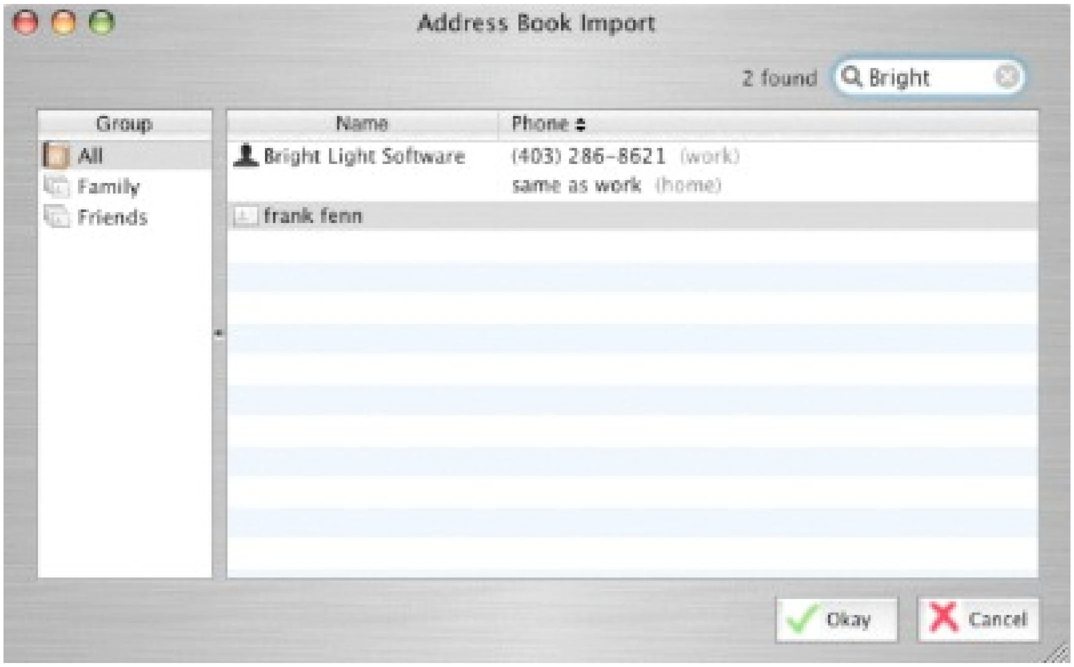
The retainer amount below will be used to pay invoiced items.

Due in ... days sets the number of days within an invoiced amount should be paid. If an item is not paid within this period, the **P (paid)** check mark button is the task table will be displayed in yellow. If twice the amount of days has passed, in red.

Discount sets the discount amount in percent for the client (a second discount is used if the client is also a supplier).

Reversed counts all reversed payments, like NSF checks etc. This value can not be modified.

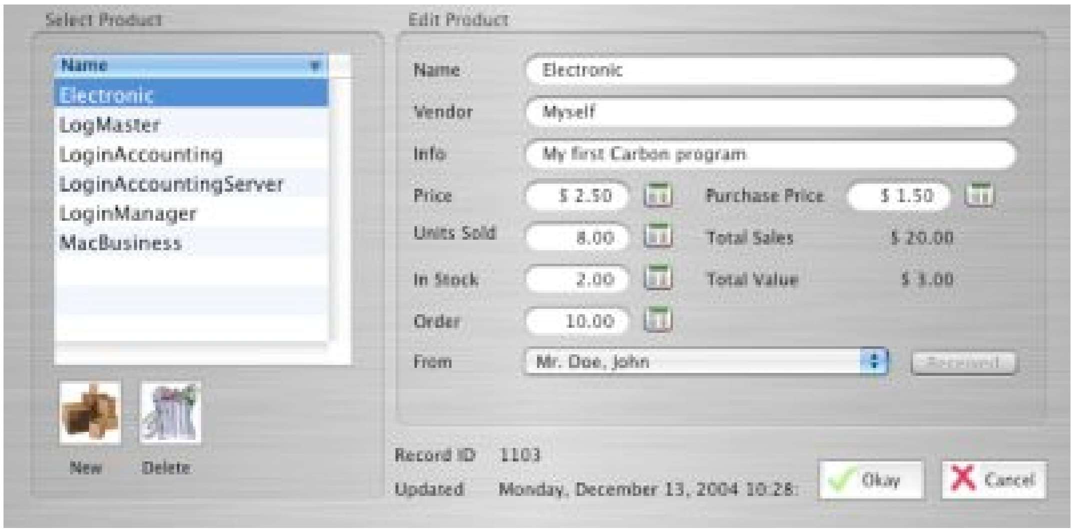
You also can import from your shared address book using the **Import** button. This will show the following window:



The **Export** button exports the selected client to your address book. A group named "Clients" will be created if it does not exists.

7 Products

The product panel shown below, manages all products you offer for sale.



New creates a new product entry and assigns a new product ID, **Delete** removes the selected product all all connected records from the list. The last update date is also shown at the bottom.

<u>Product fields</u>

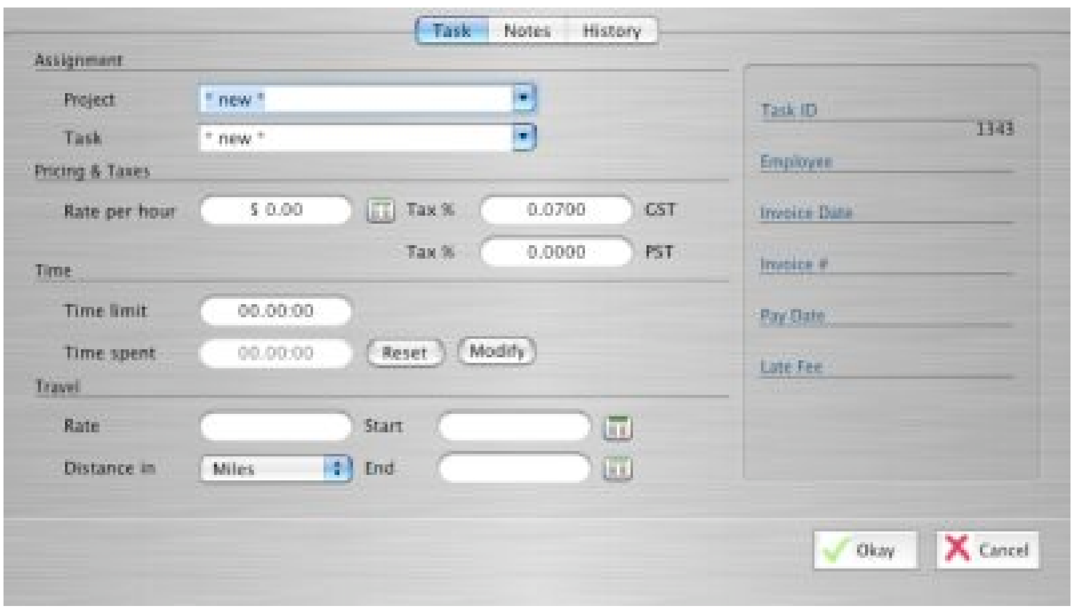
Name	- the name of the product
Vendor	- reseller, manufacturer, or other information
Info	- additional product information.
Price	- your retail price per unit (without tax).
Purchase Price	- your buying price per unit (without tax).
Units Sold	- this field will be updated with every sale you add for this product but can be corrected manually if you delete matching sales task records.
Total Sales	- amount of sales income for the selected product
In Stock	- items in currently in stock.
Total Value	- value of all items in stock based on the purchase price
Order	- order amount for this product.
From	- reseller for this product taken from the client database. This field shows only entries form the client database with the role supplier or both.
Received	- adds the ordered amount to the amount in stock.

8 Tasks

All tasks are assigned to the currently selected client. If you hold down *CONTROL* while adding a timed task, a flat fee task, or an expense the item will be added to a global task list and not assigned to a client. These items are marked with Internal and are separated from the client tasks by a horizontal line in the task table. These items are always visible and can't be invoiced or otherwise being processed in reports but help you to track internal activities.

8.1 Timed Tasks

The task panel is displayed if you add a new task to the task list or double click on an existing task entry in the table.



<u>Task fields</u>

Project	- the name of the project this task belongs to
Task	- a description of the task or activity
Rate per hour	- the rate per hour for this task
Tax %	- the tax rate in 1/1000 (two taxes possible, see also *preferences*)
Time Limit	- the allowed time limit for this task (days.hours:minutes)
Time Spent	- the time used so far for this task (days.hours:minutes)

Task fields (continued)

Travel Rate - the amount of taxable travel expenses per mile or kilometer
Start - start odometer reading for this trip
End - end odometer reading for this trip
Distance in - Miles or Kilometers

Task ID - task number (can not be changed)
Employee - user that last modified this task
Invoice Date - the date this task was invoiced
Invoice # - the invoice number this task belongs to
Pay Date - the date the invoiced amount was paid
Late Fee - amount of late fees if applicable

Notes

Here you can type some free-form text to describe activities or other task relevant information.

History

Start Time - history of activities for this task
End Time - history of activities for this task

Reset will reset the used time for this task to 0.00:00 and delete all history entries as well. If you enter the time amount manually it has to be entered as **<days>.<hours>:<minutes>**. The history will not be affected.

8.2 Flat Fee Tasks

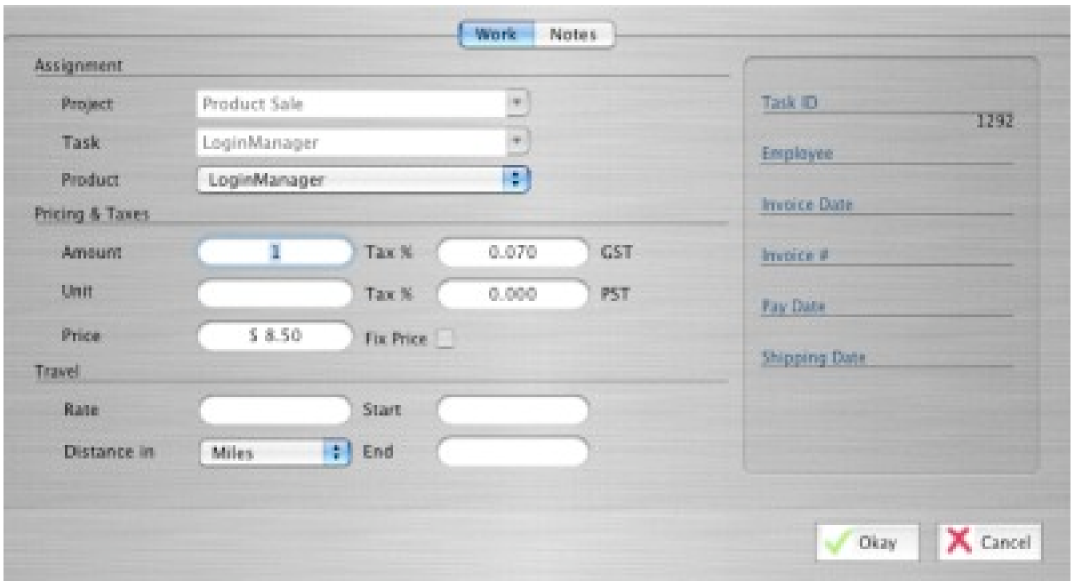
The work panel is displayed if you add a new not timer based job to the task list or double click on an existing flat fee task entry in the table.

<u>Work fields</u>

Project	- the name of the project this task belongs to
Task	- the name or description of the task
Fix Price	- indicates that the amount field is not used
Amount	- number per unit
Unit	- unit description: miles, pounds, km, kg, pieces, etc.
Price	- total price or price per unit if **Fix Price** is not checked
Tax %	- the tax rate in 1/1000 (two taxes possible, see also *preferences*)
Travel Rate	- the amount of taxable travel expenses per mile or kilometer
Start	- start odometer reading for this trip
End	- end odometer reading for this trip
Distance in	- Miles or Kilometers
Task ID	- task number (can not be changed)
Employee	- user that last modified this task
Invoice Date	- the date this task was invoiced
Invoice #	- the invoice number this task belongs to
Pay Date	- the date the invoiced amount was paid

8.3 Sales

The sales panel is displayed when you add a new sales activity to the task list or double click on an existing sales activity.



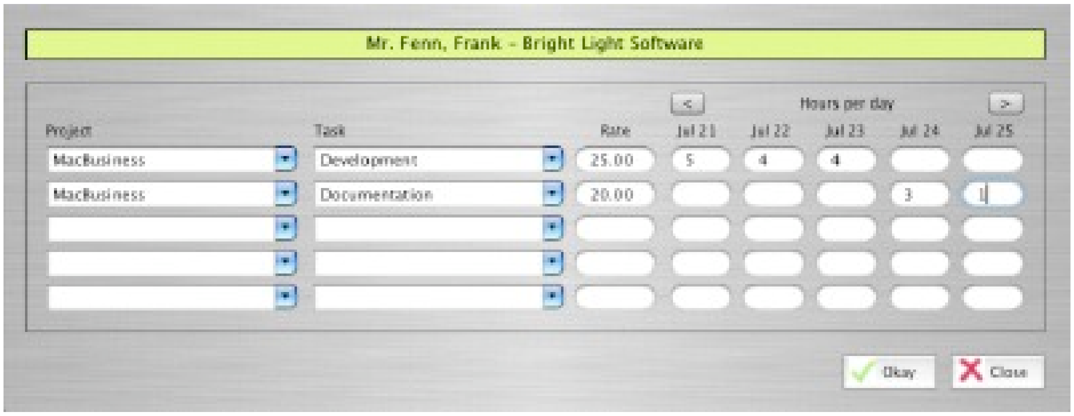
<u>Sale fields</u>

Project - the name of the project this sale is associated with.
Task - not used - set to "Product Sale".
Product - selects a product from the product database.
Fix Price - not used
Amount - number of units sold
Unit - unit description like, CD's, Boxes, Pounds etc.
Price - product price for 1 (one) unit
Tax % - the sales tax rate (two taxes possible, see also *preferences*)

Travel Rate - the amount of taxable travel expenses per mile or kilometer
Start - start odometer reading for this trip
End - end odometer reading for this trip
Distance in - Miles or Kilometers

Task ID - task number (can not be changed)
Invoice Date - the date this task was invoiced
Invoice # - the invoice number this task belongs to
Pay Date - the date the invoiced amount was paid

8.4 Simplified task entry with time sheet



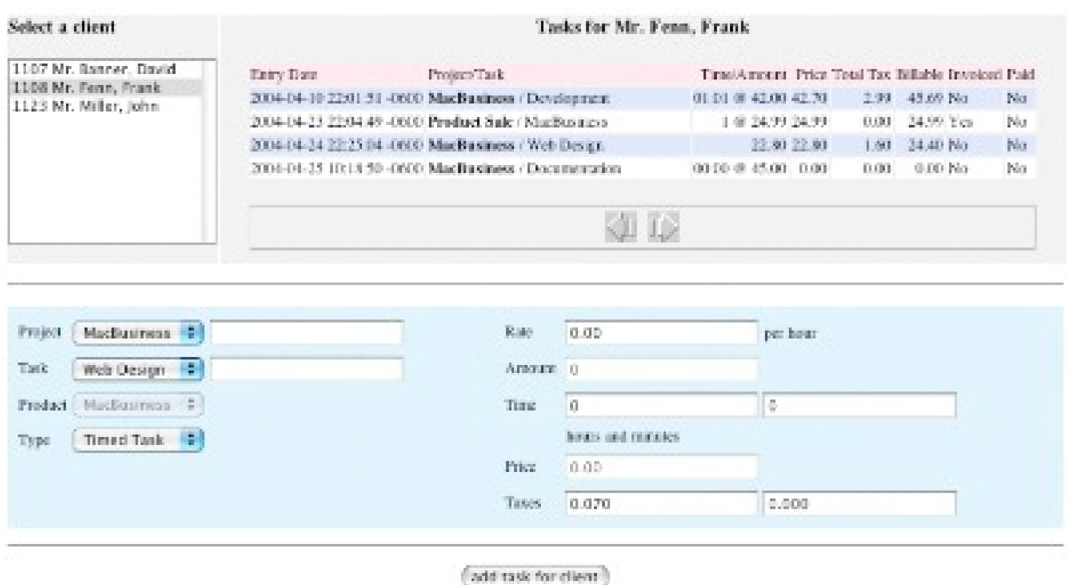
You can simply add finished tasks by using the time sheet option within the *Task* menu. Select a project and a task, fill out the hourly rate and the time spent for up to 5 days, and MacBusiness will generate the task entries for you. A click on **Okay** will generate the tasks but will not close the sheet so you are able to enter more work days.

It is recommended to perform a task consolidation after entering all the data.

8.5 View and add tasks via the web interface

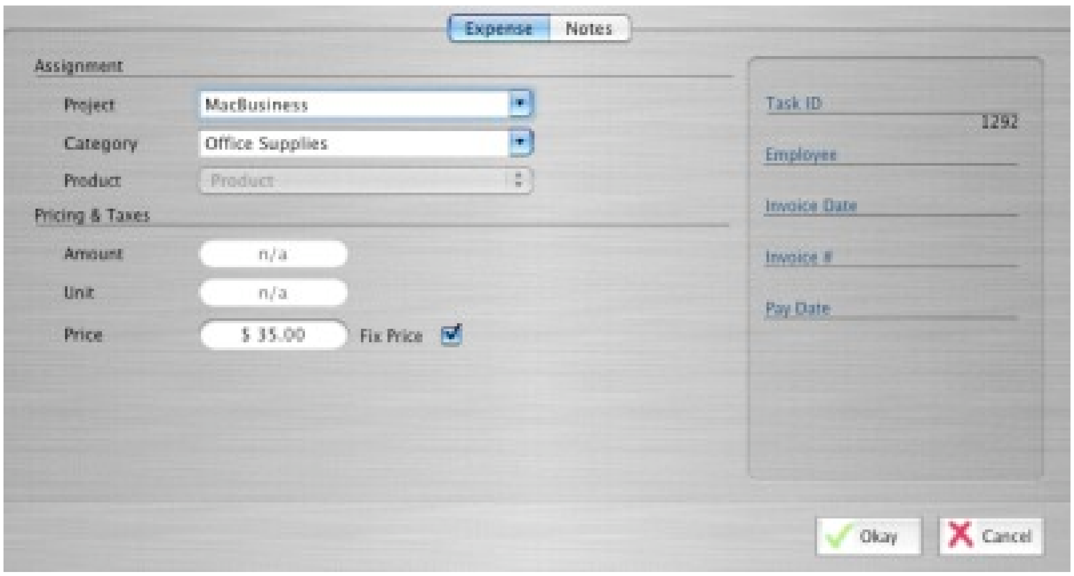
Tasks for any client can be easily viewed with any web browser. To access this feature the MacBusiness web server must be enabled, and at least one user must bet entered with name and password in the server preferences.

After a successful login the client-task page will be loaded. This page enables you to browse all client related tasks and add timed, work, and sales jobs.



8.4 Expense

The expense panel is displayed if you add a new expense to the task list or double click on an existing expense. Expenses are not billable to clients and will show up under your payable table in the accounts panel.



<u>Expense fields</u>

Project - the project this expense is for.
Category - an expense category.
Product - not used
Fix Price - indicates that the amount field is not used
Amount - number per unit
Unit - unit description: miles, pounds, km, kg, pieces, etc.

Task ID - task number (can not be changed)
Invoice Date - the date this task was invoiced
Invoice # - the invoice number this task belongs to
Pay Date - the date the expense amount was paid

9 Task Table

The task table shows all timed and flat fee tasks, sales, and expenses for the current client. The table can be sorted by clicking on the table column headers.

<u>Table columns</u>

Date	- the creation date of the task (can be modified).
Last	- the date this task was last modified
F	- a flag to highlight the task - can be turned on/off by using ⇧ ⌘ **F**
M	- a flag to indicate a voice memo - play, record, erase using ⇧ ⌘ **V**
D	- a flag to indicate a linked documents - add and delete using ⇧ ⌘ **D**
Project/Task	- project (in bold) and the task or activity description
Amount	- time/rate, amount/unit price, or fix expense amount
Price	- total price for this task (without taxes)
Taxes	- total tax amount for this task
Billable	- billable amount for this task. If an downward arrow (↓) is displayed behind the amount a discount has been applied.
I	- task or activity has been invoiced (can be modified)
P	- invoiced amount has been paid. (overdue items have an orange or red check mark button, see **Due in .. days** in the client options). Partial payed items are marked with a "P" in the checkbox.
S	- indicator that a sold product has been shipped (can be modified)

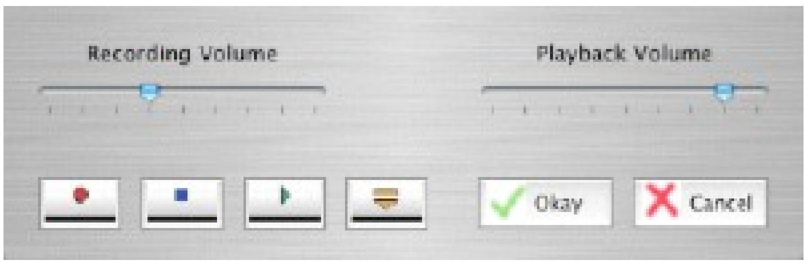
A double click on an entry re-opens the task panel and allows editing for all task properties. An already invoiced and paid item usually can't be edited or selected. If you really want to change it, select the entry with the **Option** key pressed.

A task can not be selected, edited, or created while a timer is running. The start/stop timer button has no function for expense and sales tasks.

You can link documents to a selected task by pressing **⇧⌘D**. These files will be listed in the documents panel and can automatically start the timer for the task they are connected to.

9.1 Voice Memos

A task can have a short voice memo attached to it. The maximum length of these memos are right now about 60 seconds.

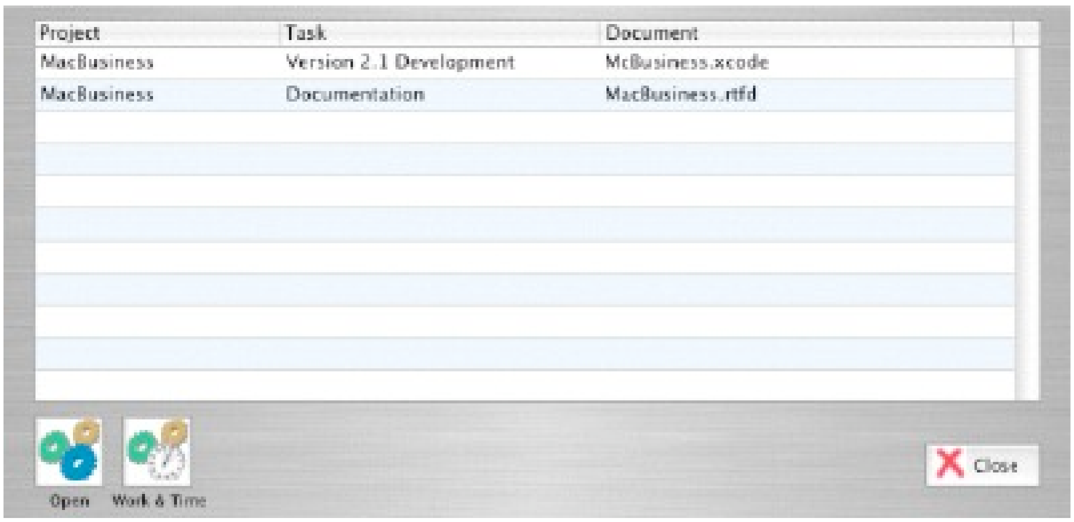


The buttons from left to right:

Record	- start the recording, an existing memo will be overwritten.
Stop	- stops a record or play operation.
Play	- plays the newly recorded, or an existing memo.
Eject	- deletes the current memo.

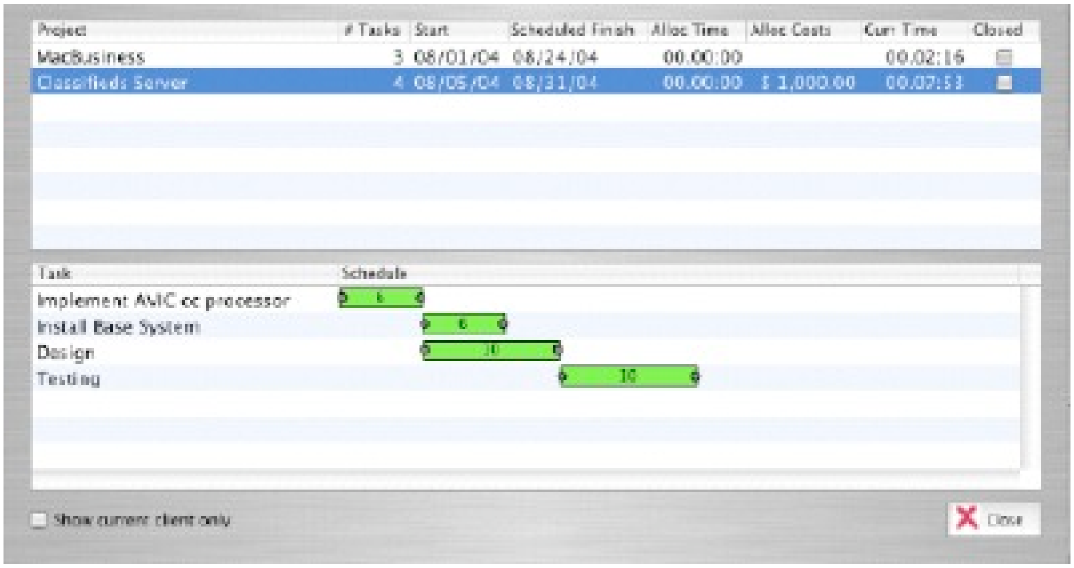
9.2 Documents

All documents attached to tasks are shown in the document panel. You can delete an entry by selecting it and pressing the **Delete** key. Only the link will be deleted, the document will remain untouched on your disk.



The **Open** button will open the document with the default application. **Work and Time** opens the document, selects the linked task, and starts the timer if it is a timeable entry.

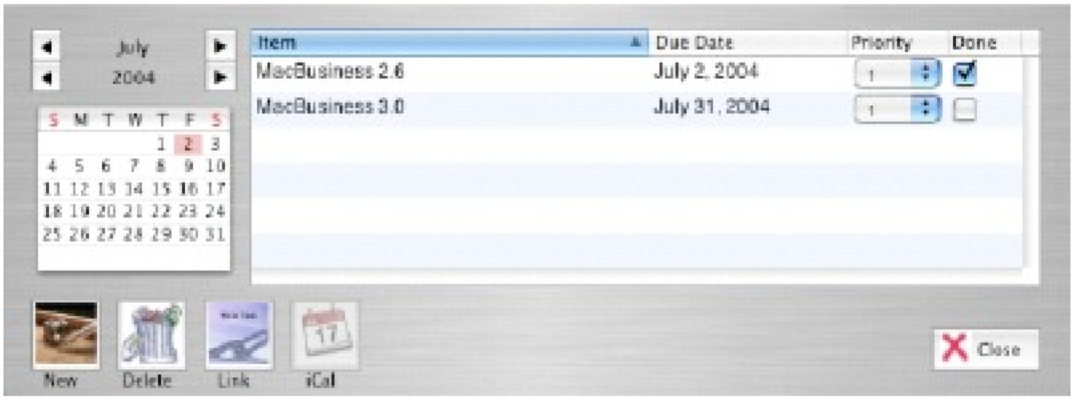
10 Projects



All tasks for a project are summarized and displayed in the projects panel. The **Start** date is the earliest entry date of all tasks. The **scheduled finished** date will be calculated by evaluating the start and length of all single tasks. Selecting a project in the upper table will show the related tasks in the lower table. The position of the sliders determine the relation to another task and the length in days planned for this task.

Note: This part of MacBusiness is in an early stage and will be expanded over time.

11 To-Do Table



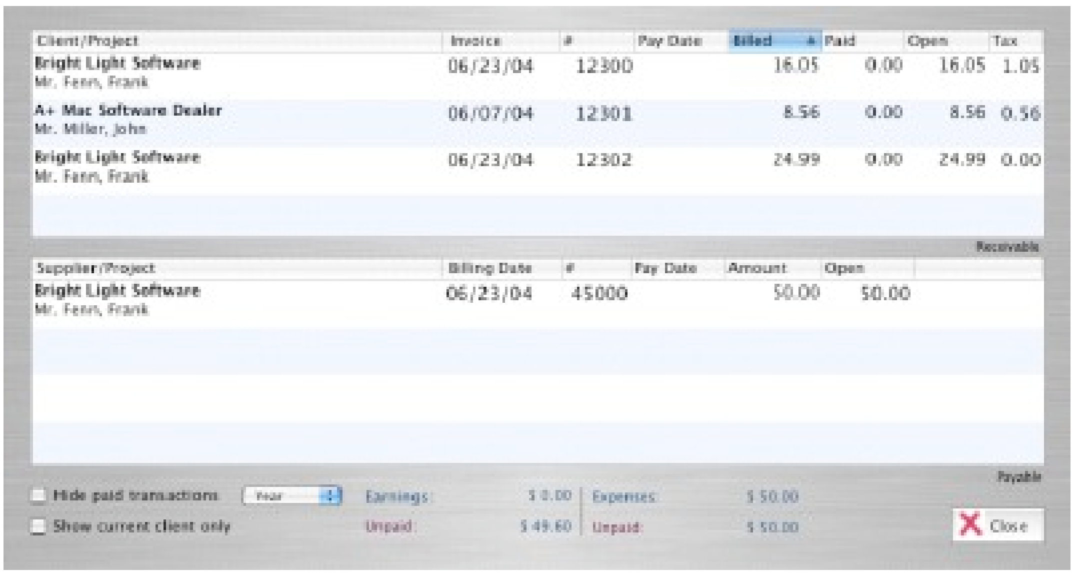
The to-do table allows it to track items for a client that must be completed in a specific time frame. **New** creates a new entry with the due date shown in the calendar. To change the due date select the entry and pick a new date with the calendar controls. items overdue are shown in red.

Delete removes the selected entry from the list. **Link** creates a task entry from a to-do item. The time till the due date is filled into the limit field of the created task entry. iCal creates to-do entries in the selected iCal calendar file (see *preferences*).

An overdue item can not be exported or linked to a task.

12 Accounts

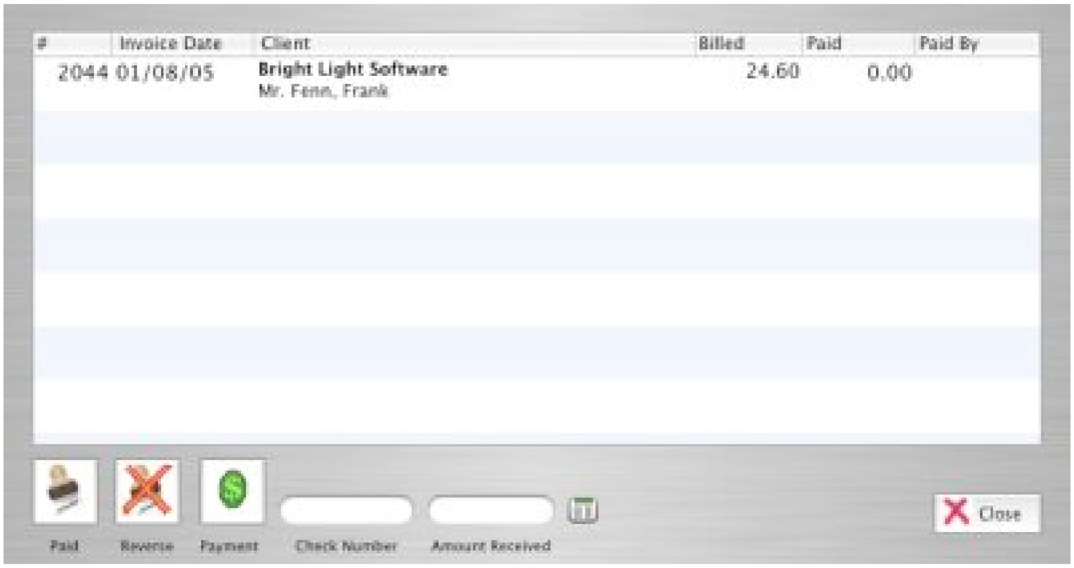
This panel shows all invoiced items for all clients (or the current client), showing the paid amount, open amount, and tax amount. Manually invoiced items show 99999 as invoice number, automatic invoiced items show the incremented (based on the preferences) invoice number in the # column. The invoice number can be changed here. If an item has been paid the Pay date will be filled.



Hide Paid Transactions only shows unpaid entries. **Show Current Client** shows only the active client. A time frame selection can be made.

13 Invoices

This panel shows all open invoices grouped by invoice # and client name.



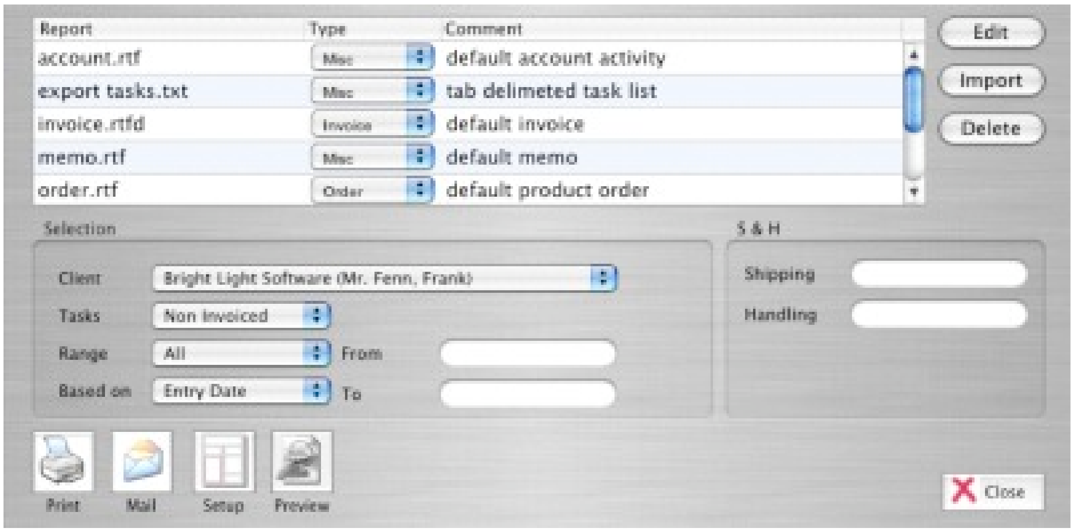
The **Paid** button marks all related tasks for a selected invoice as paid and removes the entry from the list.

A client can also make a partial payment. To record the received amount enter the value in the **Amount Received** field and click on the **Payment** button. The amount will be distributed to the tasks in this invoice, starting with the first. If a task is completely paid, it will be marked as such otherwise it will be marked as partially paid. The type of payment (money order, check number, credit card, cash) can be entered in the filed **Check Number.**

If a payment must be reversed (for example NSF checks), use the **Reverse** button. The paid amount will be reset to zero, and the client reverse payment counter will be incremented.

14 Report and Invoice generation

14.1 Report Panel



This panel allows to edit, print, or mail documents such as invoices, payment reminders, account overviews, sales reports etc. All document templates are copied to "~/Library/Application Support/MacBusiness" when MacBusiness is launched for the first time. Additional documents in RTF, RTFD, or TXT format can be placed there via the **Import** function and will show up in the report list.

In order for the automatic invoice numbering and order processing to work, the type must be set to **Invoice**, for all invoice templates, and to **Order** for all order templates.

Edit allows editing of the selected document with TextEdit. Within the document, all placeholders will be replaced during report generation. Some placeholders may have multiple occurrences within a document, for example task or account related value If there are more placeholders in a document than available values, all remaining placeholders will be substituted with spaces.

Print formats the selected document and sends the result to the printer. The standard Apple print dialog is used. **Mail** sends the formatted document as attachment to the clients e-mail address. If the **Preview** control is checked, MacBusiness allows basic editing of the formatted document before it's printed or mailed.

All placeholders are enclosed in "<" and ">" where the keyword follows the opening bracket. The closing bracket can be separated by multiple spaces from the keyword to set the field width in which the replacement will take place.

Example: to format the client name use <clientname>. If the placeholder is coded as shown, the client name will be truncated after 12 characters, the length of the placeholder. If you need more space, separate the closing brackets with spaces. <clientname   > to set a wider field.

Task Placeholders

The task related placeholders are replaced for every selected task, work, sales entry. Special placeholders <$b> / <$e> can be used to repeat the enclosed lines for every task, work, work, or sales record.

So instead of:

```
<project>  <task>    <hours>   <price>   <tax><billable>
<project>  <task>    <hours>   <price>   <tax><billable>
<project>  <task>    <hours>   <price>   <tax><billable>
<project>  <task>    <hours>   <price>   <tax><billable>
```

you can write:

```
<$b>
<project>  <task>    <hours>   <price>   <tax><billable>
<$e>
```

In the first example, only 4 lines are formatted, even if more task records are selected. In the second example, the line between <$b> and <$e> is repeated for each task entry.

Task Placeholders

Placeholder	Description
<project >	project name
<task>	task description
<hours>	hours and minutes spent for the task
<amount>	number of units, amount etc.
<unit>	unit description
<unitprice>	unit price
<price>	price
<dprice>	price after discount
<tax>	sum of all taxes
<billable>	billable amount
<paid>	paid amount
<comment>	task note
<invoice>	invoice number
<tid>	task ID
<edate>	entry date
<idate>	invoice date
<pdate>	payment date
<sdate>	shipping date
<employee>	user that last worked on this task

Client Placeholders

Placeholder	Description
<clientid>	client ID
<clientfullname>	client title, last name, first name
<clienttitle>	client title
<clientfirstname>	client first name
<clientlastname>	client last name
<clientcompany>	client company name
<clientaddress>	client street address
<clientaddress2>	client street address (line 2)
<clientcity>	client city
<clientstate>	client state or province
<clientzip>	client zip or postal code
<clientcountry>	client country
<clientemail>	client email address
<clienttaxid>	client tax number (for users in the European Union)
<clientiban>	client IBAN number (for users in the European Union)
<clientswift>	client SWIFT (for users in the European Union)
<shippingtitle>	client title
<shippingfirstname>	client first name
<shippinglastname>	client last name
<shippingcompany>	client company name
<shippingaddress>	client street address
<shippingaddress2>	client street address (line 2)
<shippingcity>	client city
<shippingstate>	client state or province
<shippingzip>	client zip or postal code
<shippingcountry>	client country
<discount>	client discount in %
<sdiscount>	supplier discount in %
<clientretainer>	amount in client retainer

The following values are only available and accurate, if all selected records have been processed.

<t1sum>	sum of tax 1
<t2sum>	sum of tax 2
<tsum>	sum of all taxes
<tdiscount>	sum of all discount amounts
<tsubtotal>	sum of all prices minus discounts
<tlatefees>	sum of all late payment charges
<total>	billable amount for invoice
<owing>	total amount owing
<overdue>	total amount overdue

<oprice>	total cost of the order
<ot1sum>	sum of tax 1 for order
<ot2sum>	sum of tax 2 for order
<otsum>	sum of all taxes for order
<ototal>	billable amount for order
<odiscount>	discount amount for order
<osubtotal>	total cost minus discount

Account Placeholders

Special placeholders <$ba> / <$ea> can be used to repeat the enclosed lines for every account record.

Placeholder	Description
<aclient>	client name
<atid>	task id
<aidate>	invoice date
<aiid>	invoice number
<aiamount>	invoice amount
<apdate>	payment date
<apamount>	payment amount (receivable)
<aramount>	payment amount (payable)
<aowing>	amount owing

Product Placeholders

Special placeholders <$bp> / <$ep> can be used to repeat the enclosed lines for every product record. <$bo> and <$eo> must be used for order related product lists.

Placeholder	Description
<pname>	product name
<pinfo>	product info
<pvendor>	product vendor
<pid>	product ID
<pprice>	price per unit
<pbuyfor>	price per unit (purchase)
<psold>	units sold
<ptsold>	total sold
<porder>	ordered amount
<pstock>	amount in stock
<ptdiscount>	discount amount based on order x purchase price
<pttax>	tax amount based on order x purchase price
<ptbuyfor>	order x purchase price

Preferences Placeholders

Placeholder	Description
<companyname>	company name
<companyowner>	company owner
<companyaddress>	company street address
<companycity>	company city
<companystate>	company state or province
<companyzip>	company zip or postal code
<companycontact>	company contact information
<companymail>	company email address
<companyweb>	company web site URL
<companyreg>	company tax registration number / information
<companyiban>	company IBAN number
<companyswift>	company SWIFT number
<1>	tax 1 name
<2>	tax 2 name
<1r>	tax 1 rate in %
<2r>	tax 2 rate in %

14.2 Range selection

For task related reports all selected table entries (or all entries if none is selected, see preferences) will be used for report generation. If no entry is selected, the complete task table will be pre-selected.

Within the report dialog a more specific selection can be made which records are used for the selected report. **Range** can be: *All*, *Year*, *Quarter*, *Month*, *Week*, or *User Defined* and determines the date range in which entries will be selected for reports and invoices.

Based on selects a date field which will be checked if it falls into the selected range. This can be: *entry date*, *last use date, invoice date*, or *payment date*. Entry date is not valid for account related reports.

From Date and **To Date** specifies a user selected date range.

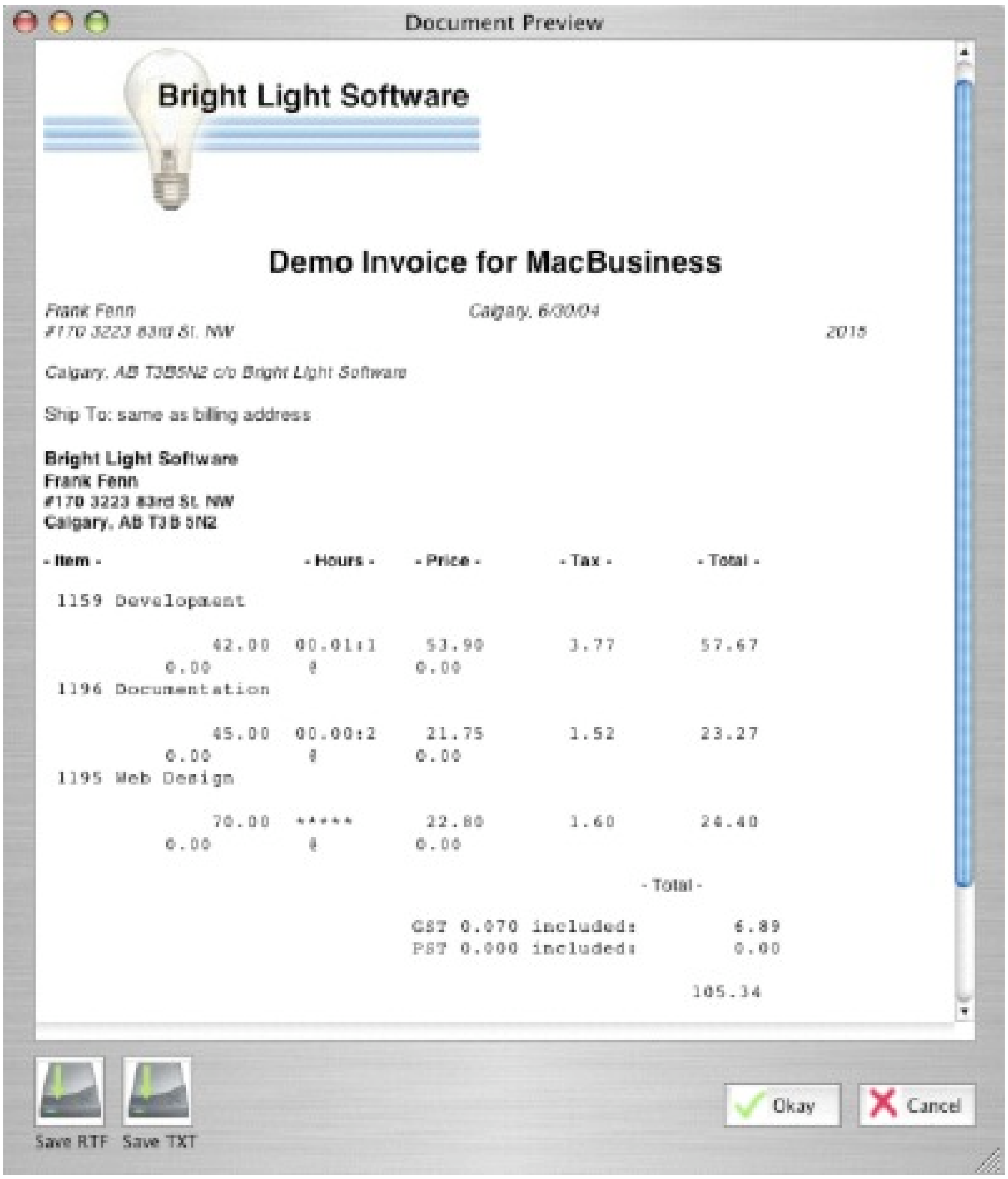
Tasks can be set to invoiced or non-invoiced to filter the selection. Usually you use non-invoice to generate an invoice. If you want to reprint an invoice switch the setting to invoiced.

14.3 Shipping and Handling charges

If you charge for shipping and handling enter the amounts in the fields. A flat fee task, containing the total amount will be generated for every processed invoice.

14.4 Preview

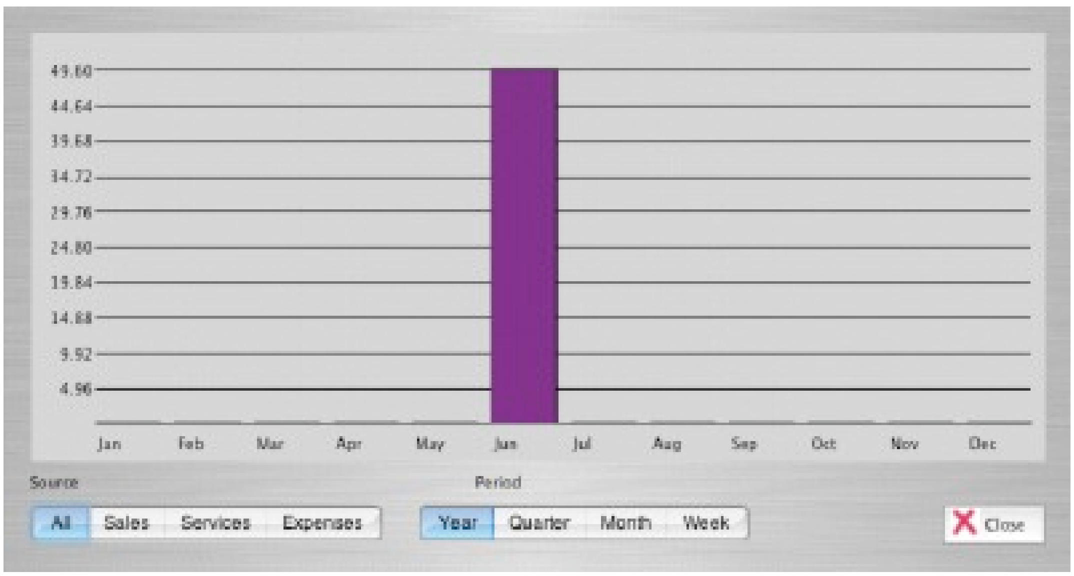
Preview allows you to edit or save the formatted document. If you leave the preview window via the green check mark button the previous selected operation (mail, print) continues otherwise the document will be discarded.



The preview window contents will be scaled to the actual document size set in the printer preferences. There are some issues with the preview which will be addressed in a future version of MacBusiness.

You can save the formatted document as RTF or plain text file. The latter can be used to create tab or comma delimited lists for import into other applications.

15 Charts



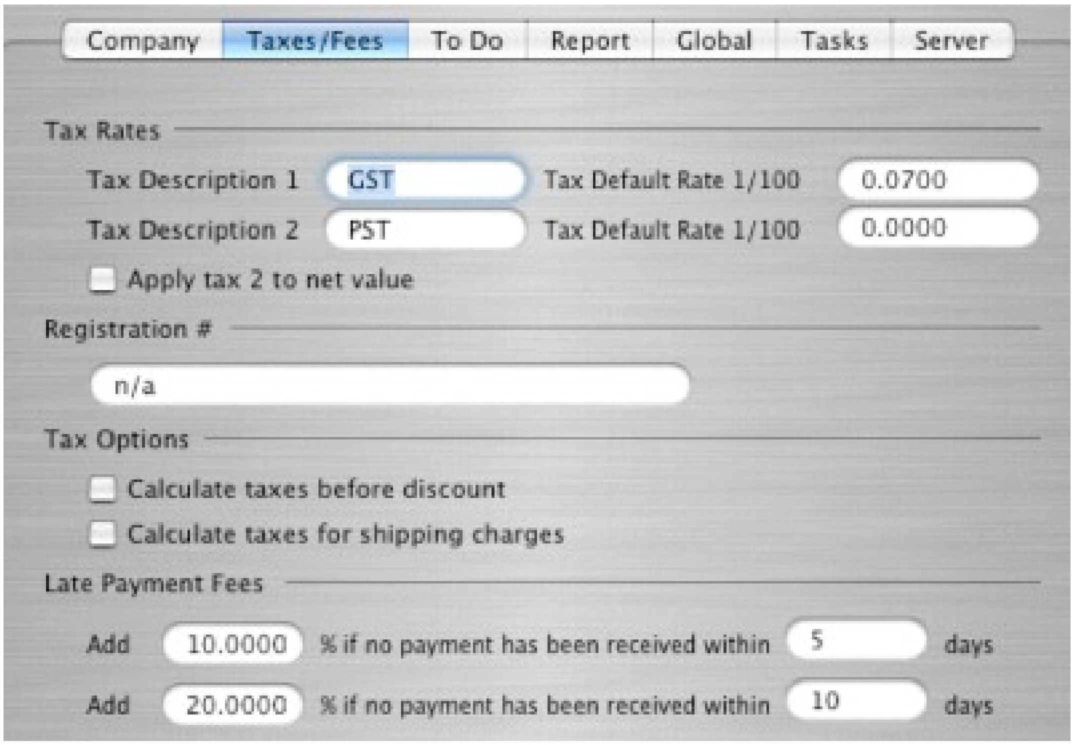
This panel shows all sales, services, or expenses in a given period as a bar chart.

16 Preferences

16.1 Company

This holds the company information like company name, contact, address, and owner.

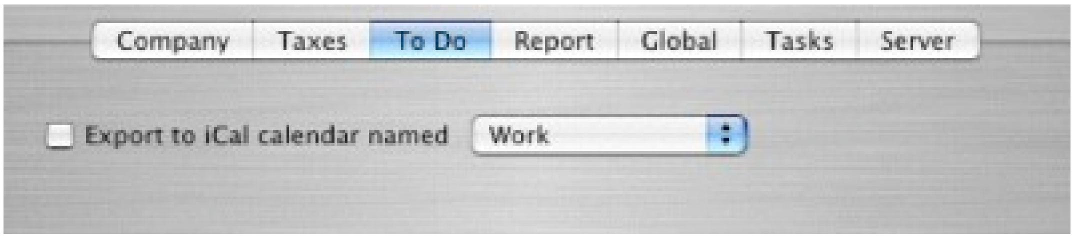
16.2 Taxes



Here you can enter the tax description and the default tax rates for all new tasks. 7% can be entered as 7 or 0.07, 10% as 10 or 0.1 etc. MacBusiness supports 2 taxes which can be both calculated based on the net amount or, another option, tax 2 will be calculated after tax 1 has been calculated and added to the net amount.

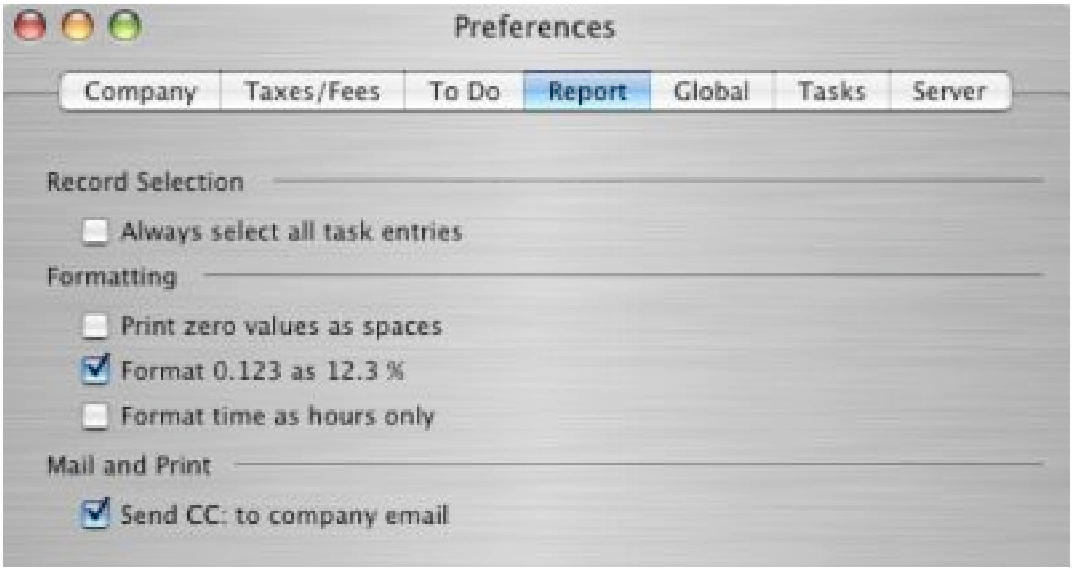
Registration holds your income tax number or other tax relevant information and is available as a placeholder during report generation.

16.3 To Do



Enables the option to export to-do items to the selected iCal calendar.

16.5 Report



Always select all task entries processes all table entries during report and invoice generation whether or not one or more entry is selected.

Print zero values as spaces changes the behavior how numerical values are formatted. If checked, all zero values will be suppressed.

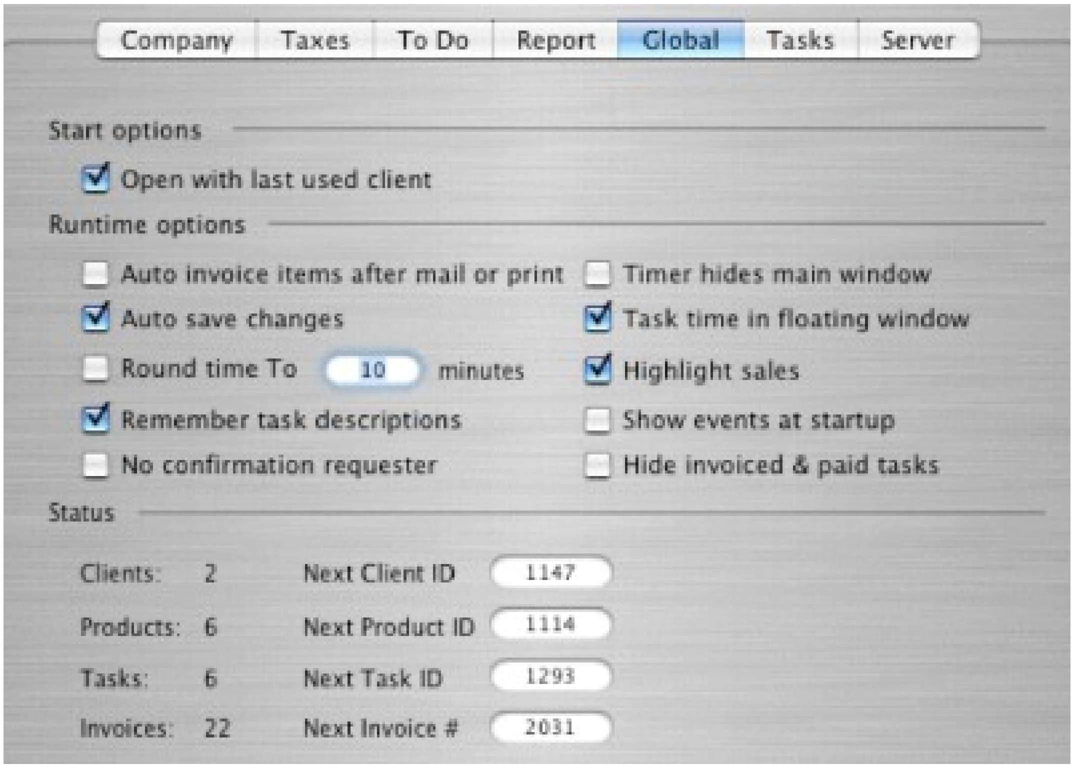
Strip leading spaces from numeric values removes all spaces before the actual number. For example, the text: "the total amount of <total> is due..." will be formatted as "the total amount of   10.00 is due..." If this option is checked, the output would look like this: "the total amount of 10.00 is due..."

Format 0.123 as 12.3 % sets the output format for percent values. For example, if checked, 0.07 will be formatted as 7.00

Format time as hours only formats task times only as hours.

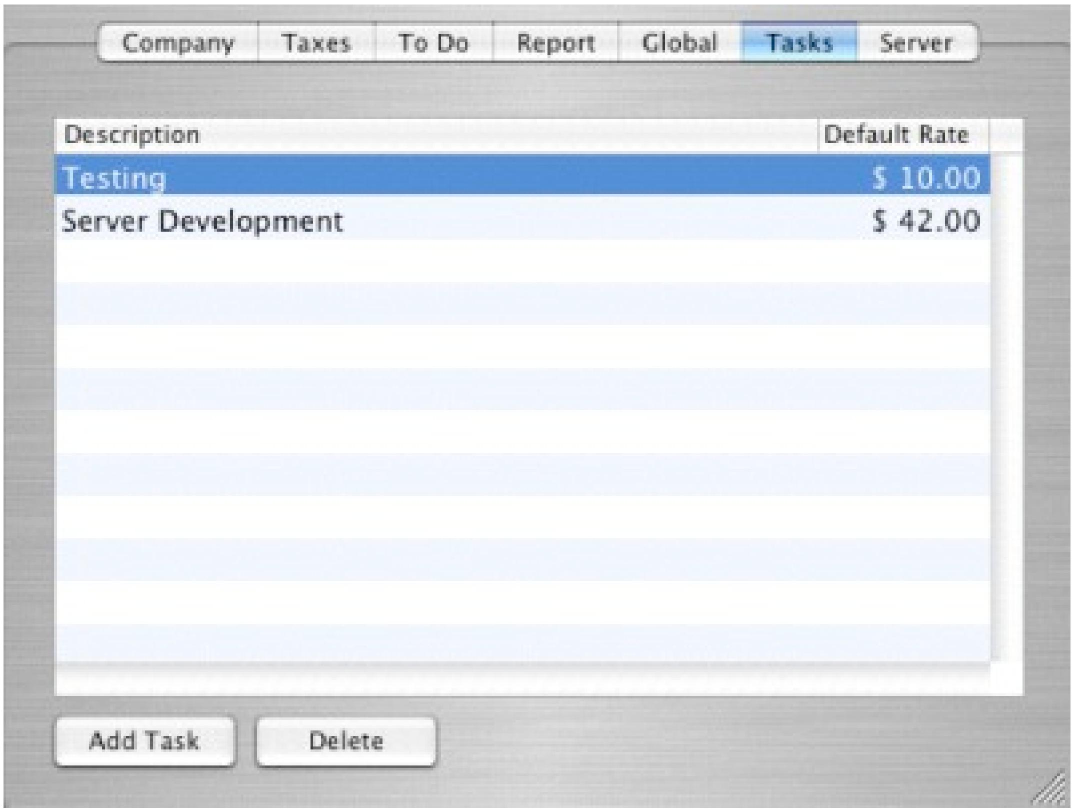
Send CC: to company email sends a copy of outgoing emails to the company email address.

16.4 Global Options



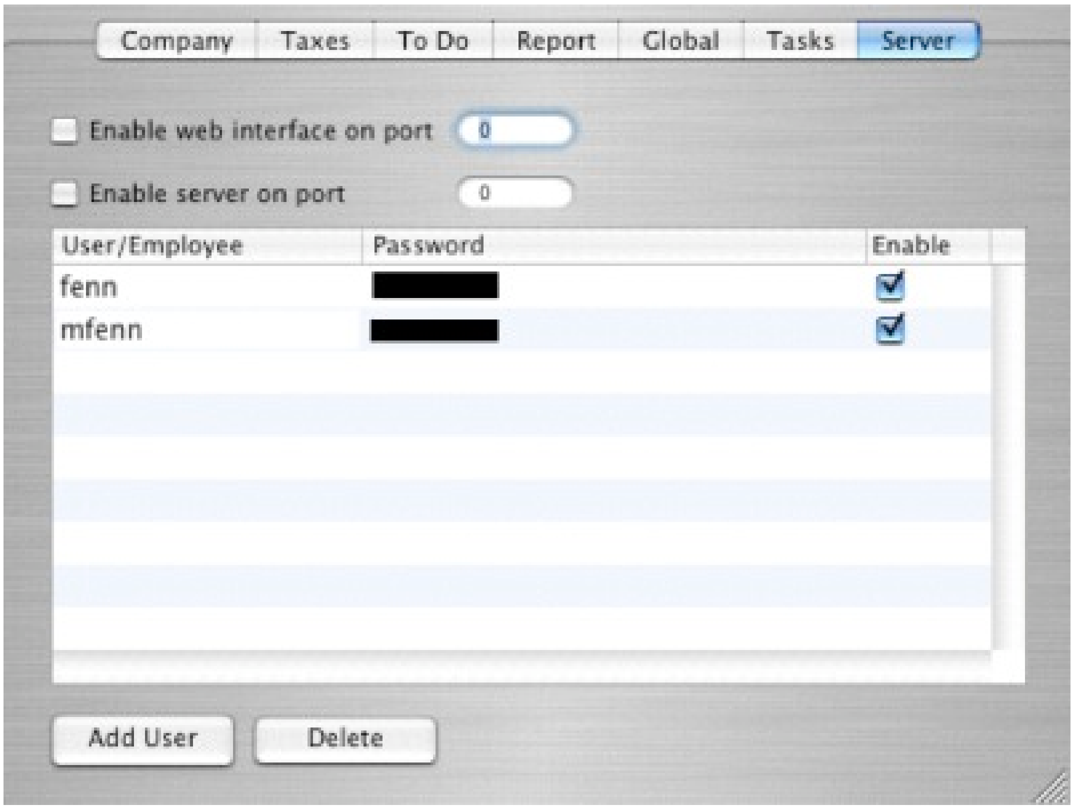
Global program options change the behavior of MacBusiness. **Open with last used client** activates the last used client when the application launches. **Auto invoice items after mail or print** sets the invoiced flag for all selected items after when the invoice generation has been successfully processed. **Auto save changes** forces to write the client and product database after every change, otherwise it's saved when you quit the application. **Round time to** rounds the time used for a task to the specified amount of minutes. **Remember task descriptions** allows to store projects and task descriptions for later use. **No conformation requester** will suppress all delete and change requesters.**Timer hides application** will hide MacBusiness while a task timer is running. The dock icon will change and show a red circle with a T in it. **Task time in floating window** will show the current client, project, task, and time in a separate window while the timer is running. **Highlight Sales** displays product sales in a different color. **Show events at startup** will show an event window at startup that informs about overdue tasks, over budget projects, and overdue to do items. **Hide invoiced & paid tasks** will not show invoiced and paid entries in the lists.

16.6 Tasks



This table shows the remembered task and expense descriptions. Press the **Delete** key to remove a selected entry.

16.6 Server



These settings enable users to access the task table via the http:// protocol from any web browser. Changing the web interface settings require MacBusiness to be relaunched. Users in the list with *enabled* status are allowed to login into the MacBusiness web interface.

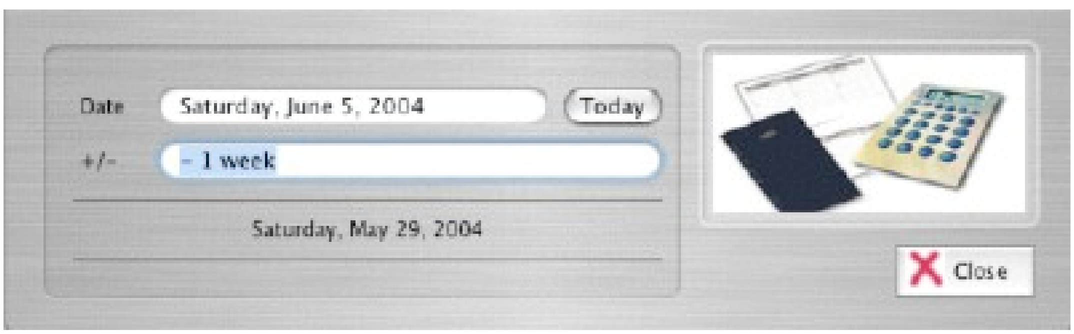
The MacBusiness server mode can be enabled with **"Enable server on port".** This has no effect in versions < 3.0 since the client is not yet finished. The server mode also requires a license upgrade.

17 Tools

17.1 Currency Converter

After downloading the current rates you can convert amounts for major currencies.

17.2 Date Calculations



This tool allows you to add or subtract days, weeks, or month from any given date. The syntax for the **+/-** field is as follows:

+ - add **all** values to the start date
- - subtract **all** values from the start date
n day(s) - number of days
n week(s) - number of weeks
n month(s) - number of month

All values must be separated by a space.

Example: add 1 week and 2 days to the start date **+ 1 week 2 days** or **+ 2 days 1 week**

Example: subtract 1 month and 5 days from the start date **- 1 month 5 days**

Appendix A

Version History

1.95	added	<edate> field for task entry date.
	added	tax rate fields <1r> and <2r>.
	added	client discount and <discount> field.
	added	option to format % values.
	fixed	fast client select refreshes after clients have been changed.
	updated	manual
1.96	added	comment field for form templates
	added	default rate/hour for remembered tasks
	added	option to turn textured windows on or off
	added	option to run reports for other than the current client
	updated	preview window handling improved
	updated	manual
2.0	added	60 second voice memo for tasks
	added	product orders
	fixed	chart display for quarter showed wrong results
	updated	minor UI changes
	updated	manual
2.1	added	link documents to tasks
	updated	manual
2.2	added	separate billing and shipping address for clients
	added	task consolidation
	fixed	editing a task no longer drops the voice memo
	updated	manual
2.3	added	web enabled task entry
	updated	manual
2.4	added	option to highlight product sales in the task table
	added	remember company/name display setting
	added	project overview
	added	currency conversion
	added	date calculations
	fixed	task detail showed wrong invoice date

2.5	updated	minor interface improvements
	updated	changed time format to days.hours:minutes
	added	shows the last user (employee) who changed a task
2.6	added	add expenses.
	added	accounts payable.
	added	time sheet based simplified task entry.
	added	chart view can show expenses.
	added	set the paid flag automatically sets the invoice flag.
	added	enable plain text templates for reports (export option).
	added	discount amount for orders
	added	tax calculation for orders.
	updated	manual.
2.61	fixed	orders did not show up in expenses.
	fixed	timer toolbar icon did not change using work on document
	added	<ptdiscount> total discount for ordered item
	added	<pttax> total tax after discount for ordered item.
	added	<ptbuyfor> total order price for item
	added	<ptotal> total order price for item (incl. discount & tax)
2.7	added	<odiscount> discount amount for an order
	added	<osubt> total order price minus discount (before tax)
	added	<tdiscount> discount amount for an invoice
	added	<tsubt> total invoice amount minus discount (before tax)
	added	calculate taxes for product retail price (non order)
	added	price list template
	added	product table sortable
	fixed	some date fields did not show up in local language format
	fixed	deleting the active client no longer causes a crash
	added	option to calculate taxes before discount
2.8	added	client table now sortable
	added	product table now sortable
	fixed	time sheet entry form shows name of organization
	fixed	there is no longer an expense task created after invoicing
	added	menu bar item to show current client, task, and time
	added	time sheet changed to matrix for 5 days
2.9	added	<clientid> client ID report field
	added	<employee> employee report field
	added	address book export
	fixed	preferences (local) date format was not used

2.91	fixed	exchange rate download before 12 AM did not work.
	fixed	chart view could not be printed.
	added	floating window to show current time for a project/task.
	updated	manual
2.92	fixed	some date fields were still not showing the right format
	fixed	taxes and discounts can be entered now as 12.5 or 0.125
	added	improved project planning (not complete yet)
2.93	fixed	bug that prevented app from starting / tasks being edited
2.94	added	shows time and billable amount for selected tasks
	added	allows to enter travel mileage amounts for tax purposes
	fixed	notes were not displayed for work / expenses
	fixed	change "tax exempt" flag did not recalculate values
	updated	redesign of task / work / sale panels
2.95	fixed	timer did not work after task has been edited
	fixed	selecting a product for sale did not fill price field
	fixed	sum of billable amount in main window included invoiced tasks
	fixed	fast client select did not reflect client list sort order
2.96	added	option to hide invoiced and paid tasks from list
	added	show overdue project finish dates in red
	fixed	task table not re-sorted after an entry has been added
2.97	added	shipping date and shipping indicator
	added	option to hide paid tasks from project list
	fixed	data were not been saved using the "Quit" menu function
2.98	added	preferences for company email and web site URL
	added	CC: option to company email when forms are mailed
	added	pause and stop button in task timer window
	fixed	history will not be recorded for times < 1 minute
	updated	screenshots in manual to match current version
3.0	added	shipping and handling charges
	added	late payment charges
	added	option to delete a form
	added	option to limit the items you see in the main window
	fixed	replaced placeholder <taxnum> with <companyreg>
	fixed	product information does not longer disappear
	fixed	tax rate allows now values of n.nnn %

3.01	fixed	deleting an entry in filter mode no longer deletes wrong one
	fixed	shipping and handling entries no longer shown in projects
3.1	added	client retainer billing (90% completed)
	added	calculate value of products in stock
	added	format option to print hours only
	added	sales can now be assigned to a project
	added	<product> placeholder for sales events
	added	quick calculator for numeric fields
	added	client tax id, IBAN, and SWIFT id for users in the EU
	added	view "all" option in the account panel.
3.11	added	option to purge tasks by date range.
	added	option to convert a timed task to a flat fee task.
	added	date source "last use" in forms panel.
	added	record payment method for paid invoices (like check # etc.)
	fixed	delete key not was not recognized on some machines.
	fixed	task consolidation did not consolidate flat fee tasks.
	fixed	tax calculation for orders and shipping charges.
3.2	added	standard customizable toolbar.
	added	5 optional client fields for your own use.
	added	preview of the template form in the forms panel.
	added	template for envelopes.
	added	option to strip leading spaces from numeric values..
	fixed	account and invoice list did not reflect late fee amounts.
3.21	added	view menu item.
	removed	unlock button for the time field; can be changed anytime now.
	fixed	selecting a task in the time sheet now fills the rate field.
	fixed	selected time and billable amount showed wrong values.
	fixed	toolbar does not disappear when changing window texture.
	fixed	floating timer window now resizable.
	fixed	reports generation picked wrong items when hide i/p selected.

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