

Select “Set Budget...” under the Time menu, or click on the Budget button in the Tool Bar to bring up the Budget window.

This allows you to set a charge and time budget for each TimeTracker document. Enter a charge amount and/or an elapsed time amount, and click OK. The amount under or over budget is then displayed on the TimeTracker document.

If the charge or elapsed time goes over budget, the text beneath the amount is highlighted.

All amounts are calculated from either all time entries, or marked time entries, depending on how you have your document set. See the chapter on “Marking Time Entries” for more information.