Time is Money

Contents

Introduction

What is "Time is Money"

- "Time is Money" is a Time and Billing program designed for anyone who needs to keep track of time spent on various projects for billing and tracking purposes.
- It tracks time spent by a consultant for each client on each job and project.
- If you are working on your computer it can keep track of time automatically and easily switch between projects with the press of a single HotKey.
- If you are out of the office, it supports manual input of time and materials for the project.

Getting Started

The following is the suggested order to get started:

Initializing Data

When you installed the program, it came with some Demonstration Data that you could use to see how things work.

When you are ready to erase the Demo Data and setup your own information with fresh files, select Initialize Data from the File Menu Option on the Main Form.

Warning!

The Initialize Data function will delete ALL of the current data including the Billing Log Records and all of the Maintenance files.   It is only for use when you wish to start over with COMPLETELY EMPTY DATA FILES.

Concepts

Billable Activity

"Time is Money" will track the time and money spent on each Billable Activity.   Billable Activities are specified for a combination of Activity, Job, and Client.

For example, a law firm might define a billable activity for taking a deposition (the Activity) for Jones vs. Smith (the Job or Matter) for Pete Jones (their Client).

Naming Preferences

"Time is Money" lets you set up your particular naming preferences for these Billable Activities and their components based on your business.

For example, you might refer to Billable Activities as "Projects" or "Tasks";   you might refer to your Clients as "Customers" and your "Consultants" might be called "Employees".

Options - Set Up

All HotKeys

Select Disable to turn off all Hot Keys for Billable Activities and for Display.

HotKey for Display

Enter a letter that you wish to use in combinationwith the Control Key to display your main Time is Money screen from within other Windows programs. Be sure to select a key that is not generally used by other programs.

How to log the pause

When you interrupt your timing of an activity on the computer by displaying the main Time is Money screen, this setting determines how that "pause" will be logged.

Naming Preferences

Your entries will determine what names appear on screens and reports for these items. Different industries use different nomenclature. Define one that best suits your needs. This documentation will use the default name Client, Consultant, Job, and Project.

Maintenance - Consultant

Add Consultants that work at your company. The billing amount entered here can be used later as a default for Billable Activity.

Maintenance - Client

Add the Clients for you company.

- Billing Multiplier is normally set to 1.00; however if this particular client always gets a discount of 25% off the standard billing activity rates, you would enter a Multiplier of .75 and the Billing Activity dollars will be adjusted accordingly when it is logged.

Maintenance - Job

Add the Jobs that you will be using to categorize your activites. The billing amount entered here can be used later as a default for Billable Activity.

Maintenance - Activity

Add each Activity for which you will be billing. The billing amount entered here can be used later as a default for Billable Activity

Maintenance - Item

In addition to billing for time spent on activities, you can also bill for expense items such as telephone, travel, lodging, photocopies, etc.

Add each Billable Item and the default billing amount per unit of the item.

Maintenance - Project

Defining the Project

From the "Time is Money" main screen, select the Add Project button to define new Projects that you will be timing.

A Project is the combination of a Client, a Job, and the Activity.

$/Hr. Billing

This will be the rate that is used whenever the time for this project is logged. The rate is automatically adjusted by the Billing Multiplier that you set for the particular Client.

Get Rate From:

To simplify entering of a $/Hr. Billing, you can click on Activity, Job, or Consultant to have the default rate entered automatically. Selecting Override allows you to modify the rate to one other than the default.

Budget Hours and $

Use Budget Hours and Budget $ fields if you wish to track this Project on the Over Budget Report.

HotKey to activate

Enter a keyboard character that you wish to use to automatically change your current Project logging over to this Project. Hot Keys are especially useful to shift from one project to another as you are interrupted by phone calls from different clients. You can shift Projects without ever leaving the Windows application in which you happen to be working.

Inteface ID

This field is not used by "Time is Money", but it is logged and can be used in reporting or for interfacing to other systems. This might be your Accounting System's Account ID for tracking this Project. It can also just be used as an additional field for categorizing projects.

Modifying a Project

To Modify an already existing Project you select it from the list on the Main Form by clicking on that line with the mouse to highlight it and then click on the Modify Project button at the bottom of the form.

Deleting a Project

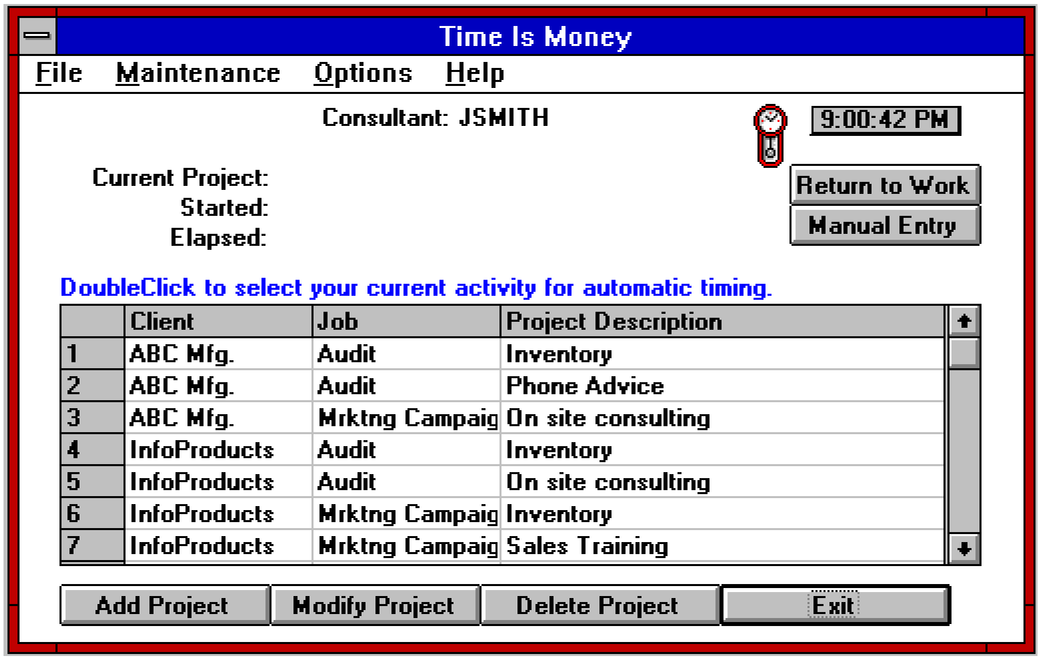
To Delete an already existing Project you select it from the list on the Main Form by clicking on that line with the mouse to highlight it and then click on the Delete Project button at the bottom of the form. A form will display and give you the option of deleting or canceling.

Deleting a Project will remove it from your list, but it will not effect any of the previously logged billings for that Project. These will still show up in your billing reports.

Ready To Go

If you have gone through the suggested Getting Started list, you are now ready to use "Time is Money".

Your Projects will be displayed on the main form.



Select a Project

To Select a Project for timing, place the cursor on the line for that Project and Double Click the mouse.   The name of the Project will appear next to Current Project: on the Main form.

Start timing

Click the "Return to Work" button to begin timing.   The main form will become an Icon showing the name of the current Project.   This lets you know what Project is currently being timed.   The Project will continue to be timed until you interrup it by using the Display HotKey or by double clicking the Icon.

Change Projects

You can change from one Project to another by pressing the new Project's HotKey.   The name of the new Project will appear under the Icon and the time for the previous Project will be automatically logged.

Menu Options

The following Menu Options appear at the top of the Main Form. Remember that the actual names used for Client, Job, Activity, Consultant, and Item may be changed to the preferences that you selected.

File

Project Log

Invoice

Initialize Data

Maintenance

Client

Job

Activities

Items

Consultant

Options

Set Up

Change Consultants

Help

Project Log Reporting

Concept

The Project Log Reporting Form is used for selecting records from the Billing Log for display on the form. After displaying the Selected set of records, you then have an option to select a subset Group if desired, and then from the Menu Option "File", select to Print, Archive, or Purge the Selection or Group.

Selecting Records

From/Thru Date

Enter a date range for the desired activity.

Sort By

Select the primary field you wish to sort by. If you select a field other than date, the report will still sort by date within the field you select.

Level

Select "Detail" for a listing of every logging that occurred, or select "Summary" for only the subtotals for each item that you selected for the Sorting.

Get Records

After making your selections, click on the Get Records button to generate the list.

Modify

If you ran a "Detail" Level listing, then you can do a manual modification to the log record by selecting the line with a mouse click and then clicking on the Modify button. This is used only as a means of making adjustments to items that have already been logged and need subsequent changes for billing purposes.

File Option

Print the List

Selecting the "Print the List" option will allow you to print either the current Selection or the current Group of Billing Log records.

Archive the List

Selecting the "Archive the List" optin will allow you to copy the selected detail Billing Log records to a file for offline storage.

Purge List

Selecting the "Purge List" optin will allow you to remove the selected detail Billing Log records for the log for purposes of reducing disk space used by old information.

Invoice

Concept

"Time is Money" allows for printing of an invoice through the Document Merge features of word processors that support merging of data in CSV format, such as Microsoft Word for Windows.

The Invoice routine generates a CSV file from the Billing Log. It is called INVDAT.TXT. Also provided is a Merge Template document in Word for Windows format that has a sample Invoice layout. It is called INVOICE.DOC.

After the Invoice routine generates the file, you can go to Word for Windows and print invoices using the sample document.

This also means that you can modify the layout of the sample Invoice to suit your own business needs.

This also means that you can create new layouts to use the same CSV file and print customized billing reports, employee activity logs, over budget alert reports, etc.

Generating the Invoice

From/Thru Date

Enter the Date Range for the Billing Log records you wish to include for the invoices.

Include Every Client

Select to include all Clients or only a specific one.

Starting Invoice Number

Enter the invoice number that you wish to start with.

Change Consultants

The name of the currently active Consultant for whom the computer is doing automatic timing, is displayed at the top of the Main Form.

The "Change Consultants" Menu Option will display a list of Consultants and you can select another one to be the currently active one.

Main Form - Buttons

The following Command Buttons appear on the Main Form and provide access to three important funtions.

Return to Work
Manual Entry
Project - Add/Mod/Delete

Return to Work

Click the "Return to Work" button to begin timing. The main form will become an Icon showing the name of the current Project. This lets you know what Project is currently being timed. The Project will continue to be timed until you interrup it by using the Display HotKey or by double clicking the Icon.

Manual Entry Logging

The Manual Logging form provides for entry and logging of billable activity that was not automatically timed by the computer and also for logging of Expense Item billing.

Time Billing

The upper part of this form is for Time activity. Enter the information requested and click on the Time Billing button.

Expense Billing

The lower part of this form is for Expense Item billing.   Enter the information requested and click on the Expense Billing button.

Glossary

Index

Billable Activity

A Billable Activity or "Project" is the detail level for all billing. It consists of a specific activity on a specific Job for a specific Client.

Billable Item

Any expense item billable to the Client. e.g. telephone, travel, lodging, photocopies, etc.

Billing Log

All Billable Activity and Billable Expenses are logged to a file called the Billing Log. This is the history of all the time and expense activity and is available for reporting.

Client

"Client" is the default name used to refer to your customer or whomever it is that you will be billing for the time and materials.

Consultant

"Consultant" is the default name for the employee or person whose time is being tracked and billed.

CSV

Comma Separated Value format is used for the file generated in the Invoice routine. This format can be used to create word processing merge documents and can be imported into word processors and spreadsheets.

Group

The Project Log Reporting allows selecting of a subset of Billing Log records into a Group for "fine tuning" a report.

HotKey

Keyboard character you can set up for a Project. When in any Windows program, pressing the Control Key and your HotKey will make that project your current one being billed.

Job
"Job" is the default name for the task, matter, or whatever way you wish to categorize the activity that is being timed and billed.

Project

"Project" is the default term for the actual detail activity that is being timed. It is the Billable Activity consisting of a specific activity on a specific Job for a specific Client.