Sage Timeslips® 2016

Abbreviated Instructions

Prepared and Presented By:

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Timeslips Version 2016
<u>Abbreviated User Instructions and Training Guide</u>
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PART I: OVERVIEW

Timeslips is a Time and Billing software package that:
- Tracks time spent by individuals on projects
- Generates bills
- Monitors accounts receivable and balances
- Reports on client, timekeeper and activity information

Timeslips is based on three elements:
> Timekeeper (attorney, accountant, consultant, etc.)
> Client
> Task or Expense

SET-UP is accomplished in the following order:
1. Configuration of settings
2. Set up timekeepers (also called users)
3. Set up activities and expenses
4. Establish default clients (called templates) which includes defining how the firm will handle rates for clients and timekeepers
5. Enter client information for all clients to be billed

SLIP ENTRY to enter time and expenses

BILLING PROCESS (Pre-bill worksheets and Bills)

APPROVAL PROCESS accepts the bill into the system. This step is only performed when the bill is FINAL. Some firms will not approve bills until they actually are mailed. Once "approved", the bills cannot easily be changed. There is an unapproval procedure but it is not always available as an option and should not be relied upon. Proof Stage is the interim phase where bills are held while being reviewed prior to approval.

REPORTS are run at any time. They provide information on data such as unbilled and billed time, accounts receivable, user productivity and history, and general information that the database tracks.

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INITIAL DECISIONS AND DEFAULTS:

What is your backup procedure? This is critical!! I recommend that you back up daily to a unique backup, and then create a special monthly backup and then a yearly backup.

The daily backups should be named with the date of the month. For example, every day on the 5th you will back up to 5.bku. You then will have a set of rolling backups. You should also consider setting up **scheduled backups** (file … schedule backups).

Billing clients for multiple project or matters: Clients with multiple matters can be billed in one of two ways: single bill broken down by matter or separate bills. NOTE: If a client requires a balance for each matter, the client.project method must be used.

Characteristics of Single Bill Broken Down by Matter:
This method is called REFERENCES because there is a field on slips to specify the matter (also called "reference"). Everything rolls up to one client … only one client record exists.
- Each matter is called a "Reference"
- One total at end of invoice(may have sub-totals)
- Single accounts receivable
- Payment usually made with a single check
- References can be moved to "inactivate" status
- "Global" references can be set up so that many clients use the same set of references; These are set up on template clients

Characteristics of Separate Bills: CLIENT-DOT-PROJECT
This method is called "client-dot-project" because the dot (or other character as defined in Setup) separates the client and matter. One client can be designated "Master" (designated with an **M** next to the client name) so that other clients can use the Master's name and address information..
- Can include consolidated summary in bill with sub-total by matter
- Separate bills for each matter
- Separate accounts receivable paid separately by client
- Individual matters can be made inactive

Rates: The way clients are billed differs in every firm. Some firms base rates on the attorney (all clients are billed $100 per hour for John Smith's time) and other firms have different rates for each client and for the different staff members' time. Timeslips ability to assign rates is extremely flexible and often, defining how the rates are determined, can be the most difficult part.

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Bill Format: The appearance of the bill often varies by type of matter. Some bills need to show detail including staff initials and rate, and other bills just show the total due. Some firms prefer to show previous balances while other firms only want current charges to appear. All of this is configured in the bill format section. Different formats are set up and assigned to the client. Different matters can have different formats if using the client.project method.

Defaults: Templates establish defaults when setting up new clients, timekeepers and tasks/expenses. Multiple templates facilitate creating different types of clients without having to manually configure the fields.

Accounting Link: Timeslips can be linked with Intuit's QuickBooks Pro or with Sage 50 Accounting. The set-up is beyond the scope of this manual. It is critical that your firm decide how they will separate income, what general ledger accounts will be used for income from fees and from expenses, and who will be responsible for accounting.

E-mail: Do you want to send slips via email? Do you want to receive slips from email?

Documents: Timeslips can link to a specified folder on your network so that you can easily access the client's documents from the client list.

WHAT YOU SEE FIRST:

How to Specify What You See: Preferences specify what each user will see when the program is opened. It is recommended that each computer have its own preferences saved on their "C" drive. Click SETUP … PREFERENCES. Make changes as desired and then click SAVE AS to save the computer's preference file. Details are in the "SET-UP" section of this manual.

The Navigator: Icons perform the same functions as menu commands: icons make up the Navigator.

There are 3 classic Navigators and 4 enhanced navigators from which to choose. If you have chosen "Classic" from the SETUP ... PREFERENCES screen, you can right-click on the navigator screen and select the Basic, Advanced or Tutorial Navigator. Custom navigators can also be created by TSR Consulting Services. If you accidentally close the navigator, click "SPECIAL" "NAVIGATOR" to re-open it. Enhanced navigators group similar commands together while also offering important information related to those commands.

For example, when accessing client-related navigator commands, the top left section will include commands to access and maintain clients, and the other sections can

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provide client-related information such as your list of clients or overdue balances for each client.

Timeslips Today: Timeslips Today is a group of customizable windows which can be configured to include reports, statistics or basic information. By default, Timeslips Today is programmed to open with Timeslips. If not initially visible, click SPECIAL … TIMESLIPS TODAY … SHOW TIMESLIPS TODAY.
To change the screens in Timeslips Today, click SPECIAL … TIMESLIPS TODAY … EDIT TEMPLATE. Then, create a new template (or open an existing template).

TO SELECT THE TIMESLIPS TODAY TEMPLATE TO BE USED:
1.   While viewing an enhanced navigator, click "Change Settings" in the bottom left corner of the navigator.

2.   From the Navigator Settings dialog box, set the Timeslips Navigator uses this Timeslips Today template field to the appropriate template. You can optionally click Browse to find the template.

TO EDIT TIMESLIPS TODAY TEMPLATE:
   − Click SPECIAL … TIMESLIPS TODAY … EDIT TEMPLATE (or from within Timeslips Today right-click and select either EDIT or SHOW LIST)
   − To change the filters or options on any existing window, right-click on the title bar and select OPTIONS.
   − To add another window, drag the type of information on the right into the window area
   − Change the name of the window (in options) and drag it over to "Custom" tab for future use in other templates

Add "Favorite Reports" to the screen; the PRINT button will print the report.

Alerts: Timeslips will alert a user when certain conditions exist. For example, the managing partner may want to be alerted when any individual user enters a single slip in excess of 10 hours. Or, the accounting manager may need to know when a client's balance exceeds a certain amount. A detailed explanation of alerts is found in the "Special Functions" section of this manual.

Reinstallation Codes: After you install your current configuration, click HELP … ABOUT SAGE TIMESLIPS 2014 and then click SUPPORT INFO. It is recommended that you print this screen to keep with the Timeslips CD. These codes enable reinstallation without having to install prior versions or add-ons. Repeat this process whenever additional features or stations are installed.

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WARNING: BACK UP YOUR DATA REGULARLY!!

You will hear this often and it is important.

- Create a backup for each day of the month (1.bku for the 1st of the month, 15.bku for the 15th of the month, etc.) and overwrite the daily file each month.
- Create a backup every month with the month's name, which gets overwritten once a year.
- Create a backup every year to be archived indefinitely.

This provides daily backups for a week and monthly backups for a year and an archive of yearly backups. **Backing up is the best and least expensive system security you can buy!!!**

The automatic backup feature allows you to schedule backups after hours when all users have exited Timeslips. Click FILE … SCHEDULE BACKUPS to set up scheduled backups.

Back up regularly and archive backups as described, and you will be protected from major data loss.

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PART II: SETTINGS

In a new database, the system will prompt for certain information. This Manual will include those screens even though they may have already been completed.

To navigate to the setup menu, from the top menu bar click SETUP. The following list of choices will appear:
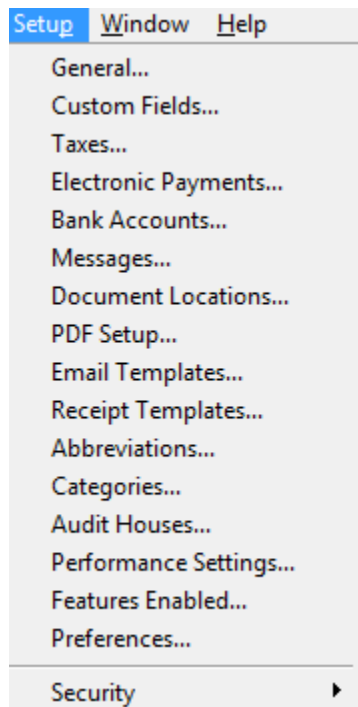
This section will address each of these menu items in order.

SETUP… GENERAL
Setup … General is a screen with multiple pages.

SETUP … GENERAL …Firm Pages:
- Address Information: Your company's name, address, telephone numbers, email address and website
- Terminology: Customize terminology and singular/plural format
- Calendar Terminology: Define entry types (meetings, events, to do's, etc.) based on your firm's specific terminology

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- Other:
  - Define private text indicator (this is used if you want to hide text from a bill but show it on reports);
  - Specify criteria for notification if a feature has not been used
  - Close database rules: If user is logged into Timeslips and supervisor closes the database via Exclusive Mode, define how to override the user's personal preferences.

SETUP … GENERAL …Financial Pages:
- Aging Periods (number of periods and days per period) and Fiscal year starting month
- Rules:
  - Rates: Are flat rate tasks fixed amount or calculated based on client rates?
  - Interest: Calculation method and minimum interest charge
  - Finance Charge: Default charged for reverse payment

SETUP … GENERAL …Names Pages:
- Nicknames:
  - What character is used to separate clients and projects?
  - Nicknames 1 and 2: Maximum size (characters); Auto format rules
  - Option to allow duplicate Nickname 2
- New Names:
  - Define which template should be used as a default for new entries, and which fields are used to pull into the new entry
  - Other Names: Defines which are the "default templates" for other names, and which fields are used to copy to the new entry
- Employee Titles: Used to define the order in which employee names appear in the summary section of an invoice
- Conflict Checking: Define whether or not to check conflicts every time a new name is added; Also defines what fields are checked when running conflicts check

SETUP … GENERAL …Transactions Pages:
- Bills:
  - Invoices: When are invoice numbers generated? Only bills with new charges or all bills?
  - Bill images: How many bill images are maintained per client before overwriting the image?

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- Slips, A/R & Funds:
    - Next slip ID, A/R ID and Funds ID;
    - Specifies whether full amount is entered for new payments, or zero. *(Hint: Using the full amount might allow a user to accidentally pay off an entire bill that was not paid in full)*
    - Slips: Set earliest slip date and maximum time spent for new slips
- Default Descriptions for transactions
- Fee Allocation: Terminology for orig., resp, other or attorney for fee allocation
- Payment Types: Specify the options for your firm (only check the types of payments the firm uses)

SETUP…CUSTOM FIELDS

Custom fields can be set up for timekeepers, clients and activities. The purpose of custom fields is to organize entries into groups, or provide additional data. Each name type can have up to 6 different groups (maximum of 90 custom fields) so that types of custom fields can be combined. For example, electronic billing companies require different custom fields so a separate group for each e-billing company would make sense.

When you are setting up custom fields for use with electronic billing or audit houses, you can quickly set up a group of custom fields. Right click on the **Custom Fields** dialog box and choose **Add Pre-Defined Set**.

An example of a client custom field would be Type of Matter; an example of a timekeeper custom field would be date hired or title (partner, associate, etc.). Custom fields can be text, lists (with a drop-down), dates, hours, money, number, percent or numeric. The numeric type is useful for custom reports. Dates fields can be relative dates (i.e. first day of prior month; last day or prior month, etc.).

Client custom fields can have another "type" which is a Timekeeper. When assigned, it can represent a firm member's contribution to the matter (originating attorney, billing attorney, etc.). Custom fields can be required so that a new record cannot be saved if the field is blank.

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SETUP…TAXES

Taxes are set up in the following order:
1. Jurisdiction: The jurisdiction certain taxes applies to
2. Tax Rate Rules: Configure the actual tax, activities it applies to and percentage rate.
3. Tax Profiles: Groups of taxes that are assigned to clients; Clients with a certain Tax Profile will all be charged the same taxes as others with that same profile.

SETUP… ELECTRONIC PAYMENTS

This is where credit card processing is configured. Sage Payment Systems can be used to process payments directly from Timeslips.

SETUP...BANK ACCOUNTS

Define various bank accounts that are to be tracked. Examples: Costs and fees account for retainers paid in advance; or one account for Real Estate transactions and a second account for litigation.

SETUP...MESSAGES

Define messages that can appear on bills or statements in this area. This is where a message for all bills can be created (example: Please Remit Payment To:)

SETUP...DOCUMENT LOCATIONS

Use this dialog box to set up folder locations for each client's document folders. Timeslips can automatically create these folders for you if they do not yet exist.

Client Subfolders – Lists the subfolders created for each client. You can keep the *Use Nickname 1* setting or you can enter another folder location.

Use Nickname 1 will use the client's primary nickname as the client's document subfolder.

Create folders – Creates any missing document folders. These folders are indicated by an * in the list.

Place bills in a \Bills subfolder – When printing bills to PDF, you can automatically place bills in a **\Bills** subfolder of the clients document folder.
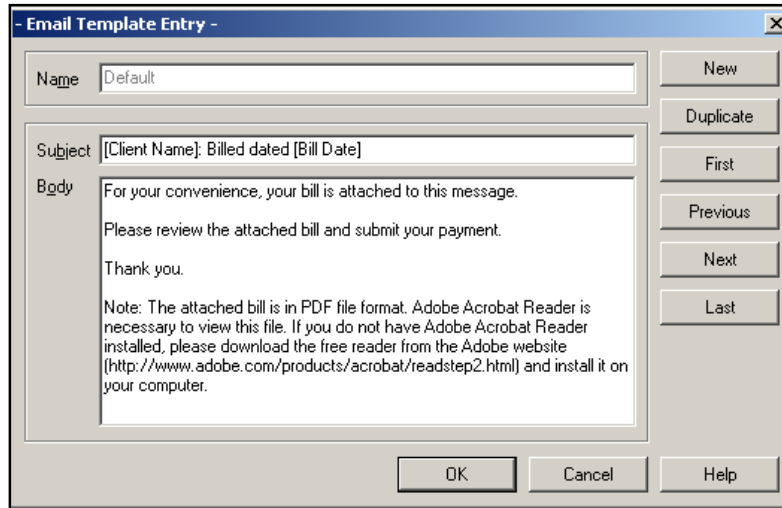
SETUP…PDF DOCUMENT NAMES

Defines what the name of a PDF file will be when a bill or statement is printed to PDF. There are numerous fields that can be added to the name.

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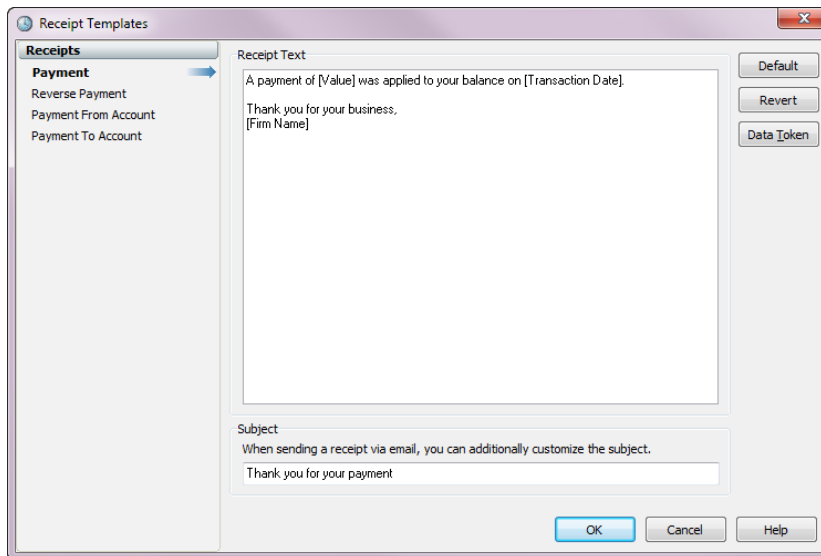*Fax: (888) 306-5986*
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SETUP...EMAIL TEMPLATES

The first screen of this section is where the name of the bill attachment is defined.

Define templates to be used to attach bills and statements, when sent via email. Define multiple templates if desired, which can be assigned to different clients. To insert special data tokens in the subject line, right-click in the white space and select the correct data token.

SETUP...RECEIPT TEMPLATES

This area is where the text for receipts are defined. The data token field on the right will insert information such as date, firm name, amount paid, balance due or a long list of other options which can be inserted into the default receipt text.

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SETUP…RECEIVE SLIPS BY EMAIL

Timeslips can create slips from email messages, but the message must be in a specific format.


- Specify the subject line indicator: What will the email subject be? If you have multiple databases, use different subject lines for each database
- Specify whether to only accept email from timekeepers
- Message processing (scan for emails when opening Timeslips? Reply to message with confirmation?
- Name selection
  Use Wildcard: There are 2 types of wildcards that can be used:
  ? = single character [ex. Jo? Could be Joe or Jon]
  * = multiple contiguous characters [ex. *Jones could be BillJones or GJones]

  See Section XII for detailed instructions on receiving slips by e-mail.

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SETUP...ABBREVIATIONS

Abbreviations are data entry shortcuts used when creating slips. When a certain letter combination is typed, the entire abbreviation prints out. For example: tc may be an abbreviation for Telephone Conference with .

Timeslips 2014 also allows the use of special characters in abbreviations if the box at the bottom is checked.

.
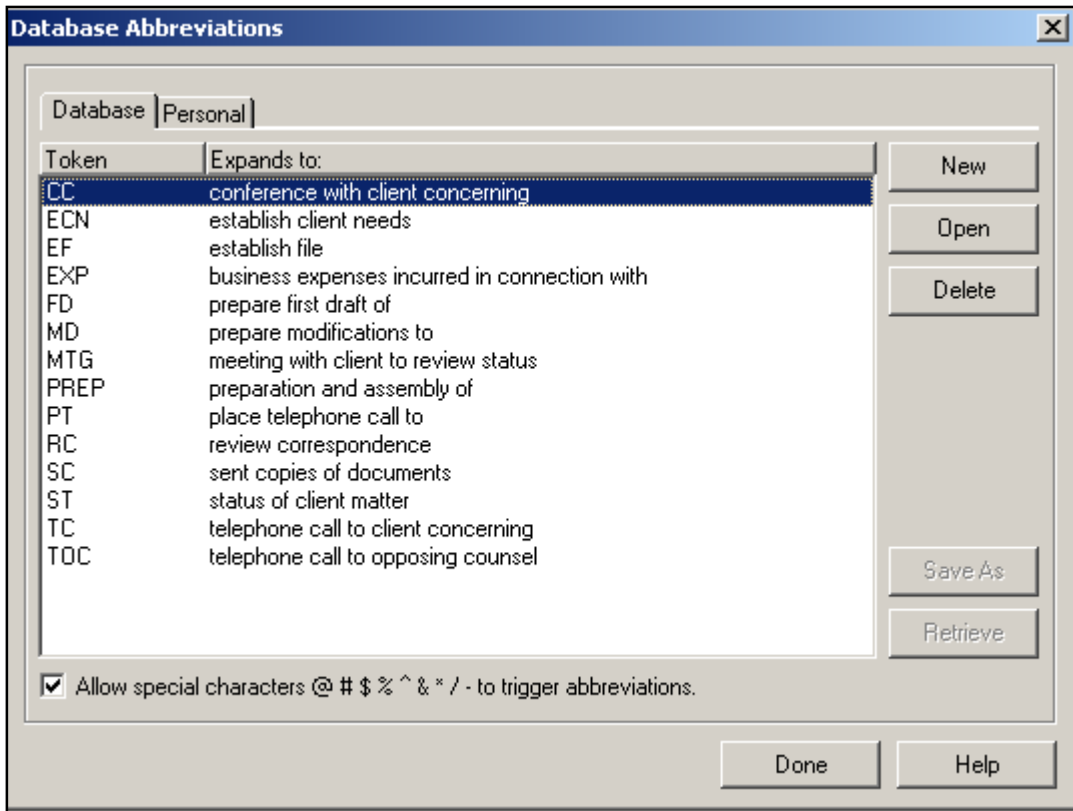
SETUP...CATEGORIES

Defines categories for multiple activities. Example: Multiple activities may be combined into a single "category" such as Discovery or Tax Preparation.

SETUP...AUDIT HOUSES

This area of the program is where the electronic billing add-on is configured. Each audit house has its own requirements and should be configured when it is set up with the vendor.

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SETUP...SAGE TIMESLIPS OUTLOOK LINK

The Outlook link provides an interface for creating slips based on Outlook email messages, tasks, meetings, and appointments. You can also use this link to start new Outlook email messages, tasks, meetings, and appointments from Timeslips.

Timeslips and Outlook must be installed on the same workstation. If Outlook is not installed on the same station as Timeslips, the Outlook Link is disabled. If you install Outlook at a later time, you can re-enable the Outlook link. Select **Setup; Outlook Link; Settings** and click the **Enable Outlook Link** button.

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There are 2 tabs for the Outlook link set-up.
- ▪ Settings – Opens the Outlook Link Settings dialog box, where you can set up options such as locating the Contact folder, assign synchronization settings, and link associated fields.
- ▪ Linked Data – Opens the Data Linked with Outlook dialog box, where you can set up options such as firm information and program terminology.

In addition to the above, the timekeepers' email addresses must be designated on the "Timekeeper" record; Clients' email addresses must be designated on the "Client" record. See Part III of this manual describing setup of timekeeper records.

Timeslips uses the email address of the timekeeper logged into the system.

SETUP...PERFORMANCE SETTINGS
This setup area allows users to turn off certain features that might affect performance of Timeslips. Please note that this disables the link on a particular workstation but does not disable the feature system-wide. Use SETUP … FEATURES ENABLED to turn off a feature completely.

It is recommended to remove the checkmark for all features not being used at the specific computer.

SETUP...FEATURES ENABLED
Turns off certain features that are not being used even though they may be included with the software. When a feature is turned off, that feature's fields are hidden on all screens.

SETUP...PREFERENCES
Setup … Preferences has multiple pages and is critical when configuring how each individual user wishes to view and interact with the various menus and screens.

Each user should maintain their own preference file. This can be done either by saving each user's preference file to a location on the server, or saving each preference file on the user's local hard drive. Click "Save As" at the bottom of the screen and save the file (ends in .prf) in your firm's preferred location.

IMPORTANT: EACH USER NEEDS THEIR OWN SAVED PREFERENCE FILE.

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Setup … Preferences: Initial dialog box
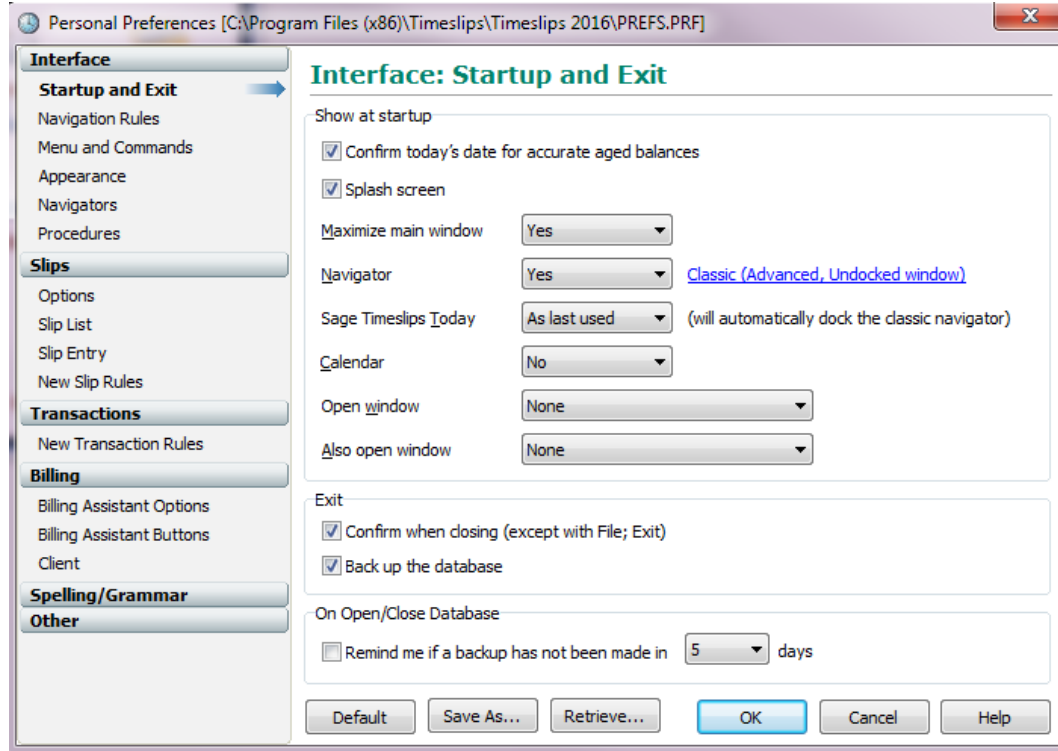
Interface Section:

- Startup and Exit: Preferences for this station starting Timeslips, including start-up mode for Timeslips Today. It might be preferable to set "Timeslips Today" to never if the program has delays when starting up.

- Navigation Rules:
  - Saving Rules: Define how Timeslips should behave when closing or switching to another window. These rules may or may not be followed when a supervisor closes the user out of Timeslips (based on security settings). See security section for more information.
  - Field Navigation: Will "enter" move the cursor to the next field? Where does the cursor go when moving into a multi-line text field?

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- Recommended settings:

Interface: Navigation Rules

Saving Rules

Set up rules on how Sage Timeslips should behave when leaving a record that is currently being edited.

- ☑ Prompt to save when closing a data entry window
- ☑ Prompt to save when moving between records on a data entry window
- Save when closing or switching Reports No
- ☑ Prompt to update rates when saving new rates

Field Navigation

Set up rules on how Sage Timeslips should behave when moving through fields.

- ☐ Use the Enter key to move between fields on entry dialog boxes
  - ☐ On multi-line text fields, use Ctrl-Enter for a new line
- When moving into a multi-line text field let Sage Timeslips select the best option

- Menu and Commands: Recommend that all menu commands show "List"

- Appearance: This screen is used to reset all messages to show, to set all messages to NOT show, or to "restore all dialog boxes to their defaults".

  HINT: THE RESTORE ALL DIALOG BOXES IS A VERY USEFUL COMMAND IF WINDOWS OR TOOLBARS DISAPPEAR

- Navigators: Choose your preferred navigator type and specific template; It is recommended that you check the box "Use Navigators Locally"; Specify whether or not you wish to see "Hints" from Billing Assistant

- Procedures: This dialog box is used if a firm implements custom navigators. Custom automated procedures would need to be written to accommodate the customized navigator.

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Slips Section:

- Options allows you to show both nicknames, run multiple timers simultaneously and specify how many modified slips can be tracked. This section also enables users to show time in decimal format or hours:minutes format. It is recommended that the "Paste descriptions as plain text" box be checked.

Slips: Options

Slip Options

- ☐ Minimize command on the main Sage Timeslips window switches to Mini Slip View
  Switches to the Mini Slip View of the Slip Entry dialog box when you click the minimize button in the top right corner. Otherwise, the minimize button would simply minimize the window.

- ☑ Show both nicknames simultaneously
  Shows the primary and secondary nicknames for Timekeepers, Tasks, Expenses, and Clients.

- ☑ Show time in slips as decimal
  Shows Time spent, Time estimated, and Do Not Bill time in HH.DD format instead of HH:MM:SS format in Slip Entry and Slip List.

- ☑ Paste descriptions as plain text

Permit multiple timers simultaneously running on this station   No

Slip Tracking

Number of recently modified slips tracked   100

Number of recently timed slips tracked   8

Interface
- Startup and Exit
- Navigation Rules
- Menu and Commands
- Appearance
- Navigators
- Procedures

Slips
- **Options** →
- Slip List
- Slip Entry
- New Slip Rules

Transactions
- New Transaction Rules

Billing
- Billing Assistant Options
- Billing Assistant Buttons
- Client

Spelling/Grammar

Other

Default   Save As...   Retrieve...   OK   Cancel   Help

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- Slip List: Specify which slips should appear when opening the slip list; Whether to show hidden slips as "Hidden" or to hide them (slips hidden due to security), and whether or not to automatically update the slips list when generating bills or editing slips (can be time consuming).
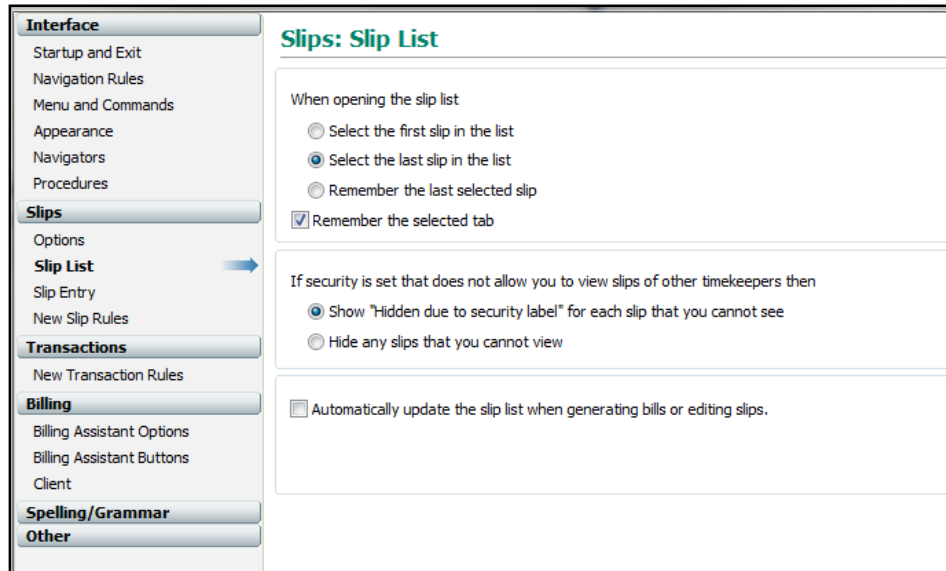
- Slip Entry: Specify if the order of fields should be Client/Task or Task/Client. Specify the field order when "tabbing" through a slip's fields. Move fields up and down based on your firm's needs, and where the toolbar is docked.

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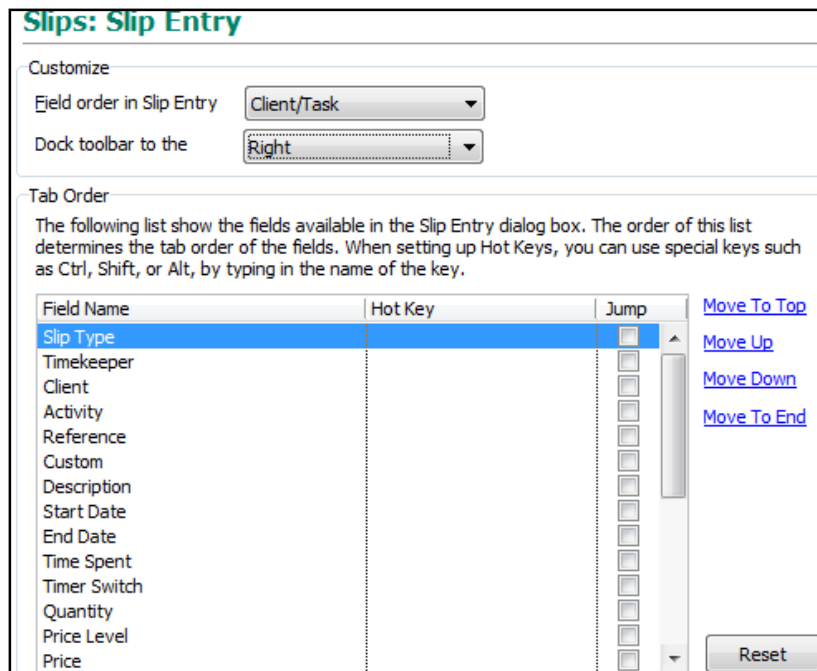
- New Slip Rules:
  Indicate whether a new slip should use the logged in timekeeper, copy the timekeeper from the prior slip or choose from the open list.

  Choose which fields get copied from the prior slip and whether a timer is started for each new slip.   Regarding the "Copy Slip Fields" options, copy dates will copy the dates from the prior slip and will not pick up "today". **NOTE: If "copy dates" is checked, slips will default to the last date used and will not default to current date when entering new time.**

Transactions Section:
- New Transaction Rules: Settings shows the system default for a new transaction (what to copy from the prior transaction) and default payment type (most common option is "check").

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Billing Section:

- Billing Assistant Options: Recommend that you set this to "Single client at a time"
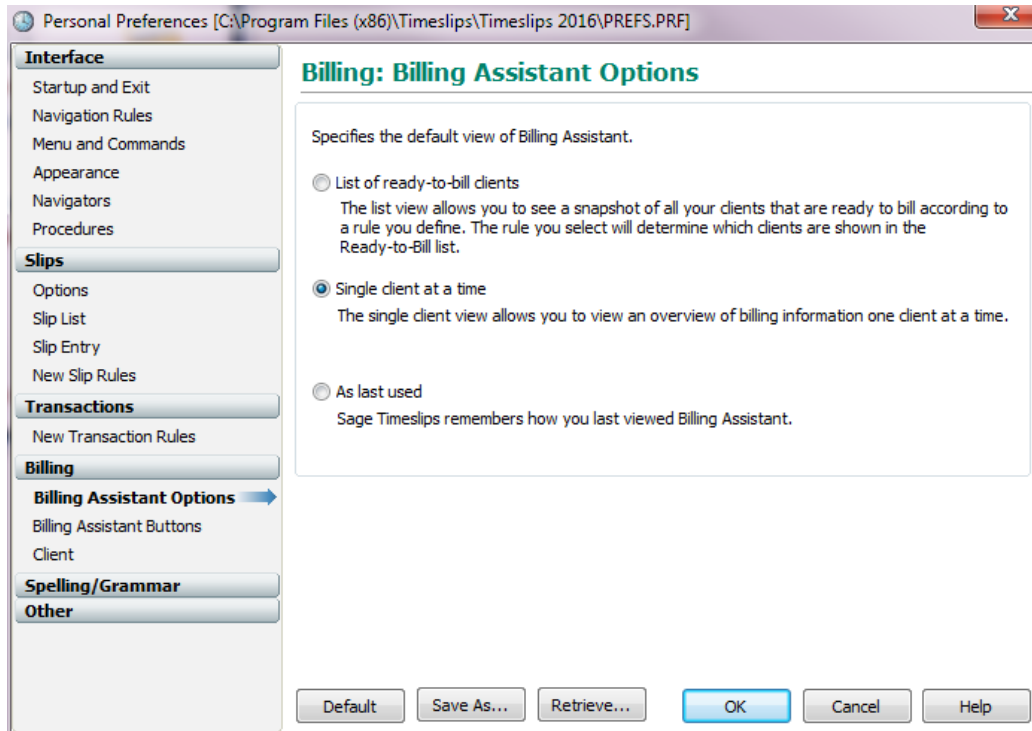
- Billing Assistant Buttons: Define which buttons activate which procedure
- Client: This screen allows a user to see whether or not the client has a full bill hold on his account from the main client list

Spelling/Grammar Section:
- General: How do you want the system to notify you of errors? Do you want to check as you go, or run an overall spell check prior to generating bills.
- Spelling Dictionaries: There are options of up to 6 dictionaries that can be selected from for spell check, including a technical dictionary; View and edit your own personal dictionary from this window also.
- Spelling Options: Define specifics for spell check
- Grammar Options: Define settings and writing style for grammar checking
- Performance: What is preferred for spell check: Speed or accuracy?

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Other Section:

- Calendar Settings: Define default view and interval to check for reminders

- Alerts: Specifies whether to hide or show alerts and how the alert will appear.

- Database paths:
  - Database Location – Specifies the default Timeslips database folders.
  - Backup and Restore – Specifies the default folder where Timeslips saves database backups

- Report paths Section:
  - Print reports to file – Specifies the default folder where Timeslips saves reports to file. You save a report to file when Print to is set to Text file, File – comma delimited, or File – tab delimited on the Report List dialog box or the Report Entry dialog box. Enter the folder name or click Browse to search for the folder
  - Imported and exported files – Specifies the default folder where Timeslips saves files that you export. You export data from the Export Template List dialog box. Enter the folder name or click Browse to search for the folder.
  - Report templates – Specifies the default folder where Timeslips looks for report templates. You can specify the report template to use in the Report Options dialog box. Enter the folder name or click Browse to search for the folder

- Other paths Section: Specify where the Timeslips "temp" files will be saved and where audit house files are saved (if your firm uses electronic billing).

After updating preferences, click the "save as…" button; save preferences to a file (c;\program files\timeslips\prefs.prf) on the user's local ("c") drive.
*****It is recommended that each workstation have their own preference file saved on their "C" drive. Sharing preference files can be problematic.**

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SETUP...SECURITY

Security Profiles specify the capabilities assigned to each Timekeeper. Profiles are configured and each Timekeeper is assigned a Profile. Global security controls all users in the system and defines whether or not security is activated.

First, configure Global Security (Setup … Security … Global) to indicate whether or not security is activated and whether or not to enable the Slip Approval process. This feature requires certain timekeepers to have their slips reviewed and "approved" before they can appear on bills.
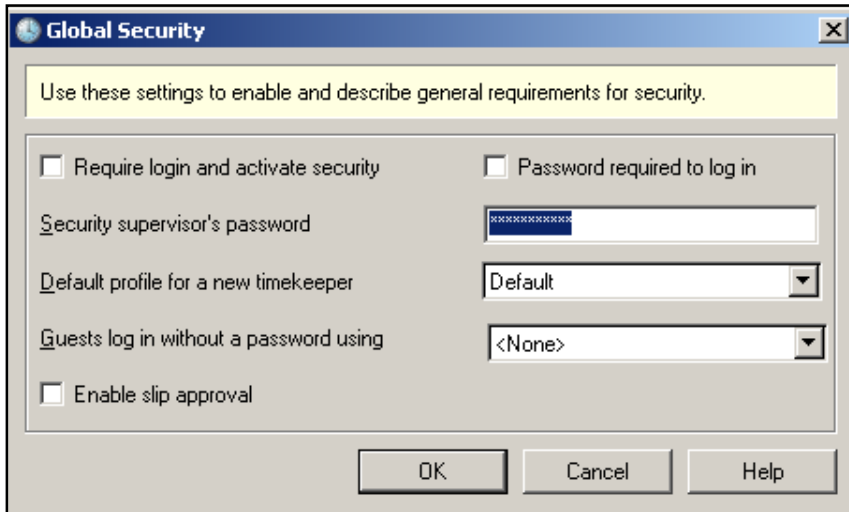
Next, open Security Profiles (Setup … Security … Profiles) to configure the various profiles and finally set up User Rights to assign each user a security profile and password. Finally, to run reports that audit users' activity, setup the audit trail reports here.

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PART III: ADDING AND DELETING TIMEKEEPERS, ACTIVITIES AND CLIENTS

It is recommended that Timekeepers, Tasks and Expenses be added first.

All terminology referred to in this document is generic. Your screen may show a different term for Timekeeper, Client, Task or Expense, depending on what was defined in the Terminology section described in **SETUP...GENERAL** above.

NAMES: TIMEKEEPER, TASK, EXPENSE, CLIENT:
There are four classifications for these entities:
- Open   Active item
- Templates: Default values for other items of the same type
- Inactive: Item is not currently active but should not be deleted
- Closed: Item is to be purged: **CLOSED=DELETE**

DELETING TIMEKEEPERS, TASKS, EXPENSES AND CLIENTS:
To delete name records, first change the classification to CLOSED and then purge the data. **After backing up Timeslips**, click FILE … PURGE and place a checkmark next to the type of entries to be purged and choose the criteria. Click "Options" archive slips, purge slips on undoable bills and/or remove obsolete data.

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TIMEKEEPER INFO
Click on the **Timekeeper** icon on the Navigator (left edge). Then click **Show Timekeepers**. Alternatively, choose "Manage Names" from the enhanced navigator OR from the top menu bar click NAMES … Timekeeper info.

Click the desired classification tab and then click the **+** symbol to add a new entry. Type in the person's nickname and click **Apply Defaults** or select the template you wish to use, and then click **Apply Defaults.** Fill in the timekeeper's initials and name, title, email address and rates if that person has consistent rates. Click on the disk icon to save (or press **<Control>** and **<S>** simultaneously) to save this new entry. If using slip approval feature, this is where the timekeeper is set up to require slip approval.

TIMEKEEPER HISTORY
From the top menu bar, click **"NAMES"** then **"TIMEKEEPER HISTORY"**. This is where Timekeeper history is easily viewed. History can be edited only if the user's security profile permits.

TASK INFO
Click **Tasks** on the Navigator, then **Show Tasks**. Alternatively, choose "Manage Names" from the enhanced navigator OR from the top menu bar click NAMES … Task Info. This defines timed entries and flat charge entries for activities that are not reimbursed expenses. Activities can be assigned to a category for grouping tasks together on a bill. For example, several tasks may be combined into a category called "Discovery" which will appear as a line item on the invoice.

EXPENSE INFO
Click **Expenses** on the Navigator, then **Show Expenses** to define activities used for entering reimbursed expenses. Alternatively, choose "Manage Names" from the enhanced navigator OR from the top menu bar click NAMES … Expense Info. Expenses can have up to 20 different "prices" which can be assigned. An example of multiple prices would be for copies: If different clients have different criteria for billing copy charges. Expenses can now store up to 20 prices. This is useful if clients accept different rates for the same expense (example: copies). Also, the default value is defined on the expense name. This is located under NAMES … EXPENSE INFO.

Suggestion: If different clients accept different rates, take advantage of the private text feature (*hold down ALT + INS keys before the text which is to be hidden*) to document which clients have which price values in the default description field. The text will not appear on bills but will remind users of the client's specific price requirements.

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FILTERING NAME LISTS USING MY LISTS
Custom lists can be set up for each user where the user sees only those names that pertain to their matters. To configure, open the list of Timekeepers (from the top menu bar click **"NAMES" … "TIMEKEEPERS INFO"**. Double-click on the timekeeper's name and then click the "My List Setup" tab. Use the selection criteria to define the timekeeper's list of names.

When viewing a list of client or activity names, right-click on the list to view either all entries or to limit the list to "My List" names only.

ADDING AND DELETING TEMPLATES
Templates can be added and deleted. To add a template, go to the area you wish to add a template to (timekeeper, task or expense, or client) and click on the lower tab labeled "Template". Then click the **+** symbol to add the template. To delete a template, select the template you wish to delete and change its classification from "Template" to "Delete".
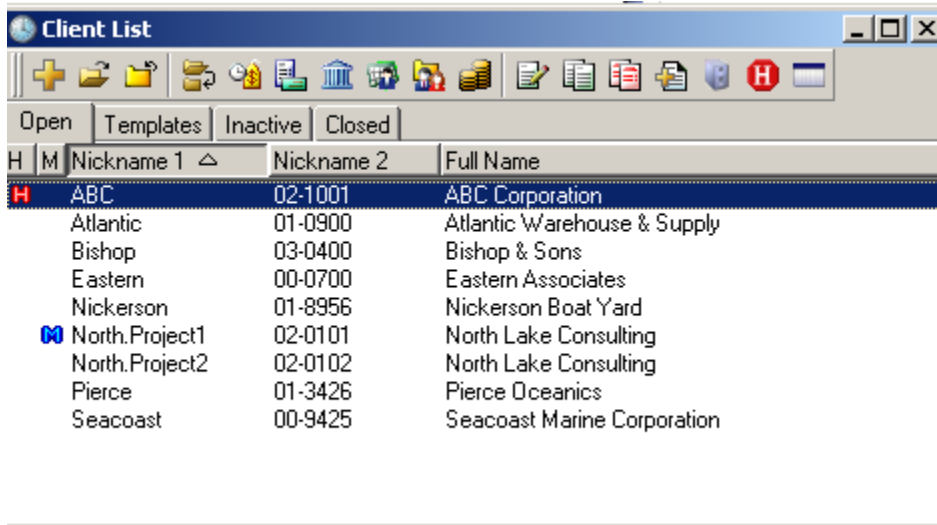
MASS CLASSIFICATION UPDATE
It is possible to update many clients or activities with a single procedure. For example, it is possible to change multiple clients from "Active" to "Inactive". **STEP #1: BACK UP YOUR DATABASE**. Then, open the Client List. Right-click on the names list (or click on the 4th icon from the left--2 file folders in a vertical row with an arrow in between) and select "Change Classification…".   Follow the wizard to change the classification for multiple clients, timekeepers or activities.

CLIENT INFORMATION
The Client Information screen has multiple tabs (along the top of the screen). Click on **Clients** on the Navigator, then **Review Client Information**. The list of clients appears. Right-click on the client list for additional options including:
- Show record count (how many clients in the list)
- Switch to showing Nickname 2 (or 1)
- Explore the client's documents folder (if configured)
- View documents (if configured)
- Change classification of multiple clients

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"H" indicator and "M" indicator in the client list:

The red "H" in the client list indicates that a client's bills are not to be sent ("HOLD"). The red "H" at the top right can be used to toggle HOLD CHARGES on and off for any particular client.

The blue "M" indicates that a client is the master client. This means that if there are multiple projects for a specific client, new projects will inherit the name and address information from the "M" (Master) client.

The filing cabinet (top right, next to red H) is a quick link to the client's documents as configured in the setup.. document locations dialog box.

NEW CLIENT

Open an existing client or click the + symbol from the client list to add a new client. You can create new templates or assign an existing template to a client as was done with Timekeepers. To use a template, highlight the template name and click "apply defaults". The screen with multiple tabs along the left appears as follows:

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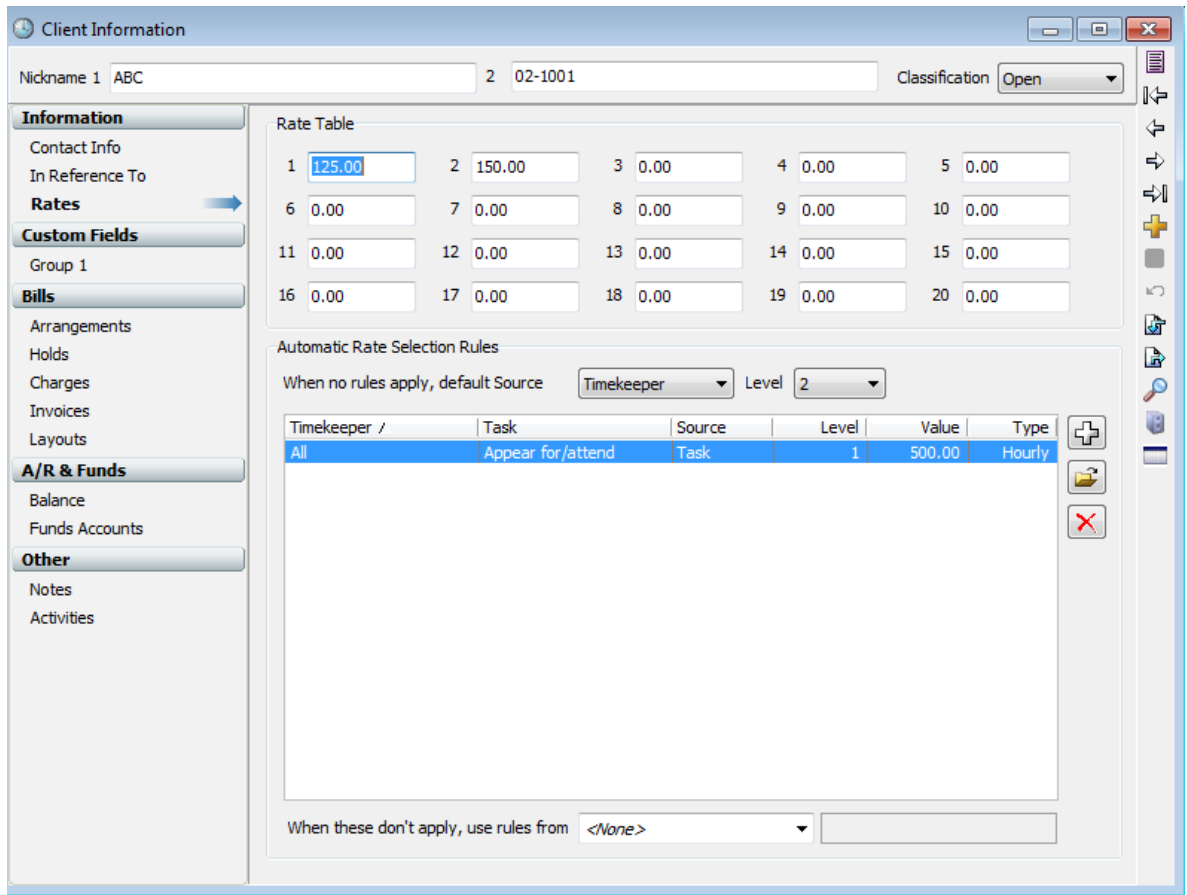
INFORMATION SECTION:

Contact Info: Name, address, telephone number and email information. A second address can be created in the event that there are two bill recipients; it is also possible to "swap" the addresses from this screen if necessary.

In Reference To:

Enter the text that is to appear on the "In Reference To" field on bills

Rates:

The top row of fields is the Rate Table, where various rates are assigned to a client. The Automatic Rate Selection Rules associate various timekeepers and activities with various rate levels.

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Example: A specific client may be billed at Client Rate 1 for all partners and at Client Rate 2 for all associates who work on the matter. The Automatic Rate Selection would have an entry for each partner and the rate would be client level 1; each associate would also be listed at client rate level 2.

The last 2 options specify what to do if the above rules do not apply or if no rules apply.

It is also possible to also use templates to define rates. A classic example is when all partners charge one rate, associates charge a second rate and paralegals charge a third rate, and these rates are not consistent among clients. Setting this up requires special instructions. Contact TSR Consulting Services, Inc. for details.

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CUSTOM FIELDS:
> Group 1: (Title is customizable): Fill in the fields as set up in the setup section (Part II of this manual).

BILLS:
> Arrangements:

Billing Arrangements:
- Bill using time and Expense arrangements (Most common)
- Bill using Full Bill Arrangement (combines time and expenses into a single charge)

Slips: Charges are based on slips; Adjustments can be defined on an individual slip but no mark-ups or mark-downs are used with this arrangement.

Adjustments: Can be based on total charges, by timekeeper or by task. Use this area to mark-up or mark-down a client's bill.
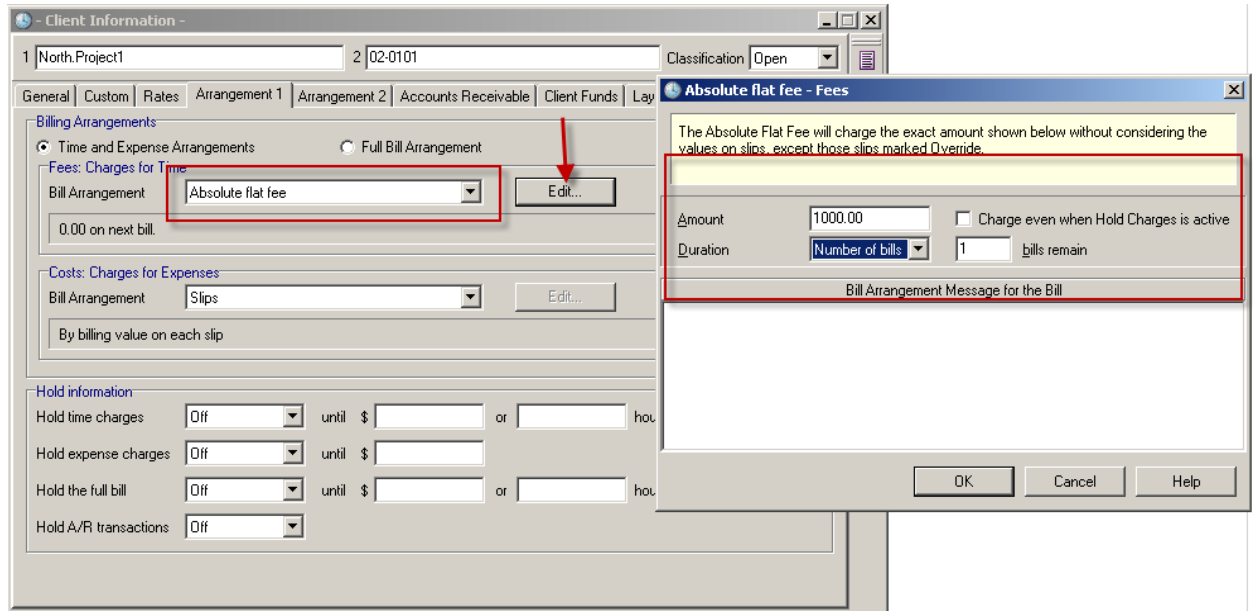
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Flat Fee: Flat fees can be set as absolute, minimum, maximum or base.
- Absolute flat fee charges that amount regardless of slips
- Minimum flat fee will charge a minimum amount. Charges will be based on slips once the minimum fee is met.
- Maximum flat fee will cap the fees;
- Flat fee plus charges: Specify an amount in addition to the slip charges to bill the client (formerly called "Base Flat Fee")
- Contingency flat fee provides a calculation tool to calculate how much should be charged based on an award and the percentage of the contingency.
- Minimum hours: Example would be $1,000 for the first 10 hours and $125 per hour for additional time.
- Percent complete: Used in design and architecture firms to determine how much to bill based on how much of the project is completed.
- Progress billing: Money is to be collected prior to the completion of a project and the slips should be held in WIP (Work in Process). The slips will be itemized on the final bill.
- Interim: Partial billing and the slips included in the bill are itemized on the bill. These slips are removed from WIP and marked "Billed".
- Progress or Interim Billing By Activity: Allows users to group slips together based on activity. Useful in the accounting industry where several activities should be "lumped" together as "Tax Preparation" or another description.

Duration of flat fee can be:
- "Perpetual" (charge every time a bill is created)
- "Number of bills" (charge each time for a number of bills)
- "Job" (most flat fees cover the entire project)

A typical flat fee arrangement is "Absolute flat fee" with the duration set to "Job". Following are the steps to follow in this case:
1. Set the client up for absolute flat fee
2. Click EDIT to specify the amount and set duration = job
3. Enter a description if desired for the flat fee bill
4. Generate the first bill and send to client; All future bills will show the balance due with no additional new charges.
5. When ready to send the final bill (project is completed), open Client Information to this section and change the "In Progress" to say "Final Bill".
6. After this bill is generated and approved, the box will automatically update to say "Completed".

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Holds: Defines whether or not to hold time charges, expense charges, full bill or a/r transactions.

Charges: Defines tax and interest charged to clients, adjustments and rounding options, and possible discounts for early payment of bills.

Define how time should be rounded (e.g., nearest .1 hours); Set up interest and finance charge criteria.

Invoices: Defines invoice number to be used (global if using system numbers; Next invoice number if client has special unique invoice numbers.
Email options: THIS MUST BE CHECKED IF BILLS ARE TO BE SENT VIA EMAIL. This section also contains the field indicating whether electronic bills are in use by this client.

Layouts: Defines which template should be used for bills, history bills and statements. To view and/or change the template criteria, click the "Open" button and then open the specific template. This window also has the option to add a new template, duplicate and existing template or delete a template. See the Bill and Statement Layouts section for details about this feature. Also set custom messages, if any, for the client.

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A/R & Funds:

Balance: Clients balance will appear here. When entering a brand new client, the balance can be entered here. It will be converted into an a/r transaction as a prior balance.

Funds Accounts: Name the client fund account and specify how this client's funds account should be handled.

It is important to note that this page specifies how the client will see funds transactions and balances on their bill: None, Summary or Detail. If funds are to automatically pay new charges, this last box must be checked.

OTHER:

Notes:	Enter free form notes for this client
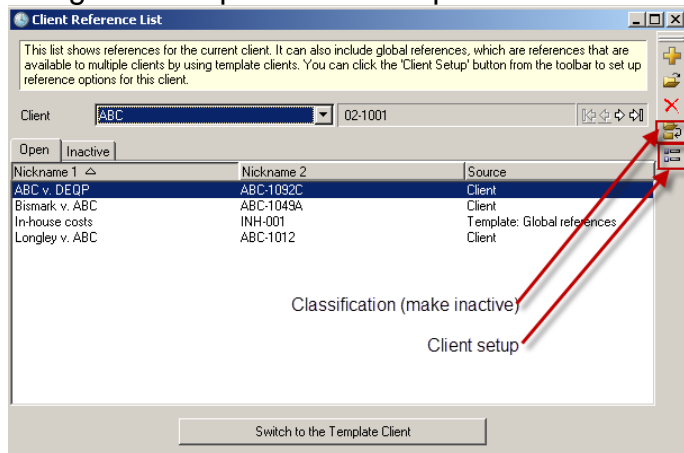
Activities: Select which activities are permitted under the "my activities" drop-down when entering slips for this client. NOTE: THIS FEATURE REQUEST "MY LISTS" BE ENABLED UNDER FEATURES ENABLED.

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CLIENT REFERENCES:

Client References are viewed by clicking **Clients** on the Navigator, then **Show References**. Or, click **"NAMES" "CLIENT REFERENCES"** from the menu bar. Please refer to the overview section for a detailed description of references.

To add a new client-specific reference, choose the client you are creating the reference for (top drop-down box); then click the **+** symbol and enter the desired reference information. It is also possible to create a set of commonly used references in a template. Here is how this is done:

1. Create a new client template.
2. From the client screen, click on the bottom "Template" tab and highlight the new client template.
3. Click on the "Client Reference" icon located on the small iconbar directly underneath the Title Bar that reads "Client List". The icon appears to be a person looking at 3 irregularly shaped boxes.
4. Create the desired References.
5. For each client that is to adopt these references, open that client's references screen.
6. Click on the bottom tab "Client Setup".
7. Assign the template to the drop-down for "Also use template references".

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PART IV: SLIPS

CREATING SLIPS

The actual entry of time and expense slips can be done by either clicking on **"Slips"** then **"Time and Expense Slips"** or by clicking on the **Time and Expense** icon on the Navigator and then clicking either enter a time slip or enter an expense slip.

All of the information should be entered into each slip and then saved. Shortcuts:
> <CONTROL> <S> Saves the slip
> <CONTROL> <N> Creates a new slip
> RIGHT CLICK: Toggles between Nickname 1 and 2

The stopwatch on the slip is a timer to track the amount of time spent. It can be started and stopped as desired. To add a client or task while creating a new slip, right-click on the item you wish to add (client or activity) and the "new" option appears.

KEYBOARD SHORTCUTS (SLIPS)

1. Click NEW SLIP … click tab through the fields as follows:
2. [TAB] [TAB] to the CLIENT field
3. Enter client name … click [TAB] [TAB] [TAB]
4. Type description of services rendered … click [TAB] to DATE field
5. Type the date without month or year, if it is current month/year
   Example: TYPE 10 [TAB] FOR THE 10th OF THE CURRENT MONTH
   -or- TYPE 9/10 FOR Sept 10 of current year
   [TAB] "S" (for same date)
6. [CONTROL] S (saves slip)
7. [CONTROL] N (create another slip)

VIEWING SLIPS

Once the slip window is open (either click SHOW SLIPS or press <CONTROL> M from the main menu), it is possible to modify the filter for which slips are shown. The "View by" drop-down allows users to change the criteria (view by client, view by timekeeper, view by date, etc.). It is possible to further filter with the "Selection" button. If viewing by ID, it is possible to limit the number of recently added slips.

Example show below would be view by client (ABC) and filter slips to only show those dated 6/1/14 through 6/30/14. Click update to view the slip list.

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SLIP CONTROLS (RIGHT-CLICK DESCRIPTION FIELD)

From the description area of a slip, right-click to spell check, change case, provide word or character count, etc. Following is the list of options available:

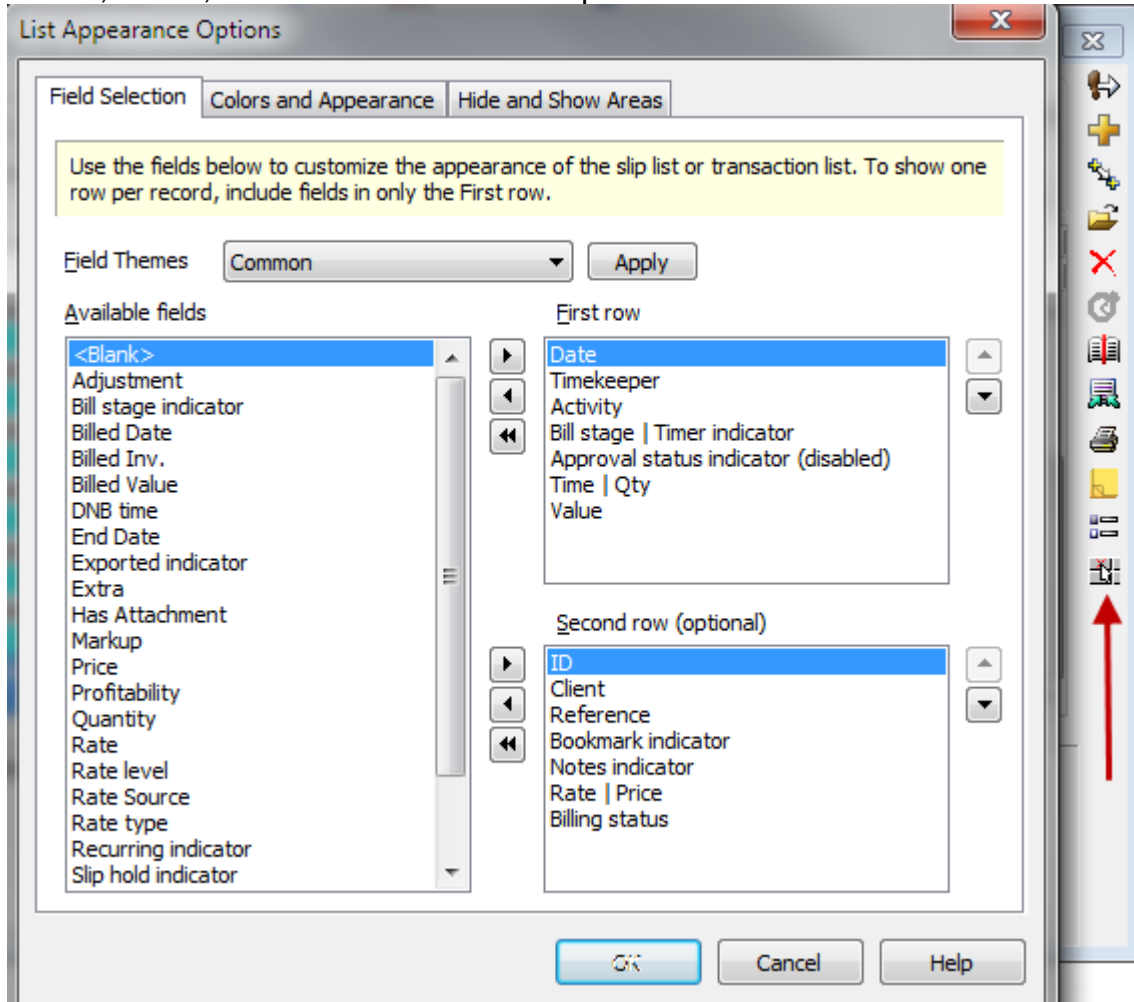|	
Spell Check Current Word	F4
Spell Check Entire Field	Shift+F4
Grammar Check Entire Field	Shift+F5
Edit spelling and grammar preferences	Shift+F8
Increase Display Font	Ctrl++
Decrease Display Font	Ctrl+-
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	Ctrl+Del
Select All	Ctrl+A
Uppercase	Shift+Ctrl+U
Lowercase	Shift+Ctrl+L
Sentence Case	Shift+Ctrl+S
Proper Case	Shift+Ctrl+P
Word Count	Shift+Ctrl+W
Insert Private Text	Alt+Ins
Abbreviations…	Ctrl+F7
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Remove Formatting	
Insert Current Date	Shift+Alt+D
Insert Current Time	Shift+Alt+M

DUPLICATING SLIPS

To duplicate a slip, click the icon with **++** symbols or press <CONTROL> <SHIFT> <D> simultaneously. Edits can now be made to the new slip made.

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LIST APPEARANCE OPTIONS AND PREFERENCES

List Appearance Options:
The last icon on the right allows users to change the way the list appears, the fields shown, colors, and which areas of the slip list are hidden:

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Slip Preferences:
Click the second to last icon to open the Slips:Options page of the user's preferences. Refer
to the Section II of this manual for a detailed description of slip options.

EDITING AND DELETING SLIPS

Entries can be added, deleted or changed from the slip list or from the actual slip entry
screen. Following is a screen shot of the slip list view and options from that view.

1. Using the icons on the right, it is possible to add, duplicate, open or delete slips

2. Modify any entry by typing in the slip description box, make changes and then
   "save" the changes

3. Right-click in the slip description box to view character or word count, spell
   check the field, change the case, insert the date or change the formatting

DELETE MULTIPLE SLIPS
To delete multiple slips at once, from the top menu click SLIPS.. Delete Multiple Slips

SLIP NOTES

The Slip Notes feature allows users to add notes to slips which do not appear on bills, but can appear on pre-bills and reports. It is useful for communicating with the billing administrator, and is particularly useful with the Slip Approval feature.

To enter slip notes:
1. Open a slip
2. Click the Notes icon
3. Add or edit slip notes as needed
4. Click the red "X" to cose and save slip notes

ATTACHING FILES TO SLIPS

Timeslips can attach files to slips. This is useful if the client needs copies of receipts or other documents. There is an "attachment" section at the bottom of a slip window. Click the 3 dots (…) box to locate the file and attach a slip. Click the "include attachment with bill" to include the attachment with the bill (not all file types will print but all file types will attach to email).

If the attachment is an image file (BMP, DIB, JPG, TIF, PNG, EMF or WMF) it can be attached to a printed bill; Any file types can be attached to emailed bills.

When generating bills, there is an option to include attachments to bills as well as an option to print a list of the attachment files. This option must be selected or the image will not be included with the bill.

SLIP TRIGGERS

When a slip is saved, Timeslips can be configured to create another slip. For example, if a slip with activity "Deposition" is saved, the system can create a new slip for Court Reporter Fee.

Create the rule for a slip trigger under SLIPS…SLIP TRIGGERS. Define the criteria and specify clients which the trigger pertains to.

APPROVING SLIPS FOR BILLING (OPTIONAL)

The slip approval feature offers a formal process where slip approvers must approve slips before those slips can appear on bills. Slips display a color-coded status that indicates if it is pending approval, approved to appear on bills, or rejected from billing. **Slips requiring approval will not appear on bills unless they are approved**.

The slip approval feature is set up under security (see "SETUP" … "SECURITY" section of this manual). To specify which timekeepers need to have their slips "approved", open the Timekeeper record ("NAMES" … "TIMEKEEPERS" … double-click on the timekeeper) and specify whether this individual needs to have slips approved.

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PART V: TIME CAPTURE FEATURE

TimeCapture is a separate program that can run concurrently with Timeslips. To open the program, from the main menu click SPECIAL … TIMECAPTURE. It is also a separate program in the Timeslips Program group under the start menu.

When TimeCapture is running it tracks time spent in all areas of your computer.

The Rules icon is where users can create rules: Which applications to ignore, what defaults activities are assigned and how to group entries.

The Preferences icon allows users to set preferences for TimeCapture.

The Filter… box allows users to limit what is in the current view
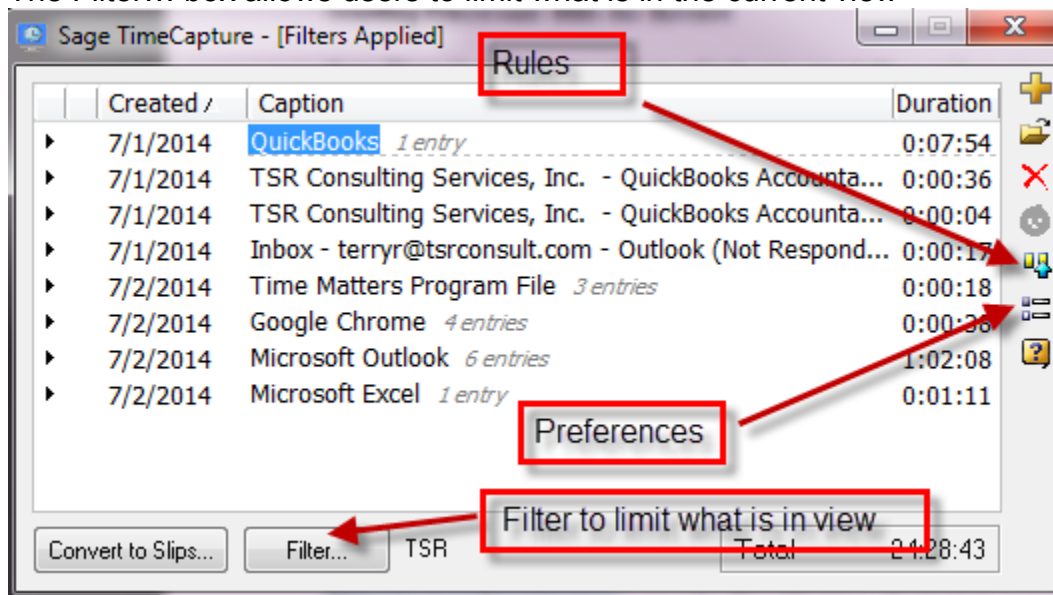
RULES:

From the list of applications, right click and choose "Ignore" … "This application" to no longer track time spent in that program:

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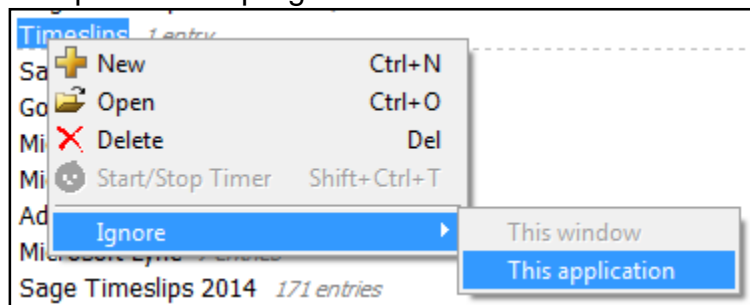
The ignore rules are created, names and modified when the rules icon on the right is clicked.
The rules can be used to:
- Ignore applications
- Move entries into a specific group to make it easier to bill them
- Combine entries based on client name
- Assign names to time entries (Example: Any documents containing "Smith" are automatically assigned to the "Smith" matter); All entries created from a Word document are assigned the task "Preparation".
- If multiple workstations using TimeCapture will be using the same set of rules, it is now possible to export rules for those other workstations.
    1-From the Rules list you can click **Export** to export all rules to file. Enter a file name, select a location, and click Save to save the rules file. Send the file to other timekeepers using a shared drive, a thumb drive, or email.
    2-Click Import to import all rules from a file.
-

TimeCapture Preferences are set using the second icon from the bottom (above the ? icon).
Click the "Default" button for the following settings:
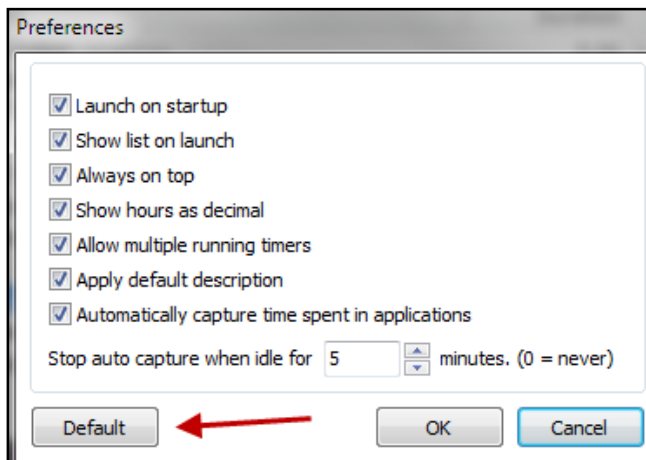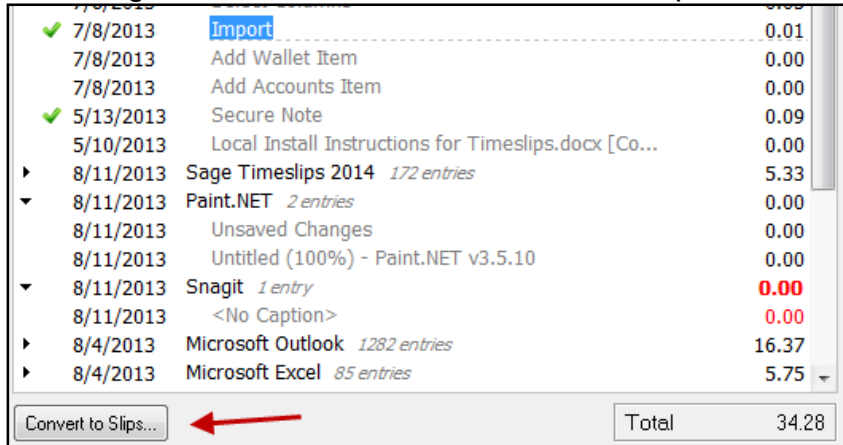
EDITING TIME ENTRIES:

You can move multiple entries to another group. Click the entry and then hold Ctrl while clicking on additional entries. After selecting the entries to move, drag the entries and drop them onto the another group. It is also possible to rename the group.

It is possible to merge multiple entries to create a new entry. -- For example, suppose to merge all entries within the Microsoft Word group into a new entry: Right click on that group and choose Merge Entries. TimeCapture will open a new entry adding all the time from the original entries. Any notes from those entries will be merged into the new entry. Click OK to save the new entry and the original entries will be removed.

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CREATING SLIPS FROM TIME ENTRIES

Double-click on any entry to assign the timekeeper, client, activity; Time spent and date are pulled from the entry in the list. Then, any entry with valid information will appear with a green checkmark. Click "Convert to slips" at the bottom of the list:

Entries with a green checkmark can be sent to Timeslips individually. Right-click on the entry and choose "Create Slip".
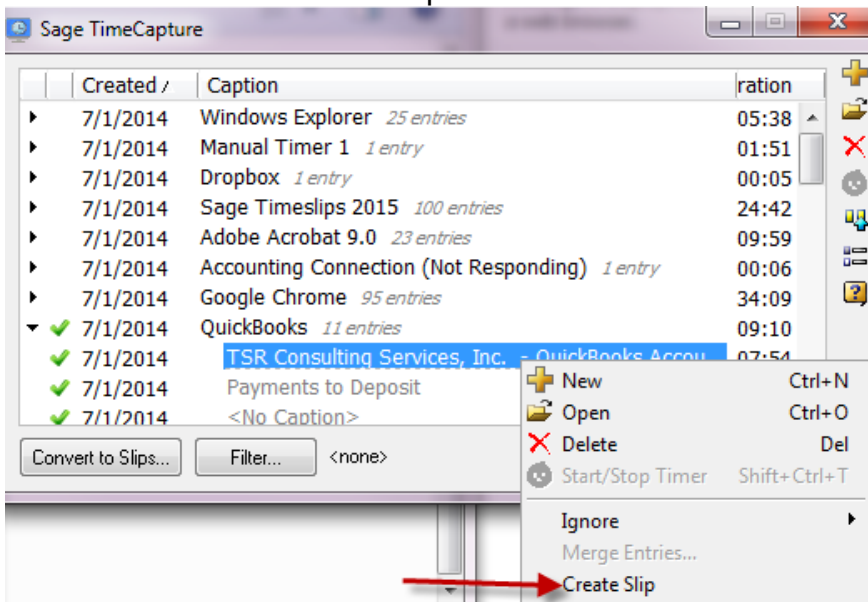
THE TIMECAPTURE ICON:

From the Windows taskbar, click the TimeCapture icon to access the program. Right-click to select preferences, show the TimeCapture list, keep on top, copy data file or exit. Since TimeCapture files are not backed up with Timeslips, users might choose to copy the data file if they rely on the list to later create time entries.

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PART VI: SPECIAL FEATURES

SPLIT BILLING:
Split Billing allows a firm to split charges between multiple clients. The primary client is set up for all slip entries, and secondary clients are allocated percentages of the bill. Any remaining amount is billed to the primary client.

When a split billing client is completed, it is possible to delete the split billing rule using the File…Purge command. Split bills should be deleted before a client can be moved to inactive or closed.

To set up split billing:
1. Create a client record for each client who will be billed.
2. Click **"BILLS" "SPLIT BILLING RULES"** to assign percentages to each secondary client.
3. Click "New" to add a new rule.
4. Select the client from the drop-down and then describe the bill arrangement in the text field provided.
5. If fees and costs are combined in the "split", check the box "Use one percentage when entering…".
6. Check the "recurring" box if this is a permanent arrangement.
7. Review the remaining fields and check the appropriate boxes.
8. When all fields are completed, click OK.
9. The lower portion of the screen will show how the bill is to be split. Click "New" to add a party and a percentage.
10. Check the appropriate bill format options based on how the bill will appear
11. Click OK and continue adding secondary clients. When finished, click "Done".

REPLACEMENT SLIPS
There are times when many slips need to be combined into a single slip. For example, timekeepers have carefully documented the work performed on multiple slips but the bill should read "Research regarding … ". Or, several separate slip entries need to be combined into a single entry "Copy charges for February, 2004".

A single slip can replace a group of slips with the same task or expense using the Replacement Slips feature. Click **"SLIPS"** then **"REPLACEMENT SLIPS"**. Click the "New…" button at the bottom of the screen. Select the task or expense items to be combined and enter a single description in the large box. Then, be sure to check the box "Enable for printing on bills". If the box is not checked, the replacement slip will not be active and will not be applicable on bills. Replacement slip entries can be activated and de-activated easily with this box and can cover a specified date range.

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MASS UPDATE RATES WIZARD

To update rates when a timekeeper or client is assigned a new rate, there is an Update Rates wizard. To utilize this feature, click Special, Update Rates. For this utility to run automatically, there is a preference (Setup, Preferences) on the Interface tab.

IMPORTANT NOTE: BACKUP DATABASE BEFORE UPDATING RATES!!!!

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PART VII: BILL AND STATEMENT LAYOUTS

Bill layouts simplify the process of assigning clients to a format of bill. Click **"Bills",** **"Bill and Statement Layouts"** to open the dialog box. Click **New** to add a new layout (click **open** to edit an existing layout or **duplicate** to copy an existing layout).

There are different sections in each bill format. Each section has specific fields and settings to customize the template. Use the drop-down to choose the section to customize. To add fields to the template, drag the field name from the Field List Toolbar onto the screen and place it where desired.

- **Cover Page:** There is a header, body and footer to the cover page. Fields can be integrated into the cover such as bill date, invoice number, amount due, etc.   To show the cover page, mark "Show a cover page on the bill" on the Section; Configure Layouts Sections.
- **Bill and Project Headers** (first page and subsequent pages): Bill header is client specific whereas project header will be used if the system is using clients and projects (or matters) using the "client-dot-project" method described in the overview section of this guide.
- **Time Charges - Itemized:** Specify which fields appear on the invoice and how they are to be lined up. Once again, drag the fields to the location on the bill format to show various data.
- **Expense Charges – Itemized:** Specify which fields appear on the invoice in the Expenses section. Drag fields to the desired location on the bill format and line up.
- **Footers:** Design footer for first page, middle pages and last page using same procedures (dragging fields to desktop).
- **Summaries:** Design client summary pages using same procedures (dragging fields to desktop).

Click the "Options" button (to the right of the section selector drop-down). This is where section styles, font styles and phrases are defined for the format. Also, click "Layout" and select "Global Options" to further customize the layout.

The "Preview" tab on the top left displays a sample of a client's bill to ensure that the settings are set to generate the desired bill image.

SUGGESTION: To save all of the settings of a bill layout to a file
Open the layout (BILLS .. BILL AND STATEMENT LAYOUTS … double-click on the layout). From the top menu bar click "LAYOUT" … "EXPORT TO FILE" and save the bill layout to a file (which will end in tsl). You can always import the entire file if you lose your bill layout.

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PART VIII: ACCOUNTS RECEIVABLE ENTRIES

Using the Navigator, click on the **Accounts Receivable** icon and then click **Show Payments and Receivables**. Select the client to view and all A/R transactions will appear in a list. A new transaction can be added here. The following are possible Accounts Receivable entries:

- Payment: Receive payment from client
- Credit: Used to decrease amount owed
- Write-off: Used to write-off charges that are not collectable
- Refund: Adjustment for overpayment (see note below)
- Invoice: If new client has previous balance, create an invoice
- Reverse Payment: Used for bounced checks or to reverse error
- Transfer   Transfers unapplied money to specific project
- Transfer to Funds   Transfers unapplied money to a client funds bank account
- Discount   To discount an existing invoice (see note below)
- Special Credit: Discounts invoice already paid (see note below)
- Increase Inv Details: Not used in U.S. (special transaction for international use)
- Decrease Inv Details: Not used in U.S. (special transaction for international use)

Note: Refunds must be applied to a specific overpayment. If not applied, Timeslips will not save the entry. Remember to double-click the overpayment shown in the table.

Note: Discounts can be set up on a client's information screen (accounts receivable tab) to discount an invoice due to prompt payment.

Note: Special credits are created to discount a paid invoice. This is done by opening the payment transaction (Transactions from main menu bar… then click Accounts Receivable … locate the invoice and open it) and click "Apply New" box and select Special Credit.

PAYMENTS AND BANK DEPOSIT SLIPS

PAYMENTS
To enter a payment, click "New Payment" from the main navigator screen. Alternatively, click "**Transactions**" then "**Accounts Receivable**" from the top menu bar to display a list of transactions for a client.

The transaction list shows the client's current balance. To add a payment or other transaction, click the **+** icon. This screen determines how the payment is applied to the balance due. If the payment is towards a future invoice, the checkbox on the bottom must be checked. This screen also shows a credit balance if an overpayment condition exists.

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Make sure that if an amount appears in the "Not yet applied" box, that amount is a pre-payment or an over-payment.

RECEIPTS:
To send a receipt for a payment, click the icon at the bottom of the screen (envelope with a piece of paper) to create the receipt. The receipt can be printed or emailed.

BANK DEPOSIT SLIPS
Bank deposit slips provide the ability to group multiple payments into deposits to a specific bank account, and print a deposit slip for that deposit. These payments are the same transactions as are created when adding "new payment" but are entered in a different way.

First, the bank account must be set up. Then deposit slips are created and entries are added to the deposit slip.

The Advanced Navigator has a Set Up Bank Accounts icon as well as a Bank Deposit Slips icon. If using the basic navigator, click "**SETUP**" then click "**BANK ACCOUNTS**" from the top menu bar. To create the bank deposit slip, click **"TRANSACTIONS"** (top menu bar) then click "**BANK DEPOSIT SLIPS**". At this point, payments are entered which will appear on the bank deposit slip. Click the "New" button on the lower portion of the screen. The options are New Payment, New Payment to Account or New Deposit to Account. Select the correct type of transaction. The appropriate entry screen (Accounts Receivable or Client Funds Transaction) will appear and the transaction is created.

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PART IX: CLIENT FUNDS ACCOUNTS

Clients who deposit money into funds accounts will have a Client Funds Account defined. Clicking on the **Funds** icon on the Navigator shows activities associated with Client Funds Accounts. From the menu bar, click TRANSACTIONS … CLIENT FUNDS to view funds activity in a list.

To add a new funds transaction, from the Client Funds list, click + or, from the Navigator click the icon for the desired funds transaction type. There are four types of Funds Account entries:

Payment to account (PAYT)	Client makes a payment into their own funds account
Payment from account (PAYF)	Client requests that an invoice be paid from their funds account
Deposit (DEP)	A third-party deposits funds into the account
Withdrawal (WITH)	Money is removed from the account without paying off any invoices, i.e. a check is written to the client.

Note: When a client is set up to automatically pay charges from Client Funds, only new charges are paid.   However, if a client has a prior balance, Timeslips will prompt to apply the money against that balance.

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PART X: BILLING ASSISTANT

Click to go to breakdown of charges

1. Click address to open Client Information and make changes; Can also make changes to other areas of client information from this button
2. Can print pre-bill or bill to printer choice
3. Preferred method for printing bills, pre-bills, etc.; More choices available when using this button
4. Change date on bill by clicking blue date
5. Change view to see a list of all clients ready to bill
6. Shows if the client is in "proof stage", revision or audit stage
   Click the icon to change the highlighted stage to move to "ready" or "approved"

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Billing Assistant: Billing Details

Click on "Billing Details" and from the screen and click the Time Slips to see slips
to be billed.

On the left side of the billing assistant is the panel to move to other sections of the
bill.

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PART XI: BILLING

GENERATING BILLS

Click the **Billing** icon at the top of the Navigator to show the screens for preparing bills.   The steps involved in generating bills are:

1. Generate Worksheets:
    Click **Pre-Bill Worksheet** on the Navigator. Use the filters to define which clients should be billed. There are 2 columns: the left column displays available filters, and the right column displays selected filters. To include a new filter, click the **>** symbol; To remove a filter, click the **<** symbol (center between the 2 columns).

    There are multiple FILTER GROUPS, accessible from the drop-down at the top of the column on the left. From the various groups, select the desired filters and move them to the right side of the display.

    The second tab is SORT. It is important to click this tab and set up criteria if worksheets are to be grouped by responsible timekeeper.

    OPTIONS define how the pre-bill will appear. Review the various options and mark the boxes accordingly.

    To save this selection criteria to use again, right-mouse click on the screen and click **Save to Template** and name the template. When closing the screen, save the report to replace any default settings previously saved. (Review the setting under **"SETUP" "PREFERENCES"**, "Interface" tab, Save when closing or switching reports. This specifies whether or not the report criteria will be automatically saved when the report is closed.)

    Print the worksheets. Once again, save the report settings if the new settings should overwrite the original settings.

    Correct and Edit According to Pre-Bill Information:
    One way to edit clients' information and slips is through the Billing Assistant located on the Prepare and Print Bills screen. To edit slips, open the slip and make the changes; then click the icon that says Save and Return— fourth from the bottom, to return to the Billing Assistant.

    Some users prefer to make changes from the slip list view.

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Create actual invoice:

To generate a single invoice from the Billing Assistant, click the "Generate Bill" button from the client's Billing Assistant screen. To generate multiple invoices at one time, start from the "Print and Prepare Bills" icon on the Navigator; Click "Generate Bills" and select and sort the bills in the same manner as was done for the Full Detail Worksheets.

If the invoice date should be different than the system date, use the Revise Date option. On the top menu bar, click "Bills" "Revise Bill Date". Select the date on the calendar that is to appear on bills, and click OK.

Choose the options for printing slip attachments to bills and whether or not emailed bills are to be printed. Slip attachments to emailed bills are actual attachments to the email (not printed with the bill). If the attachment is an image file (BMP, DIB, JPG, TIF, PNG, EMF or WMF) it can be attached to a printed bill; Any file types can be attached to emailed bills.

To print envelopes with the bills, click the OPTIONS button, and then choose the option to print matching envelopes or labels.

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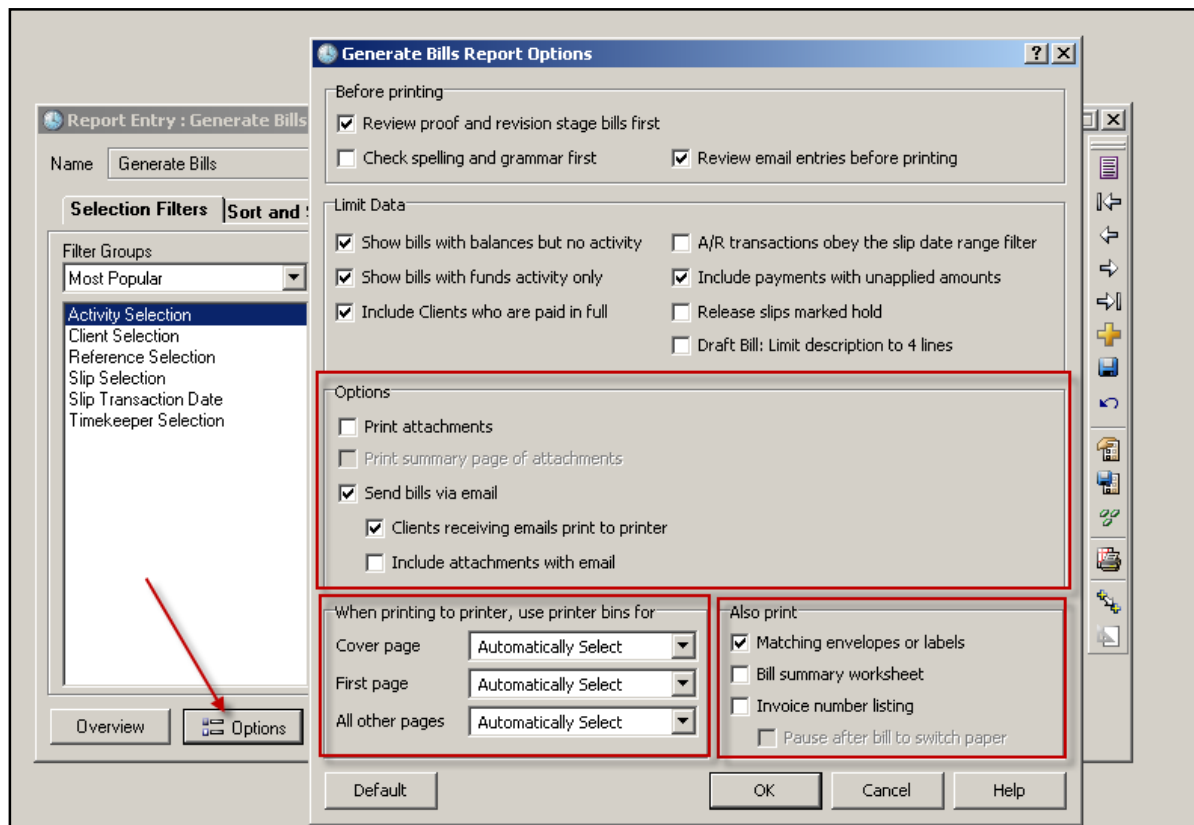
After setting up the options, the "Print to" box contains options if printing to PDF, RTF or text file. The icon to the right of PRINT ("device setup") allows users to set the destination and properties of the file, and allows the user to open the file when complete.
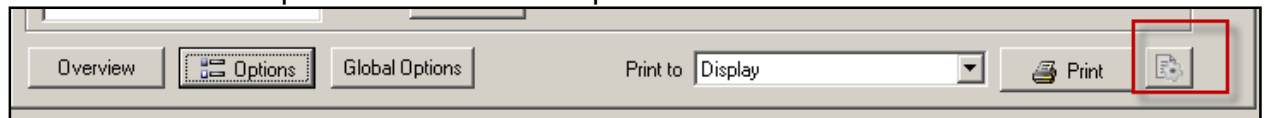
Editing Invoice from Display:

If the invoice has been printed to display, entries can be edited by clicking on the specific entry to be changed. If it is a slip, the slip will open and changes can be made. To change client information, click on one of the fields (address, in reference to) and the client info screen will open.

It is also possible to change the bill format directly from the display. Click the "Design" tab to open the bill layout editor. Any changes made to the layout will affect all clients assigned to that particular layout. Remember to copy the layout if changes are to affect only the displayed client. When returning to the preview tab, Timeslips prompts whether or not to save the changes made to the layout.

To remove a slip from the bill, click the scissors icon (on right tool bar) and then click the slip to be removed from the bill run. The slip will not be deleted but will be excluded. Click the arrow icon to return to the "edit" mode.

2. Proof Stage
Once a bill is printed to paper, you have the option to put the bill in Proof Stage or to Approve the bill. **ONLY APPROVE BILLS THAT ARE READY TO DELIVER TO CLIENTS!!** If the bill is not ready to deliver, put it in Proof Stage until it is in final form. When ready to approve a proof stage bill, click on the "Approve or Clear Proof Bills" icon (from the Prepare and Print Bills section of the Navigator).

3. Undo Approved Bills
It is best to enter adjusting entries to approved bills that will appear on the client's next invoice. Sometimes it is absolutely necessary to undo approval. **There are activities that prevent a bill from being undone, so do not rely on this procedure!!** Only a client's most recent bill can be undone. After clicking **"Bills"** on the top menu bar, click **"Undo Approved Bills"**. A list of bills that are undoable will appear. Click on the bill to be undone, and then click the button at the bottom of the screen **"Undo"**.

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4. Reprint Bills

   Bills that have been printed to paper or a file can be reprinted. To reprint a bill, click **"Bills"** on the top menu bar and then click **"Reprint Bills"**. Select the invoices to be reprinted and click **"Print"**. To view the bill on screen, click **"Preview"**. To edit the bill image, it is possible to print to RTF and open the file in Word, make changes and save the file.

SENDING BILLS VIA EMAIL

There are several preliminary steps required in order to send bills via email:

- Enable email bills and statements in features enabled
  (SETUP … FEATURES ENABLED)
- Client Information: General tab must include an email address
- Client Information: Arrangement 2 must have the email options checked
- Client Information: Layout tab needs an email template specified
- Generate Bills: "Options" must include "Send bills via email"

PRINTING BILLS TO PDF FILE

Bills can be printed to PDF files and then sent via email. When printing bills to PDF files, select PDF as the PRINT TO choice. Then, click the OPTIONS button to specify whether each bill will create its own PDF file, or will all bills be grouped together as one file.

Use this dialog box to choose the how Timeslips will name PDF files and where they are saved.

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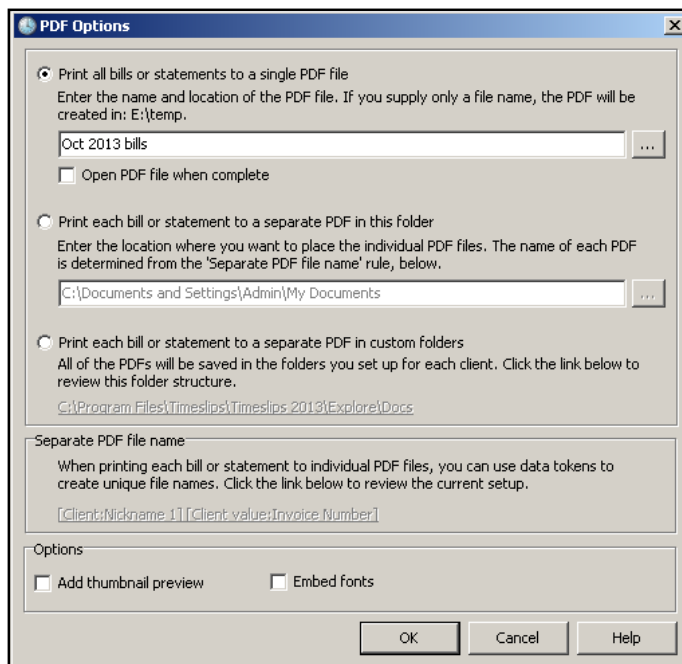
This dialog box contains the following fields and buttons:

Print all bills or statements to a single PDF file - Choose this option if you want the bills or statements from all clients to be included in a single PDF file.

File name – Enter the name of the PDF file. You can optionally enter a location too, or use the (...) button to the right to select a location.

Open PDF when complete - Mark this option to automatically launch the report after it is saved. This option is only available when printing a single PDF.

Print each bill or statement to a separate PDF in this folder - Choose this option if you want the bills or statements to print to individual files for each client and be saved to a single folder. Timeslips will use the "Separate PDF file name" settings below to determine the name of each PDF file.

Folder – Enter the name of the folder or use the (...) button to the right to select a location.

Print each bill or statement to a separate PDF in custom folders - Choose this option if you want the bills or statements to print to individual files for each client and be saved to separate folders.

Separate PDF file name - Shows the rule used to name PDF files for each client.

Options

Add thumbnail preview - Some older versions of Adobe Reader do not automatically include thumbnail views of each page of the report. Use this option to embed thumbnails.

Embed fonts - If you are using standard fonts, you do not needed to embed fonts. Embedding fonts will increase the size of the PDF. If you are not using standard fonts on your report, you should embed fonts so the PDF matches the format of the printed report.

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ELECTRONIC BILLING (LEDES, ETC.):

Setting up the Client:

Clients who require electronic billing such as Serengeti or LEDES need to be set up as follows:
1. The Client Information Custom Fields sections will require certain information based on the client
2. The Client Information "Invoices" section must show which electronic delivery firm is being used (select from the dropdown).

3. Each client must also be assigned to require L codes as follows: From the top main menu click NAMES … CLIENT REFERENCES

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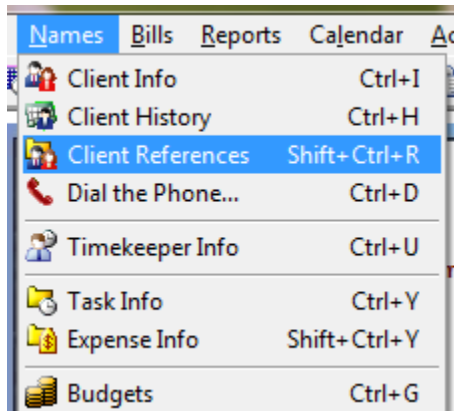
4. Open the client and click the OPTIONS button on the right:

5. Choose the correct template from the drop-down and check the "Required" box and then click OK.

Creating the Electronic Bill
1. Generate the bill and put it into PROOF stage
2. From the top menu click BILLS … SEND BILLS TO AUDIT HOUSES
3. Place a checkmark next to the bills to be sent to the audit house
4. Click the EXPORT button to create the file
5. Move the bills to audit stage
6. Use the file created in step 4 to upload to the audit house
7. When the bill is accepted, approve the bill

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PART XII: SPECIAL FUNCTIONS

Spell check and text search are two features located in the **Other Assistance** section of the Timekeeper Navigator. The text search feature is very useful as a conflict checking tool. The Data Entry Assistant and "Tip of the Day" provide valuable information to all Timeslips users.

ALERTS
Alerts can warn an individual that certain conditions have been met. For example, an alert can appear when a client's balance exceeds a specific amount. To create the alert rule:

    Click **"SPECIAL" … "ALERTS" … " MANAGER"**
    Click **+** to create a new alert.
    Select the timekeeper to be notified … click **"Next"**
    Follow the remaining prompts to configure the alert

When the alert comes up, user must select either dismiss or remind. It is also possible to open up the entry that triggered the alert.

The Alert Manager will also display all of the alerts that have shown up. Highlight the specific alert in the top portion of the screen and all alerts that satisfy the criteria will show up in the lower portion of the screen. To edit any of the alerts, double-click on the entry or highlight the entry and click the **"OPEN"** icon on the right-hand toolbar. At the bottom of the screen is the option to display the alerts in a list format if multiple alerts are active. To view all active alerts at any given time, click **"SPECIAL" "ALERTS", "LIST"**.

FIRM ASSISTANT
The Firm Assistant is available by clicking "BILLS" "FIRM ASSISTANT". Select a date range and specific timekeeper(s) and/or client(s) to review all billing information during the specified time period. Double-click on the dollar amount to open the Slip List. Double click on the client name to open the Client Information screen.

SPELL CHECK / WORD OR TEXT SEARCH
To spell-check information within the database, click SPECIAL … CHECK SPELLING AND GRAMMAR, configure the search scope and define any filters to be used. Then click the **Spell Check** button. Results will appear in the Results tab.

TEXT SEARCH
To search for text within the database, click SPECIAL … TEXT SEARCH. Enter the text to search for, along with the search scope and options. Click the **Search** button. Results will appear in the Results tab.

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DATA ENTRY ASSISTANT
Click **"SPECIAL" "DATA ENTRY ASSISTANT"** to view slips, transactions and funds information that a timekeeper has entered or edited. A summary of data entered is available in this screen.

TIP OF THE DAY
Click **"HELP" "TIP OF THE DAY"** for a tip about Timeslips. It is also possible to configure the Tip of the Day to appear every time the program is opened. Click **"HELP" "TIP OF THE DAY"** and check the box **"Show tips on startup"**. Follow this same procedure to turn off Tip of the Day.

DOCUMENT ACCESS: LINKS TO CLIENT DOCS
When setting up Timeslips, there is an option to specify clients' documents folders. This also allows users to save the client's bill images (pdf format) in each client's document folder. This is configured by specifying SETUP … DOCUMENT LOCATIONS folders.

Highlight a client in the client list and then click the filing cabinet (top right of icon bar) to view client's documents. From this menu it is possible to create a new file link, a new folder link, link to a website or open/delete any existing link.

MAIL MERGE
It is possible to create mail merge documents in order to send out letters to clients. Select **Reports; Mail Merge** to open the **Mail Merge Jobs** dialog box, where you can view and maintain your firm's mail merge jobs.

Timeslips installs a set of example mail merge templates for you to start with. These are Microsoft Word documents with special database fields included. You can use these documents with their installed settings or you can further edit them to suit your firm. Click REPORTS … MAIL MERGE and view the templates. Open the template in Microsoft Word, edit the template using database fields and text, and then save.

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SENDING SLIPS VIA EMAIL

Timekeepers can send information by email that Timeslips can translate into slips. These email messages must follow a particular format. In addition, the following rules must be met:

- Each field code must end with a period.
- Field codes are not case-sensitive
- Timeslips uses the email subject line and optionally the senders' email address to filter messages received

Example of email message:

t. Smith
c. Harper
a. Meeting
ts. 2.5
dnb. 1.0
d. Meeting with Bob Taylor to discuss hearing.
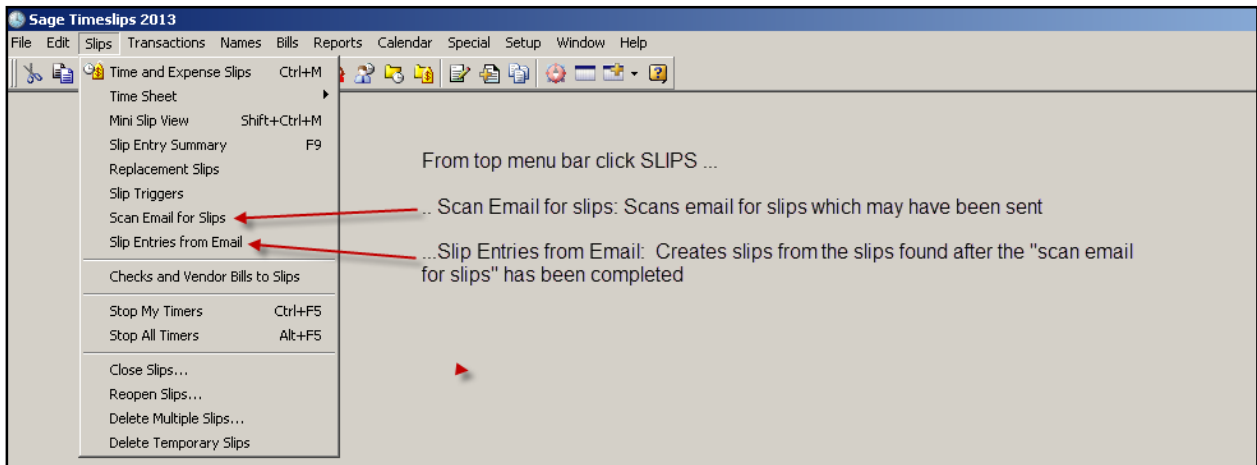
Timekeepers can send information by email but the email message must follow a particular format. :

- Each field code must end with a period
- Field codes are not case-sensitive
- Timeslips uses email subject line and optionally the sender's email address to filter messages received.

Following is a chart from the Timeslips on-line "HELP" of all valid email field values:

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Valid email field values

Slip field	Code	Notes
slip type	st.	Valid values are 't' for time slips or 'e' for expense slips
client name	c.	This field can represent nickname 1, nickname 2, or the full name. Timeslips requires this field to create a slip.
timekeeper name	t.	This field can represent nickname 1, nickname 2, initials, or the full name. Timeslips requires this field to create a slip. If you omit the timekeeper field, Timeslips can match the sender's email address to a timekeeper record.
task / expense name	a.	This field can represent nickname 1, nickname 2, or the full name. Timeslips requires this field to create a slip.
reference name	re.	This field can represent nickname 1 or nickname 2.
extra slip text	x.	This field can contain up to 16 characters of free-form text.
description text	d.	This field can contain up to 2000 characters of descriptive free-form text. You must place this as the last field in your email message and you must end the text in this field with the word **end** on a new line. Otherwise, Timeslips can include text intended for other fields or text within message footers.
slip date	date.	Valid date formats include m/d/yy, mm/dd/yy, and mm/dd/yyyy. If you omit the slip date, Timeslips uses the date from the email message.
time spent	ts.	This field is used for time slips only. Valid time formats include hh:mm, hh:mm:ss, hh.ddd
time estimated	est.	This field is used for time slips only. Valid time formats include hh:mm, hh:mm:ss, hh.ddd
billing rate	r.	This field is used for time slips only. You can include a decimal point. Do not include any currency symbols.
billing rate type	rt.	Valid values are 'h' for hourly rates or 'f' for flat rates.
start time	start.	This field is used for time slips only. Valid time formats include hh:mm and hh:mm:ss. Use 'a', 'p', or military time to indicate AM or PM.
quantity	q.	This field is used for expense slips only.
price	p.	This field is used for expense slips only. You can include a decimal point. Do not include any currency symbols.
hold from billing	h.	Valid values are 'y' for yes or 'n' for no.
recurring slip	recur.	Valid values are 'y' for yes or 'n' for no.
markup percentage	m.	Do not include the percentage symbol. You can use negative values.
adjustment amount	adj.	You can include a decimal point. Do not include any currency symbols. You can use negative values.
do not bill time	dnb.	This field is used for time slips only. Valid time formats include hh:mm, hh:mm:ss, hh.ddd

SPEECH RECOGNITION:

Speech recognition is available for users with a microphone to dictate into. Commands such as new slip, new time slip, new client, new task, save record and slip list are available. The Windows Speech Recognition control panel is used for the Timeslips Speech Recognition feature.

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PART XIII: REPORTS

CREATING REPORTS
Timeslips has many reports. Click on **"REPORTS"** on the top menu bar and then click the report group desired.
- For assistance in identifying which report provides the information you are looking for, click **REPORTS … FIND A REPORT**.
- To add a report to your choices, click **REPORTS … ADD A REPORT**.

Double-click on the report to open the Report Entry dialog box.
- Use the **FILTERS** tab to limit the reporting data;
- Use the **SORT** tab to specify how the data is to be sorted.
 -The **OPTIONS** button (lower left) allows users to choose how to display the information.

Next, click the design icon … bottom icon on the right (a red protractor on top of a white rectangle). Here it is possible to change the information in the report header, footer, etc. Once the report is set up, click the **SAVE** icon (diskette under the yellow **+** symbol on the right) and type the report name and select the group to save it in.

To copy a report, either click once or open the report (double-click) and then click the 2 yellow plus symbols (++). Edit any filters, sorting, options or design settings and save again.

Calculated fields can be used in user-defined reports. Once defined, these fields can be used in other user defined reports.

PRINTING REPORTS
Reports can be printed to paper, to a file and in many cases exported to an Excel document.   The Print to … option box lists the choices available. If "Microsoft Excel File" is not one of the choices, then the report is not able to be exported to Excel. Once the report is printed to display, many reports allow drill-down to the actual data.

Print to Printer: Sends report to default printer; Print to Printer… (3 dots): Prompts for the user to choose from a list of available printers.

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PART XIV: ACCOUNTING LINK

SET-UP

    The Accounting link is set up from the Accounting menu item on the top toolbar. This manual will address the QuickBooks Pro link. The first step is to click ACCOUNTING … CHOOSE ACCOUNTING LINK and click the TAL Pro box, and click OK.

    Next, from the same menu click ACCOUNTING LINK … SETUP ACCOUNTING LINK. There are several tabs to be reviewed:

    Settings: Browse for the database location and choose the connection method; and check whether or not the accounting link is active on that particular workstation.

    Method/Style: Preferred method is "Cash". It is recommended to transfer transactions as "Detail". In a Cash setup, there is no transfer of WIP.

    Options: Recommended settings are post using date of transfer and post payment using date of the original payment. Withdrawals, refunds and transfers can either post as journal entries or checks … based on your firm's preferences.

    Payment from Account: When transferring funds from trust account to operating, a check can be written to your firm. Enter your firm's name in the box and select whether you prefer a single check or one per client.

    Billing: It is recommended that neither box be checked to prompt for transfer after generating or undoing bills.

    Accounts/Taxes: Determine how your firm transfers data

    Entries: Default most fields; Memo should come from Invoice Number:Client

    Closed Periods: Check with your accountant to complete this section

    Data: Unclick "Country" field; It is not necessary to link Sage Timeslips Timekeepers and QuickBooks Employees.

    Options: Select your firm's preferred options

    Log File: Click to view the log

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LINKING ACCOUNTS

It is best to consult your accountant when linking accounts. TSR Consulting Services, Inc. will assist in configuring each account based on your accountant's recommendation.

SYNCHRONIZING NAMES

Every Timeslips name MUST be synchronized with a customer name in QuickBooks. Initially, click ACCOUNTING … SYNCHRONIZE NAMES. From that screen it is possible to add the names to QuickBooks. After the initial synch, click ACCOUNTING … MANAGE NAMES LINKS to correct links.

In order to bring QuickBooks bills and payments into Timeslips (to bill clients for costs advanced), it is recommended that the links between Activities and QuickBooks Expenses/Items be configured.

MARK TRANSACTIONS AS POSTED

When the link is initially set up, some transactions may need to be marked as posted because they already exist in QuickBooks. The menu command ACCOUNTING … MARK TRANSACTONS AS POSTED is where this is done.

POSTING TO QUICKBOOKS

The process to post to QuickBooks is initiated from the top menu bar: ACCOUNTING … TRANSFER TO G/L. The transactions transfer to QuickBooks. In QuickBooks, use the "Make Deposit" feature to deposit the payments transferred.

CREATE SLIPS FROM QUICKBOOKS

To create expense slips from QuickBooks bills and checks, click ACCOUNTING … CREATE SLIPS FROM QUICKBOOKS. Follow the prompts and expense slips will be created in Timeslips.

UNDOING PAST TRANSFERS

To undo a prior transfer, click ACCOUNTING … VIEW PAST TRANSFERS. The list of all transfers will appear. Select the transactions to consider, click the "View Details" button at the bottom and then click "reverse in QuickBooks".

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CLIENT FUNDS REPORT (Detail):
1. In QuickBooks, click on REPORTS … ACCCOUNTANT … TRANSACTION DETAIL BY ACCOUNT
2. Click on "Customize Report"
   a. Set total by customer
   b. Filters tab: Set filters for "Client Retainer Liability Account"
   c. Set NO to include split detail
   d. Include all dates

PART XV: DATABASE MAINTENANCE AND NETWORK CONSIDERATIONS

Three maintenance procedures that may be necessary to run are: Verify Data Integrity, Station Administration and Purge Data and Close Period. All three are located on the "Database" icon on the Navigator.

VERIFY DATA INTEGRITY

Verify Data Integrity is used to look for and correct errors, and re-index data in the event of possible data corruption. If an error message appears recommending that Data Verification be run, **BACK UP YOUR DATABASE**.

Also, if on a network, it is recommended that the database be moved to a local drive. This increases speed of data verification (which can be time consuming) and eliminates network communication issues from causing any additional database corruption.

Then, click "FILE" "DATA VERIFICATION" and select "Look for Errors". If Data Verification finds errors, re-run the program and check "Attempt to repair validation and integrity errors". Once errors are corrected, the database needs to be restored back to the original location on the server.

For additional information, contact Timeslips Technical Support or TSR Consulting Services, Inc.

PURGE

Purge will purge unnecessary data such as closed and deleted names or very old slips. Click "FILE … PURGE"**.** Check the types of data to purge and then either select "not in use, older than . ." or "filter". Verify that the selected information is accurate. The Options tab allows the ability to archive the purged slips (recommended), print a list of all purged data, choose whether or not to purge data on bills in proof stage or bills that are currently "undoable" (approval can be reversed) or remove obsolete data. Obsolete data are entries that are deleted (such as template clients) but not purged. Click **OK** and proceed to purge the selected data.

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STATION ADMINISTRATOR

Access Timeslips Station Administrator from the **START** menu in Windows, in the Timeslips program group. If a station appears to be logged in from the station administrator screen but is not actually logged in, this utility will log that person out of the system. Make sure that no users are in Timeslips, click once on the Computer Name and then click the **Clear** button at the bottom of the screen. To clear all licenses, click **"Options" "Licenses in Use"**. Then click the Clear All button. Finally, to make sure that the workstation is configured properly click **"Options" "Diagnose This Computer"**.

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VIEW TIMESLIPS LOG FILES
It is possible to view special log files from within Timeslips. Click SPECIAL …EXPLORE LOG FILES to view the Timeslips related logs.

EXCLUSIVE MODE

Exclusive mode prevents others from accessing the database and can only be invoked if all users are out of the program. This is useful if maintenance needs to be performed which requires exclusive access.

From the main men click SPECIAL … EXCLUSIVE MODE. The 2 options are Shared Mode (all users can access the database) or Exclusive Mode. There is a message box so that users will be notified why the system is in exclusive mode.

PERFORMING LOCAL INSTALLS TO TIMESLIPS WORKSTATIONS

To install Timeslips on a workstation, you must have access to the shared folder on the server. In our example the shared folder is T: and Timeslips is installed into T:\Timeslips.

Before you begin, it is important that all workstations using Timeslips have the same file path to the network's copy of Timeslips. You can check the installation path in Timeslips by selecting **Help; About Timeslips** on workstations with Timeslips already installed. Make sure that the Installation folder path is the same on all machines. If this path differs from workstation to workstation, you must fix the mapping to reflect the same path on all computers using Timeslips.

If any computer other than the Timeslips server is pointing to the C: drive in this path there are multiple Timeslip.cfg files on your network. You should have only one of these files and it should be located on the server installation of Timeslips.

Follow these steps to install Timeslips on the workstation.

1. Program files are copied from the server to the workstation during the local install process. Exit any users from your new version of Timeslips.
2. During the installation process Timeslips records configuration information based on how the local installer is started. For this reason we recommend that you start the local installer on the workstation by using My Computer **not** Network Neighborhood/My Network Places.
3. Click **My Computer.** Click your network drive. In our example, T:
4. Click the folder where Timeslips is installed on the network, in our example T:\Timeslips.

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5. Click the **LocIInst** folder. Click **Setup.exe** to start the Local Installer.
6. The Timeslips Local Install Windows will appear. Click Next to continue after closing all applications.
7. At **Select Installation or update**, choose **Install**. This option will install Timeslips and configure the programs to share your networked Timeslips configuration and data files.
8. At "Select Installation Type" choose Complete.
9. At **Select Destination Folder**, select the desired folder on the local hard drive for the Timeslips programs and click **Next.** The Destination Folder will often default to C:\Program Files\Timeslips, but must be changed to match the application folder on all other computers using Timeslips.
    The application folder MUST be the same on ALL workstations using Timeslips.
10. At **Ready to Install Timeslips**, click **Next.**
11. At **Select Program Folder**, choose the desired options and click next.
12. Answer the remaining prompts followed by **Next** to complete the installation.
    Borland Database Engine 32-bit (BDE32) will be installed. Borland Database Engine 16-bit (BDE16) is not installed through the local install.

Timeslips has now been installed to your workstation.

Open the Timeslips program and select the location of the database. Timeslips will want you to select your name from the list of timekeepers, and if applicable, enter a password.

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After Timeslips is open, click SETUP …PREFERENCES from the top menu bar.
Save the preference file to the user's "C" drive and then change the following options:

1. STARTUP/EXIT TAB: Select whether or not to prompt for backup; Review other options based on user's individual preferences.

2. INTERFACE TAB: Top section of screen: check all 4 boxes; Select "NO" to save when closing or switching reports.

Click SAVE AS (on the right side) and save these updated preferences to the user's C drive. It is recommended that each user have their own preferences; sharing preference files can cause errors within Timeslips.

PART XVI: FINAL WORDS

The most important aspect of any program is reliability. Timeslips is extremely reliable, but no system is failsafe. **BACK UP YOUR DATA REGULARLY!!**

If your hard drive or network drive is backed up nightly, you can back up your data to files on the hard or network drive. If the hard or network drive is not backed up (on tape or other media), floppy disk backups are strongly recommended.

The system can prompt for backing up when exiting the program (defined in **"SETUP" "PREFERENCES" "STARTUP/EXIT"**).   To back up from within Timeslips, click **"FILE" "BACKUP"** on the top menu bar and specify the file to be used for backing up. OR click on the **Database** icon on the Navigator and select: **Backup the Database**.

Following is a schedule for backing up:
- Create a backup for each day of the month (1.bku for the 1st of the month, 15.bku for the 15th of the month, etc.) and overwrite the daily file each month.
- Create a backup every month with the year and month (2010_01_January)
- Create a backup every year to be archived indefinitely.

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This provides daily backups for a month and monthly backups for a year and an archive of yearly backups.

Backing up is the best and least expensive system security you can buy!!!

Enjoy the features and benefits of Timeslips! Please feel free to call TSR Consulting Services, Inc. with any questions or comments.

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