TimeLedger 2.0

Administrator Guide

www.TimeLedger.com

Using the Training Guide

This reference guide documents the common features of TimeLedger 2.0. It is designed for users with administrator permission level and to assist in the use of the TimeLedger 2.0 application.

Each section of this guide introduces a main topic with several lessons. Each lesson shows steps and graphics to explain functions of the application.

Within the Field Definition sections, this icon represents a Screen View. A Screen View is a screen shot of the feature being described.

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TIMELEDGER 2.0

TimeLedger 2.0 is a web-based time, expense, activity tracking and reporting application. It is designed to facilitate the rapid entry of time and expense data. TimeLedger will work on any type of computer from anywhere in the world.

Benefits of Using TimeLedger

- Easy to Use
- Customizable
- High Security
- Data is backed up every 15 minutes
- Import/Export of Data

User Definition

TimeLedger defines users into two categories: Timekeepers and Administrators.

- Timekeeper is a user with data entry and personal reporting permission.
- Administrator is a user responsible for customization and management of TimeLedger.

GETTING STARTED

This section covers the following topics:

- Login to TimeLedger
- Start Screen
- Navigating
- Using Help
- Logout of TimeLedger

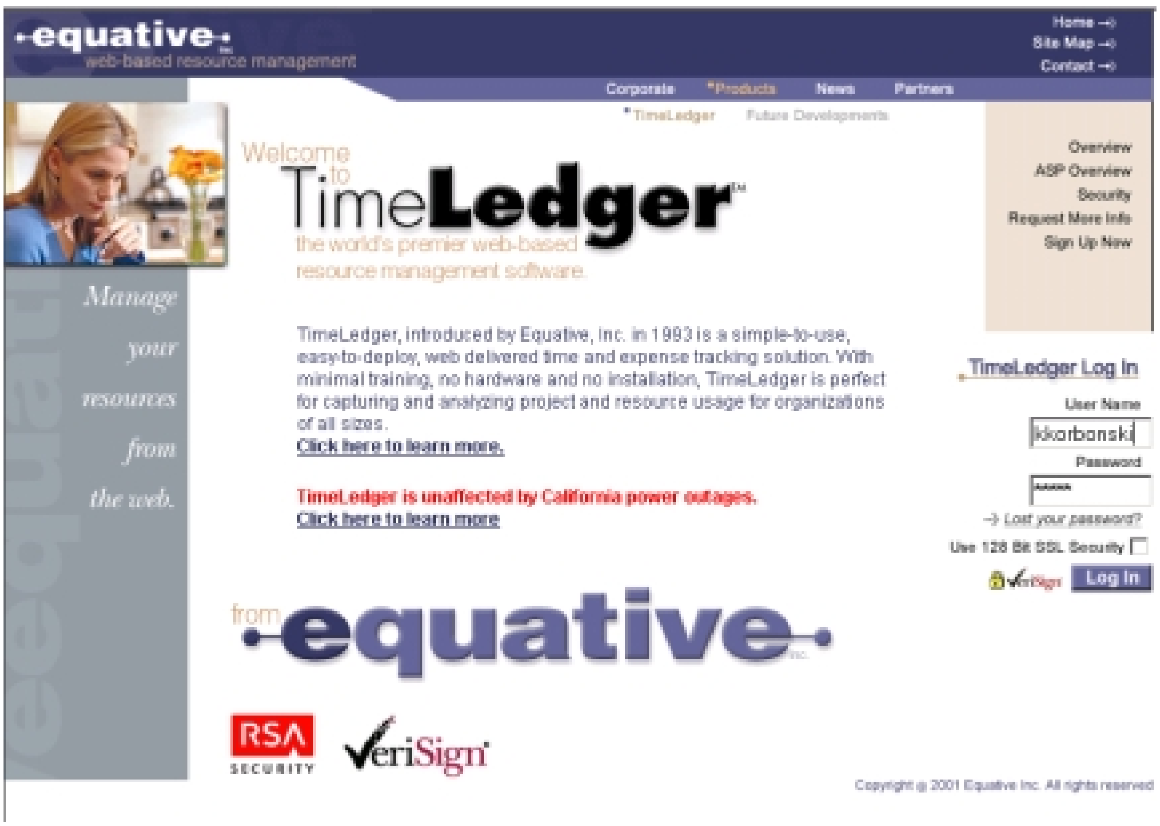
After reviewing this section, you will able to login to TimeLedger, navigate through the application, use help, and logout of TimeLedger.

Login

TimeLedger offers 128-bit security, the highest level of encryption protection possible for Internet communications. You must login every time you use TimeLedger.

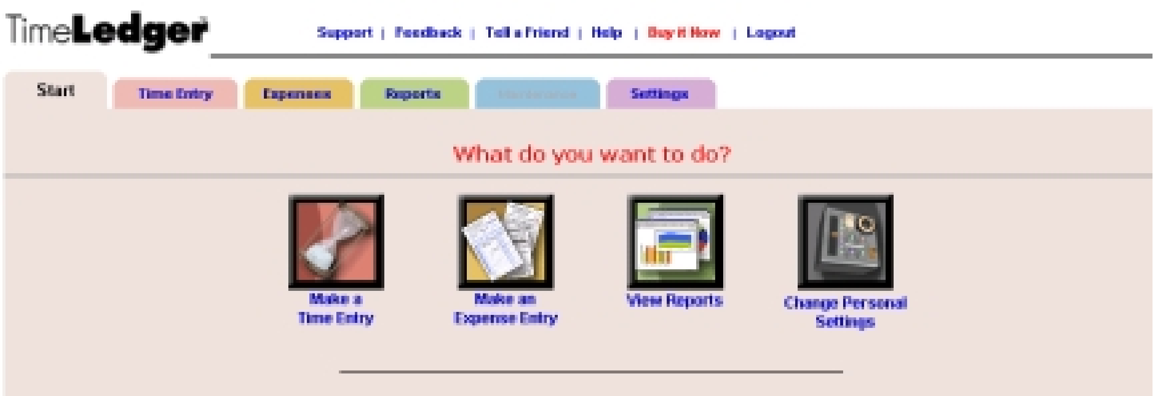
Login to TimeLedger

1. Point your browser to www.timeledger.com.
2. Enter your User Name and Password.
3. Select the **Use 128-bit SSL Security** check box. (Optional)
4. Select the **Log In** button.



Start Screen

The Start Screen is the first screen to display after login. This screen acts as a “table of contents” for the application. The icons help navigate to the different functions of TimeLedger.



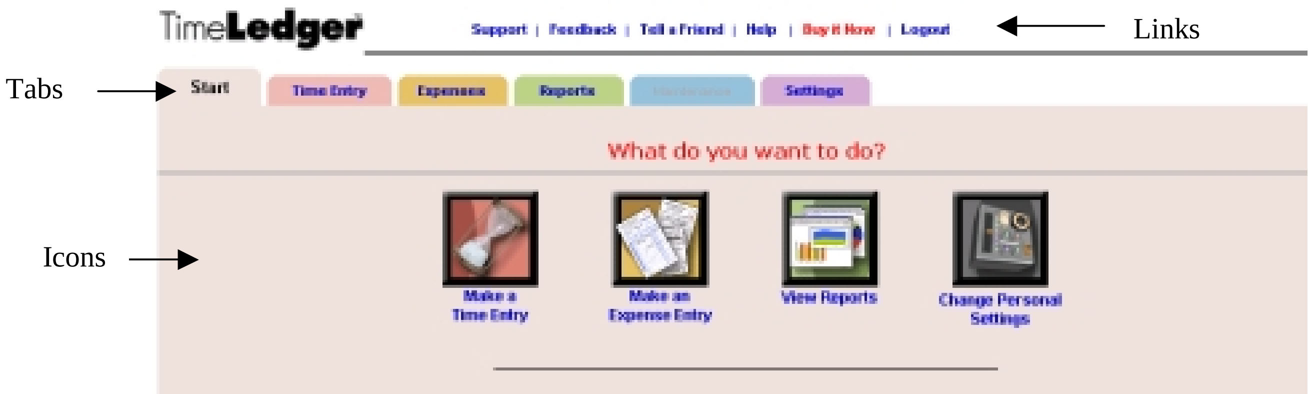
From the Start Screen, you are able to navigate to:

- Make a Time Entry
- Make an Expense Entry
- View Reports
- Change Personal Settings

Navigating

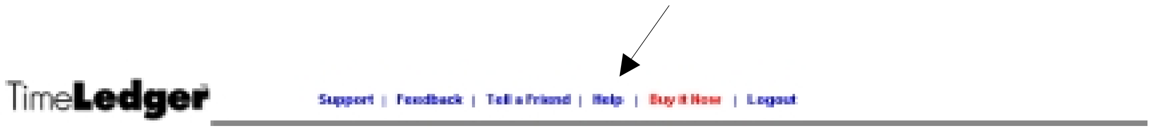
TimeLedger uses a set of tabs and icons to facilitate navigation of the site. Tabs make it easy to navigate to the different functions of the application. The tabs are always visible. The icons are located on the Start Screen.

Links throughout TimeLedger make it easy to navigate to additional screens. Links are located at the top of the screen and throughout many other screens. Links differentiate by blue text, and followed links appear as purple text.



Using Help

TimeLedger provides context-sensitive on-line help for users, as well as printable manuals. The on-line help contains instructions that are specific to the screen you are viewing. The complete timekeeper and administrator guides are available in pdf format from the Help link.



View User Guide

1. From the Start Screen.
2. Select the **Help** link.
3. Select **Timekeeper Manual (.pdf)**.

On-line Help

1. Select a screen. (For example, select the Make a Time Entry icon)
2. Select the **Help** link. The help information for the screen you are viewing is displayed.

Logout of TimeLedger

Once you are finished using TimeLedger, it is recommended to logout of the application.

Log Out of TimeLedger

1. Select the **Logout** link.

*If you log out by mistake, re-point your browser to www.timeledger.com and login.

Settings

This section covers the following topics:

- Company Settings
- Customizable Settings

After reviewing this section, you will be able to enter company settings and select customizable settings.

Company Settings

Defining Company Settings is the first step to customizing TimeLedger to meet your requirements. By defining the Company Settings, you are determining the terminology and functions Timekeepers will use. It is recommended to complete the Settings section before making changes in the Maintenance section.

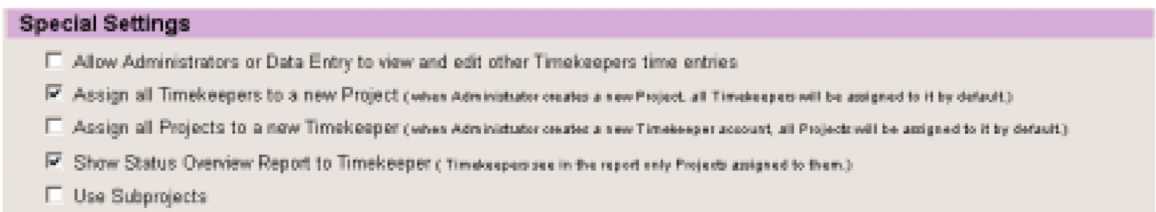
Company Settings Field Descriptions

Company Info

- Company Info is basic information related to your company. The Company name field is a required field.

Special Settings

- Allow Administrators or Data Entry to view and edit other Timekeepers time entries will display a drop down list containing all Timekeepers on the Time Entry screen. This allows Administrators and Timekeepers with data entry permission to enter and edit time for all Timekeepers.
- Assign all Timekeepers to a new Project automatically assigns all Timekeepers to newly created projects.
- Assign all Projects to a new Timekeeper automatically assigns all projects to newly created Timekeeper accounts.
- Show Status Overview Report to Timekeeper displays a link to the Status Overview report in Personal Reports. If this option is disabled, the report link is hidden. This option is enabled by default.
- Use Subprojects changes the Projects link in Maintenance to Projects and Subprojects. Subprojects can only be added to a saved Project. The Add a Subproject link is located in the Project Information section of Projects and Subprojects.



Customize Daily View Time Increment

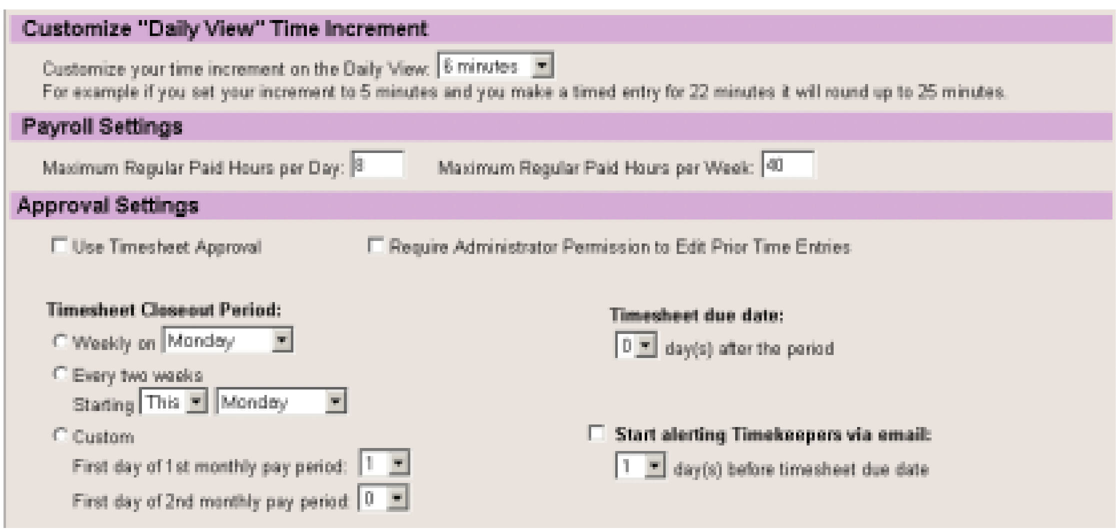
- Customize your time increment on the Daily View defines the minute's drop down list in Time Entry. When using the timer, times are rounded to the set increment. The rounded time displays in the Billable column of the All Entries section.

Payroll Settings

- Payroll Settings establish your company's regular day and week hours. These settings will define overtime in Timekeeper Maintenance.

Approval Settings

- Use Timesheet Approval adds a timesheet approval section to Time Entry. The timesheet approval feature enables a Timekeeper to submit a weekly timesheet. Administrators can view and approve timesheets in Reports.
- Require Administrator Permission to Edit Prior Time Entries will allow timekeepers with administrator permission to edit time entries from the Day View.
- Timesheet Closeout Period establishes your company's timesheet period.
- Timesheet due date determines how many days after the closeout period the timesheets are due.
- Start alerting Timekeepers via email is an email reminder sent to all timekeepers.

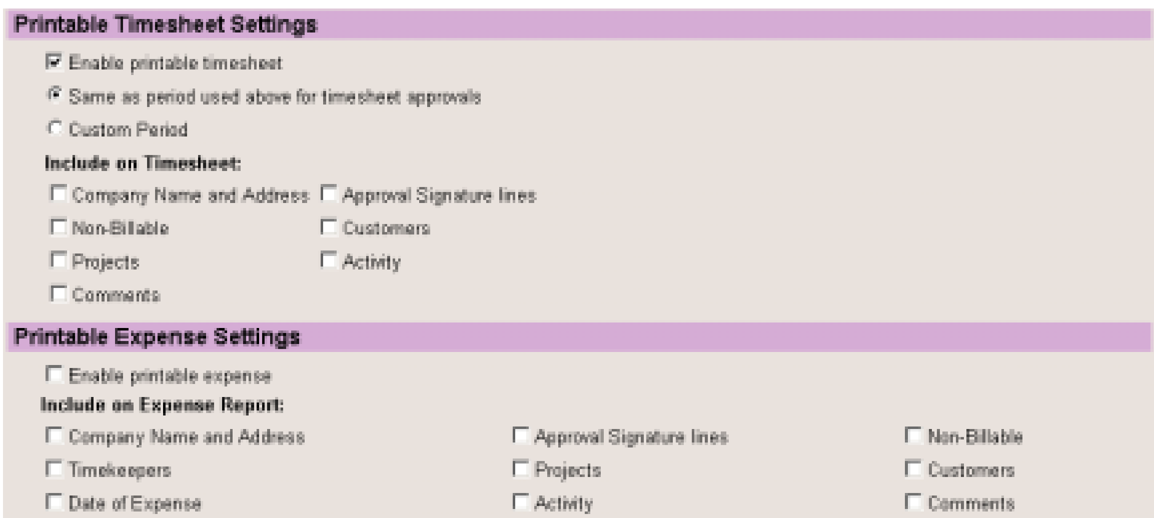


Printable Timesheet Settings

- Enable printable timesheet adds a printable timesheet button to the Week View in Time Entry.
- Same as period used above for timesheet approvals defaults the date range to the timesheet closeout period.
- Custom Period displays date range fields to the Printable Timesheet Settings section.
- Include on Timesheet allows you to add fields to the printable report.

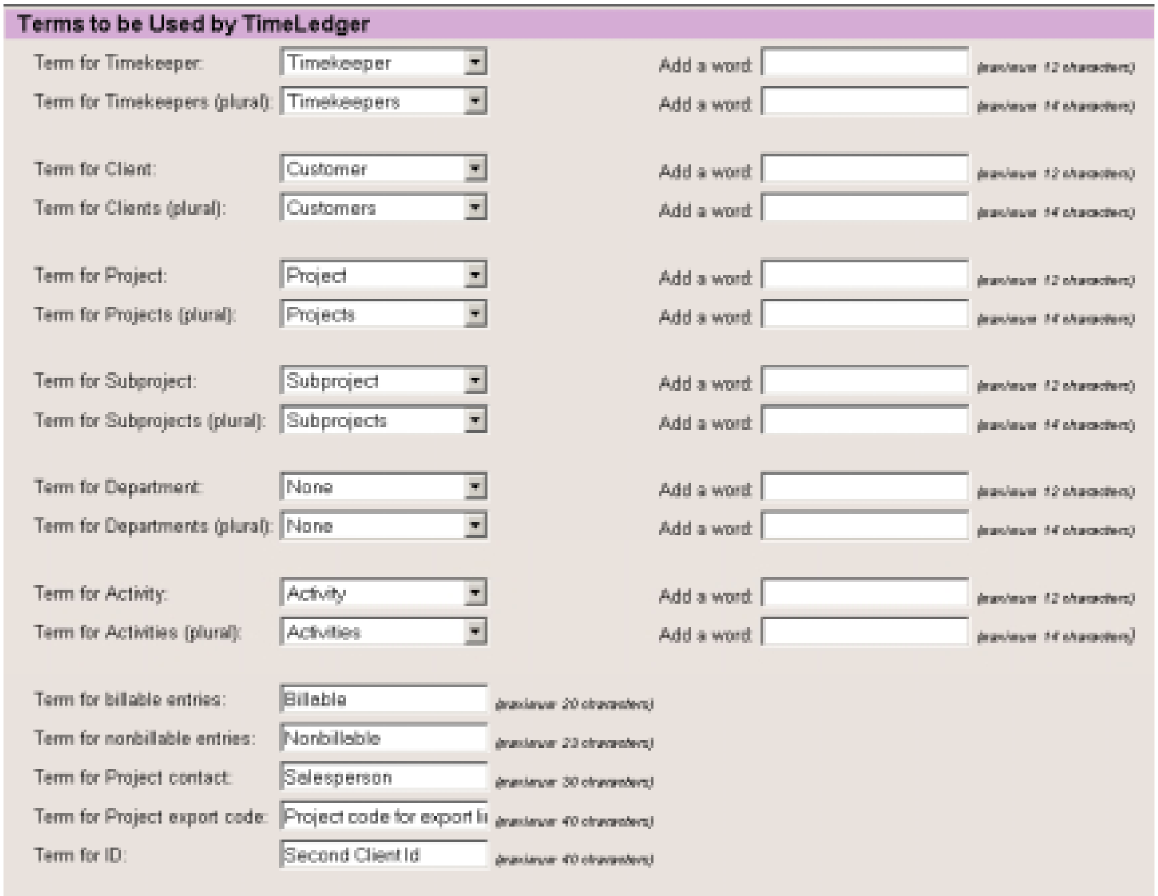
Printable Expenses Settings

- Enable printable expenses enables the printable report feature on the Expense Detail Report in Expenses.
- Include on Expenses Report allows you to add fields to the printable report.



Terms to be Used by TimeLedger

- Terms are the language that defines TimeLedger. There are pre-defined terms to choose from, however, terms can be created. The terms selected appear throughout TimeLedger.



Terms to be Used by TimeLedger

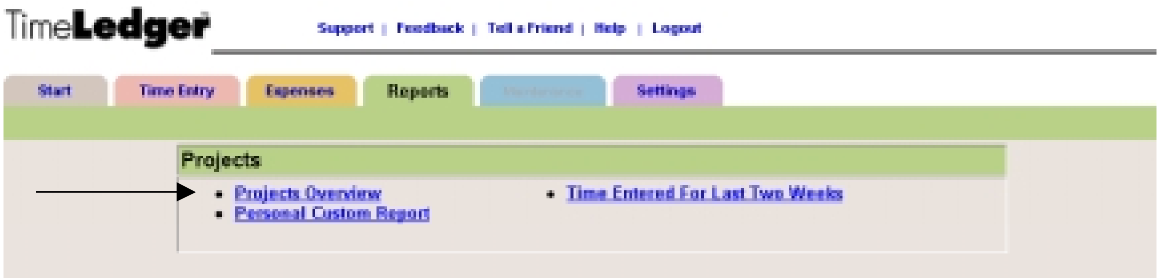
Term for Timekeeper:	Timekeeper	Add a word:		(maximum 12 characters)
Term for Timekeepers (plural):	Timekeepers	Add a word:		(maximum 14 characters)
Term for Client:	Customer	Add a word:		(maximum 12 characters)
Term for Clients (plural):	Customers	Add a word:		(maximum 14 characters)
Term for Project:	Project	Add a word:		(maximum 12 characters)
Term for Projects (plural):	Projects	Add a word:		(maximum 14 characters)
Term for Subproject:	Subproject	Add a word:		(maximum 12 characters)
Term for Subprojects (plural):	Subprojects	Add a word:		(maximum 14 characters)
Term for Department:	None	Add a word:		(maximum 12 characters)
Term for Departments (plural):	None	Add a word:		(maximum 14 characters)
Term for Activity:	Activity	Add a word:		(maximum 12 characters)
Term for Activities (plural):	Activities	Add a word:		(maximum 14 characters)

Term for billable entries:	Billable	(maximum 20 characters)
Term for nonbillable entries:	Nonbillable	(maximum 23 characters)
Term for Project contact:	Salesperson	(maximum 30 characters)
Term for Project export code:	Project code for export li	(maximum 40 characters)
Term for ID:	Second Client Id	(maximum 40 characters)

Screen Views

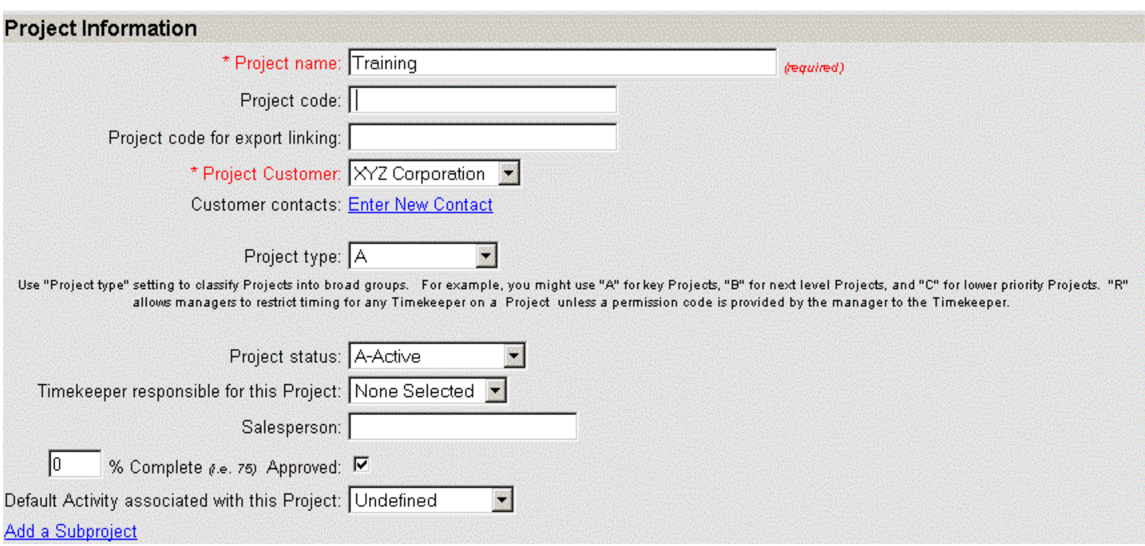
Show Status Overview Report To Timekeeper

The Projects Overview link can be enabled or disabled in Company Settings.



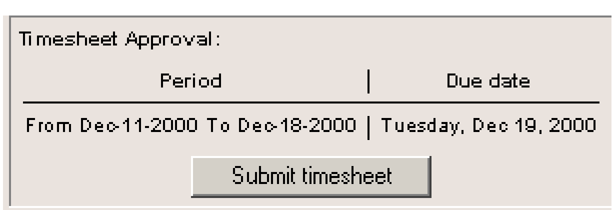
Use Subprojects

Use Subprojects will change the Maintenance section from Projects to Projects and Subprojects. An Add a Subproject link is displayed in the Project Information section of Projects and Subprojects.



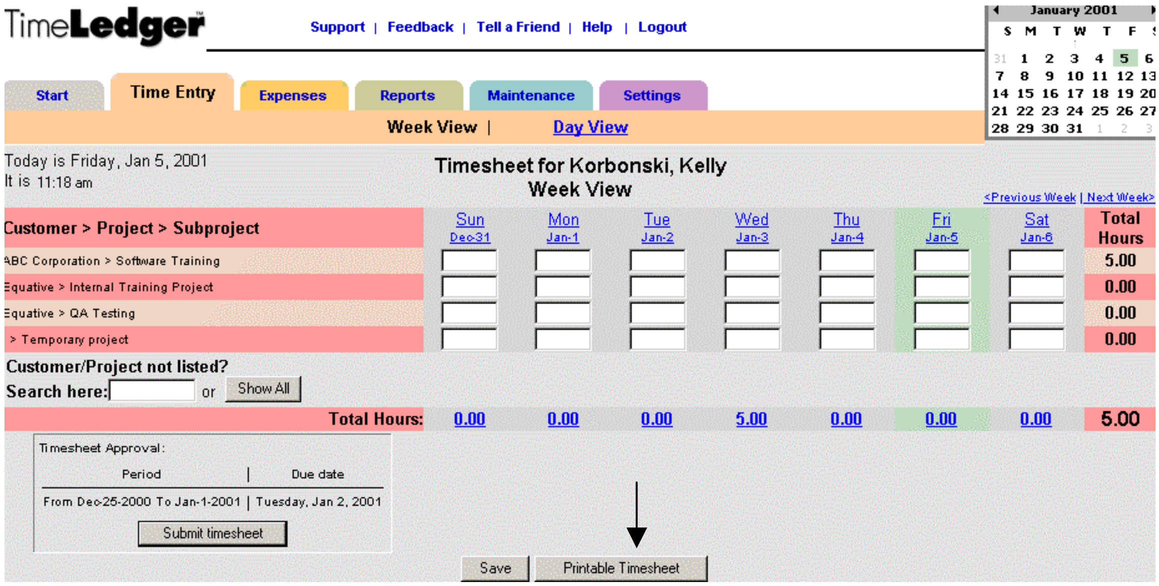
Use Timesheet Approval

Use Timesheet Approval adds a Timesheet Approval section to Time Entry.



Enable Printable Timesheet

Enable Printable Timesheet adds a Printable Timesheet button to the Week View in Time Entry.

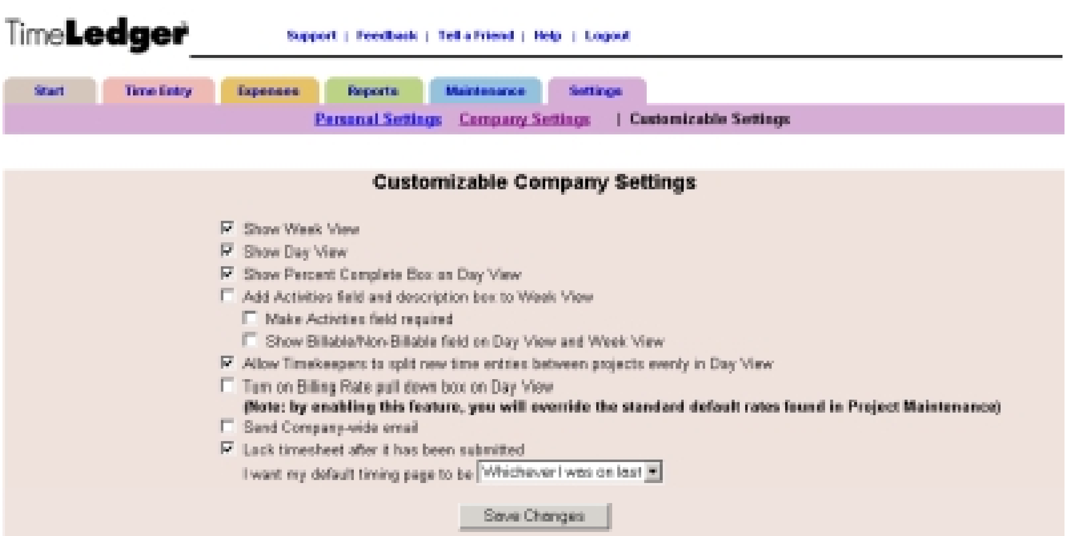


Customizable Settings

Customizable Settings are additional options to customize TimeLedger to meet your requirements. Enabling any of these options will add functionality to the application.

Customizable Company Settings Field Descriptions

- Show Week View enables the Week View to display in Time Entry.
- Show Day View enables the Day View to display in Time Entry.
- Show Percent Complete Box on Day View displays a text box in Day View when a project is selected. The text box allows a value to be entered that represents the progress of a project in the range of 0 to 100% complete.
- Add Activities field and description to the Week View displays an activities list box in the Week View.
- Make Activities field required will not allow a Timekeeper to save an entry without an activity selected.
- Show Billable/Non-Billable field on Day View and Week View displays a billable/non-billable list box in the Day and Week view when a customer/project is selected.
- Allow Timekeepers To Split New Time Entries Between Projects Evenly In Day View allows a time entry to be divided between multiple projects.
- Turn On Billing Rate Pull Down Box On Day View allows the Timekeeper to select a billing rate for a time entry. As the Timekeeper enters a time entry, a bill rate can be chosen related to the entry. The invoice will show the bill rate.
- Send Company-wide email allows you to create either a daily, weekly, monthly, or one-time email. All Timekeepers in Timekeeper Maintenance will receive the email.
- Lock timesheet after it has been submitted eliminates the Timekeeper's ability to edit time entries once a timesheet is submitted for that time period.
- I Want My Default Timing Page To Be is the view that will initially display when you select the Time Entry tab.



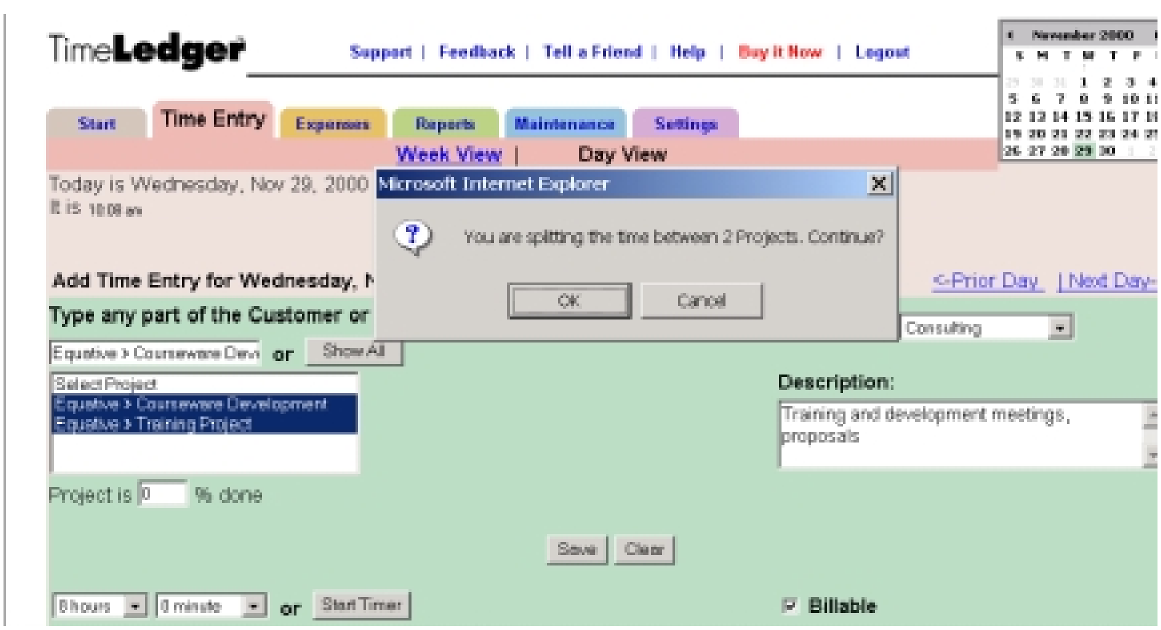
Screen Views

Show Percent Complete Box on Day View

Show Percent Complete Box on Day View displays a text box when a project is selected. The text box allows a value to be entered that represents the progress of a project in the range of 0 to 100% complete.

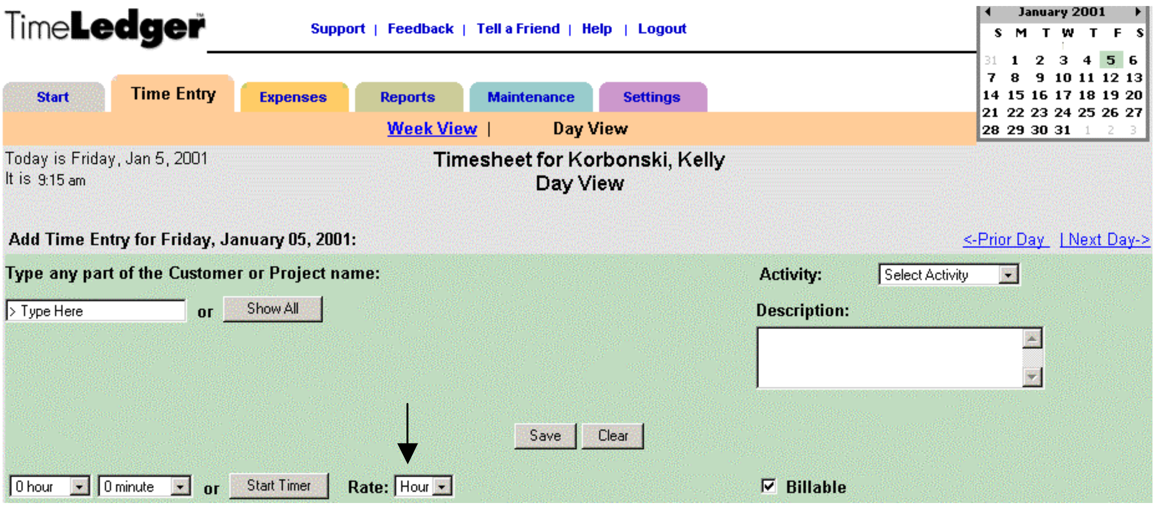
Allow Timekeepers to Split New Time Entries Between Projects Evenly

Allow Timekeepers To Split New Time Entries Between Projects Evenly In Day View allows a single time entry to be divided between multiple projects



Turn On Billing Rate Pull Down Box On Day View

Turn On Billing Rate Pull Down Box On Day View allows the Timekeeper to select a billing rate for a time entry.



Maintenance

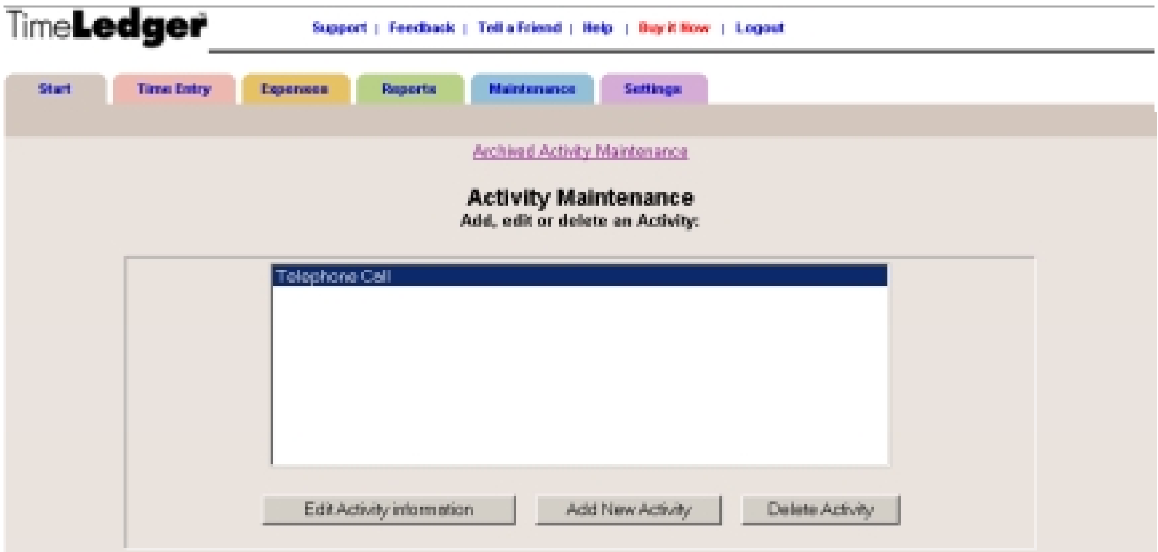
This section covers the following topics:

- Activities
- Timekeepers
- Customers
- Projects

After reviewing this section, you will be able to add activities, timekeepers, customers, and projects.

Activities

Activities are "tasks" completed for a project or customer. TimeLedger defines only one activity, telephone call. The administrator can add, edit and delete activities in the Activity Maintenance screen.



Add an Activity

1. Select the **Maintenance** tab.
2. Select the **Activities** link.
3. Select **Add New Activity**.
4. Enter the activity information.
5. Select **Save**.

Edit an Activity

1. Select the **Maintenance** tab.
2. Select the **Activities** link.
3. Select **Edit Activity Information**.
4. Enter the changes.
5. Select **Save**.

Delete an Activity

1. Select the **Maintenance** tab.
2. Select the **Activities** link.
3. Select **Delete Activity**.
4. Select the active activity.
5. Select **Inactive**.
6. Select the inactive activity.
7. Select **Delete**.
8. Select **Save**.

Make an Activity Inactive

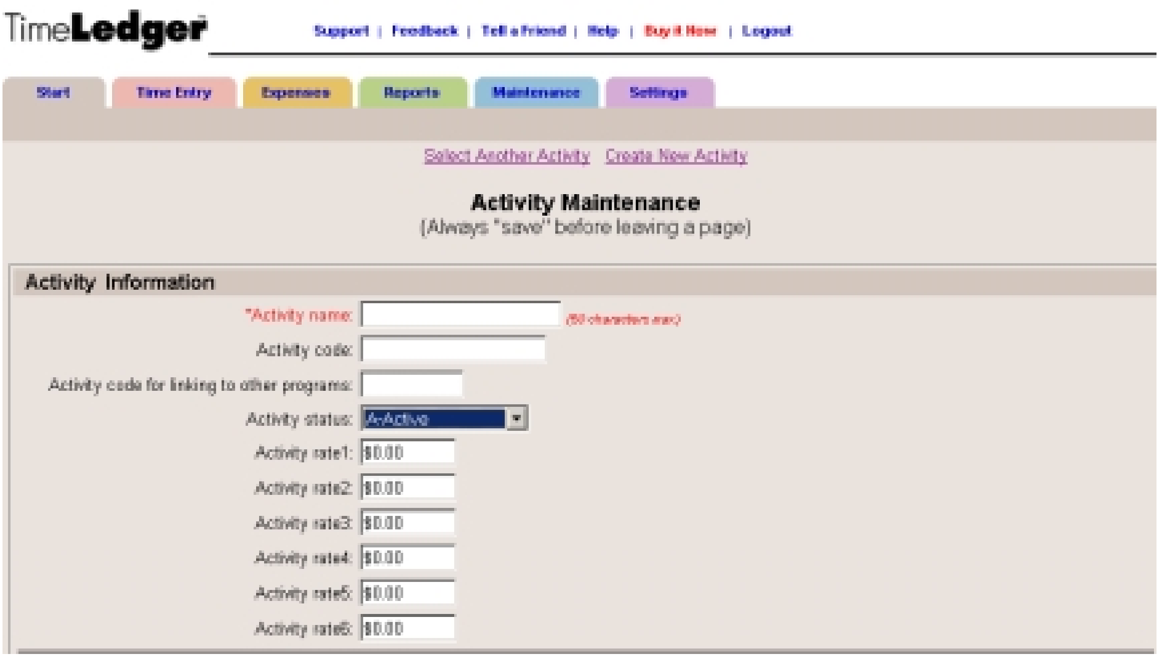
1. Select the **Maintenance** tab.
2. Select the **Activities** link.
3. Select **Delete Activity**.
4. Select the active activity.
5. Select **Inactive**.

Re-Activate an Activity

1. Select the **Maintenance** tab.
2. Select the **Activities** link.
3. Select **Delete Activity**.
4. Select the inactive activity.
5. Select **Active**.

Activity Field Descriptions

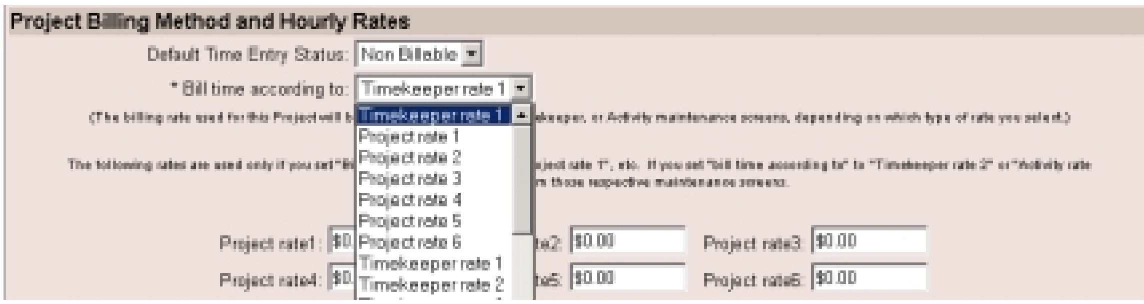
- Activity name is a required field.
- Activity code and Activity code for linking are optional fields used for export linking.
- Activity Status has two options:
  - Active – Enables the activity for selection when entering time.
  - Delete (Archived) – Removes the activity as an active option and archives the activity.
- Activity Rate is an optional field. The field is used in Project Maintenance in the Project Billing Method and Hourly Rates section.



Screen Views

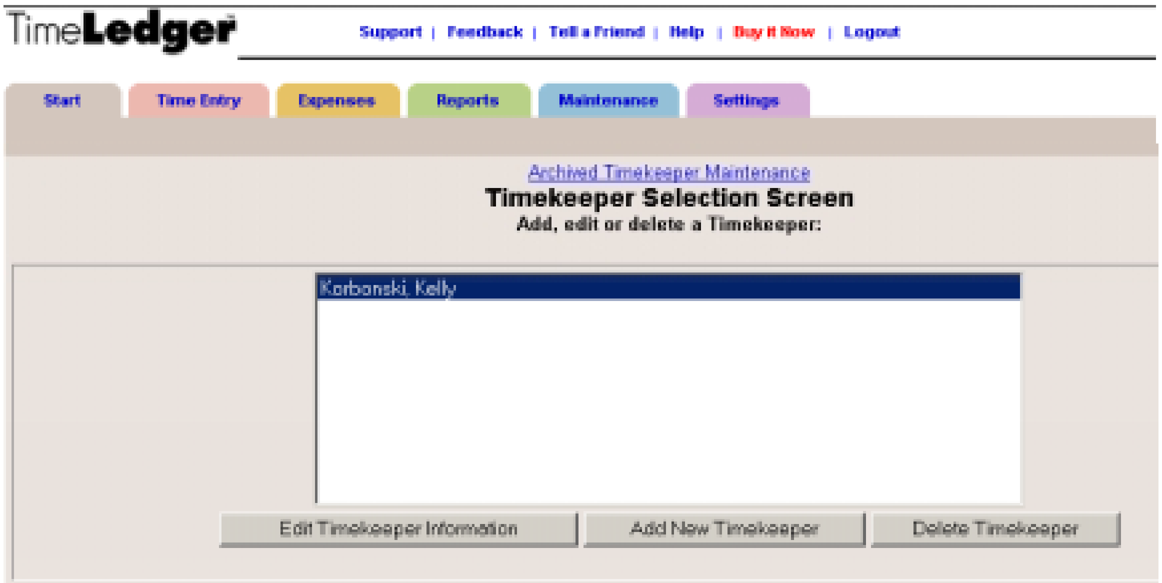
Project Billing Method and Hourly Rates

In Project Maintenance, within the Project Billing Method and Hourly Rates section, there are several project billing options. Timekeeper, activity, or project rate may bill a Project.



Timekeepers

A Timekeeper is a user of TimeLedger entering time and/or expense data. The Administrator assigns a Timekeeper a permission level. Permission levels determine the Timekeepers access to certain features. Timekeepers can be added, edited, and deleted from the Timekeeper Selection screen.



Add a Timekeeper

1. Select the **Maintenance** Tab.
2. Select the **Timekeepers** Link.
3. Select **Add New Timekeeper**.
4. Enter the information. The fields marked with an "*" are required.
5. Select **Save**.

Edit a Timekeeper

1. Select the **Maintenance** Tab.
2. Select the **Timekeepers** Link.
3. Select **Edit Timekeeper Information**.
4. Enter the changes.
5. Select **Save**.

Delete a Timekeeper

1. Select the **Maintenance** tab.
2. Select the **Timekeepers** link.
3. Select **Delete Timekeeper**.
4. Select the active Timekeeper.
5. Select **Inactive**.
6. Select the inactive activity.
7. Select **Delete**.
8. Select **Save**.

Make a Timekeeper Inactive

1. Select the **Maintenance** tab.
2. Select the **Timekeepers** link.
3. Select **Delete Timekeeper**.
4. Select the active Timekeeper.
5. Select **Inactive**.

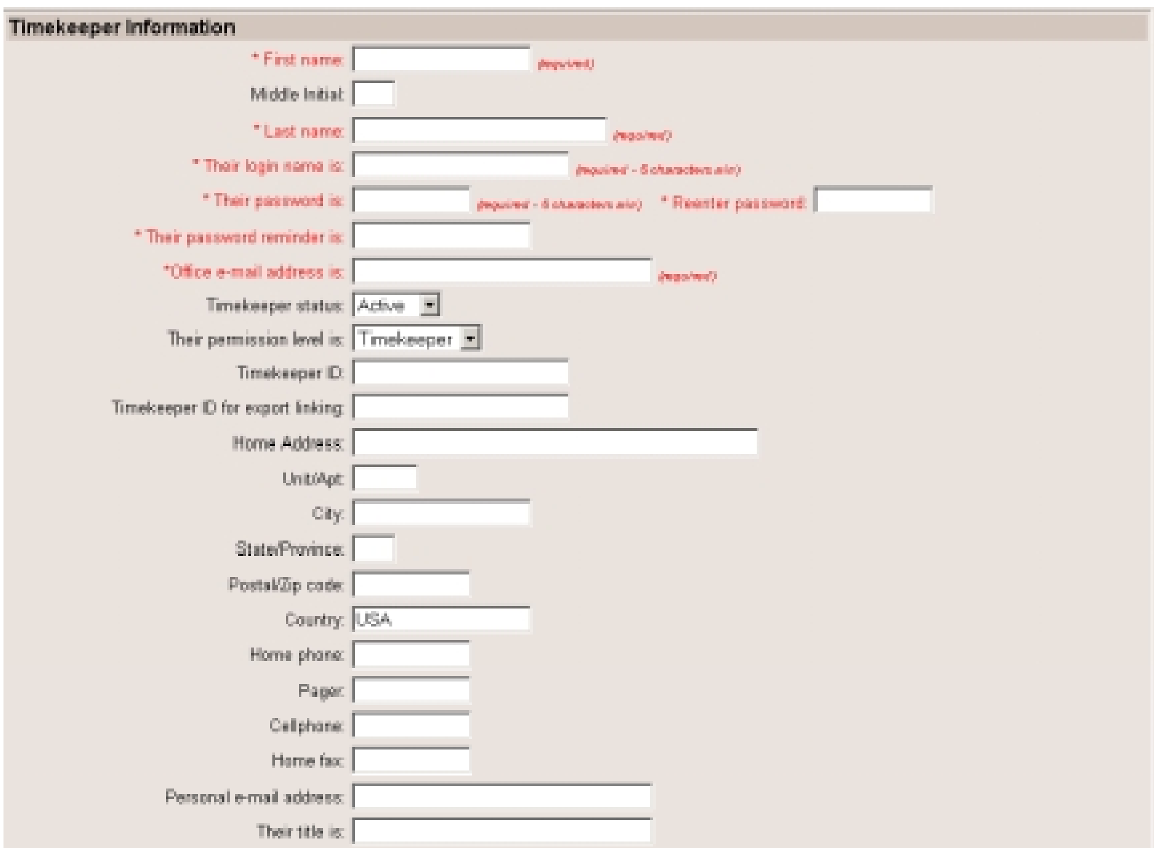
Re-Activate an Timekeeper

1. Select the **Maintenance** tab.
2. Select the **Timekeepers** link.
3. Select **Delete Timekeeper**.
4. Select the inactive Timekeeper.
5. Select **Active**.

Timekeeper Field Descriptions

Timekeeper Information

- Their password reminder is the password reminder emailed to the Timekeeper for a forgotten password request. A Timekeeper may create a their own password reminder in Personal Settings.
- Office email address is the email address used to receive a password reminder, company wide email, and alerts.
- Timekeeper status has two options:
    - Active - allows the Timekeeper to login.
    - Inactive - does not allow the Timekeeper to login and archives the data.
- Their Permission Level has three options: Administrator, Timekeeper, and Data Entry. Users with Administrator permission can add/edit/delete any of the maintenance items and company settings, and can import/export data. Users with Timekeeper permission can add/edit/delete time and expense entries. Users with Data Entry permission can add/edit/delete time and expense entries, but can also edit other Timekeeper's time entries.
- Timekeeper ID and Timekeeper ID for Export Linking are optional fields used to map to external data.



Billing Rates

- Timekeeper Rate is an optional field used to define hourly rates for certain activities. The field is used in Project Maintenance in the Project Billing Method and Hourly Rates section.

Employment Status

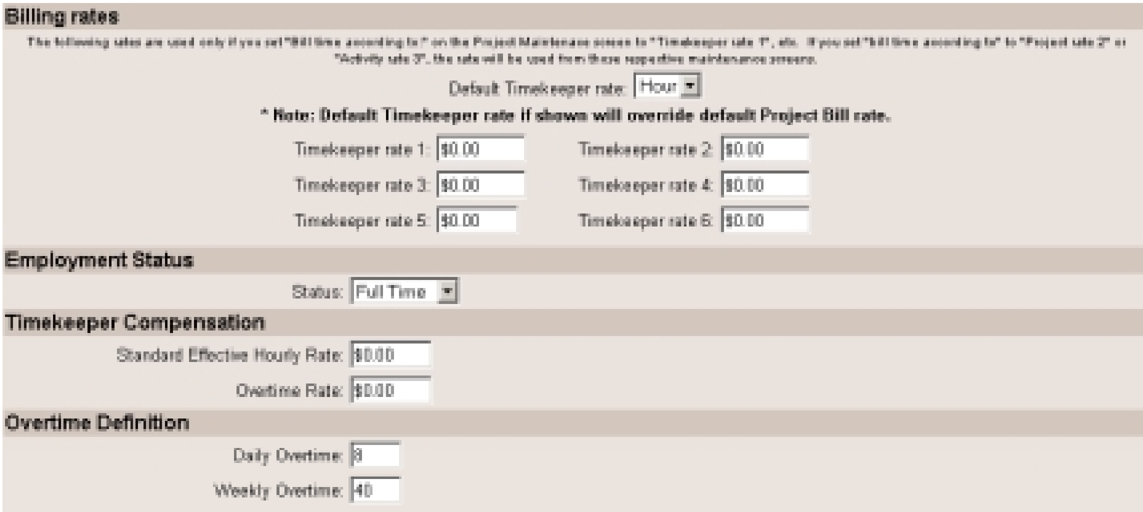
- Employment Status is an informational field that defines if the employee is full-time, part-time, or contract.

Timekeeper Compensation

- Timekeeper Compensation is an information field, but can also be used to ensure a project does not exceed the budget.

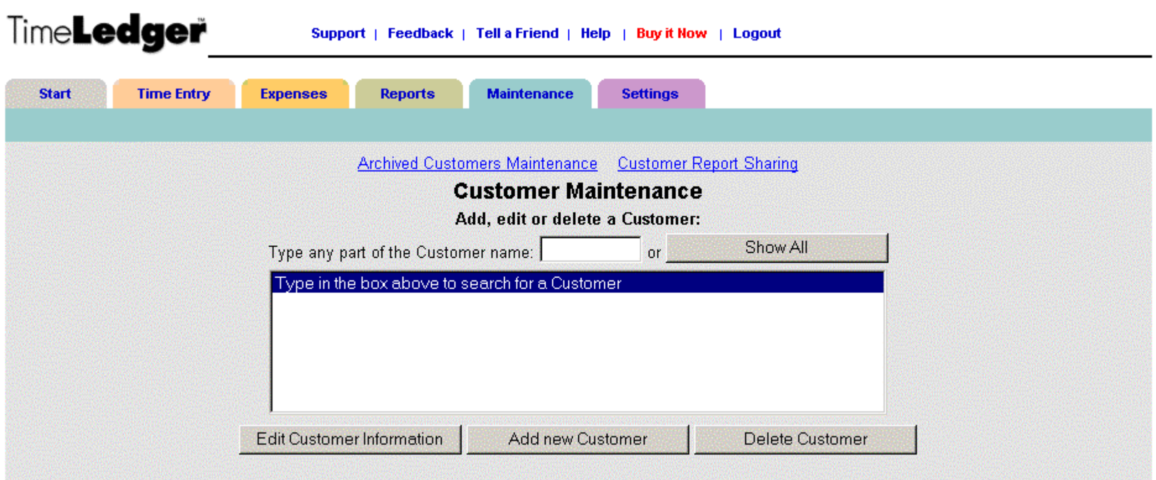
Overtime Definition

- Overtime Definition defines at which hour the project is billed at an overtime rate. The default hours are defined from the Payroll Settings section in Company Settings.



Customers

The Customers Maintenance screen displays when you select Customer on the Maintenance Screen. From this screen, you can add, edit and delete a customer.



Add a Customer

1. Select the **Maintenance** Tab.
2. Select the **Customers** Link.
3. Select **Add New Customer**.
4. Enter the information. The fields marked with an "*" are required.
5. Select **Save**.

Edit a Customer

1. Select the **Maintenance** Tab.
2. Select the **Customers** Link.
3. Search for the Customer.
4. Select the Customer.
5. Select **Edit Customer Information**.
6. Enter the changes.
7. Select **Save**.

Delete a Customer

1. Select the **Maintenance** tab.
2. Select the **Customer** link.
3. Select **Delete Customer**.
4. Select the active customer.
5. Select **Inactive**.
6. Select the inactive customer.
7. Select **Delete**.
8. Select **Save**.

Make a Customer Inactive

1. Select the **Maintenance** tab.
2. Select the **Customer** link.
3. Select **Delete Customer**.
4. Select the active customer.
5. Select **Inactive**.

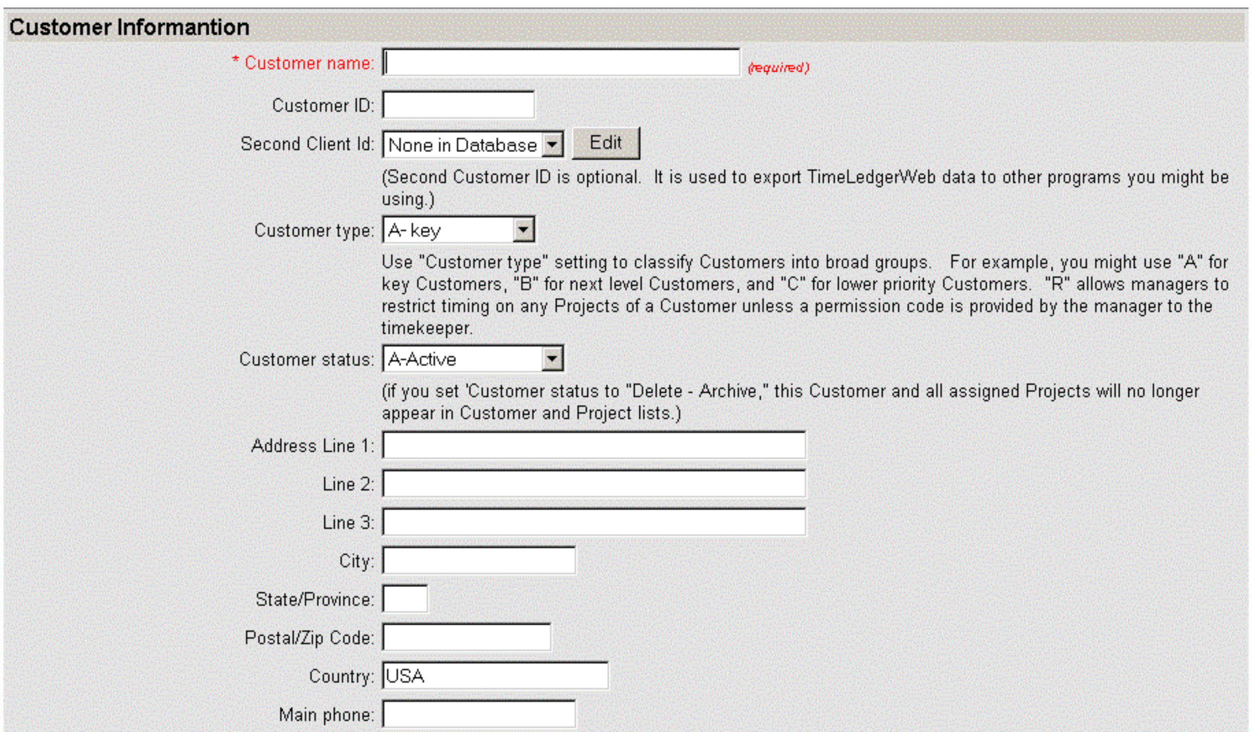
Re-Activate an Customer

1. Select the **Maintenance** tab.
2. Select the **Customer** link.
3. Select **Delete Customer**.
4. Select the inactive customer.
5. Select **Active**.

Customer Field Definitions

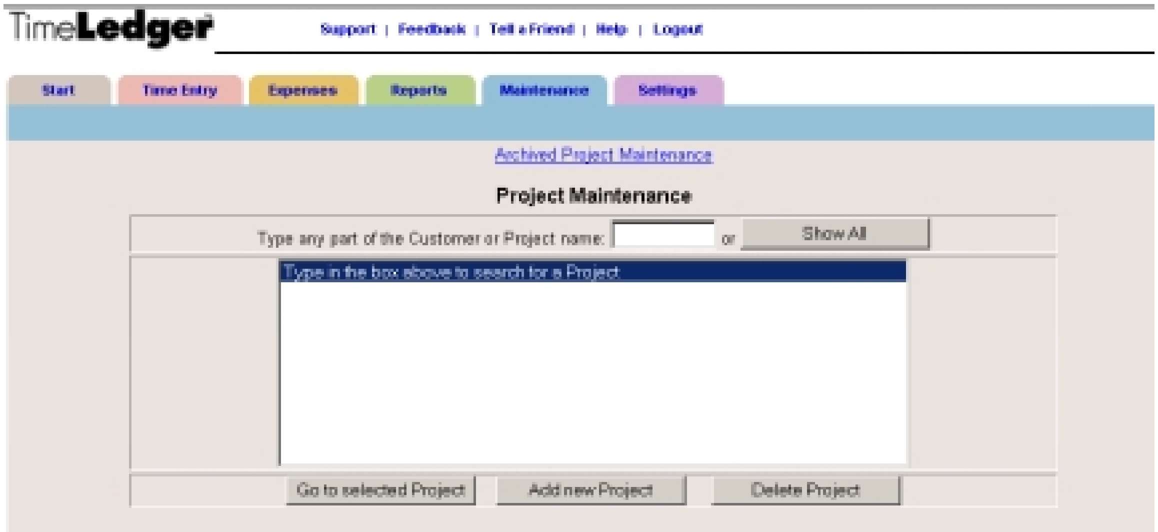
Customer Information

- Customer Name is a required field.
- Customer ID and Second Client ID are optional fields used to map to external data.
- Client Type classifies customers into groups.
- Customer Status has two options:
    - Active – Enables the customer for selection when entering time or expenses.
    - Inactive – Removes the customer as an option and archives the data.



Projects

The Projects Maintenance screen displays when you select projects on the Maintenance Screen. From this screen, you can add, edit and delete a project.



Add a Project

1. Select the **Maintenance** Tab.
2. Select the **Projects** Link.
3. Select **Add New Project**.
4. Enter the information. The fields marked with an "*" are required.
5. Select **Save**.

Edit a Project

1. Select the **Maintenance** Tab.
2. Select the **Projects** Link.
3. Search for the Project.
4. Select the Project.
5. Select **Go to Selected Project**.
6. Enter the changes.
7. Select **Save**.

Delete a Project

1. Select the **Maintenance** tab.
2. Select the **Projects** link.
3. Select **Delete Project**.
4. Select the active project.
5. Select **Inactive**.
6. Select the inactive activity.
7. Select **Delete**.
8. Select **Save**.

Make a Project Inactive

1. Select the **Maintenance** tab.
2. Select the **Projects** link.
3. Select **Delete Project**.
4. Select the active project.
5. Select **Inactive**.

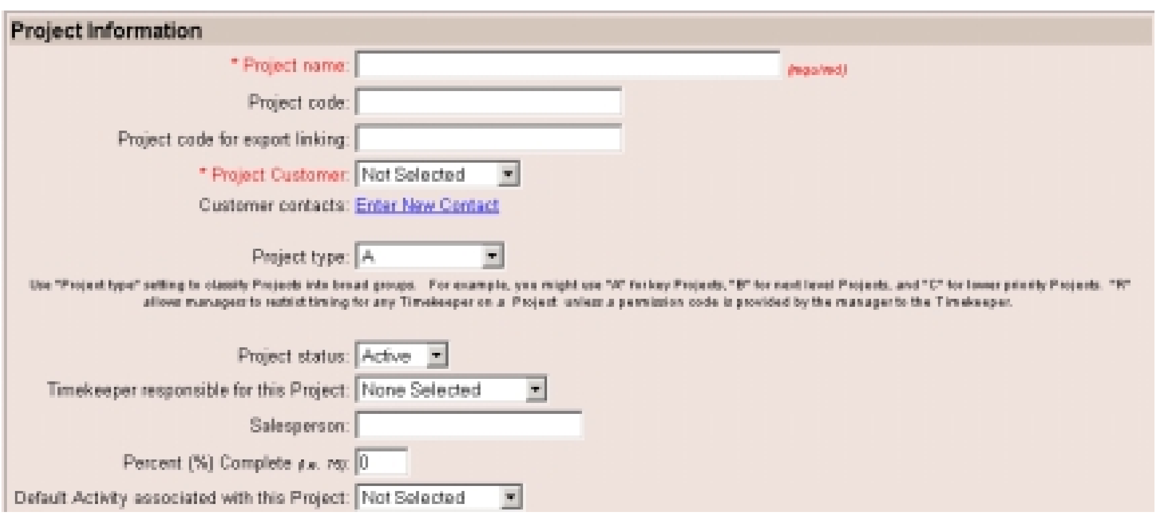
Re-Activate an Project

1. Select the **Maintenance** tab.
2. Select the **Projects** link.
3. Select **Delete Project**.
4. Select the inactive project.
5. Select **Active**.

Project Field Descriptions

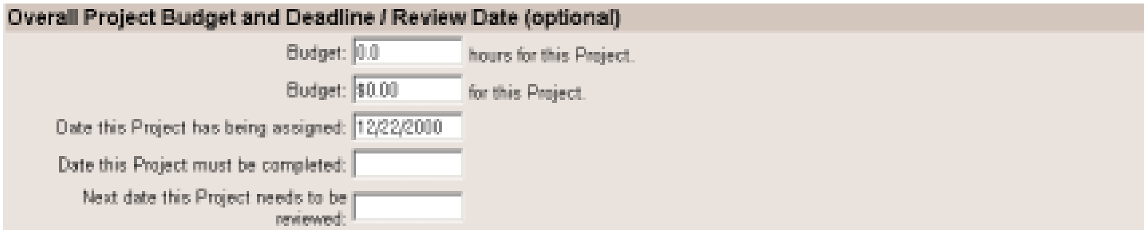
Project Information

- Project Name is a required field.
- Project code and Project code for export linking are optional fields used to map to external data.
- Project Customer is a list of existing customers. The Project will be saved to the selected Customer.
- Customer contacts displays the Contact Maintenance screen to enter customer contact information.
- Project Type classifies projects into groups.
- Project Status has two options:
    - Active – Enables the project for selection.
    - Inactive – Removes the project as an option and archives the data.
- Timekeeper responsible for this Project is an informational field.
- Salesperson is an informational field.
- % Complete Approved is entered by the Administrator when a new project is created. The text box allows a value to be entered that represents the progress of a project in the range of 0 to 100% complete.
- Default Activity associated with this Project defaults the project to the selected activity.



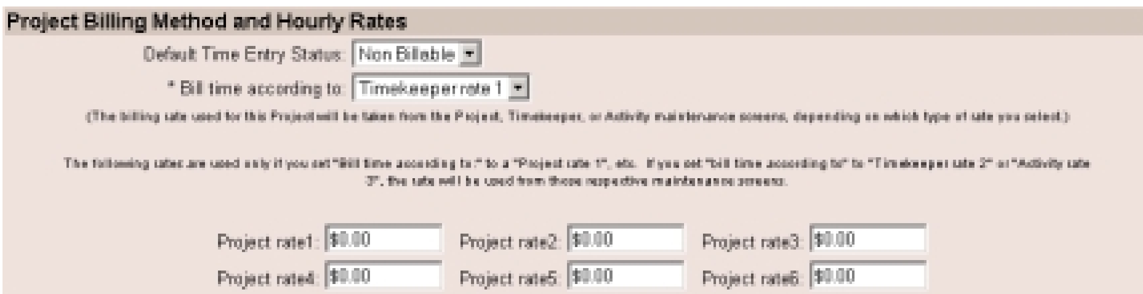
Overall Project Budget and Deadline/Review Date

Use the fields in this section to set a monetary or hourly budget, and/or deadlines for the project.



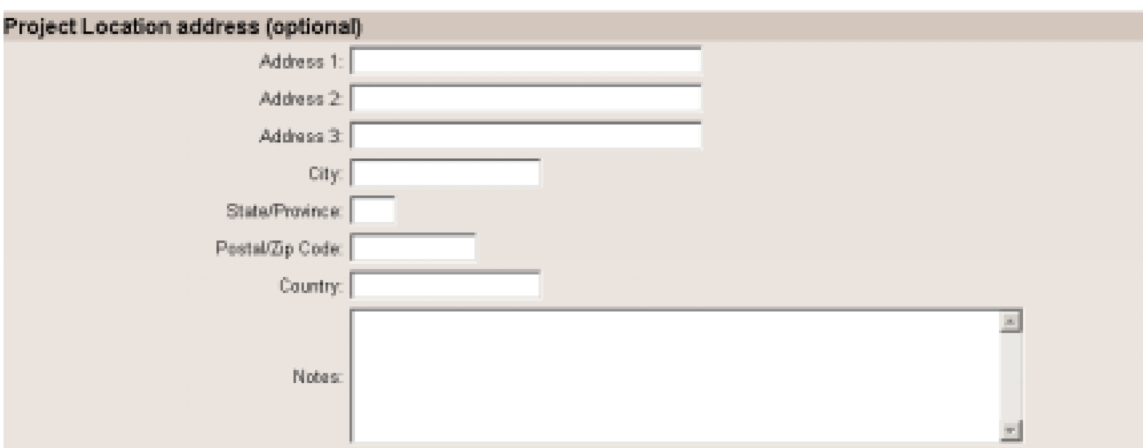
Project Billing Method and Hourly Rates

Bill time according to is a required field. The rate option chosen determines what rate a time entry is charged. Timekeeper, activity, or project rate are rates used to bill a project. Billable or Non Billable can be selected as the default time entry status



Project Location Address

Project Location Address is information related to the project location.



Reports

This section covers the following topics:

After reviewing this section, you will understand the functionality of reports.

Customers

Invoices

The Invoice report is a statement of billable time and expenses. Each project prints as a separate invoice. You may select individual customers to report on, or all customers in a specified date range.

Status of Modified Items

The Status of Modified Items report displays added or modified customer, projects, Timekeepers, and activities. You may select individual items to report on, or all items in a specified date range.

Projects

Project Time Budget Status

The Project Time Budget Status report displays project and status information according to the time budgeted. The report tracks time budgeted against actual time spent on the project and shows if the project is ahead or behind schedule expectations.

Project Monetary Budget Status

The Project Monetary Budget Status report displays project and status information, according to the monetary budget. The report tracks expenses budgeted against actual money spent on the project and shows whether the project is meeting schedule expectations.

Status Overview

The Status Overview report is used for a general status of all projects or you may filter the data by Company, Person Responsible and/or by Project.

Hourly Usage By Project

The Hourly Usage By Project report allows you to view the number of hours spent on each project. The report also displays total hours for all projects.

Project Time by Timekeeper

The Project Time by Timekeeper report allows you to view the number of hours a Timekeeper has spent on each project. The report is sorted by customer and then by project name.

Project Profitability Report

The Project Profitability report tracks profitability by project. You may select individual projects to report on, or all projects in a specified date range. The report uses the billing rate for the project hours against Timekeeper compensation rates to determine project profitability. You must enter data for time, rate, compensation and project budget for a complete analysis of profitability.

Timekeepers

Daily Hours By Timekeeper

The Daily Hours By Timekeeper report filters by a date range and displays Timekeeper's total time entry by day.

Quick Look at Timekeepers Assignments

The Quick Look at Timekeepers Assignments report displays all Timekeepers and their assigned projects.

Activities by Timekeepers and Projects

The Activities by Timekeepers and Projects report displays projects and the Timekeepers' hours spent on an activity. You may select individual projects to report on, or all projects in a specified date range.

Timekeeper Time by Project

The Timekeeper Time by Project report allows you to view the number of hours a Timekeeper has spent on each project. The report is sorted by customer and then by project name.

Overtime Report

The Overtime Report displays the hours accumulated since project inception as well as selected date range. You may select individual Timekeepers to report on, or all Timekeepers in a specified date range.

Who's Working On What

The Who's Working On What report displays the most recent project a Timekeeper has entered data for, including the number of hours entered for the day. You have the option to set the report to refresh at interval. The default is every 10 minutes.

Activities

Activities Report

The Activities Report displays the time spent since inception and between a selected date range. You may select individual activities to report on, or all activities in a specified date range.

Time Entry and Expense

Timesheet Approvals

The Timesheet Approvals report summarizes timesheet submission status by a color-coded status. Administrators use the Timesheet Approvals report to approve or question a timesheet.

Customer Expenses by Project

The Customer Expenses by Project displays the total amount accrued for each expense item by customer. You may select individual projects to report on, or all projects in a specified date range.

Expense Entry Detail

The Expense Entry Detail report displays detail expense information between a specified date range by Timekeeper. The detail information includes Timekeeper, customer name, expense type, amount, description, and business purpose. The report also displays a sub-total of the expenses for each Timekeeper. You may select individual customers, Timekeepers and projects to report on, or all within a specified date range.

Time Entry Detail

The Time Entry Detail report displays the total time entered for a customer or project sorted by date. You may select individual projects and Timekeepers to report on, or all in a specified date range.

Custom Reports

Custom reports give you the ability to design a report by selecting different options, groupings and customers. You may save the options as a template. A template is pre-defined settings saved to a template name, which may be easily retrieved for future use.