

TimeManager User Guide

Atlantic Associates

TimeManager 4.0

Atlantic Associates

Time Billing Software

365 Boston Post Rd

Sudbury, MA 01776

(978) 562-7900

Visit Our Web Site at www.atlantic-associates.com

TimeManager 4.0

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1. Welcome to TimeManager

1.1. TimeManager Overview

TimeManager™ is a full-featured time and expense billing system designed to perform the core business functions necessary to log fees and expenses for a successful service business. Data within TimeManager™ is maintained in fourteen main data files:

1. **CLIENT** Contains information on a client or individual, including contact details, active status and referral source.
2. **CONTACT** Contains information on related persons that are connected to the client account such as opposing counsel, expert witnesses, claims adjustors, etc.
3. **MATTER** Contains names of specific matters, cases or projects that are related to client work.
4. **TIMEKEEPER** Contains the information on each member of the firm or company who bills for time including timekeeper name, number, ID, assigned matters and billing rates.
5. **ASSIGNMENT** Contains information regarding the different matters that the various timekeepers have been assigned
6. **SLIP** contains time/expense records made by timekeepers.
7. **TRANSACTIONS** Contain the records of payments made to the firm or company
8. **INVOICE** Contains records of all monies owed by clients.
9. **PAYMENT** Contains information on payments by invoice number, check, payment date, check number, customer number and amount
10. **ACTIVITY** Contains all categories of services rendered by the firm such as meetings, travel, document review, depositions and court appearances.
11. **EXPENSE** Contains all categories of expense charges such as copies, faxes, air travel, courier services and photo services.
12. **ABBREVIATION** Contains time-saving shorthand entries for frequently used terms that are entered by timekeepers in the notes field of slips, such as TC for "telephone call".
13. **RETAINER** Contains records for all client funds on deposit with the firm or company.
14. **REFUND** Contains information on refunds due to clients.

1.2. TimeManager Features

- Generates professional invoices on a one-off basis or by the hundreds
- Capable of generating single-matter as well as multi-matter invoices
- Creates LEDES electronic invoices
- Provides management and activity reports to analyze productivity and profitability
- Works with leading third-party accounting systems
- Uses sophisticated unattended backup system in multi-user environment to safeguard billing data
- Sophisticated password system for multi-level access
- Accessible from anywhere in the world over the internet using your private cloud

1.3. System Requirements

- Operating System: TimeManager™ requires XP, Vista, Windows 7 or Mac OS X.
- Memory: A minimum of 2 GB is required, 4 GB of RAM is recommended.

2. Setup

2.1. Installation

Download the application from www.atlantic-associates.com website.

2.2. Starting TimeManager and Logging In

For PCs: Double-click on the blue 4D shortcut on the desktop. For Macs, double-click the 4D™ icon in the Dock at the bottom of the desktop. The Login dialog box (Figure 2.1) will appear prompting you to sign in.

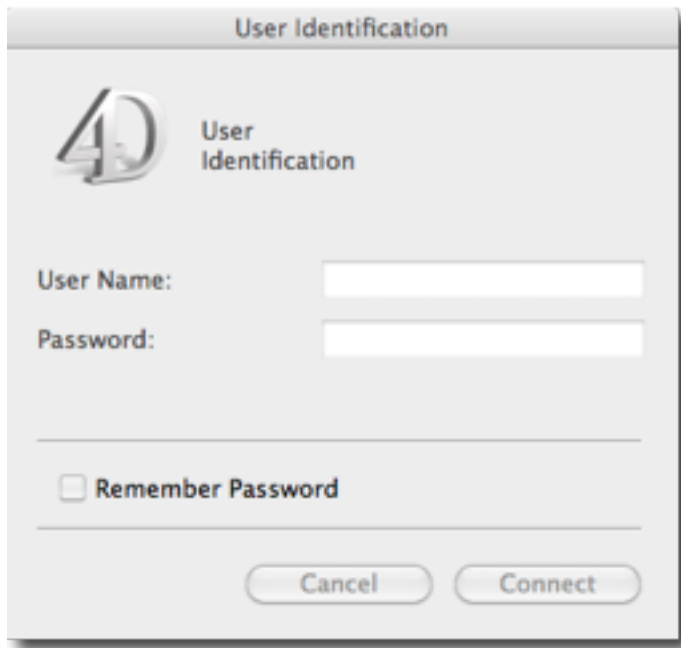


Figure 2.1

2.3. Table Selection Palette

Once a user logs in, the Table Selection Palette (Figure 2.2) will automatically appear. The Palette allows you to navigate between the different categories of information. Clicking on a particular table name will open a window containing all the records in that category.

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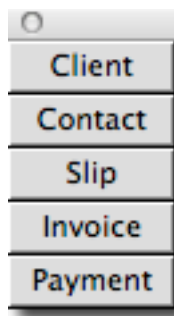


Figure 2.2

Click on any of the tables on the palette and a List View of the selected table will be displayed.

If you accidentally close the Palette, go to “Tools” on the menu bar and select “Navigation Palette” and the Palette will reappear.

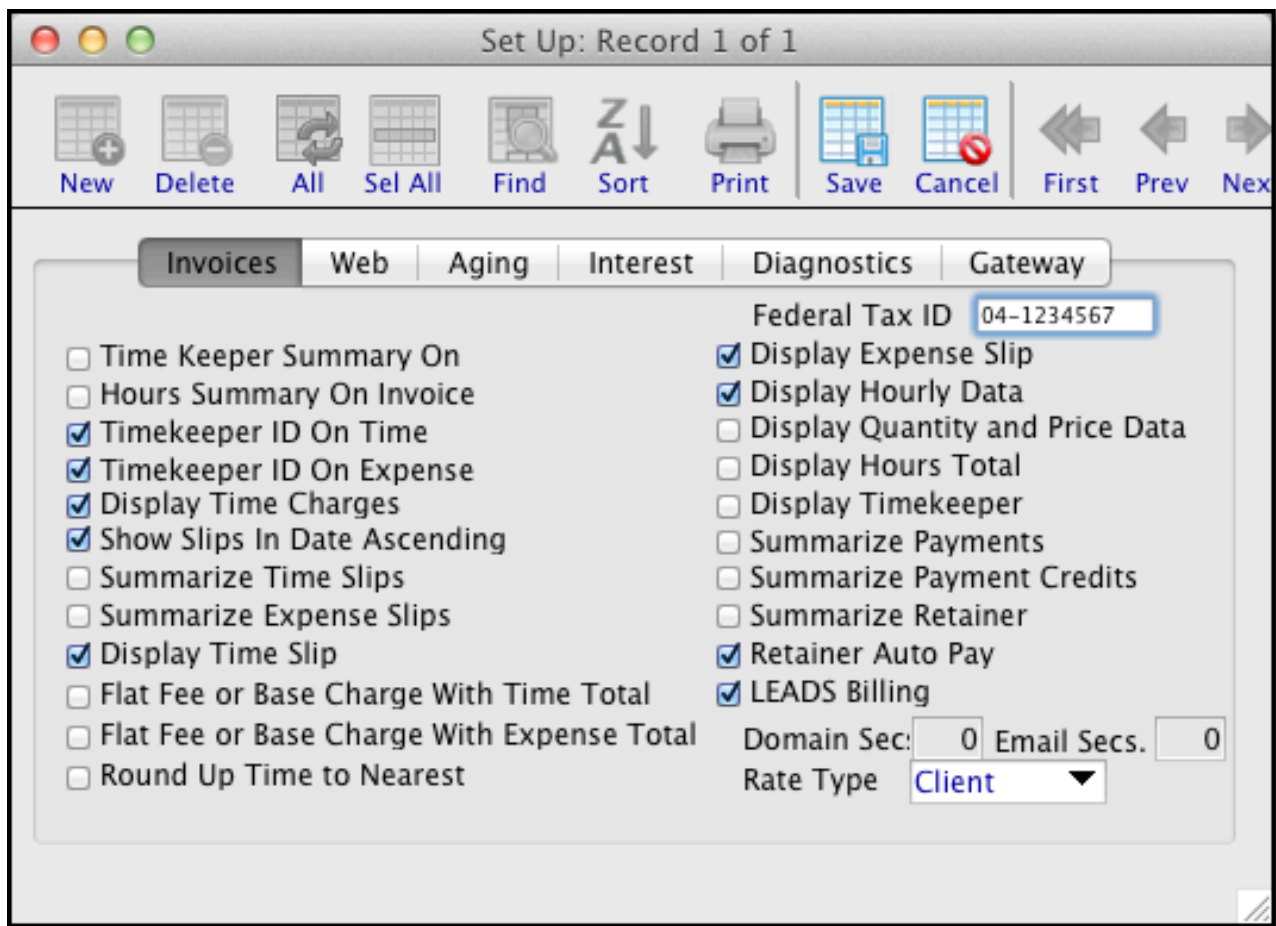
2.4. System Defaults

Much of the functionality of TimeManager can be customized to suit the practices of your particular firm by setting your own system defaults. For example, if you wish to change the type of information that is automatically displayed on invoices, you can enter your preferences in the Set Up window.

Note: Only the Administrator can determine System Defaults. You must be logged in as an administrator to access the Set Up window.

To manage the System Defaults, click File on the menu bar and select Administration. The Administration Options window will appear. Select Set Up.

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The Set Up window contains six tabs:

- **Invoices** This tab allows you to customize which information will appear on the invoices your firm generates. All of the items that are presently checked will automatically appear on all invoices. To modify your invoice default settings, check the features you wish to add and uncheck the ones you wish to delete. Click the **Save** icon when complete to save the new settings. Note, there is a box for you to input your firm's Federal Tax ID if you wish to provide this information to your clients on your invoices.
- **Web** This tab is used to enable remote access to TimeManager on a web-enabled device such as a smart phone or tablet. Contact Atlantic Associates to determine the proper values to enter in this tab.
- **Aging** Under this tab, you can set the time periods that determine the "age" of an invoice. For example, if your firm sends a first reminder on all invoices that have gone unpaid for 45 days, you can enter "45" as Aging Period 1. If your policy is to send a second reminder after ten weeks, you can set Aging Period 2 at "70." To change the aging periods, simply enter the new number in the appropriate box. TimeManager can set up to six aging periods, but it is not necessary to use all of

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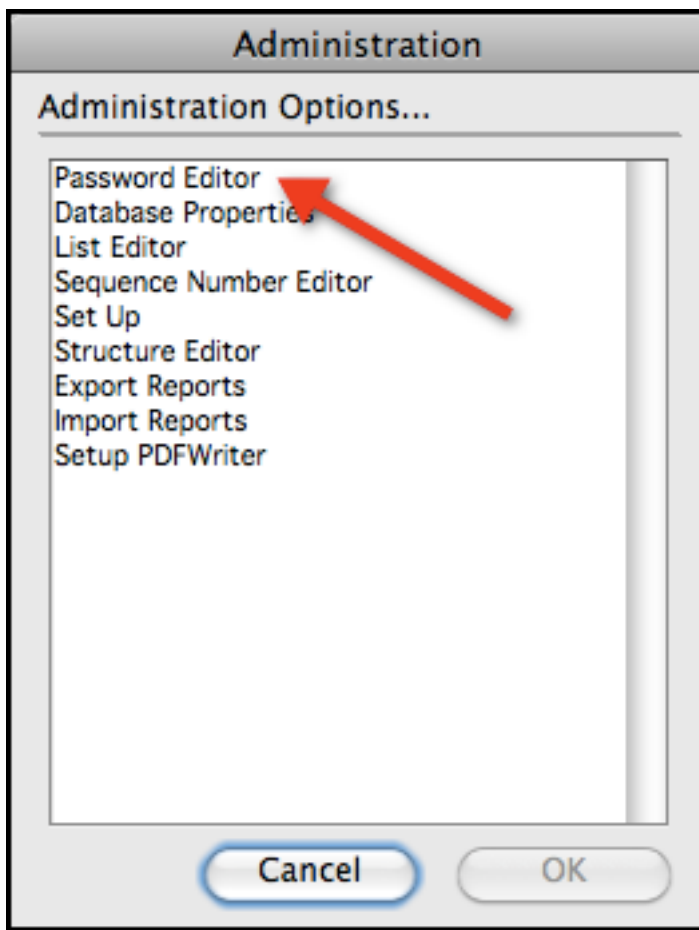
them. If you wish to divide all invoices by four aging categories, leave boxes 5 and 6 set at zero. Once you have made the desired adjustments, click on the **Save** icon to save.

- **Interest** This tab allows you to set default parameters for charging interest. See Chapter 12 to learn more about interest.
- **Diagnostics** This tab is used for troubleshooting in the event of a network problem. Leave these values as they are. You will only need to change them when dealing with customer support.
- **Gateway** This tab enables TimeManager to process payments via credit card. Contact Atlantic Associates if you wish to activate this functionality.

2.5. Users & Passwords

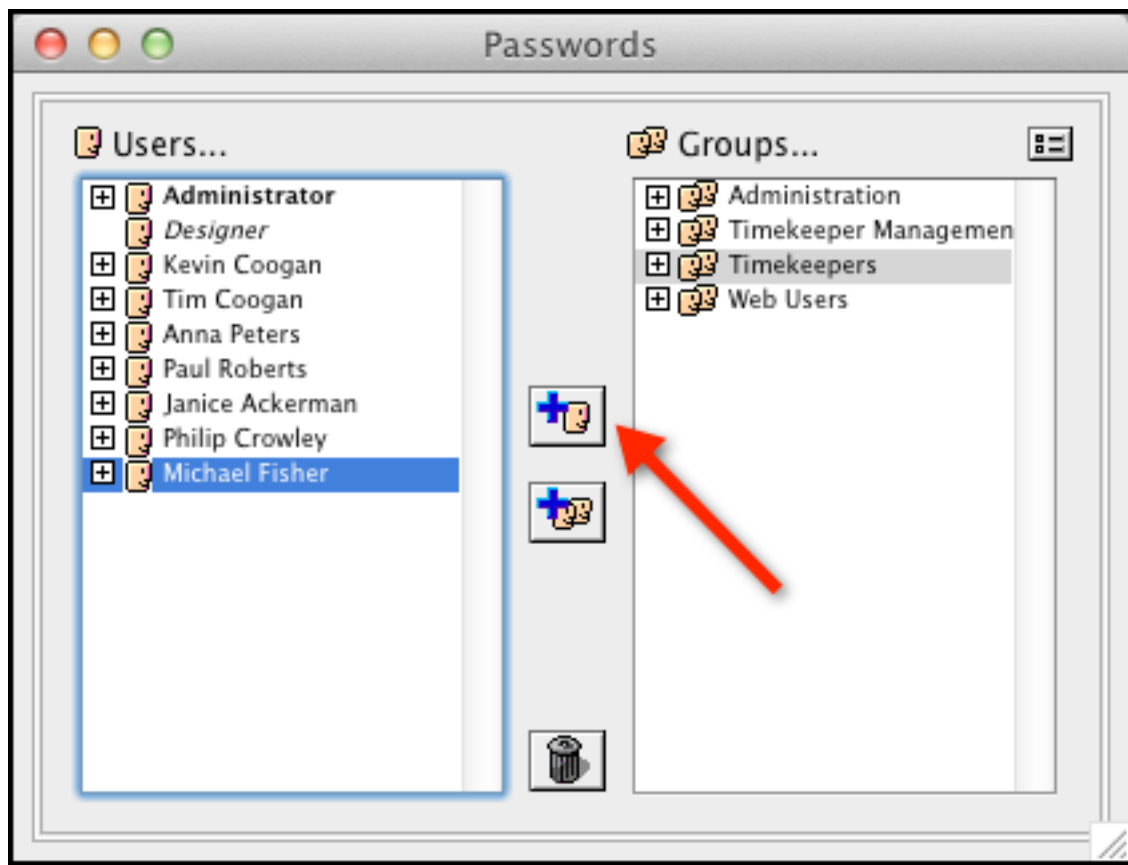
To add a new user, click **File** on the menu bar and select **Administration...** from the drop-down menu. The Administration window will appear. Select Password Editor and click the **OK** button.

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The Passwords window will appear. Click on the new user icon.

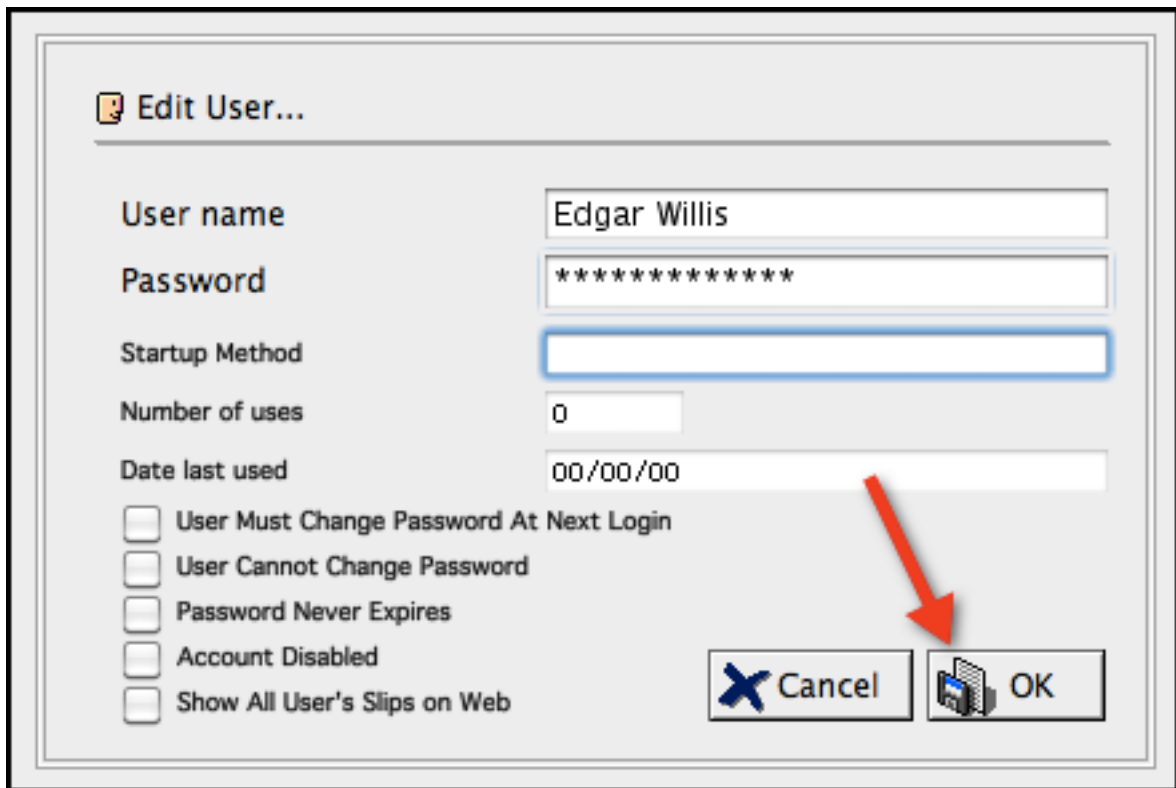
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The Edit User window will appear. Fill in the user information and select the password options. Click OK to save the user information. The new username will appear on the Users list.

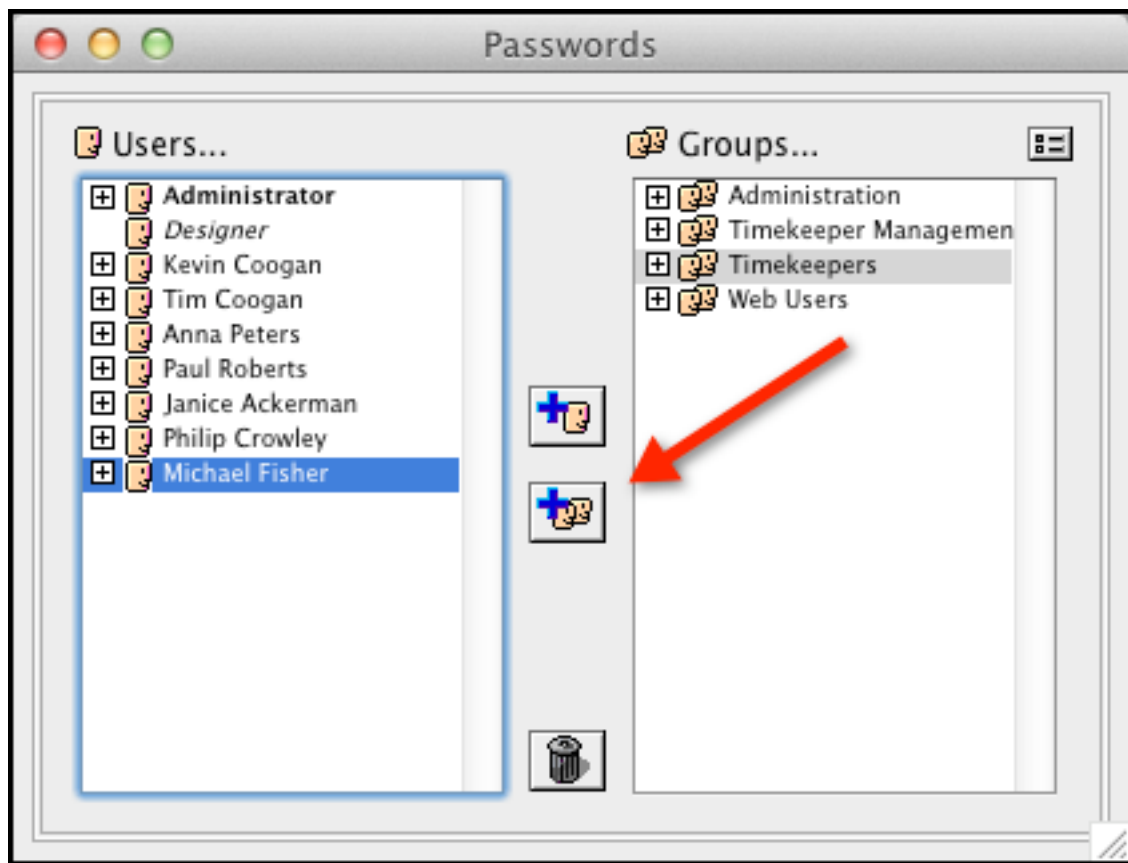
Note: Only administrators can create new users. Administrators can create new users for only the groups they oversee. To create a new user who is a member of all groups, each group administrator must login and follow the process above.

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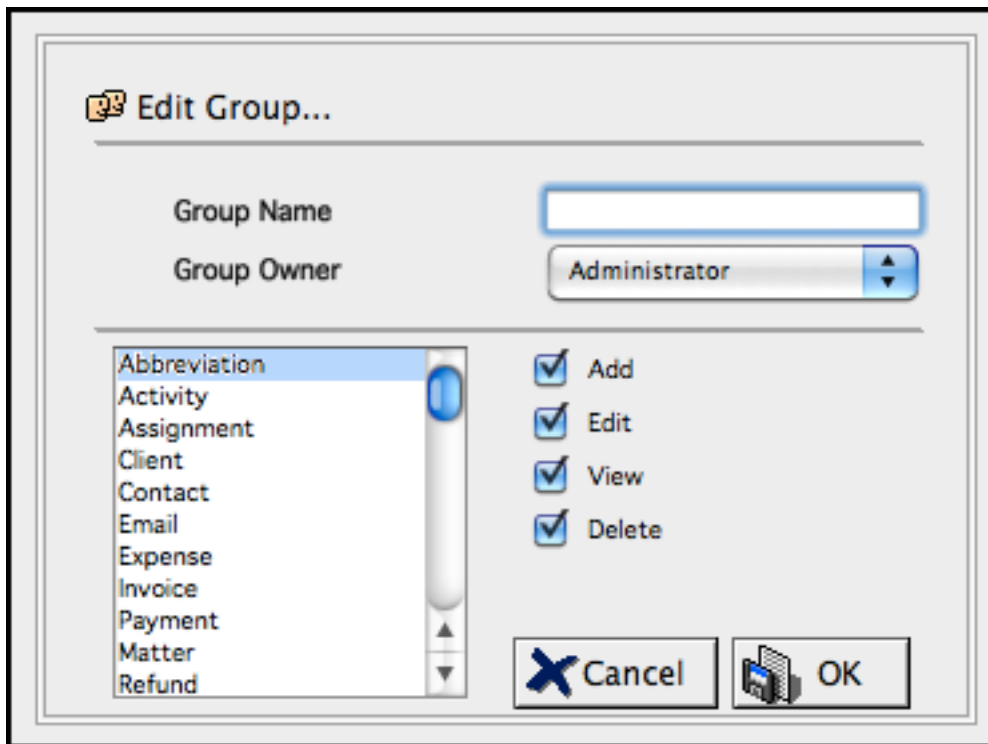
- **To assign the new user to a group**, click File on the menu bar and select Administration from the drop-down menu. The Administration window will appear. Select Password Editor and click the OK button. The Passwords list view will appear. Select the user name from the list on the left and drag it to the Group list on the right and drop it on the relevant group name. Once the new user is assigned to at least one group, an expand button should appear next to the user name. Click on the expand box to view the user's groups
- **To create a new group**, click File on the menu bar and select Administration from the drop-down menu. The Administration window will appear. Select Password Editor and click the OK button. The Passwords list view will appear. Click on the new group icon

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The Edit Group window will appear. Enter a new group name and assign a group owner from the drop-down menu.

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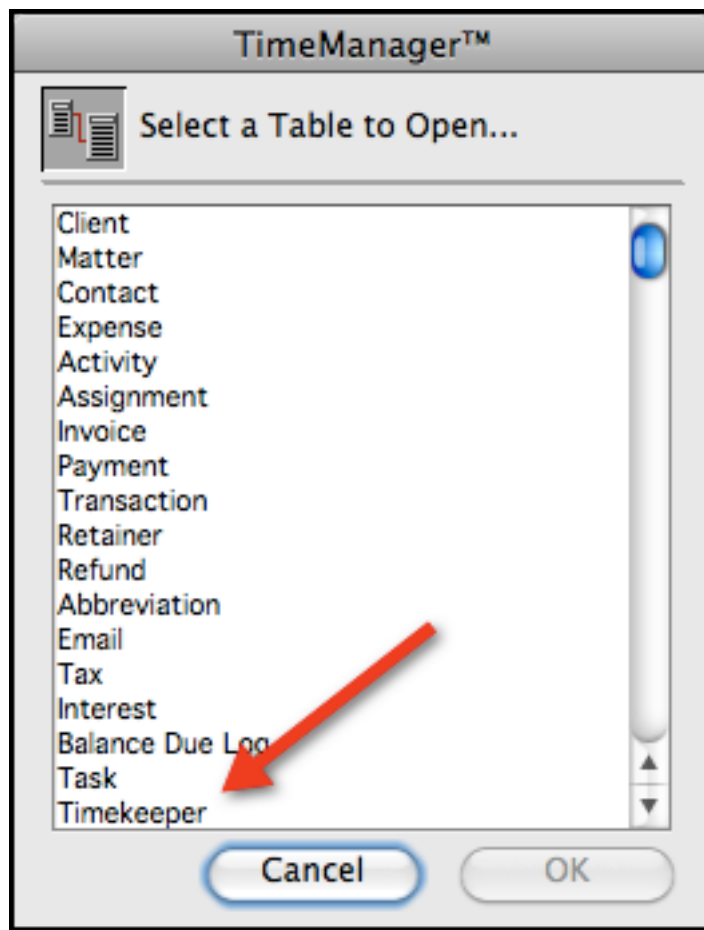


By default, group members will have the ability to add, edit, view and delete all information. To limit the group's authorization, select the information category you wish to restrict and uncheck the boxes for the functions to which they should not have access.

- To delete a user click **F**ile on the menu bar and select Administration from the drop-down menu. The Administration window will appear. Select Password Editor and click the OK button. The Passwords list view will appear. Select to highlight the user name from the list on the left and then on the right drag the selected user from their assigned Group to the trash can below. Do the same on the right with the User Name.
- Entering Timekeepers

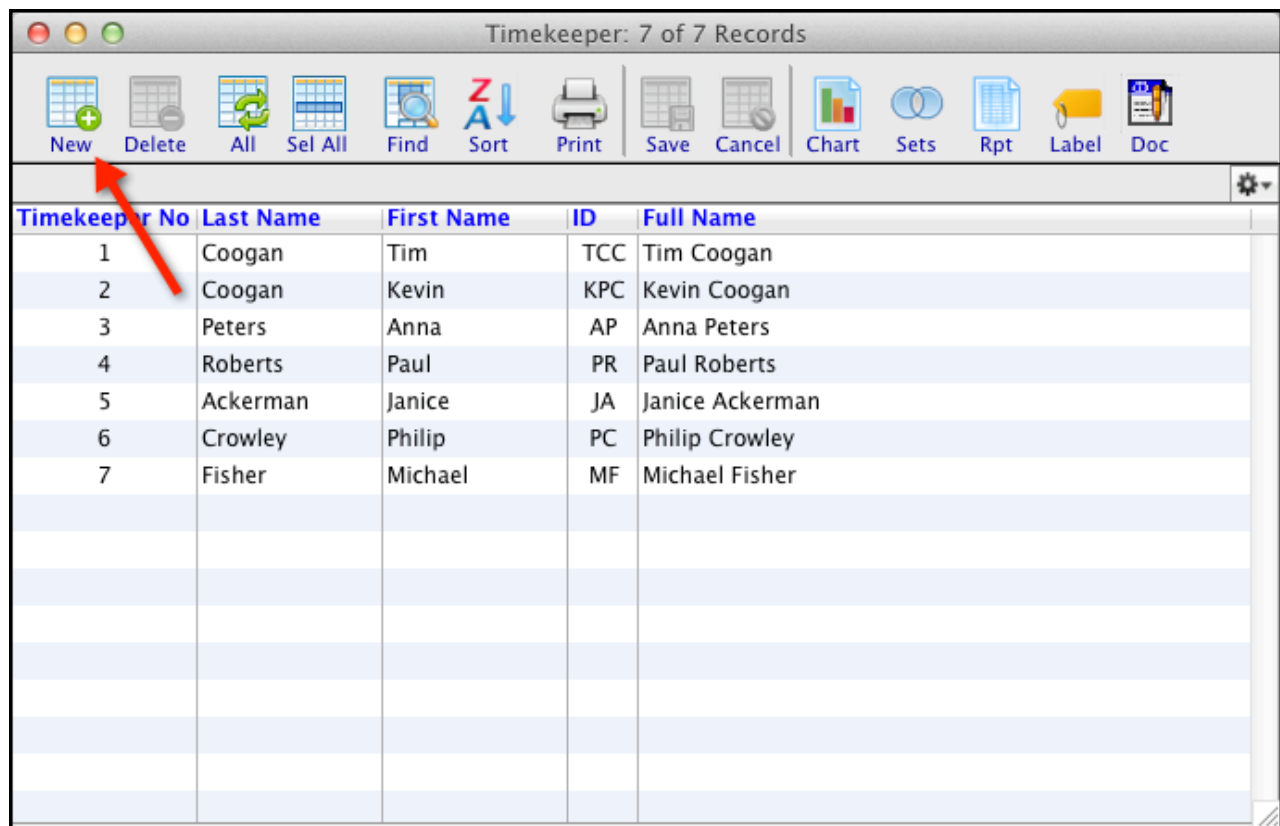
The people who will be logging time and expenses with TimeManager are considered Timekeepers. To add a new Timekeeper, click File on the menu bar and select Open Table from the drop-down menu. The Table selection dialog window will appear. Select Timekeeper.

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A list view of Timekeepers will appear. Click on the new record icon on the top left corner.

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The screenshot shows the TimeManager 4.0 application window titled "Timekeeper: 7 of 7 Records". The toolbar includes buttons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, Chart, Sets, Rpt, Label, and Doc. A red arrow points to the "New" button. Below the toolbar is a table with the following data:

Timekeeper No	Last Name	First Name	ID	Full Name
1	Coogan	Tim	TCC	Tim Coogan
2	Coogan	Kevin	KPC	Kevin Coogan
3	Peters	Anna	AP	Anna Peters
4	Roberts	Paul	PR	Paul Roberts
5	Ackerman	Janice	JA	Janice Ackerman
6	Crowley	Philip	PC	Philip Crowley
7	Fisher	Michael	MF	Michael Fisher

A new Timekeeper form will appear. TimeManager will automatically assign a Timekeeper number to the individual. Fill in the First and Last Names, Username (this must be their first and Last name), Classification (i.e. partner, associate, outside counsel), ID and the various rates that are billed for this individual's services. Click the **Save** icon to save the record.

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Timekeeper: Record 3 of 7

TimeKeeper: 3

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

First Name Username Created
Last Name Classification ID ☒ Active Modified

Assignments Slips

Double click to display record

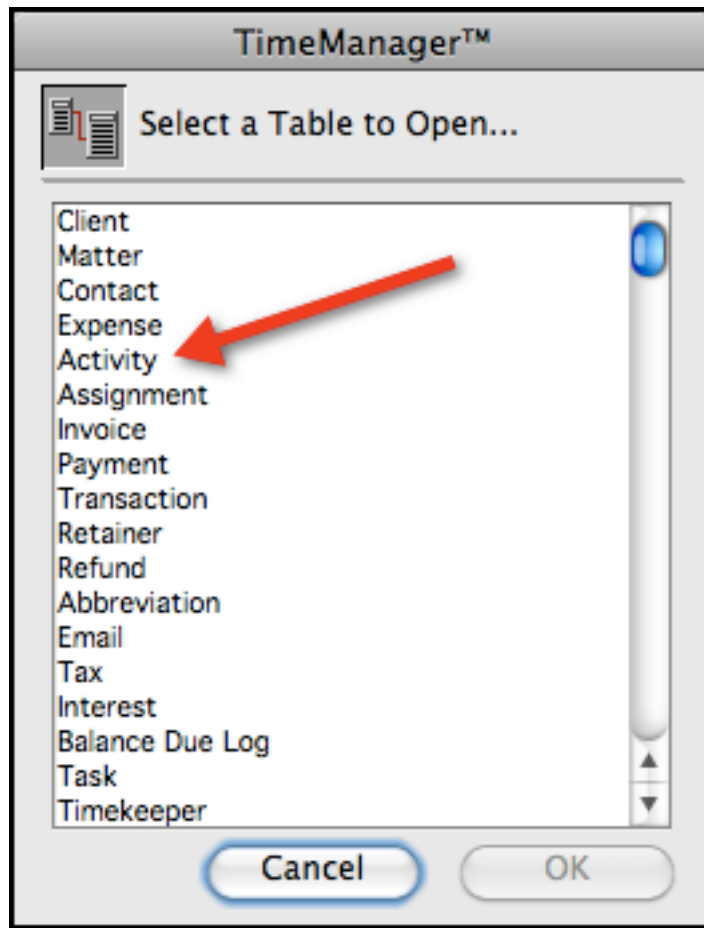
Client	Jobs
--------	------

Rate 1
Rate 2
Rate 3
Rate 4
Rate 5
Rate 6
Rate 7
Rate 8
Rate 9
Rate 10

2.6. Activities

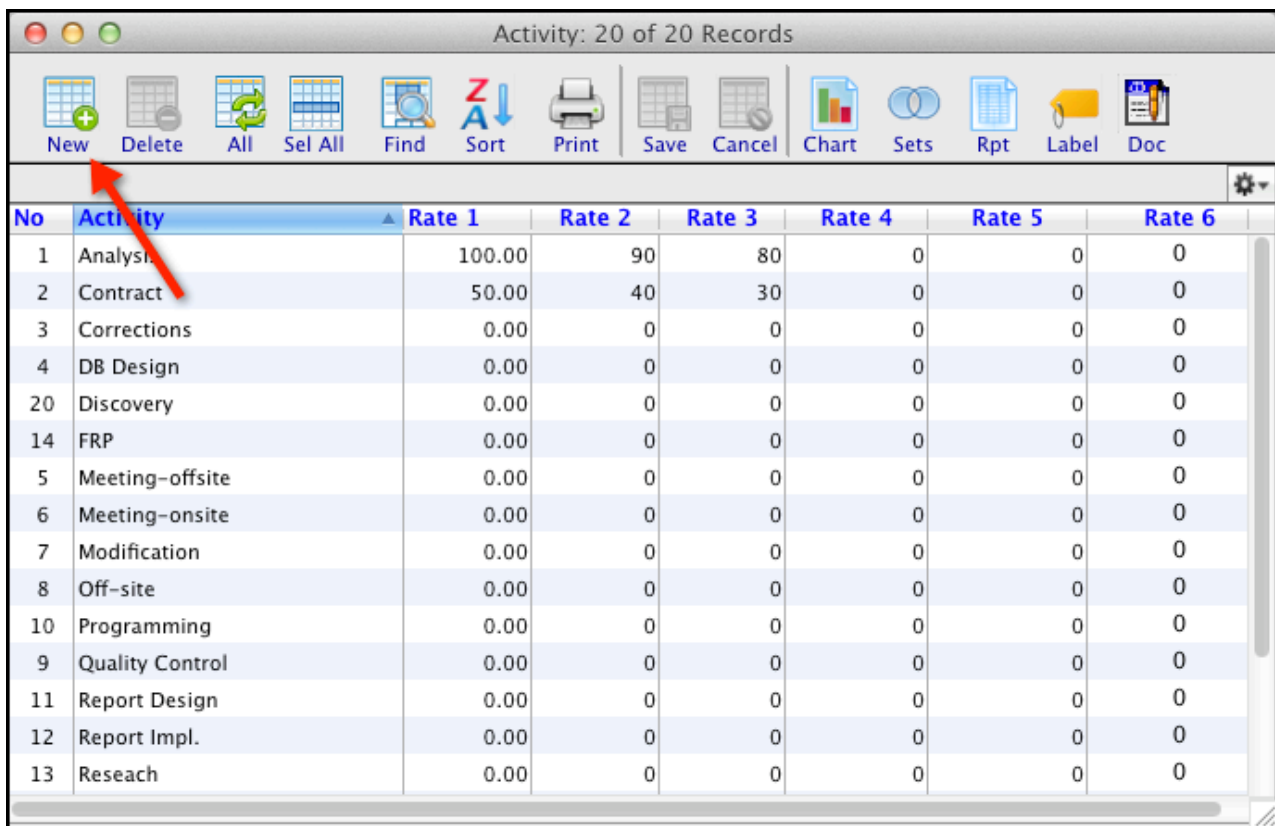
To create a listing of Activities that will be used on the billing slips, click on the Menu bar **File > Open Table**. A window will appear with a list of tables. Select **Activity**:

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A List View window of activities will appear. To enter a new Activity, click the **Add** icon on the top left corner of this window.

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Activity: 20 of 20 Records

Toolbar: New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, Chart, Sets, Rpt, Label, Doc

No	Activity	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6
1	Analysis	100.00	90	80	0	0	0
2	Contract	50.00	40	30	0	0	0
3	Corrections	0.00	0	0	0	0	0
4	DB Design	0.00	0	0	0	0	0
20	Discovery	0.00	0	0	0	0	0
14	FRP	0.00	0	0	0	0	0
5	Meeting-offsite	0.00	0	0	0	0	0
6	Meeting-onsite	0.00	0	0	0	0	0
7	Modification	0.00	0	0	0	0	0
8	Off-site	0.00	0	0	0	0	0
10	Programming	0.00	0	0	0	0	0
9	Quality Control	0.00	0	0	0	0	0
11	Report Design	0.00	0	0	0	0	0
12	Report Impl.	0.00	0	0	0	0	0
13	Research	0.00	0	0	0	0	0

An Activity Form View window will appear. Enter in the name of the new activity and the associated rates if appropriate. Once the form is complete, click on the **Save** icon to save the record.

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Activity: Record 5 of 20

Activity: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

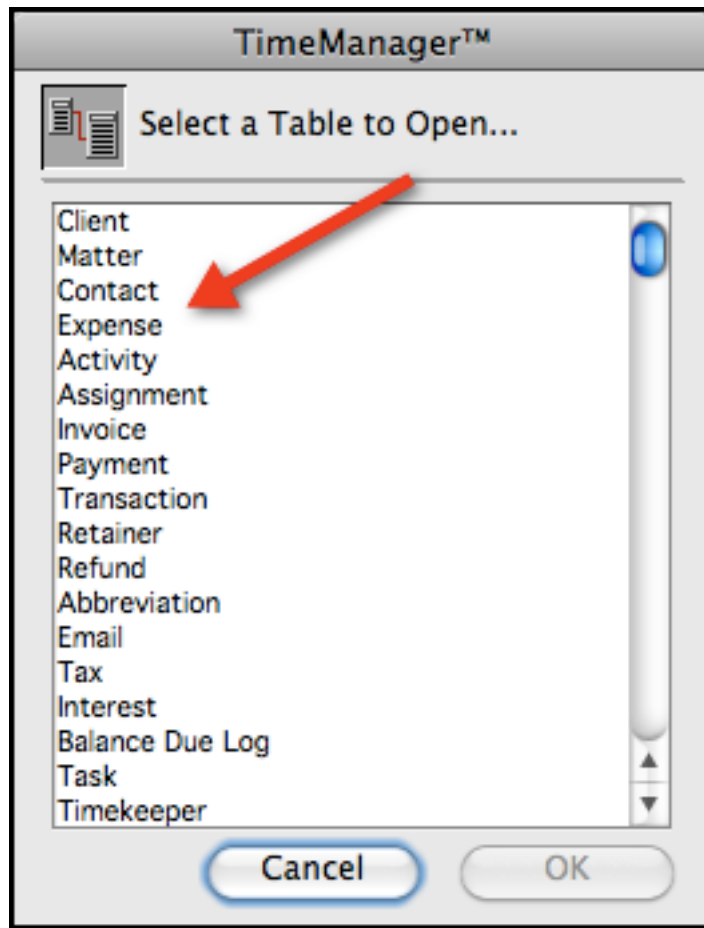
Activity Code Created
Rate 1 Rate 5
Rate 2 Rate 6
Rate 3
Rate 4
Modified

Note

2.7. Expenses

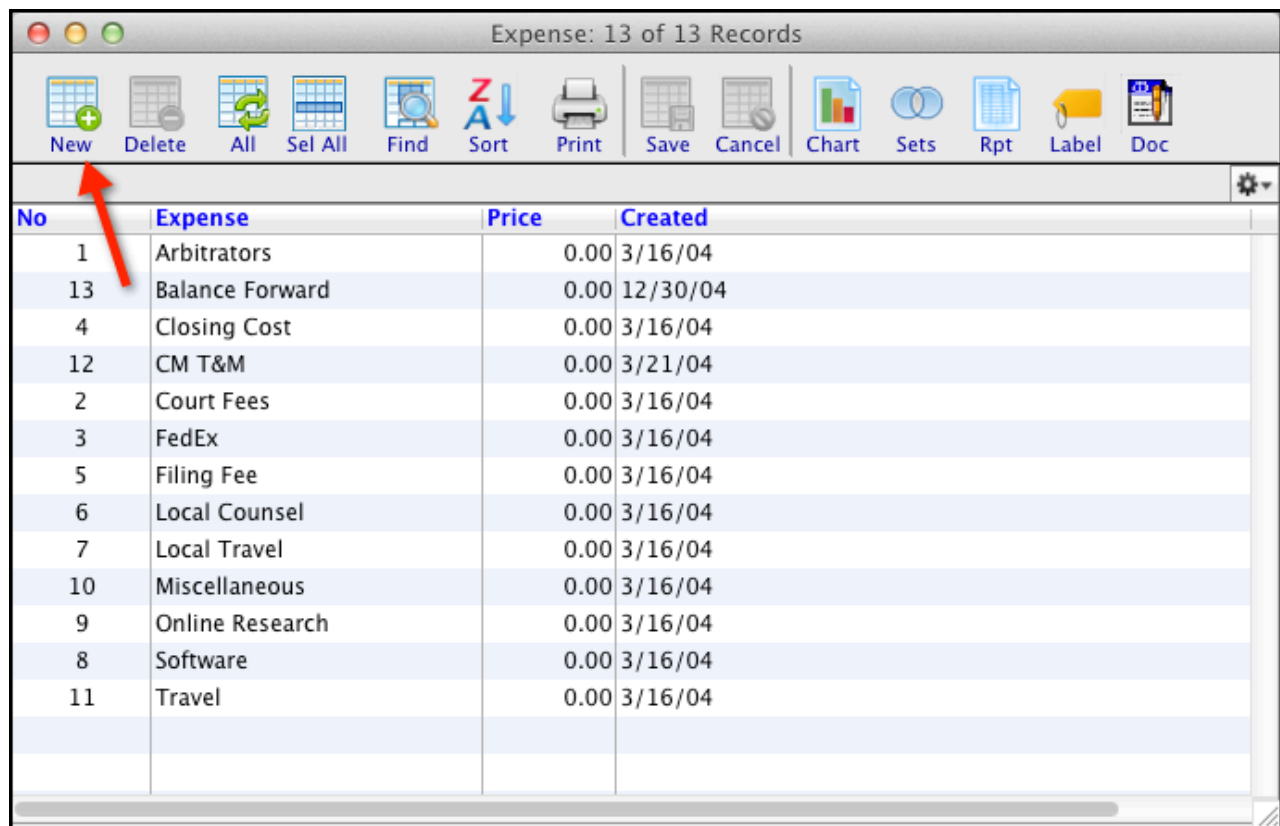
To customize the list of Expense items, click on the Menu bar **File > Open Table**. Select **Expense** from the list of tables that appears in the pop-up window.

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A list view of existing Expense items will appear. To enter a new Expense click the **Add** Record icon in the top left corner:

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No	Expense	Price	Created
1	Arbitrators	0.00	3/16/04
13	Balance Forward	0.00	12/30/04
4	Closing Cost	0.00	3/16/04
12	CM T&M	0.00	3/21/04
2	Court Fees	0.00	3/16/04
3	FedEx	0.00	3/16/04
5	Filing Fee	0.00	3/16/04
6	Local Counsel	0.00	3/16/04
7	Local Travel	0.00	3/16/04
10	Miscellaneous	0.00	3/16/04
9	Online Research	0.00	3/16/04
8	Software	0.00	3/16/04
11	Travel	0.00	3/16/04

The Expense Form View will appear. Enter expense description, price and any relevant notes. When the record is complete, click the **Save** icon to save the expense.

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Expense: Record 7 of 13

Expense: 5

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Expense

Price

Code

Created

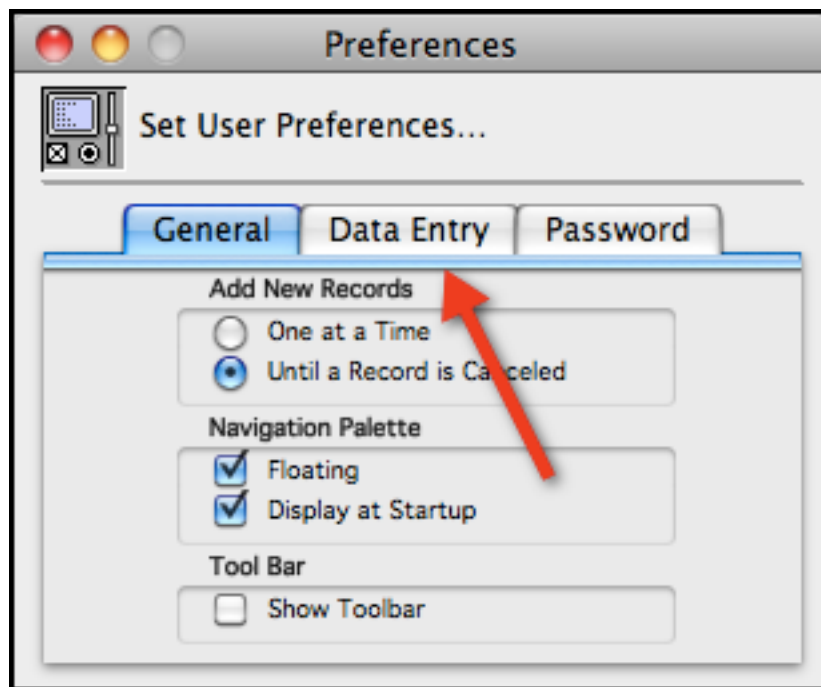
Modified

Note

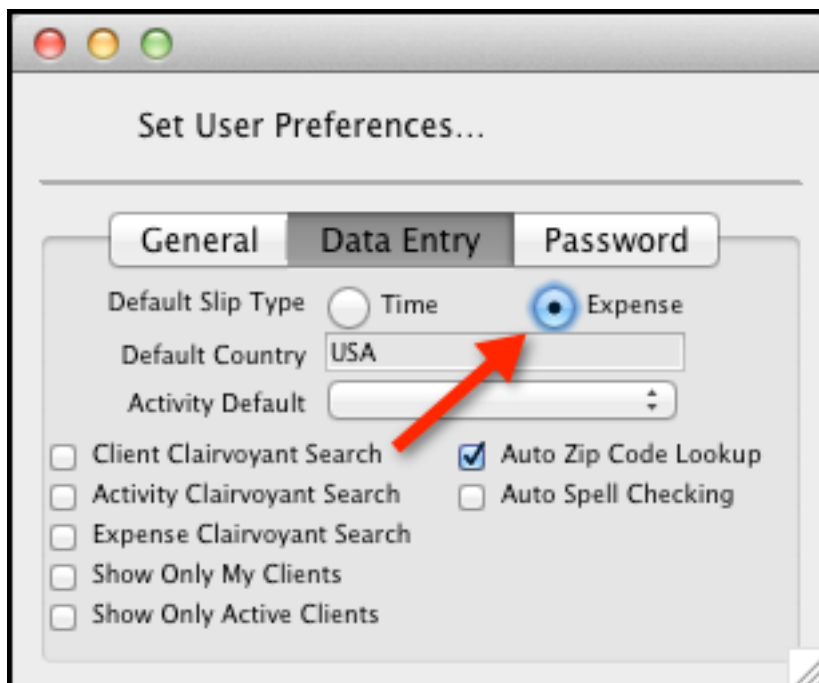
Tip: For firms that file more slips for expenses rather than for time, it makes sense to change the settings so that each new slip automatically appears in expense format. See instructions below.

To set the default slip type to expense, select from the menu bar **File > Preferences**. The Preferences window will appear. Select the **Data Entry** tab:

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Set the radio button for **Default Slip Type** to "Expense." All new slips will automatically be displayed in expense format.



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To file a particular slip for time, without changing the default settings, simply click the “Time” radio button next to “Slip Type” on the new record as shown in Figure

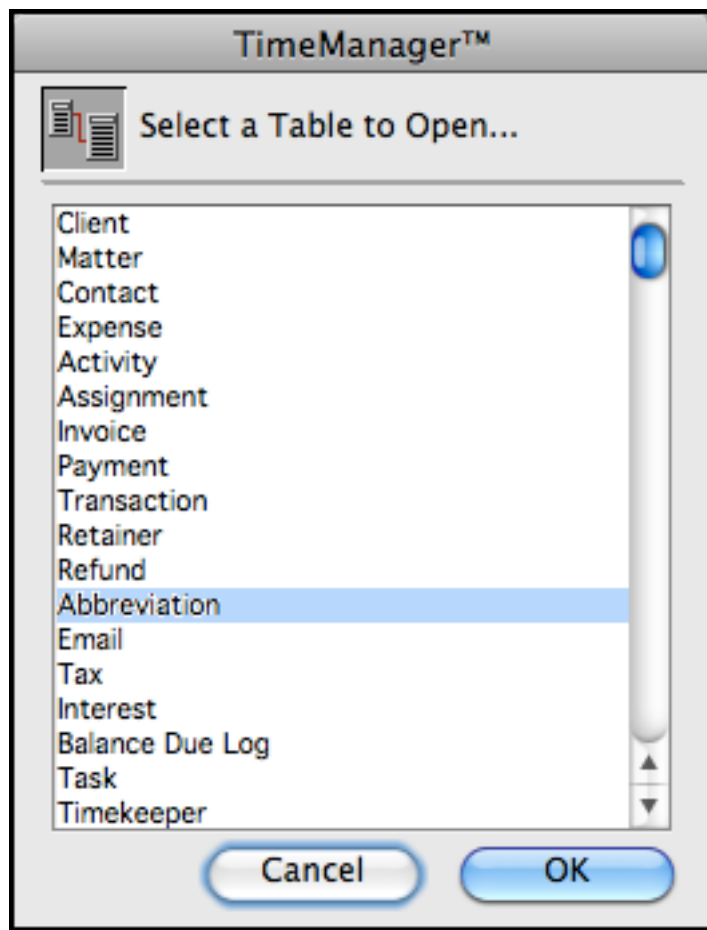
The screenshot shows the 'Slip: New Record' window. At the top, there are icons for New, Delete, All, Sel All, Find, Sort, Print, Save, and Cancel. Below these are navigation buttons: First, Prev, Next, Last. The main form includes fields for Client, Matter, Timekeeper, Date (Oct 2, 2011), Slip Type (Expense, Time), Billing Status (Billable), and Activity. A red arrow points to the 'Time' radio button. Below these are sections for Time Data (Start Time, End Time, Hours, Non Billable Hrs, Billable Hrs), Rate Data (Flat Fee, Hourly, Rate Basis, Rate, Rate Adj, Adj Rate), and Adjustments & Total (Billable Chgs, Non Billable Chgs, Total Charges, Adjustment 1, Adjustment 2, Amount). At the bottom, there is a Note field, a clock icon, and a 'Spell Check' button.

2.8. Abbreviations

To save time, create abbreviations for common words and phrases that Timekeepers will use frequently when filling in new slips.

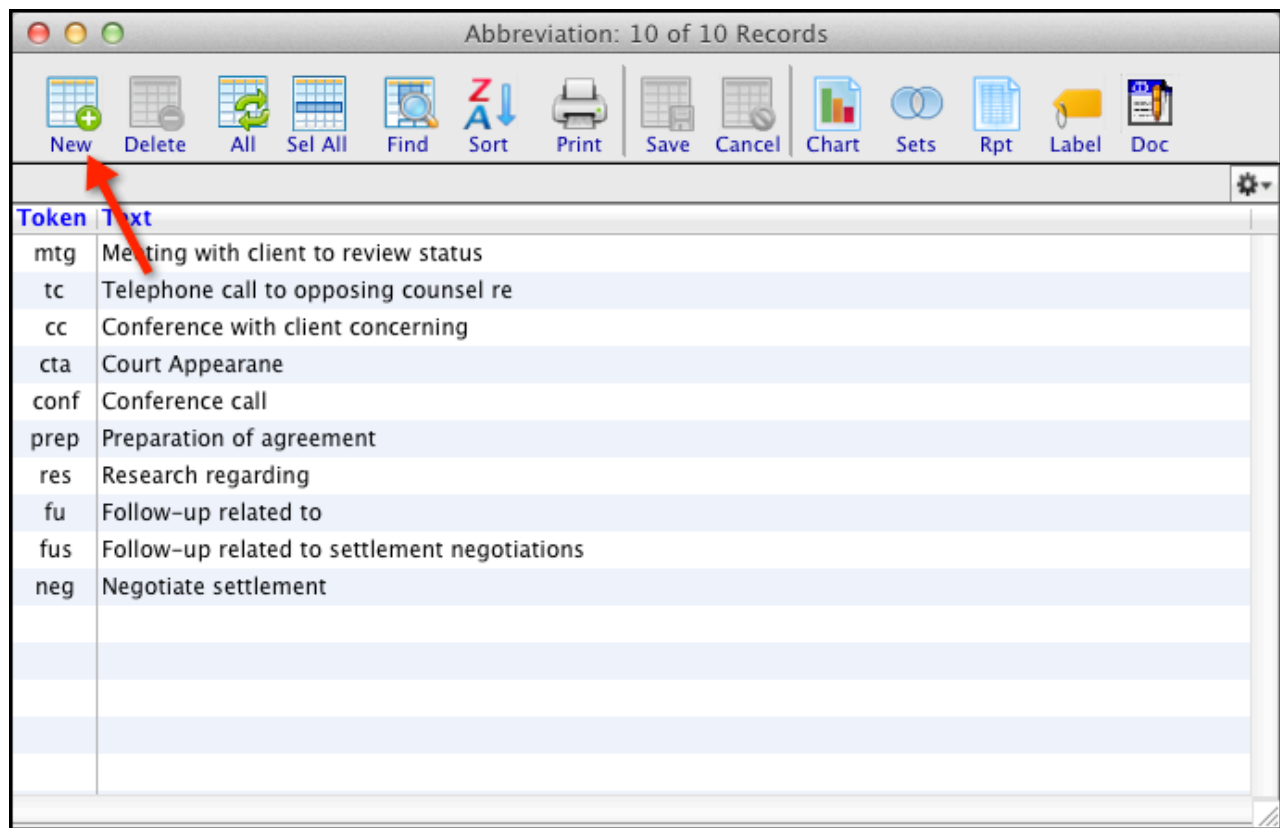
To create a new abbreviation, click **File > Open Table** from the drop-down menu. A window will appear with a list of tables. Select Abbreviation

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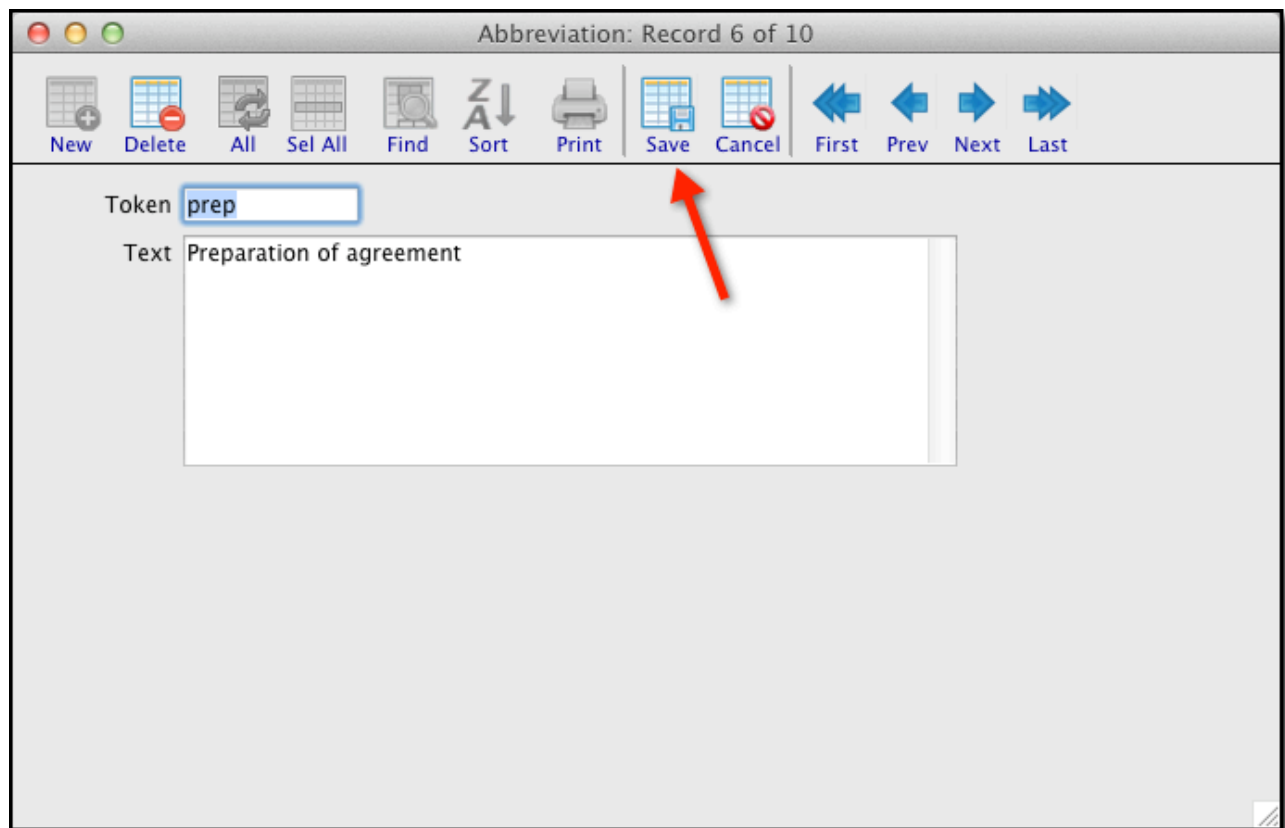
The abbreviation list view window will appear. Click the Add record icon on the top left corner.

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In the Token field, enter the abbreviation and put the fully expanded word or phrase as you wish it to appear on invoices, in the text window. Click on the **Save** icon to save the record.

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Slip: Record 58 of 74

Client: 18 Slip: 96
Matter: 29 Inv: 52

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Matter: Liberty TM Mods
Timekeeper: Tim Coogan

Slip Date: Apr 19, 2011
Slip Type: ☐ Expense ☒ Time
Billing Status: Billable
Activity: Telephone

Time Data	Rate Data	Adjustments & Total
Start Time: <input type="text"/>	<input type="radio"/> Flat Fee <input checked="" type="radio"/> Hourly	Billable Chgs: 43.75
End Time: <input type="text"/>	Rate Basis: Timekeeper	Non Billable Chgs: 0.00
Hours: 0.25	Rate: 175.00	Total Charges: 43.75
Non Billable Hrs: 0.00	Rate Adj: 0.00	Adjustment 1: 0.00
Billable Hrs: 0.25	Adj Rate: 175.00	Adjustment 2: 0.00
		Amount: 43.75

Note: Telephone call to opposing counsel re

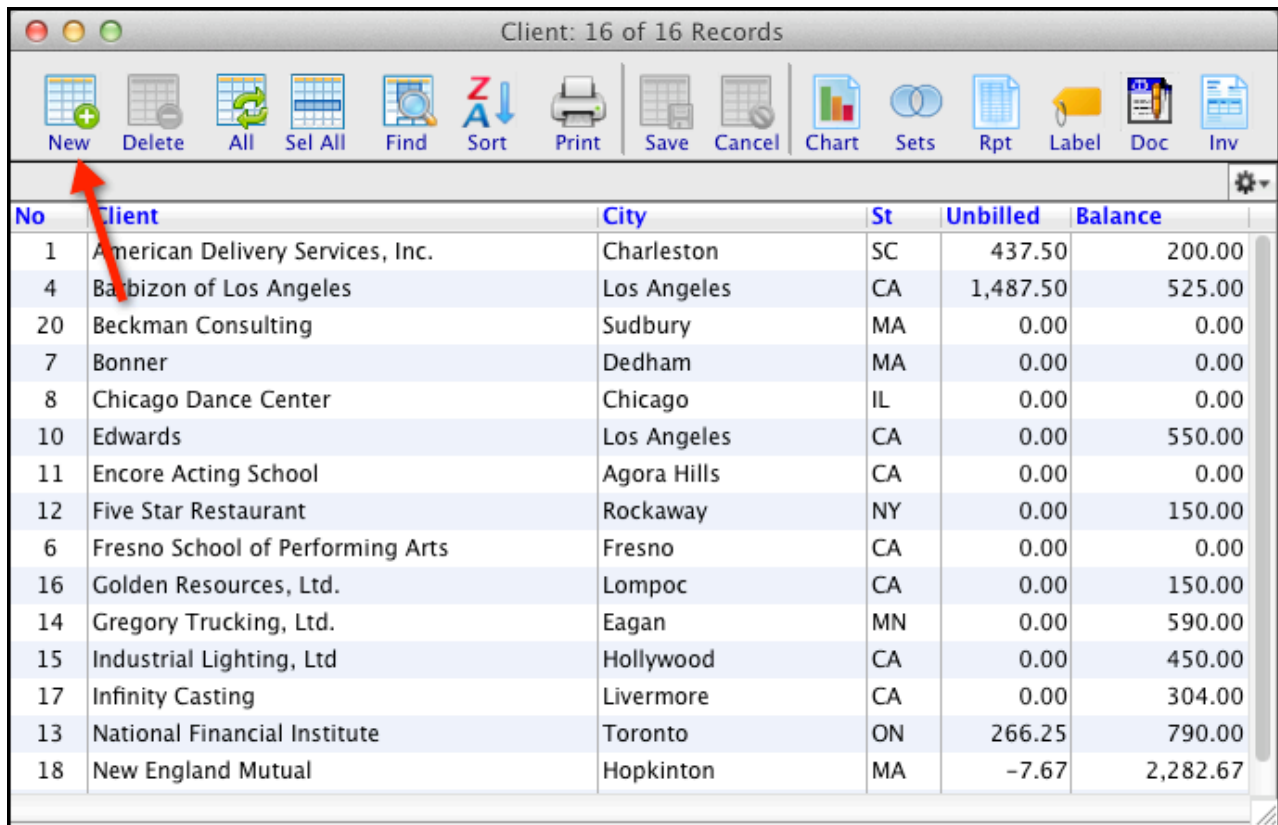
00:00:00
Started 12:00 AM
Stopped 12:00 AM
Spell Check

Once saved, the abbreviation will work immediately. Upon entering the abbreviation in a slip note box, the word will auto-complete as soon as the user touches the space bar.

3. Clients

3.1. Adding Clients

To add a new client, click the Client button on the Palette. The Client list view window will appear. Click on the **New** record icon on the top left corner.



No	Client	City	St	Unbilled	Balance
1	American Delivery Services, Inc.	Charleston	SC	437.50	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	1,487.50	525.00
20	Beckman Consulting	Sudbury	MA	0.00	0.00
7	Bonner	Dedham	MA	0.00	0.00
8	Chicago Dance Center	Chicago	IL	0.00	0.00
10	Edwards	Los Angeles	CA	0.00	550.00
11	Encore Acting School	Agora Hills	CA	0.00	0.00
12	Five Star Restaurant	Rockaway	NY	0.00	150.00
6	Fresno School of Performing Arts	Fresno	CA	0.00	0.00
16	Golden Resources, Ltd.	Lompoc	CA	0.00	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	0.00	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	0.00	450.00
17	Infinity Casting	Livermore	CA	0.00	304.00
13	National Financial Institute	Toronto	ON	266.25	790.00
18	New England Mutual	Hopkinton	MA	-7.67	2,282.67

The Client New Record form will appear. Fill in the client name. TimeManager will assign a Client number. Enter the client's contact information. After entering the client's city, TimeManager will automatically look up and input the zip code. If you have any relevant notes you wish to enter about the client, click the Note tab and enter the text in the box below.

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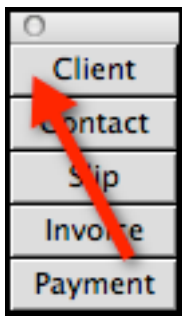
The screenshot shows the 'Client: Record 13 of 16' window. At the top, there is a toolbar with icons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, and navigation buttons (First, Prev, Next, Last, Inv). The main form contains fields for Client Name, Proj ID, Address 1, Address 2, City, St, Zip, Cntry, Balance, Status, Phone, Fax, Email, and WWW. Below these fields is a tabbed interface with tabs for Contact, Matter, Rate, Note, Inv, Payment, Slip, Retainer, and Inv Set. The 'Contact' tab is active, showing a table of contacts.

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Dan	Maddison	President	(922) 876-4643	33

Once all the information has been stored, click on the **Save** icon to save the record.

3.2. Viewing, Sorting and Searching Clients

Viewing To see all of your firm's clients, click the Client button on the Palette.



The Client list view window will appear. The top of the window will indicate the number of clients stored in the database. Drag the scroll bar on the right to see all the clients. Double click on the client's name to open a client record. When you are finished viewing the clients, click the **Cancel** icon to close the record.

TimeManager 4.0

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd Balance: \$450.00 Active: ☒

Proj ID:

Status: Client

Address 1: 3000 Anderson Street Phone: (443) 463-6000

Address 2: Suite 2500 Fax: (443) 466-6009

City: Hollywood Email: AMurphy@IndusLightcom

St: CA Zip: 90038-2546 Cntry: USA WWW: IndusLight.com

+ Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Allen	Murphy	Education Director	(345) 344-4311	35
<input checked="" type="checkbox"/>	Jason	Perili	President	(345) 344-4334	27


This will return you back to the client list view window.

Sorting By default, the clients are listed in A-to-Z alphabetical order. If you wish to sort the clients in a different manner, open the client list view window by clicking Client on the Palette. Click on the AZ icon on the task bar.

TimeManager 4.0

Client: 16 of 16 Records, 1 Selected

New Delete All Sel All Find Sort Print Save Cancel Chart Sets Rpt Label Doc Inv



No	Client	City	St	Unbilled	Balance
1	American Delivery Services, Inc.	Charleston	SC	437.50	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	1,487.50	525.00
20	Beckman Consulting	Sudbury	MA	0.00	0.00
7	Bonner	Dedham	MA	0.00	0.00
8	Chicago Dance Center	Chicago	IL	0.00	0.00
10	Edwards	Los Angeles	CA	0.00	550.00
11	Encore Acting School	Agora Hills	CA	0.00	0.00
12	Five Star Restaurant	Rockaway	NY	0.00	150.00
6	Fresno School of Performing Arts	Fresno	CA	0.00	0.00
16	Golden Resources, Ltd.	Lompoc	CA	0.00	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	0.00	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	0.00	450.00
17	Infinity Casting	Livermore	CA	0.00	304.00
13	National Financial Institute	Toronto	ON	266.25	790.00
18	New England Mutual	Hopkinton	MA	-7.67	2,282.67

The sort window will appear.

Sort: Client

Select field and order direction, then click Sort...

Field: Client No

☒ A to Z ; 0 to 9

☐ Z to A ; 9 to 0

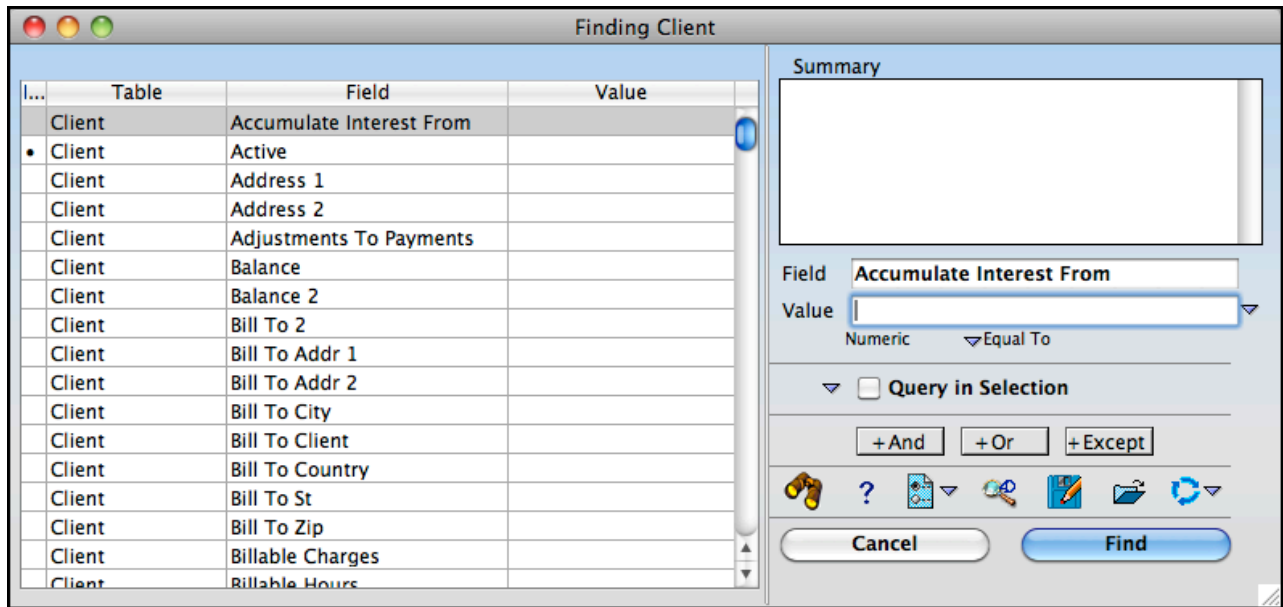
Advanced... Cancel Sort

The Sort by drop-down window will allow you to choose by which category you sort the clients (by name, by client number, by billable hours, etc) and the ascending/descending radio buttons will allow you to determine the order. For example, you may wish to sort your

TimeManager 4.0

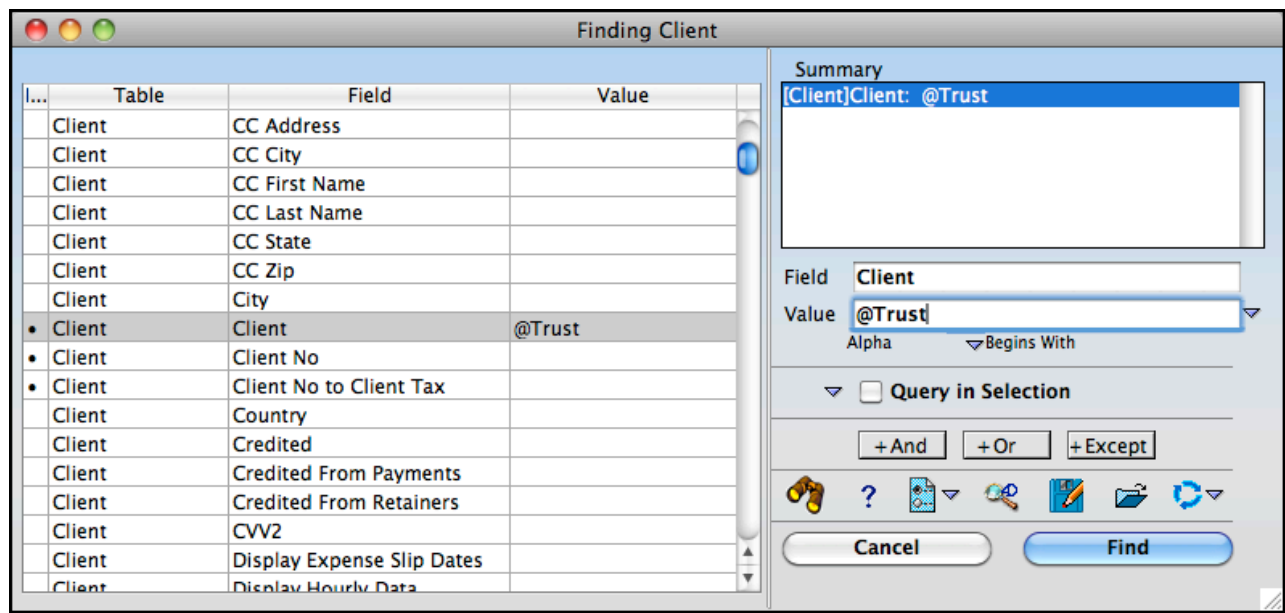
clients according to balance due and have those with the highest balance appear at the top of the list view. To do this, select “Balance” in the drop-down menu and click the “Descending Order” radio button.

Searching To search for a particular client, click the **Find** icon on the task bar. The Find window will appear.



The first drop-down menu on the left side of the Find window allows you to choose by which category to search for the client (by name, city, billable hours, etc) and the drop-down menu in the center of the window allows you to determine how to search. For example, if you were searching for a client and cannot recall the exact name, but know that it is a trust and that the last name starts with S. To find this client, select “Client” in the first drop-down menu and “contains” in the second drop-down menu. Input “Trust” in the text box. Now click **Find**.

TimeManager 4.0

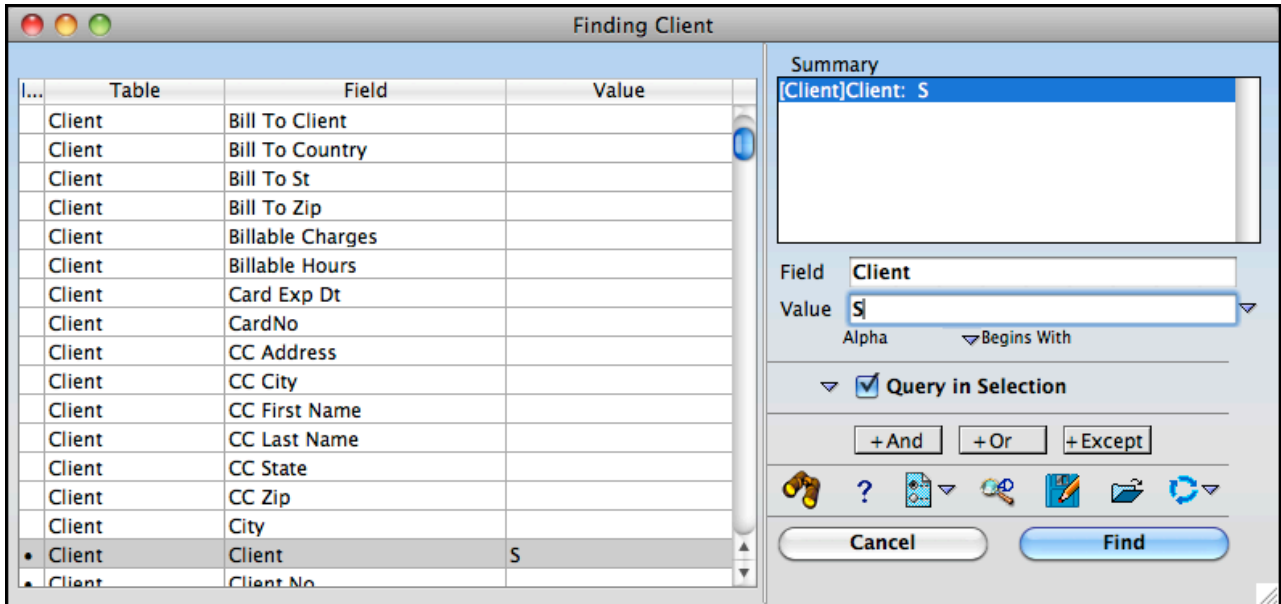


A search results window will appear.

[illegible]

TimeManager 4.0

To further narrow the search, click the **Find** icon again. Select “starts with” in the center drop-down menu and input “B” in the text box on the right. Select the “Search selection” radio button and click **Find**.



TimeManager will now search only the clients with “Trust” in the name and return a list of those whose name begins with S.

TimeManager 4.0

[illegible]

3.3. Modifying Clients

To add new information or to change information about an existing client, click the Client button on the Palette. The Client list view window will appear. Select the client you wish to modify by double-clicking on the client name. The Client Record window will appear. On the top half of the form you can add or change the client's contact information, general status and Active/Inactive status.

TimeManager 4.0

Client: Record 14 of 16

Client: 13

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Proj ID:

Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St: Zip: Cntry: WWW:

+ Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Michael	Higgins	President	(434) 544-1567	45

The bottom half of the form displays tabs that will contain more in-depth information about the client (contacts, matters, rates, invoices, etc.). By clicking on a particular tab, such as Contacts, for example, you can add new contact people associated with that client. See the chapters ahead for adding Contacts, Matters, Rates, Slips, Invoices, Retainers, etc.

To add a note on a client, select the Note tab on the bottom half of the form. Enter the note in the text box that appears. Select spell check if you desire. Once the note is complete and you have no other modifications to make to the client record, click the **Save** icon to save.

TimeManager 4.0

The screenshot shows the 'Client: Record 13 of 16' window. The top toolbar includes icons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, First, Prev, Next, Last, and Inv. A red arrow points to the 'Save' icon. The client information is as follows:

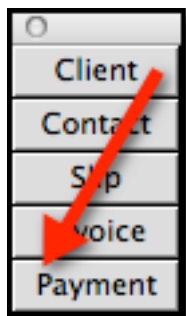
Client: Infinity Casting	
Proj ID	
Address 1	100 Shannon St
Address 2	Unit C
City	Livermore
St	CA
Zip	95545-9578
Cntry	USA
Balance	\$304.00
Active	<input checked="" type="checkbox"/>
Status	Client
Phone	(922) 876-4643
Fax	(922) 876-4655
Email	DMaddison@InfinityCasting.com
WWW	InfinityCasting.com

Below the client information is a navigation palette with tabs: Contact, Matter, Rate, Note, Inv, Payment, Slip, Retainer, and Inv Set. The 'Note' tab is selected. A text area contains the note: 'CEO Kevin Murphy stepping down on 5/23/11. Will be replaced by Nancy Troy.'

3.4. Deleting Clients

To avoid having “orphan” data in your database that could cause confusion and accounting errors, TimeManager will not allow you to delete a client without first deleting all the transactions associated with that client.

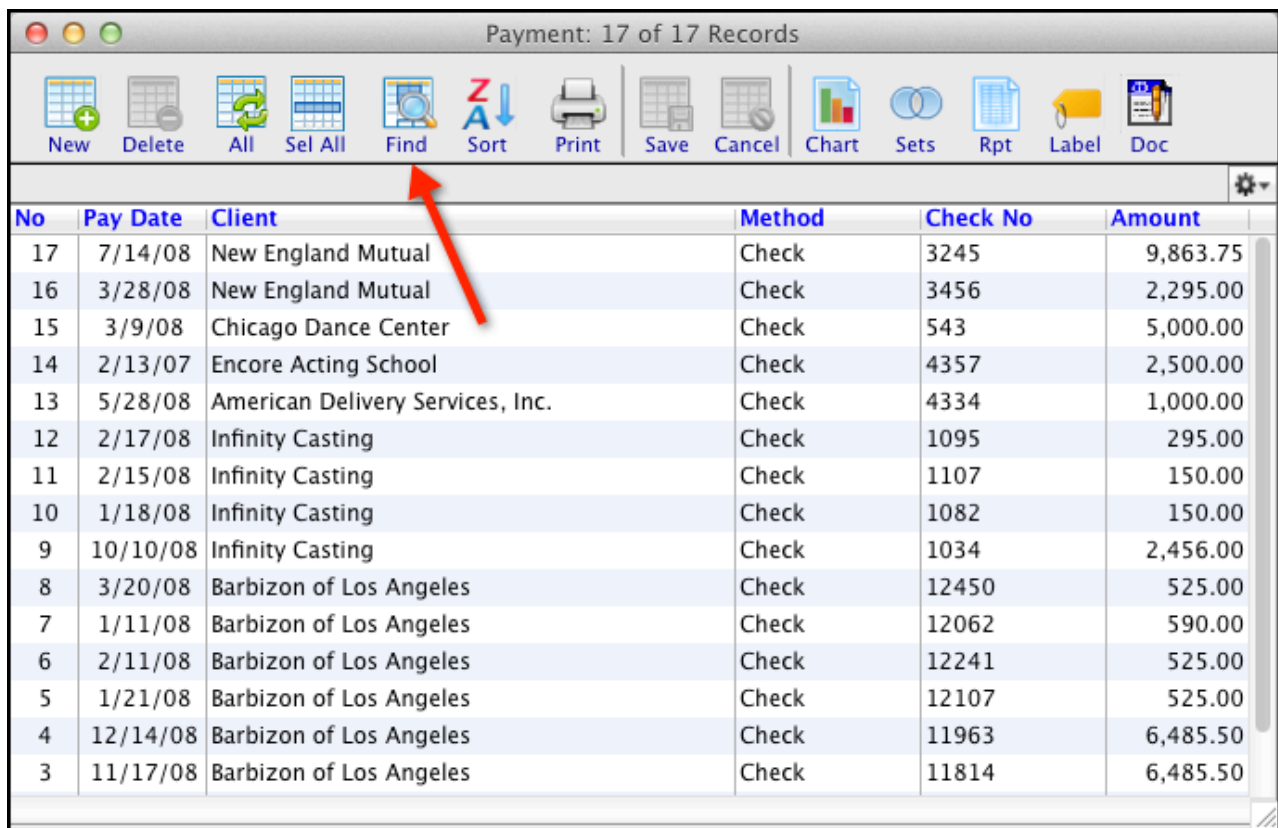
To find a client’s transactions, click Payment on navigation palette,



The payment list view window will appear. Click on the **Find** icon

TimeManager 4.0

Payment: 17 of 17 Records



No	Pay Date	Client	Method	Check No	Amount
17	7/14/08	New England Mutual	Check	3245	9,863.75
16	3/28/08	New England Mutual	Check	3456	2,295.00
15	3/9/08	Chicago Dance Center	Check	543	5,000.00
14	2/13/07	Encore Acting School	Check	4357	2,500.00
13	5/28/08	American Delivery Services, Inc.	Check	4334	1,000.00
12	2/17/08	Infinity Casting	Check	1095	295.00
11	2/15/08	Infinity Casting	Check	1107	150.00
10	1/18/08	Infinity Casting	Check	1082	150.00
9	10/10/08	Infinity Casting	Check	1034	2,456.00
8	3/20/08	Barbizon of Los Angeles	Check	12450	525.00
7	1/11/08	Barbizon of Los Angeles	Check	12062	590.00
6	2/11/08	Barbizon of Los Angeles	Check	12241	525.00
5	1/21/08	Barbizon of Los Angeles	Check	12107	525.00
4	12/14/08	Barbizon of Los Angeles	Check	11963	6,485.50
3	11/17/08	Barbizon of Los Angeles	Check	11814	6,485.50

The Query Editor window will appear. Scroll down until you see “Client” in the Table column and “Client” in the Field column and select that row.

Finding Client

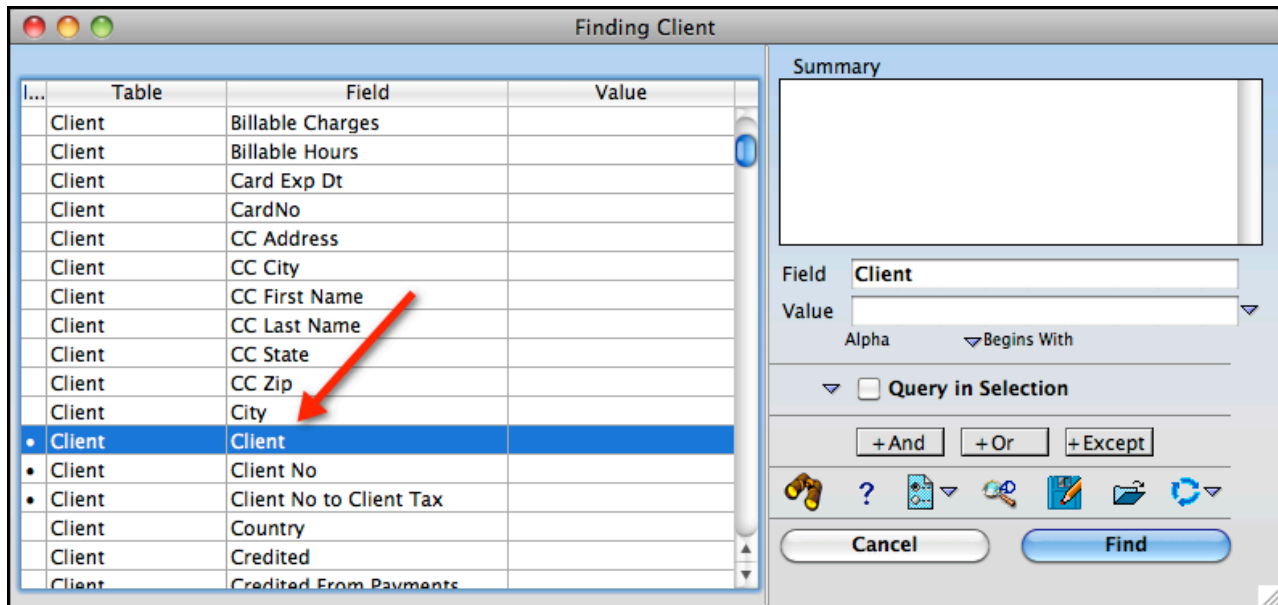


Table	Field	Value
Client	Billable Charges	
Client	Billable Hours	
Client	Card Exp Dt	
Client	CardNo	
Client	CC Address	
Client	CC City	
Client	CC First Name	
Client	CC Last Name	
Client	CC State	
Client	CC Zip	
Client	City	
Client	Client	
Client	Client No	
Client	Client No to Client Tax	
Client	Country	
Client	Credited	
Client	Credited From Payments	

Summary

Field:

Value:

Alpha Begins With

☐ Query in Selection

A pop-up window with a list of all client names will appear. Select the name of the client you wish to delete. Once you see the client's name appear in the Value textbox, click the

TimeManager 4.0

Find button on the bottom right corner. The Payment list view window will appear. Click on any of the payments. The payment record window will appear. Click on the Transactions tab

Payment: Record 9 of 17

Client: Infinity Casting
Pay Method: Check
Payment Date: 10/10/11
Check No: 1034
Check Date: 10/08/11

Amount: 2,456.00
Adjustment: 0.00
Refunded: 0.00
Net Payment: 2,456.00
Applied To Invoices: 2,456.00
Applied To Retainers: 0.00
Applied: 2,456.00
Unapplied: 0.00

Auto Apply

Invoices Retainers Note Transactions

Double click to apply funds
















No	Date Billed	Matter	Amount	Credited	Refunded	Write Off	Balance
50	4/4/11	ClassMgr	295.00	295.00	0.00	0.00	0.00
49	4/1/11	CM S&M	150.00	0.00	0.00	0.00	150.00
48	1/18/11	CM S&M	150.00	150.00	0.00	0.00	0.00
47	10/9/03	CM S&M	2,460.00	2,456.00	0.00	0.00	4.00
41	3/1/04	CM S&M	150.00	0.00	0.00	0.00	150.00
25	2/1/04	CM S&M	150.00	150.00	0.00	0.00	0.00
6			3,355.00	3,355.00	3,051.00	0.00	304.00

Click the **Delete All** button. Now that all transactions associated with that client have been erased, you can proceed with deleting the client record.

Click **Client** on the palette to open client list view. Click the **Find** icon to search for the client you wish to delete. The client list view will appear. Click on the client name to highlight it. Click the **Delete** record button on the task bar.

TimeManager 4.0

Client: 16 of 16 Records, 1 Selected

 New
  Delete
  All
  Sel All
  Find
  Sort
  Print
  Save
  Cancel
  Chart
  Sets
  Rpt
  Label
  Doc
  Inv

No	Client	City	St	Phone	Unbilled	Balance
1	American Delivery Service	Charleston	SC	(728) 496-7340	437.50	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	1,487.50	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00	0.00
7	Bonner Family Trust	Dedham	MA	(756) 589-4356	0.00	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	0.00	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	0.00	150.00
6	Fresno School of Perform	Fresno	CA	(556) 434-6570	0.00	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	0.00	150.00
14	Gregory Trucking, Ltd	Eagan	MN	(611) 454-6203	0.00	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00	450.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	0.00	304.00
13	National Financial Institu	Toronto	ON	(434) 544-1567	266.25	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	-7.67	2,282.67

A window will appear asking you to confirm the deletion. Once you select Yes, the Client will be deleted.

4. Contacts

4.1. Adding Contacts

Contacts are the people associated with a client. They may be an individual client or the employees of the client company, or they may be people who work outside the client company but who have a connection to your work with the client such as opposing counsel, insurance claims officer, expert witnesses, trial exhibit suppliers, etc.

Note: You cannot add a new contact without first opening an existing client record.

To add a new contact, first open the client's record by clicking **Client** on the Palette and selecting the desired client from the Client list view window. Click the Contact tab (it may already be selected) and click the **+** button.

The screenshot shows the TimeManager 4.0 interface. At the top, it says 'Client: Record 12 of 16'. Below this is a toolbar with icons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, First, Prev, Next, Last, and Inv. The main area displays the client record for 'Industrial Lighting, Ltd'. The record includes fields for Nickname, Address 1, Address 2, City, St, Zip, Country, Balance (\$450.00), Active (checked), Status (Client), Phone ((443) 463-6000), Fax ((443) 466-6009), Email (AMurphy@IndusLightcom), and WWW (IndusLight.com). Below the client record is a tabbed interface with tabs for Contact, Matter, Rate, Note, Inv, Payment, Slip, Retainer, and Inv Set. The Contact tab is selected. Below the tabs is a table with columns: Prime, First Name, Last Name, Title, Work Phone, and Ext. The table contains two rows: one for 'Allen Murphy' (Education Director) and one for 'Jason Perili' (President). A red arrow points to the '+' button in the Contact list.

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Allen	Murphy	Education Director	(345) 344-4311	35
<input checked="" type="checkbox"/>	Jason	Perili	President	(345) 344-4334	27

A new contact record will appear. Enter the contact information and any relevant notes. If this is the main person with whom your firm will do business, check the Primary box. Once you have completed the form, click the **Save** icon on the task bar to save the record.

TimeManager 4.0

Contact: Record 2 of 2

Contact: 28
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Last Name Prime ☒

First Name Email

Title Mobile Phone

Work Phone Ext

Home Phone

Note

18 Only in office Monday and Tuesday till 2:00 PM.

5. Matters

5.1. Matters Defined

Matters are the individual cases or projects that the firm is handling for a client (Smith vs. Jones, Estate of Stanley B. Schmidlap, 150 Main St. Development). A client may have more than one matter, but every matter must be associated with an existing client.

5.2. Adding Matters

To add a new matter, go first to the client to whom the matter belongs by clicking Client on the palette and selecting the desired client from the list view window. The client record window will appear. Click on the Matter tab on the bottom half of the window.

Client: Record 3 of 16

Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Proj ID: Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St Zip Cntry: WWW:

Contact **Matter** Rate Note Inv Payment Slip Retainer Inv Set

+ Double click to display record

No	Name	Start	End
----	------	-------	-----

Click the + button. A Matter: New Record window will appear. The client field will automatically contain the client's name. Assign a name to the matter in the Matter field. Enter the start date of the matter by clicking on the arrow box next to the date field. If the matter is ongoing, leave the end date as "00/00/00." Once you have entered all basic information on the matter, click on the **Save** icon to save the record.

TimeManager 4.0

Matter: Record 1 of 1

Matter: 34
Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Beckman Consulting
Matter: Beckman v IRT International, Ltd
Start Date: 10/18/11 End Date: 00/00/00
Active: ☒
Nickname:
Client Matter ID:

Assignments Note Slips Flat Fee SUM

Double click to display record

No	ID	Timekeeper

All +

5.3. Assigning Timekeepers to Matters

Once a new matter is created, you must assign at least one Timekeeper to the matter in order to be able to create slips (billing).

To assign a particular Timekeeper click the + button the bottom half of the Assignment form.

An Assignment New Record window will appear. Click on the Full Name field drop down arrow.

TimeManager 4.0

Assignment: New Record

Client: 20 Assignment: 37
Matter: 34

New Delete All Find Sort Print Save Cancel First Prev Next Last

Client: Beckman Consulting
Matter: Beckman v IRT International
Full Name:
Rate Level: 0

Note

A List window will appear. Scroll down until you find the client whose matter you will assign to this Timekeeper. Highlight the client name and click the **OK** button.

TimeManager 4.0

Assignment: New Record

Client: 20 Assignment: 38
Matter: 34

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Beckman Consulting
Matter: Beckman v IRT International, Ltd
Full Name: Tim Coogan
Rate Level: 0

Note

If you wish to allow all Timekeepers in your firm to be able to write slips on a particular matter, you can save time by adding them all in one step:

Open the Client record and select the Matter tab. Double-click on the desired matter. The Matter Record window will appear. Click on the Assignments tab (it is likely already highlighted). Click the **ALL** button.

TimeManager 4.0

Assignment: New Record

Matter: 34
Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Active: ☒
Matter: Nickname:
Start Date: End Date: Client Matter ID:

Assignments Note Slips Flat Fee SUM

Double click to display record

All +

No	ID	Timekeeper
----	----	------------

TimeManager will automatically add all your firm's Timekeepers to the matter. Click the **Save** icon to save.

TimeManager 4.0

Assignment: New Record

Matter: 34
Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client Active ☒
Matter Nickname
Start Date End Date Client Matter ID

Assignments Note Slips Flat Fee SUM

Double click to display record

All	No	ID	Timekeeper
<input type="button" value="+"/>	1	TCC	Tim Coogan

6. Billing Rates

TimeManager can produce slips based on three different types of billing rates:

- **Timekeeper Rates** whereby the client is billed according to the rate of the practitioner
- **Client Rates** whereby the client is billed according to a rate customized for that particular client
- **Activity Rate** whereby the client is billed according to the rate for the activity performed

A firm can use all three types of billing rates and can even use different billing rates for a particular client.

Since most of your firm's billing will likely be of one type, you should set that rate type as the default using the following steps:

Click **File > Administration...** from the menu bar. Select **Set Up** and click the **OK** button. The Set Up record window will appear. Click on the downward facing arrow in the field labeled "Client Rate" on the bottom right corner.

Fnd_IO Set Up Record 0: Record 1 of 1

New Delete All Find Sort Print Save Cancel First Prev Next Last

Invoices Web Aging Interest Diagnostics Gateway

☐ Time Keeper Summary On
☐ Hours Summary On Invoice
☒ Timekeeper ID On Time
☒ Timekeeper ID On Expense
☒ Display Time Charges
☒ Show Slips In Date Ascending
☐ Summarize Time Slips
☐ Summarize Expense Slips
☒ Display Time Slip
☐ Flat Fee or Base Charge With Time Total
☐ Flat Fee or Base Charge With Expense Total
☐ Round Up Time to Nearest

Federal Tax ID
☒ Display Expense Slip
☒ Display Hourly Data
☐ Display Quantity and Price Data
☐ Display Hours Total
☐ Display Timekeeper
☐ Summarize Payments
☐ Summarize Payment Credits
☐ Summarize Retainer
☐ Retainer Auto Pay
☐ LEADS Billing

Domain Sec: 0 Email Secs. 0
Rate Type

TimeManager 4.0

A list will appear with three options: Timekeeper, Client and Activity. Select the desired default billing rate type and click the **OK** button. The rate type should now appear in the text box on the bottom right corner of the Set Up window.

In the case where you need to use a different type of billing rate than your default rate, you can change the rate type in the individual Client record. For example, if your firm's default billing rate type is Timekeeper, but you are working on a matter that will require Client rate billing, open the client record and click on the **Rate** tab. The Rate table will appear on the client record. Click on Client **Rate Type** and a pop up list will appear. Select the rate type you wish to apply to the Client. Click on the **Save** icon to save the new rate setting.

Client: Record 12 of 16

Client: **Industrial Lighting, Ltd** Balance: **\$450.00** Active: ☒

Proj ID:

Status: **Client**

Address 1: **3000 Anderson Street** Phone: **(443) 463-6000**

Address 2: **Suite 2500** Fax: **(443) 466-6009**

City: **Hollywood** Email: **AMurphy@IndusLightcom**

St Zip Cntry: **CA 90038-2546 USA** WWW: **IndusLight.com**

Rate 1: **300.00** Rate 2: **275.00** Rate 3: **250.00** Rate 4: **225.00** Rate 5: **200.00** Rate 6: **175.00**

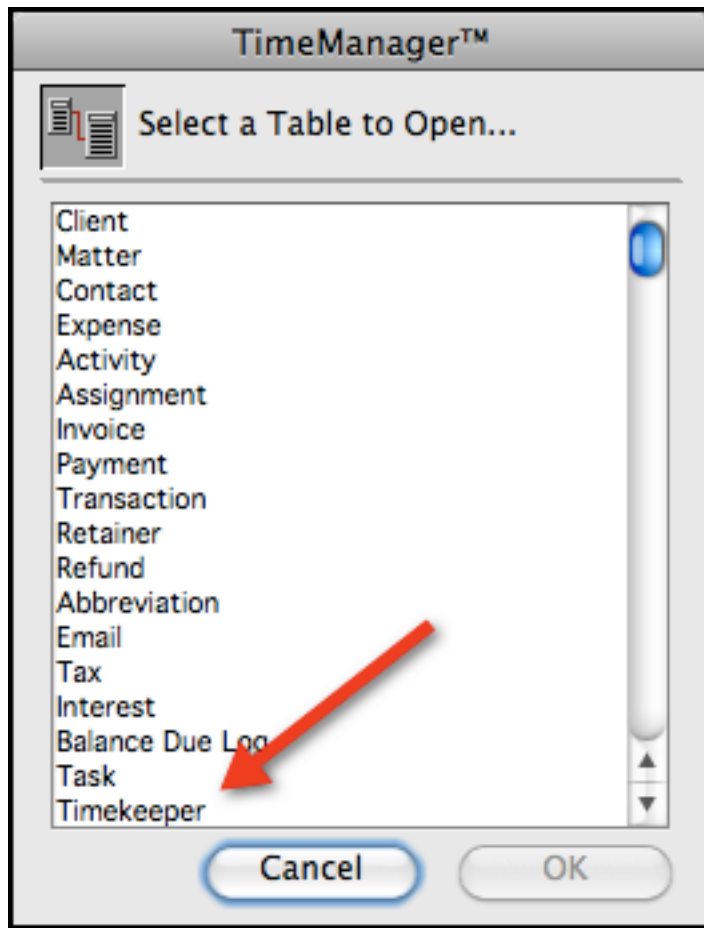
Rate Type: **Client**

No	ID	Timekeeper	Matter	Level	Rate
1	TCC	Tim Coogan	ClassMgr S&M	2	275.00

6.1. Timekeeper Rates

To set rates for your Timekeepers, click **File > Open Table** on the menu bar. Highlight **Timekeeper** and click the **OK** button.

TimeManager 4.0



The Timekeeper List View window will appear. Double-click on the timekeeper whose rates you want to set. The Timekeeper Record window will appear. Enter the Timekeeper's rates in the boxes on the right. Click on the **Save** icon on the task bar to save the new rates.

6.2. Client Rates

To set the rate for which you will charge a particular client, open the client's record by clicking **Client** on the palette and selecting the desired client from the list view. Once the client record is open, click on the **Rate** tab.

TimeManager 4.0

Client: Record 3 of 17

Client: 20

New Delete All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Case No: Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St: Zip: Country: WWW:

Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Charles	Beckman	Comptroller	(978) 354-6800	34

The client record will now show a six text boxes where rates can be determined. Enter the rates you wish to charge the client, beginning with Rate 1. It is not necessary to set all six rates. Set as many as you need and leave the remaining ones at 0.00. Once all the rates have been entered, click on the **Save** icon to save the record.

TimeManager 4.0

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd Balance: \$450.00 Active: ☒

Proj ID:

Status: Client

Address 1: 3000 Anderson Street Phone: (443) 463-6000

Address 2: Suite 2500 Fax: (443) 466-6009

City: Hollywood Email: AMurphy@IndusLightcom

St Zip Cntry: CA 90038-2546 USA WWW: IndusLight.com

Contact Matter **Rate** Note Inv Payment Slip Retainer Inv Set

Rate 1: 300.00 Rate 2: 275.00 Rate 3: 250.00 Rate 4: 225.00 Rate 5: 200.00 Rate 6: 175.00

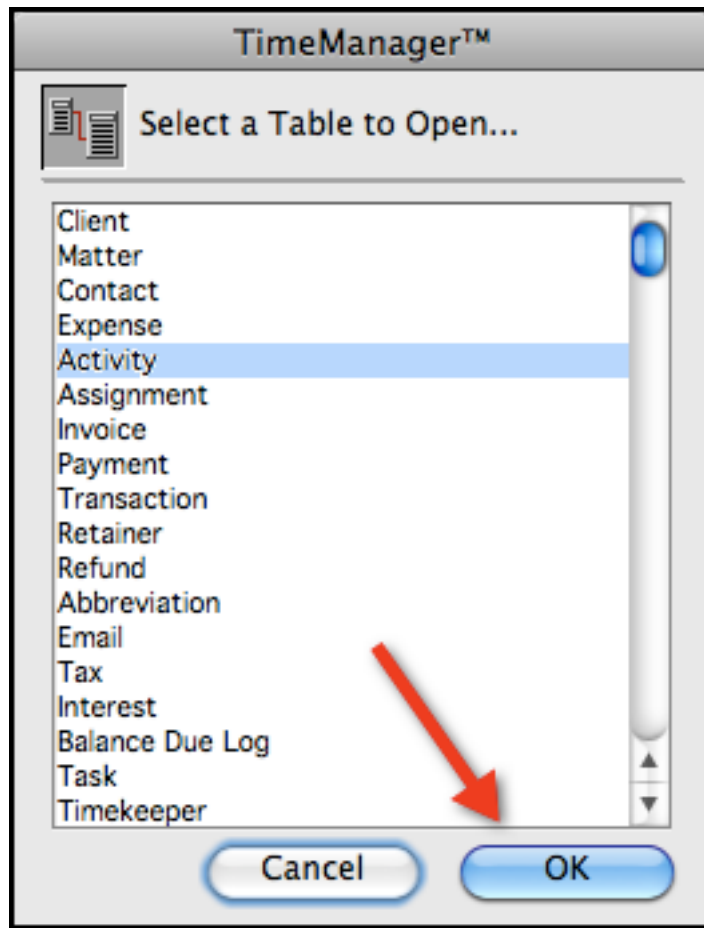
Rate Type: Client

No	ID	Timekeeper	Matter	Level	Rate
1	TCC	Tim Coogan	ClassMgr S&M	2	275.00

6.3. Activity Rates

To set rates for a particular activity, click **File > Open Table** from the drop-down menu. Highlight Activity and click the **OK** button.

TimeManager 4.0



The Activity list view window will appear. Double-click on the activity for which you wish to set a rate.

TimeManager 4.0

Activity: 20 of 20 Records, 1 Selected

New
 Delete
 All
 Sel All
 Find
 Sort
 Print
 Save
 Cancel
 Chart
 Sets
 Rpt
 Label
 Doc

No	Activity	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6
4	Class Action	0.00	0	0	0	0	0
20	Communicate/Client	0.00	0	0	0	0	0
15	Communicate/Firm	0.00	0	0	0	0	0
16	Communicate/Misc	0.00	0	0	0	0	0
9	Court Mandated	0.00	0	0	0	0	0
10	Deposition	0.00	0	0	0	0	0
11	Document/File	0.00	0	0	0	0	0
14	Draft/Revise	0.00	0	0	0	0	0
5	Meeting-offsite	0.00	0	0	0	0	0
6	Meeting-onsite	0.00	0	0	0	0	0
7	Modification	0.00	0	0	0	0	0
8	Off-site	0.00	0	0	0	0	0
12	Report Impl.	0.00	0	0	0	0	0
13	Reseach	0.00	0	0	0	0	0
17	Telephone	0.00	0	0	0	0	0

The Activity Record window will appear. Enter the desired rates beginning with Rate 1. It is not necessary to set all six rates; leave the unneeded rates set at 0.00. Once you have set all the desired rates, click on the **Save** icon to save the record.

TimeManager 4.0

Activity: Record 9 of 19 Activity: 19

New Delete All Find Sort Print Save Cancel First Prev Next Last

Activity Code Created
Rate 1 Rate 5 Modified
Rate 2 Rate 6
Rate 3
Rate 4

Note

TimeManager 4.0

7. Flat Rates

In addition to hourly billing, TimeManager can also produce flat fee invoices on both a client or matter basis.

Note: If separate accounting and invoicing history for each client matter is required you must establish multiple Client records so that distinct accounting can be maintained for each matter. If not required then use the Matter Based Flat Fees.

To establish a Flat Fee billing arrangement, make sure that you have created a matter for the client. After you have created the matter, open the Client Record and click on the horizontal scroll arrow until the **Flat** tab appears. Click the Flat tab.

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd Balance: \$450.00 Active: ☒

Case No: Status: Client

Address 1: 3000 Anderson Street Phone: (443) 463-6000

Address 2: Suite 2500 Fax: (443) 466-6009

City: Hollywood Email: AMurphy@IndusLightcom

St Zip Cntry: CA 90038-2546 USA WWW: IndusLight.com

Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Allen	Murphy	Education Director	(345) 344-4311	35
<input checked="" type="checkbox"/>	Jason	Perili	President	(345) 344-4334	27

The Flat Fee Configuration options will appear on the bottom half of the client record. See Chapters 7.1, 7.2 and 7.3 for an explanation of Flat Fee Type, Flat Fee Duration and Flat Fee Coverage.

TimeManager 4.0

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd

Balance: \$450.00 Active: ☒

Case No:

Status: Client

Address 1: 3000 Anderson Street

Phone: (443) 463-6000

Address 2: Suite 2500

Fax: (443) 466-6009

City: Hollywood

Email: AMurphy@IndusLightcom

St Zip Cntry: CA 90038-2546 USA

WWW: IndusLight.com

Flat Int Tax Refund SUM 1 SUM 2 Transaction Credit Card

FLAT FEE AND BASE CHARGE CONFIGURATION

Flat Fee Type: None

Flat Fee Duration: None

Flat Fee Coverage: None

Flat Fee Invoices Limit: 0

Flat Fee Minimum Hours: 0.00

Rate Per Hour: 0.00

Flat Fee: 0.00

Flat Fee Message:

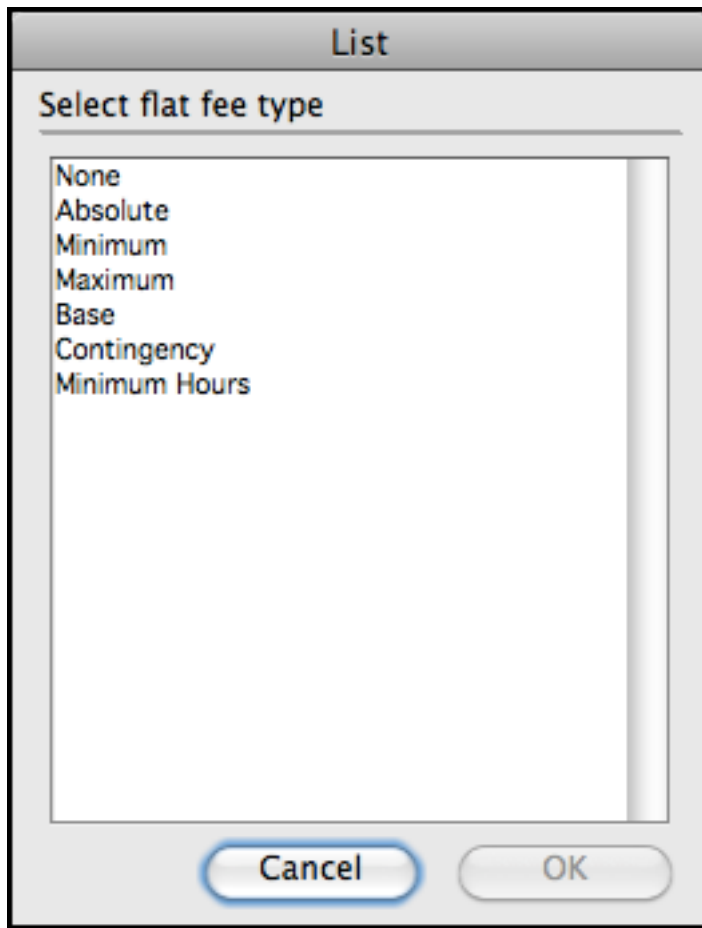
For new invoices, a flat fee or base charge configuration here overrides any configuration in the project record.

Once you have selected Flat Fee Coverage, Duration and Coverage, you will automatically be returned to the client record where you can enter the Flat Fee amount. You may also enter any notes, such as why the flat fee is being used, in the message box below the fee amount. Once you have entered all the information, click on the **Save** icon to save the flat fee settings.

7.1. Flat Fee Type

Once you click on the Flat Fee Type box, a window will appear offering you a choice of Flat Fees.

TimeManager 4.0



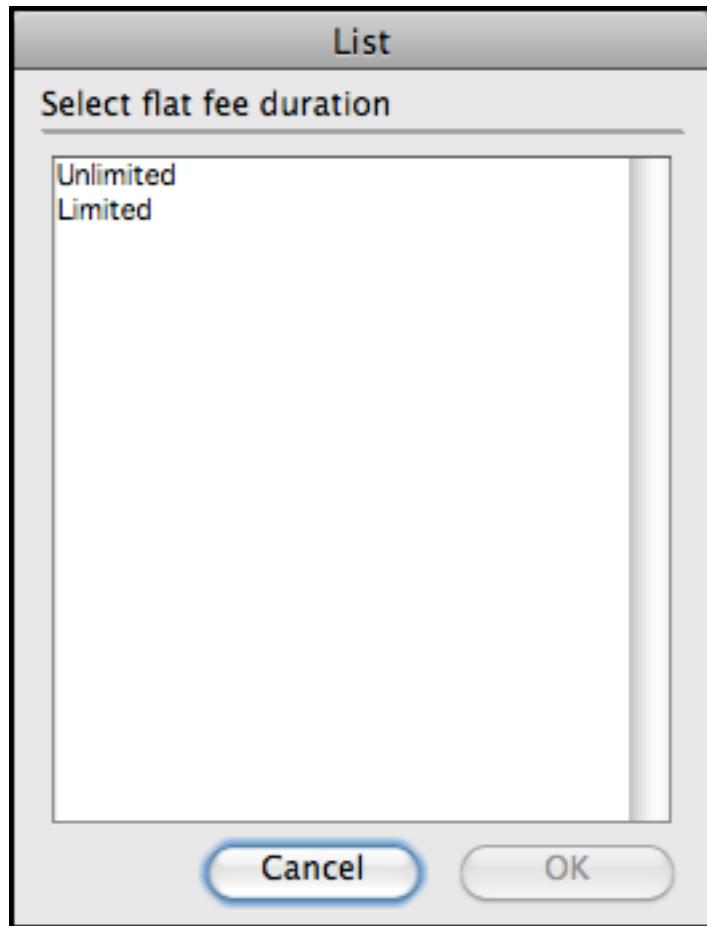
- **None** means no flat fee to be used.
- **Absolute** means a flat fee will be invoiced regardless of the actual charges.
- **Minimum** means a flat fee charge will be invoiced regardless how small the real charges are. If the real charges are greater than the flat fee amount, then the real charges will be invoiced.
- **Maximum** means a flat fee will cap the invoiced charges; the real charges will be invoiced up to the maximum figure and no higher.
- **Base** means a flat fee is a basic charge and will always be added to the charges on slips.
- **Contingency** means slips appear on the invoice, but there is no cost to the client until the status of the fee is changed to Final Bill. At that point, you can determine the amount to be invoiced to the client based on the accumulated slips, a flat fee amount of your choice, or a percentage of either amount.
- **Minimum hours** means an absolute flat fee will be charged for a specified number of hours worked, then an hourly rate will be applied to slips beyond the specified threshold. If the hours threshold is not reached, an option determines whether you will charge the entire flat fee or a prorated amount. This type of flat fee only works with time charges and not expenses.

TimeManager 4.0

Select the flat fee type you desire and click the OK button. You will next be prompted to choose the Flat Fee Duration.

7.2. Flat Fee Duration

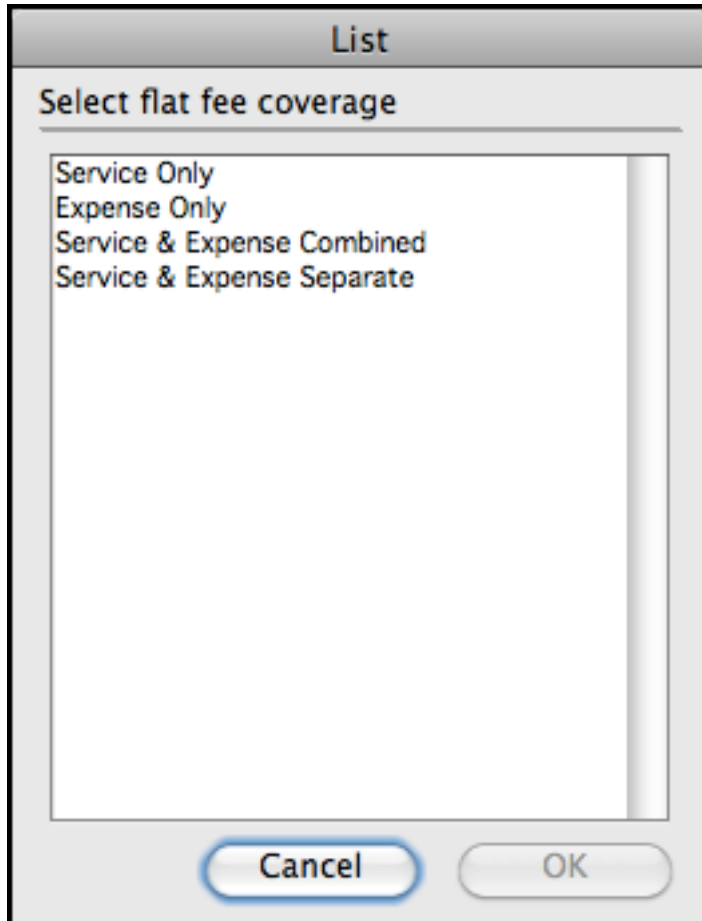
Once you have selected a flat fee type, you will be prompted to choose a Flat Fee Duration.



- Select **unlimited** if you want the flat fee to be charged each time an invoice is printed. Monthly retainers can be adjusted to charge a flat amount on each invoice.
- Select **limited** if you want the flat fee to be charged on each invoice for a predetermined number of invoices. The amount of times that the invoice will be created is set in the Flat Fee Invoice Field.

7.3. Flat Fee Coverage

Once you have selected a flat fee duration, you will next be prompted to select the Flat Fee Coverage.



- **Services Only** means the flat fee is for time charges on the invoice. Expense charges are calculated directly from expense slips.
- **Expenses Only** means the flat fee covers only expense charges on the bill. The time charges are calculated directly from the time slips using hourly billing.
- **Services & Expenses Combined** means the flat fee is for time and expense charges. The invoice shows only one line of totals for both charges instead of one for each.
- **Services & Expenses Separate** means the flat fee covers both time and expense charges as separate amounts. This permits you to keep an internal record of the timekeeper's activity history and allows you to calculate the true cost of the work performed under the flat fee.

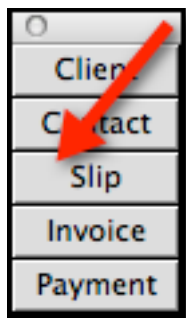
8. Slips

A slip is a record of work performed for a client. It can also be a record of an expense incurred on a client's behalf. Slips are for the internal use of your firm and do not appear to clients until you convert them into line items on an invoice.

8.1. Entering Slips

There are several ways to create a new slip in TimeManager.
















From the palette, you can simply click on Slip.



The Slip List View window will appear. Click the new record icon on the left side of the task bar.

TimeManager 4.0

Slip: 74 of 74 Records

 New
  Delete
  All
  Sel All
  Find
  Sort
  Print
  Save
  Cancel
  Chart
  Sets
  Rpt
  Label
  Doc
  Slip Rpt

Slip#	Date	Activity	Expense	ID	Client	Rate	Amount
116	9/23/11	Discovery		TCC	National Financial Institute	175	262.50
114	9/14/11	Corrections		TCC	New England Mutual	175	1,400.00
113	7/14/11	Analysis		TCC	New England Mutual	175	875.00
112	12/28/11	DB Design		TCC	Barbizon of Los Angeles	175	350.00
111	3/24/11	Off-site		TCC	American Delivery Services, Inc.	175	437.50
110	3/8/07		FAX	TCC	National Financial Institute	0	3.75
109	10/25/07	Programming		TCC	National Financial Institute	0	0.00
108	10/25/07	Programming		TCC	National Financial Institute	0	0.00
107	10/25/07	Programming		TCC	National Financial Institute	0	0.00
106	10/25/11	Meeting-offsite		TCC	Barbizon of Los Angeles	175	0.00
105	10/25/10	Meeting-offsite		TCC	Barbizon of Los Angeles	175	612.50
104	10/25/08	Analysis		TCC	Willard's National Academy	175	437.50
103	5/24/10	Contract		TCC	Barbizon of Los Angeles	175	525.00
99	4/22/11	Programming		TCC	New England Mutual	175	175.00
98	4/21/11	Programming		TCC	New England Mutual	175	43.75

A Slip: New Record window will appear. Click on the downward-facing arrow in the Client field. A list window will appear. Scroll down until you find the client to whom you shall assign the slip. Highlight the client and click **OK**. You will be prompted to select a matter (if there is only one matter in the client's record, the slip will automatically be assigned to that matter). You will next be prompted to select a timekeeper.

You can also access a new slip from within a client record by clicking on the Slip tab.

TimeManager 4.0

Client: Record 13 of 16

Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Case No: Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St Zip Cntry: WWW:

+ Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Dan	Maddison	President	(922) 876-4643	33

Click on the + button on the left part of the form. A new slip record will appear and you will be prompted to select a matter (if there is only one matter in the client's record, the slip will automatically be assigned to that matter). You will next be prompted to select a timekeeper.

If you are creating a slip for time worked, see Chapter 8.2 for further instructions. If you are creating a slip for an expense, see Chapter 8.3 for further instructions.

8.2. Time Slips

If you are filing a slip for time worked, your next step after filling in the client, matter and timekeeper information is to select the activity for which you are billing. Click the black downward-facing arrow in the Activity field.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting Date: Oct 3, 2011 Client: 17 Slip: 117
Matter: ClassMgr S&M Slip Type: ☐ Expense ☒ Time Matter: 23 Inv: 0
Timekeeper: Tim Coogan Billing Status: Billable Activity: Deposition

Time Data

Start Time	
End Time	
Hours	2.00
Non Billable Hrs	0.00
Billable Hrs	2.00

Rate Data

☐ Flat Fee ☒ Hourly

Rate Basis: Timekeeper

Rate	175.00
Rate Adj	0.00
Adj Rate	175.00

Adjustments & Total

Billable Chgs	350.00
Non Billable Chgs	0.00
Total Charges	350.00
Adjustment 1	0.00
Adjustment 2	0.00
Amount	350.00

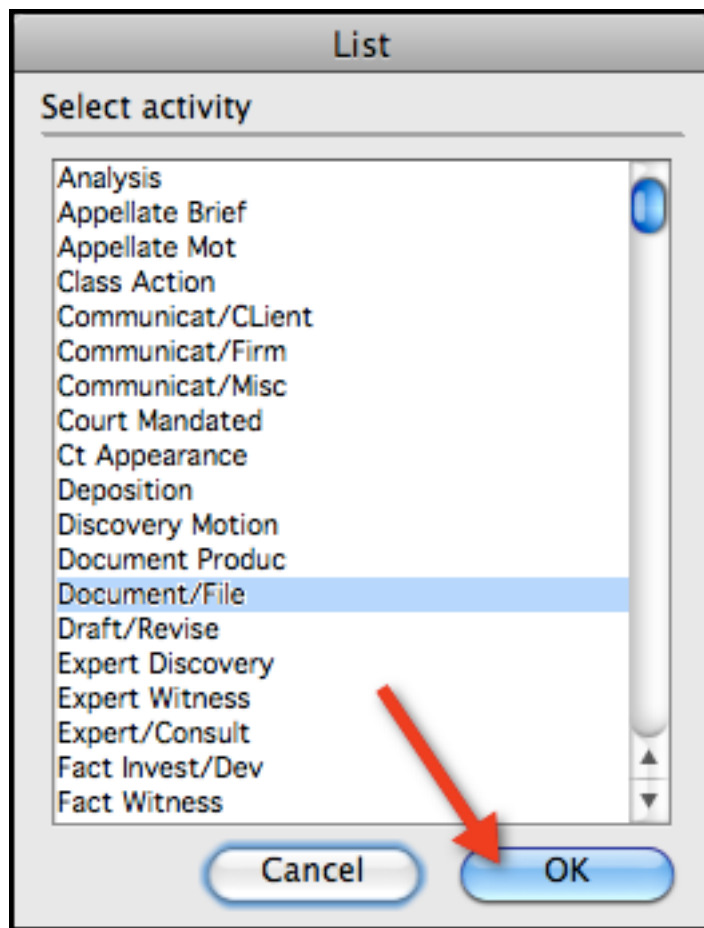
Note

Deposition of talent recruiter Jennifer Hobbs.

00:00:00
Started 12:00 AM
Stopped 12:00 AM
Spell Check

A list window of activities will appear. Select the activity that describes the slip and click the **OK** button.

TimeManager 4.0



There are three different ways to enter your time worked. The first is to enter the hour you began in the Start Time field and the hour you quit in the End Time field. Use 24-hour time (e.g. for 3pm, enter 15:00, for 4:30 pm enter 16:30). TimeManager will automatically calculate the total hours in the field below.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting Date: Oct 3, 2011 Client: 17 Slip: 117
Matter: ClassMgr S&M Slip Type: ☐ Expense ☒ Time Matter: 23 Inv: 0
Timekeeper: Tim Coogan Billing Status: Billable Activity: Deposition

Time Data

Start Time: 9:30 AM
End Time: 1:30 PM
Hours: 4.00
Non Billable Hrs: 0.00
Billable Hrs: 4.00

Rate Data

☐ Flat Fee ☒ Hourly
Rate Basis: Timekeeper
Rate: 175.00
Rate Adj: 0.00
Adj Rate: 175.00

Adjustments & Total

Billable Chgs	700.00
Non Billable Chgs	0.00
Total Charges	700.00
Adjustment 1	0.00
Adjustment 2	0.00
Amount	700.00

Note

Deposition of Paul Roberts, comptroller

Spell Check

You may also skip the Start Time and End Time fields and simply enter your total hours worked in the Billable Hours field (or Non-Billable Hours field if the slip you are filing is for non-billable work).

Warning: If you use this method to enter your time, be careful to translate your minutes worked into a fraction (e.g. if you worked 4 hours and 30 minutes, you should enter 4.50 in the Billable hours field. Do **not** enter 4.40). If you are unsure how to calculate your fractional time, use the Start Time and End Time fields.

To enter your hours using the TimeManager timer, see Chapter 8.4.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting
Matter: ClassMgr S&M
Timekeeper: Tim Coogan

Date: Jul 4, 2011
Slip Type: ☐ Expense ☒ Time
Billing Status: Billable
Activity: Court Appearance

Time Data

Start Time	
End Time	
Hours	4.00
Non Billable Hrs	0.00
Billable Hrs	4.00

Rate Data

☐ Flat Fee ☒ Hourly

Rate Basis: Timekeeper

Rate	175.00
Rate Adj	0.00
Adj Rate	175.00

Adjustments & Total

Billable Chgs	700.00
Non Billable Chgs	0.00
Total Charges	700.00
Adjustment 1	0.00
Adjustment 2	0.00
Amount	700.00

Note

Court appearance before Judge Winthrop to argue Motion for New Trial.

00:00:00
Started 12:00 AM
Stopped 12:00 AM

Spell Check

Once you have entered your hours, the billable (or non-billable) charges will automatically be calculated in the left-hand column. If you wish to make any adjustment to the charge (such as a discount, or a surcharge) you may enter it in the Adjustment 1 and Adjustment 2 fields. Use the Notes field to enter in any description or explanation of the expense and/or any adjustments. This note will appear on the client's invoice. Once the time slip is complete, click the **Save** icon on the task bar to save the record.

8.3. Expense Slips

To enter a slip for an expense, follow the instructions described in Chapter 8.1. Once the Slip: New Record window appears, click the Expense radio button on the slip record.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting
Matter: ClassMgr S&M
Timekeeper: Tim Coogan

Date: Oct 3, 2011
Slip Type: ☐ Expense ☒ Time
Billing Status: Billable
Activity:

Time Data
Start Time:
End Time:
Hours: 0.00
Non Billable Hrs: 0.00
Billable Hrs: 0

Rate Data
☐ Flat Fee ☒ Hourly
Rate Basis:
Rate: 0.00
Rate Adj: 0.00
Adj Rate: 0.00

Adjustments & Total
Billable Chgs: 0.00
Non Billable Chgs: 0.00
Total Charges: 0.00
Adjustment 1: 0.00
Adjustment 2: 0.00
Amount: 0.00

Note:

00:00:00
Started 12:00 AM
Stopped 12:00 AM
Spell Check

Once you have selected the client, matter and timekeeper, you will be prompted to enter an Expense type from a list of options. If the expense you intend to file isn't on the list, see chapter 2.8 for entering new expense items.

Tip: If the majority of the slips you file are for expenses, rather than time, see Chapter 2.8 for instructions on setting your slip default type to "Expense."

For expense items with a fixed price, such as photocopies, the price will appear automatically in the price field. You need only input the quantity and TimeManager will calculate the total.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting Date: Oct 3, 2011 Client: 17 Slip: 117
Matter: ClassMgr S&M Slip Type: Expense Matter: 23 Inv: 0
Timekeeper: Tim Coogan Billing Status: Billable Expense: Copies

Price Data	Quantity	Adjustments & Total
Price: 0.15	Quantity: 75	Billable Chgs: 11.25
Price Adjustment: 0.00		Non Billable Chgs: 0.00
Net Price: \$0.15		Total Charges: 11.25
		Adjustment 1: 0.00
		Adjustment 2: 0.00
		Amount: 11.25

Note: Copies of filing documents for board members

Spell Check

For expense items with a variable price such as meals, airfare or FedEx, you should input the total in the Price Adjustment field. Hit the tab key on your keyboard and the total will automatically appear in the charges column on the right.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting Date: Oct 3, 2011 Client: 17 Slip: 117
Matter: ClassMgr S&M Slip Type: Expense Matter: 23 Inv: 0
Timekeeper: Tim Coogan Billing Status: Billable Expense: FedEx

Price Data	Quantity
Price: 0.00	Quantity: 1
Price Adjustment: 44.75	
Net Price: \$44.75	

Note: Fed Ex charge for shipping discovery documents to opposing counsel.

Adjustments & Total	
Billable Chgs	44.75
Non Billable Chgs	0.00
Total Charges	44.75
Adjustment 1	0.00
Adjustment 2	0.00
Amount	44.75

Spell Check

If you wish to make any adjustment to the charge (such as a discount, or a surcharge) you may enter it in the Adjustment 1 and Adjustment 2 fields. Use the Notes field to enter in any description or explanation of the expense and/or any adjustments. This note will appear on the client's invoice. Once the expense slip is complete, click the **Save** icon to save the record.

8.4. Using the Slip Timer

TimeManager includes a timer function that can be used to track hours. This is especially useful if you take a break and want to resume your work on the assignment without having to calculate the total hours.

To use the timer, click the clock icon.

TimeManager 4.0

Slip: New Record

Client: Infinity Casting
Matter: ClassMgr S&M
Timekeeper: Tim Coogan

Date: Oct 3, 2011
Slip Type: ☐ Expense ☒ Time
Billing Status: Billable
Activity: Draft/Revise

Time Data
Start Time:
End Time:
Hours: 0.00
Non Billable Hrs: 0.00
Billable Hrs: 0

Rate Data
☐ Flat Fee ☒ Hourly
Rate Basis: Timekeeper
Rate: 175.00
Rate Adj: 0.00
Adj Rate: 175.00

Adjustments & Total
Billable Chgs: 0.00
Non Billable Chgs: 0.00
Total Charges: 0.00
Adjustment 1: 0.00
Adjustment 2: 0.00
Amount: 0.00

Note:

00:00:00
Started 12:00 AM
Stopped 12:00 AM
Spell Check

A window will appear asking if the time is billable or non-billable. Once you choose an option, the clock will begin ticking. When you are finished working, click on the clock icon again. The total time will appear in the Billable Hrs field (or the Non Billable Hrs field if you chose that option). If you intend to resume working on the same assignment, leave the record open and click on the clock icon again.

The billable (or non-billable) charges will automatically appear in the right hand column. Click on the **Save** icon to save the slip.

TimeManager 4.0

Slip: New Record

Client: 17 Slip: 117
Matter: 23 Inv: 0

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Infinity Casting Date: Oct 3, 2011
Matter: ClassMgr S&M Slip Type: ☐ Expense ☒ Time
Timekeeper: Tim Coogan Billing Status: Billable
Activity: Telephone

Time Data Rate Data Adjustments & Total

Start Time		<input type="radio"/> Flat Fee <input checked="" type="radio"/> Hourly	Billable Chgs	17.50
End Time		Rate Basis: Timekeeper	Non Billable Chgs	0.00
Hours	0.10	Rate: 175.00	Total Charges	17.50
Non Billable Hrs	0.00	Rate Adj: 0.00	Adjustment 1	0.00
Billable Hrs	0.1	Adj Rate: 175.00	Adjustment 2	0.00
			Amount	17.50

Note

Telephone call to opposing counsel re scheduling Anderson deposition for next Wednesday.

00:06:01
Started 10:39 AM
Stopped 12:00 AM
Spell Check

TimeManager 4.0

Slip: New Record

Client: 15 Slip: 118
Matter: 25 Inv: 0

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd Date: Oct 4, 2011
Matter: ClassMgr S&M Slip Type: ☐ Expense ☒ Time
Timekeeper: Tim Coogan Billing Status: Billable
Activity: Draft/Revise

Time Data Rate Data Adjustments & Total

Start Time		<input type="radio"/> Flat Fee <input checked="" type="radio"/> Hourly	Billable Chgs	17.50
End Time		Rate Basis: Timekeeper	Non Billable Chgs	0.00
Hours	0.10	Rate: 175.00	Total Charges	17.50
Non Billable Hrs	0.00	Rate Adj: 0.00	Adjustment 1	0.00
Billable Hrs	0.10	Adj Rate: 175.00	Adjustment 2	0.00
			Amount	17.50

Note

Telephone call to opposing counsel re scheduling Anderson deposition for next Wednesday.

00:06:00
Started 9:08 AM
Stopped 12:00 AM
Spell Check

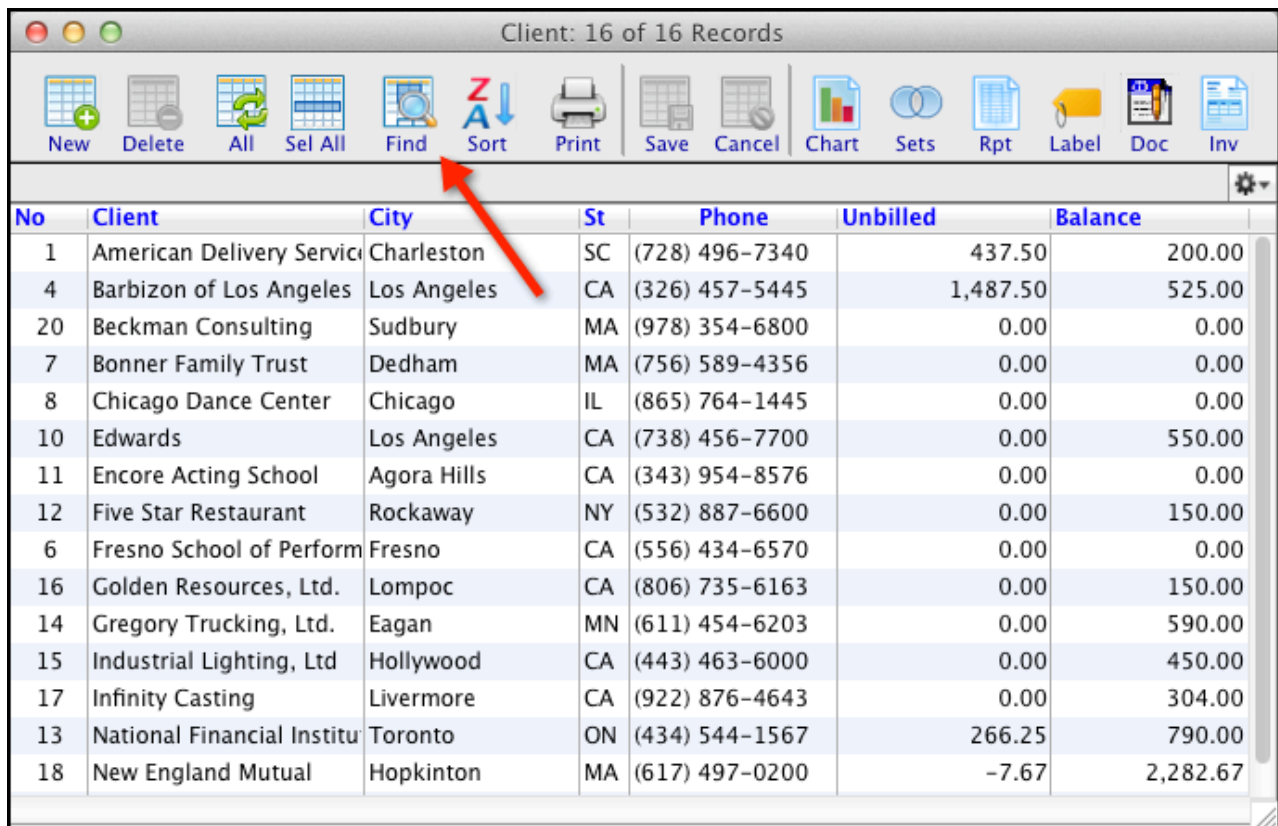
9. Creating Invoices

An invoice is a bill with a summary of charges that is sent to a client. TimeManager can produce an invoice as soon as the user creates a billable item (slip). Alternatively, invoices can be produced in a batch at the end of the day, week, month, etc.

9.1. Invoice Single Matter

To create an invoice for a single matter, click **Client** on the palette.

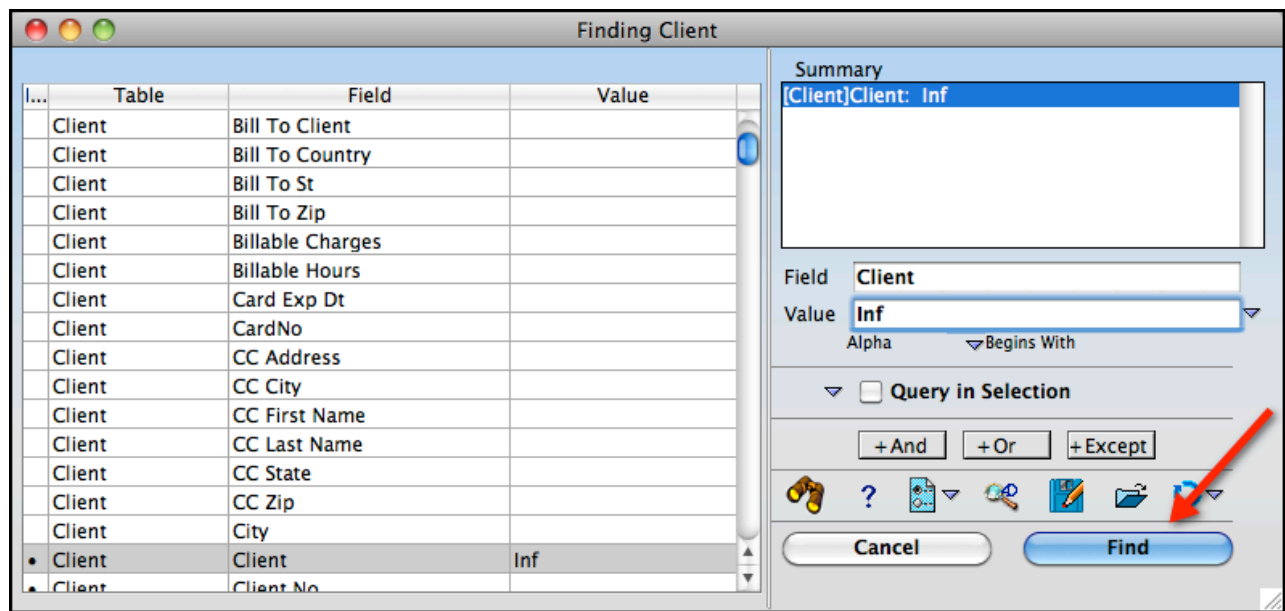
The Client List View window will appear. Click on the **Find** icon to search for the desired client.



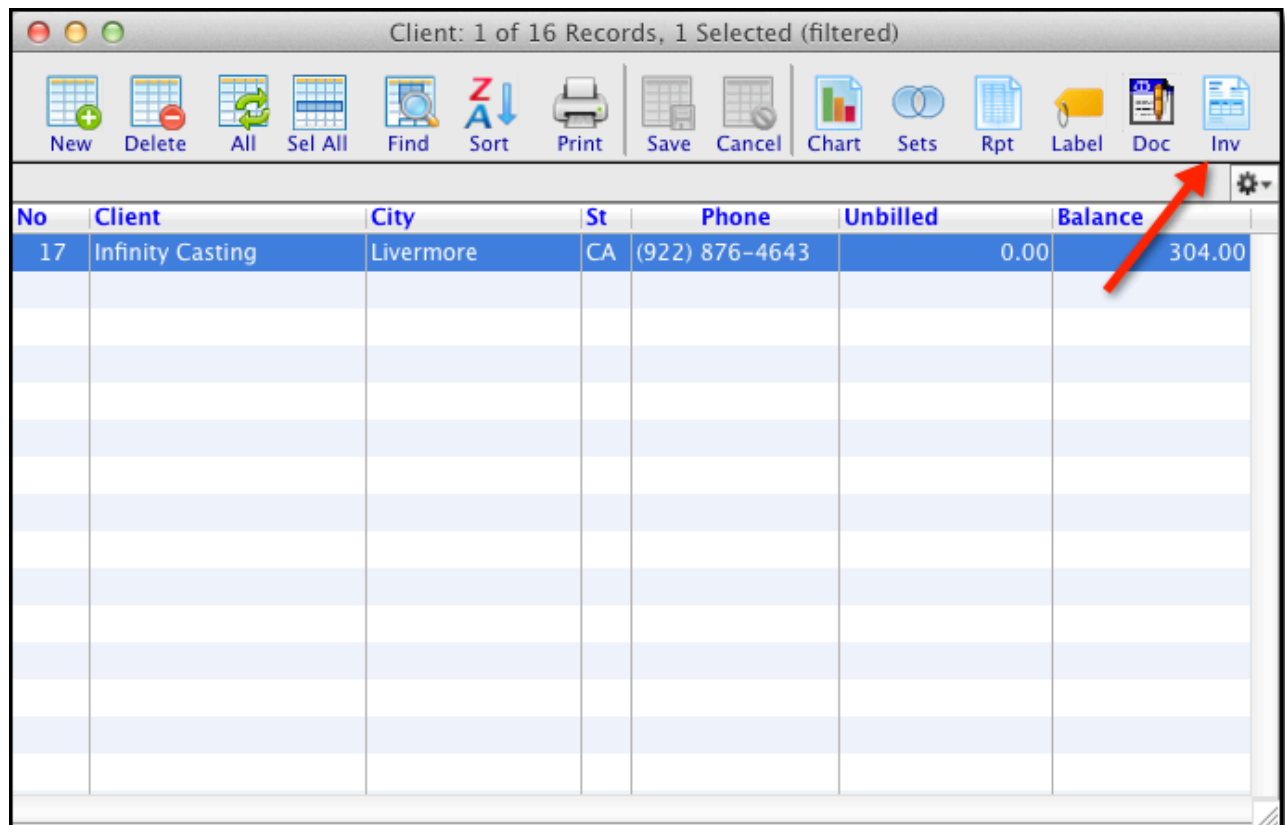
No	Client	City	St	Phone	Unbilled	Balance
1	American Delivery Service	Charleston	SC	(728) 496-7340	437.50	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	1,487.50	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00	0.00
7	Bonner Family Trust	Dedham	MA	(756) 589-4356	0.00	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	0.00	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	0.00	150.00
6	Fresno School of Perform	Fresno	CA	(556) 434-6570	0.00	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	0.00	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	0.00	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00	450.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	0.00	304.00
13	National Financial Institu	Toronto	ON	(434) 544-1567	266.25	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	-7.67	2,282.67

Enter the first few letters of the client name and click **Find**.

TimeManager 4.0

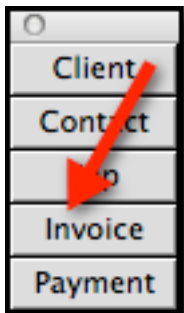
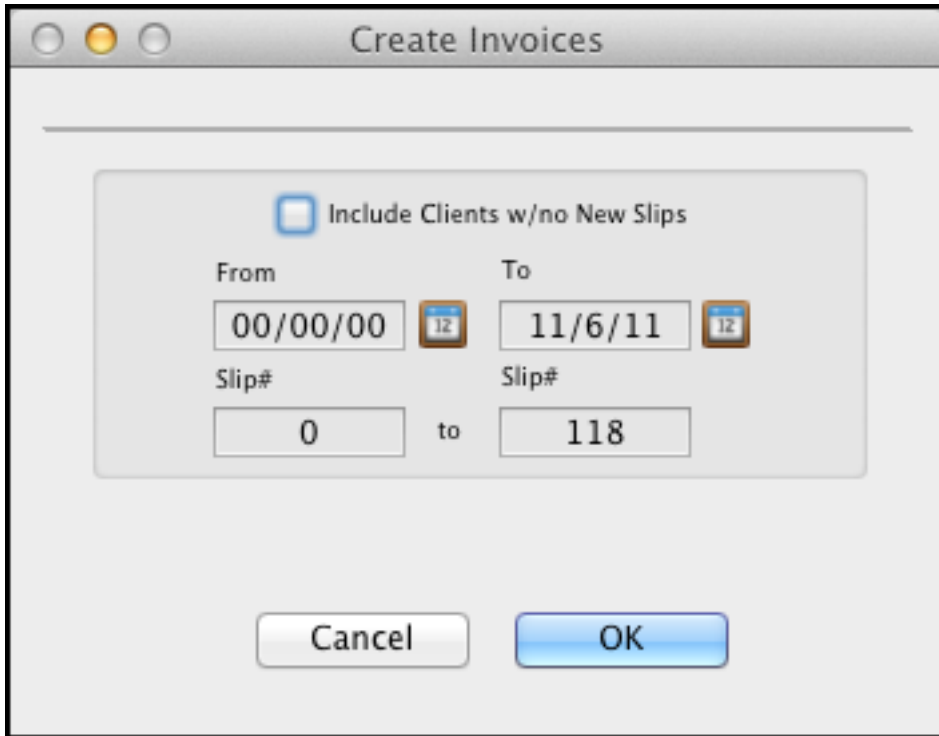


The Client List View window will now show a reduced selection of client names. Click once to highlight the desired client and click the **Create Invoice** icon on the right end of the task bar.



TimeManager 4.0

The **Create Invoices Dialog** will appear. This window allows you to control which slips are included in the invoice on both a date and invoice number basis. If you wish to include all uninvoiced slips up to the present, leave the date range as 00/00/00 to the present date, otherwise, adjust the dates accordingly. Click **OK**. A processing window will briefly appear. Once it disappears, you can verify that the invoice was successfully created by clicking **Invoice** on the palette.

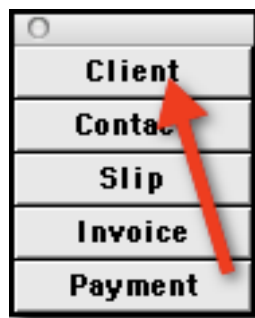


The Invoice list view window will appear. The most recently created invoices will appear at the top.

9.2. Invoice Multi-Matter

To create an invoice for a single matter, click Client on the palette.

TimeManager 4.0



The Client List View window will appear. Click on the **Find** icon to search for the desired client.

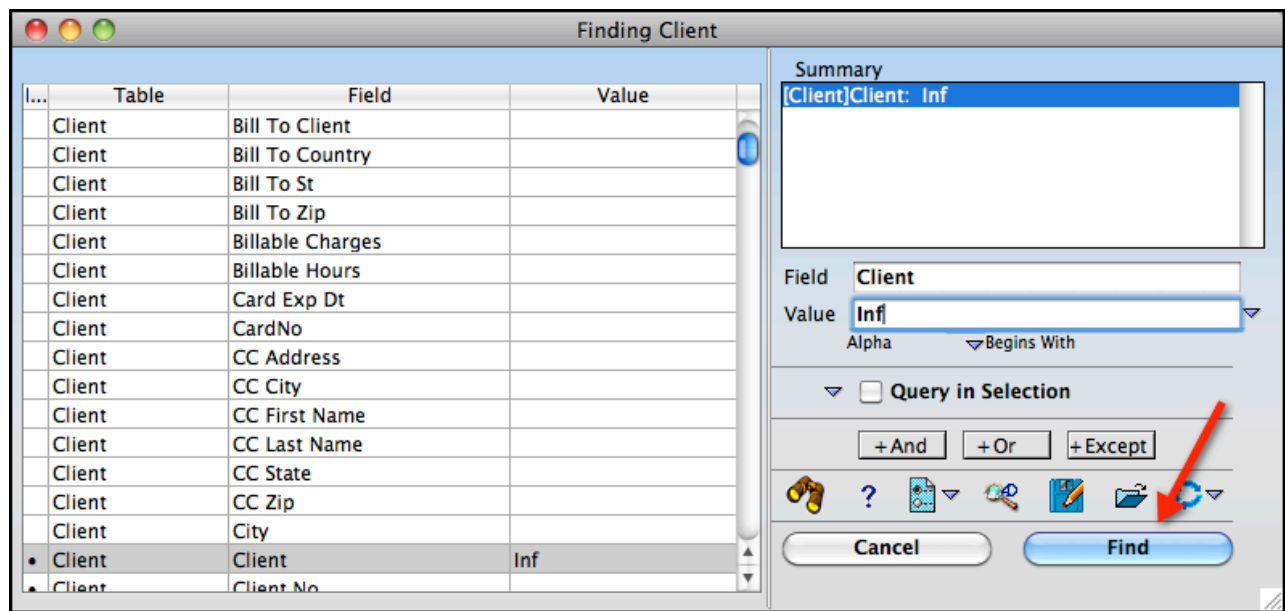
Client: 17 of 17 Records

Find icon highlighted with a red arrow.

No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00
7	Bonner Family Trust	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	450.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
21	Intrepid Logistics	Franklin	MA	(617) 433-9434	0.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00

Enter the first few letters of the client name and click **Find**.

TimeManager 4.0



The Client List View window will now show a narrowed selection of client names. Click once to highlight the desired client.

Warning: To create a multi-matter invoice, the “Multi-Matter Client” checkbox on the client’s invoice settings must be checked. To do so, click the **Inv Set** tab in the client record.

TimeManager 4.0

Client: Record 1 of 1

Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client Infinity Casting Balance \$304.00 Active ☒

Case No

Status Client

Address 1 100 Shannon St Phone (922) 876-4643

Address 2 Unit C Fax (922) 876-4655

City Livermore Email DMaddison@InfinityCasting.com

St Zip Cntry CA 95545-9578 USA WWW InfinityCasting.com

+ Contact Matter Rate Note Inv Payment Slip Retainer **Inv Set**

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Dan	Maddison	President	(922) 876-4643	33

TimeManager 4.0

Client: Record 1 of 1

Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Case No:

Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St: Zip: Cntry: WWW:

Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

☒ Timekeeper Summary On ☒ Display Expense Slip

☒ Hours Summary On Invoice ☐ Display Hourly Data

☒ Timekeeper ID On Time ☒ Display Time

☐ Timekeeper ID On Expense ☐ Display Quantity and Price

☐ Show Slips In Date Ascending ☐ Display Hours Only Total

☐ Summarize Time Slips ☐ Display Rate

☐ Summarize Expense Slips ☐ Summarize

☐ Flat Fee or Base Charge With Time Charge ☐ Summarize Payment

☐ Flat Fee or Base Charge With Expense Charge ☐ Summarize Retainer

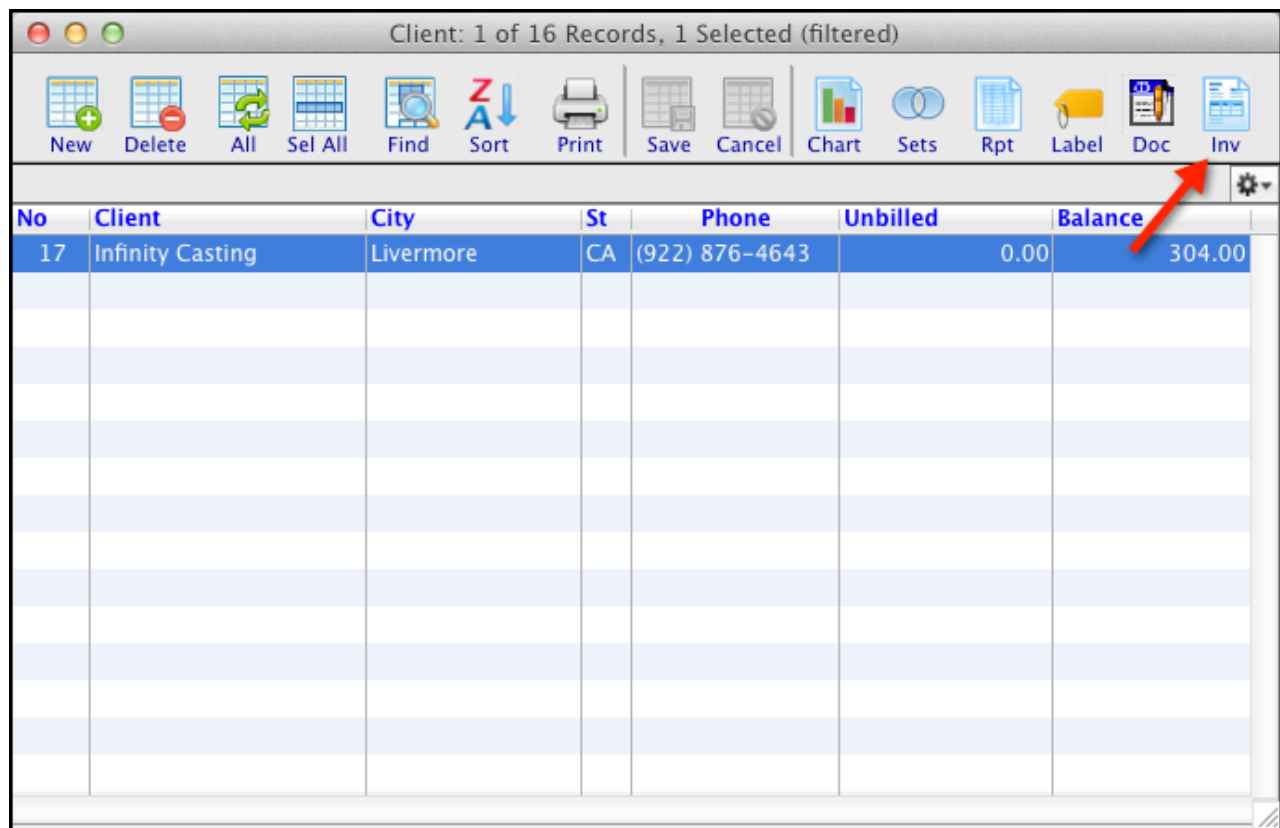
☐ Print Matter Balance Due on Single Matter ☐ Retainer Auto Pay

☒ Display Time Slip Dates ☒ Multi Matter Client

Click the **Save** icon on the task bar to save the settings and return to the Client list view.

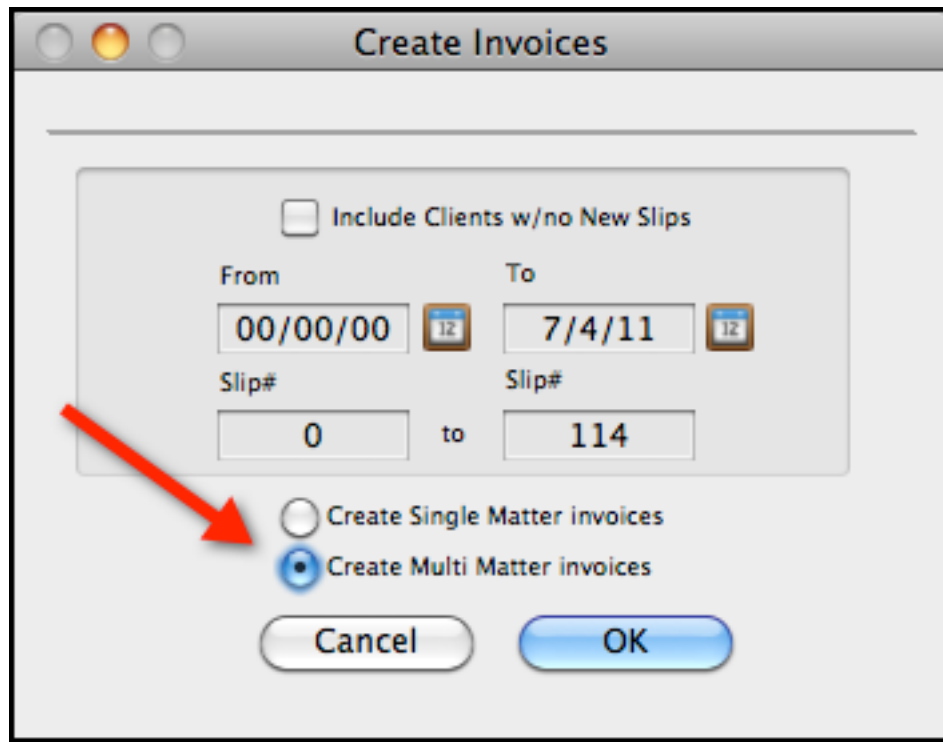
Highlight the client name and click the Create Invoice icon on the right side of the task bar.

TimeManager 4.0



The Create Invoices window will appear. This window allows you to control which slips are included in the invoice on both a date and invoice number basis. If you wish to include all uninvoiced slips up to the present, leave the date range as 00/00/00 to the present date, otherwise, adjust the dates accordingly. Next, click the Create Multi Matter Invoices radio button.

TimeManager 4.0



Click **OK**. A processing window will briefly appear. Once it disappears, you can verify that the invoice was successfully created by clicking Invoice on the palette. The Invoice list view window will appear. The most recently created invoice will appear at the top of the list. Double-click on the invoice to see more details.

TimeManager 4.0

Invoice: Record 5 of 31

Invoice: 50
Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Adj Serv & Exp Before Tax: Amount:
Addr 1: Tax: Credited:
Addr 2: Amount Before Interest: Refunded:
City: Interest: Write Off:
St: Zip: Date Billed: Balance:
Matter: Interest Calculated To:

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

Slips: Total Slip Charges: Total Services:
Non Billable Chgs: Services Adj (+/-):
Total Hours: Billable Chgs: Adjusted Services:
Non Billable Hrs: Slip Adj 1 Total: Total Expenses:
Billable Hrs: Slip Adj 2 Total: Expenses Adj (+/-):
CREDITED FROM: Adj Slip Charges: Adjusted Expenses:
Payments: Retainers: Adjusted Services and Expenses:

9.3. Flat Fee Invoice

Before creating an invoice for a Flat Fee client, you should adjust the invoice settings so that the printed invoice displays information relevant to a flat fee billing agreement. To change invoice settings, click the **Inv Set** tab in the client record.

TimeManager 4.0

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd Balance: \$450.00 Active: ☒

Case No:

Status: Client

Address 1: 3000 Anderson Street Phone: (443) 463-6000

Address 2: Suite 2500 Fax: (443) 466-6009

City: Hollywood Email: AMurphy@IndusLightcom

St: CA Zip: 90038-2546 Cntry: USA WWW: IndusLight.com

+ Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Allen	Murphy	Education Director	(345) 344-4311	35
<input checked="" type="checkbox"/>	Jason	Perili	President	(345) 344-4334	27

Uncheck the boxes that are irrelevant, such as "Display Rate" or "Display Hourly Charges"

TimeManager 4.0

The screenshot shows the 'Client: Record 12 of 16' window. The top toolbar includes icons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, First, Prev, Next, Last, and Inv. The client information is as follows:

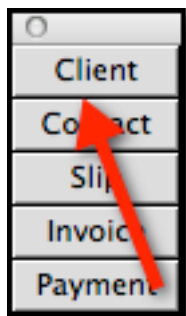
Field	Value
Client	Industrial Lighting, Ltd
Case No	
Address 1	3000 Anderson Street
Address 2	Suite 2500
City	Hollywood
St	CA
Zip	90038-2546
Cntry	USA
Balance	\$450.00
Active	<input checked="" type="checkbox"/>
Status	Client
Phone	(443) 463-6000
Fax	(443) 466-6009
Email	AMurphy@IndusLightcom
WWW	IndusLight.com

Below the client information is a tabbed interface with the following tabs: Contact, Matter, Rate, Note, Inv, Payment, Slip, Retainer, and Inv Set. The 'Inv Set' tab is currently selected, showing a list of settings:

Setting	Value
<input type="checkbox"/> Timekeeper Summary On	
<input type="checkbox"/> Hours Summary On Invoice	
<input type="checkbox"/> Timekeeper ID On Time	
<input type="checkbox"/> Timekeeper ID On Expense	
<input type="checkbox"/> Show Slips In Date Ascending	
<input checked="" type="checkbox"/> Summarize Time Slips	
<input checked="" type="checkbox"/> Summarize Expense Slips	
<input type="checkbox"/> Flat Fee or Base Charge With Time Charge	
<input type="checkbox"/> Flat Fee or Base Charge With Expense Charge	
<input type="checkbox"/> Print Matter Balance Due on Single Matter	
<input type="checkbox"/> Display Time Slip Dates	
<input type="checkbox"/> Display Expense Slip	
<input type="checkbox"/> Display Hourly Data	
<input checked="" type="checkbox"/> Display Time	
<input type="checkbox"/> Display Quantity and Price	
<input type="checkbox"/> Display Hours Only Total	
<input type="checkbox"/> Display Rate	
<input type="checkbox"/> Summarize	
<input type="checkbox"/> Summarize Payment	
<input type="checkbox"/> Summarize Retainer	
<input type="checkbox"/> Retainer Auto Pay	
<input type="checkbox"/> Multi Matter Client	

Once the Invoice Settings are saved, you can proceed to create an invoice.

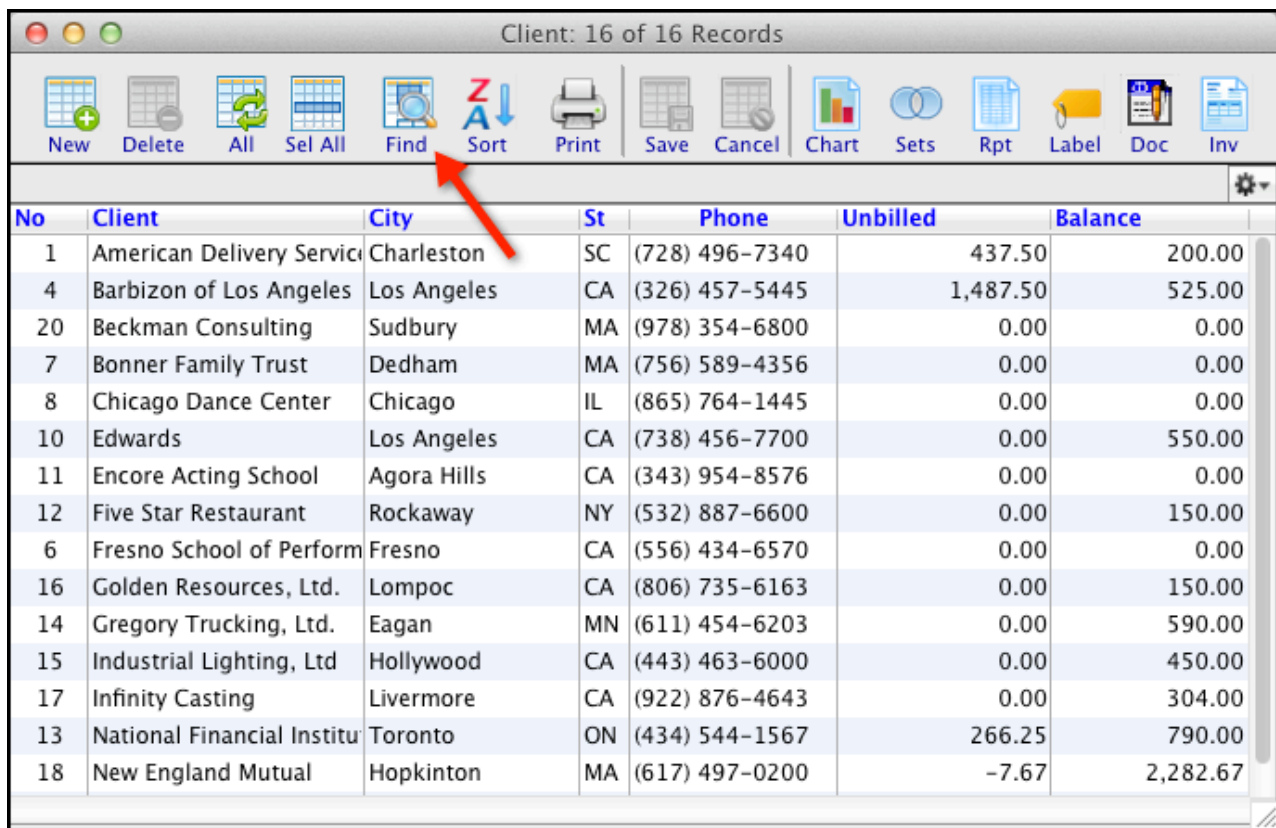
To create an invoice for a Flat Fee client, click Client on the palette.



The Client List View window will appear. Click on the **Find** icon to search for the desired client.

TimeManager 4.0

Client: 16 of 16 Records



No	Client	City	St	Phone	Unbilled	Balance
1	American Delivery Service	Charleston	SC	(728) 496-7340	437.50	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	1,487.50	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00	0.00
7	Bonner Family Trust	Dedham	MA	(756) 589-4356	0.00	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	0.00	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	0.00	150.00
6	Fresno School of Perform	Fresno	CA	(556) 434-6570	0.00	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	0.00	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	0.00	590.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00	450.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	0.00	304.00
13	National Financial Institu	Toronto	ON	(434) 544-1567	266.25	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	-7.67	2,282.67

Enter the first few letters of the client name and click Find.

Finding Client

...	Table	Field	Value
	Client	Bill To Client	
	Client	Bill To Country	
	Client	Bill To St	
	Client	Bill To Zip	
	Client	Billable Charges	
	Client	Billable Hours	
	Client	Card Exp Dt	
	Client	CardNo	
	Client	CC Address	
	Client	CC City	
	Client	CC First Name	
	Client	CC Last Name	
	Client	CC State	
	Client	CC Zip	
	Client	City	
•	Client	Client	Inf
•	Client	Client No	

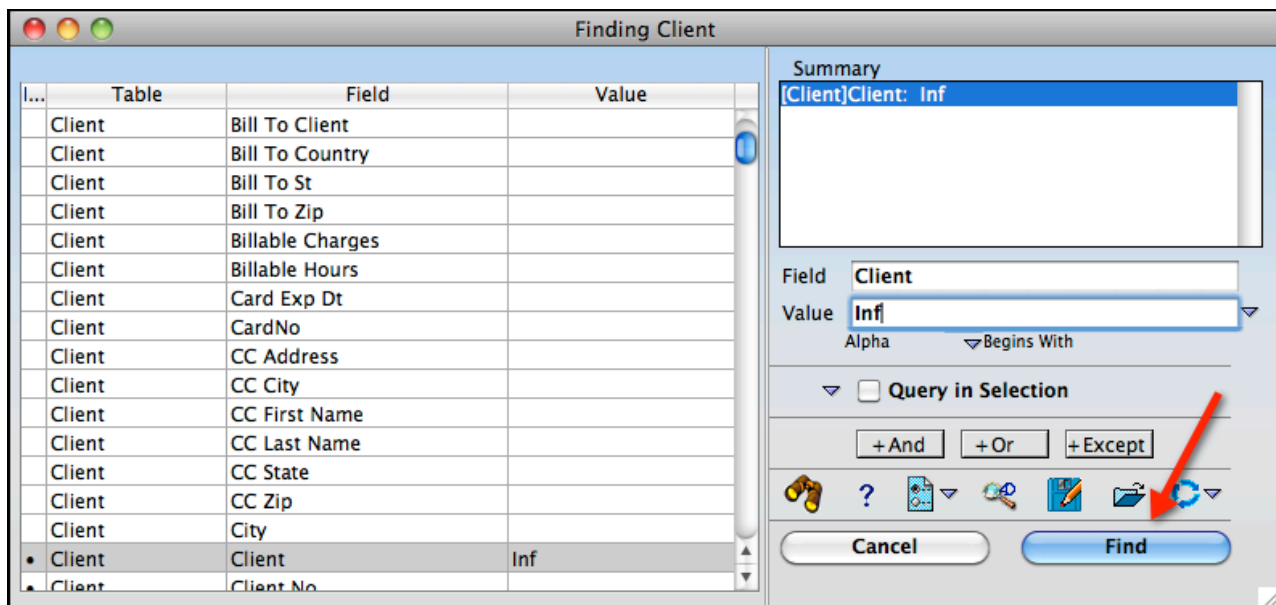
Summary
[Client]Client: Inf

Field: Client
Value: Inf
Alpha ☐ Begins With

☐ Query in Selection

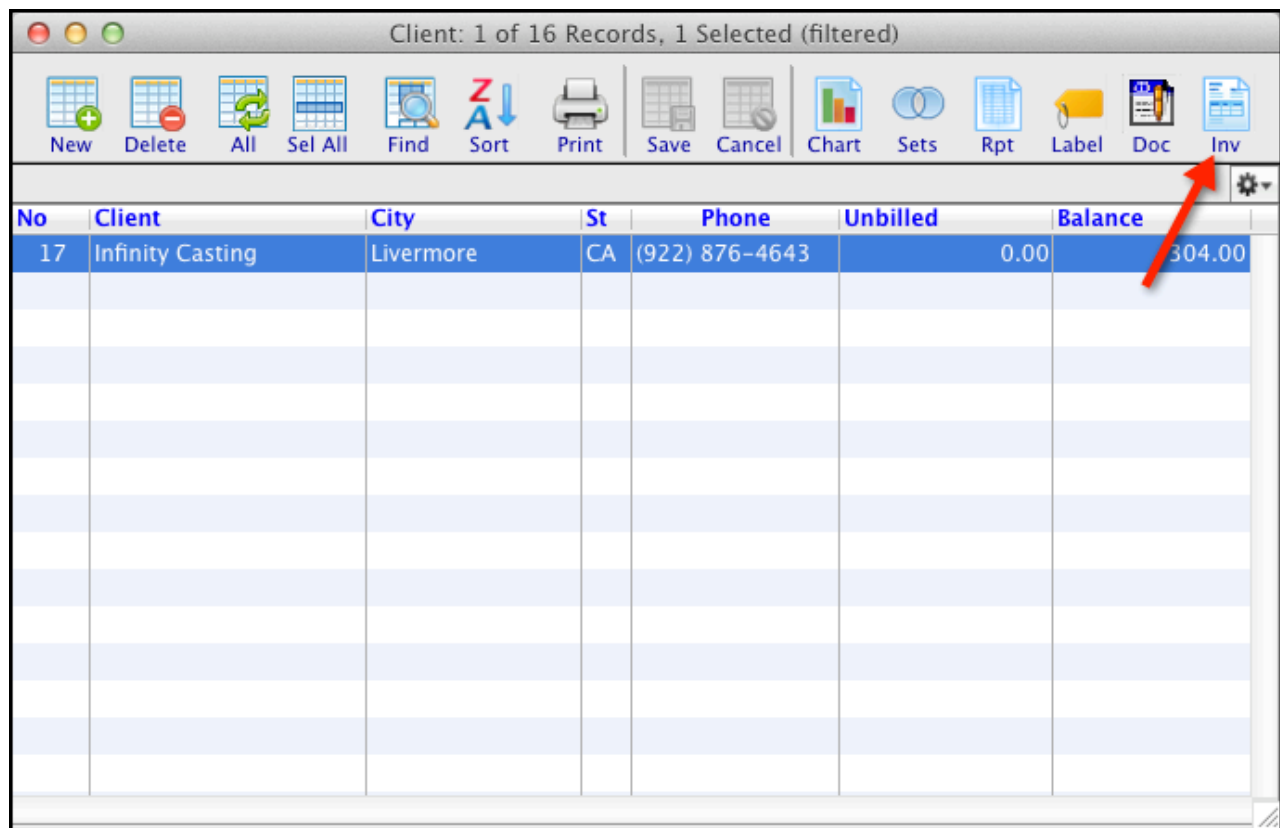
+And +Or +Except

Cancel Find



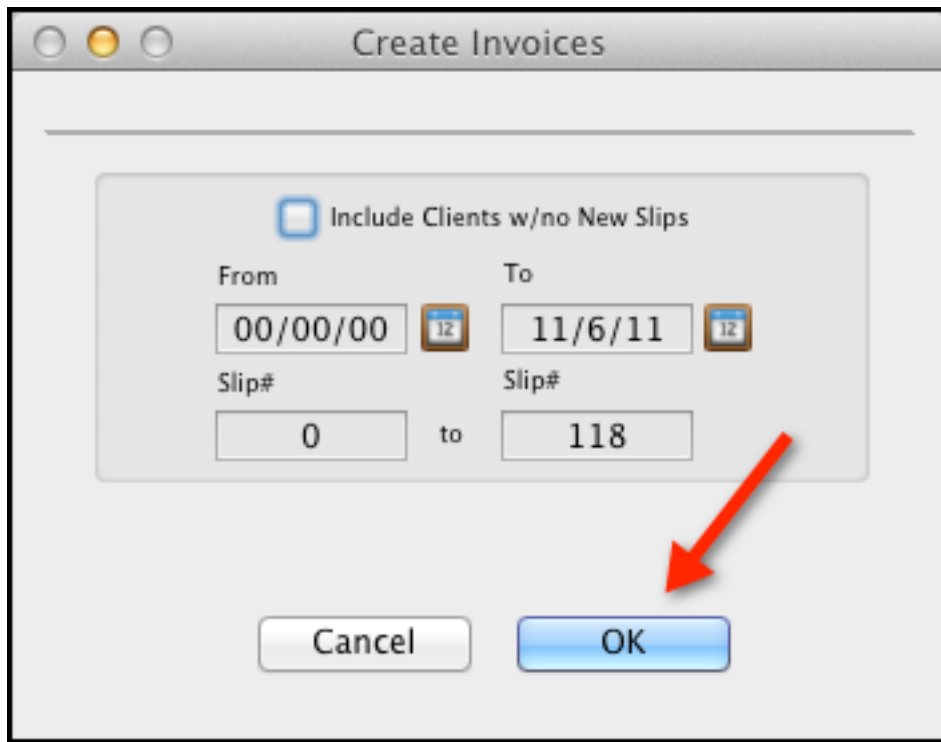
The Client List View window will now show a reduced selection of client names. Click once to highlight the desired client and click the **Create Invoice** icon on the right end of the task bar.

TimeManager 4.0



The Create Invoices dialog will appear. This window allows you to control which slips are included in the invoice on both a date and invoice number basis. If you wish to include all uninvoiced slips up to the present, leave the date range as 00/00/00 to the present date, otherwise, adjust the dates accordingly. Click **OK**. A processing window will briefly appear. Once it disappears, the invoice is complete.

TimeManager 4.0



To view the invoice record, click Invoice on the palette. Click on the newly created invoice.

TimeManager 4.0

Invoice: 20 of 31 Records, 1 Selected (filtered)

New
 Delete
 All
 Sel All
 Find
 Sort
 Print
 Save
 Cancel
 Chart
 Sets
 Rpt
 Label
 Doc
 Inv

No	Client	Matter	Date Billed	Amount	Balance
49	Infinity Casting	ClassMgr S&M	4/1/11	150.00	150.00
48	Infinity Casting	ClassMgr S&M	1/18/11	150.00	0.00
47	Infinity Casting	ClassMgr S&M	10/9/03	2,460.00	4.00
41	Infinity Casting	ClassMgr S&M	3/1/04	150.00	150.00
25	Infinity Casting	ClassMgr S&M	2/1/04	150.00	0.00
22	New England Mutual	TrainMgr S&M	3/1/11	2,295.00	0.00
21	Golden Resources, Ltd.	ClassMgr S&M	3/1/11	150.00	150.00
19	National Financial Institute	TrainMgr S&M	3/1/11	395.00	395.00
11	American Delivery Services, Inc.	ClassMgr S&M	3/1/11	200.00	0.00
6	Willard's National Academy	ClassMgr S&M	3/1/11	150.00	150.00
5	Barbizon of Los Angeles	ClassMgr S&M	3/1/11	525.00	0.00
4	Barbizon of Los Angeles	ClassMgr S&M	2/1/11	525.00	0.00
3	Barbizon of Los Angeles	ClassMgr S&M	1/1/11	525.00	0.00
2	Barbizon of Los Angeles	ClassMgr Sale	12/13/03	590.00	0.00
1	Barbizon of Los Angeles	ClassMgr Sale	12/3/03	12,971.00	0.00

The invoice record window will appear. Here you can see the actual time charges for the slips included in the invoice in the bottom right field. The top right field shows the client's total charge (the flat fee).

TimeManager 4.0

Invoice: Record 7 of 20

Invoice: 48
Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Adj Serv & Exp Before Tax: Amount:
Addr 1: Tax: Credited:
Addr 2: Amount Before Interest: Refunded:
City: Interest: Write Off:
St: Zip: Date Billed: Balance:
Matter: Interest Calculated To:

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

Slips: Total Slip Charges: Total Services:
Non Billable Chgs: Services Adj (+/-):
Total Hours: Billable Chgs: Adjusted Services:
Non Billable Hrs: Slip Adj 1 Total: Total Expenses:
Billable Hrs: Slip Adj 2 Total: Expenses Adj (+/-):
CREDITED FROM: Adj Slip Charges: Adjusted Expenses:
Payments: Retainers: Adjusted Services and Expenses:

9.4. Write-Offs

In the event you need to write-off a portion or all of the services billed to a client, you will want to record it within the invoice. Open the Invoice Record and enter the amount of the write off in the appropriate field.

TimeManager 4.0

Invoice: Record 6 of 20

Invoice: 49
Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: **Infinity Casting** Adj Serv & Exp Before Tax: **150.00** Amount: **150.00**
Addr 1: **100 Shannon St** Tax: **0.00** Credited: **0.00**
Addr 2: **Unit C** Amount Before Interest: **150.00** Refunded: **0.00**
City: **Livermore** Interest: **0.00** Write Off: **50.00**
St: **CA** Zip: **95545-9578** Date Billed: **04/01/11** Balance: **100.00**
Matter: **ClassMgr S&M** Interest Calculated To: **00/00/00**

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

Slips: 1	Total Slip Charges: 150.00	Total Services: 0.00
Total Hours: 0	Non Billable Chgs: 0.00	Services Adj (+/-): 0.00
Non Billable Hrs: 0	Billable Chgs: 150.00	Adjusted Services: 0.00
Billable Hrs: 0	Slip Adj 1 Total: 0.00	Total Expenses: 150.00
CREDITED FROM:	Slip Adj 2 Total: 0.00	Expenses Adj (+/-): 0.00
Payments: 0.00	Adj Slip Charges: 150.00	Adjusted Expenses: 150.00
	Retainers: 0.00	Adjusted Services and Expenses: 150.00

The balance will now reflect the adjusted amount (minus the write off).

9.5. Invoice Settings

Invoice settings determine what information is displayed on the invoices you print for clients. Invoice settings can be customized for each client. To adjust invoice settings, open the client record and click the **Inv Set** tab.

TimeManager 4.0

Client: Record 13 of 16

Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Case No: Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St Zip Cntry: WWW:

Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

+ Double click to display record

Prime	First Name	Last Name	Title	Work Phone	Ext
<input checked="" type="checkbox"/>	Dan	Maddison	President	(922) 876-4643	33

The Invoice Setting subform will appear. Click on any of the checkboxes to add that feature to the printed invoice. For an explanation of any feature, hold your mouse over the term for a moment. A yellow text box will appear with an explanatory sentence.

TimeManager 4.0

The screenshot shows the 'Client: Record 13 of 16' window in TimeManager 4.0. The window has a title bar with standard Mac OS buttons. Below the title bar is a toolbar with icons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, First, Prev, Next, Last, and Inv. The main area contains client information for 'Infinity Casting'. The 'Client' field is filled with 'Infinity Casting'. The 'Balance' is '\$304.00' and 'Active' is checked. The 'Status' is 'Client'. The 'Phone' is '(922) 876-4643', 'Fax' is '(922) 876-4655', 'Email' is 'DMaddison@InfinityCasting.com', and 'WWW' is 'InfinityCasting.com'. The 'Address 1' is '100 Shannon St', 'Address 2' is 'Unit C', 'City' is 'Livermore', 'St' is 'CA', 'Zip' is '95545-9578', and 'Cntry' is 'USA'. Below this is a tabbed interface with tabs for Contact, Matter, Rate, Note, Inv, Payment, Slip, Retainer, and Inv Set. The 'Inv Set' tab is selected, showing a list of checkboxes for invoice settings. The 'Inv' tab is also visible, showing a list of checkboxes for invoice settings.

Client: Record 13 of 16

Client: 17

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Case No: Status:

Address 1: Phone:

Address 2: Fax:

City: Email:

St: Zip: Cntry: WWW:

Contact Matter Rate Note Inv Payment Slip Retainer Inv Set

☒ Timekeeper Summary On ☒ Display Expense Slip

☒ Hours Summary On Invoice ☐ Display Hourly Data

☒ Timekeeper ID On Time ☒ Display Time

☐ Timekeeper ID On Expense ☐ Display Quantity and Price

☐ Show Slips In Date Ascending ☐ Display Hours Only Total

☐ Summarize Time Slips ☐ Display Rate

☐ Summarize Expense Slips ☐ Summarize

☐ Flat Fee or Base Charge With Time Charge ☐ Summarize Payment

☐ Flat Fee or Base Charge With Expense Charge ☐ Summarize Retainer

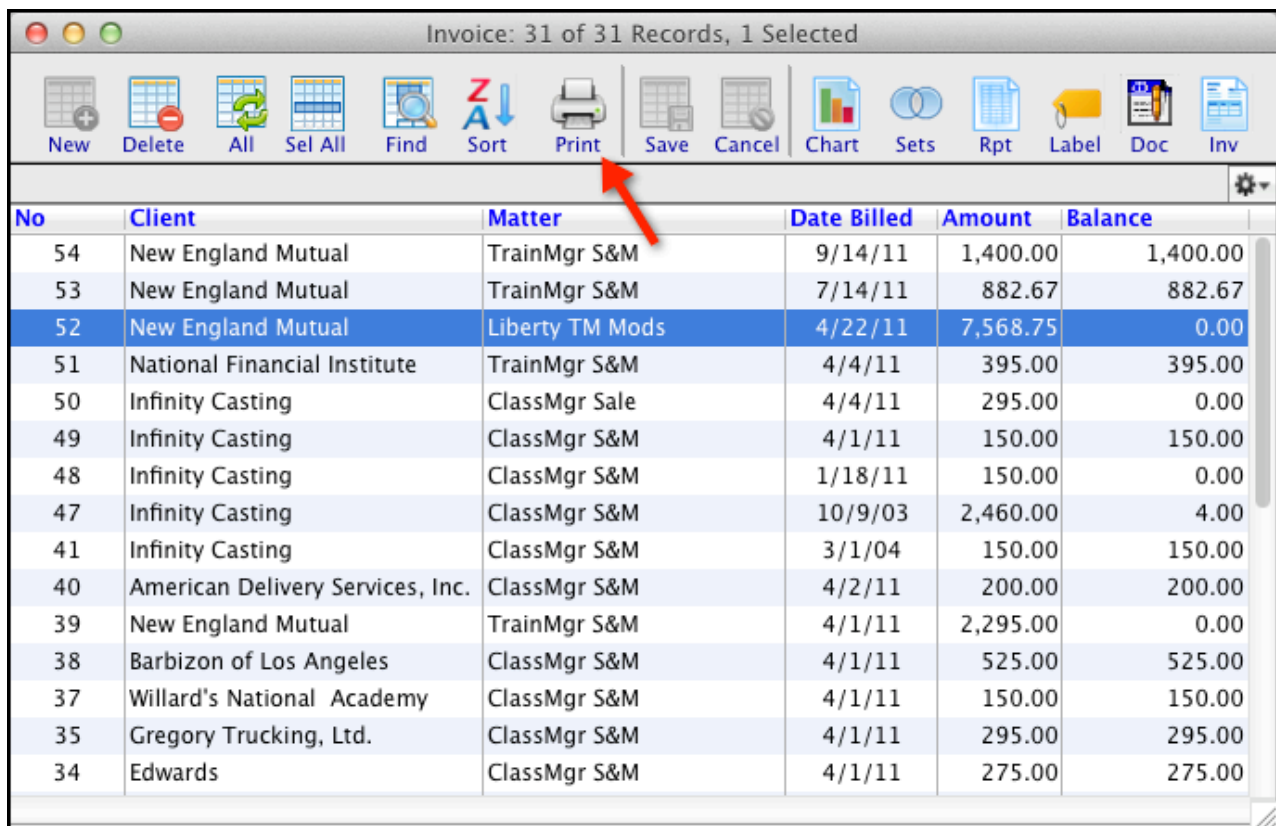
☐ Print Matter Balance Due on Single Matter ☐ Retainer Auto Pay

☒ Display Time Slip Dates ☒ Multi Matter Client

9.6. Printing Invoices

To print a single invoice, click Invoice on the palette. The Invoice list view window will appear. Click once to highlight the invoice you wish to print and then click the **Print** icon on the task bar.

TimeManager 4.0



No	Client	Matter	Date Billed	Amount	Balance
54	New England Mutual	TrainMgr S&M	9/14/11	1,400.00	1,400.00
53	New England Mutual	TrainMgr S&M	7/14/11	882.67	882.67
52	New England Mutual	Liberty TM Mods	4/22/11	7,568.75	0.00
51	National Financial Institute	TrainMgr S&M	4/4/11	395.00	395.00
50	Infinity Casting	ClassMgr Sale	4/4/11	295.00	0.00
49	Infinity Casting	ClassMgr S&M	4/1/11	150.00	150.00
48	Infinity Casting	ClassMgr S&M	1/18/11	150.00	0.00
47	Infinity Casting	ClassMgr S&M	10/9/03	2,460.00	4.00
41	Infinity Casting	ClassMgr S&M	3/1/04	150.00	150.00
40	American Delivery Services, Inc.	ClassMgr S&M	4/2/11	200.00	200.00
39	New England Mutual	TrainMgr S&M	4/1/11	2,295.00	0.00
38	Barbizon of Los Angeles	ClassMgr S&M	4/1/11	525.00	525.00
37	Willard's National Academy	ClassMgr S&M	4/1/11	150.00	150.00
35	Gregory Trucking, Ltd.	ClassMgr S&M	4/1/11	295.00	295.00
34	Edwards	ClassMgr S&M	4/1/11	275.00	275.00

The Report Manager window will appear. Select the desired invoice format from the list on the left and click **Print**.

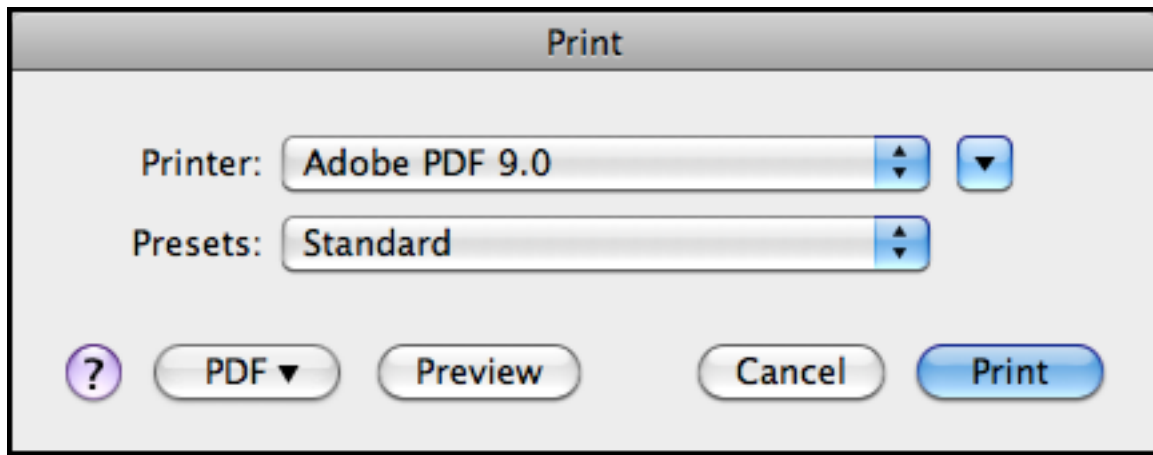
If you want to see how the invoice will appear before you send it to your printer, click the **Preview** button.

You can print directly from the preview screen by clicking the printer icon, or you can cancel by clicking the **Cancel** button on the bottom right of the form.

9.7. Emailing Invoices

To email an invoice, you must convert it into a PDF document. Follow the same steps outlined in Chapter 9.5 Printing invoices. Once you click Print on the Report Manager, the Print options window will appear.

TimeManager 4.0

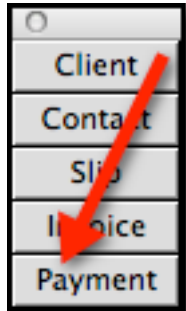


A new window will appear prompting you to save the document. Chose a name for the document and a folder where you will save it. Once saved, you can add the invoice as an attachment from your email account.

10. Payments

10.1. Entering Payments

To enter a new payment click Payment on the palette.



The Payment list view window will appear. Click on the **New** record icon on the left side of the task bar.

The Payment New Record window will appear. Select the client's name in the Client field. TimeManager will automatically display all the invoices assigned to that client. Payments may be entered either as a single entry or by the dozens at a time in batch mode. Enter the amount of the payment in the **Amount** field on the top right corner. You may also enter the check number in the Check No field and the check date.

TimeManager 4.0

Payment: Record 1 of 17

Payment: 18
Client: 14

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Gregory Trucking, Ltd.
Pay Method: Check
Payment Date: 10/4/11
Check No: 4765
Check Date: 10/2/11

Amount: 590.00
Adjustment: 0
Refunded: 0.00
Net Payment: 590.00
Applied To Invoices: 0.00
Applied To Retainers: 0.00
Applied: 0.00
Unapplied: 590.00

Auto Apply

Invoices Retainers Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
35	4/1/11	CM S&M	295.00	0.00	0.00	0.00	295.00
26	3/1/11	CM S&M	295.00	0.00	0.00	0.00	295.00
2			590.00	590.00	0.00	0.00	590.00

10.2. Applying Payments

After you have entered a payment from a client, you must apply that payment to an invoice or to multiple invoices in order to bring down the balance owed on those invoices.

There are two ways to apply a payment:

Manual Apply – This option allows you to apply the funds to a particular invoice. To use this method, double click on the invoice to which you wish to apply the funds.

TimeManager 4.0

Payment: Record 1 of 17

Payment: 18
Client: 14

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Gregory Trucking, Ltd.
Pay Method: Check
Payment Date: 10/4/11
Check No: 1749
Check Date: 10/2/11

Amount: 295.00
Adjustment: 0
Refunded: 0.00
Net Payment: 295.00
Applied To Invoices: 0.00
Applied To Retainers: 0.00
Applied: 0.00
Unapplied: 295.00

Auto Apply

Invoices Retainers Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
35	4/1/11	CM S&M	295.00	0.00	0.00	0.00	295.00
26	3/1/11	CM S&M	295.00	0.00	0.00	0.00	295.00
2			590.00	590.00	0.00	0.00	590.00

A pop-up window will appear. You will be asked to determine how much of the payment you would like to apply to the selected invoice. The full payment amount will appear by default. Click OK if you would like to apply the entire payment amount to the invoice.

TimeManager™

Enter transaction amount

295

Cancel OK

After you click OK, the payment will appear in the Credit column on the Invoice form view and the invoice will display a new adjusted balance.

TimeManager 4.0

Payment: Record 1 of 1

Payment: 18
Client: 14

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Gregory Trucking, Ltd.
Pay Method: Check
Payment Date: 10/4/11
Check No: 1749
Check Date: 10/2/11

Amount: 295.00
Adjustment: 0
Refunded: 0.00
Net Payment: 295.00
Applied To Invoices: 295.00
Applied To Retainers: 0.00
Applied: 295.00
Unapplied: 0.00

Auto Apply

Invoices Retainers Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
35	4/1/11	CM S&M	295.00	0.00	0.00	0.00	295.00
26	3/1/11	CM S&M	295.00	295.00	0.00	0.00	0.00
2			590.00	590.00	295.00	0.00	295.00

Auto Apply – This option will cause the funds to be applied against the oldest invoice and then to the next oldest invoice. To use this method, simply click the Auto Apply button in the middle of the Payment form view.

TimeManager 4.0

Payment: Record 1 of 18

Payment: 19
Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Pay Method: Check
Payment Date: 10/4/11
Check No: 54644
Check Date: 10/2/11

Amount: 1,000.00
Adjustment: 0
Refunded: 0.00
Net Payment: 1,000.00
Applied To Invoices: 0.00
Applied To Retainers: 0.00
Applied: 0.00
Unapplied: 1,000.00

Auto Apply

Retainers Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
54	9/14/11	TM S&M	1,400.00	0.00	0.00	0.00	1,400.00
53	7/14/11	TM S&M	882.67	0.00	0.00	0.00	882.67
52	4/22/11	Lib TM Mod	7,568.75	7,568.75	0.00	0.00	0.00
39	4/1/11	TM S&M	2,295.00	2,295.00	0.00	0.00	0.00
22	3/1/11	TM S&M	2,295.00	2,295.00	0.00	0.00	0.00
5			14,441.42	14,441.42	12,158.75	0.00	2,282.67

The payment will now appear in the Credited column.

TimeManager 4.0

Payment: Record 1 of 1

Payment: 19
Client: 0

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Pay Method: Check
Payment Date: 10/4/11
Check No: 54644
Check Date: 10/2/11
Auto Apply

Amount: 1,000.00
Adjustment: 0.00
Refunded: 0.00
Net Payment: 1,000.00
Applied To Invoices: 1,000.00
Applied To Retainers: 0.00
Applied: 1,000.00
Unapplied: 0.00

Retainers Note Transactions
Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance	
54	9/14/11	TM S&M	1,400.00	117.33	117.33	0.00	0.00	1,282.67
53	7/14/11	TM S&M	882.67	882.67	882.67	0.00	0.00	0.00
52	4/22/11	Lib TM Mod	7,568.75	7,568.75	0.00	0.00	0.00	0.00
39	4/1/11	TM S&M	2,295.00	2,295.00	0.00	0.00	0.00	0.00
22	3/1/11	TM S&M	2,295.00	2,295.00	0.00	0.00	0.00	0.00
0			0.00	0.00	0.00	0.00	0.00	0.00

10.3. Transactions

Every time a payment is applied, TimeManager creates a record of that application of funds in the form of a transaction. To see how a particular payment was applied, click on the Transaction tab in the Payment form view.

TimeManager 4.0

Payment: Record 1 of 1

Payment: 19
Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Pay Method: Check
Payment Date: 10/4/11
Check No: 54644
Check Date: 10/2/11

Amount: 1,000.00
Adjustment: 0.00
Refunded: 0.00
Net Payment: 1,000.00
Applied To Invoices: 1,000.00
Applied To Retainers: 0.00
Applied: 1,000.00
Unapplied: 0.00

Invoices Retainers Note Transactions

To update or delete one record, click the record first, then click the button

Update One Delete One Delete All

No	Date	Amount	Payment	Retainer	Invoice	Refund
43	10/4/11	882.67	19		53	
44	10/4/11	117.33	19		54	

If you should ever need to delete a payment, **you must first delete the transaction**. You can do this by highlighting the transaction and clicking the Delete One button, or by clicking Delete All if there are multiple transactions that you want to delete.

11. Retainers

Retainers are funds given by a client to a firm to be used to pay for futures services and expenses rendered on behalf of the client. TimeManager can maintain multiple retainer accounts for a client.

11.1. Creating a Retainer Account

To establish a retainer for a client, open that client's record and click on the Retainer tab on the bottom half of the client record.

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd
Nickname:
ClientAddress: 3000 Anderson Street
Address 2: Suite 2500
City: Hollywood
St Zipcountry: CA 90038-2546 USA
Balance: \$450.00
Active: ☒
Status: Client
Phone: (443) 463-6000
Fax: (443) 466-6009
Email: AMurphy@IndusLightcom
WWW: IndusLight.com

Contact Jobs Rate Note Inv Payment Slip Retainer Inv Set

+ Double click to display record

Name	Deposits	Withdrawals	Net	Applied	Unapplied
0	0.00	0.00	0.00	0.00	0.00

Click on the + button. The Retainer Input form will appear. Enter a name for the retainer account and enter the date it was created. Click on the **Save** icon to save the new retainer account.

TimeManager 4.0

Client: Record 12 of 16

Retainer: 4
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd
Name: Industrial
Created: 00/00/00
Description: Employment discrimination suit.

Deposits: \$0.00
Withdrawals: \$0.00
Net Deposits: \$0.00
Applied: \$0.00
Unapplied: \$0.00

Invoices Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
27	3/1/11	CM S&M	450.00	0.00	0.00	0.00	450.00
1			450.00	0.00	0.00	0.00	450.00

11.2. Deposit to Retainer Accounts

To fund a retainer, you must deposit funds to the firm by creating a payment record as shown in Chapter 10.1. Once you have created the payment, click on the Retainer tab. You should see the name of the retainer account you earlier created. Double click on the retainer.

TimeManager 4.0

Client: Record 12 of 16

Payment: 20
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd

Pay Method: Check

Payment Date: 10/4/11

Check No: 54678

Check Date: 10/3/11

Amount: 8,000.00

Adjustment: 0

Refunded: 0.00

Net Payment: 8,000.00

Applied To Invoices: 0.00

Applied To Retainers: 0.00

Applied: 0.00

Unapplied: 8,000.00

Invoices Retainers Note Transactions

Double click to fund retainer

Name	Deposits	Withdrawals	Net	Applied	Unapplied
1	0.00	0.00	0.00	0.00	0.00

A pop-up window will appear where you will be asked to confirm how much of the payment you wish to deposit to the retainer. Click **OK**.

TimeManager™

Enter transaction amount

8000

Cancel OK

The funds will now appear in the Deposits column on the retainer.

TimeManager 4.0

Client: Record 11 of 16

Payment: 22
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd
Pay Method: Check
Payment Date: 10/4/11
Check No: 2343
Check Date: 10/2/11

Amount: 8,000.00
Adjustment: 0.00
Refunded: 0.00
Net Payment: 8,000.00
Applied To Invoices: 0.00
Applied To Retainers: 8,000.00
Applied: 8,000.00
Unapplied: 0.00

Invoices Retainers Note Transactions

Double click to fund retainer

Name	Deposits	Withdrawals	Net	Applied	Unapplied
Industrial	8,000.00 8,000.00	0.00	8,000.00	0.00	8,000.00
1	0.00	0.00	0.00	0.00	0.00

11.3. Payments from Retainer

Once the retainer account has funds in it, you will be able to apply those funds to an invoice. To pay an invoice with retainer funds, go to the client record and click on the Retainer tab. Double-click on the retainer account. The Retainer subform will appear.

TimeManager 4.0

Client: Record 11 of 16

Retainer: 4
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd
Name: Industrial
Created: 10/4/11
Description: Employment discrimination suit.

Deposits: \$8,000.00
Withdrawals: \$0.00
Net Deposits: \$8,000.00
Applied: \$0.00
Unapplied: \$8,000.00

Invoices Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
27	3/1/11	CM S&M	450.00	0.00	0.00	0.00	450.00
1			450.00	0.00	0.00	0.00	450.00

Double-click on the invoice you wish to pay with the retainer funds. A pop-up window will appear asking you to confirm how much you wish to apply to the invoice. Click OK.

TimeManager™

Enter transaction amount

450

Cancel OK

TimeManager 4.0

Client: Record 11 of 16

Retainer: 4
Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Industrial Lighting, Ltd
Name: Industrial
Created: 10/4/11
Description: Employment discrimination suit.

Deposits: \$8,000.00
Withdrawals: \$0.00
Net Deposits: \$8,000.00
Applied: \$450.00
Unapplied: \$7,550.00

Invoices Note Transactions

Double click to apply funds

No	Date Billed	Jobs	Amount	Credited	Refunded	Write Off	Balance
27	3/1/11	CM S&M	450.00	450.00	450.00	0.00	0.00
1			450.00	450.00	0.00	0.00	0.00

The invoice will now show a credit and the retainer will show a lower balance.

11.4. Auto Payment from Retainer

TimeManager can apply retainer funds from a particular client automatically as that client's invoices are created. To enable this function, go to the client record and click on the **Inv Set** tab. Check the **Retainer Auto Pay** checkbox and click the **Save** icon on the task bar to save the new setting.

TimeManager 4.0

Client: Record 11 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd
Nickname:
ClientAddress: 3000 Anderson Street
Address 2: Suite 2500
City: Hollywood
St ZipCountry: CA 90038-2546 USA

Balance: \$0.00 Active: ☒
Status: Client
Phone: (443) 463-6000
Fax: (443) 466-6009
Email: AMurphy@IndusLightcom
WWW: IndusLight.com

Contact Jobs Rate Note Inv Payment Slip Retainer Inv Set

☒ Timekeeper Summary On
☒ Hours Summary On Invoice
☒ Timekeeper ID On Time
☐ Timekeeper ID On Expense
☐ Show Slips In Date Ascending
☐ Summarize Time Slips
☐ Summarize Expense Slips
☐ Flat Fee or Base Charge With Time Charge
☐ Flat Fee or Base Charge With Expense Charge
☐ Print Matter Balance Due on Single Matter
☒ Display Time Slip Dates

☒ Display Expense Slip
☐ Display Hourly Data
☒ Display Time
☐ Display Quantity and Price
☐ Display Hours Only Total
☐ Display Rate
☐ Summarize
☐ Summarize Payment
☐ Summarize Retainer
☒ Retainer Auto Pay
☐ Multi Matter Client

12. Refunds

12.1. Refunding a Payment

To refund a payment, open the Client Record for the particular client to whom the refund should be applied. Refunds can only be issued if there is already a payment on record. Click the Payment tab to verify that a payment has been recorded. (If there is no payment shown, you will first have to enter the payment before logging a refund.)

Client: Record 14 of 16

Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Nickname: Status:

ClientAddress: Phone:

Address 2: Fax:

City: Email:

St ZipCountry: WWW:

+ Contact Jobs Rate Note Inv **Payment** Slip Retainer Inv Set

Double click to display record

No	Date	Amount	Adj	Refunded	Net	Applied	Unapplied
19	10/4/11	1,000.00	\$0.00	0.00	1,000.00	1,000.00	0.00
17	7/14/08	9,863.75	\$0.00	0.00	9,863.75	9,863.75	0.00
16	3/28/08	2,295.00	\$0.00	0.00	2,295.00	2,295.00	0.00
3		13,158.75	0.00	0.00	13,158.75	13,158.75	0.00

Click the scroll icon on the right to advance the tabs.

TimeManager 4.0

Client: Record 14 of 16

Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: New England Mutual Balance: \$1,282.67 Active: ☒

Nickname: New Status: Client

ClientAddress: 71 Frankland Road Phone: (617) 497-0200

Address 2: Suite 450 Fax: (617) 487-4334

City: Hopkinton Email: tcoogan@atlantic-associates.com

St: MA Zip: 01748-1231 Country: USA WWW: LibertyMutual.com

+ Contact Jobs Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

No	Date	Amount	Adj	Refunded	Net	Applied	Unapplied
19	10/4/11	1,000.00	\$0.00	0.00	1,000.00	1,000.00	0.00
17	7/14/08	9,863.75	\$0.00	0.00	9,863.75	9,863.75	0.00
16	3/28/08	2,295.00	\$0.00	0.00	2,295.00	2,295.00	0.00
3		13,158.75	0.00	0.00	13,158.75	13,158.75	0.00

Select the Refund tab to open a new Refund record.

TimeManager 4.0

Client: Record 2 of 16

Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: New England Mutual Balance: \$2,282.67 Active: ☒

Nickname: New Status: Client

Address 1: 71 Frankland Road Phone: (617) 497-0200

Address 2: Suite 450 Fax: (617) 487-4334

City: Hopkinton Email: tcoogan@atlantic-associates.com

St: MA Zip: 01748-1231 Country: USA WWW: LibertyMutual.com

Flat Int Tax Refund SUM 1 SUM 2 Transaction Credit Card

+ Double click to display record

No	Date	Pay Method	Amount	Applied	Unapplied
0			0.00	0.00	0.00

Click on the + button to open a new refund record. Click in the "Pay Method" field to select how you will issue the client the refund (via check, credit card, wire transfer, etc.). If the refund is being paid via check, enter the check number and date. Enter the amount of the refund in the "Amount" field in the top right corner. Now double click on the payment to apply the refund.

TimeManager 4.0

Client: Record 15 of 16

Refund: 1
Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual Amount: \$100.00
Pay Method: Check Applied: \$0.00
Payment Date: 10/4/11 Applied To Payments: \$0.00
Check No: 2244 Applied To Retainer Withdrawals: \$0.00
Check Date: 10/4/11 Applied To Invoices: \$0.00
Unapplied: \$100.00

Retainers Invoices Note Transactions

Double click to apply refund

No	Date	Amount	Adj	Refunded	Net	Applied	Unapplied
1	3/22/08	200.00	0.00	0.00	\$0.00	200.00	200.00
3		13,158.75		0.00	0.00	13,158.75	13,158.75

A dialog box will appear asking you to confirm the amount of the refund.

TimeManager™

Enter transaction amount

100

Cancel OK

Click OK. The refund will automatically be applied to the payment.

TimeManager 4.0

Client: Record 14 of 16

Refund: 1
Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Pay Method: Check
Payment Date: 10/4/11
Check No: 2244
Check Date: 10/4/11

Amount: \$100.00
Applied: \$0.00
Applied To Payments: \$0.00
Applied To Retainer Withdrawals: \$0.00
Applied To Invoices: \$0.00
Unapplied: \$100.00

Payments Retainers Invoices Note Transactions

Double click to apply refund

No	Date	Amount	Adj	Refunded	Net	Applied	Unapplied
1	3/22/08	200.00	0.00	0.00	\$0.00	200.00	0.00
3		13,158.75		0.00	0.00	13,158.75	0.00

12.2. Refunding a Retainer

Note: To issue a retainer refund, the client must have money in the retainer account. Open the Client Record for the particular client to whom the refund should be applied. Click on

TimeManager 4.0

the scroll icon to the right of the tabs to advance to the Refund tab. Click Refund.

Client: Record 2 of 16

Client: 18

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: New England Mutual Balance: \$2,282.67 Active: ☒

Nickname: New Status: Client

Address 1: 71 Frankland Road Phone: (617) 497-0200

Address 2: Suite 450 Fax: (617) 487-4334

City: Hopkinton Email: tcoogan@atlantic-associates.com

St: MA Zip: 01748-1231 Country: USA WWW: LibertyMutual.com

Flat Int Tax Refund SUM 1 SUM 2 Transaction Credit Card

+ Double click to display record

No	Date	Pay Method	Amount	Applied	Unapplied
0			0.00	0.00	0.00

Click the + button to open a new refund record. The Refund: New Record window will open. Select a mode of payment for the refund in the Payment Method field (cash, check, etc.). Enter the amount of the refund in the Amount field.

TimeManager 4.0

Client: Record 3 of 16

Refund: 2
Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last

Client: Beckman Consulting Amount: \$5,000.00
Pay Method: Check Applied: \$0.00
Payment Date: 10/04/11 Applied To Payments: \$0.00
Check No: 3433 Applied To Retainer Withdrawals: \$0.00
Check Date: 10/4/11 Applied To Invoices: \$0.00
Unapplied: \$5,000.00

Payments Retainers Invoices Note Transactions

Double click to apply refund

Name	Deposits	Withdrawals	Net	Applied	Unapplied
Beckman	8,000.00	0.00	8,000.00	0.00	8,000.00
1	8,000.00	0.00	8,000.00	0.00	8,000.00

Click on the Retainers tab. Click on the retainer that appear in the subform. A small dialog window will appear.

TimeManager™

Enter transaction amount

5000

Cancel OK

If the amount of the refund is correct, click OK. Click on the Retainer tab in the Client record window to see the new retainer balance. The refund will appear under the "Withdrawals" column in the subform.

TimeManager 4.0

Client: Record 16 of 16

Client: 20

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Nickname:

Status:

ClientAddress: Phone:

Address 2: Fax:

City: Email:

St ZipCountry: WWW:

+ Contact Jobs Rate Note Inv Payment Slip Retainer Inv Set

Double click to display record

Name	Deposits	Withdrawals	Net	Applied	Unapplied
Beckman	8,000.00	5,000.00	3,000.00	0.00	3,000.00
1	8,000.00	5,000.00	3,000.00	0.00	3,000.00

13. Interest

13.1. Setting an Interest Rate

TimeManager allows you to set an interest rate for unpaid invoices and to determine at what point that interest charges will begin accumulating. You can set interest in three ways: for a single invoice only, for a particular client only, or across the entire firm.

To set an interest rate for a single invoice, click Invoice on the palette to open the Invoice list view. Select the invoice to which you wish to apply interest and double-click on it to open the record. Click on the Interest tab.

The screenshot shows the 'Invoice: Record 1 of 31' window. The top toolbar includes buttons for New, Delete, All, Sel All, Find, Sort, Print, Save, Cancel, and navigation arrows. The main form displays client information (New England Mutual, 71 Frankland Road, Suite 450, Hopkinton, MA, 01748-1231, Jobs: TrainMgr S&M) and invoice details (Adj Serv & Exp Before Tax: 1,400.00, Tax: 0.00, Amount: 1,400.00, Credited: 117.33, Refunded: 0.00, Write Off: 0.00, Balance: 1,282.67, Date Billed: 9/14/11). The 'Interest' subform is active, showing a summary of charges (Total Slip Charges: 1,400.00, Non Billable Chgs: 0.00, Billable Chgs: 1,400.00, Slip Adj 1 Total: 0.00, Slip Adj 2 Total: 0.00, Adj Slip Charges: 1,400.00, Retainers: 0.00) and a summary of services and expenses (Total Services: 1,400.00, Services Adj (+/-): 0, Adjusted Services: 1,400.00, Total Expenses: 0.00, Expenses Adj (+/-): 0.00, Adjusted Expenses: 0.00, Adjusted Services and Expenses: 1,400.00). A red arrow points to the 'Interest' button in the 'Interest' subform.

The Interest subform appears on the bottom half of the record. Click on the Calculate and Charge Interest button at the bottom of the subform. An interest pop-up window will appear. Enter the interest rate, the number of days that must pass before an invoice incurs interest and the date from which the interest should begin accumulating. Click the Calculate Interest button. The resulting interest amount will appear in red.

TimeManager 4.0

Interest Calculation

Enter Data

Interest Rate

10.00

percent per annum

Qualifies For Interest

31

days after date billed


Accumulate Interest From

0

days after date billed

Interest Calculated To

10/4/11




Cancel

Calculate Interest

\$ 0.00

CHARGE CALCULATED INTEREST TO INVOICE



To set an interest rate for a single client, click **Client** on the palette and double click on the client's name in the list view window. The client record window will appear. Click on the **Interest** tab (you will need to click on the horizontal scroll arrow until the Interest tab appears).

TimeManager 4.0

Client: Record 6 of 16

Client: 10

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Balance: Active: ☒

Nickname:

Status:

ClientAddress: Phone:

Address 2: Fax:

City: Email:

St ZipCountry: WWW:

Flat Int Tax Refund SUM 1 SUM 2 Transaction Credit Card

INTEREST CALCULATION CONFIGURATION
DEFAULT VALUES

These defaults shall be written to new invoice records as they are created in this database.

Qualifies For Interest: days after date billed

Accumulate Interest From: days after date billed

Interest Rate: percent per annum

The interest subform will appear in the bottom half of the client record. Enter the interest rate, the number of days an invoice must be unpaid before invoice is imposed and the number of days at which interest begins to accumulate. Click the **Save** icon on the task bar to save the interest rate.

To set a universal interest rate that will apply to all your clients, click **File** on the menu bar and select **Administration** from the drop-down menu. The Administration window will appear. Highlight Set-Up and click the **OK** button. The Set-Up window will appear. Click on the **Interest** tab.

TimeManager 4.0

Fnd_IO Set Up Record 0: Record 1 of 1

New Delete All Find Sort Print Save Cancel First Prev Next Last

Invoices Web Aging Interest Diagnostics Gateway

INTEREST CALCULATION CONFIGURATION
DEFAULT VALUES

These defaults shall be written to new client records as they are created in this database.

Qualifies For Interest 31 days after date billed

Accumulate Interest From 0 days after date billed

Interest Rate 10.00 percent per annum

Enter the interest rate and select the number of days that must pass before an unpaid invoice incurs interest. You must also determine from when the interest should accumulate. Click on the **Save** icon on the task bar to save the interest rate.

Note – every new client that you set up now will have these default interest values saved to their individual record.

13.2. Charging Interest

Even though you have set the interest rate for an invoice, a client or your firm, the interest still won't actually be added to invoices until you elect to charge it.

A. To charge interest on a single invoice, click Invoice on the palette and double-click on the desired invoice. The invoice record will appear. Click on the Interest tab. Click on the Calculate and Charge Interest button at the bottom of the subform.

TimeManager 4.0

Invoice: Record 1 of 1,808

Invoice: 2493
Client: 1348

Client: Inghram Entities Adj Serv & Exp Before Tax: 985.95 Amount: 985.95
Addr 1: 20 Dempster St Tax: 0.00 Credited: 0.00
Addr 2: Amount Before Interest: 985.95 Refunded: 0.00
City: Cambridge Interest: 0.00 Write Off: 0.00
St: MA Zip: 02138 Date Billed: Balance: 985.95
Matter: 09/03/10 Interest Calculated To: 00/00/00

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

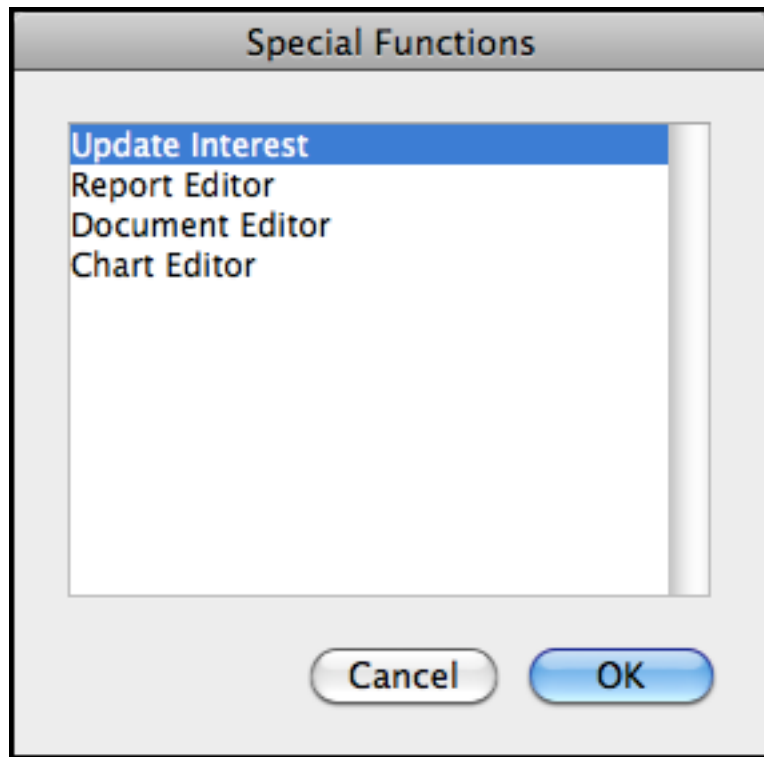
Interest Rate: 10.00 Percent Per Annum: Interest Calculated To: 00/00/00
Qualifies For Interest: 45 Days After Date Billed:
Accumulate Interest From: 1 after billing date Interest: 0.00

CALCULATE AND CHARGE INTEREST

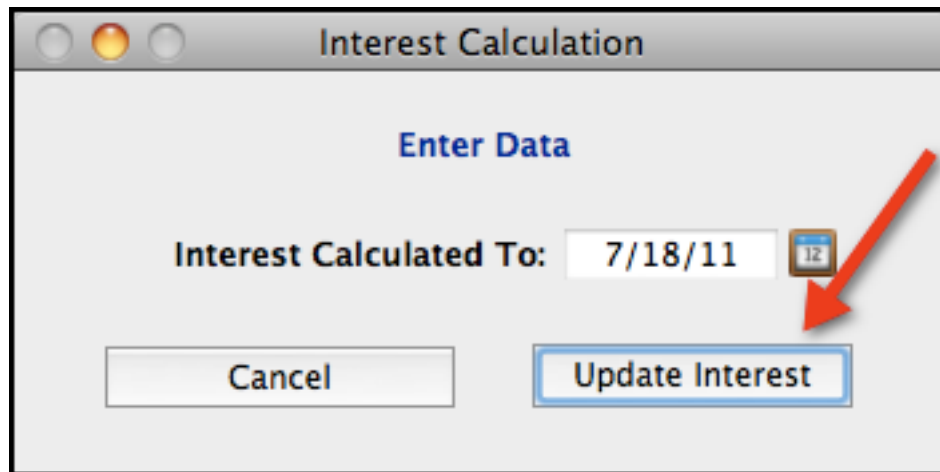
Click on the Calculate Interest button. The total interest will appear in red. Click on the Charge Calculated Interest to Invoice button. The balance on the invoice will automatically adjust to show the interest.

B. To charge interest on all of a client's invoices, click Client on the palette. Highlight the client in the list view. Now click **Tools > Special Functions** on the menu bar. The special functions window will appear.

TimeManager 4.0



Highlight **Update Interest** and click **OK**. The Interest Calculation window will appear. If you wish interest to be calculated up until the present day, leave the date unchanged, otherwise, change the date accordingly. Click Update Interest.



Once the processing window disappears, you may click Invoice on the palette to search for the client's invoices. Open one of the invoice records to verify that the interest has been charged.

TimeManager 4.0

Invoice: Record 2 of 34

Invoice: 58
Client: 18

New Delete All Find Sort Print Save Cancel First Prev Next Last

Client: New England Mutual
Addr 1: 71 Frankland Road
Addr 2: Suite 450
City: Hopkinton
St: MA Zip: 01748-1231
Matter:

Adj Serv & Exp Before Tax: 17,500.00
Tax: 0.00
Amount Before Interest: 17,500.00
Interest: 407.53
Date Billed: 4/23/11

Amount: 17,907.53
Credited: 0.00
Refunded: 0.00
Write Off: 0.00
Balance: 17,907.53
Interest Calculated To: 7/18/11

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

Interest Rate: 10.00 Percent Per Annum
Qualifies For Interest: 31 Days After Date Billed
Accumulate Interest From: 1 after billing date
Interest Calculated To: 07/18/11
Interest: 407.53

CALCULATE AND CHARGE INTEREST

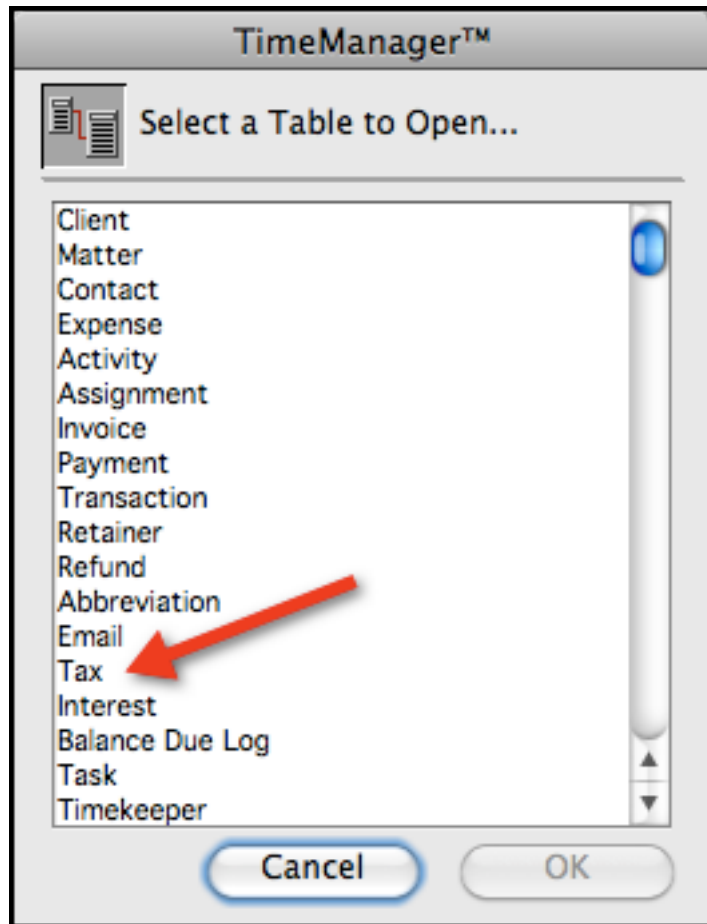
C. To charge interest on all outstanding invoices from all of your clients, follow the same steps outlined above. You simply need to open the Client list view, highlight the clients to be charged interest and click **Update Interest** on the Special Functions window.

Tip: Make sure all invoices are closed when you run the Update Interest function. Any open invoices will not be updated.

14. Taxes

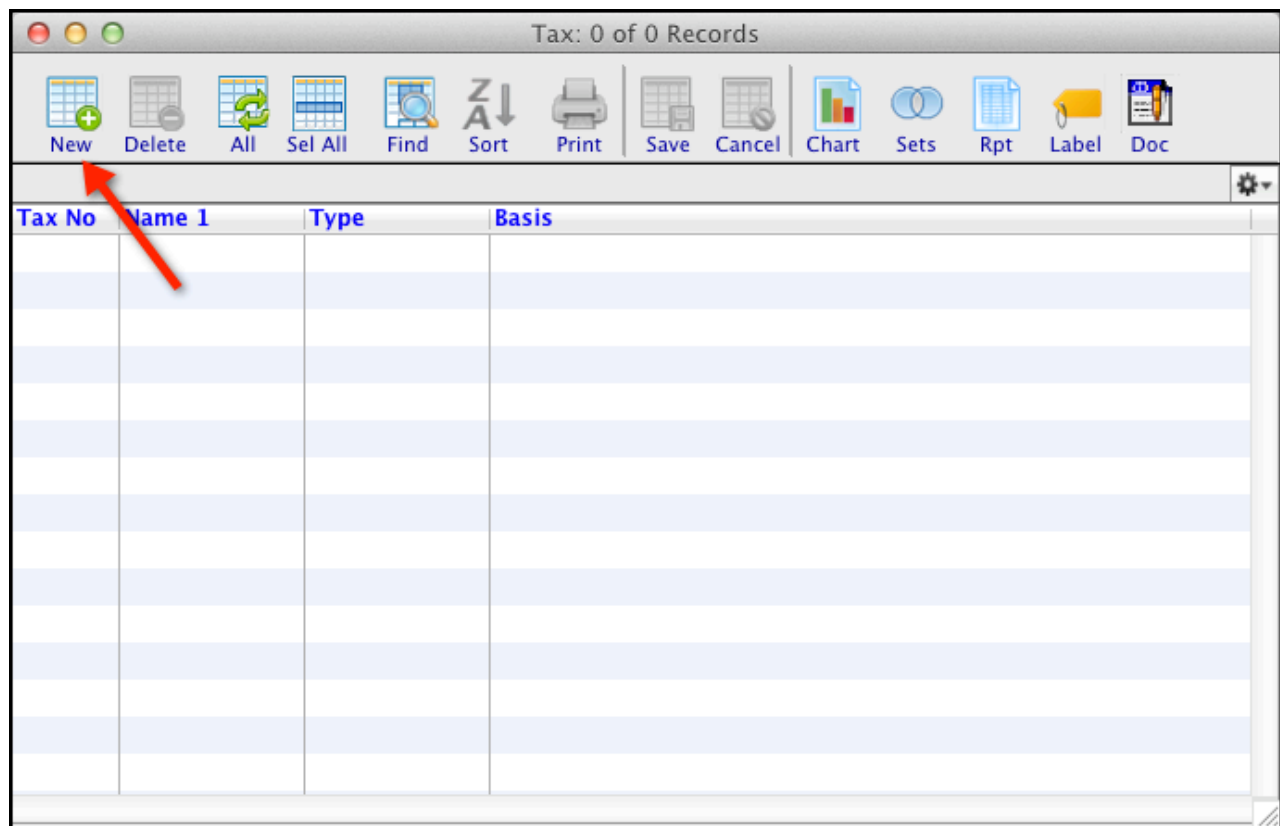
14.1. Setting a Tax Rate

To set a tax rate, click **File** on the menu bar and select **Open Table** from the drop-down menu. The TimeManager window will appear. Highlight **Tax** and click the **OK** button.



The Tax window will appear. Click the **Add** Record icon on the top left corner.

TimeManager 4.0



The Tax New Record window will appear. Enter the type of tax (Federal, Provincial, State, ect.), the Basis (services, expenses, services and expenses) and the tax rate. Click on the **Save** icon on the task bar to save the tax rate.

14.2. Charging Taxes

To charge a tax, open the client record and click the **Tax** tab. Click on the **Select Tax** button.

TimeManager 4.0

Client: Record 12 of 16

Client: 15

New Delete All Sel All Find Sort Print Save Cancel First Prev Next Last Inv

Client: Industrial Lighting, Ltd
Nickname:
ClientAddress: 3000 Anderson Street
Address 2: Suite 2500
City: Hollywood
St Zip Country: CA 90038-2546 USA

Balance: \$0.00 Active: ☒
Status: Client
Phone: (443) 463-6000
Fax: (443) 466-6009
Email: AMurphy@IndusLightcom
WWW: IndusLight.com

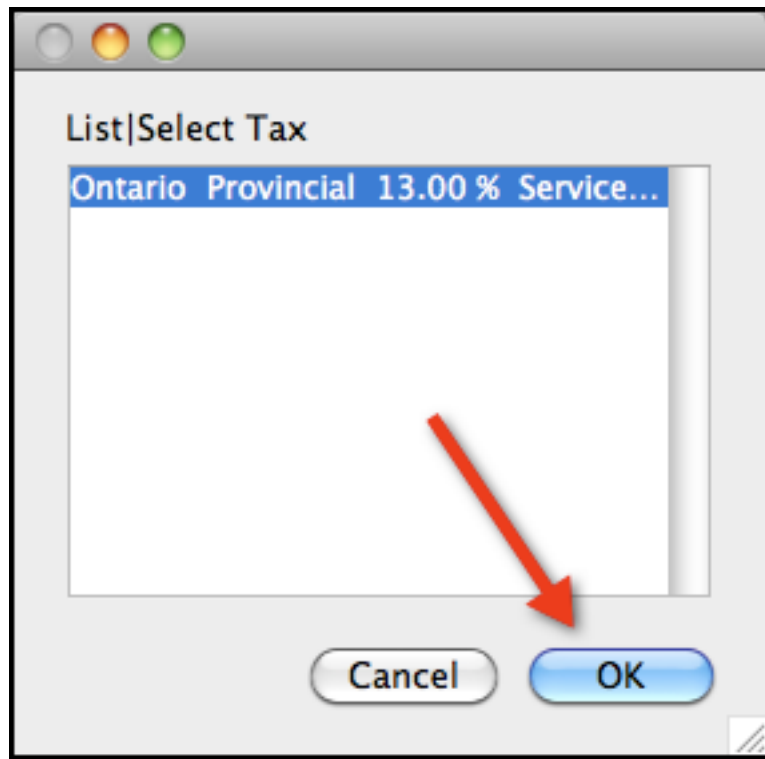
Flat Int **Tax** Refund SUM 1 SUM 2 Transaction Credit Card

Select Tax Double click to delete a tax

Type	Name 1	Name 2	Basis	Rate	Expiration

A list window will appear.

TimeManager 4.0



Highlight the tax you wish to charge and click **OK**. The tax will now appear on the tax subform on the client's record. Click the **Save** icon on the task bar to save the tax rate to the client's record. All future invoices created for this client will include tax as shown.

TimeManager 4.0

Invoice: Record 1 of 1

Invoice: 60
Client: 21

New Delete All Find Sort Print Save Cancel First Prev Next Last

Client **Incite Audio, Ltd.** Adj Serv & Exp Before Tax **2,975.00** Amount **3,361.75**
 Addr 1 **4155 Highway 7** Tax **386.75** Credited **0.00**
 Addr 2 Amount Before Interest **3,361.75** Refunded **0.00**
 City **Markham** Interest **0.00** Write Off **0.00**
 St **ON** Zip **1T6 4H7** Date Billed **7/18/11** Balance **3,361.75**
 Matter **Title Research** Interest Calculated To **00/00/00**

Invoice Line Items Slips Note Interest Flat Fee Configuration Transactions

Slips **1** Total Slip Charges **2,975.00** Total Services **2,975.00**
 Non Billable Chgs **0.00** Services Adj (+/-) **0**
 Total Hours **17** Billable Chgs **2,975.00** Adjusted Services **2,975.00**
 Non Billable Hrs **0** Slip Adj 1 Total **0.00** Total Expenses **0.00**
 Billable Hrs **17** Slip Adj 2 Total **0.00** Expenses Adj (+/-) **0.00**
 CREDITED FROM: Adj Slip Charges **2,975.00** Adjusted Expenses **0.00**
 Payments **0.00** Retainers **0.00** Adjusted Services and Expenses **2,975.00**

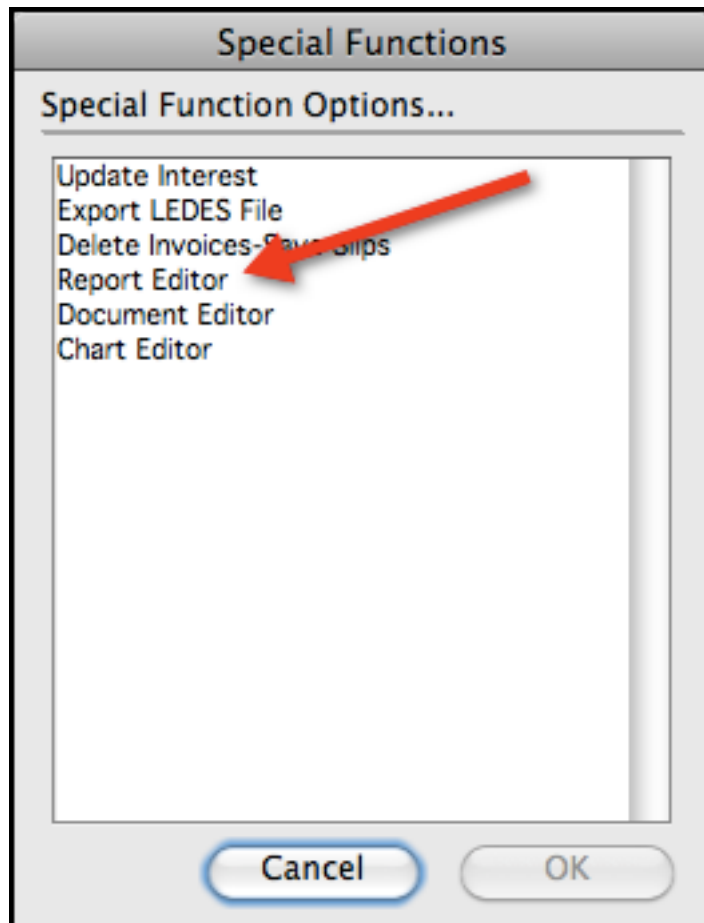
15. Reports

15.1. Report Editor

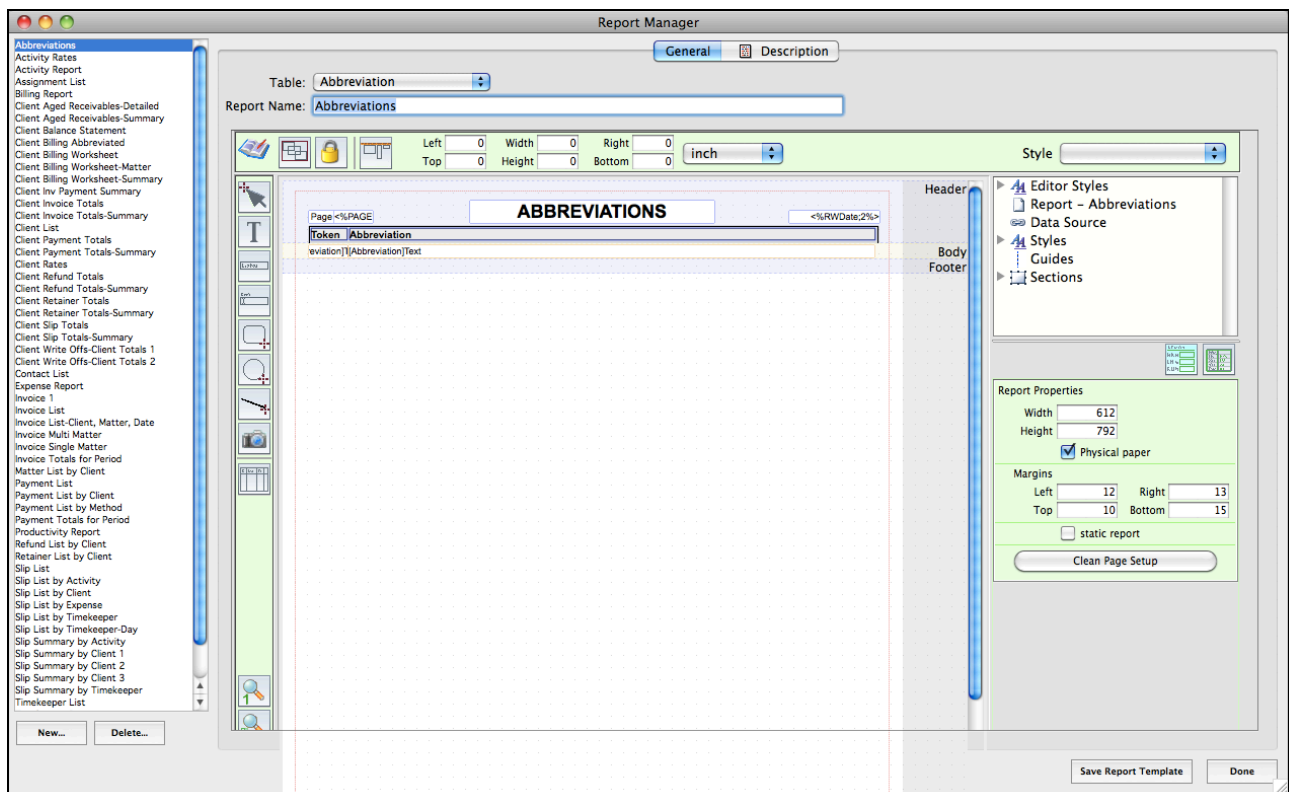
TimeManager is capable of automatically producing dozens of different types of reports about your business, such as a list of all of a timekeeper's clients or the total number of invoices generated in a quarter. The Report Editor is the screen that displays all the report options. You can also modify the report templates, such as changing the font, the sizing, the column header, etc. from within the Report Editor

Warning: Many of these reports are code-driven and while you may have the ability to see and change the code, do not modify the code unless you have a very thorough understanding of the underlying database language.

To access the report editor, click **Tools** on the menu bar and select **Special Functions** from the drop-down menu.



TimeManager 4.0



15.2. Running Reports

To run a report, you click on the **Print** icon on the task bar to see which reports are available for the table you are presently viewing.

TimeManager 4.0

Client: 16 of 16 Records

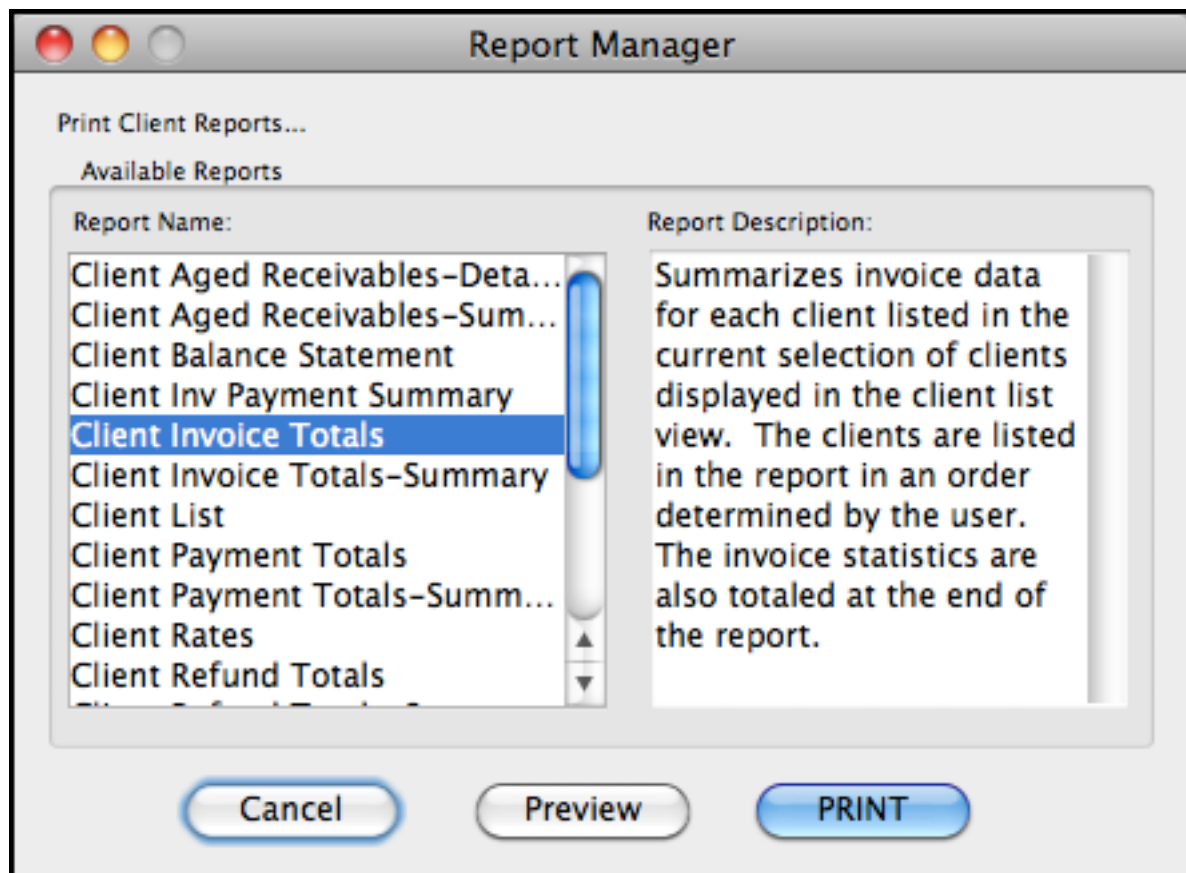
New Delete All Sel All Find Sort Print Save Cancel Chart Sets Rpt Label Doc Inv

No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

For example, if you are looking at the Client list view, the report manager will display all the available client-related reports. If you are in the Invoice list view, the report manager will display invoice-related reports. Besides the tables on the palette, you can also open tables such as Timekeeper, Matter, Abbreviations, etc. using **File > Open Table**, to see reports relevant to those tables.

By clicking on a report in the Report Manager, you can see a description of what information that report will display.

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To run the report, click Preview.

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Preview of "Client Invoice Totals".pdf (1 page)

Page 1

CLIENT INVOICE TOTALS Jul 18, 2011

Client#	Client Name	Invoices	Invoiced	Credited	Credited fr	Credited fr	Refunded	Write Offs	Balance
1	American Delivery Services, Inc.	2	\$ 400.00	200.00	200.00	0.00	0.00	0.00	\$ 200.00
2	Willard's National Academy	2	\$ 300.00	0.00	0.00	0.00	0.00	0.00	\$ 300.00
4	Barbizon of Los Angeles	6	\$ 15,661.00	15,136.00	15,136.00	0.00	0.00	0.00	\$ 525.00
6	Fresno School of Performing Arts	0	\$ 0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
8	Chicago Dance Center	0	\$ 0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
10	Edwards	2	\$ 550.00	0.00	0.00	0.00	0.00	0.00	\$ 550.00
11	Encore Acting School	1	\$ 525.00	525.00	525.00	0.00	0.00	0.00	\$ 0.00
12	Five Star Restaurant	1	\$ 150.00	0.00	0.00	0.00	0.00	0.00	\$ 150.00
13	National Financial Institute	2	\$ 790.00	0.00	0.00	0.00	0.00	0.00	\$ 790.00
14	Gregory Trucking, Ltd.	2	\$ 590.00	590.00	590.00	0.00	0.00	0.00	\$ 0.00
15	Industrial Lighting, Ltd	1	\$ 450.00	0.00	0.00	0.00	0.00	0.00	\$ 450.00
17	Infinity Casting	6	\$ 3,355.00	3,051.00	3,051.00	0.00	0.00	0.00	\$ 304.00
16	Golden Resources, Ltd.	1	\$ 150.00	0.00	0.00	0.00	0.00	0.00	\$ 150.00
18	New England Mutual	7	\$ 33,628.56	12,158.75	12,158.75	0.00	0.00	0.00	\$ 21,469.81
7	Bonner	0	\$ 0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
20	Beckman Consulting	1	\$ 2,257.50	2,257.50	0.00	2,257.50	0.00	0.00	\$ 0.00
21	Incite Audio, Ltd.	1	\$ 3,361.75	0.00	0.00	0.00	0.00	0.00	\$ 3,361.75
17	Clients	TOTALS	35	\$ 62,168.81	33,918.25	31,660.75	2,257.50	0.00	\$ 28,250.56

Cancel Print

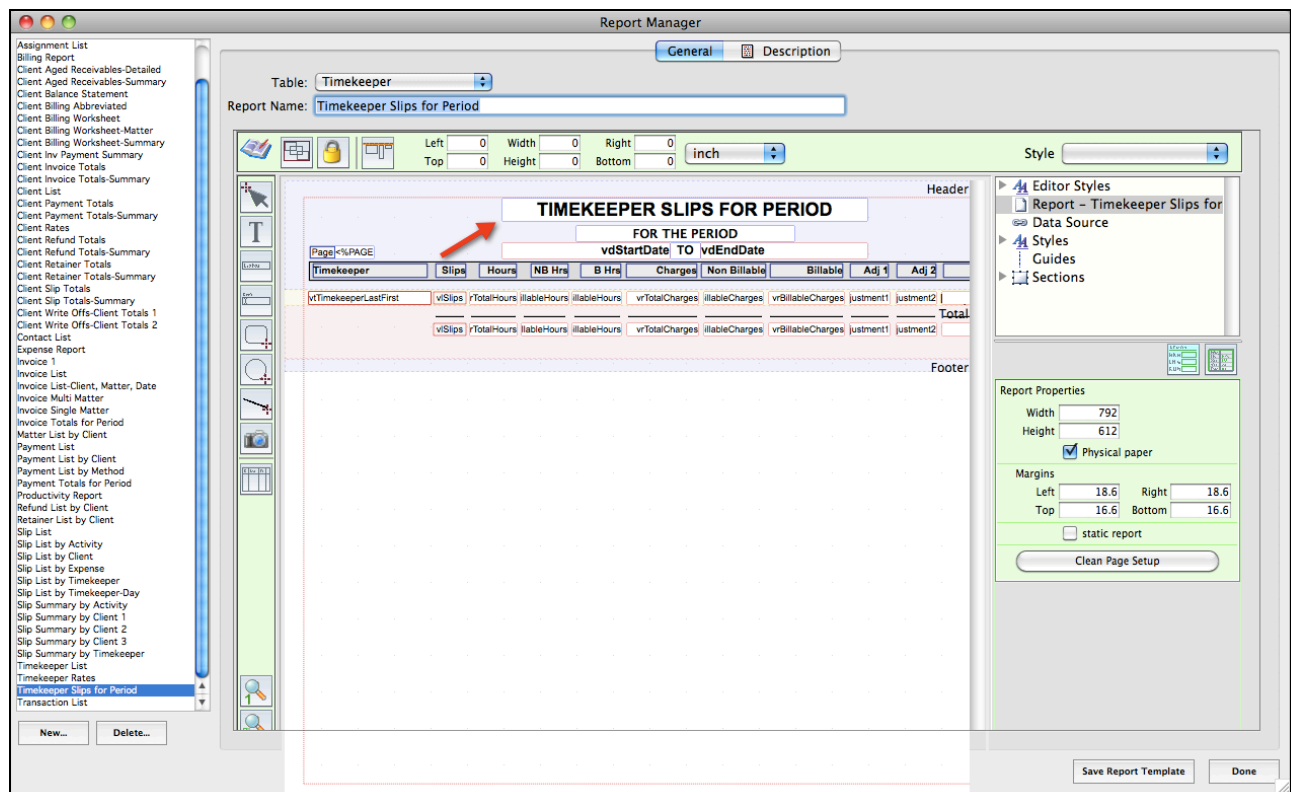
Click on the printer icon to print a hard copy of the report or to create a PDF.

15.3. Modifying Reports

It is possible to make cosmetic changes to an existing report template, such as rearranging the layout of rows, or renaming the column headers. For example, a firm may wish to change the Timekeeper Slips for Period report to read as "Attorney Slips for Period." To make this change, click **Tools** on the menu bar and select **Special Functions** from the drop-down menu. Click **Report Editor**. Select the report template you wish to edit (in this example, Timekeeper Slips for Period).

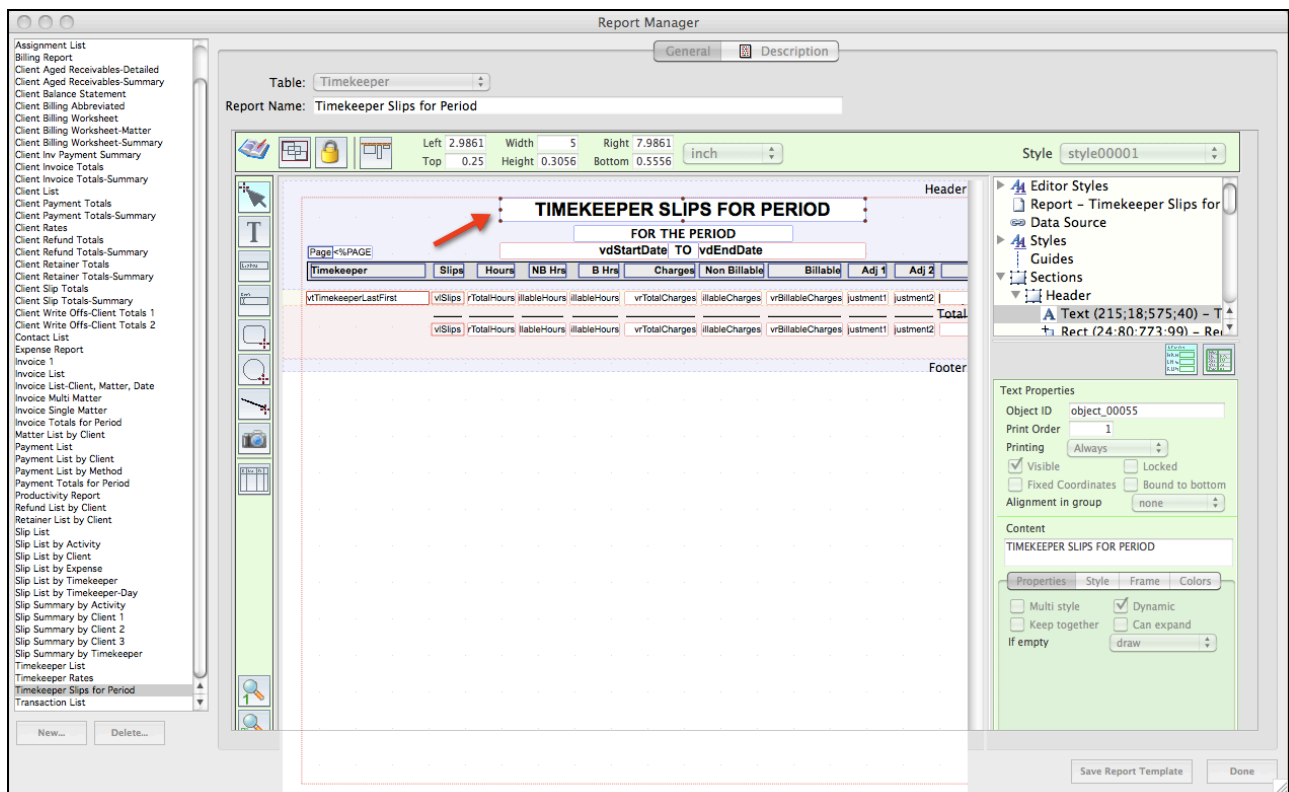
The report template will appear in the main window. If you wish to edit the text in the template, click the element you wish to change.

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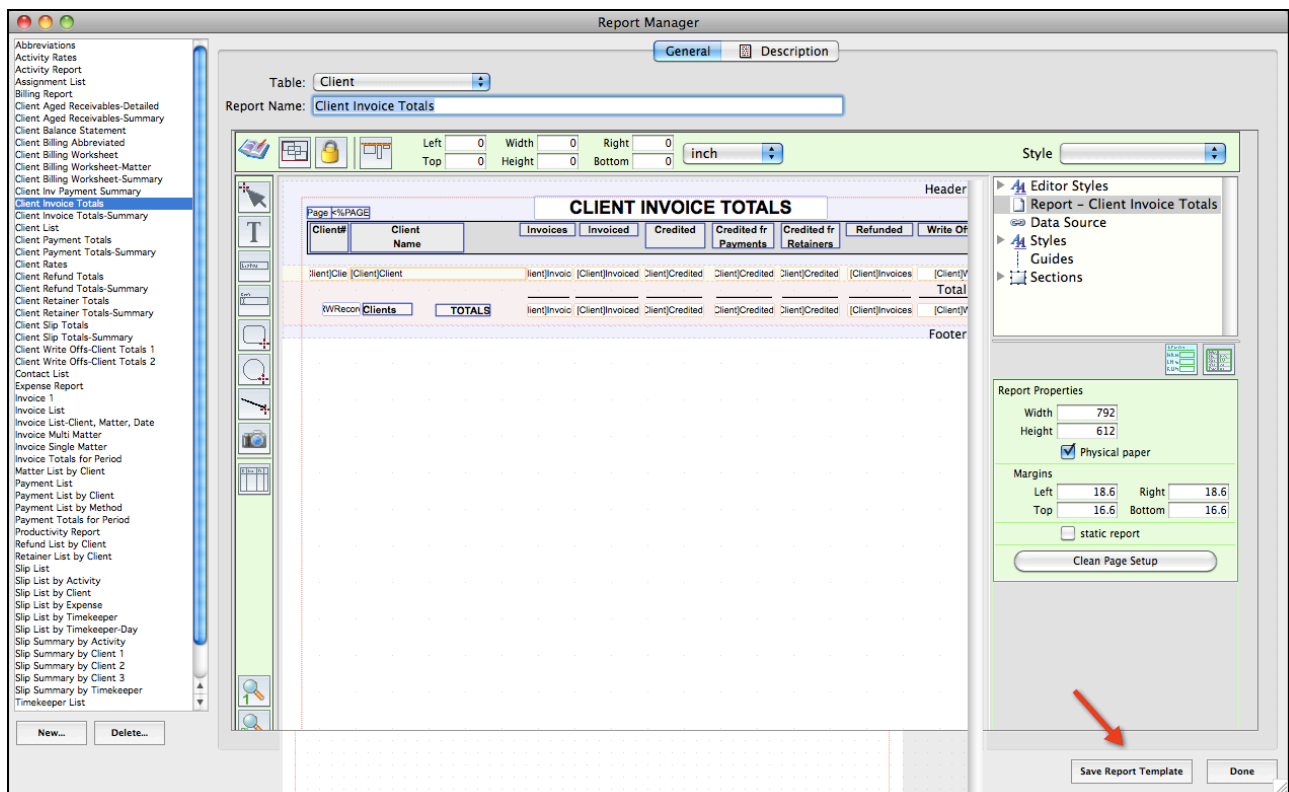
A enterable text edit field will appear. Delete the text and retype the new text.

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The report template will display the new text. If you are satisfied, click the **Save Report Template** button in the bottom right corner. Then click the **Done** button.

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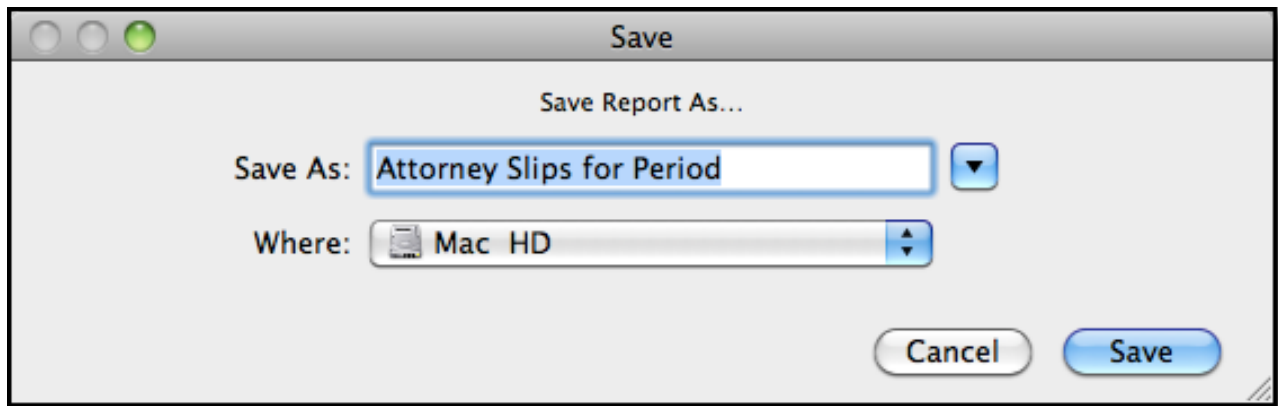


You can also move the text elements by clicking and dragging them.

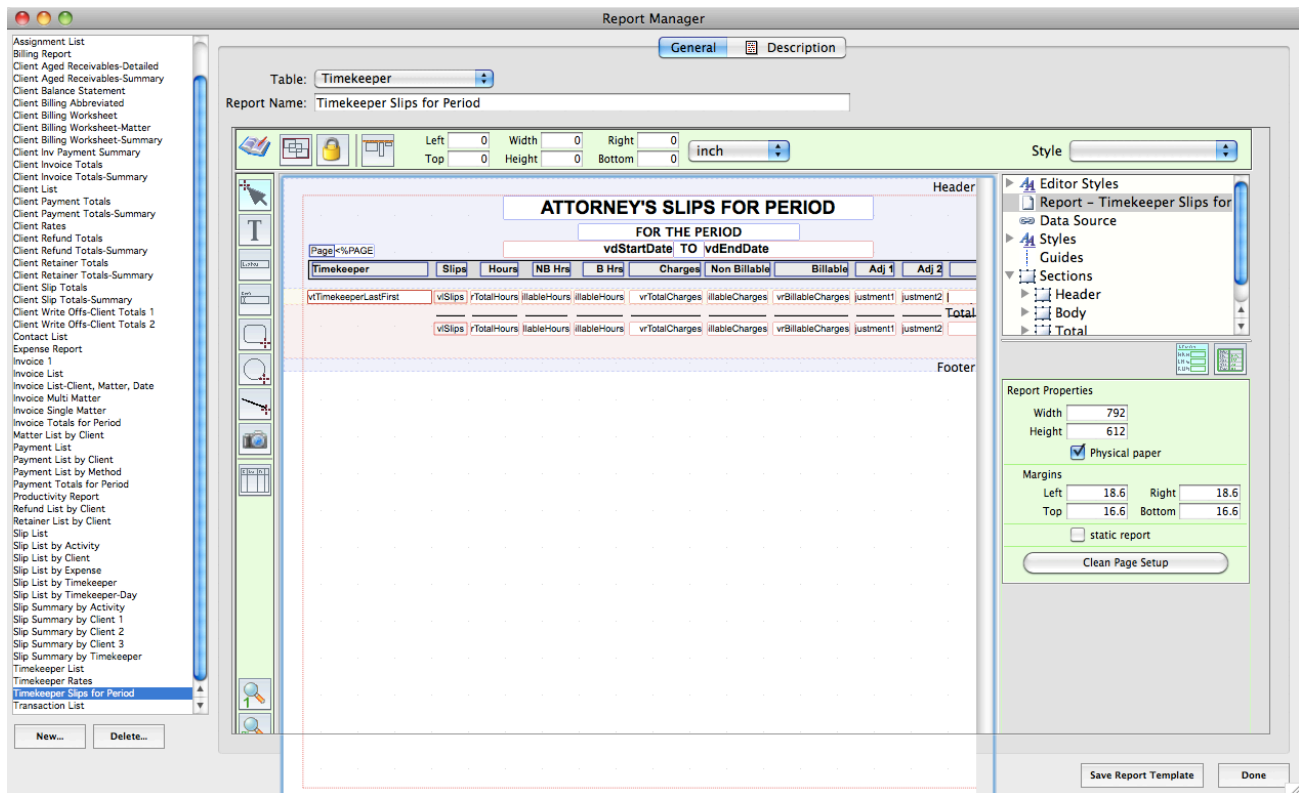
15.4. Creating Reports

If you make changes to an existing report, but don't want to overwrite the original, it is possible to create a new report. In the example shown in 14.3, after replacing "Timekeeper" with "Attorney" in the header, you should give a new title in the field Report Name and then click on the menu bar on **File > Save As**. Give the report a name and save it to your computer.

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When you wish to reopen the report, click on the menu bar **File > Open** and select your newly named report.

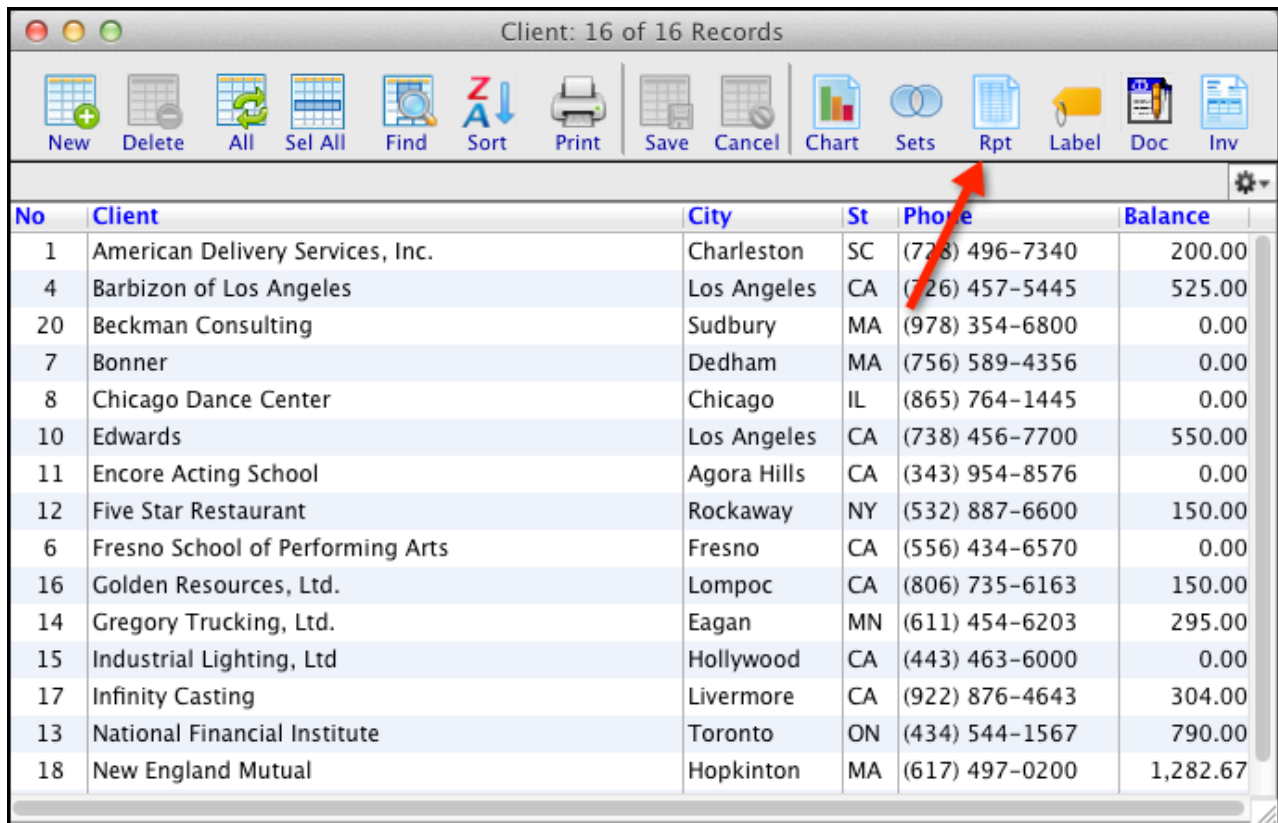


16. Quick Report Editor

The Quick Report Editor is a tool that allows the user to create custom reports for presentation purposes. While the Query Editor can search for data, it is the Quick Report Editor that puts that data into an easy-to-read format. Chapter 15 shows the example of running a query to find all invoices greater than \$10,000 for clients in Massachusetts. You can now use the Quick Report Editor to arrange a list of those clients, along with columns such as address and total invoices.

16.1. Creating a Quick Report

A quick report can be created once you have run a query and the query results have appeared in a list view window. From the list view, click on the Quick Report icon.



No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(773) 496-7340	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(726) 457-5445	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

The Quick Report window will appear. Begin building your report by selecting the columns you want to display. Scroll down through the Master Table list to find the fields relevant to the report. Highlight and drag them to the gray bar area above. In this example, Client name, client city, billable hours and amount invoiced will be the displayed columns. To add

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a title to the report, click File within the Quick Report menu bar and select Header and Footer from the drop-down menu.

The screenshot shows the 'Headers & Footers' dialog box. The 'Headers' section is active, showing a height of 25 points. The 'Text Settings' section shows the following configuration:

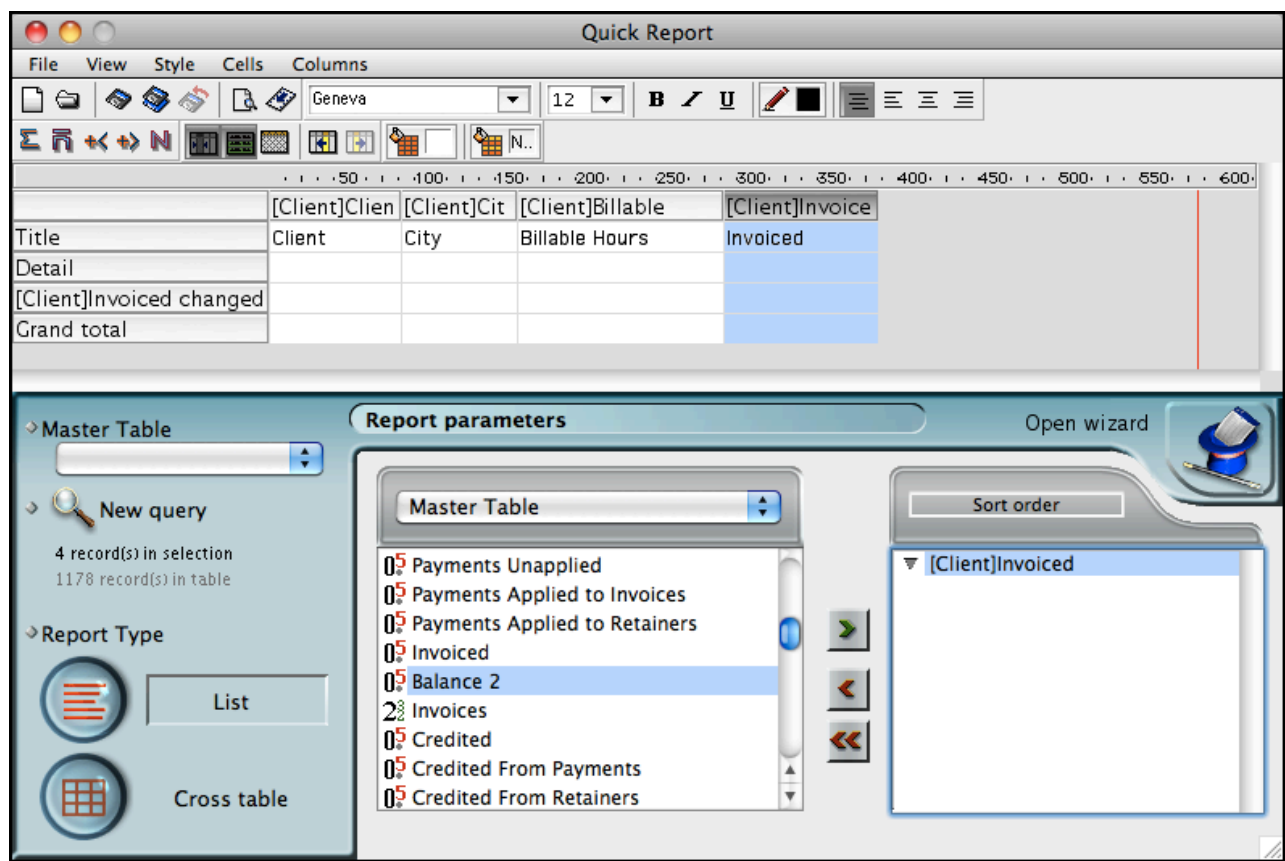
Field	Value
Left	#D
Center	Top Massachusetts Clients
Right	#P
Font	Geneva
Font Size	12
Style	<input checked="" type="checkbox"/> Bold, <input type="checkbox"/> Italic, <input type="checkbox"/> Underline

Enter the text you wish to display. You can adjust the font and style. You may also automatically add the time, date and page numbers by clicking on the icons on the right edge of the text fields.

Tip: To allow dollar amounts to display properly in quick reports, enter the following mask notation in the Detail field below the amount column: \$ ###.##0.00

To sort the results of the report, select the field you will determine the order of the results. In this example, you may wish to sort the clients according to their total invoices amount from lowest to highest. To do so, highlight Invoiced in the Master Table and click the green button with the right-pointing arrow. [Client]Invoiced will now appear in the Sort Order window. Click on the upward pointing arrow to change it to point downward. This will instruct the Quick Report editor to display the clients in descending order according to their invoice totals.

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Once all the inputs of the report have been determined, click File in the Quick Report window and select **Print Preview** from the drop-down menu.

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Tuesday, November 30, 2010 Top Massachusetts Clients			1
Client	City	Billable Hours	Invoiced
Bowker Group North America, Inc.	East Weymouth	679.2	\$ 148,817.60
Leewaite Medical	Newton Upper Falls	22.4	\$ 32,448.72
Orion Industries Inc.	Boston	140.3	\$ 26,307.68
Intrepid Logistics	Franklin	36.15	\$ 10,123.70

To print the report, or to create a PDF, click **File** from within the Quick Report window and select **Generate** from the drop-down menu.

17. Queries

A query is a way of asking a question about your data. TimeManager answers that question by running a search of all the data much faster and more accurately than could be done manually. TimeManager has two methods of performing queries: the Find function, for simple queries, and the Query Editor, for more complex questions that involve several tables.

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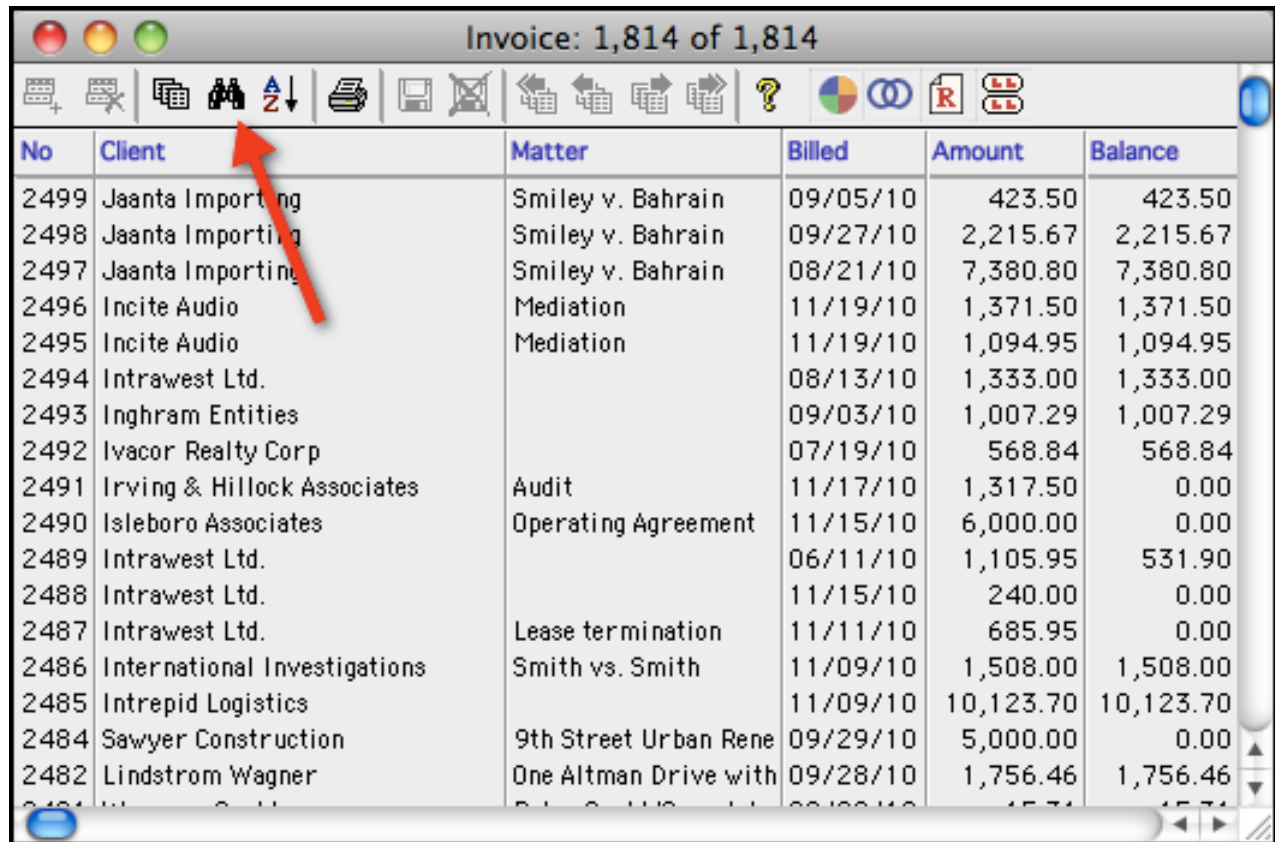
17.1. Simple Queries

The Find function can handle simple queries such as

- How many invoices do we have that are more than \$10,000?
- Which of are clients are based in New York?
- How many slips did we file on March 22nd?
- Which clients account for the most billable hours?

To run a simple query, open the list view of the table you wish to query. For example, if your question is about client balances, click Client on the palette to open the Client list view. If you want to know see all invoices that were greater than \$10,000, click on Invoice.

Once the list view window is open, click on the **Find** icon on the task bar to open the Find window.



No	Client	Matter	Billed	Amount	Balance
2499	Jaanta Importing	Smiley v. Bahrain	09/05/10	423.50	423.50
2498	Jaanta Importing	Smiley v. Bahrain	09/27/10	2,215.67	2,215.67
2497	Jaanta Importing	Smiley v. Bahrain	08/21/10	7,380.80	7,380.80
2496	Incite Audio	Mediation	11/19/10	1,371.50	1,371.50
2495	Incite Audio	Mediation	11/19/10	1,094.95	1,094.95
2494	Intrawest Ltd.		08/13/10	1,333.00	1,333.00
2493	Inghram Entities		09/03/10	1,007.29	1,007.29
2492	Ivacor Realty Corp		07/19/10	568.84	568.84
2491	Irving & Hillock Associates	Audit	11/17/10	1,317.50	0.00
2490	Isleboro Associates	Operating Agreement	11/15/10	6,000.00	0.00
2489	Intrawest Ltd.		06/11/10	1,105.95	531.90
2488	Intrawest Ltd.		11/15/10	240.00	0.00
2487	Intrawest Ltd.	Lease termination	11/11/10	685.95	0.00
2486	International Investigations	Smith vs. Smith	11/09/10	1,508.00	1,508.00
2485	Intrepid Logistics		11/09/10	10,123.70	10,123.70
2484	Sawyer Construction	9th Street Urban Rene	09/29/10	5,000.00	0.00
2482	Lindstrom Wagner	One Altman Drive with	09/28/10	1,756.46	1,756.46

Using the pop-up menus in the three variable fields, you can form a sentence that will instruct TimeManager what to search for in the data.

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Using the radio buttons, you can limit how much of your data is included in the search.

17.2. Query Editor

The query editor is designed to handle more complex searches than the Find function. You can use the Query Editor when your search involves more than one table. For example, if you want to know how many of your invoices over \$10,000 come from New York clients, that query would involve data from both the Invoice and the Client table. Only the Query Editor can perform this search.

To launch the Query Editor, click the **Find** icon on the task bar in any list view window. The Find window will appear. Click on the Query Editor button on the bottom left corner. The Query Editor window will appear. To construct your query, search for one of the field you wish to determine. In this example, the first field is “Amount” from the Invoice table and the value is greater than 10,000. Scroll down to highlight the Invoice Amount row. Enter 10000 as the value. Click the downward facing arrow below the value field to open the pop up menu. Select greater than. The summary window will now show the first part of your query: [Invoice]Amount >10000.

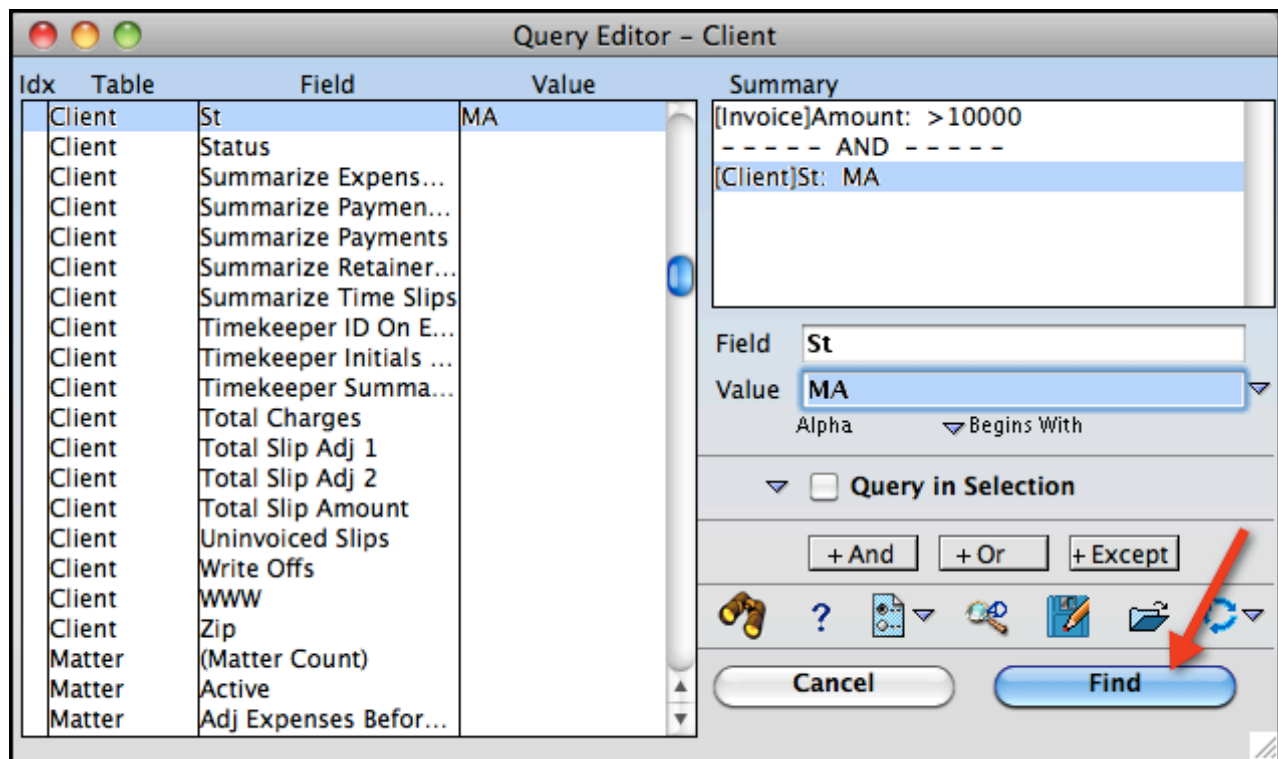
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The screenshot shows the 'Query Editor - Client' window. It features a table with columns: Idx, Table, Field, Value, and Summary. The 'Invoice Amount' field is selected, and its value is '>10000'. The summary window on the right shows the query: '[Invoice]Amount: >10000'. A red arrow points to the 'Query in Selection' checkbox.

Idx	Table	Field	Value	Summary
	Slip	Task		[Invoice]Amount: >10000
•	Slip	Taxable		
•	Slip	Timekeeper No		
	Slip	Total Charges		
	Invoice	(Invoice Count)		
	Invoice	Accumulate Interest...		
	Invoice	Adj Expenses Befor...		
	Invoice	Adj Serv and Exp Be...		
	Invoice	Adj Services Before ...		
	Invoice	Adj Slip Charges		
	Invoice	Adjusted Expenses		
•	Invoice	Adjusted Services		
	Invoice	Adjusted Services a...		
	Invoice	Amount	>10000	
	Invoice	Amount Before Inte...		
	Invoice	Approved		
	Invoice	Balance		
	Invoice	Base Charge For Ex...		
	Invoice	Base Charge For Ser...		
	Invoice	Base Charge For Ser...		
	Invoice	Billable Chgs		

To add the second field, click the +And button. In this example, the second field is State from the Client table and the value is Massachusetts. Scroll through the list of Fields to Highlight Client St. Enter MA as the value. Click on the downward-facing arrow below the Value field to open a pop-up window. Select Equal to. The summary window now displays the full query. Click Find to run the query.

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The results of the query will appear in a list view window. To learn how to convert the query results into a visual report, see Chapter TK Quick Report Editor.

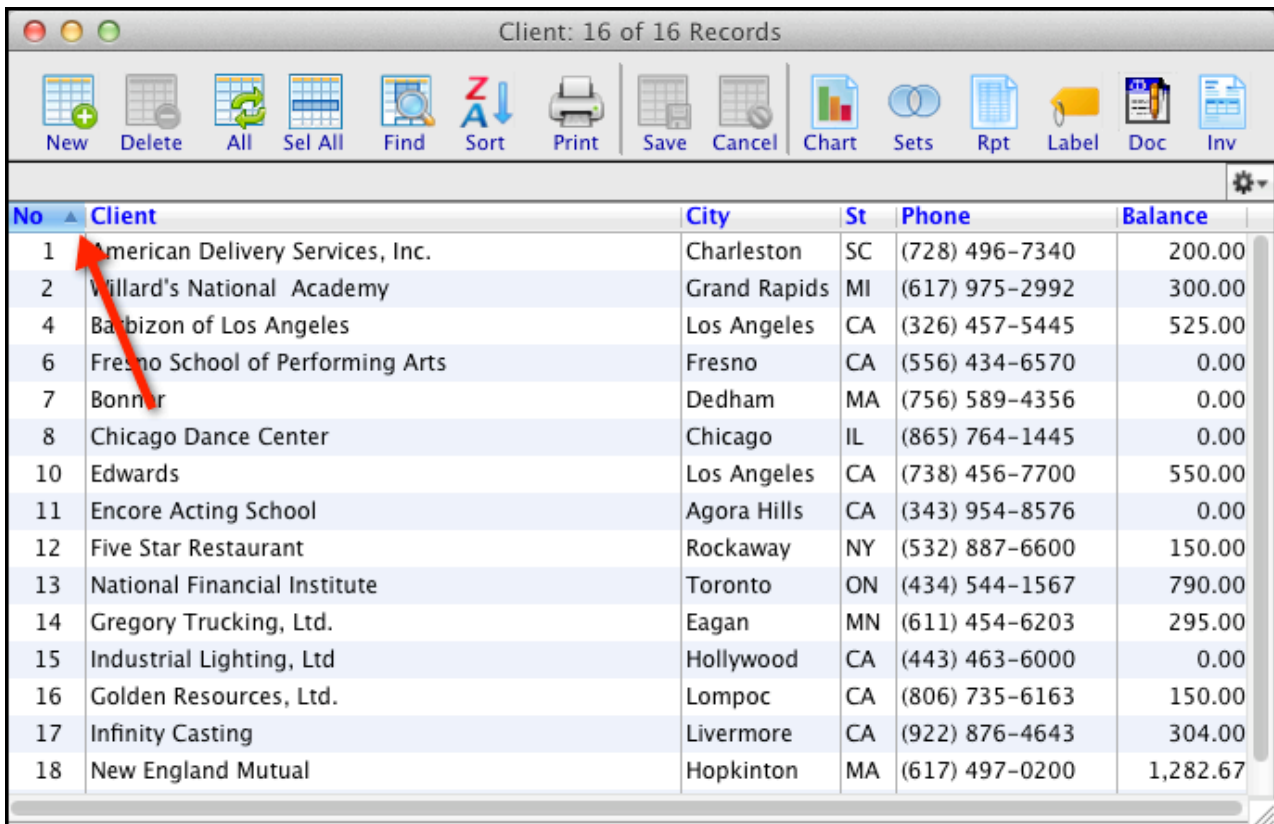
[illegible]

18. Sorting

Sorting is a quick and simple way to find data within TimeManager. With sorting, you can, for example, find all your clients arranged by city, or rank your invoices from highest to lowest. TimeManager has two different ways to sort data.

18.1. Column Sorting

Column sorting is a simple point-and-click means of arranging data. From any list view window, click once the column header of the column you wish to sort by. For example, if you are looking at a list of clients sorted in alphabetical order, but wish to see them sorted by client number, click once on the word No in the first column. To change the order from ascending to descending just click on the small triangle again and it will be resorted.



No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
2	Willard's National Academy	Grand Rapids	MI	(617) 975-2992	300.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	525.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

18.2. Sort Editor

If you want to sort your data according to a field that is not displayed in any of the columns in the list view, you can use the Sort Editor. From any list view, click on the AZ icon on the task bar. The Sort Editor window will appear. Click on the Sort by field to open the drop-down menu and select the field by which you would like to sort the data.

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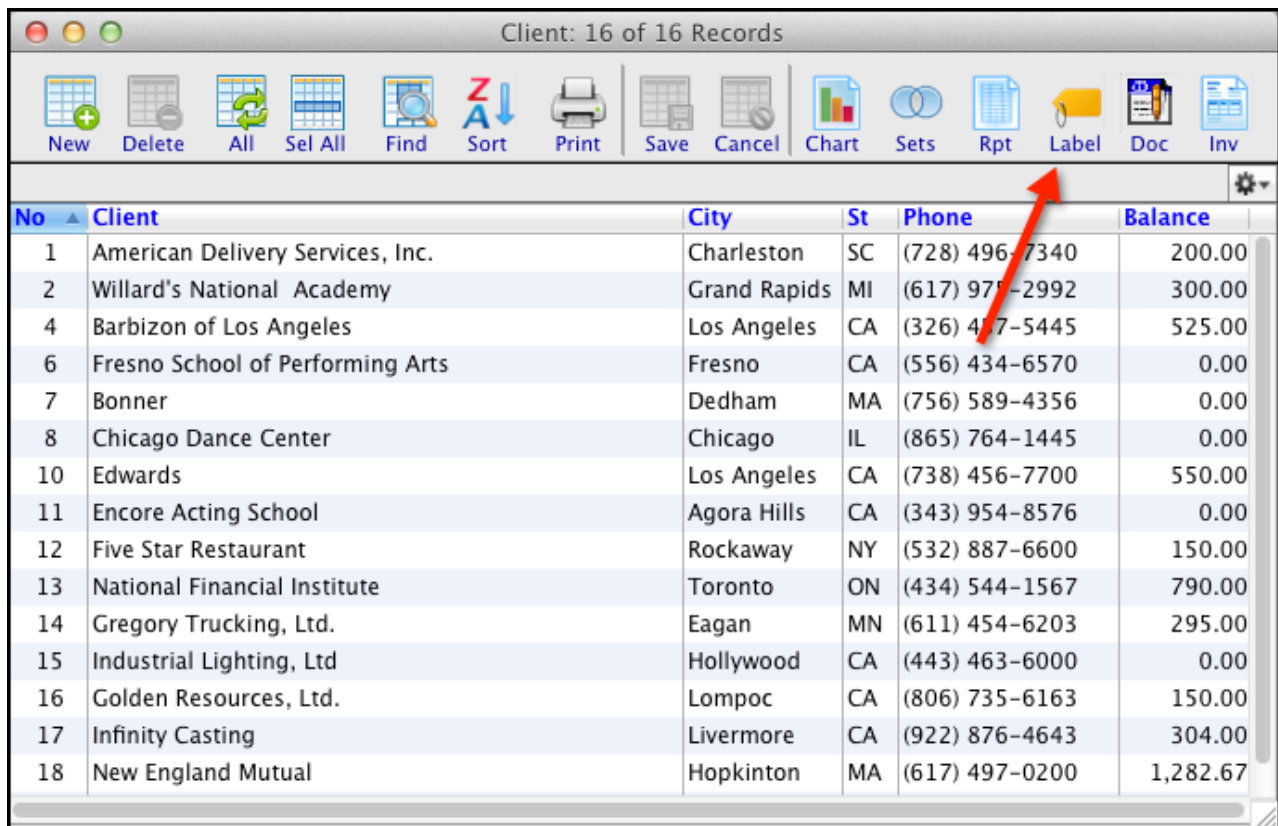
Click on the radio button to determine ascending or descending order. Click the Sort button. The list view window will now display the data according to the sorting parameters you just selected.

19. Labels

The Label Editor is a tool that allows the user to create custom label templates that will be automatically filled with client or contact address information.

19.1. Label Editor

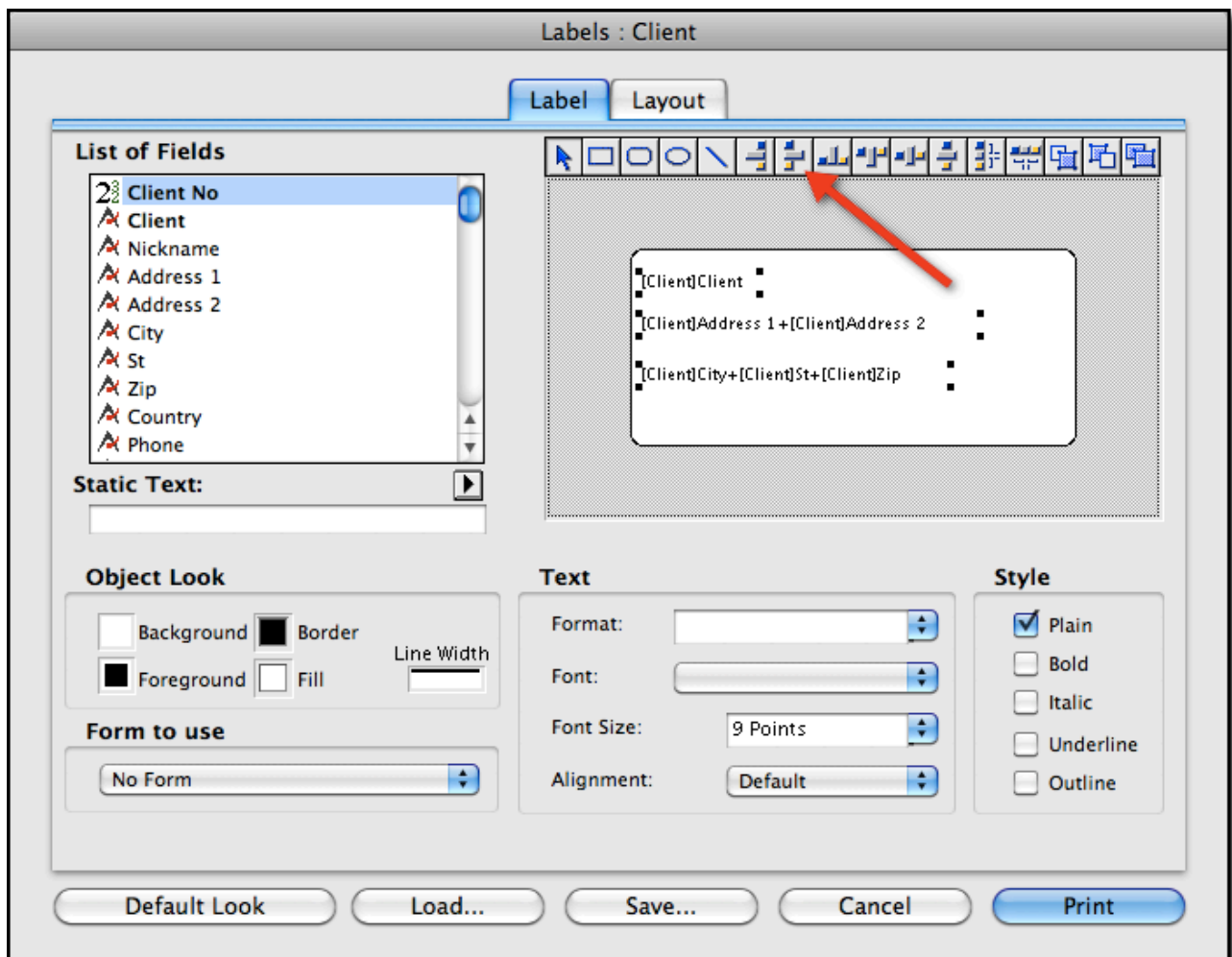
To use the Label Editor, click **Client** on the palette to open the Client list view. If you wish to create labels for your entire client list, just click on the **Label** icon on the task bar. If you wish to create labels for just a select group of clients, first run a search using the quick find or query editor function. Once you have narrowed your client list, then click the **Label** icon on the task bar.



No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
2	Willard's National Academy	Grand Rapids	MI	(617) 971-2992	300.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 417-5445	525.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

The Label Editor window will appear. Select the fields you wish to include on the label from the List of Fields window on the left and drag them to the label on the right approximately where you wish for them to appear. For fields that should be printed on the same line, drop one field right on top of the other. The label editor will automatically insert a + symbol to show that they will appear on the same line. Once all fields have been added, drag a box around the fields by holding down your mouse. You can click on the left justify icon to straighten the appearance of the fields.

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Select a font size and style for your labels.

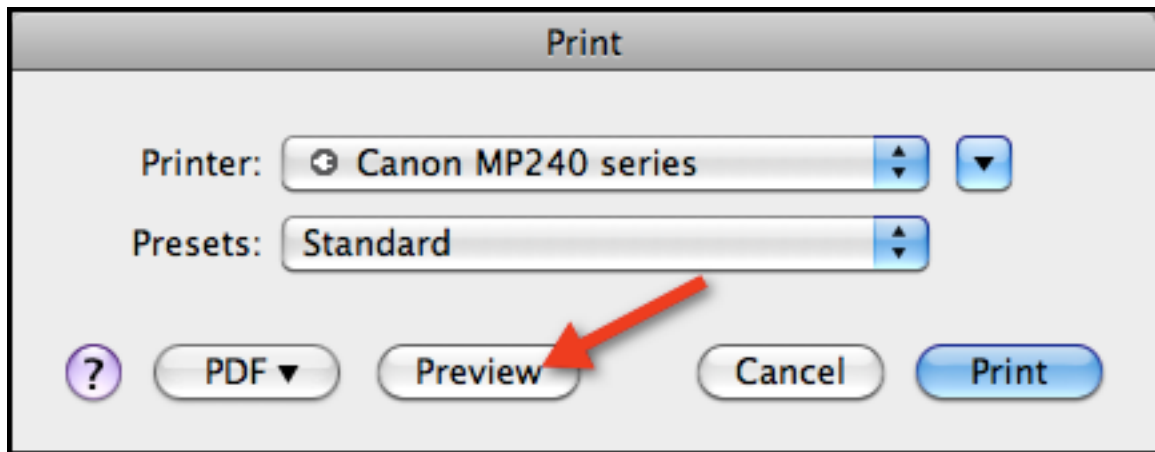
Tip: You can save the label template to your hard drive by clicking on the Save button at the bottom of the window. When you need to use the label template again, click Load at the bottom of the Label window to open your saved file.

Click on the layout tab to determine the size and orientation of the labels.

19.2. Printing Labels

Once you have set up the label template, click on the **Print** button on the Label window. The Print pop-up window will appear. Click the **Preview** button to see the labels populated with client data. Verify that your template includes the proper fields and will fit within the limits of the label.

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If you are satisfied with the preview, close the preview window to return to the Print window. Choose your printer destination from the drop-down menu. Click the Print button.

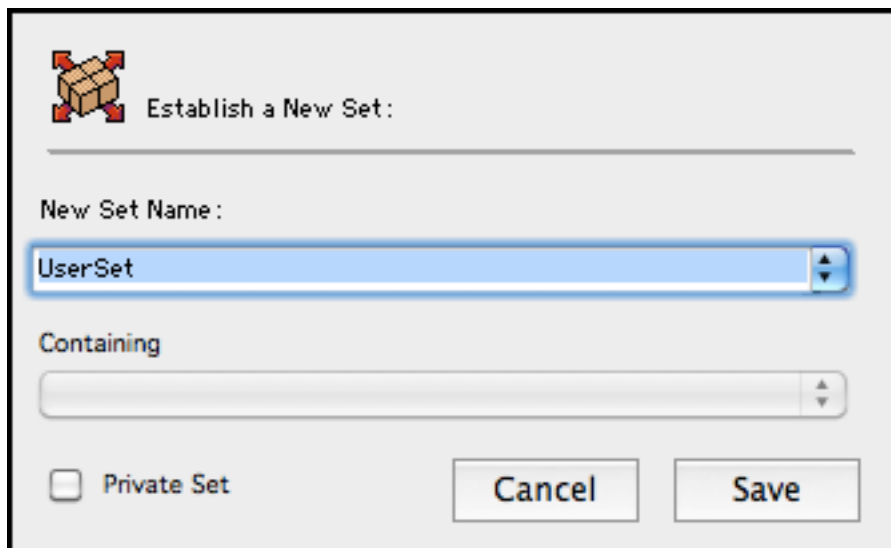
20. Sets

Once you have run a search or a query, you may want to save the results for future reference. When you save those results, you are creating a “set.” You can save an unlimited number of sets and you can use TimeManager’s Set Manager to compare your sets to isolate or consolidate data. For example, if you wanted to send letters to all clients with balances that were more than 90 days overdue, but wanted to make sure you didn’t include any clients who had an ongoing matter, you could do this by using sets.

20.1. Creating a Set

The simplest way to create a set is to manually click on the records you wish to include by holding down the control key (command key for Macs) which will highlight the records. You can also create a selection of records that you wish to become a set by using the Query Editor. Just like a manual search, the results of your Query will appear in a list view window.

Now click **Enter** on the menu bar and highlight **Add to set** from the drop down menu. Select **New Set** from the window that appears adjacently. The New Set window will appear and you will be prompted to give a name to the set.



Click the Save button.

You can now add other records to the set at any time. To add a single record, highlight it in a list view and select **Enter** on the menu bar and highlight **Add to set** from the drop down menu. Highlight the set to which you wish to add the record.

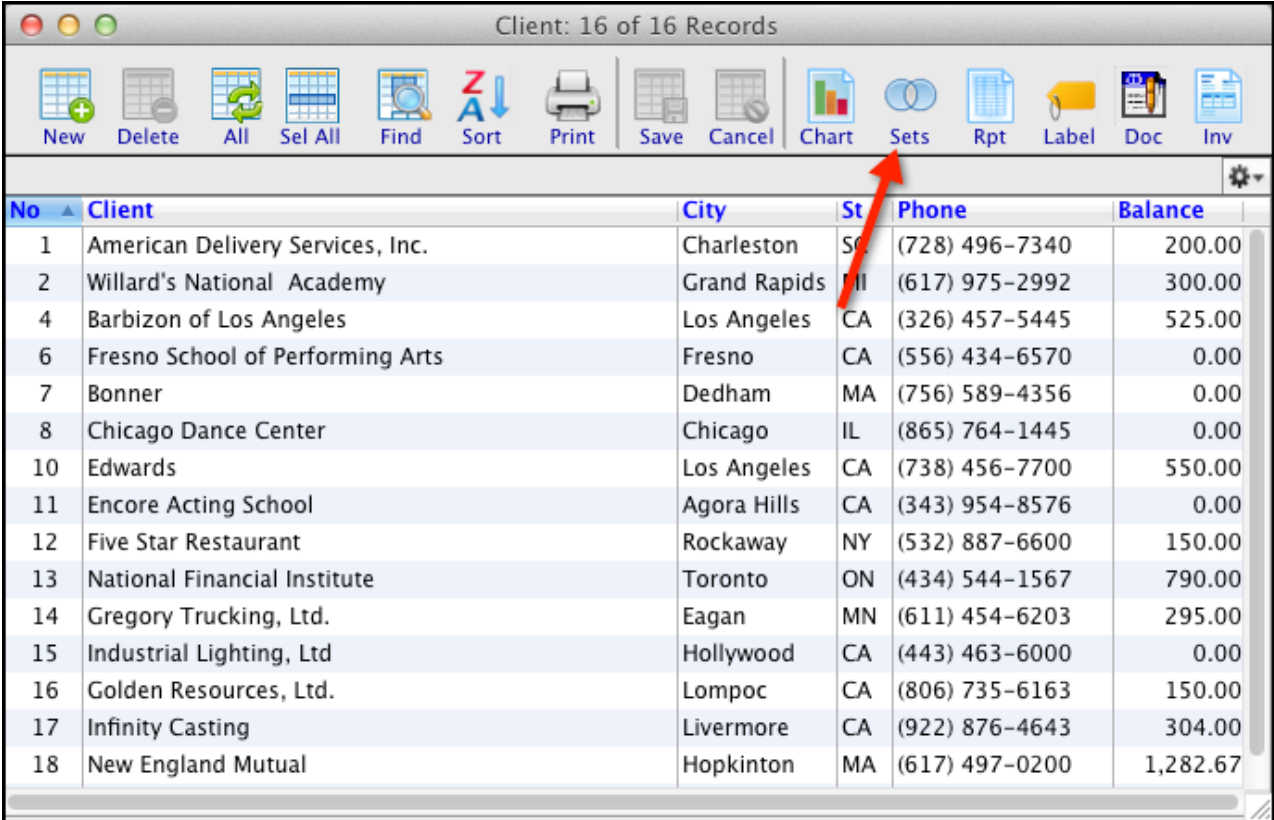
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To access your set, you must be in the same table. For example, if you have saved a set of invoice records that you wish to view, you must first click Invoice on the palette. If it is a set of client records you want to see, click Client first on the palette. From there, you can click Enter on the menu bar and highlight “Use Set” from the drop-down window. A list of your saved sets (for that table) will appear. If you clicked Client on the palette, you will only see Client-related sets, and not any Invoice-related sets. Once you click on the desired set name, a list view window will appear containing the set data.

20.2. Set Operations

Once you have created more than one set, you can run “set operations” which give you the power to consolidate or isolate data. For example, if you want to identify all clients who have unpaid invoices that are more than 90 days past due, but don’t want to include any clients who are incurring interest, you can use set operations to compile that list.

To access the set operations function, click the Sets icon (an image of two intersecting circles) on the task bar of the list view window.



Client: 16 of 16 Records

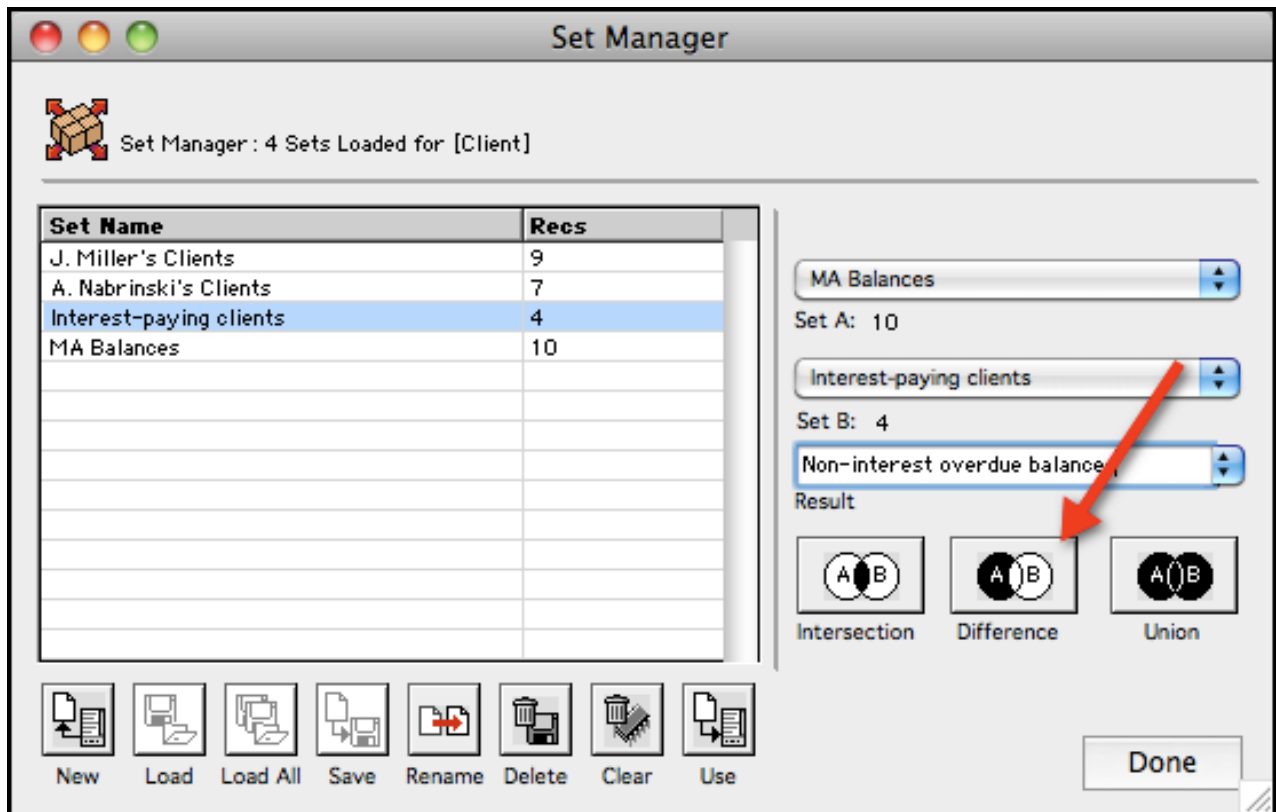
No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
2	Willard's National Academy	Grand Rapids	MI	(617) 975-2992	300.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	525.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

The Set Manager window will appear. All of your existing sets will be listed under set name.

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Tip: If you do not see the sets you wish to use, you are likely in the wrong table. Close the set manager and the list view windows and click the appropriate table on the palette.

Select the two sets you wish to compare by clicking on Set A and choosing one of the set names from the drop-down menu. Do the same with the Set B drop-down menu. In this example, Set A is Clients with balances more than 90 days past due and Set B is clients incurring interest. Assign a name for the new set that will be created once you run the operation. Click the Difference button to get a list of all records in Set A, minus any that also happen to be in Set B.



The Set Manager will automatically run the operation and the results will appear as a new set listed at the top of the set list in the window on the left. To view the results, close the set manager and click Enter on the menu bar. Select Use Set from the drop-down menu and select the set as you named it in the Result field on the Set Manager (in this example, "Non-interest overdue balances").

Using the same sets, you could also find all clients with balances past due more than 90 days who are also paying interest by clicking the Intersection button. You could also compile a list of all clients with 90-day past due invoices and all interest-paying clients by clicking Union.

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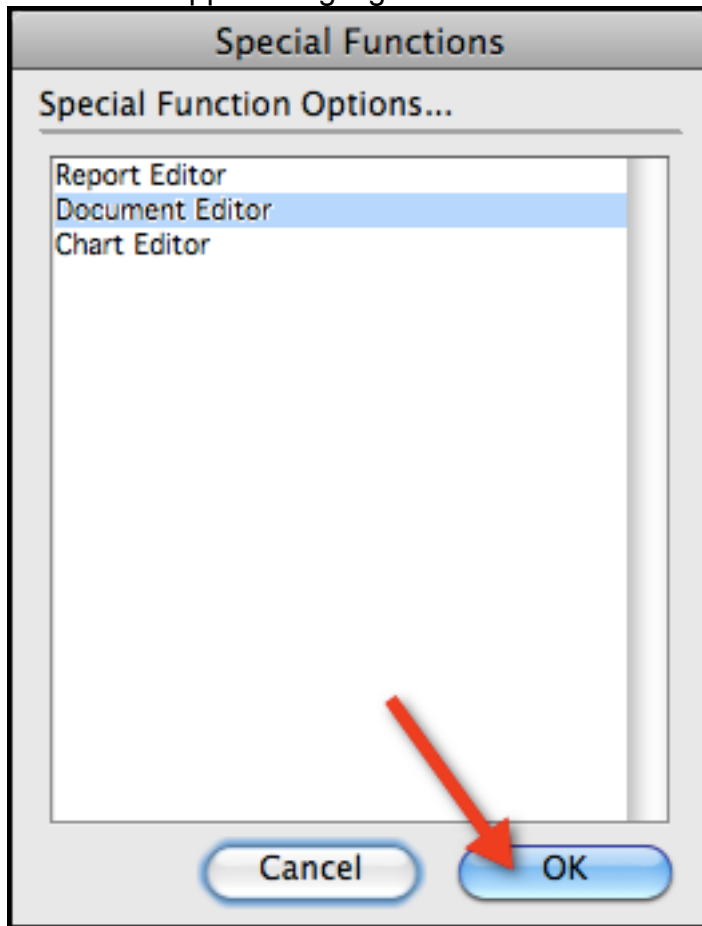
Warning: When using the Difference operation, it is important to take note of which set you assign as Set A. In the above example, selecting Interest-paying clients for Set A, instead of Set B, would result in a list of interest paying clients with balances less than 90 days overdue (instead of the intended search: clients with balances overdue by more than 90 days who are NOT paying interest). When using the Intersection and the Union operations, the sets are interchangeable.

21. Document Editor

TimeManager has its own built-in document editor. The document editor module provides a quick and easy way to generate form letters and merge your client-specific data into the letter. This feature can be used for collection letters, class action letters, engagement letters, change of address or any other form letter you require.

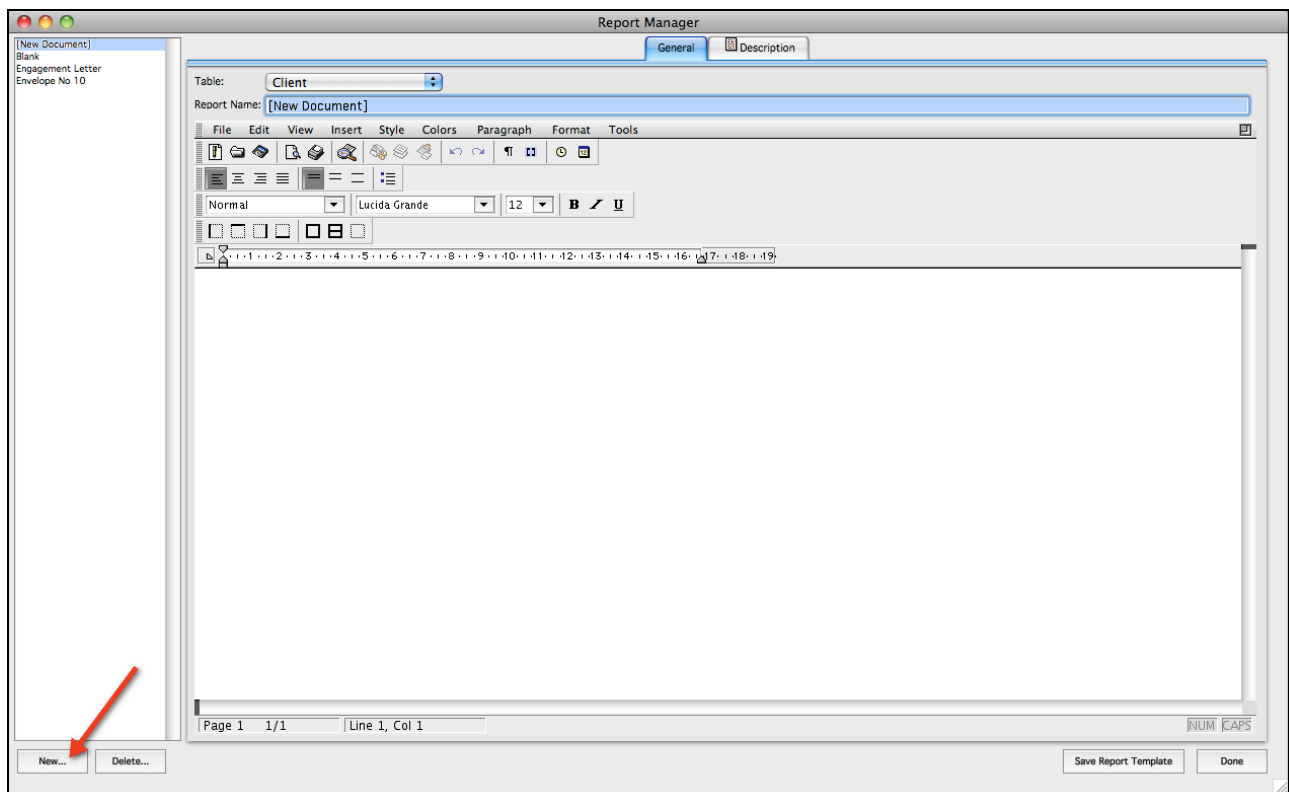
21.1. Creating a Document

To create a new document destined for clients, you must first be in the client table. Click “Client” on the palette if you are not already in the client table. Next, click **Tools** on the menu bar and select **Special Functions** from the drop-down menu. The Special Functions window will appear. Highlight Document Editor and click OK.



The Report Manager window will open. Click the New button on the bottom left corner.

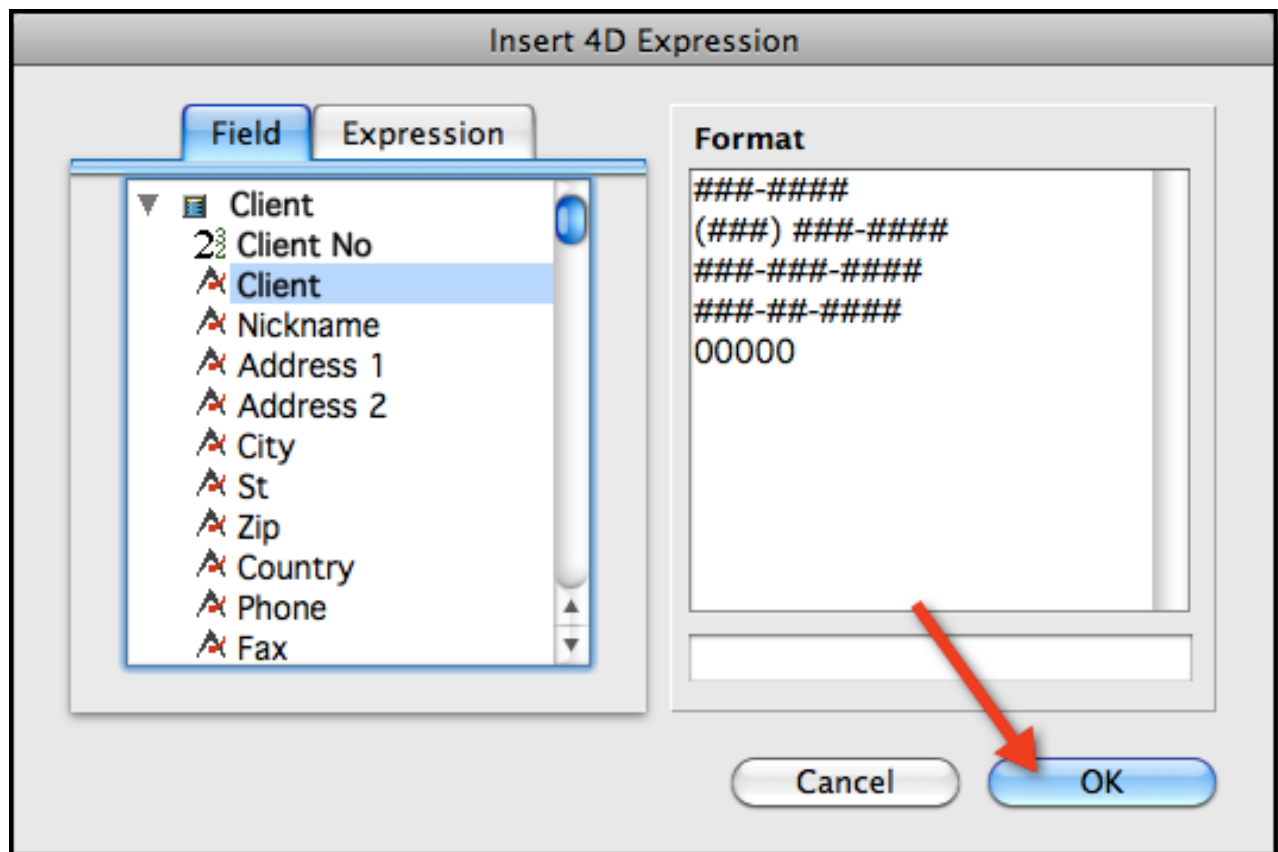
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Begin by assigning a title to your document by typing the document name in the Report Name field. Your document can include a header, body and footer. To view the header and footer, click View above the task bar and select Page from the drop-down menu. You will now be able to see the header, body and footer section of the document. The dimensions of all three sections can be modified by clicking within the section and adjusting the dimensions on the width and height rulers. Slide the margin markers along the rulers to change the document's width and height.

Your document may include both static (text that remains the same for every printed letter) and dynamic (text that changes for each printed letter) content. The static text may be typed or pasted directly into the document body. To add dynamic content, leave the cursor where you want the text to display. Click on Insert on the taskbar and select 4D Expression. The Insert 4D Expression window will appear.

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Select the field you wish to insert from the list and click OK. The field will appear on the document as «[Table]Field». When the document is printed, these expressions will be replaced with data from your database. The following is an example of a document that includes dynamic content:

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<p>Pierce & Krinsky LLC 270 Boylston St. Suite 11A Boston, MA 02116 617-555-7474 pierce&krinsky.net</p>
<p>December 30, 2010</p> <p>«[Client]Client» «[Client]Address 1» «[Client]Address 2» «[Client]City», «[Client]St» «[Client]Zip»</p> <p>Dear «[Client]Bill To 2»</p> <p>This letter is to remind you that you have an outstanding balance of \$«[Client]Balance». I have attached a copy of your most recent invoice which was mailed on November 1. If you are unable to remit the funds within 15 days of receipt of this letter, please call me to arrange a payment plan.</p> <p>Sincerely, Annette Kaiser, Accounts Receivables Pierce & Krinsky LLC</p>

The following is the same letter as it appears once it is populated with data from the database:

<p>Pierce & Krinsky LLC 270 Boylston St. Suite 11A Boston, MA 02116 617-555-7474 pierce&krinsky.net</p>
<p>December 30, 2010</p> <p>Akiya Electronic 13311 166th St Quincy, MA 02440</p> <p>Dear Alistair Endo</p> <p>This letter is to remind you that you have an outstanding balance of \$3250. I have attached a copy of your most recent invoice which was mailed on November 1. If you are unable to remit the funds within 15 days of receipt of this letter, please call me to arrange a payment plan.</p> <p>Sincerely, Annette Kaiser, Accounts Receivables Pierce & Krinsky LLC</p>

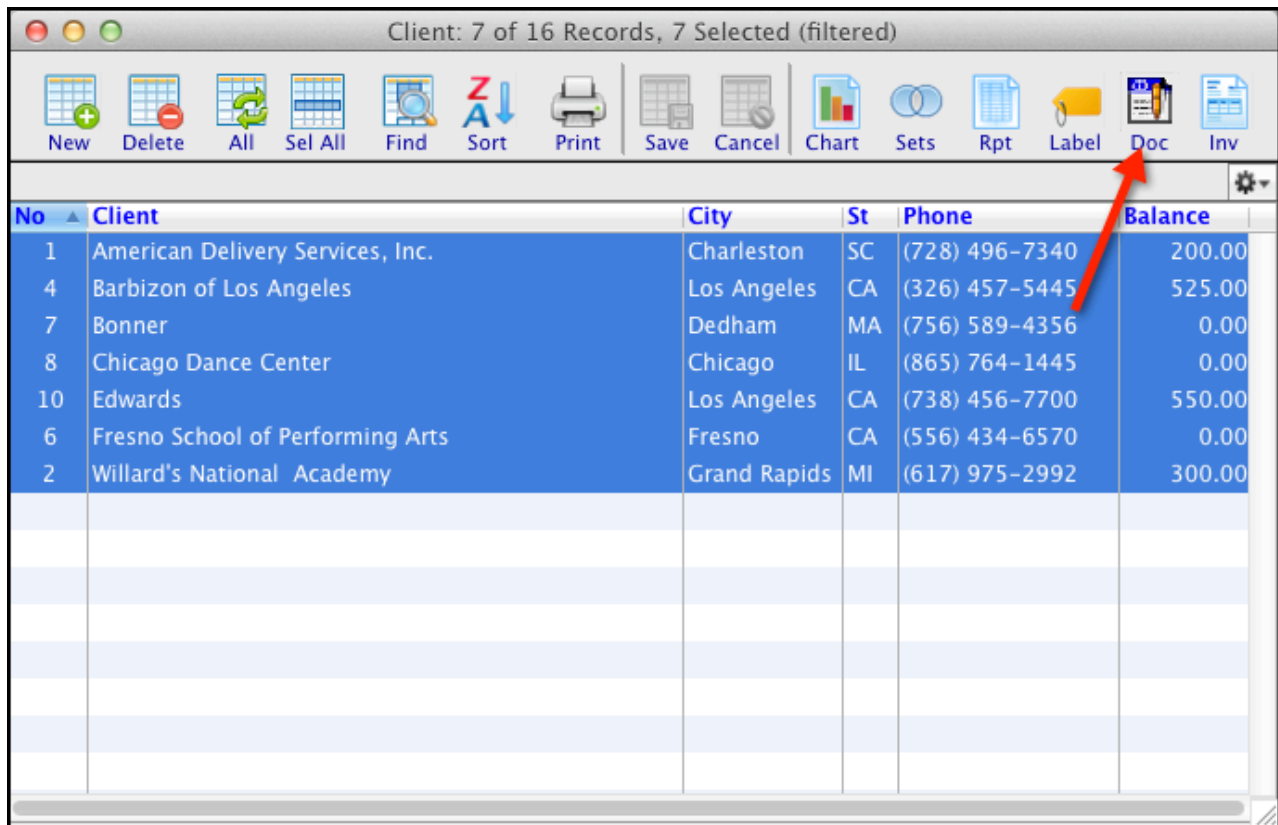
In addition to fields from the database, you may also insert automatically the date and time, along with page numbers. Both of these functions are found in the drop-down menu when you click Insert on the task bar.

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Once you have completed the document, click the Description tab at the top of the Report Manager. Compose a brief description of the document and its purpose. Click the Save Report Template in the bottom right corner. Once saved, you can click the Done button in the bottom right corner of the Report Manager.

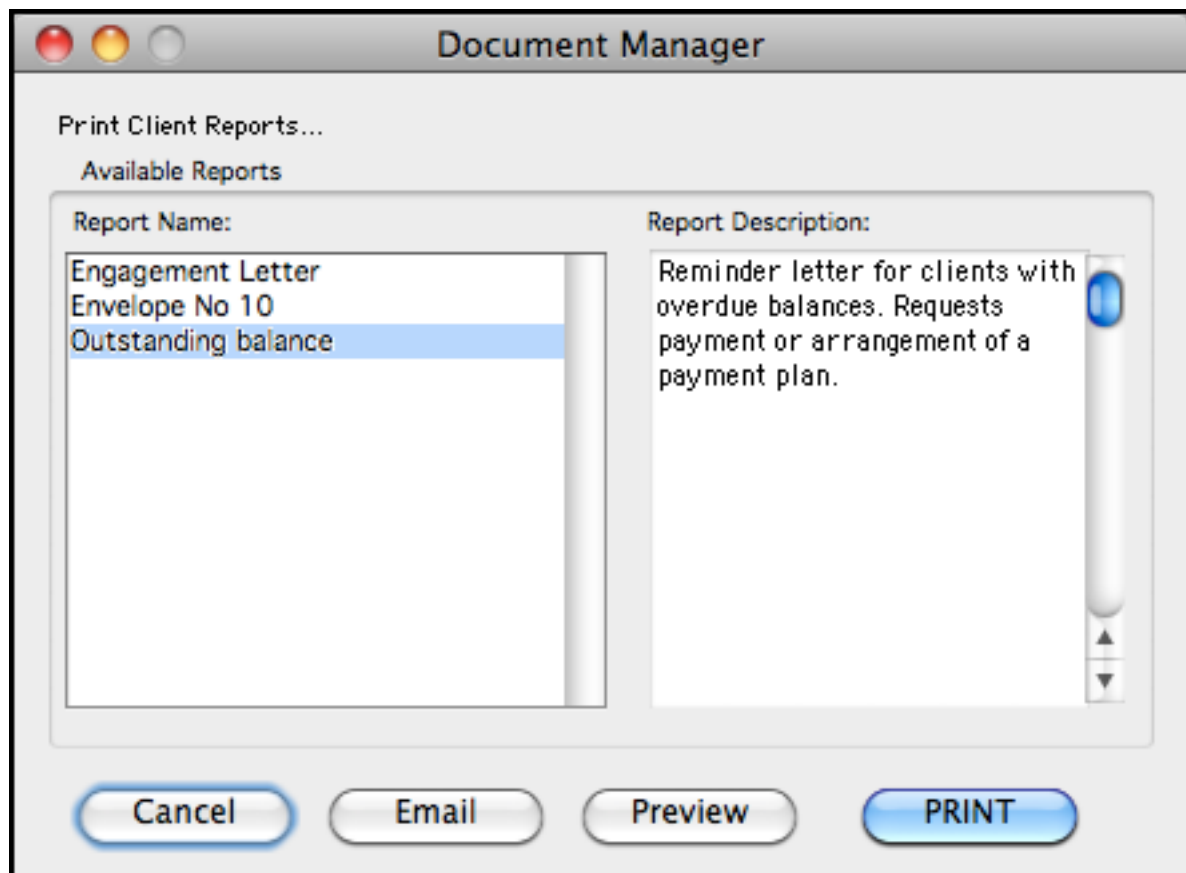
21.2. Printing a Document

To print a document you have created in the Document Editor, you must first select the records that will be included the document merge. In other words, if your document is a letter announcing your move to a new address, you can simply open the client table and select all records. However, if your document is a reminder letter for outstanding invoices, you must first run a query of all clients with overdue balances (see Chapter 15). Once you see the results of your query in the list view window, click the Document Editor icon on the task bar.



The Document Manager window will appear.

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Select the letter template you wish to use from the column on the left. Click the Preview button if you wish to see the completed letter before printing. Otherwise, click Print to proceed.

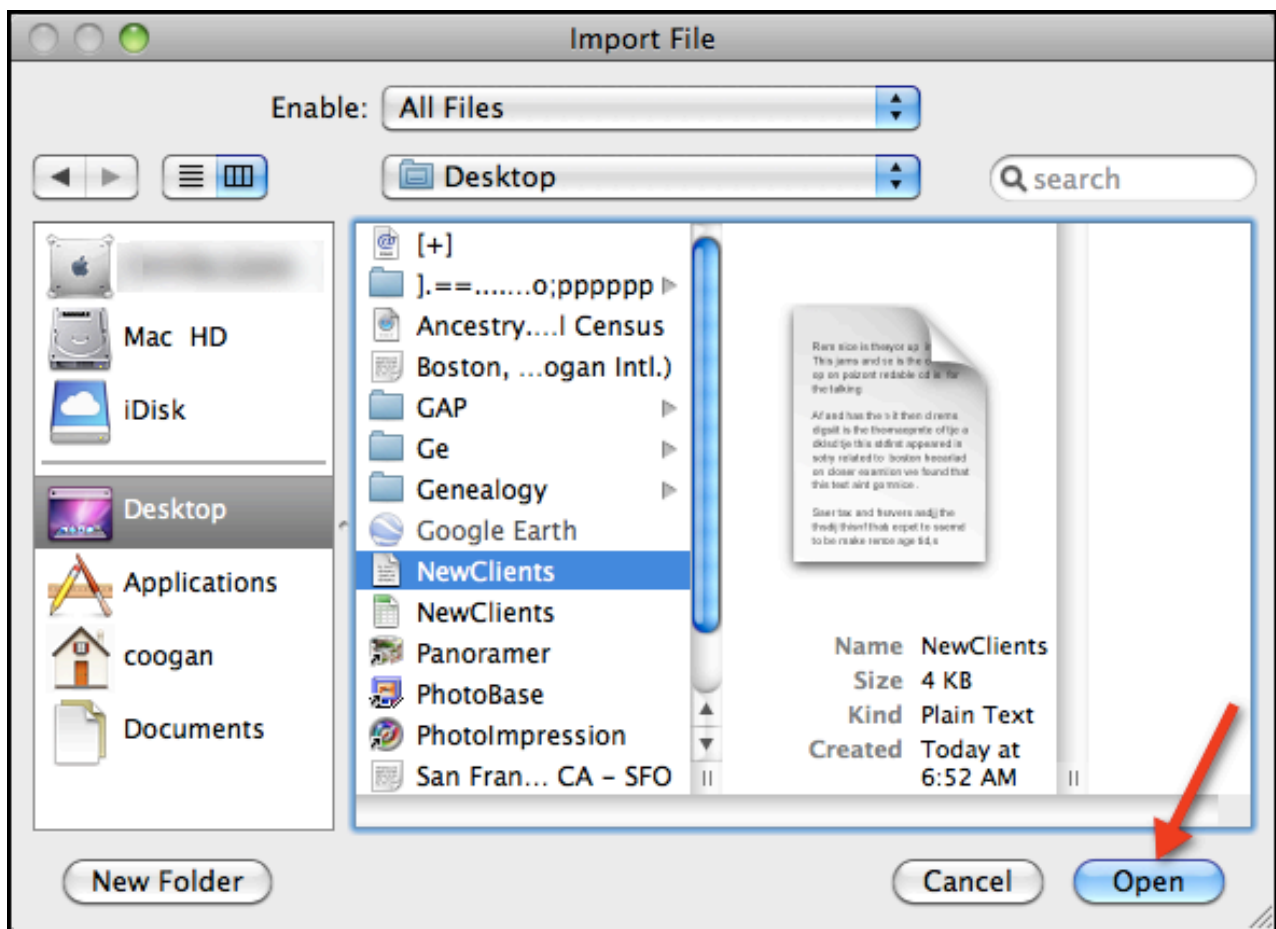
22. Import Export Editor

TimeManager's Import Editor can incorporate third-party data into an existing database. Conversely, the Export Editor allows users to take data from the TimeManager and convert it into a format used by other programs such as Microsoft Excel or Quickbooks.

22.1. Importing a File

To bring new records into your TimeManager database from an outside source, it is recommended that you first convert the data into tab delimited file. To convert your data, run "Save As" in your program and select tab delimited text (.txt) as the format.

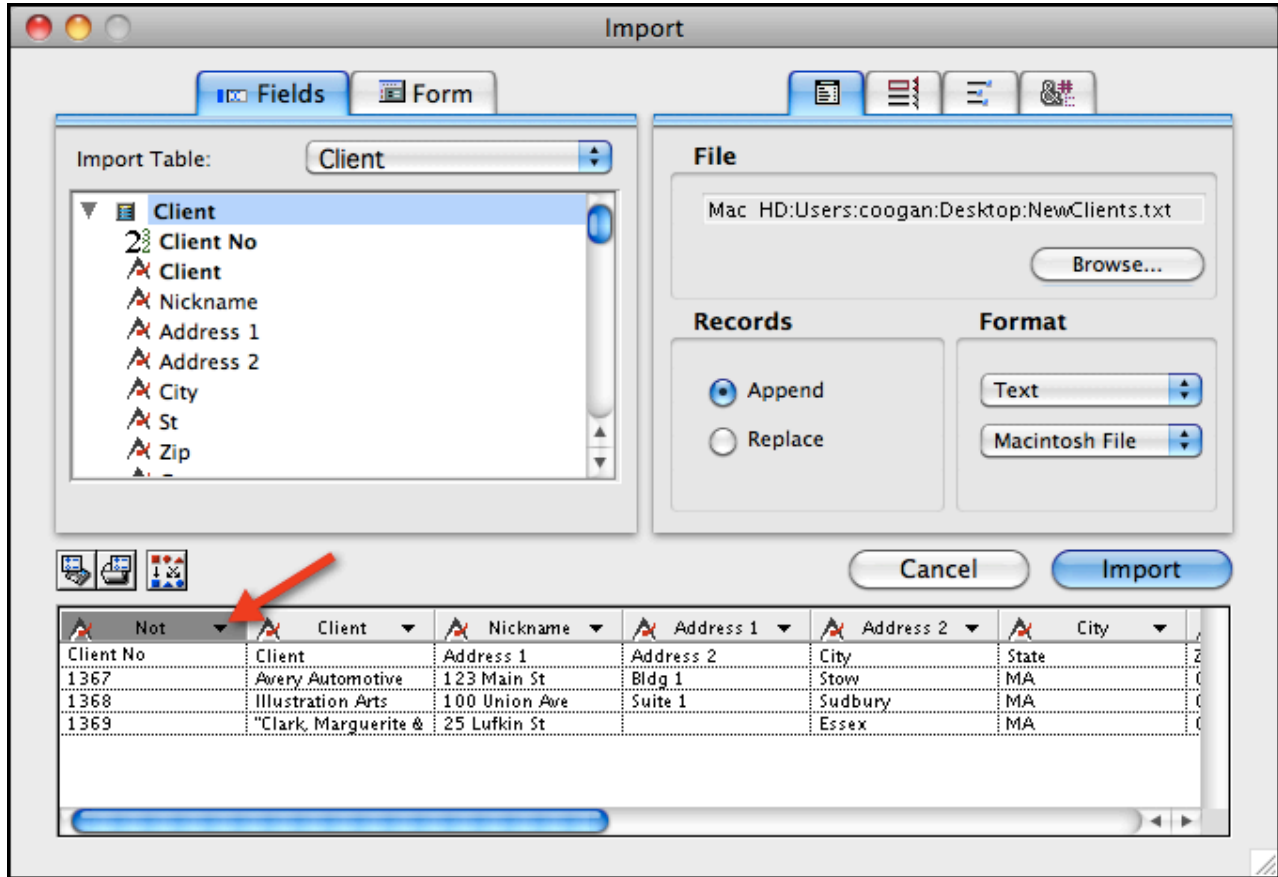
To launch the Import Editor in TimeManager, click **File** on the menu bar and select **Import...** from the drop-down menu. The **Import File** window will appear displaying all the files available on your computer and network. Select the file you wish to import and click the **Open** button on the bottom right corner.



The Import Editor window will now appear. This window is where you can determine which columns will be loaded into your existing TimeManager database. You can also rename the

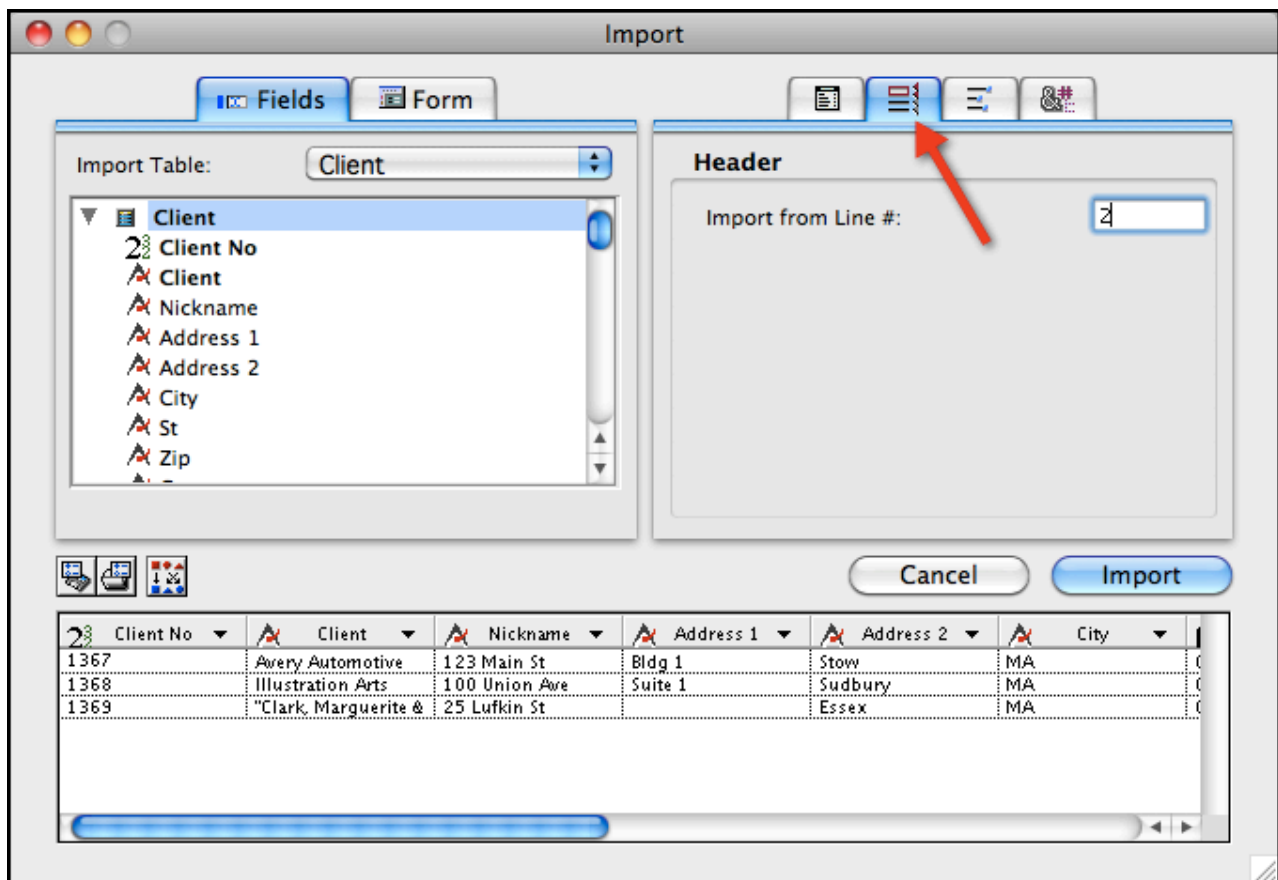
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columns imported file so that they match the existing data. In the example below, the first column containing client numbers is not set to import, as indicated by the “Not” at the top of the column. This can be changed by clicking on the downward-facing arrow and selecting the proper field from the drop-down menu.



In this same example, the third column is marked as Nickname and must be changed to Address 1 and the subsequent columns must also be changed. You can make this change by clicking on the downward-pointing arrows. Since it is not necessary to import the original column headers, you must instruct TimeManager to not import the first line of records. You can do this by clicking on the Header tab on the top right side.

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In the field "Import from Line #:" enter the number row from where you would like the data import to begin. In the example above, entering 2 automatically deletes the redundant column headers that were in line 1.

Once all the columns are appropriately named, click **Import** to bring the records from the outside file into your TimeManager database.

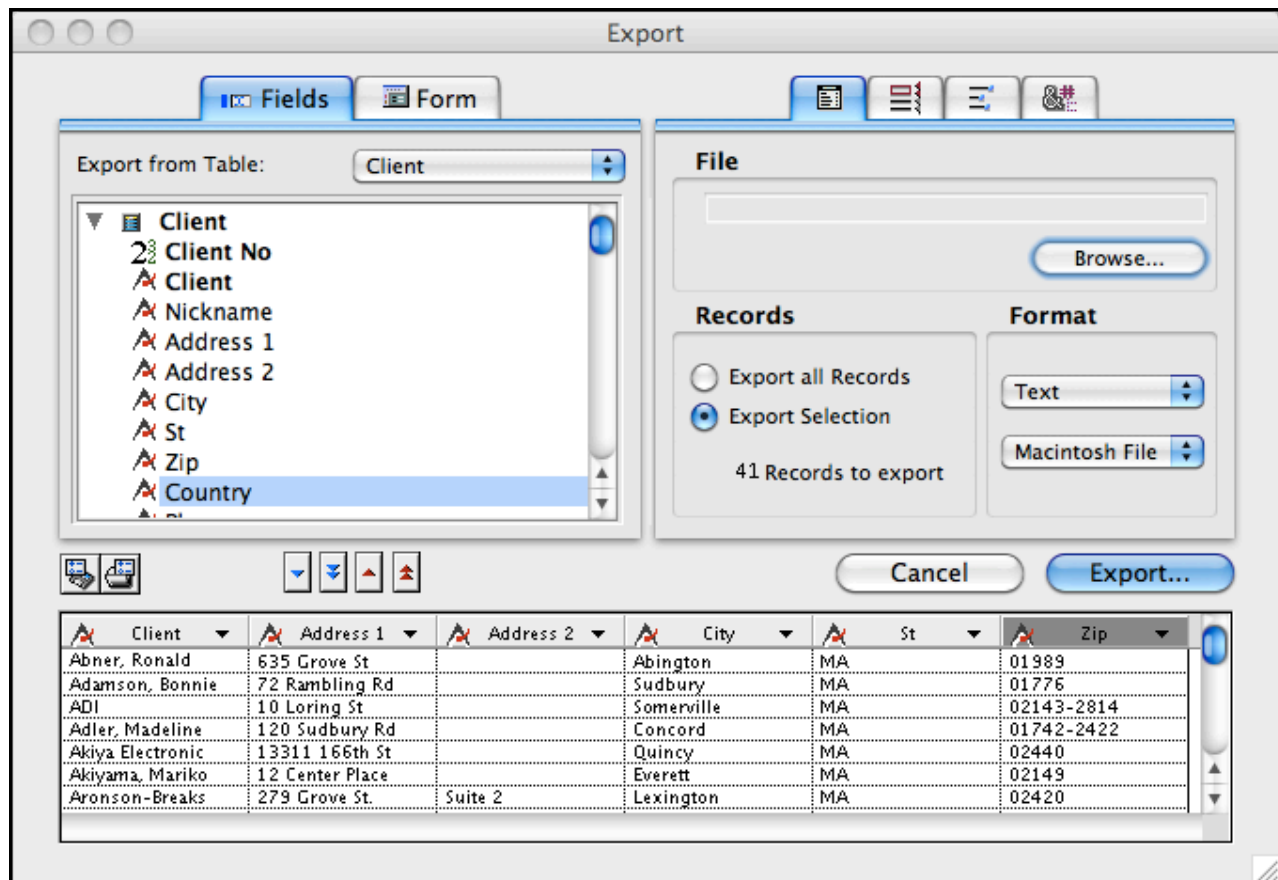
Warning: Make sure that your client numbers are unique.

22.2. Exporting a File

Before launching the Export Editor, you must first select the records you wish to export. For example, if you want to export a list of all clients, you must first click **Client** on the palette. However, if you want to export a more tailored selection of data, you must first run a search or a query. Once you are looking at a list view of the records you wish to export, click **File** on the menu bar and select **Export...** from the drop-down menu. The Export Editor window will appear. Select the data you wish to export by double-clicking on the fields in the left window. Once you double-click, they will appear below. You can also add fields by clicking the single blue downward-pointing arrow button. Click the double blue arrows to add all

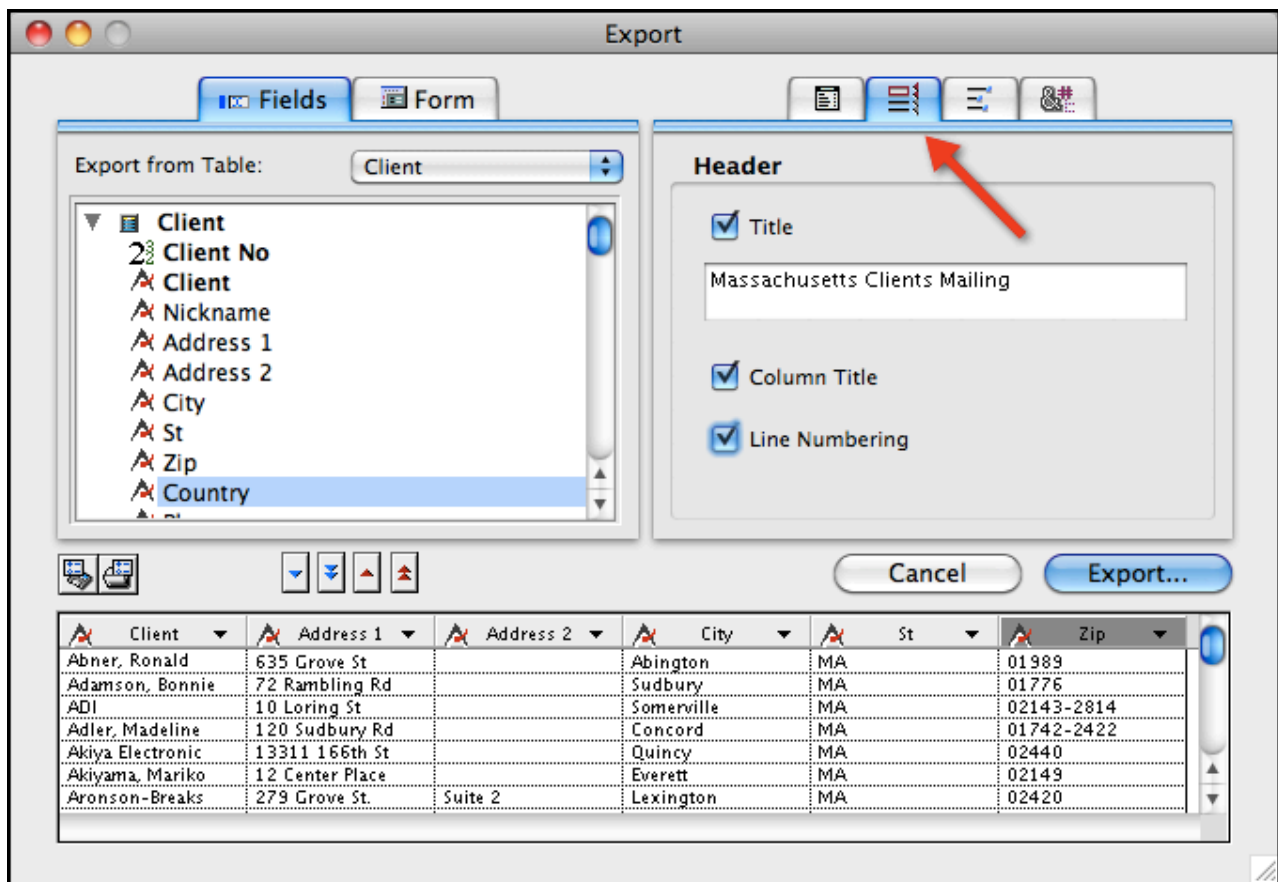
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fields. Use the single red arrow to remove a field and the double red arrows to clear all selections and start again.

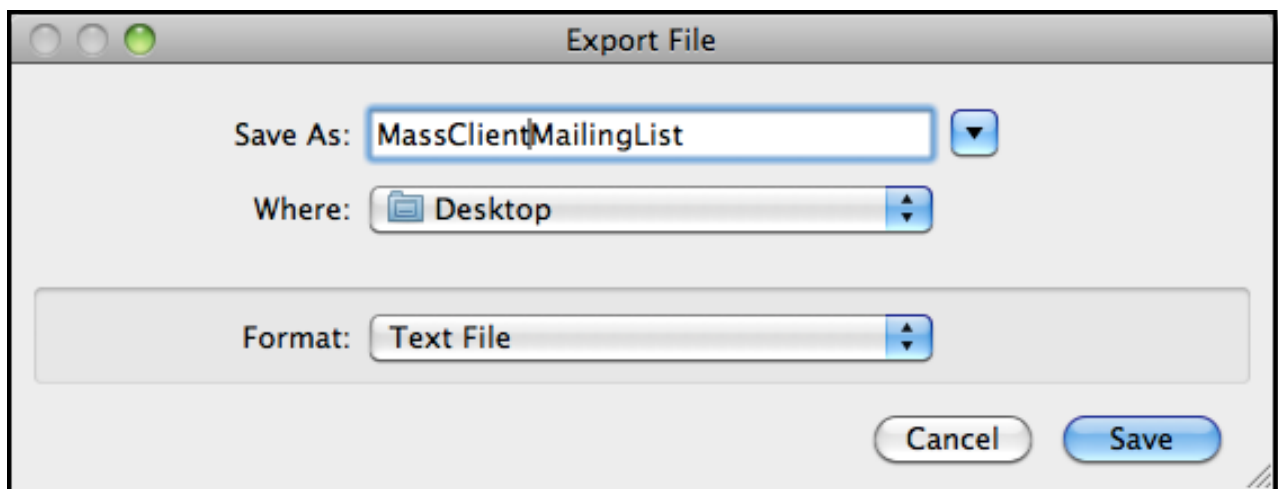


Once you have selected all the fields you wish to export, click on the second tab on the top right to edit the header.

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Here you can add a title for the file and indicate whether it should include column titles and/or line numbering. Next, assign a title set a destination for the exported file by clicking the Browse button in the top right corner. Enter a name for the file in the “Save As” field and select where you want the file saved.



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Now click the **Export** button in the bottom right corner. You can verify the exportation of the data by checking the destination you assigned in the Export Editor. Below is an example of data that was exported from TimeManager and opened using Microsoft Excel.

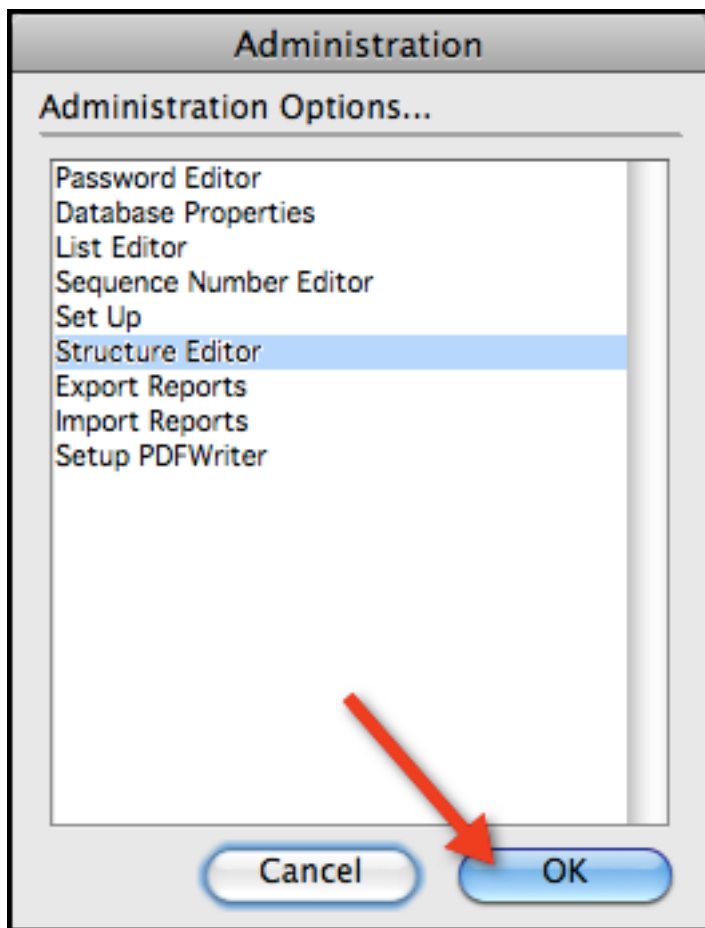
	A	B	C	D	E	F	G
1	Massachusetts Clients						
2	Line #	Client	Address 1	Address 2	City	St	Zip
3	1	Abner, Ronal	635 Grove St		Abington	MA	01989
4	2	Adamson, Bo	72 Rambling Rd		Sudbury	MA	01776
5	3	ADI	10 Loring St		Somerville	MA	02143-2814
6	4	Adler, Madel	120 Sudbury Rd		Concord	MA	01742-2422
7	5	Akiya Electro	13311 166th St		Quincy	MA	02440
8	6	Akiyama, Ma	12 Center Place		Everett	MA	02149
9	7	Aronson-Bre	279 Grove St.	Suite 2	Lexington	MA	02420

23. Structure Editor

TimeManager gives the database administrator the capability to change the name of a field header using the Structure Editor. For example, if your firm is based in Canada, you may wish to change the header name of the “State” field to “Province” or “Zip” to “Postal Code.”

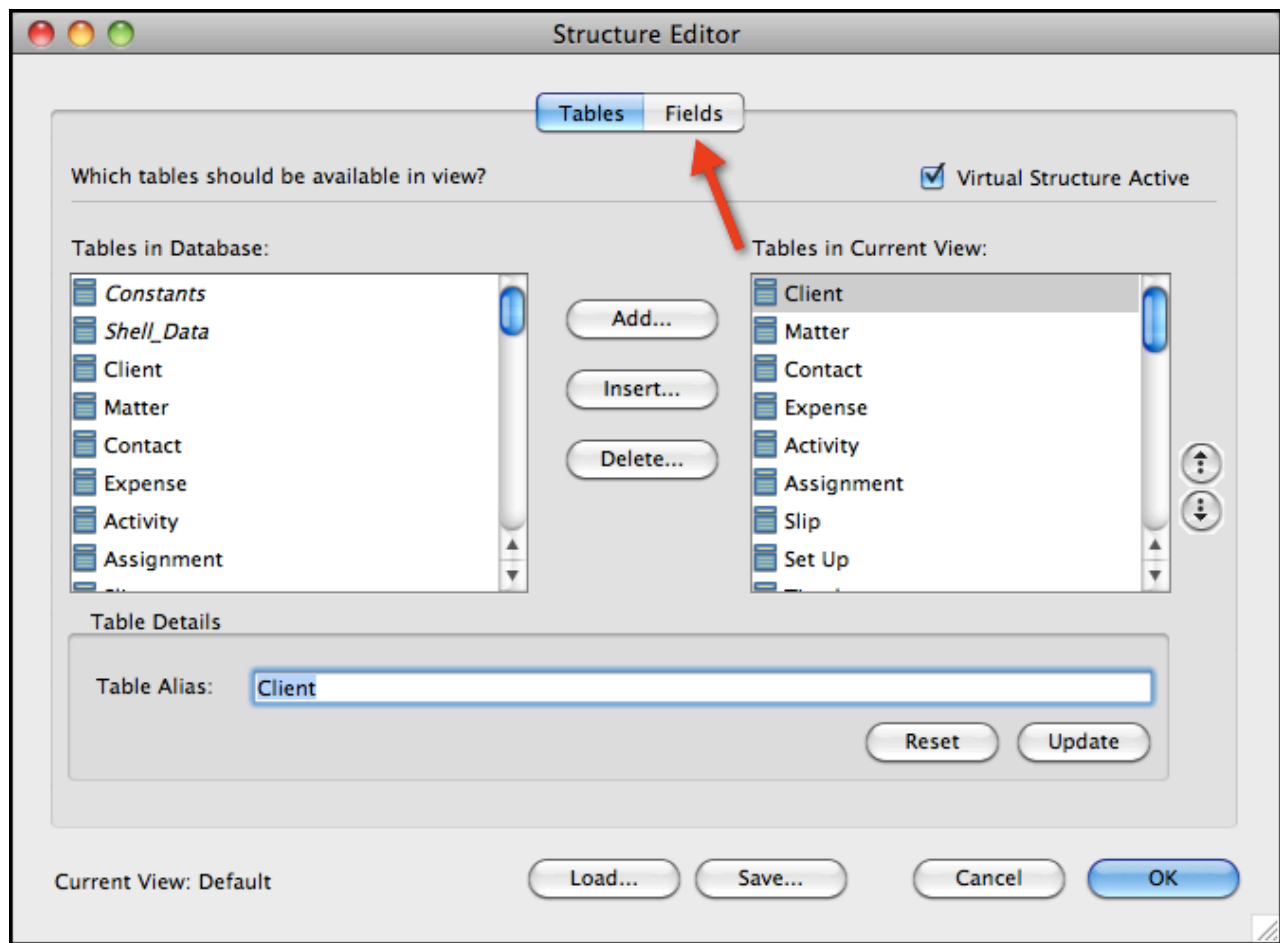
23.1. Changing the name of a field in the Record View

To launch the Structure Editor, click **File** on the menu bar and select **Administration** from the drop-down menu (this option will only be available to a user logged in as Administrator). The Administration window will appear. Select Structure Editor and click **OK**.



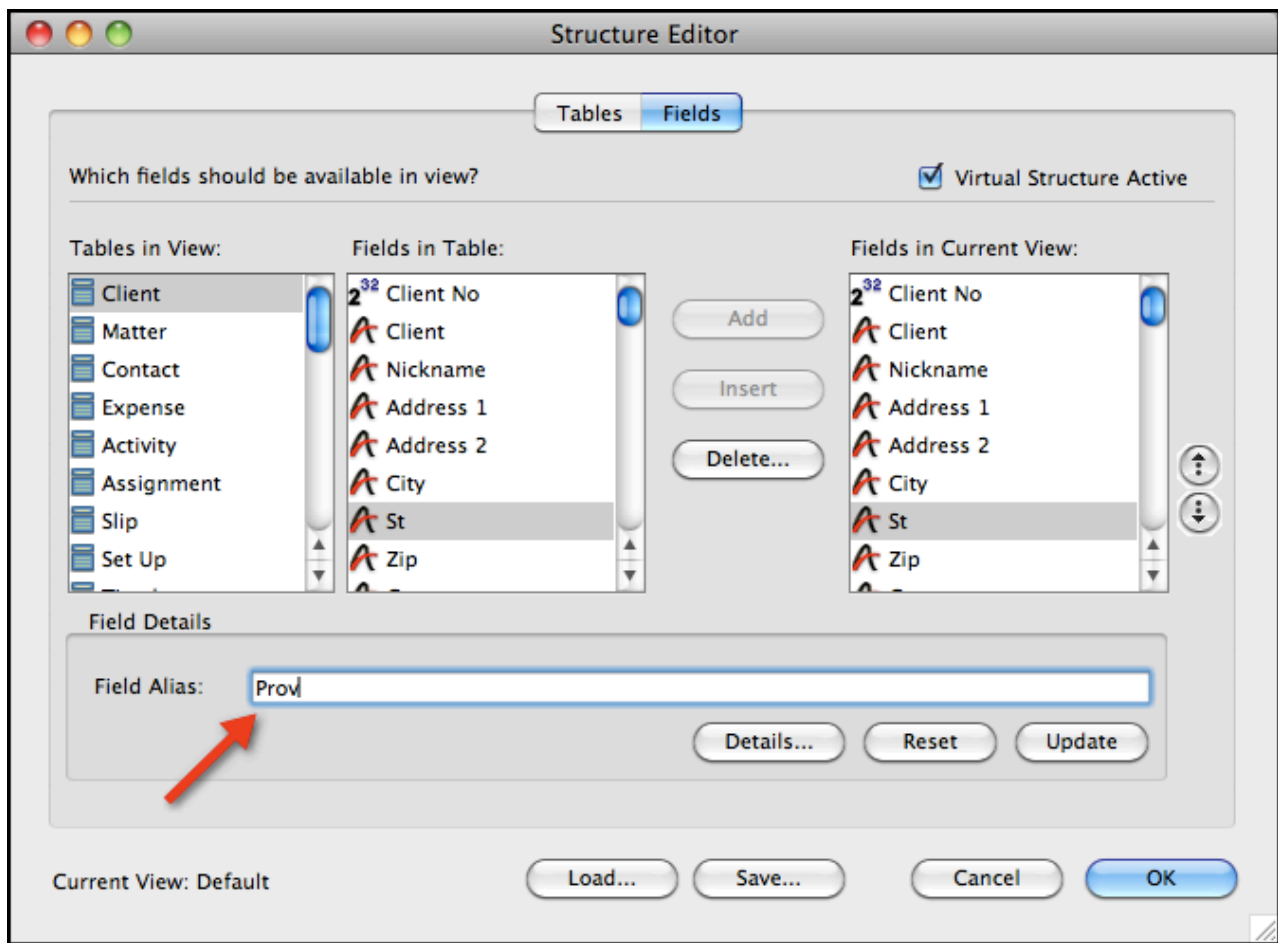
The Structure Editor window will appear. Click the Fields tab at the top of the window.

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Select the Field name you wish to modify from the list **Fields in View** on the right. Click the field name and then update the field name in the **Table Alias** field.

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Type the new field header in the “View Alias Fieldname” field. In the above example, the State abbreviation “St” has been changed to “Prov” for Province. Click **OK** when complete. You will return to the Structure Editor. Perform any other changes you wish to make. Once complete, click **OK**.

23.2. Changing the name of a field in the List View

To change the header names in your List View screens (the screens which appear when you click “Client,” “Slip,” “Invoice,” etc. on the palette), you do not need to launch the Structure Editor. Simply open the List View window you want to modify and click the gear icon in the top right corner.

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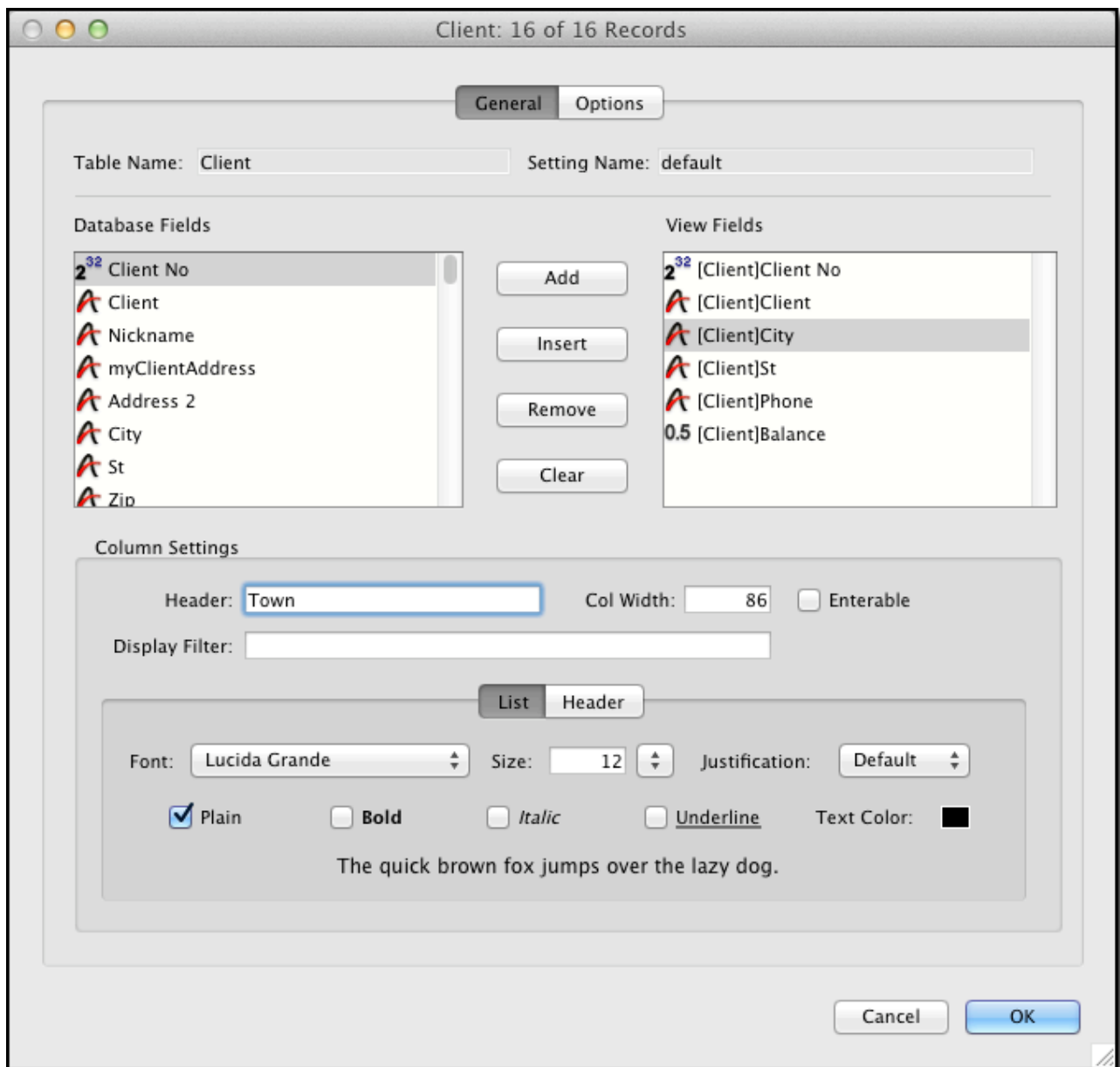
Client: 16 of 16 Records

 New
  Delete
  All
  Sel All
  Find
  Sort
  Print
  Save
  Cancel
  Chart
  Sets
  Rpt
  Label
  Doc
  Edit View

No	Client	City	St	Phone	Balance
1	American Delivery Services, Inc.	Charleston	SC	(728) 496-7340	200.00
4	Barbizon of Los Angeles	Los Angeles	CA	(326) 457-5445	525.00
20	Beckman Consulting	Sudbury	MA	(978) 354-6800	0.00
7	Bonner	Dedham	MA	(756) 589-4356	0.00
8	Chicago Dance Center	Chicago	IL	(865) 764-1445	0.00
10	Edwards	Los Angeles	CA	(738) 456-7700	550.00
11	Encore Acting School	Agora Hills	CA	(343) 954-8576	0.00
12	Five Star Restaurant	Rockaway	NY	(532) 887-6600	150.00
6	Fresno School of Performing Arts	Fresno	CA	(556) 434-6570	0.00
16	Golden Resources, Ltd.	Lompoc	CA	(806) 735-6163	150.00
14	Gregory Trucking, Ltd.	Eagan	MN	(611) 454-6203	295.00
15	Industrial Lighting, Ltd	Hollywood	CA	(443) 463-6000	0.00
17	Infinity Casting	Livermore	CA	(922) 876-4643	304.00
13	National Financial Institute	Toronto	ON	(434) 544-1567	790.00
18	New England Mutual	Hopkinton	MA	(617) 497-0200	1,282.67

Select "Edit View" from the drop-down menu that appears. The Edit View window will appear.

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Highlight the field you wish to modify in the “View Fields” window and enter your edits in the Column Settings field below. In addition to changing the name of a field, you can also modify the font.

This same tool can be used to add or remove additional field columns to your List View.

To add a field, select the fields you wish to add from the Database Fields window and click the Add button. You can arrange the order of the fields in the View Fields window by selecting and dragging them into the desired order.

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To remove a field, select the field you wish to eliminate in the View Fields window and click the Remove button.

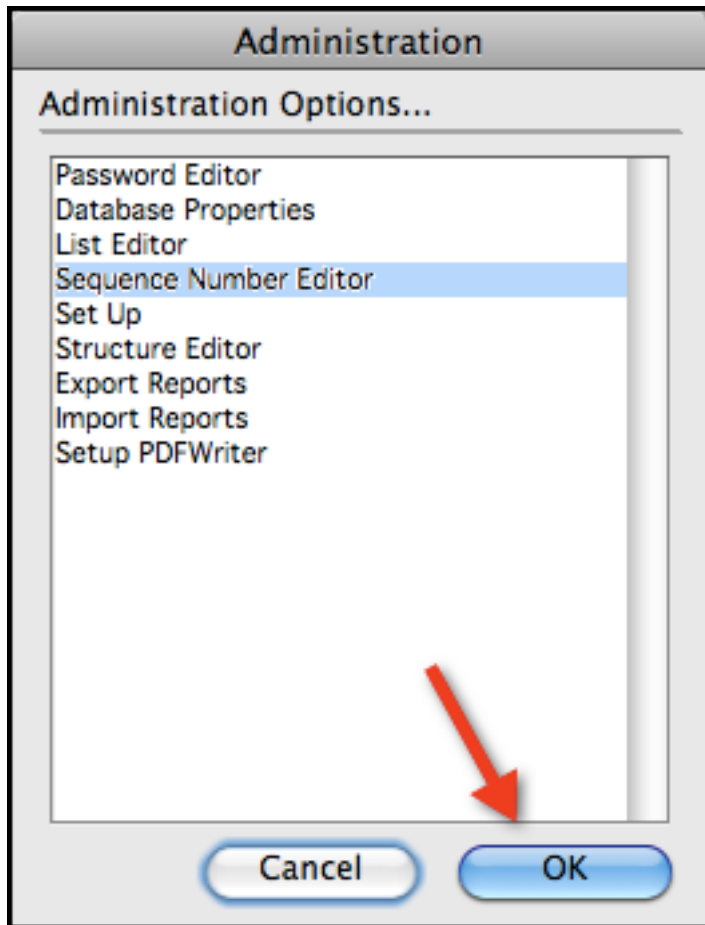
Note: Clicking the Clear button will erase all fields in the List View window.

24. Sequence Number Editor

Sequence numbers are unique primary keys that are used by TimeManager to keep all related records in proper numeric order. For example, if the highest client number is 217 and you create a new client record, it will automatically be assigned the next sequential number, 218. It is important to understand how to assign sequence numbers in case you have accidentally deleted a record and wish to re-establish the deleted record without creating a higher sequence number. For example, if you accidentally deleted slip 55, and now wish to recreate it, you must use the Sequence Number Editor, otherwise the recreated slip will just be assigned then next highest slip number.

24.1. Changing Invoice Numbers

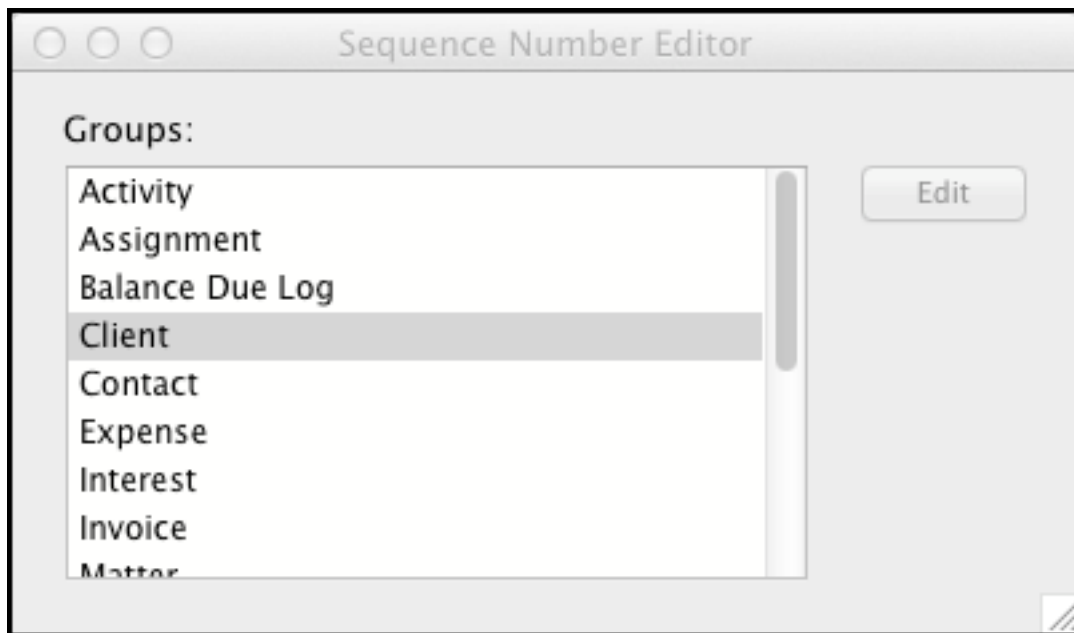
To launch the Sequence Number Editor, you must be logged in as Administrator. Click **File** on the menu bar and select **Administrator** from the drop-down window.



The Administrator window will appear. Select **Sequence Number Editor** and click **OK**. The Sequence Number Editor window will appear. Select the table you wish to edit. For

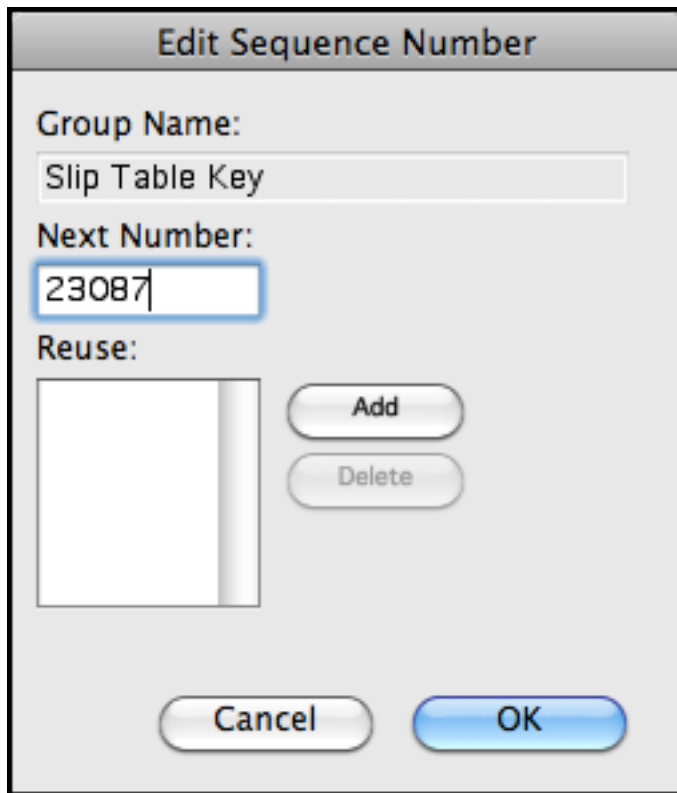
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example, if you want to renumber a slip, select Slip Table Key, if you want to renumber a Timekeeper, select Timekeeper Table Key. Click the **Edit** button.



The Edit Sequence Number window will appear. In the following example, the next slip to be created will be assigned the number 20,087.

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The dialog box is titled "Edit Sequence Number". It contains three main sections: "Group Name:" with a text field containing "Slip Table Key"; "Next Number:" with a text field containing "23087"; and "Reuse:" with a list box and two buttons, "Add" and "Delete". At the bottom are "Cancel" and "OK" buttons.

Group Name:
Slip Table Key

Next Number:
23087

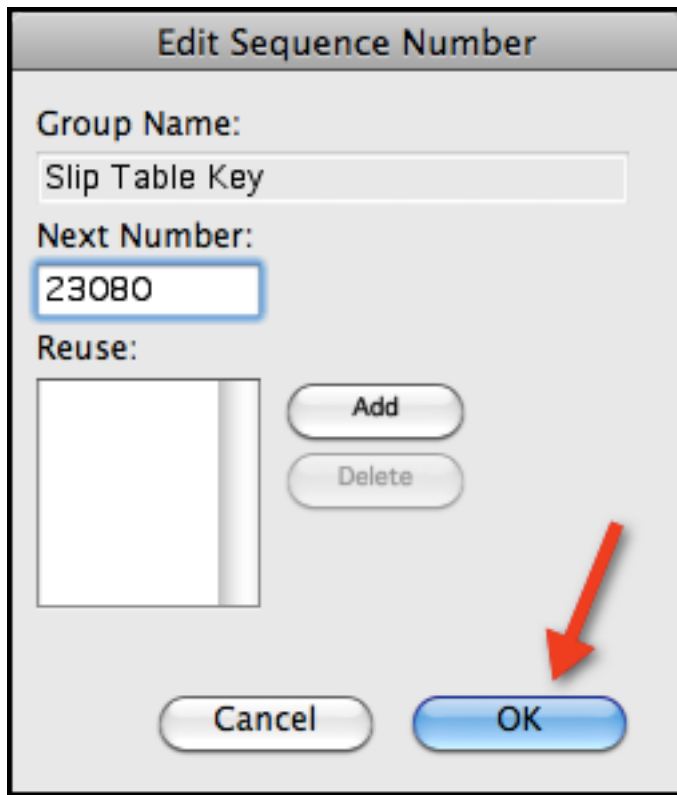
Reuse:

Add
Delete

Cancel OK

If slip number 20,080 was accidentally deleted and needed to be recreated, you would enter 20,080 in the Next Number field and click **OK**.

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Edit Sequence Number

Group Name:
Slip Table Key

Next Number:
23080

Reuse:

Add

Delete

Cancel OK

Click **OK**. The Sequence Number Editor window will appear. If you have no other numbers to edit, close the window. You will now recreate the record you deleted. Once you have recreated the record with the lost sequence number, it is important to immediately return to the sequence number editor and reset the next number back to the original sequence (in the above example, this would be 20,087). If you forget to do this, the next time you try to create a new record, you will get an error message because there will already be a record in occupying the next sequence number. For example, if you neglected this final step, the next time you tried to write a new slip, TimeManager would try to assign it the number 20,081, which is already assigned to an existing slip.

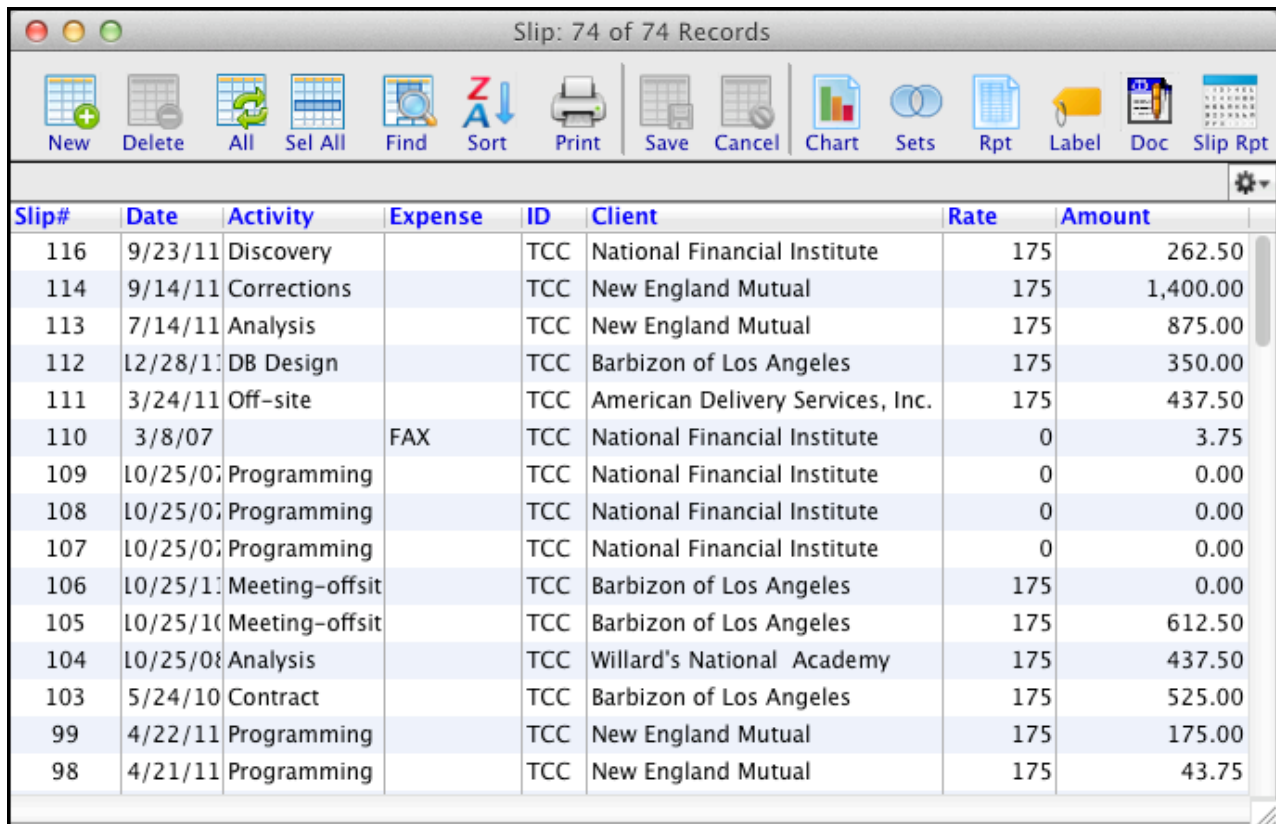
25. Modify Record Feature

The Modify Record feature is a powerful operation that can automatically make changes in thousands of records all at once. For example, if a timekeeper leaves your firm and all of his matters are assigned to a new timekeeper, you can use the Modify Record feature to reassign every slip from those matters to the new timekeeper in one single operation.

Warning: The Modify Record Feature cannot be undone, once executed. It is critical that you backup your data before running this operation.

25.1. Running Modify Record Feature

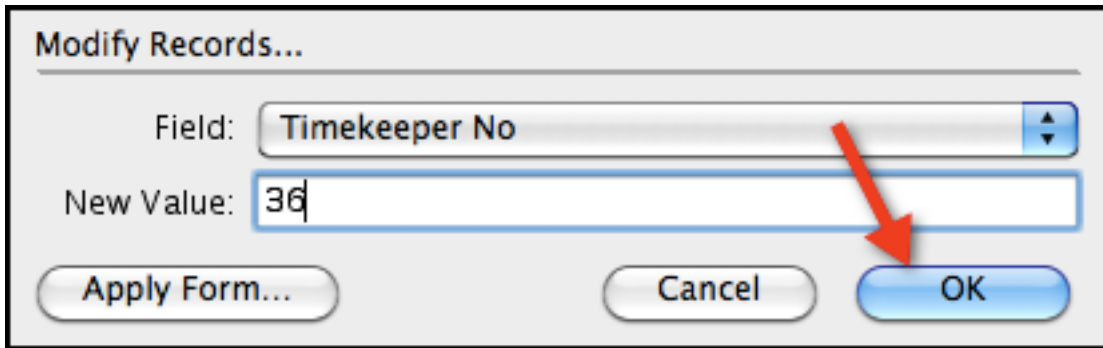
To launch the Modify Record Feature, you must first select the records you wish to modify. You can do this by running a Query operation. For example, if you want to reassign the slips from Timekeeper 21 to Timekeeper 36, you must first click **Slip** on the palette. Once the Slip List View window is open, click the **Find** icon and run a search for all records where Timekeeper No equals 21. The results will appear in a list view window. In the example below, this includes 1,192 slip records.



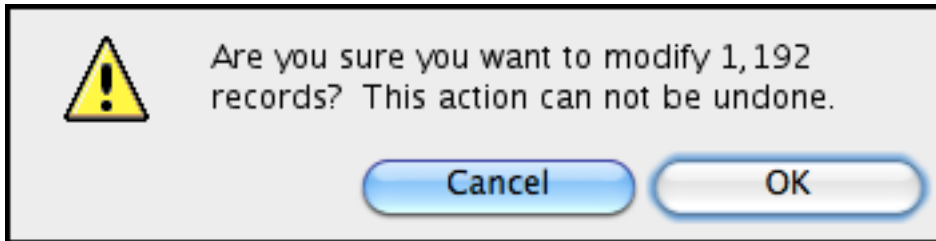
Slip#	Date	Activity	Expense	ID	Client	Rate	Amount
116	9/23/11	Discovery		TCC	National Financial Institute	175	262.50
114	9/14/11	Corrections		TCC	New England Mutual	175	1,400.00
113	7/14/11	Analysis		TCC	New England Mutual	175	875.00
112	12/28/11	DB Design		TCC	Barbizon of Los Angeles	175	350.00
111	3/24/11	Off-site		TCC	American Delivery Services, Inc.	175	437.50
110	3/8/07		FAX	TCC	National Financial Institute	0	3.75
109	10/25/07	Programming		TCC	National Financial Institute	0	0.00
108	10/25/07	Programming		TCC	National Financial Institute	0	0.00
107	10/25/07	Programming		TCC	National Financial Institute	0	0.00
106	10/25/11	Meeting-offsit		TCC	Barbizon of Los Angeles	175	0.00
105	10/25/11	Meeting-offsit		TCC	Barbizon of Los Angeles	175	612.50
104	10/25/08	Analysis		TCC	Willard's National Academy	175	437.50
103	5/24/10	Contract		TCC	Barbizon of Los Angeles	175	525.00
99	4/22/11	Programming		TCC	New England Mutual	175	175.00
98	4/21/11	Programming		TCC	New England Mutual	175	43.75

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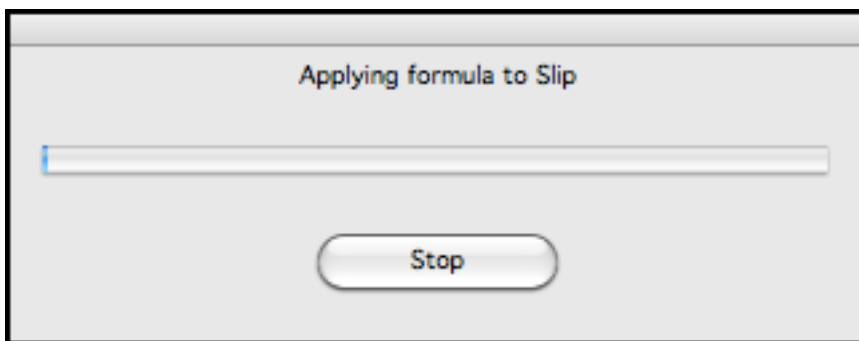
Now click Enter on the Menu bar and select Modify Records... from the drop-down menu. The Modify Records window will appear. Select the field you wish to modify. In this case, the field to modify is Timekeeper No. and the new value is 36.



After you click OK, a confirmation window will appear. Pay close attention to the number of records which are about to be modified.



Once you click **OK**, a progress window will appear. Depending on the number of records to modify, this may take several minutes.



Once the operation is complete, the selected records will now display the modification. Note, in the example below, all the slips now show ID NFF (Timekeeper 36) instead of ID

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JSS (Timekeeper 21).

Slip: 74 of 74 Records

New Delete All Sel All Find Sort Print Save Cancel Chart Sets Rpt Label Doc Slip Rpt

Slip#	Date	Activity	Expense	ID	Client	Rate	Amount
116	9/23/11	Discovery		TCC	National Financial Institute	175	262.50
114	9/14/11	Corrections		TCC	New England Mutual	175	1,400.00
113	7/14/11	Analysis		TCC	New England Mutual	175	875.00
112	12/28/11	DB Design		TCC	Barbizon of Los Angeles	175	350.00
111	3/24/11	Off-site		TCC	American Delivery Services, Inc.	175	437.50
110	3/8/07		FAX	TCC	National Financial Institute	0	3.75
109	10/25/07	Programming		TCC	National Financial Institute	0	0.00
108	10/25/07	Programming		TCC	National Financial Institute	0	0.00
107	10/25/07	Programming		TCC	National Financial Institute	0	0.00
106	10/25/11	Meeting-offsite		TCC	Barbizon of Los Angeles	175	0.00
105	10/25/11	Meeting-offsite		TCC	Barbizon of Los Angeles	175	612.50
104	10/25/08	Analysis		TCC	Willard's National Academy	175	437.50
103	5/24/10	Contract		TCC	Barbizon of Los Angeles	175	525.00
99	4/22/11	Programming		TCC	New England Mutual	175	175.00
98	4/21/11	Programming		TCC	New England Mutual	175	43.75

26. LEDES Billing

The following chapter is relevant only for firms using the Legal Electronic Data Exchange Standard

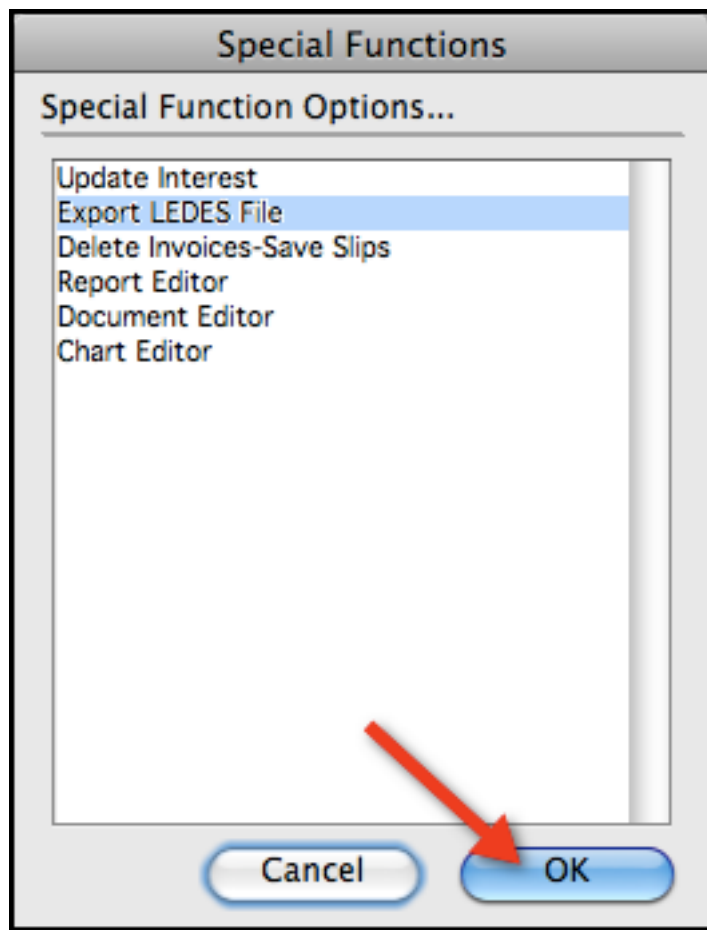
26.1. LEDES Billing Defined

LEDES billing is a standardized file formatting system that allows for the electronic transmission of invoices from a law firm to corporate clients.

26.2. Creating a LEDES Billing File

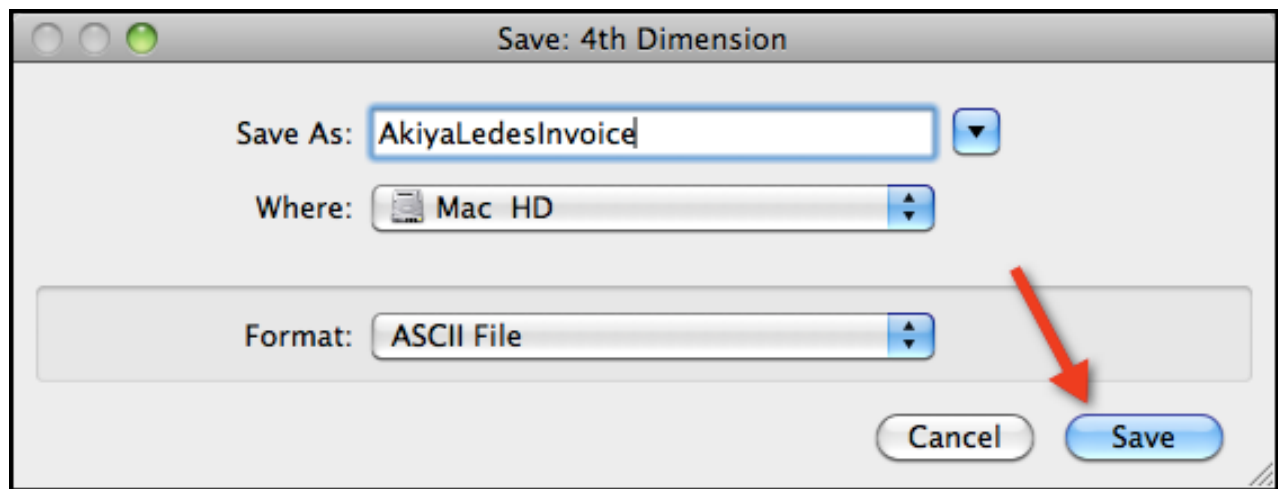
To create a LEDES file, first select the invoice(s) you wish to convert. If you are only converting one invoice, double-click on the invoice in the Invoice list view window to open the record. If you are converting multiple invoices, highlight the desired invoices and click **Select** on the menu bar and select **Show Subset** from the drop-down menu. Click on **Tools** on the menu bar and select **Special Functions**. The Special Functions menu will appear. Select **Export LEDES File**.

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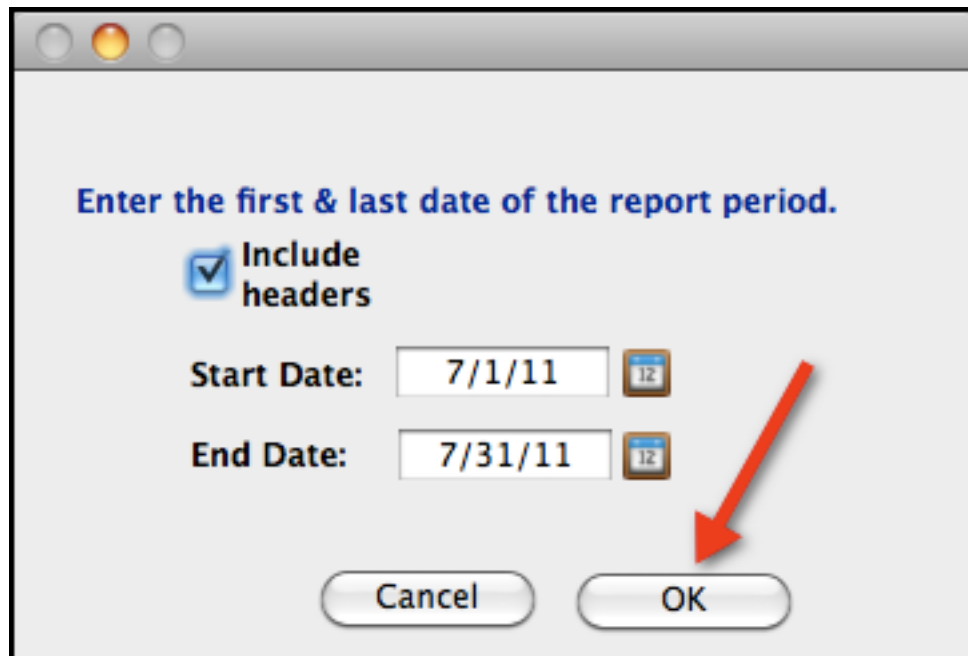


After clicking **OK**, a Save window will appear. Designate a file name for the LEDES invoice and select a save destination.

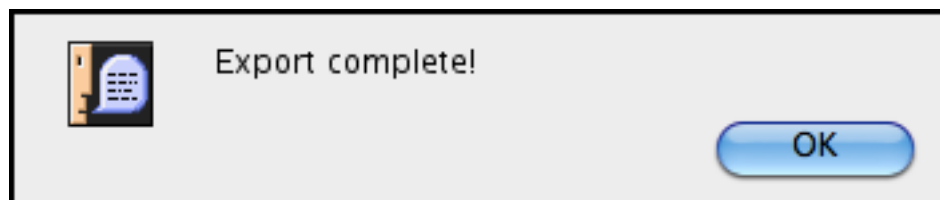
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Once you save the file, you will be prompted to enter the start and end date for the invoice. You may also elect to include headers that will show the title of each field.



Click **OK**. The following window will appear to confirm the LEDES export.



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To view the LEDES billing, open the file in a spreadsheet program such as Microsoft Excel. Below is a sample of the LEDES file from the example executed above.

LEDES1998B[]											
INVOICE_DATE	INVOICE_NUMBER	CLIENT_ID	LAW_FIRM_MATTER_ID	INVOICE_TOTAL	BILLING_START_DATE	BILLING_END_DATE	INVOICE_DESCRIPTION	LINE_ITEM			
20101230	2501	Akiya	3250.00 20101201 20101231 For Services Rendered 23083 F 4 0 1300.00 20101230	ASM	325 McInnery, Alexandra	AS []					
20101230	2501	Akiya	3250.00 20101201 20101231 For Services Rendered 23084 F 2 0 650.00 20101230	ESN	325 Novak, Emily	PT []					
20101230	2501	Akiya	3250.00 20101201 20101231 For Services Rendered 23085 F 0.5 0 162.50 20101230	ESN	325 Novak, Emily	PT []					
20101230	2501	Akiya	3250.00 20101201 20101231 For Services Rendered 23086 F 3.5 0 1137.50 20101230	ASM	325 McInnery, Alexandra	AS []					
20101230	2500	Akiya	0.00 20101201 20101231 For Services Rendered 23081 F 3.5 0 0.00 20101230	JNA	0 Axelrod, Julie	[]					
20101230	2500	Akiya	0.00 20101201 20101231 For Services Rendered 23082 F 2 0 0.00 20101230	JNA	0 Axelrod, Julie	[]					

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