Activity & Expense Tracker™
Time Management, Reporting & Invoicing System

User Guide

Welcome! Thank you for downloading your copy of *Activity & Expense Tracker for Workgroups*™ from SpiritWorks Software Inc.

Activity & Expense Tracker for Workgroups was developed with the small business person in mind. **This program promotes greater work productivity**, because you will be able to spend less time keeping track of all your bookkeeping requirements.

Remember that by keeping track of all your time and expenses, you can make more money by billing more of your time, become better organized, and benefit from increased knowledge about your business. You can also discover time you are spending on activities that are non-productive.

All information used in *Activity & Expense Tracker for Workgroups* is stored in interrelated database files which contain sets of information, called records. You will create lists of clients, projects, etc. which you will be able to pick from when completing new records.

Activity & Expense Tracker for Workgroups contains **easily searchable databases** of all your time and expenses. You can also print out **several different reports** from each database to keep in your filing system.

You can use the software for ten days (or ten uses, if longer) before needing to purchase a registration number. To register *Activity & Expense Tracker for Workgroups*, go to
http://productivity-software/aetracker/register.html

When you receive your registration number, click the **Register** button on the Welcome screen and fill in your user name and the registration number. You will then be entitled to updates, technical support and can use the software indefinitely.

Almost every window in this software has a **Help** button which will display a window that contains all the most current information about that component of the software. The Help window also contains a **Tutorial** for each component.

Your questions, comments, suggestions and bug reports are always welcome. Please send your email to: support@productivity-software.com.

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Getting Started

Information about common controls and backing up your data.

Backing Up Data

It is always a good idea to backup your data on a regular basis, either daily or weekly. There are four ways to back up your data in *Activity & Expense Tracker for Workgroups*. In any registered version of the software, whenever you click the **Quit** button, you are asked if you want to create a backup of your records. Essentially, this is the same as clicking the **Backup Records** button on the Welcome screen.

By creating a backup of your records, you will be able to restore your data to another copy of the software, should your computer or the software fail for some reason. The backup file will also be useful when updating to a new version of the software. The file has the extension .bak and will be created in the software directory that you specify.

Another way to backup your records is by clicking the **Export** button in any of the components of the software, and saving the resulting export files to a folder on your computer.

The final method is to copy the entire program folder onto a CD/DVD. In Windows, this can be found in My Documents and on the Mac in Applications. This is the least desirable method as it takes up much more disk space and if you want to update to a newer version of the software, you need the backup or export files.

The recommended backup method is to save the .bak file to your computer and then copy the backup (or export) files to another disk, at least once a week, so that if you need to reformat your drive for some reason, the backup files are not on that drive.

Import or Delete Sample Data

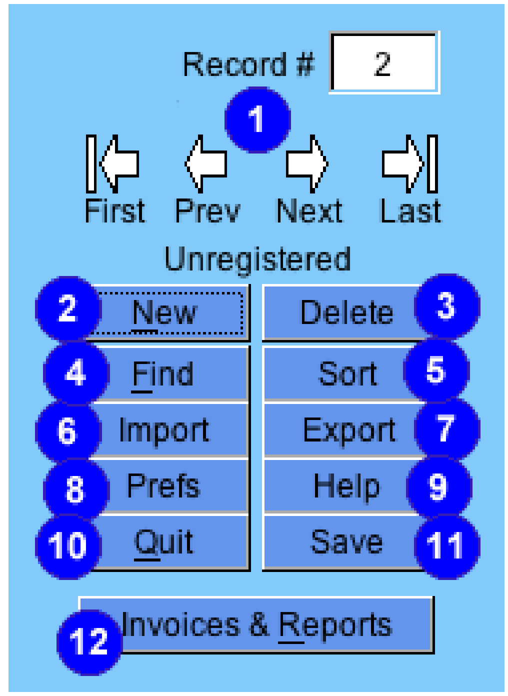
We recommend that you import the sample data provided with this software, and experiment with it for a little while, allowing you to understand how you will enter data into the records in the various databases with your own data.

To import the sample data, click **Guided Tour** on the Welcome screen and then click the **Import Sample Data** button.

To delete the sample data, click **Guided Tour** on the Welcome screen and then click the **Delete Sample Data** button.

Control Buttons

The most common features of *Activity & Expense Tracker for Workgroups* are similar in each screen. These features include:



(1) The arrow buttons move between the records in the database. The **Record #** field displays the number of each record in the database. The number of a record may change if you delete a record or sort the database.

(2) Click the **New** button to create a new record. You will be presented with several choices. If you want a completely blank record, then click the **Blank Record** button OR just press the enter key. However you may want to duplicate the **Client, Project, or Activity** from the current record, in which case you would click one of the other buttons in this dialog.

To remove one or more records from the database, click the **Delete** button **(3)**. You will then be asked if you want to delete **Just this one** (only the current record), **All records**, **Old Records** (those with dates prior to a date which you will enter), **Duplicates** (any record that has the same Date, Client, Project and Activity as another record), **All records for this Client,** or **All records for this Project.** There is also an option called **Delete ONLY Paid Records** (those records with the **Paid** button checked).

The **Find** button **(4)** is used to search for text on any record in A&E Tracker. The **Sort** button **(5)** sorts the records by certain fields in the database.

To update or import records from a different version of the software, click the **Import** button **(6).**

To export data from any database for archiving or updating purposes click the **Export** button **(7).** You will provided with several options for your export file, as illustrated to the right.

Choices include **All records**, **All** Clients, a specific client (click **Select Client** and pick one from the list), **All** Projects, a specific project (click **Select Project** and pick one from the list), **All** Dates or specific dates (choose a **Start Date** and an **End Date** by clicking the **Choose** or **Today** buttons above these fields.

You can also **Export ONLY Paid Records**, choose to **Include all clients, projects, activities, expenses and favorites in export file**, or export in the **QuickBooks Timer Format.**

One you have made your selections, click **Export.**

It is recommended that you **Export** all records for a **Client** or **Project,** before deleting them from the database, in case you decide you want to Import them again.

When you click the **Prefs**, or Preferences button **(8)** you will have the choice of opening a **Special A&E Tracker Prefs** window or the **General A&E Tracker Prefs** window where you can change visual aspects of the software, and change date, time and currency formats. Both of these are covered in more detail on the next page.

There is a **Help** button **(9)** on nearly every screen that opens a new window with context sensitive information about that screen and all the features of that database.

The **Quit (10)** button simply takes you out of the program itself. In registered versions of the software, you will be reminded to backup your data. Closing the last window will also quit the program but you will not be reminded to backup your data.

You can save the A&E Tracker database by clicking the **Save** button **(11)**. Data is normally saved automatically when going to another record or closing a window.

A&E Tracker has an **Invoices & Reports (12)** button in the lower right corner of the screen that opens a new window with report options.

In the lower left corner of the A&E Tracker main window is an **A&E Tracker Welcome/ Register** button which you will use to return to the Welcome screen.

Tabs & Preferences

Tabs are special buttons which allow you to see more information or options in a window. You will find tab buttons in many components of the software.

In the Preferences window, for example, the buttons pictured above allow you to choose which options are displayed at any one time, making the screen much less cluttered. By clicking each tab button you hide and show specific fields and/or buttons.

There are several preferences you can set for Activity & Expense Tracker.

To access the Preferences windows, click the **Prefs** button in the A&E Tracker window. You will have a choice of **Special A&E Tracker Prefs** or **General A&E Tracker Prefs.**

If you choose **Special A&E Tracker Prefs**, you will see controls for:

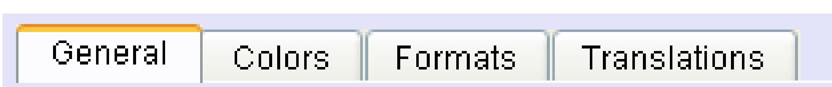
Simple Mode - This button hides some of the less important features and unclutters the window somewhat.

If the **Allow Multiple Timers** button is not checked then starting a timer will automatically stop any other running or paused timers. If the Allow Multiple Timers button is checked then you can have an unlimited number of timers running

You specify whether you want to be reminded when end times are before start times in **A&E Tracker**, by clicking **On** or **Off** in the **Time Error Reminder** section.

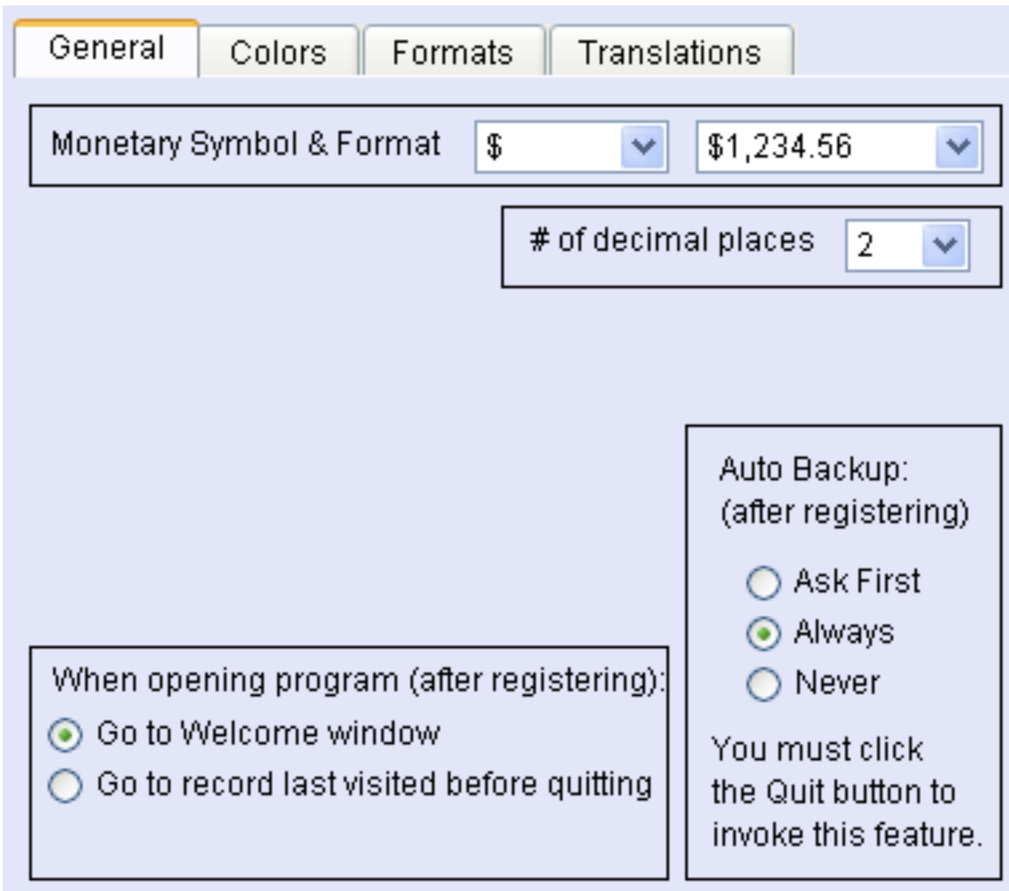
In the **General A&E Tracker Prefs** window**:**

Notice the four tab buttons near the top of the Preferences window. They are **General**, **Colors**, **Formats,** and **Translations.**



General Preferences

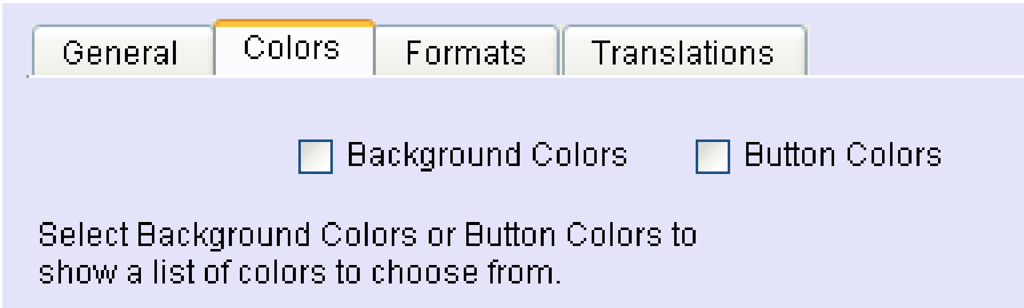
You can set the **Monetary Symbol** to something other than the dollar sign ($). To choose a different symbol, use the menu provided, or click the symbol field and enter a new one. You can use up to 4 characters for the monetary symbol. The new symbol will be displayed in all invoices and reports. Only one symbol can be used. The currency format can also be changed. The choices are $1,234.56 OR $1.234,56 OR 1.234,56$



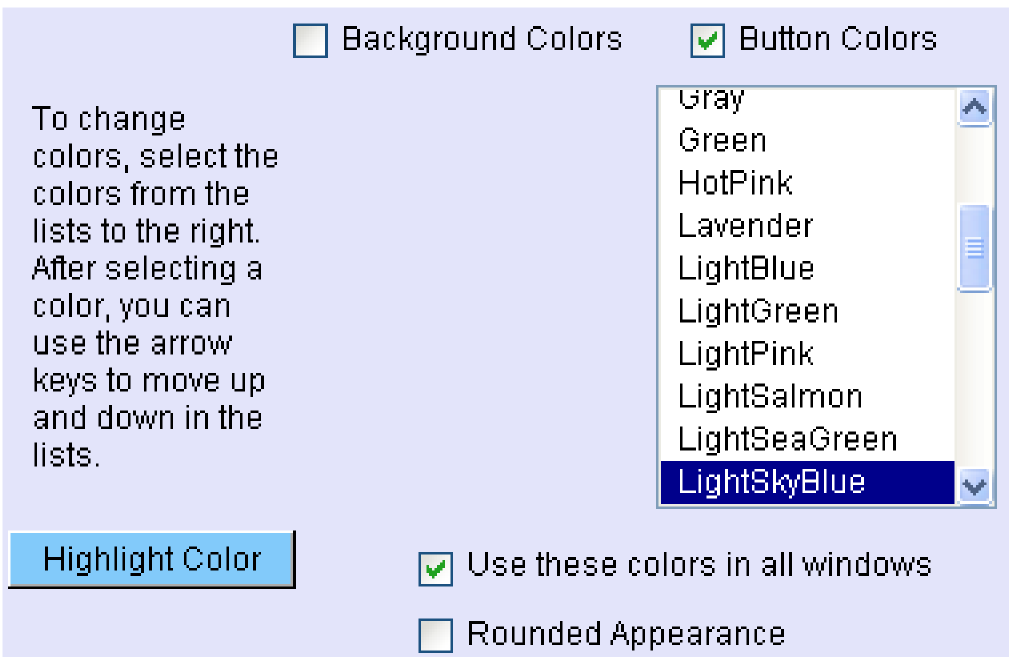
The **When opening program (after registering)** section allows you to choose if you want the program to open to the Welcome window, where you can choose the tool you want to use from the pull-down menu, or if you want to go to the record last visited before quitting (ie, the one you were working on when you clicked the **Quit** button), or you can go directly to the Daily Briefing Report where you can check your daily schedule. These options only works in registered versions of the software.

When you click any of the **Quit** buttons (after registering the software) you can specify If you want an **Auto Backup** done. The choices are **Ask First, Always** (you will be asked to specify the name and location of the backup file), or **Never** (you will not be asked again when quitting).

Color Preferences

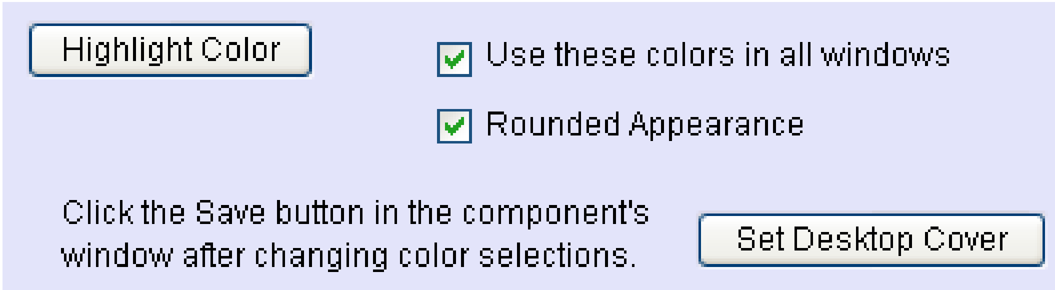


You can change the background color or the button colors for all windows in the software or assign different colors to each component of the software. Click the **Background Colors** option to show the **Background Color** list. Click the **Button Colors** option to show the **Button Color** list.



You can change the button colors by choosing a color from the the **Button Color** list. The button colors, of the component you clicked the **Prefs** button in, will automatically change to the new color. You can use the up and down arrow keys to change the colors after selecting the first one. You can't change button colors if you are using Mac OSX and the **Rounded Appearance** option is selected, so this list is hidden. You can choose any color by selecting the Other... option in the **Button Color** list.

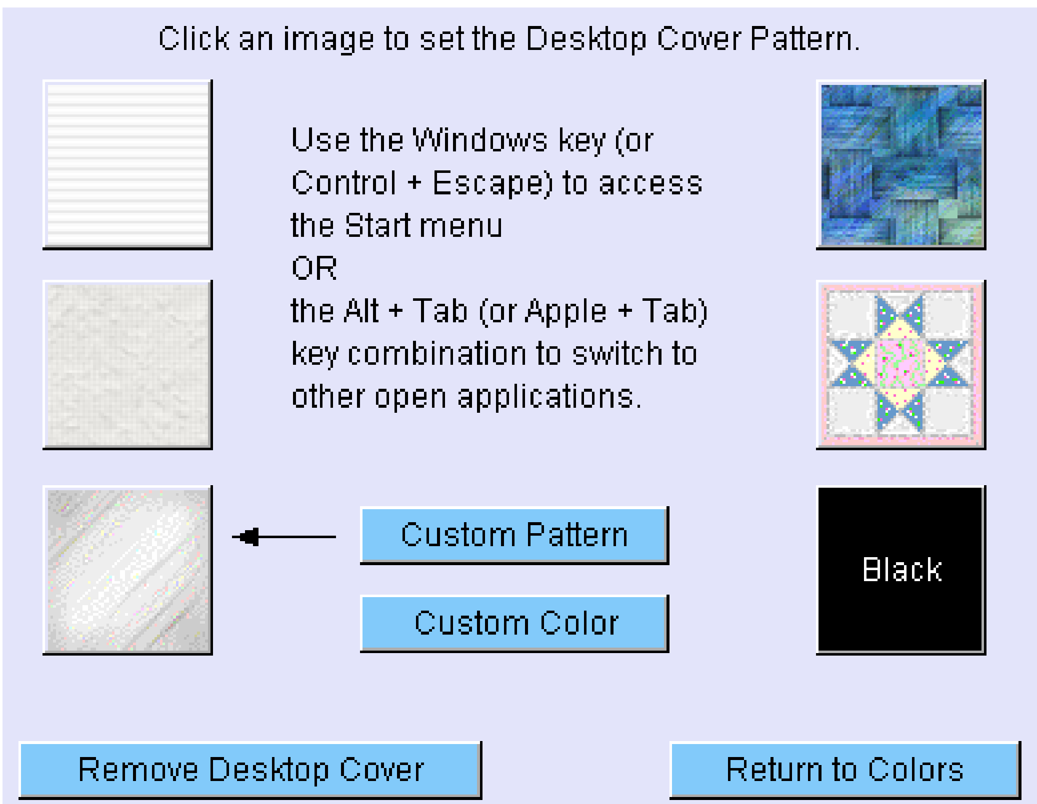
Play around with these selections until you find a color combination that is pleasing to your eyes.



Click the **Rounded Appearance** button to make the buttons and fields more rounded and three dimensional.

To change the highlight color, click the **Highlight Color** button, then hold down the Control (or Command) key while clicking a color from the **Background** colors list.

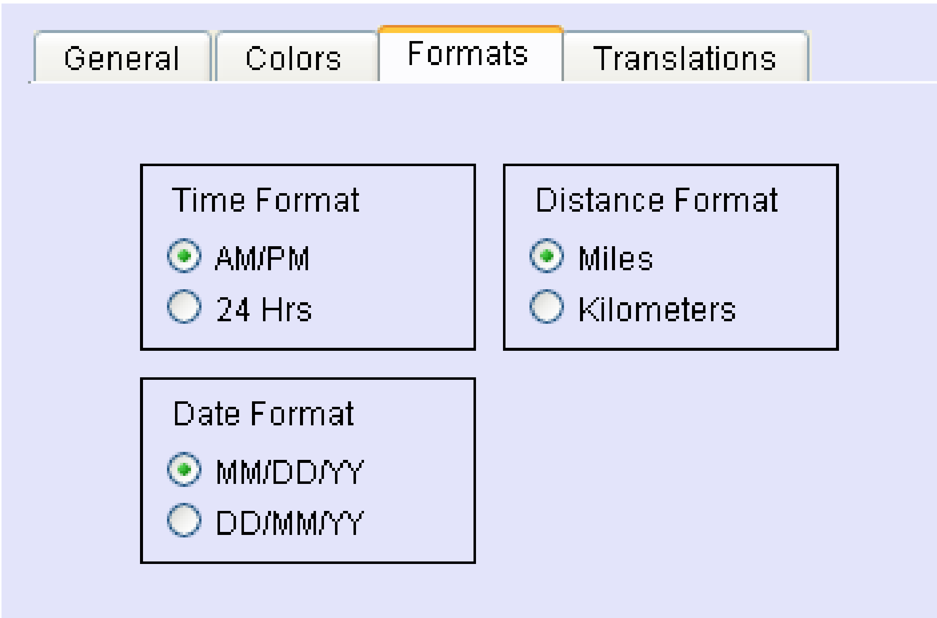
Click the **Set Desktop Cover** button to choose a color or pattern to hide other program windows, and the icons on your Desktop, for a full screen effect.



You can choose from one of the preselected patterns, choose a Custom Pattern, a solid Black or a solid Custom Color. If you change your mind, click the **Remove Desktop Cover** button to remove the desktop cover. Click the **Return to Colors** button to exit the Desktop Cover selection screen.

Format Preferences

You can choose different formats by clicking the **Formats** tab.



The **Time Format** defaults to **AM/PM**, but if you would want times displayed in 24 hour format, click **24 Hrs**.

The **Date** Format defaults to **MM/DD/YY** (ie, 12/25/10), but if you would want dates displayed in European format (ie, 25/12/10) click the **DD/MM/YY** button.

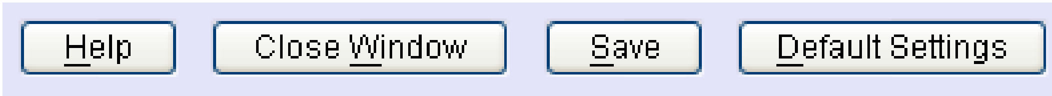
The **Distance Format** allows you to change appropriate labels to **Kilometers** or **Miles**.

International Preferences

Enabling the **International Version** option changes the spelling of check to cheque, and sets print margins for A4 paper.

The **Address Preferences** button allows you to specify what Districts are called in your country and which Postal Code type is used. The **Address Format** menu determines the order and format of the City, State or District fields in all printed addresses.

You can change **Monetary Symbols** and **Tax Types** in the **General** section of the Preferences window.



Click the **Default Settings** button to return all settings back to their default values.

Click the **Save** button to save your new Preferences.

Click the **Help** button to find out about all the options in the Preferences window.

Click the **Close Window** button to close the Preferences window.

Translations

Click the **Translations** tab to access the translation table. You can use this feature to translate any invoice or report into any other language. For more information click **Translations** and then click the **Help** button again or consult the translation tips file supplied with this program.

Keyboard Shortcuts

Many buttons have a keyboard equivalent, also known as a keyboard shortcut.

Shortcuts are indicated by the letter of the button that is underlined. Just press the letter on your keyboard to activate the button. You may need to press the Alt key (or the Command key on the Macintosh) and then the shortcut letter.

In any field that you can type in, you can also use the standard Cut (Ctrl + x or Command + x), Copy (Ctrl + c or Command + c) and Paste (Ctrl + v or Command + v) keyboard shortcuts. Select All (Ctrl + a or Command + a) is also fully supported, but Undo (Ctrl + z or Command + z) is not. Sometimes it works and sometimes it doesn't.

You can also use (Ctrl + s or Command + s) to save your data at any time and (Ctrl + w or Command + w) to close any window . Closing the last window will quit the program but without saving any changes. (Ctrl + q or Command + q) will also quit the program plus save any changes.

In windows where there is a **Find** button, you can use (Ctrl + f or Command + f) to open the Find/Search dialog. Also in windows where there is a **New** button, you can use (Ctrl + n or Command + n) to create a new record (in this case Alt + n is the same). Finally, in windows where there is a **Help** button, you can use (Ctrl + h or Command + h) to open the help window (and in many cases Alt + h does the same thing).

See the **Keyboard Shortcuts** section in each components Help window for more keyboard equivalents.

Data Input

Some data can be input directly into a field such as the **Notes** field. Most fields require going through a dialog of some kind. This prevents you from entering data that would cause errors, and so you can pick from a list rather than having to retype.

Some date fields have a **Today** button to input the current date. Clicking an **Edit** button or the field itself produces a dialog which asks you to enter a date.

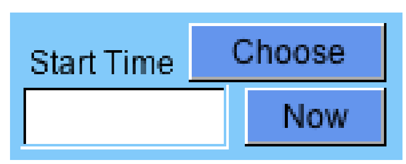
By clicking on the **Choose** button you can choose a specific date from a calendar.

Many fields have **Add/Select** buttons above them which allow you to pick an entry from a list in a dialog. You can also **Add, Delete** or **Modify** entry names from this dialog. There is often a **Go To** button above these fields that will help you quickly locate the first or last record associated with that field.

In any field that you can type in, you can use the standard Cut (Ctrl + x or Command + x), Copy (Ctrl + c or Command + c) and Paste (Ctrl + v or Command + v) keyboard shortcuts. Select All (Ctrl + a or Command + a) is also fully supported, but Undo (Ctrl + z or Command + z) is not.

You can also use (Ctrl + s or Command + s) to save your data at any time and (Ctrl + w or Command + w) to close any window. Although records are normally saved when going to another record, or closing the component it is often a good idea to click the **Save** button after making changes, just to be safe.

Most **Time** fields have a couple of buttons around them which allow for various methods of data input. You can click the **Now** button to input the current time and date. Clicking the field produces a dialog which asks you to enter a time. The **Choose** button displays a more graphical way of choosing the time.



Other Helpful Things to Know

You can save any or all of the text in the Help window for each component of the software, as either an HTML or text file. Just click the **Save As** button found at the bottom of the Help window. You can then print the text file from any word processing program or view the HTML file within your web browser.

Occasionally during a save or a crash, the current database will get corrupted. Fortunately, the file is usually saved with an .rev~ extension first. If a component suddenly disappears from the menu, locate a file with an .rev~ extension within the application's folder (in Windows look in C:/My Documents/A&E Tracker/). If you find a file with the same name and without the .rev~ extension, simply delete the .rev file and remove the ~ from the other file. For example, if aet.rev were to get corrupted, you will find a duplicate file name, but with .rev~, called aet.rev~. Delete the aet.rev file and rename aet.rev~ to aet.rev.

Multiple Users

A&E Tracker is not designed to run on a server. The software must be installed on an individual computer. The records can be exported and sent to another computer for importing. The export files are very small and can be emailed or sent across a network. Each user needs to have their own registration number.

Updating the Software

When updating the software, make sure the software is backed up completely by creating a .bak file. **Make sure the new backup file is at least as large (in KB) as any of the previous ones.** You can do this by clicking the **Backup Records** button on the Welcome screen. You can also copy the software to a CD if you wish. Then delete the old copy of the software from your computer.

You should never have more than one copy of the software on any computer. If you do, the program can get confused about which file to write to and it will appear that the data you are adding disappears when you open the program the next time.

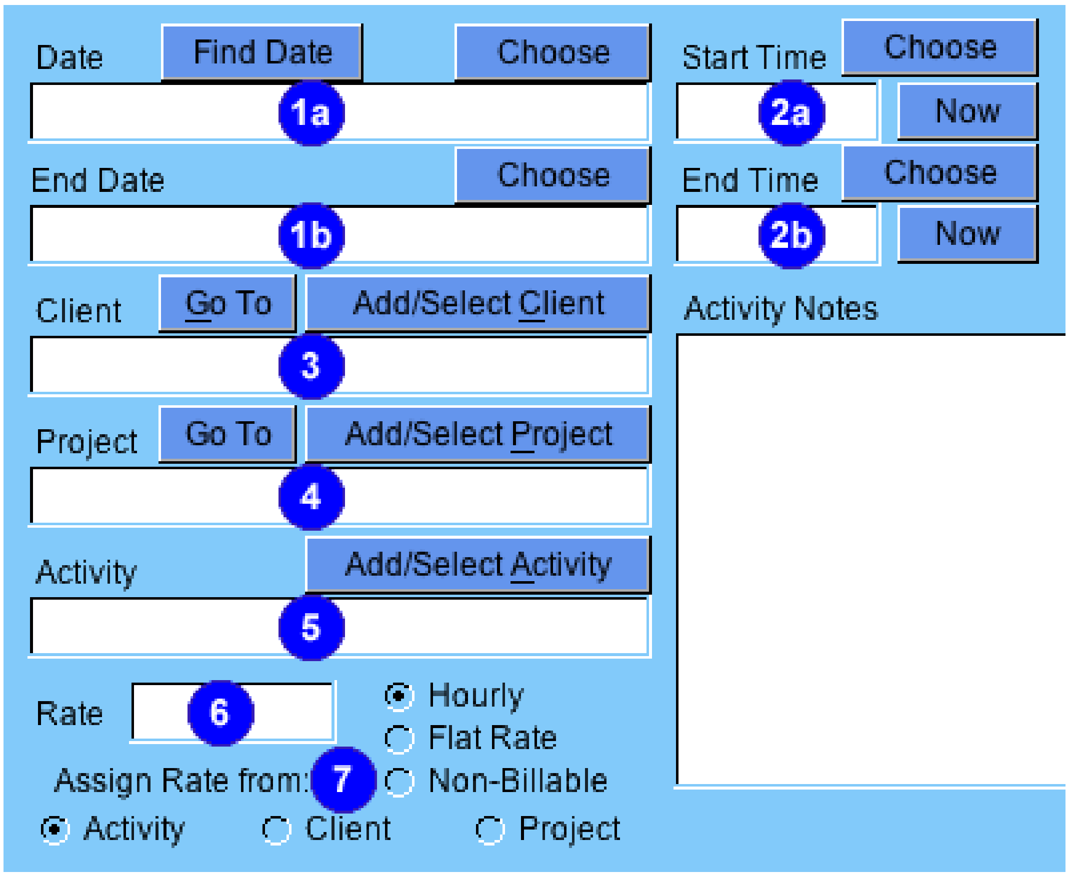
After deleting the old copy, download a new installer from http://productivity-software.com/aetracker/dl2.html and then install the new version on your computer. Next Register the new copy and then click **Restore Records** on the Welcome screen and locate your .bak file.

If you have any questions or comments about the software, feel free to email us at: support@productivity-software.com

Activity & Expense Tracker

This component has all the tools you need to accurately track activities & expenses and create invoices.

Each <u>A&E Tracker</u> record includes a Start **Date** and **End Date** (1), **Start Time** and **End Time** (2), **Client** name (3), **Project** name (4), and **Activity** type (5).

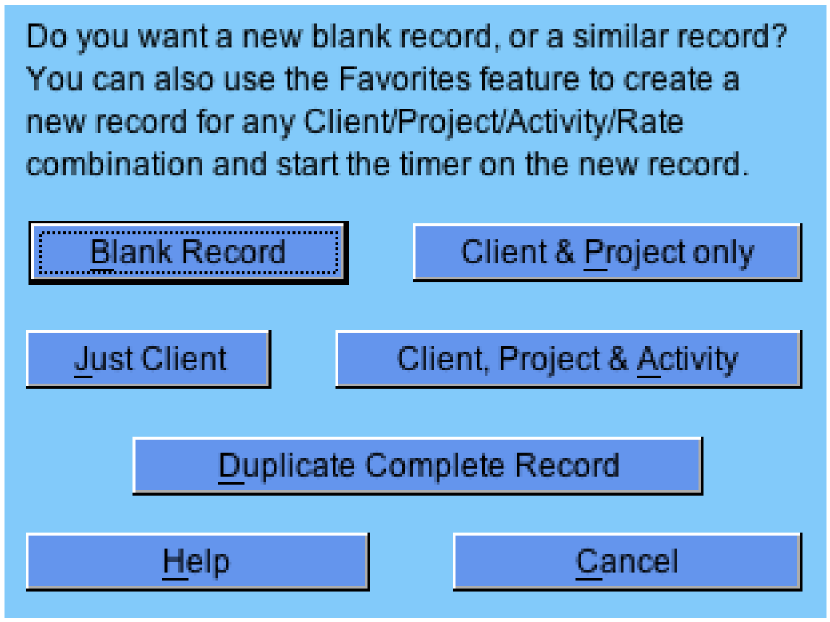


You can specify a **Rate** (6) that is **Hourly, Flat Rate or Non-Billable.** The **Client** or **Project** can also have a Rate that you can choose (7) instead of the **Activity Rate**.

Each A&E Tracker record contains all the time accumulated for one task, for one project, for one client, for one day. That way it is easy to create daily, weekly or monthly reports on how much time you spend on specific tasks, and discover where you are spending valuable time and where your time management could be improved.

Creating a New Record

To create a new A&E Tracker record, start by clicking the **New** Button near the bottom right corner of the screen.



If you want a completely blank record, then click the **Blank Record** button OR press the enter key.

However you may want to duplicate the **Client, Project, or Activity** from the current record, in which case you would click one of the other buttons in this dialog.

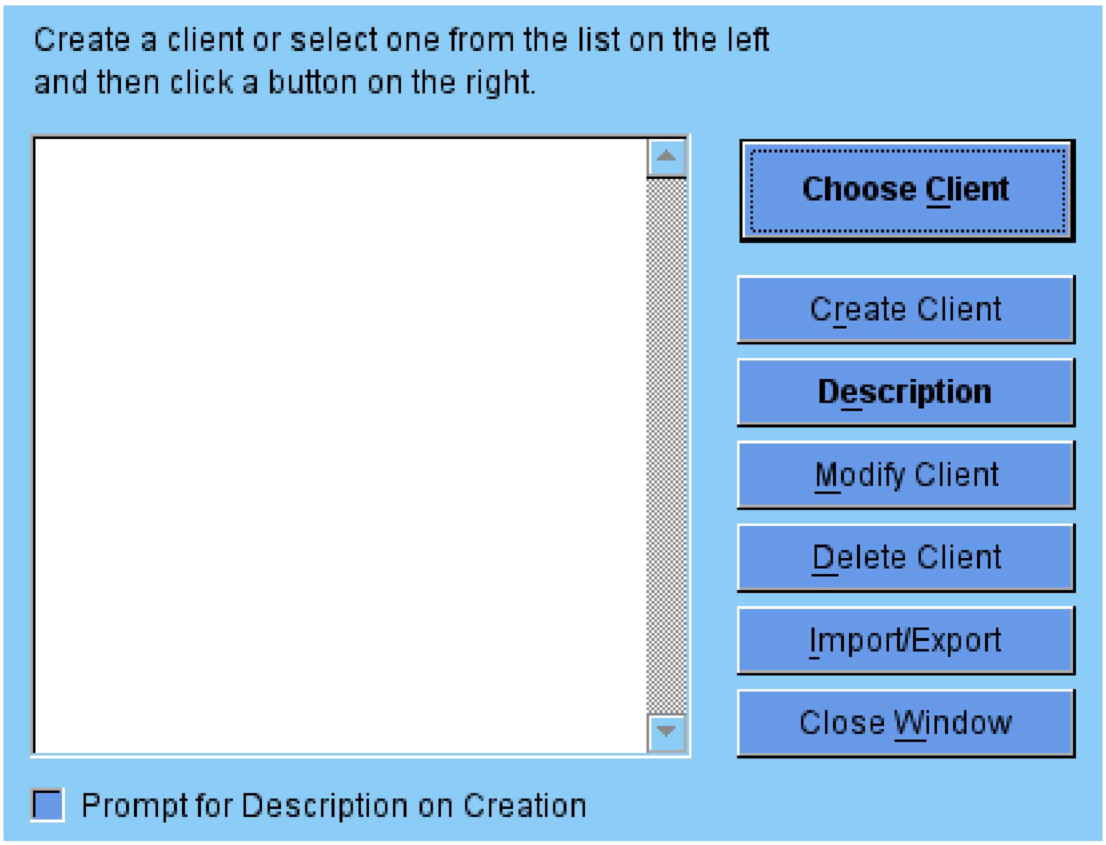
As with most windows, there is a **Help** button if you need more information.

Adding Clients, Projects and Activities

After clicking the **New** button, you will next be asked to **Choose a Client, Project** and or **Activity** if any of this information is not copied from the previous record.

You can change the **Client, Project** or **Activity** at any time by clicking the **Add/Select** button above the field.

You can go to the first or last record for any **Client** or **Project** by clicking the **Go To** button above the field. You will be prompted to choose a Client or Project.



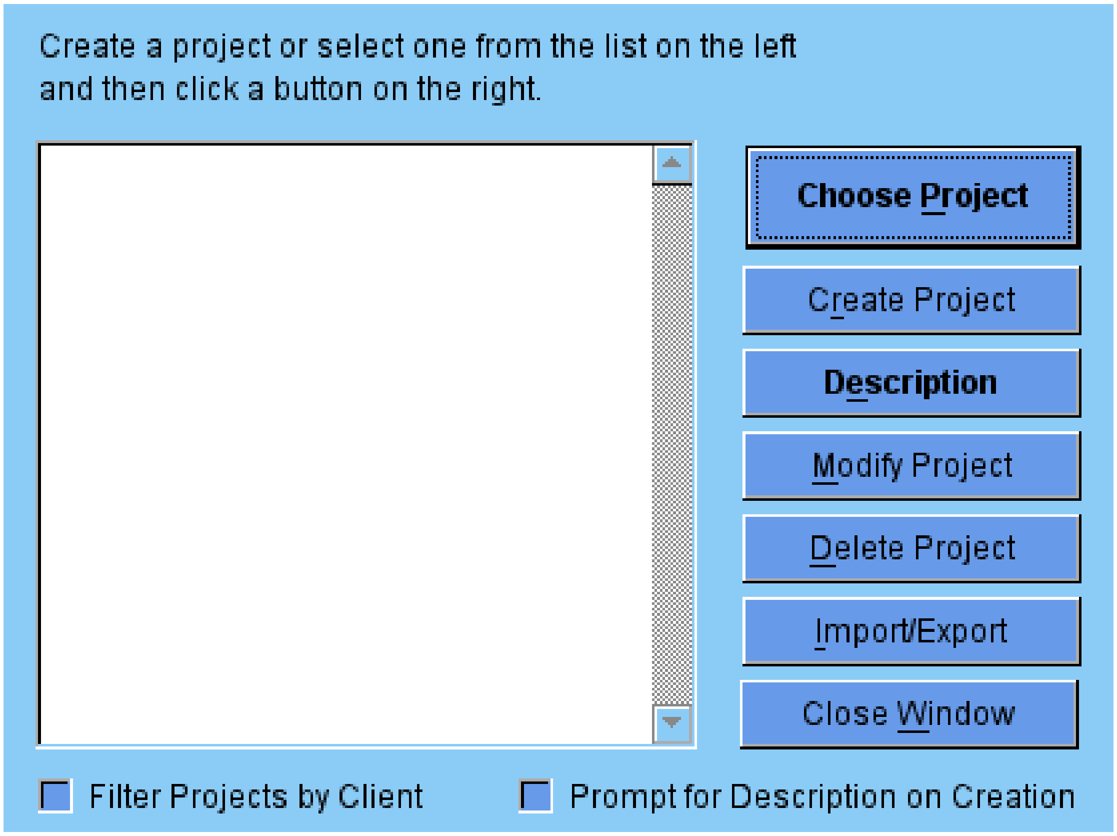
In the **Add/Select Client** window you can select an existing Client and then click the **Choose** button, OR **Create** a Client OR **Modify** (change the name of) an existing Client OR **Delete** an existing Client.

You can also add a **Description** to an existing Client. In the Description window you can set a **Client Rate**.

Client names can include the company name, a person's name, or a tracking number - any combination of up to 32 characters.

You can also **Export** or **Import** Client lists by clicking the **Export/Import** button.

Add/Select Projects



In the **Add/Select Project** window you can select an existing Project and then click the **Choose** button, OR **Create** a Project OR **Modify** (change the name of) an existing Project OR **Delete** an existing Project. You can also add a **Description** to an existing Project. In the Description window you can set a **Project Rate**.

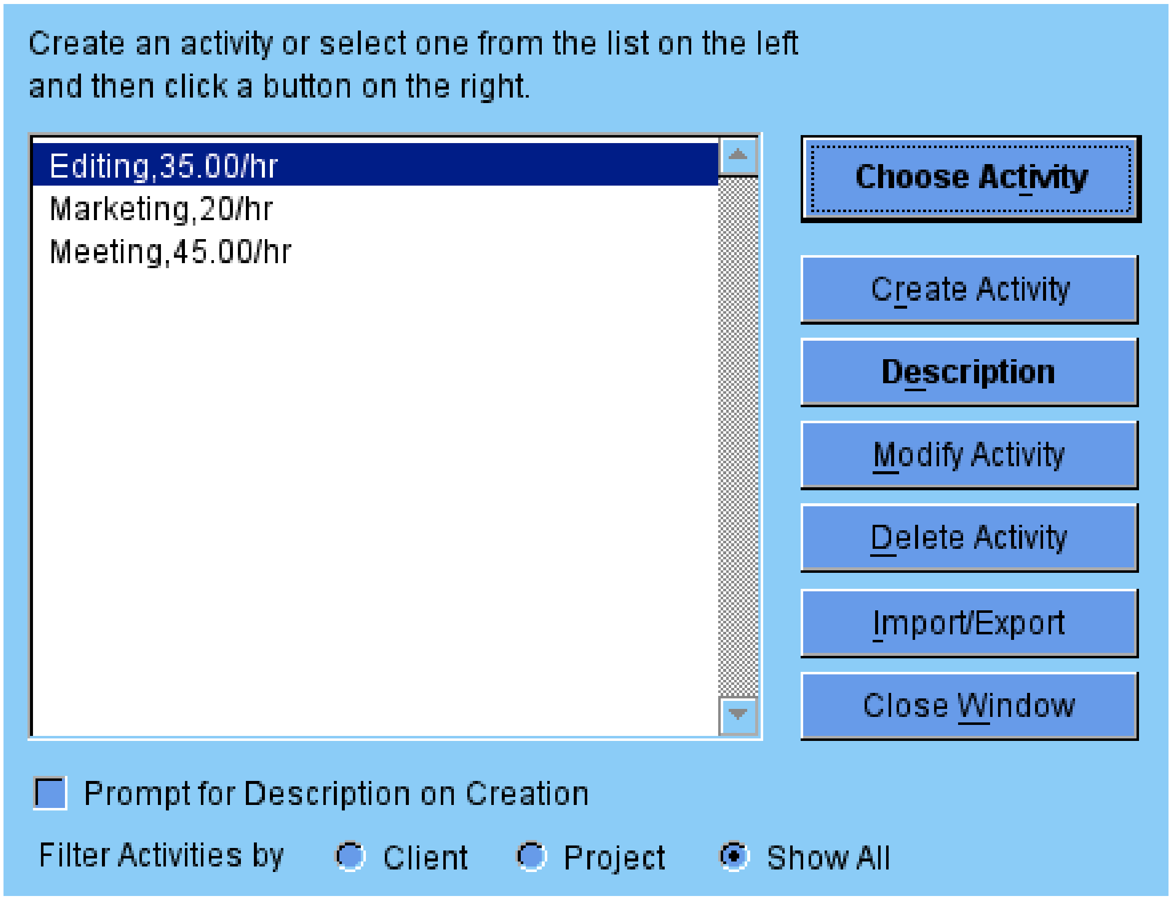
When you click the **Filter Projects by Client** option, the program will look at all the records and list only those **Projects** that match the **Client** on the current record and must NOT be enabled to **Modify** or **Delete** a Project.

There is a **Prompt for Description on Creation** option which means after clicking the **Create Project** button, the Description screen for that Project will appear automatically. The **Description** field can contain information about your **Project** including names, addresses or phone numbers.

Project names can contain a tracking number or phase indicator - any combination of up to 32 characters.

You can also **Export** or **Import** Project lists by clicking the **Export/Import** button.

Add/Select Activities



In the **Add/Select Activity** window you can select an existing Activity and then click the **Choose** button, OR **Create** an Activity OR **Modify** (change the name of or the rate of) an existing Activity OR **Delete** an existing Activity. You can also add a **Description** to an existing Activity. In the Description window you can set an **Activity Rate**.

When you click **Create Activity** you will be asked to specify a unique name and a **Rate** for that activity. You can enter a flat daily rate (ie, $250), an hourly rate (ie, $50/hr), or enter 0 for non-billable activities.

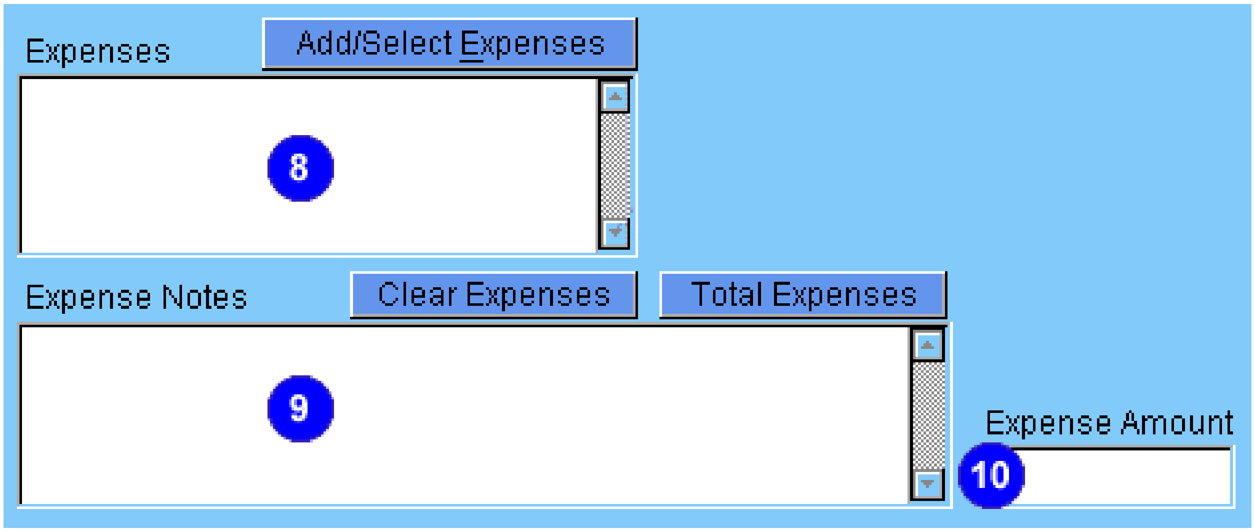
When you click one of the two **Filter Activities by** options, the program will look at all the records and list only those Clients or Projects that match the Client or Project on the current record.

There is a **Prompt for Description on Creation** option which means after clicking the **Create Activity** button, the Description screen for that Project will appear automatically.

The **Description** field can contain information about your **Activity** including names, addresses or phone numbers.

Adding Expenses

You can assign multiple **Expenses** (8) to a record by clicking the **Add/Select Expenses** and then adding **Expense Notes** (9) of any length. The total of all expenses is displayed in the **Expense Amount** field (10).



In the **Add/Select Expense** window you can select an existing Expense and then click the **Choose** button, OR **Create** an Expense OR **Modify** (change the name of or the amount of) an existing Expense OR **Delete** an existing Expense. When you create a new Expense you will be asked for a set amount for that Expense. <u>If there is not a set amount, leave the field blank.</u> You will then be asked for an amount each time you choose that Expense.

If there is a fixed amount for the expense, you will be asked to enter the number of units of that type of expense. You can use this feature to add products to an invoice. For example, you might charge .10 each for copies. So you would create an Expense type of Copies with a fixed amount of .10. Then when you choose Copies you would enter the number of copies sold. The total will be added to the **Expense Amount** field.

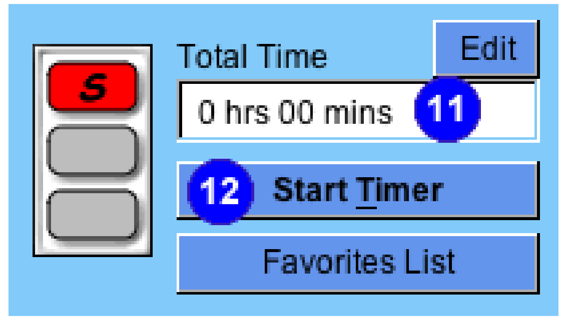
You can add notes about the expenses and add additional expenses to the **Expense Notes** field. To add numbers in the Expense Notes field to the expense amount, click the **Total Expenses** button.

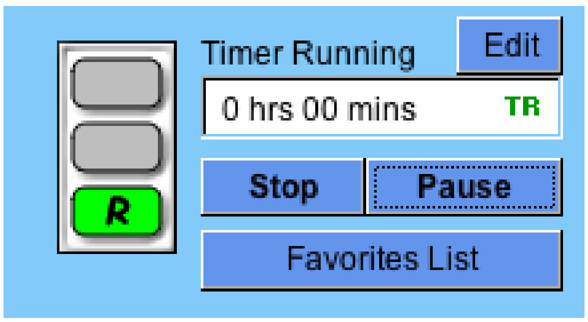
You may edit the **Expense Amount** field directly, by clicking the field.

To clear the **Expense**, **Expense Notes**, and **Expense Amount** fields, click the **Clear Expenses** button.

Using the Activity Timer

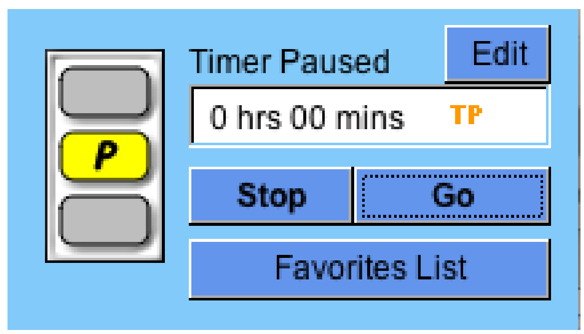
A&E Tracker includes a Timer feature that allows you to stop, pause, or restart the timer. When you click on the **Start Timer** button (12), the **Stop** and **Pause** buttons appear. Two indicators will appear, a large green R, and a green **TR** in the **Total Time** field, to remind you that a timer is running.



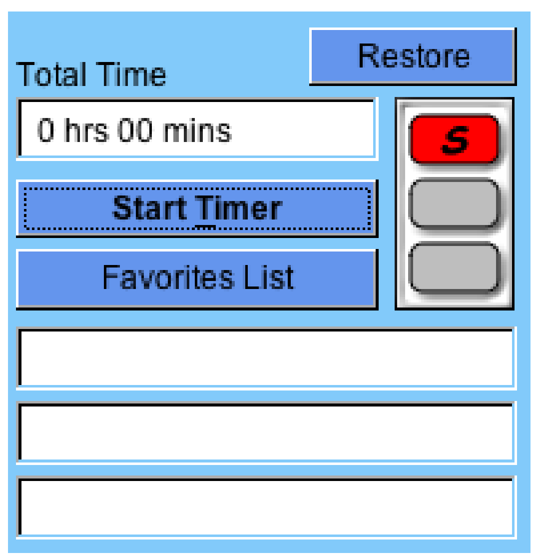


The Timer will continue running until you decide you want to stop it. Even if you quit the program or shut down your computer the timer keeps running. It may be necessary to update the **Total Time** field (11) by clicking on it, but the timer runs even if this field is not changing.

When you click the **Pause** button, it changes to a **Go** button. Click **Go** to restart the timer. After pausing the timer, the green R changes to a yellow P and a **TP** indicator will appear in the **Total Time** field to remind you that a timer is paused. When you are finished with an activity, click on the **Stop** button. The green R or yellow P changes to a red S and the **TR** and **TP** indicators disappear.

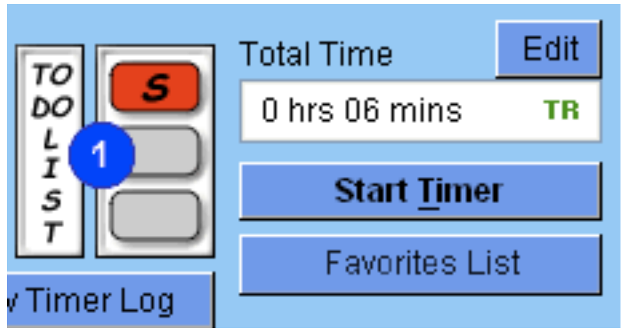


You can **Allow Multiple Timers** to run simultaneously. If this option (in the Special A&E Tracker Prefs window) is not checked, clicking **Start Timer** will stop any timer that is already running.

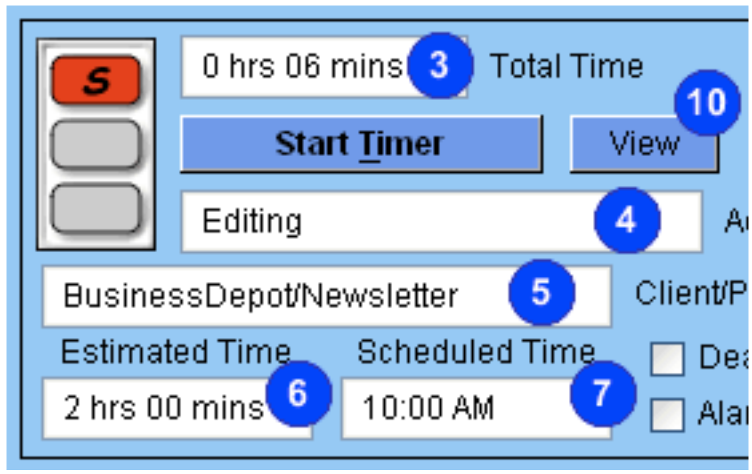


You can collapse (or shrink) the A&E Tracker window by clicking the **Collapse** button (18), so that only the portion which shows the **Total Time** field, **Start Timer** (or Stop and Pause), **Favorites List** and the large indicators are visible. The Client's name, Project name and Activity are also displayed. Click the **Restore** button in the top right of the smaller window to restore the normal A&E Tracker window size.

Adding Timers to the To Do List



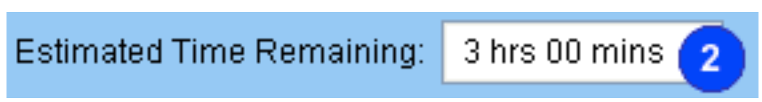
You can use the **To Do List** button (1) to add Activity Timers to the To Do List window where you can specify a **Scheduled Time (7)** to start or a **Deadline** (8) for an Activity. If you click the **To Do List** button on a record that already has a timer in the To Do List window then the To Do List window will just open.



The To Do List window makes it easy to see what **Activities** need to be done, the **Estimated Time (6)** for completion and to switch between various Activities during the day. The **Activity (4)** and **Client/Project (5)** combination are included in each Timer.

When you click the **Stop** button for a timer in the To Do List window a blue checkmark (12) will appear that indicates the Activity is done for the day. Click the red and white X button (11) to remove the timer from the To Do List window.

Until the blue checkmark appears for a Timer, the difference between the **Estimated Time** and the elapsed time (3) (or Total Time) will be added to the **Estimated Time Remaining** field (2) at the top of the To Do List window. If the elapsed time is greater than the **Estimated Time**, the **Estimated Time** will turn red and the **Estimated Time Remaining** field will not be changed.

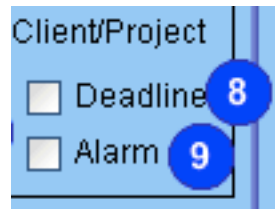


Clicking the **View** button (10) for a timer will take you to the corresponding A&E Tracker record. If A&E Tracker is already on that record, the button may appear to do nothing. **Starting** or **Stopping** a Timer also takes you to the A&E Tracker record for that Timer.

Timers can only be added for the current **Date**. If you click the **To Do List** button (1) on a record for another date, you will be asked if you want to duplicate that record and add the new Activity Timer to the To Do List window. If you click on a Timer in the To Do List window for a record for another date, you will be asked if you want to duplicate the A&E Tracker record for that Activity.

When the current time is greater than a **Scheduled Time** the **Scheduled Time** field will turn yellow as a warning. When the **Deadline** option is enable, the **Scheduled Time** field will turn red after the **Scheduled Time** as a warning.

If you enable the **Alarm** option (9) for a Timer you will get a message when the **Scheduled Time** has passed (if the timer is not running) or when you need to start an Activity if the **Deadline** option (8) is enabled.

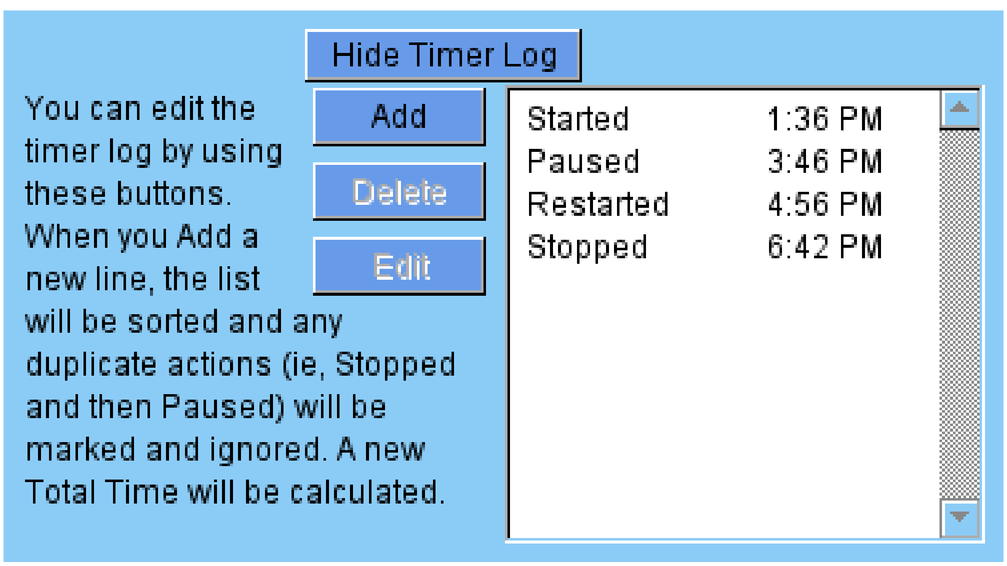


You can have up to 12 timers active in the To Do List window.

Using the Timer Log

You can also **Show the Timer Log** (14) and **Add**, **Delete** or **Edit** Start, Stop or Pause times with the buttons provided. In the illustration below you see an example Timer Log.

Take note of the instruction in the graphic below about duplicate actions.



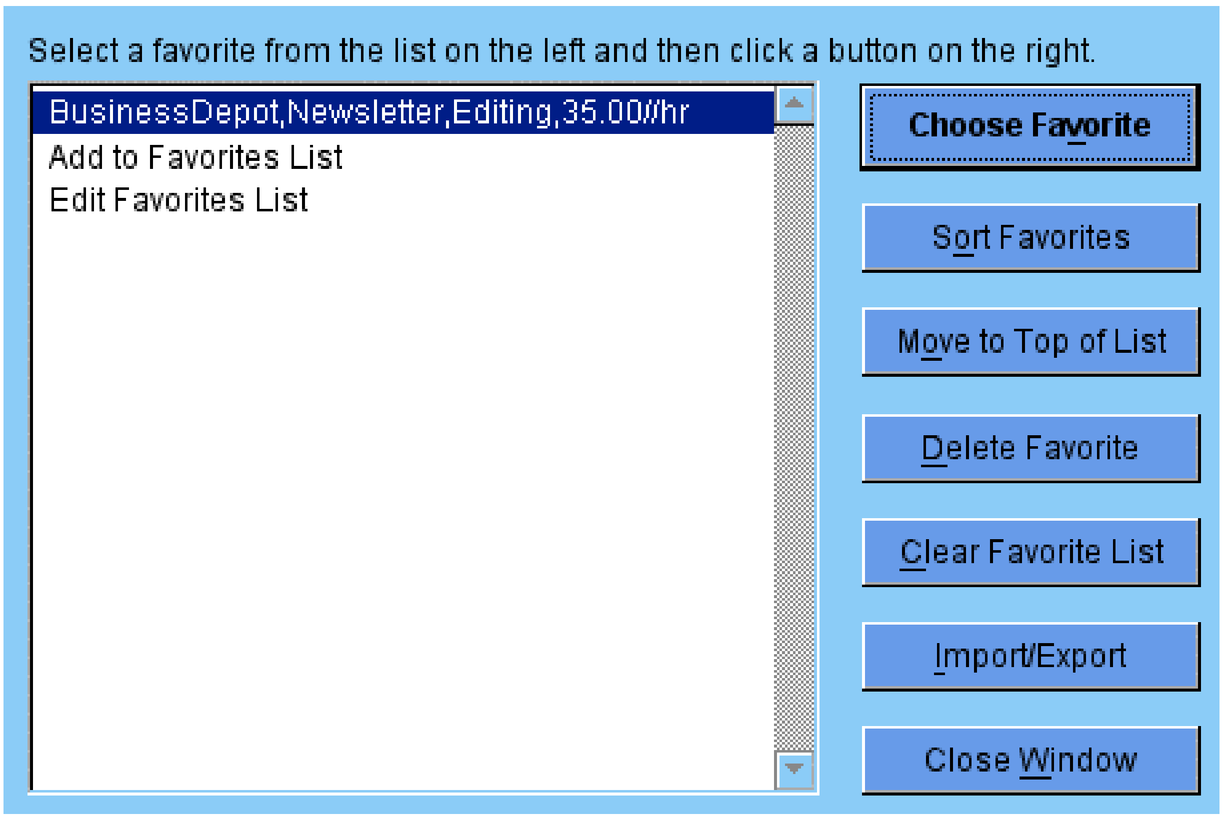
Main Menu

Click the **A&E Tracker Welcome/ Register** button at the bottom left of the A&E Tracker window to return to the Welcome screen.

Using Favorites

You can add Client/Project/Activity/Rate combinations to the **Favorites List**. Choosing an item from this list takes you to the current record for that combination, or creates a new record for that **Client, Project, Activity and Rate** combination (if a record for the current date does not already exist) and automatically starts the timer.

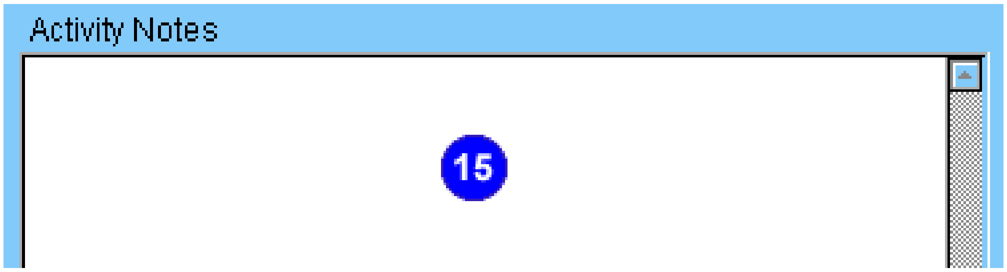
To add the current Client/Project/Activity/Rate combination to the **Favorites List** choose **Add to Favorites List** from the menu. You can edit the list by choosing **Edit Favorites List** from the menu. The following window will appear.



The first line in the field on the left is an example of a Client/Project/Activity/Rate combination. You can select a Favorite and click **Choose Favorite** (choosing a Favorite from the pull-down menu does the same thing), **Sort Favorites**, **Move** the selected favorite to the **top of the list, Delete a Favorite, Clear the Favorite List**, and **Import** or **Export** a Favorites List.

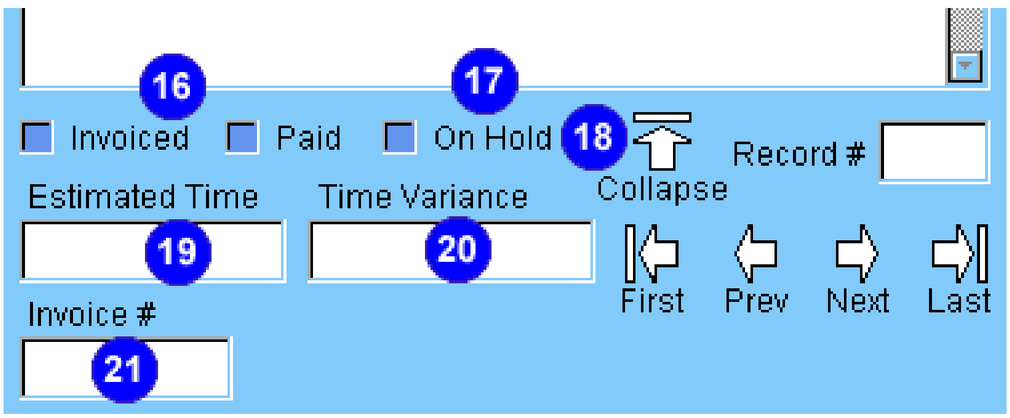
Activity Notes

You can add **Activity Notes** (15) of any length at any time.



Other Features

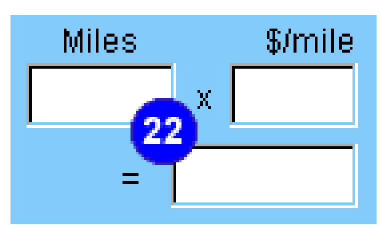
Keep track of which activities have been **Invoiced** or **Paid** by using these two options (16). You can also prevent a record from being included in an invoice by enabling the **On Hold** option (17).



When the **Transfer to Invoice Tracker** button is clicked after generating an invoice in A&E Tracker, a new Invoice Tracker record is created and the **Invoiced** option (16) is enabled on each A&E Tracker record for that invoice. The Invoice Number is added to the **Invoice #** field (21).

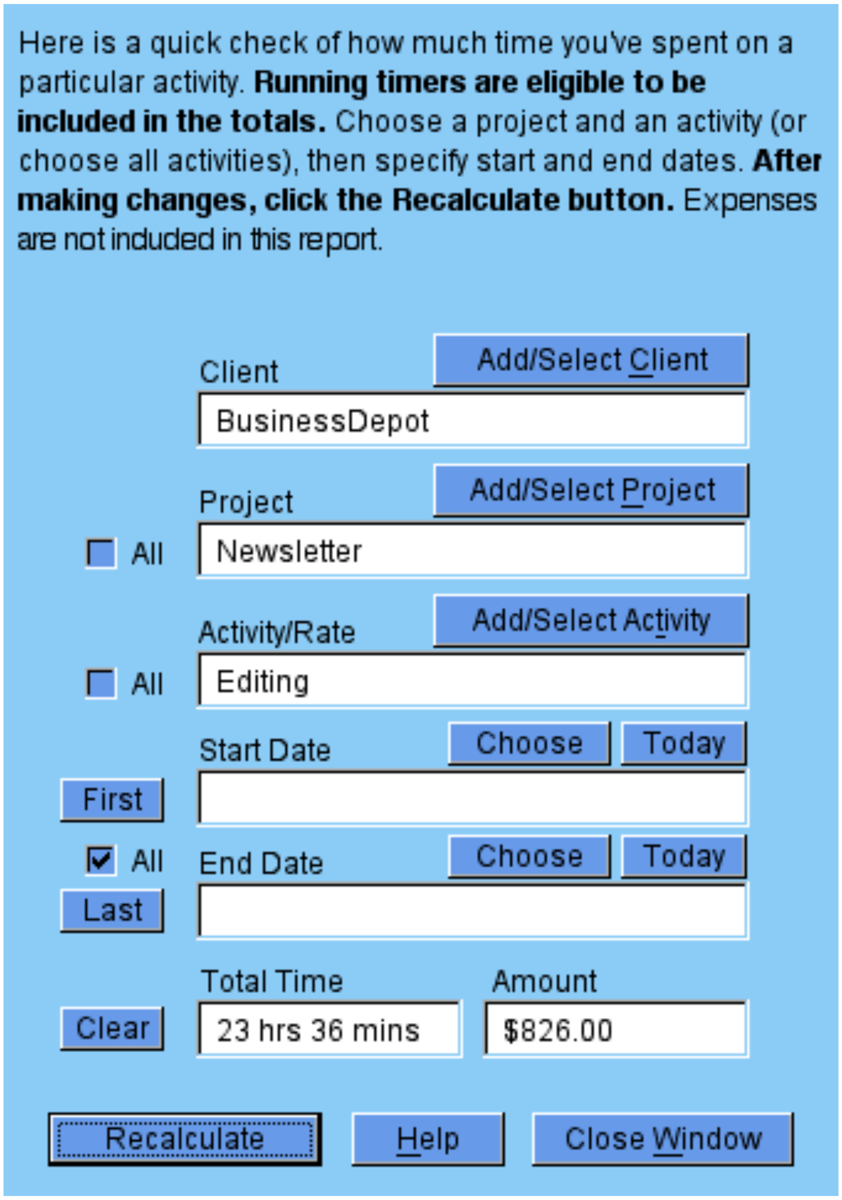
If you enter an **Estimated Time** (19) then a **Time Variance** (20) will be calculated whenever the **Total Time** is updated.

Use the handy mileage reimbursement calculator (22) to record any trips you want to keep track of for tax purposes. This number is added to the **Expense Amount** and can be included in **Invoices & Reports**.



Quick Check

Click the **Quick Check** button (24) at the bottom of the A&E Tracker window to find out how many hours you have worked on an activity (or all activities) for a particular project and the current billable amount. No expenses are included in this amount.



The Client, Project, Activity, Start Date and End Date are all automatically filled in for you from the record you clicked the **Quick Check** button on. You can change any of these parameters in the Quick Check window.

You can select another Client, Project, Activity by clicking the **Add/Select Client, Add/Select Project or Add/Select Activity** button. Click the **All** button next to the **Project** or **Activity/Rate** field to get totals on all activities or **Projects** for the **Client** selected.

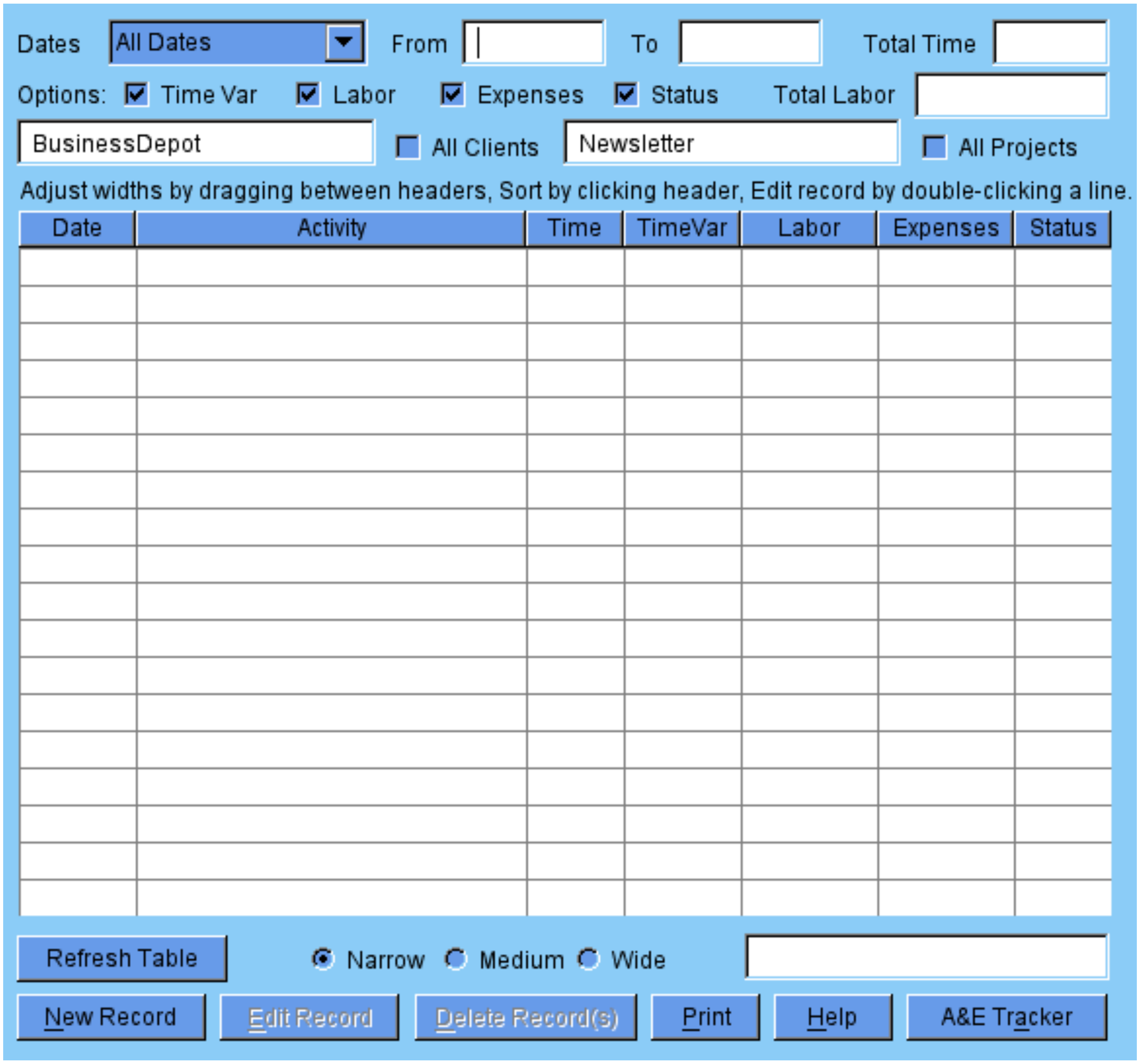
You can specify the start or end date by clicking the **Choose** or **Today** button above that field.

Click the **First** button to enter the Start Date of the first record with the selected Client/Project/ Activity combination into the **Start Date** field. Click the **Last** button to enter the Start Date of the last record with the selected Client/Project/Activity combination into the **End Date** field. Click the **All** button between the **First** and **Last** buttons to select all dates.

Click the **Recalculate** button after making changes to get new totals. Many buttons update the totals automatically.

Table View

Click the **Table View** button (23) at the bottom of the A&E Tracker window to view the records in a spreadsheet format that you can sort and print.



The **Client** and **Project** will be transferred to the two largest fields in the Table View window. You can choose to display **All Clients** or **All Projects** instead by clicking the buttons provided.

Choose a preset date range from the **Dates** pull down menu or enter a specific date range in the **From** and **To** fields. Then choose **Custom** from the **Dates** menu or click the **Refresh Table** button.

You can add or remove the **Time Var, Labor, Expenses or Status** columns in the table by clicking the appropriate option button near the top of the window.

Adjust the column widths by clicking between any two column header buttons and dragging left or right.

Sort any column by clicking the appropriate column header button. Click the column header button again for a descending sort.

Adjust the width of the table by clicking the **Narrow**, **Medium** or **Wide** buttons. After adjusting column widths, they can be reset by clicking one of these buttons.

You can only **Print** the table in **Narrow** view. Only the visible records are printed. To print more records, create a **Report** and print the report. For more information see **Invoices & Reports**.

Edit any record in the list by clicking the record's row and then clicking the **Edit Record** button or by double-clicking the record's row.

Delete one or more records in the list by clicking the record's row and then clicking the **Delete Record(s)** button . Choose several rows by using the alt or shift keys.

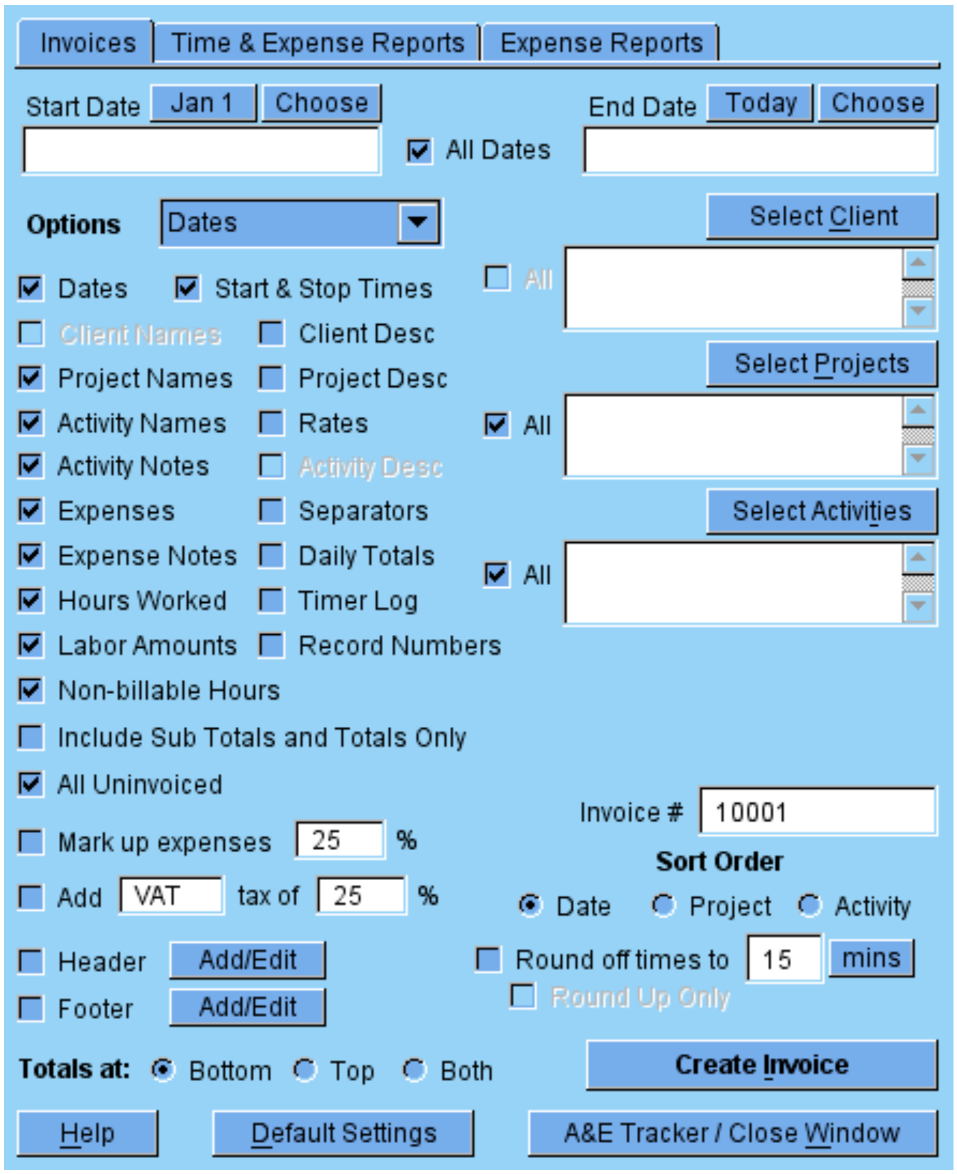
The **New Record** button closes the Table View window and creates a new record in A&E Tracker. If you have a line selected before clicking the button, you will go to that record before the new record dialog asks if you want to copy some of the information on that record before creating a new one.

Click the **A&E Tracker** button to close the Table View and return to A&E Tracker.

Invoices & Reports

You can save or print out invoices and reports on any Client, Project, Activity or Expense type by clicking the **Invoices & Reports** button at the bottom of the A&E Tracker window.

You can generate several different types of reports. These include Invoices, Client Reports, Project Reports, Activity Reports and Expense Reports.



At the top of the Invoice & Reports window are three tabs. Use these buttons to choose between **Invoices, Time & Expense Reports and Expense Reports.** Each button presents a different set of options.

Here is how the Invoices & Reports window appears when **Invoices** is selected.

You can use the **Dates** menu to quickly select a date range for your report or invoice.

Invoices can be generated for one client at a time.

You must specify a **Start Date, End Date** (or choose **All Dates**) and select a client, by clicking the **Select Client** button, before clicking the **Create Invoice** button.

To create an invoice that includes all projects, click the **All** button next to the projects field. To choose specific projects, click the **Select Projects** button and choose all the projects you want included in your invoice. If you have selected specific Clients then only the Projects for those Clients will be displayed in the list.

To create an invoice that includes all activities, click the **All** button next to the activity field. To choose specific activities, click the **Select Activities** button and choose all the activities you want included in your invoice. If you have selected specific Clients or Projects then only the Activities for those Clients and Projects will be displayed.

Use the **Non-billable Hours** option to include activities with non-billable hours in your Invoice or Report.

You may also choose the **All Uninvoiced** option. When this button is checked only records with their **Invoiced** buttons not checked will be included in the Invoice or Report.

Enter an Invoice number in the **Invoice #** field.

The **Include Sub Totals and Totals Only** option will produce a summary invoice. If you **Sort by Project or Activity,** those subtotals will be added. If you choose the **Rate** option, the average rate for each Activity or Project will be added. You can also include **Expense** totals in the summary invoice.

You will be asked if you want to address the invoice to a name in your Contact Tracker. Clicking **Yes** will show a list of all the names in Contact Tracker. Clicking one of these names will add that contact's information to your Invoice. This feature is only available for Invoices.

After you have generated an invoice you are happy with, by clicking **Create Invoice**, look for a **Transfer to Invoice Tracker** button at the top of the Invoice window. Clicking this button does three things. It creates a new Invoice Tracker record and transfers the Invoice amount to the new Invoice Tracker record, and prompts you to mark the A&E Tracker records as Invoiced.

Any balances due, or prepayments (credits) for that Client , will be added (or deducted) from the Invoice Totals.

To include all expenses, click the **All** button next to the **Expense** field. To include specific expenses, click the **Select Expenses** button. Expenses are optional and the **Expenses** button must be checked to have expenses (including travel reimbursements) show up in your invoice.

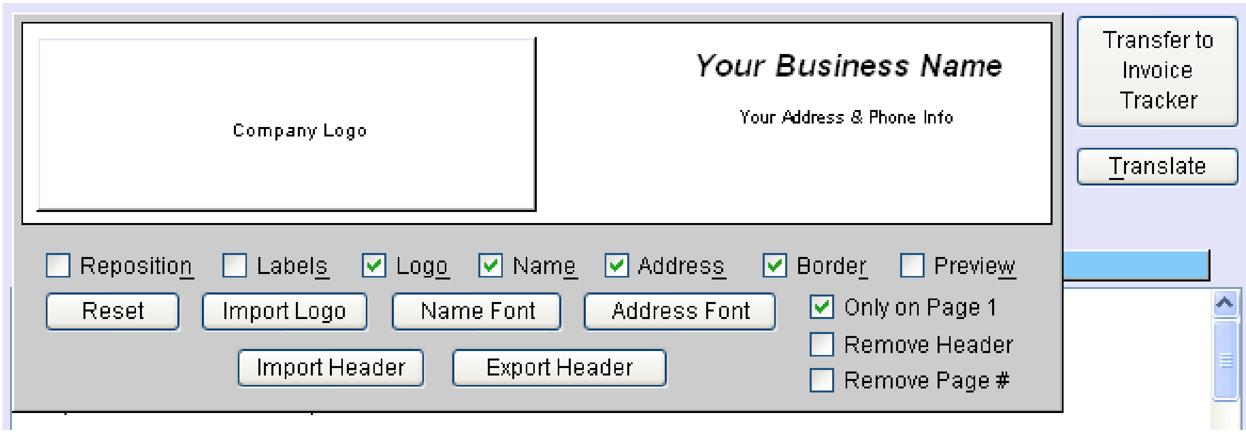
You can choose to have the **Invoice Totals** listed at either the **Bottom** of the Invoice, or the **Top** or **Both** by clicking one of the buttons near the bottom of the window.

You can create invoices with or without **Header** or **Footer** information such as company names, addresses, terms, etc. by clicking the buttons provided. This header is different than the header in the Invoice window which can include styled text and a logo. You can use either one or both of these headers in your invoices.

You may automatically mark up the expense totals by a fixed percentage by choosing the **Mark Up Expenses** option and entering a percent amount (25 = 25%). This feature is only available for Invoices.

Add VAT or other taxes to the total invoice amount by clicking the **Add** [type] tax of [amount] % button and then entering the tax type and the percent amount (25 = 25%) into the fields provided.

Editing the Invoice Header



In the Invoice window, you can import a Logo or edit the text, position and font of any of the header text by clicking the **Edit Header** button in the lower right corner. A group of buttons will appear as pictured above. Click the **Edit Header** button again to hide these buttons when you are finished.

You can **Import a Logo** or display your company name and address (or all three). To begin with, all three are visible. You can show the fields labels by clicking the **Labels** button. You can hide the **Logo**, **Name** or **Address** by clicking one of these buttons. The border that surrounds the header area may be hidden by clicking the **Border** button, but no elements of the header can be placed outside this border.

To import a logo, click the **Import Logo** button and choose a .gif, .jpg or .png file to display. This file must remain in the same location on your computer and will be automatically resized to 548 pixels wide or 100 pixels in height, if they are too large.

To add a Company Name or Company Address type directly into the fields provided. To modify the Font or style or size of the Name text, click the **Name Font** button. To modify the Font or style or size of the Address text, click the **Address Font** button.

To allow movement of the logo or fields, click the **Reposition** button. Click the button again to lock the positions and allow editing of the fields again. Click the **Preview** button to hide the field borders and labels and see how the header will look when printed.

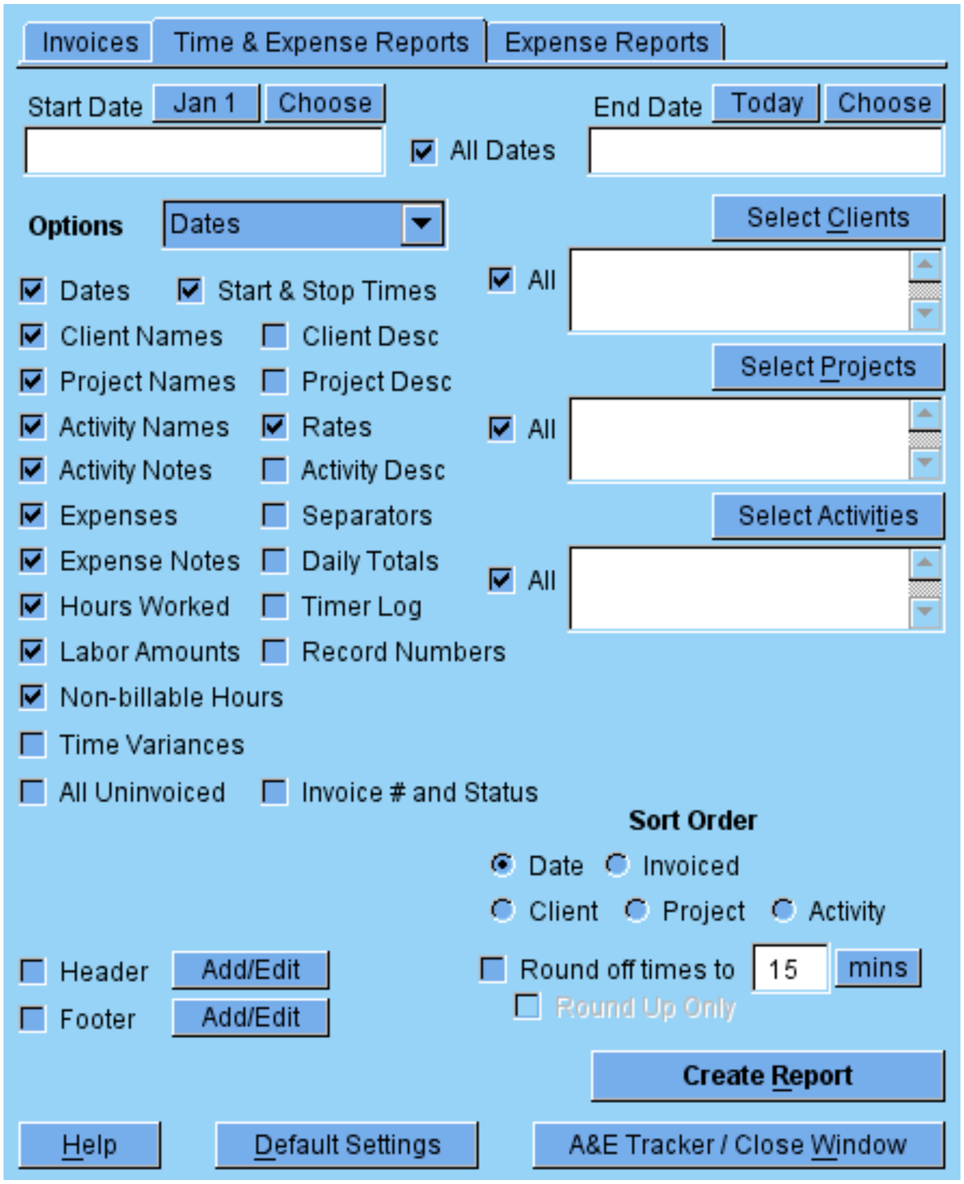
If you have several businesses and need multiple headers, you can save a header by clicking **Export Header**. Then when you need to switch to a previously saved header, click the **Import Header** button and locate the saved file.

To hide the header on subsequent pages, choose the **Only on Page 1** option.

The **Remove Header** button eliminates the Header from the printout completely.

Time & Expense Reports

Here is how the Invoices & Reports window appears when the **Time & Expense Reports** tab is selected.



You can create a report with any of the options provided, for any or all Clients, Projects, Activities or Expenses, from the Start to End dates, by clicking the **Create Report** button. You must specify a **Start Date**, an **End Date** or click the **All Dates** button, and one or more **Clients, Projects and Activities** before generating your report.

To get a report on all Clients, click the All button next to the Clients field. You can also select one or more specific Clients by clicking on the **Select Clients** button.

To get a report on all projects, click the **All** button next to the Project field. You can also select one or more specific Projects by clicking the **Select Projects** button.

To get a report on all activities, click the **All** button next to the Activity field. You can also select one or more Activities by clicking the **Select Activities** button.

To get a report on all expenses, click the **All** button next to the Expense field. You can also select one or more Expenses by clicking the **Select Expenses** button. Expenses are optional and the **Expenses** button must be checked to have expenses show up in your report.

You can create reports with or without **Header** or **Footer** information such as company names, addresses, terms, etc. by clicking the buttons provided.

Report Options

The **Dates** option will display the start date of an activity.
Start & Stop Times allows you to specify if you want these times listed in your report.
The **Client Names** option is only available if multiple clients are selected.
The **Client Desc** option refers to any information you added about the client by clicking the Description button in the Add/Select Clients window.
The **Project Names** option is only available if multiple projects are selected.
The **Project Desc** option refers to any information you added about the project by clicking the Description button in the Add/Select Projects window .
The **Activity Names** option will display the name associated with an activity as specified in the Add/Select Activities window.
The **Activity Desc** option refers to any information you added about the activity by clicking the **Description** button in the Add/Select Activity window.
The **Rates** option will display all hourly or fixed rates associated with an activity.
Activity Notes displays all activity notes.
Expenses displays expense types and amounts.
Expense Notes displays the expense notes

The **Separators** option adds a dashed line between each record in the report.
The **Daily Totals** option creates daily billable hours and time totals in the report or invoice.
The **Timer Log** option allows you to print out the timer logs.
The **Record Numbers** option adds the record number to the line in Reports only. This will make it easier to go to a record to make changes, which will then be reflected in your report after clicking the **Create Report** button again. Look for a **Go Record #** button on the Report window when this option is checked.

The **Hours Worked** option will display the hours worked on an activity.
The **Labor Amounts** option will display the amount charged for an activity.
The **Non-billable Hours** option includes activities with non-billable hours in your Invoice or Report. In **Time & Expense Reports**, Sub Totals for the number of both billable and Non-billable hours (and the percentage of billable time) are added to Daily Totals or Client, Project or Activity totals.
The **Time Variances** option will display the **Estimated Time** and **Time Variance** for each record.
The **Invoice #** and information option will display the invoice # and the invoice status (Invoiced, Paid or On Hold).

The **Round off times** option will cause all times in an invoice or report to round to the nearest unit specified in the adjoining field. You can also specify if you want times displayed as mins or partial hours by clicking the button to the right of the round off time field. If you choose **Mins** then minutes will be displayed normally (ie, 2 hrs 15 minutes). If you choose **Hours** then minutes will be displayed as hundredths of an hour (ie, 2 hrs 15 minutes = 2.25 hrs).

For example: To round off all times to the closest 5 minutes, select the option and put 5 into the round off time field. To round off all times to the closest .25 hours, click the **Mins** button and choose **Hours**, then select the option and put .25 into the round off time field.

The **Round Up Only** option will cause all times in an invoice or report to round up to the nearest unit specified. For example 1 hr 05 mins will be rounded up to 1 hr 15 mins.

To enter Header and Footer information, click the appropriate **Add/Edit** button. Click the **Header** button and/or the **Footer** button to include the header or footer in your invoice or report. You may save the header or footer to a text file by clicking **Save to file..**. and then import the header or footer later by clicking the **Import...** button. This way you can keep a separate file for each client. Click the **Done** button to hide the fields that appear for editing.

Sort Order applies only to reports. You can sort the report by **Date, Client, Project, Activity,** or **Invoiced**.

To create a Client Report, Choose **All Clients**, click on the **Client** Sort order radio button and any of the options, then click **Create Report**.

To create an Activity Report, Choose **All Activities**, click on the **Activity** Sort order radio button and any of the options, then click **Create Report**.

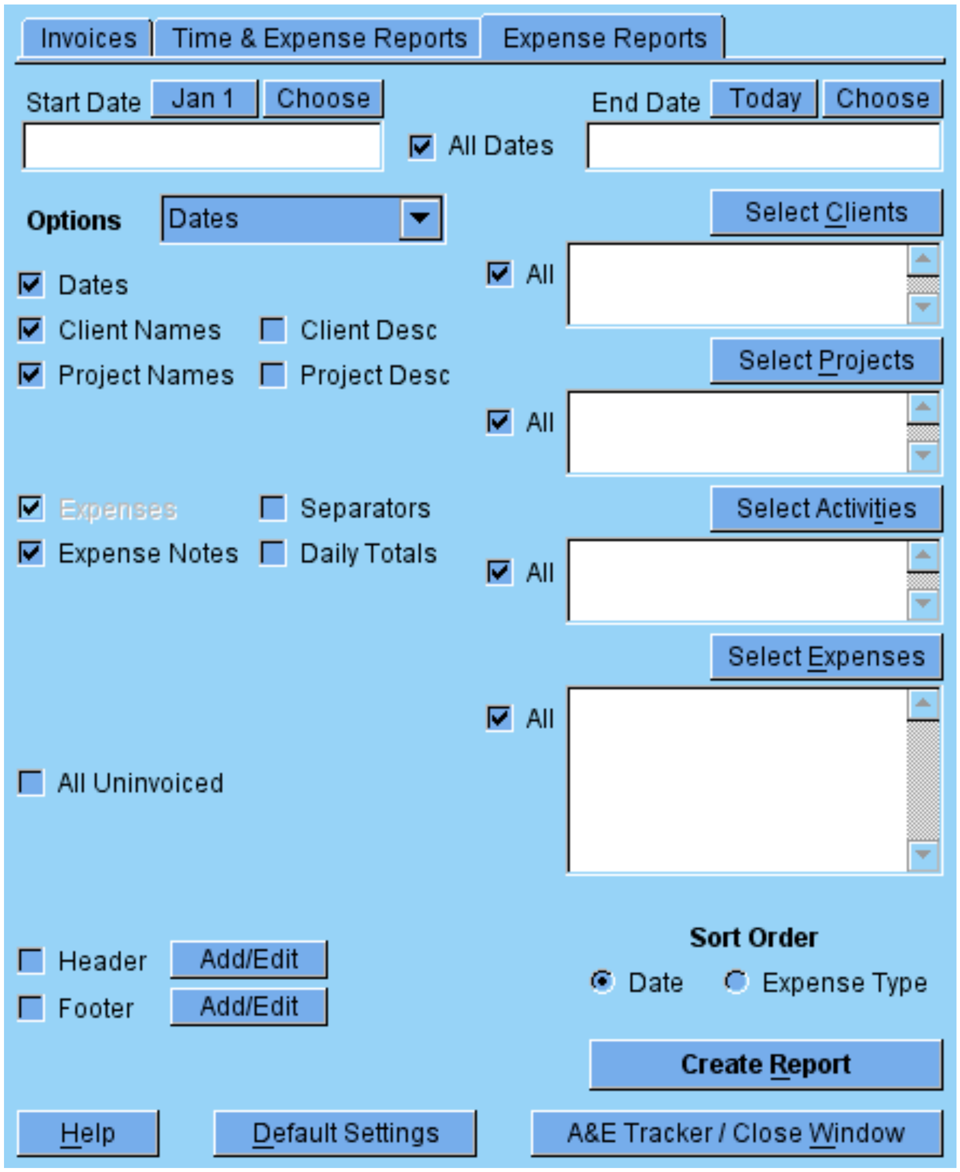
To create a Project Report, Choose **All Projects**, click on the **Project** Sort order radio button and any of the options, then click **Create Report**.

To create an **Invoiced Report,** click on the **Invoiced** Sort order radio button and any of the options, then click **Create Report.** Records in the report will be separated into those that have been invoiced and those that have not.

Expense Reports

To create an **Expense Report,** choose **All** expenses, click on the **Expense Report** tab button at the top of the window and any of the options, then click **Create Report**.

Expense Reports only contain expense information.



Here is how the Invoices & Reports window appears when **Expense Reports** is selected.

You can run an Expense Report on one or more **Clients, Projects, Activities** or types of **Expenses**.

Choose any range of dates by selecting a range from the **Dates** menu or by entering a **Start Date** and a **Stop Date** in the fields provided.

Include **Expense Notes, Daily Totals** and **Sort by Date** or **Expense Type**.

Include a **Header** or **Footer** if you wish by clicking one of the **Add/Edit** buttons.

Limit your report to only those records which are not marked as Invoiced by choosing the **All Uninvoiced** option.

Again, **Expense Reports** only contain expense information.

Invoice or Report Output Modification

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the **Translations** screen in Preferences or consult the translation tips file supplied with this program.

After generating a report or invoice, you can make changes to its content, directly in the report window. You can then **Print** the report or invoice, or save it to a text file by clicking the **Save as..**. button. You can then open this text file in your word processor or import it into another program. You may also want to file these reports.

You can either copy (or **Save As...**) the invoice and paste (or Open) it into an Excel (or any spreadsheet or word processing) document which is pre-formatted for any customization you choose.

You can also use the **Copy to Email** button to convert an Invoice from the tab delimited format to a monospaced format which you can paste into an empty email window.

Before printing you may want to adjust the font, size or line height of the report or invoice text by clicking the **Font**... button. Choose a new font by clicking its name in the font list. Change the font size by clicking one of the pt size radio buttons. Not all fonts are available in all sizes, so you may not notice a change. Click the line height field to enter a new number. The minimum line height is equal to the text size plus one (i.e., if the text size = 14 then the minimum line height = 15).

You can adjust the column widths by dragging the small rectangular buttons along the slider at the top of the report.

Reset the font face and size to 10 pt Arial by clicking the **Default Font** button in the **Font** dialog in the Invoice window or the **Reset** button in the **Font** dialog in the Activity & Expense Report window. In the Report window there is a **Default Font** button which sets the font face and size to 12 pt Arial.

Close the report or invoice window by clicking on **Close Window** when you are finished.

We hope you are enjoying using our software. Please drop us a line if you have any suggestions for ways to make the product even better.

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