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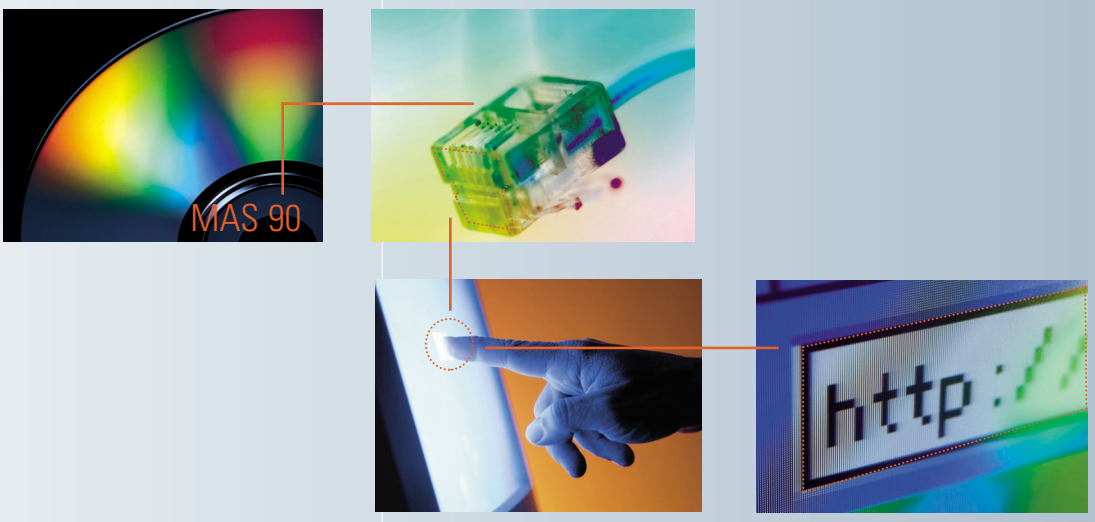
HighTower



Welcome to the Timekeeper Version 4.20 Manual

How To Use This Guide

Contents

Index

How to Use This Guide

Go to the How to Use This Guide page (this page).

Go to the Contents.

Go to the previous page.

Go to the next page.

Go back to the previous link.

Go to the Index.

Text on page...

Indicates a jump to a topic.

Bookmarks appear in the overview window to the left of the document window. These bookmarks are similar to a table of contents.

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This manual was written for Timekeeper version 4.20. It was last updated on 11/15/07.

New Features for Timekeeper Version 4.20

Some of the most prominent features added in version 4.10 of Timekeeper are: actual vs billed time, payroll update, expense reimbursement, improved filtering, overtime calculations, holiday maintenance, and more. The 4.20 version of Timekeeper has been enhanced to provide more options for configuring the module and integrating it with the other Sage MAS 90 or 200 modules.

New Facility to Renumber Customers, Projects, Activities, and Employees

The **Renumber** function available in Employee Maintenance (see page 64), Customer Maintenance (see page 80), Project Maintenance (see page 88), and Activity Maintenance (see page 97) allows you to assign a new employee (customer, project, or activity) code to the selected item. The old code can be re-used for another employee (customer, project, or activity) at any time. This new feature provides the flexibility in maintaining codes for existing employees, customers, projects, and activities.

New Options in Activity Maintenance

- The **Disable Data Entry** option has been added to Activity Maintenance (see page 97) to prevent use of activity in Timekeeper Entry (see page 117).
- The **Lock Billing Rate** option has been added to Activity Maintenance (see page 97) to lock billing rate in Timekeeper Entry (see page 117).
- The **Reimburse by Default** option has been added to Activity Maintenance (see page 97). If the **Activity Type** is set to **Reimbursable Expense**, and this option is selected on the Activity Maintenance window, then the **Reimburse** check box on the Timekeeper Entry window (see page 117) is selected automatically.

New Options in Timekeeper Entry

- The **Previous** and **Next** navigation buttons have been added to Timekeeper Entry (see page 117). This functionality allows for switching to the previous or next employee without exiting the current Timekeeper Entry window.
- The **Search** ability has been added to the Timekeeper Entry Lookups. Now, you can not only select the desired item, but also search the item by code, name, description, or type.

New Options in .timekeeper

.timekeeper is still available, providing easier installation and setup.

- .timekeeper installation and setup is now more user friendly and allows the application to be maintained easily. The .timekeeper application no longer requires an external web server (as was the case with Timekeeper 4.0x). However, if you use an external web server, the server must support reverse proxies. Timekeeper comes standard with a reverse proxy for the Microsoft Internet Information Server (IIS).

- .timekeeper requires a web browser that is configured to allow cookies and Java Script. The .timekeeper application can be run on Windows, Linux, or MAC OS X and supports a variety of browsers, including: Internet Explorer 6.0 or higher, Netscape 7.2 or higher, Opera 7.54 or higher, Mozilla 1.7 or higher, Firefox 1.0 or higher, Safari 1.2 or higher.

- The Customers now can view the Summary of an Employee's Hours. The **Hours Summary** button has been added to the menu bar next to the **Change Company** button.

Contents

New Features for Timekeeper Version 4.20 4
New Facility to Renumber Customers, Projects, Activities, and Employees 4
New Options in Activity Maintenance 4
New Options in Timekeeper Entry 4
New Options in .timekeeper 5

Chapter 1 — Introduction 13
The HighTower Ideal 13
Welcome to Timekeeper 13
Integrating Timekeeper with other Sage MAS 90 or 200 Modules 13
Accounts Receivable 14
Job Cost 14
Payroll 14
Sales Order 15
Time and Billing 15
Time and Billing Professional 15
Using the Timekeeper Manual 15
Sections in this Manual 15
Graphic Conventions 16
Text Conventions 17
Getting Additional Help 17
Getting Additional Copies of the Manual 17
Open the Online Manual 17
Using the Timekeeper Online Help 18
Open the Online Help 19
Support Services 19
Related Manuals 19

Chapter 2 — Timekeeper Concepts 20
Timekeeper Entry Methods 20
Remote Device Licenses 21
Synchronizing Data 21
Synchronizing Palm OS Devices 21
Synchronizing Pocket PC (Windows CE) Devices 21
How Timekeeper Works 21
Integrated Sage MAS 90 or 200 Modules 22
Timekeeper Detail File 23

Chapter 3 — Installing the Timekeeper Module 24
System Requirements 24
Pre-installation Instructions 24
Installing Timekeeper 25
System Startup 28
Set Up the Timekeeper Module in Role Maintenance 29
Enhancement Registration 29
Register the Timekeeper Enhancement 29
Installing Sage MAS 200 or Sage MAS 200 for SQL 30

Define the Timekeeper Enhancement 30

Chapter 4 — Navigating in Timekeeper 33

Using the Modules Tree 33
Open a Timekeeper Window through the Modules Tree 33
Using the Timekeeper Menu Bar 34
Open a Timekeeper Window through the Menu Bar 35
Using Keyboard Commands and Buttons in Timekeeper 35

Chapter 5 — Using the Setup Menu 40

How to Use the Setup Menu 40
Open a Window from the Setup Menu 40
Add a Record 41
Select an Item from a Lookup List 41
Change a Record 42
Delete a Record 42
Print a Setup Listing 42
Set Up Timekeeper for a New Company 44
Timekeeper Setup Wizard 44
Configure Timekeeper for the First Time 44
Timekeeper Options 53
Configure the Standard Timekeeper Options on the Main Tab 53
Configure the Timekeeper Options for Work in Process on the Entry Tab 57
Configure the Timekeeper Options for Payroll on the Payroll Tab 59
Change Timekeeper Terminology on the Terminology Tab 61
Department Maintenance 62
Create a Department 62
Review a Department's Time and Expense History 63
Employee Maintenance 64
Create an Employee on the Main Tab 65
Using Filters in Timekeeper 69
Using the Renumber Feature in Timekeeper 72
Configure How Employees are Linked to Integrated Modules on the Links Tab 72
View an Employee's Historical Time on the History Tab 74
Review an Employee's Transactions on the Detail Tab 76
Customer Maintenance 80
Create a Customer on the Main Tab 80
Configure How Customers are Linked to Integrated Modules on the Links Tab 81
View a Customer's Historical Time on the History Tab 83
Review a Customer's Transactions on the Detail Tab 85
Project Maintenance 88
Create a Project on the Main Tab 88
Configure How Projects are Linked to Integrated Modules on the Links Tab 90
View a Project's Historical Time on the History Tab 91
Review a Project's Transactions on the Detail Tab 93
Activity Maintenance 97
Create an Activity on the Main Tab 97
Configure How Activities are Linked to Integrated Modules on the Links Tab 100
View an Activity's Historical Time on the History Tab 102
Review an Activity's Transactions on the Detail Tab 104
Division Billing Rate Maintenance 108

Enter a Billing Rate for a Division 108
Billing Markup Maintenance 108
Enter a Markup for a Billing Rate 109
Holiday Maintenance 109
Enter the Holidays 110
Word Substitution Maintenance 110
Create a Word Substitution 111
Exception Maintenance 111
Create a Billing Exception 112

Chapter 6 — Using the Main Menu 114
How to Use the Main Menu 114
Open a Window from the Main Menu 114
Add a Record 115
Select an Item from a Lookup List 115
Print from a Window 115
Timekeeper Entry 117
Timekeeper Login 117
Timekeeper Entry Window 118
Timekeeper Entry Menus 118
Using the File Menu 120
Change a Company 120
Change an Employee 121
Change a Remote User 122
Work in an Off-line Mode 122
Exit Timekeeper 123
Using the Edit Menu 123
Set a Customer Filter 123
Set a Project Filter 125
Set an Activity Filter 126
Set Preferences 127
Using the View Menu 128
Detail View 129
Summary View 129
View a Customer's Memos 130
View a Project's History Summary 131
Using the Help Menu 132
Launch Timekeeper Help 132
Access the About Timekeeper Option 132
Entering Dates 134
Choose a Date 134
Use the Calendar Options 135
Additional Options 136
Entry Grid 137
Creating a Timekeeper Entry 138
Editing a Timekeeper Entry 144
Delete an Entry 144
Management Approval 145
Approve an Employee's Time and Expense Entries 145
Change an Employee's Entry 147

Approvals: Common Functions 150
Search for a Specific Time/Expense Entry 150
View the Summary of Approved Hours and Billed Amounts 152
Print an Approval Report 153
Secondary Approval 156
Complete a Secondary Approval for Time and Expense Entries 156
Timekeeper History 158
View an Employee's Historical Time 158

Chapter 7 — Using the Posting Menu 161
How to Use the Posting Menu 161
Open a Window from the Posting Menu 161
Select an Item from a Lookup List 162
Print from a Window 162
WIP Selection 163
Select the WIP Entries to Post 163
WIP Selection Maintenance 164
Review/Edit the WIP Entries to Post 165
Edit a WIP Entry 166
WIP Posting Register 169
Update the Integrated Module with the Timekeeper Data 170
Select the WIP Entries to Post To Payroll 171
Expense Reimbursement Selection 173
Select Expense Reimbursements to Post 173
Reimbursement Selection Maintenance 175
Review/Edit Expense Reimbursements to Post 175
Reimbursement Posting Register 176
Update the Integrated Module with the Expense Reimbursements Data 176
Select a Pay Cycle to Complete Payroll Transactions 177

Chapter 8 — Using the Reports Menu 179
How to Use the Reports Menu 179
Open a Window from the Reports Menu 179
Setting Report Options: Common Controls 180
Define the Report Setting Options 180
Define the Report Printing Options 181
Define the Report Sorting Options on the Select Tab 182
Select an Item from a Lookup List 183
Sample Report 184
Department History Report 184
Print the Department History Report 185
Employee History Report 187
Print the Employee History Report 187
Customer History Report 190
Print the Customer History Report 190
Project History Report 192
Print the Project History Report 192
Activity History Report 194
Print the Activity History Report 195
Detail History Report 197

Print the Detail History Report 197
Work In Process Report 199
Print the Work In Process Report 200

Chapter 9 — Using the Custom Reports Menu 202
How to Use the Custom Reports Menu 202
Open a Window from the Custom Reports Menu 202
Add a Custom Report to the Report Manager 202
Create a Custom Report 204

Chapter 10 — Using the Utilities Menu 206
How to Use the Utilities Menu 206
Open a Window from the Utilities Menu 206
Purge Timekeeper History 207
Purge Detail History 207
Purge the Detail History Information 207
Purge Summary History 208
Purge the Summary History Information 208
Recalculate Summary History 209
Recalculate the Summary History Information 209
Timekeeper Import 210
Select Data to Import 210

Chapter 11 — Using the Remote Menu 212
How to Use the Remote Menu 212
Open a Window from the Remote Menu 212
Install PDA Application 213
Timekeeper PDA Application Installation Wizard 213
Timekeeper Server Monitor 214
Run the Timekeeper Server Monitor 214
Windows CE Sync 215
Synchronize Your Windows CE Device with the Sage MAS 90 or 200 System 215
Web Start Link Generation 216
Generate a Java Web Start Link 216

Chapter 12 — Installing and Configuring Timekeeper PDA 219
PDA Instructions 219
Configuring Timekeeper on the PDA Device 219
Create a Remote User 219
Assign a Remote User to an Employee 221
Create a Remote Device 221
Create a Remote License 222
Palm OS Instructions 223
Palm OS System Requirements 223
Installing Timekeeper on a Palm OS Device 223
Install the Timekeeper Module on a Palm OS Device 223
Use the Palm OS HotSync® Feature 227
Starting Timekeeper on the Palm OS Device for the First Time 227

Select a User and Perform a Synchronization Process 228
Pocket PC (Windows CE) Instructions 229
Pocket PC (Windows CE) System Requirements 229
Installing Timekeeper on a Pocket PC (Windows CE) Device 229
Install Timekeeper on a Pocket PC (Windows CE) Device 229
Synchronize the Pocket PC (Windows CE) Device Locally 233
Starting Timekeeper on the Pocket PC (Windows CE) Device for the First Time 234
Select a User and Perform a Synchronization Process 234

Chapter 13 — Using Timekeeper PDA 236
Starting Timekeeper on the PDA 236
Timekeeper PDA Menu Bar 237
Using the Record Menu 237
Entry Summary 237
View Entry Summary 237
New Record (Palm OS) 238
Delete Entry (Palm OS) 238
Using the Options Menu 239
View Name 239
Sync 240
Set Up the Synchronization Process 240
Change User 241
Change the User Information 241
Delete Databases 241
Use the Delete Databases Feature 242
About 242
Access the About Screen 242
Help (Palm OS) 242
Using the Edit Menu 243
Entering Time and Expense Data 243
Adding a New Time Entry 243
Timekeeper PDA Lookups 245
Select an Item from a Lookup on the Palm OS Device 245
Select an Item from a Lookup on the Pocket PC Device 247
Adding a New Expense Entry 247
Changing a Time/Expense Entry 249
Deleting a Time/Expense Entry 250
Synchronizing the Data 250
Synchronize the Palm OS Device 251
Synchronize the Pocket PC (Windows CE) Device 251
Perform a Remote Synchronization on the Pocket PC (Windows CE) Device 251

Chapter 14 — Installing and Configuring .timekeeper 254
Architecture 254
Application Server 254
ProvideX Web Server 254
External Web Server 254
System Requirements 254
Configuring the ProvideX Web Server 255

Complete the ProvideX Web Server Configuration 255
Setting Up the IIS Web Server 258
Copy and Modify Proxy Files 259
Create a Virtual Directory 259
Configuring .timekeeper 260
Creating Remote Users/Devices/Licenses for .timekeeper 261
Create a Remote User 261
Assign a Remote User to an Employee 261
Create a Remote Device 262
Create a Remote License 263
Starting the .timekeeper Application 263
Add the .timekeeper Icon to Your Company Website 263
Launch the .timekeeper Default Page 264

Chapter 15 — Using .timekeeper 265
Starting .timekeeper 265
Using the Icons Menu 266
Change Companies 267
Entering Time and Expense Data 267
Adding a New Time Entry 268
Using the Search Feature 270
Search for Work in Process Items 270
Search for an Item in a List 271
View Items in a List Alphabetically by Name or Description 271
Adding a New Expense Entry 272
Change a Time/Expense Entry 275
Delete a Time/Expense Entry 276
View the Summary of an Employee's Hours 276
Management Approvals 276
Approve a Time/Expense Entry 276
View the Summary of an Employee's Hours 279
Salesperson Approvals 279
Approve a Time/Expense Entry 279
Customer Approvals 281
Use the Customer Approval 281

Introduction

The HighTower Ideal

At HighTower, we are committed to delivering superior accounting, time management, manufacturing and distribution solutions to small and mid-sized businesses.

HighTower is a Sage Software® Master Developer for Sage MAS 90 ERP and Sage MAS 200 ERP software with titles such as Gift Card Expansion Pack, MAStransit, MICR Encoded Laser Checks, Multi-Bin® Advanced Distribution, Point of Sale® Professional, Remote Salesperson PDA, ScanBlaster, Time and Billing®, Time and Billing® Professional, and Timekeeper® to our credit.

HighTower uses a unique **Patch Installation** system, which installs the HighTower enhancements without overwriting your original Sage Software program. Our patch installation method makes our products attractive to users installing enhancements from multiple Sage Software Master Developers.

Our promise of exceptional technical products is only exceeded by our commitment to customer service. Our success is measured in customer satisfaction.

Welcome to Timekeeper

Timekeeper is an enhancement for the Sage MAS 90 and Sage MAS 200 applications developed by Sage Software. Timekeeper creates accurate time reports that ensure your client invoices are correct and complete, that they are processed cost-effectively, and that they are sent out as quickly as possible. Timekeeper gives your employees the tools they need to maintain an accurate and comprehensive account of their time, wherever they are - whether they are sitting at their desk or out in the field with their Palm OS handheld or Pocket PC (Windows CE) device, or via the Internet.

Employees that do not use Sage MAS 90 or 200 do not need the full Sage Software installation to use Timekeeper. Timekeeper Entry (see page 117) allows employees to launch Timekeeper from their workstations or laptops and enter time. After the time entries are uploaded to Sage MAS 90 or 200, managers, HR, or accounting employees that do have Sage MAS 90 or 200 installed can review the information and mark the data as approved or rejected. This feature allows you to ensure the information being added to Sage MAS 90 or 200 is accurate.

Integrating Timekeeper with other Sage MAS 90 or 200 Modules

The Timekeeper module must be integrated with at least one other Sage MAS 90 or 200 module. When integrated, each module "shares" common information with any related modules. Your company can integrate the following Sage MAS 90 or 200 modules with the Timekeeper module:

- Accounts Receivable (see page 14)
- Job Cost (see page 14)

- Payroll (see page 14)
- Sales Order (see page 15)
- Time and Billing (see page 15)
- Time and Billing Professional (see page 15)

To integrate the Timekeeper module with the Accounts Receivable, Job Cost, Payroll, Sales Order, Time and Billing, and/or Time and Billing Professional modules, you must set up these modules before installing Timekeeper. You can integrate with Accounts Receivable, Job Cost, Sales Order, Time and Billing (or Time and Billing Professional), and also integrate with Payroll.

SPECIAL NOTE: Depending on which module you integrate with Timekeeper, the windows in the Timekeeper module may have different fields available.

Accounts Receivable

When the Timekeeper module is integrated with the Sage MAS 90 or 200 Accounts Receivable module, time entry data is posted to the A/R Invoice Data Entry feature, allowing your company to bill clients for time-based projects.

If the Accounts Receivable module is integrated with the Job Cost module and the Job Cost module is integrated with the Accounts Receivable module, you can set Timekeeper data to be available in both modules. As a result, time entries will be posted to A/R Invoice Data Entry with Job Cost data.

Job Cost

When the Timekeeper module is integrated with the Sage MAS 90 or 200 Job Cost module, time entry data is posted to the J/C Job Posting Entry feature, allowing your company to accurately determine the cost of a project.

If the Job Cost module is integrated with the Accounts Receivable module and the Accounts Receivable module is integrated with the Job Cost module, you can set Timekeeper data to be available in both modules. As a result, time entries will be posted to A/R Invoice Data Entry with Job Cost data.

Payroll

When the Timekeeper module is integrated with the Sage MAS 90 or 200 Payroll module, time entry data is posted to the Payroll Data Entry feature, allowing your company to print accurate payroll checks.

You can integrate Timekeeper with any of the other modules and with the Payroll module. The Timekeeper module will post entries to the other integrated module and in a separate process post time entries to Payroll. If Job Cost and Payroll are both integrated with Timekeeper and Payroll is integrated with Job Cost it is possible to have Job Cost time posted to Payroll rather than Direct Cost Entry. This is done by selecting the "Post Job Cost Information to Payroll Data Entry Lines" option on the Timekeeper Options window (see page 53).

Sales Order

When the Timekeeper module is integrated with the Sage MAS 90 or 200 Sales Order module, time entry data is posted to S/O Invoice Data Entry, allowing your company to create accurate sales invoices.

Time and Billing

When the Timekeeper module is integrated with the HighTower Time and Billing module, time entry data is posted to T/B Time/Expense Entry, allowing your company to create accurate billing invoices for time-based projects.

Time and Billing Professional

When the Timekeeper module is integrated with the HighTower Time and Billing Professional module, time entry data is posted to T/2 Time/Expense Entry, allowing your company to create accurate billing invoices for time-based projects.

Using the Timekeeper Manual

This manual provides the information necessary for setting up and operating your Timekeeper module. Use the Timekeeper manual as a guide when initially setting up Timekeeper, and then as a resource for understanding features of the application. The manual contains overviews and samples of windows and menus.

Sections in this Manual

This manual is divided by the full workstation version, Timekeeper Entry version, the PDA version of the Timekeeper module, and the Internet version, .timekeeper. The first section of the manual discusses how to set up the full workstation module that runs on a Sage MAS 90 or 200 system. The second section of the manual discusses how to set up and use the Timekeeper Entry on a local workstation or laptop. The third section of the manual discusses how to set up and use the Timekeeper module on a PDA (Palm OS handheld or Windows CE device). The final section discusses how to set up and use .timekeeper on the Internet.

The following table describes the chapters available in this manual.

Chapter	Description
Chapter 2: Timekeeper Concepts	This chapter explains different concepts you need to know about using your Timekeeper application.
Part 1: Full Sage MAS 90 or 200 Workstation Instructions	This section of the manual contains instructions on how to set up Timekeeper on your Sage MAS 90 or 200 system.
Chapter 3: Installing the Timekeeper Module	This chapter details the installation procedures for Timekeeper on a full Sage MAS 90 or 200 system.
Chapter 4: Navigating in Timekeeper	This chapter describes the basic features available in the Timekeeper module.
Chapter 5: Using the Setup Menu	This chapter describes how to enter the basic information required to use the Timekeeper module. This chapter includes setting general options for the module.

Chapter	Description
Chapter 6: Using the Main Menu	This chapter describes how to enter time and expense records, and how to complete approvals.
Chapter 7: Using the Posting Menu	This chapter describes how to post data to integrated modules.
Chapter 8: Using the Reports Menu	This chapter details how to print reports based on information available in the Timekeeper module.
Chapter 9: Using the Custom Reports Menu	This chapter describes how to create custom reports via Report Manager.
Chapter 10: Using the Utilities Menu	This chapter details the steps normally performed at the end of accounting period (usually, the last business day of each month) and fiscal years
Part 3: PDA Instructions	This section of the manual contains instructions on how to set up Timekeeper on a PDA device.
Chapter 11: Using the Remote Menu	This chapter describes how to configure the Timekeeper application to run on a workstation or laptop without a Sage MAS 90 or 200 installation.
Chapter 12: Installing and Configuring Timekeeper PDA	This chapter details how to install and configure Timekeeper on your PDA device.
Chapter 13: Using Timekeeper PDA	This chapter details how to use Timekeeper on your PDA device.
Part 4: .timekeeper Instructions	This section of the manual contains instructions on how to set up Timekeeper on the Internet.
Chapter 14: Installing and Configuring .timekeeper	This chapter details how to install and configure .timekeeper on your Internet.
Chapter 15: Using .timekeeper	This chapter details how to use .timekeeper on your Internet.

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

Graphic	Description
	The **Note** symbol is followed by additional information about a topic.
	The **Helpful Hint** symbol is located in the left margin and contains additional information about an option.
	The **Warning** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Field font	Indicates a field name, list box name, options in a list, column name, or check box.
Italic font	Indicates directory names or references to other manuals.

Getting Additional Help

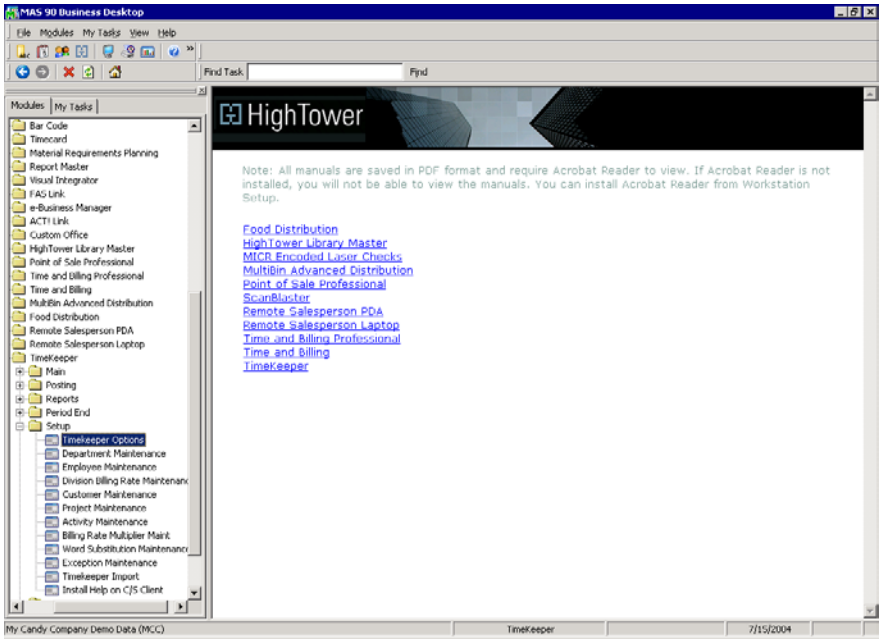
Timekeeper includes online manuals, online help, and technical support.

Getting Additional Copies of the Manual

The Timekeeper manual is available when you install the module.

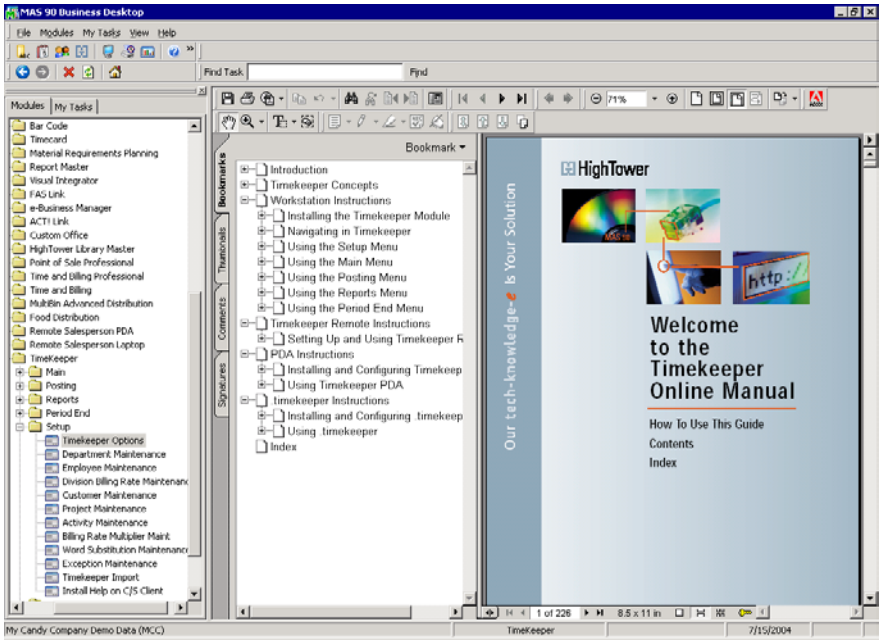
Open the Online Manual

1 From the **Help** menu on the Sage MAS 90 or 200 menu bar, select **Enhancement Manuals**. The Manuals list appears on the right side of the screen.



Manuals List

2 Click the **Timekeeper** link. This manual will appear in PDF format.



Online Manual

Using the Timekeeper Online Help

The Timekeeper module includes the standard content online help.

Online Help

Open the Online Help

- For field level context-sensitive help, move your cursor to the field and press **F1**. A pop-up window appears with help for the field.
- For window level context-sensitive help, click the button on the window. The help screen for the window appears.

Support Services

There are several methods of support for your Timekeeper module:

- Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, consult the Timekeeper website (www.timekeepersoftware.com).
- Refer to the Enhancement Data Definitions available in the Library Master Extensions module in the Utilities menu. This feature lists all the data fields available on each window of each module.
- Access technical bulletins and download program corrections through the Timekeeper website (www.timekeepersoftware.com). Note that program corrections are available exclusively through the Internet.

For more information about fee-based customer support services, contact our Help Desk Department. Regular Help Desk hours are 9:00 A.M. to 5:00 P.M. Central Standard Time Monday through Friday. You can reach our Help Desk Department in the following ways:

- Phone: 1.888.583.3000
- Fax: 847.674.0544
- E-mail: helpdesk@hightowerinc.com

Related Manuals

There are several manuals you might have to referred to while using the Timekeeper module. The following table lists the names of the manuals and locations of the manuals.

Manual	Description and Location
Time and Billing Manual	This manual documents the features available in the Time and Billing module by HighTower, and is available through the Help menu.
Time and Billing Professional Manual	This manual documents the features available in the Time and Billing Professional module by HighTower, and is available through the Help menu.

This concludes *Chapter 1: Introduction* of the Timekeeper manual.

Timekeeper Concepts

Chapter 2: Timekeeper Concepts explains different concepts you need to know to use your Timekeeper module to the fullest extent.

Timekeeper Entry Methods

You can make time entries, expense entries, or both in the Timekeeper module in a number of ways.

Full Timekeeper Module - The full Timekeeper module runs on a fully installed Sage MAS 90 or 200 system. This module allows MAS 90 or 200 to use the time/expense entries created in the Timekeeper PDA and Timekeeper Entry application.

Timekeeper Entry - The Timekeeper Entry application (see page 117) includes a time/expense entry window, and provides the convenience of running a standalone application separate from the Sage MAS 90 or 200 ERP system, giving you the power to enter time and expenses over a network or an Internet connection.

This is the full Timekeeper Entry application. It can function in the following modes:

- **Direct Access** from the Sage MAS90 or 200 Launcher - The application starts from Sage MAS 90 or 200 Launcher like any other data entry screen in Sage MAS 90 or 200. Data updates in real time.

> **NOTE:** The following modes require Remote Licenses and work in both Windows and non-Windows environments.

- **Remote Access** from outside the Sage MAS 90 or 200 Launcher - The application starts from outside Sage MAS 90 or 200 Launcher. It accesses the Timekeeper data in the MAS 90 or 200 system in real time over a LAN, Intranet, or over the Internet.
- **Java™ Web Start** - The application attaches as a link on a web page via Java™ Web Start technology. When you access the link, the application downloads to your computer. It then accesses the Timekeeper data in the MAS 90 or 200 system in real time. (For detailed information, see the Web Start Link Generation section (see page 216.)
- **Offline Access** - The Timekeeper Entry application works offline storing entries in a local database to be synchronized with the MAS 90 or 200 system at a later time.

Timekeeper for PDA - The PDA version can be installed on a Palm OS or Pocket PC (Windows CE) device for users who enter their time using handheld devices.

.timekeeper - The .timekeeper module (see page 254) runs on your company's website.

Remote Device Licenses

Timekeeper PDA and the Timekeeper Entry application require remote device licenses. Each User/Device/Application combination requires one license. The number of device licenses available for any given Sage MAS 90 or 200 system, is managed by the registration of the Library Master Extensions module from. Please contact your reseller to purchase licenses. If the Library Master Extensions module is not registered, it will allow 45 days of access from the installation date for demonstration purposes, which is standard for any Sage MAS 90 or 200 module. The Remote License Maintenance feature will allow one User/Device/Application to be entered and accessed 40 times.
See the *Library Master Extensions Manual* for full details.

Synchronizing Data

To keep the data between the PDA device, Timekeeper Entry, and the Sage MAS 90 or 200 system consistent, you must synchronize the data. By synchronizing the data, you send the information the user entered in the PDA or Timekeeper Entry to the Timekeeper module on the Sage MAS 90 or 200 system, and you download the latest data from the Sage MAS 90 or 200 system to the PDA or Timekeeper Entry application.

For detailed information, see the Synchronizing the Data section (see page 250).

Synchronizing Palm OS Devices

Palm OS devices come installed with the HotSync® Manager application. This application exchanges the information available on the Palm device to the Sage MAS 90 or 200 system. The Sage MAS 90 or 200 workstation that will synchronize the data requires the Palm™ Desktop application by Palm™, Inc. (version 4.0 or later). The installation will supply the HotSync® Manager application.

For detailed information, see the Use the Palm OS HotSync® Feature section (see page 227) and Synchronize the Palm OS Device section (see page 251).

Synchronizing Pocket PC (Windows CE) Devices

Pocket PC (Windows CE) devices must be connected to the workstation running Sage MAS 90 or 200 via ActiveSync® by Microsoft. To synchronize a Pocket PC (Windows CE) device, use the **Windows CE Sync** feature available in the Remote menu of the Timekeeper module.

For detailed information, see the Synchronize the Pocket PC (Windows CE) Device Locally section (see page 233) and Perform a Remote Synchronization on a Pocket PC (Windows CE) Device section (see page 251).

How Timekeeper Works

The main focus of Timekeeper is to record employees' time and expenses and post this information to an integrated Sage MAS 90 or 200 application. Timekeeper can be integrated with:

- Accounts Receivable (see page 14)

- Job Cost (see page 14)
- Payroll (see page 14)
- Sales Order (see page 15)
- Time and Billing (see page 15)
- Time and Billing Professional (see page 15)

Employees make entries through the Timekeeper module, Timekeeper Entry, on a PDA, or .timekeeper on the web. These detail entries can undergo an approval process where managers, salespeople, and even customers can approve the entries. Then the entries are selected and posted to the integrated module. History is maintained within Timekeeper by Employee, Customer, Project, Activity, and Department. Reports exist to review this history. Utilities exist to purge history.

Integrated Sage MAS 90 or 200 Modules

The Timekeeper Options window (see page 53) allows you to select other Sage MAS 90 or 200 modules to integrate data with Timekeeper. The modules listed on the Timekeeper Options window are limited to the modules that are configured for the current company. The integrated modules allow Timekeeper to post data from the WIP file to Accounts Receivable, Accounts Receivable with Job Cost data, Job Cost, Payroll, Payroll with Job Cost data, Sales Order, Time and Billing, or Time and Billing Professional. The following list describes how data is posted.

- If Accounts Receivable is the integrated module, then data from the Detail file will be posted to A/R Invoice Data Entry.

  If Job Cost is integrated with Accounts Receivable and Accounts Receivable is integrated with Job Cost, then you can select Accounts Receivable with Job Cost as the integrated module. Data from the Detail file will be posted to A/R Invoice Data Entry with Job Cost data.

- If Job Cost is the integrated module, then data from the Detail file will be posted to J/C Job Posting Entry of the Direct Cost type.

- If Payroll is the integrated module, then data from the Detail file will be posted to Payroll Data Entry.

  If the integrated module is Accounts Receivable, Accounts Receivable with Job Cost, Sales Order, Time and Billing or Time and Billing Professional, and your system is also integrated with Payroll, and if Payroll is integrated with Job Cost, then you can also select the **Include Job Cost Data with Payroll** check box. This feature allows you to post data from the Detail file to Payroll with Job Cost data.

> **NOTE:** If you select Job Cost as your integrated module, you CANNOT select **Include Job Cost Data** with Payroll because it would result in a double posting to the Job Cost module.

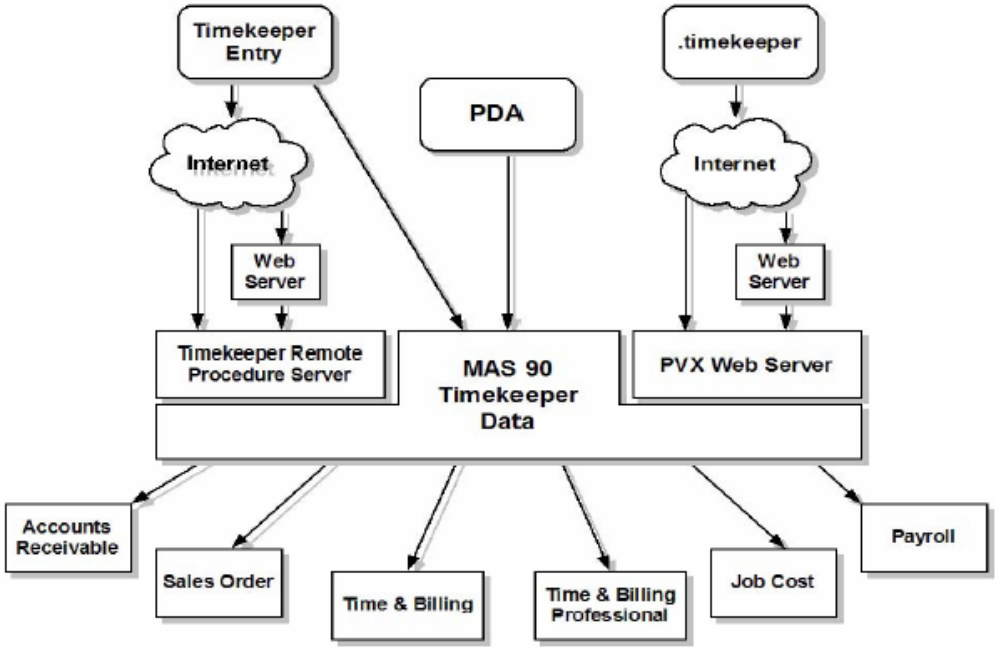
If the integrated module is Payroll, and the Payroll module is integrated with Job Cost, then you can also select the **Additionally Integrated with Payroll** check box. This option will update Payroll Data Entry with the job number set up in Timekeeper Project Maintenance (see page 88).

- If Sales Order is the integrated module, then data from the Detail file will be posted to S/O Invoice Data Entry.
- If Time and Billing is the integrated module, then data from the Detail file will be posted to T/B Time/Expense Entry.
- If Time and Billing Professional is the integrated module, then data from the Detail file will be Posted to T/2 Time/Expense Entry.

Timekeeper Detail File

The Timekeeper Detail file is central to all data processing that occurs in the Timekeeper module. The Detail file can receive input from the Timekeeper Entry application and a PDA source. Timekeeper enables you to post Detail file data to the integrated module you specify.

Timekeeper setup enables you to use various sources for time data input. You can post work in process (WIP) data to the integrated module that you specify on the **Main** tab of the Timekeeper Options window (see page 53). Timekeeper enables you to post data from the Detail file to any of the following modules: Accounts Receivable, Job Cost, Payroll, Sales Order, Time and Billing, Time and Billing Professional.
The following diagram illustrates the data linkages in Timekeeper.



This concludes *Chapter 2: Timekeeper Concepts* of the Timekeeper manual.

Installing the Timekeeper Module

Chapter 3: Installing the Timekeeper Module provides detailed installation instructions, and contains the steps to register the Timekeeper module.

System Requirements

Sage Software does set standard system requirements for workstations using Sage MAS 90 or 200. See the system requirements determined by Sage Software (www.sagesoftware.com).

Timekeeper Entry (see page 117) requires a Java® Runtime Environment (JRE) 1.5 or later be installed on the workstation. With Sage MAS 200 a JRE must also be installed on the server. The JRE can be found at www.timekeepersoftware.com/downloads.

The Timekeeper Palm OS application must be installed to a Palm OS device running Palm OS 5.0 or later. The Timekeeper Pocket PC application requires the Microsoft® Corporation's ActiveSync® application to run on the workstation and a Pocket PC (Windows®CE) device that will be used for the synchronization process. (For detailed information, see the Pocket PC (Windows CE) Instructions section on page 229.)

The .timekeeper application requires the ProvideX Web Server (see page 255).

Pre-installation Instructions

1. Before installing the Timekeeper module, you must have Sage MAS 90 or 200 installed on your system. Install the correct version of Sage MAS 90 or 200 that works with the respective version of Timekeeper. You may be required to upgrade your Sage MAS 90 or 200 system before installing Timekeeper.

   See the installation documentation provided by Sage Software for installation instructions.

2. If the Sage MAS 90 or 200 program or any upgrades have just been installed, launch the Sage MAS 90 or 200 system to finish the installation procedures.

3. Ensure the Sage MAS 90 or 200 modules your Timekeeper integrates with, such as Accounts Receivable, Job Cost, Payroll, Sales Order, Time and Billing, and Time and Billing Professional are completely installed and configured.

   See the online documentation provided by Sage Software for full instructions (www.sagesoftware.com).

4 Ensure all of the following entry files have been updated or cleared BEFORE installing Timekeeper to avoid any data corruption.

- Accounts Receivable Invoice Data Entry
- Job Cost Job Posting Entry
- Payroll Data Entry
- Payroll Check Printing
- S/O Invoice Data Entry
- Time and Billing (T/B) Time/Expense Entry
- Time and Billing Professional (T/2) Time/Expense Entry

5 If you are upgrading from a previous version of Timekeeper, make sure all Timekeeper entry files have been updated or cleared BEFORE installing the latest version.

6 All users should exit from Sage MAS 90 or 200 before beginning the Timekeeper installation.

Installing Timekeeper

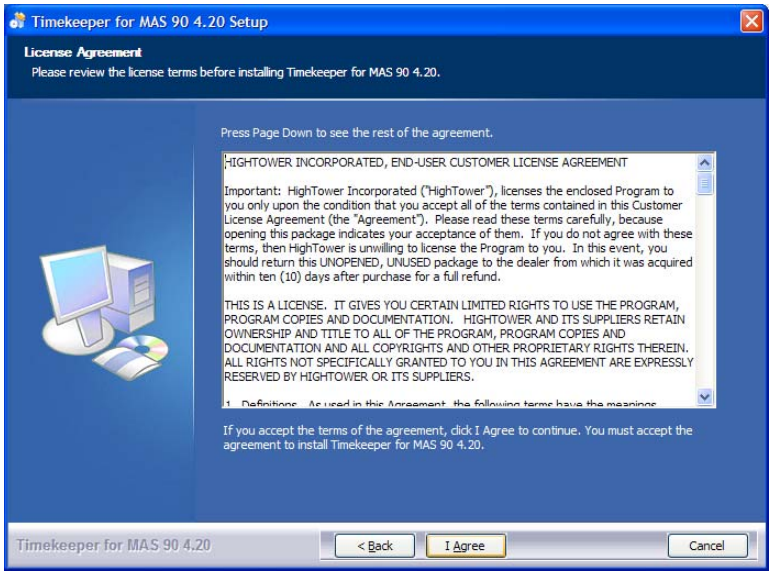
Complete the following steps to install the Timekeeper module.

1 Close all your Sage MAS 90 or 200 applications.

2 Launch your Timekeeper installation program. The Timekeeper Setup Wizard Welcome window appears.

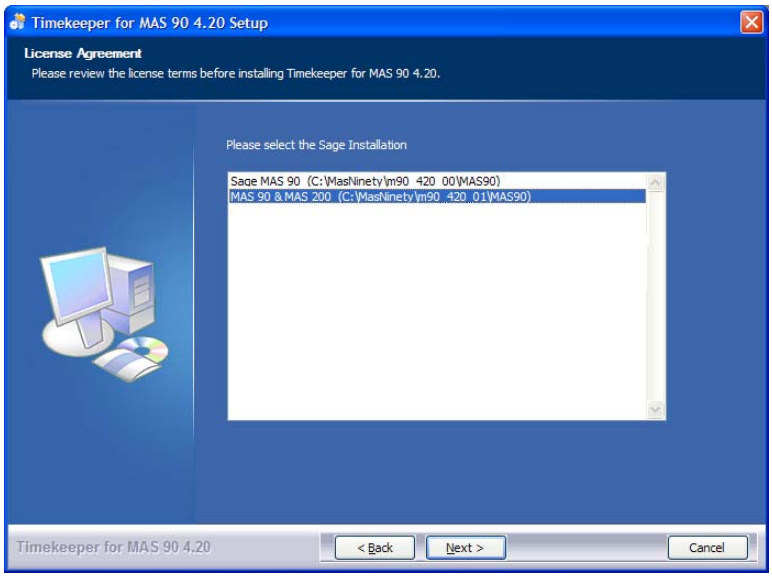
Installation Wizard - Welcome Window

3 Click **Next** to begin installation. The License Agreement window appears.



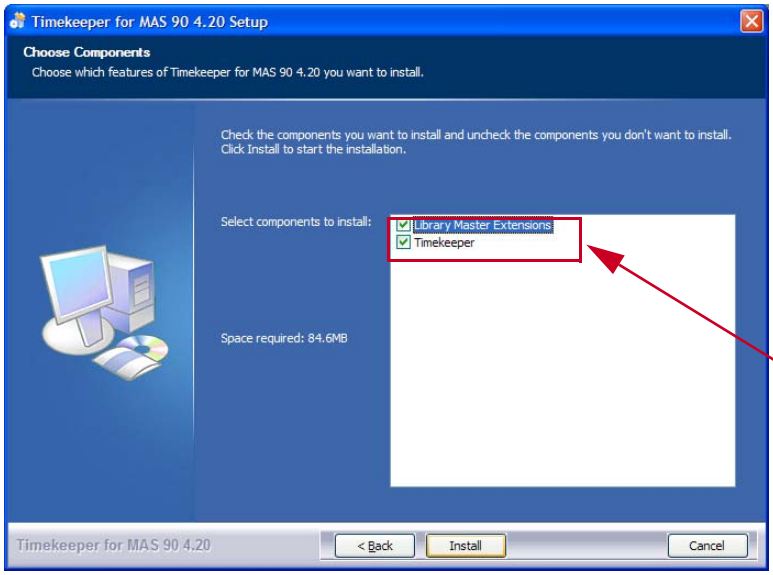
Installation Wizard - License Agreement Window

4 Click **I Agree** to accept the agreement. The destination location window appears.



Installation Wizard - Destination Location Window

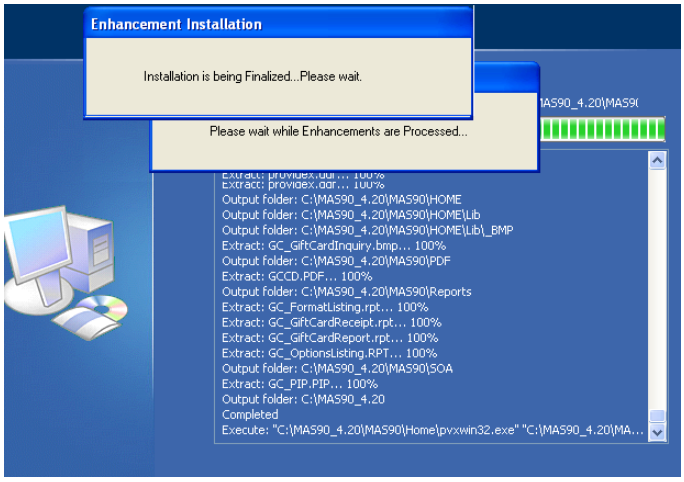
5 Select the Sage Installation, and click **Next**. The Choose Components window appears.



Installation Wizard - Enhancement Selection Window

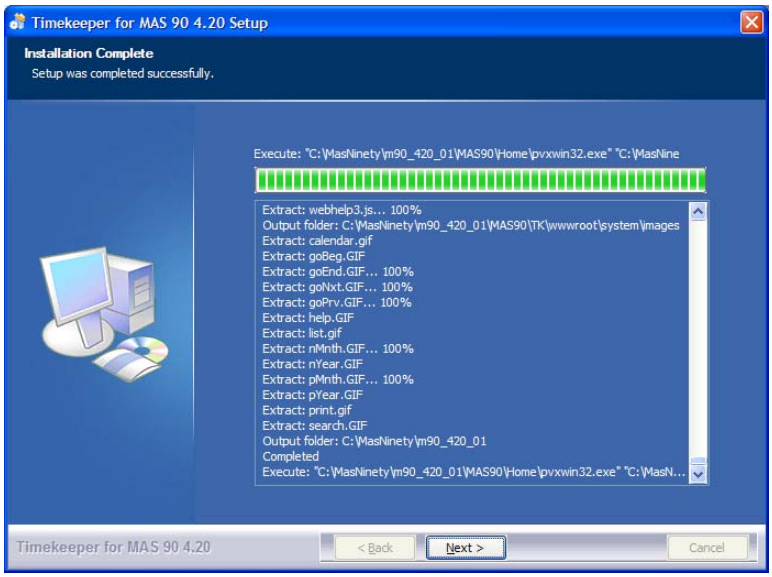
6 Select the **Library Master Extensions** and **Timekeeper** options from the list of applications, and click **Install**. This may take a few minutes.

While installing the enhancements, the system displays the following messages.



Installation Wizard - Enhancement Installation Messages

When the installation is finalized, the Installation Complete window appears.



Installation Wizard - Installation Complete Window

7 Click **Next** to continue. The final installation window appears.

Installation Wizard - Finish Installation Window

8 Click **Finish** to complete the installation.

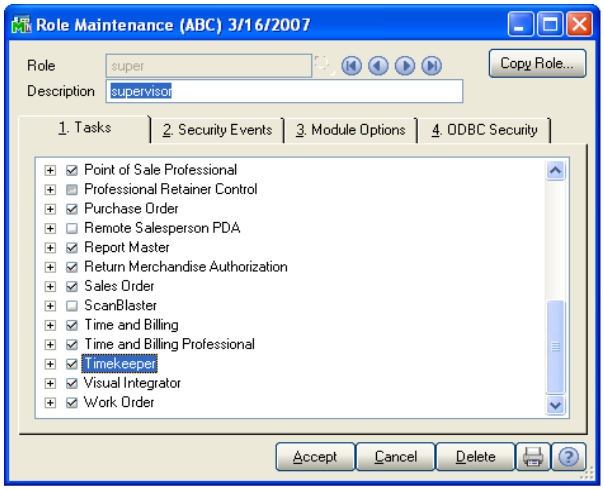
System Startup

System Startup is an automatic procedure that must be performed once per company. This procedure is initiated the first time you access Timekeeper for a specific company.

Set Up the Timekeeper Module in Role Maintenance

Prior to accessing the Timekeeper module, you must ensure you select the module in the Role Maintenance feature of the Sage MAS 90 or 200 Library Master module.

1 From the Sage MAS 90 or 200 Library Master menu, select **Main ▶ Role Maintenance**. The Role Maintenance window appears.



Role Maintenance Window

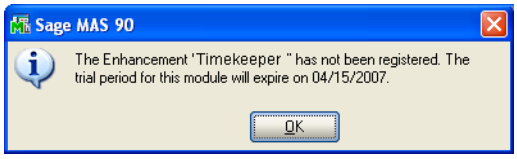
2 Select your user role defined for your Sage MAS 90 or 200 system.

3 Check the **Timekeeper** option.

4 Click **Accept**.

Enhancement Registration

When you try to open the Timekeeper module for the first time, you will need to register the enhancement



Sage MAS 90 Dialog

- You will receive a registration ID and key from your reseller, or you can obtain it via the Internet.

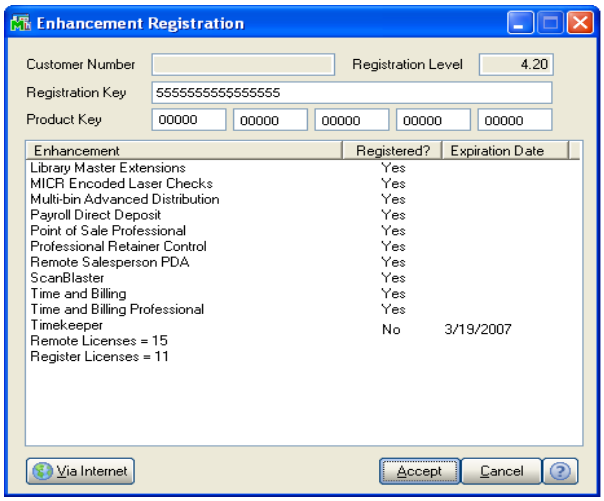
  OR

- You can install all enhancements for a 45-day trial period.

Register the Timekeeper Enhancement

You register enhancements through the Sage MAS 90 or 200 Library Master Extensions module.

1 From the Library Master Extensions menu, select **Main ▶ Enhancement Registration**. The Enhancement Registration window appears.



Enhancement Registration Window

2 Enter the registration key in the **Registration Key** field, or click the

button.

3 Enter the unlocking key in the **Product Key** fields.

4 Click **Accept**. The system will register all purchased HighTower enhancements.

See the *Library Master Extensions Manual* for more information.

Installing Sage MAS 200 or Sage MAS 200 for SQL

After the installation or upgrade is completed on the Sage MAS 200 server, you must run the Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.

1 To run the Client Server Workstation Install, from the Library Master Extensions module menu, select **Main ▶ Client/Server Workstation Install** to display the Client Server Workstation Installation window.

2 For each enhancement, there are three options that may be selected - **Install**, **Help**, and **Manual**. Select **Install** (the Help and Manual options are not required). After the options have been selected, click **Proceed** to install the selected options to the workstation.

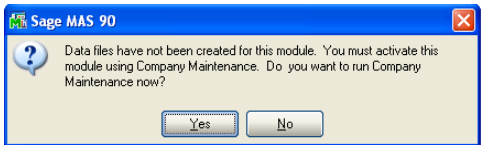
See the *Library Master Extensions Manual* for more information.

Define the Timekeeper Enhancement

Before accessing the Timekeeper menu options for the first time, you will have to activate the Timekeeper module.

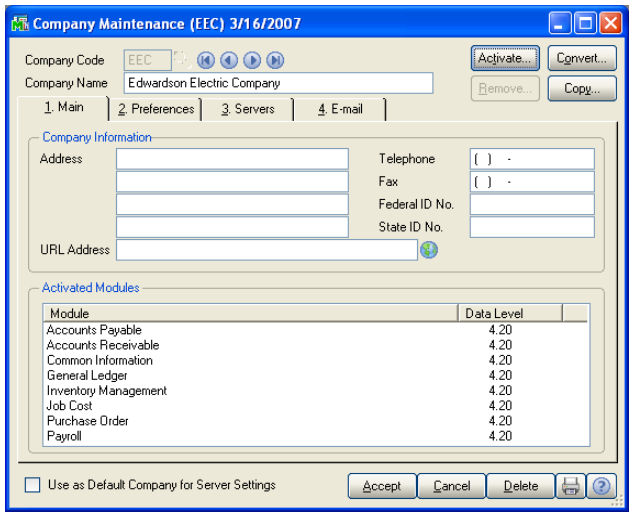
1 Double-click the **Timekeeper** module from the Modules tab or the Tasks tab. The module expands to display all the menu options available in the Timekeeper module.

2 Select an option from the Timekeeper module. If the application has not been activated, the following dialog box displays.



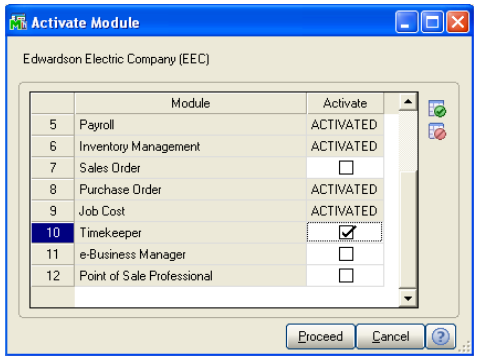
Sage MAS 90 Dialog

3 Click **Yes**. The Company Maintenance window appears.



Company Maintenance Window

4 Click **Activate**. The Activate Application window appears.



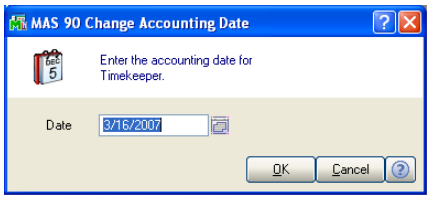
Activate Application Window

5 Select the **Timekeeper** module, and click **Proceed**.

WARNING: If you are using Timekeeper on a PDA, the Timekeeper module must be activated and set up in all companies that are going to use the module. This module cannot be in a state where any one company is activated but not set up. This scenario may result in a security error (SY_NewSystem) when you try to synchronize with a Palm OS device.

For example, if companies ABC and MCC are both activated, but only MCC is set up for Timekeeper, then the security error may occur. To resolve the issue, ABC would either need to be deactivated or set up in the Timekeeper module.

6 From the **Modules** menu, click **Timekeeper**. The application displays the Change Date window.



Change Date Window

7 Click **OK**. You can change the date, but the application defaults to the current accounting date. The following dialog box displays.

Sage MAS 90 Dialog

8 Click **Yes** to begin defining files to start Timekeeper.

When all data files are defined, you automatically advance to options in the Timekeeper **Setup** menu.

See the Using the Setup Menu section (see page 40) for more information.

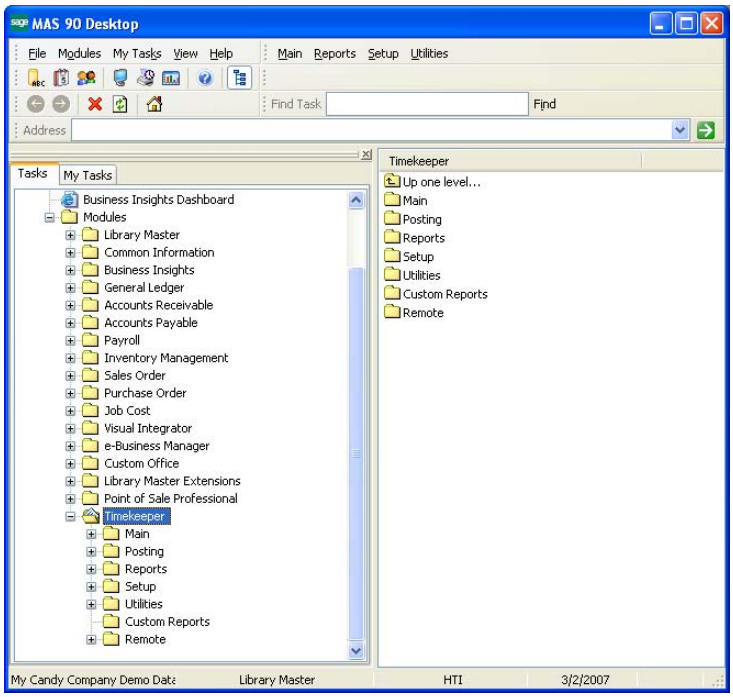
This concludes *Chapter 3: Installing the Timekeeper Module* of the Timekeeper manual.

Navigating in Timekeeper

Chapter 4: Navigating in Timekeeper contains instructions on how to access specific features of the Timekeeper module. This chapter describes how to access windows in Timekeeper, use the menu bar, and use different command buttons and icons available in the module.

Using the Modules Tree

The Timekeeper module displays the menu options on the Sage MAS 90 or 200 Tasks tab, which contain the "tree-like" view. You can access a window in the Timekeeper module through the tree-like view in the left pane, or from the list in the right pane.

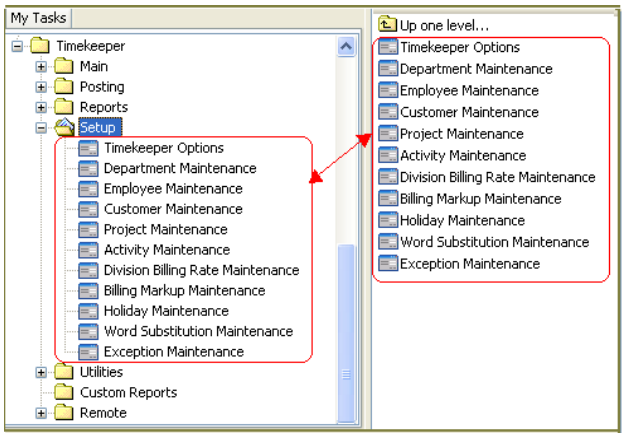


Sage MAS 90 Window

Open a Timekeeper Window through the Modules Tree

1 Double-click the **Timekeeper** module from the Modules tab or the Tasks tab. The module expands to display all the menu options available in the Timekeeper module.

2 Expand the menu option you want to access. The names of the windows available in the menu appear on both the left and the right side of the Sage MAS 90 or 200 window.

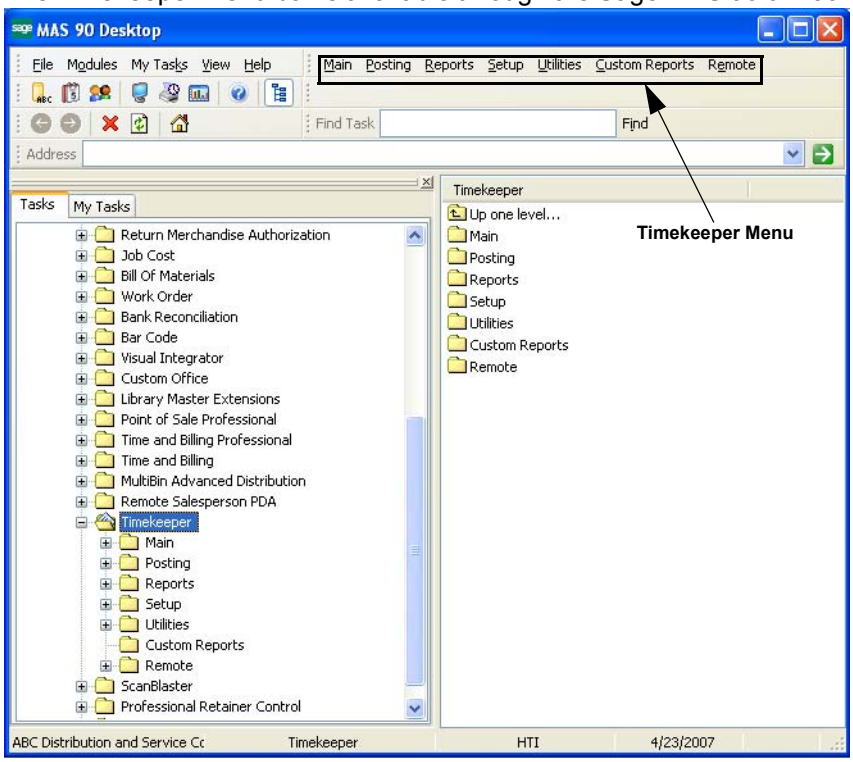


Windows Available in the Setup Menu

3 Double-click the name of the window to open. The system displays the selected window.

Using the Timekeeper Menu Bar

The Timekeeper menu bar is available through the Sage MAS 90 or 200 menu bar.



Sage MAS 90 Window - Timekeeper Menu

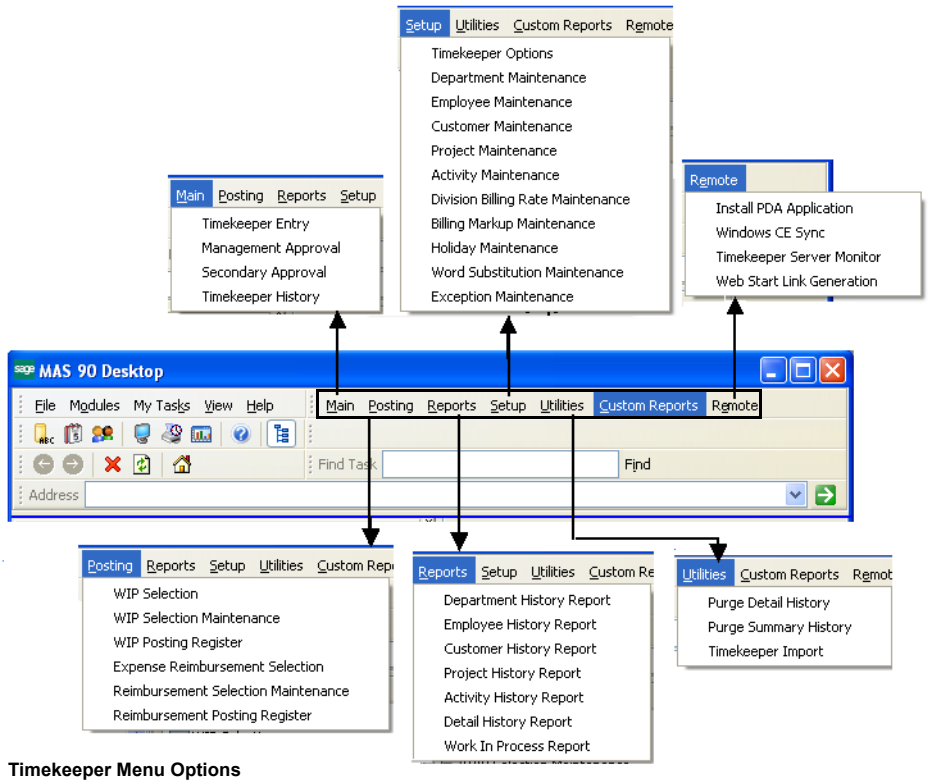
You can access the windows in the Timekeeper module from the menu bar.

Open a Timekeeper Window through the Menu Bar

1 From the Sage MAS 90 or 200 **Modules** menu, select **Timekeeper**.

2 Expand the module, select and expand the menu option you need, and then select (double-click) the name of the window. The system displays the selected window.

After opening the Timekeeper module, the Timekeeper menu appears on the right side of the menu bar. You can access additional Timekeeper windows using the Timekeeper menu bar.



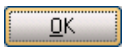
Timekeeper Menu Options

Using Keyboard Commands and Buttons in Timekeeper

The Timekeeper module lets you use standard keyboard commands to perform many functions, as well as buttons and icons to perform a specific activity. The following table lists each option and describes the actions it performs.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing TAB moves the key to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
	SPACEBAR	You can use the spacebar to clear or select a check box or radio button field.

Button	Keyboard	Description
	BACKSPACE	Deletes the information in a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
	DELETE	Deletes information from a field.
	HOME	Highlights the first item in a list box or Lookup window. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Highlights the last item in a list box or Lookup window. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Highlights an item in the previous page of a list box or Lookup window.
	PAGE DOWN	Highlights an item in the next page of a list box or Lookup window.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window and click Select. The item appears in the field.
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window is usually more tailored for the current field than the general Lookup window. Select an item from the Lookup window and click Select. The item appears in the field.
	F4	Allows you to print the information available on a window. This option my display an options window, where you can select the type of data to include in a printout.
	F5	In a grid, allows you to toggle between the primary and secondary grids.

Button	Keyboard	Description
		Opens a window for you to perform a special task associated to the field or window. Usually allows you to display/enter lot/serial items.
	CTRL+F5	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the previous record available.
	CTRL+F7	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the last record available.
	ALT+A	Saves the information you added or changed in a window.
	ALT+C	Disregards any changes you entered in a window.
	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
	ALT+P	Click this button to print a report, journal, or listing.
	ALT+V	Click this button to preview a report, journal, or listing before printing it.
	ALT+S	Click this button to change the printing configurations for the report, journal, or listing.
	SHIFT+F1	Displays Help text for the window.
	ALT+O	Click OK for dialog boxes and line entries.
	ALT+1, 2, 3 . . .	In a data entry window, selects the first tab, second tab, third tab . . .
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S	Search through a list or Lookup window for items that match a specified search criteria. Use the Search option to limit the number of items in a list or Lookup window.
	ALT+Z	Displays the details of an item.
	F2	Opens the calendar.

Button	Keyboard	Description
	ALT+U	De-selects all rows in a grid.
	ALT+S	Selects all rows in a grid.
	ALT+E	Deletes a row in a grid.
	ALT+R	Resets a row in a grid. Choose Reset Row to reset values for any row you select, choose Reset All Rows to reset values for all the rows.
		Switches between displaying the New Balance view and the Debits and Credits view.
		This button is available on a Lookup window. Click Filters to enter additional filters for the lookup. The text on this button will appear in red, if filters already exist.
		This button is available on a Lookup window. Click Custom to create a unique lookup view by adding, removing, and/or modifying columns and filters.
		This button is available on a Lookup window. Click Find to activate the search.
		Click Select to select a record, or double-click the current line.
		The Renumber function allows you to assign a new employee (customer, project, or activity) code to the selected item on the corresponding maintenance window.

This concludes *Chapter 4: Navigating in Timekeeper* of the Timekeeper manual.

Our tech-knowledge-e Is Your Solution

Workstation Instructions

Using the Setup Menu

Chapter 5: Using the Setup Menu teaches you how to set up options for your company and how to create and maintain standard data used within the Timekeeper module. The activities in this chapter are performed by a manager or system administrator.

> **WARNING:** If you are using Timekeeper on a PDA, the Timekeeper module must be activated and set up in all companies that are going to use the module. This module cannot be in a state where any one company is activated but not set up. This scenario may result in a security error (SY_NewSystem) when you try to synchronize with a Palm OS device.
>
> For example, if companies ABC and MCC are both activated, but only MCC is set up for Timekeeper, then the security error may occur. To resolve the issue, ABC would either need to be deactivated or set up in the Timekeeper module.

How to Use the Setup Menu

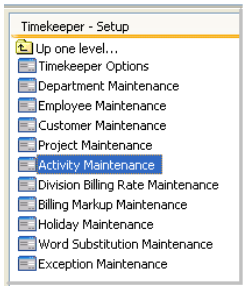
The Timekeeper Setup menu contains the features used to build and maintain the files required for the operation of the Timekeeper module. You might not need to use every feature available in the Setup menu, so you can select only the options your company requires.

This chapter does not describe every procedure that can be completed on a Setup window. This chapter describes each option so you can set up your Timekeeper system quickly and start using the module. Detailed instructions about changing information, deleting information, and printing from the Setup windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

Open a Window from the Setup Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

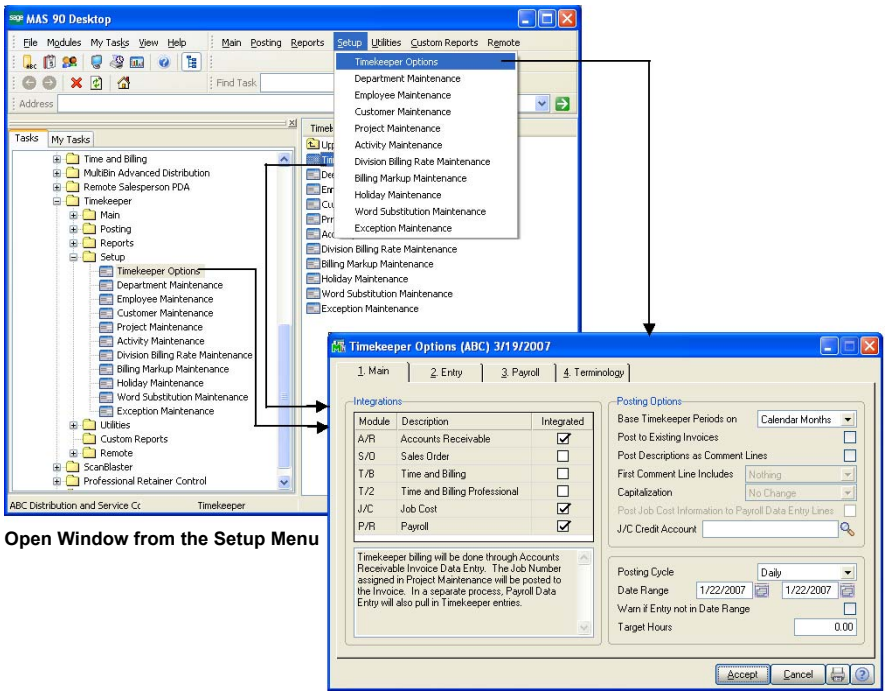
2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Setup Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Setup Menu

Add a Record

1 Enter the new record identifier (item code) in the first field on the window.

> **HINT:** Every window in the Setup menu, with the exception of the Timekeeper Options window (see page 53), allows you to manually enter new information in the first field.

2 Set the options your company requires from the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)

3 Click **Accept** to save the changes.

Select an Item from a Lookup List

Many fields in the Setup menu feature a Lookup list. These lists allow you to select data for the field.

- Click the button (or the alternate button) in the appropriate field to select an item from the Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

1 Click the button in the appropriate field to select a record account from the Lookup window (or use the buttons to access the desired information). The system displays the record information on the window.

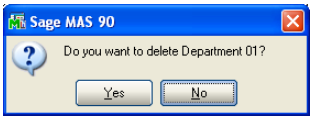
2 You can review and edit the options your company requires in the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)

3 Click **Accept** to save the changes.

Delete a Record

1 Click the button in the appropriate field to select a record account from the Lookup window. The system displays the record information on the window.

2 Click **Delete**. The system displays a warning dialog, similar to the following:



Warning Dialog

3 Click **Yes**. The record is deleted.

4 Click **Accept** to save the changes.

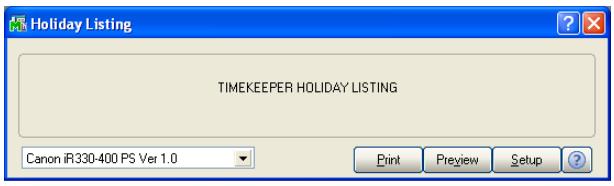
Print a Setup Listing

You can print information from any of the windows available in the Setup menu. These windows list the options set or the records available. For many of the windows, you can select the type of information to include in the listing. There are several types of listing to print available for the Setup menu options.

For detailed information about each type of listing, see the *Timekeeper Online Help*.

1 Click the button on the window.

- A Listing dialog, similar to the following appears:



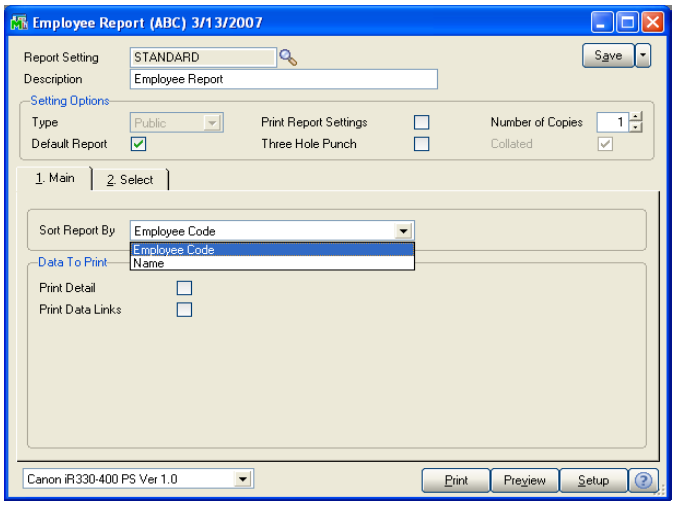
Holiday Listing Dialog

a Choose the option you need from the Printer field.

b Click **Print**, **Preview**, or **Setup**, as appropriate.

OR

- A Report window, similar to the following appears:



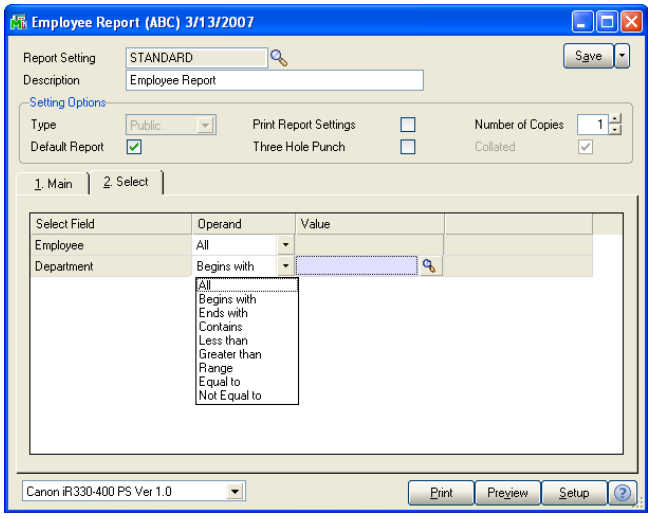
Employee Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area. Type or edit the text in the **Description** field, if necessary.

3 For detailed information, see the Setting Report Options: Common Controls section (see page 180).

4 Select the type of information to include in the report from the remaining fields on the **Main** tab.

5 Click the **Select** tab to select all the records or a range of information.



Employee Report Window - Select Tab

6 Select the data you want to appear in the report from the **Operand** and **Value** fields.

For example, in the previous picture you can select **All** in the **Operand** field to print all employees. You can also select a different operand, as in the **Department** field in the previous picture, and use the Lookup windows in the **Value** fields and select specific departments.

7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

For detailed information, see the Setting Report Options: Common Controls section (see page 180).

CONTENTS
BACK
INDEX

Set Up Timekeeper for a New Company

After installing Timekeeper, the system startup process begins and the Timekeeper Setup Wizard window appears. You can set up the module right after installation.

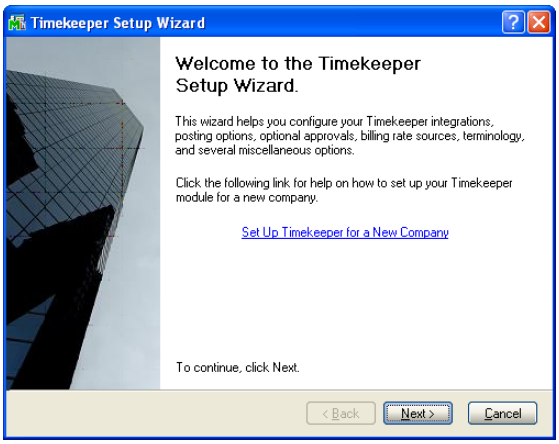
Timekeeper Setup Wizard

The first time you start the Timekeeper Options feature, the Timekeeper Setup Wizard appears. This wizard helps you configure the module quickly and accurately.

When you need to update the configuration required by your business, you can change the settings configured in the Timekeeper Setup Wizard through the Timekeeper Options window (see page 53).

Configure Timekeeper for the First Time

1 From the **Setup** menu of the Timekeeper module, select **Timekeeper Options**. The Timekeeper Setup Wizard Welcome screen appears.

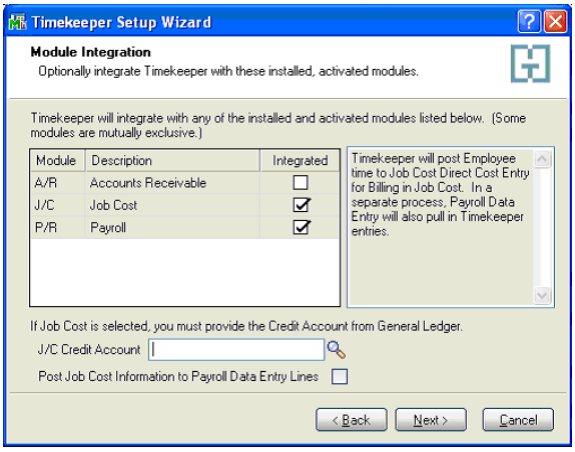


Timekeeper Setup Wizard - Welcome screen

2 Click **Next** to start selecting options for Timekeeper.

For detailed instructions on how to set up Timekeeper, you can click the **Set Up Timekeeper for a New Company** help option.

The Module Integrations window appears.



Timekeeper Setup Wizard - Module Integration

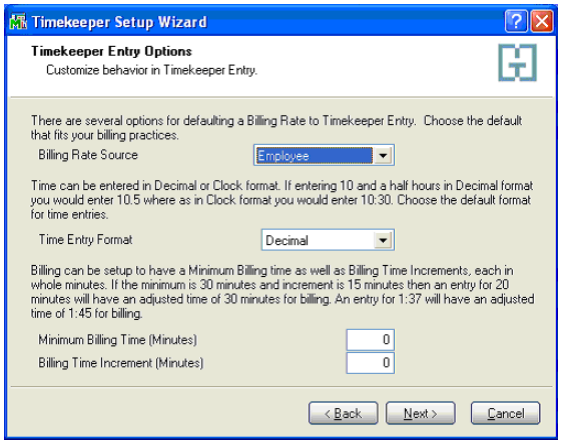
3 Select the modules that will integrate with the Timekeeper module from the **Integrated** field. Timekeeper can be integrated with *none, one,* or possibly *more modules***.** The following table describes each option.

Field	Description
Accounts Receivable	Select this option to integrate Timekeeper with the Accounts Receivable module (see page 14). Timekeeper will post time entries to A/R Invoice Data Entry.
Sales Order	Select this option to integrate Timekeeper with the Sales Order module (see page 15). Timekeeper will post time entries to S/O Invoice Data Entry feature.
Time and Billing	Select this option to integrate Timekeeper with the Time and Billing module (see page 15). Timekeeper will post time entries to T/B Time/Expense Entry.
Time and Billing Professional	Select this option to integrate Timekeeper with the Time and Billing Professional module (see page 15). Timekeeper will post time entries to T/2 Time/Expense Entry.
Job Cost	Select this option to integrate Timekeeper with the Job Cost module (see page 14). Timekeeper will post time entries to J/C Job Posting Entry. If the Accounts Receivable module is integrated with the Job Cost module, and Timekeeper is integrated with both Accounts Receivable and J/C, then the job number assigned in Project Maintenance (see page 88) will be posted to the invoice.
Payroll	Select this option to integrate Timekeeper with the Payroll module (see page 14). Timekeeper will post time entries to Payroll Data Entry. You can integrate Timekeeper with any of the other modules plus the Payroll module.

4 Select the General Ledger credit account for direct job cost posting entry in the **J/C Credit Account** field. This field is only available if Timekeeper is integrated with Job Cost.

5 Select the **Post Job Information to Payroll Data Entry Lines** check box to send Job Cost information to the Payroll module. This field is only available if Timekeeper is integrated with Job Cost and Payroll.

6 Click **Next** to continue with the Timekeeper Setup Wizard.



Timekeeper Setup Wizard - Entry Options

7 Select the source for the billing rate for time entries in the **Billing Rate Source** field. The following table describes each option.

Option	Description
First Non-Zero	Timekeeper uses the billing rate for the first non-zero value it finds.
Application	Timekeeper uses the billing rate configured in the integrated module selected on the Timekeeper Options window (see page 53).
Employee	Timekeeper uses the billing rate configured for an employee on the Employee Maintenance window (see page 64).
Division	Timekeeper uses the division billing rate configured for a division on the Division Billing Rate Maintenance window (see page 108).
Customer	Timekeeper uses the billing rate configured for a customer on the Customer Maintenance window (see page 80).
Project	Timekeeper uses the billing rate configured for a project on the Project Maintenance window (see page 88).
Activity	Timekeeper uses the billing rate configured for an activity on the Activity Maintenance window (see page 97).

8 Select the format for time entries from the drop-down list in the **Time Entry Format** field.

- Select **Decimal** to add time entries in the decimal format (**1.25**),

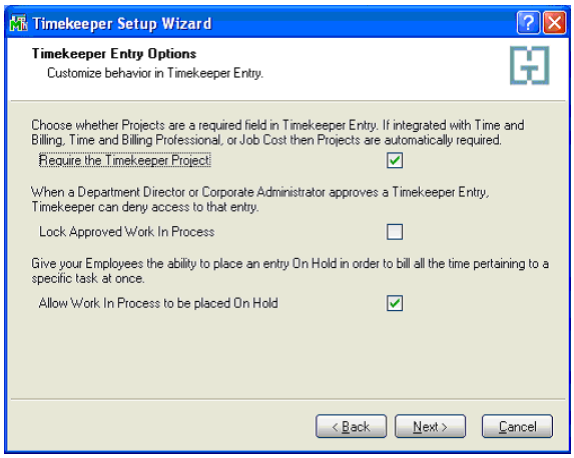
  OR

- Select **Clock** to add time entries in the clock format (**1:15**).

9 Set the lowest billing time unit to be used for billing in the **Minimum Billing Time (Minutes)** field.

10 Set how time units are incremented for billing purposes in the **Billing Time Increment (Minutes)** field.

11 Click **Next** to continue.



Timekeeper Setup Wizard - Entry Options

12 Select the **Require the Timekeeper Project** option to force the user to enter a Project code in Timekeeper Entry (see page 117) for the entry to be valid. Depending on the integrated module, users may only have to enter a Customer and Activity.

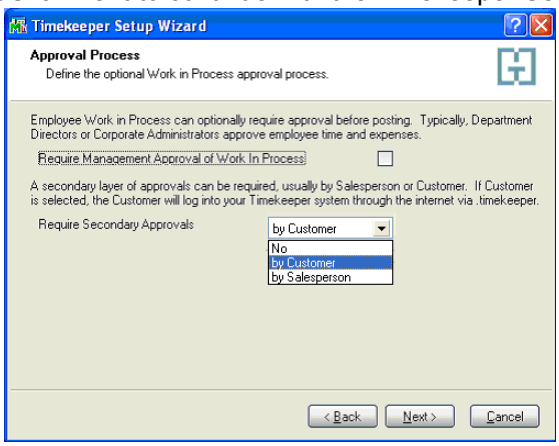
If integrated with Time and Billing (see page 15) (and multiple engagements are required), Time and Billing Professional (see page 15) (and multiple engagements are required), or Job Cost (see page 14), projects are automatically required, meaning that in this integration scenario, this option is set to Yes and locked.

13 Click the **Lock Approved Work In Process** check box to prevent Timekeeper users from changing approved work in process (WIP) entries.

14 Check **Allow Work In Process to be placed On Hold** to be able to mark a work in process entry as **On Hold**.

Entries On Hold cannot be approved unless a department manager or corporate administrator has override privileges.

15 Click **Next** to continue with the Timekeeper Setup Wizard.



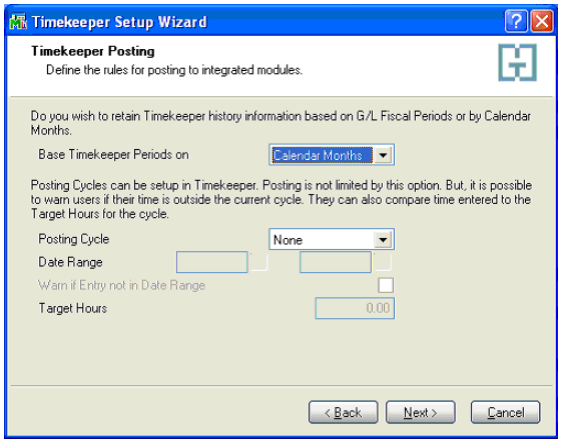
Timekeeper Setup Wizard - Approval Process

16 Check **Require Management Approval of Work In Process** to require a manager to approve each time/expense entry before it can be posted to the integrated module.

17 If you require a secondary approval for each time/expense entry before it can be posted to the integrated application, select the person responsible for the approval from the **Require Secondary Approvals** field. Options include:

- **No**: If a secondary approval is not required
- **by Customer**: To have a customer perform the secondary approval
- **by Salesperson**: To have the salesperson perform the secondary approval

18 Click **Next** to continue with the Timekeeper Setup Wizard



Timekeeper Setup Wizard - Posting

19 Select how to retain Timekeeper History information from the **Base Timekeeper Periods on** field. You can select: **Calendar Months** for a monthly period, or **Fiscal Periods** for fiscal time periods.

20 Select when Timekeeper will post data to the integrated modules from the **Posting Cycle** field. Options include:

- **None** - to not post any Timekeeper data to the integrated modules
- **Daily** - to update the integrated modules on a daily basis
- **Weekly** - to update the integrated modules on a weekly basis
- **Bi-weekly** - to update the integrated modules every other week
- **Semi-Monthly** - to update the integrated modules close to a monthly basis
- **Monthly** - to update the integrated modules on a monthly basis
- **Quarterly** - to update the integrated modules on a quarterly basis
- **Annually** - to update the integrated modules on an annual basis

21 Type the beginning or ending date you want in the **Date Range** field, or click the button to select from a calendar. The system calculates the ending (or beginning) date according to the date range, based on the posting cycle.

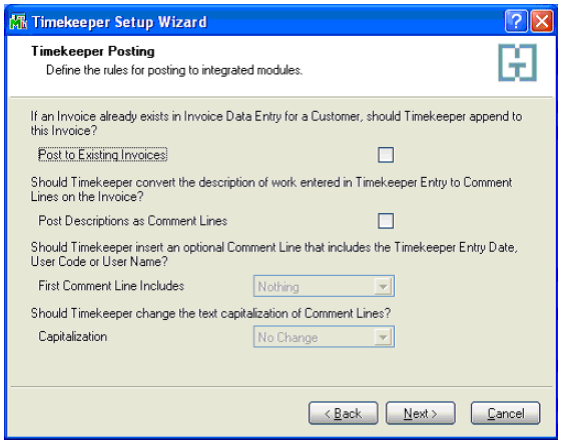
For example, if you post weekly and select 3/1/06 as the beginning date, the system populates the ending date as 3/07/06.

22 Check **Warn Out of Period** if you want the system to warn you when a posting falls outside of the date range you have set.

23 Enter the target number of hours for the posting cycle in the **Target Hours** field. You can compare time entered to the hours for the cycle.

24 Select the **Zero Cost for No Charge** option to use Zero Unit Cost for No Charge time.
This field is only available when Timekeeper is integrated with the Sales Order module (see page 15), and it takes effect during the update.

25 Click **Next** to continue.



Timekeeper Setup Wizard - Posting

26 Check **Post to Existing Invoices** to post the Timekeeper data to existing invoices.
This field is available only if Timekeeper is integrated with the Accounts Receivable module (see page 14) or Sales Order module (see page 15).

27 Check **Post Descriptions as Comment Lines** to post Timekeeper entry descriptions as comments in the module selected to integrate with Timekeeper. This option is available only if Timekeeper integrates with Accounts Receivable (see page 14), Sales Order (see page 15), Time and Billing (see page 15), or Time and Billing Professional (see page 15).

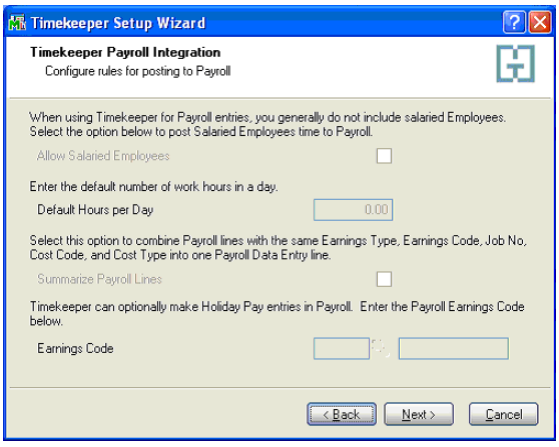
28 Select the data to include in the first line of comments posted to the integrated module from the **First Comment Line Includes** field. This field is only available if Timekeeper is integrated with the Accounts Receivable (see page 14) or Sales Order (see page 15). You can select:

- **Nothing** - to not insert any additional information in the first comment line
- **Date and User Code** - to insert the date and user code in the first comment line
- **Date and User Name** - to insert the date and user name in the first comment line
- **Date Only** - to insert the date in the first comment line.

29 Select how Timekeeper will capitalize descriptions in the Timekeeper WIP Selection window (see page 163) from the **Capitalization** field. Select:

- **All Uppercase** - to capitalize all letters
- **No Change** - to keep the capitalization as entered
- **Proper Case** - to capitalize the first character of every word.

30 Click **Next** to continue with the Timekeeper Setup Wizard.



Timekeeper Setup Wizard - Payroll Integration

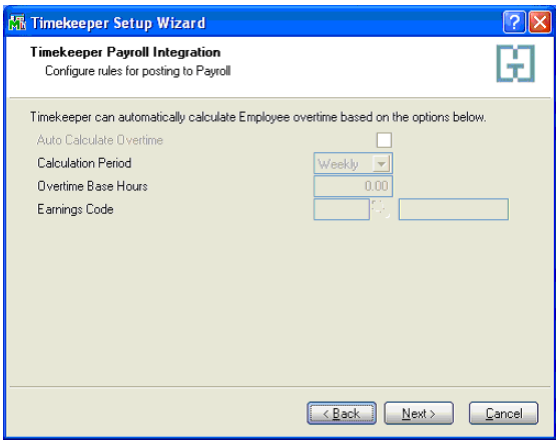
31 Check **Allow Salaried Employees** to post time entries of salaried employees to Payroll. If this option is not selected, Timekeeper posts time from hourly employees only.
This field is available only if Timekeeper is integrated with the Payroll module (see page 14).

32 Enter the default number of work hours per day for employees in the **Default Hours per Day** field.
This field is available only if Timekeeper is integrated with the Payroll module (see page 14).

33 Check **Summarize Payroll Lines** to combine Payroll lines with the same Earnings Type, Earnings Code, Job Number, Cost Code, and Cost Type into one Payroll Data Entry line.
This field is available only if Timekeeper is integrated with the Payroll module (see page 14).

34 Select the earnings code for **holiday** calculations from the **Earnings Code** field. The earnings codes are created in the Payroll module.

35 Click **Next** to continue.



Timekeeper Setup Wizard - Payroll Integration

36 Check **Auto Calculate Overtime** to automatically calculate an employees overtime based on the time entries added to the Timekeeper module.
This field is available only if Timekeeper is integrated with the Payroll module (see page 14).
The **Calculation Period** and **Earnings Code** fields become enabled.

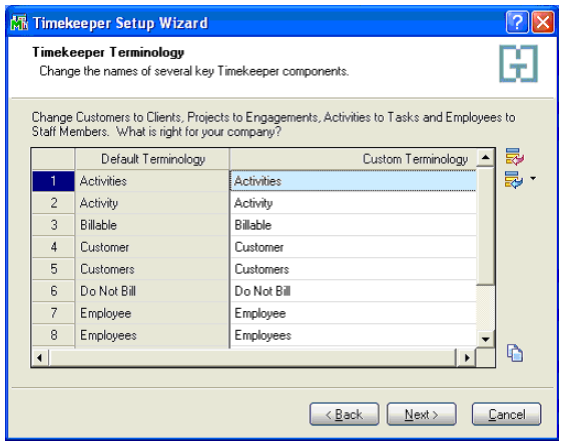
37 Select when to calculate overtime from the **Calculation Period** field.
You can select **Daily** or **Weekly**.

38 Enter the number of hours per day salaried employees can work overtime in the **Overtime Base Hours** field.

39 Select the earnings code for **overtime** calculations from the **Earnings Code** field. The earnings codes are created in the Payroll module.

40 Click **Next** to continue with the Timekeeper Setup Wizard.

The following window appears.

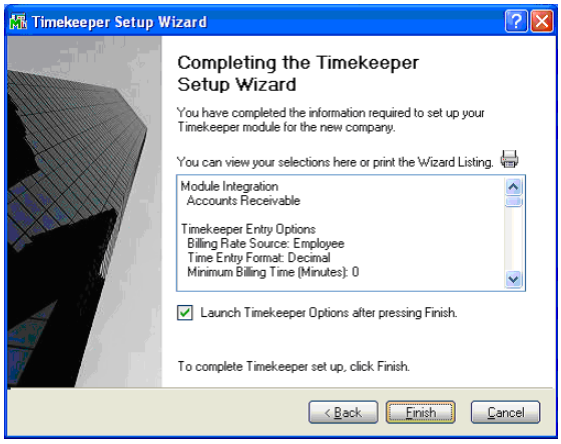


Timekeeper Setup Wizard - Terminology

41 Enter the changes for the Timekeeper terms in the **Custom Terminology** fields. Changing the terminology will change the names of menu bar descriptions, Timekeeper windows, and fields. You can change the terminology for:

Activities	**Employee**
Activity	**Employees**
Billable	**No Charge**
Customer	**Project**
Customers	**Projects**
Do Not Bill	

42 Click **Next** to continue with the Timekeeper Setup Wizard. The Completing the Timekeeper Setup Wizard window appears. This window allows you to print the configuration setting for Timekeeper and finish the setup.



Timekeeper Setup Wizard

43 Click **Finish**.

If the **Launch Timekeeper Options after pressing Finish** option is selected (the field is checked by default), then the Timekeeper Options window appears. The Timekeeper Options window allows you to change any of the data you configured in the Timekeeper Setup Wizard.

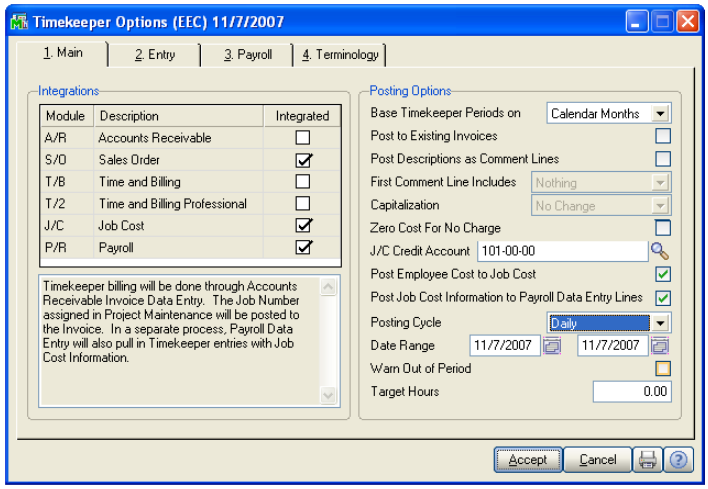
Timekeeper Options

The module "Options" feature, a standard feature available in all Sage MAS 90 and Sage MAS 200 accounting software modules, allows you to customize each module to fit your company's specific accounting requirements. Using this feature you tailor the Timekeeper module to suit your business needs. Configure which Sage MAS 90 or 200 modules will integrate with Timekeeper, set standards for company terminology, and determine billing procedures. The Timekeeper Options window contains four tabs for different configuration settings.

Configure the Standard Timekeeper Options on the Main Tab

The Main tab on the Timekeeper Options window contains the general settings for the Timekeeper module.

1 From the **Setup** menu of the Timekeeper module, select **Timekeeper Options**. The Timekeeper Options window appears.



Timekeeper Options Window - Main Tab

2 Select the modules that will integrate with the Timekeeper module from the **Integrations** section, and click the **Integrated** check box (☑) for the appropriate selection.

Timekeeper can be integrated with *none, one,* or possibly *more* modules**.** The following table describes each option

Field	Description
Accounts Receivable	Select this option to integrate Timekeeper with the Accounts Receivable module (see page 14). Timekeeper will post time entries to A/R Invoice Data Entry.
Sales Order	Select this option to integrate Timekeeper with the Sales Order module (see page 15). Timekeeper will post time entries to S/O Invoice Data Entry feature.
Time and Billing	Select this option to integrate Timekeeper with the Time and Billing module (see page 15). Timekeeper will post time entries to T/B Time/Expense Entry.
Time and Billing Professional	Select this option to integrate Timekeeper with the Time and Billing Professional module (see page 15). Timekeeper will post time entries to T/2 Time/Expense Entry.
Job Cost	Select this option to integrate Timekeeper with the Job Cost module (see page 14). Timekeeper will post time entries to J/C Job Posting Entry. If the Accounts Receivable module is integrated with the Job Cost module, and Timekeeper is integrated with both Accounts Receivable and J/C, then the job number assigned in *Project Maintenance* (see page 88) will be posted to the invoice.
Payroll	Select this option to integrate Timekeeper with the Payroll module (see page 14). Timekeeper will post time entries to Payroll Data Entry. You can integrate Timekeeper with any of the other modules plus the Payroll module.

▼ Set how Timekeeper data will post to the integrated module from the options available in the **Posting Options** frame.

1 Select how to retain the Timekeeper History information from the **Base Timekeeper Periods on** field.
You can select **Calendar Months** for a monthly period, or **Fiscal Periods** for fiscal time periods.

2 Check **Post to Existing Invoices** to post the Timekeeper data to existing invoices.

- The Customer Number in Timekeeper must match the Customer Number in the existing invoices.

- If you are posting to the Job Cost module, the Timekeeper Job Number must match the Job Number in the Job Cost module (see page 14).
- If you are using batches, the Batch Number in Timekeeper must match the Batch Number you are using.

  This option is enabled only if Timekeeper is integrated with the Accounts Receivable (see page 14) or Sales Order module (see page 15).

3 Check **Post Descriptions as Comment Lines** to post Timekeeper entry descriptions as comments in the module selected to integrate with Timekeeper. This field is available only if Timekeeper integrates with Accounts Receivable (see page 14), Sales Order (see page 15), Time and Billing (see page 15), or Time and Billing Professional (see page 15).

4 Select the data to include in the first line of comments posted to the integrated module from the **First Comment Line Includes** field.
This option is enabled only if Timekeeper is integrated with the Accounts Receivable (see page 14) or Sales Order module (see page 15). You can select:

- **Nothing** - to not insert any additional information in the first comment line
- **Date and User Code** - to insert the date and user code in the first comment line
- **Date and User Name** - to insert the date and user name in the first comment line
- **Date Only** - to insert the date in the first comment line

5 Select how Timekeeper will capitalize descriptions on the Timekeeper WIP Selection window (see page 163) from the **Capitalization** field. Select:

- **All Uppercase** - To capitalize all letters
- **No Change** - To keep the capitalization as entered
- **Proper Case** - To capitalize the first character of every word

6 Select the **Zero Cost for No Charge** option to use zero Unit Cost for No Charge time.
This field is only available when Timekeeper is integrated with the Sales Order module (see page 15), and it takes effect during the update.

7 Select the General Ledger credit account for direct job cost posting entry in the **J/C Credit Account** field.
Click the button to access the Lookup and select from a sortable list of available options.
This field is only available if Timekeeper is integrated with the Job Cost module (see page 14).

8 Check **Post Employee Cost to Job Cost** to send Job Cost information to the Job Cost module.

  This option is enabled only if Timekeeper is integrated with Job Cost (see page 14).

9 Check **Post Job Information to Payroll Data Entry Lines** to send Job Cost information to the Payroll module.

This option is enabled only if Timekeeper is integrated with Job Cost (see page 14) and Payroll (see page 14).

10 Select when Timekeeper will post data to the integrated modules from the **Posting Cycle** field. Options include:

- **None** - to not post any Timekeeper data to the integrated modules
- **Daily -** to update the integrated modules on a daily basis
- **Weekly** - to update the integrated modules on a weekly basis
- **Bi-weekly** - to update the integrated modules every other week
- **Semi-Monthly** - to update the integrated modules close to a monthly basis
- **Monthly** - to update the integrated modules on a monthly basis
- **Quarterly** - to update the integrated modules on a quarterly basis
- **Annually** - to update the integrated modules on an annual basis.

11 Type the beginning or ending date you want in the **Date Range** field or click the button to select from a calendar. The system calculates the ending (or beginning) date according to the date range, based on the posting cycle. For example, if you post weekly and select 3/1/06 as the beginning date, the system populates the ending date as 3/07/06.

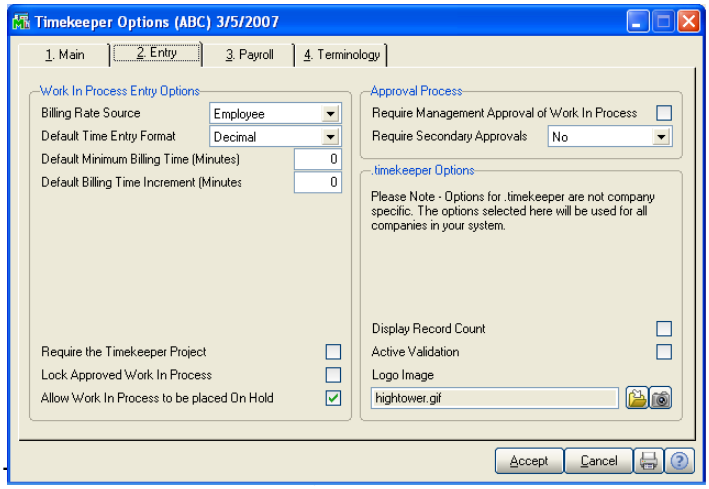
12 Select **Warn Out of Period** if you want the system to warn you when a posting falls outside of the date range you have set.

13 When the **Target Hours** field is active, enter the target number of hours for the posting cycle in the field. You can compare time entered to the hours for the cycle.

14 Select the next tab on the Timekeeper Options window to continue.

Configure the Timekeeper Options for Work in Process on the Entry Tab

The **Entry** tab contains the posting settings for the Timekeeper module. Determine how Timekeeper will post data to the integrated modules.



Timekeeper Options Window - Entry Tab

1 Select how to enter data in Timekeeper by setting the fields in the **Work In Process Entry Options** frame.

a Select the source for the billing rate for time entries in the **Billing Rate Source** field. The following table describes each option.

Option	Description
First Non-Zero	Timekeeper uses the billing rate for the first non-zero value it finds.
Application	Timekeeper uses the billing rate configured in the integrated module selected on the Timekeeper Options window (see page 53).
Employee	Timekeeper uses the billing rate configured for an employee on the Employee Maintenance window (see page 64).
Division	Timekeeper uses the division billing rate configured for a division on the Division Billing Rate Maintenance window (see page 108).
Customer	Timekeeper uses the billing rate configured for a customer on the Customer Maintenance window (see page 80).
Project	Timekeeper uses the billing rate configured for a project on the Project Maintenance window (see page 88).
Activity	Timekeeper uses the billing rate configured for an activity on the Activity Maintenance window (see page 97).

b Select the format for time entries from the drop-down list in the **Default Time Entry Format** field.

Select **Decimal** to add time entries in the decimal format (1.25), or select **Clock** to add time entries in the clock format (1:15).

c Set the lowest billing unit to charge a customer in the **Default Minimum Billing Time (Minutes)** field.
For example, if the minimum you charge a customer is 15 minutes, you can enter .25 for a decimal-formatted time entry, or 15 for a clock-formatted time entry.

d Set how billing units are incremented for billing purposes in the **Default Billing Time Increment (Minutes)** field.
For example, if the hours are incremented every 15 minutes, you can enter .25 for a decimal-formatted time entry, or 15 for a clock-formatted time entry.

e Select the **Require the Timekeeper Project** option to force the user to enter a Project code in Timekeeper Entry (see page 117), for the entry to be valid. Depending on the integrated module, users may only have to enter a Customer and Activity.

- If Timekeeper is integrated with Time and Billing (see page 15), or Time and Billing Professional (see page 15),

AND

- These modules are using multiple engagements,

OR

- If Timekeeper is integrated with Job Cost (see page 14),

THEN

- This option is set to Yes and locked.

f Check **Lock Approved Work In Process** to prevent Timekeeper users from changing approved work in process (WIP) entries.
This option is only available when the **Require Management Approval of Work In Process** or **Require Secondary Approvals** options are selected.

g Check **Allow Work In Process to be placed On Hold** to mark a WIP entry as **On Hold**.
Entries On Hold cannot be posted until they are changed to open.

2 Set the approval for time/expense entries from the options available in the **Approval Process** frame.

a Check **Require Management Approval of Work In Process** to allow users to require managers to approve a time/expense entry before it can be posted to the integrated module. Activating this field also makes the **Lock Approved Work In Process** option enabled.

b To require a secondary approval for each time/expense entry before it can be posted to the integrated application, select the person responsible for the secondary approval from the **Require Secondary Approval** field. Options include:

- **No** - To not have a secondary approval process
- **by Customer** - to have a customer perform the secondary approval
- **by Salesperson** - to have the salesperson perform the secondary approval

Activating this field also makes the **Lock Approved Work In Process** option enabled.

3 Make the appropriate selections in the **.timekeeper Options** frame.

a Check the **Display Record Count** option for the system to display a record count wherever appropriate.
This feature is available only for the .timekeeper module.

b Check the **Active Validation** option to validate Customer, Project, and Activity on a per field basis (that is, at the time each field is populated) as opposed to validation occurring only when the entry is accepted.
This field is a part of the setup function for the .timekeeper module.

This feature helps minimize the web traffic and time it takes during entry. If Active Validation is set, an HTTP request occurs on every validated field - so much more traffic occurs.

c Click the button to select the desired Logo Image file from the Select Image dialog.

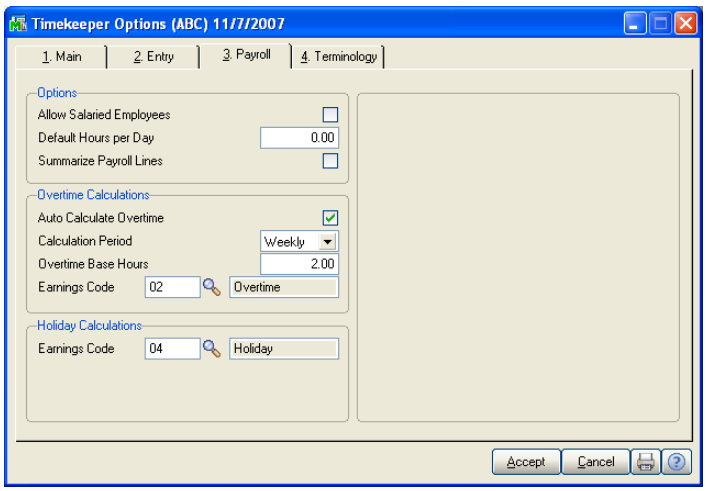
d Use the button to view the selected Logo Image.

For detailed information, see the Adding a New Time Entry in .timekeeper section (see page 268).

4 Select the next tab on the Timekeeper Options window to continue.

Configure the Timekeeper Options for Payroll on the Payroll Tab

The **Payroll** tab contains the payroll settings for the Timekeeper module. You set the fields on this tab only if you integrate Timekeeper with the Payroll module.



Timekeeper Options Window - Payroll Tab

1 Make the appropriate selections for employees in the **Options** frame.

a Check **Allow Salaried Employees** to post time entries of salaried employees to Payroll.
If this option is not selected, Timekeeper posts time from hourly employees only.

b Enter the default number of work hours per day for an employee in the **Default Hours per Day** field.

c Select the **Summarize Payroll Lines** option to combine Payroll lines with the same Earnings Type, Earnings Code, Job Number, Cost Code, and Cost Type into one Payroll Data Entry line.

2 Set the options for employee overtime in the **Overtime Calculations** frame.

a Check **Auto Calculate Overtime** to automatically calculate an employee's overtime based on the time entries added to the Timekeeper module.

The **Calculation Period, Overtime Base Hours,** and **Earnings Code** fields become available for editing.

b Select when to calculate overtime from the **Calculation Period** field.
You can select **Daily** or **Weekly**.

c Enter the number of hours salaried employees can work overtime in the **Overtime Base Hours** field.

- Enter the earnings code for *overtime* calculations from the **Earnings Code** field.

OR

- Click the button to access the Lookup and select a specific item from a sortable list of available options.

The earnings codes are created in the Payroll module.

3 Set the options for holiday pay in the **Holiday Calculations** frame.

- Enter the earnings code for *holiday* calculations from the **Earnings Code** field.

  OR

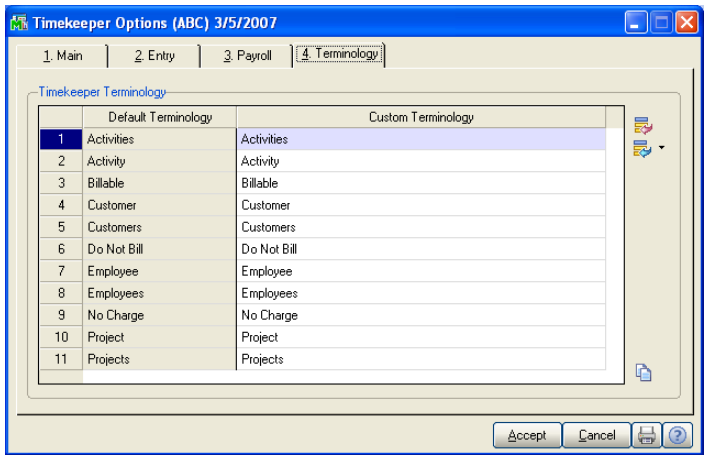
- Click the button to access the Lookup and select a specific item from a sortable list of available options.

The earnings codes are created in the Payroll module.

4 Select the next tab on the Timekeeper Options window to continue.

Change Timekeeper Terminology on the Terminology Tab

The **Terminology** tab enables you to change specific Timekeeper terminology to match the terminology your organization uses. Changing the terminology will change the names of menu bar descriptions, Timekeeper windows, and Timekeeper fields.



Timekeeper Options Window - Terminology Tab

5 Enter the changes for the Timekeeper terms in the text fields available in the **Custom Terminology** pane. You can change the terminology for:

Activities	**Employee**
Activity	**Employees**
Billable	**No Charge**
Customer	**Project**
Customers	**Projects**
Do Not Bill	

- Click the **Restore Original Terminology** button ( ) to set the terminology back to the default terms.
- Click the **Reset All to Defaults** button ( ) to set the terminology of all the items back to the default terms.

- Click the **Reset Row** button or the arrow next to it ( ) to set the terminology back by rows:

  - Choose **Reset Row** to reset values for any row you select

    OR

  - Choose **Reset All Rows** to reset values for all the rows.

6 Click **Accept** to save the changes.

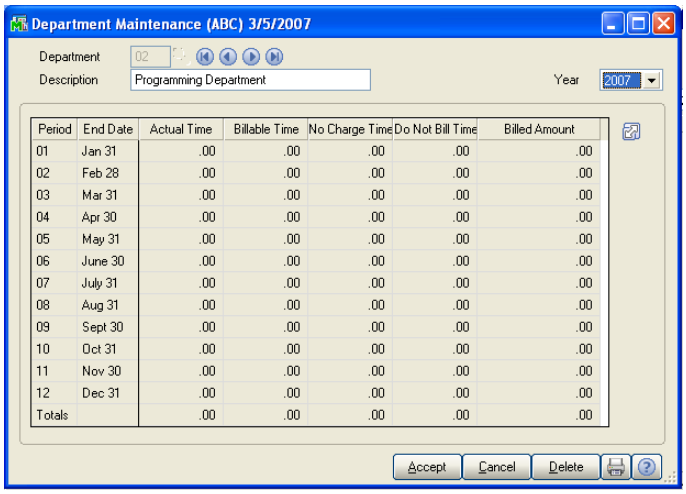
Department Maintenance

Use the Department Maintenance window to maintain a list of departments in your organization. The Department Maintenance window also enables you to view Timekeeper history for a department.

> **NOTE:** Departments used in Timekeeper are independent of other Sage MAS 90 or 200 modules, such as Payroll (see page 14). It is highly recommended that you maintain a consistent department naming convention among modules.

Create a Department

1 From the **Setup** menu of the Timekeeper module, select **Department Maintenance**. The Department Maintenance window appears.



Department Maintenance Window

2 Enter a two-character, numeric only code to identify a department in the **Department** field.

- Click the button to access the Lookup and view a list of existing departments. Selecting from a sortable list closes the Lookup window and places the department you selected in the **Department** field.

- Use the buttons to access the desired department's information.

3 Type a description for the department in the **Description** field.

4 Click **Accept** to save the changes.

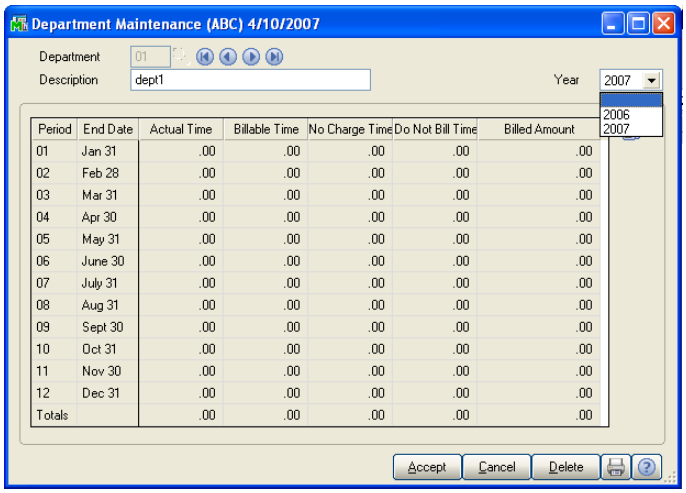
Review a Department's Time and Expense History

The Department Maintenance window lets you maintain a list of departments in your organization, and also allows you to view department Timekeeper history. This window displays the Period and End Dates, and the time or expense details.

1 Select the department to view from the **Department** field.

- Click the button to access the Lookup and search for a specific department. Selecting from a sortable list closes the Lookup window and places the department you selected in the **Department** field.
- Use the buttons to access the desired department's information.

2 Select the year of data to view from the drop-down list in the **Year** field.



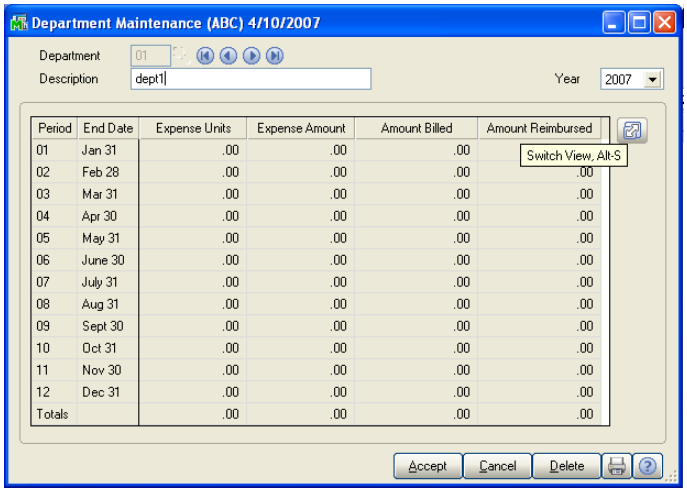
Department Maintenance Window - Year drop-down

The time data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Actual Time**: Displays the total number of time units entered for the period
- **Billable Time**: Displays the total number of billable time units entered for the period
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge Time**: Displays the total number of No Charge time units entered for the period
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)

- **Do Not Bill Time**: Displays the total number of Do Not Bill time units entered for the period
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **Billed Amount**: Displays the billed amount for the period

3 Click the **Switch View** button ( ) to view the expense information for the department.



Department Maintenance Window - Switch View

The expense data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Expense Units**: Displays the total number of expense units entered for the period
- **Expense Amount**: Displays the total expense amount for the period
- **Expense Amount Billed**: Displays the total expense amount billed for the period
- **Expense Amount Reimbursed**: Displays the total expense amount reimbursed for the period

4 Click **Accept** when finished.

Employee Maintenance

Use the Employee Maintenance window to view and maintain employee data.

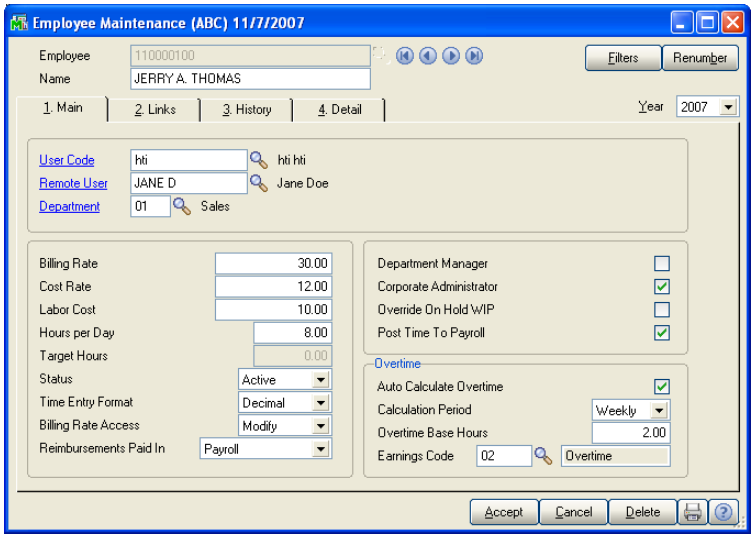
NOTE: A Sage MAS 90 or 200 user must be assigned to an employee to use Timekeeper Entry (see page 117).

You may import employee codes into Timekeeper directly from other modules including Payroll (see page 14) and Time and Billing Professional (see page 15), and link the employee to the information contained in that module.
To import employee data from other modules, you must specify the employee code as it appears in each system. Depending on your integration settings, certain fields may not be available. You can also set up preferences for the current employee and allow them to override on hold work in process (WIP) entries, or be defined as a department manager or corporate administrator.

Create an Employee on the Main Tab

The Main tab of the Employee Maintenance window allows you to specify information about an employee. This tab also contains features required for remote solutions.

1 From the **Setup** menu of the Timekeeper module, select **Employee Maintenance**. The Employee Maintenance window appears.



Employee Maintenance Window - Main Tab

2 Enter an alphanumeric code (up to 30 characters, 0-9 or A-Z) to identify a new employee in the **Employee** field.

- Click the button to access the Lookup and search for a specific employee. Selecting from a sortable list closes the Lookup window and places the employee you selected in the **Employee** field.
- Use the buttons to access the desired employee's information.

3 Type the employee's full name in the **Name** field.

4 Click Renumber... to assign a new employee code to the selected employee via the Renumber dialog. The old code can be re-used for another employee at any time.
For detailed information, see Using the Renumber Feature in Timekeeper (see page 72).

5 Click the Filters button to launch the filter selection dialog.
This feature is *optional*. Only the Timekeeper Entry, Timekeeper PDA, or .timekeeper applications use it.
For detailed information, see Using Filters in Timekeeper (see page 69).

- Click the drop-down next to each field to see the defined filter types. Select the type you want from each list.
- Click the **Define Filters** ( ) button to launch the filter definition dialog that lets you select and configure filters.

▼ Specify the employee information on the **Main** tab.

6 Enter the Sage MAS 90 or 200 user code to link to this employee in the **User Code** field.

- Timekeeper Entry (see page 117) will verify the current user and default the entry window to the linked employee.
- If an employee linked to the current user is not found, Timekeeper Entry (see page 117) will not be accessible.

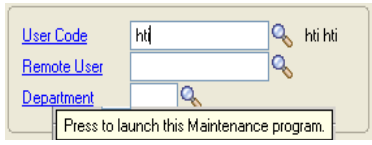
7 For an employee that will use Timekeeper Entry, Timekeeper PDA, or .timekeeper, enter the remote user this employee will use when entering time remotely in the **Remote User** field.

For detailed information, see the Timekeeper Entry (see page 117), the Configuring Timekeeper on the PDA Device (see page 219), or the Configuring .timekeeper (see page 260) section of this manual.

8 Select or enter the two-digit department code for the employee in the **Department** field.

HINT: Click the button available in the **User Code**, **Remote User**, and **Department** fields to access the Lookup and search for a specific item.

To create a new user, remote user, or department, you can click the hyperlink available in each blue-colored field name. The system will launch the corresponding maintenance feature to let you enter the information.



9 Enter the billing rate for the employee in the **Billing Rate** field.

This field is available only if **Employee** or **First Non-Zero** is selected in the **Billing Rate Source** field on the **Entry** tab of the Timekeeper Options (see page 53) window.

10 Enter the cost rate for the employee in the **Cost Rate** field.

11 Enter the labor cost rate for the employee in the **Labor Cost** field.

12 Enter the number of hours per day the employee typically works in the **Hours per Day** field.
This field defaults to the **Default Hours per Day** set on the **Payroll** tab of the Timekeeper Options window (see page 59).

13 Enter the number of target hours for each employee in the **Target Hours** field.
This field defaults to the **Target Hours** set on the **Main** tab of the Timekeeper Options window (see page 53).

14 Select an employee's status from the drop-down list in the **Status** field.
You can select **Active** or **Inactive**.

15 Select a time format from the **Time Entry Format** field. You can select **Decimal** (2.25) or **Clock** (2:15).
This field defaults to the selection made in the **Time Entry Format** field on the **Entry** tab of the Timekeeper Options window (see page 57).

16 Select what access the employee has to the billing rate information from the **Billing Rate Access** field. Options include:

- **None**: The selected employee is not allowed to see any billing-related fields.
- **View Only**: The selected employee has access to the billing-related information but in a read-only state.
- **Modify**: The selected employee has rights to enter markup-related information.
- **Override**: The selected employee has rights to enter markup-related information and modify the billing rate and adjusted hours.

17 Select the module to use for employee reimbursements from the drop-down list in the **Reimbursements Paid In** field. Options include:

None
Accounts Payable
General Ledger
Payroll

18 Select **Department Manager** to mark an employee as a manager for the department.

19 Select **Corporate Administrator** to mark an employee as a corporate administrator.

20 Check **Override On Hold WIP** to allow this employee to approve an entry that has been marked as on hold.

This field is only available if **Allow Work In Process to be placed On Hold** is checked on the **Entry** tab of the Timekeeper Options window (see page 57), and the **Department Manager** or **Corporate Administrator** field is selected.

21 Check **Post Time to Payroll** if you want to post time data to the Payroll module. This time data includes the selections you make in the **Overtime** frame as follows:

a Check **Auto Calculate Overtime** to automatically calculate an employee's overtime based on the time entries added to the Timekeeper module. The **Calculation Period, Overtime Base Hours,** and **Earnings Code** fields become available for editing.

b Select when to calculate overtime from the **Calculation Period** field. You can select **Daily** or **Weekly**.

c Enter the number of hours that salaried employees can work overtime in the **Overtime Base Hours** field.

d Enter the earnings code for overtime calculations in the **Earnings Code** field

OR

Click the button to access the Lookup and select from a sortable list of available options.

The earnings codes are created in the Payroll module.

22 Click **Accept** to save the changes.

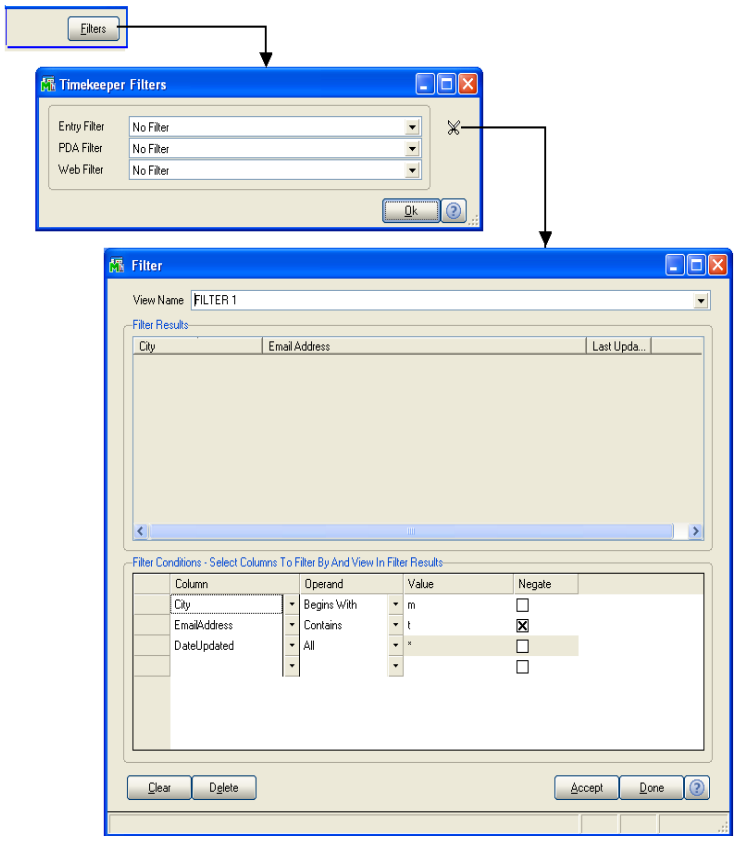
OR

Click the next tab to continue.

CONTENTS
BACK
INDEX

Using Filters in Timekeeper

The Filters function on the Employee Maintenance window (see page 64) allows you to define a custom filter and apply it in three different areas: Timekeeper Entry (functioning in a disconnected PC mode), Timekeeper PDA, and .timekeeper. You can specify a different filter for each type of Timekeeper application.



Employee Maintenance Window - Filters

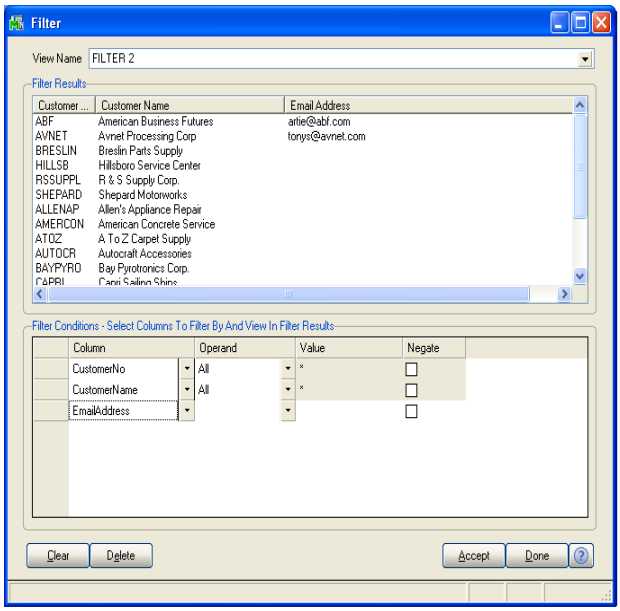
1 Click the Filters button for the appropriate employee. The Timekeeper Filters dialog displays three separate filter settings, all of which have the same filters listed. Options include:

- **Entry Filter** - Select the Entry filter you need for disconnected PC
- **PDA Filter** - Select the Timekeeper PDA filter you need
- **Web Filter** - Select the Web Link filter you need for .timekeeper

2 Click the drop-down next to each field to see the defined filter types.

3 Select the type you want from each list, and click **OK**.

4 If no filters are defined, all three boxes will be blank, and filters need to be set up. Click the button to define filters. The Filter window appears, where you may select your filter criteria.



Employee Maintenance Window - Filters Panel

Enter your criteria in the lower half of the panel under Filter Conditions. The Filter Results appear for preview on the upper half of the panel.

5 To begin creating a filter, type a name for the filter in the **View Name** field.

OR

Click the arrow and select the name from the drop-down list.

6 Click in the first row of the column headed **Column**.
All of the fields in the filtered table are available in this column (and may be selected more than once to be filtered on).

7 Select the search equation for sorting criteria you want from the drop-down list in the **Operand** column. The following table describes each option.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.

Operand	Description
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

8 Depending on the selections made, enter a variable to define the selected operand in the **Value** field(s).

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

9 Click the **Negate** check box (☒) if you want the opposite of the value to be in the filter results.

Example: A company has three Accounts Receivable divisions. Each employee actually has two divisions to work with and information from these divisions is al that he or she needs to see while away from the office. Designate the divisions as Division 01 and Division 02. Assuming that you are filtering a table that contains an ARCustomerDivision field, you would construct the filter as follows:

```
Column="ARCustomerDivision"
Operand="Equals"
Value="00"
Negate="Y".
```

This would then have a result set containing divisions 01 and 02.

10 Click the appropriate command button at the bottom of the Filter panel. The following table describes each option.

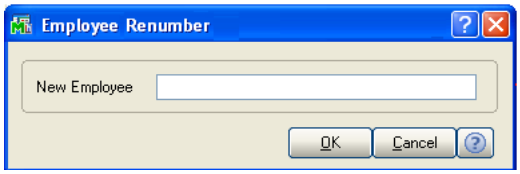
Command Button	Description
Clear	Clears each entry in the Filter Conditions grid, resetting the filter for all records.
Delete	Removes the filter from the known filters.
Accept	Accepts all changes made to the filter while the panel was visible.
Done	Closes the panel. The system saves no changes unless users have clicked Accept.
	Launches a Help file.

The defined filters appear in the respective fields of the Timekeeper Filters dialog.

Using the Renumber Feature in Timekeeper

The Renumber function available on the Employee Maintenance (see page 64), Customer Maintenance (see page 80), Project Maintenance (see page 88), and Activity Maintenance (see page 97) windows allows you to assign a new employee (customer, project, or activity) code to the selected item. The old code can be re-used for another employee (customer, project, or activity) at any time.

1 Click the button from the respective Maintenance window. The Renumber dialog similar to the following appears:



Employee Renumber Dialog

2 Enter the new code (alphanumeric, up to 30 characters) in the text field.

3 Click **OK** to save the changes.

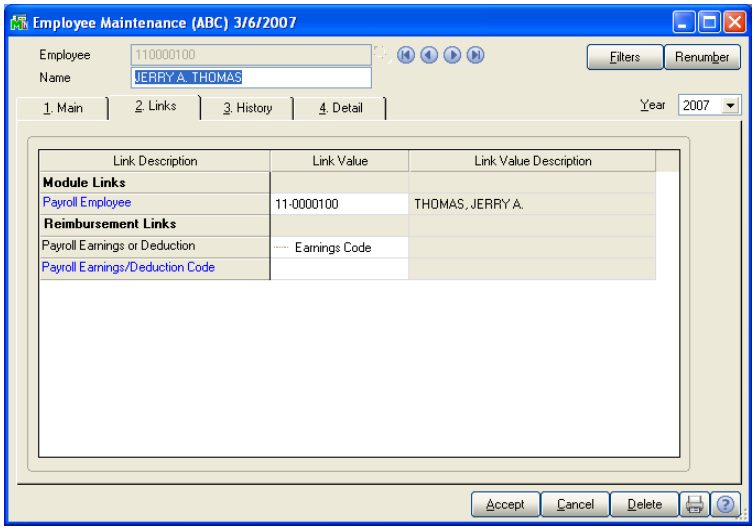
OR

Click **Cancel** to exit without saving.

Configure How Employees are Linked to Integrated Modules on the Links Tab

The Links tab of the Employee Maintenance window enables you to specify how the selected employee will be linked to the information contained in the modules integrated with the Timekeeper module.

1 Click the **Links** tab from the Employee Maintenance window to access an employee's configurations in the integrated modules



Employee Maintenance Window - Links Tab

2 Select how the employee set in Timekeeper will link to the integrated modules from the **Module Links** section.

- To match this employee with data in the Payroll system, select the Payroll employee from the **Payroll Employee** field.
  This field is only available if **Payroll** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- To match this employee with data in the Time and Billing Professional system, select the Time and Billing Professional employee from the **Time and Billing Professional Employee** field. Several Timekeeper employees can be cross-referenced to the same Time and Billing Professional employee.
  This field is only available if **Time and Billing Professional** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- To match this employee with data in the Time and Billing system, select the Time and Billing employee from the **Time and Billing Employee** field. Several Timekeeper employees can be cross-referenced to the same Time and Billing employee.
  This field is only available if **Time and Billing** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

3 Set the module data required for reimbursements from the **Reimbursements Links** section.
This section is available only if you select a module from the **Reimbursements Paid In** field from the **Main** tab. If you select the Accounts Payable module (used by most companies), the following fields are available:

- **Accounts Payable Vendor** - Select the vendor or receiver of the reimbursement from the Lookup available in the **Accounts Payable Vendor** field. Vendors are created in the Accounts Payable module.

- **Accounts Payable Terms Code** - Select the payment terms for the reimbursement from the **Accounts Payable Terms Code** field. Terms are created in the Accounts Payable module.
- **General Ledger Expense Account** - Select the General Ledger account to use for expenses from the **General Ledger Expense Account** field.

  If you selectee the General Ledger Module, these fields are available:

  General Ledger Accrual Account
  General Ledger Expense Account

  If you selectee the General Ledger Module, these fields are available:

  Payroll Earnings or Deduction
  Payroll Earnings/Deduction Code

4 Assign a salesperson to the employee from the **Accounts Receivable Salesperson** field to access the Secondary Approval window (see page 156). This field is only available if **Accounts Receivable** is selected in the **Integrations** field and **by Salesperson** is selected in the **Require Secondary Approval** field on the **Main** tab of the Timekeeper Options window (see page 53).

> **HINT:** You can click the hyperlink available in each blue-colored field name in the **Link Description** column. The system will launch the Maintenance feature to let you enter the information.

5 Assign a respective variable for the selected items in the **Link Value** field.

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, or select from a drop-down list, as appropriate.

6 Click **Accept** to save the changes.

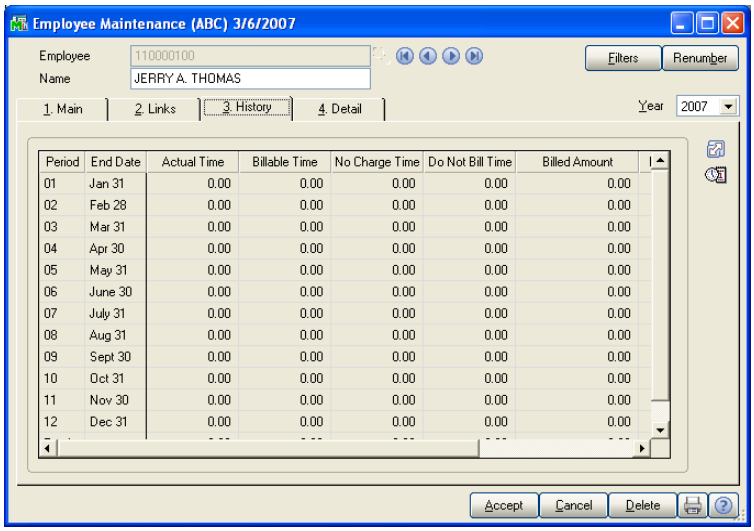
OR

Click the next tab to continue.

View an Employee's Historical Time on the History Tab

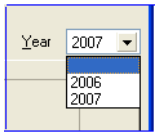
Use the Employee Maintenance History tab to view historical information concerning this employee. The History tab contains a list of time data for the employee based on the fiscal year specified in the **Year** field.

1 Click the **History** tab from the Employee Maintenance window to access an employee's historical hours.



Employee Maintenance Window - History Tab

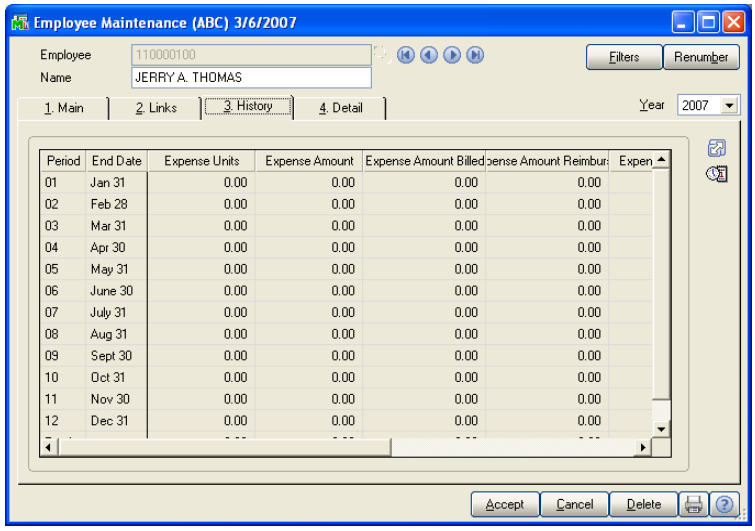
2 Select the year of data to view from the drop-down list in the **Year** field.



The time data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Actual Time**: Displays the total number of time units entered for the period
- **Billable Time**: Displays the total number of billable time units entered for the period
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge Time**: Displays the total number of No Charge time units entered for the period
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)
- **Do Not Bill Time**: Displays the total number of Do Not Bill time units entered for the period
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **Billed Amount**: Displays the billed amount for the period

3 Click the **Switch View** button ( ) to view the expense information for the employee.



Employee Maintenance Window - History Tab

The expense data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Expense Units**: Displays the total number of expense units entered for the period
- **Expense Amount**: Displays the total expense amount for the period
- **Expense Amount Billed**: Displays the total expense amount billed for the period
- **Expense Amount Reimbursed**: Displays the total expense amount reimbursed for the period

4 Click the **Switch Time Format** button ( ) to toggle time format (**Decimal** and **Clock**) on the display.

5 Click **Accept** to save the changes.

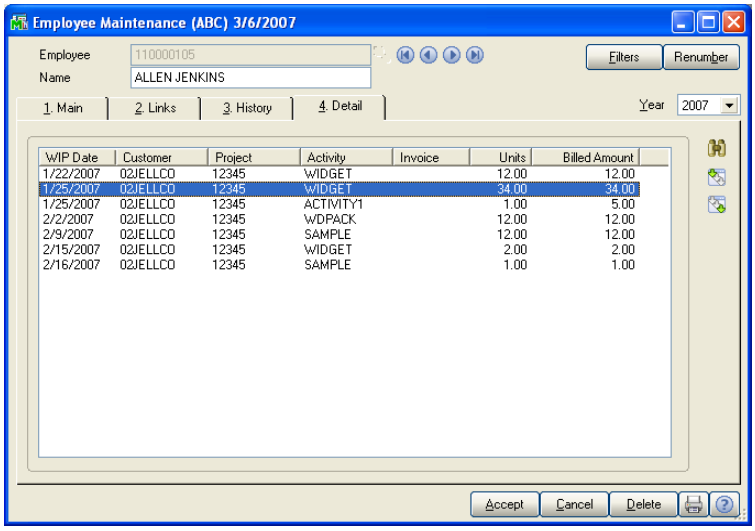
OR

Click the next tab to continue.

Review an Employee's Transactions on the Detail Tab

Use the Employee Maintenance Detail tab to display a list of billing transactions for the employee.

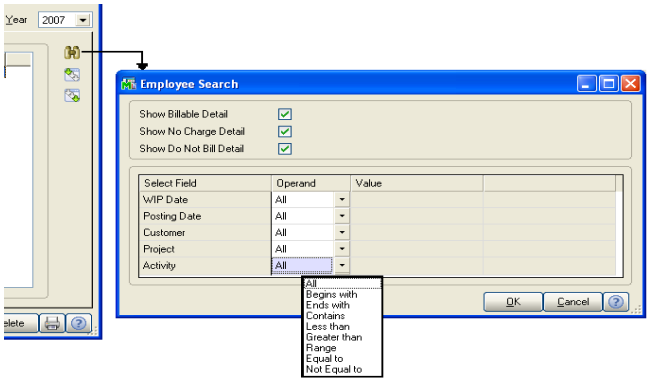
1 Click the **Detail** tab from the Employee Maintenance window to access an employee's transactions.



Employee Maintenance Window - Detail Tab

▶ Use the buttons available next to the Details grid to view further details about the entries.

2 Click the button to search for a particular entry. The Employee Search window appears.



Employee Search Window

- When the **Show Billable Detail** option is checked, the billable times for the employee appear on the Detail tab.
- When **Show No Charge Detail** is checked, the employee's no charge hours appear on the Detail tab.
- When **Show Do Not Bill Detail** is checked, the employee's non-billable hours appear on the Detail tab.

The remaining fields on the Employee Search window allow you to set a specific search criteria for the employee transactions to view. You can search for a specific:

WIP Date (the date of the WIP entry)
Posting Date (the posting date of the WIP entry)
Customer
Project
Activity

a Select the search equation from the drop-down list in the **Operand** field.

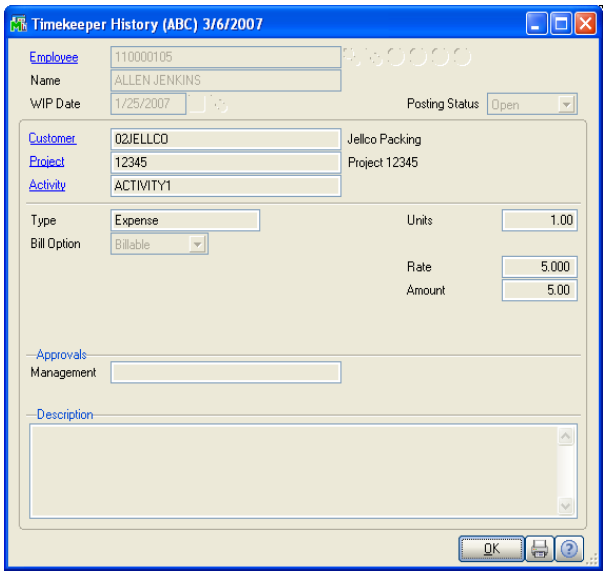
Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

HINT: You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

c Click **OK**. The **Detail** tab displays data matching the selection criteria you specified.

3 Select an entry and click the button to view the time/expense details. The Timekeeper History window appears.



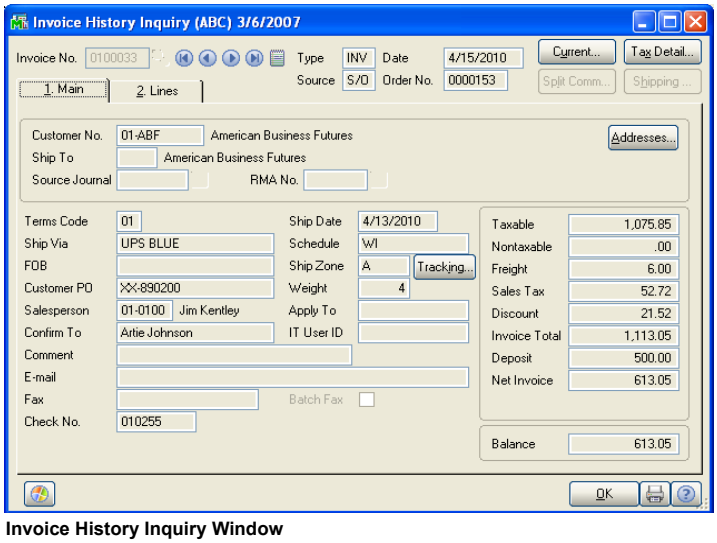
Timekeeper History Window

a View the information for this time/expense entry.

> **HINT:** You can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you review the information for the corresponding item.

b Click **OK** to return to the Employee Maintenance window.

4 Select an invoice and click the button to view the invoice details. The Invoice History Inquiry window appears.



Invoice History Inquiry Window

a Review the detail information for the invoice.

b Click **OK** to return to the Employee Maintenance window.

5 Click **Accept** on the Employee Maintenance window to save the changes.

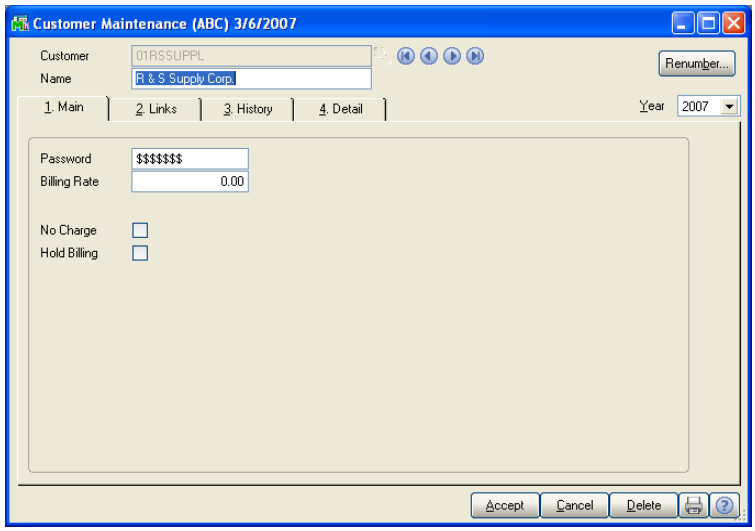
Customer Maintenance

The Customer Maintenance window contains information about customers. You can import customer codes into Timekeeper from other systems including Accounts Receivable (see page 14), Time and Billing (see page 15), and Time and Billing Professional (see page 15). The availability of certain fields on the Customer Maintenance window depends upon the integrated module selected in the **Integrations** section on the Timekeeper Options window (see page 53).

Create a Customer on the Main Tab

The Main tab of the Customer Maintenance window enables you to specify information about a customer. You can also match Timekeeper customer information with customer information in other systems.

1 From the **Setup** menu of the Timekeeper module, select **Customer Maintenance**. The Customer Maintenance window appears.



Customer Maintenance Window - Main Tab

2 Enter an alphanumeric code (up to 30 characters, 0-9 or A-Z) to identify a customer in the **Customer** field.

- Click the button to access the Lookup and search for a specific customer. Selecting from a sortable list closes the Lookup window and places the customer you selected in the **Customer** field.
- Use the buttons to access the desired customer's information.

3 Type the full name of the customer in the **Name** field.

4 Click Renumber... to assign a new customer code to the selected customer via the Renumber dialog. The old code can be re-used for another customer at any time. For detailed information, see Using the Renumber Feature in Timekeeper (see page 72).

▼ Specify the customer information on the **Main** tab.

5 Enter the customer's password to be used during time/expense entry approvals in the **Password** field. To review the entries, the customer will need to enter a password.

6 Enter the billing rate for the customer in the **Billing Rate** field.

- This field is available if **Customer** or **First Non-Zero** is selected in the **Billing Rate Source** field on the **Entry** tab of the Timekeeper Options (see page 57) window.

AND

- This field is available if **Accounts Receivable**, **Sales Order**, **Time and Billing**, or **Time and Billing Professional** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options (see page 53) window.

7 Check **No Charge** if goods or services are rendered to the customer at no charge. Entries will automatically be assigned as No Charge.

8 Check **Hold Billing** to suspend billing for the selected customer.

9 Click **Accept** to save the changes.

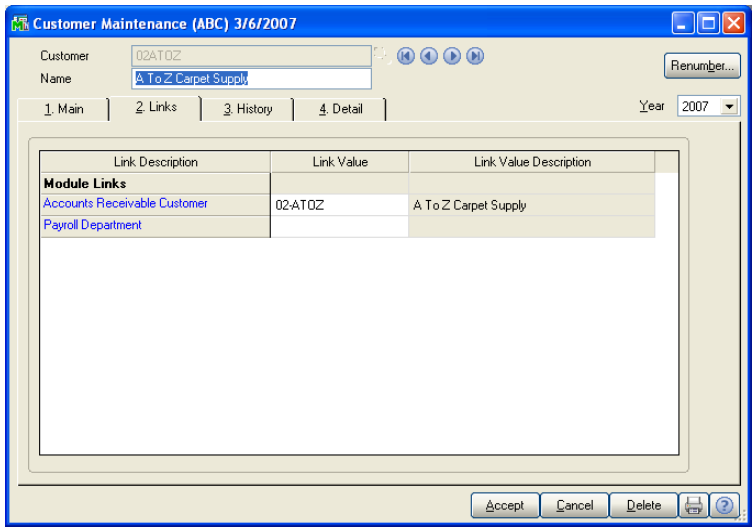
OR

Click the next tab to continue.

Configure How Customers are Linked to Integrated Modules on the Links Tab

The Links tab of the Customer Maintenance window enables you to specify how the selected customer will be linked to the information contained in the modules integrated with the Timekeeper module.

1 Click the **Links** tab from the Customer Maintenance window to access a customer's configurations in the integrated modules.



Customer Maintenance Window - Links Tab

2 Select how the customer set in Timekeeper will link to the integrated modules from the **Module Links** section.

- Select the Accounts Receivable customer to match this customer's data with from the **Accounts Receivable Customer** field.
  This field is only available if **Accounts Receivable** or **Sales Order** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Time and Billing client to match this customer's data with from the **Time and Billing Client** field. Several Timekeeper customers can be cross-referenced to the same Time and Billing employee.
  This field is only available if **Time and Billing** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Time and Billing Professional client to match this customer's data with from the **Time and Billing Professional Client** field.
  This field is only available if **Time and Billing Professional** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the customer's shipping address code from the **S/O Ship To** field. This field is only available if **Sales Order** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- If the customer's transactions involve payroll, select the Payroll module's department affected from the **Payroll Department** field.
  This field is only available if **Payroll** is selected the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

> **HINT:** You can click the hyperlink available in each blue-colored field name in the **Link Description** column. The system will launch the Maintenance feature to let you enter the information.

3 Assign a respective variable for the selected items in the **Link Value** field.

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, or select from a drop-down list, as appropriate.

4 Click **Accept** to save the changes.

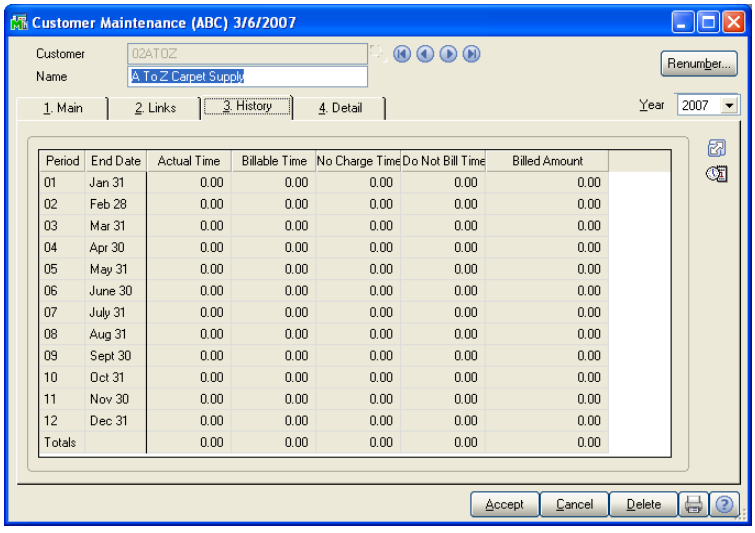
OR

Click the next tab to continue.

View a Customer's Historical Time on the History Tab

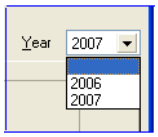
Use the Customer Maintenance History tab to view historical information concerning this customer. The History tab contains a list of time data for the customer based on the fiscal year specified in the **Year** field.

1 Click the **History** tab from the Customer Maintenance window to access a customer's historical hours.



Customer Maintenance Window - History Tab

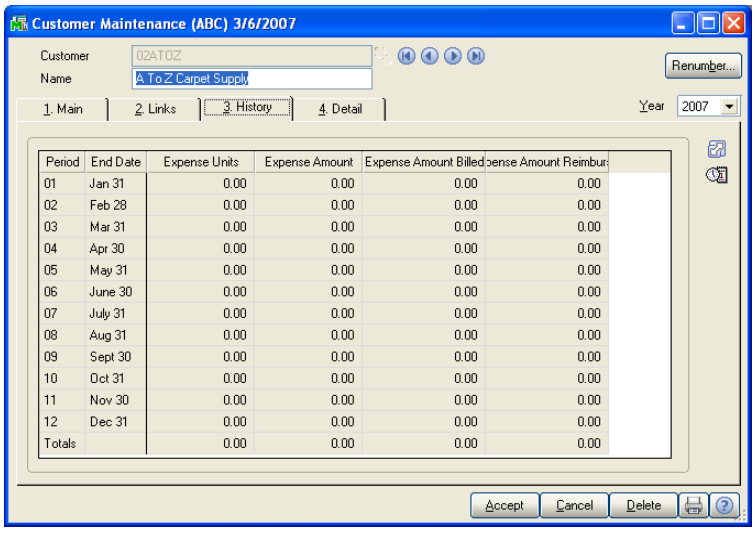
2 Select the year of data to view from the drop-down list in the **Year** field.



The time data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Actual Time**: Displays the total number of time units entered for the period
- **Billable Time**: Displays the total number of billable time units entered for the period
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge Time**: Displays the total number of No Charge time units entered for the period
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)
- **Do Not Bill Time**: Displays the total number of Do Not Bill time units entered for the period
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **Billed Amount**: Displays the billed amount for the period

3 Click the **Switch View** button ( ) to view the expense information for the customer.



Customer Maintenance Window - History Tab

The expense data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Expense Units**: Displays the total number of expense units entered for the period
- **Expense Amount**: Displays the total expense amount for the period
- **Expense Amount Billed**: Displays the total expense amount billed for the period
- **Expense Amount Reimbursed**: Displays the total expense amount reimbursed for the period

4 Click the **Switch Time Format** button ( ) to toggle time format (**Decimal** and **Clock**) on the display.

5 Click **Accept** to save the changes.

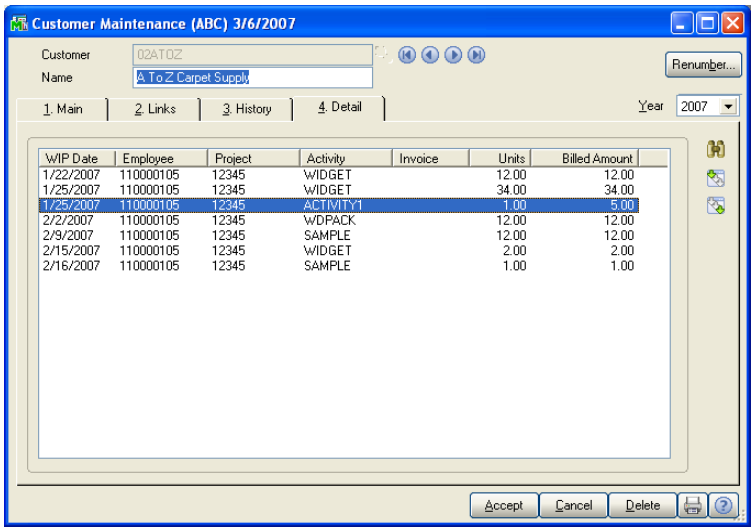
OR

Click the next tab to continue.

Review a Customer's Transactions on the Detail Tab

Use the Customer Maintenance Detail tab to display a list of billing transactions for the customer.

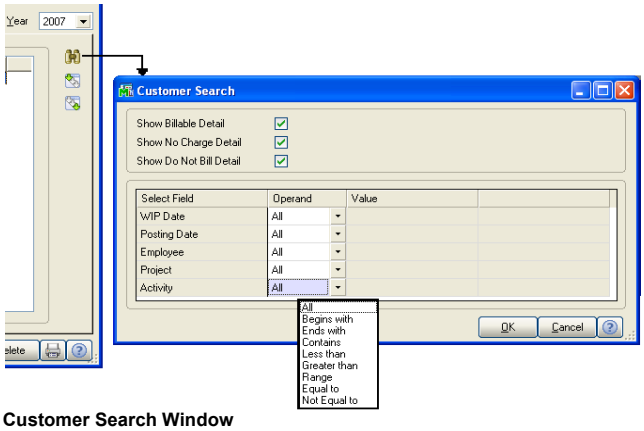
1 Click the **Detail** tab from the Customer Maintenance window to access a customer's transactions.



Customer Maintenance Window - Detail Tab

▶ Use the buttons available next to the Details grid to view further details about the entries.

2 Click the button to search for a particular entry. The Customer Search window appears.



Customer Search Window

- When the **Show Billable Detail** option is checked, the billable times for the employee appear on the Detail tab.
- When **Show No Charge Detail** is checked, the employee's no charge hours appear on the Detail tab.
- When **Show Do Not Bill Detail** is checked, the employee's non-billable hours appear on the Detail tab.

The remaining fields on the Customer Search window allow you to set a specific search criteria for the customer transactions to view.
You can search for a specific **WIP Date** (the date of the WIP entry), **Posting Date** (the posting date of the WIP entry), **Employee**, **Project**, or **Activity**.

a Select the search equation from the drop-down list in the **Operand** field.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.

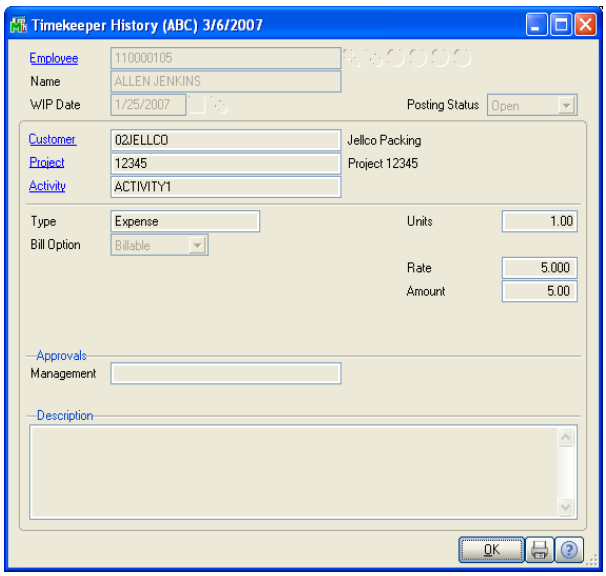
Operand	Description
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

c Click **OK**. The **Detail** tab displays data matching the selection criteria you specified.

3 Select an entry and click the button to view the time/expense details. The Timekeeper History window appears.



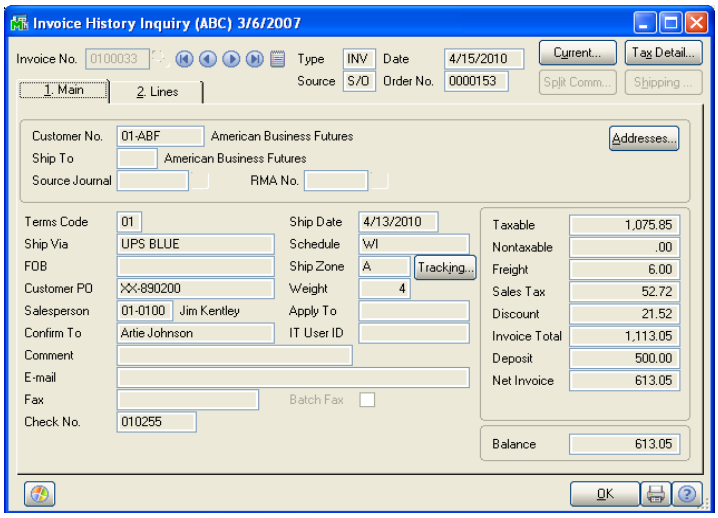
Timekeeper History Window

a View the information for this time/expense entry.

> **HINT:** You can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you review the information for the corresponding item.

b Click **OK** to return to the Customer Maintenance window.

4 Select an invoice and click the button to view the invoice details. The Invoice History window appears.



Invoice History Inquiry Window

a Review the detail information for the invoice.

b Click **OK** to return to the Customer Maintenance window

5 Click **Accept** on the Customer Maintenance window to save the changes.

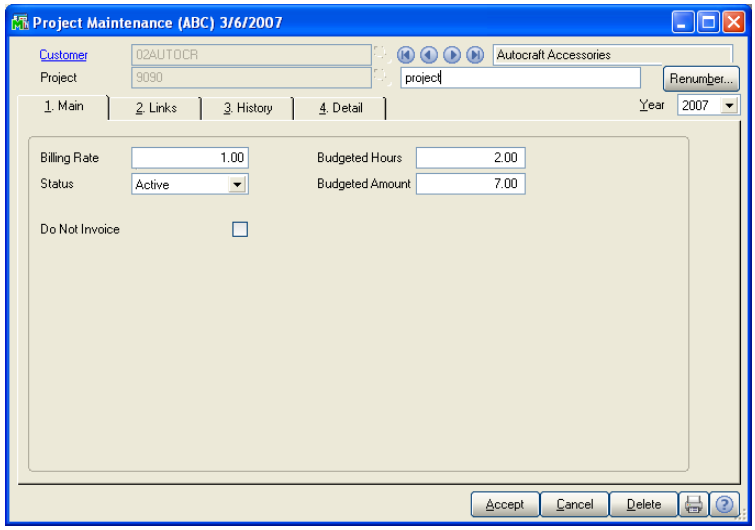
Project Maintenance

The Project Maintenance window contains information about customer projects. You can import project codes into Timekeeper from other modules including Job Cost (see page 14), Time and Billing (see page 15), and Time and Billing Professional (see page 15). To link Timekeeper project data with information from other modules, you must specify the job number or engagement code to link with the project. The fields available on the Project Maintenance window depend upon the integrated module selected in the **Integrations** section on the Timekeeper Options window (see page 53).

Create a Project on the Main Tab

The Main tab of the Project Maintenance window enables you to specify information about a project. You can also match Timekeeper project information with project information in other modules.

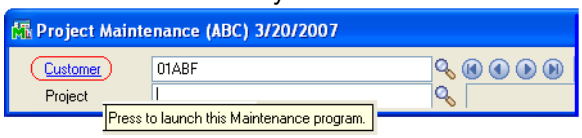
1 From the **Setup** menu of the Timekeeper module, select **Project Maintenance**. The Project Maintenance window appears.



Project Maintenance Window - Main Tab

2 Select the customer for whom the project is created from the **Customer** field.

HINT: You can type a new code, click the button to select from a Lookup window, use the buttons to choose the desired customer, or click the hyperlink available in the blue-colored **Customer** field name to launch the Maintenance feature to let you enter the information.



3 Enter an alphanumeric code (up to 30 characters, 0-9 or A-Z) to identify a new project in the **Project** field.

- Click the button to access the Lookup and search for a specific item if you want to change the existing project. Selecting from a sortable list closes the Lookup window and places the project you selected in the **Project** field.

4 Type the full description of the project in the text field.

5 Click Renumber... to assign a new project code to the selected project via the Renumber dialog. The old code can be re-used for another project at any time. For detailed information, see Using the Renumber Feature in Timekeeper (see page 72).

▼ Specify the project information on the **Main** tab.

6 Enter the billing rate for the project in the **Billing Rate** field.
This field is available only if **Project** or **First Non-Zero** is selected in the **Billing Rate Source** field on the **Entry** tab of the Timekeeper Options (see page 57) window.

7 Select the status of the project from the **Status** field. Options include:

- **Active**: The project is active. Work is ongoing.
- **Hold Billing**: The project may be active, but work is suspended.
- **Closed**: The project is not active.

8 Type the number of the budgeted hours for the project in the **Budgeted Hours** field.

9 Type the quantity of the budgeted amount for the project in the **Budgeted Amount** field.

10 Check **Do Not Invoice** to withhold generating an invoice for this project.

11 Click **Accept** to save the changes.

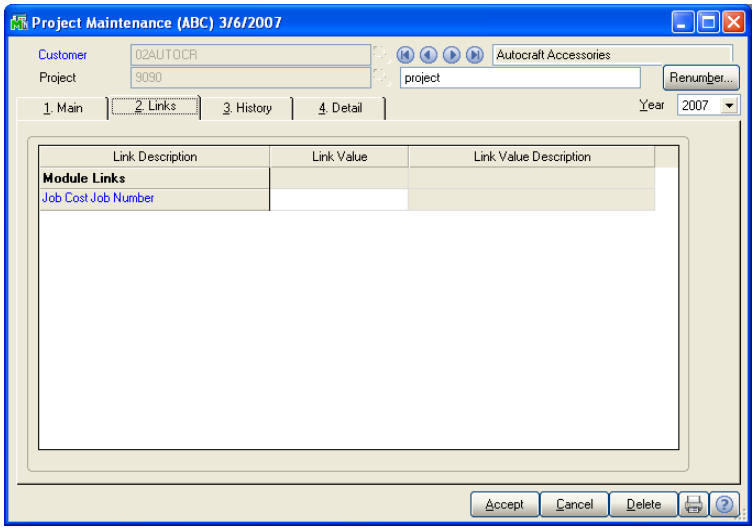
OR

Click the next tab to continue.

Configure How Projects are Linked to Integrated Modules on the Links Tab

The Links tab of the Project Maintenance window enables you to specify how the selected project will be linked to the information contained in the modules integrated with the Timekeeper module.

1 Click the **Links** tab from the Project Maintenance window to access a project's configurations in the integrated modules.



Project Maintenance Window - Links Tab

2 Select how the project set in Timekeeper will link to the integrated modules from the **Module Links** section.

- Select the Time and Billing engagement code from the **Time and Billing Engagement** field.
  This field is only available if **Time and Billing** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Time and Billing Professional engagement code from the **Time and Billing Professional Engagement** field. Several Timekeeper projects can be cross-referenced to the same Time and Billing employee.
  This field is only available if **Time and Billing Professional** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Job Cost module's job number from the **Job Cost Job Number** field.
  This field is only available if **Job Cost** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

> **HINT:** You can click the hyperlink available in each blue-colored field name in the **Link Description** column. The system will launch the Maintenance feature to let you enter the information.

3 Assign a respective variable for the selected items in the **Link Value** field.

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, or select from a drop-down list, as appropriate.

4 Click **Accept** to save the changes.

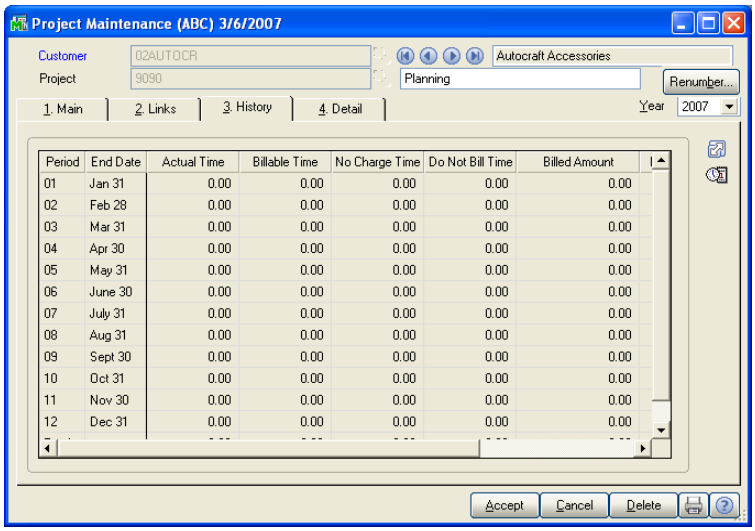
OR

Click the next tab to continue.

View a Project's Historical Time on the History Tab

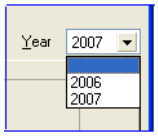
Use the Project Maintenance History tab to view historical information concerning this project. The History tab contains a list of time data for the project based on the fiscal year specified in the **Year** field.

1 Click the **History** tab from the Project Maintenance window to access a project's historical hours.



Project Maintenance Window - History Tab

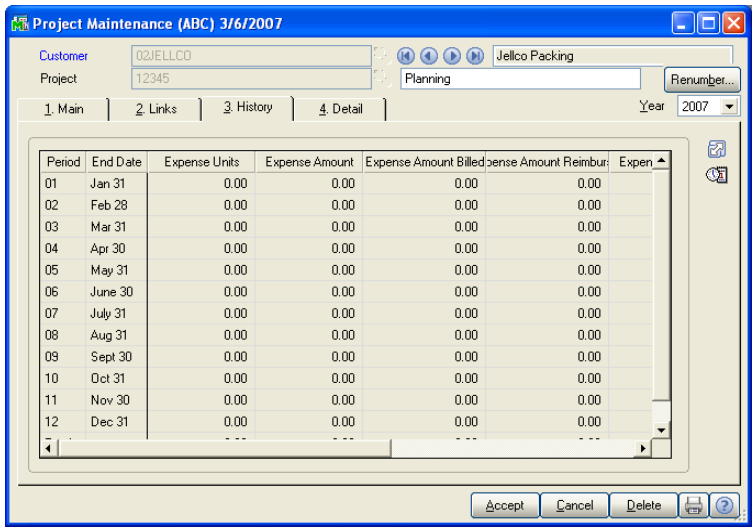
2 Select the year of data to view from the drop-down list in the **Year** field.



The time data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Actual Time**: Displays the total number of time units entered for the period
- **Billable Time**: Displays the total number of billable time units entered for the period
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge Time**: Displays the total number of No Charge time units entered for the period
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)
- **Do Not Bill Time**: Displays the total number of Do Not Bill time units entered for the period
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **Billed Amount**: Displays the billed amount for the period

3 Click the **Switch View** button ( ) to view the expense information for the selected customer and project.



Project Maintenance Window - History Tab

The expense data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Expense Units**: Displays the total number of expense units entered for the period
- **Expense Amount**: Displays the total expense amount for the period
- **Expense Amount Billed**: Displays the total expense amount billed for the period
- **Expense Amount Reimbursed**: Displays the total expense amount reimbursed for the period

4 Click the **Switch Time Format** button ( ) to toggle time format (**Decimal** and **Clock**) on the display.

5 Click **Accept** to save the changes.

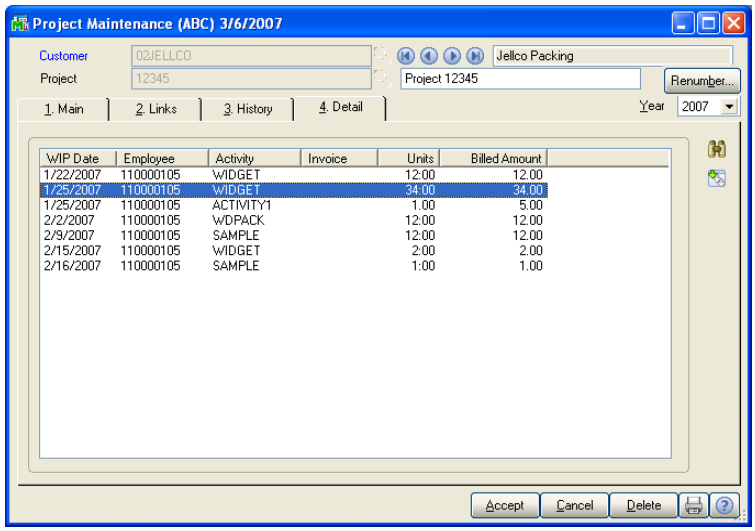
OR

Click the next tab to continue.

Review a Project's Transactions on the Detail Tab

Use the Project Maintenance Detail tab to display a list of billing transactions for the project.

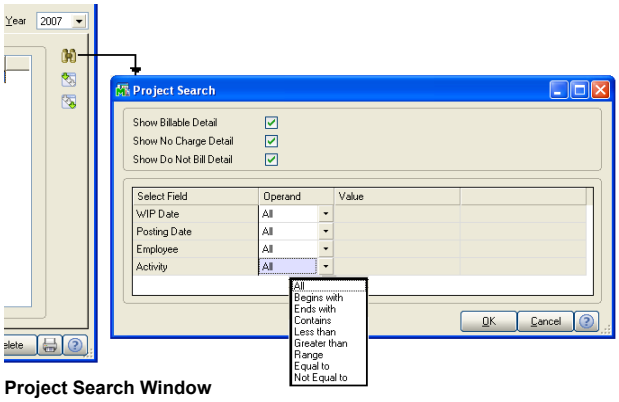
1 Click the **Detail** tab from the Project Maintenance window to access a project's transactions.



Project Maintenance Window - Detail Tab

▶ Use the buttons available next to the Details grid to view further details about the entries.

2 Click the button to search for a particular entry. The Project Search window appears.



Project Search Window

- When the **Show Billable Detail** option is checked, the billable times for the employee appear on the Detail tab.
- When **Show No Charge Detail** is checked, the employee's no charge hours appear on the Detail tab.
- When **Show Do Not Bill Detail** is checked, the employee's non-billable hours appear on the Detail tab.

The remaining fields on the Project Search window allow you to set a specific search criteria for the project transactions to view. You can search for a specific:

WIP Date (the date of the WIP entry)
Posting Date (the posting date of the WIP entry)
Employee
Activity

a Select the search equation from the drop-down list in the **Operand** field.

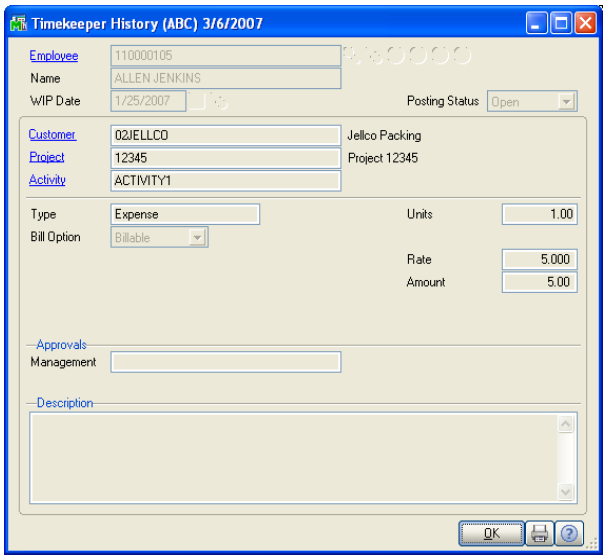
Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

HINT: You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

c Click **OK**. The **Detail** tab displays data matching the selection criteria you specified.

3 Select an entry and click the button to view the time/expense details. The Timekeeper History window appears.



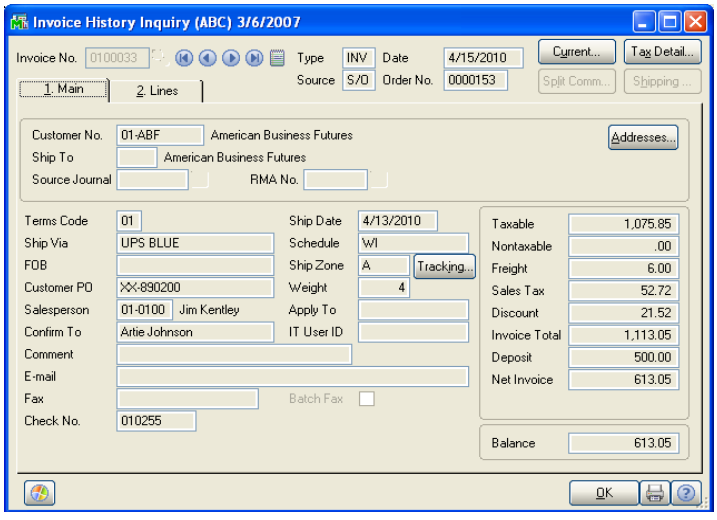
Timekeeper History Window

a View the information for this time/expense entry.

> **HINT:** You can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you view additional information.

b Click **OK** to return to the Project Maintenance window.

4 Select an invoice and click the button to view the invoice details. The Invoice History Inquiry window appears.



Invoice History Inquiry Window

a Review the detail information for the invoice.

b Click **OK** to return to the Project Maintenance window.

5 Click **Accept** on the Project Maintenance window to save the changes.

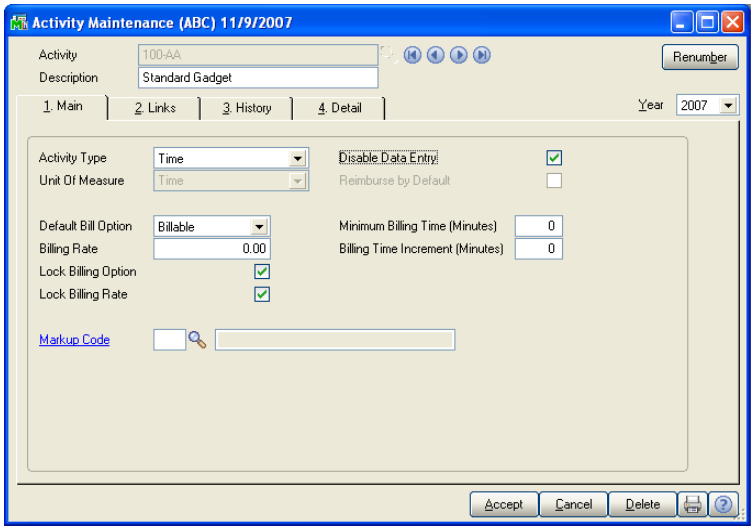
Activity Maintenance

The Activity Maintenance window contains information about activities. Depending on your integration settings, you can import activity codes into Timekeeper from other modules including Accounts Receivable (see page 14), Sales Order (see page 15), Time and Billing (see page 15), Time and Billing Professional (see page 15), Payroll (see page 14), and Job Cost (see page 14). The fields available on the Activity Maintenance window depend upon the integrated module selected in the **Integrations** section on the Timekeeper Options window (see page 53).

Create an Activity on the Main Tab

The Main tab of the Activity Maintenance window enables you to specify information about an activity.

1 From the **Setup** menu of the Timekeeper module, select **Activity Maintenance**. The Activity Maintenance window appears.



Activity Maintenance Window - Main Tab

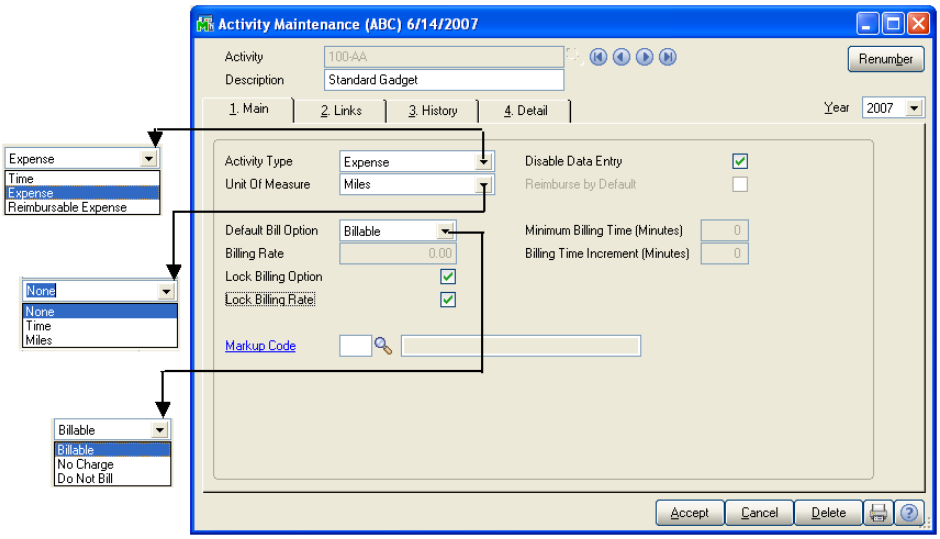
2 Enter an alphanumeric code (up to 30 characters, 0-9 or A-Z) to identify a new activity in the **Activity** field.

- Click the button to access the Lookup and search for a specific activity. Selecting from a sortable list closes the Lookup window and places the activity you selected in the **Activity** field.
- Use the buttons to access the desired activity's information.

3 Type the full description of the activity in the **Description** field.

4 Click Renumber... to assign a new activity code to the selected activity via the Renumber dialog. The old code can be re-used for another activity at any time. For detailed information, see Using the Renumber Feature in Timekeeper (see page 72).

▼ Specify the activity information on the **Main** tab.



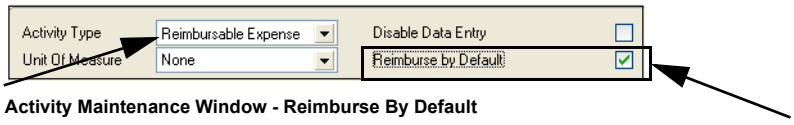
Activity Maintenance Window - Main Tab Details

5 Select the activity type from the drop-down list in the **Activity Type** field. Options include:

Time
Expense
Reimbursable Expense

6 Select the **Disable Data Entry** check box to prevent use of this activity in Timekeeper Entry.

7 If the activity type is set to **Reimbursable Expense**, the **Reimburse by Default** check box becomes enabled. If this option is selected, then the **Reimburse** check box in Timekeeper Entry (see page 117) is selected automatically.

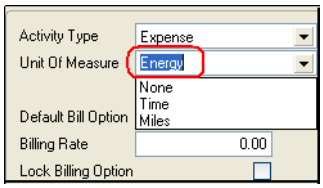


Activity Maintenance Window - Reimburse By Default

8 For an expense, select the unit of measure from the drop-down list in the **Unit Of Measure** field. Options include:

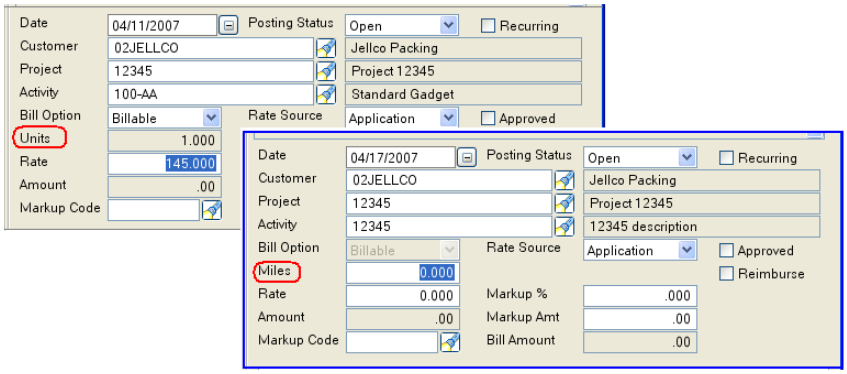
None
Time
Miles

You can create a new unit of measure by entering the name of the new unit in the drop-down list available in this field (for example, Energy).



Activity Maintenance Window - Unit of Measure

NOTE: For the **Expenses** function in Timekeeper Entry (see page 117), the field's label displays the *unit of measure* specified for the selected activity in the **Unit Of Measure** field. If no unit of measure has been entered, the field's label defaults to "Units" and the system sets and locks the **Units** field to 1.00.



9 Select whether or not the activity is billable from the drop-down list available in the **Default Bill Option** field. Options include:

- **Billable**: Displays the total number of billable time units entered
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge**: Displays the total number of No Charge time units entered
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)
- **Do Not Bill**: Displays the total number of Do Not Bill time units entered
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)

10 Enter the billing rate for the activity in the **Billing Rate** field.
This field is only available if **Activity** or **First Non-Zero** is selected in the **Billing Rate Source** field on the **Entry** tab of the Timekeeper Options window (see page 57).

11 Select the **Lock Billing Option** check box to prevent changing the Bill Option in Timekeeper Entry.

12 Select the **Lock Billing Rate** check box to disable billing rate in Timekeeper Entry.

13 Enter the minimum billing time your company uses in the **Minimum Billing Time (Minutes)** field. This represents the smallest amount of time for which you bill the customer.

14 Enter the billing time increment your company uses in the **Billing Time Increment (Minutes)** field. This represents the standard increment of time your company uses to bill the customer.
This field defaults to the amount entered in the **Default Billing Time Increment** field on the **Entry** tab of the Timekeeper Options window (see page 57).

15 Select or enter the billing markup code in the **Markup Code** field.

HINT: You can type a new code to launch a Billing Markup Maintenance dialog, click the button to select from a Lookup window, or click the hyperlink available in the blue-colored **Markup Code** field name on the window to launch the Maintenance feature to let you enter the information. Use that dialog box to assign a markup code for expenses.

16 Click **Accept** to save the changes.

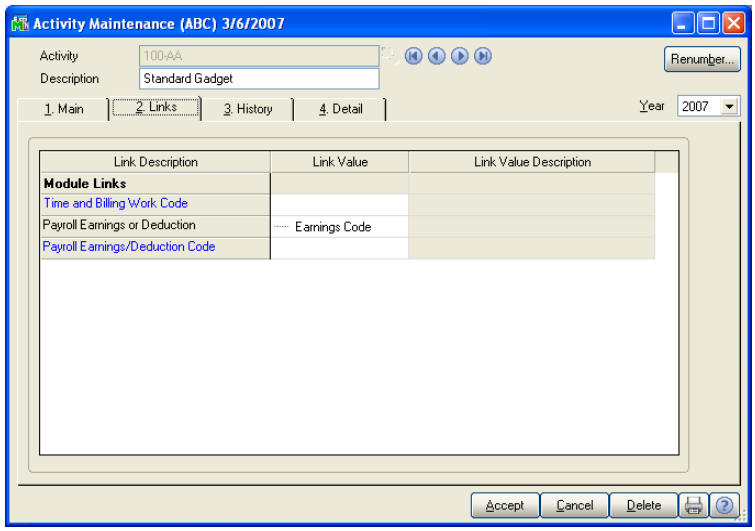
OR

Click the next tab to continue.

Configure How Activities are Linked to Integrated Modules on the Links Tab

The Links tab of the Activity Maintenance window enables you to specify how the selected activity will be linked to the information contained in the modules integrated with the Timekeeper module.

1 Click the **Links** tab from the Activity Maintenance window to access an activity's configurations in the integrated modules.



Activity Maintenance Window - Links Tab

2 Select how the activity set in Timekeeper will link to the integrated modules from the **Module Links** section.

- Select the Accounts Receivable module item code from the **Accounts Receivable Miscellaneous Item** field. This option links an activity to an Accounts Receivable item.
  This field is only available if **Accounts Receivable** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Sales Order module item code from the **Sales Order Miscellaneous Item** field. This option links an activity to a Sales Order item.
  This field is only available if **Sales Order** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select whether this activity is an earnings or deduction from the **Payroll Earnings or Deduction** field. Select **Earnings Code** or **Deduction Code** from the drop-down list in the **Link Value** field.
  This field is only available if **Payroll** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Payroll module earnings or deduction code from the **Payroll Earning/Deduction Code** field. This option links an activity to a Payroll deduction or earning.
  This field is only available if **Payroll** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the cost type from the **Job Cost Cost Code** field. This option links an activity to a job cost.
  This field is only available if **Job Cost** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53). Options include:

  L -Labor
  M - Material
  S - Subcontract
  O - Overhead
  B - Burden
  E - Equipment

- Select the Job Cost module job cost from the drop-down list in the **Job Cost Cost Type** field.
  This field is only available if **Job Cost** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Time and Billing work code from the **Time and Billing Work Code** field. This option links the work code to the activity.
  This field is only available if **Time and Billing** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53).

- Select the Time and Billing Professional work code from the **Time and Billing Professional Work Code** field. Several Timekeeper activities can be cross-referenced to the same Time and Billing employee.This option links the work code to the activity.
  This field is only available if **Time and Billing Professional** is selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53). .

> **HINT:** You can click the hyperlink available in each blue-colored field name in the **Link Description** column. The system will launch the Maintenance feature to let you enter the information.

3 Assign a respective variable for the selected items in the **Link Value** field.

> **HINT:** You can type the information in the text field, click the button to select from the Lookup, or select from a drop-down list, as appropriate.

4 Click **Accept** to save the changes.

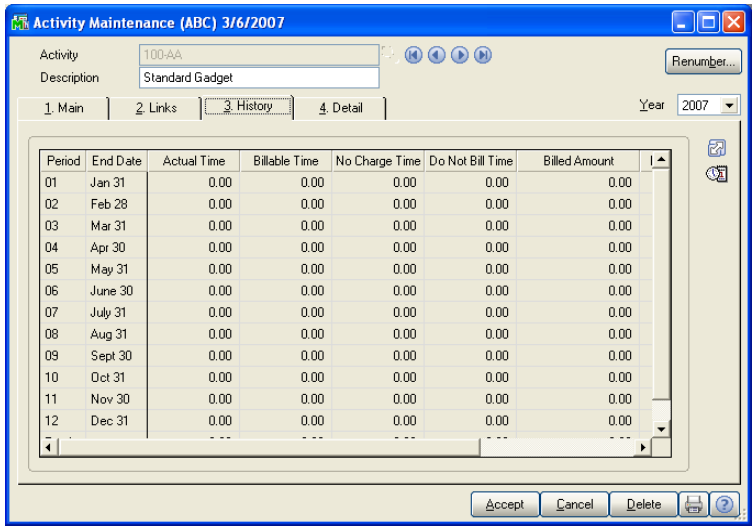
OR

Click the next tab to continue.

View an Activity's Historical Time on the History Tab

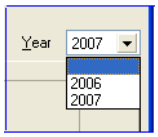
Use the Activity Maintenance History tab to edit historical information concerning this activity. The History tab contains a list of time data for the activity based on the fiscal year specified in the **Year** field.

1 Click the **History** tab from the Activity Maintenance window to access an activity's historical hours.



Activity Maintenance Window - History Tab

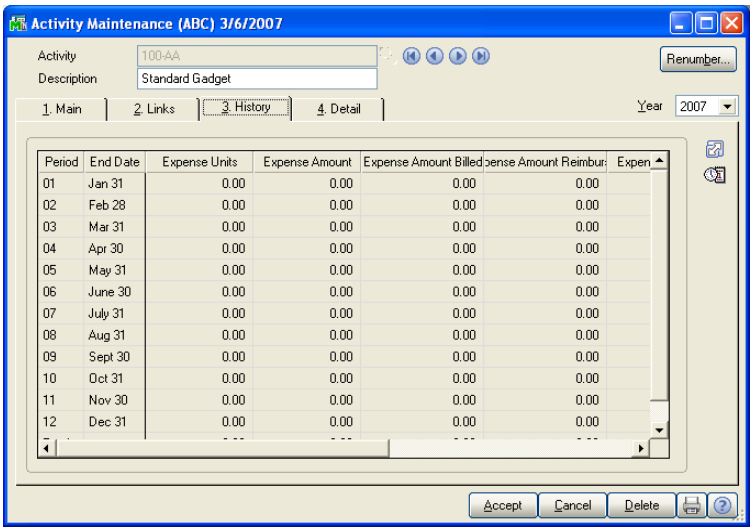
2 Select the year of data to view from the drop-down list in the **Year** field.



The time data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Actual Time**: Displays the total number of time units entered for the period
- **Billable Time**: Displays the total number of billable time units entered for the period
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **No Charge Time**: Displays the total number of No Charge time units entered for the period
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)
- **Do Not Bill Time**: Displays the total number of Do Not Bill time units entered for the period
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **Billed Amount**: Displays the billed amount for the period

3 Click the **Switch View** button ( ) to view the expense information for the activity.



Activity Maintenance Window - History Tab

The expense data appears in the details grid for the specified year.

- **Period**: Displays monthly periods, or fiscal time periods
- **End Date**: Displays the period ending date
- **Expense Units**: Displays the total number of expense units entered for the period
- **Expense Amount**: Displays the total expense amount for the period
- **Expense Amount Billed**: Displays the total expense amount billed for the period
- **Expense Amount Reimbursed**: Displays the total expense amount reimbursed for the period

4 Click the **Switch Time Format** button ( ) to toggle time format (**Decimal** and **Clock**) on the display.

5 Click **Accept** to save the changes.

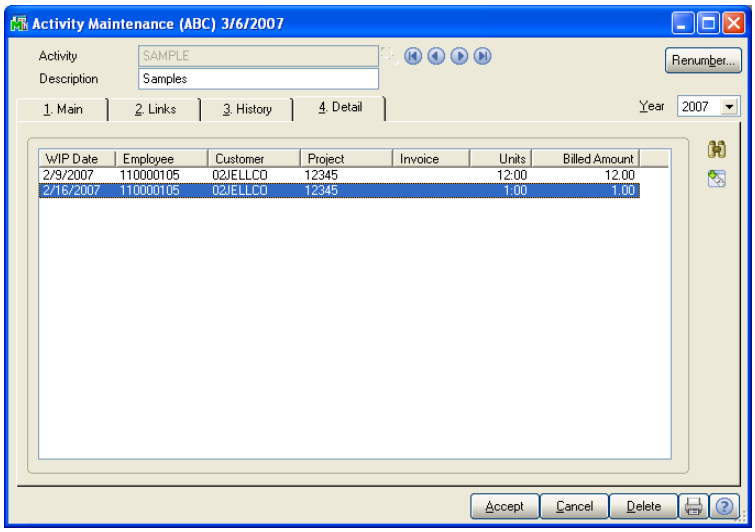
OR

Click the next tab to continue.

Review an Activity's Transactions on the Detail Tab

Use the Activity Maintenance Detail tab to display a list of billing transactions for the activity.

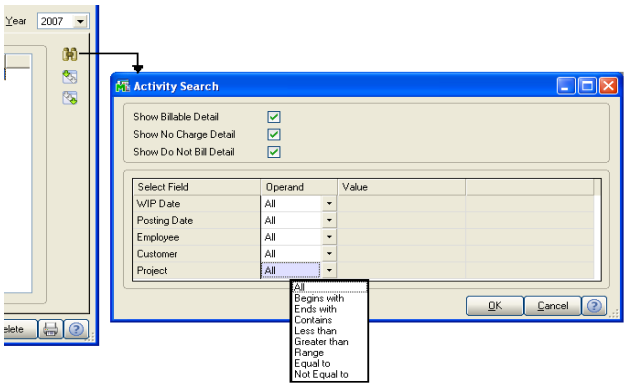
1 Click the **Detail** tab from the Activity Maintenance window to access an activity's transactions.



Activity Maintenance Window - Detail Tab

▶ Use the buttons available next to the Details grid to view further details about the entries.

2 Click the button to search for a particular invoice. The Activity Search window appears.



Activity Search Window

- When the **Show Billable Detail** option is checked, the billable times for the employee appear on the Detail tab.
- When **Show No Charge Detail** is checked, the employee's no charge hours appear on the Detail tab.
- When **Show Do Not Bill Detail** is checked, the employee's non-billable hours appear on the Detail tab.

The remaining fields on the Activity Search window allow you to set a specific search criteria for the project transactions to view. You can search for a specific:

WIP Date (the date of the WIP entry)
Posting Date (the posting date of the WIP entry)
Employee
Customer
Project

a Select the search equation from the drop-down list in the **Operand** field.

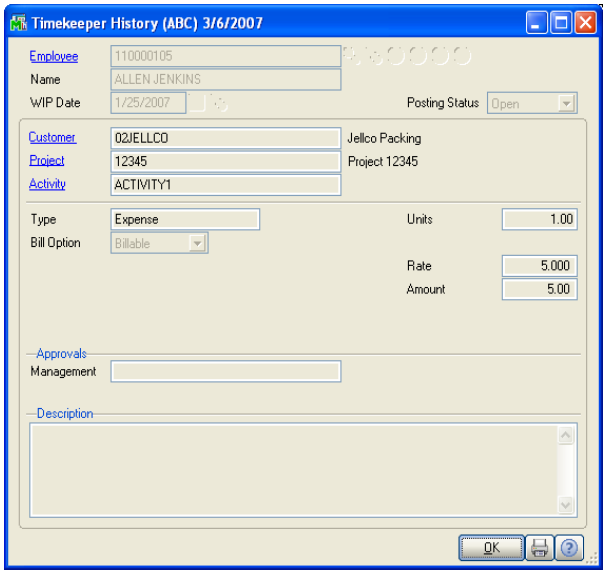
Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

HINT: You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

c Click **OK**. The **Detail** tab displays data matching the selection criteria you specified.

3 Select an entry and click the button to view the time/expense details. The Timekeeper History window appears.



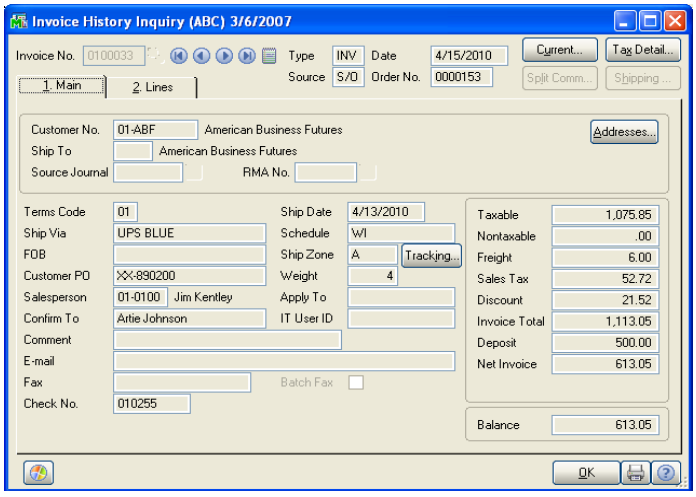
Timekeeper History Window

a View the information for this time/expense entry.

> **HINT:** You can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you view additional information.

b Click **OK** to return to the Activity Maintenance window.

4 Select an invoice and click the button to view the invoice details. The Invoice History Inquiry window appears.



Invoice History Inquiry Window

a Review the detail information for the invoice.

b Click **OK** to on the Invoice History window to return to the main window.

5 Click **Accept** on the Activity Maintenance window to save the changes.

Division Billing Rate Maintenance

Use the Division Billing Rate Maintenance window to define billing rate by division. This option is only available:

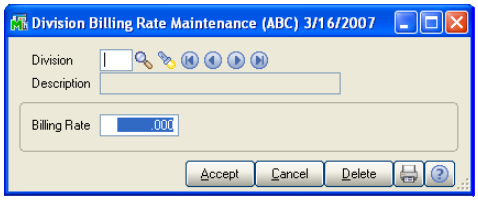
- If Timekeeper is integrated with the Accounts Receivable (see page 14), Sales Order (see page 15), Time and Billing Professional (see page 15), or Job Cost (see page 14) modules, selected in the **Integrations** section on the **Main** tab of the Timekeeper Options window (see page 53),

  AND

- If **Division** or **First Non-Zero** is selected in the **Billing Rate Source** field on the **Entry** tab of the Timekeeper Options window (see page 57).

Enter a Billing Rate for a Division

1 From the **Setup** menu of the Timekeeper module, select **Division Billing Rate Maintenance**. The Division Billing Rate Maintenance window appears.



Division Billing Rate Maintenance Window

2 Enter a two-character, numeric only code to identify a division in the **Division** field.

- Click the button to search for a division that is already enabled in Timekeeper.
- Click the button to view a list of all divisions defined in the Accounts Receivable module.

3 Enter the desired billing rate amount for the selected division in the **Billing Rate** field.

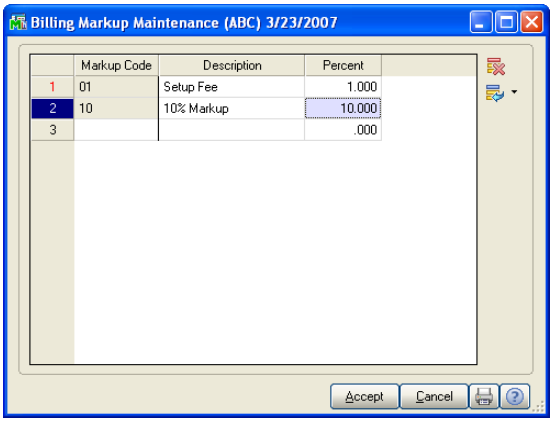
4 Click **Accept** to save the changes.

Billing Markup Maintenance

Use the Billing Markup Maintenance window to set up custom billing rate calculation methods. Markups are only available for non-expense activities.

Enter a Markup for a Billing Rate

1 From the **Setup** menu of the Timekeeper module, select **Billing Markup Maintenance**. The Billing Markup Maintenance window appears.



Billing Markup Maintenance Window

1 Enter a two-character, alphanumeric (0-1 or A-Z) code to identify the markup rate in the **Markup Code** field.

2 Type the description for the markup code in the **Description** field.

3 To markup the billing rate by a flat dollar amount, enter the desired amount in the **Amount** field.

4 To markup the billing rate by a percentage, enter the desired percent in the **Percent** field.

   a Click the button to delete any row you select and remove the line item from the Billing Markup Maintenance window.

   b Click the arrow next to the button to see the list of options: choose **Reset Row** to reset values for any row you select, choose **Reset All Rows** to reset values for all the rows.

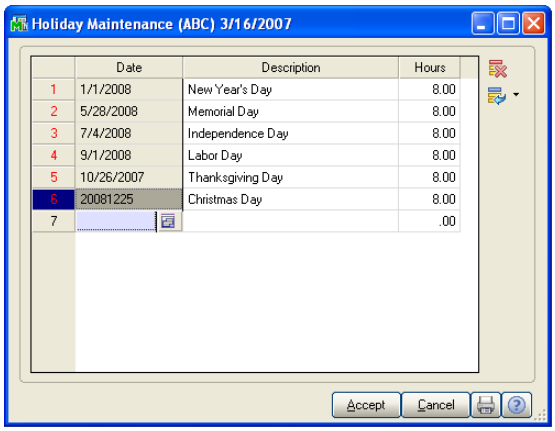
5 Click **Accept** to save the changes.

Holiday Maintenance

Use the Holiday Maintenance window to enter the dates of holidays and the number of hours for holiday pay. The Timekeeper module uses these days to calculate the increase pay rate or cost.

Enter the Holidays

1 From the **Setup** menu of the Timekeeper module, select **Holiday Maintenance**. The Holiday Maintenance window appears.



Holiday Maintenance Window

2 Enter the date of the holiday in the **Date** field. Click the button to select the date from an electronic calendar.

3 Type the name of the holiday in the **Description** field.

4 Enter the number of hours for holiday pay in the **Hours** field.

- Click the button to delete any row you select and remove the line item from the Holiday Maintenance window.
- Click the arrow next to the button to see the list of options: choose **Reset Row** to reset values for any row you select, choose **Reset All Rows** to reset values for all the rows.

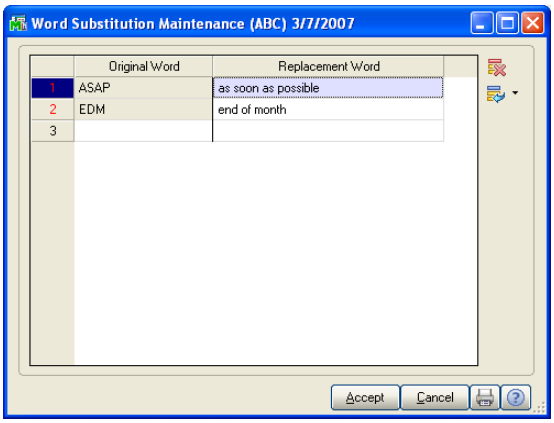
5 Click **Accept** to save the changes.

Word Substitution Maintenance

Use the Word Substitution Maintenance window to maintain consistent terminology throughout Timekeeper entries. The feature is especially useful to correct misspellings or convert acronyms or abbreviations to full terms.

Create a Word Substitution

1 From the **Setup** menu of the Timekeeper module, select **Word Substitution Maintenance**. The Word Substitution Maintenance window appears.



Word Substitution Maintenance Window

2 Type the word, phrase, abbreviation, or acronym you want the program to convert in the **Original Word** column.

3 Type the word or phrase you want the system to use as a replacement in the **Replacement Word** column.

- Click the button to delete any row you select and remove the line item from the Word Substitution Maintenance window.
- Click the arrow next to the button to see the list of options: choose **Reset Row** to reset values for any row you select, choose **Reset All Rows** to reset values for all the rows.

4 Click **Accept** to save the changes.

OR

Click **Cancel** to exit without saving.

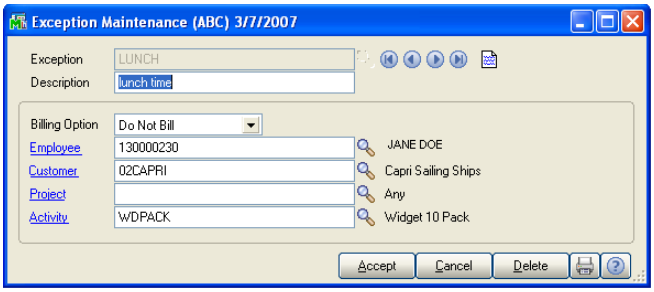
Exception Maintenance

Use the Exception Maintenance window to prevent specified Timekeeper entries from posting to your system.

For example, employees enter Do Not Bill time against the company regularly, for lunch or administrative work. An exception occurs when an employee mistakenly bills that time. Exceptions cause import and posting functions to fail and print an Error Log. With the Exception Maintenance, you can create a Lunch or Administrative Work exception to prevent Timekeeper from posting the activity.

Create a Billing Exception

1 From the **Setup** menu of the Timekeeper module, select **Exception Maintenance**. The Exception Maintenance window appears.



Exception Maintenance Window

2 Enter the exception in the **Exception** field.

- Click the button to access the Lookup to view a list of exceptions already available in Timekeeper. Selecting from a sortable list closes the Lookup window and places the exception you selected in the **Exception** field.
- Use the buttons to access the desired exception's information.

3 Type a description for the exception in the **Description** field (if necessary).

4 Enter the billing status for the exception in the **Billing Option** field. Options include:

- **Any**: Includes all entries
- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)

5 Select the employee that can use the excepted circumstance from the **Employee** field. Leave this field blank for all employees.

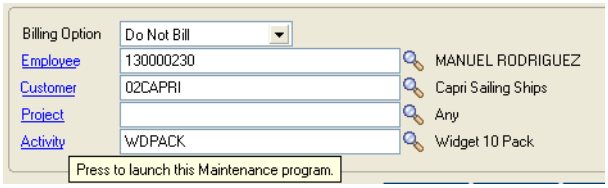
6 Select the customer for the excepted circumstance from the **Customer** field. Leave this field blank for all customers.

7 Select the project for the excepted circumstance from the **Project** field. Leave this field blank for all projects.

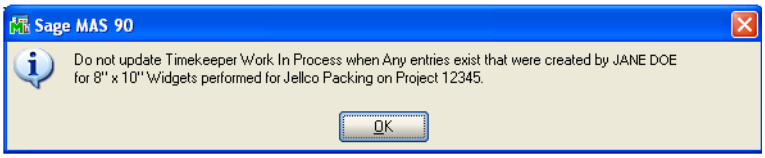
8 Select the activity that can use the excepted circumstance from the **Activity** field.
Leave this field blank for all activities.

HINT: You can click the button to access the Lookup and search for a specific item in the **Employee**, **Customer**, **Project**, and **Activity** fields, or you can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you enter the information.

.



9 Click the button to preview the message that will appear to the user when the employee, customer, project, or activity is selected.The following dialog box appears.



Sage MAS 90 Dialog

10 Click **OK** when finished reading the message.

11 Click **Accept** to save the changes.

OR

Click **Cancel** to exit without saving.

This concludes *Chapter 5: Using the Setup Menu* of the Timekeeper manual.

Using the Main Menu

Chapter 6: Using the Main Menu teaches you how to access Timekeeper's data entry, approval, and history functions. Employees that have Sage MAS 90 or 200 on their workstations can record their time through the Main menu, and managers that approve employee times and expenses can review those records in the Main menu.

How to Use the Main Menu

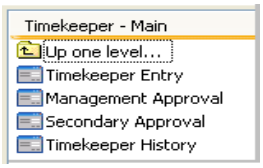
The Main menu contains the options used to enter and approve time and expense records. This chapter does not describe every procedure that can be completed on a Main window. For example, this chapter does not include detailed instructions on how to print information from certain windows in the Main menu. The following instructions provide a quick overview of how to complete these procedures.

Detailed instructions about changing, deleting, and printing information from the Main menu windows are available in the *Timekeeper Online Help*.

Open a Window from the Main Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

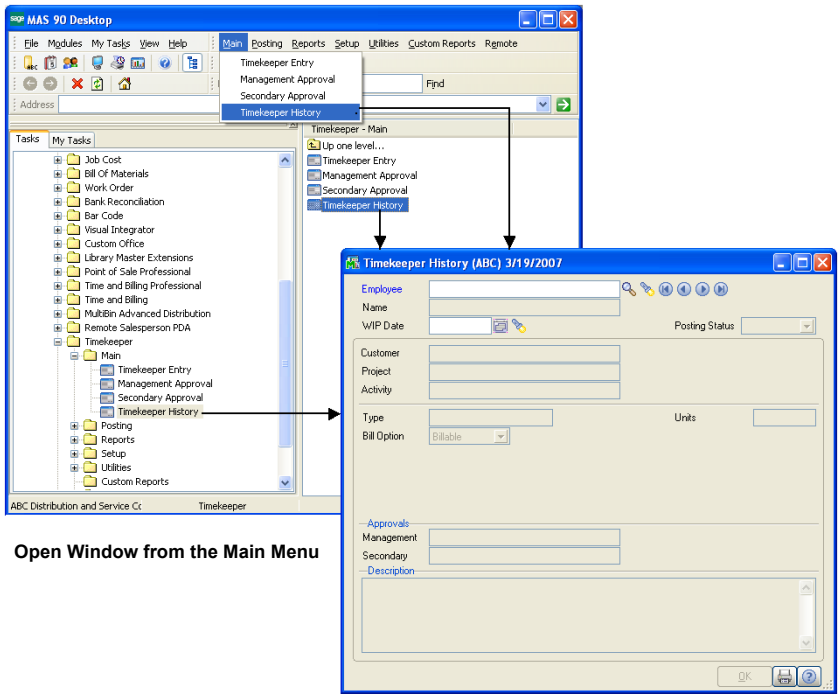
2 Click the **Main** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Main Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Main Menu

Add a Record

Follow the appropriate steps in Creating a Timekeeper Entry (see page 138) to add a new time/expense entry from the Timekeeper Entry window.

Select an Item from a Lookup List

Many fields in the Main menu feature a Lookup list. These lists allow you to select data for the field.

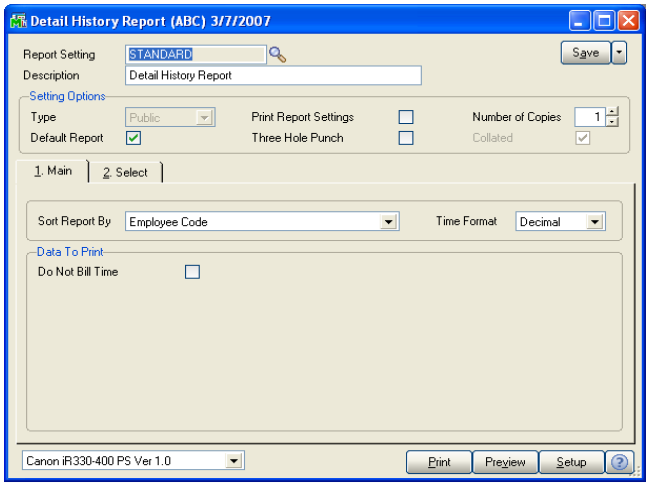
- Click the button (or the alternate button) in the respective field to select an item from the Lookup window. Selecting from a sortable list places the item you selected in the field.

Print from a Window

You can print information from certain windows available in the Main menu. These windows provide a listing of the options set or the records available. For many of the windows you can select the type of information to include in the listing.

For detailed information about each type of listing, see the *Timekeeper Online Help*.

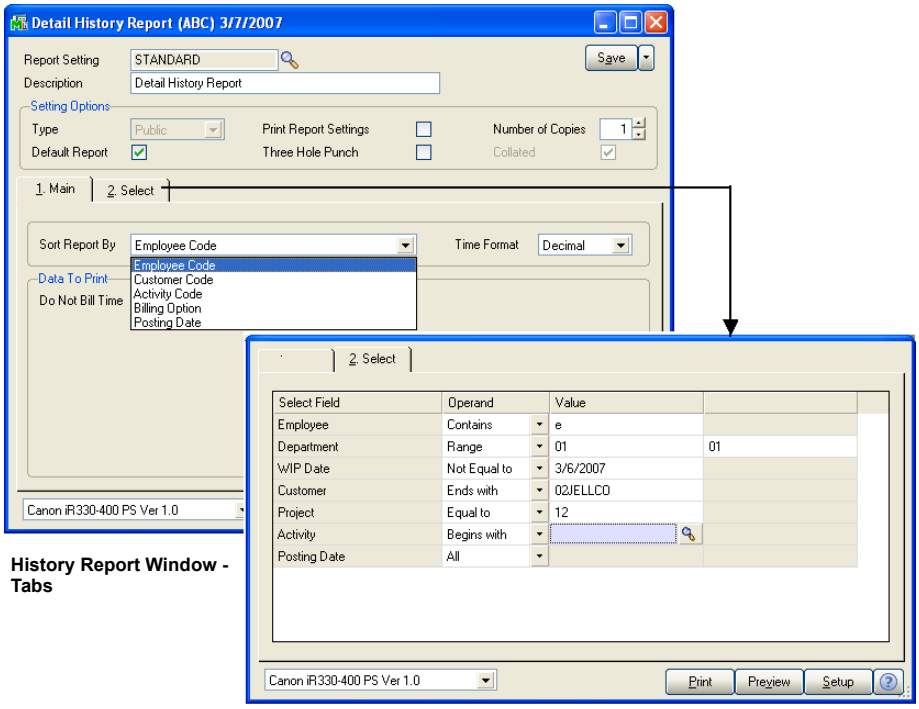
1 Click the button on the window. A Report window similar to the following appears.



History Report Window

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area. Type or edit the text in the **Description** field, if necessary.

3 Select the type of information to include in the report from the fields on the **Main** and **Select** tabs on the Report window. For many fields, you can select all records or a range of information.



History Report Window - Tabs

4 Choose the option you need from the Printer field, and then click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

For detailed information, see the Setting Report Options: Common Controls section (see page 180).

Timekeeper Entry

Timekeeper Entry lets you enter and maintain employee time and expense data. Timekeeper Entry provides the convenience of running a standalone application separate from the Sage MAS 90 or 200 ERP system, giving you the power to enter time and expenses over a network or an Internet connection.

Timekeeper Entry can function in the following modes:

- **Direct Access** from the Sage MAS90 or 200 Launcher - The application starts from Sage MAS 90 or 200 Launcher like any other data entry screen in Sage MAS 90 or 200. Data updates in real time.

> **NOTE:** The following modes require Remote Licenses and work in both Windows and non-Windows environments.

- **Remote Access** from outside the Sage MAS 90 or 200 Launcher - The application starts from outside Sage MAS 90 or 200 Launcher. It accesses the Timekeeper data in the MAS 90 or 200 system in real time over a LAN, Intranet, or over the Internet.
- **Java™ Web Start** - The application attaches as a link on a web page via Java™ Web Start technology. When you access the link, the application downloads to your computer. It then accesses the Timekeeper data in the MAS 90 or 200 system in real time. For detailed information, see Web Start Link Generation (see page 216.)
- **Offline Access** - The Timekeeper Entry application works offline storing entries in a local database to be synchronized with the MAS 90 or 200 system at a later time.

Timekeeper Login

When the Timekeeper Entry application launches from outside the MAS 90 or 200 system in off-line mode, you see a standard, Login window:

1 Enter your remote user name in the **Name** field. You can enter up to 30 characters.

2 Enter your user password in the **Password** field. You can enter up to 24 characters.

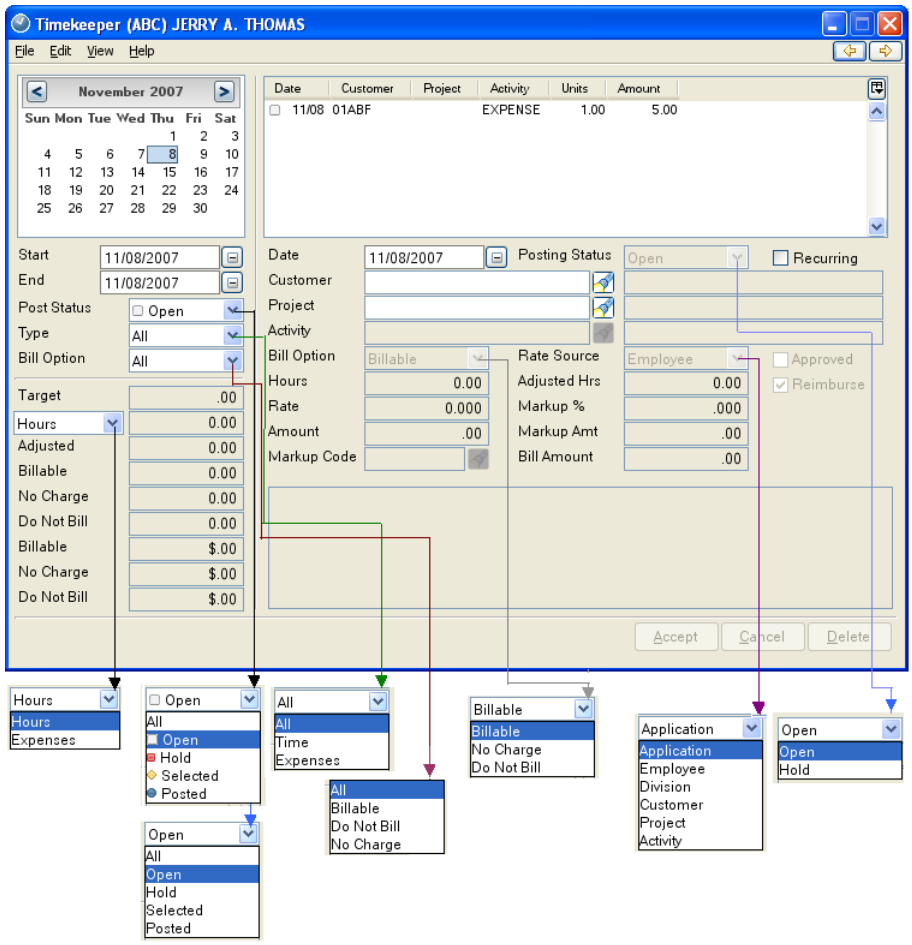
3 Click **Login** to gain access to the Timekeeper Entry application.

OR

Click **Close** to cancel the login.

Timekeeper Entry Window

After you have successfully logged in, the Timekeeper Entry window appears. This screen defaults to your employee name. It also defaults to the Detail view.



Timekeeper Entry Window

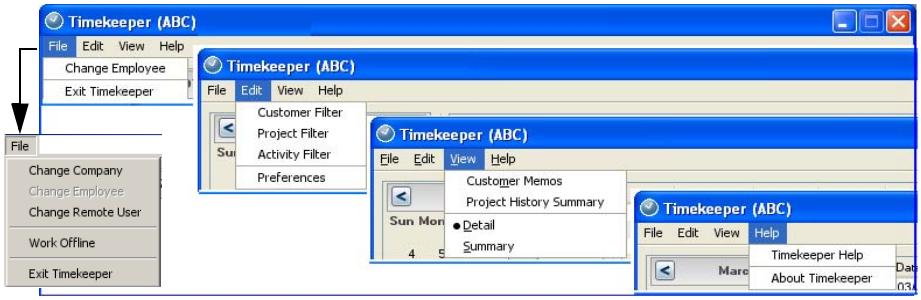
The Timekeeper Entry window consists of a Menu bar at the top, the selection fields on the left side, and the entry fields on the right side of the window.

For detailed information on each field, see the *Timekeeper Entry Online Help*.

Timekeeper Entry Menus

The Menu bar on the Timekeeper Entry window consists of the following menus: File, Edit, View, and Help.

▼ Click the appropriate Menu item to access the desired option.



Timekeeper Entry Menus

The following table lists and describes the menus and their components.

Menu	Menu Option and Description
File	**Change Company**: Select this menu option to switch to a different MAS 90 or 200 company. This feature is unavailable if the application has been started from the MAS 90 or 200 Launcher. **Change Employee**: Select this menu option to switch to a different employee. This feature is available for department managers and corporate administrators only. **Change Remote User**: Select this menu option to switch to a different remote user. This feature is available only if you are running the Timekeeper Entry application from outside the MAS 90 or 200 system in an on-line mode. **Work Offline**: Select this menu option to detach from your MAS 90 or 200 system. When operating in an off-line mode, the application maintains an internal database that lets you enter data and synchronize it with your MAS 90 or 200 system at a later time. **Exit Timekeeper**: Select this menu option to close the Timekeeper module.
Edit	**Customer Filter**: Select this menu option to view entries for the specified customer only. **Project Filter**: Select this menu option to view entries for the specified project only. **Activity Filter**: Select this menu option to view entries for the specified activity only. **Preferences**: Select this menu option to switch to a different connection mode. If the application was launched through the MAS 90 or 200 Launcher, the connection mode is automatically set and locked. The Preferences window also lets you choose the default view that appears when the application starts.

Menu	Menu Option and Description
View	**Customer Memos**: Select this menu option to view memos for a specific customer. The Customer Memos feature is available in the Detail View only. **Project History Summary**: Select this menu option to view a history summary for a specific project. **Detail:** Select this menu option to view and edit the time and expense data on the Timekeeper Entry screen. **Summary:** Select this menu option to review the information for time and expense data. This view-only mode lets you select a specific Date, Posting Status, Type, and Bill Option for review, but you may not edit a record.
Help	**Timekeeper Help**: Select this menu option to launch the Timekeeper Entry on-line help facility. **About Timekeeper**: Select this menu option to view the product information.

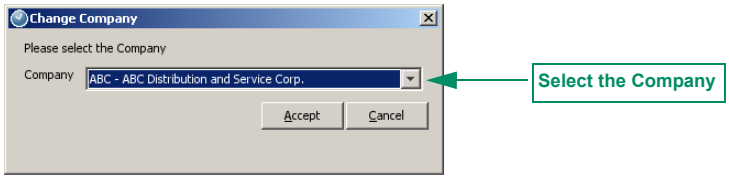
Using the File Menu

Use the **File** menu of the Timekeeper Entry Menu Bar to access the following options.

Change a Company

The Change Company menu option is available only if you are running the Timekeeper Entry application from outside the MAS 90 or 200 system.

1 Click **File** ▶ **Change Company**. The Change Company dialog appears.



Timekeeper Entry - File Menu - Change Company

2 Click the arrow in the **Company** field, and select from the list of available companies.

3 Click **Accept** to switch to the selected company.

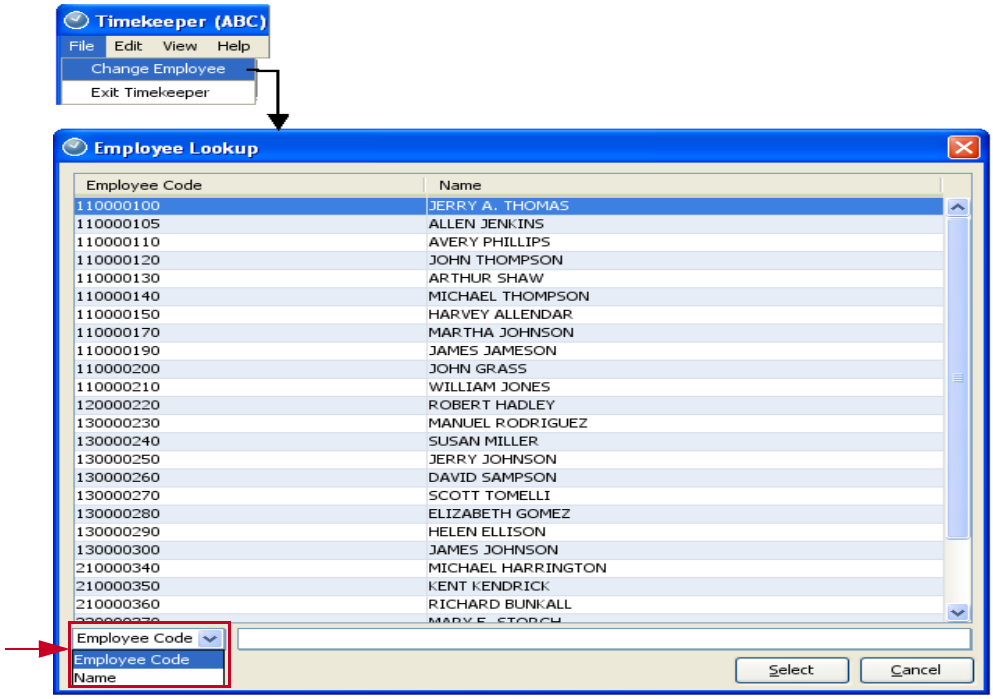
OR

Click **Cancel** to cancel the operation.

Change an Employee

The Change Employee menu option is available for department managers and corporate administrators only.

1 Click **File ▶ Change Employee**. A selection dialog appears.



Timekeeper Entry - File Menu - Change Employee

2 Choose the employee you need from the list of available employees.

- Highlight the desired line of information.

  OR

- Make your selection in the Search by field at the bottom left of the window. Options include: **Employee Code** and **Name**.

  AND

- To narrow your search, depending on the selection made, start typing the employee code (or name) in the available text field at the bottom of the window.

  The selected entries appear on the search grid.

3 Click **Select** on the Employee Lookup window to switch to the selected employee. The Timekeeper Entry window displays the information for the employee you selected.

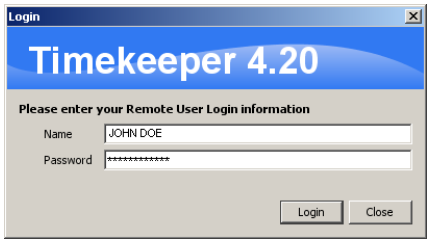
  OR

  Click **Cancel** to cancel the operation.

Change a Remote User

The Change Remote User menu option is available only if you are running the Timekeeper Entry application from outside the MAS 90 or 200 system in an on-line mode.

1 Click **File ▶ Change Remote User**. The Login dialog appears.



Timekeeper Login

2 Enter your remote user name in the **Name** field. You can enter up to 30 characters.

3 Enter your remote user password in the **Password** field. You can enter up to 24 characters.

4 Click **Login** to gain access to the Timekeeper Entry application.

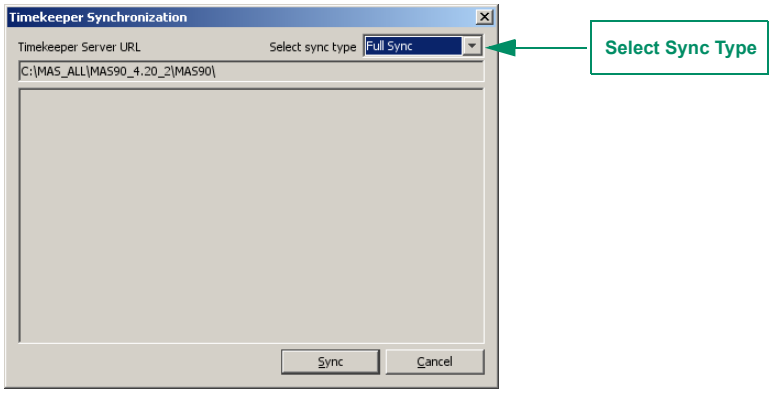
OR

Click **Close** to cancel the login.

Work in an Off-line Mode

Select the Work Offline menu option to detach from the MAS 90 or 200 system. When operating in an off-line mode, the application maintains an internal database that lets you to enter data and synchronize it with your MAS 90 or 200 system at a later time. When switching to the off-line mode, you must synchronize your MAS 90 or 200 system data with your local database.

1 Click **File ▶ Work Offline**. The Timekeeper Synchronization window appears.



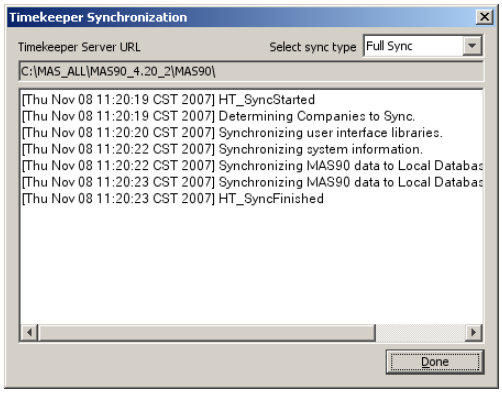
Timekeeper Synchronization Window

2 Click the arrow in the **Select sync type** field to select from the list of available synchronization types:

- **Full Sync** - uploads entries made on your computer and downloads new information from the MAS 90 or 200 system.
- **Update Server** - uploads entries made on your computer to the MAS 90 or 200 system.
- **Update Computer** - downloads information from the MAS 90 or 200 system to your computer.

3 Click the **Sync** button to perform a synchronization process.

After the synchronization has been completed, the Timekeeper Synchronization window displays the synchronization log.



Timekeeper Synchronization Log

4 Click **Done** to return to the main screen.

Once the application is in an off-line mode, you can perform a synchronization at any time by selecting the Synchronize menu option.

5 To switch back to an on-line mode, select the **Work Online** menu option. The system asks you to indicate where your MAS 90 or 200 system is located. After you make your selection on the Timekeeper Preferences window, you must perform a synchronization.

Exit Timekeeper

To exit the Timekeeper Entry application, click **File ▶ Exit Timekeeper**. This closes the Timekeeper Entry window.

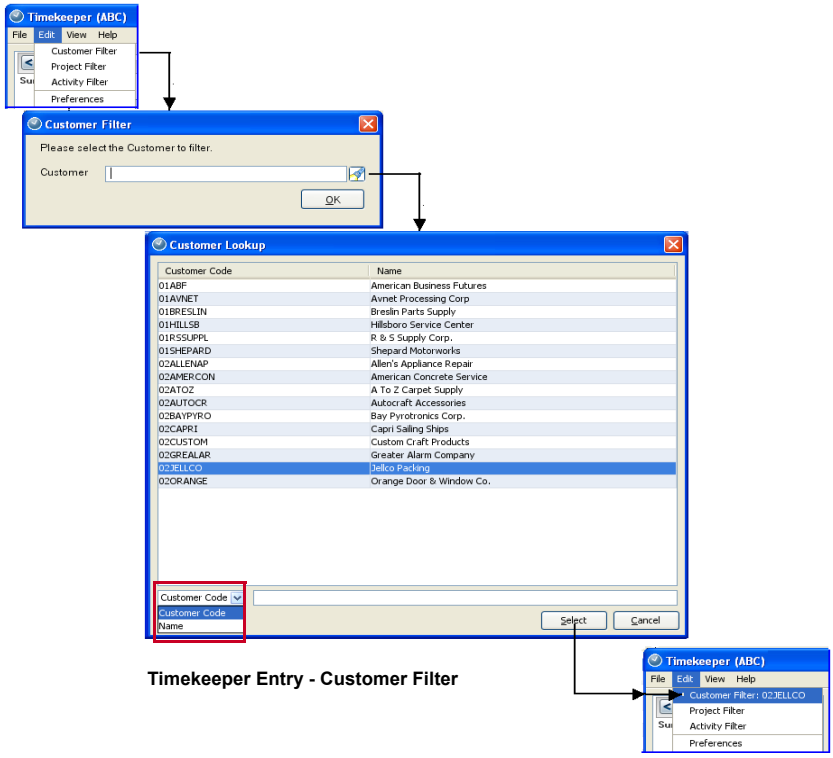
Using the Edit Menu

Use the **Edit** menu of the Timekeeper Entry Menu Bar to access the following options.

Set a Customer Filter

Use the Customer Filter menu option to view entries for the specified customer.

1 Click **Edit** ▶ **Customer Filter**. The Customer Filter dialog appears.



Timekeeper Entry - Customer Filter

2 Enter the customer code in the **Customer** field, and click **OK** to set the filter and return to the main screen. The defined customer filter displays in the menu. .

OR

Click the button to launch a Lookup window. The Customer Lookup window appears.

a Choose the customer you need from the list of available customers.

- Highlight the desired line of information.

OR

- Make your selection in the Search by field at the bottom left of the window. Options include: **Customer Code** and **Name**.

AND

- To narrow your search, depending on the selection made, start typing the customer code (or name) in the available text field at the bottom of the window.

The selected entries appear on the search grid.

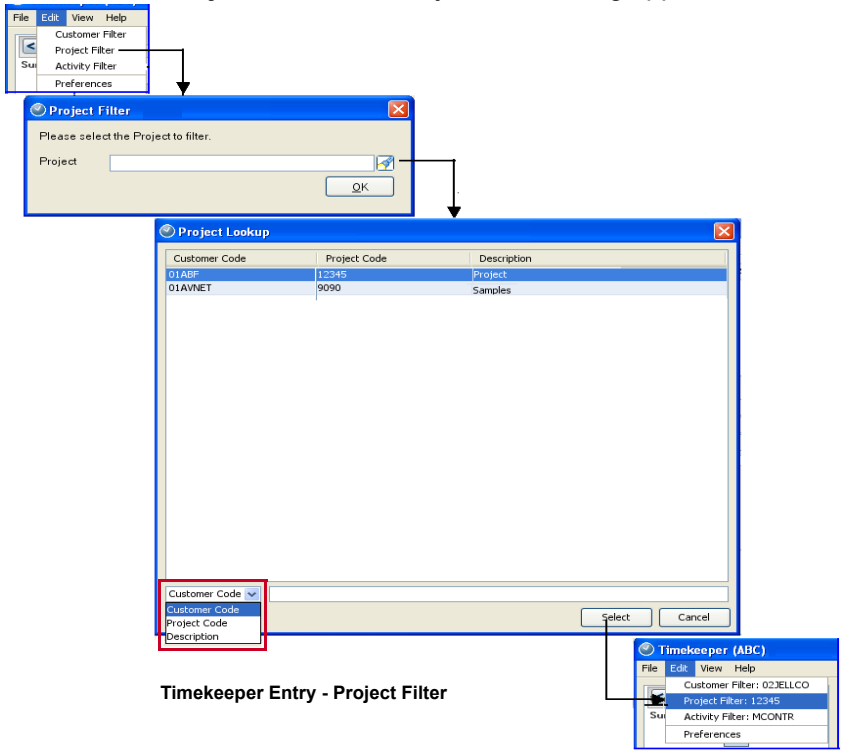
b Click **Select** on the Customer Lookup window to switch to the selected customer.

3 Click **OK** on the Customer Filter window to set the filter and return to the main screen. The defined customer filter displays in the menu.

Set a Project Filter

Use the Project Filter menu option to view entries for the specified project.

1 Click **Edit ▶ Project Filter**. The Project Filter dialog appears.



Timekeeper Entry - Project Filter

2 Enter the project code in the **Project** field, and click **OK** to set the filter and return to the main screen. The defined project filter displays in the menu. .

OR

Click the button to launch a Lookup window. The Project Lookup window appears.

a Choose the project you need from the list of available projects.

- Highlight the desired line of information.

OR

- Make your selection in the Search by field at the bottom left of the window. Options include: **Project Code**, **Customer Code**, and **Description**.

AND

- To narrow your search, depending on the selection made, start typing the project code (or description) in the available text field at the bottom of the window.

The selected entries appear on the search grid.

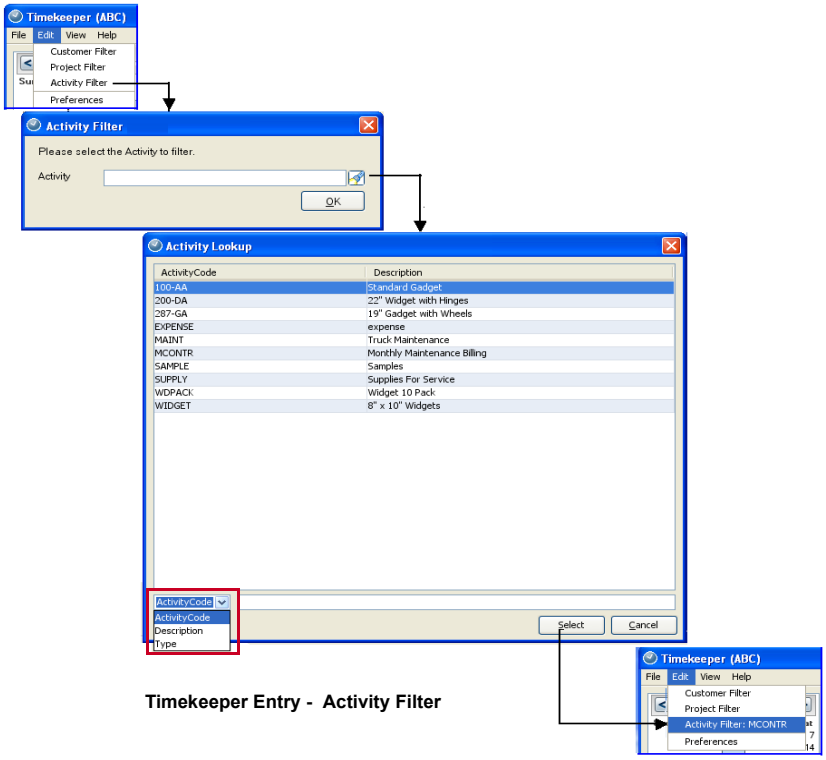
b Click **Select** on the Project Lookup window to switch to the selected Project.

3 Click **OK** on the Project Filter window to set the filter and return to the main screen. The defined project filter displays in the menu.

Set an Activity Filter

Use the Activity Filter menu option to view entries for the specified activity.

1 Click **Edit ▶ Activity Filter**. The Activity Filter dialog appears.



Timekeeper Entry - Activity Filter

2 Enter the activity code in the **Activity** field, and click **OK** to set the filter and return to the main screen. The defined activity filter displays in the menu. .

OR

Click the button to launch a Lookup window. The Activity Lookup window appears.

a Choose the activity you need from the list of available activities.

- Highlight the desired line of information.

OR

- Make your selection in the Search by field at the bottom left of the window. Options include: **Activity Code**, **Description**, and **Type**.

AND

- To narrow your search, depending on the selection made, start typing the activity code (or description) in the available text field at the bottom of the window.

The selected entries appear on the search grid.

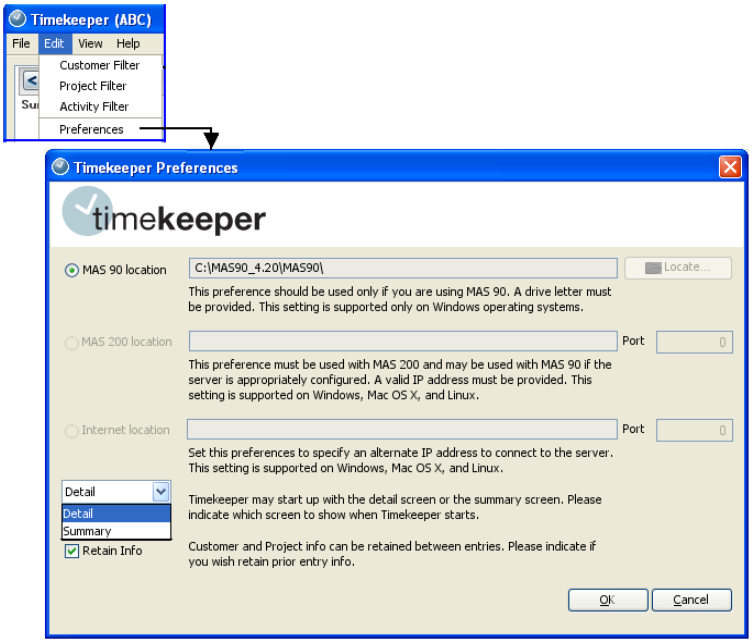
b Click **Select** on the Activity Lookup window to switch to the selected Activity.

3 Click **OK** on the Activity Filter window to set the filter and return to the main screen. The defined activity filter displays in the menu.

Set Preferences

Use the Preferences menu option to switch to a different connection mode. The Timekeeper Preferences window also allows you to choose the default view the system displays when the application starts.

1 Click **Edit** ▶ **Preferences**. The Timekeeper Preferences window appears. .

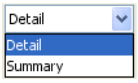


Timekeeper Entry - Timekeeper Preferences

If you launched the application through the MAS 90 or 200 Launcher, the connection information is automatically set and locked.

> **NOTE:** If you run Timekeeper on an operating system other than Windows, the "MAS 90" option does not appear.

2 Click the arrow in the Detail/Summary field to toggle the default display of the Timekeeper Entry main view.



- **Detail**: This option lets you review and edit time and expense
- **Summary**: This option lets you review the summary information for the time and expense data. This view-only mode lets you select and look at a specific Date, Posting Status, Type, and Bill Option. You cannot, however, edit a record.

3 Select or clear the **Retain Info** option to indicate whether you wish to retain prior entry information.

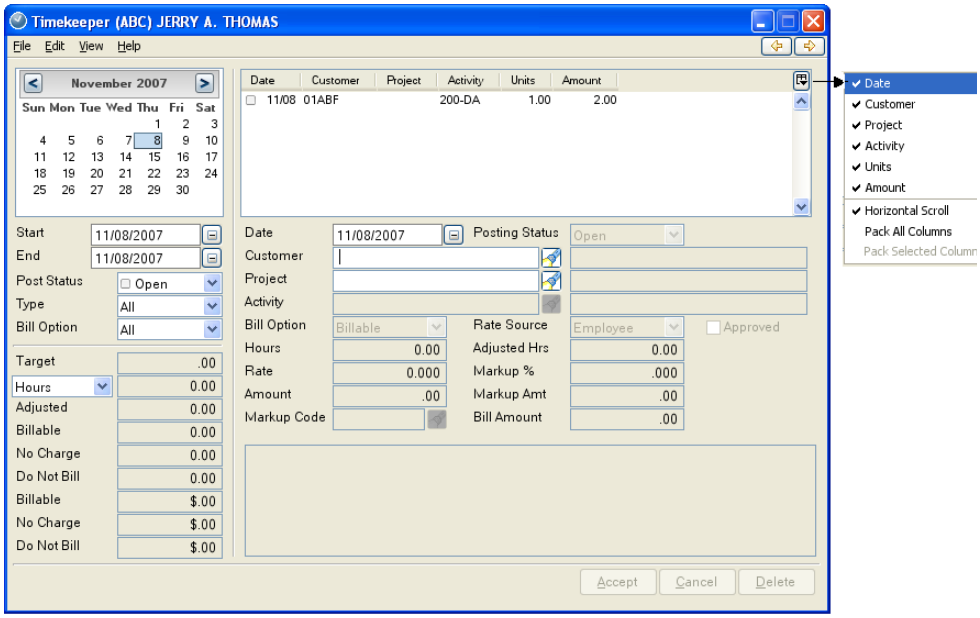
4 Click **OK** to return to the main screen.

Using the View Menu

Use the **View** menu of the Timekeeper Entry Menu Bar to access the following options.

Detail View

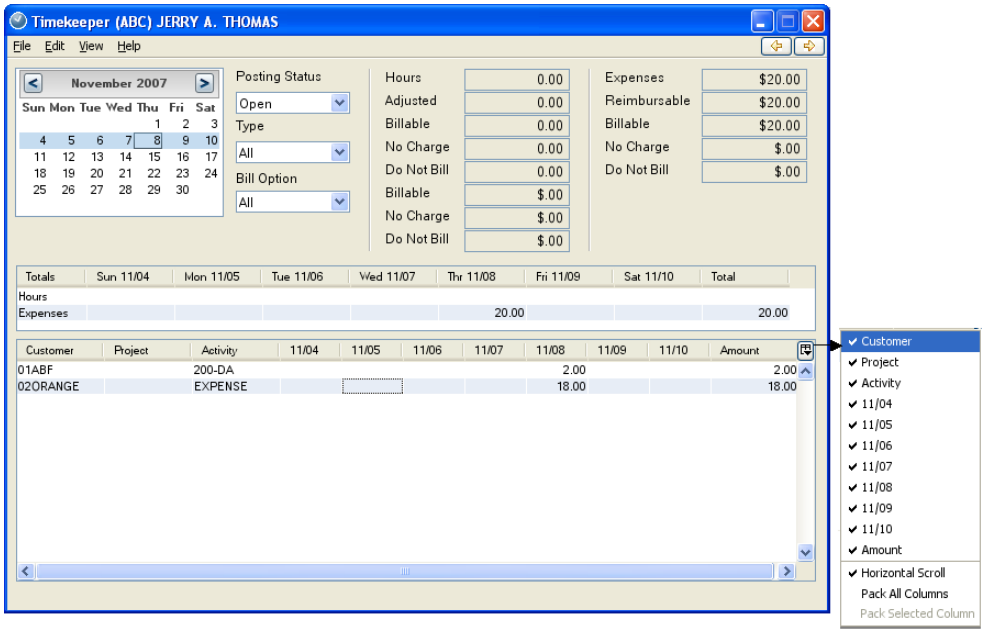
The **Detail** view of the Timekeeper Entry window lets you enter and edit time and expense information. Click **View ▶ ●Detail**. The detail view displays .



Timekeeper Entry - Detail View

Summary View

The **Summary** view of the Timekeeper Entry window lets you review the summary information for the time and expense data. This view-only mode lets you select and look at a specific Date, Posting Status, Type, and Bill Option. You cannot, however, edit a record. Click **View ▶ ●Summary**. The summary view displays .

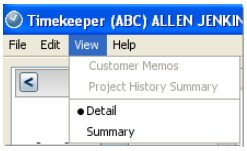


Timekeeper Entry - Summary View

View a Customer's Memos

Select the **Customer Memos** menu option to view memos for a specific customer. The Customer Memos feature is available in the Detail view only.

1 Click **View**. Verify if the **Detail** view is selected (●**Detail**).



Timekeeper Entry - View - Detail

2 Select the customer for whom you want to view the memo from the **Customer** field. Enter the customer code in the **Customer** field on the main Timekeeper Entry screen.

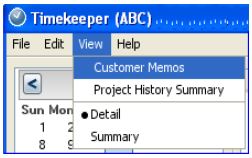
OR

Click the button to launch a Lookup window.

AND

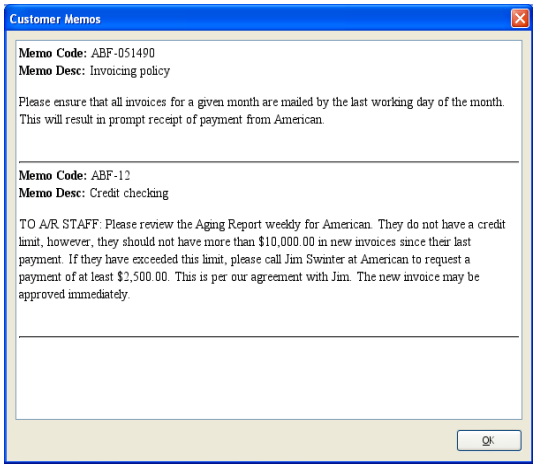
Select from the list of available customers.

3 Click **View ▶ Customer Memos**.



Timekeeper Entry - View - Customer Memos

The Customer Memos page appears with a list of memos for the customer you have selected.



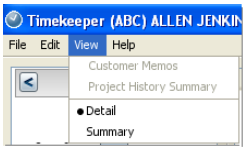
Customer Memos

4 Review the information, and click **OK** to return to the main screen.

View a Project's History Summary

Select the **Project History Summary** menu option to view a history summary for a specific project. The Project History Summary feature is available in the Detail view only.

1 Click **View**. Verify if the **Detail** view is selected (●**Detail**). .



Timekeeper Entry - View - Detail

2 Select the project for which you want to view the history summary from the **Project** field. Enter the project code in the **Project** field.

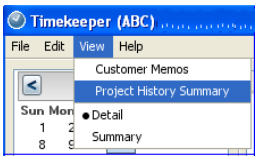
OR

Click the button to launch a Lookup window.

AND

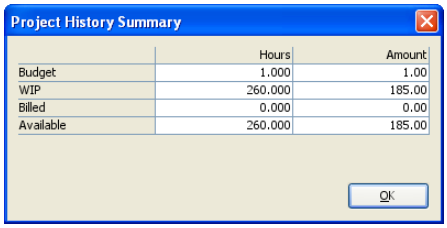
Select from the list of available projects.

3 Click **View** ▶ **Project History Summary**.



Timekeeper Entry - View - Project History Summary

The Project History Summary dialog appears with Budget, Work in Process, Billed and Available Hours and Amounts for the associated project. .

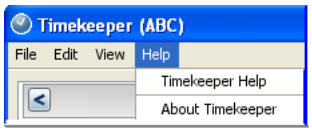


Project History Summary

4 Review the information, and click **OK** to return to the main screen.

Using the Help Menu

The Timekeeper Entry **Help** menu contains two help options that can assist you in using the Timekeeper Entry application.

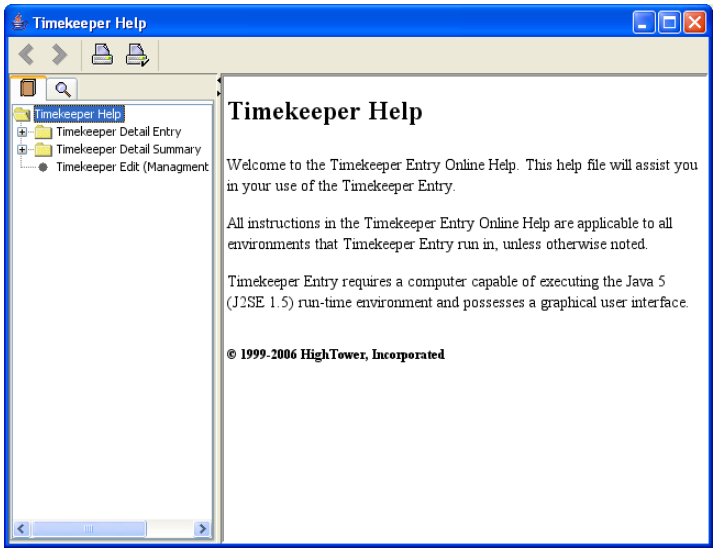


Timekeeper Entry - Help Menu

Launch Timekeeper Help

Use the **Timekeeper Help** option to launch the Timekeeper Entry Online Help.

1 Click **Help ▶ Timekeeper Help**. This launches an online help facility for the Timekeeper Entry application.



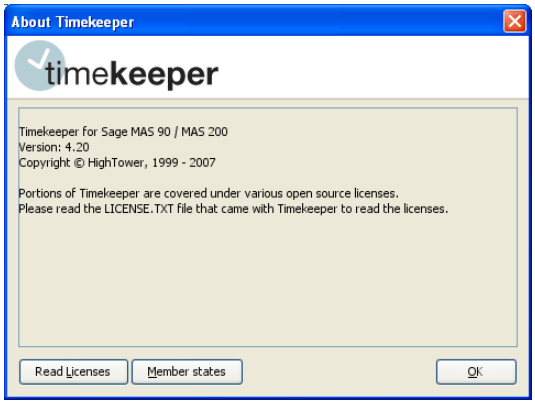
Timekeeper Entry - Timekeeper Help

2 Use this facility as a reference source.

Access the About Timekeeper Option

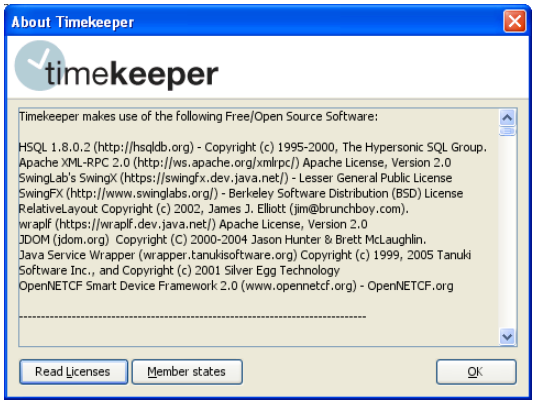
Use the **About Timekeeper** menu option to access information about the Timekeeper product, such as release dates, copyright date, version number, and licensing information. You can also view the list of program files.

1 Click **Help ▶ About Timekeeper**. An informational window appears.



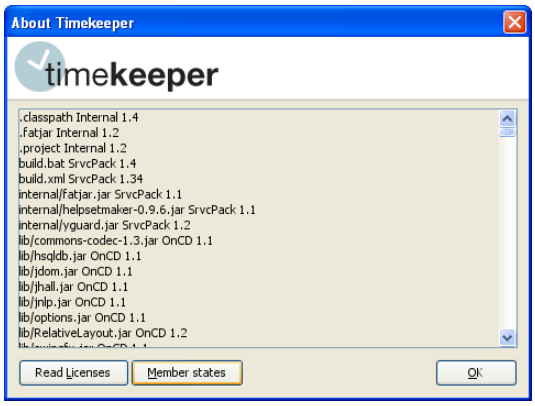
Timekeeper Entry - About Timekeeper

2 Click **Read Licenses** to review the licenses information.



Timekeeper Entry - About Timekeeper

3 Click **Member States** to scroll through the list of related files.



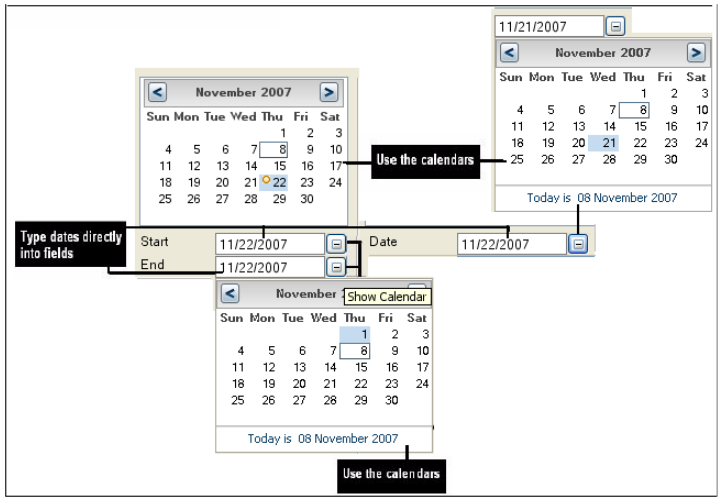
Timekeeper Entry - About Timekeeper

4 Click **OK** when finished.

Entering Dates

On the Timekeeper Entry window, you can select one date or a range of dates in several ways.

Choose a Date



Timekeeper Entry Window - Choosing a Date

1 Enter a starting date (in the mm/dd/yyyy format) for your entry in the **Start** field.

2 Enter an ending date for your entry in the **End** field.

3 Enter a date for your entry in the **Date** field.

OR

a Click the beginning date for your entry in the main calendar on the Timekeeper Entry window.

b Hold the left mouse button down and drag the cursor across the dates you wish to select. Your selection appears in the **Start** and **End** date fields.

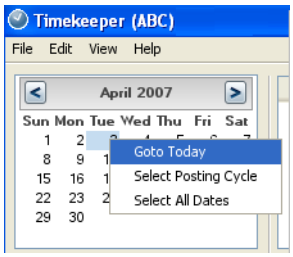
OR

c Click any Calendar ( ) button next to a date field to access an electronic calendar. Use this calendar to select the desired date.

NOTE: A date designated as a holiday in Holiday Maintenance (see page 109) has a yellow dot next to it. Hover your mouse cursor over the date to view the holiday name.

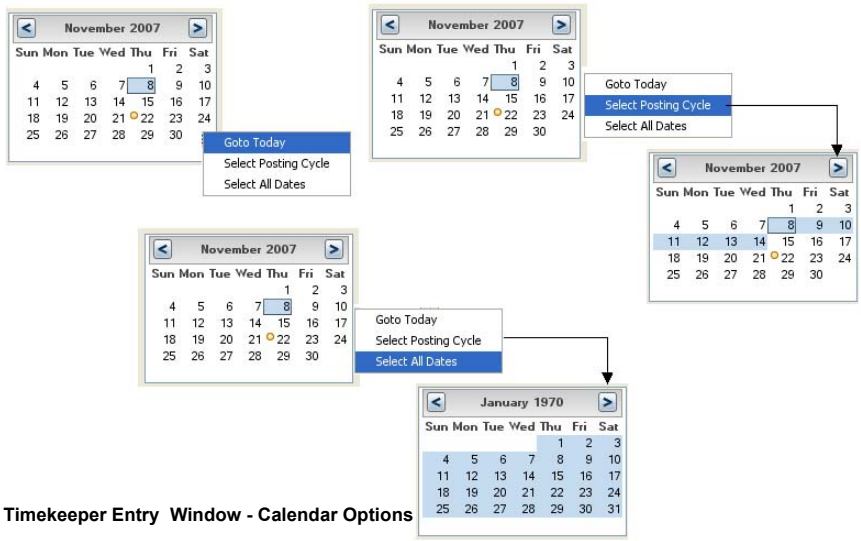
Use the Calendar Options

The main calendar on the Timekeeper Entry window features three selection options.



Timekeeper Entry Window - Main Calendar Options Menu

1 Right-click the main Calendar. A list of available selection options appears.

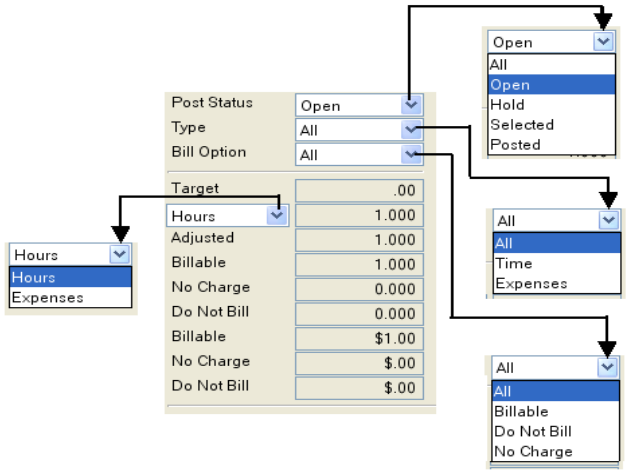


Timekeeper Entry Window - Calendar Options

- Click **Goto Today**. The Calendar highlights today's date.
- Click **Select Posting Cycle**. The Calendar highlights the date range of the Posting Cycle per the selections in Timekeeper Options (see page 53).
- Click **Select All Dates**. The Calendar highlights all available dates.

Additional Options

Additional options are available on the left side of the Timekeeper Entry window.



Timekeeper Entry Window - Additional Options - Hours

1 Click the arrow in the **Post Status** field and choose from a list of available options.

- **All**: Includes all types
- **Open**: Includes entries that have not been placed On Hold, nor selected for the update, nor already posted to the integrated module
- **Hold**: Includes entries that have been placed On Hold

  You can place an entry On Hold only if **Allow Work In Process to be placed On Hold** is checked in Timekeeper Options (see page 53).

- **Selected**: Includes entries that have been selected for the update to the integrated module
- **Posted**: Includes entries that have been posted to the integrated module

2 Click the arrow in the **Type** field and select from a list of available options. Choose to view:

All entries
Time entries only
Expenses entries only

3 Click the arrow in the **Bill Option** field and select from a list of available options. Choose to view:

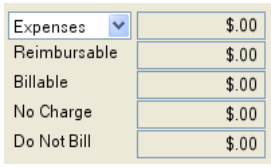
- **All**: Includes all entries
- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)

4 Click the arrow in the **Hours** field and select from a list of available options.

- Select **Hours** to view the total number of hours/rates in the **Adjusted**, **Billable**, **Do Not Bill**, and **No Charge** fields.

  If users set the **Billing Rate Access** in Employee Maintenance (see page 64) to **None**, the system displays only **Billable**, **Do Not Bill**, and **No Charge Bill** time fields.

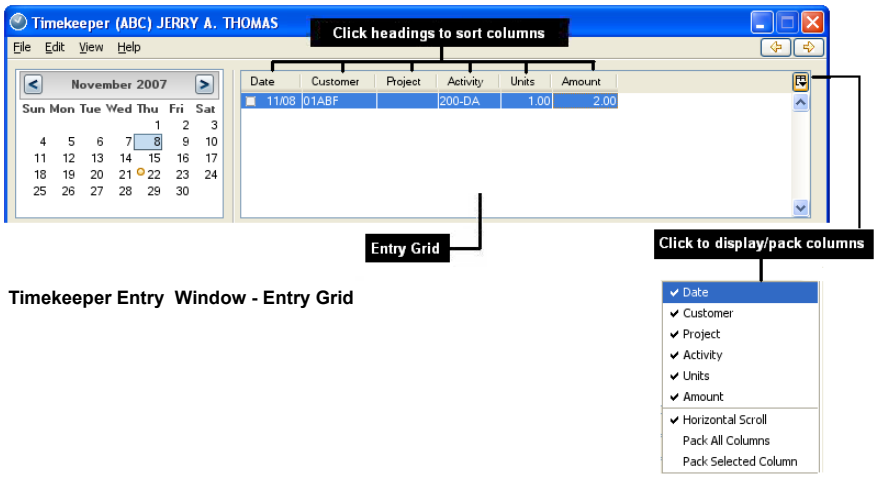
- Select **Expenses** to view the total expense and **Reimbursable** expense amount entered.



Timekeeper Entry Window - Additional Options -Expenses

If users set the **Billing Rate Access** in Employee Maintenance (see page 64) to **None**, the system displays only the **Reimbursable** amount field.

Entry Grid



Timekeeper Entry Window - Entry Grid

1 Click any column heading to sort the grid according to the selected column.

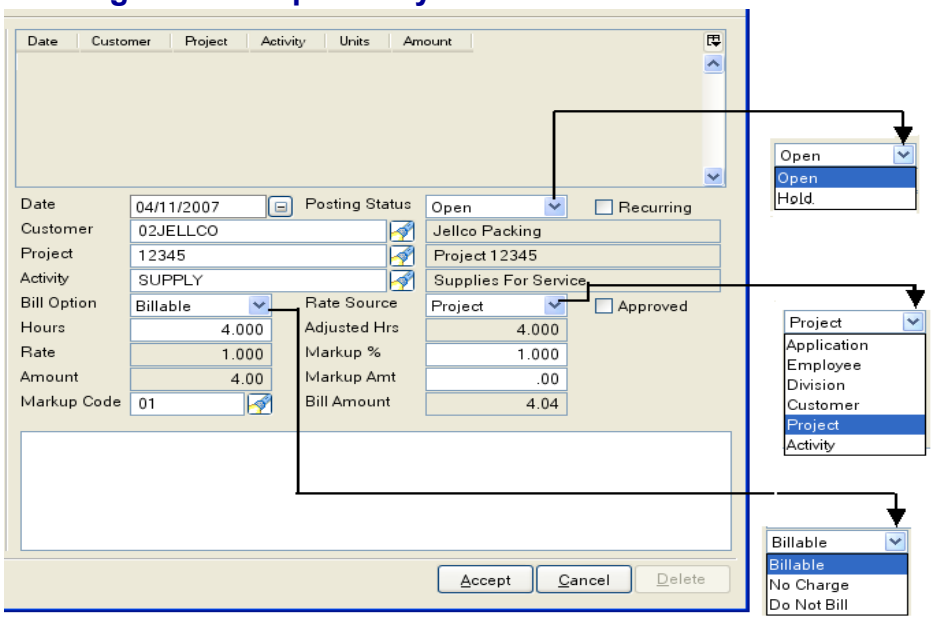
By default, the system sorts the grid according to the order in which records have been entered.

2 Click the button in the upper right-hand corner of the grid. A list of options appears.

3 Click to the left of each option on the list:

- To display (checkmark appears ✔) or hide (no checkmark) columns on the grid.
- To display (checkmark appears ✔) or hide (no checkmark) a horizontal scroll bar.
- To pack (checkmark appears ✔) or unpack (no checkmark) all columns.
- To pack (checkmark appears ✔) or unpack (no checkmark) a selected column.

Creating a Timekeeper Entry



Timekeeper Entry - Entry Fields

1 Enter a date in the **Date** field.

OR

Click the ( ) button next to the **Date** field and select from an electronic calendar.

2 Click the arrow in the **Posting Status** field and select from a list of available options. Options include: **Open** and **Hold**.

- **Open**: Includes entries that have not been placed On Hold, nor selected for the update, nor already posted to the integrated module
- **Hold**: Includes entries that have been placed On Hold

You can place an entry On Hold only if **Allow Work In Process to be placed On Hold** is checked in Timekeeper Options (see page 53).

3 Click the **Recurring** check box until a checkmark appears to eliminate entering the same record multiple times.

When saving the record, the system asks you to specify the criteria for duplication. This feature is available for *new entries only*.

4 Enter the customer for the time entry in the **Customer** field. You can type up to 30 alphanumeric characters.

> **HINT:** For **Customer**, **Project**, and **Activity**, you can type the information in the text field, or click the button to launch a Lookup window and select from a list of available items.

5 Enter the project, if necessary, for the time entry in the **Project** field. You can type up to 30 alphanumeric characters.

- If you have selected *no customer*, the projects in the Lookup list are not limited by customer.
- If your facility has selected the **Require Timekeeper Project** option in in Timekeeper Options (see page 53), you will not be able to save a record with no project entered.

6 Enter the activity for the time entry in the **Activity** field. You can type up to 30 alphanumeric characters.

After you have selected an activity, the Bill Option defaults to the **Default Bill Option** in Activity Maintenance (see page 97).

7 Select the billing status for the time entry from the **Bill Option** field. Options include:

- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)

> **NOTE:** If **Lock Billing Option** is checked on the Activity Maintenance window (see page 97), or **No Charge** is checked for the selected customer on the Customer Maintenance window (see page 80), this field is not accessible.

8 Select the billing rate source option for the time entry from the **Rate Source** field.
This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
The following table describes each option.

Option	Description
Application	Timekeeper uses the billing rate configured in the integrated module selected on the Timekeeper Options window (see page 53).
Employee	Timekeeper uses the billing rate configured for an employee on the Employee Maintenance window (see page 64).
Division	Timekeeper uses the division billing rate configured for a division on the Division Billing Rate Maintenance window (see page 108).
Customer	Timekeeper uses the billing rate configured for a customer on the Customer Maintenance window (see page 80).
Project	Timekeeper uses the billing rate configured for a project on the Project Maintenance window (see page 88).
Activity	Timekeeper uses the billing rate configured for an activity on the Activity Maintenance window (see page 97).

9 Enter a number of hours in the **Hours** field for the time entry. Use the **Time Entry Format** (Decimal or Clock) from Employee Maintenance (see page 64).

10 The **Adjusted Hrs** field displays the hours the system calculates according to the **Minimum Billing Time** (Minutes) and **Billing Time Increment** (Minutes) from Activity Maintenance (see page 97).

If **Billing Rate Source** in Employee Maintenance (see page 64) is set to **Override**, the **Adjusted Hrs** field is accessible for editing.

11 Enter the billing rate amount in the **Rate** field.

- This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- The rate *can be changed* only if access is set to **Override**.

12 View the standard amount without the markup percent in the **Amount** field. The **Amount** field is for display purposes only.

13 Check **Approved** to show that this entry has already been approved before being posted to the integrated module.

- This field is only available if **Require Management Approval of Work In Process** is checked in Timekeeper Options (see page 53), and the user is a department manager or corporate administrator.
- If **Lock Approved Work In Process** is checked in Timekeeper Options (see page 53) after an entry has been approved, this check box is not accessible for editing by other employees.
- You cannot approve time entries that have been placed on hold unless **Override On Hold WIP** is checked in Employee Maintenance (see page 64).

14 Enter a markup code in the **Markup Code** field.

OR

Click the button to launch a Lookup window.

AND

Select from the list of available codes.

This field is only available if **Billing Rate Access** on the Employee Maintenance window (see page 64) is set to **Modify** or **Override**.

15 Enter a markup percent in the **Markup %** field.
This field is only available if **Billing Rate Access** on the Employee Maintenance window (see page 64) is set to **Modify** or **Override**.

16 Enter a markup amount in the **Markup Amt** field.
This field is only available if **Billing Rate Access** on the Employee Maintenance window (see page 64) is set to **Modify** or **Override**.

17 View the billable amount with the markup percent in the **Bill Amount** field. The **Bill Amount** field is for display purposes only.

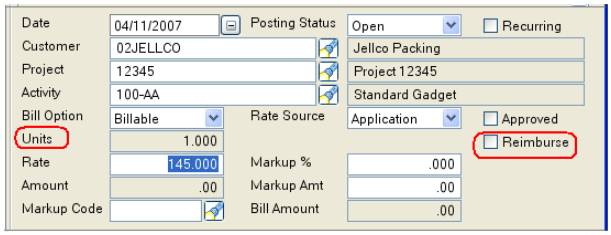
18 Enter your description/notes for the time entry in the available text field. You can enter up to 4096 characters.

19 To move back to the previous employee without exiting the current Timekeeper Entry window, click the button.

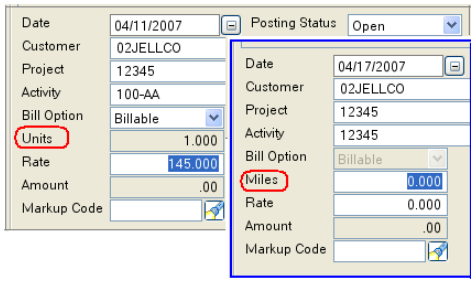
20 To move forward to the next employee without exiting the current Timekeeper Entry window, click the button.

HINT: If **Disable Data Entry** is checked on the Activity Maintenance window (see page 97), this activity is prevented from use in Timekeeper Entry. If **Lock Billing Rate** is checked on the Activity Maintenance window (see page 97), the billing rate is locked in Timekeeper Entry. If the **Activity Type** is set to **Reimbursable Expense**, and **Reimburse by Default** is checked on the Activity Maintenance window (see page 97), then the **Reimburse** check box on the Timekeeper Entry window (see page 117) is selected automatically.

NOTE: The **Expenses** function works separately from the **Hours** function in the Timekeeper Entry feature.



a Enter a number of units in the **Units** field for the expense activity selected. The field's label displays the *unit of measure* specified for the selected activity in the **Unit Of Measure** field from Activity Maintenance (see page 97).



- If no unit of measure has been entered, the field's label defaults to "Units" and the system sets and locks the **Units** field to 1.00.
- The field's label will always display as "Units" and the **Units** field will not be locked if the **Active Validation** box is cleared on the Timekeeper Options window (see page 53).

b Check **Reimburse** to indicate the expense entry should be reimbursed.

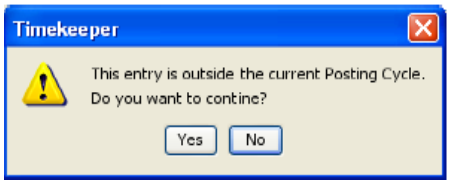
- This field is accessible only if the **Activity Type** for the selected activity is set to **Reimbursable Expense** in Activity Maintenance (see page 97), and **Reimbursements Paid In** is set to a specific MAS 90 or 200 module in Employee Maintenance (see page 64).
- If the **Activity Type** is set to **Reimbursable Expense**, and **Reimburse by Default** option option is selected on the Activity Maintenance window (see page 97), then the **Reimburse** check box is selected automatically.

21 Click **Accept** to save the new Timekeeper Entry.

OR

Click **Cancel** to exit without changes.

NOTE: If **Warn Out of Period** is checked on the Timekeeper Options window (see page 53), the following dialog box appears:

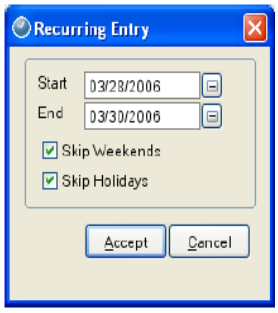


- Click **Accept** to save the record.

  OR

- Click **Cancel** to return to editing the record.

If the **Recurring** option is checked, a Recurring Entry dialog appears. This dialog lets you duplicate this entry for specific days.



1 Enter the **Start** and **End** dates.

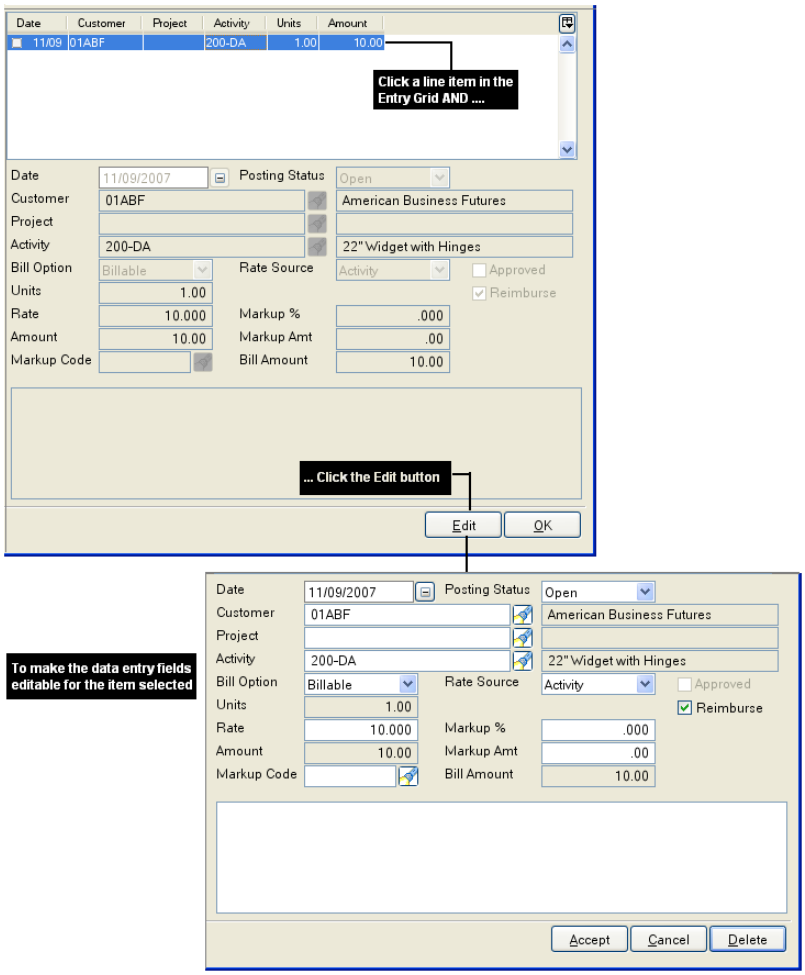
2 Choose whether to **Skip Weekends** and **Skip Holidays** or not by selecting the corresponding check box.

3 Click **Accept** to save the record.

OR

Click **Cancel** to return to editing the record.

Editing a Timekeeper Entry



Timekeeper Entry Window - Editing a Timekeeper Entry

1 Select a record from the Entry grid.

2 Click **Edit**. Timekeeper makes all of the fields for the record you selected editable on the Timekeeper Entry window.

3 Follow the appropriate steps as in Creating a Timekeeper Entry (see page 138) to edit the record you have selected.

4 Click **Accept** to save the changes.

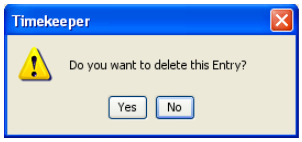
OR

Click **Cancel** to exit without saving.

Delete an Entry

1 Select a record from the Entry grid.

2 Click **Delete** to delete the record. The system displays a warning dialog box similar to the following.



Timekeeper Warning Dialog

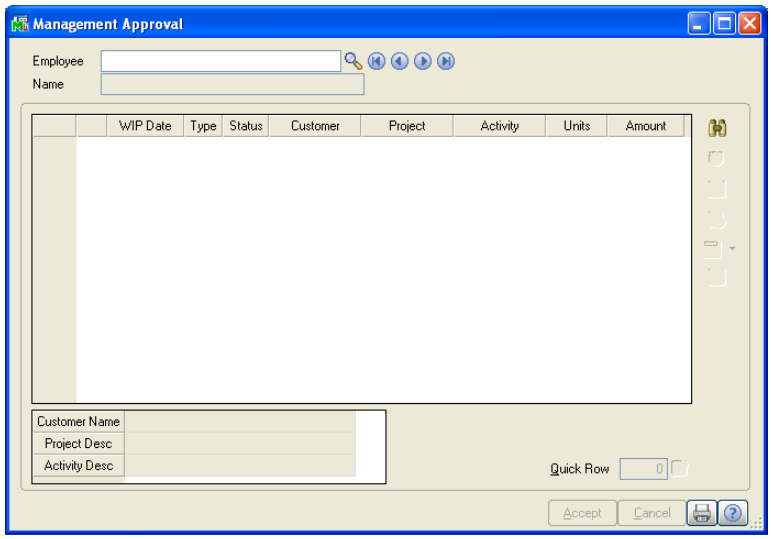
3 Click **Yes**. The system deletes the record.

Management Approval

The Management Approval window enables department managers or corporate administrators to approve employee time and expense entries. A separate row appears in the list for each entry of the selected employee. Each entry row includes a check box to indicate whether the entry has been approved or not.

Approve an Employee's Time and Expense Entries

1 From the **Main** menu of the Timekeeper module, select **Management Approval**. A blank Management Approval window appears.

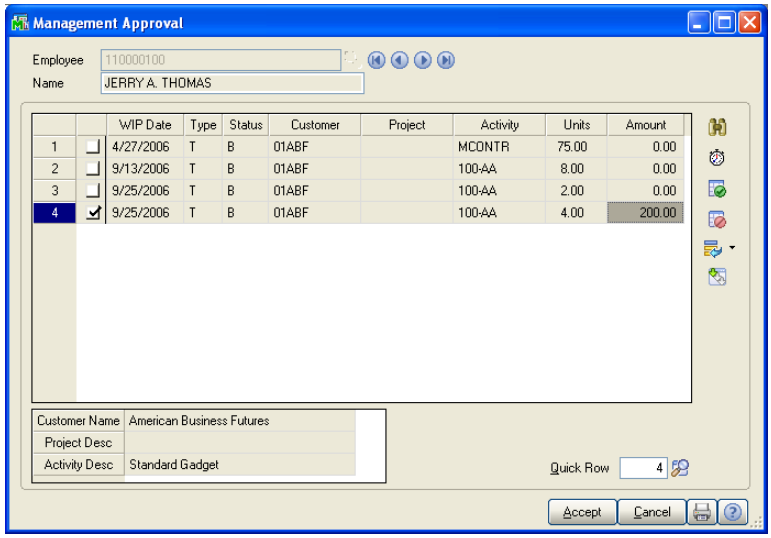


Management Approval

2 Enter an employee code (alphanumeric, 30-character, 0-9 and/or A-Z) in the **Employee** field.

- Click the button to access the Lookup and search for a specific employee. Selecting from a sortable list closes the Lookup window and places the employee you selected in the **Employee** field.
- Use the buttons to access the desired employee's information.

The employee's time and expense entries appear on the approvals grid on the Management Approval window.



Management Approval

- **WIP Date**: The date of activity in the mm/dd/yyyy format
- **Type**: **T** is a Time transaction and **E** is an Expense transaction
- **Status**:

  B - Billable activity
  D - Do Not Bill activity
  N - No Charge activity

- **Customer**: The customer (code) whose activities are being approved
- **Project**: The project (code) associated with the activity
- **Activity**: The activity (code) performed by the employee
- **Units**: The total number of hours worked for a time transaction
- **Amount**: The total amount for an expense transaction

3 Click the check box next to each row on the approvals grid to approve the entry.

OR

Click the button to approve all the entries. The check marks ( ) will appear next to all selected entries on the approvals grid.

4 Click the button to withhold approvals of all the entries. All of the selected check boxes will be cleared ( ).

5 Click the button to search for a specific time/expense entry (see page 150).

6 Click the button to edit an employee's entry (see page 147).

7 Click the button to view the totals of hours and billable amounts (see page 152).

8 Click the button or the arrow next to it to set the rows back to the default display.

- Choose **Reset Row** to reset values for any row you select.
- Choose **Reset All Rows** to reset values for all the rows.

> **NOTE:** If an entry is On Hold, only a department manager or corporate administrator with **Override** privileges set in Employee Maintenance (see page 64) can approve the entry.

9 Click **Accept** to save the changes.

OR

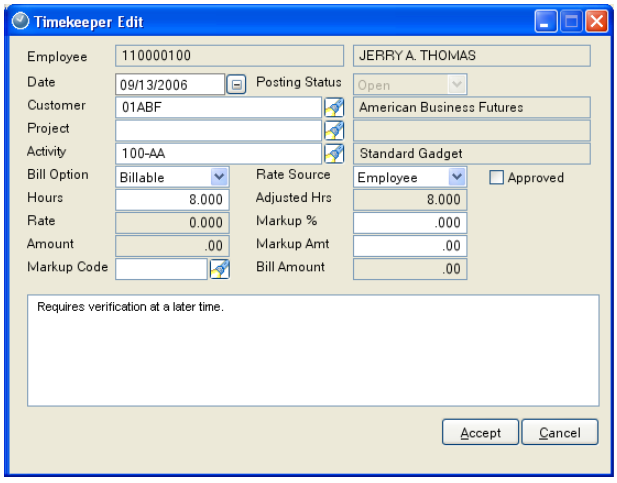
Click **Cancel** to exit without saving.

Change an Employee's Entry

You can change the details of an employee's time or expense entry.

1 From the Management Approval window, click the row of the time or expense entry you want to change.

2 Click the button. The Timekeeper Edit window appears. The fields displayed on this window depend on the type of the selected entry.



Timekeeper Edit

▼ You can edit all available fields on the window.

3 Change the date of the entry in the **Date** field.
You can use the button to access an electronic calendar.

4 Change the customer for the entry in the **Customer** field.
You can use the button to access the Lookup feature.

5 Change the project for the entry in the **Project** field.
You can use the button to access the Lookup feature.

6 Change the activity for the entry in the **Activity** field.
You can use the button to access the Lookup feature.

7 Change the billing status for the entry in the **Bill Option** field. Options include:

- **Billable**: Includes "billable" entries only
("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
("No Charge" are hours/units that are not billed to the client but shown on an invoice)

8 Change the posting status for the entry in the **Posting Status** field. Options include:

- **Open**: Includes entries that have not been placed On Hold, nor selected for the update, nor already posted to the integrated module.
- **Hold**: Includes entries that have been placed On Hold.

  You can place an entry On Hold only if **Allow Work In Process to be placed On Hold** is checked in Timekeeper Options (see page 53).

9 For a time entry, change the number of hours in the **Hours** field. Use the **Time Entry Format** from Employee Maintenance (see page 64).

10 The data in the **Adjusted Hrs** field displays the hours the system calculates according to **Minimum Billing Time** (Minutes) and **Billing Time Increment** (Minutes) set in Activity Maintenance (see page 97).
You can edit the data in this field If **Billing Rate Access** in Employee Maintenance (see page 64) is set to **Override**.

11 Select the billing rate source from the **Rate Source** field.
This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).

The following table describes each option.

Option	Description
Application	Timekeeper uses the billing rate configured in the integrated module selected on the Timekeeper Options window (see page 53).
Employee	Timekeeper uses the billing rate configured for an employee on the Employee Maintenance window (see page 64).

Option	Description
Division	Timekeeper uses the division billing rate configured for a division on the Division Billing Rate Maintenance window (see page 108).
Customer	Timekeeper uses the billing rate configured for a customer on the Customer Maintenance window (see page 80).
Project	Timekeeper uses the billing rate configured for a project on the Project Maintenance window (see page 88).
Activity	Timekeeper uses the billing rate configured for an activity on the Activity Maintenance window (see page 97).

12 Enter the billing rate for the time or expense item in the **Rate** field.

- For a time entry, this field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- The rate can be changed only if the access is set to **Override**.

13 Select the **Approved** option (☑) to approve the entry.

14 Change the markup code in the **Markup Code** field.

- This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- The markup code can be entered only if the access is set to **Modify** or **Override**.

15 Change the percentage of the markup in the **Markup %** field.

- This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- The markup percent can be entered only if the access is set to **Modify** or **Override**.

16 Change the markup amount in the **Markup Amt** field.

- This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- The markup amount can be entered only if the access is set to **Modify** or **Override**.

17 Change the quantity of the expense item in the **Units** field.

18 Select the **Reimburse** option (☑) to indicate that the expense entry should be reimbursed.

19 Note that the **Amount** and **Bill Amount** fields are for display purposes only.

20 Change the description for the entry in the description/notes text field.

21 Click **Accept** to save the changes.

OR

Click **Cancel** to exit without saving.

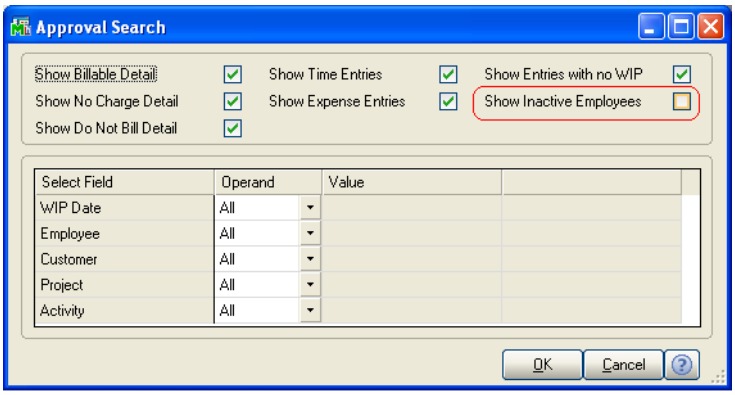
Approvals: Common Functions

There are common functions available on the Management Approval (see page 145) and the Secondary Approval (see page 156) windows.

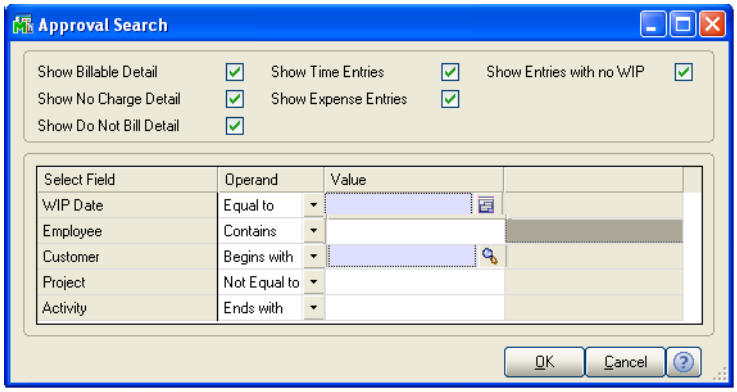
Search for a Specific Time/Expense Entry

You can use the Search function available on the Management Approval and the Secondary Approval windows to view a specific list of time or expense entries.

1 Click the button on an Approval window. The Approval Search window appears.



Approval Search - Management Approval



Approval Search - Secondary Approval

2 Choose the display criteria by selecting or clearing the appropriate check boxes. Options include:

- **Show Billable Detail**: Include the Billable time/expense entries details
- **Show No Charge Detail**: Include the No Charge time/expense entries details
- **Show Do Not Bill Detail**: Include the Do Not Bill time/expense entries details
- **Show Time Entries**: Include the Time entries
- **Show Expense Entries**: Include the Expense entries
- **Show Employees with no WIP**: Include the employees that have no WIP entries
- **Show Inactive Employees** (Management Approval ONLY): Include the inactive employees

The remaining fields on the Approval Search window allow you to set a specific search criteria for the employee transactions to view. You can search for a specific:

WIP Date (the date of the WIP entry)
Employee
Customer
Project
Activity

3 Select the search equation from the drop-down list in the **Operand** field.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.

Operand	Description
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

4 Enter a variable to define the selected operand in the **Value** field.

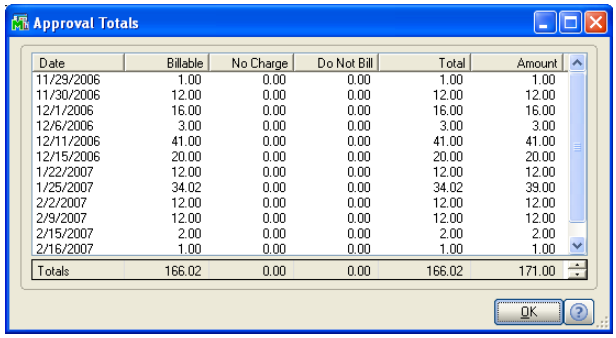
> **HINT:** You can type the information in the text field, click the button to select from the Lookup, select from a drop-down list, or click the button to select from a calendar, as appropriate.

5 Click **OK**. The Management Approval (see page 145) window, or the Secondary Approval (see page 156) window displays only the time and expense entries that meet the search criteria.

View the Summary of Approved Hours and Billed Amounts

You can view the total figures of approved hours and billed amounts for specific dates.

1 Click the button from an Approval window. The Approval Totals window appears.



Approval Totals

2 View the information in the sortable columns available on the window. To change the sort order by column, click the column's heading.

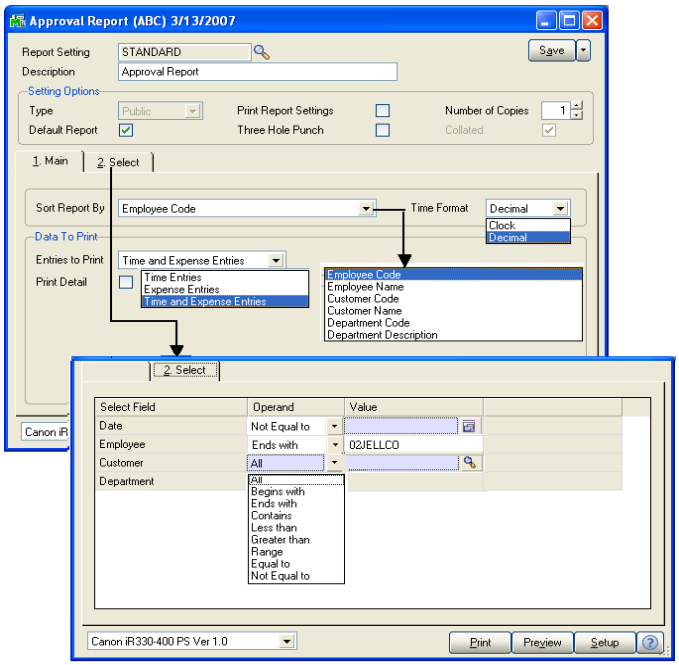
- **Date**: Contains the entry date in the mm/dd/yyy format
- **Billable**: Contains the total number of Billable time/expense units for the specific date
- **No Charge**: Contains the total number of No Charge time/expense units for the specific date
- **Do Not Bill**: Contains the total number of Do Not Bill time/expense units for the specific date
- **Total**: Contains the total number of Billable, No Charge, and Do Not Bill time/expense units per entry for the specific date
- **Amount**: Contains the total time/expense dollar amount per entry for the specific date
- **Totals**: Contains the total numbers per column

3 Click **OK** when finished.

Print an Approval Report

You can print information according to the selections made on the Approval Report window. The Timekeeper Approval Report includes the time and/or expense entries, depending on the selections you make on the Management Approval (see page 145) or the Secondary Approval (see page 156) window.

1 Click the button from an Approval window. The Approval Report window appears. .



Approval Report

The Approval Report window consists of the Main tab and the Select tab.

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

For detailed information, see the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Employee Code:** An alphanumeric code identifying the employee
- **Employee Name:** The full name of the employee
- **Customer Code:** An alphanumeric code identifying the customer
- **Customer Name:** The full name of the customer
- **Department Code:** A two-digit code identifying the department
- **Department Description:** Descriptive text that identifies the department

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Select which entries you want to include in the printed report from the **Entries to Print** field. Options include:

- **Time and Expense Entries** - Include both time and expense entries
- **Time Entries** - Include time entries only
- **Expense Entries** - Include expense entries only

7 Select the **Print Detail** option to print the detailed entry information.

OR

Clear this check box to exclude the detailed information from the printed report.

▼ On the **Select** Tab

8 Choose the desired item from the **Select Field** column. Options include:

Date
Employee
Customer
Department

9 Select the search equation from the drop-down list in the **Operand** field.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

10 Enter a variable to define the selected operand in the **Value** field.

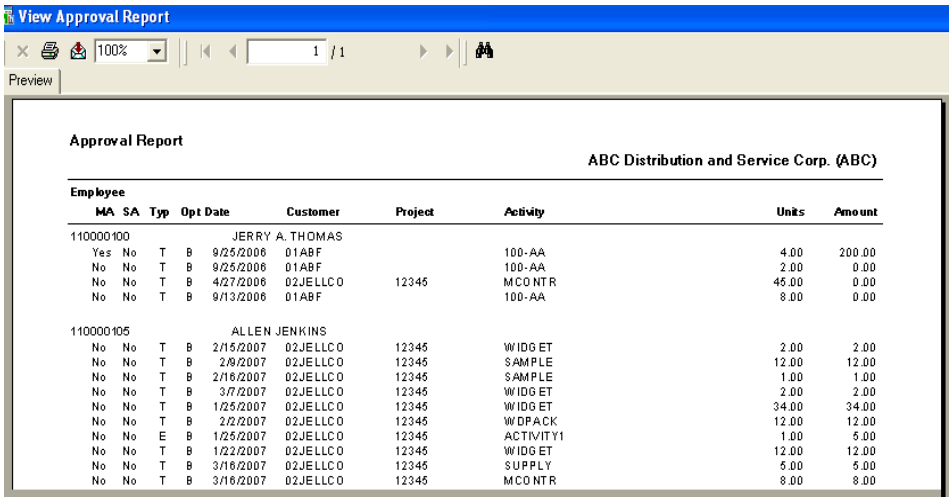
HINT: You can type the information in the text field, click the button to select from the Lookup, or click the button to select from a calendar, as appropriate.

11 Choose the option you need from the Printer field.

12 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

For detailed information, see the Setting Report Options: Common Controls section (see page 180).

The Approval Report looks similar to the following.



Approval Report - Preview

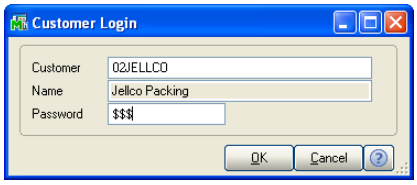
Secondary Approval

The Secondary Approval window enables a secondary party to approve employee time and expense entries. Secondary parties can be Salespeople or Customers, depending on the selection made in the **Require Secondary Approvals** field on the **Entry** tab of the Timekeeper Options window (see page 53).

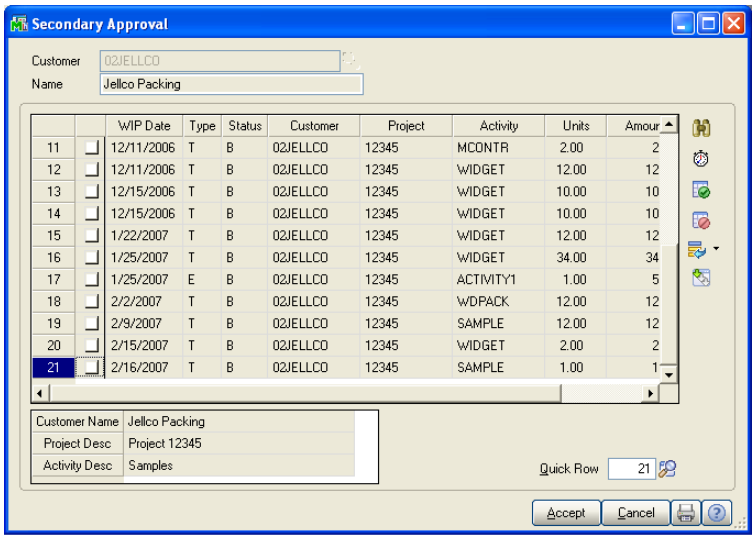
Complete a Secondary Approval for Time and Expense Entries

1 From the **Main** menu of the Timekeeper module, select **Secondary Approval**.

NOTE: A customer will have to enter a login name and password before accessing the Secondary Approval feature.



Upon login, time and expense entries for the customer appear on the Secondary Approval window.



Secondary Approval Window

- **WIP Date**: The date of activity in the mm/dd/yyyy format
- **Type**: **T** is a Time transaction and **E** is an Expense transaction
- **Status**: **B** is a Billable activity, **D** is a Do Not Bill activity, and **N** is a No Charge activity
- **Customer**: The customer (code) whose activities are being approved
- **Project**: The project (code) associated with the activity
- **Activity**: The activity (code) performed by the employee
- **Units**: The total number of hours worked for a time transaction
- **Amount**: The total amount for an expense transaction

2 Click the check box next to each row on the approvals grid to approve the entry.

OR

Click the button to approve all the entries. The check marks ( ) will appear next to all selected entries on the approvals grid.

3 Click the button to withhold approvals of all the entries. All of the selected check boxes will be cleared ( ).

4 Click the button to search for a specific time/expense entry (see page 150).

5 Click the button to view the totals of hours and billable amounts (see page 152).

6 Click the button or the arrow next to it to set the rows back to the default display.

- Choose **Reset Row** to reset values for any row you select.
- Choose **Reset All Rows** to reset values for all the rows.

> **NOTE:** If an entry is On Hold, only a department manager or corporate administrator with **Override** privileges set in Employee Maintenance (see page 64) can approve the entry.

7 Click **Accept** to save the changes.

OR

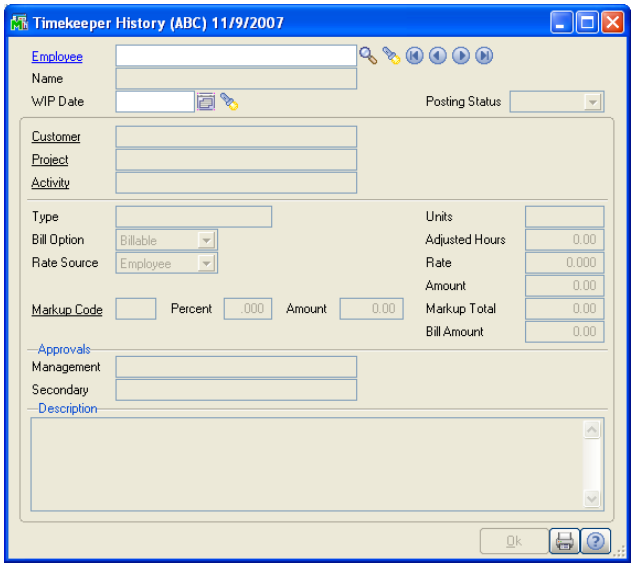
Click **Cancel** to exit without saving.

Timekeeper History

The Timekeeper History window displays historical time/expense data for a specific employee.

View an Employee's Historical Time

1 From the **Main** menu of the Timekeeper module, select **Timekeeper History**. A blank Timekeeper History window appears. .



Timekeeper History Window

2 Enter an employee code (alphanumeric, 30-character, 0-9 and/or A-Z) in the **Employee** field.

- Click the button (or the alternate button) to select from the list of employees or available employee entries. Selecting from a sortable list closes the Lookup window and places the employee you selected in the **Employee** field.
- Use the buttons to access the desired employee's information.

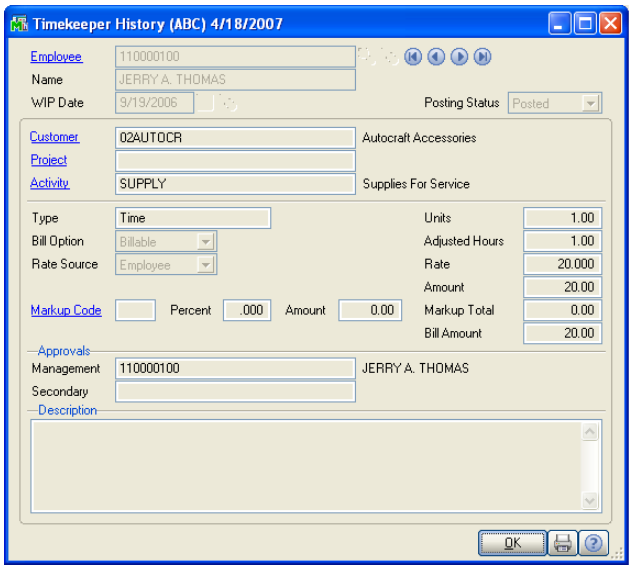
3 Enter the date of records in the **WIP Date** field.

- Use the button to launch an electronic calendar and select the desired date,

  OR

- Use the alternate button to select from the list of available employee entries' dates.

The window looks similar to the following .



Timekeeper History Window

HINT: You can click the hyperlink available in each blue-colored field name on the window. The system will launch the Maintenance feature to let you review the information for the corresponding item.

4 Review the information for the selected time or expense entry displayed in the following fields:

- **Posting Status** field: Displays the posting status (Posted)
- **Customer** field: Displays the customer code and name
- **Project** field: Displays the project code and description
- **Activity** field: Displays the activity code and description
- **Type** field: Displays the type of the entry (Time, Expense)
- **Bill Option** field: Displays the billing option (Billable, No Charge, Do Not Bill)
- **Rate Source** field: Displays the billing rate source (Activity, Project, Customer, Division, Employee, Application)
- **Markup Code** field: Displays a markup code
- **Percent** field: Displays the markup percentage
- **Amount** field: Displays the markup flat amount
- **Units** field: Displays the number of time units spent or units purchased
- **Adjusted Hours** field: Displays the number of hours set in **Minimum Billing Time** and **Billing Time Increment** on the Activity Maintenance window (see page 97)
- **Rate** field: Displays the billing rate
- **Amount** field: Displays the standard billing amount without markup
- **Markup Total** field: Displays the total amount with markup
- **Bill Amount** field: Displays the bill amount
- **Management Approval** field: Displays the Manager code and name
- **Secondary Approval** field: Displays the secondary party (Customer or Salesperson) code and name
- **Description** field: Displays entry description

5 Click **OK** when finished.

6 Click the button to print the Timekeeper History report (see Print the Detail History Report (see page 197).

This concludes *Chapter 6: Using the Main Menu* of the Timekeeper manual.

Using the Posting Menu

Chapter 7: Using the Posting Menu teaches you how to post time and expense data from the Work in Process (WIP) file to the integrated module.

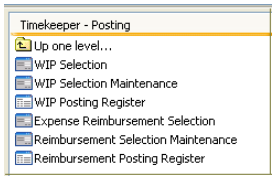
How to Use the Posting Menu

The Posting menu contains the options used to post time and expense records to the integrated Sage MAS 90 or 200 modules. This chapter does not describe every procedure that can be completed on a Posting window. For example, this chapter does not include detailed instructions on how to print or change information from certain windows available in the Posting menu. Detailed instructions about changing, deleting, and printing information from the Posting windows are available in the *Timekeeper Online Help*. The following instructions provide a quick overview of how to complete these procedures.

Open a Window from the Posting Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

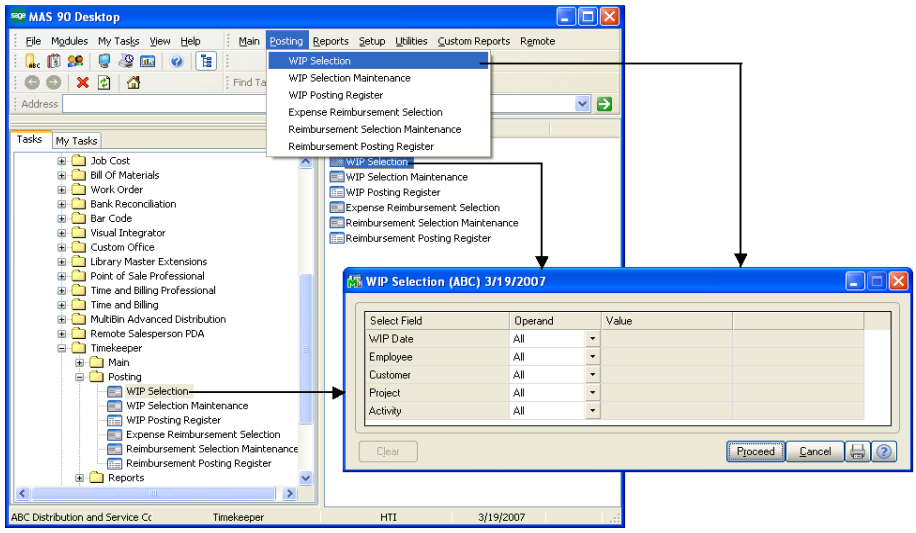
2 Click the **Posting** menu. The names of the windows available in the menu appear the right side of the Sage MAS 90 or 200 window.



Windows Available in the Posting Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Posting Menu

Select an Item from a Lookup List

Many fields in the Posting menu feature a Lookup list. These lists allow you to select data for the field.

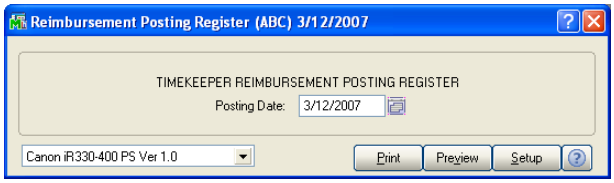
- Click the button in the respective field to select an item from the Lookup window. Selecting from a sortable list places the item you selected in the field.

Print from a Window

You can print information from many of the windows available in the Posting menu. These windows provide a listing of the options set or the records available.

For detailed information about each type of listing, see the *Timekeeper Online Help*.

1 Click the button on the window. A Listing window similar to the following appears.



Timekeeper Register Window

2 Enter the date to include in the **Posting Date** field.

3 Choose the option you need from the Printer field.

4 Click **Print**, **Preview**, or **Setup**, as appropriate.

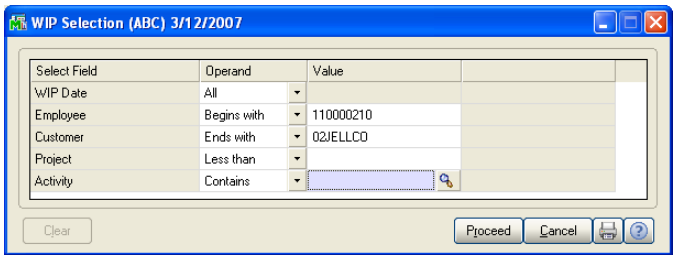
For detailed information, see the Setting Report Options: Common Controls section (see page 180).

WIP Selection

Use the WIP Selection window to enter selection criteria to specify which data to post from the WIP file to the integrated module.

Select the WIP Entries to Post

1 From the **Posting** menu of the Timekeeper module, select **WIP Selection**. The WIP Selection window appears.



WIP Selection Window

a Select the search equation from the drop-down list in the **Operand** field for each item in the **Select Field** column.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

> **HINT:** For **WIP Date**, you can type the information in the available text field, or click the button to select from a calendar.
> For **Employee**, **Customer**, **Project**, and **Activity**, you can type the information in the available text field, or use the button to access the Lookup and select from a sortable list.

2 Select the dates of the work in process (WIP) entries to include in the **WIP Date** field.

3 Select the employees of the WIP entries to include in the **Employee** field.

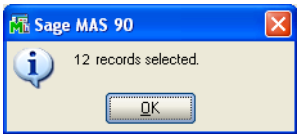
4 Select the customers of the WIP entries to include in the **Customer** field.

5 Select the projects of the WIP entries to include in the **Project** field.

6 Select the activities of the WIP entries to include in the **Activity** field.

7 Click **Proceed**.

A dialog box displays containing the number of records selected.



Sage MAS 90 Dialog

8 Click **OK**. The detailed information for the selected records will be available on the WIP Selection Maintenance window (see current page).

▼ You can also:

9 Click the button to access the WIP Posting Register (see page 169).

10 Click **Cancel** to exit without saving.

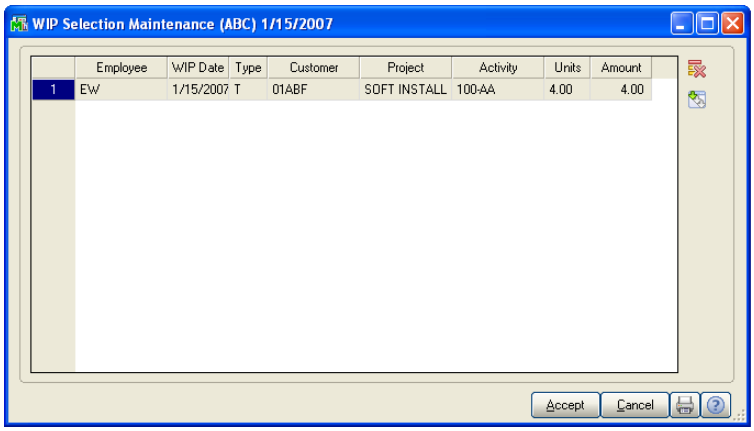
11 Click **Clear** to clear the selection.

WIP Selection Maintenance

The WIP Selection Maintenance window allows you to review and edit time/expense data before posting these records from the WIP file to the integrated module. Entries that are On Hold are displayed, but cannot be selected.

Review/Edit the WIP Entries to Post

1 From the **Posting** menu of the Timekeeper module, select **WIP Selection Maintenance**. The WIP Selection Maintenance window appears.



WIP Selection Maintenance Window

- Select a WIP entry and click the button to access the Timekeeper Edit feature (see page 166) to change the information for the entry.
- Select a WIP entry and click the button to remove the selected row, if necessary.

2 Click **Accept** to save the changes.

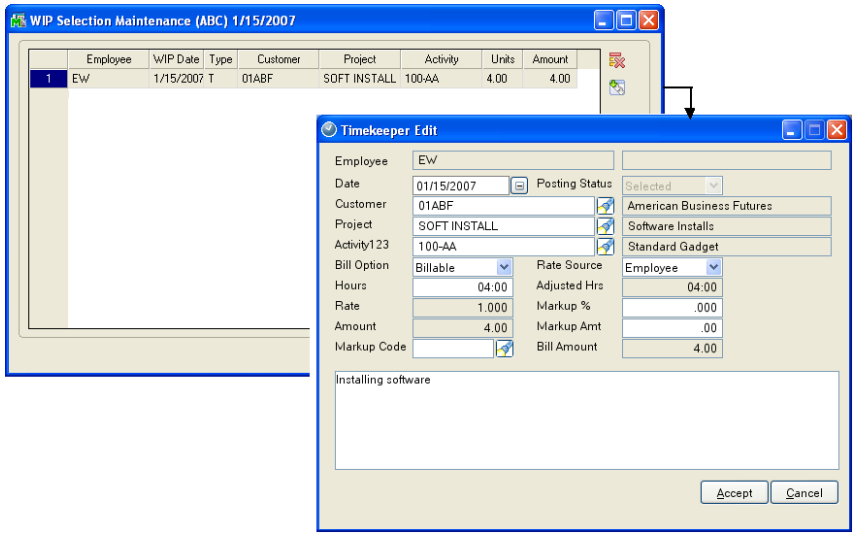
OR

Click **Cancel** to exit without saving.

3 Click the button to access the WIP Posting Register (see page 169).

Edit a WIP Entry

1 Select a WIP entry on the WIP Selection Maintenance window and click the button. The Timekeeper Edit window appears.



WIP Selection Maintenance - Timekeeper Edit

▼ You can change the information in all fields available on this window.

2 Enter a date (in the mm/dd/yyyy format) in the **Date** field.
Use the button to select from a calendar.

3 Click the arrow in the **Posting Status** field to select from the drop-down list.

4 Change the customer for the entry in the **Customer** field.
Use the button to select from the Lookup available in this field.

5 Change the project for the entry in the **Project** field.
Use the button to select from the Lookup available in this field.

6 Change the activity for the entry in the **Activity** field.
Use the button to select from the Lookup available in this field.

7 Select the billing status for the time entry from the **Bill Option** field.
Options include:

Billable
No Charge
Do Not Bill

After you have selected an activity, the **Bill Option** defaults to the **Default Bill Option** that was selected in Activity Maintenance (see page 97).

NOTE: If **Lock Billing Option** is checked in Activity Maintenance (see page 97), or **No Charge** is checked for the selected customer in Customer Maintenance (see page 80), this field is not accessible.

8 Change the billing rate source option for the time entry from the **Rate Source** field.

- This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64).
- If you select **Application**, the **Rate** field defaults to the integrated module billing rate, otherwise the system uses the Activity **Billing Rate** from Activity Maintenance (see page 97).

The following table describes each option.

Option	Description
Application	Timekeeper uses the billing rate configured in the integrated module selected on the Timekeeper Options window (see page 53).
Employee	Timekeeper uses the billing rate configured for an employee on the Employee Maintenance window (see page 64).
Division	Timekeeper uses the division billing rate configured for a division on the Division Billing Rate Maintenance window (see page 108).
Customer	Timekeeper uses the billing rate configured for a customer on the Customer Maintenance window (see page 80).
Project	Timekeeper uses the billing rate configured for a project on the Project Maintenance window (see page 88).
Activity	Timekeeper uses the billing rate configured for an activity on the Activity Maintenance window (see page 97).

9 Change a number of hours in the **Hours** field.
Use the **Time Entry Format** (**Decimal** or **Clock**) from Employee Maintenance (see page 64).

10 The **Adjusted Hrs** field displays the hours the system calculates according to the **Minimum Billing Time** (Minutes) and **Billing Time Increment** (Minutes) from Activity Maintenance (see page 97).

If **Billing Rate Access** in Employee Maintenance (see page 64) is set to **Override**, the **Adjusted Hrs** field is accessible for editing.

11 Enter the billing rate in the **Rate** field. This field is displayed if **View**, **Modify**, or **Override** is selected in the **Billing Rate Access** field on the Employee Maintenance window (see page 64). The rate can be changed only if access is set to **Override**.

12 View the standard amount without the markup percent in the **Amount** field. This field is for display purposes only.

13 Change a two-character markup code in the **Markup Code** field.

OR

Click the button to launch a Lookup window.

AND

Select from the list of available codes.

This field is only available if **Billing Rate Access** in Employee Maintenance (see page 64) is set to **Modify** or **Override**.

14 Enter a markup percent in the **Markup %** field.
This field is only available if **Billing Rate Access** in Employee Maintenance (see page 64) is set to **Modify** or **Override**.

15 Enter a markup amount in the **Markup Amt** field.
This field is only available if **Billing Rate Access** in Employee Maintenance (see page 64) is set to **Modify** or **Override**.

16 View the billable amount with the markup percent in the **Bill Amount** field.
This field is for display purposes only.

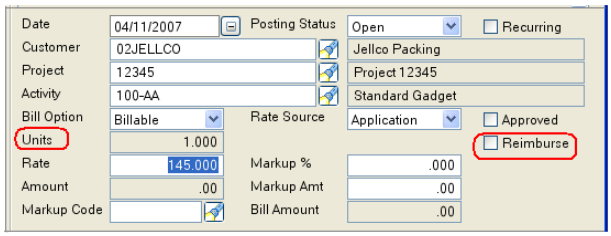
17 Change the description/notes for the time entry in the available text field.
You can enter up to 4096 characters.

18 Click **Accept** on to save the changes.

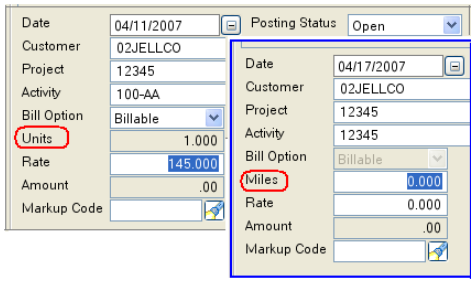
OR

Click **Cancel** to exit without saving.

NOTE: The **Expenses** function works separately from the **Hours** function in the Timekeeper Entry feature.



a Enter a number of units in the **Units** field for the expense activity selected. The field's label displays the *unit of measure* specified for the selected activity in the **Unit Of Measure** field from Activity Maintenance (see page 97).



- If no unit of measure has been entered, the field's label defaults to "Units" and the system sets and locks the **Units** field to 1.00.
- The field's label will always display as "Units" and the **Units** field will not be locked if the **Active Validation** box is cleared on the Timekeeper Options window (see page 53).

b Check the **Reimburse** option to indicate the expense entry should be reimbursed.

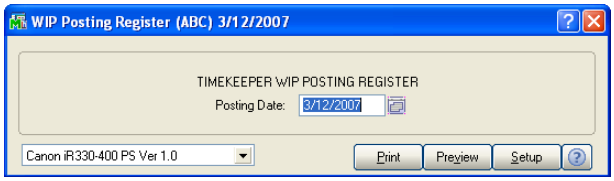
- This field is accessible only if the **Activity Type** for the selected activity is set to **Reimbursable Expense** in Activity Maintenance (see page 97), and **Reimbursements Paid In** is set to a specific MAS 90 or 200 module in Employee Maintenance (see page 64).

WIP Posting Register

The WIP Posting Register window enables you to post the time/expense data you have selected for the update from the WIP file to the integrated module.

Update the Integrated Module with the Timekeeper Data

1 From the **Posting** menu of the Timekeeper module, select **WIP Posting Register**. The WIP Posting Register window appears.



Timekeeper WIP Posting Register

2 Enter the posting date for the transactions in the **Posting Date** field.

OR

Click the button and select the posting date from a calendar.

3 The default printer name appears in the left corner of all Print dialog boxes. Click the arrow in this field to select from a list of available output devices.

4 Click **Print** to print the list, or click **Preview** to print preview the list.

- You can click **Setup** to launch a standard print setup dialog.

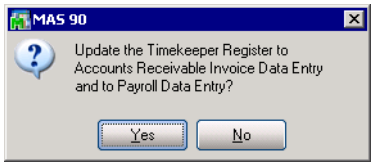
5 The WIP Posting Register displays the files being posted for the update including: employee, date, entry, entry type, customer, project, activity, hours/units, rate, and bill amount information. Ensure the register is accurate.

Employee JOHN DOE John Doe

Date	Entry	Type	Customer	Project	Activity	Hours/Units	Rate	Amount	Bill Amount
06/20/04	000000	Time	00DANS TV		CODE	1.00	125.000	125.00	0.00
06/22/04	000001	Time	00ABERT		CODE	3.00	125.000	375.00	375.00
06/23/04	000001	Time	00ABERT		CODE	5.00	125.000	625.00	625.00
06/24/04	000000	Time	00ABERT		CODE	8.00	125.000	1000.00	1000.00
06/25/04	000000	Time	00ABERT		CODE	8.00	125.000	1000.00	1000.00
					JOHN DOE Time Total:	25.00		3125.00	3000.00
					Report Total:	30.00		3750.00	3625.00
						.00		.00	.00

Timekeeper Register - Listing

After the WIP Posting Register displays the information to post, a dialog box appears asking if you want to update the integrated module.



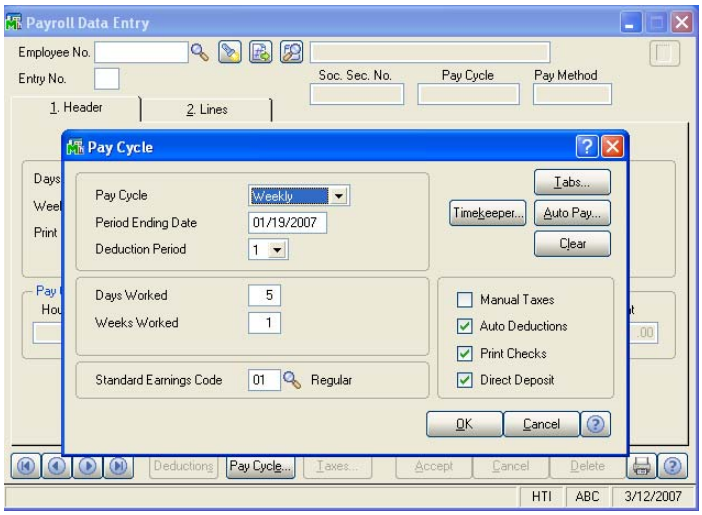
Sage MAS 90 Dialog

6 Click **Yes** to update the integrated module with the information. The time/expense data records you specified are posted from the WIP file to the integrated module.

NOTE: To post the Timekeeper data to Payroll, use the Payroll WIP Selection window (see current page).

Select the WIP Entries to Post To Payroll

1 From the **Main** menu in the **Payroll** module, select **Payroll Data Entry.** The Pay Cycle window appears on top of the Payroll Data Entry window.

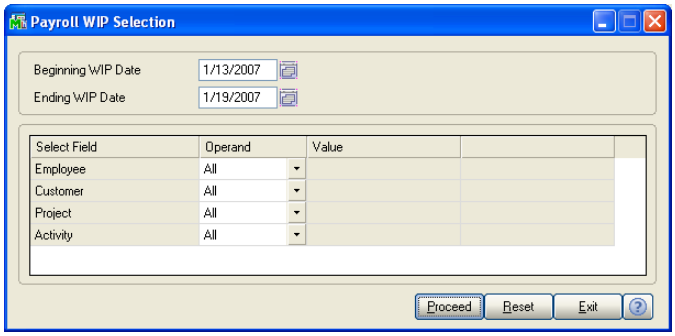


WIP Posting Register - Payroll - Pay Cycle

2 Choose the pay cycle from the **Pay Cycle** field. Options include:

None
Daily
Weekly
Biweekly
Semi-Monthly
Monthly
Quarterly
Annually

3 Click the Timekeeper... button. The Payroll WIP Selection window appears.



WIP Posting Register - Payroll WIP Selection

4 Enter the starting date of the Timekeeper WIP entries to include in the **Beginning WIP Date** field.
Use the button to select from a calendar.

5 Enter the ending date of the Timekeeper WIP entries to include in the **Ending WIP Date** field.
Use the button to select from a calendar.

a Select the search equation from the drop-down list in the **Operand** field for each item in the **Select Field** column.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

HINT: For **Employee**, **Customer**, **Project**, and **Activity**, you can type the information in the available text field, or use the button to access the Lookup and select from a sortable list.

6 Select the employees of the Timekeeper WIP entries to include in the **Employee** field.

7 Select the customers of the Timekeeper WIP entries to include in the **Customer** field.

8 Select the projects of the Timekeeper WIP entries to include in the **Project** field.

9 Select the activities of the Timekeeper WIP entries to include in the **Activity** field.

10 Click **Proceed**. A notification dialog box appears, asking if you want to do auto deductions.

a Click **Yes** to confirm.

b Click **No** to decline.

11 A dialog box appears, displaying the number of records selected. Click **OK**.

12 Click **Reset** to reset fields values back to defaults, if necessary.

13 Click **Exit**. A notification dialog box appears, asking if you want to automatically pay employees.

a Click **Yes** to confirm.

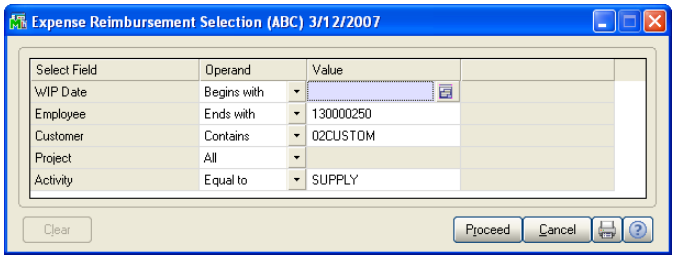
b Click **No** to decline.

Expense Reimbursement Selection

Use the Expense Reimbursement Selection window to enter selection criteria to specify what expense reimbursements to post to the integrated module.

Select Expense Reimbursements to Post

1 From the **Posting** menu of the Timekeeper module, select **Expense Reimbursement Selection**. The Expense Reimbursement Selection window appears.



Expense Reimbursement Selection Window

a Select the search equation from the drop-down list in the **Operand** field for each item in the **Select Field** column.

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.

Operand	Description
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Enter a variable to define the selected operand in the **Value** field.

HINT: For **WIP Date**, you can type the information in the available text field, or click the button to select from a calendar.
For **Employee**, **Customer**, **Project**, and **Activity**, you can type the information in the available text field, or use the button to access the Lookup and select from a sortable list.

2 Select the dates of the WIP entries to include in the **WIP Date** field.

3 Select the employees of the WIP entries to include in the **Employee** field.

4 Select the customers of the WIP entries to include in the **Customer** field.

5 Select the projects of the WIP entries to include in the **Project** field.

6 Select the activities of the WIP entries to include in the **Activity** field.

7 Click **Proceed**. A dialog box displays containing the number of records selected.

Sage MAS 90 Dialog

8 Click **OK**. The detailed information for the selected records will be available on the Reimbursement Selection Maintenance window (see current page).

▼ You can also:

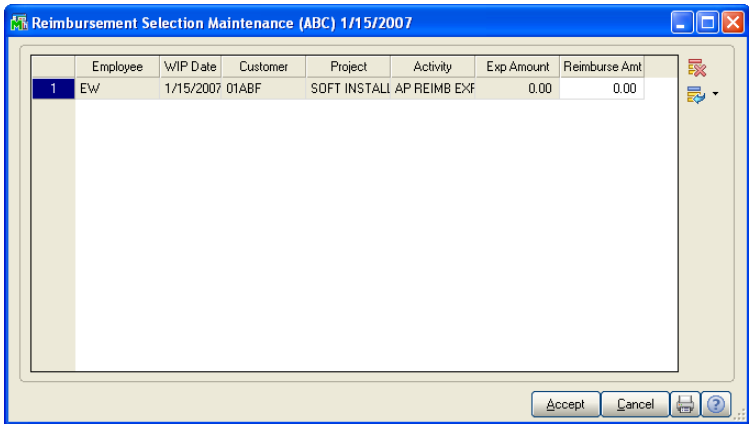
- Click the button to access the Reimbursement Posting Register (see page 176).
- Click **Cancel** to exit without saving.
- Click **Clear** to clear selection.

Reimbursement Selection Maintenance

The Reimbursement Selection Maintenance window allows you to review and edit expense reimbursements data before posting these records to the integrated module. Entries that are On Hold are displayed but cannot be selected.

Review/Edit Expense Reimbursements to Post

1 From the **Posting** menu of the Timekeeper module, select **Reimbursement Selection Maintenance**. The Reimbursement Selection Maintenance window appears.



Reimbursement Selection Maintenance Window

2 View the information on the window.

- **Employee**: The employee (code) for whom reimbursements are to be posted
- **WIP Date**: The date of the WIP entry to post
- **Customer**: The customer (code) for whom reimbursements are to be posted
- **Project**: The project (code) for which reimbursements are to be posted
- **Activity**: The activity (code) for which reimbursements are to be posted
- **Expenses**: The total number of expenses to post

3 Change the **Reimburse Amt**, if necessary.

4 Click the arrow next to the button if you need to reset values by rows.

- Choose **Reset Row** to reset values for any row you select.
- Choose **Reset All Rows** to reset values for all the rows.

5 Select an expense reimbursement entry and click the button to remove the selected row, if necessary.

6 Click **Accept** to save the changes

OR

Click **Cancel** to exit without saving.

7 Click the button to access the Reimbursement Posting Register (see page 176).

Reimbursement Posting Register

The Reimbursement Posting Register window enables you to post expense reimbursements you have selected from the WIP file for updates to the integrated module.

Update the Integrated Module with the Expense Reimbursements Data

1 From the **Posting** menu of the Timekeeper module, select **Reimbursement Posting Register**. The Reimbursement Posting Register window appears.

Reimbursement Posting Register

2 Enter the posting date for the transactions in the **Posting Date** field.

OR

Click the button and select the posting date from a calendar.

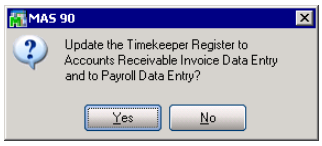
3 The default printer name appears in the left corner of all Print dialog boxes. Click the arrow in this field to select from a list of available output devices.

4 Click **Print** to print the list, or click **Preview** to print preview the list.

- You can click **Setup** to launch a standard print setup dialog.

5 The Reimbursement Posting Register displays the files being posted for the update including the information for: employee, date, entry, entry type, customer, project, activity, hours/units, expense amount, and reimburse amount. Ensure the register is accurate.

After the Reimbursement Posting Register displays the information to post, a dialog box appears asking if you want to update the integrated module.

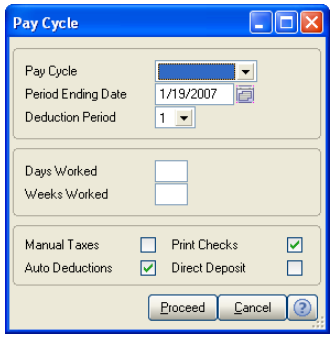


Sage MAS 90 Dialog

6 Click **Yes** to update the integrated module with the information. The time/expense data records you specified are posted from the WIP file to the integrated module.

NOTE: If you have **Reimbursements Paid In** in Employee Maintenance (see page 64) set to any option OTHER THAN **None**, the Pay Cycle dialog appears. To update the integrated module with Timekeeper data, you have to complete payroll transactions via this dialog (see page 177).

Select a Pay Cycle to Complete Payroll Transactions



Reimbursement Posting Register - Pay Cycle

1 On the Pay Cycle window, choose the pay cycle from the drop-down list in the **Pay Cycle** field. Options include:

None
Daily
Weekly
Biweekly
Semi-Monthly
Monthly
Quarterly
Annually

2 Enter the date representing the last day of the pay period in the **Period Ending Date** field.
Use the button to select from a calendar.

3 Select the deduction period number (**1** through **5**) for automatic application of deductions from the **Deduction Period** field.

4 Enter the normal number of days worked by employees with this pay cycle in the **Days Worked** field.

5 Enter the normal number of weeks worked by employees with this pay cycle in the **Weeks Worked** field.

6 Select the **Manual Taxes** option if tax amounts are to be entered manually for all checks in the pay cycle.

OR

Clear the check box if you want taxes to be calculated and applied automatically.

7 Select the **Auto Deductions** option for automatic application of deductions from the employee record.

OR

Clear the check box to manually enter each deduction during check line detail entry.

8 Select the **Print Checks** option to print computer-printed checks.

OR

Clear the check box for manual checks.

9 Select the **Direct Deposit** option to process direct deposit transactions for direct deposit participants.

OR

Clear the check box if you do not want to process direct deposit transactions.

10 Click **Proceed**.

11 Click **Yes** when prompted to update to Payroll.

For more information regarding the Pay Cycle dialog, please refer to the *Pay Cycle* section in the A*ccounts Receivable Manual* or *Online Help*.

This concludes *Chapter 7: Using the Posting Menu* of the Timekeeper manual.

Using the Reports Menu

Chapter 8: Using the Reports Menu contains instructions on how to print reports based on the information available in the Timekeeper module. This module provides a variety of timely, informative reports that help you analyze time and expense data.

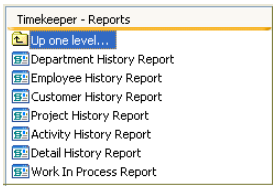
How to Use the Reports Menu

The options available in the Reports menu allow you to print or preview different reports before printing. You can select the type of data to include in a report and determine how to sort the report.

Open a Window from the Reports Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

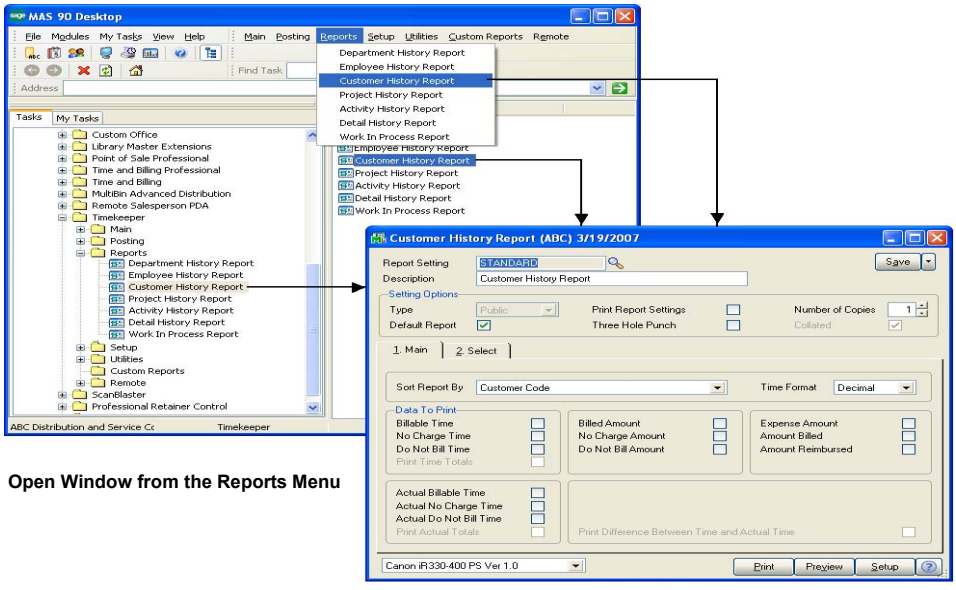
2 Click the **Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Reports Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Reports Menu

Each report consists of the common controls areas and two tabs: the **Main** tab and the **Select** tab.

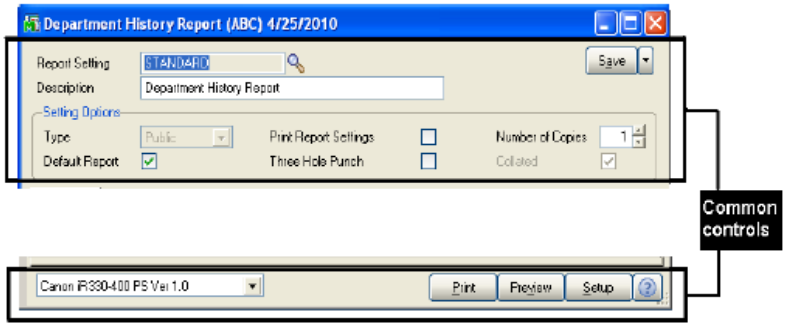
Setting Report Options: Common Controls

The sections in this chapter detail the different types of information you can include in an individual report. The following steps teach you how to select the information from the common fields on the report windows.

Define the Report Setting Options

1 Launch one of the Reports windows from the **Reports** menu. Choices include:

- Department History Report (see page 184)
- Employee History Report (see page 187)
- Customer History Report (see page 190)
- Project History Report (see page 192)
- Activity History Report (see page 194)
- Detail History Report (see page 197)
- Work in Process Report (see page 199)



Timekeeper Report Window - Common Controls

2 Click the button next to the **Report Setting** field to launch a Report Setting List window. Use that Lookup window to select the Report Setting you want to use (our example uses **Standard**).

3 Type or edit the text in the **Description** field, if necessary.

4 Click the arrow in the **Type** field to choose from a list of available options. Options include: **Public** and **Others**.

5 Select the check box next to the **Default Report** option ( ) to set this report as a default.

Clear this check box ( ) to set this report to non-default status.

6 Select the check box next to the **Print Report Settings** option to output report settings along with report data.

Clear this check box to ignore report settings when printing report data.

7 Select the check box next to the **Three Hole Punch** option to offset print output to accommodate standard, three-hole punch paper.

Clear this check box for no three-hole punch offset.

8 Type the number of copies you want to produce in the **Number of Copies** field.

OR

Use the spin buttons ( ) to increment (up arrow) or decrement (down arrow) to the number of copies you want.

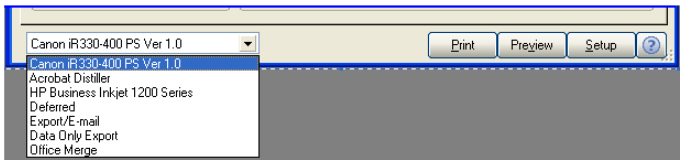
> **NOTE:** Setting this field to any number beyond **1** activates the **Collated** field.

9 Select the check box next to the **Collated** option to collate the copies of the report (that is, sort them in sets).

Clear this check box to output copies of the report unsorted.

Define the Report Printing Options

1 Click the arrow in the Printer field to get a list of output devices available. Choose the option you want from that list.



Timekeeper Report Window - Printer Box

2 Click **Print** to launch a print dialog box. Use that dialog box to output the report.

3 Click **Preview** to see the report as it will appear when you output it.

4 Click **Setup** to launch a Printer Setup dialog box. Use that dialog box to configure your output device.

5 Click the Save button at the top right corner of the window to save the settings you have selected for this report.

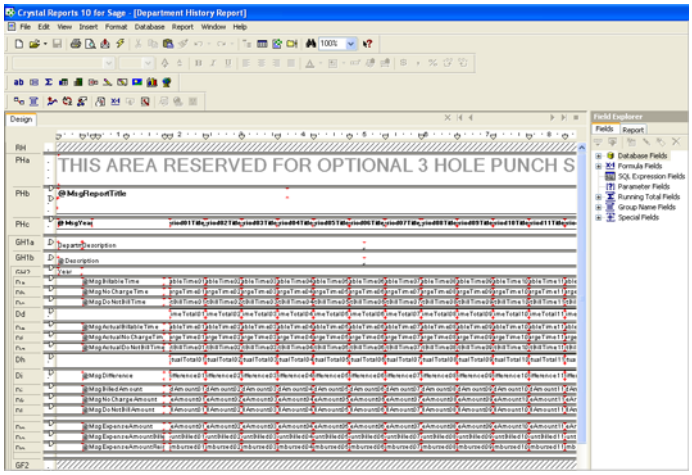
OR

Click the arrow to see a list of choices.

These choices include:

- **Save**: Saves the report with the settings you have selected
- **Save As**: Saves the report with the settings you have selected to a new report name
- **Delete**: Deletes the report
- **Designer**: Opens the Crystal Reports window so you can make the appropriate changes using the Visual Designer

The Report window looks similar to the following:



Crystal Report Designer

Define the Report Sorting Options on the Select Tab

1 Choose the desired item from the **Select Field** column. The available fields depend on the selected Report window.

2 Click the arrow in the **Operand** column and select the search equation for sorting criteria you want from the drop-down list. Options include:

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

3 Depending on the choice you make in the **Operand** column, click the button in either or both **Value** columns, and select values for the sort function.

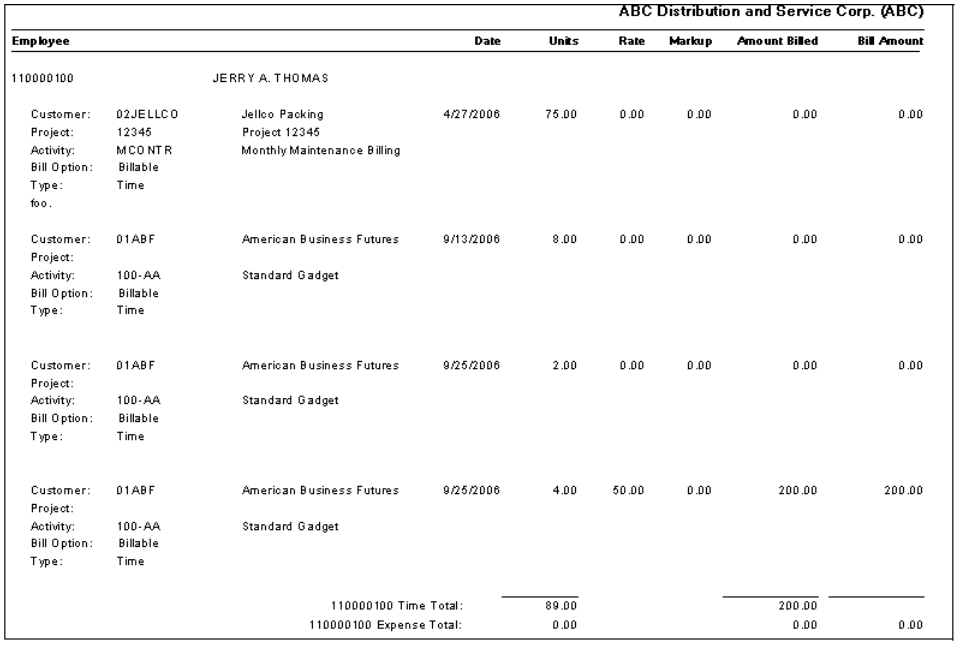
Select an Item from a Lookup List

Many fields on the **Select** tab feature a Lookup list. These lists allow you to select data for the field.

- Click the button in the respective field to select an item from the Lookup window. Selecting from a sortable list places the item you selected in the field.

Sample Report

A printout of the report looks similar to the following:



ABC Distribution and Service Corp. (ABC)

Employee			Date	Units	Rate	Markup	Amount Billed	Bill Amount
110000100		JERRY A. THOMAS						
Customer:	02JELLCO	Jellco Packing	4/27/2006	75.00	0.00	0.00	0.00	0.00
Project:	12345	Project 12345						
Activity:	MCONTR	Monthly Maintenance Billing						
Bill Option:	Billable							
Type:	Time							
foo.								
Customer:	01ABF	American Business Futures	9/13/2006	8.00	0.00	0.00	0.00	0.00
Project:								
Activity:	100-AA	Standard Gadget						
Bill Option:	Billable							
Type:	Time							
Customer:	01ABF	American Business Futures	9/25/2006	2.00	0.00	0.00	0.00	0.00
Project:								
Activity:	100-AA	Standard Gadget						
Bill Option:	Billable							
Type:	Time							
Customer:	01ABF	American Business Futures	9/25/2006	4.00	50.00	0.00	200.00	200.00
Project:								
Activity:	100-AA	Standard Gadget						
Bill Option:	Billable							
Type:	Time							
		110000100 Time Total:		89.00			200.00	
		110000100 Expense Total:		0.00			0.00	0.00

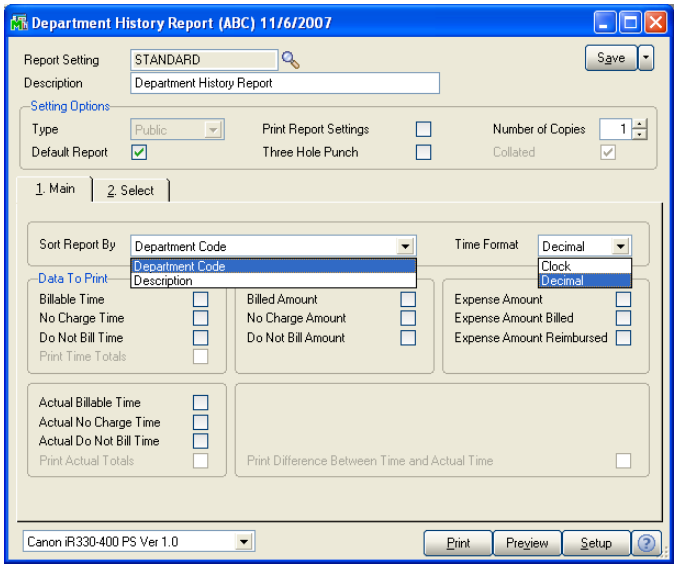
Sample Printed Report

Department History Report

Use the Department History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Department History Report

1 From the **Reports** menu of the Timekeeper module, select **Department History Report**. The Department History Report window appears.



Department History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Department Code:** A two-digit code identifying the department.
- **Description**: Descriptive text identifying the department.

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Billable Time	To print the number of Billable time units
No Charge Time	To print the number of time units for entries marked as No Charge
Do Not Bill Time	To print the number of time units for entries marked as Do Not Bill
Print Time Totals	To print the total number of time units

Billed Amount	To print the amount billed for Billable expense entries.
No Charge Amount	To print the amount for expense entries marked as No Charge
Do Not Bill Amount	To print the amount for expense entries marked as Do Not Bill

Expense Amount	To print the expense amount
Expense Amount Billed	To print the amount billed for expense entries
Expense Amount Reimbursed	To print the amount reimbursed for expense entries

Actual Billable Time	To print the actual number of Billable time units
Actual No Charge Time	To print the actual number of time units for entries marked as No Charge
Actual Do Not Bill Time	To print the actual number of time units for entries marked as Do Not Bill
Print Actual Totals	To print the actual total number of time units

Print Difference Between Time and Actual Time	To print the difference between the number of time units entered and actual time units spent on a job

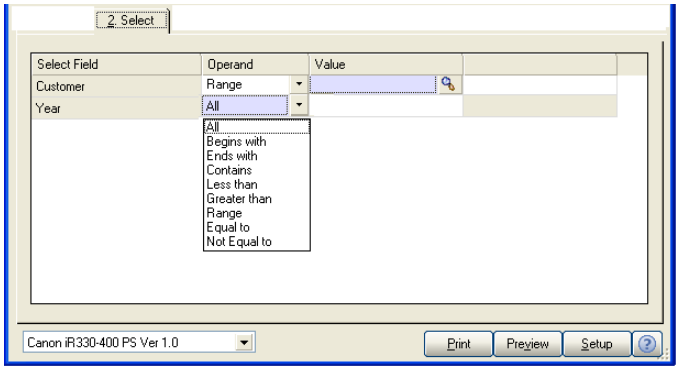
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Department History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include: **Department** and **Year**.

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

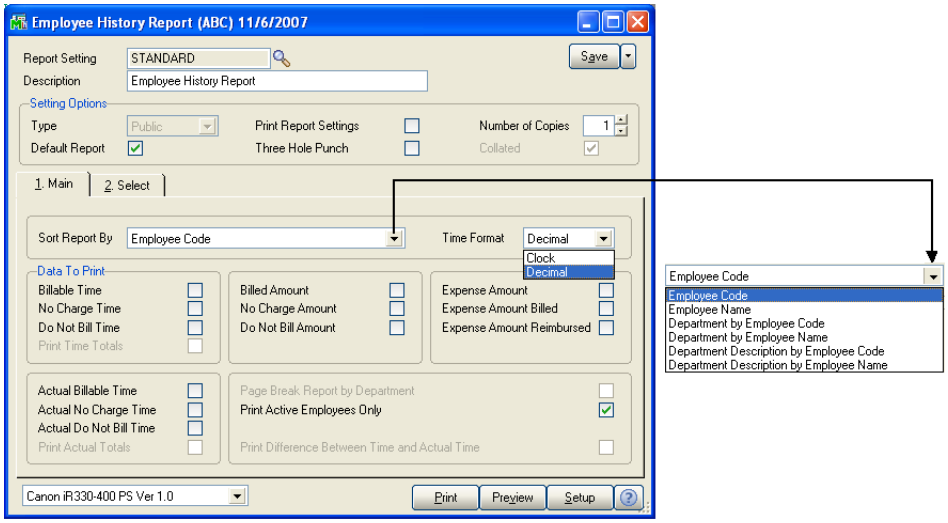
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Employee History Report

Use the Employee History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Employee History Report

1 From the **Reports** menu of the Timekeeper module, select **Employee History Report**. The Employee History Report window appears.



Employee History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Employee Code**: An alphanumeric code identifying the employee
- **Employee Name**: The full name of the employee
- **Department by Employee Code:** A numeric code identifying the department by an alphanumeric code identifying the employee
- **Department by Employee Name**: A numeric code identifying the department by the full name of the employee
- **Department Description by Employee Code:** Descriptive text identifying the department by an alphanumeric code identifying the employee
- **Department Description by Employee Name**: Descriptive text identifying the department by the full name of the employee

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Billable Time	To print the number of Billable time units
No Charge Time	To print the number of time units for entries marked as No Charge
Do Not Bill Time	To print the number of time units for entries marked as Do Not Bill
Print Time Totals	To print the total number of time units

Billed Amount	To print the amount billed for Billable expense entries.
No Charge Amount	To print the amount for expense entries marked as No Charge
Do Not Bill Amount	To print the amount for expense entries marked as Do Not Bill

Expense Amount	To print the expense amount
Expense Amount Billed	To print the amount billed for expense entries
Expense Amount Reimbursed	To print the amount reimbursed for expense entries

Actual Billable Time	To print the actual number of Billable time units
Actual No Charge Time	To print the actual number of time units for entries marked as No Charge
Actual Do Not Bill Time	To print the actual number of time units for entries marked as Do Not Bill
Print Actual Totals	To print the actual total number of time units

Page Break Report by Department	To print each department data on a separate page
Print Active Employees Only	To exclude the inactive employees from the printed report
Print Difference Between Time and Actual Time	To print the difference between the number of time units entered and actual time units spent on a job

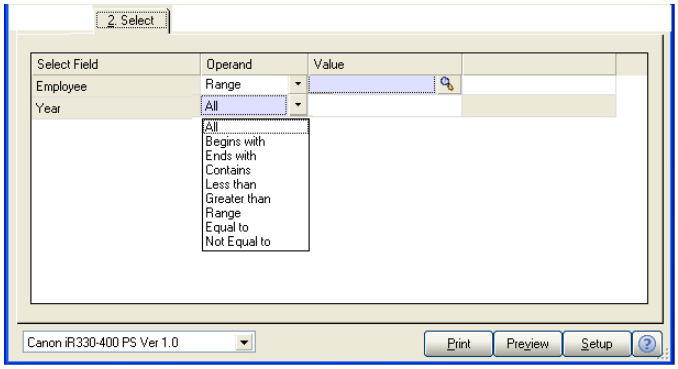
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Employee History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include: **Employee** and **Year**.

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

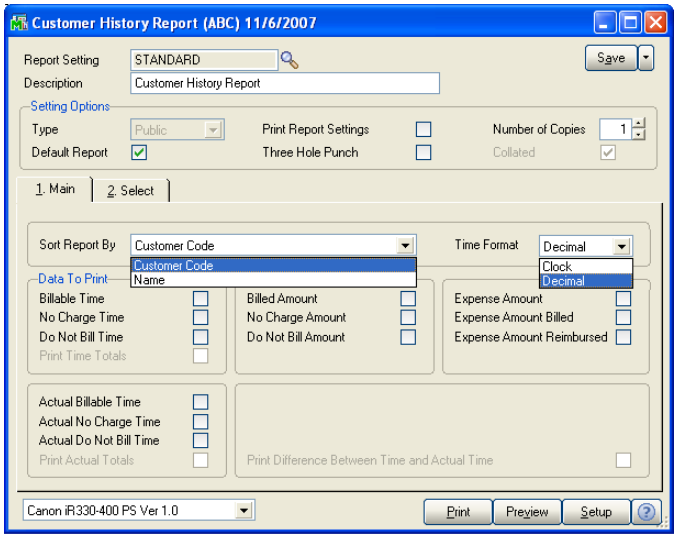
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Customer History Report

Use the Customer History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Customer History Report

1 From the **Reports** menu of the Timekeeper module, select **Customer History Report**. The Customer History Report window appears.



Customer History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Customer Code:** An alphanumeric code identifying the customer
- **Name:** The full name of the customer

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Billable Time	To print the number of Billable time units
No Charge Time	To print the number of time units for entries marked as No Charge
Do Not Bill Time	To print the number of time units for entries marked as Do Not Bill
Print Time Totals	To print the total number of time units
Billed Amount	To print the amount billed for Billable expense entries.
No Charge Amount	To print the amount for expense entries marked as No Charge
Do Not Bill Amount	To print the amount for expense entries marked as Do Not Bill
Expense Amount	To print the expense amount
Expense Amount Billed	To print the amount billed for expense entries
Expense Amount Reimbursed	To print the amount reimbursed for expense entries
Actual Billable Time	To print the actual number of Billable time units
Actual No Charge Time	To print the actual number of time units for entries marked as No Charge
Actual Do Not Bill Time	To print the actual number of time units for entries marked as Do Not Bill
Print Actual Totals	To print the actual total number of time units
Print Difference Between Time and Actual Time	To print the difference between the number of time units entered and actual time units spent on a job

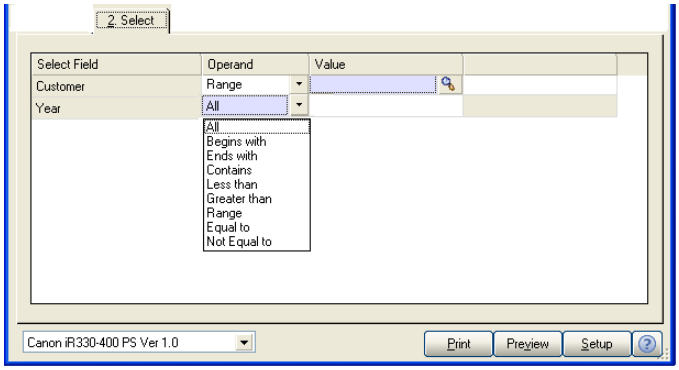
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Customer History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include: **Customer** and **Year**.

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

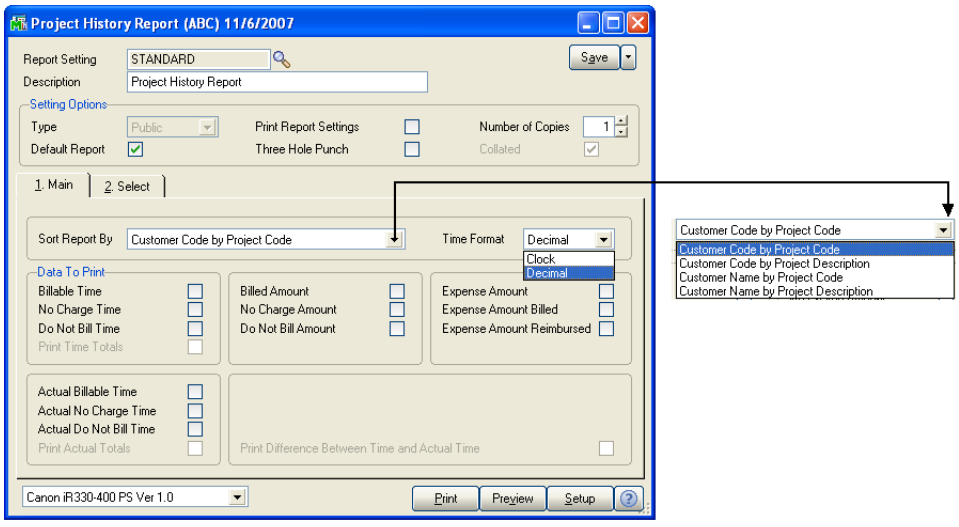
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Project History Report

Use the Project History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Project History Report

1 From the **Reports** menu of the Timekeeper module, select **Project History Report**. The Project History Report window appears.



Project History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Customer Code by Project Code:** An alphanumeric code identifying the customer by an alphanumeric code identifying the project
- **Customer Code by Project Description:** An alphanumeric code identifying the customer by the descriptive text identifying the project
- **Customer Name by Project Code:** The full name of the customer by an alphanumeric code identifying the project
- **Customer Name by Project Description:** The full name of the customer by the descriptive text identifying the project

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Billable Time	To print the number of Billable time units
No Charge Time	To print the number of time units for entries marked as No Charge
Do Not Bill Time	To print the number of time units for entries marked as Do Not Bill
Print Time Totals	To print the total number of time units

Billed Amount	To print the amount billed for Billable expense entries.
No Charge Amount	To print the amount for expense entries marked as No Charge
Do Not Bill Amount	To print the amount for expense entries marked as Do Not Bill

Expense Amount	To print the expense amount
Expense Amount Billed	To print the amount billed for expense entries
Expense Amount Reimbursed	To print the amount reimbursed for expense entries

Actual Billable Time	To print the actual number of Billable time units
Actual No Charge Time	To print the actual number of time units for entries marked as No Charge
Actual Do Not Bill Time	To print the actual number of time units for entries marked as Do Not Bill
Print Actual Totals	To print the actual total number of time units

Print Difference Between Time and Actual Time	To print the difference between the number of time units entered and actual time units spent on a job

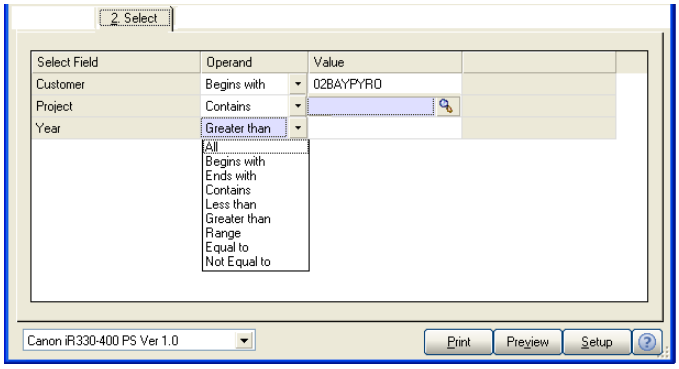
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Project History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include: **Customer**, **Project**, and **Year**.

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

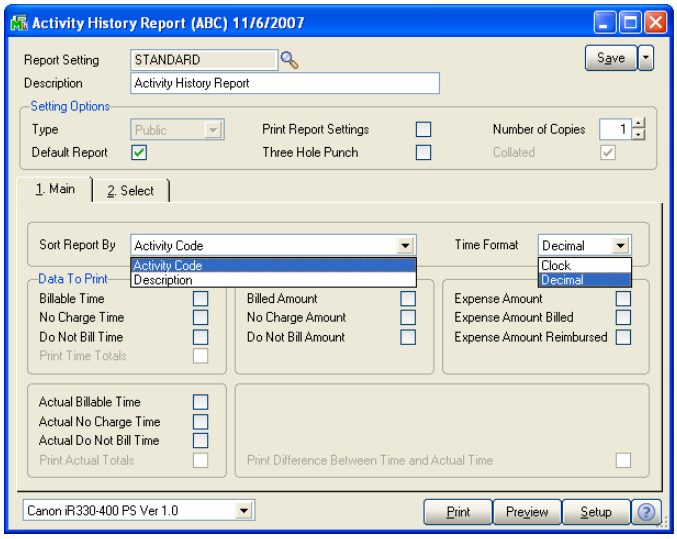
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Activity History Report

Use the Activity History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Activity History Report

1 From the **Reports** menu of the Timekeeper module, select **Activity History Report**. The Activity History Report window appears.



Activity History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Activity Code:** An alphanumeric code identifying the activity
- **Description:** Descriptive text identifying the activity

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Billable Time	To print the number of Billable time units
No Charge Time	To print the number of time units for entries marked as No Charge
Do Not Bill Time	To print the number of time units for entries marked as Do Not Bill
Print Time Totals	To print the total number of time units

Billed Amount	To print the amount billed for Billable expense entries.
No Charge Amount	To print the amount for expense entries marked as No Charge
Do Not Bill Amount	To print the amount for expense entries marked as Do Not Bill

Expense Amount	To print the expense amount
Expense Amount Billed	To print the amount billed for expense entries
Expense Amount Reimbursed	To print the amount reimbursed for expense entries

Actual Billable Time	To print the actual number of Billable time units
Actual No Charge Time	To print the actual number of time units for entries marked as No Charge
Actual Do Not Bill Time	To print the actual number of time units for entries marked as Do Not Bill
Print Actual Totals	To print the actual total number of time units

Print Difference Between Time and Actual Time	To print the difference between the number of time units entered and actual time units spent on a job

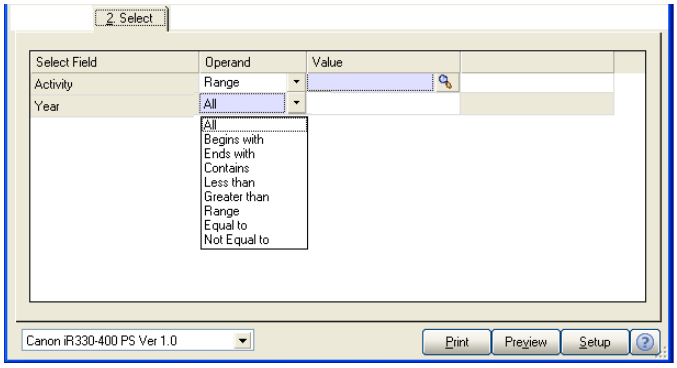
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Activity History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include: **Activity** and **Year**.

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

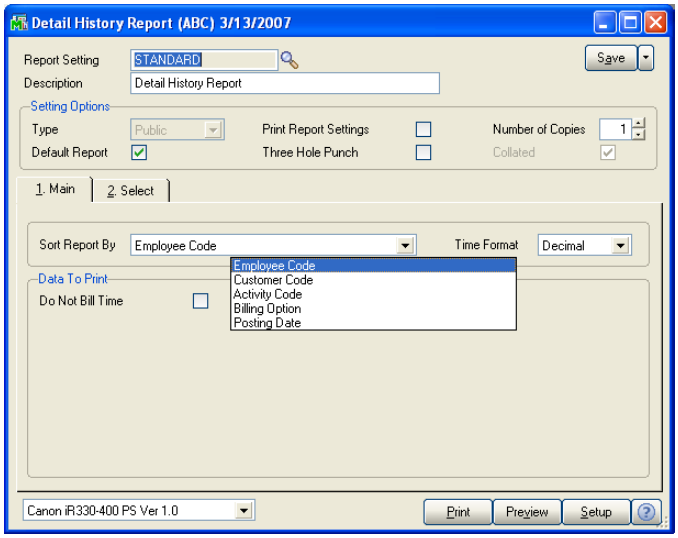
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Detail History Report

Use the Detail History Report to set the sorting criteria, formats, and content for the body of the report.

Print the Detail History Report

1 From the **Reports** menu of the Timekeeper module, select **Detail History Report**. The Detail History Report window appears.



Detail History Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Employee Code:** An alphanumeric code identifying the employee
- **Customer Code:** An alphanumeric code identifying the customer
- **Activity Code:** An alphanumeric code identifying the activity
- **Billing Option:** A description of the type of billing applied to the work in process (WIP) posting
- **Posting Date:** The date the work in process (WIP) entry was posted to the integrated module

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Do Not Bill	To print the number of time units for entries marked as Do Not Bill

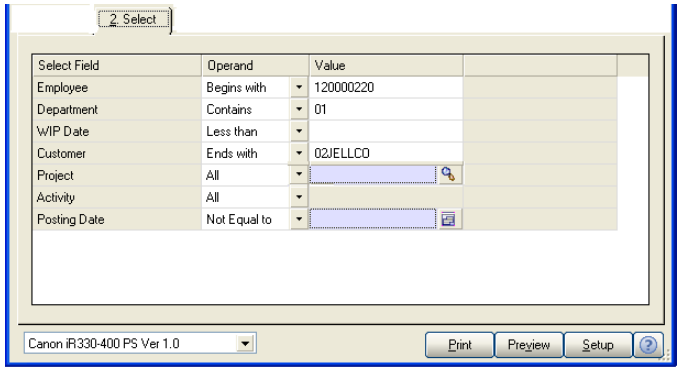
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Detail History Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include:

Employee
Department
WIP Date
Customer
Project
Activity
Posting Date

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

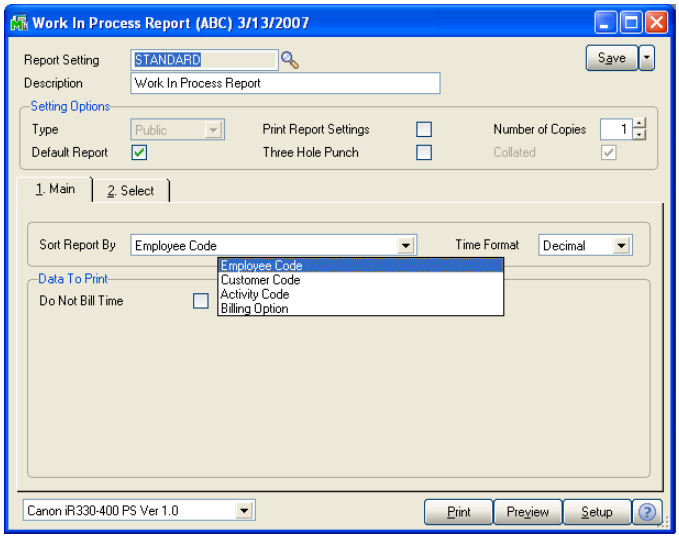
11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

Work In Process Report

Use the Work In Process Report to set the sorting criteria, formats, and content for the body of the report.

Print the Work In Process Report

1 From the **Reports** menu of the Timekeeper module, select **Work IN Process Report**. The Work In Process Report window appears.



Work In Process Report Window - Main Tab

2 Select the setting options for the report in the **Report Setting** field and the **Setting Options** area.

3 Type or edit the text in the **Description** field, if necessary.

See the Setting Report Options: Common Controls section (see page 180).

▼ On the **Main** Tab:

4 Select the sort order from the drop-down list in the **Sort Report By** field. Options include:

- **Employee Code:** An alphanumeric code identifying the employee
- **Customer Code:** An alphanumeric code identifying the customer
- **Activity Code:** An alphanumeric code identifying the activity
- **Billing Option:** A description of the type of billing applied to the work in process (WIP) posting

5 Select the format for time entries from the drop-down list in the **Time Format** field. Options include:

- **Clock**: Select this option to use HH:MM (hours and minutes) in the time fields (for example, 2 hours, 15 minutes would be 2.15).
- **Decimal**: Select this option to use decimal values in the time fields (for example, 2 hours, 15 minutes would be 2.25).

6 Click the check boxes next to the selectable items to include them in (☑) or exclude them from (☐) the printed report. Options include:

Do Not Bill	To print the number of time units for entries marked as Do Not Bill

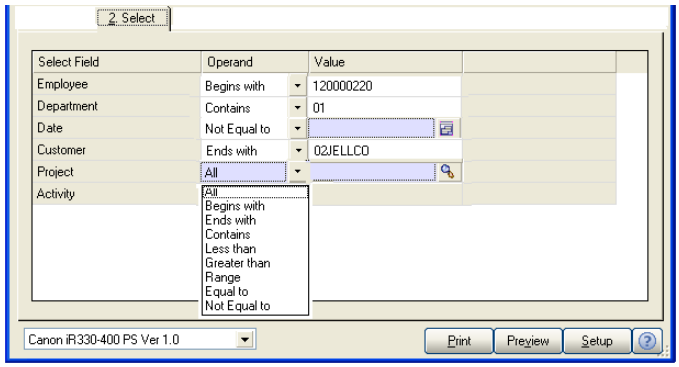
7 Choose the option you need from the Printer field.

8 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.
See the Setting Report Options: Common Controls section (see page 180).

OR

Click the **Select** tab.

▼ On the **Select** Tab:



Work in Process Report Window - Select Tab

9 Choose the desired item from the **Select Field** column. Options include:

Employee
Department
Date
Customer
Project
Activity

10 Select the sorting criteria you want from the **Operand** column, and the corresponding values from the **Value** column.

See the Setting Report Options: Common Controls section (see page 180).

11 Click **Print**, **Preview**, **Setup**, or **Save**, as appropriate.

This concludes *Chapter 8: Using the Reports Menu* of the Timekeeper manual.

Using the Custom Reports Menu

Chapter 9: Using the Custom Reports Menu contains instructions on how to add custom reports in the Timekeeper module. Custom reports are created in the Crystal Reports Designer.

How to Use the Custom Reports Menu

The Custom Reports menu is accessible for users if there are custom reports created with Crystal Reports Visual Designer using the Report Manager. The file name of the `.rpt` file must contain the word "custom". (For example, `TK_custom.rpt` or `TKcustom.rpt.`)

This chapter does not describe every procedure that can be performed on a Custom Report window. The following instructions provide a quick overview of how to create a custom report.

For detailed information regarding custom reports, please refer to the *Report Manager* section in the *Library Master Manual* or *Online Help*.

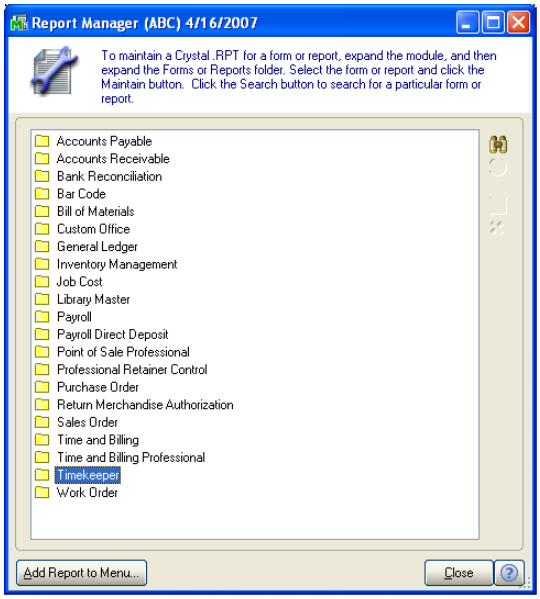
Open a Window from the Custom Reports Menu

1. Double-click **Timekeeper** module from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.
2. Click the **Custom Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window. You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.
3. Double-click the name of the window to open. The system displays the selected window.

Add a Custom Report to the Report Manager

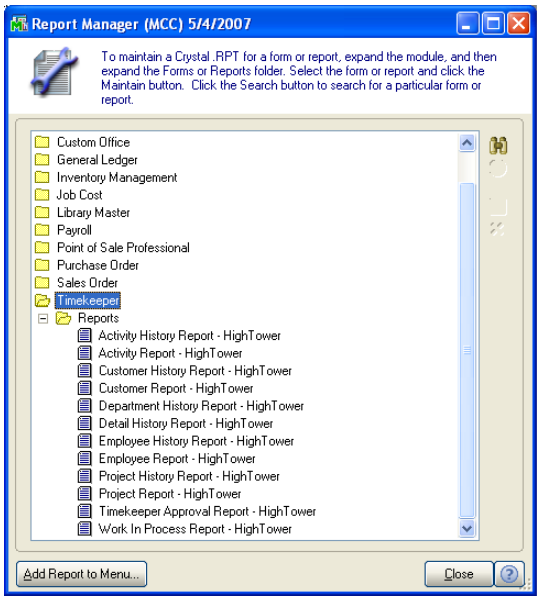
The first step in making custom reports visible to users in the Custom Reports menu in Timekeeper is adding a custom report to the Timekeeper module using the Report Manager:

1 To add a custom report to the Report Manager, select **Library Master ▶ Setup ▶ Report Manager**. The Report Manager window appears.



Report Manager Window

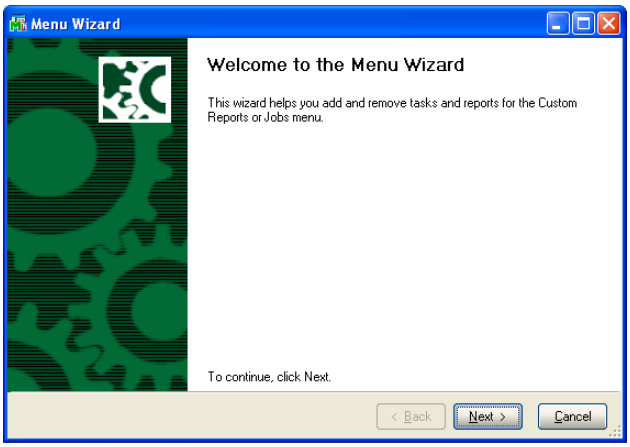
2 Double-click **Timekeeper**, and expand the **Reports** folder.



Report Manager Window

3 Select the report and click **Add Report to Menu**.

The Menu Wizard window appears. .



Report Wizard Welcome Window

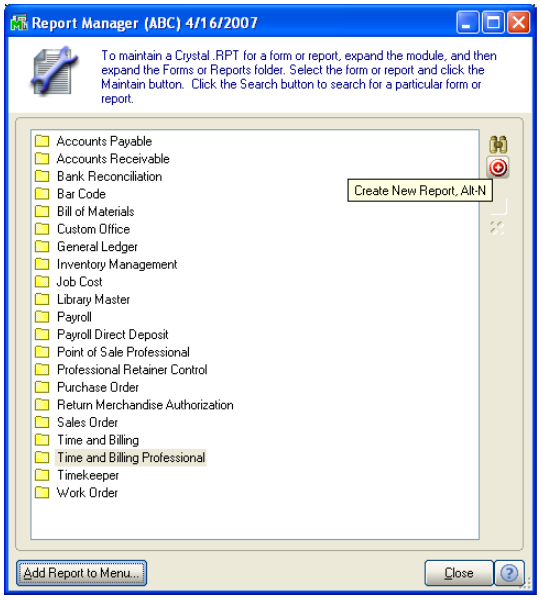
4 Follow the on-screen instructions on the Wizard to add the report.

The report appears in the Custom Reports menu for the module selected in the Report Manager window.

Create a Custom Report

For reports written with Crystal Designer to be accessible to other users from the **Custom Reports** menus, the reports must be *designed* in the Report Manager.

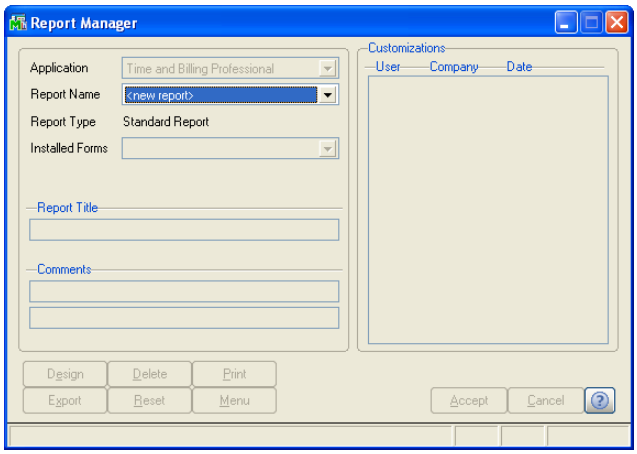
1 On the Report Manager window, select the module for which to create the new Crystal Report.



Report Manager Window

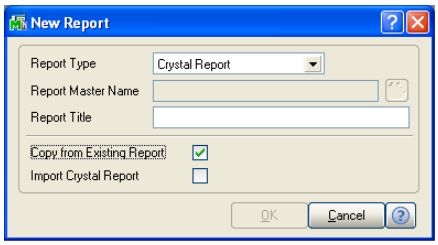
2 Click the **Create New Report** ( )button.

The following window appears.



Report Manager Window

In the **Report Name** field, select **<new report>**. The New Report window appears.



New Report Window

a Select Crystal Report from the **Report Type** field.

b Enter the new report title in the **Report Title** field.

c Check the **Copy from the Existing Report** or **Import Crystal Report** option.

d Click **OK**.

3 Click **Design** to customize the report in the Crystal Report Designer.

This concludes *Chapter 9: Using the Custom Reports Menu* of the Timekeeper manual.

Using the Utilities Menu

Chapter 10: Using the Utilities Menu explains how to purge Timekeeper history files and import data from the integrated modules.

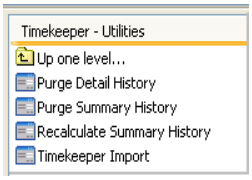
How to Use the Utilities Menu

The Timekeeper Utilities menu includes functions normally performed at the end of accounting period (usually, the last business day of each month) and fiscal years. It also provides the option to import data from the integrated Sage MAS 90 or 200 modules.

Open a Window from the Utilities Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

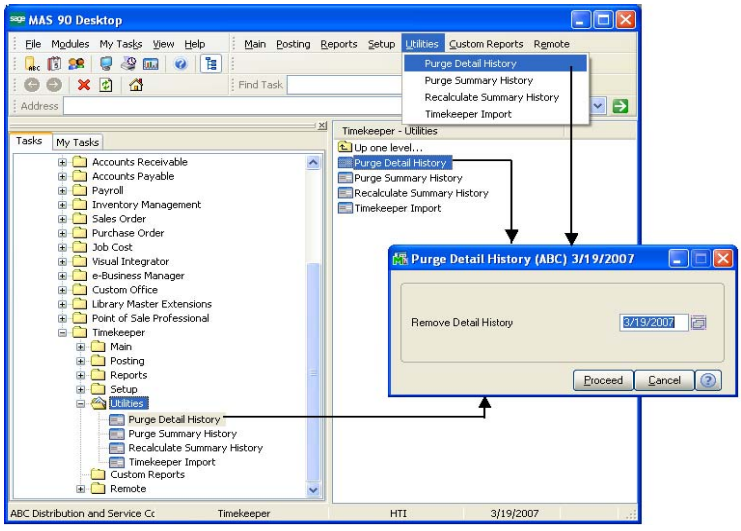
2 Click the **Utilities** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Utilities Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Utilities Menu

Purge Timekeeper History

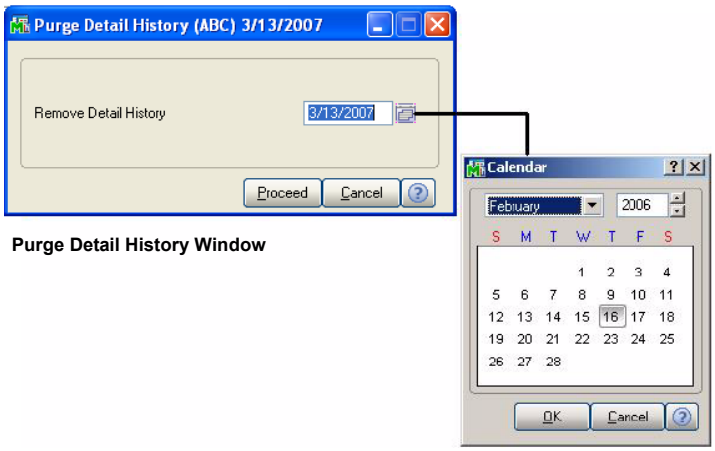
The Purge Detail History and Purge Summary History procedures can be performed at any time. These procedures help you clear periodic files and prepare for the following business period. Depending on your organization's needs, you might want to purge the data at the end of each year, or at the end of each accounting period (usually, the last business day of each month).

Purge Detail History

Perform Purge Detail History to remove data from the Timekeeper Detail file. Only Timekeeper entries that have been updated to the integrated module and updated in Payroll Data Entry (if posting to Payroll and if reimbursable expenses have been updated) will be purged.

Purge the Detail History Information

1 From the Timekeeper **Utilities** menu, select **Purge Detail History**. The Purge Detail History window appears.



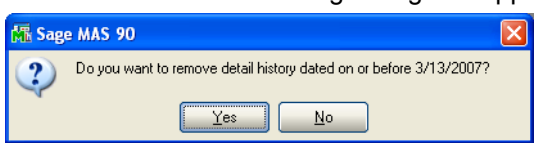
Purge Detail History Window

2 Enter the last date to include in the purge process.

OR

Click the button to launch an electronic calendar. Use that calendar to select the date you need.

3 Click **Proceed**. The following dialog box appears.



Sage MAS 90 Dialog

4 Click **Yes** to purge the information.

OR

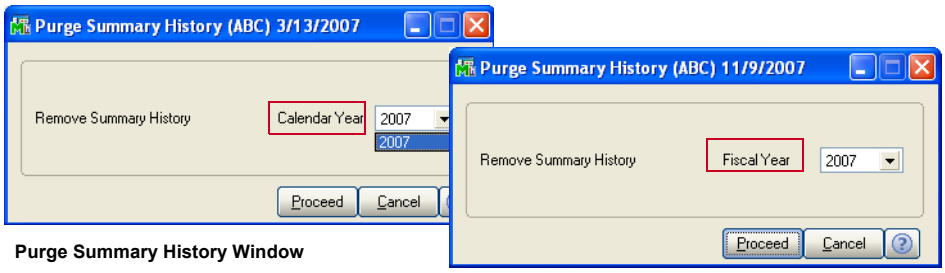
Click **No** to cancel the action.

Purge Summary History

Perform Purge Summary History to remove data from the Department, Employee, Customer, Project, and Activity History files.

Purge the Summary History Information

1 From the Timekeeper **Utilities** menu, select **Purge Summary History**. The Purge Summary History window appears.



Purge Summary History Window

Depending on the selection in Timekeeper Options (see page 53), the system asks for Calendar Year or Fiscal Year.

- If the setting is **Fiscal Year**, this field defaults to the current fiscal year minus 2.
- If that year doesn't exist in history, this field defaults to the earliest year found in history.

Our example uses **Calendar Year**.

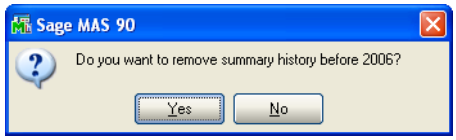
2 Enter the last calendar year to include in the purge process.

OR

Click the down arrow to see a list of available calendar years. Select the year you want from that list.

3 Click **Proceed**.

The following dialog box appears.



Sage MAS 90 Dialog

4 Click **Yes** to purge the information.

OR

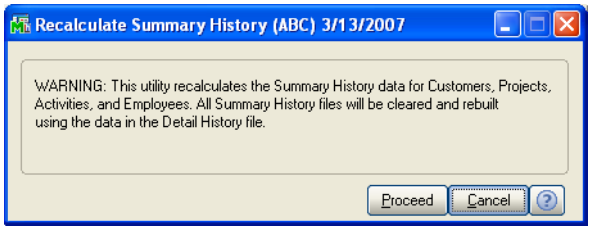
Click **No** to cancel the action.

Recalculate Summary History

Perform Recalculate Summary History to remove existing data from Employee, Customer, Project, and Activity History, and replace those with the updated information from the Timekeeper Detail History file. This recalculation procedure can be performed at any time. It helps you clear periodic files and prepare for the following business period.

Recalculate the Summary History Information

1 From the Timekeeper **Utilities** menu, select **Recalculate Summary History**. The Recalculate Summary History window appears.



Recalculate Summary History Window

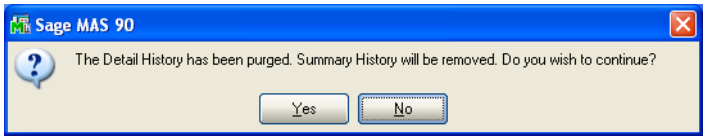
2 Click **Proceed**. The system informs you that "Detail History data begins <date >. Summary History prior to this will be removed".

3 Click **Yes** to rebuild the Summary History data and remove the data prior to the the oldest WIP Date for posted records found in the Timekeeper Detail file.

OR

Click **No** to cancel the action.

NOTE: If the Timekeeper Detail file does not contain any posted records (meaning the user never posted any records to the integrated module or they did post, but purged the detail history before running the Recalculate Summary History utility), then the system prompt will display the following message:



Sage MAS 90 Dialog

- Click **Yes** to remove the Summary History.

  OR

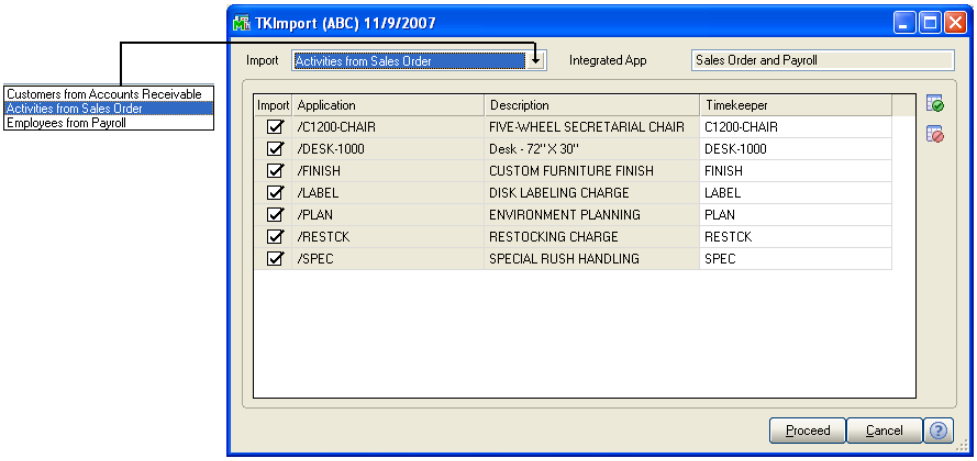
- Click **No** to cancel the action.

Timekeeper Import

The Timekeeper Import window allows you to specify which data you want to import into Timekeeper from other Sage MAS 90 or 200 modules. This feature lets you import information such as employees, customers, projects, and activities.

Select Data to Import

1 From the Timekeeper **Utilities** menu, select **Timekeeper Import**. The TKImport window appears.



Timekeeper Import Window

2 Select the type of data to import from the **Import** field. The available options depend on the module(s) integrated with Timekeeper.
In our example, Sales Order and Payroll are integrated with Timekeeper.

3 Select the **Import** check box next to each row of data you want to import. The checkmarks (☑) appear next to all entries on the import grid.

- Click the button to select all data for the import.
- Click the button to withhold all data for the import. All of the selected check boxes are cleared (☐).

4 Change the name of the imported item in the Timekeeper module in the **Timekeeper** field, if applicable.

5 Click **Proceed** to import the data.

OR

Click **Cancel** to exit the window without importing.

This concludes *Chapter 10: Using the Utilities Menu* of the Timekeeper manual.

Using the Remote Menu

Chapter 11: Using the Remote Menu contains details on how to configure the Timekeeper application to run on a workstation or laptop without a Sage MAS 90 or 200 installation.

> **WARNING:** If you are using Timekeeper on a PDA, the Timekeeper module must be activated and set up in all companies that are going to use the module. This module cannot be in a state where any one company is activated but not set up. This scenario may result in a security error (SY_NewSystem) when you try to synchronize with a Palm OS device. For example, if companies ABC and MCC are both activated, but only MCC is set up for Timekeeper, then the security error may occur. To resolve the issue, ABC would either need to be deactivated or set up in the Timekeeper module.

How to Use the Remote Menu

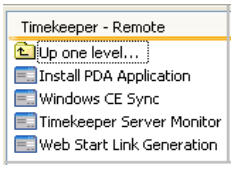
The Timekeeper Remote menu contains the options to configure the Timekeeper data entry application to function in a remote mode. This menu also provides the option to synchronize your PDA device with your Sage MAS 90 or 200 system.

This chapter does not describe every procedure that can be completed via the Remote menu options. This chapter describes each option so you can set up your Timekeeper system quickly and start using the module. Detailed instructions about installing Timekeeper on a PDA and local synchronization are available in the Installing and Configuring Timekeeper PDA section (see page 219) and in the *Timekeeper Online Help*. The following instructions provide a quick overview of how to complete these procedures.

Open a Window from the Remote Menu

1 Double-click **Timekeeper** from the Modules tab. The module expands to display all the menu options available in the Timekeeper module.

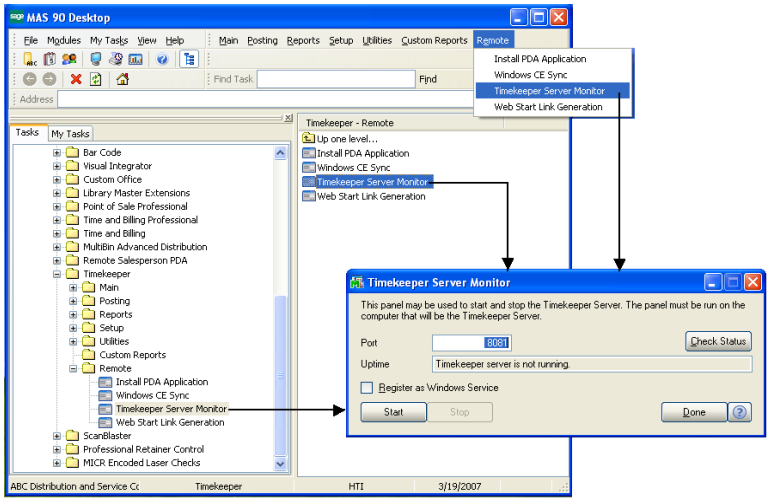
2 Click the **Remote** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Remote Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the Timekeeper menu bar.

3 Double-click the name of the window to open. The system displays the selected window.

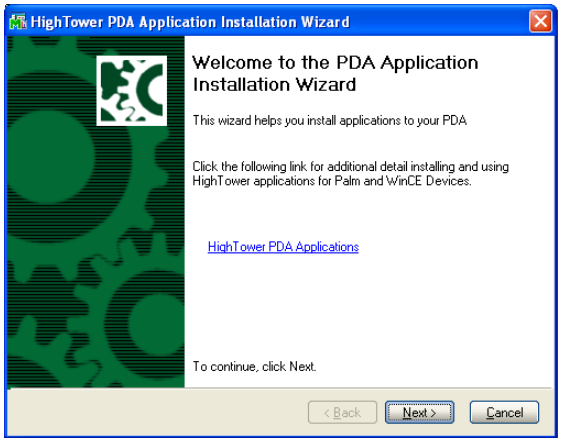


Open Window from the Remote Menu

Install PDA Application

The first time you start the **Install PDA Application** feature, the Timekeeper PDA Application Installation Wizard appears. This wizard contains options for you to install Timekeeper to your Palm OS device or to your Pocket PC (Windows CE) device.

Timekeeper PDA Application Installation Wizard



PDA Application Installation Wizard

This wizard will prepare your workstation to synchronize your PDA with the Sage MAS 90 or MAS 200 system for the selected module, and if necessary, install supporting files to your workstation and PDA. Once the wizard has determined your workstation is properly configured, it will ask to which Remote Device you wish to install. Remote devices must be set up (see page 219) to be visible in the wizard. After the remote device is chosen, the wizard will then walk you through the necessary steps to install.

For detailed steps on how to install Timekeeper on the Palm OS and Pocket PC devices, see the installation instructions (see page 223 and 229, accordingly).

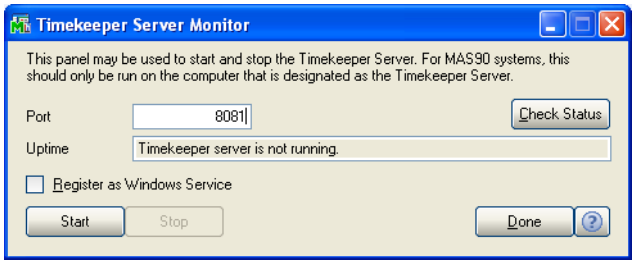
> **WARNING:** It is highly recommended not to change the associated Palm OS User Name. If you do change the Palm OS User Name associated with the Remote Device, the change will be permanent.

Timekeeper Server Monitor

The Timekeeper Server Monitor utility starts and stops the Timekeeper Server and configures it so that the system performs these operations automatically.

Run the Timekeeper Server Monitor

1 From the **Remote** menu in the Timekeeper module, select **Timekeeper Server Monitor**. The Timekeeper Server Monitor window appears.



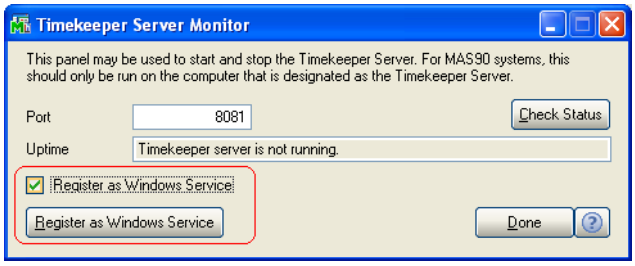
Timekeeper Server Monitor Window

2 The **Port** field displays the default port number. Change the port number, if necessary.

3 Click **Check Status** to find the status of the Timekeeper Server.

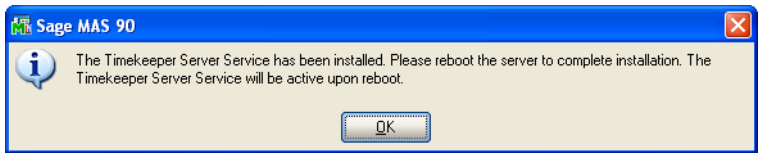
The **Uptime** field shows whether the Timekeeper Server is running or not and displays the amount of time that has elapsed since the Timekeeper was started.

4 Check **Register as Windows Service** to configure the Timekeeper Server as a regular Windows operating system service. The window looks as follows:



Timekeeper Server Monitor Window

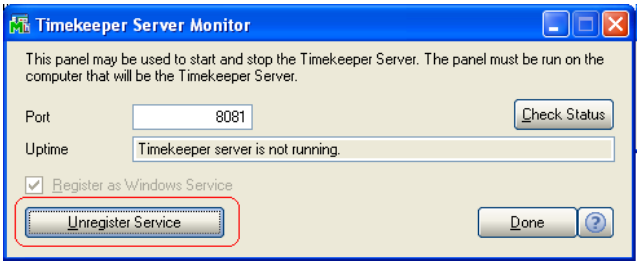
a Click **Register as Windows Service**. The following notification dialog appears:



Sage MAS 90 Dialog

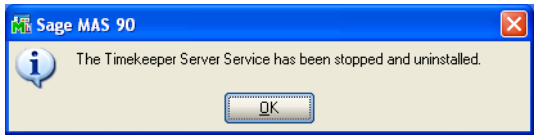
After users register the service, the Timekeeper Server starts or ends automatically when the system starts up or shuts down.

b Click **OK** to reboot the server to install the Timekeeper Server Monitor. The window looks as follows:



Timekeeper Server Monitor Window

c Click **Unregister Service**, if necessary. The following notification appears:



Sage MAS 90 Dialog

d Click **OK** to stop the service and uninstall the Timekeeper Server Monitor.

5 Click Stop to stop the Timekeeper Server.

6 Click Start to start the Timekeeper Server.

7 Click Done to close the Timekeeper Server Monitor window.

Windows CE Sync

There are two types of synchronization you can perform to synchronize Timekeeper on your Windows CE device with your Sage MAS 90 or 200 system: local and remote.

Synchronize Your Windows CE Device with the Sage MAS 90 or 200 System

Use the Timekeeper MAS 90 Synchronization (Windows CE) window to locally synchronize Timekeeper on your Windows CE device with your Sage MAS 90 or 200 system (see page 233).

1 From the **Remote** menu in the Timekeeper module, select **Windows CE Sync**. The following Timekeeper MAS 90 synchronization window appears.

Timekeeper CE Sync Window

2 Ensure your Windows CE device is connected and Timekeeper is not running on the device before performing this synchronization procedure.

3 Check **Show Log** to show synchronization log when synchronization completes.

4 Click the **Sync** button. The system synchronizes the data.

OR

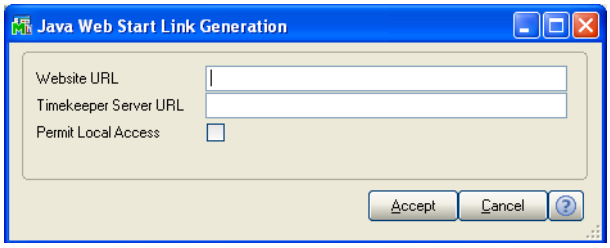
Click **Cancel** to exit the window without synchronizing the device.

Web Start Link Generation

The Java Web Start Link Generation option enables you to generate the link for Java™ Web Start.

Generate a Java Web Start Link

1 From the **Remote** menu of the Timekeeper module, select **Web Start Link Generation**. The Java Web Start Link Generation window appears.



Timekeeper Web Start Link Generation Window

2 Enter the Uniform Resource Locator address (URL) of the website in the **Website URL** field.

This URL is the location where the user gains access to the Timekeeper Entry link. This location must contain the `Timekeeper.jar` and `Timekeeper.jnlp` files. Users must copy these files manually from the MAS90\TK directory to the URL.

- The `Timekeeper.jar` file (JAR, or Java ARchive) provides the Timekeeper Entry application user interface.
- The `Timekeeper.jnlp` file (JNLP, or Java Network Launching Protocol) stores the connections settings the system generates automatically after you click **Accept**.

NOTE: Do NOT include "http://" in the Website URL.

3 Enter the URL of the Timekeeper Server in the **Timekeeper Server URL** field. This URL is the location of the Remote Procedure Call (RPC) server the Timekeeper Entry application uses to connect to the Sage MAS 90 or 200 system. Specify the port number that your Timekeeper Server is using.

NOTE: Do NOT include "http://" in the Timekeeper Server URL.

4 Check **Permit Local Access** to allow the Timekeeper Entry application to synchronize with the Sage MAS 90 or 200 system.

5 Click **Accept** to save the changes. The system generates the `Timekeeper.jnlp` file.

OR

Click **Cancel** to exit without saving.

This concludes *Chapter 11:Using the Remote Menu* of the Timekeeper manual.

Our tech-knowledge-e Is Your Solution

PDA Instructions

Installing and Configuring Timekeeper PDA

Chapter 12: Installing and Configuring Timekeeper PDA teaches you to install, configure, and synchronize your PDA for the Timekeeper application. You can install Timekeeper on a Palm OS or Pocket PC (Windows CE) device.

> **WARNING:** If you are using Timekeeper on a PDA, the Timekeeper module must be activated and set up in all companies that are going to use the module. This module cannot be in a state where any one company is activated but not set up. This scenario may result in a security error (SY_NewSystem) when you try to synchronize with a Palm OS device.
>
> For example, if companies ABC and MCC are both activated, but only MCC is set up for Timekeeper, then the security error may occur. To resolve the issue, ABC would either need to be deactivated or set up in the Timekeeper module.

PDA Instructions

Before a user can access or synchronize data in Timekeeper on a remote device, the PDA device has to be configured to use the Timekeeper application, and the remote device license must exist in the Sage MAS 90 or 200 system.

Configuring Timekeeper on the PDA Device

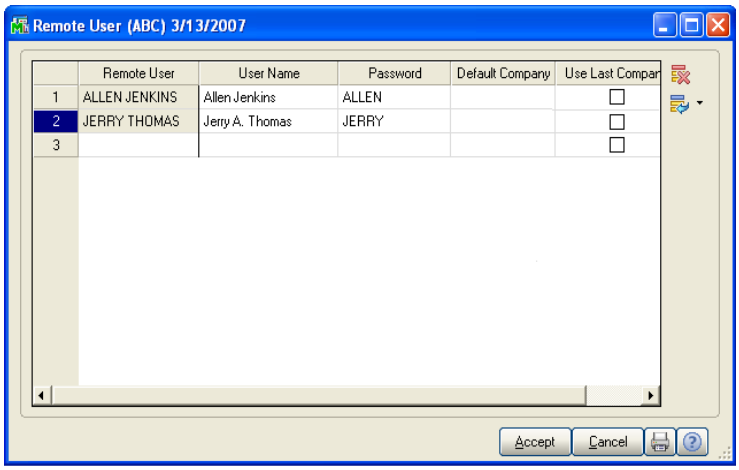
First, the user must be created as a remote user. After creating the remote user, the user must be assigned to an employee. Next, a device along with a remote license needs to be created.

The following sections contain the steps for creating a remote user, assigning the remote user to an employee, creating a device and device license.

Create a Remote User

The Remote User maintenance window available in the Library Master Extensions module allows you to create remote users.

1 Expand the **Library Master Extensions** module, and click **Remote ▶ Remote User Maintenance.** The Remote User window appears.



Remote User Window

2 Enter the login name of the user in the **Remote User** field.

3 Enter the full name of the user in the **User Name** field.

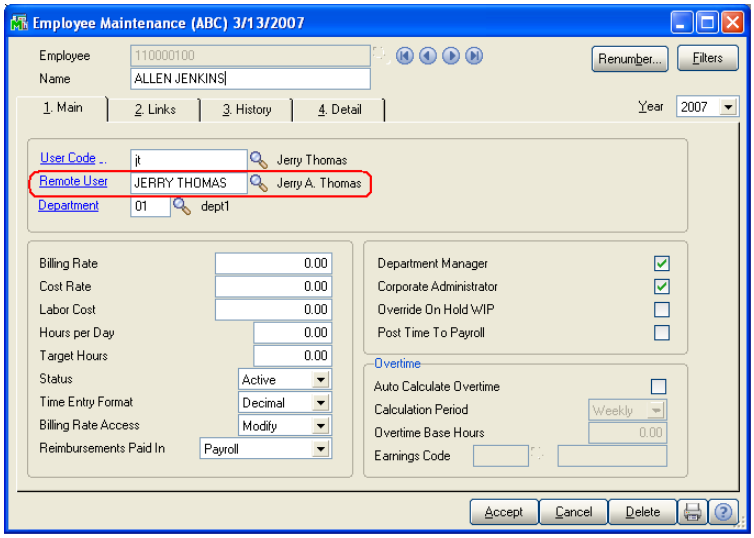
4 Enter the user password in the **Password** field.

> **NOTE:** The **Default Company** and the **Use Last Company** fields are only used with the .timekeeper application.

5 Click **Accept** to save the changes.

Assign a Remote User to an Employee

The Employee Maintenance window in the Timekeeper module must have an employee assigned to the remote user. For example, the following picture displays the **Jerry Thomas** user in the **Remote User** field.



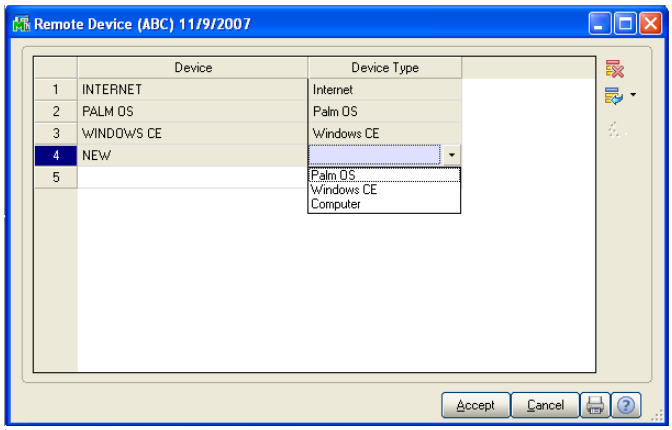
Employee Maintenance Window - Remote User

See the Employee Maintenance section (see page 64) for more information on configuring Timekeeper employees.

Create a Remote Device

The Remote Device maintenance window available in the Library Master Extensions module is used to create remote devices for Sage MAS 90 or 200.

1 Expand the **Library Master Extensions** module, and click **Remote ▶ Remote Device Maintenance.** The Remote Device window appears.



Remote Device Window

2 Select from the list of available devices.

OR

Enter the name of the device in the **Device** field.

3 Select the device you need from the drop-down list in the **Device Type** field. Options include:

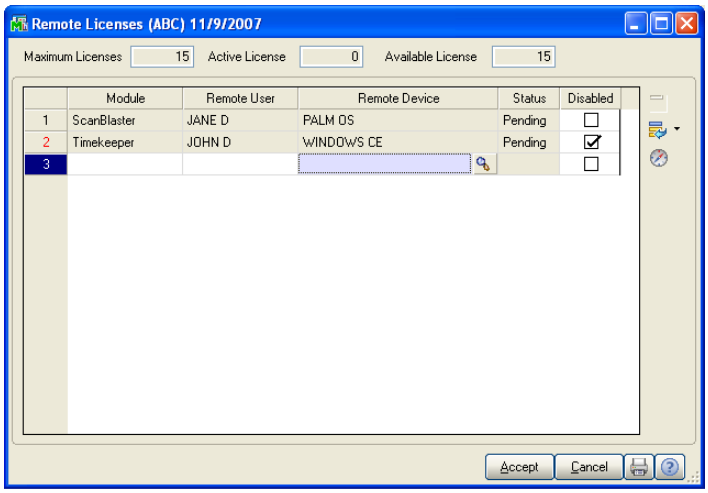
- **Palm OS:** Running Palm OS 5.0 or later
- **Windows CE:** Pocket PC (Windows CE)
- **Computer:** Desktop or Laptop

4 Click **Accept** to save the changes.

Create a Remote License

The Remote Licenses maintenance window available in the Library Master Extensions module is used to assign available licenses to particular applications. Each User/Device/Application combination requires one license.

1 Expand the **Library Master Extensions** module, and click **Remote ▶ Remote License Maintenance**. The Remote Licenses window appears.



Remote Licenses Window

2 Select **Timekeeper** from the **Module** field.

3 Select the name of the remote user created on the Remote User maintenance window (see page 219) from the **Remote User** field.

4 Select the name of the device you created on the Remote Device maintenance window (see page 221) from the **Remote Device** field.

5 Click **Accept** to save the changes.

This license status is set to **Pending** until the user synchronizes the data. After the synchronization process is finished, the status is changed to **Accepted**.

Palm OS Instructions

Palm OS System Requirements

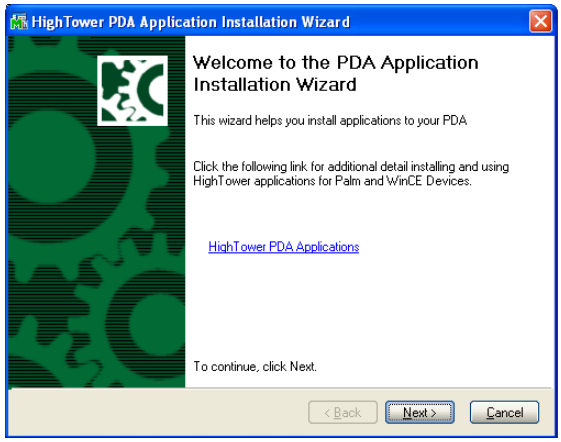
The Timekeeper Palm OS application must be installed to a Palm OS device running Palm OS 4.0 or later. It is not possible for the install script to determine what Palm OS version your device runs. Make sure you install only to devices running Palm OS 4.0 or later. If you install to a device running an OS earlier than Palm OS 4.0, the program will display an error message indicating OS incompatibility and immediately exit.

Installing Timekeeper on a Palm OS Device

The Timekeeper module on the Sage MAS 90 or 200 system features a Remote menu (see page 212), which contains options for you to install Timekeeper to the Palm OS device.

Install the Timekeeper Module on a Palm OS Device

1 From the Timekeeper **Remote** menu, select **Install PDA Application**. The Timekeeper PDA Application Installation wizard starts.

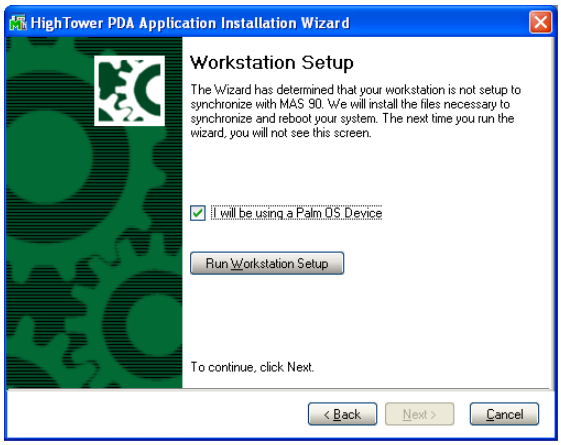


PDA Application Installation Wizard

- To view information about HighTower PDA applications, click the **HighTower PDA Applications** link.

2 Click **Next** to proceed.

The Workstation Setup window only appears if the workstation is not set up to synchronize with the Sage MAS 90 or 200 system.

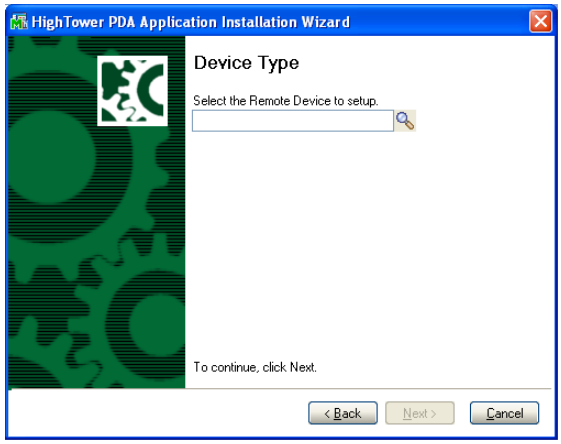


PDA Application Installation Wizard Window

a If this window appears, verify that the **I will be using a Palm OS Device** option is selected and click **Run Workstation Setup**.

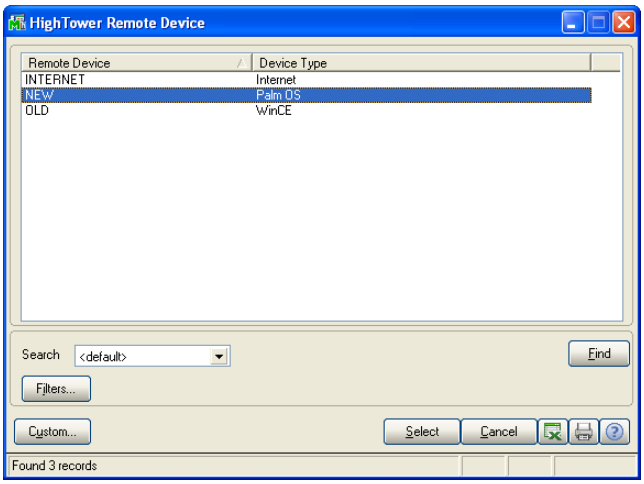
b The system installs the components and prompts you to reboot your system. After rebooting the workstation, open Sage MAS 90 or 200 and relaunch the Timekeeper PDA Application Installation wizard, and then continue with the next step.

The following window appears:



PDA Application Installation Wizard Window

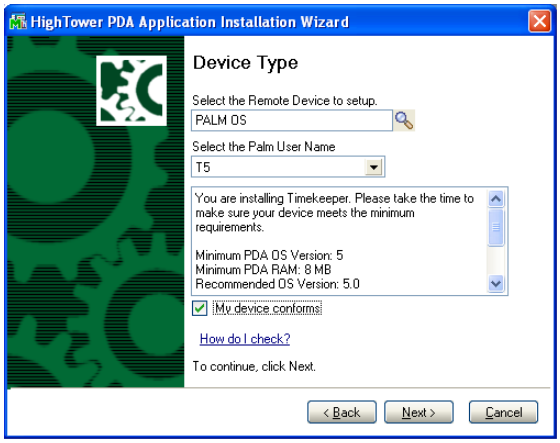
3 Click the button to select the remote device to set up. The HighTower Remote Device window appears.



HighTower Remote Device Window

4 Choose the appropriate device (**Palm OS**), and click **Select**.

5 Click **Next** on the installation wizard window to continue. The following window appears.

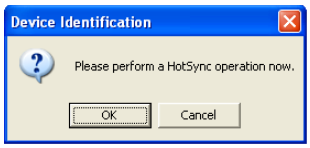


PDA Application Installation Wizard Window

6 Check the remote device you created for the minimum requirements (see the instructions under the **How do I check?** section in the installation wizard).

7 Click the **My device conforms** check box, and click **Next** to continue.

If the following dialog box appears, you have to perform the Hot Sync operation.

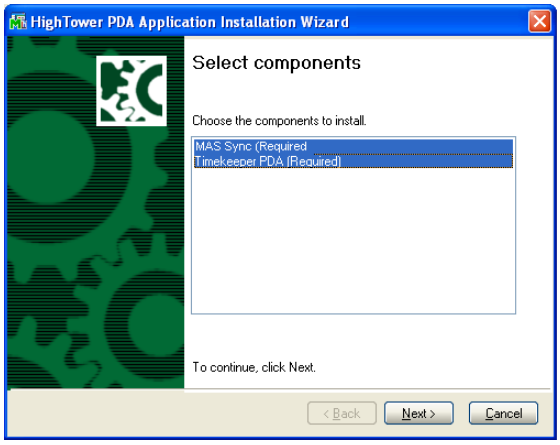


Device Identification Dialog

a Perform the Hot Sync operation, and click **OK** on the Device Identification dialog.
See the Use the Palm OS HotSync® Feature section (see page 227) for more information.

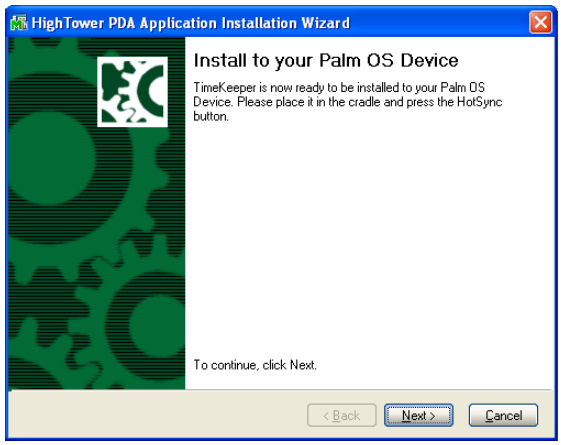
b Click **Next** on the Setup Wizard window to continue.

The Select Components window appears.



PDA Application Installation Wizard Window

8 Select the components you want to install, and click **Next** to continue. The following window appears.

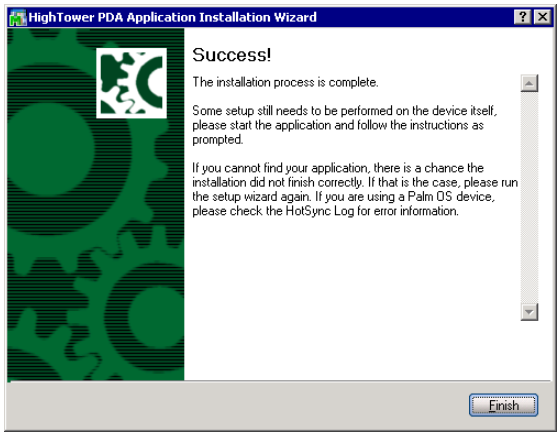


PDA Application Installation Wizard Window

9 Click **Next** to install the application.

10 Perform a **HotSync** operation on the **Palm OS device** to finish the installation.
See the Use the Palm OS HotSync® Feature section section (see page 227) for more information.

After you perform a HotSync operation, the following window appears.



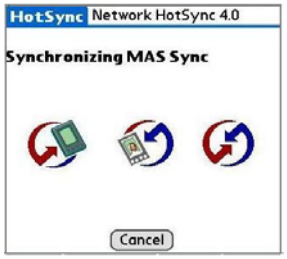
PDA Application Installation Wizard Window

11 Click **Finish** to close the installation wizard.

Use the Palm OS HotSync® Feature

▶ Tap the

icon on your Palm OS device to start the HotSync® application. The synchronization will include the Timekeeper files.



MAS Sync

When the process is finished, the Timekeeper icon appears on the Palm OS device.

Palm OS - Timekeeper Icon

Starting Timekeeper on the Palm OS Device for the First Time

The first time you start the Timekeeper application, you must select a user and synchronize your Palm OS device.

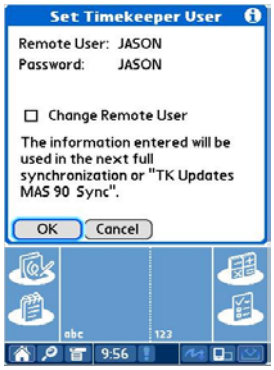
Select a User and Perform a Synchronization Process

1 Tap the

icon on your Palm OS device.

Warning

2 When the warning appears, tap **OK**. The Set Timekeeper User screen appears.



New User Screen

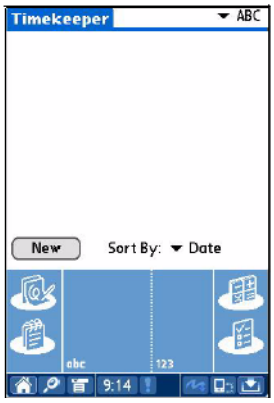
3 Enter the remote user name in the **Remote User** field.

4 Enter the password in the **Password** field.

5 Tap **OK**.

6 Tap **OK** for the notification message, and start HotSync® again.

7 Start Timekeeper after the HotSync. The Timekeeper Entry List screen appears.



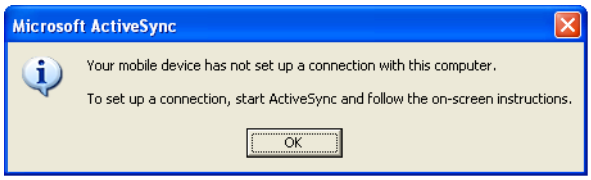
Entry List Screen

The Timekeeper application on the Palm OS device is now ready to be used.

Pocket PC (Windows CE) Instructions

Pocket PC (Windows CE) System Requirements

The Timekeeper Pocket PC application requires Microsoft ActiveSync® application to run on the workstation and Pocket PC (Windows CE) device that will be used for the synchronization process.



ActiveSync Prompt

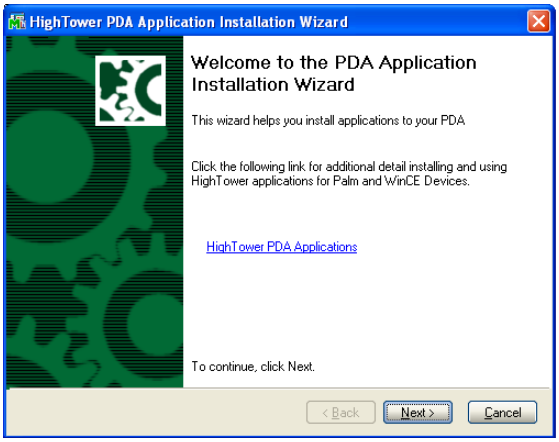
▶ To set up a connection, start ActiveSync and follow the instructions on the screen.

Installing Timekeeper on a Pocket PC (Windows CE) Device

The Timekeeper module on the Sage MAS 90 or 200 system features a Remote menu (see page 212), which contains options to install Timekeeper to the Pocket PC (Windows CE) device and synchronize the data.

Install Timekeeper on a Pocket PC (Windows CE) Device

1 From the Timekeeper module's **Remote** menu, select **Install PDA Application**. The Timekeeper PDA Application Installation wizard starts.

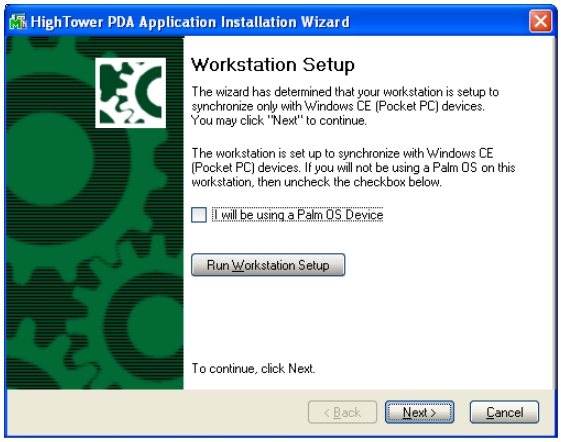


PDA Application Installation Wizard Window

- To view information about HighTower PDA applications, click the HighTower PDA Applications link.

2 Click **Next** to proceed.

The Workstation Setup window only appears if the workstation is not set up to synchronize with Sage MAS 90 or 200.

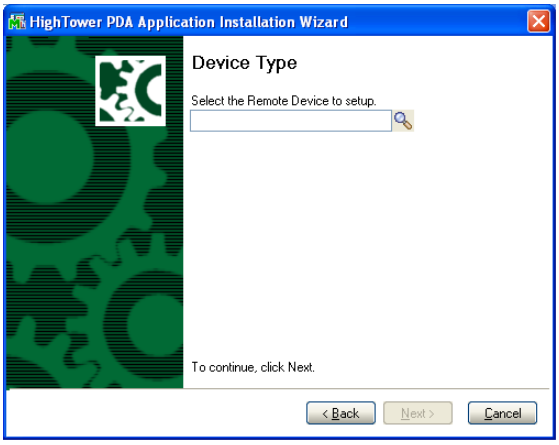


Timekeeper PDA Application Installation Wizard Window

a If this window appears and you will not use a Palm OS device, clear the **I will be using a Palm OS device** check box, and click **Run Workstation Setup**. The system installs the components and prompts you to reboot your system.

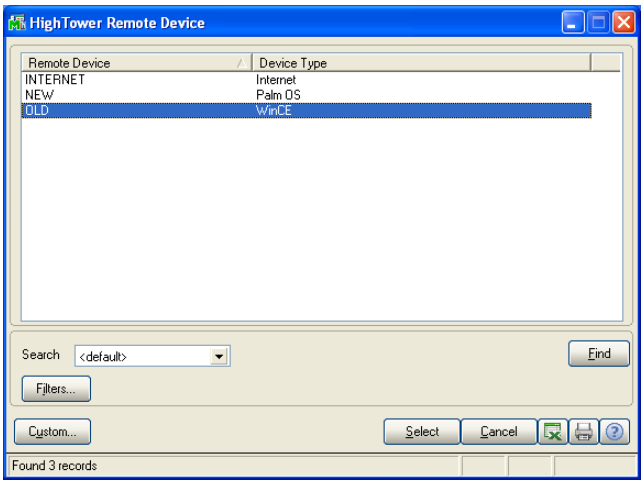
b After rebooting the workstation, open Sage MAS 90 or 200 and relaunch the Timekeeper PDA Application Installation wizard. Continue with the next step.

The following window appears:



Timekeeper PDA Application Installation Wizard Window

3 Click the button to select the remote device to set up. The HighTower Remote Device window appears.



HighTower Remote Device Window

4 Choose the appropriate device (**WinCE**), and click **Select**.

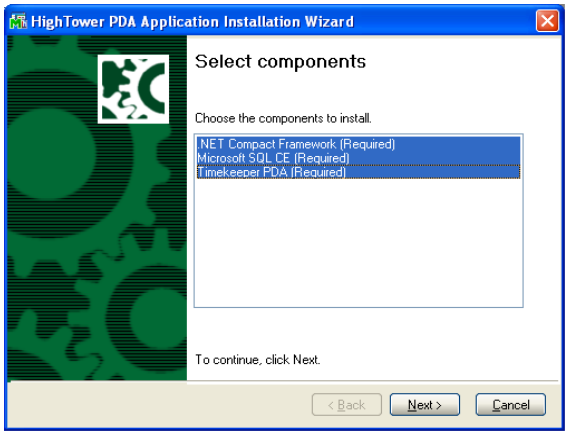
5 Click **Next** on the installation wizard window to continue. The following window appears.

PDA Application Installation Wizard Window

6 Check the remote device you created for the minimum requirements (see the instructions under the **How do I check?** section in the installation wizard).

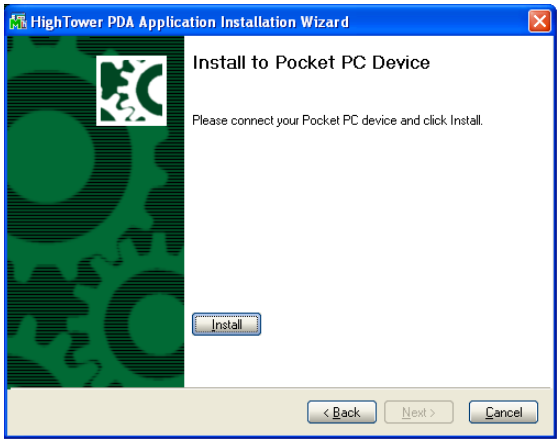
7 Click the **My device conforms** check box, and click **Next** to continue.

The Select Components window appears. .



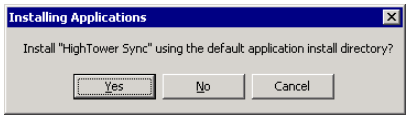
PDA Application Installation Wizard Window

8 Select the components you want to install, and click **Next** to continue. The following window appears.



PDA Application Installation Wizard Window

9 Click **Install** to install the application. The installation process begins and confirmation dialogs appear for each of the components you selected.



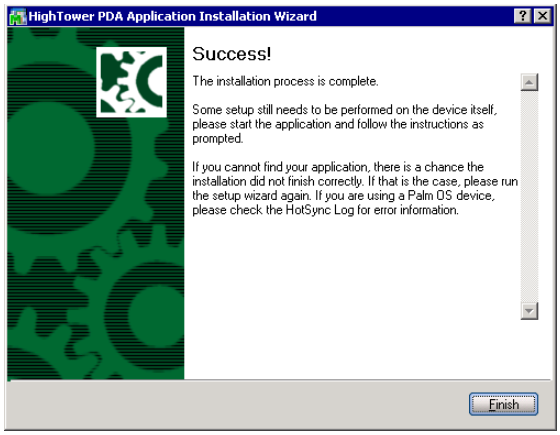
Installing Applications Dialog

10 Click **Yes** to confirm. The following dialog appears.

Application Downloading Complete Dialog

11 Check your device to see if any additional steps are required. After completing the additional steps, click **OK**.

After you install the application, the following window appears.



PDA Application Installation Wizard Window

12 Click **Finish** to close the installation wizard.

Synchronize the Pocket PC (Windows CE) Device Locally

There are two types of synchronization you can perform to synchronize Timekeeper on your Pocket PC (Windows CE) device with your Sage MAS 90 or 200 system: local and remote.

Use the Timekeeper Windows CE Sync feature (see page 215) to perform a *local synchronization.*

1 From the Timekeeper **Remote** menu, select **Windows CE Sync**. The following Timekeeper CE Sync window appears.

Timekeeper CE Sync Window

2 Check the **Show synchronization log** option if you want the system to display the synchronization log when synchronization completes.

3 Click **Sync**. The system synchronizes the data.

OR

Click **Cancel** to exit the window without synchronizing the device.

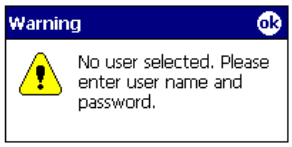
Starting Timekeeper on the Pocket PC (Windows CE) Device for the First Time

The first time you start the Timekeeper application, you must select a user and synchronize your Pocket PC (Windows CE) device.

Select a User and Perform a Synchronization Process

1 Tap the

icon on your Pocket PC device.



Warning

2 When the warning appears, tap **OK**.

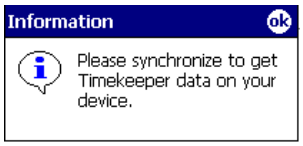
The New User screen appears.

New User Screen

3 Enter the user name in the **User** field.

4 Enter the password in the **Password** field.

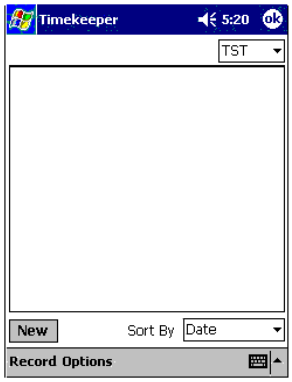
5 Tap **Accept**. The following message appears.



Information

6 Click **OK** and start the synchronization process described in the Synchronize the Pocket PC (Windows CE) Device section (see page 233).

7 Start Timekeeper after the synchronization. The Timekeeper Entry List screen appears.



TK Entry List Screen

The Timekeeper application on the Pocket PC (Windows CE) device is now ready to be used.

This concludes *Chapter 12: Installing and Configuring Timekeeper PDA* of the Timekeeper manual.

Using Timekeeper PDA

Chapter 13: Using Timekeeper PDA teaches you how to enter time and expense information on a Palm OS or Pocket PC (Windows CE) device. This chapter also includes information on Timekeeper PDA menu options and synchronization process.

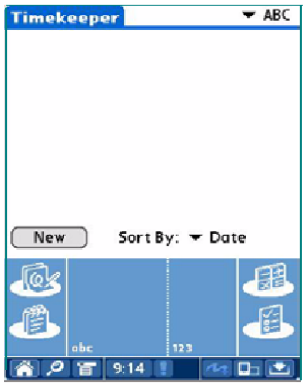
Starting Timekeeper on the PDA

1 Tap the **Timekeeper** icon from the application list on the PDA.

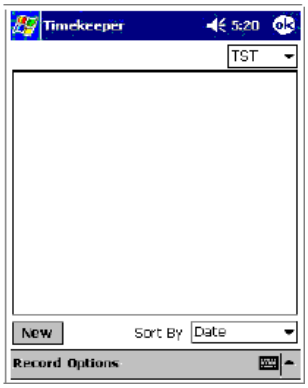
Timekeeper Icon on Palm Device

Timekeeper Icon on Pocket PC Device

2 The Timekeeper Entry List screen appears.



TK Entry List Screen on Palm Device



TK Entry List Screen on Pocket PC Device

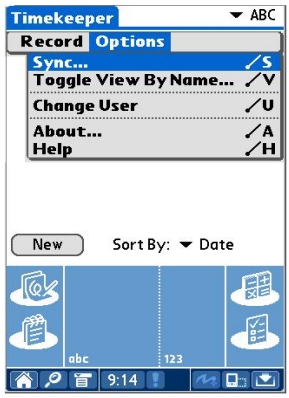
3 Select the desired option from the PDA Menu bar.

OR

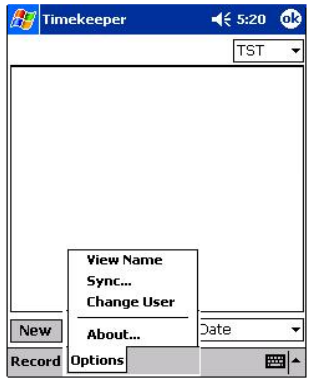
Tap **New** to create a new time entry (see page 243) or a new expense entry (see page 247).

Timekeeper PDA Menu Bar

Timekeeper PDA includes a menu bar that allows you to manage users and databases, handle time and expense entries, and set up synchronization options.



Palm OS Device Menu



Pocket PC Device Menu

- On the Palm OS device, the Timekeeper PDA Menu Bar is located at the top of the screen.
- On the Pocket PC (Windows CE) device, the Timekeeper PDA Menu Bar is located at the bottom of the screen.

Tap the desired option form the Timekeeper PDA menu bar to access the corresponding screen.

Using the Record Menu

The **Record** menu bar option includes the feature to view the **Entry Summary** information on your PDA devices.

> **NOTE:** This option also includes the **New Record** and **Delete Entry** features on the *Palm OS* device.

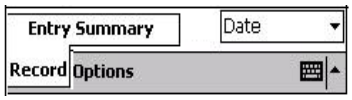
Entry Summary

The **Entry Summary** menu option opens the Entry Summary screen where you can view the summary information for a time or expense entry.

View Entry Summary

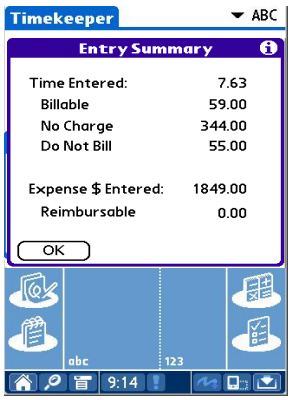
1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Record**.

Palm Device Record Menu

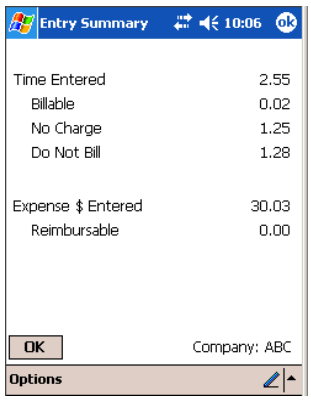


Pocket PC Device Record Menu

2 Tap **Entry Summary** from the **Record** menu. The Entry Summary screen appears.



Palm OS Entry Summary Screen



Pocket PC Entry Summary Screen

You can view the information in the following fields:

- **Time Entered** - Displays the summary of time units, including:

  Billable - Displays the time units for Billable entries.
  No Charge - Displays the time units for No Charge entries.
  Do Not Bill - Displays the time units for Do Not Bill entries.

- **Expense $ Entered** - Displays the dollar amount of incurred expenses, including:

  Reimbursable - Displays the dollar amount of expenses that can be reimbursed.
  Company - Displays the current company.

3 After reviewing the information, tap **OK**.

New Record (Palm OS)

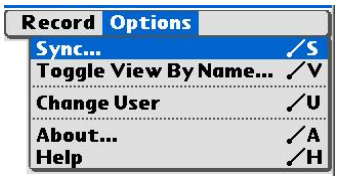
The **New Record** menu option enables you to access the New Entry screen and create a new time entry (see page 243) or a new expense entry (see page 247) on your Palm OS device.

Delete Entry (Palm OS)

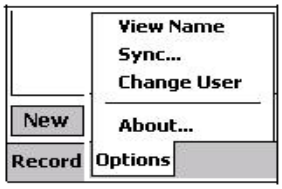
The **Delete Entry** menu option allows you to delete a time/expense entry (see page 250) on your Palm OS device.

Using the Options Menu

The **Options** menu bar option includes the features to view listings, change users, set up synchronization process, and delete databases. .



Palm OS Device Options Menu



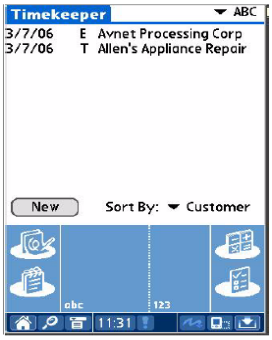
Pocket PC Device Options Menu

View Name

The **View Name** (Pocket PC device) or **Toggle View by Name** (Palm OS device) feature allows you to toggle between viewing the customer name or viewing the customer number.

1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Options** ▶ **View Name** (or **Toggle View by Name** on your Palm OS device). The list of items appears.

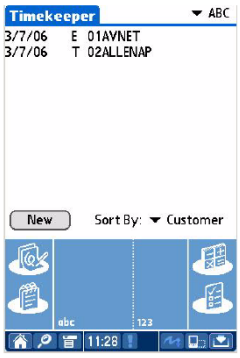
The following pictures display both options on a Palm OS device and on a Pocket PC (Windows CE) device. .



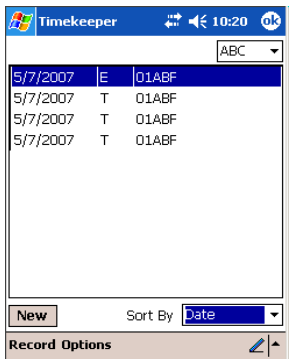
Palm OS - View by Name

Pocket PC - View by Name

2 Tap **View Name** (or **Toggle View by Name**) again, and the list of items is changed to display by number. .



Palm OS - View by Number



Pocket PC - View by Number

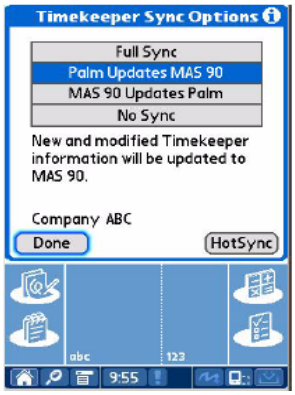
Sync

The **Sync** menu option allows you to control the synchronization process between Timekeeper PDA and the Sage MAS 90 or 200 system. You can synchronize the data between both, send the updates from the PDA to Sage MAS 90 or 200, update the PDA with the information available in Sage MAS 90 or 200, or do not synchronize the data at all.

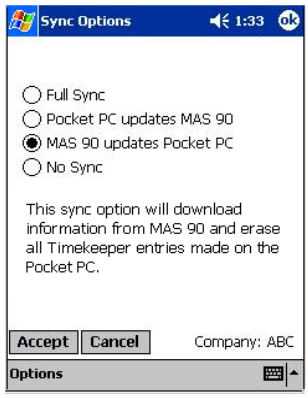
> **NOTE:** The **Sync** menu option is not available if you are synchronizing Timekeeper PDA for the first time, when the full synchronization process is completed automatically.

Set Up the Synchronization Process

1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Options** ▶ **Sync**. The Sync Options screen appears.



Sync Screen on Palm Device



Sync Screen on Pocket PC Device

2 Select the synchronization option you need. The following table describes each process.

Option	Description
Full Sync	This option sends the data available on the PDA to Sage MAS 90 or 200, and sends the data available in Sage MAS 90 or 200 to the PDA. The full synchronization process is completed automatically the first time Timekeeper PDA is synchronized.
Palm (or **Pocket PC**) **updates Sage MAS 90**	This option sends the data available on the PDA to Sage MAS 90 or 200.
Sage MAS 90 updates Palm (or **Pocket PC**)	This option sends the data available in Sage MAS 90 or 200 to the PDA.
No Sync	This option does not synchronize any data.

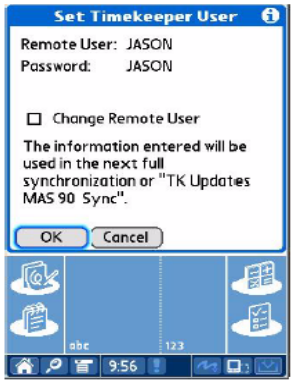
3 Tap **Back** when finished. See the Synchronizing the Data section (see page 250) to sync the PDA.

Change User

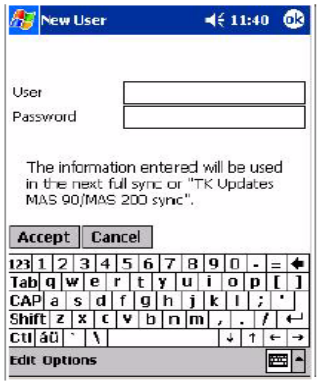
The **Change User** menu option allows multiple users to enter time through the same PDA device. Each user must have a valid license. Only ONE user can be active between synchronizations.

Change the User Information

1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Options** ▶ **Change User**. The Change User screen appears.



Change User Screen on Palm Device



Change User Screen on Pocket PC Device

2 Enter the new user name in the **User** (Pocket PC device) or **Remote User** (Palm OS device) field.

3 Enter the new user password in the **Password** field.

4 On the Palm OS device, tap the **Change Remote User** check box for the checkmark to appear.

5 Tap **Accept** (on your Pocket PC device) or **OK** (on your Palm OS device).

The Timekeeper application will synchronize the data for the new user the next full Sage MAS 90 or 200 synchronization process, or "TK Updates Sage MAS 90 or 200 sync".

Delete Databases

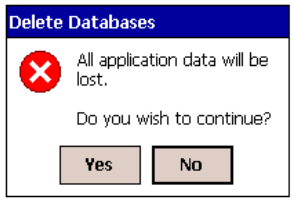
The **Delete Databases** menu option (located under the **Change User** menu option) removes all Timekeeper data.

> **WARNING:** The Delete Databases feature should only be used when recommended by a Help Desk representative.

Use the Delete Databases Feature

1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Change User** ▶ **Options** ▶ **Delete Databases**. The following warning appears.

Delete Databases Warning on Palm



Delete Databases Warning on Pocket PC

2 Tap **Yes**. The Timekeeper data will be removed from your PDA device.

About

Select the **About** menu option to view the version number and build date of the Timekeeper application installed on your PDA device. You can use this information during troubleshooting or for software inventory procedures.

Access the About Screen

1 From the Timekeeper PDA Menu Bar of your PDA device, tap **Options** ▶ **About**. The About Timekeeper screen appears.

About Timekeeper Screen on Palm Device

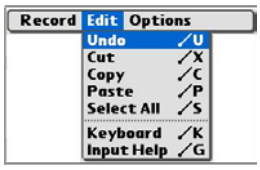
About Timekeeper Screen on Pocket PC Device

2 Review the information and tap **OK**.

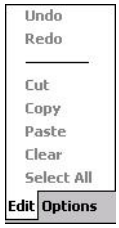
Help (Palm OS)

Select the **Help** menu option to launch the Timekeeper PDA online help facility. This options is available on the Palm OS device ONLY.

Using the Edit Menu



TK Entry List Screen on Palm Device



TK Entry List Screen on Pocket PC

The **Edit** menu option includes the standard edit features, such as:

Palm OS device:

Undo
Cut
Copy
Paste
Select All
Keyboard
Input Help

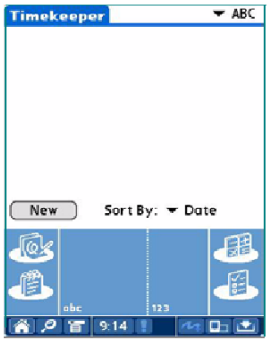
Pocket PC (Windows CE) device:

Undo
Redo
Cut
Copy
Paste
Clear
Select All

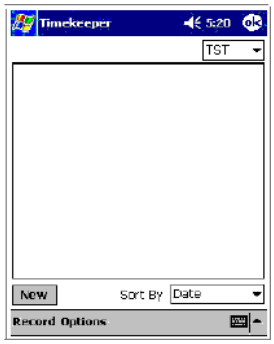
Entering Time and Expense Data

You can easily add, change, and delete time and expense entries using the Timekeeper application on the PDA device.

Adding a New Time Entry

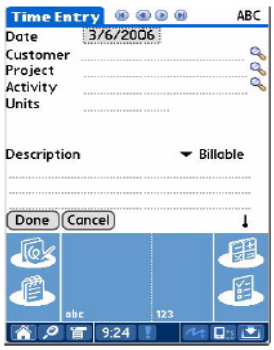


TK Entry List Screen on Palm Device

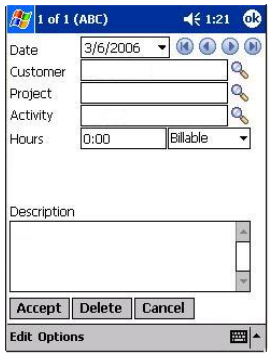


TK Entry List Screen on Pocket PC

1 From the TK Entry List screen, tap **New**. The New Entry screen appears.



New Entry Screen for Time Entry on Palm Device



New Entry Screen for Time Entry on Pocket PC

2 Tap the **Date** field to select from a calendar, or use the browse buttons ( ) next to the field to change the date of the entry. This field defaults to the current date.

3 Tap the **Customer**, **Project**, and **Activity** fields.

- You can enter the appropriate codes

  OR

- Tap the magnifying glass ( ) icon available in these fields to select a specific item from the Lookup (see page 245). Tap the respective code/name (for the customer, project, or activity) and the selected item appears in the corresponding field on the New Entry screen.

NOTE 1: If the activity selected is a time related activity, the entry becomes a time entry and the New Entry screen displays the **Hours** (Pocket PC) or **Units** (Palm OS) field.

4 Enter the appropriate time units in the **Hours** or **Units** field.

5 Select the billing status for the time entry from the Billing Status field. Options include:

- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice

> **NOTE 2:** If the activity selected is an expense related activity, the entry becomes an expense entry and the New Entry screen displays the **Units**, **Rate**, and **Amount** fields.

6 Enter the quantity of the expense item in the **Units** field.

7 Select the billing status for the expense entry from the Billing Status field. Options include **Billable**, **No Charge**, and **Do Not Bill**.

8 Enter the billing rate for the expense entry in the **Rate** field.

The billable amount appears in the **Amount** field.

9 Enter a description for the expense entry in the **Description** field.

10 Tap **Accept** (Pocket PC) or **Done** (Palm OS) to save the changes.

OR

Tap **Cancel** to exit without saving.

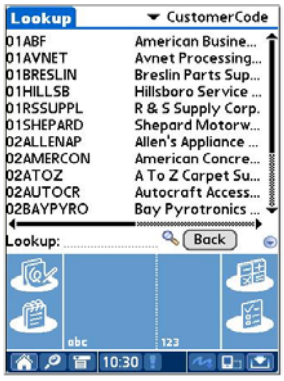
Timekeeper PDA Lookups

The Lookups have some advanced features starting with Timekeeper 4.10 and higher. Each platform implements these a little differently.

Select an Item from a Lookup on the Palm OS Device

The Palm OS lookups contain features that maximize flexibility across all classes of Palm OS 5 and above devices. By default, an empty lookup appears the first time a user loads a particular lookup (Customer, Project or Activity lookups) in Timekeeper. This expedites lookup selection on slow devices.

The Lookup screens look similar to the following.

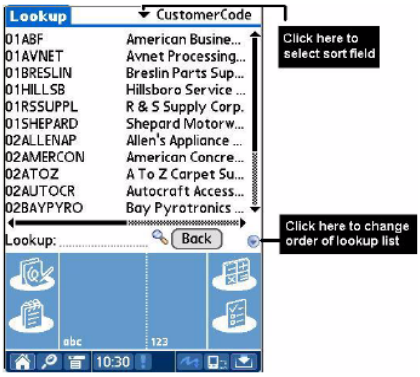


Customer List Screen on Palm Device

Customer List Screen on Pocket PC Device

1 Enter the first few characters of the item you wish to lookup in the respective fields.

2 Tap the magnifying glass ( ) icon. Records that begin with those few characters are displayed.



Customer List Screen on Palm Device

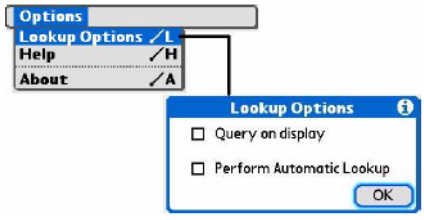
3 Use the drop-down in the upper-right corner of the screen to select the field by which the lookup is sorted.

The field selected to sort by is the field upon which the lookup will be narrowing its results.

4 Click the blue arrow at the bottom-right corner of the screen to change the order by which the lookup is sorted.

- If the arrow is pointing down, the list is currently sorted in ascending order. Clicking the down arrow means that you want to rearrange the list for a descending order lookup.
- Conversely, if the arrow is pointing up, then the list is currently sorted in descending order. Clicking the up arrow means that you want to rearrange the list for an ascending order lookup.

If you have a speedy device, relatively few records, or both, two options are available that you may activate to more closely replicate the regular Palm OS and Sage MAS 90 or 200 experience. .



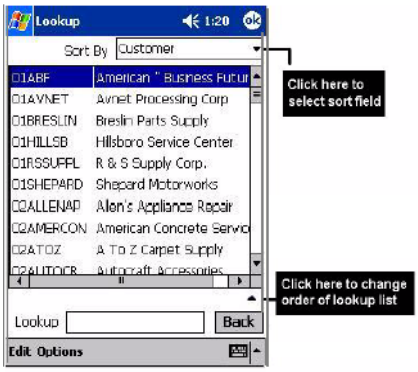
Lookup Options on Palm OS Device

5 Tap **Options ▶ Lookup Options**.

- The **Query on display** option automatically loads all records when the same lookup is next loaded.
- The **Perform Automatic Lookup** option continuously updates the lookup results as users type characters into the **Lookup** field.

Select an Item from a Lookup on the Pocket PC Device

1 Tap the magnifying glass ( ) icon in the respective field. The list of corresponding items displays.



Customer List Screen on Pocket PC Device

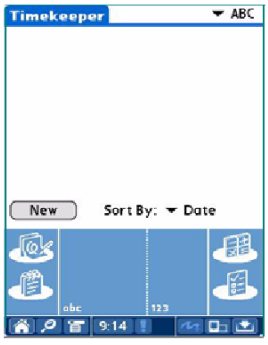
The field selected to sort by is the field upon which the lookup will be narrowing its results.

2 Use the drop-down in the upper-right corner of the screen to select the field by which the lookup is sorted.

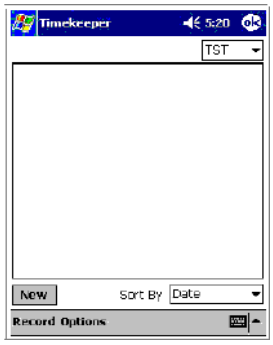
3 Click the blue arrow at the bottom-right corner of the screen to change the order by which the lookup is sorted.

- If the arrow is pointing down, the list is currently sorted in ascending order. Clicking the down arrow means that you want to rearrange the list for a descending order lookup.
- Conversely, if the arrow is pointing up, then the list is currently sorted in descending order. Clicking the up arrow means that you want to rearrange the list for an ascending order lookup.

Adding a New Expense Entry

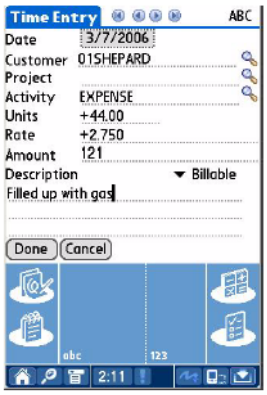


TK Entry List Screen on Palm Device

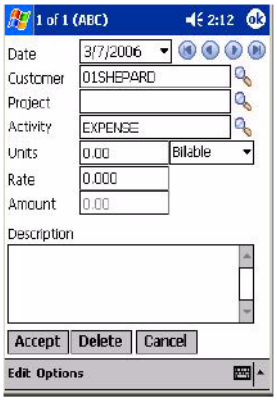


TK Entry List Screen on Pocket PC

1 From the Timekeeper Entry List screen, tap **New**. The New Entry screen appears.



New Entry Screen for Expense Entry on Palm Device



New Entry Screen for Expense Entry on Pocket PC Device

2 Tap the **Date** field to select from a calendar, or use the browse buttons ( ) next to the field to change the date of the entry. This field defaults to the current date.

3 Tap the **Customer**, **Project**, and **Activity** fields.

- You can enter the appropriate codes

  OR

- Tap the magnifying glass ( ) icon available in these fields to select a specific item from the Lookup (see page 245). Tap the respective code/name (for the customer, project, or activity) and the selected item appears in the corresponding field on the New Entry screen.

NOTE 1: If the activity selected is a time related activity, the entry becomes a time entry and the New Entry screen displays the **Hours** (Pocket PC) or **Units** (Palm OS) field.

4 Enter the appropriate time units in the **Hours** or **Units** field.

5 Select the billing status for the time entry from the Billing Status field. Options include:

- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice

NOTE 2: If the activity selected is an expense related activity, the entry becomes an expense entry and the New Entry screen displays the **Units**, **Rate**, and **Amount** fields.

6 Enter the quantity of the expense item in the **Units** field.

7 Select the billing status for the expense entry from the Billing Status field. Options include **Billable**, **No Charge**, and **Do Not Bill**.

8 Enter the billing rate for the expense entry in the **Rate** field.

The billable amount appears in the **Amount** field.

9 Enter a description for the expense entry in the **Description** field.

10 Tap **Accept** (Pocket PC) or **Done** (Palm OS) to save the changes.

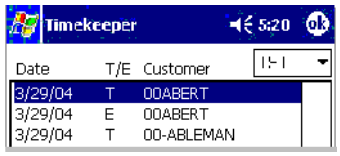
OR

Tap **Cancel** to exit without saving.

Changing a Time/Expense Entry

You can change any field for a time/expense entry on your PDA screen.

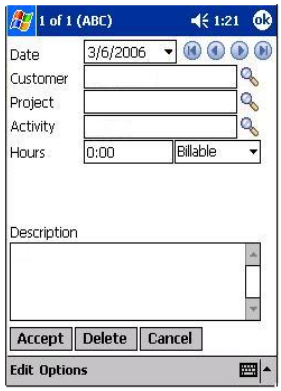
TK Entry List Screen on Palm Device



TK Entry List Screen on Pocket PC Device

1 From the Timekeeper Entry List screen, tap the time or expense to change. The Change Entry screen appears.

Change Entry Screen for Expense Entry on Palm Device



Change Entry Screen for Time Entry on Pocket PC

2 Make the necessary changes to any of the fields available on the Change Entry screen.
See the Adding a New Time Entry (see page 243) or Adding a New Expense Entry (see page 247) section for more information.

3 Tap **Accept** (Pocket PC) or tap **Done** (Palm OS) to save the changes.

OR

Tap **Cancel** to exit without saving.

Deleting a Time/Expense Entry

1 From the Timekeeper Entry List screen, tap the time or expense to delete. The Change Entry screen appears.

2 Tap **Delete** on your Pocket PC device.

OR

Tap **Record** ▶ **Delete Entry** on your Palm OS device.

The following warning appears.

Delete Entry Warning on Palm Device

Delete Entry Warning on Pocket PC Device

3 Tap **Yes** to delete the entry.

OR

Tap **No** to cancel the delete operation.

Synchronizing the Data

After entering time and expenses through the PDA, you must synchronize the data so that it is available in Sage MAS 90 or 200. You can also update the PDA device with the latest customer, project, and activity lists available in the Sage MAS 90 or 200 system.

If you have multiple companies' data on a PDA device, all data from all companies are synchronized at the same time.

Synchronize the Palm OS Device

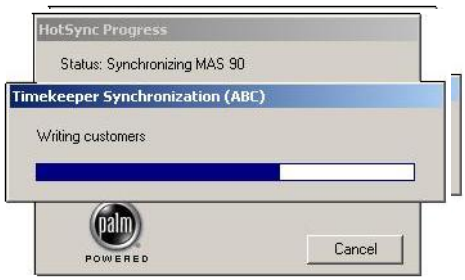
1 From the Timekeeper PDA **Sync** menu, select the synchronization method. See the Set Up the Synchronization Process section (see page 240) for more information.

> **NOTE:** You do not have access to the **Sync** menu option on the device when synchronizing for the first time.

2 Tap **Back** when finished.

3 Tap the HotSync icon to start the HotSync® application on your Palm OS device. The system synchronizes the data.

The HotSync® application starts on your Palm OS device.



HotSync Progress

The entries will be available for manager approval in the Timekeeper module of the Sage MAS 90 or 200 system.

Synchronize the Pocket PC (Windows CE) Device

1 From the Timekeeper **Sync** menu, select the synchronization method. See the Set Up the Synchronization Process section (see page 240) for more information.

> **NOTE:** You do not have access to the **Sync** menu option on the device when synchronizing for the first time.

2 Tap **Back** when finished, and then close the Timekeeper PDA application.

3 Perform a Local Synchronization operation (see page 233). This synchronization type is recommended when synchronizing Timekeeper PDA for the first time.

OR

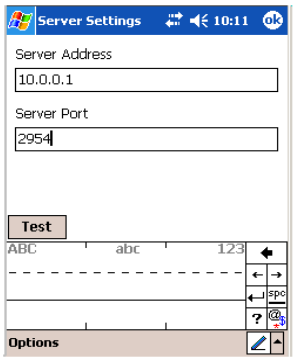
Perform a Remote Synchronization operation (see page 251).

Perform a Remote Synchronization on the Pocket PC (Windows CE) Device

Before starting the *remote synchronization* process, you must configure the ProvideX Web Server (see page 255).

To synchronize Timekeeper data on your Pocket PC (Windows CE) device with the Sage MAS 90 or 200 system remotely:

1 Tap the CF Sync icon on your Pocket PC device. The Server Settings screen appears.



Server Settings Screen

NOTE: When you perform a remote synchronization for the first time, the system warns you that the server settings are not specified.

2 Enter the server IP address in the **Server Address** field.

3 Enter the port number on which the server is listening in the **Server Port** field.

4 Tap **Test** to verify you have a successful connection to your Sage MAS 90 or 200 system.

5 Tap **OK** to exit the Server Settings screen. .

CF Sync Progress

6 Tap **Synchronize**. The system synchronizes the data.

This concludes *Chapter 13: Using Timekeeper PDA* of the Timekeeper manual.

Our tech-knowledge-e Is Your Solution

.timekeeper Instructions

Installing and Configuring .timekeeper

Chapter 14: Installing and Configuring .timekeeper teaches you how to install and configure the .timekeeper website.

Architecture

timekeeper is the web-entry version of the Timekeeper module. This version runs on your company's Internet or Intranet site.

The .timekeeper architecture works across multiple servers. This splits the overall processing power requirement for optimal flexibility and performance. Accessible through a wide range of web browsers (cross platform), .timekeeper is the easiest way to capture up to the minute time and expense information for local or widespread teams.

Application Server

The Application Server is the server where Sage MAS 90 or 200 and the system data files reside. When the Timekeeper module is installed, all .timekeeper program files are placed under the MAS90\TK\www. directory.

ProvideX Web Server

The ProvideX Web Server is responsible for servicing web requests between the .timekeeper and Application Server. A request comes into the Web Engine from the Internet via a specific Transmission Control Protocol (TCP) port defined in the Web Engine Configuration program. The Web Engine merges standard HTML documents with the data obtained from the Sage MAS 90 or 200 database. It then returns content back to the requesting user browser.

External Web Server

The .timekeeper application no longer requires an external web server. However, if you use an external web server, the server must support reverse proxies. If you do not want to open the ProvideX Web Server to the Internet, you can use an external web server to proxy Internet requests for web pages to the ProvideX Web Server.

System Requirements

Before proceeding with the installation of .timekeeper, you must have the following:

- A Sage MAS 90 or 200 system with the Timekeeper module installed.
- The ProvideX Web Server installed with a secure connection to the Application Server and full rights to the data on that server. For operating system requirements, see the *Supported Platform Matrix* on the Sage Software website. For installation procedures, refer to the product documentation. The configuration of the ProvideX Web Server that is required by .timekeeper is discussed in detail throughout this chapter.

- Though the .timekeeper application no longer requires an external web server, you can still use it, but the server must support reverse proxies. Timekeeper comes standard with a reverse proxy for the Microsoft Internet Information Server (IIS). For installation procedures for the IIS web server, see the documentation that accompanies the product. This chapter discusses in detail the configuration of the IIS Server that .timekeeper requires.

The .timekeeper application requires a web browser configured to allow cookies and JavaScript. Also, to take full advantage of all the features, ensure that the browser status bar is visible and the text displayed on it can be changed.

The .timekeeper application can be run on Windows, Linux, or MAC OS and supports a variety of browsers, including:

- Internet Explorer 6.0 or higher
- Netscape 7.2 or higher
- Opera 7.54 or higher
- Mozilla 1.5 or higher
- Firefox 1.0 or higher
- Safari 1.2 or higher

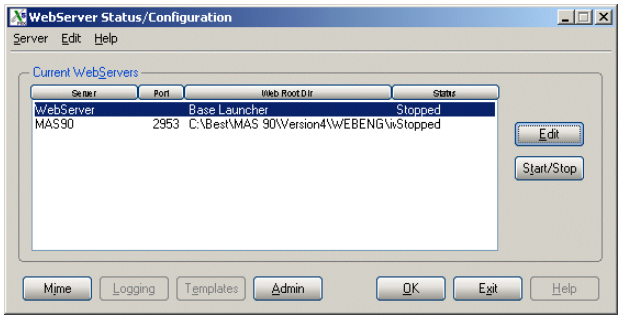
Configuring the ProvideX Web Server

The ProvideX Web Server lets you integrate your HTML and your ProvideX programs in your web applications.

This section teaches you how to configure the ProvideX Web Server. For more information regarding the ProvideX Web Server, please refer to the documentation provided by ProvideX.

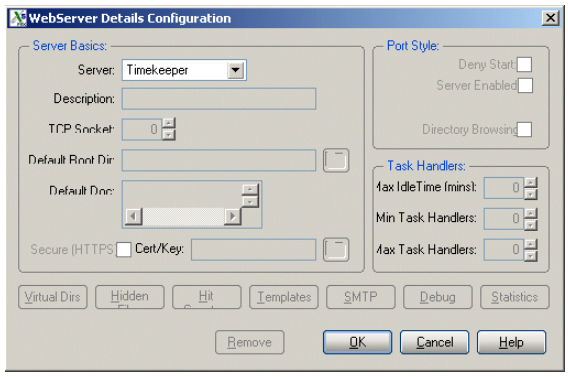
Complete the ProvideX Web Server Configuration

1 Click **Start ▶ Control Panel ▶ Administrative Tools** and launch the **WebServer Status/Configuration** window.



WebServer Status/Configuration Window

2 Click **Edit** to access the WebServer Details Configuration window.



WebServer Details Configuration Window

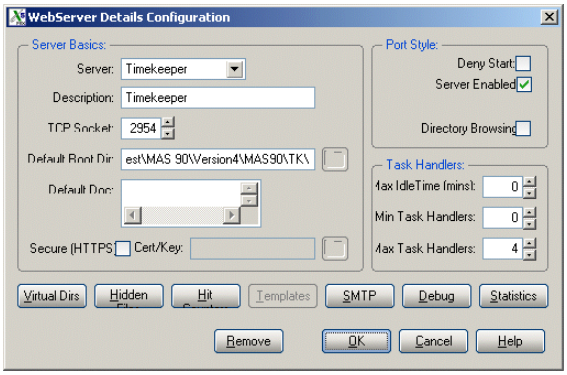
3 Enter the web server name in the **Server** field.

4 After you press ENTER, the following dialog appears.

ProvideX-WebServer Dialog

5 Click **Yes** and enter the information for the rest of the fields.

▼ At a very minimum, the following fields need to be filled.



WebServer Details Configuration Window

a Enter the description in the **Description** field.

b Enter the socket number that is not commonly used in the **TCP Socket** field. This number can be any open socket you want to use. Be careful not to choose a socket used for other protocols. We recommend using **2954**.

c Enter the directory in the **Default Root Dir** field. Enter the local drive path to the MAS90\TK\wwwroot directory.

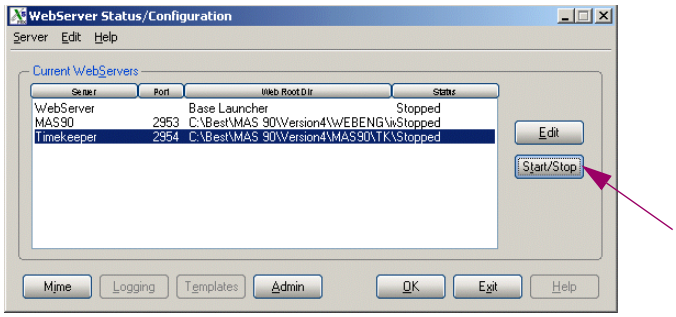
d Enter index.html in the **Default Doc** field.

e To enable the web server, click the **Server Enabled** check box (☑).

f Enter the number of task handlers in the **Max Task Handlers** field.

g Click **OK** to save all the information.

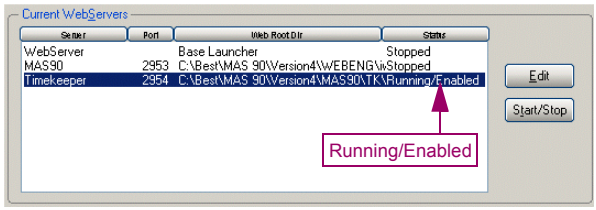
6 Click **OK** again to access the WebServer Status/Configuration window.



WebServer Status/Configuration Window

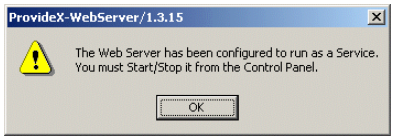
7 To start the web server, select it from the list, and then click the Start/Stop button.

- If during installation you configured your Web Engine as an **Application**, the Timekeeper web server will start running. It does not require any other web server to be running.



WebServer Status/Configuration Window

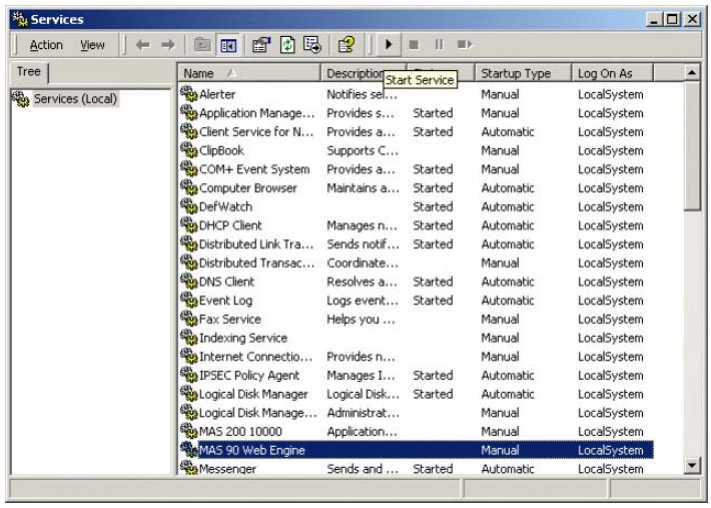
- If during installation you configured your Web Engine as a **Service**, you will be prompted to start it from the Control Panel.



ProvideX-WebServer Dialog

8 Click **OK** on the dialog.

9 From the **Control Panel**, select **Administrative Tools/Services**.



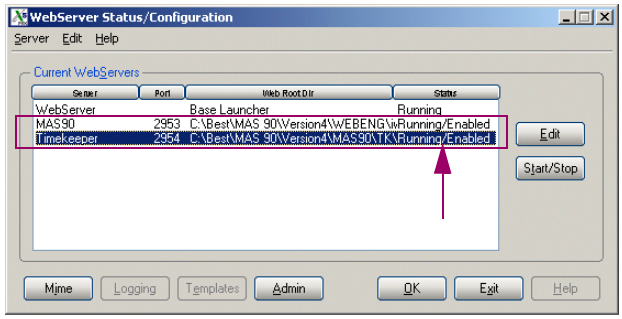
Services Window

10 Select the **Sage MAS 90 Web Engine** and click the **Start Service** button from the tool bar.

OR

Right-click the **Sage MAS 90 Web Engine**, choose **Properties**, and then click **Start**.

Upon startup, the Sage MAS 90 or 200 Web Engine automatically starts all web servers that are enabled on the WebServer Status/Configuration window. Both **WebServer** web server and **Timekeeper** web server must be running.



WebServer Status/Configuration Window

Your ProvideX Web Server is now ready to accept requests.

11 Click **OK** on the WebServer Status/Configuration window to save the settings.

Setting Up the IIS Web Server

Setting .timekeeper with the Microsoft Internet Information Web Server (IIS) consists of two parts.

- First, you need to copy and modify the files used by the proxy to a directory that the IIS application can access.
- Second, you need to create a virtual directory in IIS that maps to the directory where the proxy files reside.

Copy and Modify Proxy Files

This section teaches you how to copy the .dll and .ini proxy files to the timekeeper folder, and how to modify the .ini sample file. Follow these steps:

1 Use the operating system on the computer where your IIS resides to create a directory, such as `timekeeper`. Typically, such a directory might reside under the C:\Inetpub\wwwroot\ folder.

2 Copy the content of your MAS90\TK\IISProxy folder to the directory you created in step 1.

3 Use a text editing program (such as Notepad) to open the IISProxy.ini file.

4 Replace `# Host localhost` with your website URL.

> **NOTE:** Do NOT include “http://” in the URL.

5 Replace `# Port 8081` with the port number that the Timekeeper Web Server is using.

6 Save the changes and close the `.ini` file.

Create a Virtual Directory

This section teaches you how to create a virtual directory in IIS 5.1. For more information about creating virtual directories in Internet Information Services, refer to your Microsoft documentation or the Knowledge Base on the http://support.microsoft.com website.

1 Click **Start** ▶ **Control Panel** ▶ **Administrative Tools**, and then click **Internet Services Manager**.

> **NOTE:** IISI5.1 must be installed on your computer for this feature to be available.

2 In the left pane, expand the server name.

3 Expand the Web Sites folder.

4 Right-click **Default Web Site**, select **New**, and then click **Virtual Directory**. The Virtual Directory Creation Wizard appears.

5 Click **Next**.

6 Enter an alias, or name, for the virtual directory (such as timekeeper) in the **Alias** field, and then click **Next**.

7 Click **Browse** to locate the `timekeeper` folder that you created to hold the proxy files. Select this folder and click **Next**.

8 Select **Read** and **Write** (☑). Make sure that the other check boxes are cleared, and then click **Next**.

9 Click **Finish** to complete the wizard.

10 Right-click the virtual directory and select **Properties**, and then select the **Virtual Directory** tab.

11 Clear the **Log visits** and **Index this resource** options (☐).

12 Click **Create** under Application Settings.The virtual directory name appears in the **Application Name** box.

- Note that the application name does not have to match the virtual directory alias.
- The **Create** button changes to the **Remove** button.

13 Select **Scripts and Executables** from the drop-down list available in the **Execute Permissions** box.

14 Click **Configuration**.

15 Select each item from the **Application Mappings** list, and then click **Remove** for each item.

16 Click **Add**.

17 Enter the path to IISProxy.dll In the **Executable** field.

18 Enter `.*` in the **Extension** field.

19 Clear the **Check that file exists** box.

20 Click **OK**.

The script mapping the settings you entered appears in the **Application Mapping** list.

21 Click **OK** once more.

22 Click **OK** again at the .timekeeper Properties dialog box.

Configuring .timekeeper

Once you have installed and properly configured the Application Server, ProvideX Web Server, and optional proxy, you must set .timekeeper options.
Please refer to the Configure the Timekeeper Options for Work in Process on the Entry Tab section for more information (see page 57).

Before you can access the .timekeeper application, a remote device license must also exist in the Sage MAS 90 or 200 system. First, you must be added as a remote user. After the remote user is created, it must be assigned to an employee. Then, a device license needs to be created. (The remote device used in the remote license must be the INTERNET type.) Creating a remote user and assigning it to an employee is not necessary for the Customer Approval. To create a Sage MAS 90 or 200 user, see the *Library Master Online Help* by Sage Software. The following section contains the steps for configuring the .timekeeper application, creating a remote user and device license.

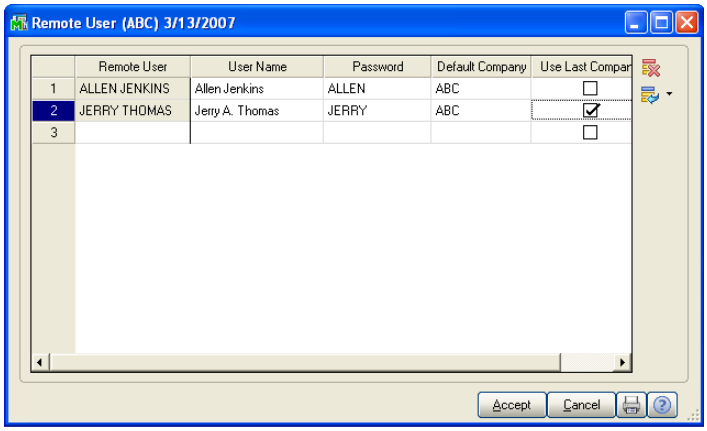
Creating Remote Users/Devices/Licenses for .timekeeper

The following sections contain the steps for creating a remote user, assigning the remote user to an employee, creating a device and device license.

Create a Remote User

The Remote User maintenance window available in the Library Master Extensions module allows you to create remote users.

1 From the **Remote** menu of the **Library Master Extensions** module, select **Remote User Maintenance.** The Remote User window appears.



Remote User Window

2 Enter the login name of the user in the **Remote User** field.

3 Enter the full name of the user in the **User Name** field.

4 Enter the user password in the **Password** field.

5 Enter the default company code in the **Default Company** field.

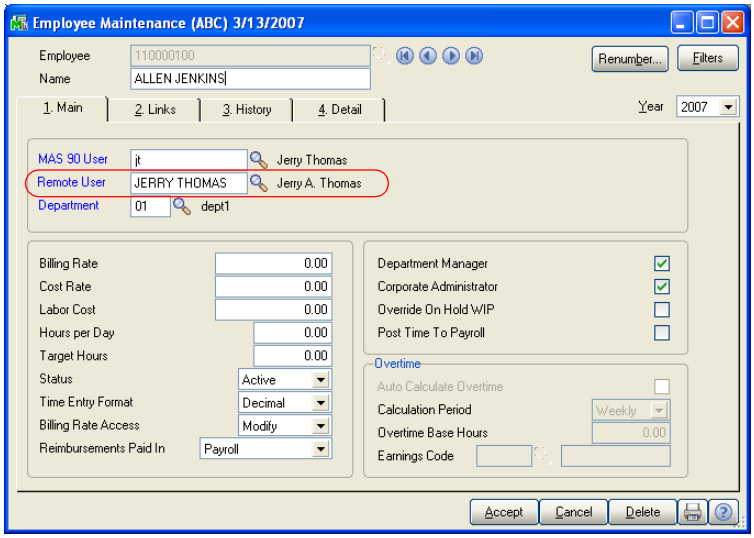
6 Check **Use Last Company** to default .timekeeper to the last active company.

7 Click **Accept** to save the changes.

Assign a Remote User to an Employee

The Employee Maintenance window (see page 64) in the Timekeeper module must have an employee assigned to the remote user.

For example, the following picture displays the **Jerry Thomas** user in the **Remote User** field.



Employee Maintenance Window - Remote User

See the Employee Maintenance section (see page 64) for more information on configuring Timekeeper employees.

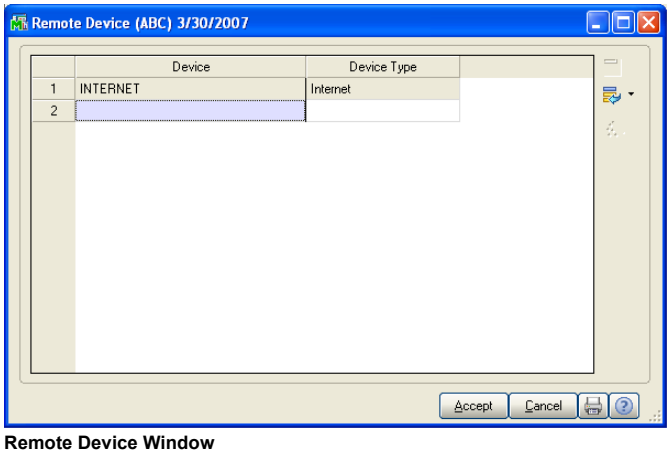
Create a Remote Device

The Remote Device maintenance window available in the Library Master Extensions module is used to create remote devices for Sage MAS 90 or 200 modules.

You DO NOT need to create a device for .timekeeper.

The Remote Device maintenance window displays the built-in INTERNET device, which is automatically available when you install the Library Maintenance Extensions module.

1 From the **Remote** menu in the **Library Master Extensions** module, select **Remote Device Maintenance.** The Remote Device window appears.



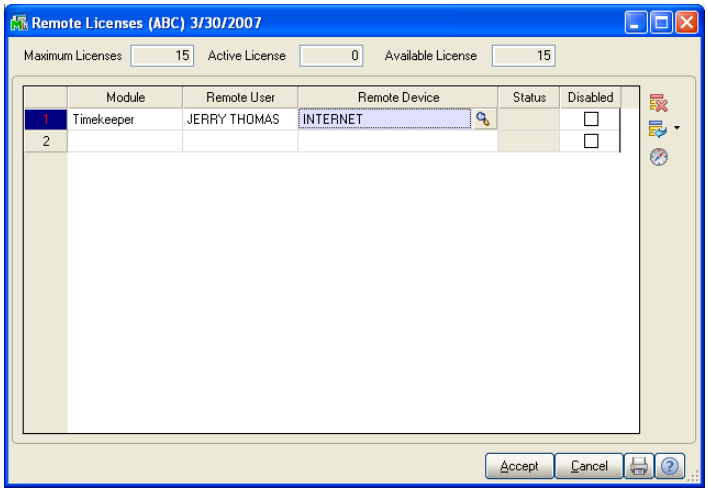
Remote Device Window

2 Click **Accept** to save the settings.

Create a Remote License

The Remote Licenses maintenance window available in the Library Master Extensions module is used to assign available licenses to particular applications. Each User/Device/Application combination requires one license.

1 From the **Remote** menu in the **Library Master Extensions** module, select **Remote License Maintenance**. The Remote Licenses window appears.



Remote License Window

2 Select **Timekeeper** from the **Module** field.

3 Select the name of the remote user created on the Remote User maintenance window (see page 261) from the **Remote User** field.

4 Select INTERNET from the Lookup available in the **Remote Device** field.

5 Click **Accept** to save the changes.
The license status is set to **Pending** until the user synchronizes the data. After the synchronization process is finished, the status is changed to **Accepted**.

Starting the .timekeeper Application

There are two ways to start the .timekeeper application: through your company's website or by launching the .timekeeper default page.

Add the .timekeeper Icon to Your Company Website

To launch .timekeeper from your company website, you need to place an image or a link at a desired location on your website. Include the following line in your <img> or <a> tag.

```
onClick="popWin=window.open('tk_start.asp?tkApprovalType=e','tkLogin',
'width=360,height=155,resizable=0,status=1');"
```

See the index.html file located in the MAS90\TK\wwwroot directory for details.

Launch the .timekeeper Default Page

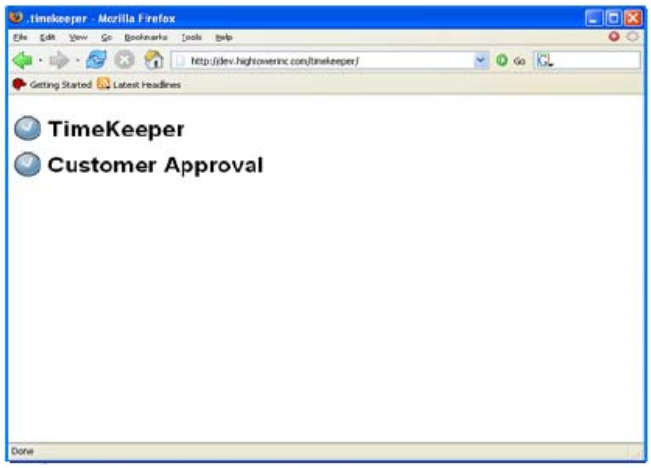
1 Start your Internet browser.

2 If using a *proxy*, type the URL of your timekeeper virtual directory.

OR

If using *NO proxy*, type the URL of your ProvideX Web Server, and follow that with the port number your process is using
(for example: http:\\dev.hightowerinc.com:2954).

The following .timekeeper default page appears.



Default Page

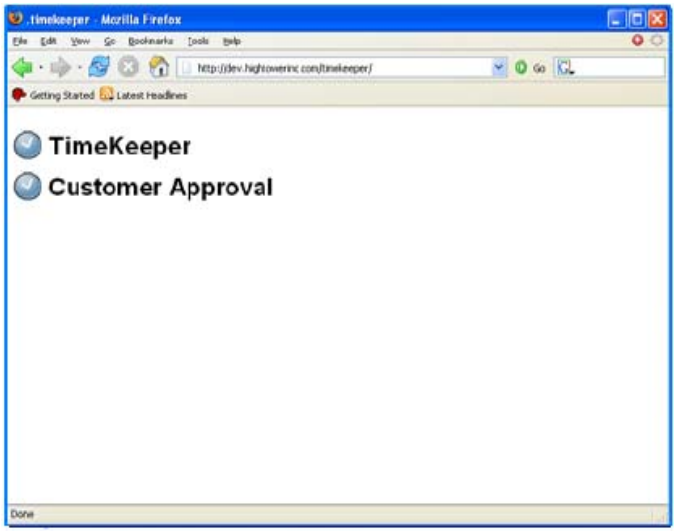
This concludes *Chapter 14: Installing and Configuring .timekeeper* of the Timekeeper manual.

Using .timekeeper

Chapter 15: Using .timekeeper teaches you how to enter time and expense information through your company's website.

> **NOTE:** .timekeeper uses cookies to store information about the current browser session. These cookies reside in the computer's memory only during the current session. They disappear when you close the browser or when the 60-minute inactivity period elapses.

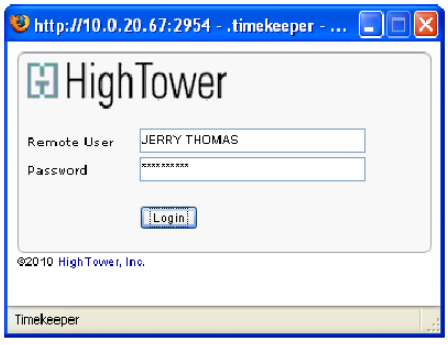
Starting .timekeeper



.timekeeper Default Page

1 Click the .timekeeper icon ( ) located on your website or launch .timekeeper from the .timekeeper default page. (For details on adding a .timekeeper icon, see the Add the .timekeeper Icon to Your Company Website section (see page 263). For details on launching the .timekeeper default page, see the Launch the .timekeeper Default Page section (see page 264.)

The system displays a login window.



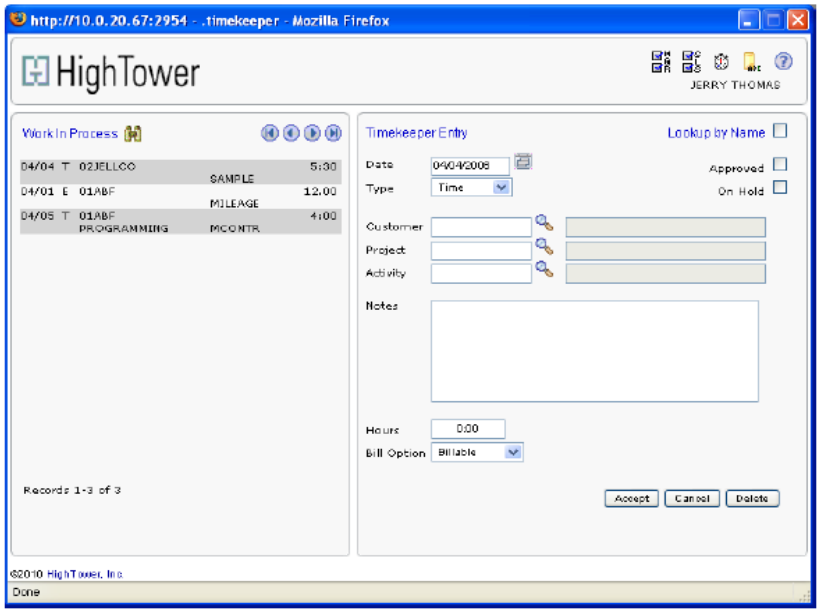
.timekeeper Window

2 Enter the remote user name in the **Remote User** field. You can enter up to 30 characters.

3 Enter your remote user password in the **Password** field. You can enter up to 24 characters.

The system uses the company selected on the Remote User maintenance window (see see page 261). If no company has been selected, the system uses the first company in the database table that has been set up for the Timekeeper module.

4 Click **Login**. The system displays the .timekeeper application.



.timekeeper Entry Window

Using the Icons Menu

The .timekeeper application contains an icon menu that allows managers and salespeople to approve time/expense entries, and all users to view total hours and switch companies. The following table describes each icon.

Option	Description
	The Management Approval icon allows a manager or a corporate administrator to approve other employee's time/expense entry data. See the Management Approvals section (see page 276) for more information.
	The Salesperson Approval icon allows a salesperson to approve other employee's time/expense entry data. See the Salesperson Approvals section (see page 279) for more information.
	The Timekeeper Entry icon is available for managers or salespeople to logoff the approval window.

Option	Description
	Click the Hours Summary icon to review the summary of time spent on projects. See the View the Summary of an Employee's Hours section (see page 279) for more information.
	Click the Change Company icon to switch to another company's data. See the Change Companies section (see page 267) for more information.
	Click the Help icon to access help topics for different time/expense entry tasks.
	Click the Search icon to search for a specific time/expense entry. See the Use the Search Feature section (see page 270) for more information.
	Click the Browse icons to browse through the items in a list. See the Use the Search Feature section (see page 270) for more information.

Change Companies

1 Click the icon. The following window appears.

Change Company Window

2 Select the company to view from the **Company** field.

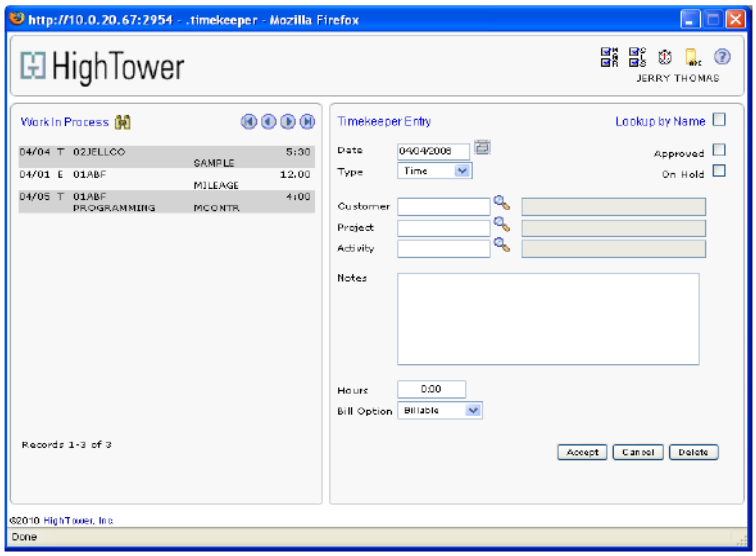
3 Click **Submit**. The system displays the selected company's data.

Entering Time and Expense Data

.timekeeper allows employees to enter time and/or expenses, and allows managers, salespeople, and customers to review the data - all in a web environment. The data available is real-time data - all information is updated directly to Sage MAS 90 or Sage MAS 200 offering true employee time tracking on the web.

You can easily add, change, and delete time and expense entries using .timekeeper.

Adding a New Time Entry



.timekeeper Time Entry Window

1 From the Timekeeper Entry screen, enter the date of the time entry in the **Date** field. You can click the icon to access the calendar. This field defaults to the current date.

2 Select **Time** from the entry **Type** field. The window displays the time-related fields.

3 Enter the customer code in the **Customer** field.

> **NOTE:** For **Customer**, **Project**, and **Activity**, click the button available next to these fields to access the Lookup and select the corresponding items for the time entry. You can also press the UP or DOWN arrow keys on your keyboard to view the last 10 respective items entered.

4 Enter the project code in the **Project** field.

> **NOTE:** The Project List displays all projects for the selected customer.
>
> • If you have selected no customer, the projects in the list are not limited to any customer.
>
> • If the **Require Timekeeper Project** option is selected on the Timekeeper Options window (see page 53), you cannot save a record without selecting or specifying a project.

5 Enter the activity code in the **Activity** field.

6 Enter the details about the work that was completed in the **Notes** field.

7 Enter the amount of time spent on the activity in the **Hours** field. Use the **Time Entry Format** specified on the Timekeeper Employee Maintenance window (see page 64).

8 Select the billing option for the time entry in the **Bill Option** field. Options include:

- **Billable**: Includes "billable" entries only
  ("Billable" are hours/units of work charged for a job and displayed on an invoice)
- **Do Not Bill**: Includes "do not bill" entries only
  ("Do Not Bill" are hours/units that are not billed to the client and do not display on an invoice)
- **No Charge**: Includes "no charge" entries only
  ("No Charge" are hours/units that are not billed to the client but shown on an invoice)

NOTE: After a user enters an activity, the **Bill Option** defaults to the option selected on the Activity Maintenance window (see page 97).

- If the **Lock Billing Option** is checked on the Activity Maintenance window (see page 97), or if **No Charge** is checked for the selected customer on the Customer Maintenance window (see page 80), this field is not accessible.
- This field is *always* accessible if the **Active Validation** box is checked on the Timekeeper Options window (see page 53).

9 Check **Approved** to mark a time entry as approved.

If you do not have management approval privileges, that is, if:

- **Require Management Approval of Work in Process** is not checked on the Timekeeper Options window (see page 53),

AND

- You are neither a department manager nor a corporate administrator,

This field is not accessible to other employees, if:

- **Lock Approved Work in Process** is checked on the Timekeeper Options window (see page 53),

AND

- An entry has been approved.

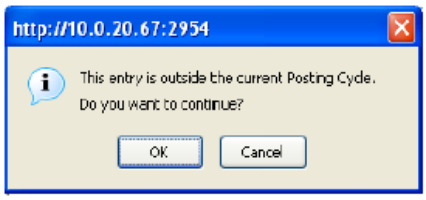
If the entry has been placed On Hold, you can approve it only if **Override On Hold WIP** is checked on the Timekeeper Employee Maintenance window (see page 64).

10 Check **On Hold** to place a time entry on hold. The time entry will not be billed when on hold.

The **On Hold** field is available only if the **Allow Work in Process to be Placed On Hold** is checked on the Timekeeper Options window (see page 53).

11 Click **Accept** to save the changes. The new time entry appears in the **Work in Process** list.

NOTE: If the **Warn if Entry not in Date Range** box is checked on the Timekeeper Options window (see page 53), the following dialog box appears:



- Click **OK** to save the record.

  OR

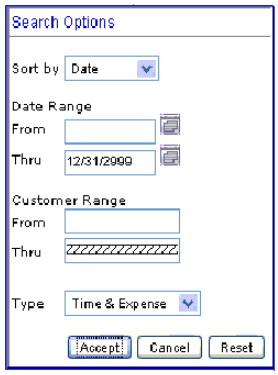
- Click **Cancel** to return to editing the record.

Using the Search Feature

You can use the Search feature to search for specific Work in Process (WIP) items.

Search for Work in Process Items

1 Click the button. The Search Options window appears.



Search Options Window

2 Select how to sort the search options from the **Sort By** field. You can select **Date** or **Customer**.

3 Enter the date range for the items in the **From** and **Thru** fields in the **Date Range** area. You can click the icon to select from the calendar.

4 Enter the range of customers in the **From** and **Thru** fields in the **Customer Range** area.

5 Select the type of WIP information for which to search from the **Type** field. You can select **Time & Expense**, **Time Only**, or **Expense Only**.

6 Click **Accept** to save the changes. The Work in Process list will contain the items matching your search criteria.

Search for an Item in a List

1 Click one of the Browse buttons ( ) from the top of the list.

Customer List Window

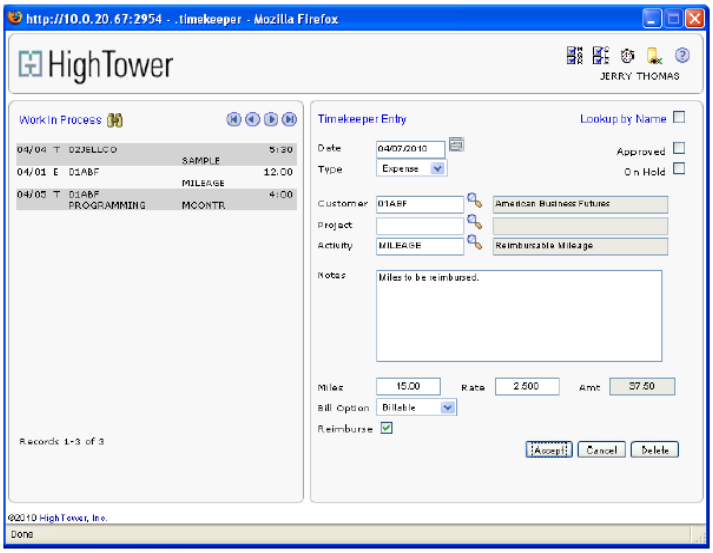
2 To search for a particular item in a list, enter the item name or the start of the item name in the **Search** field.

3 Click **Find**. The system displays the item(s) matching the search criteria.

View Items in a List Alphabetically by Name or Description

To view items by name (or description) rather than by code, check the **Lookup by Name** field in the upper-right corner of the Timekeeper Entry pane on the entry window.

Adding a New Expense Entry



.timekeeper Expense Entry Window

1 From the Timekeeper Entry screen, enter the date of the expense entry in the **Date** field. You can click the icon to access the calendar. This field defaults to the current date.

2 Select **Expense** from the **Entry Type** field. The window displays the expense-related fields.

3 Enter the customer code in the **Customer** field.

> **NOTE:** For **Customer**, **Project**, and **Activity**, click the button available next to these fields to access the Lookup and select the corresponding items for the time entry. You can also press the UP or DOWN arrow keys on your keyboard to view the last ten respective items entered.

4 Enter the project code in the **Project** field.

> **NOTE:** The Project List displays all projects for the selected customer.
>
> - If you have selected no customer, the projects in the list are not limited to any customer.
> - If the **Require Timekeeper Project** option is selected on the Timekeeper Options window (see page 53), you cannot save a record without selecting or specifying a project.

5 Enter the activity code in the **Activity** field.

6 Enter the details about the work that was completed in the **Notes** field.

7 Enter the quantity of the expense item in the **Units** field.

> **NOTE:** This field's label depends on the **Unit of Measure** for the activity selected on the Activity Maintenance window (see page 97).
>
> - If the user has selected no unit of measure, the description defaults to "Units" and the system sets and locks the **Units** field to 1.00.
> - The field's label will always display as "Units" and the **Units** field will not be locked if the **Active Validation** box is cleared on the Timekeeper Options window (see page 53).

8 Enter the billing rate for the expense entry in the **Rate** field.

The standard amount appears in the **Amount** field.

9 Select the billing status for the expense entry from the **Bill Option** field. Options include **Billable**, **No Charge**, and **Do Not Bill**.

> **NOTE:** After a user enters an activity, the **Bill Option** defaults to the option selected on the Activity Maintenance window (see page 97).
>
> - If the **Lock Billing Option** is checked on the Activity Maintenance window (see page 97), or if **No Charge** is checked for the selected customer on the Customer Maintenance window (see page 80), this field is not accessible.
> - This field is *always* accessible if the **Active Validation** box is checked on the Timekeeper Options window (see page 53).

10 Check **Reimburse** to show that the expense entry should be reimbursed.

> **NOTE:** This field is accessible if the **Activity Type** for the selected activity is set to **Reimbursable Expense** on the Activity Maintenance window (see page 97), and **Reimbursements Paid In** is set to a specific MAS 90 or MAS 200 module on the Employee Maintenance window (see page 64).
>
> This field is *always* accessible if the **Active Validation** box is checked on the Timekeeper Options window (see page 53).

11 Check **Approved** to mark a time entry as approved.

If you do not have management approval privileges, that is, if:

- **Require Management Approval of Work in Process** is not checked on the on the Timekeeper Options window (see page 53),

AND

- You are neither a department manager nor a corporate administrator,

This field is not accessible to other employees, if:

- **Lock Approved Work in Process** is checked on the Timekeeper Options window (see page 53),

  AND

- An entry has been approved.

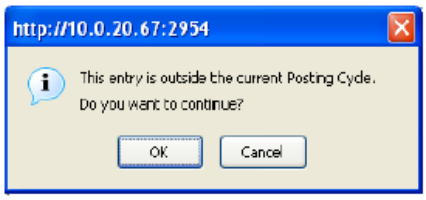
If the entry has been placed On Hold, you can approve it only if **Override On Hold WIP** is checked on the Timekeeper Employee Maintenance window (see page 64).

12 Check **On Hold** to place a time entry on hold. The time entry will not be billed when on hold.

The **On Hold** field is available only if the **Allow Work in Process to be Placed On Hold** is checked on the Timekeeper Options window (see page 53).

13 Click **Accept** to save the changes. The new time entry appears in the **Work in Process** list.

NOTE: If the **Warn if Entry not in Date Range** box is checked on the Timekeeper Options window (see page 53), the following dialog box appears:

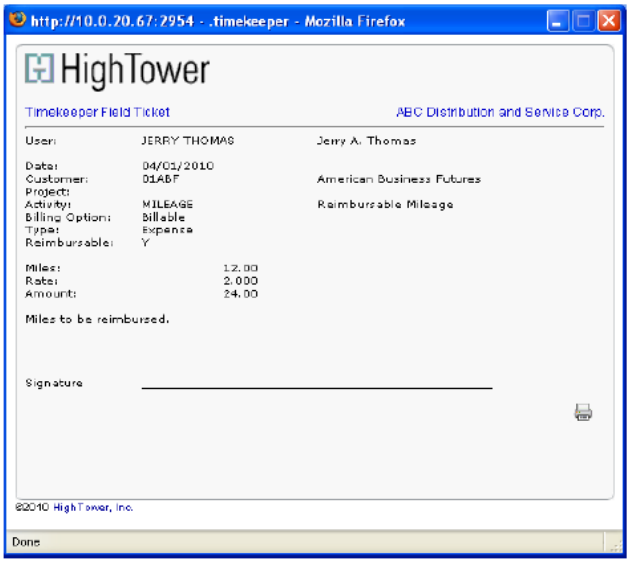


- Click **OK** to save the record.

  OR

- Click **Cancel** to return to editing the record.

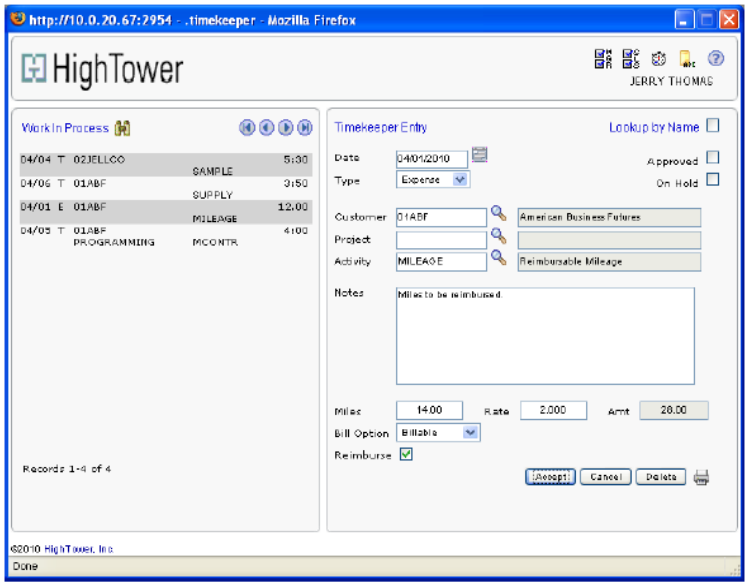
14 Click the icon to print a field ticket for your customer to sign.



.timekeeper Field Ticket Window

Change a Time/Expense Entry

You can change any field for a time/expense entry.



.timekeeper Change Entry Window

1 From the **Work in Process** list, select the time or expense record to change. The Timekeeper Entry fields display the related information.

2 Make changes to any of the fields available on the Timekeeper Entry window. See the Add a New Time Entry (see page 268) or Add a New Expense Entry (see page 272) section for more information.

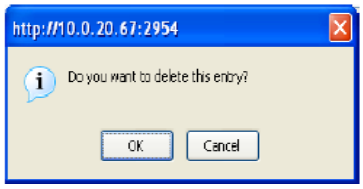
3 Click **Accept** to save the changes.

4 Click the icon to print a field ticket for your customer to sign.

Delete a Time/Expense Entry

1 From the **Work in Process** list, select the time or expense record to delete. The fields in the **Timekeeper Entry** pane display the related information.

2 Click **Delete**. The following warning appears.



Delete Entry Warning

3 Click **OK**. The system deletes the entry.

View the Summary of an Employee's Hours

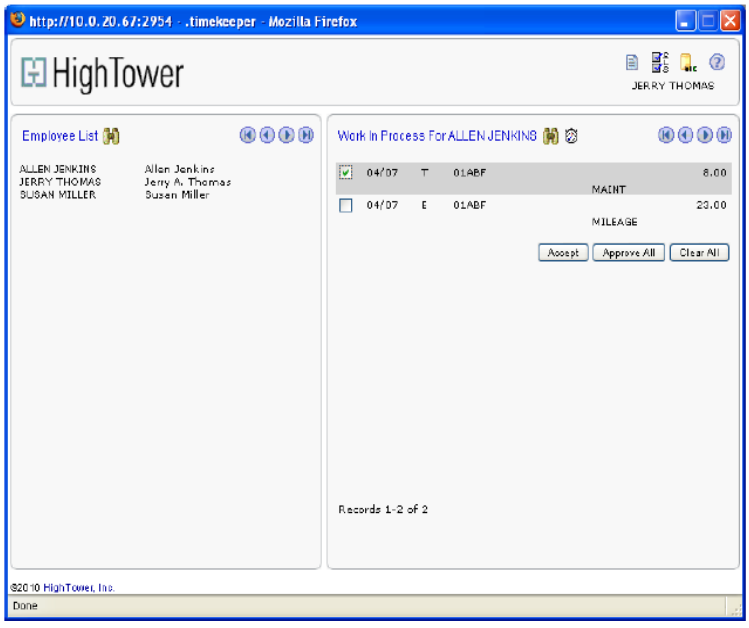
You can view the summary of an employee's hours: Total, Billable, No Charge, and Do Not Bill hours (see page 279).

Management Approvals

Managers or corporate administrators can use .timekeeper to approve employees' time/expense entries.

Approve a Time/Expense Entry

1 Click the button from the Time Entry window. The following window appears.



.timekeeper Entry Window - Management Approval

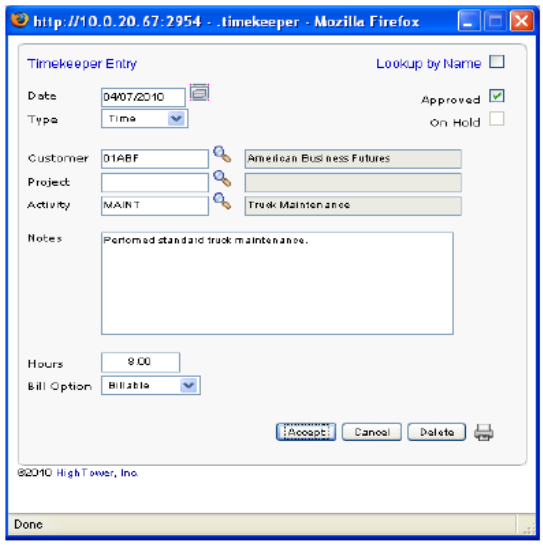
2 Click the employee whose entries you want to view from the **Employee List**. The list displays only those employees who have WIP. Entries for the selected employee appear in the **Work in Process** list.

3 Check the entry you want to approve.

- Click **Approve All** to approve all entries.
- Click **Clear All** to withhold approval for all entries.

4 Click **Accept** to save the changes.

5 To view a time/expense entry, click the line of the desired entry. The Timekeeper Entry window appears.



.timekeeper Entry Detail Window

View/edit the selected entry. You can change all the information in the available fields on this window.

6 Change the date of the entry in the **Date** field.

7 Change the type of entry, **Time** or **Expense**, in the **Entry Type** field.

8 Check **Approved** to approve the entry.

9 Check **On Hold** to place an entry on hold.

10 Change the customer for the entry in the **Customer** field.

11 Change the project for the entry in the **Project** field.

12 Change the activity for the entry in the **Activity** field.

13 Change the description for the entry in the **Notes** field.

14 For a time entry, change the number of hours in the **Hours** field.

OR

Change the quantity of the expense item in the **Units** field.

15 Change the billing status for the entry from the **Billing Status** field. Options include **Billable**, **No Charge**, and **Do Not Bill**.

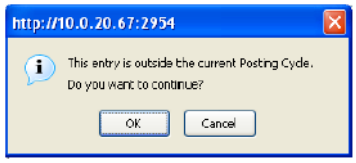
▼ For an expense entry:

16 Change the billing rate in the **Rate** field.

17 Check the **Reimburse** box to show that the expense entry should be reimbursed.

18 Click **Accept** when you are finished reviewing the entry.

NOTE: If the **Warn if Entry not in Date Range** box is checked on the Timekeeper Options window (see page 53), the following dialog box appears:

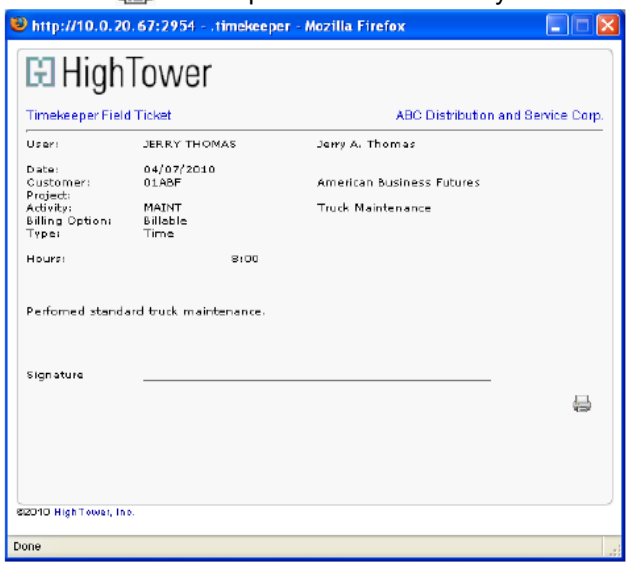


- Click **OK** to save the record.

  OR

- Click **Cancel** to return to editing the record.

19 Click the icon to print a field ticket for your customer to sign.

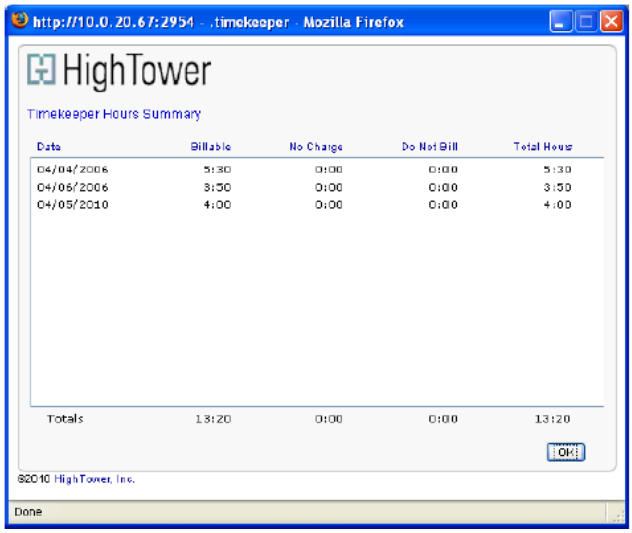


.timekeeper Field Ticket Window - Management Approval

View the Summary of an Employee's Hours

You can view an employee's Total, Billable, No Charge, and Do Not Bill hours.

1 Click the icon from the Time Entry window. The Timekeeper Hours Summary window appears.



.timekeeper Hours Summary Window

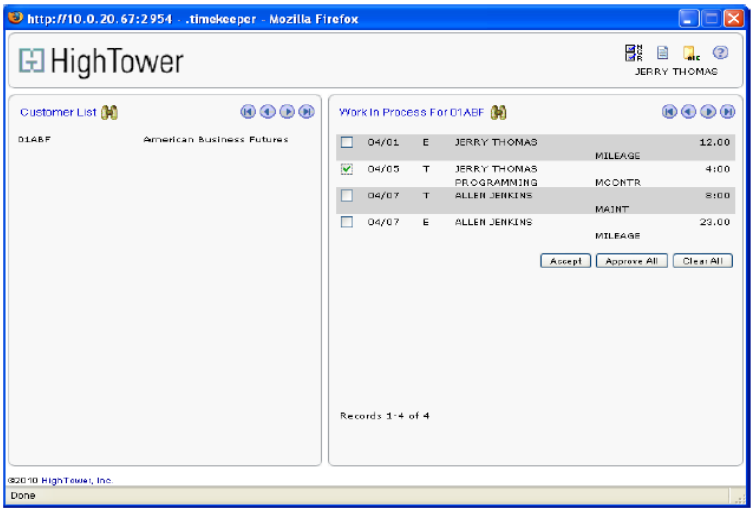
2 Review the information, and click **OK** when finished.

Salesperson Approvals

Salespeople can use .timekeeper to approve users' time/expense entries for their customers.

Approve a Time/Expense Entry

1 Click the button from the Time Entry window. The following window appears.



.timekeeper Entry Window - Salesperson Approval

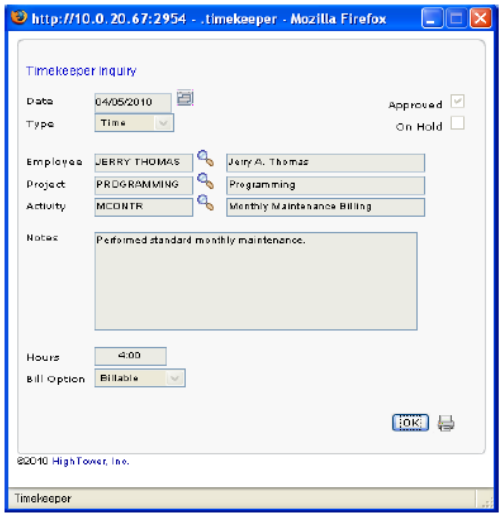
2 Click the customer whose entries you want to view from the **Customer List**. The list displays only those customers who have WIP entries. Entries for the selected customer appear in the **Work in Process** list.

3 Check the entry you want to approve.

- Click **Approve All** to approve all entries.
- Click **Clear All** to withhold approval for all entries.

4 Click **Accept** to save the changes.

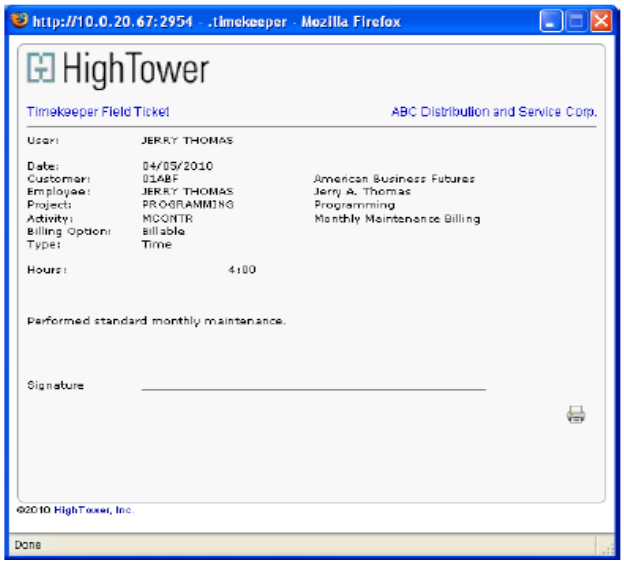
5 To view a time/expense entry, click the line of the desired entry. The Timekeeper Inquiry window appears.



.timekeeper Entry Inquiry Window

6 Click **OK** when you are finished viewing the entry.

7 Click the icon to print a field ticket for your customer to sign.

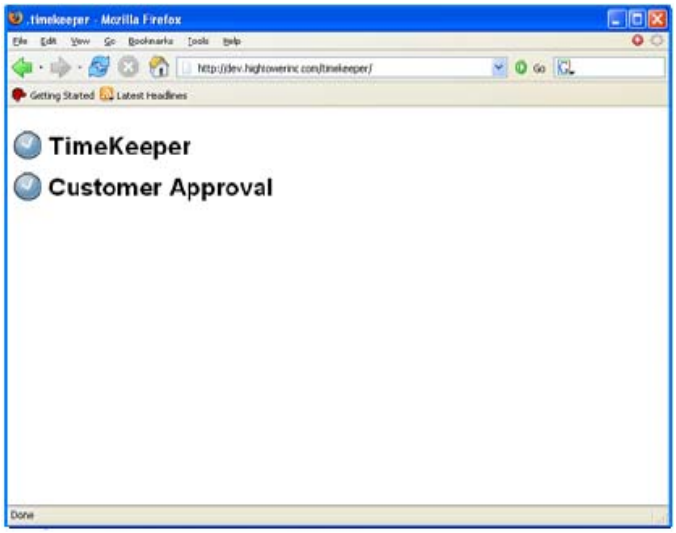


.timekeeper Field Ticket Window - Salesperson Approval

Customer Approvals

You can set up .timekeeper to allow your customers to approve time/expense records.

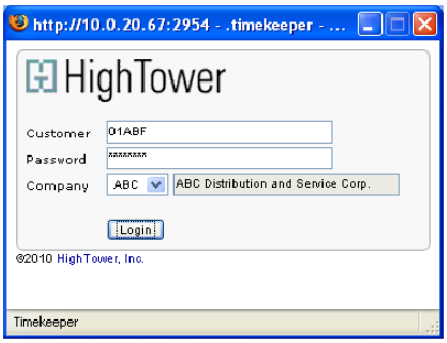
Use the Customer Approval



.timekeeper Default Page

1 Click **Customer Approval** from the website. (For details on adding a Customer Approval icon, see the Add the .timekeeper Icon to Your Company's Website section (see page 263). For details on launching .timekeeper default page, see the Launch the .timekeeper Default Page section (see page 264.)

The system displays a login window.



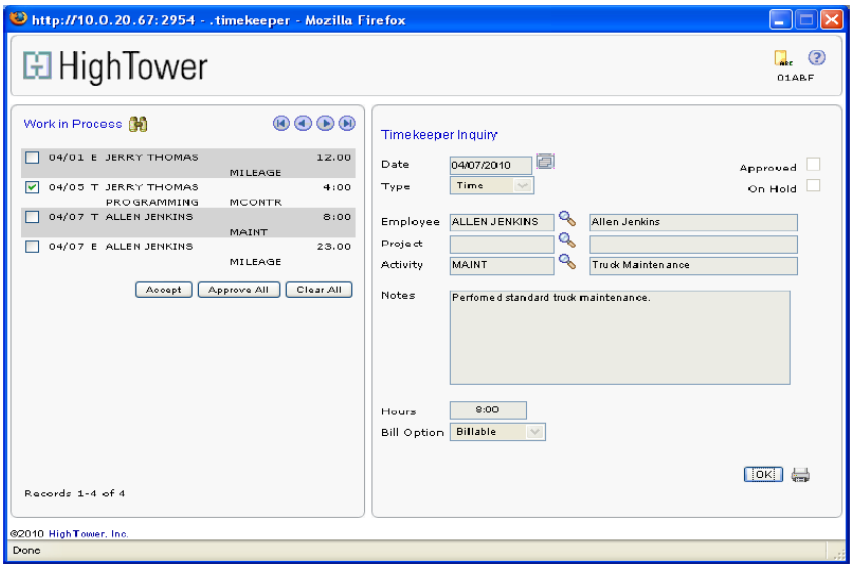
.timekeeper Login Window

2 Enter the customer code in the **Customer** field. You can enter up to 30 characters.

3 Enter the customer password in the **Password** field. You can enter up to eight characters.

4 Select the company from the **Company** field.

5 Click **Login**. The system displays the .timekeeper application.



.timekeeper Entry Window

6 Click the time/expense record you want to review from the **Work in Process** section. The entry appears in the **Timekeeper Inquiry** pane.

7 Click **OK** when you are finished reviewing the entry.

8 Click the icon to print a field ticket for your customer to sign.

9 Check the time/expense record you want to approve from the **Work in Process** section. To approve all the records, click the **Approve All** button.

10 Click **Accept** to save the changes.

> **HINT:** To change companies, use the change company icon ( ) on the Menu Bar. (See the Change Companies section (see page 267) for more information,)

This concludes the Timekeeper manual.

Symbols

.temekeeper 254
.timekeeper 20, 265

A

Accounts Receivable Module 13
    How to Integrate 45, 54
    Integrating with Point of Sale 14
ActiveSync® 21
Activities
    Billing Rate 46, 57, 71, 78, 87, 95, 99, 106, 140, 148, 149, 152, 155, 163, 167, 172, 174, 183
    Creating 97
    Historical Time 102
    View Past Transactions 104
Activity Maintenance 97
Allow On Hold WIP 47, 58
Application
    Billing Rate 70, 72, 78, 86, 95, 106, 151, 155, 163, 172, 173, 183
Approvals
    Management 48, 58, 145
    Secondary 48, 58, 59, 156
Assign a Remote User to an Employee
    .timekeeper 261

B

Billing Rates
    Creating 108
    Multipliers 108
    Setting for Timekeeper 46, 57
Button Fields 35

C

Capitalization 50, 55
Companies
    Viewing Name on PDA 239
Configure How Activities are Linked to Integrated Modules on the Links Tab 100
Configure How Employees are Linked to Integrated Modules on the Links Tab 72
Configure How Projects are Linked to Integrated Modules on the Links Tab 90
Configuring
    .timekeeper 254
    Timekeeper PDA 219
Copy and Modify Proxy Files 259
Corporate Manager
    Setting 67
Create a Remote User
    .timekeeper 261
Custom Report 202
Custom Reports Menu 202
Customer Maintenance 80
Customers
    Billing Rate 46, 57, 70, 72, 78, 81, 86, 95, 106, 140, 149, 151, 155, 163, 167, 172, 174, 183
    Creating 80
    Historical Time 83
    View Past Transactions 85

D

Department Manager
    Setting 67
Departments
    Creating 62
Division
    Billing Rate 46, 57, 70, 72, 78, 86, 95, 106, 140, 149, 151, 155, 163, 167, 172, 173, 183

E

Employee Maintenance 64
Employees
    Billing Rate 46, 57, 66, 70, 72, 78, 86, 95, 106, 140, 148, 151, 155, 163, 167, 172, 173, 183
    Creating 64
    Historical Time 74
    Viewing Past Transactions 76
Enhancement Registration 29
Exception Maintenance 111
Exceptions
    Creating 111
Expense Entries
    Approving
        Manager 145
    Changing for an Employee 147
    Posting 161
    Purging 207
    Searching for 150
    Secondary Approval 156
    Updating the MAS 90/MAS 200 System with 176
Expense Reimbursement Selection 173

F

Filters in Timekeeper 69

G

General Ledger Module 15
Getting Started 33

H

Help 17
    Context-Sensitive 19
HighTower 13
Holidays
    Entering 110
HotSync® Manager 21

How to Set Up Timekeeper for a New Company 44

I
Installation
For MAS 200 or MAS 200 for SQL 30
for Palm OS 223
for Pocket PC 229
for Windows CE 229
Patch Installation System 13
Installing
.timekeeper 254
Timekeeper PDA 219
Installing Timekeeper on a Pocket PC Device 229
Integrated MAS 90/MAS 200 Modules 22
Integration
Accounts Receivable Module 45, 50, 54, 55
Job Cost Module 45, 54, 55, 56
Payroll Module 45, 51, 54, 56
Sales Order Module 45, 49, 50, 54, 55
Time and Billing Module 45, 50, 54
Time and Billing Professional Module 45, 50, 54, 55
Tinme and Billing Module 55
Introduction 13

J
Job Cost Module 13
How to Integrate 45, 54

L
Licenses
Common User 21
Device License 21
Remote Device License 21

M
Main Menu 114
Management Approval
Requiring 48, 58
Managers
Approving Time/Expense Entries 145
Manual
Graphic Conventions 16
Online 17
Sections In 15
Text Conventions 17
Using 15
Menu Bar
Using 34
Modules Tree
Using 33

P
Palm Desktop 21
Palm Device
Installing a HighTower Module 223
Palm OS 13
Device Licenses 219, 263
Expense Entries
Changing 249
Creating 247
Deleting 250
Installing Timekeeper 223
Menu Bar 237
Remote Device License 262
Requirements 223
Selecting User 228
Starting Timekeeper 236
Starting Timekeeper for the First Time 227
System Requirements 223
Time Entries
Changing 249
Deleting 250
Using HotSync 227
Using Timekeeper 236
Palm, Inc. 21
Patch Installation 13
Payroll Module 14
How to Integrate 45, 54
Perform a Local Synchronization 215
Period End Processing 207, 208, 209
Pocket PC 13
Expense Entries
Changing 249
Creating 247
Deleting 250
Installing Timekeeper 229
Menu Bar 237
Selecting a User 234
Starting Timekeeper 236
Starting Timekeeper for the First Time 234
Synchronizing 233, 251
System Requirements 229
Time Entries
Changing 249
Deleting 250
Using Timekeeper 236
Posting
Changing Files for 164, 175
Time Data 176
Posting Menu 161
Preferences 127
Project Maintenance 88
Projects
Billing Rate 46, 57, 71, 72, 78, 86, 87, 89, 95, 106, 140, 149, 151, 152, 155, 163, 167, 172, 174, 183
Creating 88
Historical Time 91
View Past Transactions 93

R

Remote Device 221
Remote Device License 262
Remote Device Licenses 21
Remote Device Maintenance 221, 262
Remote License Maintenance 222, 263
Remote Licenses
    .timekeeper 263
    Creating 222
Remote Menu 212
Remote User 219
    Creating 219
Renumber Feature in Timekeeper 72
Reports
    Timekeeper Register 170, 177
    Work in Process Listing 184, 187, 190, 192, 194, 197, 199
    Work in Process Report 184, 187, 190, 192, 194, 197, 199
Reports Menu 179
Run the Timekeeper Server Monitor 214, 216

S

Sage MAS 200 or Sage MAS 200 for SQL Installations 30
Sage Software 13
Sales Order Module 14
    How to Integrate 45, 54
Salesperson 74
Secondary Approval 156
    Requiring 48, 58, 59
Selection Maintenance 164, 175
Setting Up Timekeeper
    Timekeeper Options
        Customizing the Module 53
Setup Menu 40
Support 17
Synchronization
    Process 21
        Pocket PC 233
        Windows CE 233
Synchronizing Data 21
System Requirements 24
    Palm OS 223
    Pocket PC 229
System requirements
    .timekeeper 254
System Startup 28

T

Technical Support 17
Terminology
    Changing 61
Time
    Approving 145
Time and Billing Module 14
    How to Integrate 45, 54
    Manual 19
Time and Billing Professional Module
    How to Integrate 45, 54
    Manual 19
Time Entries
    Changing for an Employee 147
    Creating 117, 118, 134, 135, 136, 137, 138, 144
    Posting 161
    Purging 207
    Searching for 150
    Secondary Approval 156
    Updating the MAS 90/MAS 200 System with 176
Timekeeper
    for PDA 20
    How it Works 21
    Installation 24
    Integrating with Other Modules 13
    Integration to MAS 90/MAS 200
        Accounts Receivable Module 13, 21
        Job Cost Module 13, 22
        Payroll Module 13, 22
        Sales Order Module 13, 22
        Time and Billing Module 13, 22
        Time and Billing Professional Module 22
    Menu Bar 34
    Module 20
    Remote Application 20
    Setting Options for 44
    Support 17
    System Requirements 24
    System Startup 28
    User Interface 33
    Using the Manual 15
    Welcome To 13
Timekeeper Entry 13
Timekeeper Import 210
Timekeeper Module
    Role Maintenance 29
Timekeeper Options 44, 53
Timekeeper PDA 236
    Installing 219
Timekeeper PDA Application Installation Wizard 213
Timekeeper Register 169, 176
Timekeeper Setup Wizard 44
Timekeeper Terminology 61
Timekeeper WIP Selection 163
Timekeeper Work in Process (WIP) File 23
    Accounts Receivable Module 23
    Job Cost Module 23
    Payroll Module 23
    Sales Order Module 23
    Time and Billing Module 23
    Time and Billing Professional Module 23

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

CONTENTS BACK

U

Using
- .timekeeper 265
- Custom Reports Menu 202
- Main Menu 114
- Posting Menu 161
- Remote Menu 212
- Reports Menu 179
- Setup Menu 40
- Timekeeper PDA 236
- Utilities Menu 206

Using Filters in Timekeeper 69
Using the Renumber Feature in Timekeeper 72
Utilities Menu 206

W

Welcome to Timekeeper 13
Windows CE 13
- Expense Entries
  - Changing 249
  - Creating 247
  - Deleting 250
- Installing Timekeeper 229
- Menu Bar 237
- Selecting a User 234
- Starting Timekeeper 236
- Starting Timekeeper for the First Time 234
- Synchronizing 233, 251
- System Requirements 229
- Time Entries
  - Changing 249
  - Deleting 250
- Using Timekeeper 236

WIP
- Selection 163, 173

Word Substitution 111
www.sagesoftware.com 24