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TABLE OF CONTENTS

TABLE OF CONTENTS 2

Introduction 11

About Time Master 12

Optional Modules 13

Invoicing 13

Quickbooks Export 14

Synchronization Module 14

Subscriptions 14

Overview - Time Entries 15

About - Project, Task and Category 16

Overview - Expenses 17

About - Expenditures 17

Menus 18

Time Entries 19

Filters 19

Sorting 19

Timers 20

Old Entry 21

Searching Time Entries 22

Add / Edit Entry 23

General Information 23

Date and Time 23

Breaks 24

Rate and Attributes 24

Rounding 24
Taxable 24
Reported 24
Overtime Starts 25
Reference 25
Invoicing 25
Sessions 27
Add Entry 27
Edit Entry 27
Sessions 28
Edit Session 28
Expenses 29
Expense Filters 29
Add Expense 30
General Information 30
Expense Date 30
Expenditures Odometer 30
Trip Information 31
Expenditures 32
Generic 32
Cost and Payment 32
Receipts 33
Using the built-in Camera to capture a Receipt 33
Processing the Image 34
Attributes 35
Receipt 35

Reimbursable 35
Taxable 35
Reported 35
Purpose 35
Searching Expenses 36
Reports 37
Report - Filters 37
Generate 38
Details 38
Email 38
Time Sheet 39
Setup 40
Database 40
Deleting - Categories, Clients, Projects, Task or Expenditures 41
Categories 42
Clients 42
Projects 42
Tasks 42
Expenditures 42
Categories 43
Editing Categories 43
Clients 44
Adding / Editing Clients 44
Projects 46
Editing Projects 46
Fixed / Flat Rate Projects 46

Tasks **48**

Editing Tasks 48

Quick Tip 49

Expenditures **50**

Editing Expenditures 50

Time Entries - Purging **52**

Start Date 52

End Date 52

Expense Entries - Purging **52**

Start Date 52

End Date 52

Pay Methods **53**

Quickbooks Module Options **54**

General Settings **55**

Backup Reminder 55

Default Category 55

Global Rate 55

Time Entry Rollover 55

Time Entry & Expense Subtitle 56

Multi Timers 56

Minimum Duration 56

Overtime Starts 56

Global Rounding 57

Show Total 57

Simplify UI 58

Start Old Entry 59

Time Fractional Digits 59
Time Mode 59
Time Quick Pick 60
Week Starts 60
Sessions 61
Timer Display 61
Session Note 61
Reports - General Setup 62
Default To: 62
Export Fields 62
Order By 63
Include Receipts 63
Strip CRLF 63
HTML Options 63
Grand Total 63
CSV Options 63
Delimiter 63
File Extension 64
File Format 64
Add Quotes 64
Compress Archive 64
Time Sheet Options 64
Miscellaneous 65
Copy and Paste from HTML email 65
Macintosh OS X 65
Windows 65

Upgrade Modules 66

Invoicing 67

Status 68

Invoices 69

Filters 69

Date Picker 69

Search 69

Add/Edit an Invoice 70

Extras 71

Edit an Invoice 73

Deleting an Invoice 73

Time Entry Locked 74

Unlocking a Locked Time or Expense Entry 74

Export Invoice 75

Email 75

Mark as Billed 76

Invoice Menu 77

Auto Invoice 77

Date Range 77

Options - Min. Amount 78

Filters - Client & Project 78

Reports 78

Report Export 78

Statements 79

Invoice & Statement Email Settings 80

Default Email Subject 80

Payments, Credits and Debits 82

Payment Filters 82

Create Payments 83

Apply Payment 84

Reports 84

Modifying a Payment, Credit or Debit 85

To Remove the Payment from an Invoice 85

To Change the Payment Amount on an Invoice 86

Invoicing Module Setup 87

Companies 87

Information 88

Name 88

Next Invoice # 88

Default Company 88

Header 88

Mode 88

Labels 89

Note: Tax Label & Alt Tax Label 89

Description Font Size 90

Extra Left Margin 90

Paper Size 90

Total Entries, Expenses and Duration 90

Invoice Settings 91

Description Fields 91

Description Labels 91

Collapse Time Entries & Expenses 91

Enable Amount, Quantity & Taxable Column 91
Include Receipts 91
Compress Archive 91
PayPal Email 92
PayPal Currency 92
Venmo Email 92
Quickbooks Export 93
IMPORTANT 93
Exporting the Time Entries 94
Dealing with exporting records 95
Reported Filter setting 96
Quickbooks Payroll Items 97
Quickbooks Field Mapping 97
Quickbooks Export Module Setup 98
Importing data from Quickbooks 100
Synchronization Module 101
IMPORTANT notes regarding the Synchronization module! 102
Synchronization Module Setup 102
Importing data from a CSV file 104
Subscriptions 105
Time Master Client 105
Time Master Client - A Basic Overview 106
Initial Setup 107
Export Data 107
Import Data 108
A note about Invoicing 108

About importing from TM Client 109

Backup and Restore 110

Backup Reminder 110

Dropbox 110

Recovery Mode 112

Introduction

Thank you for purchasing On-Core Time Master. Here at On-Core, we strive to build quality products and would love to have feedback from you on our applications. The following gives you instructions for the program, along with contact information in the event you require technical support.

Note that this document can also be download to you computer. Please visit our website http://oncoresoftware.com/timemaster/android

Features

- Track time by start time, stop time and/or by duration.
- Session option can track "punch-in & out" for a single time entry.
- Single or multiple running timers.
- Timers keep going even if the app is not running.
- Time Entries are by Client and can be sub-categorized by Project and even Tasks for a project. Note: categories are optional and not required.
- Powerful billing rates that can be defined in the following priority: Global, by Client, by Project, by Task or Custom for a single entry.
- Rounding time by hour, minutes and/or seconds. Time can be rounded by: None (no rounding), Round Up, Round Nearest or Round Down.
- Multiple Filters to sort by: Day, Week or Month. Client, Project, Task, Expenditure and Invoice Status (with optional Invoice module).
- Define the day of the week when your work week starts.
- Track Expenses - from Mileage to Meals to Burning CD's and anything else you want to define.
- Display Reports right on your device that you can view and export via email in HTML and/or CSV format.
- Backup data using Dropbox.
- Copy Client information from your Contacts list.
- Currency symbol is automatically set by your Country locale.
- Import Clients (customer), Projects (jobs) & Tasks (items) from Quickbooks IIF files or CSV files using the templates from our website.
- Import Clients, Projects, Tasks and Expenditures via CSV files.
- Take photos of receipts.

Feedback

We encourage all users to provide us with comments, ideas, or improvements you would like to see in our software. Please do not hesitate to write to: info@oncoresoftware.com with any comments, requests, or simply to encourage us to build more great software.

Technical Support

Please email us at: support@oncoresoftware.com with any issues. We will contact you as soon as possible to help you resolve any problems. Our technical support line is available Monday through Friday, from 10 AM to 6 PM Eastern Standard Time.

About Time Master

We received many requests to bring our iOS Time Master application to the Android platform and your desire has been granted. We reviewed what people were saying they needed in a time keeping application and worked hard to make Time Master the most flexible and powerful time tracking application for mobile platforms.

The two main things that you will want to track and bill for are time and expenses. You can track time using start and stop times, start and duration, and/or timers. All time entries are tracked for a single day, so time entries cannot be greater than 24 hours. It will allow you to time across days, for example if you start a job at 8 p.m. and finish at 2 a.m., it will have a duration of 6 hours. Time Entries require, at a minimum, a Client. You can also create and assign Projects to clients, and Tasks to a Project. You can also setup Global Tasks, which can be used by any client. Projects and Tasks are optional.

Expenditures can be setup for recurring fixed cost items, such as burning a CD, reimbursement of hardware items, or fluid things such as toll expenses, automobile mileage, etc. You can add as many expenses as you wish. Expenses can be tied to a Project so it can be reported with a specific Project.

Quick reporting can be done on the Android device with the Reports function. See your totals per client for a given date range and even drill down to see details. The report can also be emailed in an HTML and/or CSV format.

Adding new Clients, Projects, Tasks and Expenditures is super easy. You can create them on the fly without having to navigate to a separate maintenance screen. To edit them you can tap on Setup, do your edit and then return to where you left off in Time Entries or Expenses. Selecting a Project or Task first will automatically fill in the Client field for quick entry.

We will also be adding “Optional Modules”, from time to time, that will give new features for users who need some additional functionality. The will be a charge for these “In App Purchases”. In order to keep the base price of Time Master down, we don’t want to include features that not everyone would need and would be charged extra for.

We worked very hard to make sure that there are no loose ends. We have hundreds of little things in Time Master to ensure that when you make changes in one place, it will be reflected correctly in another. For example let’s say you are in a Time Entry and the Invoice status is Pending. Then you tap on the Invoices tab, enter the Invoice that contains that Time Entry and change the status to Billed and tap *Save*. When you go back into the Time Entries tab, the status in the Time Entry will now reflect Billed. That is just one tiny example as to how far we’ve gone to provide you with the ultimate experience.

Optional Modules

(one-time additional fee required as an “In App Purchase”)

We have three optional modules on the Android, iOS and Windows 10+ platforms. All three platforms can share the same data and are synchronization compatible. Note: the optional modules must be purchased for each platform. Each “Store” is owned by different companies and they have their own systems for tracking purchases.

Invoicing

If you want to do invoicing directly from your device then look no further. Time Master can be upgraded to add a very powerful invoicing module. Our invoices are output in PDF format so they look fantastic even if they are several pages long, unlike our competitors’ apps which use HTML to output invoices. Add your our own custom graphic header for a professional finishing touch.

Invoices go through three stages: Pending, Billed, and Paid. You mark them as Paid once you receive your payment. You can change the filters so you only see one of the three statuses, or filter by our date ranges. This will help keep your entries listing to a minimum and you won’t have to delete old entries as you must do with other products.

Invoices can be modified at any time. When an invoice is in Pending status, the associated Time Entry and Expenses can be modified. When the invoice status is Billed or Paid, the associated Time Entry and Expenses will be “locked” and cannot be modified. If you need to modify an entry that is already on an Invoice, just set the Invoice status back to Pending, make the changes and then resend your Invoice. In order to keep the data accurate, our Time Entries lock-in the billing rate and rounding setting that they were created with once they have been invoiced. So even if you change your rates or your time rounding settings in the future, the old invoices will remain accurate.

Feature include:

- Powerful invoicing module that allows you to invoice your clients with a PDF attachment in email.
- Choose any starting invoice number.
- Select the entries you want for each invoice.
- Invoices can be created Manually or Automatically.
- Invoices can be automatically created by using Start and End dates, Minimum Amount and/or Client.
- Minimum Amount: If you don’t want to bill a clients because the amount is too low, you can defer automatically creating that invoice until the amount is greater than the set amount.
- Invoices can be sent to your email or sent directly to the client.
- Invoice “Paper Size” can be set to: US Letter, US Legal, ISO A4, ISO B4 or JIS B4.
- Selectable fields to print in “Description” field on invoice: Project, Project Code, Project Note, Task/Expenditure, Task/Expense Code, Task/Expense Note, Reference/Purpose (entry notes), Start and Stop times.
- Custom heading: Can be text or your own graphic that can be copied from an email or imported from your Photo Library.
- Invoices can be marked as: Pending, Billed or Paid.
- Invoices can be modified even after they are billed by changing status back to Pending.

- Tax and Alt Tax. If you have more than one tax, such as in Canada, there is a second (alternate) tax that can be used. The second tax and either be a "separate" tax or a "cumulative" tax. The separate tax each tax calculates against the sub-total amount. The cumulative tax first multiplies the first tax and that is added to the sub-total and then the second tax is calculated.
- Details can be “collapsed” by Project, Task or Expenditure.

Quickbooks Export

The Quickbooks module has become obsolete as of Quickbooks 2021. Intuit has removed the ability to import “Time Activity” IIF records. Google/Android will not let us change the price to Zero, like the iOS or Windows versions of Time Master. You can still use this module if you are still using Quickbooks 2020 or earlier.

Synchronization Module

The Synchronization module allows you to synchronize two or more devices so that they will have the same data on all devices. If you have an iPhone and an iPad, this is the best way to be able to work on either device and keep them synced together. The synchronization can be done via Wi-Fi or Bluetooth. If both of your devices are on the same iTunes account, you can purchase the module once and download it on the second device for free. Just “Purchase” it again, press the “Buy” button and it will tell you that you have already downloaded it and asks you if you want to download it again. Tap Yes.

Subscriptions

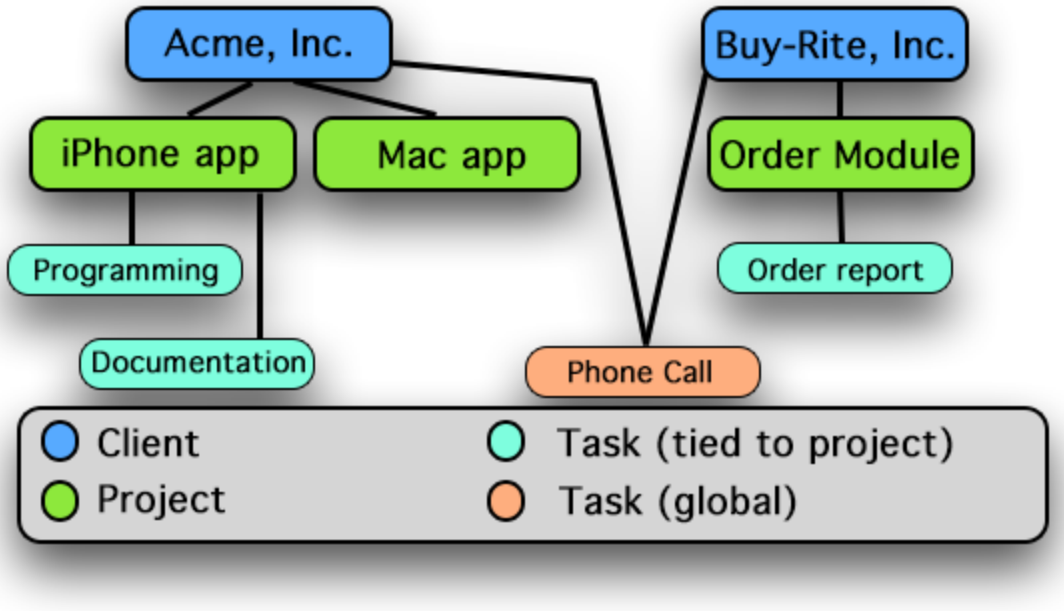
We now have a “Time Master Client” companion app that allows service people to do work in the field and then be able to send back the entries to be import in Time Master.

There are two subscription options: **Basic** and **Premium**. The Basic option allows the users using the “Time Master Client” app to do Time and/or Expense entries in the field and then either create a data File or Email the file, which can then be sent to the main person running the Time Master app for import. The Premium subscription also allows the service person to do Invoicing and Payments in the field.

Overview - Time Entries

At a minimum, Time entries require a Client. They can be further categorized by Project and even sub-categorized by Task. A Task can be directly associated with a Project, and thus only used for that client, or it can be a Global Task that can be displayed and used by all clients. This will give you maximum flexibility to keep your entries as detailed as you wish and re-use common tasks.

As a review, Time Entries can be entered in the following levels:



Billing rates can be overridden at every level. Rates are used in the following order:
Global -> Client -> Project -> Task -> Custom

So if you define a rate for a Task, it will override all the rates set by the previous categories.

On the Time Entries screen, there are two powerful filters: Dates and Filters. They can be used to narrow in on what you are looking for:

Dates
All Dates
Today
Yesterday
This Week
Last Week
This Month
Last Month

Filters
All Entries
Clients
Projects
Tasks
Category
Report
Invoice (w/ optional Invoicing Module)

About - Project, Task and Category

Time Entries can have up to three sub-categorizations.

Project - Project is a sub-category that is tied specifically to a Client. It is an “optional” field, so it does not need to be used unless you want to further categorize an entry. For example for a Client “ABC”, you may have a Project called “Create Website”. That project would only be pickable for that one client. If your client “Buy-Rite” also needs a new website, you would have to create a “Create Website” Project for that client. You would see “Create Website” Project codes in the picker list, however each one would be assigned to that specific Client. If you choose the Client before choosing the Project, the Project codes will be filter by that client exclusively.

Task - Task is a second sub-category, however it can either be assigned to a specific Client/Project or it can be “Global”. Tasks are also “optional” and do not need to be assigned to a Time Entry. When you create a Task, if you assign a specific “Project” code to it, it will only be usable for that Client and Project combination. If you leave the Project code empty (optional), then that Task can be used by any Clients. For example you may want to create a Task called “Phone Call”. Whenever you want to track the time that you spent on the phone with any client, you could use the Phone Call Task.

Category - Category is a very basic code, only containing the description. Several users were looking for one more “optional” field for further filtering combinations. Say for example you have several employees working for you and you want them to track their time and you need to know where the Time or Expense entry originated, you could use the Category field. You could do this solely on your device, or if each employee also has an Time Master device, you would want to have each employee enter their name as a Category code. They would set their name, as a Category code in the General Setup screen so that it is always attached to an entry.

Overview - Expenses

Expenses are very flexible and can be used to track any type of expense from mileage, tolls, even meals, or whatever you define.

You can create your list of default Expenditures and pick an expense type, or just create one on the fly. You don't even need to define an expense type if you are going to enter a one-time expense for the client.

Just enter the Client, optional Project and optional Expenditure. Enter an amount and quantity. The expense can additionally be marked as reimbursable, have a receipt, and be taxable or not. Note that these "attributes" are only used for reporting purposes, with the exception of Taxable, which can be used with the optional Invoicing module.

For mileage, enter either starting and ending odometer readings, or starting odometer and total distance. These items can be exported to your Mac or PC and used for billing.

On the Expenses screen, there are two powerful filters: Dates and Filters. They can be used to narrow in on what you are looking for:

Dates
All Dates
Today
Yesterday
This Week
Last Week
This Month
Last Month
Custom

Filters
All Expenses
Clients
Projects
Expenditures
Category
Report
Invoice (w/ optional Invoicing Module)

About - Expenditures

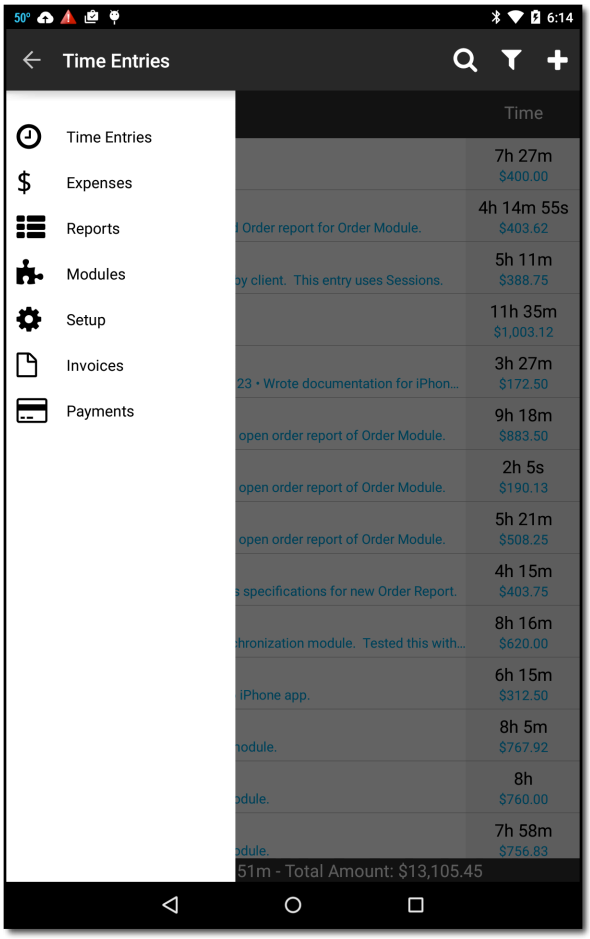
For the Filters, the Project and Category are identical in function to the descriptions (above) in the Time Entries. The difference with Expenses is that they have a different filter "Expenditures" instead of "Tasks".

Expenditure - Expenditures are similar to Tasks, but they are specifically for Expenses. Expenditures are "optional" and only used if you want to filter on specific Expenditures or as a template. We would recommend using Expenditures as a template for any expenses that you will be using over and over again, or if you are tracking Mileage.

Menus

To navigate to the various menus in Time Master, swipe from Left to Right from the leftmost side of the screen. This will expose the various options in Time Master.

If you have purchased the optional Invoice module, you will also see the *Invoices* and *Payments* options as seen here.



Please note that the screen captures in this documentation is from different versions of the Android OS. The color and appearance on your devices may be quite different than what is shown in the documentation, but the general functionally will be the same.

Time Entries

The first screen you will see is Time Entries. The Time Entries shows all the entries in a list view. You can use filters to narrow down what displays in this view. You can Filter by date, client, task - project, time (or value) and total amount. Time Entries with today's date will appear in green in the Time column.



Filters

The filters are selected by tapping on the funnel icon (show here on the bottom center).

For the **Dates Picker** You can set it to display All Dates, Today, This Week (which starts on the day you enter, see Setup section), Last Week, This Month, Last Month or Custom.

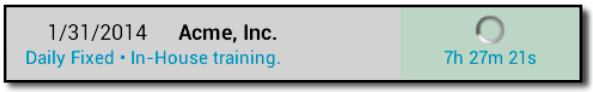
With the **Entry Picker** filters, bottom Right, you can choose to display All Entries, by Client, by Project, by Task, by Category, Report status or Invoice status if you purchased the Invoice module.

Sorting

You can tap on the column headers to change the sort order in the view. Tap on *Date* to reverse sort the entries by date. Tap on *Client* to sort by clients. Tap on *Time* to go through the options. They are "Start", "Stop, "Time" , and "Value". "Time" displays total time in hours and minutes. "Value" displays total time as hours in decimal format.

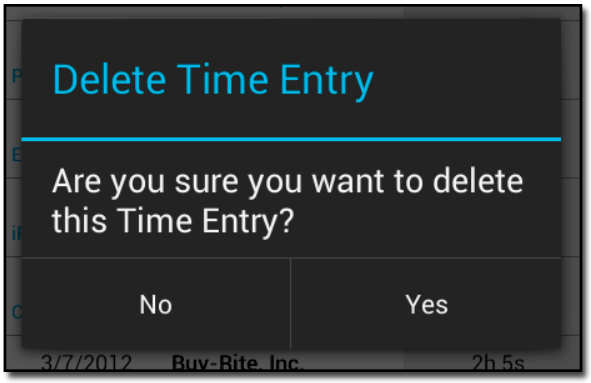
Add a time entry: To add a new entry, simply press the **+** button (lower right, above).

Edit a time entry: To edit the entry, tap anywhere on the row except the green or grey area. This will take you to the Edit Entry screen where you can make your changes. You will not be able to edit the time if the timer is running.



Delete a time entry: Tap and hold in the item to be deleted. A prompt will appear asking you if you want you to delete the entry.

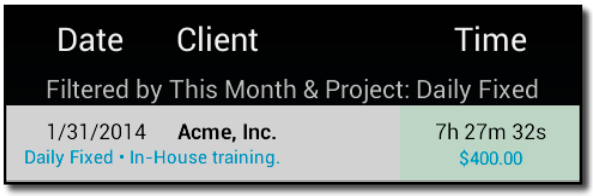
Tap Yes to delete it or No to exit.



Note: You can, however, restore from a backup that you saved to Dropbox. Keep in mind that if you restore, and have added or changed any entries since the backup, you will lose that data, so be very careful!

Note: If you have the optional Invoicing module, when the entry is part of an invoice and the status of the invoice is Billed (blue) or Paid (green), the entry will be "locked". You must change the invoice status back to Pending (red) in order to edit the entry.

Note: If any filters are set you will see a row at the top of each list that shows that there are filters in effect. This serves as a reminder incase you forgot that you had a filter set and are not seeing the results you expected.



Timers

Entries with Today's Date: The block in the Time column will be green for entries with today's date. If the timer is running, you will see a spinning dial with the running time under it. If the timer is not running, you will see the elapsed time.

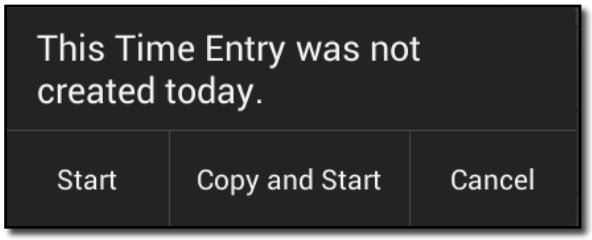
Tapping in the green area will start/stop the timer. You can start and stop the timer as many times as you want.



Note: While a timer is running, you will not be able to edit the time in the Edit Entry screen. You will be able to edit other fields.

Old Entry

Entries with dates from previous days: The timer block will be grey for Time Entries that do not have today's date.



If you tap on the grey area (past entry), you will see the following message displaying three options.

Cancel: Return to the Time Entries screen and do nothing.

Start: Starts the timer, despite the fact that it is from a prior date. (If you purchased the optional Invoice module and the entry is Locked, the Start button will not display.)

Copy and Start: This takes the entire record and copies it into a new Time Entry with today's date and starts the timer. The duration will be set to zero. It will also copy all the Reference notes from the prior entry.

Copy with Duration: This takes the entire record and copies it into a new Time Entry with today's date, time and original duration, but does not start the timer. It will also copy all the Reference notes from the prior entry. This is useful if you have the same repetitive task. It will clear the "Reported" flag. If the original entry had Sessions, the sessions will not be copied and the new entry cannot have sessions.

Note: In the Setup section you can change the default behaviors (see Old Entries - Start Old Entry).

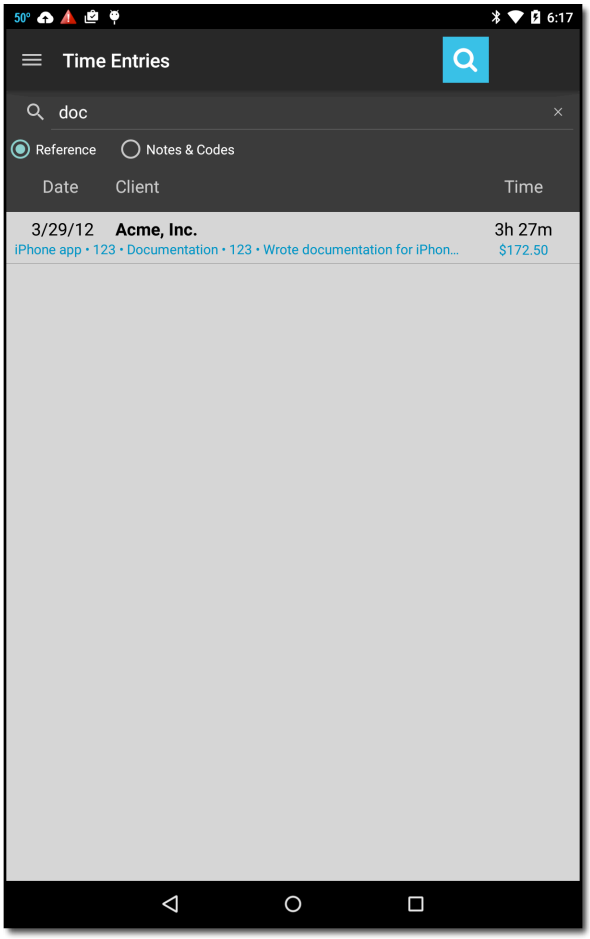
Searching Time Entries

You can search for specific Time Entries by tapping on the magnifying glass button. That will expose the Search box. Tap in the search box to bring up the keyboard.



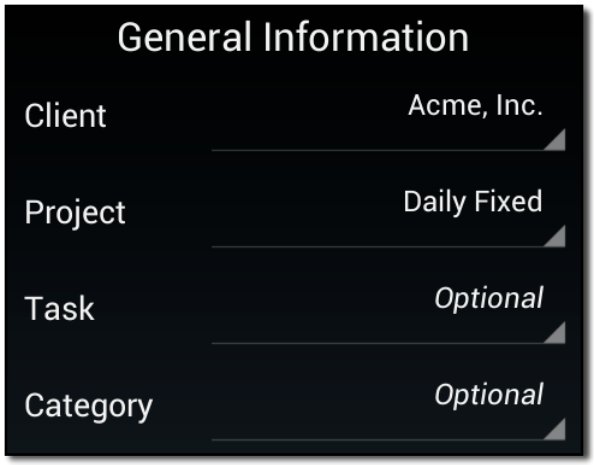
You can search in one of two different areas, either the **Reference & Session Notes** or the **Notes & Codes**. Selecting Notes & Codes will search through the Projects and/or Tasks that are used in the Time Entries. After you have typed in a partial word, word or phrase, you must then tap on the **Search** button.

You can view the results by tapping on them. Tap on the **Cancel** button when finished.



Add / Edit Entry

General Information



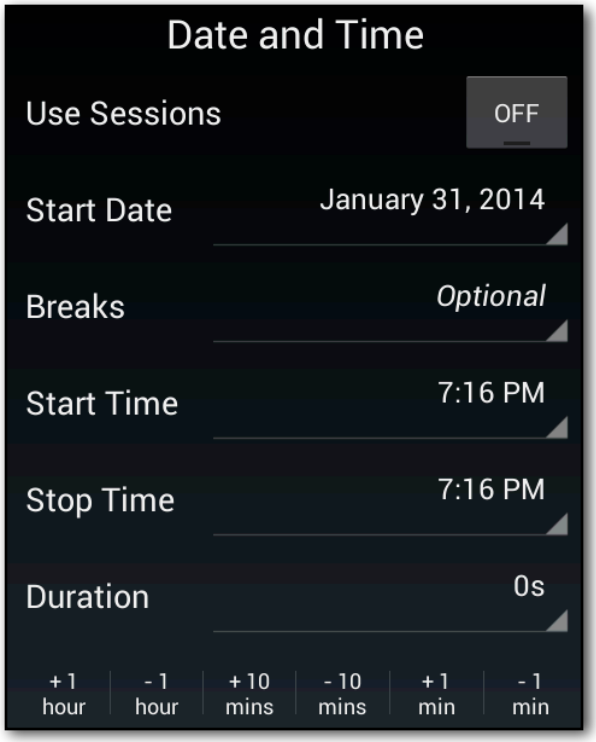
To edit an existing Time Entry, tap on either Date or Client to go to the Edit Entry screen to make changes.

To add a new Time Entry, tap on the **+** button. You can choose an existing client, project or task, or add new ones. (To learn more about adding a new Client, Project or Task, please see Database in the Setup section in this manual).

In the *General Information* area you must select a Client for a *Time Entry*. Project and Task are optional. Tap on a row to select the Client, Project, Task or Category. It will bring you to the applicable *picker* screen. Once you are in Edit Entry for Clients, Projects or Tasks it is easy to add a new entry on the fly by hitting the **+** button.

Note: If you first pick a Task that is assigned to a Project, it will automatically fill in the Project and Client fields. If you pick a Project it will fill in the Client field.

Date and Time



These fields default to the current date and time. This view shows the setting of “Start, Stop & Duration” in the view. You can select the default settings shown in this box by changing them in Setup. (Please see Setup to learn more about the **Time Mode**).

Tap on any row to change the fields. Note that the maximum time is 23 hours, 59 minutes. It can however span a date in time. So say for example, you start a job at 8 p.m. and stop at 2 a.m. The duration will be calculated as 6 hours. To quickly change the duration, tap on the + or - hour and minutes buttons.

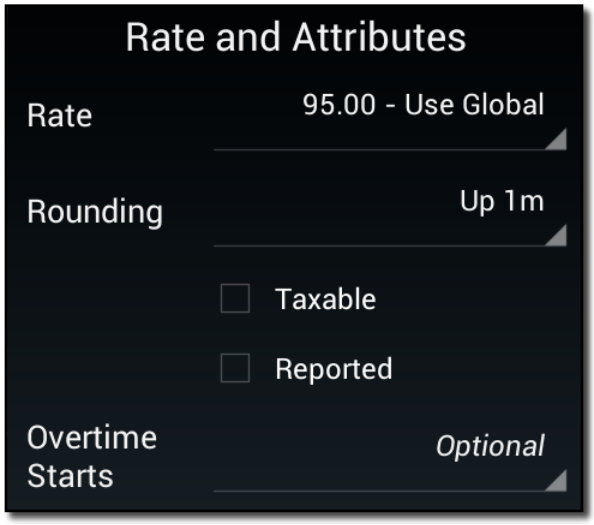
Note: that the Quick Pick buttons can be customized to any values in the Setup tab.

Breaks

The Breaks row will allow you to subtract time from the duration. This allows you to maintain an accurate Stop Time. If you need to report an accurate Stop Time, you can enter your Break duration here. Please note that this may be confusing to clients on an invoice. We do not show the break duration on the invoice, so the difference between the Start and Stop time will not give you the same duration.

Note: For people who need to track "Punch in" and "Punch out" times, we've created a Time Entry called Sessions. Please see the Sessions section for details on how Sessions work.

Rate and Attributes



The Rate row will show the current rate for this entry. It will also tell you where it got the rate. If you choose not to use the rate source displayed, you can tap on the Use row to override it. This allows you to enter a *Custom* rate. The rates are calculated in an order of precedence. If you clear a Custom rate, it will go to the default rate based on the following order.

The order is: Global -> Client -> Project -> Task -> Custom

Note: If you change the Project or Task it may change the rate (unless it is Custom).

Rounding

The time rounding will determine on how the final time is rounded for this entry. The rounding is defined in the following order: Global -> Client -> Time Entry. This way, if you change your rounding in the future, the original round will be saved with the entry. See the Rounding in the Setup on how to set it.

Taxable

Time entries can be marked as Taxable by tapping on the row. It will be used to add tax to a Time Entry in the optional Invoicing Module for an invoice. The taxable field can be defaulted by Client by *checking* the "Taxable Time Entries" row in the Edit Client.

Reported

After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you have not purchased the optional Invoice Module, you can use this to indicate which items you have invoiced. The Reported attribute will then have a checkmark after it. You can check or uncheck

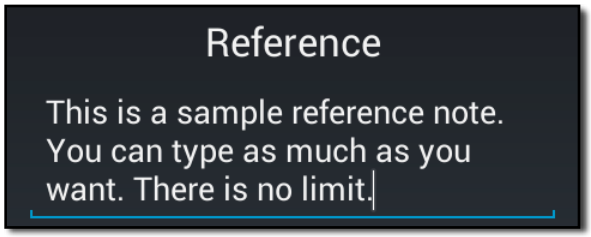
it by tapping on that row. You can also use the Filters to show “Reported” or “Not Reported” items. If you export to Quickbooks, it will also ask if you want to mark the records as Reported after emailing.

Overtime Starts



If you need to set a time entry to calculate Overtime or Double time, you can set or change that here. You can set the default Overtime settings in the Setup -> General -> Overtime Starts, which will automatically fill in for new Time Entries, or you can set it from here. For example, if you need to charge for Doubletime for the entire Time Entry, you would set the “Overtime Starts” to 0 hrs 0 min and the “Overtime Multiplier” to 2.0.

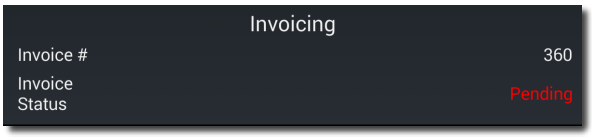
Reference



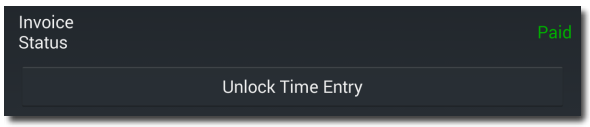
Reference is for your notes for this Time Entry. Use it to describe what was done. This can be exported and used for invoicing.

Special Feature: If you have a previous entry that contains text, it will allow you to copy the text from the previous entry. If a previous entry exists and the Reference field is empty, you will see the red “Copy from last Time Entry” button. Tap the button to copy the text from the other entry. It will specifically search to the same level of Client, Project or Task (respectively) that the current entry is set at. So for example, if your current Task is set to “Programming”, and at six entries prior it finds the first Time Entry with the task of “Programming”, it will pull the text from that reference.

Invoicing



If you purchased the optional Invoicing Module you will also see an “Invoicing” section. This section will contain the Invoice number and Invoice Status in each Time Entry. If the status is Billed or Paid, you will not be able to modify this entry unless you change the status in the invoice back to Pending.



If the entry is “locked” or the invoice has been “Deleted”, it is still possible to unlock the entry in order to change and re-bill it. If it is locked and you can tap on the *Unlock Time Entry* button, it will set the Status back to Pending on the invoice and all the Time Entries that are on that invoice. If the Status is Deleted, it will just release this one Time Entry and it will appear as if it had never been billed.

Note: When you email a Report and you plan to Copy & Paste the information into a spreadsheet (such as Excel), you may want to select the “Strip CRLF”, in the Settings, so that it can be pasted into the sheet without causing wrapping problems. If in the Reference text box, you hit the *Return* button on the keypad, it will add a CRLF to that text.

Sessions

With Sessions you can easily track all the times you start and stop the timer for a given Time Entry. Sessions are Disabled by default. Sessions are only for use for a single day. Do not try to span several days of sessions in a single Time Entry.

Sessions: If you want to use sessions, you must choose your options in Setup. Select the "Sessions" row to set the Sessions type (see the Setup section in the manual for details). There are three options: "Disabled", "Off By Default", and "On By Default.".

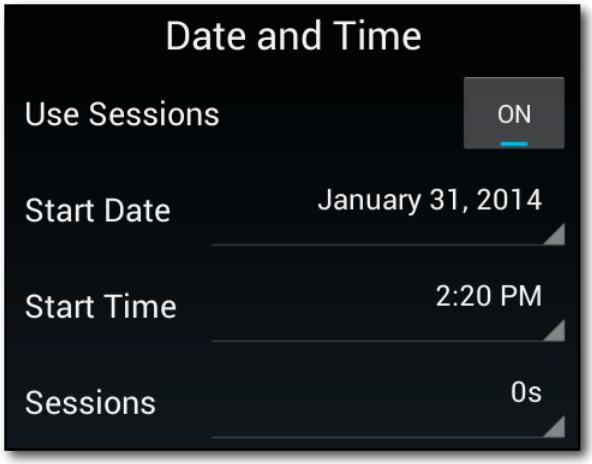
- *Disabled*: No sessions - the sessions switch will not appear on add entry screen.
- *Off By Default*: The switch in the Add Entry screen is defaulted to Off.
- *On By Default*: The switch in the Add Entry screen is defaulted to On.

When you are using sessions, you have a choice of what you wish to have displayed in the Time field on the Time Entries screen. You can have the running timer display the total elapsed time for the Time Entry, or your can display the time for the current Session.

At the end of each session, you will be have the ability to add Session Note. In setup, you can choose how you want this to work. From Session Note, choose either "Ask", "Always Annotate" or "Never Annotate", depending upon your preference.

Note: Once a Time Entry is set to a Session it cannot be changed to a non-session type and visa versa.

Add Entry



In order to create the sessions, you must have Use Sessions set to ON. The start date will default to today's date. The start time will default to the current time. When you "Save" you will be returned to the Time Entries screen. (Date and Time can be chosen manually at this point.)

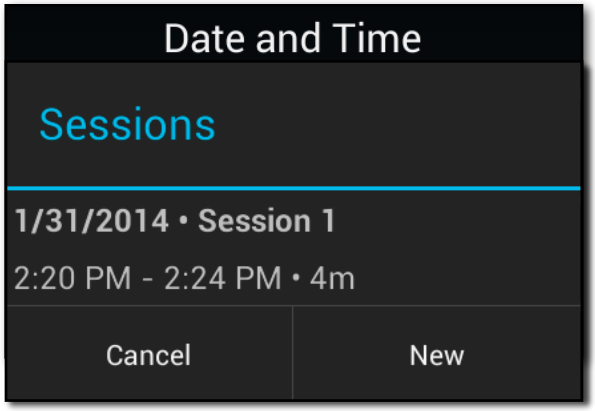
After you have saved and returned to the main Time Entries screen, you can start a timer to add a new session entry or you can manually add sessions in the Edit Entry -> Sessions screen.

Edit Entry

Once you have saved your entry from the Time Entries screen, if you tap on the entry you will see that the "Use Sessions" option is gone and there is now a "Sessions" row. Tap on the Sessions row to Add, Edit or Delete sessions.

Sessions

Tapping on the Session row will pop up the Sessions window. Here it will show you the Date, Start and Stop times , Duration, and a few lines of the Session notes. You can tap on a row to Edit the entry. Tap New to add a new entry or Cancel to exit the screen.

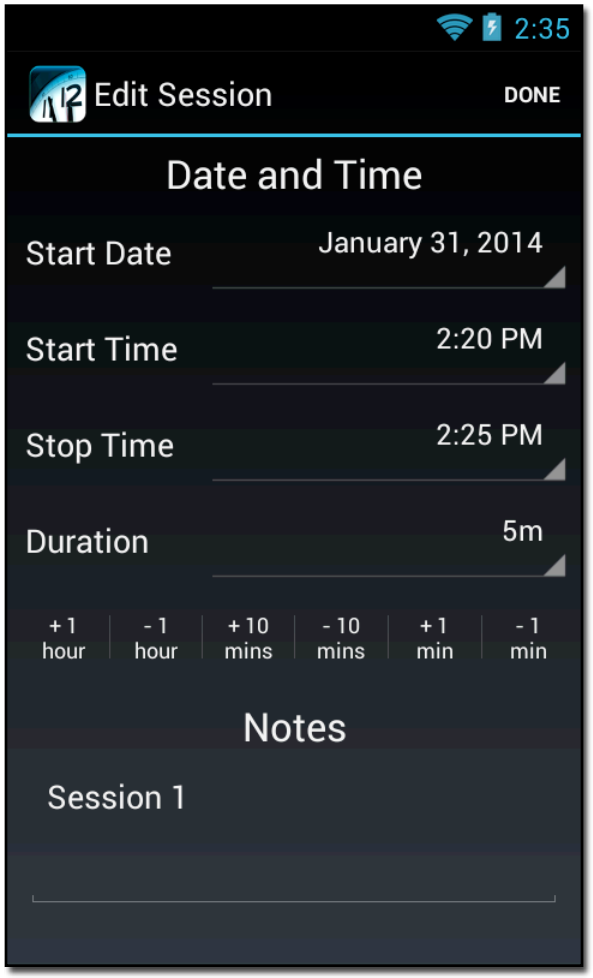


Edit Session

Editing the session is the same as editing a regular Time Entry. Tap “Save” after you are done making changes to an entry.

Note: After you hit Save, if you have a conflicting time between two sessions, you will be alerted that there is a conflict. You can choose to save anyway, or go back in and fix the overlapping time.

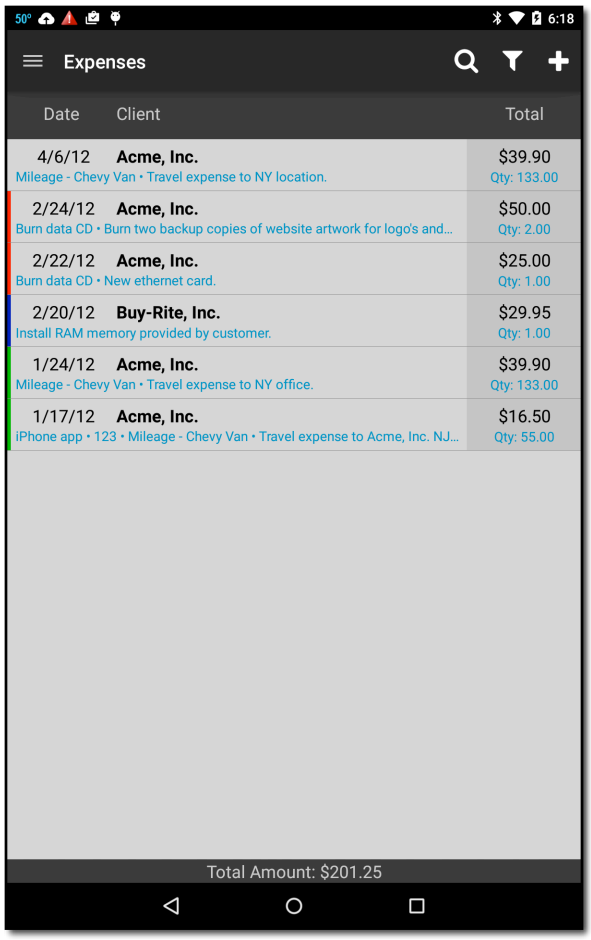
All the session information can be exported and will show up in separate columns in the reports.



Note: We DO NOT RECOMMEND using the session time and duration for billing if you are using Rounding. The session information is NOT rounded. Only the sum of all the session times are rounded.

Expenses

Expenses works similarly to Time Entries and also has the same Filters. Expenses entries differ from Time Entries in that they do not have Tasks, but instead have Expenditures that may be for Mileage or may contain Amounts and Quantities.



To edit an expense, tap on the row. To add a new expense, simply press the **+** button.

If you want to duplicate an existing expense, just tap on the grey area under the Total label. You will be presented with an option to:

- *Duplicate* - copies the expense and changes to today's date.
- *Duplicate and Edit* - copies the expense and brings you in to edit the expense.
- *Cancel* - does not copy expense.

Expense Filters

To choose the filters, tap on the funnel icon (show in the bottom center here).

For the **Dates Picker** use it to show All Dates, Today, This Week (which starts on the day that you define, see Setup section), Last Week, This Month, Last Month or Custom.

With the **Entry Picker** filters, you can show All Entries, or entries by Client, Project, Expenditure, Report status or Invoice status if you purchased the Invoice module.

You can tap on the column headers to change the sort order in the view. Tap on *Date* to reverse sort the entries by date. Tap the *Client* to sort by clients.

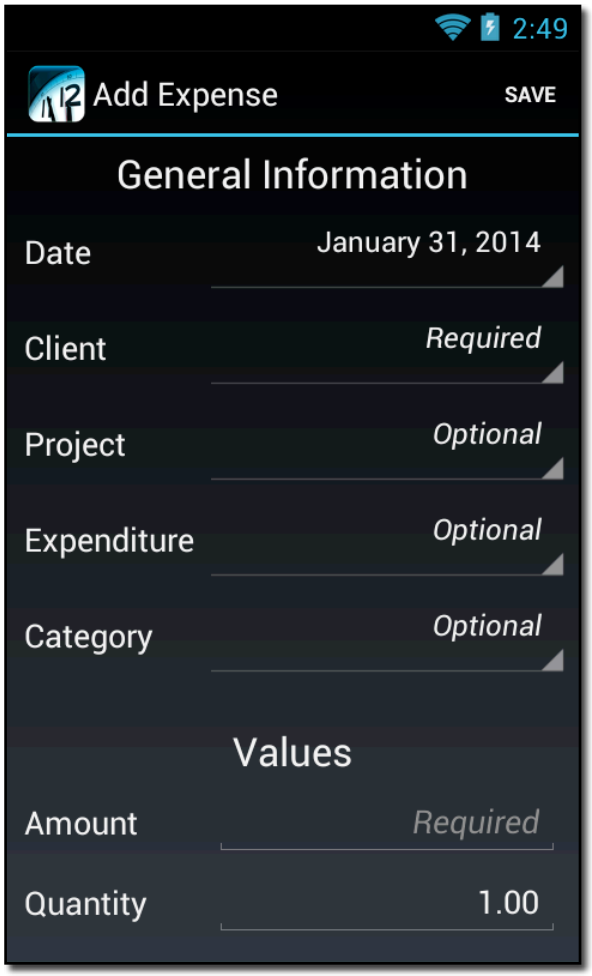
Delete an expense: Tap and hold on an item to prompt you to delete an entry by displaying the deletion dialog box. Once you delete an entry, the action cannot be reversed. You can, however, restore from a backup, but keep in mind that if you restore and have added or changed any other entries since the backup, you will lose that data, so be very careful!

Add Expense

General Information

You must select a Client for an *Expense* in the *General Information* area. Project and Expenditure are optional. Tap on a row to select the Client, Project, Expenditure, or Category. It will bring you to the applicable *picker* screen.

You can choose an existing client, project or expenditure, or add new ones using the **+** button. (To learn more about adding a new Client or Project, please see Database in the Setup section in this manual.)



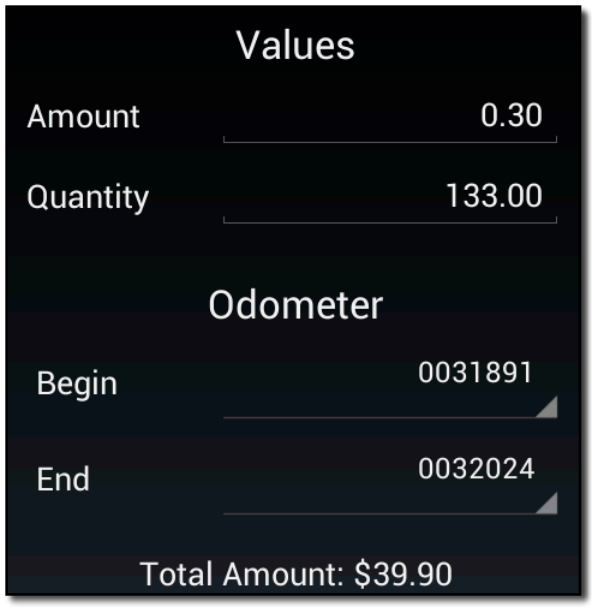
Expense Date

When adding a new expense, today's date will appear. It can be modified.

Expenditures Odometer

There are two types of expenditures, a general Amount and Quantity, or a Mileage tracking Expenditure (**note**: we do not use Miles and/or Kilometers, so "Mileage" is a generic term and will be used for either).

If you track distance travelled using the Odometer on your vehicle for reimbursement, you would set up an Expense with Enable Odometer set to ON. Enter the Amount per distance to be reimbursed and it will calculate using the Quantity (distance).

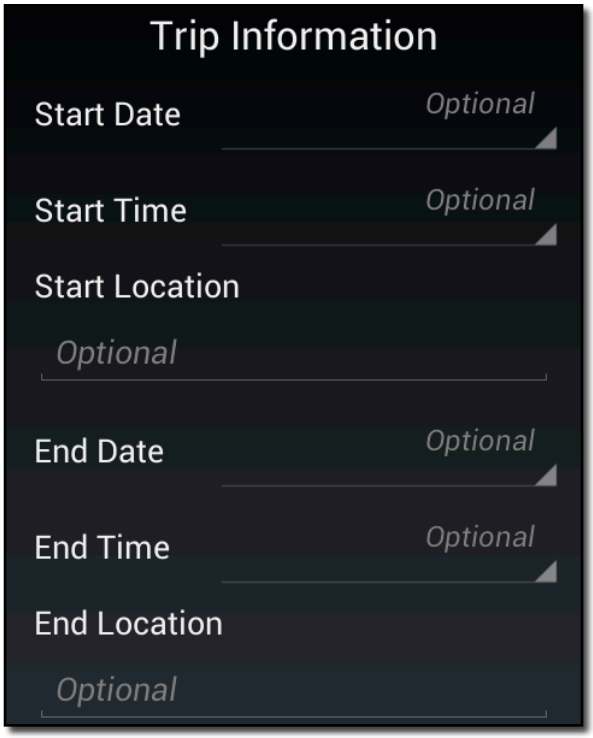


Note: If you have multiple vehicles, create multiple odometer expenditures. (See the note in Setup section of this manual).

Example: If your starting Odometer is set to 61,137 and you traveled 55 miles (or kilometers), at a rate of 0.30 per mile (or kilometer), it will calculate a “Total Amount” of 16.50 (as seen at the bottom of this graphic). You can use “End” to select the ending Odometer reading and it will calculate the Quantity (distance), or you can enter the Quantity it and it will set the “End” Odometer reading for you.

Trip Information

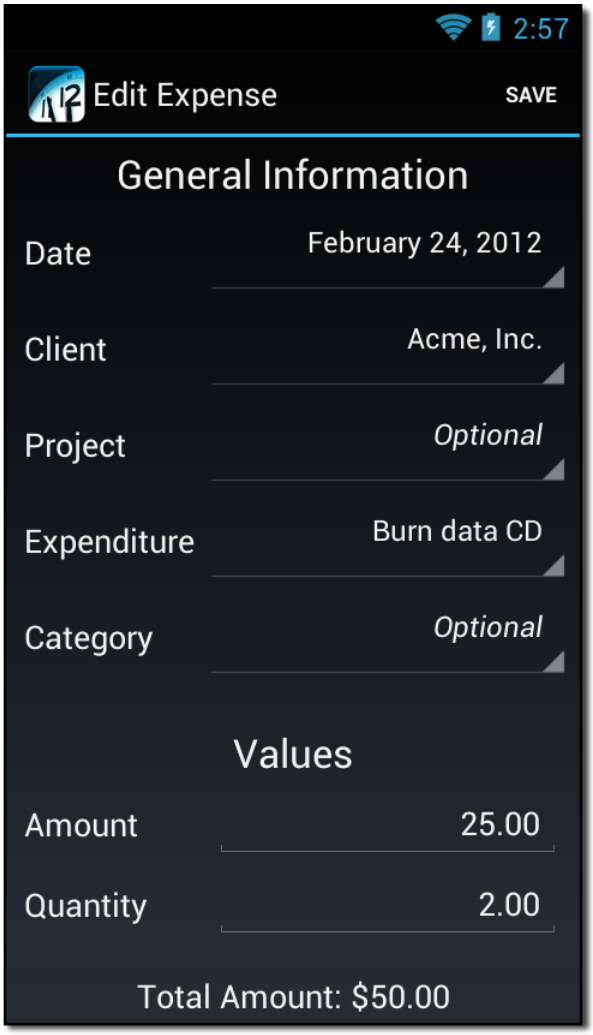
If you have enabled the optional Trip Information in the Odometer Expenditure code, you will also see this section that allows you to enter the Start and End Dates / Times and the Start and End Location of the trip.



Expenditures
Generic

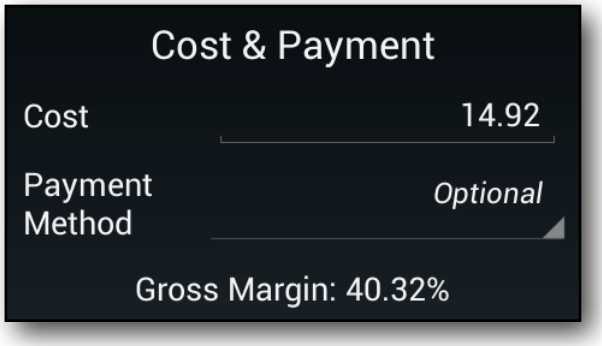
Generic expenditures can be used for virtually anything. The Amount and Quantity are required.

You can use it for hardware, charges for labor and material, such as burning CD's or virtually anything else. It will show the "Total Amount" (Quantity multiplied by the Amount) below the box.



Cost and Payment

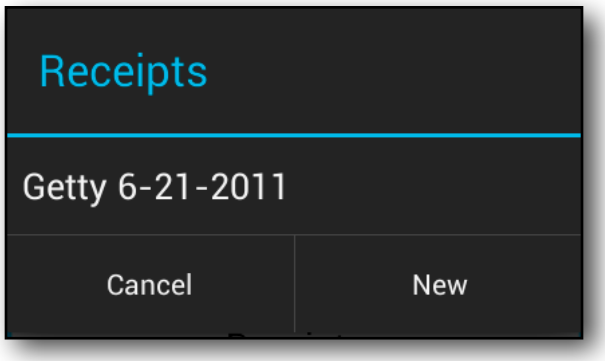
Use Cost to save the cost of your item, which can then be used with the Reports Export to calculate your profit. With Pay Method, you can note how you paid for an item, such as credit card, check etc. The Pay Note field may be used for check number or anything else you wish.



Receipts

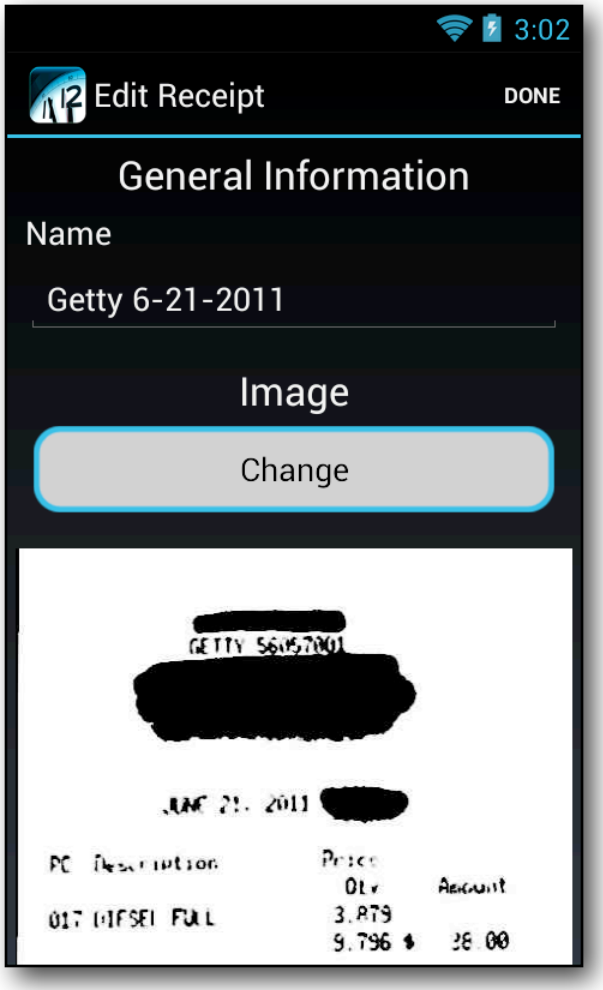
You can use the built-in Camera to take pictures of one or more receipts for an Expense or choose an image from your Gallery. Tap on the **+** button to add a new receipt.

To **Delete** a Receipt, tap and hold on the name to bring up the Delete Receipt dialog box. Tap Yes to delete the receipt.



Using the built-in Camera to capture a Receipt

Enter a Name that describes the receipt. That Name will be used in the Reports and Invoice to match to the Receipts PDF document that will be created.



Processing the Image



Once you've either captured the image with the Camera or using the Photos Gallery, it will bring you to a screen where you can modify the image before saving it. The options are:

Rotate: This will rotate the image 90 degrees.

Crop: Will allow you to crop the image to only use the part of the image that you really want. Move the corners of the selection rectangle to select the part of the image you want, then "Apply Crop" to crop the image.

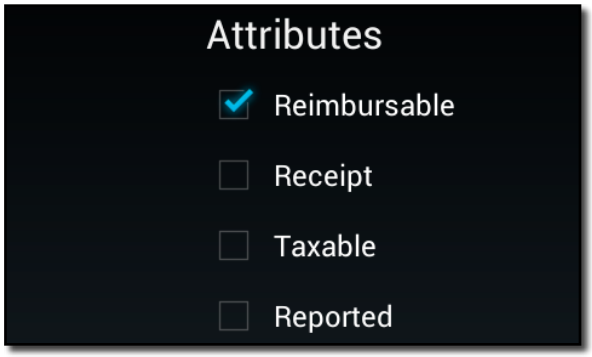
Grey: Tapping on the Greyscale button will toggle the image between Greyscale and Color.

B&W: Tapping on the B&W button will toggle the image between Black & White and Color.

NOTE: Color photos take up a lot of space and unless necessary, we highly recommend converting to Greyscale, or even better B&W, if it can work with the image. For example, receipts usually look very good in B&W and don't take up a lot of space.

Attributes

Attributes are used for informational purposes when exporting data, with the exception of the Reported attribute. Tap on a row to select it. It will put a “check mark” in the box. On the report it will print the words you see in these boxes.



If you have purchased the optional Invoice Module, the following attributes apply.

Receipt

If checked, this will add the word “Receipt” to the Report export in the “Attributes” column.

Reimbursable

Reimbursable will be checked, and by default, will show up when creating invoices. If you do not want the expense to show up in the Invoice, then uncheck Reimbursable Say for example you spent money on lunch and want to keep track of what you spent, but do not want to bill your client for it, you would uncheck the Reimbursable attribute for that expense. Note that when you are setting up Expenditures, you can default the Reimbursable flag to marked or unmarked.

Taxable

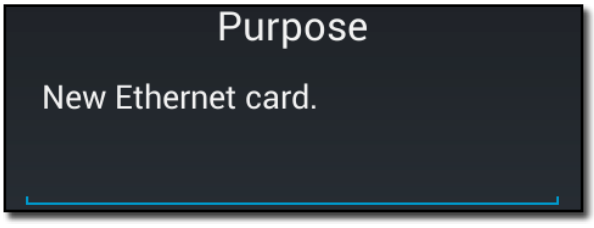
Selecting the Taxable row will add tax for the item in the invoice. This can be defaulted in the Client setup and changed for specific items if necessary.

Reported

After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you have not purchased the optional Invoice Module, you can use this to indicate which items you have invoiced. The Reported attribute will then have a checkmark after it. You can check or uncheck it by tapping on the row. You can also use the Filters to show “Reported” or “Not Reported” items. If you export to Quickbooks, it will also ask if you want to mark the records as Reported after emailing.

Purpose

Purpose is used to save your notes for this Expenditure. Use it to describe what was done. This can be exported and used for billing.

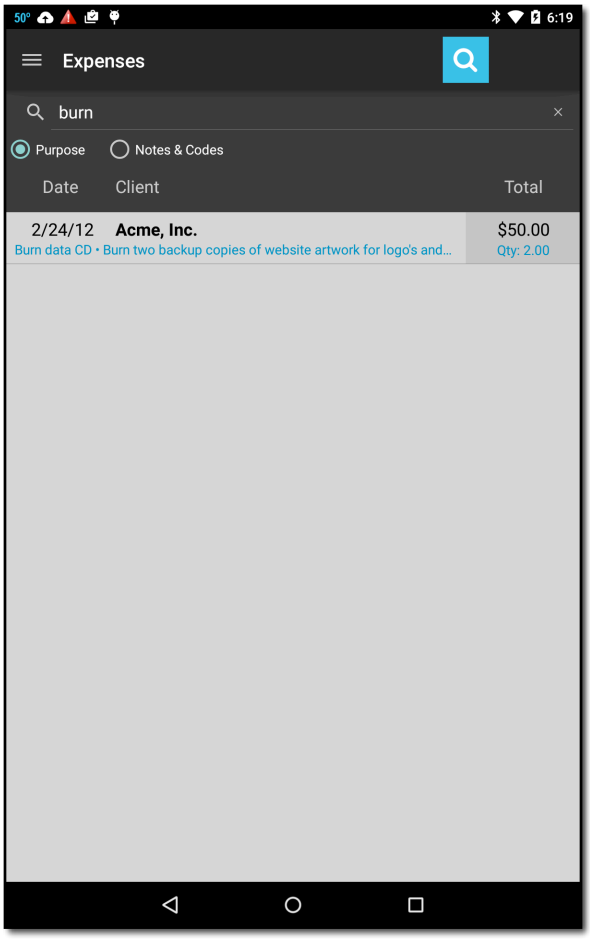


Searching Expenses

You can search for specific Expense Entries by tapping on the Magnifying Glass (as seen on the bottom left). That will expose the Search box. Tap in the search box to bring up the keyboard, type your text and then return.

You can search in one of two different areas, either the **Purpose Notes** or the **Notes & Codes**. Selecting Notes & Codes will search through the Projects and/or Expenditures that are used in the Time Entries. After you have typed in a partial word, word or phrase, you must then tap on the **Search** button.

You can view the results by tapping on them. Tap on the **Cancel** button when finished.



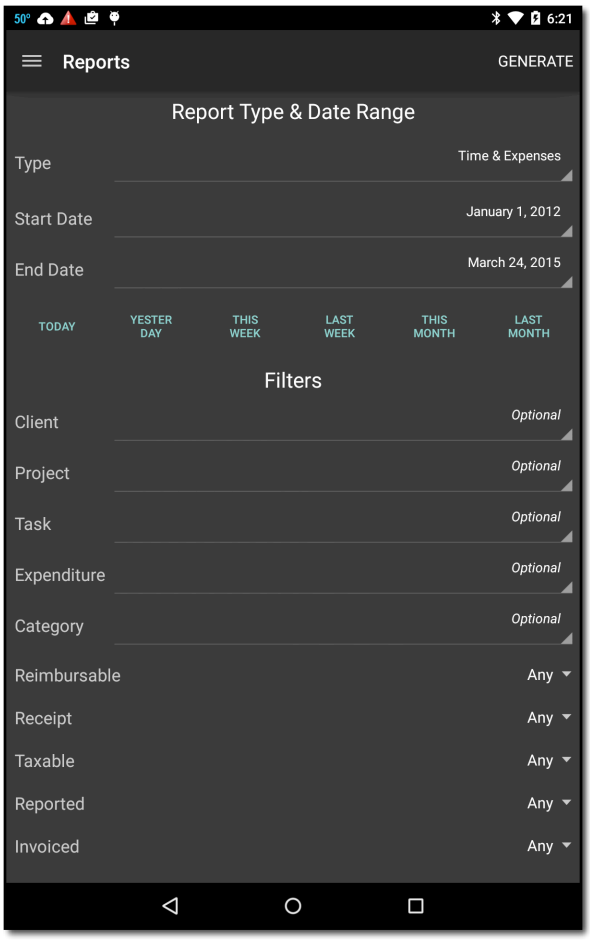
Reports

Reports is a powerful tool which can be used to generate reports based on several different criteria:

Type: Time, Expense, Time & Expenses or Time Sheet.
Dates: Today, This Week, Last Week, This Month, Last Month or by dates you choose
Filters: Client, Project, Task, Expenditure, Category and/or Attributes.

When you generate a report, it can be Exported as CSV, HTML or HTML and CSV. It can be sent via Email or to other apps that have been installed that add support, such as Dropbox.

Note that you can have Totals for each client in the HTML output. In the Setup -> Email Settings: check the “Grand Total” field
to include a total per client.



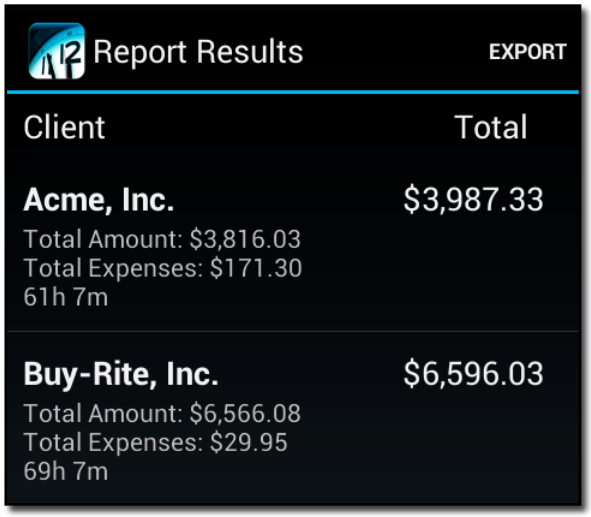
Report - Filters

After you select the Type of report and date range, you can narrow down the information that is reported by selecting one or more of the following Filters.

The three expense Attributes can be set to:
- *Any*: either marked or unmarked
- *No*: only items with that Attribute not marked
- *Yes*: only items with that Attribute marked

Invoiced Status, for optional Invoice module, can select invoiced or non-invoiced entries.

Generate



Once you've finished with all your selection criteria, press the ***Generate*** button. Your results will display in the Results list view. Each client will have a total for all its items.

The **EXPORT** button to prompt you to export the report. First it will ask you if you want to send it as CSV, HTML or HTML and CSV. Then it will give you option on how you want to export it, such as Email, Dropbox, etc.

After you've exported your report it will ask you if you want to mark the entries as "Reported". Use this and the Reported Filter if you want to avoid picking these entries again in the future. Please note that if you have the Quickbooks module, it also uses the Reported attribute, so you may not want to mark the entries as reported when running a report, but only after you have sent the Quickbooks export.

Save to Dropbox: will allow you to save the Report to your Dropbox account.

Details



Tap on a row to show details for that client. It will show the Time and/or Expense entries for that report period.

You can also tap on any row to bring up a screen showing the details for that entry. Note that the entry is **not** editable in this view.

Email

If you send the report to an email app, such as Gmail, the email address can be predefined in the Setup -> Reports -> Default To: field, or you can change it after you've entered the email screen. You can also define the fields and the order in which you want them to display in your report. Please see Setup -> Reports -> Export Fields for more details.

After you've emailed your report it will ask you if you want to mark the entries as "Reported". Use this and the Reported Filter if you want to avoid picking these entries again in the future. Please note that if you have the Quickbooks module, it also uses the Reported attribute, so you may not want to mark the entries as reported when running a report, but only after you have sent the Quickbooks export.

Time Sheet

Time Sheet is a special report for showing totals in a Time Sheet format by the week. The report will break up entries by **Client** and **Project**. If the **Project** is not defined in the Time Entry, the screen will display "(No Project)" on that line. Each day of the week will have a Total per Client and a Grand Total. Each week will have a Total per line.



You will specify the date range by using the Start and End Dates, however each display screen will show a weeks worth of work. You can page thru the screens by tapping on the Arrow buttons.

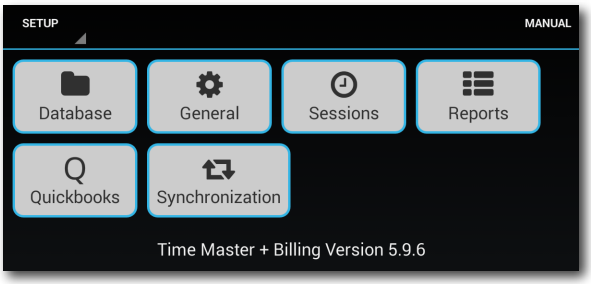
The report can also display the time in an Hour format or Fraction format. See the *Setup -> Reports -> Time Sheet* section for the options.

The Time Sheet reports can be exported in either a HTML/ CSV or PDF format.

Note that the starting day of the week is determined by the *Weeks Starts* option in the General Setup.

Setup

The Setup screen is divided into different sections according to their purpose. Please see each section for an explanation of their functions.



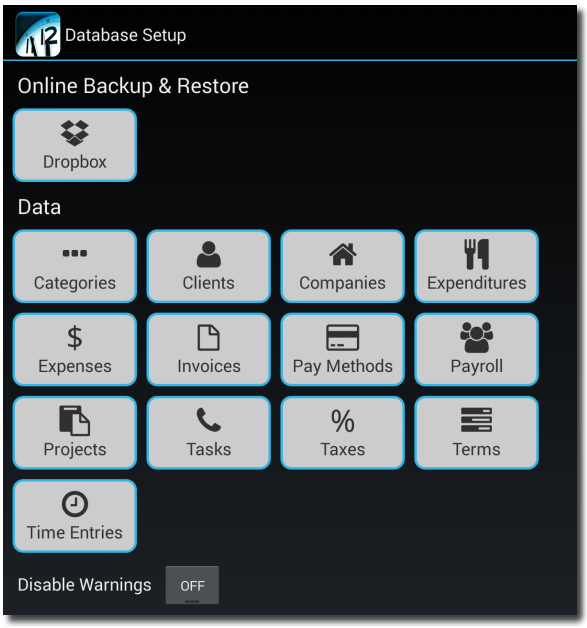
Optional Modules (Upgrades) will appear below the main options.

Related setup options for the sections are displayed by tapping on the section.

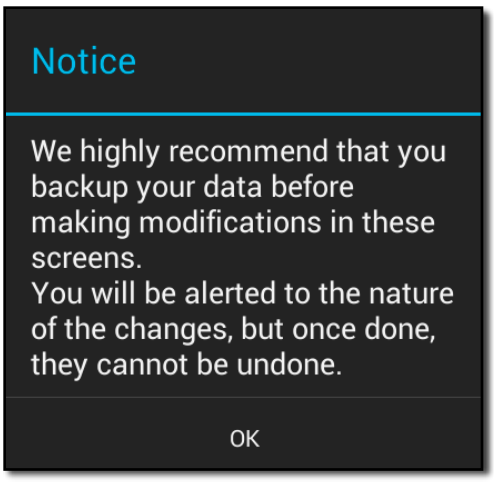
Database

The Database contains the following tables: Categories, Clients, Expenditures, Expenses, Pay Methods, Projects, Tasks and Time Entries.

If you have the optional Invoicing module, you will also see: Taxes, Terms and Invoices. After an item has been added, such as Client, Project, Task, etc., this is where you will be able to modify that item.



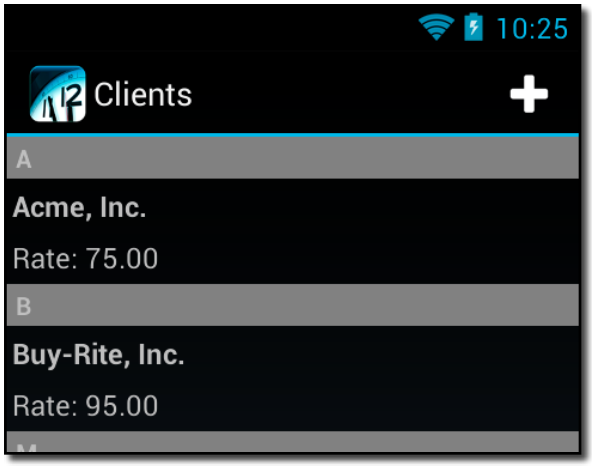
Note that a **Warning** message will appear on the screen once you select an item (see above). The warning messages can be disabled by turning the **Disable Warnings** switch *ON.*



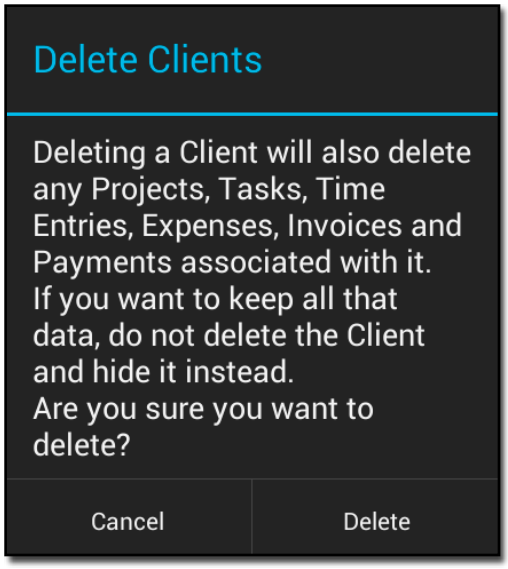
In any of the tables (Clients shown here), you will first be presented with a list of all the items. To add a new item, tap on the **+** button. Tap and press on an item to bring up the delete dialog box (see below). Tap on a row to edit a specific item. See each section below for details on each database.

Note: If an item is light grey, that means it is marked as “Hidden” and will only show up here.

Deleting - Categories, Clients, Projects, Task or Expenditures



Note: When you delete a Category, Client, Project or Task, it will delete **all** linked entries on levels beneath the deleted entry. A final warning message will appear such as:



When you are in either Category, Client, Projects, Tasks, or Expenditures databases, you can delete any of these items. Tap and hold on the item to be deleted, then the **Delete** dialog will appear. Tap Delete or Cancel to exit.

Categories

If you delete a Category, it will delete **all** Time Entries and Expenses that are linked to it.

Clients

If you delete a Client, it will delete **all** Time Entries and Expense Entries associated with it. It will also delete **all** Projects and Tasks directly associated with it.

Projects

If you delete a Project, it will delete **all** Time Entries and Expenses that are linked to it.

Tasks

If you delete a Task, it will delete **all** Time Entries linked to it.

Expenditures

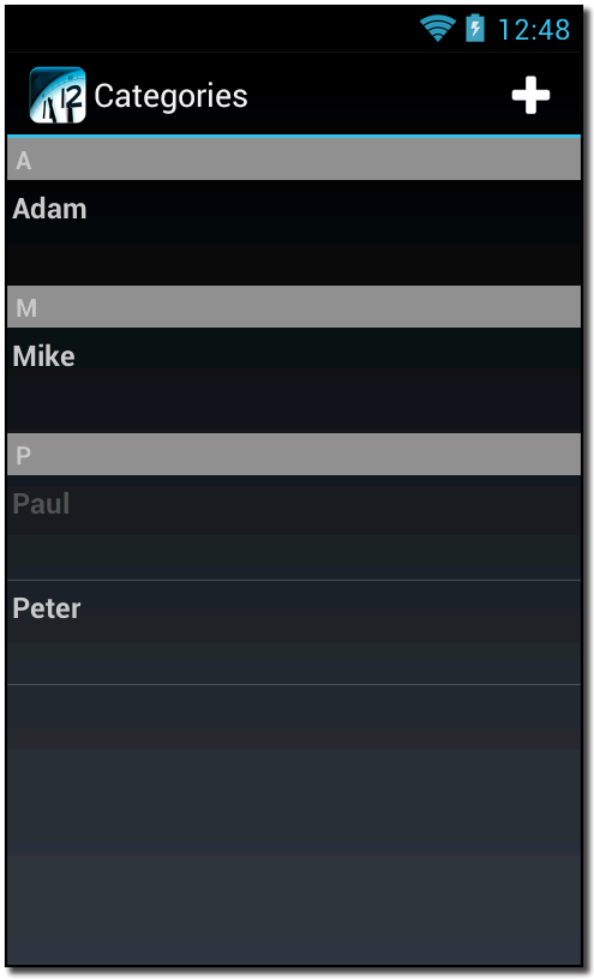
If you delete an Expenditure, it will delete all Expense entries linked to it.

So be very careful when deleting any of these items. We **ALWAYS** recommend backing up to ***Dropbox*** before running any of these functions. Worst case you can always Restore the data from the last snapshot.

Categories

To edit an existing Category, tap on the row. To add a new Category, tap on the **+** button.

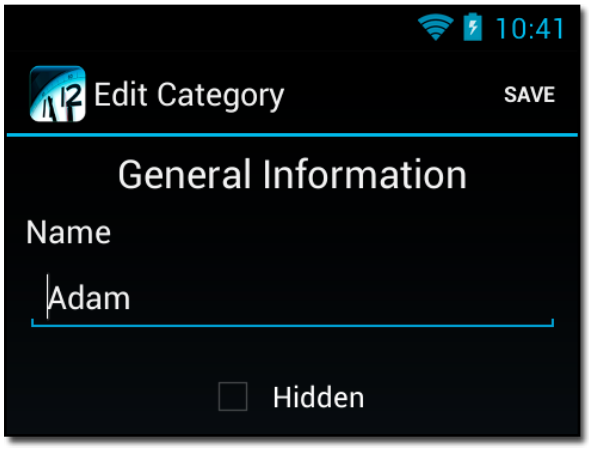
A Category is a very simple Global sub-category. It's only option is the Name. It can be used for filtering or sub-categorization. You could use it in a contractor, consulting, etc. type of business for employee names, when you need to track employee entries or if the employee has his own device and sync's with your device. You could also use it for any other report/sorting functionality that you desire.



Editing Categories

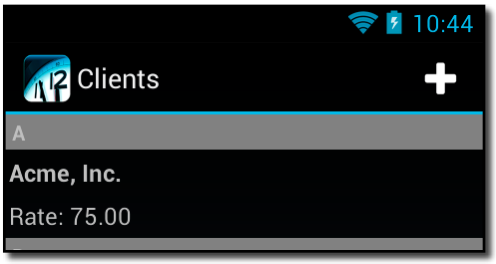
Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing.

Hidden: If you want a specific Category hidden from the main Picker lists, tap on the Hidden checkbox and *Save*. It will only show up in the database section in a light grey color as you can see in the "Paul" example above.



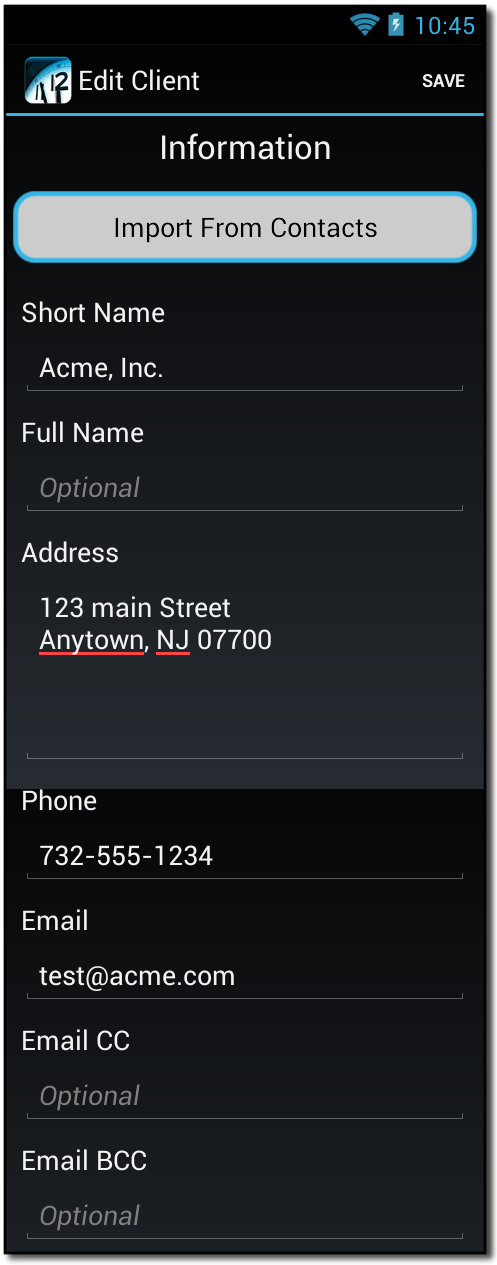
Clients

After you've added a client, you may need to make changes or updates to that client. To edit the Client, tap on the row that has the clients name.



Adding / Editing Clients

You can change the client information by tapping on the *Information* row. It will bring up the information editing screen. You can copy from the built in "Contacts" (address book) or enter things manually. If multiple items, such as address are available, it will ask you to pick which one you wish to use. Please note that if you change the information in the Contacts app, it will **not** automatically change here.



Short Name: The short name is used to display on the device and exports. If your client has a very long company name, you may want to abbreviate it. Say for example the company name is "Advance Health Management Systems, LLC", you may want to just enter AHMS for the Short Name. That way you can avoid having a very small font showing the name on the device and possibly cropping off the end of the name.

Full Name: The full name is used to print on the invoice in the optional invoicing module.

Address: Is used to print on the the invoice in the optional invoicing module.

Phone: Is used to print on the invoice in the optional invoicing module.

Email: This is the email address that is used to email an invoice to your client with the optional Invoicing module.

Email CC: If, in addition to your primary recipient, you want to email an invoice to a second person, enter the email address here. For example if you want to send email an invoice to the owner of a company and also to the bookkeeper, you would add the bookkeeper's email here.

Email BCC: If you want to send someone the email, without the primary "Email" recipient knowing that you also sent it elsewhere, enter that email address here. You could use this field to email an invoice to yourself.

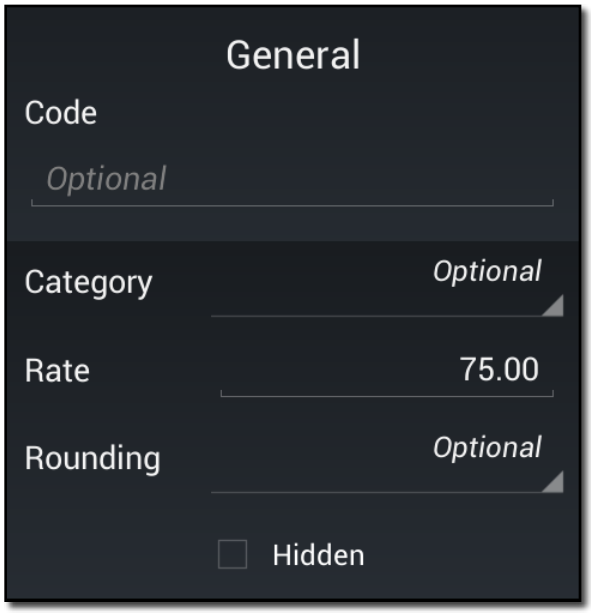
Note: Email fields can contain multiple email address. Just separate entries with a semicolon ";". For example "info@oncoresoftware.com ; support@oncoresoftware.com".

Code: is for a optional code to be exported if you have other software that requires it, or you want it just for your own use. This is a free form text field, so you can enter numbers and/or characters.

Rate: is used to set a default billing rate for that client. This will override the **Global Rate**. In turn, this rate can be overridden if you set a different rate in either a **Project** or **Task**.

Rounding: If you need to have an alternate time rounding for a specific client, you can override the Global time rounding here.

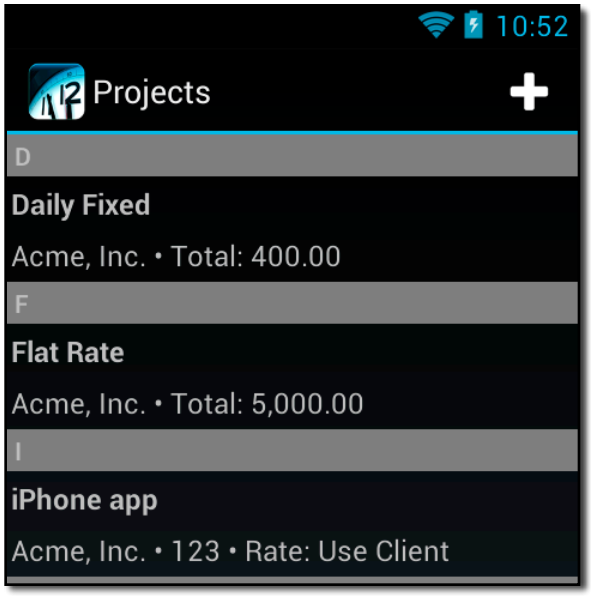
Hidden: If you want to hide the Client from the normal picker lists, tap on the hidden checkbox. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.



Tap ***Save*** when finished.

Projects

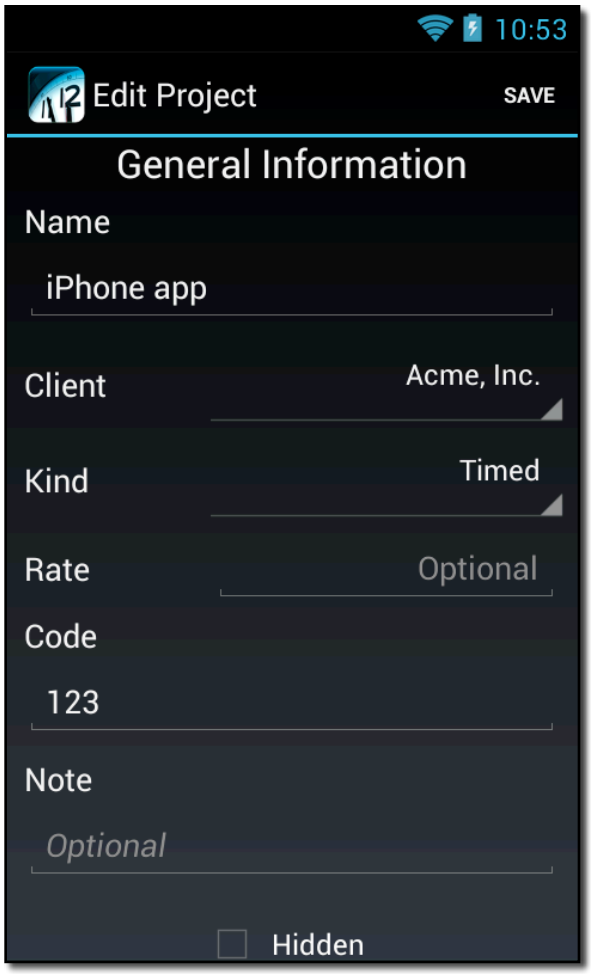
To edit an existing Project, tap on the row. To add a new project, tap on the **+** button.



Editing Projects

Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing. A Client will have been assigned to a Project.

Client: The Client code that this project will be assigned to.



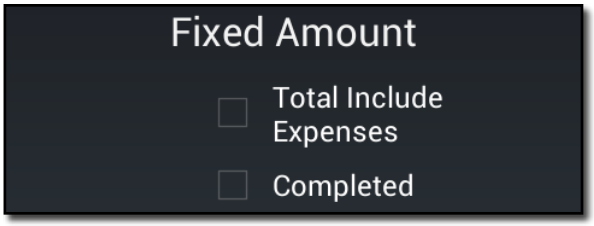
Fixed / Flat Rate Projects

Kind: There are three Project types that can be created. Timed, Fixed Amount (reusable) and Fixed Amount.

• *Timed*: Is the default Project type. When you bill Time and/or Expense Entries for a Timed Project, all your time and expenses will be billed normally.

• *Fixed Amount (reusable)*: With this type of Project code, you can assign a fixed amount to bill the client for on a Day basis. The Fixed Amount (reusable) code is re-usable. That is, you can use this code over and over again. Time Master will allow you to keep track of the actual time you've spent on the entry. On the HTML/CSV Report it will show the actual Duration, but no Rate and in the Total column it will show the Fixed Total Amount. On the Invoice, it will only show the Total amount. No Duration or Rate will be displayed. You may set the *Fixed Amount (reusable)* to zero for a *Fixed Amount (reusable)* Project.

• *Fixed Amount*: The Fixed Amount Project type will allow you to create a Project type for which you will charge a flat rate over a long period of time. It will also show two additional options on the bottom of the Project code: **Total Includes Expenses** and **Completed**.



This Project type is **not** re-usable. The way the Fixed Amount (or Flat Amount) Project works is as follows. You will assign a Total Amount for this project. You will bill Time Entries to this project until the project is completed. **You will not be able to invoice any entries for this project until it is marked as "Completed".** Once it is Completed, you can add it to an invoice. On the invoice it will show only one entry line for the entire project, starting with the date of the first Time Entry that was created under that project code. If you have entered Reference Notes to any of the entries, they will be appended to the description. Only add additional Reference notes to entries if you want them to appear on the invoice. Otherwise leave them blank. You can run a Report for this Project code to see the actual amount of time spent while doing this Project. This will help you determine how accurate you are in estimating the amount it will take to complete your projects.

The **Total Includes Expenses** optional works as follows. If this row is checked, it will not show any Amount on the invoice. Those Expenses will be included in the Project Amount. If this row is un-checked, any Expenses will be added to the total of the invoice.

Rate: You can optionally set a rate for the Project that will override both the **Client Rate** and the **Global Rate**. The Project rate will be overridden if you set a different rate in a **Task** and that task is used under that project.

Code: is for a optional code to be exported if you have other software that requires it or just want to use it.

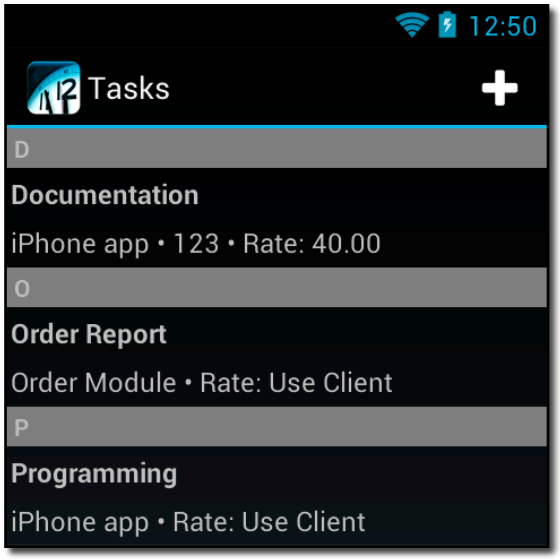
Note: If you need to keep or export additional information, we provide an extra Note field.

Hidden: If you want to hide the Project from the normal picker lists, tap on the hidden checkbox. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Tap ***Save*** when finished.

Note: If you are creating a new Project and have not created the client yet, tap on the Client row and it will bring up the Client picker view. Press the **+** button to add a new Client, then select it and it will bring you back to the edit screen.

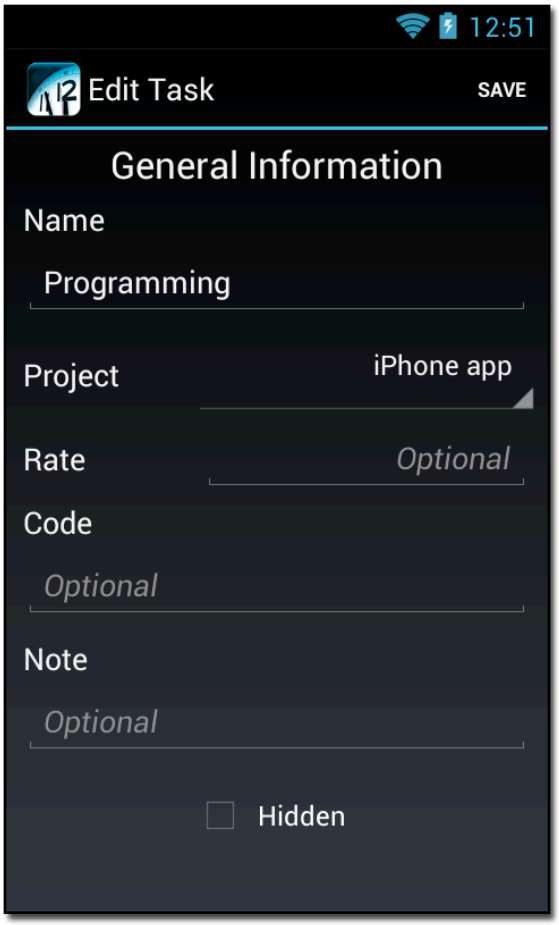
Tasks



There are two types of Tasks: Global Tasks, and Tasks tied only to a specific Project. Global Tasks can be used by any Client and are not tied to any specific Project. Tasks tied to a Project will only be available to one single client, under one specific Project.

To edit the Task, tap on the row.

Editing Tasks



Name: You can change the task Name by tapping on the name row. It will bring up the standard keyboard entry for editing. You can optionally assign a Project to the Task.

Rate: You can set the rate for a Task. Note that the Task rate will override any rates set by the Project, Client and Global Rates.

Code is for a optional code to be exported if you have other software that requires it or just want to use it.

Note: If you need to keep or export additional information, we provide an extra Note field.

Hidden: If you want to hide the Task from the normal picker lists, tap on the hidden checkbox. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

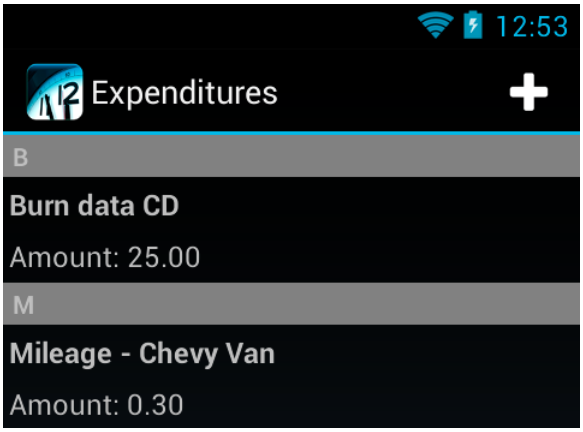
Note: If you are creating a new Task and have not created the project yet, tap on the Project row and it will bring up the Project picker view. Press the **+** button to add a new Project. From within the Project you can even add a new Client. This is setup to give you maximum flexibility for adding new items. It will use that new client and project and bring you back to the edit screen for the task.

Quick Tip

When entering a new Time Entry and you are using an existing Project, select the Project first and it will automatically fill in the Client field.

When entering a new Time Entry and you are using an existing Task (that is tied to a Project), select the Task first and it will automatically fill in both the Project and Client fields.

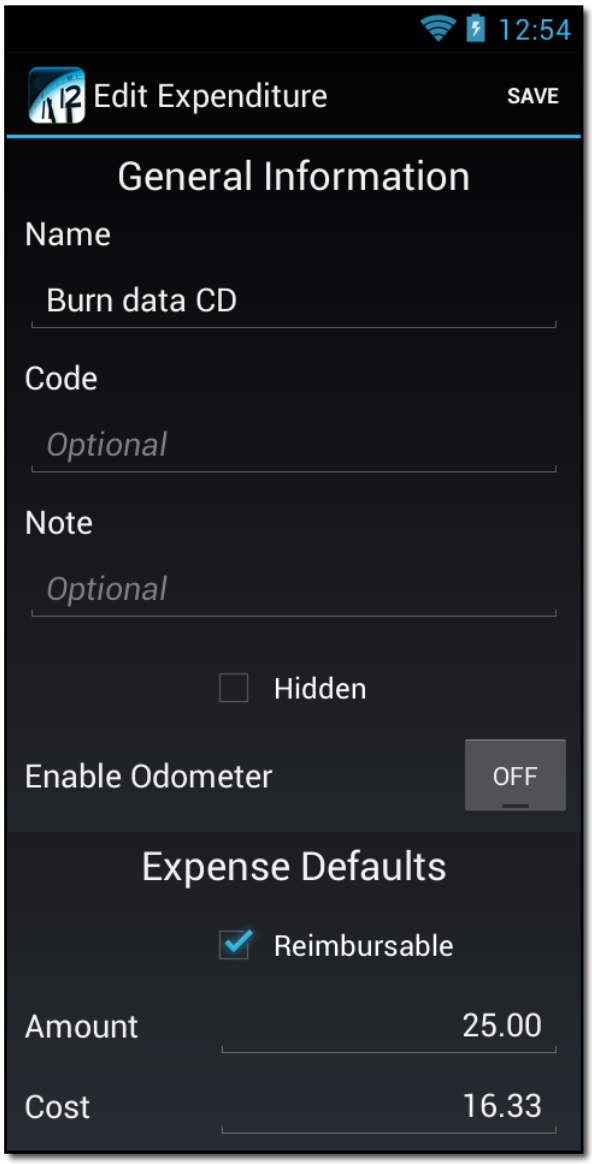
Expenditures



There are two types of Expenditures, Generic and Mileage. Generic Expenditures can be used for virtually anything, while Mileage Expenditures are used only for reimbursement of mileage expenses. Note that we do not distinguish between Miles and Kilometers, so “Mileage” is used for either one.

In general, you only need to set up Expenditure if you plan to use it more than once. If you only need to use it once, you do not need to set up an expenditure in an Expense. Just leave the optional Expenditure field blank and fill in the Amount and Quantity.

Editing Expenditures

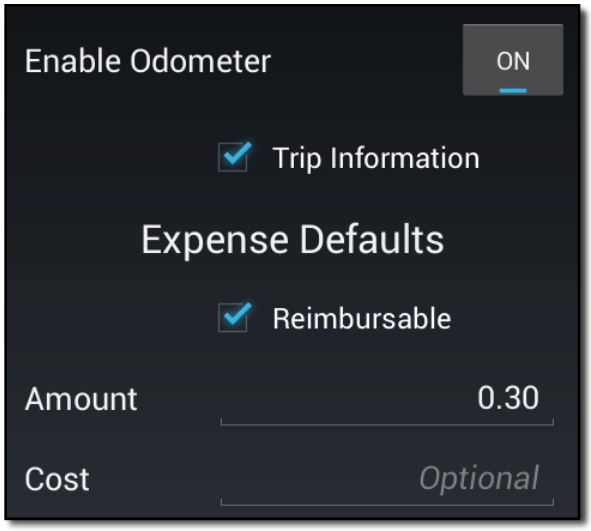


Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing.

Code: is for a optional code to be exported, if you have other software that requires it or just want to use it.

Note: If you need to keep or export additional information, we provide an extra Note field.

Hidden: If you want to hide the Expenditure from the normal picker lists, tap on the hidden checkbox. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.



Enable Odometer: If you want to setup a Mileage expense, tap the ON button on the Enable Odometer row. When you choose this type of Expenditure in the Expenses entry, it will display the odometer picker in the Values table. When you enable the odometer option it will also reveal a **Trip Information** row. The Trip Information row will add an additional section to the Expense screen that will allow you to enter the Start and End Dates / Times, and Start and End Location.

Reimbursable: If you want this expenditure to be reimbursable, that is that you want to charge your client for this expense, then mark the reimbursable field. If you are using the Optional Invoicing Module, it is important that the expense be marked reimbursable, otherwise the item will not be available in the invoicing screen.

Amount: is the amount you charge for that expense. This is the "selling price". This is the amount that will be charged on an invoice.

Cost: is the amount that you paid for an expenditure. This value can be exported in the reports for cost analysis. This screen will also show you the Gross Margin percentage that you will make on this item.

Note: The the odometer readings are "memorized" per expenditure. If you have multiple vehicles, you will want to create a mileage expenditure for each vehicle. For example create a "Mileage - Van" and a "Mileage - Porsche 911". That way when you pull up the expenditure for a specific vehicle, it should have the last odometer reading from its previous expense.

Time Entries - Purging



From time to time, you may want to remove old entries. **Be sure to Backup your data before using this function!**

Start Date

The inclusive date you wish to start deleting your data.

End Date

The inclusive last date you wish to end deleting data.

You can choose to only delete Time Entries based on a **Client** and/or **Project** and/or **Task**.

Expense Entries - Purging



From time to time, you may want to remove old entries. **Be sure to Backup your data before using this function!**

Start Date

The inclusive date you wish to start deleting your data.

End Date

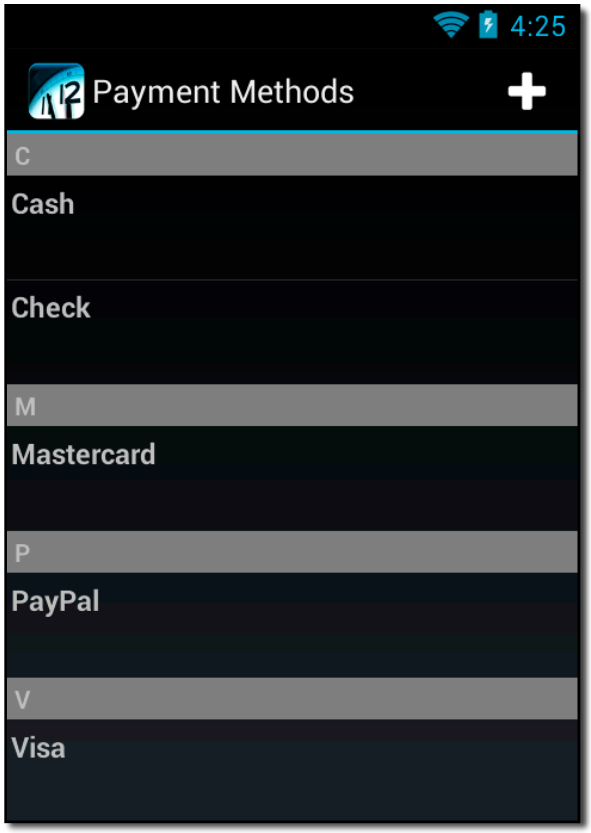
The inclusive last date you wish to end deleting data.

You can choose to only delete Expense Entries based on a **Client** and/or **Project** and/or **Expenditure**.

Pay Methods

You may want to track how you have paid for a certain expense. You can enter as many expense types as you wish. Simple enter a label and you can use it in your Expense item.

In the expense there are also Pay Note. The Pay notes can be used for anything you may want to remember about the payment. For example you may want to enter the Check Number that you used when paying with a Check.

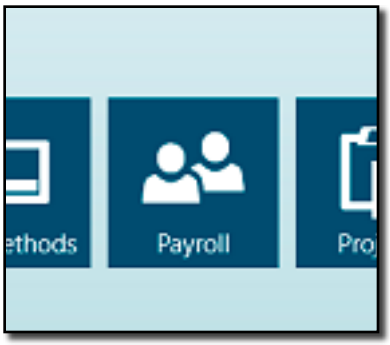


Quickbooks Module Options

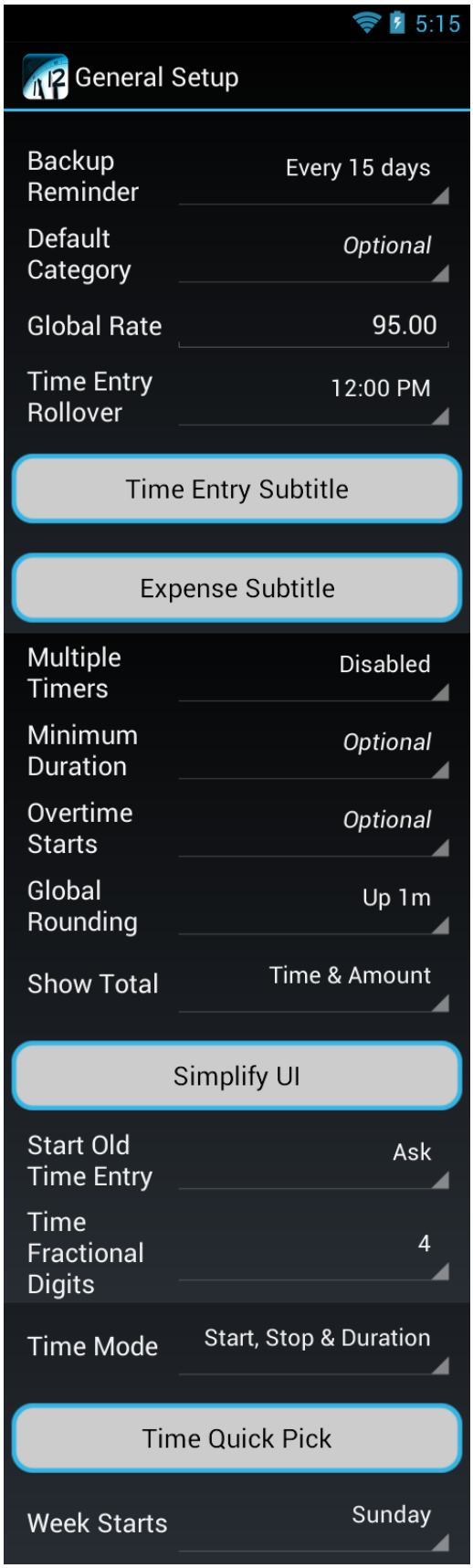
The Quickbooks module has become obsolete as of Quickbooks 2021. Intuit has removed the ability to import “Time Activity” IIF records. We no longer charge for this module for users who are still using Quickbooks 2020 or earlier.

If you purchased the optional Quickbooks Export module you will also see Database item: Payroll Items.

If you need to export Payroll Items for Quickbooks, we have a Payroll Items table. The items can be added on the fly from the Time Entries screen. You can also Add or Edit the items from the database section.



General Settings



Backup Reminder

Because we feel very strongly that you should do frequent Backups of the Time Master data,
we have added a “Backup Reminder” option. Make sure to do a Backup before doing any Android OS updates or even updates of the Time Master app!

The Backup reminder can be set to remind you: Never, Every day, Every 7 days, Every 10 days, Every 15 days or Every 30 days. The default is Every 15 days.

Default Category

The Default Category will fill in the Category field in the Time and Expense entries when they are created. This can be handy if you have multiple employees. Each employee can put their name in the Category field and when they Synchronize with the main device, you will know where each entry originated from.

Global Rate

This is the default rate that will be used for all Time Entries if you do not enter a rate in Clients, Projects or Tasks.

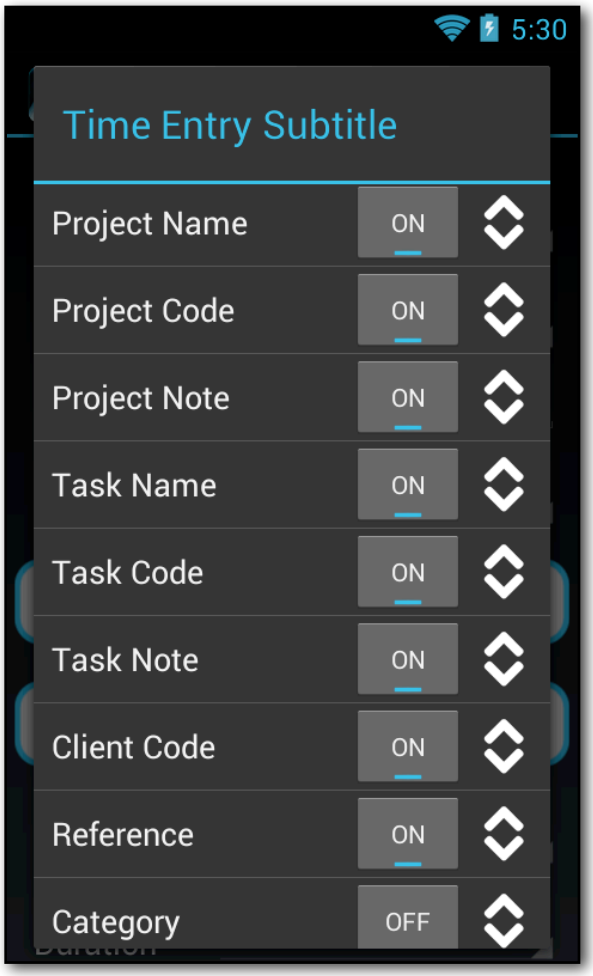
Time Entry Rollover

The primary function of the Entry Rollover is to set the time at which Time Master will trigger the Old Entry function. With this setting, you can extend the hour the Old Entry ends past midnight.

For most users the default of 12:00 AM will be sufficient. When you tap on a time entry that has yesterday’s date, it will trigger the Old Entries functions. Say for example you are a night shift worker and you work from 8:00 PM to 4:00 AM (20:00 - 04:00). This would be an issue because you may need to start and stop the timers after midnight. Once the time is after midnight, the Old Entries function would normally pop up asking you what you want to do with the timer. So what you need to do is prevent it from prompting you until a set time. In this example, including overtime, the night shift worker will never work past 11:00 AM. The night worker would want to set the Entry Rollover to 11:00 AM. so that the warning would not be issued unless the time was after 11:00 AM.

Note: If you set an Entry Rollover time, the entry will be green in color until it reaches that that time, after which it will trigger the Old Entries function.

Time Entry & Expense Subtitle



The Time Entry & Expense Subtitle settings will allow you to change what you seen on the Project/Task line on the main Time Entries screen and Expenses respectively. You can turn *On* or *Off* the fields that you want to see. You can also reorder them by tap-and-dragging on the three grey lines and dragging them to the order in which you would like to see the fields.

Multi Timers

You can define how you want your timer system to work. You can choose one of the following: Disabled, Enabled or Ask.

- *Disabled*: This option will allow only one timer to run at a time. So for example, you are working on one task when the phone rings and now you need to start the timer on a different task. When you tap on the new task, the timer that is running will stop and save the elapsed time with the current task. Then the timer will start for the new task.
- *Enabled*: With this option, it will allow multiple timers to run concurrently.
- *Ask*: In this mode, when you have a timer running for a task and you tap on a different task, it will ask "Do you want to stop all active timers before starting this one?". You have 3 options. You can choose *Cancel* to exit without starting the timer on the task that you just selected. You can choose *Yes* to stop all running timers and start the timer on the item you just selected. You can choose *No* to keep all existing timers running and also start another timer running for the item you just selected.

Minimum Duration

If you have a minimum amount of time that you bill for, use the Minimum Duration. Say for example that you always bill a minimum of 30 minutes, and after 30 minutes you bill in 5 minute increments. You would set 30 minutes in this Minimum Duration, and set "Rounding" to the number of minutes you want.

Overtime Starts

If you charge Overtime per single Time Entry when a certain amount of time has been exceeded, you can set that here. For example if you get paid overtime after 8 hours, you would set the "Overtime

Starts" to 8 hours and 00 min. If you get paid "time and a half", you would set the "Overtime Multiplier", which will only show if you have the Overtime Starts set to some duration, to 1.5.

If you need to charge Double-time, say if you are working on a holiday, you would need to do that in the specific Time Entry. You would set the "Overtime Starts" to 0 hours and 00 min. and set the Overtime Multiplier to 2.0.

The "Reports" export will show the standard time, up to it's maximum time on the first line. On the following line the overtime will be reported as a "Type" of "Overtime" and will print it's Duration, Rate and Total amount.

The optional Invoice Module will show the standard time up to it's maximum time on the first line. The following line will print "Overtime" in the Description and will have it's Duration, Rate and Total amount.

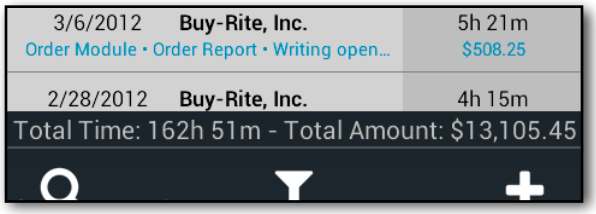
Global Rounding

If you want to round your time, we provide the most flexible options for rounding available. The options are: None (no rounding), Up, Nearest or Down. If you select Up, Nearest or Down, you select whether you want to round by: Hours, Minutes and/or Seconds. If you select 0h, 0m, 0s, it will change this option back to None.

For example if you select Round Up and set it to 5 minutes and you work for 7 minutes and 24 seconds, it will round up to 10 minutes and 0 seconds. If you set Round Nearest 5 minutes, since it is less than 50% of the way between 5 and 10 minutes, it will round down to 5 minutes and 0 seconds. If it had been 7 minutes and 35 seconds, it would round up to 10 minutes and 0 seconds. For Round Down 5 minutes, if you had worked for 9 minutes and 59 seconds, it would round down to 5 minutes and 0 seconds.

Note: You can set the Rounding in a client, which will override the Global Rounding.
Note: The Rounding setting is saved in the Time Entry as soon as you create it. If you change the rounding in the future, it will not effect old Time Entries.

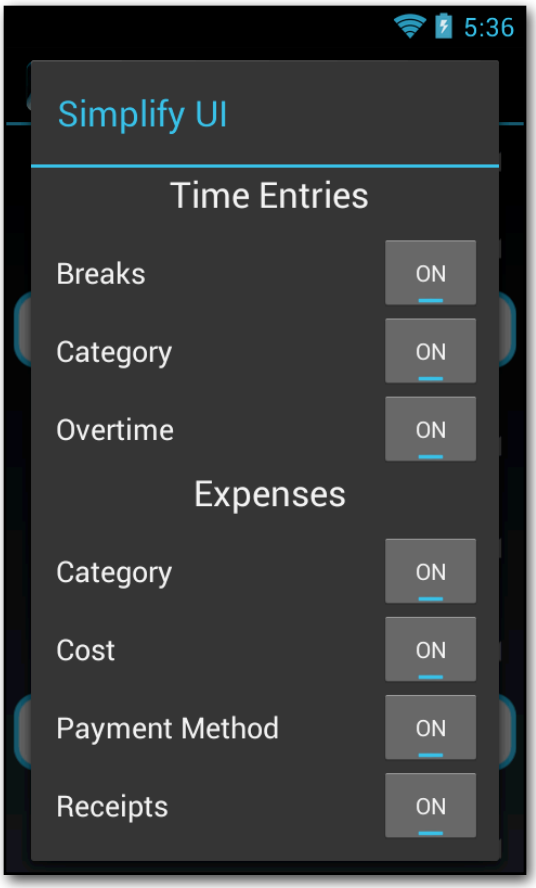
Show Total



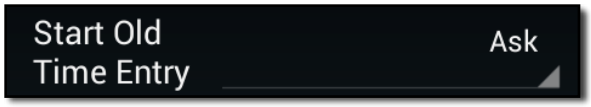
The Show Total option can give you totals of Time and/or Amounts on the main Time Entries screen. By default this option is set to Off. You can set it to Time, Amount, or Time & Amount. This will show totals on the bottom line of the table. It may take some time to calculate depending upon how many items it is calculating. The totals will only show the values for which you are filtering. For example, if you have the Date Filter set to This Week, it will only show the totals for the Time Entries that you created this week. This can be a handy way to see what your billing comes to for a given time period.

Simplify UI

Simplify UI (User Interface) lets you “hide” some of the rows in the Time Entry and Expenses Add/Edit screens. This can give you a little more room on the small phone screen. Turn an option OFF, to hide the row in the Add/Edit screen. It will not remove any data that may be in the row, so it will not effect older entries in which you may have used those fields.



Start Old Entry



The purpose of this function is to allow you select what you want to happen when you tap on the grey timer area of an old entry. In the Time Entries screen, if you tap in a old entry, as indicated by a grey box instead of a green box, it will do one of three things. Ask, Always Copy or Always Start the entry. Here, you will choose how it operates in the Time Entries screen. Note that "locked" entries will not allow you to start a timer on an old entry.

- *Ask*: will ask what you want to Start, Copy, or Cancel.
- *Always Copy and Start*: copies the old entry into a new Time Entry. All the fields are copied into the new entry (with the exception of the Start Date, Start Time and Duration) and the new timer is started. The Date will be set to today's date. The Start Time will be set to the current time and Duration set to zero.
- *Always Start*: starts the timer, despite the fact that it has a previous date. Use this if you want to start adding time, with a timer, to an old entry.
- *Always Copy with Duration*: copies the old entry into a new Time Entry. All the fields are copied into the new entry (with the exception of the Start Date and Start Time) in this mode the timer is **not** started. The Date will be set to today's date. The Start Time will be set to the current time.

Time Fractional Digits

Time is displayed either in hours/minutes/seconds or in hours as a decimal number. Time Fractional Digits refers to the number of decimal places displayed when the number of hours is shown in decimal format. Time Fractional Digits allows you to select the number of decimal places that are shown in Time Entry's duration value.

Any time an amount is calculated using a rate and a time, time is converted to a decimal number for the computation. If you round to 5 or 15 minutes, 2 decimal places will be sufficient. If you round to the nearest minute, you will should select 4 places to assure the accuracy of the result.

To perform calculations, time is rounded and then converted to decimal numbers. The system does not round the decimal fraction to calculate the total. So, for calculations, one minute is expressed as 0.01666666..... (where 6's go to infinity). A rate of $50 per hour multiplied by 0.016666..... equals 0.83333..... , which would be $0.83. If you display 2 decimal places, the fractional value of one minute would be rounded to 0.02. When you multiply $50 by 0.02 the result is $1.00. That, however, is not equal to the amount calculated by the system of $0.83. This could be confusing to the client. In this case, 4 decimal places would be required to obtain the correct result.

Time Mode

Depending upon how you have chosen to time your events, you have three choices that can be shown in Time Entries. Whenever you Add a new entry, it will always default to the current time.

- *Start, Stop & Duration*: With this option, you will see all three fields in the time Edit Entry screen - Start time, Stop time and Duration. If you change Stop time, the Duration will change. If you

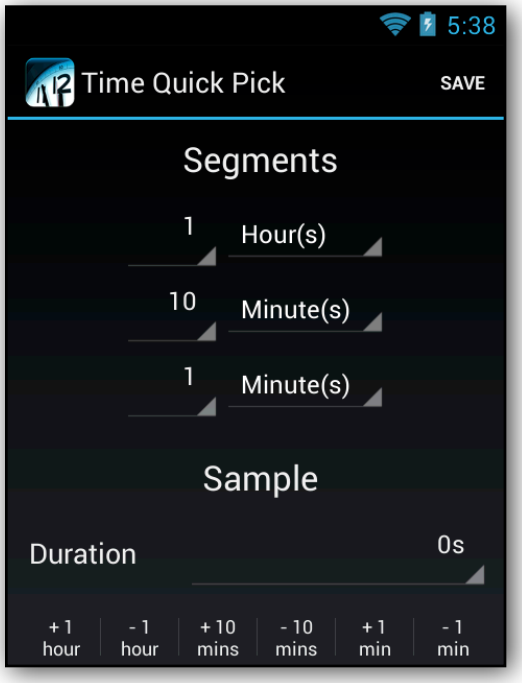
change Duration, the Stop time will change. If you change Start time, the Stop time will remain fixed and Duration will change. This option gives you the most flexibility, but is a bit more complex to think about when modifying the entry.

- *Start & Stop*: With this option, you will only set the start and stop times. The program will calculate the Duration and the field will be hidden. This is for people who do not choose to use timers, but simply enter the times they started and stopped. Note that in this mode, if you change either start or stop time, the duration is automatically recalculated. Always change the Start time first.
- *Start & Duration*: With this option you will not see the Stop time of the entry. If you use timers and you stop and start the timer many times during the day, this will add up the total time spent and display the result in duration. This option is good if you only use timers. Note that if you change the Start time, the Duration will change.

Note: If you need to have "punch in" and "punch out" time tracking, use Sessions. See the Session section for more information.

Time Quick Pick

The **Time Quick Pick** is for the + and - buttons that appear on the Time Entries. You can customize these buttons as you would like. You have three pairs of + and - buttons that you can set. Our defaults are 1 Hour, 10 Minutes and 1 Minute. So say for example you wanted to have + and - 15 mins for the middle buttons. Tap on the "10 Minutes" row and change 10 to 15 and tap ***Save***. You will see the changes reflected in the Preview section on the lower part of this window. Tap on the buttons to see how the Time change works.

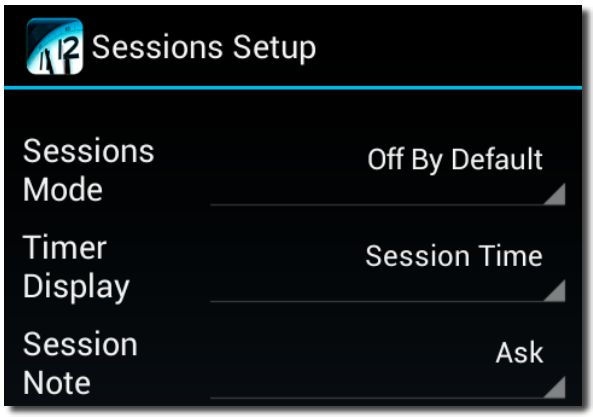


Week Starts

Some users desire to have the week's start day something other than Sunday. Here you can choose the day of the week that your week starts. The default value is Sunday. This day will reflect in any places when you select either "This Week" or "Last Week".

Note: The Stop Time will always reflect the time from the Start Time plus the Duration. So if you start and stop the timer multiple times, the Stop Time will not be the current time. If you need to know exactly when you start and stop times, please use the Sessions feature.

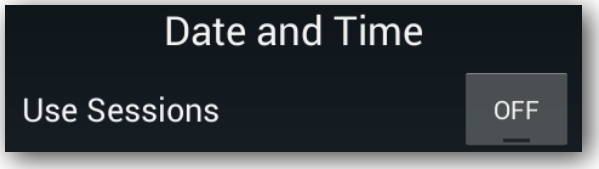
Sessions



If you want to track your punch in and punch out times, you will want to use Sessions to track the times. There are several settings to tailor the program to your needs. Note that Sessions must be within the same 24 hour period and are limited to a maximum of 24 hours.

Disabled: will not display the option to use sessions in the Time Entries, Add or Edit Entry screen. This is the setting to use if you will never use Sessions.

If you use sessions, choose one of the following for the initial setting of the switch.



Off By Default: The switch on the time entry screen will default to OFF. Choose OFF if you use the standard (non-session) timing method most of the time.

On By Default: The switch on the time entry screen will default to ON. Chose ON if you use session timing most of the time.

Note that you will have to "Save" the entry before you can start editing. Sessions can be created by using the Timers or manually by going into the Sessions screens.

Timer Display

Entry Time: When timers are running, when Entry Time is selected, it will display the total time of all the sessions added together. You will know the total time you've spent on this entry.

Session Time: When timers are running, when Session Time is selected, it will only show you the elapsed time of the current session.

Session Note

After you stop a timer, you can enter notes for that session. You have three options on what to do when the timer is stopped.

- *Ask*: A dialog box will ask you if you want to annotate a session or not.
- *Always Annotate*: When you stop the timer it will immediately bring you into the text editor so you can annotate the session.
- *Never Annotate*: When you stop the timer, it will do nothing. If you are only using session to track your times, but do not need to make any notes, use this option.

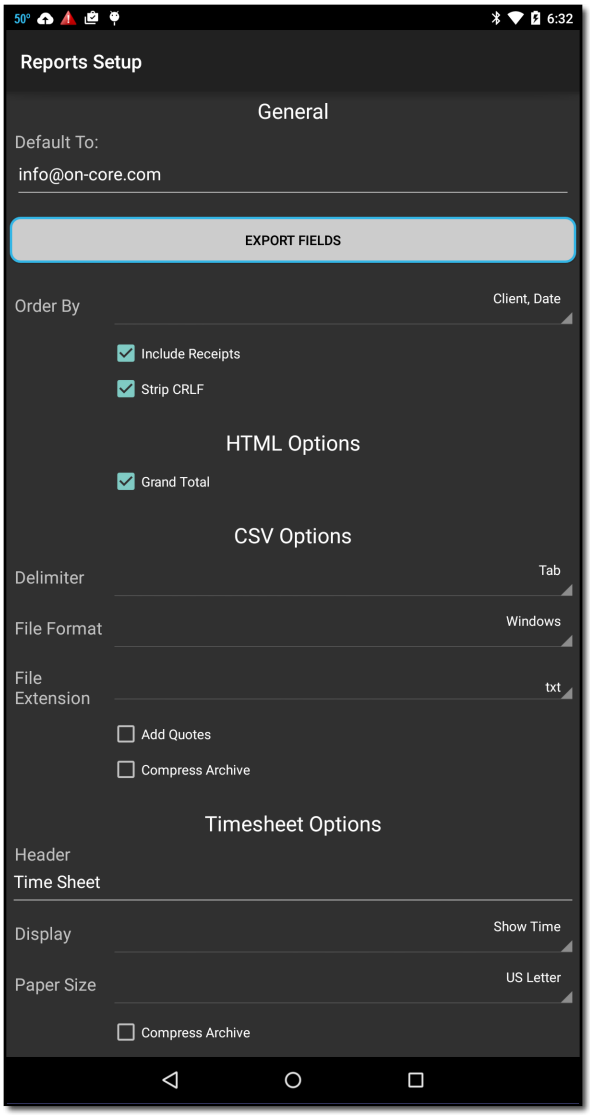
Reports - General Setup

The Report function gives you plenty of power to format email reports the way you want them to appear. Please note that some options are hidden when not applicable. For example if you have the “Format” set to HTML, you will not see the Delimiter, File Format, Add Quotes, Compress Archive or Archive Password fields.

The Reports setting functions allow you to control the information when exporting the Reports to an HTML and/or CSV email.

You may be able to copy the information directly from the HTML email and paste it into another program for use, such as Numbers™ or Excel™. Each program has it’s own little differences that may require you to tweak how your output must be formatted. For example Numbers will allow you to paste in information that contains CRLF character and properly place the data within each cell. In Excel, the CRLF character causes the output to start over in the first column of the data of the next row, thus causing the data to not fill the spreadsheet correctly.

If you do plan to import into Numbers™ or Excel™, we recommend the CSV export instead.



Default To:

This field allows you to enter the default email address to which you want your reports mailed. If you will only be sending reports to yourself, set this to your email address. You can enter multiple email address by separating each email with a semicolon “;”.

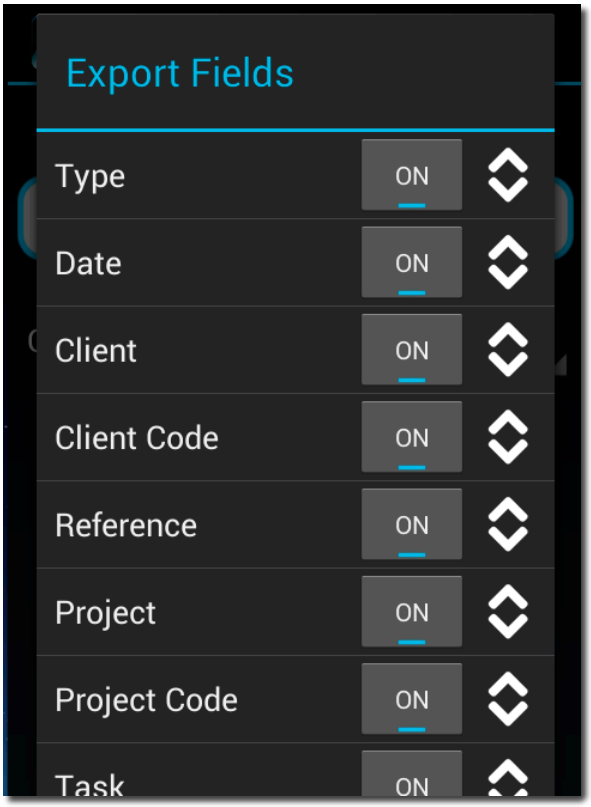
Export Fields

Export Fields allows you to format your report exactly the way you want it to appear. You can turn each field ON or OFF. You can even change the order of the fields in the report. Tap on the up arrow, on the right side, to move the row up one position. Tap on the down arrow to move it down one position.

Order By

There are two ways you can sort the report output. The default is “Client, Date”.

- *Client, Date*: This will group all the entries by Client and then sub-sort them by Date.
- *Date, Client*: This will group the entries by each Day and sub-sort the Clients within each day. This is what most people refer to as a “Timesheet”.



Include Receipts

If you want the photo receipts saved as image files to be included with the report, check this option.

Strip CRLF

Strip CRLF is important if you plan to copy text from the email program and paste it into another program, such as an Excel™ Spreadsheet. If you entered any notes in Reference or Purpose, and used the Return button to separate paragraphs, pasting it into another program it may cause unintended wrapping. If you use Strip CRLF, it will remove the carriage returns so that it will be pasted correctly.

HTML Options

Grand Total

Grand Totals will give you a total of the Total and Duration fields for each client, but only if the Order By is “Client, Date”. This can be handy if you want to copy and paste information into a program, such as a word processor, but don’t want to do any calculations in that program. This is not recommended if you are going to put the data into a spreadsheet application.

CSV Options

Delimiter

The Delimiter row is only shown when CSV is selected in the Format row. You can select the delimiter you want to use in the CSV export. The choices are: Tab, Comma (,), Semi Colon (;), Colon or Dash (-). Tab is the default value and is usually the best choice for CSV exports when exporting to program such as Excel™ or Numbers™.

File Extension

The default CSV file extension is ".txt". You can change the extension to something else, for example ".csv". Use commas as the delimiter if you use ".csv" so it will open correctly in Excel when you double tap on the file. Don't enter the period (.) as that will be added by the program.

File Format

The File Format row is only shown when CSV is selected in the Format row. If the CSV file your are emailing is to be used on a Windows machine, then select Windows. If the destination is a Macintosh, then select Mac. Note if you are getting blank lines in between each row on your PC, then change the format to Mac. Some email clients are trying to be a bit too smart for their own good and when it sees that the file comes from a Mac (Android device), it automatically assumes that it needs to add a CR (carriage return) before the LF (line feed) character. What you end up with is a CRCRLF, which causes an extra blank line in between.

Add Quotes

The Add Quotes row is only shown when CSV is selected in the Format row. Adding Quotes will surround all the text fields with the quotation marks and add an additional quote mark in front of any quotation marks in the text to ensure proper importation of the data. This is especially important when you are not using the TAB delimiter or you use quotation marks in the text and are importing into a spreadsheet application.

Compress Archive

The Compress Archive row is only shown when CSV is selected in the Format row. This option will ZIP (compress) your CSV email attachment making it a fraction of the size. This is helpful when emailing large reports.

Time Sheet Options

Header: The default heading is "Time Sheet". You can customize this to say something else like "Adam's Time Sheet".

Display: In the Time Sheet results windows and in the reports export, you can either show the time in an Hourly format or Fractional format. On the HTML and PDF reports, it will show the daily and weekly totals. The CSV export does not contain totals because you would do totaling in a spreadsheet program.

Paper Size: You can set the Paper Size for your country.

Compress Archive: Tap on this box if you want to ZIP compress the file. A checkmark will appear on this row when selected.

Miscellaneous

Copy and Paste from HTML email

Different programs, as well as different operating systems, have their own behaviors. We will note a few different things that we've experienced. You may have to experiment to get the results you desire.

Macintosh OS X

Pasting the data from the HTML email, in Numbers™ will work perfectly. You can even have the CRLF (carriage return / line feed) characters in the Reference and Purpose fields. However, if you are pasting into Excel™, you will need to check the "Strip CRLF". Otherwise each CRLF character will cause the data after it to start over in the first column of the next row, thus throwing off the data.

Windows

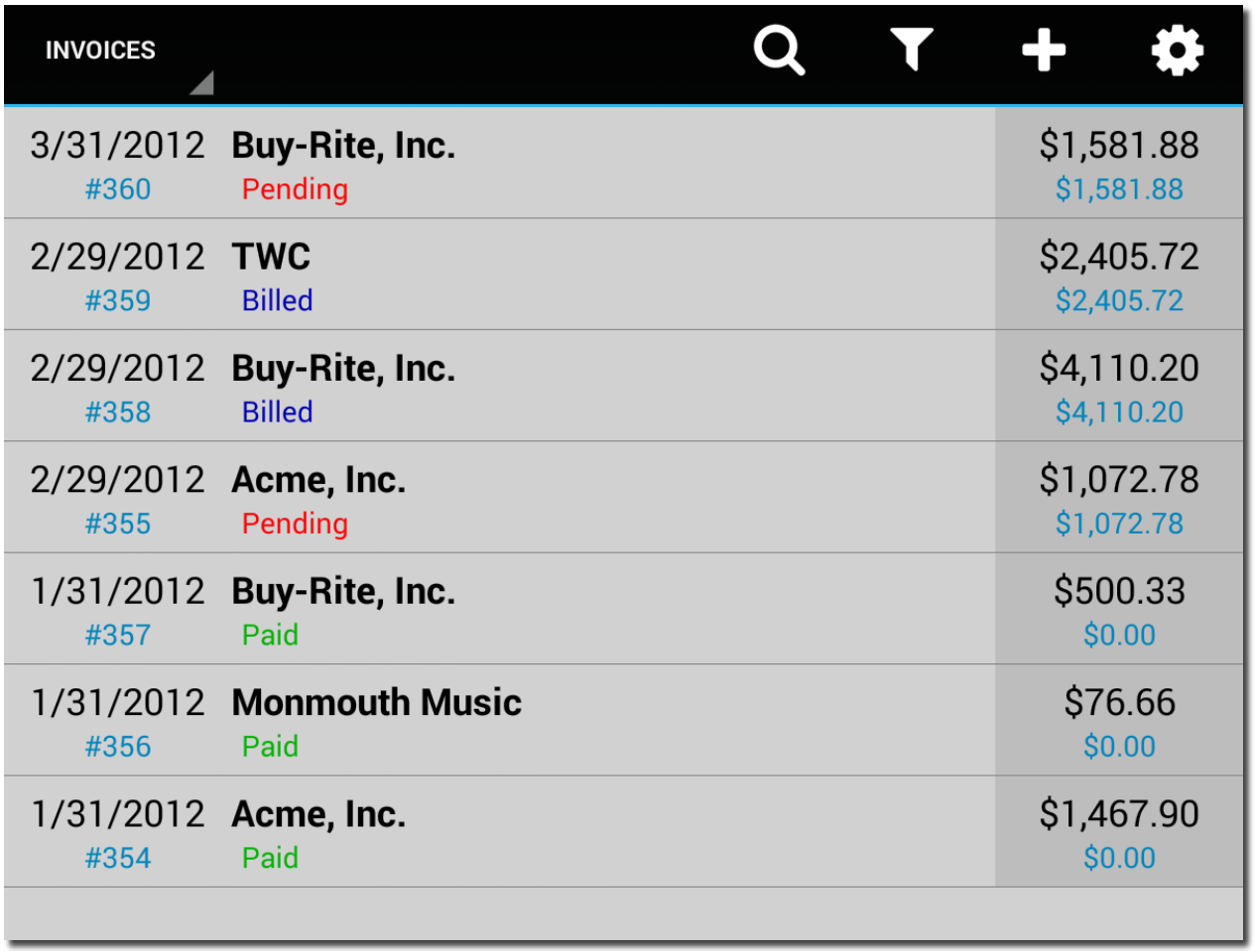
With Excel™ you will always need to have "Strip CRLF" checked. Otherwise each CRLF character will cause the data after it to start over in the first column of the next row, thus throwing off the data.

Pasting information into Excel™ works differently with Firefox than it does with Internet Explorer. Pasting data into Excel™ from Explorer should work just fine. When pasting from Firefox you cannot use the default "Paste" function. From the Edit menu, choose "Paste Special" and select "Text" from the popup box. This should then correctly paste the information into each column. You may have to experiment with various options to test the Paste Special function.

Upgrade Modules

We offer optional upgrade modules that can add functionality to Time Master. In order to keep our base price for Time Master down, we will offer modules for purchase. An additional charge applies for those who want to add its functionality. The Upgrades can be purchased through what is called an “In App Purchase”. In the Modules screen, tap on the Upgrades button to see the upgrades that are available, including brief descriptions. Tap on “Purchase” if you want to purchase the module. Please visit our website for detailed descriptions of the modules with examples.

Invoicing



Invoicing is a powerful module for invoicing your clients directly from your device. We have the most powerful, flexible invoicing module on the Google Play Store. You can create invoices Manually or Automatically. Our invoices are in PDF format for the finest, most professional looking output, unlike our competitors invoices that use HTML invoices, which can look sloppy if an invoice is more than one page. You can optionally change the invoice column headers by going into the Setup -> Database -> Companies -> (select your company) and changing the Description Labels.

There are two parts to the invoice row. The center box that contains the information, such as the date, client, invoice #, balance, etc. When you tap in this section of the box, you will be able to Edit the invoice.

The second part is the right most part of the row, dark grey in color, that contains the invoice amount and balance due. This is how you Export and Preview the invoice.

Note: If you have purchased the Invoicing module, we recommend that you enter all the "Setup" Company invoicing options before trying to create any invoices. You will also want to go to the "Database" section in the Setup and configure all your Clients with the new information, such as Long Name and Address if you haven't already done so. Please see the Setup section in this document for more details.

Invoices can contain as little as a single Time or Expense entry. Invoices can also contain all the entries that you have created on your device for each client.

Once you have created the Invoices, your next step will be to Export to: A PDF viewer such as Acrobat, Email or Save them. After that you will be asked if you want to change the Status to Billed. If you are using the Filters by Status, say for example only viewing Pending invoices, once the status has changed to Billed, it will disappear from the list and you will know which invoice to work on next.

Status

An invoice goes through three stages, which we call Statuses. You can change the status by entering the Invoice tab. Tap on the *Invoices* row to select the invoice and tap on the Status popup to change it. Please note if a Time or Expense entry is on an invoice, and the status is Billed or Paid, it will be "Locked" and you will be unable to modify that Time or Expense entry, unless you change the status back to Pending.

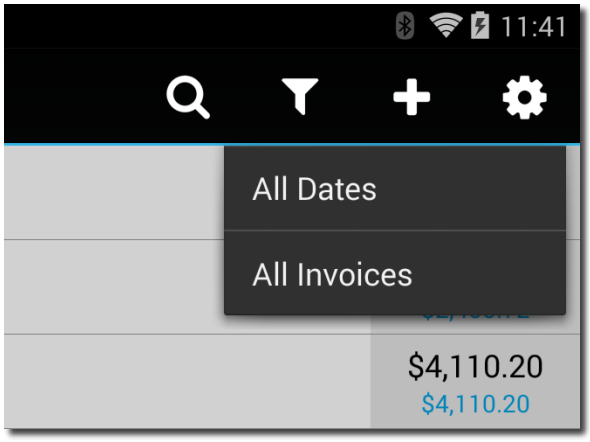
Pending: The Pending status shows that an invoice is in the process of being created. Time or Expense Entries can be modified while they are in this status. Noted by a Red color.

Billed: Once an invoice is Billed, the entries can no longer be modified. The only exception to this is the Reference or Purpose (notes). If you need to make corrections to an entry after the status has been changed to Billed, simply change the status in the invoice back to Pending. Then you can make the changes and send out a new email to change the status back to Billed. After you *Email Invoice* and the status is Pending, it will ask you if you want to mark the invoice as Billed. **Note** that Payments can only be applied to invoices that have a Billed status. Noted by a Blue color

Paid: Once you receive payment, just mark the invoice Status as Paid. Any associated Time or Expense entries will be Locked. Noted by a Green color.

Invoices

We have a couple powerful Filters to limit your results. The Dates and Invoices filters. Tap on the funnel icon to bring up the filter options.



Filters

- *All Invoices*: Shows everything.
- *Client*: Select a single client's invoices.
- *Status*: Pending, Billed, Paid or Pending & Billed.

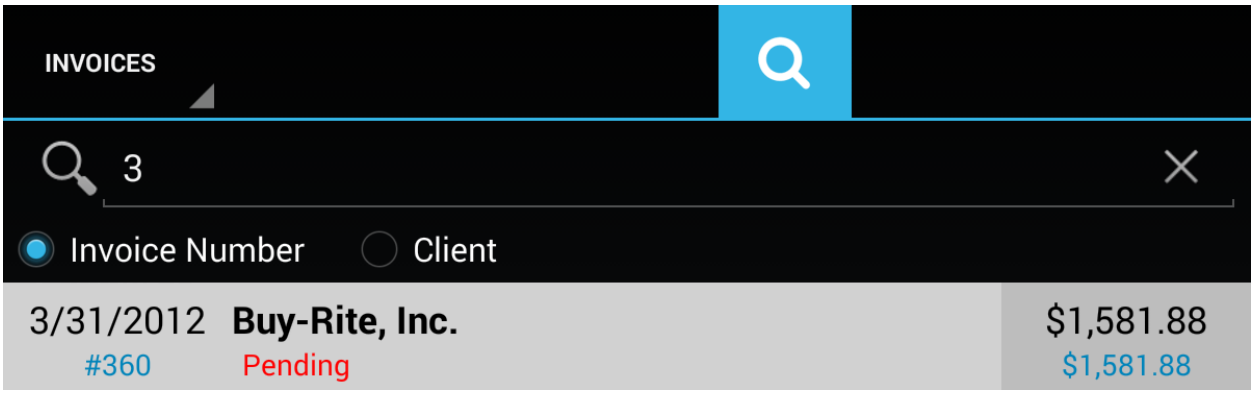
For example you may only want to see which invoices are Pending or Pending & Billed so the list view is not too cluttered. That way the Paid invoices will not show. Or maybe you wish to see which clients you need to contact.

Date Picker

You can also use our standard "Date" picker to choose: All Dates, Today, Yesterday, This Week, Last Week, This Month, Last Month or Custom.

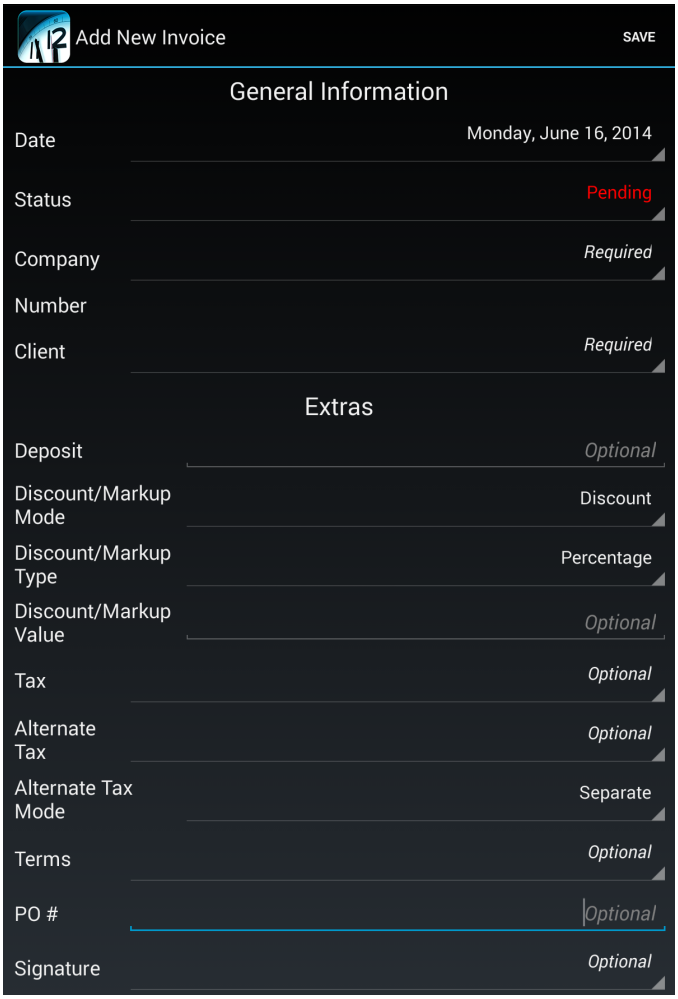
Search

You can Search by a specific invoice number or by client name. The search results show for multiple types. Tap on the magnifying glass icon to search for results in the invoices database.



Add/Edit an Invoice

To manually add a new invoice, tap on the **NEW** button and it will bring up the following screen. The Number represents the invoice number to use (note that the number comes from the Setup -> Companies -> (select your company) -> NEXT INVOICE #).



Date: The date of the invoice.

Status: The status defaults to Pending for new invoices.

Company: This is the Company "Header" that will appear on the invoice. It will first try to select the company from the Client record. If the Client record does not have a Company specified it will look for the Default Company. If there is no default Company, you will have to choose a company before you can *Save*. The invoice number will be chosen and incremented based on the Company settings.

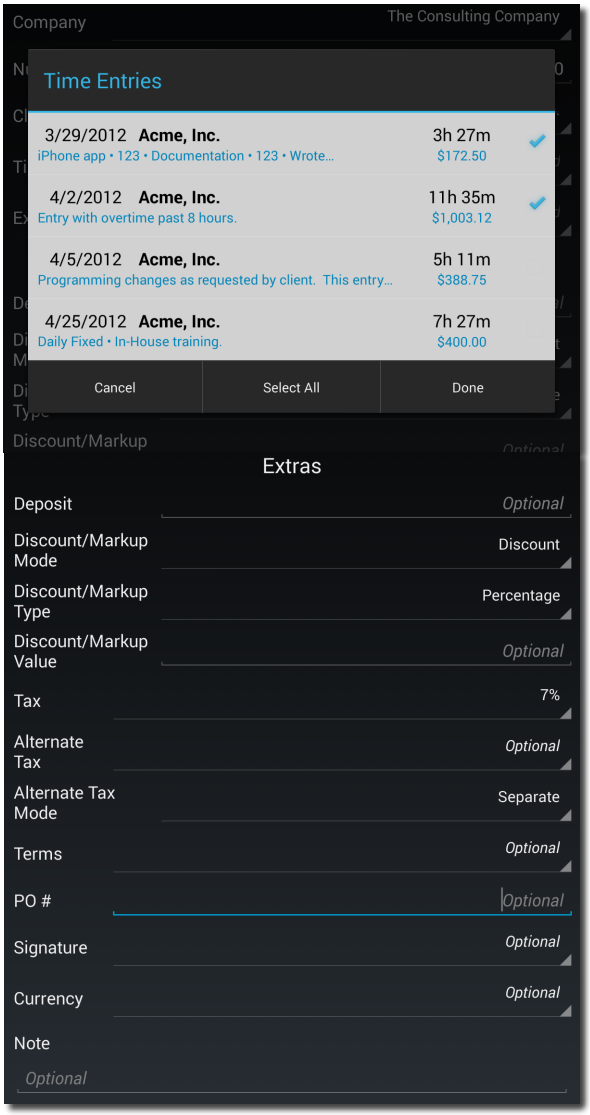
Client: Select the client for which you wish to create an invoice. Once you select the client the Time Entries and Expenses rows will appear.

Time Entries: Tap on this row to add any non-billed time entries to this invoice.

Tap on the row to select an entry, as indicated by the check mark. Tap again to deselect an entry. You can also tap the *Select All* or *Deselect All* if needed.

Expenses: This works the same way as Time Entries (above).

The "Total Invoice Amount" will be listed under this section. This will give you a total of all your selected entries, plus tax, minus discounts and deposits.



Extras

Deposit: Note this was a field that was added in the early versions of Time Master on iOS. We recommend that you now do deposits by using the Payments section instead and Apply those payments to the invoice after the Status is changed to Billed.

Discount/Markup Mode: From the mode option you can choose either Discount or Markup. Discounts will lower the the overall invoice amount, whereas Markup will raise the overall invoice amount.

Discount Type and Markup Type: Percentage or Amount. If you want to offer any type of discount or markup, you can choose either a ***Percentage*** of the invoiced items total, or a fixed currency ***Amount***.

Discount: Enter the discount percentage or amount. Discounts will be applied before applying any taxes and will decrease the total invoice amount.

Markup: Enter the Markup percentage or amount. Markups will be applied before adding taxes and will increase the total invoice amount. The invoice will display the word **Surcharge** on the bottom totals lines.

Tax: If anything on the invoice is taxable, you will need the tax rate. Note that the Tax Rate can be can be defaulted in the Client, so that you do not need to enter it here every time.

Alt Tax: In some countries, such as Canada, there is more than one tax that needs to be applied to the taxable entries. The Alt Tax allows you to add a secondary tax to your invoice.

Alt Tax Mode: There are two methods of applying the alternate tax, separate and cumulative.

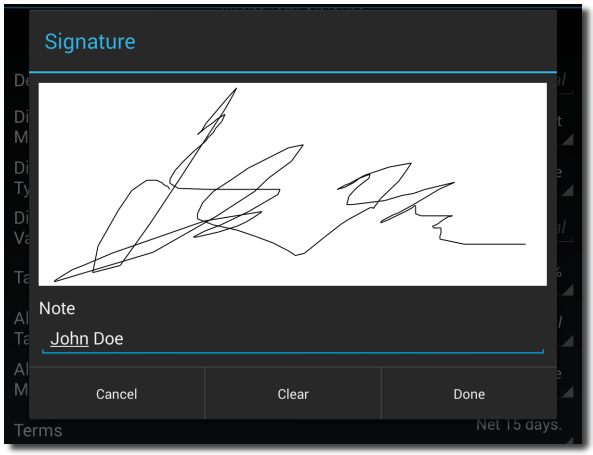
When calculating the tax on an invoice, the first thing the program does is create a “subtotal taxable” amount and a “subtotal non-taxable” amount. Then any discounts or markups are applied to each subtotal. After that, the Tax is applied.

- *Separate* option First, “subtotal taxable” is multiplied by “Tax” and the result is added to the “grand total”. Then “subtotal taxable” is multiplied by “Alt Tax” and the result is added to the “grand total”. Then both “subtotal taxable” and “subtotal non-taxable” are added to get the “grand total”.
- *Cumulative* option In this option, “subtotal taxable” is multiplied by “Tax” and added to “subtotal taxable”. The new “subtotal taxable” is then multiplied by “Alt Tax” and that result is added to “subtotal taxable”. Then both “subtotal taxable” and “subtotal non-taxable” are added to obtain the “grand total”. So for places, such as Quebec, where you have to apply a secondary tax on top of the first tax, you will use the *Cumulative* option

Terms: If you have standard payment terms, you can select one from the list. You can add a new term by tapping on the **+** button in the Terms picker. Note that Terms can also be defaulted in the Client record and automatically set in the invoice. The word “Terms:” does not print preceding the text, so you may want to include the word “Terms: “ in your Terms. Some users wanted to have a permanent comment for invoices and the Terms can be used for that.

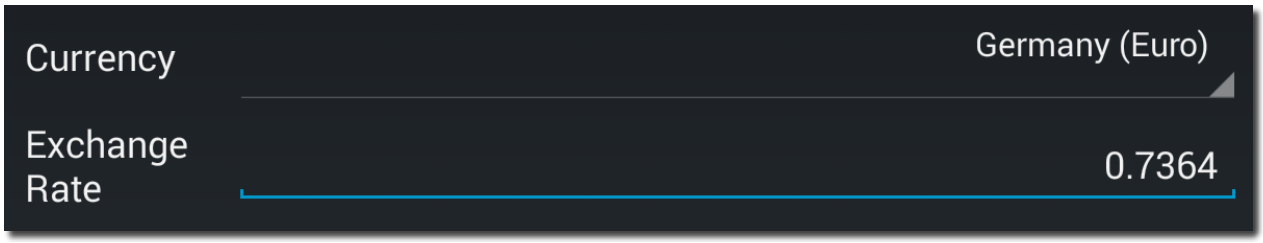
PO#: If your client provides you with a Purchase Order Number, enter it here. If you do not enter a PO#, the field will not appear on the invoice.

Signature: If you want a physical signature on your invoice, you can have the signatory add it from your device by using this function. Tap on the Signature row and you will be presented with the signature summary box. To add a signature, tap on the **Image** box and you will see a signature box window appear. The recipient can now sign within that box. If they are unhappy with their signature, they can tap on the *Clear* button. When finished tap on the Save button. Note that this works in either Portrait or Landscape mode. You must also Save the Invoice when finished or the signature will be lost.



Signature Note: You can also add a Note. This could be the person’s name printed out or you could put some text like “accepted by”.

Currency: If you want to override your default currency with a different currency, you will need to set that in each invoice. Tap on this row and it will bring up a list of every currency that is available on the device. Once the currency is selected, if you have internet access, it will pull the current exchange rate from Yahoo Finance. This will reflect the multiplier need to change from your currency into the clients currency. If you wish to change the exchange rate, tap on the Exchange Rate row and change the rate. The invoice will show the “Invoice Amount” as normally calculated using your normal billing rates and below that will be the Exchange Rate and the Exchange Total showing what they owe you in their currency.



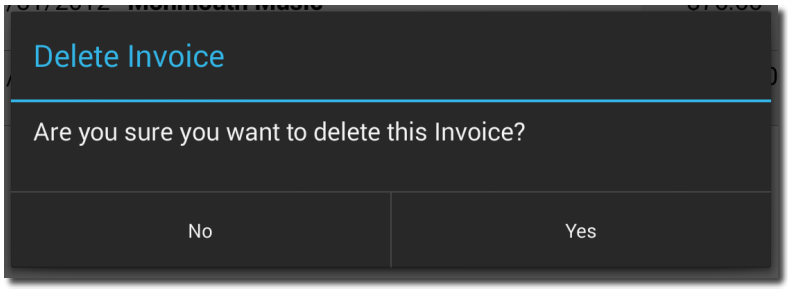
Note: If you have any short notes that you would like to add to the invoice, enter them in the Note field.

Edit an Invoice

Editing an invoice is basically the same as Adding an invoice. If you need to change a Time or Expense entry after the invoice Status had been changed to Billed, you must change the status back to Pending to make your changes and re-bill the invoice or set the status back to Billed..

Deleting an Invoice

Tap and Hold on a row to delete the an invoice. Once you delete an entry, the action cannot be reversed.



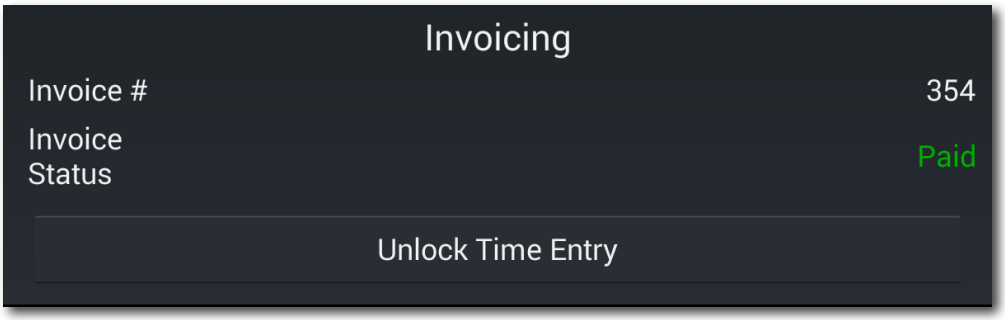
Note: If you delete an invoice, that has a Pending Status, all the associated Time and Expense Entries will be released and will revert back to an non-billed (open) status. If the invoice is marked as Billed or Paid, then the Time and/or Expense entries will remain Locked and will show that the invoice had been deleted.

Important: Please also note that deleting an invoice from the Setup -> Database -> Invoices (purge) works very differently from deleting the invoice from the invoice list. When you purge invoices from the database, it will always mark the Time & Expense Entries as the invoice has been Deleted and they will be Locked. See the Setup section for details.

Time Entry Locked

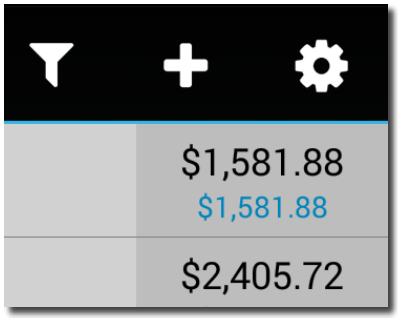
Unlocking a Locked Time or Expense Entry

If an entry is Locked you will see the “Time Entry locked” on the top of the screen. If you scroll down to the bottom right of the entry you will see the Status is marked as Billed, Paid or Deleted. If you need to re-bill or modify this entry, you can tap on the *Unlock Time Entry* button. If it is Billed or Paid, it will prompt you to change the invoice status back to Pending. If the status is Deleted, then it will unlock the entry and you will be able to add it to a new invoice.

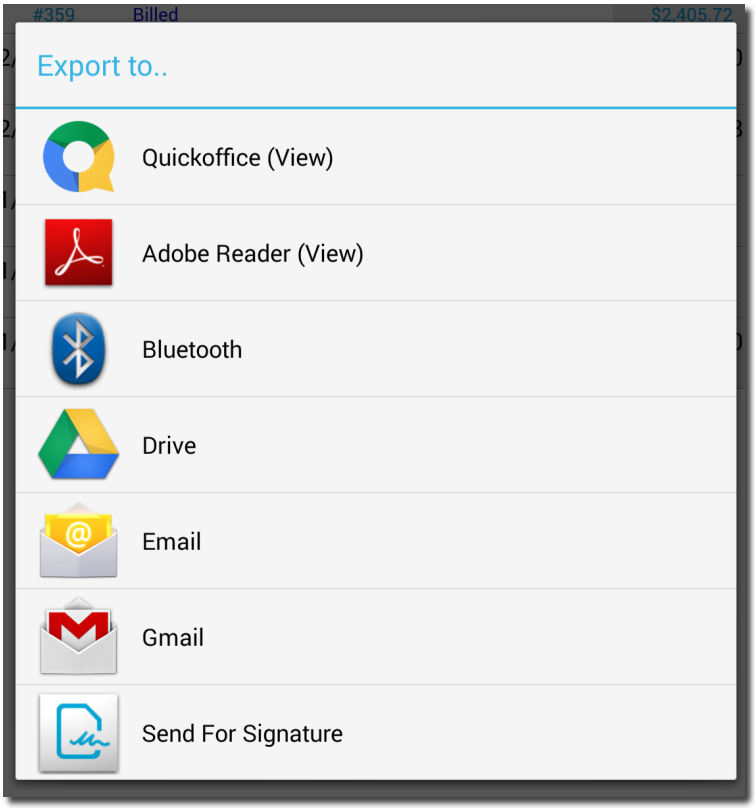


Export Invoice

To export an invoice, tap on the dark grey section of the row that has the amount in it. That will then bring up the “Export to:” options.



You may see options such as these. To view the PDF invoice, Adobe Acrobat Reader is a good choice. Install this free app if it is not pre-installed. Some devices may include a PDF viewer, such as Quickoffice.

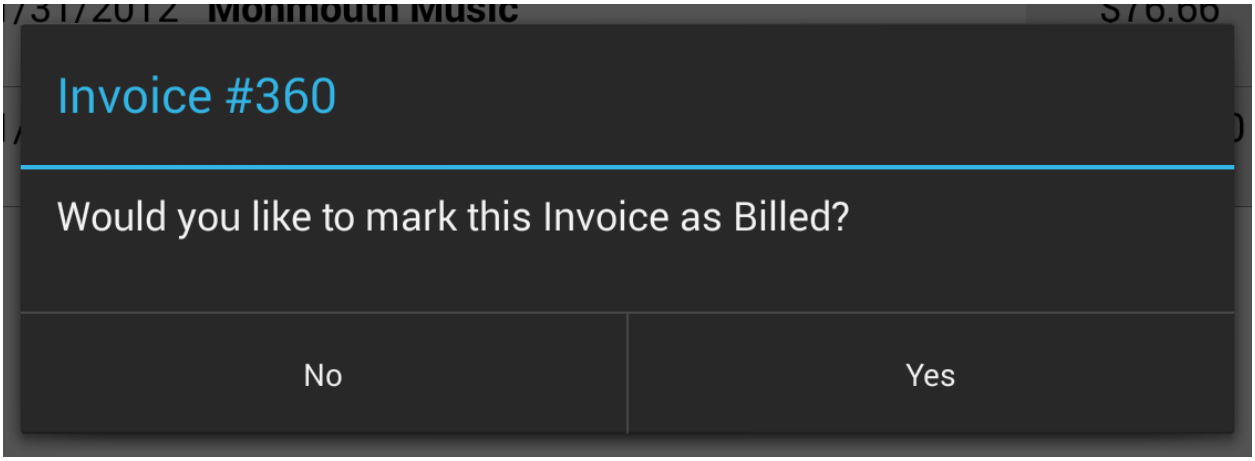


Email

When you select an email program, such as Email, Gmail, etc. the To:, Cc: and Bcc: email address can be populated by filling out those fields in the Client record.

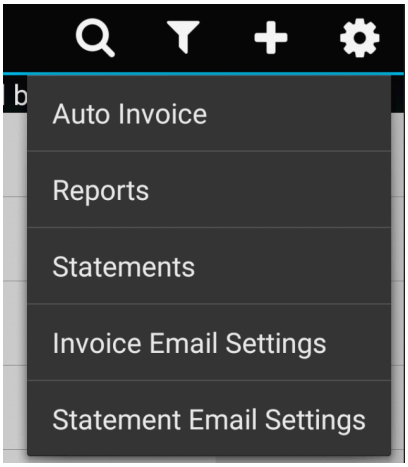
Mark as Billed

Once you select any of the Export to: options, a window will pop up asking you if you want to change the invoice Status to Billed. If you tap Yes, it will change the status from Pending to Billed.



Invoice Menu

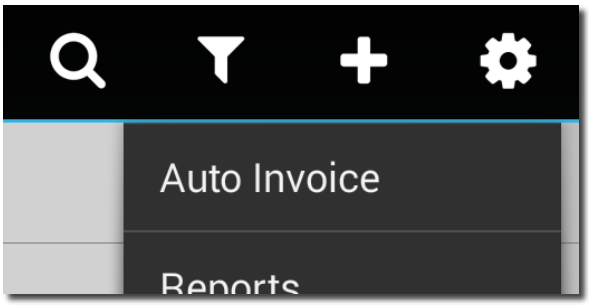
Tap on the Gear Icon to show the Invoice Menu options. Invoice" was explained above. Reports: report on you Statements: generate a Statement to send to your Invoice & Statement Email Settings: these allow you to Subject and Email Body in an email message.



"Auto
invoices.
client.
setup the

Auto Invoice

Auto Invoice will allow you to automatically create invoices from any non-billed Time and/or Expense entries. Tap on the Gear icon to show the pulldown menu.

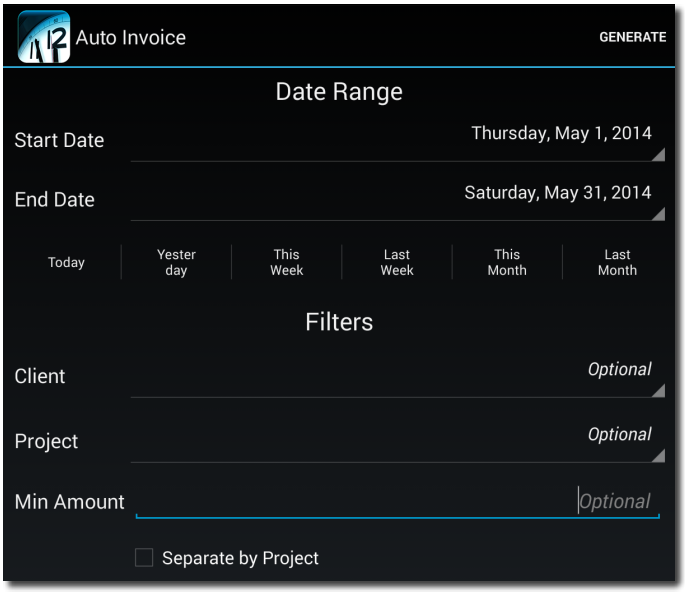


Date Range

Start Date: Enter the date to start selecting non-billed Time and Expense entries.

End Date: Enter the date to stop selecting non-billed Time and Expense entries.

Quick Pick date buttons: You can quickly select the date ranges by tapping on one of these buttons.



Note: You may want to leave the Start date as an old date, such as Jan 1st of the prior year, if you are using the "Min. Amount" option. This will ensure that you will not miss older billing entries once the minimum amount has been achieved.

Options - Min. Amount

Set a Minimum Amount if you don't want to create an invoice if the total of any non-billed entries is less than this amount. Say for example that you do not want to create an invoice if the client owes you less than 25.00. Then set this field to 25.00. Note that if you use this option, make sure that your Start Date has a date old enough to keep picking up the old non-billed entries in the future. If the minimum amount is not reached for a certain client for a couple months, you will want to continue selecting these records until the amount they owe exceeds the minimum amount.

Filters - Client & Project

If you wish to create an invoice for a particular Client or Project, then select the client here. Once a Client or Project is selected, if you want to clear the field tap on the little grey X.

The **Separate by Project** option allows you to create individual invoices, broken down by Project Code, for each client instead of one invoice with all the entries on it.

Once completed tap on the ***Generate*** button. A message will pop up with the results.

Reports

With the Invoice or Payment Report export, you can export all the invoice information in an HTML/CSV format. The results can be "Exported to:" any of the options

The report will run from the Start Date to the End Date. You can optionally filter by: Company, Client, Status (only for Invoices), and/or a specific Invoice #.

With the Email Settings, you can set macro's for the Subject and email Body (see below).

Report Export

In both the Invoice and Payment Reports, you can change several options.

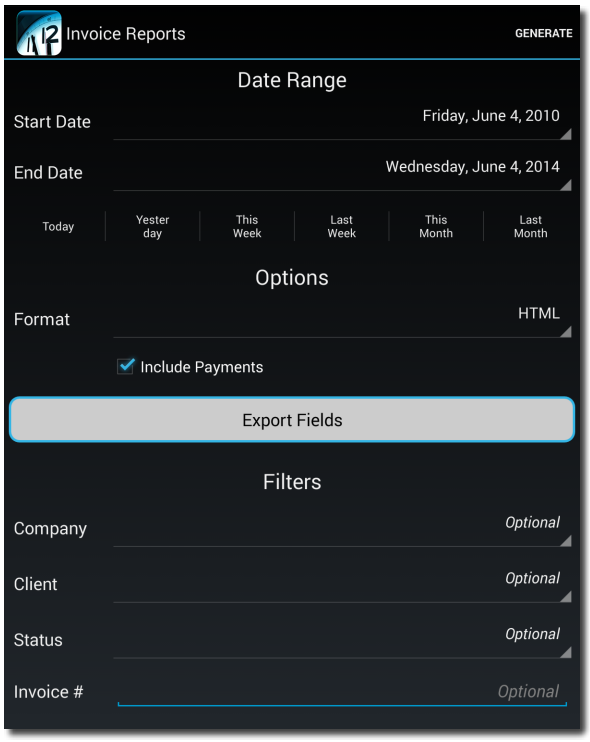
Format: Allows you to export the report as CSV, HTML or HMTL and CSV.

Include Payments: On the Invoice Report, the Include Payments option will allow you to have an extra column that shows the payments and amount applied towards each invoice.

Include Applied Amounts: On the Payment Reports, the Include Applied Amounts option will allow you to have an extra column showing the Invoice number and amount paid to that invoice for each payment.

Filters: You can filter by any or all of the following filters: Company, Client, Status or Invoice #.

Tap on the *Generate* button to generate the report and Export to: those options.



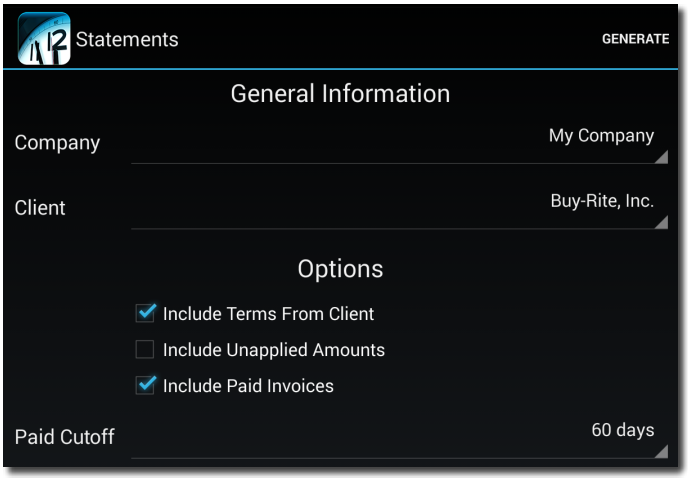
Statements

You can send a Statement to your clients to show all open invoices (even paid invoices if desired). Note that you can only save one statement at a time.

From the Gear menu (upper right), select Statements. Choose the Company you want to work with.

Next choose the Client for whom you want to generate a statement.

You can include Terms and/or Paid Invoices by setting those options in the Invoicing Setup.



When finished tap on the Generate button. A Preview window will appear and you can tap on the Export button to Save the statement.

Include Terms from Client: If you want to print you default Terms item on the statement, by checking this row it will be pulled from the setting in the Client record and included on the statement.

Include Unapplied Amounts: If this options is enabled it will sum any unapplied payments, credits and debits and subtract them from the invoiced sub-totals.

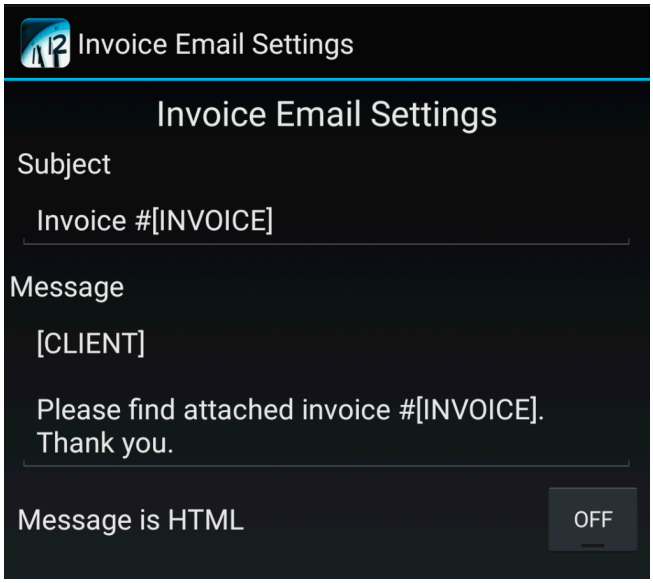
Include Paid Invoices: A statement by default will not show any fully paid invoices on the statement. If you wish to include fully Paid invoices, then check this row. When you do you will see the Paid Cutoff option.

Paid Cutoff: In order to not show every paid invoice that you have ever created for the client, we have a Paid Cutoff period. You can choose options of: 30, 60, 90, 120, 180 or 365 days.

Invoice & Statement Email Settings

Default Email Subject

If you wish to customize the email Subject line on your invoice, type your new subject line here. You can optionally customize this with Meta-Characters (see below). If it is left blank, it will put in the word “Invoice” or “Statement” respectively.



Default Email Message

If you would like to add a default message in the Body of your invoice email, enter the text here. You can optionally customize this with Meta-Characters (see below).
Message is HTML

If you want to “code” the message body with HTML markup, turn the “Message is HTML” switch to ON. NOTE: This may not work with most Email programs on the Android Platform. Specifically Gmail will NOT allow you to use HTML in their email app.

Email Subject and Message Meta-Characters

You can customize either or both the email subject and message sections. You have the option of inserting the following strings into the fields: Invoice, Invoice Date, PO Number and Client. In order to insert the strings into the lines you must use the exact keyword, in UPPER case, surrounded by the square brackets. Here are the valid meta- characters:

FOR INVOICES:

[CLIENT] [DATE] [INVOICE] [PO] — in subject & body

[TERMS] — in body only

FOR STATEMENTS:

[CLIENT] [DATE] — in subject & body

[TERMS] — in body only

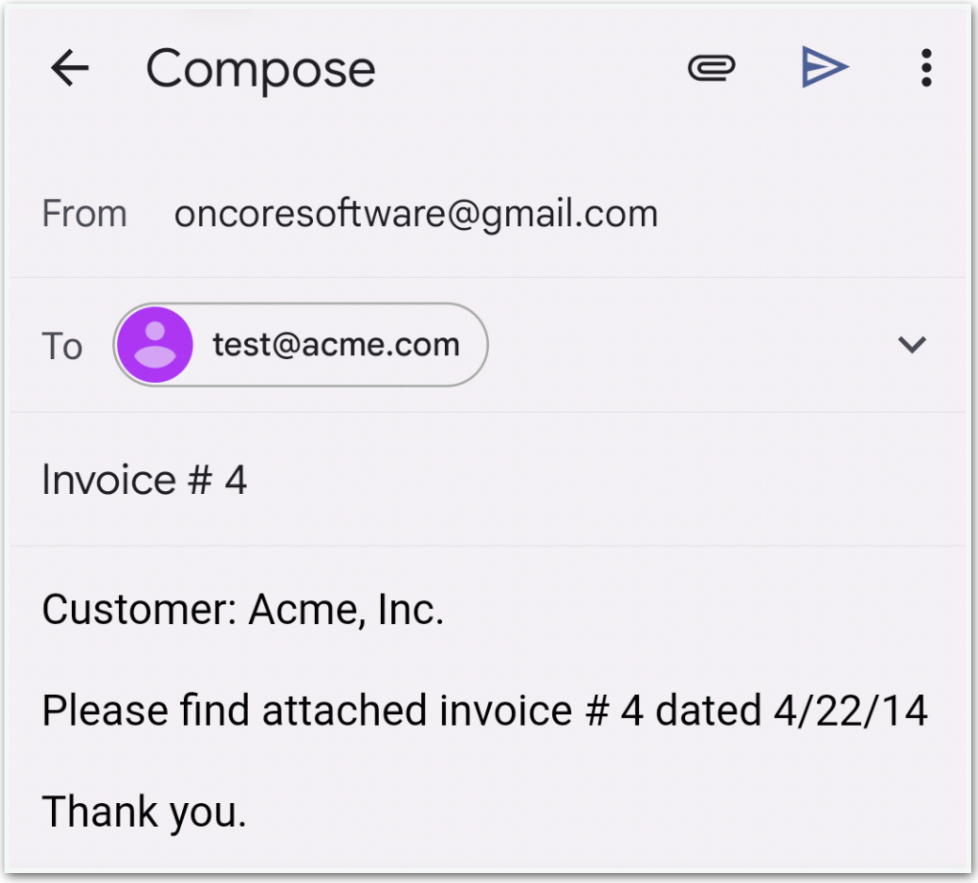
So for example if you wanted to set up a custom Subject, you may have something like this:

Invoice # [INVOICE] - PO# [PO]

And for the Message body:

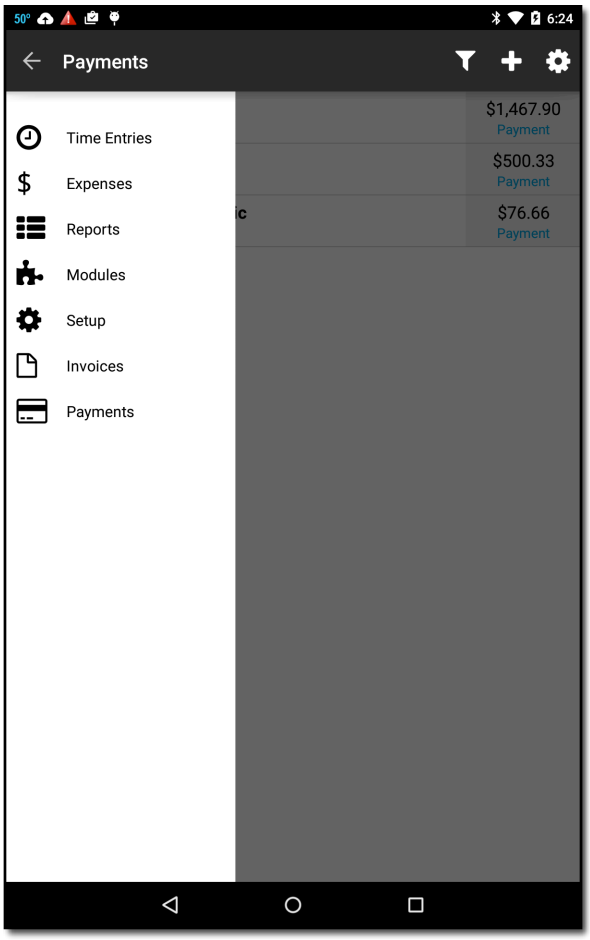
Customer: [CLIENT]
Please find attached invoice # [INVOICE] dated [DATE] Thank you.

The result for this would look like:



Payments, Credits and Debits

For Payments, select the Payments from the Tab bar menu item. You can apply payments, credits or debits to an invoice.



Payments must first be created. Tap on the **+** (plus) button to create a new Payment, Debit or Credit. After they are Saved, then the payment can be Applied to one or more invoices.

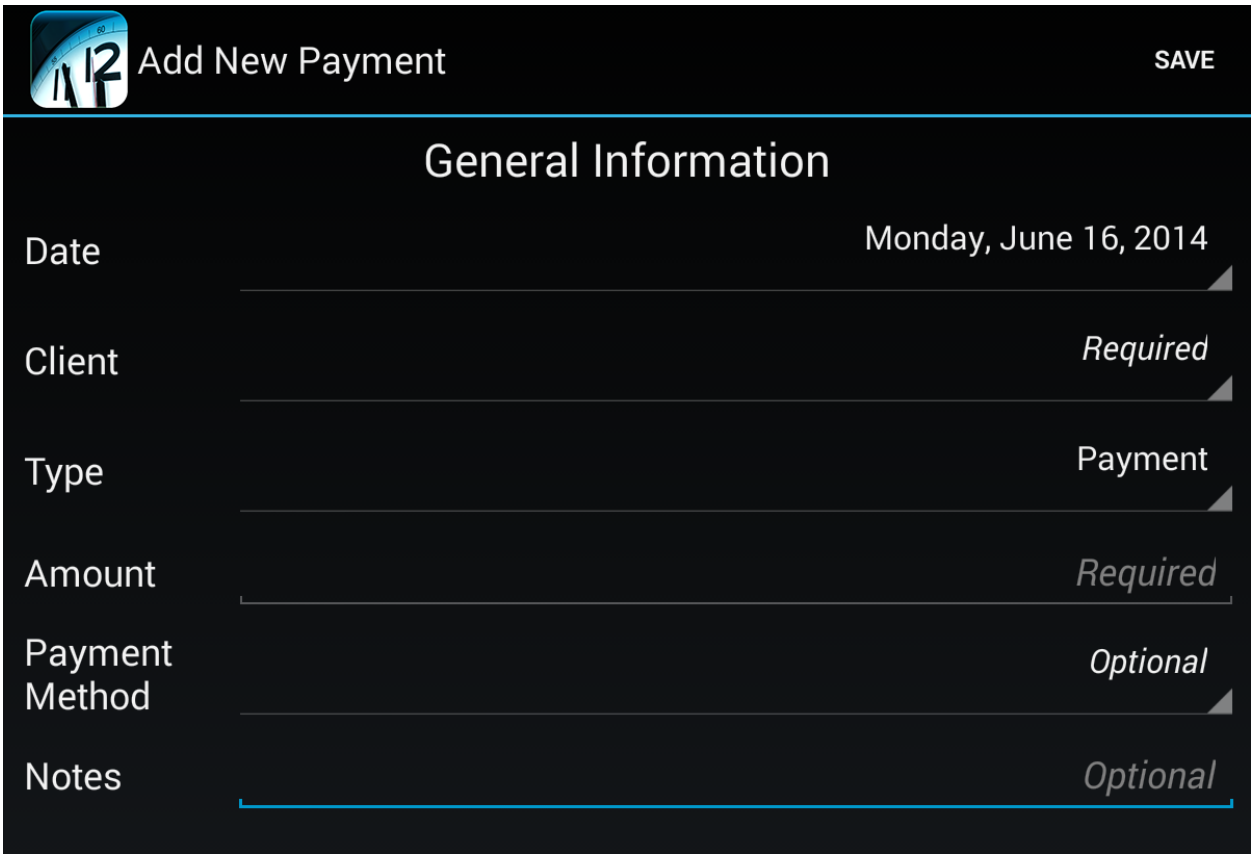
Payment Filters

The Payments screen can be filtered by the standard Date Ranges or by the Payment Filters. The payment filters are as follows:

All Payments - Will show all the payments.
Client - The list can be filtered to show only a specific client's payments.
Applied - The list can be filtered to show only payments that have been **Fully Applied** (with a zero balance), or payments that are **Not Fully Applied**.

Create Payments

Tap on the **+** (plus) button to create a new payment.



You must enter a Client and Amount. You can optionally add a Pay Method, which could be something like Cash, Check, Mastercard or whatever you want to add. You can also add an optional Note.

Type: this allows you to set the type of payment you are applying to an invoice. The three types are:

- **Payment** - A regular payment
- **Credit** - If you want to apply a Credit
- **Debit** - If you need to reverse a payment you would add a Debit to increase the invoice balance due.

To Edit a payment, tap on the white section of the row where it shows the date, client and other info.

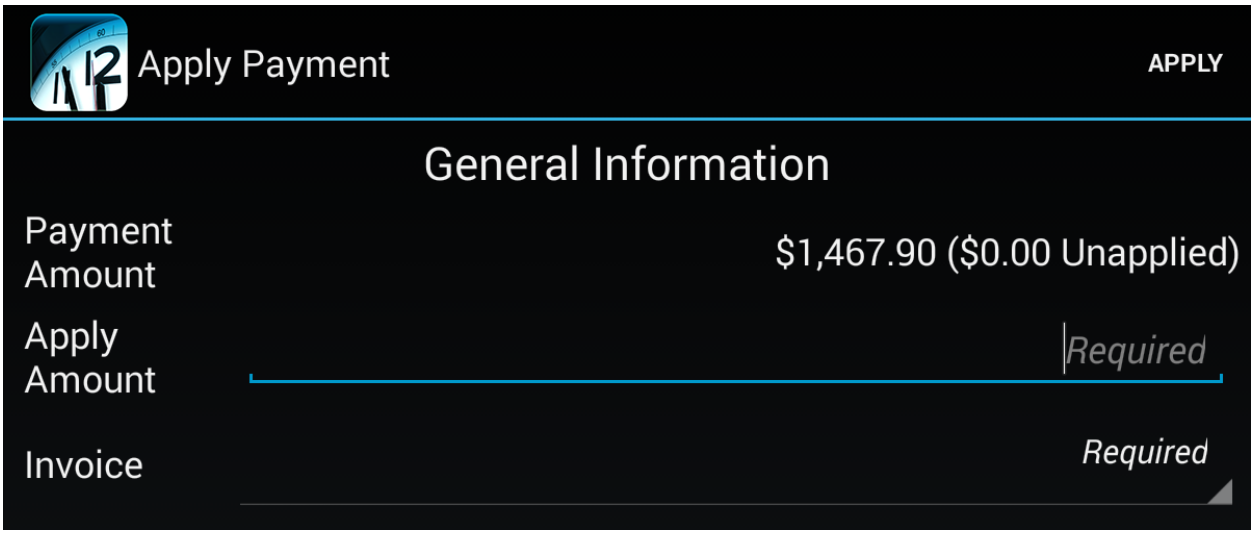
Note: When you receive a deposit before you have done work, you can enter the payment and apply it in the future.

Note: If you delete a payment, it will be removed from any invoices to which it has been posted and they will return to their prior balances.

Apply Payment

After you have created the Payment, Credit or Debit, you will then want to apply it to an invoice. Note that the Invoice **Status** must be **Billed** in order to post a payment to it!

Tap on the dark grey section (where it shows the amount) to Apply the payment.



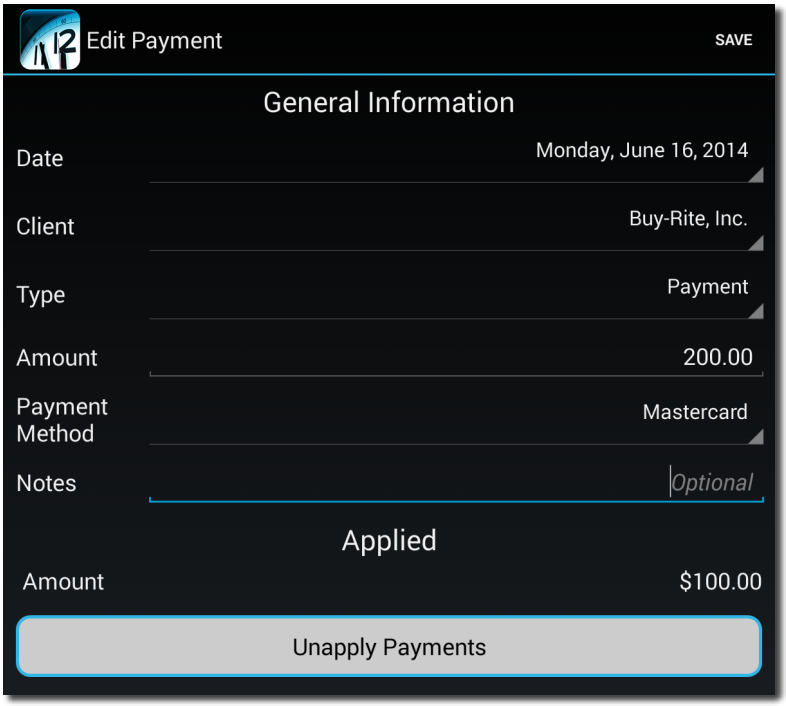
Tap on the Invoices row to show a list with any invoices to which you have applied or can apply a payment. Tap on the invoice to select it. Enter in the APPLY AMOUNT to apply to the invoice and then tap on the APPLY button. If the applied amount brings the invoice amount to zero, it will then ask you if you want to mark the invoice Status as “Paid”.

Reports

You can run a report on the payments, credits and debits by entering Start and End dates. Tap on the Gear icon and select Reports. You can also select optional Client, Type or Invoice # filters.

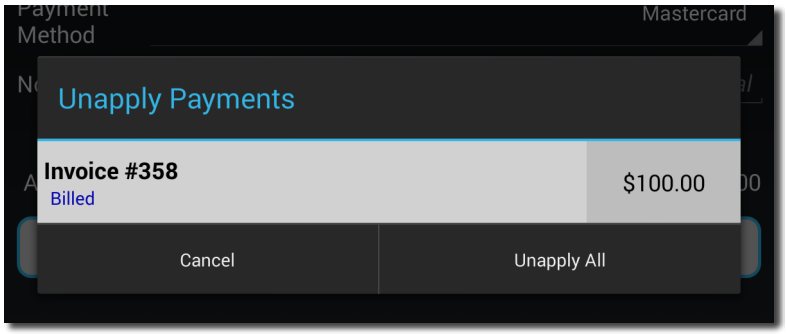
Modifying a Payment, Credit or Debit

Once a payment is made to an invoice, you may need to either change the posted amount or remove it altogether. Depending upon if you want to remove the payment from the invoice or change the amount, there are two different paths.



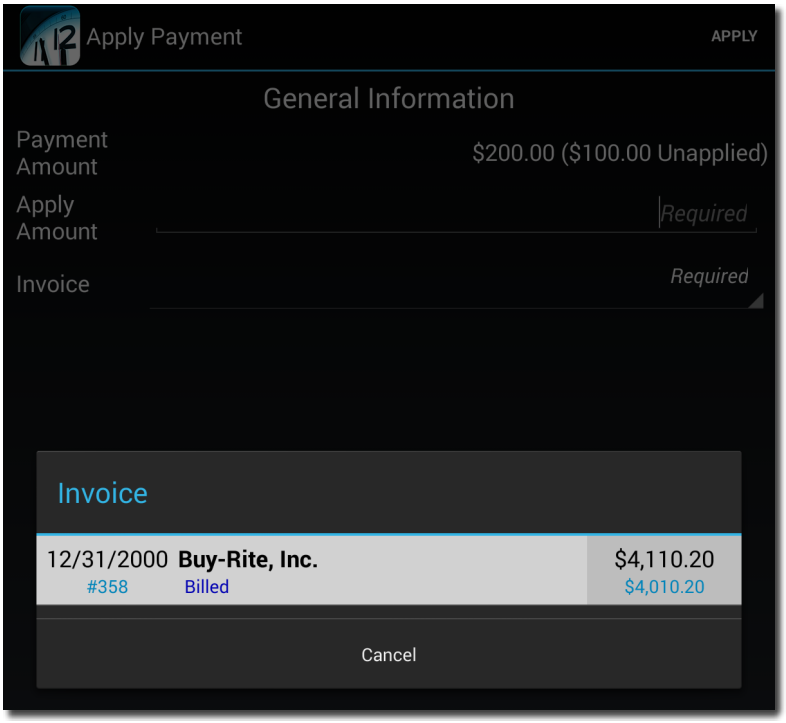
To Remove the Payment from an Invoice

You will do this by entering the Manage Payments screen and Editing the invoice. Tap on the Unapply Payments button.



Invoices that have this payment applied to will appear in a popup list. You can tap on the “Unapply All Payments” button to remove the payment from all the invoices or tap on a specific invoice and it will ask you if you want to remove the payment from that invoice.

To Change the Payment Amount on an Invoice

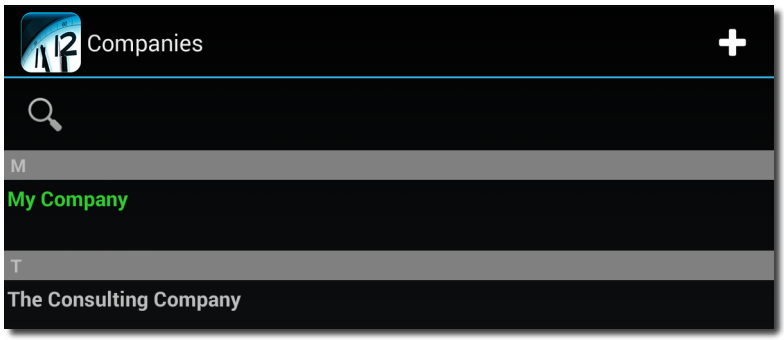


First select the Apply Payments option by tapping on the Dark Grey box of the payment (where the amount is). Next tap on the “Invoice” row to show any invoices that this payment has been applied to. To change the applied amount, tap on the desired invoice. Next change the Apply Amount and then tap on the Apply button. If the invoice had a Status of Paid, and you reduced the payment amount, it will ask you if you now want to change the Status back to “Billed”.

Invoicing Module Setup

If you purchased the optional Invoicing module there are some things that you will want to configure. From the Settings Setup -> Database -> Companies

Companies

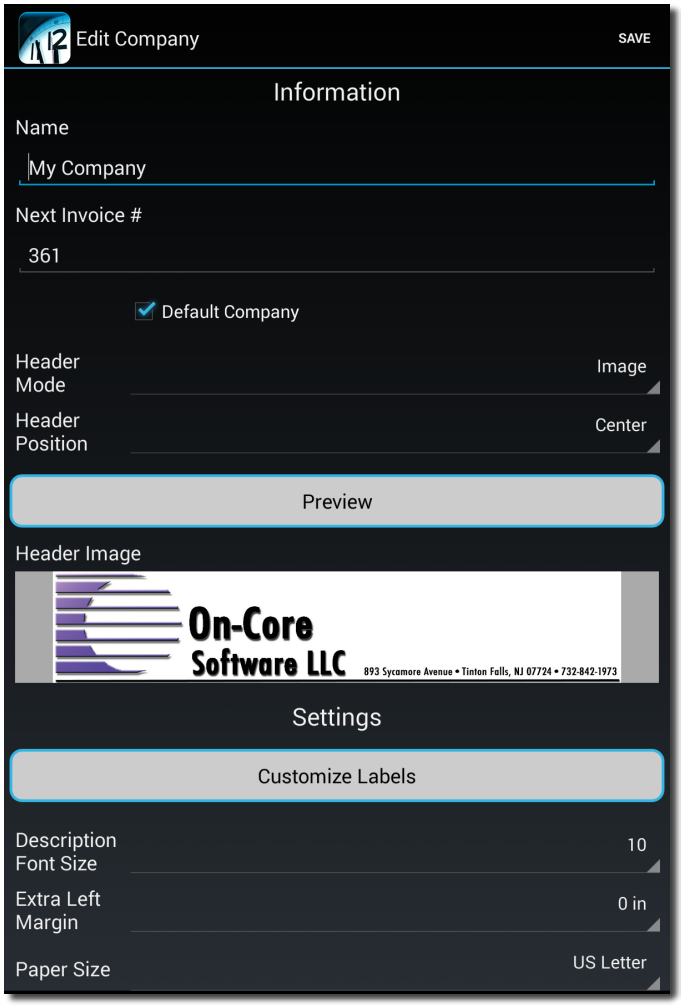


Time Master supports setting up multiple Companies (headers for the Invoice). Each company record may contain it's own invoice header and invoicing options.

The first company automatically created will be called "My Company". You can change the name if desired. Tap on the row to edit the company information and settings.

The default company will be green in color to distinguish it from any other companies that you have created.

Information



Name

If you want to change the company name in the picker list, tap on this row and change the name.

Next Invoice

This is the invoice number that you want your "next invoice" to start with. This field can be adjusted at any time and will be incremented by one, every time you create an invoice. This number will be unique for each company.

Default Company

One company record can be chosen as the default company. When you create an invoice, if you have not specified which company to use in the Client record, it will use the default company in the invoice. You can also un-check the default company if you prefer to choose the company whenever creating an invoice (no default).

Header

On the top of your invoices there is a header section. You can can choose to either to use text for a logo or use a graphic logo.

Mode

Select the mode for the Header. *Text* or *Image*.

Text: With the Text header, you simply type in your Company Name, which will appear in a large, bold font and your Company Information Company Information should be information such as Address, City, State, Zip, Phone Number, etc.

Image: If you have a company logo, you will want to create an nice image for the header instead of plain text. Our image area allows as much as 15% of the page, so you may want to create an image that is very wide and spreads the information out across the page.

The first part of this task is to get your Logo onto your device. Once you tap on the Logo box, a File chooser window will appear. It will default to your Windows Pictures folder. You can optionally navigate to any other folders in your file system. Choose the picture you want for your logo and tap Open.

You may want to create your logo in one area and your information in the other. For example our company logo looks like the following.



As you can see, we have our logo on the left, the company name in the center and contact information on the right, but we'll leave the creative aspect up to you. If the graphic is too large, it will be scaled down to fit the page. For US paper size we recommend starting with an empty rectangle about 1.5 inches tall by 8 inches wide. That will fit nicely at the maximum width to fit the page.

Position: You can choose to justify your logo on either the Left, Center or Right side of the page. If your image is more square than wide, it may not fill in from side to side and you may choose to justify the position.

Preview: After setting your Header and Position, you can tap on the Preview button to see what your invoice will look like.

Labels

You can change the labels on the invoice to customize your invoice a bit more. The default wording covers both Time and Expense entries. However, if you are only going to be billing Time Entries and never have expenses, you could change the heading from "Quantity" to "Duration" and "Amount" to "Rate" as an example.

Note: Tax Label & Alt Tax Label

The default word for taxes on the Invoice is "Tax" and "Alt Tax". If your country uses a different term, such as VAT (Value Added Tax), you can change the label here so that it prints VAT on the Invoice. It will also change the Tax column letter to the first letter from the label. In the VAT example, it will change the character in the tax column to "V".

Description Font Size

We provide you with three different font sizes for the text, in the Description section of the invoice. Sizes 8 & 9 are smaller, thus using less space to print on invoice. This may save a few pages when you have long invoices. Size 10 will match the font size of the other fields on the invoice.

Extra Left Margin

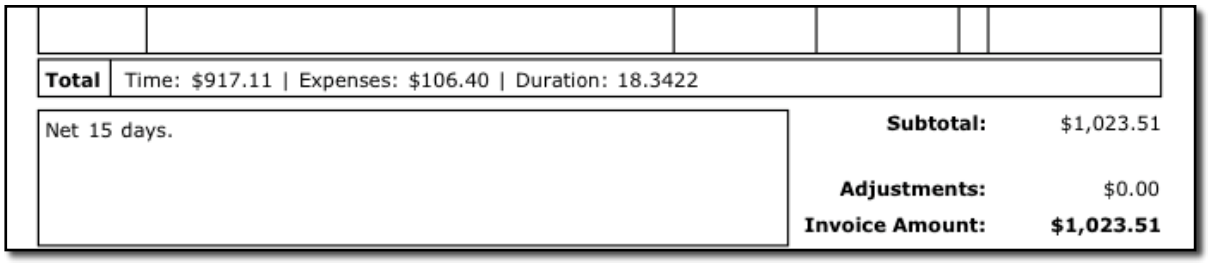
The Extra Left Margin will allow you to indent the left hand side of the PDF. If you are printing an invoice and then placing it in a window envelope, you may need to shift the address to the right. If you plan on printing an invoice and placing it in a 3 ring binder, you may also want to indent the left margin so that you will not punch holes in the text.

Paper Size

Set this to the paper size that is proper for your region. The default is US Letter. The alternate choices are US Legal, ISO A4, ISO B4 and JIS B4. We believe this should cover the sizes that everyone will need. If for some reason your country uses a different standard, please email us with the information.

Total Entries, Expenses and Duration

These total fields will show an extra box on the last page of the invoice that can show totals for Time, Expenses and Duration. If you need to pass this on to your client, just tap on the row to add the checkmark. The bottom of the last page would look similar to this:



Invoice Settings

Description Fields

The Invoice Description Fields will allow you to show or hide certain information from showing up in the invoice description. You can turn them On or Off and change the order in which they display, depending upon what you want to see. This works like the Export Fields on the Reports.

Description Labels

Description Labels allows you to turn the label in the Description column on or off. For example if you are using an Expenditure code, the description will say “Expenditure: Burn CD”. If you turn the “Task/ Expenditure” label Off, it would just say “Burn CD”.

Collapse Time Entries & Expenses

Normally the invoice will list every Time Entry that is on it. If you prefer to collapse it down to one line, you can use the Collapse Time or Expense Entries option. You can either collapse Time by **Project or Task, Project & task** or Expenses by **Project or Expenditure, Project & Expenditure**. When an entry is collapsed it will use the first date that is encountered. If you have text in the Reference or Session notes, it will append those note from each entry.

Enable Amount, Quantity & Taxable Column

You can enable or disable the following columns on the PDF Invoice: Amount, Quantity and Taxable. If you uncheck any of these settings, they will be hidden on the invoice.

Include Receipts

If you want to include Photo Receipts on your PDF invoice, then this row should be checked. Each receipt will be attached as a separate page on the invoice.

Compress Archive

If you need to compress the PDF invoice before sending it, the Compress Archive will turn it into a “.zip” file.

PayPal Email

If you want to have a clickable PayPal button on your invoice, you will need to enter your PayPal email address here. This is the email address that you use to receive money. If the email is left blank, the PayPal logo will not appear on the invoice. If the client clicks on the PayPal button in the PDF invoice, it will launch a web browser and fill in the following information:

- Item description. This will be generated from the “Default Email Subject” setting. It will match exactly what is on the Subject line of the email.
- Amount. This is the Sub-Total amount of the invoice.
- Tax. If there is any tax on the invoice, the taxable amount will be placed in the tax field.

PayPal Currency

This is the currency setting for PayPal. Set this for the currency denomination in which you want to receive the money.

Venmo Email

If you want to have a clickable Venmo button on your invoice, you will need to enter your Venmo email address here. This is the email address that you use to receive money. If the email is left blank, the Venmo logo will not appear on the invoice. If the client clicks on the Venmo button in the PDF invoice, it will launch a web browser and fill in the full amount and invoice number.

Quickbooks Export

NOTE: Quickbooks no longer supports IIF file imports starting with QB 2021. We do not recommend the QB module anymore. For iOS and Windows, we were able to to drop the price to $0, however the Google Play Store will not and had to stay at $0.99

The Quickbooks Export module is available as an "In App Purchase". It will allow you to export your Time Entries into Quickbooks "Time Activity" items. At this time, we only export Time Entries. Expenses cannot be exported into Quickbooks at this time. We plan to add it to future versions. Note: This works with the Quickbooks for Windows 2007 Pro or greater. For Macintosh, Quickbooks 2010 or greater is required along with our "TimeBridge" software (additional fee required). Unfortunately the Mac versions of Quickbooks are still crippled and do not allow import of Time Activity records, so you must use TimeBridge to import Time Activity records (available from our website).

In some respects Time Master is more flexible than Quickbooks. We allow you to override the billing rate as follows: Global -> Client -> Project -> Task and Time Entry. Quickbooks does not allow Time Master to specify the rate in the Time Activity record. Instead it uses what it calls "Items". Items contain the "rate" for billing in Quickbooks itself. So we have to use Time Master in a different way. We must tell Quickbooks which "item" this entry is using. You have two options for passing on the item. You can use either the Project name or the Task name. You must choose one of these in the Setup. We recommend the "default" by using Tasks and to use Global Tasks for the items. The reason we suggest global tasks is so you won't accidentally re-use the same "name". You could have used a name such as "Phone call", in 5 "Phone call" Projects, but each one is tied to a different client. Quickbooks would only have one "Phone call" item and its single rate.

When you import an Employee name, an Item (income) Account, an Item Name, and the Default Item from the setup screen, if they do not exist in Quickbooks, they will be created when they are imported. If you are already using Quickbooks, make sure that the spelling matches exactly on the device and the Quickbooks entries.

Note: Before importing your records for the first time, we highly recommend doing a full backup of your Quickbooks file using it's "Back Up" feature. If something doesn't import correctly, it is much easier to restore from the backup rather than clean up a mess.

IMPORTANT

Whenever you import data into Quickbooks it will only add the minimum information. Please open the following in Quickbooks and make sure all the necessary information is entered:

- Employee information (* see note in next paragraph)
- Item information
- Item (income) Account information
- Customer information

It seems that some versions of Quickbooks do not import the "Employee" correctly. We recommend that you enter the Employee in Quickbooks before doing any imports. Make sure that the employee

name on the device matches the name exactly in Quickbooks. In some versions it will create a blank employee for every time entry. This makes it very hard to clean-up if this happens, so make sure you enter the names first.

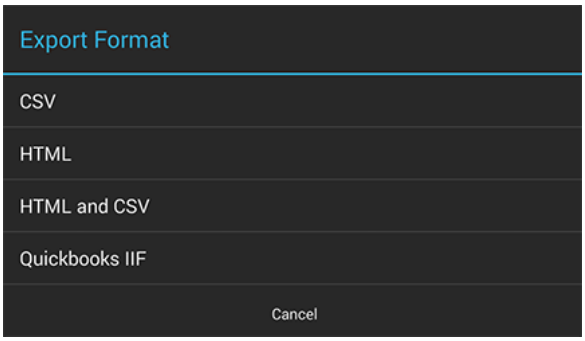
Please note that depending upon how you work with Quickbooks, it is very important to configure the Quickbooks Setup options correctly. Please see the Setup -> Quickbooks settings regarding Export Clients and Export Items found in Quickbooks Export Module.

Always be sure to fill in your Item field (Task or Project -- we will refer this as "task" in the following sentences) in the Time Entries. Most accountants do not like it when you default everything to a default category, so try to use a Task in every entry. If your "items" are Taxable, you will have to set that in Quickbooks after the item is imported. If you have one client whose work is taxable and another whose work is not, you will have to setup two separate Tasks. One for the taxable Task and one for the non-taxable Task. Also note that if you did not define the Rate in the Task, it will not be set in Quickbooks. You will have to edit the item and enter the rate after it is imported.

Note: There is no way to know if an IIF file has been previously imported, so if you load it twice, it will create duplicate entries in Quickbooks.

Exporting the Time Entries

Exporting Time Entries to Quickbooks is exactly the same as emailing Reports. Set the selection criteria you desire and generate the report. When you tap on the Export button (upper right), you will notice that you will receive an Export Format menu. You will be able to choose if you want to send a standard CSV, HTML, HTML+CSV or Quickbooks IIF.

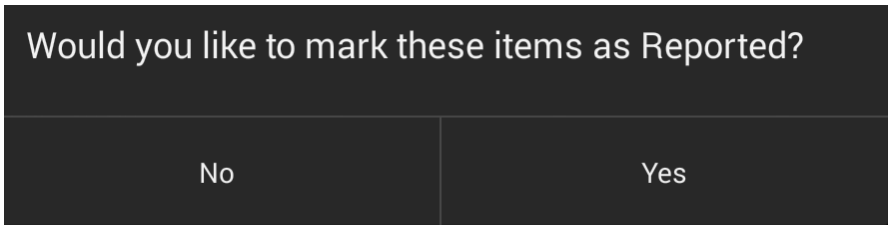


Dealing with exporting records

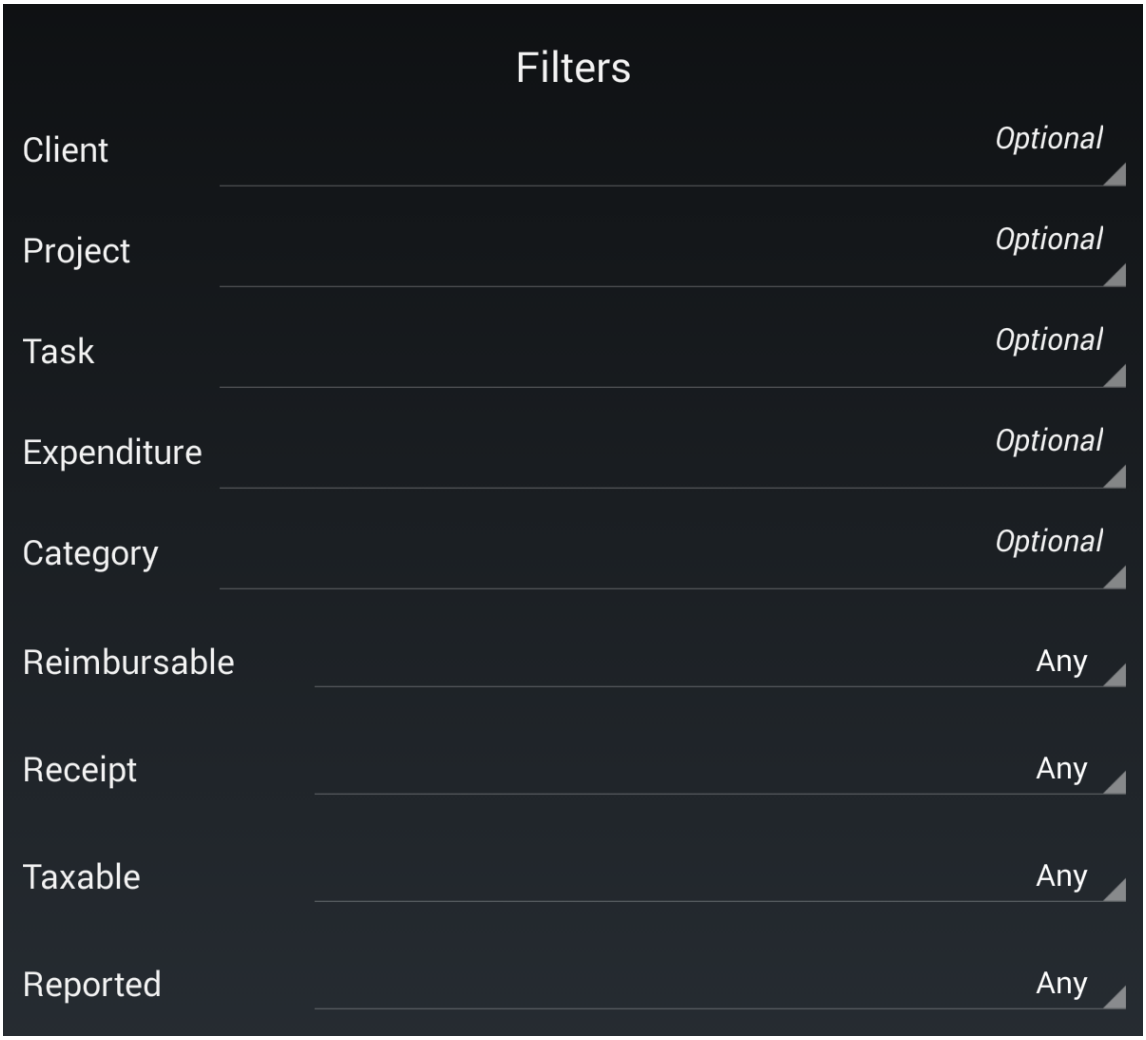
There are a couple of ways to deal with exporting the Time Entries to Quickbooks. You can do it by keeping a fixed schedule, such as exporting records once per week or once per month, or you can use the “Reported” filters.

If you are keeping to a schedule, it’s simple because you can run your exports on a fixed schedule and not risk importing the same entries twice.

With the Reported method, you must mark the records as “Reported” after you email the Quickbooks file. The important thing to remember is the Reported flag can be set by either the exported report or the Quickbooks export. If you send yourself a HTML/CSV email, do not mark the records as Reported after the email is sent. Only after sending the IIF file.



Reported Filter setting



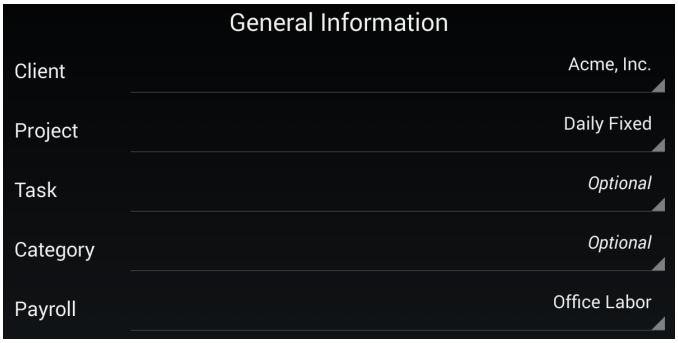
The other thing that you may want to set in the main Report screen is the “Reported” filter. Scroll down until you see the Reported row. Tap on the word Reported and set it to “No”. This will ensure that when you run the report and select the records, it will not export any items that have been previously exported.

You will receive a file named “report.iif” in your email. You can then save the file to your computer and drag-n-drop onto Quickbooks, or use Quickbooks: File -> Utilities -> Import -> “IIF Files...” option.

That’s it. Just verify your data and make sure that if you have any new “items” entered, that they have all the information you require (such as rate, etc.).

Quickbooks Payroll Items

Some users have expressed the need to assign certain Time Entries to payroll items in Quickbooks. In a Time Entry you may assign a Payroll item to be exported for Quickbooks. Please note that the payroll item name must match exactly to what you have in Quickbooks.



Note: Quickbooks does not export payroll items, so you will not be able to import the payroll item list into Time Master from the Quickbooks IIF export.

Tap on the Payroll Item row to assign an item to that Time Entry.

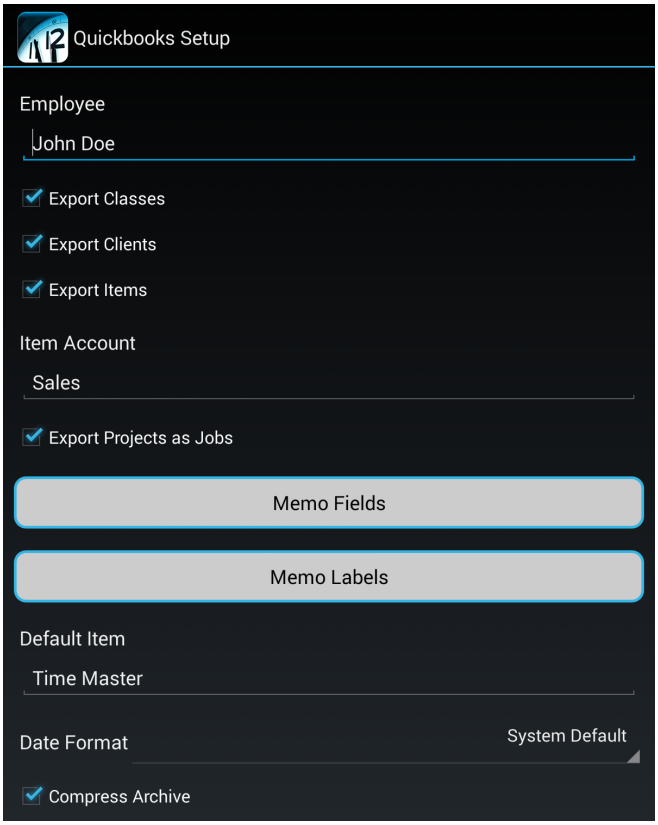
Quickbooks Field Mapping

This is the default mapping from Time Master to Quickbooks (QB). You can change the “Export Items From -> Tasks”, but we don’t recommend that as you would not be able to import QB IIF files.

Time Master	**Quickbooks**
Client	Customers
Project	Jobs
Task	Items
Category	Class
Payroll Item	Payroll Item

Note: QB allows sub-classifications for Jobs and Classes. You can simulate them by creating a the Project or Class, separated by a colon. For example if you had a Job called “Contracting” and a sub-classification called “John”, you could create a Project named “Contracting:John”. You would pick that specific Project when you needed to send to that sub-classification.

Quickbooks Export Module Setup



If you purchased the optional Quickbooks Export module, you will see a Quickbooks section in Setup. There are very specific things you need to keep in mind when exporting to Quickbooks. Since Quickbooks does not have a way to import "rates", you cannot use our very flexible rate methods. Instead you must use Projects or Tasks that will be exported as Quickbooks "items". We recommend using Tasks for the "items".

Important: There are basically two ways to work with Quickbooks:

1) When everything already exists in Quickbooks and you want to enter minimal information in Time Master. In this case you should have *Export Clients* and *Export Items* **unchecked**. This will prevent the export from Time Master from overwriting and possibly clearing the information already in Quickbooks. Unchecked is the default setting for both *Export Clients* and *Export Items*.

2) When you will be primarily entering Clients, Jobs and Items in Time Master. The exported information will create (or overwrite) the Clients, Jobs and Items in Quickbooks. In this case you will want to have the *Export Clients* and *Export items* checked.

Employee: Put your name or the employee's name here. When you have multiple people in your company, you will use this to identify the person from whom the data came. If the employee name does not exist in Quickbooks, it will be created automatically. If you already have the employee name in Quickbooks, make sure that the spelling of the name is **exactly** the same on the device as in Quickbooks.

Export Classes: If Export Classes is checked, when you export, "Category" will be mapped to the Quickbooks "Classes".

Export Clients: If *Export Clients* is checked, when you export the Client data it will always overwrite the Customer information in Quickbooks. So every time you import, if you update information on the iPhone it will also update the information in Quickbooks (e.g. Address, Email and Phone). If you already have your clients entered in Quickbooks, you will want to leave this field unchecked. Make sure that the Client name **exactly** matches your Quickbooks Customer name. If you will be creating new clients in Time Master, to import into Quickbooks, you will want to check this row.

Export Items: If Export Items is checked, when you export your items (Tasks or Projects), it will always overwrite the Items in Quickbooks. If you are using different Accounts in Quickbooks for items, the option should be unchecked and you must have created this item in Quickbooks before

exporting. If you had not created the item before importing, the item will be created in Quickbooks, but it will not have an Account or Rate associated with it. When this item is unchecked the *Items Account* option will disappear.

Items Account: This is the income account in Quickbooks into which the Time Entry items are imported. If the item income account name already exists in Quickbooks, make sure that the spelling of the name is **exactly** the same on the device as in Quickbooks, otherwise it will be created as a new account in Quickbooks. If you use several different Accounts, you will need to turn off the *Export Items* option and have all your Items pre-created in Quickbooks. This will also hide this option from view.

Export Projects as Jobs: If you use "Jobs" in Quickbooks, you can use the Projects name to represent the Job. When you choose this option, the *Export Items From* row will disappear as the only option will be Tasks for Items since you will be using Projects for Jobs.

Export Items From: (only visible if Export Projects as Jobs is unchecked) Since Rates cannot be imported into Quickbooks directly, you need to tie the Time Entry to what Quickbooks calls an "item". You can choose to use either the Project name or the Task name to equate to the Quickbooks item. The exception to this is if you set the *Export Projects as Jobs*, in which case this option will not appear because it's only option is Items from Tasks.

We recommend using Task, or even better use a Global Task. That will prevent you from re-using the same name from an item, that is specifically tied to a Client. If the Project/Task name does not exist in Quickbooks, it will be created. It is important to make sure that you put the Rate in the Project/Task, so that it will be set when the Item is created. If you already have items set up in Quickbooks, make sure the Project/Task name is **exactly** the same on the device as in Quickbooks. Note that if you export a Time Entry that does not have a Project/Task name, it will use the "Default Item" as the item name.

Memo Fields: The Memo Fields option allows you to populate the Quickbooks "Memo" field with several of the different fields in Time Master. Turn ON any options you want appended to the Memo field. Note that Quickbooks only allows 1000 characters maximum in it's Memo field.

Memo Labels: The Memo Labels option allows you to turn OFF/ON the label that may appear before that field when imported into the Quickbooks Memo field. The default is OFF for all the fields.

Default Item: Imported "Time Activity" items require an "item" name in Quickbooks. If you did not set the Project/Task in the Time Entry that you exported, it will use this as the item name. Note when imported it will not have a Rate. Be sure to add it.

Date Format: For countries, such as Australia and New Zealand, Quickbooks will not import the IIF files correctly using the native date format. In this case, they must use the US date format so that it will import correctly.

Compress Archive: This option will ZIP (compress) your IIF email attachment making it a fraction of the size. This is helpful when emailing large reports.

Importing data from Quickbooks

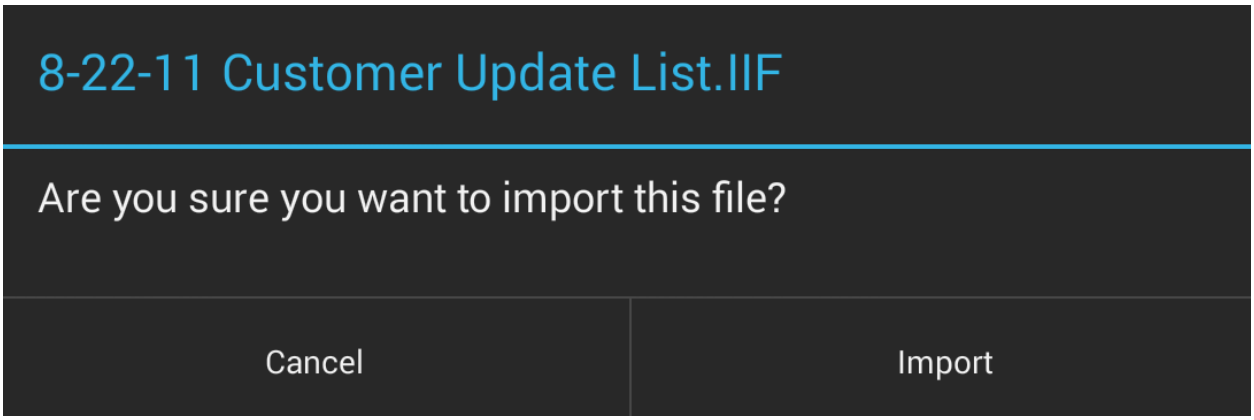
You can import data from Quickbooks. Also note, in order to import into Time Master, **Items** will only be imported as **Tasks,** and **Jobs** will only be imported as **Projects**. Please do a Backup before importing!

We try to be much better than Quickbooks in "intelligently" importing data. When you first import data from Quickbooks, Time Master will fill in a value in the "Code" field of the Clients, Projects and Tasks as necessary. The code will start with "QB" and be followed by a number. This will ensure that in the future if you change the name of the Client, Project or Task, in Quickbooks, that name will change in Time Master too. If you do not have a matching code, it will then try to match on the Name. If that fails, a new record will be created. We also only update fields that have been changed, rather than wiping out the whole record and starting again.

Most users will probably want to do all the data entry in Quickbooks and import into Time Master. In the Quickbooks Setup tab you will want to make sure that the "Export Clients" and "Export Items" are *unchecked*, so that when you import back to Quickbooks, it will not overwrite and potentially loose data on the Quickbooks side.

What you will want to do is, email yourself the IIF file. You can export Customers, Jobs and/or Items from Quickbooks. Please only export these items or the import will take much longer and could also cause memory problems if the file is too large. When you receive the email, click on the attached IIF file.

You will be prompted by the Mail application to open the attachment in Time Master, and possibly other programs if they also "register" IIF files. Once Time Master launches, it will ask you if you want to import the data.



Once the import is complete, it will tell you what it did. After the import you may make changes to the records, such as the "Short Name" for the Client so that it is easier to read on the device.

Synchronization Module

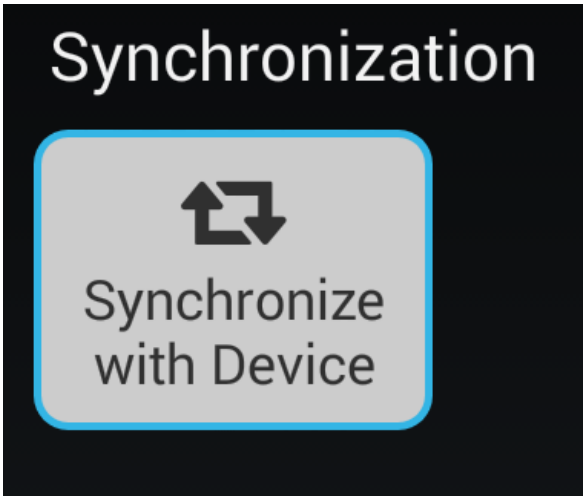
The Synchronize module is available as an “In App Purchase”. It will allow you to sync two or more devices via Wi-Fi. If you own an Android device, Window 8 desktop, Windows Tablet, iPhone or an iPad, you may want to use one or more of these devices and then synchronize the devices so you have the same data on each, without having to do Backup’s and Restore’s from and to each device.

This module enables you to fully sync two or more devices. Please see the Synchronization setup for more information on the various modes. The Synchronization option is accessed from the Setup -> Synchronization.

If both devices are on the same Google Play Store account, you will only have to pay for the module once. Once you have purchased it on one device, it should automatically show up on your other Android devices. We highly recommend the Backup/Restore before doing the first Sync. That way the data and settings will be 100% the same to start with.

Please note that “Preferences” are NOT synced. If you do not do a Backup/Restore or change any preferences on one device, you will need to manually change the settings on the other device(s).

Once the module is purchased you will see a new option in the Modules screen. To sync the devices, the sync module must be activated on both devices. Tap on the *Synchronize with Device* button to bring up the synchronize window. Depending on how much data there is, the sync can take from a few seconds to a few minutes.



IMPORTANT notes regarding the Synchronization module!

There are basically a couple of modes for Syncing and some important things to keep in mind. These are VERY IMPORTANT!!!

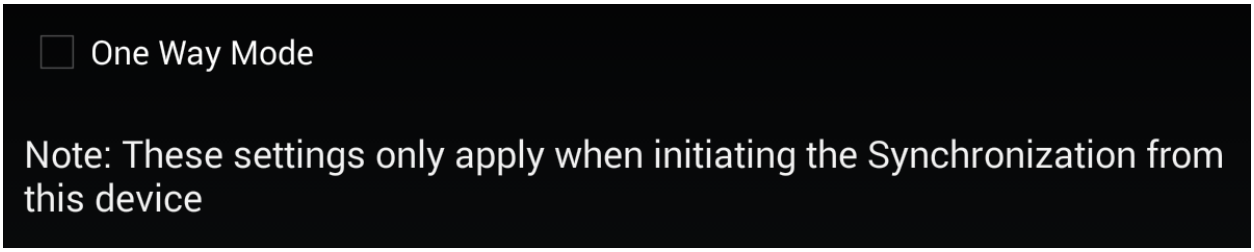
- If you have the Invoice module on both devices, you can choose to sync the invoices from either device. You can uncheck Synchronize Invoices in the Setup section on a device by to prevent synching invoices between the devices.

- If the receiving device does not have the Invoice module installed, any Time Entries or Expenses on the receiving device will be “locked” when they are invoiced on the primary device. After synching, the receiving device will not be able to change those entries.

- If the *One Way Mode* is used on one device, Syncs must all be initiated from that device. The One Way sync will only sync items from the sending device to the receiving device. This will include updated items such as Clients, Project, Tasks, Time Entries, Expenses, etc. NOTE: If the sync is initiated from a receiving device and *One Way Mode* is set to “on” on the primary device, you will get an error message and the sync will be terminated.

We highly recommend that you still do frequent backups and do a Backup before running the Sync module.

Synchronization Module Setup



If you purchased the optional Synchronization module, you will see a Synchronization section in Setup. Note that the Synchronization module must be installed on any devices (Android, iOS or Windows) that you want to do a sync.

If you already have data on the primary of two different devices, we highly recommend doing a Backup from the primary device and Restore to the new second device. This will ensure that the data is the same on both devices to start with. If you manually added entries on either device, after the first sync, you may have duplicate entries.

One Way Mode: When the One Way Mode is checked, Time Master will only transfer data from the device you have chosen as primary to the receiving device. The receiving device will not transfer any new non-existing items to the primary device. You must always initiate the synchronization from the primary device! If you try to initiate from the secondary device, you will get an error message and the synchronization will be aborted. Use the One Way Mode if you plan to add Time Entries or Expenses on the primary device to send to the secondary device, but do not want to receive any information (e.g new Clients, Projects, Tasks, Expenditures, Time Entries or Expenses) from the secondary

device. Pre-existing items such as Clients, Projects, Tasks, Expenditures will be updated with the most recent data if they had been modified on either device. Time and Expense entries may also be modified on either end. The only caveat is if the entry has been Invoiced. If both devices have the Invoice module on them and Synchronize Invoices is checked (default) on both devices, Time or Expense entries and Invoices will be updated to keep them in sync. If Synchronize Invoices is not checked, invoices will not be updated on the receiving device. If the Invoice module is not on a receiving device, when an entry is invoiced on the primary device, no information will be synched and the entry on the receiving device will be locked from further editing.

Synchronize Invoices: The Synchronize invoices option, checked by default, allows you to Synchronize invoices on the devices being synced. If it is unchecked on either device, the invoices will not be synchronized and the invoices will not be transferred to the receiving device. If you want to keep invoices on one of the two devices, you would uncheck this row.

Importing data from a CSV file

You can import Clients, Projects, Tasks and Expenditures from CSV files. Please visit our website http://on-core.com/timemaster and look for the link “Importing data from a CSV file” in the Quick Links section. There you will be able to download the CSV Templates and instructions.

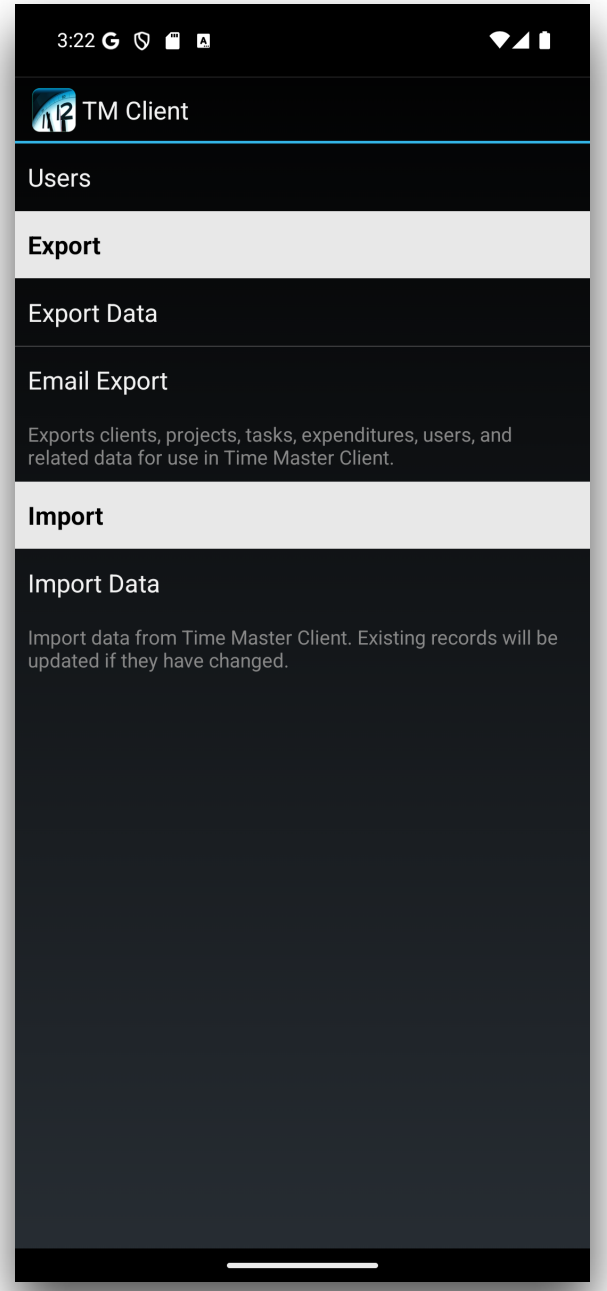
Subscriptions

Time Master Client

Time Master will be the main point in gathering the **Basic**: Time and Expense entries, or **Premium**: Invoices and Payments. The users out in the field will download the "Time Master Client" app (TMC) to record their Time/ Expenses and then be able to Email or send a data File to you to import into Time Master.

Basic subscription: The Basic subscription, the users will be able to create Time and/or Expense entries. They will not see any "Amounts" for Time entries. They will be able to see and add amounts for Expenses.

Premium subscription: For the Premium subscription it will have the Time and Expense entries, along with Invoicing and Payments. This will show all the "Amounts" associated with the entries.



Time Master Client - A Basic Overview

As a basic overview of what you will be doing:

After you have created one or more Time Master Client (TMC) Users you will want to be aware of the following.

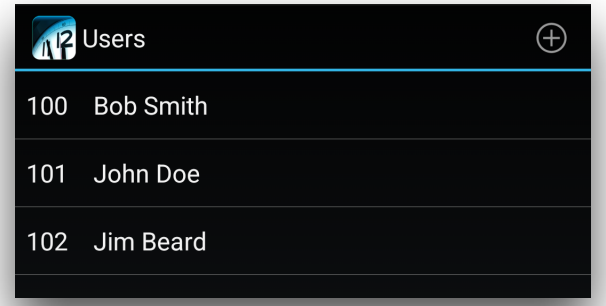
You will be exporting data, from Time Master, to be imported into the TMC app. The following database files will be exported: Clients, Projects, Tasks, Expenditures, Categories and TMC Users.

If you have the optional Invoice module these database items will also be exported: Companies, Taxes, Terms, and Pay Methods.

The first thing you should do is review all the items in theses files and if you are either 1) not using anymore, or 2) you don't want the TMC User to see/use. You will need to mark them a "Hidden". Hidden items, such as a hidden client, will not be shown on the TMC users device.

Initial Setup

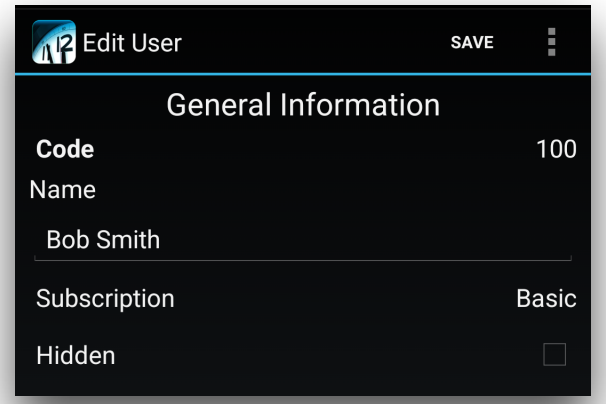
In Time Master, in the “TM Client” section you will first create the TMC Users by tapping on the Users row. Users will be assigned a unique number starting with 100. Tap the + (plus) button to add a new user.



Code: this is a fixed number, starting at 100 and will increment for each new user. This is not modifiable.

Name: Name of the TMC User.

Subscription: You can restrict what type of subscription the user can have in the TMC app. For example, if you only want them to be able to do Time entires, without seeing amounts, and Expenses select **Basic**. If you want them to be able to do Invoicing, then choose the **Premium** option. If you want them the be able to choose one or the other, you can set it to **Both**. **NOTE**: if you do not have the optional Invoice module, you will only be able to set the subscription to **Basic**.



Export Data

Once the Users are setup, then you can EXPORT all the data necessary either via “Export Data”, which will allow you to save it to a file, or “Email Export”, which will allow you to email the file directly to the TMC user. Once they receive the file, they should be able to Export it with Time Master Client and it should import all data: Clients, Expenditures, Projects, Tasks. For the Premium subscription it will also export the Companies, Pay Methods, Taxes and Terms databases.

If you add/update any of those database files, you can re-export the files again for them to Import any new or changed items.

Note: For any of the database files, e.g. Client, Projects, etc., if the "**Hidden**" flag is set, the TMC User will **NOT** see them.

Import Data

After the TMC user has created an Export batch, they can send you a file via Email or a data file for Importing. If you received it in a Email, you should be able to tap on it to open in Time Master. You can also use the "Import Data" to import it from your Files. After it is imported you will see a "Import Complete" screen which shows what has been added, updated, or skipped, it may tell you there are conflicts.

You should now be able to see the new entries in Time Master. If editing an entry, you will be able to see the "TMC User" and "TMC Batch", in the SYNCHRONIZATION section from the user who sent you the records.

Note: If a record was previously imported, but was modified, in the "Import Complete" screen, you can review the conflicts and choose the value you want to keep.

A note about Invoicing

Since it is not possible to have a central synchronization of the Invoice #, we are using a specialized format for TMC records. The Invoice # will be the TMC User - Invoice #. So for example, if Bob, who was the first user you created and he sent you his first invoice, it should show as 100-10000. That way, the TMC User number will always prefix the invoice number and will increment the Invoice #'s on their device. If John was the second user you created, you may see an Invoice # of 101-10003. The number after the hyphen (-) will be incremented from the TMC users device. So as an example you will have a 100-10001 from Bob and a 101-10001 from John.

About importing from TM Client

There are several “corner cases” when it comes to importing data from the Time Master Client (TMC) app that you should be aware of. In general, when you import from TMC, it will just import the all the records. Whether it is Time and/or Expense entries, or new database items like Clients, Projects, etc. When you import it, Time Master (TM) will tell you if something was: added, updated, or skipped.

Note: in regards to “invoice”, that is only available in the TMC app, as a Premium subscription, if you have purchased the optional Invoice module in TM.

If a previously added Time or Expense record was modified in TMC and they resend the batch, it will update that item, so long as it is not on a “locally” created invoice that is Billed or Paid. If the entry is “Locked”, it will not allow that item to be updated in TM. If the TMC user later Invoiced some entries, and you have created an Invoice locally, prior to importing the updated records, it will keep the Entry on the Local Invoice and if the TMC Invoice has no Time or Expense records on it, it will not be created in TM.

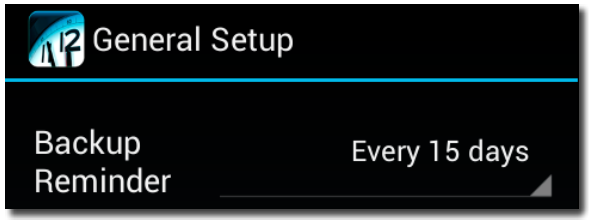
If the TMC user created a database item, such as a Client, it will be imported into TM. If the TMC user modifies that Client, in the future, and it gets re-sent to TM, TM will show you the “Conflicts” and let you decide if you want to Keep what is in TM or if you want to Update it with what is imported from TMC. If you hit the Done button, without reviewing the conflicts, the existing TM records will be kept and those specific conflict records will be discarded.

For the Premium subscription and working with invoices. Say the TMC user sent you batch #26 with several Time and Expense entries and you import them. At a later point, they Invoice those Time and Expense entries, and for this example the new TMC batch will be #27 for the new Invoice (and potentially Payment). The Time and Expense entries from batch #26, will be changed to batch #27 when you import them. So batch #26 may no longer exist, if all the entries were assigned to the new Invoice with batch #27.

Backup and Restore

Dropbox is a “cloud” storage solution. You can sign up for a free account in which you can store up to 2 gb worth of data. This is more than enough for Time Master backup files. This option requires communication over the internet and works over a secure connection. You can also install an extension on your desktop computer to access the storage space. We use Dropbox on all of our versions of Time Master: Android, iOS, Windows 8/RT and Android. The database file can be Saved and Restore from any of the platforms to each other.

Backup Reminder



Because we feel very strongly that you should do frequent Backups of the Time Master data, we have added a “Backup Reminder” option. Make sure to do a Backup before doing any Android OS updates and even updates of the Time Master app! You can change this option from:

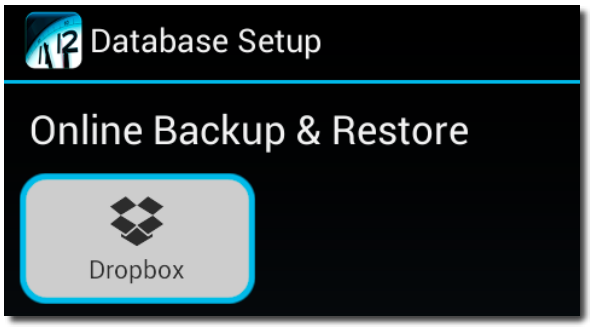
Setup -> General -> Backup Reminder

The Backup reminder can be set to remind you: Never, Every day, Every 7 days, Every 10 days, Every 15 days or Every 30 days. The default is Every 15 days.

Dropbox

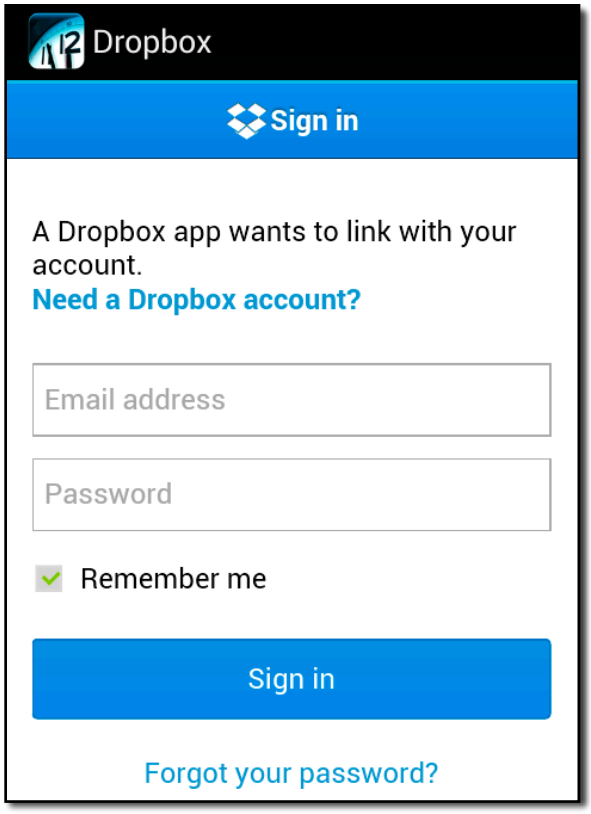
Dropbox is a free, secure online storage system. You can store up to 2 gb of data on a Dropbox account. You can also mount your Dropbox folder on your computer by using their extension. You can visit the Dropbox website: https://www.dropbox.com/

The Dropbox option can be found by tapping on the Setup -> Database. Next, tap on the Online Backup & Restore.



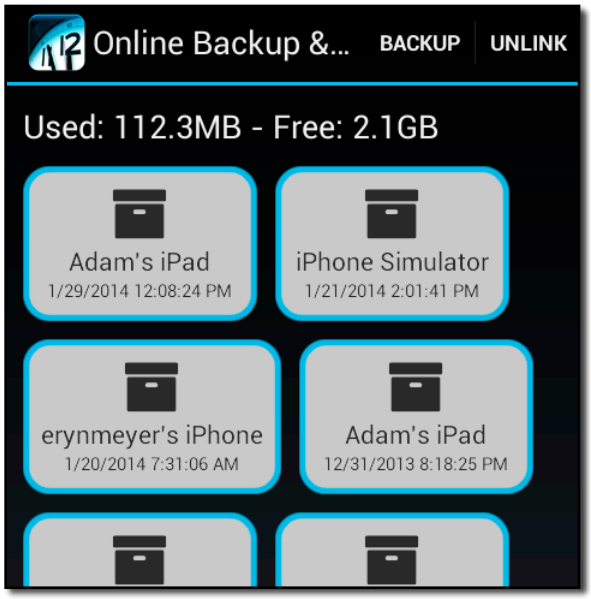
If you do not have a Dropbox account or are accessing this for the first time, you will be greeted with the Dropbox Sign in screen. If you do not have an account tap on “Need a Dropbox account?”. If you already have an account and are not logged in, enter your Email and Password.

After you sign in, Dropbox will ask you if you want to “Allow” Time Master to access your Dropbox account. Tap Allow to continue.



Once logged in, you will see any files that are inside your “Time Master Backups” folder.

The Backup files will be shown with the device name, date and time that they were saved.



To **Backup** the data to Dropbox, tap on the **Backup** button. You will be prompted to Backup the database. Tap *Yes* to proceed.

To **Restore** from a backup file, simply tap on the row that has the backup from which you wish to restore. A Restore window will appear, allowing you to select *Yes* to restore or *No* to exit.

To **Delete** a backup file from the Dropbox server, you can Tap and Hold on the icon, then the Delete Dialog box should appear.

Recovery Mode

In the unlikely event a database record becomes corrupted on your Android device, you can restore from a backup to get up and running again.

If you get this screen on your device, restore from Dropbox backup file. Select your last Backup file and do a Restore.



That pretty much wraps up all the features for On-Core's Time Master. If you have any questions or problems, please feel free to contact us by any of the methods shown on the first page of this document.

Thanks!