

On-Core Software, LLC.
Tinton Falls, NJ 07724
United States of America

Website: https://oncoresoftware.com
Technical Support: support@oncoresoftware.com
Information: info@oncoresoftware.com
Phone: (732) 842-1973
Fax: (732) 842-3234

Documentation revision: April 14, 2026 (v7.0)

On-Core Time Master is Copyright ©2009-2026 On-Core Software LLC. All Rights Reserved.
All other products are trademarks or registered trademarks of their respective holders.

TABLE OF CONTENTS

Introduction 11

About Time Master 13

Optional Modules 15

Invoicing 15

Synchronization Module 16

Quickbooks Export 16

Subscriptions 16

Overview - Time Entries 17

About - Project, Task and Category 18

Overview - Expenses 19

About - Expenditures 19

The Menu Bar 20

Time Entries 21

Filters 21

Add a time entry 22

Delete a time entry 22

Timers 23

Running Timers Badge 23

Old Entry 24

Add / Edit Entry 25

General Information 25

Date and Time 26

Breaks 26

Rate and Attributes 26
Rounding 26
Taxable 27
Reported 27
Overtime Starts 27
Reference 27
Invoicing 28
Sessions 29
Add Entry 29
Edit Entry 29
Sessions 30
Edit Session 30
Expenses 31
Expense Filters 32
Deleting Expenses 32
Add Expense 33
General Information 33
Expense Date 33
Expenditures Odometer 34
Trip Information 35
Expenditures 35
Generic 35
Cost and Payment 36
Receipts 37
Attributes 38

Receipt 38
Reimbursable 38
Taxable 38
Reported 38
Purpose 39
Reports 40
Report - Filters 40
Generate 41
Results 41
Details 42
Time Sheet 43
Setup 44
Database 44
Deleting - Categories, Clients, Projects, Task or Expenditures 45
Categories 46
Clients 46
Projects 46
Tasks 46
Expenditures 46
Categories 47
Editing Categories 47
Clients 48
Adding / Editing Clients 49
Client Invoicing Options 51
Projects 52

Editing Projects 52
Fixed / Flat Rate Projects 52
Tasks 54
Editing Tasks 54
Quick Tip 54
Expenditures 55
Editing Expenditures 55
Time Entries - Purging 57
Start Date 57
End Date 57
Expense Entries - Purging 58
Start Date 58
End Date 58
Pay Methods 59
Invoicing Module Options 60
Companies 60
Taxes 60
Terms 61
Invoices - Purging 61
Start Date 61
End Date 61
Quickbooks Module Options 63
General Settings 64
Timer Notification 64
Backup Reminder 64

Entry Rollover 65
Entry & Expense Subtitle 65
Global Rate 65
Multi Timers 65
Minimum Duration 66
Overtime Starts 66
Rounding 66
Show Total 67
Simplify UI 67
Start Old Entry 68
Tab Order 68
Time Mode 69
Time Quick Pick 69
Week Starts 70
Sessions **71**
Timer Display 71
Session Note 71
Reports **72**
Export Fields 73
Optional Export Fields 73
Format 73
Order By 74
Strip CRLF 74
Time Sheet 74
PDF Options 74

Reports - Format Options 75
Grand Total 75
Delimiter 75
File Extension 75
File Format 75
Add Quotes 75
Compress Archive 76
Miscellaneous 76
Copy and Paste from HTML email 76
Macintosh OS X 76
Windows 76
About the Calendar picker 77
Upgrade Modules 78
Invoicing 79
Status 80
Invoices 81
Filters 81
Date Picker 81
Add/Edit an Invoice 82
Extras 83
Edit an Invoice 85
Deleting an Invoice 86
Time Entry Locked 86
Unlocking a Locked Time or Expense Entry 86
Auto Invoice 87

Date Range 87
Options - Min. Amount 88
Filters - Client & Project 88
Export Invoice 89
Save Invoice file to local file system 90
Invoice & Statement Email Settings 90
Default Email Subject 90
Default Email Message 91
Message is HTML 91
Email Subject and Message Meta-Characters 91
Mark as Billed 92
Invoice & Payment Reports 93
Report Export 93
Payments, Credits and Debits 94
Create Payments 95
Apply Payment 96
Reports 96
Modifying a Payment, Credit or Debit 97
To Remove the Payment from an Invoice 97
To Change the Payment Amount on an Invoice 97
Statements 98
Invoicing Module Setup 99
Companies 99
Information 100
Name 100

Next Invoice # 100
Default Company 100
Header **100**
Mode 100
Labels 101
Note: Tax Label & Alt Tax Label 101
Description Font Size 101
Extra Left Margin 102
Paper Size 102
Total Entries, Expenses and Duration 102
Invoice Settings **103**
Description Fields 103
Description Labels 103
Collapse Time Entries & Expenses 103
Enable Amount, Quantity & Taxable Column 103
Include Receipts 103
Compress Archive 103
PayPal Email 103
PayPal Currency 104
Venmo Email 104
Quickbooks Export **105**
IMPORTANT 105
Exporting the Time Entries 106
Dealing with exporting records 107
Reported Filter setting 108

Quickbooks Payroll Items 109

Quickbooks Field Mapping 109

Quickbooks Export Module Setup 110

Importing data from Quickbooks 113

Synchronization Module 115

IMPORTANT notes regarding the Synchronization module! 116

Synchronization Module Setup 117

Subscriptions 118

Time Master Client 118

Time Master Client - A Basic Overview 119

Initial Setup 120

Export Data 121

Import Data 122

A note about Invoicing 122

About importing from TM Client 123

Importing data from a CSV file 124

Backup and Restore 125

Backup Reminder 125

OneDrive 125

Dropbox 128

Recovery Mode 130

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 https://oncoresoftware.com/timemaster/windows/

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: sub-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 OneDrive.
- 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 5 PM Eastern Standard Time.

About Time Master

We've worked hard to make Time Master the most flexible and powerful time tracking application on the Windows Store.

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.

Expenses 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 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 click/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.

Consistency. We've made everything as seamless as possible. For example if you are in a Time Entry, then hit the Setup tab, then delete the Client (and all it's associated entries), and then touch on the Time Entries tab again, it will exit the entry you were in and go to the main Time Entry screen. The Reports tab is another function that will always bring you to the main screen because you may have changed data in the Time Entries or Expenses. Instead of showing "stale" data, we bring you back to the main screen so you can re-run the report. These are only two examples of many little things we did to make this program easy to use and accurate in reporting.

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 click/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”)

Please note that Time Master is also available on Android and iOS devices. Since the stores, and their licensing, is done by different companies (Google and Apple), you would need to re-purchase any optional modules on those respective platforms. The modules only have to be purchase once, on each platform, and can be installed on multiple devices, so long as they are on the same respective accounts.

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.

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, iPad, iPod Touch, Windows 8, 10 or 11 computer or Windows RT device, this is the best way to be able to work on any of these devices and keep them synced together. The synchronization is done via a local Wi-Fi connection.

Quickbooks Export

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.

Subscriptions

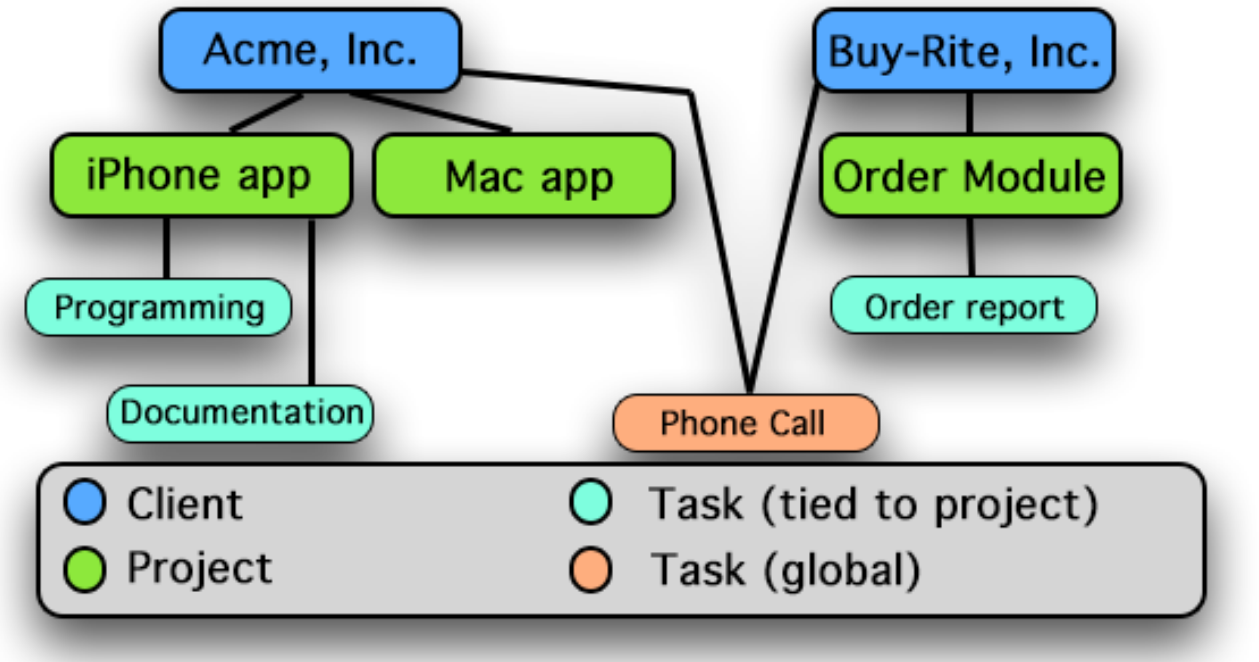
We now have a “Time Master Client” companion app that allows service people to do work in the field and then be able to send back the entries to be import in Time Master.

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
Custom

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.

Task - Task is a second sub-category, however it can either be assigned to a specific client 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 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".

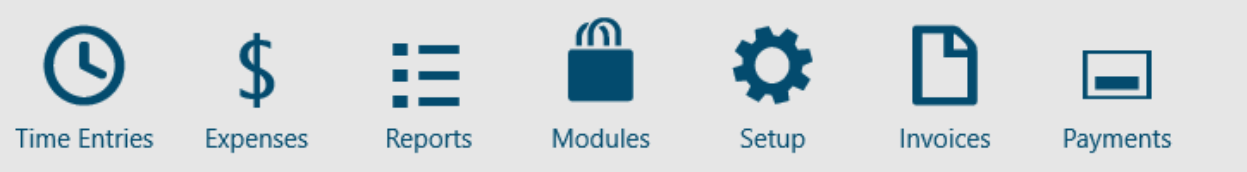
Expenditure - Expenditures are similar to Tasks, but they are specifically for Expenses. Expenditures are "optional" and only used if you want to filter on specific Expenditures or as a template. We would recommend using Expenditures as a template for any expenses that you will be using over and over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

The Menu Bar

All the main functions of Time Master can be selected from the Menu Bar on the top of the screen.

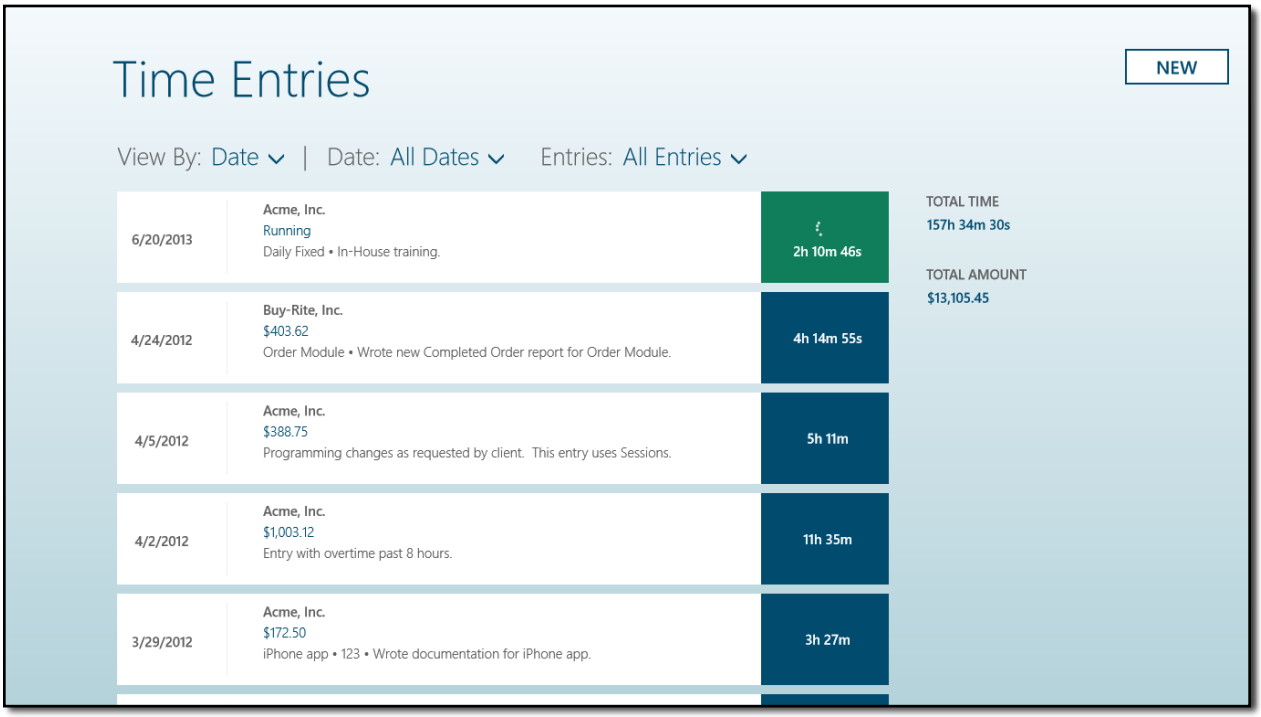
On a Tablet, you need to tap-and-hold on the top grey bar or tap on the three dots ("...") on the upper right corner. This will show the Menu Bar.

On a Desktop, just right-click anywhere on the top of the screen or click on the three dots ("...") on the upper right corner. You will see the following menu on the top of the screen. Note that Invoices and Payments only show if you have purchased the optional Invoice Module.



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. Time Entries with today's date will appear in green in the Time column.

Filters

The **Date Picker** filter is on the bottom left. 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.

You can change the sort order in the view by selecting the **View By** pulldown. You can sort the Date by ascending or descending and the Client by ascending or descending.

Add a time entry

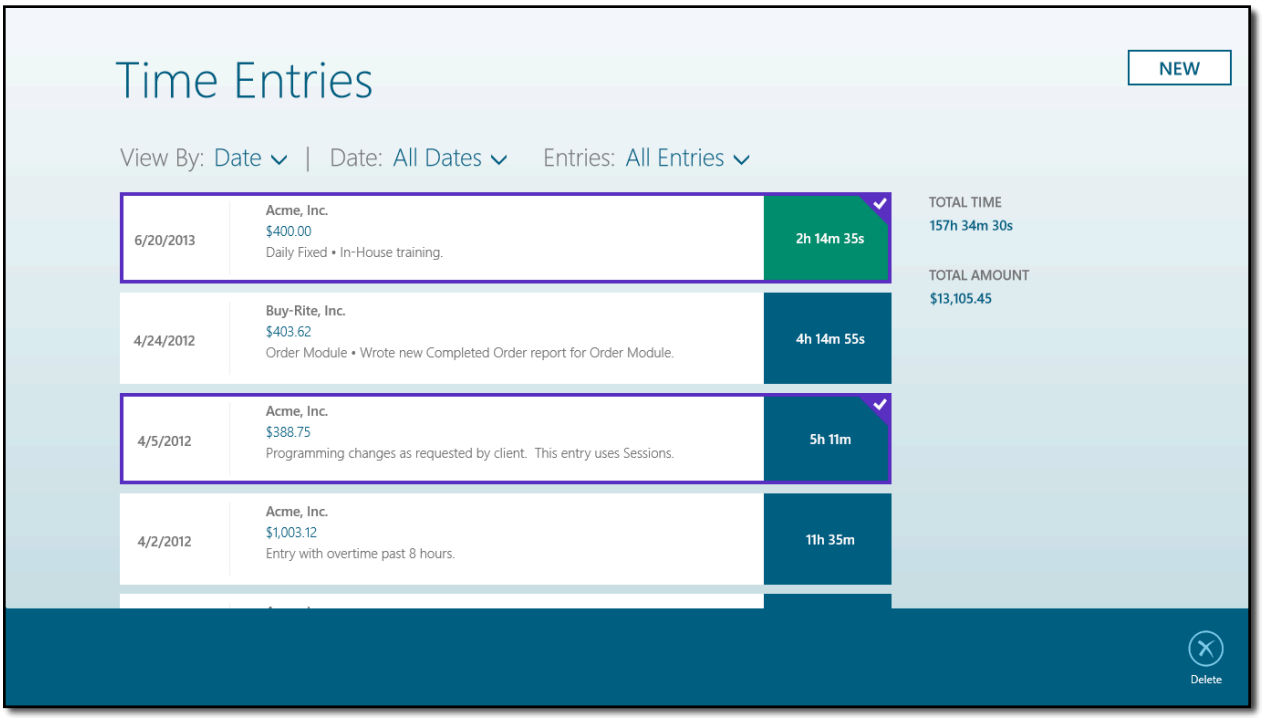
To add a new entry, simply press the **NEW** button on the upper right corner.



Edit a time entry: To edit the entry, click/tap anywhere on the row except the green or blue 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

Right Click (keyboard) or Swipe Left to Right (touch) to select one or more Time Entry rows. This will select the row and add a checkmark on the upper right corner.



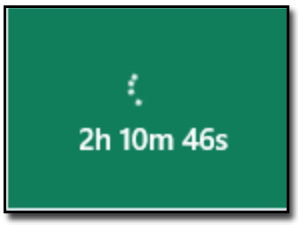
Then click/tap on the Delete button on the bottom right. It will ask you to confirm deleting the entry or entries.

Note: If you don't see the expected entries on the screen it is likely that you have one or more filters set. After the **Date** or **Entries** filters, it will show what they are set to currently. When in doubt, set them back to *All Dates* and *All Entries*.

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

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.



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

Running Timers Badge

If a Timer is running, you will see a number on the bottom right of the Time Master icon. This is to remind you that a timer is running. If you turned on the Multiple Timers option, you would see the number of timers running.

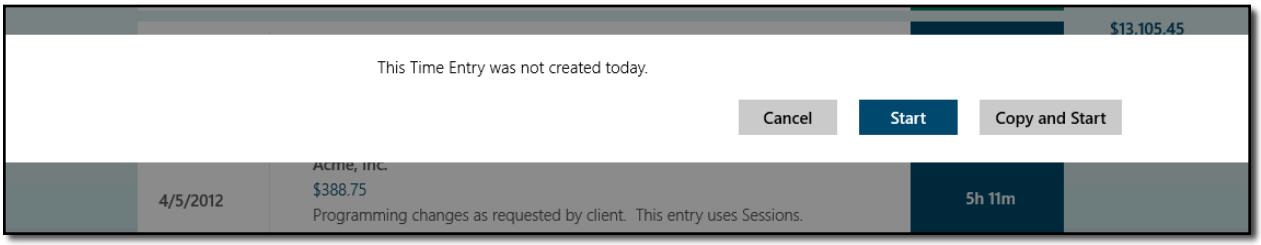


Note: While a timer is running, you will not be able to edit the time in the Edit Entry screen. You will be able to edit other fields.

Old Entry

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

If you click/tap on the **blue** area (past entry), you will see the following message displaying three options.



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

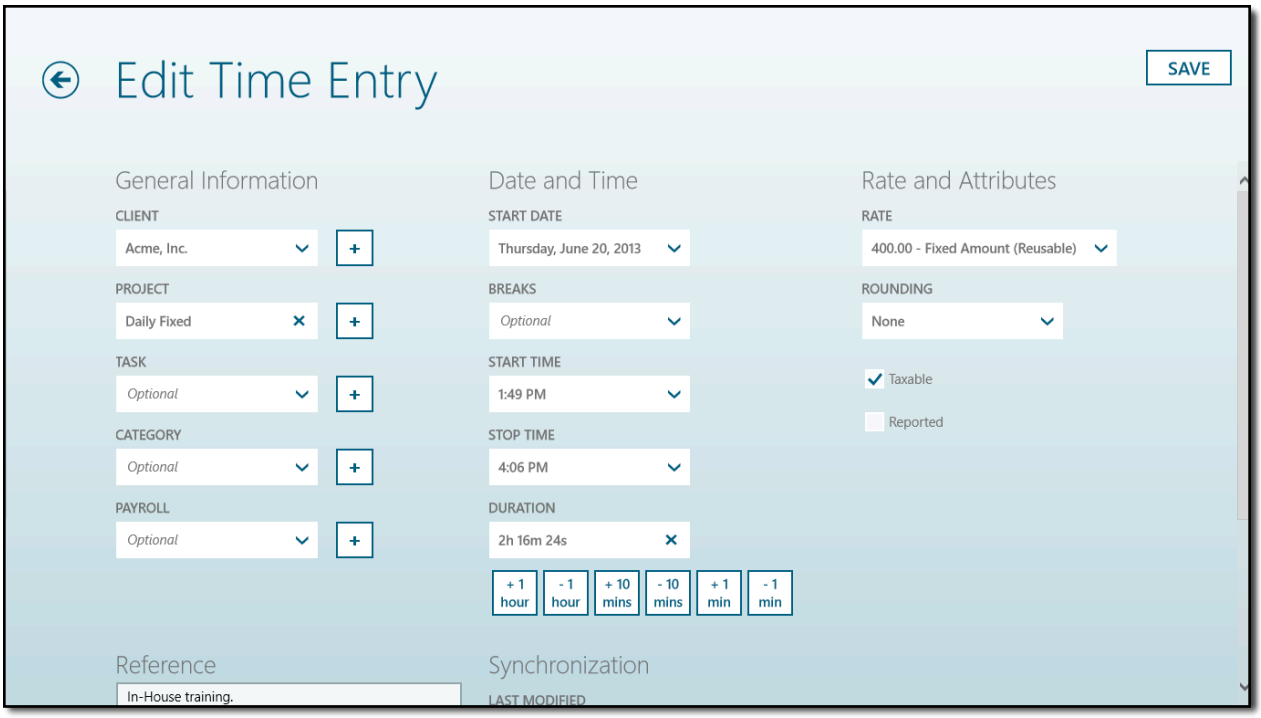
Start: Starts the timer, despite the fact that it is from a prior date. (If you purchased the optional Invoice module and the entry is Locked, the Start button will not display.)

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).

Add / Edit Entry



General Information

To edit an existing Time Entry, click/tap on the entry other than the timer area (green or blue box), to go to the Edit Entry screen to make changes.

To add a new Time Entry, click on the **NEW** button in the upper right corner. 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). Payroll item is specifically for the Quickbooks module.

In the *General Information* area you must select a Client for a *Time Entry*. Project and Task are optional. Click/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**).

Click/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, click/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 click/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. See the Rounding in the Setup on how to set it.

Taxable

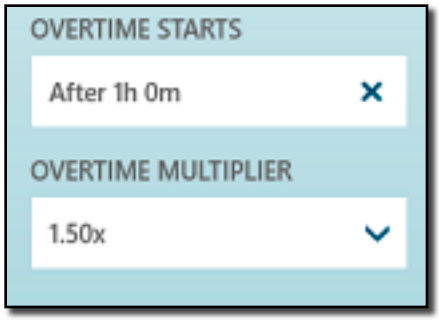
Time entries can be marked as Taxable by clicking/tapping on the row. It will be used to add tax to a Time Entry in the optional Invoicing Module for an invoice. The taxable field can be defaulted by Client by *checking* the "Taxable Time Entries" row in the Edit Client.

Reported

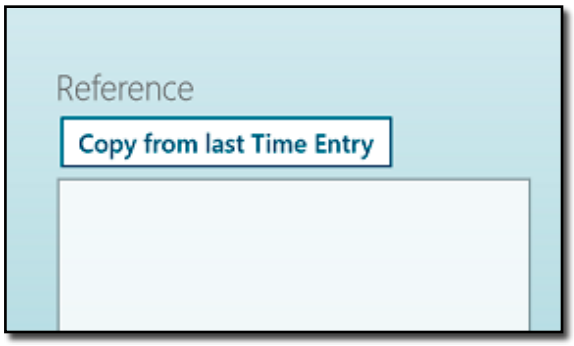
After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you have not purchased the optional Invoice Module, you can use this to indicate which items you have invoiced. The Reported attribute will then have a checkmark after it. You can check or uncheck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



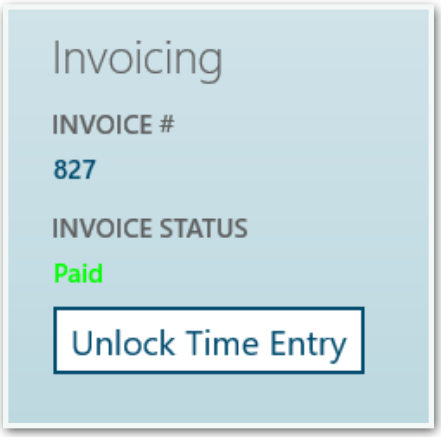
Reference



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. Click/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 click/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

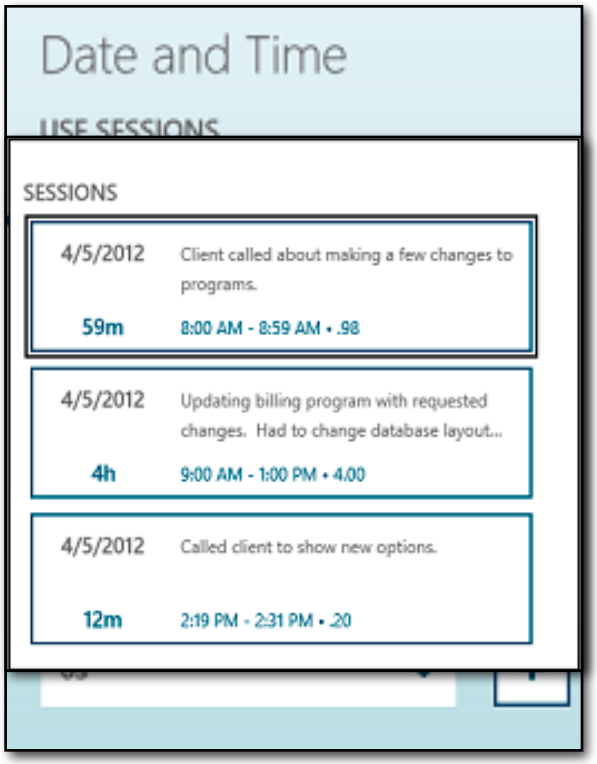
In order to create the sessions, you must have Use Sessions set to ON. The start date will default to today's date. The start time will default to the current time. When you "Save" you will be returned to the Time Entries screen. (Date and Time can be chosen manually at this point.)

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 click on the entry you will see that the "Use Sessions" option is gone and there is now a "Sessions" row.

Click/Tap on the Sessions row to Add, Edit or Delete sessions.



Sessions

Clicking/Tapping on the Session row will bring you to the Sessions details screen. Here it will show you the Date, Start and Stop times , Duration, and a few lines of the Session notes. You can click/tap on a row to Edit the entry.

Edit Session

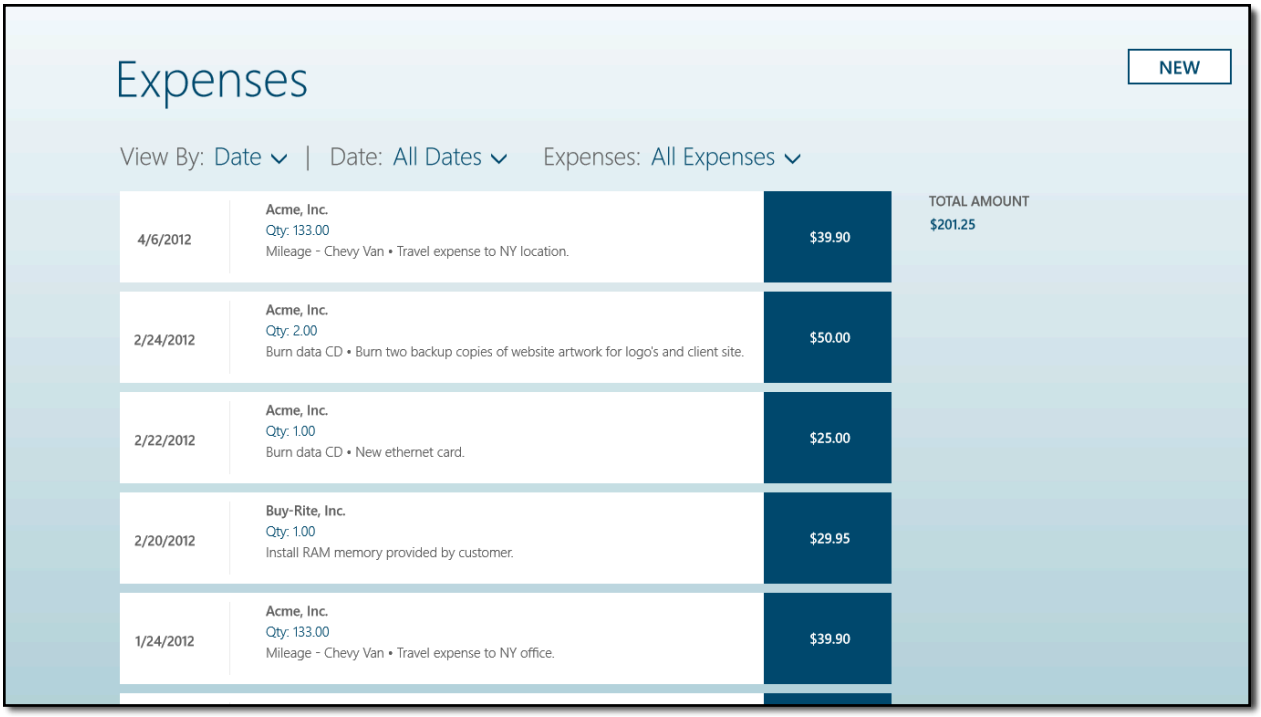
Editing the session is the same as editing a regular Time Entry. Click/Tap “Save” after you are done making changes to an entry.

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, click/tap on the row. To add a new expense, simply press the **NEW** button.

If you want to duplicate an existing expense, just click/tap on the blue area under on the right side of the row. 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.

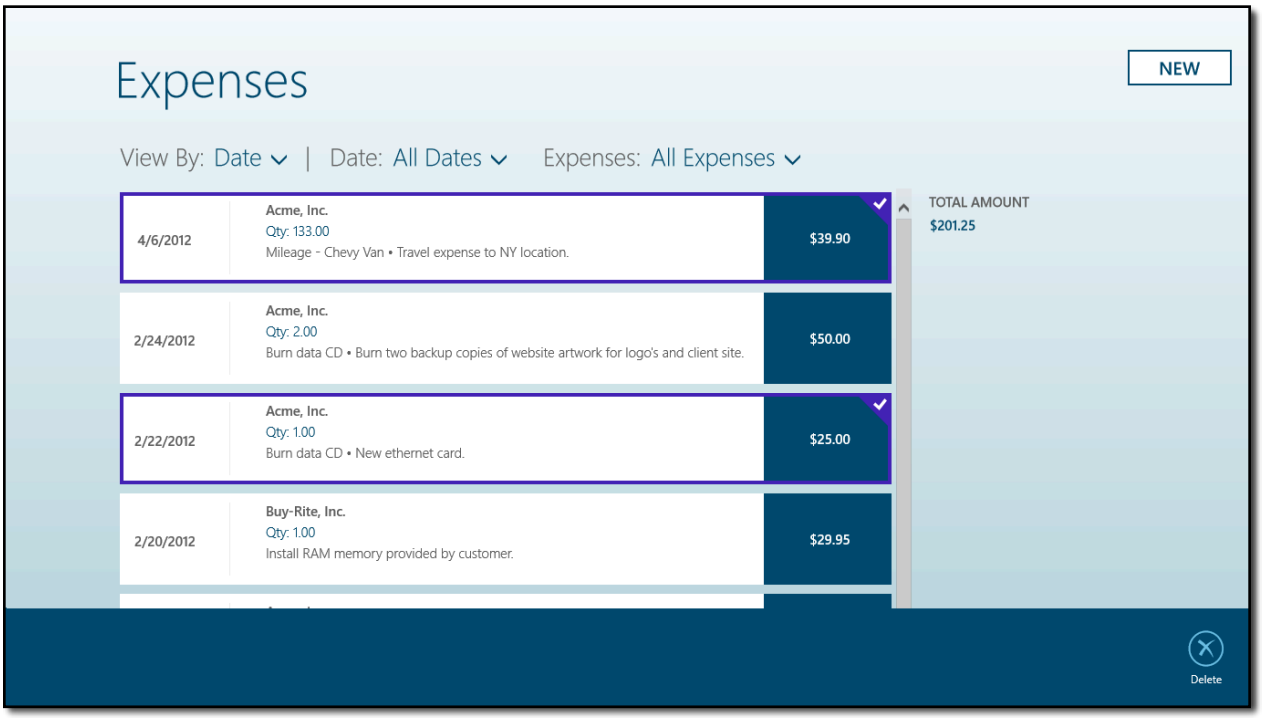
Expense Filters

On the top, you will see the **Date** filter. Use it to choose 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.

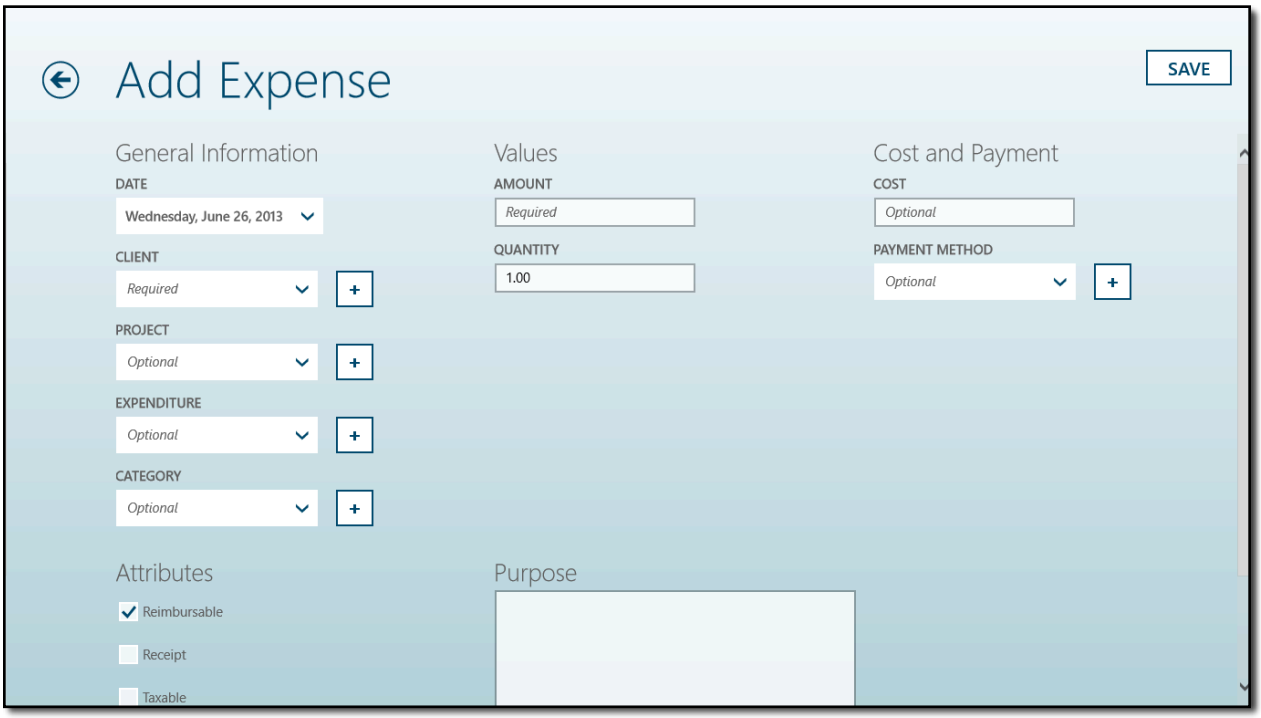
With the **Expense** filters, you can show All Entries, or entries by Client, Project, Expenditure, Report status, Category or Invoice status if you purchased the Invoice module.

Deleting Expenses

Right Click (keyboard) or Swipe Left to Right (touch) to select one or more Expense entries by displaying the selection and checkmark indicator. Click/Tap on the Delete button to delete the selected entries. 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. Click/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.)

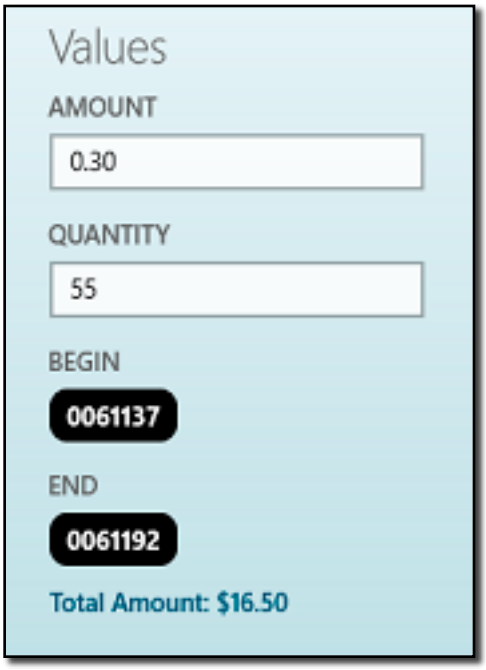
Expense Date

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

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).



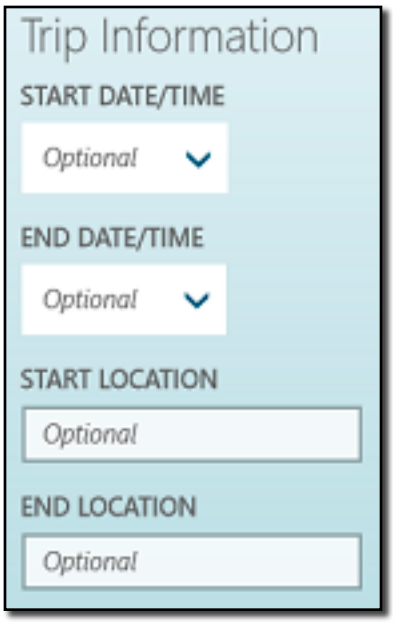
Note: we will refer to distance is Miles, although you can think in Kilometers if you wish.

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

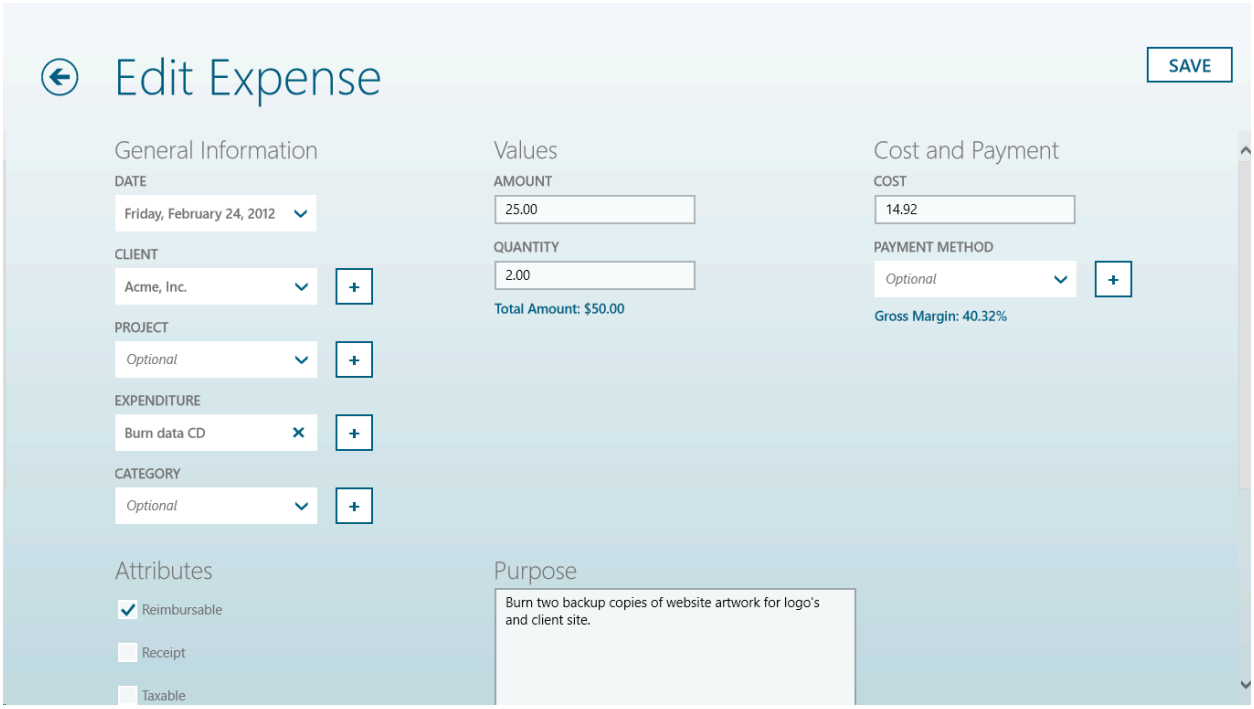
Example: If your starting Odometer is set to 61,137 and you traveled 55 miles (or kilometers), at a rate of 0.30 per mile (or kilometer), it will calculate a “Total Amount” of 16.50 (as seen at the bottom of this graphic). You can use “End” to select the ending Odometer reading and it will calculate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

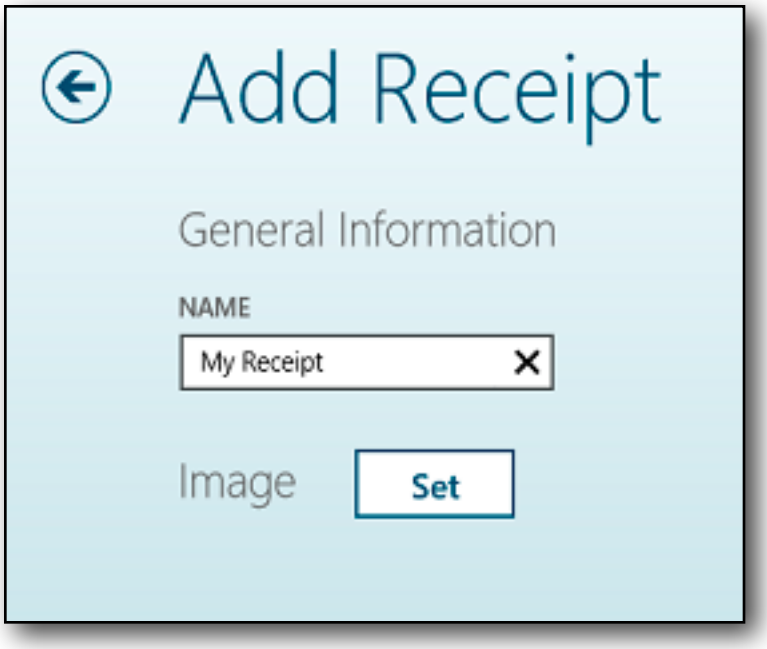
Use Cost to save the cost of your item, which can then be used with the Reports Export to calculate your profit. With Pay Method, you can note how you paid for an item, such as credit card, check etc. The Pay Note field may be used for check number or anything else you wish.

Receipts

Receipts can be captured with devices that have a built-in Camera, from your Photo Library. Click/Tap on the **+** button to add a new receipt.



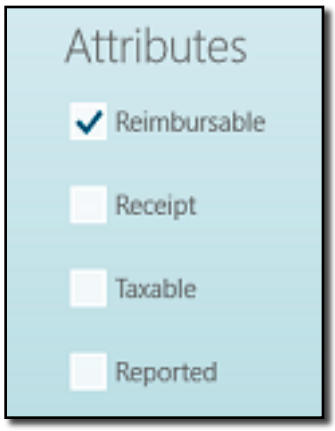
First give it a Name, then click/tap on the SET button, where you can select *From Camera* or *From Photo Library*. From the Photo Library you can get pictures from you library.



To **Delete** a Receipt, Right-Click (keyboard) or Swipe Left to Right (touch), then click/tap on the *Delete* button.

Attributes

Attributes are used for informational purposes when exporting data, with the exception of the Reported attribute. Click/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

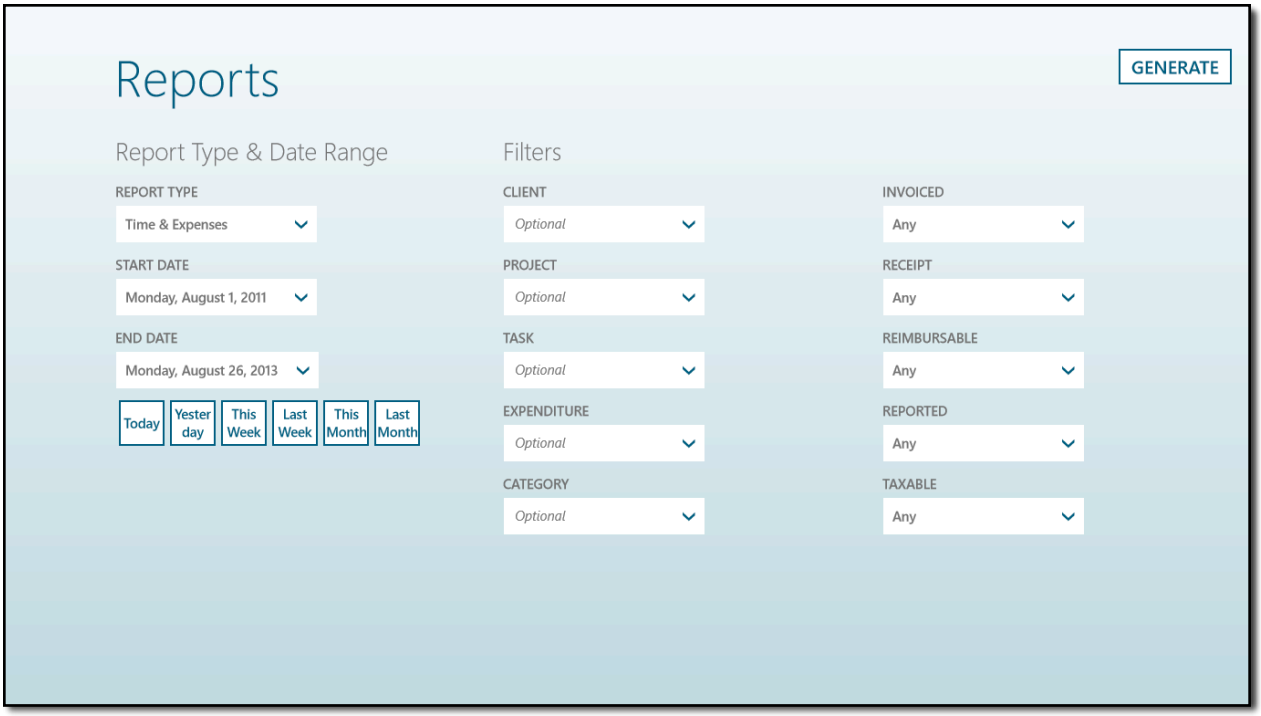
After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you have not purchased the optional Invoice Module, you can use this to indicate which items you have invoiced. The Reported attribute will then have a checkmark after it. You can check or uncheck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



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 to your local filesystem or Emailed. It can be saved as an HTML table, CSV file, both or Quickbooks IIF (optional module). Most email clients will allow you to copy & paste into a spreadsheet, such as Excel™ or Numbers™, for further editing. You can also export a CSV file to the email as an attachment. To enable this option see the Reports section in the Setup tab.

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.

Results



Once you've hit the *Generate* button, your results will display in the Results list view. Each client will have a total for all its items.

The upper right icon is the Export button. Press it to prompt you to: Save, Share or Email the file. It can be saved to the local hard drive, shared to any other programs that can handle the file type, or Emailed.

NOTE: Not all email programs can accept "attachments". The Microsoft "Mail" app can, where as a program like Thunderbird cannot. When it opens in the Email window, if the attachment is not there, you will have to set a different "Default" email program.

If you have the optional Quickbooks module a prompt will appear asking you to Share the report as: HTML/CSV or for Quickbooks.

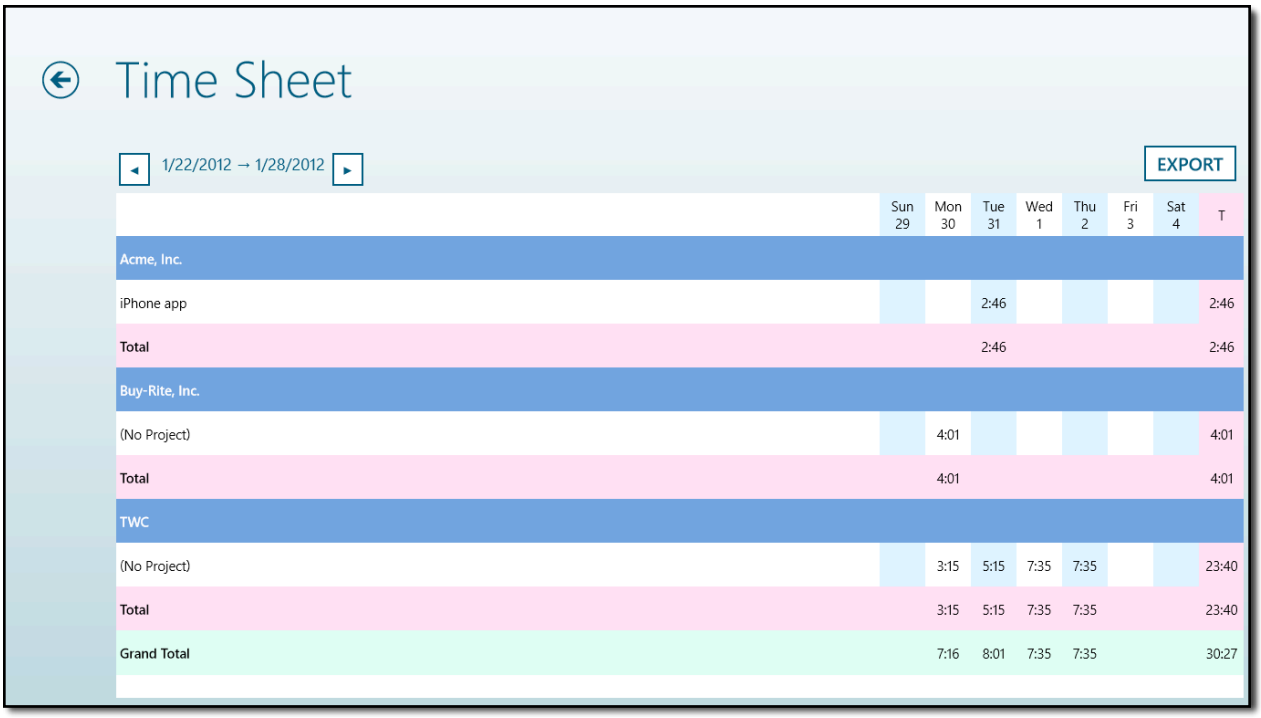
Details



Click/Tap on a row to show details for that client. You will see one column with any Time Entries and a second column for any Expenses.

You can click/tap on any Entry to see the details of that entry. Note that it is **not** editable in this view.

Time Sheet



	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	T
Acme, Inc.								
iPhone app			2:46					2:46
Total			2:46					2:46
Buy-Rite, Inc.								
(No Project)		4:01						4:01
Total		4:01						4:01
TWC								
(No Project)		3:15	5:15	7:35	7:35			23:40
Total		3:15	5:15	7:35	7:35			23:40
Grand Total		7:16	8:01	7:35	7:35			30:27

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 clicking/ tapping on the Arrow buttons.

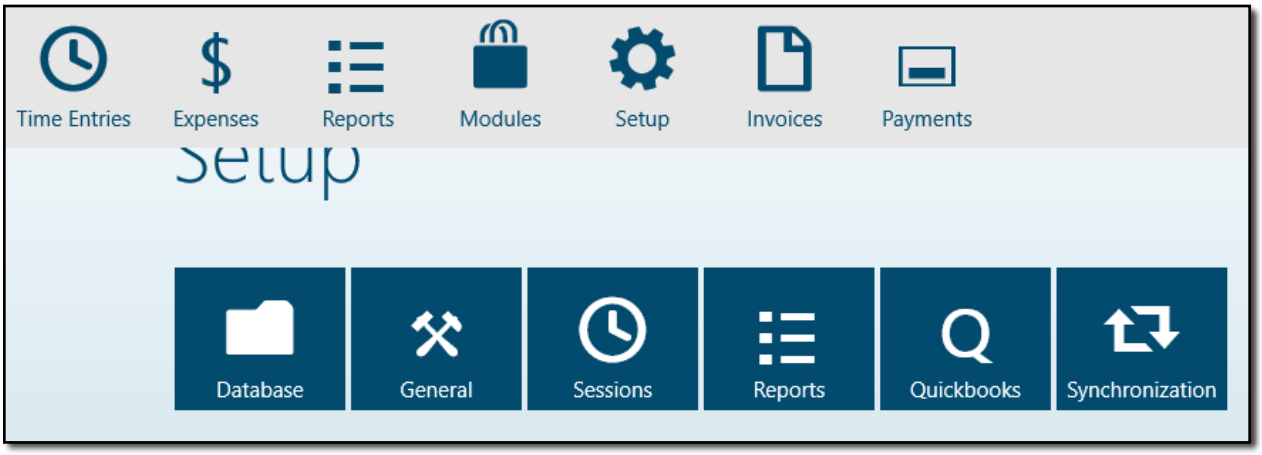
The report can also display the time in an Hour format or Fraction format. See the *Setup -> Reports -> Time Sheet* section for the options.

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

Choose the Setup button from the top Menu Bar. Database (which also has the option to do Backup & Restore of the data), General, Sessions, Reports and optional modules such as the Quickbooks or Synchronization modules.

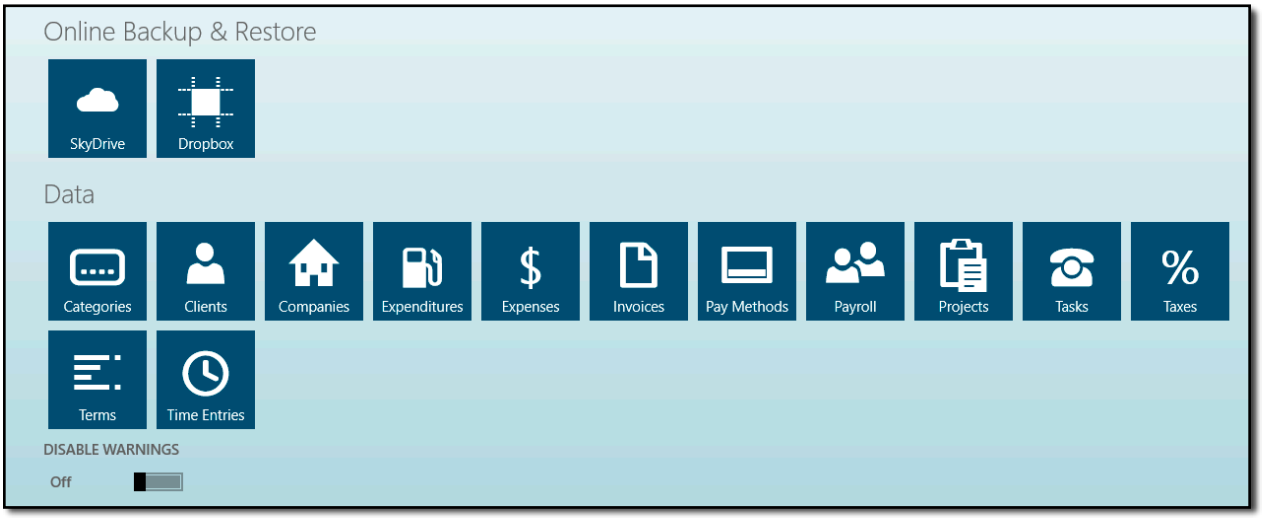


The Setup screen is divided into different sections according to their purpose. Please see each section for an explanation of their functions.

Optional Modules (Upgrades) will appear below the main options (e.g. Synchronization and Quickbooks as seen on this picture).

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

Database

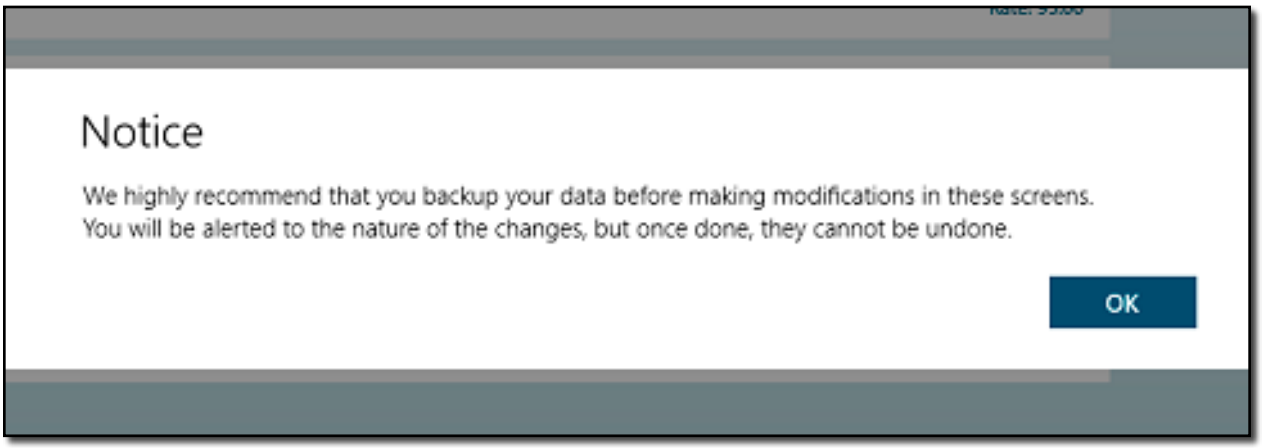


The Database contains the following tables: Categories, Clients, Expenditures, Expenses, Pay Methods, Projects, Tasks, and Time Entries. After an item has been added, such as Client, Project, Task, etc., this is where you will be able to modify that item.

The optional Invoice module includes: Companies, Invoices, Taxes and Terms.

The optional Quickbooks module includes: Payroll items.

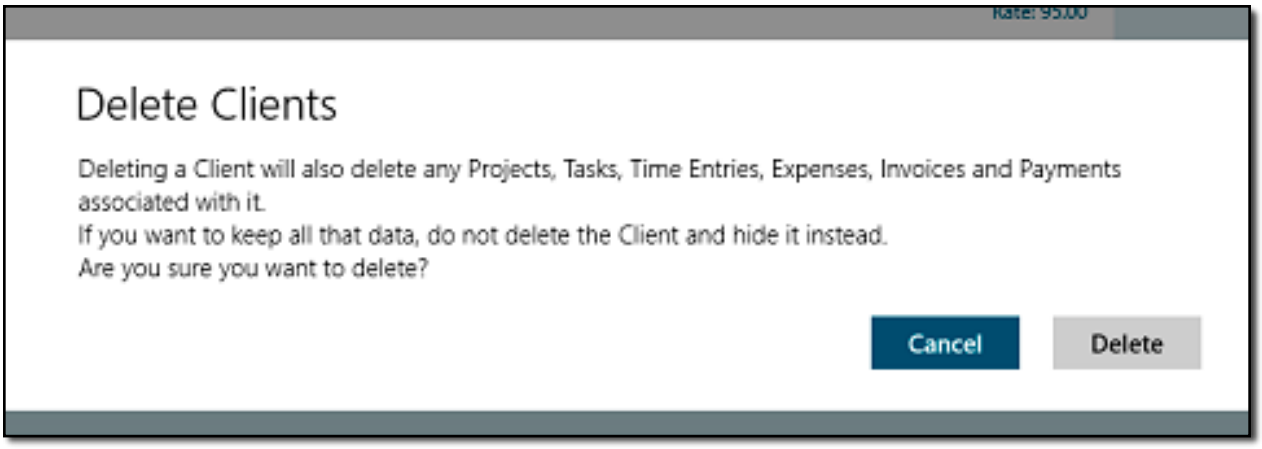
Note that a **Warning** message will appear on the screen once you select an item (see above). The warning messages can be disabled by turning the **Disable Warnings** switch *ON.*



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, click/tap on the **NEW** button. Control-Click (keyboard) or Swipe Left to Right (touch) to select one or more rows to delete an item. Click/Tap on a row to edit a specific item.

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. Control-Clicking (keyboard) or Swiping Left to Right (touch) on the Edit button, will bring up the delete icons. Then if you click/tap on an icon, as shown on the Buy-Rite, Inc. line, the **Delete** button will appear.

Note: if you have purchased the optional Invoicing module, if you purge Time and/or Expense entries, it will also purge any associated invoices.

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.

Note: If you have purchased the optional Invoicing module, if you delete any items that are attached to an invoice it will also purge **all** associated invoices. This is done so we don't keep any inaccurate invoices that would now be missing items and show invalid totals.

So be very careful when deleting any of these items. We **ALWAYS** recommend using ***Time Master Central*** to do a **BACKUP** before running any of these functions. Worst case you can always Restore the data from the last snapshot.

Categories

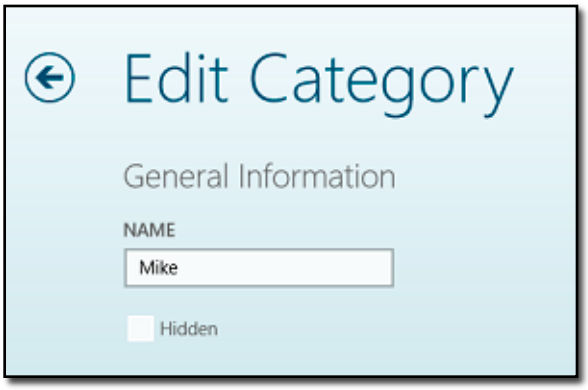
To edit an existing Category, click/tap on the row. To add a new Category, click/tap on the **NEW** button.

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 clicking/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, click/tap on the Hidden row and *Save*. It will only show up in the database section in a light grey color.

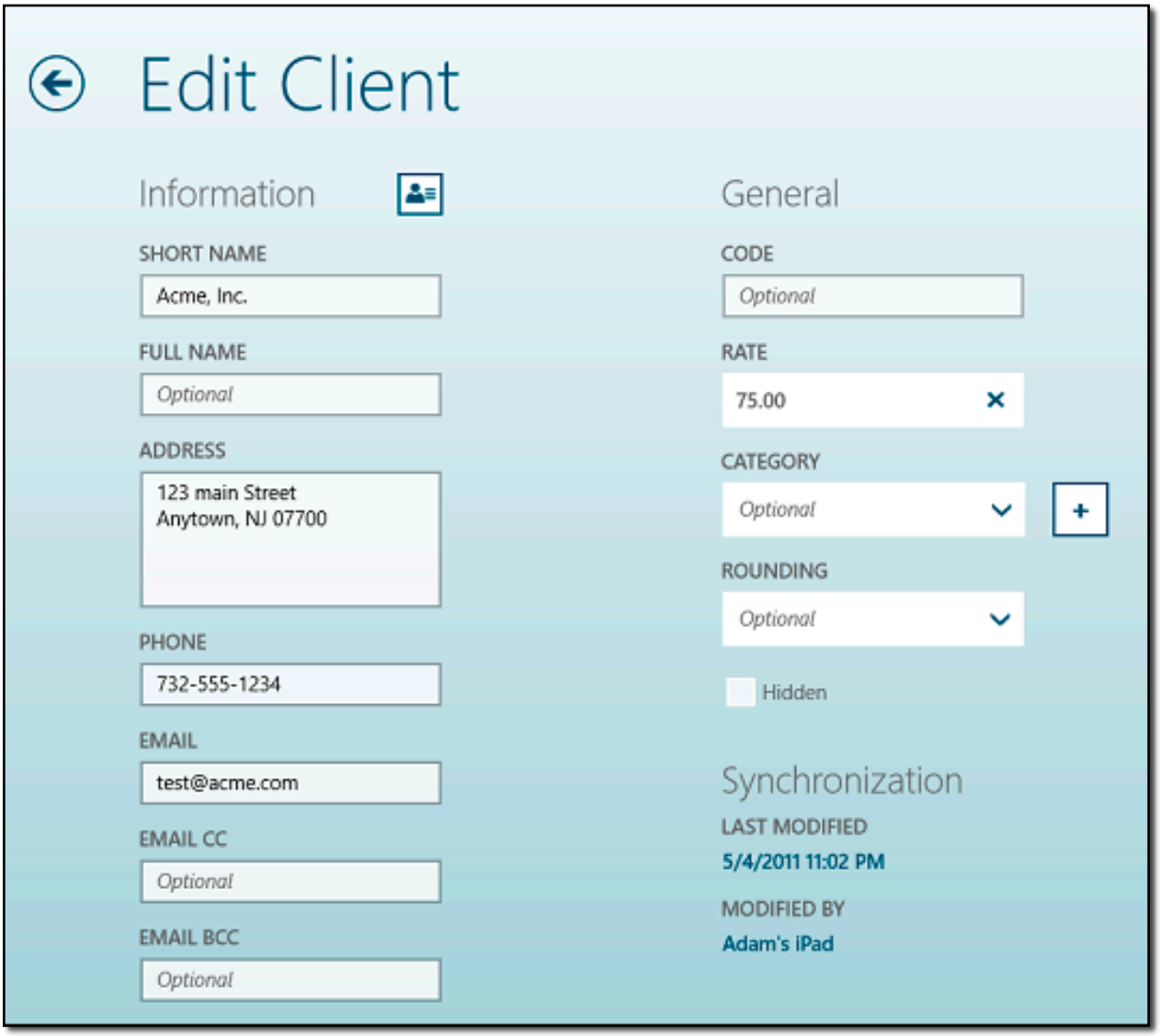


Clients



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

Adding / Editing Clients



You can copy from the built in “People” app (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 People 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.

Note: The Email, Email CC and Email BCC are used in the iOS version of Time Master when sending Invoices. It currently is not used in the Windows version of Time Master.

Email: This is the primary email address for the client.

Email CC: Secondary email address for client.

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.

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, click/tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Click/Tap ***Save*** when finished.

Client Invoicing Options

If you purchased the optional Invoicing module, you will also have a **Invoicing** section.

Company: This allows you to set the Company "Header" for the invoice. If you have more than one company that you bill from, you can select it per Client. When you create the invoice, it will use that Company code in the invoice. If this is left blank it will use whatever you have set up as the Default Company.

Tax: This allows you to set the tax rate for your client. It covers both Time and Expense entries.

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

Taxable Time Entries: If you need to charge tax for your billable Time Entries, click/tap on this row and a check mark will appear on the line. Whenever you create a new entry, it will be marked as Taxable. Taxable items will include tax on the invoices.

Taxable Expenses: If you need to charge tax for your billable Expenses, click/tap on this row and a check mark will appear on the line. Whenever you create a new entry, it will be marked as Taxable. Taxable items will include tax on the invoices.

Terms: If you wish to always include a Terms line on your invoice, select the Term here. You can always add them on the fly by clicking/tapping on the **+** button in the Terms screen and then selecting it.

Projects

To edit an existing Project, click/tap on the row. To add a new project, click/tap on the **NEW** button. To search for a Project, pull the window down to expose the Search box. You can search for Project Name or Code.

Editing Projects

Name: You can change the Name by clicking/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, click/tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Click/Tap ***Save*** when finished.

Note: If you are creating a new Project and have not created the client yet, click/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 search for a Task, pull the window down to expose the Search box. You can search for Task Name or Code.

To edit the Task, click/tap on the row.

Editing Tasks

Name: You can change the task Name by clicking/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, click/tap on the hidden row. 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, click/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. To search for a Expenditure, pull the window down to expose the Search box. You can search Expenditure Name or Code.

In general, you only 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

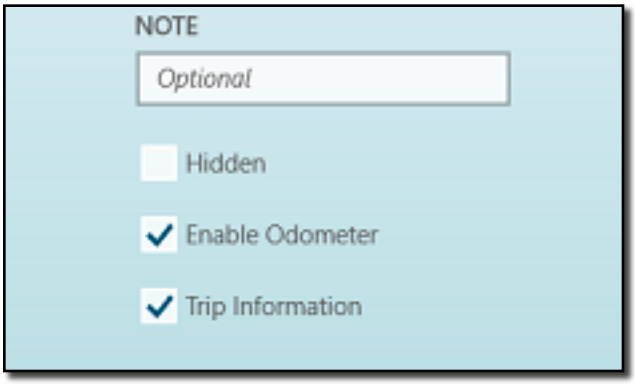
Name: You can change the Name by clicking/tapping on the name row. It will bring up the standard keyboard entry for editing.

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, click/tap on the hidden row. 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, click/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

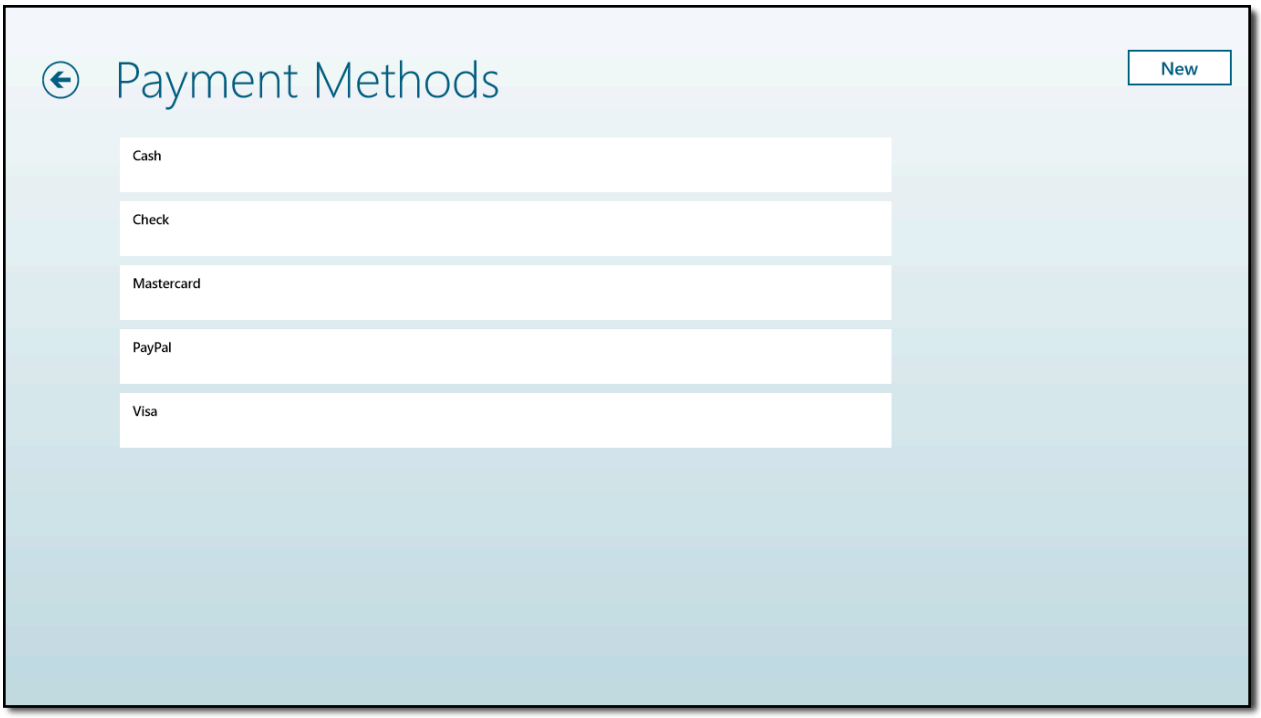
The inclusive date you wish to start deleting your data.

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.

Invoicing Module Options

If you purchased the optional Invoicing module you will also see Database items: Companies, Invoices,Taxes and Terms.

Companies

If you have purchased the optional Invoice module, you will see an option to Add, Edit or Delete your Companies. If you have multiple companies that you bill different clients, you can enter your your company from the Setup -> Database -> Companies. Your default company will be highlighted in the Green color and will be used by any clients where you have not chosen a specific company.

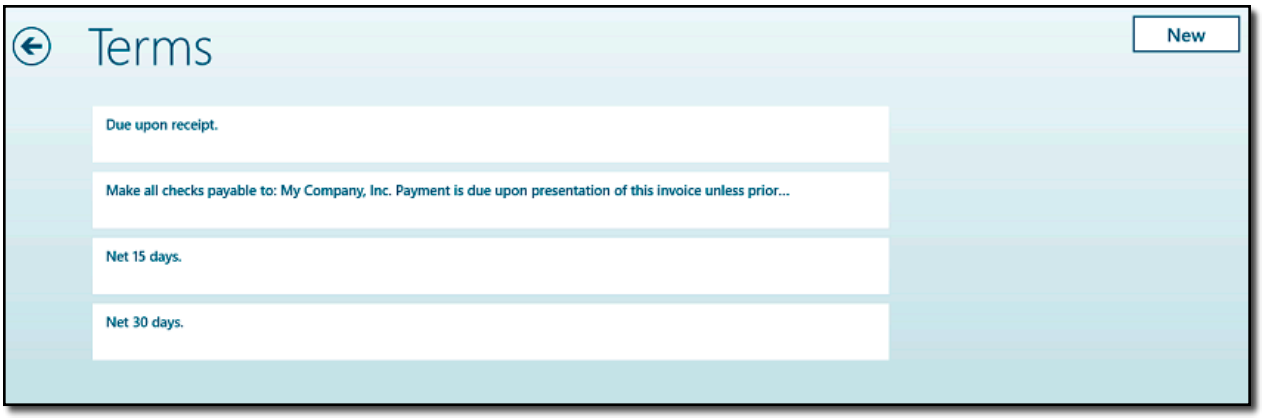
Taxes



If you have purchased the optional Invoice module, you will see an option to Add, Edit or Delete your Taxes. If you need to charge sales tax on either Time and/or Expense entries, you will need to maintain a table with tax rates. The tax rates can be defaulted in each client or chosen directly in an invoice.

Enter a description for the Name and the percentage.

Terms



Terms can be added to the database and defaulted within each client. The terms will then be automatically be added to each new invoice you create. You can even make a longer term that has info such as: “Terms: Due upon receipt. Please make payable to MyCompanyName”.

Enter the description for the Name of the Terms.

This fields is unlimited and you can type very long entries in this field and it will automatically wrap in the notes box.

Note: We do not put the label “Terms: “ in front of a your terms, in case you want to use this a general permanent note field. You could add info such as your VAT id # or any other notes.

Invoices - Purging

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

Start Date

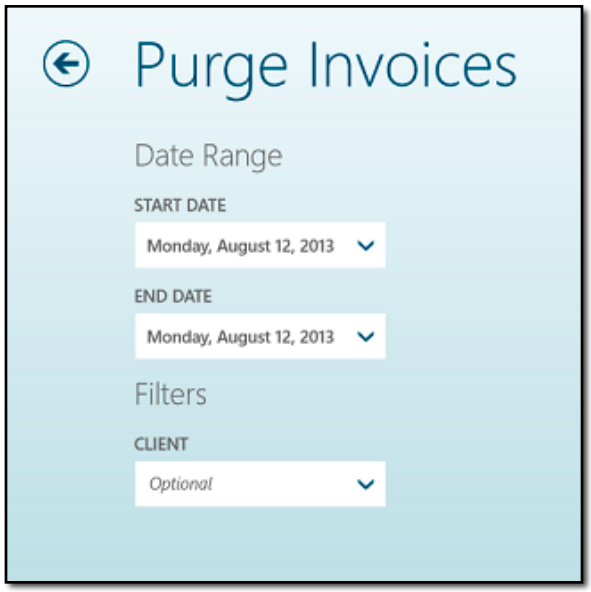
The inclusive date you wish to start deleting your data.

End Date

The inclusive stop date you wish to end deleting data.

You can choose to only delete Invoices based on a specific **Client**.

When ready, click/tap on the ***Purge*** button.



IMPORTANT

Please note that the way invoices are “purged” is different than “deleting” an invoice from within the Invoicing section. In the Invoicing section, if you delete an invoice with a status of Pending, any associated Time and/or Expense entries will be “released” and can be added to a new invoice. If they are Billed or Paid, the status will be marked as Deleted. Using the Purge Time Entries will **not** release the “Pending” Time and Expense entries, but keep them Locked and the status will be marked as Deleted in each entry. We do this so that you can purge invoices, but leave the old Time and/or Expense entries intact.

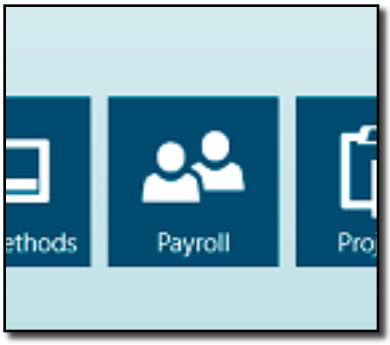
Note: If you purge Time and/or Expense entries and they are tied to an invoice, the invoice will also be deleted!

Quickbooks Module Options

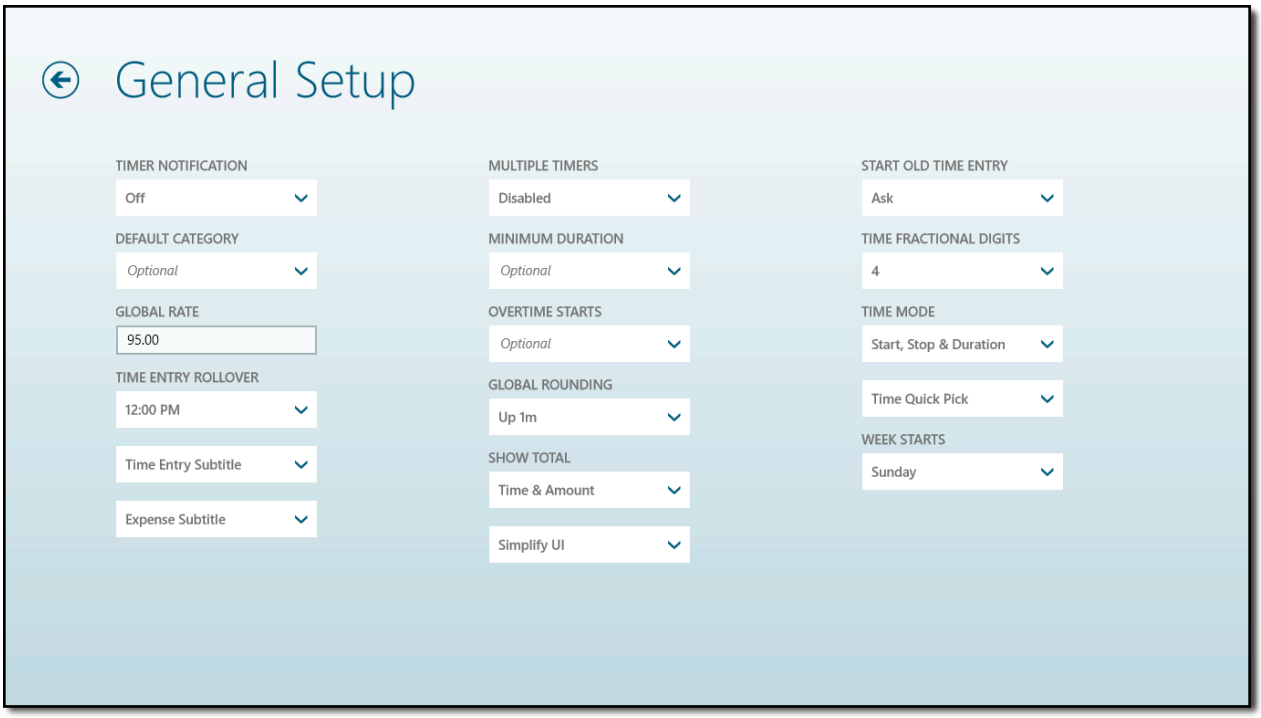
The Quickbooks module has become obsolete as of Quickbooks 2021. Intuit has removed the ability to import “Time Activity” IIF records. We no longer charge for this module for users who are still using Quickbooks 2020 or earlier.

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



Timer Notification

You can have Time Master produce a notification at certain intervals to remind you that a “Timer” is running. You can set it to remind you at: Off, 10 min, 15 min, 30 min or 60 min. The sound will trigger at that interval even if you quit Time Master and a timer was still running. To stop the sounds, you need to go into Time Master and stop the timers.

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 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.

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 click 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.

Entry & Expense Subtitle

The 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 click/tap-and-dragging on the three grey lines and dragging them to the order in which you would like to see the fields.

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.

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 click/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 click/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.

Rounding

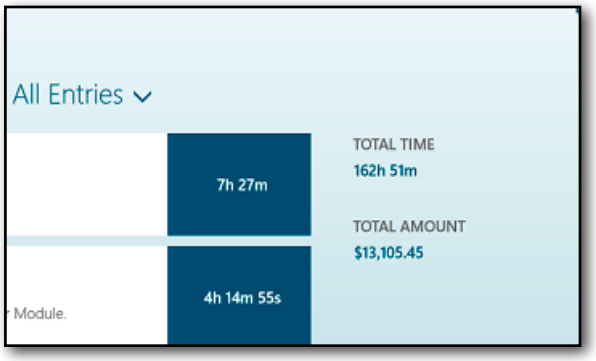
If you want to round your time, we provide the most flexible options for rounding available. The options are: None (no rounding), Up, Nearest or Down. If you select Up, Nearest or Down, you select whether you want to round by: Hours, Minutes and/or Seconds. If you select 0h, 0m, 0s, it will change this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

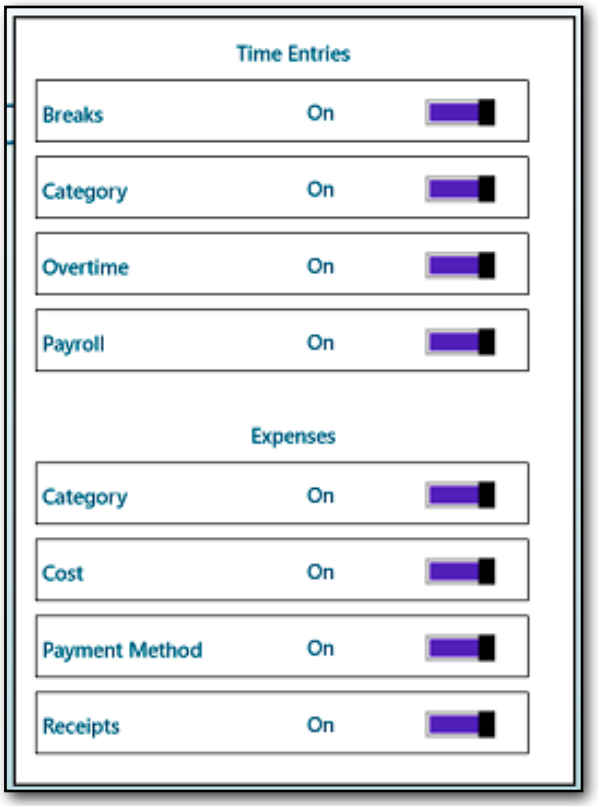
Note: The Rounding setting is saved in the Time Entry as soon as you create it. If you change the rounding in the future, it will not effect old Time Entries.

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 iPhone 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.

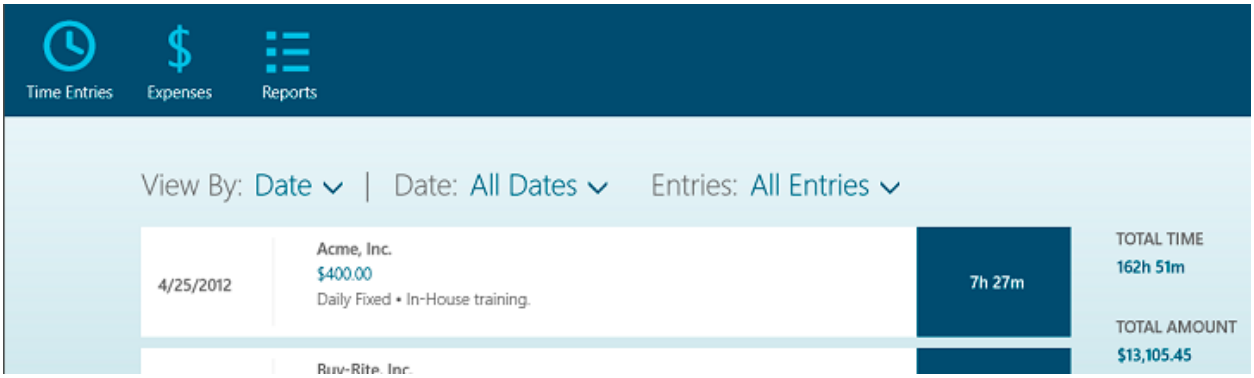
Start Old Entry



The purpose of this function is to allow you select what you want to happen when you click/tap on the grey timer area of an old entry. In the Time Entries screen, if you click in a old entry, as indicated by a blue 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.

Tab Order



The Tab Order allows you to rearrange the tabs on the top of the Time Master screen.

Click/tap and hold on the icon and drag it to the new position that you would like it to appear on the top bar.

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. Click/Tap on the "10 Minutes" row and change 10 to 15. You will see the changes reflected in the Preview section on the lower part of this window. Click/Tap on the buttons to see how the Time change works.

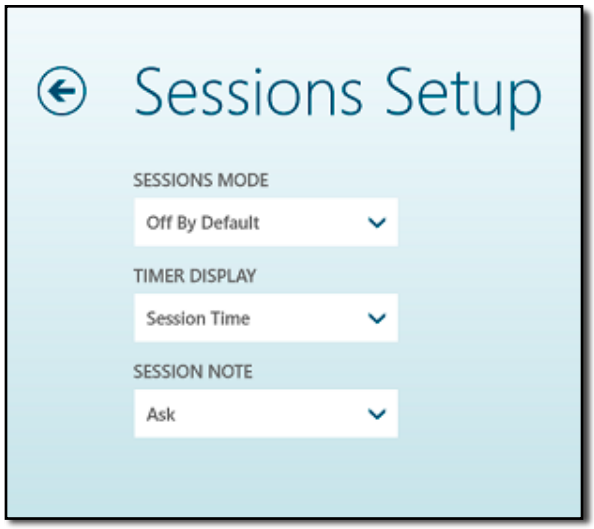


Week Starts

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.

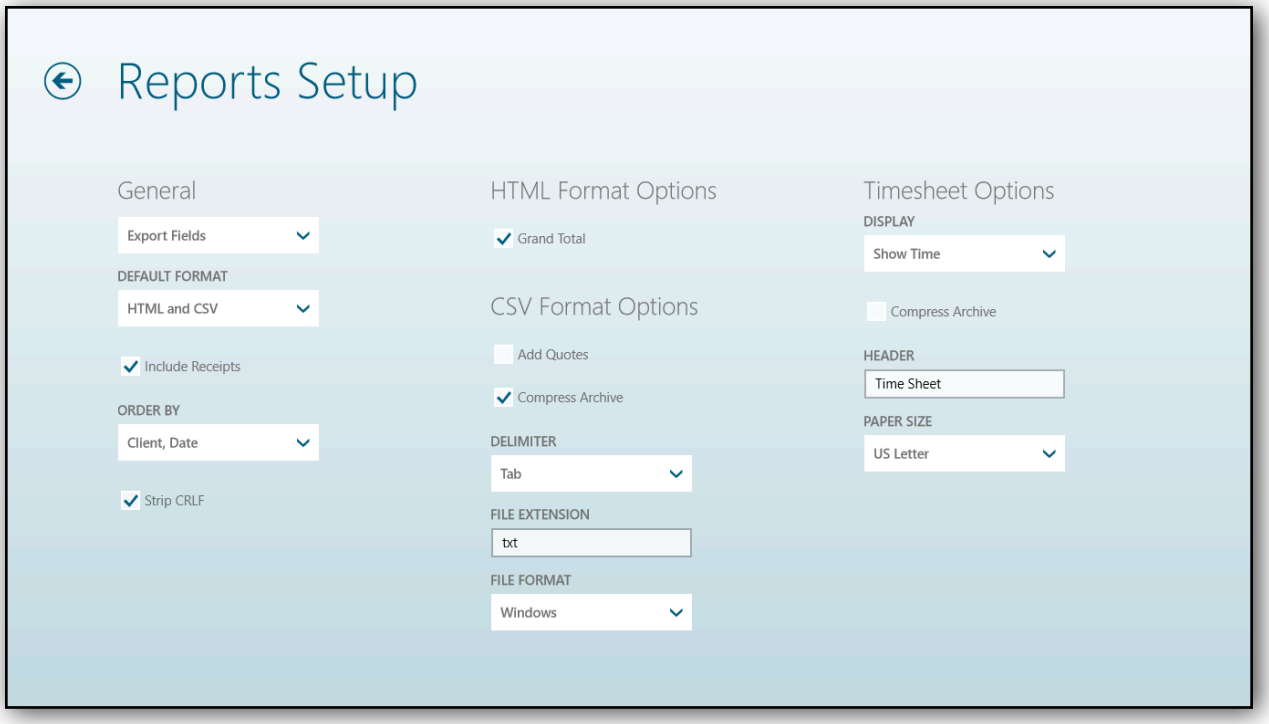
Session Time: When timers are running, when Session Time is selected, it will only show you the elapsed time of the current session.

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



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 DEFAULT FORMAT set to HTML, you will not see the DELIMITER, FILE FORMAT, Add Quotes, Compress Archive fields.

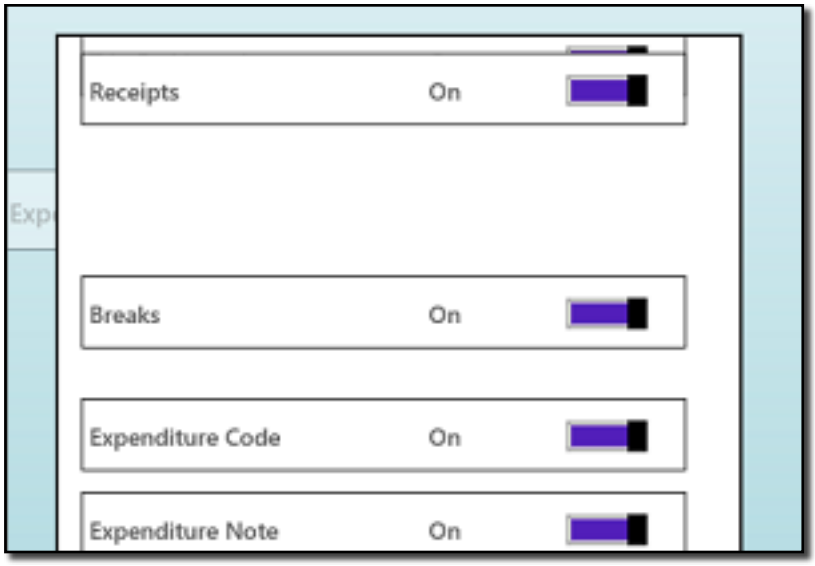
The Reports setting functions allow you to control the information when exporting the Reports to an HTML and/or CSV.

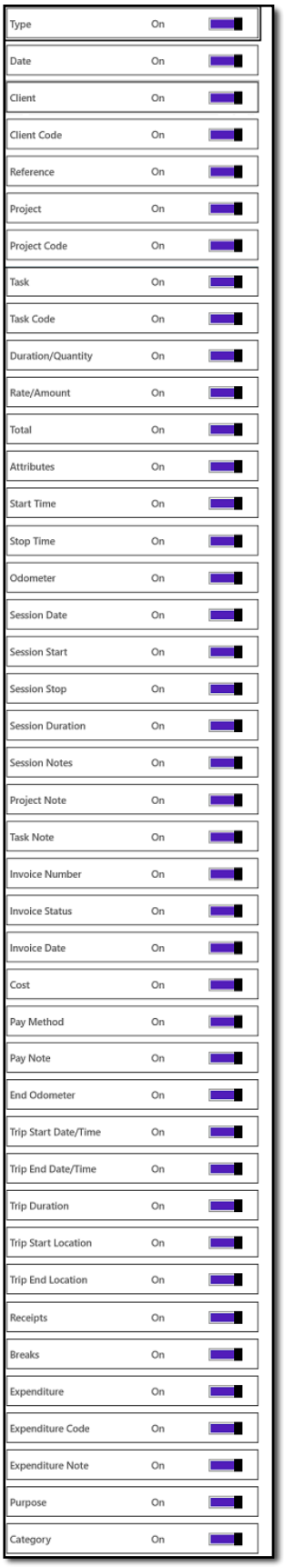
You may be able to copy the information directly from the HTML email and paste it into another program for use, such as Numbers™ or Excel™. Each program has it's own little differences that may require you to tweak how your output must be formatted. For example Numbers will allow you to paste in information 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.

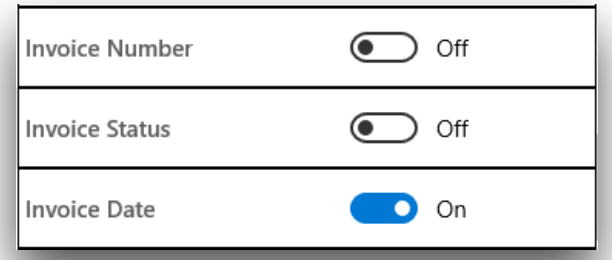
Export Fields

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. Select the row and drag the item into the new position.





Optional Export Fields



Three additional items will be present that only work with the Invoice Module. These fields will export the Invoice Number, Invoice Status and Invoice Date in their own columns on an export. Turn them off if you don't want to see them.

Format

You can specify what type of data you would like on the exported email. The default is HTML, where it will email an HTML table in the body of the message with all the data. You can also select

CSV (Comma Separated Value) or both HTML and CSV. Please note that the CSV data will be included as an "attachment" to an email. The CSV data can also be ZIP'ed in order to reduce the email size.

Order By

There are two ways you can sort the report output. Our 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".

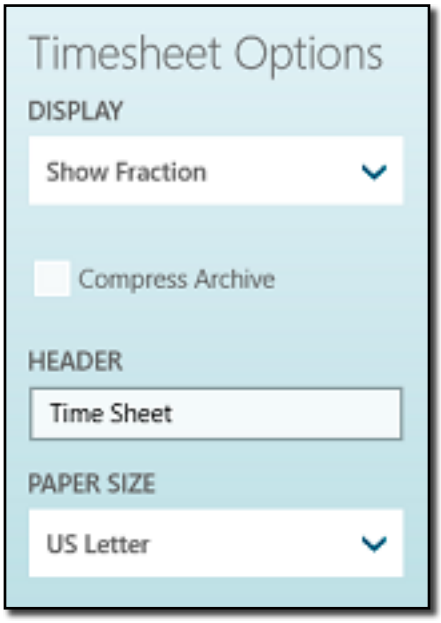
Strip CRLF



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.

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.



PDF Options

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

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

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

Reports - Format 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.

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 click 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 (iOS 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.

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.

Please note that you may be better off emailing a CSV delimited file to yourself instead.

About the Calendar picker

When you need to select a date, a calendar window will appear.



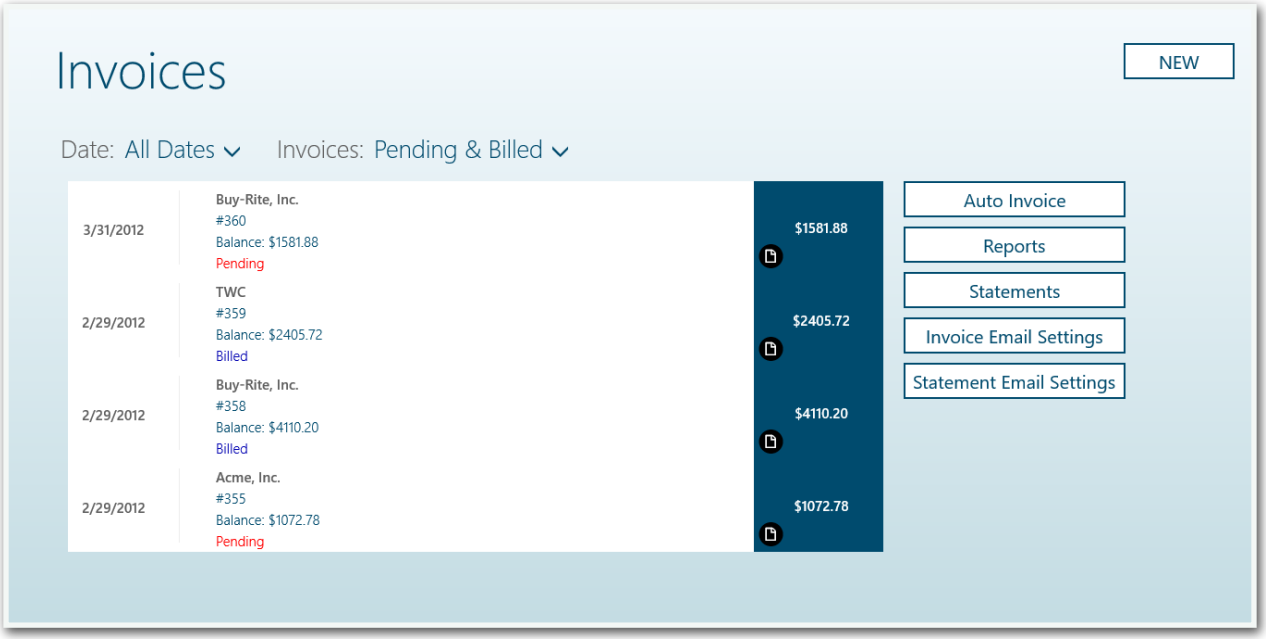
If you need to choose a date that is far from the current date, it may be more convenient to choose the month or year directly. You can click/tap on the Month or the Year to reveal the picker. You will then see a window similar to this:



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 purchase through what is called an “In App Purchase”. In the Modules screen, click/tap on the Upgrades row to see the upgrades that are available, including brief descriptions. Click/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 Windows 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 Menu Bar choose 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 click/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, blue in color, that contains the invoice amount and also shows a little document icon. 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 Preview and then Export to Save, Share or Email 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.

NOTE: Not all email programs can accept “attachments”. The Microsoft “Mail” app can, where as a program like Thunderbird cannot. When it opens in the Email window, if the attachment is not there, you will have to set a different “Default” email program.

Status

An invoice goes through three stages, which we call Statuses. You can change the status by entering the Invoice tab. Click/Tap on the *Invoices* row to select the invoice and click/tap on the Status pulldown 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.

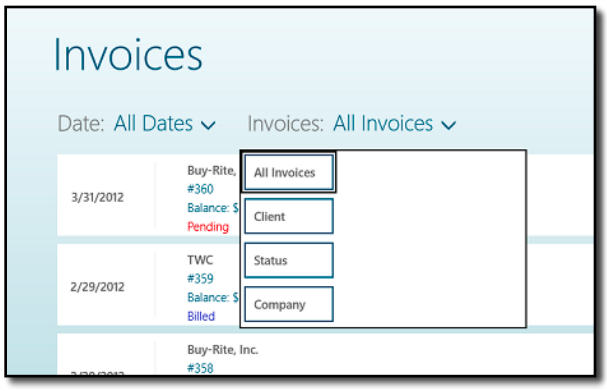
Pending: The Pending status shows that an invoice is in the process of being created. Time or Expense Entries can be modified while they are in this status. Noted by a Red color.

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. click/tap on the pulldown for the filter to change it.



Filters

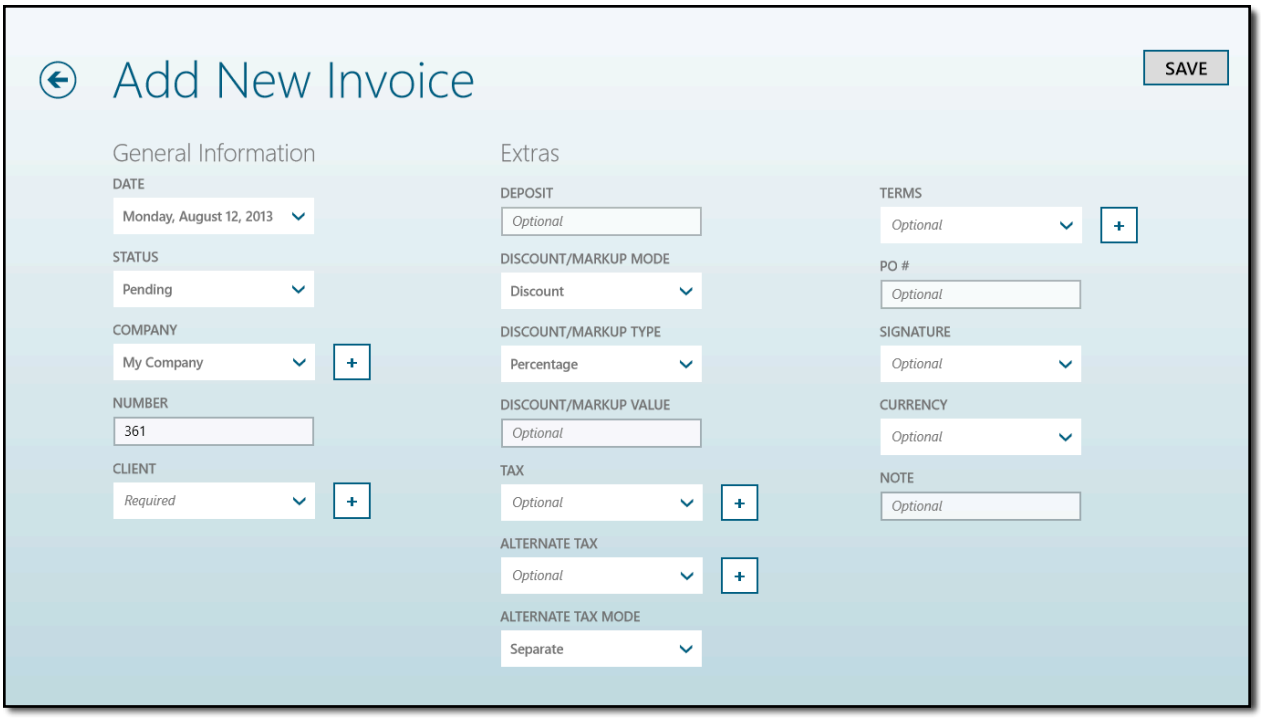
- *All Invoices*: Shows everything.
- *Client*: Select a single client's invoices.
- *Status*: Pending, Billed, Paid or Pending & Billed.

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.

Add/Edit an Invoice



To manually add a new invoice, click/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.

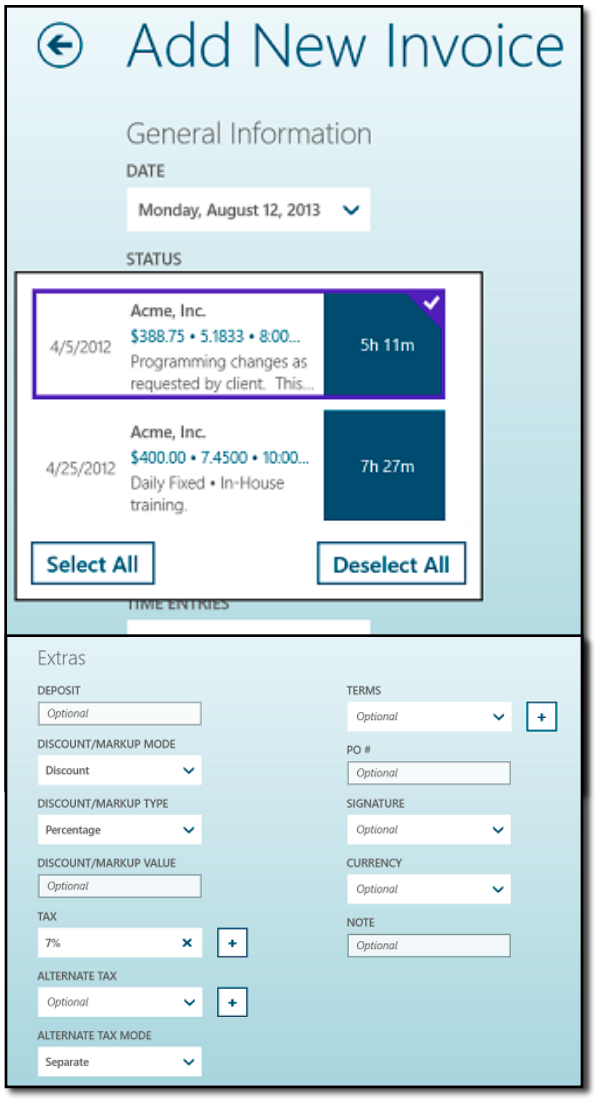
Client: Select the client for which you wish to create an invoice. Once you select the client the Time Entries and Expenses rows will appear.

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

Click/Tap on the row to select an entry, as indicated by the check mark. Click/Tap again to deselect an entry. You can also click/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.

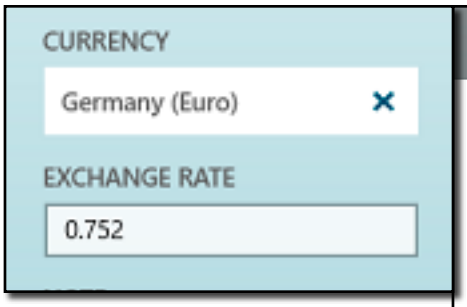
- *Separate* option First, "subtotal taxable" is multiplied by "Tax" and the result is added to the "grand total". Then "subtotal taxable" is multiplied by "Alt Tax" and the result is added to the "grand total". Then both "subtotal taxable" and "subtotal non-taxable" are added to get the "grand total".
- *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 clicking/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. Click/Tap on the Signature row and you will be presented with the signature summary box. To add a signature, click/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 click/tap on the *Clear* button. When finished click/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. Click/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, click/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

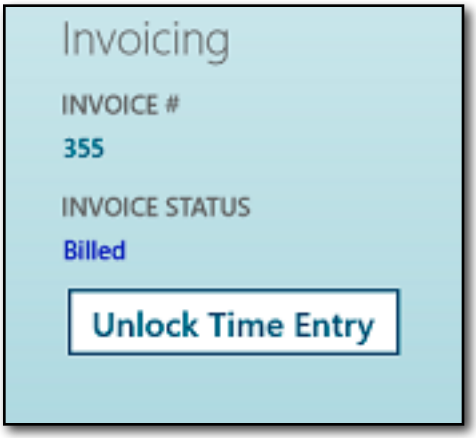
Right Click (keyboard) or Swipe Left to Right (touch) to select one or more Invoices entries by displaying the selection and checkmark indicator. Click/Tap on the Delete button to delete the selected entries. Once you delete an entry, the action cannot be reversed.

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.

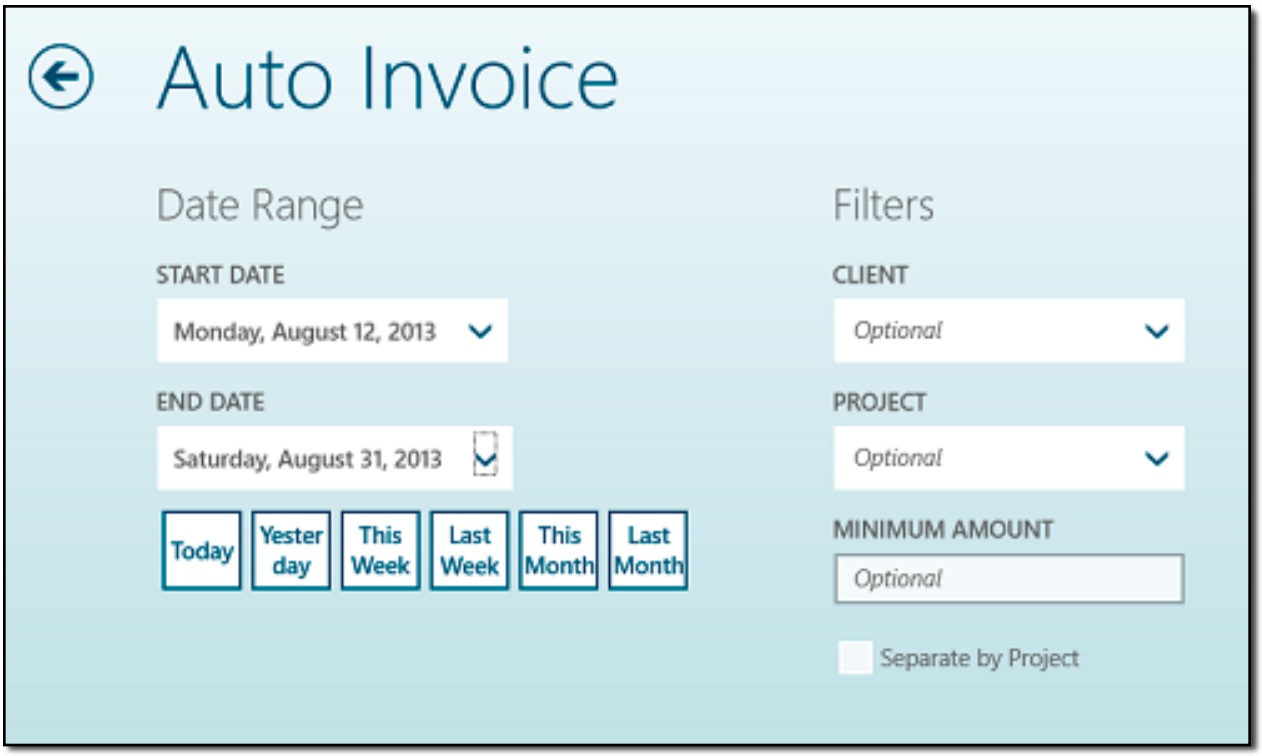
Time Entry Locked

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 click/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.

Auto Invoice



Auto Invoice will allow you to automatically create invoices from any non-billed Time and/or Expense entries.

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 clicking/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

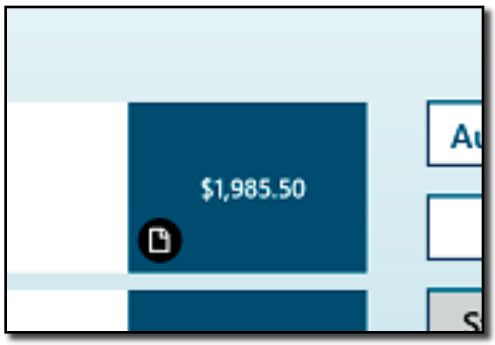
If you wish to create an invoice for a particular Client or Project, then select the client here. Once a Client or Project is selected, if you want to clear the field click/tap on the little grey X.

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.

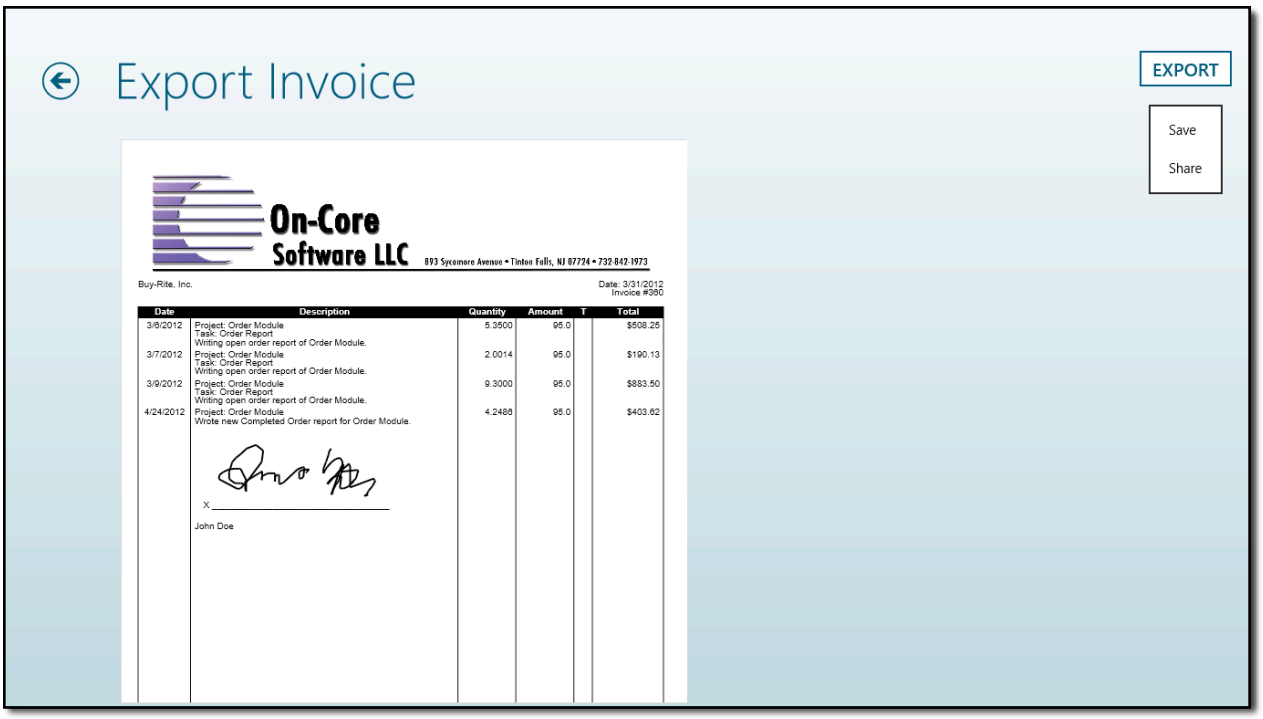
Once completed click/tap on the ***Generate*** button. A message will pop up with the results.

Export Invoice

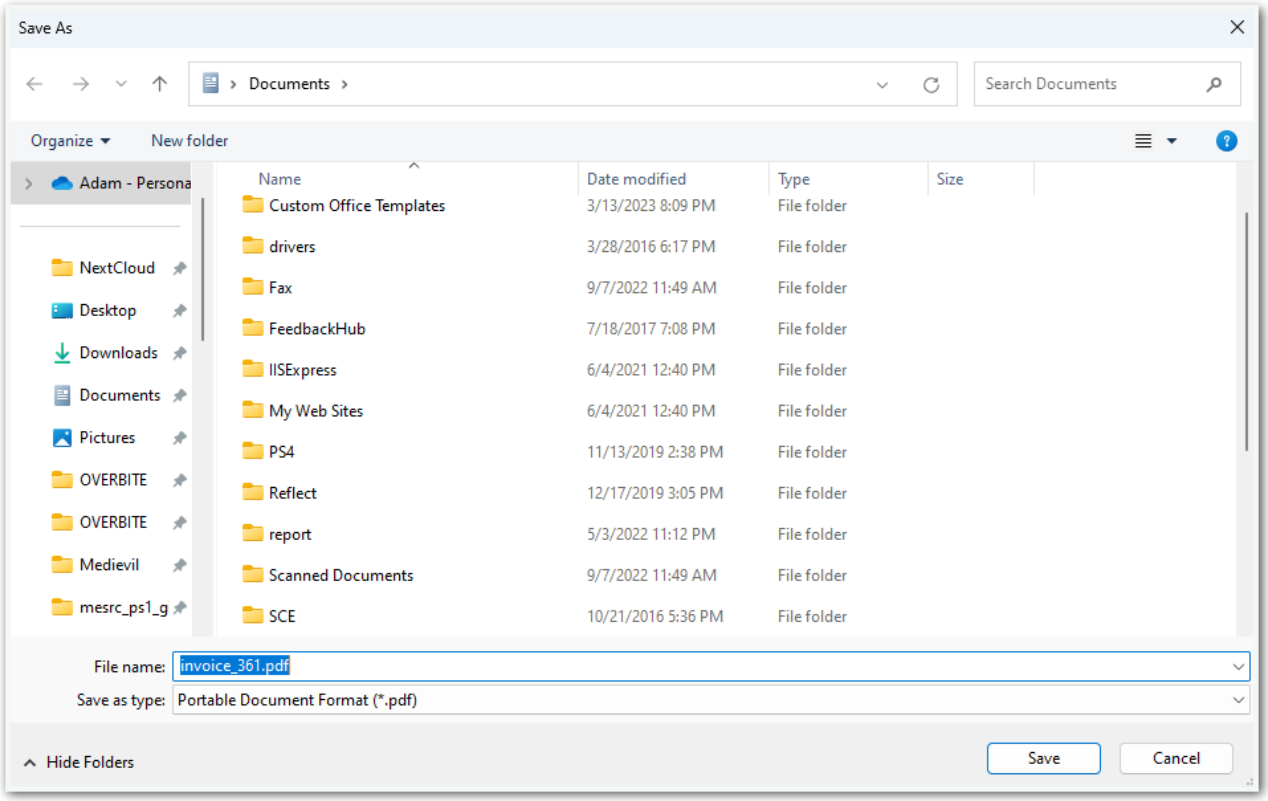
To export an invoice, click/tap on the dark blue section of the row (also has the document icon on it). That will then show you Preview of the invoice and the Export button.



Clicking on the Export button will give you the option to Save (to the local drives), Share to export to any program that can open that type of attachment or Email.



Save Invoice file to local file system



If you want to save the file to the local file system, click/tap on Save. You can then navigate to where you want to save the invoice and rename the file if you want.

Invoice & Statement Email Settings

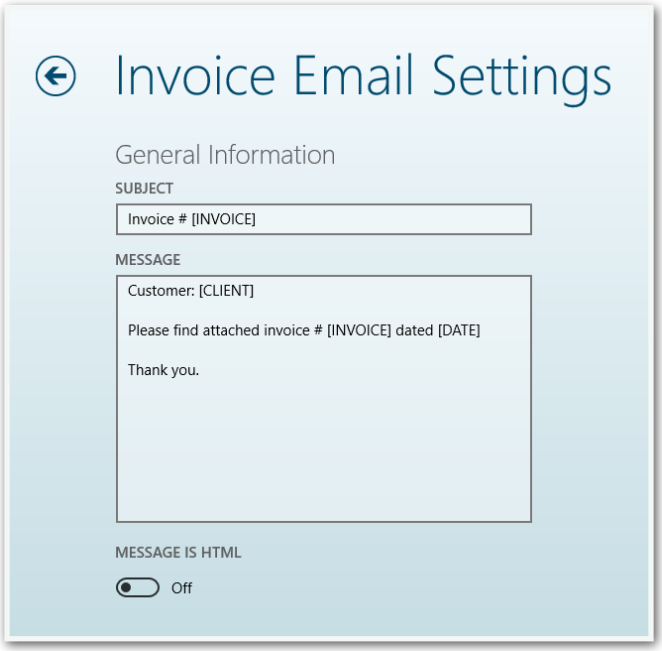
NOTE: Not all email programs can accept "attachments". The Microsoft "Mail" app can, where as a program like Thunderbird cannot. When it opens in the Email window, if the attachment is not there, you will have to set a different "Default" email program.

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 some of the Email programs on Windows. For the text in the "Message" section, if it shows "\r\n" in the text, in the email, then turn ON the HTML to display it properly.

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

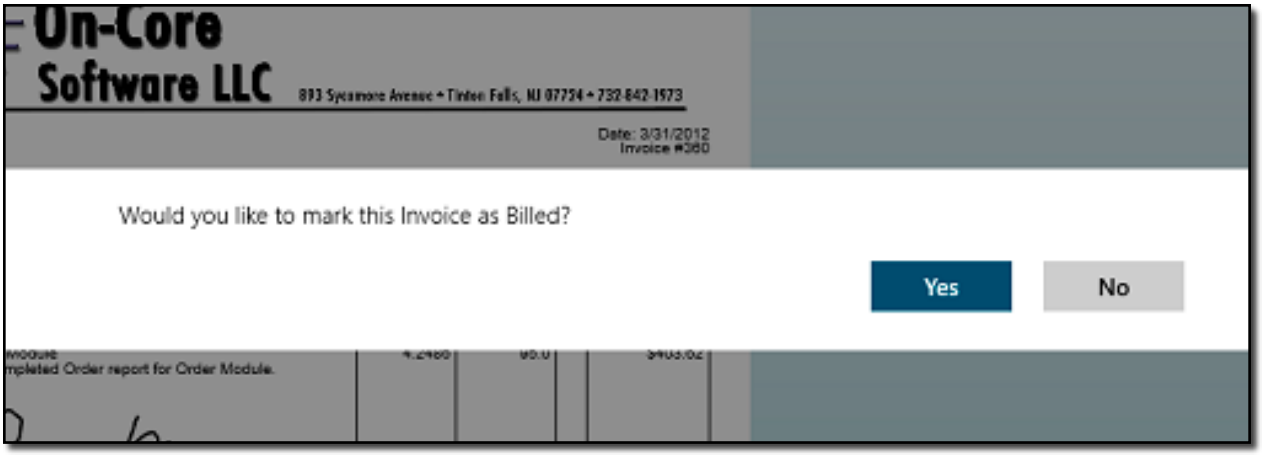
[TERMS] — in body only

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

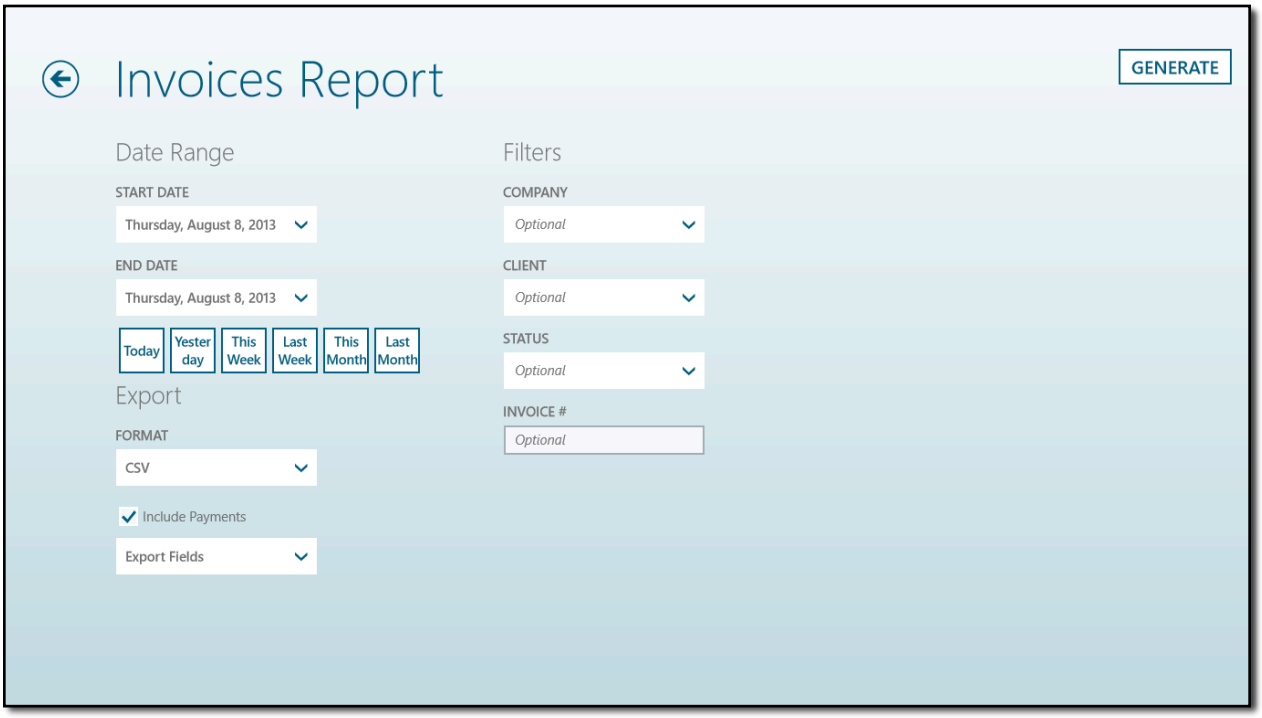
Invoice # [INVOICE] - PO# [PO]

Mark as Billed

Once you select the option to Save, Share or Email, a window will pop up asking you if you want to change the invoice Status to Billed. If you click/tap Yes, it will change the status from Pending to Billed.



Invoice & Payment Reports



With the Invoice or Payment Report export, you can export all the invoice information in an HTML/CSV format. The results can be Saved to the local file system or sent via Email.

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 #.

Report Export

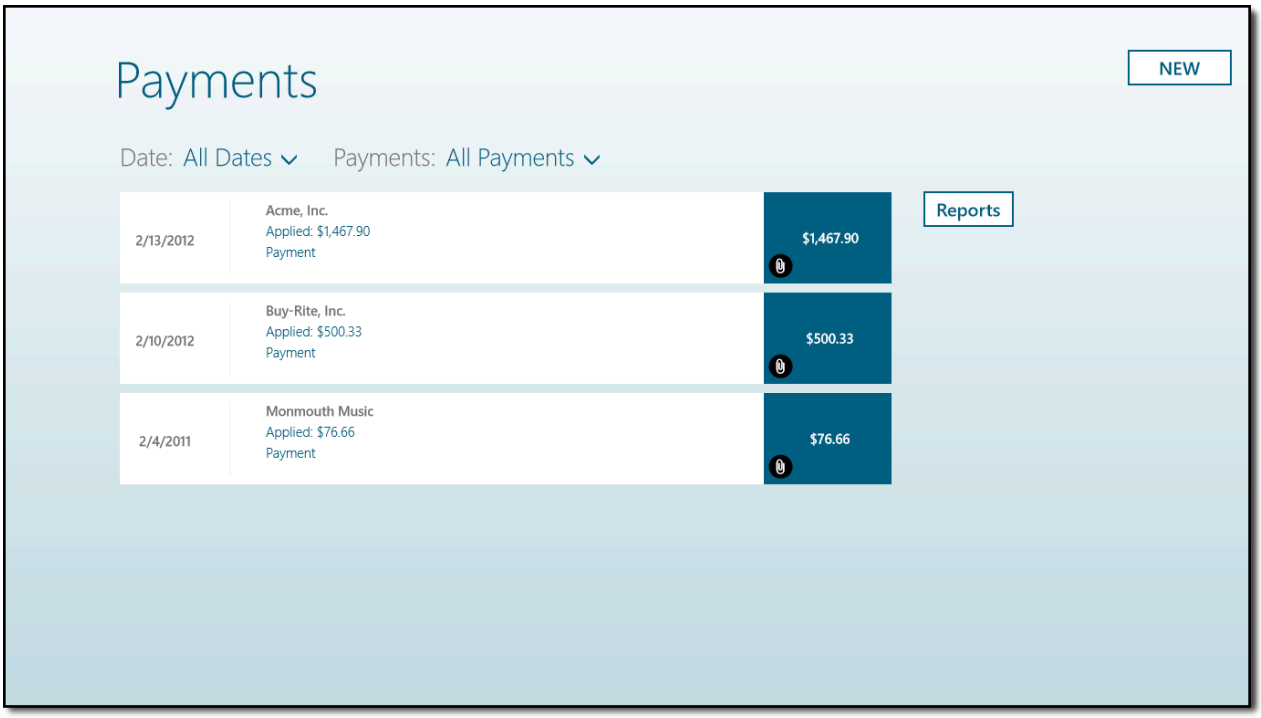
In both the Invoice and Payment Reports, you can change several options.

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.

Payments, Credits and Debits



You can apply payments, credits or debits to an invoice. From the Application Bar choose the Payments icon and it will bring you to the Payments screen.

Payments must first be created. After they are Saved, then the payment can be Applied to one or more invoices.

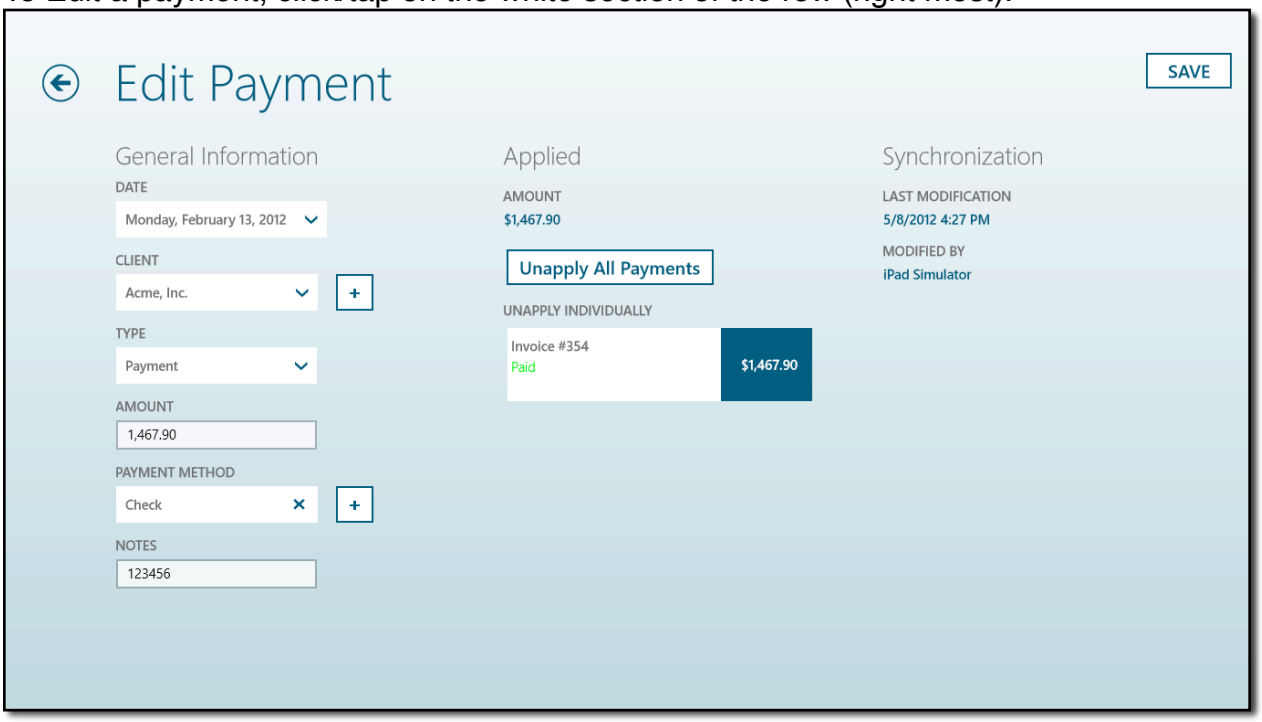
Payment Filters: The Payments screen can be filtered by the standard Date Ranges or by the Payment Filters. The payment filters are as follows:

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

Click/Tap on the NEW button to create a new payment.

To Edit a payment, click/tap on the white section of the row (right most).



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:

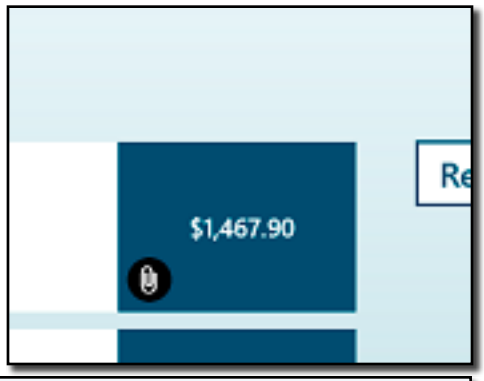
- **Payment** - A regular payment
- **Credit** - If you want to apply a Credit
- **Debit** - If you need to reverse a payment you would add a Debit to increase the invoice balance due.

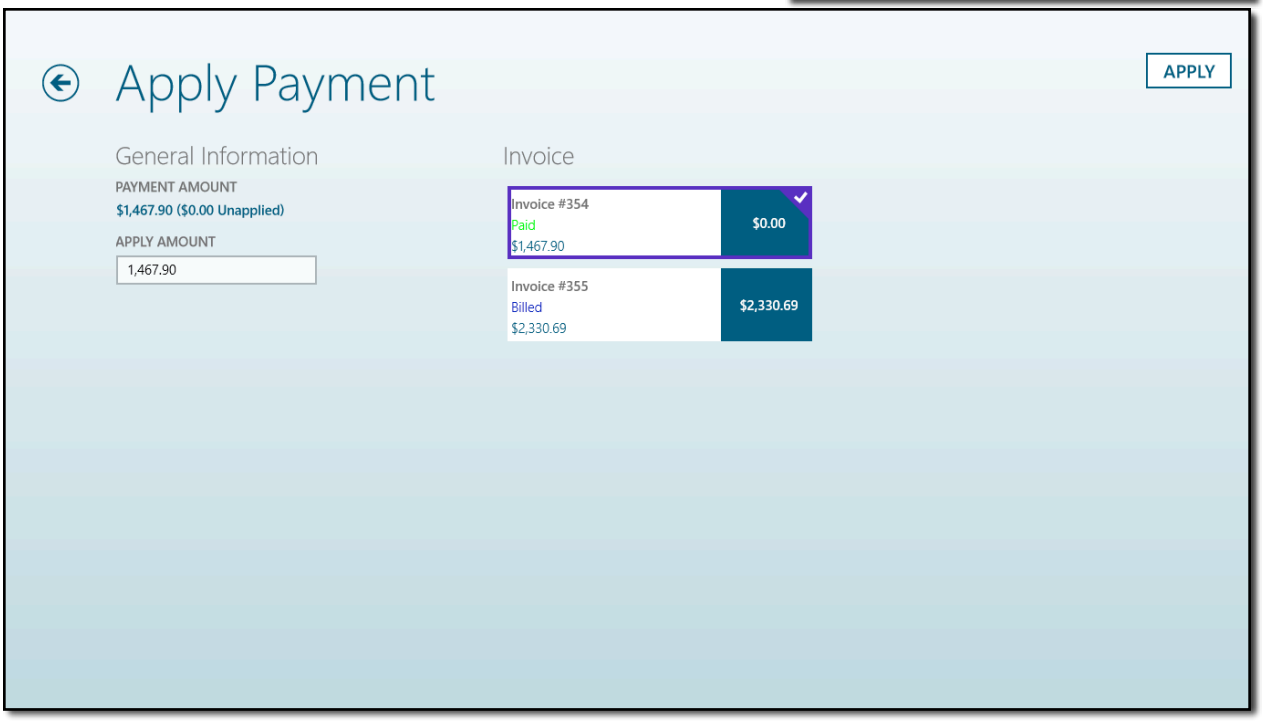
Note: When you receive a deposit before you have done work, you can enter the payment and apply it in the future.

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!
Click/Tap on the dark blue section (has paperclip icon) to Apply the payment.





The Invoices column will show you a list with any invoices to which you have applied or can apply a payment. Click/Tap on the invoice to select it. Enter in the APPLY AMOUNT to apply to the invoice and then click/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

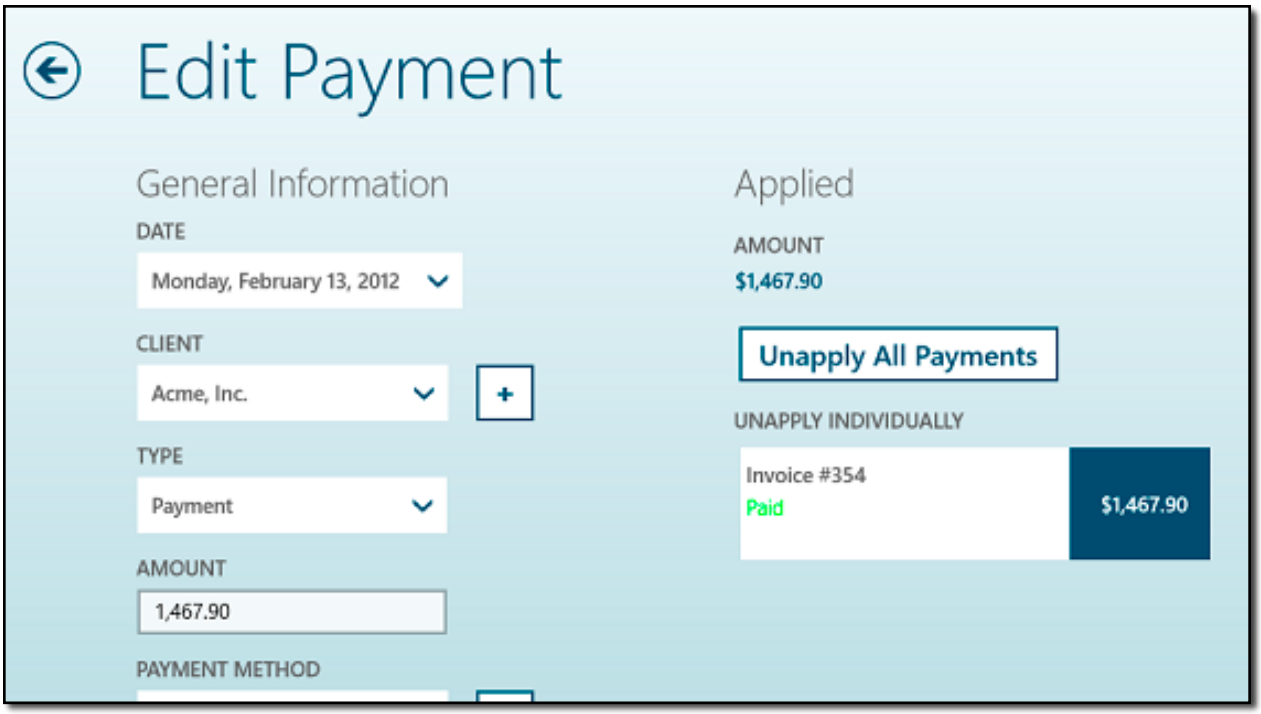
You can run a report on the payments, credits and debits by entering Start and End dates. You can also select optional Client, Type or Invoice # filters.

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. Click/Tap on the white section of the payment row.



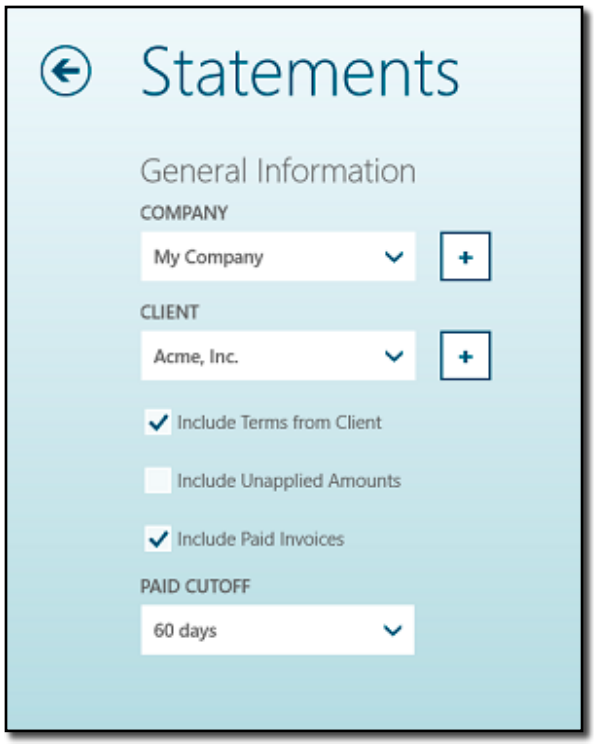
Under the Applied column, you can either click/tap on the “Unapply All Payments” to remove the payment from all the invoices or under “Unapply Individually” you can click/tap on the invoice and it will ask you if you want to remove the payment from that invoice.

To Change the Payment Amount on an Invoice

. Click on the dark blue area of the payment row to bring up the Apply Payment screen. To change the applied amount, first select the invoice that the amount was applied to. Next change the Applied Amount and then click/tap on Save. 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”.

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 or share one statement at a time.



After you click/tap on the Statement button, you will be presented with the Statements window. First 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 click/tap on the Generate button. A Preview window will appear and you can click/tap on the Export button to Save, Share or Email the statement.

NOTE: Not all email programs can accept “attachments”. The Microsoft “Mail” app can, where as a program like Thunderbird cannot. When it opens in the Email window, if the attachment is not there, you will have to set a different “Default” email program.

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.

Invoicing Module Setup

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

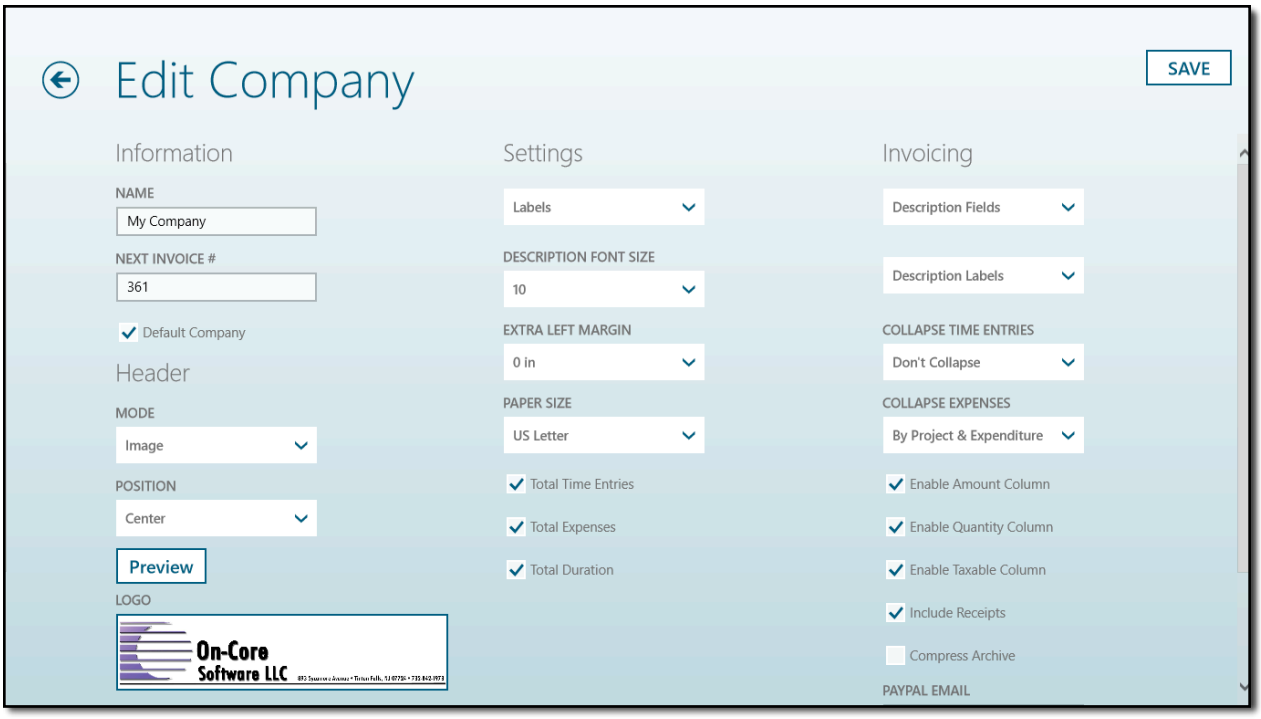
Companies

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. Click/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, click/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 click/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 click/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 click/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

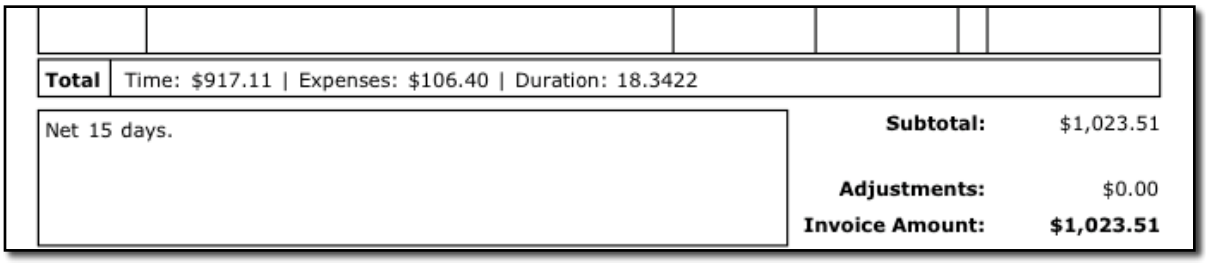
The Extra Left Margin will allow you to indent the left hand side of the PDF. If you are printing an invoice and then placing it in a window envelope, you may need to shift the address to the right. If you plan on printing an invoice and placing it in a 3 ring binder, you may also want to indent the 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 click/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

The Quickbooks Export module **WAS** available as an "In App Purchase" and is now available for free. **Quickbooks 2021 and newer will NO LONGER SUPPORT importing of IIF Time records**. It allowed 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. 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) HOWEVER no longer works with new versions of Quickbooks! 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.

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. 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 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.

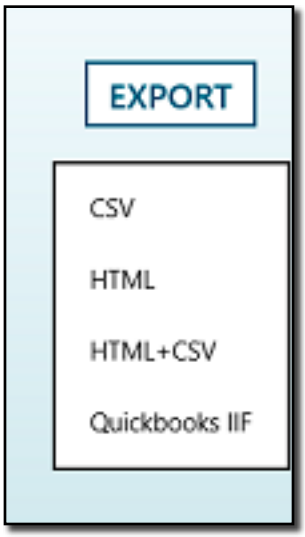
Please note that depending upon how you work with Quickbooks, it is very important to configure the Quickbooks Setup options correctly. Please see the Setup -> Quickbooks settings regarding Export Clients and Export Items found in Quickbooks Export Module.

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 click/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.

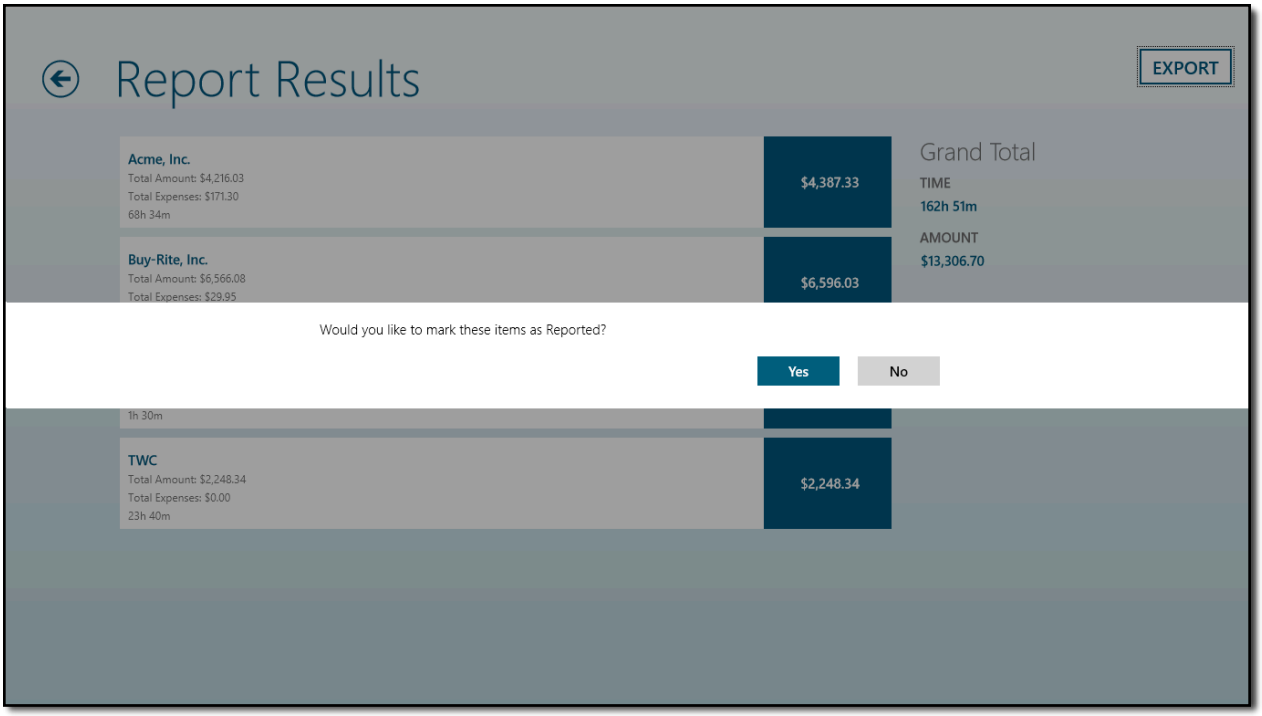


Dealing with exporting records

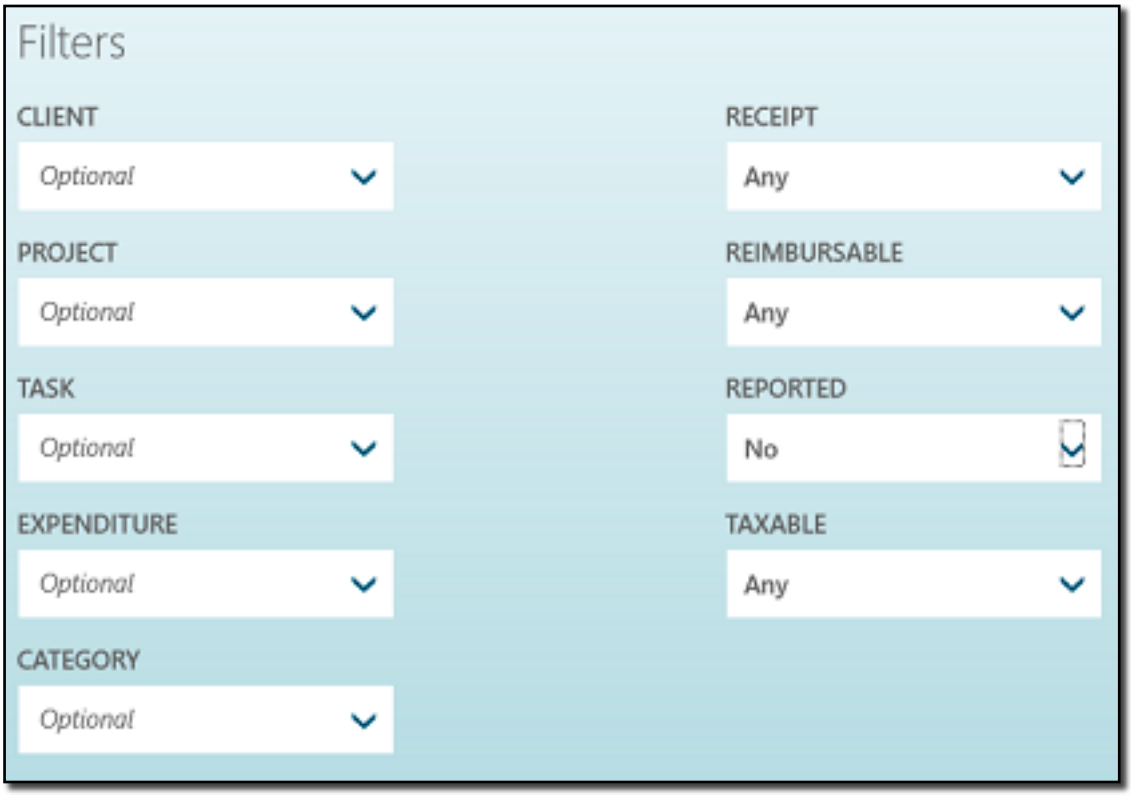
There are a couple of ways to deal with exporting the Time Entries to Quickbooks. You can do it by keeping a fixed schedule, such as exporting records once per week or once per month, or you can use the “Reported” filters.

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 will want to set in the main Report screen is the “Reported” filter. Scroll down until you see the Reported row. Click/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.

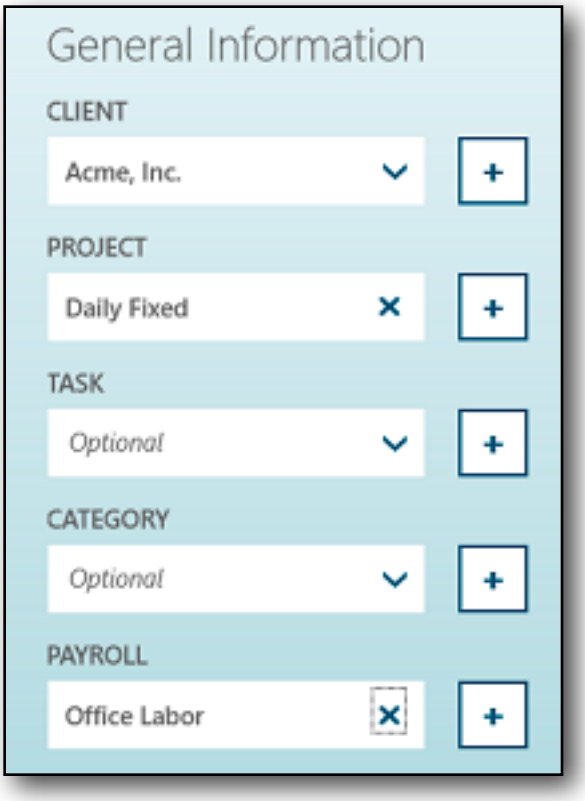
That’s it. Just verify your data and make sure that if you have any new “items” entered, that they have all the information you require (such as rate, etc.).

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.

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



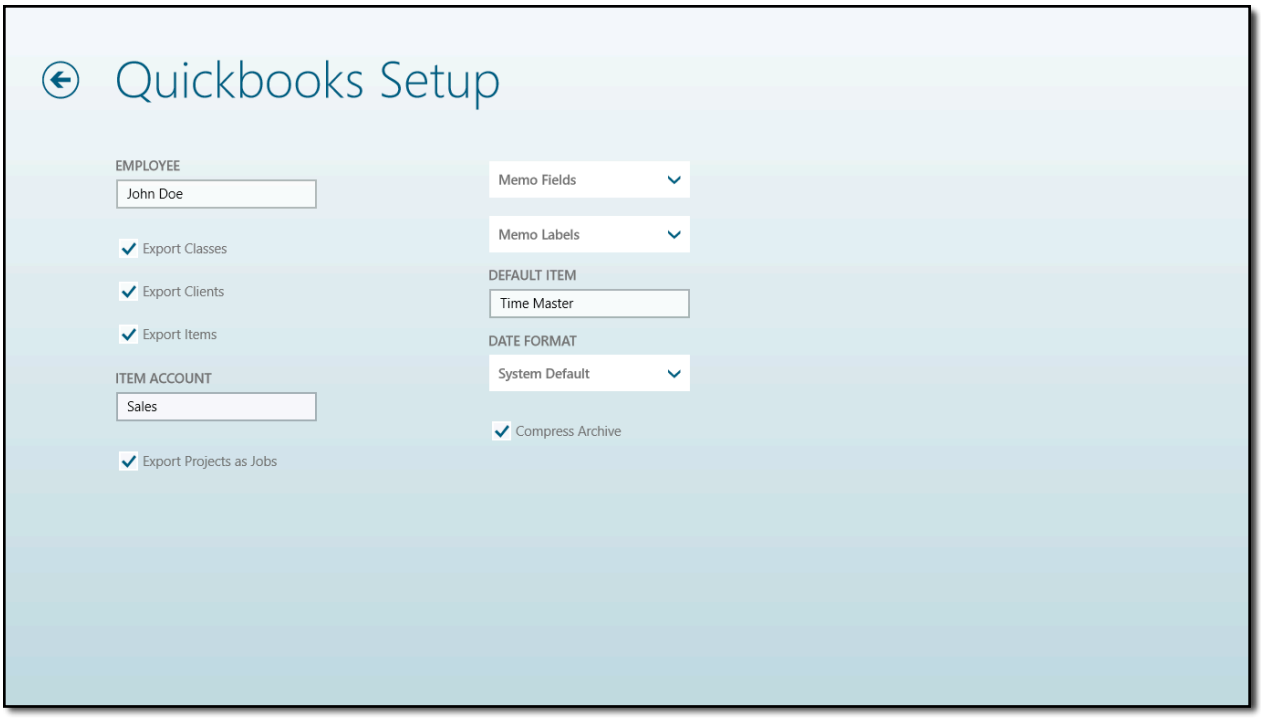
Quickbooks Field Mapping

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

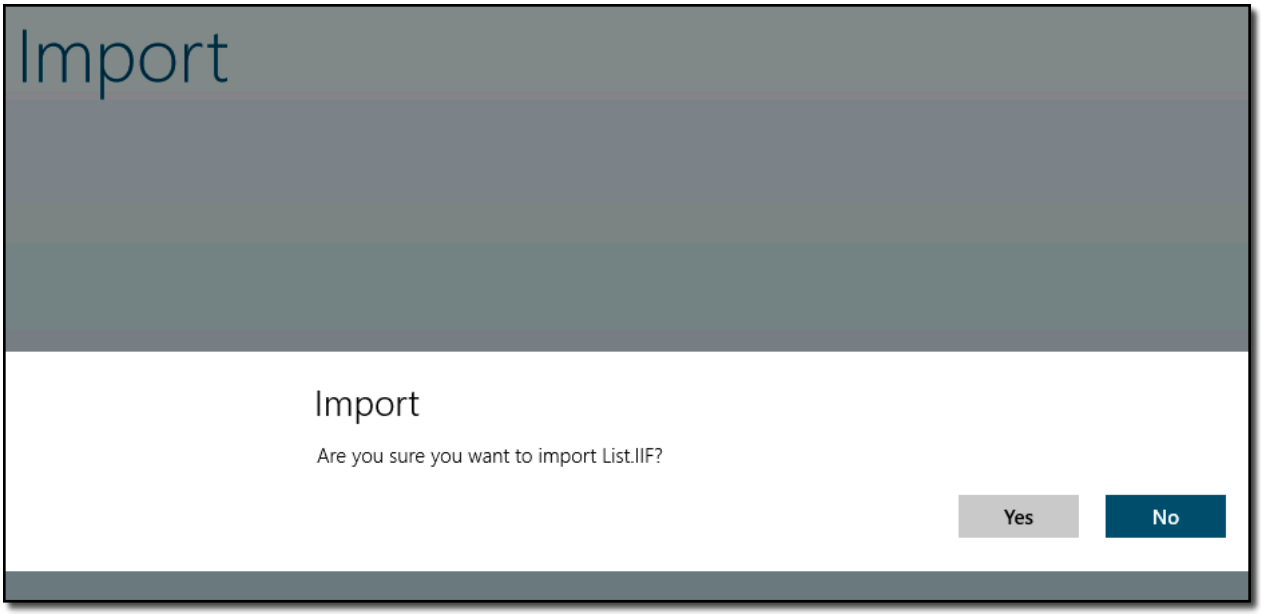
You can import data from Quickbooks. Also note, in order to import into Time Master, **Items** will only be imported as **Tasks,** and **Jobs** will only be imported as **Projects**. Please do a Backup before importing!

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 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 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 Menu Bar choose Modules -> Synchronization.

If both devices are on the same Windows 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 Windows 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. Click/Tap on the *Synchronize with Device* row to being the sync. 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



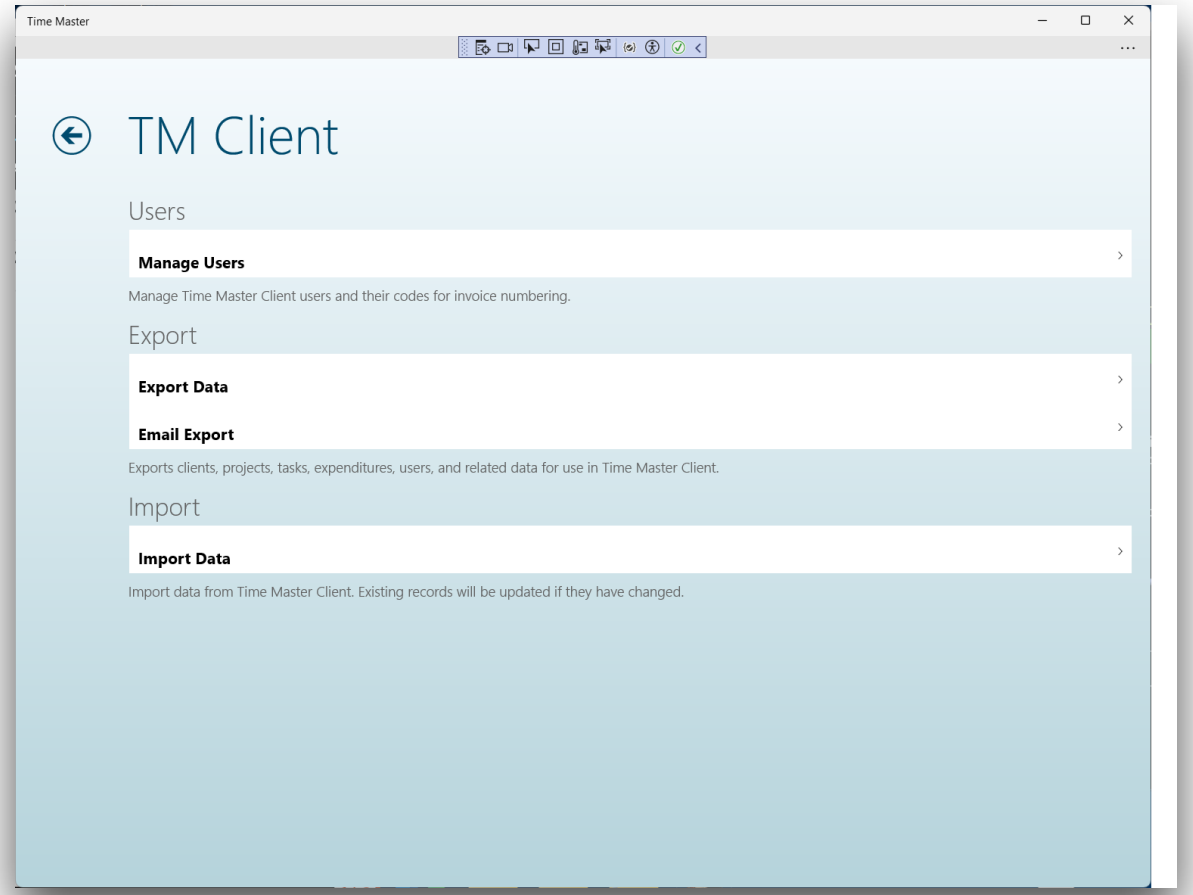
If you purchased the optional Synchronization module, you will see a Synchronization section in Setup. Note that the Synchronization module must be installed on any devices (iOS or Windows) that you want to do a sync.

If you already have data on two different devices, we highly recommend doing a Backup from one device and Restore to the 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.

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.

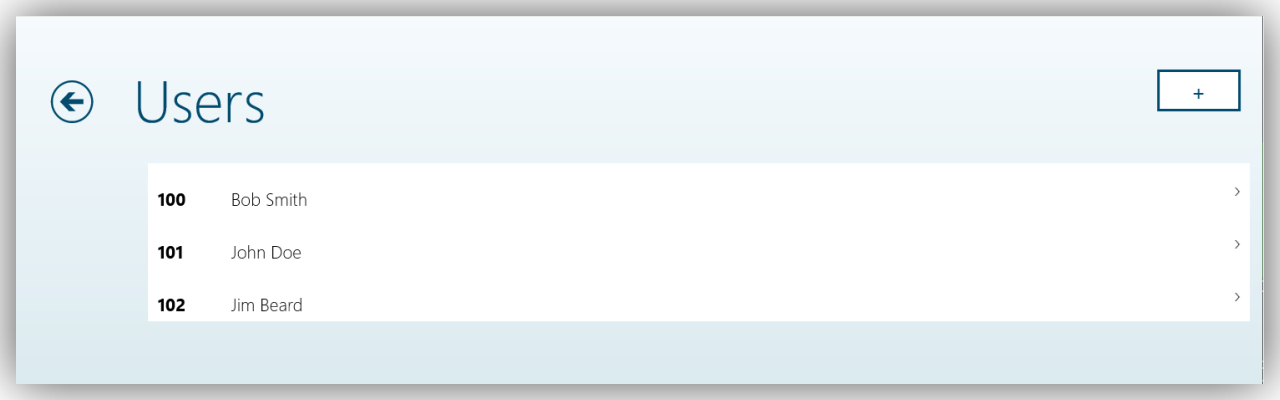
You will be exporting data, from Time Master, to be imported into the TMC app. The following database files will be exported: Clients, Projects, Tasks, Expenditures, Categories and TMC Users.

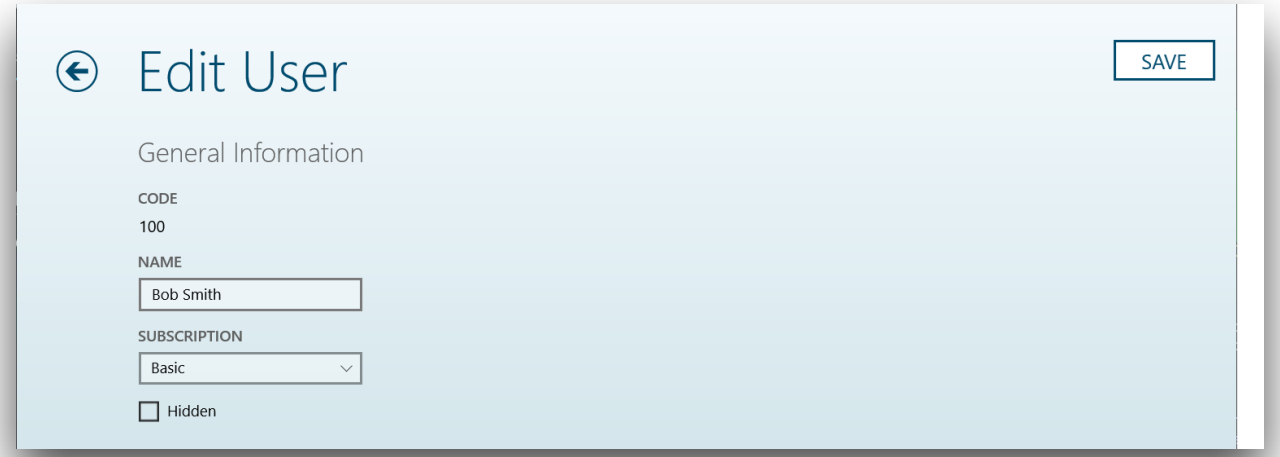
If you have the optional Invoice module these database items will also be exported: Companies, Taxes, Terms, and Pay Methods.

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 Share 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. You can use the Share on the file if you received it in a Email, 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.

Importing data from a CSV file

You can now import data from CSV files on the device. 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.

Backup and Restore

Backup and Restore of the database file for Time Master is done to OneDrive or Dropbox. The Backup & Restore option is accessed from the Menu Bar choose Setup -> Database -> Online Backup & Restore.

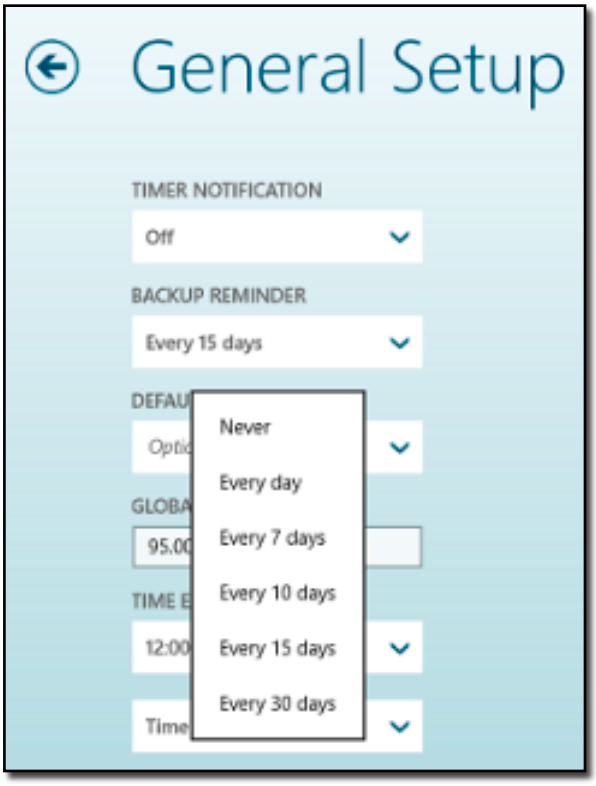
One**Drive** is Microsoft's "cloud" storage solution. This option requires communication over the internet and works over a secure connection. Dropbox is a third party free/ secure cloud storage system that we use for our iOS versions of Time Master. This can be more convenient if you are using both iOS and Windows devices. Some users have reported issues with OneDrive and we recommend using Dropbox, as it works on all three platforms (Android, iOS and Windows).

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 updates and even updates of the Time Master app! A few users have reported they lost data when the update failed to restore their apps. Please don't let this happen to you! 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.

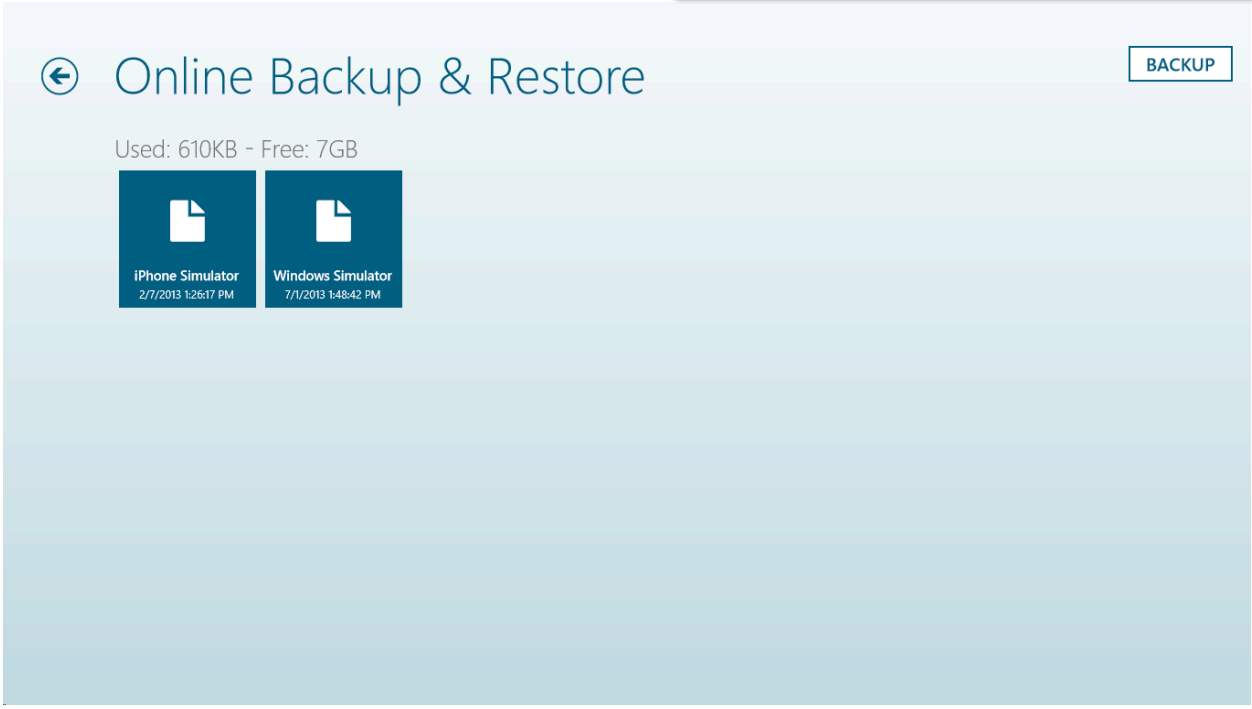


OneDrive

ONeDrive is Microsoft's cloud storage service. You can backup all of Time Masters data to OneDrive.

The OneDrive option can be found by selecting Setup -> Database. Next, click/tap on the OneDrive icon.





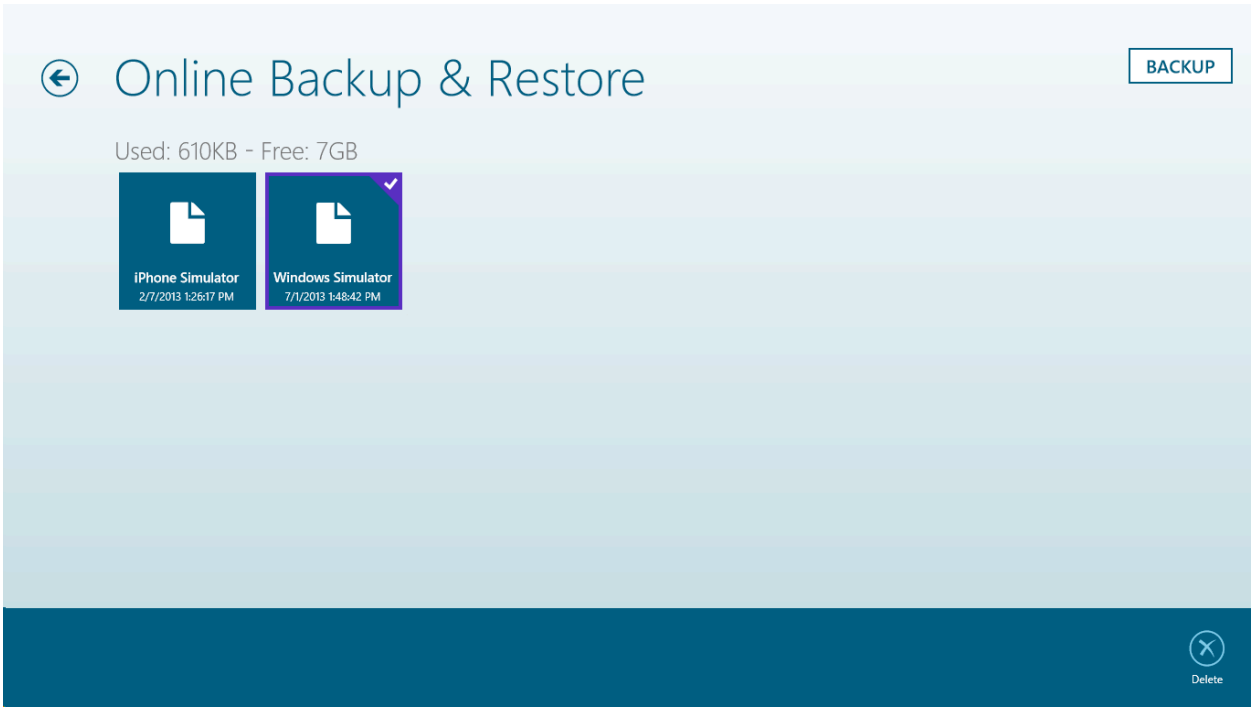
Once logged in, you will see any files that are inside your “Time Master Backups” folder.

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

To **Backup** the data to OneDrive, click/tap on the **Backup** button. You will be prompted to Backup the database. Click/Tap *Yes* to proceed.

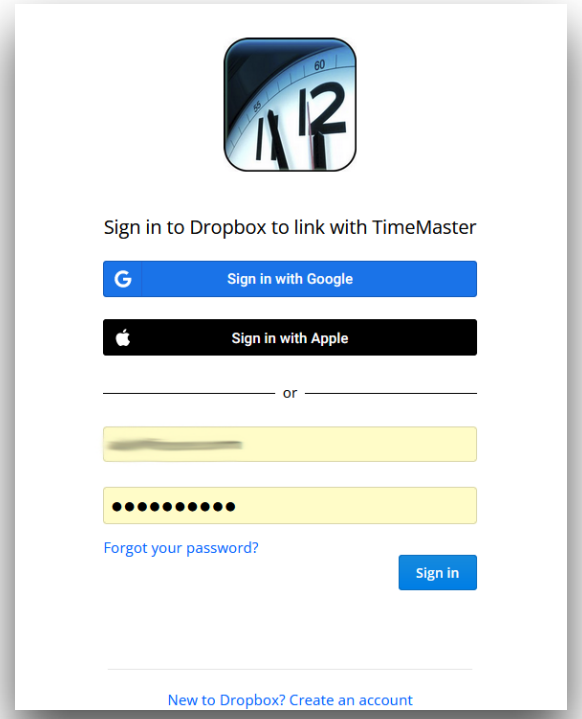
To **Restore** from a backup file, simply click/tap on the row that has the backup from which you wish to restore. A Restore window will appear, allowing you to select *Yes* to restore or *No* to exit.

To **Delete** a backup file from the OneDrive server, you can Right-Click (keyboard) or Swipe Left to Right (touch) then the *Delete* button will appear (as seen below).

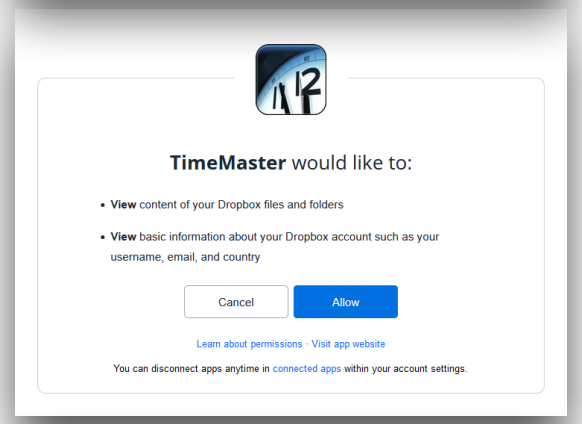

Online Backup & Restore
BACKUP
Used: 610KB - Free: 7GB
iPhone Simulator
2/7/2013 1:26:17 PM
Windows Simulator
7/1/2013 1:48:42 PM
Delete

Dropbox

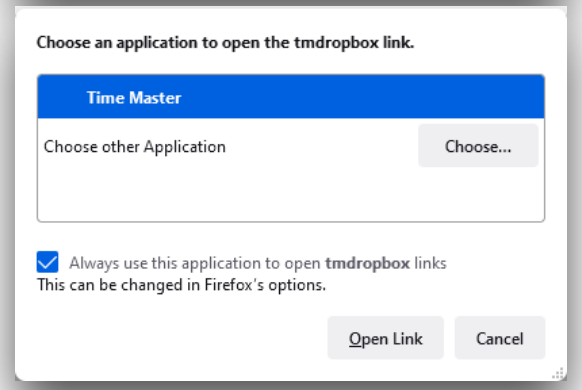
Dropbox now requires that its “Login” window is done thru an external Web Browser, such as Firefox, Edge, etc. If it is the first time you are logging into Dropbox or you have been logged out, you will need to login. When you try to login, it will ask you for your Username and Password.



Once you have entered that, it will then ask you to “Allow” access.



After you have clicked on Allow, it will then have to send a response back to the Time Master app. You will see the following dialog box. You will want to Check the “Always use this application to open **tmdropbox** links”. Then select Time Master on the line above the “Choose other Application”, then click on Open Link. You will now be logged into Dropbox and should stay logged in, unless you logout or it has been a long time since you last logged in and the “token” has expired. Doing this will prevent it from asking that question in the future.



After you have clicked *Allow* and the *Choose* dialog boxes, you may then close the web browser window as it is no longer needed.

Recovery Mode

In the unlikely event a database record becomes corrupted on your device, you can restore from a backup to get up and running again. Both the device and Mac/PC programs will try and determine if a database file is corrupt and will report such.

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!