

ComIT

Solutions

# Times PC Application

**Version 2.4**  
**Created by ComIT Solutions Pty Ltd**  
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## OVERVIEW

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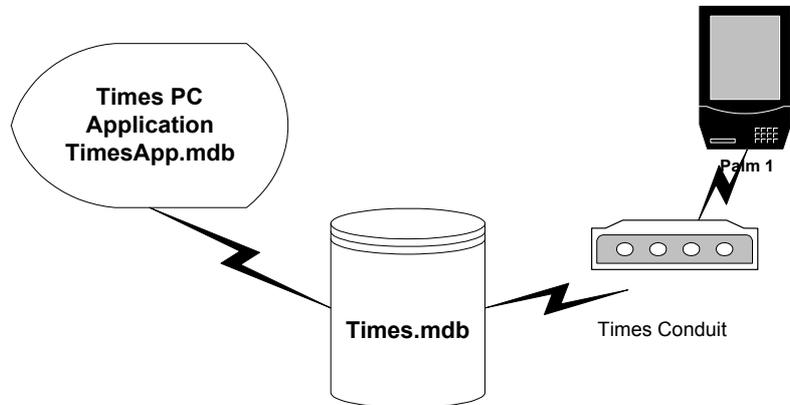
The Times PC application is an open source, fully functional application demonstrating how a system can be created to interface with the data synchronised from the Times Palm application. You may use the application as is, modify it or create you own depending on your needs.

This document outlines the operation of the Times PC application and can be used as a guide to customisation or creating your own application.

## ARCHITECTURE

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The Times PC application is an Access database with linked tables to the Times.mdb database. The overall architecture of the system is displayed below.



Times.mdb is the database where all the Times data is stored and synchronized from/to. During a Hotsync process the Times Conduit interrogates the Palm and Times.mdb databases and synchronises any changed records.

The Times PC application (TimesApp.mdb) contains all the program logic, forms, queries etc. and uses linked tables to connect with the Times.mdb database. This architecture allows for independent development of the Application and the Database and thus permits additional systems to connect to the Times data.

Time is designed to be multi user. I.e. Many PDA's can synchronise to the same Times.mdb database either through the same PC or via separate PC's to the same Times.mdb via a network drive.

For enterprise users Times can also sync to a MS SQL database. Please contact [sales@comit.com.au](mailto:sales@comit.com.au) for further information.

## SYSTEM REQUIREMENTS

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To run the TimesApp you require a Windows based PC with a screen resolution of 1024\*768 or above and Palm Hotsync installed and configured.

Times PC Application (TimesApp.mdb) requires Microsoft Access 97 or above. If using 2000 or above you may be prompted to convert the file when you first open it in. If you wish to convert the Application please do so. The Times application will however run on 2000 without converting it, but you will not be able to make any design changes to the application.

The Times.mdb database is also an Access 97 database. However you **MUST NOT** convert this from 97 format as the conduit will no longer be able to connect with the database. Both 97 and 2000 versions of the Application can link to the 97 version of Times.mdb without any problems.

## TIMES PC APPLICATION

To start the PC application double click on the TimesApp.mdb file or use the Times icon in the program start-up menu. Once loaded the following display will appear. This is the main form for entering Times details.

### MAIN FORM

Chargable summary						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
0.00	3.52	0.35	5.28	3.72	3.13	0.00

Date	From	To	Hrs	Brk	O/R	N/C	Client	Job	Task	Activity	Details
Mon, 19 Jul 99	9:16	9:21	0.08	0.00			DATABARS	1	Tel con between Dal	Admin	Replies to JC emails re times
Mon, 19 Jul 99	9:21	9:40	0.32	0.00			DATABARS	51	System Design and J	Documentation	Review of docs sent by ML re pharmaceut
Mon, 19 Jul 99	9:40	9:56	0.27	0.00			PBR	2500	No Desc	Meeting	Tel con gavin re pack weight probs on G
Mon, 19 Jul 99	9:56	12:22	2.43	0.00			DATABARS	51	System Design and J	Meeting	Tel cons with Max and review of system t
Mon, 19 Jul 99	13:25	13:36	0.18	0.00			ANDERSONCO	2	No Desc	Meeting	Tel con with Catherine , still examining sy
Mon, 19 Jul 99	14:15	14:26	0.18	0.00			DATABARS	1	Tel con between Dal	Design	Tel con assist JC set up default file type f
Mon, 19 Jul 99	14:49	14:52	0.05	0.00			DATABARS	51	System Design and J	Admin	Tel con with Roger re tomorrows meeting
Tue, 20 Jul 99	11:49	12:10	0.35	0.00			ANDERSONCO	2	No Desc	Admin	Email to Catherine re ipe report
Wed, 21 Jul 99	9:14	9:25	0.18	0.00			DATABARS	1	Tel con between Dal	Admin	Import times and respond to emails
Wed, 21 Jul 99	11:33	12:53	1.33	0.00			DATABARS	1	Tel con between Dal	Design	Telcon with SD re pac centre and obtain
Wed, 21 Jul 99	15:00	17:15	2.25	0.00			DATABARS	1	Tel con between Dal	Design	Meeting with SD re pacman and internet
Wed, 21 Jul 99	17:50	18:03	0.22	0.00			PBR	3507	No Desc	Meeting	Assit JC with Zebra iri commands for Gec
Wed, 21 Jul 99	18:35	19:53	1.30	0.00			DATABARS	1	Tel con between Dal	Code	Construct demo Nations web page
Thu, 22 Jul 99	14:07	14:54	0.78	0.00			DATABARS	1	Tel con between Dal	Documentation	Document for Pac Center to review Intern
Thu, 22 Jul 99	14:54	15:47	0.88	0.00			ANDERSONCO	2	No Desc	Meeting	Tel con with Catherine - Review of opera
Thu, 22 Jul 99	15:47	16:33	0.77	0.00			DATABARS	1	Tel con between Dal	Documentation	More on doc
Thu, 22 Jul 99	16:43	18:00	1.28	0.00			DATABARS	1	Tel con between Dal	Documentation	AP
Fri, 23 Jul 99	9:49	12:17	2.47	0.00			DATABARS	1	Tel con between Dal	Code	Internet Doc
Fri, 23 Jul 99	12:17	12:34	0.28	0.00			CUB	2	No Desc	Meeting	Tel con with JC re CUB and Greg Harris.
Fri, 23 Jul 99	15:00	15:23	0.38	0.00			DATABARS	51	System Design and J	Meeting	Tel con with Design/Works re screen sav
* Wed, 25 Aug 04	9:50	9:50	0.00	0.00							

**ENTERING TIMES RECORDS** Each Times record consists of a Start date, Start and End time, Duration, Break time, Override Rate, Non Charge flag, Client, Job, Task, Activity and Description. Only the start date, start and end time are compulsory. To enter a Times record follow these steps:

1. Select your user ID in the filter section. See *Setting Up Users* for details on creating new users
2. Click on the date cell with the asterisks against it
3. Enter the start date
4. Press Tab or Enter to move to the next cell
5. Enter the Start, End and Break times. Hours updated automatically
6. You may manually enter a duration by overwriting the hours field
7. Enter an Override charge out rate if required (O/R column)
8. Set the Non Chargeable flag if necessary
9. Select a Client from the drop down list.
10. Select a Job for this client from the drop down list.
11. Select a Task for this client from the drop down list.
12. Select the appropriate Activity from the drop down list
13. Enter any details against this Times record
  - a. Double click the Details cell to view/enter long detail entries
14. The entry is automatically saved when you navigate off the record or close the application.

**NAVIGATING RECORDS** The Times Main form displays one week worth of Times entries per screen. To display the current weeks' data click This Week. To navigate to past and future weeks use the arrow buttons either side of Times Week. The current date selection can be viewed on the top left of the form in the From and To date fields.

**CHARGEABLE SUMMARY** The Chargeable Summary section displays a summary of the chargeable hours for each day of the current week. Chargeable hours are calculated from Hours – Breaks.

**SINGLE ENTRY FORM** A single Record Entry form is available as used in prior versions of Times. This also provides additional information on Invoice No, Applied Rate when invoiced, Invoiced flags etc. This form can be used in place of the standard Main form if required by changing the System Settings. See the System Settings section.

The screenshot shows the 'Times' application window with the following fields and controls:

- User:** Carter (dropdown menu) with an **Edit** button.
- Invoiced:**
- Start Date:** 24/08/2004 (text box) with a **Start Now** button.
- Start Time:** 16:30 (text box)
- End Time:** 17:00 (text box) with an **End Now** button.
- Hours:** 0.5 (text box)
- Break Hrs:** 0 (text box) with a **No Charge:**
- Client:** PMP (dropdown menu) with an **Edit** button.
- Job:** 12 (dropdown menu) with an **Edit** button.
- Task:** (empty dropdown menu) with an **Edit** button.
- Activity:** Admin (dropdown menu) with an **Edit** button.
- Details:** Backup DTS schema in Prod and Dev (text area)
- Buttons:** Invoice, View Times, Save, New, Delete, Exit
- Footer:** Record: 5865 of 5865

## SETTING UP USERS

A User ID is required to determine the owner of each record when multiple users enter Times into the same Times.mdb database. It is also used to determine which records are synchronised with the Palm. When entering your Times, Client, Job and Activity records please select the required User ID.

To maintain the list of users click the **Edit** button next to the User drop down list on the Times Main form to display the Times Users form below.

User	Default
Carter	<input checked="" type="checkbox"/> Set
*	<input type="checkbox"/> Set

Record: 1

Enter new Users as required and use the Set button to specify the default user to use when entering Times records. You can delete the default Times user if you have specified your own User ID.

## SHARED DATA

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When using Times with multiple users certain information can be shared between users to reduce the amount of data repetition. On many of the lookup forms a Shared option can be selected against individual records. When a record is shared all users will be able to use the record to enter data against even if they are not the owner of the record as specified by the User ID.

I.e. if you have one client that all users may enter times against, enter the client once for a single user then click the shared option. All users will now be able to enter hours against that client. Similarly for Jobs, Tasks, Activities and Activity Rates.

## ENTERING CLIENTS

You may enter or edit clients by clicking on the Edit Clients button. The form below will be displayed.

User	Client Name	Rate	Description	Active	Shared
carter	Databars	\$45.00		<input type="checkbox"/>	<input type="checkbox"/>
carter	PBR	\$45.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
carter	Sands	\$45.00		<input type="checkbox"/>	<input type="checkbox"/>
Carter		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

This form displays the User ID and the clients linked to this User. To Enter a new client simply scroll to the end of the list, select the required User and enter the clients name and rate. Additional details may be entered in the description field if necessary.

Only clients with the Active option selected will appear in the Times Client list.

### Customer Clients

Each client may be linked to a customer, i.e. You may work for multiple clients that are related to a single customer. To link a client to customers click the View Client Customer button on the Clients form. The form below will be displayed.

The screenshot shows a window titled "Client Customers" with the instruction "Select the appropriate Customer for each Client". Below this is a table with two columns: "Client" and "Customer". The table contains 18 rows, each with a client name and a corresponding customer name. The "Customer" column contains a dropdown arrow for each entry. At the bottom right of the table area, there is a "View/Add Customers" button and a button with a plus sign and a document icon. At the bottom of the window, there is a record navigation bar showing "Record: 1 of 31".

Client	Customer
AHSA	Decision Resources
ANDERSONCO	Databars of Australia P/L
BirchTree	ComIT Solutions Pty Ltd
BORTHWICKS	Databars of Australia P/L
CADBURY	Databars of Australia P/L
CBA	Databars of Australia P/L
CBS	Clinch Business Systems
CUB	Databars of Australia P/L
Databars	Databars of Australia P/L
DISPRAX	Databars of Australia P/L
DISPRAXCBS	Clinch Business Systems
DOJ	Decision Resources
DR	Decision Resources
Duplex	Databars of Australia P/L
Epworth	ComIT Solutions Pty Ltd
G&G	ComIT Solutions Pty Ltd
ITeM	ITeM Group
K&S	Databars of Australia P/L

This form displays a list of clients and their associated customer. Any client not associated will have a blank customer field. You may select the required customer from the drop down list.

### Adding Customers

You may add or edit customers by clicking the View/Add Customer button on the Client Customer form. The following form will be displayed.

The screenshot shows a window titled "Customers" with the following fields: "CustomerNo" (containing "CBS"), "Description" (containing "Clinch Business Systems"), and "Details" (an empty text area). At the bottom left, there are two buttons: one with a red asterisk and a right-pointing arrow, and another with a red 'X'. At the bottom right, there is a button with a plus sign and a document icon. At the bottom of the window, there is a record navigation bar showing "Record: 1 of 6".

Enter a new customer by clicking the Add button at the bottom left of the form. You may also update a customer's name, number and details using this form.

## ENTERING JOBS

Clients may have multiple jobs associated with them. To enter job details click the Edit Jobs button on the main form. The following form will be displayed.

User	Client	Job	Description	Est Hrs	Act Hrs	Rate	Active	Shared	Default
▶ CARTER	AHSA	1	Scope meeting	4	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	10	Stage 3	0	159.833		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	11	Stage 3 Extranet	0	117.27		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	12	Phiac Phase 2	0	175.17		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARTER	AHSA	2	Data WH review	36	21.2500		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	AHSA	3	Complete DW	0	120.917		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	AHSA	4	Demo IWR	0	4.5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	5	Extras after completion	0	9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	6	Stage 2 initial review	8	5.5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	AHSA	7	Stage 2 development	0	88.2033		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	AHSA	8	Stage 2 Unit Testing	0	2.25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	9	Stage 2 Cube mods	0	115.98		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	AHSA	Lively Install	Installation and setup of Lively	0	28		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
carter	ANDERSONCC1		No Desc	0	14.8667		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
carter	ANDERSONCC2		No Desc	0	53.0667		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
carter	ANDERSONCC3		No Desc	0	31.6833		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	BirchTree	1	Install app for Access	0	11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARTER	BORTHWICKS	1	File translation app.	0	12.7333		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
carter	CADBURY	2	No Desc	0	9.86667		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Due to the referential integrity between the Jobs and Clients, only the job Description, Estimated Hours, Rate, Active, Shared and Default can be edited. If you need to recreate a job first select the record by clicking on the record selector (the right arrow next to 'Carter' above) and press the Delete key. Then use the add button to create a new job.

Only Active Job records will be displayed in the Times Job List. Use the Default selection to specify the default Job to use when the related client is selected. Note you can only have one default Job per client.

Rates can be entered at many different levels. Please refer to the Times User Manual for details on how rates are entered and applied.

### Adding Jobs

Click the Add button on the Jobs form to add a new job for a client.

Enter Details for new job

User: Carter

Client:

JobNo:

Description:

Active:  Shared:  Default:

Est Hrs: 0 Rate:

Cancel Save

Select the required user and client from the drop down lists. Enter the new job number, a brief description, estimated number of hours and a specific rate (if required). Click save or cancel to discard the record.

If the Job already exists or the data is not entered correctly an error will be raised when saving the record.

## ENTERING TASKS

Jobs may have multiple Tasks associated with them. To enter Task details click the Edit Tasks button on the main form. The following form will be displayed.

User	Client	Job	Task	Description	Est Hrs	Act Hrs	Active	Shared	Default
▶ Carter	Sigma	8	Data Review		90	58.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	Sigma	8	Dev		0	19.4167	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carter	Sigma	9	Data Rev		0	12.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	Sigma	ReportNet	Install		0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter	Sigma	ReportNet	Software Mods	Framework Manager setup	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Due to the referential integrity between the Tasks and Jobs, only the Task Description, Estimated Hours, Active, Shared and Default can be edited. If you need to recreate a Task first select the record by clicking on the record selector (the right arrow next to 'Carter' above) and press the Delete key. Then use the add button to create a new Task.

Only active Tasks records will be displayed in the Times Task List. Use the Default selection to specify the default Task to use when the related Job is selected. Note you can only have one default Task per Job.

If you use Tasks then the Est Hrs enter on each Task will automatically update the Est Hrs on the Job.

### Adding Tasks

Click the Add button on the Tasks form to add a new Task job for a Job.

Enter Details for new Task

User: Carter

Client: [ ]

Job No: [ ]

Task: [ ]

Description: [ ]

Active:  Shared:  Default:

Est Hrs: 0

Cancel Save

Select the required User, Client and Job from the drop down lists. Enter the new Task number, a brief description and estimated number of hours (if required). Click save or cancel to discard the record.

If the Task already exists or the data is not entered correctly an error will be raised when saving the record.

## ENTERING ACTIVITIES

Click the Edit Activities button on the main form to enter your activities.

User	Activity	Rate	Shared	O/R Client
CARTER	Admin		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Code		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Cubes		<input type="checkbox"/>	<input type="checkbox"/>
Carter	DBA		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Design		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Documentation		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Install		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Meeting		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Rework		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Support		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Testing		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Training Giving		<input type="checkbox"/>	<input type="checkbox"/>
CARTER	Travel		<input type="checkbox"/>	<input type="checkbox"/>
Carter	Update		<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 14

To enter a new activity scroll to the end of the list and select the required user. Enter the Activity description and Rate (if required). The Client Override flag is used when a rate is specified to indicate that the Activity Rate should override the Client or Job rate for all Times entries against this Activity. Please refer to the Times User Manual for a detailed explanation of Rates.

Activities are saved when you close the form.

## Entering Activity Override Rates

When invoicing you can use special rates from the Activity Rates form shown below. These rates override the rate on the Client, Job and Activity for entries matching the selected Client, Job and Activity, thus permitting invoicing of rates at the Activity level. Please refer to the Times User Manual for an explanation of Rates.

The screenshot shows the 'Activity Rates' window. It features a table with columns: User, Client, Job, Activity, Description, Rate, and Shared. A single record is displayed with the following values: User: Carter, Client: Databars, Job: 51, Activity: Design, Description: Design Override Rate for DB, Rate: \$75.00, and Shared: . A 'Filter' box in the top right corner has 'User' set to 'All Users'. At the bottom, there are 'Add' and 'Refresh' buttons, and a status bar indicating 'Record: 1 of 1'.

User	Client	Job	Activity	Description	Rate	Shared
Carter	Databars	51	Design	Design Override Rate for DB	\$75.00	<input type="checkbox"/>

## Adding Activity Rates

To Add an activity rate click the Add button on the Activity Rate form.

Select the required User, Client, Job and Activity and enter the appropriate rate. Click Save or Cancel to discard the record.

The screenshot shows the 'Add Activity Rate' form. It contains several input fields: 'User' (Carter), 'Client' (Databars), 'Job' (51), 'Activity' (Code), 'Rate' (123), and 'Shared' (). There is also a 'Description' text area. At the bottom, there are 'Cancel' and 'Save' buttons.

## REVIEWING TIMES

You can review the hours spent on a particular client, customer and/or job by using the View Times or Reporting functions built into Times. To view your entries click the View Times button on the main form. The filter window below will be displayed:

Enter the required filter criteria and press View. The Times Summary window will then display all entries meeting the selected criteria. Leaving the drop down lists blank will display all entries meeting the date criteria. Use the drop down list under Invoice status to filter on a particular invoice, all other filter criteria will be ignored.

## Times Summary

Clicking View on the Times Filter form displays the form below.

User	Date	To / From	Client Activity	Job Description	Task Description	Hours	Rate	Amount	Details
Carter	17/05/1999	9:45:00 AM - 12:40:00 PM	DATABARS	51 System Design and Job Quoting		2.91667	\$52.50	\$153.13	Meeting with Graeme re Ray
Carter	17/05/1999	12:40:00 PM - 12:50:00 PM	SANDS	4 PrintReg		0.16667	\$52.50	\$8.75	Tel con with JC re Sands PrintManagement
Carter	17/05/1999	12:54:00 PM - 2:00:00 PM	DATABARS	51 System Design and Job Quoting		1.10000	\$52.50	\$57.75	Tel con with ML and Ray re work for Servier. ML to do invoicing. Ray to Send Times direct to me, I'll forward to
Carter	17/05/1999	2:30:00 PM - 2:56:00 PM	DATABARS	1 Tel con between Databars staff		0.43333	\$52.50	\$22.75	Read of PW emails regard PBR invoice and support contracts
Carter	17/05/1999	2:56:00 PM - 4:00:00 PM	SANDS	4 PrintReg		1.06667	\$52.50	\$56.00	Emails from MW and KW
Carter	17/05/1999	4:00:00 PM - 4:06:00 PM	PBR	3500 No Desc		0.10000	\$52.50	\$5.25	Tel con JC re send logo to Printer for KanBan
Carter	17/05/1999	4:06:00 PM - 4:49:00 PM	SANDS	4 PrintReg		0.71667	\$52.50	\$37.62	Finish mods to print multiple reports
Carter	17/05/1999	4:59:00 PM - 6:50:00 PM	PBR	3500 No Desc		1.85000	\$52.50	\$97.13	Mods to KanBan to refresh printer logo. Kanban system corrupted..

From: 17/05/1999 To: 17/05/1999

Hours: 8.35 Amount: \$438.38 Inv No: [dropdown] Invoice [button]

Record: 1 of 8

This form lists all the Times records that meet the filter criteria entered. If a rate has been derived then the amount will reflect the chargeable amount payable by the

client. If an override rate has been entered in the Activity Rates form then the chargeable amount will reflect this for matching Client Job Activity entries. Similarly for override rates entered into the Times record. **Note:** The hours displayed here are the Chargeable hours, i.e. Hours – Breaks.

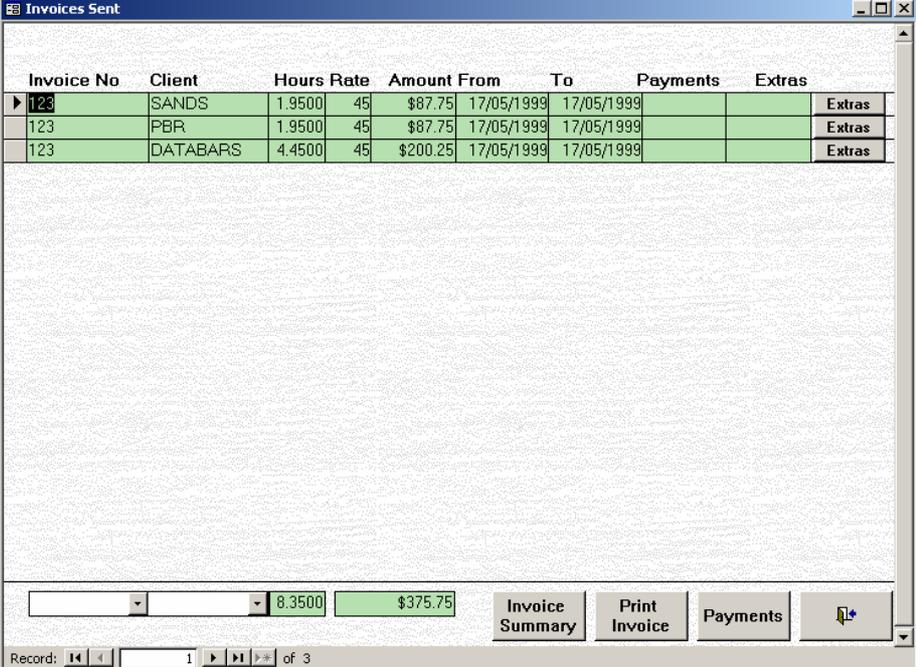
If you wish to invoice the selected records press the invoice button. If you do not enter a number in the invoice field before pressing the Invoice button, an invoice number will be constructed automatically from today's date. All invoice items are added to the Invoice table, summarised by Client and Rate.

Note if the Invoice Number already exists you will be prompted to update the details of the invoice with the records selected. If the rates have changed since the invoice was first created you must manually delete the old invoice line for the old rate after creating the new invoice lines (See Invoicing).

It is possible to append invoice lines to an existing invoice from many Times Summary views, thus you can invoice many clients and or jobs on the same invoice if required.

## INVOICES

Invoices are created from the Times Summary form. To view the invoices click the Invoice button on the main form.



Invoice No	Client	Hours	Rate	Amount	From	To	Payments	Extras
▶ 123	SANDS	1.9500	45	\$87.75	17/05/1999	17/05/1999		Extras
123	PBR	1.9500	45	\$87.75	17/05/1999	17/05/1999		Extras
123	DATABARS	4.4500	45	\$200.25	17/05/1999	17/05/1999		Extras

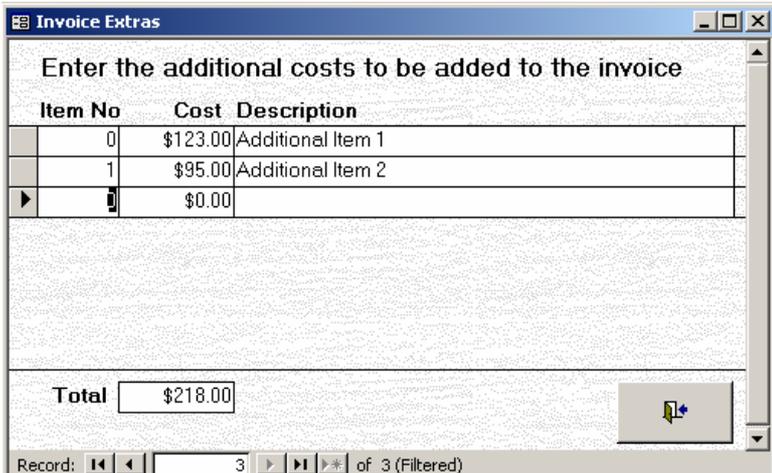
At the bottom of the window, there is a filter section with a dropdown menu, a text input field containing '8.3500', and a green box containing '\$375.75'. Below this are buttons for 'Invoice Summary', 'Print Invoice', 'Payments', and a refresh icon. The status bar at the bottom shows 'Record: 1 of 3'.

This form displays all invoices summarised by Client and Rate. If an invoice includes more than one Client or Rate then multiple records will appear for each Client Rate combination. When invoice lines are added to an invoice there may be a duplication of hours if the rate has changed. The duplication must be manually deleted by highlighting the required record and pressing delete.

To filter on a specific invoice or client use the filter lists at the bottom left of the form.

### Invoice Extras

Additional costs may be added to the invoice using the Extras button. Using this form you can add extras, parts and other costs that are not already detailed in the Times records. **Note:** Each Item No must be unique.



Enter the additional costs to be added to the invoice

Item No	Cost	Description
0	\$123.00	Additional Item 1
1	\$95.00	Additional Item 2
▶	\$0.00	

Total

Record: 3 of 3 (Filtered)

## Printing an Invoice

You can print invoices from the Invoice Form. To print an invoice first select the invoice record, then press Print Invoice. An Invoice report will be displayed. **Note:** You can modify this report to suit your own requirements. Please refer to Access documentation on creating reports.

### ComIT Solutions Pty Ltd

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2/765 Burwood Rd East Hawthorn Vic 3123	Date 28-Oct-02 InvoiceNo 791201
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Please find below a summary of works carried out by Com.IT Solutions Pty Ltd on behalf of Databases of Australia P/L. Should you require further assistance with regard to this invoice, or to discuss the work conducted thus far, please contact us.

**Equipment Supplied**  
N/A

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**Sub Total Inc Tax \$0.00**

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Services provided to Databases of Australia P/L :-

Client	Hours	Rate/Hr	Amount
Databases	53	\$45.00	\$2,385.00
<b>Total Hrs 53.000</b>			<b>Sub Total \$2,385.00</b>
			<b>Payments Received \$2,385.00</b>
			<b>Total Due \$0.00</b>

---

Invoice period 18/12/97 to 20/12/97 inclusive.

## Payments

You can record payments for invoices by clicking on the Payment button on the Invoice form. First select the required invoice and then press Payments. A list of all the payments for this invoice will be displayed.

Filter Invoice 

Invoice No	Client	Amount	Date	Notes
▶ 123	DATABARS	\$100.00	16/03/2003	

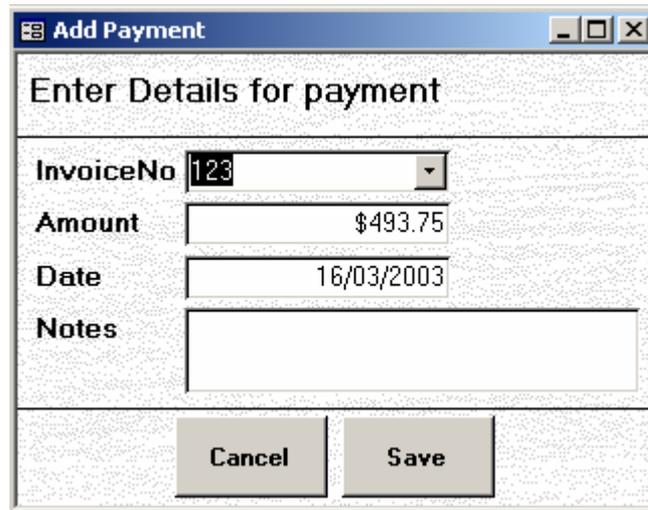
**Total \$100.00**

Record: 1 of 1 (Filtered)

You may change the Invoice filter by selecting a different invoice number from the drop down list at the top right.

## Adding a Payment

You can add payment by clicking the Add button on the Payments form.



The screenshot shows a dialog box titled "Add Payment" with the subtitle "Enter Details for payment". The dialog contains the following fields:

InvoiceNo	123
Amount	\$493.75
Date	16/03/2003
Notes	

At the bottom of the dialog are two buttons: "Cancel" and "Save".

Select the require Invoice No, enter the Amount and any Notes. If the payment is incomplete you will be prompted to select how the payment should be allocated across the various invoice lines

## REPORTS

The Times PC application comes with a handful of basic reports. These show invoices, activity details, client summaries and billing details. In addition to these you can design your own reports using the Access Report Wizard (see Access documentation for more details).



The following are samples of the included reports

### TIMES DETAIL REPORT

#### Times Detail Report

ID	Date	Start Time	End Time	Hours	Amount	Client	JobNo	JobDes	Activity	Details
Carter	7/07/1999	9:27:00 AM	12:16:00 PM	2.82	\$14787	ANDERSONCO	2	No Desc		Interview report and control form
Carter	7/07/1999	1:24:00 PM	3:04:00 PM	1.67	\$87.50	ANDERSONCO	2	No Desc		Interview Summary report
Carter	7/07/1999	3:04:00 PM	3:13:00 PM	0.15	\$788	DATABARS	1	Tel con between Databars staff		Tel con with J/C
Carter	7/07/1999	3:13:00 PM	4:14:00 PM	1.02	\$5337	ANDERSONCO	2	No Desc		Complete Interview Summary
Carter	8/07/1999	9:38:00 AM	11:04:00 AM	1.43	\$7525	ANDERSONCO	2	No Desc		Create menu and cleanup forms
Carter	8/07/1999	11:04:00 AM	11:15:00 AM	0.18	\$9.63	DATABARS	1	Tel con between Databars staff		Tel con with J/C re invoicing
Carter	8/07/1999	11:15:00 AM	11:33:00 AM	0.30	\$1575	ANDERSONCO	2	No Desc		Pipe report
Carter	8/07/1999	11:33:00 AM	11:36:00 AM	0.05	\$263	DATABARS	1	Tel con between Databars staff		J/C re invoice
Carter	8/07/1999	11:36:00 AM	2:04:00 PM	2.47	\$129.50	ANDERSONCO	2	No Desc		AP
Carter	8/07/1999	2:51:00 PM	4:27:00 PM	1.60	\$84.00	ANDERSONCO	2	No Desc		Menus + cleanup. Demo sent.
Carter	8/07/1999	4:35:00 PM	4:47:00 PM	0.20	\$10.50	DATABARS	1	Tel con between Databars staff		Tel con with J/C re scanner probe at PBR. 0
Carter	9/07/1999	9:08:00 AM	9:15:00 AM	0.12	\$6.13	DATABARS	1	Tel con between Databars staff		Tel con with J/C re PBR Scanner and parts
Carter	9/07/1999	9:30:00 AM	9:41:00 AM	0.18	\$9.63	DATABARS	1	Tel con between Databars staff		Tel con with J/C re disc. time
Carter	9/07/1999	10:00:00 AM	11:45:00 AM	1.75	\$9188	DATABARS	51	System Design and Job Quoting		Meeting at Disprat with Peter Wre e comm
Carter	9/07/1999	12:59:00 PM	1:09:00 PM	0.17	\$8.75	PBR	2502	No Desc		Mod import parts queries as per J/C request
				14.10	\$740.25					

### JOBS SUMMARY REPORT

#### Jobs Summary Report

Client	Job No	Description	Hours to date
ANDERSONCO	1	No Desc	14.87
	2	No Desc	53.07
	3	No Desc	31.88
BirchTree	1	Install app for Access	11.00
BORTHWICKS	1	File translation app.	12.73
CADBURY	2	No Desc	9.87
	3	No Desc	46.88



## SYSTEM SETTINGS

There are a number of system settings which are maintained in the Times PC application. To view these press **CTRL + S** on the main form. The form below will be displayed.

Section	Key	Value	Description
Company	Address	2/765 Burwood Rd East Hawthorn Vic	Company Address to appear on reports
Company	Name	ComIT Solutions Pty Ltd	The name of your company to be used for reports
Defaults	User	Carter	The default user when creating new times records
Defaults	WeekStartDay	2	Start day for week. 1 = Sunday, 7 = Saturday

Record: 1 of 9

These settings can be set and retrieved using the SetSystemVal and GetSystemVal functions in the Application module. See the Invoice report for an example of how a report can be customised using these functions.

### **CUSTOMISABLE SETTINGS**

The following table shows the settings which can be changed to customise the operation of TimesApp.

Section	Key	Code	Description
Company	Address	Your Address	Company Address to appear on reports
Company	Name	Your Company	The name of your company to be used for reports
Defaults	User	Times	The default user when creating new times records
Defaults	WeekStartDay	2	Start day for week. 1 = Sunday, 7 = Saturday
System	IncNonCharge	True	Include non chargeable hours in reports and invoices
System	StartForm	FrmTimesMain	The form to use when the application starts
System	Version	2.2	The current version of TimesApp

### **Comments**

1. Use the Address and Name code fields to specify your Address and Company name. These fields appear on various reports
2. In previous versions of Times App a single record entry form was used to maintain Times records. This form is still available and can be used by changing the System StartForm setting to frmTimesSingle. The single entry form will be displayed on next start up
3. To exclude non chargeable entries from reports and invoices change the IncNonCharge setting to False.

## BACKING UP

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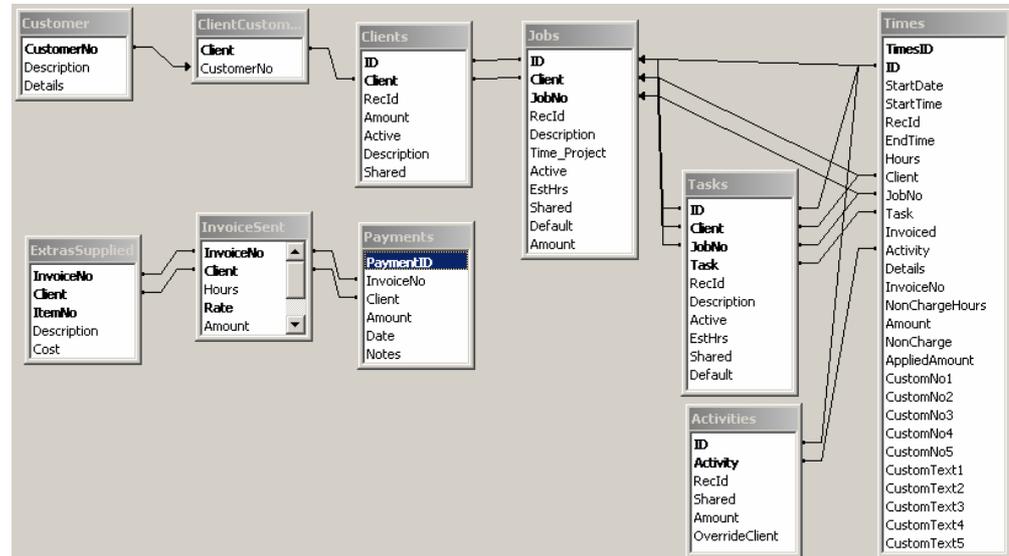
There is no automatic backup written into the Times application. It is suggested that you make regular backups of the Times.mdb database file to ensure you do not lose your data.

If you wish to view the data in a backup Times.mdb using a copy of the TimesApp you must first re-link the tables in the TimesApp database using the Access Linked Table Manager.

## TABLE STRUCTURE

No security has been applied to either database, thus you can review the table structure by examining the database design.

The Entity Relationship diagram for the Times.mdb is shown below.



**Note:** A number of integrity rules have been omitted due to synchronisation issues.

Each table that supports multiple users has an ID field. This field identifies the records for a particular user so that only these records are synchronised. **Note:** The Invoice related table are not user specific. All uses can view all the invoice information.

A number of Custom fields have been added to the Times tables. These are not used in the Times application as yet but will be in future versions. You may use these fields to add additional information to the Times record which will be synced with the PDA.

## INTERFACING TO TIMES

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You may link to the Times.mdb file to access the data and export into other systems. However you **MUST NOT CHANGE THE SCHEMA OF ANY TABLE**. Doing so may corrupt the synchronization process or cause it to fail outright. **UNDER NO CIRCUMSTANCES MUST YOU EVER DIRECTLY MODIFY THE CONTENTS OF THE TIMECOND TABLE**. This table is used as a double buffer to determine which records have changed between synchronizations. Changes to the content of this table **WILL** corrupt the synchronization process.

## SUPPORT

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The Times PC Application is provided as a working example of the type of application that can be created with Times for the Palm. Although fully functional it is intended as a foundation for you to create your own application and reports to meet your specific requirements.

ComIT Solutions will support any issues or bugs relating to the original version of Times PC during the support period, however we cannot provide support for any additions or modifications you may make after installing Times.