TimeCache 9.0 Tutorial

Welcome

Welcome to the TimeCache 9.0 tutorial. TimeCache is a time and expense billing application for people who charge clients for their work on projects. This tutorial is designed to help you quickly get up to speed with TimeCache fundamentals.

If you've used an earlier version of TimeCache, some of this material will be familiar to you. But there are new features in TimeCache 9.0, some of which are explained in this tutorial. For others, you may want to refer to TimeCache Help within TimeCache, or download the TimeCache Manual PDF file. For example, TimeCache 9.0 has significant changes to its interface, it offers improvements for people who want to sync data with an iPhone or other i-Device, and it tracks invoice payments much better. Information on these features and much more can be found in TimeCache Help.

The Basics

TimeCache uses the metaphor of a timesheet that you fill out each day, just like you might do on paper if you've worked for an organization that bills for employee time. After you turn your daily timesheet in to the accounting department, somebody enters it into a database where all your information is stored and can be retrieved for billing and estimates. TimeCache has the same capabilities. The timesheet is TimeCache's *Daily Log*. You post Daily Log entries to TimeCache's *Job Sheets* for permanent storage. Data can only exist in one location or the other. There is no Save command in TimeCache because it automatically saves Daily Log entries you're timing every three minutes, and all others are always saved to disk.

For the purposes of this tutorial, we're going to pretend that your business is a graphic design firm named *General Design*. Don't worry if your use has nothing to do with graphic design or anything in the creative domain. TimeCache can easily be customized to meet the needs of almost anybody who bills for their time. There's even a special feature for anybody who refers to their "projects" as "matters". While we use the term "project" throughout this tutorial, you can translate that to "matters" if that's what you use in your business.

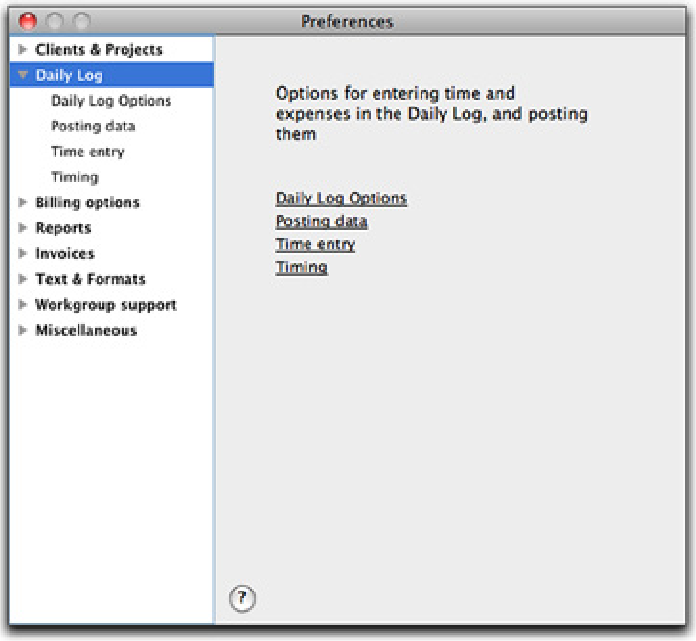
> **Getting help:** You can get help at any time when you're working in TimeCache. Just Choose **TimeCache Help** from the **Help** menu. When the help window appears, click the Contents link in the top right corner if you want to browse Help, or type one or more key words in the search field to find topics that match. You can also get help by clicking the **?** icon that appears in many windows. Finally, we have answers to a number of common How-To questions, as well as demo videos, on our Web site. Visit http://www.pandaware.com/timecache/howto/ to see if your question is answered there.

Launch TimeCache

1) To begin the tutorial, launch TimeCache 9.0. If this is the first time you've run it, a window appears asking if you want to use an existing file or start a new one. Click **New**. (If this dialog doesn't appear, choose **File>New...).** Name the new TimeCache data file something appropriate like "TimeCache tutorial data" and save it to your hard drive. Be sure you remember where you saved it in case you want to trash it later. TimeCache will offer to create a folder in your Documents folder for its files. This would be a good place.

Set Preferences

2) Let's assume you want to record a client code, the client's purchase order number, a unique job number, the name of the person at the client's organization who authorized the project, and a brief description for each project.



We'll need to set some preferences up front. Choose **TimeCache>Preferences**. In the Preferences window that appears, click the arrow to the left of the *Clients & Projects* listing in the list on the left side of the window to expand it, then click *Client codes*. On the *Client codes* panel click **Require client codes**. This tells TimeCache to require a client code every time you create a new client listing.

Now let's move on to Job numbers. TimeCache can be set to automatically generate a sequential numeric job number for each new project, but you can also set it up to record your own job number with any characters. Highlight *Job numbers* in the list on the left side of the Preferences window (also in the *Clients & Projects* group). Now you see several options for recording job numbers. Click **Enter job numbers manually**.

3) To set up for recording client purchase order numbers with each project, click *Estimates & POs* in the *Clients & Projects* group. Then click **Prompt for PO numbers** to check the box.

4) To record the person authorizing projects you need to create a user-defined field with TimeCache 9.0's "custom job field" feature. It lets you record a line of any information you would like for every project. Click *User-defined field* in the *Clients & Projects* group. Click **Include user-defined field** to check it. In the text area for *Prompt* type `Authorized by?` This is the wording that will now appear in the dialog prompting you for an entry each time you create a new project listing. In the text area for *Label* type `Authorization`. This is the text that will identify your custom job field in various places.

5) Now let's set up some options for entering data. Click the arrow to the left of *Daily Log* in the list to expand its group,click *Daily Log Options,* and then click **Use Quick-Fill** in the main part of the window to check the box. This sets TimeCache to use a feature that makes data entry easier, especially if you have a lot of different clients, projects or billing categories.

Choose *Time entry* from the *Daily Log* group's listings. You can change the way TimeCache rounds off time entries by changing the number in the minute-increments box. TimeCache comes preset to round off time entries to the nearest minute. You can change this preference setting to reflect the way you bill clients. You must enter a number between 0 and 30. The lower the number you enter, the smaller the decimals TimeCache uses to represent fractional time. For example, entering "15" tells TimeCache to round off time entries to the nearest quarter-hour, which it represents as ".25". Entering "6" tells TimeCache to round time entries off to the nearest tenth of an hour (".10"). Entering 0 tells TimeCache to do no rounding. Enter `15` for use during this tutorial. You can change it later to something else.

6) To see another nice feature of TimeCache, expand the Preferences window's *Reports* group and go to the *Report Layout Options* panel , then click **Include "business info" field in default layouts** to turn on this option. You'll work with this later in the tutorial.

There are many other preferences you can set with the options in the Preferences window. If you'd like you can explore them now. You can change the way time is displayed in the *Time Entry* panel (*Daily Log* group), and how you enter dates in the *Dates* panel (*Text & Formats* group). Another helpful Preferences panel lets you change the text in bold-faced labels. You can personalize TimeCache with terms you use instead of its built-in default terminology. To change any label, click *Terminology* in the *Text & Formats* group, and highlight any term you want to change in the list that appears in the main part of the window. Then enter a new term in the text entry box to the right of the list.

> Do you have one activity you perform primarily for all or most of your clients? TimeCache offers client or project billing rates to make it quicker and easier to enter time. Check it out in TimeCache Help. Click the Contents link in the Help window's upper right corner, then click on *How to bill time by client or project rates* in the *TimeCache basics* section.

After you've made any changes you want, close the Preferences window

Set the Date and Name

7) TimeCache should open with the current date showing at the top of the Daily Log screen when you first open it. If not, it's simple to set or change the date. Just click on the date at the top of the Daily Log window, or choose **Daily Log>Set Date...**. A dialog or calendar appears (depending on your settings in TimeCache Preferences) where you can set the date. Type the current date in the dialog and click **OK** (or press Return or Enter in the dialog), or choose the date from the calendar.

When you created the file you're working in, TimeCache should have prompted you for a user name. To change it now, choose **Daily Log>Set User...**, or simply click the name field. In the dialog that appears, type your name then click **OK** or press Return or Enter on your keyboard.

Create A Client Listing

8) TimeCache keeps track of your clients, projects (matters), billing categories and other information in lists so that you can quickly re-enter them. You manage those lists in its List Manager. Choose **View>List Manager** to display it. It should open within a new tab in your TimeCache window. You can drag it out to its own window if you like. We'll go over that in a bit.

The tab bar at the top of the List Manager panel should be showing Clients, but if not click *Clients* to show your list of clients. There won't be any yet, so let's create one. Click the **+** button in the bottom left corner. A Client Info dialog box appears where you can create this client listing. Each client listing requires a unique name. If you've set TimeCache preferences to require client codes (as we did for this tutorial), you'll need to provide a unique client code for each listing. By clicking the *Contact* and *Phone/Email* tabs in the Client Info dialog, you can enter complete contact information.

Let's create a listing for General Design's biggest client, *General Eclectic*. In the Client Info dialog's *Name* text entry field, type `General Eclectic`. For client code, enter `2389`. Click the *Contact* tab. For *Contact Name*, type `Fred Ginger`. For *Company* type `General Eclectic`, then enter an address.

> In TimeCache the client listing name and the company name are separate items. This allows you to create separate client listings for cases where you do work with different divisions of a company or for different individuals. All you need to do is come up with unique names for each client listing.

Enter an e-mail address and phone number if you like. When you've finished entering all the information you want to track, click **OK** and the List Manager panel now shows your listing for General Eclectic.

Create Project Listings

9) TimeCache requires projects to record time and expenses. Different industries have different names for what TimeCache considers a project. You can change the term that TimeCache use in TimeCache Preferences.

> If your industry charges clients for "Matters", you can turn on TimeCache's "Legal Mode" in TimeCache Preferences to use the term "Matter" automatically throughout the interface in place of "Project". As we said earlier, translate "Project" to "Matter" anywhere you see it in this tutorial to follow along in the meantime.

Let's create a project listing for General Eclectic. Every project listing must be attached to a client. To create a project listing, click *Projects* on the tab bar at the top of the List Manager panel. A client popup menu appears below the list. You can use it to switch between projects for different clients, or show all your projects by choosing *All*. Select *General Eclectic* as it's the client to whom you want to attach the project listing you're about to create. (TimeCache will ask for a client later if you skip this step.) Click + in the bottom left corner again. In the Project Info dialog that appears, type `Light bulb packaging` to create a project listing by that name. In addition to the project name, TimeCache prompts you for a calendar shortcut, job number, purchase order (PO) number and an "Authorized by" entry (assuming you followed the Preferences setup we went through earlier in the tutorial). Only the name and job number are mandatory at this point. To complete the listing, enter the required job number; type `01-1001` for *job number* and `L-3456` for *PO number.* We'll add the *Authorized by* information later. When working with TimeCache on your own, the client code, job number and any other data you store can be anything that fits your needs. And if you use automatic job numbering, you don't have to worry about entering those. The above are just examples to work with in this tutorial.

> That "Calendar shortcut" field in the Project Info dialog lets you enter a memorable identifier to use in iCal if you want to import entries from iCal. You'll also see one in the Billing Category dialog, straight ahead in the tutorial. We won't cover iCal importing in this tutorial, but you can find out more about it in TimeCache Help.

Click the *Description* tab. TimeCache 9.0 lets you enter a lengthy description for each project, which can be shown on reports and invoices. If you're planning on printing descriptions, you should keep them from getting too long or there could be problems fitting them on the page.

Now click the *Launcher* tab in the Project Info dialog to add a launcher for this project. Now drag a file from the Finder to the white rectangle in the middle of the window. It can be an application, document or folder. This file (or contents of the folder) will be launched every time you start timing this project in TimeCache. To remove the launcher, click **None**.

When you're done adding everything you want in this project listing, click **OK**. The List Manager panel now shows your new *Light bulb packaging* project listing.

Now let's create a catch-all project listing for General Eclectic. Click + in the List Manager panel again. In the Project Info dialog that appears, type `Miscellaneous` to provide a project listing for work not related to any particular project. Enter `0000` for the *job number*, and `N/A` for *PO number* and *Authorized by*.

Create Billing Category Listings

10) The third element required for a TimeCache entry is a billing category. TimeCache uses Activity categories for billing your time, and Expense categories for billing anything else you charge for. For example, you can use Expense entries for certain time-related billing such as a day rate. Let's create a number of billing category listings in one batch.

In the List Manager panel, click *Billing* in its tab bar. Click + to create a new listing. A Billing Category dialog appears where you can add entries. Let's create a few we know we'll need. Start by typing `Design` for the name and `85.00` for the rate, then without changing anything else click **OK**. Click + again. This time create a listing for `Meeting` with a billing rate of `75.00`. We also need a category for tracking non-billable office time. Create a billing category listing for `General Office` with a billing rate of `0`.

> You'll notice that for each billing category listing you create, TimeCache automatically reproduces the name in the *Report alias* text field. What is this all about? TimeCache requires a unique name for each listing. If you want to have different billing rates for the same activity so that you can charge one client a different rate than another client, you need to create uniquely named billing categories. For example, you might name different billing categories *Design 80* and *Design 90*, or *Acme Design* and *Ajax Design*. The *Report alias* lets you show such entries in reports and invoices simply as *Design* (or any name you choose) so that your clients won't wonder about the names you use to distinguish the different billing rates. To show a different name for a billing category in invoices and reports, simply enter it in the *Report alias* field of the Billing Category dialog.

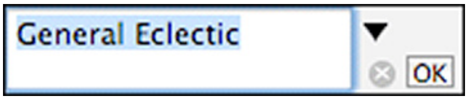
Create one more new billing category. This time click the **Expense** radio button in the Billing Category dialog and type `Mileage` for the name. Now click the **Per-unit expense** checkbox to check it. This creates an expense billing rate that lets us charge the same amount for multiple units. When we record mileage expenses, we'll enter miles, not a charge. If it were for a flat-rate item like art materials or parking we would not make it a per-unit category, and instead enter the amount paid each time we used this expense billing category. To complete this entry, enter the Mileage unit rate of `.59`.

You may notice there is also a *Markup* popup menu in this dialog. Markups represent percentages you add to an entry's net charges. You create them in the List Manager. If you set TimeCache Preferences to use one or more tax rates, you will also see checkboxes for each of these tax rates in the Billing Category dialog. You can apply a default markup category and tax rates to any billing category. Those adjustments will be applied to any new Daily Log entry using this category. When applying billing categories to Daily Log entries, you can remove these default markups and taxes from an individual entry. You can also apply markups and taxes to an entry that does not have a default markup or taxes.

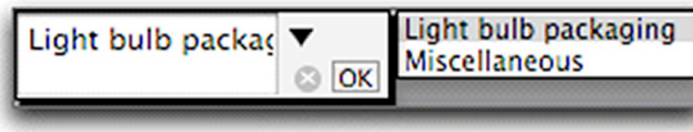
Add a Daily Log Entry

11) Now that we have some client, project and billing category listings to use for tracking time and expenses, let's create some Daily Log entries. The Daily Log is like an electronic timesheet where you write down everything you want to bill. To begin, click in the Daily Log panel's tab at the top of the window to activate it. Then double-click in a blank area of the Daily Log panel below the *Client* or *Project* headings. Or choose **Daily Log>New Entry** or use the keyboard shortcut *⌘-E*.

NOTE: If you set TimeCache Preferences to require a single-click to select and edit Daily Log entries, you'll only need to click once for this and the following steps that involve selecting and editing entries.



A data entry popup window appears. Type `G`. TimeCache auto-completes the name `General Eclectic`. Press the Tab key on your keyboard. TimeCache 9.0's Quick-Fill list appears with a single choice, General Eclectic. If you had other names in your client list to pick from, they would appear in the Quick-Fill list as well. Tab past the ***Client*** column (and enter General Eclectic), moving on to the ***Project*** column (or click in the ***Project*** column with the mouse if you prefer).



Now type `L`. TimeCache auto-completes `Light bulb packaging`. When you press the Tab key this time there are two choices in the Quick-Fill list. *Light bulb packaging* is highlighted because it matched what you typed in the Project field. If you wanted to change the Project entry to *Miscellaneous*, it would require only typing "M" on your keyboard, or the down arrow, to highlight *Miscellaneous*. Then you can enter it by pressing the Tab key again, or the Return or Enter key. You can also mouse over the list to highlight a selection you want to add, and then double-click it in the Quick-Fill list to enter that listing.

Move on to the ***Billing category*** column (TimeCache skips over the job number column because you can't enter anything there.) Type `D` and let TimeCache auto-complete `Design`. Hit the Tab key one more time and you'll see the Quick-Fill list again. You can select a different billing category, or simply type Tab one more time to enter Design.

Now you should be in the ***Notes*** column. Type `Initial design concepts` in the data entry popup window. This is a description you'll be using over and over in documenting your work, so let's save it in TimeCache's Note Glossary. Hold the mouse down on the ***G*** toward the right side of the data entry popup window and choose *Add note to glossary list* from the menu that appears. A dialog box opens prompting you for an abbreviation. This is what you'll type whenever you want to add this phrase to a note. Abbreviations should be memorable and also something you would not otherwise normally type in a note. Enter `idc\`. Adding the "\" to your abbreviation almost guarantees it isn't something you'll type as normal text. Click **OK** to add your new Glossary listing. If you'd like TimeCache to check the spelling of your note, you can click the checkmark icon in the lower left corner of the data entry popup window to bring up the TimeCache spell-check window.

Hit the Tab key one more time to go to the ***Hours*** column (or double-click in the ***Hours*** column if you prefer). TimeCache lets you enter time in hours or minutes. You just need to tell it what you're using. If the small icon towards the right side of the data entry popup window shows an "H" TimeCache is expecting time entry in hours. If it's an "M", TimeCache is expecting minutes. You can toggle between them by clicking the icon. If you're entering time in hours, type `2.5` to record two-and-a-half hours for this entry. If you're using minutes, type `150`. (If you set your *Time entry* preferences in TimeCache Preferences to *Show time entries as 1:30*, you can also enter time in that format, e.g. `2:30`.) If you set TimeCache Preferences to use Start/Stop times, the Hours dialog lets you enter those start and stop times instead of the elapsed time.

Hit the Enter key on your keyboard to accept this entry. You can also click anywhere else in the Daily Log window, or hit the Tab key to start a new entry. If you click on the *X* at the bottom right of the data entry popup window in any column, it closes the window without entering the text or numbers you've typed.

Congratulations! You've just completed your first Daily Log entry. The client, project, job number, billing category, note, hours and charges all show in their appropriate columns. At the right end of the line is a "**-**" symbol which gives you access to a popup menu with additional options for this entry. At the bottom right of the screen your total hours and charges for the day are filled in. Now lets look at the Job Sheet for this project.

View Your First Job Sheet

12) Click the wrench icon (the second icon) in the toolbar at the top of the window, then release the mouse. In the menu that pops up, choose *General Electic:Ligh bulb packaging*. TimeCache opens the Job Sheet panel and takes you to the Job Sheet for the Light bulb packaging project you created. This Job Sheet shows the client and project names. You can show more project details, like the Job number, by pulling down the dragger just below the Client and Project names, in the middle of the Job Sheet panel. Below is a list with columns for date, category, notes, charges and hours. Because you have used this project in a Daily Log entry, you see that entry's infomation on this Job Sheet in gray, italic text. The Job Sheet also shows the total hours and charges from the Daily Log. This entry and others like them allow you to see your time and billings even as they change on a project throughout the day. After you post this and other Daily Log entries to Job Sheets they'll appear in normal black text. Let's fill out more entries on the Daily Log before you do that.

13) To go back to the Daily Log screen, click the furthest left icon in the toolbar at the top of the window, choose **View>Daily Log** , or type its keyboard shortcut, ⌘-1.

Make Another Daily Log Entry

14) Here's another way to create listings while you're making an entry in the Daily Log. Double-click on (or below) the second line of the Daily Log's ***Client*** or ***Project*** columns to show the data entry popup window (or use the menu or keyboard shortcut introduced earlier). With the data entry popup window in the **Client** column, type `Grand Vista Orchards`, then tab to the ***Project*** column. TimeCache displays a dialog telling you it doesn't have a listing for Grand Vista Orchards. Click the dialog's **Create** button or hit Enter or Return on your keyboard to create a listing for this client. The Client Info dialog appears. Enter `25358` for the client code, and any contact information you'd like. The data entry popup moves to the project column.

Create a new project listing for `Nouvelle Beaujolais label` using the same technique you just learned.

Tab on to the ***Billing category*** column and click on the downward facing arrow in the data entry popup window. Choose *Mileage* from the list that appears. Now tab to the ***Note*** column and type `To and from client meeting`. Finally tab to the ***Hours*** column and type `28` to record 28 miles for this entry.

Time Your Work

15) Now you're going to time your work. Choose **Daily Log>New Entry** or click in an empty area of the ***Client*** or ***Project*** columns in the Daily Log to bring up the data entry popup window. Create a new client entry for `General Design` and a new project listing for `Learning TimeCache`. Then tab to the ***Billing category*** column and choose or type `General Office`. Tab to the ***Note*** column and type `Going through TimeCache 9.0 tutorial`. Tab to the ***Hours*** column and click the **"T"** icon in the data entry popup window or type the keyboard shortcut ⌘-*Shift-T.*

The data entry popup window closes and your *Learning TimeCache* entry changes to bold, colored text. You may also notice that the numbers in the ***Hours*** and ***Charges*** columns for this entry change periodically. Double-click on the ***Hours*** or ***Charges*** column of this line. A dialog appears, telling you how many minutes have passed ("less than 1" in this case, unless you've waited a while). If you click **Stop**, TimeCache enters the accumulated time in the Daily Log, rounded off according to your setting in TimeCache 9.0's *Time entry* preferences. If you click **Cancel**, TimeCache resumes timing. Click **Cancel** to continue timing.

> **NOTE:** When you time a job, TimeCache adds any accumulated time to all previously accumulated time or manually entered time on that line. So you can take a break from timing any entry and still get an accurate total if you go back to timing it later. Manually entering a new value for an entry resets any time accumulated by TimeCache 9.0's timer.

16) Let's say your client contact from General Eclectic just called on the phone and you need to interrupt learning about TimeCache to discuss the Light bulb packaging design project you're working on. You want to make sure you track this time.

Now let's learn another way to make entries with existing listings. Click the first icon on the left in the toolbar and release the mouse. A menu of project listings appears. Choose *General Eclectic:Light bulb packaging*. The project is entered in the Daily Log, and the data entry popup window opens in the ***Billing category*** column. Type `M` to enter `Meeting` or choose it from the popup list. Tab to the ***Note*** column and add a note. Then tab to the ***Hours*** column and click the **"T"** icon or type ⌘-*Shift-T* to begin timing. Since you're still timing the *Learning TimeCache* project, a dialog asks if you want to stop timing that job to start timing the General Eclectic job. Click **Yes**. TimeCache enters your accumulated time for the "Learning" job, and starts timing the General Eclectic project. (TimeCache Preferences offers a setting to permit timing multiple entries simultaneously.)

When the call is done, go back to timing the "Learning" job. Since you already have an entry for this job on the Daily Log, you can use a shortcut to start or resume timing: Option-double-click on the ***Hours*** or ***Charges*** column of the line for *Learning TimeCache* to select it and TimeCache starts timing this project. You can also stop timing projects using this Option-double-click technique. Go ahead and stop timing the *Learning TimeCache* job.

Post your entries

17) Let's say that's it for the day. You want to store today's entries where you can later retrieve them for billing and estimating purposes.

It's time to post your Daily Log entries to their appropriate Job Sheets. Before you do so, make a note of the date at the top of the Daily Log window for later use in this tutorial. Choose **Daily Log>Post Daily Log** or use the keyboard shortcut, ⌘-*T*. You can also use the Post Data icon in the toolbar. It's the third icon from the left, with the image of a pushpin. In a moment, TimeCache notifies you that posting is complete and asks if you want to set up the Daily Log for another date. Click **OK**. Depending on your Preferences settings, a dialog appears showing the next day's date, or the calendar appears with the next day's date highlighted. Enter or choose a new date if you like and click **OK** if you're using the dialog. Now let's look again at your Job Sheets.

Browse Your Job Sheets

18) Remember, you can show the Job Sheets panel by using the Job Sheet icon in the toolbar. Or if the Job Sheet panel is already open you can click its tab to bring it to the front. And you can always choose **View>Job Sheets**. Once the Job Sheet panel is activated, you can browse projects by clicking the left and right arrows at the bottom left of the window, or by pressing your keyboard's right and left arrow keys. The right-arrow takes you to the next Job Sheet, the left-arrow takes you to the previous Job Sheet.

Now instead of the gray text you saw when you looked at Job Sheets before you had posted data, the time and expense entries for each of the projects you worked on and posted appear in black text. That indicates they have been saved to the Job Sheets. You can refer back to a Job Sheet at any time to update a client on a project's costs, or to review charges on an old job to estimate a new project.

> Here's another way to quickly go to a particular project's Job Sheet: choose **View>Lists>Project**. In the dialog that appears, double-click the name of the project you want to view.

You can even add an entry directly to a Job Sheet, as long as you don't need TimeCache to time you (timing is only handled on the Daily Log). Just choose **Project>Add Entry**, and TimeCache takes you through the steps to enter the date, billing category, note and hours, charges or expense units depending on the billing category.

Change a Job Sheet Entry

19) View the *Grand Vista Orchards:Nouvelle Beaujolais* Job Sheet now so that we can make a correction and edit the *Authorized by* entry. The details for projects are hidden underneath the project's listings on its Job Sheet. To reveal them, choose **Project>Show Project Information**. Clicking the toolbar's "i" icon (sixth from the left) does the same thing. Using the menu command or the toolbar icon when details are showing hides them again. You can also click and drag the dragger widget that sits right above the list in the middle of the Job Sheet panel to reveal as much of the hidden details as you want.

With the details showing, click the **Edit** button on the far right of the window so that it's highlighted, putting you in Edit mode. Now anything you type in the edit fields in this details area will become part of the details for this project. Type a name in the *Authorization* field. Click the button again (now titled **Save**) to save your changes. Changes are also saved automatically if you move to a different Job Sheet.

Now let's change some of the information you posted earlier. Option-click (hold down the Option key while you click) in the ***Hours*** column for the entry recording your mileage to the client meeting. A dialog appears prompting you for a new entry. Type 20, then click **OK** or press Return or Enter. The correction appears on screen, and the charges for the entry reflect it. You can change nearly any entry on a Job Sheet by Option-clicking on it.

Return to the Daily Log

20) When you're browsing Job Sheets with the navigation arrows or arrow keys and get to the last Job Sheet, a right-arrow takes you to the first Job Sheet. Going through the Job Sheet section is like shuffling cards from the top to the bottom of the pile. After you reach the end, you're back at the beginning. You can quickly go to the first or last Job Sheet by pressing your keyboard's down or up arrow keys along with the ⌘ key. To break out of this endless circle, choose **View>Daily Log**, or click the Daily Log button in the toolbar (first one on the left). Go to the Daily Log now.

Delete A Line

21) For these next steps we need some Daily Log entries to work with. Rather than go through the effort of creating new entries, let's just reload what we already created. Choose **Daily Log>Load Date**. In the dialog that appears, enter the date for which you posted entries earlier and click **OK**. Or click the "reload" icon in the toolbar (fourth from the left) and choose the date from the menu that appears. In a moment, the entries you posted earlier reappear in the Daily Log, and TimeCache informs you that they've been deleted from their Job Sheets. This is a good technique to remember in case you need to make changes to entries you've posted, and don't want to go through Job Sheets one by one to find the entries that need to be changed.

Now let's delete an entry. Double-click and hold the mouse down on the "-" at the right end of the *Learning TimeCache* line . Choose *Delete Entry* from the menu that appears. TimeCache deletes the entry. You can also delete a Daily Log entry by double-clicking the number at the left end of the entry, and then confirming that you want to go ahead with the deletion.

Replace Data Entries

22) Let's see how to replace information on a Daily Log line. Double-click on the project column of the second entry for the *General Eclectic:Light bulb packaging* entry. The data entry popup window appears. Type `M` and let TimeCache auto-complete your typing, or pick `Miscellaneous` from the popup list. Hit the Enter or Return key on your keyboard, or click anywhere else in the Daily Log window to accept this change. Double-click on the ***Note*** column for this entry. Enter `Preparing estimates for stereo brochure` as a new note. Tab to the hours column and enter `.5` if you're timing in hours or `30` if you're timing in minutes. Post your entries again, as in Step 16.

Create a report

23) After you've posted several days' worth of data, you may find it convenient to view a project's charges in report form. TimeCache lets you view reports on screen, print them, and export the report data for use in other applications. To create a project report, go to the Job Sheet for a project that has some entries you've posted. You "unposted" entries in the last step, so re-post the current Daily Log entries now. Then choose **View>Reports>Project**. TimeCache opens a dialog box where you can specify criteria for your report. For now, accept the defaults by clicking **OK**. The first time you create a report or print, you'll need to set the Page Setup. The dialog appears automatically. Choose the page layout orientation you want use and click **OK**. TimeCache opens a report window showing a basic set of data columns. You can produce several other types of reports as well. TimeCache lets you customize the layout for any report and save the changes in a template to be re-used for future reports.

Change the "business information block"

24) If you turned it on in TimeCache Preferences as suggested in Step 6, TimeCache shows a "business information" text block in the header section of default report layouts. You can learn more about working with these text blocks in TimeCache Help's *TimeCache Reports* chapter. But right now let's work with this business information block. To make any changes to a TimeCache report, you need to switch to Layout mode (as opposed to Preview mode, which reports open up in). When you're showing a report, you can choose **Report>Edit Layout** to enter Layout mode, or you can double-click anywhere in the report window and then confirm that you want to edit the report layout. Now changing the text for the business information block requires simply double-clicking it and typing your information. After you change the text in this block, TimeCache asks if you want to use this information in all default reports. If you do, click **Yes**. If you only want to use it for this report layout, click **No** (but be sure to save your layout changes).

You can change the font or text size, and other text formatting, by choosing **Report>Show Tool Palette**, clicking the text block to select it and then making font formatting selections from the Tool Palette. If you need to resize the text block, select it and drag one of the resizing handles. You can move a text block by clicking and dragging anywhere within the text block. If you don't want to show a business information block, you can hide it by choosing **Report>Report Options**, clicking the **Header Fields** button to select it, double-clicking *Business info* in the list on the right to clear it from the *Visible fields* column.

You can save layout changes in report templates which you can then use in subsequent reports. Because each type of report TimeCache can create has different default elements, each report type has its own set of layouts. So, for example, if you create a template for a project report, it won't be available for any other types of reports.

Other customization options include using a PDF file as a background for the report. So you can represent your organization's identity in all your reports and invoices effortlessly. You can also add fields to display data from the TimeCache file (e.g. client contact information) or custom fields with any information you want to add (e.g. your address). You can change the data columns that are displayed. You can add a company logo. You have more or less complete control of the font, size and styling of all text displayed in a report. There is complete information on customizing TimeCache 9.0 reports in TimeCache Help. Look in the *TimeCache Reports* chapter.

When you customize a report, lining everything up perfectly may take a few trips back and forth between Layout mode, where you make changes, and the Preview mode, where you see the final results.

Create an invoice

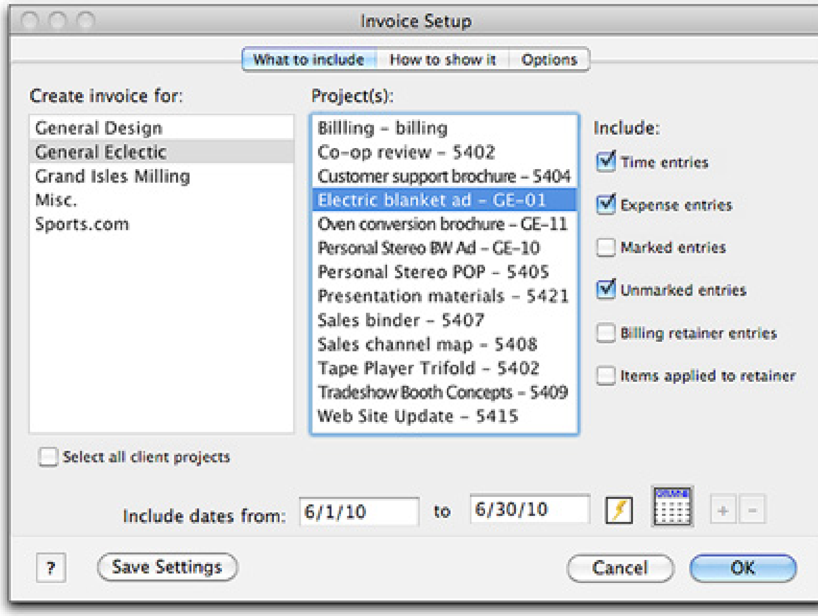
25) Of course the whole point of tracking your time and expenses with a program like TimeCache is to make it simpler to bill your clients. TimeCache offers a built-in invoicing function that gives you extensive control over how your invoices look, what they include, and how you manage them.

To create an invoice, you first need to open or create an invoice file. Choose **File>New Invoice File** to create an invoice file. This is where data for invoices is stored. You can have more than one invoice file, although you can only open one at a time.

After creating or opening an invoice file, TimeCache remembers that file as your current invoice file and automatically opens it whenever you open a data file. Now you can start the actual process of creating a new invoice. To do so, choose **View>Invoices**. The Invoice panel appears, where you see a listing of all invoices in the current invoice file. Click **+** at the bottom of this window or choose **Invoice>New Invoice** to show the invoice setup dialog.

NOTE: One other very important matter to consider is that TimeCache invoices can only includes entries that have been posted to Job Sheets. If you have entries in the Daily Log that you want to include in an invoice, be sure to post them before proceeding.

Let's create an invoice for the work done so far on the *General Eclectic:Light bulb packaging* project. Here are the steps for creating an invoice for any project or group of projects for a client:



a) Choose the client for whom you're creating the invoice from the Clients list on the left (labeled *Create invoice for:*)

- Choose *General Eclectic* from the *Client* list on the left.

b) Highlight the project(s) to include in the invoice from the Projects list on the right. If the **Select all client projects** checkbox is checked, TimeCache automatically selects all the projects for the client you've selected. You can select or deselect multiple projects for a client by Shift-clicking or ⌘-clicking their names in the project list.

- Click *Light bulb packaging* in the Project list to select it.

c) Enter the dates to bill for. TimeCache automatically fills in dates based on your *Invoice Dates* settings in TimeCache Preferences. Make sure they are appropriate for the dates you want to bill for.

- If necessary, change the dates TimeCache has automatically entered to ensure that the range they cover includes all the entries you want to include in the invoice.

d) Choose the types of entries to include in the invoice from the *Marked/Unmarked* popup menu, and the *Time entries* and *Expense entries* checkboxes. There is also an option to add extra information about retainer billing to the invoice. Its function goes beyond the scope of this tutorial. For more information on billing retainers, see the *Retainer Billing* chapter of TimeCache Help.

- Be sure **Time entries** and **Expense entries,** and **Marked** and **Unmarked** checkboxes are all checked.

e) The next set of steps are performed on the Invoice Setup dialog's *How to show it* tab.

- Click the *How To Show It* tab

f) Give the invoice an invoice number. Be sure to pick a unique invoice number. This number will appear in the invoice header unless you set TimeCache Preferences to exclude invoice numbers.

- TimeCache suggests a unique invoice number. If you'd like to use a different number, enter it in the *Invoice number* field.

g) Give the invoice a date. This date will appear in the invoice header unless you set TimeCache Preferences to exclude invoice dates.

- TimeCache automatically enters the current date. If you'd like a different invoice date, enter it in the *Invoice date* field.

h) Give the invoice a title. The title will appear in the invoice header.

- Enter `Invoice` in the *Title* field.

i) Use the default report layout, or choose a saved template from the *Layout* popup menu. (See TimeCache Help for more information on Invoice templates.)

- If you have previously saved an invoice layout or client report layout to a template file, you can choose it from the *Layout* popup menu. Otherwise, *Default* is your only choice.

j) Choose whether or not you want to include project descriptions from the *Project descriptions* popup menu.

- These are the descriptions you have the option of entering in the Project Information window for each project (see step 19). Choose *Show with labels* from the popup menu. If you entered a description, it will appear in the invoice, otherwise no description or description label will appear.

k) Provide an invoice description. This is a short identifier that will appear in the listing for this invoice in the Invoice window.

- Enter `GE Light bulb packaging for [current month]` in the *Invoice description* field (where `[current month]` is the current month's name). This will help you identify this invoice from all others you might create later for General Eclectic, and for work you do later on the *Light bulb packaging* project.

l) If you want to show charges summarized by billing category instead of a detailed report that includes every entry that meets your criteria, click **Summarize** to check it. Because a summary sums the hours and charges of all specified entries for each billing category into a single invoice entry, there are no dates or notes included in a Summary invoice. Therefore saved layout templates for detailed invoices are not available for summarized invoices, and vice-versa.

- Leave **Summarize** unchecked.

If you are following along in the Invoice Setup dialog, you can see that there are even more options on the *How To Show It* and *Options* panels. For information on these additional options, check out the *TimeCache Invoices* chapter in TimeCache Help.

Now click **OK** to show your new invoice. What you're looking at is a variation of a Client report (one of TimeCache 9.0's report types) that shows additional information to serve as an invoice (unless you set TimeCache Preferences to omit those items: the invoice date, invoice number, and amount due). You can customize this layout just like a report layout and save the results as a custom invoice template for future invoices. When you close the invoice window, TimeCache asks if you want to save the invoice. If you do, TimeCache automatically disables and/or hides (depending on your settings in TimeCache Preferences) all entries included in the invoice on their respective Job Sheets. You can view saved invoices by choosing them in the Invoice window. When viewing an invoice, you can add payments and adjustments. Close the invoice window before proceeding to the next step. When TimeCache asks if you want to save your invoice, click **No**.

> **NOTE:** There is more information on working with TimeCache invoices available in TimeCache Help. Please read the *TimeCache Invoices* chapter before you begin working with TimeCache invoices.

Customize your window

26) By now you should have the List Manager, Job Sheet and Invoice panels open, in addition to the Daily Log panel. (The Daily Log panel must be showing if you have a file open. Closing it closes the TimeCache file, although it does not quit TimeCache.) If you don't like the order in which they appear in your window, you can change that. You can even put each of those panels in their own window, or arrange them in different windows if you like.
To change the order of panels in your main window, just click on its tab and drag it to a new location in the window's tab bar. The only one you can't change is the Daily Log. If you'd like to, you can also close a tab by clicking the X in its tab.

When you drag a tab to a new location in the window, you'll notice a gray outline of the window as you drag. If instead of dropping it within the source window, you drop it in an empty area of your Mac's screen, TimeCache shows that panel in its own window. Then if you want, you can drag other panels from your main window into that new window. Or you can create other new windows by dragging other panels to an empty area. You can restore any panel to the main window by dragging it from its "auxiliary" window back to the main window. You can arrange things pretty much however you like.

Check out TimeCache Help

27) There's much more you can learn about working with TimeCache if you want to get the most out of it. For example, you can find out about many more options for customizing TimeCache to your style of working. Learn more about working with markups and tax rates, and how to write off part of an entry's charges. You can also learn more about creating and working with invoices, and all about TimeCache reports.

You can learn about these and other advanced topics in TimeCache Help. So let's look over the on-line help. Choose **Help>TimeCache Help**. A Help window appears. Click the *Contents* link in the upper right corner and select different Help sections from the list of headings on the Contents page. Expand a topic by clicking the triangle to its left to see all the different topics you can learn about, then select any Help topic.

> Here's a good example of using TimeCache Help. One of the most common questions we are asked is how to wrap long notes in reports and invoices so that the entire note appears. Learn how to wrap any column in TimeCache Help. In the top right of the Help window is a search field. Type `wrap` in the search field, and then hit the Return key on your keyboard. Click on *How to wrap text when printing* and you're taken to a page that describes how to set up a column for wrapping when you print your report.

Create Your Own TimeCache Data File

28) Congratulations! You've finished the TimeCache 9.0 tutorial, and now you should know enough to use TimeCache 9.0 like a pro. Create your own data file to use in tracking time and expenses for your business. Change preferences to suit your needs. Make the most of TimeCache.