

# What's New

## Office Timesheets Version 7

(Core & Time Billing Editions)

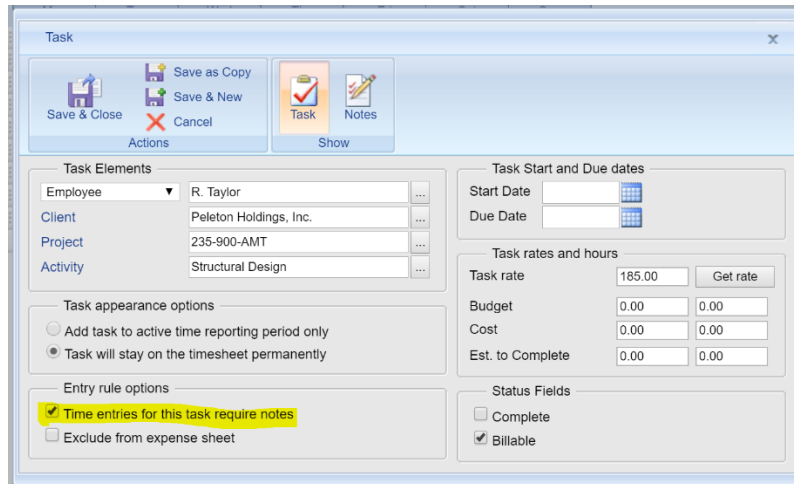
### Table of Contents

Office Timesheets Core Edition.....	2
Require time entry notes for specified tasks .....	2
Excluding specified tasks from the Expense Entry Sheet.....	2
Security control for entry rule options .....	3
Mass Update Entry Rule options.....	3
Default settings for entry rule options .....	4
Sage 100 2018 and higher integration (completely re-written t).....	4
Display the name of the template loaded in Summary Reports.....	5
Element list "Show as" settings now show in Summary Report output.....	5
Summary Reports export file now defaults to name of the template.....	6
Transaction Detail Reports - create a new report from an existing report .....	6
Ability to show or hide the "Print Timesheet" option in View Sheets tab.....	6
Enter From and To date directly from View Criteria screen of Detail Reports.....	7
Time Billing Edition Highlights .....	7
Custom Invoice Templates.....	7
Invoice Tracking and Management.....	8
Invoice Payment Tracking .....	9
Invoice Adjustment Tracking (Credits, Debits and Refunds) .....	10
Invoice History Tracking.....	10
Customer, Project and Phase-based Statement Generation.....	11
New Time Billing Detail Reports .....	11

## Office Timesheets Core Edition

### Require time entry notes for specified tasks

Office Timesheets now allows you to specify tasks that will require notes when entering time against them. The option is located in the task dialog, under the grouping “*Entry rule options*”; and entry rule options will only become visible when activated in the *Task* area of Security Policies (see *Security control for entry rule options* feature below).

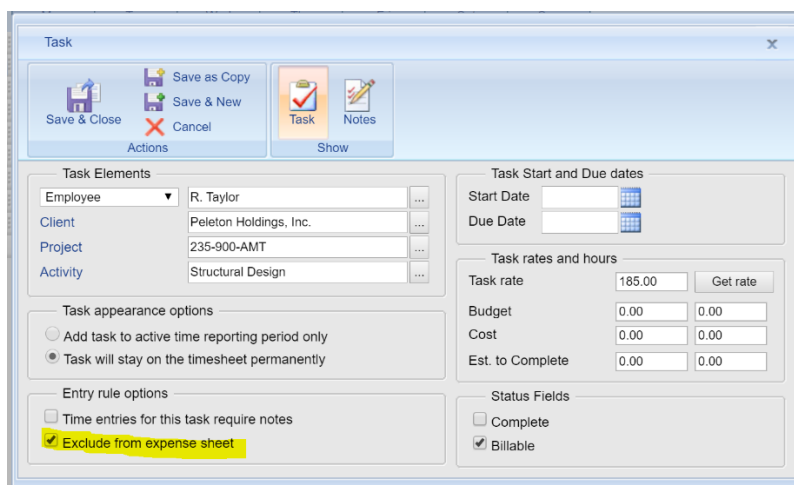


The screenshot shows the 'Task' dialog box with the following sections:

- Task Elements:** Employee (R. Taylor), Client (Peleton Holdings, Inc.), Project (235-900-AMT), Activity (Structural Design).
- Task Start and Due dates:** Start Date, Due Date.
- Task rates and hours:** Task rate (185.00), Budget (0.00), Cost (0.00), Est. to Complete (0.00).
- Task appearance options:** Add task to active time reporting period only, Task will stay on the timesheet permanently.
- Entry rule options:** ☒ Time entries for this task require notes, ☐ Exclude from expense sheet.
- Status Fields:** Complete, Billable.

### Excluding specified tasks from the Expense Entry Sheet

Also, as part of *Entry rule options* for tasks is the option to exclude specified tasks the Expense View. When the option “Exclude from expense sheet” is checked, the specified task will be excluded from the Expense View.

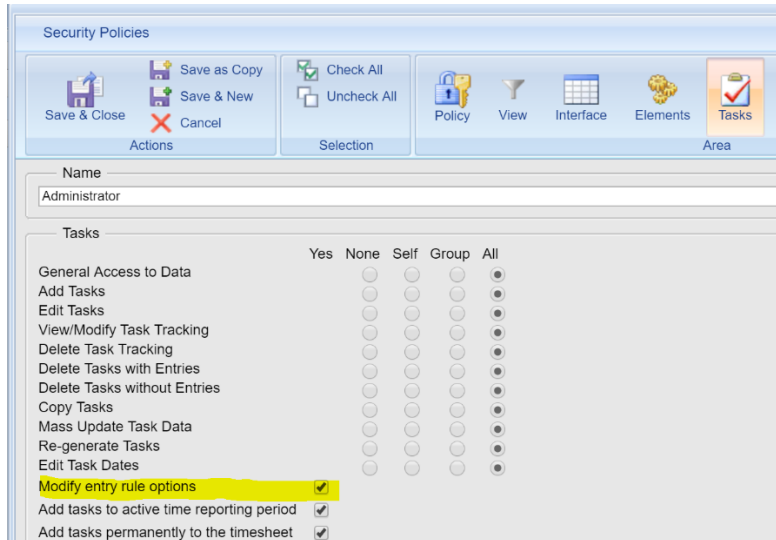


The screenshot shows the 'Task' dialog box with the following sections:

- Task Elements:** Employee (R. Taylor), Client (Peleton Holdings, Inc.), Project (235-900-AMT), Activity (Structural Design).
- Task Start and Due dates:** Start Date, Due Date.
- Task rates and hours:** Task rate (185.00), Budget (0.00), Cost (0.00), Est. to Complete (0.00).
- Task appearance options:** Add task to active time reporting period only, Task will stay on the timesheet permanently.
- Entry rule options:** ☐ Time entries for this task require notes, ☒ Exclude from expense sheet.
- Status Fields:** Complete, Billable.

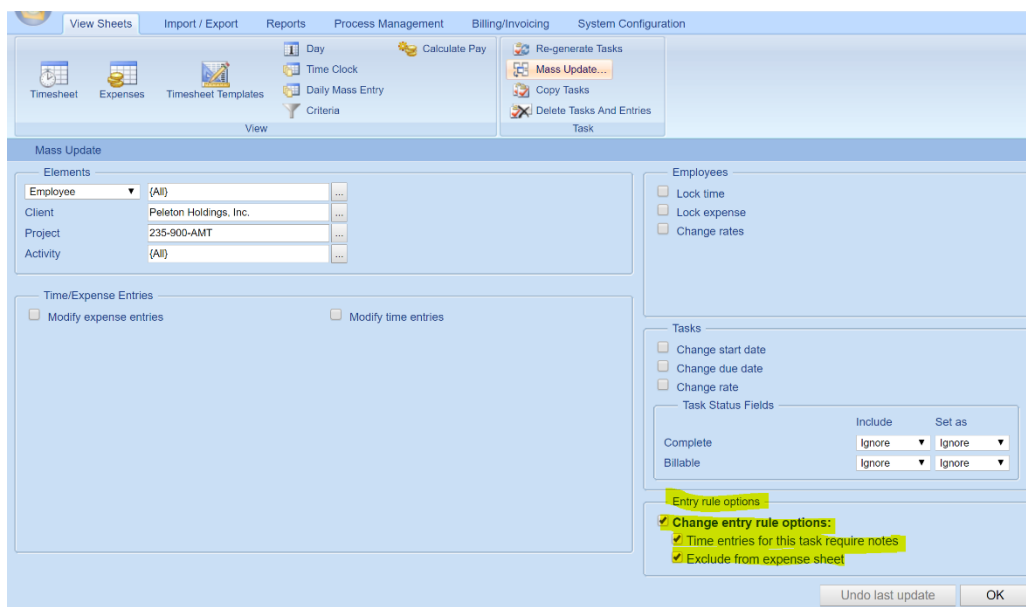
## Security control for entry rule options

Access to Entry rule options is granted via the *Task* area of Security Policies. By default, Entry rule options are disabled, and thus, must be enabled for any security policy you wish to have these options.



## Mass Update Entry Rule options

Mass update now also includes the options to mass update both Entry Rule Options allowing you to update task's entry rule options in large batches.



## Default settings for entry rule options

Miscellaneous options in the System Configuration tab now also lets you to set the default options for both Entry Rule options. For example, if you wish to exclude all new tasks, by default, from appearing on the Expense View you'd set the corresponding default option to **"Checked"**.

Sign Out ▾

View Sheets Import / Export Reports Process

Time Entry Options Company Info E-mail Account Auditing Options Cha

Miscellaneous

Miscellaneous Setup

Time entry rate default	Standard rate: Pay rates ▾
Task rate default	Standard rate: Pay rates ▾
Address Level	{No selection} ▾
Company Level	{No selection} ▾
Default Employee Reporting Period	{No selection} ▾
TE for task require notes default	Unchecked ▾
Exclude task from exp sheet default	Checked ▾

## Sage 100 2018 and higher integration (completely re-written t)

Office Timesheets' Sage 100 integration has been completely re-written to work with Sage's all-new TimeTrack module and user privacy requirements for 3<sup>rd</sup> party applications; and now includes the option to work with Sage 100 2018 and higher version; or Sage 100 2017 and lower versions.

Settings - Sage 100 Link for use with Office Timesheets

Connection Receive Data Send Data Earnings Codes Map Scheduling Support

**OTS Connection Settings**

Server Login URL

☐ Use Windows Authentication

Username Password

Test Connection

**Sage Connect Configuration**

SAGE version:

☒ SAGE 2016 ☐ SAGE 2018

Database folder

Browse

Company code

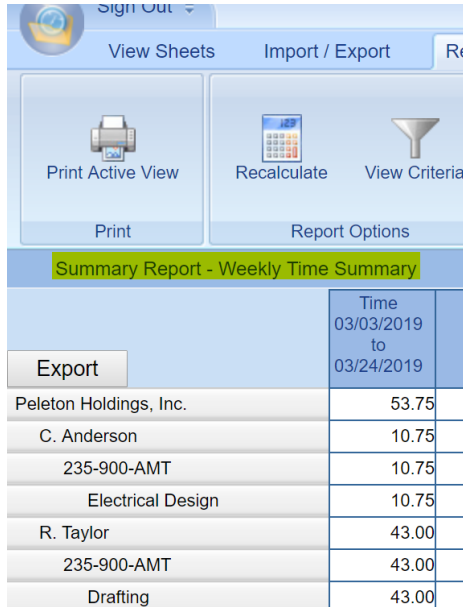
Username Password

Test Connection

OK Cancel

## Display the name of the template loaded in Summary Reports

Now, when loading a previously saved Summary Report template, the name of the template is visible in the Summary Report view.

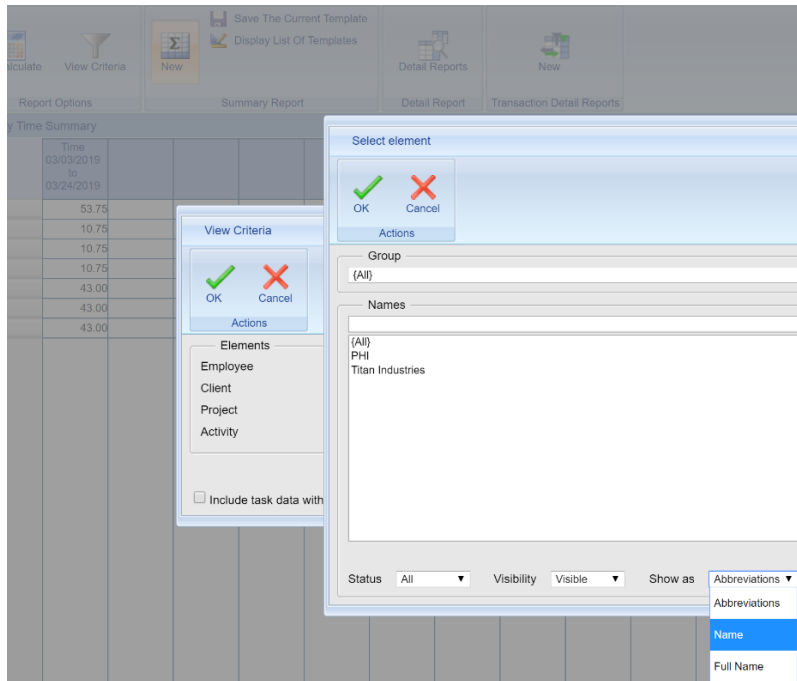


The screenshot shows the 'Summary Report - Weekly Time Summary' interface. At the top, there is a navigation bar with 'Sign Out', 'View Sheets', 'Import / Export', and 'Re'. Below this is a toolbar with icons for 'Print Active View', 'Recalculate', and 'View Criteria'. The main area displays the title 'Summary Report - Weekly Time Summary' in a yellow box. Below the title is a table with two columns: 'Export' and 'Time'. The 'Time' column header specifies the date range '03/03/2019 to 03/24/2019'. The table contains seven rows of data, each with a name and a corresponding time value.

Export	Time 03/03/2019 to 03/24/2019
Peleton Holdings, Inc.	53.75
C. Anderson	10.75
235-900-AMT	10.75
Electrical Design	10.75
R. Taylor	43.00
235-900-AMT	43.00
Drafting	43.00

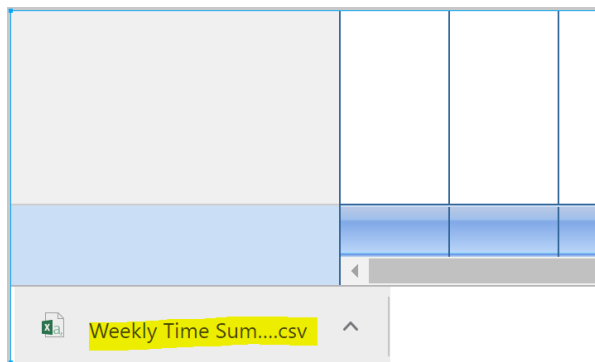
## Element list "Show as" settings now show in Summary Report output

You now have to option to select which name field you wish to view for each element level in Summary Reports. To change these settings, run your Summary Report; then click on the **Criteria** icon; click on an *Element Level* selector; and then choose between **Abbreviation**, **Name** or **Full Name** for the selected level; click **OK** and then click the **Recalculate** icon to refresh the report ...



Summary Reports export file now defaults to name of the template

With Office Timesheets Version 7, when you export a Summary Report, the file name will default to the name of the Summary Report Template ...



Transaction Detail Reports - create a new report from an existing report

With Office Timesheets Version 7, you can now create a new Detail Transaction report from an existing report template. With a Detail Transaction Report template loaded; make modifications to the report; change the name of the report template in the *Name* field; and then click the **Save the Current Template** icon. A new template will be saved, while preserving the original template in your template list.

Ability to show or hide the "Print Timesheet" option in View Sheets tab

Office Timesheets Version 7 now offers the ability to show/hide the Print Timesheet icon in the *View Sheets* tab. To access this option, open a selected security policy; navigate to the *Interface* area; scroll down to the *View Sheets* grouping; and check/uncheck the **Print Timesheets** checkbox.

View Sheets		Yes	Start-up View	Task		Yes	Start-up View
View		<input checked="" type="checkbox"/>		Add Tasks		<input checked="" type="checkbox"/>	
Timesheet		<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Add Tasks From Template		<input checked="" type="checkbox"/>	
Expenses		<input checked="" type="checkbox"/>	<input type="radio"/>	Re-generate Tasks		<input checked="" type="checkbox"/>	<input type="radio"/>
Templates		<input checked="" type="checkbox"/>	<input type="radio"/>	Edit Task		<input checked="" type="checkbox"/>	
Day		<input checked="" type="checkbox"/>	<input type="radio"/>	Mass Update		<input checked="" type="checkbox"/>	<input type="radio"/>
Time Clock		<input checked="" type="checkbox"/>	<input type="radio"/>	Copy Tasks		<input checked="" type="checkbox"/>	<input type="radio"/>
Daily Mass Entry		<input checked="" type="checkbox"/>	<input type="radio"/>	Delete Tasks And Entries		<input checked="" type="checkbox"/>	<input type="radio"/>
Criteria		<input checked="" type="checkbox"/>	<input type="radio"/>	Print TimeSheets		<input checked="" type="checkbox"/>	
View Templates		<input checked="" type="checkbox"/>		Approval		<input checked="" type="checkbox"/>	
Copy View Templates		<input checked="" type="checkbox"/>		Employee		<input checked="" type="checkbox"/>	
Filters On/Off		<input checked="" type="checkbox"/>		Manager		<input checked="" type="checkbox"/>	
Calculate Pay		<input checked="" type="checkbox"/>		Pay Data		<input checked="" type="checkbox"/>	
Calculate Pay with Reset		<input checked="" type="checkbox"/>					

Enter From and To date directly from View Criteria screen of Detail Reports

Due to very popular demand, we've added **From date** and **To date** controls directly within the *View Criteria* dialog, without having to click on the **From date** and/or **To date** buttons ...

Time Entry Reports View Criteria

OK Cancel Status

Actions Status

Employee {All} ...

Client {All} ...

Project {All} ...

Activity {All} ...

From date 03/01/2019 03/01/2019

To date 03/24/2019 03/24/2019

## Time Billing Edition Highlights

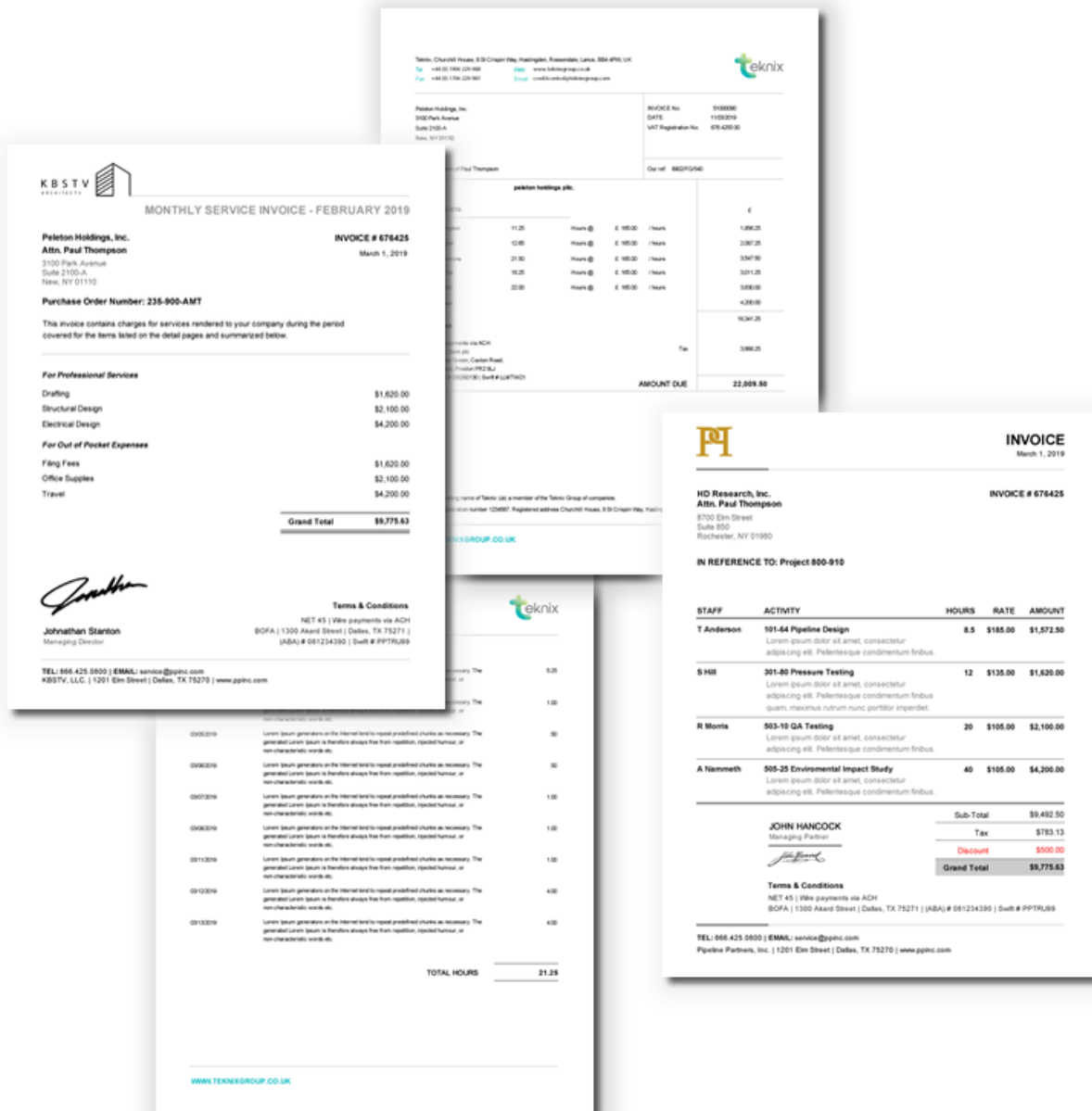
With the release of Office Timesheet Version 7, Lookout Software now offers a new edition of Office Timesheets: Time Billing Edition. Office Timesheets Time Billing Edition combines a complete Time Billing application that is tightly integrated with Office Timesheets Core Edition. Office Timesheets Time Billing Edition includes hundreds of integrated time billing features. Below are some of the new Time Billing Edition's highlights.

### Custom Invoice Templates

Invoice templates are used in creating a single invoice or a batch of invoices. The invoice template will

determine the design/layout of the invoice as well as the content displayed on the invoice(s). Each installation of Office Timesheets can contain an unlimited number of invoice templates. This allows Office Timesheets users to create one set of invoices with a specific design and layout, and other customer invoices with a different invoice layout and design.

You can create templates using Time Billing Edition's built-in Invoice Template Designer; or you can order one or more custom invoice template(s) from Lookout Software, created from your exact specification.



## Invoice Tracking and Management

Office Timesheets Time Billing Edition includes comprehensive invoice management and tracking. The



invoice grid is highly inter-active and provides several easy-to-use tools that allow you to view invoices and invoice data practically any way you wish. You can also perform an impressive list of invoice actions from the Invoice Grid, including but not limited:

- Finalizing one or more one invoices
- Editing existing invoices and/or invoice batches
- Viewing and/or printing invoices
- Email invoices to one more client contacts
- Viewing email history of invoices

Sign Out - admin

View Sheets Import / Export Reports Process Management Billing/Invoicing System Configuration

Invoices Add Invoice Add Batch Templates Payments Adjustments History Statements

Contacts Billing Rates Rate Settings Update Entry Rates Payment Terms Setup

Billing Invoices

Drag a column header here to group by that column.

ACTION	REF #	BATCH	STAGE	STATUS	DATE	DUE DATE	CLIENT	PROJECT	PHASE	AMOUNT	PAID	BALANCE
	5100090		Pre-Bill	Not Sent	03/14/2019	04/28/2019		{All}	{None}	\$47,427.25	\$0.00	\$47,427.25
	509		Pre-Bill	Not Sent	03/11/2019	04/25/2019		{All}	{None}	\$2,899.43	\$0.00	\$2,899.43
	505		Billed	Paid	12/16/2018	01/15/2019		{No selection}	{None}	\$4,000.00	-\$4,000.00	\$0.00
	504	Batch 2 - October Bill	Billed	Overdue (Partial)	12/14/2018	12/14/2018		{All}	{None}	\$92,622.50	-\$1,000.00	\$91,622.50
	503	Batch 2 - October Bill	Billed	Overdue 100 day	12/14/2018	12/14/2018		{All}	{None}	\$94,547.50	\$0.00	\$94,547.50
	502	Batch 2 - October Bill	Billed	Overdue 100 day	12/14/2018	12/14/2018		{All}	{None}	\$112,115.00	\$0.00	\$112,115.00
	501	Batch 2 - October Bill	Billed	Overdue 100 day	12/14/2018	12/14/2018		{All}	{None}	\$80,713.50	\$0.00	\$80,713.50
	500		Billed	Paid	12/13/2018	12/13/2018		{No selection}	{None}	\$15,059.75	-\$15,059.75	\$0.00
										\$449,384.93	-\$20,059.75	\$429,325.18

Records per page: 25 Show Filter - Records: 1 - 8 of 8 - Pages: 1

Batch actions: Finalize UnFinalize Send Set as Exported Set as Unexported

## Invoice Payment Tracking

Office Timesheets Time Billing Edition also offers comprehensive payments management where users can apply, manage and track all payments.

Sign Out - admin

View Sheets Import / Export Reports Process Management Billing/Invoicing System Configuration

Invoices Payments Add Payment Adjustments History Statements

Contacts Billing Rates Rate Settings Update Entry Rates Payment Terms Setup

Billing Payments

Drag a column header here to group by that column.

ACTION	DATE	REF #	CLIENT	PROJECT	PHASE	METHOD	AMOUNT	STATUS
	01/02/2019	150003	RMIC Corporation	{All}	{None}	Check	-\$10,000.00	Partially Applied
	12/19/2018	150001	ArcLight FF	{All}	{None}	Check	-\$4,000.00	Fully Applied
	12/14/2018	150000	Actuarial Risk Services	{No selection}	{None}	Check	-\$15,059.75	Fully Applied
							-\$29,059.75	

Records per page: 25 Show Filter - Records: 1 - 3 of 3 - Pages: 1

## Invoice Adjustment Tracking (Credits, Debits and Refunds)

Office Timesheets Time Billing module also tracks invoice adjustments, including both **balance adjustments (Debit and Credits)** and **refunds**.

The screenshot shows the 'Billing Adjustments' section of the Office Timesheets Time Billing module. The interface includes a top navigation bar with tabs for View Sheets, Import / Export, Reports, Process Management, Billing/Invoicing, and System Configuration. Below the navigation bar are icons for Invoices, Payments, Adjustments, Add Credit/Debit, Add Refund, History, and Statements. The main area displays a table of adjustments and refunds. The table has columns for ACTION, DATE, TYPE, NAME, REF #, CLIENT, PROJECT, PHASE, AMOUNT, and STATUS. Two records are shown: a Refund of \$1,500.00 on 03/11/2019 and a Credit of -\$1,000.00 on 12/19/2018, both for RMIC Corporation. The total amount is \$500.00. The interface also includes a 'Records per page' dropdown set to 25 and a 'Show Filter' button.

ACTION	DATE	TYPE	NAME	REF #	CLIENT	PROJECT	PHASE	AMOUNT	STATUS
Refund	03/11/2019	RF	Refund	150004	RMIC Corporation	{All}	{None}	\$1,500.00	Refunded
Credit	12/19/2018	ADJ	Credit	150002	RMIC Corporation	{All}	{None}	-\$1,000.00	Fully Adjusted
								<b>\$500.00</b>	

The screenshot shows the 'Billing Refunds' section of the Office Timesheets Time Billing module. The interface includes a top navigation bar with tabs for View Sheets, Import / Export, Reports, Process Management, Billing/Invoicing, and System Configuration. Below the navigation bar are icons for Invoices, Payments, Adjustments, Add Credit/Debit, Add Refund, History, and Statements. The main area displays a form for creating a refund. The form has fields for Refund Date, Client, Project, Phase, Refund Method, Number, Bank, and Date. The 'Refund Info' section shows the following values: Refund Date: 03/18/2019, Client: Peleton Holdings, Inc., Project: {All}, Phase: {No selection}, Refund Method: Check, Number: 872034, Bank: BOA, Date: 03/18/2019. There is a 'Refund Notes' section with a text area for notes. The form has 'Save' and 'Cancel' buttons. Below the form is a table titled 'Select which payment to include in refund' with columns for DATE, REF #, CLIENT, PROJECT, PHASE, METHOD, PAYMENT, UNAPPLIED, and REFUND. The table shows one record for 03/18/2019 with a payment of \$64,016.34 and an unapplied amount of \$64,016.34. The refund amount is 1000.00.

DATE	REF #	CLIENT	PROJECT	PHASE	METHOD	PAYMENT	UNAPPLIED	REFUND
03/18/2019	1500000	Peleton Holdings, Inc.	{All}	{None}	Check	\$64,016.34	\$64,016.34	1000.00
						<b>\$64,016.34</b>	<b>\$64,016.34</b>	

## Invoice History Tracking

Office Timesheets Time Billing Edition's History Grid contains all invoice transactions that justify the balance for a given range of invoices. It helps you to quickly identify and review a detailed list of all activities pertaining to one or more invoices including all payments, credit/debit memos, and refunds.

ACTION	DATE	TYPE	REF #	CLIENT	PROJECT	PHASE	AMOUNT	STATUS
	03/18/2019	RF	150001	Peleton Holdings, Inc.	{All}	{None}	\$1,000.00	Refunded
	03/18/2019	PMT	150000	Peleton Holdings, Inc.	{All}	{None}	-\$64,016.34	Fully Applied
	03/18/2019	INV	1000	Peleton Holdings, Inc.	{All}	{None}	\$64,016.34	Due (Partial) 45 day(s)
							<b>\$1,000.00</b>	

## Customer, Project and Phase-based Statement Generation

From Office Timesheet Billing Edition's Statements area you can generate a statement for each isolated Client, Project and/or Phase by clicking on the Action icon for the specified Client's/Project's/Phase's grid row, and clicking **View Client/View Project or View Phase**.

ACTION	CLIENT	PROJECT	PHASE	BALANCE
	Peleton Holdings, Inc.			\$1,000.00
				<b>\$1,000.00</b>


## New Time Billing Detail Reports


Office Timesheets Detail Reports now includes a robust number of new report templates designed to complement Time Billing needs. The reports include, but are not limited to:


- Invoice Aging Report
- Invoice Tax Report
- Invoice Summary Report
- Multiple Timekeeper Billing Productivity Reports

Sign Out

View SheetsImport / ExportReportsProcess Management

New  
Summary Report

Detail Reports  
Detail Report

New  
Transaction Detail Reports

Detail Report List

Report list

If this is your first time using Detail Reports you will need to add the pre-defined detail report templates to your Office Timesheets Detail Report List. To do this, click the "Add Defaults" button below; select all check boxes in the "Add Default Reports" dialog box; and click OK.

Category **Billing/Invoicing**

Employee&CommissionByInvoice(Labor+Exp)\_All

Employee&CommissionByInvoice(Labor+Exp)\_Billed

Employee&CommissionByInvoice(LaborOnly)\_All

Employee&CommissionByInvoice(LaborOnly)\_Billed

Employee&CommissionByPayment(Labor+Exp)\_All

Employee&CommissionByPayment(Labor+Exp)\_Billed

Employee&CommissionByPayment(LaborOnly)\_All

Employee&CommissionByPayment(LaborOnly)\_Billed

EmployeeBillingByInvoice(Labor+Exp)\_All

EmployeeBillingByInvoice(Labor+Exp)\_Billed

EmployeeBillingByInvoice(LaborOnly)\_All

EmployeeBillingByInvoice(LaborOnly)\_Billed

EmployeeBillingByInvoicePayment(Labor+Exp)\_All

EmployeeBillingByInvoicePayment(Labor+Exp)\_Billed

EmployeeBillingByInvoicePayment(LaborOnly)\_All

Add Defaults

Rename

Delete

Run

Load

Copy...

Add Report