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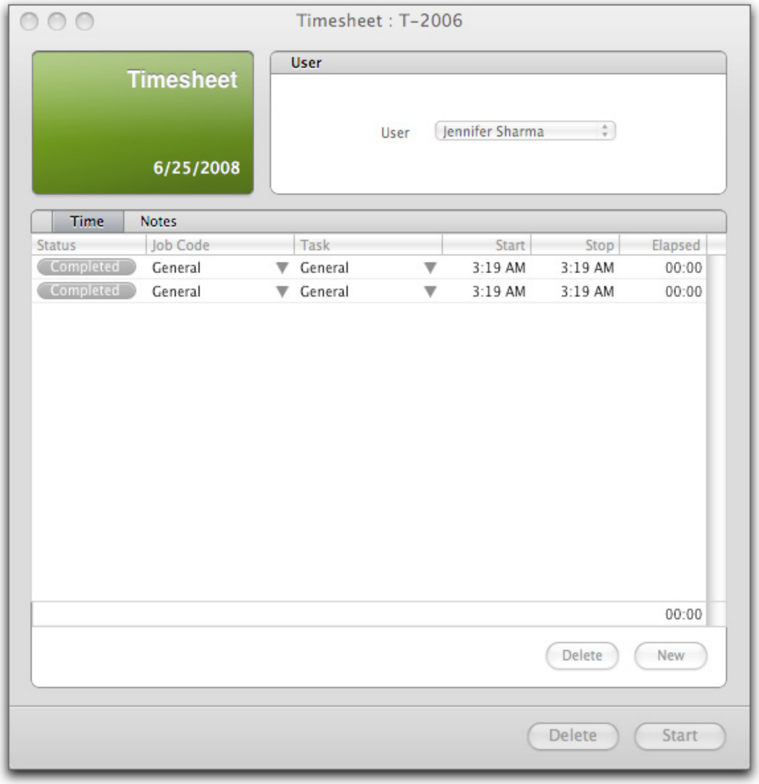
Introduction

LightSpeed's time-billing features allow you to account for the time Users spend on a given project, and, if necessary, bill a Customer for that time. Timesheets will allow you to clock in and out, working on specific Jobs and sub-tasks within that Job. Any time spent on a Job by any User will be logged, and that work can be converted to a Product for each User, billing a Customer for the time on an Invoice.

Timesheets

To create a new Timesheet, click the *Timesheet* icon in the Tool Bar located at the top of the screen. Choose the User from the pop-up menu; a password may be required if the User you choose is not the one currently logged in. Click the *New* button to create a new entry. Under the heading *Job Code*, you can choose an open Job to work on, or you can leave the default set to *General*. If you choose a Job, you can also choose a sub-task within that Job. (see section on *Jobs* below for more info) To start the clock ticking, click the green *Start* button.



Timesheet card

> You can manually adjust the start and stop times by clicking them and setting the time that is logged.

To begin a new entry, you need only click the *New* button. The current entry will be stopped and a new one will be created. To log a note onto a Timesheet, click the *Notes* tab, enter the note, and click *Save*.

Several Timesheet cards may be running for one User simultaneously.

Reporting

To run a Timesheet report, go to **Tools** >**Reporting** >**Timesheet**, and select the report you wish to run. Set your date range, and either preview or print the results. For more information, see the Reporting document on our website's documentation page.

Users can check their own Timesheets at **File** >**Print User Reports** >**Timesheets.** Once they set the date range, the User can preview or print their own Timesheets.

Jobs

Click the *Job* icon in the Task Bar to create a new Job. Give the Job a *Code* and *Description*, and create any sub-tasks you want Users to work on when working on this Job. Click *Save*. Now, this Job will appear in the *Jobs* list on Users' Timesheets. Any time a User spends on a Job will be logged in the Time tab of the Job, the date the work was done, and that Task the User worked on. Multiple entries may be logged by one or more Users.

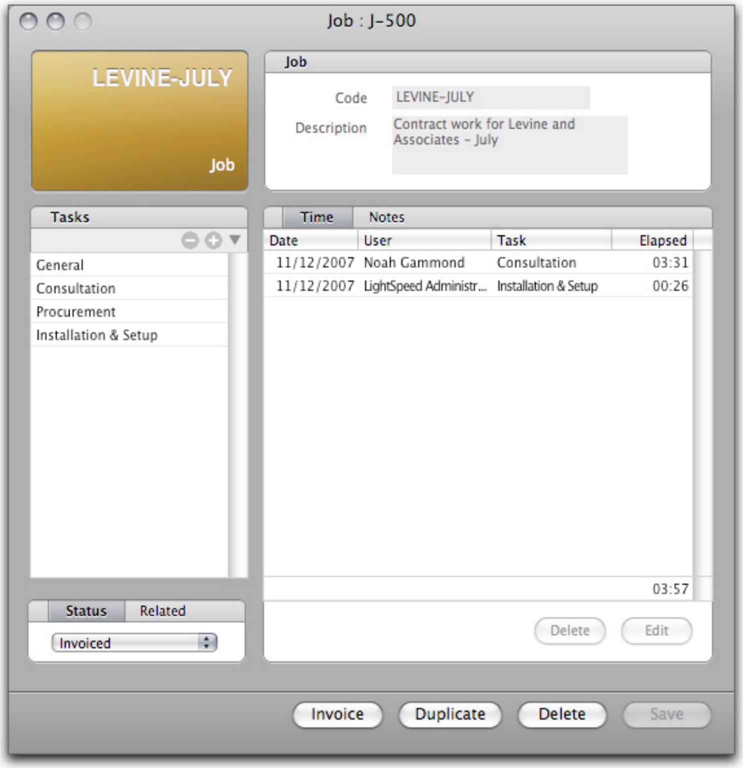
To bill for the time spent on a Job, you must first associate a Product with that User. Create a new, non-inventoried Product, and set the Selling Price as the hourly labor rate for that User. Open your Users setup panel, and in the *Product* field, enter the Product Code of the Product you created. Click *Save*.

Now, when you click the *Invoice* button in the Job, any entries by Users with associated Products will be transferred to a new, unsaved Invoice. The *Qty* column will reflect the time elapsed on the Job, and the *Selling Price* will be the hourly rate set in the Product profile.

Click the *Duplicate* button at the bottom of the window to duplicate the Job, or *Delete* to delete it. You can also use the *Delete* and *Edit* buttons below the entries to modify or delete the times logged by Users.

Changing a Job's status to *Invoiced* or *Cancelled* will remove it from the list of Jobs accessible in the pop-up menu of a User's Timesheet.

Both Jobs and Timesheets are accessible in the Browser.



Job card