

Introducing Time 2009

Time is a practice management solution.

It offers time and billing, project tracking, accounts receivable and comprehensive practice management -- all with multi-user access, and real-time reporting.

Time handles the following:

- Time sheets for unlimited number of staff.
- Expense reports can be processed in the same manner as time sheets.
- Detailed work in process and other productivity reports.
- Interim and final billing.
- Cash receipts and credit notes
- Aged trial balances and client statements reports.

Setting up the Time File

First create the file and complete the Company Profile, including the firm address, year end date, accounts receivable default information and chart of accounts for general ledger distribution.

Then import or enter directly into Time the following:

- Work code
- Staff list
- Client list

Setting up the Time File

And then import the following:

- Groups (client)
- Contacts
- Projects
- Accounts Receivable opening balances
- Work in Process opening balances

OR

Work in Process detail

Protecting the Company File

Use the Time protection feature to ensure the integrity of the file and to determine the role of users who have access to the file. This is achieved by:

- Setting up protection groups and their access rights
- [Assigning staff](#) to protection groups and setting their passwords.
- Assigning documents to the users

The User Profile

- The User Profile allows a user to filter the documents available on the Document Manager globally according to criteria chosen by that user.
- The filters appear in the User Profile Toolbar for quick reference while working on the file. Documents subject to filtering are color-coded to the type of filter by which they are controlled.

Saving a document as an Excel file

All automatic documents/reports can be saved in the Excel format.

What's New in CaseWare Time 2009

Databases

- Time 2009 uses SQL database tables.
- Time 2009.00 installs Microsoft SQL Server Express 2005 if no SQL Server is available.

What's New in CaseWare Time 2009

Time Websheet

- allows staff to open the Time file over the web and input their daily time and expenses.

What's New in CaseWare Time 2009

Contacts

- provides a one-to-many relationship between contacts and clients.

What's New in CaseWare Time 2009

Alternate Codes

- Unlimited user-defined client codes giving the ability to filter clients.

What's New in CaseWare Time 2009

Document Properties

- **Sorting** – Added three levels of sorting so that documents can be sorted on most columns in the reports.
- **Equation editor** – Improved the [built-in editor](#) so users can build SQL expressions to filter documents by table and database field.

What's New in CaseWare Time 2009

Accounts Receivable

- **Cash Receipt Reversal** – Established a new process to let users reverse bounced or returned payments from clients. The same process can also be used to reverse a cash receipt that did not come from a client.

What's New in CaseWare Time 2009

Year-End Close

- Select whether to create a new file or continue with the current file in order to keep the history.