TimeEqualsMoney™

Online Manual

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This document is searchable online from TimeEqualsMoney's Help menu.

TimeEqualsMoney™

Time Management & Invoicing

TimeEqualsMoney™ by Stone Design is a consultant's best friend! Track work sessions for any number of clients. Pause and resume your work sessions. Track billable expenses. Instantly create customizable invoices and reports. Export the information to any spreadsheet or database.

TimeEqualsMoney™ Features

- Track time to the minute
- Enter “NOW” for start and stop times with the stop-watch feature
- Pause and resume individual time entries
- Choose whether resuming one time entry will pause other time entries
- Track expenses like mileage and other hard costs
- Set taxable items and variable tax rates
- Assign different rates for individual time entries
- Track payment in “Equity” and stock shares as well as cash
- Assign a file or folder to each time or expense entry to document your work
- Easily reorder your time and expense entries
- Sort time and expense entries on any column
- Rearrange the columns on your time cards
- Instantly invoice unpaid time and expense entries
- Automatically add sequential invoice numbers to invoices
- Fully control the text in invoices and reports
- Set font used in invoices and reports
- Add your company logo to Rich Text invoices
- Generate reports on any time period
- Generate reports on multiple time cards
- Save, email and print your invoices and reports
- Transfer invoices to Create® for further editing and layout
- Export your data for use in databases and spreadsheets
- Work in any currency
- Available in English, German, Spanish, French, Italian, Dutch, Danish, Swedish & Japanese

Quick Start

You can open a sample TimeEqualsMoney document—we call them "Time Cards"—if you'd like to explore TimeEqualsMoney's features before you set up your own documents.

1. Choose **File ->Sample Time Card**.

This will bring up a TimeEqualsMoney time card, which represents the work done for an individual client.

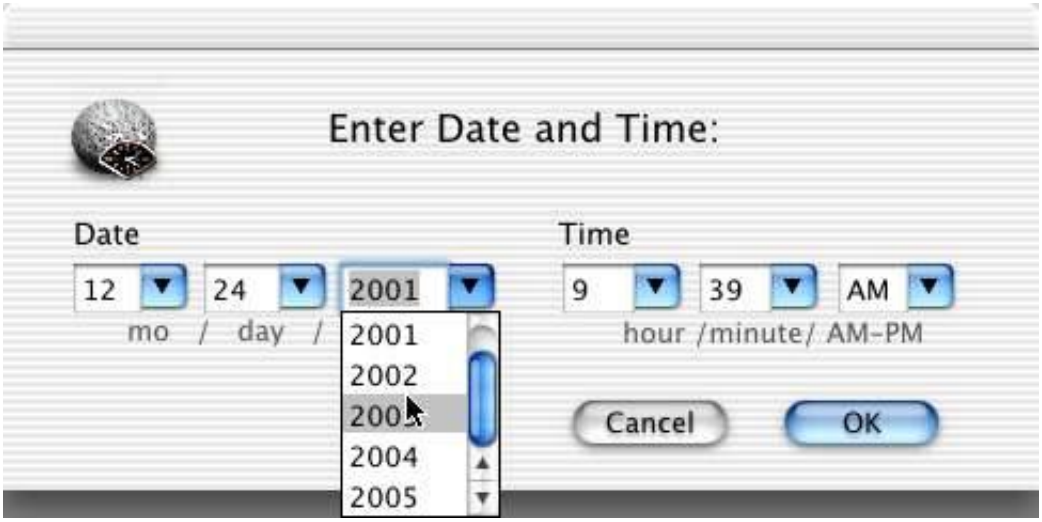
2. Add a new time entry by clicking the **Time** button. The date and start time are automatically set to the current time. You can modify the start time by clicking the drop down menu and choosing **Set...** Notice that the time entry is **green**; this means that it's currently running and keeping track of your time.

Click here to set the start time for the time entry

Click here to create a new time entry

Quick Start

3. Set the Stop time by clicking on the drop down menu in the Stop field and choosing **Set...** If you set a time later than the current time, you can see the various earnings fields update.



Quick Start

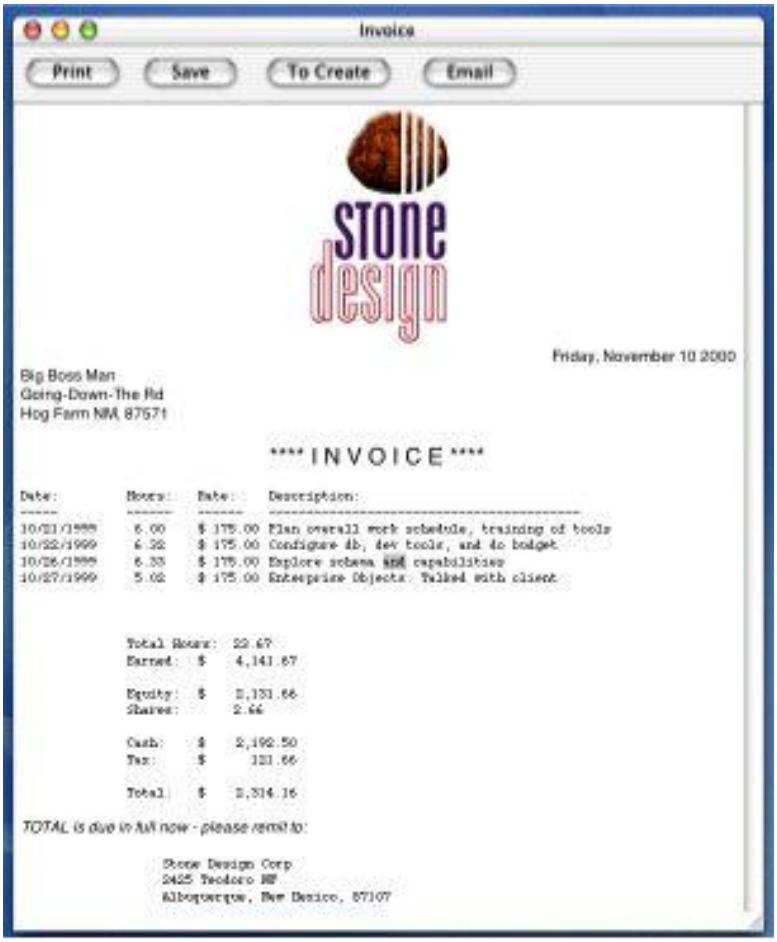
4. Add a new non-time related expense entry by clicking the **Expense** button. Enter the expense amount in the Amount column and the details in the Description column.

Expense entries are colored **blue** and have the abbreviation “Exp.” in the Time column.

Expense entries let you keep track of and bill for out-of-pocket expenses associated with a job.

Quick Start

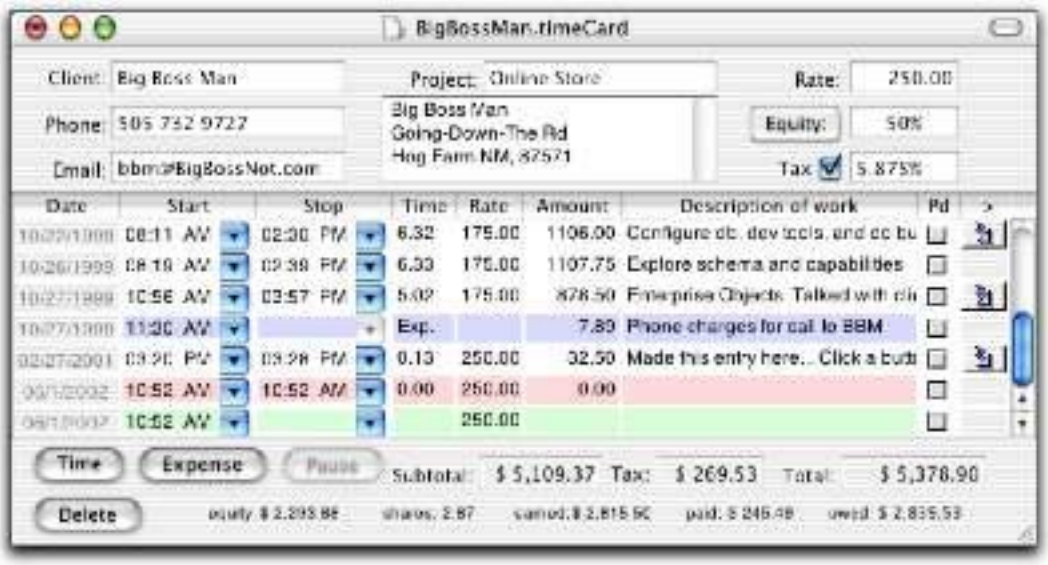
4. Choose **Reports->RTF Invoice** to generate an invoice including all the unpaid items. This invoice uses Stone Design's logo; you can set your own in **TimeEqualsMoney->Preferences...**



Working with Time Cards

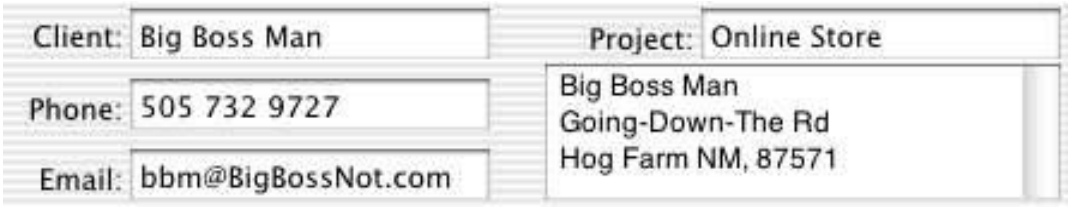
With TimeEqualsMoney, you keep track of your time and expenses on time cards. Use a separate time card for each client. If you're working on multiple projects for a client, you may choose to use a time card for each project. (See Cloning for information on duplicating client information in a new time card.)

Time cards can contain time entries and expense entries. Use **time entries** to keep track of the time you spend working for a client. Use **expense entries** to keep track of your out-of-pocket, reimbursable expenses.



Time Card: Client Information

To **make a new time card**, choose **File->New**. The top part of the time card contains information about this particular client and job:



Client: Enter the client's name here. This will appear on invoices and reports.

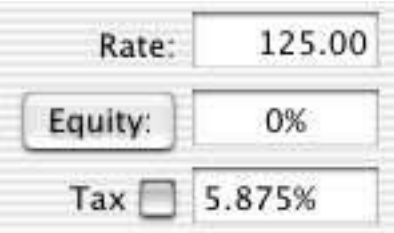
Phone: Enter the client's phone number.

Email: Enter the client's email address. This address will be used if you choose to email invoices to the client. To email a copy of the invoice to yourself or another email address, see the Company tab of the Preferences window.

Project: Use this field if you're working on separate projects for the same client. It will appear on invoices and reports.

Address: Enter the client's name and address here. This will be used on the invoice.

Time Card: Client Information



Rate: This will be automatically filled in with the rate set in the Job tab of the Preferences window. Change it if you have a different rate for this job.

Equity: This will be filled in with the Equity rate set in the Job tab of the Preferences window. Change it if you have a different rate for this job. To **disable any equity calculations**, enter 0%. To **set a price per share** for this job, click the Equity button and enter a value.

Tax: Checking the checkbox will cause tax to added to the billed charges for your time. By default, tax is not added to expenses, although you can make individual expense entries taxable. The tax rate will be filled in with the rate set in the Jobs tab of the Preferences window. Change it if there's a different rate for this job.

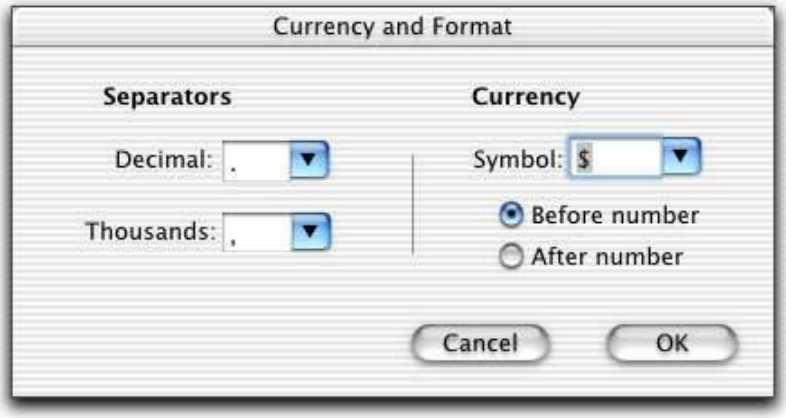
To **hide the top part of a time card**, click the lozenge in the upper right corner of the window's title bar.

Time Card: Currency Format

The default currency symbol and format for a time card is taken from the Job tab of the Preferences window.

The currency information is used in the fields at the bottom of the time card and in invoices, reports and summaries.

To **set a currency symbol and format for an individual time card**, choose **Format->Currency** and select your currency formatting in the Currency and Format dialog.



To **save your TimeEqualsMoney time card**, select **File->Save**.

Time Card: Cloning

To **create a new time card containing the same client and job information as the current time card**, choose **File->Clone Client**. This transfers all the information in the top part of the time card plus the time card's currency format settings to the new time card.

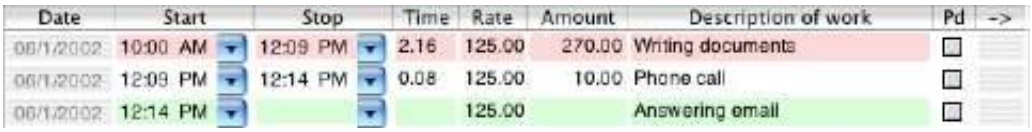
Time Card: Time Entries

Time Entries:

Use time entries to keep track of the time you spend working for a client.

Time entries can be **active** (keeping track of time), **paused**, or **stopped** (finished).

An active time entry is colored **green**. A paused time entry is **light red**. A stopped time entry is **white**.



Date	Start	Stop	Time	Rate	Amount	Description of work	Pd	->
06/1/2002	10:00 AM	12:09 PM	2.16	125.00	270.00	Writing documents	☐	
06/1/2002	12:09 PM	12:14 PM	0.08	125.00	10.00	Phone call	☐	
06/1/2002	12:14 PM			125.00		Answering email	☐	

To make a new time entry, click the **Time** button or choose **Entry->Add New Time Entry** (Cmd-E).

A new time entry is automatically active. Depending on your preferences, other active time entries on this time card or on all open time cards will automatically pause when you create a new time entry.

Time Card: Time Entries

You can set your preferences to either pause all active time entries on all cards, pause other time entries on the same time card, or not automatically pause any time entries.

To determine how making a new time entry or resuming a paused entry will affect other active entries, use the Misc tab of the Preferences window.

Time Card: Time Entries: Pausing

To **pause** an active time entry:

1. Select the time entry by clicking on it in the time card.
2. Click the **Pause** button.

To **resume** a paused time entry:

1. Select the time entry by clicking on it in the time card.
2. Click the **Resume** button.

Depending on your preferences, other active time entries on the same time card or all open time cards will automatically pause when you resume a paused time entry.

To **stop an active or paused time entry**, click the entry's Stop field's drop down menu button and choose **NOW**. The elapsed time will be calculated and the various fields will be updated.

You can also stop an active or paused time entry by choosing **Set...** from the Stop field's drop down menu button and setting a time or by directly entering a value into the Time field.

Note: Stopped time entries cannot be resumed.

Time Card: Expense Entries

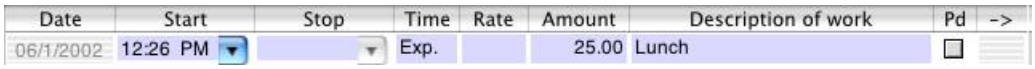
Expense entries

Use expense entries to keep track of your out-of-pocket billable expenses for a client or project.

You can also use expense entries to keep track of retainers or pre-paid amounts.

To **add an expense entry to a time card**, click the **Expense button** on the time card or select **Entry->Add New Expense Entry** (Shift-Cmd-E).

An expense entry is **blue**, its Stop field is disabled, "Exp." shows in the Time field, and the Rate field is disabled and empty.



Enter the amount of the expense in the Amount field and a description in the Description field.

To **record a retainer or other pre-paid amount**, enter a negative amount for an expense entry.

Time Card: Expense Entries

By default, tax is not calculated on Expense entries. To **make an expense entry taxable**:

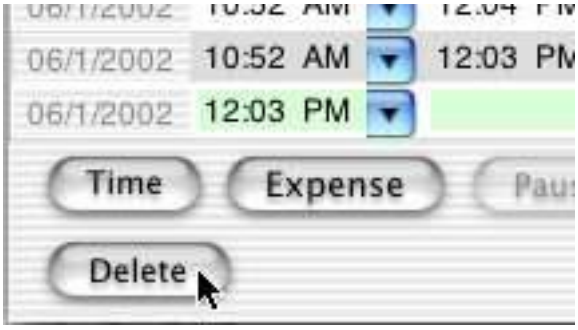
1. Select the expense entry.
2. Choose **Entry->Expense is Taxable**

Note: This option is only available if the **Tax** checkbox is checked on the time card.

Equity is not calculated on expense entries.

Time Card Entries: Deleting

To **delete an entry**, make sure the entry's row is selected and click the Delete button.



Deleting an entry is undoable.

Time Card Entries: Reordering

By default, time card entries appear in the order they were created.

Reports and invoices list the time card entries in the order they appear on the time card.

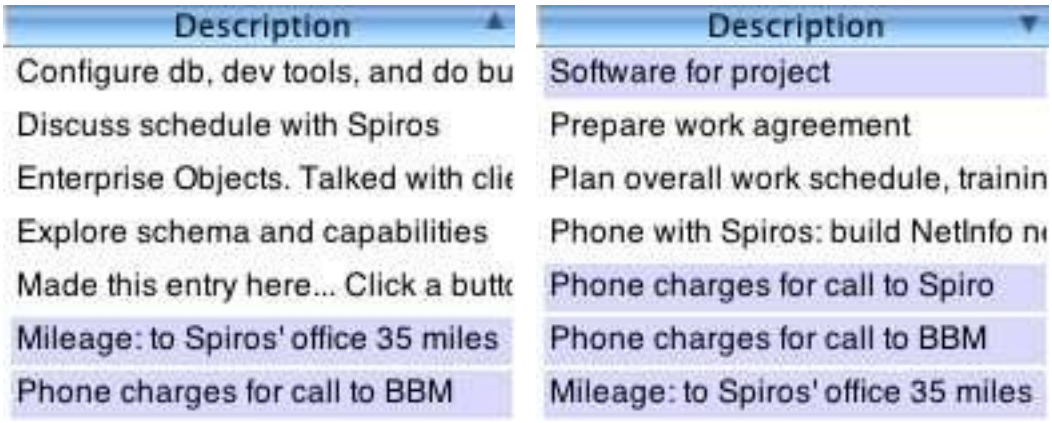
You can control this order by:

- manually rearranging the entries using drag and drop
- sorting the entries based on the values in any field

To individually rearrange entries, click on the Date field of the entry and drag the entry to where you want it to appear in the entry list.

Time Card Entries: Sorting

To sort entries, click on the column header of the field you want to sort by. Clicking again will reverse the sort order.

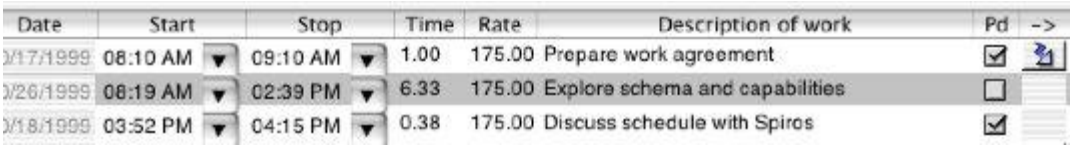


The sorted column has a blue header and shows a sort indicator.

When you change a value in a sorted column, the entry will move to its sorted position when you end editing.

Dragging an entry to a new location will remove the current sort order; the entries remain as sorted, but new and edited entries won't be automatically sorted.

Time Card Entries: Fields



Date	Start	Stop	Time	Rate	Description of work	Pd	->
/17/1999	08:10 AM	09:10 AM	1.00	175.00	Prepare work agreement	☑	
/26/1999	08:19 AM	02:39 PM	6.33	175.00	Explore schema and capabilities	☐	
/18/1999	03:52 PM	04:15 PM	0.38	175.00	Discuss schedule with Spiros	☑	

An entry contains the following fields:

Date: The date of an entry. The Date field is not directly editable, but may be set from the Start field. You may also change the order of the entries by clicking in the Date field and dragging the row to a new location.

Start: The time an entry starts. This field is editable; double-click in the field to edit the time directly, or use the drop down menu to set the date and time.

Stop: The time a time entry ends. This field is editable for time entries; double-click in the field to edit the time directly or use the drop down menu to set the date and time. For expense entries, the field is empty and non-editable.

Time Card Entries: Fields

Time:

For time entries, this field shows the total amount of non-paused time for the entry.

If the field is **yellow**, the entry has been paused at some point. This means that the amount of time does not match the difference between the start and stop times.

The field is editable. Entering a value directly into the Time field will stop an active or paused time entry and set the Stop field to the result of adding the Time field's value in hours to the Start field's value. It will override any pauses and resumes.

For expense entries, the field is non-editable and shows "**Exp**.".

Rate: The hourly rate for a particular time entry. This is automatically filled in with the value from the Rate field on the time card, but may be changed for an individual time entry. For expense entries, this field is blank and non-editable.

Amount: For time entries, this field is non-editable and shows the Rate multiplied by the Time. For expense entries, this field is editable and is used for the amount of the expense.

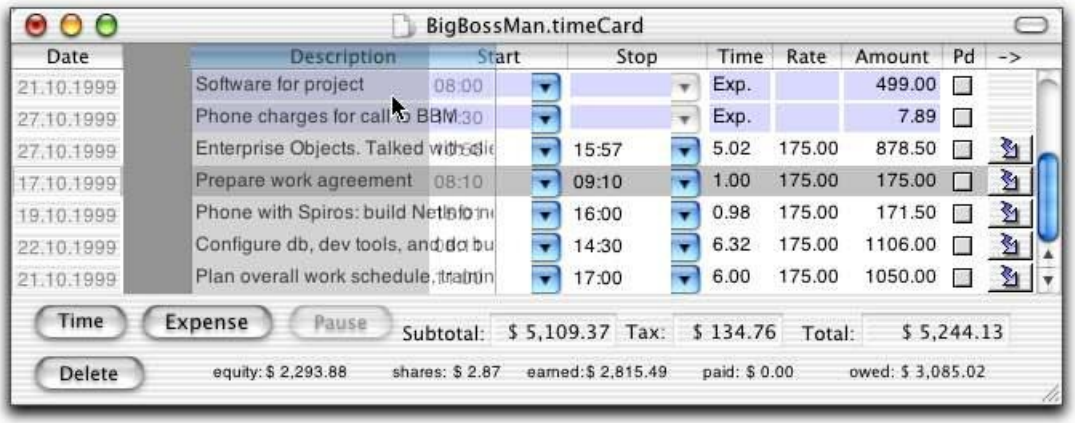
Time Card Entries: Fields

Description: Information about the work or expense. This field is used on the invoice to provide information for the client.

Paid: Indicates whether you have been paid for the entry.

Linked document (->): You can drag a document or folder onto this field. Clicking on the link will open the folder or document. You can use this to quickly access your working documents or to provide additional information on the entry.

Time card columns can be rearranged on the time card. To **move a column**, click in the column header and drag the column to where you want it.



Editing Entry Fields

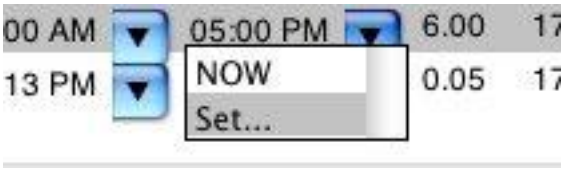
Most time entry fields are editable and can be modified at any time. You can't edit the Amount field, since it's a calculation based on the Rate and Time fields.

For expense entries, you can't edit the Stop, Time, and Rate fields.

To **set a new Start or Stop time**, you can:

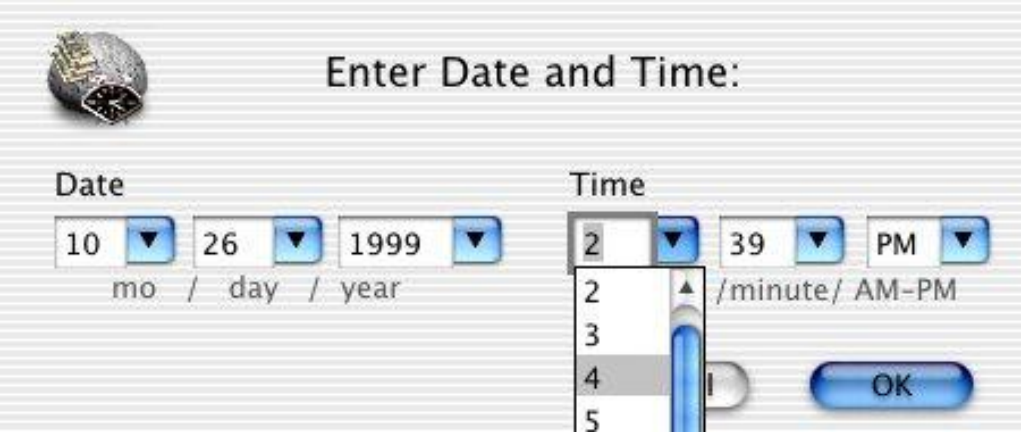
- Double click in the field to select the hour, minute, or AM/PM designation and enter a new value:

- Click the field's drop down menu button and choose **Set...**



Editing Entry Fields

In the Enter Date and Time window, enter new values by either double-clicking in the fields and entering text or using the drop down menus for each field to select a value. Click OK to set the new values or Cancel to leave the values as they were.



To **set a new Start date,** choose the **Set...** option from the drop down menu on the Start field.

To **set a new elapsed time value**, double-click in the Time field and type in a value in hours. For example, if you worked 2-1/2 hours, enter 2.5. Changing the value in this field updates the value in the Stop field and automatically stops an active or paused time entry.

Editing Entry Fields

To **enter a description of your work or expense**, double-click in the Description field and type in a description.

To **mark an entry paid or unpaid**, check or uncheck the **Paid** checkbox.

To **enter a document or folder into the Linked Document field**,

1. Select the entry on the time card.
2. Drag the document or folder icon from the Finder onto the time card.

To **remove a document or folder from the Linked document field**, select the entry and choose **Edit->Clear Supporting File.**

Calculated Fields

The fields at the bottom of the TimeEqualsMoney time card are not editable; they are calculated as you change values in the entry fields. TimeEqualsMoney only displays necessary fields.

No Tax and No Equity

Total: Displays the total hourly earnings plus expenses on this time card.

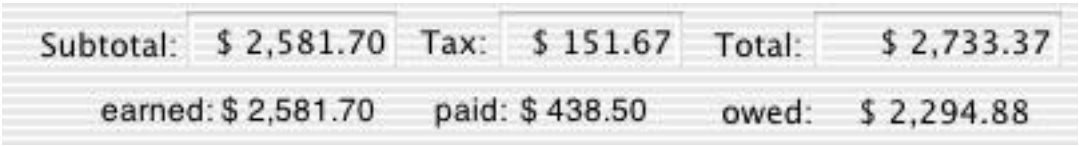
Earned: Displays the same amount as Total.

Paid: Displays the amount paid by the client, based on which entries you've marked as paid.

Owed: Displays the amount still owed by the client.

Calculated Fields

Tax:



Subtotal: Displays the total pre-tax hourly earnings and expenses on this time card.

Tax: Displays the amount of tax on the hourly earnings and any expenses marked as taxable, based on the Tax rate set for the time card.

Total: Displays the Subtotal + Tax.

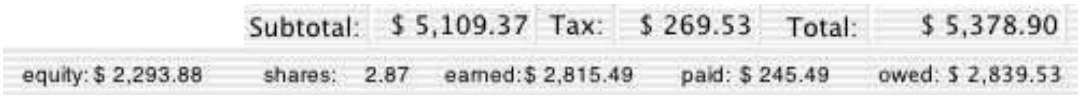
Earned: Displays the same amount as Subtotal.

Paid: Displays the amount paid by the client, based on the entries you've marked as paid. It assumes that the payment included the tax due on the entries.

Owed: Displays the amount still owed by the client: Total - Paid.

Calculated Fields

Equity:



Equity: Shows the amount of your billable time entries that you're taking in equity in the client company, based on the rate you've set in the Equity field at the top of the time card. Equity is not calculated on expense entries.

Shares: Shows the number of shares you should receive based on the Equity value and the value per share for this time card.

Earned: Subtotal – Equity

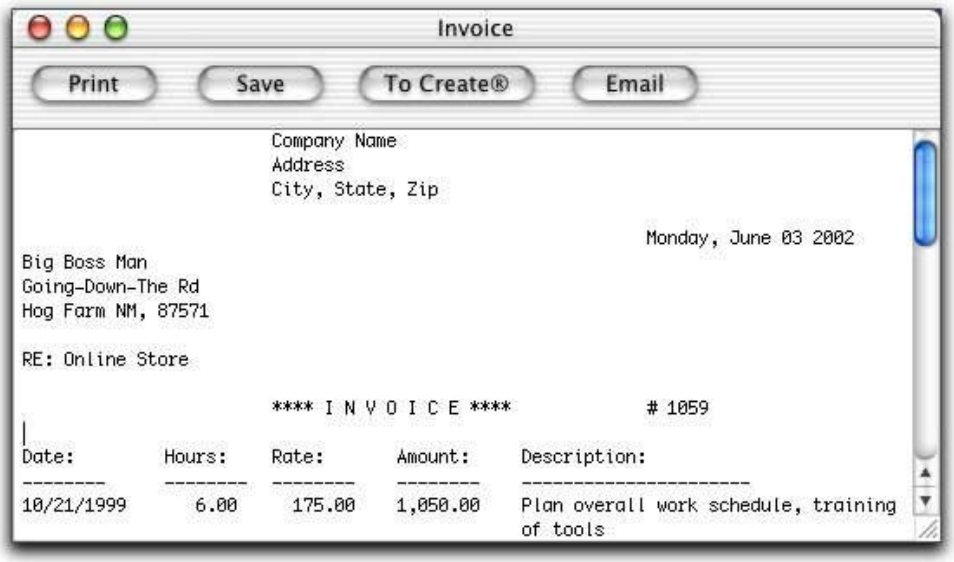
Tax: Calculated on the total billable hours or just the cash part of your billable hours, depending on your setting in the Job tab of Preferences.

Paid: Displays the amount paid by the client, based on the entries you've marked as paid. It assumes that the payment was for the cash part of billable time entries and included the tax due on the entries.

Owed: (Earned + Tax) – Paid

Invoices

To **create an invoice to send to your client**, make sure the time card containing the sessions you want to invoice is the active window and choose **Reports->Invoice** or **Reports->RTF Invoice**.



The invoice itemizes the entries that have not been checked as paid and calculates the amount currently owed by the client.

Reports->Invoice creates a text invoice (see above for picture).

Reports->RTF Invoice creates an RTF invoice containing the logo specified in **TimeEqualsMoney->Preferences** on the Logo tab.

Invoices: Customizing

To **customize your invoices**, use the Invoices & Reports tab of the Preferences window.

You can:

- set the font for RTF invoices
- set the starting invoice number
- set whether you want your invoice and reports to show the monetary amounts for your time or just show the hours you worked
- change the phrases used in invoices and reports

To **set the font used in invoices**, click the **Font** button and use the standard Font dialog to choose a font. Your selected font will appear in the Font text field.

Note: We recommend using monospaced fonts so that columns containing numbers will line up correctly.

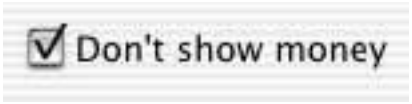
To **set the starting invoice number**, enter a value in the Next Invoice # field. This value is automatically incremented each time you make a new invoice.

If you don't want an invoice number on your invoices, make this field empty.

Invoices: Customizing

You can make your invoices and reports just track hours and expenses, without calculating a monetary value for your time entries. This can be useful if you work for a company where you need to keep track of your time.

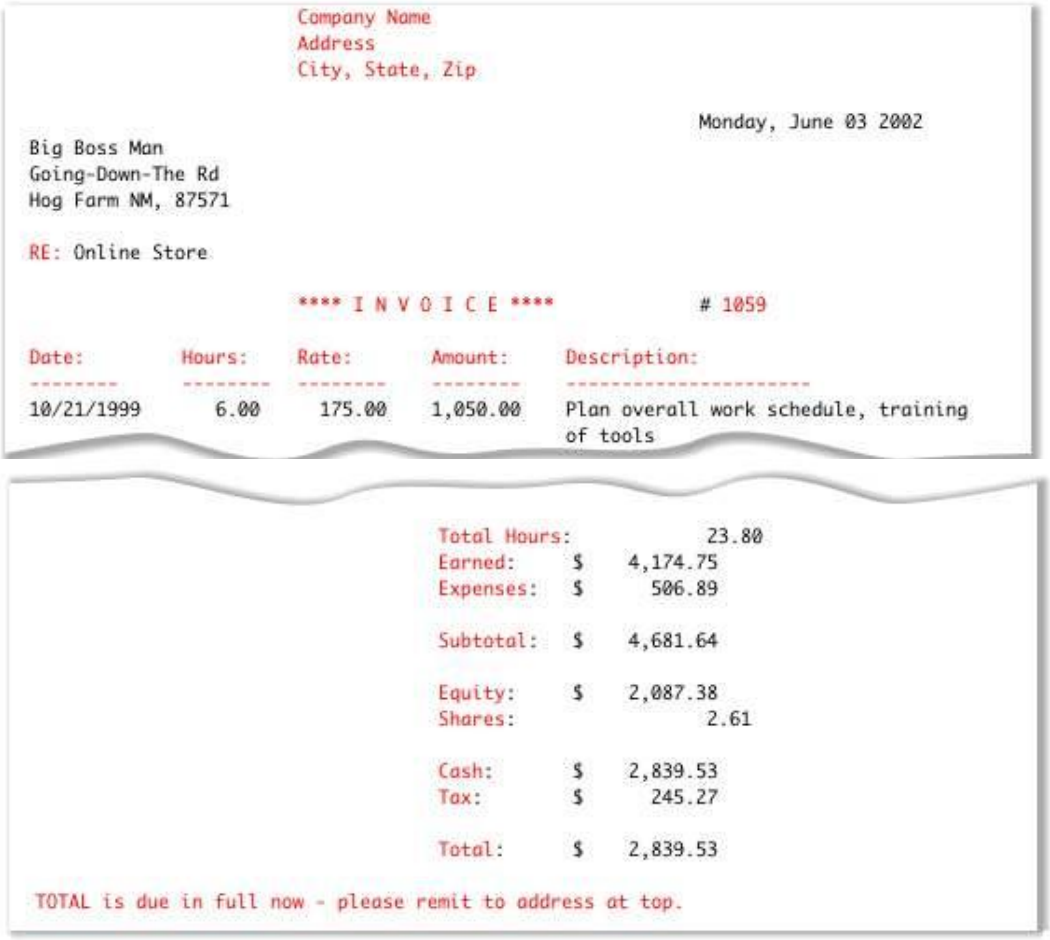
To **show expenses and hours only**, check the Don't show money checkbox on the Invoices & Reports tab of the Preferences window.



Date:	Day:	Hours:	Description:
10/21/1999	Thu	6.00	Plan overall work schedule, training of tools
10/22/1999	Fri	6.32	Configure db, dev tools, and do budget

Invoices: Customizing Phrases

All of the phrases in red can be customized in the Invoices & Reports tab of the Preferences window.



Company Name
Address
City, State, Zip

Monday, June 03 2002

Big Boss Man
Going-Down-The Rd
Hog Farm NM, 87571

RE: Online Store

**** I N V O I C E **** # 1059

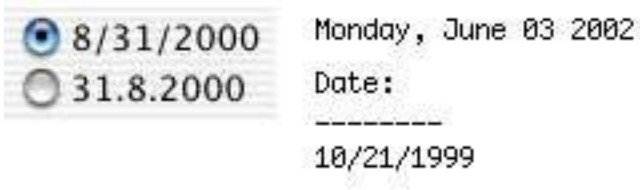
Date:	Hours:	Rate:	Amount:	Description:
10/21/1999	6.00	175.00	1,050.00	Plan overall work schedule, training of tools

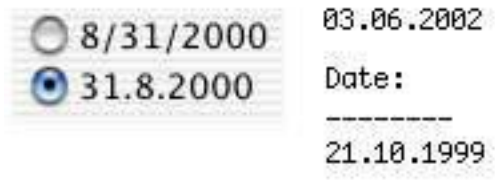
Total Hours:		23.80
Earned:	$	4,174.75
Expenses:	$	506.89
Subtotal:	$	4,681.64
Equity:	$	2,087.38
Shares:		2.61
Cash:	$	2,839.53
Tax:	$	245.27
Total:	$	2,839.53

TOTAL is due in full now - please remit to address at top.

Invoices: Formatting Dates

The format of the date is set on the Company tab of the Preferences window.





Invoices are editable, so you can change or add information. However, if you want to change any entry values, you should do that in your time card document and then create a new invoice. This allows TimeEqualsMoney to recalculate the values.

To **edit invoices**, use standard text editing techniques in the Invoice window.

Invoices: Handling

The four buttons at the top of the Invoice window allow you to choose how you want to handle the invoice.

To **print the invoice**, click the **Print** button. This brings up the Print dialog, allowing you to set the printer and select other printing options.

To **save the invoice to a file**, click the **Save** button. This brings up the Save File dialog, allowing you to select a location and name for the file.

Invoices with logos will be saved as .rtfd files; invoices without logos are saved as .rtf files.

Invoices: Handling (page 2)

To **transfer the invoice's contents** to a Create® document, click the **To Create®** button. This will open Create if necessary and create a new document containing the text from the invoice.

To **email the invoice to your client**, click the **Email** button. This will automatically create an email message containing the contents of the invoice addressed to the email address specified on the time card. If you want a copy of the email message, set an email address in the Company tab of the Preferences window.

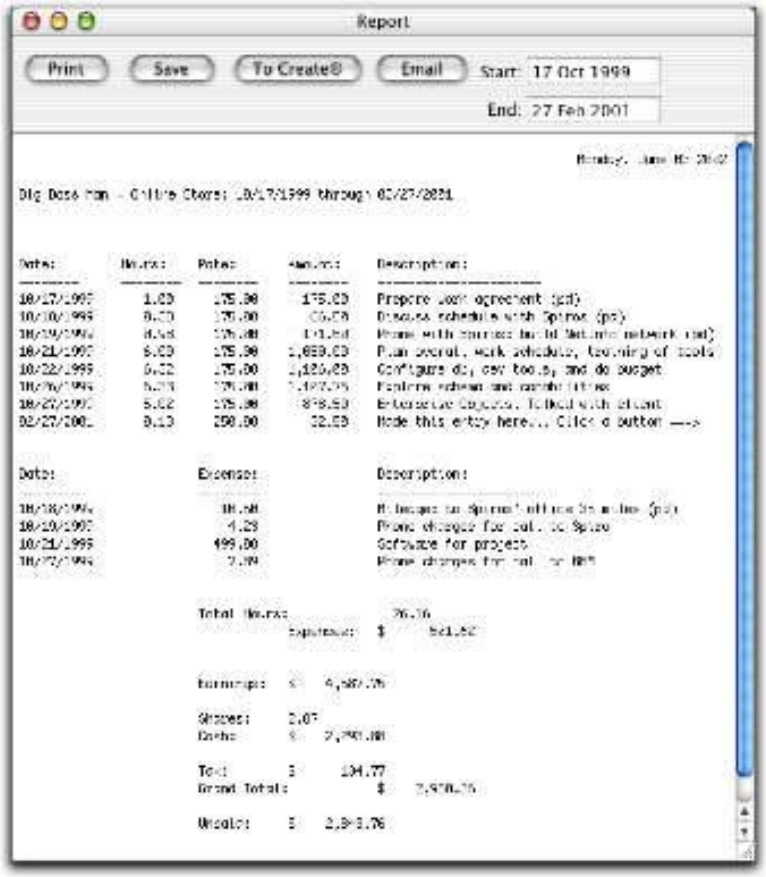
Note: To set your preferred email application, use the Misc tab in the Preferences window.

TimeEqualsMoney currently supports:

- Eudora
- Mail.app
- Microsoft Entourage
- Outlook Express
- PowerMail

Reports

Reports give you a summary of your hours worked, expenses, raw earnings, number of shares, tax, total with tax, and amount still unpaid for a given time card or all open time cards for any specified period of time.

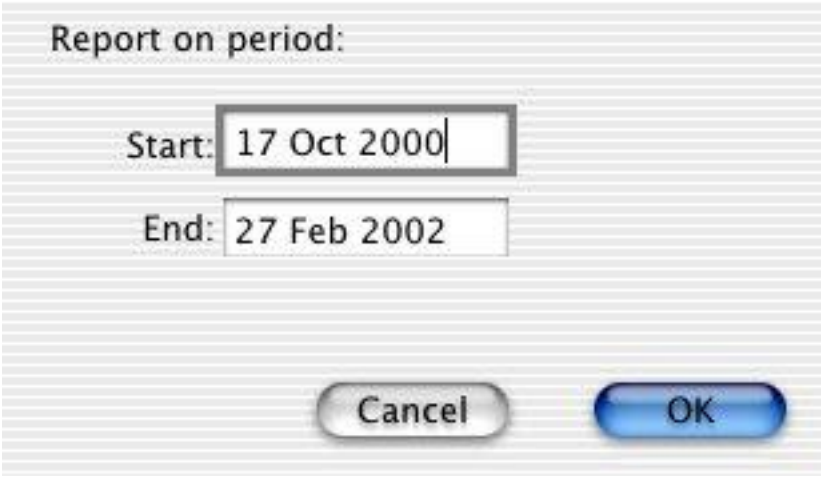


Reports: Time Period Covered

To **get a report for the current month**, make sure the appropriate time card is the active window and select **Reports->Monthly Report**. This report will itemize all of your entries for the current month.

To **get a report covering all the entries for a given client**, make sure the appropriate time card is the active window and select **Reports->Full Report**.

To **get a report for any period**, make sure the appropriate time card is the active window and select **Reports->Any Period Report...** This will bring up a dialog box allowing you to enter a start and end date.

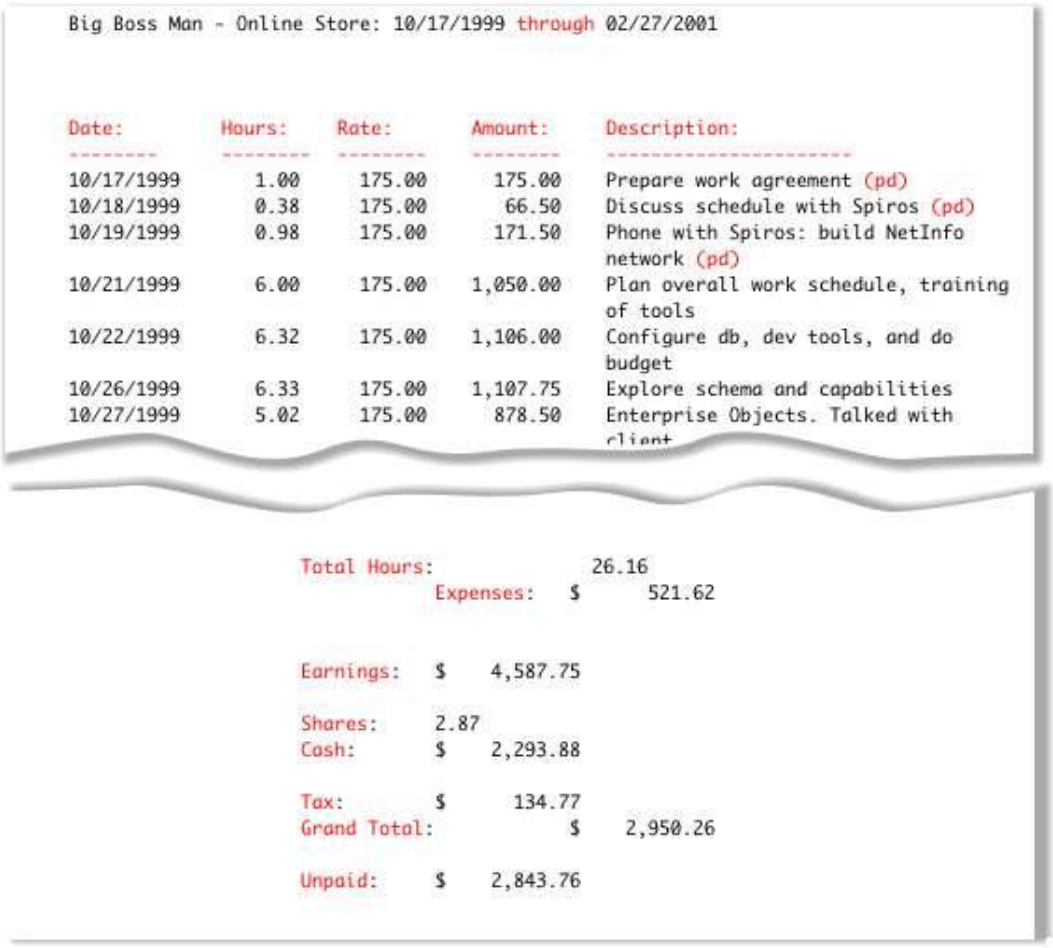


Reports: Time Period Covered (page 2)

You can also get a report on any period by entering dates in the Start and End text fields in the Report window. As soon as you enter a date and press the Return key, the contents of the report will change to reflect the dates you entered.

Reports: Custom Phrases

All of the phrases in red can be customized in the Invoices & Reports tab of the Preferences window.



Big Boss Man - Online Store: 10/17/1999 through 02/27/2001

Date:	Hours:	Rate:	Amount:	Description:
10/17/1999	1.00	175.00	175.00	Prepare work agreement (pd)
10/18/1999	0.38	175.00	66.50	Discuss schedule with Spiros (pd)
10/19/1999	0.98	175.00	171.50	Phone with Spiros: build NetInfo network (pd)
10/21/1999	6.00	175.00	1,050.00	Plan overall work schedule, training of tools
10/22/1999	6.32	175.00	1,106.00	Configure db, dev tools, and do budget
10/26/1999	6.33	175.00	1,107.75	Explore schema and capabilities
10/27/1999	5.02	175.00	878.50	Enterprise Objects. Talked with client

Total Hours:		26.16
Expenses:	$	521.62
Earnings:	$	4,587.75
Shares:		2.87
Cash:	$	2,293.88
Tax:	$	134.77
Grand Total:	$	2,950.26
Unpaid:	$	2,843.76

Reports: Hours Only

As with invoices, you can make your reports just track hours and expenses, without calculating a monetary value for your time entries.
To **show expenses and hours only**, check the **Don't show money** checkbox on the Invoices & Reports tab of the Preferences window.

Reports: Editing and Handling

Reports can be edited in the Report window.

You have the same output options with Reports that you have with Invoices. Reports can be printed, saved, transferred to a new **Create®** document, and emailed to the email address on the time card.

Reports on Multiple Time Cards

To **get a report or summary on all open time cards**, select **Reports->On All Open->** and then choose the time period for your report or summary.

A report on multiple time cards includes:

1. The full report on each time card, including all the entries covered by the specified time period.

2. A summary for each time card, giving the total hours, expenses, earnings, tax, total, amount unpaid, shares, and cash.

3. If more than one time card has the same client, a summary for the client, including information from all the time cards for that client.

4. An overall summary for all open time cards.

A **summary** on all open time cards gives the summary information (2, 3, & 4 above), without itemizing each individual entry.

Reports on Multiple Time Cards: Phrases

All of the phrases in red in the summaries can be customized in the Invoices & Reports tab of the Preferences window.

Big Boss Man Online Store 10/17/1999 through 05/31/2002

Total Hours	Expenses	Earnings	Tax	Total	Unpaid	Shares	Cash
26.16	521.62	4587.75	134.77	2950.26	2843.76	2.87	2293.88

Little Working Man Online newsletter 10/17/1999 through 05/31/2002

Total Hours	Expenses	Earnings	Tax	Total	Unpaid
11.00	75.00	1375.00	0.00	1530.78	1450.00

Grand Total 10/17/1999 through 05/31/2002

Total Hours	Expenses	Earnings	Tax	Total	Unpaid	Shares	Cash
37.16	596.62	5962.75	134.77	4481.04	4293.76	2.87	3668.88

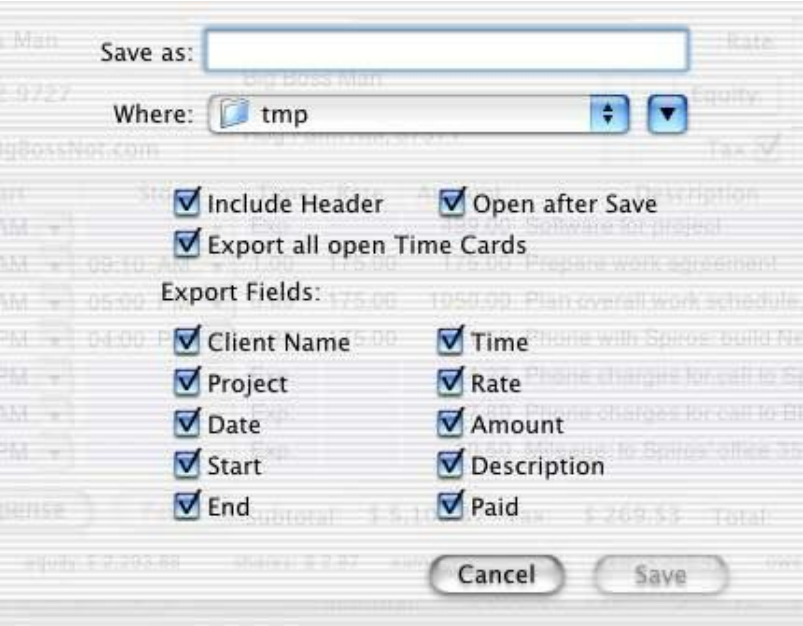
Exporting Data

You may need to massage your time card data in ways that TimeEqualsMoney currently doesn't support.

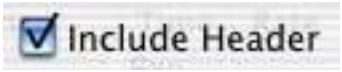
You can easily get your entry data into a plain text, tab-delimited format by choosing **File->Export...**.

This format lets you import the data into any spreadsheet or database program for further processing.

The resulting dialog lets you choose which fields you want to export.



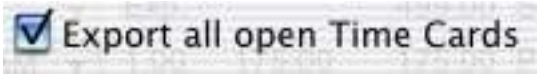
Exporting Data (page 2)



To include column headers in your export, check the Include Header checkbox.

To set the column headers, use the Invoices & Reports tab of the Preferences window.

To open the saved export file in TextEdit, check the Open after Save checkbox.



To export the data on all your open time cards, check the Export all open Time Cards checkbox.

Exporting Data: Fields

To select a field for export, check the appropriate checkbox. Including Client Name and Project allows you to combine data from multiple time cards in the same data base or spreadsheet.

Preferences

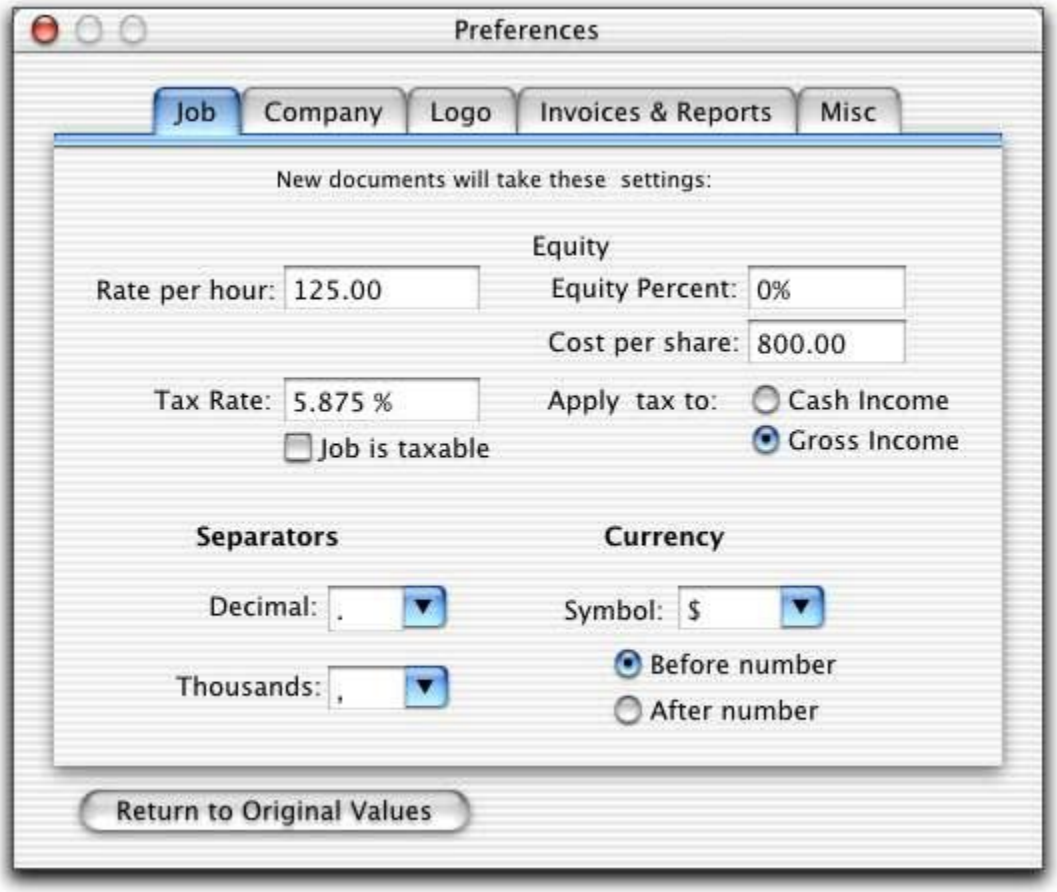
Choose **TimeEqualsMoney->Preferences** to

- set initial values for time cards
- set information about your business for invoices
- set the font for your invoices
- customize the phrases on your invoices and reports

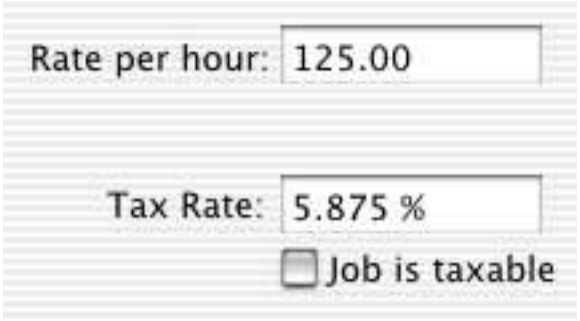
At any time, you can restore all your preferences to their original values by clicking the **Return to Original Values** button.

Preferences: Job

To set your default rate and currency information, choose the Job tab of the Preferences window.



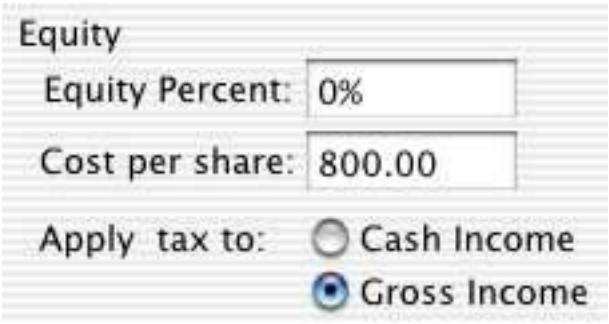
Preferences: Job: Rates



To **set your default hourly billing rate for new clients**, enter your rate into the Rate per hour text field. You can change this rate for an individual job and for individual items on a time card; this just sets the initial value for new time cards.

To **set your default tax rate**, enter its value into the Tax Rate text field. To **set whether tax is to be applied by default**, check the Job is taxable checkbox.

Preferences: Job: Equity

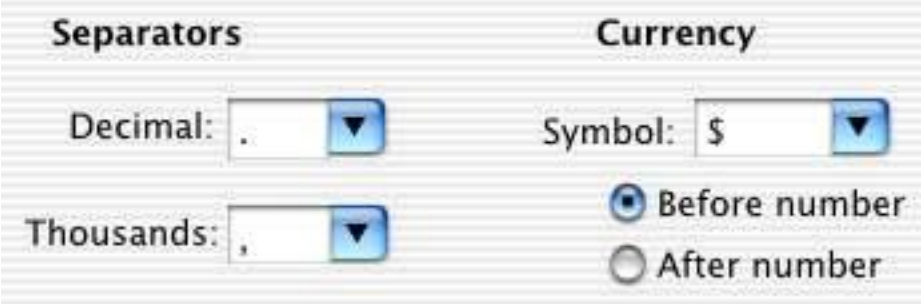


Sometimes consultants take some of their pay in shares of the client company. TimeEqualsMoney lets you include what percentage of your earnings will be paid in shares of stock in your calculations.

To **set the default percentage of the job that will be paid in stock equity** in the company, enter a value into the Equity Percent field. To **set a default cost per share** of the stock that you will receive, enter a value into the Cost per share text field.

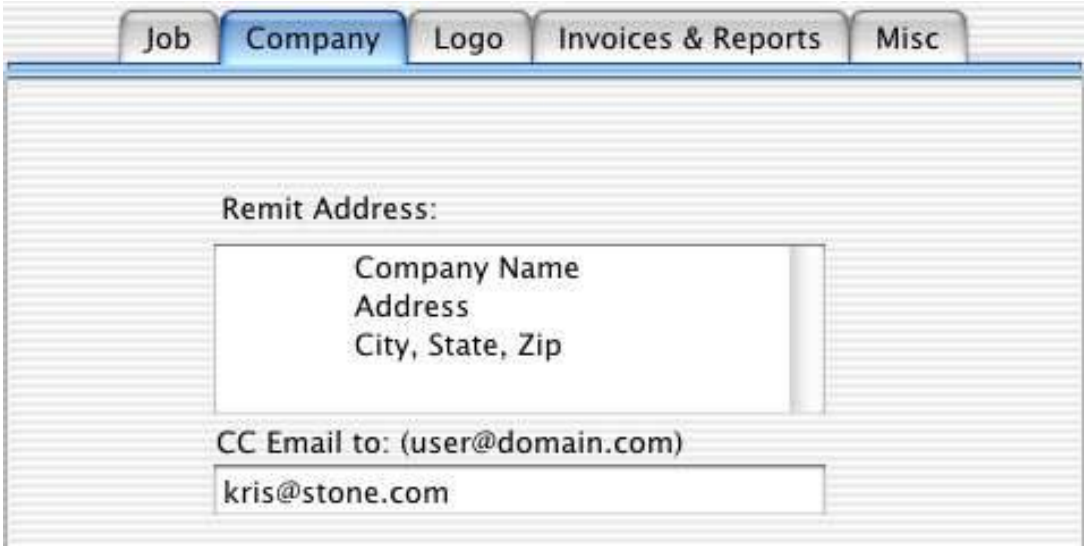
Depending on the laws in your area, you may need to collect tax on your gross income (equity and cash) or on your cash income. To set which value TimeEqualsMoney should use to calculate tax, select the appropriate radio button.

Preferences: Job: Currency



To **set your default currency format**, choose the separators, symbol, and symbol location. The format can be changed for individual time cards by selecting **Format->Currency...**

Preferences: Company



To **set the address that will appear on your invoices**, select the Company tab and enter your return address into the Remit Address field. The address is automatically placed on the left side of the invoice. If you want it to appear in the center, enter some tabs before each line (as shown in the screen shot).

If you choose to email your invoices, the invoice is automatically sent to the address on the time card itself. If you wish **to send a copy of the invoice to another email address** (for example, your own), enter it into the CC Email to: field. To send to multiple email addresses, separate the addresses by commas.

Preferences: Logo

To **set a logo for your RTF invoices**, drag any kind of image file (PDF, TIFF, BMP, PICT, GIF, JPEG , ICNS, PNG, etc) into the image view. You can also click the Set button and use an Open File dialog to locate an image file, or enter the file's name into the Logo Path field.

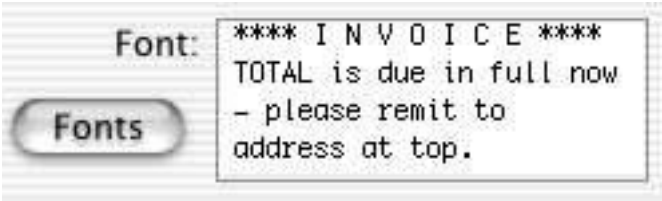
The image will appear centered at the top of your RTF invoices.

To **remove an image**, select the text in the Logo Path field, delete it, and press the Return key.

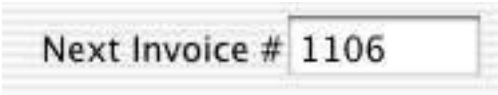
Preferences: Invoices & Reports

The Invoices & Reports preferences affect all invoices and reports. All invoices and reports generated after you change any value here will use the changed value.

Preferences: Invoices & Reports (page 2)



To set the font used for regular and RTF invoices, click the Font button and select a font in the standard Font window. The text in the Font: field will use the selected font.



To set the invoice number used by the next invoice, enter a value into the Next Invoice # field. Each time you generate an invoice the number is automatically incremented.

When the Don't show money checkbox is checked, invoices and reports will show hours worked and expenses, but will not calculate amounts earned for the hours worked.

Preferences: Invoices & Reports

To modify the phrases used on invoices and reports, double-click in the Desired Phrase field and edit the phrase. You can return to the original phrases by clicking on the Return to Original Values button (this affects all Preferences).

^^^^ INVOICE ^^^^:	Title on invoices
RE:	Used before the project name on invoices
-	Used under column headers in invoices, reports and summaries.
through	Used between dates on reports and summaries
Date: Hours: Rate: Amount: Description:	Column headers for time entries in invoices and reports
Date: Day: Hours: Description:	Column headers for time entries when DonÕt show money is selected in Preferences
Date: Expense: Description:	Column headers for expense entries in invoices and reports
TOTAL is due in full now - please remit to:	Final line in RTF invoices
TOTAL is due in full now - please remit to address at top.	Final line in text invoices
You have a credit balance; nothing is due at this time.	Final line when thereÕs a credit balance.

Preferences: Invoices & Reports

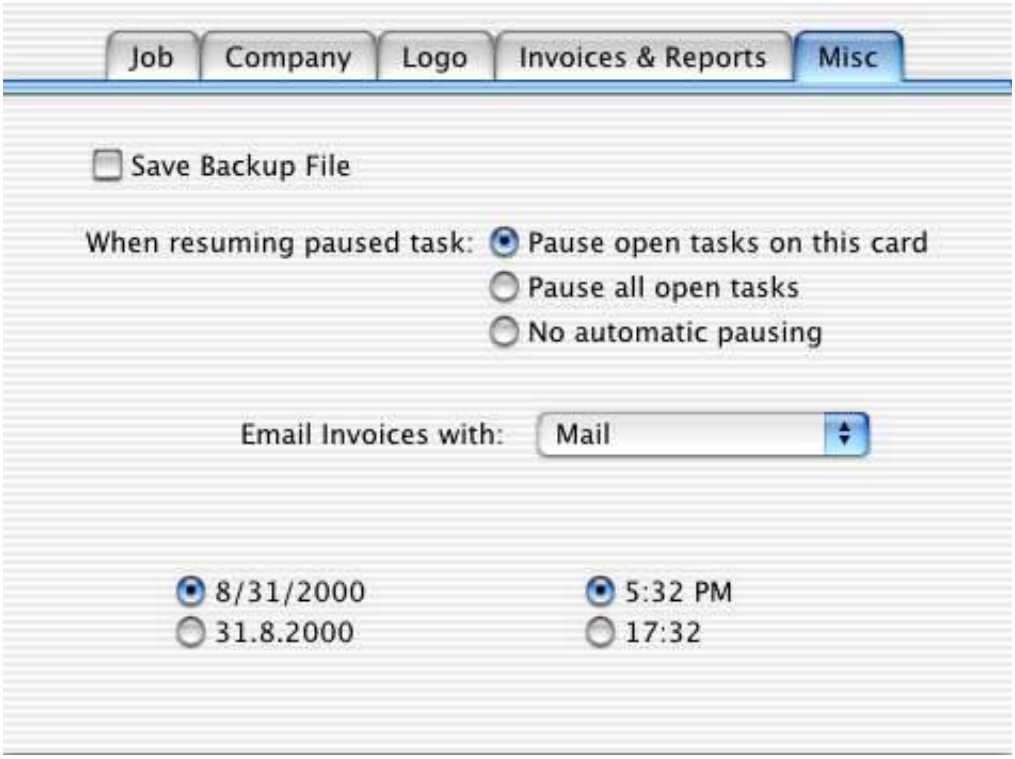
Hours	Label in Invoices and Reports; column header in Summaries
Earned	Label in Invoices and Reports
Expenses	Label in Invoices and Reports; column header in Summaries
Subtotal	Label in Invoices and Reports
Equity	Label in Invoices and Reports
Shares	Label in Invoices and Reports; column header in Summaries
Cash	Label in Invoices and Reports; column header in Summaries
Tax	Label in Invoices and Reports; column header in Summaries
Total	Label in Invoices and Reports; column header in Summaries
(pd)	Appended to the entry description in Reports to indicate that the item is paid
Earnings	Column header in summaries
Grand Total	Final figures in a multi-time card summary
Unpaid	Column header in summaries

Preferences: Invoices & Reports

These phrases are used when you export your data (**File->Export...**).

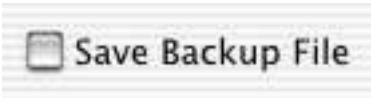
Yes	Used in Paid column in Export; indicates item is paid
No	Used in Paid column in Export; indicates item is unpaid
Client	Column header in Export
Project	Column header in Export
Date	Column header in Export
Start Time	Column header in Export
End Time	Column header in Export
Time	Column header in Export
Rate	Column header in Export
Amount	Column header in Export
Description	Column header in Export
Paid	Column header in Export

Preferences: Misc

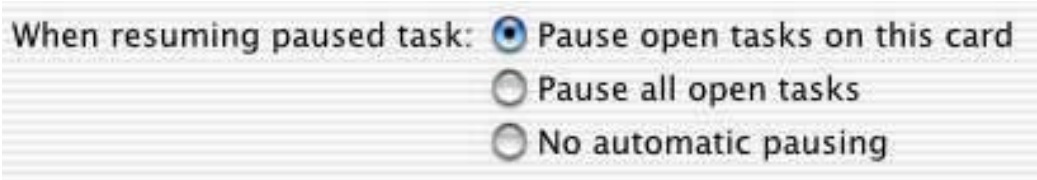


Changes to these preferences take effect immediately.

Preferences: Misc: Backup, Resume

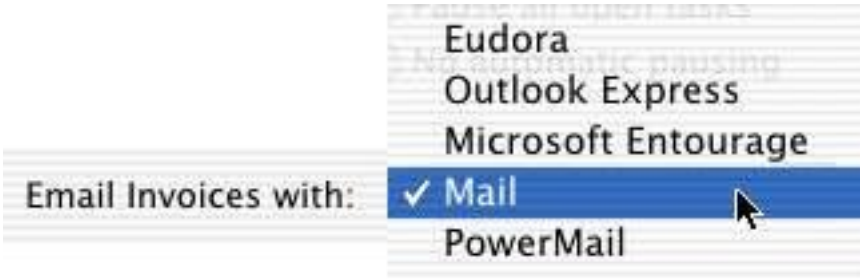


For additional data security, you may want TimeEqualsMoney to create backup files for time card documents. These backups have the name of the time card document with an added "~" before the file extension: BigBossMan.timeCard's backup file is BigBossMan~.timeCard. The backup is the next-to-last saved version of your time card. To **maintain a backup file**, check the Save Backup File checkbox.



This preference controls what happens when you resume a paused time entry or create a new timed entry. If you choose, you can have TimeEqualsMoney automatically pause active time entries when you resume or create another time entry.

Preferences: Misc: Email



This preference controls which email program TimeEqualsMoney will use when you email an invoice.

TimeEqualsMoney supports:

- Eudora
- Outlook Express
- Microsoft Entourage
- Mail.app
- PowerMail

TimeEqualsMoney uses AppleScript to communicate with the email programs. If your preferred email program isn't on the list and it's scriptable, let us know.

Preferences: Misc: Date Format

These radio buttons control the date and time format on your time cards, invoices, reports, and exports.

Installation

1. Unpacking if you downloaded

If you download TimeEqualsMoney from http://www.stone.com/NewDownload.html, you will have a Disk Image file like:

TimeEqualsMoney-01-03-01.dmg

Double-click that icon to produce a mounted disk image.

2. Installing - this is step 1 if you bought a Stone Studio CD!

Drag the TimeEqualsMoney application icon into your /Applications folder (click the Apps button to reveal /Applications). You can put it anywhere on your computer's disks, but /Applications or your home folder's Applications folder are the best places to put applications.

3. Licensing
When you first launch **TimeEqualsMoney**, a license panel appears. You can run **TimeEqualsMoney** in Demo mode, get a trial license or choose to register it at that time. See our online licensing tutorial for more information. You can always select **TimeEqualsMoney->License...** to bring up the license panel. If you don't have a license string, contact Stone Design or visit our online store.

Technical Support

1. Ordering Licenses

You can order **TimeEqualsMoney** by visiting the secure Stone Store server by clicking **TimeEqualsMoney->Purchase**.

You can fax us PO's at: **(USA) 505-345-3424.**

You can send us cheques and money orders to:
Stone Design Corp
2400 Rio Grande Blvd NW pmb 116
Albuquerque, NM 87104
USA

You can just give us a call at **(USA) 505-345-4800.**

You can email us at orders@stone.com.

2. Support

If you have searched Help and cannot find your answer, contact Stone Design via info@stone.com for fast email support. The easiest way to do this is simply choose **Help->Suggestion Box...** which will take you to our online feedback center.

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