



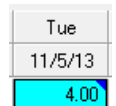
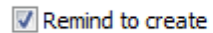
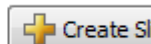


SAGE TIMESLIPS 2015

Quick Reference

ENTERING and EDITING SLIPS

1. Six Ways to Add a New Slip

- A. Click New Button on the tool bar. 
- B. Click the New Slip button on the Navigator. 
New Slip
- C. Click the New button or press CTRL+N when in the Slip List. 
- D. Make a duplicate of current slip (from Slip Entry or Slip List) by clicking the duplicate button or pressing CTRL+SHIFT+D, then edit the duplicate slip to create a new slip. 
- E. Open your Time Sheet (Slips > Time Sheet > Slip Entry) and enter the time spent in the appropriate cell. 
- F. Click Create Slip on a Timeslips Calendar entry.  

Universal Windows Keys:

Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V

2. Using Abbreviations


When working in the Description box, press CTRL+F7 to see a list of available abbreviations. Select the desired abbreviation from the list. Once you're familiar with the abbreviations skip CTRL+F7. Just type the abbreviation followed by the space bar.

3. Adding New Clients while Entering a Slip


If a client is not on the list, right-click the client field and select New. **If you're not authorized to add new clients, see your billing administrator.**

Client	<input type="text"/>	<input type="button" value="New"/> Shift+Ctrl+N
Reference	<None>	<input type="button" value="Open"/> Shift+Ctrl+O

4. Timer

 Click the Timer button on a Slip or Time Sheet to have Timeslips keep track of your time while you work.

5. Deleting Slips

 To delete a slip, from the Slip List click on the slip to be deleted and use one of these methods:

- 1) Right-click and select delete, or
- 2) Press CTRL+DEL, or
- 3) Click the Delete button on the toolbar.
- 4) Slips > Delete Multiple Slips

continued on other side

6. Finding a Slip



Selection...

Use the Go To button on the Slip List if you know the slip number or want a recently edited or bookmarked slip. Otherwise, click the Selection button and enter your criteria. Click the Update button to display slips meeting your search criteria.

7. Editing a Slip

From the Slip List, double click on the slip to edit. Click on the area to edit, make your changes and save.

8. Seeing your Slip Totals

	Hours	Charges
Billable	3.75	209.78
Unbillable	3.79	249.84
Total	7.54	459.62

Click Show Slips on the Navigator. Set the View By button to Date Range. Enter the date range for which you want to see totals. Click Selection and use Timekeeper Selection to select your name. Click OK to return to the Slip List. Click the Update button. The totals for the slips with your name as timekeeper for the date range entered appear at the bottom of the Slip List. To see totals for the slips *you have entered for any timekeeper*, press the F9 key. *Suggestion:* In the Selection window, Use Save As to save your selections as a template for use later.

Save As...

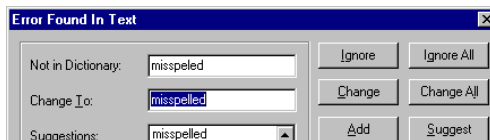
Retrieve...

Time Sheet. On the Time Sheet your totals for the day and week appear at the bottom of the sheet. Non-template totals are those slips entered with the Slip Entry form instead of the Time Sheet.

Weekly Totals

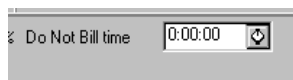
Non-template Totals	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Daily Totals	0.00	11.00	4.00	8.00	8.00	2.00	0.00	33.00

9. Spell-Checking



Press SHIFT+F4 in the description area to spell check the description. Use F4 to spell-check the current word. Timeslips can spell check a batch of slips when printing bills and reports.

10. Non-Billable Portion.



Not Bill time” box.

You may record billable and non-billable time on the same slip. Scroll the billing status portion of the slip and enter the non-billable hours in the “Do

Shortcut Keys – alternatives to clicking the mouse

“+” means hold down first key, then press second key	
CTRL+M	Slip List
TAB	Moves to next field of entry
SHIFT+TAB	Moves to previous field of entry
CTRL+N	New slip
F5	Start or stop Timer
CTRL+F7	Open abbreviations list
F8	Duplicate field contents (from last slip)
CTRL+D	Duplicate entire slip
CTRL+S	Save slip
ALT+INS	Insert private text
CTRL++ CTRL+■	Increase/Decrease display font in slip description