

TrakTime Central 2013 Release Notes

Overview	TrakTime Central 2013 is a new release of the TCentral software for both the QuickBooks and Standalone versions of this product. The update includes all changes and fixes applied since the last release of TCentral.
Default Screen Size	We have increased the default screen and font size to make for a more easily readable display. Most screens may be expanded to full-screen as necessary.
Tracking Internal Costs	TrakTime Central 2013 now provides the capability of tracking internal cost. You may now assign a new Staff Internal Rate value to each staff person. Each Time transaction will record the cost associated with the time spent by a staff person on a task based on that rate. The new Client Profitability report uses that information to calculate the profit for each engagement.
TCentral Reporting	TrakTime Central 2013 now provides analytical reporting of Client and Staff data. Reports may be saved to disk for future reference or exported to MS Excel for additional analysis.
TrakTime for TCentral	The latest TCentral compatible version of the TrakTime Timesheet application <i>is included</i> as part of the TrakTime Central 2013 upgrade. This version of TrakTime supports Windows Authentication, includes a 20% larger main screen, and adds a feature to send Emails to users with missing timesheets.

Commercial Logic, Inc.

TrakTime Central 2013

Staff Data Display Options The Company tab contains a new section which allows the user to define a label for the new Internal Rate field, allowing the end user to name this rate according to custom. There is also an option to indicate if the Staff Listing grid should display that Internal Rate.

The screenshot shows the 'TCentral 2013 - [Company Setup]' window with the following sections:

- TCentral License Information:** Company Name: Williams, Moore and Shore Associates, LLC; Master Rate: 60.00; Serial Number: 020006004; Licensed Date: 09/30/09; Timekeepers: 8; Update...
- TrakTime Connection Options:** Submit Files Path: C:\VB6\TC13\; Validation File: C:\VB6\TC13\TT.MDB
- QuickBooks Connection Options:** QB Program Location: E:\Intuit\QuickBooks2005\qbw32.exe; QB Company File: E:\Intuit\QuickBooks2009\CLI QB Test.qbw
- GoldMine Connection Options:** Match the first 6 characters of the client name to GoldMine's Co. Name field in the Contacts1 table; GM Program Location:
- Staff Data Display Options:** Internal Rate Label: Cost Rate; Show Internal Cost Rate in Staff grid?

Commercial Logic, Inc.

TrakTime Central 2013

Staff Information Access the Staff Edit dialog by double-clicking a row in the Staff Listing grid. Enter an Internal Rate for the Staff person and click OK to save the data and exit the dialog. An option to Send an Email Message to this staff person when they have missing timesheets is also available on this dialog.

The screenshot shows the 'Edit Staff' dialog box with the following fields and values:

- Status: Active
- Initials: JM'W
- Name: Joseph M Williams
- Phone: 410-226-5519
- Start Date: 07/01/82
- Terminate: 05/13/13
- Email: jwilliams@cli-usa.com
- Send EMail for missing timesheets
- Management1: JM'W - Joseph M Williams
- Management2: (empty)
- Staff Internal Rate: Cost Rate: 48.75

Buttons for OK and Cancel are located in the top right corner.

Commercial Logic, Inc.

TrakTime Central 2013

The user may define the selection criteria for the report. Click on the report name in the Reports Menu to display the report setup dialog. A reporting date range, selection and sorting criteria define the data to be included on the current report.

The screenshot shows a dialog box titled "Client Profitability Report Setup". It contains the following elements:

- Start Date: 01/01/13 (dropdown menu)
- End Date: 01/31/13 (dropdown menu)
- OK button
- Cancel button
- Select By section with four radio buttons:
 - All Clients (selected)
 - Selected Management 1
 - Selected Management 2
 - Selected Clients
- Sort By section with three radio buttons:
 - Client
 - Management 1 (selected and highlighted with a dashed border)
 - Management 2
- Report data at Project Level checkbox (unchecked)

When Sorting by one of the available Management fields, the report is initially displayed in Summary mode. Switching to view the report Detail, is a simple matter of one or two clicks.

Commercial Logic, Inc.

TrakTime Central 2013

Summary view

Client Profitability for the period: 01/01/13 - 01/31/13								
Client	Hours	Work Amount	Cost Amount	Amount Billed	Write Up/Down	Gross Profit	Profit Percent	
Total	574.16	34,511.70	13,272.41	38,590.00	4,078.30	25,317.69	65.6%	
Mgmt:	534.56	32,781.70	12,597.69	37,175.00	4,393.30	24,577.37	66.1%	
Mgmt: David L Shore	9.80	494.50	192.86	440.00	-54.50	247.15	56.2%	
Mgmt: Robert B Moore	29.80	1,235.50	481.86	975.00	-260.50	493.17	50.6%	

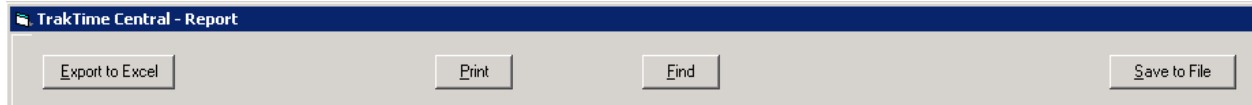
Detail View

Client Profitability for the period: 01/01/13 - 01/31/13								
Client	Hours	Work Amount	Cost Amount	Amount Billed	Write Up/Down	Gross Profit	Profit Percent	
Total	574.16	34,511.70	13,272.41	38,590.00	4,078.30	25,317.69	65.6%	
Mgmt:	534.56	32,781.70	12,597.69	37,175.00	4,393.30	24,577.37	66.1%	
Aqua, LLC	8.00	640.00	249.60	640.00	0.00	390.40	61.0%	
Atlantic Roofing Systems, Inc.	3.05	99.00	38.61	120.00	21.00	81.39	67.8%	
Bell, Matthew A.	1.00	49.00	19.11	50.00	1.00	30.89	61.8%	
Bristol Realty Corporation	1.00	110.00	42.90	110.00	0.00	67.10	61.0%	
Burgess, Gary Kent Estate of	2.50	205.00	79.95	205.00	0.00	125.05	61.0%	
Chesapeake Bay Yacht Club	39.75	1,093.75	426.56	1,000.00	-93.75	573.44	57.3%	
Cowdrey, Thompson A Professional Company	7.00	600.00	234.00	600.00	0.00	366.00	61.0%	
Creative Corner, Inc.	3.00	150.00	58.50	150.00	0.00	91.50	61.0%	
Critchlow Adkins Children's Centers	8.50	535.00	208.65	535.00	0.00	326.35	61.0%	
Critter Control of MD, LLC.	5.00	400.00	156.00	425.00	25.00	269.00	63.3%	
Cutts & Case, Inc.	16.50	1,569.00	596.31	1,800.00	231.00	1,203.69	66.9%	
Delashmull LLC	8.00	705.00	274.95	705.00	0.00	430.05	61.0%	
Dorchester County Family YMCA, Inc.	65.00	3,250.00	1,267.50	4,550.00	1,300.00	3,282.50	72.1%	
Earth Data, Inc.	25.75	1,753.00	683.67	2,250.00	497.00	1,566.33	69.6%	
Eastern Shore Title Company	5.25	147.00	57.33	200.00	53.00	142.67	71.3%	
Easton Elementary School PTA	7.25	521.00	187.59	350.00	-171.00	162.41	46.4%	
Easton Rocks	1.00	28.00	10.92	50.00	22.00	39.08	78.2%	
Environmental Concern Inc.	4.00	200.00	78.00	280.00	80.00	202.00	72.1%	
Everett D Hollands & Sons	0.40	44.00	17.16	50.00	6.00	32.84	65.7%	
Ewings Roofing & Siding Company, Inc.	8.00	400.00	156.00	400.00	0.00	244.00	61.0%	
Fox, Arthur and Sheila	1.30	43.00	16.77	40.00	-3.00	23.23	58.1%	
Gary Smith Builders	2.50	187.50	73.13	200.00	12.50	126.88	63.4%	
Hartge Insurance Associates, LTD	1.00	80.00	31.20	50.00	-30.00	18.80	37.6%	
Hartley, William L. & Jane W.	3.30	307.00	119.73	200.00	-107.00	80.27	40.1%	
Helm Properties, Inc.	0.85	45.50	17.75	50.00	4.50	32.26	64.5%	
Hinton, Ruth Wilson and Lloyd	0.51	53.95	21.04	50.00	-3.95	28.96	57.9%	
Holly Tree Transport, Inc.	5.50	440.00	171.60	440.00	0.00	268.40	61.0%	
Instructional Technology	11.25	810.00	300.30	890.00	80.00	589.70	66.3%	
Island Athletic Club, Inc	28.25	1,729.00	643.11	1,600.00	-129.00	956.89	59.8%	
Knapps Narrows Marina	3.30	231.00	90.09	0.00	-231.00	-90.09	-100.0%	
Lightys LLC	5.75	271.00	105.69	225.00	-46.00	119.31	53.0%	

Commercial Logic, Inc.

TrakTime Central 2013

The report display screen provides several options for saving the report output.



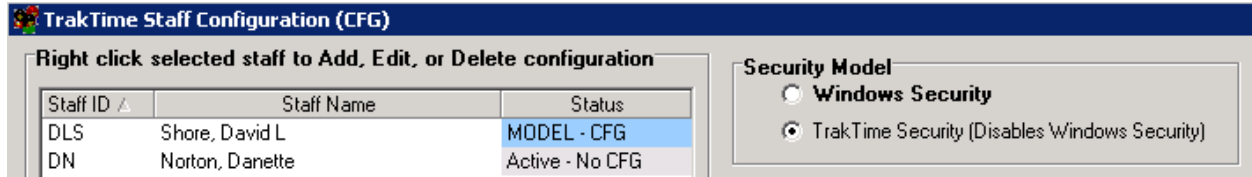
The Export to Excel option exports the report data to an Excel file for additional user action. The Print button allows the user to print the current report and the Save to File button allows the report to be saved to disk for future viewing, exporting or printing using the Load Saved Report function.

The Find button provides a text search feature that facilitates the location of specific data within the report.

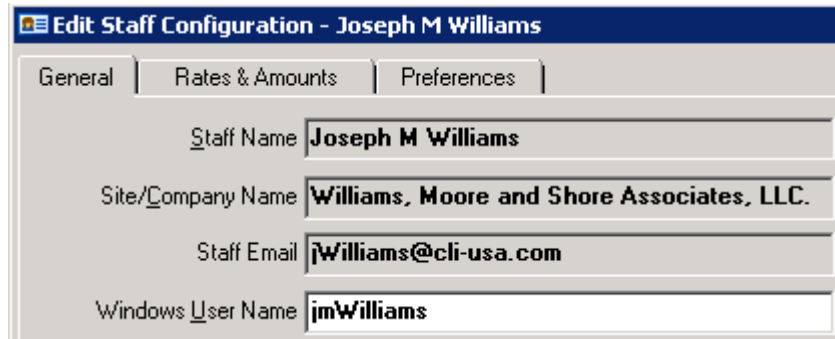
Commercial Logic, Inc.

TrakTime Central 2013

TrakTime 2013 for TC – supports Windows Authentication as an alternative to standard TrakTime security. When using Windows Authentication, the user's Windows login determines whether a person has access to a Timesheet file and skips the prompt for a TrakTime User ID and Password. This Security option is set in TrakTime Administration and applies to all users. On the TrakTime Staff Configuration screen, select the Windows Security option to enable the Windows Security Model.



To support the Windows Security model, each user's Windows User name must be added to the Staff Configuration file.



TrakTime 2013 gives users a main screen which is 20% larger than earlier versions of TrakTime and also adds the ability to automatically send users an Email regarding missing timesheets (requires MS Outlook).

Commercial Logic, Inc.

TrakTime Central 2013

Each TrakTime user configuration file must be converted to support the new features of TrakTime 2013. To perform the conversion, the TrakTime Administrator should access each staff person's configuration file in the TrakTime Admin application. The program notifies the user that the file needs to be converted. Just click OK to save the current configuration file under the new format. **Note: Once converted to the new format the configuration file may not be used with an earlier version of TrakTime.**

Note: This configuration file is not in the format required for TrakTime 2010.
Click OK to save the file in the latest file format.

Alternatively, users may convert their own TrakTime configuration file. On first access, if TrakTime 2013 detects an incompatible configuration file, TrakTime will prompt the user to convert the file.

The configuration file for TT User LMW is not in the correct TrakTime 2013 format!

Click Convert to convert this file.
or Click Cancel to exit TrakTime.

Contact your TrakTime administrator if you do not understand these options or otherwise need assistance.