

# TrakTime

The Portable Personal Timesheet for TCentral



## A few key benefits...

- ◆ Portability — allows time and expense entry wherever you are: on the network, at a client, on an airplane, or at home.
- ◆ Employee may choose the Weekly view (shown) or the Transaction view .
- ◆ Client, project and work code look-up as you type.
- ◆ Spell check, automatic shorthand expansions, and expense calculator provide fast, accurate, and consistent comments.
- ◆ Complete access to personal time and expense history.
- ◆ Flexible reporting — 3 levels of sort/sub-total options, ability to report on single client/project over range of dates.
- ◆ Remote timekeepers can submit time and update client/work code list via network, FTP, or email.
- ◆ On-line administration system — missing or incomplete timesheets may be instantly tracked and resolved.
- ◆ Administrator may open and submit timesheets from other users without a password.

TrakTime 2005 RC16 - Timesheet for Charles L. Ingersoll

File Transactions Color Help

New Line  Weekly View Week Ending: 15 Apr 2015

Time Expense Daily Totals Submit/Recall Report Timer:    Running Paused

		Daily Totals	8.00	10.75	9.25	5.78	0.00	0.00	0.00	33.78
		Percent Billable	75%	72%	68%	100%	0%	0%	0%	76%
Action	Client/Project	Work	Mon Apr 18	Tue Apr 19	Wed Apr 20	Thu Apr 21	Fri Apr 22	Sat Apr 23	Sun Apr 24	Weekly Totals
Billable	Dewey, Helpem & Howe,	Audit:Planning		2.00						2.00
Billable	Fresh Painters Co.:Tax	Tax:Other	6.00		1.50					7.50
Billable	Hooper Institute	Compilation:Financials			4.75					4.75
Billable	Mayken Door & Windows	Tax:Corporate				3.00				3.00
Billable	Pacific Records	Audit:Planning		5.75		2.00				8.53
Non-Bill		CPE Credits:Auditing			3.00					
Non-Bill		Admin:Scheduling	2.00							
Leave		Leave:Personal		3.00						3.00
Billable	Dewey, Helpem & Howe, LLP	Audit:Planning								
Billable	Dewey, Helpem & Howe, LLP	Review:Financials								
Billable	Dewey, Helpem & Howe,	Tax:Corporate								
Billable	Fresh Painters Co.	Compilation:Financials								
Non-Bill	Country Estates:Consulting	Admin:Meetings								
Leave		Leave:Vacation								

Total Unsubmitted Time: Billable% 75 Hours: Billable 24.25 Non-billable 4.00 Leave 4.00 Total 32.25 Previous Week Submitted Time

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