



Client Track

www.ClientTrack.ca

User Guide



CLIENT TRACK 6

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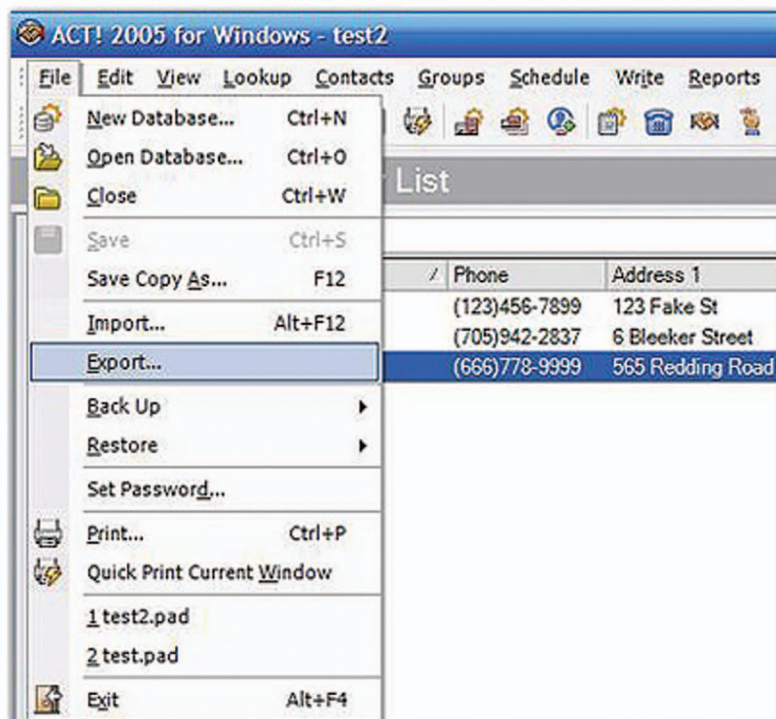
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Importing Clients

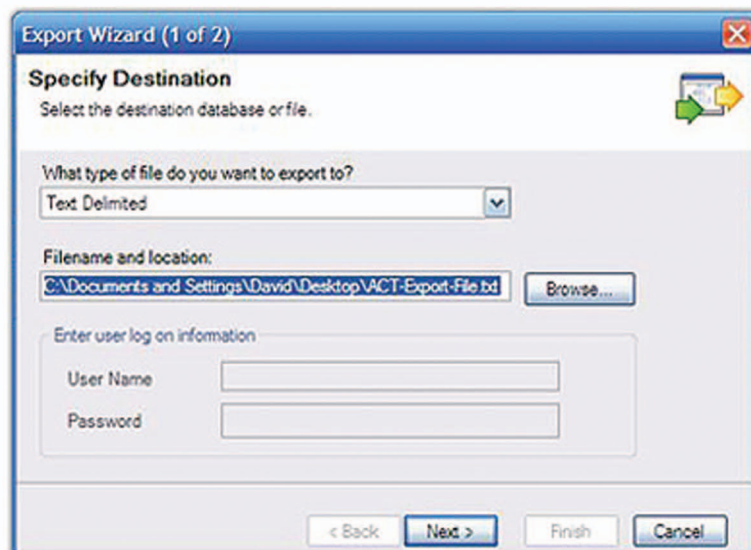
▶ Exporting Your Clients From Act! Into Client Track

Step 1



In menu, go to **File > Export**

Step 2



- 1) Select **Text Delimited** from drop-down list to export file to.
- 2) Click **Browse** and save export text file.
- 3) Click **Next**.

Step 3

Export Wizard (2 of 5)

Specify record type(s)

ACT! databases can contain contact records, group records and company records.

What kind of records would you like to export?

- Contact Records
- Group Records
- Company Records

Which records do you want to export?

- Current record
- Current lookup
- All records

< Back Next > Finish Cancel

Select type of records to export and then click **Next**.

Step 4

Export Wizard (3 of 5)

Specify export options

You may specify the delimiter to be used for the export, and whether or not to include field names with the exported data.

Select field separator

Export files are created with a specific character separating each field of a record. What character do you want to use?

- Comma
- Tab

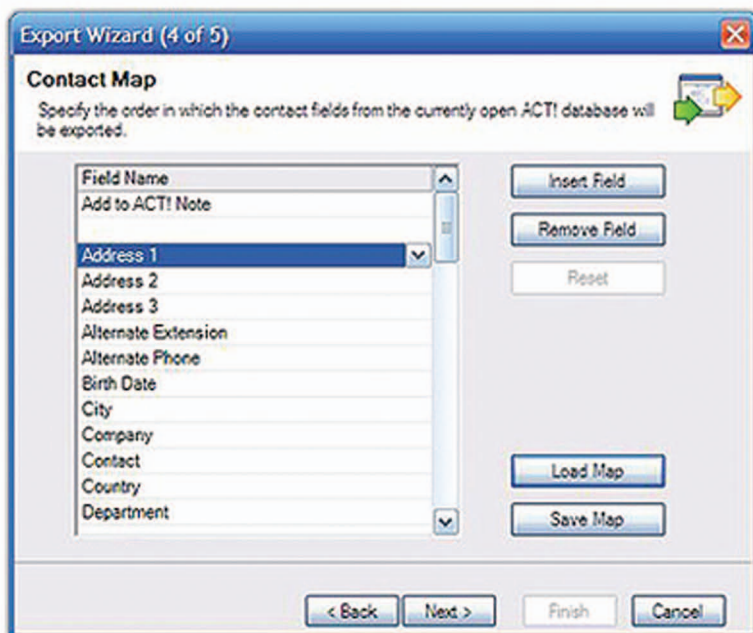
Do you want to export field names?

When exporting records, you have the option to include field names from the current database.

- Yes, export field names

< Back Next > Finish Cancel

Step 5



Select order of fields from list to export and then click **Next**.

Note: The order of the export fields do not matter because the field can be mapped in Client Track.

Step 6



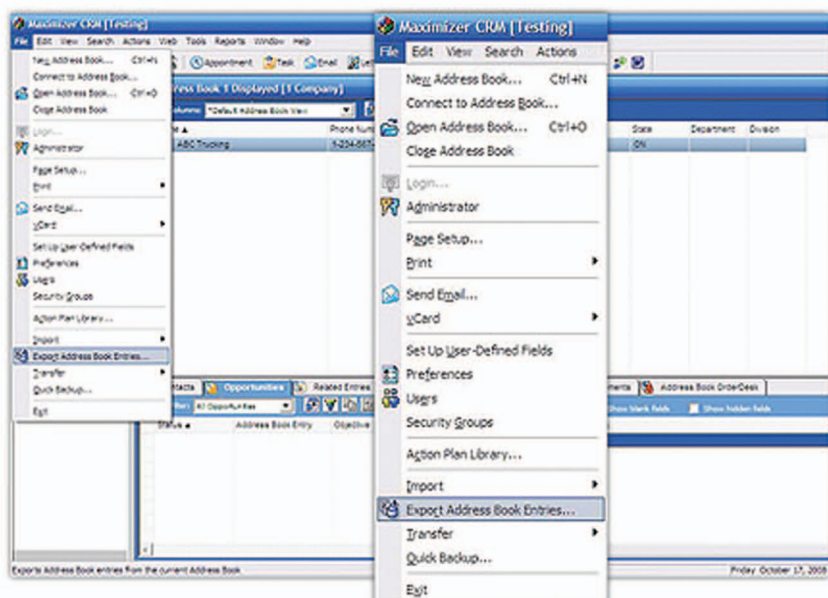
Click **Finish** to complete exporting file.

Step 7

To import Act! export file into Client Track, follow the instructions on [pg.35](#).

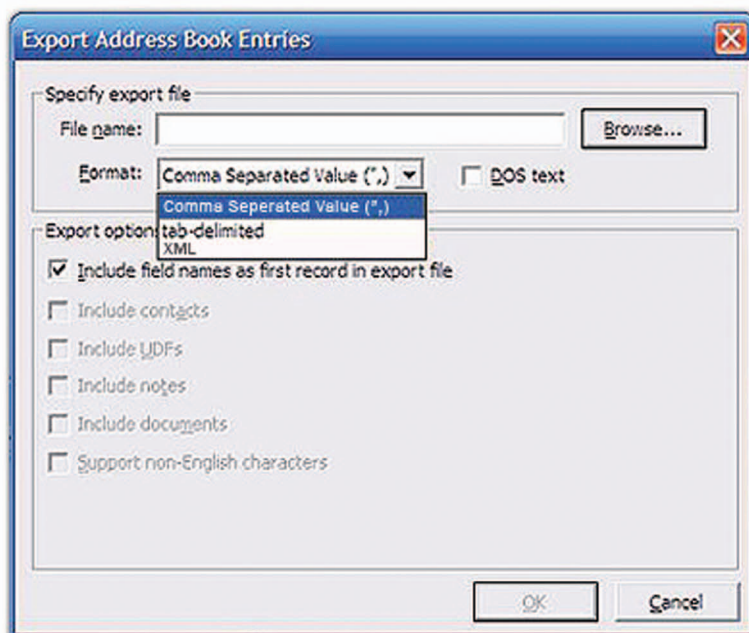
Exporting Your Clients From Maximizer Into Client Track

Step 1



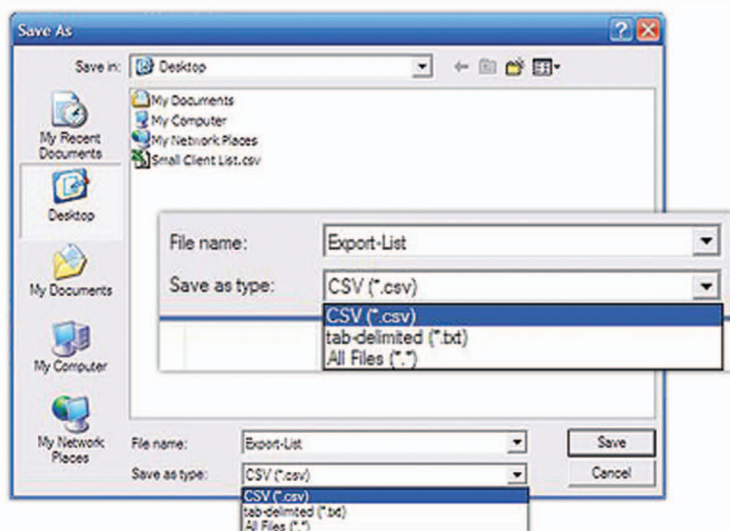
In menu, go to **File > Export Address Book Entries**

Step 2



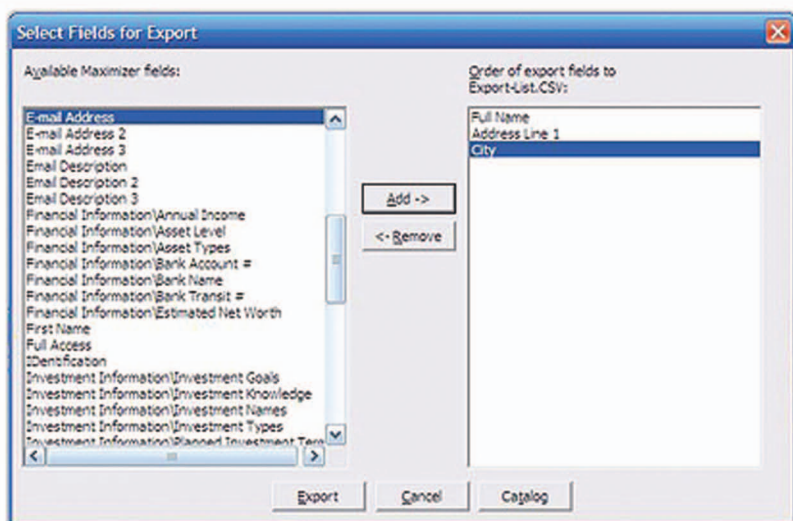
- 1) Name export file and click **Browse** to save the file to.
- 2) Select **Comma Separated Value** from drop down list and then click **Ok**.

Step 3



1) Create export file name and select **CSV (.csv)** from drop-down list.

Step 4



Select which fields to export and then click **Export**.

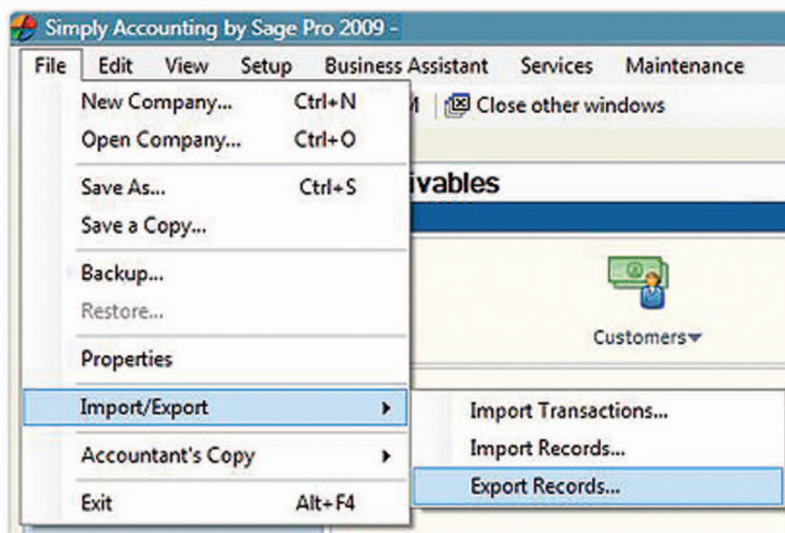
Note: The order of the export fields do not matter because you can map the fields in Client Track.

Step 5

To import Maximizer export file into Client Track, follow the instructions on [pg.35](#).

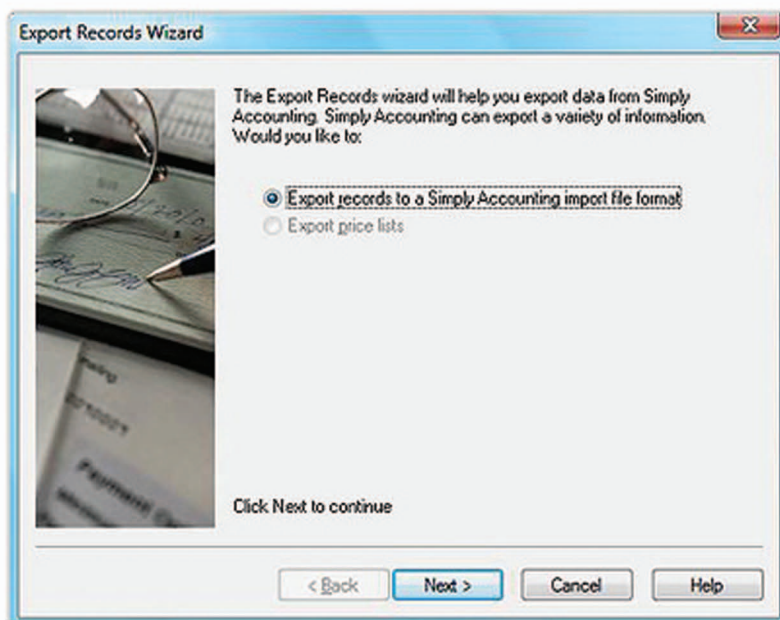
Exporting Your Clients From Simply Into Client Track (A)

Step 1



In menu, go to **File > Import/Export > Export Records**

Step 2



- 1) Select **Export records to a Simply Accounting import file format**.
- 2) Click **Next**.

Step 3

Export Ledger Records Wizard - Select Record Type

Select the type of records to export:

Vendors
 Customers
 Inventory & Services
 Marketing

Enter a name for the export file:
Client List

Enter the location where you would like to store the file:
C:\Users\Demo\Desktop\

Click Next to continue

< Back Next > Cancel Help

- 1) Select **Customers** as type of record to export.
- 2) Create export file name and click **Browse** to save to.
- 3) Click **Next**.

Step 4

Export Ledger Records Wizard - Select Records

Select the customers you want to export.

Click in the column to put a next to the items you want to export.

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	A & B Tax Service
<input checked="" type="checkbox"/>	A.K. Gupta
<input checked="" type="checkbox"/>	A1 Accounting & Business Solutions Inc
<input checked="" type="checkbox"/>	A-1 Tax & Bookkeeping
<input checked="" type="checkbox"/>	Access Bookkeeping Inc.
<input checked="" type="checkbox"/>	Accounting for Success
<input checked="" type="checkbox"/>	AccuTax Financial Services Inc.
<input checked="" type="checkbox"/>	Adams and Associates Ltd

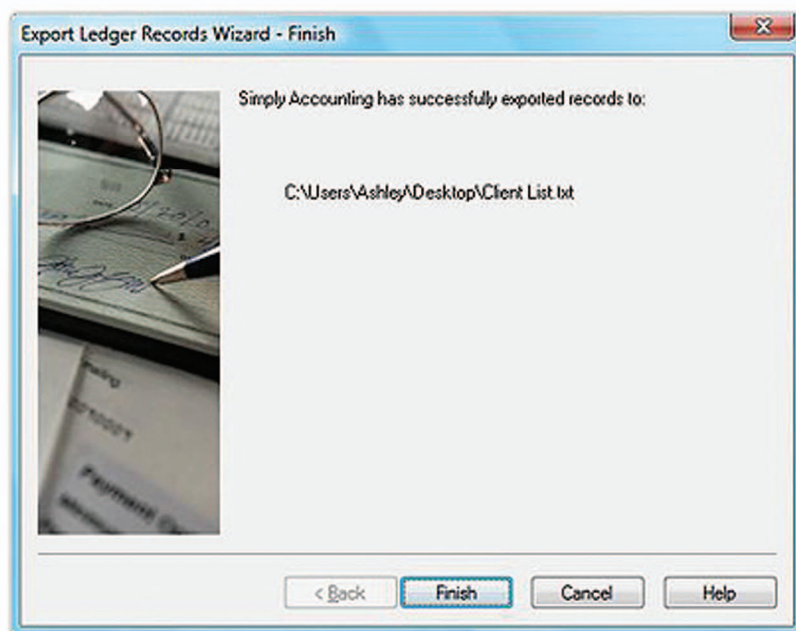
Include inactive customers

Click Next to continue

< Back Next > Cancel Help

Select which customers you want to export and click **Next**.

Step 5



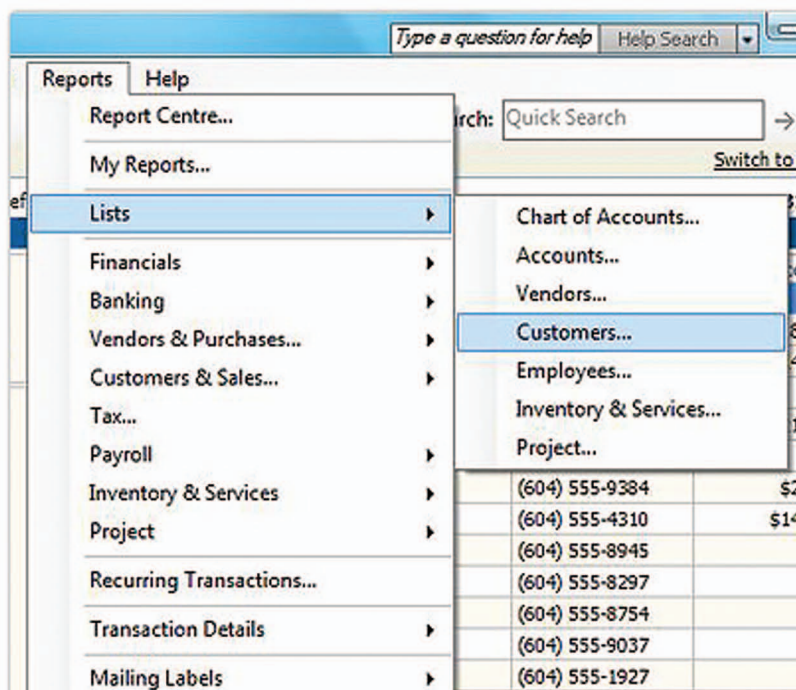
Click **Finish** to complete exporting file.

Step 6

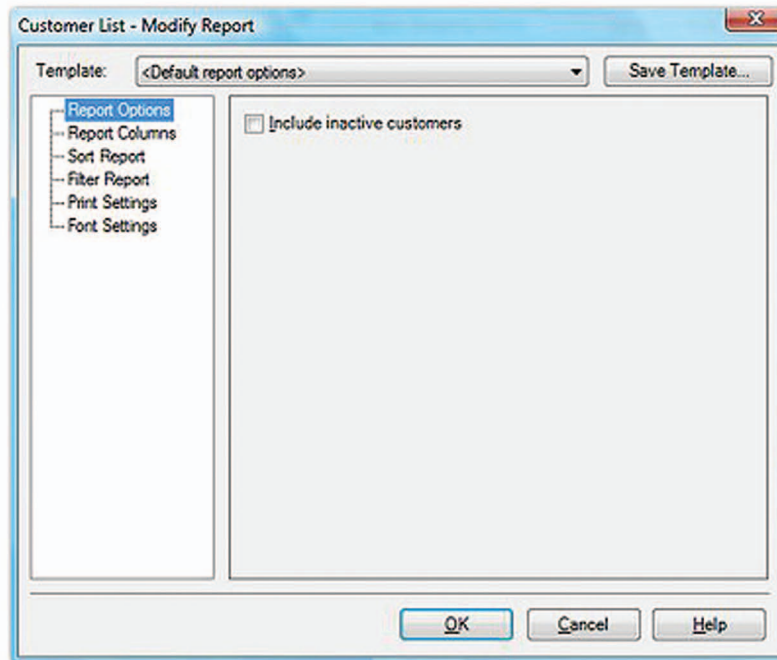
To import Simply export file into Client Track, follow the instructions on [pg.35](#).

▶ Exporting Your Clients From Simply Into Client Track (B)

Step 1

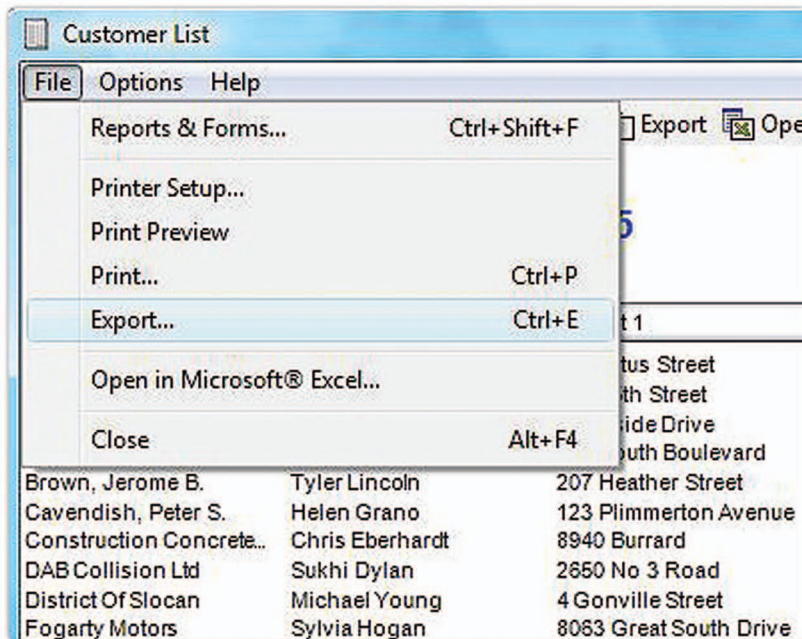


Step 2



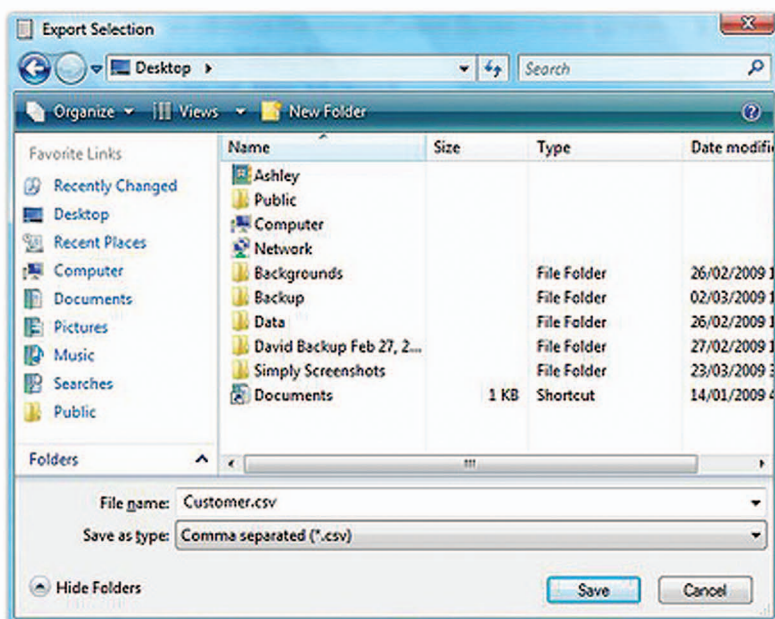
Go through the Customer List options on sidebar and click **Ok**.

Step 3



In menu, go to **File > Export**

Step 4



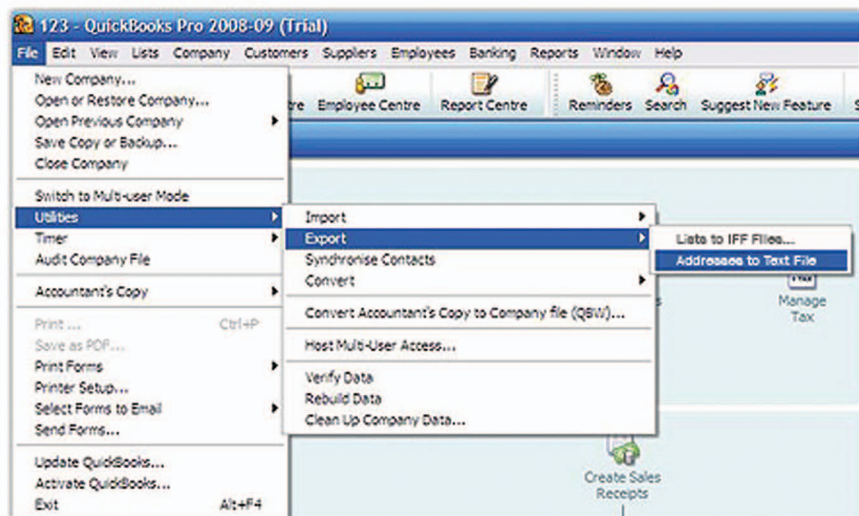
- 1) Name export file and select **Comma Separated** as save export type from drop-down list.
- 2) Click **Save**.

Step 5

To import **Simply** export file into Client Track, follow the instructions on [pg.35](#).

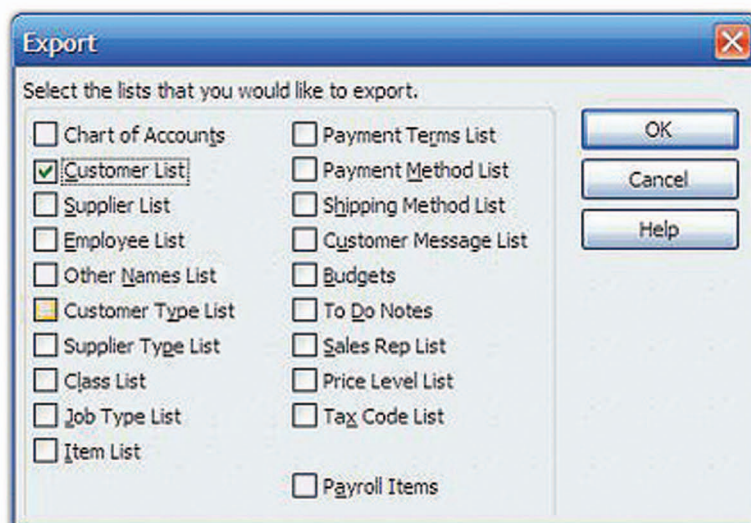
Exporting Your Clients From QuickBooks Into Client Track

Step 1



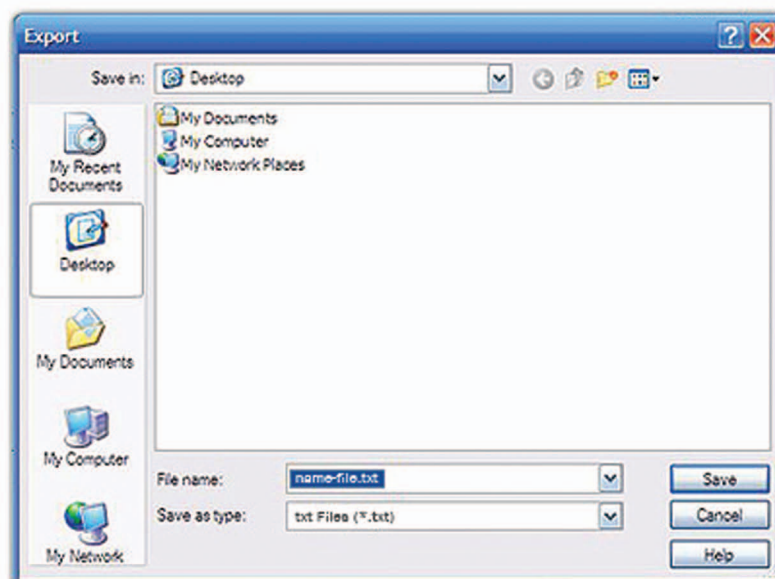
In menu, go to **File > Utilities > Export > Addresses to Text**

Step 2



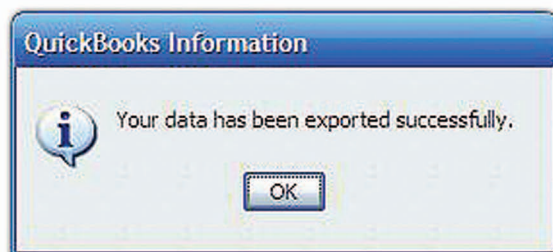
Check off **Customer List** and then click **Ok**.

Step 3



- 1) Create export file name and select **txt files (.txt)** from drop-down list.
- 2) Click **Save**.

Step 4



Click **Ok** after successful export.

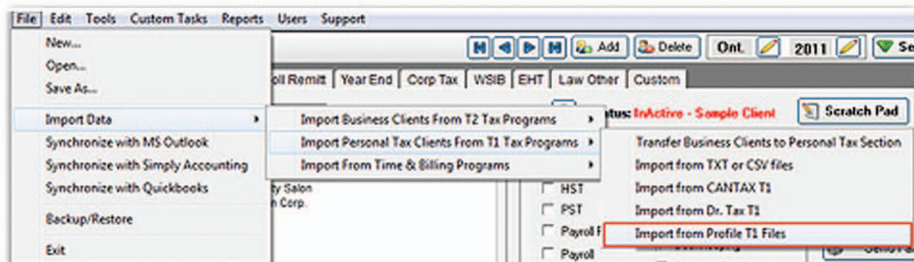
Step 5

To import QuickBooks export file into Client Track, follow the instructions on pg.35.

Exporting Your Clients From Profile T1 Into Client Track

Client Track seamlessly imports the information from Profile T1 & T2 with a click of a button. All you need to do is tell Client Track where your Profile files are located and Client Track will give you a list of your clients entered in Profile and allow you to indicate which files to import. Client Track automatically manages your clients by updating the clients you already have entered and adding any new clients entered into Profile.

Step 1



- 1) Open up Client Track 6.0 on your computer.
- 2) In menu, go to **File > Import Data > Import Personal Tax Clients from T1 Tax Programs > Import from Profile T1 Files**

Step 2



- 1) Click **Browse** and select Profile T1 file from your computer.
- 2) Click **Next**.

Step 3

The screenshot shows a window titled "Import Personal Tax Clients (Profile T1)". At the top, there is a header with a person icon and the title. Below the header is a section titled "Select The Files You Want To Import". Inside this section, there is a list of files with a checkbox next to "NoName.08T", which is currently checked. At the bottom of the window, there are two buttons: "Select All" and "Select Only Clients Not Already Entered In Client Track".

Step 4

The screenshot shows the same window as in Step 3, but now displaying "Profile T1 Import Options". The options are:

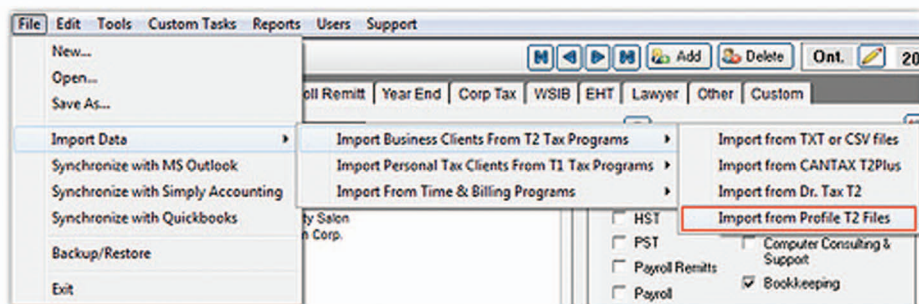
- Couples Returns Options:**
 - Import the husband and wife into Client Track as two separate entries.
 - Import only the primary individual into Client Track.
 - Import both the husband and wife in as one entry i.e. John & Mary Smith.
- Note:** You can easily split and combine spouses in Client Track on an individual basis at any time so you have the option of changing the options after importing the information.
- If the selected T1 returns have a sole proprietorship business, do you want to also create the business in the Business Clients section of Client Track? [More Business Import Options](#)
- Click 'Advanced Options' to indicate what information will be imported into Client Track from the Profile T1 files. [Advanced Options](#)

At the bottom of the window, there are buttons for "Cancel", "Back to Start", "< Back", and "Next >".

- 1) Select type of import for couple returns.
- 2) **Optional:** If T1 return has sole proprietorship business, click **More Business Import Options** and proceed to Step 6 below.
- 3) Click **Advanced Options** to select what information to import.
- 4) Click **Next**.

Exporting Your Clients From Profile T2 Into Client Track

Step 1



- 1) Open up Client Track 6 on your computer.
- 2) In menu, go to **File > Import Data > Import Business Clients from T2 Tax Programs > Import from Profile T2 Files**

Step 2



- 1) Click **Browse** and select Profile T2 file from your computer.
- 2) Click **Next**.

Step 3

Import Business Clients (Profile T2)

Select Which Profile Files You Want To Import:

- Client Track (20080615).GT2

Select All

File Selection Options

- Select Only Clients Not Already Entered In Client Track.
- Select Only The Most Recent Profile File For Each Company.

Select Files

Cancel Back to Start < Back Next >

- 1) Select the Profile T2 file(s) you want to import into Client Track.
- 2) Click **Next**.

Step 4

Import Business Clients (Profile T2)

Profile Address to Import: cboProfileAddress

Duplicate Entries

- Check For Duplicate Business Client Entries

Match Clients By:

- Match by Business numbers **(Recommended)**
- Match by Business (Operating) Name
- Match by Corporate (Legal) Name

Choose which option to perform if Client Track finds an existing duplicate

- Don't import any information if the client already exists.
- Automatically create new client with same name (Creates duplicates).
- Update client information. **(Recommended)**
- Prompt each time a duplicate is found to ask to overwrite.

Cancel Back to Start < Back Next >

- 1) Check off **Duplicate for duplicate personal tax client entries** and then select **Match by Business numbers** and **Update client information**.
- 2) Click **Finish**.



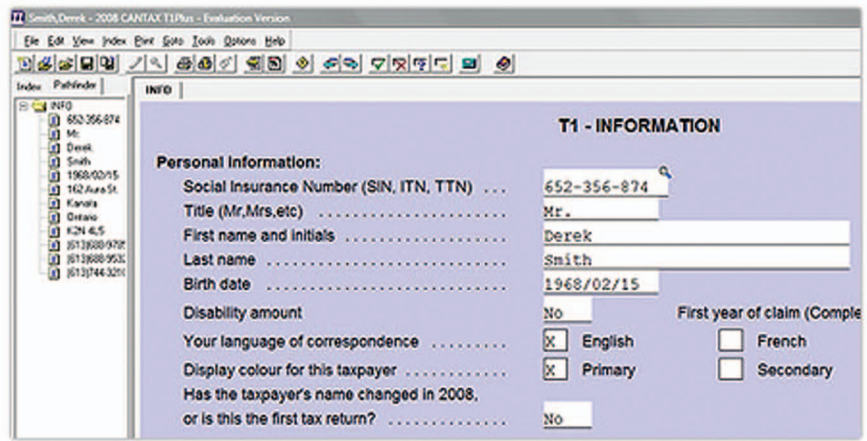
Click **Ok** to complete importing data from Profile T2.

▶ Exporting Your Clients From CANTAX T1 Into Client Track

Step 1

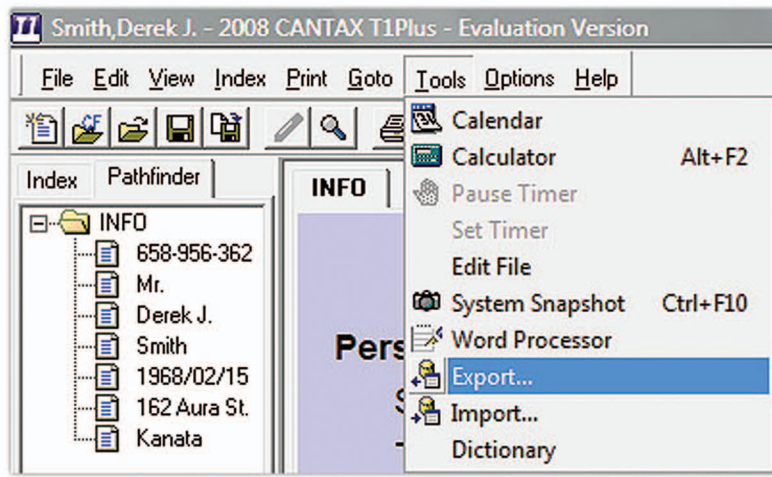
Download file from www.clienttrack.ca/tpls/Client_Track_Cantax_T1_Export_Template.tpl.

Step 2



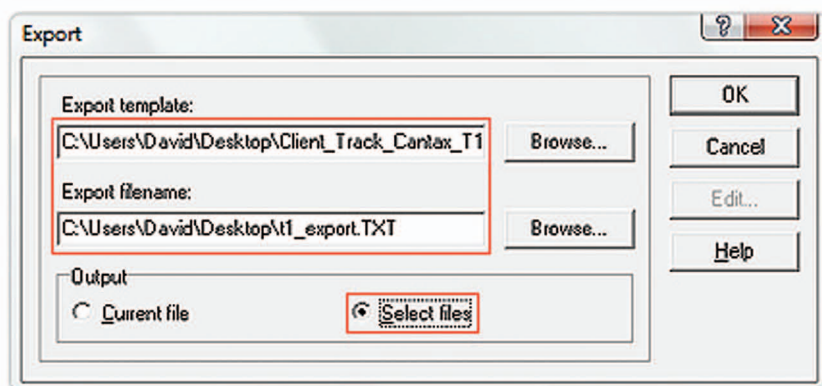
Open a file in CANTAX T1 to export.

Step 3



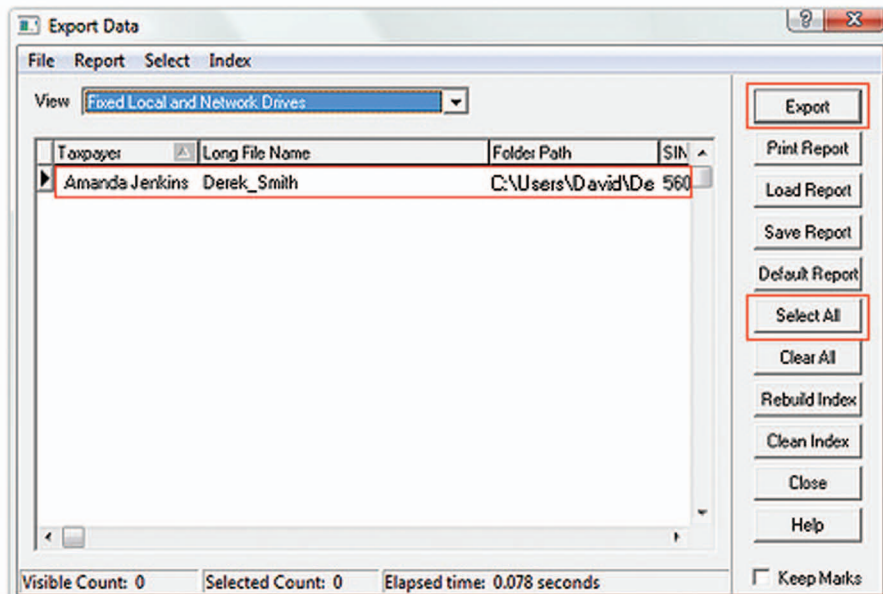
▶ In menu, go to **Tools > Export**

Step 4



- 1) Under **Export Template**, click **Browse** and select the T1 template file (.tpl) you downloaded from **Step 1** above.
- 2) Under **Export Filename**, click **Browse** and save export file to desktop.
- 3) Under **Output**, click **Select Files**.

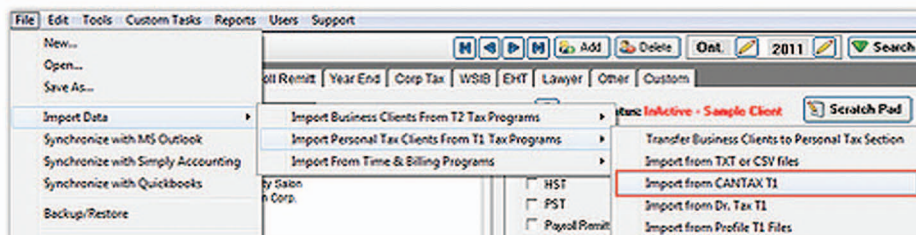
Step 5



Click **Select All** to export all T1 files and then click **Export**.

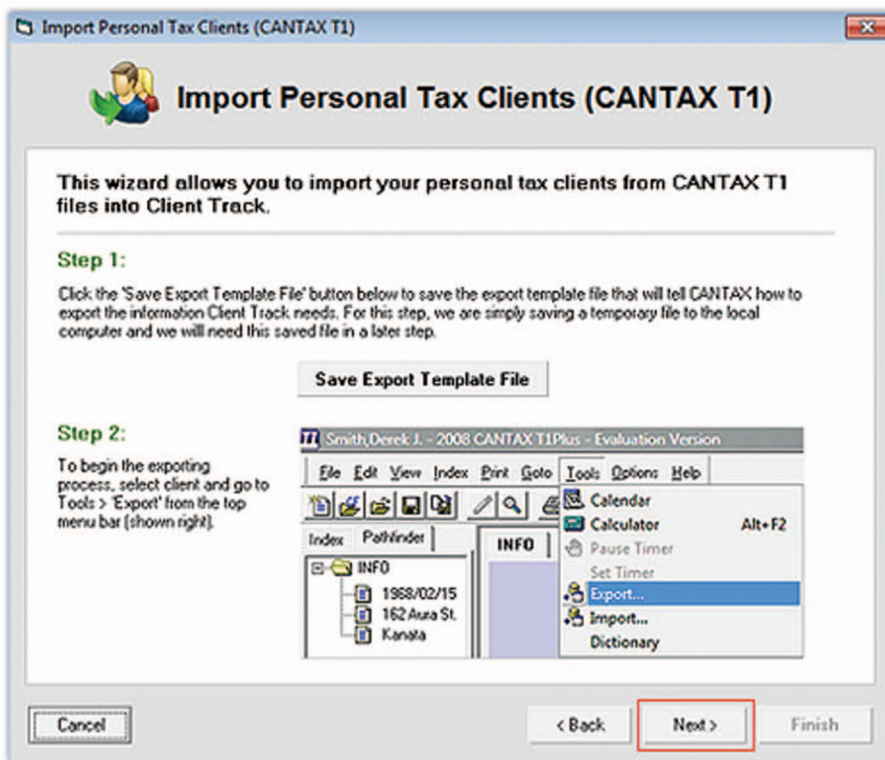
Note: To select certain T1 files to export, hold **Ctrl** key on keyboard while clicking on the files from list and then click **Export**.

Step 6

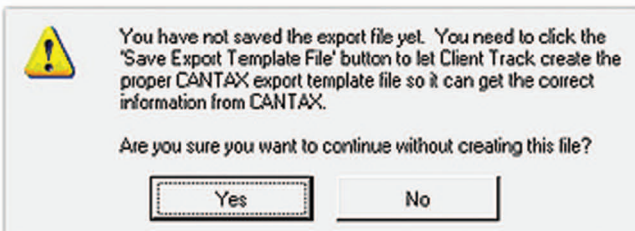


- 1) Open up Client Track 6.0 on your computer.
- 2) In menu, go to **File > Import Data > Import Personal Tax Clients from T1 Tax Programs > Import from CANTAX T1**

Step 7



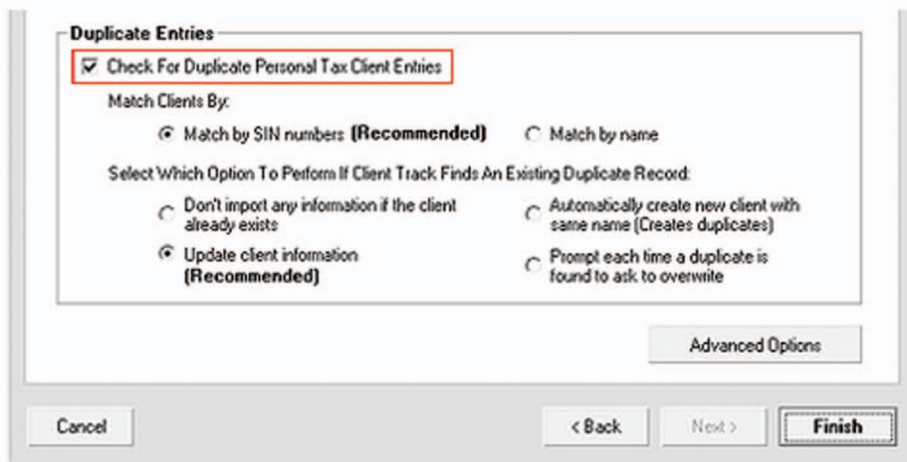
- 1) Click **Next** since Steps 1 & 2 has been done in the Import Wizard.



- 2) In warning pop-up, click **Yes** to continue since template has been downloaded from Step 1.
- 3) Keep clicking **Next** in export wizard until **Step 5**.

Step 8





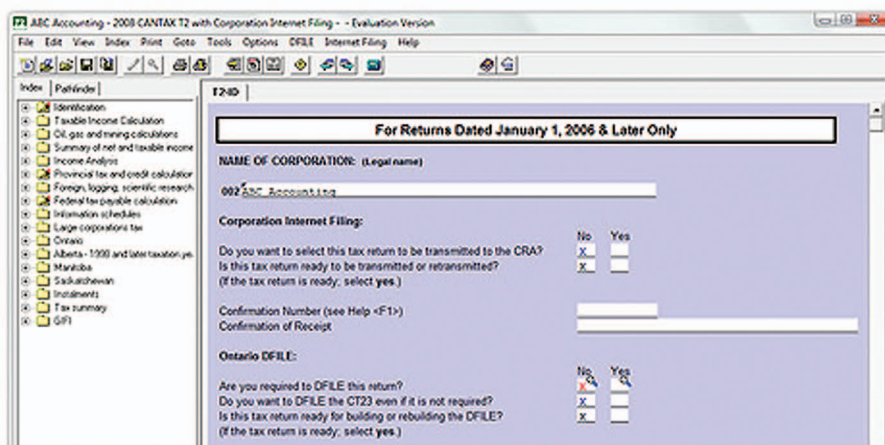
- 1) Click **Open CANTAX Export File** and browse to the CANTAX T1 text file that was exported from Step 5 above.
- 2) To avoid duplicate fields, check off **Check For Duplicate Personal Tax Client Entries** and select type of duplicate search.
- 3) Click **Finish**.

▶ Exporting Your Clients From CANTAX T2 Into Client Track

Step 1

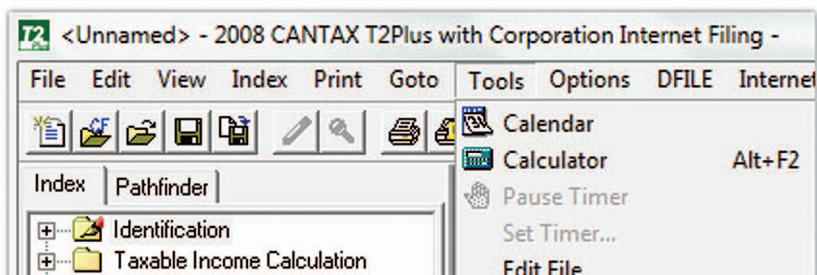
Download file from www.clienttrack.ca/tpls/Client_Track_Cantax_T2Plus_Export_Template.tpl.

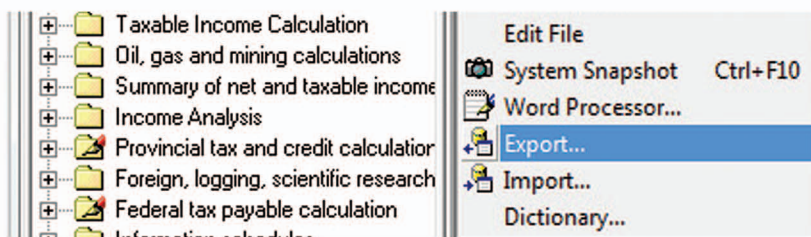
Step 2



Open a file in CANTAX T2Plus to export.

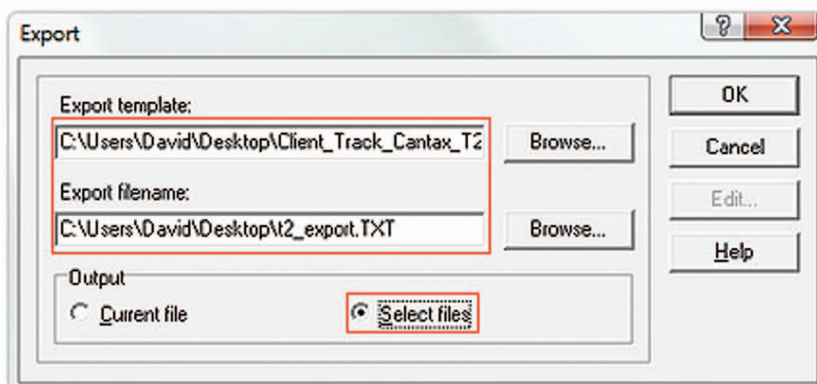
Step 3





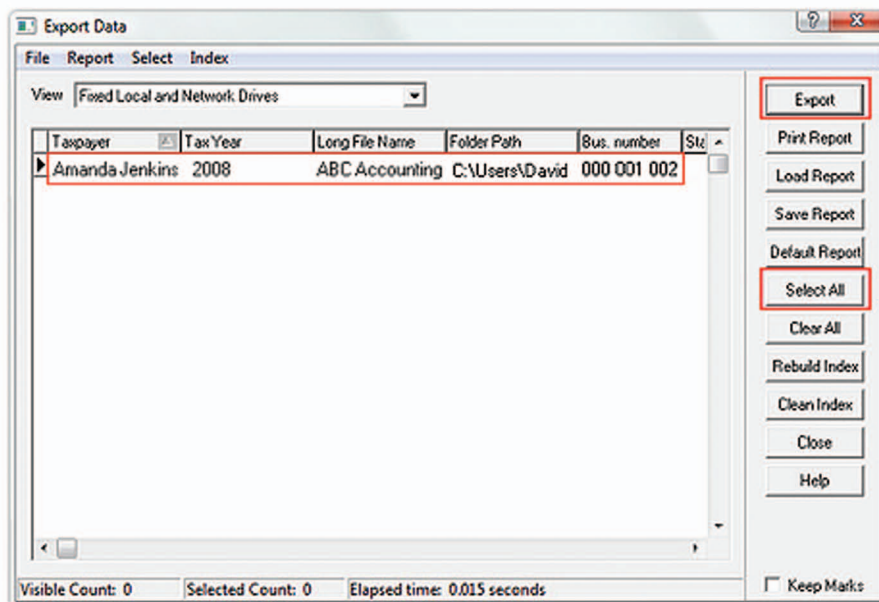
In menu, go to **Tools > Export**

Step 4



- 1) Under **Export Template**, click **Browse** and select the T2Plus template file (.tpl) you downloaded from **Step 1** above.
- 2) Under **Export Filename**, click **Browse** and save export file to desktop.
- 3) Under **Output**, click **Select Files**.

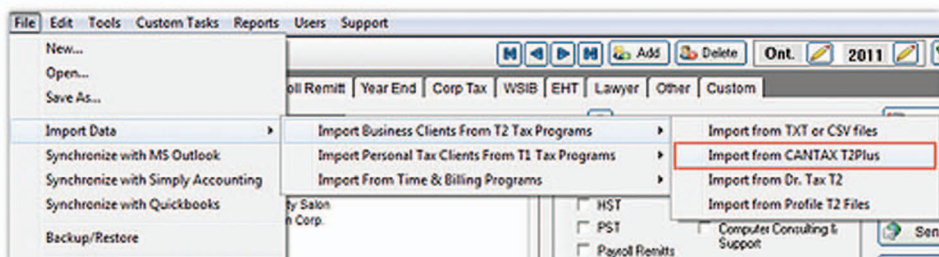
Step 5



Click **Select All** to export all T2Plus files and then click **Export**.

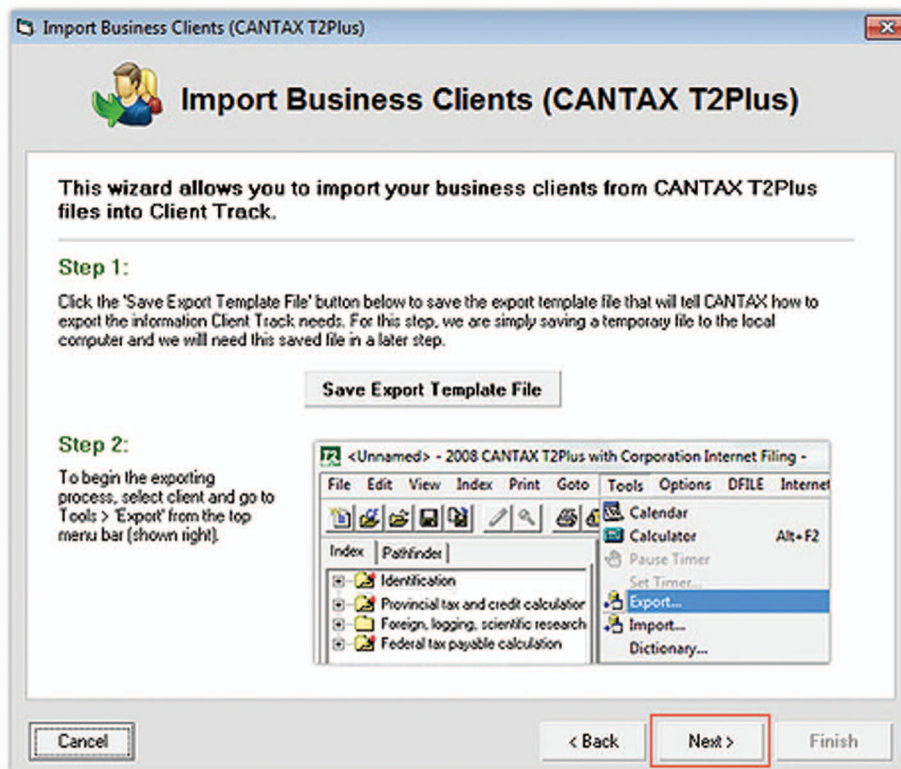
Note: To select certain T2 files to export, hold **Ctrl** key on keyboard while clicking on the files from list and then click **Export**.

Step 6

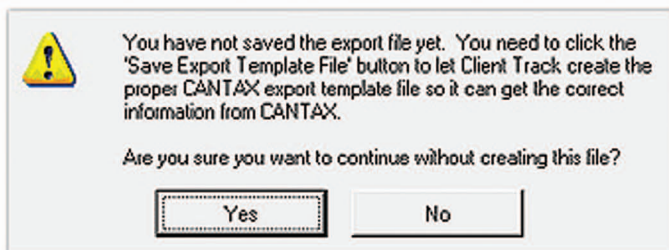


- 1) Open up Client Track 6.0 on your computer.
- 2) In menu, go to **File > Import Data > Import Business Clients from T2 Tax Programs > Import from CANTAX T2Plus**

Step 7



- 1) Click **Next** since Steps 1 & 2 has been done in the Import Wizard.



- 2) In warning pop-up, click **Yes** to continue since template has been downloaded from Step 1.
- 3) Keep clicking **Next** in export wizard until **Step 5**.

Step 8

Step 5:
Click the 'Open CANTAX Export File' button and locate the export file you saved from Step 3 of this import wizard.

Step 6:

Duplicate Entries

Check For Duplicate Business Client Entries

Match Clients By:

Match by Business Number **(Recommended)** Match by Business Name

Select Which Option To Perform If Client Track Finds An Existing Duplicate Record:

Don't import any information if the client already exists Automatically create new client with same name (Creates duplicates)

Update client information **(Recommended)** Prompt each time a duplicate is found to ask to overwrite

Address Options

Which CANTAX Address do you want to use for the main Client Track address?

Use CANTAX Main Address Use CANTAX Mailing Address

Cancel < Back Next > Finish

- 1) Click **Open CANTAX Export File** and browse to the CANTAX T2 text file that was exported from Step 5 above.
- 2) To avoid duplicate fields, check off **Check For Duplicate Tax Client Entries** and select type of duplicate search.
- 3) Click **Finish**.

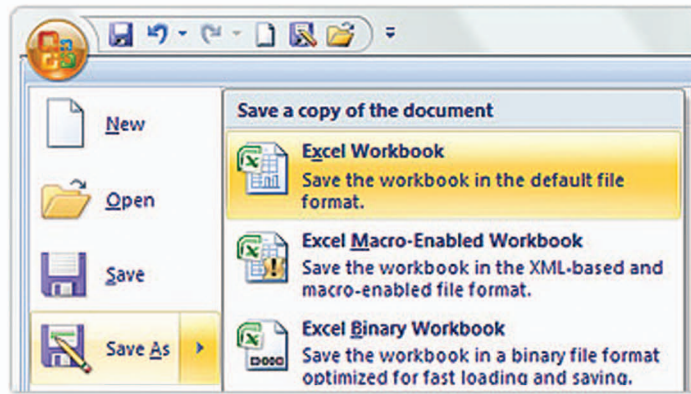
Exporting Your Clients From Excel Into Client Track

Step 1

	A	B	C	D	E
1	1	1	1	Sample Overhead Door Manufa	Overhead Door Corp.
2	2	2	1	Sample Tatoo Parlour	Tatoo Parlour Corp.
3	3	3	1	Sample Trucking Company	Trucking Company Corp.
4	4	4	1	Sample Aesthetics Parlour	Aesthetics Parlour Corp.

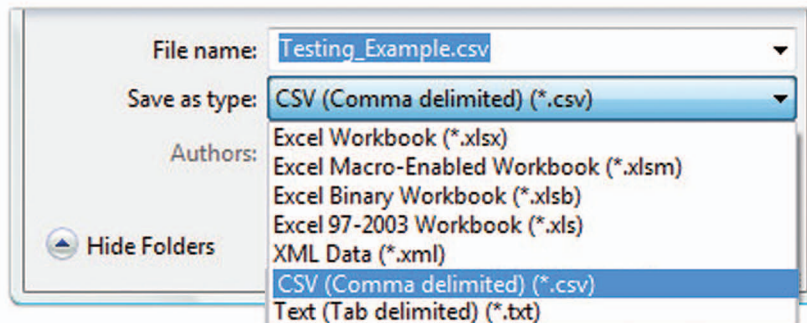
Open a file to export in Microsoft Excel.

Step 2



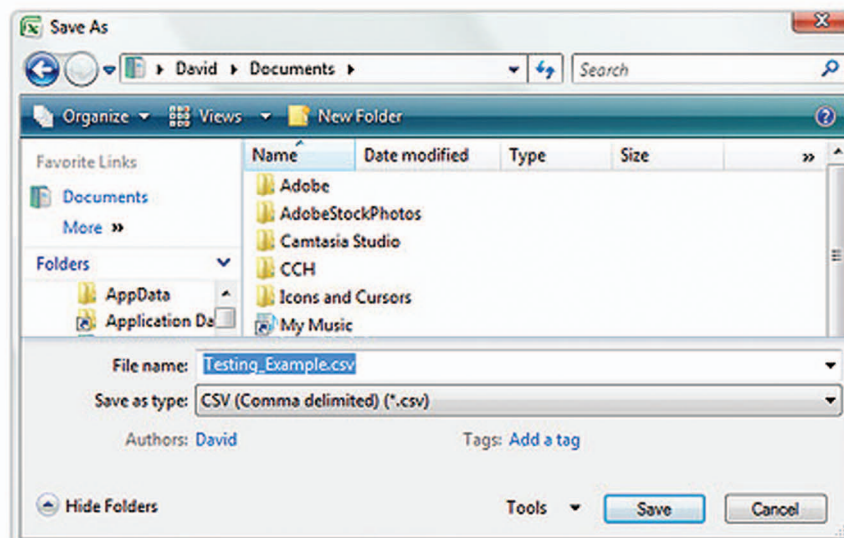
In menu, go to **File > Save As > Excel Workbook**

Step 3



Create export file name and select **CSV (.csv)** from drop-down list.

Step 4



Click **Save** to complete exporting file.

Step 5

To import Excel export file into Client Track, follow the instructions on [pg.35](#).

Exporting Your Clients From DrTax T1 Into Client Track

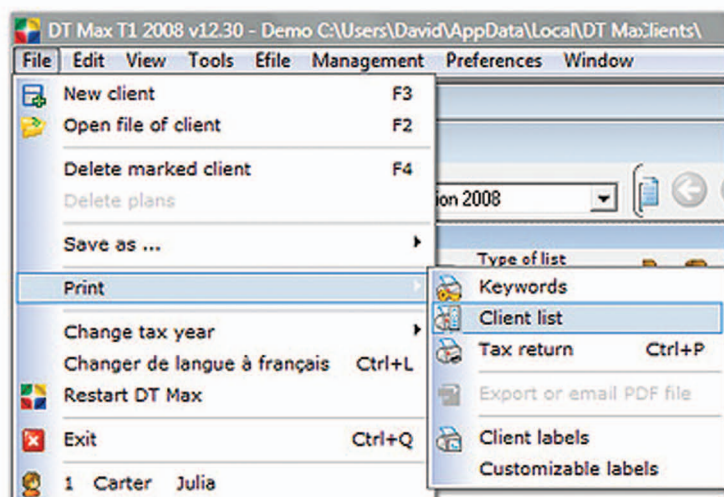
Step 1

ID	Name	S27-000	Date of Birth	Language	Status	Date
635	Carter, Julia	527-000-459	1931-05-13	Eng	Ready to print	27Feb09
634	Carter, Nicholas	527-000-087	1929-06-26	Eng	Ready to print	27Feb09
622	Martini, Robert	527-000-558	1945-12-12	Eng	Ready to print	26Aug08
605	Tremblay, Paul	527-000-491	1952-06-15	Fr	Ready to print	Q ready to print 03Feb09

- 1) Open up Dr Tax T1 file to begin exporting clients.
- 2) To select certain clients to export, click on a client and press **Spacebar** on your keyboard. A light yellow bar will appear to let you know that the clients has/have been 'marked'.

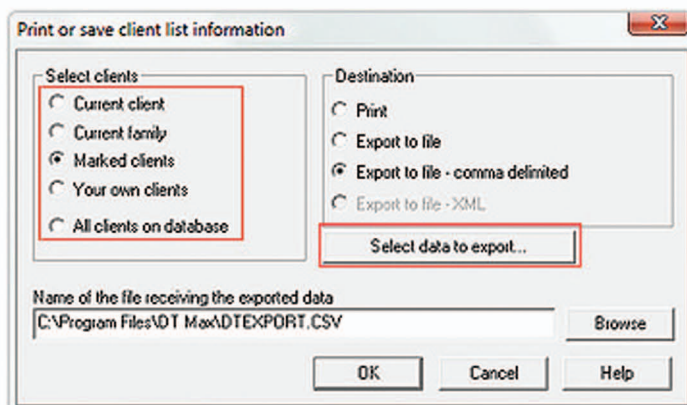
Note: To export all of your clients, proceed to **Step 2**.

Step 2



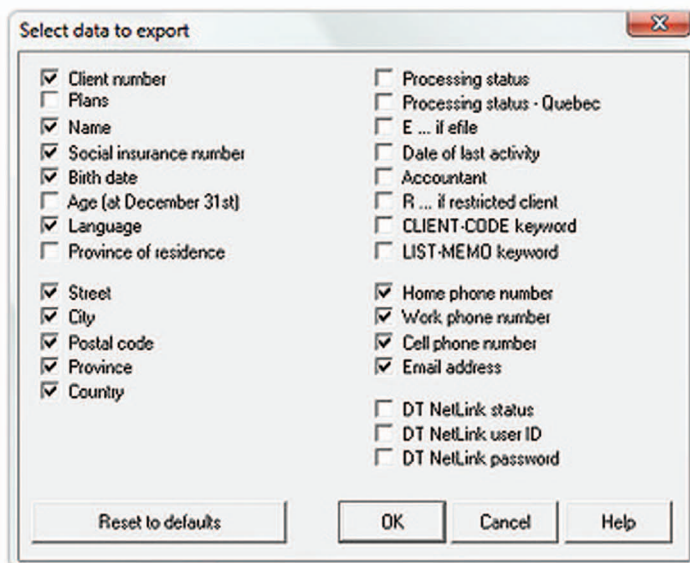
In menu, go to **File > Print > Client List**

Step 3



- 1) If certain clients were selected from **Step 1**, **Marked Clients** will be automatically selected as shown above. If not, select **Current Client**.
- 2) Under **Destination**, select **Export to file - comma delimited**.
- 3) Click **Select data to export**.
- 4) Click **Browse** and find location on your computer to save export file.

Step 4



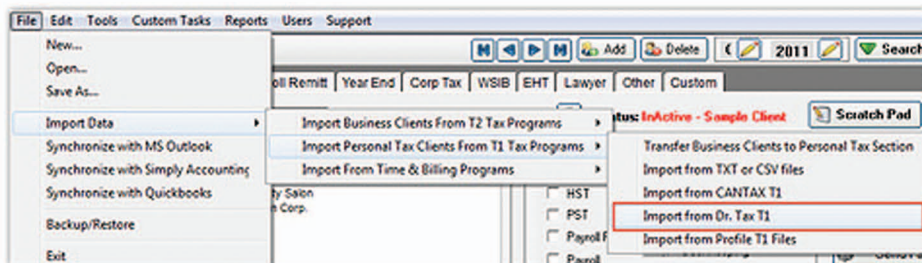
- 1) Check off **only and all of data fields shown above** to export.
- 2) Click **Ok**.

Step 5



Click **Close** after successful export.

Step 6



- 1) Open up Client Track 6.0 on your computer.
- 2) In menu, go to **File > Import Data > Import Personal Tax Clients from T1 Tax Programs > Import from Dr. Tax T1**

Step 7

Step 5:
Click the 'Open Dr. Tax Export File' button and locate the export file you saved from Step 3 of this import wizard. **Open Dr. Tax Export File**

Step 6:
Tax Year clients will be imported into:

Duplicate Entries

Check For Duplicate Personal Tax Client Entries

Match Clients By:

Match by SIN numbers **(Recommended)** Match by name

Select Which Option To Perform If Client Track Finds An Existing Duplicate Record:

Don't import any information if the client already exists Automatically create new client with same name (Creates duplicates)

Update client information **(Recommended)** Prompt each time a duplicate is found to ask to overwrite

Click the 'Advanced Options' to specify what Client Track will pull from the Dr. Tax data files.

Cancel < Back Next > Finish

- 1) Keep clicking **Next** in export wizard until **Step 5**.
- 2) Click **Open Dr.Tax Export File** and browse to the Dr.Tax T1 text file that was exported from Step 5 above.
- 3) To avoid duplicate fields, check off **Check For Duplicate Personal Tax Client Entries** and select type of duplicate search.
- 4) Click **Finish**.

Exporting Your Clients From DrTax T2 Into Client Track

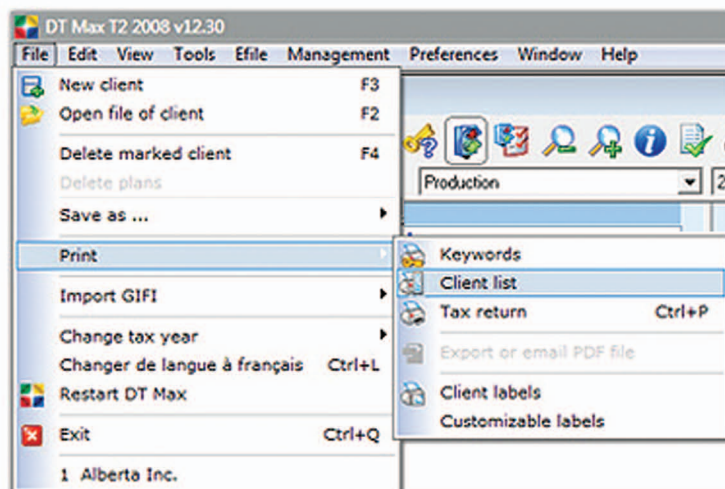
Step 1

Name of corporation	Date of list	Ready to print	Filter
306 Alberta Inc.	Jan31	Ready to print	16Jun08 DEMO
41 Ontario Inc.	Apr30	Ready to print	16Jun08 DEMO
140 Quebec Inc.	Apr30	Ready to print	16Jun08 DEMO

- 1) Open up Dr Tax T2 file to begin exporting clients.
- 2) To select certain clients to export, click on a client and press **Spacebar** on your keyboard. A light yellow bar will appear to let you know that the clients has/have been 'marked'.

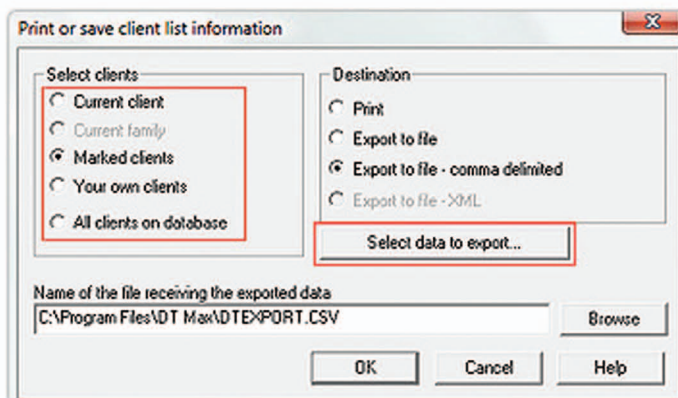
Note: To export all of your clients, proceed to **Step 2**.

Step 2



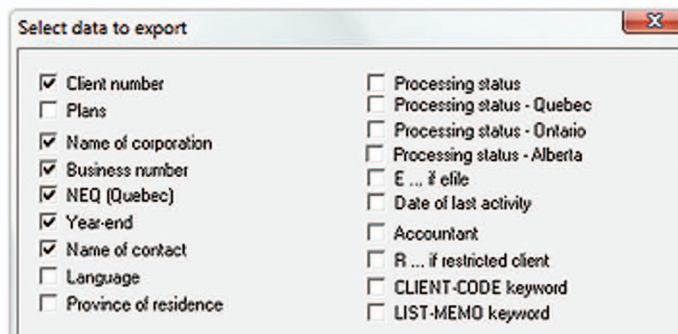
In menu, go to **File > Print > Client List**

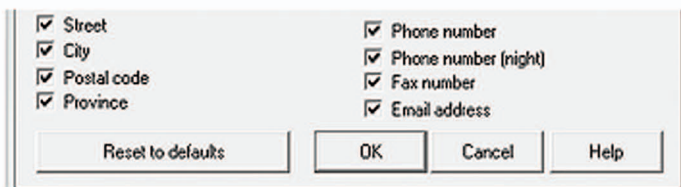
Step 3



- 1) If certain clients were selected from **Step 1**, **Marked Clients** will be automatically selected shown above. If not, select **Current Client**.
- 2) Under **Destination**, select **Export to file - comma delimited**.
- 3) Click **Select data to export**.
- 4) Click **Browse** and find location on your computer to save export file.

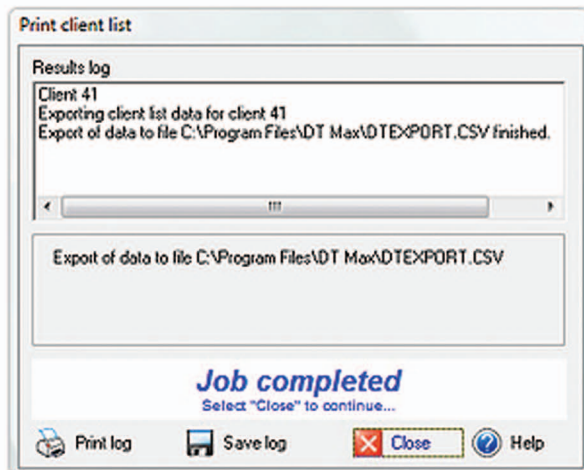
Step 4





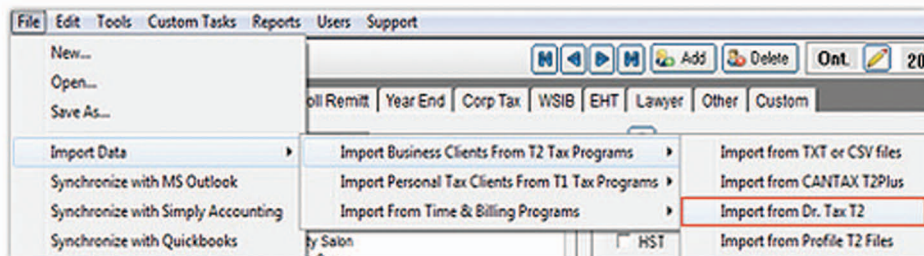
1. Check off **only and all of data fields shown above** to export.
2. Click **Ok**.

Step 5



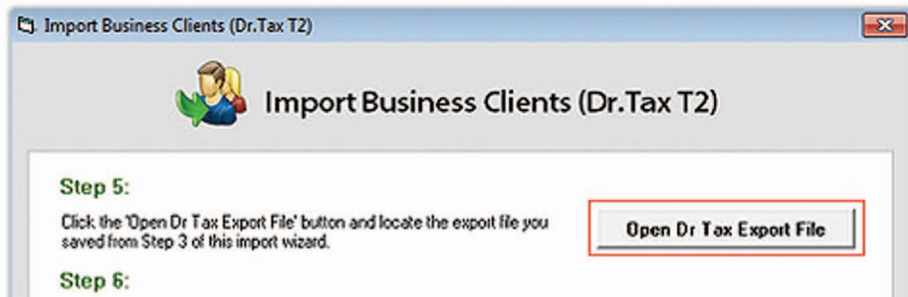
Click **Close** after successful export.

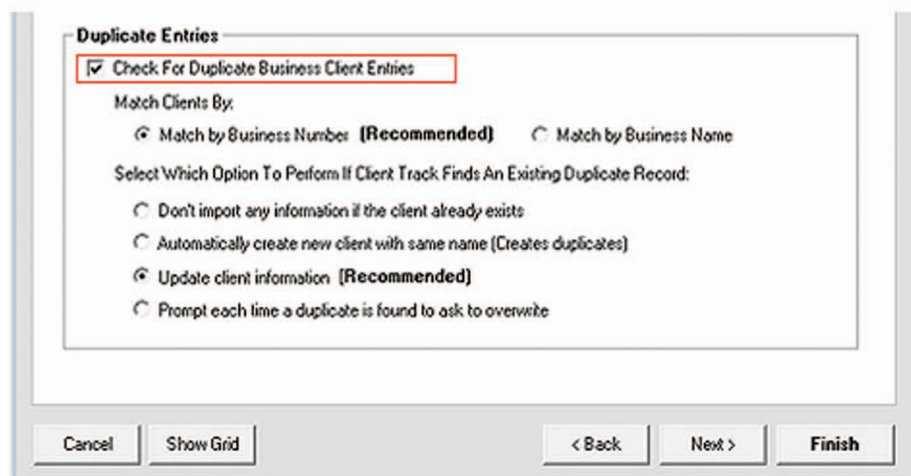
Step 6



- 1) Open up Client Track 6.0 on your computer.
- 2) In menu, go to **File > Import Data > Import Business Clients from T2 Tax Programs > Import from Dr. Tax T2**

Step 7



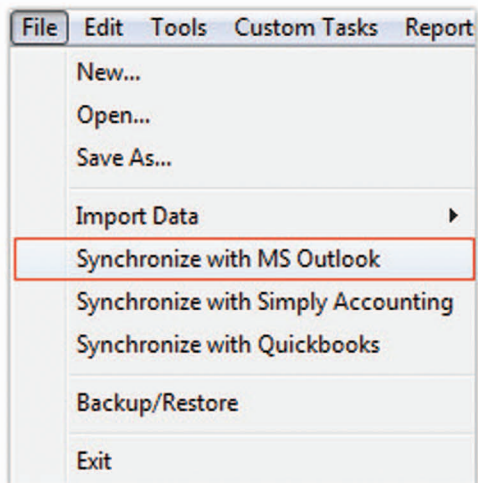


- 1) Keep clicking **Next** in export wizard until **Step 5**.
- 2) Click **Open Dr.Tax Export File** and browse to the Dr.Tax T2 text file that was exported from Step 5 above.
- 3) To avoid duplicate fields, check off **Check For Duplicate Business Client Entries** and select type of duplicate search.
- 4) Click **Finish**.

▶ Exporting Your Clients From Outlook Into Client Track

Client Track seamlessly imports and exports the information contained in Microsoft Outlook 2000 and higher. You can synchronize your information back and forth and have control to indicate which information gets synchronized at which time. Client Track allows you to synchronize your client information, tasks, and appointments. This means you have an easy way to synchronize with many PDA's like the iPhone, Blackberries, and Palm series.

Step 1



In menu, go to **File > Synchronize with MS Outlook**

Step 2

MS Outlook Synchronization Wizard

MS Outlook Synchronization Wizard

This wizard allows you to quickly synchronize your client's information with Microsoft Outlook.

Select What You Want To Synchronize

- Synchronize your Companies and Contacts
- Synchronize your Appointments
- Synchronize your Tasks

Login Options (Optional)

Cancel < Back Next > Finish

- 1) Select **Synchronize your Companies and Contacts**.
- 2) Click **Next**.

Step 3

MS Outlook Synchronization Wizard

MS Outlook Synchronization Wizard

Synchronize Companies & Contacts
This wizard allows you to quickly synchronize your companies & contacts with Microsoft Outlook.

Method of Synchronization

- Synchronize your information from Client Track to Outlook
- Synchronize your information from Outlook to Client Track

Advanced Options

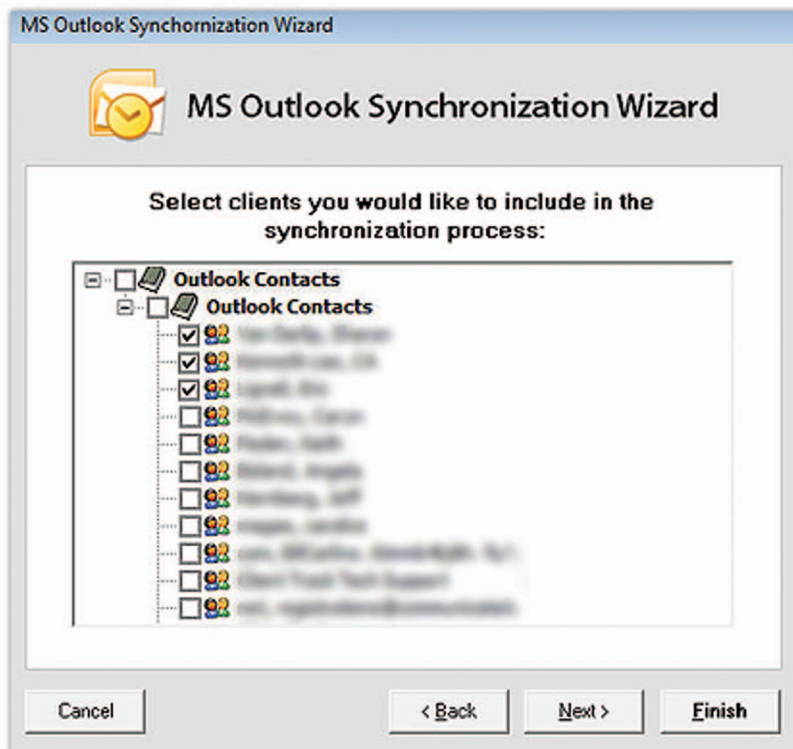
Open A Saved Synchronization Scheme

cboSavedScheme Delete

Cancel < Back Next > Finish

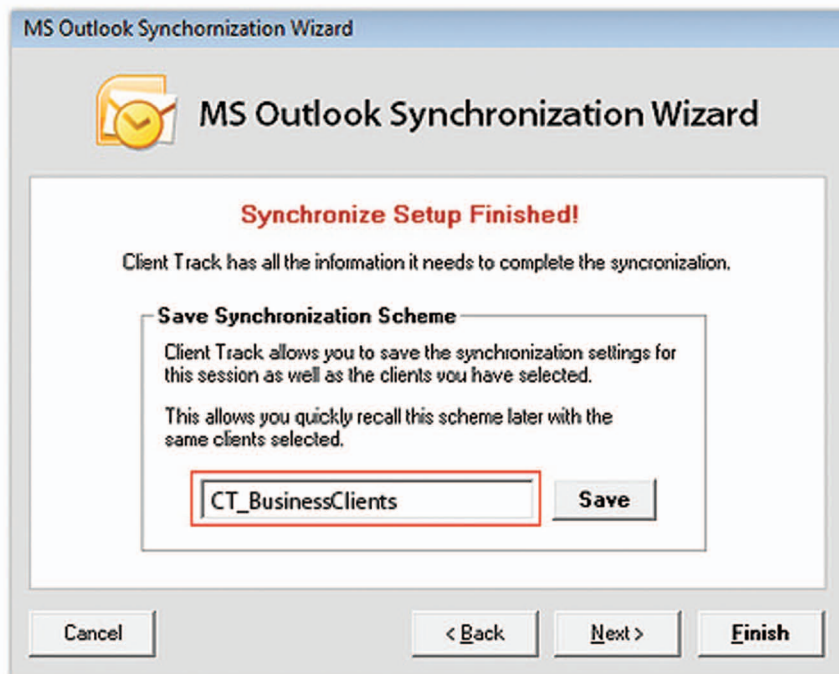
- 1) Select **Synchronize your information from Outlook to Client Track**.
- 2) Click **Save**.

Step 4



Select which contacts you would like to synchronize.

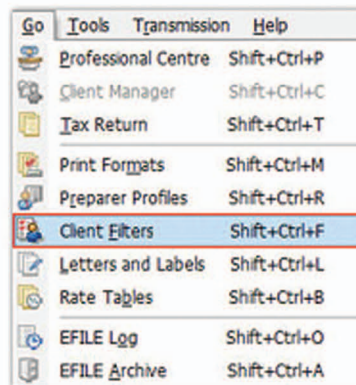
Step 5



- 1) **Optional:** Name your synchronization scheme and click **Save**.
- 2) Click **Finish**.

Exporting Your Clients From Taxprep T1 Into Client Track

Step 1



In menu, go to Go > **Client Filters**

Step 2

Step 1 of 2 (optional) - Set the condition [>> Step 2 of 2 - Select columns](#)

Display a form, then drag and drop the appropriate cells into the area below.

Insert Function	{ Example : [Preparer]= "John Smith" AND GetReturnStatus()="Ready to print" }
Insert Operator	
Test Condition	

- 1) After you click **Client Filters**, select **New**. The lower part of the screen will change showing few options.
- 2) Click **Step 2 of 2 - Select Columns** on right top corner shown above.

Step 3

Step 2 of 2 - Select columns

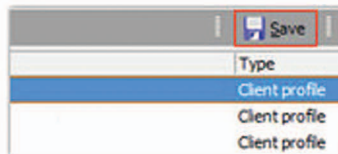
Select the columns to be displayed in the Client Manager as well as the display order.

Order	Column Name
0	<input checked="" type="checkbox"/> Family Member
1	<input checked="" type="checkbox"/> Location
2	<input checked="" type="checkbox"/> File Name
3	<input checked="" type="checkbox"/> Last Name
4	<input checked="" type="checkbox"/> First Name
5	<input checked="" type="checkbox"/> SIN
6	<input checked="" type="checkbox"/> Return Status
7	<input type="checkbox"/> T1 EFILE status
8	<input type="checkbox"/> TP1 EFILE status

Select the checked column names to export as shown.

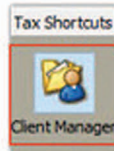
Note: Do not select any TP1s since they are irrelevant.

Step 4



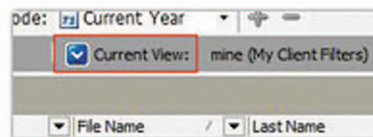
Click **Save** on top right corner and name the file.

Step 5



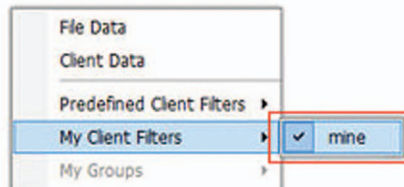
- 1) Click the **Tax Shortcuts** button on sidebar
- 2) Click **Client Manager** icon shown above.

Step 6



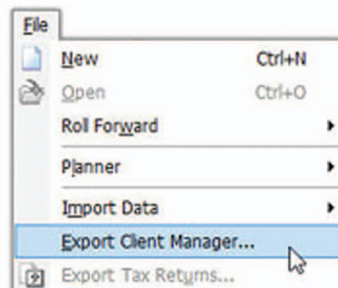
In **Client Manager**, click **Current View** icon on top.

Step 7



Select the saved client filter from **Step 4**.

Step 8



- 1) Go to File menu and select **Export Client Manager**.
- 2) Save the export as a csv file.

Step 9

To import Tax Prep export file into Client Track, follow the instructions on [pg.35](#).

Exporting Your Clients From Taxprep T2 Into Client Track

Step 1

Follow [Steps 1-2](#) in Tax Prep T1 instructions above.

Step 2

Step 2 of 2 - Select columns
Select the columns to be displayed in the Client Manager as well as the display order.

Order	Column Name
0	<input checked="" type="checkbox"/> Location
1	<input checked="" type="checkbox"/> File Name
2	<input checked="" type="checkbox"/> Corporation Name
3	<input checked="" type="checkbox"/> BN
4	<input checked="" type="checkbox"/> Year End
5	<input checked="" type="checkbox"/> Return Status
6	<input type="checkbox"/> CO-17 EFILE Status
7	<input type="checkbox"/> T2 EFILE Status
8	<input type="checkbox"/> DFILE CT23 Status

Select the checked column names to export as shown.

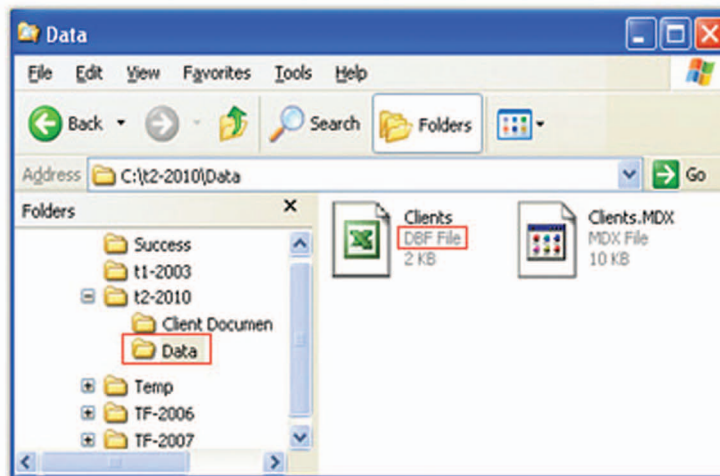
Note: Do not select any TP2s since they are irrelevant.

Step 3

Follow [Steps 4-9](#) in Tax Prep T1 instructions above.

Exporting Your Clients From Visual Tax Into Client Track

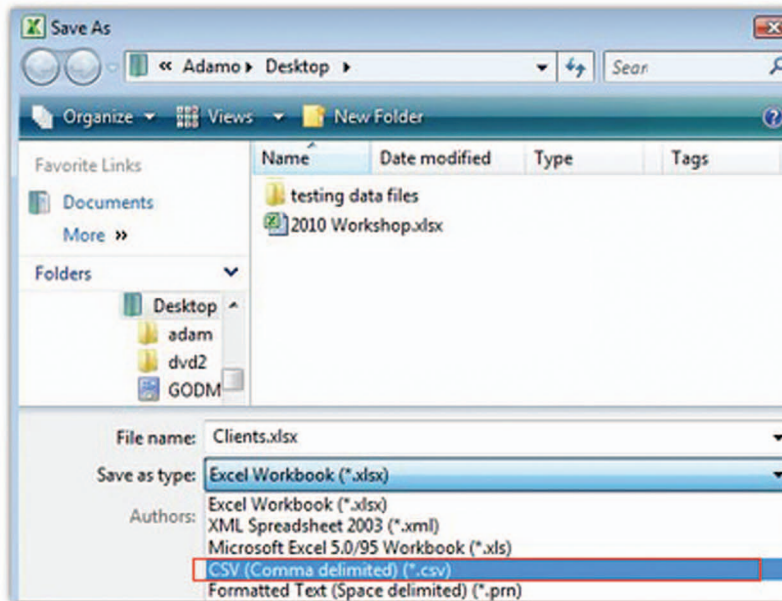
Step 1



- 1) On your computer, go to the **Start** menu and click **Computer**.
- 2) Click on the (C:)Drive, double-click **Program Files** and then **Visual Tax** folder.
- 3) Click **Data** folder and select which DBF file you want to export from T1 or T2 folder shown above.

Note: Your computer may not show file extensions, thus, you need to right-click the file to make sure it is indeed a DBF file (see above).

Step 2



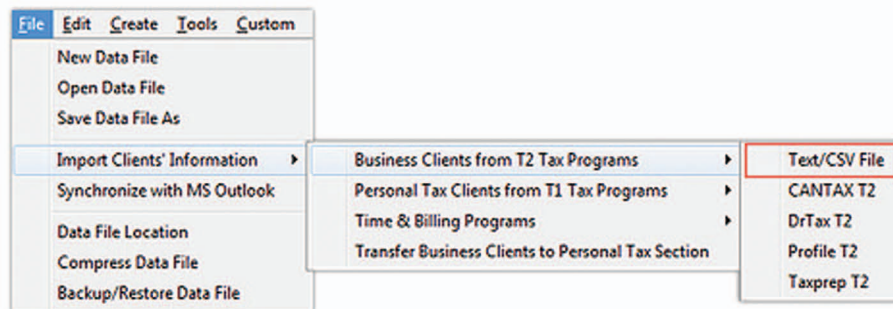
- 1) Open up Microsoft Excel on your computer and open the DBF file you want to export.
- 2) In Excel, go to **Save As** and select **CSV** from list as export type (see above).
- 3) Locate the new exported file and follow Step 3 below.

Step 3

To import Visual Tax export file into Client Track, follow the instructions on [pg.35](#).

▶ Importing Your Text/CSV File Into Client Track

Step 1



▶ In menu, go to **File > Import Clients'... > Business Clients From T2...**

▶ In menu, go to **File > Import Clients'... > Personal Clients From T1...**

Step 2

Import Business Clients

This wizard allows you to import your business clients from a comma separated value (CSV) or tab delimited text file (TXT) into Client Track.

Select CSV or Text File

Click the 'Browse' button to select the CSV or Text file you want to import into Client Track.

C:\Users\David\Desktop\ExportCSV.csv Browse

Current Data File

To import the information from the CSV file into your current file, use the file location specified below.

Otherwise, click the 'Browse' button to specify a new data file to create or to select an existing file to import the CSV information into.

Browse

Cancel < Back Next > Finish

- 1) Click **Browse** and locate the export file (.txt/csv) and click **Ok**.
- 2) Click **Next**.

Step 3

Import Business Clients

Select Type Of Delimiter That Separates Your Fields:

Tab Semicolon Comma Space Other

First Row Contains Field Names Text Qualifier: []

Sample Overhead Door Tr	Overhead Door Corp.	Sole Proprietorship
Corporate Name	Company Name	Web Site
Sample Tatoo Parlour	Tatoo Parlour Corp.	Sole Proprietorship
Sample Trucking Compar	Trucking Company Corp.	Corporation
Sample Roof Builder	Roof Builder Corp.	Corporation
Sample Charitable Organiz	Charitable Corp.	Corporation

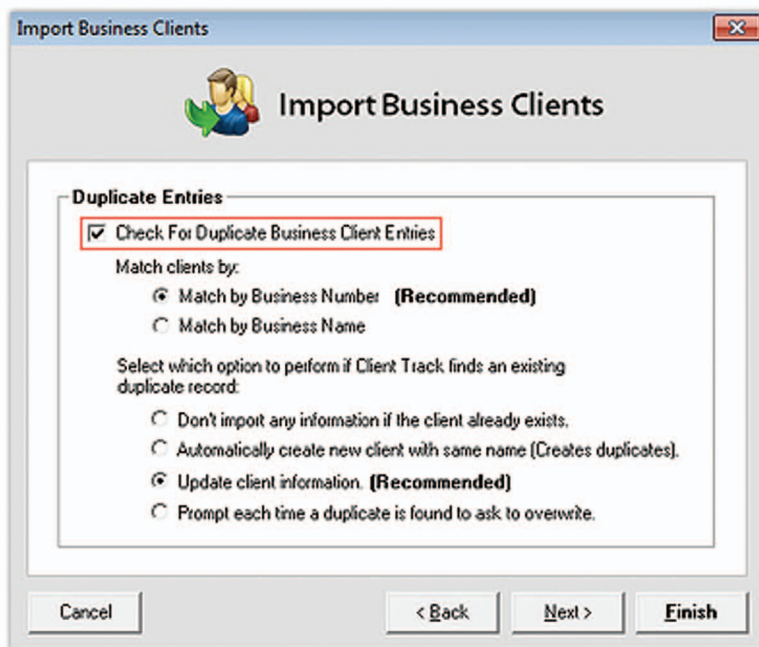
Unselect All Click to format your data if the data is all upper or lower case.

Cancel < Back Next > Finish

- 1) Select title for each column field from drop-down list.
- 2) Click **Next**.

Note: If **Yes, export field names** was checked off in [Act! Export Wizard](#), then check off **First Row Contains Field Names** in **Import CSV Wizard**.

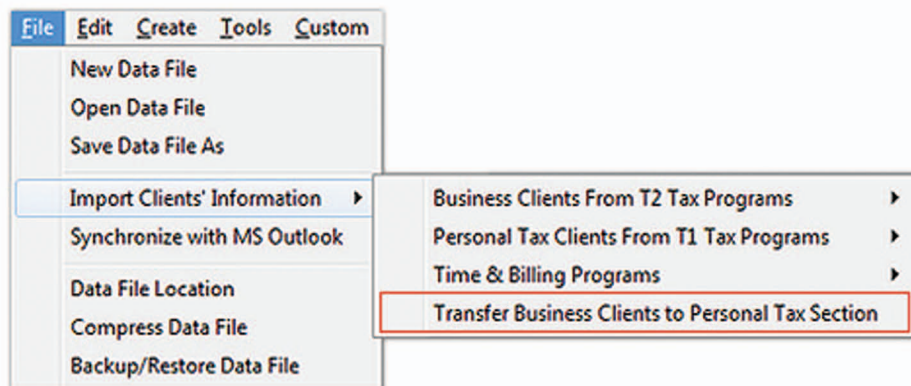
Step 4



- 1) Check off **Check for duplicate Company Name Entries**.
- 2) Select which option to check for existing duplicate(s) specifically.
- 3) Click **Finish** to complete the import.

Transfer Business Clients To Personal Tax Section (Copy)

Step 1



In menu, go to **File > Import Clients' Information > Transfer...**

Step 2



This wizard allows you to quickly transfer Business Clients and contacts to the Personal Clients section in Client Track.

Select What You Would Like To Do

- Copy contacts entered in the Business Clients section to the Personal Clients section.**
Allows you to specify which contacts who are entered as personnel for your business clients are also personal tax clients.
- Move Personal Tax Clients from the Business Clients section to the Personal Clients section.**
Allows you to move any personal tax clients who you may have entered or imported as companies in the Business Clients section and should be moved to the Personal Clients section.

Note: You can also use the Address Book to easily drag n' drop your business clients into your personal clients section.

Cancel

< Back


Next >

Finish

- 1) Select **Copy contacts entered in the Business Clients section...**
- 2) Click **Next**.

Step 3

Transfer Business Clients to Personal Tax Clients Wizard



Transfer Business Clients to Personal Tax

From the list below, select any contacts you have listed for your companies who are also personal tax clients.

Note: Any contacts you select will be copied to the Personal Clients section and can be referenced from both the business and personal clients sections.

Address Book

- Client Track Business clients
 - Corporation
 - Sample Beauty Salon
 - Stylist, Sarah
 - Sample Charitable Organization
 - Samaritan, Joan

Personal Tax clients will be imported into: 2010

Copy Selected Contacts to Personal Clients Section

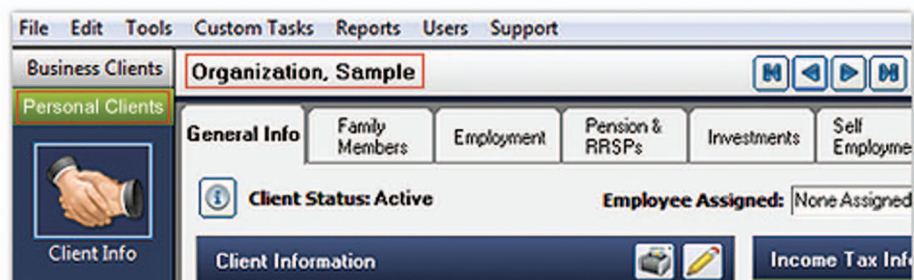
Cancel < Back Next > Finish

- 1) Check off which clients to copy to personal tax.
- 2) Select year to import personal tax clients from drop-down list.
- 3) Click **Copy Selected Contacts to Personal Tax Section**.



- 4) Click **Ok** after confirmation.
- 5) Click **Finish**.

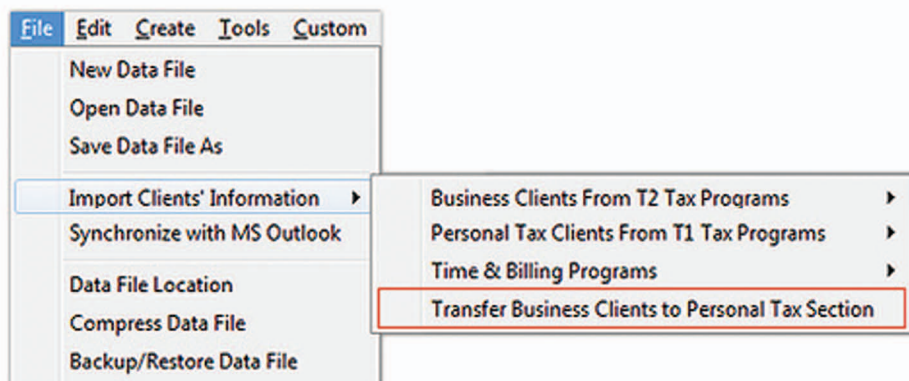
Step 4



- 1) Click **Personal Clients** on left sidebar.
- 2) Verify that the client has been moved in the client bar shown above.

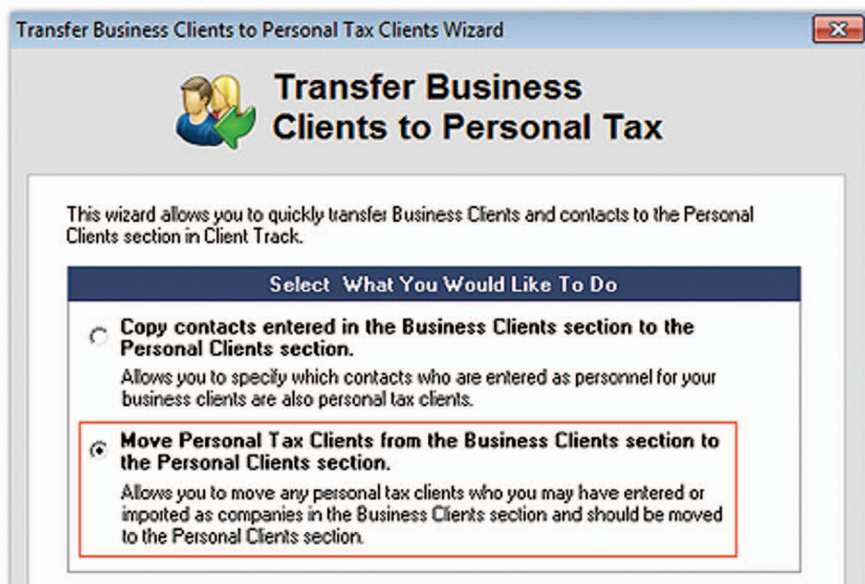
Transfer Business Clients To Personal Tax Section (Move)

Step 1



In menu, go to **File > Import Clients' Information > Transfer...**

Step 2



Note: You can also use the Address Book to easily drag n' drop your business clients into your personal clients section.

Cancel < Back Next > Finish

- 1) Select **Move Personal Tax Clients from Business Clients Section...**
- 2) Click **Next**.

Step 3

Transfer Business Clients to Personal Tax Wizard

Transfer Business Clients to Personal Tax

From the list below, select any clients who are personal tax clients.

- Address Book
 - Client Track Business clients
 - Corporation
 - Sample Beauty Salon
 - Sample Charitable Organization
 - Sample Electric Company Limited
 - Sample Home Builders Ltd

Personal Tax Clients will be imported into: 2010

Move Selected Clients to Personal Clients Section

When transferring selected clients, transfer the address information to the personal addresses for the selected contacts.

Cancel < Back Next > Finish

- 1) Check off which clients to move to personal tax.
- 2) Select year to import personal tax clients from drop-down list.
- 3) Click **Move Selected Contacts to Personal Tax Section**.

? This will convert the selected items to the personal tax section and remove them from the business section entirely.

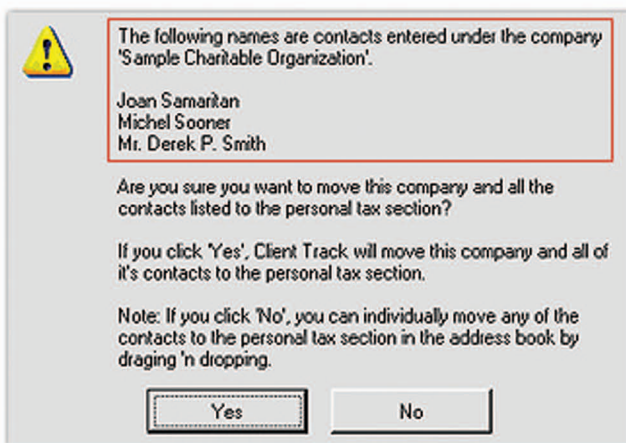
This tool is provided to easily move personal tax clients entered in the business section when they should really only be in the personal tax section.

If you only want to copy items to the personal tax section then click 'No' and proceed to the next step.

If you are sure you want to move the selected companies to the personal tax section, click 'Yes'

Yes No

- 4) Click **Yes** in pop-up warning window.



- 5) Click **Yes** to confirm moving business client to personal tax.



- 6) Click **Ok** after confirmation.

Step 4



- 1) Click **Personal Clients** on left sidebar.
- 2) Verify that the client has been moved in the client bar shown above.



After you have finished installing the free trial version of Client Track on your computer, follow the instructions below to set up Client Track.

Startup

Step 1

Double-click the Client Track 6 icon on your desktop.

Step 2

30-Day Free Trial / Register

30-Day Free Trial / Register

Select Type of Edition To Try For 30 Days

- Small Business Edition
- Time & Billing Edition
- Accounting Integration Edition
- Workflow Edition

Registration Code

If you are interested in purchasing Client Track beyond the 30 day free-trial period, please contact us toll-free at 1-866-423-8525 or click the 'Email Us' button with your Product Number below. When you are given your own registration code in an email from us, copy & paste the code below and then click on 'Register Now' button.

Product Number: 183183

- 1) The **30-Day Free Trial/Register** window will first appear. Select type of edition you want to try for 30 days.
- 2) Click **Try Client Track For Free**.

Step 3



Client Track Startup Wizard

Client Track is an practice management software designed to help Bookkeepers manage their client's information, tasks and appointments.

Click 'Next' to continue wizard to create your new data file and start using Client Track.

Data File Location

Click the 'Specify File Location' button below if you already have a Client Track data file on this computer or on the network and you wish to connect to that file.

Specify Data File Location

Client Track automatically creates a data file for you, therefore, click **Next**.

Note: If there is an existing data file, click **Specify File Location** and link Client Track to that data file. For more information on data file, go to [pg.47](#).

Step 4



Client Track Startup Wizard

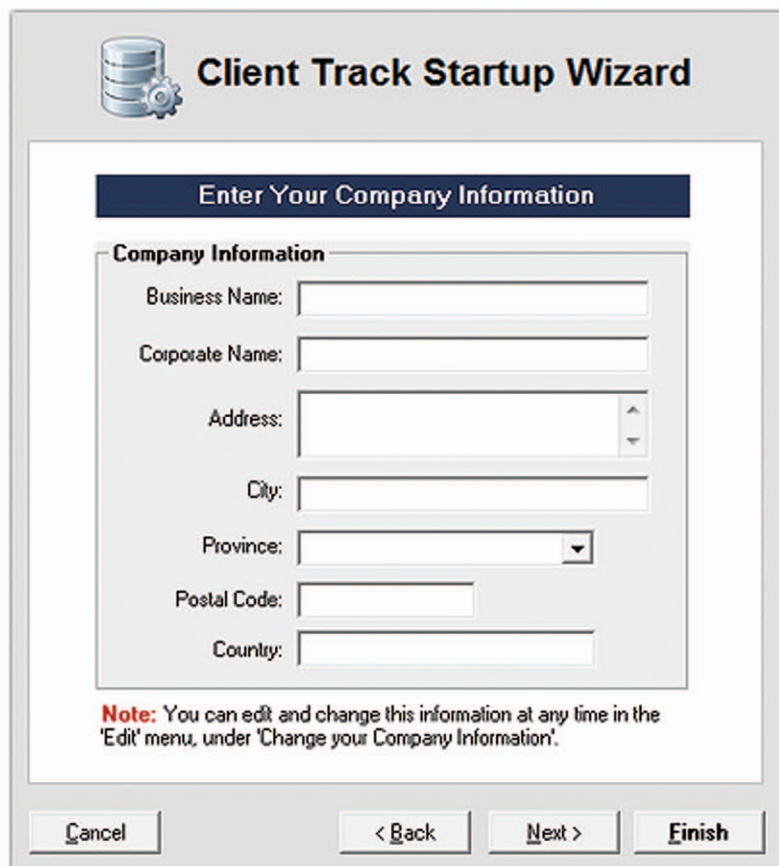
Select Your Province



cboProvince

- 1) Select your province from drop-down list.
- 2) Click **Next**.

Step 5



Client Track Startup Wizard

Enter Your Company Information

Company Information

Business Name:

Corporate Name:

Address:

City:

Province:

Postal Code:

Country:

Note: You can edit and change this information at any time in the 'Edit' menu, under 'Change your Company Information'.

- 1) Insert all of your company's information in required fields.
- 2) Click **Next**.

Step 6



Client Track Startup Wizard

Enter Your First User

User's Information

You need to enter an user to login to Client Track.

This user will be given administrative rights so you can add and edit more users for Client Track in the User Management section.

User Full Name:
i.e. 'John Smith'

User Name:
i.e. 'John'

Note: You can edit and change this information at any time in the 'User' menu, under 'Manage Users'

Cancel

< Back

Next >

Finish

- 1) Type in full and user names.
- 2) Click **Next**.

Note: The user name appears in the login screen when you start up Client Track.

Step 7

Client Track Startup Wizard

Your Clients

Select how you would like to start Client Track with your clients' information:

Type Of Clients

- Automatically Install Sample Clients**
You can remove sample clients at any time and it won't affect any clients you import or enter manually.
- Manually Add Your First Client**

Note: You may install or uninstall the sample clients at any time without affecting any of your existing information or any new information you enter.

Cancel < Back Next > Finish

- 1) Select **Automatically Install Sample Clients**.
- 2) Click **Finish** to begin using Client Track.

Notes

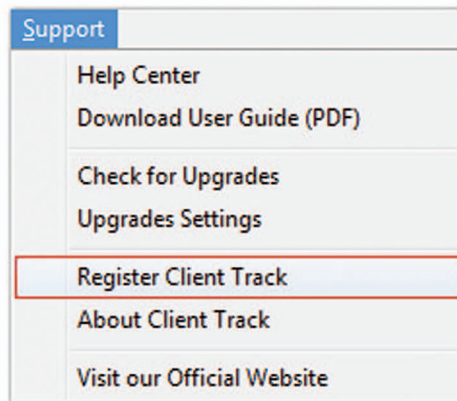
After you purchase Client Track, you can import your clients by the following:

- 1) [Importing Clients' List](#) (pg.1)
- 2) [Importing text/csv file into Client Track](#) (pg.35)

Register Client Track

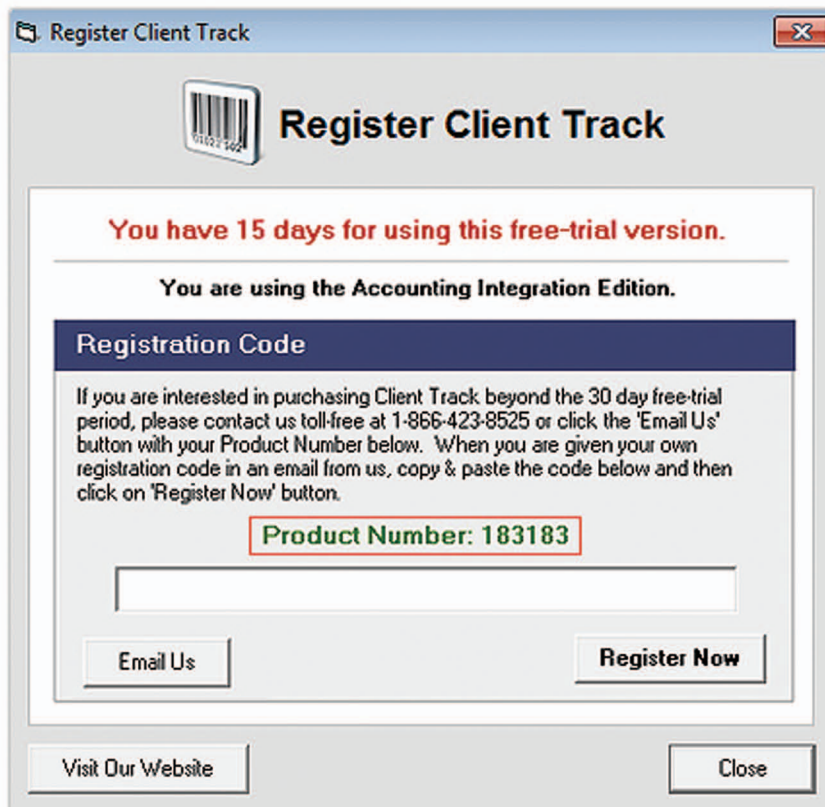
To continue using Client Track after 30-day free trial period, you must purchase a licence and register Client Track.

Step 1

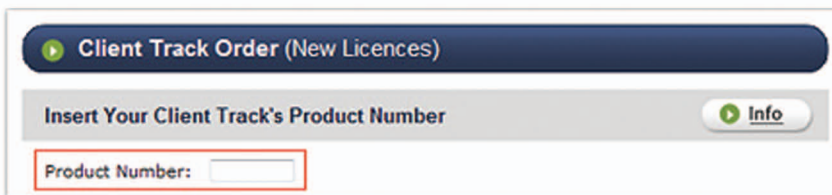


In menu, go to **Support** > **Register Client Track**

Step 2



- 1) Write down your 6-digit **Product Number** on a piece of paper.
- 2) Head over to our order page to purchase licences at www.clienttrack.ca/pricing_store_new_licences.html

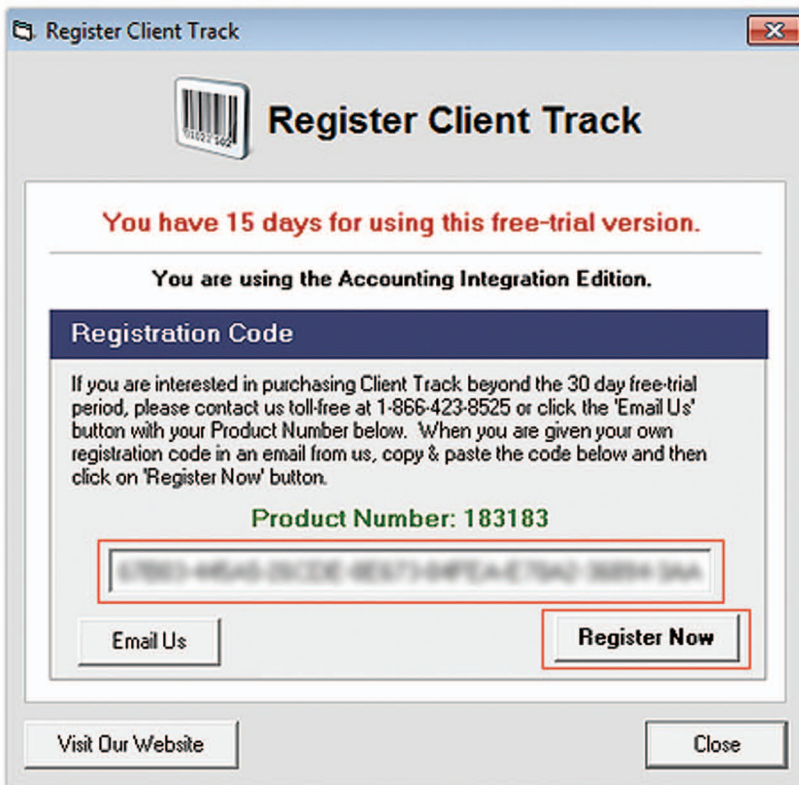


Client Track Order (New Licences)

Insert Your Client Track's Product Number Info

Product Number:

- 3) Type in your **Product Number** in order form shown above.
- 4) Complete rest of order form and click **Proceed to Checkout**.
When your purchase has been successfully received, you will receive an email from us that includes your Registration Code to unlock 30-day free trial.



Register Client Track

Register Client Track

You have 15 days for using this free-trial version.

You are using the Accounting Integration Edition.

Registration Code

If you are interested in purchasing Client Track beyond the 30 day free-trial period, please contact us toll-free at 1-866-423-8525 or click the 'Email Us' button with your Product Number below. When you are given your own registration code in an email from us, copy & paste the code below and then click on 'Register Now' button.

Product Number: 183183

Email Us Register Now

Visit Our Website Close

- 5) Copy & paste your **Registration Code** inside the white box shown above and click **Register Now**.

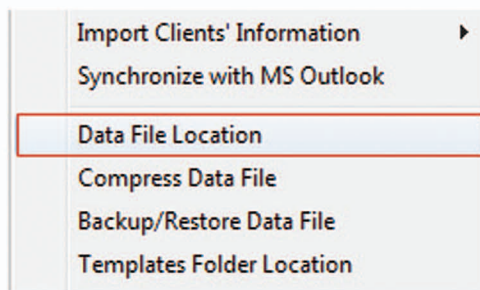
Note: You can also purchase Client Track by contacting us at 1-866-423-8525 or by email at sales@clienttrack.ca. You will need to give us your product number(s) to receive your registration codes by email.

Finding Data File

When you complete filling your information in the **Startup Wizard** after opening up Client Track for first time, **Client Track automatically creates and saves your data file on C:\ drive on your computer.**

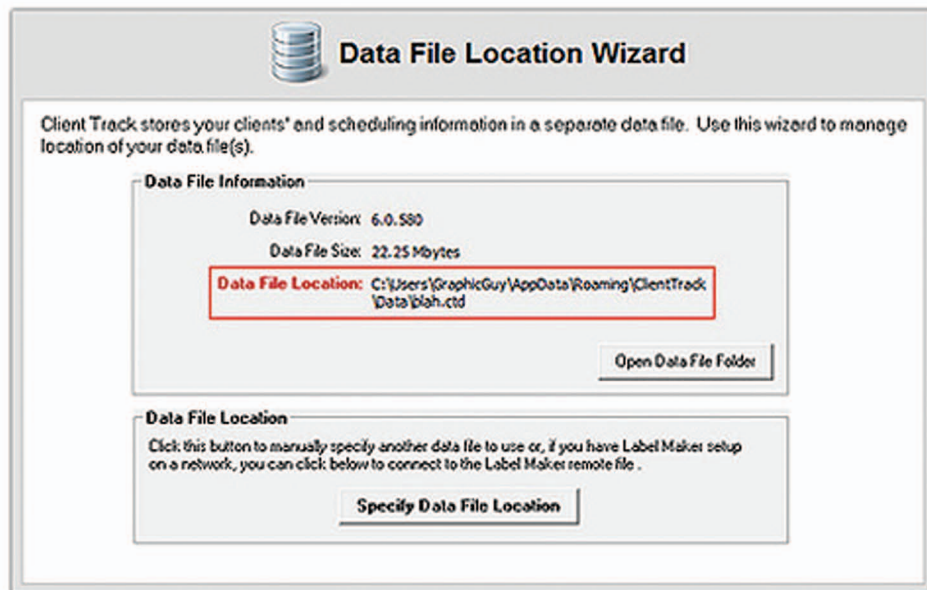
Step 1

File	Edit	Tools	Custom Tasks	Users
New Data File				
Open Data File				
Save Data File As				



From menu, go to **File > Data File Location**

Step 2



The data file path is shown under **Data File Information** shown above. This can be very useful to ensure that everyone in office is connecting to the same data file in Client Track.

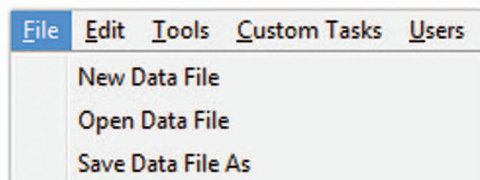
▶ Placing Data File

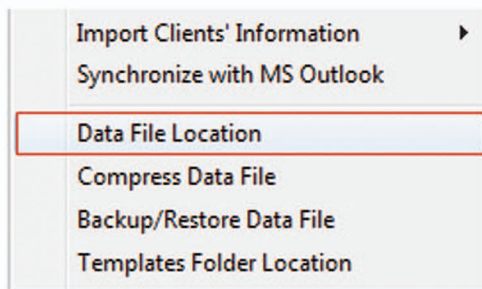
Step 1

Create a new folder on your desktop and name it **Client_Track_Data** as example. Copy your data file (i.e. data_company.ctd) into this folder and **place the folder on your shared server**. Note the path of your data file on server. For example;

'Your server Name/Directory/Client_Track_Data/data_company.ctd'

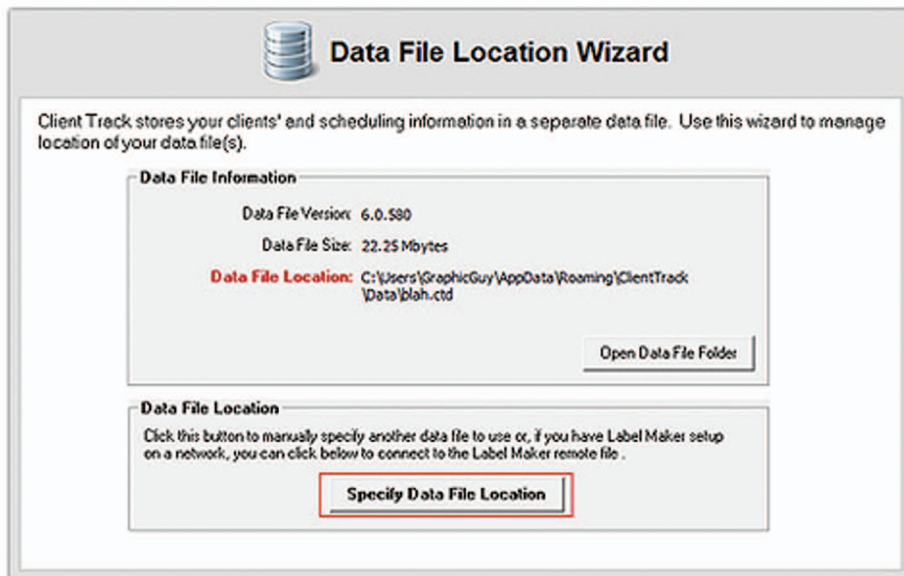
Step 2





From menu, go to **File > Data File Location**

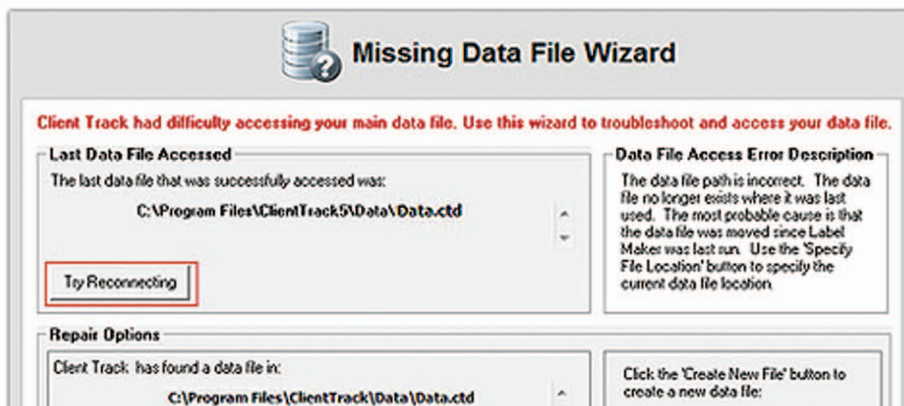
Step 3



- 1) Click **Specify Data File Location**
- 2) Browse to data file in folder you placed on shared server from Step 1. (i.e. data_company.ctd)
- 3) Click **Close** to save it.

Missing Data File

If data file has been moved, renamed, accidentally deleted, or if server is down, the **Missing File Data Wizard** window will appear when Client Track starts up.



Repair Options

Client Track has found a data file in:
 C:\Program Files\ClientTrack\Data\Data.ctd

Use this File

Click the 'Specify File Location' button to manually specify the data file location or to connect to a remote data file if you have Label Maker setup on a network:

Specify File Location

Click the 'Create New File' button to create a new data file:

Create New File

Click the 'Restore a Backup File' button to restore from a previous backup:

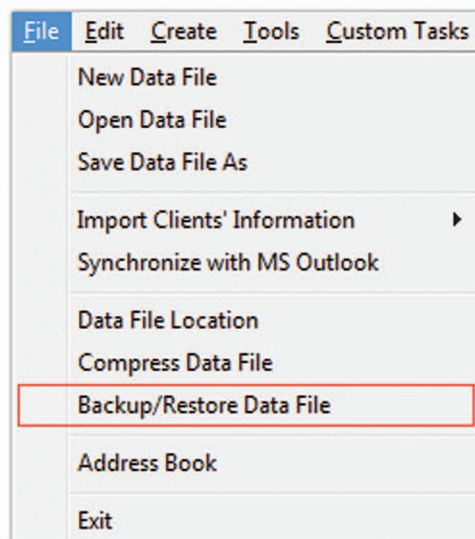
Restore a Backup File

Solutions

- 1) Turn on and boot up the server and then click **Try Reconnecting**.
- 2) If you still receive an error, check the path and file name on both **Missing Date File & Data File Location** under **File** menu. In addition, check the location of your data file on your shared server.


Backup Data File

Step 1



In menu, go to **File > Backup/Restore Data File**

Step 2

 **Backup & Restore Data File**

It is a good idea to perform backups of your data file periodically to prevent data loss in case of a computer failure, theft or fire.

Backup Data File
 Backup your current data file to a backup file.

Backup Data

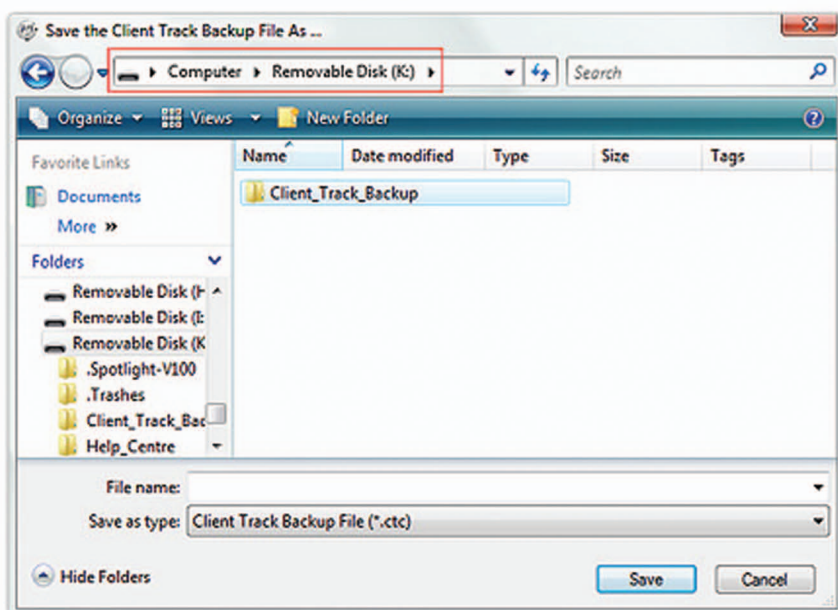
Restore Data File
 Restore data data from a backup file.

Restore Data

Close

Click **Backup Data**.

Step 3



- 1) Create a backup folder and click **Save**. Notice the saved path.

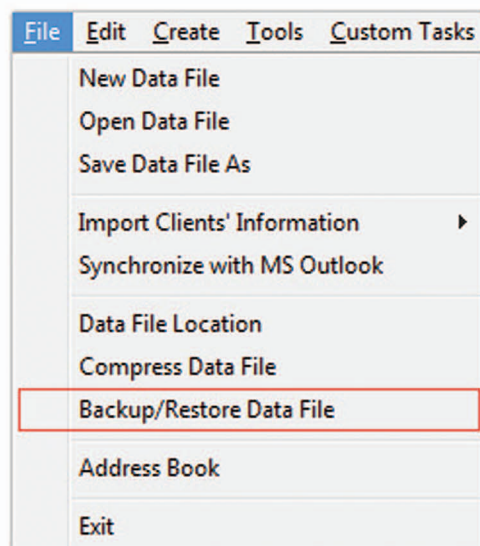


- 2) After the backup save is complete, click **Ok**.

▶ Restore Data File

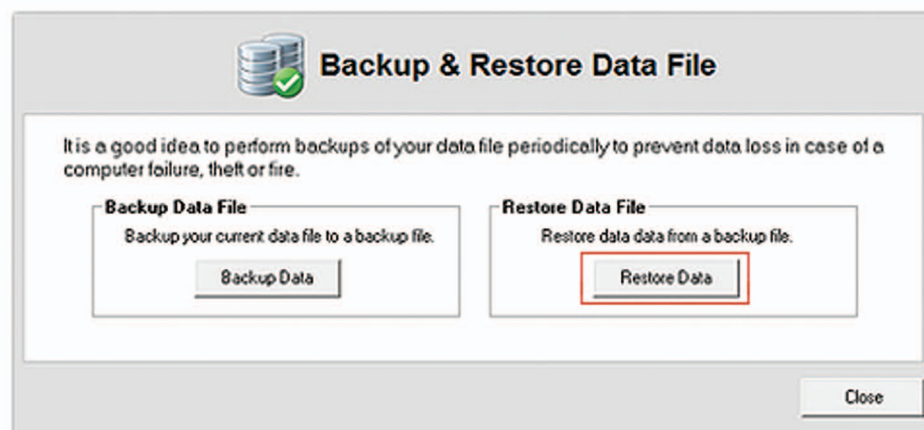
Restoring Backup Data File allows you to recover the previous data file if your current data file is damaged.

Step 1



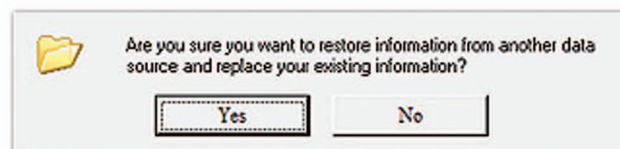
 In menu, go to **File > Backup/Restore Data File**

Step 2

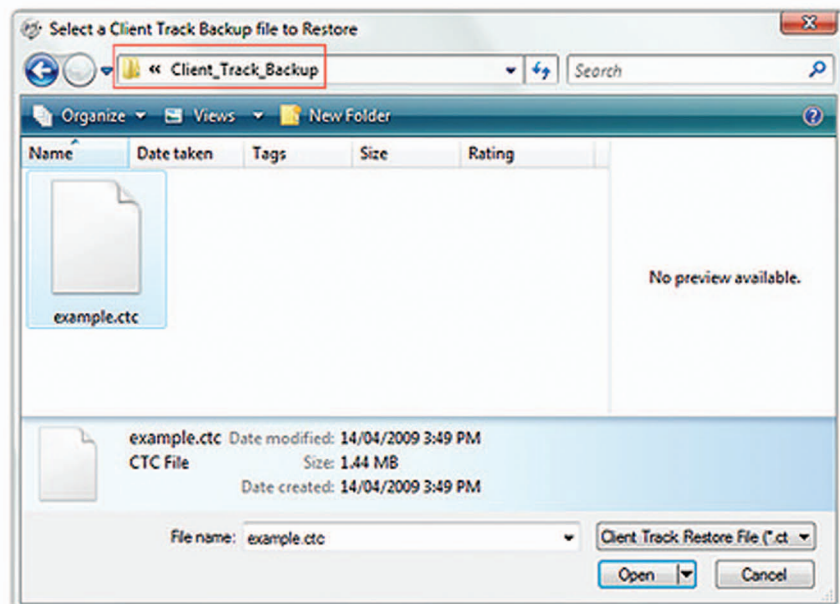


Click **Restore Data**.

Step 3



1) Click **Yes** to confirm restore.



2) Select the backup file to recover and click **Open**. Notice the opened path.

▶ Terminal Services

Client Track generally runs without any issues in Terminal Services but it does need to be installed properly with the correct install permissions. Below is the best way to install Client Track in terminal services.

Client Track uses a component call MDAC (Microsoft Data Access Components) and to install software properly on a Terminal Server computer, Terminal Server must be set in Install Mode. One way to do this is to use the Add/Remove Programs application from Control Panel to install the software.

The issue is when you install MDAC in this manner, the setup program reports that **Add/Remove Programs** must be terminated before installation can continue because files needed by MDAC could be locked by "Add/Remove Programs" and setup would require a restart to copy these files. However, if you terminate "Add/Remove Programs", there is a risk of losing data because Terminal Server will no longer be in **Install Mode**.

To install Client Track on Terminal Services properly, follow these steps:

Step 1

Set Terminal Server in Install Mode by entering the following command at a command prompt: **change user /install**.

Step 2

Launch the Client Track setup program.

Step 3

After the installation succeeds, you can execute the following command to return Terminal Server to the default setting: **change user /execute**.

Note: For more information, go to <http://support.microsoft.com/>.

▶ 64-bit Windows

Microsoft has developed a type of software (**WOW64**) built into Windows that is designed to allow 32-bit programs to run on a 64-bit operating system. What is the real difference between 32 and 64-bit Windows? The 64-bit Windows can run many more programs at once in a faster and efficient pace.

Generally, Client Track will run without any problems in 64-bit editions of Windows. However, if, in the rare case, you do encounter a problem relating specifically to the 64-bit emulator, you must contact Microsoft to help answer any of your questions because we do not directly support 64-bit Windows. We will, of course, support and answer any questions relating to Client Track itself when running in 64-bit windows.

What is WOW64?

WOW64 is an x86 emulator of Windows that is capable of running 32-bit applications and is included on all 64-bit versions of Windows (*Windows 2000 Limited Edition, Windows XP Professional x64 Edition, Windows Server 2003, 64-bit versions of Windows Vista and Windows Server 2008*). WOW64 is designed to take care of all the differences between 32-bit Windows and 64-bit Windows, particularly involving structural changes to Windows itself.

The 64-bit Windows isolates 32-bit applications from 64-bit applications which includes preventing file and registry collisions. Console, GUI, and service applications are supported the 64-bit operating system provides interoperability across the 32/64 boundary for scenarios such as cut and paste and COM.

However, the 32-bit processes cannot load 64-bit DLLs for execution, and 64-bit processes cannot load 32-bit DLLs for execution. This restriction does not apply to DLLs loaded as data files or image resource files.

Windows Server 2008

Step 1

Right-click on **Computer** icon on your desktop and then click on **Properties**.

Step 2

Click on **Advanced System Settings** under **Tasks** on left sidebar.

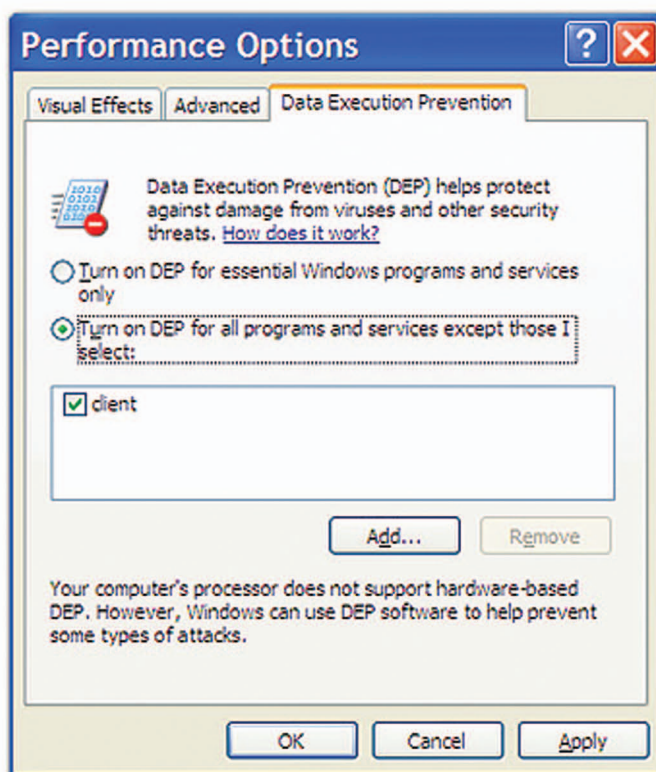
Step 3

Click the **Advanced** tab and then click the **Settings** button under **Performance**.

Step 4

Click the **Data Execution Prevention** tab.

Step 5

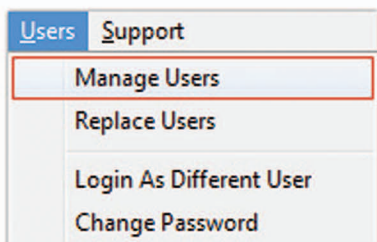



- 1) Select **Turn on DEP for all programs and services except those...**
- 2) Click the **Add** button and browse for the Client Track application file (.exe).
- 3) Click the **Apply** button and then click **Ok**.



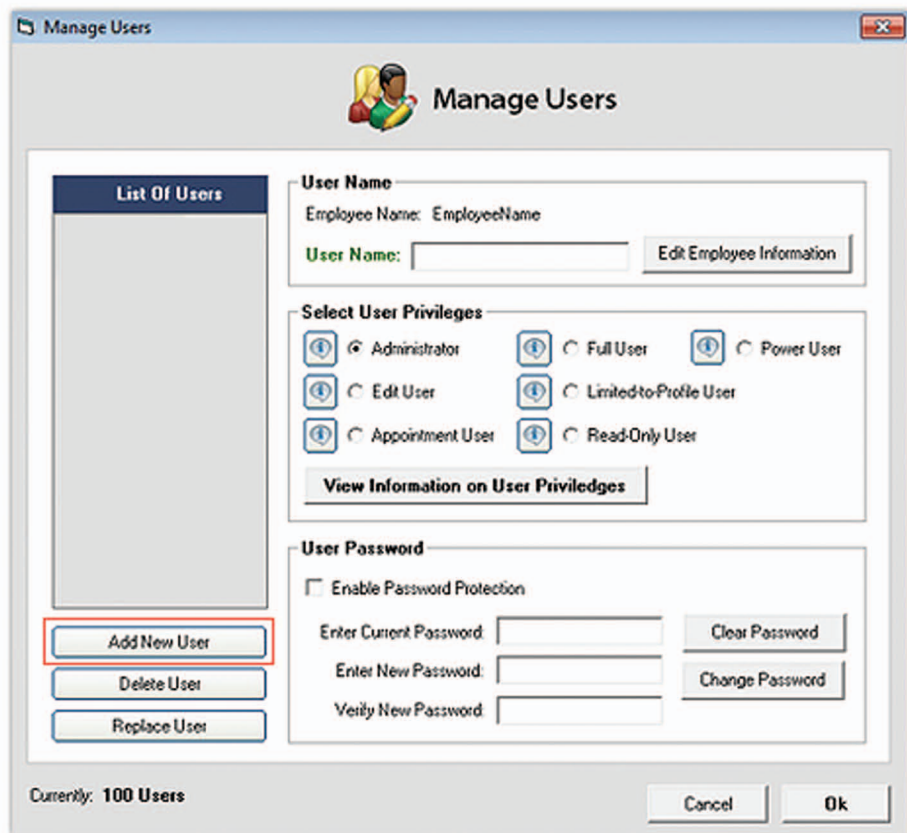
▶ Add New Users

Step 1



 In menu, go to **Users > Manage Users**

Step 2



Click **Add New User** under **List of Users** shown above.

Step 3

Step 3

Add New User



Add New User

Enter Name Of User You Want To Add

You need to enter an user to login to Client Track.

This user will be given administrative rights so you can add and edit more users for Client Track in 'Manage Users' window.

User Full Name:
ex. 'John Smith'


Display Name:
ex. 'John'

Note: You can edit and add more information for this user by going to Users > 'Manage Users' from menu bar.

- 1) Enter in full and display names of user shown above.
- 2) Click **Finish** to save added user.

Step 4

Manage Users



Manage Users

List Of Users

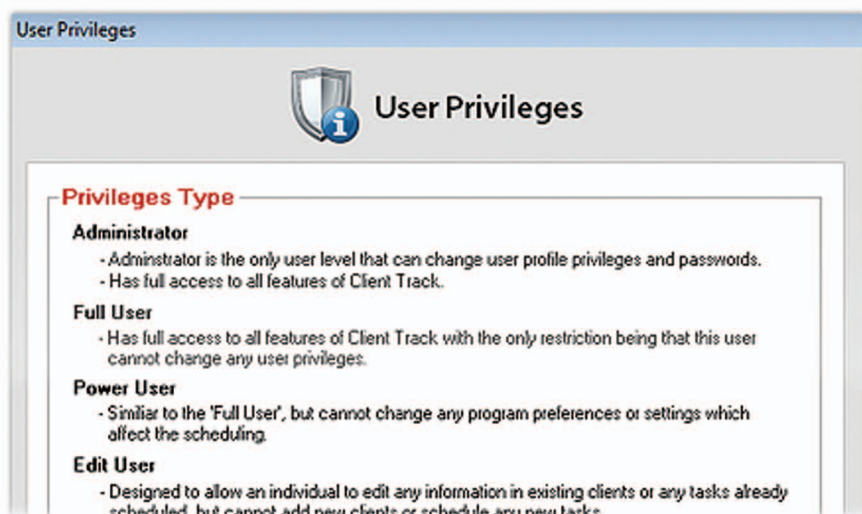
David

User Name
Employee Name: EmployeeName
User Name:

Select User Privileges

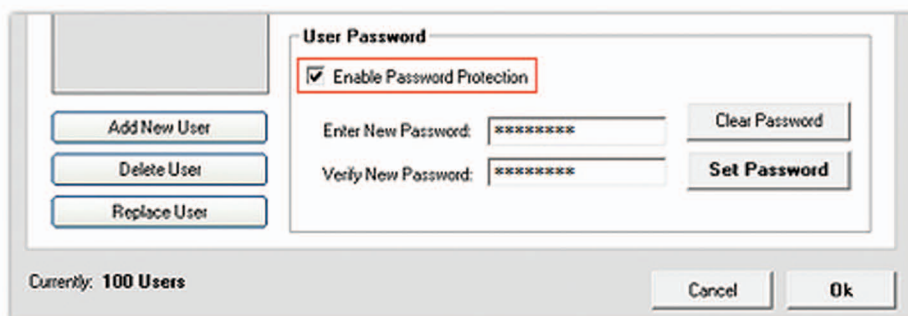
Administrator Full User Power User
 Edit User Limited-to-Profile User
 Appointment User Read-Only User

- 1) Select added user from **List of Users** category.
- 2) Click **View Information on User Privileges**.



- 3) Read over the user privileges to determine which privilege is right for user.
- 4) Click **Close** to exit **User Privileges** and select a privilege from list.

Step 5

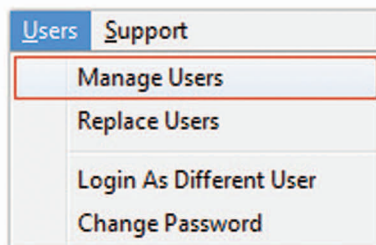


- 1) For administrator of Client Track within office, enter new and verify new password and then click **Set Password** (**Enable Password Protection** will automatically be checked off).
- 2) Click **Ok** to complete added user.

Note: Only administrator has rights to change user privileges. To change the password, click **Change Password** to enter in new password.

Delete Users

Step 1



In menu, go to **Users > Manage Users**

Step 2

Manage Users

Manage Users

List Of Users

David

User Name

Employee Name: EmployeeName

User Name: David Edit Employee Information

Select User Privileges

Administrator Full User Power User

Edit User Limited to Profile User

Appointment User Read-Only User

View Information on User Privileges

User Password

Enable Password Protection

Enter Current Password: Clear Password

Enter New Password: Change Password

Verify New Password:

Add New User

Delete User

Replace User

Currently: 100 Users

Cancel Ok

- 1) Select user to delete from **List of Users** category.
- 2) Click **Delete User**.
- 3) Click **Ok** to save change.

Replace Users

Step 1

Users Support

Manage Users

Replace Users

Login As Different User

Change Password



In menu, go to **Users > Replace Users**

Step 2

Manage Users

Manage Users

- 1) Select user to replace from the **List Of Users** category.
- 2) Click **Replace User**.

Step 3

- 1) Select which employee to replace and by who from drop-down lists.
- 2) Click **View Replace User Options**.

Replace User Assigned In Tasks

Replace all tasks originally assigned to John and make them assigned to Jane.

Replace User Assigned in Appointments

Don't replace any appointments

Replace all appointments assigned to John and make them assigned to Jane

Replace only the appointments specified below that are assigned to John and make them assigned to Jane

Search for appointments on:

Search for appointments on or after:

Search for appointments on or before:

Search for appointments between: and

Close

- 3) Check off **Replace all tasks originally assigned...** and select whether to replace user's appointments as well or not.
- 4) Click **Close**.
- 5) Click **Replace User** to save change.

Change Password

Step 1

Users	Support
Manage Users	
Replace Users	
Login As Different User	
Change Password	

In menu, go to **Users > Change Password**

Step 2

Change Your Password

 **Change Your Password**


Enable Password Protection

Enter New Password:

- 1) Enter in new password twice and click **Set Password**.
- 2) **Optional:** Check off **Enable Password Protection**.
- 3) Click **Ok** to save new password.

▶ Login As Different User

Step 1

 In menu, go to **Users** > **Login as Different User**

Step 2

- 1) Select user name from drop-down list.
- 2) If Enable Password Protection (Step 2) was activated, enter in **Password**.
- 3) Click **Sign In**.



Client Information

The **Client Info** tab is designed to be the main source that contains all of your business clients' information and quick access to all of the main client options and tools of Client Track in one area. Familiarize yourself with the sections below.

In Business Clients, go to **Client Info** > **Client Info** (tab)

a. Client Status b. Business Number c. Scratch Pad d. Client Information
 e. Client Services Provided f. Contact Information g. Client Software/Options
 h. Send Notifications i. Client Reports j. Address Book

(a) Client Status

If a particular business client is no longer your client for whatever reason but would still like to keep their information in Client Track, you can set the business client to **Inactive** by following the steps on [pg.292](#).

(b) Business Number

Insert business client's 9-digit business number here.

(c) Scratch Pad

Click on pencil icon to insert additional notes on selected business client.

(d) Client Information

To edit a business client's information, click the pencil icon and fill in the updated information under each tab, if applicable.

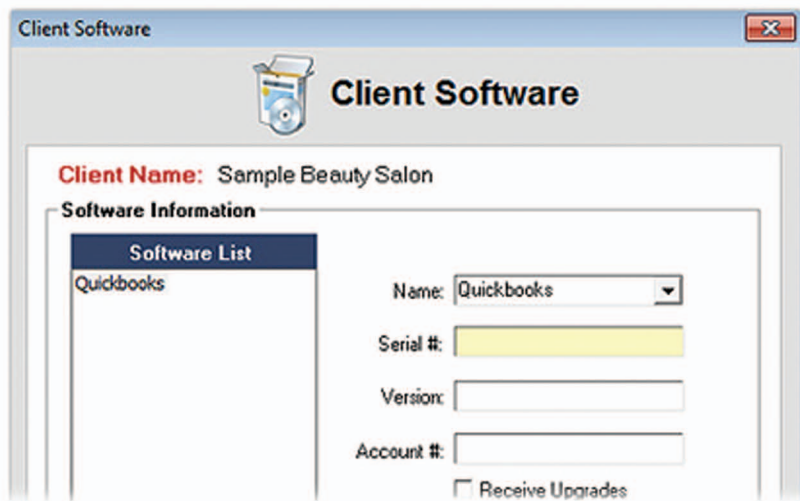
(e) Client Services Provided

Checklist of all services that client provides for tax returns. Removing or adding additional services can be done by clicking on **Customize List** shown above.

(f) Contact Information

The default contact's information appears first in display. If you have multiple contacts for a company, you can see their information by clicking the *people* icon and selecting a contact from drop-down list. You can also edit a contact's information by clicking the pencil icon.

(g) Client Software/Options



The screenshot shows a window titled "Client Software" with a close button in the top right corner. Below the title bar is a CD-ROM icon and the text "Client Software". The main content area displays "Client Name: Sample Beauty Salon" and "Software Information". Under "Software Information", there is a "Software List" table with one entry: "Quickbooks". To the right of the table are input fields for "Name:" (a dropdown menu with "Quickbooks" selected), "Serial #:" (a yellow text box), "Version:" (a white text box), and "Account #:" (a white text box). At the bottom right of the form is a checkbox labeled "Receive Upgrades".

Client Software includes information of all your softwares added into one place for easy convenience. To begin, simply click **Client Software** button. Insert all the information tied to software and then click **Add New Software** to save it. For instructions on how to customize options for business clients, go to [pg.295](#).

(h) Send Notifications

For instructions on how to send a notification to personal tax client, go to [pg.325](#).

(i) Client Reports

For instructions on how to merge documents with business client, go to [pg.259](#).

(j) Address Book

Address Book contains all of your business and personal clients. You can add other contacts to Address Book such as friends, partners, family members, etc.

More Info

The **More Info** tab is designed to add additional information about the business client such as questions, missing documents, appointments and custom tasks.

In Business Clients, go to **Client Info > More Info** (tab)

Client Name	Name	Missing In...	Date Cre...	Created By
-------------	------	---------------	-------------	------------

Client Name	Name	Communi...	Received...	Received
-------------	------	------------	-------------	----------

Client Aged Summary - Account Owings				
Total Outstanding	0 - 30 Days	31 - 60 Days	61 - 90 Days	90+ Days
No amount owing				

*a. Custom Fields b. Checklist c. Missing Information
d. Client Communication Information e. Client Aged Summary*

(a) Custom Fields

Allows you add multiple custom fields of other specific tasks for business client.

(b) Checklist

Allows you to make a list and check off other items done for client when completed.

(c) Missing Information

Allows you to add documents that are missing relating to tasks for business client.

(d) Client Communication Information

Allows you add logs of communication information for client.

(e) Client Aged Summary

Allows you to view total ownings that the business client needs to pay.

Projects

The **Projects** tab is designed to apply saved project template including projects steps and other information such as billing to a business client.

In Business Clients, go to **Client Info > Projects** (tab)

Project Templates List	Description	Due Date	Assigned	Close	Notify	
Company Brochure	Company Brochure - Send to Printer	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Company Flyer	Company Brochure - Thumbnails	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Color/Fonts Sele	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Comps	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Client's Review #	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Selected Comps	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Client's Review #	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Final Version	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	
	Company Brochure - Research	Feb 2, 11	None assigned	<input type="checkbox"/>	<input type="checkbox"/>	

a. Tasks List **b.** Scratch Pad **c.** Task Tools **d.** Quick Links **e.** Task Description **f.** Task Timers
g. Task Information **h.** Client Options **i.** Assign User **j.** Auto Notify **k.** Edit Notification Template

(a) Task List

Allows you to assign a saved project task to a business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Custom. If there are notes inside, the notepad icon will include a pencil.

(c) Task Tools

Allows you to assign a selected project to a business client as well as editing a saved project template.

(d) Quick Links

Built-in links to websites with more information on Custom. You can add your own links or attach documents by clicking the globe icons.

(e) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(f) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(g) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Task Information for Bookkeeping

Sample Beauty Salon

Main Information	
Name:	Bookkeeping
Type:	Bookkeeping
Employee Assigned:	None Assigned
Due Date:	January 25, 201
In-House Due Date:	January 22, 201
Calendar Date:	January 21, 201
Estimated Time:	1 hrs 0 min
<input checked="" type="checkbox"/> Do you want to recur this task each year?	

Flag Information	
<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
<input type="checkbox"/> Overdue Flag	

Status Information	
<input type="checkbox"/> In Possession	
<input type="checkbox"/> Delivered	
<input type="checkbox"/> Notified	
<input type="checkbox"/> Prepared	
<input type="checkbox"/> Received	
<input type="checkbox"/> Signature	
<input type="checkbox"/> Payment	
Define Status Info	

Completed Information	
Closed:	<input type="checkbox"/>
Date Completed:	
Completed By:	None Assign
Amount Paid:	
Date Paid:	

Custom Information	
Custom 1:	
Custom 2:	
Custom 3:	
Custom 4:	
Custom 5:	
Define Custom Fields	

Notes

Print Report Merge to Doc Cancel Ok

(h) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(i) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(j) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(k) Edit Notification Template

To customize the notification template for Custom to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.

- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Custom

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your <<Task Name>> is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- Task Info
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type. **Notification Period:** 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

Bookkeeping

The **Bookkeeping** tab is designed to schedule bookkeeping tasks for your business clients. This includes data entry, data verification and much more.

In Business Clients, go to **Client Info > Bookkeeping** (tab)

Client Info | More Info | Projects | **Bookkeeping** | HST | PST | Payroll Remit | Payroll | Year End | Corp Tax | WSIB | EHT | Lawyer

Bookkeeping Services

Bookkeeping Service Options

- Schedule Data Entry
- Schedule Account Reconciliation
- Schedule Data Verification
- Schedule Other Bookkeeping Services

Bookkeeping Saved Tasks

Reconciliation

Assign Selected Service to this Client

Quick Links

- Click here to select docu
- Click here to select web s

Description	Due Date	Assigned	Close	Notify	
Account Reconciliation	Jan 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Feb 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Mar 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Apr 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	May 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Jun 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Jul 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Aug 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Sep 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	
Account Reconciliation	Oct 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	

Assign above to: None Assigned | Auto Notify All Above

a. Task Options & List b. Scratch Pad c. Task Tools d. Quick Links e. Task Description f. Task Timers
g. Task Information h. Client Options i. Assign User j. Auto Notify k. Edit Notification Template

(a) Task Options & List

Allows you to select type of bookkeeping task such as data entry, account reconciliation, data verification and other services for a business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Custom. If there are notes inside, the notepad icon will include a pencil.

(c) Task Tools

Allows you to assign a saved bookkeeping service to a business client.

(d) Quick Links

Built-in links to websites with more information on Custom. You can add your own links or attach documents by clicking the globe icons.

(e) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(f) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(g) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Task Information for Bookkeeping

Sample Beauty Salon

Main Information	
Name:	Bookkeeping
Type:	Bookkeeping
Employee Assigned:	None Assigned
Due Date:	January 25, 201
In-House Due Date:	January 22, 201
Calendar Date:	January 21, 201
Estimated Time:	1 hrs 0 min
<input checked="" type="checkbox"/> Do you want to recur this task each year?	

Flag Information	
<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
<input type="checkbox"/> Overdue Flag	

Status Information	Completed Information
<input type="checkbox"/> In Possession	Closed: <input type="checkbox"/>
<input type="checkbox"/> Delivered	Date Completed: [dropdown]
<input type="checkbox"/> Notified	Completed By: None Assign
<input type="checkbox"/> Prepared	Amount Paid: [input]
<input type="checkbox"/> Received	Date Paid: [dropdown]
<input type="checkbox"/> Signature	
<input type="checkbox"/> Payment	
[Define Status Info]	

Custom Information
Custom 1: [input]
Custom 2: [input]
Custom 3: [input]
Custom 4: [input]

Notes

[text area]

(h) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(i) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign** above to.

(j) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(k) Edit Notification Template

To customize the notification template for Custom to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

HST (Harmonized Sales Tax)

The HST tab is designed to schedule HST returns for your business clients. The federal and provincial dates for HST returns are built into Client Track, therefore, all you need to do is include the HST information and select a type of payment schedule for a business client.

In Business Clients, go to **Client Info > HST** (tab)

Client Info | More Info | Projects | Bookkeeping | **HST** | PST | Payroll Remit | Payroll | Year End | Corp Tax | WSIB | EHT | Lawyer

Harmonized Sales Tax

HST Number: 111111120
Business Type: Sole Proprietorship
HST Registered: Quick Method:
Have HST Authorization (RCS9 Form)?
CRA HST Auth. Date:
1st Quarterly HST Payment Due in: January

HST Payment Options

No HST Payments
 Quarterly HST Payments
 Monthly HST Payments
 Annual HST Return
 Twice Annual HST Payments
 Annual HST with Installments

HST Quick Links

Click here to select docur
Click here to select web s

Description	Due Date	Assigned	Close	Notify
1st Quarterly HST Return	Jan 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
2nd Quarterly HST Return	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
3rd Quarterly HST Return	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
4th Quarterly HST Return	Oct 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

Assign above to: None Assigned Auto Notify All Above

*a. Task Settings b. Scratch Pad c. Quick Links d. Task Description e. Task Timers
f. Task Information g. Client Options h. Assign User i. Auto Notify j. Edit Notification Template*

(b) Scratch Pad

Include additional notes on a business client with regards to HST. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on HST. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Task Information for 1st Quarterly HST Return

Sample Beauty Salon

Main Information		Flag Information	
Name:	1st Quarterly HST Return	<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
Type:	HST	<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
Employee Assigned:	None Assigned	<input type="checkbox"/> Overdue Flag	
Due Date:	May 31, 2011	Status Information	
In-House Due Date:	May 28, 2011	<input type="checkbox"/> InPossession	Completed Information
Calendar Date:	May 27, 2011	<input type="checkbox"/> Delivered	
Estimated Time:	1 hrs 0 min	<input type="checkbox"/> Notified	Closed: <input type="checkbox"/>
<input checked="" type="checkbox"/> Do you want to recur this task, each year?		<input type="checkbox"/> Prepared	Date Completed: []
Custom Information		<input type="checkbox"/> Received	Completed By: [None Assigne]
Custom 1:	[]	<input type="checkbox"/> Signature	Amount Paid: []
Custom 2:	[]	<input type="checkbox"/> Payment	Date Paid: []
Custom 3:	[]	<input type="button" value="Define Status Info"/>	
Custom 4:	[]	Notes	
Custom 5:	[]	[]	
<input type="button" value="Define Custom Fields"/>			

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select a user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for HST to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

HST

HST

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your HST remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- [[Task Info]]
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type. Notification Period: 15

Note: Client Track will only subtract business days and ignore weekends and holidays. Open Holiday Wizard

Close

▶ PST (Provincial Sales Tax)

The **PST** tab is designed to schedule Provincial Sales Tax/Retail Sales Tax returns for your business clients and stores information such as PST Number.

Note : You can schedule PST due dates for other provinces by temporarily changing your working province. For more information on how to do this, go to [pg.298](#).

In Business Clients, go to **Client Info > PST** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | **PST** | Payroll Remit | Payroll | Year End | Corp Tax | WSIB | EHT | Lawyer

Provincial Sales Tax

PST Number:

PST Registered:

PST Authorization?:

Choose Start Month for PST Payments: January

PST Payment Options

- No PST Payments
- Pay Monthly a
- Pay Every Two Months
- Pay Quarterly
- Pay Twice Annually
- Pay Annually

PST Quick Links

Click here to select docur

Click here to select web

Description	Due Date	Assigned	Close	Notify
1st Qtr. Quarterly Ind PST Return	Jul 23, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

Assign above to: None Assigned

Auto Notify All Above

a. Task Settings b. Scratch Pad c. Quick Links d. Task Description e. Task Timers
f. Task Information g. Client Options h. Assign User i. Auto Notify j. Edit Notification Template

(a) Task Settings

Insert PST-related information and select type of PST payment for business client.

(b) Scratch Pad

(b) Scratch Pad

Include additional notes on a business client with regards to PST. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on PST. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

The screenshot shows a software window titled "Task Information for 1st Ont. Quarterly final PST Return" for "Sample Beauty Salon". The window is divided into several sections:

- Main Information:** Name: "1st Ont. Quarterly final PST Return", Type: "PST", Employee Assigned: "None Assigned", Due Date: "July 23, 2011", InHouse Due Date: "July 20, 2011", Calendar Date: "July 20, 2011", Estimated Time: "1 hrs", and a checked box for "Do you want to recur this task, each year?".
- Flag Information:** Includes checkboxes for Priority Flag, Problem Flag, Missing Info Flag, Notes Flag, and Overdue Flag.
- Status Information:** Includes checkboxes for InPossession, Delivered, Notified, Prepared, Received, Signature, and Payment, along with a "Define Status Info" button.
- Completed Information:** Includes a "Closed" checkbox, "Date Completed", "Completed By" (set to "None Assign"), "Amount Paid", and "Date Paid" fields.
- Custom Information:** Five empty text boxes labeled "Custom 1" through "Custom 5", each with a help icon, and a "Define Custom Fields" button.
- Notes:** A large empty text area for additional notes.

At the bottom of the window are buttons for "Print Report", "Merge to Doc", "Cancel", and "Ok".

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for PST to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

PST

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your PST remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- Task Info
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Note: Client Track will only subtract business days and ignore weekends and holidays.

Notification Period: 15

Open Holiday Wizard

Close

▶ Payroll (Souce)

The **Payroll (Source)** tab is designed to schedule payroll remittances for your business clients throughout the year.

In Business Clients, go to **Client Info > Payroll (Source)** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | PST | **Payroll Remitt** | Payroll | Year End | Corp Tax | W/SIB | EHT | Lawyer

Payroll Remittances

Payroll Number:

Payroll Registered As:

Payroll Registered

Have Payroll Authorization (RC59 Form)?

RC 59 Auth. Expiry Date:

T4 T4A T5

Choose First Date for Bi-Weekly Payroll:

Payroll Payment Plan

No Payroll Remitt Payments **a**

Bi-Weekly Payroll Remitt

Twice Monthly Payroll Remitt

Monthly Payroll Remitt

Quarterly Payroll Remitt

Quick Links **c**

Click here to select docum

Click here to select web s

Description	Due Date	Assigned	Close	Notify	
T4 & Summary d	Feb 28, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	e f

h **i** **i**

Assign above to:

a. Task Settings **b.** Scratch Pad **c.** Quick Links **d.** Task Description **e.** Task Timers
f. Task Information **g.** Client Options **h.** Assign User **i.** Auto Notify **j.** Edit Notification Template

(a) Task Settings

Insert payroll-related info and select type of payment plan for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Payroll Remitt. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on Payroll Remitt. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Payroll Remitt

Payroll Source Deduction

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your payroll source deduction remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- [[Task Info]]
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type. **Notification Period:** 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

Year End

The **Year End** tab is designed to remind your business clients' year end date.

In Business Clients, go to **Client Info > Year End** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | PST | Payroll Remitt | Payroll | **Year End** | Corp Tax | WSIB | EHT | Lawyer

Year End Information

Year End Date: August 31, 2011

Year End Remittance

Create Year End Task:

Non-Profit Organization Information

Non-Profit Organization:

Charity Reg. No.:

Financial Statements

None

Completion

Audit

Review Engagement

Review Engagement with Differential Reporting

Quick Links

Click here to select docur

Click here to select web s

Description	Due Date	Assigned	Close	Notify
Client Year End	Aug 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

Assign above to: None Assigned

Auto Notify All Above

a. Task Settings b. Scratch Pad c. Quick Links d. Task Description e. Task Timers
f. Task Information g. Client Options h. Assign User i. Auto Notify j. Edit Notification Template

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for Year End to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional**: Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Year End

Year End

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your year end is due on <<Due Date, dddd, mmmm d yyyy>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

[Task Info]
Task Type
Task Name
Due Date
In-House Due Date
Calendar Date
Employee Assigned
Amount Paid
Completed By
Date Completed
Custom Task Field 1
Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Notification Period: 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

Corp Tax

The **Corp Tax** tab is designed to keep track of corporate tax returns of your business clients throughout the year and store important information such as federal corporate tax number, incorporation date and type of corporation.

In Business Clients, go to **Client Info > Corp Tax** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | PST | Payroll Remit | Payroll | Year End | **Corp Tax** | w/SIB | EHT | Lawyer

Corporate Tax Information

Tax Deadlines | **Tax Information**

Federal Corp. Tax #:

Incorporation Date:

Ontario Corporation No.: **a**

Ontario MCBS No.:

Corporate Tax Information

Federal Corporation

Fed. Corp. Tax Auth. (RC59 Form)

RC 59 Auth. Expiry Date:

Provincial Corporation

Provincial Corp Tax Authorization

Corporation Type

CCPC Regular Corporation

Quick Links

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Click here to select web p

Description	Due Date	Assigned	Close	Notify
Corporate Tax Payment	Apr 30, 10	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Tax Return	Jul 31, 10	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Tax Payment	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Tax Return	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

d **e** **f**

g **h** **i** **j**

Assign above to: None Assigned | Auto Notify All Above

a. Task Settings **b.** Scratch Pad **c.** Quick Links **d.** Task Description **e.** Task Timers
f. Task Information **g.** Client Options **h.** Assign User **i.** Auto Notify **j.** Edit Notification Template

(a) Task Settings

Insert corp tax-related information under **Corp Tax Deadlines** and **Corp Tax Info** tabs for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Corp Tax. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on Corporate Tax. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Task Information for Corporate Tax Payment

Sample Beauty Salon

Main Information

Name: Corporate Tax Payment
Type: Corporate Tax
Employee Assigned: None Assigned
Due Date: April 30, 2010
In-House Due Date: April 27, 2010
Calendar Date: April 27, 2010
Estimated Time: 0 hrs 30 min
 Do you want to recur this task each year?

Flag Information

Priority Flag Problem Flag
 Missing Info Flag Notes Flag
 Overdue Flag

Status Information

In Possession
 Delivered
 Notified
 Prepared
 Received
 Signature
 Payment
Define Status Info

Completed Information

Closed:
Date Completed:
Completed By: None Assigned
Amount Paid:
Date Paid:

Custom Information

Custom 1:
Custom 2:
Custom 3:
Custom 4:
Custom 5:
Define Custom Fields

Notes

Print Report Merge to Doc Cancel Ok

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for Corp Tax to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Corp Tax

Corporate Tax

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your corporate tax remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.

If you make all of your corporate tax payments on time you can eliminate interest charges.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- [Task Info]
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Notification Period: 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

WSIB

The WSIB tab is designed to schedule WSIB (**Workplace Safety & Insurance Board**), **WCB (Workers' Compensation Board)**, WorkSafe remittances for your business clients and stores information such as firm number and insurance details.

In Business Clients, go to **Client Info > WSIB** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | PST | Payroll Remit | Payroll | Year End | Corp Tax | **WSIB** | EHT | Lawyer

Employer's Health Tax

EHT Number:

EHT Registered

Have EHT authorization?

Premium Rate:

EHT Payment Options

No EHT Payments

Quarterly EHT Payments **a**

Monthly EHT Payments

Annual EHT Payment

Description	Due Date	Assigned	Close	Notify	
4th Quarterly Ont. WSIB	Jan 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	b
1st Quarterly Ont. WSIB	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	b
2nd Quarterly Ont. WSIB	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	b
3rd Quarterly Ont. WSIB	Oct 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	b

Quick Links

Click here to select docur

Click here to select web s

Assign above to: None Assigned Auto Notify All Above

a. Task Settings **b.** Scratch Pad **c.** Quick Links **d.** Task Description **e.** Task Timers
f. Task Information **g.** Client Options **h.** Assign User **i.** Auto Notify **j.** Edit Notification Template

(a) Task Settings

Insert WSIB-related information and select type of WSIB payment option for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to WSIB. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on WSIB. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

The screenshot shows a software window titled "Task Information for 4th Quarterly Ont. WSIB" for a client named "Sample Beauty Salon". The window is divided into several sections:

- Main Information:** Contains fields for Name (4th Quarterly Ont. WSIB), Type (WSIB), Employee Assigned (None Assigned), Due Date (January 31, 201), In-House Due Date (January 28, 201), Calendar Date (January 28, 201), and a checkbox for "Do you want to recur this task, each year?" which is checked.
- Flag Information:** Includes checkboxes for Priority Flag, Missing Info Flag, Problem Flag, Notes Flag, and Overdue Flag.
- Status Information:** Includes checkboxes for In Possession, Delivered, Notified, Payment Signature, and Payment, along with a "Define Status Info" button.
- Completed Information:** Includes a "Closed" checkbox, a "Date Completed" dropdown, an "Amount Paid" field, and a "Date Paid" dropdown.
- Custom Information:** Five "Custom" fields with "Define Custom Fields" button.
- Notes:** A large text area for entering notes.

At the bottom of the window are buttons for "Print Report", "Merge to Doc", "Cancel", and "Ok".

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for WSIB to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

WSIB

WSIB

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your worker's compensation remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

[Task Info]
Task Type
Task Name
Due Date
In-House Due Date
Calendar Date
Employee Assigned
Amount Paid
Completed By
Date Completed
Custom Task Field 1
Custom Task Field 2

Save
Test
Reset to Default
Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type. **Notification Period:** 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

▶ EHT (Employer's Health Tax)

The EHT tab is designed to keep track of employer health tax's remittance due dates for your business clients and store information such as EHT number, registration, and premium rate.

In Business Clients, go to **Client Info > EHT (tab)**

Client Info | More Info | Projects | Bookkeeping | HST | PST | Payroll Remit | Payroll | Year End | Corp Tax | WSIB | **EHT** | Lawyer | Other | Custom

Employer's Health Tax

EHT Number:

EHT Registered:

Have EHT authorization?:

Premium Rate:

Description	Due Date	Assigned	Close	Notify
4th Quarterly Ont. EHT	Jan 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Annual Ont. EHT Return	Mar 15, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
1st Quarterly Ont. EHT	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

EHT Payment Options		2nd Quarterly Ont. EHT	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="radio"/> No EHT Payments		3rd Quarterly Ont. EHT	Oct 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Quarterly EHT Payments	a							
<input type="radio"/> Monthly EHT Payments								
<input type="radio"/> Annual EHT Payment								

Quick Links	
Click here to select docur	<input type="button" value="Globe"/> <input type="button" value="Globe"/>
Click here to select web s	<input type="button" value="Globe"/> <input type="button" value="Globe"/>

Task Information	
Assign above to:	None Assigned <input type="button" value="Assign"/> <input type="button" value="Auto Notify All Above"/>

a. Task Settings **b.** Scratch Pad **c.** Quick Links **d.** Task Description **e.** Task Timers
f. Task Information **g.** Client Options **h.** Assign User **i.** Auto Notify **j.** Edit Notification Template

(a) Task Settings

Insert EHT-related information and select type of EHT payment for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to EHT. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on EHT. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Main Information		Flag Information	
Name:	Annual Ont. EHT Return	<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
Type:	EHT	<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
Employee Assigned:	None Assigned	<input type="checkbox"/> Overdue Flag	
Due Date:	March 15, 2011	Status Information	
In-House Due Date:	March 12, 2011	<input type="checkbox"/> In Possession	<input type="checkbox"/> Closed
		<input type="checkbox"/> Delivered	Date Completed: <input type="text"/>
		<input type="checkbox"/> Notified	

Estimated Time: 1 hrs 0 min

Do you want to recur this task each year?

Custom Information

Custom 1:

Custom 2:

Custom 3:

Custom 4:

Custom 5:

Define Custom Fields

Received
 Signature
 Payment

Define Status Info

Amount Paid:

Date Paid:

Notes

Print Report Merge to Doc Cancel Ok

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for EHT to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

EHT

EHT

Customize Your Notification Template	Select List Item To Insert A Merge Field	Save
Dear <<Contact Full Name>>.	[[Task Info]]	Test
Your EHT remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>.	Task Type	Reset to Default
Please arrange to drop off all paper work to allow us to complete the return.	Task Name	Reset All Unsent Client Notifications Of This Type To Use This Template Comment
You can call our office if you need any assistance or have any questions.	Due Date	
	In-House Due Date	
	Calendar Date	
	Employee Assigned	
	Amount Paid	
	Completed By	
	Date Completed	
	Custom Task Field 1	
	Custom Task Field 2	

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.
Note: Client Track will only subtract business days and ignore weekends and holidays.

Notification Period: 15

Open Holiday Wizard

Close

Lawyer

The **Lawyer** tab is designed to schedule law related reminders for your business clients who are lawyers such as levy deadlines, trust returns, and reconciliations.

In Business Clients, go to **Client Info > Lawyer** (tab)

Description	Due Date	Assigned	Close	Notify
Annual LawPRO Insurance Paymer	Jan 1, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Law Society Dues	Jan 1, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
12th Trust Reconciliation	Jan 25, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
4th Quarterly Law Levy	Jan 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
1st Trust Reconciliation	Feb 25, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
2nd Trust Reconciliation	Mar 25, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Annual Trust Return	Mar 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

a. Task Settings **b.** Scratch Pad **c.** Quick Links **d.** Task Description **e.** Task Timers
f. Task Information **g.** Client Options **h.** Assign User **i.** Auto Notify **j.** Edit Notification Template

(a) Task Settings

Type in society member number and select type of law related reminder(s) to schedule for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Lawyer. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on Lawyer. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

Task Information for Annual Trust Return

Sample Beauty Salon

Main Information	
Name:	Annual Trust Return
Type:	Lawyer Related
Employee Assigned:	None Assigned
Due Date:	March 31, 2011
InHouse Due Date:	March 28, 2011
Calendar Date:	March 28, 2011
Estimated Time:	1 hrs 0 min
<input checked="" type="checkbox"/> Do you want to recur this task each year?	

Flag Information
<input type="checkbox"/> Priority Flag
<input type="checkbox"/> Missing Info Flag
<input type="checkbox"/> Problem Flag
<input type="checkbox"/> Notes Flag
<input type="checkbox"/> Overdue Flag

Status Information
<input type="checkbox"/> InPossession
<input type="checkbox"/> Delivered
<input type="checkbox"/> Notified
<input type="checkbox"/> Prepared
<input type="checkbox"/> Received
<input type="checkbox"/> Signature
<input type="checkbox"/> Payment
Define Status Info

Completed Information
Closed <input type="checkbox"/>
Date Completed:
Completed By: None Assign
Amount Paid:
Date Paid:

Custom Information
Custom 1:
Custom 2:
Custom 3:
Custom 4:
Custom 5:
Define Custom Fields

Notes

Print Report Merge to Doc Cancel OK

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for Lawyer Information to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.

- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Low

Lawyer Related

Customize Your Notification Template

Dear <<Contact Full Name>>,

Your <<Task Name>> task is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- [Task Info]
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Notification Period: 15

Note: Client Track will only subtract business days and ignore weekends and holidays.

Open Holiday Wizard

Close

Other

The **Other** tab is designed to schedule miscellaneous reminders for your business clients who are in the agriculture, IFTA, and contracting industry.

In Business Clients, go to **Client Info** > **Other** (tab)

Client Info | More Info | Projects | Bookkeeping | HST | PST | Payroll Remit | Payroll | Year End | Corp Tax | WSIB | EHT | Lawyer | **Other** | Custom

Other Reminders

	Description	Due Date	Assigned	Close	Notify
<input type="checkbox"/> Int'l Fuel Tax Agreement (IFTA)	4th Quarterly IFTA	Jan 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contact Reporting (T5018)	1st Quarterly IFTA	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Name Registration	2nd Quarterly IFTA	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CAS Fam Insurance	Annual Contract Reporting	Jul 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Last Date Registered	3rd Quarterly IFTA	Oct 31, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>

Quick Links

Click here to select docu...

Click here to select web s...

Assign above to: None Assigned Auto Notify All Above

a. Task Settings b. Scratch Pad c. Quick Links d. Task Description e. Task Timers
f. Task Information g. Client Options h. Assign User i. Auto Notify j. Edit Notification Template

(a) Task Settings

Select which other reminders to schedule for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Other. If there are notes inside, the notepad icon will include a pencil.

(c) Quick Links

Built-in links to websites with more information on Other Reminders. You can add your own links or attach documents by clicking the globe icons.

(d) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(e) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(f) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

The screenshot shows a software dialog box titled "Task Information for 1st Quarterly IFTA" for "Sample Beauty Salon". The dialog is divided into several sections:

- Main Information:** Contains fields for Name (1st Quarterly IFTA), Type (Other), Employee Assigned (None Assigned), Due Date (April 30, 2011), InHouse Due Date (April 27, 2011), Calendar Date (April 27, 2011), Estimated Time (1 hrs), and a checkbox for "Do you want to recur this task each year?".
- Flag Information:** Includes checkboxes for Priority Flag, Missing Info Flag, Problem Flag, Notes Flag, and Overdue Flag.
- Status Information:** Includes checkboxes for In Possession, Delivered, Notified, Prepared, Received, Signature, and Payment, along with a "Define Status Info" button.
- Completed Information:** Includes a "Closed" checkbox, Date Completed, Completed By (None Assign), Amount Paid, and Date Paid.
- Custom Information:** Five custom fields (Custom 1-5) with "Define Custom Fields" button.
- Notes:** A large text area for entering notes.

At the bottom, there are buttons for "Print Report", "Merge to Doc", "Cancel", and "Ok".

(g) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(h) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign above to**.

(i) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(j) Edit Notification Template

To customize the notification template for Other Reminders to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Edit Notification Templates

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Other

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your <<Task Name>> task is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

- [[Task Info]]
- Task Type
- Task Name
- Due Date
- In-House Due Date
- Calendar Date
- Employee Assigned
- Amount Paid
- Completed By
- Date Completed
- Custom Task Field 1
- Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Note: Client Track will only subtract business days and ignore weekends and holidays.

Notification Period: 15

Open Holiday Wizard

Close

Custom

The **Custom** tab is designed to schedule specific tasks for your business clients. This may include one-time deadlines that do not appear in other tabs such as **Family Trusts** and **Wills** or add recurring tasks in which you can control the frequency of deadlines. You can create up to a maximum of five custom fields.

In Business Clients, go to **Client Info** > **Custom** (tab)

Description	Due Date	Assigned	Close	Notify
Bookkeeping	Jan 10, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping	Jan 10, 11	David Anderson	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping	Jan 25, 11	David Anderson	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping	Jan 25, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>
Invoicing	Jan 26, 11	Susan Andrews	<input type="checkbox"/>	<input type="checkbox"/>
Employee Payroll	Feb 7, 11	David Anderson	<input type="checkbox"/>	<input type="checkbox"/>

a. Task Options & List b. Scratch Pad c. Task Tools d. Quick Links e. Task Description f. Task Timers
g. Task Information h. Client Options i. Assign User j. Auto Notify k. Edit Notification Template

(a) Task Options & List

Allows you to select type of custom task such as single, recurring or a saved custom task for a business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Custom. If there are notes inside, the notepad icon will include a pencil.

(c) Task Tools

Allows you to assign a saved custom task to a client and manage your custom tasks all at once from here.

(d) Quick Links

Built-in links to websites with more information on Custom. You can add your own links or attach documents by clicking the globe icons.

(e) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(f) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(g) Task Information

Can edit or include additional information on tasks such as dates, type of flag, status, custom information and notes shown below.

(h) Client Options

For instructions on how to customize options for business client, go to [pg.295](#).

(j) Auto Notify

To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.

(k) Edit Notification Template

To customize the notification template for Custom to send to a business client or the number of days prior to task due dates to notify business client of upcoming tasks deadlines, follow these steps :

- 1) Click **Edit Notification Template** icon.
- 2) Select template type from drop-down list and insert merge fields shown below.
- 3) **Optional:** Change the number of days
- 4) Click **Close**.

Customize your notification templates that will be used when you notify your clients of upcoming tasks.

Select Notification Template Type You Want To Edit

Custom

Customize Your Notification Template

Dear <<Contact Full Name>>.

Your <<Task Name>> is due on <<(Due Date, dddd, mmmm d yyyy)>>.

Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

Select List Item To Insert A Merge Field

Task Info

Task Type

Task Name

Due Date

In-House Due Date

Calendar Date

Employee Assigned

Amount Paid

Completed By

Date Completed

Custom Task Field 1

Custom Task Field 2

Save

Test

Reset to Default

Reset All Unsent Client Notifications Of This Type To Use This Template Comment

Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.

Note: Client Track will only subtract business days and ignore weekends and holidays.

Notification Period: 15

Open Holiday Wizard

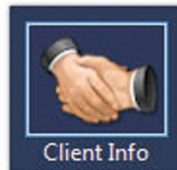
Close



Business Clients

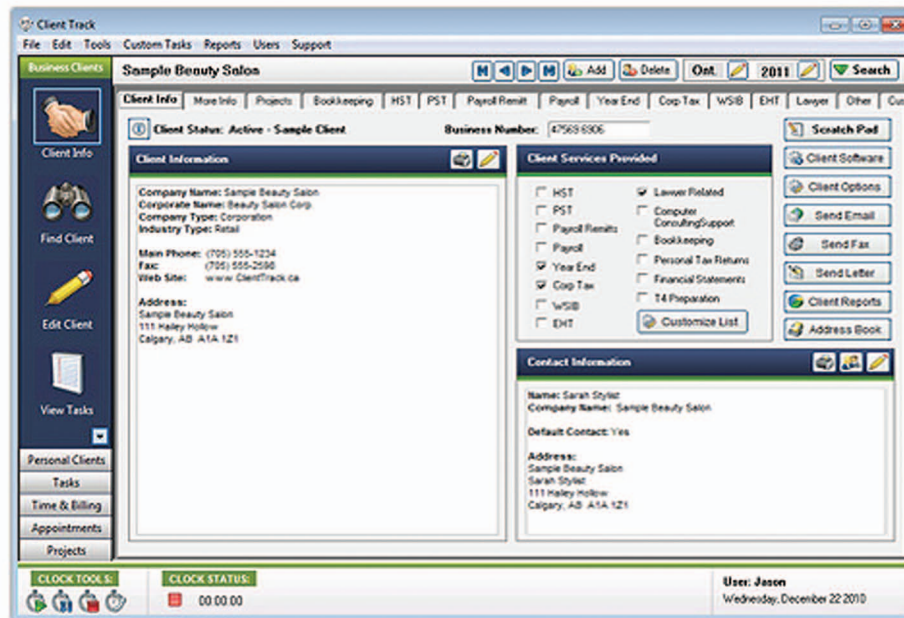
Client Info

Step 1



In Business Clients, go to > **Client Info** (icon)

Step 2

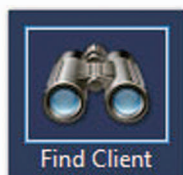


To learn the how-to's of **Client Info**, select one of the following:

- [Client Info](#) (pg.62)
- [More Info](#) (pg.64)
- [Projects](#) (pg.65)
- [Bookkeeping](#) (pg.67)
- [HST](#) (pg.70)
- [PST](#) (pg.72)
- [Payroll](#) (Source) (pg.74)
- [Year End](#) (pg.76)
- [Corp Tax](#) (pg.79)
- [WSIB](#) (pg.81)
- [EHT](#) (pg.83)
- [Lawyer](#) (pg.86)
- [Other](#) (pg.88)
- [Custom](#) (pg.90)
- [Client Status](#) (pg.292)
- [Client Options](#) (pg.295)
- [Send Email, Fax and Letter](#) (pg.325)
- [Create Reports](#) (pg.259)
- [Address Book](#) (pg.220)

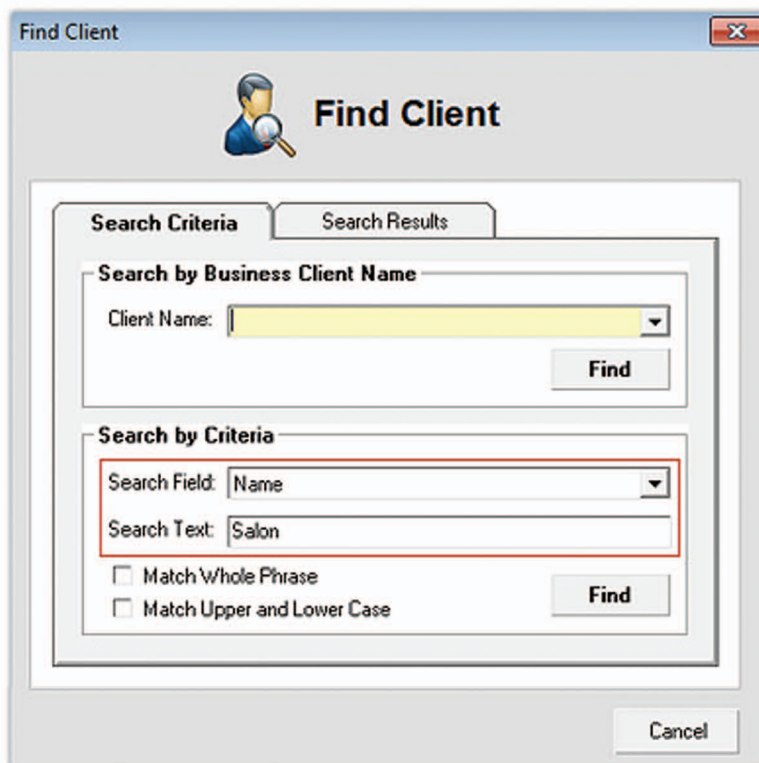
Find Client

Step 1



In **Business Clients**, go to > **Find Client** (icon)

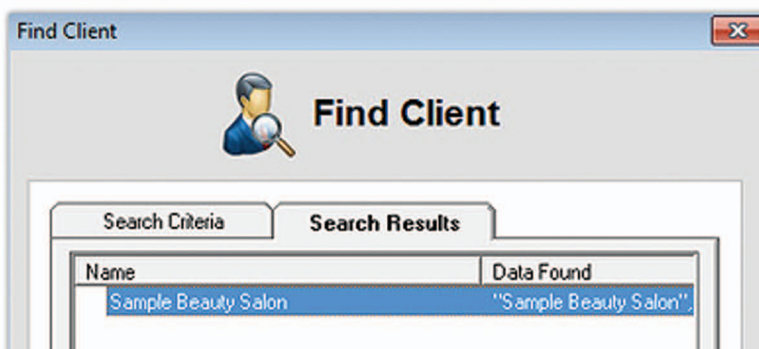
Step 2



The screenshot shows the 'Find Client' dialog box with two tabs: 'Search Criteria' and 'Search Results'. The 'Search Criteria' tab is active. It contains two search sections. The first section, 'Search by Business Client Name', has a 'Client Name' dropdown menu and a 'Find' button. The second section, 'Search by Criteria', has a 'Search Field' dropdown menu set to 'Name', a 'Search Text' input field containing 'Salon', and two checkboxes: 'Match Whole Phrase' and 'Match Upper and Lower Case'. A 'Find' button is located to the right of these checkboxes. A 'Cancel' button is at the bottom right of the dialog box.

- 1) Under **Search Criteria** tab, select type of search from drop-down lists above.
- 2) Click **Find**.

Step 3



The screenshot shows the 'Find Client' dialog box with the 'Search Results' tab active. It displays a table with two columns: 'Name' and 'Data Found'. The first row contains the text 'Sample Beauty Salon' in both columns.

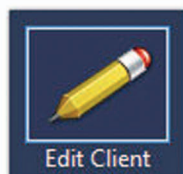
Name	Data Found
Sample Beauty Salon	"Sample Beauty Salon"



- 1) Under **Search Results** tab, select the appropriate business client above.
- 2) Click **Go to Record** to have business client automatically show up.

▶ Edit Client

Step 1



➤ In **Business Clients**, go to > **Edit Client** (icon)

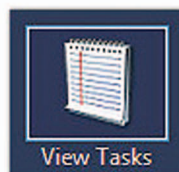
Step 2

A screenshot of the "Edit Company" dialog box. The window title is "Edit Company". It has four tabs: "Business Info", "Personnel", "Associated Professionals", and "Other". The "Business Info" tab is selected. The dialog is divided into two main sections: "Business Information" and "Contact Information".
Business Information:
Business Name: Sample Beauty Salon
Corporate Name: Beauty Salon Corp.
Client ID:
Business Type: Corporation (dropdown)
Industry: Retail (dropdown)
Address: 111 Hailey Hollow (text with up/down arrows)
City: Calgary
Province: AB (dropdown)
Postal Code: A1A 1Z1
Country:
Contact Information:
Main Phone: (705) 555-1234
Alt. Phone:
Fax: (705) 555-2598
Email: info@samplebeautysalon.ca (with email icon)
Website: www.samplebeautysalon.ca (with website icon)
Facebook: (with Facebook icon)
Twitter: (with Twitter icon)
Management Information:
Supervising Partner: (dropdown)
Managing Accountant: (dropdown)
At the bottom of the dialog are four buttons: "Print Report", "Print Labels", "Cancel", and "Ok".

- 1) Edit business client's information in any of following tabs shown above: **Business Info, Personnel, Associated Professionals, and Other.**
- 2) Click **Ok** to save changes.

View Tasks

Step 1



In **Business Clients**, go to > **View Tasks** (icon)

Step 2

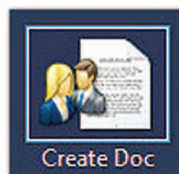
The screenshot shows a software interface for viewing tasks. At the top, there are several icons: a magnifying glass for "Advanced Search", a grid for "View/Hide Columns", a printer for "View/Print Report", a calendar for "Tasks For This Week", a calendar with a red date for "Tasks For This Month", and a document with a magnifying glass for "All Prior Unclosed Tasks". Below these is a green "Refresh List" button and a search dropdown. The main area is titled "All uncompleted tasks" and contains a table with the following data:

Company Name	Name	Due Date	Close	Employee Assigned
Sample Lawyers Office	10th Trust Reconciliation	Nov 25, 11	<input type="checkbox"/>	None Assigned
Sample Tattoo Studio	10th Alta. Monthly PST Return	Nov 15, 11	<input type="checkbox"/>	None Assigned
Sample Tattoo Studio	11th Alta. Monthly PST Return	Dec 15, 11	<input type="checkbox"/>	None Assigned
Sample Lawyers Office	11th Trust Reconciliation	Dec 25, 11	<input type="checkbox"/>	None Assigned

Follow the instructions on how to view business clients' tasks on [pg.122](#).

Merge Document

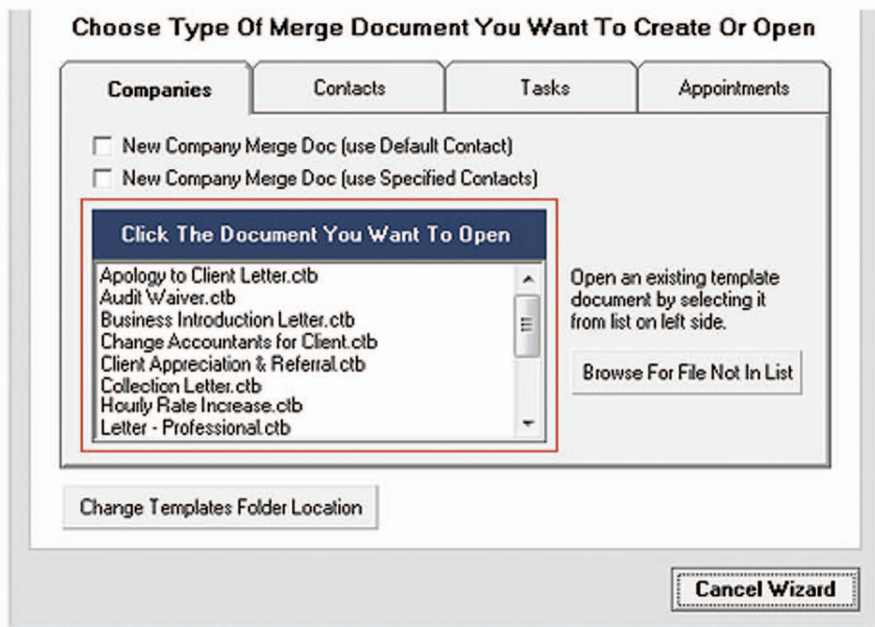
Step 1



In **Business Clients**, go to > **Create Doc** (icon)

Step 2

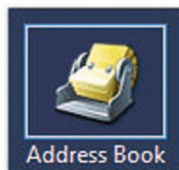
The screenshot shows a dialog box titled "Merge Document" with a close button in the top right corner. Inside the dialog, there is an icon of a document with two green arrows forming a cycle. Below the icon is the text "Merge Document". At the bottom right of the dialog is a green button labeled "Switch to MS Word Merge".



- 1) Select the document from the list to merge company with as shown above.
- 2) Follow the instructions on [pg.234](#).

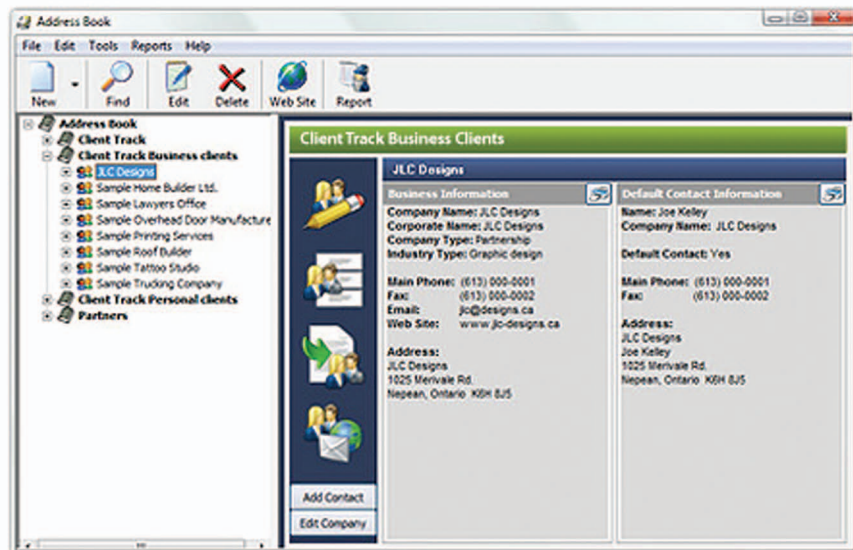
▶ Address Book

Step 1



In **Business Clients**, go to > **Address Book** (icon)

Step 2



To learn the how-to's of the **Address Book**, select one of the following:

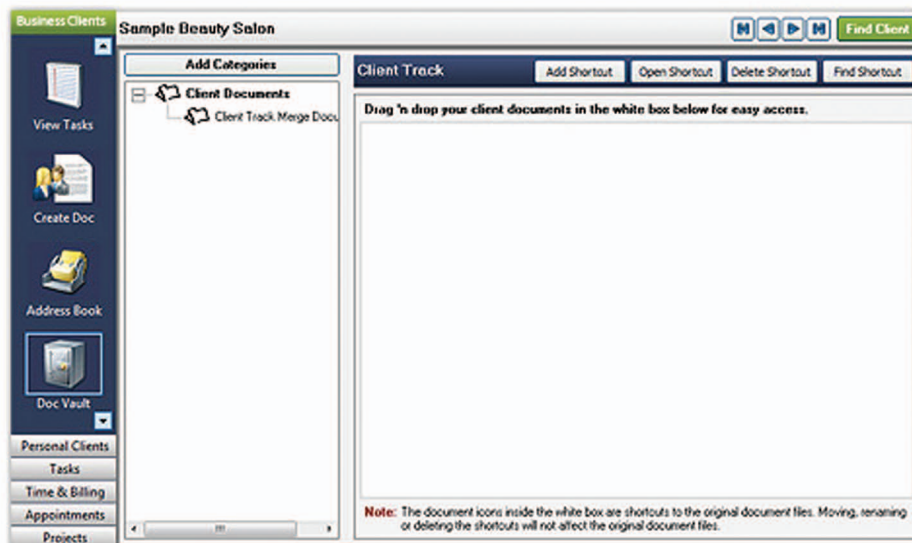
- [Add New Contact](#) (pg.220)
- [Delete Contact](#) (pg.228)
- [Add New Company](#) (pg.222)
- [Delete Category](#) (pg.229)
- [Add New Category](#) (pg.223)
- [Moving Multiple Contacts](#) (pg.230)
- [Edit Contact](#) (pg.225)
- [Preferences](#) (pg.231)
- [Find Contact](#) (pg.226)

Document Vault

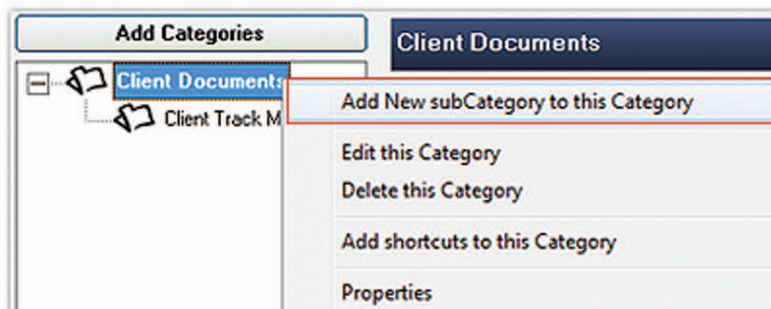
Step 1



In **Business Clients**, go to > **Doc Vault** (icon)

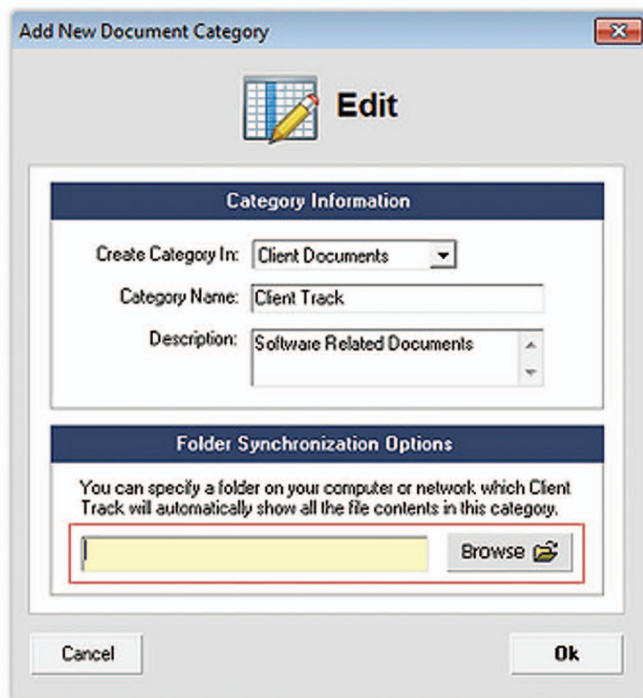


Step 2



1) To add new business client, right-click on main category (**Client Documents**) and select **Add New subCategory to this Category** shown above.

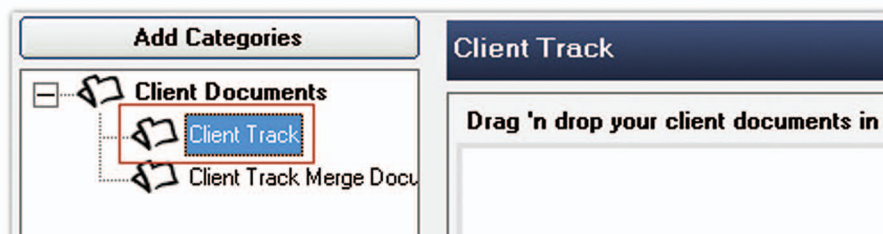
Optional: Click **Add Categories** button to create new category.



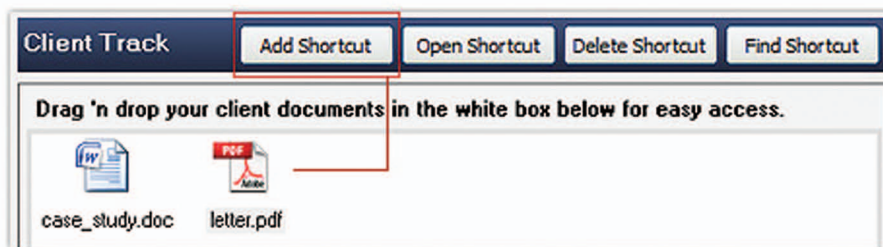
- 2) Type category name and description shown above.
- 3) To synchronize a folder from network, click **Browse**.
- 3) Click **Ok**.

Note: To delete a category, select category and hit **Delete** on keyboard.

Step 3



- 1) Select new category that you have created in Step 2 shown above.



- 2) Click **Add Shortcut** and select file(s) from your computer to store in doc vault shown above.

Optional: You can drag 'n drop files from your computer in doc vault.

Step 4





Are you sure you want to remove the category 'Trilobyte Solutions Inc.' and all sub categories and file links within this category?

Yes

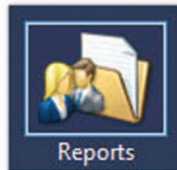
No

- 1) To delete a document from **Doc Vault**, select a document shown above.
- 2) Click **Yes** to confirm delete in pop-up window.

Note: Documents that are stored in doc vault act as 'shortcuts', therefore, deleting them will not delete the original file source on your computer.

▶ Reports

Step 1



➤ In **Business Clients**, go to > **Reports** (icon)

Step 2

Client Reports

Client Reports for Sample Beauty Salon

Client Information Reports	Client Task Reports
<ul style="list-style-type: none"><input type="radio"/> Client Summary Report Client report which shows client address and important information.<input type="radio"/> Client Details (1 page) Client report which shows most of the client's address and accounting information.<input type="radio"/> Client Details (2 pages) Client report which shows all of the client's address and accounting information and notes.<input type="radio"/> Company Information Company report which shows all the information entered in the 'Edit Company' section.<input type="radio"/> Default Contact Information Contact report which shows all of the information entered for the default contact.	<ul style="list-style-type: none"><input type="radio"/> Client Task List Show all tasks due for this client in date order for the selected year.<input type="radio"/> Client Task List (by type) Show all tasks due for this client in date order in the selected year for the task type specified below.<ul style="list-style-type: none"><input checked="" type="radio"/> HST<input type="radio"/> Payroll Source Deductions<input type="radio"/> Employee Payroll<input type="radio"/> WSIB<input type="radio"/> PST<input type="radio"/> WSIB<input type="radio"/> Corporate Tax<input type="radio"/> Lawyer<input type="radio"/> EHT<input type="radio"/> Custom<input type="radio"/> Other <p>For more specific tasks reports, use 'Tasks' view.</p>

Cancel

Follow the instructions on how to create a report for a business client on [pg.259](#).



General Info

The **General Info** tab is designed to be the main source that contains all of your personal clients' information and quick access to all of the main client options and tools of Client Track in one area. Familiarize yourself with the sections below.

In Personal Clients, go to **Client Info > General Info** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Self Employment	Real Estate	Other Deductions	More Deductions	Custom				
<p>Client Status: Active a Employee Assigned: David Anderson b Personal Tax Info c</p>														
<p>Client Information</p> <p>Name: Mr. Robert Patrick Drake</p> <p>Associated Category: d</p> <p>Business Information</p> <p>Company Name: Sample Printing Services</p> <p>Main Phone: (705) 555-5774 Cell Phone: (613) 520-0000 Fax: 705-555-5775 Email: robertd@sampleprinting.ca Web Site: www.sampleprinting.ca</p> <p>Address: Sample Printing Services Mr. Robert Patrick Drake 1111 Beach Avenue Saskatoon, Saskatchewan S4N 1Z1</p>			<p>Income Tax Info</p> <p>Return Type</p> <p><input checked="" type="radio"/> Regular e <input type="radio"/> Deceased <input type="radio"/> Small Business</p> <p>In-House Due Date: August 3, 2010</p>		<p>Return Status</p> <p><input type="radio"/> Awaiting Client f <input type="radio"/> In Progress <input type="radio"/> On Hold - Questions <input checked="" type="radio"/> On Hold - Missing Info <input type="radio"/> On Hold - Other <input type="radio"/> Completed</p>		<p>Client Services Provided</p> <p><input type="checkbox"/> T1 <input type="checkbox"/> Life Insurance g <input type="checkbox"/> T4 <input type="checkbox"/> Disability Insurance <input type="checkbox"/> T4A <input type="checkbox"/> Critical Insurance <input type="checkbox"/> T5 <input type="checkbox"/> Mortgage Insurance <input type="checkbox"/> RRSP <input type="checkbox"/> Travel Insurance <input type="checkbox"/> RESP <input type="checkbox"/> Health & Dental Insurance <input type="checkbox"/> Trusts <input type="checkbox"/> Estates <input type="button" value="Customize List"/></p>						<p>Personal Tax Info</p> <p><input type="button" value="Scratch Pad"/> h <input type="button" value="Send Email"/> <input type="button" value="Send Fax"/> i <input type="button" value="Send Letter"/> <input type="button" value="Client Reports"/> j</p>	

a. Client Status **b.** Employee Assigned **c.** Personal Tax Info **d.** Client Information
e. Income Tax Info **f.** Return Status **g.** Client Services Provided
h. Scratch Pad **i.** Send Notifications **j.** Client Reports

(a) Clients Status

If a particular personal tax client is no longer your client for whatever reason but would still like to keep their information in Client Track, you can set the personal tax client to **Inactive** by following these steps on [pg.292](#).

(b) Employee Assigned

Ability to assign specific employees to business clients.

(c) Personal Tax Info

Can edit or include additional information on task such as information on return, type of flag, custom information and notes shown below.

(d) Client Information

To edit a personal tax client's information, click the pencil icon and fill in the updated information under each tab, if applicable.

(e) Income Tax Info

To create an income tax return for a personal tax client, select type of income tax and set an in-house due date.

(f) Return Status

To set status on an income tax return for a personal tax client, select one from list.

(g) Client Services Provided

Checklist of all services that client provides for tax returns. Removing or adding additional services can be done by clicking on **Customize List** shown above.

(h) Scratch Pad

Click on pencil icon to insert additional notes on selected personal tax client.

(i) Send Notifications

For instructions on how to send a notification to personal tax client, go to [pg.325](#).

(j) Client Reports

For instructions on how to create a report for a personal tax client, go to [pg.261](#).

More Info

The **More Info** tab is designed to select which type of tax prep documents relating to employment and income have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > More Info** (tab)

Client Name	Name	Missing In...	Date Cre...	Created By
-------------	------	---------------	-------------	------------

Client Name	Name	Communi...	Received...	Received
-------------	------	------------	-------------	----------

Total Outstanding	0 - 30 Days	31 - 60 Days	61 - 90 Days	90+ Days
No amount owing				

a. Custom Fields b. Checklist c. Missing Information
d. Client Communication Information e. Client Aged Summary

(a) Custom Fields

Allows you add multiple custom fields of other specific tasks for business client.

(b) Checklist

Allows you to make a list and check off other items done for client when completed.

(c) Missing Information

Allows you to add documents that are missing relating to tasks for business client.

If you are missing documents relationship to income tax return for a specific personal tax client, follow these steps:

- 1) Click **Add Missing Doc** shown below.
- 2) Type in missing document name and information and click **Ok** in pop-up window.
- 3) Send email to personal tax client by clicking the basket icon.

(d) Client Communication Information

Allows you add logs of communication information for client.

(e) Client Aged Summary

Allows you to view total owings that the business client needs to pay.

Family Members

The **Family Members** tab is designed to store relationships of personal clients and create a family tree which appears in the Address Book.

In Personal Clients, go to **Client Info > Family Members** (tab)

General Info More Info **Family Members** Employment Pension & RRSP Investments Self Employment Real Estate Other Deductions More Deductions Custom

Family Members **a** Add Family Member Edit Family Member Delete Family Member

Family Members List **b**

Family Member Contact Information **c** **d** Wife

Name: Mr. Robert Patrick Drake

Associated Category:

Business Information

Company Name: Sample Printing Services

Main Phone: (705) 555-5774
Cell Phone: (613) 520-0000
Fax: 705) 555-5775
Email: roberts@sampleprinting.ca
Web Site: www.sampleprinting.ca

Address:
Sample Printing Services
Mr. Robert Patrick Drake
1111 Beach Avenue
Saskatoon, Saskatchewan A1A 1Z1

a. Family Member Options **b.** Family Members List **c.** Relationship Type **d.** Edit Member

(a) Family Member Options

- 1) Click **Add New Family Member** shown above.
- 2) Click **Add a new contact as a family member**.
- 3) Type in contact's information and relationship type and click **Ok**.

Add Family Member

Add Family Member For: ATD Banking

Option 1: Add An Existing Contact As A Family Member

Select Contact:

Select Relationship:

Option 2: Add A New Contact As A Family Member

Add New Contact As A Family Member

Cancel Ok

(b) Family Members List

The names of family members you add will appear in the left sidebar of list.

(c) Relationship Type

To edit the type of relationship, select one from drop-down list shown above.

(d) Edit Contact


To edit contact's information, click on the pencil icon.

► Employment

The **Employment** tab is designed to select which type of tax prep documents relating to employment and income have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > Employment** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Sell Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	-------------------	----------------	-------------	-----------------	-------------	------------------	-----------------	--------

Employment Information b 

Check all the documents and income tax items that apply to this client below

<input checked="" type="checkbox"/> Employment Income - T4 <input checked="" type="checkbox"/> T4 Received Date Received: <input type="text" value="October 17, 2011"/>	<input type="checkbox"/> Workers Compensation - T5007 <input type="checkbox"/> T5007 Received Date Received: <input type="text"/>
<input type="checkbox"/> Commission Income - T4 <input type="checkbox"/> T4 Received Date Received: <input type="text"/>	<input type="checkbox"/> Taxable Benefit - Automobile <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Disability Benefits - T4A(P) <input type="checkbox"/> T4A(P) Received Date Received: <input type="text"/>	<input type="checkbox"/> Taxable Benefit - Low Interest Loans a <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Other Income <input type="checkbox"/> T2200 Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Deductions - T2200 <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Employment Insurance - T4E <input type="checkbox"/> T4E Received Date Received: <input type="text"/>	<input type="checkbox"/> Apprenticeship Tools <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Employment.


Note : After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

► Pension & RRSP

The **Pension & RRSP** tab is designed to select which type of tax prep documents relating to pension and RRSPs have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > Pension & RRSP** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Self Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	---------------------------	-------------	-----------------	-------------	------------------	-----------------	--------

Pension & RRSP Information b 

Check all the documents and income tax items that apply to this client below

<input checked="" type="checkbox"/> Pension Income - T4A <input checked="" type="checkbox"/> T4 Received Date Received: <input type="text" value="October 17, 2011"/>	<input type="checkbox"/> RRSP Contribution Receipts <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Canada Pension Plan - T4A(P) <input type="checkbox"/> T4A(P) Received Date Received: <input type="text"/>	<input type="checkbox"/> RRSP Retiring Allowance - T2097 <input type="checkbox"/> T2097 Received Date Received: <input type="text"/>
<input type="checkbox"/> Old Age Security - T4A(OAS) <input type="checkbox"/> T4(OAS) Received Date Received: <input type="text"/>	<input type="checkbox"/> RRSPs Used To Buy House - T1036 <input type="checkbox"/> T1036 Received Date Received: <input type="text"/>
<input type="checkbox"/> RRSP - T4RSP <input type="checkbox"/> T4RSP Received Date Received: <input type="text"/>	<input type="checkbox"/> RRSPs Used To Fund Education - RC96 <input type="checkbox"/> RC96 Received Date Received: <input type="text"/>
<input type="checkbox"/> RRIF - T4RIF <input type="checkbox"/> T4RIF Received Date Received: <input type="text"/>	<input type="checkbox"/> Pension From Foreign Sources <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

a

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Pensions & RRSPs.

Note: After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

Investments

The **Investments** tab is designed to select which type of tax prep documents relating to investments have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > Investments** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investme...	Self Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	----------------	--------------------	-----------------	-------------	------------------	-----------------	--------

Investment Information b 

Check all the documents and income tax items that apply to this client below

<input type="checkbox"/> Interest From Bank Savings Accounts <input type="checkbox"/> T5 Received Date Received: <input type="text"/>	<input checked="" type="checkbox"/> Interest From Canada Savings Bonds <input checked="" type="checkbox"/> T5CSB, T600 Received Date Received: <input type="text" value="October 17, 2011"/>
<input type="checkbox"/> Interest From Term Deposits <input type="checkbox"/> T5 Received Date Received: <input type="text"/>	<input type="checkbox"/> Dividends <input type="checkbox"/> T5 Received Date Received: <input type="text"/>

<input type="checkbox"/> Interest From GICs <input type="checkbox"/> T5 Received Date Received: <input type="text"/>	<input type="checkbox"/> Interest, Dividends From Trusts And Estates <input type="checkbox"/> T3 Received Date Received: <input type="text"/>
<input type="checkbox"/> Interest, Dividends From Mutual Funds <input type="checkbox"/> T3, T5 Received Date Received: <input type="text"/>	<input type="checkbox"/> Income From Foreign Sources <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Interest From Mortgages, Notes <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Treasury Bill Investments <input type="checkbox"/> T5008, T-80 Date Received: <input type="text"/>

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Investments.


Note : After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

Self-Employment

The **Self Employment** tab is designed to select which type of tax prep documents relating to self employment have been brought in by your personal clients and on what date.

in Personal Clients, go to **Client Info > Self Employment** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Self Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	----------------	-------------	------------------------	-------------	------------------	-----------------	--------

Self Employment Information b 

Check all the documents and income tax items that apply to this client below

<input type="checkbox"/> Self Employment Income <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Expenses - Vehicle <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Self Employment Commission Income - T4A <input type="checkbox"/> T4A Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Expenses - Supplies & Equipment <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Business Use Of Home Expenses <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Expenses - Meals & Entertainment <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Business Use Of Personal Automobile <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Expenses - Legal, Accounting Fees <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Capital Expenditures <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Employment Expenses - Property Taxes & Rent <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Self-Employment.

Note: After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

Real Estate

The **Real Estate** tab is designed to select which type of tax prep documents relating to real estate income have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > Real Estate** (tab)

General Info More Info Family Members Employment Pension & RRSP Investments Self Employment **Real Estate** Other Deductions More Deductions Custom

Real Estate Income Information

Check all the documents and income tax items that apply to this client below

<input type="checkbox"/> Purchase And Sales Of Real Estate <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Rental Property Income <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Property Tax <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Rental Property Expenses <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Rent Expenses <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Rental Capital Expenditures <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Real Estate Income.

Note : After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

Other Deductions

The **Other Deductions** tab is designed to select which type of tax prep documents relating to expenses, tuition fees, and donations have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > Other Deductions** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Sell Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	----------------	-------------	-----------------	-------------	-------------------------	-----------------	--------

Other Deductions

Check all the documents and income tax items that apply to this client below

<input type="checkbox"/> Alimony And Maintenance Payments Received <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Tuition Fees For Sell <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Alimony And Maintenance Payments Made <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Tuition Fees Transferred From Spouse/Child <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Scholarships, Prizes And Research Grants <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Charitable Donations <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Child Care Expenses <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Political Donations <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input checked="" type="checkbox"/> Medical Expenses <input checked="" type="checkbox"/> Supporting Documentation Received Date Received: <input type="text" value="October 17, 2011"/>	<input type="checkbox"/> Attendant Care Expenses <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to Other Deductions.

Note : After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

More Deductions

The **More Deductions** tab is designed to select which type of tax prep documents relating to union dues, interests, fees, and legal costs have been brought in by your personal clients and on what date.

In Personal Clients, go to **Client Info > More Deductions** (tab)

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Sell Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	----------------	-------------	-----------------	-------------	------------------	------------------------	--------

More Deductions

Check all the documents and income tax items that apply to this client below

b

<input checked="" type="checkbox"/> Union And Professional Dues <input checked="" type="checkbox"/> Supporting Documentation Received Date Received: <input type="text" value="October 17, 2011"/>	<input type="checkbox"/> Investment Counselling Fees <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Interest On Loaned Money Used To Earn Income <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Fees For Management Of Investments <input type="checkbox"/> Supporting Documentation Received a Date Received: <input type="text"/>
<input type="checkbox"/> Interest Paid To Buy Canada Savings Bonds <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Accounting Fees For Investment Management <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Safety Deposit Boxes <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Legal Costs To Fight For Salary Or Other Income <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>
<input type="checkbox"/> Reimbursements From Theft Or Embezzlement <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>	<input type="checkbox"/> Legal Costs Incurred To Fight Revenue Canada <input type="checkbox"/> Supporting Documentation Received Date Received: <input type="text"/>

a. Documents b. Scratch Pad

(a) Documents

Check off type of document(s) you have received from your personal clients and select the date(s) on calendar from drop-down list besides **Date Received**.

(b) Scratch Pad

Include additional notes on a personal client with regards to More Deductions.

Note : After you save the notes, the icon will automatically change to a pencil to let you know that there are notes inside.

Custom

The **Custom** tab is designed to select which type of tax prep documents relating to employment and income have been brought in by your personal clients and on what date.

From personal clients menu, go to **Client Info > Custom**

General Info	More Info	Family Members	Employment	Pension & RRSP	Investments	Self Employment	Real Estate	Other Deductions	More Deductions	Custom
--------------	-----------	----------------	------------	----------------	-------------	-----------------	-------------	------------------	-----------------	---------------

Custom Personal Tax Tasks c

Add New Custom Tasks For Client	Description	Due Date	Assigned	Close	Notify	
<input type="radio"/> Add a New Single Task <input type="radio"/> Add New Recurring Tasks	Filing	Oct 21, 11	David Anderson	<input type="checkbox"/>	<input type="checkbox"/>	e f
d						
a						
b						
g						
h						

Assign above to: Auto Notify All Above

a. Task Settings b. Scratch Pad c. Task Description d. Task Timers
e. Task Information f. Assign User g. Auto-Notify

(a) Task Settings

Create multiple custom fields to meet the specific needs for business client.

(b) Scratch Pad

Include additional notes on a business client with regards to Custom. If there are notes inside, the notepad icon will include a pencil.

(c) Task Description

Includes information type of task, due date, and assigned user based on type of payment schedule you select. You can notify business client or close a task by checking off the boxes from here.

Note: Information for tasks in 3 categories can be edited by clicking on the text.

(d) Task Timers

Simply click the start timer to begin time entry for billing and when done, click the stop timer. The billing time of task will appear in the **Time & Billing** section.

(e) Task Information

Can edit or include additional information on tasks such as main, custom info, flag, status information and notes as shown below.

Task Information for Bookkeeping

Sample Beauty Salon

Main Information	
Name:	Bookkeeping
Type:	Bookkeeping
Employee Assigned:	None Assigned
Due Date:	January 25, 201
In-House Due Date:	January 22, 201
Calendar Date:	January 21, 201
Estimated Time:	1 hrs 0 min
<input checked="" type="checkbox"/> Do you want to recur this task, each year?	

Flag Information	
<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
<input type="checkbox"/> Overdue Flag	

Status Information	Completed Information
<input type="checkbox"/> In Possession	Closed <input type="checkbox"/>
<input type="checkbox"/> Delivered	Date Completed: []
<input type="checkbox"/> Notified	Completed By: None Assign
<input type="checkbox"/> Prepared	Amount Paid: []
<input type="checkbox"/> Received	Date Paid: []
<input type="checkbox"/> Signature	
<input type="checkbox"/> Payment	

Custom Information	
Custom 1:	[]
Custom 2:	[]
Custom 3:	[]
Custom 4:	[]
Custom 5:	[]

Notes

Print Report Merge to Doc Cancel Ok

(f) Assign User

To assign user to **all tasks**, select an user from drop-down list besides **Assign** above to.

(g) Auto Notify

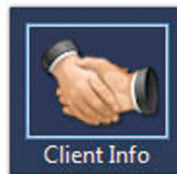
To notify a business client of a task(s), follow these steps:

- 1) Click **Auto Notify All Above**.
- 2) Check off a notification method and click **Finish**.



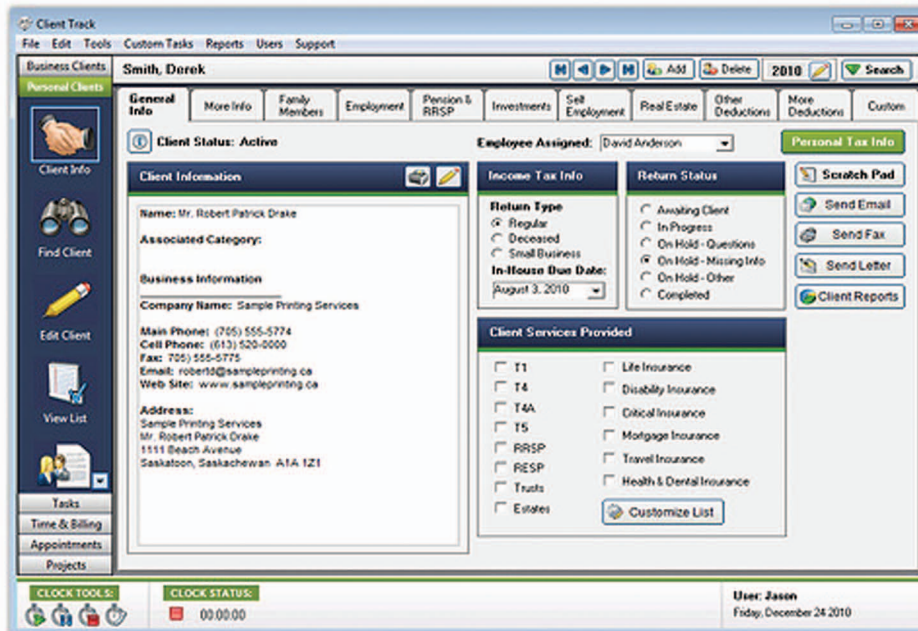
Client Information

Step 1



In **Personal Clients**, go to > **Client Info** (icon)

Step 2

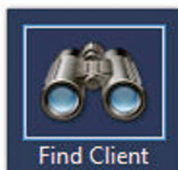


To learn the how-to's of **Client Info**, select one of the following:

- [General Info](#) (pg.101)
- [More Info](#) (pg.103)
- [Family Members](#) (pg.104)
- [Employment](#) (pg.105)
- [Pension & RRSP](#) (pg.105)
- [Investments](#) (pg.106)
- [Self-Employment](#) (pg.107)
- [Real Estate](#) (pg.108)
- [Other Deductions](#) (pg.109)
- [More Deductions](#) (pg.109)
- [Custom](#) (pg.110)
- [Client Status](#) (pg.292)
- [Send Notifications](#) (pg.325)
- [Client Reports](#) (pg.261)

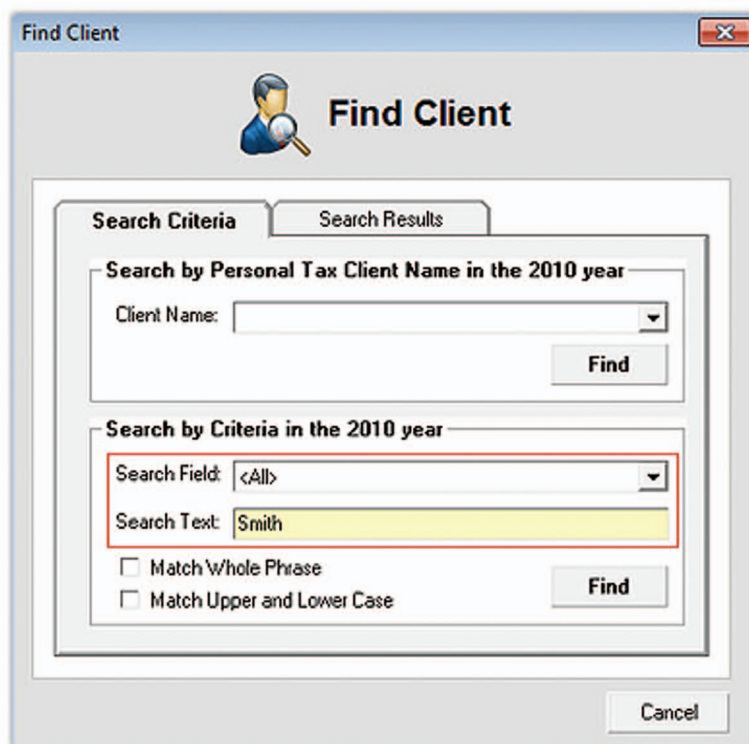
Find Client

Step 1



In **Personal Clients**, go to > **Find Client** (icon)

Step 2



Find Client

Search Criteria Search Results

Search by Personal Tax Client Name in the 2010 year

Client Name:

Find

Search by Criteria in the 2010 year

Search Field:

Search Text:

Match Whole Phrase

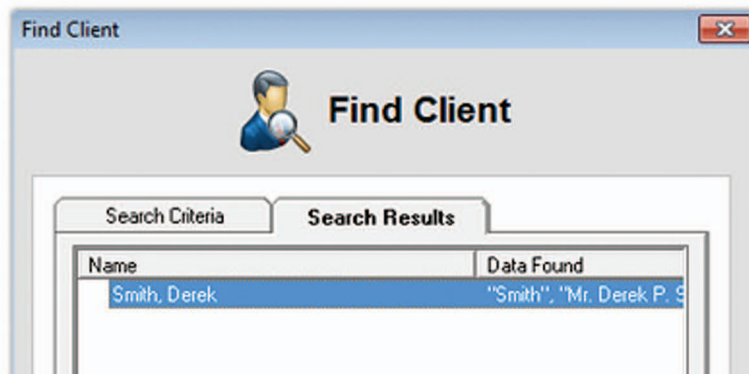
Match Upper and Lower Case

Find

Cancel

- 1) Under **Search Criteria** tab, select type of search from drop-down lists above.
- 2) Click **Find**.

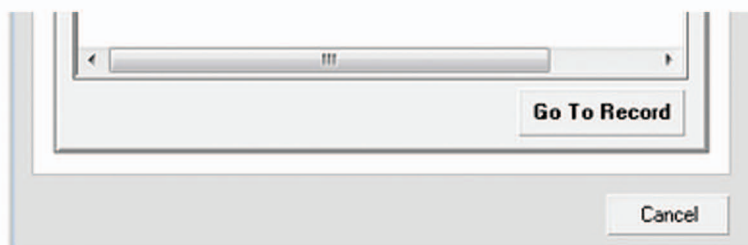
Step 3



Find Client

Search Criteria Search Results

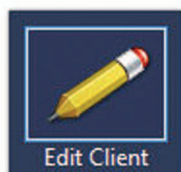
Name	Data Found
Smith, Derek	"Smith", "Mr. Derek P. S



- 1) Under **Search Results** tab, select the appropriate personal tax client above.
- 2) Click **Go to Record** to have personal tax client automatically show up.

▶ Edit Client

Step 1



In **Personal Clients**, go to > **Edit Client** (icon)

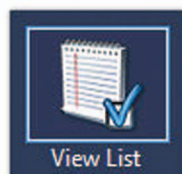
Step 2

A screenshot of the 'Edit Contact' window. The window has a title bar and a close button. It features several tabs: 'Name', 'Business Info', 'Personal Info', 'Spouse Info', 'Family Members', and 'Other'. The 'Personal Info' tab is selected. The form is divided into three main sections: 'Home Address', 'Contact Information', and 'Miscellaneous Information'.
Home Address: Address: 55 Alberto St., City: Kanata, Province: Ontario, Postal Code: L5G 8J7, Country: Canada.
Contact Information: Main Phone: (613) 452-5000, Alt. Phone: (empty), Cell Phone: (613) 950-3652, Fax: (613) 452-5052, Pager: (empty), Email: dereksmith@yahoo.ca, Website: (empty), FaceBook: Derek P. Smith, Twitter: derek14.
Miscellaneous Information: Gender: Male, SIN: 360 000 000, Birthday: Dec 30, 2010, Spoken Language: English, Anniversary: Feb 18, 2011, Children: 2.
At the bottom, there are buttons for 'Print Report', 'Print Labels', 'Cancel', and 'Ok'.

- 1) Edit personal tax client's information in any of following tabs shown above: **Name, Business/Personnel/Spouse Info, Family Members, and Other.**
- 2) Click **Ok** to save changes.

View List

Step 1



In **Personal Clients**, go to > **View List** (icon)

Step 2

Personal Tax Returns (12 tasks)

Advanced Search | View/Hide Columns | View/Print Report | All Returns | All Returns Awaiting Clients | All Returns In Progress | All Returns On Hold | All Completed Returns | Define Process Steps

Refresh List | All returns

Client Name	Return Status	In-House Du...	Employee Assigned	Meeting	Info Rece...	Prepare
Drake, Robert	On Hold - Missing Info	Aug 3, 10	David Anderson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fulcero, Maria	Awaiting Client	Sep 15, 10	Susan Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maltison, James	Awaiting Client	Sep 24, 10	David Anderson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Moos, Nadia	On Hold - Other	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samanitan, Joan	Awaiting Client	Apr 30, 11	None Assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, David	On Hold - Questions	Aug 16, 10	Adam Abraham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

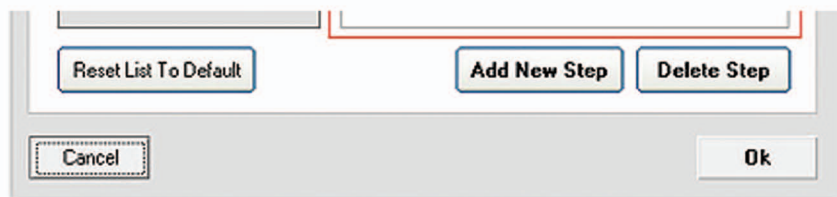
1) To change order of process steps, click **Define Process Steps**.

Define Process Steps Wizard

Define Process Steps Wizard

This wizard allows you to create and organize the steps you perform to process and complete personal returns.

User List	Step Information
Meeting	<input checked="" type="checkbox"/> Move Selected Step Up In List
Information Received	<input checked="" type="checkbox"/> Move Selected Step Down In List
Prepared	Step Name: Meeting
Processed	Step Description: Indicates whether the client has been notified to
Reviewed	Column Heading: Meeting
Approved	
Signed	
Packaged	
Finished	



- 2) Select a step and click the up or down arrows shown above.
- 3) To add a new step, type in the step information and click **Add New Step**.
- 4) Click **Ok** to exit wizard.



- 5) Verify that the order of steps has been changed shown above.

Step 3



- 1) To view information on return, click **View Info**.

- 2) Insert return information, notes and select type of flag shown above.
- 3) To set a flag on a return, select type of flag under **Flag Information**.
- 4) To create custom information about return, type in custom name and click **Define Custom Fields**.
- 5) Click **Ok** to exit window.

Step 4 (optional)



1) To customize personal tax list, click **View List Options Info** icon

Personal Tax List and Report Options

Grid Layout | Grid Options | Report Layout | Colors/Grid | Custom Fields

Contact List Name Display Options
Select how you want the contact names to display in your lists:

- Display contact name using 'Display Name' field
- Display contact name using 'First Last' format
- Display contact name using 'Last, First' format

Contact List Family Relationship Display Options
Select whether you want to display the relationship for family members:

- Don't display the family relationship of family members
- Display the family relationship of family members

Progress Steps Progress Bar

- Display progress bar for completed steps
- Change the gradient color of the progress bar based on the number of steps completed.

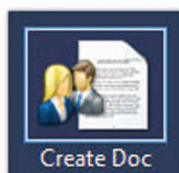
Progress Bar Color:

Cancel | Ok

- 1) Edit personal tax list options in any of following tabs:
Grid Layout & Options, Report Layout, Colors/Grid, and Custom Fields .
- 2) Click **Ok** to save changes.

▶ Merge Document

Step 1



In **Personal Clients**, go to > **Create Doc** (icon)

Step 2

Merge Document

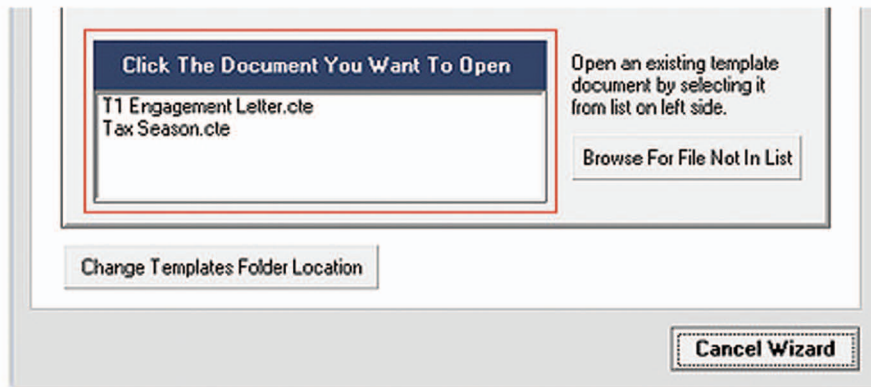
Merge Document

Switch to MS Word Merge

Choose Type Of Merge Document You Want To Create Or Open

Companies | **Contacts** | Tasks | Appointments

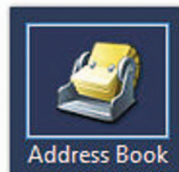
New Contact Merge Document



- 1) Select a document from the list to merge contacts with as shown above.
- 2) Follow the instructions on [pg.236](#).

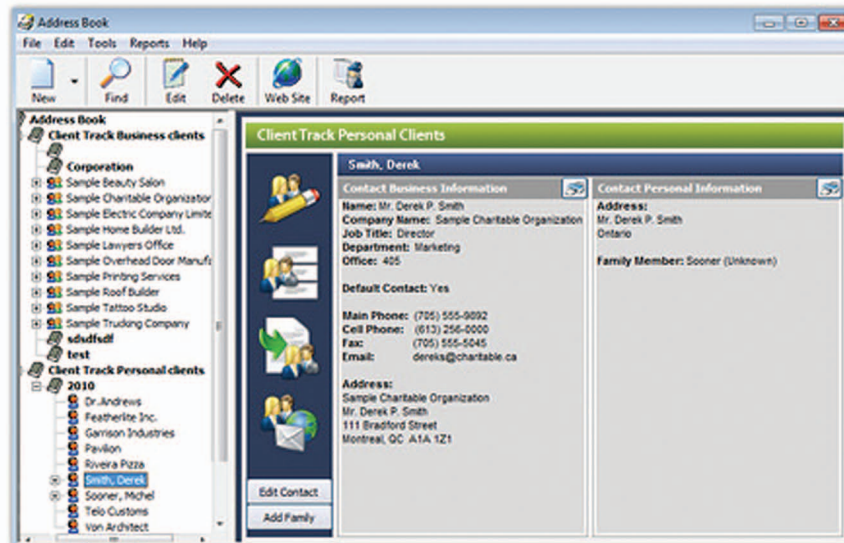
▶ Address Book

Step 1



▶ In **Personal Clients**, go to > **Address Book** (icon)

Step 2

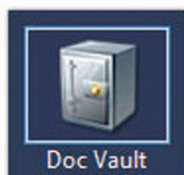


To learn the how-to's of the **Address Book**, select one of the following:

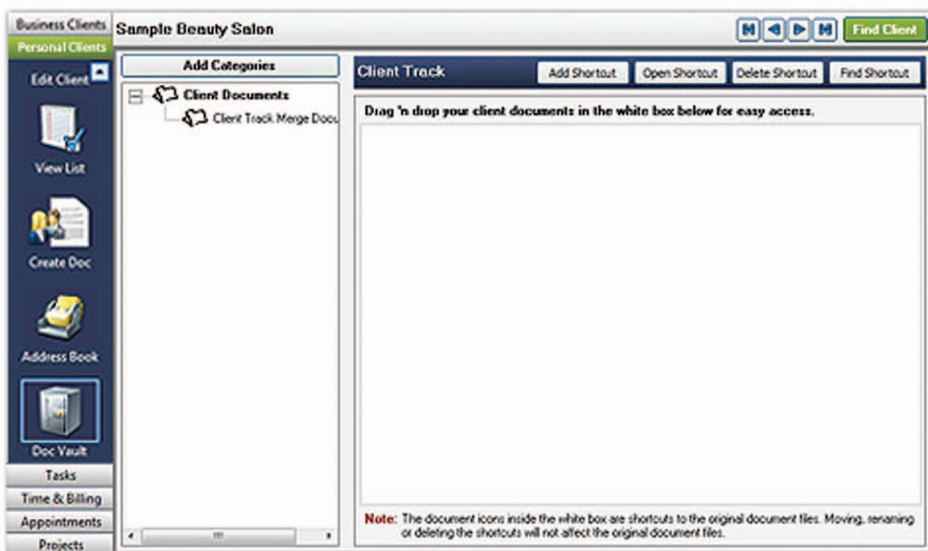
- [Add New Contact](#) (pg.220)
- [Delete Contact](#) (pg.228)
- [Add New Company](#) (pg.222)
- [Delete Category](#) (pg.229)
- [Add New Category](#) (pg.223)
- [Moving Multiple Contacts](#) (pg.230)
- [Edit Contact](#) (pg.225)
- [Preferences](#) (pg.231)
- [Find Contact](#) (pg.226)

Document Vault

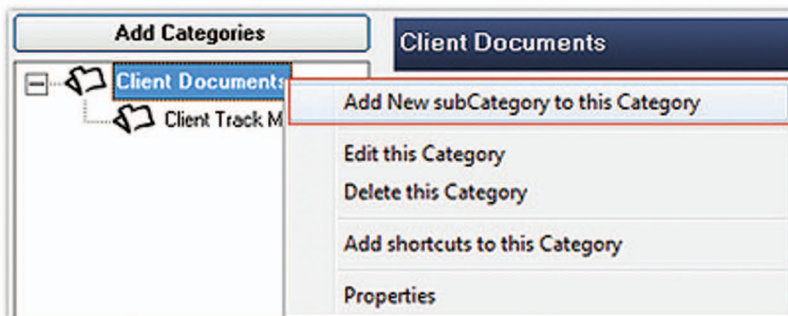
Step 1



In **Personal Clients**, go to > **Doc Vault** (icon)

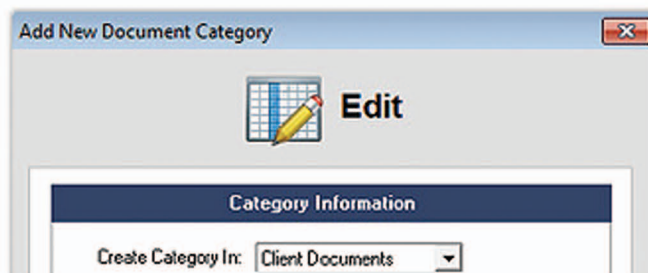


Step 2



1) To add new personal client, right-click on main category (**Client Documents**) and select **Add New subCategory to this Category** shown above.


Optional: Click **Add Categories** button to create new category.



Category Name: Client Track
 Description: Software Related Documents

Folder Synchronization Options

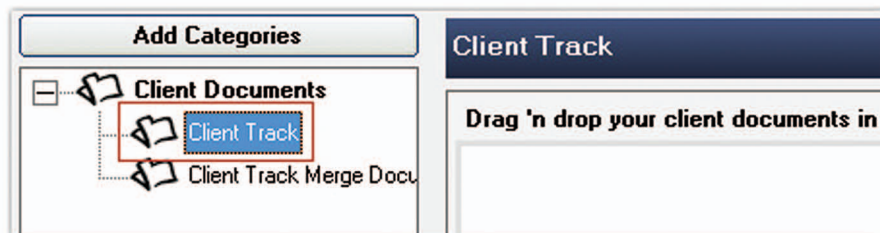
You can specify a folder on your computer or network which Client Track will automatically show all the file contents in this category.

Browse 

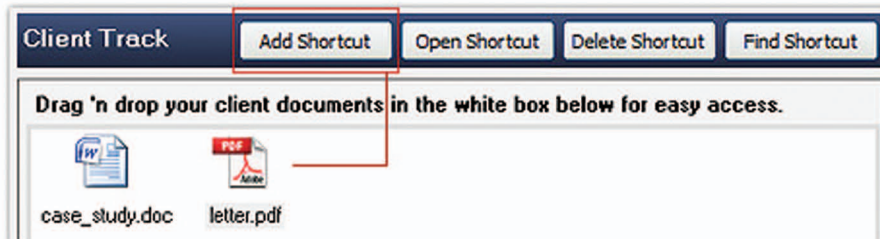
Cancel Ok

- 2) Type category name and description shown above.
- 3) To synchronize a folder from network, click **Browse**.
- 3) Click **Ok**.

Step 3



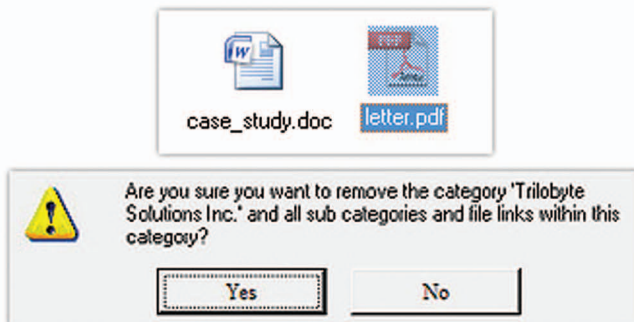
- 1) Select new category that you have created in Step 2 shown above.



- 2) Click **Add Shortcut** and select file(s) from your computer to store in doc vault shown above.

Optional: You can drag 'n drop files from your computer in doc vault.

Step 4

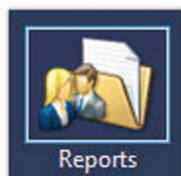


- 1) To delete a document from **Doc Vault**, select a document shown above.
- 2) Click **Yes** to confirm delete in pop-up window.

Note: Documents that are stored in doc vault act as 'shortcuts', therefore, deleting them will not delete the original file source on your computer.

▶ Reports

Step 1



In **Personal Clients**, go to > **Reports** (icon)

Step 2

Personal Tax Client Reports

Client Reports for Mr. Derek P. Smith

Client Specific Reports	General Personal Tax Reports
<ul style="list-style-type: none"><input type="radio"/> Client Summary Report Client report which shows client address and contact information.<input type="radio"/> Client Documentation Required Client report which shows the documentation information required and received from this client. <input type="radio"/> Client Income Tax Information Request Forms The following are blank generic forms requesting personal income tax from the client.<ul style="list-style-type: none"><input type="radio"/> Detailed Information Request Form<input type="radio"/> Self Employment Information Form<input type="radio"/> Moving Expenses Form<input type="radio"/> Rental Income Information Form	<ul style="list-style-type: none"><input type="radio"/> Personal Tax Client List List of all your personal tax clients for this tax year.<input type="radio"/> Numbered Personal Tax Client List Numbered list of all your personal tax clients for this tax year.<input type="radio"/> Personal Tax Client Address List List of all your personal tax clients for this tax year showing address information.<input type="radio"/> Personal Tax Client Contact List List of all your personal tax clients for this tax year showing address and phone number information.

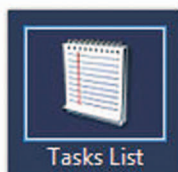
Cancel

Follow the instructions on how to create a report for a personal tax client on [pg.261](#).

Tasks

Tasks List

Step 1



In **Tasks**, go to > **Tasks List** (icon)

Company Name	Name	Due Date	Close	Employee Assigned		
Sample Trucking Company	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Isabella Smith		
Sample Tattoo Studio	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Adam Abraham		
Sample Roof Builder	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	None Assigned		
Sample Printing Services	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Susan Andrews		
Sample Overhead Door Manufacturer	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	None Assigned		
Sample Beauty Salon	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	David Anderson		
Sample Beauty Salon	4th Quarterly HST Return	Feb 20, 11	<input type="checkbox"/>	None Assigned		
Sample Beauty Salon	Bookkeeping	Feb 25, 11	<input type="checkbox"/>	None Assigned		
Sample Beauty Salon	2nd Monthly Employee Payroll	Feb 24, 11	<input type="checkbox"/>	None Assigned		
Sample Beauty Salon	Account Reconciliation	Feb 15, 11	<input type="checkbox"/>	None Assigned		

Step 2

Name	Due Date	Close	Employee Assigned		
Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Isabella Smith		
Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Adam Abraham		



Click **View Info** on a specific task shown above.

Step 3

Main Information		Flag Information	
Name:	Bookkeeping	<input type="checkbox"/> Priority Flag	<input type="checkbox"/> Problem Flag
Type:	Custom	<input type="checkbox"/> Missing Info Flag	<input type="checkbox"/> Notes Flag
Employee Assigned:	None Assigned	<input type="checkbox"/> Overdue Flag	
Due Date:	December 31, 2	Status Information	
In-House Due Date:	December 28, 2	<input type="checkbox"/> In Possession	Completed Information
Calendar Date:	December 28, 2	<input type="checkbox"/> Delivered	
Estimated Time:	1 hrs 0 min	<input type="checkbox"/> Notified	
<input type="checkbox"/> Do you want to recur this task each year?		<input type="checkbox"/> Prepared	
		<input type="checkbox"/> Received	
		<input type="checkbox"/> Signature	
		<input type="checkbox"/> Payment	
Custom Information		Notes	
Custom 1:		<div style="border: 1px solid gray; height: 100px;"></div>	
Custom 2:			
Custom 3:			
Custom 4:			
Custom 5:			
<input type="button" value="Define Custom Fields"/>		<input type="button" value="Define Status Info"/>	
<input type="button" value="Print Report"/> <input type="button" value="Merge to Doc"/>		<input type="button" value="Cancel"/> <input type="button" value="Ok"/>	

- 1) Select the dates of task from drop-down list shown above.
- 2) To set a flag on a task, select type of flag under **Flag Information**.
- 3) To create custom information about task, type in custom name and click **Define Custom Fields**.
- 4) To set status information on task, select type under **Status Information**.
- 5) Click **Ok** to exit **Task Information**.

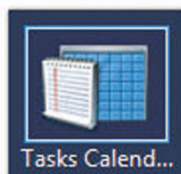
Step 4

 Company Name	Name	Due Date
 Mr. Derek P. Smith	Bookkeeping	Dec 31, 10

Verify that flag information appears besides task shown above.

Tasks Calendar

Step 1



In **Tasks**, go to > **Tasks Calendar** (icon)

Step 2

- 1) To view tasks of an user, select user from drop-down list shown above.
- 2) To view tasks in different view. click one of the calendar tabs.

- 3) To have only tasks list to appear in **Tasks**, click **Hide Sidebar**.

Step 3

Quick Add - New Task

Name:

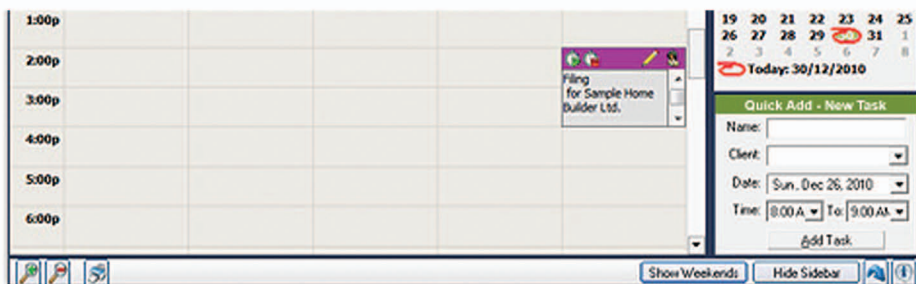
Client:

Date:

Time: To:

- 1) To add a quick new task, go to **Quick Add - New Task**.
- 2) Name task and select client, date, and time from drop-down lists.
- 3) Click **Add Task**.

Step 4



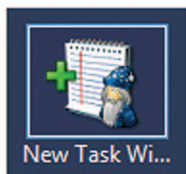
Click **Week** tab to view tasks in week view shown above.



Click **Month** tab to view tasks in month view.

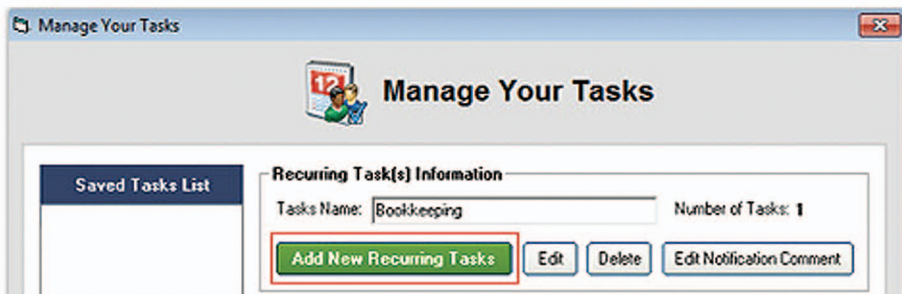
New Task Wizard

Step 1



In **Tasks**, go to > **New Task Wizard** (icon)

Step 2



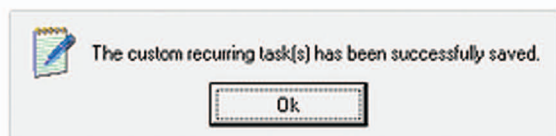
If you do not have a recurring task(s) under the **Saved Tasks List** column, click on **Add New Recurring Tasks** on top

Note: If you already have saved recurring task(s) from list, go to **Step 4**.

Step 3

Description	Assigned	Recur	Estimated Time
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr
Bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 hr

1. Insert task name and select type of recurrence (i.e. monthly) shown above.
2. Click **Add Tasks** and verify that new recurring task(s) appear in the task list.
3. Insert custom task name to save as and then click **Save**.



Click **Ok** to successfully save recurring task(s).

Step 4

Recurring Task(s) Information

Tasks Name: Bookkeeping Number of Tasks: 24

Add New Recurring Tasks Edit Delete Edit Notification Comment

Schedule Tasks for Clients

Select type of prompt on when scheduling recurring task(s) for selected clients to override the preset values:

Prompt for day of month, (i.e 2, 17, 25, etc)

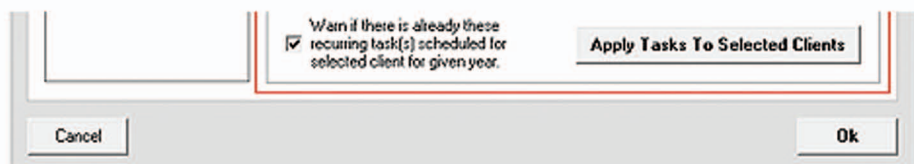
Prompt for Employee Assigned

Prompt for Estimated Time

Business Companies Personal Tax Contacts

Client Track Business clients

- Corporation
- Sample Beauty Salon
- Sample Charitable Organization
- Sample Electric Company Limited
- Sample Home Builder Ltd.
- Sample Lawyers Office



- 1) Select type of recurring task under **Saved Tasks List** shown above.
- 2) Check off type of task(s) scheduling for your clients.
- 3) Check off which clients you want to add recurring tasks to and then click **Apply tasks to selected clients**.
- 4) Click **Ok** and go to **Step 5**.

Step 5

Custom Schedule Options

Custom Schedule Options

Client Name: Sample Beauty Salon

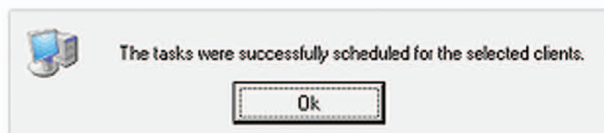
Specify Day Of Month, (i.e 2, 17, 25, etc)

Specify Employee Assigned

Specify Estimated Time hrs min

Ok

Select which employee to assign recurring task to from drop-down list.



Click **Ok** to successfully save recurring task(s) to selected clients.

Step 6

Business Clients | Personal Clients | Tasks - Month View | Select User's Day Timer: Inabella | Day | Week | Month

January 2011

Tasks	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	3				7	8
	9	10					
	16	17					
	23	24					

Tasks for: Jan 7, 2011

8:00

9 AM Bookkeeping for Sample Trucking Company 9:00 am to 10:00 am

10:00

11:00

12 PM

Tasks for: Jan 7, 2011

8:00

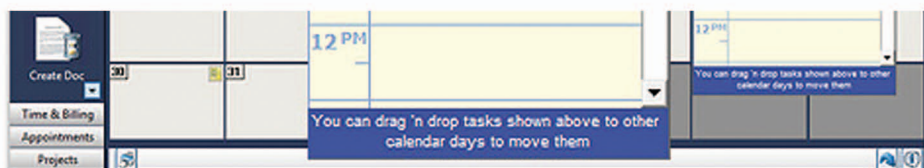
9 AM Bookkeeping for Sample Trucking Company 9:00 am to 10:00 am

10:00

11:00

12 PM

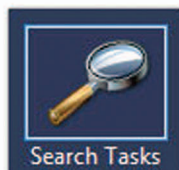
Tasks: 1
Total Time: 1 hr



- 1) Click the **Tasks Calendar** icon under **Tasks**.
- 2) Select the employee you assigned the task to from drop-down list on top right.
- 3) Verify that the tasks have been scheduled correctly to employee assigned.

Search Tasks

Step 1



In **Tasks**, go to > **Search Tasks** (icon)

Step 2

Tasks List (39 tasks)

Advanced Search	View/Hide Columns	View/Print Report	Tasks For This Week	Tasks For This Month	All Prior Unclosed Tasks
-----------------	-------------------	-------------------	---------------------	----------------------	--------------------------

Click **Advanced Search** as shown above.

Step 3

Advanced Search (Tasks)

Search Main	Search Dates	Search Status
<p>Main Categories</p> <p><input type="checkbox"/> Search by Task Description Name Find only task names that contain following text: <input type="text"/></p> <p><input type="checkbox"/> Search by Client Find only tasks for the following client: <input type="text"/></p> <p><input type="checkbox"/> Search by Task Type Find only tasks of the following type: <input type="text" value="All"/></p> <p><input checked="" type="checkbox"/> Search by Closed Status <input checked="" type="radio"/> Show only unclosed items <input type="radio"/> Show only closed items</p>		<p>Search Assigned Staff</p> <p><input type="checkbox"/> Search by Employee Assigned Find only tasks assigned to the following user: <input type="text" value="None Assigned"/></p> <p><input type="checkbox"/> Search by Supervising Partner Find only tasks assigned to the following partner name: <input type="text" value="None Assigned"/></p> <p><input type="checkbox"/> Search by Managing Accountant Find only tasks assigned to the following managing accountant: <input type="text" value="None Assigned"/></p>

Limit Search To Prior Years Archives

Cancel Perform Search

- 1) To search task by information, click the **Search Main** tab shown above.
- 2) Select search type from one of two categories above.
- 3) Click **Perform Search**.

Advanced Search (Tasks)

Search Main **Search Dates** Search Status

Date Categories

Search By Date Range

Search: Due Dates

Find all tasks on:
December 1, 2010

Find all tasks on or before:
December 1, 2010

Find all tasks on or after:
December 1, 2010

Find all tasks on or after:
December 1, 2010

Find all tasks between:
December 1, 2010 and December 31, 2010

Cancel Perform Search

- 1) To search task by date(s), click the **Search Dates** tab.
- 2) Select type of date range from drop-down list.
- 3) Click **Perform Search**.

Advanced Search (Tasks)

Search Main Search Dates **Search Status**

Status Categories

Search for InPossession
where equals: Unchecked

Search for Received
where equals: Unchecked

Search for Notified
where equals: Unchecked

Search for Signature
where equals: Unchecked

Search for Prepared
where equals: Unchecked

Search for Payment
where equals: Unchecked

Search for Delivered
where equals: Unchecked

Cancel Perform Search

Advanced Search (Tasks)

Search Main Search Dates **Search Status**

Status Categories

Search for InPossession
where equals: Unchecked

Search for Received
where equals: Unchecked

Search for Notified
where equals: Unchecked

Search for Signature
where equals: Unchecked

Search for Prepared
where equals: Unchecked

Search for Payment
where equals: Unchecked

Search for Delivered
where equals: Unchecked

Cancel Perform Search

- 1) To search task by status, click the **Search Status** tab
- 2) Check off type of search status from drop-down list.
- 3) Click **Perform Search**.

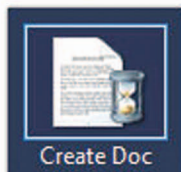
Step 4

Name	Due Date	Close	Employee Assigned		
Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Isabella Smith		View Info Notify Now
Bookkeeping	Feb 25, 11	<input type="checkbox"/>	Adam Abraham		View Info Notify Now

The searched task will appear in the tasks list. To view details of the task, click **View Info** as shown above.

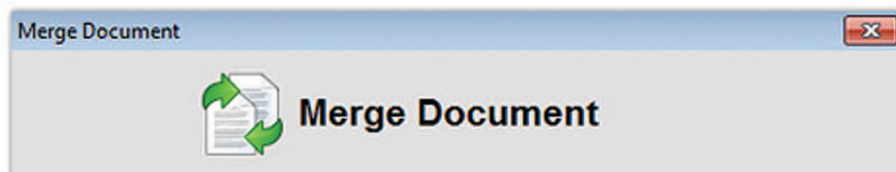
Merge Document

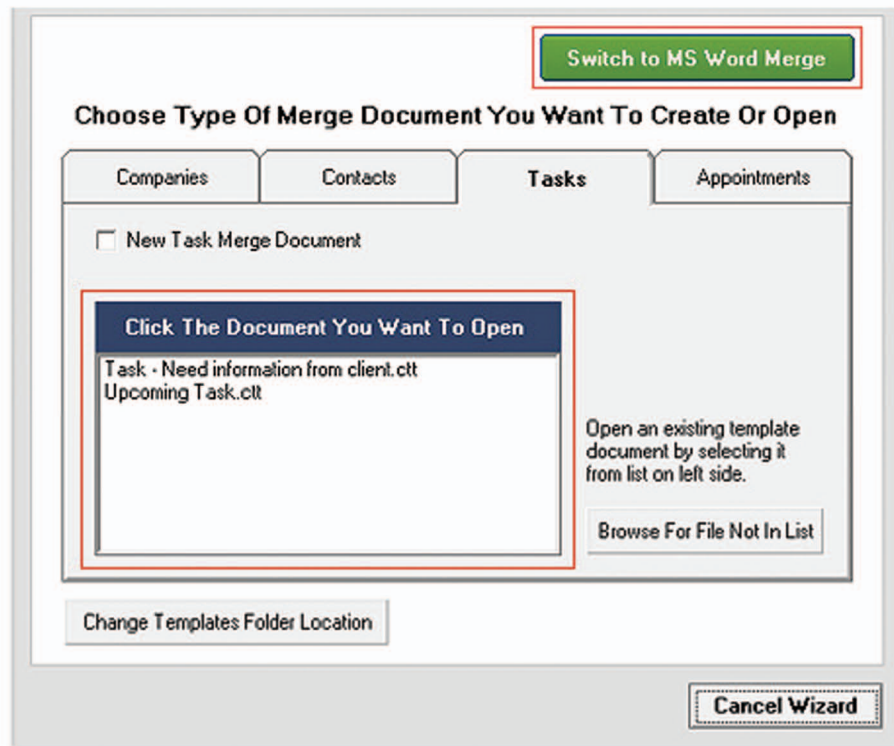
Step 1



In Tasks, go to > **Create Doc** (icon)

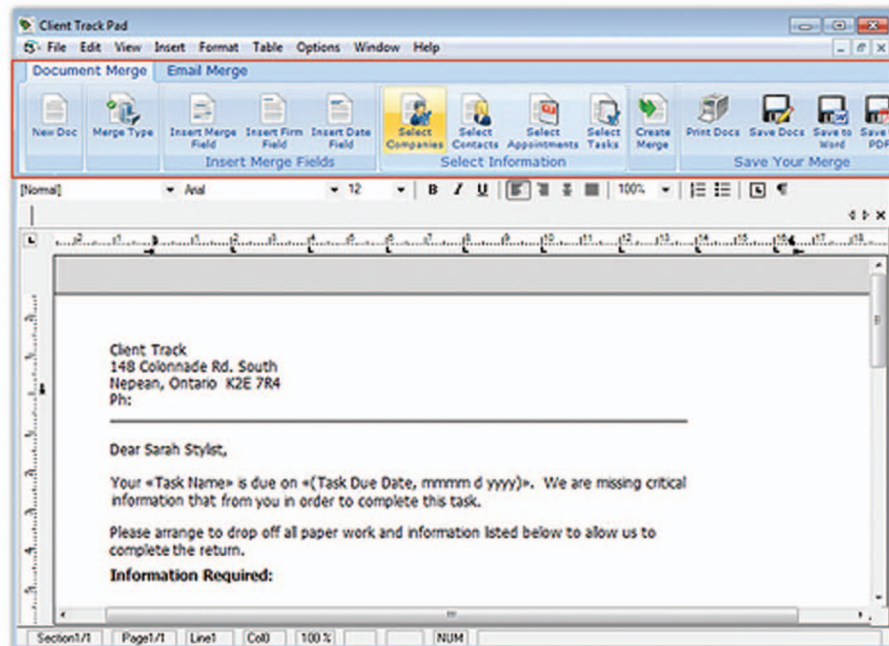
Step 2





Select type of document to merge tasks with from list shown above.

Step 3



For instructions on how to merge tasks, go to [pg.238](#).

Step 4

Step 4

Merge Document

Merge Document

Switch to Client Track Merge

Choose Type Of Merge Document You Want To Create Or Open

Companies Contacts Tasks Appointments

New MS Word Task Merge Doc

Click The Document You Want To Open

Open an existing template document by selecting it from list on left side.

Browse For File Not In List

Note: If you use the MS Word merge, the merge documents will not automatically be saved in the client's document vault.

Cancel Wizard

- 1) To merge tasks in Word document, click **Switch to MS Word Merge**.
- 2) Check off **New MS Word Task Merge Doc**.

Step 5

Merge Document

Merge Document

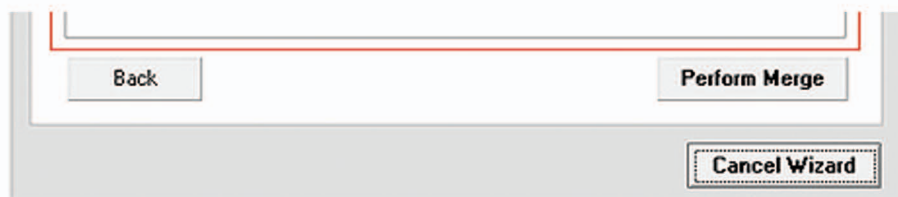
Switch to Client Track Merge

Select How You Would Like Microsoft Word To Open The Documents

Open The Merge Template Document Only
Use this option if you want to be able to edit and insert merge fields into the document you choose.
Note: You will be able to perform the merge from within MS Word at any time.

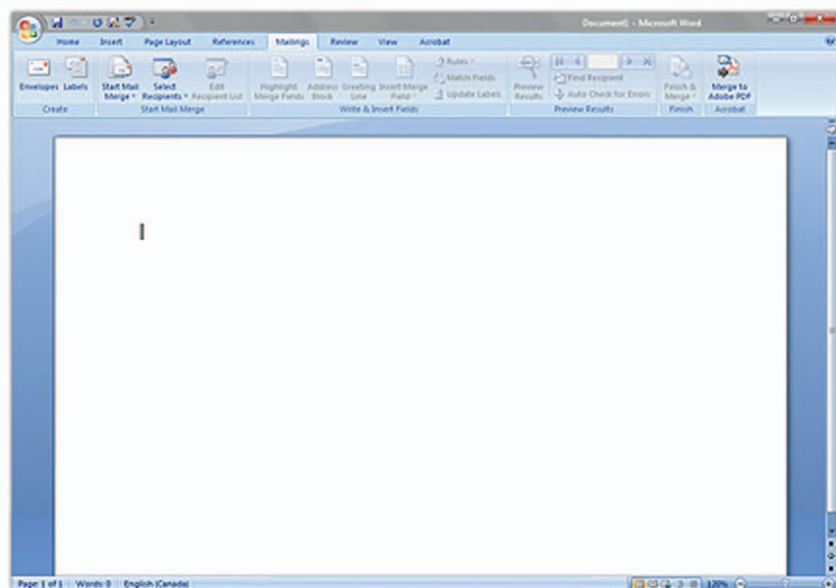
Open The Merge Results Document Only
Use this option if you want to just quickly merge the clients you selected into the document you selected.
Note: You must have some Word merge fields in the document to use this option or the document will be blank.

Open The Merge Template And Merge Results Documents In Separate MS Word Windows
Use this option to be open both the merge template and merge results documents in separate MS Word windows.



Select type of merge document to open shown above.

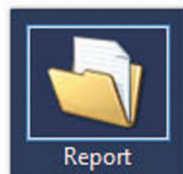
Step 6



To begin merging document, use the merge tools in toolbar.

Report

Step 1



In **Tasks**, go to > **Report** (icon)

View/Print Report

View/Print Report No Resizing 1 / 2

Print in Colour

Task List **Client Track Report:**

All uncompleted tasks for the due dates between Wednesday, December 1, 2010 and Friday, December 31, 2010

Company Name	Name	Due Date	Close
Smith, Derek	Bookkeeping	Dec 31, 10	
Sample Roof Builder	Bi-Weekly Employee Payroll	Dec 31, 10	
Sample Printing Services	Client Year End	Dec 31, 10	

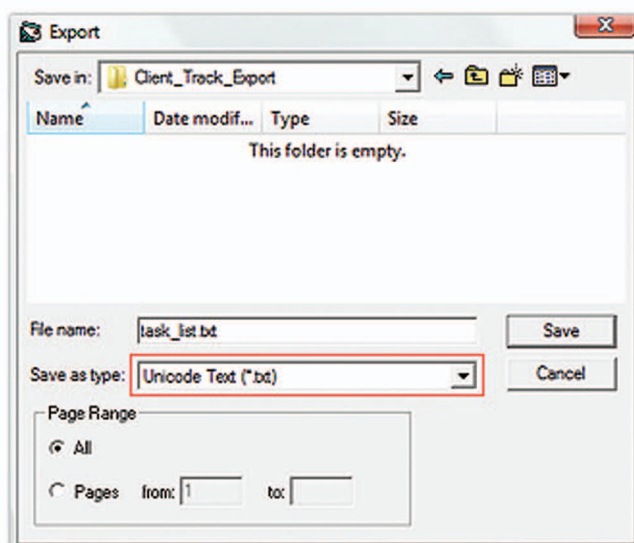
Sample Overhead Door Manufacturer	Client Year End	Dec 31, 10	
Sample Lawyers Office	BiWeekly Employee Payroll	Dec 31, 10	
Sample Home Builder Ltd.	Weekly Employee Payroll	Dec 31, 10	
Sample Lawyers Office	11th Trust Reconciliation	Dec 25, 10	
Sample Home Builder Ltd.	Weekly Employee Payroll	Dec 24, 10	
Sample Trucking Company	BiWeekly Employee Payroll	Dec 20, 10	
Sample Trucking Company	BiWeekly Employee Payroll	Dec 17, 10	

Print



To print a tasks list report, click the printer icon on top.

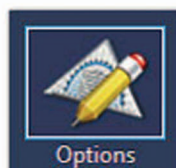
Export



To export a tasks list report, click the document icon on top. Name the export file, choose format type from drop-down list and click **Save**.

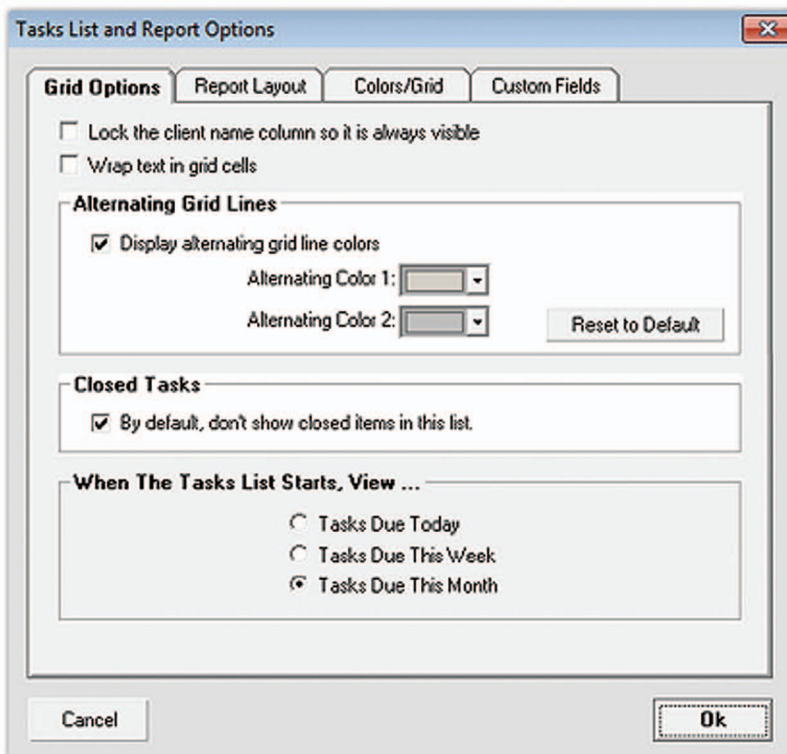
Options

Step 1



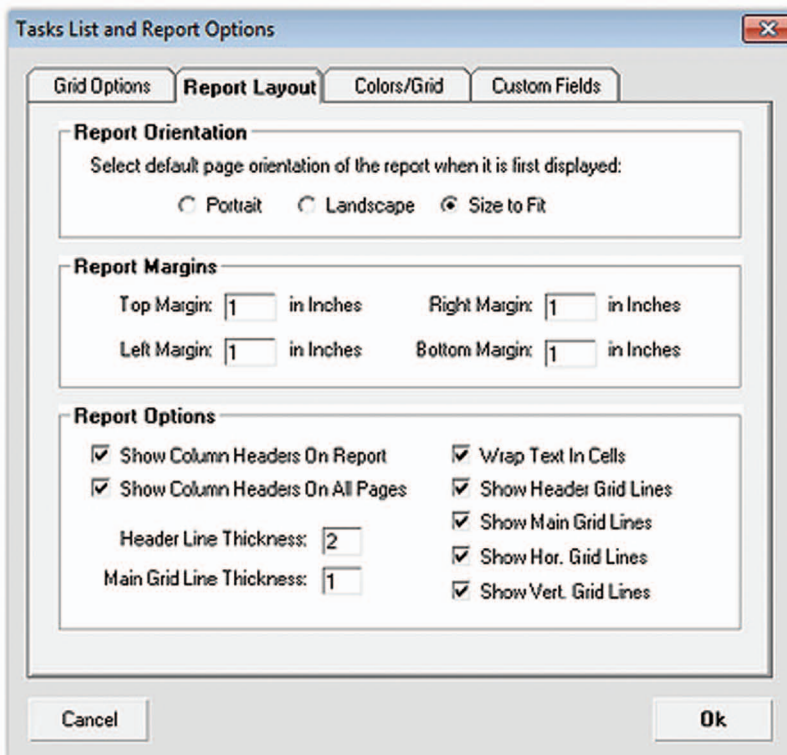
In **Tasks**, go to > **Options** (icon)

Step 2



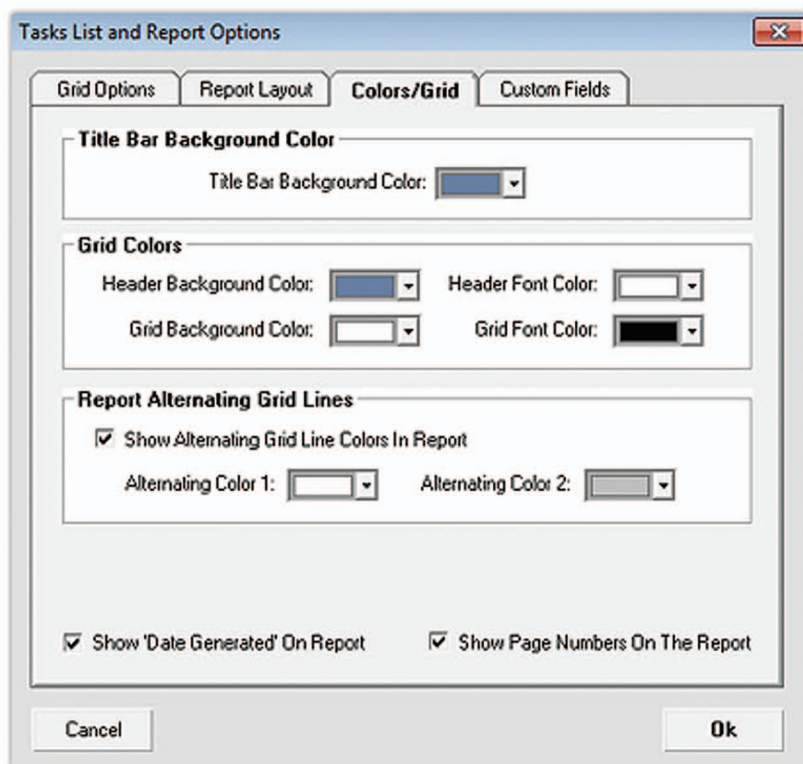
- 1) To change the display setup of tasks list, click the **Grid Options** tab.
- 2) Check off **Lock the client name....so it is always visible**.
- 3) Select alternating row colours for grid lines from drop-down colour list.
- 4) Select type of display view to automatically appear in **Tasks**.

Step 3



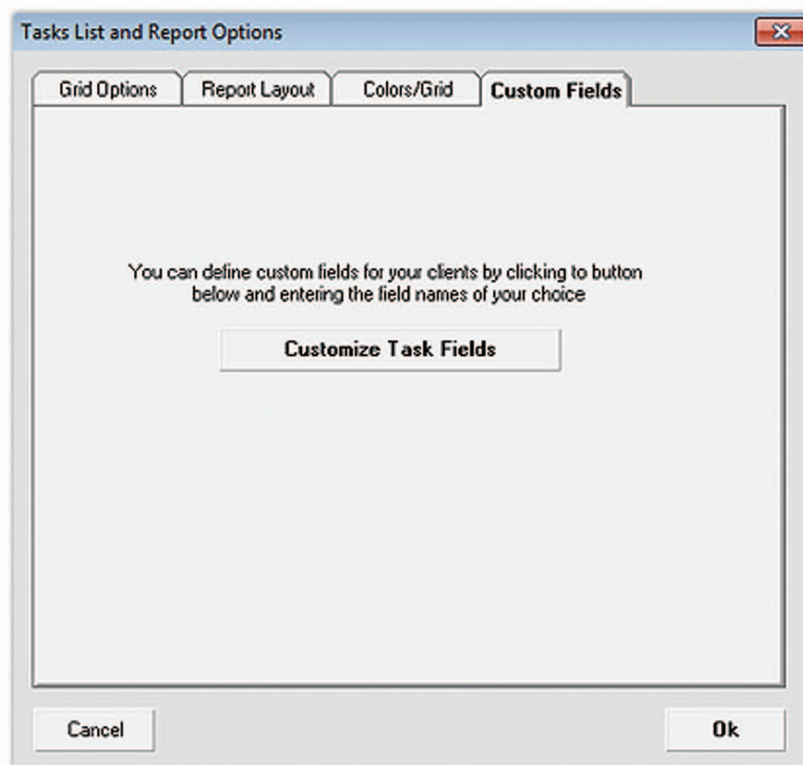
- 1) To customize the display of report layout, click the **Report Layout** tab.

Step 4



- 1) To customize the colours and grid of report, click the **Report Layout** tab.
- 2) Select type of grid colours and lines.

Step 5

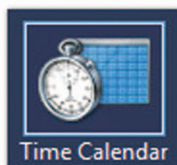



- 1) **Optional:** To set a custom field on task, click the **Custom Fields** tab.
- 2) Click **Ok** to save changes.

Time & Billing


▶ Time Calendar

Step 1



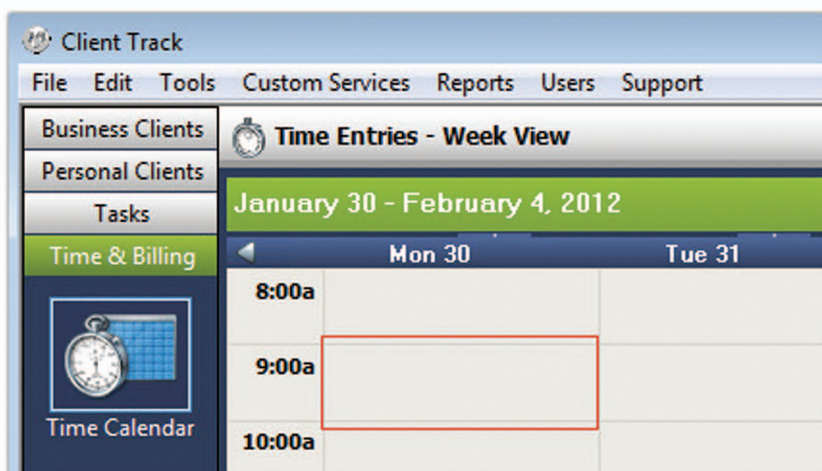
 In **Time & Billing**, go to > **Time Calendar**

Step 2



The screenshot shows a user selection interface. A dropdown menu is open, listing users: Jason, Adam, David, Isabella, Jason, and Susan. The first 'Jason' is selected. To the right, there are tabs for 'Day', 'Week', and 'Month'. Below the dropdown, there are date selection fields for '2011' and a calendar grid showing 'Wednesday', 'Thursday', and 'Saturday'.

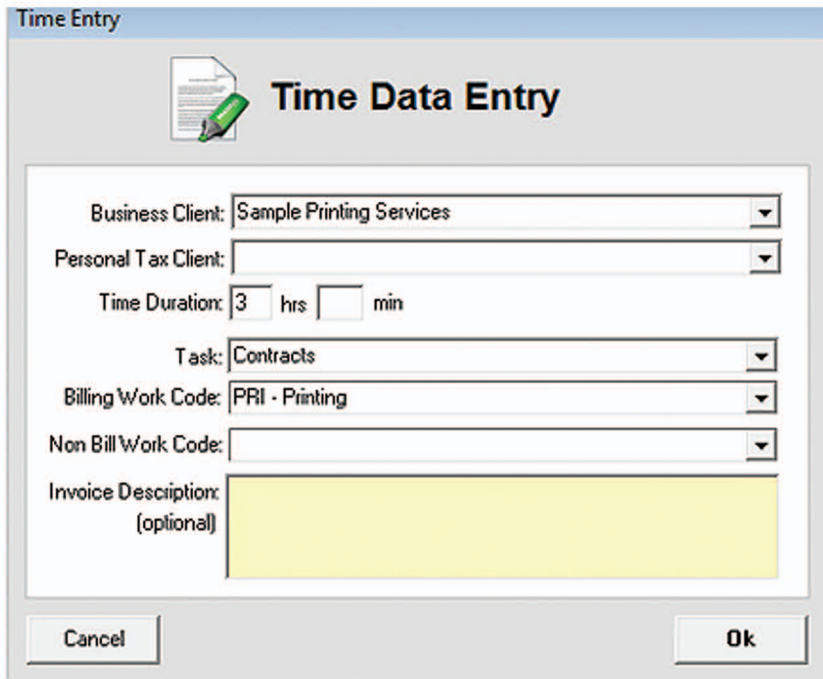
- 1) To view time entries of a user, select user from drop-down list.
- 2) To view time entries in a different calendar view, click one of the calendar view tabs as shown below.



The screenshot shows the 'Client Track' application interface. The 'Time & Billing' section is active, displaying 'Time Entries - Week View' for the period 'January 30 - February 4, 2012'. The calendar shows 'Mon 30' and 'Tue 31'. The time slots are 8:00a, 9:00a, and 10:00a. A red box highlights an empty timeslot at 9:00a on Monday.

- 3) Double-click on an empty timeslot to create a time entry.

Step 3



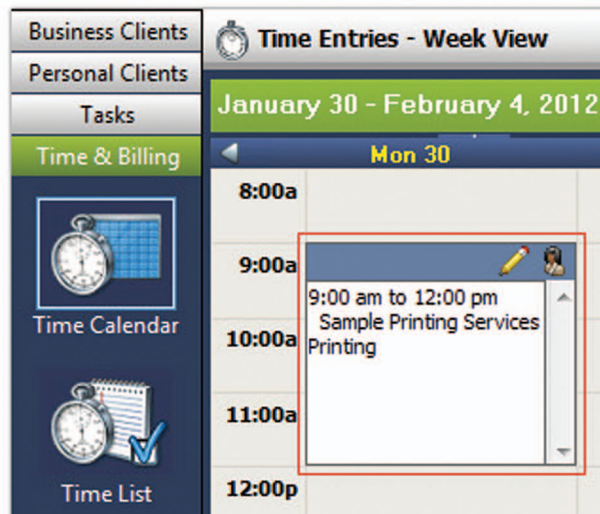
The 'Time Data Entry' dialog box is titled 'Time Entry' and contains the following fields:

- Business Client: Sample Printing Services (dropdown)
- Personal Tax Client: (dropdown)
- Time Duration: 3 hrs, 0 min (input fields)
- Task: Contracts (dropdown)
- Billing Work Code: PRI - Printing (dropdown)
- Non Bill Work Code: (dropdown)
- Invoice Description: (optional) (text area)

Buttons: Cancel, Ok

- 1) Select a business or personal tax client from drop-down list.
- 2) Insert time duration for entry and select task type, billing work code or non-billing work code from drop-down lists as shown above.
- 3) Click **Ok** to add time entry to calendar.

Note: The Time Data Entry window is a simple version. The advanced version can be activated by following Step 3 [here](#) (General Options).



The screenshot shows the 'Time Entries - Week View' interface. The left sidebar has a menu with 'Time & Billing' selected, and 'Time Calendar' is highlighted. The main area shows a calendar for 'January 30 - February 4, 2012'. A time entry is visible for 'Mon 30' from 9:00a to 12:00p, labeled 'Sample Printing Services Printing'. A red box highlights this entry, and a small edit icon is visible in the top right corner of the entry box.

- 4) Double-click on the newly added time entry to change additional settings.

Step 4



The 'Edit Existing Time Entry' dialog box has the following tabs:

- General
- Billing Info
- Billing Description
- Bill Time To ...
- Custom Info

Time Entry

Time Entry Name: Printing
Employee Assigned: Jason

Time
Date: January -30-12
9:00 AM to 12:00 PM
Time Duration: 3 hrs 0 min

Client Selection
Business Client: Sample Printing Services
Personal Tax Client:

Time Entry Links
Select Task:
Billing Work Code: PRI - Printing
Non Bill Work Code:
Billing Category: Design

Time Entry Display Text
9:00 am to 12:00 pm
Sample Printing Services
Printing

Time Entry Colours
Colour Scheme: Design
Title Bar Background:
Title Bar Foreground:
Body Background:
Body Foreground:

Delete Merge Cancel Ok

- 1) Click the **General** tab.
- 2) Select type of billing category and color scheme from drop-down lists.
- 3) Click the **Billing Info** tab.

Edit Existing Time Entry

General **Billing Info** Billing Description Bill Time To ... Custom Info

Is This Time Entry Billable Lock Time Entry

Time Entry Status: Work In Progress

Billing Options
 Bill By Time
 Billing Rate: GDesign - \$45.00
 Bill Flat Rate
 Flat Rate:

Adjust Time

Override Time Duration With The Following
 1 hrs 0 min

Actual Time
 Start Time: 09:00 am
 End Time: 12:00 pm
 Total Time: 3 hrs

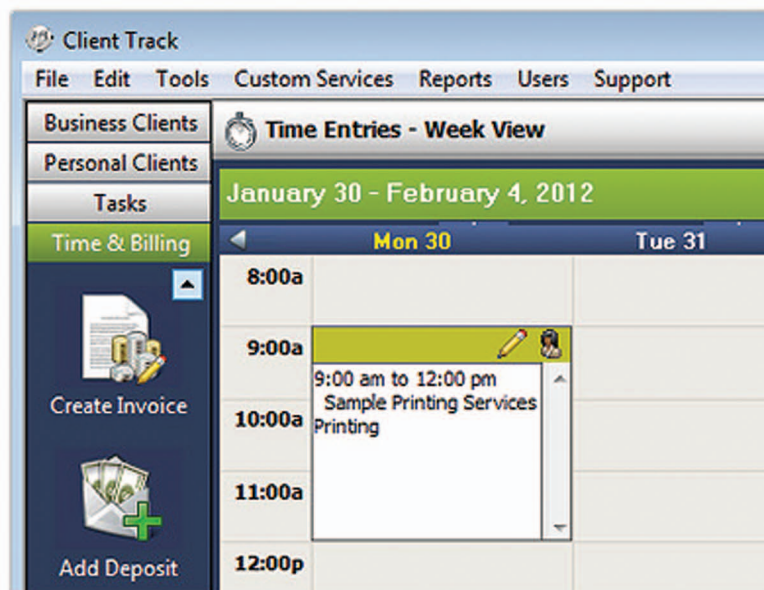
Rounded Time
 Start Time: 09:00 am
 End Time: 12:00 pm
 Total Time: 3 hrs

Sub Total Amount: **\$135.00**
 Tax Code: HST-0
 HST ... \$17...
 Total Amount: **\$152.55**

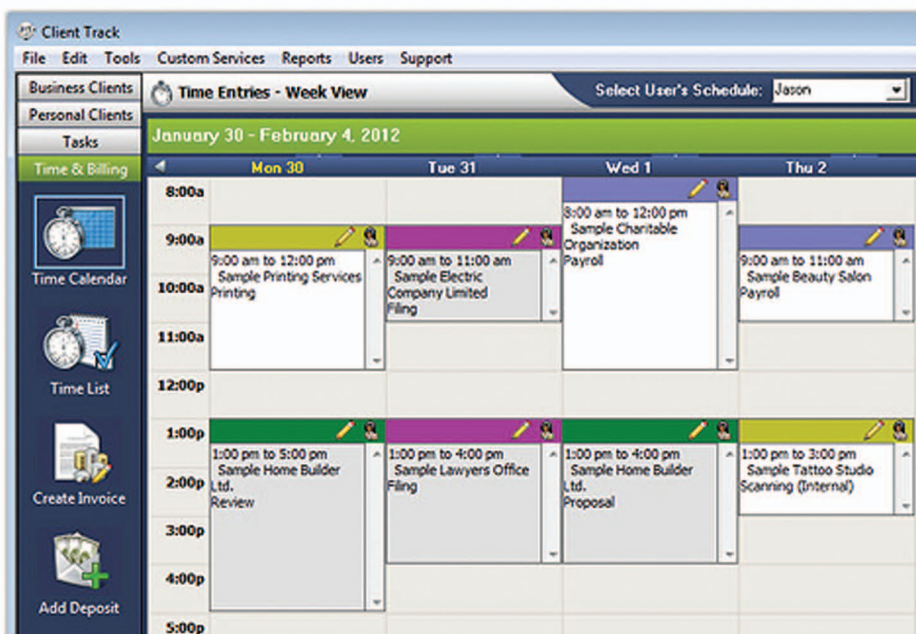
Delete Merge to Doc Cancel Ok

- 4) Select type of billing and rate as well as the tax code from drop-down lists as shown above.
- 5) Go through the other 3 tabs to include additional information if needed.
- 6) Click **Ok** to save new changes for time entry.

Step 5



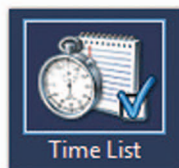
1) The revised time entry with new changes from Step 4 should appear on calendar.



2) Repeat Steps 2-4 to add more time entries to calendar as shown above.

Time List

Step 1



From menu, go to **Time & Billing > Time List**

Step 2

The screenshot shows a software interface for managing time entries. At the top, there is a toolbar with icons for 'Search Time Entries', 'View/Hide Columns', 'View/Print Report', 'Select Client', 'Add Selected Time To New Invoice', 'Add Selected Time To Existing Invoice', 'Mark Up/Down Time Entries', 'Write Off', and 'Show All Time Ready For Invoice'. Below the toolbar is a 'Refresh List' button and a title bar that reads 'All time entries where the status is 'Work in Prog''. A dropdown menu is set to 'Select All' and a button 'Change Selected Status To ...' is visible. On the left, there is a 'Client Quick Select Control' section with a list of clients and a 'Refresh Clients List' button. Below that are radio buttons for search criteria: 'All Times Ready for Invoice', 'All Times Not Invoiced', 'All Times Work in Progress', 'All Times Since last invoice', and 'Use 'Advanced Search' criteria' (which is selected). A 'Search' button is at the bottom of this section. The main area is a table with columns: 'Billable Time', 'Bill To', 'Time Entry Name', and 'Time Entry Status'. The table contains several rows of data, all with 'Work in Progress' status. A 'Search' button is also located at the bottom of the table area.

- 1) Click **Refresh List** to show all clients' time entries in list.
- 2) To select a specify time entry status, click **Search Time Entries** in menu.

Note: Time Entries can also be searched by using the quick method on main window as shown above.

The screenshot shows the 'Advanced Search (Time Entries)' dialog box. It has four tabs: 'Search Main Criteria', 'Search By Type/Dates', 'Search By Time', and 'Search By Employee'. The 'Search Main Criteria' tab is active. It contains several search options:

- Search by Time Entry Name: Find all time entries that contain following: [text input]
- Search by Client: Find only time entries for the following client: [dropdown menu]
- Search by 'Billed To' Client: Find only time entries for the following client: [dropdown menu showing 'Sample Printing Services']
- Search by Billing Status: Find only time entries for the following status: [dropdown menu showing 'Work In Progress']

 The 'Search by Billing Status' dropdown is open, showing options: 'Work In Progress', 'Waiting for Approval', 'Ready for Invoice', 'Invoiced', and 'Never Invoice'. On the right side of the dialog, there is a 'Search by Status' section with options:

- Search by Locked Status: Show only locked time entries, Show only unlocked time entries
- Search by 'Allocated to Invoice': Show only previously invoiced time entries, Show only non-invoiced time entries
- Search by 'Show On Invoice': Show time entries where 'show on invoice' true, Show time entries where not 'show on invoice'
- Search by Billable Status: Show only time entries that are billable, Show only time entries that are non-billable

 At the bottom right, there is a 'Select Time Entries' button. A 'Cancel' button is at the bottom left.

- 3) Check off type of search and select from drop-down list as shown above.
- 4) Click **Select Time Entries**.

Step 3

Refresh List

All time entries where the status is 'Work in Progress' billed to Sample Home Builder Ltd.

Select All Change Selected Status To ...

Client Quick Select Control

- Sample Home Builder Ltd
- Sample Charitable Organization
- Sample Electric Company Limit
- Sample Home Builder Ltd
- Sample Lawyers Office
- Sample Overhead Door Manuf.
- Sample Printing Services
- Sample Roof Builder
- Sample Tattoo Studio
- Sample Trucking Company

Refresh Clients List

All Times Ready for Invoice
 All Times Not Invoiced
 All Times Work in Progress
 All Times Since last invoice
 Use 'Advanced Search' criteria

Search

Bilable Time	Bill To	Time Entry Name	Time Entry Status	Date Created
<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Review	Work in Progress	Jan 30, 12
<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Proposal	Work in Progress	Jan 30, 12

- 1) The selected time entry(ies) appears on the list as shown above.

All time entries where the status is 'Work in Progress' billed to Sample Home Builder Ltd.

Select All Change Selected Status To ...

Bilable Time	Bill To	Time Entry Name	Time Entry Status	Date Created	Time En
<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Review	Work in Progress	Jan 30, 12	Jan 3
<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Proposal	Work in Progress	Jan 30, 12	Feb

Adjusted ...	Final (Cie...	Billing ...	Billing Am...	Adjust Amo...	Adjusted ...	Final (Cie...	Billing Category
4 hrs	Hourly ...	GDesign - ...	<input type="checkbox"/>	\$180.00	Consulting		
3 hrs	Hourly ...	GDesign - ...	<input type="checkbox"/>	\$135.00	Consulting		
7 hrs				\$315.00			

- 2) Browse through rest of categories with the horizontal scrollbar to view more information on time entry.

Step 4 (optional)

Search Time Entries
 View/Hide Columns
 View/Print Report
 Select Client
 Add Selected Time To New Invoice
 Add Selected Time To Existing Invoice

- 1) To customize which columns appear in list view, click **View/Hide Columns**.

View/Hide Columns X

View/Hide Columns

Flag Information	Date & Time Columns
<input checked="" type="checkbox"/> Time Entry Locked	<input checked="" type="checkbox"/> Time Entry Date
<input checked="" type="checkbox"/> Allocated to Invoice	<input checked="" type="checkbox"/> Start Time
<input type="checkbox"/> Notes Flag	<input checked="" type="checkbox"/> End Time
	<input checked="" type="checkbox"/> Total Time
	<input checked="" type="checkbox"/> Rounded Start Time
	<input checked="" type="checkbox"/> Rounded End Time
	<input checked="" type="checkbox"/> Rounded Total Time
	<input checked="" type="checkbox"/> Use Adjusted Time
	<input checked="" type="checkbox"/> Adjusted Time
	<input checked="" type="checkbox"/> Final Total Time

Time Entry Information Columns
<input checked="" type="checkbox"/> Billable Time
<input type="checkbox"/> Client Name
<input checked="" type="checkbox"/> Bill To Client
<input type="checkbox"/> Bill From Firm
<input checked="" type="checkbox"/> Time Entry Name
<input checked="" type="checkbox"/> Time Entry Status

2) Un/check any columns to be visible/invisible in list (i.e. Notes Flag)

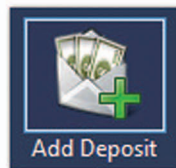
3) Click **Ok** to save changes

Select Item	Billable Time	Select Item	Billable Time
<input type="checkbox"/>	before	<input type="checkbox"/>	after
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

4) Ensure the changes appear in list (i.e. Notes flag gone shown above)

Add Deposit

Step 1

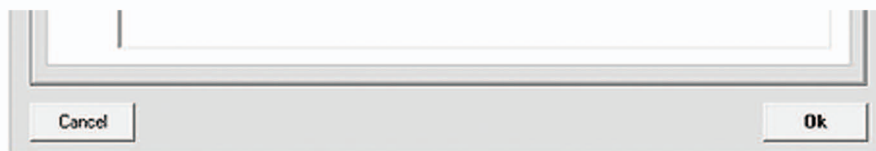


From menu, go to **Time & Billing > Add Deposit**

Step 2

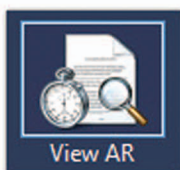
Add Deposit

Deposit Information	Items Deposit Paid
Type of Deposit: <input type="text" value="Type 1"/>	Date Received: <input type="text" value="October 24, 2011"/>
Billing Firm: <input type="text"/>	Date Deposited: <input type="text" value="October 25, 2011"/>
Deposit Information	
Business Client: <input type="text" value="Sample Printing Services"/>	Cheque No.: <input type="text" value="1259636"/>
Personal Tax Client: <input type="text"/>	
Deposit Total Amount: <input type="text" value="\$2,580.00"/>	<input type="checkbox"/> Automatically Allocate Deposit to Unpaid Invoices
Notes: 8-page brochure, 2000 copies, colour, double-sided	



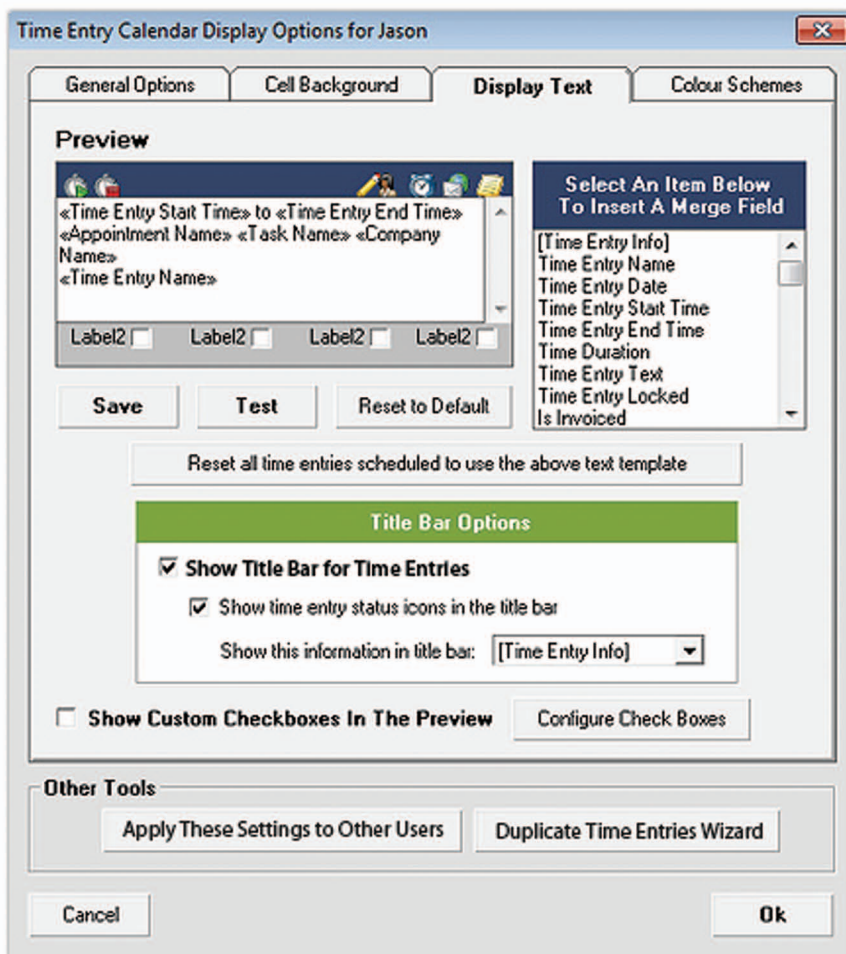
- 1) Select type of deposit and date received/deposited from drop-down lists.
- 2) Under **Deposit Information**, select client and insert total deposit amount.
- 3) Add notes about deposit (optional)
- 4) Click **Ok** to save deposit.

Step 3



From menu, go to **Time & Billing > View AR**

Step 4



- 1) To customize the display of time entries text, click the **Display Text** tab.
- 2) Place cursor in Preview window and click a merge field item from list. Click **Test**.
- 3) To save the new merge field item(s) in Preview window, click **Save**.
- 4) Check off **Show Title Bar for Time Entries**.

Step 5

- 1) To change colours for different docket, click the **Colour Schemes** tab.
- 2) Type in name of scheme besides **Scheme Name**.
- 3) Select the background colours from drop-down list.
- 4) Click **Add New Scheme**. The new colour scheme appears under **Scheme List**.
- 5) Click **Ok** to save settings.

Note: To delete colour scheme, select one from **Scheme List** and click **Delete**.

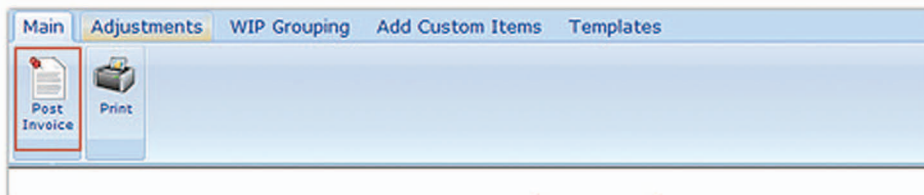
View AR

Step 1

If an invoice for client hasn't been created, follow Steps 2-6 [here](#).

Note: If an invoice has already been created, go to **Step 2** below.

Step 2



Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

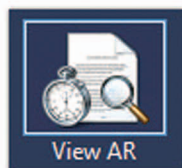
CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Collection			\$75.00
Jan 31, 12	All Proposal tasks	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	All Review tasks	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$390.00
			Sub Total:	\$390.00
			Taxes:	\$50.75
			Total:	\$440.75

Click the **Main** tab and then click **Post Invoice** from the invoice menu.

Step 3



From menu, go to **Time & Billing** > **View AR**

Step 4

Advanced Search View/Hide Columns View/Print Report Select Client Deposits

Refresh List

All AR for the invoice dates between Sunday, January 1, 2012 and Tuesday, January 31, 2012

Client Name	AR Type	Debit	Credit
Sample Home Builder Ltd.	Invoice	\$390.00	

Client Quick Invoice List

<All Clients>

<All Clients>

Sample Beauty Salon
Sample Charitable Organization
Sample Electric Company Limited
Sample Home Builder Ltd.
Sample Lawyers Office

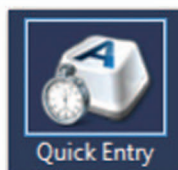
Refresh Clients List

Search

- 1) Click **Refresh Clients List**.
- 2) Select a client from **Quick Invoice List** and click **Search** to view invoice as shown above.

Quick Entry

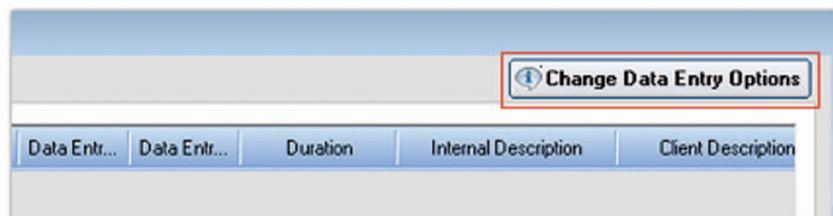
Step 1



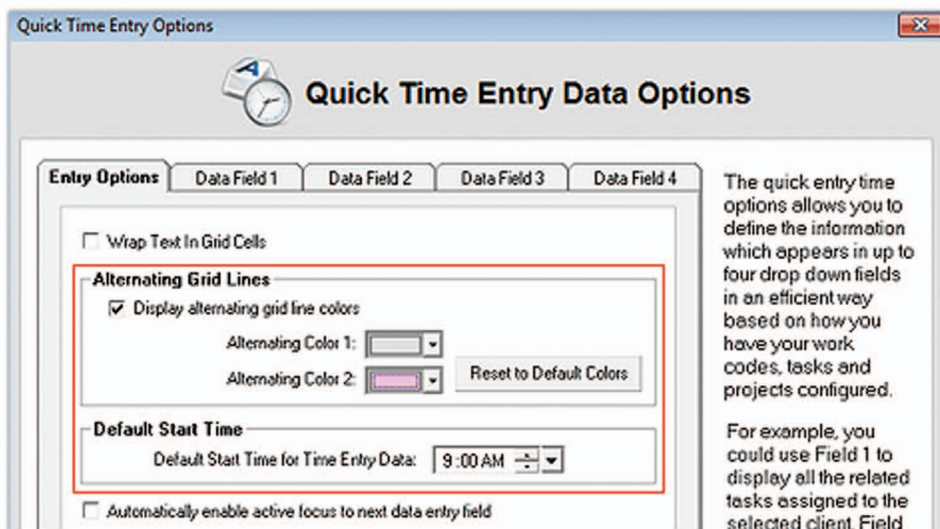
From menu, go to **Time & Billing > Quick Entry**



Step 2



1) Click **Change Data Entry Options**



Quick Time Entry Data Options

Entry Options | Data Field 1 | Data Field 2 | Data Field 3 | Data Field 4

Wrap Text In Grid Cells

Alternating Grid Lines

Display alternating grid line colors

Alternating Color 1:

Alternating Color 2:

Default Start Time

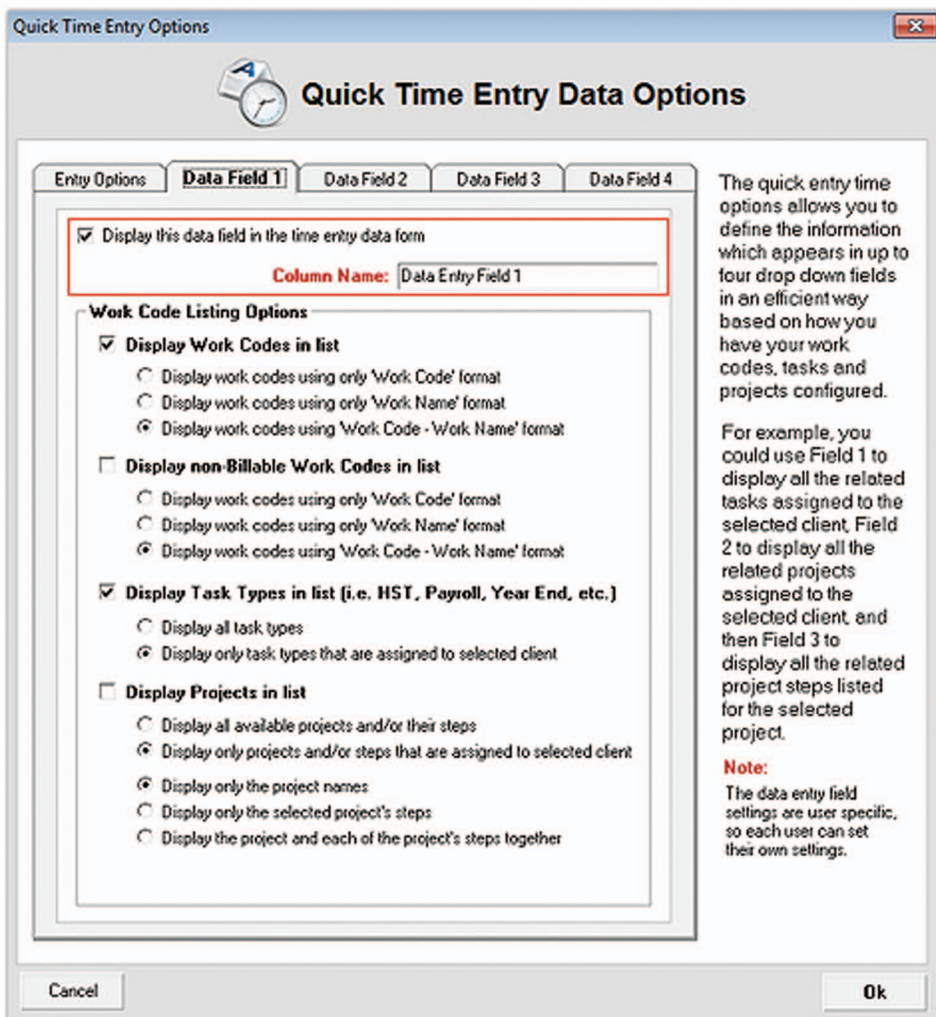
Default Start Time for Time Entry Data:

Automatically enable active focus to next data entry field

The quick entry time options allows you to define the information which appears in up to four drop down fields in an efficient way based on how you have your work codes, tasks and projects configured.

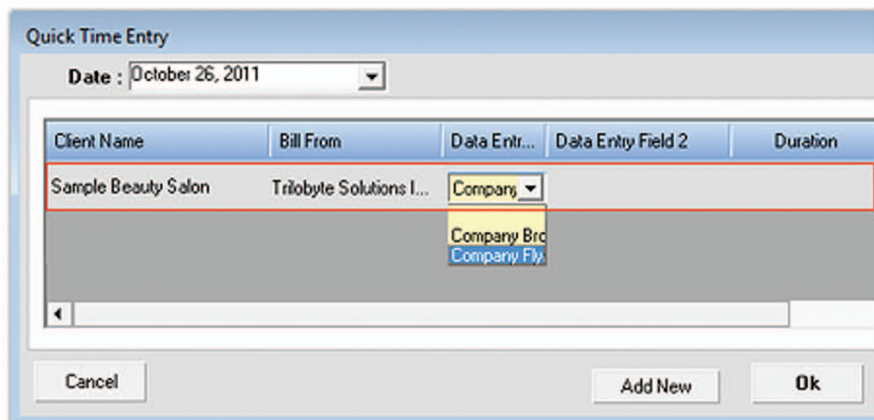
For example, you could use Field 1 to display all the related tasks assigned to the selected client Field

2) In the **Entry Options** tab, customize the grid row colors and entry start time.
(view **Step 3** to see new changes)



- 3) In the **Data Field 1** tab, check off **Display this data field in the time...** and create a column name. Select which display options to appear in entry.
- 4) Repeat Step 3 for other data field tabs. (optional)
- 5) Click **Ok** to save settings.

Step 3



- 1) Click on any of the invisible fields under column names to insert information of time entry.

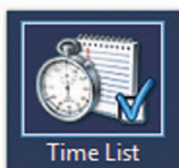
Quick Time Entry

Date :

Client Name	Bill From	Data Entr...	Data Entry Field 2	Duration
Sample Beauty Salon	Tribyte Solutions I...	Quarterly ...	Company Brochure	14 hrs
Sample Printing Services	Tribyte Solutions I...	Contract R...		6 hrs

- 2) Click **Add New** to add more time entries to list.
- 3) Click **OK** to save time entries.

Step 4



From menu, go to **Time & Billing > Time List**

Step 5

All time entries billed to Sample Printing

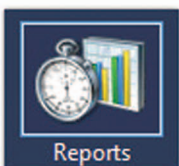
Unselect All

Client Quick Select Control	Billable Time	Bill To	Docket Name
Sample Printing Services	<input checked="" type="checkbox"/>	Sample Printing Services	Promotional Materials
Sample Electric Company Limite	<input checked="" type="checkbox"/>	Sample Printing Services	Contract Reporting
Sample Home Builder Ltd.			
Sample Lawyers Office			
Sample Overhead Door Manuf:			
Sample Printing Services			
Sample Prospect			

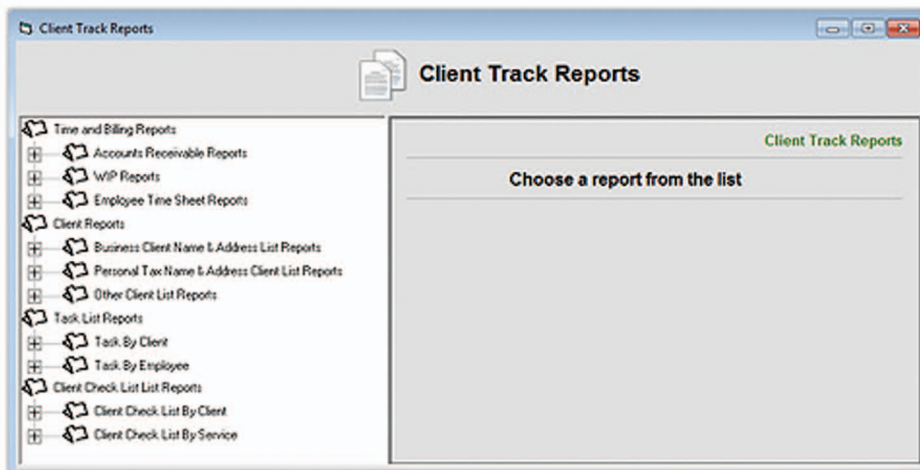
- 1) Select a client from list under **Client Quick Select Control**
- 2) Ensure that the added time entry from Step 3 appears in list as shown above.
If the new entry doesn't show up, click **Refresh List**.

▶ Reports

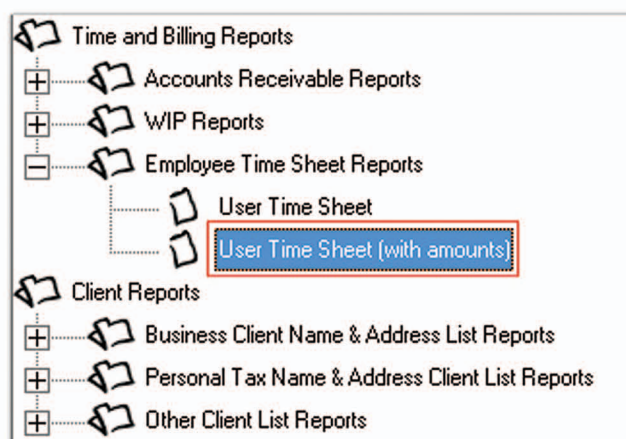
Step 1



From menu, go to **Time & Billing > Reports**



Step 2



1) Select a type of report you want from list. In this example, **User Time Sheet**.

Time & Billing Reports

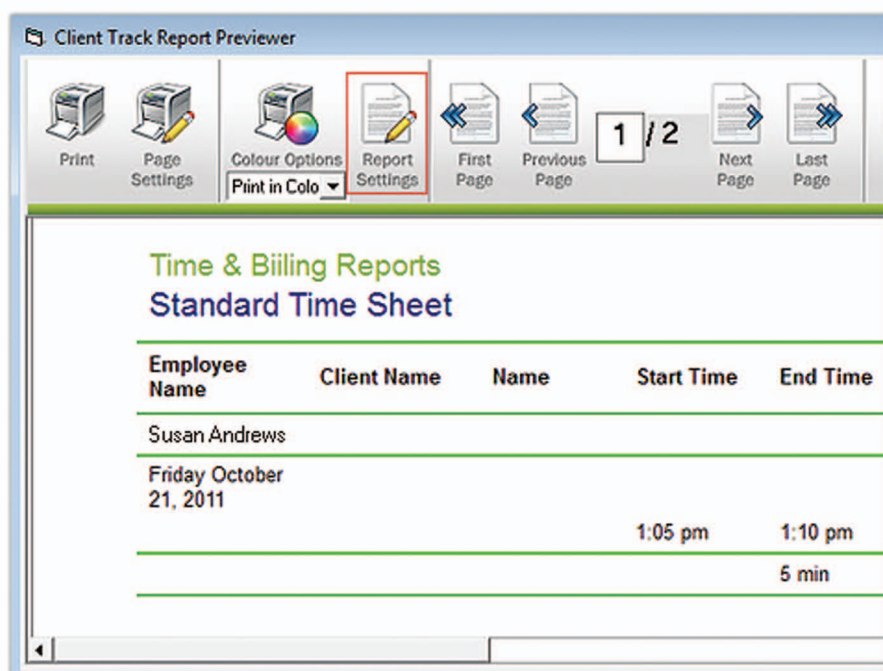
Standard Time Sheet

Generate Report

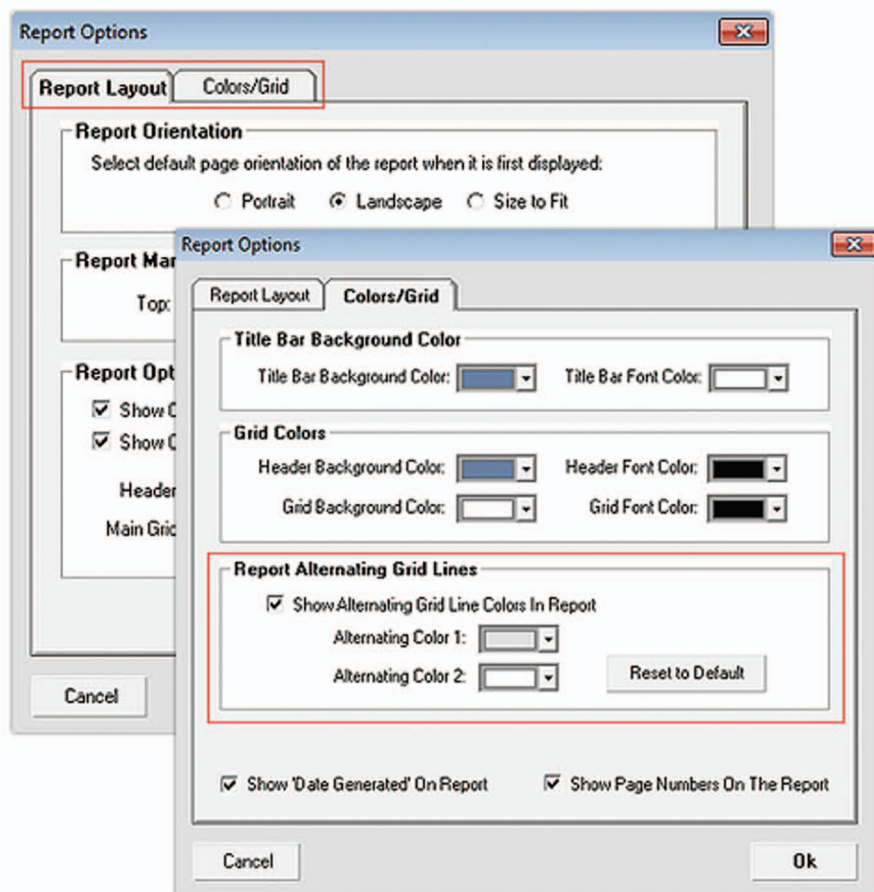
Main Categories	Date Categories
Employee Assigned: Susan Andrews	<input type="radio"/> Find all tasks on: October 1, 2011
	<input type="radio"/> Find all tasks on or before: October 1, 2011
	<input type="radio"/> Find all tasks on or after: October 1, 2011
	<input checked="" type="radio"/> Find all tasks between: October 1, 2011 and October 31, 2011

- 2) Specify what you want on report (if asked)
- 3) Click **Generate Report**

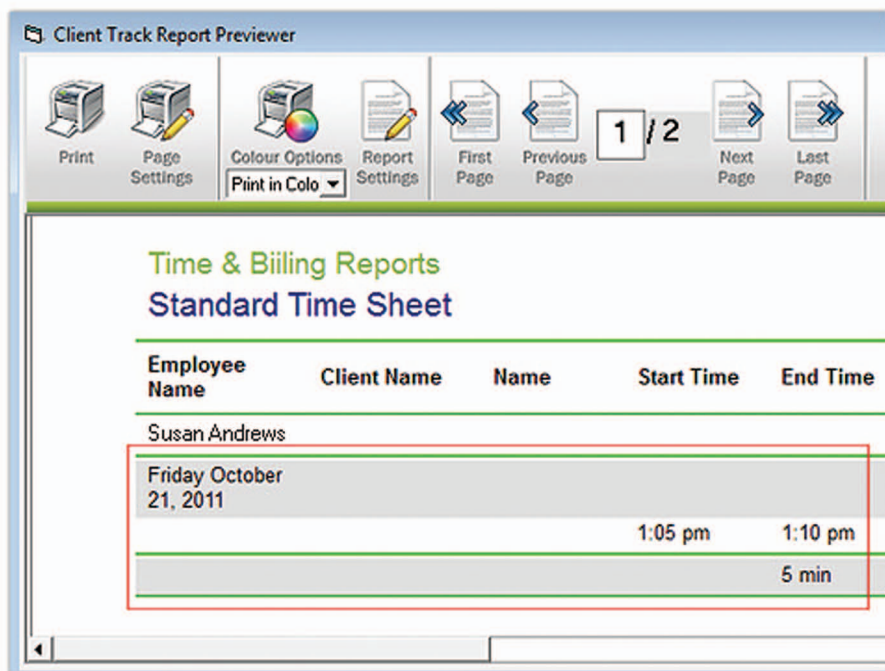
Step 3



- 1) Double-check the generated report to ensure everything is included
- 2) If so, click **Report Settings**



- 3) Go through both **Report Layout/Colors** tabs to make any modifications to report. In this example, grid lines colors were changed as evident in next picture.
- 4) Click **Ok** to save changes.

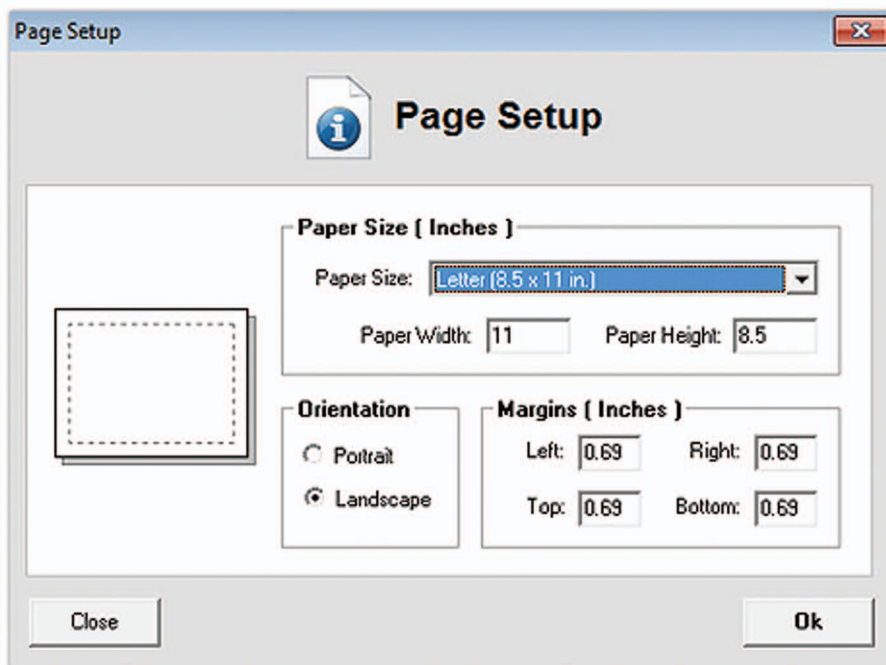


5) Ensure the new changes appears on report preview.

Step 4



1) Click **Page Settings**



2) Select paper size, type of orientation, and margin sizes.

3) Click **Ok** to save changes

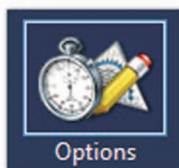
Step 5



Click **Print**

Options

Step 1



From menu, go to **Time & Billing > Options**

Step 2

Time Entry Calendar Display Options for Jason

General Options | Cell Background | Display Text | Colour Schemes

Start Appointments By

- The Day View
- The Week View
- The Month View

Display Time Range

You can indicate what range of times will show in the day and week view window panes.

8:00 AM to 5:00 PM

When the Time Entry view starts, automatically ...

- Show The Weekends In The Week View
- Hide The Weekends In The Week View
- Remember The Last Weekend View Used

When the Time Entry view starts, automatically ...

- Show The Day And Week Sidebars
- Hide The Day And Week Sidebars
- Remember The Last Sidebar Setting Used

When the time entry timer is stopped, always show time entry information window.

Other Tools

Apply These Settings to Other Users | Duplicate Time Entries Wizard

Cancel | **Ok**

- 1) To change the views of the time entries, click the **General Options** tab.
- 2) Select type of view for time entries to begin with.
- 3) Select the time range of the time entries from drop-down list.
- 4) Select type of display view to automatically appear in Time & Billing section.

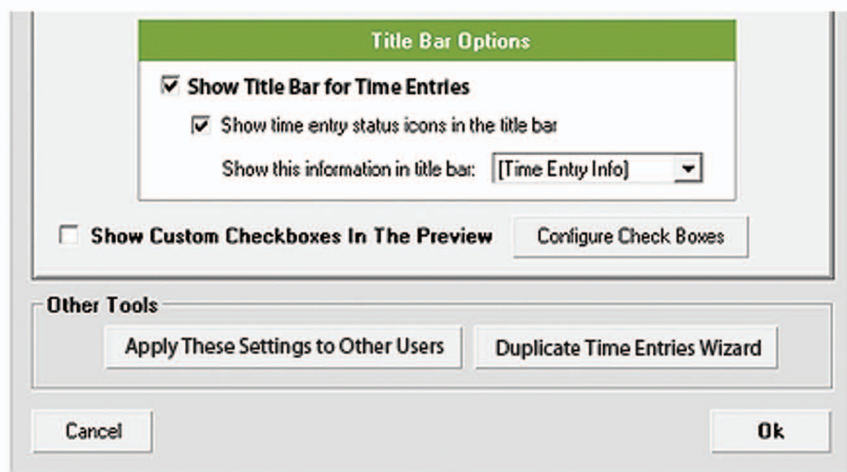
Step 3

The screenshot shows the 'Time Entry Calendar Display Options for Jason' dialog box with the 'Cell Background' tab selected. The 'Calendar Cell Background Colours' section has three checked options: 'Show Colours In Day View', 'Show Colours In Week View', and 'Show Colours In Month View'. Below these are three columns of drop-down menus for each day of the week (Sunday through Saturday) for each view. At the bottom of this section are two checkboxes: 'Use same colour scheme as day view.' (unchecked) and 'Use same colour scheme as day view.' (unchecked). Below this is a section 'When viewing other user's calendars, I want to ...' with two radio buttons: 'View My Background Colours' (selected) and 'View Their Background Colours'. At the bottom are buttons for 'Apply These Settings to Other Users', 'Duplicate Time Entries Wizard', 'Cancel', and 'Ok'.

- 1) To customize the background colours, click the **Cell Background** tab.
- 2) Check off all three types of views.
- 3) For each view, select the background colours for each day of the week from drop-down lists.

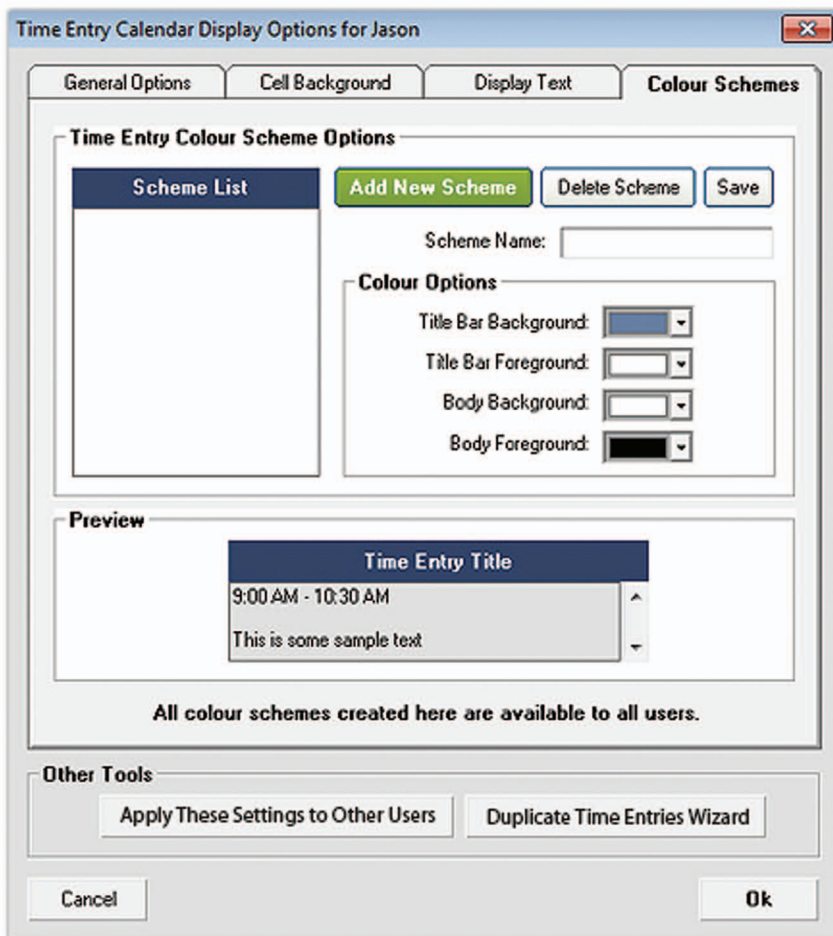
Step 4

The screenshot shows the 'Time Entry Calendar Display Options for Jason' dialog box with the 'Display Text' tab selected. The 'Preview' section shows a text template: «Time Entry Start Time» to «Time Entry End Time», «Appointment Name» «Task Name» «Company Name», «Time Entry Name». Below this are four 'Label2' checkboxes. To the right is a list box titled 'Select An Item Below To Insert A Merge Field' containing: [Time Entry Info], Time Entry Name, Time Entry Date, Time Entry Start Time, Time Entry End Time, Time Duration, Time Entry Text, Time Entry Locked, and Is Invoiced. At the bottom are buttons for 'Save', 'Test', and 'Reset to Default', and a button labeled 'Reset all time entries scheduled to use the above text template'.



- 1) To customize the display of time entries text, click the **Display Text** tab.
- 2) Place cursor in Preview window and click a merge field item from list. Click **Test**.
- 3) To save the new merge field item(s) in Preview window, click **Save**.
- 4) Check off **Show Title Bar for Time Entries**.

Step 5

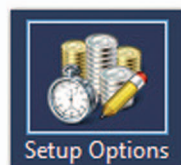


- 1) To change colours for different docket, click the **Colour Schemes** tab.
- 2) Type in name of scheme besides **Scheme Name**.
- 3) Select the background colours from drop-down list.
- 4) Click **Add New Scheme**. The new colour scheme appears under **Scheme List**.
- 5) Click **Ok** to save settings.

Note: To delete colour scheme, select one from **Scheme List** and click **Delete**.

Billing Categories

Step 1



From menu, go to **Time & Billing > Setup Options**

Step 2



From **Billing Options** menu, go to **Billing Categories**

Step 2

Billing Categories

This wizard allows you to create different billing categories so you can allocate your time entries to categories for tracking and analysis purposes.

Add New Category **Delete Category**

Categories List

- Bookkeeping
- Consulting
- Design
- Internal Non-Billable
- Payroll Services
- Tax Returns
- Year-End Statements

Category Information

Category Name:

Description:

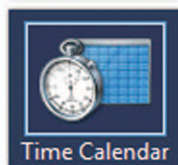
Examples of categories you might use:

- Accounting
- Bookkeeping
- Consulting
- Financial Planning
- Training
- Coaching

Close

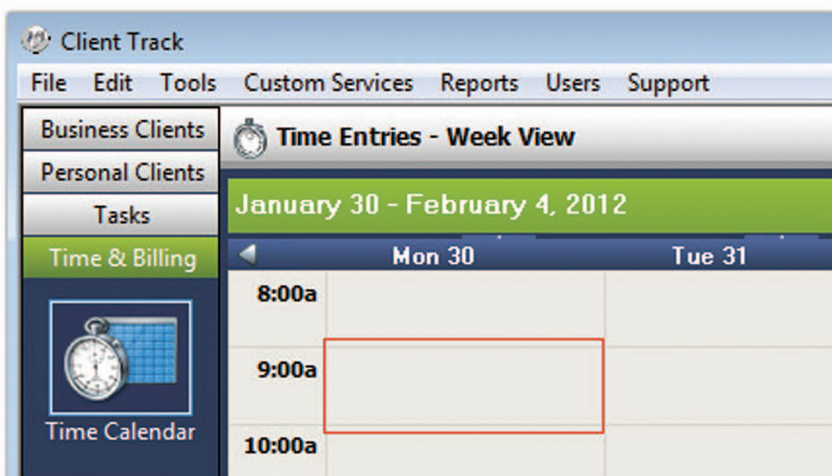
- 1) Click **Add New Category**. Insert category name and description (optional).
- 2) Repeat Step 1 to add more billing categories to list.
- 3) Click **Close** to save settings.

Step 4

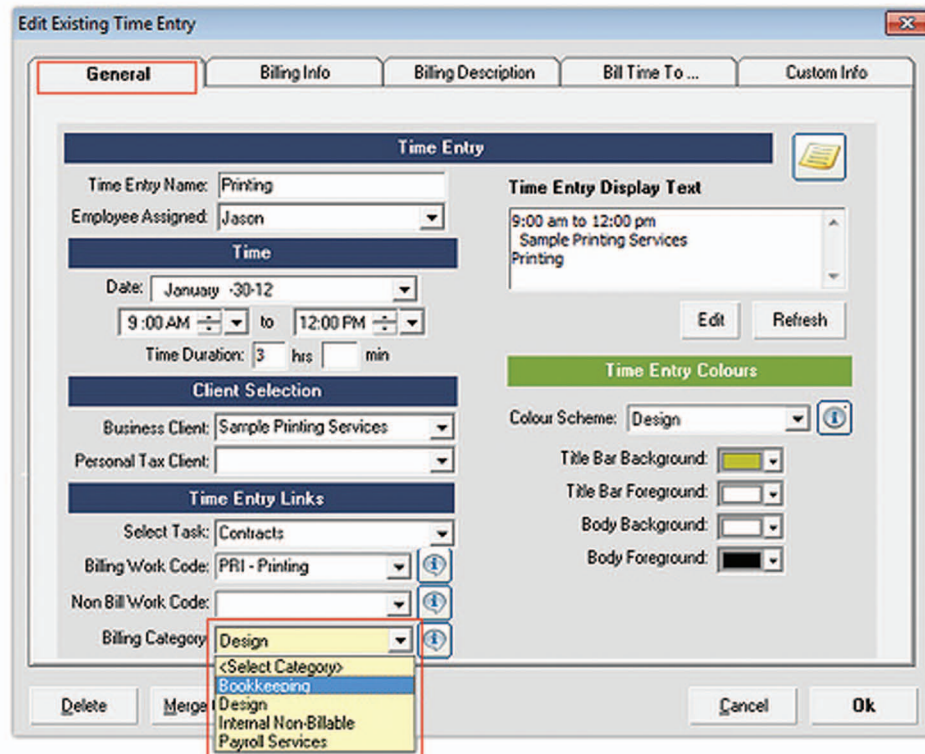


In **Time & Billing**, go to > **Time Calendar**

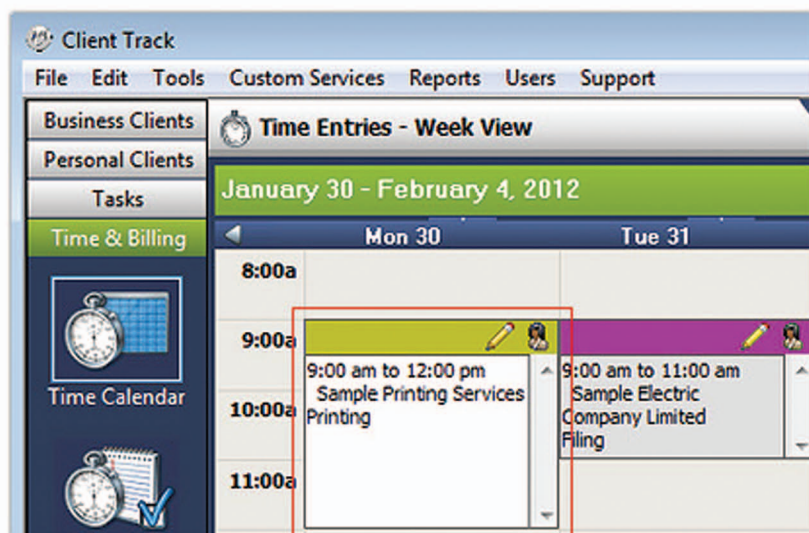
Step 5



1) Click on an empty timeslot in calendar to create a new time entry.

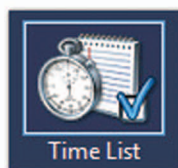


- 2) Click the **General** tab. Include name of entry and select time, employee assigned and type of client.
- 3) Select type of billing category that was created in Step 2 as shown above.
- 4) Go through the other four tabs to include additional information on time entry.
- 5) Click **Ok** to save settings.



6) Time entry including billing category has been added to your calendar.

Step 6



From menu, go to **Time & Billing > Time List**

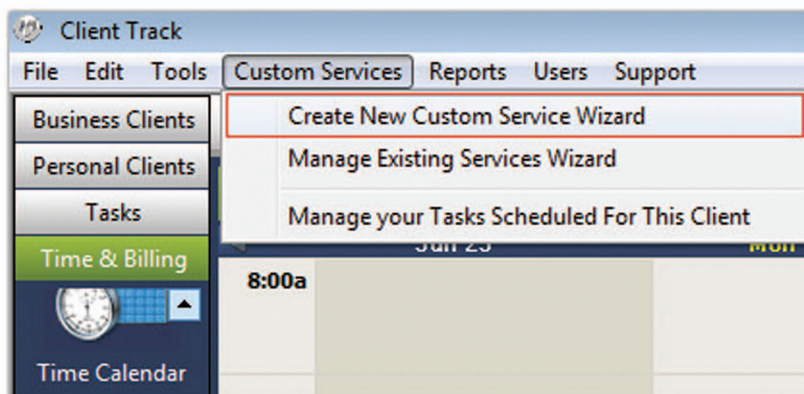
Step 7

Client Quick Select Control	Adjust...	Final (Cle...	Billing Category	Invoice Description
Sample Printing Services		\$135.00	Design	
<All Clients>		\$135.00	<Select Category>	
Sample Beauty Salon			Bookkeeping	
Sample Charitable Organization			Consulting	
Sample Electric Company Limited			Design	
Sample Home Builder Ltd.			Internal Non-Billable	
Sample Lawyers Office			Payroll Services	
Sample Overhead Door Manuf.			Tax Returns	
Sample Printing Services			Year-End Statement	
Sample Roof Builder				

- 1) Click **Refresh Clients List**
- 2) Select same client from Step 5 in which billing category was added to.
- 3) Move the horizontal scrollbar until **Billing Category** column is visible. The selected category to client should appear on list. The categories can be changed anytime by clicking on the text field as shown above.

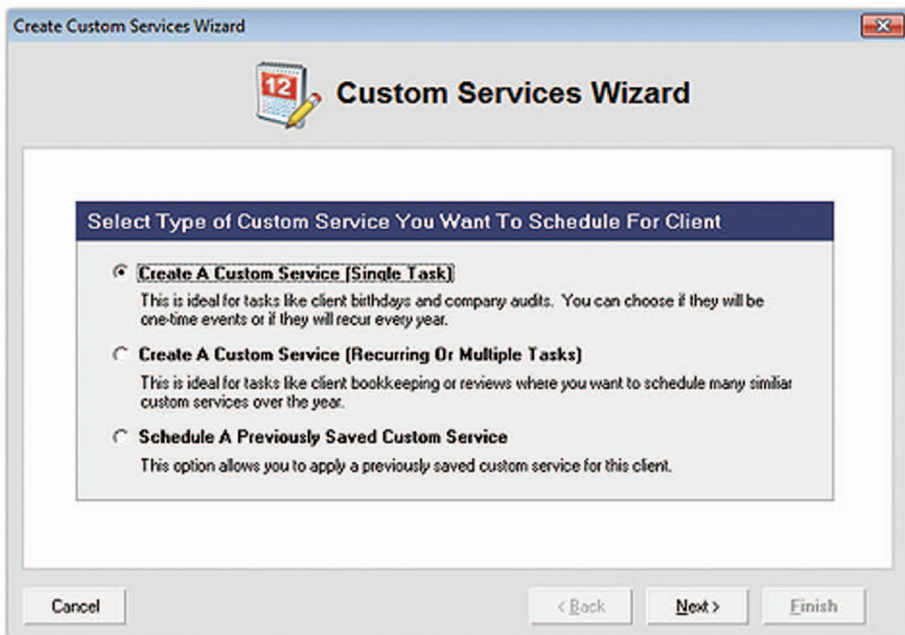
Tasks Billing Setup

Step 1

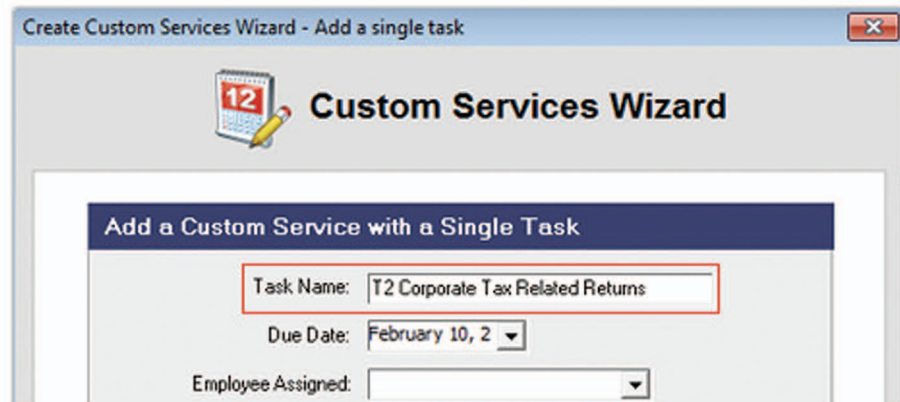


In menu, go to **Custom Services** > **Create New Custom Service...**

Step 2



1) Select type of task to create. In this example, **Single Task** was selected.



Task Type: **Custom**

Total Estimated Completion Time: 1 hrs 0 min

Do you want to recur this custom task each year?

Save Custom Service
 You can save this custom service if you wish so that you can schedule it for other clients as well.

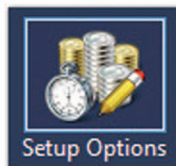
T2 Corporate Tax Related Returns **Save**

Cancel < Back Next > Finish

- 2) Insert name of custom task and select employee assigned and type.
- 3) Insert a custom service name to re-use in future and then click **Save**.

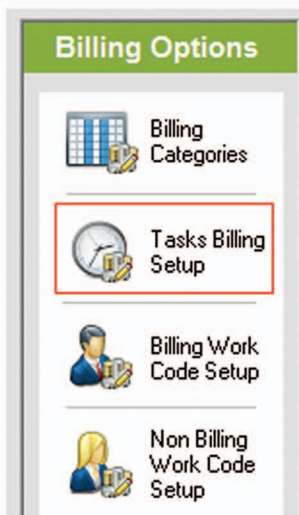


Step 3



From menu, go to **Time & Billing** > **Setup Options**

Step 4



From **Billing Options** menu, go to **Tasks Billing Setup**

Billing Settings

Billing Settings for Company Billing Settings for Users

T2 Corporate Tax Related Returns

Task List

- Monthly EHT
- Annual EHT
- Law**
 - Quarterly Law Levy
 - Monthly Trust Account Reconcils
 - Annual Trust Return
 - Annual LawPRO Application
 - Annual LawPRO Payment
 - Annual Law Society Dues
- Other**
 - T5018 Contractor Reporting
 - Business Name Renewal
 - International Fuel Tax Agreement
 - CIAS
 - Contracts
- Custom**
 - T1 Tax Related Returns
 - T2 Corporate Tax Related Return**

Billing Settings Other Settings

Default Time Entry Name
You can indicate the default name that will be used for the time entry when this task type is chosen.
Default Time Entry Name: T2 Corporate Tax Related Returns

Default Billing Firm
Default Firm: Client Track

Default Billing Information
 By default, do you want this task to be billable?
 By default, do you want this task to show on the client's invoice?
 Bill by Time
 Billing Rate: Bookkeeper2 - \$75.00
 Bill Flat Rate for Task
 Flat Rate: _____

Default Billing Category Allocation
You can allocate your time to different categories. Indicate below which category this task should be allocated to:
Billing Category: Bookkeeping

Close

- 1) Click the **Billing Settings** tab. Under **Billing Settings for Company**, select a task from list to apply billing settings to. The selected task will automatically appear under **Default Time Entry Name** as shown above.
- 2) Under **Default Billing Information**, check off both boxes and select type of billing either by time or flat rate for client.
- 3) Select billing category from drop-down list (if created).
- 4) Click the **Other Settings** tab.

Billing Settings

Billing Settings for Company Billing Settings for Users

T2 Corporate Tax Related Returns

Task List

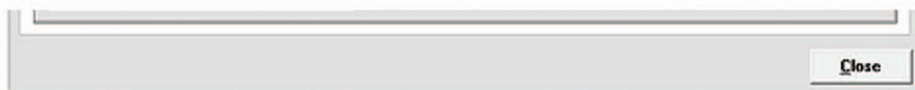
- Monthly EHT
- Annual EHT
- Law**
 - Quarterly Law Levy
 - Monthly Trust Account Reconcils
 - Annual Trust Return
 - Annual LawPRO Application
 - Annual LawPRO Payment
 - Annual Law Society Dues
- Other**
 - T5018 Contractor Reporting
 - Business Name Renewal
 - International Fuel Tax Agreement
 - CIAS
 - Contracts
- Custom**
 - T1 Tax Related Returns
 - T2 Corporate Tax Related Return**

Billing Settings **Other Settings**

Time Entry Status
You can specify the status of time entries associated with this task when certain task events happen:
 Time entry status when start time: Work In Progress
 Time entry status when close task: Ready for Invoice

Default Colour Scheme
 Colour Scheme: Bookkeeping
 Title Bar Background: _____ Title Bar Foreground: _____
 Body Background: _____ Body Foreground: _____

Default Descriptions
 Internal Description of Work Performed
 Processed and completed T2 Corporate Tax Related Returns
 Description for Client Invoice of Work Performed
 Processed and completed T2 Corporate Tax Related Returns

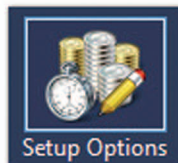


- 5) Select type of status for starting and closing a time entry as shown above.
- 6) Select custom colors for time entry (optional).
- 7) Click **Close** to save billing settings for company.

Note: To apply settings for users, click the **Billing Settings for Users** tab as shown above and follow Steps 1-7 above.

▶ Billing Work Code Setup

Step 1



From menu, go to **Time & Billing > Setup Options**

Step 2



From **Billing Options** menu, go to **Billing Work Code Setup**

Step 3

Work Code Setup

Add New Work Code Delete Work Code

Work Codes List

FIL - Filing
PRI - Printing
PRO - Proposal
REV - Review
SCA - Scanning
PAY - Payroll

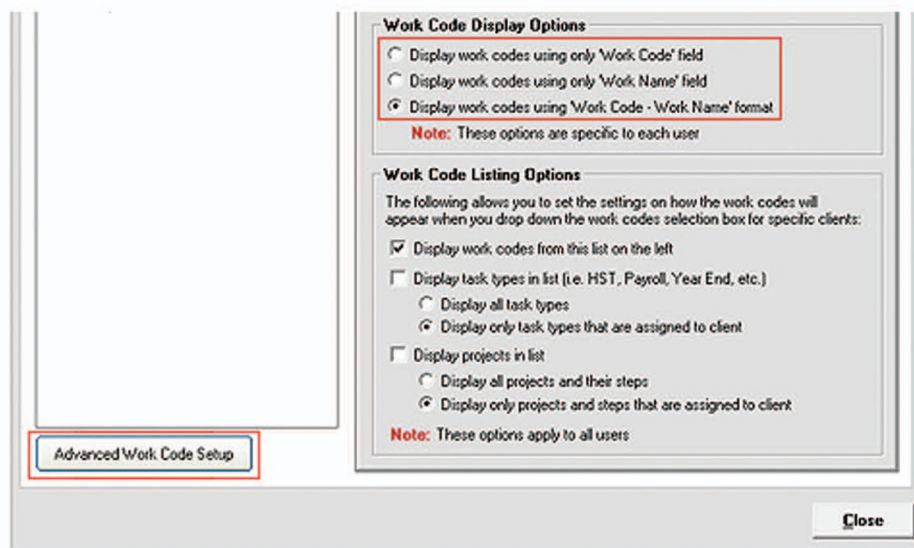
Work Code Information Work Code Billing Information

Work Codes Information

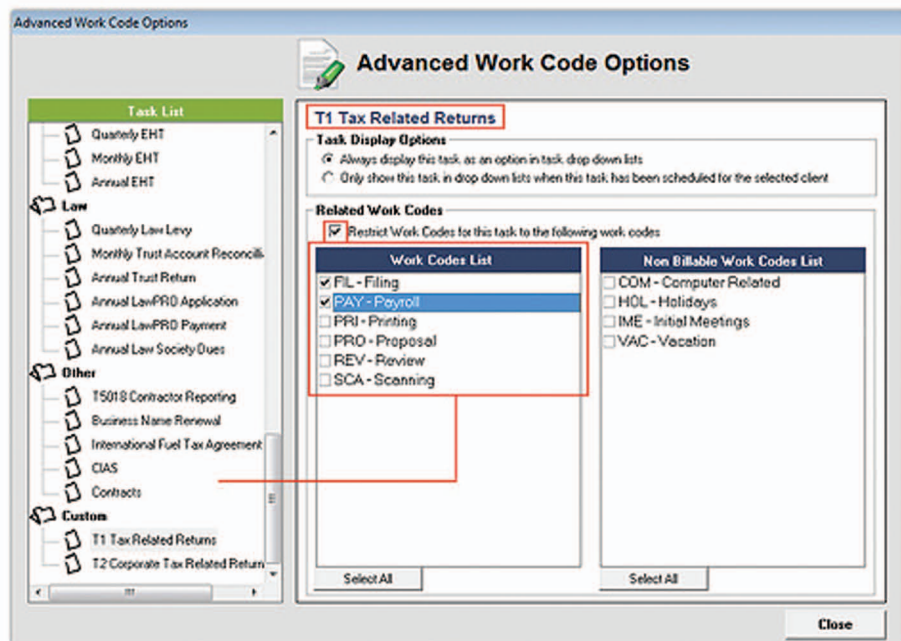
Work Code: REV

Work Name: Review

Description:



- 1) Click the **Word Code Information** tab.
- 2) Click **Add New Work Code**. Insert work code, name and description (optional).
- 3) Select type of display and listing option for work code as shown above.
- 4) Repeat Steps 2-3 to add more billing work codes if needed.
- 5) Click **Advanced Work Code Setup**.



- 6) Select a task from from list under **Task List** to apply work code settings to.
The name of task selected appears on top of options area as shown above.
- 7) Select how to display task and check off **Restrict Work Codes for this task...**
- 8) Under **Work Codes List** category, check off which work codes to add to task.
Repeat Steps 6-7 to apply work codes to more tasks.
- 9) Click **Close** to save settings and go back to main window.

Step 4

Work Code Setup

Add New Work Code Delete Work Code

Work Codes List

- FIL - Filing
- PAY - Payroll
- PRI - Printing
- PRO - Proposal
- REV - Review
- SCA - Scanning

Advanced Work Code Setup

Work Code Billing Information

Select Work Code Billing Option: Billing Options for Company

Billing Settings Other Settings

Default Time Entry Name
You can indicate the default name that will be used for the time entry when this work code is chosen.
Default Time Entry Name: Scanning (Internal)

Default Billing Firm
Default Firm: Client Track

Default Billing Information
 By default, do you want this work code to be billable?
 By default, do you want this work code to show on the client's invoice?
 Bill by Time
Billing Rate: GDesign - \$45.00
 Bill Flat Rate for
Flat Rate: <Select Billing Rate>
Bookkeeper1 - \$65.00
Bookkeeper2 - \$75.00
Consulting - \$70.00
GDesign - \$45.00
IT - \$60.00

Default Billing Category Allocation
You can allocate your time to different categories. Indicate below which category this work code should be allocated to
Billing Category: Design
<Select Category>
Bookkeeping
Design
Internal Non-Billable
Tax Returns
Year-End Statements

Close

- 1) Click the **Work Code Billing Information** tab.
- 2) Select type of billing option from drop-down list as shown above to change settings for either company or user. In this example, company was chosen.
- 3) Click the **Billing Settings** tab. Select a work code from list to apply settings to as shown above.
- 4) Click the **Other Settings** tab.

Work Code Setup

Add New Work Code Delete Work Code

Work Codes List

- FIL - Filing
- PAY - Payroll
- PRI - Printing
- PRO - Proposal
- REV - Review
- SCA - Scanning

Advanced Work Code Setup

Work Code Billing Information

Select Work Code Billing Option: Billing Options for Company

Billing Settings **Other Settings**

Time Entry Status
You can specify the status of time entries associated with this work code when certain task events happen:
Time entry status when start time: Work In Progress
Time entry status when close task: Ready for Invoice

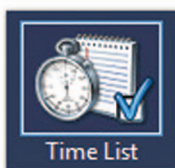
Default Colour Scheme
Colour Scheme: Design
Title Bar Background: [Yellow] Title Bar Foreground: [White]
Body Background: [White] Body Foreground: [Black]

Default Descriptions
Internal Description of Work Performed:
Description for Client Invoice of Work Performed:

Close

- 5) Select type of time entry status from drop-down lists as shown above.
- 6) Under **Default Color Scheme**, select a saved color scheme from list.
- 7) Click **Close** to save settings.

Step 5



From menu, go to **Time & Billing > Time List**

Step 6

Search Time Entries View/Hide Columns View/Print Report Select Client Add Selected Time To New Invoice Add Selected Time To Existing Invoice Mark Up/Down Time Entries Write Off

Refresh List All time entries where the status is 'Rea'

Advanced Search (Time Entries)

Client Quick Select Control

Search Main Criteria Search By Type/Dates Search By Time Search By Employee

Main Categories

- Search by Time Entry Name
Find all time entries that contain following
Scanning
- Search by Client
Find only time entries for the following client:
- Search by 'Billed To' Client
Find only time entries for the following client:
- Search by Billing Status
Find only time entries for the following status:
Work In Progress

Search by Status

- Search by Locked Status
 - Show only locked time entries
 - Show only unlocked time entries
- Search by 'Allocated to Invoice'
 - Show only previously invoiced time entries
 - Show only non-invoiced time entries
- Search by 'Show On Invoice'
 - Show time entries where 'show on invoice' true
 - Show time entries where not 'show on invoice'
- Search by Billable Status
 - Show only time entries that are billable
 - Show only time entries that are non-billable

Cancel Select Time Entries

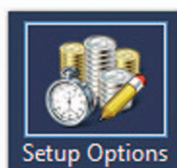
- 1) Click **Search Time Entries** on the ribbon menu bar
- 2) For example, only check off **Search by Time Entry Name** and type in name of work code that was created from Step 3 (i.e. Scanning).
- 3) Click **Select Time Entries**.

Client Quick Select Control	Bill To	Time Entry Name	Time Entry Status
<All Clients>	Sample Tattoo Studio	Scanning (Internal)	Work in Progress
<All Clients>			
Sample Beauty Salon			
Sample Charitable Organization			
Sample Electric Company Limited			
Sample Home Builder Ltd.			
Sample Lawyers Office			
Sample Overhead Door Manuf:			
Sample Printing Services			

- 4) Move the horizontal scrollbar until **Time Entry Name** column is visible. The searched work code should appear on list.

▶ Non-Billing Work Code Setup

Step 1



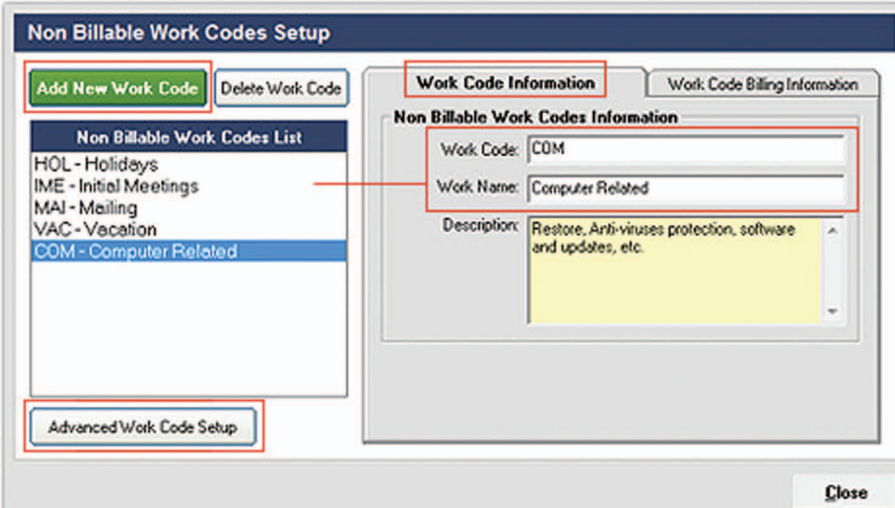
From menu, go to **Time & Billing** > **Setup Options**

Step 2



From **Billing Options** menu, go to **Non-Billing Work Code Setup**

Step 3



Non Billable Work Codes Setup

Add New Work Code Delete Work Code

Non Billable Work Codes List

HOL - Holidays
IME - Initial Meetings
MAI - Mailing
VAC - Vacation
COM - Computer Related

Advanced Work Code Setup

Work Code Information Work Code Billing Information

Non Billable Work Codes Information

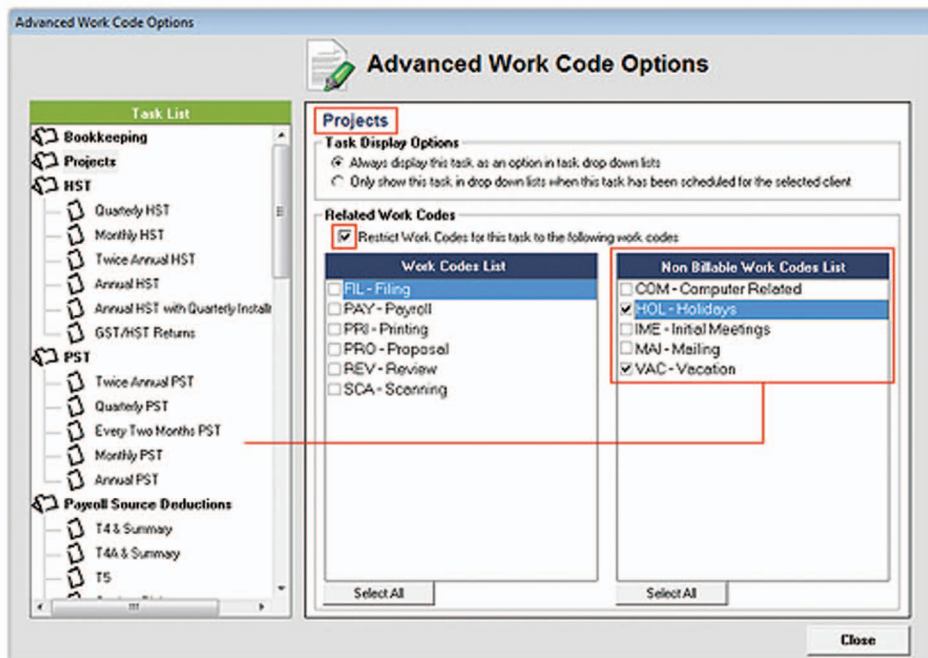
Work Code: COM

Work Name: Computer Related

Description: Restore, Anti-viruses protection, software and updates, etc.

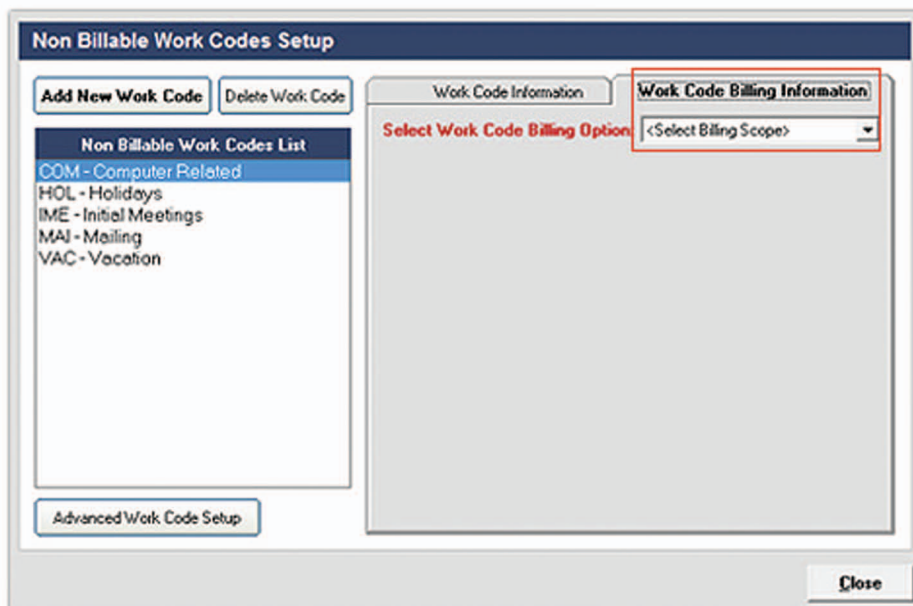
Close

- 1) Click the **Work Code Information** tab.
- 2) Click **Add New Work Code**. Insert work code, name and description (optional).
- 3) Repeat Step 2 to add more non-billing work codes if needed.
- 4) Click **Advanced Work Code Setup**.



- 5) Select a task from from list under **Task List** to apply work code settings to. The name of task selected appears on top of options area as shown above.
- 6) Select how to display task and check off **Restrict Work Codes for this task...**
- 7) Under **Non Billable Work Codes List** category, check off which work codes to add to task. Repeat Steps 5-7 to apply work codes to more tasks.
- 8) Click **Close** to save settings and go back to main window.

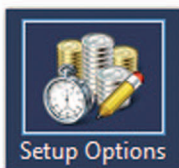
Step 4



- 1) Click the **Work Code Billing Information** tab.
- 2) Since the setup is for non-billing work code, **Select Work Code Billing Option** as shown above doesn't apply.
- 3) Click **Close** to save all settings.

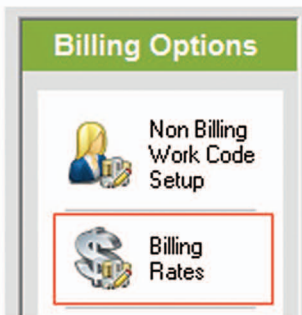
Billing Rates

Step 1



From menu, go to **Time & Billing** > **Setup Options**

Step 2



From **Billing Options** menu, go to **Billing Rates**

Step 3

Billing Rates

Billing Rates for Company | Billing Rates for Users

This wizard allows you to setup the different billing rates that are generic for the whole firm. Enter billing rates here if your billing are not user specific or you want certain rates available to all users.

Billing Rates Information

Add New Rate | Delete Rate

Rates List
Bookkeeper1 - \$65.00
Consulting - \$70.00
IT - \$60.00
Bookkeeper2 - \$75.00

Billing Rate Code: Bookkeeper1
Enter a short code so you can quickly reference this billing rate:

Billing Rate: 65.00 \$ / hour

Billing Options: Exact Billing (to the second) Rounded Billing
Round up to the nearest: [v]
10 Minutes [v]

Description: [v]

Default Billing Rate for this User

Close

- 1) Click the **Billing Rates for Company** tab
- 2) Click **Add New Rate**. Include the code name, rate in \$\$\$ and select type of billing option.
- 3) If there is no need to create billing rate for user, click **Close** to save settings and go to Step 4.

Billing Rates

Billing Rates for Company | **Billing Rates for Users**

This wizard allows you to setup the different billing rates for each of your users.

Select User: Jason

Billing Rates Information

Add New Rate | Delete Rate

Rates List
GDesign - \$45...

Billing Rate Code: GDesign
Enter a short code so you can quickly reference this billing rate.

Billing Rate: 45.00 \$ / hour

Billing Options: Exact Billing (to the second)
 Rounded Billing
Round up to the nearest: [v]
10 Minutes: [v]

Description: Initial meeting, research, site comps, files, printing, etc.

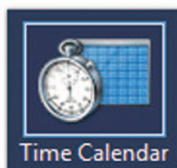
Default Billing Rate for this User

Close

- 4) Click the **Billing Rates for Users** tab
- 5) Ensure that you are the user from drop-down list as shown above*
- 6) Click **Add New Rate**. Include the code name and rate in \$\$\$
- 7) Check off **Default Billing Rate for this User**
- 8) Click **Ok** to save settings.

***Note:** Only administrators of Client Track can view all users from drop-down list and have the ability to apply billing rates to each user.

Step 4



In **Time & Billing**, go to > **Time Calendar**

Step 5

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients | **Time Entries - Week View**

Personal Clients

Tasks

Time & Billing

Time Calendar

January 30 - February 4, 2012

	Mon 30	Tue 31
8:00a		
9:00a		

- 1) Click on an empty timeslot in calendar to create a new time entry.

Edit Existing Time Entry

General **Billing Info** Billing Description Bill Time To... Custom Info

Is This Time Entry Billable Lock Time Entry

Time Entry Status: Work In Progress

Billing Options

Bill By Time

Billing Rate: GDesign - \$45.00

Bill Flat Rate

Flat Rate:

- <Select Billing Rate>
- Bookkeeper1 - \$65.00
- Bookkeeper2 - \$75.00
- Consulting - \$70.00
- GDesign - \$45.00
- IT - \$60.00

Adjust Time

Override Time Duration With The Following

1 hrs 0 min

Actual Time
Start Time: 09:00 am
End Time: 12:00 pm
Total Time: 3 hrs

Rounded Time
Start Time: 09:00 am
End Time: 12:00 pm
Total Time: 3 hrs

Sub Total Amount: **\$135.00**

Tax Code: HST - 0

HST ... \$17...

Total Amount: **\$152.55**

Delete Merge to Doc Cancel Ok

- 2) Click the **General** tab to select client and include name of time entry
- 3) Click the **Billing Info** tab. Check off **Is This Time Entry Billable** and select and select type of entry status. If billing client by time, select **Bill By Time** and select the newly created billing rate from Step 3 in the drop-down list under **Billing Options** as shown above.
- 5) Go through the other 3 tabs to include more information on entry if needed.
- 6) Click **Ok** to save settings.

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients

Personal Clients

Tasks

Time & Billing

Time Calendar

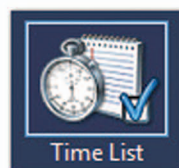
Time Entries - Week View

January 30 - February 4, 2012

	Mon 30	Tue 31
8:00a		
9:00a	9:00 am to 12:00 pm Sample Printing Services	9:00 am to 11:00 am Sample Electric Company Limited Filing
10:00a		
11:00a		

- 7) Time entry including billing rates has been added to your calendar.

Step 6



From menu, go to **Time & Billing** > **Time List**

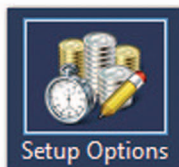
Step 7

Client Quick Select Control	Billing Amount	Adjust A...	Adjust...	Final (Clic...
<All Clients>	GDesign - \$45.00	<input type="checkbox"/>		\$135.00
<All Clients>	GDesign - \$45.00	<input type="checkbox"/>		\$90.00
Sample Beauty Salon	GDesign - \$45.00	<input type="checkbox"/>		\$90.00
Sample Charitable Organization				
Sample Electric Company Limited				
Sample Home Builder Ltd.				\$260.00
Sample Lawyers Office				
Sample Overhead Door Manuf...				
Sample Printing Services				
Refresh Clients List	Bookkeeper1 - \$65.00			
	Bookkeeper2 - \$75.00			\$575.00
	Consulting - \$70.00			
	GDesign - \$45.00			
	IT - \$60.00			

- 1) Click **Refresh Clients List**
- 2) Select same client from Step 5 in which billing rate was added to.
- 3) Move the horizontal scrollbar until **Billing Amount** column is visible. The selected rate to client should appear on list. The billing rates can be changed anytime by clicking on the text field as shown above.

Interrupt Reasons

Step 1



From menu, go to **Time & Billing** > **Setup Options**

Step 2



From **Billing Options** menu, go to **Interrupt Reasons**

Step 3

Interrupt Reasons

This wizard allows you to create different interruptions so you can track and allocate your interruptions.

Add New Interrupt **Delete Interrupt**

Interruptions List

- E-mail
- Emergency
- Phone call
- Pick Up
- Quick Meeting

Interrupt Information

Interrupt Name: E-mail

Description:

Examples of interruptions you might use:

- Phone Call
- Personal
- Email / IM
- Meeting
- Colleague
- Training

Close

- 1) Click **Add New Interrupt**. Insert interruption name and description (optional).
- 2) Repeat Step 1 to include more interruptions to list as shown above.
- 3) Click **Close** to save the interruptions.

Step 4

Tools **Custom Tasks** **Users** **Support**

- Auto-Notification
- Edit Auto-Notification Template Comments
- Open Advanced Missing Information Form
- Open Advanced Communications Form
- New Year Reschedule Wizard
- Holiday Schedule Wizard
- Interrupt Wizard**
- Maintenance Wizard

From menu, go to **Tools > Interrupt Wizard**

Step 5

Client Track Interrupt Control

Interrupt Information

Interruption Time: 00:09:01

Keep this window open during the course of this interruption. Client Track will automatically resume your previous timer when this window is closed.

Type of Interruption

Interruption Type: Phone Call

Interrupted By: (Optional)

Business Client: Sample Printing Services

Personal Tax Client:

Description of Interruption

Internal Description of Interruption: Invoice cost, print details, deadline

Client Invoice Description of Interruption:

Cancel Ok

- 1) Select a type of interruption that was created in **Step 3** from drop-down list. If needed to edit or add more interruption types, click the information icon.
- 2) Select a business or personal tax client
- 3) **Optional:** Include more descriptions of interruption
- 4) **Note:** Leave window open as long as interruption continues. Note the interruption time on top as shown above.
- 5) After the interruption is over, click **Ok** to save settings.

Edit Existing Time Entry

General Billing Info Billing Description Bill Time To ... Custom Info

Time Entry

Time Entry Name: Interrupted by: Phone Call

Employee Assigned: Jason

Time

Date: November-03-11

9:28 AM to 9:37 AM

Time Duration: 9 min

Client Selection

Business Client: Sample Printing Services

Personal Tax Client:

Time Entry Links

Select Task:

Billing Work Code:

Non Bill Work Code:

Billing Category: <Select Category>

Time Entry Display Text

9:28 am to 9:37 am
Sample Printing Services
Interrupted by: Phone Call

Edit Refresh

Time Entry Colours

Colour Scheme: <No Scheme Selected>

Title Bar Background: [Red]

Title Bar Foreground: [White]

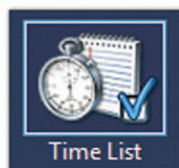
Body Background: [White]

Body Foreground: [Black]

Delete Merge to Doc Cancel Ok

- 6) The interruption information and time appears in **General** tab as shown above.
- 7) **Optional:** Customize the color of time entry from drop-down lists.
- 8) Go through the other 4 tabs to include more information on interruption.
- 9) Click **Ok** to save settings.

Step 6



From menu, go to **Time & Billing > Time List**

Step 7

Time Entries - Week View Select User's Sched

October 31 - November 5, 2011

Mon 31 Tue 1 Wed 2

8:00a

9:00a

10:00a

11:00a

12:00p

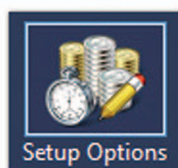
9:00 am to 11:00 am Sample Printing Services Filing

9:00 am to 1:00 pm Sample Lawyers Office WC - New Work Code

The interrupt time entry appears on calendar. Double-click or right-click on time entry and select **Edit Time Entry** to view or edit information.

Taxes

Step 1



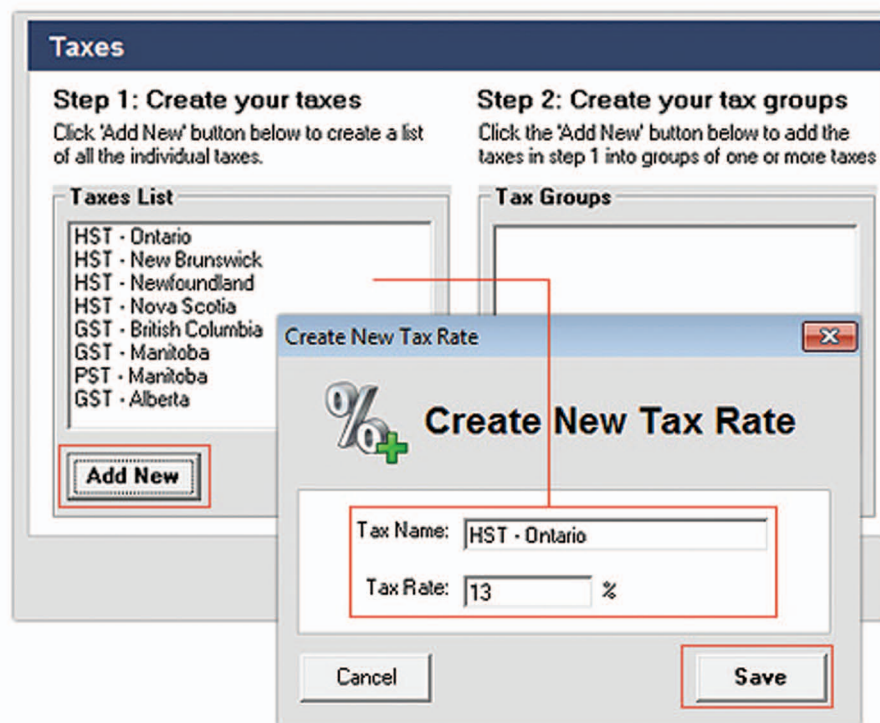
From menu, go to **Time & Billing > Setup Options**

Step 2



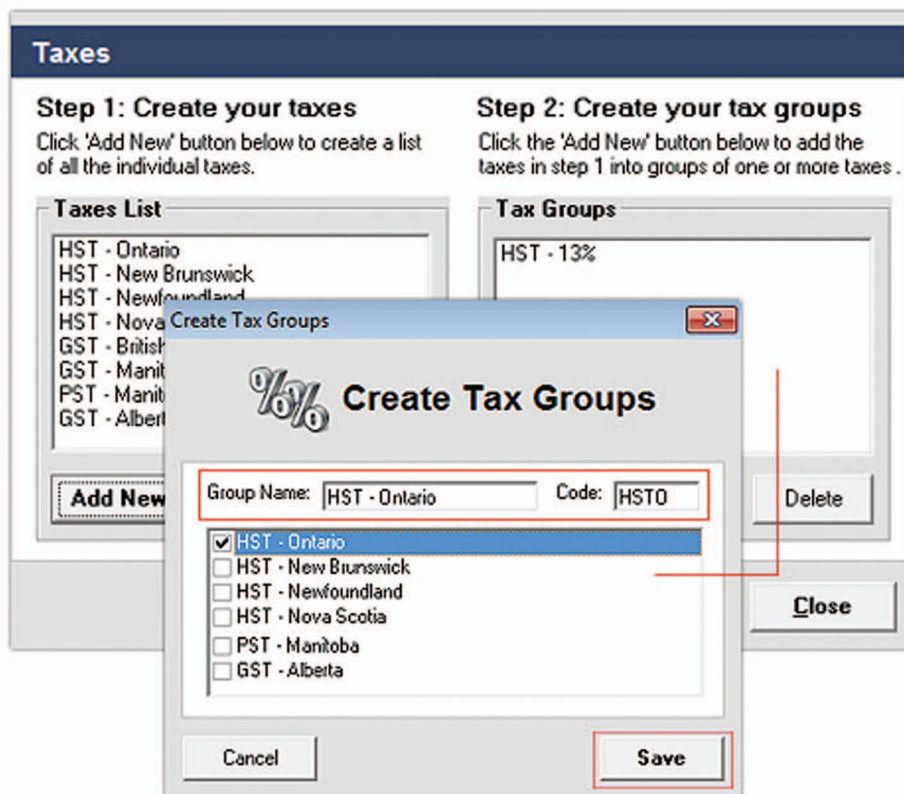
From **Billing Options** menu, go to **Taxes**

Step 3



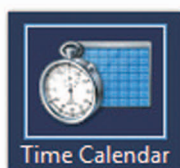
- 1) In **Taxes List** category, click **Add New**.
- 2) Create a tax name, rate and then click **Save**.
- 3) Repeat Step 1 to create more tax rates to list if needed as shown above.

Step 4



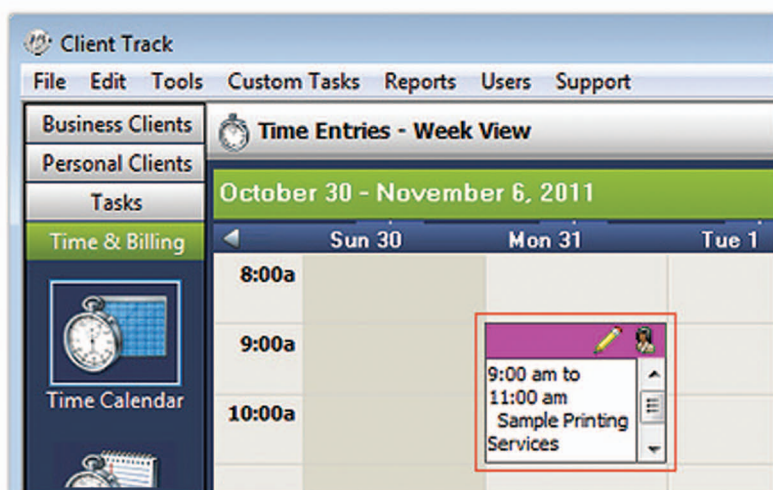
- 1) In **Tax Groups** category, click **Add New**.
- 2) Create a group name, code and check off which taxes belongs to group and then click **Save**.
- 3) Repeat Step 1 to create more tax groups to list if needed.

Step 5

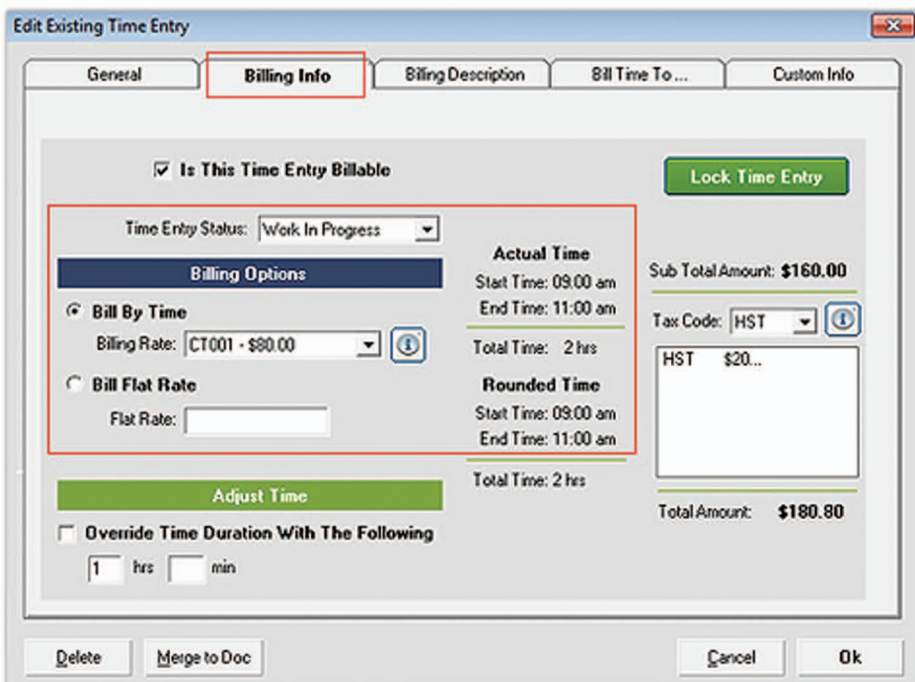


From menu, go to **Time & Billing > Time Calendar**

Step 6



1) Double-click on a time-entry already created for a client as shown above.

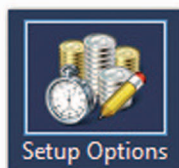


- 2) Click the **Billing Options** tab
- 3) Select status of time entry from drop-down list. (i.e. Work in Progress)
- 4) Select to bill either by time or rate. For example, click **Bill By Time** and select billing rate from drop-down list. If a billing rate hasn't been created, click on information icon beside to create a new one.
- 5) If entry was under or above the original time set, check off **Override Time Duration With The Following** under **Adjust Time** and insert the new time.

- 6) Verify that the **Sub Total Amount** is correct based on billing rate & actual time.
- 7) In **Tax Code**, select the tax group from drop-down list that created from Step 4 above. To create a new tax rate, click on the information icon beside it.
- 8) The selected total tax cost appears in the white box as shown above. Verify that the **Total Amount** is correct by adding the Sub Total Amount and Tax.
- 9) Click **Ok** to save the settings.

General Options

Step 1



From menu, go to **Time & Billing > Setup Options**

Step 2



From **Billing Options** menu, go to **General Options**

Step 3

General Options

Required Fields when Entering Time
When entering time, the following fields are required to be filled in ...

- the Client Name (either Business Client or Personal Tax Client)
- the Billing Amount (either a Billing Rate or a Flat Rate)
- the Billing Code (either a Billing or Non-Billing Code)
- the Billing Category
- the Internal Time Entry Description
- the Client Invoice Description

These settings apply to all users.

Quick Time Entry Data Form Type

Vertical Quick Time Entry Form Type Horizontal Quick Time Entry Form Type

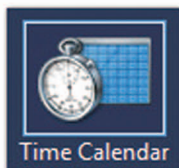
Calendar Time Entry Data Form Type

Advanced Time Entry Form Simple Time Entry Form

Close

- 1) Select which required fields is needed when adding new time entry.
- 2) Select orientation of time entry form.
- 3) Select type of time entry form (**Simple** - Step 5, **Advanced** - Step 6)
- 4) Click **Ok** to save settings.

Step 4



From menu, go to **Time & Billing** > **Time Calendar**

Step 5

Client Track

File Edit Tools Custom Tasks Reports Users Support

Business Clients **Time Entries - Week View**

Personal Clients

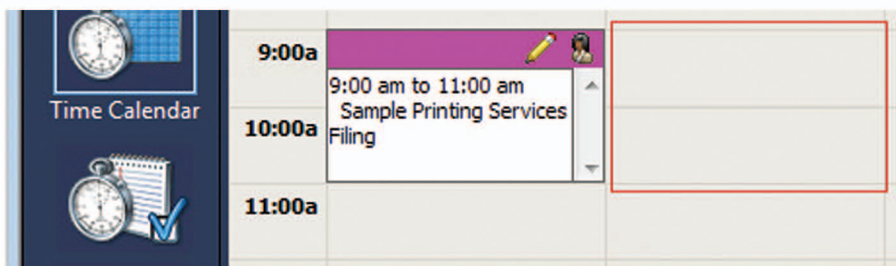
Tasks

Time & Billing

October 31 - November 5, 2011

Mon 31 Tue 1

8:00a



- 1) Click on an empty time slot to create new time entry as shown above.

Time Entry

Time Data Entry

Business Client:

Personal Tax Client:

Time Duration: hrs min

Task:

Billing Work Code:

Non Bill Work Code:

- 2) In the **Simple Time Entry Form** (selected from Step 3), select a business or personal client, task type, billing or non-billing work from drop-down lists.
- 3) Insert time duration of entry and then click **Ok** to save time entry.

Note: The required fields on the time entry form are customizable and can be changed at any time. To know how to, see Step 3 above.

Step 6

Client Track

File Edit Tools Custom Tasks Reports Users Support

Business Clients

Personal Clients

Tasks

Time & Billing

Time Entries - Week View

October 31 - November 5, 2011

Mon 31 Tue 1

8:00a

9:00a 9:00 am to 11:00 am Sample Printing Services Filing 9:00 am to 12:00 pm Sample Lawyers Office WC - New Work Code

10:00a

11:00a

- 1) Double-click on the newly added time entry.

Edit Existing Time Entry

General Billing Info Billing Description Bill Time To... Custom Info

Time Entry

Time Entry Name: WC - New Work Code
 Employee Assigned: Jason

Time

Date: November-01-11
 9:00 AM to 12:00 PM
 Time Duration: hrs min

Client Selection

Business Client: Sample Lawyers Office
 Personal Tax Client:

Time Entry Links

Select Task: Quarterly Corporate Tax Install
 Billing Work Code: WC - New Work Code
 Non Bill Work Code:
 Billing Category: <Select Category>

Time Entry Display Text

9:00 am to 12:00 pm
 Sample Lawyers Office
 WC - New Work Code

Edt Refresh

Time Entry Colours

Colour Scheme: <No Scheme Selected>

Title Bar Background:
 Title Bar Foreground:
 Body Background:
 Body Foreground:

Delete Merge to Doc Cancel Ok

- 2) An **Advanced Time Entry Form** will open up (option can be seen on 'General Options' form in Step 3). The same required fields from Step 3 can be edited here under the **General** tab as shown above.
- 3) Select new custom color of time entry title bar from drop-down list (optional).
- 4) Go through the other 4 tabs to include more information on time entry.
- 5) Click **Ok** to save settings.

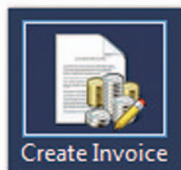
Create Invoice

Step 1

If a time entry for client hasn't been created, follow all steps [here](#).

Note: If you have already created an invoice for a time entry, go to **Step 2** below.

Step 2



From menu, go to **Time & Billing > Create Invoice**

Create Invoice for your Clients
 < Client not Specified >
 Total Outstanding WIP: \$0

Client Quick Select Control

<All Clients>
 Sample Beauty Salon
 Sample Charitable Organization
 Sample Electric Company Limited
 Sample Home Builder Ltd.
 Sample Lawyers Office
 Sample Overhead Door Manufact.
 Sample Printing Services
 Sample Roof Builder

Sample Tattoo Studio
Sample Trucking Company

Create Invoice based on the client's organized WIP time

Send all WIP to Invoice
 Select Specific WIP to send to Invoice

Create Invoice

Create Invoice based on current WIP which will be hidden and display a flat rate for all services

Send all WIP to Invoice
 Select Specific WIP to send to Invoice

Flat Rate Amount:

Create Invoice

Create Invoice based on current WIP which will be hidden and add customized invoice items

Send all WIP to Invoice
 Select Specific WIP to send to Invoice

Create Invoice

Note: You have can combine the different invoice styles on any invoice once you are in the invoice editor window.

Client Aged Summary - Account Owings

Total Outstanding	0 - 30 Days	31 - 60 Days	61 - 90 Days	90+ Days
\$0	\$0	\$0	\$0	\$0

Refresh Clients List

Search

Step 3

Create Invoice for your Clients
Sample Home Builder Ltd

Total Outstanding WIP: \$315.00

Client Quick Select Control

Sample Home Builder Ltd.

<All Clients>
Sample Beauty Salon
Sample Charitable Organization
Sample Electric Company Limited
Sample Home Builder Ltd.
Sample Lawyers Office
Sample Overhead Door Manufact.
Sample Printing Services
Sample Roof Builder
Sample Tattoo Studio
Sample Trucking Company

Refresh Clients List

Search

Create Invoice based on the client's organized WIP time

Send all WIP to Invoice
 Select Specific WIP to send to Invoice

Create Invoice

Create Invoice based on current WIP which will be hidden and display a flat rate for all services

Send all WIP to Invoice
 Select Specific WIP to send to Invoice

Flat Rate Amount:

Create Invoice

Note: You have can combine the different invoice styles on any invoice once you are in the invoice editor window.

Client Aged Summary - Account Owings

Total Outstanding	0 - 30 Days	31 - 60 Days	61 - 90 Days
No amount owing			

- 1) Click **Refresh Clients List**.
- 2) Select a client from list under to create invoice for. The total invoice costs for client will appear on top beside **Total Outstanding WIP** and any outstanding invoice costs that haven't been paid on time will appear on bottom under **Client Aged Summary** as shown above.
- 3) Select type of invoice and either all or specific WIPs.
- 4) Click **Create Invoice**.

Step 4

Quick WIP Time Selection

Select the WIP you want to send to the invo
Sample Home Builder Ltd.
Total Outstanding WIP: \$315.00

Select only WIP

Select Item	Billable Time	Bill To	Time Entry Name	Time Entry Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Review	Work in Progress

Select only WIP

Select Item	Billable Time	Bill To	Time Entry Name	Time Entry Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Review	Work in Progress
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample Home Builder Ltd.	Proposal	Work in Progress

Number of WIP Time Entries: 2

- 1) If single or multiple entries appear on list based on same status (WIP), check off which entries to create invoices for.
- 2) Click **Add Selected Time to Invoice**.

Step 5

Main Adjustments WIP Grouping Add Custom Items

Changes Formatting

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1000
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub Total:	\$315.00
			Taxes:	\$0.00
			Total:	\$315.00

- 1) To begin applying taxes to the invoice, click the **Adjustments** tab and then **Adjust Amounts** from main menu as shown above.

Client Invoice

Client Invoice

Type of Invoice: **Invoice** Invoice Date: Jan 31, 2012
 Due Date: Feb 15, 2012

Business: Sample Home Builder Ltd. Invoice No.: 1000
 Personal Tax Client: []

Actual WIP Amount
 WIP Sub Total: \$315.00
 Total Taxes: \$0.00
 Total WIP Amount: \$315.00

Adjusted SubTotal Amount
 Use Adjusted Amount On Invoice
 Sub Total: \$315.00
 Tax Code: **HST - 0**
 Total Taxes: \$40.95
 Total Adjusted Amount: \$355.95

Final Invoice Amount
 Sub Total: \$315.00
 Discount:
 Total Taxes: \$40.95
 Final Amount Due: \$355.95

Discounted / Markup Amount
 Use Discount On Invoice
 Discount: \$0.00

Use the adjusted amount to bill the client an amount that is different from the Actual WIP amount.

Cancel **Ok**

- Select a tax code from drop-down list as show above (i.e. HST - Ontario). The total adjusted amount will automatically change based on the tax selected. For more information on how to create tax rates, go [here](#).
- Click **Ok** to include the tax to invoice.

Main Adjustments WIP Grouping Add Custom Items Templates

Adjust Amounts General Options
 Changes Formatting

Client Track
 836 Boyd Ave., Unit 1
 Ottawa, Ontario K2A 2E1

Invoice
 INVOICE #: 1000
 INVOICE DATE: January 31, 2012
 DUE DATE: February 15, 2012

CLIENT INFORMATION
 Sample Home Builder Ltd.
 111 Cheltenham Road
 Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

- Verify that the total amount includes the taxes as shown above.
- Click **General Options** from main menu.

Step 6 (optional)

Invoice Options for Invoice Template 1

Invoice Settings

General Numbers Formatting Colors Dates Columns

Invoice Number Options

Show the Invoice Number on Invoice

Invoice Start Number: 001

Automatically Increment Invoice Numbers

Note: The invoice start number and auto increment settings will be applied to all invoice templates.

Default Invoice Template

You can specify which of the three invoice templates you want to use as the default.

Default Invoice Number: 1

Note: All settings specified above are for this invoice template only. You can have different settings for each invoice templates.

Cancel Ok

- 1) Click the **General** tab
- 2) Insert start number for invoice and default invoice template.
- 3) Click the **Colors** tab

Invoice Options for Invoice Template 1

Invoice Settings

General Numbers Formatting **Colors** Dates Columns

Invoice Theme Color

Theme Background: [Green]

Invoice Grid Colors

Header Background: [Grey] Header Font: [White]

Grid Background: [White] Grid Font: [Black]

Invoice Alternating Grid Lines

Show Alternating Gridline Colors In Report

Alternating Color 1: [White]

Alternating Color 2: [Grey]

Reset Colors To Default

Note: All settings specified above are for this invoice template only. You can have different settings for each invoice templates.

Cancel Ok

- 4) Customize the colors for invoice theme and grid (table chart).
- 5) Click the **Columns** tab

Invoice Options for Invoice Template 1

Invoice Settings

General Numbers Formatting Colors Dates **Columns**

You can specify which columns you want to view on the invoice and what the percentage width of each column will be.

	Vis	% Width	Column Order	Column Name
Managing Accountant	<input type="checkbox"/>			
Time Entry Date	<input checked="" type="checkbox"/>	13	1	Date
Actual Start Time	<input type="checkbox"/>			
Actual End Time	<input type="checkbox"/>			
Actual Total Time	<input type="checkbox"/>			

Total Page Width Used: 100 Reset To Default

Note: All settings specified above are for this invoice template only. You can have different settings for each invoice templates.

Cancel Ok

- 6) Check off which columns to appear on invoice.
- 7) Customize the % width for each selected column to add up to a total of 100% besides **Total Page Width Used** (optional).
- 8) Click **Ok** to save new invoice settings.

Main Adjustments WIP Grouping Add Custom Items Templates

Adjust Amounts Changes General Options Formatting

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub total:	\$315.00
			Taxes:	\$40.95
			Total:	\$355.95

9) Verify that the new settings have been applied to invoice as shown above.

Note: To add and bill custom items to an invoice for client, click [here](#).

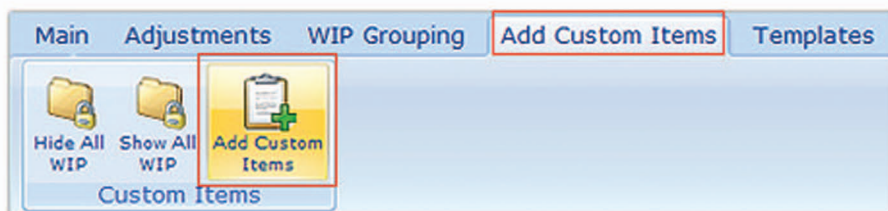
Add Invoice Custom Items

Step 1

If an invoice for client hasn't been created, follow Steps 2-6 [here](#).

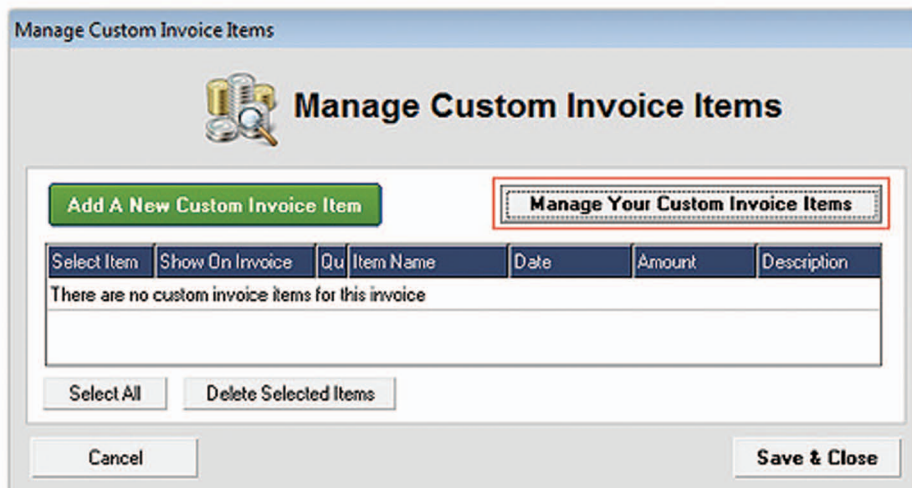
Note: If an invoice has already been created, go to **Step 2** below.

Step 2



Click the **Add Custom Items** tab and then click **Add Custom Items** from invoice menu as shown above.

Step 3



1) Click **Manage Your Custom Invoice Items**.

Custom Invoice Items

Add New Invoice Item

This wizard allows you to create your own invoice items for services you provide

Invoice Items List

Item Name
Collection

Item Name:

Date:

Amount (\$):

Tax Code:

Tax: \$9.75

Total Amount: \$84.75

Description (optional):

- 2) Click **Add New Item**.
- 3) Insert name of item, amount, description (optional). Also select date and tax rate applied for item from drop-down lists.
- 4) Repeat steps 2-3 for more additional custom items.
- 5) Click **Ok** to save custom item.

Manage Custom Invoice Items

Manage Custom Invoice Items

Add A New Custom Invoice Item

Manage Your Custom Invoice Items

Select Item	Show On Invoice	Qu	Item Name	Date	Amount	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Collection	Jan 31, 12	\$75.00	Collection

- 6) Click **Add a New Custom Invoice Item**.
- 7) Check off item under **Select Item** column.
- 8) Select a custom item under **Item Name** column as shown above.
- 9) Repeat steps 6-8 to add more custom items to invoice.
- 10) Click **Save & Close** to transfer item to invoice.

Step 4

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP

Show All WIP

No Grouping of Items

Advanced Grouping

Group by Tasks

Group by Billing Categories

Group by Billing Rates

Group by Employees

Group by Work Codes

Group by Projects

Grouping

187

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Collection			\$75.00
Jan 31, 12	All Proposal tasks	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	All Review tasks	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$390.00
	Sub Total:			\$390.00
	Taxes:			\$50.75
	Total:			\$440.75

Verify that the new custom item(s) added appear under **Description of Work** column on the invoice as shown above.

WIP Invoice Grouping

Step 1

If an invoice for client hasn't been created, follow Steps 2-6 [here](#).

Note: If an invoice has already been created, go to **Step 2** below.

Step 2

Main Adjustments **WIP Grouping** Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
	Sub Total:			\$315.00
	Taxes:			\$40.95
	Total:			\$355.95

Click the **WIP Grouping** tab to open up all the types of groupings for invoice as shown above.

Hide All WIPs

Main Adjustments **WIP Grouping** Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total	
				Sub Total:	\$0.00
				Total:	\$0.00

Click **Hide All WIP** from invoice menu.

Show All WIPs

Main Adjustments **WIP Grouping** Add Custom Items Templates

Hide All WIP **Show All WIP** No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
Sub Total:				\$315.00
Taxes:				\$40.95
Total:				\$355.95

Click **Show All WIP** from invoice menu.

No Grouping of Items

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION
Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 30, 12		\$45.00 / hr	4 hrs	\$180.00
Feb 1, 12		\$45.00 / hr	3 hrs	\$135.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **No Grouping of Items** from invoice menu.

Advanced Grouping

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION
Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	Consulting Proposal	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	Review	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Advanced Grouping** from invoice menu.

Group by Tasks

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping **Group by Tasks** Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All Proposal tasks	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	All Review tasks	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Tasks** from invoice menu.

Group by Billing Categories

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks **Group by Billing Categories** Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All Consulting tasks	\$45.00 / hr	7 hrs	\$315.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Billing Categories** from invoice menu.

Group by Billing Rates

The screenshot shows a software interface with a menu bar at the top: Main, Adjustments, WIP Grouping, Add Custom Items, and Templates. Below the menu bar is a 'Grouping' section with icons for: Hide All WIP, Show All WIP, No Grouping of Items, Advanced Grouping, Group by Tasks, Group by Billing Categories, Group by Billing Rates (highlighted with a red box), Group by Employees, Group by Work Codes, and Group by Projects. A red line connects the 'Group by Billing Rates' icon to the 'Invoice' section of the main content area.

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All time at rate \$45.00	\$45.00 / hr	7 hrs	\$315.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Billing Rates** from invoice menu.

Group by Employees

The screenshot shows the same software interface as above, but with the 'Group by Employees' icon in the 'Grouping' section highlighted with a red box. A red line connects this icon to the 'Invoice' section of the main content area.

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All work completed by Jason	\$45.00 / hr	7 hrs	\$315.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Employees** from invoice menu.

Group by Work Codes

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All Proposal tasks	\$45.00 / hr	3 hrs	\$135.00
Jan 31, 12	All Review tasks	\$45.00 / hr	4 hrs	\$180.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Work Codes** from invoice menu.

Group by Projects

Main Adjustments WIP Grouping Add Custom Items Templates

Hide All WIP Show All WIP No Grouping of Items Advanced Grouping Group by Tasks Group by Billing Categories Group by Billing Rates Group by Employees Group by Work Codes Group by Projects

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice

INVOICE #: 1
INVOICE DATE: January 31, 2012
DUE DATE: February 15, 2012

CLIENT INFORMATION

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Jan 31, 12	All other items	\$45.00 / hr	7 hrs	\$315.00
			7 hrs	\$315.00
			Sub Total	\$315.00
			Taxes	\$40.95
			Total	\$355.95

Click **Group by Projects** from invoice menu.

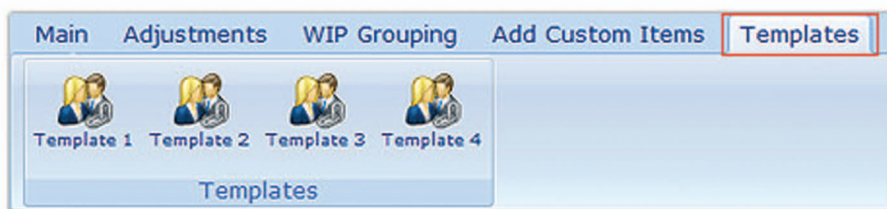
Invoice Templates

Step 1

If an invoice hasn't been created, follow all steps [here](#).

Note: If you have already created an invoice, go to **Step 2** below.

Step 2



1) Click the **Templates** tab from the invoice menu.

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 2
INVOICE DATE: February 8, 2012
DUE DATE: March 15, 2012

Click here to insert logo image - Optimum logo size is any image that is up to 88 pixels high and 400 pixels wide

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
Invoice #: 2
Invoice Date: February 8, 2012
Due Date: March 15, 2012

Sample Printing Services
1111 Beach Avenue
Saskatoon, Saskatchewan A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Feb 8, 12	Design Contracts	\$45.00/hr	3hrs	\$135.00

2) Click on a template number to get preview of what the invoice will look like for print. To edit layout for a specific template, follow the steps below.

Main Adjustments WIP Grouping Add Custom Items Templates

Adjust Amounts Changes General Options Formatting

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Invoice
INVOICE #: 2
INVOICE DATE: February 8, 2012
DUE DATE: March 15, 2012

CLIENT INFORMATION

Sample Printing Services
1111 Beach Avenue
Saskatoon, Saskatchewan A1A 1Z1

Date	Description of Work	Rate	Hrs	Total
Feb 8, 12	Design Contracts	\$45.00 / hr	3 hrs	\$135.00

- 3) Click the **Adjustments** tab and then click **General Options** from invoice menu.

Step 3

Invoice Options for Invoice Template 4

Invoice Settings

General Numbers Formatting Colors Dates Columns

Invoice Number Options

Show the Invoice Number on Invoice

Invoice Start Number: 1

Automatically Increment Invoice Numbers

Note: The invoice start number and auto increment settings will be applied to all invoice templates.

Default Invoice Template

You can specify which of the three invoice templates you want to use as the default.

Default Invoice Number: 4

Note: All settings specified above are for this invoice template only. You can have different settings for each invoice templates.

Cancel Ok


- 1) Click the **General** tab and insert new default template # of your choice.
2) Click the **Colors** tab.

Invoice Options for Invoice Template 4

Invoice Settings

General Numbers Formatting **Colors** Dates Columns

Invoice Theme Color

Theme Background: 

Invoice Grid Colors

Header Background: Header Font:

Grid Background: Grid Font:

Invoice Alternating Grid Lines

Show Alternating Gridline Colors In Report

Alternating Color 1:


Alternating Color 2:

Reset Colors To Default

Note: All settings specified above are for this invoice template only. You can have different settings for each invoice templates.

Cancel Ok

- 3) Customize the colors for invoice theme and grid (table chart).
- 4) Click **Ok** to save settings.

 You need to make sure the selected column widths add up to 100%.

- 5) A warning will pop up asking to adjust the column widths. Click **Ok**.

Invoice Options for Invoice Template 4

Invoice Settings

General Numbers Formatting Colors Dates **Columns**

You can specify which columns you want to view on the invoice and what the percentage width of each column will be.

	Vis	% Width	Column Order	Column Name
Adjusted Time	<input type="checkbox"/>			
Final Total Time	<input checked="" type="checkbox"/>	15	2	Hrs
Time Entry Billing Type	<input type="checkbox"/>			
Time Entry Billing Rate	<input checked="" type="checkbox"/>	15		
Real Total Amount (ba	<input type="checkbox"/>			
Final Total Amount (af	<input checked="" type="checkbox"/>	10		
Time Entry Category	<input type="checkbox"/>			
Client Time Entry Desc	<input checked="" type="checkbox"/>	50		

Total Page Width Used: 113

Note: All settings specified above are for these settings for each invoice templates.

	Vis	% Width	Column Order
Adjusted Time	<input type="checkbox"/>		
Final Total Time	<input checked="" type="checkbox"/>	15	2
Time Entry Billing Type	<input type="checkbox"/>		
Time Entry Billing Rate	<input checked="" type="checkbox"/>	15	3
Real Total Amount (ba	<input type="checkbox"/>		
Final Total Amount (af	<input checked="" type="checkbox"/>	10	4
Time Entry Category	<input type="checkbox"/>		
Client Time Entry Desc	<input checked="" type="checkbox"/>	47	1

Total Page Width Used: 113		Final Total Amount (aft) <input checked="" type="checkbox"/> 10	4
Note: All settings specified above are for the settings for each invoice templates.		Time Entry Category <input type="checkbox"/>	
<input type="button" value="Cancel"/>		Client Time Entry Desc <input checked="" type="checkbox"/> 47	1
		Total Page Width Used: 100	

- 6) Check off which columns to appear on invoice template.
- 7) Customize the % width for each selected column to add up to a total of 100% besides **Total Page Width Used**.
- 8) Click **Ok** to save new invoice template settings.

Step 4

Main	Adjustments	WIP Grouping	Add Custom Items
Adjust Amounts	General Options		
Changes	Formatting		

Client Track
836 Boyd Ave., Unit 1
Ottawa, Ontario K2A 2E1

Sample Home Builder Ltd.
111 Cheltenham Road
Victoria, BC A1A 1Z1

Click here to insert logo image - Optimum logo size is any image that is up to 144 pixels high and approx. 250 pixels wide

Invoice

Date:	Invoice #:
Jan 31, 2012	1

Description	Hrs	S/Hr	Total
Collection			\$75.00
All Proposal tasks	3 hrs	\$45.00 / hr	\$135.00
All Review tasks	4 hrs	\$45.00 / hr	\$180.00
	7 hrs		\$390.00
Sub Total:			\$390.00
Taxes:			\$50.75
Total:			\$440.75

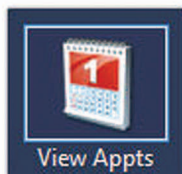
Verify that the new settings appear in the selected invoice as shown above.



Appointments

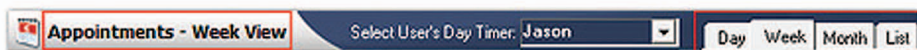
View Appointments

Step 1

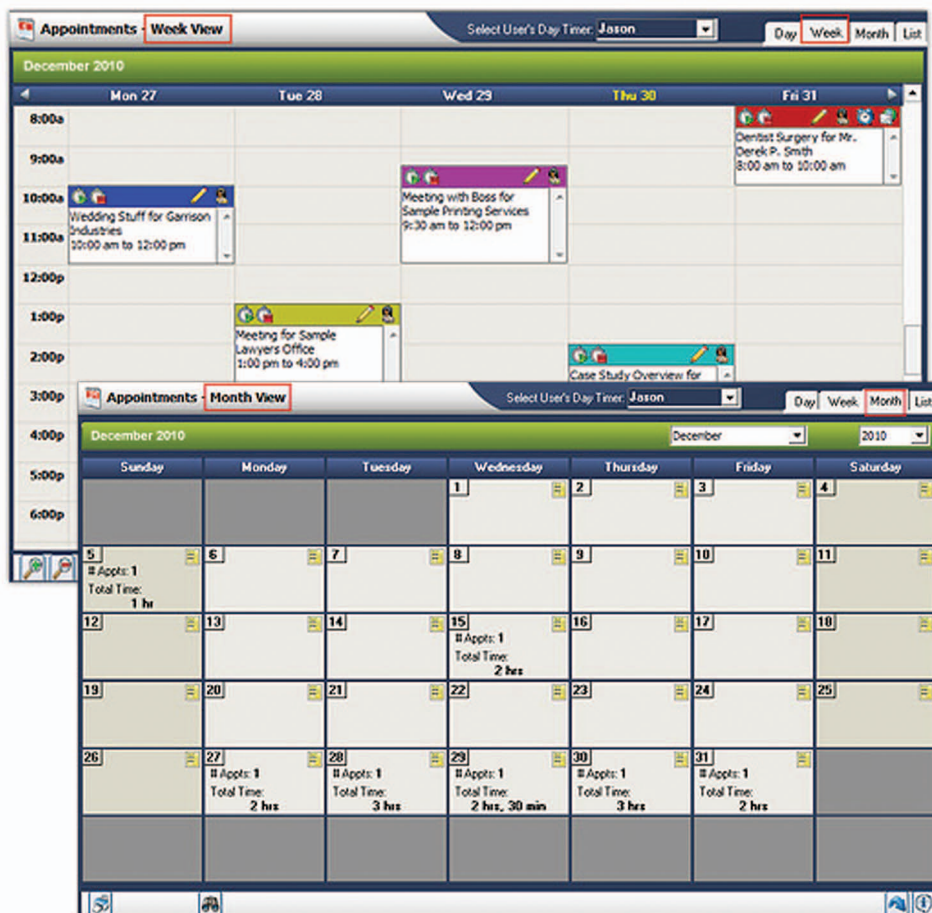


In **Appointments**, go to > **View Appts** (icon)

Step 2



- 1) To view appointments of an user, select user from drop-down list
- 2) To view appointments in a different view, click one of the calendar tabs

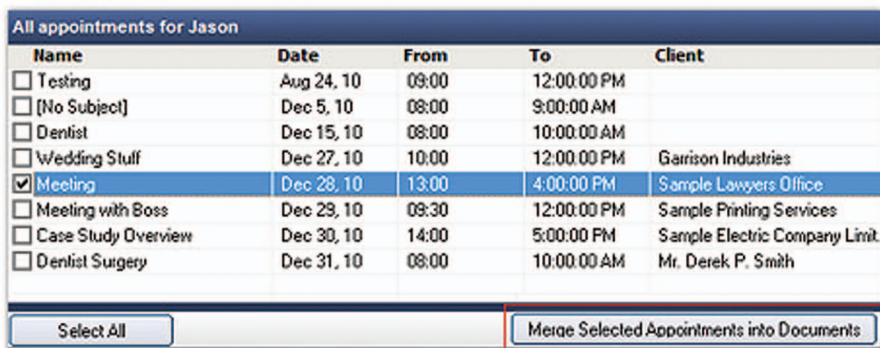


December 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 # Appts: 1 Total Time: 1 hr	6	7	8	9	10	11
12	13	14	15 # Appts: 1 Total Time: 2 hrs	16	17	18
19	20	21	22	23	24	25
26	27 # Appts: 1 Total Time: 2 hrs	28 # Appts: 1 Total Time: 3 hrs	29 # Appts: 1 Total Time: 2 hrs, 30 min	30 # Appts: 1 Total Time: 3 hrs	31 # Appts: 1 Total Time: 2 hrs	



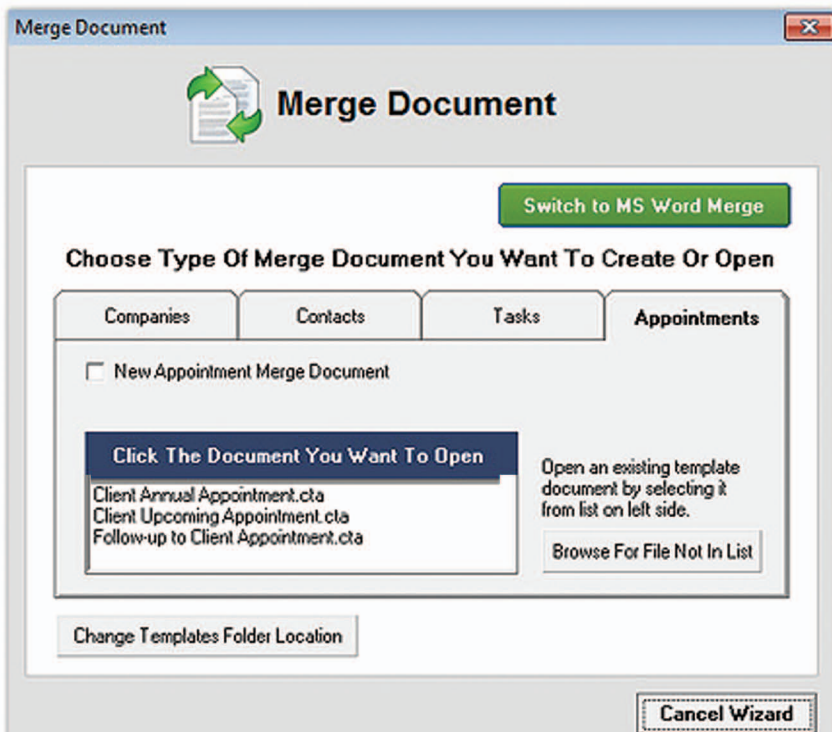
Click **List** tab to view appointments in list view

Step 5



- 1) To merge an appointment in a document, select an appointment
- 2) Click **Merge Selected Appointments into Documents**

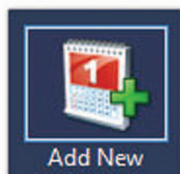
Step 6



Select type document to merge appointments with

Add New Appointment

Step 1



In **Appointments**, go to > **Add New** (icon)

Note: You can also add new appointment under **Quick Add - New Appointment** box on the right bottom sidebar.

Step 2

Add New Appointment

General Repeat Auto Notification Apply To Users Custom Info

Appointment

Appt Name: Dentist Surgery

Client: Smith, Derek

Date: December -31-10

Private Appointment

8:00 AM To 10:00 AM

Remind Me: 1 Day hrs min

Appointment Display Text

Dentist Surgery for Mr. Derek P. Smith
8:00 am to 10:00 am

Edit Refresh

Appointment Colours

Colour Scheme: <No Scheme Selected>

Title Bar Background Colour: [Red]

Title Bar Foreground Colour: [White]

Body Background Colour: [Light Blue]

Body Foreground Colour: [Black]

Delete Merge to Doc Notify Now Cancel Ok

- 1) To create a new appointment, click the **General** tab and insert all the information of the appointment under **Appointment** category shown above.
- 2) Select time of appointment under **Time** category.
- 3) To create a reminder of appointment, check off **Remind Me** and select the length of time for alert from drop-down list.
- 4) Select background colours under **Appointment Colours** category.

Add New Appointment

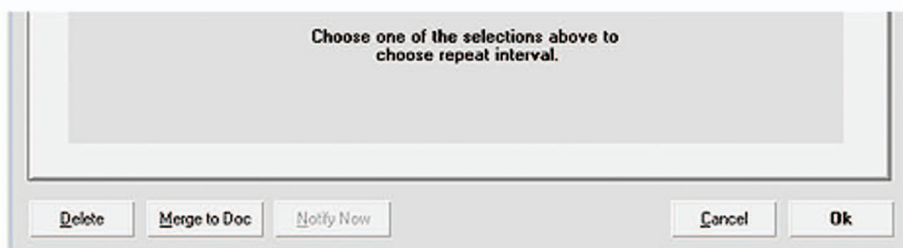
General **Repeat** Auto Notification Apply To Users Custom Info

Repeat this appointment

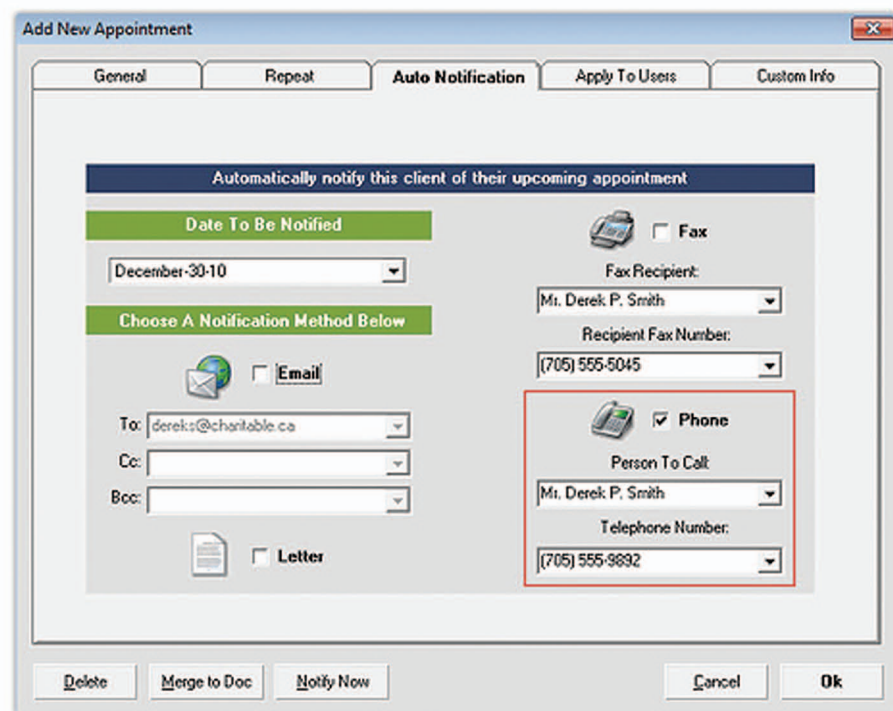
Choose How Often This Event Should Repeat

None Day Week Month Year

Repeater Interval Information



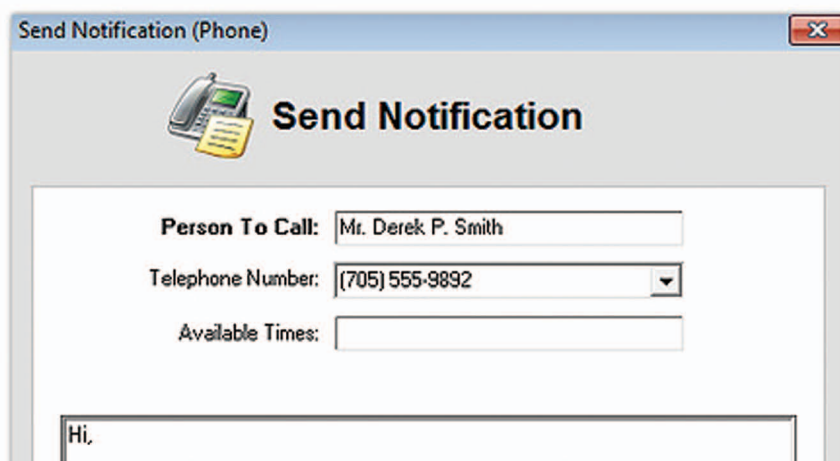
To repeat a particular appointment throughout the calendar, click the **Repeat** tab and select type of repeat shown above.

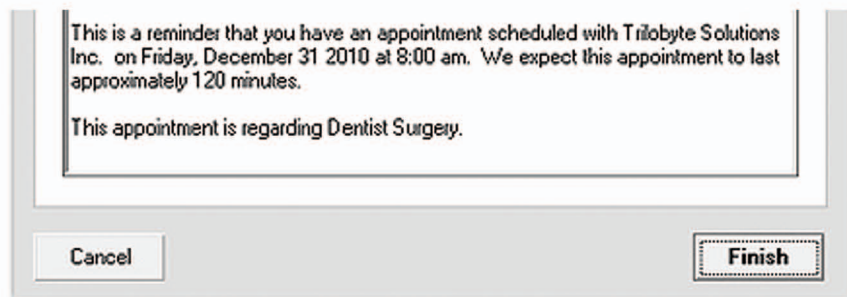


- 1) To create an auto-notification of appointment, check off type of notification method and select the information from drop-down list
- 2) Click **Ok** to complete adding new appointment.

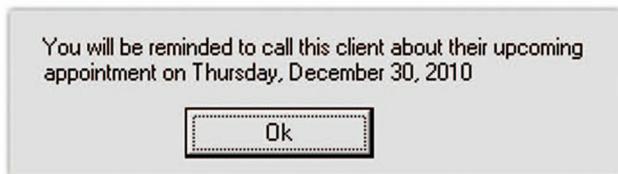
Optional: To apply the same appointment to other users, click the **Apply to Other Users** tab shown above.

Step 3



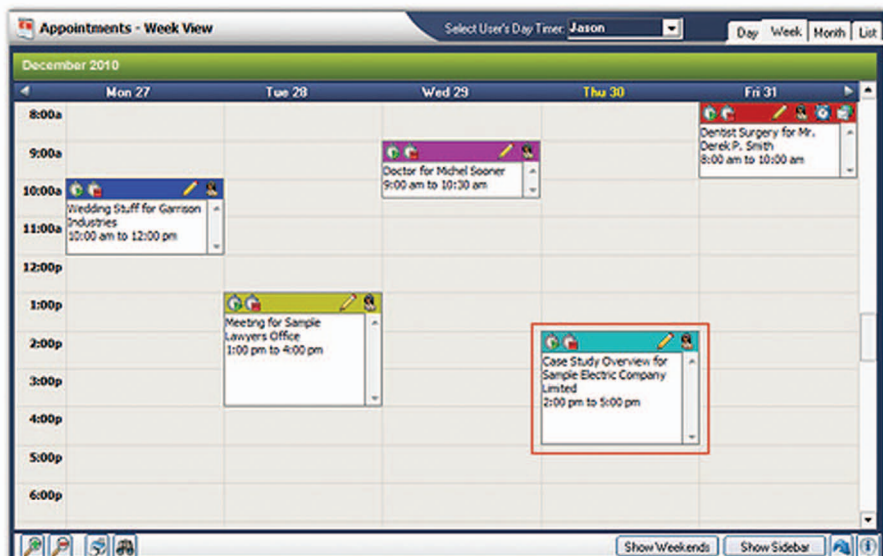


- 1) Type in available times and click **Finish** to send notification.

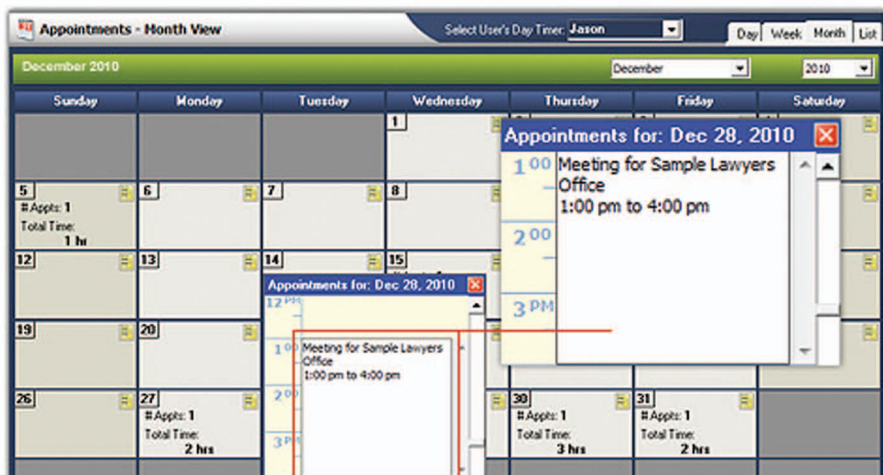


- 2) Click **Ok** in the reminder window to confirm notification.

Step 4



- 1) To view the new appointment in week view, click the **Week** tab shown above.
- 2) Select the scheduled day of new appointment from the sidebar calendar.

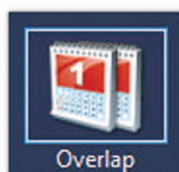




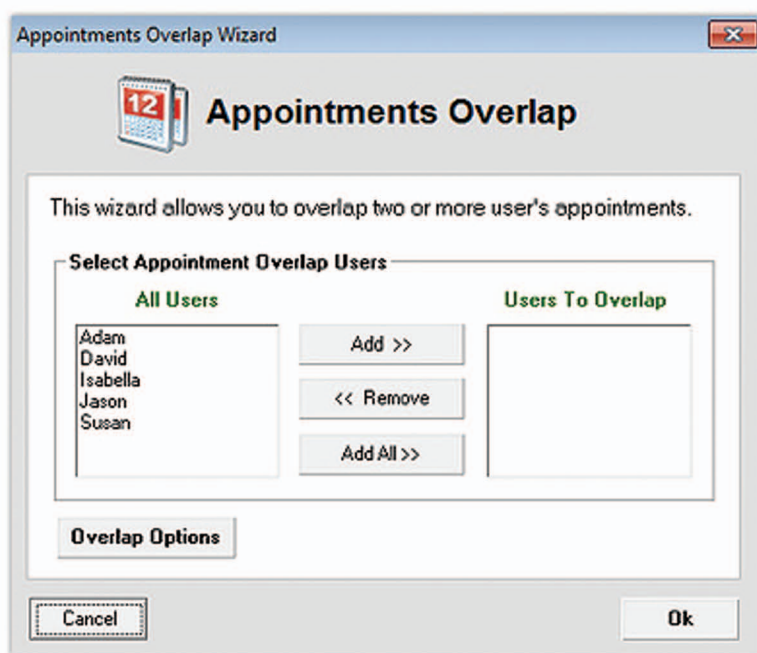
- 1) To view the new appointment in Month view, click the **Month** tab shown above.
- 2) Click the scheduled day of the new appointment and move the vertical bar until new appointment is shown in schedule.

Overlap Appointments

Step 1

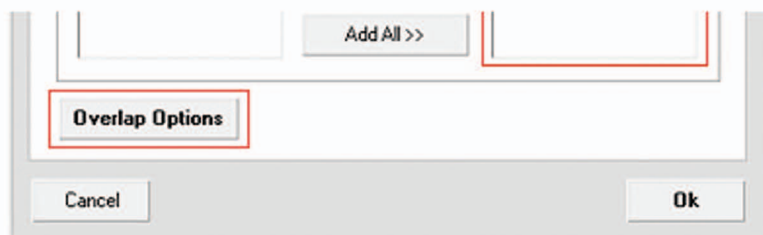


In **Appointments**, go to > **Overlap** (icon)



Step 2



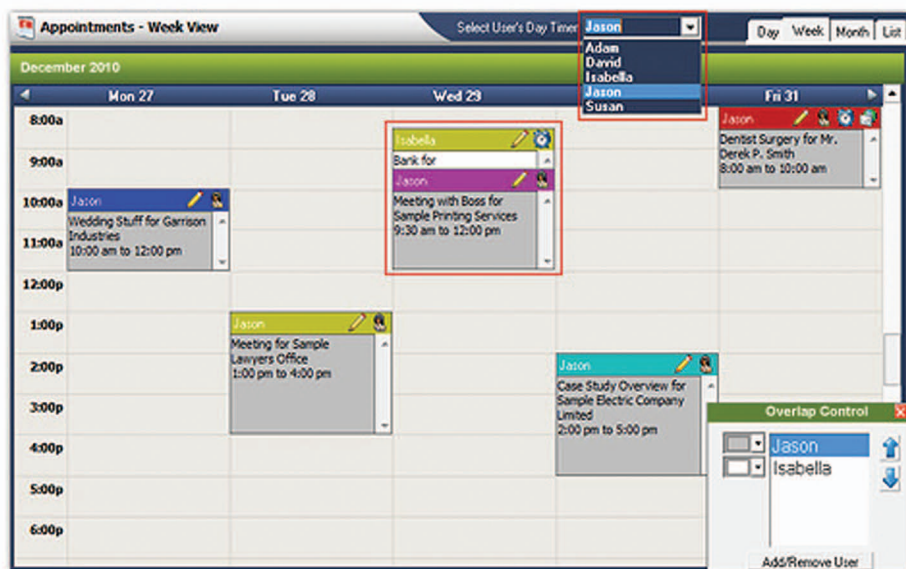


- 1) Select user(s) to overlap from **All Users** list and click **Add**
- 2) Click **Overlap Options**.

Note: To remove a user from Overlap list, select user and click **Remove**



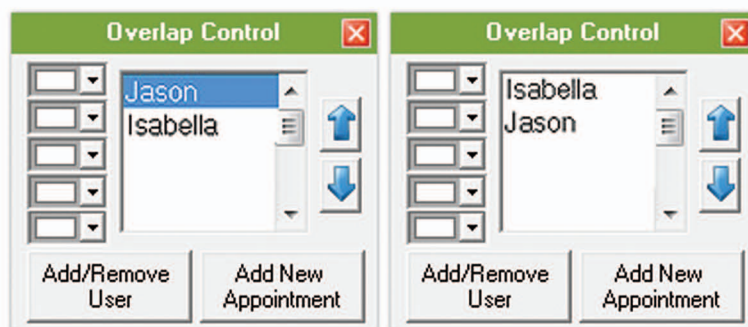
- 3) Select different background colours for overlap users from drop-down list
- 4) Click **Ok**.
- 5) Click **Ok** to exit Appointments Overlap window.



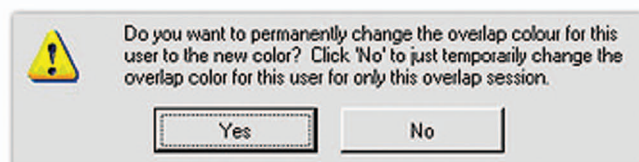
- 6) Verify the overlapped appointments for selected users in **Appointments**

Note: To change the order of users and display of overlap appointments, go to **Overlap Control** on bottom right and follow the instructions below.

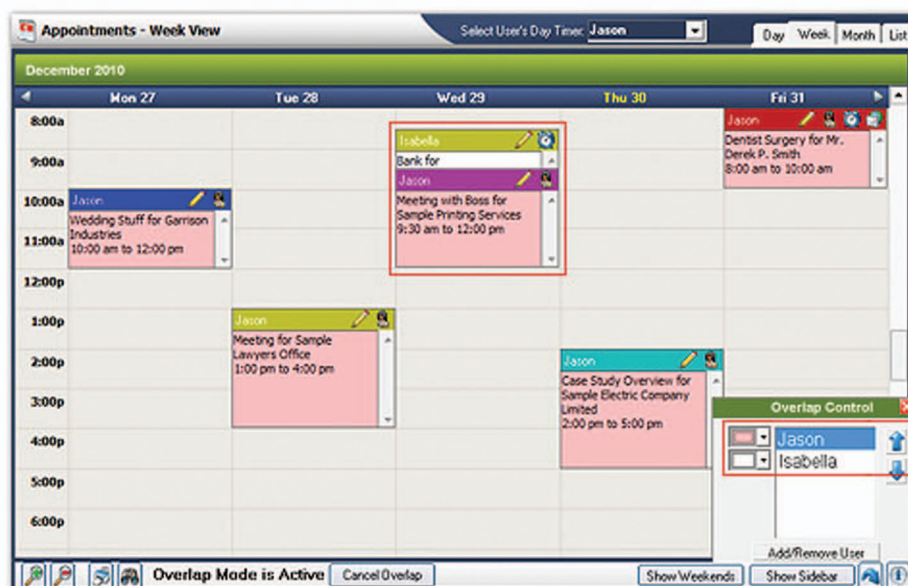
Step 3 (optional)



- 1) To change the order of overlap users, click the up/down arrows
- 2) Select different background colours for each user from drop-down list.



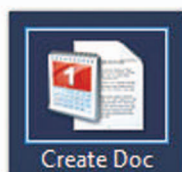
- 3) Click **Yes** to accept new overlap colour for user



- 4) Verify the new overlap colours and order of users in **Appointments**

▶ Create Document

Step 1



➤ In **Appointments**, go to > **Create Doc** (icon)

Step 2

Advanced Search (Appointments)

Search Main Search Appointment Times

Main Categories

Search by Appointment Name
Find all appointments that contain following:
[Text Box]

Search by Client
Find only appointments for the following client:
[Combo Box]

Search by User Name
Find all appointments for the following user:
[Combo Box]

Search by Appointment Color
Find all appointments with the following color:
[Color Picker]

Search Dates

Find Appointments in all dates

Find appointments on:
[Date Picker]

Find appointments on or after:
[Date Picker]

Find appointments on or before:
[Date Picker]

Find appointments between:
[Date Picker] and [Date Picker]

Cancel Select Appointments

To merge appointment by name, client, user name, color or dates in a document, click **Search Main Criteria** tab and check off one of the above.

Advanced Search (Appointments)

Search Main Search Appointment Times

Search Appointment Times

Search by Appointment Start Time

Find only appointments starting at:
[cboStartTime]

Find only appointments starting at or after:
[cboStartTime]

Find only appointments starting at or before:
[cboStartTime]

Find only appointments that start between:
[cboStartTime] and [cboStartTime]

Search by Appointment End Time

Find only appointments ending at:
[cboEndTime]

Find only appointments ending at or after:
[cboEndTime]

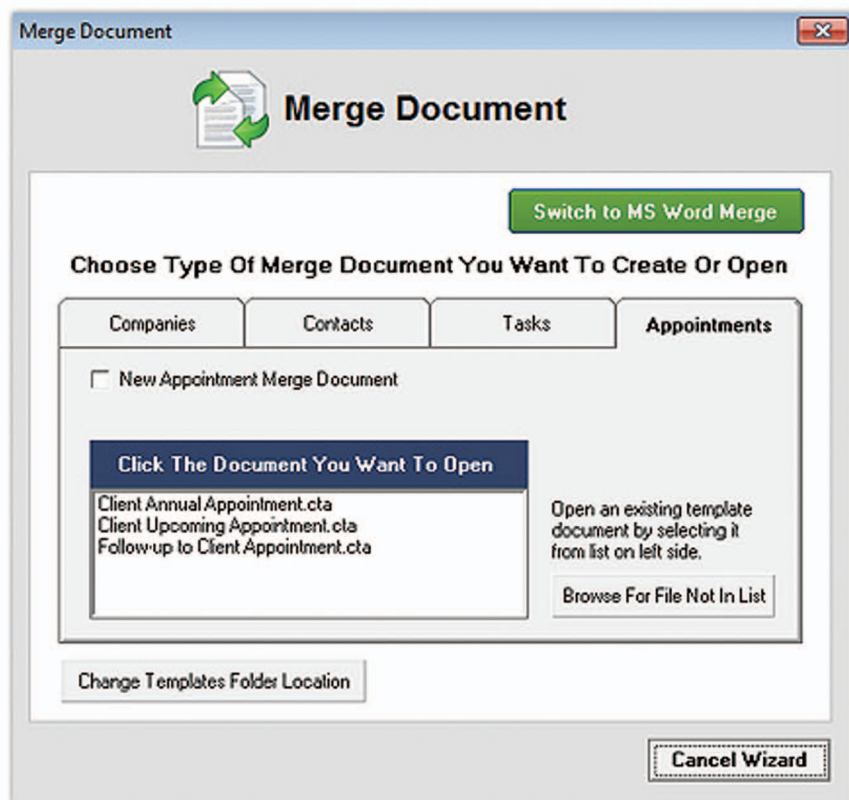
Find only appointments ending at or before:
[cboEndTime]

Find only appointments that end between:
[cboEndTime] and [cboEndTime]

Cancel Select Appointments

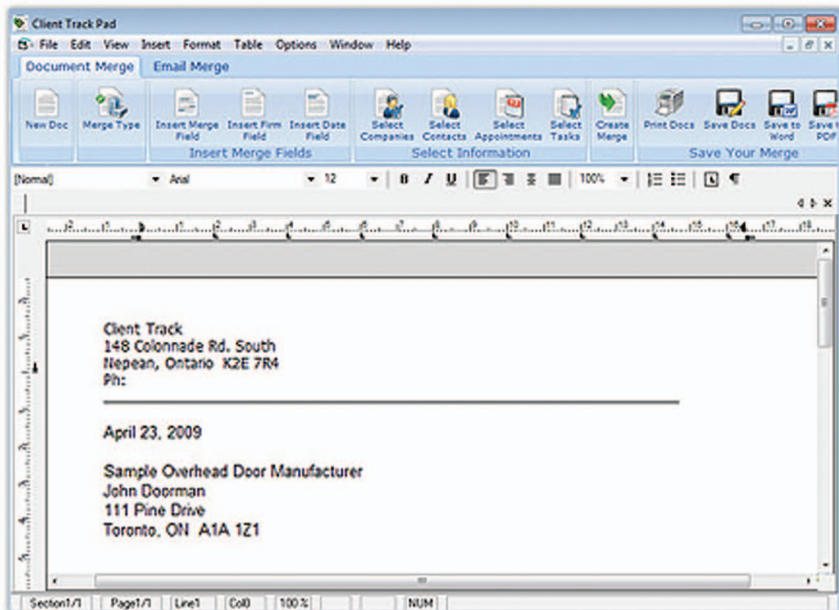
To merge appointment by time in a document, click **Search Appointment Times** tab. Check off one of the above categories and select type of search.

Step 3



Select type of document to merge appointments with from list shown above.

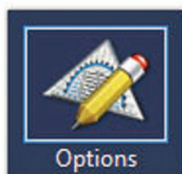
Step 4



Verify the results of doc merge by appointments. For more information on document merge options, click [here](#).

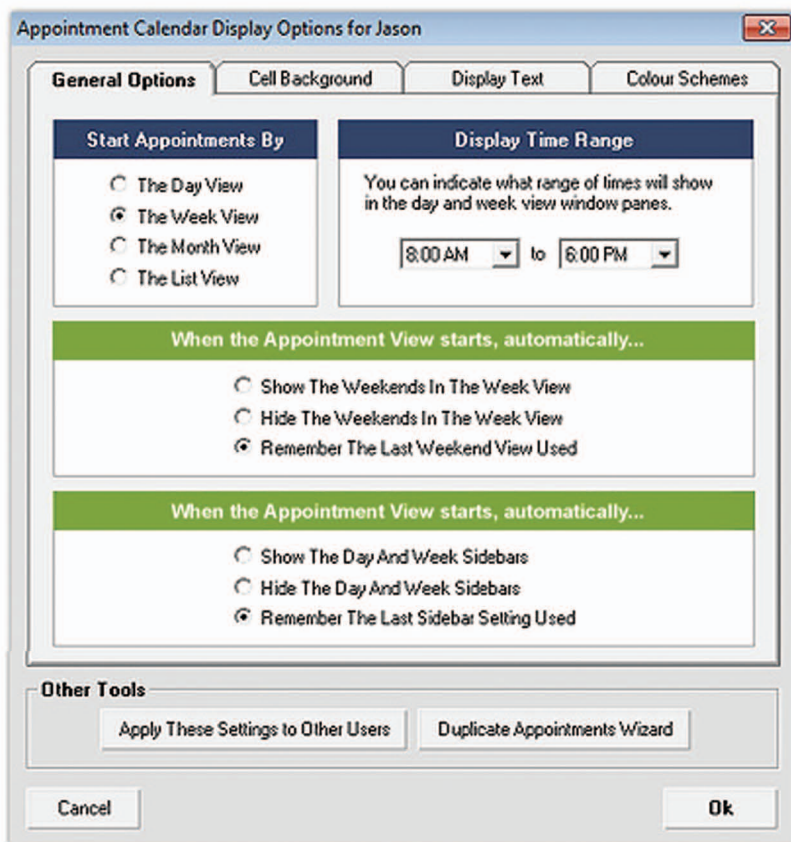
Appointment Options

Step 1



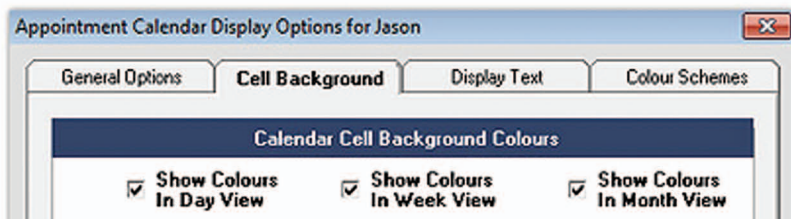
In **Appointments**, go to > **Options** (icon)

Step 2



- 1) To change the views of the appointments, click the **General Options** tab.
- 2) Select type of view for appointments to begin with.
- 3) Select the time range of the appointments from drop-down list.
- 4) Select type of display view to automatically appear in **Appointments**.

Step 3



- 1) To customize the background colours, click the **Cell Background** tab.
- 2) Check off all three types of views.
- 3) For each view, select the background colours for each day of the week from drop-down lists.

Step 4

- 1) To customize the display of appointments text, click **Display Text** tab.
- 2) Place cursor in Preview window and click a merge field item from list. Click **Test**.
- 3) To save the new merge field item(s) in Preview window, click **Save**.
- 4) Check off **Show Title Bar for Appointments**.

Step 5

Appointment Calendar Display Options for Jason

General Options | Cell Background | Display Text | **Colour Schemes**

Appointment Colour Scheme Options

Scheme List | Add New Scheme | Delete Scheme | Save

Scheme Name:

Colour Options

Title Bar Background Colour:

Title Bar Foreground Colour:

Body Background Colour:

Body Foreground Colour:

Preview

Appointment Title

9:00 AM - 10:30 AM

This is some sample text

All colour schemes created here are available to all users.

Other Tools

Apply These Settings to Other Users | Duplicate Appointments Wizard

Cancel | Ok

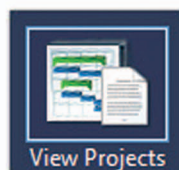
- 1) To change colours for various appointments, click **Colour Schemes** tab.
- 2) Type in name of scheme besides **Scheme Name**.
- 3) Select the background colours from drop-down list.
- 4) Click **Add New Scheme**. The new colour scheme appears in **Scheme List**.
- 5) Click **Ok** to exit **Appointment Display Options**.

Note: To delete colour scheme, select one from Scheme List & click **Delete**.



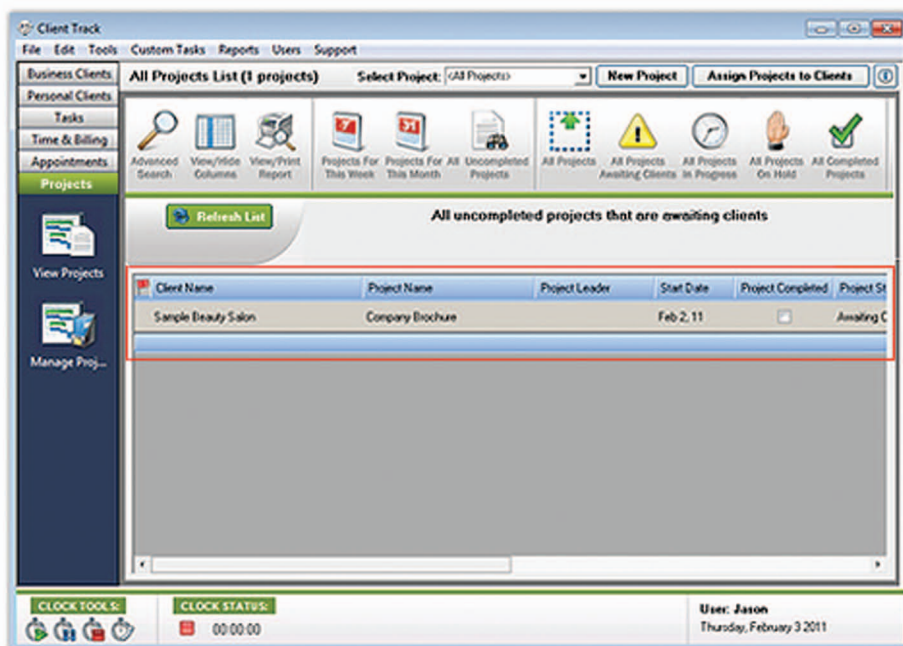
▶ View Projects

Step 1



From menu, go to **Projects > View Projects**

Step 2



Client Track

File Edit Tools Custom Tasks Reports Users Support

Business Clients All Projects List (1 projects) Select Project: <All Projects> New Project Assign Projects to Clients

Personal Clients

Tasks

Time & Billing

Appointments

Projects

Advanced Search View/Hide Columns View/Print Report Projects For This Week Projects For This Month Uncompleted Projects All Projects Awaiting Clients All Projects In Progress All Projects On Hold All Completed Projects

Refresh List

All uncompleted projects that are awaiting clients

Client Name	Project Name	Project Leader	Start Date	Project Completed	Project Status
Sample Beauty Salon	Company Brochure		Feb 2, 11	<input type="checkbox"/>	Awaiting C

CLOCK TOOLS: CLOCK STATUS: 00:00:00 User: Jason Thursday, February 3 2011


All projects for clients are displayed at a glance under the Projects List.

Step 3



Projects For This Week Projects For This Month Uncompleted Projects All Projects All Projects Awaiting Clients All Projects In Progress All Projects On Hold All Completed Projects

If you are looking for project from certain period or step but are unsure of the name, click any one of the icons in ribbon bar shown above to narrow down search.



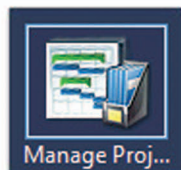
Select Project: <All Projects> New Project Assign Projects to Clients

<All Projects>
Company Brochure

If you are looking for a certain project and know the name of it, simply select project from drop-down list besides **Select Project** as shown above.

Manage Projects

Step 1



From menu, go to **Projects > Manage Projects**

Step 2

Step 2

Manage Your Projects

Add New Template Project

Project Information

Project Name: **Edit** **Delete**

Number of Steps: 0

Schedule Projects for Clients

Select type of prompt when scheduling projects to override the preset values for the selected clients:

- Prompt for Project Name
- Prompt for Start Date
- Prompt for Total Time Budget
- Prompt for Total Cost Budget

Business Companies | Personal Tax Contacts

Client Track Business clients

- Corporation**
 - Sample Beauty Salon
 - Sample Electric Company Limited
 - Sample Home Builder Ltd.
 - Sample Road Builder

Warn if there is already the same project scheduled for selected client

Apply Project To Selected Clients

Cancel **Ok**

Click **Add New Template Project** shown above.

Step 3

Define Project Steps Wizard

Define Project Steps

Project Name: Company Brochure

Add New Step **Delete Step**

Steps List

- Research**
- Thumbnails
- Color/Fonts Selection
- Comps
- Client's Review #1
- Selected Comps Revision
- Client's Review #2
- Final Version
- Client's Approval
- Send to Printer

Step Information

Step Name: Research

Step Description:

Column Heading: Research

Column Width: 1 (in inches)

Default Employee Assigned

None Assigned

Task Information

Task Name: Rese

Remind me:

Project Default Billing Category

Cancel **Load the Steps From a Previously Saved Project Into This One:**

- 1) Click **Add New Step** to begin adding steps to project. Additional steps appears under the **Steps List** category shown above.
- 2) Type in step name, description (optional), column header and dimension.
- 3) Select employee to assign to project from drop-down list.

Define Project Steps Wizard

Define Project Steps

Project Name: Company Brochure

Add New Step | **Delete Step**

Steps List

- Research
- Thumbnails
- Color/Fonts Selection
- Comps
- Client's Review #1
- Selected Comps Revision
- Client's Review #2
- Final Version
- Client's Approval
- Send to Printer

General Info | Date Information | Time Budgeting | Spending Budgeting | Billing Information

Step Information

Step Name: Research

Step Description:

Column Heading: Research

Column Width: 1 (in inches)

Default Employee Assigned

None Assigned

Task Information

Task Name: Research

Remind Me By Pop-Up

Remind me: <Select> before

Project Default Billing Category:

<Select Saved Schemes

Company Brochure

New project

Note: If you want to repeat previous steps from an older project onto a new project, you can select project drop-down list besides **Load the Steps From A Previously Saved Project Into This One** shown above.

Step 4

General Info | Date Information | **Time Budgeting** | Spending Budgeting | Billing Information

Use Time Budgeting Control For This Step:

Use Relative Target Times based on a Percentage of the Total Project Time Budget
 Use Fixed Target Times

Time Budgets and Warnings

Total Step Estimated Time: % of total project budgeted time
Amount of time this step should ideally take.

Step Warning Time: % of total project budgeted time
Amount of time that will pass before a warning is sent by email indicating this step has reached the time warning.

Step Critical Time: % of total project budgeted time
Amount of time that will pass before a critical warning is sent by email indicating this step has reached the critical time.

Project Default Billing Category:

Browse through other tabs to apply for project if necessary.

Step 5

Manage Your Projects

Manage Your Projects

Project Information

Project Name:

Number of Steps: 0

Schedule Projects for Clients

Select type of prompt when scheduling projects to override the preset values for the selected clients:

Prompt for Project Name
 Prompt for Start Date
 Prompt for Total Time Budget
 Prompt for Total Cost Budget

Business Companies | Personal Tax Contacts

Client Track Business clients

- Corporation
 - Sample Beauty Salon
 - Sample Electric Company Limited
 - Sample Home Builder Ltd.
 - Sample Lawyers Office
 - Sample Overhead Door Manufacturer
 - Sample Printing Services
 - Sample Roof Builder

Warn if there is already the same project scheduled for selected client

- 1) Verify that the created project is selected under **Saved Projects List**.
- 2) Select clients from either **Business** or **Personal Tax** tab to assign projects for.
- 3) Check off **Warn if there is already the same project...**
- 4) Click **Apply Project To Selected Clients**.

Project Schedule Options

Client Name: Sample Printing Services

Project Name:
 You can a specific project name for this client, i.e. 'Project A - Jan 2010'

Project Start Date:

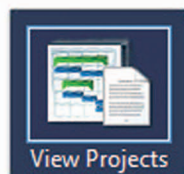
Project Total Time Budget: hrs min

Project Total Cost Budget:

- 5) Select the start date of project as shown above and click **Ok**.
- 6) Click **Ok** in **Manage Your Projects** to save settings for new project.
- 7) Verify that the added project is shown in **View Projects**.

Project Search

Step 1



From menu, go to **Projects > View Projects**

Step 2



Click **Advanced Search** icon in ribbon bar shown above.

Step 3

A dialog box titled "Advanced Search (Projects)" with three tabs: "Search Main", "Search Dates & Employee", and "Search Other". The "Search Main" tab is active. It contains two main sections: "Main Categories" and "Search Project Status".
Main Categories:

- Search by Project Name
Find only project names that contain following:
[Text Input]
- Search by Client
Find only projects for the following client:
[Dropdown: Sample Beauty Salon]
- Search by Project Type
Find only projects of the following type:
[Dropdown]
- Search by Completed Status
 - Show only uncompleted items
 - Show only completed items

Search Project Status:

- Search by Project Status
Find only projects of the following
 - Awaiting Client
 - In Progress
 - On Hold - Questions
 - On Hold - Missing Documents
 - On Hold - Other
 - Completed

Buttons: "Cancel" and "Perform Search".

- 1) To search project by information, click the **Search Main** tab shown above.
- 2) Select search type from one of two categories above.
- 3) Click **Perform Search**.

A dialog box titled "Advanced Search (Projects)" with three tabs: "Search Main", "Search Dates & Employee", and "Search Other". The "Search Dates & Employee" tab is active.

Main Categories	Search Project Status
<input type="checkbox"/> Search by Project Name Find only project names that contain following: <input type="text"/>	<input checked="" type="checkbox"/> Search by Project Status Find only projects of the following <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Awaiting Client <input type="checkbox"/> In Progress <input type="checkbox"/> On Hold - Questions <input type="checkbox"/> On Hold - Missing Documents <input type="checkbox"/> On Hold - Other <input type="checkbox"/> Completed
<input checked="" type="checkbox"/> Search by Client Find only projects for the following client: <input type="text" value="Sample Beauty Salon"/>	
<input type="checkbox"/> Search by Project Type Find only projects of the following type: <input type="text"/>	
<input checked="" type="checkbox"/> Search by Completed Status <ul style="list-style-type: none"> <input checked="" type="radio"/> Show only uncompleted items <input type="radio"/> Show only completed items 	
<input type="button" value="Cancel"/>	<input type="button" value="Perform Search"/>

- 1) To search project by information, click the **Search Main** tab shown above.
- 2) Select search type from one of two categories above.
- 3) Click **Perform Search**.

Advanced Search (Projects)	
Search Main	Search Dates & Employee
Date Categories	Search Assigned Staff
<input checked="" type="checkbox"/> Search By Date Range Search: <input type="text" value="Project Start Date"/> <ul style="list-style-type: none"> <input type="radio"/> Find all projects on or after <input type="radio"/> Find all projects on or alter <input checked="" type="radio"/> Find all projects between January 1, 2011 and April 30, 2011	<input type="checkbox"/> Search by Project Leader Find only projects assigned to the following user: <input type="text" value="Adam Abraham"/> <input type="checkbox"/> Search by Supervising Partner Find only projects assigned to the following partner name: <input type="text" value="Adam Abraham"/> <input type="checkbox"/> Search by Managing Accountant Find only projects assigned to the following managing accountant: <input type="text" value="Adam Abraham"/>
<input type="button" value="Cancel"/>	<input type="button" value="Perform Search"/>

- 1) To search project by date/employee, click the **Search Dates & Employee** tab.
- 2) Select type of date range from drop-down list.
- 3) Click **Perform Search**.

Advanced Search (Projects)		
Search Main	Search Dates & Employee	Search Other

- 1) To search project by status, click the **Search Other** tab
- 2) Check off **Search by Received All Documentation Status** and select which items to search.
- 3) Click **Perform Search**.

Step 4

Client Name	Project Name	Project Status	Target End ...		
Sample Beauty Salon	Company Brochure	Awaiting Client		View Info	Delete Project

The searched project will appear in the projects list. To view details of the project, click **View Info** as shown above.

Project Options

Step 1

In **Projects**, click the information icon on top right corner as shown above.

Step 2

Select whether you want to display the relationship for family members:

Don't display the family relationship of family members
 Display the family relationship of family members

Progress Steps Progress Bar

Display progress bar for completed steps
 Change the gradient color of the progress bar based on the number of steps completed.

Progress Bar Color: █

Cancel Ok

- 1) To display contacts on project report, click the **Grid Layout** tab.
- 2) Select type of display options for contacts and family members.
- 3) **Optional:** If you want the the project steps to appear on report, check off **Display progress bar for completed steps**.

Step 3

Project Task List and Report Options

Grid Layout **Grid Options** Report Layout Colors/Grid

Lock the client name column so it is always visible
 Wrap text in grid cells

Alternating Grid Lines

Display alternating grid line colors

Alternating Color 1: █
 Alternating Color 2: █ Reset to Default

Closed Tasks

By default, don't show closed items in this list.

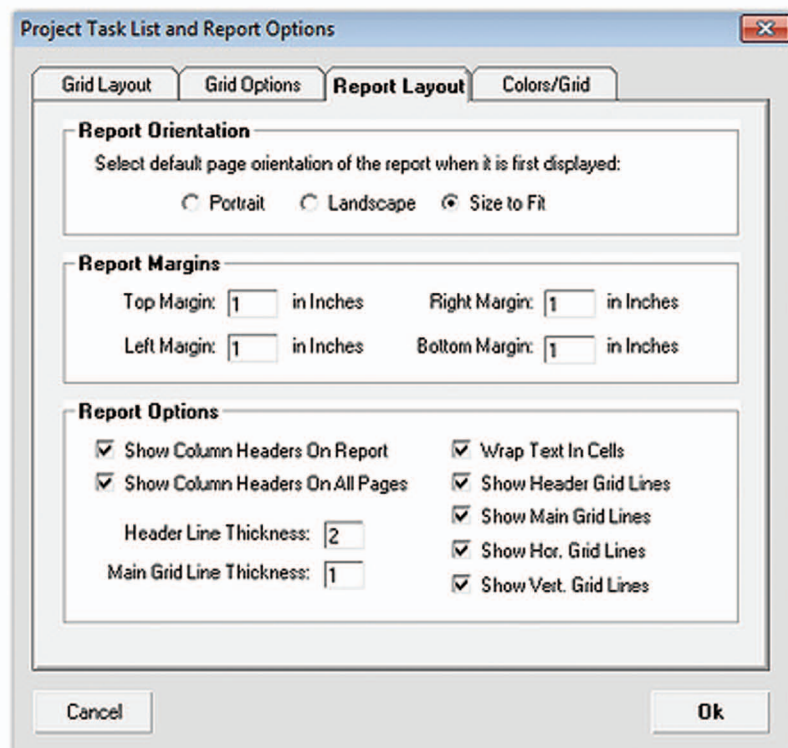
When The Personal Tax List Starts, View ...

All Returns
 Returns In Progress
 Returns on Hold

Cancel Ok

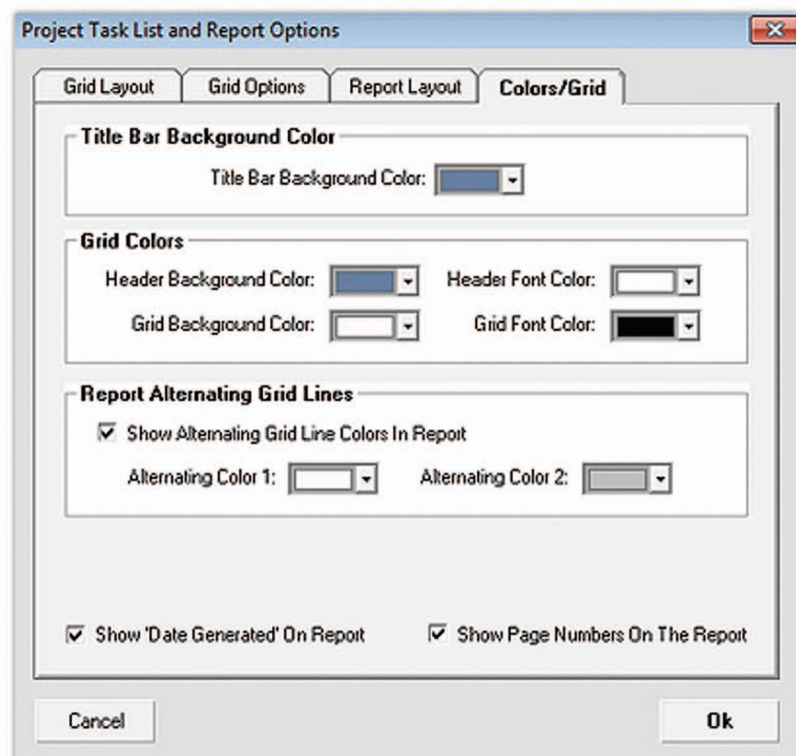
- 1) To change the display setup of project tasks list, click the **Grid Options** tab.
- 2) Check off **Lock the client name....so it is always visible**.
- 3) Select alternating row colours for grid lines from drop-down colour lists.
- 4) Select type of display view to automatically appear in **Projects**.

Step 4



- 1) To customize the display of report layout, click the **Report Layout** tab.
- 2) Select type of orientation, grid lines and other pages to appear on report.
- 3) Insert dimensions of report margins.

Step 5



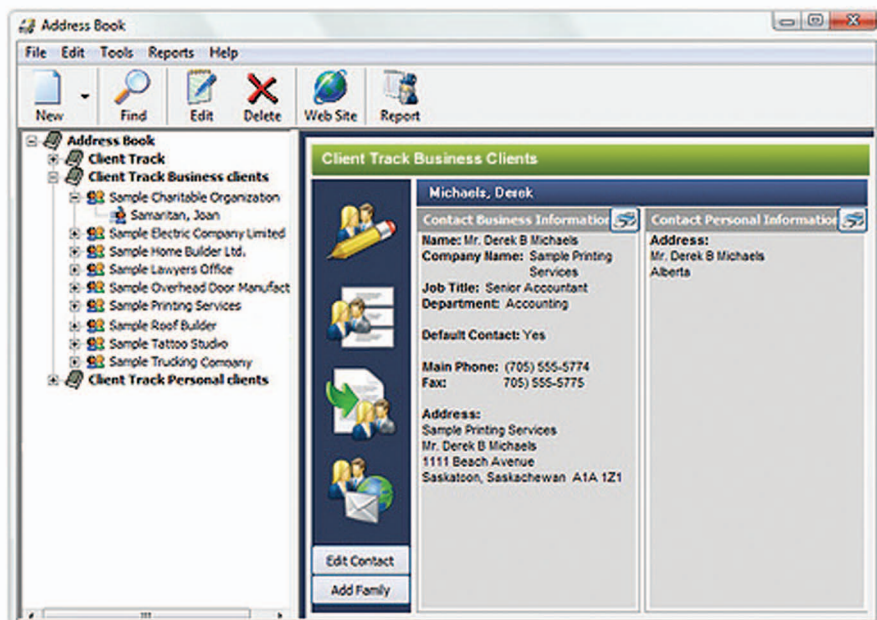
- 1) To customize the colours and grid of report, click the **Report Layout** tab.
- 2) Select type of grid colours and lines.



Address Book

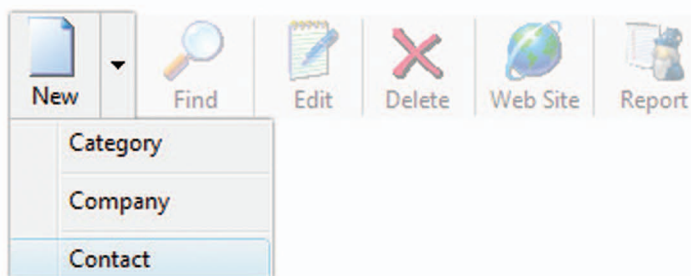
Add New Contact

Step 1



Select company from **Address Book** by clicking on it.

Step 2



In menu, go to **New (icon) > Contact**

Other Methods

- 1) **Menu:** Edit > Add > **Add Contact**
- 2) **Sidebar:** Add Contact
- 3) **Right-click on a category:** Add New Contact to this Category
- 4) **Right-click on Address Book:** Add New Contact

Step 3

Add New Contact

Name | Business Info | Personal Info | Spouse Info | Family Members | Other

Contact Name

First Name: Title:

Middle Name: Display Name:

Last Name: Name Suffix:

Default Contact

Is this contact the default contact for this company?

Personal Tax Status

Is this contact a personal tax client for the 2010 tax year?

In the personal tax list ...

Display only as the contact listed above (i.e. John Smith)

Display the contact and spouse name (i.e. John & Mary Smith)

Management Information

Supervising Partner: Managing Accountant:

- 1) Fill in contact's information under following tabs:
Name, Business/Personal/Spouse Info, Family Members, and Other.
- 2) Click **Ok**.

Note: Check off **Is this contact the default contact for this company?** if contact is main contact for company.

Step 4

Address Book

File Edit Tools Reports Help

New Find Edit Delete Web Site Report

Address Book

- Client Track
 - Client Track Business clients**
 - Michaels, Derek**
 - Sample Beauty Salon
 - Stylist, Sarah
 - Sample Charitable Organization
 - Samantian, Joan
 - Sample Electric Company Limited
 - Sample Home Builder Ltd.
 - Sample Lawyers Office
 - Sample Overhead Door Manufact
 - Sample Printing Services
 - Sample Roof Builder
 - Sample Tattoo Studio
 - Sample Trucking Company
 - Client Track Personal clients

Client Track Business Clients

Michaels, Derek

Contact Business Information

Name: Mr. Derek B Michaels
Company Name: Sample Printing Services
Job Title: Senior Accountant
Department: Accounting

Default Contact: Yes

Main Phone: (705) 555-5774
Fax: 705) 555-5775

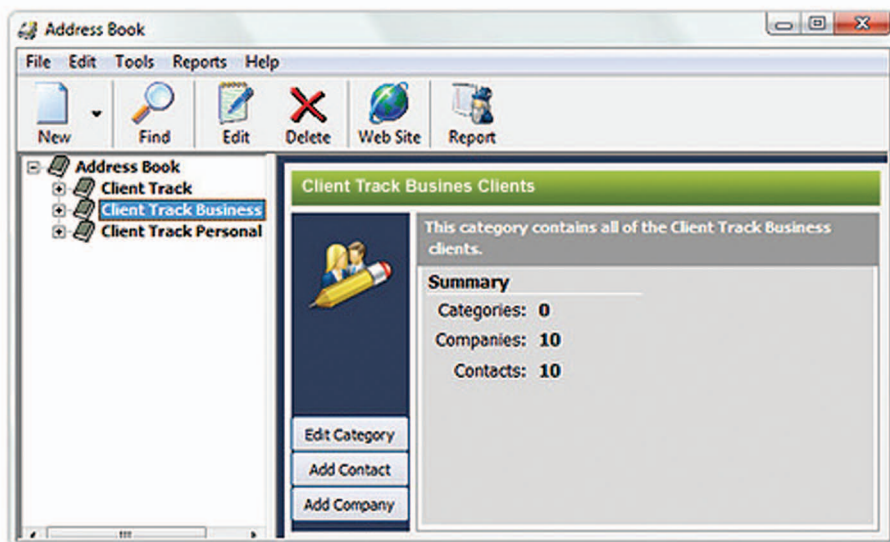
Contact Personal Information

Address:
Sample Printing Services
Mr. Derek B Michaels
1111 Beach Avenue
Saskatoon, Saskatchewan A1A 1Z1

Verify that contact's information is correct.

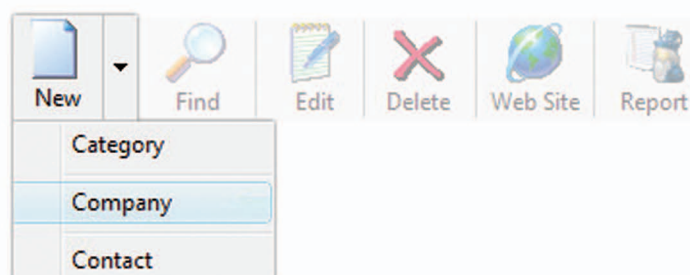
Add New Company

Step 1



Select a category from **Address Book** list by clicking on it.

Step 2



In menu, go to **New (icon) > Company**

Other Methods

- 1) **Menu:** Edit > Add > **Add Company**
- 2) **Sidebar:** Add Company
- 3) **Right-click on a category:** Add New Company to this Category
- 4) **Right-click on Address Book:** Add New Company

Step 3

The 'Add New Company' dialog box is shown with the 'Business Info' tab selected. It contains two main sections: 'Business Information' and 'Contact Information'.

Business Information	Contact Information
Business Name: JLC Designs	Main Phone: (613) 052-0000
Corporate Name: JLC Designs	Alt. Phone:
Client ID:	Fax:

Business Type: Partnership	Email: info@jlcdesigns.ca	
Industry: Graphic design	Website: www.jlcdesigns.ca	
Address: 545 Inland	FaceBook:	
City: Nepean	Twitter:	
Province: Ontario	Management Information	
Postal Code: K7G 0K0	Supervising Partner: David Anderson	
Country: Canada	Managing Accountant:	

- 1) Fill in company's information under following tabs: **Business Info, Personnel, Associated Professionals, and Other.**
- 2) Click **Ok.**

Step 4

Client Track Business Clients

Business Information	Default Contact Information
Company Name: JLC Designs Corporate Name: JLC Designs Company Type: Partnership Industry Type: Graphic design Main Phone: (613) 000-0001 Fax: (613) 000-0002 Email: jc@designs.ca Web Site: www.jc-designs.ca	Name: Joe Kelley Company Name: JLC Designs Default Contact: Yes Main Phone: (613) 000-0001 Fax: (613) 000-0002 Address: JLC Designs Joe Kelley 1025 Merivale Rd. Nepean, Ontario K9H 8J5

Open and verify that company's information is correct.

Add New Category

Step 1

Address Book

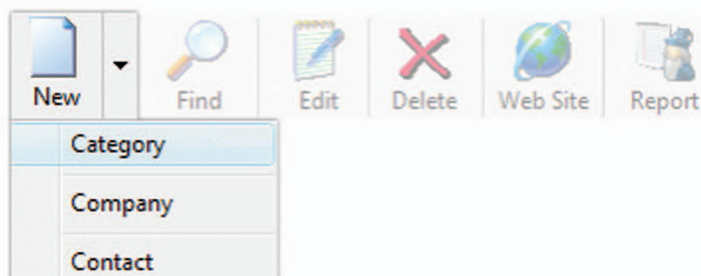
Welcome to the Client Track Address Book

Summary



Select **Address Book** from list by clicking on it.

Step 2

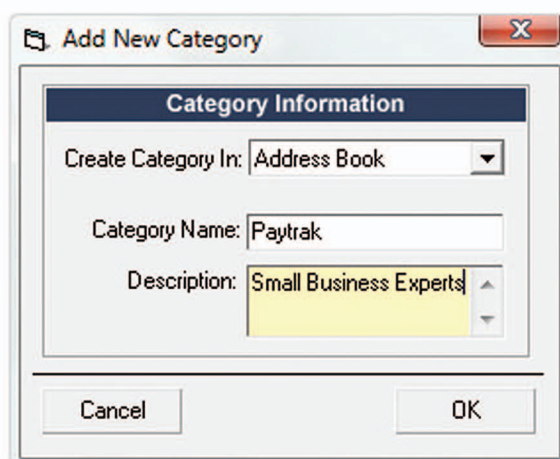


In menu, go to **New** (icon) > **Category**

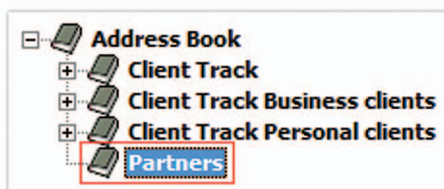
Other Methods

- 1) **Menu:** Edit > Add > **Add Category**
- 2) **Right-click on Address Book category:** Add New Category
- 3) **Right-click on a category:** Add New Sub Category

Step 3

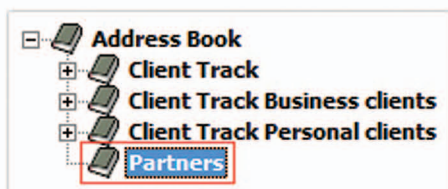


- 1) Select category from drop-down list.
- 2) Type in category name and description.
- 3) Click **Ok**.

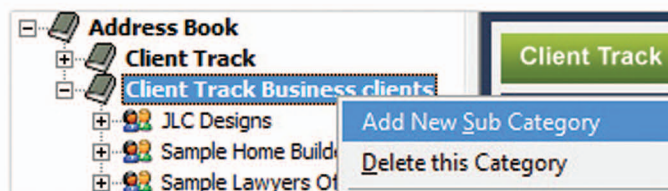


Verify that new category has been added in Address Book list.

Notes



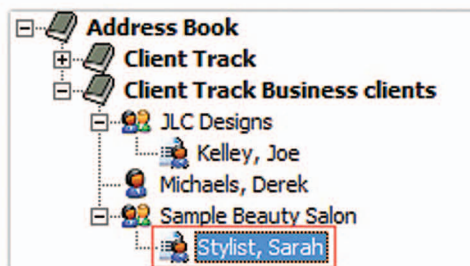
Adding a new category outside the default categories (**Client Track, Client Track Business & Personal Clients**) **will not appear in Client Track**.



Adding a new sub category inside one of the default categories (**Client Track, Client Track Business & Personal Clients**) **will appear in Client Track**.

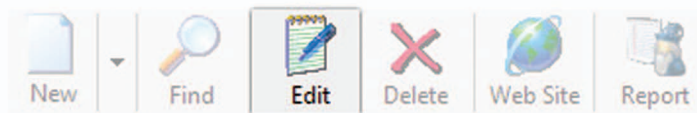
▶ Edit Contact

Step 1



Select a contact from Address Book to edit by clicking on it.

Step 2



In menu, go to **Edit** (icon)

Other Methods

- 1) **Menu:** Edit > Edit
- 2) **Sidebar:** Edit Contact
- 3) **Right-click on contact:** Edit this Contact

Step 3



Middle Name:	<input type="text"/>	Display Name:	John Doorman
Last Name:	Doorman	Name Suffix:	<input type="text"/>
Default Contact			
Is this contact the default contact for this company? <input checked="" type="checkbox"/>			
Personal Tax Status			
Is this contact a personal tax client for the 2010 tax year? <input type="checkbox"/>			
In the personal tax list ...			
<input type="radio"/> Display only as the contact listed above (i.e. John Smith)			
<input type="radio"/> Display the contact and spouse name (i.e. John & Mary Smith)			
Management Information			
Supervising Partner:	<input type="text"/>	Managing Accountant:	<input type="text"/>
<input type="button" value="Print Report"/>		<input type="button" value="Print Labels"/>	
		<input type="button" value="Cancel"/>	
		<input type="button" value="Ok"/>	

- 1) Edit contact's information under following tabs:
Name, Business/Personal/Spouse Info, Family Members, and Other.
- 2) Click **Ok**.

Step 4

Merritt, Sarah	
Contact Business Information Name: Mrs. Sarah Merritt Company Name: Sample Beauty Salon Job Title: Bookkeeper Default Contact: Yes Main Phone: (705) 555-1234 Fax: (705) 555-2567 Address: Sample Beauty Salon Mrs. Sarah Merritt 111 Hailey Hollow Calgary, AB A1A 1Z1	Contact Personal Information Cell Phone: (613) 258-8936 Address: Mrs. Sarah Merritt

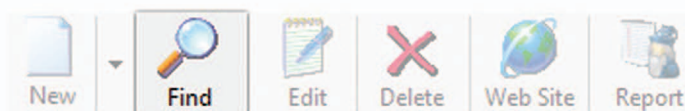
Address Book

- Client Track
- Client Track Business clients
 - JLC Designs
 - Kelley, Joe
 - Michaels, Derek
 - Sample Beauty Salon
 - Merritt, Sarah

Verify that contact's information has been edited.

Find Contact

Step 1

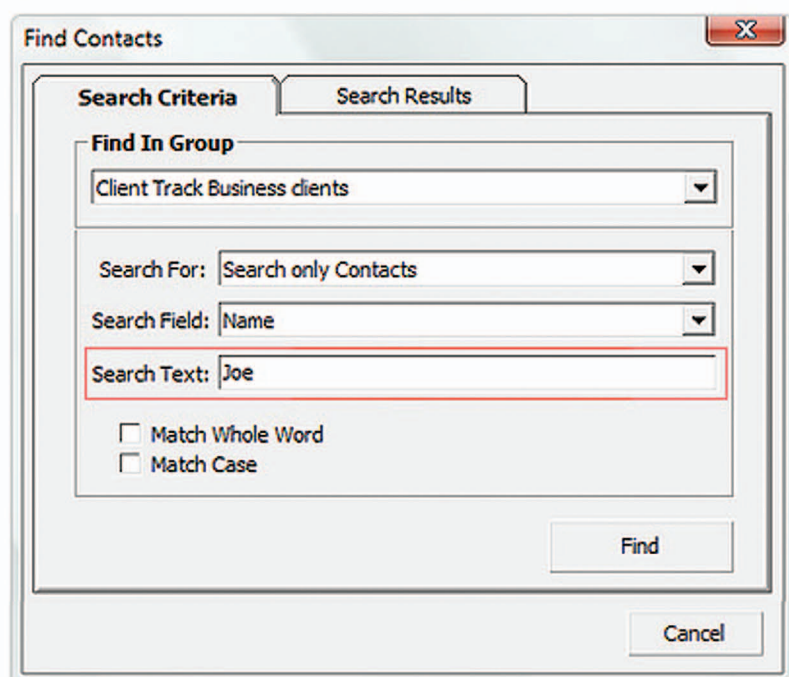


From toolbar, go to **Find**

Other Methods

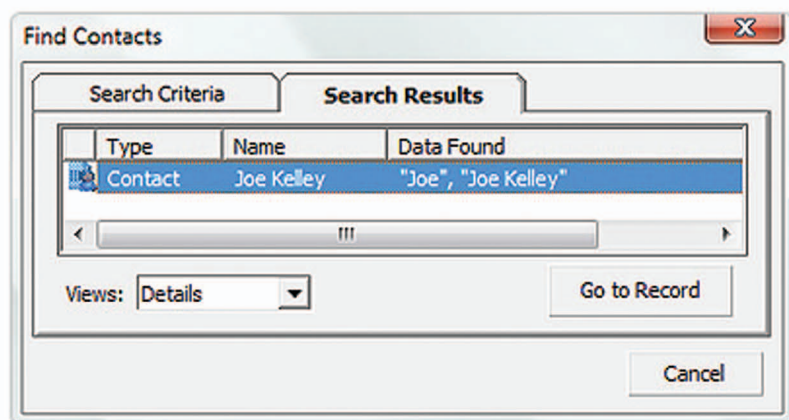
- 1) **Menu:** Edit > Find Entry
- 2) **Right-click on a category:** Find in this Category
- 3) **Right-click on Address Book:** Find

Step 2



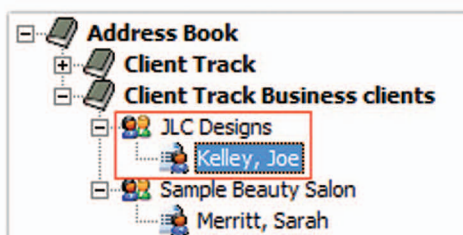
- 1) Under **Search Criteria** tab, select type of search from drop-down list.
- 2) Click **Find**.

Step 3



- 1) Under **Search Results** tab, select the appropriate business client.
- 2) Click **Go to Record**.

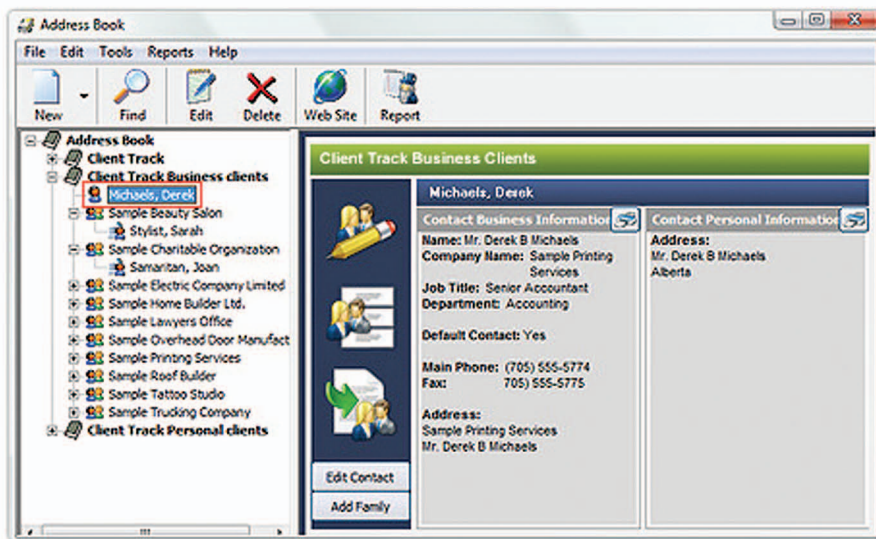
Step 4



The searched contact is highlighted in the Address Book.

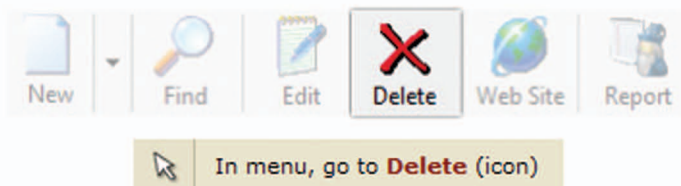
Delete Contact

Step 1



Select a contact from **Address Book** by clicking on it.

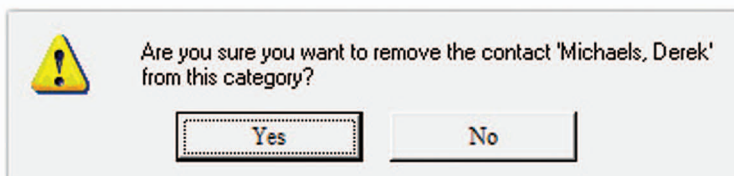
Step 2



Other Methods

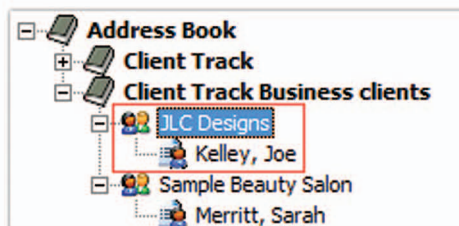
- 1) **Menu:** Edit > Delete
- 2) **Right-click on contact:** Delete this Contact

Step 3



Click **Yes** to delete contact.

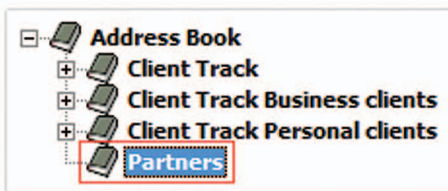
Step 4



Verify that selected contact has been deleted from Address Book list.

Delete Category

Step 1



Select an added category from **Address Book** by clicking on it.

Step 2



In menu, go to **Delete** (icon)

Other Methods

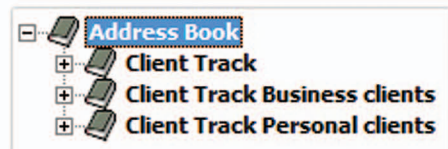
- 1) **Menu:** Edit > Delete
- 2) **Right-click on category:** Delete this Category

Step 3



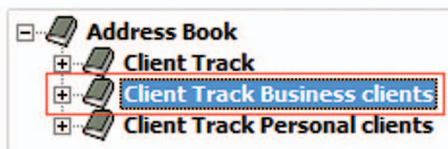
Click **Yes** to delete category.

Step 4



Verify that the selected category has been deleted from Address Book list.

Notes





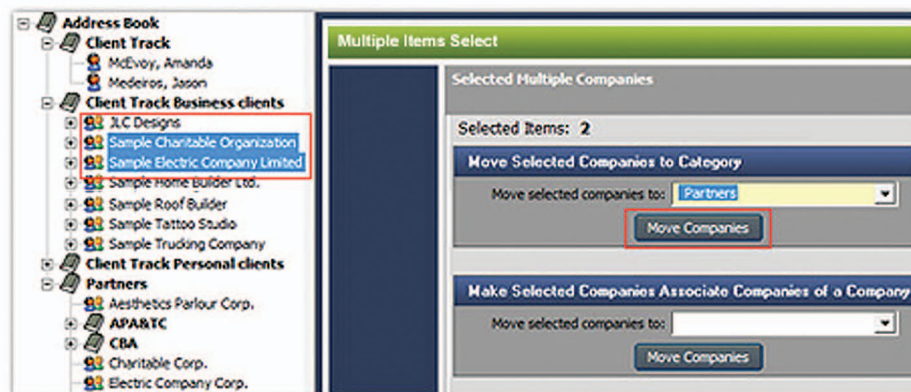
You cannot delete the main business clients category.

Ok

The Address Book will not allow you to delete any of the default categories (Client Track, Client Track Business & Personal Clients) because they are a part of Client Track. If you try, you will receive a popup message indicating that you can't delete them.

Moving Multiple Contacts

Step 1



- 1) Hold down **Ctrl** key and click **multiple entries**.
- 2) Move the entries to a specified category from drop-down list.
- 3) Click **Move Companies**.

Other Method

- 1) Hold down **Ctrl** key and click **multiple entries**.
- 2) Drag the multiple entries to another category with mouse.

Step 2



Are you sure you want to move the selected companies to the category: Client Track Personal clients

Yes

No

Click **Yes** to confirm moving contacts in pop-up.

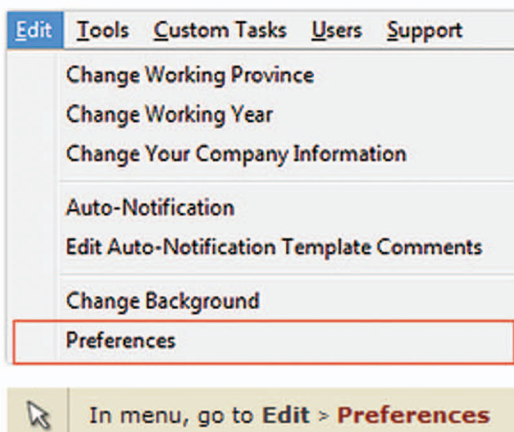
Step 3



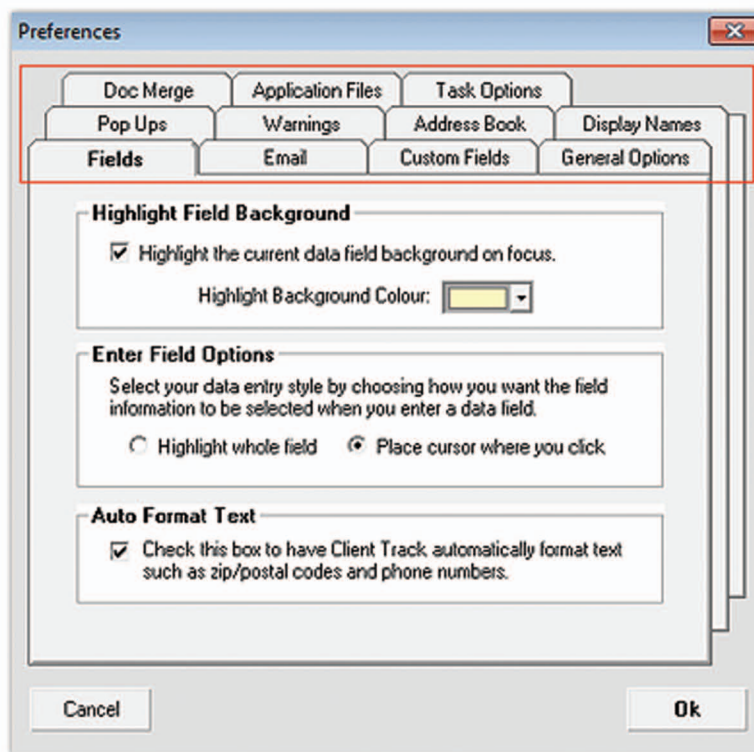
Verify that selected entries have been moved to selected category.

Preferences

Step 1



Step 2

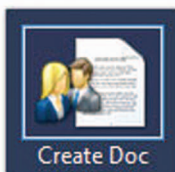


- 1) Select on a preference tab and customize is needed.
- 2) Click **Ok** to save changes.

Document Merge

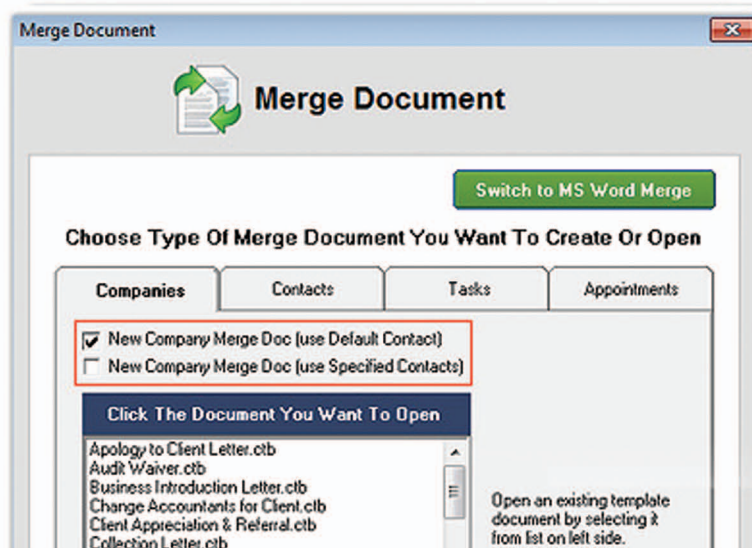
Create New Merge

Step 1



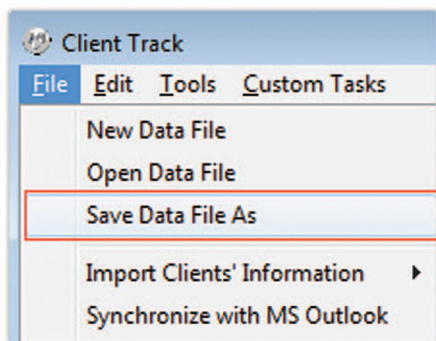
In **Business Clients**, go to > **Create Doc** (icon)

Step 2

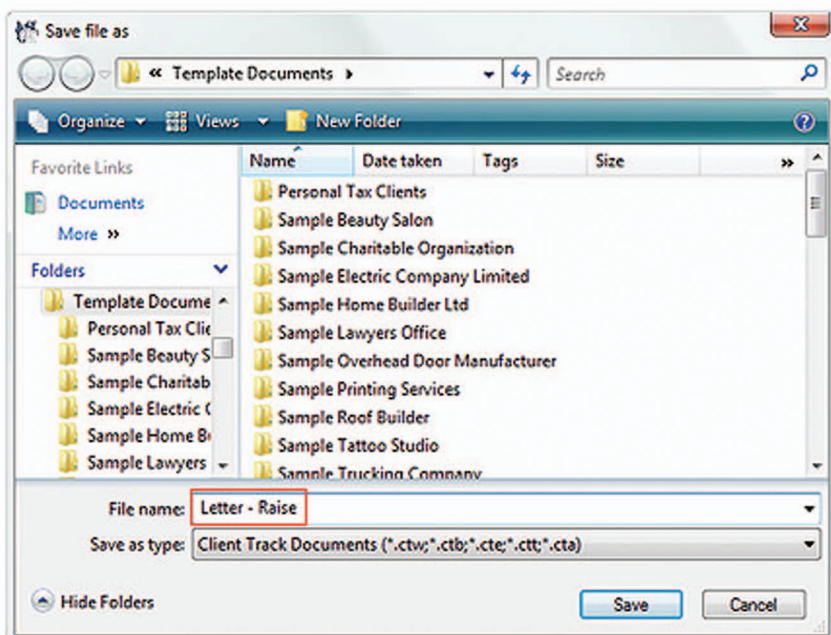


Select **New Company Merge Doc** to begin merging a new document.

Step 3



From menu, go to **File** > **Save Data File As**



- 1) Name the new doc merge template in **File Name**.
- 2) Click **Save**.

Step 4

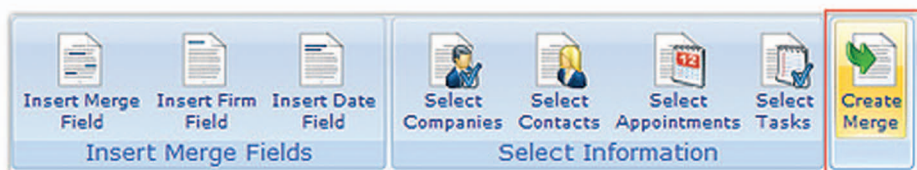


Place cursor inside the merge template document.



To customize the fields in the merge template document, click on the merge tools and select the fields from drop-down list.

Step 5



Click **Create Merge Doc** from **Doc Merge** toolbar.

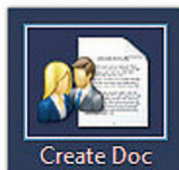
Client Track
148 Colonnade Rd., Suite 203
Nepean
Ontario
K2G 7K2
May 5, 2009

Dear Sarah Stylist,

Verify the results for new merge.

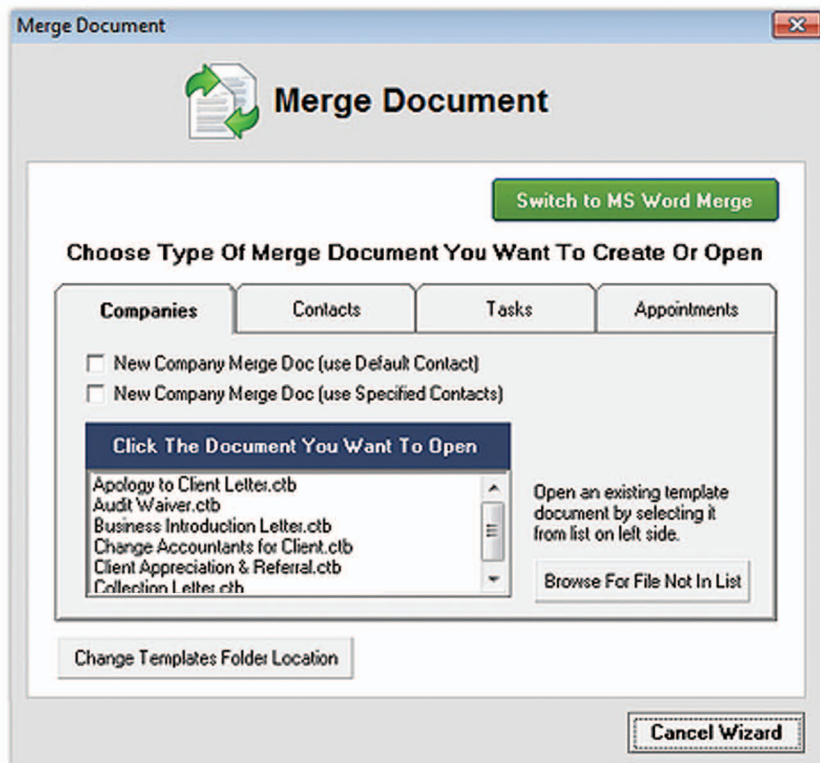
Merge Companies

Step 1



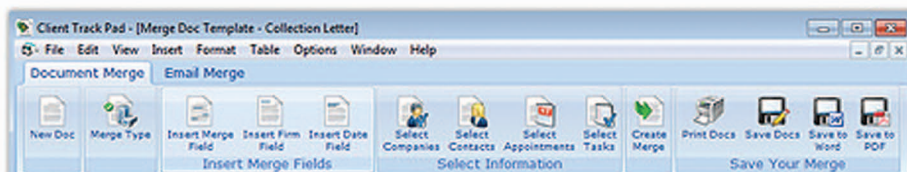
In Business Clients, go to > **Create Doc** (icon)

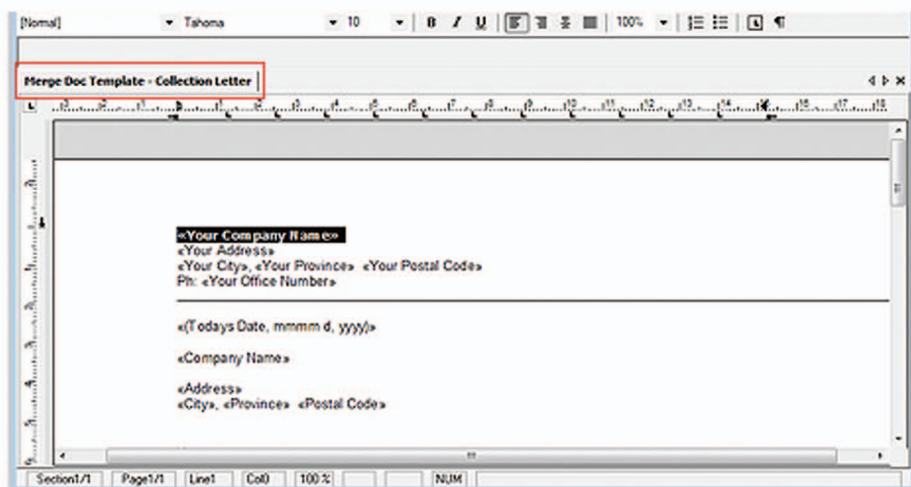
Step 2



Select type of document to merge companies with.

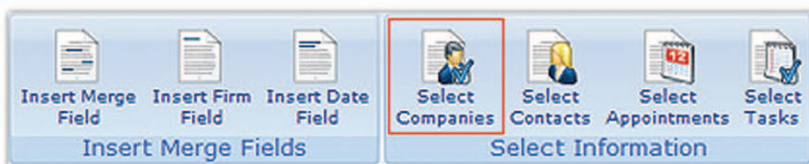
Step 3



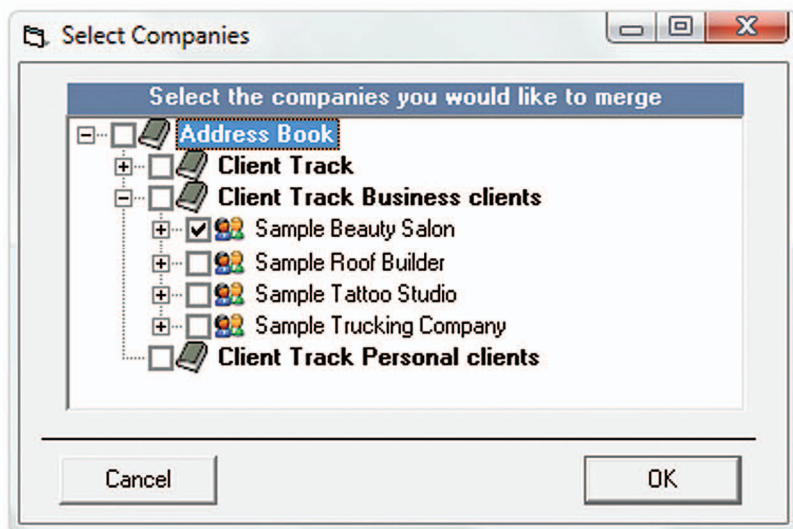


To customize the look of the template, click the **Merge Template** tab.

Step 4

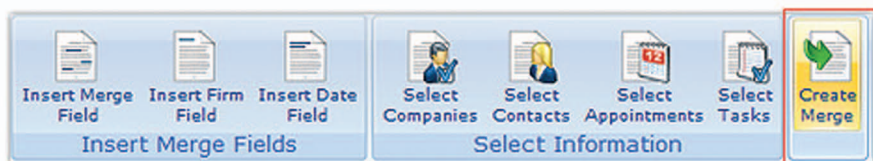


Click **Select Companies** from Doc Merge toolbar.



- 1) Check off which companies to merge from **Business Clients**.
- 2) Click **Ok**.

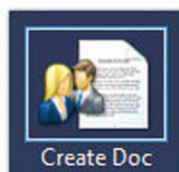
Step 5



Click **Create Merge Doc** from **Doc Merge** toolbar.

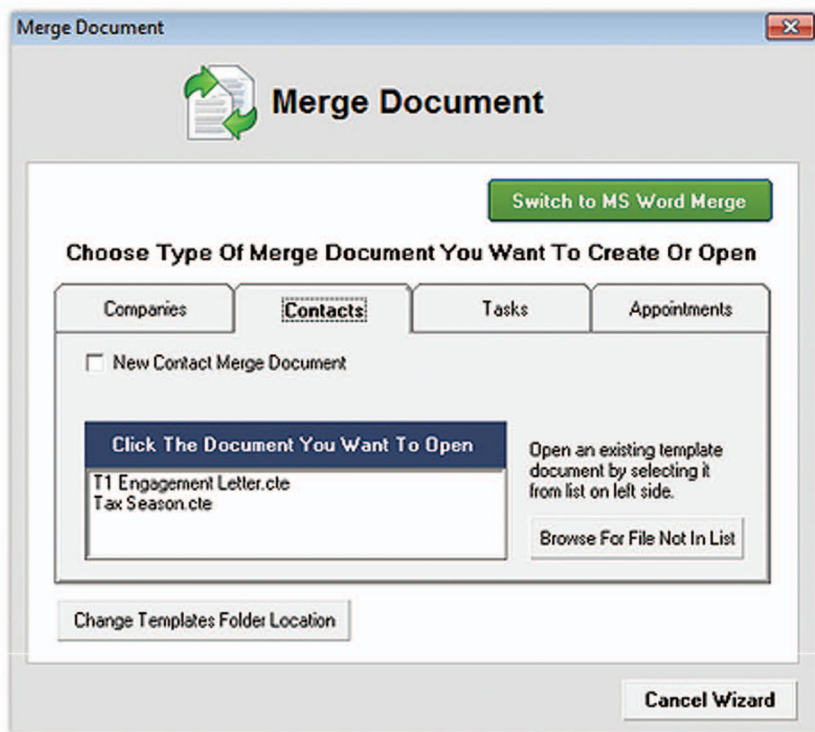
► Merge Contacts

Step 1



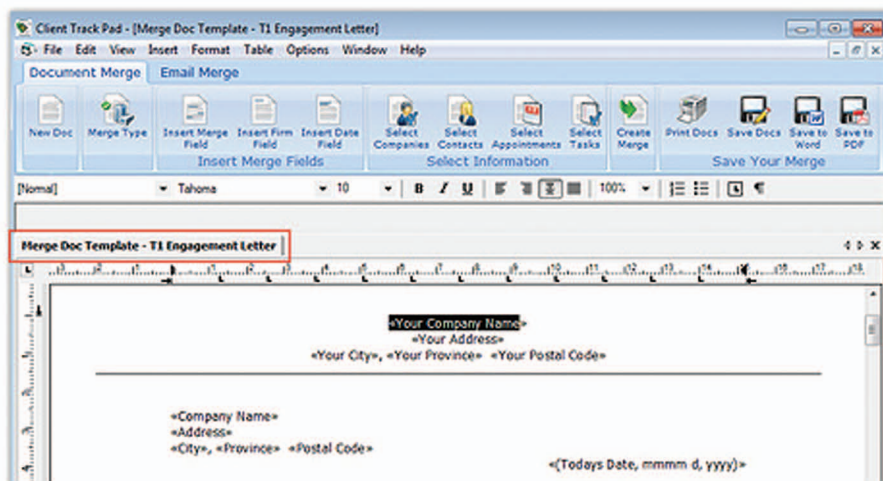
➤ In **Personal Clients**, go to > **Create Doc** (icon)

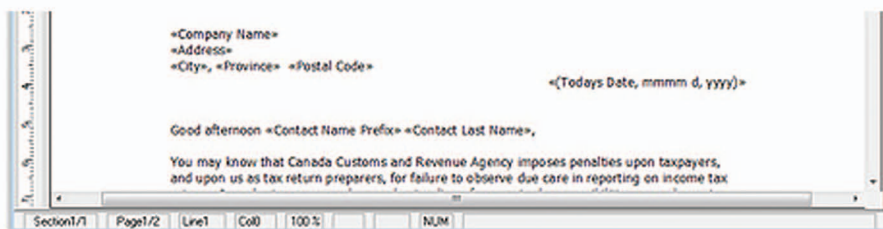
Step 2



Select type of document to merge contacts with.

Step 3





To customize the look of the template, click the **Merge Template** tab.

Step 4



Click **Select Companies** from Doc Merge toolbar.

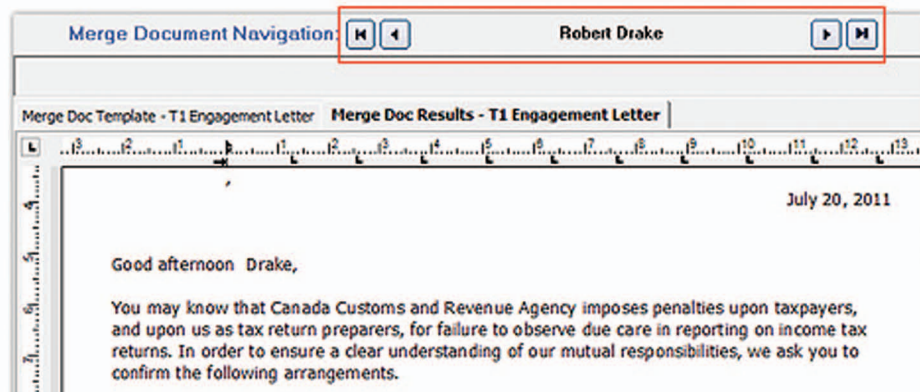


- 1) Check off which companies to merge from **Personal Clients**.
- 2) Click **Ok**.

Step 5



Click **Create Merge Doc** from **Doc Merge** toolbar.

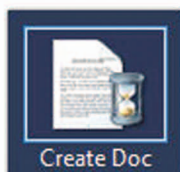


We will prepare your 2011 personal income tax return from information you provide to us. We will not audit, review or otherwise attempt to verify the data you submit, although we may ask for clarification of some of the information. The return will include the following statement "Prepared without audit from information supplied by the taxpayer."

Browse through the selected contacts from toolbar to view the merge results by clicking the controls besides contact name.

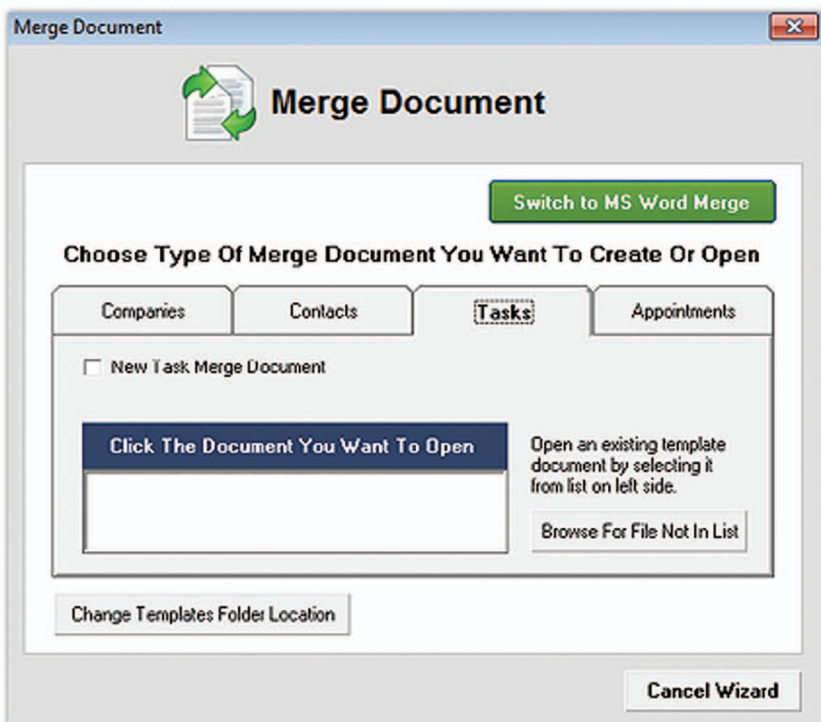
▶ Merge Tasks

Step 1



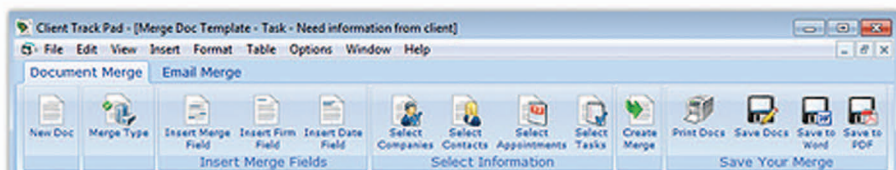
In **Tasks**, go to > **Create Doc** (icon)

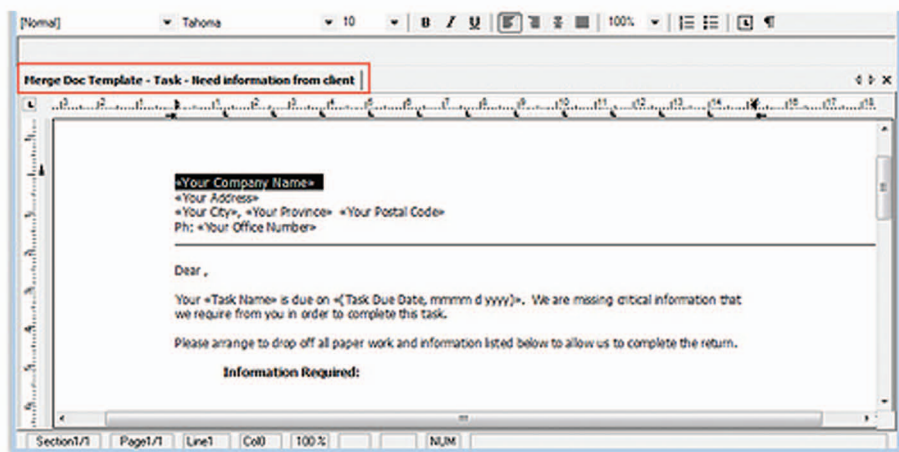
Step 2



Select type of document to merge tasks with.

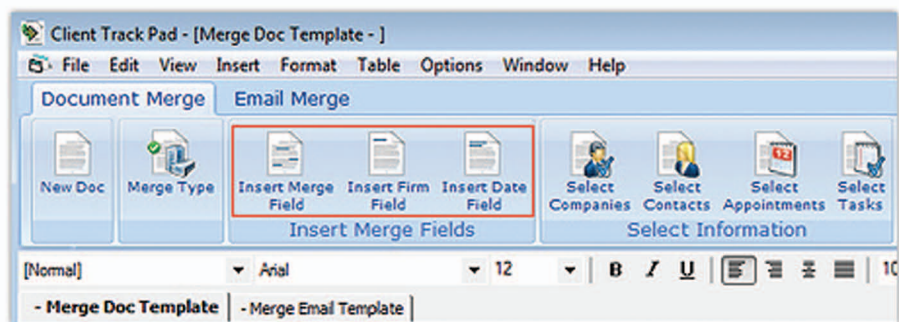
Step 3





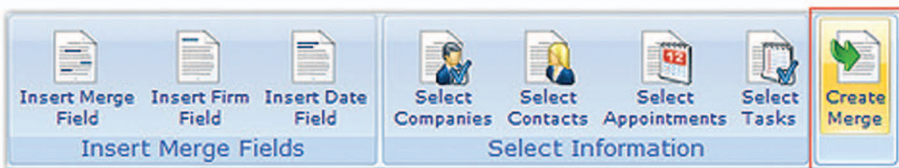
To customize the look of the template, click the **Merge Template** tab.

Step 4

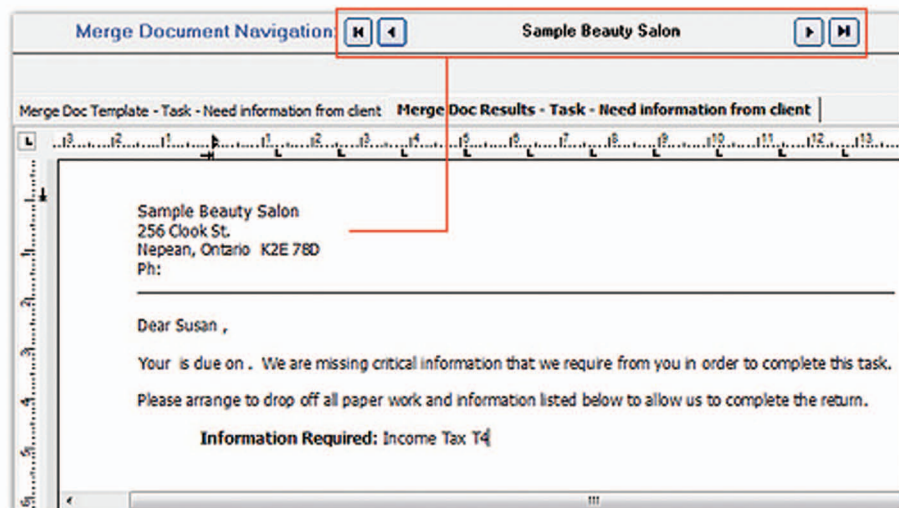


To customize the fields in the document, click on the merge field tools.

Step 5



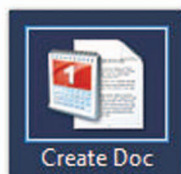
Click **Create Merge Doc** from **Doc Merge** toolbar.



Verify the merge results for tasks.

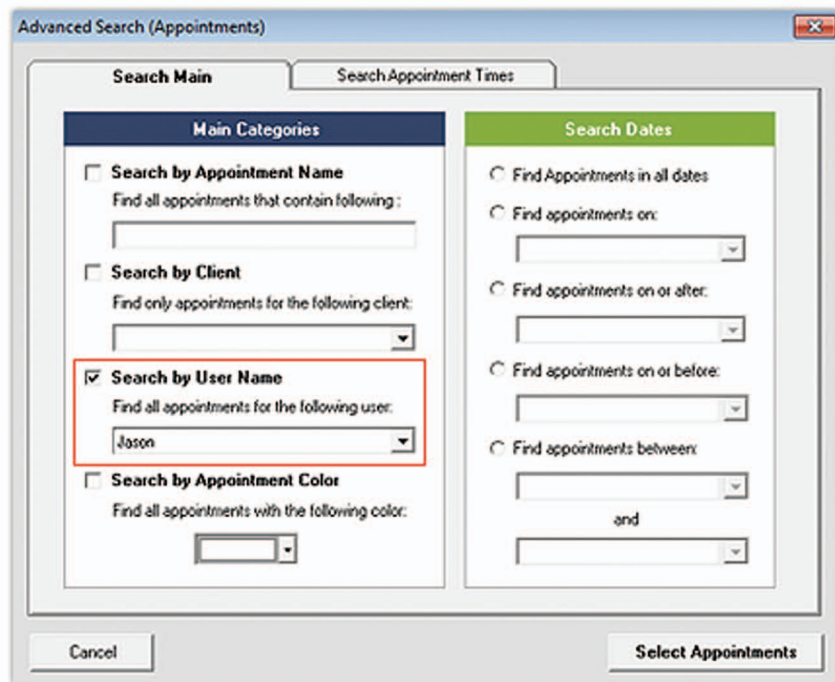
► Merge Appointments

Step 1

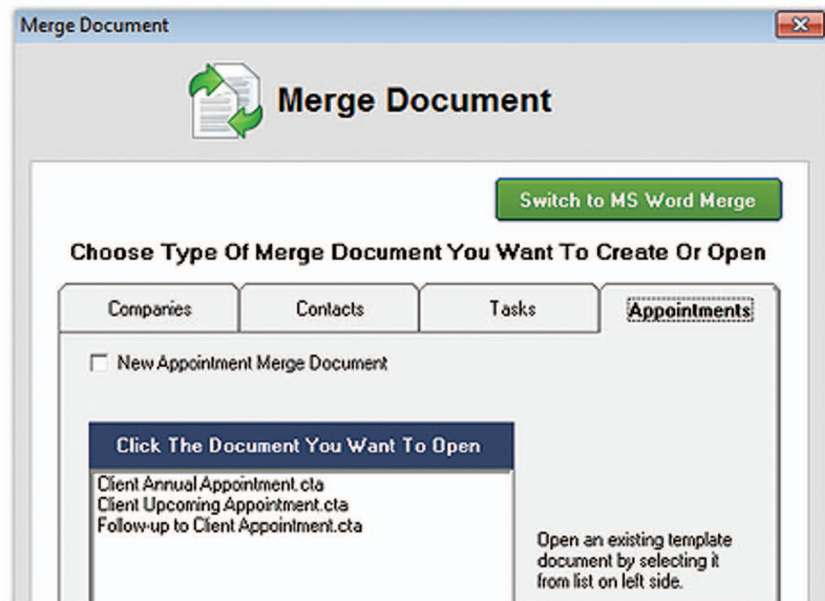


➤ In **Appointments**, go to > **Create Doc** (icon)

Step 2

A screenshot of the "Advanced Search (Appointments)" dialog box. It has two tabs: "Search Main" (selected) and "Search Appointment Times". Under "Search Main", there are four search categories: "Search by Appointment Name", "Search by Client", "Search by User Name" (which is checked and highlighted with a red box), and "Search by Appointment Color". The "Search by User Name" section has a dropdown menu with "Jason" selected. To the right, under "Search Dates", there are five radio button options for date ranges, each with a corresponding date input field. At the bottom, there are "Cancel" and "Select Appointments" buttons.

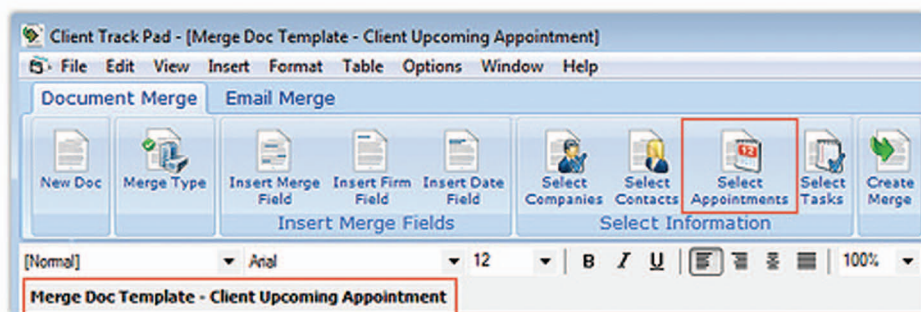
Select type of appointment search to create document merge as shown above.

A screenshot of the "Merge Document" dialog box. It features a green "Switch to MS Word Merge" button at the top right. Below it, the text "Choose Type Of Merge Document You Want To Create Or Open" is displayed. There are four tabs: "Companies", "Contacts", "Tasks", and "Appointments" (which is selected and underlined). Under the "Appointments" tab, there is a checkbox for "New Appointment Merge Document". Below that, a blue box contains the text "Click The Document You Want To Open". A list of document templates is shown: "Client Annual Appointment.cta", "Client Upcoming Appointment.cta", and "Follow-up to Client Appointment.cta". To the right of the list, there is a note: "Open an existing template document by selecting it from list on left side."



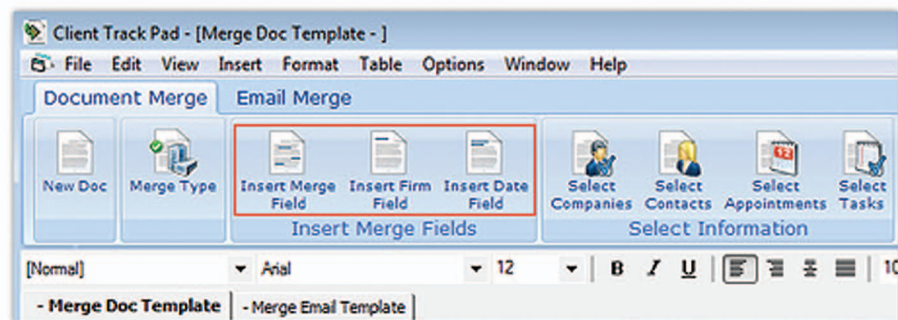
Select type of document to merge appointments with.

Step 3



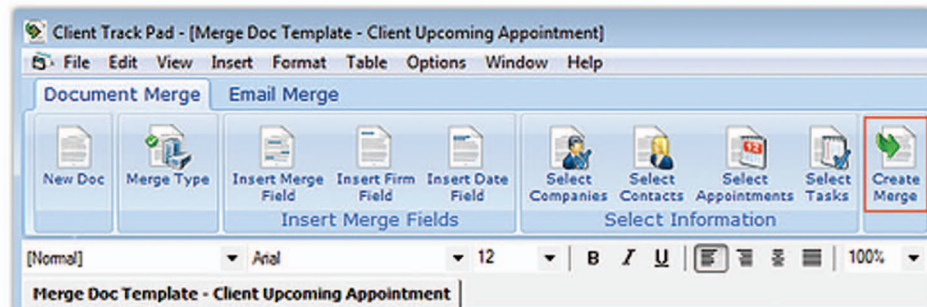
To customize the look of the template, click the **Merge Doc Template** tab.

Step 4

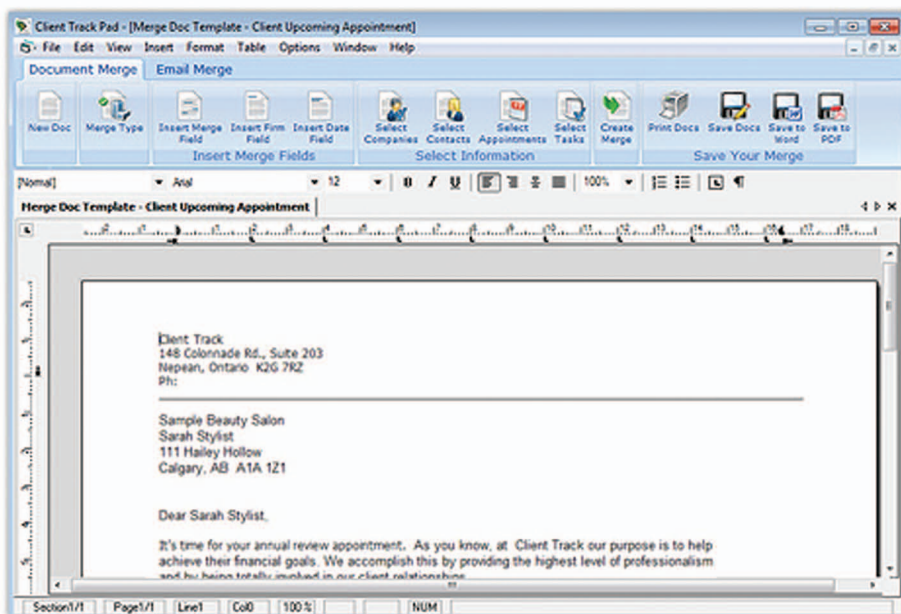


To customize the fields in the document, click on the merge field tools.

Step 5



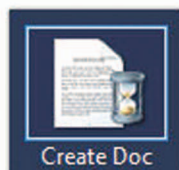
Click **Create Merge Doc** from **Doc Merge** toolbar.



Verify the merge results for appointments.

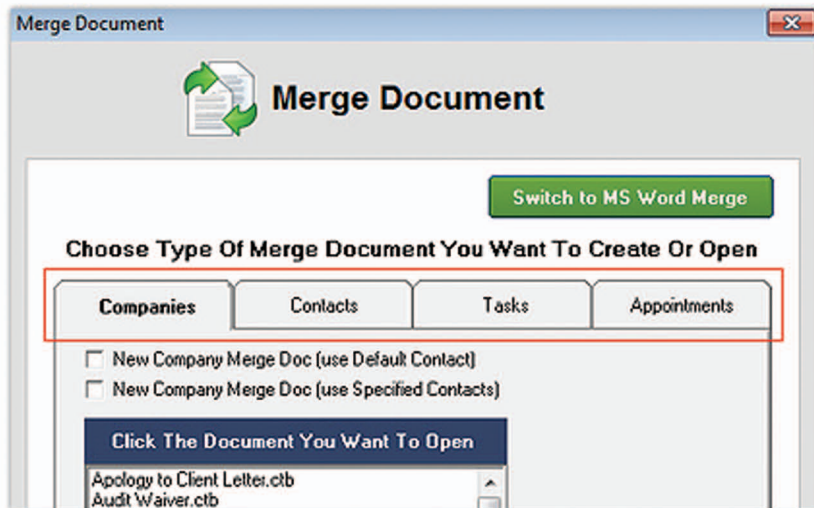
Insert Merge Field

Step 1



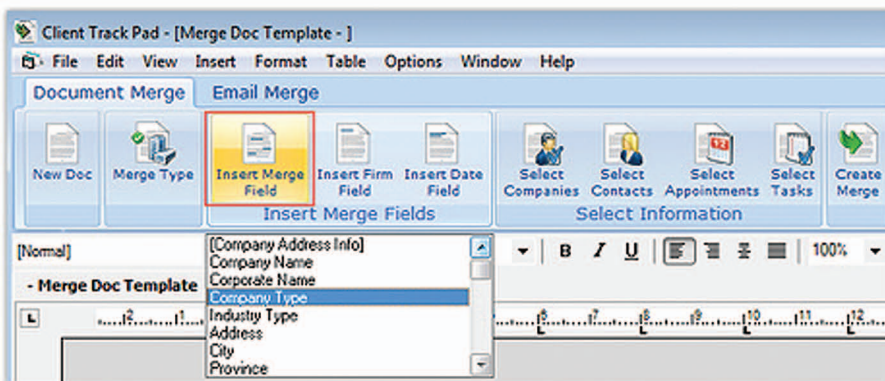
From Client Track sidebar menu, select a section and click **Create Doc** icon.

Step 2



Select type of document to merge with from one of the four tabs.

Step 3



Click **Insert Merge Field** and select type of merge field from list.

Merge Field Name	Data Type	Example
Appointment Info		
Appointment Name	Text	Client Appointment
Appointment Date	Date	Jan 31, 2009
Appointment Start Time	Time(h:Nn am/pm)	9:00 AM
Appointment End Time	Time(h:Nn am/pm)	9:30 AM
Appointment Text	Text	Client Appointment
Task Info		
Task Name	Text	1st Quarterly GST Payment
Task Due Date	Date	Dec 23, 2011
Task In-House Due Date	Date	Dec 15, 2011
Task Weekday Due Date	Date	Dec 15, 2011
Employee Assigned	Text	Ms.Accountant
Task Year	Text	2011
Task Date	Date	Dec 23, 2011
Task Start Time	Time(h:Nn am/pm)	9:00 AM
Task End Time	Time(h:Nn am/pm)	9:30 AM
Task Text	Text	Sample Task
Task Type	Text	HST
Amount Paid	Text	\$123.50
Completed By	Text	Chris Counter
Date Completed	Date	12/28/2011
Custom Task Field 1	Text	Custom Task Info 1
Custom Task Field 2	Text	Custom Task Info 2
Custom Task Field 3	Text	Custom Task Info 3

Custom Task Field 4	Text	Custom Task Info 4
Custom Task Field 5	Text	Custom Task Info 5
Time Entry Info		
Time Entry Name	Text	CIGH
Time Entry Date	Date	Dec 18, 2011
Time Entry Start Time	Time(h:Nn am/pm)	9:00 AM
Time Entry End Time	Time(h:Nn am/pm)	9:30 AM
Time Entry Text	Text	Sample Time Entry
Company Address Info		
Company Name	Text	Client Track
Corporate Name	Text	Trilobyte Solutions Inc.
Company Type	Text	Corporation
Industry Type	Text	Software
Address	Text	148 Colonnade Rd. South
City	Text	Nepean
Province	Text	Ontario
Postal Code	Text	K2E 7R4
Country	Text	Canada
Office Number	Text	1-866-423-8525
Fax Number	Text	(613) 688-2962
Email	Text	inquiries@clienttrack.ca
Web Site	Text	www.ClientTrack.ca
Supervising Partner	Text	Susan Partner
Managing Accountant	Text	John Accountant
Custom Task Field 1	Text	Company Custom Info 1
Custom Task Field 2	Text	Company Custom Info 2
Custom Task Field 3	Text	Company Custom Info 3
Custom Task Field 4	Text	Company Custom Info 4
Custom Task Field 5	Text	Company Custom Info 5
Contact Name		
Contact Full Name	Text	Isabella Daniels
Contact Name Prefix	Text	Mrs.
Contact First Name	Text	Isabella

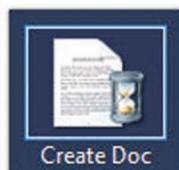
Contact Last Name	Text	Daniels
Contact Name Suffix	Text	CMA
Company Accounting Info		
GST Number	Text	19284375RT
PST Number	Text	18274375
Payroll Registered As	Text	1827455 Ontario Corp.
Year End Date	Date	12/31/2011
Corp. Tax Number	Text	198475
Quebec ID Number	Text	94837284
ON Corp. MCBS Number	Text	94837284
Incorporation Date	Date	Dec 7, 2011
Charitable Number	Text	3828374
NEQ Number	Text	3829394
WCB Number	Text	3829394
WSIB Number	Text	19283743
WCB Premium Rate	Text	\$2.98
WCB Coverage	Text	\$50
EHT Number	Text	3948483
EHT Premium Rate	Text	\$5.98
Name Renewal Date	Date	10/24/2011
Law Society Member Number	Text	39348457473
Custom Task Field 1	Text	Custom Info 1
Custom Task Field 2	Text	Custom Info 2
Custom Task Field 3	Text	Custom Info 3
Custom Task Field 4	Text	Custom Info 4
Custom Task Field 5	Text	Custom Info 5
Company Software Info		
Software Name	Text	Simply Accounting 2011
Software Serial Number	Text	SJF8 4JHF DJ3
Software Version	Text	Pro
Software Account Number	Text	DR 459685
Data File Saved As	Text	C:\Data\Client Data.cft

More Contact Info		
Contact SIN	Text	268 630 096
Contact Employee Type	Text	Full-Time
Contact Percentage Ownership	Text	100%
Contact Business Name	Text	Client Track
Contact Job Title	Text	Vice-President
Contact Business Department	Text	Software
Contact Business Office	Text	Office 210
Contact Business Phone	Text	1-866-423-8525
Contact Business Cell	Text	(613) 853-1009
Contact Business Pager	Text	(613) 853-5643
Contact Business Fax	Text	(613) 688-2962
Contact Business Address	Text	101 Industrial Dr.
Contact Business City	Text	Nepean
Contact Business Province	Text	Ontario
Contact Business Postal Code	Text	K2E 7R4
Contact Business Country	Text	Canada
Contact Business Web Site	Text	www.ClientTrack.ca
Contact Business Email	Text	business@email.com
Contact Personal Email	Text	personal@email.com
Contact Personal Phone	Text	(613) 555-4938
Contact Personal Cell	Text	(613) 555-1034
Contact Personal Pager	Text	(613) 555-9875
Contact Personal Fax	Text	(613) 555-9254
Contact Home Address	Text	101 Finchley St.
Contact Home City	Text	Ottawa
Contact Home Province	Text	Ontario
Contact Home Postal Code	Text	K2F 2T4
Contact Home Country	Text	Canada
Contact Personal Web Site	Text	www.ClientTrack.ca
Contact Children	Text	Erin Daniels
Contact Gender	Text	Female

Contact Birthday	Date	June 25, 1951
Contact Anniversary	Date	April 25, 1975
Contact Spoken Language	Text	English
Contact Marital Status	Text	Married
Contact Custom Field 1	Text	Contact Info 1
Contact Custom Field 2	Text	Contact Info 2
Contact Custom Field 3	Text	Contact Info 3
Contact Custom Field 4	Text	Contact Info 4
Contact Custom Field 5	Text	Contact Info 5
Spouse Name Prefix	Text	Mr.
Spouse First Name	Text	John
Spouse Middle Name	Text	Henry
Spouse Last Name	Text	Daniels
Spouse Name Suffix	Text	Jr.
Spouse Full Name	Text	John Daniels
Spouse Personal Email	Text	jdaniels@email.com
Spouse Home Phone	Text	(613) 555-4954
Spouse Personal Cell	Text	(613) 555-9812
Spouse Home Address	Text	101 Finchley St.
Spouse Home City	Text	Ottawa
Spouse Home Province	Text	Ontario
Spouse Home Postal Code	Text	K2F 2T4
Spouse Home Country	Text	Canada
Spouse Gender	Text	Male
Spouse Birthday	Text	April 29, 1950
Spouse SIN	Text	367 845 147

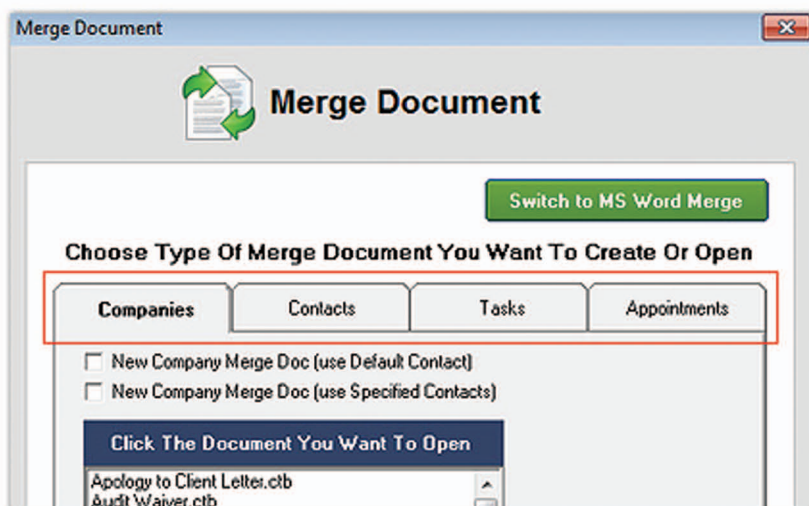
▶ Insert Firm Field

Step 1



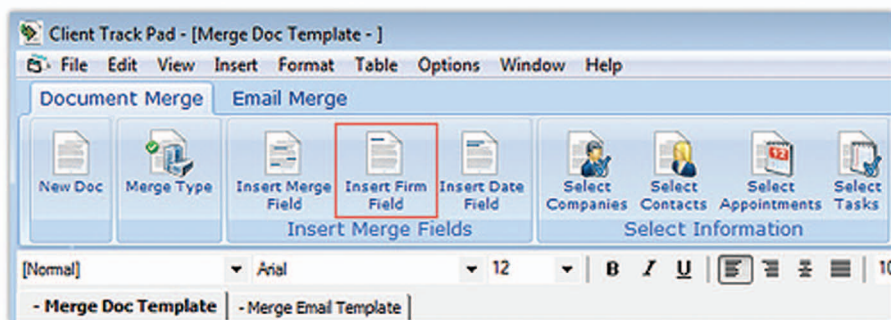
From Client Track sidebar menu, select a section and click **Create Doc** icon.

Step 2



Select type of document to merge with under chosen doc merge type tab.

Step 3



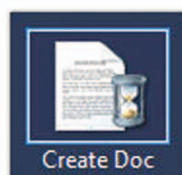
Click **Insert Firm Field** and select type of firm field from list.

Firm Field Name	Data Type	Example
Your Company Name	Text	Client Track
Your Corporate Name	Text	Trilobyte Solutions Inc.
Your Company Type	Text	Corporation
Your Industry Type	Text	Software
Your Address	Text	148 Colonnade Rd. South
Your City	Text	Nepean
Your Province	Text	Ontario
Your Postal Code	Text	K2E 7R4
Your Country	Text	Canada
Your Office Number	Text	1-866-423-8525
Your Fax Number	Text	(613) 688-2962

Your Email	Text	inquiries@clienttrack.ca
Your Web Site	Text	www.ClientTrack.ca
Your Company Custom Field 1	Text	Company Custom Info 1
Your Company Custom Field 2	Text	Company Custom Info 2
Your Company Custom Field 3	Text	Company Custom Info 3
Your Company Custom Field 4	Text	Company Custom Info 4
Your Company Custom Field 5	Text	Company Custom Info 5

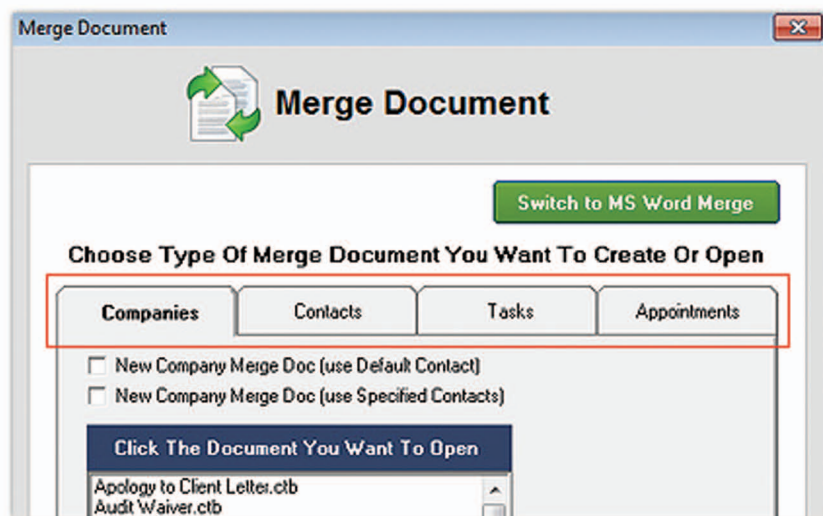
▶ Insert Date Field

Step 1



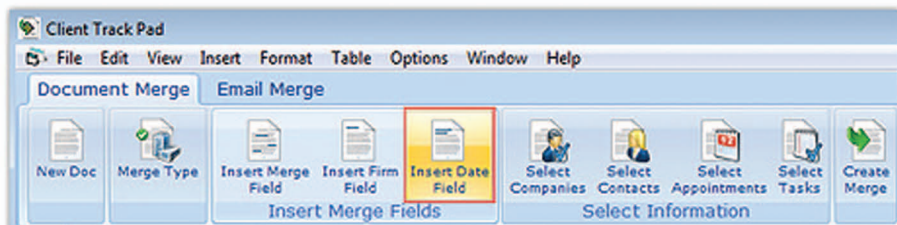
From Client Track sidebar menu, select a section and click **Create Doc** icon.

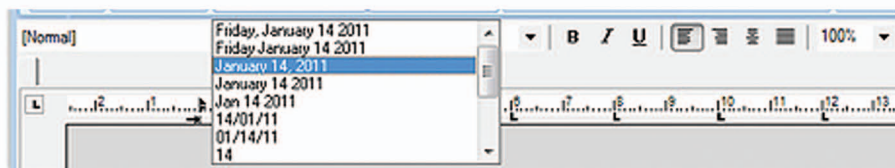
Step 2



Select type of document to merge with under chosen doc merge type tab.

Step 3





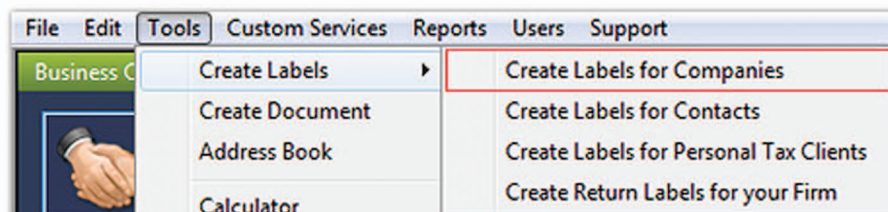
Click **Insert Date Field** and select type of date field from list.

Date Field Example	Date Field String
Monday, December 8 2011	<<(Todays Date, dddd, mmmm d yyyy)>>
Monday December 8 2011	<<(Todays Date, dddd mmmm d yyyy)>>
December 8, 2011	<<(Todays Date, mmmm d, yyyy)>>
December 8 2011	<<(Todays Date, mmmm d yyyy)>>
Dec 8 2011	<<(Todays Date, mmm d yyyy)>>
08/12/11	<<(Todays Date, dd/mm/yy)>>
12/08/11	<<(Todays Date, mm/dd/yy)>>
8	<<(Todays Date, d)>>
Monday	<<(Todays Date, dddd)>>
December	<<(Todays Date, mmmm)>>
Dec	<<(Todays Date, mmm)>>
2011	<<(Todays Date, yyyy)>>
December 2011	<<(Todays Date, mmmm yyyy)>>
December 8	<<(Todays Date, mmmm d)>>



► For Companies

Step 1



► In menu, go to **Tools > Create Labels > ...for Companies**

Step 2

Label Wizard

This wizard allows you to quickly create mailing labels for your clients.

Select Clients You Would Like To Create Labels For:

Address book

Client Track Business clients

- Sample Beauty Salon
- Sample Charitable Organization
- Sample Electric Company Limited
- Sample Home Builder Ltd.
- Sample Lawyers Office
- Sample Overhead Door Manufacturer
- Sample Printing Services
- Sample Roof Builder
- Sample Tattoo Studio
- Sample Trucking Company

Cancel < Back - Select Companies Next > Finish

- 1) Select which companies from list to create labels for.
- 2) Click **Next**.

Step 3

Label Wizard

Enter Number of Labels You Want To Print For Each Company:

Company Name	No. of Labels
Sample Beauty Salon	1

Fill Label Sheet Change All Quantities Above To: 5

Open A Saved Label Scheme

cboSavedScheme Delete

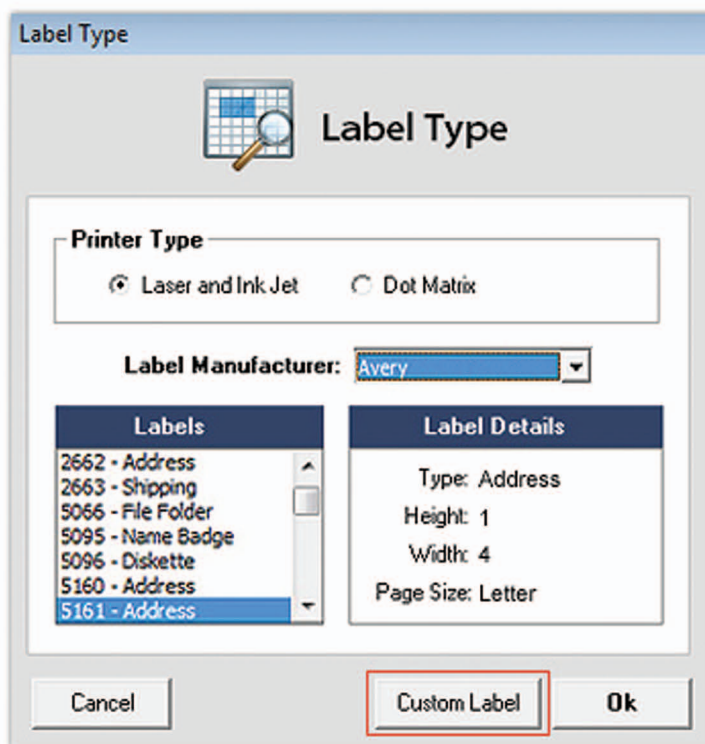
Select Your Label Type

Avery 5361 - Identification card Labels (2" x 3.25")

Select Label

Cancel < Back - Select Companies Next > Finish

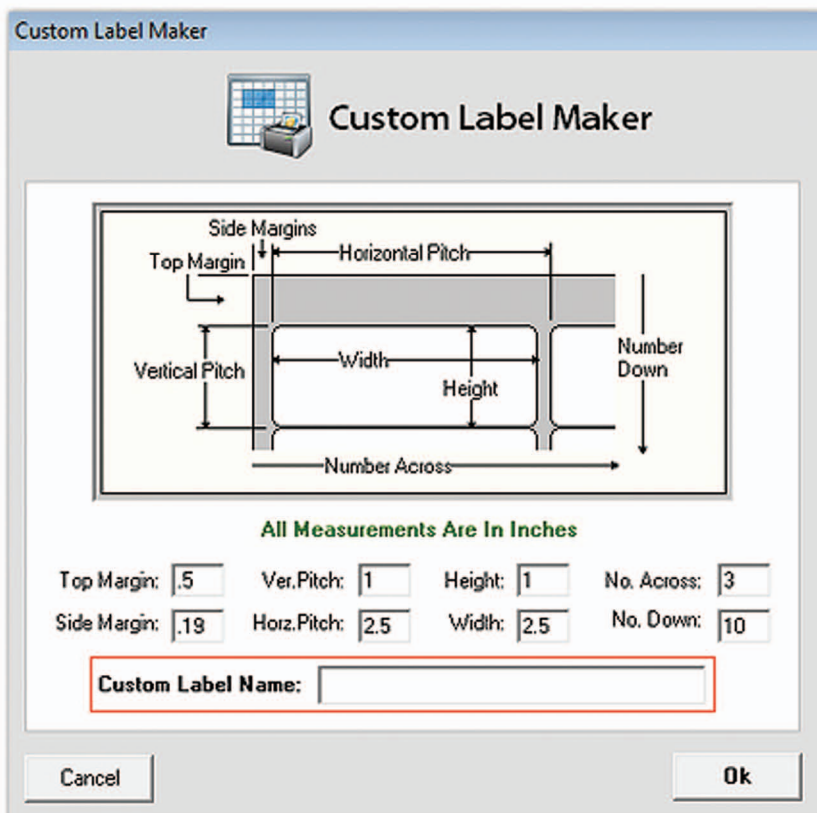
- 1) Insert number of labels by under **No. of Labels** category.
- 2) To choose type of label different from default, click **Select Label**.



- 1) Select type of printer, label manufacturer and label from lists.
- 2) Click **Ok** to exit label type window.

Note: To create a custom label, click **Custom Label** and go to Step 4.

Step 4



- 1) Enter in dimensions of custom label and create name.
- 2) Click **Ok**.
- 3) Click **Next** to continue on and go to Step 5.

Step 5

The screenshot shows the 'Label Wizard' dialog box. At the top, there's a title bar and a logo. Below that, a toolbar contains various icons for text formatting (bold, italic, underline, align) and a dropdown menu. The main area displays a label template with several fields: <<Company Name>>, <<Address>>, and <<City>>, <<Province>>. A dropdown menu is open, showing a list of fields to insert: [Company Address Info], Company Name, Corporate Name, Company Type, Industry Type, and Address. At the bottom, there's a checkbox for 'Do you want any multiple-line data values to be displayed as multiple lines?' and a 'Test' button. Navigation buttons include 'Cancel', '< Back - Select Companies', 'Next >', and 'Finish'.

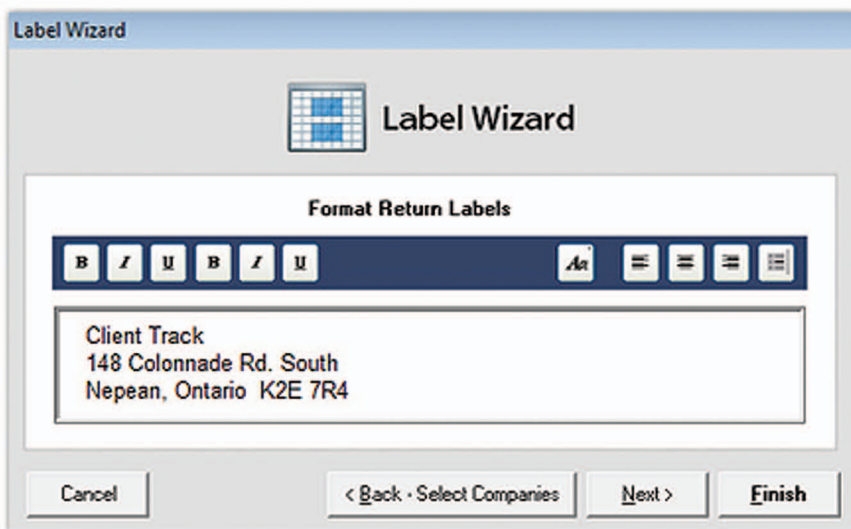
- 1) Customize what information to appear on label by placing the cursor on a specific place in the template and inserting client fields from drop-down menu
- 2) Click **Finish** to complete the label process.

Optional: To create return labels, click **Next** and follow Step 6 below.

Step 6

The screenshot shows the 'Label Wizard' dialog box at Step 6. The 'Return Labels' section is highlighted with a red box. It contains a checked checkbox 'Do You Want To Print Return Labels? If checked, enter number of return labels.' Below it is a text box 'Number Of Return Labels:' with the value '5' and an 'Edit Labels' button. The 'Start Label' section has a text box with the instruction 'You can indicate the row and column of the first label you want to start printing on if you are using a label sheet with some upper labels removed.' Below it are 'Row:' and 'Column:' labels, both with text boxes containing the value '1'. The 'Save Label Scheme' section has a text box and a 'Save' button. Navigation buttons at the bottom include 'Cancel', '< Back - Select Companies', 'Next >', and 'Finish'.

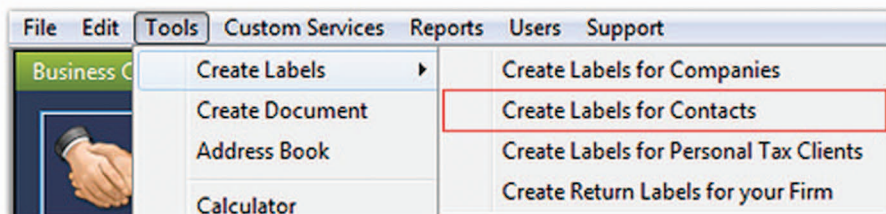
- 1) Check off **Do you want to print return labels?** and type no. of return labels.
- 2) Decide where the labels will start for printing under **Start Label**.
- 3) **Optional:** To save settings for label, type in name and click **Save** under **Save Label Scheme**.
- 4) Click **Edit Labels**.



- 1) Customize what information to appear on return label by placing the cursor on a specific place in the template and using the text tools from toolbar
- 2) Click **Finish**.
- 3) Click **Finish** to exit label wizard

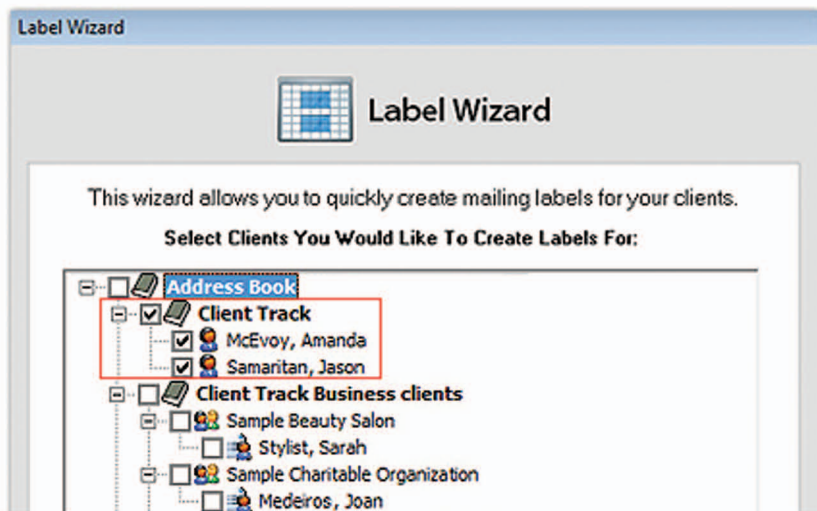
▶ For Contacts

Step 1



In menu, go to **Tools > Create Labels > ...for Contacts**

Step 2





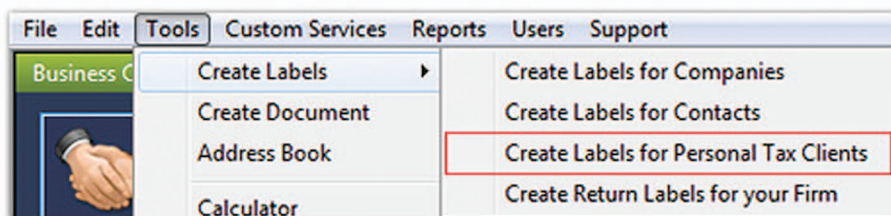
- 1) Select which contacts from list to create labels for.
- 2) Click **Next**.

Step 3

Follow **Steps 3-6** in [How to Create Labels for Companies](#).

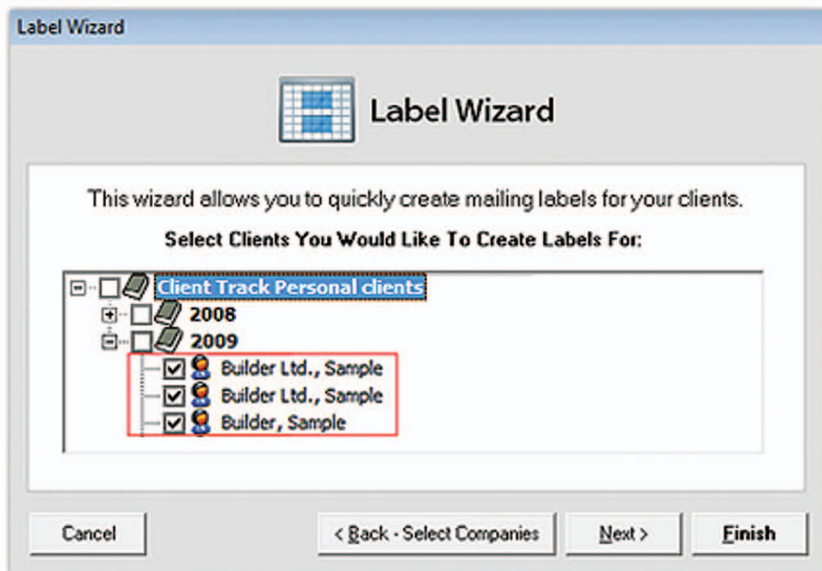
▶ For Personal Tax Clients

Step 1



In menu, go to **Tools > Create Labels > ...for Personal Tax Clients**

Step 2



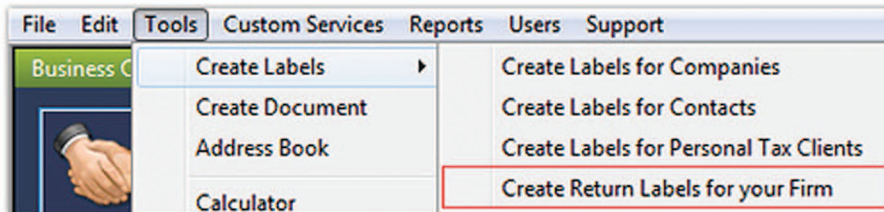
- 1) Select which personal tax clients from list to create labels for.
- 2) Click **Next**.

Step 3

Follow **Steps 3-6** in [How to Create Labels for Companies](#).

▶ For Returns

Step 1



In menu, go to Tools > Create Labels > ...Return Labels for firm

Step 2

The 'Label Wizard' dialog box is shown. It has a title bar 'Label Wizard' and a grid icon. The main area contains the following sections:

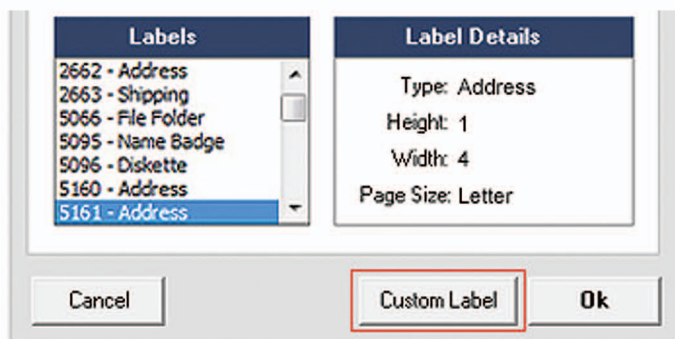
- Enter Number of Labels You Want To Print For Each Company:** A table with two columns: 'Company Name' and 'No. of Labels'. The first row contains 'Sample Beauty Salon' and '1'.
- Fill Label Sheet** button and **Change All Quantities Above To:** 5.
- Open A Saved Label Scheme:** A dropdown menu labeled 'cboSavedScheme' and a 'Delete' button.
- Select Your Label Type:** A text area containing 'Avery 5361 - Identification card Labels (2" x 3.25")' and a 'Select Label' button (highlighted with a red box).

At the bottom, there are buttons for 'Cancel', '< Back · Select Companies', 'Next >', and 'Finish'.

- 1) Insert number of return labels under **No. of Labels** category.
- 2) To choose type of label different from default, click **Select Label**.

The 'Label Type' dialog box is shown. It has a title bar 'Label Type' and a magnifying glass icon. The main area contains the following sections:

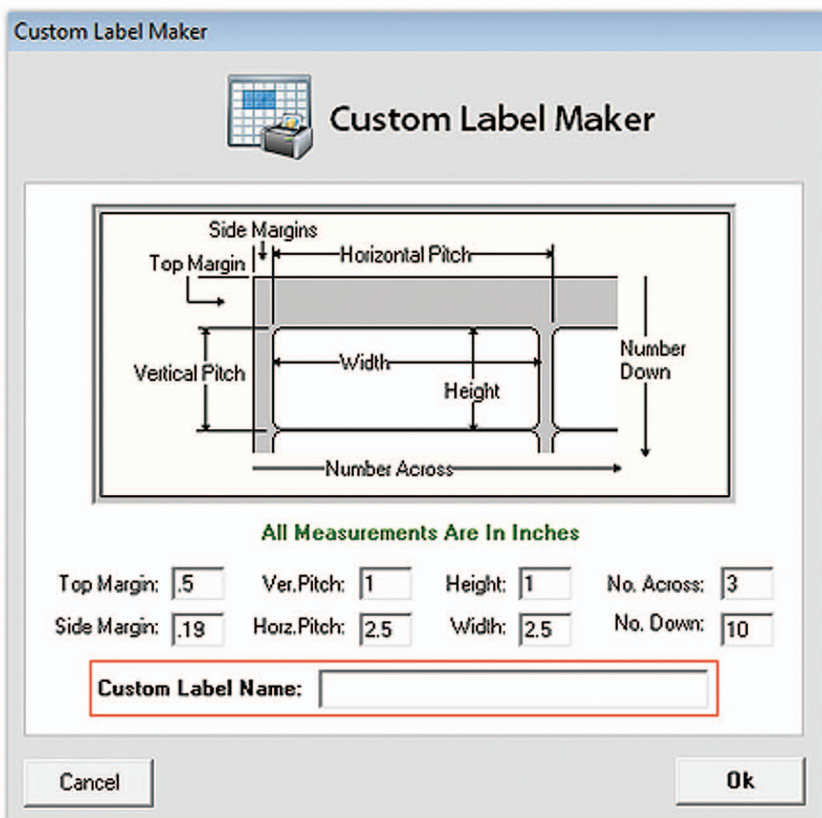
- Printer Type:** Radio buttons for 'Laser and Ink Jet' (selected) and 'Dot Matrix'.
- Label Manufacturer:** A dropdown menu with 'Avery' selected.



- 1) Select type of printer, label manufacturer and label from lists.
- 2) Click **Ok** to exit label type window.

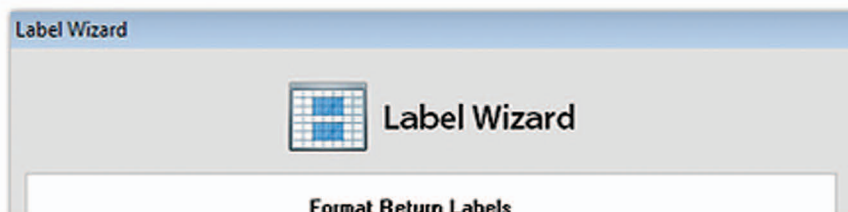
Note: To create a custom label, click **Custom Label** and go to Step 4.

Step 3



- 1) Enter in dimensions of custom label and create name.
- 2) Click **Ok**.
- 3) Click **Next** to continue on and go to Step 5.

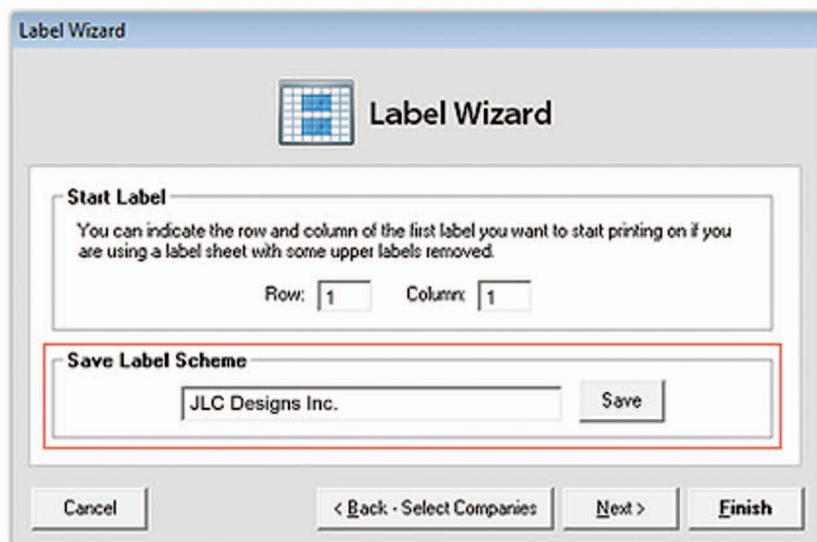
Step 4





- 1) Customize what information to appear on label by placing the cursor on a specific place in the template and inserting client fields from drop-down menu
- 2) Click **Finish** to complete the label process.

Step 5

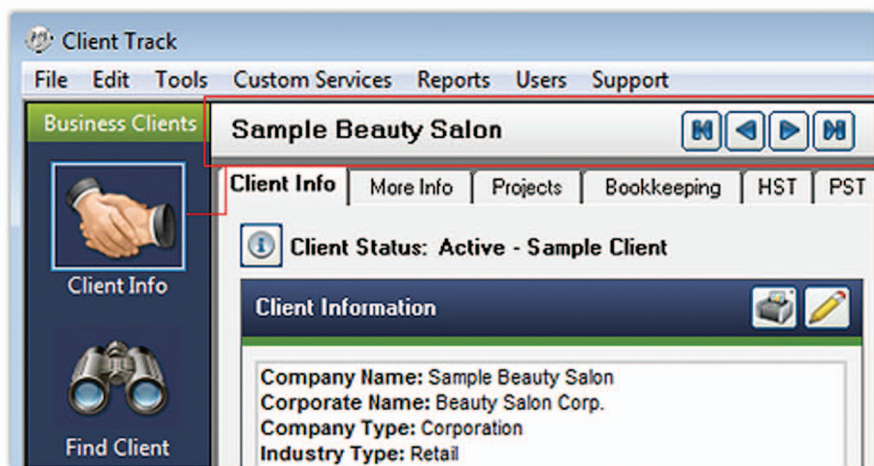


- 1) Decide where the labels will start for printing under **Start Label**.
- 2) **Optional:** To save settings for label, type in name and click **Save** under **Save Label Scheme**.
- 3) Click **Finish**.

Reports

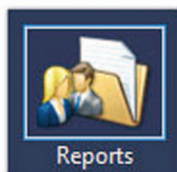
Create Reports for Business Clients

Step 1



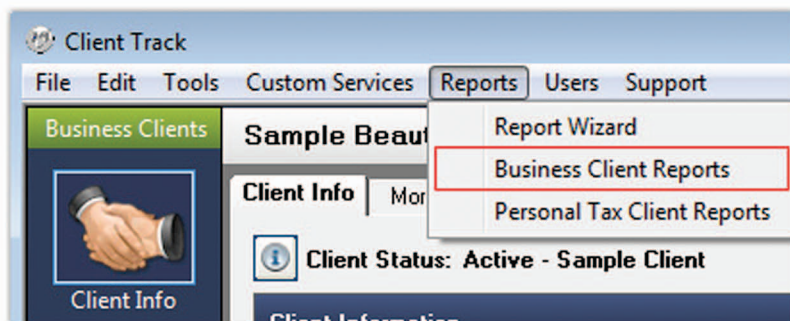
- 1) Click the **Client Info** icon under **Business Clients** section in sidebar.
- 2) Select a business client to do report on by using the controls as shown above.

Step 2



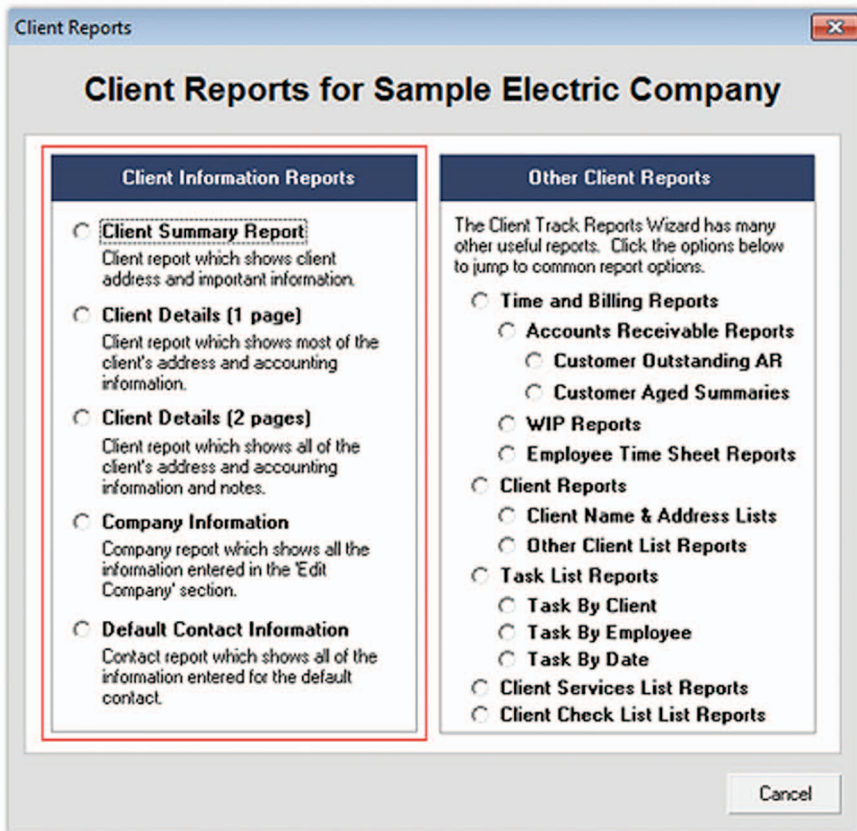
In **Business Clients**, go to > **Reports** (icon)

or



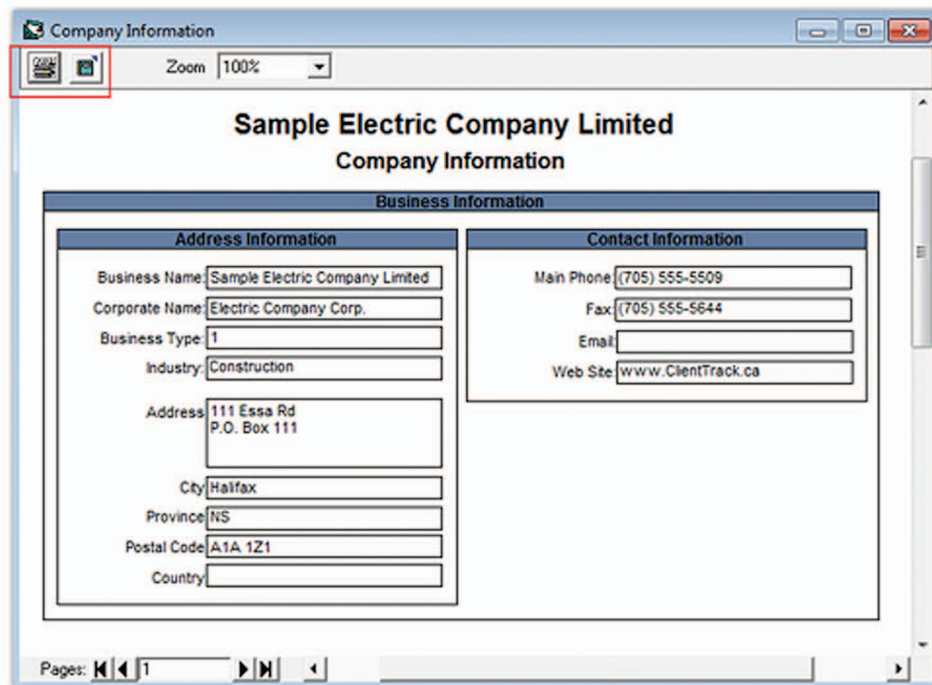
In menu, go to **Reports** > **Business Client Reports**

Step 3

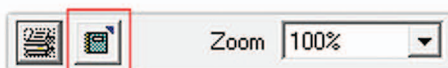


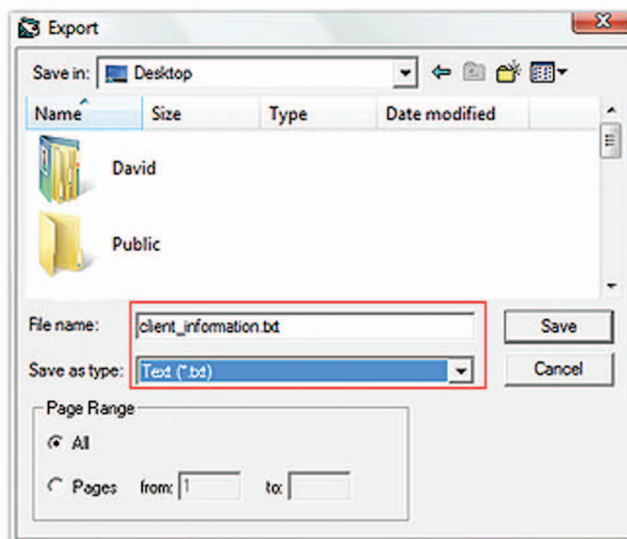
Select type of report for client under **Client Information Reports**.

Step 4



1) Click the printer icon in menu to print report as shown above.

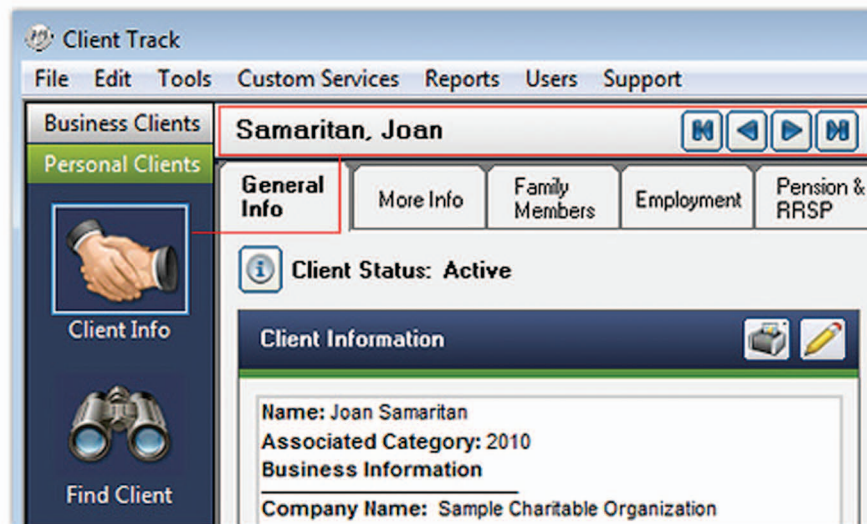




- 2) To export a business client report, click the document icon in menu.
- 3) Select save destination and save type from drop-down lists. Name the export file and click **Save**.

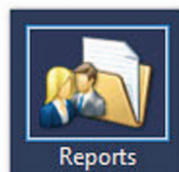
▶ Create Reports for Personal Tax Clients

Step 1



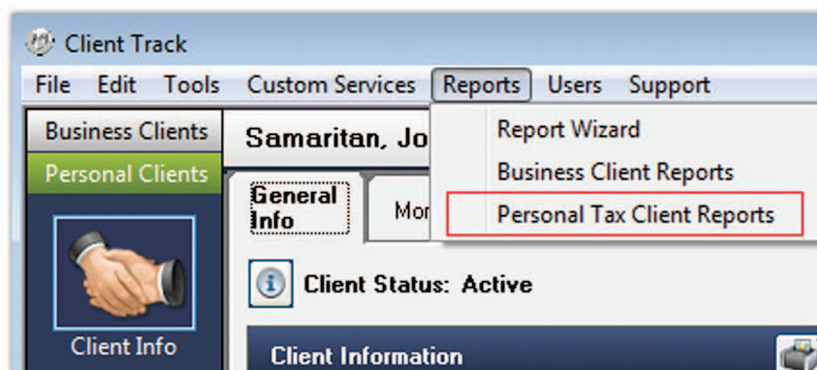
- 1) Click the **Client Info** icon under **Personal Clients** section in sidebar.
- 2) Select a personal client to do report on by using the controls as shown above.

Step 2



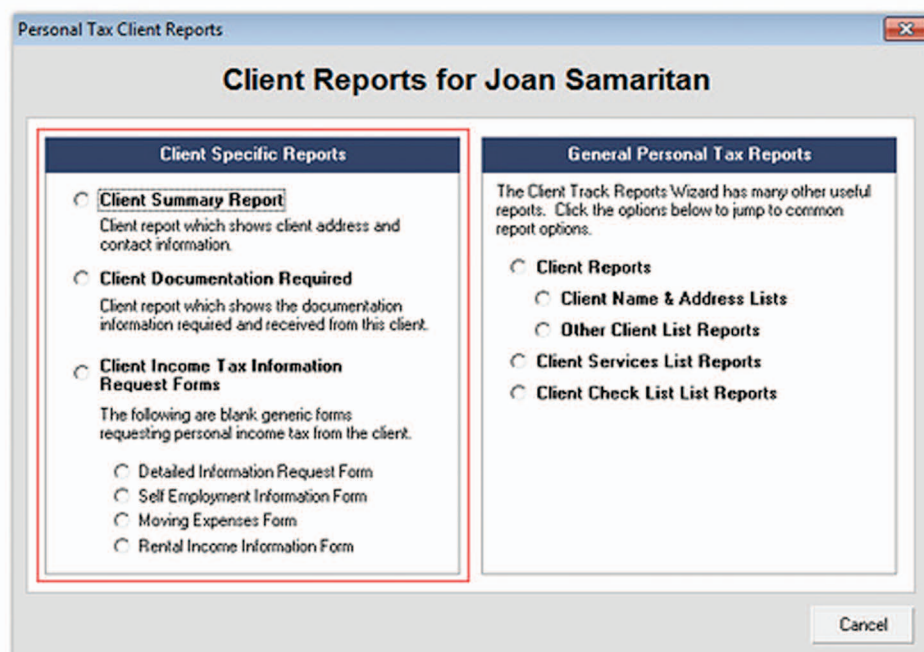
➤ In **Personal Clients**, go to > **Reports** (icon)

or



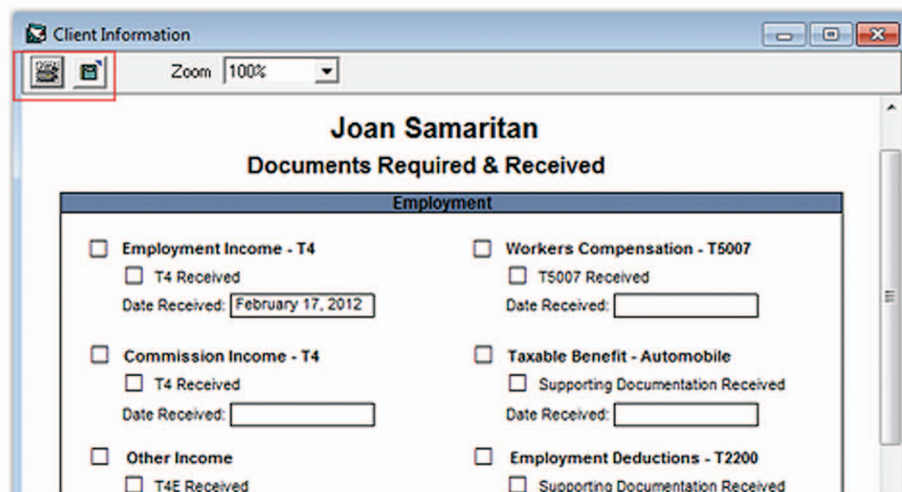
In menu, go to **Reports > Personal Tax Client Reports**

Step 3



Select type of report for client under **Client Specific Reports**.

Step 4



Date Received: February 17, 2012 Date Received:

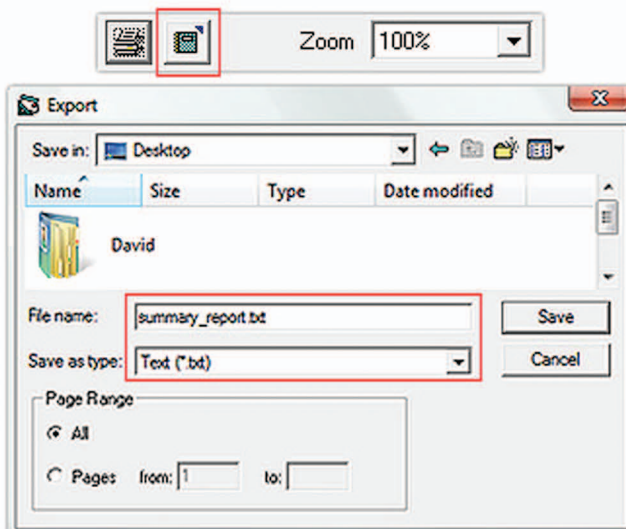
Employment Insurance - T4E Apprenticeship Tools

T4 Received Supporting Documentation Received

Date Received: February 17, 2012 Date Received:

Pages: 1

- 1) Click the printer icon in menu to print report as shown above.



- 2) To export a personal tax client report, click the document icon in menu.
- 3) Select save destination and save type from drop-down lists. Name the export file and click **Save**.

Create Reports for Tasks

Step 1

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients

Personal Clients

Tasks

Tasks List (246 tasks)

Advanced Search View/Hide Columns View/Print Report Tasks For This Week Tasks For This Month All Prior Unclosed Tasks

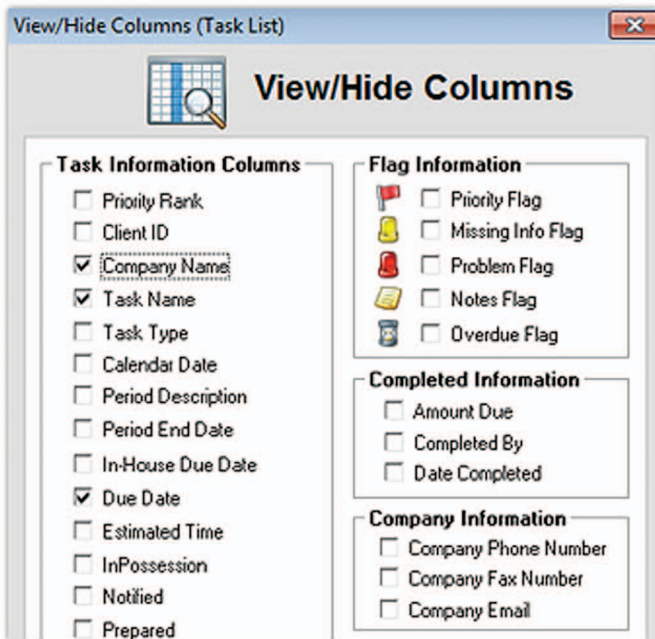
Refresh List

All uncompleted tasks

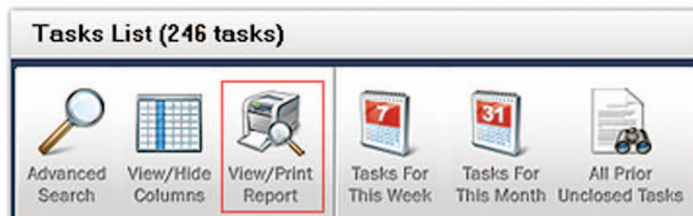
Client Name	Task Name	Due Date	Close	Employee Assign
Sample Printing Services	Client Year End	Dec 31, 12	<input type="checkbox"/>	None Assigned
Sample Overhead Door	Client Year End	Dec 31, 12	<input type="checkbox"/>	None Assigned

- 1) Click the **Tasks List** icon under **Tasks** section in sidebar.
- 2) Click **Refresh List** to update the tasks list for all clients.
- 3) Click **View/Hide Columns** from tasks menu bar as shown above.

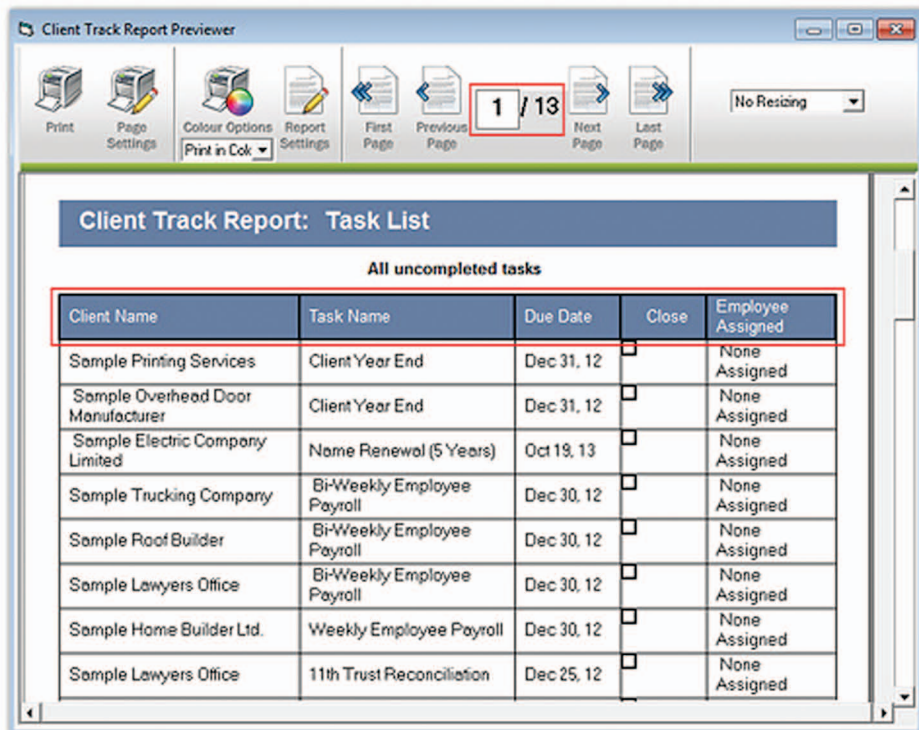
Note: To print a specific type of tasks report, go to Step 2.



4) Check off which columns to appear on report and then click **Ok**.



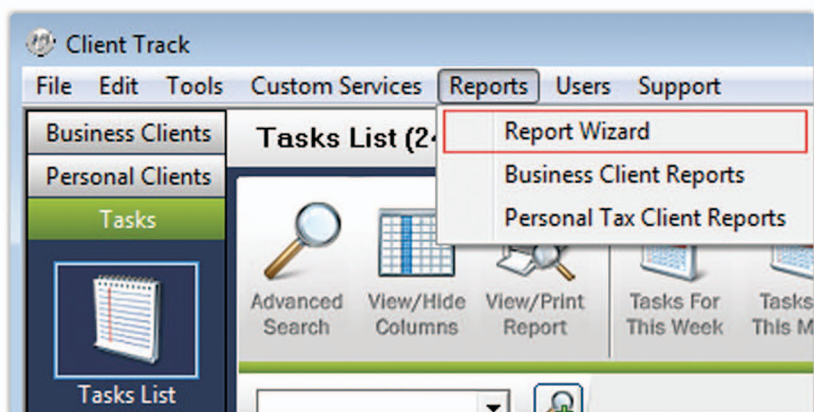
5) Check **View/Print Report** from tasks menu.



6) Skim through all the pages of the report to verify that all the columns for tasks appears as well the tasks information for all clients.

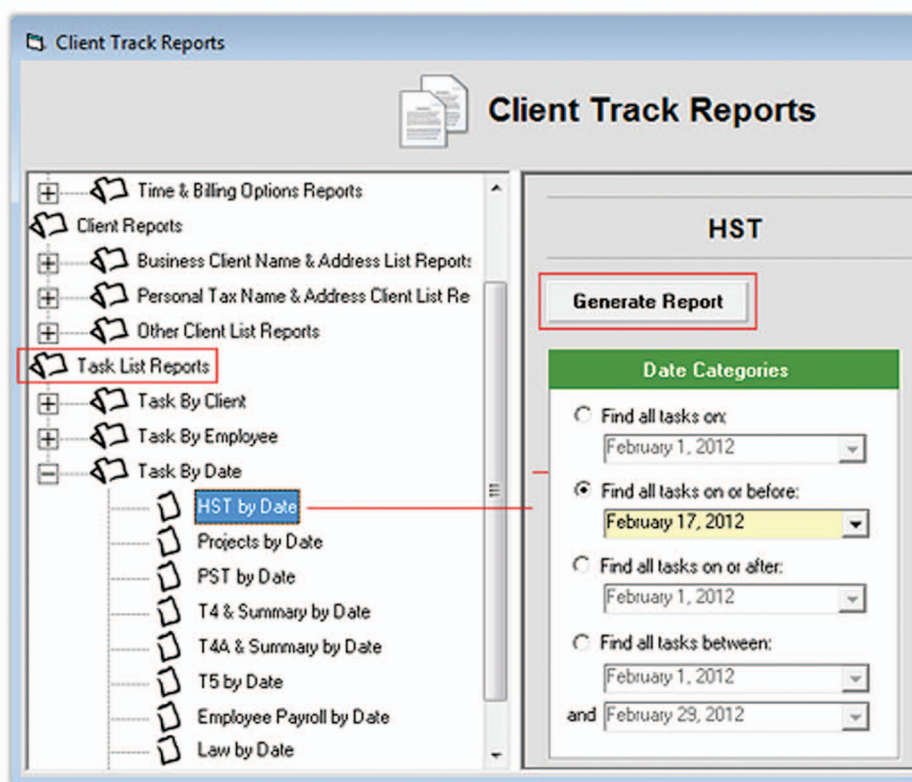
7) Follow **Step 4** on print and report options.

Step 2



In menu, go to **Reports > Report Wizard**

Step 3



- 1) Click **Task List Reports** in list menu as shown above.
- 2) Click on a task type to create report for under **Task by Client, Employee** or **by Date** by clicking on the plus (+) sign.
- 3) Select type of task date search and click **Generate Report**.



Task Reports

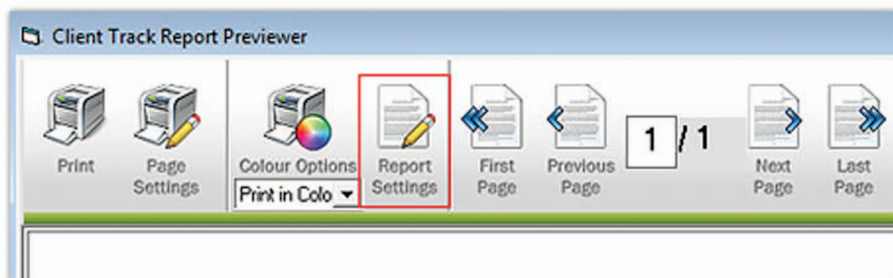
HST

Results on or before February 17, 2012

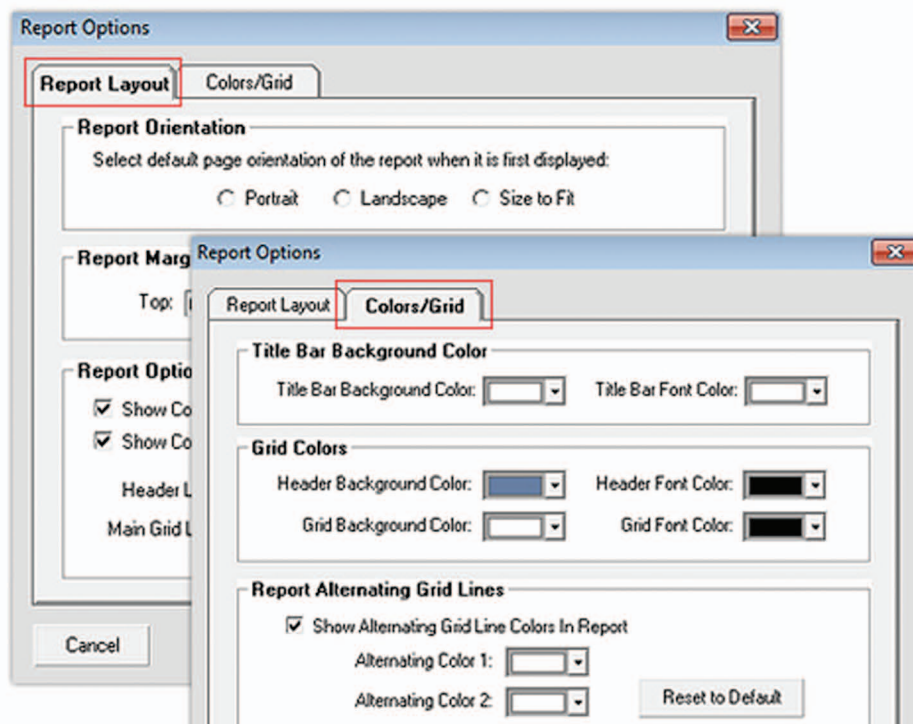
Client Name	Name	In-House Due Date	Due Date
Sample Overhead Door Manufacturer	1st Quarterly HST Return	Jan 28, 2012	Jan 31, 2012
Sample Trucking Company	1st Quarterly HST Return	Jan 28, 2012	Jan 31, 2012
Sample Printing Services	1st Quarterly HST Return	Jan 28, 2012	Jan 31, 2012
Sample Electric Company Limited	1st Quarterly HST Return	Jan 28, 2012	Jan 31, 2012
Sample Lawyers Office	1st Quarterly HST Return	Jan 28, 2012	Jan 31, 2012
	GST/HST Returns	Jan 31, 2012	Feb 3, 2012
Sample Beauty Salon	GST/HST Returns	Jan 31, 2012	Feb 3, 2012

- 4) Skim through all the pages of the report to verify all tasks information.
- 5) Follow **Step 4** on print and report options.

Step 4



- 1) In report previewer for tasks, click **Report Settings** from main menu.



Create Reports for Time & Billing

Step 1

Client Track
File Edit Tools Custom Services Reports Users Support

Business Clients
Personal Clients
Tasks
Time & Billing
Time Calendar
Time List
Create Invoice

Time Entries List (4 Time Entries)

Search Time Entries View/Hide Columns View/Print Report Select Client Add Selected Time To New Invoice Add Selected Time To Existing Invoice Mark Up/Down Time Entries Write Off

Refresh List

All time entries for the dates between Wednesday, February 29.

Select All Change Selected Status To ...

Client Quick Select Control

Bill To	Time Entry Name	Time Entry Status
Sample Home Builder Ltd.	Proposal	Invoiced
Sample Beauty Salon	Payroll	Work in Progress
Sample Tattoo Studio	Scanning (Internal)	Work in Progress
Sample Charitable Organiz...	Payroll	Work in Progress

- 1) Click the **Tasks List** icon under **Time & Billing** section in sidebar.
- 2) Click **Refresh List** to update the time entries list for all clients.
- 3) Click **View/Hide Columns** from time & billing menu bar as shown above.

Note: To print a specific type of time & billing report, go to Step 2.

View/Hide Columns

View/Hide Columns

Flag Information

- Time Entry Locked
- Allocated to Invoice
- Notes Flag

Time Entry Information Columns

- Billable Time
- Client Name
- Bill To Client
- Time Entry Name
- Time Entry Status
- Task Type
- Work Code
- Employee Name
- Date Time Entry Created

Date & Time Columns

- Time Entry Date
- Start Time
- End Time
- Total Time
- Rounded Start Time
- Rounded End Time
- Rounded Total Time
- Use Adjusted Time
- Adjusted Time
- Final Total Time

Billing Information Columns

- Time Entry Billing Type
- Time Entry Billing Rate
- Real Total Amount

- 4) Check off which columns to appear on report and then click **Ok**.

Time Entries List (4 Time Entries)

Search Time Entries View/Hide Columns View/Print Report Select Client Add Selected Time To New Invoice Add Selected Time To Existing Invoice

- 5) Check **View/Print Report** from time & billing menu.

Client Track Report Previewer

Print Page Settings Colour Options Report Settings First Page Previous Page 1 / 1 Next Page Last Page No Resizing

Client Track Report: Time Entry List

All time entries for the dates between Wednesday, February 1, 2012 and Wednesday, February...

Time Entry Name	Time Entry Status	Date Created	Time Entry Date	Start Time	End Time	Total Time	Billing Type	Billing Amount	Final (Client) Total
Payroll	Work in Progress	Jan 30, 12	Feb 2, 12	9:00 am	11:00 am	2 hrs	Hourly Rate	GDesign - \$45.00	\$90.00
Scanning (Internal)	Work in Progress	Jan 30, 12	Feb 2, 12	1:00 pm	3:00 pm	2 hrs	Hourly Rate	GDesign - \$45.00	\$90.00
Payroll	Work in Progress	Jan 30, 12	Feb 1, 12	8:00 am	12:00 pm	4 hrs	Hourly Rate	Bookkeeper1 - \$65.00	\$260.00
Proposal	Invoiced	Jan 30, 12	Feb 1, 12	1:00 pm	4:00 pm	3 hrs	Hourly Rate	GDesign - \$45.00	\$135.00
						11 hrs			\$575.00

- 6) Skim through all the pages of the report to verify that all the columns for time & billing appears as well the time entries information for all clients.
- 7) Follow **Step 4** on print and report options.

Step 2

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients **Time Entries** Report Wizard

Personal Clients

Tasks

Time & Billing

Time Calendar

January 30 - Feb 1

Mon 30 Tue 31

8:00a

9:00a 9:00 am to 12:00 pm Sample Printing Services 9:00 am to 11:00 am Sample Electric Company Limited

10:00a

In menu, go to **Reports > Report Wizard**

Step 3

Client Track Reports

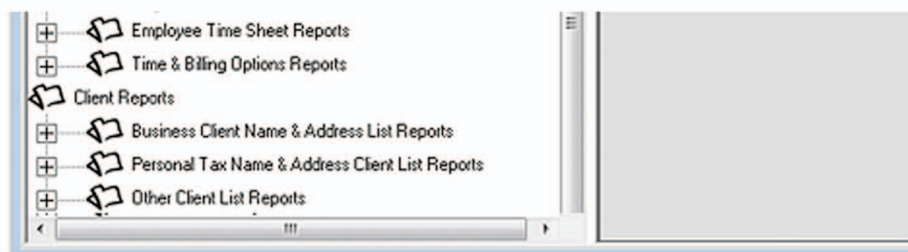
Client Track Reports

Time and Billing Reports

- Accounts Receivable Reports
- WIP Reports
 - WIP Summary for All Business Clients
 - WIP Summary for All Personal Tax Clients
 - WIP Employee Summary for All Business Clients
 - WIP Employee Summary for All Personal Tax Clients
 - WIP Detail for a specific Business Client
 - WIP Detail for a specific Personal Tax Client

WIP Summary for All

Generate Report



- 1) Click **Time and Billing Reports** in list menu as shown above.
- 2) Click on a billing type to create report for under **Accounts Receivable, WIP, Employee Time Sheet** or **by Time & Billing options** by clicking on the plus (+) sign.
- 3) Click **Generate Report**.

Client Track Report Previewer

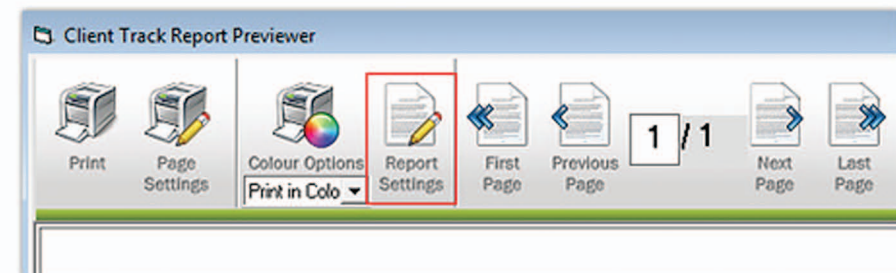
WIP Reports
WIP Summary for All Business Clients

WIP summary for all Companies

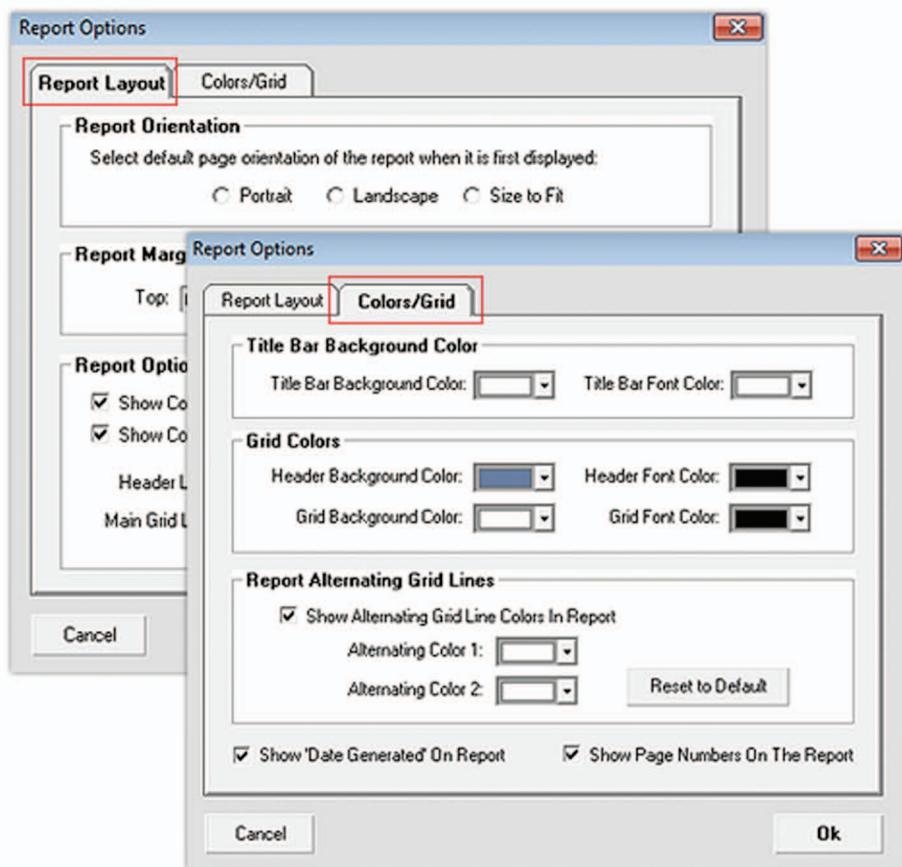
Client Name	SubTotal WIP	Total Taxes
Sample Beauty Salon	\$90.00	\$0.00
Sample Charitable Organization	\$260.00	\$0.00
Sample Electric Company Limited	\$90.00	\$0.00
Sample Lawyers Office	\$210.00	\$0.00
Sample Tattoo Studio	\$90.00	\$0.00
Grand Total: \$740.00		

- 4) Skim through all the pages of the report to verify all billing information.
- 5) Follow **Step 4** on print and report options.

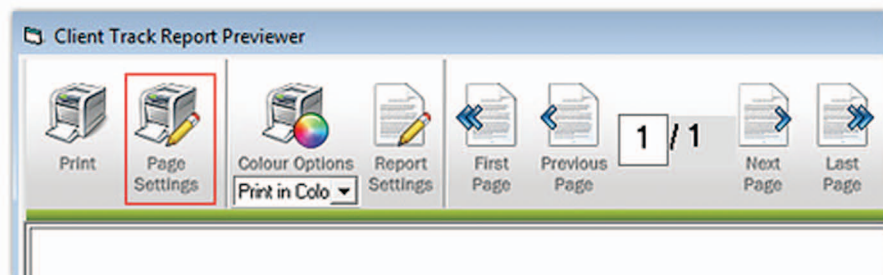
Step 4



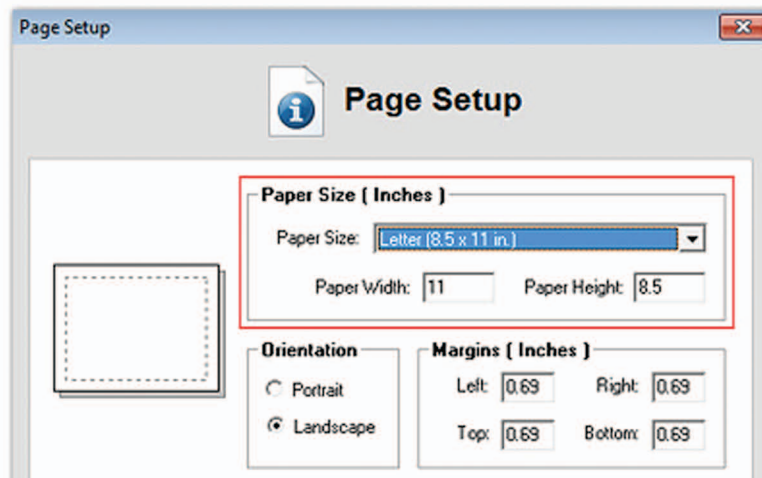
- 1) In report previewer for tasks, click **Report Settings** from main menu.

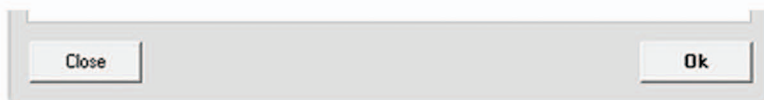


- 2) Click the **Report Layout** tab to customize the layout settings for report. Repeat same for the **Colors/Grid** tab.
- 3) Click **Ok** to save settings.

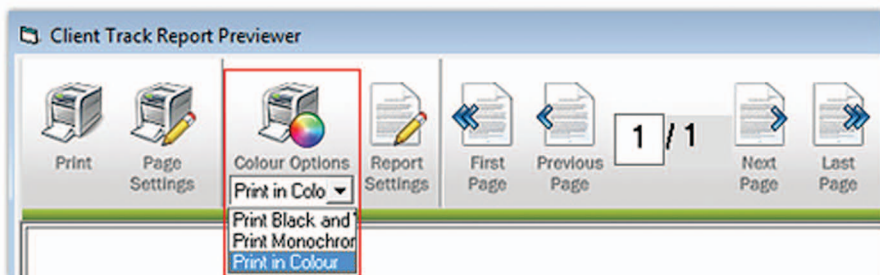


- 4) Click **Page Settings** from main menu.

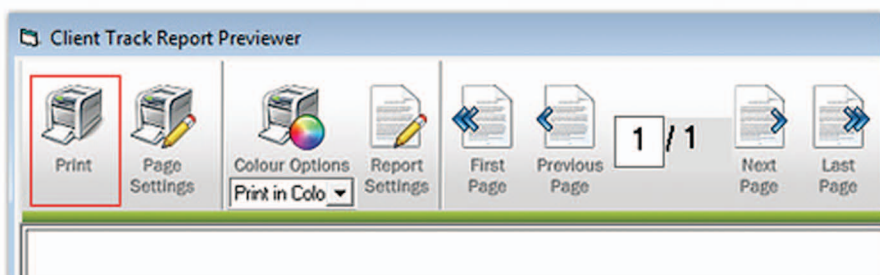




5) Select paper size, orientation, margins and then click **Ok**.



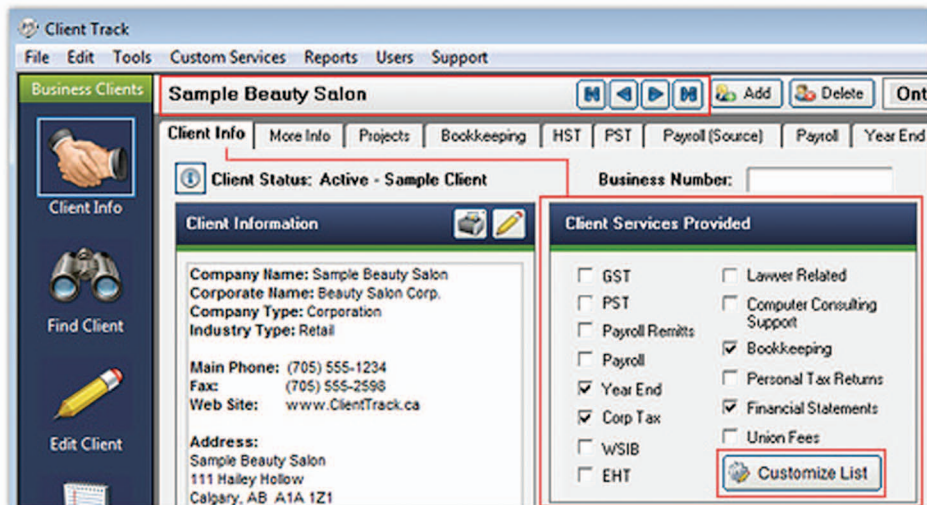
6) Select colour type from drop-down list under **Colour Options** to print report in.



7) Click **Print** from main menu.

▶ Create Reports for Client Services

Step 1



- 1) Under **Business Clients** section in sidebar, click the **Client Info** icon and then the **Client Info** tab as shown above.
- 2) Select a business client by using the controls as shown above.
- 3) To add or edit client services, click **Customize List**.

Note: Editing or adding client services applies to all business clients

Define Client Services

Define Services Names

Services Field 1: GST	Default: GST	Services Field 8: EHT	Default: EHT
Services Field 2: PST	Default: PST	Services Field 9: Lawyer Related	Default: Lawyer Related
Services Field 3: Payroll Remitts	Default: Payroll Remitt	Services Field 10: Computer Consulting Support	Default: Computer consulting & Support
Services Field 4: Payroll	Default: Payroll	Services Field 11: Bookkeeping	Default: Bookkeeping
Services Field 5: Year End	Default: Year End	Services Field 12: Personal Tax Returns	Default: Personal Tax Returns
Services Field 6: Corp Tax	Default: Corp Tax	Services Field 13: Financial Statements	Default: Financial Statements
Services Field 7: WSIB	Default: WSIB	Services Field 14: Membership Fees	Default: T4 Preparation

Cancel Ok

4) Name a client service and then click **Ok**.

Client Services Provided

<input checked="" type="checkbox"/> GST	<input type="checkbox"/> Lawyer Related
<input checked="" type="checkbox"/> PST	<input type="checkbox"/> Computer Consulting Support
<input type="checkbox"/> Payroll Remitts	<input checked="" type="checkbox"/> Bookkeeping
<input type="checkbox"/> Payroll	<input type="checkbox"/> Personal Tax Returns
<input checked="" type="checkbox"/> Year End	<input checked="" type="checkbox"/> Financial Statements
<input checked="" type="checkbox"/> Corp Tax	<input type="checkbox"/> Membership Fees
<input type="checkbox"/> WSIB	
<input type="checkbox"/> EHT	

Customize List

5) Verify the new client service has been added/edited to list as shown above.

6) Check off which client services applies to selected client from above.

Note: Services that have been checked off but greyed-out as shown above are services that will be applied to client at a later time. To do this, click once to check off and click again to grey-out.

Step 2

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients Sample Beau

Client Info Mor

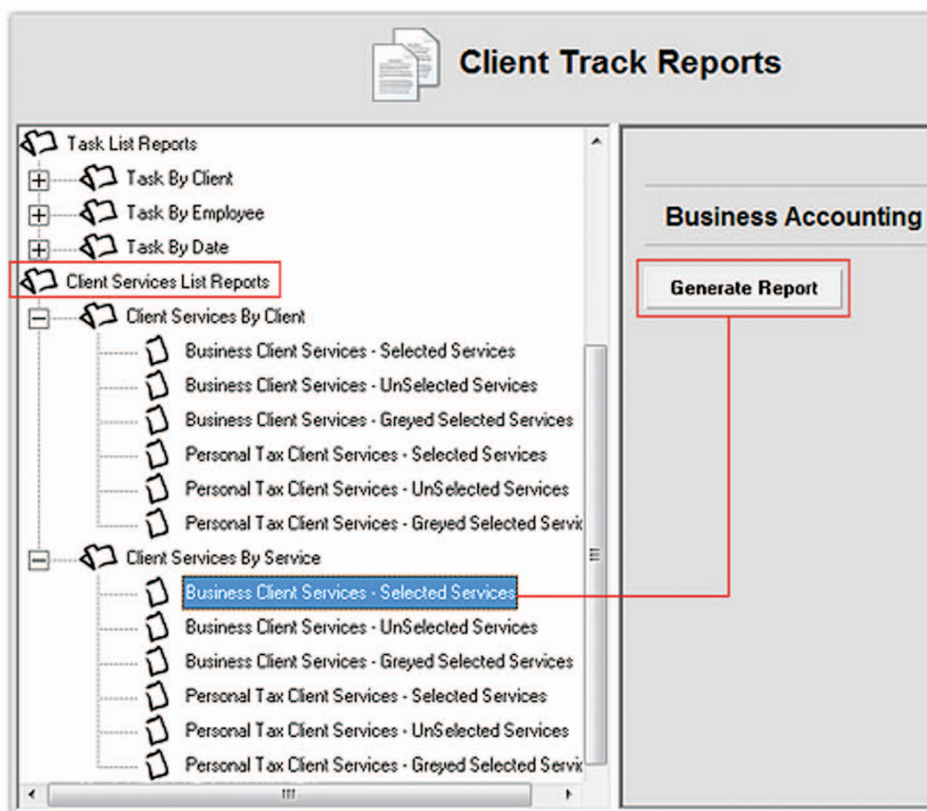
Client Status: Active - Sample Client

Client Information

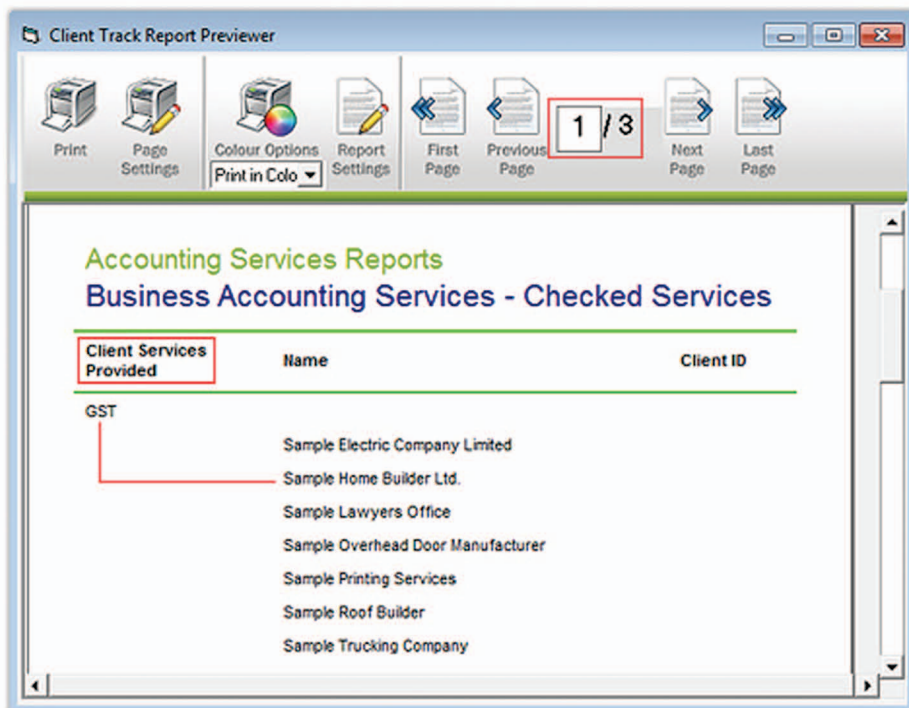
Report Wizard
Business Client Reports
Personal Tax Client Reports

In menu, go to Reports > Business Client Reports

Step 3

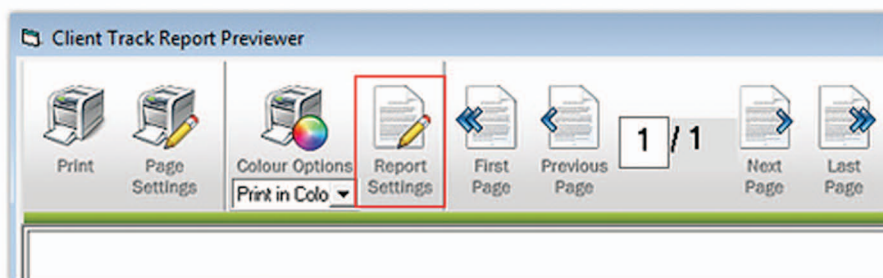


- 1) Click **Client Services List Reports** in list menu as shown above.
- 2) Click on a client service type to create report for under **Client Services by Client** or **Service** by clicking on the plus (+) sign.
- 3) Click **Generate Report**.

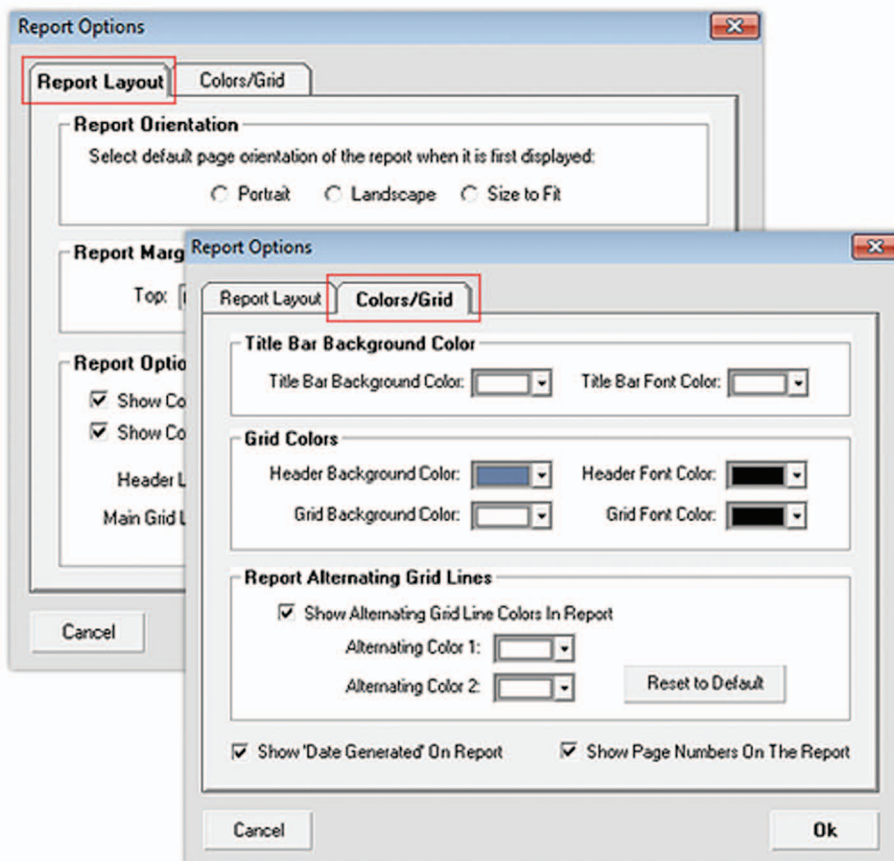


- 4) Skim through all the pages of the report to verify all client services.
- 5) Follow **Step 4** on print and report options.

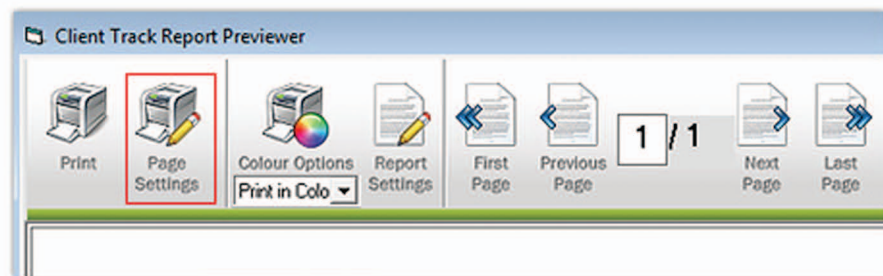
Step 4



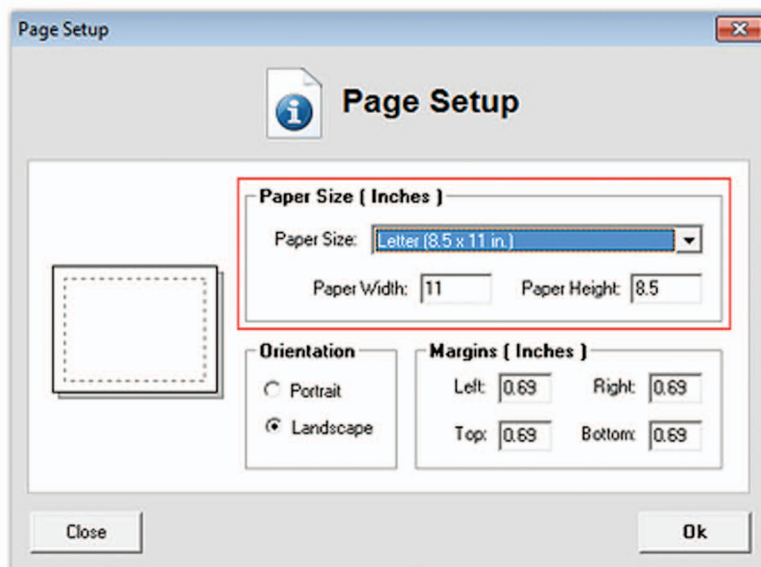
- 1) In report previewer for tasks, click **Report Settings** from main menu.



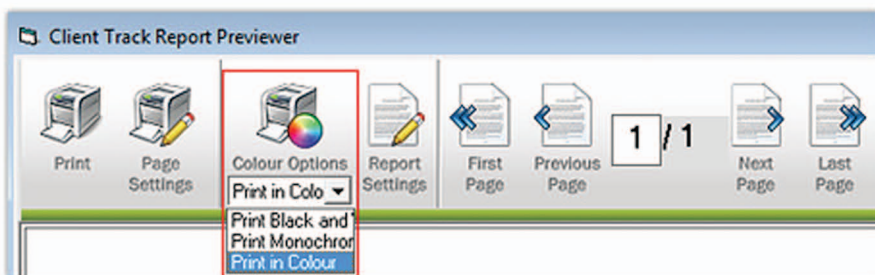
- 2) Click the **Report Layout** tab to customize the layout settings for report.
Repeat same for the **Colors/Grid** tab.
- 3) Click **Ok** to save settings.



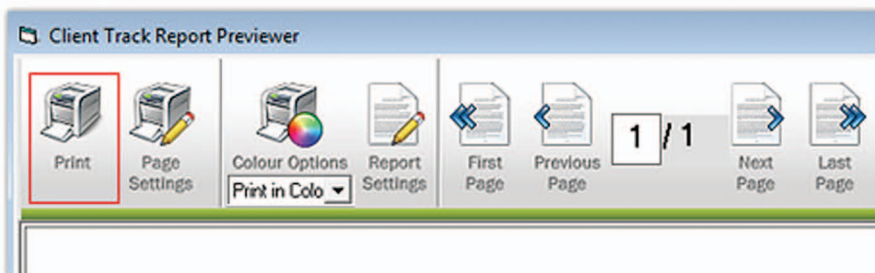
- 4) Click **Page Settings** from main menu.



5) Select paper size, orientation, margins and then click **Ok**.



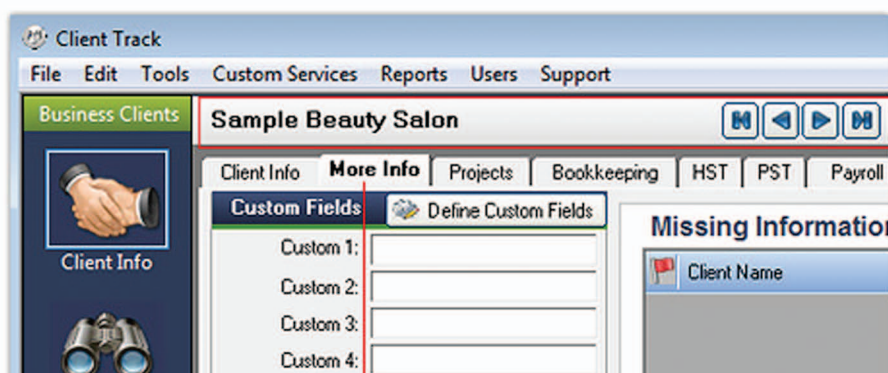
6) Select colour type from drop-down list under **Colour Options** to print report in.

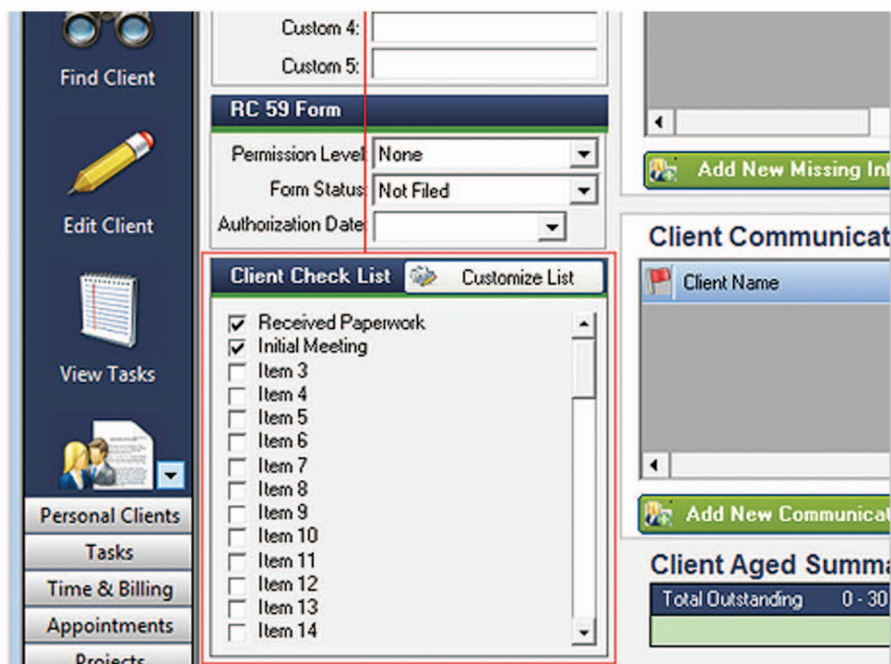


7) Click **Print** from main menu.

▶ Create Reports for Checklist Items

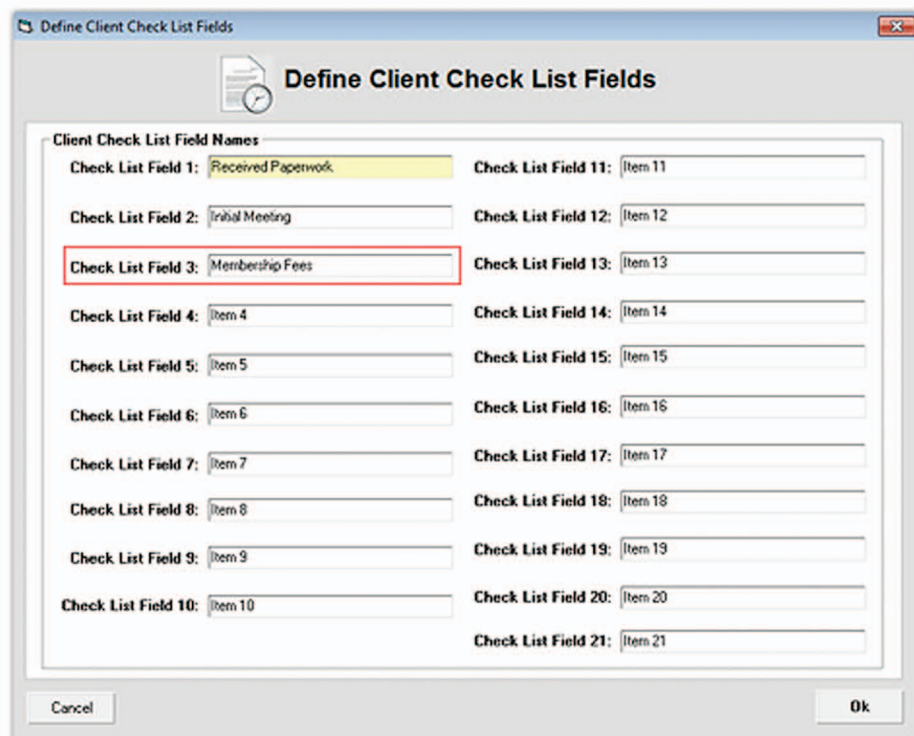
Step 1



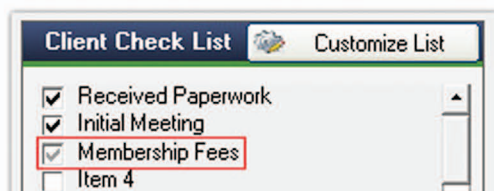


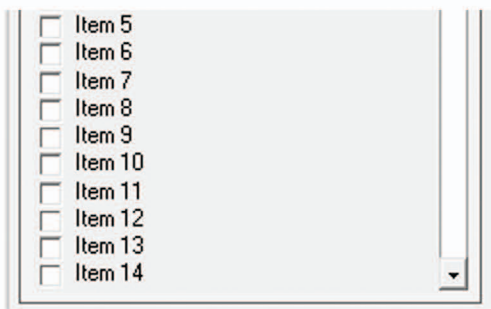
- 1) Under **Business Clients** section in sidebar, click the **Client Info** icon and then the **More Info** tab as shown above.
- 2) Select a business client by using the controls as shown above.
- 3) To add or edit client check list, click **Customize List**.

Note: Editing or adding client check list applies to all business clients



- 4) Name a client check list item and then click **Ok**.



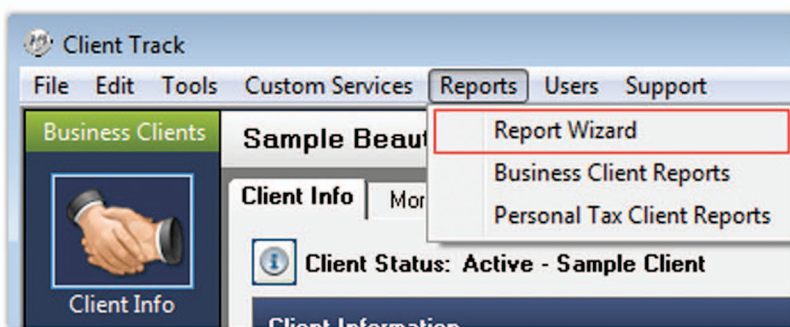


5) Verify the new check list item has been added/edited to list as shown above.

6) Check off which item applies to selected client from above.

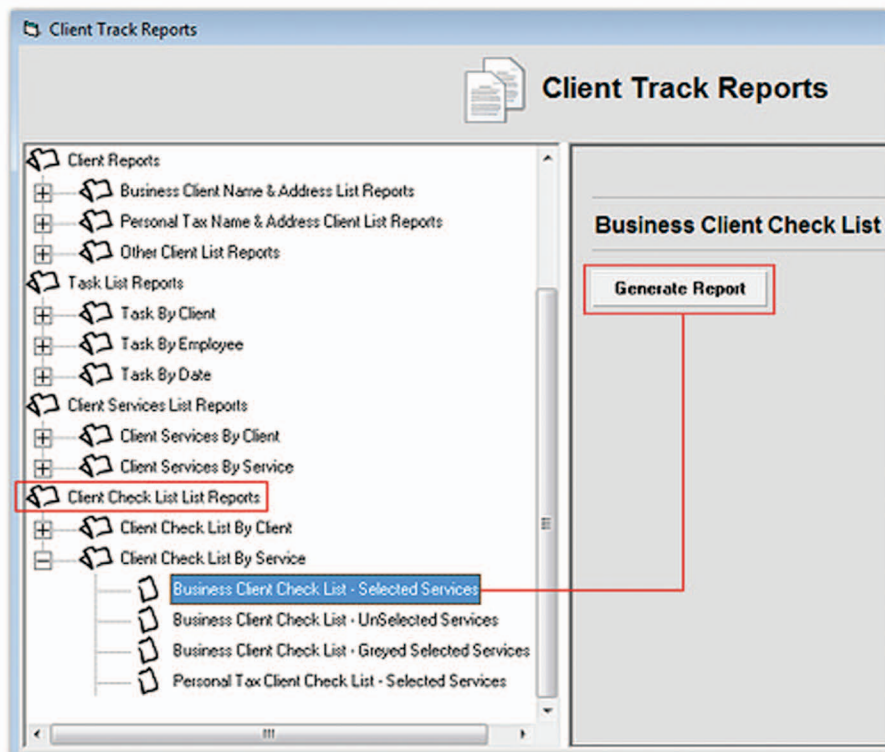
Note: Items that have been checked off but greyed-out as shown above are items that will be applied to client at a later time. To do this, click once to check off and click again to grey-out.

Step 2

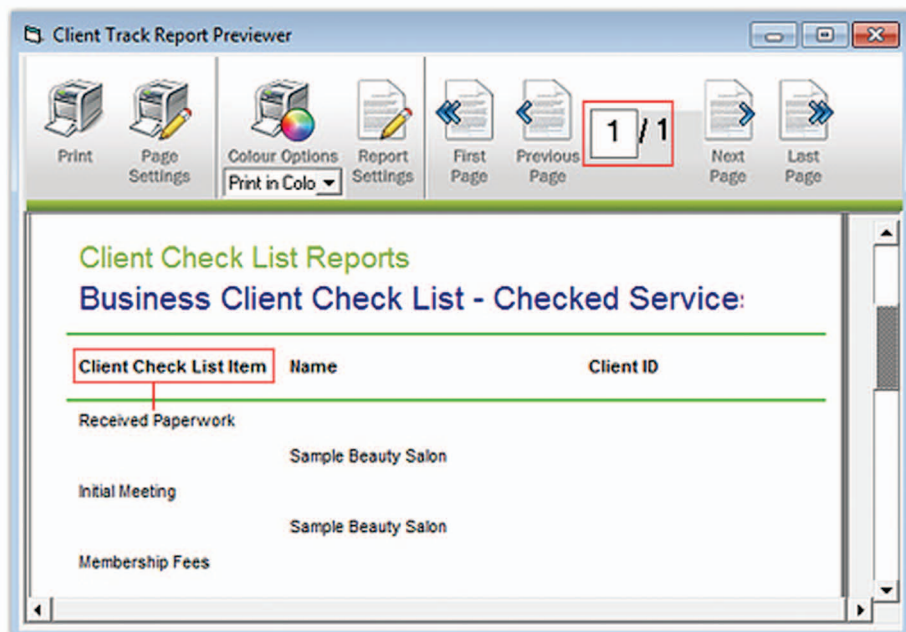


In menu, go to **Reports > Business Client Reports**

Step 3

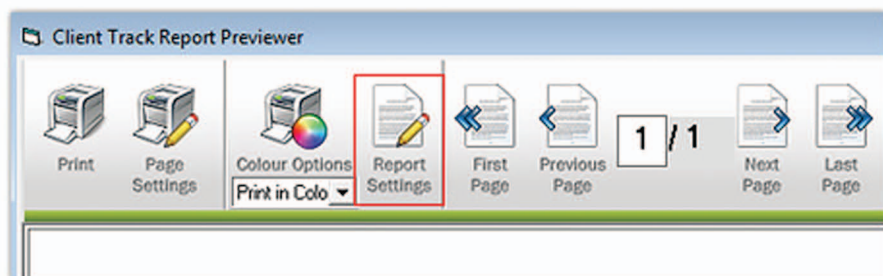


- 1) Click **Client Check List Reports** in list menu as shown above.
- 2) Click on a client check list type to create report for under **Client Check List By Client** or **Service** by clicking on the plus (+) sign.
- 3) Click **Generate Report**.

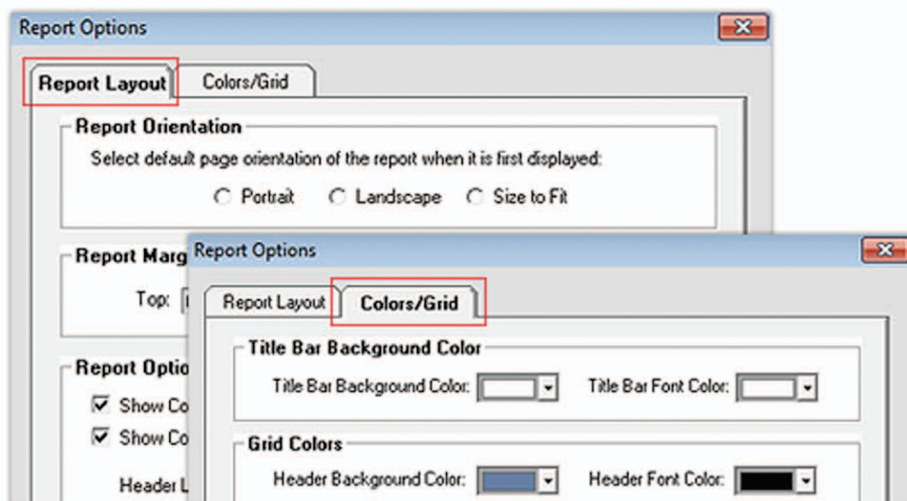


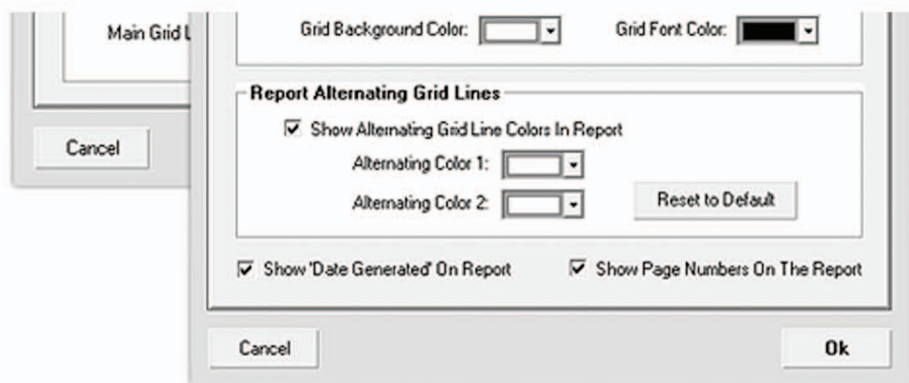
- 4) Skim through all the pages of the report to verify all client check lists.
- 5) Follow **Step 4** on print and report options.

Step 4

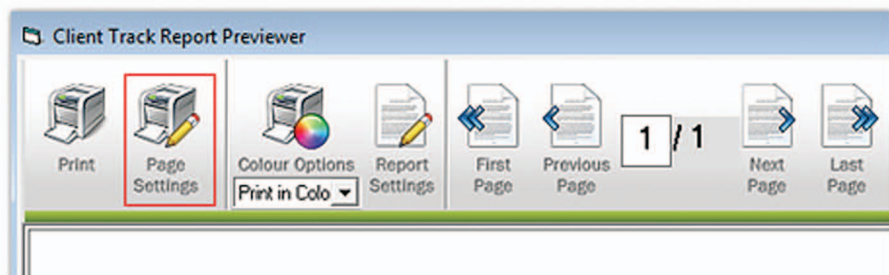


- 1) In report previewer for tasks, click **Report Settings** from main menu.

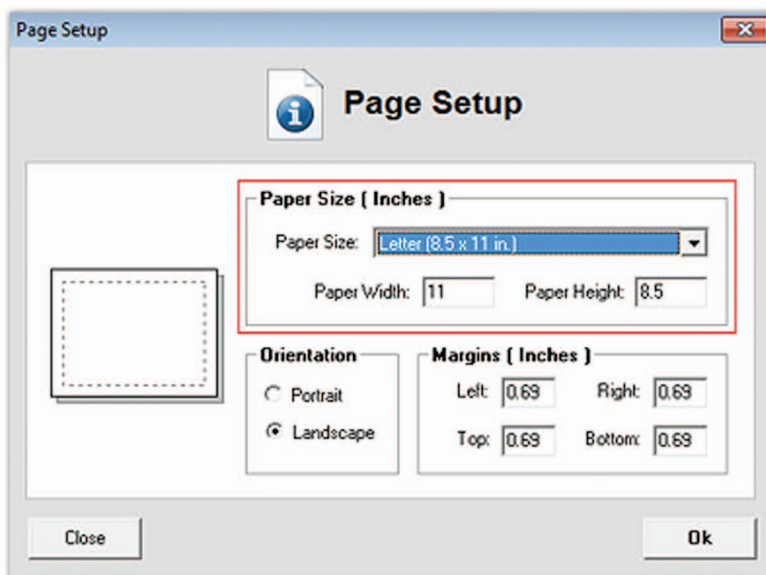




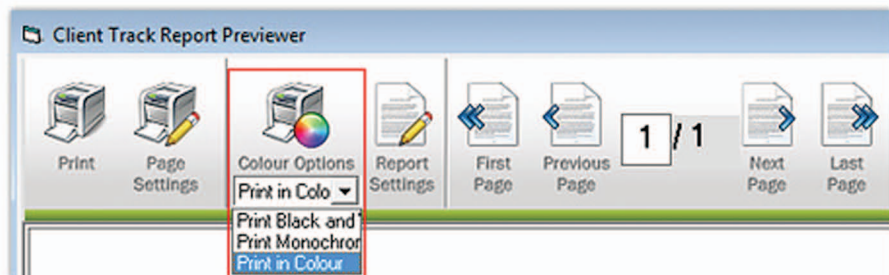
- 2) Click the **Report Layout** tab to customize the layout settings for report. Repeat same for the **Colors/Grid** tab.
- 3) Click **Ok** to save settings.



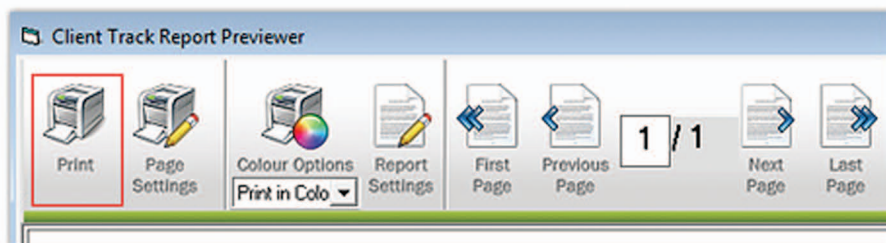
- 4) Click **Page Settings** from main menu.



- 5) Select paper size, orientation, margins and then click **Ok**.



- 6) Select colour type from drop-down list under **Colour Options** to print report in.

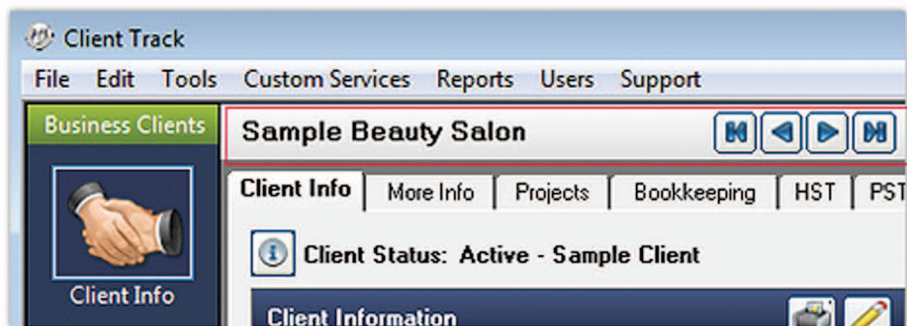


- 7) Click **Print** from main menu.



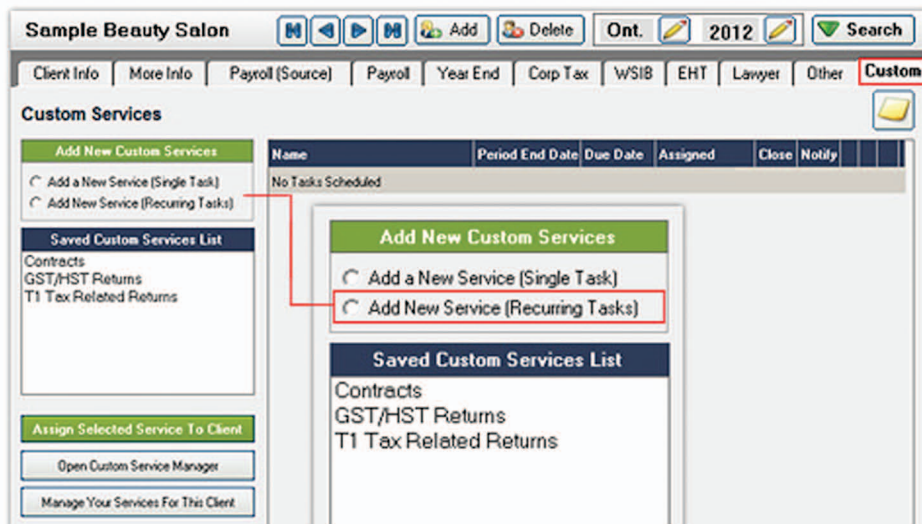
▶ Add a Single Custom Service

Step 1



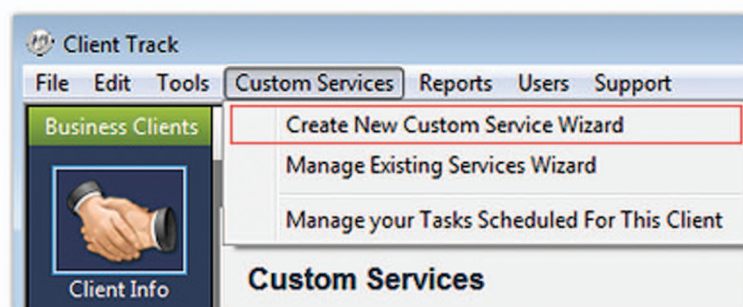
- 1) Under **Business or Personal Clients**, click the **Client Info** icon.
- 2) Select a client to create recurring custom service for by using the arrow controls as shown above.

Step 2

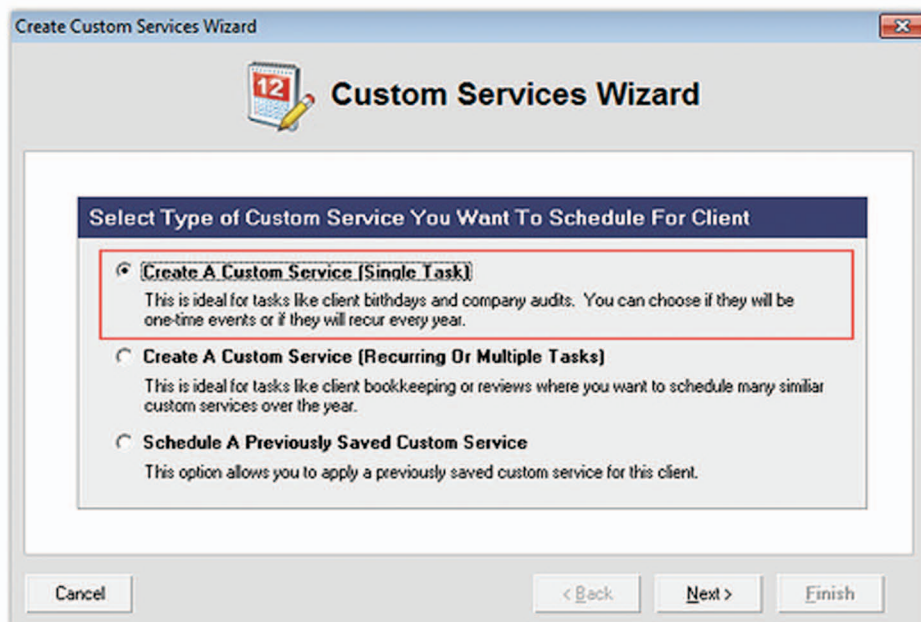


- 1) Click the **Custom** tab.
- 2) Click on **Add a New Service (Single Task)** under **Add New Custom Services** as shown above.

or

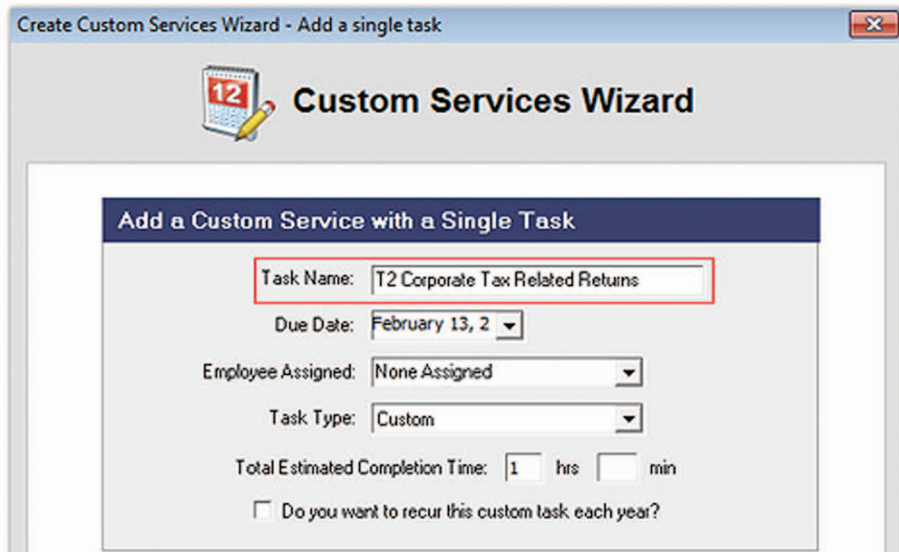


In menu, go to **Custom Services** > **Create New Custom Service...**



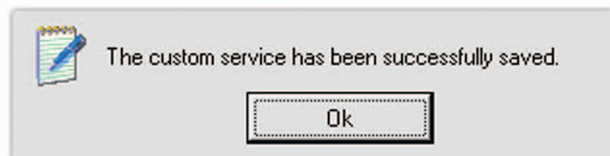
Click **Create a Custom Service (Single Task)** and then click **Next**.

Step 3



Save Custom Service
You can save this custom service if you wish so that you can schedule it for other clients as well.

- 1) Insert name and completion time for task as shown above.
- 2) Select due date and employee assigned from drop-down lists.
- 3) For **Task Type**, select **Custom** from drop-down list.
- 4) Create a save name for task and click **Save**.



- 4) After single custom service has been saved, click **Ok**.
- 5) Click **Schedule Custom Service Service for this Company**.

Sample Beauty Salon

Client Info | More Info | Projects | Bookkeeping | HST | Payroll (Source) | Payroll | Year End | Corp Tax

Custom Services

	Name	Period End Date	Due Date
	T2 Corporate Related Tax Returns		Feb 13, 12

Add New Custom Services

Add a New Service (Single Task)
 Add New Service (Recurring Tasks)

Saved Custom Services List

Contracts
 GST/HST Returns
 T1 Tax Related Returns
T2 Corporate Tax Related Returns

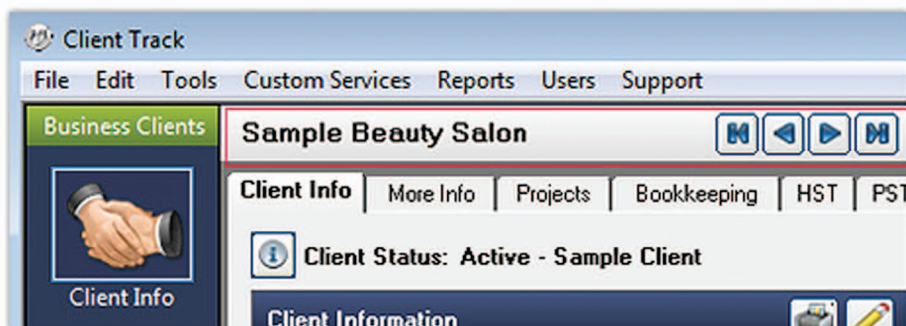
Assign Selected Service To Client

- 6) In **Business or Personal Clients**, click the **Custom** tab.
- 7) The added single custom service appears in task list with its information as shown above. All saved custom services appears under **Saved Custom Services** list.

Note: To apply the same single custom service but to a different client, use the arrow controls on top bar and click **Assign Selected Service To Client**.

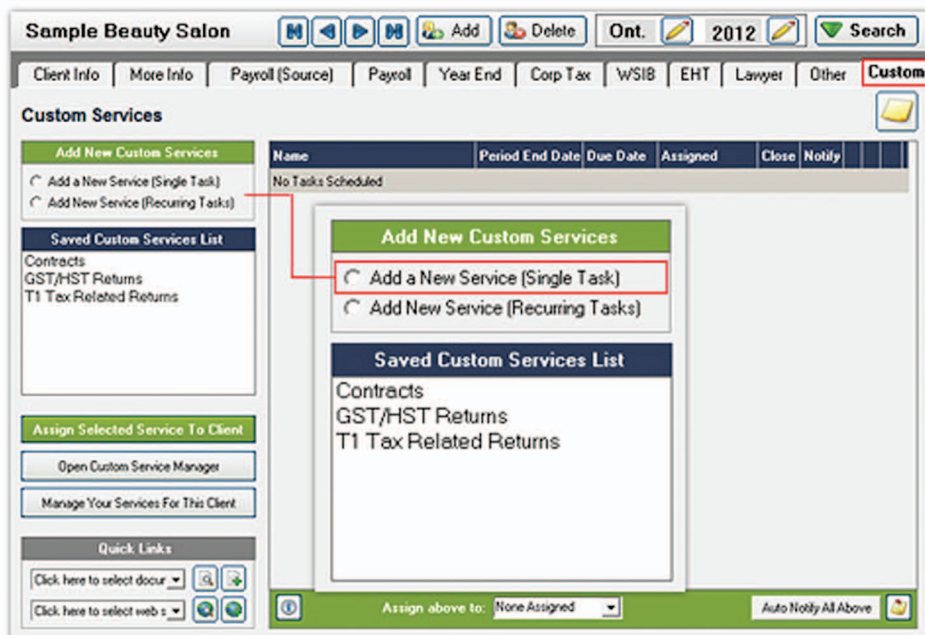
▶ Add a Recurring Custom Service

Step 1



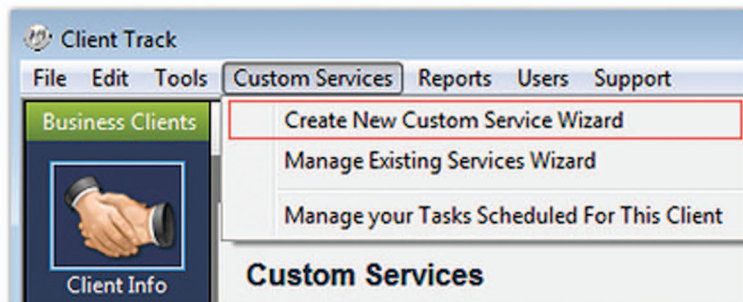
- 1) Under **Business or Personal Clients**, click the **Client Info** icon.
- 2) Select a client to create single custom service for by using the arrow controls as shown above.

Step 2



- 1) Click the **Custom** tab.
- 2) Click on **Add a New Service (Recurring Task)** under **Add New Custom Services** as shown above.

or



In menu, go to **Custom Services > Create New Custom Service...**

Create Custom Services Wizard

Custom Services Wizard

Select Type of Custom Service You Want To Schedule For Client

Create A Custom Service (Single Task)
This is ideal for tasks like client birthdays and company audits. You can choose if they will be one-time events or if they will recur every year.

Create A Custom Service (Recurring Or Multiple Tasks)
This is ideal for tasks like client bookkeeping or reviews where you want to schedule many similar custom services over the year.

Schedule A Previously Saved Custom Service
This option allows you to apply a previously saved custom service for this client.

Cancel < Back Next > Finish

Click **Create a Custom Service (Recurring Task)** and then click **Next**.

Step 3

Create Custom Services Wizard - Add a multiple or set of tasks

Custom Services Wizard

Add a Custom Service with

Task Name: Office Filing
 Create Numbered Names eg 1st, 2nd, etc.

Service Type: Custom

Daily	Weekly	Semi Month	Monthly
BiMonthly	Quarterly	Semi Annual	Annual

Every 1 Month
Start Month: February
Repeat On Day: 28
By: Repeat on the 28th

Estimated Completion Time: 1 hrs 0 min
Do you want to recur these tasks each year? **Add Tasks**

Description	Due Date	Assigned	Recur	Estimated
Office Filing	Feb 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Mar 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Apr 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	May 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Jun 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Jul 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Aug 29, 12	None Assigned	<input checked="" type="checkbox"/>	1
Office Filing	Sep 29, 12	None Assigned	<input checked="" type="checkbox"/>	1


Clear All Assign Above To: Jason

Save Custom Service
As an option, you can save the tasks listed above aservice so that you can quickly apply these tasks to other clients as well.

Saved Name: Office Filing **Save**

Cancel < Back Next > **Schedule Custom Service for This Company**

- 1) Insert name and completion time for task.
- 2) Select type of start period and date for recurring task as shown above.
- 3) For **Task Type**, select **Custom** from drop-down list.
- 4) Create a save name for task and click **Save**.

 The custom recurring task(s) has been successfully saved.

Ok

- 4) After recurring custom service has been saved, click **Ok**.
- 5) Click **Add Tasks**. The recurring task automatically appears in tasks list.
- 6) Click **Schedule Custom Service Service for this Company**.

Sample Beauty Salon [Navigation icons] [Add] [Delete]

Client Info | More Info | Projects | Bookkeeping | HST | Payroll (Source) | Payroll | Year End | Corp Tax

Custom Services

Add New Custom Services

Add a New Service (Single Task)

Add New Service (Recurring Tasks)

Saved Custom Services List

Contracts

GST/HST Returns

Office Filing

T1 Tax Related Returns

T2 Corporate Tax Related Returns

Assign Selected Service To Client

Open Custom Service Manager

Manage Your Services For This Client

Name	Period End Date	Due Date
T2 Corporate Related Tax Returns		Feb 13, 12
Office Filing		Feb 29, 12
Office Filing		Mar 29, 12
Office Filing		Apr 29, 12
Office Filing		May 29, 12
Office Filing		Jun 29, 12
Office Filing		Jul 29, 12
Office Filing		Aug 29, 12
Office Filing		Sep 29, 12
Office Filing		Oct 29, 12
Office Filing		Nov 29, 12
Office Filing		Dec 29, 12

- 6) In **Business or Personal Clients**, click the **Custom** tab.
- 7) The added recurring custom service appears in task list with its information as shown above. All saved custom services appears under **Saved Custom Services** list.

Note: To apply the same recurring custom service but to a different client, use the arrow controls on top bar and click **Assign Selected Service To Client**.

Manage Existing Custom Services

Step 1

Client Track

File | Edit | Tools | Custom Services | Reports | Users | Support

Business Clients | **Sample Beauty Salon** [Navigation icons]

Client Info | More Info | Projects | Bookkeeping | HST | PST

Client Status: Active - Sample Client

Client Information [Edit icon]

- 1) Under **Business or Personal Clients**, click the **Client Info** icon.
- 2) Select a client to manage custom services by using the arrow controls as shown above.

Step 2

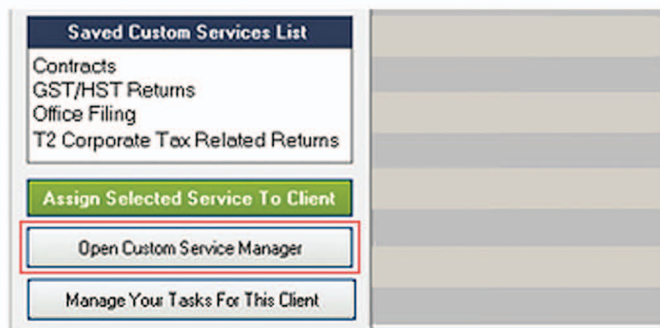
Custom Services

Add New Custom Services

Add a New Service (Single Task)

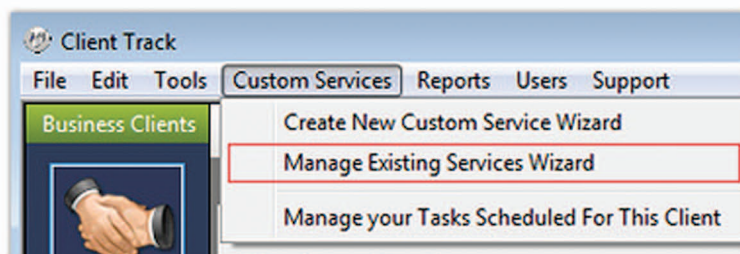
Add New Service (Recurring Tasks)

Name
T2 Corporate Related Tax Returns



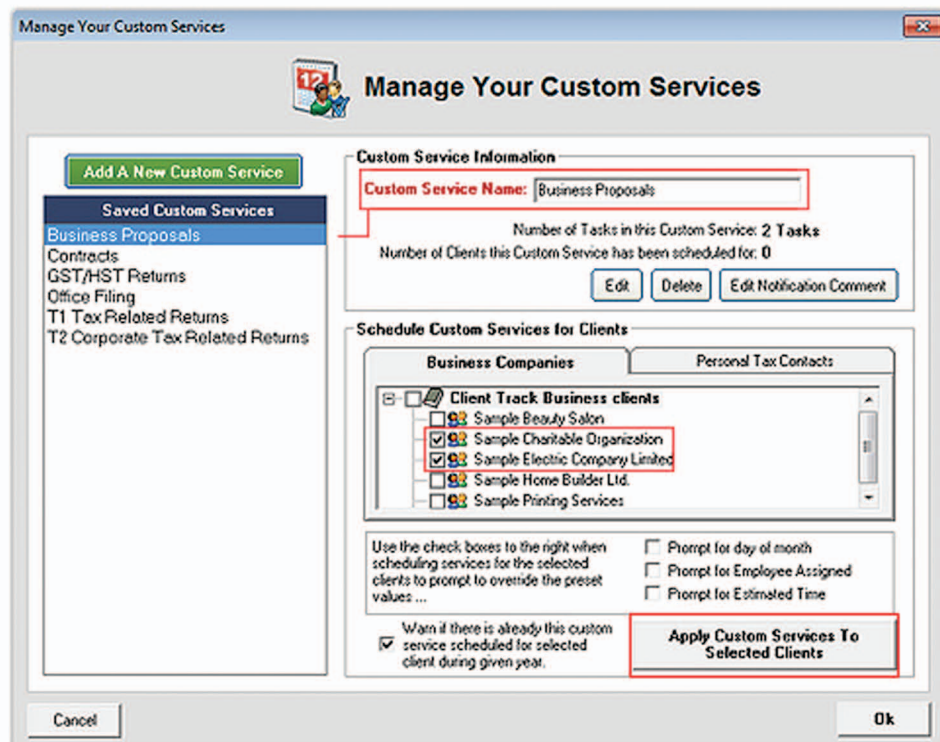
- 1) Click the **Custom** tab.
- 2) Click **Open Custom Service Manager** as shown above.

OR



In menu, go to **Custom Services > Manage Existing Services...**

Step 3



- 1) Under **Saved Custom Services** list, select a service to schedule for clients.
- 2) From the **Business Companies** or **Personal Tax Contacts** tab, check off which clients to apply custom service to.
- 3) Check off **Warn if there is already this custom service scheduled...**
- 4) Click **Apply Custom Services to Selected Clients**

Note: To add a recurring custom service, click **Add a New Custom Service** and follow Step 3 [here](#).



The custom services were successfully scheduled for the selected clients and will appear under the 'Custom' tab in the business clients section.

Ok

5) After custom services have been applied to client, click **Ok**.

6) Click **Ok** to exit **Manage Your Custom Services** wizard.

Step 4

Name	Period End Date	Due Date
T2 Corporate Tax Related Returns		Feb 13, 12
Business Proposals		Mar 23, 12
Business Proposals		Sep 15, 12

- 1) Browse to the selected client(s) from **Step 3** by using the arrow controls.
- 2) Click the **Custom** tab and verify that the custom services have been added to tasks list as shown above.

Manage Scheduled Tasks

Step 1

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients

Sample Beauty Salon

Client Info More Info Projects Bookkeeping HST PST

Client Status: Active - Sample Client

Client Information

- 1) Under **Business or Personal Clients**, click the **Client Info** icon.
- 2) Select a client to manage custom services by using the arrow controls as shown above.

Step 2

Custom Services

Add New Custom Services

Add a New Service (Single Task)
 Add New Service (Recurring Tasks)

Saved Custom Services List

Contracts
 GST/HST Returns
 Office Filing
 T2 Corporate Tax Related Returns

Assign Selected Service To Client

Open Custom Service Manager

Manage Your Tasks For This Client

Name
T2 Corporate Related Tax Returns
Business Proposals
Business Proposals

- 1) Click the **Custom** tab.
- 2) Click **Manage Your Tasks For This Client** as shown above.

or

Client Track

File Edit Tools Custom Services Reports Users Support

Business Clients

Create New Custom Service Wizard
 Manage Existing Services Wizard
 Manage your Tasks Scheduled For This Client

Client Info

Custom Services

In menu, go to **Custom Services > Manage Your Tasks Scheduled...**

Step 3

Custom Tasks for Sample Charitable Organization

Manage Client's Tasks

Delete Select All

	Task Name	Task Type	Due Date	Employee Assig
<input type="checkbox"/>	GST/HST Returns	HST	Feb 3, 12	None Assignec
<input checked="" type="checkbox"/>	T2 Corporate Tax Related Re	T2 Corporate Tax R	Feb 13, 12	None Assignec
<input type="checkbox"/>	T4 & Summary	T4 & Summary	Feb 28, 12	None Assignec
<input type="checkbox"/>	Business Proposals	Business Proposals	Mar 23, 12	None Assignec
<input type="checkbox"/>	Business Proposals	Business Proposals	Sep 15, 12	None Assignec

Show All Tasks For This Client

Note: Tasks that relate to Projects and their steps cannot be deleted here. They must be managed through the project section.

Close

- 1) Check off **Show All Tasks For This Client**.
- 2) Select a task from list and click **Delete**.



Are you sure you want to permanently remove the selected tasks?

Yes

No

3) Click **Yes** to confirm delete in pop-up warning.

Custom Tasks for Sample Charitable Organization

Manage Client's Tasks

Delete Select All

	Task Name	Task Type	Due Date	Employee Assig
<input type="checkbox"/>	GST/HST Returns	HST	Feb 3, 12	None Assignec
<input type="checkbox"/>	T4 & Summary	T4 & Summary	Feb 28, 12	None Assignec
<input type="checkbox"/>	Business Proposals	Business Proposals	Mar 23, 12	None Assignec
<input type="checkbox"/>	Annual HST Return	HST	Mar 31, 12	None Assignec
<input type="checkbox"/>	Business Proposals	Business Proposals	Sep 15, 12	None Assignec

Show All Tasks For This Client

Note: Tasks that relate to Projects and their steps cannot be deleted here. They must be managed through the project section.

Close

4) Click **Close** after task(s) has been deleted.

Step 4

Sample Charitable Organization

Payroll (Source) | Payroll | Year End | Corp Tax | WSIB | EHT | Lawyer | Other | **Custom**

Custom Tasks

Add New Custom Services

Add a New Service (Single Task)
 Add New Service (Recurring Tasks)

Saved Custom Services List
Business Proposals

Name	Period End Date	Due Date
Business Proposals		Mar 23, 12
Business Proposals		Sep 15, 12

Under the **Custom** tab, the deleted task(s) do not appear in tasks list anymore.

Other Tools

Send Notification

Step 1

Tools Custom Tasks Users Support

Auto-Notification

Edit Auto-Notification Template Comments

In menu, go to **Tools > Auto Notification**

Step 2

Send Notification Client List

There are 1 notifications to send today

Type	Client Name	Notification Name	Notify Due Date	Notified	Date Client Notified		
	Mr. Derek P. Smith	Dentist Surgery	Dec 30, 10	<input type="checkbox"/>		Send	Cancel

Send All Emails ? Close

To send a notification to a specific client, click **Send**

Step 3

Send Notification (Phone)

Send Notification

Person To Call: Mr. Derek P. Smith

Telephone Number: (705) 555-9892

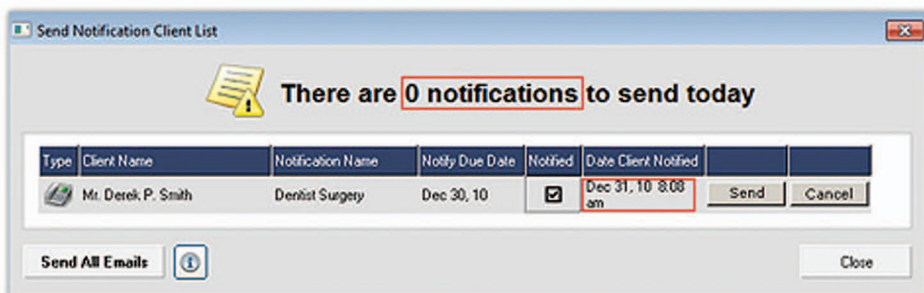
Available Times:

Hi,

This is a reminder that you have an appointment scheduled with Trilobyte Solutions Inc. on Friday, December 31 2010 at 8:00 am. We expect this appointment to last approximately 120 minutes.

No answer, call again later! Call completed.

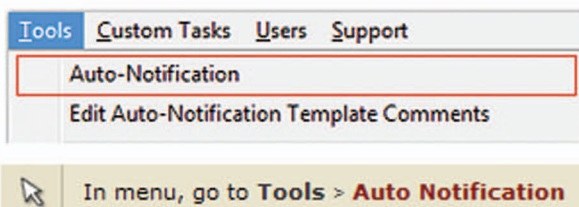
Verify the notification information and click to confirm notification being sent.



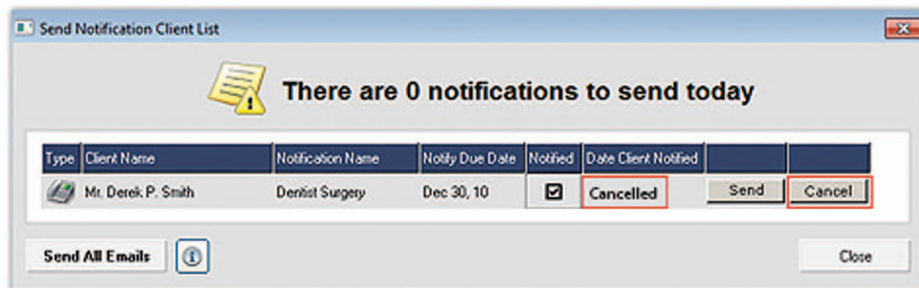
When notification has been sent, the date will appear under **Date Client Notified** category and checked off. In addition, the number of notifications changes.

Cancel Notification

Step 1



Step 2

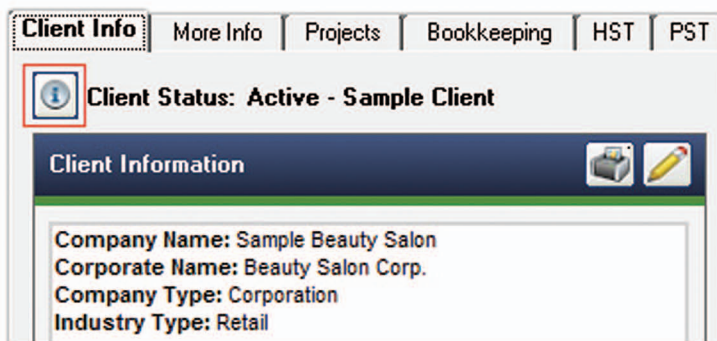


To cancel a notification for a specific client, click **Cancel**

When notification has been cancelled, **Cancelled** will appear under **Date Client Notified** category and checked off. In addition, the # of notifications changes.

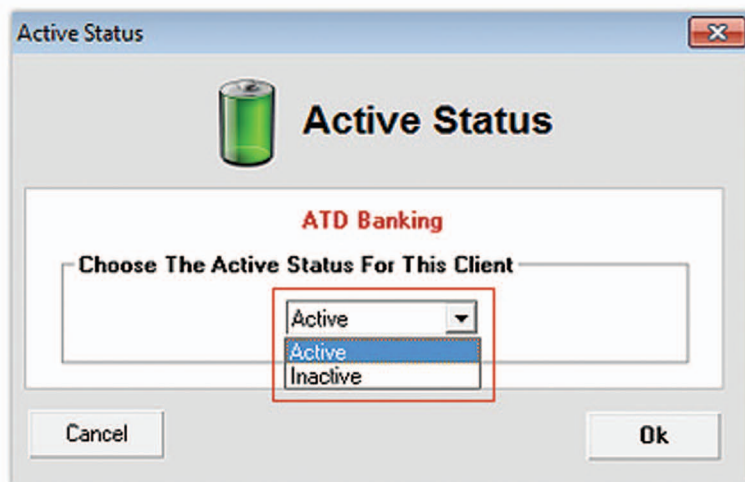
Client Status

Step 1



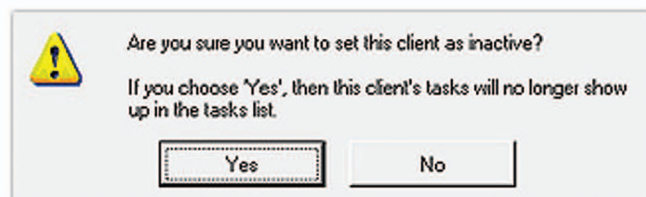
Click on the information icon beside **Client Status**.

Step 2



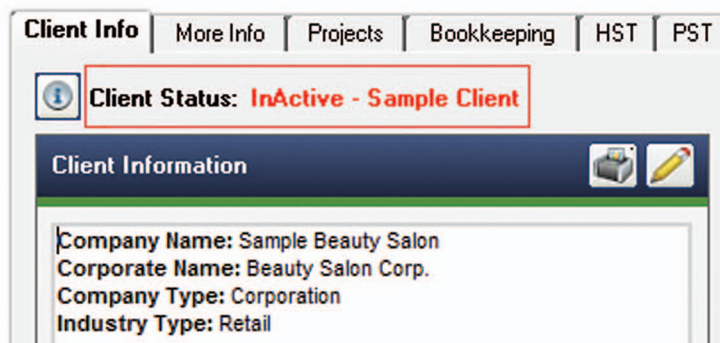
From the Active Status drop-down list, select **Inactive** as example.

Step 3



Click **Yes** to confirm client as inactive.

Step 4

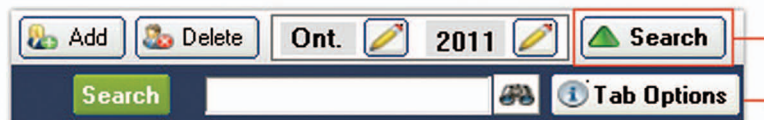


Verify that selected client has been set as Inactive.

Note: To change client back to **Active**, follow step 2 and select **Active**.

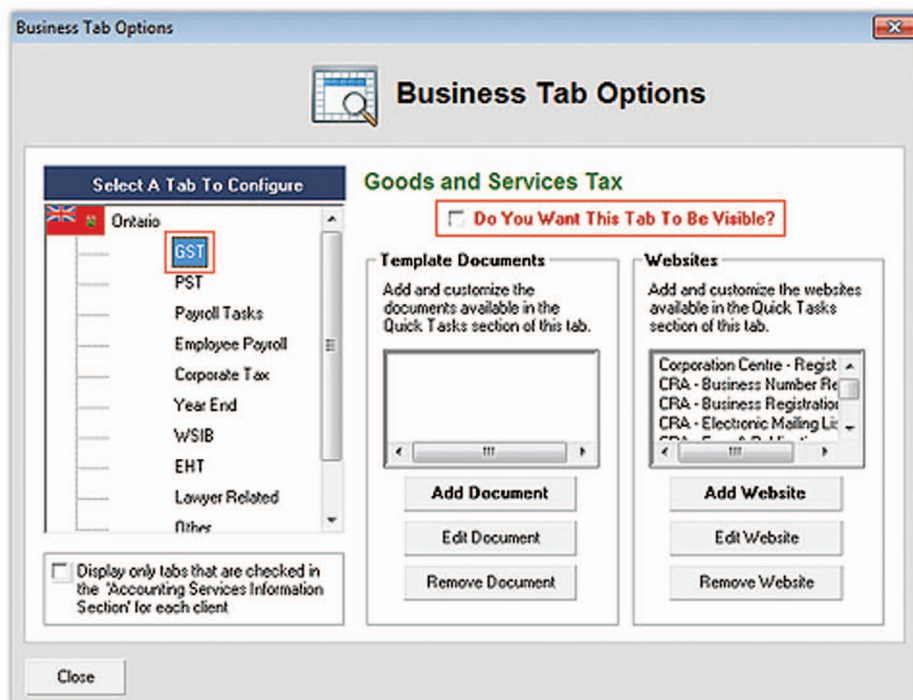
Business Tab Options

Step 1

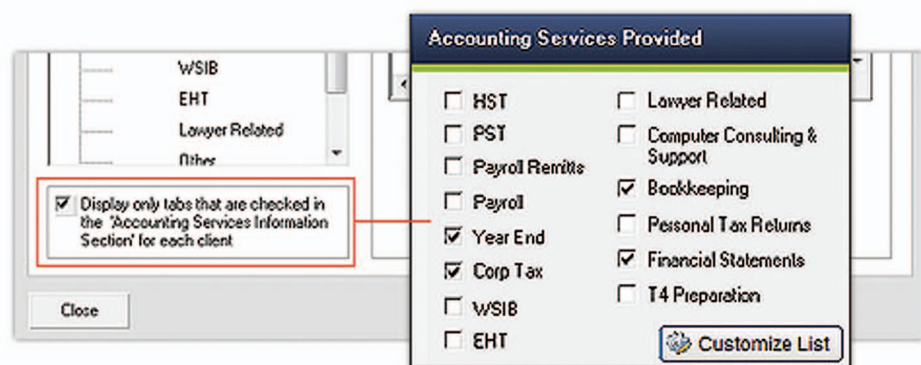


In **Business Clients**, click **Search** and then **Tab Options**.

Step 2

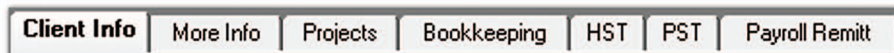


- 1) Select which tab you want to configure from list on left side
- 2) By default, all tabs are visible. If you want a certain tab to not appear, uncheck **Do You Want This Tab To Be Visible** as shown above.
- 3) Add any documents and/or websites pertaining to a selected tab.



- 4) **Optional:** To make tabs specific for each client, check off **Display only tabs....**
- 5) Click **Close** to save changes.

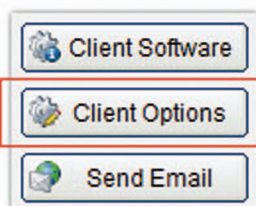
Step 3



Verify the changes to tab(s).

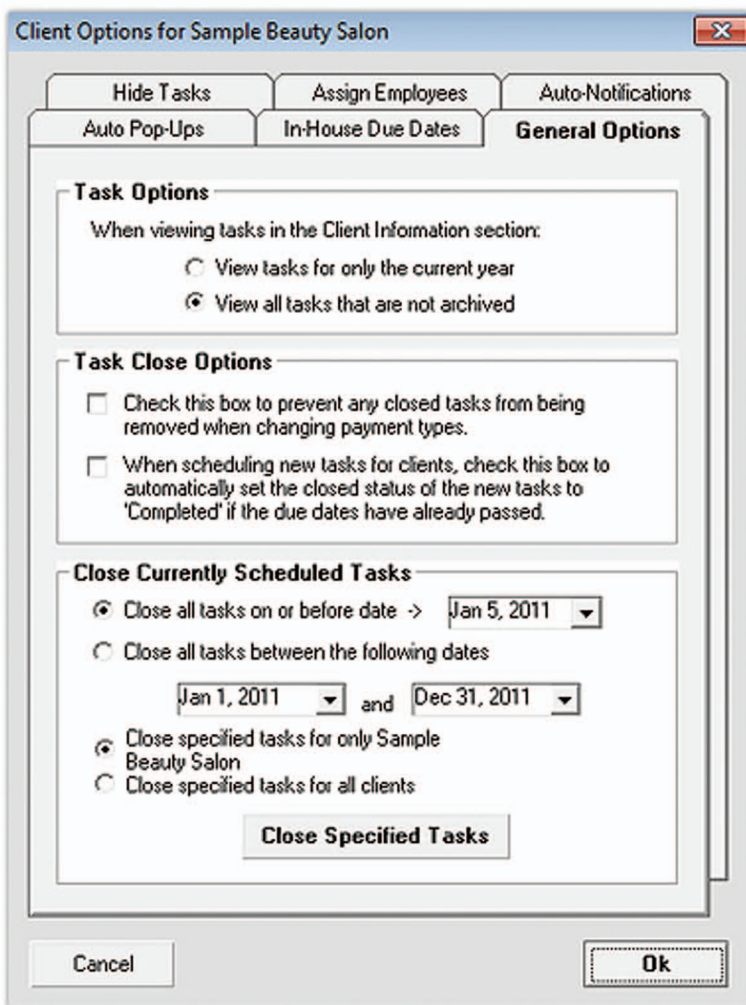
Client Options

Step 1



In **Business Clients**, go to > **Client Info** > **Client Options**

General Options



The screenshot shows a dialog box titled "Client Options for Sample Beauty Salon" with a close button (X) in the top right corner. The dialog has several tabs: "Hide Tasks", "Assign Employees", "Auto-Notifications", "Auto Pop-Ups", "In-House Due Dates", and "General Options". The "General Options" tab is selected and contains the following sections:

- Task Options**
When viewing tasks in the Client Information section:
 - View tasks for only the current year
 - View all tasks that are not archived
- Task Close Options**
 - Check this box to prevent any closed tasks from being removed when changing payment types.
 - When scheduling new tasks for clients, check this box to automatically set the closed status of the new tasks to 'Completed' if the due dates have already passed.
- Close Currently Scheduled Tasks**
 - Close all tasks on or before date -> Jan 5, 2011
 - Close all tasks between the following dates
 - Jan 1, 2011 and Dec 31, 2011
 - Close specified tasks for only Sample Beauty Salon
 - Close specified tasks for all clients

At the bottom of the dialog, there are "Cancel" and "Ok" buttons. A "Close Specified Tasks" button is also present within the "Close Currently Scheduled Tasks" section.

- 1) Select an option for each category.
- 2) Click **Ok**.

In-House Due Dates



The screenshot shows the same dialog box as above, but with the "In-House Due Dates" tab selected. The "General Options" tab is now disabled. The "In-House Due Dates" tab is currently empty.

Enter number of days prior to the task due date you want to set your In-House Due Date.

GST In-House Due Date Period:

PST In-House Due Date Period:

Payroll Remitt In-House Due Date Period:

Employee Payroll In-House Due Date Period:

Year End In-House Due Date Period:

Corp Tax In-House Due Date Period:

WSIB In-House Due Date Period:

EHT In-House Due Date Period:

Lawyer Related In-House Due Date Period:

Other In-House Due Date Period:

Custom In-House Due Date Period:

Note: These in-house due date periods will apply to all clients, not just this client.

Cancel Ok

- 1) Customize the number of days prior to task deadline as an in-house date for each tab under Business/Personal Clients.
- 2) Click **Ok**.

Auto Pop-Ups

Client Options for Sample Beauty Salon

Hide Tasks Assign Employees Auto-Notifications

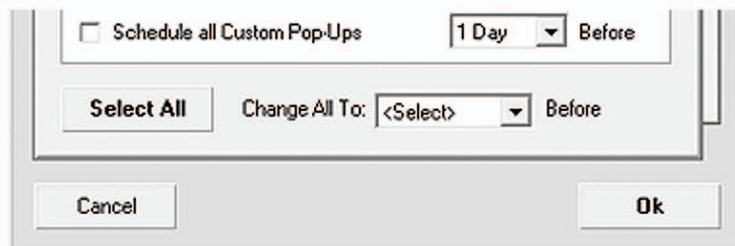
Auto Pop-Ups In-House Due Dates General Options

Client Track gives you the ability to schedule a pop-up reminder that appears on your task bar. This wizard allows you to quickly schedule multiple automatic pop-ups quickly for this client.

Note: The pop-ups scheduled in Client Track for tasks and appointments only apply to the user who scheduled them.

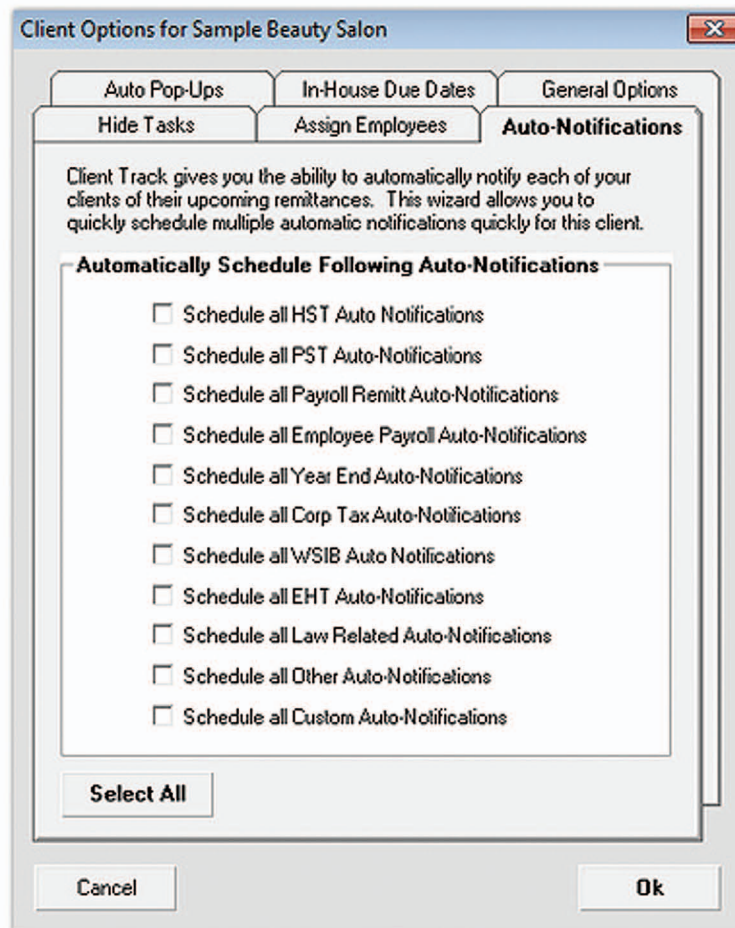
Automatically Schedule Following Auto-Notifications

<input type="checkbox"/> Schedule all HST Pop ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all PST Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Payroll Remitt Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Employee Payroll Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Year End Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Corp Tax Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all WSIB Pop ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all EHT Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Law Related Pop-Ups	<input type="text" value="1 Day"/>	Before
<input type="checkbox"/> Schedule all Other Pop-Ups	<input type="text" value="1 Day"/>	Before



- 1) Select which tab(s) and number of days prior to task from drop-down list to schedule automatic pop-ups.
- 2) Click **Ok**.

Auto-Notifications



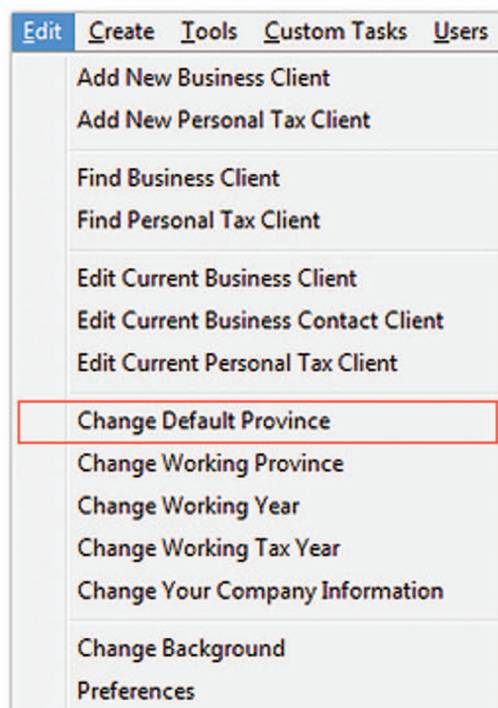
- 1) Select which tab to create automatic notifications.
- 2) Click **Ok**.

▶ Change Default Province

When you start up Client Track for the first time, you will be asked to select your province in the [Startup Wizard](#). If you accidentally chose the wrong province, you can easily fix that in the Province Wizard in Client Track.

Step 1

Step 1



In menu, go to **Edit > Change Default Province**

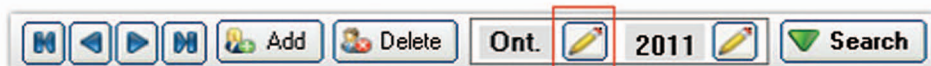
Step 2



- 1) Select province from drop-down list as shown above.
- 2) Click **Ok** to save setting.

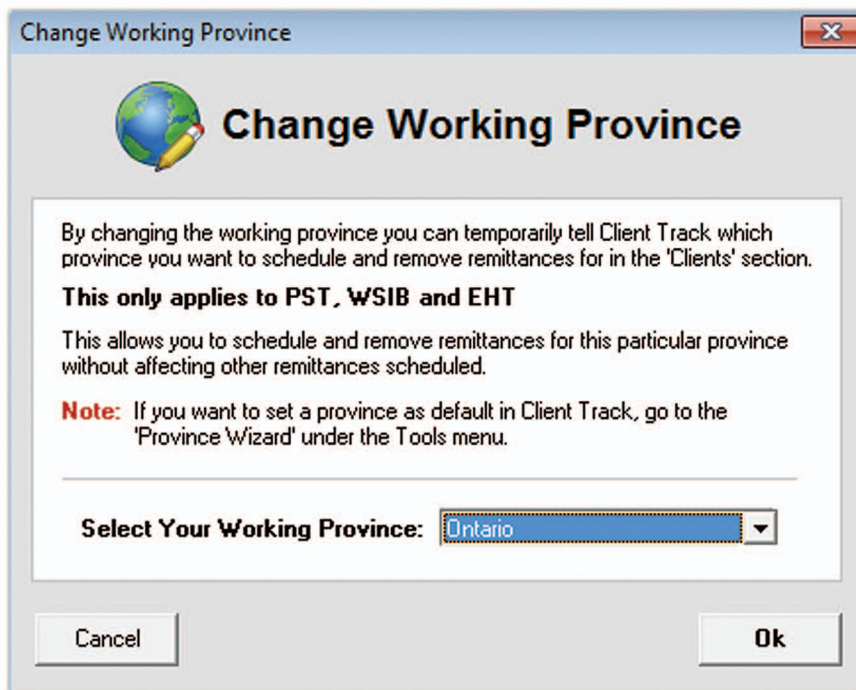
Change Working Province

Step 1



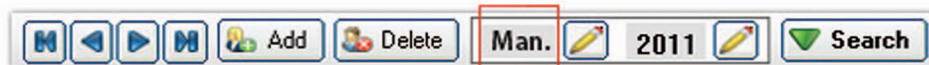
In **Business Clients**, click the pencil icon next to province shown above.

Step 2



- 1) Select a province from drop-down list shown above.
- 2) Click **Ok** to save change.

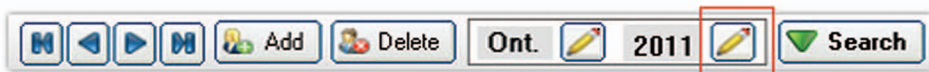
Step 3



Verify that the new working province has been changed.

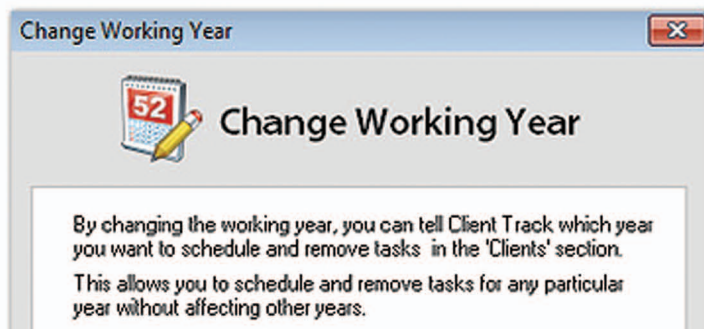
Change Default Year

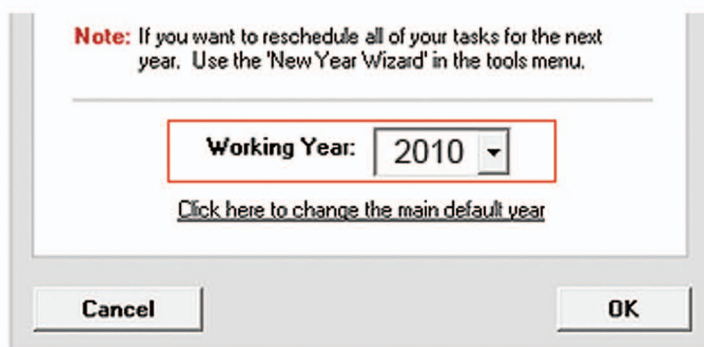
Step 1



In **Business Clients**, click the pencil icon next to year number shown above.

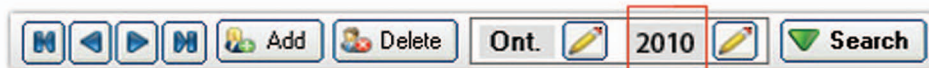
Step 2





Select new working year from drop-down list shown above.

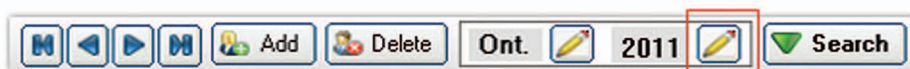
Step 3



Verify that the new working year has been changed.

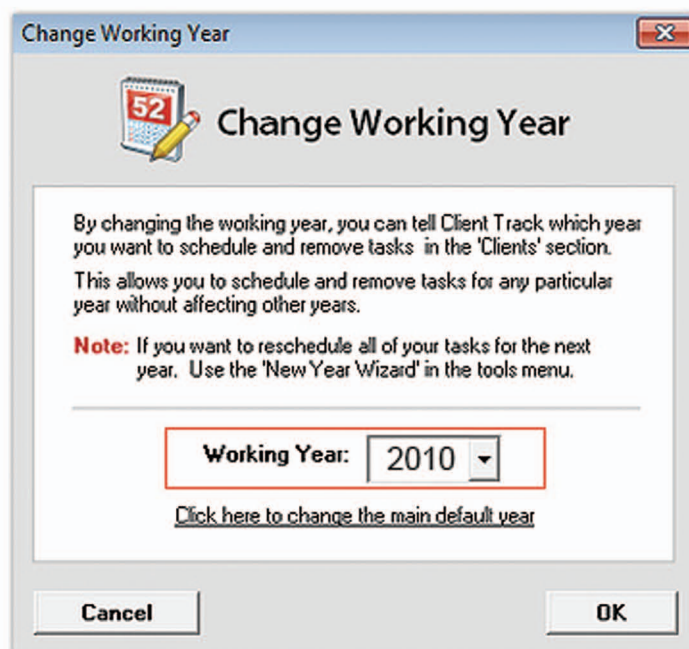
Change Working Year

Step 1



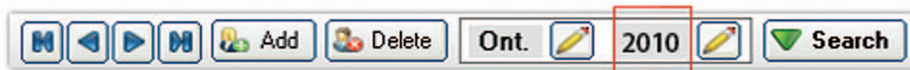
In **Business Clients**, click the pencil icon next to year number shown above.

Step 2



Select new working year from drop-down list shown above.

Step 3



Verify that the new working year has been changed.

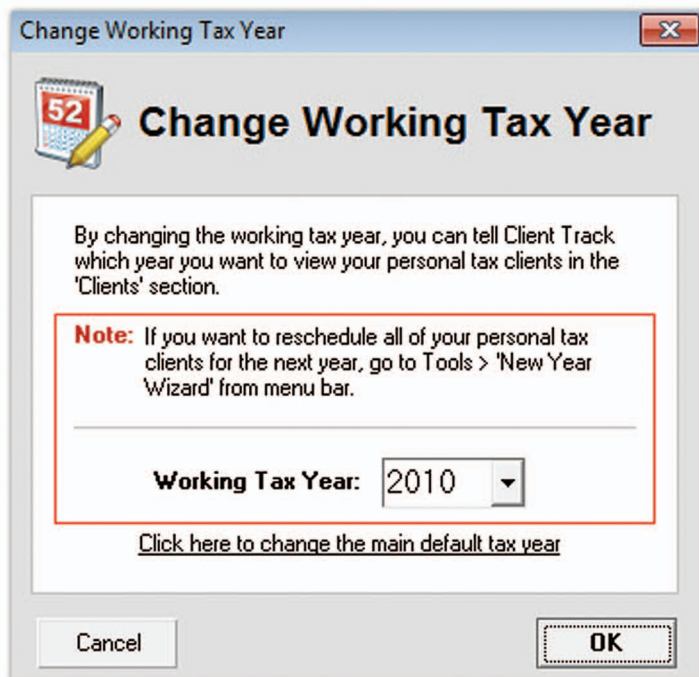
Change Working Tax Year

Step 1



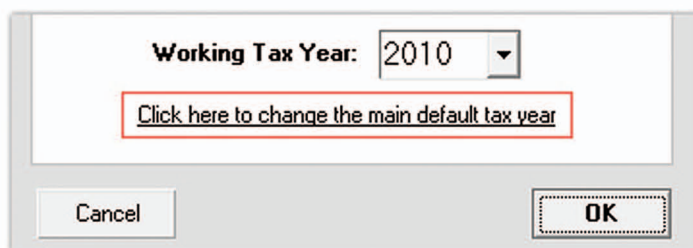
In **Personal Clients**, click the pencil icon next to year number shown above.

Step 2



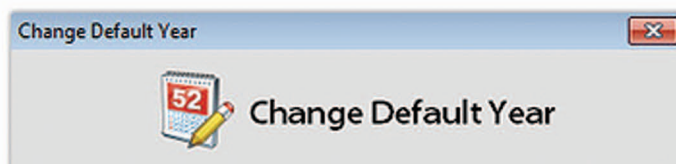
- 1) Select new working tax year from drop-down list shown above.
Optional: If you want to change default tax year as well, proceed to Step 3.
- 2) Click **Ok** to save new tax year.

Step 3 (optional)



Click **Change the Main Default Tax Year** link shown above.

Step 4



Business Default Year
Change the default year Client Track uses to schedule tasks.

Business Default Year: **2011** ▼

Change Business Default Year

Personal Default Year
Change the default year Client Track uses in the personal tax section.

Personal Tax Default Year: **2011** ▼

Change Personal Tax Default Year

Cancel

Select new business default tax year from drop-down list.

Step 5

Add Delete **2011** Search

Verify that the new default tax year has been changed.

Upgrade Settings

Step 1

Support

- Help Center
- Download User Guide (PDF)
- Check for Upgrades
- Upgrades Settings**
- Register Client Track
- About Client Track
- Visit our Official Website

In menu, go to > **Support** > **Upgrades Settings**

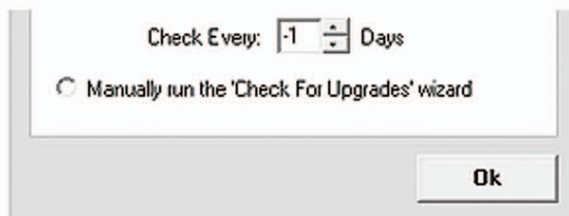
Step 2

Upgrade Settings for Jason

Upgrade Settings

Check for upgrades every time Client Track starts

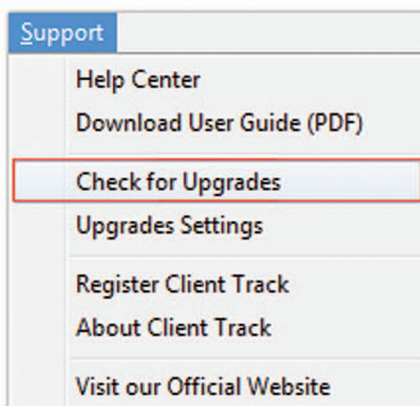
 Check for upgrades periodically



- 1) Select type of upgrade setting.
- 2) Click **Ok** to save setting.

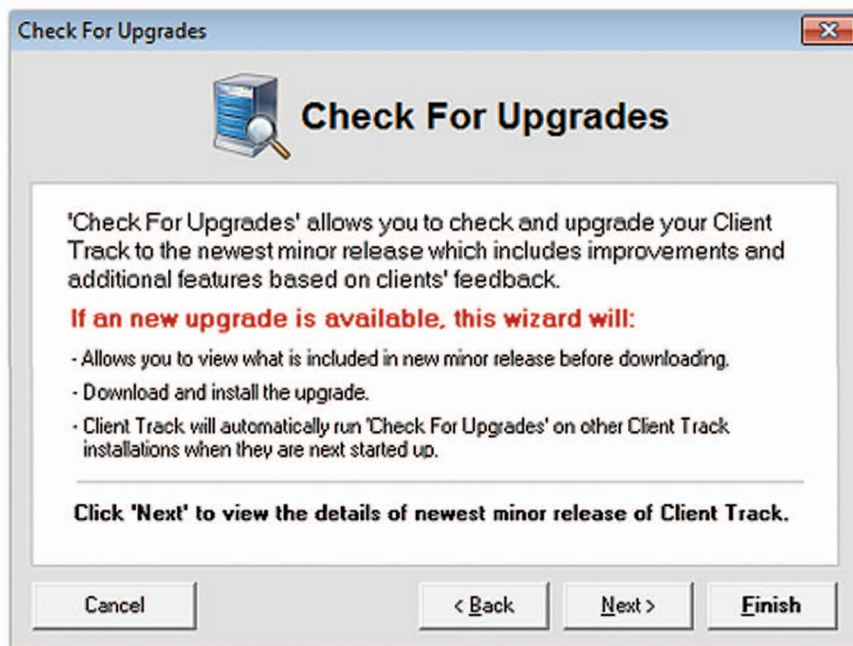
▶ Check For Upgrades

Step 1

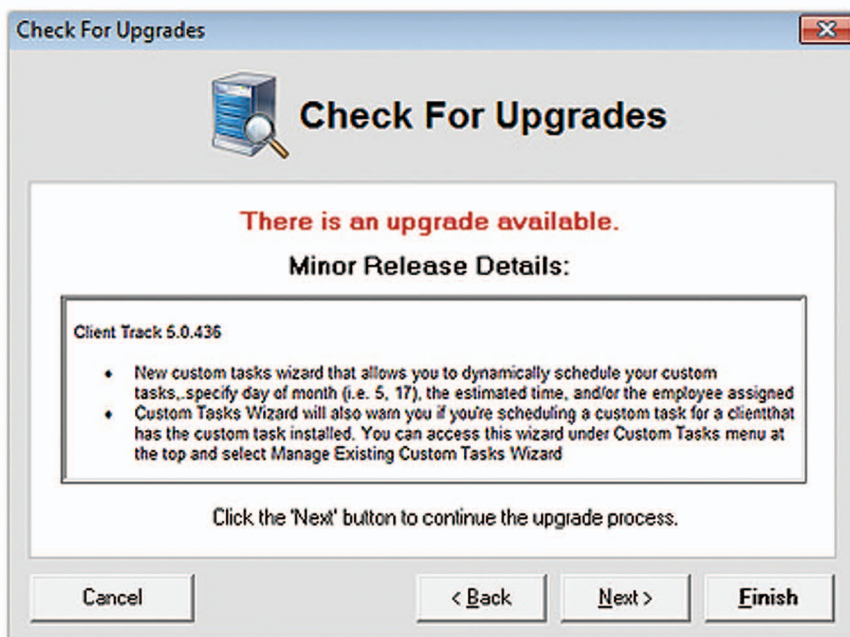


In menu, go to > **Support** > **Check For Upgrades**

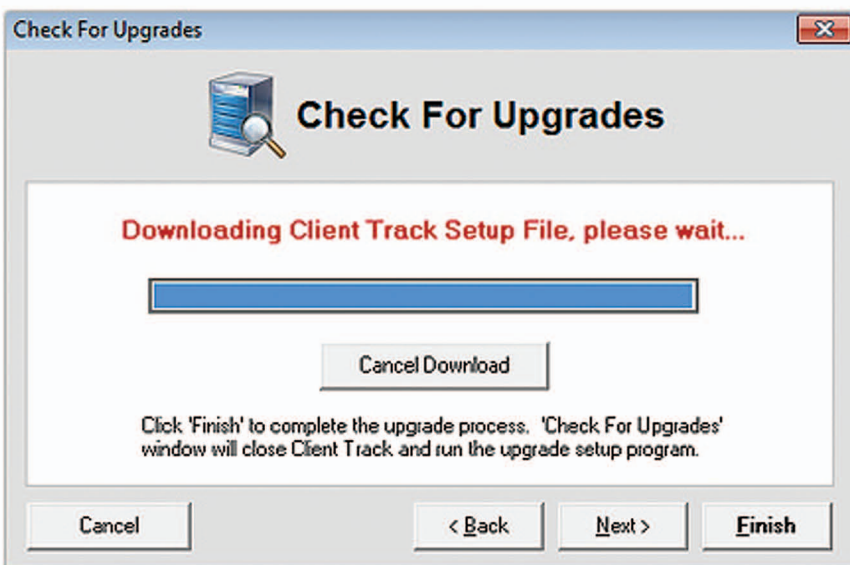
Step 2



- 1) Click **Next** to begin checking for newest upgrade.

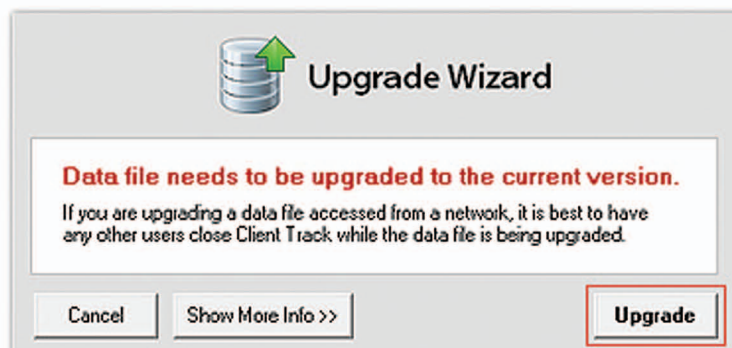


2) When an upgrade is available, skim through the details in release and click **Next**.




3) After setup file has been downloaded, click **Finish**. Client Track will close itself and an **Upgrade Wizard** window will pop up.

Step 3



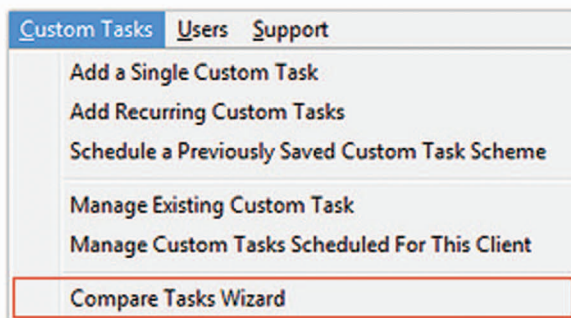
1) Click **Upgrade** to update your data file.
2) Click **Ok** after successful upgrade.



Wizards

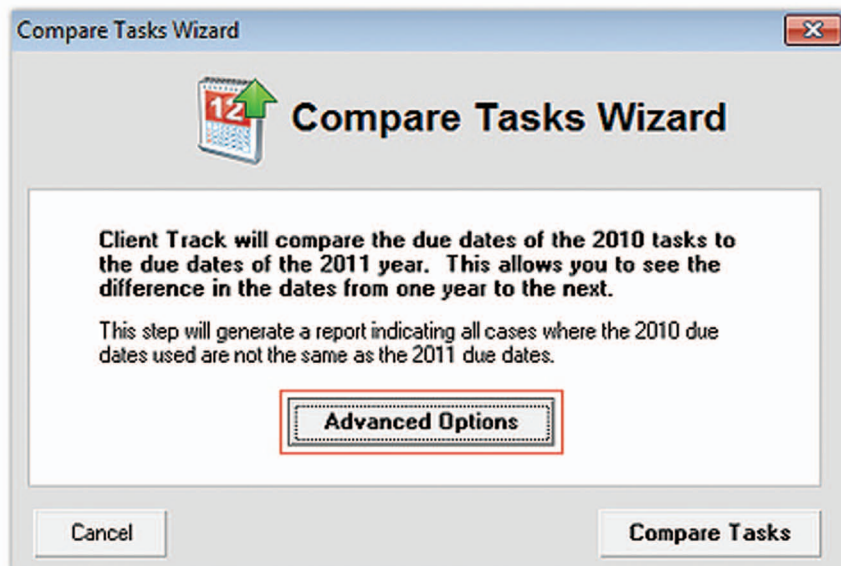
Compare Tasks

Step 1



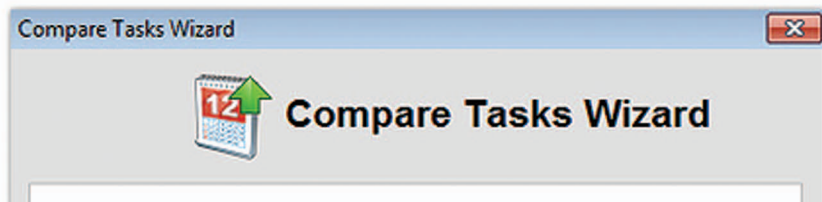
In menu, go to **Custom Tasks > Compare Tasks Wizard**

Step 2



Click **Advanced Options**.

Step 3



Advanced Options

Client Track compares the task due dates of the source year to the task due dates of the destination year and generates a report based on all the dates that are different. You can specify the source year and destination year below.


Source Year
Select source year Client Track will use to generate the new tasks. Source Year: 2010

Destination Year
Select destination year Client Track will copy the source years' tasks into. Destination Year: 2011

- 1) Select **Source and Destination Years** from drop-down lists.
- 2) Click **Back**.

Step 4

Compare Tasks Wizard



Compare Tasks Wizard

Client Track will compare the due dates of the 2010 tasks to the due dates of the 2011 year. This allows you to see the difference in the dates from one year to the next.

This step will generate a report indicating all cases where the 2010 due dates used are not the same as the 2011 due dates.

Advanced Options

Click **Compare Tasks** to begin comparing tasks.

Step 5

Task List Zoom 100%

Client Track Comparison List
Report

This report indicates all cases where the 2010 due dates used are not the same as the 2011 due dates.

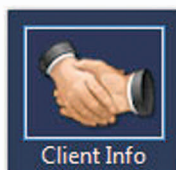
Company Name	Task Type	Task Name	2010 Date	2011 Date
Sample Beauty Salon	Bookkeeping	Bookkeeping	Missing	10-Sep
Sample Beauty Salon	Bookkeeping	Bookkeeping	Missing	25-Nov
Sample Beauty Salon	Bookkeeping	Bookkeeping	Missing	10-Dec

Pages: 1

Verify the compare tasks list report.

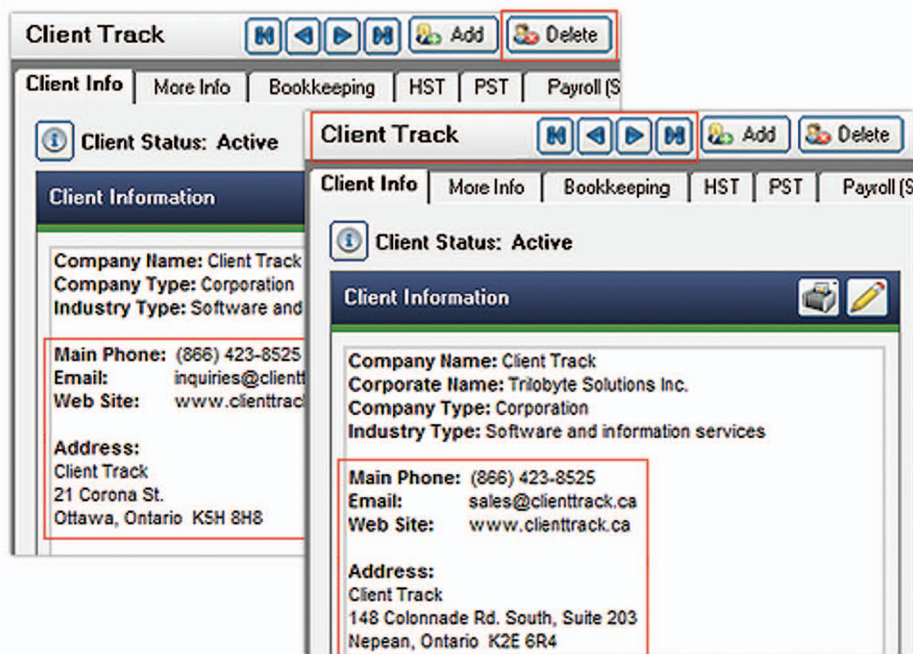
Remove Duplicate Companies

Step 1

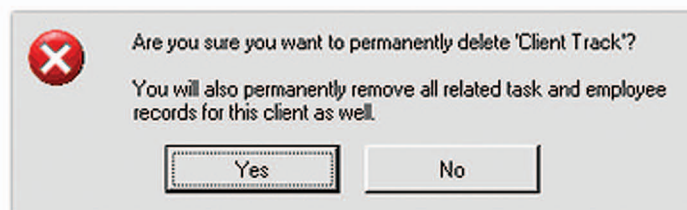


In **Business Clients**, go to > **Client Info** (icon)

Step 2

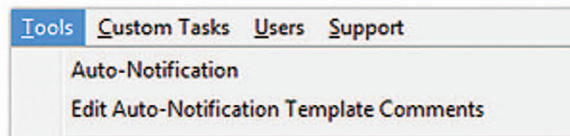


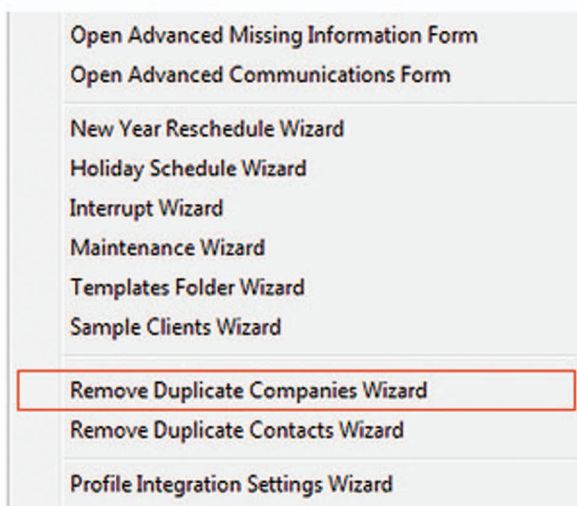
- 1) Under **Client Info** tab, browse through the companies using the arrows to see if there are any duplicates. If so, see if there is any difference in contact information under **Client Information** as shown above.



- 2) If the contact information is not the same, go to **Step 3**. If identical, click **Delete** on either company as shown above and then click **Yes** to confirm removal.

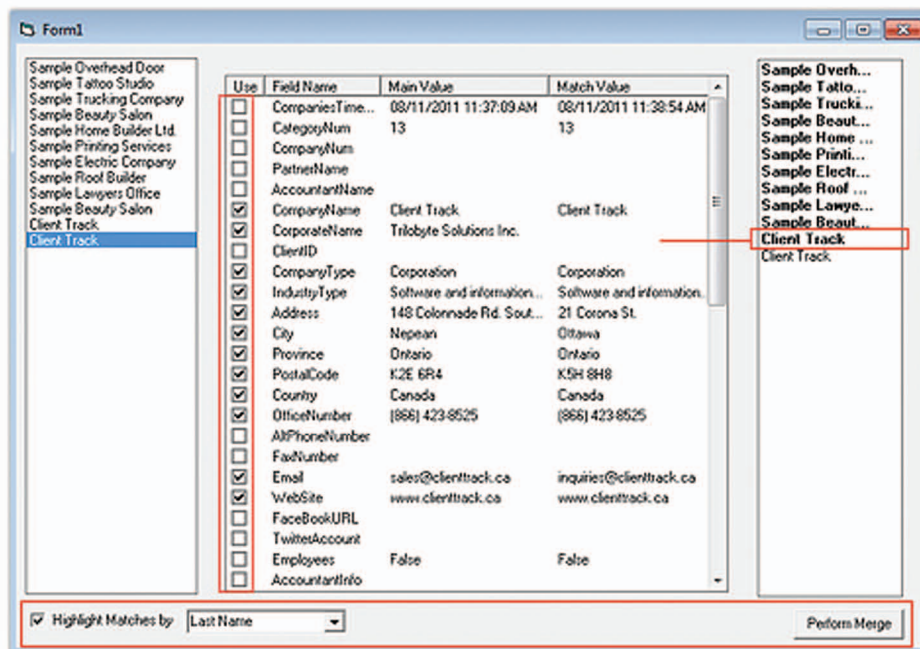
Step 3





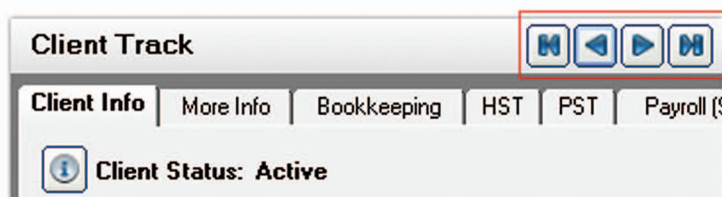
In menu, go to **Tools > Remove Duplicate Companies Wizard**

Step 4



- 1) Select a company from left sidebar list to begin duplicate search
- 2) Check off **Highlight Matches by**
- 3) Click on the matching company from right sidebar list
- 4) Check off which information fields that is most updated to keep as shown above
- 5) Click **Perform Merge** to merge both identical companies into one

Step 5

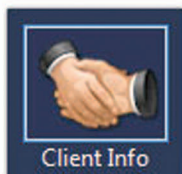


Client Information	
Company Name:	Client Track
Corporate Name:	Trilobyte Solutions Inc.
Company Type:	Corporation
Industry Type:	Software and information services
Main Phone:	(866) 423-8525
Email:	sales@clienttrack.ca
Web Site:	www.clienttrack.ca
Associated Parent Company:	
Address:	
Client Track	
148 Colonnade Rd. South, Suite 203	
Nepean, Ontario K2E 6R4	

Verify that the newly merged company contains the most updated information as shown above from Step 4.

Remove Duplicate Contacts

Step 1



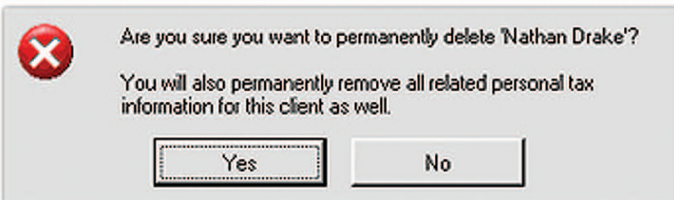
In **Personal Clients**, go to > **Client Info** (icon)

Step 2

The screenshot displays the Client Track application interface. The top window shows a list of clients under the 'Personal Clients' tab, with 'Drake, Nathan' selected. The 'Delete' button is highlighted. The bottom window shows the 'Client Information' tab for 'Drake, Nathan', with the contact details highlighted in a red box.

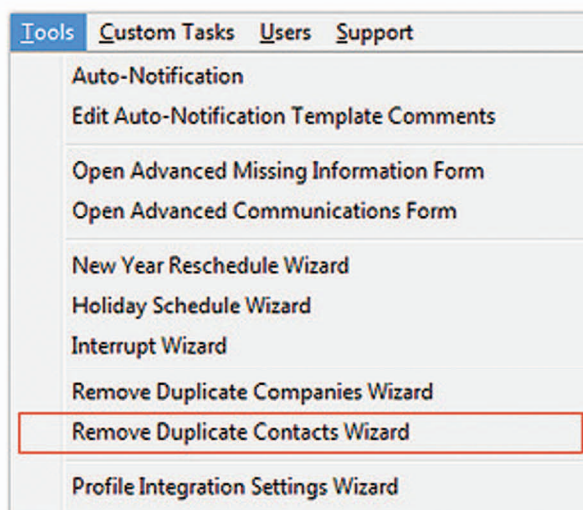
Client Information	
Name:	Mr. Nathan Drake
Company Name:	Studio Plus
Job Title:	Owner
Main Phone:	(613) 210-7456
Cell Phone:	(613) 236-5200
Web Site:	www.studioplus.ca
Address:	
Studio Plus	
Nathan Drake	
80 Rideau St.	

- 1) Under **General Info** tab, browse through the contacts using the arrows to see if there are any duplicates. If so, see if there is any difference in contact information under **Client Information** as shown above.



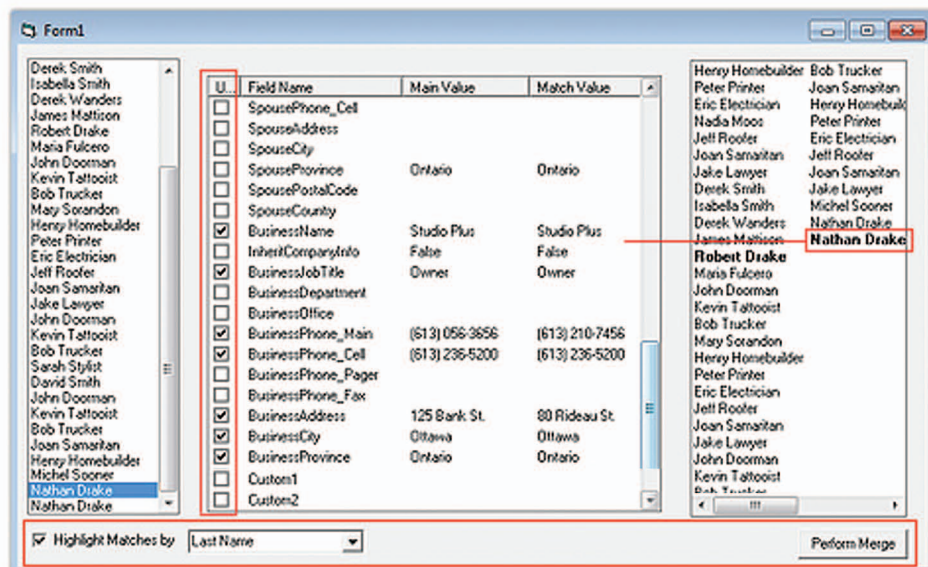
- 2) If the contact information is not the same, go to **Step 3**. If identical, click **Delete** on either contact as shown above and then click **Yes** to confirm removal.

Step 3



In menu, go to **Tools > Remove Duplicate Contacts Wizard**

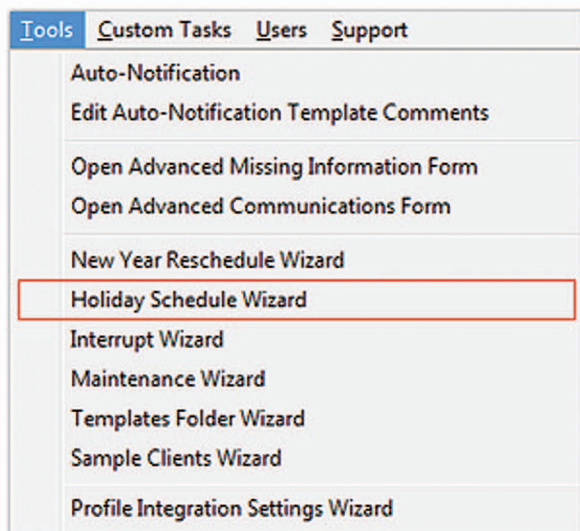
Step 4



- 1) Select a contact from left sidebar list to begin duplicate search
- 2) Check off **Highlight Matches by**
- 3) Click on the matching contact from right sidebar list
- 4) Check off which information fields that is most updated to keep as shown above
- 5) Click **Perform Merge** to merge both identical contacts into one

Holidays Schedule

Step 1



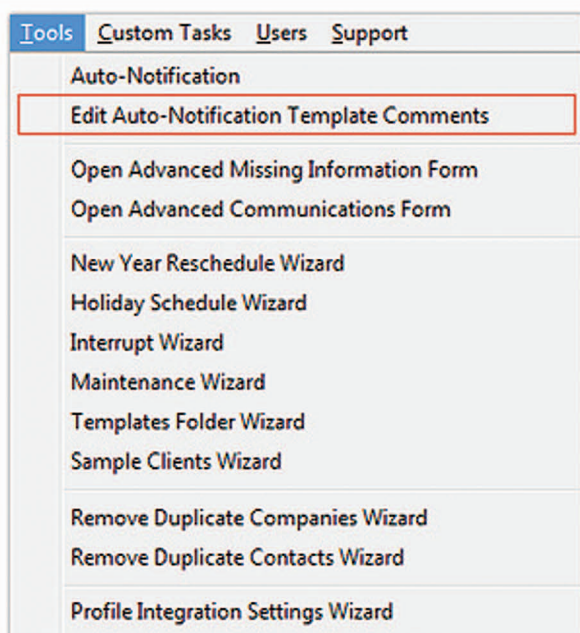
In menu, go to **Tools > Holiday Schedule Wizard**

Step 2



- 1) Select year to schedule holiday dates from drop-down list.
- 2) Check off which statutory holidays to schedule under the **National** tab
- 3) Check off any other important dates to schedule under your province tab
- 4) Click **Reset all unsent client notification...** and/or **Reset all scheduled tasks...** as shown above.
- 5) **Optional:** Click **Show Advanced Options**
- 6) Click **Ok** to save settings.

Step 3



In menu, go to **Tools > Edit Auto-Notification Template...**

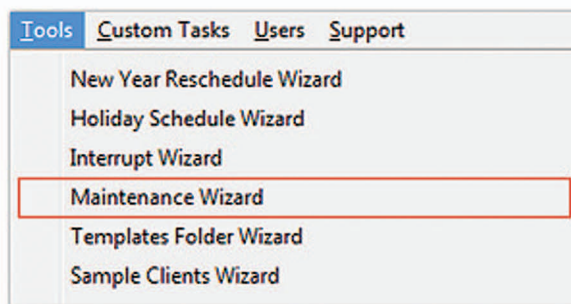
Step 4

A screenshot of the 'Edit Auto-Notification Templates' window. The window title is 'Edit Auto-Notification Templates'. The main heading is 'Edit Auto-Notification Templates'. Below the heading, there is a text box with the instruction: 'Customize your notification templates that will be used when you notify your clients of upcoming tasks.' Below this is a dropdown menu labeled 'Select An Auto-Notification Template Type You Want To Edit:' with 'Payroll Remitt' selected. Underneath, there is a section titled 'Payroll Source Deductions'. This section contains a text editor with the following text: 'Dear <<Contact Full Name>>,' 'Your payroll source deduction remittance is due on <<(Due Date, dddd, mmmm d yyyy)>>,' 'Please arrange to drop off all paper work to allow us to complete the return.' 'You can call our office if you need any assistance or have any questions.' To the right of the text editor is a list box titled 'Select List Item To Insert A Merge Field' with the following items: '[Task Info]', 'Task Type', 'Task Name', 'Due Date', 'In-House Due Date', 'Calendar Date', 'Employee Assigned', 'Amount Paid', 'Completed By', 'Date Completed', 'Custom Task Field 1', and 'Custom Task Field 2'. To the right of the list box are three buttons: 'Save', 'Test', and 'Reset to Default'. Below the list box is a button labeled 'Reset All Unsent Client Notifications Of This Type To Use This Template Comment'. At the bottom of the window, there is a text box with the instruction: 'Enter the number of days prior to task due date you want your clients to be notified of their upcoming tasks of this type.' To the right of this text box is a text input field labeled 'Notification Period:' with the value '15'. Below this is a button labeled 'Open Holiday Schedule Wizard'. At the bottom left of the window is a 'Close' button.

The notification period of notifications sent to clients will ignore holidays scheduled as shown above.

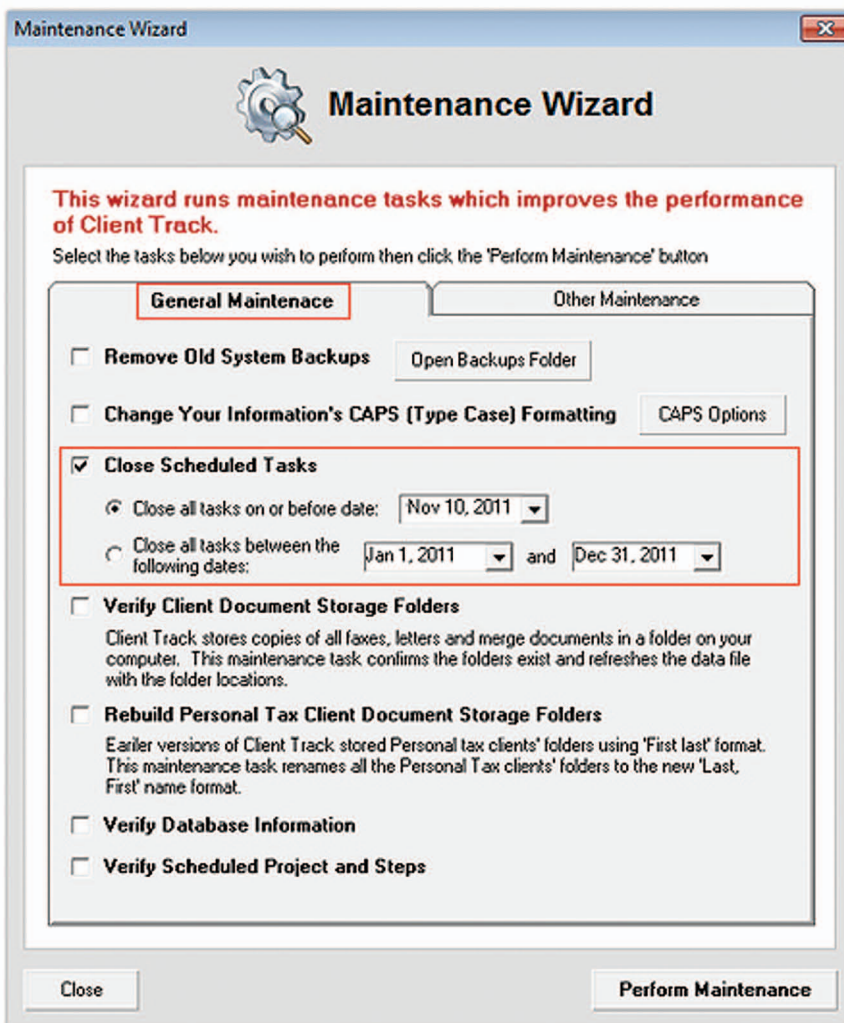
Maintenance

Step 1



In menu, go to **Tools > Maintenance Wizard**

Step 2



- 1) Select type of task to perform maintenance on Client Track under **General Maintenance** tab. **Close Scheduled Tasks** is the most common task to perform maintenance on as shown above. Select the date to close tasks.
- 2) Click the **Other Maintenance** tab.

Note: Client Track allows you to manually backup your data file. For instructions on how to backup, click [here](#).

- 3) Select type of task to perform maintenance on Client Track under **Other Maintenance** tab. **Archive Completed 2010 tasks** is also the most common task to perform maintenance on as shown above. To archive previous years, click **Change Year** and selected year from drop-down list and then click **Back**.
- 4) Click the **Perform Maintenance** to complete maintenance.

Interrupt

Step 1

Tools	Custom Tasks	Users	Support
Auto-Notification			
Edit Auto-Notification Template Comments			
Open Advanced Missing Information Form			
Open Advanced Communications Form			
New Year Reschedule Wizard			
Holiday Schedule Wizard			
Interrupt Wizard			
Maintenance Wizard			



From menu, go to **Tools > Interrupt Wizard**

Step 2

Client Track Interrupt Control

Interrupt Information

Interruption Time: 00:09:01

Keep this window open during the course of this interruption. Client Track will automatically resume your previous timer when this window is closed.

Type of Interruption

Interruption Type: Phone Cal ⓘ

<Select Interrupt>
Emergency
Phone Cal

Interrupted By: (Optional)

Business Client: Sample Printing Services

Personal Tax Client:

Description of Interruption

Internal Description of Interruption: Invoice cost, print details, deadline

Client Invoice Description of Interruption:

Cancel Ok

- 1) Select a type of interruption that was created in **Step 3** from drop-down list. If needed to edit or add more interruption types, click the information icon.
- 2) Select a business or personal tax client
- 3) **Optional:** Include more descriptions of interruption
- 4) **Note:** Leave window open as long as interruption continues. Note the interruption time on top as shown above.
- 5) After the interruption is over, click **Ok** to save settings.

Edit Existing Time Entry

General Billing Info Billing Description Bill Time To... Custom Info

Time Entry

Time Entry Name: Interrupted by: Phone Call

Employee Assigned: Jason

Time

Date: November-03-11

9:28 AM to 9:37 AM

Time Duration: 9 hrs 9 min

Client Selection

Business Client: Sample Printing Services

Personal Tax Client:

Time Entry Links

Select Task:

Billing Work Code: ⓘ

Non Bill Work Code: ⓘ

Billing Category: <Select Category> ⓘ

Time Entry Display Text

9:28 am to 9:37 am
Sample Printing Services
Interrupted by: Phone Call

Edit Refresh

Time Entry Colours

Colour Scheme: <No Scheme Selected> ⓘ

Title Bar Background: ⓘ

Title Bar Foreground: ⓘ

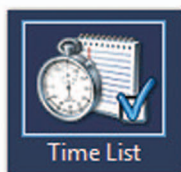
Body Background: ⓘ

Body Foreground: ⓘ

Delete Merge to Doc Cancel Ok

- 6) The interruption information and time appears in **General** tab as shown above.
- 7) **Optional:** Customize the color of time entry from drop-down lists.
- 8) Go through the other 4 tabs to include more information on interruption.
- 9) Click **Ok** to save settings.

Step 6



From menu, go to **Time & Billing** > **Time List**

Step 7

The interrupt time entry appears on calendar. Double-click or right-click on time entry and select **Edit Time Entry** to view or edit information.

New Year Reschedule


The New Year Reschedule Wizard reschedules all of the tasks and auto-notifications for clients for the next year but **only run the wizard at the beginning of the new year.**

Step 1

From menu, go to **Tools** > **New Year Reschedule Wizard**

Step 2

New Year Reschedule Wizard



New Year Reschedule

This wizard allows you to automatically reschedule all of your tasks and automatic notifications for your clients for the next year.

Now is a good time to backup your data before starting the new year. Click the 'Backup Your Data File' button to run the Client Track Backup Wizard.

Backup Your Data File


(Click 'Next' to continue)

Help Cancel Skip this Step > < Back Next > Finish

- 1) Back up data file by clicking **Backup Your Data File** to bring up **Backup and Restore Wizard**. For instructions on how to back up data file, click [here](#).
- 2) Click **Next**

Step 2

New Year Reschedule Wizard



New Year Reschedule

Client Track will create new tasks for the 2012 year based on the tasks created in the 2011 year.

Step 1 of 3

Check the task categories you want to have rescheduled below. If you uncheck a category, no tasks will be created for any of your clients for the indicated year.

Task Categories


<input checked="" type="checkbox"/> GST	<input checked="" type="checkbox"/> WSIB	<input checked="" type="checkbox"/> Law Reminders
<input checked="" type="checkbox"/> PST	<input checked="" type="checkbox"/> EHT	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Payroll Remit	<input checked="" type="checkbox"/> Year End	<input checked="" type="checkbox"/> Custom
<input checked="" type="checkbox"/> Employee Payroll	<input checked="" type="checkbox"/> Corporate Tax	

Advanced Options

Help Cancel Skip this Step > < Back Next > Finish

- 1) Check off which task categories to reschedule for new year.
- 2) Click **Advanced Options**

New Year Reschedule Wizard



New Year Reschedule

Client Track reschedules all the recurring tasks by rescheduling tasks from the source year and creating new ones in the destination year.

General Options | In-House Date Options | Calendar Date Options | Estimated Time Options | Custom Field Options

Select Source Year
Source Year: 2011

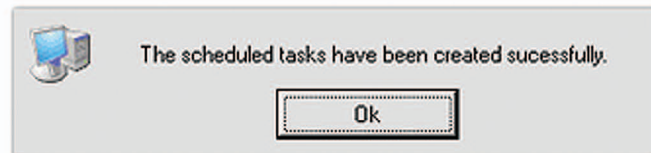
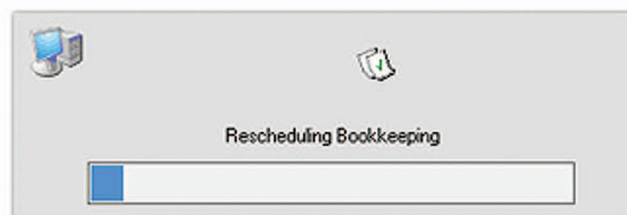
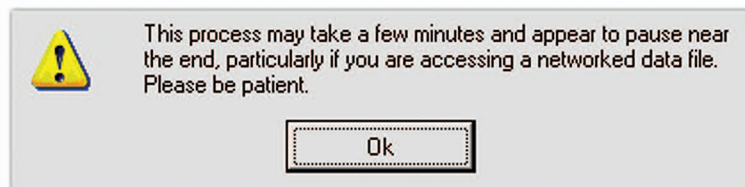
Select Destination Year
Destination Year: 2012

Reschedule Automatic Notifications
 Automatically enable automatic notifications in the destination year for those tasks that had it enabled in the source year.

Enable Pop-ups
 Automatically enable user pop ups in the destination year for those tasks that had them enabled in the source year.

Cancel | < Back | Next > | Finish

- 3) In **General Options** tab, select source and destination years.
- 4) Go through the other 4 tabs if needed and when completed, click **Back**.
- 5) Click **Next**.



- 6) Click **Ok** to begin rescheduling tasks
- 7) When finished, click **Ok** to continue on with **New Year Reschedule Wizard**

Step 5

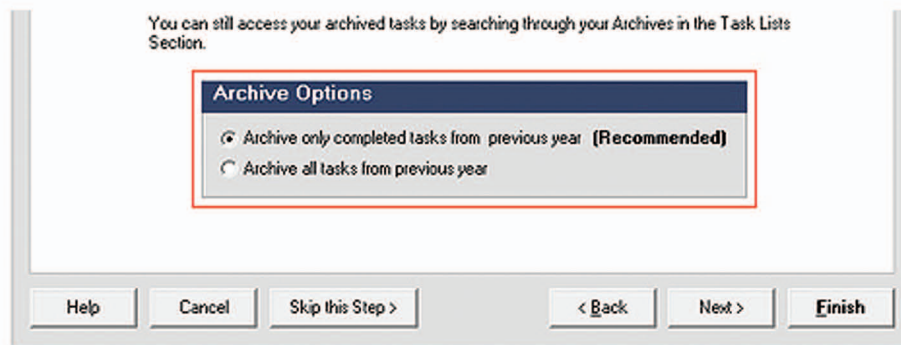
New Year Reschedule Wizard

New Year Reschedule

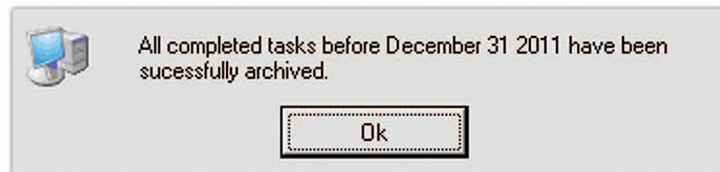
Step 2 of 3

Now that you have created all your tasks for the new year you should archive your completed tasks from last year.

When you archive your tasks you are storing them in a separate location from your current tasks. This allows Client Track to run faster and find your task search results more quickly by only searching through your current tasks.

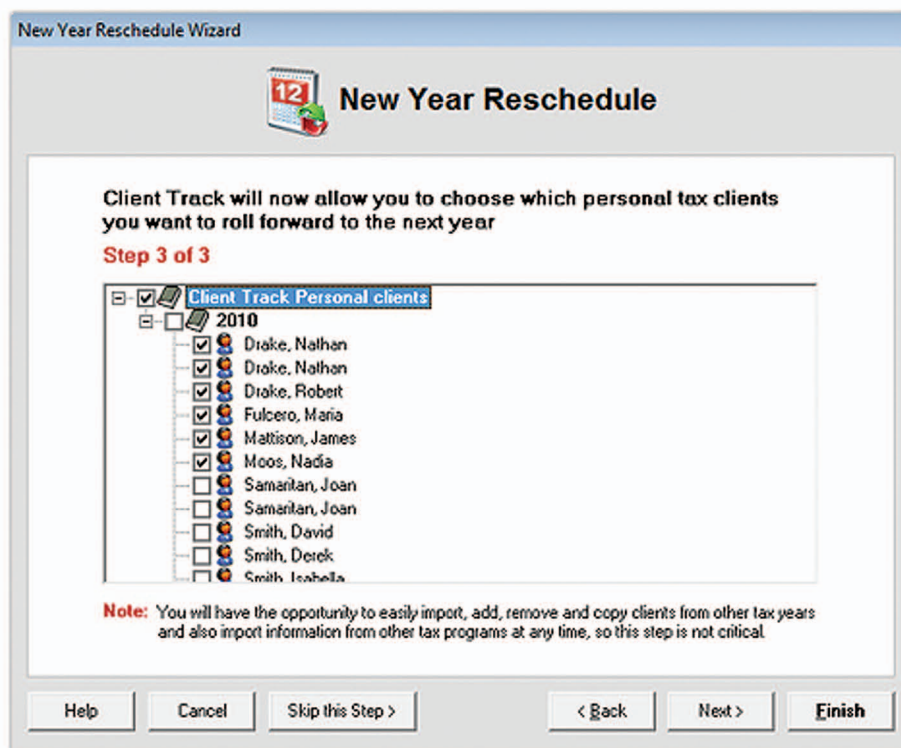


- 1) Under **Archive Options**, select **Archive only completed tasks from...**
- 2) Click **Next**.

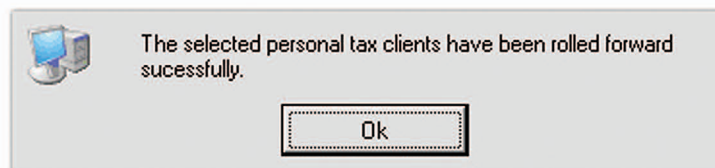


- 3) Click **Ok** after tasks have been archived

Step 6



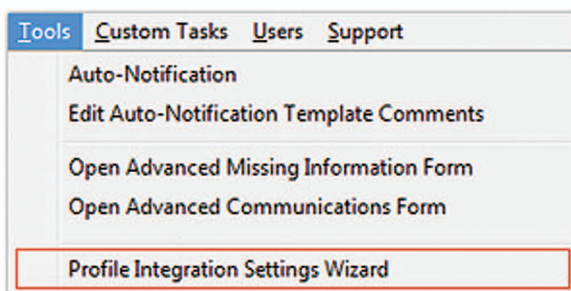
- 1) Check off which personal tax clients to roll into new year and then click **Finish**



- 2) Click **Ok** after clients have been rolled over successfully.

Profile Integration Settings

Step 1



In menu, go to **Tools > Profile Integration Settings Wizard**

Step 2

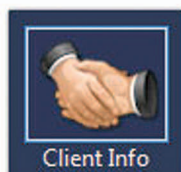
A screenshot of a dialog box titled 'Data Integration Options'. The dialog has a tab labeled 'Profile T1'. In the top right corner, there is a 'Tax Year: 2010' dropdown menu with an edit icon. Below this, there are three main sections:

- Profile T1 Integration Control for 2010**: Contains a checked checkbox for 'Show the Profile T1 Integration Controls'. Below it is a text box explaining that these controls appear below the contact information summary on the 'General Info' tab in the Client Info section.
- Profile Information to be imported for 2010**: Contains a checkbox for 'Show The Following Profile Info In The Clients' Summaries'. Below it is a text box asking to select which fields to import. There are two columns of checkboxes:
 - Column 1: Profile Client Status (checked), eFile Status (checked), T5007 (Yes/No) (checked), Revenue (in \$\$) (unchecked), Estimated Refund (in \$\$) (unchecked), Actual Refund (in \$\$) (unchecked), Paid to Client (in \$\$) (unchecked).
 - Column 2: GST Refund (in \$\$) (unchecked), Discounted (Yes/No) (checked), Deceased Return (Yes/No) (checked), Date Return Created (checked), Date Return Signed (checked), Preparer Name (unchecked), Partner Name (unchecked).
- Default Profile T1 'Save To' Folder for 2010 tax files**: Contains a text box with the path 'C:\Users\GraphicGuy\Documents\Profile' and a 'Browse' button. Below it is a text box explaining that this indicates the folder where Client Track will save new Profile T1 files.

At the bottom of the dialog are 'Cancel' and 'Ok' buttons.

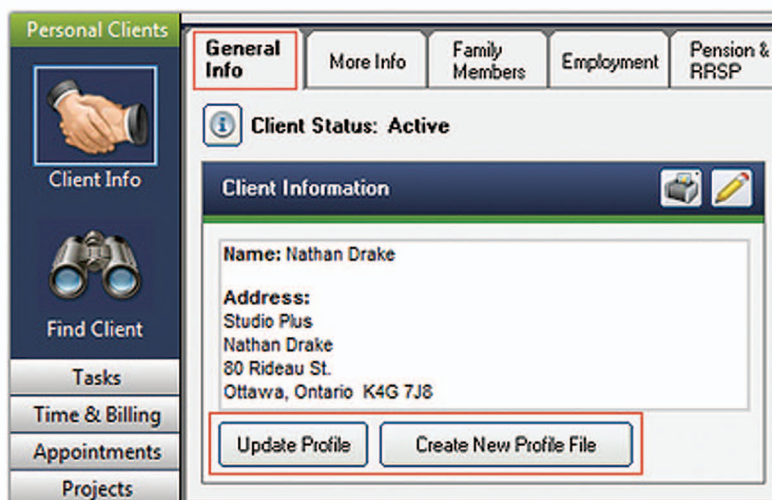
- 1) Select tax year from drop-down list
- 2) Check off **Show the Profile T1 Integration Controls** under **Profile T1 Integration Control for 2010**.
- 3) Check off **Show The Following Profile...** and select which fields to import.
- 4) Click **Browse** to find folder to save Profile file in.
- 5) Click **Ok** to save settings.

Step 3

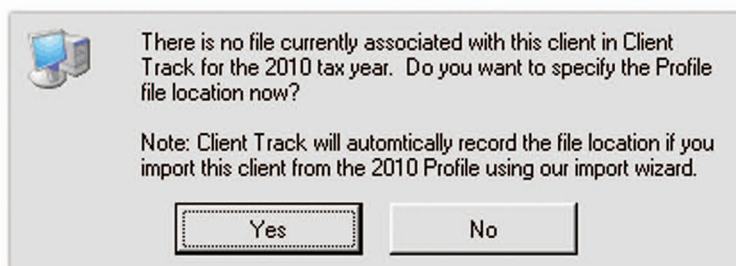


In **Personal Clients**, go to > **Client Info** (icon)

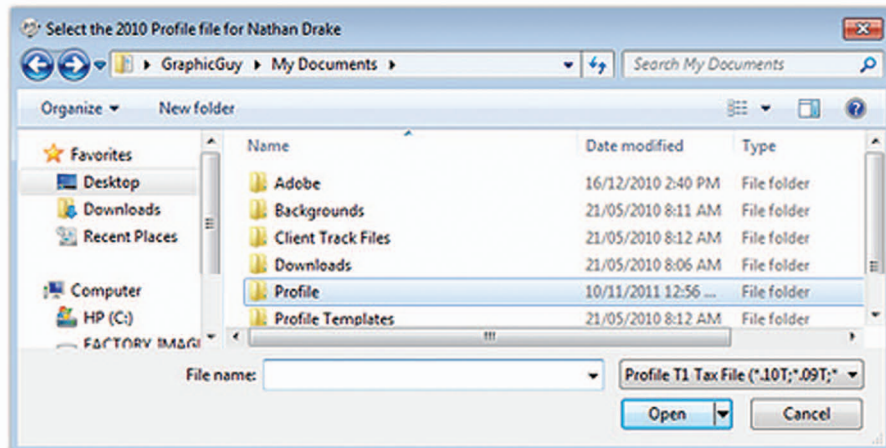
Step 4



1) Under **Client Information**, click **Update Profile**



2) Click **Yes** to browse folder to save Profile T1 file if it hasn't been done in **Step 2**.



3) Select the Profile T1 file in appropriate folder and click **Open**.

Step 5

Personal Clients

Client Info

Tasks

Time & Billing

Appointments

Projects

General Info More Info Family Members Employment Pension & RRSP

Client Status: Active

Client Information

Address:
Studio Plus
Nathan Drake
80 Rideau St.
Ottawa, Ontario K4G 7J8

Update Profile Create New Profile File

- 1) Under **Client Information**, click **Create New Profile File**

Profile Year Wizard

52 Profile Year Wizard

Select year for new Profile T1 file: 2010

Cancel Ok

- 2) Select Profile year from drop-down list if it hasn't been created in **Step 2**.
- 3) Click **Ok** to save year.

▶ Removing Sample Clients

Startup Wizard

Client Track Startup Wizard

Your Clients

Select which type of clients you want to import to start using Client Track.

Type Of Clients

Install Sample Clients
You can remove sample clients at any time and it won't affect any clients you import or enter manually.

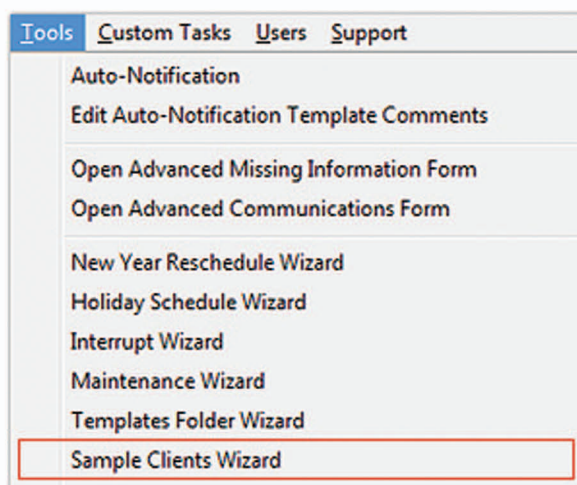
Add Your First Client

Note: You may install or uninstall the sample clients at any time without affecting any of your existing information or any new information you enter.

Cancel < Back Next > Finish

If you have selected **Install Sample Clients** from the **Startup Wizard** (shown above) when you first begin using Client Track and want to remove the sample clients, follow these steps:

Step 1



In menu, go to **Tools > Sample Clients Wizard**

Step 2

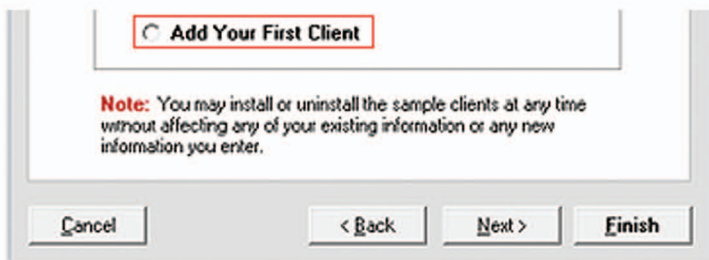


Click **Remove Sample Clients** to delete sample clients.

Note: If you have manually entered your own clients along with sample clients, your clients will remain in Client Track. If you only have sample clients installed, the **Startup Wizard** will appear after you removed sample clients asking for user information and type of clients.

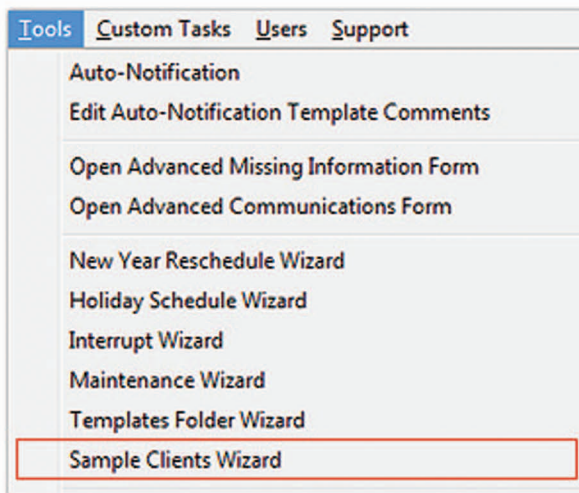
▶ Installing Sample Clients





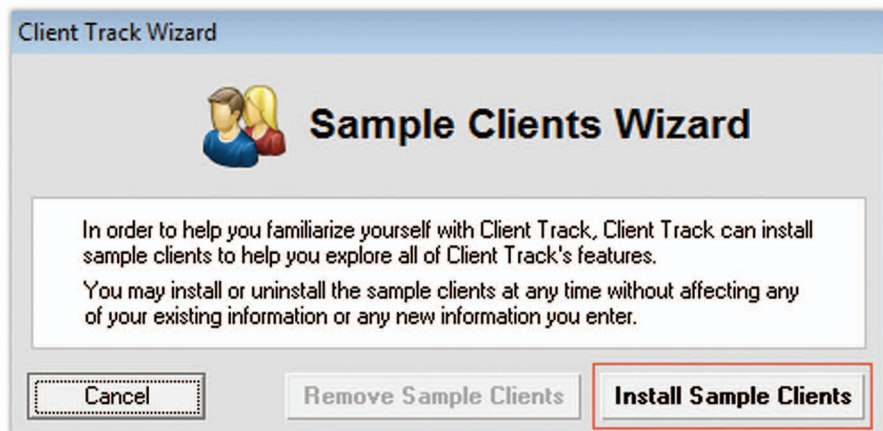
If you have selected **Add Your First Client** from the **Startup Wizard** (shown above) when you first begin using Client Track and want to install the sample clients, follow these steps:

Step 1



In menu, go to **Tools > Sample Clients Wizard**

Step 2

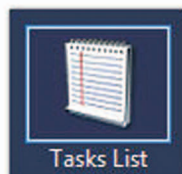


Click **Install Sample Clients** to install sample clients.

Note: If **Add Your First Client** was selected from Startup Wizard, the **Install Sample Clients** button will be enabled in Sample Clients Wizard.

Send Notification

Step 1



In **Tasks**, go to > **Tasks List** (icon)

Step 2

The screenshot shows the "Client Track" application window. The menu bar includes File, Edit, Tools, Custom Tasks, Reports, Users, and Support. The left sidebar has "Business Clients", "Personal Clients", and "Tasks" sections. The "Tasks" section is active, showing a "Tasks List (537 tasks)" view. Below the sidebar, there are icons for "Advanced Search", "View/Hide Columns", "View/Print Report", "Tasks For This Week", "Tasks For This Month", and "All Prior Unclosed Tasks". A "Refresh List" button is visible. Below these are three task entries in a table:

Name	Due Date	Close	Employee Assigned	View Info	Notify Now
Bookkeeping	Dec 25, 11	<input type="checkbox"/>	Isabella Smith		
Bookkeeping	Dec 25, 11	<input type="checkbox"/>	Adam Abraham		
Bookkeeping	Dec 25, 11	<input type="checkbox"/>	None Assigned		

Move the horizontal scrollbar to the far end and click **Notify Now** on any task.

Step 3

The "Send Notification Wizard" dialog box is shown. It contains the following text and controls:

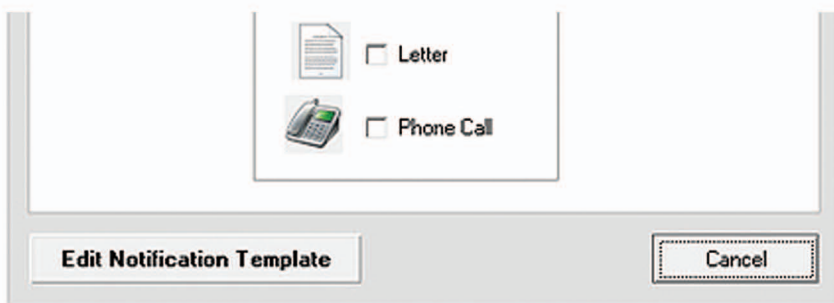
Send Notification Wizard

This wizard will allow you to notify Sample Trucking Company regarding their Bookkeeping.

Notification Date
Saturday, March 12, 2011

Notification Method

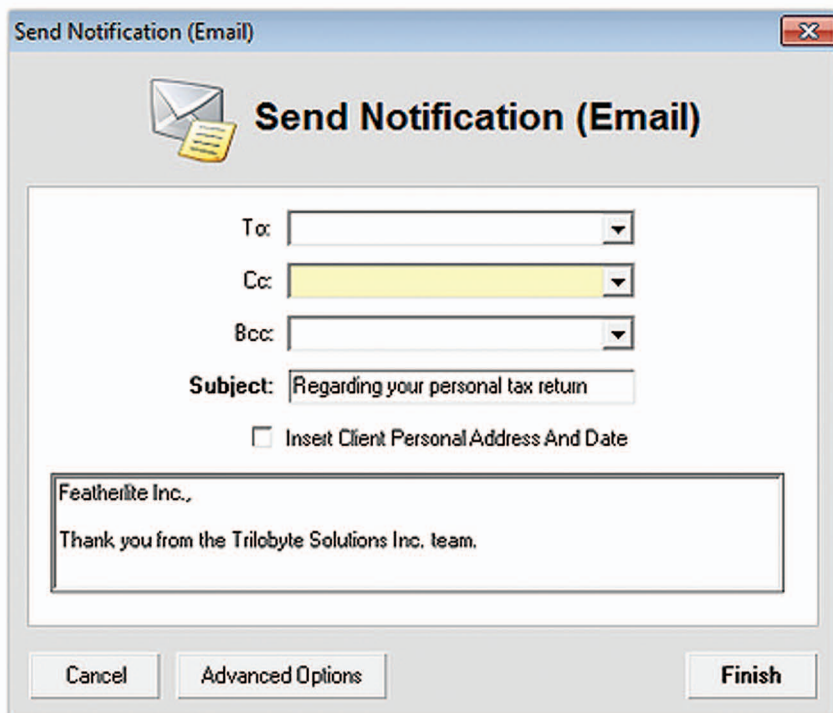
- Email
- Fax



A dialog box for selecting a notification method. It contains two options: "Letter" with a document icon and "Phone Call" with a telephone icon. Both options have an unchecked checkbox. At the bottom, there are two buttons: "Edit Notification Template" and "Cancel".

Note: A notification template can be customized by clicking **Edit Notification Template** shown above.

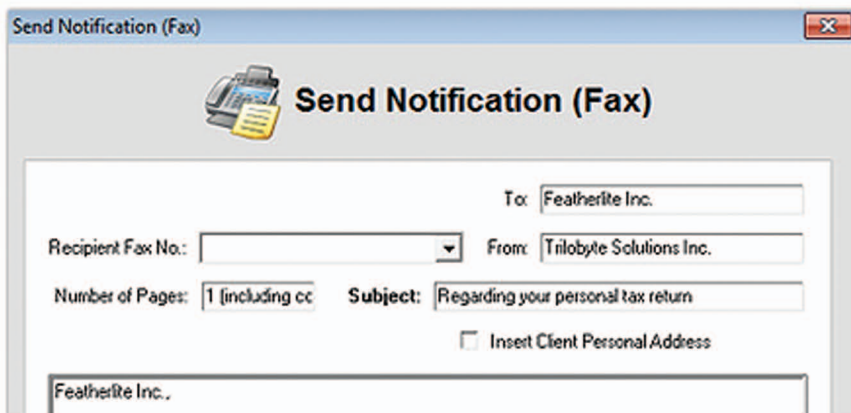
E-mail



A dialog box titled "Send Notification (Email)". It features a mail icon and the title "Send Notification (Email)". The form includes fields for "To:", "Cc:", and "Bcc:" (all dropdown menus), and a "Subject:" field containing "Regarding your personal tax return". There is an unchecked checkbox labeled "Insert Client Personal Address And Date". Below these is a text area containing "Featherlite Inc." and "Thank you from the Trilobyte Solutions Inc. team.". At the bottom are buttons for "Cancel", "Advanced Options", and "Finish".

- 1) Check off **E-mail** under **Notification Method** from Step 1.
- 2) Type in all contact's name and email.
- 3) Click **Finish** to send notification.

Fax



A dialog box titled "Send Notification (Fax)". It features a fax machine icon and the title "Send Notification (Fax)". The form includes fields for "To:" (containing "Featherlite Inc."), "Recipient Fax No:" (dropdown), "From:" (containing "Trilobyte Solutions Inc."), "Number of Pages:" (containing "1 [including cc]"), and "Subject:" (containing "Regarding your personal tax return"). There is an unchecked checkbox labeled "Insert Client Personal Address". Below these is a text area containing "Featherlite Inc.". At the bottom right is a "Finish" button.

Thank you from the Trilobyte Solutions Inc. team.


Cancel Advanced Options **Finish**

- 1) Check off **Fax** under **Notification Method** from Step 1.
- 2) Select contact's fax number from drop-down list.
- 3) Click **Finish** to send notification.

Optional: To include client's business address, check off **Insert Client...Address**.

Letter

Send Notification (Letter)

 **Send Notification (Letter)**

Insert Client Personal Address

Featherlite Inc.,
Thank you from the Trilobyte Solutions Inc. team.


Cancel Advanced Options **Finish**

- 1) Check off **Letter** under **Notification Method** from Step 1.
- 2) Click **Finish** to send notification.

Optional: To include client's address, check off **Insert Client...Address**.

Phone

Send Notification (Phone)

 **Send Notification (Phone)**

Person To Call: Bob Trucker

Telephone Number: (705) 555-9863

Available Times:

Dear Bob Trucker,
Your Bookkeeping is due on Friday, March 25 2011.
Please arrange to drop off all paper work to allow us to complete the return.

You can call our office if you need any assistance or have any questions.

No answer, call again later!

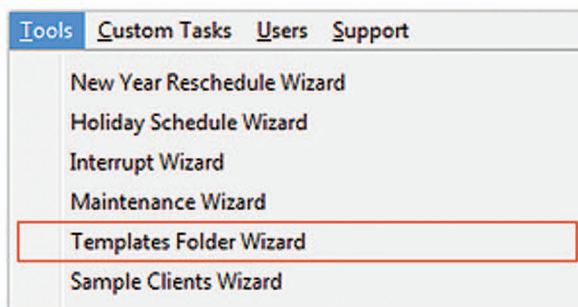
Call completed

- 1) Check off **Phone** under **Notification Method** from Step 1.
- 2) Select contact's phone number from drop-down list.
- 3) Click **Call Completed** to send notification.

Optional: To include times when to call client, type in **Available Times**.

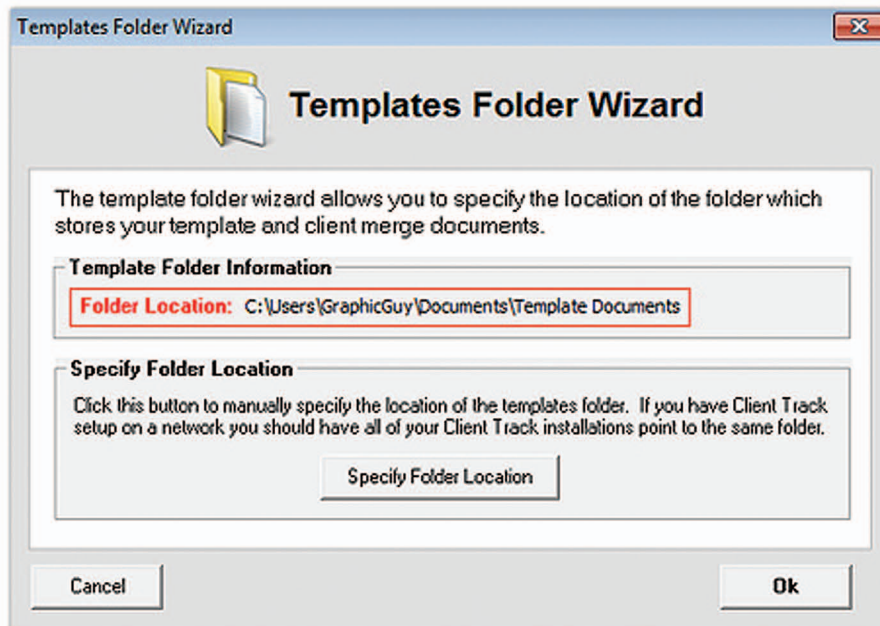
▶ Templates Folder

Step 1



In menu, go to **Tools > Templates Folder Wizard**

Step 2



- 1) The location of merge templates can be found beside **Folder Location**.
- 2) Click **Specify Folder Location** to manually select folder if data file was placed on the network.
- 3) Click **Ok** to save settings.