



FirmTamer

FirmTamer User Guide

Welcome to the User Reference Guide for FirmTamer. Our product continues to go through updates, so please let us know at support@firmtamer.com if any of this information becomes outdated as a result of future updates.

This guide will go through each screen of FirmTamer, and it is organized by section of the main menu, found on the left-hand side of the FirmTamer page. This guide is intended to serve as a reference document. For documentation that focuses on step-by-step walkthroughs, please see us at firmtamer.com/guides, where you can find walkthroughs that focus on guidance through specific tasks, delineated by the normal role a user might play in their firm.

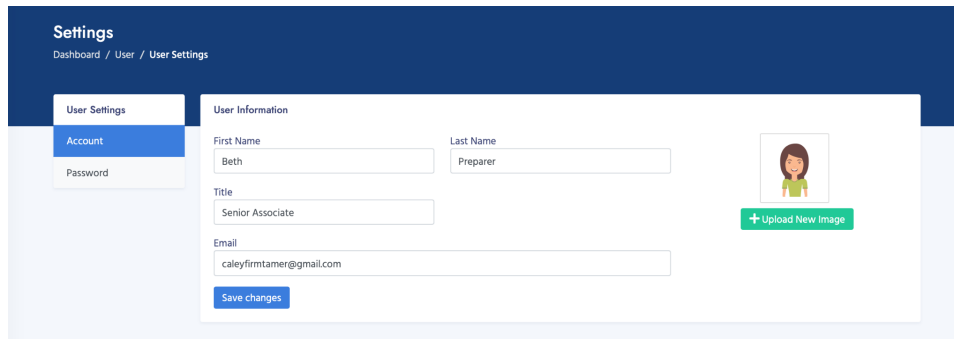
This guide provides information on all screens and settings accessible by a user with the default Super User Security Profile. Some screens will not appear in the same way to users with a more restrictive Security Profile. As Security Profiles are user editable, we are unable to provide more specific guides for users with particular Security Profiles.

If you have any questions not covered in existing support documentation, please let us know, and we will be happy to answer those questions and potentially adjust documentation accordingly.

Dashboard and User Settings

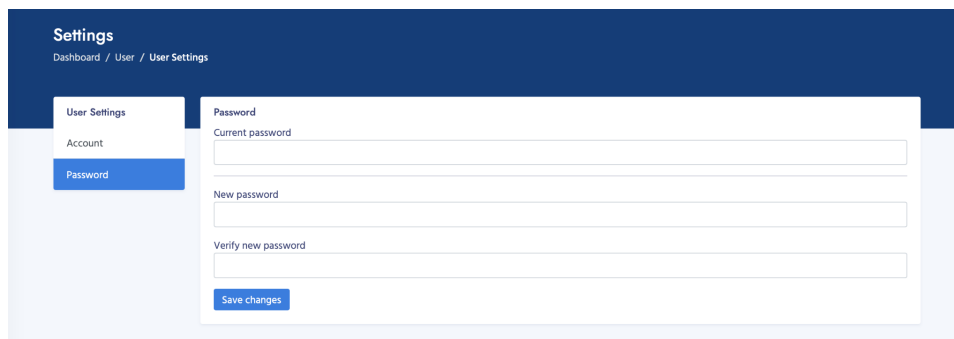
Upon first login, the Dashboard appears. On this screen, the only things visible are the left-hand menu and the gear icon in the top right of the screen. Selecting any item on the left-hand menu will navigate to the appropriate screen. Selecting the gear icon opens a dropdown menu with two options. The first is My Profile, and the second is Sign Out. Upon clicking My Profile, users will see a screen reading Dashboard / User / User Settings.

When this page first opens, the Account tab under User Settings is selected by default. The information of the user accessing this page will be displayed, and it is available for edit. This information corresponds to what the user sees in the top left of the screen at all times while logged in. Notably, users can add and edit their own Title in the Firm from this page. Please note that this Title is entirely cosmetic, and it does not correspond to the Billing Group or Security Profile of the User.



The screenshot shows the 'User Information' form within the 'User Settings' section. The left sidebar has tabs for 'User Settings', 'Account', and 'Password', with 'User Settings' currently selected. The main content area contains the following fields: 'First Name' (filled with 'Beth'), 'Last Name' (filled with 'Preparer'), 'Title' (filled with 'Senior Associate'), and 'Email' (filled with 'caleyfirmtamer@gmail.com'). There is a placeholder for a profile picture with a '+ Upload New Image' button. A 'Save changes' button is at the bottom of the form.

Under the User Settings tab, a user can also select Password. On this screen, a user can enter their current password and create a new one. Verification of the new password ensures that a typo is unlikely to lock a user out of their account in the future.



The screenshot shows the 'Password' form within the 'User Settings' section. The left sidebar has tabs for 'User Settings', 'Account', and 'Password', with 'Password' currently selected. The main content area contains three input fields: 'Current password', 'New password', and 'Verify new password'. A 'Save changes' button is at the bottom of the form.

For a user's password, there are no restrictions as to length, case, or types of characters. The user is trusted to use a password that is memorable but hard to guess. If a user is not comfortable allowing their browser to save passwords, then a password management extension may be advisable. For an exceptionally secure method, download a trusted offline

password manager, store online passwords in it, and write its master password in a location that is either locked or otherwise inaccessible to anyone who might gain access to the firm's offices or computers.

As FirmTamer necessarily contains sensitive client information, we strongly recommend use of the most responsible password strategy of which your firm is capable.

Main

The Main tab on the left-hand menu opens to reveal the Clients, Time Sheet, and My Board options. Each of these represents one of the primary locations that users will spend their time entering information and recording time spent on Tasks. All of the three options provide users the ability to perform many of the same functions, but each lends itself more directly to certain types of tasks. The Clients screen is designed for users to be able to add and edit information about particular clients. The Time Sheet screen allows a user to record and visualize their use of time during a given day or other time period, adding Time Sheet Entries for billable or unbillable time as needed. The My Board screen shows a user their currently assigned tasks, allowing them to be edited, worked on, and assigned a different status when needed.

Clients

On this screen, users see all of the clients served by the firm. By default, the first 10 are shown. This number can be changed through use of the dropdown selection box, and users are also able to search for clients based on Client Name, Primary Contact, or Address.

At the top right of the list of clients, there is a plus sign button. Selecting this button begins the process of adding a new client to the firm's database. On the Add a New Client box, users add information about the client. The only two mandatory fields are Name and Primary Contact. For every client, there must be a primary contact, even if that client is an individual for whom the firm is preparing an individual return. Once the information has been added, a user can click the green check mark in the top right of the box or the Add New Client button at the bottom of the box to save the client details and automatically go to the Client Details screen.

The screenshot displays the 'Clients' management interface. On the left, a table lists 10 clients with columns for Name, Primary Contact, Address, Category, and Action. Each client has a green 'Details' button with a plus icon. On the right, the 'Add a New Client' form is visible, containing fields for Name, Address Line, Address Line 2, City, State, Zip, and various optional information sections like Fiscal Information, Contact Information, and Additional Details. A blue 'Add New Client' button is at the bottom of the form.

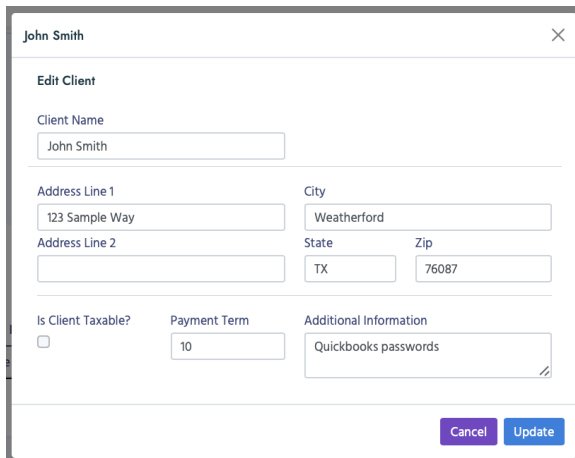
Name	Primary Contact	Address	Category	Action
Admin	Admin			Details
Amaz, Del & Lucy	Del Amaz	400 Bigline Broadway Apt 24 Storville AZ 24567		Details
Bear, Yogi	Yogi Bear	7 Forest Trail Trail Smokeybear AL 92670		Details
Bunker, Archie & Edith	Archie Bunker	304 Houser St Queens NY 12345		Details
Bunny, Bugs	Bugs Bunny	5400 Warner Dr Apt 2388 Cartoon City TX 84111		Details
Coyote, Wile E	Wile E Coyote	786 Clifftop Falls Trail Bigfalls AZ 33456		Details
Duck, Daffy	Daffy Duck	101 Clear Pond Way Duckville AZ 12345		Details
Flinstone, Fred & Wilma	Fred Flinstone	1 Rock Quarry Terrace Hanna-Barbera AZ 00314		Details
Fudd, Elmer	Elmer Fudd	12 Hootshot Court Cartoonville AZ 04567		Details
Gammie's Emporium	Gammie	100 Starbuck Promenade Cartoonville CA 12345		Details

Client Details

The Client Details screen shows client information that was entered on the Clients screen. In addition, this is the screen where a user can select, add, and edit Jobs and Tasks connected to the particular client.

At the top of this screen is a banner displaying the name and address of the client. Toward the right side of this banner, there is an Actions button. Selecting it gives the user a dropdown menu, from which the user can select to View/Edit the Client info, the Contact details, and the Categories into which the client may be sorted.

View/Edit Client allows a user to change the name, Address, taxability, Payment Term, and/or any additional information concerning the client.

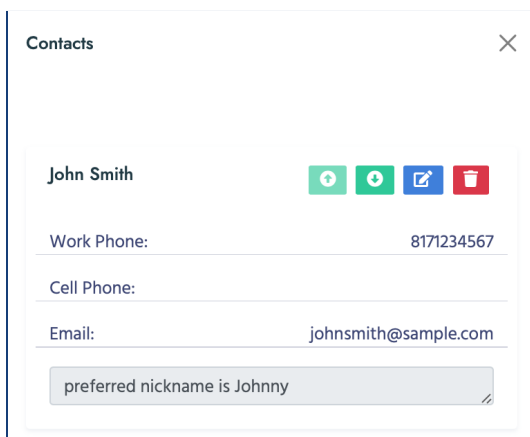


The screenshot shows a modal window titled "John Smith" with a close button (X) in the top right corner. The form is labeled "Edit Client" and contains the following fields:

- Client Name:** A text input field containing "John Smith".
- Address Line 1:** A text input field containing "123 Sample Way".
- Address Line 2:** An empty text input field.
- City:** A text input field containing "Weatherford".
- State:** A dropdown menu showing "TX".
- Zip:** A text input field containing "76087".
- Is Client Taxable?:** A checkbox that is currently unchecked.
- Payment Term:** A text input field containing "10".
- Additional Information:** A text area containing "Quickbooks passwords".

At the bottom right of the form are two buttons: "Cancel" and "Update".

View/Edit Contacts allows a user to see the contacts currently representing the client, whether that is the client herself or a representative. The phone number and email of any contacts can be added/edited here, and additional contacts can be added for the client as needed.



The screenshot shows a modal window titled "Contacts" with a close button (X) in the top right corner. The form displays the name "John Smith" at the top, followed by four action icons: a green plus icon, a green plus icon, a blue edit icon, and a red trash icon. Below these are the following fields:

- Work Phone:** A text input field containing "8171234567".
- Cell Phone:** An empty text input field.
- Email:** A text input field containing "johnsmith@sample.com".
- preferred nickname is Johnny:** A text input field.

View/Edit Categories allows a user to add or remove the client from any of the Client Categories created on the Lists > Client Categories screen. These categories are created at the user's discretion, and can reflect information such as grouping clients by their normal tax preparer, their eligibility for discounts, or the type of services they normally receive.

Client Categories

John Smith's Categories

Client currently has no categories associated with them.

Add New Category

Select... + Add

- C-Corp
- Individual
- Partnership
- S-Corp

Underneath the banner, users can see three boxes: Jobs, Tasks, and Time Entries. These are the three levels used in tracking time and activity on client and administrative services.

Jobs

Jobs are the highest level. In the Jobs box, a user can add and edit jobs that the firm is performing for the client. In the top right of the box, clicking the plus sign allows a user to add a new job for the client. On the ensuing job creation panel, users give the new job a name, an item, comments as needed, a status, a due date, and a form due date if applicable. A sample job might have the name 2020 Individual Tax Return, the item 1040, the status Ready to Work, and a due date two weeks from job creation. Once the information for that job has been added, the user can click the blue button to add the job under this client.

All Jobs appear in this box. For each Job, the Name, Item, Comments, Status, and Due Date(s) are shown. The Comments box can be expanded by clicking and dragging from the bottom right of the box. To edit or delete an existing Job, click the blue Edit button or the red Trash button. Note: Jobs cannot be deleted if they have any associated Tasks.

Jobs

Show 3 entries

Search:

Job Name	Item	Comments	Status	Due By	Form Due Date	Actions
2021 Tax Return	1040		Ready to Work	11/19/2021	12/10/2021	

Showing 1 to 1 of 1 entries

Previous Next

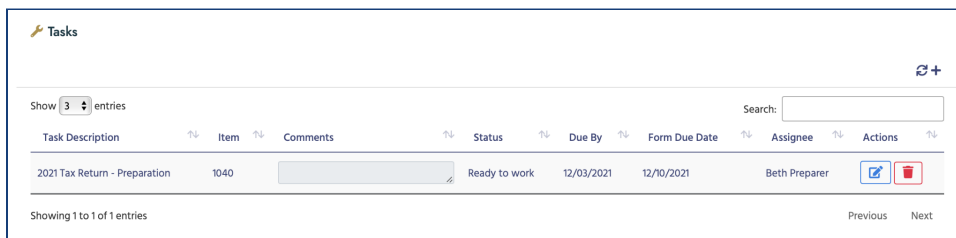
Tasks



Tasks represent the secondary level. Each task exists under a particular job, and they cannot exist independently of a job. To access the Tasks section of the Client Details screen, the user must select a job. That expands the Tasks tab, allowing the user to select from existing Tasks to add a Time Entry or to create a new Task. To create a Task, click the plus sign in the top right of the Task box.

When creating a Task, it's important to know that some Jobs only have one related Task. For example, the job "2020 Tax Return" may only have that return as a Task. However, the Job still needs to exist, even with only one Task, as Tasks cannot exist independently of Jobs. Because of that, the word Task is automatically appended to the Task name on the Task creation screen, helping the user differentiate between which is the Job and which is the Task on other screens. Additionally, the Task Creation screen allows for the user to select an Assignee for the Task. This allows whoever is in charge of data entry to add the Client, Job, and Tasks while also assigning the Task to one of the tax preparers or other users.

Each Task must be assigned a Task Status. This status will be very important on other screens, such as the My Board / Kanban Board Screen. The status assigned to a Task allows a user to quickly see the status of the various Tasks assigned to her, which facilitates workflow. The normal status for newly created Tasks will likely be Ready to Work, as the Task is immediately available for the user to begin working on it.

All Tasks appear in this box. For each Task, the Description, Item, Comments, Status, Due Date(s), and Assignee are shown. The Comments box can be expanded by clicking and dragging from the bottom right of the box. To edit or delete an existing Task, click the blue Edit button or the red Trash button. Note: Tasks cannot be deleted if they have any associated Time Entries.



Task Description	Item	Comments	Status	Due By	Form Due Date	Assignee	Actions
2021 Tax Return - Preparation	1040		Ready to work	12/03/2021	12/10/2021	Beth Preparer	 

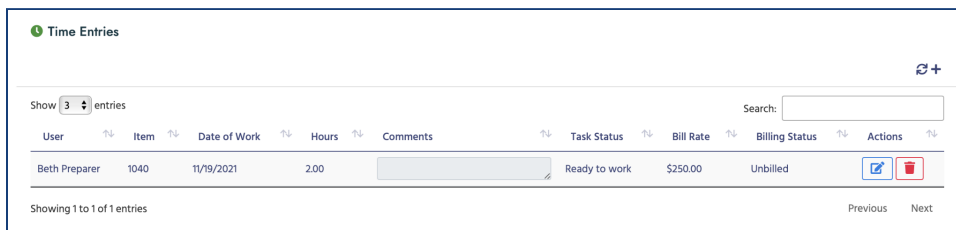
Time Entries

Time Entries are the lowest level. Time Entries are added by users when they need to record time worked on a particular task. To create a Time Entry under an existing Task from the Client Details screen, select a Job, select a Task, and then click the plus sign in the top right of the Time Entries Box.

When creating a Time Entry, a User must be selected. Typically, any given user will add their own Time Entries, but that may not always be the case. For example, a trainer may record the Time Entries of a trainee in order to simplify the training process.

On the new Time Entry, User, Task Status, Comments, Hours, Date of Work, Item, and Billing Status can all be freely selected. However, the Bill Rate cannot be edited on this screen. Bill Rates are inherently tied to the Billing Group of the User. For more information, see the section covering the Lists > Billing Groups Screen.

All Time Entries appear in this box. For each Time Entry, the User, Item, Date of Work, Hours, Comments, Tasks Status, Bill Rate, and Billing Status are shown. The Comments box can be expanded by clicking and dragging from the bottom right of the box. To edit or delete an existing Time Entry, click the blue Edit button or the red Trash button. Note: Time Entries cannot be deleted if they appear on an Invoice.

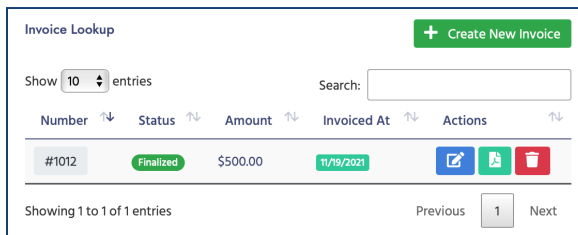


User	Item	Date of Work	Hours	Comments	Task Status	Bill Rate	Billing Status	Actions
Beth Preparer	1040	11/19/2021	2.00		Ready to work	\$250.00	Unbilled	Edit Trash

Invoice Lookup

At the bottom of the Client Details Screen, there are two boxes separate from Jobs, Tasks, and Time Entries. The box on the left is labeled Invoice Lookup. This box contains all Invoices that have been created for this Client. Each is listed with number, Status, Amount, and Invoicing Date. In the Actions column, users can Edit the invoice using the blue Edit button, Generate a PDF of it using the green PDF button, and delete it using the red Trash button.

In the top right of this box, there is a green button to Create a New Invoice. Selecting this takes the user to a new invoice.



Number	Status	Amount	Invoiced At	Actions
#1012	Finalized	\$500.00	11/19/2021	Edit PDF Trash

New Invoice

On the new invoice page, the Client details are shown at the top in the Client Search box. In this box, users can see which client they're currently assembling an invoice for, change which client the invoice is for, and click the Previous Invoices button to open a tab displaying any previous invoices saved to this client.

Below the Client Search box is the Invoice Details box. It contains the number, date, and due date for the invoice, which apply to all invoices. If the invoice has been exported from the Export Invoices screen, then the details of that export will appear here as well. Export fields are grayed out and cannot be manually edited from here. Additionally, this box has a button to Save, Print, or Delete the invoice. A small box shows the current status of an invoice; on a new invoice, it will read Not Yet Saved.

The screenshot displays the 'Invoicing' dashboard. The top section, 'Client Search', includes a 'Back' button, a 'Search New Client' button, and client information for 'John Smith' (123 Sample Way, Weatherford, TX 76087, johnsmith@sample.com, 817234567). There are 'Change Contact' and 'Previous Invoices' buttons. The 'Invoice Details' section below shows fields for Invoice Number (#1012), Invoice Date (11/19/2021), Exported At (N/A), Out of Balance (\$0.00), Due At (11/29/2021), and Export Batch Number (N/A). A 'Finalized' status box is present. Action buttons include 'Save', 'Print', and 'Delete Invoice'.

Below that box are two boxes showing the status of all billable Time Entries that have been entered for Tasks related to this Client that are not already on another invoice. The left box is for all unbilled Time Entries. Each has a button under the Actions column on the right that has a right arrow; clicking this button will move the Time Entry from the Unbilled Time box to the Billed Time box. To add all at once, users can click Add All Time. The Billed Time box shows all Time Entries currently factored into this invoice. To remove Time Entries, either select the left arrow button in the Actions column on the right or click Remove All Time to remove all at once.

Once all applicable Time Entries have been added to the invoice, the Invoice Details box will show a red text box that shows the amount the invoice is out of balance. Invoices must be in balance before they can be printed or exported. To balance them, users need to add Line Items to the invoice. This can be done in the two Line Item boxes.

On the left is the Add Invoice Line Items. Users can reference the Time Entries to see what work was done for the client and then add a line item for that work to the invoice. For example, if the firm works on a Form 1040 for the client, then that should appear as a line item on the itemized invoice. For each line item in the system, there exists an explanation. By default, if a user selects 1040 as the line item, text appears reading, "Preparation of Form 1040." This text can be manually edited on the invoice page if further clarification is

required, as this explanatory text will appear on the invoice itself. When adding a Line Item, a user must select a price rate and amount for each Line Item. Once a Line Item has been added, it moves to the Current Invoice Line Items box, from which it can be edited or deleted using the buttons in the Actions column.

The screenshot displays a software interface for managing time entries and invoice line items. It is divided into three main sections:

- Unbilled Time:** Features a table with columns: Item, Comments, Hours, Extended Rate, User, and Actions. The table is currently empty, showing "No data available in table" and totals of 0.00 hours and \$0.00. A search bar and "Add All Time" button are at the top.
- Billed Time:** Features a table with columns: Item, Comments, Hours, Extended Rate, User, and Actions. It contains one entry for Item 1040, with 2.00 hours at a rate of \$500.00, totaling \$500.00, assigned to user Beth Preparer. A search bar and "Summary By Item" / "Remove All Time" buttons are at the top.
- Add Invoice Line Items:** A dropdown menu labeled "Select a line item".
- Current Invoice Line Items:** Features a table with columns: Item, Description, Rate, Quantity, Total, and Actions. It contains one entry for Item 1040, Description "Preparation", Rate \$250.00, Quantity 2, Total \$500.00. The Actions column includes edit and delete icons. A search bar is at the top.

Below the Line Item boxes are the Adjustment boxes. Here, a user can adjust the invoice as appropriate. For example, if a tax preparer works for 3 hours at \$150/hr on a Form 1040, there is \$300 worth of Time Entries on the invoice. However, this client is in a position where the firm would like to give him a courtesy discount and only charge \$200. So, the Line Item on the invoice is for \$200 to be paid. In this case, the user could use the Add Adjustment box to make an adjusting entry that will not appear on the invoice. So, the user adds an adjustment with the type, "Discount - Courtesy" for -\$100 to the total bill. For every adjustment, a user must be selected. Using the reports, the firm can see at a later date which of their users have different amounts of discounts or other adjustments, in order to understand and potentially switch gears on policies.

Once the appropriate Time Entries have been added, then billed to particular Line Items, and then adjusted if needed, the invoice should be in balance. If it is not, then the user will need to add or edit Line Items or Adjustments in order to get it in balance. Once it is, users can use the Actions box at the bottom of the page or the Invoice Details box toward the top of the page to Save the invoice. If edits are anticipated and/or the invoice is out of balance pending a decision on possible adjustments, then the invoice should be saved normally. If the invoice is complete and in balance, and no edits are expected, the user can click Save and then select Save and Finalize. Saved invoices can be printed using the Print button or exported from the Invoicing > Export Invoices screen.

Add Adjustment ⓘ

Current Adjustments

Out of Balance: \$0.00

Show 3 entries
Search:

Code	Item	Comment	User	Total	Actions
No data available in table					
					\$0.00

Showing 0 to 0 of 0 entries

Previous Next

Actions

Save

Print

Delete Invoice

Payments

The last box on the Client Details page is the Payments box. This box shows the history of any payments received electronically from this client. For more details on electronic payments, please see the Merchant Settings tab on the Settings > Company Settings screen.

Payments

Show 10 entries
Search:

Payee	Amount	Status	Date	Memo	Card Last 4
No data available in table					

Showing 0 to 0 of 0 entries

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Time Sheet

The Time Sheet screen shows a user their current Time Sheet Entries for a given time period and allows them to create new Time Entries. There are two boxes on this page: Time Sheet and Time Sheet Entry.

Time Sheet

The Time Sheet box shows the Time Entries made by any of the firm's users. The default is the user currently logged in, but others can be seen depending on the permissions of that user. Time Entries for the current day are displayed by default, but the date range can be changed either by clicking the date and using the calendar to select a beginning and end date or by manually typing a date range and then clicking Submit. Note: users must click Submit if they type in the date manually; using the Enter key on the keyboard will not change the date range on its own.

Each Time Entry displayed lists its Date, Client, Job, Task, Task Status, any Comments, Item, Hours, Bill Rate, and Billing Status. Additionally, each has four possible actions: the blue Edit button pulls up a box to allow editing of the Time Entry, the purple Client Details button takes users to the Client Details page for that client, the green Invoice button takes users to the invoice that this Time Entry is on, and the red Delete button removes the Time Entry.

Time Sheet

Beth Preparer

11/19/2021 - 11/19/2021

< >

Submit

Show 5 entries

Search:

Date	Client	Job	Task	Task Status	Comments	Item	Hours	Bill Rate	Billing Status	Actions
11/19/2021	John Smith	2021 Tax Return	2021 Tax Return - Preparation	Ready to work		1040	2.00	\$250.00	Billed	<div><div><div></div><div></div><div></div><div></div></div></div>
							2.00 hours	\$500.00		

Showing 1 to 1 of 1 entries

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Time Sheet Entry

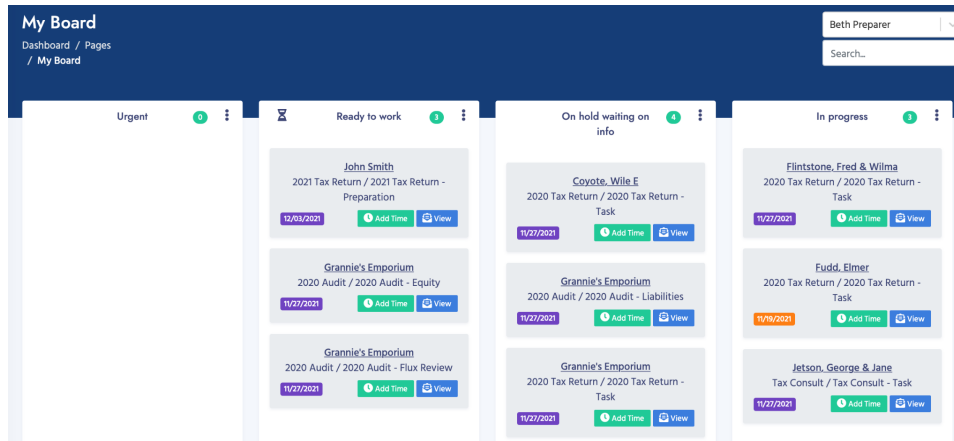
The Time Sheet Entry box allows users to add a Time Entry to an existing Task for any client. Selecting a User, Client, and Task opens up additional space to edit the Task Status as needed, add comments, record the hours worked, and add the Date, Item, and Billing Status. Once all information is added and correct, the user can click Submit to save this Time Entry. Note: this box does allow users to create Time Entries for other users, depending on their permissions.

Time Sheet Entry					
User *	Client *	Job > Task *			
Beth Preparer	Bear, Yogi	2020 Tax Return > 2020 Tax Return - Task			
Task Status *	Comment			Hours *	
On hold waiting on info					
Date of Work *	Item *	Billing Status *	Bill Rate		
11/19/2021	1040	Unbilled	\$ 250		
Submit					

My Board

The last screen under Main is the My Board screen, which takes a user to the Kanban board. A Kanban board is a tool to help users visualize their workflow, sorting Tasks into different columns depending on their current Status. For each Status, there is a column that appears; depending on the number of Statuses, users will need to scroll to the right to see all of them.

The board is unique to each user. When a user opens the My Board screen, they can see their username in the top right; clicking this to open the dropdown allows the user to select from other users in order to see their Kanban board. However, regardless of which user's Kanban board is selected, each will always have the same Task Statuses, as those are set up at a firm level, not an individual user level. To learn more about Task Statuses, please see the section of the guide related to the Items > Task Statuses screen.



In each column, all of a user's Tasks with that Status will appear. Each shows its due date, with colors changing depending on how close the due date is. Additionally, each Task in the column will have two buttons on it: the green Add Time button opens a box for the user to make a new Time Entry under that Task, and the blue View button opens a box with the full details of that Task. In the box that appears after selecting the View button, users can click the Actions button in the top right to select Edit Task, Go to Client Details, or Delete Task.

As with the Time Sheet Entry box on the Time Sheet screen, users clicking the green Add Time button for any Task on the Kanban board can select a User, edit the Task Status if needed, add comments, record the hours worked, and add the Date, Item, and Billing Status. Once all information is added and correct, the user can click Submit to save this Time Entry. Note: this box does allow users to create Time Entries for other users, depending on their permissions.

On the Kanban board, the most recent 30 items are kept in each column. The Starting Status and Ending Status (editable under Items > Task Statuses) are labelled by an hourglass and a finishing flag, respectively. Each column is sorted by Task due date, with the soonest to arrive being sorted to the top. However, this can be changed by clicking the three dots in the top right of the column, where sort order can be selected as FIFO (First In, First Out) or by Client name.

Invoicing

The Invoicing tab on the left-hand menu opens to reveal the Invoices, Payments, and Exporting Invoices options. Each of these screens is related to invoices created from the Client Details page for a particular client. Invoices cannot be created from these screens, but they can be referenced here for any edits that might need to be made.

Invoices

The Invoices screen shows all invoices for a given date range with either any status or a particular status, such as only finalized invoices. If no invoices appear, the user will need to go to the Client Details page of the client to be billed in order to create the invoice. Once there are invoices on this page, then they will be shown in order by invoice number. Users can also adjust this sorting by clicking the sort icon next to each of the column titles.

For each Invoice, its number, date, Client, Status, amount, and due date are shown. If the invoice was exported using the Invoicing > Export Invoices screen, then the date of export will also be shown. Additionally, there are three buttons in the Actions column for each Invoice. The blue Edit button takes users to the invoice itself, where changes can be made to the Time Entries, Line Items, and any Adjustments on that invoice. Once edits are made, users must click the green Save button before clicking Back to return to the Invoices screen. The green button generates a PDF of the invoice that can be printed and sent or sent electronically to the client. The purple Receive Payment button opens a new screen where the payment details of the client can be entered to process the payment. Note: the page is available but will not function until the user's firm has gone to the Settings > Company Settings screen, selected the Merchant Settings tab, and successfully enrolled for payment processing.

Payments

The Payments screen shows a user all of the payments made by clients to the firm for a given date range, selected by the user in the date field toward the top of the screen. Invoices will not appear here until the Payment module is used or the payment is otherwise recorded for each particular invoice.

Export Invoices

The Export Invoices screen shows all Invoices and categorizes them by whether or not they need to be exported. Here, users can select which invoices need to be exported and generate the export file, which can be imported into QuickBooks. Invoices in the top left box can be sorted by Number, Client Name, Status, or Date Invoiced by clicking the Sort Order button next to each of the column headers.

For each invoice in the Invoices Needing to Be Exported box, there are two possible actions: Edit and Add. Selecting the blue Edit button opens that invoice to allow adjustments to be made to the Time Entries, Line Items, and any Adjustments on that invoice. Once edits are made, users must click the green Save button before clicking Back to return to the Export Invoices screen. Selecting the green Add button takes that invoice and adds it to the Export List.

Once an invoice has been added to the Export List, it will appear there with two actions. The blue Edit button as before and the red Remove button, which removes that invoice from the Export List. Even if an invoice has been added to the Export List, it will still appear on the Invoices Needing to Be Exported list until it has actually been exported. However, if it is currently on the Export List, the green Add button will fade and no longer be selectable, so the same invoice cannot be added to the Export List multiple times.

Users can also use the Add All Invoices to take all of the Invoices Needing to Be Exported from the selected time frame and add them to the Export List. Similarly, all invoices can be removed from the Export List simultaneously by using the Remove All Exports button.

As soon as the user has all the invoices needed in the Export List, they can use the green Export! button to generate the export file. This file is downloaded to the user's machine, and it can be used at a later time to import those deposits into QuickBooks.

After those invoices have been successfully exported, they will be moved from the Invoices Needing to be Exported box into the Previously Exported Invoices box at the bottom of the screen, where they can be viewed and searched at a later date for reference.

Reports

The Reports tab opens to reveal options for Client Reports, Time Reports, Task Reports, and Invoice Reports. Each option will open to the corresponding screen, from which users can generate reports for the firm that facilitate operations and decision-making. Each type of report may be used by a user serving in a different role in the firm. It is important to note that edits to Clients, Tasks, Time Entries, and Invoices cannot be made from the report screens. To make edits to each, users must go to the appropriate location under the Main tab on the left-hand menu.

Client Reports

The Client Reports screen shows reports that pertain to the clients with whom the firm has done or is doing jobs and to the contact(s) for each of those clients. On this screen, there is a box to the left labeled Client Reports. Under it are five report tabs, each of which brings up a different report. The tab selected will be highlighted in blue, and the tab selected by default upon opening this screen is Client List.

The Client List report shows each client in the firm's database, listed with Name, Address lines 1 and 2, City, State, and Zip Code. Users can select the sort icon next to each of those column headers to sort ascending or descending by that column.

The Client No-Show report allows a user to search and see which clients had a job during one time period but not another. Users select a time period for Had a Job During and then a different time period for No Job During in order to compare the differences. Additionally, users must select a Job Item for the report. Once the parameters are set, users must click the blue Generate button to show which clients fit those parameters. A user might use this report to see which clients chose to use the firm for their 1040 during 2019 but not during 2020.

The Client Mailing Labels report is used to print onto mailing labels to send mail to clients. At the top of the Client Mailing Labels box, users must select between Avery 8463 and Avery 5160 (or comparably sized labels). Once the form is selected, users can select the

blue Generate button to create a printout for those labels with the appropriate sizing. Please note that every printout must use Actual Size or Custom: 100% scaling in order to fit appropriately to the parameters given by the system. Scale to Fit will not work in the majority of cases.

The Contact List report gives the same information as the Client List report, but for the contact(s) in particular from each client instead of the client themselves.

The Contact Mailing Labels report is the same as the Client Mailing Labels report, but for the contact(s) in particular from each client instead of the client themselves.

Time Reports

The Time Reports screen allows users to visualize how recorded time is being used in the firm, which can aid in policy decisions and in workflow optimization. There are two boxes on this page; the top box contains options for Filters and Groupings. The second box shows the filtered and/or grouped data. The reports all pertain to Time Entries only; the reports here do not pertain to tasks, invoices, or payments.

In the top box, users select from the available filters to see particular results. Users can filter by Date Range, User, Client Categories, Clients, Item Categories, Items, Billing Status Categories, and/or Billing Statuses. For each filter, multiple items can be selected from the dropdown menu. Once an item has been selected, it will appear in a gray box, and it can be removed from the filters by selecting the X on the right side of that gray box.

Separately, users can also select groupings to make that filtered data more meaningful or readable. Two or more groupings are generally preferred, but too many can make data less meaningful.

Once any and all filters and or groupings have been selected, users can click the blue Submit button in the bottom right of the Time Reports box at the top of the page. Doing so will populate the bottom box with the filtered and/or grouped data.

In the bottom box, there are three tabs for the data. The first, which is selected by default is Grouped results, which shows users their filtered data that has been grouped according to the groupings in the top box. Clicking any of the purple line items showing each Time Entry turns the line item to a lighter purple and display more details of the Time Entry. To see the data without those groupings, users can switch to the All Results tab. On that tab, the full details always appear, and an Actions column is available. There, users can select the purple

button to go to the Client Details page of the client for whom the Task on that Time Entry is being completed.

Additionally, users can switch to the Charts tab. Charts only apply to grouped data, and they are only designed to work as normal with two groupings selected. Additional data may appear if more than two groupings are selected, but the third grouping will not affect the chart in a meaningful way. To create the chart, users must select a Statistic and click Generate Charts. Once the chart is created, a key appears below the chart; additionally, users can mouseover each colored area of the chart to see more details.

Task Reports

The Task Reports screen shows reports pertaining to the Tasks that have been created for each Job for each client in the system. On this screen, there is a box to the left labeled Task Reports. Under it are three report tabs, each of which brings up a different report. The tab selected will be highlighted in blue, and the tab selected by default upon opening this screen is Snapshot.

The Snapshot report shows all Tasks that are still active. These include any and all Tasks with a Status other than the Ending Status selected on the Lists > Task Statuses screen. By default, the Ending Status is named "Complete." For the snapshot of active Tasks, 10 entries are shown by default; this can be changed to 25, 50, or all based on the user's preference by using the dropdown menu containing the number 10. The user can sort the Tasks on the Snapshot using the sort icons next to the header on each column: Task, Client, Item Category, Item, Status, or Assignee.

The Form Due Date Report shows users which Tasks have a form with a due date that is approaching in the near future. Users can select a Due Date in the Form Due Date field, one or more statuses in the Task Statuses field, and then click Generate to show all Tasks with those statuses that are due on that date. This can help prioritize some items in the firm's workflow and help tax preparers stay mindful of how many forms are due within a particular time frame.

The Task Review Report shows all Tasks created during a given time range. 10 are shown by default, which can be changed in the dropdown menu containing the number 10. Unlike the Snapshot, this report shows all Tasks, regardless of their Status. For each, the Task name, Client, Item Category, Item, Status, and Assignee appear. Next to each column header is a sort icon, which allows users to sort the Tasks by that column header in ascending or descending order.

Invoice Reports

The Invoice Reports screen allows users to see . There are two boxes on this page; the top box contains options for Filters and Groupings. The second box shows the filtered and/or grouped data. The reports all pertain to Invoices only. These reports can help users to visualize how their time is being billed and how adjustments to invoices affect the actual amounts charged as compared to the standard billing rates of the firm or of their particular Billing Group.

In the top box, users select from the available filters to see particular results. Users can filter by Date Range, User, Client Categories, Client Types, Clients, Item Categories, and/or Items. For each filter, multiple items can be selected from the dropdown menu. Once an item has been selected, it will appear in a gray box, and it can be removed from the filters by selecting the X on the right side of that gray box.

Separately, users can also select groupings to make that filtered data more meaningful or readable. Two or more groupings are generally preferred, but too many can make data less meaningful. For Invoice Reports, the data is rarely useful without the results being grouped.

Once any and all filters and or groupings have been selected, users can click the blue Submit button in the bottom right of the Invoice Reports box at the top of the page. Doing so will populate the bottom box with the filtered and/or grouped data.

In the bottom box, there are three tabs for the data. The first, which is selected by default is Grouped results, which shows users their filtered data that has been grouped according to the groupings in the top box. The columns on this tab are affected by the groupings selected, but the headers Billed Time Total, Adjustments Total, Invoice Total, and Percent of Standard Bill Rate will always appear.

Additionally, users can switch to the Charts tab. Charts only apply to grouped data, and they are only designed to work as normal with two groupings selected. Additional data may appear if more than two groupings are selected, but the third grouping will not affect the chart in a meaningful way. To create the chart, users must select a Statistic and click Generate Charts.

Settings

The Settings tab in the Setup section of the left-hand menu opens to reveal options for My Profile, Company Settings, Users, and Security Profiles. Typically, a user will establish the Settings for the firm upon first setting up the program for use. The Settings are applicable to all of the firm's users; they are not personal to the user who adjusts them.

My Profile

Selecting My Profile brings up the Dashboard / User / User Settings screen.