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## Timeslips Training Class Basic Setup

Timeslips Software Basic Setup - This course is ideal for the beginner who wants to learn the basic features of this important time and billing software program. The course will guide you through the process of entering in your timekeepers, clients and tasks, as well as tracking your time and expenses, entering transactions, and generating reports and simple bills. Upon completion of this training, you will be ready to use Timeslips Software for your own firms time and billing.

This Training Course is designed to bring you through the process of:

- **Timeslips Interface and the Navigator**
  - Run Commands
  - Menu Bars and Toolbars
  - Shortcut Menus and
  - Shortcut Keys
  - Basic Navigators
  - Timeslips Today
- **Company Set-up**
  - Firm Information
  - Customize Terminology
  - Aging Periods
- **Data Entry**
  - Defining Timekeepers
  - Entering Clients
  - Defining Tasks & Expenses
- **Entering Time & Expense Slips**
  - Slip Classification
  - Abbreviations
  - Markup and Adjustments of slips
  - Setting Slip Restrictions
  - Creating Slips by Email
- **Pre-billing Reports**
  - Searching Slips
  - Pre-Bill Worksheets
  - Slip Detail Reports
- **Making Corrections**
  - Billing Assistant
- **Entering Transactions**
  - Using Time Sheet Slip Entry
- **Generating Reports - Post-billing Reports**
  - A/R Reports
  - Slip Totals by Period
- **Data Entry**
  - Defining Timekeepers
  - Entering Clients
  - Defining Tasks & Expenses
- **Appendix: Backing Up Your Database**
  - Daily Procedure for Backup
  - Manually Backing Up Your Data
  - Scheduled Backup of your Data



# JCS

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