



CabuzTime

Administrator's Guide

V3.6.0

Overview

CabuzTime is a web based employee timesheet/timekeeping system From Geeks And Nerds Corporation. The CabuzTime system is remotely hosted so there is no need to worry about hardware repairs, software upgrades, security patches, or system backups. All data remains safely backed up on the CabuzTime servers. You can export charge data at anytime in comma or tab delimited format from the CabuzTime server to your PC. The exported files can be used as input into your spreadsheet or accounting system. For those using Quickbooks, we provide several additional features to make it easy to import employee, job, and service data from Quickbooks and to export timesheet data to Quickbooks.

Admin Login (Main Menu)

- 1) Point your browser to '<https://www.CabuzTime.com/loginadmin/>'. Enter your 3-letter company designation, admin username, and password, and then click 'OK'.

The screenshot shows the Admin Login page of the CabuzTime system. At the top left, there is a green header with the CabuzTime logo. The main content area is light gray and contains the title "Admin Login" centered. Below the title, there are three input fields: "3-Letter Company Designation", "Username", and "Password". Each field has a small white input box. At the bottom center, there is a green button with a white right-pointing arrow and the text "Login".

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- 2) You should now see the Admin Menu Page as shown below. This is the central point where all CabuzTime administration is performed.

Users

- Create User Account** Create a new user account.
- Search User Accounts** Search for specific user info.
- PTO/Sick Leave** Enter/View PTO & sick leave info.

Jobs

- Create Job Number** Create a new job number.
- Search Job Numbers** Search for specific job number info.
- Show Job Hierarchy** Show the hierarchy of all jobs.
- Allocations & Rates** Allocations of jobs, employees, and rates.

Pay Periods

- Create Pay Period** Create a new pay period.
- Search Pay Periods** Search for specific pay period info.

Time & Expense Reports

- Time Reports** Reports of employee timesheets.
- Expense Reports** Reports of employee expenses.

Timesheet Corrections

- Reject Timesheet** Reject an employee's timesheet so the employee can correct.
- Charge Correction** Directly correct a signed-off employee charge entry.
- Correction Report** Reporting of charge corrections.

Import/Export

- Text Export** Export to comma or tab delimited text format.
- QuickBooks Import** Import your desktop QuickBooks IIF file to help create users and jobs.
- QuickBooks Export** Export charging data into IIF file for import into your desktop QuickBooks.
- Payroll Export** Export to Payroll system.

Company Settings

- Company Info** Enter company-wide info.
- MOTD** Message of the Day on the user login page.
- Logo Upload** Upload a new logo.
- Payment Info** Enter payment info.
- Quantity Info** Enter subscription quantity number.
- Logoff** Logoff the Admin account.

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- 3) If you will be interfacing with Quickbooks, it is recommended that you do a Quickbooks import (discussed later), which will automatically load your employees, customers:jobs, and services from Quickbooks.

Create Employee Account

- 1) Click the 'Create User Account' button. You will see the page shown below.

The screenshot shows the 'Create User' form in the CabuzTime admin interface. At the top, there is a green header with the CabuzTime logo and a navigation bar with 'Admin Menu' and 'Create User'. Below the header, a grey bar contains the text 'Enter data. The username, password, lastname, and firstname fields are mandatory.' The form fields are as follows:

- Username: (required, 12 char max)
- Password: (required)
- Verify Password: (required)
- Lastname: (required)
- Firstname: (required)
- Middle Initial:
- Immediate Manager: (dropdown)
- Backup Manager: (dropdown)
- Is a CabuzTime Admin: No, Full Access, Reports Only, Reports Only (non-rates)
- Is a Manager:
- Is Non-Exempt:
- Is Enabled:
- E-mail:
- Misc1:
- Misc2:
- Is Contractor:

At the bottom of the form, there are two buttons: 'Create' and 'Back'.

- 2) Enter the Username. This is what the employee will use to log into CabuzTime. It cannot be longer than 12 characters and must not contain any spaces. Other than that, it can be any combination of letters and numbers. It is a good idea to use the same employee id as you already use in your accounting system for this employee. That way it will be easy to match them up later, if needed.
- 3) Enter the password (twice) for this employee. The password can be anything without spaces. Employees can change their password themselves so it may be best to create all the employee (i.e. user) accounts with the same password such as 'newuser' and then instruct all employees to change their password the first time they log into CabuzTime. For security reasons, the employees should select passwords that are not easy to guess.

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- 4) Enter the employee's last name and first name. These are required fields since the names show up on reports and various CabuzTime web pages.
- 5) Enter the middle initial, if desired. This is an optional field.
- 6) Select the employee's immediate manager and backup manager from the list. These are the only people that CabuzTime will let co-sign (i.e. approve) the employee's timesheet. The lists contain all the employees that were designated as managers (see below). It is best to start creating Employee Accounts from the top of the corporate ladder and work your way down. If you happen to create an employee before his/her manager, simply leave the manager fields blank. Once the manager's account is created, you'll have to edit this employee's account to select that manager.
- 7) Check the box if this employee will also serve as a CabuzTime administrator. Such employees have full access to these Admin pages and can create and modify employee accounts, job number, etc.
- 8) Check the box if this employee will be a 'report-only' admin. These pseudo-admins log into the admin pages like a regular admin but are only able to generate reports from the Admin Menu.
- 9) Check the box if this employee is a manager. The only thing special about managers is that they show up in the 'Immediate Manager' list when creating other employees. If one employee is designated as the immediate manager of another employee, the immediate manager is the only person that CabuzTime will allow to co-sign (i.e. approve) the employee's timesheet.
- 10) Check the box if this employee's account should be enabled. This checkbox comes in handy when an employee leaves your company. In that case, you don't want to delete the employee account since all of their charges will also be deleted, which will interfere with some of your reports such as Year-To-Date reports. By disabling an employee account, the employee can no longer login to access the CabuzTime pages but is still a valid employee and will show up on any report that they has valid charges on.
- 11) Enter the employee's email address. This is needed if you plan to enable email notification to employees that have not filled out their timesheets.
- 12) Select the 'Create' button to create the employee account and return to the Menu Page.

Create Job Numbers

- 1) Click on the 'Create Job Number' button. You should see a page similar to that shown below.

Enter data. The 'Job Number' field is mandatory.

Job Number: (required)

Description:

Start Date: (yyyy-mm-dd)(required)

End Date: (yyyy-mm-dd)(required)

Owner:

Sub-job of:

The fields below can be used, if desired, to enter any info that you'd like associated with this job when exporting to your accounting system.

Additional Info 1:

Additional Info 2:

Additional Info 3:

Create

Back

- 2) Enter the Job Number. This number can be any sequence of letters, numbers, and most special characters. However, it can not have any spaces. You should be able to use the job number or job name that you already use in your accounting system. If your existing job number/name contains spaces, simply replace the spaces with an underscore.
- 3) Enter a description. This field is optional and can contain spaces. It is best not to use long descriptions as it clutters your reports and charging pages.
- 4) Enter the start and end dates that this Job Number is valid for. The dates do not have to match any of the pay period start/end dates. As a safety feature, Job numbers that have not yet reached their start date or those that are past their end date will not show up on the employee's charge page for charging.
- 5) Use the Owner listbox to select the employee (typically a manager but not necessarily) that is immediately responsible for this job number. All enabled employees will show up in this list. If no employee accounts have been setup yet, you'll have to edit this Job Number later to select the owner.
- 6) CabuzTime allows multiple job levels, which means that jobs can have sub-jobs and those sub-jobs can have sub-jobs down to any level. Sub-jobs are handy if you already have your job structure broken down that way and on CabuzTime report. When running a report on multi-level jobs, all hours worked on child jobs are sub-totaled on the parent job row. If you want a job to be a child or sub-job of another job, you must create the parent job first and then when creating the child job, use the "Sub-job of" field to select the parent.

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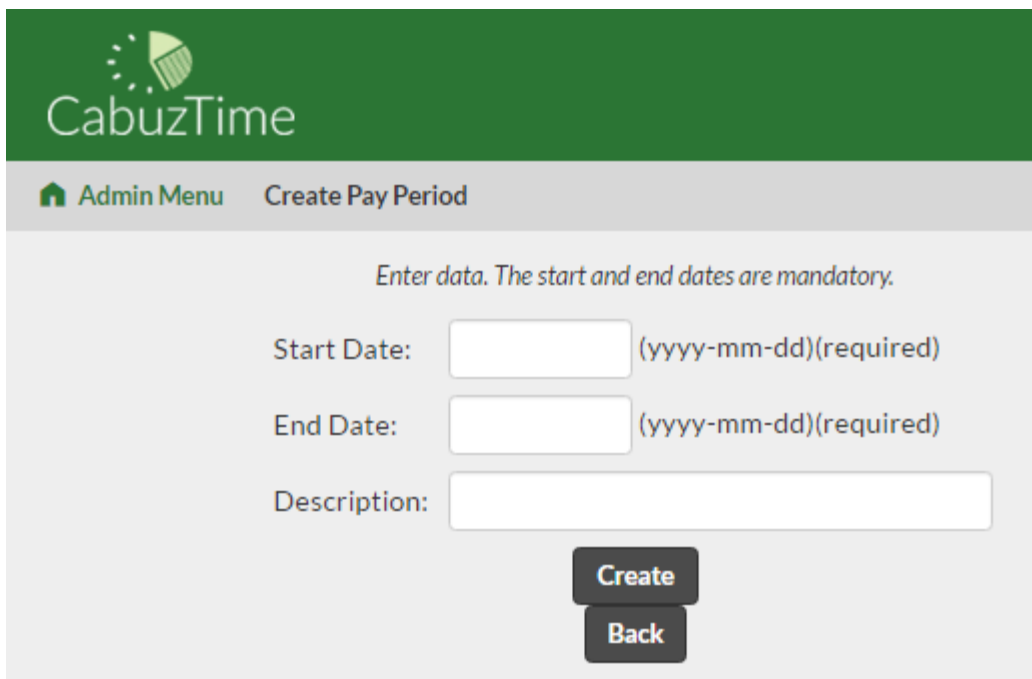
On the other hand, if you want all of your jobs to be on one level, then leave the “Sub-job of” field empty. The benefit of single level jobs is simplicity.

- 7) If you aren't interfacing with Quickbooks, then you'll see three additional fields for misc. data that you can use if you need to include any special job info with your Text Export. CabuzTime does nothing with these Additional Info fields other than include them in the export file.
- 8) If you have performed a QB Import, the 'Additional' fields will be replaced with Quickbooks fields. Use these fields to tie your CabuzTime job to your Quickbooks company/job and service item. Starting in CabuzTime v2.9, you are allowed to select just a QB Customer without a corresponding QB Job or QB Service Item if that matches your QB setup. However, if you mark the CabuzTime job as “Billable”, then you must select a QB Service Item or your subsequent QB Export will fail.
- 9) If you want this job to be billable when imported into QB, check the QB Billable checkbox.
- 10) Click the 'Create' button.

Create Pay Periods

CabuzTime allows you to create pay periods of any length as long as no pay periods overlap. You can setup CabuzTime so that all pay periods are the same or different lengths to precisely match your company's pay cycle.

- 1) Click the 'Create Pay Period' button. You should see the page shown below.



The screenshot shows the CabuzTime web interface. At the top is a green header with the CabuzTime logo. Below the header is a navigation bar with a home icon, 'Admin Menu', and 'Create Pay Period'. The main content area has a light gray background and contains the following elements:

- A heading: *Enter data. The start and end dates are mandatory.*
- A 'Start Date:' label followed by a text input field and the text '(yyyy-mm-dd)(required)'. The input field is empty.
- An 'End Date:' label followed by a text input field and the text '(yyyy-mm-dd)(required)'. The input field is empty.
- A 'Description:' label followed by a larger text input field. The field is empty.
- Two dark gray buttons with white text: 'Create' and 'Back', stacked vertically.

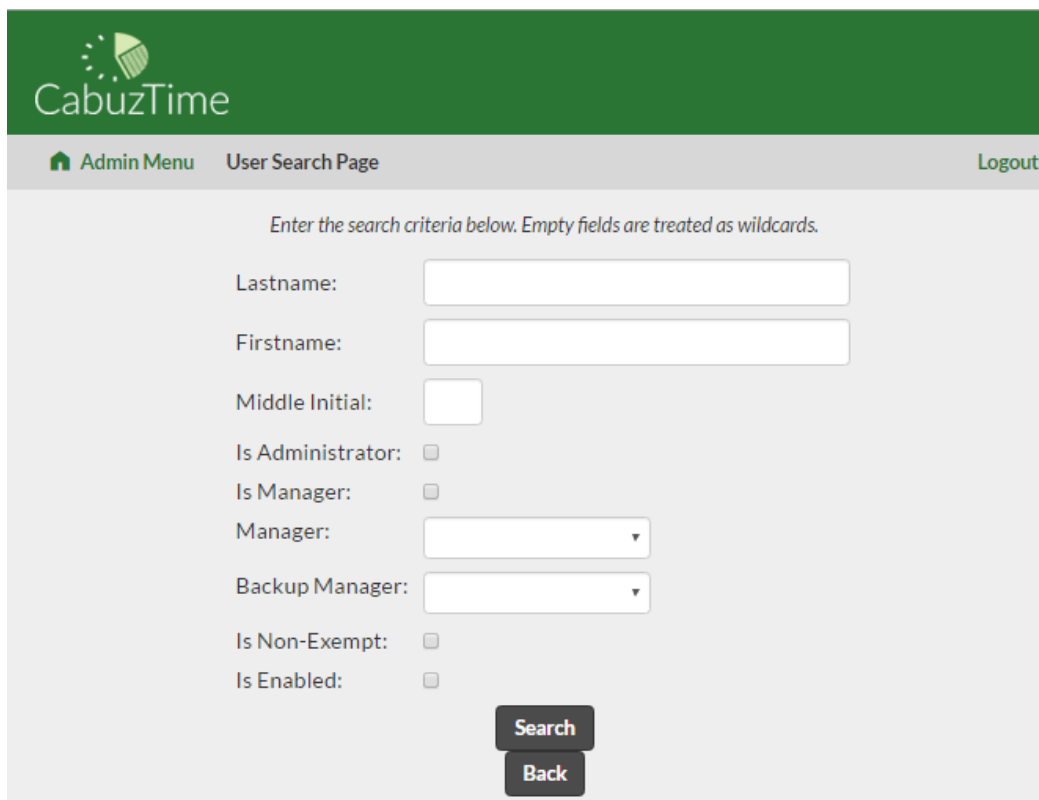
- 2) Enter the start and end dates for this pay period. All dates in CabuzTime must be in the yyyy-mm-dd format. In the event that you enter a date that doesn't exist, CabuzTime will do its best to figure out what you really meant. For example, if you enter '2011-01-32', it will be converted to '2011-02-01'.

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- 3) The Description field is optional and can be used in any way you desire. It can also be left empty.
- 4) Click the Create button to create the pay period and return to the Menu Page.
- 5) Repeat from step 1) to enter more pay periods. It's a good idea to enter several months worth of pay periods. This allows employees to enter vacation hours ahead of time, if needed.

Searching and Editing

To view or modify the employee, job number, and pay period entries you've made, you can use the 'Search User Accounts', 'Search Job Numbers', or 'Search Pay Periods' buttons on the Menu Page. You will be presented with a page similar to the one shown below for searching for employees (i.e. users). Searching for jobs and pay periods is very similar.



Blank fields are considered wild cards. Therefore, if you want to see all employees, leave all the fields blank and click the **Search** button. If you want to narrow down the search, enter as many characters as you need and click the **Search** button. For example, if you enter 'ch' in the Lastname field, all users with lastnames that start with 'ch' will be displayed. Note that you should **not** include a wildcard character such as 'ch*'.

The 'Search Job Numbers' and 'Search Pay Periods' pages contain date fields. If you want to specify a specific date range to search for, enter both a start and an end date. Only those Job Numbers (or Pay Periods) that have those exact start and end dates will be shown. A better search is to use only the Start date and leave the End date blank. CabuzTime will take that to mean to search for those Job Numbers (or Pay Periods) that contain that date anywhere between its start and end dates, inclusive.

Allocating Jobs and Employees

Now that you have created the employees and the job numbers, you need to define the relationships between them. You can either allocate jobs to an employee or allocate employees to a job. If you are setting up CabuzTime for the first time, it really doesn't matter which way you allocate them so do it which ever way makes more sense to you.

If you are have been using CabuzTime for awhile with lots of employees and jobs and then add a new employee, it would be best to allocate the appropriate jobs to that employee. In the same situation, if you add a new job, it would be best to allocate the appropriate employees to that job.

1. Click the 'Allocations & Rates' button. You should see a page as shown below.

The screenshot shows the 'Allocation & Rates' page in the CabuzTime admin interface. The page title is 'Select an option:'. There are two radio button options: 'Allocate jobs to an employee.' (selected) and 'Allocate employees to a job.'. Below the first option is a dropdown menu with the text 'newadmin - Admin, Admin'. Below the second option is a dropdown menu with the text '3000-2JM - System Engineer III'. A 'Next' button is located below the dropdowns. At the bottom of the page, there are two buttons: 'List All Allocations By Employee' and 'List All Allocations By Job', and a 'Back' button.

2. Using the radio buttons, select whether you want to:
 - allocate jobs to a single employee OR
 - allocate employees to a single job

If you selected the option to allocate jobs to a single employee, select the appropriate employee from the list-box and then the 'Next' button. You should see a page as shown below.

The screenshot shows the CabuzTime Admin interface. At the top, there is a green header with the CabuzTime logo. Below the header, there is a navigation bar with 'Admin Menu' and 'Allocations & Rates' on the left, and 'Logout' on the right. The main content area is titled 'for Admin, Admin (newadmin)'. Below the title, there is a instruction: 'Allocate the jobs to this employee and enter his/her rate for each job.' The interface contains a table with two columns: 'Job' and 'Rate'. There are two rows of data, each with a checkbox, a job name, and a rate input field. The first row has a checkbox, '3000-2JM, System Engineer III', and a rate input field containing '0.00'. The second row has a checkbox, 'AB.123, test job', and a rate input field containing '0.00'. Below the table, there are two buttons: 'Submit' and 'Back'.

Job	Rate
<input type="checkbox"/> 3000-2JM, System Engineer III	0.00
<input type="checkbox"/> AB.123, test job	0.00

- a) Use the checkboxes to allocate jobs to that employee. In other words, use the checkboxes to select the jobs that will show up in the employee's list of jobs that they can charge against.
 - b) Use the rate fields to enter the rates that you will charge each customer for that employee's work on those jobs.
 - c) Click the 'Submit' button to save those selections.
3. If you selected the option to allocate employees to a single job, select the appropriate job from the list-box and then the 'Next' button. You should see a page as shown below.

The screenshot shows the CabuzTime Admin interface. At the top, there is a green header with the CabuzTime logo. Below the header, there is a navigation bar with 'Admin Menu' and 'Allocation & Rates' on the left, and 'Logout' on the right. The main content area is titled 'for test job (AB.123)'. Below the title, there is a instruction: 'Allocate the employees to this job and enter their rate on this job.' The interface contains a table with two columns: 'Employee' and 'Rate'. There are six rows of data, each with a checkbox, an employee name, and a rate input field. The first row has a checkbox, 'abrown - Brown, Ally W', and a rate input field containing '0.00'. The second row has a checkbox, 'applebee - Applebee, Jr, Andrew A', and a rate input field containing '0.00'. The third row has a checkbox, 'barnamp - Barnam, PT', and a rate input field containing '0.00'. The fourth row has a checkbox, 'BG1 - Gradel, Brian', and a rate input field containing '0.00'. The fifth row has a checkbox, 'brown - Brown, Joe', and a rate input field containing '0.00'. The sixth row has a checkbox, 'dresserb - Dresser, Beth', and a rate input field containing '0.00'.

Employee	Rate
<input type="checkbox"/> abrown - Brown, Ally W	0.00
<input type="checkbox"/> applebee - Applebee, Jr, Andrew A	0.00
<input type="checkbox"/> barnamp - Barnam, PT	0.00
<input type="checkbox"/> BG1 - Gradel, Brian	0.00
<input type="checkbox"/> brown - Brown, Joe	0.00
<input type="checkbox"/> dresserb - Dresser, Beth	0.00

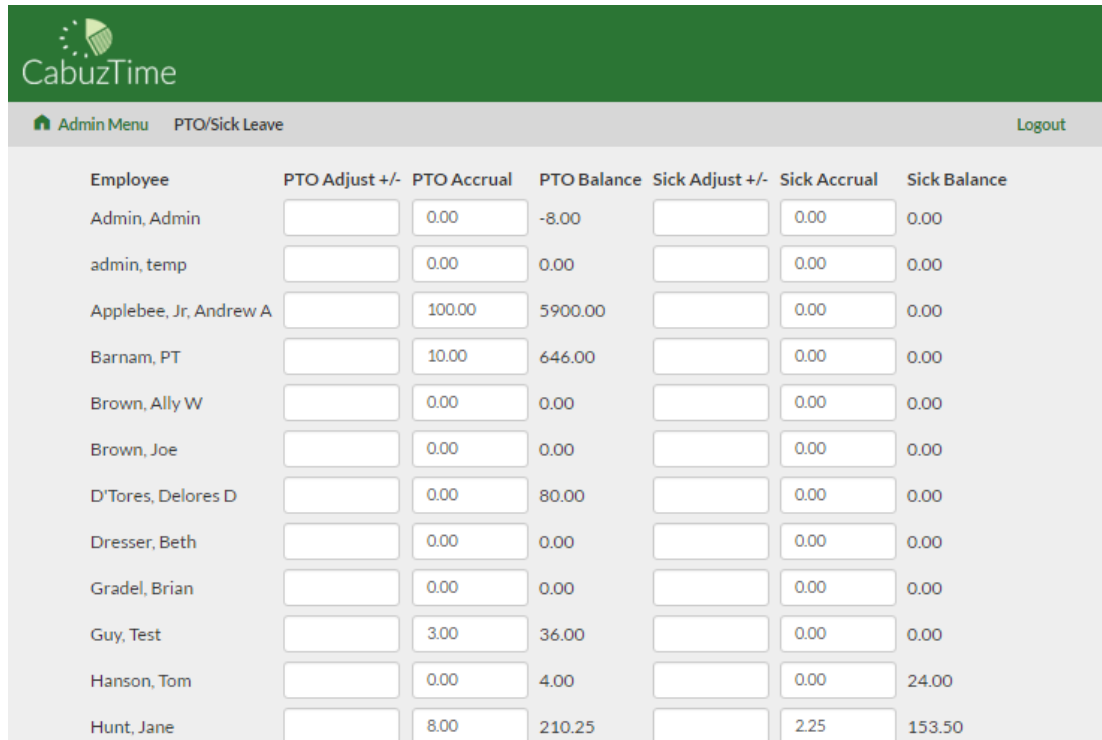
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- a) Use the checkboxes to allocate employees to that job. In other words, use the checkboxes to select the employees that are allowed to charge against that job.
- b) Use the rate fields to enter the rates that you will charge that job's customer for each employee's work.
- c) Click the 'Submit' button to save those selections.

PTO/Sick Leave

Most businesses provide their employees with paid leave. The most traditional method is separate accruals of vacation and sick leave. Another method is to combine all personal leave into a single accrual called "personal time off". CabuzTime will support either method.

1. From the main menu, select the **PTO/Sick Leave** button. You'll see a display similar to the figure below. Notice that the display is laid out with PTO on the left half and Sick Leave on the right half. If you provide your employees with both vacation and sick leave, you will use both halves and treat the PTO fields as vacation. If you provide your employees a single pool of personal time off hours, then you will use only the left half of the display. All entries are in hours.



Employee	PTO Adjust +/-	PTO Accrual	PTO Balance	Sick Adjust +/-	Sick Accrual	Sick Balance
Admin, Admin	<input type="text"/>	0.00	-8.00	<input type="text"/>	0.00	0.00
admin, temp	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
Applebee, Jr, Andrew A	<input type="text"/>	100.00	5900.00	<input type="text"/>	0.00	0.00
Barnam, PT	<input type="text"/>	10.00	646.00	<input type="text"/>	0.00	0.00
Brown, Ally W	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
Brown, Joe	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
D'Tores, Delores D	<input type="text"/>	0.00	80.00	<input type="text"/>	0.00	0.00
Dresser, Beth	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
Gradel, Brian	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
Guy, Test	<input type="text"/>	3.00	36.00	<input type="text"/>	0.00	0.00
Hanson, Tom	<input type="text"/>	0.00	4.00	<input type="text"/>	0.00	24.00
Hunt, Jane	<input type="text"/>	8.00	210.25	<input type="text"/>	2.25	153.50

4. CabuzTime starts all employees at zero balances. Use the **Adjust +/-** columns to enter each employee's current balances of PTO/Vacation and Sick Leave. Generally, you will only need to worry about adjusting an employee's balances the first time you setup an employee's account. Thereafter, CabuzTime will automatically reduce the balances as the employee charges against them and increase the balances through normal accrual. It's important to note that the CabuzTime balances are only estimates. Your accounting system should be the authority on the true balances. In the event that there is a mismatch between CabuzTime and the true balances for an employee, the **Adjust +/-** can be used to tweak the CabuzTime balances.

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5. Use the **Accrual** columns to enter the amount of hours each employee should accrue each pay period. The accrual amount will be added to the employee's balance on the last day of each pay period. The value entered should be:

$$\text{accrual} = \text{total hours per year} / \# \text{ of pay periods}$$

For example, if Roberta gets 2 weeks of vacation per year and your company has 24 pay periods per year (i.e. twice monthly), then Roberta would accrue 3.34 hours each pay period:

$$80 \text{ hours per year} / 24 \text{ pay periods per year} = 3.34 \text{ hours per pay period}$$

6. At the bottom of the PTO/Sick Leave page are two list boxes shown below. Use these to tell CabuzTime which job number is your PTO job and which is your sick leave job. This allows you to set up your actual job numbers with any names you want such as PTO, Vacation, Vac001, Time Off, Sick, SickLeave, SickTime, etc.


test1, test1	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
test2, test2	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
test3, test3	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
user, irfs s	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00
V, Teresa	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00

PTO Job:

Sick Leave Job:

Hints:

- All values are in hours.
- Accruals are applied at the end of each pay period.
- If your company provides only PTO (i.e. combined vacation and sick leave), ignore all the Sick fields.
- If your company provides both vacation and sick leave, treat PTO as vacation.
- Use the "Adjust +/-" columns to enter an employee's beginning balance or to tweak their balance, if needed.
- The balances here are estimates only. You may need to tweak them periodically to match the employee's true balances.

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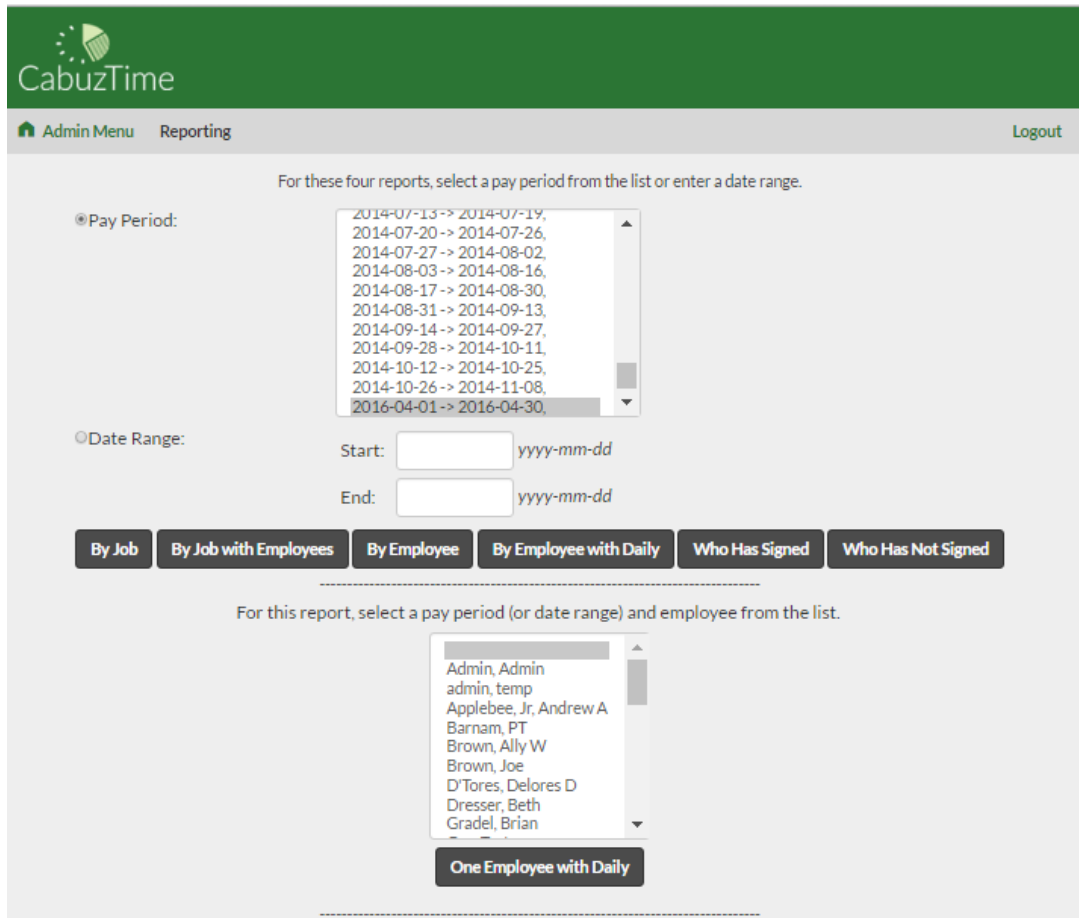
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7. The buttons at the bottom allow you to submit the page and return to the main menu, submit the page and return to this page to verify your numbers, or simply return to the main menu (not submit).

Time Reports

CabuzTime can produce reports based on job or employee for one or multiple pay periods.

- 1) Click the 'Time Reports' button. You should see the page shown below.



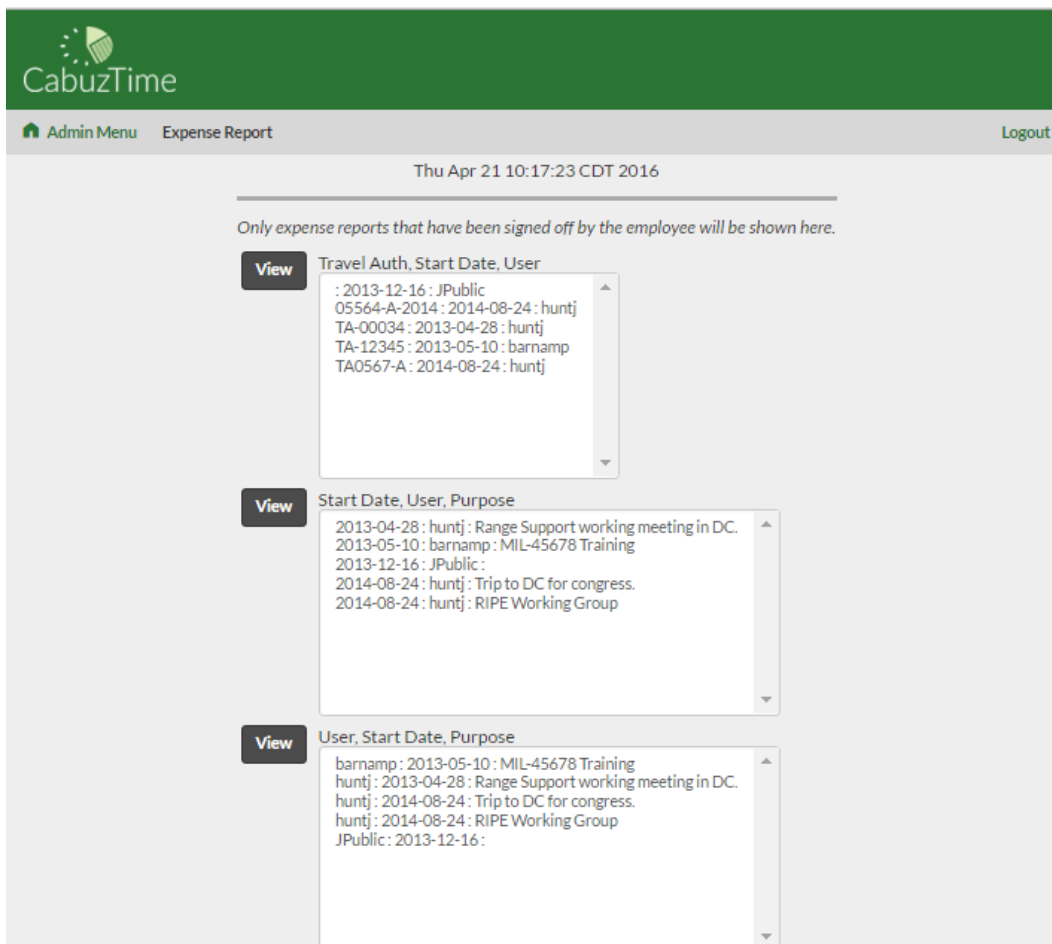
- 2) You can either select a single pay period to generate a report or enter a range of dates to report on.
- 3) By selecting one of the four 'By...' buttons, you can generate a report of:
 - all jobs grouped by job without individual employee charging totals,
 - all jobs grouped by job with individual employee charging totals shown (both hours and dollars),
 - all employees grouped by employee without individual daily charges, or
 - all employees grouped by employee with the individual daily changes shown.
- 4) If you want to generate a report for a single employee showing his/her daily charges, use the listbox at the bottom of the page to select the desired employee and then click the 'One Employee w/ Daily' button.
- 5) The “By Date, Job, & Employee” report is a powerful (but needfully unattractive) report in spreadsheet form that lets you generate reports for all combination of dates, employees, and jobs.

Expense Reports

CabuzTime allows employees to create and edit expense reports for business trips and purchases. As an admin, you can view/print the reports or reject them if changes are needed.

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- 1) Click the “Expense Reports” button on the main menu. You will see a page similar to below. The page has several listboxes. You can get to any expense report using any listbox. The only difference is that they are sorted differently to make it easier to find the specific expense report you are after.



- 2) Select an item from a listbox and click the corresponding 'View' button. You will see the expense report similar to the image below. The expense report allows up to two weeks of expense entries.

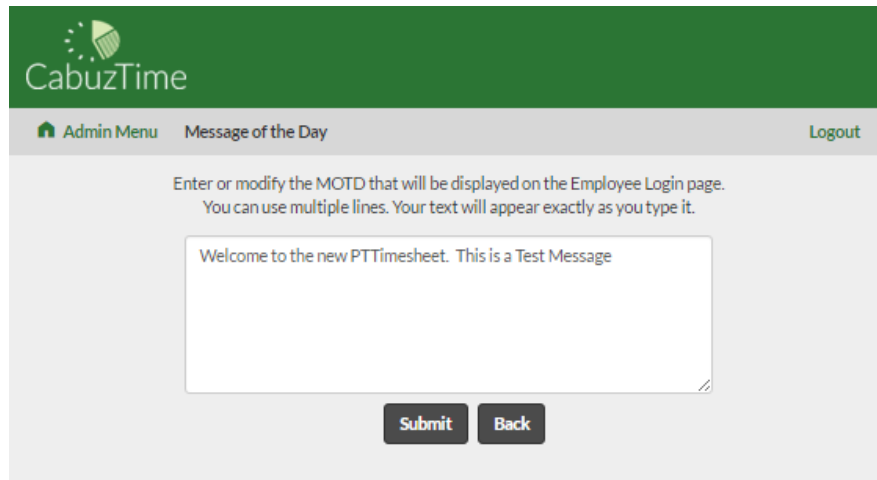


- 3) To print the expense report, simply use your browser's File > Print menu.
- 4) If the expense report is signed off by both the employee and manager, it is locked and no further changes can be made. However, if changes are required, the admin can click the 'Reject' button that will remove the manager's signature and unlock the expense report. The employee can then make the needed changes and the manager can re-sign it.

Message Of The Day

The Message Of The Day (MOTD) is displayed on the Employee Login Page. The MOTD is a good way to post a notice that all employees will see such as "The office will be closed on January 2nd as a company holiday".

- 1) Click the 'MOTD' button. You should see the display shown below.



- 2) Click anywhere within the text area and type in your message.

Reject Timesheet

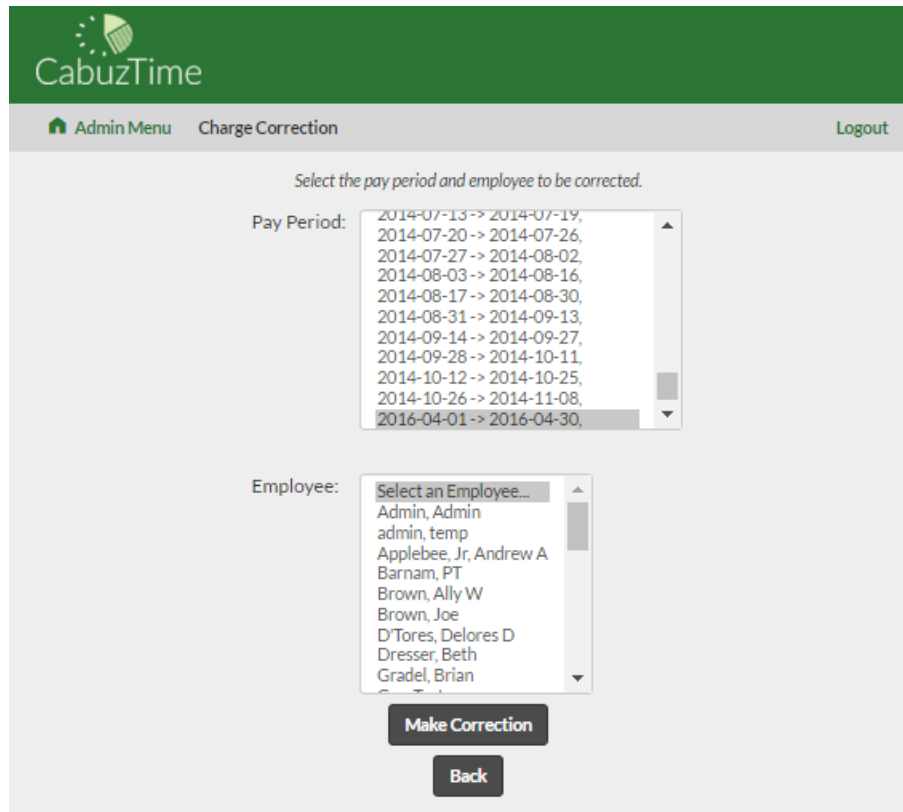
Even with your best efforts, charge errors will be made. Once the manager co-signs a timesheet, that timesheet is locked and no further charges or changes can be made. To allow the employee to make changes to their timesheet, the admin must reject the entire timesheet. That will result in the employee and manager signatures being cleared. Once the timesheet is rejected, the employee can make the necessary changes and re-sign the timesheet as normal. The manager will then co-sign the timesheet. All timesheet rejections are recorded and will appear in the Charge Correction Report.

- 1) Click the “Reject Timesheet” button. You should see a page similar to the figure below.
- 2) Select the desired Pay Period and Employee whose timesheet you want to reject. Double-check your selections before proceeding.
- 3) Click the “Reject Timesheet” button. You'll get a confirmation that the timesheet was successfully rejected. If the employee that you selected doesn't have a signed timesheet for the pay period that you selected, you'll get an error message.
- 4) You'll need to notify the employee and manager that the timesheet was rejected and is now available for changes.

Charge Correction

If an error is noticed in an employee's timesheet that is already signed off by the employee and the manager, the recommended option is to reject the timesheet as discussed above. However, if the employee isn't available to make the change in a timely manner, the admin can use the Charge Correction process to make the needed change. If this process is used, the employee will be automatically notified the next time they logs in that a correction was made by the admin and the employee must review and re-sign their timesheet. All charge corrections are recorded and will appear in the Charge Correction Report.

1. On the main menu, click the Charge Correction button. The Charge Correction page will be displayed as shown below.

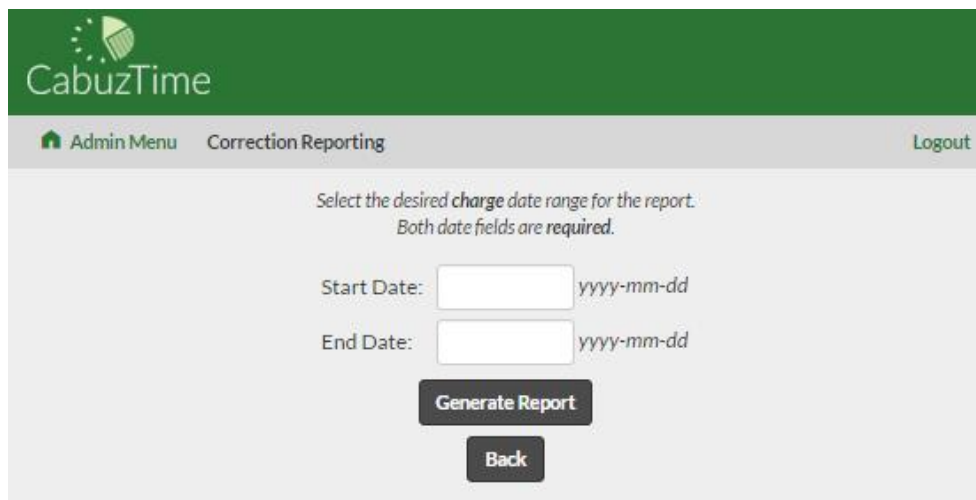


2. Select the pay period and the employee whose timesheet needs to be corrected and click Make Correction.
3. Make the required changes like a normal timesheet and then click “Submit Corrections”.

Correction Report

All Charge Corrections made in CabuzTime are tagged as corrections and remain in the database along with unchanged charges. The Charge Correction Report can be used to view all charges for each employee.

- 1) Click the 'Correction Report' button.



- 2) Enter the Start and End dates for the report and click the 'Generate Report' button. The report window will be displayed.

2015-07-01 through 2016-04-21

Signed off (i.e. locked) timesheets that were rejected by the admin so that the employee could make corrections:

Employee	Period Start	Period End	Rejected By	Rejected On
huntj	2016-04-01	2016-04-30	huntj	2016-04-21

Individual changes made by employees:

Charge Date	Employee	Job #	Job Desc	Hours Was	-->	Hours Is	Change On	Reason
-------------	----------	-------	----------	-----------	-----	----------	-----------	--------

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Text Exporting

CabuzTime is not an accounting system. However, the charging data that your employees enter in CabuzTime can easily be transferred to your accounting system either by hand or by electronically exporting the data. The way you choose depends on your computer literacy and your accounting practices.

Some companies may prefer to keep a definite independence between their charging and accounting systems. This can be done by simply printing out the reports and entering the individual employee charges by hand from the report into their accounting system. The hard copies of the reports can then be filed away for safe keeping.

Other companies prefer the ease of electronically transferring their charging data from CabuzTime into their accounting system. CabuzTime can create export files that contain the charge date, the employee who charged, the job number charged to, and hours charged. The exported text file can be either comma delimited or tab delimited.

- 1) Click the 'Exporting' button. You should see a page similar to the display show below.

The screenshot shows the 'Export Page' in the CabuzTime Admin interface. At the top, there is a green header with the CabuzTime logo. Below the header, there is a navigation bar with 'Admin Menu' and 'Logout' links. The main content area contains the following text: 'Create a new text export file. You'll be prompted for where to save the file.' Below this text are four form fields: 'Start Date:' with a text input box and '(yyyy-mm-dd)' to its right; 'End Date:' with a text input box and '(yyyy-mm-dd)' to its right; 'Delimiter:' with two radio buttons, 'Tab' (selected) and 'Comma'; and 'Hours Format:' with two radio buttons, 'HH.MM' (selected) and 'HH:MM'. At the bottom of the form are two buttons: 'Create' and 'Back'.

- 2) Enter the desired start and end dates that you want exported.
- 3) Click the 'Create' button.
- 4) Your browser will display a File Save dialog asking where you want the new file placed on your computer. The file comes with a default name but you can change it to anything that you like.
- 5) To import the data file into your accounting system, you'll need to refer to your accounting system's user manual.

Payroll Export

CabuzTime can create an export file that can then be imported into payroll services for generating payroll. After exporting from CabuzTime and prior to importing into your payroll service for the first time, you'll need to perform some setup in your payroll service so that it will know what data is contained in each of the file fields. You should refer to their instructions for navigating through that process.

The CabuzTime export file that is produced contains the following column headers:

- Employee #
- Last Name
- First Name
- MI
- Regular Hours
- Regular Overtime Hours
- Holiday Hours
- PTO Hours
- Sick Hours
- Employee Misc1

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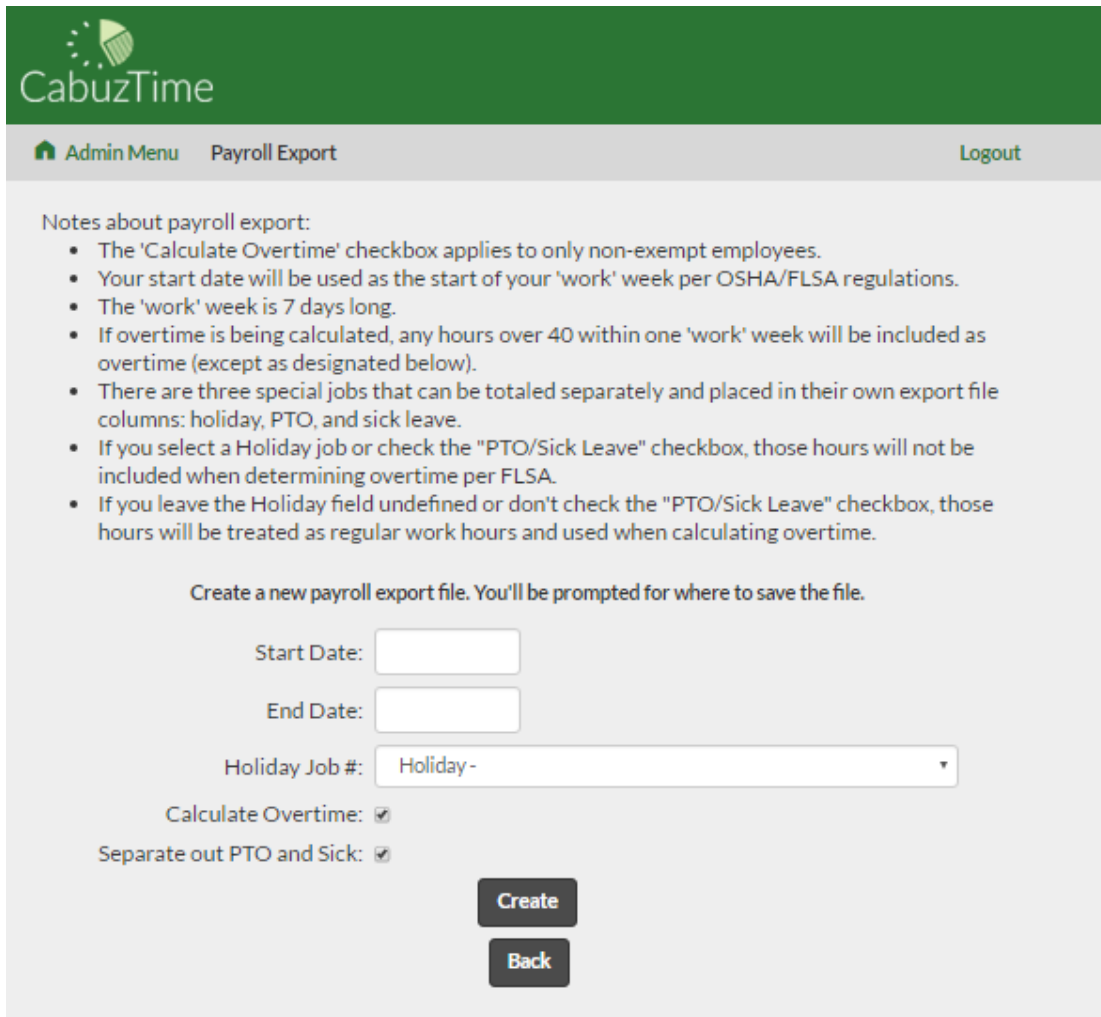
- Employee Misc2

Depending on how your payroll service account is setup, you may not need all of these columns. If so, within your payroll service, you should be able to designate any column as a 'Filler' column to be ignored when it imports the file. For example, if you use only PTO and not Sick Leave, you can designate the "Sick Hours" as a filler column within your payroll service.

The payroll export file that CabuzTime generates is a simple comma-separated (csv) file that can be opened within Excel if you need to make any direct changes to the file. You may need to make such changes if you have a unique payroll setup that cannot be handled automatically by CabuzTime.

To generate your payroll export file from CabuzTime:

- 1) Click the 'Payroll Export' button on the main menu. You should see a page similar to the display shown at below.
- 2) Enter the start and end dates of your payroll period.
- 3) If you want to separate out holiday hours from regular hours, use the listbox to select the Job that you want designated as the Holiday Job.
- 4) If you want CabuzTime to use 40 hours per week as regular hours and any remaining hours as overtime, select the "Calculate Overtime" option. Overtime will be calculated for only those employees designated as non-exempt.
- 5) If you want CabuzTime to separate out PTO and Sick Leave hours from regular hours, select the "Separate out PTO and Sick" option.
- 6) Click the "Create" button
- 7) Your browser will display a File Save dialog asking where you want the new file placed on your computer. The file comes with a default name but you can change it to anything that you like.
- 8) Refer to your payroll service user guide for specific instructions on how to import this file.



QB Import

Follow the steps below to import your Quickbooks Desktop IIF file to CabuzTime. The employees that you have defined in Quickbooks will be automatically created in CabuzTime. The customers, jobs, and service items will be added to listboxes on the Create/Edit Job pages.

Quickbooks comes with a built-in 'Timer' utility that allows employees to enter time worked without each employee having to run the full-blown Quickbooks software. At the end of a pay period, each employee would send their 'Timer' file containing all their current hours to their Quickbooks administrator who would import them all into Quickbooks.

The Quickbooks built-in 'Timer' utility has many drawbacks and does not satisfy DCAA regulations for timekeeping. CabuzTime does satisfy DCAA regulations for timekeeping and can be integrated with Quickbooks through the Timer file import/export process.

Setup:

For the import of employees, customers, jobs, etc. from Quickbooks, it is **very important** that certain fields in Quickbooks be filled out to match what is expected by CabuzTime. In most cases, you will already have these Quickbooks fields filled out as a normal process of setting up Quickbooks for use by your company. The first and last names are required but the middle initial is optional. **The names cannot contain commas.**

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The following figure shows the relationship between the Quickbooks customer/job/item and the CabuzTime job. The extra fields at the bottom of the CabuzTime Create/Edit Job Pages will contain the information from Quickbooks for the customer, job, and service item. The service item can be found on the Quickbooks Lists page as shown below. When later exporting CabuzTime data, Quickbooks expects to see those pieces of information so you must fill them out within Quickbooks before doing the QB Import so that CabuzTime will have them to give back. Since Quickbooks allows you to charge to a customer directly without a corresponding job or service item, CabuzTime (starting with v2.9) allows it also. The only exception is if a job is tagged as “Billable”, then you must define and select a Service Item. That is a requirement of QB. **Fields cannot contain commas.**

The image shows a composite of three windows. At the top is the 'AZ Technology, Inc. - QuickBooks Pro 2006 - [Edit Job]' window. It displays 'Job Name' as 'sw_purchase' and 'Current Balance' as '0.00'. Below this are tabs for 'Address Info', 'Additional Info', 'Payment Info', and 'Job Info'. The 'Address Info' tab is active, showing fields for Customer (Ivods), Company Name (Ivods), Contact (Larry Schneider), Phone (256-544-1234), and First Name (Larry). Below this is the 'Item List' window, which is open to the 'Edit Item' dialog for 'Software Engineering'. The 'Type' is set to 'Service' and the 'Rate' is 0.00. The 'Account' is 'Project Revenue'. Overlaid on the right side of these windows is the 'CabuzTime Admin Create Job Page'. It features the CabuzTime logo and the text 'Admin Create Job Page'. Below the logo, it says 'Enter data. The 'Job Number' field is mandatory.' The form includes fields for Job Number (required), Description, Start Date (required), End Date (required), Owner, Sub-job of, QuickBooks Customer:Job, QuickBooks Service, and QuickBooks Billable. There are 'Create' and 'Back' buttons at the bottom.

There are many ways to setup Quickbooks and you'll know which way is best for your business. CabuzTime does not dictate that. However, there is a scheme for setting up your Service Items that has worked well for CabuzTime customers. The Quickbooks Customers and Jobs are pretty straightforward but the Service Items generally cause confusion.

Imagine that you have an employee. You want to bill that employee out at the highest rate you can. On one task, you may be able to bill him/her at \$78 while on another task you may bill him/her at \$95. Therefore, you wouldn't want to set a single rate in Quickbooks for that employee. A good place to keep those different billable rates separate is through individual Service Items. One for each employee rate. That's a good start but it can be done more efficiently. If you have standard billable rates (I.e. GSA Schedule) then it makes more sense to create Quickbooks Service Items according to those rates. For example, if you do engineering work, you may have standard billable rates of:

Engineer – Jr

Engineer

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Engineer – Sr

Engineer – Staff

If you setup a Service Item for each skill/pay level, then you can apply those Service Items across multiple employees. When you import those Service Items into CabuzTime (using the QB Import button), you would create jobs specific to each service item and then allocate those jobs to the appropriate employees. For example, if you have a software development contract like “03-1234-A Widget Development & Test” and you know that you'll need two types of engineers to work it, you could create CabuzTime jobs:

03-1234-A-EngJr (with the QB service item 'Engineer – Jr' selected)

03-1234-A-EngSr (with the QB service item 'Engineer – Sr' selected)

You would allocate the EngJr job to your five junior engineers and the EngSr to your three senior engineers, for example. When you do the QB Export, Quickbooks would then be able to make the connection between their hours worked and the pay rates to bill at.

In addition to employees, you can setup your QB vendors and “other names” list entries as pseudo-employees so that they can use CabuzTime to enter their time. Any QB vendor or “other names” person that you have entered a valid first and last name for (in addition to their company name) will be pulled in by CabuzTime as a possible pseudo-employee for you to select or ignore.

QB Import steps:

- 1) After setting up Quickbooks as discussed above, click the 'QB Import' button on the main menu. You will see a page similar to the display show below. Read and follow the information on that webpage to export the IIF file from Quickbooks. That is the file that you will then import here into CabuzTime.

Follow the steps below to export your IIF file from QuickBooks to your hard drive. These settings are important so that CabuzTime can parse the file when it's uploaded here.

1. In QuickBooks, adjust your preferences (i.e. Edit > Preferences):
 - General > Company Preferences > Display Time > HH.MM
 - Payroll & Employees > Company Preferences > Display Employee List By Last Name
2. In QuickBooks, generate a Timer export file by selecting the menu choices:
 - File > Utilities > Export > Timer Lists.
3. In QuickBooks, a dialog box will be displayed to allow you to select the folder and filename where you want the exported file to be placed on your hard drive (i.e. qb_export.iif). QuickBooks files traditionally end with '.iif'.
4. Note: CabuzTime maintains only a single IIF for you. Therefore, any subsequent IIF file that you upload will overwrite any previously uploaded IIF file.

You can include your contractors as pseudo-employees. By selecting the checkboxes below, CabuzTime will look through your QB IIF file for vendor and 'other name' entries that have valid first and last names and will display them along with your regular employees on the next page for your selection.

Include QB Vendors that have valid first and last names?

Include QB Other Name list entries that have valid first and last names?

Choose the QuickBooks IIF file from your hard drive to upload to the CabuzTime server:

No file chosen

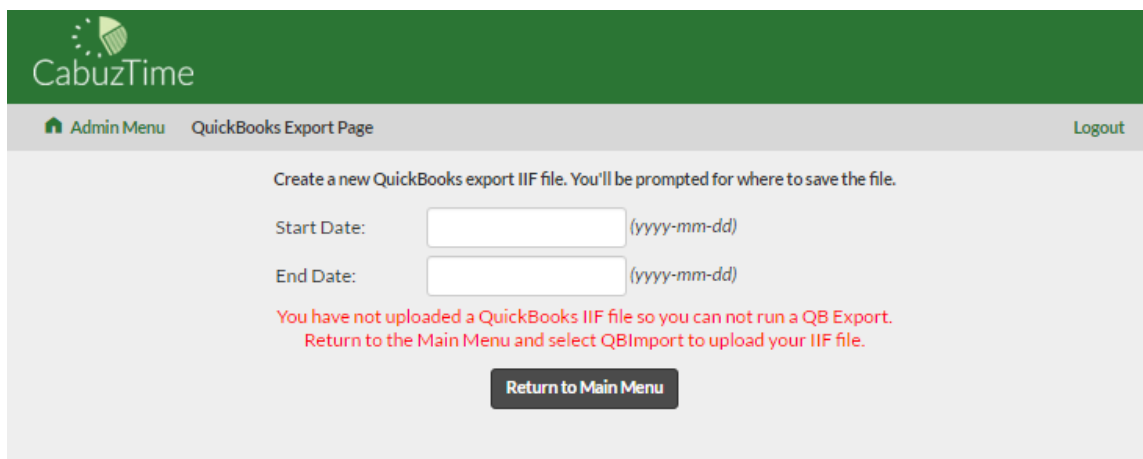
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- 1) Select the QB Vendors or QB Other Name checkboxes if you would like CabuzTime to pull in those people as pseudo-employees.
- 2) Click the Browse button to open a dialog that will let you select the IIF file from your hard drive.
- 3) Click the Upload button to upload the selected IIF file to CabuzTime. You will see a page similar to the following.
- 4) The lastname, firstname, and middle initial for each employee are pulled from the uploaded IIF file. Only those employees from the IIF file that do not already exist in CabuzTime will be displayed in the table. Enter a username (of 12 characters or less) and a password for each employee that you want to create and select which ones are managers. If you leave the username blank or check the Ignore checkbox, that employee will be ignored.
- 5) Click the Submit button.

QB Exporting

Follow the steps below to export your charging data to a file that can then be imported into Quickbooks.

- 1) Click the 'QB Export' button on the main menu. You should see a page similar to the display show below.
- 2) Enter the desired start and end dates that you want exported.
- 3) Click the 'Create' button.



- 4) Your browser will display a File Save dialog asking where you want the new file placed on your computer. The file comes with a default name but you can change it to anything that you like.
- 5) To import the data file into Quickbooks, you'll need to refer to the Quickbooks User Guide.

Company Info

This section is for entering certain information about your company that CabuzTime needs. Currently, it is used only by the email notification mechanism.

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- 1) Click the 'Company Info' button. You should see a page similar to below.

Enter company-specific data.

Enable Email Notifications:

Days of the week to monitor:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Admin Email:

CC Managers?

Email Text:

Notification Hour: (0-23 Pacific timezone)

Expense Report for Admin:

Expense Report for Manager:

- 2) If you want CabuzTime to start sending out email notifications to those of your employees that fail to fill out their timesheets, you must set everything on this page. In addition, you must enter an employee email for each employee using the Create/Search User Accounts buttons on the main menu.
- 3) Check the 'Enable' checkmark to turn the system on.
- 4) Select the days of the week that the timesheet check should be made for.
- 5) Enter the admin email. This will be set as the sender of the emails and will also get a CC of each email sent to an employee.
- 6) Check the 'CC Managers' checkbox if you want the manager of each delinquent employee to get a CC of the email.
- 7) Finally, enter the text that you want included as the body of the notification email.

Payment Info

In the Admin Payment Info Page, the credit card attached to the account can be updated, or the subscription can be cancelled or renewed based on the current status of the account.

To update the credit card attached to the account follow the steps below.

1. Click the Payment Info button in the Admin Menu Page.
2. Click Edit.
3. Enter a new credit card, invoice email, and address if required.

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4. Click Submit. The old credit card will be forgotten and replaced with the new one.

To cancel the subscription follow the steps below. You will not be able to cancel your subscription if you are not subscribed. Cancelling the subscription will put the account into read-only mode. No data can be edited or added until you renew the subscription.

1. Click the Payment Info button in the Admin Menu Page.
2. Click Cancel to cancel the subscription immediately.
3. You will be logged out of CabuzTime.

To renew the subscription follow the steps below. You will not be able to renew your subscription if you are not subscribed. Renewing the subscription will renew write access to the account.

1. Click the Payment Info button in the Admin Menu Page.
2. Click the Renew Subscription button.
3. Click the Resubscribe button.

You will be charged immediately upon resubscribing, and you will continue to be charged on the same date that you subscribed each month until you cancel. It may take a few minutes for the changes to take effect.

Subscription Quantity

To change how many seats are available follow the steps below.

1. Click Quantity Info in the Admin Menu Page.
2. Enter a new number for the number of employees.
3. Click Submit.

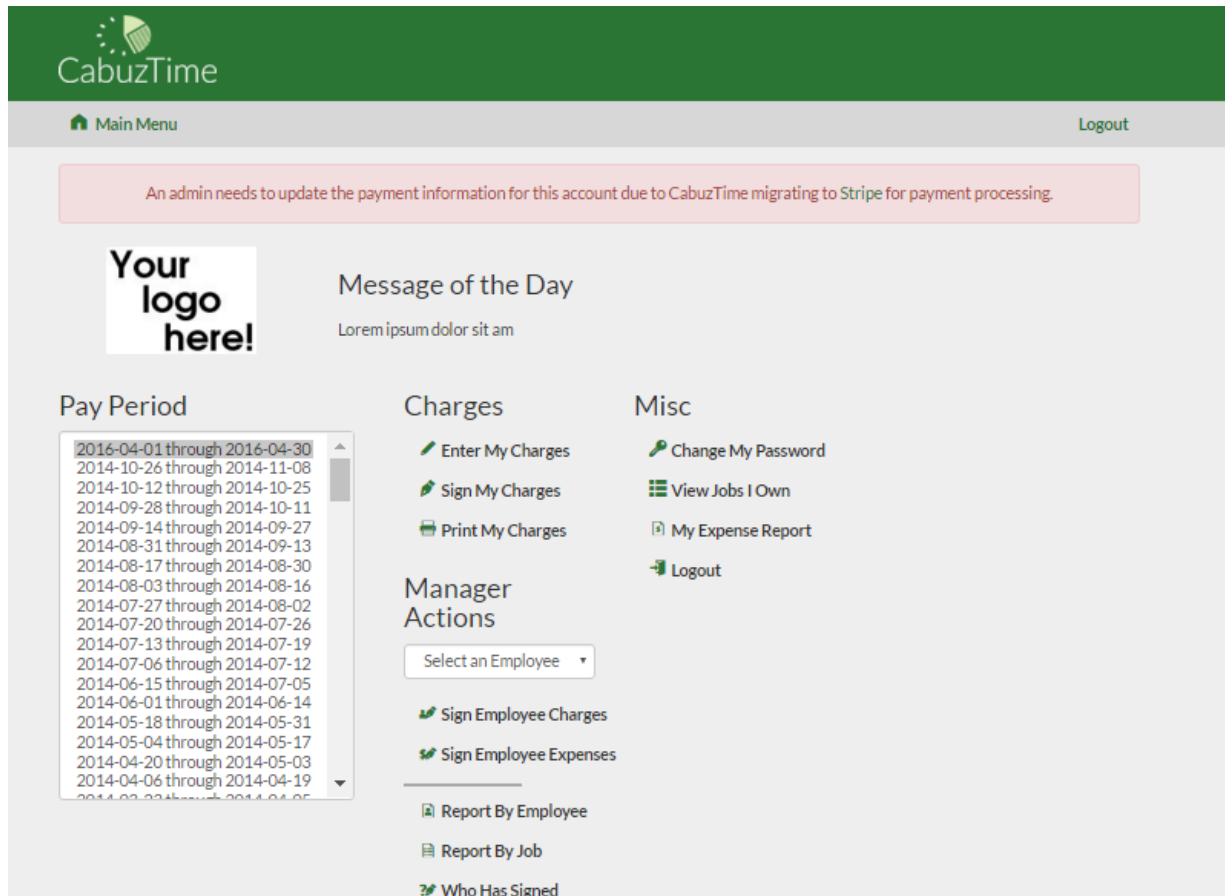
The subscription changes will be prorated.

Migrating from PTTimesheet

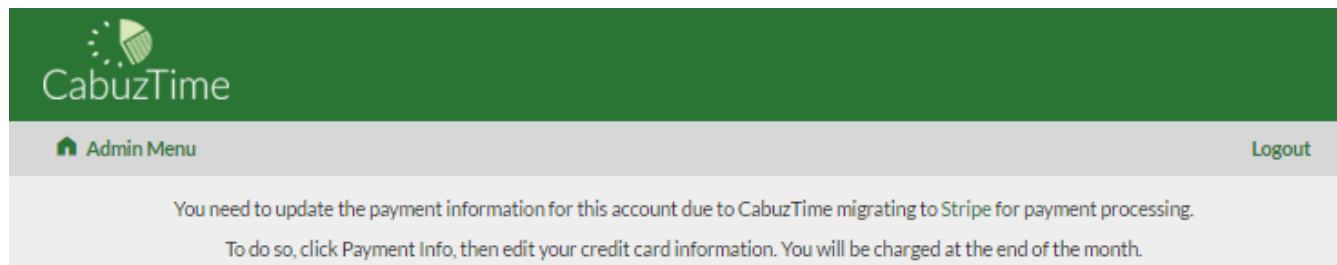
CabuzTime now uses [Stripe](#) for payment processing. You will not be charged for migrating your account. You will be charged at the end of the month as usual.

When you log into CabuzTime for the first time you will see a message similar to the one below.

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Or if you are an admin.



To migrate your account follow the steps below.

1. Click Payment Info button in the Admin Menu Page. Your billing information should appear blank if you have not migrated.

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Admin Menu Payment Info Logout

View payment data.

Credit/Debit Card

Name on card:

Type:

Ends with:

Expires on: /

Invoice

Invoice Email:

Billing Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

Edit

Back

2. Click the Edit button. A payment input form will load.

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Admin Menu Payment Edit

Enter payment data. All fields are required.

Credit/Debit Card

Name on card:

Card Number:

CVC:

Expiration (MM/YYYY): /

Invoice

Invoice Email:

Billing Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

Submit

Back

3. Enter your payment information into the form. All fields are required. The information input below is just an example.

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Enter payment data. All fields are required.

Credit/Debit Card

Name on card:

Card Number:

CVC:

Expiration (MM/YYYY): /

Invoice

Invoice Email:

Billing Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

4. Click Submit. You should be redirected back to the Admin Menu Page upon success, and the message should be removed. If there was an error, it will be displayed at the top of the page.

Customer Support

If you have questions, you can send an e-mail to support@cabuz.com. We will respond as soon as possible.

Version Information

This guide was last updated April 2016.