

# Office Timesheets Version 8 Nested Features/Function Reference

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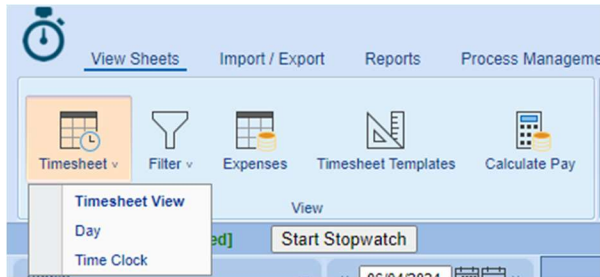
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## VIEW SHEETS TAB

### *Time Entry Ribbon Group*

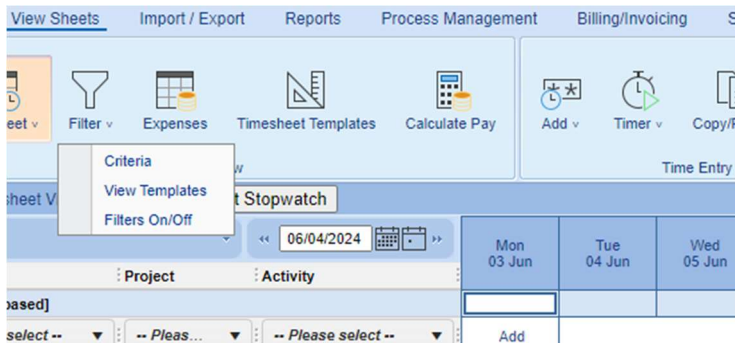
#### Timesheet Icon

- Timesheet View
- Day View
- Time Clock View



#### Filter Icon

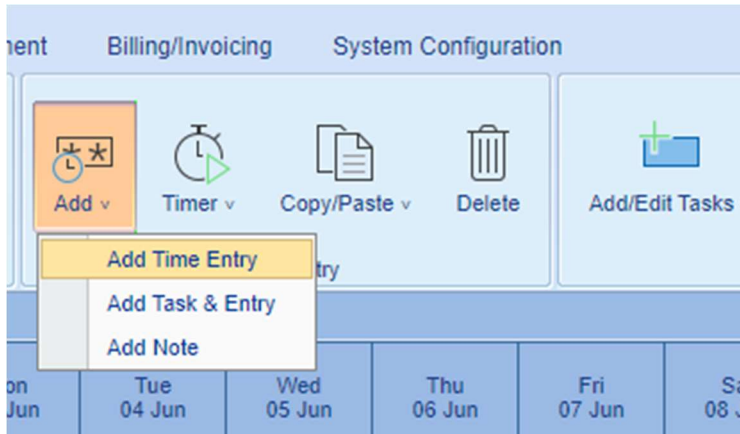
- Criteria
- View Templates
- Filters On/Off



### *Time Entry Ribbon Group*

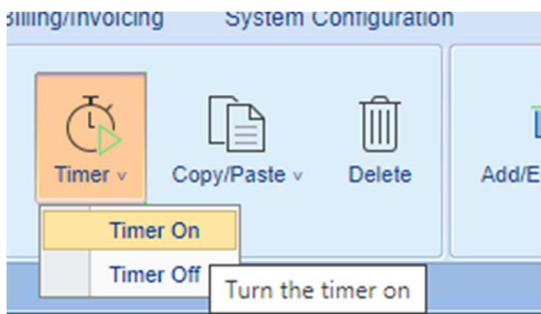
#### Add Icon

- Add Time Entry
- Add Task & Entry
- Add Note



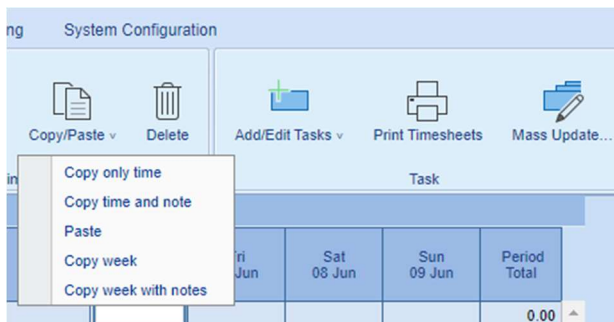
### Timer Icon

- Timer On
- Timer Off



### Copy/Past Icon

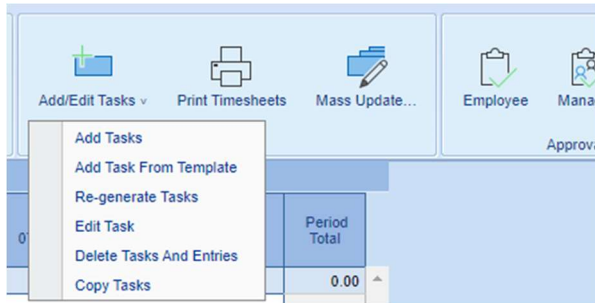
- Copy only time
- Copy time and note
- Paste
- Copy week
- Copy week with notes



### *Time Entry Ribbon Group*

### Add/Edit Tasks Icon

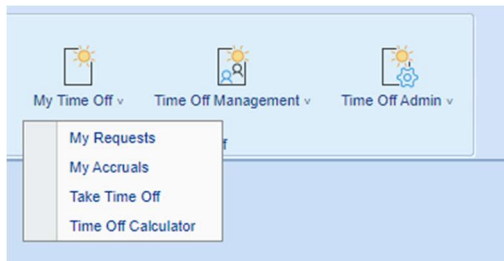
- Add Tasks
- Add Task From Template
- Re-generate Tasks
- Edit Task
- Delete Tasks and Entries
- Copy Tasks



### *Time Off Ribbon Group*

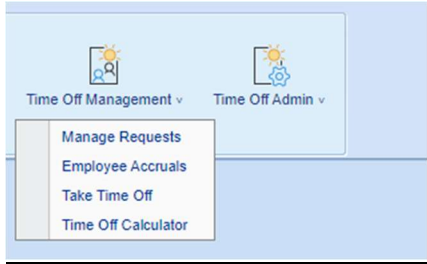
#### My Time Off Icon

- My Requests
- My Accruals
- Take Time Off
- Time Off Calculator



### Time Off Management

- Manage Requests
- Employee Accruals
- Take Time Off
- Time Off Calculator



### Time Off Admin

- Transfer Adjustments
- Close Fiscal Year

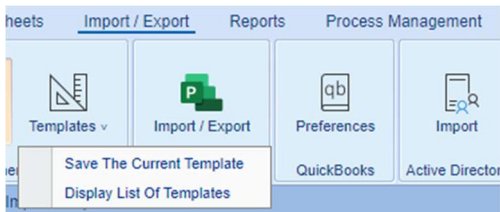


## IMPORT/EXPORT TAB

### *Generic Ribbon Group*

#### Templates Icon

- Save the Current Template
- Display List of Templates

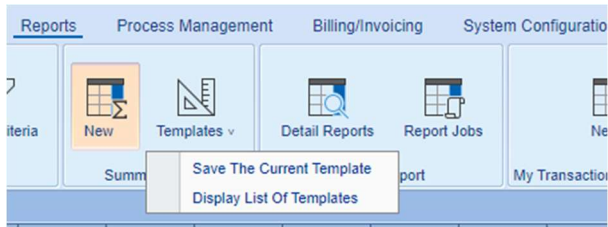


## REPORTS TAB

### *Summary Reports Ribbon Group*

#### Templates Icon

- Save the Current Template
- Display List of Templates

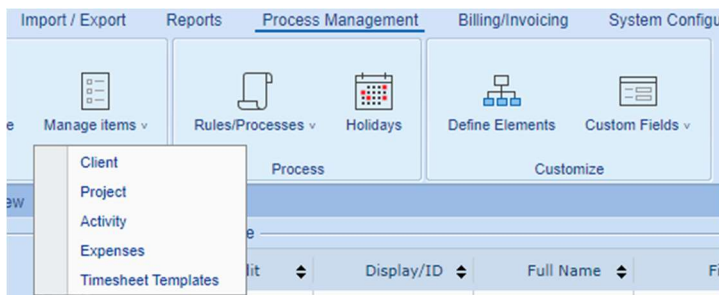


## PROCESS MANAGEMENT TAB

### *Edit Ribbon Group*

#### Manage Items Icon

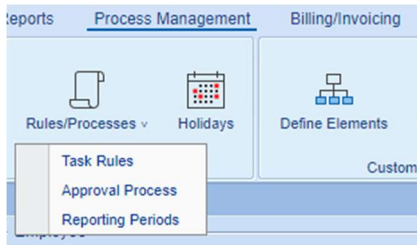
- Element Levels 1-10
- Expenses
- Timesheet Templates



### *Process Ribbon Group*

#### Rules/Processes Icon

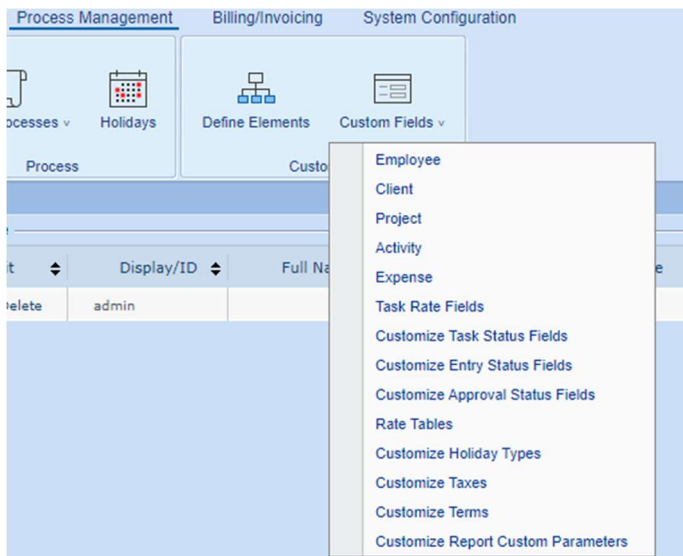
- Task Rules
- Approval Process
- Reporting Periods



### *Customize Ribbon Group*

#### Custom Fields Icon

- Employee
- Element Levels 1-10
- Expense
- Task Rate Fields
- Customize Tasks Status Fields
- Customize Entry Status Fields
- Customize Approval Status Fields
- Rate Tables
- Customize Holiday Types
- Customize Taxes
- Customize Terms
- Customize Report Custom Parameters

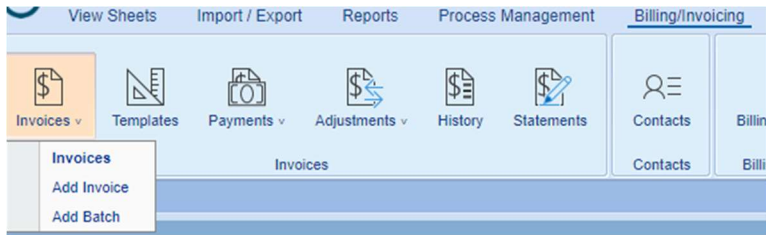


## BILLING/INVOICING TAB

### *Invoices Ribbon Group*

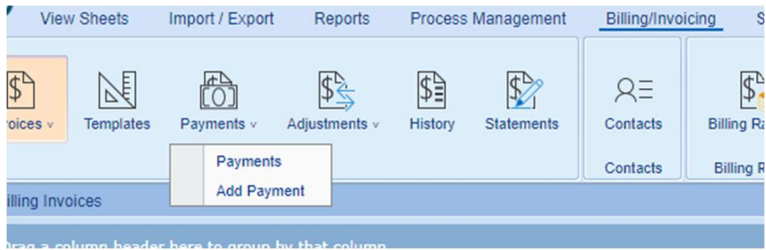
#### Invoices Icon

- Invoices
- Add Invoice
- Add Batch



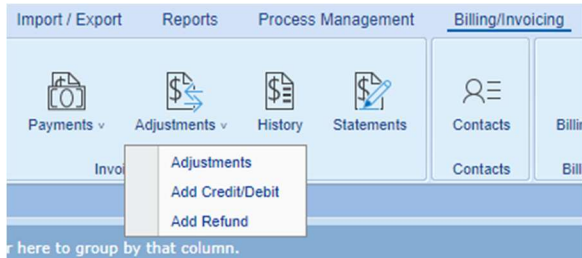
Payments Icon

- Payments
- Add Payments



Adjustments Icon

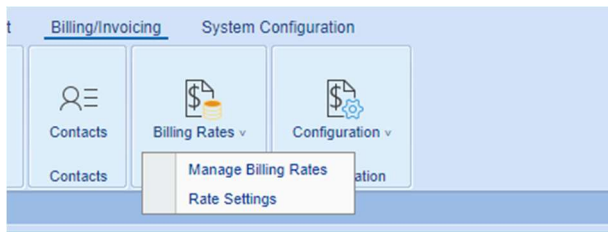
- Adjustments
- Add Credit/Debit
- Add Refund



*Billing Rates Ribbon Group*

Billing Rates Icon

- Manage Billing Rates
- Rate Settings

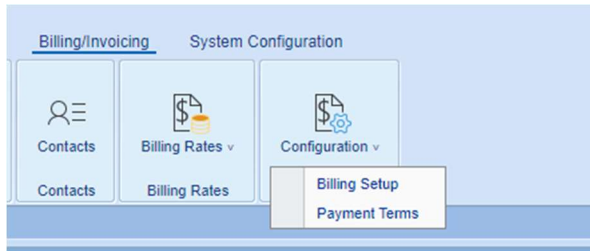


*Configuration Icon Group*



## Configuration Icon

- Billing Setup
- Payment Terms



## SYSTEM CONFIGURATION TAB

### *Options Ribbon Group*

#### Options Icon

- Time Entry Options
- Company Info
- E-mail Account
- Auditing
- Miscellaneous
- Regional Options
- Time Off Setup
- Time Off Shifts

