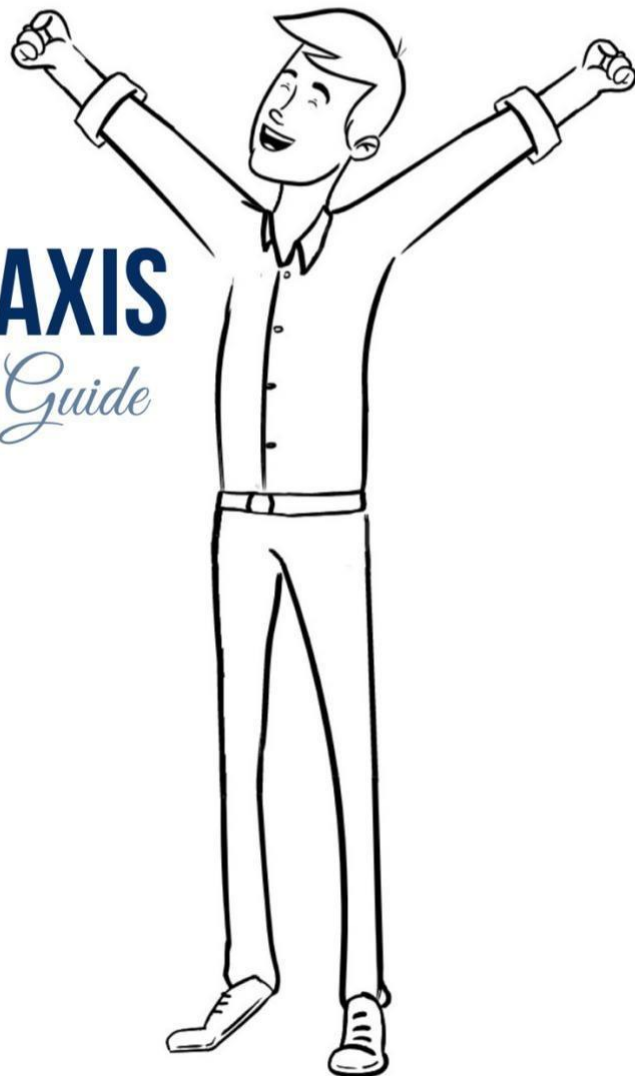




Your CPA Practice – Managed

TPS CLOUD AXIS
Getting Started Guide



IMPLEMENTATION CHECKLIST AND TABLE OF CONTENTS

It may be helpful to print this Table of Contents and check these tasks off as you complete each section. That way, you don't miss a single step, ensuring that the TPS Cloud Axis setup is complete and you're ready to start your day-to-day work.

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HELP IS ON THE WAY

LOG IN & START SETTING UP YOUR TPS CLOUD AXIS

You're here! That's Excellent news. You've made it this far, so let's get you through the setup.

You must have received a Welcome Email from TPS to download this PDF. In that email, there are two URLs your firm will require:

- TPS Cloud Axis account: <https://app.tpssoftware.com/> is the URL your firm will use to log into the TPS Cloud Axis account.
- Admin Center: <https://admincenter.tpssoftware.com/> allows the admin user to manage the subscriptions.

Log into the ['TPS Cloud Axis account'](#) to complete the Setup process. You must set up the employees, work codes, clients, firm, invoice and statement templates, client utility, employee user preferences, and opening balances.

To ease the process of inputting clients, TPS provides an Excel sample to import your client list and a predefined set of work codes to import into your account in case you need help getting that going. Of course, you can add your work codes manually; or import them from an Excel spreadsheet.

Remember, TPS offers a conversion service to import your clients, employees, work codes, and unbilled WIP. For conversion pricing, please get in touch with our support team.

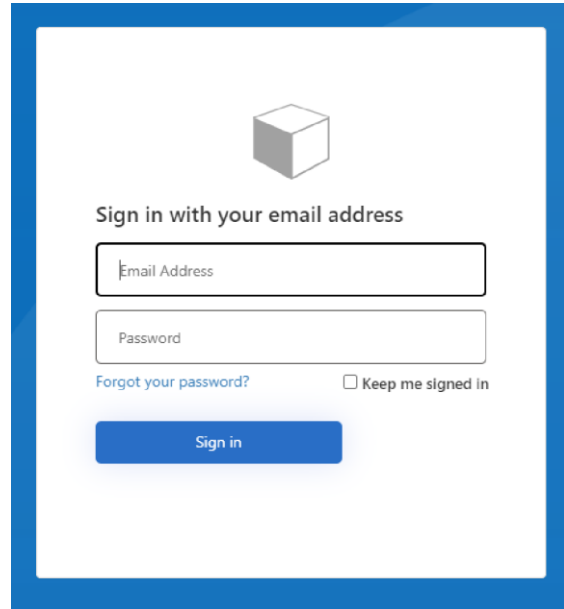
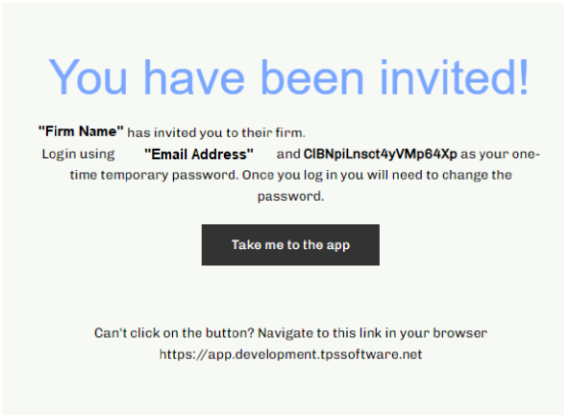
Toll-free: 888-877-2231

Email: axis_conversions@tpssoftware.com

Regardless of your chosen subscription plan, you should complete some essential steps to ensure your account is up and running and ready for daily use. We've created so many helpful videos already placed inside TPS Cloud Axis that it's practically bursting at the seams with knowledge, all at your fingertips. As you set up TPS, click the video icons to see detailed explanations every step of the way.

So, let's get started.

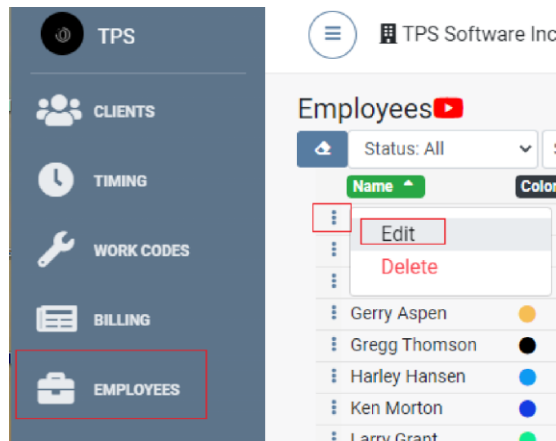
When creating the TPS Cloud Axis account, the admin user invited the staff who will be using TPS. Each invited user received an email invitation with a one-time use temporary password to access the account and reset their passwords. The staff can log in using the email address and password created on the TPS account.



However, if the temporary password is no longer working, you can change the password at any moment by clicking on 'Forgot your password.'

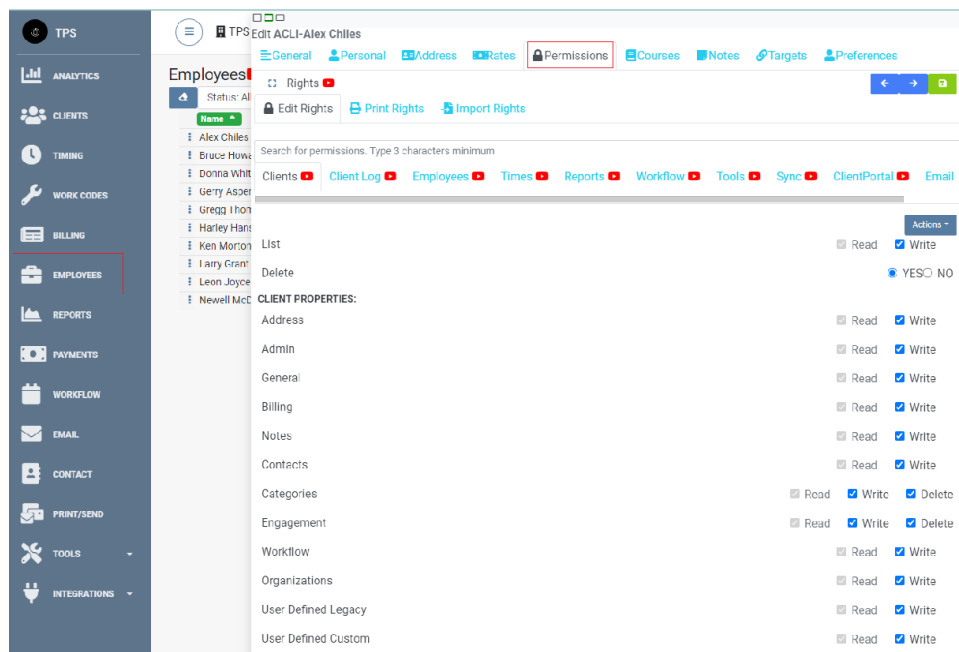
EMPLOYEE SETUP

You might already have your employees in the software. Still, you need to establish their permissions (which functions in TPS they will be able to perform) and their hourly rate levels. Also, you might require to update or add other important information to their records. All this is possible by navigating to the Employees menu option, clicking on the three dots menu item next to the Employee Name, and selecting Edit to access the Employee's Properties.



PERMISSIONS

The permissions tab under the employee properties is one of the most critical areas of TPS for you to review and edit. The employee rights directly affect each employee's ability to perform certain functions in TPS. Some of the permissions, when not disabled, would even allow employees to see other employees' time entries or calendars, giving them insight into other employees' workloads. That's great for managers but probably not so great for lower-level employees.



As shown in the picture above, the permissions section displays three tabs: Edit Rights, Print Rights, and Import Rights.

Under Edit Rights, you'll find the list of permissions broken down by the different sections and functions. It provides the option to allow or restrict an employee's ability to Read (see) specific areas of the program, Write (edit) the information, or even Delete it.

For example, if you want employee Alex to be able to edit clients' addresses in TPS, you'd need to make sure that under the Clients Tab, the Read and Write options are selected for the List and Client Properties Address.

If you're running a smaller firm where everyone is allowed to do everything in the office, you'd want to have everything checked in the permissions. Still, you may have specific tasks and certain information you only wish managers or partners to see or edit. Therefore, it is essential to go through all the permissions for each employee and set them up accordingly.

The Print Rights tab helps the administrators see what rights, in total, each employee has been granted and allows them to print them all in one document. Moreover, Import Rights will help set employee permissions for other users. As always, watch the instructional videos inside the Employee section for a more detailed explanation.

RATES

The employee rates information is important to decide before you assign the rates to your work codes. Each work code has only one rate level set to it. That being the case, the work code rate levels must correlate back to the employee rate levels.

The rate level tab includes the standard rate, overhead rate, levels, and special rates.

- **Standard Rate** is the rate the employee would typically charge if they had only one billing rate. Some firms define this as 2-1/2 to 3 times the employee's salary.
- **Overhead Rate** or hourly cost is the amount that covers the cost of the employee. Filling in the overhead rate is optional. However, the Profitability and the Overhead Analysis on Time Analysis reports will not provide helpful information if you don't add an overhead rate. To fill it in, you need to define if any additional costs are included in this rate beyond the employee's salary. You can elect to have only the employee's salary or the salary plus some or all the benefits and other costs of employment.
- **Levels** provide the ability to create different hourly rates. When setting up the various rate levels by the employee, ensure that the same pattern is used for the rest of the staff. In other words, each work code has only one rate level, and the employee rate levels need to "mean" the same thing across all employees, but they can have different dollar values per employee.

For instance, if you use Level 1 as the employee's highest billing rate, then every employee should have Level 1 as their highest rate level. If Level 2 represents what you charge for bookkeeping, then each employee's Level 2 needs to have the dollar value they would charge per hour for bookkeeping.

TPS does accept a \$0.00 rate at any of its rate levels. Zero rates are used in two circumstances:

- Some firms recognize all non-chargeable at a zero bill-out rate.

- Also, you may have a chargeable work code with a zero rate to a client for proposals or first meetings. These zero hours will be recorded in the client's WIP.

Nevertheless, it is suggested not to use a zero-dollar rate as rate level one because the Work code Properties uses rate level 1 as the default unless you specify otherwise.

LEVEL	RATES	UNIT	ACTIONS
Level 1	\$125.00	Time (hours)	✎ ✕
Level 2	\$200.00	Time (hours)	✎ ✕
Level 20	\$0.00	Time (hours)	✎ ✕







To add the rate levels, click on the Add Rate icon


The following window will open, allowing you to fill in the rate information: unit, level, and rate value.

- **Unit:** Identifies the type of units that are used for the transaction; TPS offers four default units, but it allows you to create additional ones, if it's required, by clicking on the + icon.
 - Time (hours) is for regular hourly charges.
 - Expense Unit is for expense transactions.
 - KM
 - Miles
- **Level:** Name that identifies the level for the rate, which coincides with the rate levels you set for your work codes. For example, when employee Alex is working on a level

2 work code, the charge per hour will be defined by the rate set Alex's properties rate level 2. While we use numbers in our examples (Level 1, 2, etc.), you can also use names for levels.

- **Rate:** Amount that will be charged per hour or per expense for the chosen unit and level.
- **Special Rates:** Allows you to assign a Special Rate value when the employee works for a specific Client using an Engagement and/or Work Code.

Special Rates					
CUSTOMER	ENGAGEMENT	WORK CODE	UNIT	RATES	ACTIONS
Wells Fargo Trading Post	Default	Other Compilation	Time (hours)	\$150.00	 

To add the Special Rates, click on the Add Rate icon 

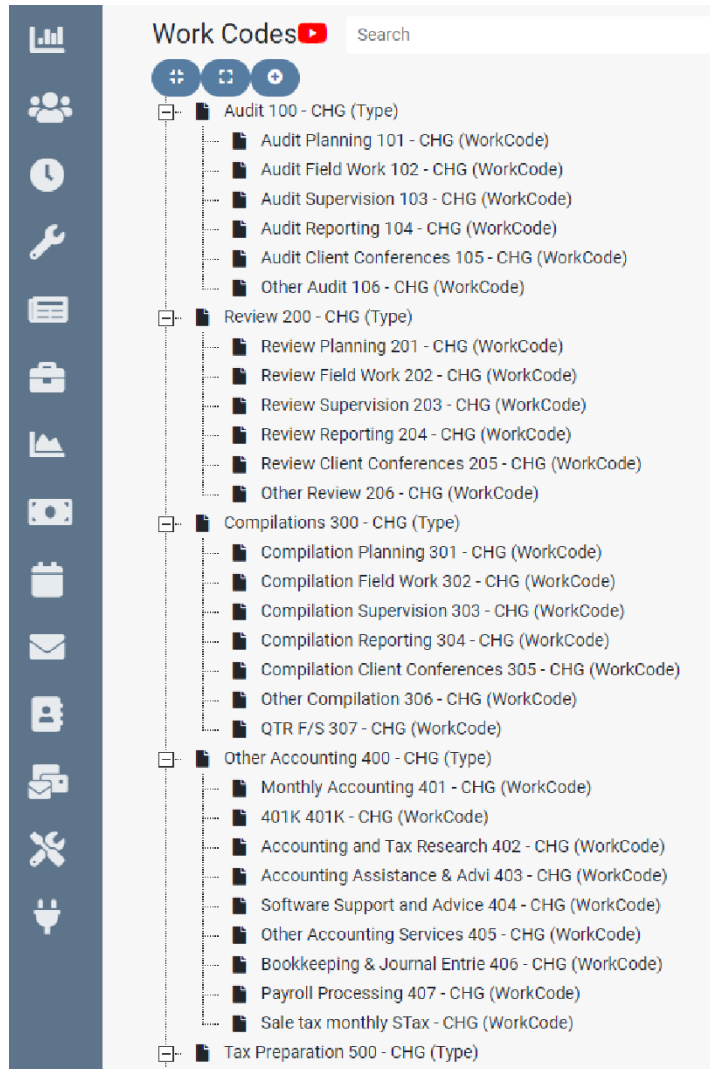
Specify the following:

- **Unit:** Select the unit, as described previously; choose Time (hours) for regular hourly charges.
- **Client:** Choose the client to whom the special rate will be applied.
- **Engagement:** Engagements are optional, but this field allows you to assign a special rate to a specific client's engagement.
- **Work Code:** Specify if the special rate should be applied only to a particular work code.
- **Rate:** Amount per unit/hour.

For example, suppose you're editing employee Alex's special rates and choose the Unit as Time (hours) and use the client Wells Fargo Trading Post, with the work code Other Compilation, at an hourly rate of \$150. When Alex is entering time, TPS knows to charge \$150 per hour every time he does Other Compilation work for that client.

WORK CODE SETUP

The Work Codes section provides the list of work codes the staff will use to input their time. In this section, you can establish the work codes, and Rate Levels for each work the employees do for the clients.



IMPORT WORK CODES

The Tools Menu includes an import function that contains various tabs. You can access the Import Workcodes tab to view and use one of the provided predefined work code templates, or you can upload your own work code structure using our Excel Sample.

TOOLS

Auto Bill

Finance Charges

Ar Adjustments

Period Setup

Templates

Email Templates

Library Paragraphs

Workflow Utility

Client Utility

Firm Properties

Opening Balances

Import

Import Clients Import Client Address Details Import Contacts **Import WorkCodes**

▶ Choose a predefined set of work codes from the list

US_Example1	Use Template	Preview
US_Example2	Use Template	Preview
US_Example3	Use Template	Preview
US_Example4	Use Template	Preview
US_Example5	Use Template	Preview
US_Example6	Use Template	Preview
US_Example7	Use Template	Preview
US_Example8	Use Template	Preview

▶ Or Click of the browser button below and select you Excel file to import your custom list. Check out this [sample](#) to see the format of the data needed for the import.

Import

Choose File | No file chosen

On the right side of the screen, next to each work code template, you will find the “preview” buttons. Click on those to download and preview the examples of the work code structures to decide which format might work for your firm.

If you preview Example 1, it provides a basic structure of Types and Work codes.

US Example #1		
100	Audit	
	101	Audit Planning
	102	Audit Field Work
	103	Audit Supervision
	104	Audit Reporting
	105	Audit Client Conferences
	106	Other Audit
110	Review	
	111	Review Planning
	112	Review Field Work
	113	Review Supervision
	114	Review Reporting
	115	Review Client Conferences
	116	Other Review
120	Compilation	
	121	Compilation Planning
	122	Compilation Field Work
	123	Compilation Supervision
	124	Compilation Reporting
	125	Compilation Client Conferences
	126	Other Compilation

You can see a “Type: Audit” as a folder under which all audit-related work codes are saved. Then, underneath the Type, there are the numbered work codes; these are the work codes the staff will use when entering time in TPS Axis.

US Example #4		
4000 Accounting Services		
	AC01	Client Meetings
	AC02	Compilation
	AC03	Review
	AC04	Bookkeeping
	AC05	Internal Audit
	AC06	Budgeting/Planning
	AC07	Other Financial Analysis/Rptg
	AC08	W-3/W-2/1096/1099
4030 Audit		
	AU01 Audit Planning/Genl	
	PL01	Client Meetings
	PL02	General Binder
	PL03	Engagement Admin
	PL04	Billable Travel
	PL05	Conference Calls/Phone
	AU02 Audit Fieldwork	
	FW00	Internal Controls
	FW01	Cash/Equivalents

Example 4 contains a different structure that provides a Type, Subtype, and Work codes. You can see the “Type: 4030 Audit”, then a “Subtype: AU01 Audit Planning/Genl”, and the “Work Code: PL01 Client Meetings”. So, the *Type* and *Subtype* are like the folders you’d use in any computer

system to organize files or work. *Type* would be the main folder, the *Subtype* would be the folder within that folder, and then you have the actual *work code*.

Keep in mind you will not be able to choose the *Type* or *Subtype* when entering time. You can only choose the actual *work code*. The *Type* and *Subtype* folders are for organizational purposes and will provide subtotaling on some of our WIP and Billing Realization reports.

It's all about organizing your system the way that works best for you.

Preview the examples and find the one you're most comfortable with. Some have prepopulated expense work codes, for example, and some don't.

Once you find the one you like, click the "Use Template Option" located next to the template, and click on "Import".

WORK CODES EXCEL SAMPLE IMPORT

You might already have a list of your firm's frequently used work codes, but you need to create the structure to organize them. In that case, TPS Cloud Axis provides an Excel Sample allowing you to upload your work codes. Click on the word "sample," and it will download the template with the exact columns required to input your work code structure.

*****IMPORTANT.** Please do not change our template. If you rename or edit the column headers, the import will not work as expected.

Here is the suggested order to input the information on the Work Code Excel sample; notice how we leave the two first columns, Work ID (column A) and Parent (column B), for last.

1. **Work Type** (column C) it's meant to identify if the record is a Types, Subtypes, or a Work code.
 - a. TYPE (Main folder - required)
 - b. SUBTYPE (Sub Folder - optional)
 - c. WORKCODE (will be used on the time entry screen – required)

Types and Work Codes are the minimum requirements in the work code structure.

Think about Types as folders to organize the work codes; the types will provide better details and subtotals when running reports. On the other hand, Subtypes are optional; those are also used only for reporting purposes. However, Work Codes are mandatory; these are the ones the staff will use for time entry. It is important to emphasize that Types and Subtypes will not be available on the time entry screen to input time.

When adding the work code structure keep it organized by hierarchy order Type and then add the Work Codes that are related underneath it.

2. **Type** (column D) identifies if the record is:
 - a. CHARGEABLE
 - b. EXPENSE
 - c. NONCHARGEABLE
3. **Work Code** (column E) is the work ID or code for that record.

4. **Name** (column F) allows you to type in the Work Code Name.
5. **Rate Level** (column G) is the Rate Level that will be assigned to the work; this is also based on the Employee rate level per hour/work.
6. **Tax1** (column H) identifies if the record will include Tax 1.
 - a. TRUE
 - b. FALSE
7. **Tax 2** (column I) if the record will include Tax 2.
 - a. TRUE
 - b. FALSE
8. **Tax 3** (column J) if the record will include Tax 3.
 - a. TRUE
 - b. FALSE
9. **Work ID** (column A) keeps a number sequence of the records created (1, 2, 3, 4, 5, etc.). If you need to add more records or Work Codes, you should add them before setting the sequence number. Remember as it was mentioned on the Work Type, the records must follow a hierarchy order; in other words, first, you should add the Type, and then, underneath that Type you should have the Work Codes. This is essential for the parent column order (column B).
10. **Parent** (column B) – It provides the order in which you want to organize the work code under each Type (folder) and Subtype (Sub folder).
 - a. Types will not have a Parent (leave them blank).
 - b. Subtypes will need a 'WORK ID' column number of the Type.
 - c. Work Codes will need the 'WORK ID' column number of the Subtype.

Here is an example of the work code structure:

	A	B	C	D	E	F	G	H	I	J	K
1	WorkID	Parent	WorkType	Type	WorkCode	Name	RateLevel	Tax1	Tax2	Tax3	
2	1		TYPE	CHARGEABLE	Tax Comp	Tax Compliance	1	FALSE	FALSE	FALSE	
3	2	1	SUBTYPE	CHARGEABLE	Corp Tax	Corporate Tax	1	FALSE	FALSE	FALSE	
4	3	2	WORKCODE	CHARGEABLE	Corp Tax Prep	Corporate Tax Preparation	1	FALSE	FALSE	FALSE	
5	4	2	WORKCODE	CHARGEABLE	Corp Tax Rev	Corporate Tax Review	1	FALSE	FALSE	FALSE	
6	5	1	SUBTYPE	CHARGEABLE	Ind Tax	Individual Tax	1	FALSE	FALSE	FALSE	
7	6	5	WORKCODE	CHARGEABLE	Personal Inc Tax	Personal Income tax	1	FALSE	FALSE	FALSE	
8	7	5	WORKCODE	CHARGEABLE	Review	Review	1	FALSE	FALSE	FALSE	
9	8		TYPE	EXPENSE	Expenses	Expenses	1	FALSE	FALSE	FALSE	
10	9	8	SUBTYPE	EXPENSE	Travel	Travel	1	FALSE	FALSE	FALSE	
11	10	9	WORKCODE	EXPENSE	Transportation	Transportation	1	FALSE	FALSE	FALSE	
12	11	9	WORKCODE	EXPENSE	Hotel	Hotel Fees	1	FALSE	FALSE	FALSE	
13	12	8	SUBTYPE	EXPENSE	Documentation	Documentation	1	FALSE	FALSE	FALSE	
14	13	12	WORKCODE	EXPENSE	Postage	Postage Fee	1	FALSE	FALSE	FALSE	
15	14	12	WORKCODE	EXPENSE	Copies	Copies Fee	1	FALSE	FALSE	FALSE	
16	15		TYPE	NONCHARGEABLE	Non-Chg	Non-Chargeable	1	FALSE	FALSE	FALSE	
17	16	15	SUBTYPE	NONCHARGEABLE	Personal	Personal	1	FALSE	FALSE	FALSE	
18	17	16	WORKCODE	NONCHARGEABLE	Holiday	Holiday	1	FALSE	FALSE	FALSE	
19	18	16	WORKCODE	NONCHARGEABLE	Sick Day	Sick Day	1	FALSE	FALSE	FALSE	
20	19	16	WORKCODE	NONCHARGEABLE	Dr. Appointment	Dr. Appointment	1	FALSE	FALSE	FALSE	
21	20	15	SUBTYPE	NONCHARGEABLE	Office	Office	1	FALSE	FALSE	FALSE	
22	21	20	WORKCODE	NONCHARGEABLE	Staff Meetings	Staff Meetings	1	FALSE	FALSE	FALSE	
23	22	20	WORKCODE	NONCHARGEABLE	Training	Training	1	FALSE	FALSE	FALSE	
24											
25											

ADD/EDIT WORK CODES

If you imported your work code structure, you might already have set up the types, subtypes, and work codes. However, you might need to remove or edit some work codes or add new ones.

Remember that *Types* and *Subtypes* are for organizational purposes and will provide subtotalling on WIP and Billing Realization reports. Only the "Work Codes" can be used on the time entry screen. Ensure you have at least one work code for every type or subtype created. For instance, if you have an AUDIT "Type" folder and an AUDIT PLANNING "Subtype" folder, but there are no "Work Codes" in those folders, the time entry screen will not display a work code to input time.

The screenshot displays the 'Work Codes' management interface. On the left, a tree view shows the hierarchy of work codes under 'Auditing 100 - CHG (Type)'. The right pane shows the details for '101 Audit inventory Observation'. The fields include:

- Parent:** Auditing
- WorkCode:** 101
- Name:** Audit inventory Observation
- Type:** CHG
- Hierarchy:** Work Code
- Description:** Observation of inventory confirming the financial records of inventory accurately represent the physical inventory.
- Tax 1:**
- CMPD:**
- Tax 3:**
- Rate Level:** Level 1
- Unit:** Time (hours)
- Active:**

Let's go over the fields you'll see on this screen.

- **Parent:** Provides a list of the "Type" or "Subtype" folders created to organize the work codes.
- **Work code:** This is the work code ID number. It could be alphanumeric, it provides a distinctive order on the work codes, so if all Audit work codes are in the 100s, then when you add a work code to that folder, you'll probably want to follow the order. If 104 was the last code used, you'd probably want to set the next one as 105.
- **Name:** This is the actual name of the work code, like "Payroll Taxes" or "Bookkeeping."

- **Description:** You can type a description in if you want to explain this work code further. This description will be available during billing and could be used as a paragraph on your invoice.
- **Type:** Each work code must be identified as either chargeable, non-chargeable, or an expense.
 - *CHG:* Chargeable work codes are used on the time entry screen to track a client's billable time.
 - *NCHG:* Non-chargeable work codes track the time spent on nonbillable work, such as time spent in a meeting, time used for training, or any administrative work that will not be charged to a client.
 - *EXP:* Expense work codes allow tracking expenses or disbursements in units, like miles driven to the client's office or copies of paperwork or courier fees.
- **Hierarchy:** Hierarchy is where you choose whether this will be a Type, Subtype, or Work Code:
 - *TYPE:* Main Folder
 - *SUBTYPE:* Sub Folder (Requires a Parent)
 - *WORK CODE:* Code to track the time or units on the time entry screen (Requires a Parent, e.g., Type or Subtype)
- **Tax Assignment:** Each work code can have taxes assigned to it. To set the taxes manually, click on the box next to the tax you want to assign to this specific work code; you could select either Tax 1, Tax 2, Tax 3, or all three of them if required.

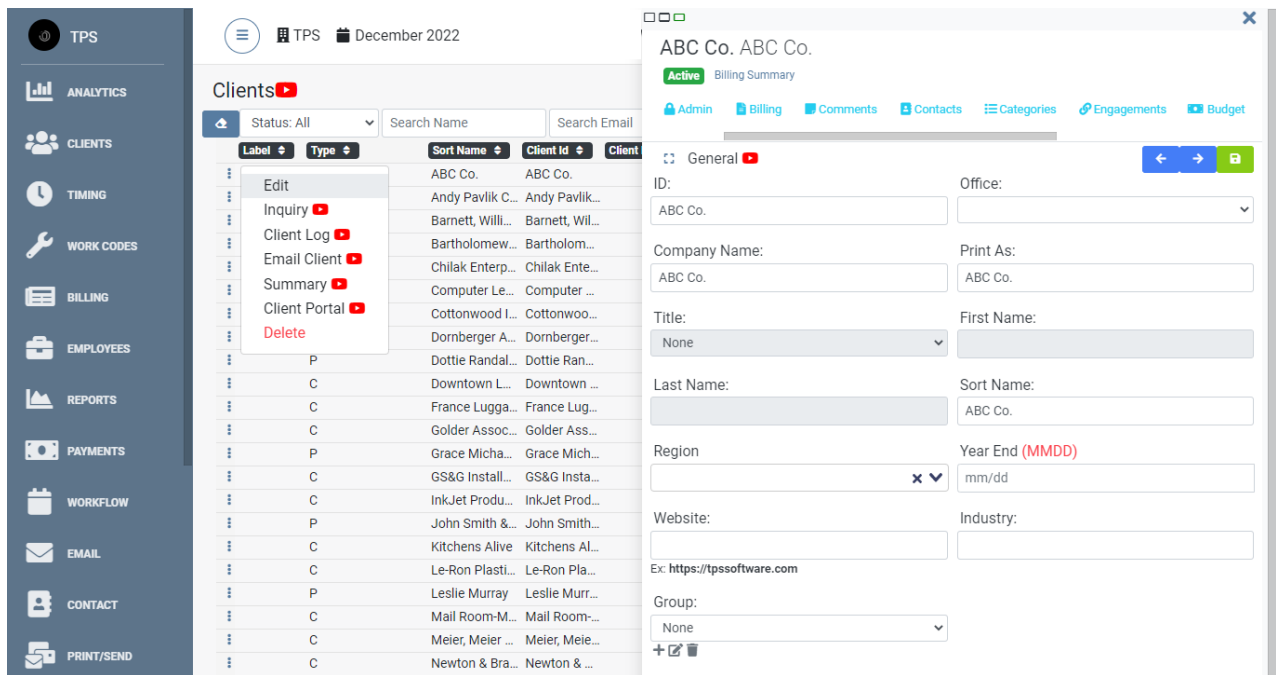
In the Firm Properties, Invoicing Tab, Tax Information area, you can assign the tax name and percentage rate used for the work codes and clients. If you want the same taxes applied to all the work codes that are assigned in the Firm Properties, Invoicing Tab, Work Code Tax Information section, it offers the option to select the taxes and "Apply to all work codes."

The screenshot displays the 'Firm Properties' configuration interface for 'TPS Software Inc.'. At the top, there are navigation tabs for 'Firm', 'Invoicing', 'User Defined', 'Fiscal Year Setup', and 'Firm Bank Accounts'. Below the tabs, the company name 'TPS Software Inc.' is shown. The 'Invoice Code' is set to '2020' and the 'Invoice Template' is set to 'None'. On the right side, there is a 'WORKCODE TAX INFORMATION' section with three checkboxes: 'TAX 1' (checked), 'CMPD' (unchecked), and 'TAX 3' (checked). A blue button labeled 'Apply to all workcodes' is located at the bottom of this section.

- **Rate:** Hourly rate level for chargeable and expense work codes based on each Employee Properties rate level per hour/work.
- **Unit:** Select the type of units used for that work; either Time (hours) for regular hourly charges; Expense Unit for expense transactions, KM, Miles, or you could create additional units if required.

CLIENT SETUP

The Client section in TPS Cloud Axis is much more than just a client list; it offers many features that will allow you to manage your clients. To get started, import your clients from our Excel sample or add them manually. However, in any case, you should come back to this section to provide more detailed information for each client, such as administrative information, assigning contacts, categories, engagements, budget, workflow, portal, and much more. TPS also provides a Client Utility that allows you to do batch updates to assign specific elements to the client properties for the filtered/selected clients.



IMPORT CLIENTS

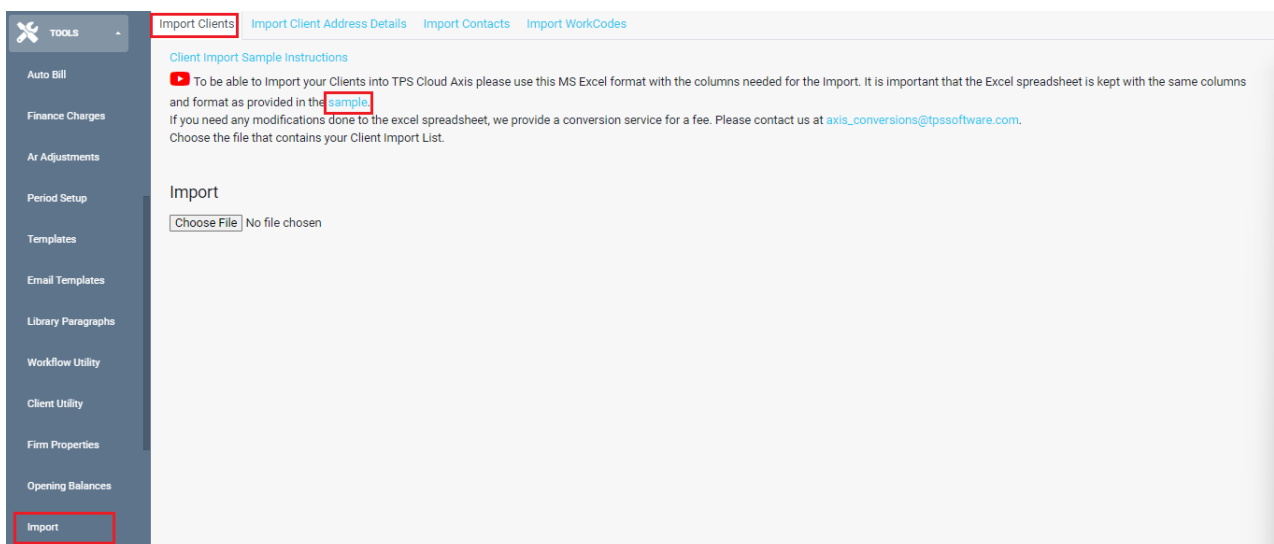
TPS Cloud Axis tries to simplify this process; in the Tools menu, you will find the Import function, the Import Clients tab allows you to upload your client list using our Excel Sample. Once you click on the word “Sample” it will download an Excel file to input the basic required information for your clients; then, you can choose that file and upload it into our system.

IMPORTANT: Don’t change the format of that Excel file. Do Not change the column headers. Just fill in the columns with your client information.

If you already have an Excel file with your client's information, you can copy that info into the sample Excel spreadsheet, but please do not alter our format. Just paste the data into the correct columns. That way, it uploads and imports seamlessly. If you require to import more details than the ones we offer on our Excel Sample, **remember that TPS offers a conversion service; for conversion pricing, please contact our support team.**

Toll-free: 888-877-2231

Email: axis_conversions@tpssoftware.com



Here are six items to keep in mind while working with the Excel client import sample:

1. **Client ID:** Must be unique. It accepts numeric or alphanumeric IDs.

2. **First/Last name:** Only for individual/personal clients.
3. **Company name:** Only for corporate clients.
4. **Note: A client should not have both a First/Last AND Company Name.**
5. **Print As:** Client display name, how the client's name will appear on Invoices, Statements, and Letters.
6. **Name Sort:** Must be unique. It is the default sort order used on most of the reports.
7. **Year End:** MMDD text format. I.E., 1231 any other Excel format such as Number, Special, or General will result in a single digit month's year ends (Jan - Sept); as a result, it will not import correctly.

ClientID/Client Code	FirstName	LastName	CompanyName	PrintAs	NameSort	SIN/SSN	Street 1	City1	Country	State1	ZIP1	Street 2	City2	Country2	State 2	ZIP2	AreaCode	Phone1	Ext1	AreaCode	Phone2	Ext2	AreaCode	Phone3	Ext3	AreaCode	Phone4	Ext4	Group Name	Email	Email2	YearEnd	Office Name
<small>Must be Unique</small>	<small>Only for Individual/Personal Clients</small>		<small>Only for Corporations</small>	<small>Client display name for Invoices/Statements</small>		<small>Must be Unique</small>																										<small>MMDD, I.E. 1231</small>	

Below is an example of how to enter "corporate" clients vs. "Individual/Personal" clients. A single client record CANNOT have both the First/Last Name and the Company Name fields filled out - it needs to be one or the other.

	A	B	C	D	E	F	G	H	I
1	ClientID/ClientCode	FirstName	LastName	CompanyName	PrintAs	NameSort	SIN/SSN	Street1	City1
2	S33343	John & Mary	Smith/Jones		John Smith & Mary Jones	Smith/Jones			
3	A34554			ABC Company	ABC Company	ABC			
4	D56006			The Estate of Mabel Davis	The Estate of Mabel Davis	DavisM-Estate			
5									
6									

There are short videos all over TPS Axis to help guide you along the way. Just look for these icons



ADD/EDIT CLIENTS

While there is a lot of information you can keep on your clients to help you with your practice, setting up a new client and editing one already in the database is pretty simple.

Take special care when entering their Client ID and Sort Names since all clients should have unique IDs and Sort Names. The first client you should create is a dummy client that you will use to capture all non-chargeable time entry transactions. We suggest naming it Non-chargeable Time, or Admin Time, or the Name of your firm. On the Admin Tab - make sure to check the “Non-chargeable” box under FLAGS so the program knows this is your dummy client record for all non-billable activity. Having that Non-chargeable client is essential so that the staff can enter time used for meetings, training, or any other work that would not be charged to a client (but will show you that office hours weren’t wasted and there are no “gaps” in an employee’s day).

To create new clients, go to the Clients menu option and click on the + icon to add a new client. It will open the Client’s Properties screen allowing you to set the client's main information on the General Tab.

Each client can be a Corporation OR an Individual. If you put a name in the Company Name field, you will not be able to fill out the first and last names. Likewise, if you put a first and last name, you won't be able to fill in the Company Name field.

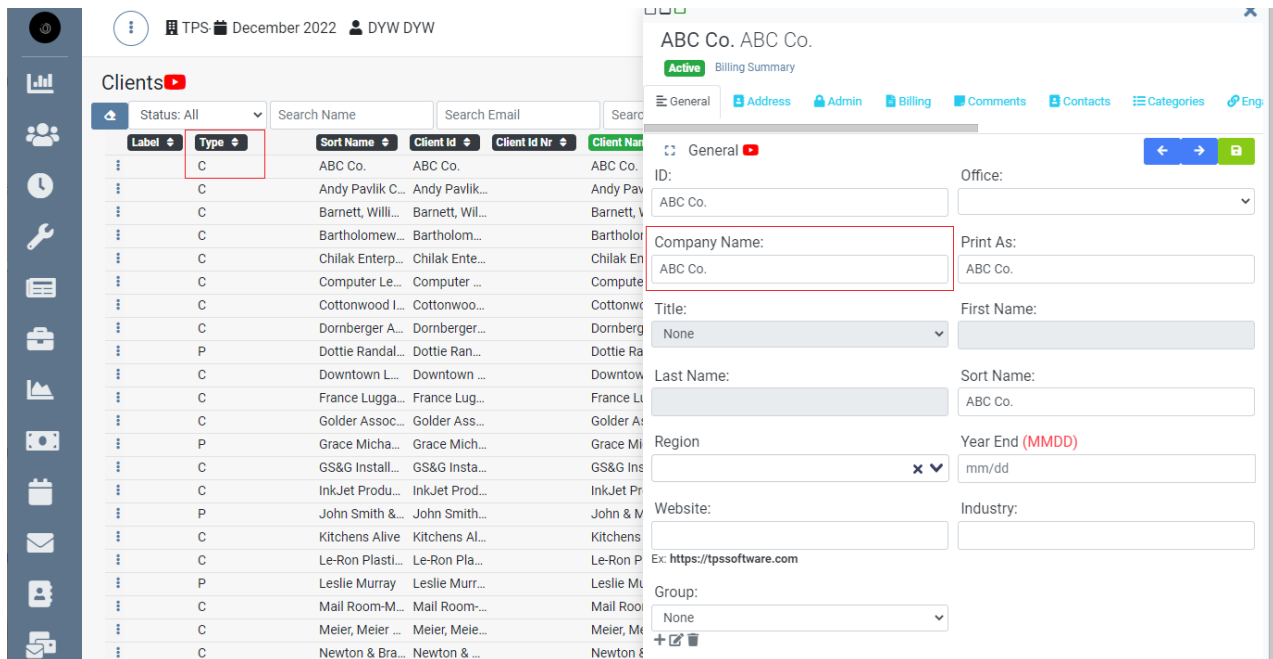
When you click on Save, it will allow you to fill in the additional information such as Address, Admin, Billing, Contacts, Categories, Engagements, Budgets, Workflow, etc.

GENERAL TAB

The **General Tab** includes the main information of the client. Some fields are required, and others provide filtering capabilities and additional information on the client's record. In this tab, you will be able to input the following information:

- **ID:** This is an identifier for the client, like the Sort Name, allowing you to use the filters, search, and sorting criteria to find the clients. This field is alphanumeric and needs to be unique for each client; however, if you prefer, you could use a numeric ID.
- **Company Name OR First and Last Names:** As mentioned above, each client can be a Corporation OR an Individual. The Company Name field is reserved for Corporations, while the First and Last Name fields are for Individual clients. You'll notice that it will only allow you to type in a Company Name or the First/Last names, but not both. Based on those fields, TPS Cloud Axis will display the "Type" of client: "C" for Corporate clients, and "P" for Personal/Individual clients.
- **Print As:** This is the client's display name; this field is the default option that the program uses to populate the client's name when creating the Invoices, Statements, and Letters.
- **Sort Name:** This must be unique; it is important as this is the default sort order for clients in most of the reports.
- **Office:** Select the office name from the drop-down list. Based on your TPS Cloud Axis subscription, you might be able to set up multiple offices; but in the case of a single office database, you should be able to see the firm name listed as an office.

- **Region:** This allows you to set the language/region for a client such as English-Canada or French-Canada. This will affect the date format on invoices, statements and letters for that specific client e.g. July 31, 2023 vs July 31, 2023. If left blank, the date format is picked up by your computer's Region setting.
- **Year-End:** The client's Year-End must follow the following format: MMDD.
- **Website:** It allows you to record the client's website; it is optional.
- **Industry:** Client's type of business.
- **Group:** This provides filtering capabilities on reports and different sections of the program. Groups allow us to identify families or related clients who are associated with others; the companies could be owned by the same person or are part of a family group. Additionally, TPS offers another way of filtering clients using Categories, which are set on the Categories Tab.

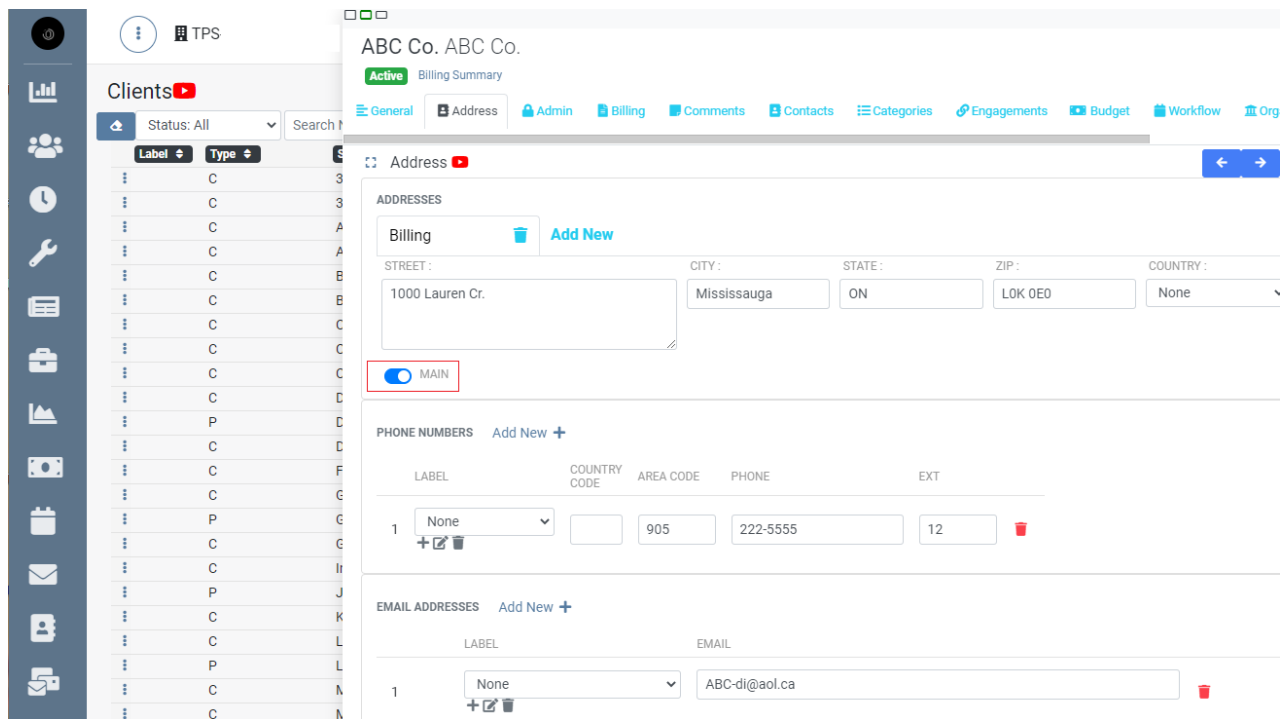


ADDRESS TAB

In the **Address tab**, you'll find essential fields such as the address, phone numbers, and email addresses sections. These are self-explanatory, and you can add as many as necessary to have all

your clients' info in their records. Still, you want to fill this out as soon as possible if these fields weren't already populated when you imported your client info. If you have more than one address, do not forget to identify which should be the Main address for the client for TPS to populate into the Invoices, Statements, and Letters.

It is important to note that the emails sent from TPS will use the email addresses and settings assigned to the contacts; those are set on the Contacts Tab.



ADMIN TAB

The Admin Tab is where you can assign the staff that will be in charge of looking after the client, identify the Status of the client (Flags), and record useful information such as Referral, Date Acquired, Date Dropped, Exposure, and preferred Document Delivery method.

- **Staff Assignment:** Assign which partner is responsible for this client, which manager is involved, the accountant, and any other staff working on this account. This provides filtering capabilities throughout different sections of TPS.

- **Flags:** Identify the client’s status or flag them as active, inactive, prospect, on hold, or even mark them as your non-chargeable client. Non-chargeable is reserved for a client record intended to capture your administrative work. If you have a particular client you have agreed to never charge for work, “Do Not mark them as Non-chargeable”; you still need to bill that client at a full mark down.

The Flag designations will reflect on the Label column in the Client Listing:

- Red: Inactive
- Green: Prospect
- Yellow: On-Hold
- Black: Non-Chargeable

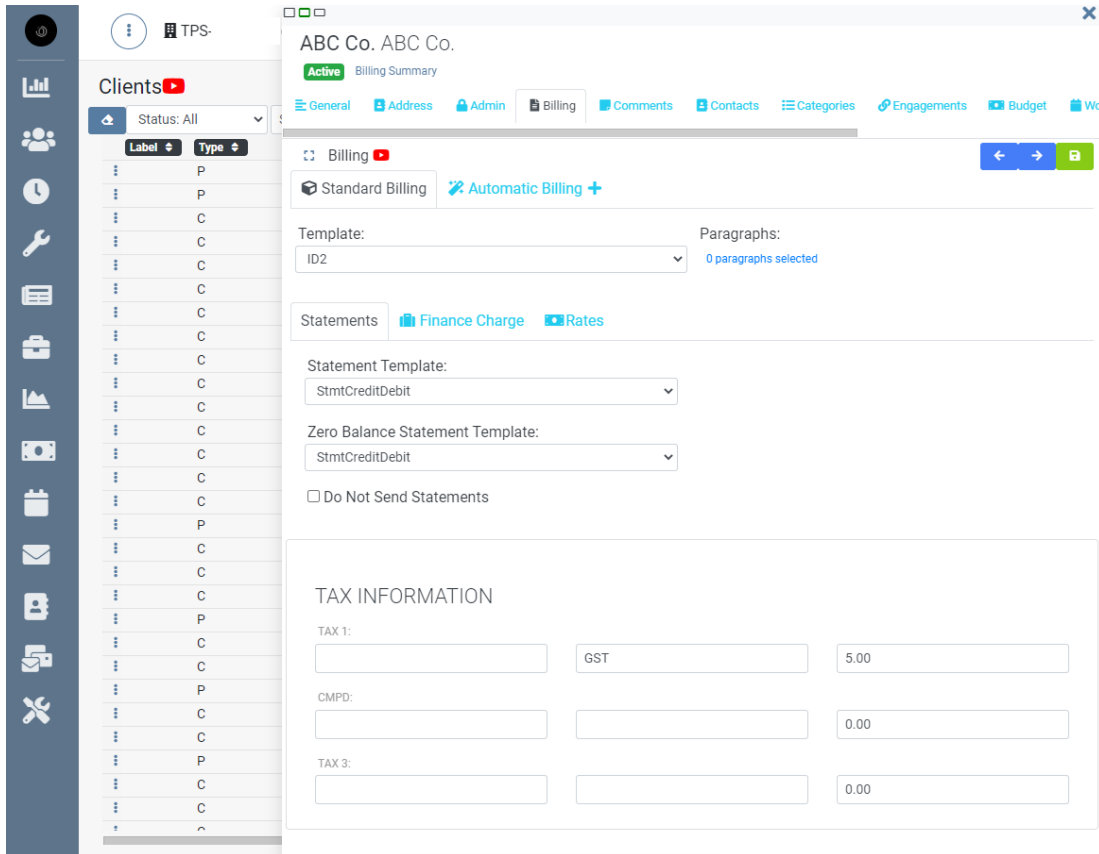
The screenshot displays the 'Administration' tab for a client record. The 'FLAGS' section contains radio buttons for 'Active', 'Inactive', and 'Prospect', with 'Inactive' selected. There are also checkboxes for 'Non-Chargeable' and 'On-Hold'. The 'OTHER' section includes fields for 'Referral', 'Acquired' (with date 2000-06-01), 'Dropped' (with date yyyy-mm-dd), and 'Document Delivery Method' (set to Email). A warning message is displayed: 'CLIENT DOESN'T HAVE ANY REPEATING WORKFLOW ENTRIES THAT MIGHT NEED TO BE STOPPED WHEN SETTING INACTIVE'.

- **Other:**
 - Referral: Name of the individual who referred this client to your firm.
 - Acquired: Date when the new client was acquired.
 - Dropped: Date the client was dropped or marked as Inactive or On-Hold.

- Exposure (WIP + A/R): The *Exposure* value is the total amount of liability (WIP & A/R) you are willing to extend to the client. If you chose \$2,000.00 as the threshold, TPS would give you a warning in the time entry screen when the total amount of unbilled WIP and outstanding A/R has reached the \$2,000.00 mark. You may still enter time for the client, but you get warned of them being over the threshold.
- Document Delivery Method: Provides the ability to select the preferred method to send the Invoices, Statements, and Letters from the Print/Send Batch. The Print/Send Batch Actions only offer three delivery methods to choose from:
 - Download: Download to Print
 - Email: Send by Email
 - Portal: Send documentation through the TPS Portal (this feature is only available for TPS Cloud Axis Ultimate subscription plans).

BILLING TAB

The Billing Tab provides the option to set the default settings for the client invoice and statement templates, automatic billing requirements, rates, finance charges, and the taxes that need to be charged for the client. Remember that TPS also provides a Client Utility that allows you to do batch updates to assign specific elements to the client properties for the filtered/selected clients.



- **Standard Billing Sub-Tab:** Contains the preferred invoice template for this client and offers the option to add preset Paragraphs or descriptions that should be included on every invoice created for this client from the billing screen (Quick Bill, Detail Bill, and Progress Bill).
 - **Template:** The invoice template chosen is the one that will appear by default whenever an invoice is created for this client. Of course, when an employee creates an invoice, they can change the invoice template at that time, but it would only be for that instance. If you haven't set an invoice template for your firm, you could review the available options and customize them from the Tools menu, Templates option, under the Invoices Tab.
 - **Paragraphs:** If you always include the exact verbiage on all invoices created for this client, you could predefine the paragraphs; however, if every bill has a different description we suggest to leave this Paragraph section empty on the Standard

Billing Tab. The staff can decide which description should be included on the invoice while creating the bills.

- **Automatic Billing Sub-Tab:** Offers the option to set a fixed fee billing, providing the ability to set a recurrent invoice per engagement with a fixed amount and paragraphs, to send either monthly, quarterly, or yearly to the client. Each client may have any number of fixed monthly bills by utilizing the engagement function. These bills are created from the Tools menu– Auto Bill function. The required fields are the following:
 - Template: Select the Invoice Template.
 - Amount: Amount of the bill.
 - Paragraphs: Verbiage of the invoice.
 - Engagement: It is based on the Engagements created and assigned to the client under the Engagement Tab; it offers the option to identify the type of project billed.
 - Frequency: Select how often the automatic bill needs to be created:
 - Monthly
 - Quarterly
 - Yearly
- **Statements Sub-Tab:** Different A/R Statement Templates could be used for corporate clients, individual clients, and even for clients with zero balance. You could review and customize the A/R Statement templates from the Tools menu, Templates option, under the Statement Tab. Once you have customized or selected a template, you could assign it to the client on the following fields:
 - Statement Template
 - Zero Balance Statement Template
 - Do not send statements: Provides the option to ignore the creation of an A/R statement for the specific client.
- **Finance Charge Sub-Tab:**
 - Finance Charge After: If finance charges apply to the client, set the number of days when the charges should be calculated. If you don't want to apply finance charges to the specific client, just set the Finance Charge After to 0; this will ignore the client when applying the finance charges.

The Firm Properties, Invoicing tab establishes the rate, threshold, minimum, and other settings for the finance charges.

- **Rates Sub-Tab:** Provides the option to automatically apply a discount or a flat fee to the time entry screen for the specific client; it replaces all the employee's rates when working on this client. Usually, the Employee Properties Special Rates are used instead of a discount or a flat fee for a client; the Employee's Special Rates will only apply when that particular staff is working for a specific work code and/or engagement on that client.
 - Discount: The discount percent is seldom used in TPS; it automatically applies the discount percentage to the client's amount in the Time Entry screen; it does not allow the staff to review if the discount should be used or not, and it does not reflect it as a mark +/- when the invoice is created. For instance, suppose ABC Co. has a discount rate of 10%. When you enter time for ABC Co., the amount showing in the Time Entry screen will be 10% less than the rate level indicated by the work code.
 - Flat Fee: Much like the discount field, the rate entered in this field will override the billing rate per hour for the work done on this client as soon as a time entry transaction is created, regardless of the employee or word code. For instance, if you have a client with whom you have agreed that the firm would do all of their accounting for a fixed fee of \$50.00 per hour, this would be where the \$50.00 will be entered.
- **Tax Information:** Determines the taxes the firm should be charging when working on specific clients. If this happens to be a non-taxable client, then delete that tax Name and Rate. If this client is taxable and no default tax is showing in these fields, enter the Name of each tax and the Rate. You should then go to your Firm Properties and make sure that the tax you charge your clients is correctly entered in your Firm Properties Invoicing tab so that the proper tax name and rate will appear on any new clients you enter. The Firm Properties tax information will only appear on new clients being entered and will not affect any clients already entered into the system. However, if you need to apply the taxes to multiple existing clients, you could do a batch update using the Tools - Client Utility function. There are three tax fields and three columns per tax; the first column will allow you to type

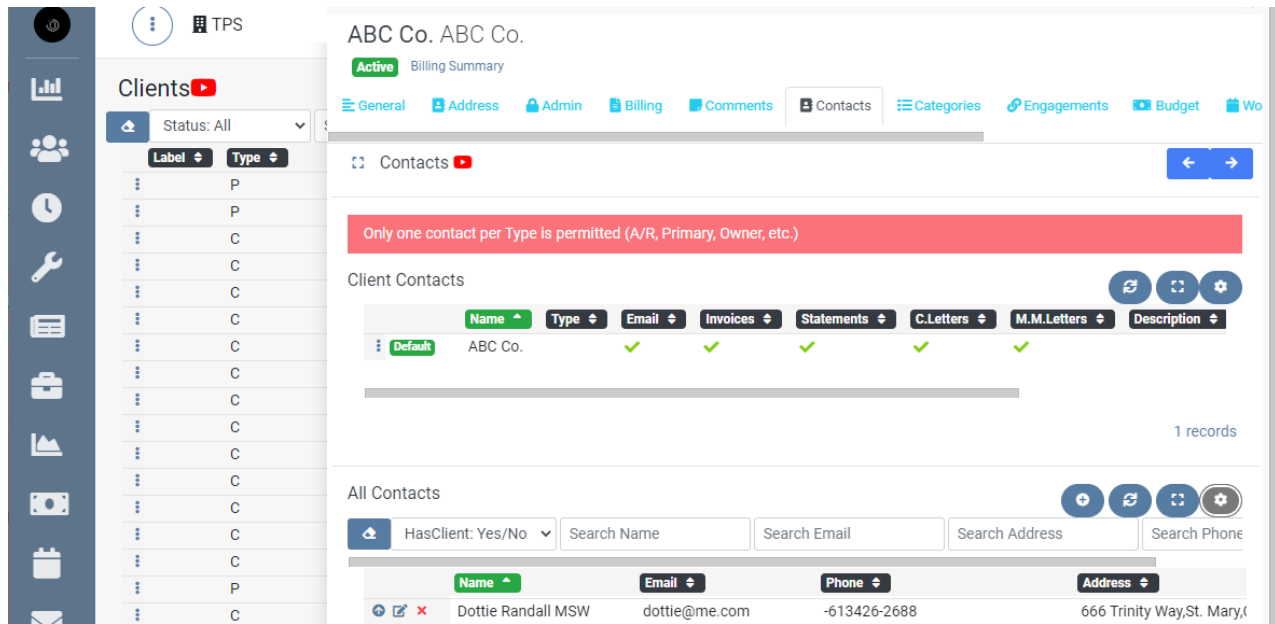
in the Tax number; the second column is the Name of the tax (e.g. GST or HST), and the third column will be for the percentage rate.

- Tax 1: This field is used for any primary tax.
- Tax 2 or CMPD: Is a Compound Tax; it will calculate the tax on the invoice amount PLUS Tax 1.
- Tax 3: Calculates the tax separately from any other taxes charged.

CONTACTS TAB

Contacts are necessary for several functions within the software, including sending emails, identifying contacts for client communication, and accessing the TPS Portal (Ultimate subscription plan).

If you have opted for our data conversion process, each client should already have at least one contact assigned per client, marked as 'Default.' Or, if you have imported the client list using our Excel Sample and have added email addresses for each client, then you will need to go to the Client Utility in the Tools menu to Convert Contacts and assign the Type and Email Options/Settings. This process ensures that all contacts are correctly identified, and the email settings are correctly applied. However, if you have not created any contacts yet, you can use the Import function to add multiple contacts per client. This process will be covered in the next topic of this implementation guide. It is essential to verify that all clients have at least one contact assigned to them, with the proper types and email settings.

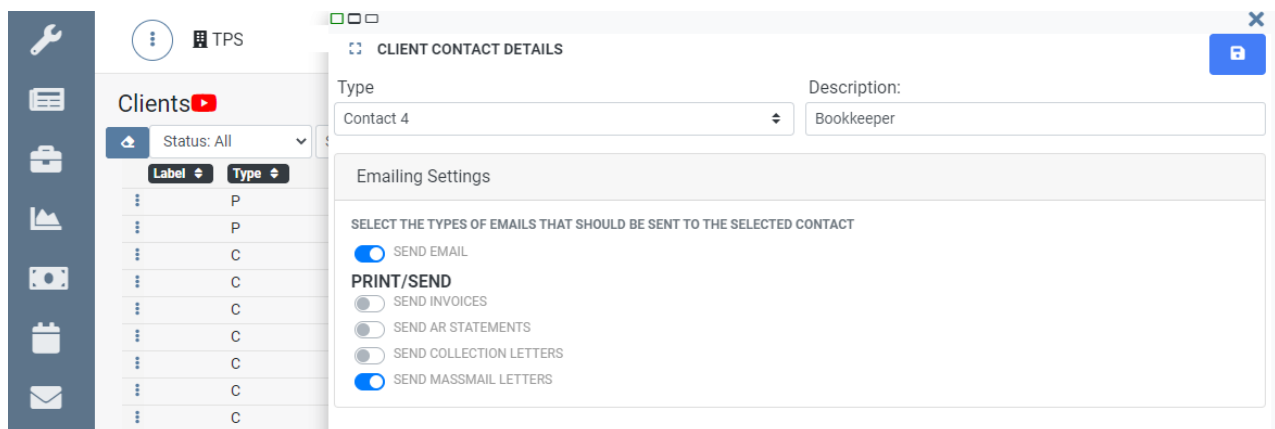


The Client's Properties Contacts tab is divided into two sections, Client Contacts, and All Contacts.

- **Client Contacts:** Will display the Contacts which are assigned to the selected client. You could edit the Contact Type, Description, and Email Settings; or even delete the Contact from the assigned client.
- **All Contacts:** This is where you would add new contacts by clicking on the + icon, and assigning the contact to the Client using the 'Send Up' arrow icon next to the Contact name. You could also edit the contact record in this section.
 - When adding a new contact, you will require to input the following:
 - General Tab: Allows you to input the main information of the contact, such as First/Last Name, Birthday, etc.
 - Address Tab: Contains the contact's address, phone numbers, and email addresses.
 - Clients Tab: Provides the option to view and assign the contact to specific clients by setting the Type of contact, and the Emailing Settings.
 - To assign an existing contact to the client you could click on the 'Send Up' icon and it will display the following details:
 - Type of Contact:
 - Primary

- AR
 - Owner
 - Contact 4
 - Contact 5
- Description: Additional details to specify the contact. It is frequently used to identify Contact 4 or Contact 5.
 - Email Settings: Specify which emails should be sent or restricted from the selected contact.
 - Send Email: Different sections of TPS provide a send email action.
 - Print/Send: The Print/Send function provides four main emailing sections for Invoices, AR Statements, Collection Letters, and Mass Mailing.

For instance, if a specific Contact should not receive Invoices, A/R Statements, or Collection Letters, those options should be disabled in the Contact Details.



CATEGORIES TAB

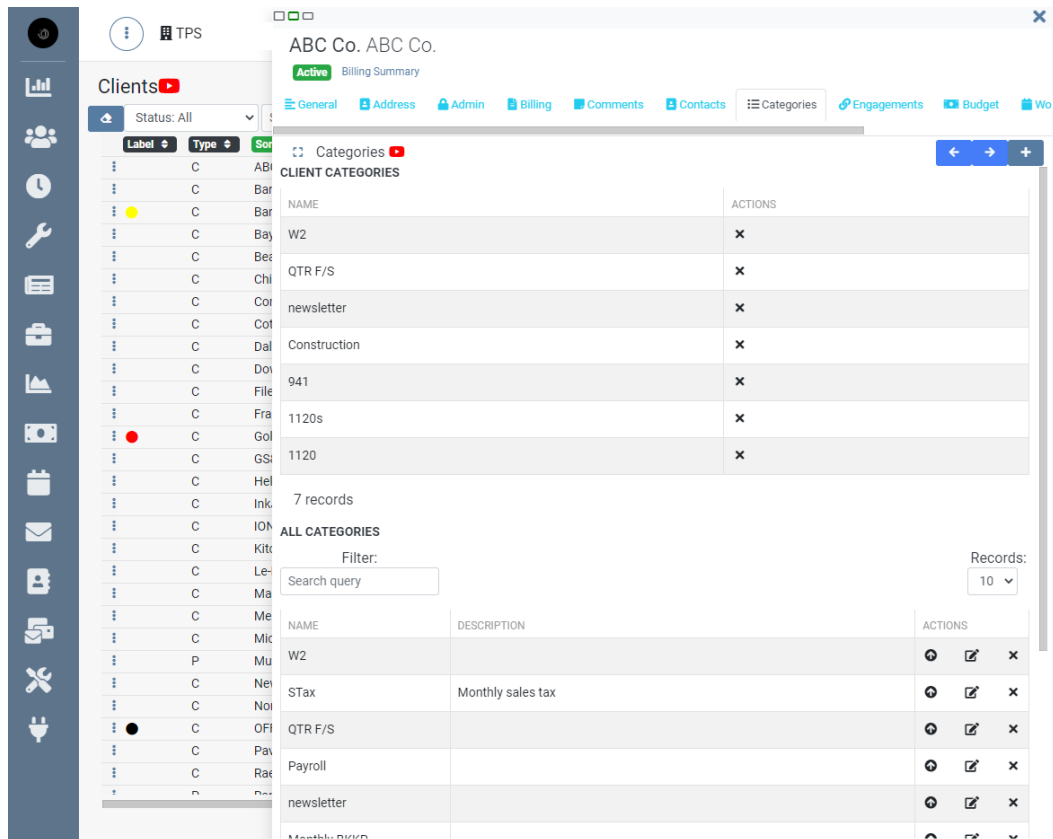
Categories are an important part of TPS that helps you with process management in so many ways. At its core, Categories are a way of filtering your clients to get the list you need at any point during the year. Typical categories might include:

- Types of clients: Corporation, Not for profit, Individual, Partnership, Estate, etc.
- Services you provide: 1120, 1120S, 1065, 1040, 990, W-2, T1, T2, T3, T4, Payroll, Payroll taxes, GST/HST, Monthly bookkeeping, etc.
- Type of Mailings: Newsletter, Tax letter, etc.

Categories are used to filter your clients for reports, sending mass mailings, or managing your workflow process.

Every accounting firm sends out letters advising corporate clients about their upcoming year end and what documents they need to bring in and by what date. In the Print/Send utility, you can use Categories (in conjunction with the Year End field on the General Tab) to get a list of Corporations with 1231 year ends and generate a Year End Letter to print out and mail, or email as a pdf.

For workflow, imagine being able to filter your list for all your 1040 category clients and then being able to assign the same workflow event of Personal Income Tax, due April 15th Annually to all those clients at the same time. A good set of categories can help streamline setting up Workflow and help with sending out mass mailings like Year End Engagement Letters.



As you see in the image above, the master list of All Categories is shown at the bottom of the screen. This is available in all clients' properties. This master list can be added, edited, and deleted directly from this screen. Use the Arrow Up icon to assign as many categories that relate to the client you're viewing.

The Client Categories section at the top shows what categories are applied to ABC Co. If you wanted to add any additional categories to ABC Co such as Payroll, you'd click the Arrow Up next to it to bring it up to the top Client Categories section.

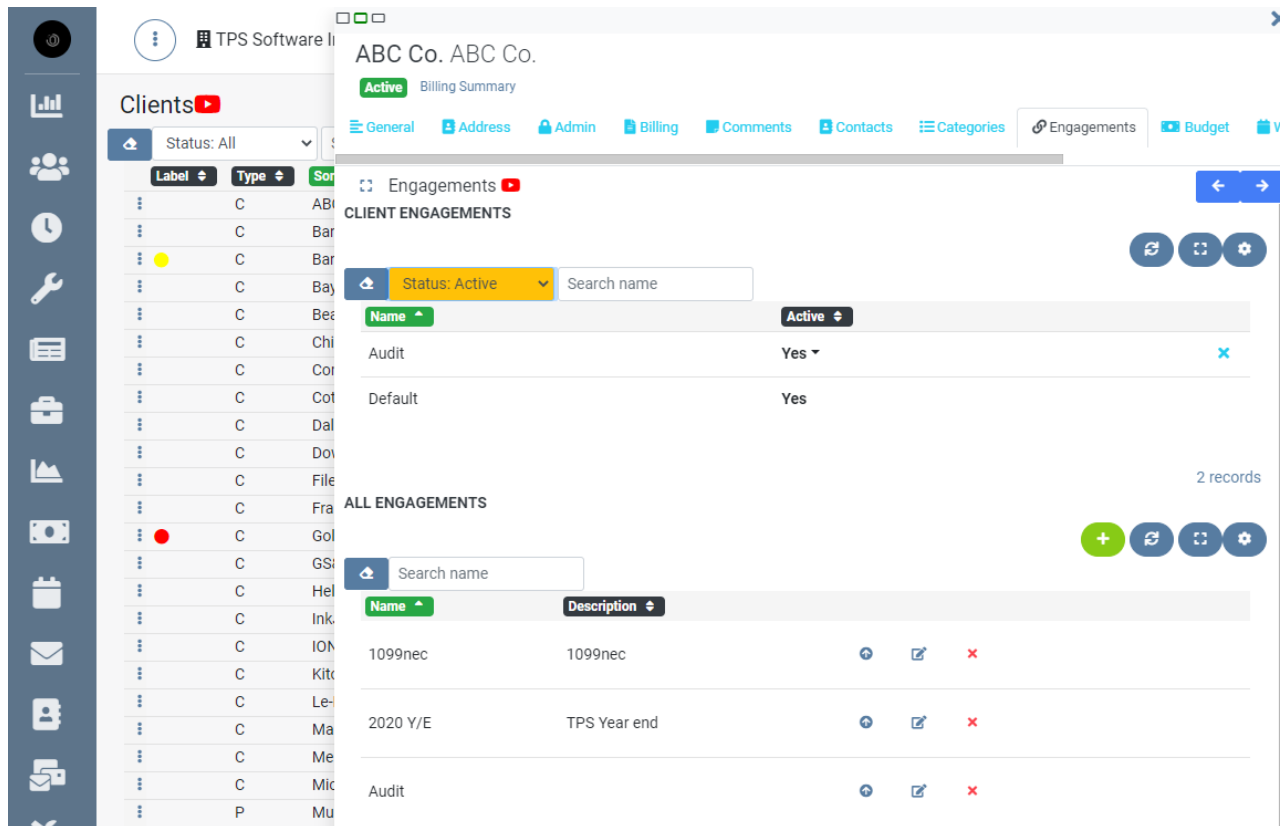
ENGAGEMENTS TAB

Engagements in TPS Cloud Axis are not used in the typical accounting sense. Engagements in TPS are like mini-projects for your client and are intended to keep the WIP for that project separate from the rest of that client's WIP. The biggest limitation of using Engagements is that you may

only bill ONE engagement per invoice per client. You cannot combine multiple engagements on a single invoice. For that reason, most TPS users don't bother using engagements and simply rely on their Workcode Structure to provide the necessary breakout and subtotalling on reports and invoices. If you need to provide a single invoice for ALL the work done on a client in a given time period, then Engagements is not for you. If you want to segregate WIP on a client into the different projects you're working on and invoice them separately, then Engagements is a great tool for that.

It is often used for clients where you may be doing two year ends for them and there is overlap of finishing FY 2022 and starting FY 2023 work. An engagement code will help you separate this work (as they are generally using the same workcodes) and measure profitability of 2022 versus 2023 year ends. Before you choose to set-up clients with several engagements, contact TPS Support to discuss the options, benefits, and possible drawbacks.

Engagements can provide your firm with a powerful tracking tool to categorize the different types of jobs you are doing for each client. Some typical types of engagements are tax, audit, consulting, personal financial planning and so on. In the Time Entry screen, an employee would have to enter the Engagement (i.e. Audit) as well as the Work code (i.e. Prep of F/S) for the client they are working on. In the Billing screen, all the client's WIP for the engagement Audit would be separated from other non-Audit WIP allowing you to bill all Audit engagement WIP together on one invoice. This can be a useful tool to ensure that all the WIP for a particular project (engagement) is billed and not lost in a long list of non-related WIP. NOTE: One very important limitation of using engagements is that WIP from one engagement cannot be combined with WIP from another engagement on one invoice. Separate engagements require separate invoices. Because this doesn't suit many firms, the use of engagements is completely optional.



We've only gone over some of the aspects of TPS. There are so many more to work with. You'll definitely want to click on the **Workflow Tab** and watch the video located there. Watch all the videos in TPS Cloud Axis. There's so much to learn and it's all right there at the click of your mouse.

CONTACTS

Contacts are the individuals in the client’s organization, or could also refer to individuals outside their office, such as bankers, lawyers, and other important parties, with whom the firm shares critical communication. Contacts play a vital role in various functions of the software, such as enabling email communication, incorporating contact names in client communication, and granting access to the TPS Portal (Ultimate subscription plan).

The Contacts Icon lets you view, add, and modify the Contact list and client assignments. Each individual/personal client comes with an automatically generated Contact record that's linked to the Client Properties General and Address Tabs; therefore, any changes to that Default Contact must be made on the Clients Properties. To create a new contact from this section you could click on the + icon and input the information on the General and Address tabs. Then the Clients tab will allow assign this contact to a client, remember that a contact could be assigned to multiple clients, if required. This Client tab is divided into two sections.

Assigned Clients and All Clients.

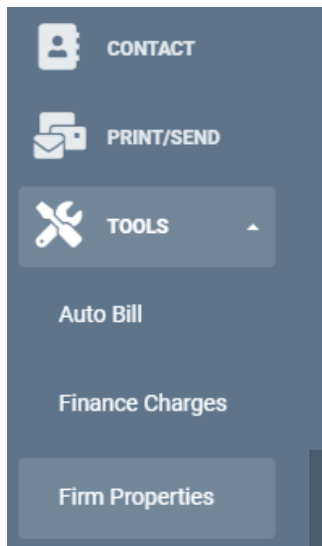
- **Assigned Clients:** Will display the Clients in which this contact has been assigned. You could edit the Contact Type, Description, and Email Settings; or even remove the Contact from the assigned client.
- **All Clients:** Provide the list of existing clients offering the option to search and select the clients that should be assigned to the contact by using the ‘Send Up’ arrow icon next to the Client name. You could also edit the client record in this section, if needed.
 - When assigning a client, you will require to input the following:
 - Type of Contact:
 - Primary
 - AR
 - Owner
 - Contact 4

- Contact 5
- Description: Additional details to specify the contact.
- Email Settings: Specify which emails should be sent or restricted from the selected contact.
 - Send Email: Different sections of TPS provide a send email action.
 - Print/Send: The Print/Send function provides four main emailing sections for Invoices, AR Statements, Collection Letters, and Mass Mailing.

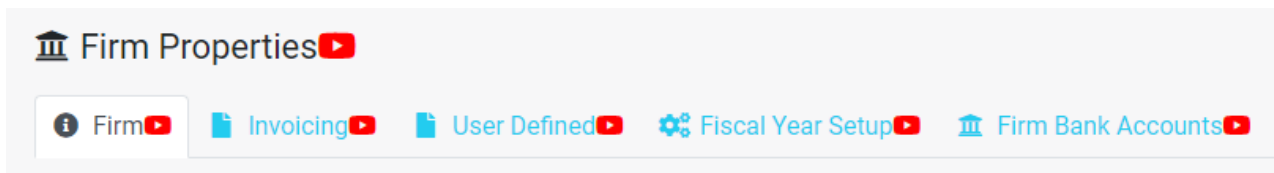
FIRM SETUP

This is where you enter information about your firm, such as name, address, phone, fax, e-mail, invoice code, finance charges, taxes and period ending dates.

On the left-hand side of the TPS screen, click on Tools and choose Firm Properties:



Once you click on “Firm Properties” you’ll see the following tabs across the top for you to click on and fill out the information.



Remember, all those red video icons will assist you in filling out the information, but here’s what you can expect from each tab.

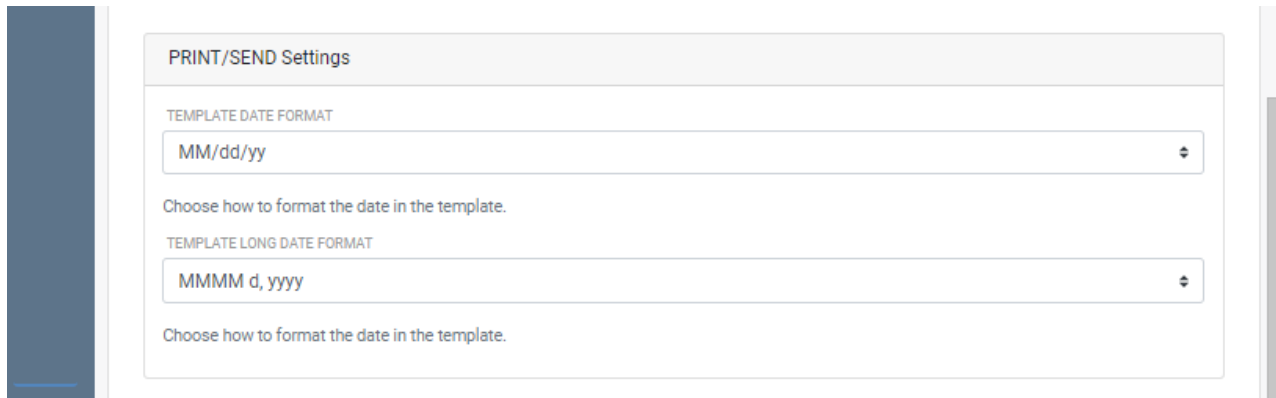
Firm Tab: Name, Address, Phone #, Email, Currency

This is where you fill out all your legal and office info, including contact information. Make sure you input your firm's currency in the dropdown menu provided. If your firm has more than one office, those other addresses can be added to the bottom of the firm tab (Ultimate Plan only)

TPS tries to make it as easy as possible to get in contact with your clients, so we've added the ability to email your clients from many of the screens/functions inside of TPS. Toward the bottom of the firm tab screen, you'll see the option for whether you want email replies to go directly to the employee who sent out the email or to the office email. In order for the office email function to work, an email address must be saved in the email field on this tab.

Print/Send Settings allows to select the date format that should be used on the templates; this section is critical for anyone generating invoices or letters. For instance, the most common Template Long Date format is MMMM d, yyyy if you want your dates to print out as May 31,

2023.



PRINT/SEND Settings

TEMPLATE DATE FORMAT
MM/dd/yy

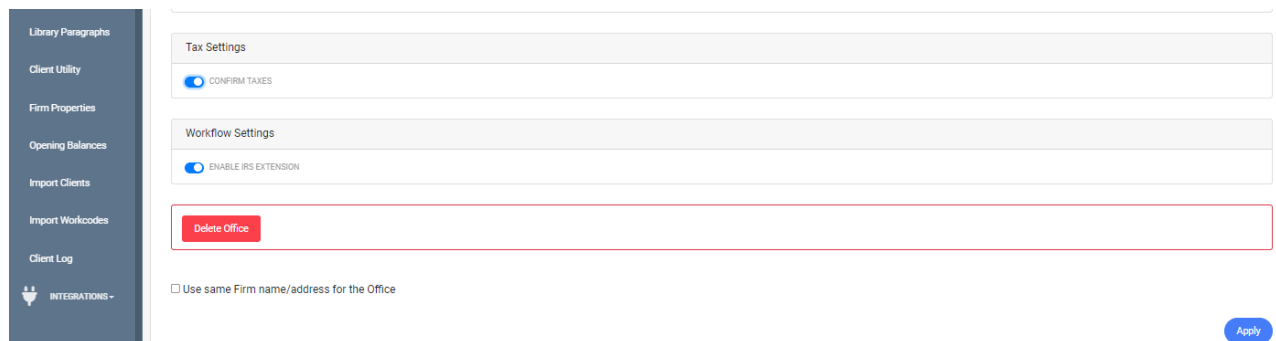
Choose how to format the date in the template.

TEMPLATE LONG DATE FORMAT
MMMM d, yyyy

Choose how to format the date in the template.

Tax Settings - Confirm Taxes: if your firm is going to be charging taxes on your invoices, this should be enabled so you can confirm the taxes being charged in billing. Leave this disabled if you charge NO taxes on your invoices as it will save you a step in the billing process.

Workflow Settings - Enable Extensions: This should be enabled so that you have the *option* to use extensions in your Workflow events.



Library Paragraphs
Client Utility
Firm Properties
Opening Balances
Import Clients
Import Workcodes
Client Log
INTEGRATIONS -

Tax Settings
 CONFIRM TAXES

Workflow Settings
 ENABLE IRS EXTENSION

Delete Office

Use same Firm name/address for the Office

Apply

Invoice Tab: Invoice Code, Tax, F/C Defaults

Firm Properties

Firm Invoicing User Defined Fiscal Year Setup Firm Bank Accounts

Shandro & Dawson LLP

Invoice Code: 23 Invoice Template: SDLLP

TAX INFORMATION

Tax Name	Rate
Tax 1: GST	5.000 %
CMPD:	0.000 %
Tax 3:	0.000 %

WORKCODE TAX INFORMATION

TAX 1
 CMPD
 TAX 3

Apply to all workcodes

Finance Charge Rate: 1.500 % Threshold Balance: 100
Finance Charge After: 30 Minimum Charge: 5.00
 Use Compounding Include Tax

Apply

The invoicing tab is where you set up your default options for invoices, establish your finance charges, and fill in your tax information.

Invoice Code: Your invoice code is completely up to you. It is a prefix that will appear in front of the sequential invoice number. Some firms use the initials of their firm (e.g. SD) and others use the year, such as 23 for the year 2023 and then in January 2024 change it to 24. This gives your invoice number a bit of “meaning” e.g. 23-1234 indicates an invoice from 2023. Or leave it as the default 0; however, it cannot be blank. Just put something that makes sense for your firm.

Invoice Template: This is the template you want to use as the system’s default template. Each time an invoice is created, the employee creating it will have the option to change the template, but if they do not, this is the template that will be used. To see the different options for templates, go to the tools menu (the three dots on the left side of the TPS screen) and choose *Templates*. Watch the video on the *Invoices* tab to get a better understanding of how to use and see invoice templates. You can always come back to Firm Properties and assign your custom invoice template once you set one up.

Tax information: You want to make sure to complete the Tax field(s) before entering any new clients. The tax value entered in the Firm Properties will be used as the default tax settings to be applied to the client in the Client Properties. This applies only to new clients added after the firm's Tax field has been filled in and not to clients already entered into the database. Tax 1 is basically your VAT tax section (in Canada it's where you would enter your GST or HST tax rate). Note: Tax 2-CMPD is a compounding tax and will be calculated on top of Tax 1 (this used to be the former Quebec provincial sales tax that compounded on top of GST). Tax 3 is for an additional tax (such as PST) that would be calculated separately from Tax 1. Contact TPS if you need help filling out this area.

Workcode Tax Information: This box allows you to easily apply the tax info you've entered here to all of your workcodes, so you don't have to edit them one by one. Just make sure you do want all of the workcodes to have these taxes applied.

Finance Charge Rate: This is the interest rate that you will charge per month. This should be a percentage.

Threshold Balance: This is the minimum balance that attracts a finance charge. For example, if you put \$100 in this field, finance charges will not be calculated until your client has more than \$100 overdue.

Finance Charge After: This will allow the firm to globally set the number of days after the invoice was created to start applying finance charges to clients e.g. 30 days. If you don't want to EVER apply finance charges to your clients, just enter the number 0 in here. If you charge finance charges to most of your clients but have a few select clients that you never want to charge finance charges - you can go to those specific clients - and in their Client Properties; Billing Tab change their Finance Charge After setting from 30 to 0 and they will never come up on your finance charge list.

Minimum Charge: Some firms want to charge a minimum finance charge (e.g. \$5.00) and calculate up from there.

Use Compounding: Check this box if you want to charge finance charges against unpaid finance charges as well.

Include Tax: Check this box if you want finance charges to be calculated on the gross amount of past due invoices (tax included).

Make sure to click Apply to save these settings.

Fiscal Year Setup

Firm Properties

Firm Invoicing User Defined Fiscal Year Setup Firm Bank Accounts

TPS TIME has to create periods for aging. If you are entering/converting old WIP or AR transactions, we need to know the oldest possible date for those transactions.

What is your Fiscal Year End?
31 Dec 2023

What date is your earliest transaction?
01 Jan 2021

What is your current period end?
31 Jan 2023

Apply

The Fiscal Year Setup only has three fields to fill out but they're so important to getting TPS functioning properly for you and your firm. So let's go over these three questions asked on this screen.

What is your fiscal year end? For this field, just put in this year's fiscal year end.

What date is your earliest transaction? TPS wants to know how far back it needs to create periods, so it needs to know the date of your earliest transaction. For instance, if you were going to enter a client opening AR balance from January of 2021, TPS needs to know that January 1st of 2021 is the earliest date so that there is a period created to put that transaction into.

If you aren't putting anything in earlier than the beginning date of your current fiscal year, then put that date.

What is your current period end? You can put in this month's or this period's end date.

Make sure to Click Apply once you've made your selections.

Other tabs you'll see on the Firm Properties screen are important but can be set up later. Those include:

User Defined: This is the "additional info" you'd like to have filled out in your client properties *user defined* tab.

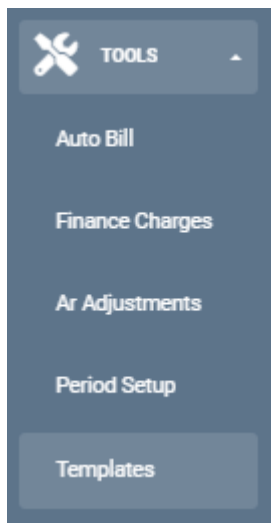
Firm Bank Accounts: Your account numbers and organizations.

Next, you'll need to create/edit the various Workcodes your employees are going to use to record their activities.

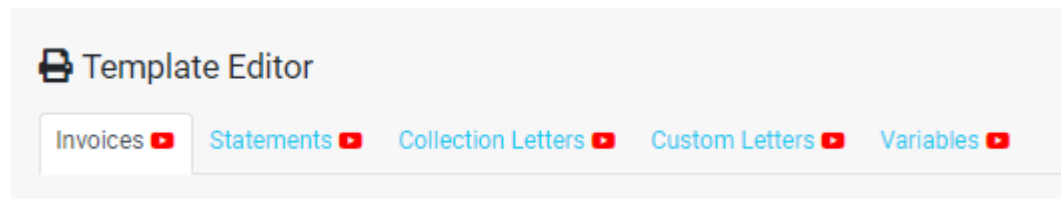
INVOICE TEMPLATE

Your invoices can look as professional as you would like by modifying one of our many templates or by creating something brand new – TPS Cloud Axis uses any MS Word-compatible editor.

TPS provides sample templates that you can either use or edit to suit your needs. Those templates can be found under the three dots (other tools/options), where you found your Firm Properties. Under “Templates.”

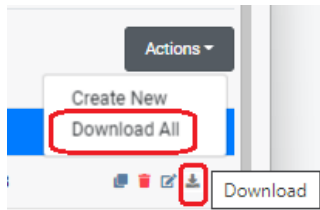


Once you’ve clicked on templates, you’ll see the following options across the top of the Templates screen:



The templates provided by TPS are broken out into the different type of documents you can create (Invoices, AR Statements, Collection Letters and Custom Letters). We consider our templates as “starting points” as it’s unlikely they will hit the mark 100% for all clients.

To find an invoice template that is close to how you like your invoice to look, you can either go to Actions and select Download All, or based on the descriptions you can select a few individually to download.

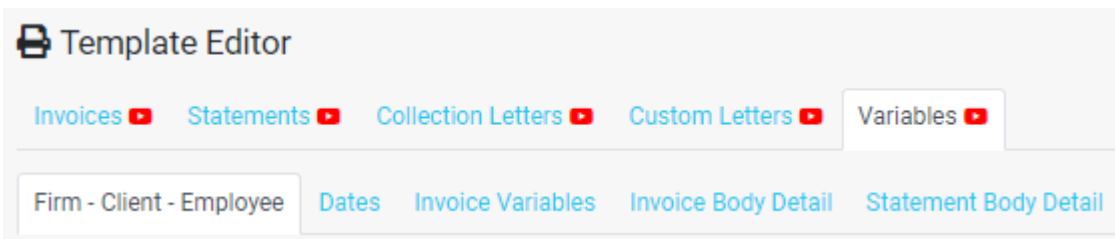


Once you find the template you want as your starting point, you can edit it by adding/removing variables, inserting your firm’s logo/letterhead, changing font, etc. Remember, you must make sure you use the Variables listed in the “Variables” tab to pull the correct info from TPS.

To add it to the list of templates as a Custom Template, click Actions and choose Create New. You can give your template a name (some firms use their initials e.g. SDLLP), choose the file for your template and save/upload it back to the Cloud.



These are the sub-tabs you’ll see on the “Variables” tab and each pertains to a specific type of variable used to pull information from TPS and put it on your invoices or statements or custom letters.



Here’s a sample of what that Invoices Variables page looks like, and remember, there are instructional videos in TPS to help you along the way:

Firm - Client - Employee	Dates	Invoice Variables	Invoice Body Detail	Statement Body Detail
VARIABLE				
Firm's Currency	@%C%@			
Invoice				
Invoice Code	@%Invoice.InvoiceCode%@			
Invoice Number	@%Invoice.InvoiceNumber%@			
Invoice Date - Short Date Format	@%Invoice.InvoiceDate%@ ⓘ			
Invoice Date - Long Date Format	@%Invoice.InvoiceDate_L%@ ⓘ			
Engagement Name	@%Invoice.EngagementName%@			
Invoice Link	@%Invoice.InvoiceLink%@		Includes the invoice payment link generated by TPS. The Address for the Hyperlink in MS Word should be saved as https://invoice.invoiceLink.variable/	
QBO Invoice Link	@%Invoice.QbInvoiceLink%@		Includes the invoice payment link generated by QBO. This is only available if QBO customers have an email, if the payments are enabled and if the invoice has been imported into TPS. The Address for the Hyperlink in MS Word should be saved as https://invoice.QbInvoiceLink.variable/	
Tax				
Tax 1 Name	@%Client.Tax1Name%@			
Tax 2 Name	@%Client.Tax2Name%@			
Tax 3 Name	@%Client.Tax3Name%@			
Tax 1 Amount	@%Invoice.Tax1%@ ⓘ			
Tax 2 Amount	@%Invoice.Tax2%@ ⓘ			
Tax 3 Amount	@%Invoice.Tax3%@ ⓘ			

If you need any assistance in editing your custom templates, feel free to email your template and perhaps an example of your invoice to our Support team at axis_support@tpssoftware.com and we'll be happy to help you troubleshoot the design.

CLIENT UTILITY

The Client Utility is a tool that allows you to do a mass update of data on your clients. For example - if your clients were entered into the database before you set your default Taxes in the Firm Properties. You could use the Client Utility to add the proper Tax 1 - GST 5% to all existing clients. Or if you want to apply your new custom Invoice Template to all your existing clients - this is the quickest way to do that.

Step One is selecting the clients you want to update. You can use the Filter if you need to filter for a specific category of client, or a specific Partner's clients. Once you have the list of clients you need, you use the Add To List button to move the clients over to the right side of the screen. If you have more than one page of clients you can go to page two, select all of those and Add them to the list as well. Once they are on the right side of the screen, you can use the delete button in case you see any client that shouldn't be included in your mass update.

Use the green Update Selected Clients to proceed to the next step.

The screenshot displays the 'Client Batch Update' interface, divided into two main sections: 'Step One: Select Clients' and 'Step Two: Update Clients'.

Step One: Select Clients features a search bar at the top with fields for 'Search Name', 'Search Email', 'Search Address', and 'Search Phone'. Below this is a table of client records with columns for 'Client Name', 'Email', 'Phone 2', 'Phone 3', 'Address', 'Accountant', and 'Partner Name'. Each row has a checkbox on the left for selection. A 'Filters' button is located above the table. At the bottom of the table, there are navigation arrows and a page indicator showing '1' out of 'All 25 records'.

Step Two: Update Clients shows a list of 'Selected Clients' (25 total). Each client entry includes a red 'X' icon for removal and a green 'Add to list' button. The clients listed include:

- 112233 BC Ltd (Evans) [Code: 112233BC | SortName: 112233BC Ltd (Evans)]
- 223344 BC Ltd. [Code: 223344BC | SortName: 223344 Walsh]
- A-1 Plumbing [Code: A-343424 | SortName: A-1 Plumbing]
- ABC Co. [Code: AB123-456 | SortName: ABC]
- CleanBrite Cleaning Services [Code: 9999CLEAN | SortName: CleanBrite Cleaning]
- Downtown Lock 'n Key Ltd [Code: DLOCK | SortName: Downtown]
- France Luggage [Code: FRANCE-02 | SortName: France]
- FY Enterprises [Code: 8777 | SortName: FY Enterprises]
- GS&G Installations Ltd [Code: GSINST | SortName: GS&G]
- InkJet Productions [Code: INK2504-15 | SortName: InkJet]
- Le-Ron Plastics Inc. [Code: LRPLAST | SortName: LeRon]
- Mail Room-Mailbox Rentals [Code: MRENTALS | SortName: Mail]





 In the center of the interface, there are three buttons: 'Add to list' (green), 'Update selected clients' (green), and 'Clear List' (red).

Step Two is updating those clients. You have a choice of what areas in the Client Properties you want to update. Since I want to update all my clients to have GST 5% as Tax 1 and I want to assign my custom invoice template - I will go to the Billing Tab and enter the GST and 5.00 for Tax 1 and click Update Clients. I'll then select SDLLP for my Invoice template and click Update Clients.

Client Batch Update


Step One: Select Clients | **Step Two: Update Clients**

You have selected 25 clients to update. [Change selected clients](#)

Categories  Client Engagements  **Billing ** Client Properties  Contacts

Tax1

Number	GST	5.00
--------	-----	------

Update for 25 clients 

CMPD

Number	Name	Value
--------	------	-------

Update for 25 clients

Tax3

Number	Name	Value
--------	------	-------

Update for 25 clients


Do NotSend Statement

DO NOTSEND STATEMENT

Update for 25 clients

Invoice Template

SDLLP

Update for 25 clients 

EMPLOYEE USER PREFERENCES

All employees should be advised that they can set their own user preferences by clicking on the teal circle in the far upper right of their screen. These preferences are for each individual user on their login and do not affect any other users within the firm.

The screenshot shows the user interface for 'Bill M. Now & Associates' in April 2023. The user 'Giovanna Z' (G.R.Z.) has accessed the 'User Preferences' menu. The preferences are as follows:

NAME	VALUE	
Auto Wip Time	<input type="checkbox"/>	
Default Minimum Time (Minutes)	6	
Start Screen		
Working hours start	08:00 AM	Save
Working hours end	06:00 PM	Save
Payment - Default Date question y/n	<input checked="" type="checkbox"/>	Save
Billing - Default Date question y/n	<input checked="" type="checkbox"/>	Save
Do you want to Save Report Filters?	<input checked="" type="checkbox"/>	Save
Ignore Inactive Clients in the Payment Screen?	<input type="checkbox"/>	Save
Include start/stop columns in Time & Expense Report Print?	<input type="checkbox"/>	Save
Hide Inactive Clients from selection lists?	<input type="checkbox"/>	Save
Hide Prospect Clients from selection lists?	<input type="checkbox"/>	Save
Hide On hold Clients from selection lists?	<input type="checkbox"/>	Save
Show recently selected items on selection lists?	<input checked="" type="checkbox"/>	Save
Hide Inactive Employees from selection lists?	<input type="checkbox"/>	Save
Default Workflow View	Workflow Calendar	Save
Calendars First Day Of Week	Monday	Save
Show Tax Adjustment	<input checked="" type="checkbox"/>	Save

OPENING BALANCES: WIP & AR

When making the transition from your former software to TPS Cloud Axis, you will want to get the unbilled WIP and AR from the old system into TPS so that your WIP Summary and AR Summary matches where you left off. Tools - Opening Balances gives you the ability to enter WIP and/or AR opening balances on a client-by-client basis. Some clients take advantage of our Data Conversion services and therefore may already have their unbilled WIP brought over along with the Clients, Workcodes and Employee information. However, AR is never converted over and so everyone will need to enter in AR opening balances.

Tools - Opening Balances is meant to be a one-time area used to get opening balances entered and get you started using TPS. Before you attempt to input your Opening Balances make sure you have your period set up correctly since the aging on the All Client Aged Summary tab will depend on your current period. It's often a good idea to have TPS in the same period as your old system's AR Summary report you might be working off of. For example, if you ran an AR Summary as of December 31, 2022 out of the old system - then TPS should be in the period ending December 31, 2022 too so that the Aged columns mean the same thing.

Since the program is in the current period ending January 31, 2023 these columns are aged accordingly.
 Current = Jan 1, 2023
 30 Days = Dec 1, 2022
 60 Days = Nov 1, 2022
 90 Days = Oct 1, 2022
 120 Days and older = Sept 2, 2022
 Any amounts you enter in these columns will be dated accordingly.

Current Period January 2023						Actions				
CLIENT	CLIENT ID	SORT NAME	ENGAGEMENT	TOTAL A/R	JANUARY 1 CURRENT	DECEMBER 1 30	NOVEMBER 1 60	OCTOBER 1 90	SEPTEMBER 1 & PRIOR 120	
<input type="checkbox"/> 112233 BC Ltd (Evans)	112233BC	112233BC Ltd (Evans)	Default	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
<input type="checkbox"/> 223344 BC Ltd.	223344BC	223344 Walsh	Default	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
<input type="checkbox"/> FY Enterprises	8777	FY Enterprises	Default	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
<input type="checkbox"/> CleanBrite Cleaning Services	9999CLEAN	CleanBrite Cleaning	Default	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

As an alternative, the Single Client tabs let you see one client at a time and allow you to select the date of the entry. This area also allows you to enter a description to go along with the opening balance. This option may be slower going, but it could give you greater ability to date opening balances specifically and add descriptions.

Opening Balance

WIP A/R

WIP

Choose the type of Balance you want to work with

Single Client All Clients Aged Summary

Select Client Date of Entry Client Engagement

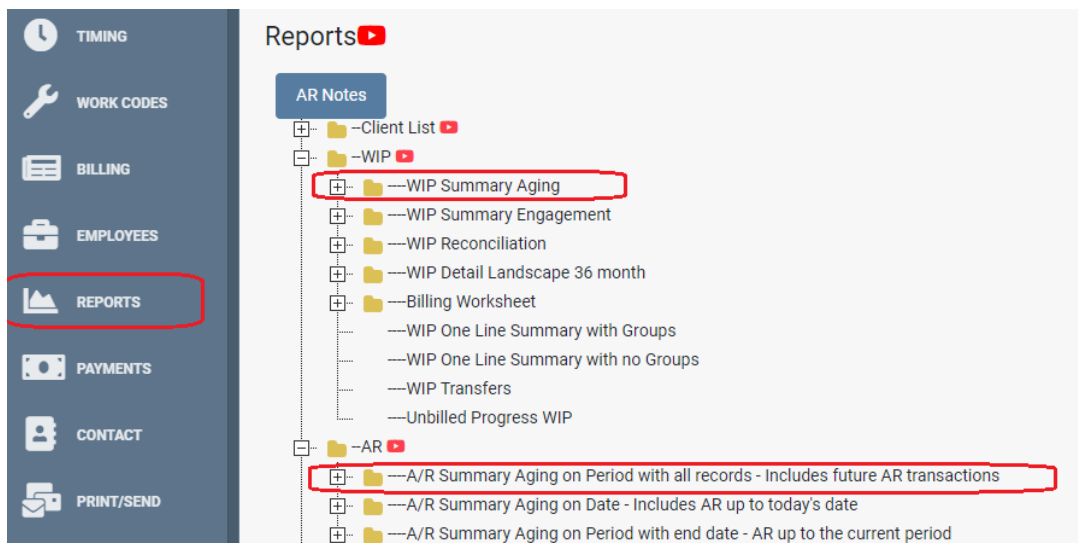
A-343424 - A-1 Plumbing A-1 Plumbing 12/31/2022 Default

WIP Amount Description

\$ 550.00 December 2022 bookkeeping

Apply WIP

After you've entered your opening balances - you can double check your work by running either the WIP Summary Aging, or AR Summary Aging reports to confirm your grand totals match your old system.



HELP IS ON THE WAY

Thank you for choosing TPS Axis, we are so happy to have you on board!

As you begin to get familiar with TPS Cloud Axis, remember to click on all those video icons throughout the program whenever you have questions.

If you get stuck at any step of the way, you can always give us a call or email us your question, and we'll be happy to help!



TECH SUPPORT

axis_support@tpssoftware.com



TOLL-FREE TALKING

1-888-877-2231