February System Update

Bill4Time has released the latest updates and changes to the Bill4Time [time tracking system](). In addition to fixes and improvements, here are some noteworthy additions.

New Dashboard Widget: The Time Entry Grid

Now you can quickly enter time entries right from the dashboard. Once you choose the client, project and hours, a time entry will be created immediately. Any changes or additional information you include will be saved as soon as you finish typing. Click the "plus" icon to create another entry, or click the "clipboard" icon to bring up the detailed time entry screen.

Summary Invoices

If you prefer to create [invoices]() with summary of services instead of showing detailed line items, is there is a new "Invoice Summary" tab when creating invoices. When creating an invoice, click the Summary Tab and check the "Use Summary" checkbox. Enter in your summary text below and click "Save." This particular invoice will now appear in summary form.

Writing Up or Down an Invoice

This new feature allows you to have a set billable total for labor and [expenses]() regardless of activity performed. This is for people who need accurate details of the hours worked and standard rates, but want to adjust the invoice total, usually to match a pre-arranged amount.

To write up or down an invoice, find the "Labor Total" and "Expense Total" edit boxes on the Invoice Details screen. Check the box to indicate you would like to adjust the total, and enter the adjusted amount. Bill4Time will automatically adjust all the records to match the set total. The amount prior to adjustment will not be displayed on the actual invoice.

Coming Soon: Project Accounting

We are putting the final touches on the ability to manage [accounting per project](), in addition to per client. Expect an announcement in the coming days.