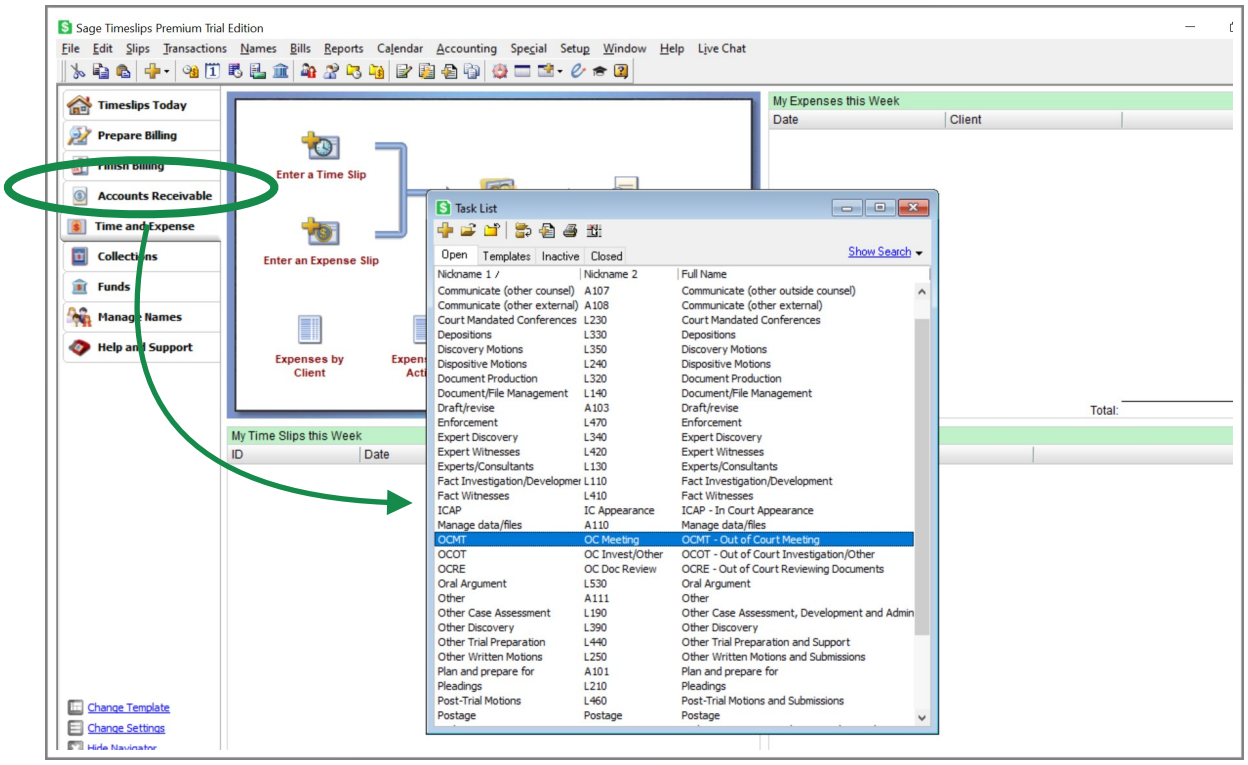
evolve VOUCHER

Using Timeslips with evolveVoucher

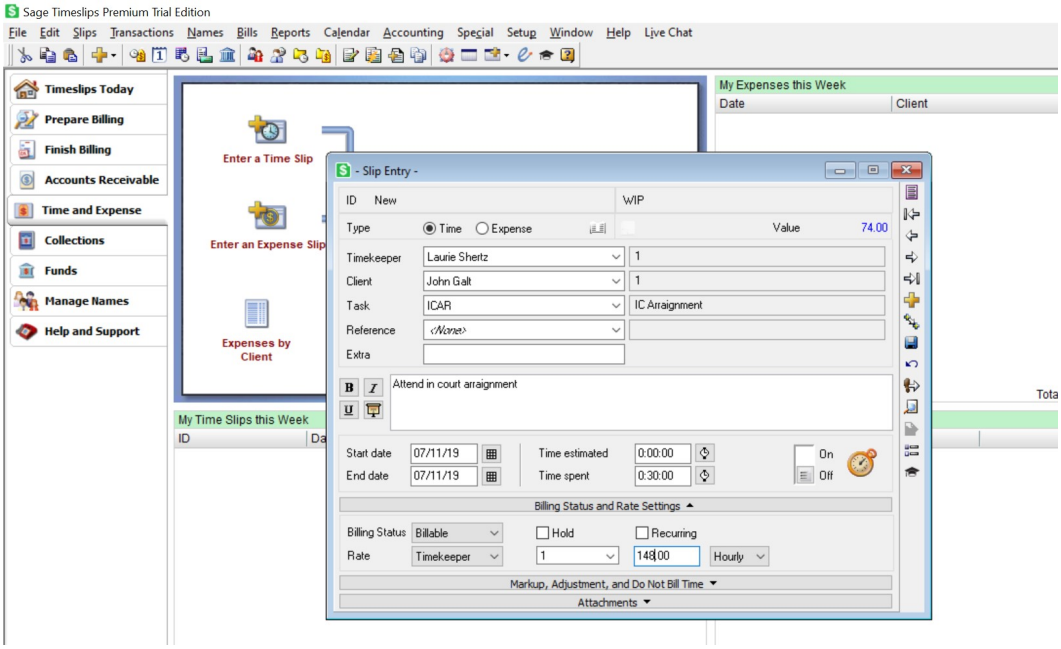
To best use evovleVoucher, you will want to set time and expense categories you can attribute to your slips. These categories can then be mapped in evolveVoucher to speed your data entry.

Within TimeSlips, select TIME and then EXPENSES tabs
Begin adding your categories, for each CJA time and expense category

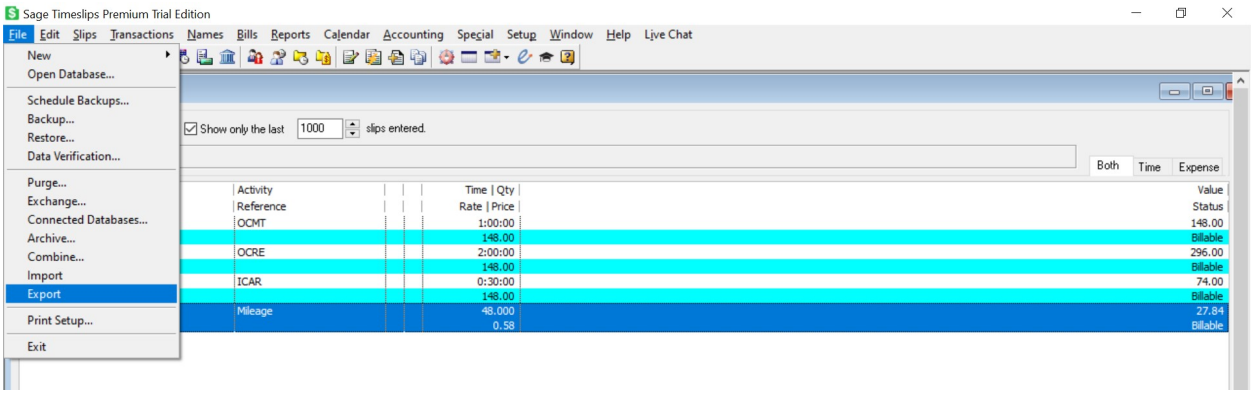


You can call these categories whatever makes sense to you - they do not have to match the verbiage of the CJA website. For example, I still use the old abbreviations: OCMT (out of court meeting) OCRE (out of court reviewing documents) etc. Do the same thing with your expense slips.

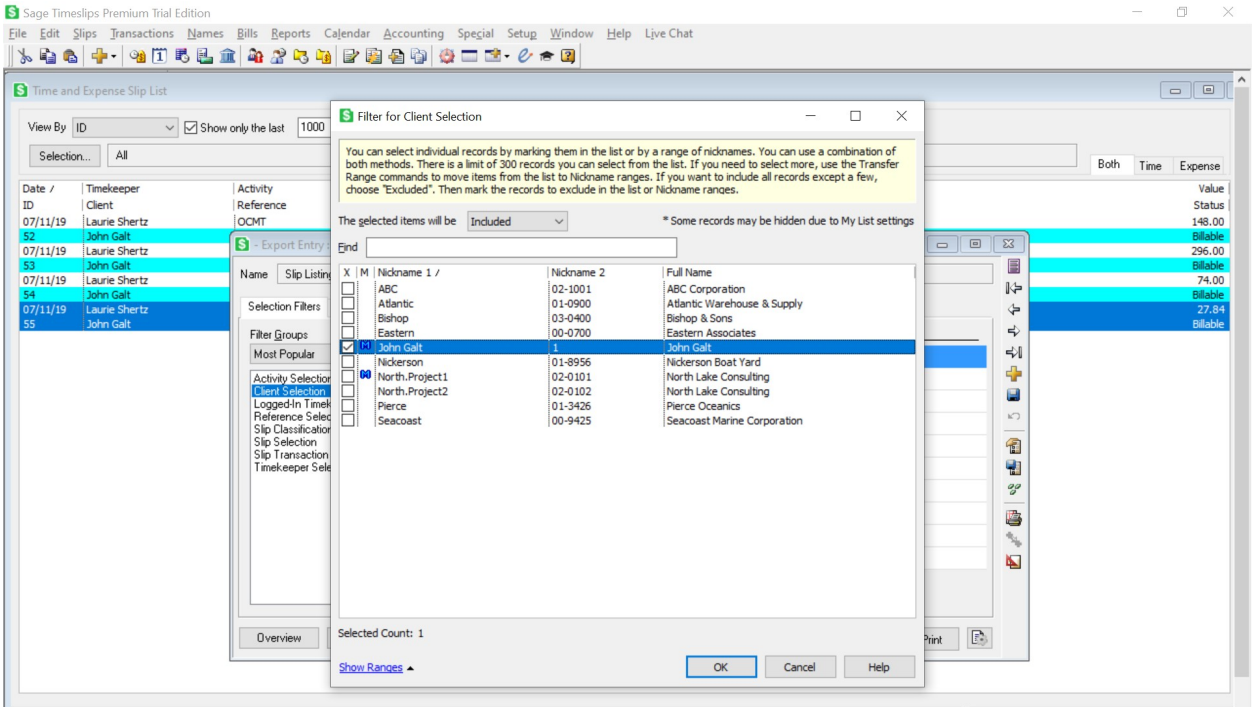
Once you have your activity and expense categories created, use them on each of your slips as you enter your time in Timeslips.



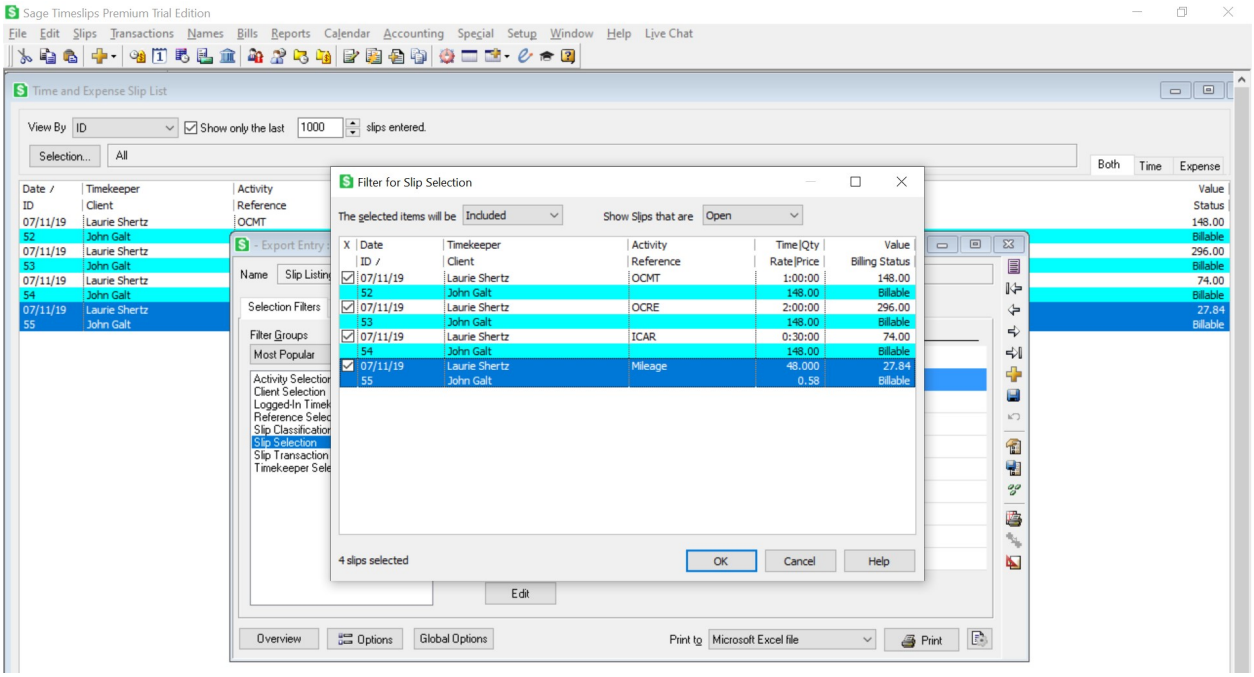
When you are ready to bill, you will export your time slips per client to a CSV file.Go to the File menu and click Export. You'll need to set up a standard export template the first time. Select "slip listing." After this template is created, you can "open the report entry."



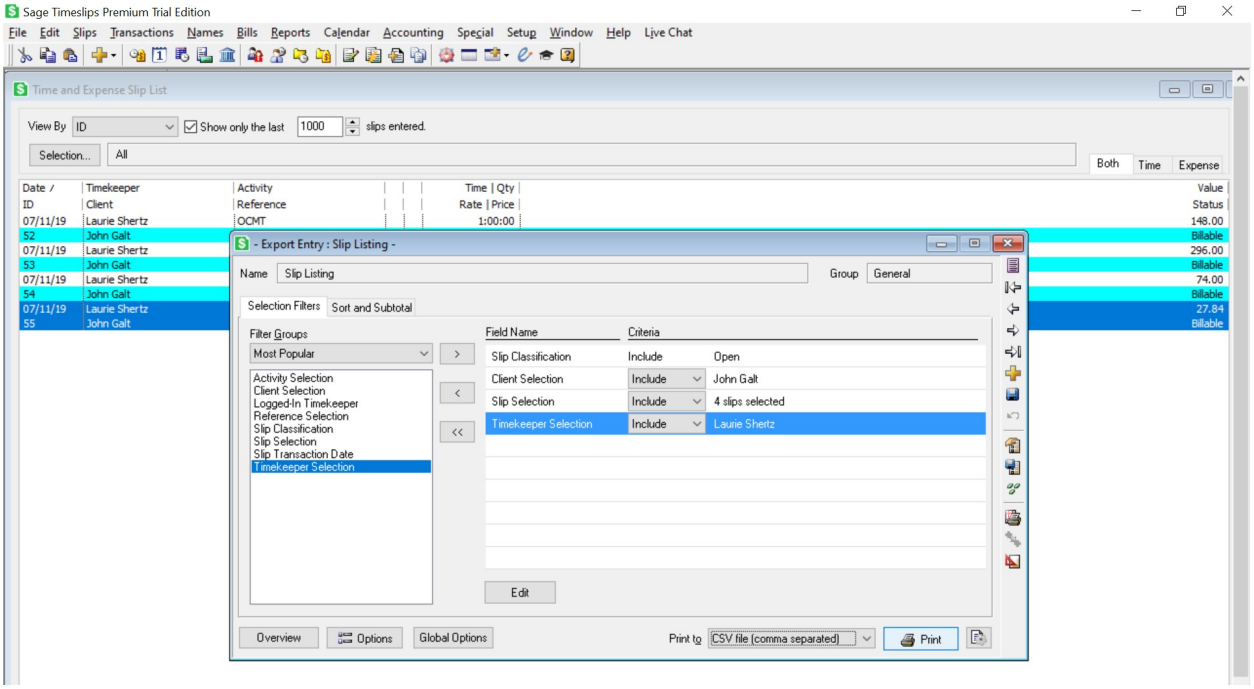
On the report entry, select the template you created, select your client



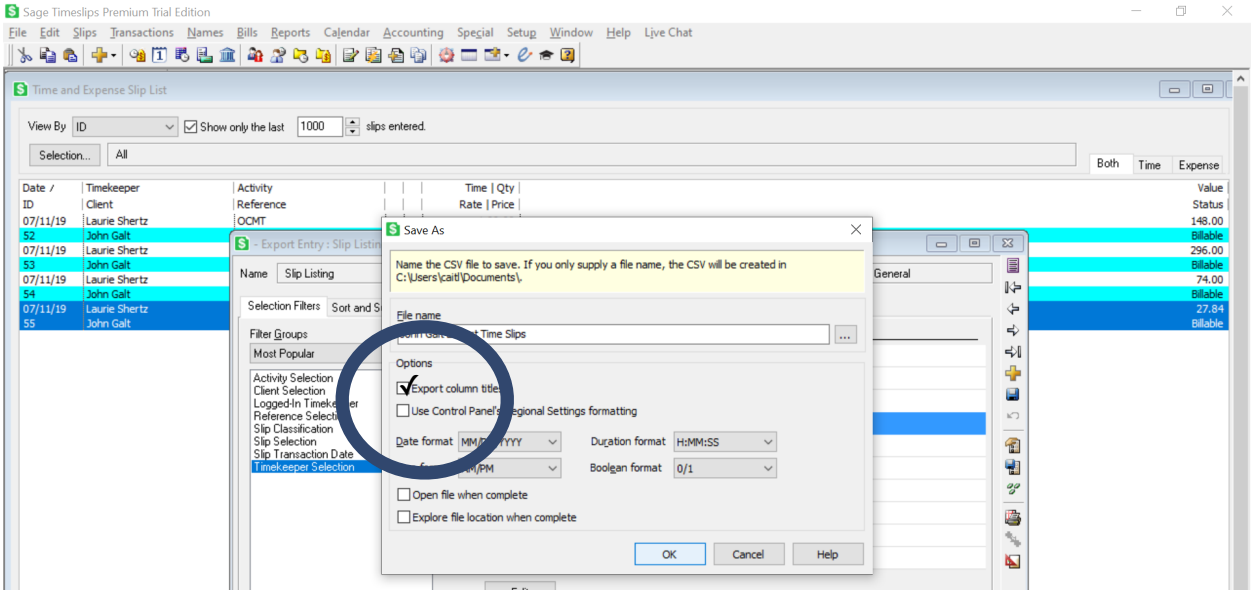
If all has gone well, you should have an output that looks like this (though hopefully with more slips!):



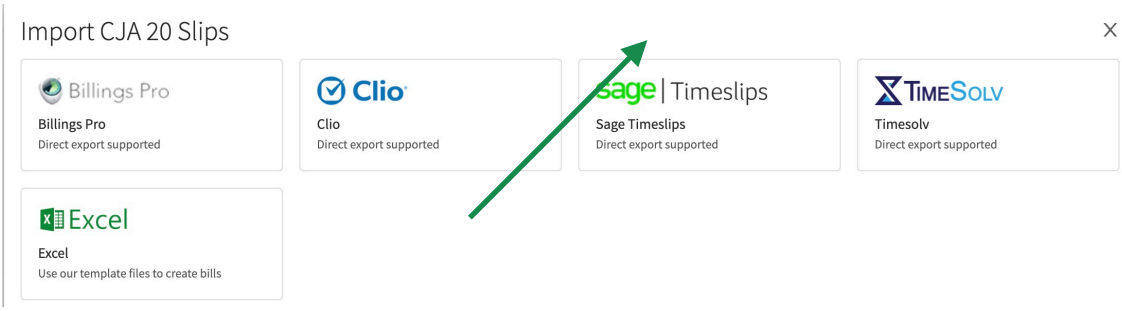
Select the time keeper who's data should be included, and then click to save your CSV



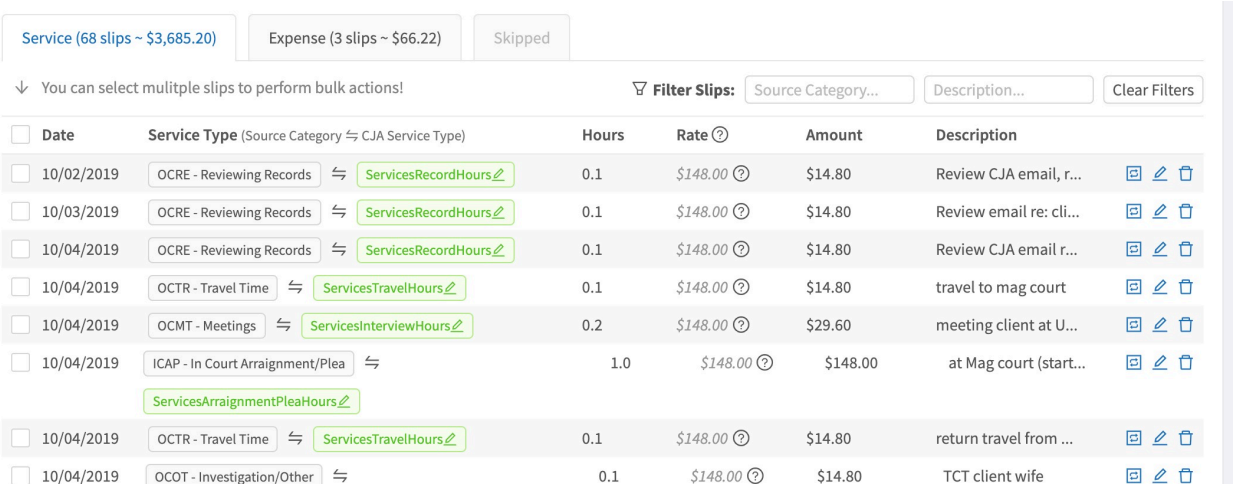
file. PLEASE MAKE SURE TO EXPORT COLUMN TITLES, There is a check box you need to ensure is checked:



Log in to evolveVoucher and select TimeSlips as your data source.



Follow the prompts in evolveVoucher to ensure your activity/time codes and expense codes are mapped to evolveVoucher. You will see all of your activity codes will be red the first time you log in, but they will start turning green when they are matched to the CJA codes. You should only have to do this process once (though occasionally after a major update to either eVoucher or evolveVoucher, you may have to remap.



Press continue, choose your district, and then launch the secure browser & enter your eVoucher credentials. Remember, we neither store your credentials nor do we access them: you are entering them directly into eVoucher yourself, so you can be assured your data and account stay safe and in your control.

evolveVoucher will begin uploading your slips into eVoucher so fast it will be done before you can walk back from the office kitchen with another cup of coffee. In fact, maybe you'll want to get your coffee first, before you fire it off, and watch the magic happen with your feet on your desk.

NOTE: Because eVoucher can be buggy and unpredictable, please make sure you double check all of your slips are in eVoucher properly before submitting your bill to CJA.