



# Managing hourly rates

Learn more about hourly rates, price groups and price lists



## Become an expert in managing hourly rates

Learn how you best manage hourly rates

This document describes how you create and edit hourly rates, price groups and price lists in TimeLog Project.

Get the full use of TimeLog Project. Read more about price groups in different currencies.





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## 1 Introduction

Under the **System administration -> Finance -> Hourly rates**, it is possible to set up and edit hourly rates, price groups and price lists.

An hourly rate is the price the customer pays per hour for services rendered. Hourly rates are used when adding new employees to the system as well as in resource groups and project allocations, among other things. Learn more about hourly rates in section [1.3 Types of hourly rates](#) on [page 6](#).

Our TimeLog Business and TimeLog Enterprise customers are free to create hourly rates in price groups capable of handling different currencies. This is a useful feature for creating same-service multiple hourly rates for the same services for customers in various countries. Learn more in section [5 Price groups in different currencies](#) on [page 16](#).

Hourly rates are created in either the integrated default price list found in TimeLog Project or a customer price list, which contains only the hourly rates available to that particular customer. Learn more about customer price lists in section [4 Customer price lists for hourly rates](#) on [page 14](#).

TimeLog Enterprise customers gain the added benefit of creating extra default price lists for various legal entities. This is useful for organisations, which have foreign departments. Learn more about extra default price lists in section [6 Additional default price lists for legal entities](#) on [page 20](#).

**PLEASE NOTE!** If you want to use multiple currencies and thereby create multiple price groups, you need the TimeLog Project Business Edition or the TimeLog Project Enterprise Edition.

**PLEASE NOTE!** If you want to create multiple default price lists (for use with multiple legal entities), you need the TimeLog Project Enterprise Edition as well as enabling Departments by going to **System administration -> General Settings**.

### 1.1 Access to hourly rates

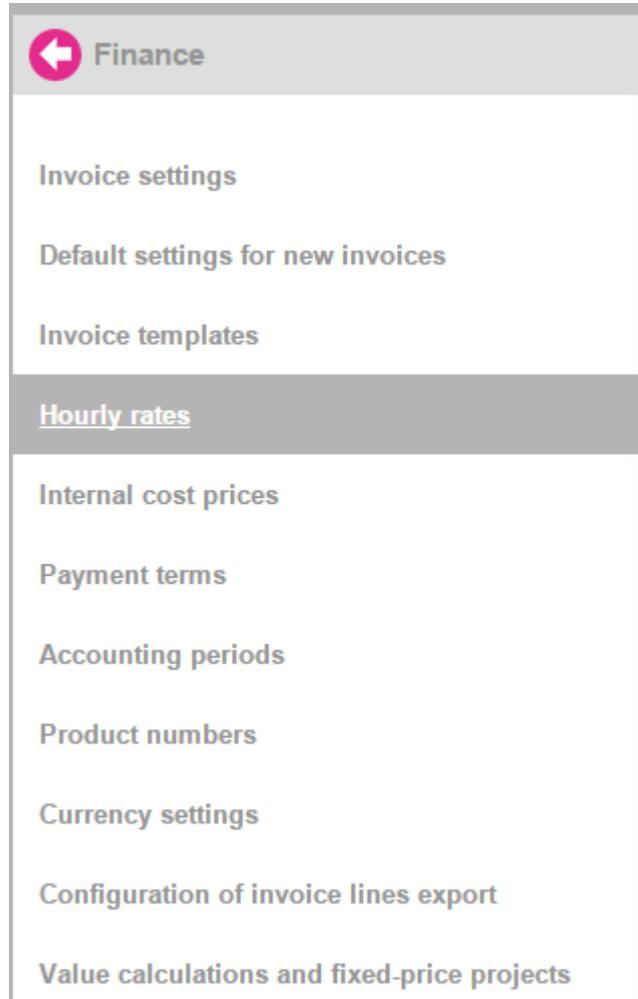
Hourly rates are accessed by going to **System administration -> Finance -> Hourly rates**. See [Figure 1](#) on the next page.





**Figure 1**

Access to hourly rates



## 1.2 User interface on the hourly-rate main page

The user interface for the hourly-rate main page includes options for enabling and disabling features, selecting items to include on the hourly rates list and viewing hourly rates.

Please note that view options and functionality depend on your version of TimeLog Project and any add-ons.





**Figure 2**

Hourly rates in list view with expanded **Configuration** menu

Name	Hourly rate (DKK)	Status		
Internal (System hourly rate)	0,00	●	<input type="checkbox"/>	
Konsulent	1.200,00	●	<input type="checkbox"/>	
Programming	850,00	●	<input type="checkbox"/>	
Projektleder	1.200,00	●	<input type="checkbox"/>	
Sekretær	350,00	●	<input type="checkbox"/>	

- Click the **Configuration** menu in the top-left corner of the screen to collapse the menu and improve your overview. Click on **Configuration** to expand the menu again
- Just below **Configuration**, you can enable or disable multiple currencies and legal entities. Click **ON** to enable these options or **OFF** to disable them
- The **View** section lets you select which price lists with hourly rates to include in the overview below, as well as the status for each hourly rate (active/inactive)
- The **View options** section lets you select whether to view your hourly rates in list or matrix form. **Figure 2** shows the hourly rates in list form, while **Figure 4** on [page 8](#) shows them in table form (only available with More currencies enabled)





- If you have created hourly rates in multiple price groups, you can collapse the list by clicking the small minus at top left to show only the titles of the hourly rates instead of the rates themselves. (This feature is not available in TimeLog Project Team Edition.) Click the plus icon to expand the list again

**PLEASE NOTE!** If the Product No. column is shown on the hourly rates list, the inclusion of product numbers is enabled in System administration  Invoice Settings.

## 1.3 Types of hourly rates

TimeLog Project offers three types of hourly rates: **Default hourly rates**, **overwritten default hourly rates** and **customer-specific hourly rates**. These are described below and shown in [Figure 3](#) on the next page.

- **Default hourly rates** are used for services available for all customers and all projects. Unless otherwise stated, all customers pay the same amount for the same service, e.g. EUR 180.00 for .Net Programming. Default hourly rates have a white background on the list
- **Overwritten default hourly rates** are default rates that have been changed for a single customer. These are used in connection with e.g. service rebates. They will appear in the Project Administration on projects and overwrite default hourly rates for projects linked to the customer in question. Overwritten default hourly rates are marked with green backgrounds and a small circular arrow, which is used to reset the overwritten hourly rate to the default hourly rate
- **Customer-specific hourly rates** are used for services performed for a specific customer only. They will only appear in the Project Administration for projects linked to the customer in question. Customer-specific hourly rates are marked with a warning triangle and the customer's name



**Figure 3**

List showing the three types of hourly rates

Configuration Configuration of more currencies: Active; Configuration of more legal entities: Inactive

View

Price list: » Candeli System ▾

Status: Show active hourly ▾

Show

View options

Show as list

Show as matrix

Actions

New customer price list...

Standardtimepriser > Candeli Systems (6) New hourly rate Adjust price groups on the price list...

Select action OK

Name ^	Hourly rate (DKK) ▶	Status ▶		
Development <span>▲ Candeli Systems only</span>	1.000,00	●	<input type="checkbox"/>	
Internal (System hourly rate)	0,00	●	<input type="checkbox"/>	
Konsulent	1.205,00	●	<input type="checkbox"/>	
Programming	850,00	●	<input type="checkbox"/>	
Projektleder	1.200,00	●	<input type="checkbox"/>	
Sekretær	350,00	●	<input type="checkbox"/>	

## 2 Create hourly rates

When creating hourly rates, it is important to select the price list in which to create the rates on the **Price list** drop-down list.

### 2.1 Create a default hourly rate

1. Select the default hourly rate list in the **Price list** table. Default price lists are sorted first on the list. Click **Show**. There may be several default price lists, so Enterprise Edition customers should make sure they select the correct one
2. Next, click **New hourly rate**
3. Enter a name for the hourly rate in the **Name of hourly rate** field
4. Enter the rate in the **Hourly Rate** column





- 5. If multiple price groups have been created for the current price list, designate one hourly rate per price group (only available in the Business and Enterprise Editions)
- 6. Click **Save** to save the newly created hourly rate, or click **Save & new** to save the rate and create another

**Figure 4**

Select the default price list, and click **New hourly rate** to create a new default hourly rate

View

Price list: Standardtimepriser

Status: Show active hourly

Show

options

Show as list

Show as matrix

Actions

New customer price list...

Standardtimepriser (5)

New hourly rate

New price group

Adjust price groups on the price list...

Select action

OK

**Figure 5**

For each price group, enter the name of the hourly rate and the rate itself

New standard hourly rate

Name of hourly rate:

Price group	Hourly rate
Danmark (DKK)	DKK
Holland (EUR)	EUR

Save

Save & new

Cancel





## 2.2 Create an overwritten default hourly rate

1. Select a customer price list on the **Price list** drop-down list at the top of the page (see [Figure 4](#)). The customer price list will be indented under the default price list. Read more in section [4 Customer price lists for hourly rates](#) on [page 14](#)
2. Click the **pencil** (see [Figure 4](#)) next to the hourly rate you wish to overwrite, or click the **action menu** next to the hourly rate and select **Edit**
3. Enter the new **Hourly rate** as described in section [2.1 Create a default hourly rate](#) on [page 7](#), and click **Save**

**Figure 6**

Create overwritten default hourly rates by editing existing hourly rates on customer price lists

**Edit customer hourly rate (Candeli Systems)**

Name of hourly rate:

Hourly rate (DKK):

Activate hourly rate

**Save** **Cancel**

The hourly rate will now have a yellow background (see [Figure 3](#) on [page 7](#)).

Click the  icon next to the hourly rate, or click the **action menu** and select **Cancel special rate** to revert the price to the default hourly rate.

## 2.3 Create a customer-specific hourly rate

1. Select a customer price list on the drop-down list. The customer price list will be indented under the default price list
2. Click **New hourly rate** on the top of the price list
3. Enter the new hourly rate as described in section [2.1 Create a default hourly rate](#) on [page 7](#), and click **Save**

The hourly rate will now feature a warning triangle and a notification that the price in question applies to specific customers only (see [Figure 3](#) on [page 7](#)).





## 3 Manage hourly rates

A number of actions can be performed for hourly rates: edit, enable, disable, delete and adjust.

- Editing hourly rates means changing the name and/or amount. Hourly rates used in allocations and/or time registrations cannot be edited
- Deactivating hourly rates means that the rate cannot be selected when creating or editing projects and employees, but that it is still active in previously selected contexts. Deactivated hourly rates can always be reactivated
- Deleting hourly rates is only possible if they are not used in resource groups, allocations or time registrations. As soon as an hourly rate is in use in the system, it cannot be deleted. Deleted hourly rates will no longer be available in creating and editing projects and employees
- Adjusting hourly rates usually occurs on a quarterly or annual basis in connection with indexation. Adjustments are applied to all resource groups and allocations using the hourly rate as well as to non-booked time registrations. They are applied retroactively on the date of adjustment

The above-mentioned actions are described in more detail on the following pages.

### 3.1 Edit an hourly rate

1. Select the price list containing the hourly rate to be edited
2. Click the **pencil** next to the hourly rate you wish to edit, or click the **action menu** next to the hourly rate and then **Edit** (see [Figure 7](#) on the next page)
3. Enter a new name for the hourly rate , if you wish to change it (see [Figure 8](#) on the next page)
4. Enter new hourly rates for each price group to be edited
5. Click **Save** to apply changes





**Figure 7**

Click **Edit** to the right or in the hourly-rate context menu

Standardtimepriser (5) New hourly rate New price group Adjust price groups on the price list... Select action OK

+ Name ^	Hourly rate	Status ▶	<input type="checkbox"/>		
+ Internal (System hourly rate)			<input type="checkbox"/>		
+ Konsulent		●	<input type="checkbox"/>		
+ Programming		●	<input type="checkbox"/>		
+ Projektleder		●	<input type="checkbox"/>		
+ Sekretær		●	<input type="checkbox"/>		

**Figure 8**

Edit hourly rates by clicking **Edit** and entering a new name or amount

Edit standard hourly rate

Name of hourly rate:  Activate hourly rate

Price group	Hourly rate
Danmark (DKK)	DKK 1.199,00
Holland (EUR)	EUR 125,00

Save Cancel

**PLEASE NOTE!** Hourly rates used in allocations and/or time registrations cannot be edited. You need to create new hourly rates instead. Read more in section [2.1 Create hourly rates](#) on page 7.





### 3.2 Deactivate an hourly rate

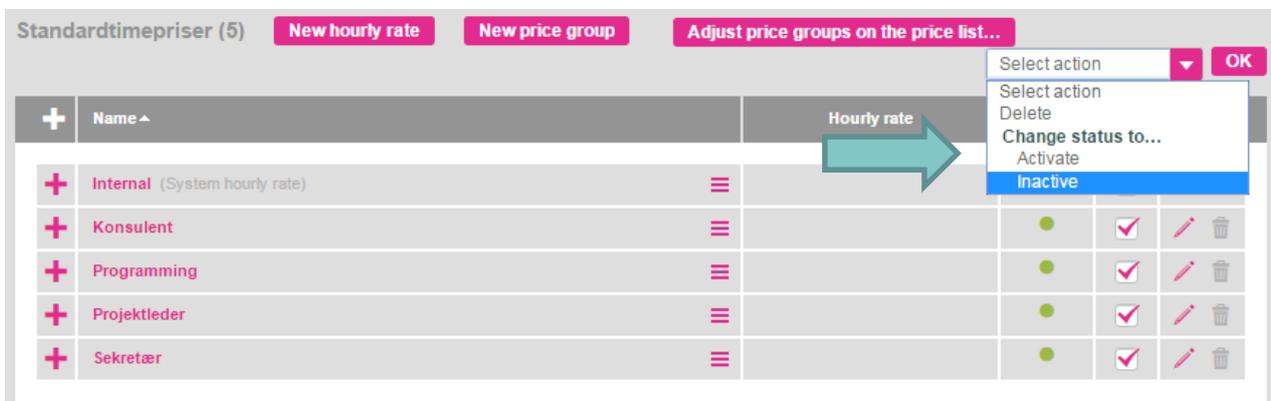
1. Select the price list containing the hourly rate to be edited
2. Click **action menu** next to the hourly rate, and select **Deactivate**

### 3.3 Deactivate multiple hourly rates

1. Click the check box next to the hourly rates to be deactivated in the list of hourly rates
2. Open the **Select action** menu, and select **Change status to... Inactivate**
3. Click **OK**

**Figure 9**

Check the hourly rates, and select **Inactivate** in the **Select action** menu to deactivate multiple hourly rates simultaneously



### 3.4 Delete an hourly rate

1. Click the trash bin next to the hourly rate you wish to delete, or click the **action menu** next to the hourly rate and then **Delete**
2. Confirm the deletion by clicking **OK** in the following dialogue box





### 3.5 Delete multiple hourly rates

1. Click the check boxes next to the hourly rates to be deleted
2. Open the **Select action** menu, and select **Delete**
3. Click **OK**
4. Confirm the deletion by clicking **OK** in the following dialogue box

### 3.6 Adjust an hourly rate

1. Click the **action menu** next to the hourly rate to be adjusted, and select **Adjust hourly rate...**
2. Enter the new hourly rate, and select the date from which the adjustment applies
3. Click **Save** to apply changes

**Figure 10**

Enter the new hourly rate, and select a date

### 3.7 View hourly-rate log

Click the **action menu** next to the hourly rate, and select **Hourly rate log...** to view all changes made to the hourly rate.

Changes are shown in table form with time stamps, user initials and “effective from” dates (see [Figure 11](#) on the next page).





**Figure 11**

This log shows all the changes made to a given hourly rate

Standardtimepriser > Candeli Systems			
Konsulent > Danmark			
Updated ▾	by	From ▶	Rate (DKK)
02-09-2015	TLJ	N/A	1.205,00

Close

**Tip:** If the context hourly-rate context menu does not open by clicking the **arrow** next to the hourly rate, check if the **Show as matrix** option is selected at the top of the screen, or if the list of hourly rates is collapsed. (This only applies if several price groups have been created.) Select **Show as list**, and make sure the list is expanded by clicking the **plus** icon.

## 4 Customer price lists for hourly rates

Customer price lists are used for creating customer-specific hourly rates, i.e. rates for services rendered for specific customers only. Customer price lists and their linked hourly rates will appear in the Project Administration after creating new projects for the customer in question.

Customer price lists can be created whether or not **More currencies** and **More legal entities** are activated.

### 4.1 Create a customer price list

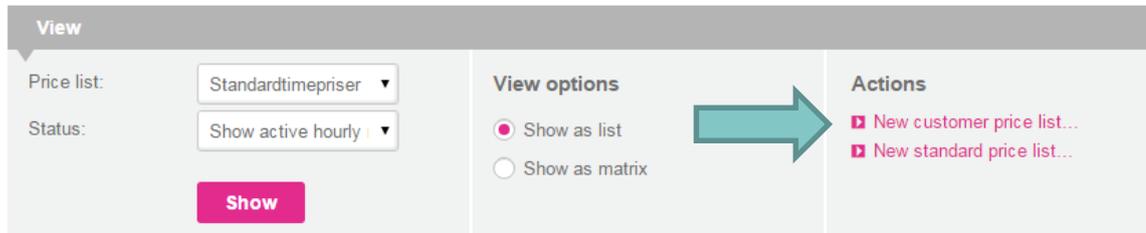
1. Click **New customer price list...**





**Figure 12**

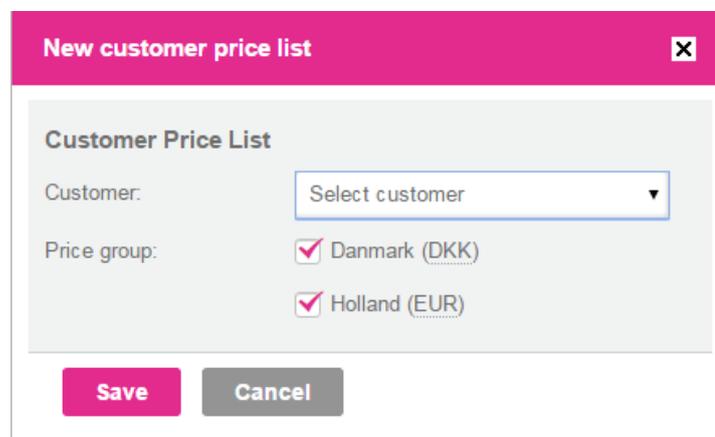
Create a **New customer price list...** using this action



2. Choose which **customer** to link to the price list (see [Figure 13](#))
3. Select the price-list hourly rates to copy to the new customer price list. These hourly rates can subsequently be edited (see section [3.1 Edit an hourly rate](#) on [page 10](#)). Enterprise Edition customers using multiple default price lists must also select a default price list
4. Select which price groups are open for creating hourly rates, if you have created multiple price groups (not available in TimeLog Project Team Edition)
5. Click **Save**

**Figure 13**

Dialogue box for creating customer price lists





The new customer price list will now appear on the **Price list** drop-down list, indented under the default price list, and you can now add hourly rates and price groups to the list. Read more in section [2 Create hourly rates](#) starting on [page 7](#) and in section [5 Price groups in different currencies](#) starting on this page.

**PLEASE NOTE!** The multiple currencies feature is only available in the Business or Enterprise Edition of TimeLog Project and requires activation.

**PLEASE NOTE!** When creating hourly rates on a project in the Project Administration, customer price lists for the customer in question are also created automatically (unless these already exist).

## 5 Price groups in different currencies

In TimeLog Project, the same service can have multiple hourly rates according to country or region. For this purpose, we recommend creating price groups. For instance, you can have a price group for Sweden, another for Germany and a third for Holland. Each price group requires a currency, which can be the same for several groups, as some countries use the same currency, e.g. the euro for Germany and Holland.

**PLEASE NOTE!** More currencies must be enabled to use price groups. For this you need the Business or Enterprise Edition of TimeLog Project.

Price groups can only be created on default price lists. Customer price lists allow editing but not creation of price groups. Read more about customer price lists in section [4 Customer price lists for hourly rates](#) on [page 14](#).

New hourly rates must be selected in all the price groups that employ them.

### 5.1 Create a price group

1. Select a default price list on the **Price list** drop-down list. Please note that the list can include both default price lists and customer price lists. If your company uses TimeLog Project Enterprise Edition, the **More legal entities** option can be enabled at the top of the screen. This allows multiple default price lists, so make sure to select the correct one when creating hourly rates
2. Click the **New price group** button





Figure 14

Select a default price list and click **New price group**

**Configuration**

**More currencies**  ON  OFF

**More legal entities**  ON  OFF

**More currencies**  
Enable this setting if your company invoices customers in other currencies than one (DKK) or if you price your services differently depending on which region or industry you sell to. Please note that this feature is only available for customers having TimeLog Project Business edition or TimeLog Project Enterprise edition.

**More legal entities**  
Enable this setting if your company has offices and employees in more countries offering different services in each country. Please note that this feature is only available for customers having the TimeLog Project Enterprise edition.

**View**

Price list: Standardtimepriser

Status: Show active hourly

Show as list  
 Show as matrix

**Actions**  

Standardtimepriser (5)

Name ▲	Hourly rate (DKK) ▶	Status ▶	<input type="checkbox"/>	<input type="checkbox"/>
Internal (System hourly rate)	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Konsulent	1.200,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming	850,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projektleder	1.200,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sekretær	350,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Enter a familiar name for the price group, and select the currency to use for these hourly rates
4. Fill in the hourly rates
5. Click **Save** to apply entries, or click **Save & new** to save the rate and create another price group





**Figure 15**

Fill in the hourly rates for the services provided by your company

Name of hourly rate	Hourly rate
Internal	0,00
Konsulent	
Programming	
Projektleder	
Sekretær	

## 5.2 Adjust price groups on default price lists

1. Select a default price list, and click **Adjust price groups on the price list...** on the list of hourly rates
2. Rename the price group in the **Name** field, and choose another currency, if needed. We recommend that you do not change the name and currency of a price group. Instead, create a new price group
3. To deactivate a price group, click the remove the check mark in the **Active** column
4. Click **Save** to view your changes on the list of hourly rates





**Figure 16**

Dialogue box for adjusting default price lists

The dialog box is titled "Adjust price groups on the price list" and contains the following content:

Use these price groups on the price list  
Standardtimepriser:

	Name	Currency	Active
	Danmark	DKK (Danis)	<input checked="" type="checkbox"/>
	Holland	EUR (Euro)	<input checked="" type="checkbox"/>

Buttons: Save, Cancel

### 5.3 Adjust price groups on customer price lists

The **Adjust price groups on the price list** feature for customer price lists is used for activating and deactivating price groups on the selected customer price list.

1. Select a customer price list on the **Price list** drop-down list. Customer price lists are indented under default price lists
2. Click **Adjust price groups on the price list...** above the list of hourly rates
3. Check the price groups to be included on the customer price list, and uncheck those that you do not wish to include
4. Click **Save**

**Figure 17**

Dialogue for adjusting customer price lists

The dialog box is titled "Adjust price groups on the price list" and contains the following content:

Price groups on the price list Candeli Systems

- Danmark (DKK)
- Holland (EUR)

Buttons: Save, Cancel





Deselected price groups will no longer appear on the list of hourly rates – on the customer price list.

**PLEASE NOTE!** Price groups in use cannot be deactivated.

**Tip:** Set up currencies and exchange rates in **System administration -> Finance -> Currency settings**.

## 6 Additional default price lists for legal entities

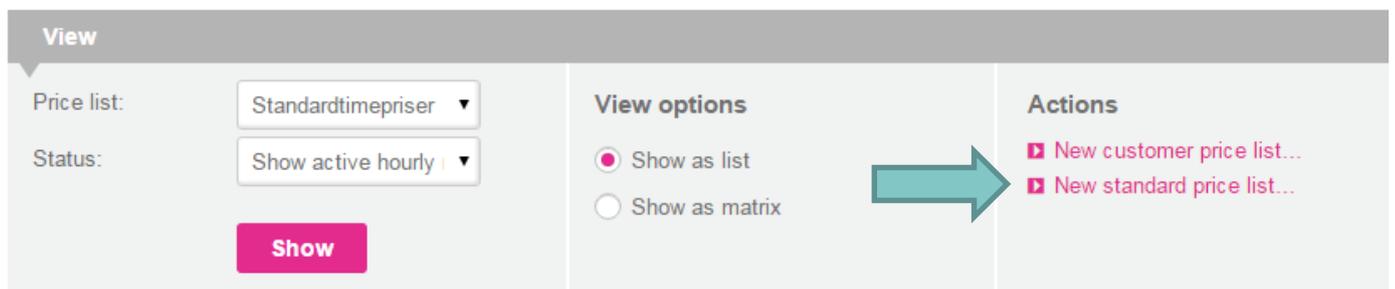
If **More legal entities** is enabled (only available in TimeLog Project Enterprise Edition), you can create additional default price lists. This is useful for organisations with departments and employees in other countries offering specific local services.

### 6.1 Create a default price list for a legal entity

1. Click **New default price list...** in the right-hand side of the hourly rates screen

**Figure 18**

In TimeLog Project Enterprise Edition, you can create additional price lists using the **New default price list...** action



2. Enter a price list name (see **Figure 16** on the previous page), and select the default currency for creating new hourly rates on this price list
3. Click **Save**

See **Figure 19** on the next page.





**Figure 19**

Dialogue box for creating additional default price lists

**New standard price list** [X]

**Standard Price List**

Name:

Default currency:

**Save** **Cancel**

The new default price list will then be available on the **Price list** drop-down list and active by default when you return to the hourly rates screen. You can now create hourly rates and price groups on the new default price list.

As with the TimeLog Project default price list, you can create hourly rates, customer price lists and price groups for all additional default price lists.

**PLEASE NOTE!** Using legal entities is not necessarily linked to using multiple currencies and price groups, as you can easily have several default price lists linked to individual price groups.

**PLEASE NOTE!** The More legal entities feature is only available in TimeLog Project Enterprise Edition.

## 6.2 Enable Departments in System administration

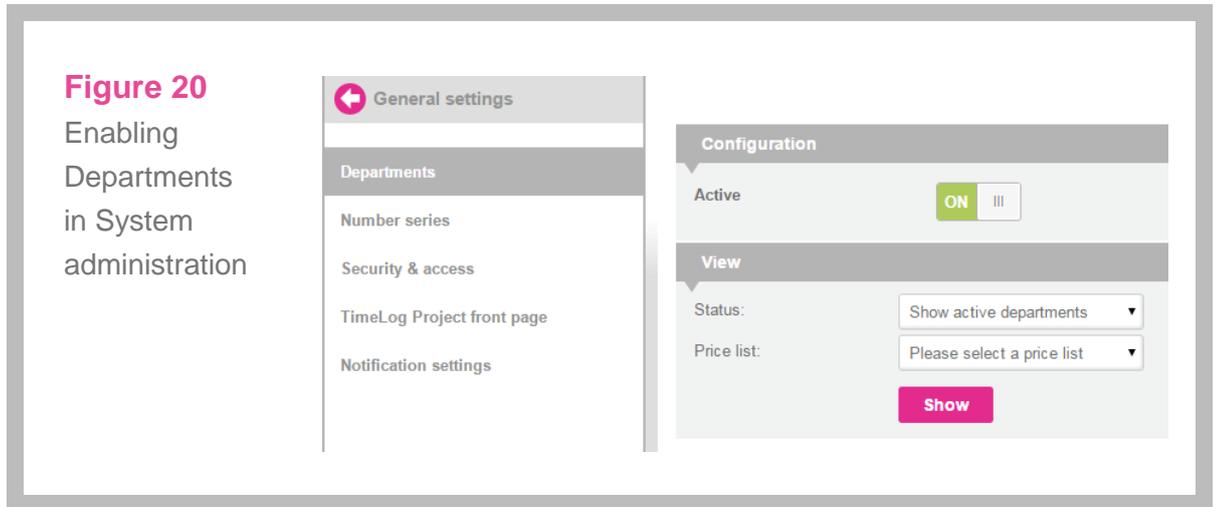
Default price lists are closely linked to the **Departments** feature, which should be enabled to fully exploit the use of multiple default price lists. When creating a new department, a default price list must be chosen.

To enable **Departments**, go to **System administration -> General settings -> Departments** and click the **Configuration** section and change to active.

**PLEASE NOTE!** It is a precondition that you use [TimeLog Departments](#).

See **Figure 20** on the next page.

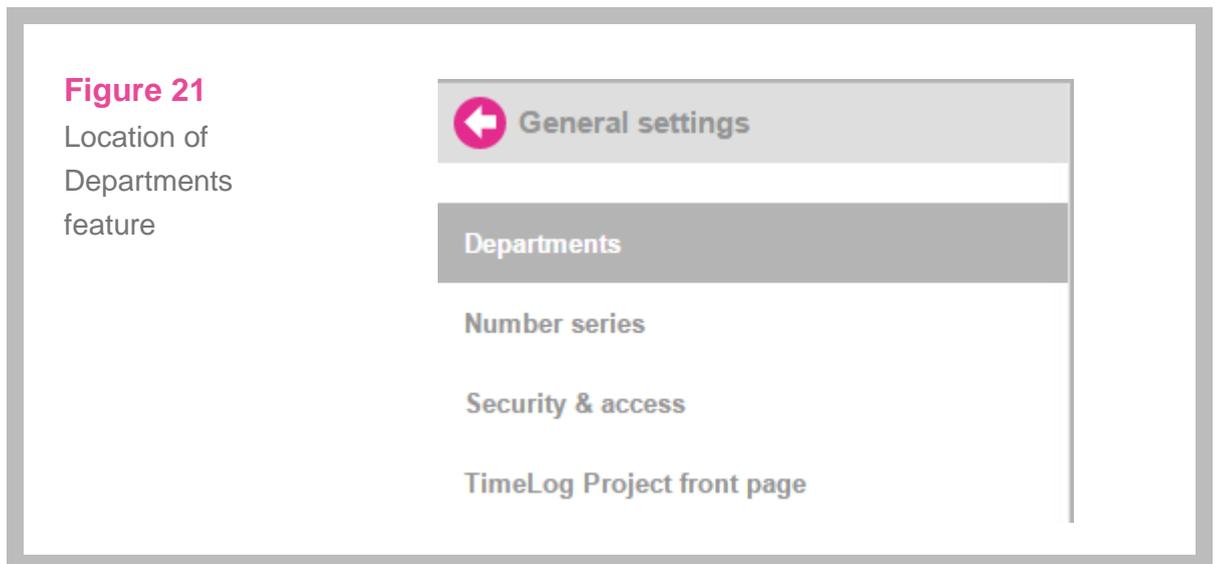




**Figure 20**  
Enabling  
Departments  
in System  
administration

### 6.3 Create or edit a department

1. Go to **System administration** -> **General settings** -> **Departments**



**Figure 21**  
Location of  
Departments  
feature

2. Click the **New department** button or the **Edit** link next to a department on the list
3. Enter the department name in the **Name** field (see **Figure 22** on the next page)
4. Select department number, main department and head of department, if needed (these fields are optional)





5. Choose the default price list to which the department is added on the **Price list** drop-down list
6. Click **Save** to apply and close, or click **Save & new** to save the department and create another

**Figure 22**

Create and edit departments using the System administration

**PLEASE NOTE!** The More legal entities feature requires that **Departments** are enabled in the **System administration -> General settings -> Departments**.

## 6.4 Select departments while creating new projects

When creating a new project and choosing a department in the **Project administration**, the default price list for that department will be selected by default (see [Figure 23](#) on the next page). This is easily changed if needed.





Figure 23

The default price list for the department is selected as a project default

## New project

Settings Project plan Resource group Finances Status

### New project

Name:

No.: P 15.0004

P.O. no:

Internal project

Customer:  ⓘ +

Contact:  ⓘ +

Description:

Link:

### Copy from

Project template:  ▼

Existing project:  ▼

### Owners

Department:  ▼ 

Project manager:  ▼ ⓘ

Account manager:  ▼ ⓘ

Partner:  ▼ ⓘ

### Schedule

Start date:  ⓘ

End date:  ⓘ

### Pricing

Price list:  ▼ 

Currency:  ▼

Exchange rate (DKK): 0,00 ⓘ  
Updated: 02-09-2015

Default hourly rate:  ▼

### Grouping

Project type:  ▼

Project category:  ▼

### Progress

Project status:  ▼ ⓘ

Project stage:  ▼ ⓘ

Forecast %:

### Time tracking

Allow time tracking:  ▼

Enable time tracking

