EASY AND SAFE HOURLY RATES MANAGEMENT

Best practice for indexation of price lists in TimeLog
The guide is written for you who already know TimeLog's hourly rates model

1 On your projects, you need to decide:
1) if indexation is allowed
2) if the project should never be indexed
3) from which date the project can be indexed

The benefit is that you don't index the wrong projects by accident. Remember that a project as default can be indexed.

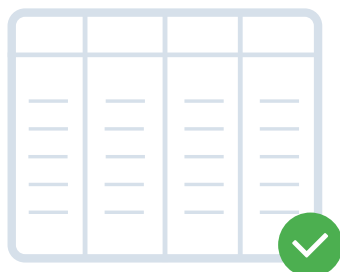| Project A	☑
Project B	✗
Project C	☑
Project D	✗
...	

Use the Indexation overview tab to gain an overview of the customers where you are in doubt about the revision history.

The benefit is that you can easily decide which customers to index with the general percentage and which customers need special treatment.

2

3 Index your standard price lists first. Please note that the standard hourly rates in the customer specific price lists are indexed too.

If the indexation should not affect your customer specific price lists, you need to make a separate indexation of selected hourly rates.

Standard price list → Customer price list

Use the Indexation overview tab to verify, if you indexed your hourly rates correctly.

4

5 Did you make a mistake along the way? You can always overwrite data with a new indexation on the same data and adjust your hourly rates. Enjoy!