

## What is Cube?

Cube is a cloud-based time and expense management solution that makes it easy to track your time and expenses across different tasks, projects and clients. Cube also keeps track of your work costs and revenues, and the net result. Cube can also export your data to Excel, CSV or PDF.

## What do you mean by “Cloud-based”?

Cube can sync all your data between different devices through **Cloud Sync** i.e. if you have Cube on your iPhone and on an iPad, **Cloud Sync** will keep them in sync so you can enter time or expenses in either one and Cube will keep them both up-to-date.

**Cloud Sync** also keeps a safe backup of your data so you can easily be up-and-running in case your device crashes, is lost or stolen or is wiped clean by a system upgrade.

You can subscribe **Cloud Sync** right within Cube.

You can also access your time and expenses from anywhere with just a Web browser with a **Cube Anywhere** subscription, at [www.cubeanywhere.com](http://www.cubeanywhere.com).

**Cube Anywhere** also includes synchronization between multiple devices and safe data backup.

## How do I start?

Cube is designed to make it easy for you to enter your time and expenses. To add a time entry or an expense just write it in in the **Today** table. You can create a Project and a Task right from the time entry or expense. Time entries and expenses can be entered for a Task or directly for a Project. If you have already Tasks or Projects set up you can also log time using the timer. The timer keeps track of time even if you exit the app.

Cube tries to get some settings like currency right based on your profile but nevertheless you should go to the Settings option to review them and for additional options.

## Time entries

When reporting time directly (without a timer) you must specify the project and optionally the task for the time entry and the amount of time worked. You can also enter a description and add tags.

If the total amount of time you report for a given day is less or more than the expected number of work hours, then that day will be flagged in the **Items Needing Attention** section.

You can mark a time entry as **non billable**. Non billable time entries count towards your costs but not towards your income.

## Expenses

You can report expense the same way as you report time entries directly from the **Today** or **Recently** tables.

Expenses must be assigned to a project or task. Expenses are displayed accordingly to the currency defined in Settings.

If you wish to record taxes when submitting expenses then you must define the tax rates in Settings. If you have tax rates configured then when you report an expense you have the option of filling in the pre-tax amount, the total amount and the tax rate. You can fill only the total amount and the tax rate and Cube will calculate the pre-tax amount or you can have Cube calculate the total amount by filling in the tax rate and the pre-tax amount. If you edit any one field, Cube will update the other linked fields automatically.

You can mark an expense as **non billable**. Non billable expenses count towards your costs but not towards your income.

## Mileage

Cube can keep track of the miles or kilometers you travel during work. You can choose your distance unit and a base rate per unit in Settings. Add a new Mileage entry in the same way you add Expenses or Time Entries.

You can then record the distance you traveled as well as the rate by distance unit. By default Cube will use the base unit rate you configured in Settings but you can override it when reporting a mileage entry. This is useful if your base rate is for urban travel and you are entering a long-distance trip which might have a different rate.

Cube automatically calculates the total cost based on the distance travelled and unit cost. If you change the total cost, Cube works out the distance you travelled automatically.

You can mark an mileage entry as **non billable**. Non billable mileage entries count towards your costs but not towards your income.

## Log entries

Log entries are used to record important events like finishing a milestone. You must enter a description for the log entry and you can optionally assign tags.

## Tasks

Tasks are useful for dividing and structuring your work for a given project. A task must always be part of a project.

You add a task **Projects** section. You can create a Project at the same time you create a Task, or you can select an existing project. You can also enter a due date for a task, the

planned effort and the task's percentage complete. If you enter a due date, Cube can remind you that the task is due, at the time chosen in Settings. You can also add tags to tasks.

When viewing the details for a task in Cube, you can see the actual time and expenses reported for that task and drill down to the individual entries. If you configured **Cost Rates** in Settings, Cube will also show you the total cost of that task.

If you have non billable time entries, expenses or mileage then Cube will show you the breakdown. Remember: non billable entries count towards the costs but not towards the income.

Cube Pro also shows you an in-line chart for the task by day, week, month and quarter. Swipe left or right on the chart to change the time frame and tap the chart to choose between time, expenses, cost or income.

**Note:** You can only delete a task if there are no time, expenses or mileage reported for that task. To delete a tasks which has entries reported you must first delete those entries. You can see all entries for a task by drilling down from the task's details page.

## Projects

You can add a project from the Project Section. A project can optionally be assigned to a **Client**. When adding a project you can fill in an optional project code. This field is free form and you can add whatever you want - for instance, a purchase order number. You can also optionally add notes and tags.

When viewing the details for a project in Cube, you can see the actual time and expenses reported for that project and drill down to the individual entries. If you configured Cost Rates in Settings, Cube will also show you the total cost for the project and if you defined a budget for a project then Cube will also calculate the budget balance.

If you report **Income** for a project (either a fixed income, hourly or daily income), Cube will automatically calculate the total income and the gross profit.

If you have non billable time entries, expenses or mileage then Cube will show you the breakdown. Remember: non billable entries count towards the costs but not towards the income.

Cube also shows you charts by project by day, week, month and quarter.

You can **Archive** a project once the project is complete.

**Note:** You can only delete a project if there are no time, expenses or mileage reported for that project or for that project's tasks. To delete a project which has entries reported you must first delete those entries. You can see all entries for a project by drilling down from the project's details page.

## Clients

Clients are optional. You can add them from the Clients section.

Cube records all details about a client: name, phone, address, email, fax, etc, If you enter these you can then call or email your client right from within Cube - just tap the field.

In the client detail's page you can quickly drill down to that client's projects and also see the total time, expenses and income generated by the client's projects.

If you have non billable time entries, expenses or mileage then Cube will show you the breakdown. Remember: non billable entries count towards the costs but not towards the income.

Cube Pro also shows you charts for the Client, by day, week, month and quarter

Note: You can only delete a client if there are no time, expenses or mileage reported for that client or for that client's projects. To delete a client which has entries reported you must first delete those entries. You can see all entries for a client by drilling down from the client's details page.

## Tags

You can tag everything in Cube: time entries, expenses, log entries, tasks, projects and clients. Tags are free form, they can be whatever you want and you can have multiple tags per item.

Tags are very useful for organizing your data. These are some examples:

- Tag your expenses with "Hotel", "Meal", "Travel".
- Tag your tasks with "Priority 1", "Priority 2", "Not important"
- Tag your projects with "Internal", "Research", "Web", "Design"
- Tag your clients with "VIP", "New business", "Prospect"

By using tags you can organize your data and drill down faster. i.e. you can drill down to all "Priority 1" tasks directly from the Tags tab. This will show all tasks tagged with that tag regardless of the project they belong to.

Tags are also used in charts. So if you tag all your expenses you can then easily see in the charts how much you spent on "Hotel", "Meals", etc.

## Charts

Cube charts all your data.

There are daily, weekly, monthly and quarterly charts.

To choose what is charted, just click the chart and choose from the toolbar. You can chart time, expenses, costs and income. You can also choose to group by task, project or client and also by tag.

If you tap a bar in a chart you get a tooltip with the details of that bar. (i.e project name and total time represented by that bar).

## Income

Cube tracks three different types of income:

- Fixed Income
- Hourly Income
- Daily Income

To add income just go to a project's detail page and select the Income option.

Fixed income refers to income you receive either for completing a milestone, task or the complete project. You can record the date you received the income and add notes.

Hourly income refers to how much you earn per hour on that project. i.e you have a contracting project where you bill the client 100\$ per hour then you can define the start date and end date (or just the start date) and when you add time entries for that project Cube will record how much you earn with those entries.

Daily Income should be used if you bill per day instead of per hour.

Incomes are different from Cost Rates. Income is what you earn or bill the client. Cost rates is how much your time costs based on your salary.

Please note that while Cube allows you to have the three types of income for a given Project you should not define overlapping hourly and daily incomes for the same period and project. Also i.e you have Project A with a daily income rate of 100\$ and Project B with a daily income rate of 150\$. If on a given day you report 4h on Project A and 3h on Project B, as you defined daily incomes, Cube will calculate a 250\$ income revenue for that day. If you had defined let's say a Hourly Income rate of 10\$ for Project A and 15\$ for Project B then your income would be  $4h \cdot 10\$ + 3h \cdot 15\$ = 85\$$ .

## Timer

You can track the time spent working using a timer. You can start a timer by creating a time entry without any time value. You can pause the timer and continue by tapping the start/stop button.

You can only have one timer running at any given time.

Cube keeps counting time even if you exit or switch to another app.

# Settings

Cube has a number of settings you can configure and adjust to your needs.

## Daily work hours

By default Cube assumes you work 8h per day. If you report less or more than that then that day is flagged in red in the calendar. Change the default to suit your work hours.

## Currency Symbol

Configure your currency symbol: €, ¥, \$, €, £.

## Show decimal time

Allows you to see your time entries as decimal time i.e. 1h30m would become 1.5h

## Mileage

Choose your unit: miles or kilometers and the rate per unit. Cube uses this to calculate the amount per trip.

## Workdays

Configure the days of the week you work, Cube uses this when reminding you to fill in your timesheet.

## Tax Rates

Here you can setup tax rates for your expenses. If you configure at least one tax rate then when filling in expenses you can enter the pre-tax amount, the total amount and the tax rate.

## Cost Rates

Cost Rates refer to how much an hour of your work costs. This is not the same of how much you are charging for a given task or project. Those are Incomes and are reported directly at the project.

Let's assume that you earn \$3200/month and work 8 hours/day, that would come up as a \$20 hourly rate. Cube uses these rates to calculate the value of the work time you report.

You can configure multiple cost rates with different start and end dates. So if your hourly rate is raised you can setup the new rate stating the day of the raise.

# Feedback and Support

To send us feedback or request support, go to Settings and tap the Support button.