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How to Create a New Time Entry in the Time & Billing Sheet

Max Mazo - 2026-06-15 - [Comments \(0\)](#) - [Time entry and recording](#)

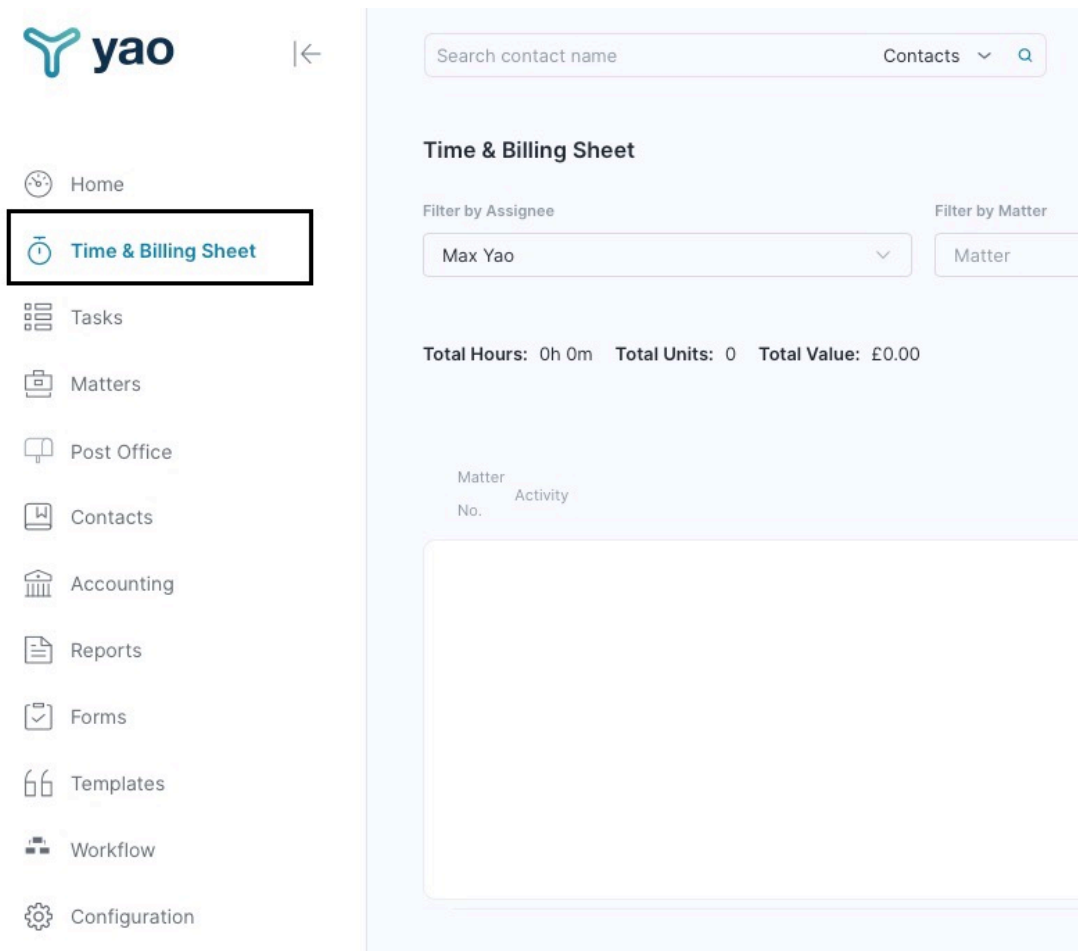
How to Create a New Time Entry in the Time & Billing Sheet

This guide explains how to navigate the Time & Billing Sheet section of the Yao application, which displays all existing time entries, and provides step-by-step instructions for adding a new time entry, which is a crucial task for your billing process.

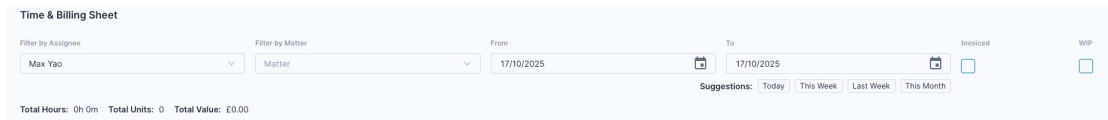
Understanding the Time & Billing Sheet

The main Time & Billing Sheet section is located on the navigation panel on the left side of the Yao application. This screen allows you to filter existing time entries and view summary information.

1. Navigate to the Time & Billing Sheet section using the left-hand navigation menu.



1. Review the filtering options at the top of the sheet: You can filter the time entries by Assignee, Matter, a specific date range (between dates), Invoice, and Work in Progress.



1. Observe the summary totals displayed near the top of the sheet, which include Total Hours, Total Units, and Total Value.
2. The time entries themselves are located in the main folder area below the filters.

Adding a New Time Entry

The process of adding a new time entry involves filling in mandatory fields and optionally overriding the default billing rate.

1. To begin, click the New Time Entry button, which is a blue box located on the right side of the Time & Billing Sheet section.



- The Add Time Entry dialogue box will open.

✕

Add Time Entry

Assignee *

Activity

Client

Matter *

Date *

Time (in minutes) *

Measure ⓘ

Description

Override default rate

Value

Assignee Rates

1. For the Assignee field, select the name from the drop-down list or use the search box to find and select the correct person.
2. For the Activity field, select the activity type from the drop-down list or use the search box.
3. For the Client field, select the client from the drop-down list or use the search box.
4. For the Matter field, select the matter from the drop-down list or use the search box.
5. Enter the date the work was performed in the Date field.
6. Enter the duration of the time entry in minutes into the Time in minutes? field.
7. Select the appropriate unit of measurement from the Measure Type drop-down.
8. In the Description field, enter a short description of the work performed (e.g., "Attendance at court").

Overriding the Default Rate

You can override the default billing rate, which is automatically applied to the time entry, if necessary.

1. To view the existing default rate, click the Assignee Rates link at the bottom of the Add Time Entry dialogue box.

A new drop-down will appear showing the Default rate.

Override default rate

Value

Assignee Rates

Label	Rate	Default	Action
Default	£400.00	Default	Applied

Cancel
Add

1. To override this rate, enter the new Rate and a corresponding Value in the Override default rate section. For example, enter '£250' for the Rate and a corresponding value in the Value field.

Finalising the Time Entry

1. Once all required information has been entered and you are satisfied with the details, click the blue Add button at the bottom of the dialogue box.

The time entry will be added to the Time & Billing Sheet and will be searchable on the main screen.

