A Selection of Bills

Using Timeslips v9 to Customize Your Bills

sage u.s.

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About this Document

A *Selection of Bills* is a document of style. Our aim is twofold:

- First, to provide you with specific information you will need to produce dozens of different styles of bills and bill templates. Each sample includes illustrations showing exactly which settings are required to achieve the finished product.
- Secondly, although we cannot show every type of bill and bill template possible with Timeslips, we have tried to include a sampling broad enough to serve as a springboard for your own innovation.

If you cannot find the exact style that fit your office's specifications, you should be able to design it by studying the settings for one or more samples that may be similar.

This document includes samples of itemized bills. Future updates to this document will include bill samples of the following types:

1. Itemized bills subtotaled by tasks and expenses, timekeeper, and reference
2. Totals only and summary style bills
3. Bills displaying advanced Report Designer options, detailing cover pages and other bill template features.

A Selection of Bills

This document explains the process of designing your own customized invoices. Many examples are shown, and each is illustrated with descriptions and call-outs to show you how specific options on various dialog boxes determine the information included on the bill, the format of the information, and the order the information appears on bills.

The appearance of Timeslips' bills is controlled by many areas. The bill head, page breaks, font styles and sizes, bill phrasing, and the order of sections within the body of the bill are controlled by Report Designer. The formats of individual client bills, client specific messages, and whether or not items such as prior balances and funds balances will appear are controlled by the **Format** page of the *Client Information* dialog box within Timeslips.

You will see many different dialog boxes and pages of dialog boxes throughout this document. The **Format** page of the *Client Information* dialog box is the main area that will affect the format of the bills and therefore you will see many screen shots of portions of this page. The **General**, **Accounts Receivable**, and **Client Funds** pages of the *Client Information* dialog box are also included to detail the specific information that appears on the invoices. For more information on the *Client Information* dialog box, please refer to the Help topics associated with this dialog box.

The other pages and dialog boxes that shown are the **Sorting** page of *the Set Up Report* dialog box, *Bill Messages*, *Bill Format: Timekeeper summary Table*, *Bill Format: Charges-Time*, *Bill Format: Charges-Expense*, and assorted Report Designer dialog boxes and tools. For more information on the above mentioned dialog boxes please refer to Help topics associated with each dialog box.

Data for Sample Bills

Each sample bill within this chapter will have specific settings. These settings are displayed on the page adjacent to the bill. The bills grouped in each section of this chapter may have similar settings within particular dialog boxes. These settings will be located at the beginning of each section.

There are some settings that are consistent for every bill in this chapter. These settings are shown on the following page.

Client Information

Pages 1-4 and 1-5 contain settings for the *Client Information* dialog box that are used on each bill. Settings specific to individual bills are also included with the bill samples.

To open the *Client Information* dialog box:

1. Select **Names; Client Info** to open the *Client List* dialog box.
2. Highlight a client and click **Open** from the toolbar to open the *Client Information* dialog box.
3. Open the page of the *Client Information* dialog box specified in each screenshot.

For this group, all of the bills will be itemized.

To itemize the bills:

1. From the *Client Information* dialog box, open the **Format** page.
2. Set both the *Time charges* and the *Expense charges* fields to **Itemize**.

For each bill we include bill format settings time and expense entries.

To open the *Bill Format: Charges-Time* dialog box:

1. From the *Client Information* dialog box, open the **Format** page.
2. Click **Options** for the *Time Charges* field to open the *Bill Format: Charges-Time* dialog box.

To open the *Bill Format: Charges-Expense* dialog box:

1. From the *Client Information* dialog box, open the **Format** page.
2. Click **Options** for the *Expense Charges* field to open the *Bill Format: Charges-Expense* dialog box.

Slip Entry

Pages 1-6 and 1-7 contain sample slips used to create the bills. Slips specific to individual bills are also included with the bill samples.

To open the *Slip Entry* dialog box:

1. Select **Transactions; Time and Expense Slips** to open the *Slip Entry* dialog box.
2. Depending on your preferences the *Slip Entry* will open to either the *List* view or the *Data Entry* view.
3. If the *List* view opens, highlight the desired slip and click **Open** from the tool bar to open the Slip Entry window.
4. If the *Data Entry* view opens, click **Previous** or **Next** view the desired slip.

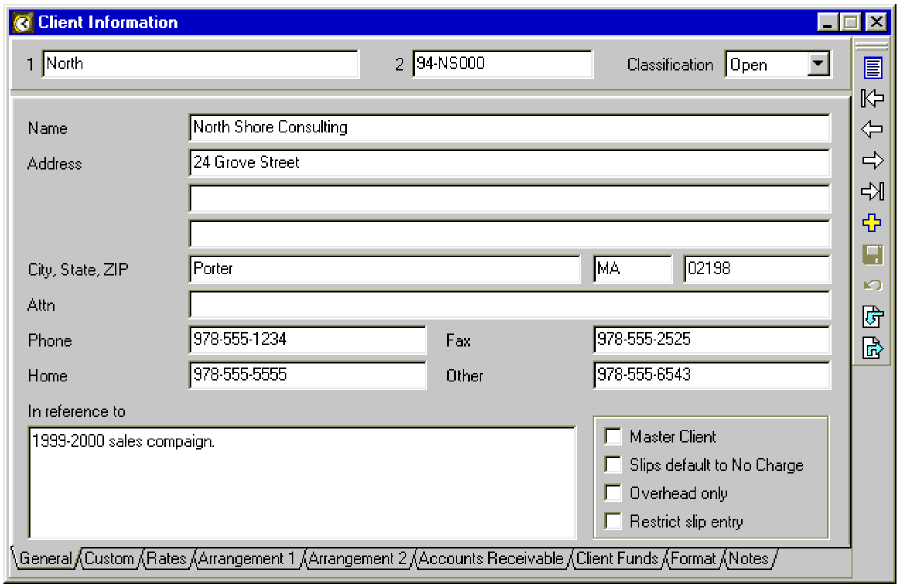
Sorting

The primary purpose of the *Sort* page of the *Set Up Report* dialog box is to establish a sequence in which items will appear on the bills, and also to define subtotal breaks.

The bills in the *Itemize* section will be sorted first by **Client** and then by **Start Date**. *Subtotal* is set to **No** for both sections.

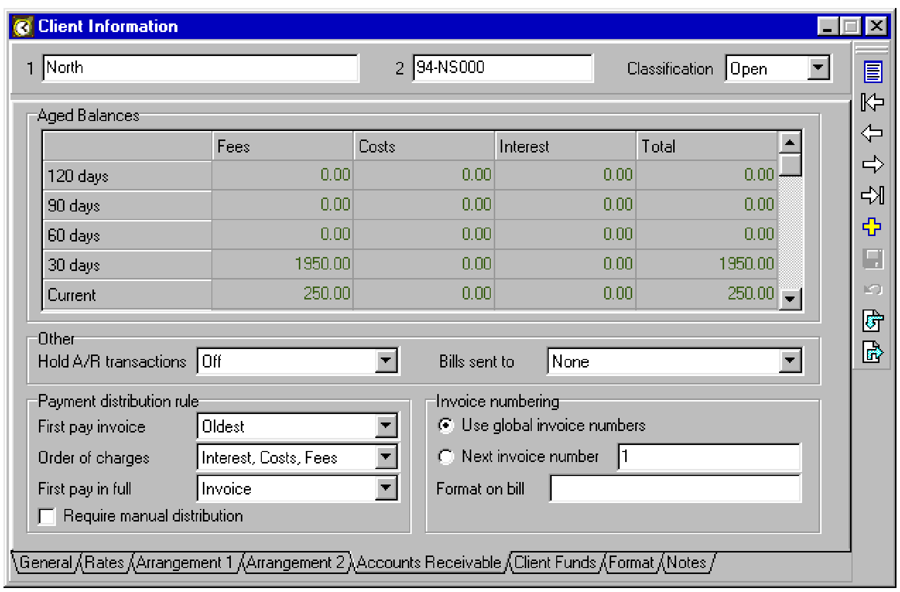
Client Information dialog box

Open the **General** page of the *Client Information* dialog box.



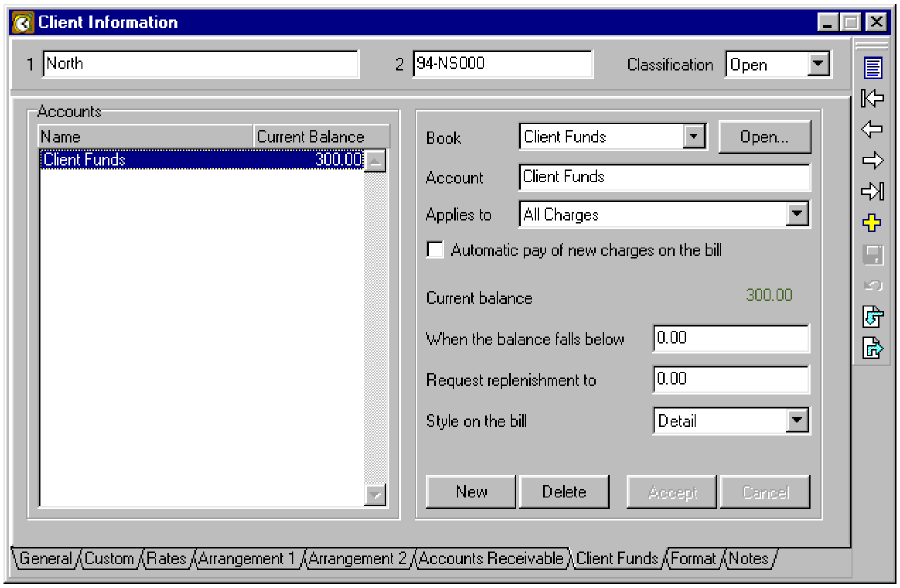
Open the **Accounts Receivable** page of the *Client Information* dialog box.

Note: *When creating a new client, you may edit the Aged Balances. However, after the new client is saved, you will no longer be able to edit the balances. If you want to change the balances, you must do so by creating Accounts Receivable transactions.*



Open the **Client Funds** page of the *Client Information* dialog box.

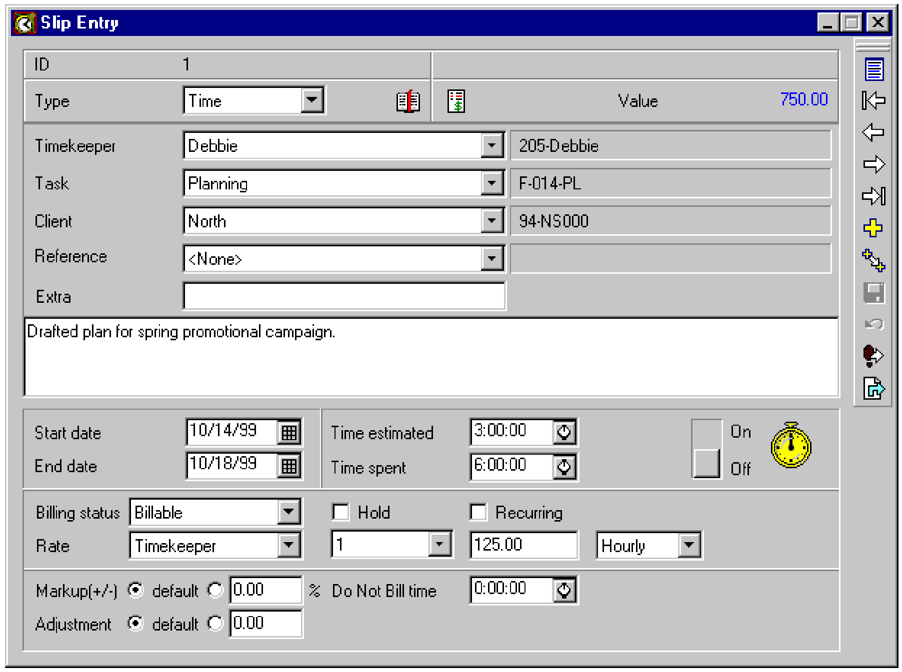
Note: *When first creating a client, you may edit the balances of the Funds Accounts. After the client is saved, you will no longer be able to edit the balances. If you want to change the balances, you must do so by creating Funds transactions.*



Time and Expense Slips

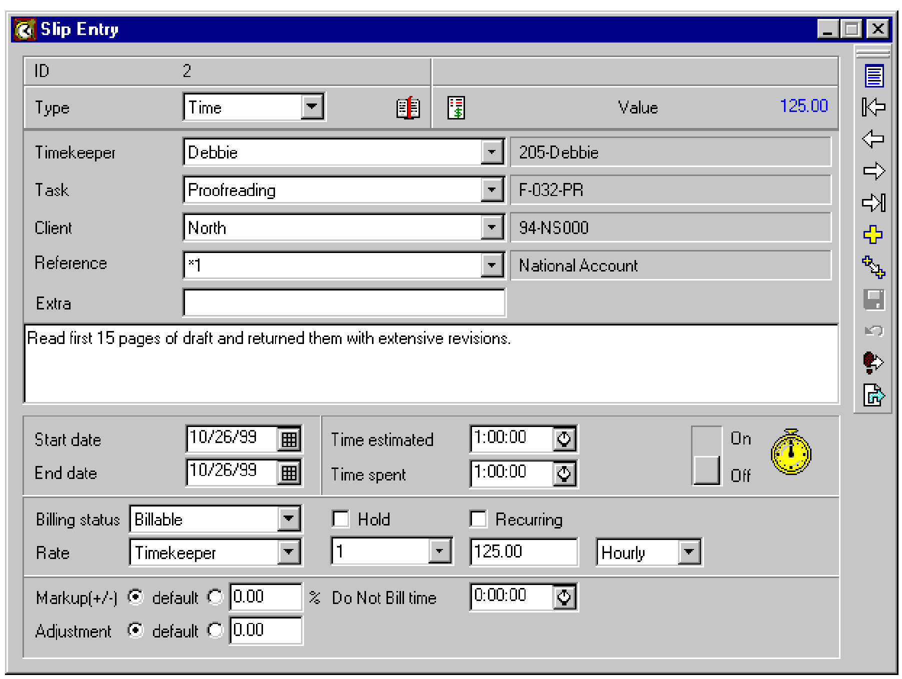
Time Slip

Slip 1



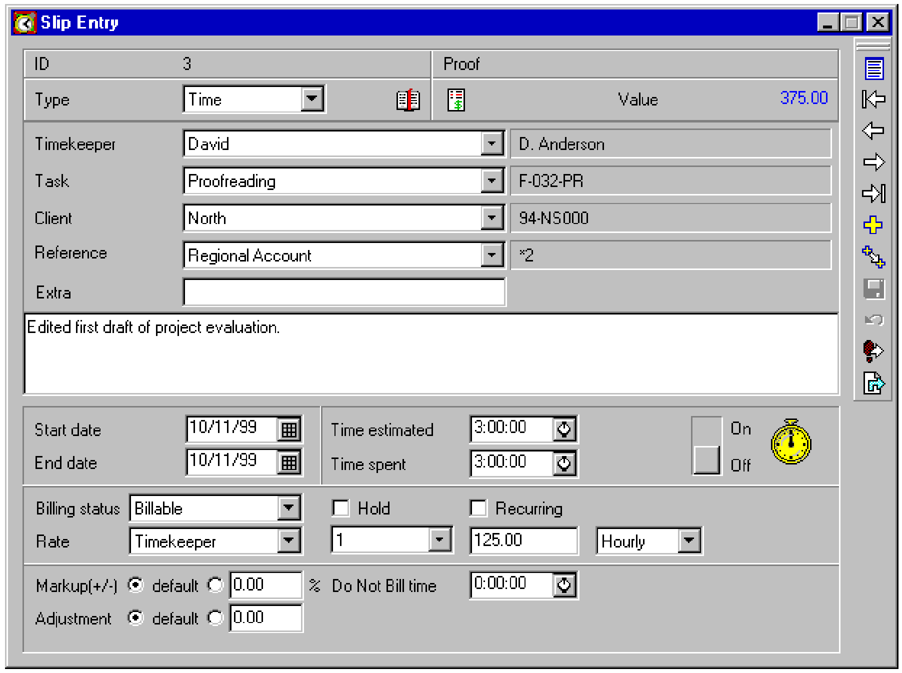
Time Slip

Slip 2



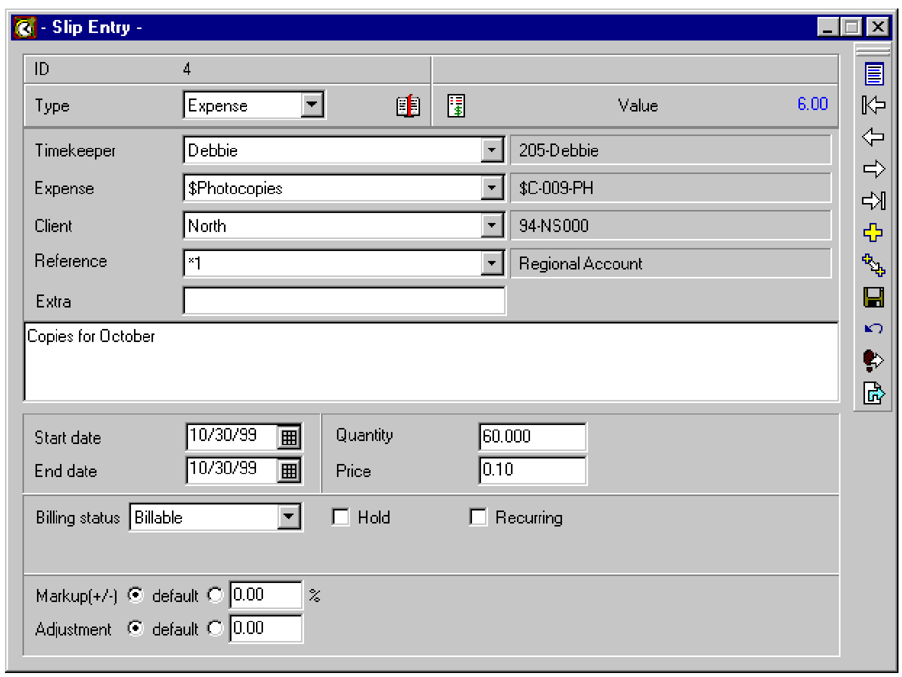
Time Slip

Slip 3



Time Slip

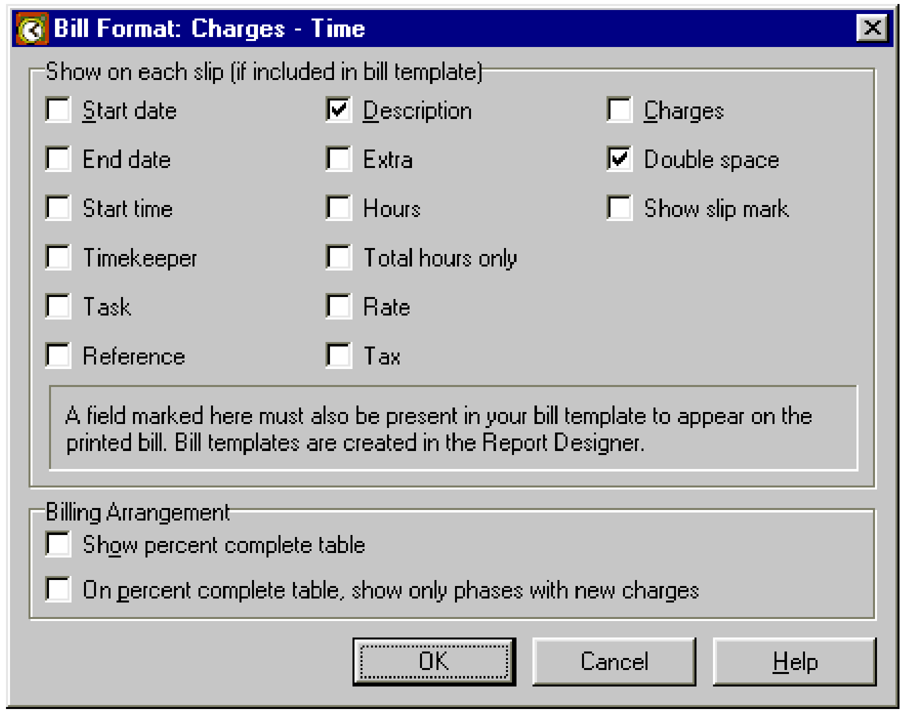
Slip 4



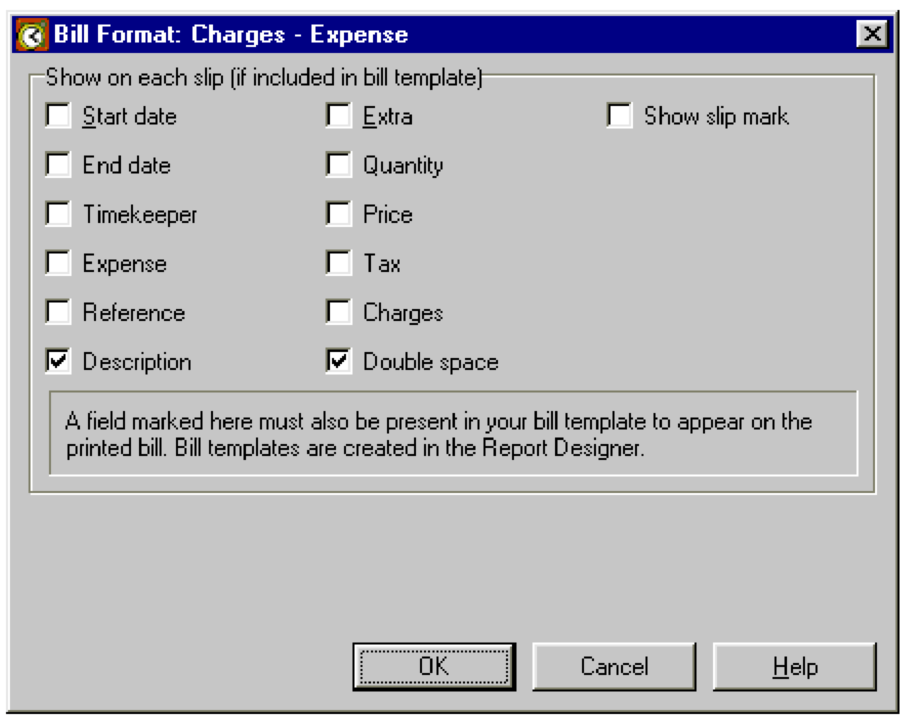
Itemized Bills

Itemize Bill 1

Mark **Description** and **Double space**.



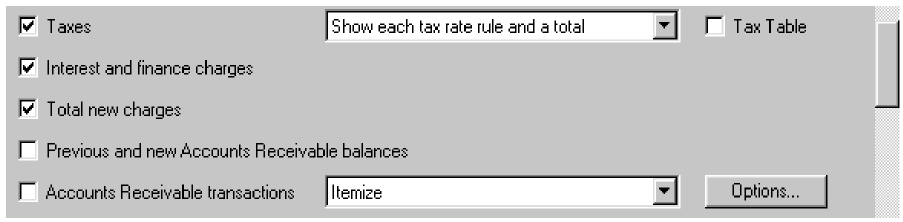
Mark **Description** and **Double space**.

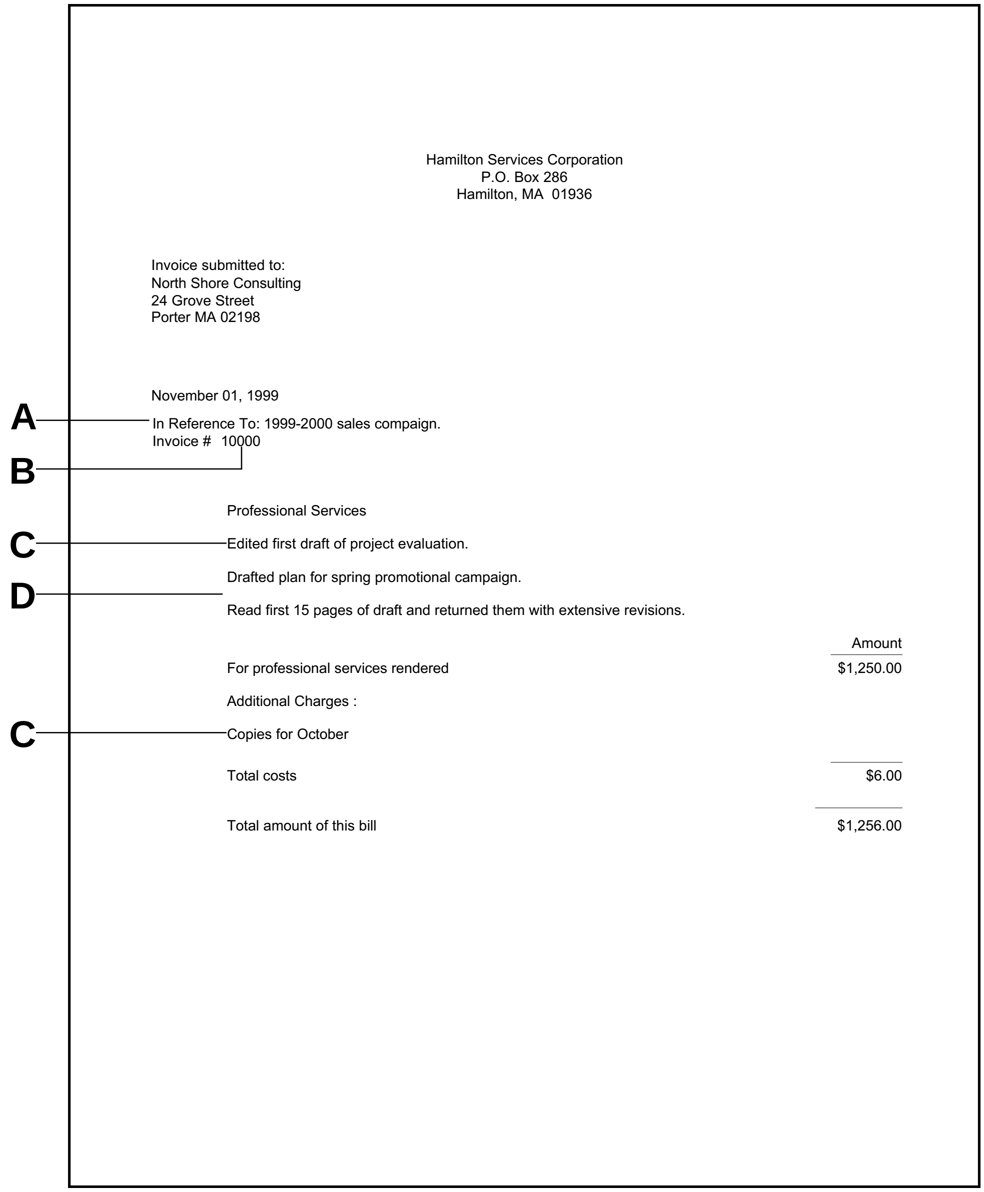


Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is not marked.





A: *In Reference to* text from the **General** page of the *Client Information* dialog box.

B: *Use Global Invoice Numbers* is selected in the **Accounts Receivable** page of the *Client Information* dialog box. Within the **Transactions** page of the *General Settings* dialog box, the *Next Invoice Number* is automatically used.

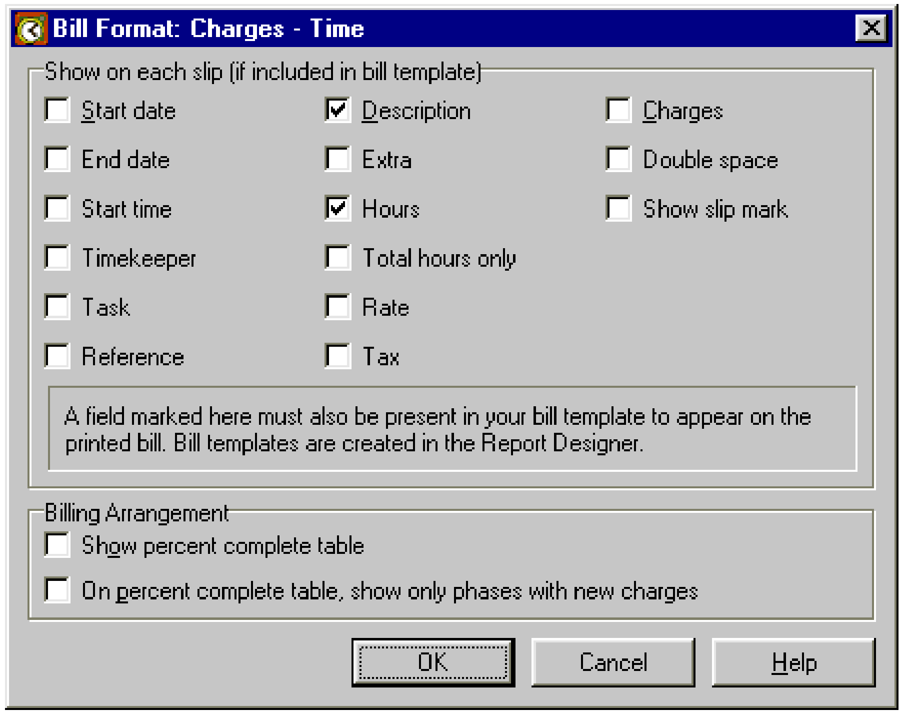
C: *Description* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

D: *Double space* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

Itemize Bill 2

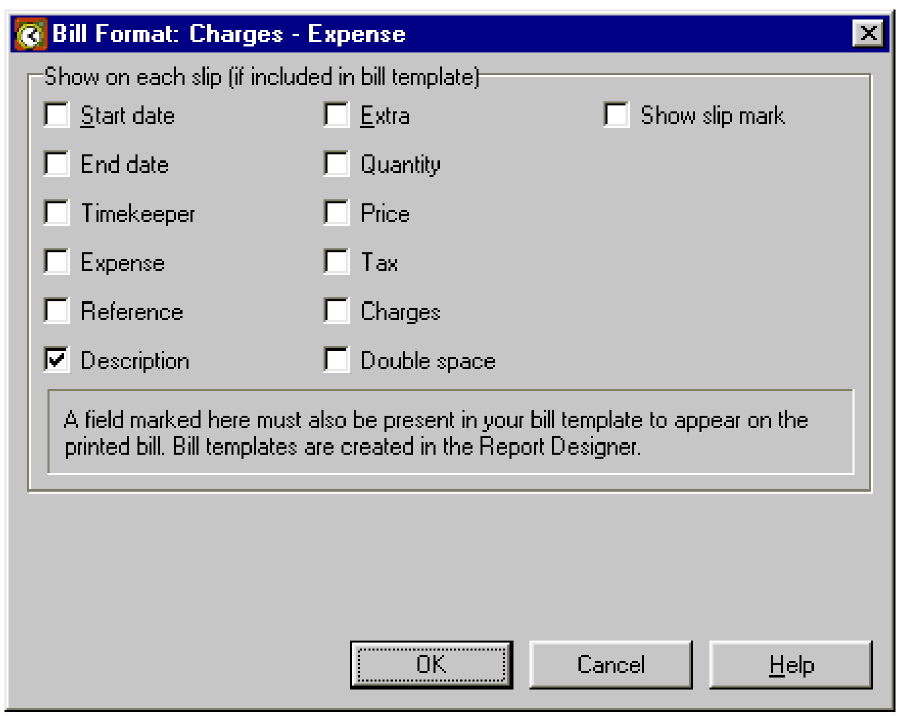
Mark **Description** and **Hours.**

Double space is no longer marked.



Mark **Description**.

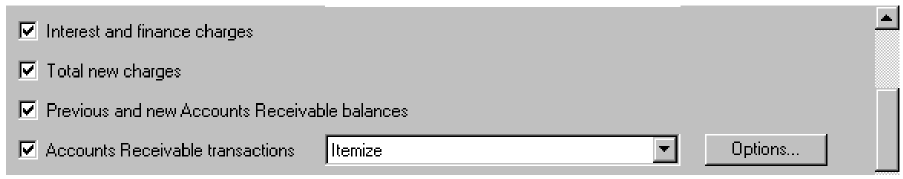
Double space is no longer marked.

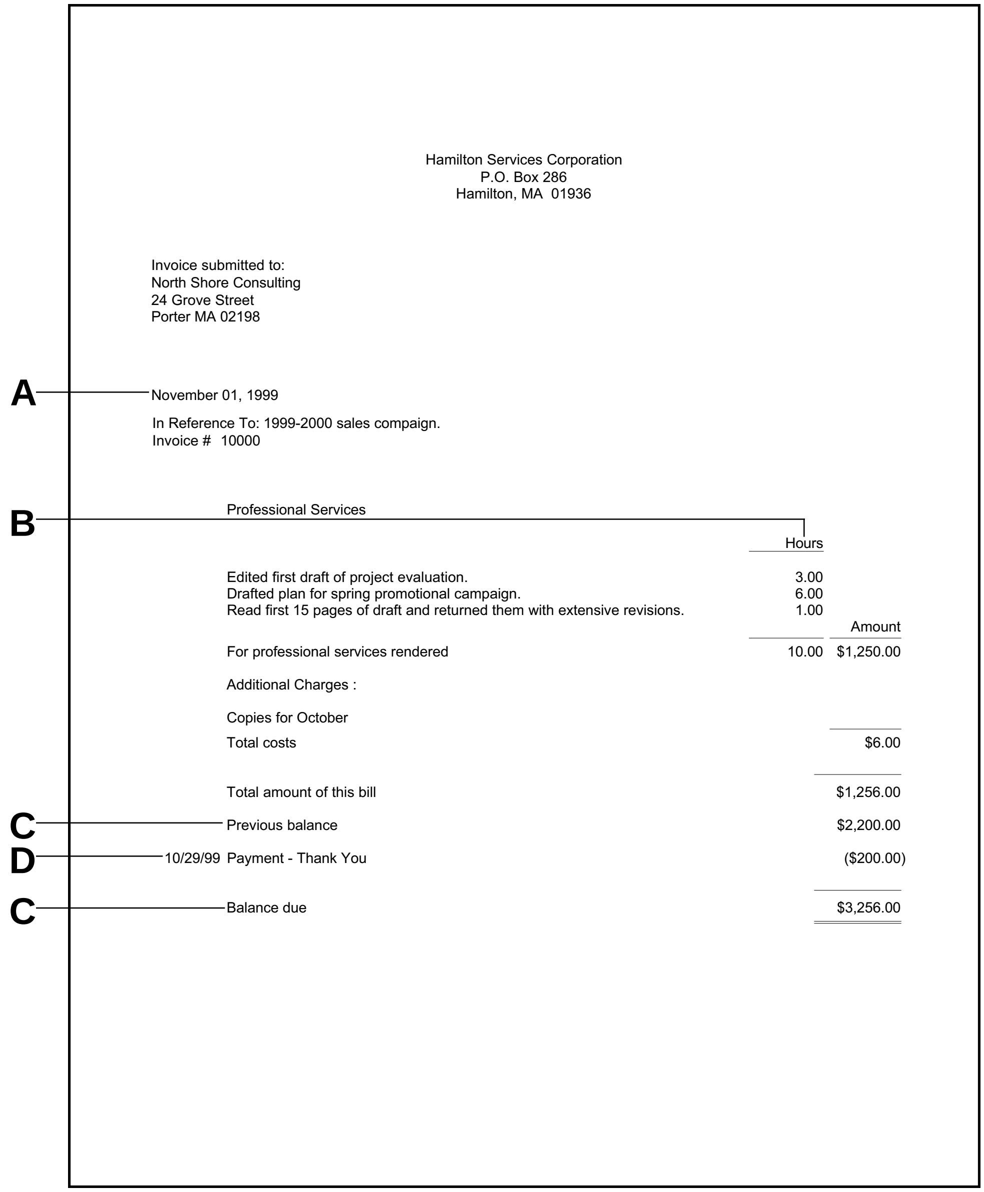


Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.





Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

	Hours	Amount
Edited first draft of project evaluation.	3.00	
Drafted plan for spring promotional campaign.	6.00	
Read first 15 pages of draft and returned them with extensive revisions.	1.00	
For professional services rendered	10.00	$1,250.00
Additional Charges :		
Copies for October		
Total costs		$6.00
Total amount of this bill		$1,256.00
Previous balance		$2,200.00
10/29/99 Payment - Thank You		($200.00)
Balance due		$3,256.00

A: The date of the bill can be changed through the **Bills; Revise Bill Date** command.

B: *Hours* is marked in the *Bill Format: Charges-Time* dialog box.

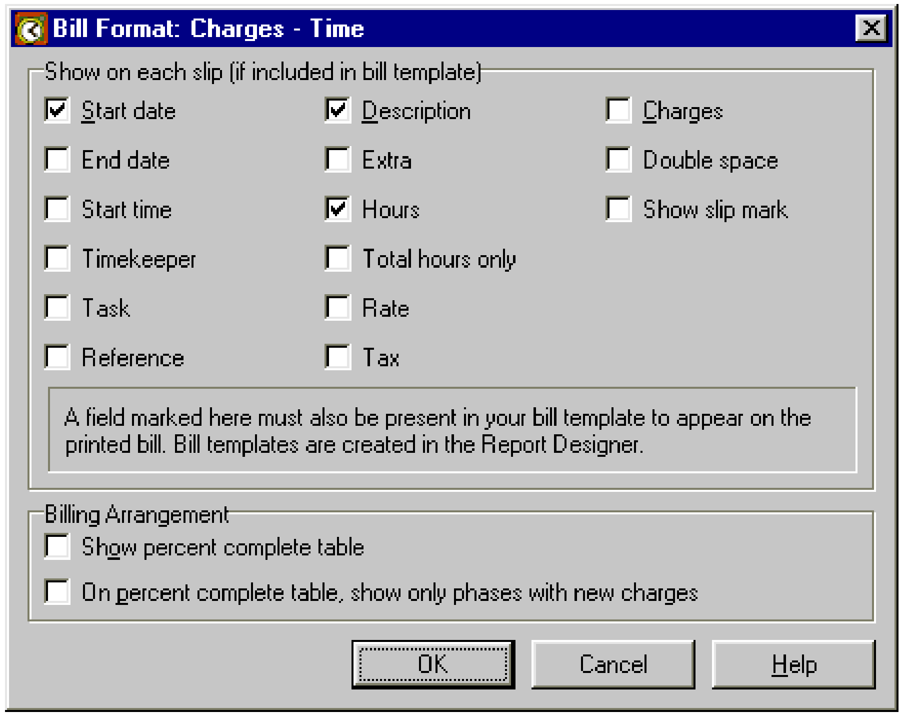
C: *Previous and new Accounts Receivable balances* is marked in the **Format** page.

D: *Accounts Receivable Transactions* is marked and set to **Itemize** in the **Format** page.

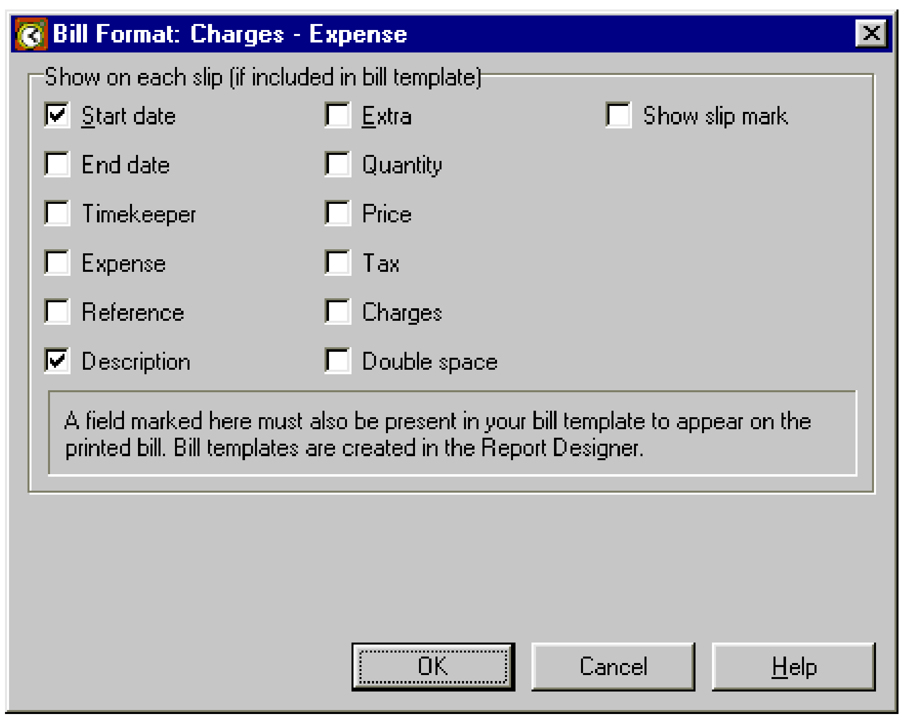
Notice **Double space** is no longer marked in both the *Bill Format: Charges-Time* dialog box and *Bill Format: Charges- Expense* dialog box. This change will be present in all bills from this point forward.

Itemize Bill 3

Mark **Start date**, **Description**, and **Hours**.



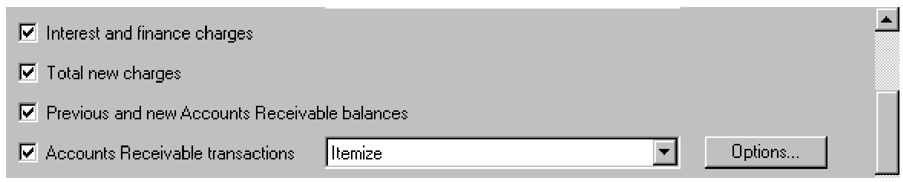
Mark **Start date** and **Description**.



Totals for time and expense is marked and set to **With related section**.

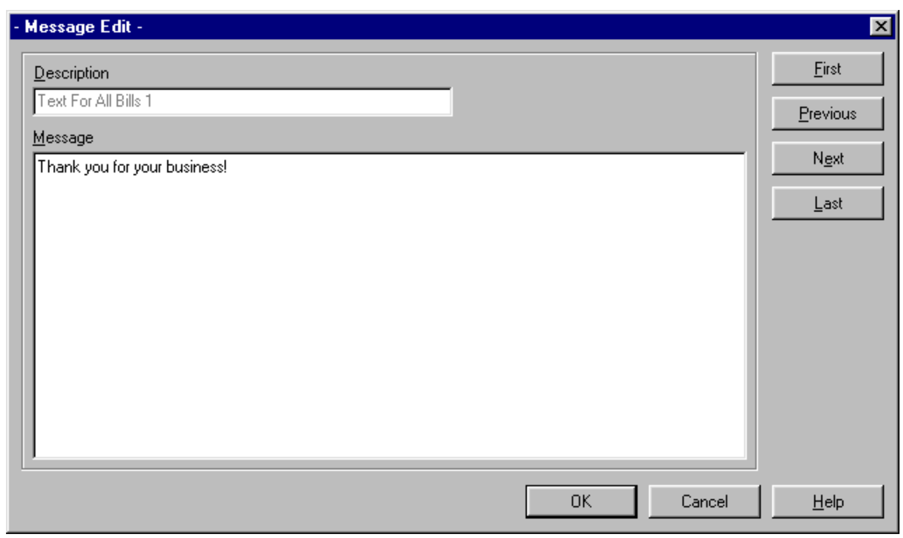
Previous and new Accounts Receivable balances is marked.

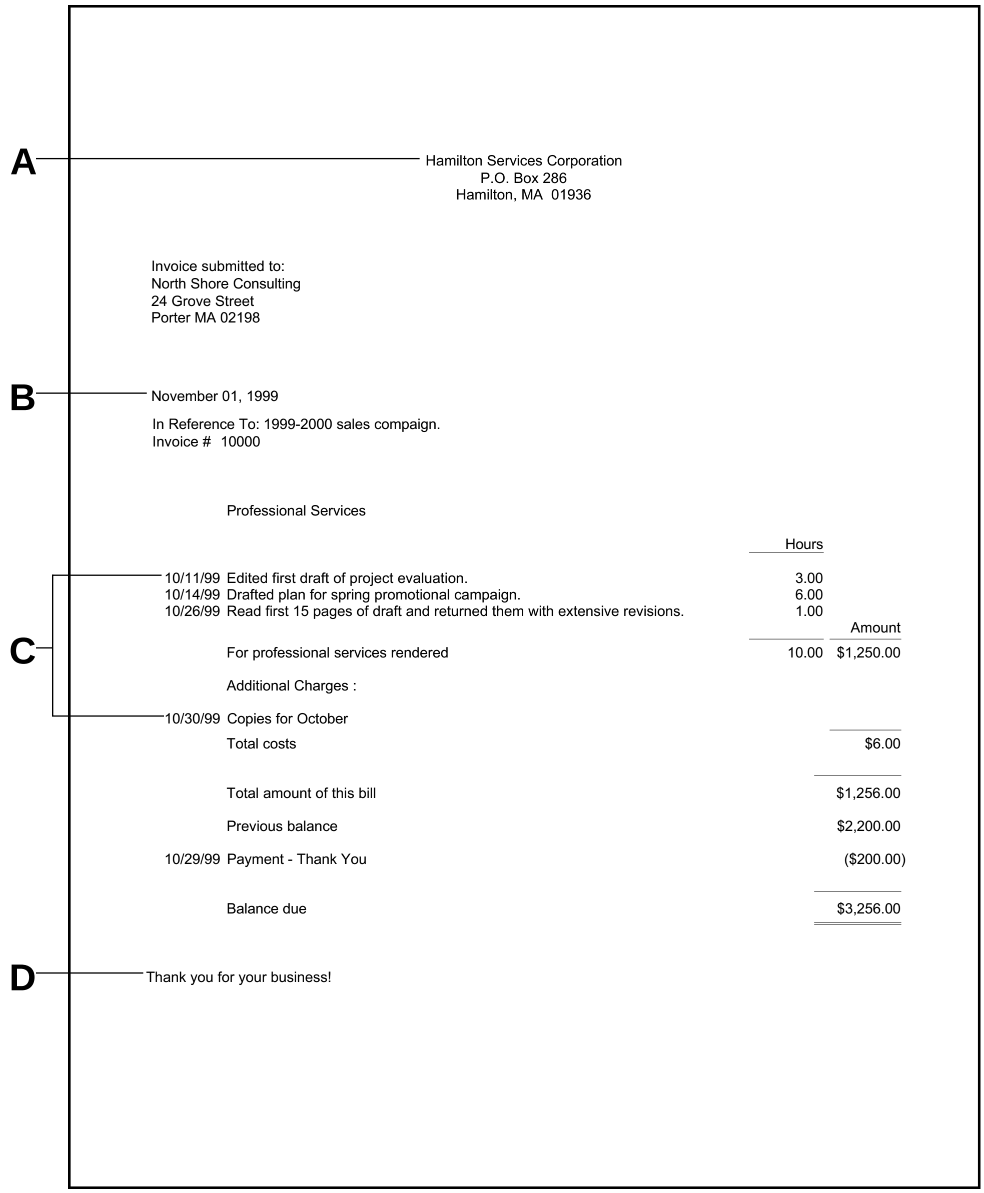
Accounts Receivable transactions is marked and set to **Itemize**.



1. Select **Setup; Messages**. Highlight **Text For All Bills 1** and click **Open**.

2. Enter the desired bill message and click **OK**.





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Invoice # 10000

Professional Services

		Hours	Amount
10/11/99	Edited first draft of project evaluation.	3.00	
10/14/99	Drafted plan for spring promotional campaign.	6.00	
10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	1.00	
	For professional services rendered	10.00	$1,250.00
	Additional Charges :		
10/30/99	Copies for October		
	Total costs		$6.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/29/99	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

A: Your firm name and address can be moved or deleted through Report Designer.

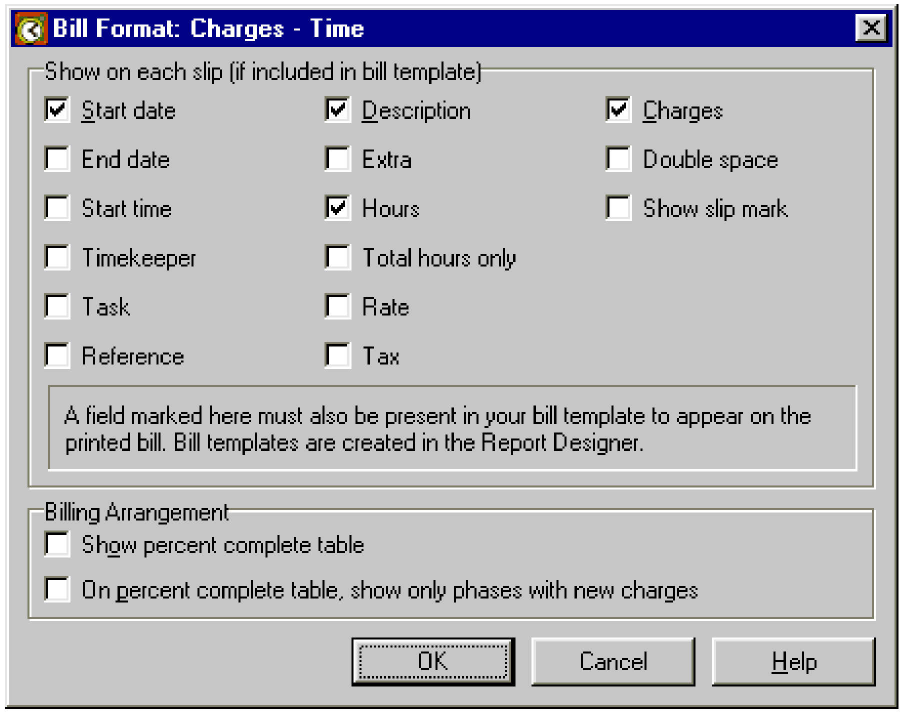
B: The date of the bill can be moved or deleted through Report Designer. The format of the billing date can also be changed through Report Designer.

C: *Dates* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

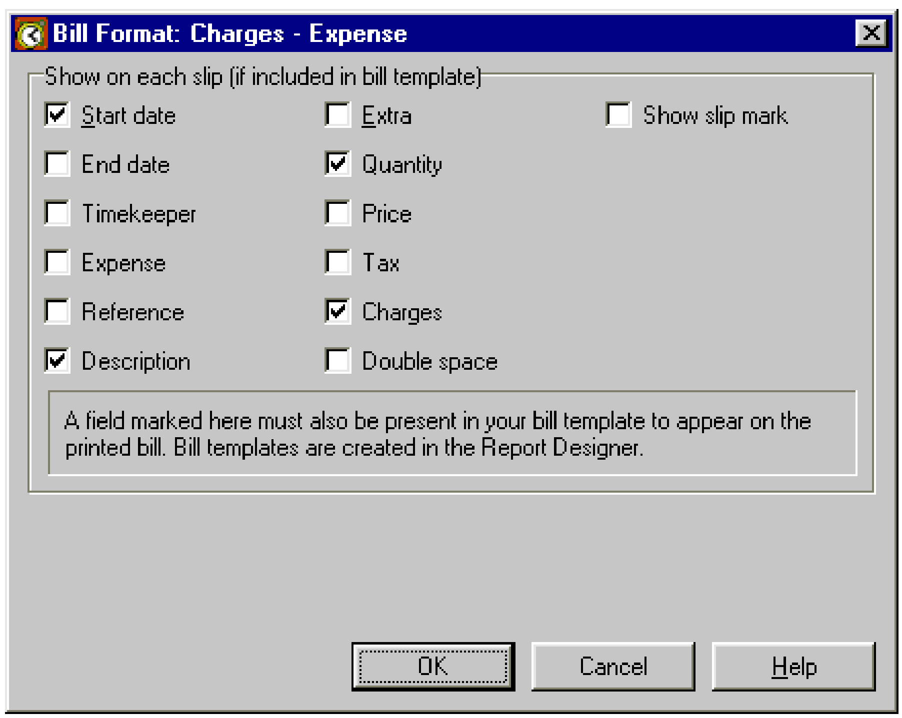
D: A *Text for all bills* message is included.

Itemize Bill 4

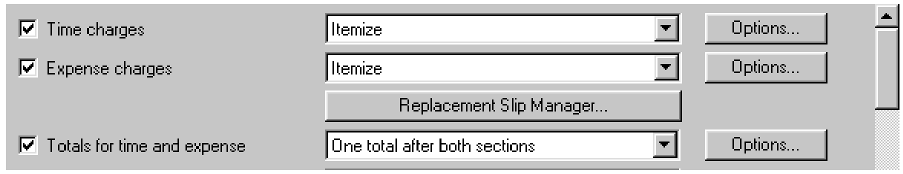
Mark **Start Date**, **Description**, **Hours**, and **Charges**.



Mark **Start Date**, **Description**, **Quantity**, and **Charges**.

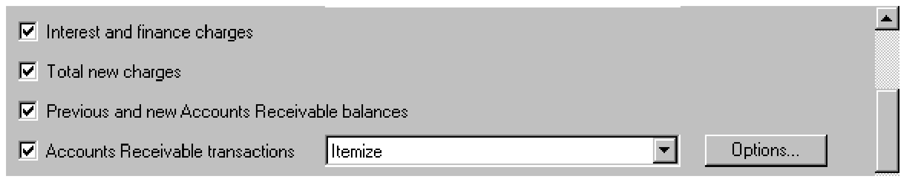


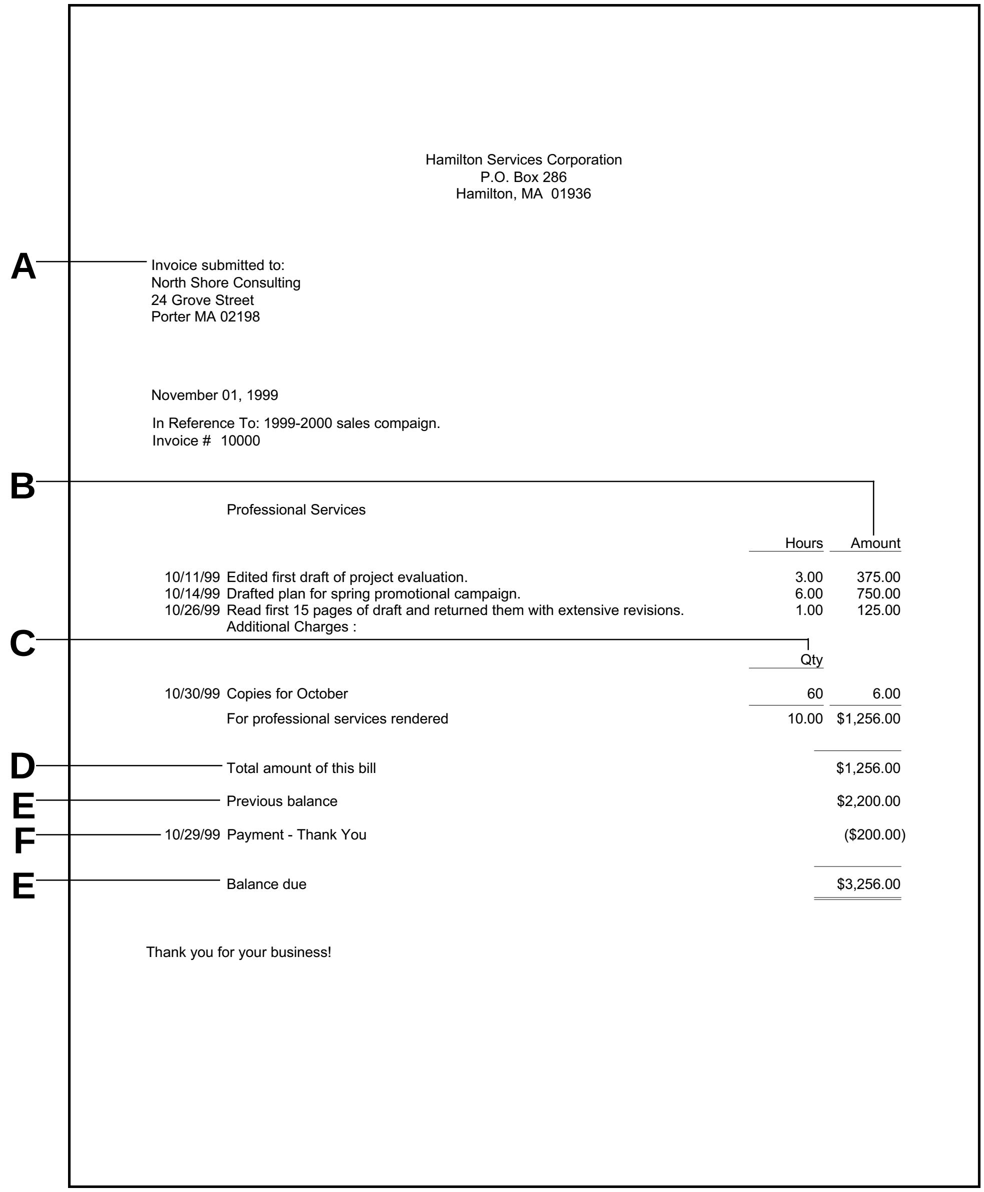
Totals for time and expense is marked and set to **One total after both sections**.



Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.





Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

		Hours	Amount
10/11/99	Edited first draft of project evaluation.	3.00	375.00
10/14/99	Drafted plan for spring promotional campaign.	6.00	750.00
10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	1.00	125.00
	Additional Charges :		
		Qty	
10/30/99	Copies for October	60	6.00
	For professional services rendered	10.00	$1,256.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/29/99	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

A: *Invoice submitted to:* label can be moved or deleted through Report Designer.

B: *Charges* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

C: *Quantity* is marked in the *Bill Format: Charges-Expense* dialog box.

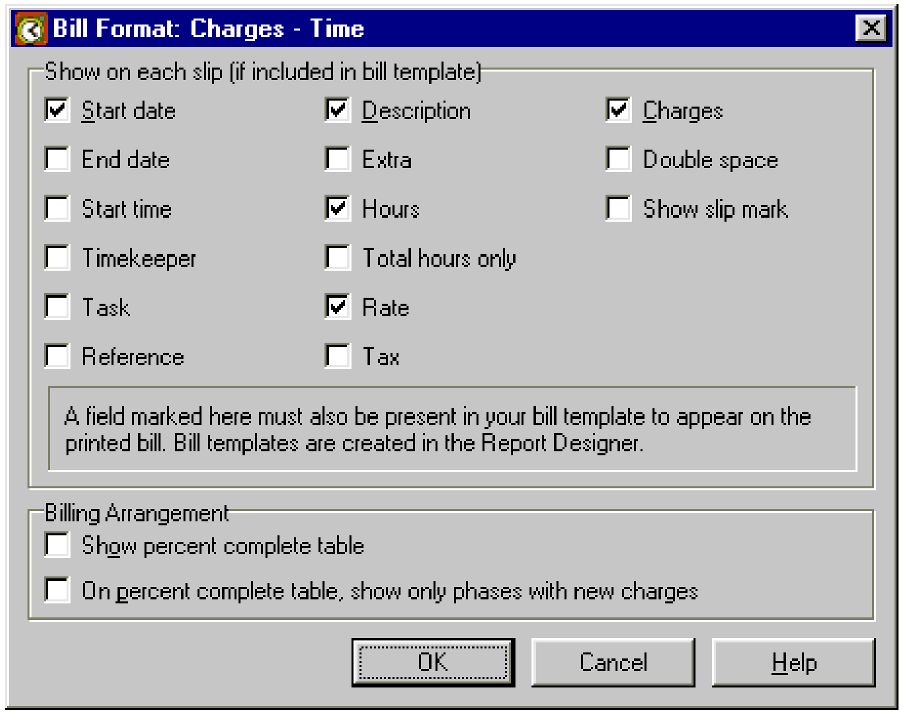
D: *Totals for time and expense* is marked and set to **One total after both sections**.

E: *Previous and new Accounts Receivable balances* is marked in the **Format** page.

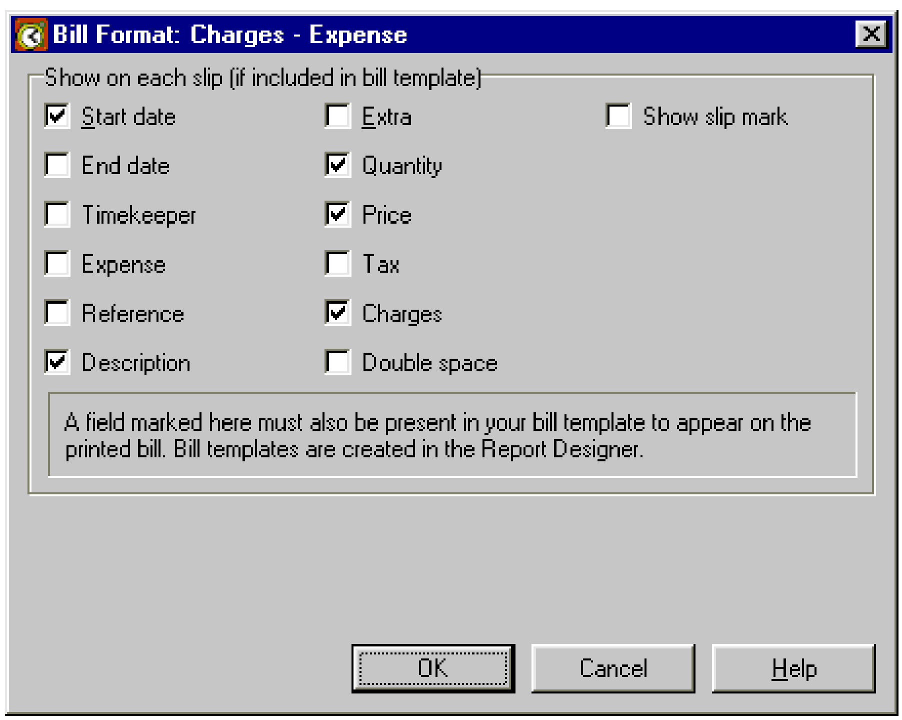
F: *Accounts Receivable Transactions* is marked and set to **Itemize** in the **Format** page.

Itemize Bill 5

Mark **Start date**, **Description**, **Hours**, **Rate**, and **Charges**.



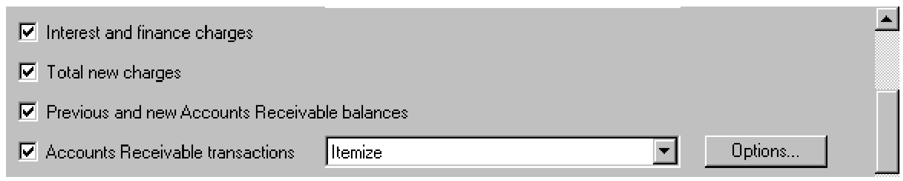
Mark **Start date**, **Description**, **Quantity**, **Price**, and **Charges.**



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

A

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North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

B

Professional Services

B

		Hrs/Rate	Amount
10/11/99	Edited first draft of project evaluation.	3.00 125.00/hr	
10/14/99	Drafted plan for spring promotional campaign.	6.00 125.00/hr	
10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	1.00 125.00/hr	
	For professional services rendered	10.00	$1,250.00

Additional Charges :

C

		Qty/Price	
10/30/99	Copies for October	60 0.10	6.00
	Total costs		$6.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/29/99	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

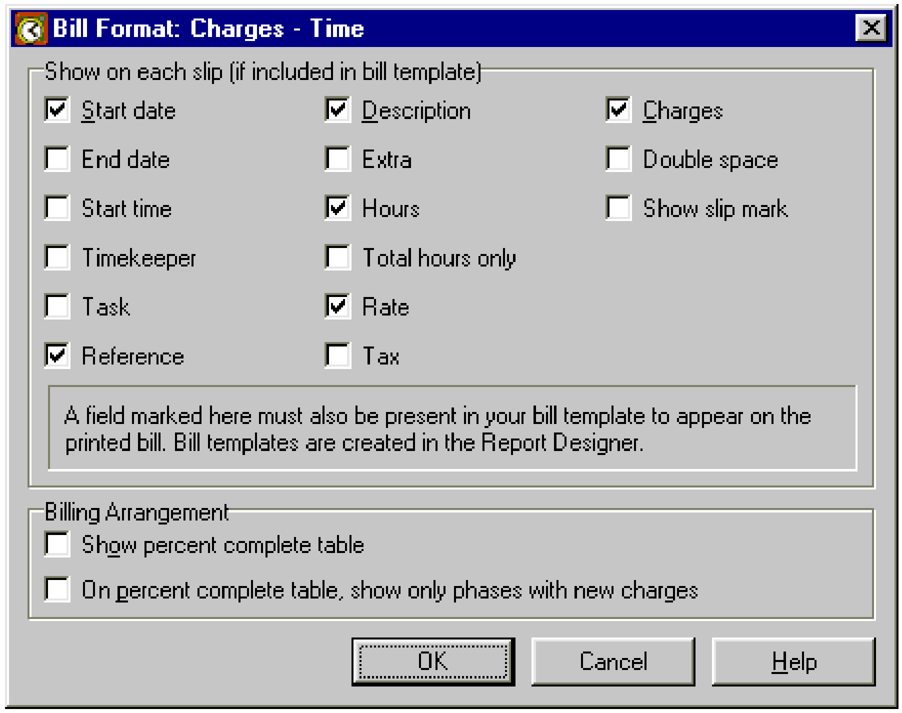
A: Client name and address can be moved or deleted through Report Designer.

B: Both *Hours* and *Rate* are marked in the *Bill Format: Charges-Time* dialog box. This also results in spacing between descriptions to provide room for rates in the Hrs/Rate column.

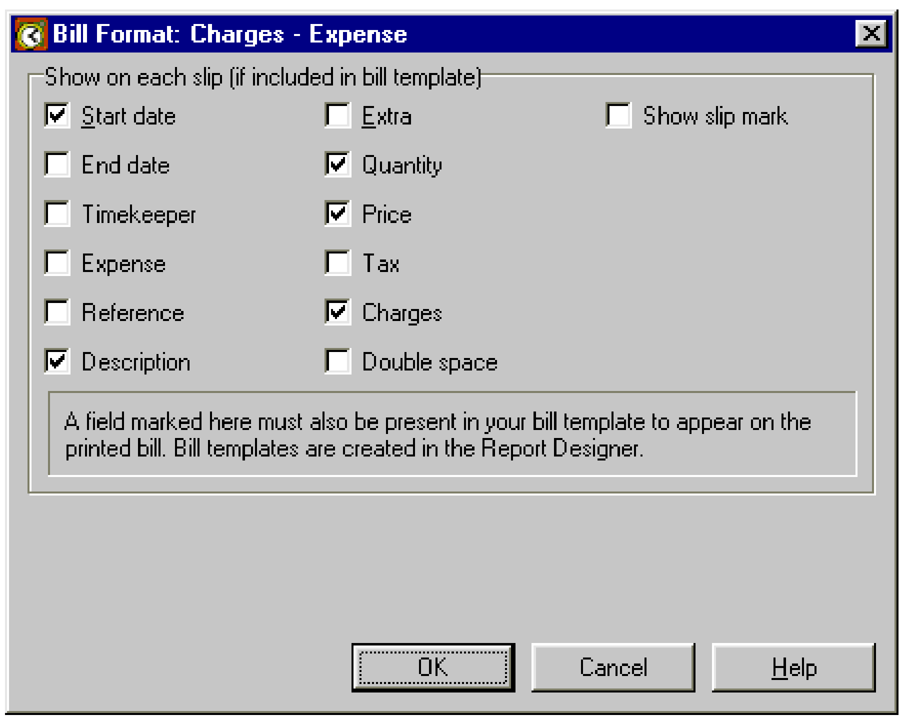
C: Both *Quantity* and *Price* are marked in the *Bill Format: Charges-Expense* dialog box.

Itemize Bill 6

Mark **Start date**, **Reference**, **Description**, **Hours**, **Rate**, and **Charges**.



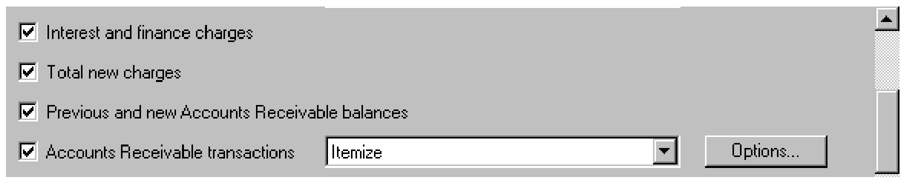
Mark **Start date**, **Description**, **Quantity**, **Price**, and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



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A — In Reference To: 1999-2000 sales compaign.

Invoice # 10000

		Professional Services		
			Hrs/Rate	Amount
	10/11/99	Edited first draft of project evaluation.	3.00	375.00
B		Regional Account	125.00/hr	
	10/14/99	Drafted plan for spring promotional campaign.	6.00	750.00
			125.00/hr	
	10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	1.00	125.00
		National Account	125.00/hr	
C		For professional services rendered	10.00	$1,250.00
		Additional Charges :		
			Qty/Price	
	10/30/99	Copies for October	60	6.00
			0.10	
		Total amount of expenses		$6.00
D		Total amount of new charges		$1,256.00
D		Outstanding balance		$2,200.00
	10/29/99	Payment - Thank You		($200.00)
D		Total New Balance		$3,256.00

Thank you for your business!

A: *In Reference To:* label can be moved or deleted through Report Designer.

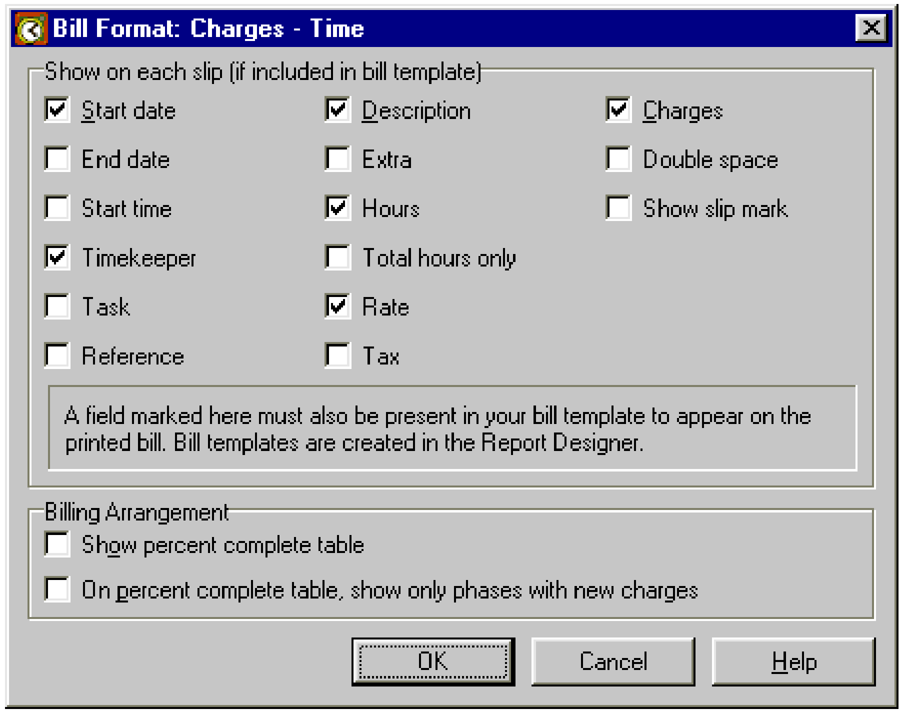
B: *Reference* is marked for Time charges in the *Bill Format: Charges-Time* dialog box.

C: *Totals for time and expense* is marked and set to **With related section**.

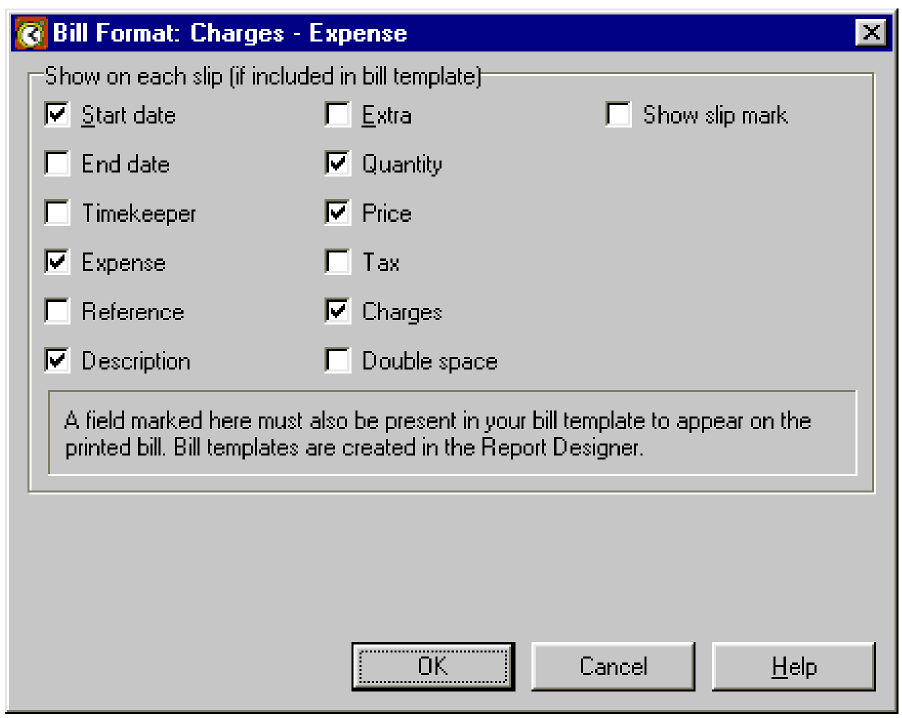
D: Bill phrasing can be changed through Report Designer. Select **Report; Phrases**.

Itemize Bill 7

Mark **Start date**, **Timekeeper**, **Description**, **Hours**, **Rate**, and **Charges**.



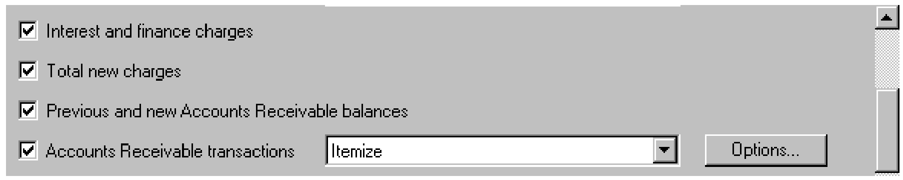
Mark **Start date**, **Expense**, **Description**, **Quantity**, **Price**, and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



To add custom fields to your billing template:

1. Select **Report; Report Designer**.

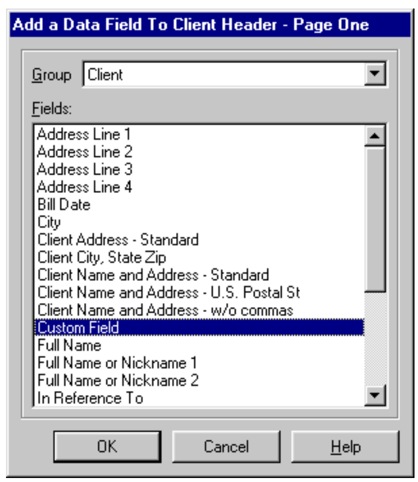
2. Click the **Add a Data Field** tool from the toolbar and click on the bill header, where you want to add a custom field, to open the *Add a Data Field to Client Header - Page One* dialog box.

3. Highlight **Custom Field** in the *Fields* list, and click **OK** to open the *Format for Custom Fields* dialog box.

4. Enter the label of the custom field that you want to add and click **OK**.

Note: The spelling of the custom field entered in the Label field must be exact.

Add a Data Field tool



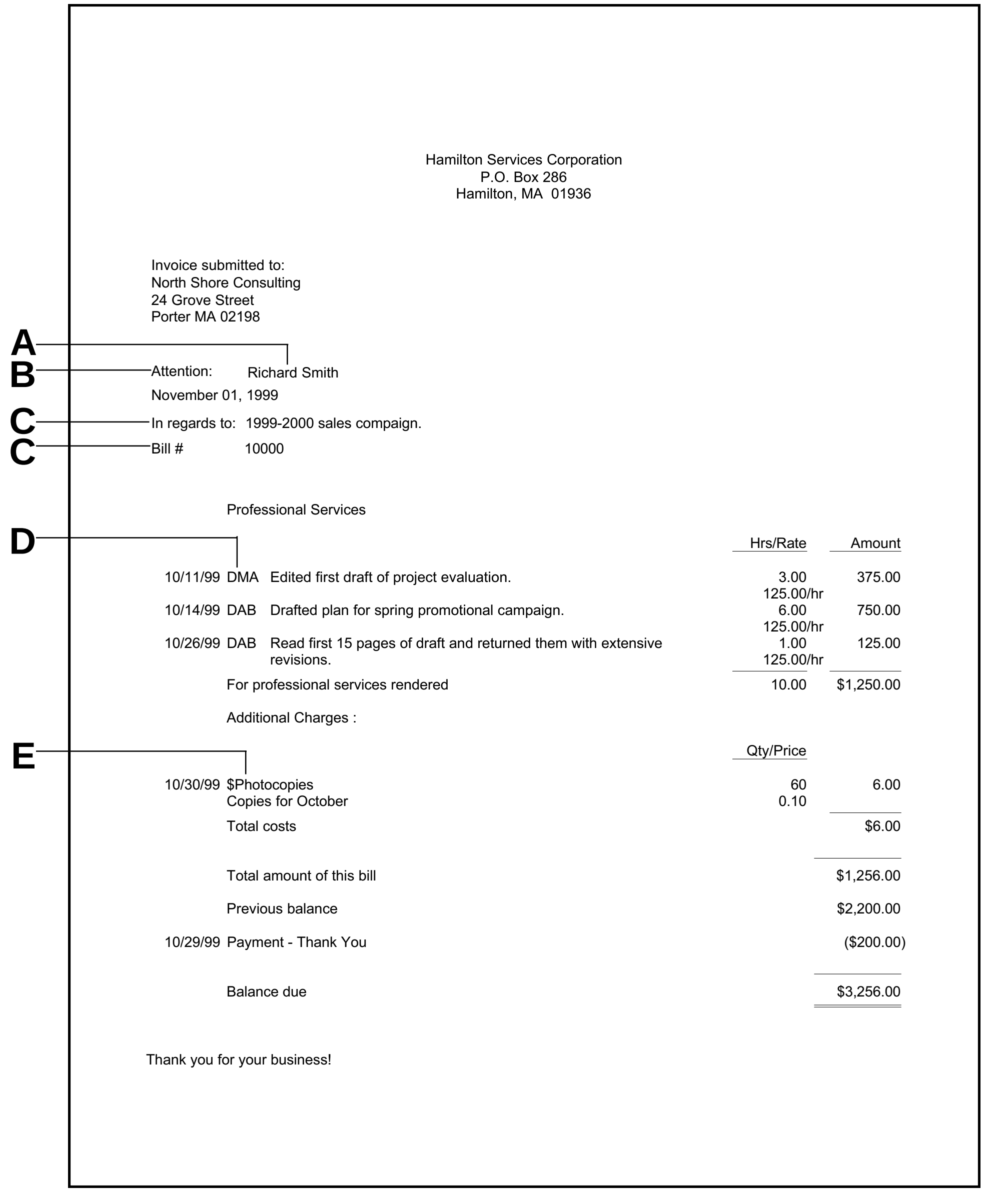
To add text to your billing template:

1. Select **Report; Report Designer**.

2. Click the **Text** tool on the toolbar and click on the bill header where you want to add a text field to open the *Format for Label Field* dialog box.

3. Enter the desired label and click **OK**.

Text tool



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

Attention: Richard Smith

November 01, 1999

In regards to: 1999-2000 sales compaign.

Bill # 10000

Professional Services

			Hrs/Rate	Amount
10/11/99	DMA	Edited first draft of project evaluation.	3.00 125.00/hr	375.00
10/14/99	DAB	Drafted plan for spring promotional campaign.	6.00 125.00/hr	750.00
10/26/99	DAB	Read first 15 pages of draft and returned them with extensive revisions.	1.00 125.00/hr	125.00
		For professional services rendered	10.00	$1,250.00

Additional Charges :

		Qty/Price	
10/30/99	$Photocopies Copies for October	60 0.10	6.00
	Total costs		$6.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/29/99	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

A: Custom fields can added through Report Designer. Click the **Add a Data Field** tool from the toolbar and click on the bill header where you want to add a custom field to open the *Add a Data Field To Client Header-Page One* dialog box.

B: Text can be added through Report Designer. Select the **Text** tool from the toolbar and click on the bill header where you want to add a text label.

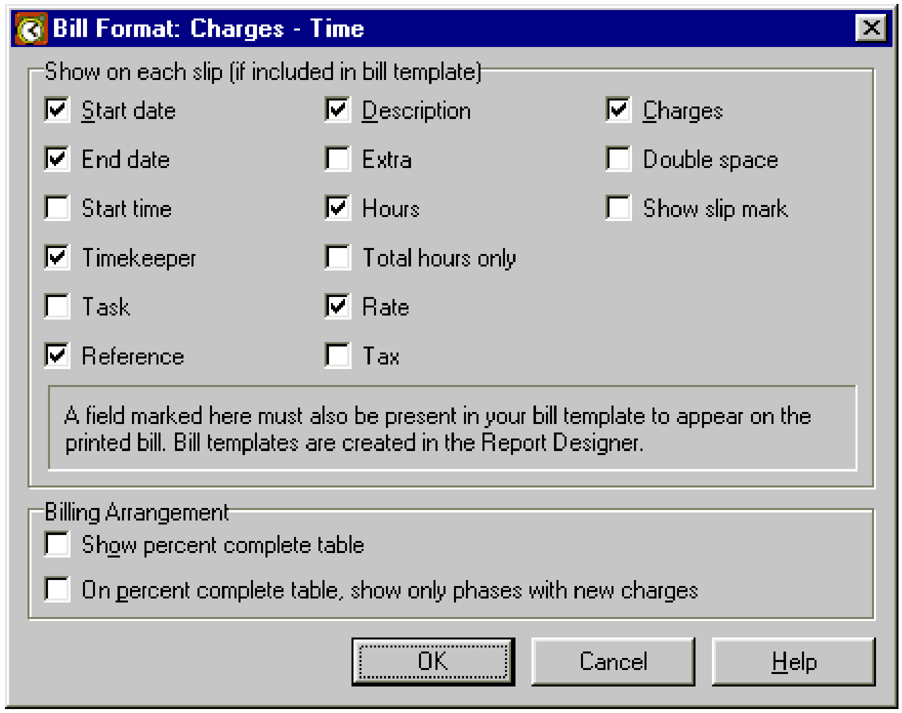
C: Labels can be changed through Report Designer. With the label selected, select **Attributes; Format** to open the *Format for Label Field* dialog box..

D: *Initials* is marked for time charges in the *Bill Format: Charges-Time* dialog box.

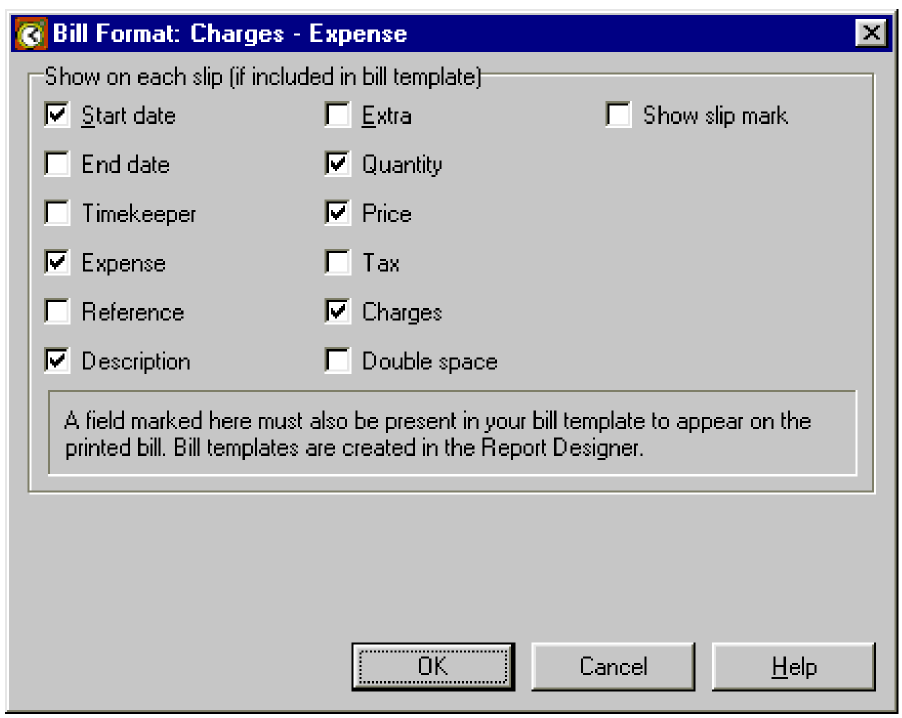
E: *Expenses* is marked for expense charges in the *Bill Format: Charges-Expense* dialog box.

Itemize Bill 8

Mark **Start date**, **End date**, **Timekeeper**, **Reference**, **Description**, **Hours**, **Rate**, and **Charges**.



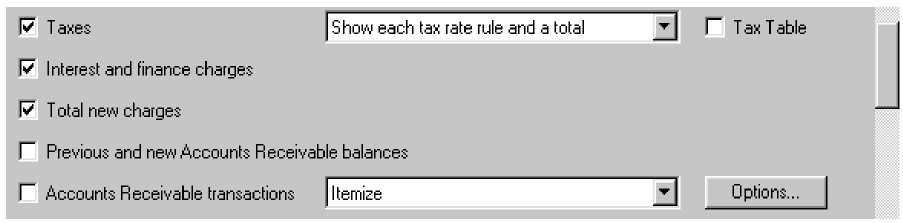
Mark **Start date**, **Expense**, **Description**, **Quantity**, **Price** and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable Transactions is not marked.



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.

Invoice # 10000

A

Professional Services

			Time/Rate	Amount
10/11/99	DMA	Edited first draft of project evaluation.	3.00	375.00
B		Regional Account	125.00/hr	
10/14/99-	DAB	Drafted plan for spring promotional campaign.	6.00	750.00
C 10/18/99			125.00/hr	
10/26/99	DAB	Read first 15 pages of draft and returned them with extensive revisions.	1.00	125.00
			125.00/hr	
B		National Account		
		For professional services rendered	10.00	$1,250.00

Additional Charges :

A

		Amt./Cost	
10/30/99	$Photocopies	60	6.00
	Copies for October	0.10	
	Total costs		$6.00

D Total amount of this bill $1,256.00

Thank you for your business!

A: Column headings can be changed through Report Designer. Select **Reports; Phrases** to open the *Phrases on Bills* dialog box.

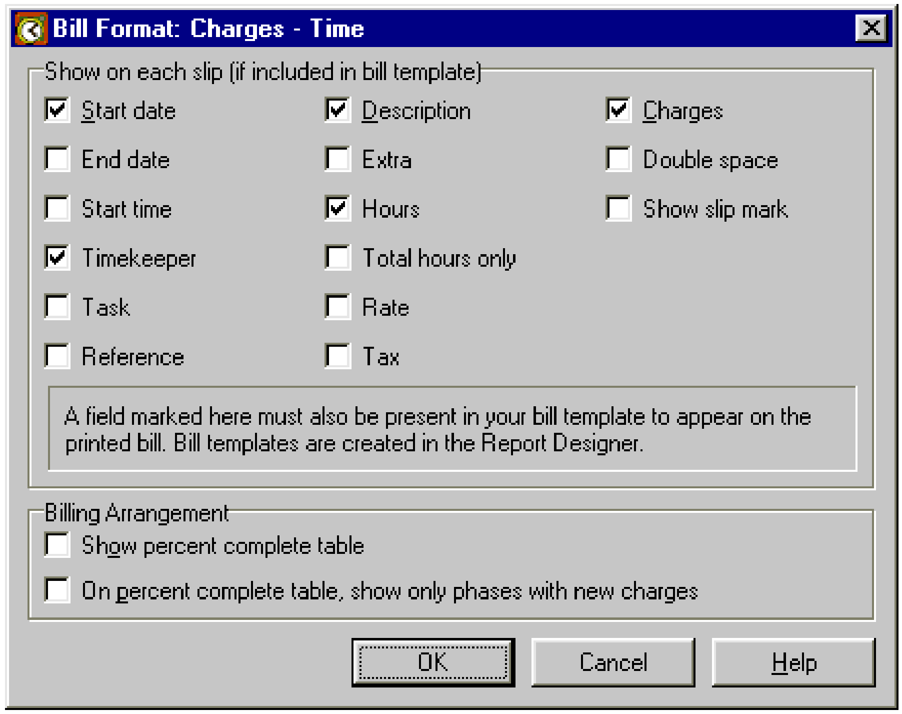
B: *Reference* is marked in the *Bill Format: Charges-Time* dialog box.

C: *End date* is marked in the *Bill Format: Charges-Time* dialog box.

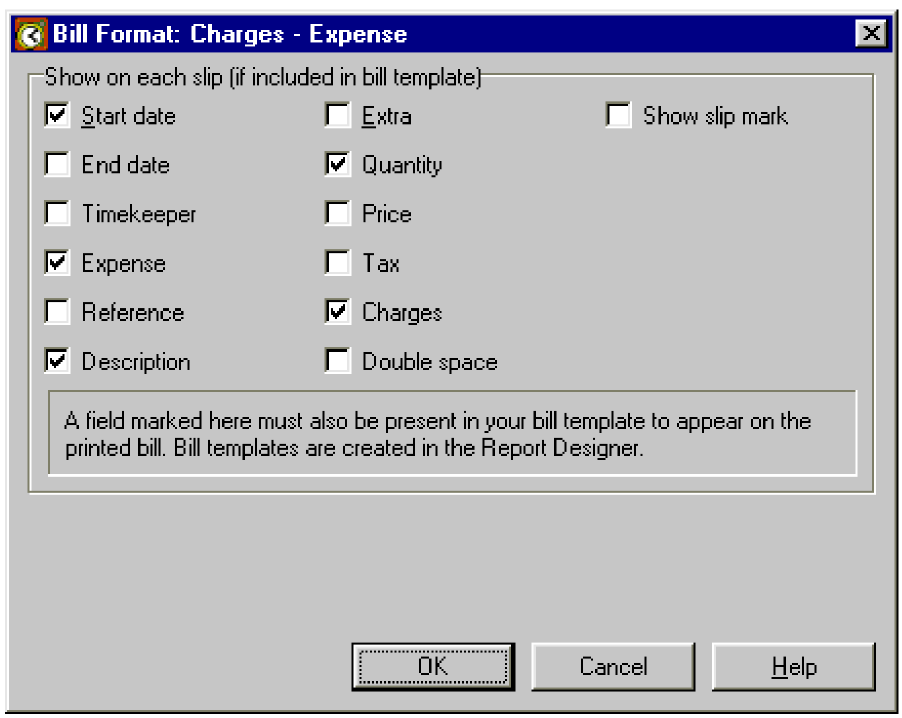
D: Neither *Previous and new Accounts Receivable balances* nor *Accounts Receivable transactions* is marked on the **Format** page.

Itemize Bill 9

Mark **Start date**, **Timekeeper**, **Description**, **Hours**, and **Charges**.



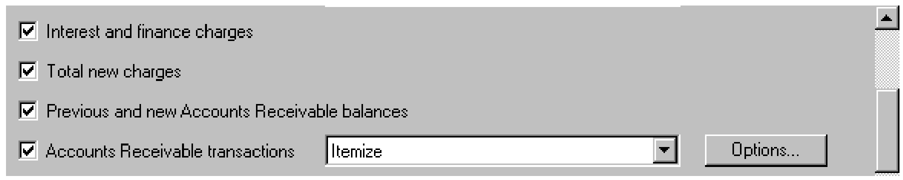
Mark **Start date**, **Expense**, **Description**, **Quantity**, and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



Aged Accounts Receivable table is marked.

Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

A

Professional Services

			Hours	Amount
10/11/99	DMA	Edited first draft of project evaluation.	3.00	375.00
10/14/99	DAB	Drafted plan for spring promotional campaign.	6.00	750.00
10/26/99	DAB	Read first 15 pages of draft and returned them with extensive revisions.	1.00	125.00
		For professional services rendered	10.00	$1,250.00

Additional Charges :

B

C

		Qty	
10/30/99	$Photocopies Copies for October	60	6.00
	Total costs		$6.00
	Total amount of this bill		$1,256.00
	Previous balance		$2,200.00
10/29/99	Payment - Thank You		($200.00)
	Balance due		$3,256.00

Thank you for your business!

D

Current	30 Days	60 Days	90 Days	120 Days
1,506.00	1,750.00	0.00	0.00	0.00

A: *Hours*, but not *Rate*, is marked in the *Bill Format: Charges-Time* dialog box.

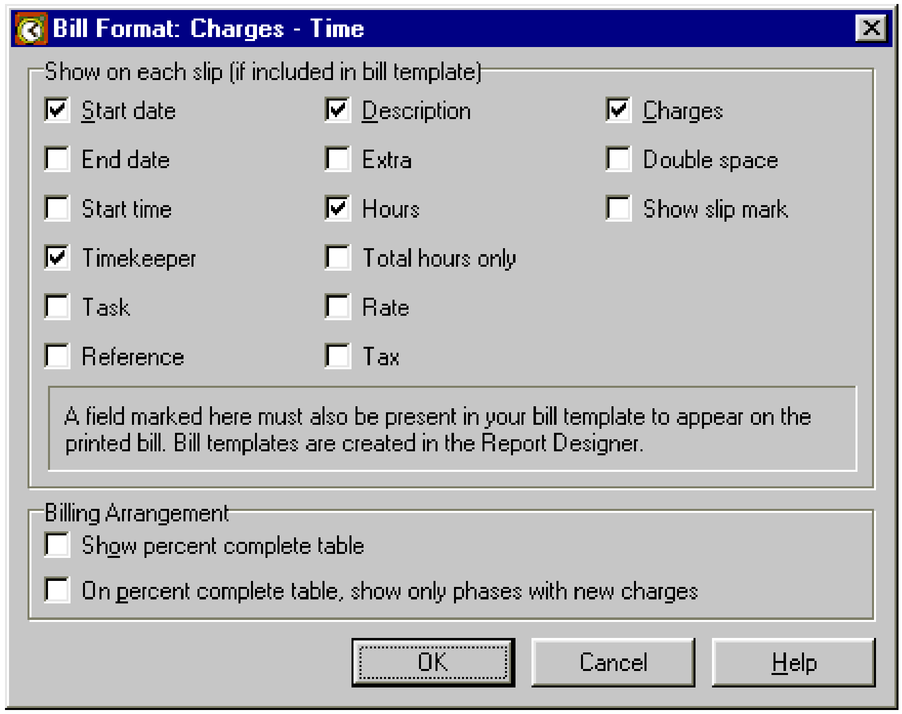
B: *Quantity,* but not *Price,* is marked in the *Bill Format: Charges-Expense* dialog box.

C: *Expense* (the activity name) is marked in the *Bill Format: Charges-Expense* dialog box.

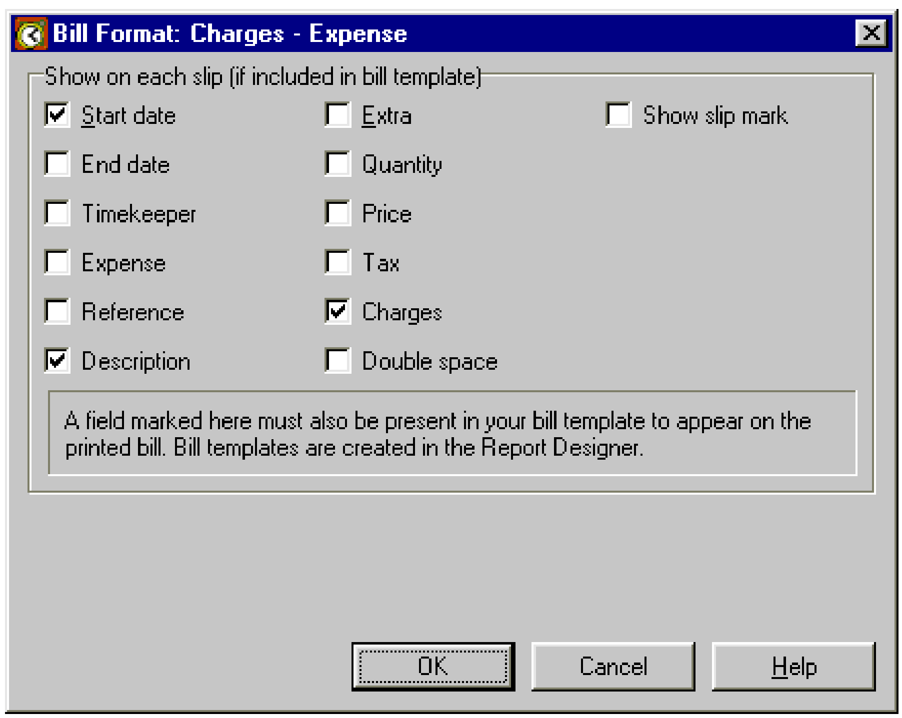
D: *Aged Accounts Receivable table* is marked on the **Format** page of the *Client Information* dialog box.

Itemize Bill 10

Mark **Start date**, **Timekeeper**, **Description**, **Hours** and **Charges**.



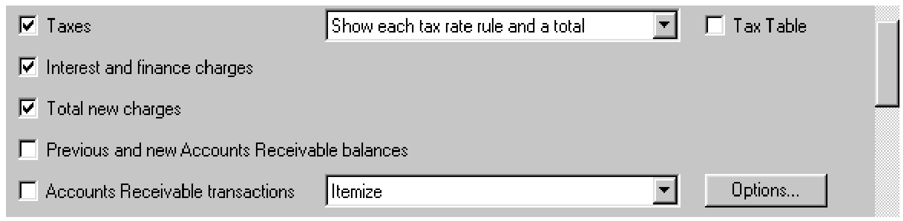
Mark **Start date**, **Description**, and **Charges**.



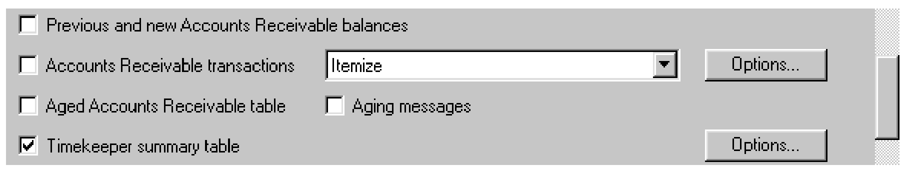
Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is not marked.

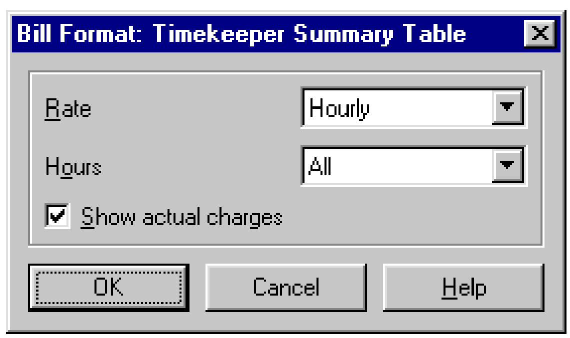
Accounts Receivable transactions is not marked.



Timekeeper summary table is marked.



***Note:** To open the **Bill Format: Timekeeper Summary Table** dialog box, click **Options** next to **Timekeeper summary table** on the **Format** page of the **Client Information** dialog box.*

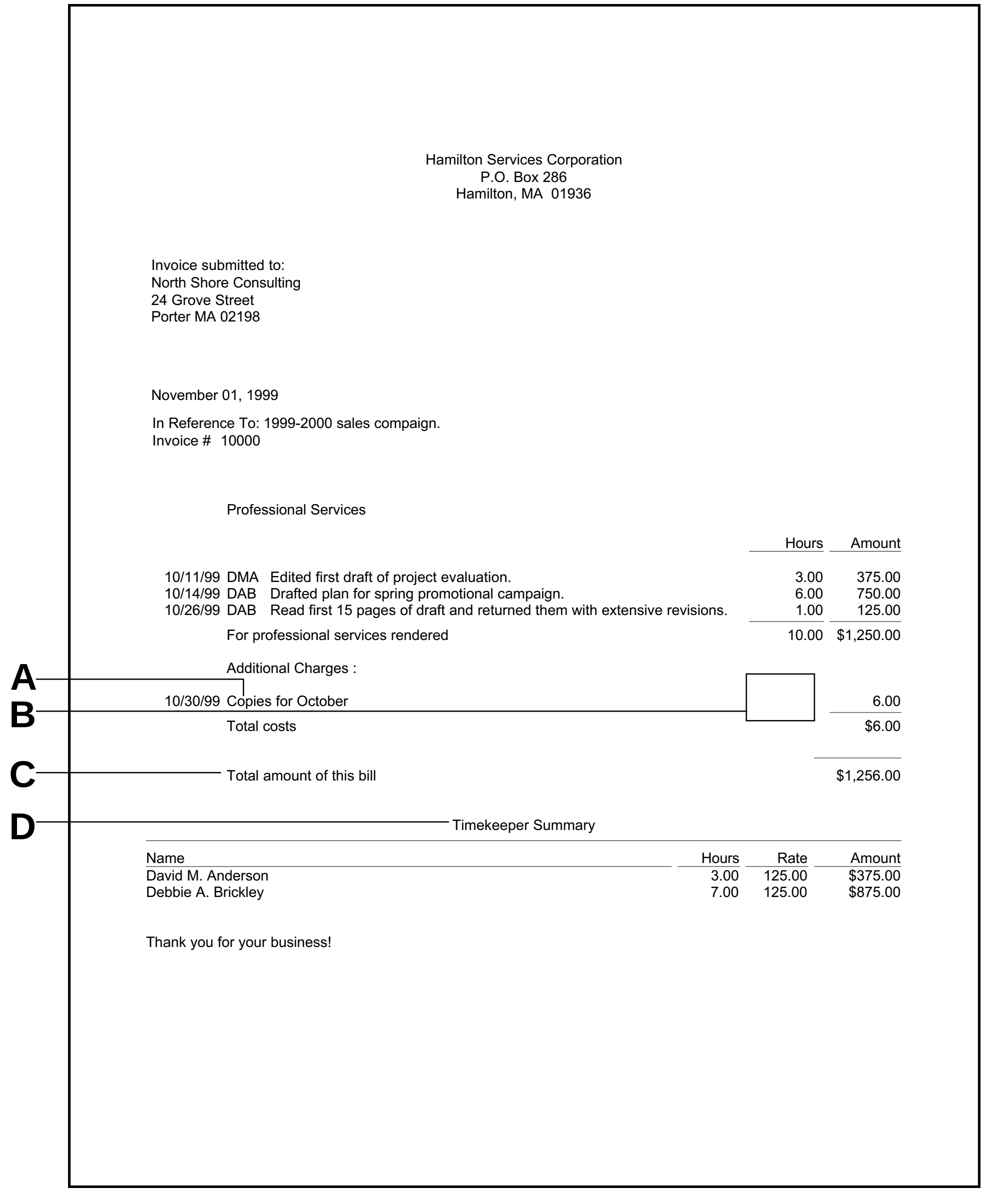


The summary table format options are set to:

Rate is set to **Houly**.

Hours is set to **All**.

Show actual charges is marked.


Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

			Hours	Amount
10/11/99	DMA	Edited first draft of project evaluation.	3.00	375.00
10/14/99	DAB	Drafted plan for spring promotional campaign.	6.00	750.00
10/26/99	DAB	Read first 15 pages of draft and returned them with extensive revisions.	1.00	125.00
		For professional services rendered	10.00	$1,250.00

Additional Charges :

10/30/99	Copies for October	6.00
	Total costs	$6.00
	Total amount of this bill	$1,256.00

Timekeeper Summary

Name	Hours	Rate	Amount
David M. Anderson	3.00	125.00	$375.00
Debbie A. Brickley	7.00	125.00	$875.00

Thank you for your business!

A: *Expense* is not marked in the *Bill Format: Charges-Expense* dialog box. *Description* is marked and set to all paragraphs.

The option to control the amount of paragraphs is found in Report Designer. To change the amount of lines or paragraphs:

1. Open the bill template in Report Designer.
*2. Within the Slip section, highlight the **Description** field.*
*3. Right-click on the **Description** field and select **Format** from the shortcut menu to open the **Format for Slip: Description** dialog box.*
Here you may select the desired number of paragraphs or the number of lines that will appear on your bill.

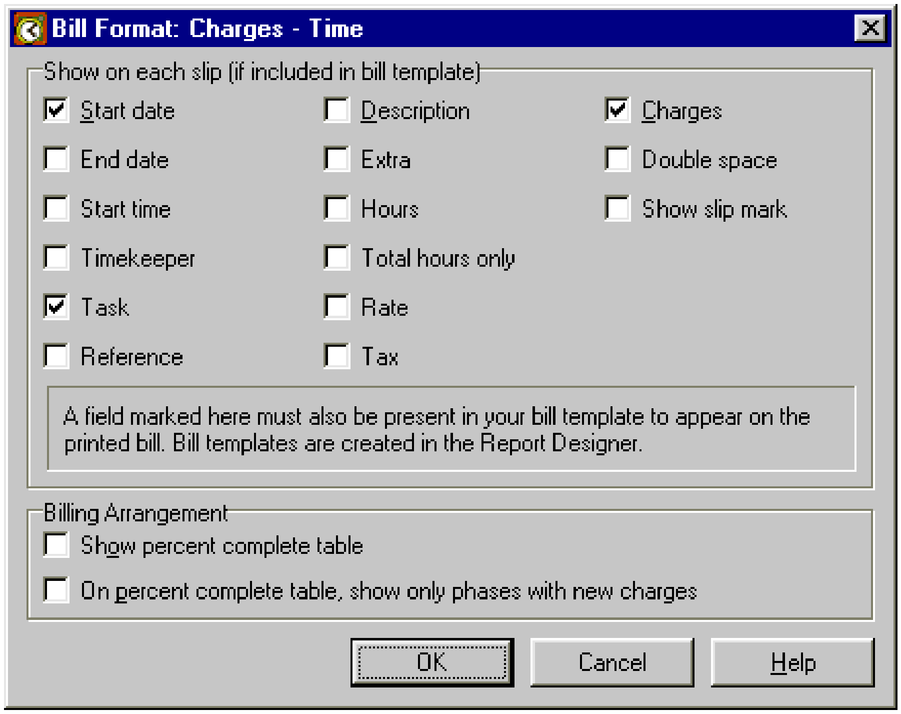
B: Neither *Quantity* nor *Price* is marked in the *Bill Format: Charges-Expense* dialog box.

C: Neither *Previous and new Accounts Receivable balances* nor *Accounts Receivable transactions* is marked on the **Format** page of the *Client Information* dialog box.

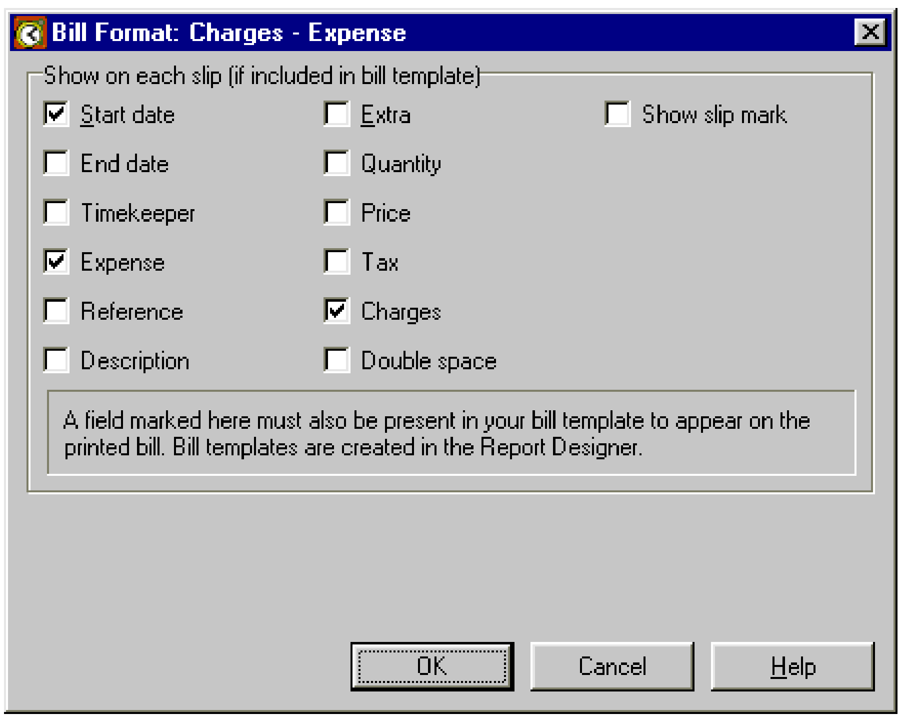
D: *Timekeeper summary table* is marked with options for *Rate* set to **Hourly**, *Hours* set to **All**, and *Show actual charges* selected.

Itemize Bill 11

Mark **Start date**, **Task**, and **Charges**.



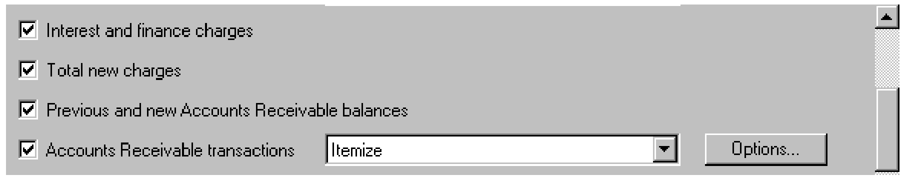
Mark **Start date**, **Expense**, and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



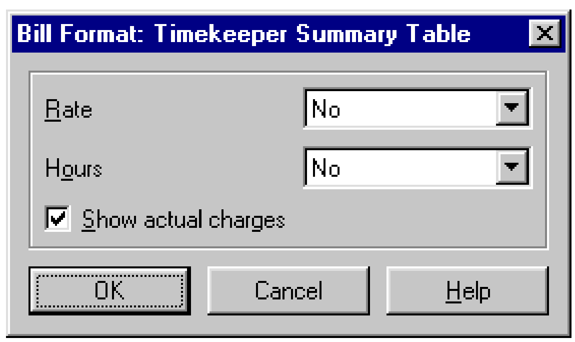
Timekeeper summary table is marked.

The summary table format options are set to:

Rate is set to **No**.

Hours is set to **No**.

Show actual charges is marked.



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

A

		Amount
10/11/99	Proofreading	375.00
10/14/99	Planning	750.00
10/26/99	Proofreading	125.00
	For professional services rendered	$1,250.00
	Additional Charges :	
10/30/99	$Photocopies	6.00
	Total costs	$6.00
	Total amount of this bill	$1,256.00
	Previous balance	$2,200.00
10/29/99	Payment - Thank You	($200.00)
	Balance due	$3,256.00

B

C

D

Timekeeper Summary

Name	Amount
David M. Anderson	$375.00
Debbie A. Brickley	$875.00

Thank you for your business!

A: Neither *Hours* nor *Rate* is marked in the *Bill Format: Charges-Time* dialog box.

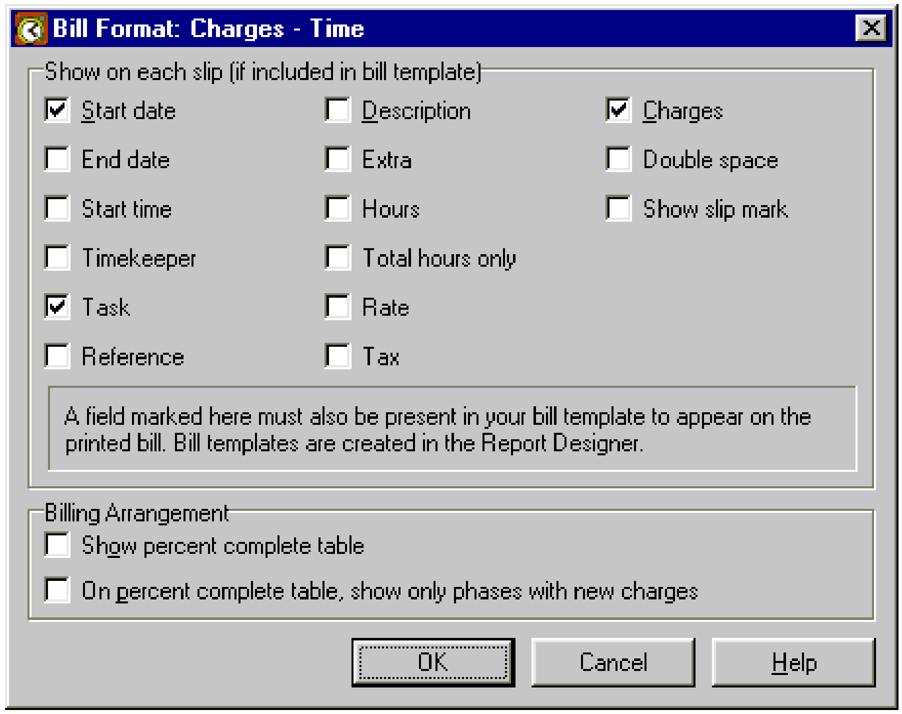
B: *Task* is marked in the *Bill Format: Charges-Time* dialog box. *Description* is not marked.

C: *Expense* is marked in the *Bill Format: Charges-Expense* dialog box. *Description* is not marked.

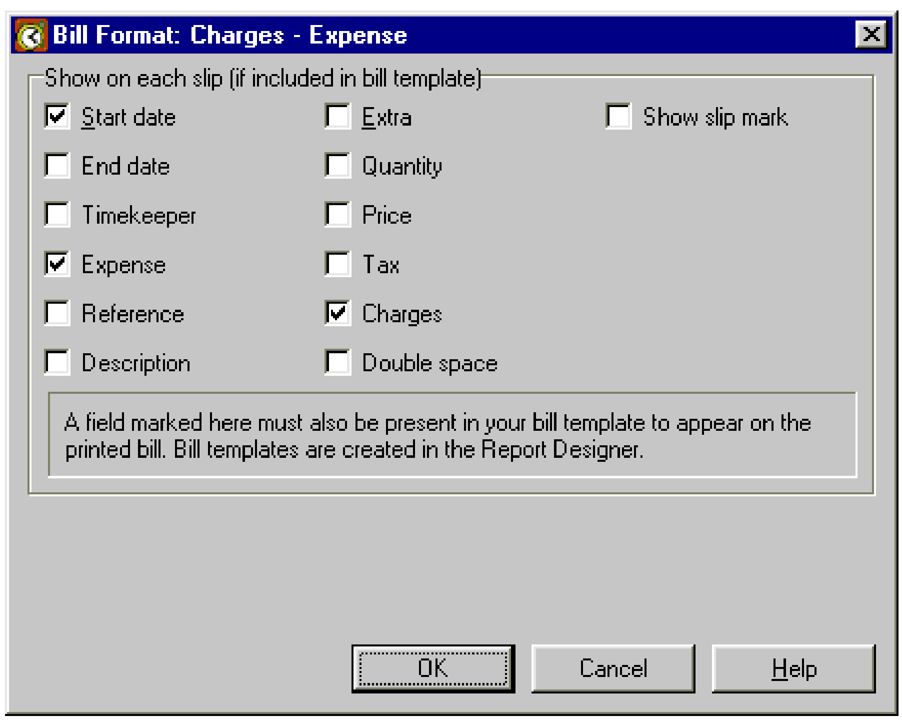
D: *Timekeeper summary table* is marked with options for *Rate* set to **No**, *Hours* set to **No**, and *Show actual charges* is marked.

Itemize Bill 12

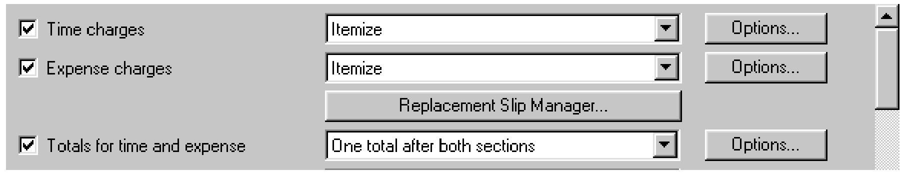
Mark **Start date**, **Task**, and **Charges**.



Mark **Start date**, **Expense**, and **Charges**.

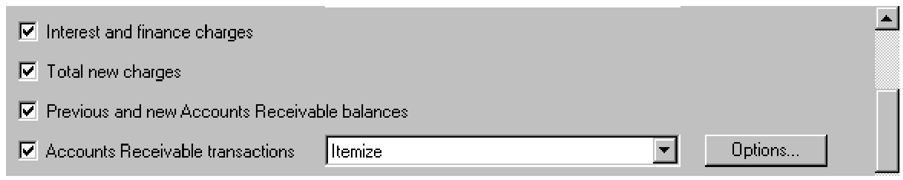


Totals for time and expense is marked and set to **One total after both sections**.

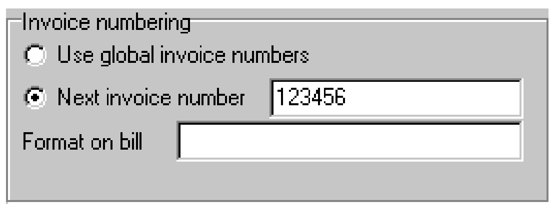


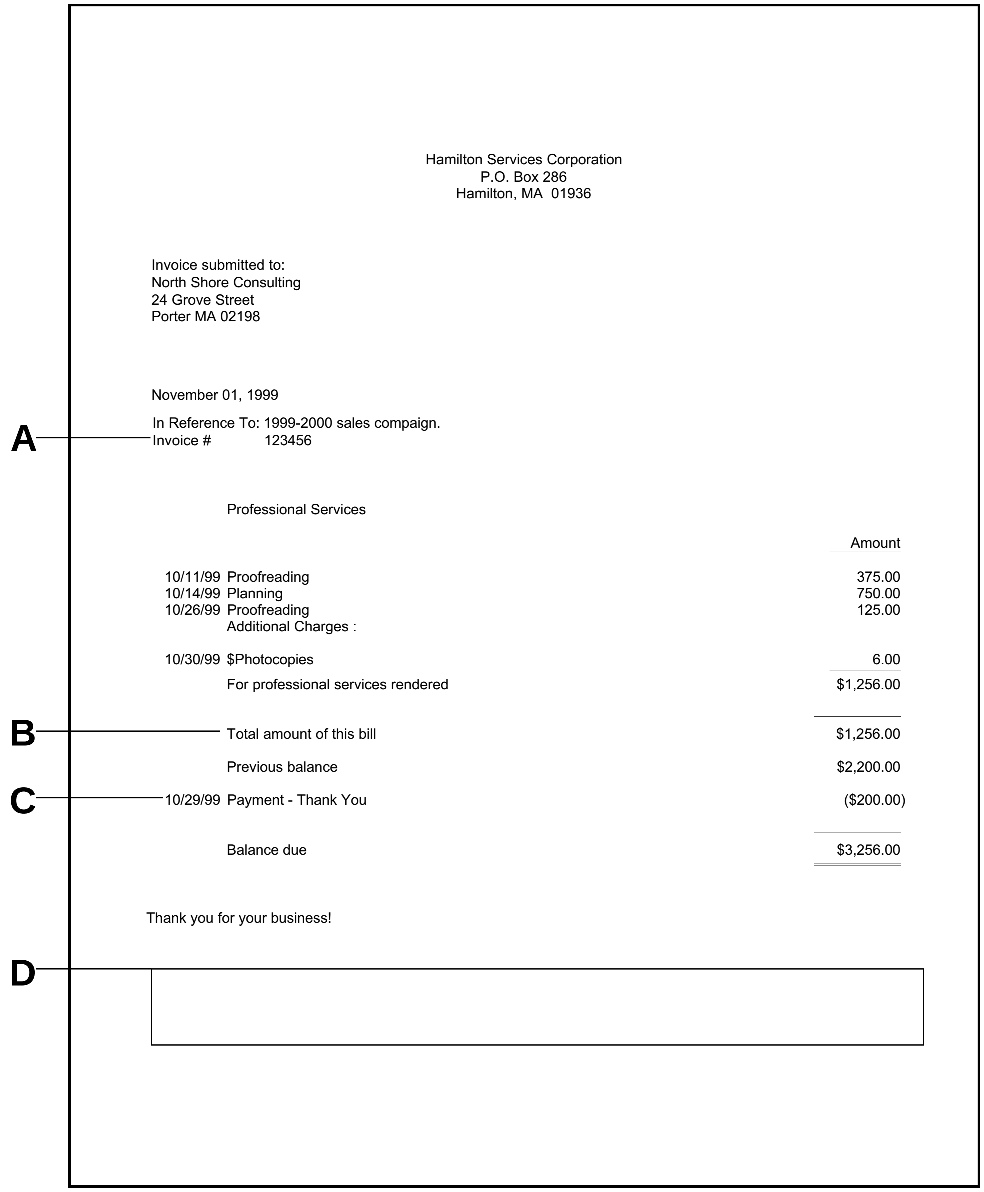
Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is marked and set to **Itemize**.



Next invoice number is set to **123456** within the **Accounts Receivable** page of the *Client Information* dialog box.





Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice #   123456

Professional Services

		Amount
10/11/99	Proofreading	375.00
10/14/99	Planning	750.00
10/26/99	Proofreading	125.00
	Additional Charges :	
10/30/99	$Photocopies	6.00
	For professional services rendered	$1,256.00
	Total amount of this bill	$1,256.00
	Previous balance	$2,200.00
10/29/99	Payment - Thank You	($200.00)
	Balance due	$3,256.00

Thank you for your business!

A: **123456** is entered in the *Next invoice number* field within the **Accounts Receivable** page of the *Client information* dialog box.

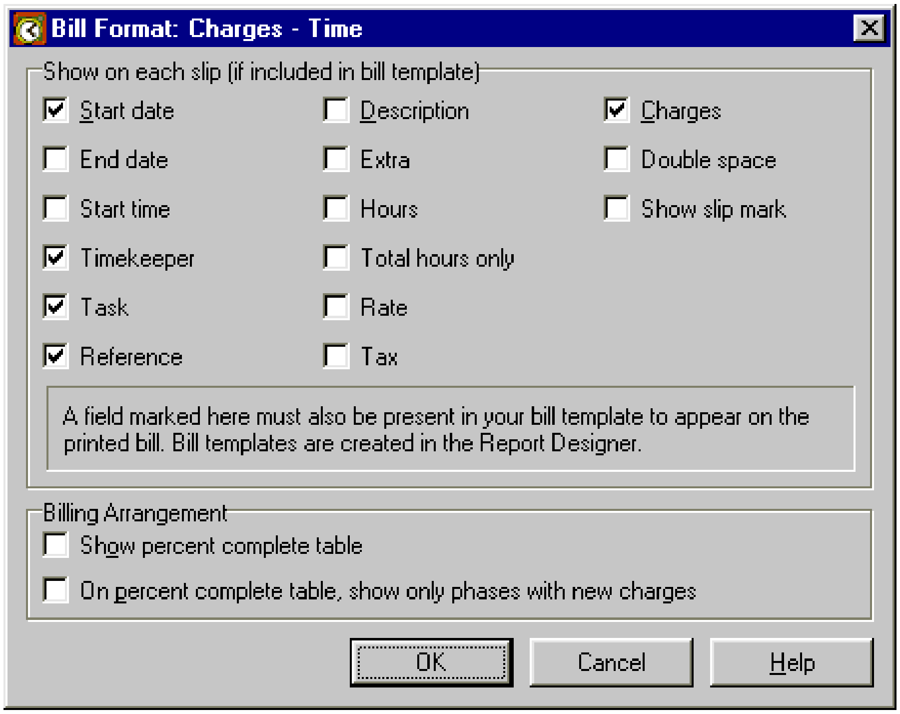
B: *Totals for time and expense* is marked and set to **One total for related section**.

C: *Previous and new Accounts Receivables balances* and *Accounts Receivable transactions* are marked in the **Format** page of the *Client Information* dialog box.

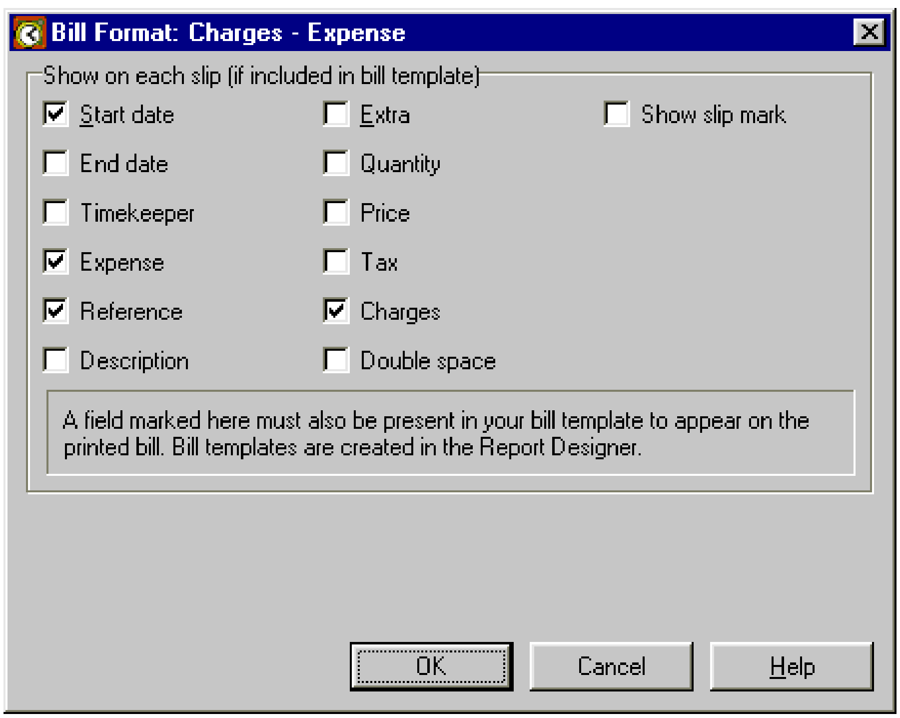
D: *Timekeeper summary table* is no longer marked within the **Format** page of the *Client Information* dialog box.

Itemize Bill 13

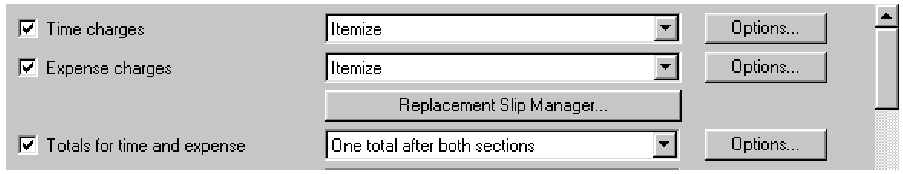
Mark **Start date**, **Timekeeper**, **Task**, **Reference**, and **Charges**.



Mark **Start date**, **Expense**, **Reference**, and **Charges**.



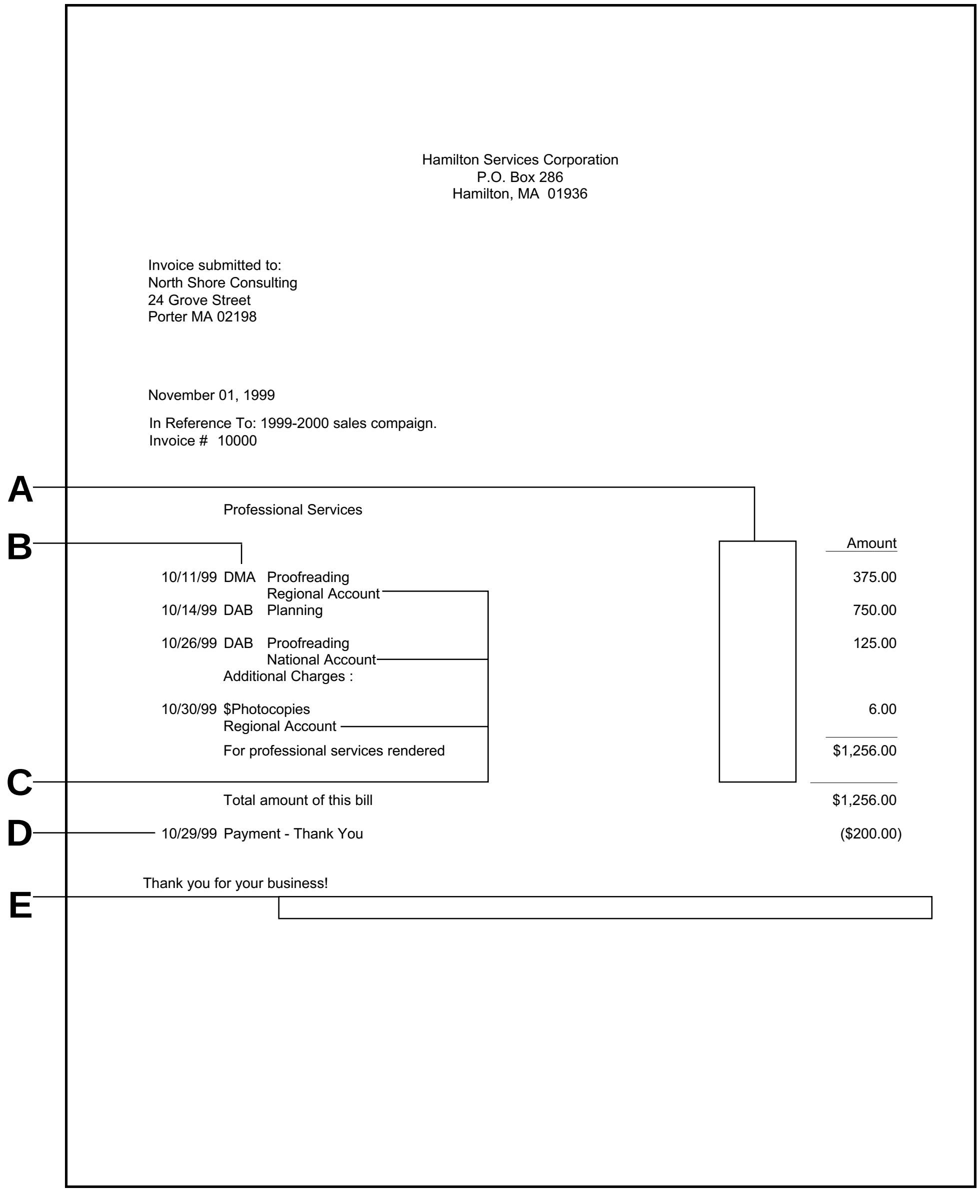
Totals for time and expense is marked and set to **One total after both sections**.



Previous and new Accounts Receivables balances is not marked.

Accounts Receivable transactions is marked and set to **Itemize**.

Aged Accounts Receivable table is not marked.


Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

			Amount
10/11/99	DMA	Proofreading Regional Account	375.00
10/14/99	DAB	Planning	750.00
10/26/99	DAB	Proofreading National Account	125.00
	Additional Charges :		
10/30/99	$Photocopies Regional Account		6.00
	For professional services rendered		$1,256.00
	Total amount of this bill		$1,256.00
10/29/99	Payment - Thank You		($200.00)

Thank you for your business!

A: *Hours* and *Rate* are not marked in the *Bill Format: Charges-Time* dialog box. Neither *Quantity* nor *Price* are marked in the *Bill Format: Charges-Expense* dialog box.

B: *Initials* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

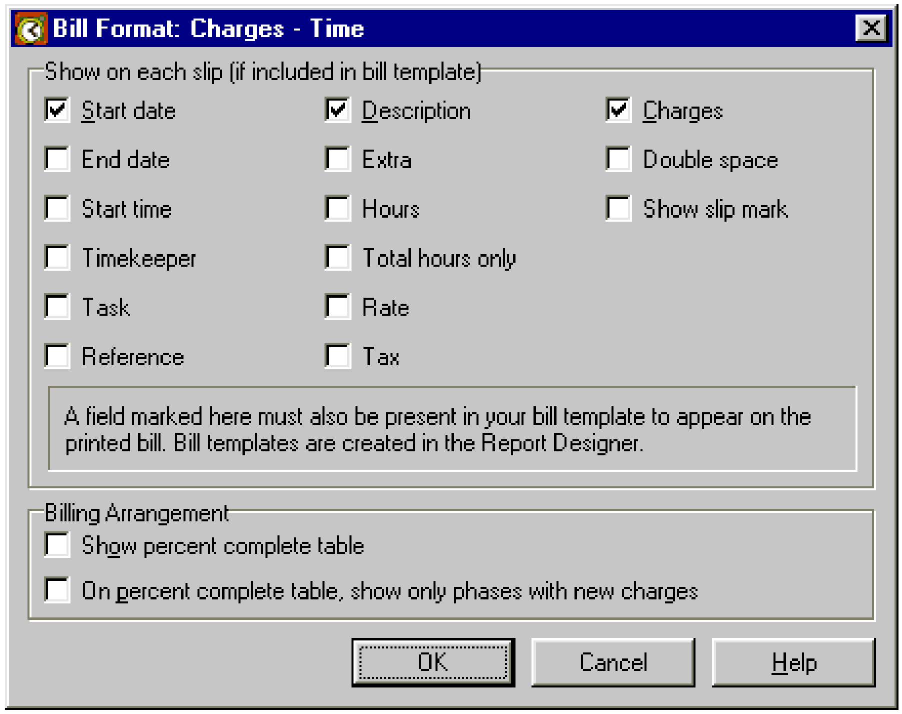
C: *Reference* is marked in both the *Bill Format: Charges-Time* dialog box and the *Bill Format: Charges-Expense* dialog box.

D: *Previous and new Accounts Receivable balances* is marked within the **Format** page of the *Client Information* dialog box.

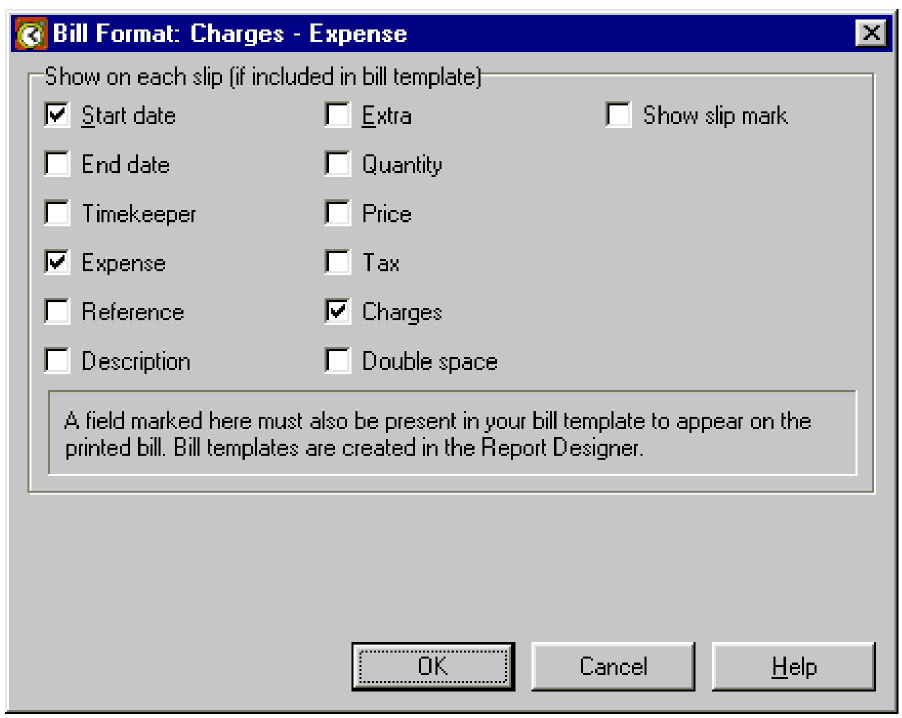
E: *Aged Accounts Receivable table* is not marked within the **Format** page of the *Client Information* dialog box.

Itemize Bill 14

Mark **Start date**, **Description**, and **Charges**.



Mark **Start date**, **Expense**, and **Charges**.

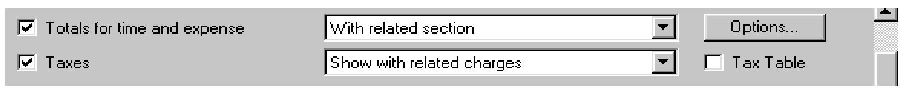


Totals for time and expense is marked and set to **With related section**.

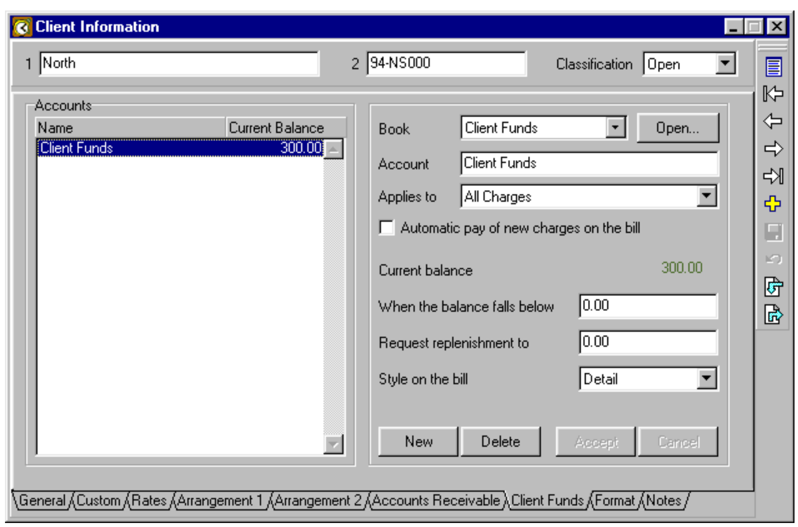
Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is marked and set to **Itemize**.

Taxes is marked and set to **Show with related charges**.



1. Open the **Client Funds** page of the *Client Information* dialog box.
2. Set S*tyle on the bill* to **Detail**.



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

			Amount
A			
	10/11/99	Edited first draft of project evaluation.	375.00
	10/14/99	Drafted plan for spring promotional campaign.	750.00
	10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	125.00
		For professional services rendered	$1,250.00
B		MA	$62.50
		Additional Charges :	
C	10/30/99	$Photocopies	6.00
		Total costs	$6.00
D		MA 5.0%	$0.30
E		Total amount of this bill	$1,318.80
	10/29/99	Payment - Thank You	($200.00)
	10/29/99	Payment from account	($200.00)
F		Previous balance of Client Funds	$300.00
	10/22/99	Payment to Trust Account	$5,400.00
	10/29/99	Payment from account	($200.00)
		New balance of Client Funds	$5,500.00

A: *Task* is not marked within the *Bill Format: Charges-Time* dialog box, however *Description* is marked.

B: Taxes are assigned to tasks within the Task *Information* dialog box.

C: *Description* is not marked within the *Bill Format: Charges-Expense, however Expense* is marked.

D: Taxes are assigned to expenses within the *Expense Information* dialog box.

E: *Totals for time and expense* is marked and set to **With related section**.

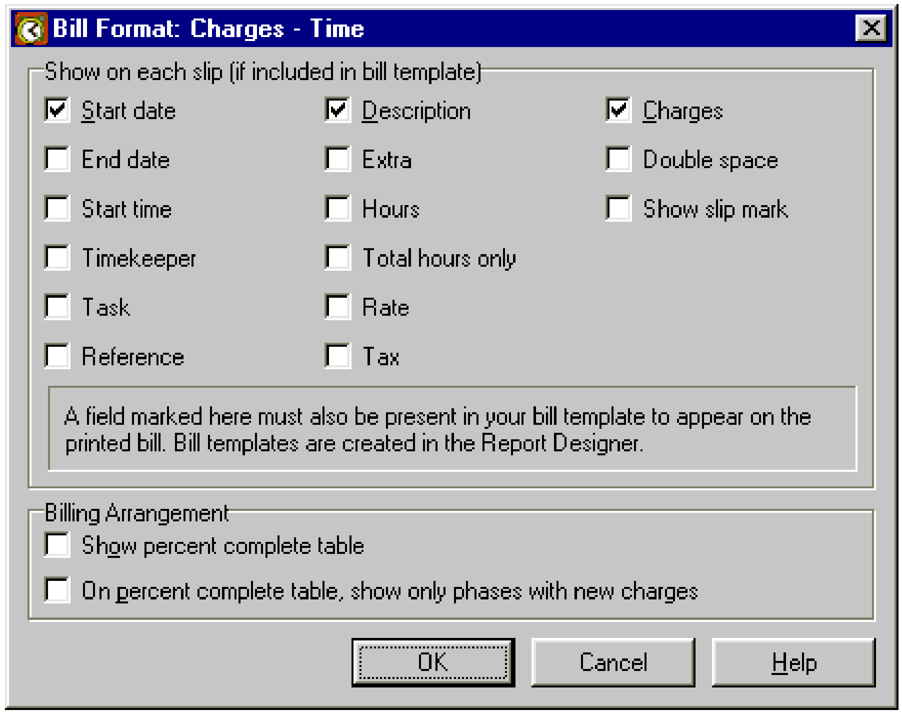
F: *Style on the bill* is set to **Detail** within the **Client Funds** page of the *Client Information* dialog box.

*Tax profiles are created within **Taxes** dialog box (select **Setup; Taxes**). You assign tax profiles within the **Arrangement 2** page of the **Client Information** dialog box for each individual client for whom you want to charge taxes.*

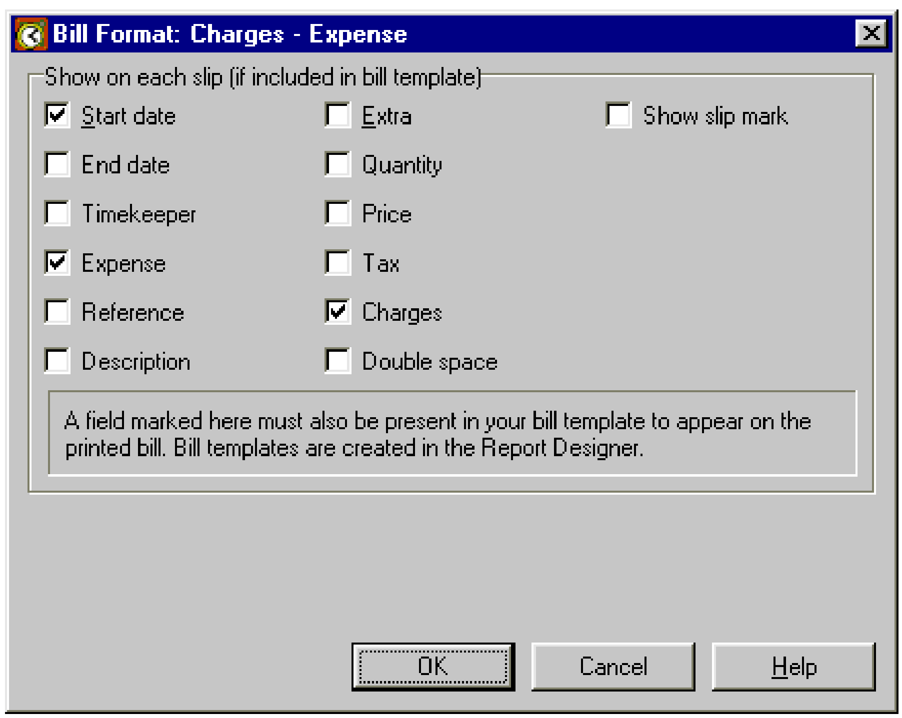
*In addition, the **Text For All Bills Message 1** was removed for this billing example in order to contain all the information on this bill on one page.*

Itemize Bill 15

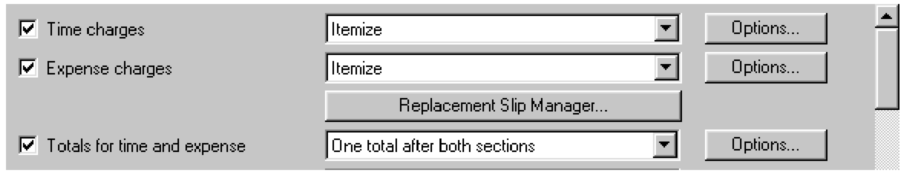
Mark **Start date**, **Description**, and **Charges**.



Mark **Start date**, **Expense**, and **Charges**.

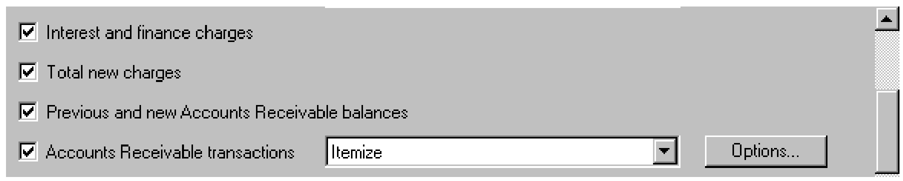


Totals for time and expense is marked and set to **One total after both sections**.

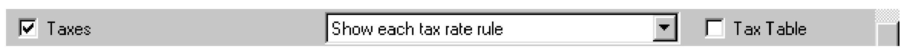


Previous and new Accounts Receivable balances is marked.

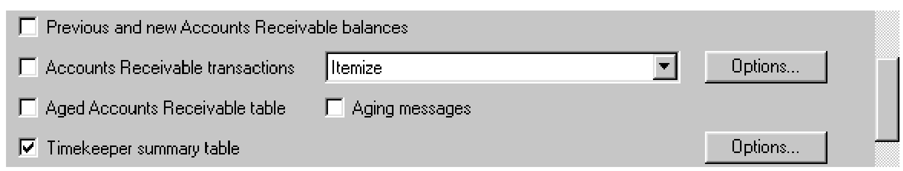
Accounts Receivable transactions is marked and set to **Itemize**.



Taxes is marked and set to **Show each tax rate rule**.



Timekeeper summary table is marked.

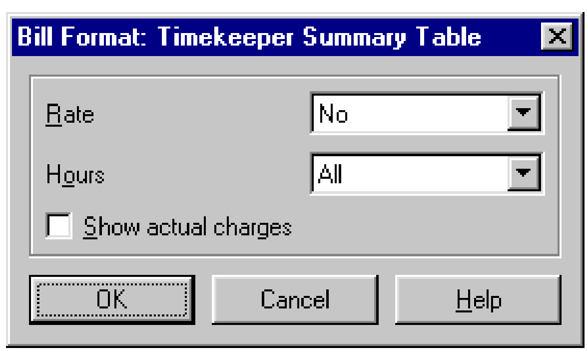


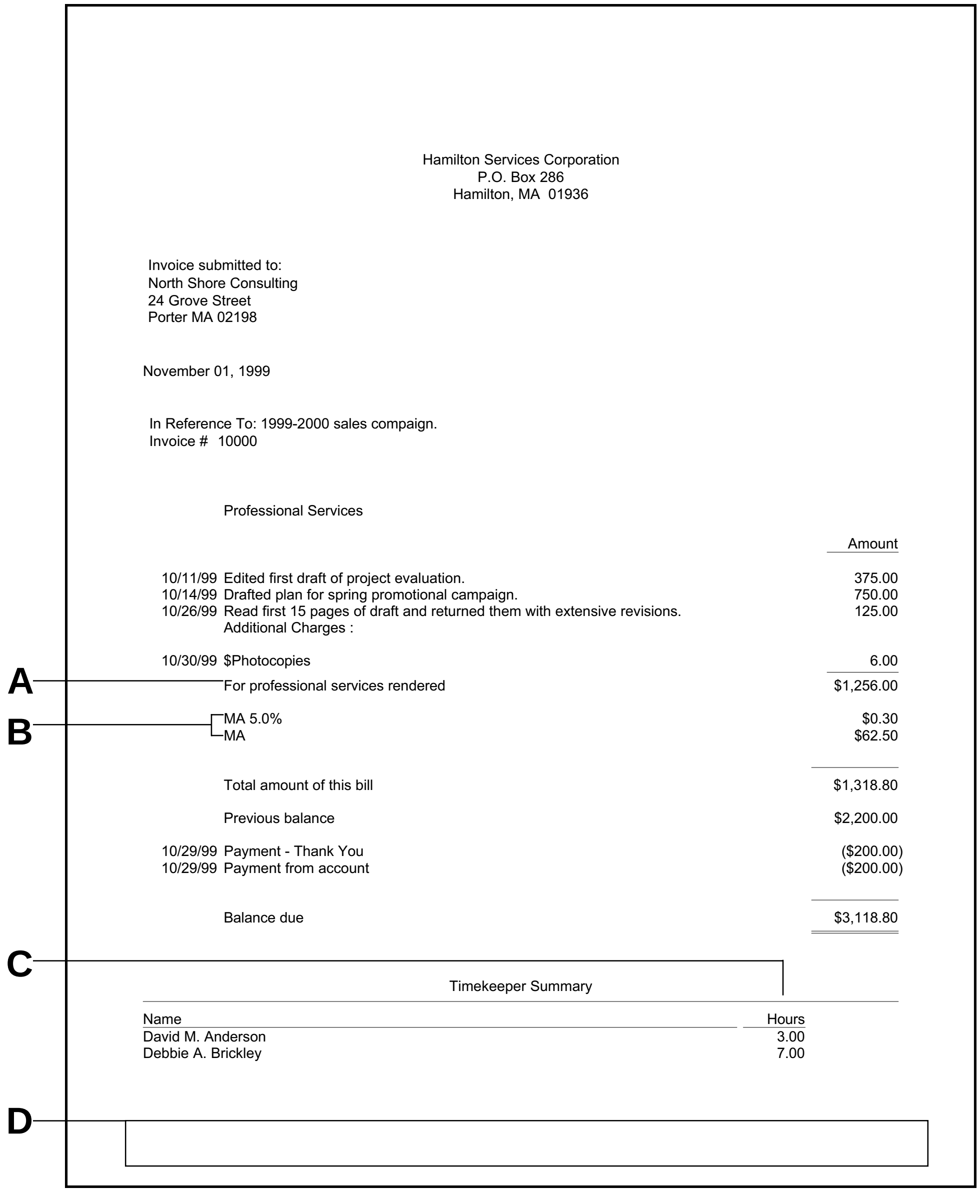
The summary table format options are set to:

Rate is set to **No**.

Hours is set to **All**.

Show actual charges is not marked.





Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

		Amount
10/11/99	Edited first draft of project evaluation.	375.00
10/14/99	Drafted plan for spring promotional campaign.	750.00
10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	125.00
	Additional Charges :	
10/30/99	$Photocopies	6.00
	For professional services rendered	$1,256.00
	MA 5.0%	$0.30
	MA	$62.50
	Total amount of this bill	$1,318.80
	Previous balance	$2,200.00
10/29/99	Payment - Thank You	($200.00)
10/29/99	Payment from account	($200.00)
	Balance due	$3,118.80

Timekeeper Summary

Name	Hours
David M. Anderson	3.00
Debbie A. Brickley	7.00

A: *Totals for time and expense* is marked and set to **One total after both sections**.

B: *Taxes* is set to **Show each tax rate rule** within the **Format** page of the *Client Information* dialog box.

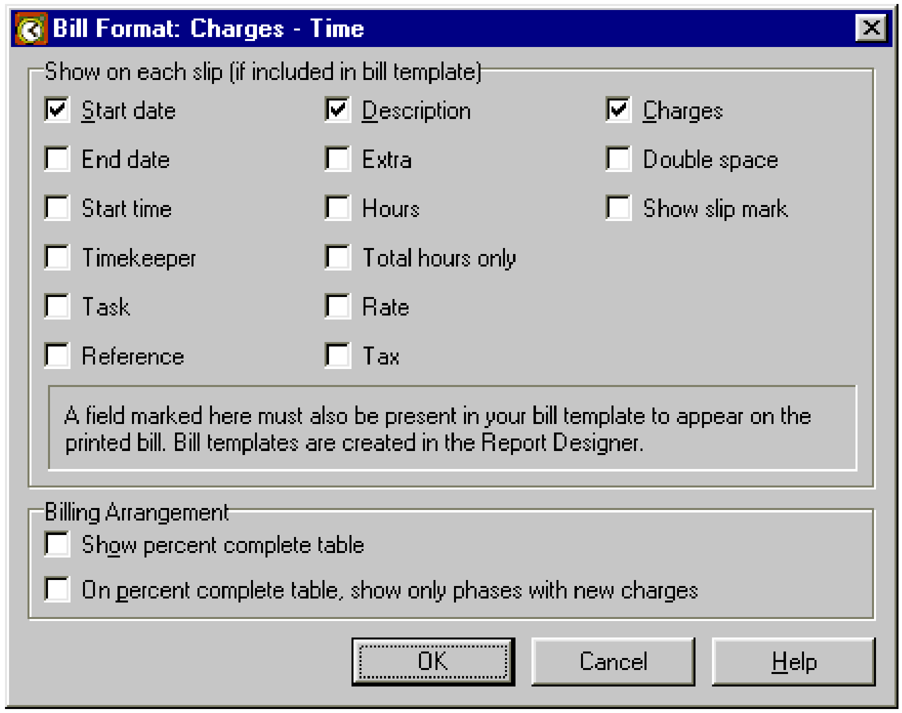
C: *Timekeeper summary table* is marked with options for *Rate* set to **No**, *Hours* set to **All**, and *show actual charges* is not selected.

D: *Style on the bill* is set to **None** within the **Client Funds** page of the *Client Information* dialog box.

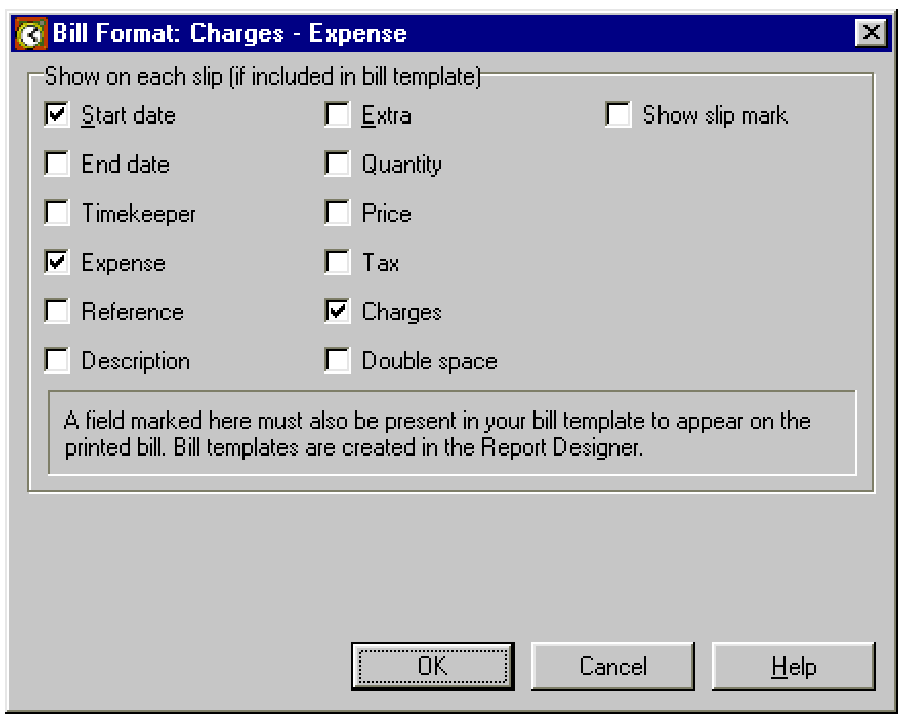
This bill is a two page bill. The Text For All Bills 1 message has now moved to the second page.

Itemize Bill 16

Mark **Start date**, **Description**, and **Charges**.

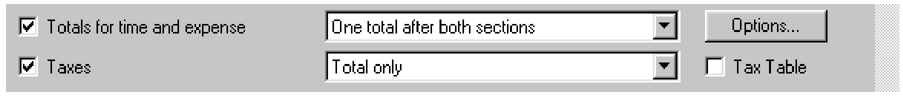


Mark **Start date**, **Expense**, and **Charges**.



Totals for time and expense is marked and set to **One total after both sections**.

Taxes is marked and set to **Total only**.

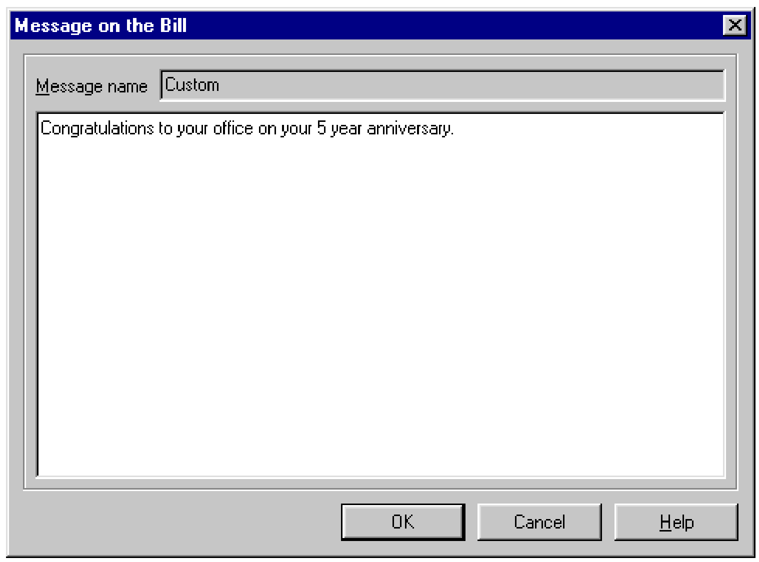


Previous and new Accounts Receivable balances is marked.

Accounts Receivable transactions is not marked.

Message 1 is marked and set to **1 bill**.

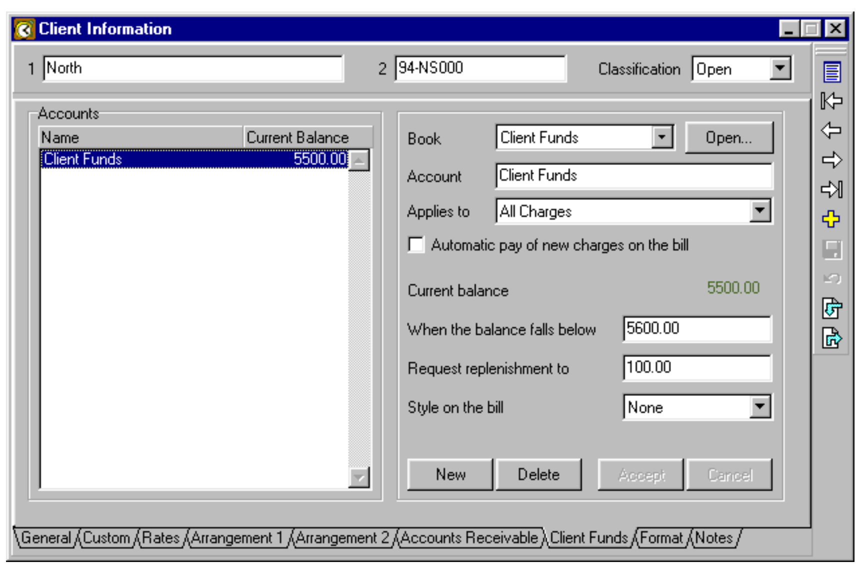
Note: *To create a custom message click* ***Edit*** *on the* ***Format*** *page of the* ***Client Information*** *dialog box to open the* ***Message on the Bill*** *dialog box.*

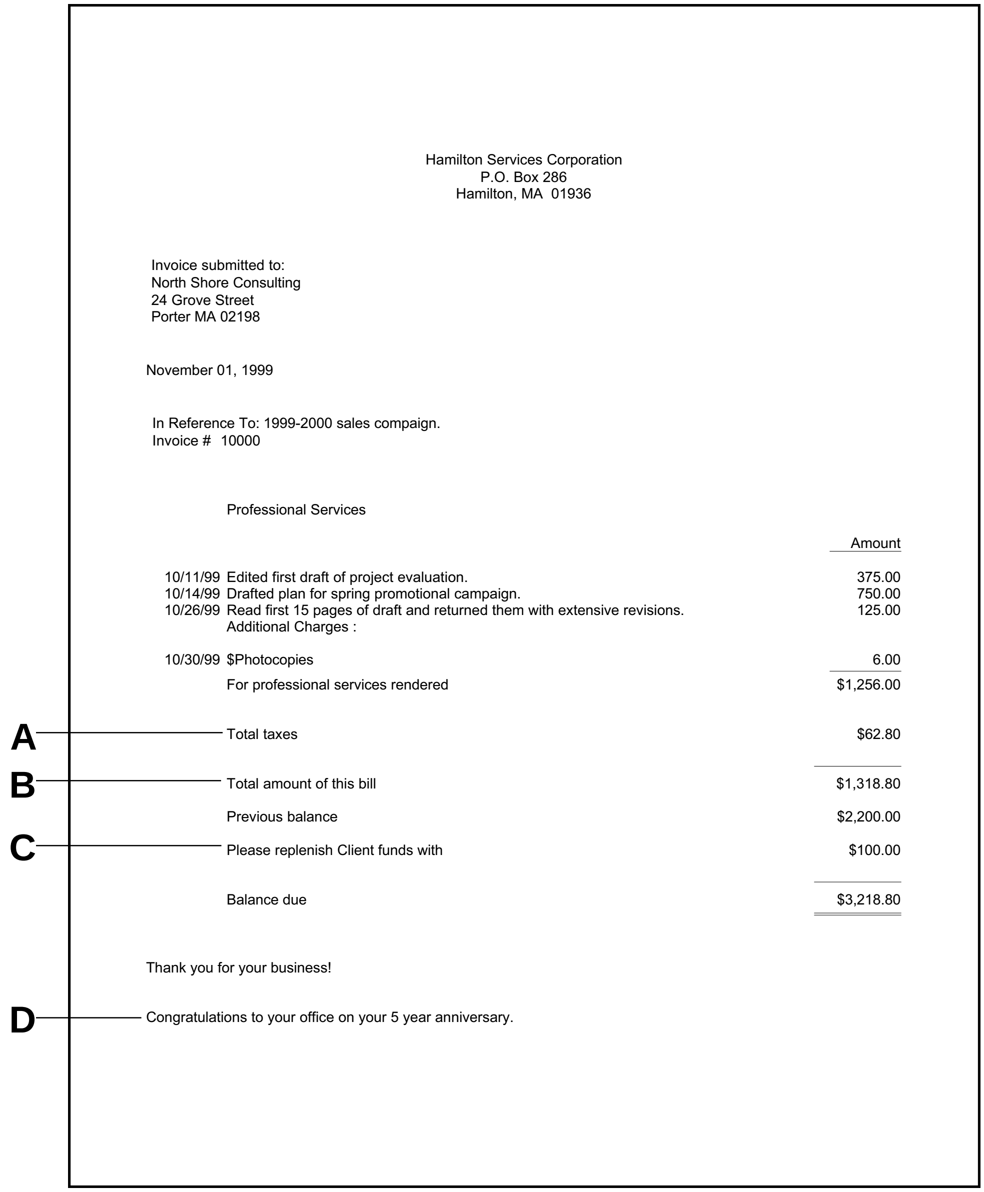


1. Open the **Client Funds** page of the *Client Information* dialog box.

2. Enter the desired amount in the *When balance falls below* field.

3. Enter the desired amount in the *Request replenishment to* field.





Hamilton Services Corporation
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Hamilton, MA 01936

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24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

Professional Services

		Amount
10/11/99	Edited first draft of project evaluation.	375.00
10/14/99	Drafted plan for spring promotional campaign.	750.00
10/26/99	Read first 15 pages of draft and returned them with extensive revisions.	125.00
	Additional Charges :	
10/30/99	$Photocopies	6.00
	For professional services rendered	$1,256.00
	Total taxes	$62.80
	Total amount of this bill	$1,318.80
	Previous balance	$2,200.00
	Please replenish Client funds with	$100.00
	Balance due	$3,218.80

Thank you for your business!

Congratulations to your office on your 5 year anniversary.

A: *Taxes* is marked and set to **Total only** within the **Format** page of the *Client Information* dialog box.

B: *Totals for time and expense* is marked and set to **One total after both sections**.

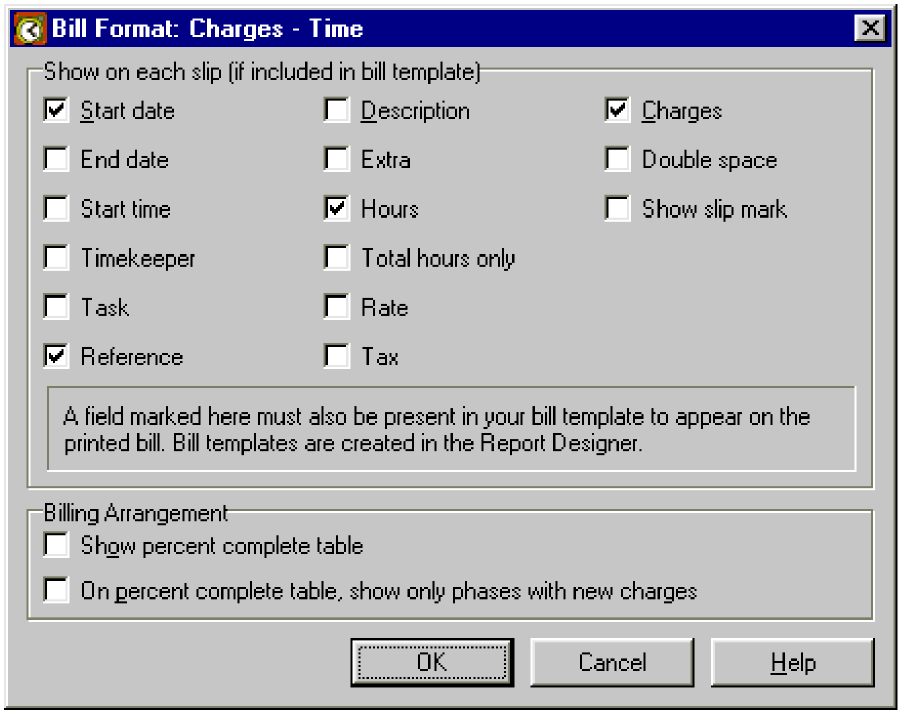
C: *Request replenishment to* contains a value which is below the minimum value set for the Client Funds account. This value is set in the *When the balance falls below* field within the **Client Funds** page of the *Client Information* dialog box.

D: A custom message is added within the **Format** page of the *Client Information* dialog box. You can also decide where on the bill to place the message, using Report Designer.

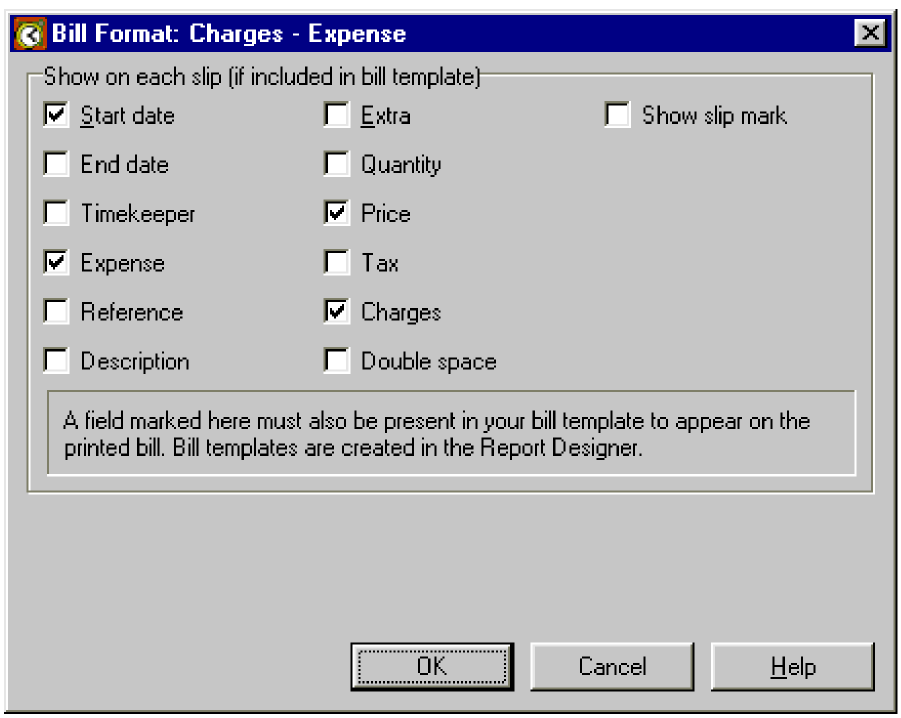
*The custom message in this bill has been set to **1 bill. This** custom message may also be assigned as an **Ongoing** message or set to display a value between 1 and 255 bills.*

Itemize Bill 17

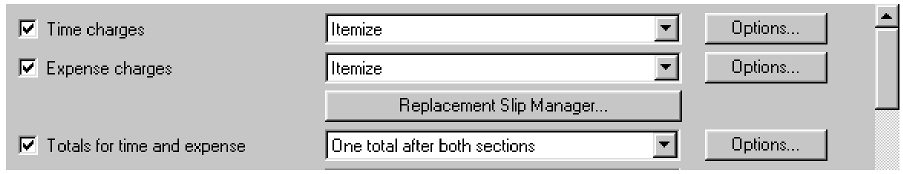
Mark **Start date**, **Reference**, **Hours**, and **Charges**.



Mark **Start date**, **Expense**, **Price**, and **Charges**.

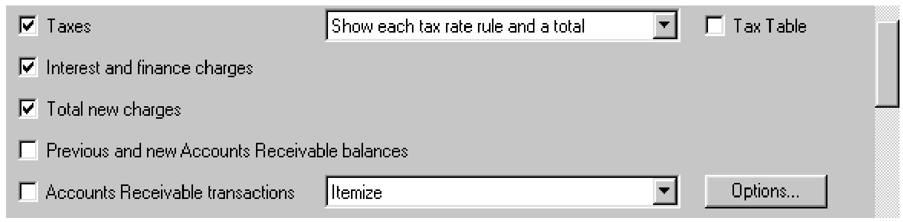


Totals for time and expense is marked and set to **One total after both sections**.

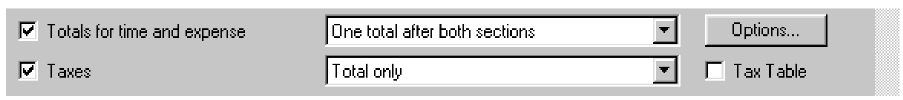


Previous and new Accounts Receivable balances is not marked.

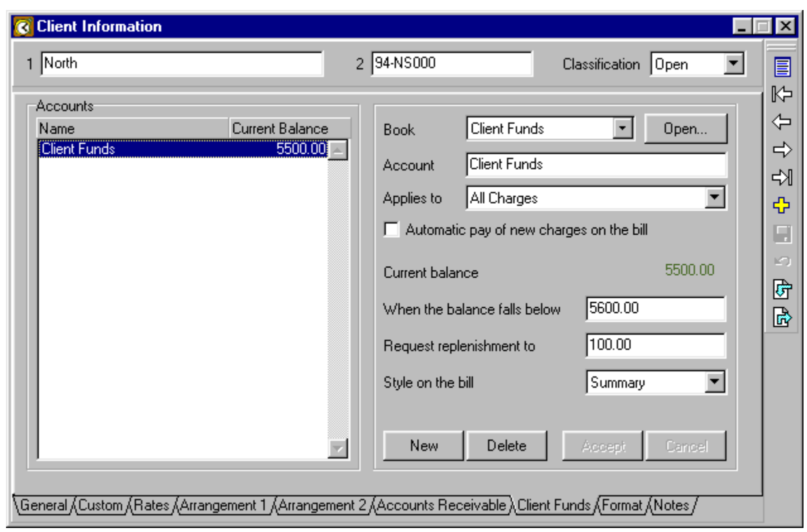
Accounts Receivable transactions is not marked.



Taxes is marked and set to **Total only**



1. Open the **Client Funds** page of the *Client Information* dialog box.
2. Enter the desired amount in the *When balance falls below* field.
3. Enter the desired amount in the *Request replenishment to* field.
4. Set *Style on bill* to **Summary**.



Hamilton Services Corporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To: 1999-2000 sales compaign.
Invoice # 10000

A Professional Services

B

		Hours	Amount
10/11/99	Regional Account	3.00	375.00
10/14/99		6.00	750.00
10/26/99	National Account	1.00	125.00
	Additional Charges :		
		Price	
10/30/99	$Photocopies	0.10	6.00
	For professional services rendered	10.00	$1,256.00

C

D	Total taxes	$62.80
E	Total amount of this bill	$1,318.80
F	Please replenish Client funds with	$100.00

G Congratulations to your office on your 5 year anniversary.

H	Previous balance of Client Funds	$300.00
	Payments made from Client Funds	(200.00)
	Payments made into Client Funds	5400.00
	New balance of Client Funds	$5,500.00

A: *Hours* is marked within the *Bill Format: Charges-Time* dialog box.

B: *Task* is not marked and *Reference* is marked within the *Bill Format: Charges-Time* dialog box.

C: *Price* is marked within the *Bill Format: Charges-Expense* dialog box.

D: *Taxes* is set to **Total only** within the **Format** page of the *Client Information* dialog box.

E: *Totals for time and expense* is marked and set to **One total after both sections**.

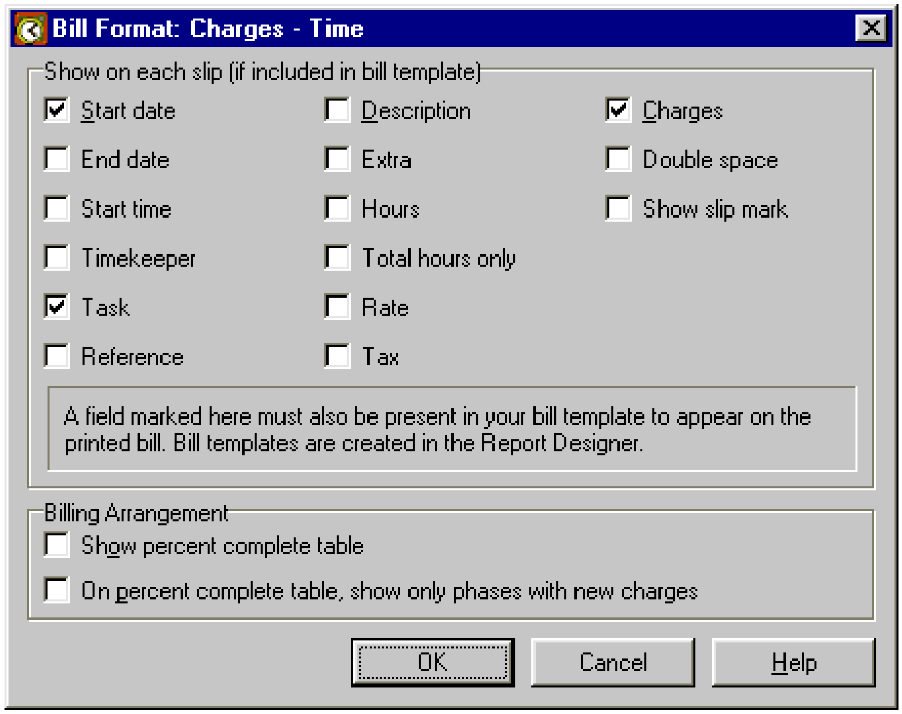
F: *Request replenishment to* contains a value which is below the minimum value set for the Client Funds account. This value is set in the *When the balance falls below* field within the **Client Funds** page of the *Client Information* dialog box.

G: A custom message is added within the **Format** page of the *Client Information* dialog box.

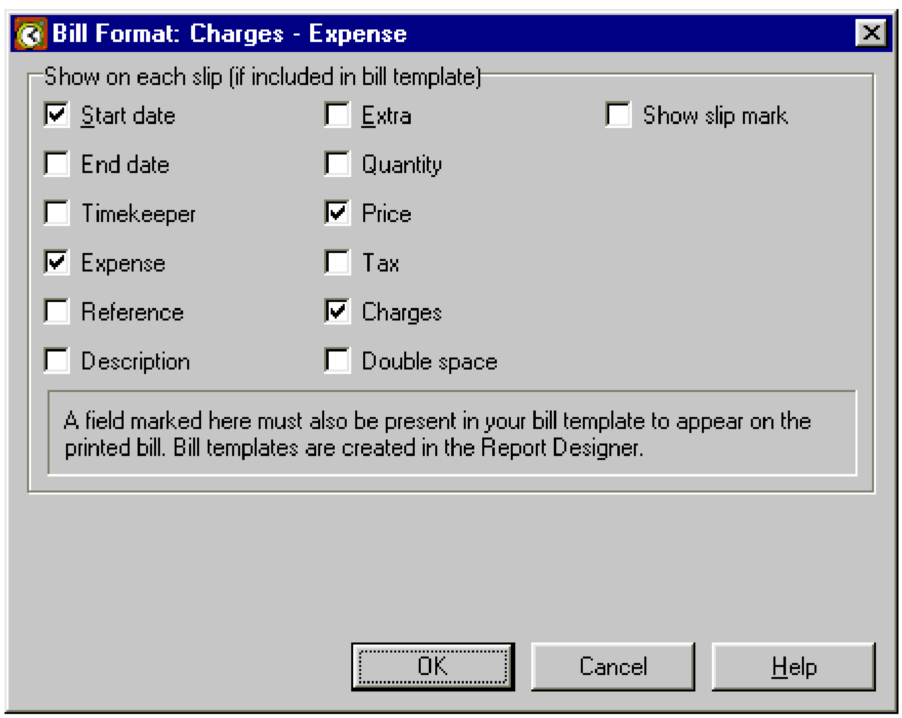
H: *Style on the bill* is set to **Summary** within the **Client Funds** page of the *Client Information* dialog box.

Itemize Bill 18

Mark **Start date**, **Task**, and **Charges**.



Mark **Start date**, **Expense**, **Price**, and **Charges**.



Totals for time and expense is marked and set to **With related section**.

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is not marked.

Aged Accounts Receivable table is marked.

Hamilton Services Coorporation
P.O. Box 286
Hamilton, MA 01936

Invoice submitted to:
North Shore Consulting
24 Grove Street
Porter MA 02198

November 01, 1999

In Reference To 1999-2000 sales compaign.
Invoice # 10000

Professional Services

			Amount
10/11/99	Proofreading		375.00
10/14/99	Planning		750.00
10/26/99	Proofreading		125.00
A	For professional services rendered		$1,250.00
	Additional Charges :		
		Price	
10/30/99	$Photocopies	0.10	6.00
	Total costs		$6.00
B	MA 5.0%		$0.30
	MA		$62.50
A	Total taxes		$62.80
	Total amount of this bill		$1,318.80

Thank you for your business!

C

Current	30 Days	60 Days	90 Days	120 Days
1,568.80	1,550.00	0.00	0.00	0.00

D

A: *Totals for time and expense* is marked and set to **With related section**.

B: *Taxes* is marked and set to **Show each tax rate rule and a total** within the **Format** page of the *Client Information* dialog box.

C: *Aged Accounts Receivable table* is marked within the **Format** page of the *Client Information* dialog box.

D: *Style on the bill* is set to **None** within the **Client Funds** page of the *Client Information* dialog box.