

A Selection of Bills

Using Timeslips v9 to
Customize Your Bills



Revision Date: 04/20/99

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.

1 North 2 94-NS000 Classification Open

Name North Shore Consulting

Address 24 Grove Street

City, State, ZIP Porter MA 02198

Attn

Phone 978-555-1234 Fax 978-555-2525

Home 978-555-5555 Other 978-555-6543

In reference to
1999-2000 sales campaign.

Master Client
 Slips default to No Charge
 Overhead only
 Restrict slip entry

General / Custom / Rates / Arrangement 1 / Arrangement 2 / Accounts Receivable / Client Funds / Format / Notes /

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.

1 North 2 94-NS000 Classification Open

Aged Balances

	Fees	Costs	Interest	Total
120 days	0.00	0.00	0.00	0.00
90 days	0.00	0.00	0.00	0.00
60 days	0.00	0.00	0.00	0.00
30 days	1950.00	0.00	0.00	1950.00
Current	250.00	0.00	0.00	250.00

Other

Hold A/R transactions Off Bills sent to None

Payment distribution rule

First pay invoice Oldest

Order of charges Interest, Costs, Fees

First pay in full Invoice

Require manual distribution

Invoice numbering

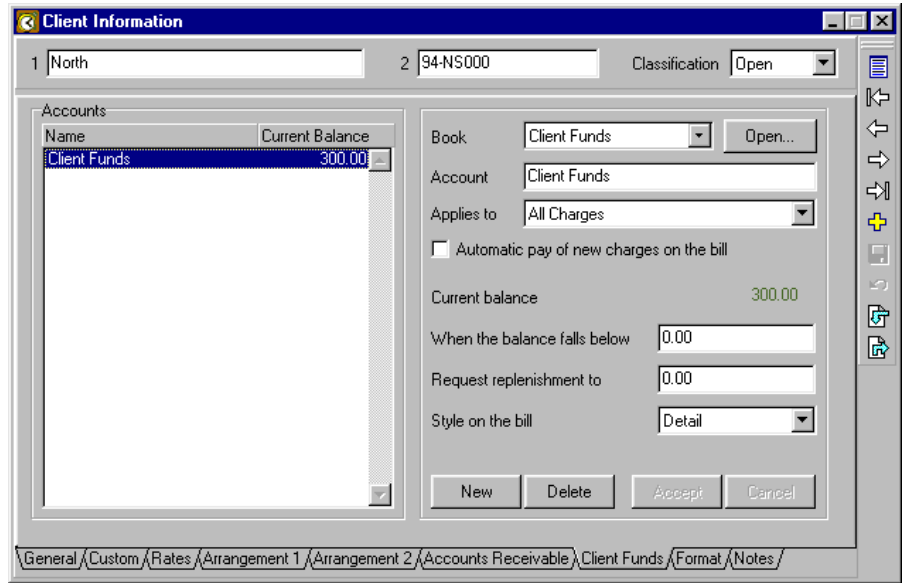
Use global invoice numbers
 Next invoice number 1

Format on bill

General / Rates / Arrangement 1 / Arrangement 2 / Accounts Receivable / Client Funds / Format / Notes /

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

Slip Entry			
ID	1		
Type	Time	Value	750.00
Timekeeper	Debbie	205-Debbie	
Task	Planning	F-014-PL	
Client	North	94-NS000	
Reference	<None>		
Extra			
Drafted plan for spring promotional campaign.			
Start date	10/14/99	Time estimated	3:00:00
End date	10/18/99	Time spent	6:00:00
Billing status	Billable	<input type="checkbox"/> Hold	<input type="checkbox"/> Recurring
Rate	Timekeeper	1	125.00
Markup(+/-)	default	0.00	% Do Not Bill time
Adjustment	default	0.00	0:00:00

Time Slip

Slip 2

Slip Entry			
ID	2		
Type	Time	Value	125.00
Timekeeper	Debbie	205-Debbie	
Task	Proofreading	F-032-PR	
Client	North	94-NS000	
Reference	*1	National Account	
Extra			
Read first 15 pages of draft and returned them with extensive revisions.			
Start date	10/26/99	Time estimated	1:00:00
End date	10/26/99	Time spent	1:00:00
Billing status	Billable	<input type="checkbox"/> Hold	<input type="checkbox"/> Recurring
Rate	Timekeeper	1	125.00
Markup(+/-)	default	0.00	% Do Not Bill time
Adjustment	default	0.00	0:00:00

**Time Slip
Slip 3**

Slip Entry		ID	3	Proof	
Type	Time			Value	375.00
Timekeeper	David			D. Anderson	
Task	Proofreading			F-032-PR	
Client	North			94-NS000	
Reference	Regional Account			*2	
Extra					
Edited first draft of project evaluation.					
Start date	10/11/99	Time estimated	3:00:00	<input type="checkbox"/> On	
End date	10/11/99	Time spent	3:00:00	<input type="checkbox"/> Off	
Billing status	Billable	<input type="checkbox"/> Hold	<input type="checkbox"/> Recurring		
Rate	Timekeeper	1	125.00	Hourly	
Markup(+/-)	<input checked="" type="radio"/> default	<input type="radio"/> 0.00	% Do Not Bill time	<input type="radio"/> 0:00:00	
Adjustment	<input checked="" type="radio"/> default	<input type="radio"/> 0.00			

**Time Slip
Slip 4**

- Slip Entry -		ID	4	Value	6.00
Type	Expense				
Timekeeper	Debbie			205-Debbie	
Expense	\$Photocopies			\$C-009-PH	
Client	North			94-NS000	
Reference	*1			Regional Account	
Extra					
Copies for October					
Start date	10/30/99	Quantity	60.000		
End date	10/30/99	Price	0.10		
Billing status	Billable	<input type="checkbox"/> Hold	<input type="checkbox"/> Recurring		
Markup(+/-)	<input checked="" type="radio"/> default	<input type="radio"/> 0.00	%		
Adjustment	<input checked="" type="radio"/> default	<input type="radio"/> 0.00			

Itemized Bills

Itemize Bill 1

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

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input checked="" type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

A screenshot of a software interface with a grey background. It contains three rows of settings, each with a checked checkbox, a text label, a dropdown menu, and an 'Options...' button. The first row is 'Time charges' with a dropdown set to 'Itemize'. The second row is 'Expense charges' with a dropdown set to 'Itemize'. The third row is 'Totals for time and expense' with a dropdown set to 'With related section'. A 'Replacement Slip Manager...' button is located between the second and third rows.

<input checked="" type="checkbox"/>	Time charges	Itemize	Options...
<input checked="" type="checkbox"/>	Expense charges	Itemize	Options...
<input checked="" type="checkbox"/>	Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is not marked.

A screenshot of a software interface with a grey background. It contains five rows of settings. The first row is 'Taxes' with a dropdown set to 'Show each tax rate rule and a total' and an unchecked 'Tax Table' checkbox. The second row is 'Interest and finance charges' with a checked checkbox. The third row is 'Total new charges' with a checked checkbox. The fourth row is 'Previous and new Accounts Receivable balances' with an unchecked checkbox. The fifth row is 'Accounts Receivable transactions' with a dropdown set to 'Itemize' and an 'Options...' button.

<input checked="" type="checkbox"/>	Taxes	Show each tax rate rule and a total	<input type="checkbox"/> Tax Table
<input checked="" type="checkbox"/>	Interest and finance charges		
<input checked="" type="checkbox"/>	Total new charges		
<input type="checkbox"/>	Previous and new Accounts Receivable balances		
<input type="checkbox"/>	Accounts Receivable transactions	Itemize	Options...

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

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

B Professional Services

C Edited first draft of project evaluation.

D Drafted plan for spring promotional campaign.

Read first 15 pages of draft and returned them with extensive revisions.

	<u>Amount</u>
For professional services rendered	\$1,250.00
Additional Charges :	
C Copies for October	
Total costs	<u>\$6.00</u>
Total amount of this bill	<u>\$1,256.00</u>

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.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

Mark **Description**.

Double space is no longer marked.

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is marked.

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

<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

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

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

A

November 01, 1999
In Reference To: 1999-2000 sales campaign.
Invoice # 10000

B

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	
	10.00	\$1,250.00

For professional services rendered

Additional Charges :

Copies for October

Total costs \$6.00

Total amount of this bill \$1,256.00

C

Previous balance \$2,200.00

D

10/29/99 Payment - Thank You (\$200.00)

C

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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

A settings panel with three rows. Each row has a checked checkbox, a label, a dropdown menu, and an 'Options...' button. The first row is 'Time charges' with a dropdown set to 'Itemize'. The second row is 'Expense charges' with a dropdown set to 'Itemize'. The third row is 'Totals for time and expense' with a dropdown set to 'With related section'. A 'Replacement Slip Manager...' button is located between the second and third rows.

Previous and new Accounts Receivable balances is marked.

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

A settings panel with four rows. Each row has a checked checkbox, a label, and an 'Options...' button. The first three rows are 'Interest and finance charges', 'Total new charges', and 'Previous and new Accounts Receivable balances'. The fourth row is 'Accounts Receivable transactions' with a dropdown menu 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**.

A dialog box titled 'Message Edit'. It has a 'Description' field with the text 'Text For All Bills 1' and a 'Message' field with the text 'Thank you for your business!'. On the right side, there are four navigation buttons: 'First', 'Previous', 'Next', and 'Last'. At the bottom, there are three action buttons: 'OK', 'Cancel', and 'Help'.

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

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

B — November 01, 1999
In Reference To: 1999-2000 sales campaign.
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	
	10.00	\$1,250.00
For professional services rendered		
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

C —

D — 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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	One total after both sections	Options...

Previous and new Accounts Receivable balances is marked.

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

<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

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

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

November 01, 1999
In Reference To: 1999-2000 sales campaign.
Invoice # 10000

B

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
D Total amount of this bill			\$1,256.00
E Previous balance			\$2,200.00
F 10/29/99 Payment - Thank You			(\$200.00)
E Balance due			<u>\$3,256.00</u>

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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input checked="" type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are buttons for "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are buttons for "OK", "Cancel", and "Help".

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is marked.

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

<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

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

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

November 01, 1999
In Reference To: 1999-2000 sales campaign.
Invoice # 10000

B

Professional Services		<u>Hrs/Rate</u>	
			<u>Amount</u>
B	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

C

Additional Charges :		<u>Qty/Price</u>	
			<u>Amount</u>
	10/30/99 Copies for October	60 0.10	6.00 \$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		<u>\$3,256.00</u>

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.**

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input checked="" type="checkbox"/> Rate	
<input checked="" type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are buttons for "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are buttons for "OK", "Cancel", and "Help".

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is marked.

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

<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

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

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

Professional Services

	Hrs/Rate	Amount
10/11/99 Edited first draft of project evaluation. Regional Account	3.00 125.00/hr	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. National Account	1.00 125.00/hr	125.00
For professional services rendered	10.00	\$1,250.00
Additional Charges :		
	Qty/Price	
10/30/99 Copies for October	60 0.10	6.00
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		<u>\$3,256.00</u>

B

C

D

D

D

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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input checked="" type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input checked="" type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are buttons for "OK", "Cancel", and "Help".

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

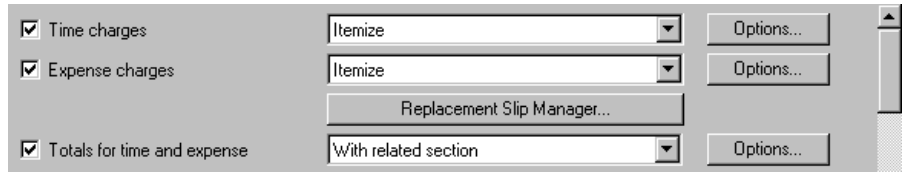
The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are buttons for "OK", "Cancel", and "Help".

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**.

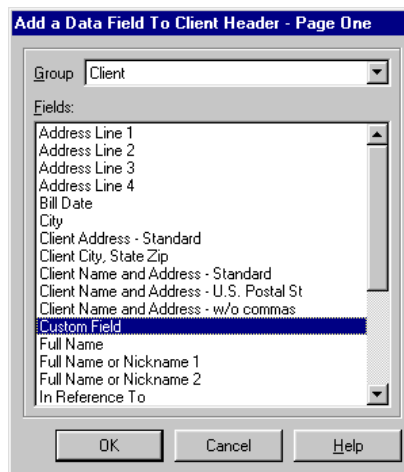


To add custom fields to your billing template:

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	
A		
B	Attention: Richard Smith	
	November 01, 1999	
C	In regards to: 1999-2000 sales campaign.	
C	Bill #	10000
	Professional Services	
D		Hrs/Rate Amount
	10/11/99 DMA Edited first draft of project evaluation.	3.00 375.00
		125.00/hr
	10/14/99 DAB Drafted plan for spring promotional campaign.	6.00 750.00
		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
	For professional services rendered	10.00 \$1,250.00
	Additional Charges :	
E		Qty/Price
	10/30/99 \$Photocopies	60 6.00
	Copies for October	0.10
	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 be 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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input checked="" type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input checked="" type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input checked="" type="checkbox"/> Rate	
<input checked="" type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable Transactions is not marked.

<input checked="" type="checkbox"/> Taxes	Show each tax rate rule and a total	<input type="checkbox"/> Tax Table
<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input type="checkbox"/> Previous and new Accounts Receivable balances		
<input type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

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 campaign.
Invoice # 10000

A Professional Services			Time/Rate	Amount
10/11/99	DMA	Edited first draft of project evaluation.	3.00	375.00
			125.00/hr	
10/14/99	DAB	Drafted plan for spring promotional campaign.	6.00	750.00
			125.00/hr	
10/18/99			1.00	125.00
			125.00/hr	
B Read first 15 pages of draft and returned them with extensive revisions.				
C National Account				
B For professional services rendered			10.00	\$1,250.00
A Additional Charges :				
			Amt./Cost	
10/30/99	\$	Photocopies	60	6.00
			0.10	
Copies for October				\$6.00
Total costs				
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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input checked="" type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input checked="" type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is marked.

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

<input checked="" type="checkbox"/> Interest and finance charges		
<input checked="" type="checkbox"/> Total new charges		
<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

Aged Accounts Receivable table is marked.

<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...
<input checked="" type="checkbox"/> Aged Accounts Receivable table	<input type="checkbox"/> Aging messages	

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 campaign.
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

B
C

Additional Charges :

	Qty	
10/30/99 \$Photocopies	60	6.00
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	<u>\$3,256.00</u>

D

Thank you for your business!

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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input checked="" type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are buttons for "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are buttons for "OK", "Cancel", and "Help".

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
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Hamilton, MA 01936

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24 Grove Street
Porter MA 02198

November 01, 1999

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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
B
C
D

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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input checked="" type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

Time charges Itemize Options...
 Expense charges Itemize Options...
 Totals for time and expense With related section Options...
 Replacement Slip Manager...

Previous and new Accounts Receivable balances is marked.

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

Interest and finance charges Options...
 Total new charges Options...
 Previous and new Accounts Receivable balances Options...
 Accounts Receivable transactions Itemize Options...

Timekeeper summary table is marked.

Previous and new Accounts Receivable balances Options...
 Accounts Receivable transactions Itemize Options...
 Aged Accounts Receivable table Aging messages
 Timekeeper summary table Options...

The summary table format options are set to:

Rate is set to **No**.

Hours is set to **No**.

Show actual charges is marked.

Bill Format: Timekeeper Summary Table
 Rate No
 Hours No
 Show actual charges
 OK Cancel Help

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 campaign.
Invoice # 10000

Professional Services

A		<u>Amount</u>
	10/11/99 Proofreading	375.00
	10/14/99 Planning	750.00
B	10/26/99 Proofreading	125.00
	For professional services rendered	<u>\$1,250.00</u>
	Additional Charges :	
C	10/30/99 \$Photocopies	6.00
	Total costs	<u>\$6.00</u>
	Total amount of this bill	\$1,256.00
	Previous balance	\$2,200.00
	10/29/99 Payment - Thank You	(\$200.00)
D	Balance due	<u><u>\$3,256.00</u></u>
	Timekeeper Summary	
	<u>Name</u>	<u>Amount</u>
	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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input checked="" type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are buttons for "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are buttons for "OK", "Cancel", and "Help".

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

A screenshot of a software interface with three rows of settings. Each row has a checked checkbox, a dropdown menu, and an 'Options...' button. The first row is 'Time charges' with a dropdown set to 'Itemize'. The second row is 'Expense charges' with a dropdown set to 'Itemize'. The third row is 'Totals for time and expense' with a dropdown set to 'One total after both sections'. A 'Replacement Slip Manager...' button is located between the second and third rows.

Previous and new Accounts Receivable balances is marked.

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

A screenshot of a software interface with four rows of settings. Each row has a checked checkbox, a dropdown menu, and an 'Options...' button. The first row is 'Interest and finance charges'. The second row is 'Total new charges'. The third row is 'Previous and new Accounts Receivable balances'. The fourth row is 'Accounts Receivable transactions' with a dropdown set to 'Itemize'.

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

A screenshot of a dialog box titled 'Invoice numbering'. It contains two radio buttons: 'Use global invoice numbers' (unselected) and 'Next invoice number' (selected). To the right of the selected radio button is a text input field containing the number '123456'. Below this is a label 'Format on bill' followed by an empty text input field.

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 campaign.
Invoice # 123456

A

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	<u>\$1,256.00</u>

B

Total amount of this bill \$1,256.00

Previous balance \$2,200.00

C

10/29/99 Payment - Thank You (\$200.00)

Balance due \$3,256.00

Thank you for your business!

D

- 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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input checked="" type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input checked="" type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input checked="" type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are three buttons: "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input checked="" type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are three buttons: "OK", "Cancel", and "Help".

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	One total after both sections	Options...

Previous and new Accounts Receivables balances is not marked.

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

<input type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

Aged Accounts Receivable table is not marked.

<input type="checkbox"/> Aged Accounts Receivable table	<input type="checkbox"/> Aging messages
---	---

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 campaign.
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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

A settings panel with three rows. Each row has a checked checkbox, a label, a dropdown menu, and an 'Options...' button. The first row is 'Time charges' with a dropdown set to 'Itemize'. The second row is 'Expense charges' with a dropdown set to 'Itemize'. The third row is 'Totals for time and expense' with a dropdown set to 'With related section'. A 'Replacement Slip Manager...' button is located between the second and third rows.

Previous and new Accounts Receivable balances is not marked.

A settings panel with two rows. The first row has an unchecked checkbox and the label 'Previous and new Accounts Receivable balances'. The second row has a checked checkbox, the label 'Accounts Receivable transactions', a dropdown set to 'Itemize', and an 'Options...' button.

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

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

A settings panel with two rows. The first row has a checked checkbox, the label 'Totals for time and expense', a dropdown set to 'With related section', and an 'Options...' button. The second row has a checked checkbox, the label 'Taxes', a dropdown set to 'Show with related charges', and an unchecked checkbox labeled 'Tax Table'.

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

The 'Client Information' dialog box. At the top, there are fields for '1 North', '2 94-NS000', and 'Classification Open'. Below is a table with columns 'Name' and 'Current Balance'. The 'Client Funds' account is listed with a balance of 300.00. To the right of the table are fields for 'Book' (Client Funds), 'Account' (Client Funds), 'Applies to' (All Charges), and an unchecked checkbox for 'Automatic pay of new charges on the bill'. Below these are 'Current balance' (300.00), 'When the balance falls below' (0.00), 'Request replenishment to' (0.00), and 'Style on the bill' (Detail). At the bottom are 'New', 'Delete', 'Accept', and 'Cancel' buttons. A breadcrumb trail at the very bottom reads: 'General / Custom / Rates / Arrangement 1 / Arrangement 2 / Accounts Receivable / Client Funds / Format / Notes /'.

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 campaign.
Invoice # 10000

		Amount
Professional Services		
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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

A settings panel with three rows. Each row has a checked checkbox, a dropdown menu, and an 'Options...' button. The first row is 'Time charges' with 'Itemize' selected. The second row is 'Expense charges' with 'Itemize' selected. The third row is 'Totals for time and expense' with 'One total after both sections' selected. A 'Replacement Slip Manager...' button is centered between the second and third rows.

Previous and new Accounts Receivable balances is marked.

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

A settings panel with four rows. Each row has a checked checkbox, a dropdown menu, and an 'Options...' button. The first row is 'Interest and finance charges'. The second row is 'Total new charges'. The third row is 'Previous and new Accounts Receivable balances'. The fourth row is 'Accounts Receivable transactions' with 'Itemize' selected.

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

A settings panel with one row. It has a checked checkbox for 'Taxes', a dropdown menu set to 'Show each tax rate rule', and an unchecked checkbox for 'Tax Table'.

Timekeeper summary table is marked.

A settings panel with four rows. Each row has a checkbox, a dropdown menu, and an 'Options...' button. The first row is 'Previous and new Accounts Receivable balances' (unchecked). The second row is 'Accounts Receivable transactions' with 'Itemize' selected. The third row is 'Aged Accounts Receivable table' (unchecked) and 'Aging messages' (unchecked). The fourth row is 'Timekeeper summary table' (checked).

The summary table format options are set to:

Rate is set to **No**.

Hours is set to **All**.

Show actual charges is not marked.

A dialog box titled 'Bill Format: Timekeeper Summary Table'. It contains two dropdown menus: 'Rate' set to 'No' and 'Hours' set to 'All'. There is an unchecked checkbox for 'Show actual charges'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

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 campaign.
Invoice # 10000

Professional Services

	<u>Amount</u>
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. Additional Charges :	125.00
10/30/99 \$Photocopies	<u>6.00</u>
For professional services rendered	\$1,256.00
MA 5.0%	\$0.30
MA	<u>\$62.50</u>
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	<u><u>\$3,118.80</u></u>

A
B

C

D

Timekeeper Summary

<u>Name</u>	<u>Hours</u>
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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

OK Cancel Help

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

Totals for time and expense One total after both sections Options...
 Taxes Total only Tax Table

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

Previous and new Accounts Receivable balances is marked.

Previous and new Accounts Receivable balances
 Accounts Receivable transactions Itemize Options...

Accounts Receivable transactions is not marked.

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

Message 1 1 bill Custom Edit...
 Message 2 Ongoing Custom Edit...

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.

Message on the Bill
 Message name: Custom
 Congratulations to your office on your 5 year anniversary.
 OK Cancel Help

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.

Client Information
 1 North 2 94-NS000 Classification Open

Accounts	Name	Current Balance
	Client Funds	5500.00

 Book: Client Funds Account: Client Funds Applies to: All Charges
 Automatic pay of new charges on the bill
 Current balance: 5500.00
 When the balance falls below: 5600.00
 Request replenishment to: 100.00
 Style on the bill: None
 New Delete Accept Cancel
 General / Custom / Rates / Arrangement 1 / Arrangement 2 / Accounts Receivable / Client Funds / Format / Notes

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 campaign.
Invoice # 10000

Professional Services

	<u>Amount</u>
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. Additional Charges :	125.00
10/30/99 \$Photocopies	<u>6.00</u>
For professional services rendered	\$1,256.00
A ————— Total taxes	\$62.80
B ————— Total amount of this bill	<u>\$1,318.80</u>
Previous balance	\$2,200.00
C ————— Please replenish Client funds with	\$100.00
Balance due	<u><u>\$3,218.80</u></u>

Thank you for your business!

D ————— 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**.

Bill Format: Charges - Time

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input checked="" type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input checked="" type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

Bill Format: Charges - Expense

Show on each slip (if included in bill template)

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Billing Arrangement

<input type="checkbox"/> Show percent complete table
<input type="checkbox"/> On percent complete table, show only phases with new charges

OK Cancel Help

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

This screenshot shows a settings panel with three rows. Each row has a checked checkbox on the left, a dropdown menu in the middle, and an 'Options...' button on the right. The first row is 'Time charges' with a dropdown set to 'Itemize'. The second row is 'Expense charges' with a dropdown set to 'Itemize'. The third row is 'Totals for time and expense' with a dropdown set to 'One total after both sections'. A 'Replacement Slip Manager...' button is centered between the second and third rows.

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is not marked.

This screenshot shows a settings panel with four rows. The first row has a checked checkbox for 'Taxes', a dropdown set to 'Show each tax rate rule and a total', and an unchecked checkbox for 'Tax Table'. The second row has a checked checkbox for 'Interest and finance charges'. The third row has a checked checkbox for 'Total new charges'. The fourth row has an unchecked checkbox for 'Previous and new Accounts Receivable balances'. The fifth row has an unchecked checkbox for 'Accounts Receivable transactions', a dropdown set to 'Itemize', and an 'Options...' button.

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

This screenshot shows a settings panel with two rows. The first row has a checked checkbox for 'Totals for time and expense', a dropdown set to 'One total after both sections', and an 'Options...' button. The second row has a checked checkbox for 'Taxes', a dropdown set to 'Total only', and an unchecked checkbox for 'Tax Table'.

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**.

The 'Client Information' dialog box is shown with the following fields: '1 North', '2 94-NS000', and 'Classification Open'. On the left, an 'Accounts' table lists 'Client Funds' with a 'Current Balance' of 5500.00. On the right, the 'Book' is 'Client Funds', 'Account' is 'Client Funds', and 'Applies to' is 'All Charges'. There is an unchecked checkbox for 'Automatic pay of new charges on the bill'. The 'Current balance' is 5500.00. The 'When the balance falls below' field is 5600.00, 'Request replenishment to' is 100.00, and 'Style on the bill' is 'Summary'. At the bottom are 'New', 'Delete', 'Accept', and 'Cancel' buttons. The status bar at the bottom shows the path: General / Custom / Rates / Arrangement 1 / Arrangement 2 / Accounts Receivable / Client Funds / Format / Notes /

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 campaign.
Invoice # 10000

A	Professional Services	Hours	Amount
B			
	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 :		
C		Price	
	10/30/99 \$Photocopies	0.10	6.00
	For professional services rendered	10.00	\$1,256.00
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**.

The dialog box is titled "Bill Format: Charges - Time". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Charges
<input type="checkbox"/> End date	<input type="checkbox"/> Extra	<input type="checkbox"/> Double space
<input type="checkbox"/> Start time	<input type="checkbox"/> Hours	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Total hours only	
<input checked="" type="checkbox"/> Task	<input type="checkbox"/> Rate	
<input type="checkbox"/> Reference	<input type="checkbox"/> Tax	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

Below this is a "Billing Arrangement" section with two options:

- Show percent complete table
- On percent complete table, show only phases with new charges

At the bottom are three buttons: "OK", "Cancel", and "Help".

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

The dialog box is titled "Bill Format: Charges - Expense". It contains a section "Show on each slip (if included in bill template)" with the following options:

<input checked="" type="checkbox"/> Start date	<input type="checkbox"/> Extra	<input type="checkbox"/> Show slip mark
<input type="checkbox"/> End date	<input type="checkbox"/> Quantity	
<input type="checkbox"/> Timekeeper	<input checked="" type="checkbox"/> Price	
<input checked="" type="checkbox"/> Expense	<input type="checkbox"/> Tax	
<input type="checkbox"/> Reference	<input checked="" type="checkbox"/> Charges	
<input type="checkbox"/> Description	<input type="checkbox"/> Double space	

A field marked here must also be present in your bill template to appear on the printed bill. Bill templates are created in the Report Designer.

At the bottom are three buttons: "OK", "Cancel", and "Help".

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

<input checked="" type="checkbox"/> Time charges	Itemize	Options...
<input checked="" type="checkbox"/> Expense charges	Itemize	Options...
Replacement Slip Manager...		
<input checked="" type="checkbox"/> Totals for time and expense	With related section	Options...

Previous and new Accounts Receivable balances is not marked.

Accounts Receivable transactions is not marked.

<input type="checkbox"/> Previous and new Accounts Receivable balances		
<input type="checkbox"/> Accounts Receivable transactions	Itemize	Options...

Aged Accounts Receivable table is marked.

<input checked="" type="checkbox"/> Previous and new Accounts Receivable balances		
<input checked="" type="checkbox"/> Accounts Receivable transactions	Itemize	Options...
<input checked="" type="checkbox"/> Aged Accounts Receivable table	<input type="checkbox"/> Aging messages	

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 campaign.
Invoice # 10000

Professional Services

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

Thank you for your business!

	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
C	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.