HighTower

MAS 90

Welcome
to the
Time and Billing
Version 4.30 Manual

How To Use This Guide

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Note: This manual is best viewed using the latest version of Adobe Reader, which is available free of charge at http://www.adobe.com/products/acrobat/readstep2.html. For best printing results, print to a PostScript printer.

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Introduction

HighTower is a Sage Software® Master Developer for Sage MAS 90 ERP and Sage MAS 200 ERP software with titles such as Direct Deposit, Gift Card Expansion Pack, MAStransit, MultiBin® Advanced Distribution, Point of Sale® Professional, Professional Retainer Control, Remote Salesperson PDA, ScanBlaster, Time and Billing®, Time and Billing® Professional, and Timekeeper® to our credit.

The HighTower Ideal

At HighTower, we are committed to delivering superior accounting, time management, manufacturing and distribution solutions to small and mid-sized businesses.

HighTower uses a unique **Patch Installation** system, which installs the HighTower enhancements without overwriting your original Sage Software program. Our patch installation method makes our products attractive to users installing enhancements from multiple Sage Software Master Developers.

Our promise of exceptional technical products is only exceeded by our commitment to customer service. Our success is measured in customer satisfaction.

Welcome to Time and Billing

Time and Billing® is an enhancement for the Sage MAS 90 and Sage MAS 200 applications developed by Sage Software. The Time and Billing module works with Sage MAS 90 or 200 and enables you to track your employees' time against billable projects. Time and Billing also provides you with the features to create customer invoices based on the times (or expenses) entered by employees.

Integrating Time and Billing with other Sage MAS 90 or 200 Modules

The Time and Billing module can be installed on Sage MAS 90 or 200 without integrating with other Sage MAS 90 or 200 modules. However, you can integrate Time and Billing with other modules to create a comprehensive time tracking and billing accounting system. When integrated, each module "shares" common information with any related modules. Your company can integrate the following Sage MAS 90 or 200 modules with the Time and Billing module:

- Accounts Payable (see page 18)

- Bank Reconciliation (see page 18)

- General Ledger (see page 19)

To integrate the Time and Billing module with these modules, you must set up these modules BEFORE installing Time and Billing.

Accounts Payable

Use the Accounts Payable module to post reimbursable fees and expenses directly into the Time and Billing Work in Process files. During Accounts Payable Invoice Data Entry and Manual Check Entry, you can enter expense information by employee, client, engagement, or work code.

The Invoice Register and Manual Check Register features in Accounts Payable will check for valid clients, engagements, employees, work codes, and General Ledger line accounts setup in Time and Billing. If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the Accounts Payable module will also check the General Ledger work in process and work in process offset accounts.

The Invoice Register and Manual Check Register features will automatically post to the Time and Billing files after they are printed. However, if the Time and Billing Billing Data Entry (see page 232) or Billing Selection (see page 228) features are processing, you will not be able to update the Accounts Payable expense entries.

See Appendix A for integrating Time and Billing with Accounts Payable.

Bank Reconciliation

The Bank Reconciliation module records all deposit information from Time and Billing Cash Receipts/Write-Off Entry (see page 209), as well as all checks printed or entered in the Accounts Payable and Payroll modules. As a result, you must only verify that the transactions recorded agree with your bank statement. Any discrepancies or missing information can be easily identified. Integrating with the Bank Reconciliation module ensures that monthly reconciliation of your bank statements will no longer be a troublesome, time-consuming job.

To integrate the Bank Reconciliation module with Time and Billing, select the **Bank Reconciliation** check box on the **Additional** tab of Time and Billing Options (see page 93).

The following features and capabilities are activated in Time and Billing when integrated with Bank Reconciliation:

• Cash receipts information is transferred from Time and Billing to the Bank Reconciliation module each time the Cash Receipts/Write-Off Journal (see page 216) is printed and updated. This detail is retained in the Bank Reconciliation system until month-end bank reconciliation is performed.

• The reconciliation process provides a fast, single-entry procedure for clearing all checks shown on your bank statement. After the appropriate checks have been cleared, along with all deposits and adjustments, the system prints a Bank Reconciliation Register itemizing all bank activity for the current period.

• A Reconciliation Summary is provided at the end of the register showing outstanding deposit, adjustment, and check totals. An Adjusted Bank Balance and an automatically Calculated Book Balance are also shown. If these balances do not agree, an Out of Balance by amount is shown. Procedures for making the appropriate adjustments to balance the two figures are provided in your *Bank Reconciliation Online Help* by Sage Software.

General Ledger

The General Ledger module is the key to integrating all financial information from the Time and Billing module, as well as from the other accounting modules. The General Ledger module provides complete, timely financial reports which consistently reflect current information.

• If the General Ledger module is installed, all journal entries generated from Time and Billing are posted directly to the General Ledger following the printing and updating of the Daily Transaction Register (see page 219). The financial statements and other General Ledger reports printed after the completion of the Daily Transaction Register will reflect postings on the register.

• If the General Ledger module is not installed, the Time and Billing journal entries can be posted to the General Ledger Detail Posting file following the printing of the Daily Transaction Register. The General Ledger Posting Recap report (see page 279) printed from this file will provide the necessary audit information to prepare monthly journal entries for your manual General Ledger. The information on this report will be purged following Time and Billing period end processing.

• When the General Ledger is installed Time and Billing is automatically integrated with it, unless you clear the **Integrate Time and Billing with General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93). If this check box is clear, Time and Billing will make no postings to the General Ledger following Daily Transaction Register printing.

• If the General Ledger module is not installed, this option will determine whether Time and Billing will post the journal entries to the General Ledger Detail Posting file.

Using the Time and Billing Manual

This manual provides the information necessary for setting up and operating your Time and Billing module. Use the Time and Billing manual as a guide when initially setting up the module, and then as a resource for understanding features of the module. The manual contains overviews and samples of windows and menus.

Sections in this Manual

This manual is divided by the different menus available in Time and Billing. The following table describes the chapters available in this manual.

Chapter	Description
Chapter 2: Time and Billing Concepts	This chapter explains different concepts you need to know about using your Time and Billing system.
Chapter 3: Installing the Time and Billing Module	This chapter details the installation procedures for Time and Billing.
Chapter 4: Navigating in Time and Billing	This chapter describes the basic features available in the Time and Billing module.

Chapter	Description
Chapter 5: Using the Setup Menu	This chapter describes how to enter the basic information required to use the Time and Billing module. It includes setting general options for the module.
Chapter 6: Using the Main Menu	This chapter details how to create clients for Time and Billing data and how to create time entries for employees.
Chapter 7: Using the Billing Menu	This chapter details how to set up billing invoices based on data available in Time and Billing.
Chapter 8: Using the Reports Menu	This chapter details how to print reports based on information available in the Time and Billing module.
Chapter 9: Using the Analysis Menu	This chapter details how to create analysis reports based on information available in the Time and Billing module.
Chapter 10: Using the Period End Menu	This chapter details the steps required for period-end processing. It includes period and year-end processing, clearing billing history, and purging old sales tax files.
Appendix A: Accounts Payable Supplement	This supplement contains instructions on how to integrate Time and Billing with Accounts Payable.
Glossary	This section contains definitions for the Time and Billing module.

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

Graphic	Description
☑	The **Note** symbol is followed by additional information about a topic.
⚑	The **Helpful Hint** symbol is located in the left margin and contains additional information about an option.
⊘	The **Warning** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Bold font	Indicates GUI (Graphical User Interface) objects, such as a tab name, field name, list box name, options in a list, column name, check box, or radio button. Indicates subjects/categories to emphasize.
Italic font	Indicates references to other manuals or chapters in this manual. Indicates words to emphasize.
Sage Green, Underlined font	Indicates a link to a specific topic in the manual.
Blue, Underlined font	Indicates a link to a specific URL (Uniform Resource Locator) - website address.
CAPITALIZED font	Indicates: Important.

Getting Additional Help

There are online manuals, online help, and technical support available for the Time and Billing enhancement.

Getting Additional Copies of the Manual

You can view the Time and Billing manual online or print the PDF file.

This manual is best viewed using the latest version of Adobe Reader. For best printing results, print to a PostScript printer.

Accessing the Manual

The Time and Billing manual is accessible through the Sage MAS 90 or 200 menu bar.

Open the Online Manual

1 From the **Help** menu on the Sage MAS 90 or 200 menu bar, select **Enhancement Manuals**. The Manuals list appears on the right side of the screen.
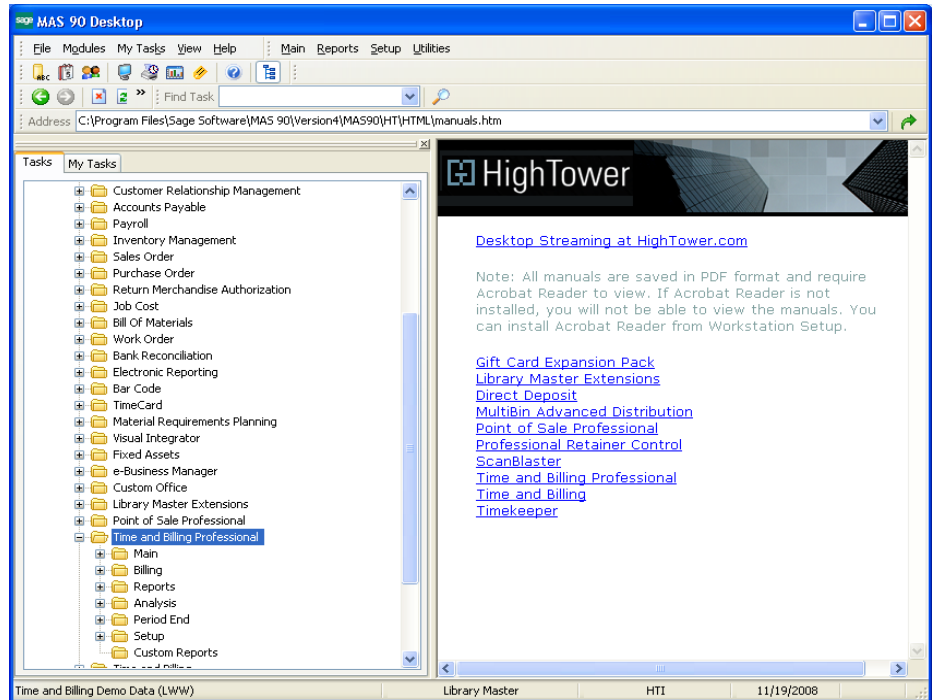
Manuals List

2 Click the **Time and Billing** link. This manual appears in PDF format.
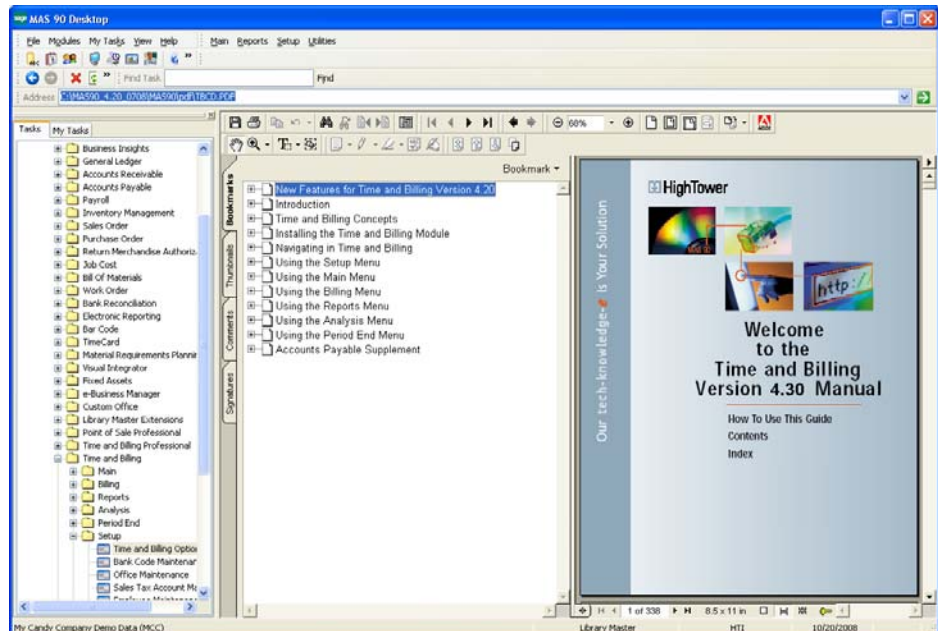
Time and Billing Online Manual

Using the Time and Billing Online Help

The Time and Billing module includes an extensive online help with the standard content online help and context-sensitive online help for fields and windows.
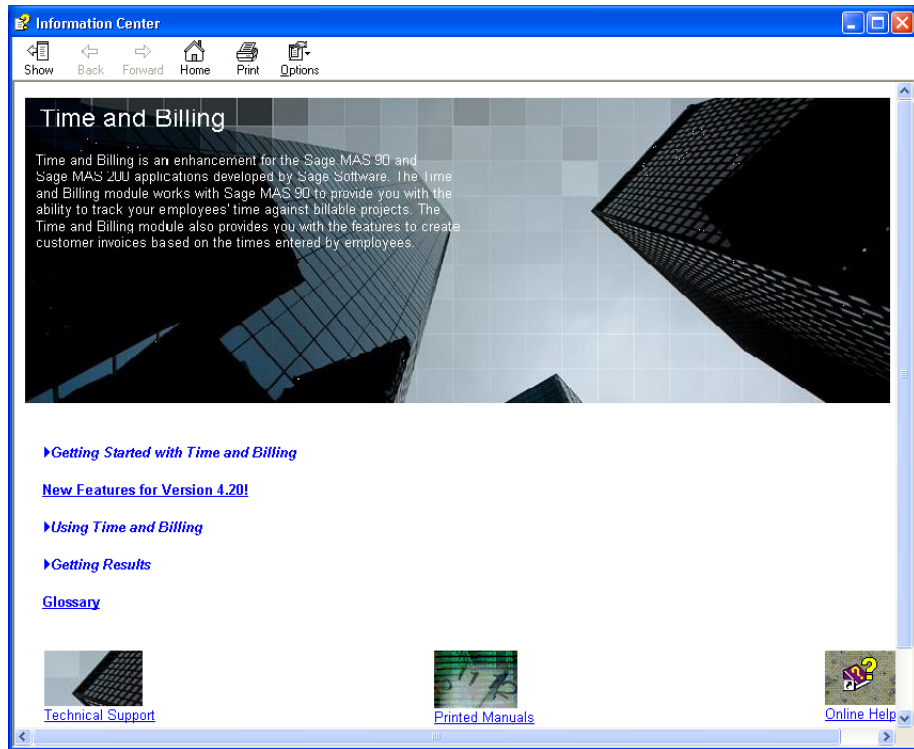
Online Help

Accessing Online Help

• For field level context-sensitive help, move your cursor to the field, and press **F1**. A pop-up window appears with help for the field.

• For window level context-sensitive help, click the [?] button on the window. The help screen for the window appears.

Support Services

There are several methods of support for your Time and Billing module:

• Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, consult the Time and Billing website (www.timeandbilling-software.com).

• Refer to the Enhancement Data Definitions available in the Library Master Extensions module in the Utilities menu. This feature lists all the data fields available on each window of this module.

• Access technical bulletins and download program corrections through the Time and Billing website (www.timeandbilling-software.com). Note that program corrections are available exclusively through the Internet.

For more information about fee-based customer support services, contact our Help Desk Department. Regular Help Desk hours are 9:00 A.M. to 5:00 P.M. Central Standard Time, Monday through Friday. You can reach our Help Desk Department in the following ways:

• Phone: 1.888.583.3000

• Fax: 1.847.674.0544

• E-mail: helpdesk@hightowerinc.com

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This concludes *Chapter 1: Introduction* of the Time and Billing manual.

Time and Billing Concepts

Chapter 2: Time and Billing Concepts explains different concepts you need to know to use your Time and Billing module to the fullest extent.

Data You Need

Before starting the Time and Billing module, you should have the following information assembled and available for use:

• Your General Ledger Chart of Accounts

• A list of bank information and offices

• A list of states in which you operate and collect sales tax

• A list of employees, categories, work codes, standard comments, and billing formats

• A list of your clients, their addresses, and phone numbers

• A list of engagements for each client, if applicable

• All time sheets, expenses, and invoices to be processed

• All payments and write-offs to be processed

Client Numbering Methods

Use the Time and Billing module to assign up to seven characters to identify each client. You can use numbers, letters, or a combination of both.

If you use only numbers for the client code, the Time and Billing module automatically inserts leading zeros. For example, an entry of 150 displays as 0000150. If you use any letters for the client code, entries remain exactly as you enter them.

Explanation of Client Numbering Methods

Since client codes identify Time and Billing entries, use a client numbering method that is best for you. The following list suggests three possible numbering methods with an explanation of the benefits of each method.

• **Use Numbers Only** – If you use the numeric keypad on your keyboard, this method has the advantage of speedy entry. Since leading zeros are inserted automatically, you need only type the significant digits of the client code. This method is especially suitable for businesses with a large number of clients where it cannot be practical to assign a descriptive code to each client.

To assign numbers to each client, increment by 10s or 20s between clients. You might also organize your clients into groups using the first two or three digits of the client code to denote specific types of clients. For example, clients 0010100 and 0010200 can both be nonprofit clients.

You can also use the first two digits of the client code to designate the first letter of the client's name (for example, 01 = A, 26 = Z). This could be an advantage if you want to alphabetically sort information on reports.

- **Use an Abbreviation of the Client Name** – Use this method to identify the client by looking at the abbreviated name (for example, ABCPROD, FEDCORP, or PROTECH). Additionally, this method means all Time and Billing reports sorted by client code will list clients in alphabetical sequence. Although this method is the simplest method to use, it is only practical if you have a relatively small number of clients whose names you easily recognize.

- **Use a Combination of Numbers and Letters** – Use this method for simple assignment of codes using common client information such as the first two or three characters of the client name followed by a four-digit number. This number might be the last four digits of the client's phone number or another unique number.

  Since leading zeros are not inserted when letters are used, you must type leading zeros for the numeric portion of the client code. If you do not use the leading zeros, client codes will not be sorted properly (for example, clients 8 through 10 should be entered as A08, A09, and A10).

Implementing the Numbering Methods in Reports

When selecting your numbering method, remember that most Time and Billing reports can be sorted by client code, client name, sort field, zip code, client type, client partner, client employee, or by the user-defined miscellaneous fields. If you are using a numeric client numbering method, you can use the client name sort option to obtain alphabetical listings of client information. You can also use the sort field to sort clients by other information such as types of service, product, or industry.

General Ledger Postings

The Time and Billing module is a complete, double-entry accounting system which minimizes the amount of data entry required, saving time and reducing the possibility of posting errors.

Explanation of General Ledger Postings

Regardless of whether you have the General Ledger module installed, Time and Billing posts journal entries to the Daily Transaction Register (see page 219) using account numbers defined in General Ledger Account Maintenance. If the General Ledger module *is installed*, the journal entries will be posted automatically to the General Ledger. If the General Ledger module *is not installed*, you can use the General Ledger Posting Recap (see page 279) to make journal entries to your manual General Ledger.

Time and Billing General Ledger Accounts

The Time and Billing module uses the following General Ledger accounts:

- **Work in Process Offset Account** – This account is a contra account to the work in process account. The work in process offset account is assigned using the Time and Billing Options feature (see page 88). If you do not want to show work in process on your balance sheet, this account should be an asset account to offset the work in process balance. If you want to show the work in process on your balance sheet, this account should be the deferred revenue account in the current liabilities section of the chart of accounts.

- **Client Retainer Account** – You use this liability account to maintain the balance of retainer payments not yet applied against client billings. This account is credited during the Cash Receipts/Write-Off Journal (see page 216) update as retainer payments are recorded. This account is debited during the Billing Register (see page 250) update when the retainer balance is applied against billings.

Time/Expense Entry Posting to General Ledger

You use the Time/Expense Entry (see page 198) feature to record all unbilled fees and expenses. The balance of the unbilled fees and expenses recorded is posted to the work in process account and work in process offset account, if you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93). If this check box is clear, no General Ledger postings will be made. During Time/Expense Entry, you can override the revenue/expense account for each line entered; however, no postings will be made to these accounts until that line entry is billed.

A Time/Expense entry with a total of $100.00 in fees and expenses will typically be posted to the General Ledger as follows:

	G/L Account	Debit	Credit
Time/Expense Entry Amount	Work in Process	100.00	
	Work in Process Offset		100.00
		100.00	100.00

Cash Receipts/Write-Off Entry Posting to General Ledger

Use the Cash Receipts/Write-Off Entry feature (see page 209) to record payments against outstanding client balances and to apply write-offs to clients.

Cash Receipts Postings

During Cash Receipts/Write-Off Entry, you can record cash receipts for multiple deposits or bank accounts. A separate bank account is assigned to each bank code. You will be required to distribute the appropriate check amounts to open invoices and miscellaneous General Ledger accounts (or client balances, if balance forward billing is used).

A General Ledger posting for a $500.00 check will typically be made as follows:

	G/L Account	Debit	Credit
Check Amount	Cash	500.00	
Invoice Amount	Accounts Receivable		400.00
Misc. Charge Amount	Misc. Income		100.00
		500.00	500.00

Write-Off Postings

Use Cash Receipts/Write-Off Entry to record write-offs of the Accounts Receivable balance due to bad debt or other reasons. Write-off amounts are posted to the write-off account specified in Cash Receipts/Write-Off Entry.

A General Ledger posting for writing off a $100.00 balance will typically be made as follows:

	G/L Account	Debit	Credit
Write-Off Amount	Write-Off	100.00	
Invoice Amount	Accounts Receivable		100.00
		100.00	100.00

Retainer Payment Postings

Use Cash Receipts/Write-Off Entry (see page 209) to record retainer payments. Retainer payments are added to the retainer balance for the client/engagement and do not affect the Accounts Receivable balance.

A General Ledger posting for a $1500.00 check, $1000.00 of which is a retainer payment, will typically be made as follows:

	G/L Account	Debit	Credit
Check Amount	Cash	1500.00	
Invoice Amount	Accounts Receivable		500.00
Retainer Payment Amount	Client Retainer		1000.00
		1500.00	1500.00

Billing Data Entry Posting to General Ledger

Use the Billing Data Entry feature (see page 232) to select and modify the amounts to be billed based on unbilled fees and expenses entered during Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265). The revenue/expense account assigned during Time/Expense Entry or Edit Work in Process Entry can be overridden during Billing Data Entry. The original fee and expense amounts recorded can be written up or written down to determine the actual amounts to be billed. If the **Post Work In Process to General Ledger** check box is selected on the **Additional** tab of Time and Billing Options (see page 93), the original unbilled fee and expense amounts are relieved from the work in process account and work in process offset account. If this check box is clear, no General Ledger postings will be made for work in process.

A General Ledger posting for a $1000.00 invoice will typically be made as follows:

	G/L Account	Debit	Credit
Invoice Amount	Accounts Receivable	1000.00	
Professional Fees	Revenue		600.00
Reimbursed Expenses	Expense		150.00
Clerical Services	Revenue		200.00
Sales Tax Amount	Sales Tax		50.00
		1000.00	1000.00

If you selected the **Post Work In Process to General Ledger** check box on the **Additional** tab of Time and Billing Options, the following additional General Ledger postings will be made with the original unbilled amount:

	G/L Account	Debit	Credit
Original Unbilled Amount	Work in Process Offset	750.00	
	Work in Process		750.00
		750.00	750.00

Progress Billing Postings

When you bill a client/engagement using the progress billing fee arrangement, you can specify the progress billing amount to be billed. When the progress billing feature is used, the progress billing amount is credited to the progress bill offset account. No postings will be made to the revenue/expense account when you are billing a progress bill.

A General Ledger posting for a $500.00 progress bill will typically be made as follows:

	G/L Account	Debit	Credit
Invoice Amount	Accounts Receivable	500.00	
Progress Bill Amount	Progress Bill Offset		500.00
		500.00	500.00

When the final billing is performed for a progress bill client/engagement, the progress billing balance will be relieved from the progress bill offset account and the appropriate revenue/expense account will be credited. If you selected the **Post Work In Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the work in process account and work in process offset account will be relieved of the original unbilled fee and expense amounts.

A General Ledger posting for a final bill of $200.00 for a client/engagement with a $500.00 progress bill balance will typically be made as follows:

	G/L Account	Debit	Credit
Invoice Amount	Accounts Receivable	200.00	
Progress Bill Balance	Progress Bill Offset	500.00	
Professional Fees	Revenue		400.00
Reimbursed Expense	Expense		100.00
Clerical Services	Revenue		150.00
Sales Tax Amount	Sales Tax		50.00
		700.00	700.00

If you selected the **Post Work In Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the following additional General Ledger postings will be made with the original unbilled amount:

	G/L Account	Debit	Credit
Original Unbilled Amount	Work in Process Offset	600.00	
	Work in Process		600.00
		600.00	600.00

Retainer Billing Postings

When you bill a client/engagement using the retainer billing fee arrangement, you can specify the retainer balance amount that is applied against billings. The original fee and expense amounts recorded can be written up or written down in the same manner as the standard fee arrangement.

A General Ledger posting for a $1000.00 invoice, with a $200.00 retainer balance applied, will typically be made as follows:

	G/L Account	Debit	Credit
Invoice Amount	Accounts Receivable	1000.00	
Professional Fees	Revenue		800.00
Reimbursed Expenses	Expense		350.00
Sales Tax Amount	Sales Tax		50.00
Retainer Applied	Client Retainer	200.00	
		1200.00	1200.00

If you selected the **Post Work In Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the work in process account will be relieved in the same manner as the standard fee arrangement.

Edit Work in Process Selection Posting to General Ledger

Use the Edit Work in Process Selection feature (see page 260) to select unbilled work in process transactions to be edited for a specific client/engagement using a range of dates, employee codes, work codes, and transaction numbers.

If you selected the **Post Work In Process to General Ledger** check box on the **Additional** tab of Time and Billing Options, the following posting will be made. If this check box is clear, no General Ledger postings will be made.

A General Ledger posting for a $100.00 Edit Work in Process Selection amount will typically be made as follows:

	G/L Account	Debit	Credit
Edit WIP Selection Amount	Work in Process Offset	100.00	
	Work in Process		100.00
		100.00	100.00

Edit Work in Process Entry Posting to General Ledger

Use the Edit Work in Process Entry feature (see page 265) to edit, delete, and add work in process transactions previously selected during Edit Work in Process Selection.

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the posting will be made. If this check box is clear, no General Ledger postings will be made. During the Edit Work in Process Entry (see page 265), you can override the revenue/expense account for each line item entered; however, no postings will be made to these accounts until that line item is billed.

A General Ledger posting for a $300.00 Edit Work in Process Entry amount will typically be made as follows:

	G/L Account	Debit	Credit
Edit WIP Entry Amount	Work in Process	300.00	
	Work in Process Offset		300.00
		300.00	300.00

Delete Work in Process Posting to General Ledger

Use the Delete Work in Process feature (see page 256) to remove unbilled fees and expenses entered during Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265). If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the work in process account and work in process offset account are adjusted by the amount of unbilled fees and expenses deleted. If this check box is clear, no General Ledger postings will be made.

A General Ledger posting for deleting $100.00 of unbilled fees and expenses will typically be made as follows:

	G/L Account	Debit	Credit
Deleted Unbilled Amount	Work in Process Offset	100.00	
	Work in Process		100.00
		100.00	100.00

Finance Charge Entry Posting to General Ledger

Use the Finance Charge Entry feature (see page 379) to manually apply finance charges to specific clients or to adjust automatically calculated finance charges.

If you apply finance charges against your clients using the Finance Charge Calculation (see page 377) and/or Finance Charge Entry (see page 379) programs, the finance charges applied will be debited to Accounts Receivable and credited to the finance charge account specified in Time and Billing Options (see page 88).

A General Ledger posting for a $25.00 finance charge will typically be made as follows:

	G/L Account	Debit	Credit
Finance Charge Amount	Accounts Receivable	25.00	
	Finance Charge		25.00
		25.00	25.00

Accounts Payable Invoice Data Entry Posting to General Ledger

Use the Invoice Data Entry feature in Accounts Payable to enter expenses for specific clients/engagements, when Accounts Payable is integrated with the Time and Billing module. Invoices can be distributed directly to General Ledger expense accounts without posting to the Time and Billing work in process accounts if **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93) is clear.

A General Ledger posting for an invoice with a total of $800.00 in expenses will typically be made as follows:

	G/L Account	Debit	Credit
Reimbursed Expenses	Expense	800.00	
Invoice Data Entry Amount	Accounts Payable		800.00
		800.00	800.00

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the following additional General Ledger postings will be made:

	G/L Account	Debit	Credit
Invoice Data Entry Amount	Work in Process	800.00	
	Work in Process Offset		800.00
		800.00	800.00

For additional information, see the *Accounts Payable Online Help* by Sage Software.

How to Use Work/Category Codes

Use work codes to group and identify each type of service, work, and reimbursable expense you want to track for billing and reporting purposes. Each work code must be assigned a category code, to group related work codes for creating analysis reports. You can bill efficiently and obtain the exact analysis information you need with careful selection of work codes and category codes.

Using Work Codes

You can define as many work codes as necessary, using three alphanumeric characters, to track all fees, services, and reimbursable expenses. Work codes are sometimes referred to as service codes. For each work code, you can specify billing rates and the General Ledger revenue or expense account.

Each work code must be unique and cannot be duplicated in more than one category code. It is recommended that you define your work codes using abbreviated codes that are applicable to your specific business. If you want to track services and expenses in a specific order, or if you have a large number of work codes, you may want to define your work codes numerically.

The following illustrates some possible work code definitions:

Work Code	Description	Work Code	Description
ACN	Audit Internal Control	ICN	Internal Control Consulting
AFX	Audit Fixed Assets	INC	Investment Consulting
AIN	Audit Inventory	POS	Postage Expense
ARC	Audit Receivables	SKD	Sick Day
CLR	Clerical Services	SLT	Sales Tax Form Prep.
CPY	Photocopy Expense	STF	Staff Meeting
DCT	Dictation	STX	State Tax Form Prep.
DOC	Document Preparation	TRV	Travel Expense
FPL	Financial Planning	TXP	Tax Planning
FTX	Federal Tax Form Prep	VAC	Vacation Time

Using Category Codes

Use category codes to group related work codes to sort or summarize work code information for analysis reports. You can also use category codes to classify each work code as billable, non-billable, billable expense, or non-billable expense. All work codes within the same category are defined with the same billing type. Category codes are especially useful if you have a large number of work codes defined and do not require a high level of detail in your analysis reports.

Category codes are set up using three alphanumeric characters, and as with work codes, it is recommended that you define your category codes using abbreviated codes that are applicable to your specific business. If you want to track categories in a specific order, you can define your category codes numerically.

The following table is a partial listing of how the work codes from the previous example can be organized by category:

Category Code	Work Code	Description	Bill Type
AUD		Audit Services	Billable
	ACN	Audit Internal Control	
	AFX	Audit Fixed Assets	
	AIN	Audit Inventory	
	ARC	Audit Receivables	
CLK		Clerical Services	Billable
	CLR	Clerical Services	
	DOC	Document Preparation	
	DCT	Dictation	
EXP		Expenses	Billable Expense
	CPY	Photocopy Expense	
	POS	Postage Expense	
	TRV	Travel Expense	
NOB		Non-Billable Time	Non-Billable
	SKD	Sick Day	
	STF	Staff Meeting	
	VAC	Vacation Time	

How to Use Engagements

Use engagements to track separate work activities for a single client. You can assign a different fee arrangement, billing rate, billing format, budgets, and employees to each engagement. Depending upon the nature of your business, you may refer to engagements as projects, jobs, or matters.

To use the Engagement feature, select **Multiple Engagements per Client** check box on the **Main** tab of Time and Billing Options (see page 88). The terminology used when referring to engagements is also specified on the **Terminology** tab of the Time and Billing Options window (see page 100).

If the **Multiple Engagements per Client** check box is clear, you are restricted to a single default engagement code per client. You can only assign a single fee arrangement, billing rate code, and billing format for each client. All references to engagements will be turned off in all maintenance and data entry programs, and in all reports.

If you are using the Engagement feature, you will be required to enter an engagement code after specifying a client code in Client Maintenance (see page 162). The engagement code can be up to four alphanumeric characters in length. You will also be required to enter the engagement code following the client code in all data entry programs.

All information maintained on the **Billing** tab in Client Maintenance (see page 181) will be recorded separately for each engagement. As a result, you can assign a separate partner, employee, fee arrangement, billing rate code, and billing format for each engagement. In addition, you can assign a separate General Ledger revenue account for each engagement.

All work in process and billing history information is tracked separately for each engagement code for a client. By utilizing Time and Billing reports, you can selectively print engagement detail for all or a specific range of engagement codes.

If you want to track engagements for a specific type of service for all clients, you can use a descriptive alphanumeric code for each type of engagement. For example, you can define all audit-type engagements as **AUDIT**. By grouping engagements by type in this manner, you can select to print engagement information for a specific type of work activity.

If the tracking of engagements by type is not appropriate for your business, you can assign a numeric sequence for each engagement for a client (that is, the first engagement for a client can be assigned engagement code 0001; the second engagement, engagement code 0002; and so on).

Billing Engagements Separately

If you select the **Bill Separate** check box on the **Billing** tab of the Client Maintenance window (see page 181), you can specify separate fee arrangements, billing frequencies, and billing formats for each engagement.

You can print and record a separate invoice in your Open Invoice file for each engagement billed for the client. When you process cash receipts, each payment can be applied separately to each engagement invoice.

If the **Bill Separate** check box is clear, the same fee arrangement, billing frequency, and billing format will be used for all engagements for the client. Only one invoice will be produced for the client for each billing. However, the invoice can provide separate subtotals of billing detail for each engagement.

Activating the Engagement Feature

If you process the Time and Billing module for a period of time without using the Engagement feature, and want to activate it, you can do so by selecting the **Multiple Engagements per Client** check box on the **Main** tab of Time and Billing Options (see page 89).

All previously processed client information will be accessible using the default engagement code, **0000** (if engagement code length is only four characters in length). You can add additional engagements for clients by assigning new engagement codes.

Billing Rates

Use the Time and Billing module to access a wide selection of options to automatically determine the billing rate to be used for each activity. You can enter a standard description for each billing rate code on the Time and Billing Options window (see page 88). On the simplest level, you can assign a single billing rate to be used for each employee. For maximum flexibility, you can assign a unique custom billing rate to be used for each employee and client/engagement combination.

Explanation of Billing Rates

To implement the most efficient billing rate method for your business, you should understand all of the methods presented in this chapter before entering billing rate information.

You can enter information for establishing the billing rate in the following programs:

• **Employee Maintenance** – You can assign up to 10 separate billing rates as well as the cost per hour for each employee. Billing rates are assigned to billing rate codes 0 through 9.

• **Work Code Maintenance** – You can specify the rate method to be used for each work code. For fees, you can enter the billing rate to be used for the work code, use the billing rate code specified for the client, or specify the separate billing rate code to be used to determine the actual billing rate established for an employee. For billable expenses, you can specify a fixed amount to be billed or billing rate to be used.

• **Client Maintenance/Billing Data Entry** - You can specify the billing rate code to be used for the client. This billing rate code is used in conjunction with work codes that have been defined to use the client's billing rate code.

• **Client Maintenance/Custom Billing Rates** - You can specify a unique billing rate to be used for a specific employee or employee level for the client. This billing rate supersedes all other billing rates previously described.

Assigning Billing Rates by Employee

Using the Employee Maintenance feature (see page 107), you can assign up to 10 billing rates for each employee. You can also assign the cost per hour for each employee billing rate entered for billing rate codes 0 through 9. For each billing rate code, you can enter the billing rate amount and time unit to be used. You can define time units as dollars per hour (H) or dollars per unit (U).

The rate that you entered for billing rate code 0 will be used as the default rate. If a zero is specified for any applicable billing rate code, the rate entered for billing rate code 0 will be used instead. For this reason, you should always specify a rate for billing rate code 0.

Classifying Billing Rate Codes

To build an effective billing rate structure for your employees, you must first determine how to use billing rate codes. The purpose of each billing rate code should be consistent for all employees. For example, you may want to classify billing rate codes by the type of services performed, as illustrated in the following table.

Billing Rate Code	Services Rendered
0	Default or Standard Rate
1	Management Advisory Services
2	Audit Services
3	Administrative Services
4	Clerical Services

You assign these billing rate codes to each appropriate work code to determine the billing rate to be used for each type of service rendered.

For example, employee JWS has a standard billing rate of $75.00 per hour, a Management Advisory Services rate of $100.00 per hour, and an Audit Services rate of $65.00 per hour. Administrative and Clerical Services are not applicable for this employee and are left blank. The billing rate for billing rate code 0 will be used as the default rate if zero is specified for a billing rate code.

You can also classify billing rate codes by the type of client or the nature of the engagement, as illustrated in the following table.

Billing Rate Code	Type of Client or Engagement
0	Default or Standard Rate
1	Tax Engagement
2	Audit Engagement
3	Nonprofit Engagement
4	Special Engagement

You assign these billing rate codes to each client and/or engagement to determine the billing rate to be used. To use this method, you must define the work codes to use the client's billing rate code.

You can mix these two examples of classifying billing rate codes (for example, by type of service and type of client/engagement) by reserving certain billing rate codes for types of services and reserving other billing rate codes for types of clients and engagements.

As illustrated in the following table, billing rate codes 0 through 4 are reserved for services, and billing rate codes 5 through 9 are reserved for clients and engagements.

Billing Rate Code	Type of Service or Client/Engagement
0	Default or Standard Rate
1	Management Advisory Services
2	Audit Services
3	Administrative Services
4	Clerical Services
5	Tax Engagement
6	Audit Engagement
7	Nonprofit Engagement
8	Special Engagement
9	In-House Activities

Assigning Billing Rates by Work Code

Using the Work Code Maintenance feature (see page 114), you can specify the rate method to be used for each individual work code. Use the rate method to control how the actual billing rate is determined for an activity that uses the work code.

Select one of the following methods from the **Rate Method** field in Work Code Maintenance for each work code:

- **Work Code Rate** – Use this method to enter a single billing rate that will be used for the work code. This rate will be used, regardless of the employee specified for an activity. For fees, the rate represents dollars per hour or dollars per time unit. For expenses, the rate can also represent dollars per quantity such as number of photocopies.

- **Employee Rate Code** – Use this method to enter the billing rate code (0 through 9, or C for cost per hour) to determine which employee rate to use. Typically, you will determine the appropriate billing rate code based on the type of service represented by the work code.

  For example, suppose work code INC (Investment Consulting) is defined as billing rate code 1. Work code ARC (Audit Receivables) is defined as billing rate code 2. Employee JWS is defined with billing rates of $100.00 per hour for billing rate code 1 and $75.00 per hour for billing rate code 2, as illustrated in the

following table.

Work Code	Description	Billing Rate Code	Billing Rate
INC	Investment Consulting	1	100.00/hr
ARC	Audit Receivables	2	75.00/hr

As a result, a time/expense entry for employee JWS and work code INC is billed at $100.00 per hour and work code ARC is billed at $75.00 per hour.

• **Client Employee Rate Code** – Choose this method to use the billing rate code established for the client on the Client Maintenance window (see page 162) to determine which employee rate to use. The billing rate used will be based on the type of client or the nature of the engagement. This method cannot be specified for billable expense or non-billable expense work codes.

For example, suppose both work code INC (Investment Consulting) and ARC (Audit Receivables) are defined as billing rate method C. Client ABC is defined as billing rate code 2. This method means that for employee JWS from the previous example, both work codes INC and ARC are billed at $75.00 per hour.

• **Fixed Amount** – Use this method to specify a fixed dollar amount to be billed for the work code. You can enter the default fixed amount, or you can enter **0** if the default is not appropriate. You can only use this method for billable expense or non-billable expense work codes. You can also specify a markup rate to calculate the actual billing amount. Both the fixed amount and the markup rate can be overridden during data entry.

For example, suppose Work Code POS—Postage Expense is defined with the default Fixed Amount of 0 and a Markup Rate of 20%. If you enter Work Code POS during Time/Expense entry for the amount of $50.00, the actual billable amount will be calculated as 50 x 1.20 or $60.00.

Assigning Billing Rates by Client/Engagement

Using the Client Maintenance window (see page 162), you can specify the billing rate code (0 through 9, employee cost per hour, or work code rate) to be used for each client/engagement. Whenever you use a work code that is defined with employee cost per hour, the billing rate code established for the client/engagement will be used to determine which employee billing rate to use. You can use this feature to determine the billing rate based on the type of client or the nature of the engagement.

On the Billing tab in Client Maintenance, you can enter one of the following codes in the **Bill Rate Code** field:

• **Bill Rate Code:** Use this method to specify the billing rate code (0 through 9) to be used for this client/engagement. The actual billing rate will be determined by the employee billing rate defined for the specific billing rate code.

• **Employee Cost:** Use this method to specify the cost per hour default for the employee as the billing rate to be used.

• **Work Code Rate:** Use this method to use the billing rate specified for the work code. To use this method, you must enter the appropriate billing rate code for each work code in the **Billing Rate** field in Work Code Maintenance (see page 114).

Assigning Custom Billing Rates by Client/Engagement

For maximum flexibility in establishing billing rates for fees, you can use the Custom Billing Rates maintenance feature (see page 171) on the Client Maintenance window (see page 162). You can use this feature to define unique billing rates to be used for a specific employee working for a specific client/engagement. In addition, you can assign a custom billing rate to an employee level (0 through 9) rather than to individual employee codes. Custom billing rates supersede all other billing rates for fees that are otherwise applicable for the client/engagement.

You can establish any number of custom billing rates for each client/engagement. Each custom billing rate can be defined for a specific employee or for an employee level. You can enter a custom billing rate for an employee by entering the four-character employee code in the **Employee/Level** field. You can enter a custom billing rate for an employee level by entering slash (/) followed by a number (0 through 9) at this field. All employees that match the specified employee level will be billed at the specified custom billing rate.

For each custom billing rate entry, you must specify the billing rate method to be used to determine the billing rate. You can specify one of the following billing rate methods:

• **Rate Amount** – Use this method to enter the billing rate amount to be used. You can also specify the time unit as dollars per hour (H) or dollars per unit (U).

• **Work Code Rate** – Use this method to use the billing rate method specified for the work code to determine the billing rate.

• **Employee Rate Code** – Use this method to specify the billing rate code (0 through 9) to be used to determine the employee billing rate.

Example: Assume that client AA is established with the following custom billing rates:

Employee Level	Name/Description	Billing Method	Billing Rate	Time Unit
/2	Level 2	R	$45.00	H
AAA1	IMA Winnur	C	0	-
BBB2	John Doe	W	-	-
CCC3	B.A. Winnur	R	$95.00	H

When you process a time/expense entry for client AA, the Time and Billing system will first search for any custom billing rates established for each employee. If none are found, the system checks for custom billing rates established for employee levels. If custom billing rates are not found for either employees or employee levels, the standard billing rate methods are applied for the client.

- Employee AAA1 will be billed using the rate established for Billing Rate Code for that employee.

- Employee BBB2 will be billed using the billing rate method specified for the applicable work code.

- Employee CCC3 will be billed at a custom billing rate of $95.00 per hour.

- Employee DDD4 at employee level 2 will be billed at a custom billing   rate of $45.00 per hour.

- Employee EEE5 at employee level 1 will be billed using the standard billing rate methods established for the applicable work code.

Summary of Billing Rate Methods

The following tables recap how billing rates are determined based on each transaction's work code, employee code, and client/engagement code.

Without Custom Billing Rates

The following table illustrates how billing rates are determined when no custom billing rates are specified for the employee code or employee level for the client/engagement.

From Work Code File			From Client/ Engagement Master File	Source of Billing Rate
Bill Type	Rate Method	Rate Code	Client Rate Code	
All	R			Billing rate specified for the work code is used.
B or N	E	0 - 9		Billing rate specified for the corresponding rate code (0-9) in the Employee file is used.
		C		Cost per hour in the Employee file is used.

B or N	C		0 - 9	Rate code in the client/engagement file is used to determine the corresponding billing rate from the Employee file.
			C	Cost per hour in the Employee file is used.
			W	Billing rate in the Work Code file is used.
E or X	F			The fixed amount in the work code file is used as the default amount. The markup rate in the Work Code file is used to calculate the bill amount.

Using Custom Billing Rates

The following table illustrates how billing rates are determined when custom billing rates are specified for the employee code or employee level for the client/engagement.

Custom Bill Rate Method	Custom Rate Code	Source of Billing Rate
R		The billing rate entered in Custom Billing Rate Maintenance is used.
W		The billing rate method and rate code established for the work code are used.
C	0 - 9	The rate code entered in Custom Bill Rate Maintenance is used to determine the corresponding billing rate in the Employee file.
	C	The cost per hour in the Employee file is used.

Time Units

The Time and Billing module provides a flexible means of defining billing time periods in terms of hours or specific quantities of time (that is, Time Units). This feature is especially useful for companies that bill their clients or engagements by the quantity of partial hours or by the day, such as every 30 minutes or every eight hours.

Using Time Units

To use this capability, select the **Use Time Unit Entry** check box on the **Main** tab of the Time and Billing Options window (see page 88). This method will allow you to use either hours or time units when setting up billing rates on the Employee Maintenance window (see page 107) and on the Client Maintenance window (see page 162). On these windows, you must specify the time unit to be used for each billing rate by clicking the **Hours/Units** ( ) button.

Use **Number of Hours/Minutes per Time Unit** on the **Main** tab of the Time and Billing Options window (see page 88) to define the time unit for billing. Your entry in this field can use either the HH, or HH.HH format. For example, to define one time unit as 1 hour, you would enter 1; to define one time unit as 30 minutes, you would enter 00.50 or 00:30; to define one time unit as eight hours, you would enter 08.00 or 08:00. The time unit entered will always be displayed using the HH.HH format.

If the **Use Time Unit Entry** check box is clear, you will not be able to access the **Hours/Units** button on the **Rates** tab of the Employee Maintenance window (see page 110) and the Custom Bill Rate Maintenance feature on the Client Maintenance window (see page 162).

During Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265), the billing rate will be defined as using time units or hours. If the billing rate is defined as using time units, you must enter the number of time units for the billing, using the ####.00 format. For example, if you defined the time unit on the Time and Billing Options window (see page 88) as one-half hour or.50, and you are billing a client for two-and-one-half hours work, you would enter 5.00 in the **Hours/Units** field in Time/Expense Entry or Edit Work in Process Entry.

If the rate is defined as using hours, you must enter the number of hours for the billing, using either the HH.HH format. For example, if you are billing a client for two-and-one-half hours work, you would enter 2.50 in the **Hours/Units** field in Time/Expense Entry or Edit Work in Process Entry.

During the Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265) update, all period-to-date and year-to-date amounts are converted automatically to hours. Billing history and work in process detail information, however, retains the time unit format entered (as hours or time units).

Fee Arrangements

You can use the Time and Billing module to assign a specific fee arrangement for each client/engagement. You can choose from six different fee arrangements which are used to determine how a client/engagement will be billed, and how the work in process (unbilled fees and expenses) will be relieved. You can assign fee arrangements to each client/engagement using the **Billing** tab of the Client Maintenance window (see page 181).

Explanation of Fee Arrangements

To assign different fee arrangements for each engagement for a client, select the **Bill Separate** check box on the **Additional** tab of the Client Maintenance window (see page 179). If this check box is clear, all engagements for the client will be billed together and must use the same fee arrangement.

If the **Include Expenses** check box on the **Billing** tab of the Client Maintenance window (see page 181) is clear, fees and expenses will be separated on the Billing Data Entry window (see page 232). The fee arrangements will apply only to the billable fee amounts. Billable expense amounts will not be subject to the fee arrangements, and will always be billed using the standard fee arrangement method.

The Time and Billing module supports the following six fee arrangements:

- **Standard** – Use this fee arrangement to determine the billing amount based on the total of all billable fees and expenses recorded for the client/engagement as of the Bill Thru Date. Invoices cannot be created if there are no work in process detail lines for the client/engagement.

- **Fixed** – Use this fee arrangement to specify a fixed amount to be billed to the client/engagement during each billing cycle. Invoices can be printed using the fixed fee amount even if there are no work in process detail lines for the client/engagement.

- **Not To Exceed** – Use this fee arrangement to specify a not to exceed billing amount. Invoices cannot be created if there are no work in process detail lines for the client/engagement.

- **Non-Billable** – Use this fee arrangement to define specific clients/engagements as non-billable. Invoices cannot be created if there are no work in process detail lines for the client/engagement.

- **Retainer** – Use this fee arrangement to specify a retainer amount to be billed during each billing cycle. You can also maintain a balance of retainer payments received and apply that balance against any billing. Invoices can be printed using the retainer amount due even if there are no work in process detail lines for the client/engagement.

- **Progress** – Use this fee arrangement to bill a client/engagement on a progressive basis without relieving work in process. Invoices can be printed even if there are no work in process detail lines for the client/engagement.

Standard Fee Arrangement

Use the standard fee arrangement to determine the billing amount based on the total of all billable fees and expenses recorded for the client/engagement. During Billing Data Entry (see page 232), the bill amount defaults to the work in process total amount. In addition, the bill amount can be changed to perform write-ups and write-downs. The work in process is cleared of all billed fees and expenses during the Billing Register update (see page 250).

Example: During Billing Data Entry, assume that an engagement with an outstanding work in process total of $600.00 is being processed.

Using the standard fee arrangement, the bill amount will default to the work in process total of $600.00. The Billing Data Entry window would display the following:

```
BILLABLE WORK IN PROCESS TOTAL:            600.00
BILLED WORK IN PROCESS TOTAL:              600.00
WRITE UP/DN:                                 0.00
BILL AMOUNT:                               600.00
```

If the bill amount is changed to $620.00, the write-up of $20.00 is calculated automatically. The Billing Data Entry window would display the following:

```
BILLABLE WORK IN PROCESS TOTAL:            600.00
BILLED WORK IN PROCESS TOTAL:              600.00
WRITE UP/DN:                                20.00
BILL AMOUNT:                               620.00
```

Fixed Fee Arrangement

Use the fixed fee arrangement to specify a fixed amount to be billed to the client/engagement during each billing cycle. The bill amount defaults to this fixed fee amount. Any difference between the bill amount and the work in process total will be written up or written down automatically. The work in process is cleared of all billed fees and expenses during the update.

Using the fixed fee arrangement, you must enter a fixed fee amount on the **Billing** tab of the Client Maintenance window (see page 181). During Billing Data Entry (see page 232), the bill amount defaults to this fixed fee amount.

Example: Using our example of $600.00 of work in process, assume that a fixed fee amount of $500.00 was entered in Client Maintenance. The Billing Data Entry window would display the following:

```
BILLABLE WORK IN PROCESS TOTAL:            600.00
BILLED WORK IN PROCESS TOTAL:              600.00
WRITE UP/DN:                              -100.00
BILL AMOUNT:                               500.00
```

Note that the write-down amount of -$100.00 (500 minus 600) is calculated automatically.

If a fixed fee amount of $650.00 was entered in Client Maintenance, the Billing Data Entry window would display the following:

```
BILLABLE WORK IN PROCESS TOTAL:            600.00
BILLED WORK IN PROCESS TOTAL:              600.00
WRITE UP/DN:                                50.00
BILL AMOUNT:                               650.00
```

Note that the write-up amount of $50.00 (650 minus 600) was calculated automatically.

Not To Exceed Fee Arrangement

Use the not to exceed fee arrangement to specify a not to exceed billing amount in Client Maintenance (see page 162). All fees and expenses up to this amount are billed and cleared. The bill amount defaults to the billable work in process amount up to the not to exceed amount. Only those work in process entries that total this bill amount will be billed and relieved during the Billing Data Entry update (see page 232). All unbilled fees and expense entries remain in work in process unless you manually select them in Billing Data Entry.

Example: Using our example of $600.00 of work in process, assume that a not to exceed amount of $500.00 was entered in Client Maintenance. The Billing Data Entry window would display the following:

BILLABLE WORK IN PROCESS TOTAL:	600.00
BILLED WORK IN PROCESS TOTAL:	500.00
WRITE UP/DN:	0.00
BILL AMOUNT:	500.00

In this example, only the first $500.00 worth of billable work in process is billed. The unbilled $100.00 remains in work in process unless it is manually selected. In addition, you can adjust the bill amount to perform write-ups and write-downs.

Non-Billable Fee Arrangement

Use the non-billable fee arrangement to define specific clients/engagements as non-billable (that is, they are not to be billed for any billable fees and expenses recorded). During the billing process, all bill amounts are automatically written down to zero. The work in process is cleared of all billed fees and expenses.

Example: Using our example of $600.00 of work in process, the Billing Data Entry window (see page 232) would display the following:

BILLABLE WORK IN PROCESS TOTAL:	600.00
BILLED WORK IN PROCESS TOTAL:	600.00
WRITE UP/DN:	-600.00
BILL AMOUNT:	0.00

Note that the write-down amount of -$600.00 (0 minus 600) was calculated automatically.

Retainer Fee Arrangement

Use the retainer fee arrangement to specify a retainer amount to be billed during each billing cycle. You can also keep a balance of retainer payments received and apply that balance against any billings. Use the **Uncollected Retainer** field in the Client/Engagement Master file to track the retainer amount billed but not yet paid. Use the **Retainer Bill Balance** field to track the retainer payment amounts received but not yet applied against billings. When bills are processed, the work in process is cleared of all billed fees and expenses.

Using the retainer fee arrangement, you can enter the retainer applied and the retainer amount due during Billing Data Entry (see page 232). You can set the retainer applied amount automatically by selecting the **Automatically Apply Retainer Balance to Bills** check box on the **Billing** tab of the Time and Billing Options window (see page 96). Clearing this option will default the retainer applied amount to zero, allowing you to apply retainers manually. The retainer amount due will default to the amount specified for the monthly retainer for the client/engagement.

Example: Using our example of $600.00 of work in process, assume that a monthly retainer amount of $500.00 was entered on the Client Maintenance window (see page 162) and that the retainer balance for the client/engagement is $2,000.00. If the **Automatically Apply Retainer Balance to Bills** check box on on the **Billing** tab of the Time and Billing Options window is selected, the Billing Data Entry window would display the following:

RETAINER BALANCE:	2000.00
BILLABLE WORK IN PROCESS TOTAL:	600.00
BILLED WORK IN PROCESS TOTAL:	600.00
WRITE UP/DN:	0.00
RETAINER APPLIED:	600.00
BILL AMOUNT:	0.00
RETAINER AMOUNT DUE:	500.00

Both the retainer applied and the retainer amount due, as well as the bill amount, can be changed manually. If the retainer balance amount is less than the billed work in process total, the retainer applied amount will default to the retainer balance amount.

The retainer amount due is considered to be a memo billing and does not create an open invoice or post to the Accounts Receivable account. This amount accumulates in the **Uncollected Retainer** field in the Client/Engagement Master file.

Progress Fee Arrangement

Use the progress fee arrangement to bill a client/engagement on a progressive basis *without relieving* work in process. A progress bill balance is maintained to keep track of the amount billed. A final billing can be issued to bill any unbilled balance and to clear the work in process.

Using progress billing, you must enter a progress bill amount on the **Billing** tab in Client Maintenance (see page 181). The bill amount defaults to this progress bill amount. During the Billing Data Entry update (see page 232), no work in process is billed or relieved. A progress bill balance is maintained with the total progress billed amount for the client/engagement.

Example: Using our example of $600.00 of work in process, assume that a progress bill amount of $200.00 was entered in Client Maintenance. The Billing Data Entry window would display the following after the first month's billing:

BILLABLE WORK IN PROCESS TOTAL:	600.00
BILLED WORK IN PROCESS TOTAL:	0.00
WRITE UP/DN:	0.00
BILL AMOUNT:	200.00

After this bill has been updated, the progress bill balance for the client will be increased by $200.00. Sales tax is not billed until the final bill is processed.

Processing a Final Bill

Use progress billing for any number of billing cycles. Once the engagement or job is completed for a client, you can process a final bill to bill any unbilled balance and to clear the work in process.

To process a final bill, choose the **Final** button on the **Main** tab of the Billing Data Entry window (see page 232). Use this feature to calculate the bill amount for a final billing by subtracting the progress bill balance from the work in process total. When the Proceed with Final Bill dialog box appears, click **Yes** to proceed ahead, or click **No** to cancel the final bill. When the final bill is processed, all billed work in process is relieved and the progress bill balance is cleared.

Example: Assume the progress bill balance is now $400.00 and a final progress bill is issued after the third month. The Billing Data Entry window would display the following:

BILLABLE WORK IN PROCESS TOTAL:	600.00
BILLED WORK IN PROCESS TOTAL:	600.00
WRITE UP/DN:	0.00
PROGRESS BILL BAL:	400.00
BILL AMOUNT:	200.00

Retainer Billing

Many professional service organizations require their clients to pay a retainer to engage their services. Retainers can be one-time payments that are used as a prepayment for services to be rendered. Retainers can also be billed on a monthly or other regular basis. Prepaid retainer balances can be applied against current billings to reduce the amount due for that period. Some firms may want to apply retainer balances only at the completion of an engagement, or they may want to apply retainers during any billing cycle.

Explanation of Retainer Billing

The Time and Billing module provides a comprehensive capability for recording and processing retainers. To use the Retainer feature, you must set the fee arrangement for a client/engagement to **Retainer** on the Client Maintenance **Billing** tab (see page 181). If your Time and Billing module is integrated with the General Ledger, you can also specify the client retainer general ledger account in Time and Billing Options (see page 88).

Retainer Data Fields

When you use the retainer fee arrangement, certain additional data entry fields are activated on the Client Maintenance (see page 162) and Billing Data Entry (see page 232) windows, as well as on various Time and Billing reports, such as the Retainer Transaction Report (see page 315). The data fields associated with retainer fee arrangements are as follows:

- **Monthly Retainer:** You activate this field on the **Billing** tab on the Client Maintenance window (see page 181). You can enter the retainer amount you want to bill during each billing cycle. If you do not want to automatically bill for the retainer amount, enter zero.

- **Uncollected Retainer:** You can display this field on the **Billing** tab of the Client Maintenance window (see page 181). This field displays the total retainer amount billed but not yet received. As retainers are billed, this amount is increased. As retainer payments are recorded using Cash Receipts/Write-Off Entry (see page 209), this amount is reduced. If you received retainer payments in excess of the retainer billed, zero will be displayed in this field.

- **Retainer Balance:** You can display this field on the **History** tab of the Client Maintenance window (see page 185). This field displays the total retainer payments received but not yet applied against billings. As retainer payments are recorded using Cash Receipts/Write-Off Entry (see page 209), this amount is increased. As retainers are applied during Billing Data Entry (see page 232), this amount is reduced.

- **Retainer Applied:** You activate this field on the Billing Data Entry window (see page 232) for clients/engagements using the retainer fee arrangement. You can enter an amount less than or equal to the retainer balance for the client/engagement. The retainer applied will be deducted from the billed work in process total amount to calculate the bill amount for the invoice.
To set the retainer applied amount automatically, select the **Automatically Apply Retainer Balance to Bills** check box on the **Billing** tab of the Time and Billing Options window (see page 96). If the retainer balance amount was less than the billed work in process total, the retainer applied amount will be set to the retainer balance amount, and the bill amount will be reduced by the retainer applied amount. If this option is clear, the retainer applied will default to zero, and you can apply retainers manually.

- **Retainer Amount Due:** You activate this field on the Billing Data Entry window for clients/engagements using the retainer fee arrangement. This field will default to the monthly retainer amount specified in Client Maintenance (see page 162). The amount you entered here will be printed on your invoice, but is not included in the invoice amount due and does not post to Accounts Receivable.

Recording Retainer Payments

Use the Cash Receipts/Write-Off Entry window (see page 209) to record retainer payments. For open item clients, retainer payments are entered in the same manner as regular invoices, except that you will be entering **RT** at the **Invoice Number** field. For balance forward clients, you must first select the **Adjust** option, and then enter **RT** at the **G/L Account** field.

If you are using engagements, you will be prompted for the engagement code. Since the retainer balance is tracked for each engagement, you must specify the engagement code to which the payment will be applied. Enter the retainer payment amount at the **Amount Posted** field.

During the Cash Receipts/Write-Off Journal update (see page 216), the retainer payment amount is added to the retainer balance of the client/engagement. Additionally, the uncollected retainer for the client/engagement is reduced by the retainer payment amount. Retainer payments do not affect the Accounts Receivable balance for the client, and no open invoice is created for the retainer payment. The client retainer account specified in Time and Billing Options (see page 88) will be credited with the retainer payment.

The retainer balance and uncollected retainer amounts are printed on the Aged Invoice Report (see page 292) for your reference. Since retainers are not considered to be part of Accounts Receivable, they have no effect on the aged receivables balance printed on the report.

Billing and Applying Retainers

Additional retainer amounts can be billed during the normal billing process. You can also apply any retainer balance against current billable fees and expenses during the billing process.

When you select the retainer clients/engagements for billing using Billing Selection (see page 228) or Billing Data Entry (see page 232), the retainer amount due is automatically set to the monthly retainer amount specified in Client Maintenance (see page 162). If the monthly retainer amount is zero, you must manually enter the amount of additional retainer to be billed each billing period.

The **Retainer Balance** field in the Client Master file contains the balance of the retainer payments received but not yet applied. You can apply this balance against current fees and expenses. The **Retainer Applied** field in Billing Data Entry is used to indicate the amount of the retainer balance that is to be applied to the current billing.

To set the retainer applied amount automatically, select the **Automatically Apply Retainer Balance to Bills** check box on the **Billing** tab of Time and Billing Options (see page 96). The **Retainer Applied** field in Billing Data Entry will be set to either the billed work in process total amount or the retainer balance amount, whichever is less. Clear the **Automatically Apply Retainer Balance to Bills** check box in Time and Billing to default the **Retainer Applied** field to zero. This option allows you to apply retainers manually. If you want only to apply the retainer balance on the final billing for an engagement, clear the check box.

The retainer applied amount will reduce the amount posted to Accounts Receivable. The client retainer account will be debited with the retainer applied amount during the Billing Register update (see page 250). The retainer applied amount has no effect on the postings to the work in process account.

During the Billing Register update, the **Retainer Balance** field in the Client Master file is reduced by the retainer applied amount. The **Uncollected Retainer** field is increased by the retainer amount due. The retainer amount due is considered to be a memo billing and does not create an open invoice or post to the Accounts Receivable account.

How to Adjust Work in Process

During the Time/Expense Journal update (see page 204), all transactions entered using the Time/Expense Entry program (see page 198) are posted to the Work in Process Detail file and remain there until they are billed during Billing Data Entry (see page 232). If you selected the **Post Work in Process General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the General Ledger work in process account is also updated during the Time/Expense Journal update (see page 204).

Once transactions are posted to the Work in Process Detail file after the Time/Expense Journal update, they can be modified using several programs. Work in process transactions can be transferred from one client/engagement to another using the Transfer Work in Process (see page 253) feature; they can be deleted using the Delete Work in Process (see page 256) feature; or they can be edited, added, or deleted using the Edit Work in Process Selection (see page 260) and Edit Work in Process Entry (see page 265) features.

Transfer Work in Process

The Transfer Work in Process feature (see page 253) is useful when you have posted one or more work in process transactions and have discovered that they were assigned to the wrong client/engagement. This feature allows you to transfer unbilled work in process information from one client/engagement to another client/engagement for a specific range of dates.

To use the Transfer Work in Process feature, you must first specify the original client and/or engagement code, employee code, work code, and/or transaction numbers from which work in process information will be transferred. You can also specify a range of transaction dates. You can then specify the client and engagement codes that will be assigned to the selected transactions. A Transaction Work in Process Audit Report can be printed, which provides an audit trail of transferred transactions.

When you use the Transfer Work in Process program, the General Ledger work in process account balance is not affected.

Delete Work in Process

The Delete Work in Process feature (see page 256) is useful in two instances. First, you can use the feature to delete work in process transactions that should not have been posted. Second, you can use the feature to remove transactions which should have been posted, but which contain incorrect data (for example, incorrect employee code, work code, billing rate, or revenue account number); or you can use the Edit Work in Process Entry feature (see page 265) to correct the data.

To use the Delete Work in Process feature, you must first specify the client code and engagement code. You can also specify a range of dates, employee codes, work codes, and/or transaction numbers to specify which transactions to delete. You can print a Delete Work in Process Register (see page 256) to verify the selected transactions. The update process that follows the printing of the register will remove the selected transactions from the Work in Process Detail file and update the Time and Billing files, as appropriate.

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the General Ledger work in process account is relieved of the deleted transaction amounts during the Delete Work in Process (see page 256) update.

Once you have deleted the erroneous transactions, you can use Time/Expense Entry (see page 198) to re-enter the correct information.

Edit Work in Process Selection

The Edit Work in Process Selection feature (see page 260) allows you to select unbilled Work in Process transactions to be edited for a specific client/engagement using a range of dates, employee codes, work codes, and transaction numbers.

To use the Edit Work in Process Selection feature, you must first specify the client code and engagement code. You can also specify a range of dates, employee codes, work codes, and/or transaction numbers to determine which transactions are to be selected. You can print an Edit Work in Process Selection Register (see page 260) to verify the transactions selected for editing. During the Edit Work in Process Selection Register update, if you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the work in process transactions will be updated to the General Ledger. Once you have selected work in process transactions to be edited, you can use Edit Work in Process Entry (see page 265) to enter the correct information.

Edit Work in Process Entry

The Edit Work in Process Entry feature (see page 265) allows you to edit, delete, and add Work in Process transactions previously selected during Edit Work in Process Selection (see page 260).

To use the Edit Work in Process Entry feature, you must first specify the client code and engagement code (if applicable) or the transaction number of the work in process transaction to be edited. You can edit, add, or delete work in process information by modifying the fields. You can print an Edit Work in Process Journal (see page 269) as an audit report for all work in process transactions edited using

the Edit Work in Process Entry feature. During the Edit Work in Process Journal update, if you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of Time and Billing Options (see page 93), the adjusted work in process amounts are posted to the appropriate General Ledger accounts.

How to Reverse/Adjust Previously Recorded Invoices

Use the Time/Expense Entry feature (see page 198) in conjunction with the Billing Data Entry program (see page 232) to adjust or reverse previously recorded invoices. This activity may be necessary if an error occurred during data entry (for example, an incorrect amount was entered).

To adjust the invoice amount only, you can enter a write-off during Cash Receipts/Write-Off Entry (see page 209). To reverse or adjust productivity and profitability amounts, as well as the invoice amount on an invoice already updated to the Open Invoice file, adjustment entries must be made in Time/Expense Entry, and an adjustment invoice must be created using Billing Data Entry and Invoice Printing (see page 247).

Time/Expense entries must first be created, so that you can reverse or adjust an invoice. To reverse or adjust the number of billable or non-billable hours or time units of the original invoice, an adjustment transaction must be created using exactly the same information as the original invoice (for example, date, employee, client, engagement, and work code), and the value to be reversed or adjusted must be entered in the **Hours/Units** field. The original invoice information can be found on the original Billing Selection Register (see page 230) or Billing Worksheet (see page 224).

- To reverse an invoice, if the original work in process amount was positive, the new hours/units entered must be a negative value; if the original work in process amount was negative, the new hours/units entered must be a positive value.

- To adjust an invoice, enter a positive value to increase the hours/units, or enter a negative value to decrease the hours/units. When the hours or time units are entered, the amount is recalculated and displayed automatically. When Time/Expense Entry (see page 198) is completed, the Time/Expense Journal (see page 204) must then be updated to post the time/expense entry to the Work in Process file.

An adjustment invoice is created when the work in process adjustment transactions are selected for billing during Billing Data Entry (see page 232). Select the client/engagement, assign the original invoice number to the adjustment invoice on the **Main** tab, and click **Accept** to verify the entry. Select the work in process transactions to be billed, and print the adjustment invoice using Invoice Printing (see page 247). The Billing Register (see page 250) must then be printed and updated to complete the process and post the information to the Open Invoice file.

The original invoice information is adjusted during the Billing Register update (see page 250), and the adjustments are indicated on the Client Maintenance (see page 162) **History** and **Invoices** tabs as type **ADJ**. If the invoice was adjusted to zero, it will be removed during the next period end processing, depending upon the setting in the **Days to Retain Paid Invoices** field on the **Billing** tab in Time and Billing Options (see page 88).

Progress Fee Bill

To adjust the amount of a progress fee bill, which is not a final bill, you must create a negative progress bill, reversing the original bill in full, and then create a new bill using the correct amount.

To adjust the date of a previously recorded invoice, which was incorrectly entered as a final bill, perform the following:

1 Select the Billing Data Entry (see page 232) option.

2 Enter the client for whom the invoice is to be corrected, and clear the **Print Invoices** check box.

3 Enter the original invoice number and the correct invoice date, and change the **Bill Amount** field to **0.00.**

4 Update the Billing Selection Register (see page 230).

How to Use the Schedule/Budget Feature

The Schedule/Budget feature (see page 176) is a useful tool for scheduling work-related activities for clients and engagements. You can also use this feature for tracking actual hours and amounts against budgeted amounts for scheduled activities. You can enter activities by work code or work code category. You can track an activity with additional detail by specifying the employee code.

Using Schedule/Budget Maintenance

Use the Schedule/Budget Maintenance option (see page 176) within Client Maintenance (see page 162) to enter schedule/budget information. For each schedule/budget entry, you can specify the projected start date, actual start date, projected completion date, and actual completion date for each activity. You can also enter the schedule type for each activity, to specify whether the activity is monthly, quarterly, semi-annual, annual, or non-recurring.

Once a schedule/budget entry is established, the actual hours and amount information is maintained automatically during the Time/Expense Journal update (see page 204) or Edit Work in Process Journal update (see page 269). If the Accounts Payable module is integrated with Time and Billing, expenses can also be updated during the Accounts Payable Invoice Register (see page 402) and Manual Check Register (see page 404) updates. It is important to note that unless a schedule/budget entry is established, no accumulation of actual hours and amounts will be recorded in the Schedule/Budget file.

Using Schedule/Budget Reporting

You can print the Employee Scheduling Report (see page 367), accessed from the Analysis menu, to list all scheduled activities by employee in chronological order. This report serves as a reminder to each employee of forthcoming activities. Any schedule/budget activities recorded in Schedule/Budget Maintenance without a specific employee (for example, if **All** was entered for the employee code), will not be printed on the report.

The Budget Reports By Client (see page 359), Employee (see page 362), Work Code (see page 364), or Category (see page 366), accessed from the Analysis Menu, provide detailed listings of all schedule/budget entries. The budget amount, actual amount, and variance information is provided for each activity.

Tracking Schedule/Budget Information

Use the Schedule/Budget feature specifically to track scheduled activities and to track budget amounts by work/category code and employee code. Since the standard Time and Billing Analysis reports provide a recap of hours and amounts by client/engagement, employee, and work/category code, it is not necessary to use the Schedule/Budget feature to record hours and amounts.

Depending upon your specific requirements, you can track schedule/budget information using different levels of detail. The level of detail you want to obtain can be applied differently to each client/engagement, as required.

Schedule/Budget by Client/Engagement

On the least detailed level, you can make a single entry to account for all activities for the client/engagement. You can specify **All** for both the work/category code and the employee code, as illustrated in the following example.

Work/Category	Employee
All	All

The budgeted hours and amount entered on the **Billing** tab in Client Maintenance (see page 162) are recorded automatically on a default basis. You do not need to use the schedule/budget option to establish this level of budgeting detail.

Schedule/Budget by Work/Category Code

On this level of detail, you can schedule or budget by work code or work code category, regardless of the employee. The work code category is specified by typing slash (/) followed by the category code. To enter the budget, regardless of the employee, **All** must be specified for the employee code, as illustrated in the following example.

Work/Category	Employee
001	All
005	All
/010	All

All activities for the client/engagement for the specified work code or work code category are tracked, regardless of the employee that performed the work. This method is appropriate if several employees are working on the same activity and you want to track the total hours and amounts recorded for the work/category code. You can also use this method if the actual employee doing the work has not been determined at the time of budgeting.

One drawback of this method, however, is that the Employee Scheduling Report (see page 367) cannot record activities to which employees have not been assigned.

Schedule/Budget by Employee

This method allows you to track the total hours and amounts recorded for each employee, regardless of the type of work performed. You must specify **All** for the work/category code and enter a specific employee code, as illustrated in the following table.

Work/Category	Employee
All	DW
All	DLR
All	GNS

All activities for the client/engagement for the specified employee are tracked, regardless of the type of work performed. This method is appropriate if you want to track budget information against total hours and amounts recorded for each employee.

Since this method is not work code specific, it is not useful for tracking scheduled activities.

Schedule/Budget by Work/Category Code and Employee Code

This method allows you to track schedule/budget information at the most detailed level. Each activity is identified by specifying both the work/category code and the employee code, as illustrated in the following table.

Work/Category	Employee
001	DW
005	DLR
/010	GNS

Each employee performing the same type of service must be specified separately.

Often it is desirable to track activities using multiple levels of schedule/budget detail. For example, you may want to track an activity for a work/category code with **All** as the employee code. You may also want to track an activity for the same work/category code and a specific employee. Any hours and amounts entered during Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265) using the same work/category code and employee will be recorded for both of the schedule/budget entries.

Schedule Types

For each work/category code entered on the Schedule/Budget Maintenance window (see page 176), you must enter a schedule type, which is used to determine whether the activity for the client/engagement recurs, and if so, on what kind of schedule.

At the **Schedule Type** field, you have the option of selecting **N** (Non-Recurring), **M** (Monthly), **A** (Annual), **Q** (Quarterly), or **S** (Semi-Annual).

The **non-recurring** schedule type assumes that the activity will be performed only once for the client/engagement. You can specify a projected start and completion date for the activity. During the Time/Expense Journal (see page 204) and Edit Work in Process Journal update (see page 269), the **Actual Start Date** field is updated with the earliest occurrence of the activity. You can enter an actual completion date when the activity has been completed.

The **monthly** schedule type assumes that the activity for the client/engagement will be performed once every month. During Period End Processing (see page 389), all activities with schedule type **M** will automatically increment the **Projected Start Date** and **Projected Completion Date** fields by one month, and all actual hours and amounts will be cleared.

The **annual** schedule type assumes that the activity for the client/engagement will be performed once every year. During Year End Processing (see page 392), all activities with schedule type **A** will automatically increment the **Projected Start Date** and **Projected Completion Date** fields by one year, and all actual hours and amounts will be cleared.

The **quarterly** schedule type assumes that the activity for the client/engagement will be performed once every quarter. When Period End Processing (see page 389) is performed in periods 3, 6, 9, or 12, all activities with schedule type **Q** will automatically increment the **Projected Start Date** and **Projected Completion Date** fields by three months, and all actual hours and amounts will be cleared.

The **semi-annual** schedule type assumes that the activity for the client/engagement will be performed once every six months. When Period End Processing (see page 389) is performed in periods 6 or 12, all activities with schedule type **S** will automatically increment the **Projected Start Date** and **Projected Completion Date** fields by six months, and all actual hours and amounts will be cleared.

Posting to Future Accounting Periods

The Time and Billing module allows you to post transactions to a future accounting period. Unlike the General Ledger module, however, the future posting capability for Time and Billing is limited to the accounting period following the current period specified in Time and Billing Options (see page 88).

As time/expense, invoice, and cash receipt transactions are posted, the System Date for invoices and the Deposit Date for cash receipts are used to update the transactions and check them against the current Time and Billing period defined in Time and Billing Options. The transaction amounts posted in the future periods are not displayed in the client's Billing History for the Period-To-Date and Year-To-Date columns. Instead, the **Future** option must be used to display a special window containing the future period activity and the Year-To-Date amounts reflecting future postings.

Posting to Analysis Reports by Period

Data for your Time and Billing Analysis reports is accumulated during the update of the Time and Expense Journal, Edit WIP Journal, Billing Register, and Delete WIP Update. The data for the analysis reports is maintained by accounting period in 3 files:

• T2S - Billing Analysis History File

• T2W - Future Periods for Bill Analysis History

• T2Y - Monthly Time Analysis File

The period into which time/billing data is posted is determined by the Posting Date selected when updating the three journals. It is not determined by the individual transaction detail. Further, the update cannot post to any period prior to the current T/2 period. Also, anything posted to a future period does not show on the Analysis Reports until you close the current period. During period end processing, any future period transactions that exist will be moved into the new current period.

Example 1
Your current T/2 Period is 01/2010. You enter an expense with a date of 1/5/2010. Next, you print and update the Time and Expense Journal with a Posting Date of 01/31/2010. The expense will post to period 01.

Example 2
Your current T/2 Period is 01/2010. You enter an expense with a date of 1/5/2010. Next, you print and update the Time and Expense Journal with a Posting Date of 02/20/2010. The expense will post to a future period. It will not appear on your Analysis Reports until the period end is run. After period end, the expense will appear in period 02.

Example 3
Your current T/2 Period is 03/2010. You enter an expense with a date of 1/5/2010. Next, you print and update the Time and Expense Journal with a Posting Date of 01/31/2010. The expense will post to period 03, since the Posting Date is not a future period and the current period is 03.

Open Item Versus Balance Forward Billing

A very important feature of the Time and Billing module is its ability to accommodate both open item and balance forward billing. You can use either method for all of your clients, or you can select the appropriate billing method to be used for each individual client.

The billing method is selected in the **Open Item or Balance Forward** field on the Time and Billing Options window (see page 88).

• Select **Open Item** to use open item billing for all clients.

• Select **Balance Forward** to use balance forward billing for all clients.

• Select **Mixed** if you want to use the open item method for some clients and the balance forward method for others.

When creating the Client Master file, you must indicate which billing method to use for each client.

Open Item Billing

In open item billing, you can retain all invoices in detail and apply cash receipts to specific invoices. If you need a complete audit trail of all activity affecting each open invoice, you should use the open item billing method.

All transactions (for example, payments and adjustments) that affect the balance of each invoice are retained. The transaction detail can be displayed using the **History** and **Invoices** tab of the Client Maintenance window (see page 162) and Client Inquiry window (see page 190).

For open item clients, you must apply each cash receipt against specific invoices. Using the Auto method, the system automatically applies the cash receipt to each open invoice, starting with the oldest, until the amount is fully distributed. All outstanding invoices will be printed on the client statements along with any payments applied to each invoice.

Each paid invoice is retained in the Open Invoice file for at least the period specified in the **Days to Retain Paid Bills** field on the **Billing** tab of Time and Billing Options (see page 88). Once the retention period has been exceeded, these invoices will be removed during Time and Billing Period End Processing (see page 389).

Balance Forward Billing

In balance forward billing, only current period activity is retained in detail. Any past-period balances are summarized into a single balance forward amount. Generally, companies using repetitive billing for services often employ a balance forward method of billing. If you choose to operate on a balance forward basis, it is recommended that you retain a copy of the client statements as a detailed history of client activity.

In addition to the balance forward amount, a separate balance is maintained for each aging category. The current balance for a balance forward client is calculated as the balance forward amount plus additional invoices entered for the current month, minus any payments received.

When cash receipts are applied to balance forward clients, the cash receipt amount is always applied to the oldest balance first.

Billing Formats

An invoice typically consists of three major sections. The Header section contains company and client address information, invoice number, and date. The Body section contains detailed fee and expense information as well as comments. The Totals section contains cumulative totals for the invoice.

Explanation of Specific Items on Billing Formats

Consider the following items when setting up a billing format.

• In all Billing Formats, you must have a [START_TOT\1] and an [END_TOT\1] somewhere inside the format. The \1 can be replaced with any number, but these numbers must match. The purpose of the numbers is to match up the totals in the total section, allowing you to put totals in multiple locations throughout the document. Even if you are not using the totals, you must have the [START_TOT\1] and an [END_TOT\1] in the Billing Format form.

• Totals appearing inside the [START_TOT\1] and an [END_TOT\1] will be appended to the end of the body section of the form, after all the line detail has been printed. This means that the positioning of the totals section will vary from document to document. Note that if the totals section pushed the lines in the body over the maximum specified in the header, it will print onto another page. If you wish to print the totals section in the same location on all invoices (as with pre-printed forms), move the totals numbers outside of the totals block (but keep the [START_TOT\1] and an [END_TOT\1] in the document).

If the billing format looks similar to the following, the Total Due will appear immediately following the last line item in the body. If the total line pushes the number of lines in the body over the maximum, it will put the totals on another page.

.
.
[END_BODY]
[START_TOT\1]
TOTAL DUE: [INV_AMT]
[END_TOT\1]

If you modify the billing format to look similar to the following, the total due will appear at the bottom of the invoice form for the last page of every invoice. This is essential when using pre-printed forms. Even if there is nothing within the totals block, the [START_TOT\1] and an [END_TOT\1] must be on the billing format, or it will produce erratic results such as printing on two or more pages, with no data showing up on the second and subsequent pages.

.
.
[END_BODY]
[START_TOT\1]
TOTAL DUE: [INV_AMT]
[END_TOT\1]

• Do not put numeric or constant data on the same line as the [SUB_CAT_TEXT]
  field descriptor. The result will be that if the [SUB_CAT_TEXT] field has more
  than one line, the first line will appear on the same line as the numeric data, but
  the remaining additional lines will appear above the first line, as shown below:

comment fields work. This is line 2 and
this is line 3. The last line is in fact
the first line of the category text field.
This is a test to show you how the line$500.00

This is different from the way the [LN_EXT_COMM] field descriptor works, which
does print properly even with more than one line. The only difference is that the
numeric or constant data appears on the first line instead of the last, as shown
below:

This is a test to show you how the line$500.00
comment fields work. This is line 2 and
this is line 3.

Due to programming limitations, the [SUB_CAT_TEXT] field cannot be printed out
the same way as the [LN_EXT_COMM] field.

• If the number of lines per page on the invoice is equivalent to the number of lines
  per page set up in the Device Configurator, do not put a number in the heading
  of the billing format for lines per page. Keep this number at 0, and let the system
  read it from the Device Configurator. This can cause erratic page-break
  problems.

• The [CLNT_BALANCE] field may not equal the [CURRENT] field when printing
  invoices into a future period. The [CLNT_BALANCE] field totals up the
  [BALANCE_FWD] field minus [CASH_RECEIVED] plus [PTD_FIN_CHGS] plus
  [NET_INV_AMT] plus [PROG_BILL_AMT] fields. These are all period-sensitive
  fields, which are updated at period end. The [CURRENT] field is calculated from
  the Open Invoices File and the Invoice Transaction Payment History File. This
  information will be based on the invoice date you assign when printing invoices.
  The [CLNT_BALANCE] field will only show data for the current period. It will not
  show data for the future period.

• The [BALANCE_FWD] field shows data for the entire client. It does not get
  separated out by engagement. This is calculated from the Invoice Transaction
  Payment History File by accumulating all the I (Invoice), F (Finance Charge), B
  (Balance Forward), or E (Balance Forward, Other Charge) type transactions
  which have a *transaction date* earlier than the Time and Billing Period Beginning
  Date. Any P (Payment), X (Prepayment) or W (Write Off) type transactions with
  a *transaction date* earlier than the Time and Billing Period Beginning Date
  reduces the [BALANCE_FWD] value. If the [PTD_FIN_CHG] field is *not* being
  used, the [BALANCE_FWD] amount is increased by the Transaction amount (for

example, when the Transaction Type is F and the Transaction Date is after the Time and Billing Beginning Period Date). If the [PTD_FIN_CHG] field is used, the [BALANCE_FWD] amount is not changed. However, the [BALANCE_FWD] amount is *not* changed whether or not the [CASH_RECEIVED] field is being used. The [CASH_RECEIVED] amount is calculated from the Invoice Transaction Payment History file, which sums all payments and prepayments (types P and X) that have *transaction dates* within the current period.

• When reprinting invoices, if you originally used the fields [CLNT_BALANCE], [CURRENT], [AGED_1], [AGED_2], [AGED_3], [AGED_4], [PTD_FIN_CHGS], [BALANCE_FWD], [UNCOLL_RETAIN], or [CASH_RECEIVED], they will not be printed with the same numbers as the original invoice. These values are *not* stored in the Billing History Detail File and will be recalculated each time the invoice is reprinted.

Time and Billing Reports

All transaction-oriented Time and Billing reports, such as the Aged Invoice Report (see page 292) and Trial Balance Report (see page 303), are date-sensitive and provide accurate information for any specific date as long as the date does not represent a period, which has already been closed.

You can print the Detail Work in Process Report (see page 299) for a specified range of dates. You can print the Aged Work in Process Report (see page 295) as of a specified date. Both of these reports can include future period transactions. However, these reports do not include billed transactions, regardless of the dates specified.

The Time and Billing Analysis reports, such as the Productivity (see page 319), Profitability (see page 328), Fee Analysis (see page 337), and Time Analysis (see page 346), provide information for the current Time and Billing period. To obtain billing information for the next accounting period, you must complete Period End Processing (see page 389) for the current period.

If Period End Processing is not performed on a regular basis, period-to-date activity for multiple months may be combined on the Time and Billing Analysis reports. For this reason, it is strongly recommended that no more than two periods are ever open at the same time.

The Sales Tax Report (see page 304) reflects all sales tax from all invoices recorded since the last time the report was printed and the file was cleared. You should print this report and clear the file before processing any invoices for the next reporting period.

Analysis Report Calculations

You can find the important analysis information that allows you to evaluate the profitability of your clients/engagements and the productivity of your employees in the Productivity Reports (see page 319), Profitability Reports (see page 328), Fee Analysis Reports (see page 337), Time Analysis Reports (see page 346), and Budget Reports (see page 358) on the Time and Billing Analysis Menu. Using this information, you can determine how your time is spent, analyze your fees, and develop comprehensive budgets.

Productivity Reports

- **Billable Hours:** This number represents the total billable hours/time units entered during or .

- **Percentage of Billable Hours:** This percentage represents the total Billable hours compared to the total hours.

$$\frac{\text{Billable Hours}}{\text{Total Hours}} \quad x \quad 100$$

- **Non-Billable Hours:** This number represents the total non-billable hours/time units entered during Time/Expense Entry or Edit Work in Process Entry.

- **Percentage of Non-Billable Hours:** This percentage represents the total non-billable hours compared to the total hours.

$$\frac{\text{Non-Billable Hours}}{\text{Total Hours}} \quad x \quad 100$$

- **Total Hours:** This number represents the total billable and non-billable hours entered during Time/Expense Entry or Edit Work in Process Entry.

$$\text{Billable Hours} + \text{Non-Billable Hours}$$

- **Billable Fees:** This amount represents the total billable fees entered during Time/Expense Entry or Edit Work in Process Entry.

- **Standard Rate:** This rate represents the total billable fees based on the total billable hours.

$$\frac{\text{Billable Fees}}{\text{Billable Hours}}$$

- **Billable Expenses:** This amount represents the total billable expenses entered during Time/Expense Entry or Edit Work in Process Entry.

- **Billed Hours:** This number represents the total billable hours billed.

- **Billed Fees:** This amount represents the total billable fees billed.

- **Billed Rate:** This rate represents the total billed fees based on the total billed hours.

$$\frac{\text{Billed Fees}}{\text{Billed Hours}}$$

Profitability Reports

- **Billed Hours:** This number represents the total billable hours billed.

- **Non-Bill Hours:** This number represents the total non-billable hours billed.

- **Billed Fees:** This amount represents the total billable fees billed.

- **Employee Cost:** This amount represents the total employee cost billed for all billable and non-billable fees.

    Total Employee Cost billed for Billable Fees
    +
    Total Employee Cost billed for Non-Billable Fees

- **Billed Expenses:** This amount represents the total billable expenses billed.

- **Expense Cost:** This amount represents the total expense cost billed for all billable and non-billable expenses.

    Total Expense Cost billed for Billable Fees
    +
    Total Expense Cost billed for Non-Billable Fees

- **Total Billed:** This amount represents the total billable fees and billable expenses billed.

    Billed Fees + Billed Expenses

- **Total Cost:** This amount represents the total employee cost and expense cost.

    Employee Cost + Expense Cost

- **Gross Profit:** This amount represents the total billed amount less the total cost.

    Total Billed - Total Cost

- **Percentage of Gross Profit:** This percentage represents the total billed amount less the total cost compared to the total cost.

    $$\frac{\text{Total Billed - Total Cost}}{\text{Total Billed}} \times 100$$

Fee Analysis Reports

- **Billed Hours:** This number represents the total billable hours billed.

- **Billed Fees:** This amount represents the total billable fees billed.

- **Fee Write-Up/Down:** This amount represents the total write-up/down amount for fees billed.

- **Standard Fees:** This amount represents the total billed fees less the fee write-up/down amount.

- **Percentage of Fee Realized:** This percentage represents the amount of billed fees based on standard fees.

    $$\frac{\text{Billed Fees}}{\text{Standard Fees}} \times 100$$

- **Billed Expenses:** This amount represents the total billable expenses billed.

- **Expense Write-Up/Down:** This amount represents the total write-up/down amount for expenses billed.

- **Standard Expenses:** This amount represents the total billed expenses less the expense write-up/down amount.

    Billed Expenses - Expense Write-Up/Down

- **Percentage of Expense Realized:** This percentage represents the amount of billed expenses based on the standard expense.

    $\underline{\text{ Billed Expenses }}$ x 100
    Standard Expenses

- **Total Billed:** This amount represents the total billable fees and billable expenses billed.

    Billed Fees + Billed Expenses

Time Analysis Reports

- **Billable Hours:** This number represents the total billable hours/time units entered during Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265).

- **Non-Bill Hours:** This number represents the total non-billable hours billed.

- **Target Hours:** This number represent the total target hours/time units entered on the **History** and **Target** tabs in Employee Maintenance (see page 107).

- **Variance:** This number represents the total hours less the target hours.

    Total Hours - Target Hours

- **Percentage of Variance:** This percentage represents the total hours less the target hours as compared to the total hours.

    $\underline{\text{Total Hours - Target Hours }}$ x 100
            Total Hours

- **Billable Fees:** This amount represents the total billable fees entered during Time/Expense Entry or Edit Work in Process Entry.

Budget Reports

- **Budget Hours:** This number represents the total budget hours/time units entered during Schedule/Budget Maintenance (see page 176) in Client Maintenance (see page 162).

- **Non-Bill Hours:** This number represents the total non-billable hours billed.

- **Billed Hours:** This number represents the total billable hours billed.

- **Variance Hours:** This number represents the total hours less the budget hours.

    Total Hours - Budget Hours

- **Percentage of Variance Hours:** This percentage represents the total hours less the budget hours as compared to the budget hours.

$$\frac{\text{Total Hours - Budget Hours}}{\text{Budget Hours}} \times 100$$

- **Budget Amount:** This amount represents the budget amount entered during Schedule/Budget Maintenance in Client Maintenance.

- **Budget Rate:** This rate represents the budget amount based on the total budget hours.

$$\frac{\text{Budget Amount}}{\text{Budget Hours}}$$

- **Actual Amount:** This amount represents the total billable fees or billable expenses entered during Time/Expense Entry (see page 198) or Edit Work in Process Entry (see page 265).

- **Actual Rate:** This rate represents the actual amount based on the total actual hours.

$$\frac{\text{Actual Amount}}{\text{Actual Hours}}$$

- **Variance Amount:** This amount represents the actual amount less the budget amount.

$$\text{Actual Amount - Budget Amount}$$

- **Percentage of Variance Amount:** This percentage represents the actual amount less the budget amount as compared to the budget amount.

$$\frac{\text{Actual Amount - Budget Amount}}{\text{Budget Amount}} \times 100$$

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This concludes *Chapter 2: Time and Billing Concepts* of the Time and Billing manual. The remaining chapters of the manual contains detailed procedural steps for each Time and Billing activity.

Installing the Time and Billing Module

Chapter 3: Installing the Time and Billing Module provides detailed installation instructions and contains the steps to register the Time and Billing module.

System Requirements

Sage Software does set standard system requirements for workstations using Sage MAS 90 or 200. See the system requirements determined by Sage Software (www.sagesoftware.com).

Pre-installation Instructions

Before installing the Time and Billing module, you must have Sage MAS 90 or 200 installed on your system.

- Install the correct version of Sage MAS 90 or 200 that works with the version of Time and Billing.

- You may be required to upgrade your Sage MAS 90 or 200 system before installing Time and Billing. See the installation documentation provided by Sage Software for installation instructions.

- If the Sage MAS 90 or 200 program or any upgrades have just been installed, enter the Sage MAS 90 or 200 system to finish the installation procedures.

- Be sure the Sage MAS 90 or 200 General Ledger, Accounts Payable, and Bank Reconciliation modules are completely installed and configured.

  See the installation and online documentation provided by Sage Software for full instructions.

- Be sure that all of the following entry files have been updated or cleared BEFORE installing Time and Billing to avoid any data corruption.

  - Accounts Payable Invoice Data Entry

  - Accounts Payable Manual Check Entry

  - General Ledger General Journal Entry

  - General Ledger Recurring Journal Entry

  - General Ledger Transaction Journal Entry

  - Bank Reconciliation Register

- If you are upgrading from a previous version of Time and Billing, make sure all Time and Billing entry files have been updated or cleared BEFORE installing the latest version.

- All users should exit from Sage MAS 90 or 200 BEFORE beginning the Time and Billing installation.

• Ensure that a complete backup of the Sage MAS 90 or 200 system has been made and can be verified.

Installing Time and Billing

The installation process is made easy through the Setup Wizard, which guides you through the installation steps. Follow the wizard's on-screen prompts to install your module.

Time and Billing Installation Wizard

The Time and Billing Installation Wizard is designed to ease the initial configuration of the system. It can be started after all necessary pre-installation steps are completed. Follow the wizard's on-screen prompts to install your module.

Navigating in the Installation Wizard

The installation wizard does not store or modify any data before the final step; thus, it can be safely restarted. The **Next** button takes you to the subsequent step, the **Back** button can be used to jump back to previous steps in order to modify settings. You can click **Cancel** at any time to stop the wizard.

Complete the Time and Billing Install

Perform the following steps to install the Time and Billing module.

1 Close all programs.

2 Launch your Time and Billing installation program. The Welcome window appears.
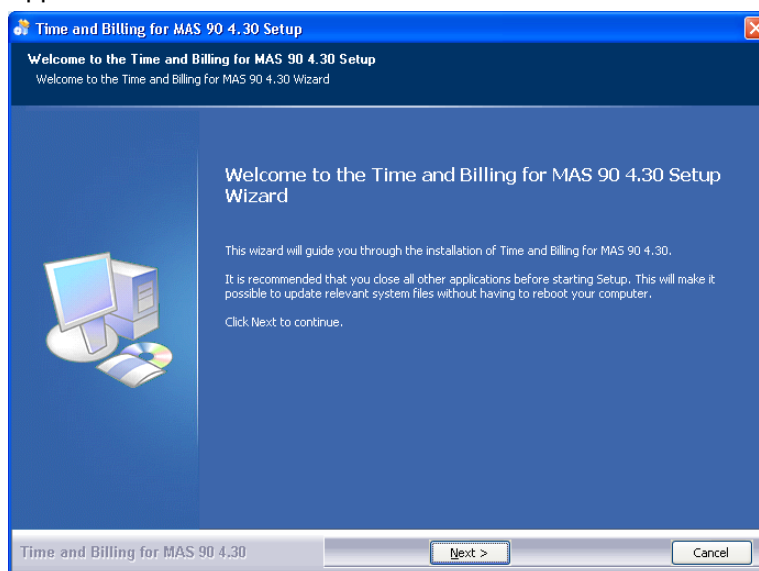
Installation Wizard - Welcome Window

3 Click **Next** to begin installation. The License Agreement window appears.
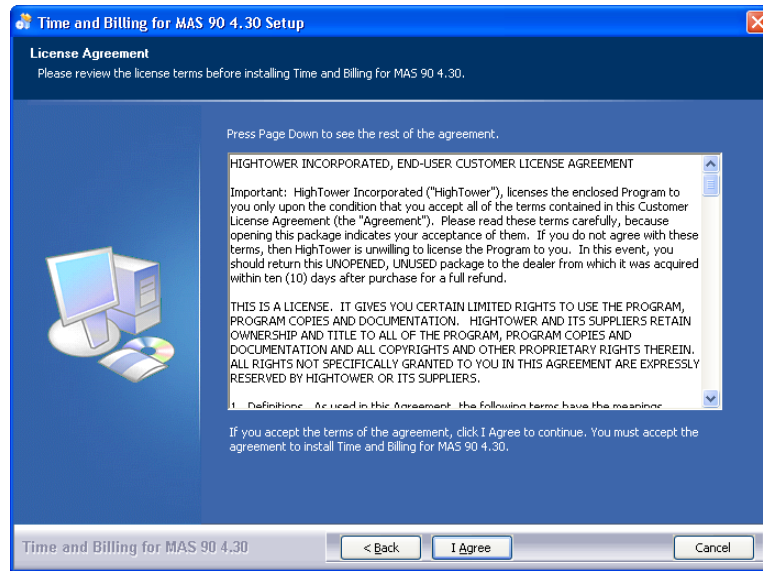
Installation Wizard - License Agreement Window

4 Read the information about the license, and click **I Agree** to accept the agreement. The destination location window appears.
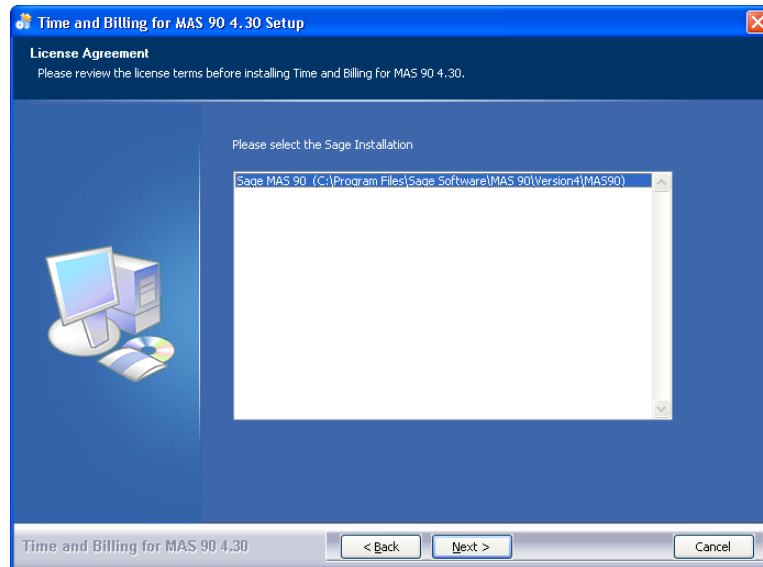
Installation Wizard - Destination Location Window

5 Select the Sage Installation, and click **Next**. The Choose Components window appears.
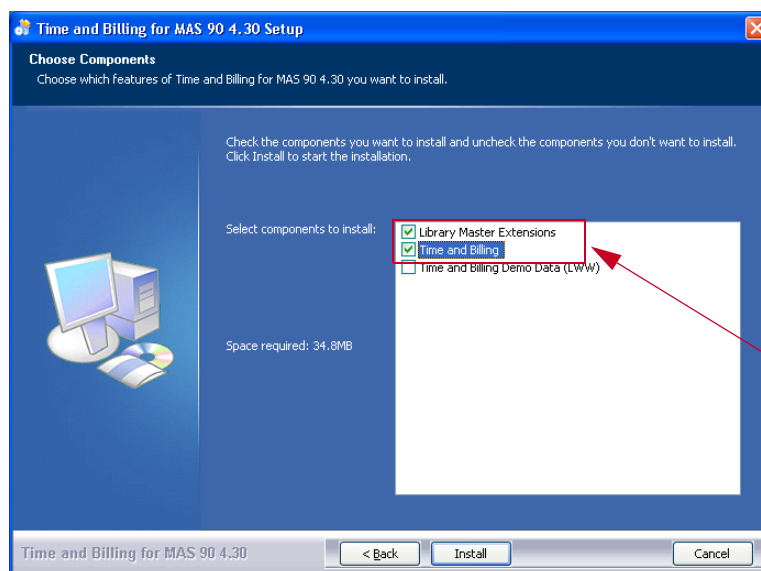
Installation Wizard - Enhancement Selection Window

6 Select the **Library Master Extensions** and **Time and Billing** options from the list of applications, and click **Install**. The installation process may take a few minutes.

While installing the enhancements, the system displays the following messages.
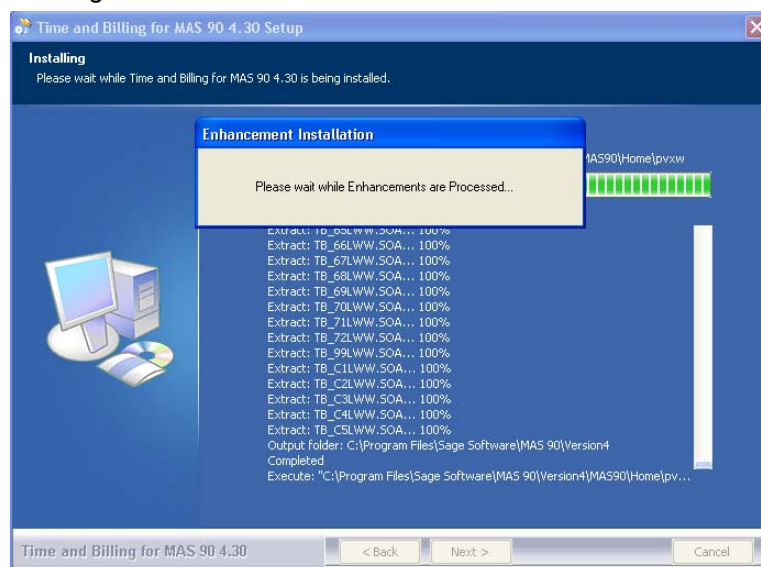
Installation Wizard - Enhancement Installation Messages

When the installation is finalized, the Installation Complete window appears.
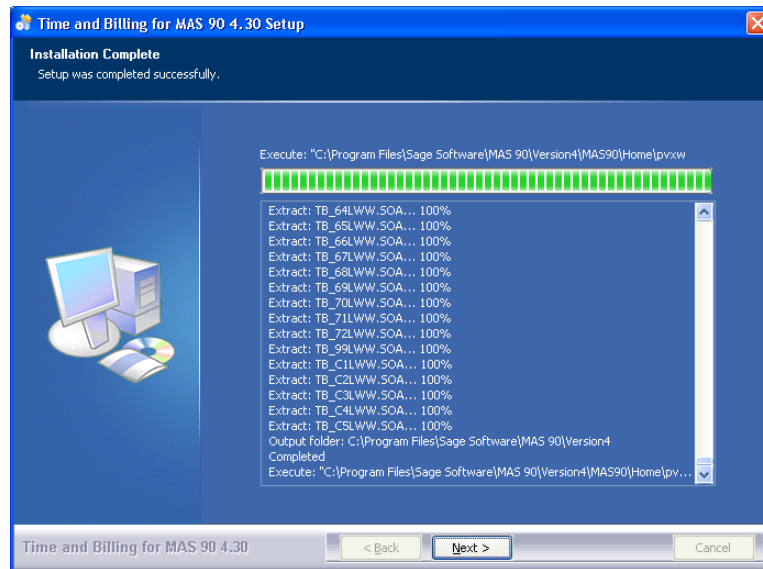
Installation Wizard - Installation Complete Window

7 Click **Next** to continue. The final installation window appears.
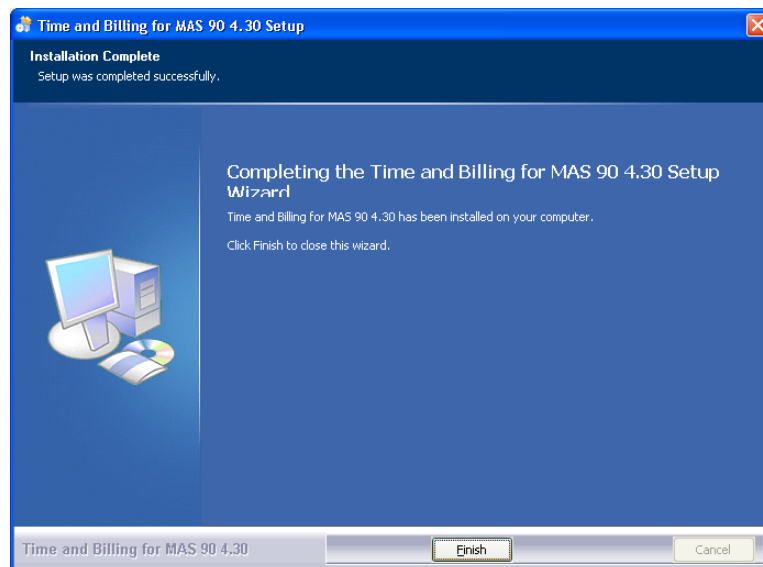
Installation Wizard - Finish Installation Window

8 Click **Finish** to complete the installation.

System Startup

System Startup is an automatic procedure that must be performed once per company. This procedure is initiated the first time you access Time and Billing for a specific company. The information entered in System Startup can be modified at any time from the Time and Billing Setup menu.

Setting Up Time and Billing in Role Maintenance

Prior to accessing the Time and Billing module, you must ensure you select the module in the Role Maintenance feature of the Sage MAS 90 or 200 Library Master module.

Using Role Maintenance

Use Role Maintenance to define and maintain functional roles and access to modules, tasks, data tables, and fields. Additionally, some module options, such as allowing batches to be merged can be allowed or restricted.

You must make sure that you select the Time and Billing module in the Role Maintenance feature of the Sage MAS 90 or 200 Library Master module.

Select the Time and Billing Module in Role Maintenance

1 From the Sage MAS 90 or 200 **Library Master** module, select **Main ▶ Role Maintenance** from the menu. The Role Maintenance window appears.
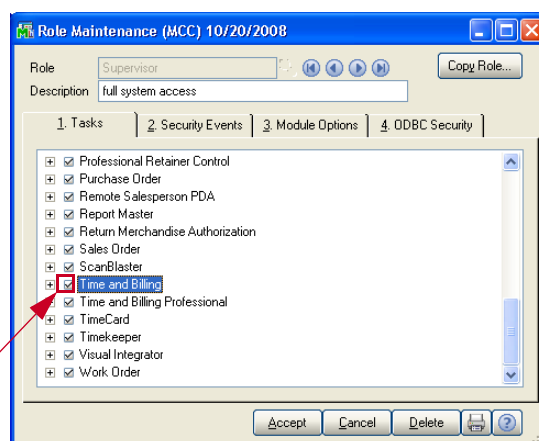
Role Maintenance Window

2 Select your user role defined for your Sage MAS 90 or 200 system.

See your Sage MAS 90 or 200 *Library Master online help* for more information.

3 Select the check box next to the **Time and Billing** option.

4 Click **Accept**.

Time and Billing Enhancement Registration

When you try to open the Time and Billing module for the first time, you will be prompted to register the enhancement. You can install all enhancements for a 45-day trial period. When you purchase an enhancement, you will receive a registration ID and key from your Time and Billing representative, or you can access the key through the Internet. You register enhancements through the Library Master Extensions module.

Using Library Master Extensions

The Library Master Extensions module (formerly called HighTower Library Master) is required by every HighTower module for the Sage MAS 90 and Sage MAS 200 system. The Enhancement Registration feature registers enhancements that you install. All enhancements require registration for complete access to all software features.

Register the Time and Billing Module

1 From the **Library Master Extensions** module, select **Main ▶ Enhancement Registration** from the menu. The Enhancement Registration window appears.

Enhancement Registration Window

2 Enter the registration key in the **Registration Key** field.

You can also click **Via Internet** to automatically populate the registration and product keys.

3 Enter the unlocking key in the **Product Key** field.

4 Click **Accept**. The system will register purchased enhancements.

See the *Library Master Extensions Manual* by HighTower for more information.

Defining the Time and Billing Enhancement

The System Startup occurs when you try to access the Time and Billing module for the first time. Before the application runs, you have to define all required data files.

Starting the Application

First, you have to run company maintenance. Then, you need to activate your module. Finally, when all data files are defined, you automatically advance to Time and Billing Options (see page 88).

Activate the Time and Billing Module

1 Select an option from the Time and Billing module. If the application has not been activated, the following dialog box displays.
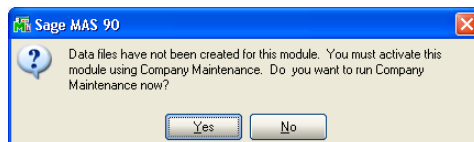
Sage MAS 90 Dialog Box

2 Click **Yes** to run Company Maintenance. The Company Maintenance window appears.

Company Maintenance Window

3 Click **Activate**. The Activate Modules window appears.

Activate Application Window

☑**NOTE:** For more information about activating modules, see the *Library Master online help* by Sage Software.

4 Select the check box for the **Time and Billing** module, and click **Proceed**.

5 From the **Modules** menu of the Sage MAS 90 or 200 Desktop, click **Time and Billing**. The application displays the Change Date window.
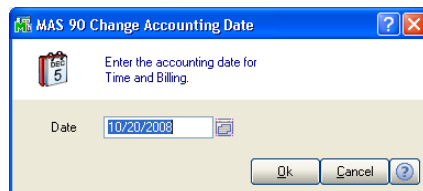
Change Date Window

6 You can change the date, but the application defaults to the current accounting date.

7 Click **OK**. The following dialog box displays.
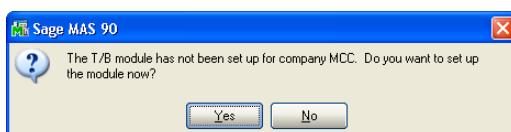
Sage MAS 90 Dialog Box

8 Click **Yes** to begin defining files to start Time and Billing.

When all data files are defined, you automatically advance to options in the Time and Billing **Setup** menu. See *Chapter 5: Using the Setup Menu* (see page 85) for more information about the options in the Setup menu.

Sage MAS 200 or Sage MAS 200 for SQL Installations

After the installation or upgrade is completed on the Sage MAS 200 server, you must run a Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.

Client/Server Workstation Install

The Client/Server Workstation Install feature allows your company to install client/server versions of enhancements on your company's server, as well as your local workstation. Local workstation installations provide only the necessary program files required by the computer to interact with the shared server. Program-specific bitmap images, help files, and user manuals are only installed on your company's server, but can be copied to your local workstation through the Client Server Workstation Install utility.

Install an Enhancement on a Workstation

1 To run the Client Server Workstation Install, from the **Library Master Extensions** module, select **Main ▶ Client/Server Workstation Install**. The Client Server Workstation Installation window displays.
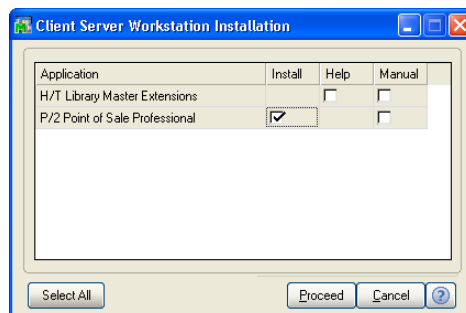
Client Server Workstation Installation Window

2 For each enhancement, there are three options that may be selected – Install, Help, and Manual. Select **Install** (the Help and Manual options are not required).

3 After the options have been selected, click **Proceed** to install the selected options to the workstation.

See the *Library Master Extensions Manual* by HighTower for more information.

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This concludes *Chapter 3: Installing the Time and Billing Module* of the Time and Billing manual.

Navigating in Time and Billing

Chapter 4: Navigating in Time and Billing contains instructions on how to access specific features of the Time and Billing module. This chapter describes how to access windows in Time and Billing, use the menu bar, and use different buttons available on the module's windows.

Using the Modules Tree

The Time and Billing module displays the menu options on the Sage MAS 90 or 200 Tasks tab, which contains the "tree-like" view of all options available.

Time and Billing Tree View

You can access a window in Time and Billing through the tree-like view.

Sage MAS 90 Window

Windows Available in a Menu

Time and Billing Window
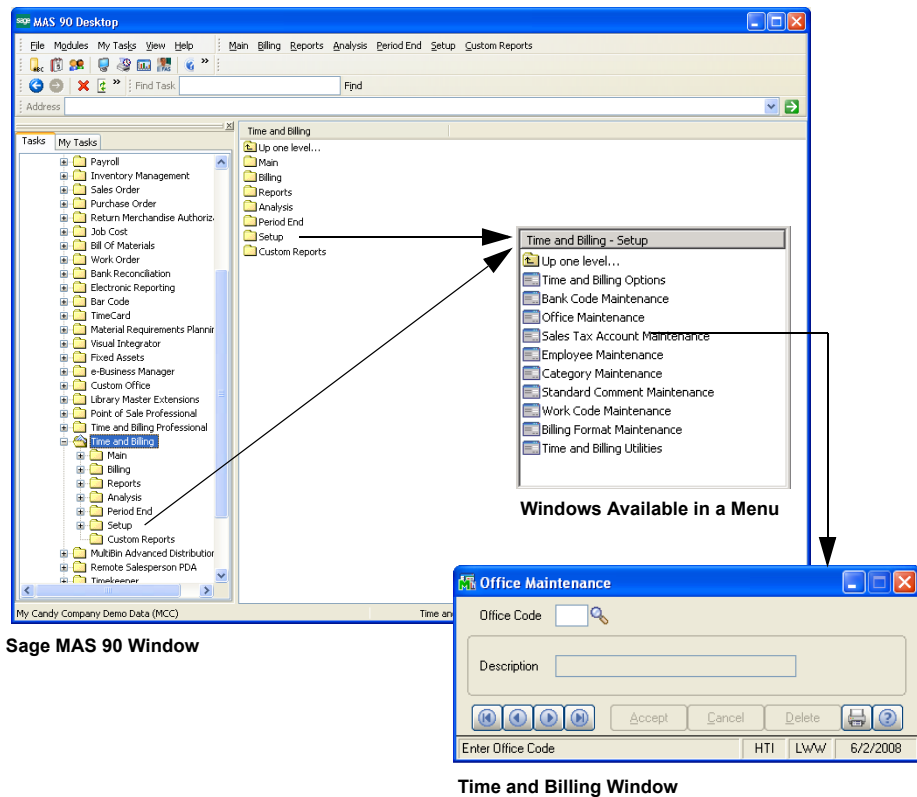
Opening a Time and Billing Window through the Modules Tree

a   Expand the **Modules** folder on the **Tasks** tab of the Sage MAS 90 or 200 Desktop, and then click **Time and Billing**. The module folder expands to display all the menu options available in the Time and Billing module.

b   Click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

c   Click the name of the window to open. The system displays the selected window.

Using the Menu Bar

The Time and Billing menu bar is available through the Sage MAS 90 or 200 menu bar.

Time and Billing Menu Bar

You can access the windows in the Time and Billing module through the menu bar.

Sage MAS 90 Menu Bar   **Time and Billing Menu Bar**
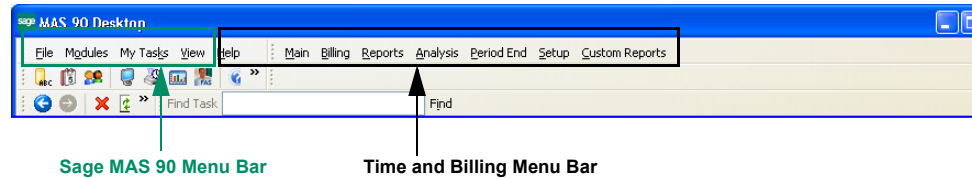
Opening a Time and Billing Window through the Menu Bar

a From the **Modules** menu of the Sage MAS 90 or 200 Desktop, select **Time and Billing**.

Sage MAS 90 Window

Time and Billing Window
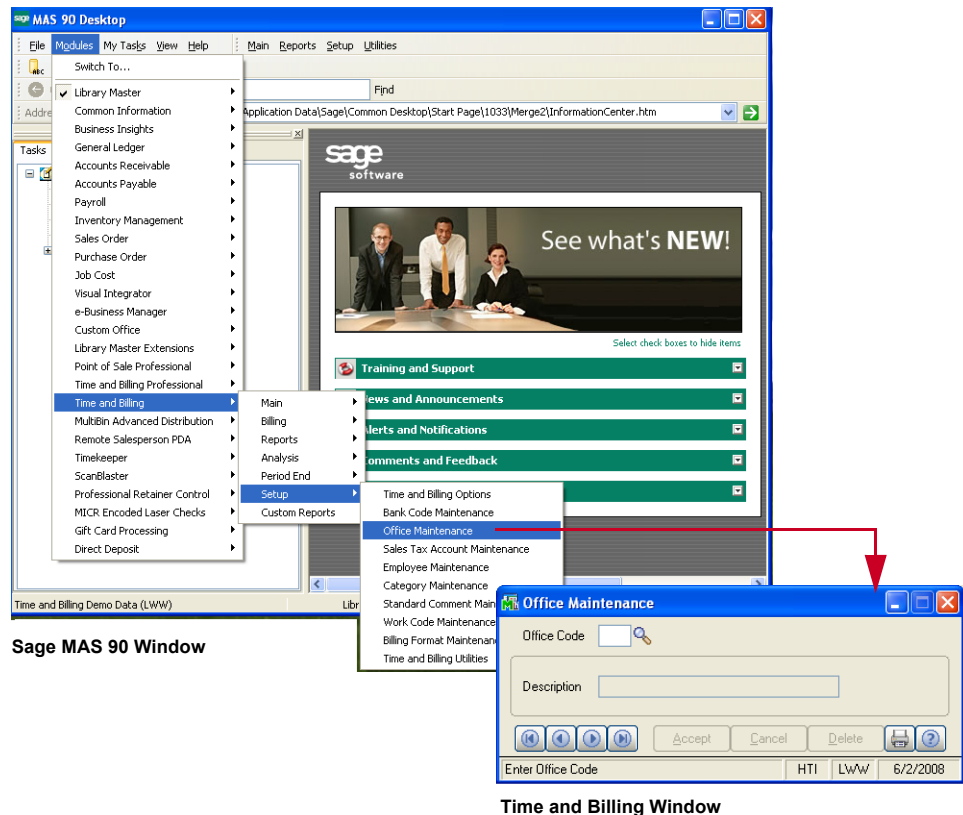
b Select the desired menu option, and then select the name of the window. The system displays the window.

After opening the Time and Billing module, the Time and Billing menu appears on the right side of the menu bar. You can access additional Time and Billing windows using this menu bar.
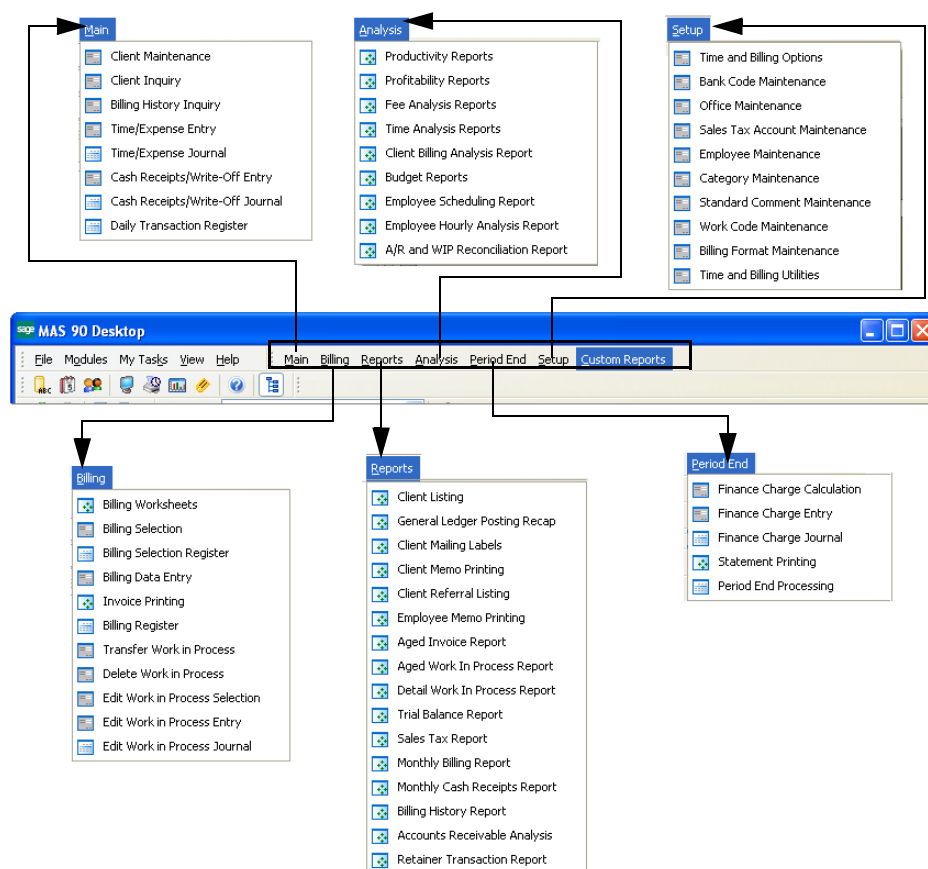
Open Window from Time and Billing Menu Bar

Using Command Buttons and Keyboard Commands in Time and Billing

The Time and Billing module uses the standard Sage MAS 90 or 200 buttons/icons to perform a specific activity. You can also use the keyboard to perform many of the same functions.
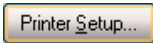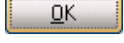
Time and Billing Buttons/Keyboard Commands Table

The following table describes each button and provides the keyboard variation of the button when applicable.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, moves focus from cell to cell. At the end of the row, moves the focus to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
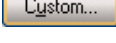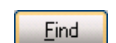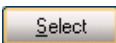
Button	Keyboard	Description
	SPACEBAR	Allows you to clear or select a check box or radio button field.
	BACKSPACE	Deletes the information in a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
	DELETE	Deletes information from a field.
	HOME	Highlights the first item in a list box or Lookup window. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Highlights the last item in a list box or Lookup window. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Highlights an item in the previous page of a list box or Lookup window.
	PAGE DOWN	Highlights an item in the next page of a list box or Lookup window.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window, and click Select. The item appears in the field.
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window is usually more tailored for the current field than the general Lookup window. Select an item from the Lookup window, and click Select. The item appears in the field.
	F4	Allows you to print the information available on a window. This option may display an options window where you can select the type of data to include in a printout.
	F5	In a grid, allows you to toggle between the primary and secondary grids.

Button	Keyboard	Description
		Opens a window for you to perform a special task associated to the field or window. Usually allows you to display/enter lot/serial items.
	CTRL+F5	Many windows display Browse buttons to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons to help you browse through existing records. This button displays the previous record available.
	CTRL+F7	Many windows display Browse buttons to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons to help you browse through existing records. This button displays the last record available.
Accept	ALT+A	Saves the information you added or changed on a window.
Cancel	ALT+C	Discards any changes you entered on a window.
Delete	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
Print	ALT+P	Allows you to print a report, journal, or listing.
Preview	ALT+V	Allows you to preview a report, journal, or listing before printing it.
Printer Setup...	ALT+S	Allows you to change the printing configurations for the report, journal, or listing.
	SHIFT+F1	Displays Help text for the window.
OK	ALT+O	Confirms the action for dialog boxes and line entries.
Undo	ALT+U	Cancels line changes.
Ins	ALT+N	Inserts a line.
Del	ALT+E	Deletes a line.
	ALT+1, 2, 3 . . .	On a data entry window, selects the first tab, second tab, third tab . . .
	ALT+B	Opens a Batch window where you can start a multiple data entry session.

Button	Keyboard	Description
		Sends an e-mail to the address entered in the E-mail Address field.
		Displays a text window to enter or view additional information about an item.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.
	ALT+Q	Launches the MapQuest website for directions to a location.
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S	Search through a list or Lookup window for items that match a specified search criteria. Use the Search option to limit the number of items in a list or Lookup window.
	ALT+U	Launches a website based on the URL entered at the URL Address field.
	ALT+N	Displays the next number for a record. Click this button to add a new item.
		Changes the size of the window to the expanded view.
		Changes the size of the window to the standard view.
	ALT+Z	Displays the details of an item.
		Calculates the net balance.
	F2	Opens the calculator.
	F2	Opens the calendar.
		Displays options for changing budget amounts.
	ALT+U	De-selects all rows in a grid.
	ALT+S	Selects all rows in a grid.
		Selects a column in a grid.
		Selects a row in a grid.
	ALT+N	Inserts a row in a grid.

Button	Keyboard	Description
	ALT+W	Moves a row down in a grid.
	ALT+U	Moves a row up in a grid.
		This button prints a report from a grid.
	ALT+E	Deletes a row in a grid.
	ALT+R	Resets a row in a grid.
		Saves changes.
		Switches between displaying the New Balance view and the Debits and Credits view.
		Lists files in a directory.
		Opens a Text Maintenance window where you can write an extended description.
		Displays a list of standard comments available.
Filters...		This button is available on a Lookup window. Click Filters to enter additional filters for the lookup. The text on this button will appear in red if filters already exist.
Custom...		This button is available on a Lookup window. Click Custom to create a unique lookup view by adding, removing, and/or modifying columns and filters.
Find		This button is available on a Lookup window. Click Find to activate the search.
Select		Click Select to select a record, or double-click the current line.
Renumber		Click Renumber to assign a new code to an existing item.
		This button indicates hours when toggles between hours/units.
		This button indicates units when toggles between hours/units.

_____

This concludes *Chapter 4: Navigating in Time and Billing* of the Time and Billing manual.

Using the Setup Menu

Chapter 5: Using the Setup Menu teaches you how to set up options for your company and how to create and maintain standard data used within the Time and Billing module. The activities in this chapter are performed by a manager or system administrator.

How to Use the Setup Menu

This chapter does not describe every procedure that can be completed on a Setup window. This chapter describes each option so you can set up your Time and Billing system quickly and start using the module. Detailed instructions about changing information, deleting information, and printing from the Setup windows are available in the *Time and Billing Online Help*. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Setup Menu

The Time and Billing Setup menu contains the features used to build and maintain the files required for the operation of the Time and Billing module.

Implementing the Setup Menu Options

You might not need to use every feature available in the Setup menu. Select only the options your company requires.

Open a Window from the Setup Menu

1 Click **Time and Billing** from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

   You can also select **Setup** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Windows Available in the Setup Menu

Time and Billing Setup Menu

Time and Billing Setup Window
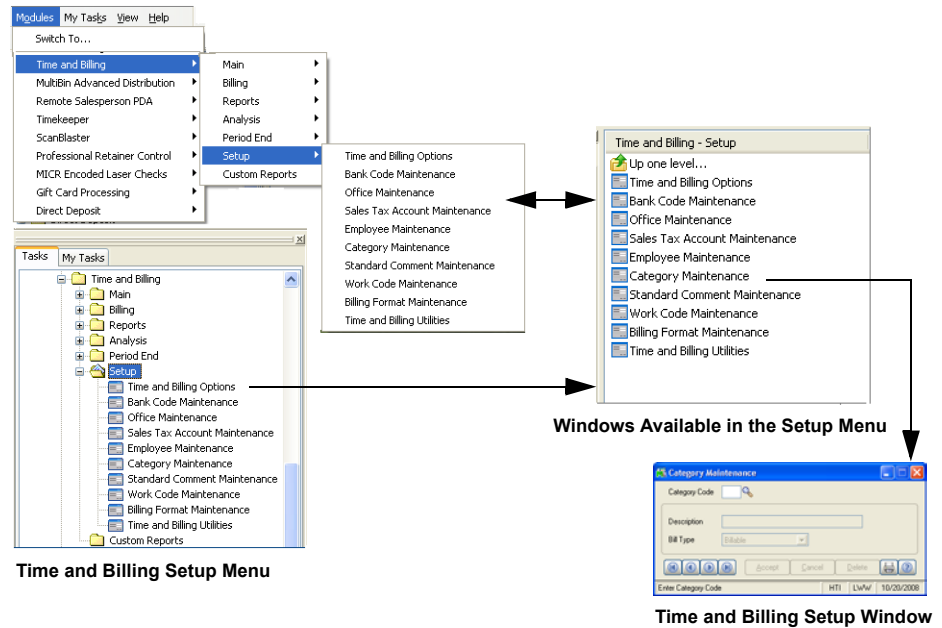
Add a Record

1 Enter the new record name or number in the first field on the window.

Every window in the Setup menu, with the exception of the Time and Billing Options window (see page 88) and the Time and Billing Utilities window (see page 152), allows you to manually enter new information in the first field. The Time and Billing Options and Time and Billing Utilities windows set the options for the entire module and do not have separate records.

2 Set the options your company requires from the fields available on the window. See the section in this chapter for detailed information about each option you can set.

3 Click the **Accept** button to save the changes.

Select an Item from a Lookup List

Many fields in the Setup menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button (or the alternate 🔍 button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

1 Click the 🔍 button in the first field to select a record account from the Lookup window. The system displays the record's information in the window.

2 Set the options your company requires from the fields available on the window. See the section in this chapter for detailed information about each option you can set.

3 Click the **Accept** button to save the changes.

Delete a Record

1 Click the 🔍 button in the first field to select a record account from the Lookup window. The system displays the record's information in the window.

2 Click the **Delete** button. The system displays a warning dialog box similar to the following.
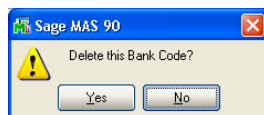
Sage MAS 90 Warning Dialog

3 Click the **Yes** button. The record is deleted.

Print from a a Setup Window

You can print information from any of the windows available in the Setup menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the *Time and Billing online help*.

1 Click the 🖨 button on the window. A Listing window similar to the following appears.
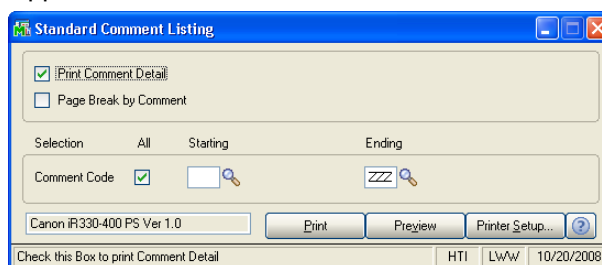
Standard Comment Listing Window

2 Select how to sort the list from the **Sort Options** field.

3 Select the type of information to include in the list from the remaining fields on the Listing window. For many fields, you can select all records or a range of information.

For example, in the previous picture, you can select the **All** check box to print all comments, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific comment codes. If there is a date field available on a Listing window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.

4 Click the **Print** button to print the report, or click the **Preview** button to preview the report before printing.

Time and Billing Options

After installing Time and Billing, the system startup process begins and the Time and Billing Options window appears. You can set up the module right after installation and update the configuration whenever required by your business.

Using Time and Billing Options

The module "Options" window, a standard feature available in all Sage MAS 90 and Sage MAS 200 accounting software modules, allows you to customize each module to fit your company's specific accounting requirements. Using this feature, you tailor the Time and Billing module to suit your business needs.

Time and Billing Options Window

The Time and Billing Options window allows you to select from a wide range of options. Configure which Sage MAS 90 or 200 modules will integrate with Time and Billing, set standards for company terminology, and determine billing procedures.

The Time and Billing Options window includes five tabs for different configuration settings: the Main, Additional, Billing, Terminology, and the Employee tab.

General Settings

The Main tab of the Time and Billing Options window contains the general settings for the Time and Billing module and includes information regarding your Time and Billing operations, such as engagements and accounts handling, permissions to override General Ledger accounts, definitions of aging categories, settings for billing periods and fiscal year, automatic numbering of transactions, deposits, invoices numbers, and so on.

Configure the Standard Time and Billing Options on the Main Tab

1 From the **Setup** menu of the Time and Billing module, select **Time and Billing Options**. The Time and Billing Options window appears. The **Main** tab of the Options window displays by default.

Time and Billing Options Window - Main Tab

2 Set how Time and Billing will handle engagements. Select the options your company requires.

a Select the **Multiple Engagements per Client** check box to use engagements for designated clients. When you select this option, the **Default Engagement Code** field becomes available.

b Enter the default engagement code number for the Time and Billing module in the **Default Engagement Code** field.

3 Set how Time and Billing will handle statements, accounts, and memos. Select the options your company requires.

a Select the **Monthly Statements Required** check box to print monthly statements for clients. The **Statement Printing** feature (see page 383) in the **Period End** menu will be available.

• If you DO NOT require printed statements, clear this check box.

b Select the **All Override of G/L Account in Data Entry** check box to allow Time and Billing to override the default General Ledger account during data entry.

c Select the **Allow Override of G/L Write-Off Account** check box to allow the write-off account to be overridden during Cash Receipts/Write-Off Entry (see page 209).

d Select the type of memo access users will have in the Time and Billing module from the **Memo Available in Data Entry** field.

• Select **Not Available** to deny any memo access.

- Select **Inquiry Only** for read only access.

- Select **Allow Maintenance** to allow users to review, change, and create memos during time and billing entry

 e Select the type of sales tax calculation for Time and Billing from the **Sales Tax Reporting Required** field.

- Select **No** to not calculate the sales taxes from the Client Maintenance (see page 162), Time/Expense Entry (see page 198), Edit Work in Process Entry (see page 265), and Billing Data Entry (see page 232) windows.

- Select **Yes** to calculate sales tax information and update the data by invoice date.

- Select **Invoice Detail** to retain the invoice detail. The sales tax will be reported by date and by invoice.

> ☑**NOTE:** If sales tax details already exist, you cannot change the **Invoice Detail** selection in the **Sales Tax Reporting Required** field. A **Yes** entry can only be changed to **No** after printing the Sales Tax Report (see page 304) and purging the data. You can change a **Yes** selection to **Invoice Detail** at any time.

4 Select the time units for the Time and Billing module. Select the options your company requires.

 a Select the **Use Time Unit Entry** check box if your company uses a time unit *other than hours*.

 When this check box is selected, the **Number of Hours/Minutes per Time Unit** field becomes available.

 b Enter the number of hours or minutes for each time unit in the **Number of Hours/Minutes per Time Unit** field. Enter this information in the HH, HH.HH, or HH:HH format.

 For example, enter 1 to indicate 1 hour and 1.5 or 1:30 to indicate one hour and 30 minutes. If you use the HH:MM format, the time amount entered is automatically converted into fractional hours using the HH.HH format.

5 Set the year and period information for the Time and Billing module.

 a Select the current fiscal year for the Time and Billing module in the **Current Time and Billing Fiscal Year** field. This year must reflect the calendar year associated with the current time and billing period. Click the 🔍 button to list all fiscal years in Time and Billing.

 This field and the **Current Time and Billing Period** field differentiates between the current years and the future year. The information in this field is automatically updated during the Time and Billing Period End Processing (see page 390) or Year End Processing (see page 392).

b Select the current accounting period from the **Current Time and Billing Period** field.

This field and the **Current Time and Billing Fiscal Year** field differentiates between the current period and a future period. The information in this field is automatically updated during the Time and Billing period end (see page 390) processing.

6 Set the next, automatically incremented time transaction and billing invoice numbers for the Time and Billing module.

a Enter the next automatic transaction number for Time/Expense Entry (see page 198), as well as for the Edit Work In Process Selection (see page 260) and Edit Work In Process Entry windows (see page 265) in the **Next Automatic Transaction Number** field. You may enter up to seven alphanumeric characters.

When a user creates a new time entry, the transaction will be assigned the number entered in this field. This field is updated after each new transaction.

b Enter the next automatic deposit number for Cash Receipts/Write-Off Entry (see page 209) in the **Next Automatic Deposit Number** field. You may enter up to five alphanumeric characters. This field is updated after each new transaction.

c Enter the next automatic invoice number for Invoice Printing (see page 247) in the **Next Automatic Invoice Number** field. You may enter up to seven alphanumeric characters.

When a user creates a new invoice, the invoice number will be assigned the number entered in this field. This field is updated after each new invoice.

7 Set the aging standards for invoices for the Time and Billing module.

a Select how to handle open invoices for Time and Billing from the **Open Item or Balance Forward** field.

• Select **Open Item** to retain invoice detail for all open invoices for all clients. You can use this method to print invoice detail on client statements for open invoices from both the current period and any previous period.

• Select **Balance Forward** if you do not want to retain open invoice detail for any clients. You can use this method to print only current period invoice detail on client statements. The totals from any previous period will be summarized as the balance forward amount.

• Select **Mixed** to use the Open Item method for some clients and the Balance Forward method for others. If this option is selected, you must indicate which method will be used for each client when creating the Client Master file.

b Select how to measure aged invoices for Time and Billing from the **Aged Invoices by Day or Month** field.

• Select **Days** to age invoices by the number of days.

• Select **Months** to age by months. This field is NOT available if **Balance Forward** is selected in the **Open Item or Balance Forward** field.

c Enter the number of days or months for aging the invoices in the **Aging Categories to Be Used** fields. The fields default to 30, 60, 90, and 120 days.

The categories appear on the Aged Invoice (see page 292) and Aged Work in Process reports (see page 295).

If you selected **Months** (to age by months) in the **Age Invoices by Day or Month** field, the default values of 1,2,3 and 4 Months are displayed, and these fields are disabled.

8 Click the next tab to continue.

Additional Settings

Use the Additional tab of the Time and Billing Options window to enter additional information regarding your Time and Billing operations, such as recap information, passwords, and integration options to the General Ledger module.

Enter Recap, Passwords, and General Ledger Information on the Additional Tab

1 Click the **Additional** tab of the Time and Billing Options window to enter the additional Time and Billing information.

Time and Billing Options Window - Additional Tab

2 Select the amount of details to print in recap reports. Select the options your company requires.

a Select the amount of client/engagement details to include in the report from the **Recap by Client/Engagement** field.

• Select **None** to not print this recap report.

• Select **Detail** to print a detailed Daily Time/Expense Recap in order of the client codes and engagements,.

• Select **Extended Comments** to print data with extended comments.

• Select **Summary** to print a summarized report by client codes and engagements.

b Select the amount of employee details to include in the report from the **Recap by Employee** field.

• Select **None** to not print this recap report.

• Select **Detail** to print a detailed Daily Time/Expense Recap in order of the employee codes.

• Select **Extended Comments** to print data with extended comments.

• Select **Summary** to print a summarized report by employee codes.

c Select the amount of work category details to include in the report from the **Recap by Work Code Category** field.

• Select **None** to not print this recap report,.

- Select **Detail** to print a detailed Daily Time/Expense Recap in order of the work codes.

- Select **Extended Comments** to print data with extended comments.

- Select **Summary** to print a summarized report by work codes.

3 Select how to update codes used in the Time and Billing module. Select the options your company requires.

a Select the **Update by User Code** check box to print the Time/Expense Journal (see page 204) and Edit Work in Process Journal (see page 269), and to update the transactions by a specific user code.

If this check box is selected, the **Password for Update User Code Override** field becomes available.

b Enter a password in the **Password for Update User Code Override** field if you want to verify user code overrides during Time/Expense Entry (see page 198) or Edit Work In Process Entry (see page 265).

This password will be requested when a user tries to update a transaction originally created by another user. You may enter up to six alphanumeric characters.

To not password protect user code overrides, leave this field blank.

The **Password for Update User Code Override** field is available only if the **Update by User Code** check box is selected.

c Enter a password in the **Password to Add/Maintain Codes** field if you want to password protect the creating and changing of clients, engagements, employees, or work codes. You may enter up to six alphanumeric characters.

If you do not want to secure the ability to add or maintain codes, leave this field blank.

d Enter a password in the **Password for Rate Override in Data Entry** field if you want to verify rate overrides during data entry. This password will be requested when a user tries to update a billing rate, amount, or rate code. You may enter up to six alphanumeric characters.

To not password protect rate overrides, leave this field blank.

4 Select the Sage MAS 90 or 200 modules to integrate with Time and Billing.

☑ **NOTE:** You do not have to integrate Time and Billing with any other module—the integrations are optional.

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a Select the **Integrate Time and Billing with General Ledger** check box to integrate Time and Billing with the General Ledger module (General Ledger must be installed to integrate).

If you select this option, any General Ledger posting from Time and Billing will be updated to the General Ledger module, and posted to the General Ledger Recap.

b Select the **Integrate Time and Billing with Bank Reconciliation** check box to integrate Time and Billing with the Bank Reconciliation module (Bank Reconciliation must be installed to integrate).

If you select this option, any deposits from Time and Billing will be updated to the Bank Reconciliation module.

c Select the **Integrate Time and Billing with Accounts Payable** check box to integrate Time and Billing with the Accounts Payable module (Accounts Payable must be installed to integrate).

If you select this option, any deposits from Time and Billing will be updated to the Accounts Payable module.

5 Select how Time and Billing will post to different accounts.

a Select the **Post Work in Process to General Ledger** check box to post Work in Process transactions to the General Ledger.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

b Select the General Ledger account to be used as a default revenue account when posting time sheet revenue in the **Default Revenue** field.

c Select the General Ledger account to be used to post Accounts Receivables from the **Accts Receivable** field.

d Select the General Ledger account to be used to post work in process information from the **Work in Process** field.

e Select the General Ledger account to be used to offset work in process information from the **WIP Offset** field.

f Select the General Ledger account to be used to post sales tax expenses from the **Sales Tax** field.

g Select the General Ledger account to be used to post finance charges from the **Finance Charge** field.

h Select the General Ledger account to be used as the default when entering client write-offs on the Cash Receipts/Write-Off Entry window (see page 209) from the **Default Write-Off** field.

i Select the General Ledger account to be used to offset progress bill amounts from the **Progress Bill Offset** field.

j Select the General Ledger account to be used to credit client retainer payment amounts from the **Client Retainer** field. This account is also debited when the retainer balance is applied against billings.

6 Click the next tab to continue.

Billing Operations

Use the Billing tab of the Time and Billing Options window to set standards for your billing operations.

Set Billing Features for Time and Billing on the Billing Tab

1 Click the **Billing** tab of the Time and Billing Options window to enter the information regarding your billing operations for tracking and printing purposes.

Time and Billing Options Window - Billing Tab

2 Set how Time and Billing will track historical data. Select the options your company requires.

a Enter the number of days to retain paid invoices in the **Days to Retain Paid Invoices** field. You may enter up to three digits. If you selected **Balance Forward** in the **Open Item or Balance Forward** field, this field will not be available.

Invoices are stored in the Open Invoice file. Invoices paid on or before the number of days specified will be automatically purged during Period End Processing (see page 390) .

3 Enter the number of days to retain employee hours in the **Days to Retain Employee Hourly Analysis** field. You may enter up to three digits. Hours are stored in the Employee Hourly Analysis file.

Hours on or before the number of days specified will be automatically purged during Period End Processing (see page 390) .

b Select which year of billing data to retain from the **Billing Data Retention** field.

- Select **Last Year** to retain engagement-related billing data for last year only.

- Select **All Previous Years** to accumulate engagement-related bill data for all past years.

c Select the **Retain Detailed Billing History** check box to retain detained history information for all bills entered in Billing Data Entry (see page 232) and Billing Selection (see page 228).

If you select this option, the **Track Extended Comment** check box becomes available. .

NOTE: History invoices CANNOT be reprinted. You can purge these invoices during period end processing.

d Select the **Track Extended Comment** check box to track extended comments in the detailed billing history.

This field is available only if the **Retain Detailed Billing History** option is selected.

4 Set how Time and Billing will print billing invoices. Select the options your company requires.

a Select the worksheet format the Time and Billing module will use from the **Billing Worksheet Format** field.

- Select **Standard** to allow clients/engagements to be selected based on the partner, responsible employee, client type, billing frequency, or fee arrangement.

- Select **Extended** to include the client address and contact information, production and billing history information, receivables aging information, and a fee recap by employee, along with the Standard options. The extended form also provides page breaks by engagement code.

b Select how to sort the print order on the Billing Data Entry, Billing Worksheet, and Billing Selection Register windows from the **Select and Print Bills by** field.

- Select **Date** to print work in process transactions in order of date.

- Select **Category** to print the work in process transactions in order of the work code categories.

c Select how to determine the hash total from the **Hash Total** field. The **Hash Total** field in Time/Expense Entry (see page 198) and Edit Work In Process Entry (see page 265) displays the total of all specified codes. It may be used to determine whether a transaction has been lost or omitted from processing.

Select from the following codes to determine the total in this field:

Client Code
Engagement Code
Employee Code
Work Code

Depending on the selection made, the field caption on these windows may read as follows:

W.C. Hash
Clnt Hash
Emply Hash
Engmt Hash

d Select the print/display width from the **Billing Text Display/Print Width** field. Select the maximum number of characters (from 50 to 75) for the **Bill Text** and **Category Bill Text** during Billing Data Entry (see page 232) and Invoice Printing (see page 247).

Changing this field will affect the way the existing Bill Text and Category Bill Text displays and prints on invoices. After you change this field, verify that your Bill Text word-wraps correctly.

e Select the **Automatically Apply Retainer Balance to Bills** check box to automatically apply any retainer balances to invoices during the Billing Selection (see page 228) and Billing Data Entry (see page 232) process.

5 Set how Time and Billing forms print. Select the options your company requires.

a Select the **Page Break Cash Receipts/Write-Off Jrnl by Deposit** check box to print the Cash Receipts/Write-Off Journal (see page 216) with page breaks for each deposit number.

Clear this check box to print the journal with page breaks for each deposit date.

b Select the **Use Graphical Forms** check box to use graphical forms when printing.

6 Set how Time and Billing handles finance charges. Select the options your company requires.

a Select how finance charges are calculated from the **Finance Charge Computation Method** field.

• Select **Fixed** to charge a fixed amount for overdue invoices.

- Select **Percent** to apply finance charges based upon a percentage of the amount past due.

- Select **None** if you do not want to apply finance charges to past due invoices. If you select **None**, there is no additional financing information for you to set.

b Enter the number of days past due invoices will be assessed finance charges in the **Days Past Due for Finance Charge Calculation** field. Invoices dated on or before the calculated past due date will be assessed finance charges automatically during Finance Charge Calculation (see page 377) and Finance Charge Entry (see page 379).

c Select the **Exclude Existing Finance Charges from Calculation** check box to assess finance charges only upon unpaid balances.

Clear the check box to assess finance charges upon both the unpaid balance and any unpaid finance charges.

d Enter the percentage rate to charge in the **Standard Monthly Finance Charge Rate** field. Enter up to three digits to the right of the decimal point. A finance rate of 3 percent is entered as 3.000. A rate of 3 1/2 percent is entered as 3.500.

This field is available only if **Percent** is selected in the **Finance Charge Computation Method** field.

e Enter the fixed amount to charge in the **Standard Monthly Finance Charge Amount** field.

This field is available only if **Fixed** is selected in the **Finance Charge Computation Method** field.

f If you want to assess finance charges only upon past due invoice balances that exceed a certain amount, enter that amount in the **Minimum Balance to Apply Finance Charge** field.

g Enter the minimum finance charge to apply in the **Minimum Finance Charge to Apply** field.

This field is available only if **Percent** is selected at the **Finance Charge Computation Method** field.

7 Click the next tab to continue.

Terminology

Use the Terminology tab of the Time and Billing Options window to customize the Time and Billing module with terminology used in your company.

Customize Field Names in Time and Billing with the Terminology Tab

1 Click the **Terminology** tab of the Time and Billing Options window to set up Time and Billing terminology to suit your Time and Billing operations.

Time and Billing Options Window - Terminology Tab

2 Change any of the Time and Billing terminology and the corresponding abbreviations. You may customize your system to specifically match your industry by renaming the terminology used throughout the program.

HINT: You can change the full field label in the **Terminology** fields – up to 10 characters, and the abbreviation in the **Abbr** fields – up to 5 characters.

NOTE: The information is changed in field labels only—NOT in menu options or report titles.

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a Change the name of the Client Code label in the **Client** field.
You can change the full field label in the **Client Terminology** field, and the abbreviation in the **Client Abbr** field .

b Change the name of the Engagement Code label in the **Engagement** field.
You can change the full field label in the **Engagement Terminology** field, and the abbreviation in the **Engagement Abbr** field.

c Change the name of the Employee Code label in the **Employee** field.
You can change the full field label in the **Employee Terminology** field, and the abbreviation in the **Employee Abbr** field.

d Change the name of the Work Code label in the **Work Code** field.
You can change the full field label in the **Work Code Terminology** field, and the abbreviation in the **Work Code Abbr** field.

3 Add your own fields to the Client Maintenance window's **Client** tab (see page 162) by entering the names in the **Descriptions** fields in the **Client Misc Fields** section. You may enter up to *10* characters in each of the user-defined field.

One example of using these fields is to enter information about your client's company size, industry, or number of employees.

These fields are not required. If you do not enter information in this section, the fields on the **Client** tab of the Client Maintenance window (see page 162) will not be available during data entry and report printing.

4 Enter a standard description for each billing rate in the **Employee Billing Rate Code** field. You may enter up to 15 alphanumeric characters per rate. There is a total of 10 different Employee Billing Rate Codes (0 through 9).

For detailed information on how to set custom terminology, see the *Time and Billing Online Help*.

Employee Information

Use the Employee tab of the Time and Billing Options to set up employee-specific information for the Time and Billing module.

Set Up Employee Types on the Employee Tab

1 Click the **Employee** tab of the Time and Billing Options window to set up employee information to suit your Time and Billing operations.

Time and Billing Options Window - Employee Tab

2 Enter the description of each employee level in the **Level Desc** fields. Employee levels are assigned to different types of employees, such as manager, director, or technician. You may enter up to 30 alphanumeric characters per level. There is a total of 10 different employee levels (0 through 9).

3 Enter the default target hours for all employees for each period in the **Target Hours** field. You may use up to two digits to the right of the decimal point.

4 Click **Accept** to save the changes on the Time and Billing Options window.

Bank Code Maintenance

A Bank Code is set up by entering a one-character alphanumeric code (0-9 or A-Z) to identify this account within Sage MAS 90 or 200. Bank Code A has been predefined with Sage MAS 90 or 200. This record cannot be deleted from the system but changes may be made to any data fields to accommodate your operations. Using Bank Code A as your main cash account would streamline operations within Sage MAS 90 or 200.

Using Bank Code Maintenance

Use the Bank Code Maintenance window to establish multiple bank accounts to use to deposit receipts. You can create up to 36 separate accounts.

When performing Cash Receipts/Write-Off Entry (see page 209), you can select the account to be debited by entering the one-character bank code.

Establishing Bank Codes

A Bank Code must be created for each bank account used by your company for Accounts Receivable payments. For example, if you have two accounts with Bank A and three accounts with Bank B, you must set up five bank codes. A separate General Ledger cash account may be established for each Bank Code.

Create a Bank

1 From the **Setup** menu of the Time and Billing module, select **Bank Code Maintenance**. The Bank Code Maintenance window appears.

T/B Bank Code Maintenance Window

2 Enter the code in the **Bank Code** field. This field is for one alphanumeric character.

• Type a new code to create a new bank.

- Click the 🔍 button to search for a bank that is already available in Time and Billing, so you can change the settings.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

3 Enter a description for the account in the **Description** field.

4 Select the cash account the bank account will use in the **Cash Account Number** field.

5 Enter the bank account code in the **Bank ID Number** field.

6 Enter an address for the bank account in the **Address** field.

7 Enter the bank's zip code in the **ZIP Code** field.

a When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

   OR

b Enter the billing city in the **City** field.

c Enter the billing state in the **State** field.

d Enter or select the country in the **Country** field.

- Type the appropriate country code.

   OR

- Click the 🔍 button to view a list of all valid country codes on file.

   OR

- If you enter a new country code, click **Yes** at the dialog, and then create a new code using the Country Code Maintenance window.

   See the *Time and Billing Online Help* for detailed information.

8 Enter the name of the bank contact in the **Contact** field.

9 Enter the contact's e-mail address in the **E-mail Address** field.

10 Enter the bank's web address in the **URL Address** field.

11 Enter the contact's phone number and extension in the **Telephone** and **Ext** fields.

12 Enter the contact's fax number in the **Fax** field.

13 Enter any additional information in the **Comment** field.

14 Click **Accept** to save the changes.

Office Maintenance

With the Office Maintenance feature, you can assign a code and description to each office of your company.

Using Office Maintenance

Use the Office Maintenance window to assign an office code for each employee or to group employees, by department or classification of work performed.

Establishing Office Codes

Enter the Office Code representing the office you want to add or maintain throughout Time and Billing. Time and Billing Reports that provide analysis information for employees can be sorted by the office code.

Create an Office

1 From the **Setup** menu of the Time and Billing module, select **Office Maintenance**. The Office Maintenance window appears.
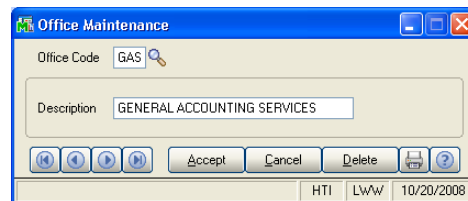
Office Maintenance Window

2 Enter a three-character, alphanumeric code (0-9 or A-Z) to identify an office in the **Office Code** field.

- Type a new code to create a new office.

- Click the 🔍 button to search for an office that is already available in Time and Billing, so you can change the settings.

- Use the ⏮️ ◀️ ▶️ ⏭️ buttons to access the desired information.
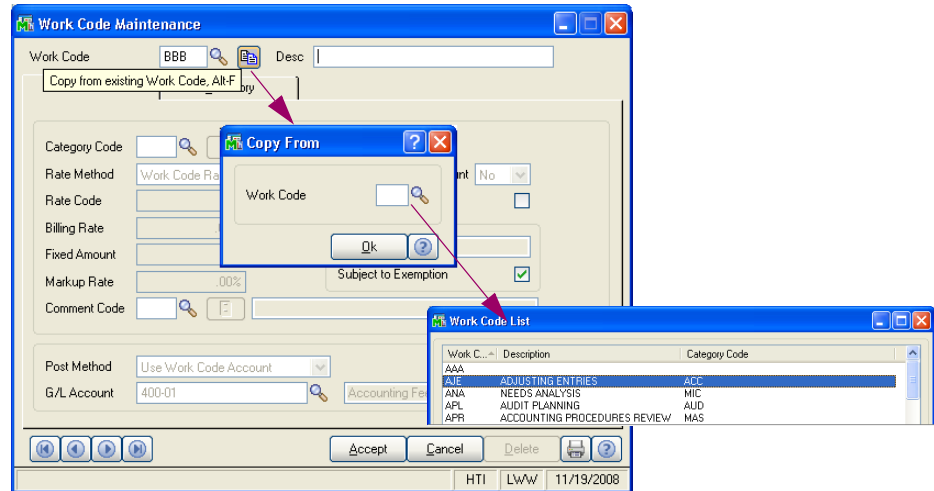
3 Enter a description for the office in the **Description** field.

4 Click **Accept** to save the changes.

Sales Tax Account Maintenance

With the Sales Tax Account Maintenance feature, you determine the posting account to use for each tax code.

> ☑**NOTE:** You must define sales tax information only if **Yes** or **Invoice Detail** is selected in the **Sale Tax Reporting Required** field in <u>Time and Billing Options</u> (see page 88).

Using Sales Tax Account Maintenance

Use Sales Tax Account Maintenance to set up registration numbers and General Ledger account numbers, if applicable, for your business. You can enter your company-specific registration numbers for each tax code on the Sales Tax Account Maintenance window. Entering a General Ledger account for the tax code will override the sales tax account in Accounts Receivable Division Maintenance.

Reviewing Sales Tax Information

The sales tax and associated taxable and nontaxable sales amounts are reflected on the , or can be viewed or edited through the Sales Summary feature.

Define a Sales Tax Account
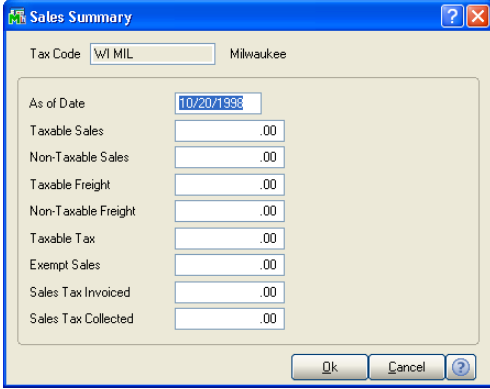
1 From the **Setup** menu of the Time and Billing module, select **Sales Tax Account Maintenance**. The T/B Sales Tax Account Maintenance window appears.

T/B Sales Tax Account Maintenance Window

2 Select a tax code from the **Tax Code** field.

- Click the [icon] button to select a tax code from a list of all Sage MAS 90 or 200 tax codes available.

- Click the [icon] button to search for a tax code that is already available in Time and Billing, so you can change the settings.

- Use the [icons] buttons to access the desired information.

3 Enter the tax registration number in the **Registration Number** field. This number is used by tax jurisdictions that require printing of this number on sales orders and invoices.

4 Click the ⬚ Sales... button to change the sales tax summary information. The Sales Summary window appears.

T/B Sales Tax Account Maintenance Window

a Enter the date to record all adjustments made to this window in the **As of Date** field.

b Enter the accumulated amount of taxes in the **Taxable Sales** field.

• For state codes, enter the accumulated amount for all county and local taxes within that state.

• For county codes, enter the accumulated amount for all localities within that county.

• For local codes, enter the amount for that local jurisdiction.

c Enter the accumulated amount of non-taxable sales in the **Non Taxable Sales** field.

d Enter the accumulated amount of taxable freight in the **Taxable Freight** field.

e Enter the accumulated amount of non-taxable freight in the **Non Taxable Freight** field.

f Enter the accumulated amount of taxable tax in the **Taxable Tax** field.

g Enter the accumulated amount of exempt tax in the **Exempt Sales** field.

h Enter the total sales tax amount invoiced for each state in the **Sales Tax Invoiced** field.

This field does not apply to county or local codes.

i Enter the total sales tax amount collected for each state in the **Sales Tax Collected** field.

This field does not apply to county or local codes.

j Click **OK** when finished.

5 Enter the General Ledger account number that the tax code will post to during posting and update routines in the **T/B Sales Tax Account** field.

Click the 🔍 button to search for a tax code that is already available in Time and Billing, so you can change the settings.

6 Click **Accept** to save the changes.

Employee Maintenance

Use the Employee Maintenance feature to create and maintain a file containing billing rate and billing history information about each of your billable employees.

Using Employee Maintenance
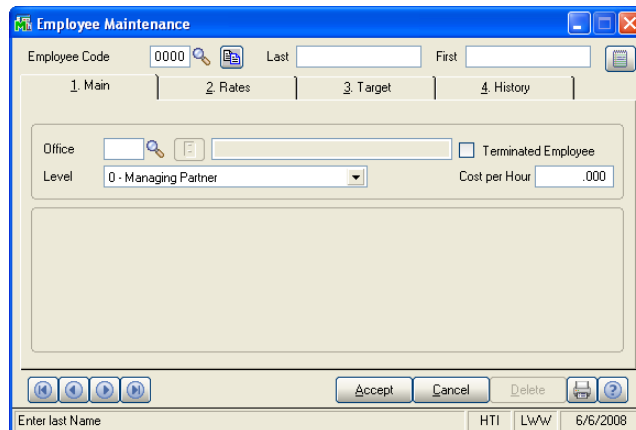
Each employee, who's information you want to track, must be assigned a unique employee code. You can maintain up to 10 separate billing rates and a cost per hour amount for each employee. You can also use Employee Maintenance to enter target hours and memos for each employee.

Employee Maintenance Window

The Employee Maintenance window contains four tabs for different configuration settings: the Main, Rates, Target, and the History tab.

Set Up an Employee

1 From the **Setup** menu of the Time and Billing module, select **Employee Maintenance**. The Employee Maintenance window appears.

Employee Maintenance Window - Main Tab

2 Enter a four-character, alphanumeric code (0-9 or A-Z) to identify a new employee in the **Employee Code** field.

- Type a new code to create a new employee.

- Click the 🔍 button to search for an employee that is already available in Time and Billing, so you can change the settings.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

- Click the button to create a new employee by copying the information from an existing employee.
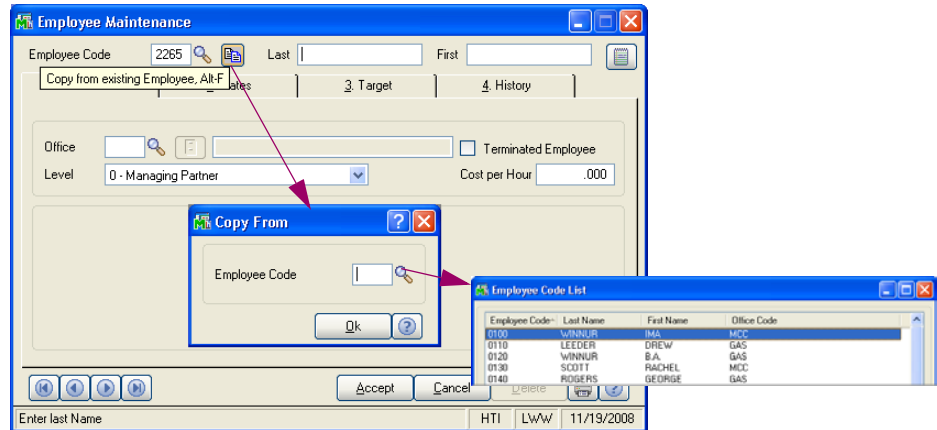
Employee Maintenance Window - Main Tab

3 Enter the employee's last name in the **Last** field.

4 Enter the employee's first name in the **First** field.

5 Click the / button to access the Employee Memo Maintenance feature. (If a memo already exists, the Memo icon appears yellow. If a memo does not exist, the icon appears blue.) The Employee Memo Maintenance window appears.
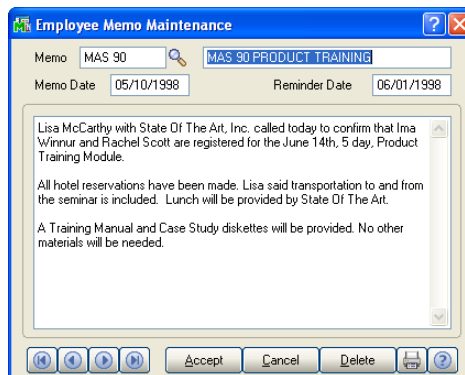
Employee Memo Maintenance Window

a Enter a new code to create a new memo in the **Memo** field, or select an existing code from the field to update the memo.

b Enter a description of the memo in the Description text field.

c Enter the starting date for the memo in the **Memo Date** field.

d Enter a reminder date for the memo in the **Reminder Date** field.

e Enter the memo in the text field.

f Click **Accept** to save the memo and return to the Employee Maintenance window.

See the *Time and Billing Online Help* for detailed information.

6 Create the employee on the **Main** tab (see page 109).

7 Enter billing rates for the employee on the **Rates** tab (see page 110).

8 Enter the employee's target billing hours for specified periods on the **Target** tab (see page 111).

9 Review the employee's historical time on the **History** tab (see page 111).

10 Click **Accept** to save the changes.

General Settings

Use the Main tab of the Employee Maintenance window to enter the standard information for the employee, such as office, level, and cost per hour.

Create the Employee on the Main Tab

When you select **Employee Maintenance** from the **Setup** menu of the Time and Billing module, the **Main** tab of the Employee Maintenance window displays by default.

Employee Maintenance Window - Main Tab

1 After entering the employee code, and employee's last and first name, select or enter the three-character office code for the employee in the **Office** field.

- Click the 🔍 button to select from the list of offices available in Time and Billing.

- Create a new office code by typing the new code, clicking **Yes** at the dialog, and launching the Office Maintenance window (see page 104).

- Click the 🗄 button to create/update the office information by launching the Office Maintenance feature.

2 Select the employee's level (such as manager, director, or technician) from the **Level** field.

3 Enter the billing rate for the employee in the **Cost Per Hour** field. You may enter up to three decimal places.

4 Select the **Terminated Employee** check box to mark this employee as terminated.

5 Click the next tab to continue.

Billing Rates

Use the Rates tab of the Employee Maintenance window to enter the employee's billing rates for all 10 rate codes. You can set an employee rates per hour or per unit.

Enter the Employee's Billing Rates on the Rates Tab

1 Click the **Rates** tab from the Employee Maintenance window to access an employee's billing rates.

Employee Maintenance Window - Rates Tab

2 Enter the billing rates for each of the 10 billing rate codes applicable for this employee in the **Rate** field. You may enter up to three decimal places for the amount.

3 Select the unit of measurement for the billing rate from the **Hours/Units** field. You can bill a customer at a rate per hour or per unit (such as per job).

4 Toggle measurement by clicking the **Hours/Units** button.

• The button means the rate is per hour.

• The button means the rate is per unit.

5 Click the next tab to continue.

Target Billing Hours

Use the Target tab of the Employee Maintenance window to enter the employee's target billing hours for each fiscal/monthly period.

Enter the Target Number of Hours to Bill on the Target Tab

1 Click the **Target** tab from the Employee Maintenance window to access an employee's target billing hours.

Employee Maintenance Window - Target Tab

2 Enter the number of target hours to be worked by the employee in the **Target Hours** field for each period.

3 Click the next tab to continue.

Historical Data

Use the History tab of the Employee Maintenance window to view/edit historical information concerning this employee.

View or Edit the Employee's Historical Time on the History Tab

1 Click the **History** tab from the Employee Maintenance window to access an employee's historical hours.

Employee Maintenance Window - History Tab

You can change any of the information on this tab in the **Period to Date**, **Year to Date**, and **Last Year** fields:

2 Change the number of **Billable Hours** posted to the employee.

3 Change the number of **Non-Billable Hours** posted to the employee.

4 Change the dollar value of the **Billable Amount** posted to the employee.

5 Change the dollar value of the **Non-Billable Amount** posted to the employee.

6 Change the dollar value of the **Billed Fees** posted to the employee.

7 Change the dollar value of the **Billed Expenses** posted to the employee.

8 Change the dollar value of the **Write Ups/Downs** posted to the employee.

9 Click **Accept** to save the changes.

Category Maintenance

With the Category Maintenance feature, you establish category codes to group related work codes for sorting or summarizing work code information on Analysis reports.

Using Category Maintenance

Use the Category Maintenance window to set up category codes representing the work codes that may be combined into groups according to specific parameters, such as type of service, work, or expenses.

Establishing Category Codes

You can use the category codes to classify each work code as billable, non-billable, billable expense, or non-billable expense. All work codes within the same category are defined with the same billing type.

Category codes are assigned to each work code using the Work Code Maintenance feature (see page 114).

Create a Category Code

1 From the **Setup** menu of the Time and Billing module, select **Category Maintenance**. The Category Maintenance window appears.
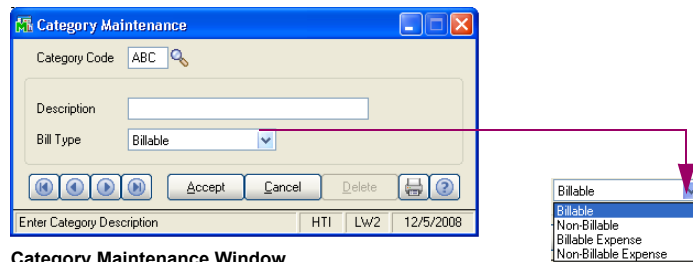
Category Maintenance Window

2 Enter a three-character, alphanumeric code (0-9 or A-Z) to identify a category in the **Category Code** field.

• Type a new code to create a new category.

• Click the 🔍 button to search for a category that is already available in Time and Billing, so you can change the settings.

• Use the ⏮◀▶⏭ buttons to access the desired information.

3 Enter a description for the category in the **Description** field.

4 Select the bill type for the category from the **Bill Type** field. Options include:

Billable
Non-Billable
Billable Expense
Non-Billable Expense

5 Click **Accept** to save the changes.

Standard Comment Maintenance

The Standard Comment Maintenance feature enables you to use standard Sage MAS 90 or 200 text editing capabilities to define commonly used phrases, descriptions, and comments to be used throughout Time and Billing.

Using Standard Comment Maintenance

Use Standard Comment Maintenance to maintain any number of commonly used phrases, descriptions, and comments that may be used while recording time and expense entries, or billing and write-up/down information.

Maintaining Standard Comments

The Standard Comment Maintenance feature allows you to maintain any number of standard comments that may be entered during Time/Expense Entry (see page 198) or Billing Data Entry (see page 232).

Create a Standard Comment

1 From the **Setup** menu of the Time and Billing module, select **Standard Comment Maintenance**. The Standard Comment Maintenance window appears.
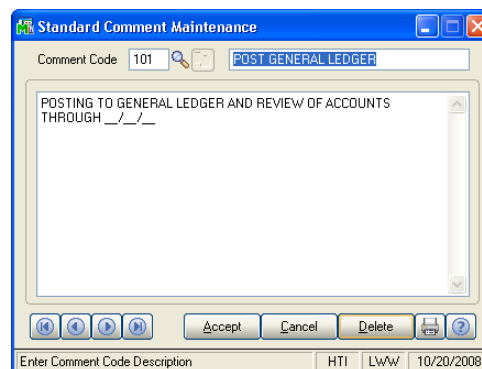
Standard Comment Maintenance Window

2 Enter a three-character, alphanumeric code (0-9 or A-Z) to identify a new comment in the **Comment Code** field.

- Type a new code to create a new comment.

- Click the 🔍 button to search for a comment that is already available in Time and Billing, so you can change the information.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

- Click the 📑 button to create a new comment by copying the information from an existing comment.
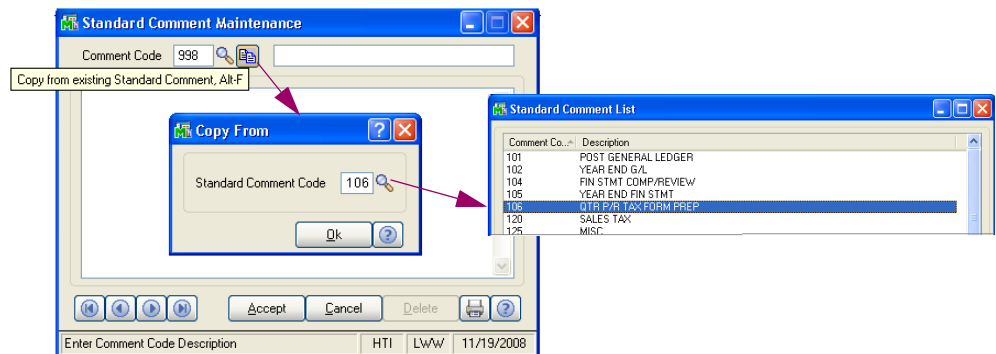
Standard Comment Maintenance Window

3 Enter a description to identify this standard comment code in the Description field.

4 Enter the comment in the Text field.

This field is a standard Sage MAS 90 or 200 text edit box, so you may type as much textual information as needed. The edit box will simply continue scrolling lines as you type. Full Windows cut, paste, and edit capabilities apply within this text box.

5 Click **Accept** to save the changes.

Work Code Maintenance

The Work Code Maintenance feature enables you to maintain work codes used to identify each type of service, work, and reimbursable expense that you want to track for billing and reporting purposes.

Using Work Code Maintenance

Use Work Code Maintenance to define rate methods/codes, billing rates and amounts, posting methods and General Ledger accounts, taxes and whether this type of work is subject to exemption or not.

Establishing Work Codes

Work codes are sometimes referred to as service codes. For each work code, you can specify the category code (see page 112), billing rate, and General Ledger revenue or expense account.

Work Code Maintenance Window

The Work Code Maintenance window contains two tabs for different configuration settings: the Main and the History tab.

Set Up a Work Code

1 From the **Setup** menu of the Time and Billing module, select **Work Code Maintenance**. The Work Code Maintenance window appears.

Work Code Maintenance Window - Main Tab

2 Enter a three-character, alphanumeric code (0-9 or A-Z) to identify a new work code in the **Work Code** field.

• Type a new code to create a new work code.

• Click the 🔍 button to search for a work code that is already available in Time and Billing, so you can change the settings.

• Use the ⏮◀▶⏭ buttons to access the desired information.

3 Click the 📑 button to create a new work code by copying the information from an existing work code.

Work Code Maintenance Window - Main Tab

4 Enter a description for the work code in the **Desc** field.

5 on the **Main** tab (see page 117).

6 on the **History** tab (see page 119).

7 Click **Accept** to save the changes.

General Settings

Use the Main tab of the Work Code Maintenance window to enter/maintain information for a specific work code. The work code is assigned to a category code on this tab along with entering other pertinent information such as rate code and rate method, billing rate, assignment of a comment code (if desired), taxes, and posting information.

Create the Work Code on the Main Tab

When you select **Work Code Maintenance** from the **Setup** menu of the Time and Billing module, the **Main** tab of the Work Code Maintenance window displays by default.

Work Code Maintenance Window - Main Tab

1 After entering the work code and its description, select or enter the three-character category code for the work code in the **Category Code** field.

- Click the 🔍 button to search for a category code that is already available in Time and Billing.

- Click the 🗒 button to update the category by launching the Category Maintenance window (see page 112).

2 Select the billing rate for the work code from the **Rate Method** field. Options include:

> **Work Code Rate**
> **Employee Rate Code**
> **Client Employee Rate Code**
> **Fixed**

- If you select **Work Code Rate** or **Client Employee Rate Code**, the **Billing Rate** field becomes available.

- If you select **Employee Rate Code**, the **Rate Code** field becomes available.

- If you select **Fixed**, the **Fixed Amount** and **Markup Rate** fields become available.

3 Select the rate for the employee from the **Rate Code** field. Select one of the billing rates created on the Time and Billing Options window (see page 88).

This field is available only if **Employee Rate Code** is selected in the **Rate Method** field.

4 Enter the billing rate for a work code or employee in the **Billing Rate** field. You can enter a rate with up to three decimals.

This field is available only if **Work Code Rate** or **Client Employee Rate Code** is selected in the **Rate Method** field.

5 Enter a fixed expense amount in the **Fixed Amount** field. You may enter a value with up to two decimal places.

This field is available only if **Fixed** is selected in the **Rate Method** field.

6 Enter a markup percentage for fixed rates in the **Markup Rate** field. You may enter a value with up to two decimal places.

This field is available only if **Fixed Amount** is selected in the **Rate Method** field.

7 Select or enter the comment to add to the work code in the **Comment Code** field.

- Click the 🔍 button to search for a comment that is already available in Time and Billing.

- Create a new comment code by typing the new code, clicking **Yes** at the dialog, and launching the Standard Comment Maintenance window (see page 113).

- Click the 🗒 button to update the comment information by launching the Standard Comment Maintenance feature.

8 Select how to round dollar amounts on the Time/Expense Entry (see page 198) and Edit Work in Process (see page 265) windows from the **Round Extended Amount** field.

- Select **No** for no rounding.

- Select **$1** to round to the nearest dollar.

- Select **$10** to round to the nearest 10 dollar amount.

9 Select the **Disable Work Code** check box to mark the work code as disabled.

If a user selects a disabled work code in Time/Expense Entry (see page 198), the user will be notified that the work code is unavailable, and the field will be cleared.

10 Select a tax class to assign to the work code from the **Tax Class** field. You can select Taxable (**TX**) or Non-Taxable (**NT**) class. Click the 🔍 button to list all sales tax classes enabled in Time and Billing.

11 Select the **Subject to Exemption** check box if the work code is subject to tax exemption.

12 Select how to post the work code to the General Ledger from the **Post Method** field.

- Selecting **Work Code Account** will activate the **G/L Account** field and allow you to select the actual account to post the revenue from the work code.

- If you select **Engagement Account**, the G/L revenue posting account will be selected using the **G/L Revenue Account** field on the **Billing** tab of the Client Maintenance window (see page 162).

- The **Post Method** field is not available if the bill type for the work code is non-billable, billable expense, or non-billable expense.

13 Select the General Ledger account number used to post revenue or expenses for the work code from the **G/L Account** field.

14 Click the next tab to continue.

Historical Data

Use the History tab of the Work Code Maintenance window to view/maintain historical information about a specific work code. Billable hours, billable amounts, billed fees, and write ups/downs are tracked on this tab and accumulated for the period, current year, and previous year.

View the History of a Work Code on the History Tab

1 Click the **History** tab from the Work Code Maintenance window to access a work code history.

Work Code Maintenance Window - History Tab

You can change any of the information on this tab in the **Period to Date**, **Year to Date**, and **Last Year** fields.

2 Change the number of **Billable Hours** posted to the work code.

This field is automatically updated by the information in the Time/Expense Journal (see page 204), Edit Work In Process Selection Register (see page 260), and Edit Work In Process Journal (see page 269) updates.

- This field will be displayed as **Billable Hours** if the category code is marked as **Billable**.

- This field will be displayed as **Non-Billable Hours** if the category code is marked as **Non-Billable**.

- This field will be displayed as **Expense Units** if the category code is marked as **Billable Expense**.

- This field will be displayed as **Non-Billable Units** if the category code is marked as **Non-Billable Expense**.

3 Change the dollar value of the **Billable Amount** posted to the category code for the work code.

This field is automatically updated by the information in the Time/Expense Journal (see page 204), Edit Work In Process Selection Register (see page 260), and Edit Work In Process Journal (see page 269) updates.

This information is available only if the category code is set as Billable or Billable Expense. (See the Create a Category Code section on page 112.)

- This field will be displayed as **Billable Amount** if the category code is marked as **Billable** or **Billable Expense**.

- This field will be displayed as **Non-Billable Amount** if the category code is marked as **Non-Billable** or **Non-Billable Expense**.

4 Change the fee or expense amount for **Billed Fees** for the work code.

This field is automatically updated during the Billing Register update (see page 250).

- This field will be displayed as **Billed Fees** if the category code is marked as **Billable** or **Non-Billable**.

- This field will be displayed as **Billed Expenses** if the category code is marked as **Billable Expense** or **Non-Billable Expense**.

5 Enter the **Write Ups/Downs** between the fee or expense billed and the work in process amount accumulated for the work code.

This field is automatically updated during the Billing Register update (see page 250).

6 Click **Accept** to save the changes.

Billing Format Maintenance

Use the Billing Format Maintenance feature to create and maintain up to 26 different billing formats for printing invoices. Seven default billing formats have been provided, which can either be used directly as is, or copied and modified to create other customized formats that meet the billing requirements of your company.

Default Billing Format Codes

Format codes **A** through **G** are included when the Time and Billing module is installed. The default billing formats have been provided to allow you to copy and modify them to meet the billing requirements of your company. The following tables describe each default format.

Sample Work Code Format

The following table describes a sample work code format of a billing format.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Work Code
Print Expenses Format	Summary by Work code
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

The following is a sample of the billing format described in the table.

```
                              [COMP_NAME\C]
                              [COMP_ADD1\C]
                              [COMP_ADD2\C]
                              [COMP_ADD3\C]
                              [COMP_ADD4\C]
                                 [COMP_PHONE\CSP1]

        [CLNT_NAME]                              INVOICE NO.:    [INV_NO]
        [CLNT_ADD1]                                     DATE:    [INV_DATE\SD01]
        [CLNT_ADD2]                              CLIENT CODE:    [CLNT_CD]
        [CLNT_CITY\F],[CLNT_ST\1][CLNT_ZIP\2]
        CONTACT: [CLNT_CONTACT]                      PAGE NO.:    [PG_NO]
    --------------------------------------------------------------------------------------------------------
    FOR PROFESSIONAL SERVICES RENDERED:
    --------------------------------------------------------------------------------------------------------
    [START_BODY]
        [BILL_TEXT\LB]
                               WIP AMOUNT        MARKDOWN                BILL AMOUNT

    [START_FEES]
    [SUB_CAT_TEXT\B]
    [SUB_WRK_DESC\B]
    [LN_DATE] [30\F], [31\1]   [LN_WIP_AMT]      [WRITE_UP_DN]                [BILL_AMT\R]
       [SUB_WRK_CODE\R] TOTAL: [SUBTOT_WIP\-]    [SUBTOT_WUD\-]        [SUBTOT_FEES\-BR]
    [END_FEES]
                   TOTAL FEES:  [TOT_WIP_AMT\-]   [TOT_WUD_AMT\-]            [TOT_FEES\-R]

    [START_EXPNS]
    [SUB_CAT_DESC\B]
    [SUB_CAT_TEXT\B]
    [SUB_WRK_DESC]                                                    [SUBTOT_EXPNS\LR]
    [END_EXPNS]
                                               TOTAL EXPENSES:                [55\-LR]
    [END_BODY]

    [START_TOT\2]
                                                   SALES TAX:            [TAX_AMT\LR]
                                                  AMOUNT DUE:            [INV_AMT\-=R]
    [END_TOT\2]
                            PAYMENT DUE UPON RECEIPT
    =========================================================================

      CURRENT       OVER 30         OVER 60         OVER 90       OVER 120     BALANCE DUE
    [CURRENT\S]    [AGED_1\S]      [AGED_2\S]      [AGED_3\S]     [AGED_4\S]       [69\S]
```

FORMAT CODE A--Detail Bill by Date

The following table describes billing format code A.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE B--Detail Bill, No Detail Amounts

The following table describes billing format code B.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE C--Summary Bill by Category

The following table describes billing format code C.

Print Non-Billable Transactions	No
Print Fees Format	Summary by Category
Print Expenses Format	Detail by Category
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE D--Summary Bill, One Total

The following table describes billing format code D.

Print Non-Billable Transactions	No
Print Fees Format	Total Only
Print Expenses Format	Total Only
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE E--Progress Bill by Date

The following table describes billing format code E.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE F--Detail Retainer Bill

The following table describes billing format code F.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	28

FORMAT CODE G--Summary Retainer Bill

The following table describes billing format code G.

Print Non-Billable Transactions	No
Print Fees Format	Summary by Category
Print Expenses Format	Detail by Category
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	28

Chapter 5

Creating a Billing Format

An invoice consists of three major sections: Header, Body, and Totals.

- The **Header** section contains company and client address information, invoice number, and date, and is typically printed only on the first page of the invoice.

- The **Body** section contains detailed fee and expense information, as well as comments. You can print the Body section over several pages depending upon the number of detail lines printed.

- The **Totals** section contains cumulative totals for the invoice and is normally printed on the last page of the invoice.

The following steps outline the creation of a billing format:

A Enter the billing format code to be added or maintained.

At this time, you specify whether the standard or wide report format will be used; what the number of lines per page and the number of lines for the invoice body will be; whether non-billable transactions will be included on the invoice; and whether fees and expenses will be sorted by date, sorted by work code, category, summarized, or printed as totals.

B Customize the layout of the data items on the billing format.

At this time, you enter data items and markers on the billing format itself, edit existing text, type literal text, and apply special formatting commands using the data format options as needed.

C Prepare the billing format for printing.

This process can take some time depending upon the complexity of the billing format being generated.

During this process, you also may want to refer to the Billing Format Data Items Table (see page 133), the sample Default Billing Formats (see page 121), and the Billing Format Code Listing (see page 121) included in this chapter.

Once the billing format code has been generated, it can be used during Client Maintenance (see page 162) or Billing Data Entry (see page 232) for each invoice to be printed during Invoice Printing (see page 247).

Establishing Billing Formats

You can assign a specific Billing Format Code to each client/engagement with the Billing Format Maintenance window. For each billing format, you can choose from predefined data fields or free-form text and specify where each field should be printed on your invoices.

> **NOTE:** If the **Use Graphical Forms** check box is selected on the **Billing** tab in Time and Billing Options (see page 88), the Crystal Billing Format Maintenance window (see page 150) appears.

Billing Format Maintenance Window

The Billing Format Maintenance window contains two tabs for different configuration settings: the Main and the Form tab.

Set Up a Billing Format

1 From the **Setup** menu of the Time and Billing module, select **Billing Format Maintenance**. The Billing Format Maintenance window appears.

Billing Format Maintenance Window - Main Tab

2 Enter a one-character, alphanumeric code (0-9 or A-Z) to identify a new billing format code in the **Billing Format Code** field.

- Type a new code to create a new format. You can click the [Copy From...] button on the **Main** tab to create a new form by copying another form.

- Click the 🔍 button to search for a format code that is already available in Time and Billing, so you can change the settings.

- Use the ⓘⓘⓘⓘ buttons to access the desired information.

3 Enter a description for the billing format code in the **Description** field.

4 Create the billing format on the **Main** tab (see page 127).

5 Change the content of a form on the **Form** tab (see page 129).

6 Click **Accept** to save the changes.

General Settings

Use the Main tab of the Billing Format Maintenance window to maintain options specific to a particular billing format.

Create the Billing Format on the Main Tab

When you select **Billing Format Maintenance** from the **Setup** menu of the Time and Billing module, the **Main** tab of the Billing Format Maintenance window displays by default.

Billing Format Maintenance Window - Main Tab

1 After entering the billing format code and its description, select the **Print Non-Billable Transactions** check box to allow non-billable transactions to print on the billing format.

2 Select the format for printing fees from the **Fees Format** field. Options include:

Detail by Date
Detail by Category
Detail by Work Code
Summary by Category
Summary by Work Code
Totals

3 Select the format for printing expenses from the **Expenses Format** field. Options include:

Detail by Date
Detail by Category
Detail by Work Code
Summary by Category
Summary by Work Code
Totals

4 Select the report page format from the **Standard or Wide Format** field.

• Select **Standard** to print 78 characters per line.

• Select **Wide** to print 128 characters per line.

5 Enter the number of lines for the invoice form in the **Number of Lines Per Page** field. This number must be equal to or greater than the combined total of lines for the invoice Header, Body, and Totals sections.

Enter **0** (zero) to perform an automatic form-feed at the end of each page.

> ☑**NOTE:** The printer must be configured properly to match the invoice form in order to use the form-feed feature.

6 Enter the number of lines for the Body section of the invoice form in the **Number of Lines For Invoice Body** field.

Enter **0** (zero) to use the Billing Format Markers to define the location of the Body section on the invoice.

7 Click the [Test] button to print a "test" invoice with asterisks printed in the selected fields. This feature allows you to view the changes to an invoice before committing the changes. The following dialog box appears.
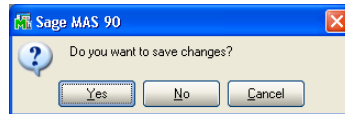
Sage MAS 90 Dialog

8 Click **Yes** to save the changes. The following dialog box appears.
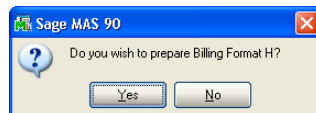
Sage MAS 90 Dialog

9 Click **Yes** to prepare the form.

10 To reset the format of the current billing format code to its default setting, click the [Reset] button. The form is reset to the original default settings.

The **Reset** button is displayed only if you are using billing format codes **A-G**.

11 Click the next tab to continue.

Form Settings

The Form tab of the Billing Format Maintenance window contains a view of the invoice form and allows you to add fields of information to the form and position the data on the form.

Change the Content of an Invoice Form on the Form Tab

1 Click the **Form** tab from the Billing Format Maintenance window to access a view of the invoice form layout.

Billing Format Maintenance Window - Form Tab

The Form tab consists of two sections: the Data Item section and the Billing Format Layout section.

• The **Data Item** section contains the data items, which you can add to invoices. There are over 100 data items to select from. Use the scroll bar to view all the items.

• The bottom **Billing Format Layout** section is used to create the billing format for printing your invoices. Use the scroll bars in this section to view the full invoice format.

2 Enter any changes to the form using the features available on the **Form** tab.

• Click the [Insert] button to add a new blank line to the form.

• Click the [Delete] button to remove a line from the form.

• Add a data item to the form.

   a Right-click the item you want to insert from one of the three Data Item sections.

   b Move your mouse to the desired location of insertion in the Billing Format Layout section.

   c Click your right mouse button, and select **Paste** from the pop-up menu. The item appears on the form.

- Add special format commands (see page 146) to the form.

  You can use special format commands with a selected data item to print the data in a format different then the default format. The format commands are specified by typing a backslash (\) followed by a format option.

- Add additional lines of text.
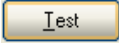
  You can add additional information that is not enclosed in brackets to print on the invoice as literal text. Insert the text in any location on the form.

- Change any information already available on the form.

  You can type over or delete any information already listed in the form.

3 Click **Accept** to save the changes.

   OR

   From the **Main** tab, click the [Test] button to print a "test" invoice with asterisks printed in the selected fields. This feature allows you to view the changes to an invoice before committing the changes.

- If you click **Accept**, the following message appears.
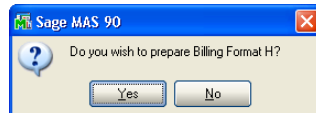
  Sage MAS 90 Dialog

   - Click **Yes** to prepare the form.

- If you click **Test** from the **Main** tab, the following dialog box appears.
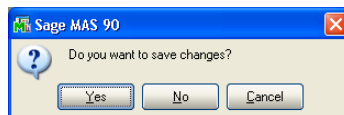
  Sage MAS 90 Dialog

   - Click **Yes** to save the changes. The following dialog box appears.
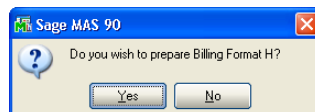
  Sage MAS 90 Dialog

   - Click **Yes** to prepare the form.

Using Billing Format Markers

Use the Billing Format markers to designate where a specific section begins and ends on the invoice form. In addition to the Header, Body, and Totals markers, markers are available to designate the Fees and Expenses subsections within the Body section of the invoice. The marker fields only designate the positions for the sections and subsections and do not print any data at the designated positions. When a marker is used, it is important that no other markers, data items, or text be placed on the same line.

Use of the marker fields to designate sections and subsections is strictly optional. However, only data items appropriate for Header and Totals sections are printed outside marker sections. Data fields for fee or expense detail lines are printed in the appropriate Fees or Expenses subsection within the Body section of the invoice.

Each section or subsection is defined by two sets of markers.

• The beginning of a section or subsection is marked by the start marker. For example, the beginning of the Header section is marked by [START_HEAD].

• A corresponding end marker is used to define the end of a section or subsection. The end of the Header is marked by [END_HEAD].

> ☑**NOTE:** You must always specify both the start and end markers for a section or subsection.

The following illustration displays the Body and Totals sections of a typical billing format for an invoice that includes detail lines for fees and expenses:

```
FOR PROFESSIONAL SERVICES RENDERED:

[START_BODY]
[START_FEES]
[LN_DATE][LN_EXT_COMM]                          [BILL_AMT]

[END_FEES]
                                      TOTAL FEES: [TOT_FEES]
[START_EXPNS]
[LN_DATE] [WORK_CD_DESC]                         [BILL_AMT]

[END_EXPNS]
                                  TOTAL EXPENSES: [TOT_EXPNS]
[END_BODY]
[START_TOT\1]

                                      AMOUNT DUE: [INV_AMT]

[END_TOT\1]
```

Notice that the fees and expenses are within the [START_BODY] and [END_BODY] markers. The total of all fees, [TOT_FEES], will print after the last fee detail line is printed. Similarly, the total of all expenses, [TOT_EXPNS], will print after all expense lines.

Header Markers

The Header section of the invoice is marked by the [START_HEAD] and [END_HEAD] marker fields. Any text and data fields within these two markers will only print on the first page of the invoice. If you want to print information such as the client name or invoice number on each page of the invoice, do not use these data items inside the Header section.

> ☑ **NOTE:** No other sections can be defined within the Header section.

Body Markers

The Body section of the invoice is marked by the [START_BODY] and [END_BODY] marker fields. The position of these two markers designates the area of the invoice form that will be used to print detailed information for fees and expenses.

• You must define the Fees section and the Expenses section within the Body section.

• Any totals for fees and expenses must be defined within the Body section but outside the Fees and Expenses subsections.

If you entered **0** (zero) in the **Number of Lines for Invoice Body** field for the form to define where the invoice Body section begins and ends, the number of lines between the [START_BODY] and [END_BODY] markers determines the number of lines available for printing invoice detail information.

Fees Markers

The Fees subsection of the invoice is marked by the [START_FEES] and [END_FEES] marker fields. The position of these two markers designates the information that will be printed for each fee detail line on the invoice.

The Fees subsection must be within the Body section of the invoice. Only those data fields designated as Detail Data Items (see page 134) and Subtotal Data Items (see page 134) are included in this subsection.

The number of lines that will be printed for each detail line is based on how many different lines you use to position the Detail Data Items within the Fees section. The number of lines entered at the **Number of Lines for Invoice Body** field on the header window must be divisible by the total number of lines between the [START_FEES] and [END_FEES] marker fields. Extended comments will print as many lines as are necessary to print the entire comment.

Expenses Markers

The Expenses subsection of the invoice is marked by the [START_EXPNS] and [END_EXPNS] marker fields. The position of these two markers designates the information that will be printed for each expense detail line on the invoice.

The Expense subsection must be within the Body section of the invoice. Only those data fields designated as Detail Data Items (see page 134) and Subtotal Data Items (see page 134) are included in this subsection.

The number of lines that will be printed for each detail line is based on how many different lines you used to position the Detail Data Items within the Expenses section. Extended comments will print as many lines as are necessary to print the entire comment.

Totals Markers

The Totals section of the invoice is marked by the [START_TOT\1] and [END_TOT\1] marker fields. Any text and data fields within these two markers will only print on the last page of the invoice.

> ☑**NOTE:** No other sections can be defined within the Totals section.

Using the Billing Format Data Item Table

The Billing Format Data Item Table details the available data items you can select to print on invoices. These data items are listed on the table in numeric order under the following column headings: Item Number, Group, Name, Description, Size, Type, and Additional Information.

- The **Item** number must be specified on the billing format to select the data item to be printed on the invoice.

- The **Group** indicates the section of the invoice where the data item will be printed: Header, Detail, Subtotal, Header/Total, or Marker.

- The Item **Name** must be indicated on the billing format to select the data item to be printed on the invoice.

- The **Description** provides an explanation of the Item **Name**.

- The **Size** designates the number of characters each data item will print on the invoice.

- The **Type** indicates whether a Detail or Subtotal data item can be printed in the Fees Subsection (**F**) or the Expenses Subsection (**E**); some data items can be printed in both subsections and are indicated by FE.

- The **Additional Information** column shows the source of the data item (for example, field, window, option, file, calculation, or formula).

- Formulas may vary depending upon the client/engagement fee arrangement and the data items selected.

- Exceptions are detailed in footnotes at the bottom of each page for quick reference.

Data items are classified under five separate groups: Header, Detail, Subtotal, Header/Total, and Marker.

Header Data Items

The Header data items consist of information from the company name and address, client name and address, engagement information, and applicable invoice information to be printed on each page of the invoice, or on the Header section of the invoice.

The [BILL_TEXT] Header data item must be on a separate line, and its width depends upon the setting in the **Billing Text Display/Print Width** field in Time and Billing Options (see page 88).

Detail Data Items

The Detail data items consist of information from the Work in Process Detail file that can be printed within the Fees subsection, within the Expense subsection, or within the Fees and Expenses subsections on the invoice. Detail data items CANNOT be printed in the Header or Total sections.

The [LN_EXT_COMM] detail data item prints the extended comment or the 30-character line comment if there is no extended comment. If there is a page break in the middle of an extended comment and [BILL_TEXT] was used in the Header section, the free-form text defined by [BILL_TEXT] will NOT be printed on subsequent pages.

Subtotal Data Items

The Subtotal data items can be specified within the Fees or Expenses subsection of the invoice to print category code or work code information for fees and expenses.

• Subtotal data items must be placed before the [END_FEES] or [END_EXPNS] marker items.

• If more than one subtotal numeric data item is used, they must be placed on the same line.

Subtotal data items can only be printed if **Detail by Category**, **Summary by Category**, **Summary by Work Code**, or **Detail by Work Code** is selected in the **Fees Format** or **Expenses Format** field on the **Main** tab of the Billing Format Maintenance window (see page 121).

The [SUB_CAT_TEXT] Subtotal data item is always printed once at the beginning of each category grouping, regardless of its placement in the data item group. Data items can be placed to the right or left of this data item, depending upon the width entered in the **Billing Text Display/Print Width** field on the Time and Billing Options window (see page 88).

The [SUB_CAT_CODE] and [SUB_CAT_DESC] Subtotal data items print once per category if **Detail by Category**, **Summary by Category**, **Summary by Work Code**, or **Detail by Work Code** is selected in the **Fees Format** or **Expenses Format** field on the **Main** tab of the Billing Format Maintenance window (see page 121).

• If these data items are placed on a line other than the line containing the subtotal numeric data items, the category code and/or category description will be printed at the beginning of the category group, regardless of its placement in the data item group.

• If these data items are placed on the same line as the subtotal numeric fields, the category code and category description will be printed on the same line as the subtotal numeric fields.

The [SUB_WRK_CODE] and [SUB_WRK_DESC] subtotal data items print once per work code if **Detail by Work Code** or **Summary by Work Code** is selected in the **Fees Format** or **Expenses Format** field on the **Main** tab of the Billing Format Maintenance window (see page 121).

• If these data items are placed on a line other than the line containing the subtotal numeric data items, the work code and/or work code description will be printed at the beginning of the work code group, regardless of its placement in the data item group.

• If these data items are placed on the same line as the subtotal numeric fields, the work code and work code description will be printed on the same line as the subtotal numeric fields.

Header/Total Data Items

The Header/Total data items consist of information from the Client/Engagement Master file and appropriate invoice total information to be printed on each page of the invoice, or in the Totals section of the invoice.

• Total data items must be placed after the [END_FEES] and [END_EXPNS] marker items.

• For clients/engagements with progress billing fee arrangements, the [TAX_AMT], [INV_AMT], and [PROG_BALANCE] Header/Total data item value will be zero except on the final bill. The [PROG_BILL_AMT] value will be zero on the final bill.

• The [NET_INV_AMT] Header/Total data item does not apply to clients with standard, fixed, or not to exceed fee arrangements.

• The [CURRENT] Header/Total data item does not include other invoice amounts currently being billed for bill separate clients.

• The [UNCOLL_RETAIN], [PTD_FIN_CHGS], [BALANCE_FWD], and [CASH_RECEIVED] Header/Total data items must be placed outside the [START_BODY] and [END_BODY] markers.

Marker Data Items

Use the Marker data items to designate where a specific section begins and ends on the invoice form. When you use a Marker data item, you must define it on a line which contains no other markers, data items, or text.

• No markers other than [START_HEAD] and [END_HEAD] can be defined within the Header section of the invoice.

- The [START_FEES], [END_FEES], [START_EXPNS], and [END_EXPNS] Marker data items must be within the Body section of the invoice.

- No markers other than [START_TOT] and [END_TOT] can be defined within the Totals section of the invoice.

Billing Format Data Item Table

The Billing Format Data Item Table details the available data items you can select to print on invoices.

Item	Group	Name	Description	Size	Type	Additional Information
1	Header	PG_NO	Page Number	3	-	System generated
2	Header	INV_NO	Invoice Number	7	-	Generated during Invoice Printing; Billing Data Entry Invoice Number field
3	Header	INV_DATE	Invoice Date	6	-	Billing Data Entry Main tab Invoice Date field; Invoice Printing Invoice Date field
4	Header	COMP_NAME	Company Name	35	-	Company Maintenance Company Name field
5	Header	COMP_ADD1	Company Address Line 1	35	-	Company Maintenance Address field
6	Header	COMP_ADD2	Company Address Line 2	35	-	Company Maintenance Address field
7	Header	COMP_ADD3	Company Address Line 3	35	-	Company Maintenance Address field
8	Header	COMP_ADD4	Company Address Line 4	35	-	Company Maintenance Address field
9	Header	COMP_PHONE	Company Phone #	10	-	Company Maintenance Telephone field
10	Header	CLNT_CD	Client Code	7	-	Client Maintenance Client Code field
11	Header	CLNT_NAME	Client Name	30	-	Client Maintenance Name field

Item	Group	Name	Description	Size	Type	Additional Information
12	Header	CLNT_ADD1	Client Address Line 1	30	-	Client Maintenance Main tab Address field
13	Header	CLNT_ADD2	Client Address Line 2	30	-	Client Maintenance Main tab Address field
14	Header	CLNT_CITY	Client City	20	-	Client Maintenance Main tab City field
15	Header	CLNT_ST	Client State	2	-	Client Maintenance Main tab State field
16	Header	CLNT_ZIP	Client Zip Code	10	-	Client Maintenance Main tab Zip Code field
17	Header	CLNT_CONTACT	Client Contact	30	-	Client Maintenance Main tab Primary Contact field
18	Header	CLNT_COMM1	Client Comment 1	30	-	Client Maintenance Main tab Comment 1 field
19	Header	CLNT_COMM2	Client Comment 2	30	-	Client Maintenance Main tab Comment 2 field
20	Header	ENGMT_CD	Engagement Code	4	-	Client Maintenance Engagement Code field
21	Header	ENGMT_DESC	Engagement Description	30	-	Client Maintenance Description field
22	Header	ENGMT_COMM1	Engagement Comment 1	30	-	Client Maintenance Billing tab Comment 1 field
23	Header	ENGMT_COMM2	Engagement Comment 2	30	-	Client Maintenance Billing tab Comment 2 field
24	Header	SALES_TAX_SCHD	Sales Tax Schedule	9	-	Client Maintenance Additional tab Sales Tax Schedule fields
25	Header	TAX_SCHD_DESC	Sales Tax Schedule Description	30	-	Library Master module Sales Tax Schedule Maintenance

Item	Group	Name	Description	Size	Type	Additional Information
26	Header	BILL_TEXT[1]	Free Form Text	50-75	-	Billing Data Entry Text Editor
27	Detail	LN_NO	Line Number	4	FE	Billing Data Entry Detail tab Line field
28	Detail	LN_DATE	Transaction Date	6	FE	Billing Data Entry Detail tab Date field
29	Detail	EMPLY_CD	Employee Code	4	FE	Billing Data Entry Detail tab Emply field
30	Detail	EMPLY_LNAME	Employee Last Name	15	FE	Employee Maintenance Last Name field
31	Detail	EMPLY_FNAME	Employee First Name	15	FE	Employee Maintenance First field
32	Detail	LN_ENGMT	Line Engagement Code	4	FE	Time/Expense Entry Engagement field
33	Detail	LN_ENGMT_DESC	Line Engagement Code Description	30	FE	Client Maintenance Billing tab
34	Detail	WORK_CD	Work Code	3	FE	Billing Data Entry Detail window W. C. field
35	Detail	WORK_CD_DESC	Work Code Description	30	FE	Work Code Maintenance Description field
36	Detail	CATEG_CD	Category Code	3	FE	Work Code Maintenance Category Code field
37	Detail	CATEG_DESC	Category Description	30	FE	Category Maintenance Description field
38	Detail	WRITE_UP_DN	Write-Up/Write-Down Amount	8.2	FE	Billing Data Entry Detail tab Write Up/Down field
39	Detail	FEE_HRS	Fee Hours	4.2	F	Billing Data Entry Detail tab Hours/Units field

Item	Group	Name	Description	Size	Type	Additional Information
40	Detail	EXP_UNTS	Expense Units	4.2	E	Billing Data Entry Detail tab Hours/Units field
41	Detail	RATE[2]	Billing Rate	5.3	FE	Work Code Maintenance Billing Rate field; Time/Expense Entry Rate field
42	Detail	BILL_AMT	Bill Amount	8.2	FE	Billing Data Entry Detail tab Bill Amount field
43	Detail	MARKUP_%	Markup %	3.3	E	Work Code Maintenance Markup Rate field
44	Detail	LN_COMM	Line Comment (the first 30 characters)	30	FE	Time/Expense Entry Billing Data Entry A/P Invoice Data Entry Comment field
45	Detail	LN_EXT_COMM[3]	Extended Comment (multiple lines)	50	FE	Time/Expense Entry Billing Data Entry A/P Invoice Data Entry Detail tab Extended Comment field
46	Detail	SUBT_EXMPTN	Subject to Exemption	1	FE	Work Code Maintenance Subject to Exemption field; Time/Expense Entry Subject to Exemption field
47	Detail	REV/EXP_ACCT	Revenue/ Expense G/L Account	12	FE	Work Code Maintenance G/L Account field; Time/Expense Entry REV/EXP Account field
48	Subtotal	SUBTOT_HRS[4,5]	Category Total for Hours	5.2	F	Calculation
49	Subtotal	SUBTOT_FEES[4,5]	Category Total for Fees	8.2	F	Calculation
50	Subtotal	TOT_HRS	Invoice Total for Hours	5.2	F	Calculation

Item	Group	Name	Description	Size	Type	Additional Information
51	Subtotal	TOT_FEES	Invoice Total for Fees	8.2	F	Calculation
52	Subtotal	SUBTOT_UNTS[4,5]	Category Total for Expense Units	5.2	E	Calculation
53	Subtotal	SUBTOT_EXPNS[4,5]	Category Total for Expenses	8.2	E	Calculation
54	Subtotal	TOT_UNTS	Invoice Total for Expense Units	5.2	E	Calculation
55	Subtotal	TOT_EXPNS	Invoice Total for Expenses	8.2	E	Calculation
56	Header/ Total	TAX_AMT[6]	Sales Tax Amount	8.2	-	Billing Data Entry Main tab Sales Tax field; Billing Register Sales Tax field
57	Header/ Total	TAXBL_AMT	Taxable Amount Total	8.2	-	Calculation
58	Header/ Total	NON_TAXBL_AMT	Non-Taxable Amount Total	8.2	-	Calculation
59	Header/ Total	INV_AMT[6]	Invoice Amount	8.2	-	*Formula*: TOT_FEES+TOT_EXPNS+TAX_AMT
60	Header/ Total	NET_INV_AMT[7]	Net Invoice Amount	8.2	-	Formula for Final Progress bills: INV_AMT - PROG_BALANCE Formula for Retainer bills: INV_AMT - RET_APPLIED
61	Header	CONT_TITL	Continued Title	9	-	System-generated
62	Header/ Total	RET_APPLIED	Retainer Applied	8.2	-	Billing Data Entry Main tab Retainer Applied field; Billing Register RET Applied field
63	Header/ Total	PROG_BALANCE[6]	Progress Bill Balance (Total of Progress Bill Amounts previously billed and updated)	8.2	-	Client Maintenance History tab Progress Bill Balance field

Item	Group	Name	Description	Size	Type	Additional Information
64	Header/ Total	CURRENT[8]	Current A/R amount for the client added to the current invoice	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
65	Header/ Total	AGED_1	Aging Bucket 1 (that is, over 30 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
66	Header/ Total	AGED_2	Aging Bucket 2 (that is, over 60 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
67	Header/ Total	AGED_3	Aging Bucket 3 (that is, over 90 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
68	Header/ Total	AGED_4	Aging Bucket 4 (that is, over 120 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
69	Header/ Total	CLNT_BALANCE	Client Balance	8.2	-	*Formula:* BALANCE_FWD- CASH_RECEIVED+ PTD_FIN_CHGS+ NET_INV_AMT+ PROG_BILL_AMT
70	Header/ Total	INVC_MSSG1	Invoice Message 1	6	-	Invoice Printing Message Line 1 field
71	Header/ Total	INVC_MSSG2	Invoice Message 2	6	-	Invoice Printing Message Line 2 field
72	Detail	BASE_AMT	Base Expense Amount for a Billable Expense Work Code with a Fixed Amount Rate Method	8.2	E	Time/Expense Entry Extended Amount field; A/P Invoice Data Entry Amount field
73	Marker	START_HEAD[9]	Start First Page of Header Section	-	-	-
74	Marker	END_HEAD[9]	End First Page of Header Section	-	-	-
75	Marker	START_BODY	Start of Invoice Body Section	-	-	-
76	Marker	END_BODY	End of Invoice Body Section	-	-	-

Item	Group	Name	Description	Size	Type	Additional Information
77	Marker	START_FEES[10]	Start of Fees Section	-	-	-
78	Marker	END_FEES[10]	End of Fees Section	-	-	-
79	Marker	START_EXPNS[10]	Start of Expenses Section	-	-	-
80	Marker	END_EXPNS[10]	End of Expenses Section	-	-	-
81	Marker	START_TOT[11]	Start of Totals Section	-	-	-
82	Marker	END_TOT[11]	End of Totals Section	-	-	-
83	Header/ Total	RET_BALANCE	Previous Retainer Balance Less Retainer Applied	8.2	-	Billing Selection Register Retainer Balance field; Billing Data Entry Retainer Balance field
84	Header/ Total	RET_AMT_DUE	Retainer Amount Due	8.2	-	Billing Data Entry Retainer Amount Due field; Billing Register RET Due field
85	Header/ Total	PROG_BILL_AMT[12]	Progress Bill Amount	8.2	-	Client Maintenance Billing tab Progress Amount field; Billing Data Entry Bill Amount field
86	Header/ Total	UNCOLL_RETAIN[13]	Uncollected Retainer (total of retainers billed but not yet received)	-	-	Client Maintenance Billing Data Uncollected Retainer field; Billing Data Entry Uncollected Retainer field
87	Header/ Total	PTD_FIN_CHGS[13]	Period To Date Finance Charges	-	-	Calculation Client Master file
88	Header/ Total	BALANCE_FWD[13]	Balance Forward	-	-	Calculation Invoice Trans/Payment History file

Item	Group	Name	Description	Size	Type	Additional Information
89	Header/ Total	CASH_RECEIVED[13]	Cash Received	-	-	Calculation Invoice Trans/Payment Hist. file. The sum of all payments and prepayments that have a transaction date within the current period.
90	Subtotal	SUB_CAT_CODE[14]	Subtotal Category Code	3	FE	Work Code Maintenance Category Code field
91	Subtotal	SUB_CAT_DESC[14]	Subtotal Category Description	30	FE	Category Maintenance Description field
92	Subtotal	SUB_CAT_TEXT[15]	Subtotal Category Bill text	50-75	FE	Billing Data Entry Bill by Category tab Billing Entry Text Editor
93	Subtotal	SUB_WRK_CODE[16]	Subtotal Work Code	3	FE	Billing Data Entry Detail tab W.C. field
94	Subtotal	SUB_WRK_DESC[16]	Subtotal Work Code Description	30	FE	Work Code Maintenance Description field
95	Detail	LN_WIP_AMT	Work in Process Amount	8.2	FE	Billing Data Entry Detail tab Bill Amount field
96	Subtotal	SUBTOT_WIP[5]	Subtotal WIP Amount	8.2	FE	Calculation
97	Subtotal	SUBTOT_WUD[5]	Subtotal Net Write Up/Down Amount	8.2	FE	Calculation
98	Header/ Total	TOT_WIP_AMT	Total WIP Amount	8.2	-	Calculation
99	Header/ Total	TOT_WUD_AMT	Total Net Write Up/Down Amount	8.2	-	Calculation
100	Header	USER_1	User-defined field 1	15	-	Client Maintenance Additional tab Client Misc 1 field
101	Header	USER_2	User-defined field 2	15	-	Client Maintenance Additional tab Client Misc 2 field

Item	Group	Name	Description	Size	Type	Additional Information
102	Header	USER_3	User-defined field 3	15	-	Client Maintenance Additional tab Client Misc 3 field
103	Header	USER_4	User-defined field 4	15	-	Client Maintenance Additional tab Client Misc 4 field
104	Header	CLNT_PHONE	Client Phone Number	10	-	Client Maintenance Main tab Telephone field
105	Header	CLNT_FAX	Client FAX/Telex Number	15	-	Client Maintenance Main tab Fax field
106	Header	BILL_THRU_DAT	Bill Thru Date	6	-	Billing Data Entry Bill Thru field
107	Header	CLNT_ADD3	Client Address	30	-	Billing Format Maintenance Form Tab Address field
108	Header	CLNT_CNTRY	Client Country	3	-	Billing Format Maintenance Form Tab Country field
109	Header	CLNT_CONTNAME	Client Contact Name	10	-	Billing Format Maintenance Form Tab Client Contact field
110		TAXCODE_1_DSC	Tax Discount			
111		TAXCODE_2_DSC	Tax Discount			
112		TAXCODE_3_DSC	Tax Discount			
113		TAXCODE_4_DSC	Tax Discount			
114		TAXCODE_1_AMT	Tax Amount			
115		TAXCODE_2_AMT	Tax Amount			
116		TAXCODE_3_AMT	Tax Amount			
117		TAXCODE_4_AMT	Tax Amount			
118		BT_CONTA_CODE	Contact Code			
119		BT_CONT_NAME	Contact Name			

Item	Group	Name	Description	Size	Type	Additional Information
120		CLNT_EXT	Client Extension			
121		BILL_TO_NAME	Bill to Name			

1 This data item must be on a separate line, and its width depends upon your entry at the Billing Text Display/Print Width option in Time and Billing Options.

2 Can only be used if using Detail by Date (D) Billing Format.

3 If there is a page break in the middle of an Extended Comment and [BILL_TEXT] was used in the Header section, the free-form text defined by [BILL_TEXT] will not be printed on subsequent pages.

4 This data item may be printed only if you entered Detail by Category, Summary by Category, Detail by Work Code, or Summary by Work Code at the Fees Format or Expenses Format field on the Billing Format Maintenance Main tab.

5 If more than one subtotal numeric data item is used, they must be placed on the same line.

6 For clients/engagements with Progress Billing fee arrangements, this data item value will be zero except on the Final Bill.

7 This data item does not apply to Standard, Fixed, or Not To Exceed fee arrangements.

8 This data item value does not include other invoice amounts currently being billed for Bill Separate clients.

9 No other markers can be defined within the Header section of the invoice.

10 This marker must be within the Body section of the invoice.

11 No other markers may be defined within the Totals section of the invoice.

12 For clients/engagements with Progress Billing fee arrangements, this data item value will be zero on the Final bill.

13 This data item must be placed outside the [START_BODY] and [END_BODY] markers.

14 The [SUB_CAT_CODE] and [SUB_CAT_DESC] Subtotal data items print once per category if you entered Detail by Category, Summary by Category, Detail by Work Code, or Summary by Work Code at the Fees Format or Expenses Format field on the Billing Format Maintenance Main tab. For additional information, refer to Data Item Groups.

15 The [SUB_CAT_TEXT] Subtotal data item is always printed once at the beginning of each category grouping regardless of its placement in the category group. Data items can be placed to the right or left of this data item, providing the width entered at the Billing Text Display/Print Width option in Time and Billing Options is taken into consideration.

16 The [SUB_WRK_CODE] and [SUB_WRK_DESC] Subtotal data items print once per Work Code if you entered Detail by Work Code or Summary by Work Code at the Fees Format or Expenses Format field on the Billing Format Maintenance Main tab. For additional information, refer to Data Item Groups.

Using Data Format Options

Use special format commands with the data item name to print the data in a format different than the default format. Specify the format commands by typing a backslash (\), followed by a format option. For example, you can type [LN_DATE\D15] to print a date field in Date Format \D15 (that is, May 31, 2004), or you can type [COMP_PHONE\P3] to print a telephone number field in Phone Format \P3 (for example, 555-4444).

Numeric Formats

Enter a mask specifying the number of digits to be displayed, and the placement of commas and the decimal point. A pound sign (**#**) is used to designate each digit to be printed. A minus sign (**-**) can be used to designate where the minus sign is to be displayed. You can also use parentheses in the mask to be printed for negative values. A dollar sign (**$**) can also be specified. If you do not specify a mask for a numeric data type field, the #####.00 format will be used for hours and the ########.00 format will be used for amounts. The following table shows sample masks, the number retrieved from the data file, and the printed result.

Mask	Number	Output
\###,###.00-	1234.56	1,234.56
\###,###.00-	-1234.56	1,234.56-
\######	1234.56	1235
\(###,###.00)	-1234.56	(1,234.56)
\$##,###.00	1234.56	$1234.56

Phone Formats

There are three different formats available for printing telephone numbers. If no format option is specified, the first format (for example, P1) will be used.

Format Option	Format Mask	Example
\P1	(###) ### ####	(555) 555-5555
\P2	### ### ####	555 555-5555
\P3	### ####	555-5555

Date Formats

You can format date fields by entering one of the following format options. If no format option is specified, the default date format established in the Terminal Preference option on the Library Master System Preferences menu will be used. For additional information on Terminal Preferences, refer to your *Library Master online help*.

Format Option	Format Mask	Example
\D01	MM/DD/YY	05/31/04
\D02	MM-DD-YY	05-31-04
\D03	mmmDD/YY	May31/04
\D04	mmmDD-YY	May31-04
\D05	DD/MM/YY	31/05/04
\D06	DD-MM-YY	31-05-04
\D07	DDmmm/YY	31May/04
\D08	DDmmm-YY	31May-04
\D09	MM/DD	05/31
\D10	MM-DD	05-31
\D11	mmmDD	May31
\D12	DD/MM	31/05
\D13	DD-MM	31-05
\D14	DDmmm	31May
\D15	MMMMMM DD, YYYY	MAY 31, 2004
\D16	DD MMMMMM YYYY	31 MAY 2004
\DD	DD	31
\DM	MM	05
\DY	DY	04
\DML	MMMMMM	May
\DYL	YYYY	2004

Additional Data Item Formatting Options

By entering a data item name or number followed by a backslash (\), you can enter other format options that perform a variety of functions. You can specify the starting position of data by entering a backslash, followed by a number from 1 through 9. That number defines the number of characters after the last printed text at which you want to begin printing the selected item. For example, data item [COMP_ADD1\5] will print the first line of the company address five characters to the right of the last printed text. Data item [9\2] will print the company telephone number two characters to the right of the last printed text.

Marker Options

A marker data item (for example, [START_BODY]) followed by a backslash and a number indicates that data item values will begin printing the specified number of lines below the previous section. For example, in an invoice containing Body and Totals information, [START_TOT\2] will print the first Totals line two lines below the last line printed (even if the last line is a blank line).

The following table indicates the available data format options:

Format Option	Printed Result
\ followed by the number of lines	Prints data item values starting at the specified number of lines below the previous section, *if used with a marker data item*. For example, [START_TOT\2] on Billing Format Code A prints totals starting on the second line below the previous Body section.
\ followed by the number of positions	Prints the *non-numeric*, string data item value starting at a specified single-digit number of positions to the right of the previous data item value. For example, [EMPY_LNAME\1] on Billing Format Code A prints the employee's last name starting at the second position to the right of the employee's first name, [EMPLY_FNAME].
\-	Prints a dashed line above the data item value, the same length as the data item value. This is typically used with Header/Total Subtotal data items.
\=	Prints a double-dashed line below the data item value, and is the same length as the data item. This is typically used with Header/Total and Subtotal data items.
\###.##	Defines a numeric mask.
\B followed by the number of blank lines	Prints the specified single-digit number of blank lines below the data item value. One blank line will be indicated if no number is specified. If more than one \B format option is used per line, then only the last \B format option is used.

Format Option	Printed Result
\C	Centers the data item value for the defined length of the data item beginning at the position of the left bracket. This option cannot be used with the [BILL_TEXT], [LN_EXT_COMM], and [SUB_CAT_TEXT] data items.
\D14	Defines date mask number 14.
\F	Floats or prints the following text immediately after this data item value (used for adding punctuation). For example, [CITY\F], on Billing Format Code A will print a comma immediately after the city (for example, Irvine, CA).
\L	Suppresses printing of all information on the line if the data item value is zero or blank. For example, [TOT_FEES\-L] on Billing Format Code A will suppress printing of any information on the line (including the words TOTAL FEES:) if there are no fees. However, if fees do exist, the words TOTAL FEES: followed by the data item value will be printed.
\P2	Defines phone mask number 2.
\R	Prints the data item value right-justified to the position of the right bracket. This option cannot be used with the [BILL_TEXT], [LN_EXT_COMM], and [SUB_CAT_TEXT] data items.
\S	Suppresses printing all information from the previous data item value up to and including the current data item value if the data item value is zero or blank. For example, [AGED_1\S] on Billing Format Code A will suppress printing of any information from the previous data item value (for example, [CURRENT\S] to the current data item value if there is no aging information for Aging Category 1.

Combining Formatting Options

You can combine two or more format options for a single data item. Enter the data item name or number followed by a backslash (\), followed by one or more formatting codes. For example, enter [COMP_PHONE\3P2] to print the company phone number three characters to the right of the previous data item value using phone number mask P2. You can specify the format options in any order except for the date and numeric mask format options. If the date or numeric mask format option is used, it must be specified last.

Possible Errors

When adding fields and formats to a billing format, the following errors can occur if you enter data incorrectly.

- **Invalid Field Name:** The field name specified inside the brackets is not a valid data field or marker name.

- **Invalid Field Number:** The field number specified inside the brackets is not a valid data field number.

- **Outside of START_BODY:** A marker field that must be between [START_BODY] and [END_BODY] (for example, [START_FEES], [START_EXPNS]) was found outside the proper markers.

- **Found Without a START:** An end marker field was found without a corresponding start marker (for example, [END_FEES] was found without a [START_FEES]).

- **Found Without an END:** A start marker field was found without a corresponding end marker (for example, [START_FEES] was found without an [END_FEES]).

- **Inside Another Block:** A marker field that cannot be inside another block (for example, [START_HEAD], [START_TOT]) was found inside a block.

- **Invalid Number of Brackets:** An extra bracket was found without a matching bracket.

- **Occurs More Than Once:** A marker field was defined more than once. Marker fields can be specified only once on a form.

Crystal Billing Format Maintenance

Use the Crystal Billing Format Maintenance feature to utilize Crystal Reports to format and print your Time and Billing invoices. The Crystal Billing Format Maintenance window appears if you selected the **Use Graphical Forms** check box on the **Billing** tab on the Time and Billing Options window (see page 88).

Maintaining Billing Format Codes

Billing format codes are maintained in parallel between the Crystal Billing Format Maintenance and the older Billing Format Maintenance to assist in transitioning from the older system to the newer "Crystal" system.

The Billing Format Maintenance feature eliminates the need to keep track of two different sets of billing format codes. It means that if you had billing format codes ranging from "A" to "K" in the old Billing Format Maintenance, those same codes will be available under the newer Crystal Billing Format Maintenance. Also, if you add a new billing format code (for example, Billing Format Code "L") in either the old or new system, that code will be available in the other system.

Only the billing format "code" itself is shared between the old and new reporting systems. The layouts associated with each code, in the old Billing Format Maintenance or the new Crystal Billing Format Maintenance, do not need to have a parallel relationship as the formats are maintained independently.

Create a Crystal Billing Format

1 From the **Setup** menu of the Time and Billing module, select **Billing Format Maintenance**. The Crystal Billing Format Maintenance window appears.
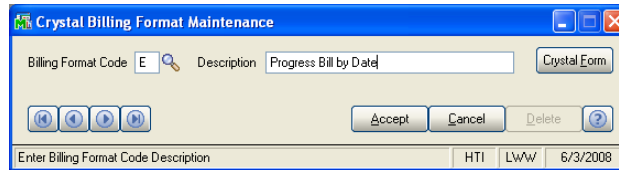
Crystal Billing Format Maintenance Window

2 Enter the billing format code in the **Billing Format Code** field.

- Type a new code to create a new format.

- Click the 🔍 button to search for a format code that is already available in Time and Billing, so you can change the settings.

- Use the buttons to access the desired information.

3 If you create your first Crystal Form, Sage MAS 90 or 200 will inform you that no Crystal RPT file exists for the Billing Format Code you entered. Click **OK** at the dialog box.

Sage MAS 90 or 200 will prompt you to select one of the seven templates that exist to start formatting your new Crystal Billing Format. The Form Template Selection window appears.
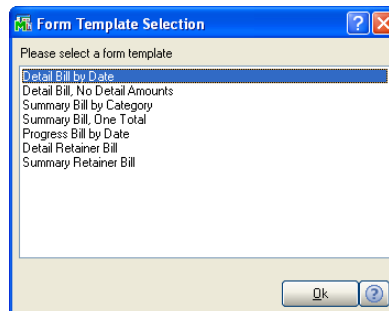
Form Template Selection Window

4 Select one of the seven templates, and click **OK**.

5 The **Description** field contains a description of the billing format code you selected (such as Detail Retainer Bill for Code F). Change the description, if necessary.

After selecting a template from the Form Template Selection window, an initial Crystal Form is created. You can leave that form as is, or modify it.

6 Click the Crystal Form button to modify the Crystal Form. The system will launch Crystal Reports and allow you to modify the selected Crystal Form.

After making your desired modifications, you can return to Sage MAS 90 or 200 by closing the Crystal Reports window.

Time and Billing Utilities

The Time and Billing Utilities feature contains special functions that allow you to change certain fields for a large number of clients/engagements or employees. You can change a code or other value listed in a particular field to another code or value throughout the Time and Billing module.

Using Time and Billing Utilities

The Time and Billing Utilities window includes the following options:

- Global Client Field Change (see page 153)
- Global Employee Rate Change (see page 156)
- Set Up Open Invoices (see page 157)

Launching Time and Billing Utilities

a From the **Setup** menu of the Time and Billing module, select **Time and Billing Utilities**. The Time and Billing Utilities window appears.
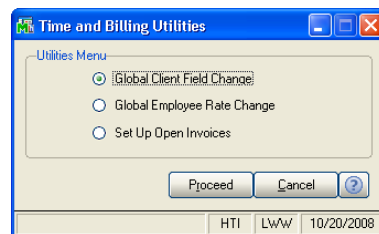
Time and Billing Utilities Window

b Select the radio button next to the desired option, and then click **Proceed** to run the utility.

Global Client Field Change

Use this utility to modify specified client fields for a large number of clients/engagements. This option is especially useful for reassigning a group of clients to a different partner or employee or to modify the finance charge rates for a group of clients.

You first enter a set of selection criteria to determine for which clients/engagements to change the selected fields of information.

Complete a Global Client Field Change

1 Select the **Global Client Field Change** option from the Time and Billing Utilities window, and click **Proceed**. The Global Client Field Change window appears.

Global Client Field Change Window

2 Select the field information to change in the **Selection** section of the Global Client Field Change window.

   a Select **All** to change the information for all items.

      OR

   b Enter a range of items to change the information for in the **Starting** and **Ending** fields.

• Select the client codes to change the field information for in the **Client Code** field.

• Select the engagement codes to change the field information for in the **Engagement Code** field.

• Enter the engagement types to change the field information for in the **Client Types** field. You may enter up to four alphanumeric characters for each client type you enter. Leave a space between each client type.

   The default value of **All** means all client types will be changed.

3 Select the **Field** information to change on the Global Client Field Change window.

   a Select the information to change in the **From** field.

      AND

   b Select the new information in the **To** field.

      OR

c Select **All** to change all the data in a field to the new information.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

The following table lists the fields you can change.

Field	Description
Client Type	Change one type of client to another in the Client Type fields.
Open Item	Change one open item to another in the Open Item fields.
Statement Cycle	Change one statement cycle to another in the Statement Cycle fields.
Print Dun Message	Change one message to another in the Print Dun Message fields.
Bill Frequency	Change one bill frequency amount to another in the Bill Frequency fields.
Bill Separate	Change one bill separate amount to another in the Bill Separate fields.
Client Partner	Change one employee to another employee in the Client Partner fields.
Client Employee	Change one employee to another employee in the Client Employee fields.
Engagement Partner	Change one employee to another employee in the Engagement Partner fields.
Engagement Employee	Change one employee to another employee in the Engagement Employee fields.
Billing Format	Change one billing format code to another billing format code in the Billing Format fields.
Finance Charge Amount	Change one finance amount to another in the Finance Charge Amount fields.
Revenue Account	Change one General Ledger account to another in the Revenue fields.
Bill Rate Code	Change one billing rate to another in the Bill Rate Code fields.

4 Click the **Additional** button if you need to access the additional fields. The Additional Fields window appears.
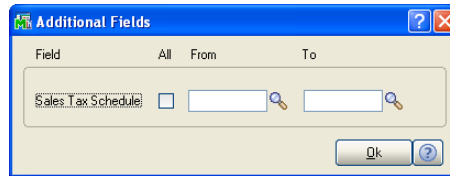
Additional Fields Window

The Additional Fields window allows you to change the Sales Tax Schedule information

a Leave the **Sales Tax Schedule** fields blank if you are not changing the tax schedule.

b Select **All** to change all the data in a field to the new information.

   OR

c Select the information to change in the **From** field

   AND

d Select the new information in the **To** field.

e Click **OK**.

5 Click **Proceed** on the Global Client Field Change window to change the information in Time and Billing.

Global Employee Rate Change

Use this utility to modify the employee cost per hour or billing rate for a large group of employees. The previous cost per hour or billing rate can be increased or decreased by a specified percentage or dollar amount, or changed to a fixed rate. Work in Process already entered will not be affected by this new rate. Only time/expense entries made after the rate change will reflect the new rate.

You first enter a set of selection criteria to determine for which employees to change the selected fields of information.

Complete a Global Employee Rate Change

1 Select the **Global Employee Rate Change** option from the Time and Billing Utilities window, and click **Proceed**. The Global Employee Rate Change window appears.

Global Employee Rate Change Window

2 Select the field information to change in the **Selection** section of the Global Employee Rate Change window.

a Select **All** to change the information for all items.

  OR

b Enter a range of items to change the information for in the **Starting** and **Ending** fields.

• Select the employees to change the rates for in the **Employee Code** field.

• Select the offices to change the employee rates for in the **Office Code** field.

> **HINT:** Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

3 Select the employee levels to change the employee rates for from the drop-down lists available in the **Employee Level Starting** and **Ending** fields.

4 Select the **Field** information to change on the Global Employee Rate Change window.

a Select the type of markup from the **Type** field for each billing rate you want to change.

• Select **Markup Amount** to markup the billing rate by a specific amount.

- Select **Markup Percent** to markup the rate by a specific percent.

- Select **Fixed Amount Change** to change the employee billing rate to a fixed amount.

b Enter the percentage or amount of change for the billing rate in the **Change By** field. You can enter dollar amounts up to three decimal places.

c Select the **Round ?** check box to calculate the new rate rounded to the nearest whole dollar amount.

The following table is an example of the custom fields for which you can change the type of markups and percentage or dollar amounts (these fields are defined on the **Terminology** tab of the to suit your company's needs).

Field	Description
Cost per Hour	Change the employee cost per hour in these fields.
Gen Acct Svc	Change the billing rate for general accounting services in these fields.
Mngmt Advisory	Change the billing rate for management advisory services in these fields.
Audit Services	Change the billing rate for the audit services in these fields.
Phone Support	Change the billing rate for phone support service in these fields.
Miscellaneous	Change the billing rate for miscellaneous services in these fields.
Special	Change the billing rate for special services in these fields.
Financial Pln	Change the billing rate for financial plan services in these fields.
Tax Ret-Corp	Change the billing rate for corporate tax return services in these fields.
Tax Ret-Prtshp	Change the billing rate for partnership tax return services in these fields
Tax Ret-Indiv	Change the billing rate for individual tax return services in these fields.

5 Click **Proceed** to change the information in Time and Billing.

Set Up Open Invoices

Use this utility to convert your existing Time and Billing system and to enter all of your open invoices into the Time and Billing module.

Run the Set Up Open Invoices utility only during the initial setup of the Time and Billing module. If used subsequently, Set Up Open Invoices causes an imbalance between the General Ledger and the Open Invoice Accounts.

Set Up an Open Invoice

1 Select the **Set Up Open Invoices** option from the Time and Billing Utilities window, and click **Proceed**. The Set Up Open Invoices window appears.

Set Up Open Invoices Window

This field is not available if Bill Separate is NOT selected in Client Maintenance

2 Select the client for the open invoice from the **Client Code** field.

3 Select the engagement for the open invoice from the **Engagement Code** field.

This field is NOT available if the **Bill Separate** field is not selected on the Client Maintenance window (see page 162) for the client.

4 Enter the invoice number for the open invoice in the **Invoice Number** field. Click the button for the Next Invoice number.

5 Enter the date for the invoice in the **Invoice Date** field.

6 Enter the amount of the original invoice in the **Invoice Amount** field.

7 Enter the sales tax for the invoice in the **Sales Tax Amount** field.

This field is NOT available if the **Sales Tax Reporting Required** field is set to **No** on the Client Maintenance window (see page 162).

8 Enter the current balance of the invoice in the **Invoice Balance** field.

For balance forward clients, enter the invoice balances for your open invoices for the oldest period.

9 Click **Accept** to save the changes.

10 Repeat the process for all open invoices.

11 Click the 🖨 button when you are ready to print and update the Set Up Open Invoices Register for the period. The Set Up Open Invoices Register window appears.
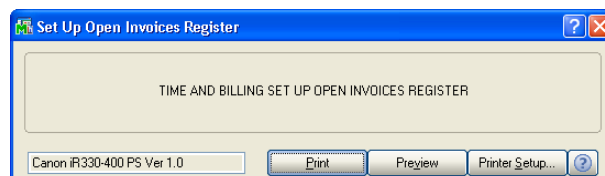
Set Up Open Invoices Register Window

12 Click **Print**. The Set Up Open Invoices Register prints.

Set Up Open Invoices Register Report

After the Set Up Open Invoices Register prints, the following dialog appears.
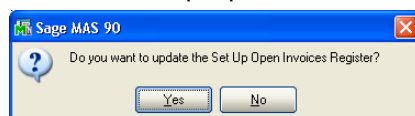
Sage MAS 90 Dialog

13 Click **Yes** to update the system.

After you perform period end processing, enter the invoices for the next period. Continue this process until you have entered all unpaid invoices as of your last closed accounting period.

_____

This concludes *Chapter 5: Using the Setup Menu* of the Time and Billing manual.

Using the Main Menu

Chapter 6: Using the Main Menu teaches managers how to set up clients, how to enter time and expenses, and how to update the Sage MAS 90 or 200 system with employee time spent on projects.

How to Use the Main Menu

This chapter does not describe every procedure that can be completed on a Main window. For example, this chapter does not include detailed instructions on how to print or change information from certain windows available in the Main menu. Detailed instructions about changing information, deleting information, and printing from the Main windows are available in the *Time and Billing Online Help*. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Main Menu

The Time and Billing Main menu contains the features used to create your Client Master file, enter time and expense transactions, process cash receipts and write-offs, and print the necessary audit reports.

Implementing the Main Menu Options

You use the Main menu options to set up clients, enter time and expenses, record payments against outstanding client balances, and update the Sage MAS 90 or 200 system with employee time spent on projects.

Open a Window from the Main Menu

1 Click the **Time and Billing** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Main** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Main** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Time and Billing Main Menu

Windows Available in the Main Menu

Time and Billing Main Window
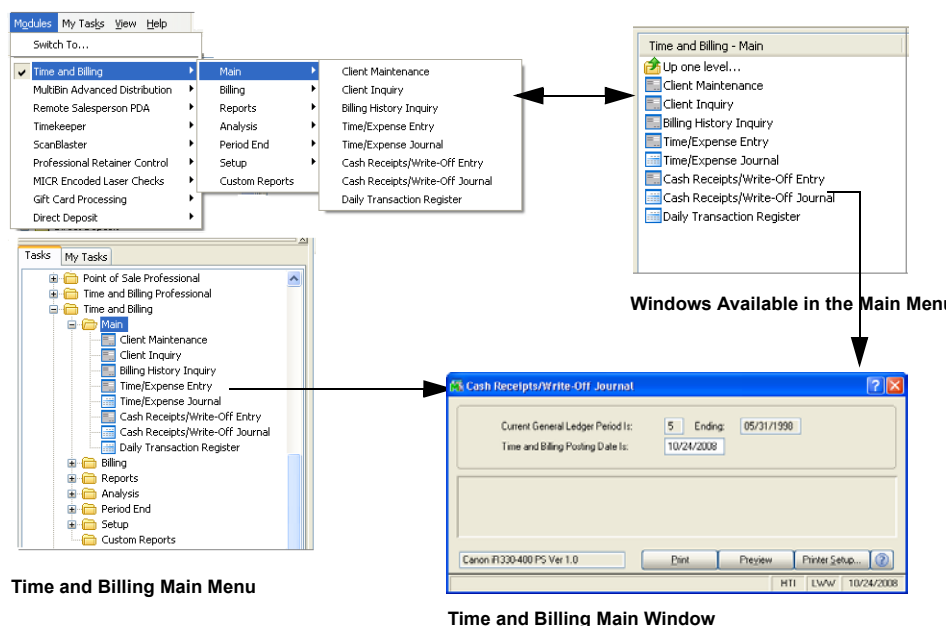
Select an Item from a Lookup List

Many fields in the Main menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Change a Record

1   Click the 🔍 button in the first field to select a record account from a Lookup window (or use the ⏮ ◀ ▶ ⏭ buttons to access the desired information). The system displays the record's information on the window.

2   Review and edit the options your company requires in the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)

3   Click the **Accept** button to save the changes.

Delete a Record

1   Click the 🔍 button in the first field to select a record account from the Lookup window. The system displays the record's information in the window.

2   Click the **Delete** button. The system displays a warning dialog box similar to the following.
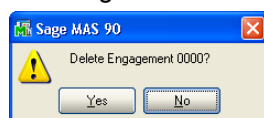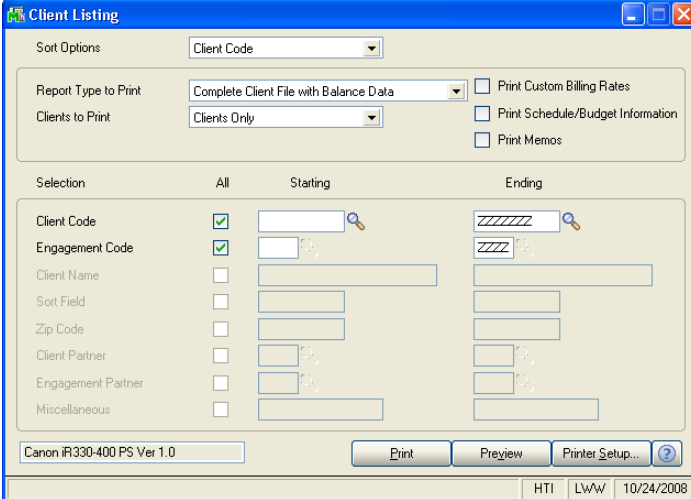
Sage MAS 90 Warning Dialog

3 Click the **Yes** button. The record is deleted.

4 Click the **Accept** button to save the changes.

Print from a Main Window

You can print information from many of the windows available in the Main menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the *Time and Billing Online Help*.

1 Click the [printer] button on the window. A Listing window similar to the following appears.

Client Listing Window

2 Select how to sort the list from the **Sort Options** field.

3 Select the type of information to include in the report from the remaining fields on the Listing window. For many fields, you can select all records or a range of information.

For example, in the previous picture, you can select the **All** check box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific clients. If there is a date field available on a Listing window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.

4 Click the **Print** button to print the list, or click the **Preview** button to preview the list.

Client Maintenance

Use Client Maintenance to create and maintain a file containing detailed information for each of your clients. You can also maintain information for engagements for a client, if applicable.

Using Client Maintenance

With the Client Maintenance feature, you can enter and maintain address and other constant data, billing data, custom billing rates, and budget scheduling information for the specified client. You can also choose to display billing history, aged and open invoices, and work in process information on this window.

Client Maintenance Window

The Client Maintenance window contains six tabs for different configuration settings: the Main, Additional, Billing, History, Invoices, and the WIP tab.

Set Up a Client

1 From the **Main** menu of the Time and Billing module, select **Client Maintenance**. The Client Maintenance window appears.

Client Maintenance Window

2 Click the 🖺 button to <u>copy a client engagement</u> (see page 164) if the engagements are similar. You have to perform this BEFORE selecting the client from the Client Code field.

3 Enter or select a client in the **Client Code** field.

  • Type a new code to create a new client.

  • Click the 🔍 button to select a client already enabled in Time and Billing.

  • Use the ⏮◀▶⏭ buttons to access the desired information.

4 After you select a client, the **Client Memo** (🗒/🗒) button appears. Use this button to <u>create/update a client memo</u> (see page 166).

  If a memo already exists, the Memo icon appears yellow. If a memo does not exist, the icon appears blue.

5 Enter the client's name in the **Name** field.

6 Enter or select a client engagement in the **Engagement Code** field.

- Type a new code to create a new engagement.

- Click the 🔍 button to select an engagement already enabled in Time and Billing.

7 Enter a description for the client engagement in the **Description** field.

8 Enter or update basic data about a client on the **Main** tab (see page 167).

- Create a new client by copying an existing client (see page 169).

- Assign a new client code to the existing client (see page 170).

- Set up custom billing rates for a client (see page 171).

- Set up a billing address for a customer (see page 172).

- Create client contacts (see page 174).

- Define a schedule/budget (see page 176).

9 Set additional client data on the **Additional** tab (see page 179).

10 Set up billing procedures for a client on the **Billing** tab (see page 181).

11 Review the historical billing for a client on the **History** tab (see page 185).

12 Review the client/engagement invoice on the **Invoice** tab (see page 187).

13 View the Work in Process engagement on the **WIP** tab (see page 188).

14 Click **Accept** to save the changes.

Copy Engagements from One Client to Another

You can copy engagements from one client to another when the engagements are very similar.

> ☑**NOTE:** You must use this feature BEFORE selecting a client from the **Client Code** field on the Client Maintenance window.

1 From the **Main** menu of the Time and Billing module, select **Client Maintenance**. The Client Maintenance window appears.
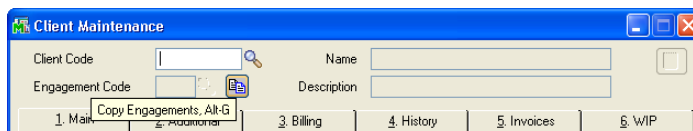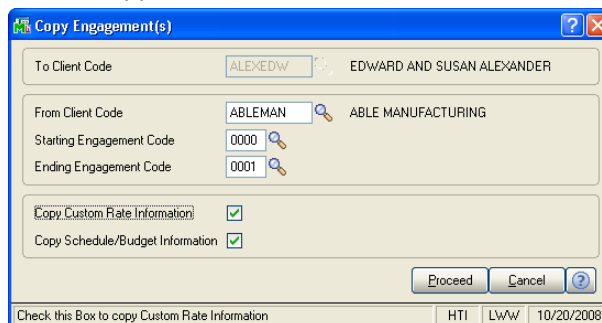
Client Maintenance Window - Copy Engagements Button

2 Click the 📋 button to copy a client engagement. The Copy Engagement(s) window appears.

Copy Engagement(s) Window

🏳 **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

3 Select the client that will have the new engagement from the **To Client Code** field.

4 Select the client that has the engagement that will be copied from the **From Client Code** field.

5 Select the first engagement to copy in the **Starting Engagement Code** field.

6 Select the last engagement to copy in the **Ending Engagement Code** field. .

🏳 **HINT:** You can copy several engagements by entering a range of numbers in the **Starting Engagement Code** and the **Ending Engagement Code** field. To copy only one engagement, select the same number in both fields.

---

7 Select the **Copy Custom Rate Information** check box to copy any custom rates configured for the engagement to the new engagement.

8 Select the **Copy Schedule/Budget Information** check box to copy the schedule and budget for the engagement.

9 Click **Proceed** to copy the engagement.

Update Client Memos

1 To update a client memo, click the 🖼/🖼 button to launch the Client Memo Maintenance window.
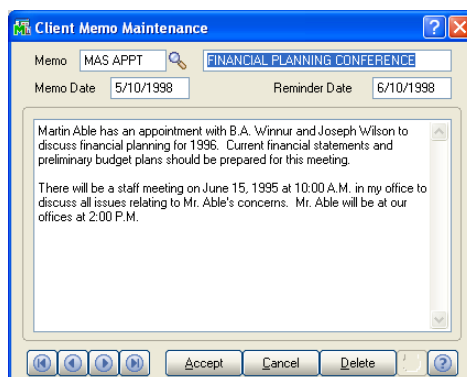
Client Memo Maintenance Window

2 Review the information, or make the necessary changes on the Client Memo Maintenance window.

a Enter a new code to create a new memo in the **Memo** field, or select an existing code from the field.

• Click the 🔍 button to select a memo already enabled in Time and Billing.

• Use the ⏮◀▶⏭ buttons to access the desired information.

b Enter a description of the memo in the Description text field.

c Enter the starting date for the memo in the **Memo Date** field.

d Enter a reminder date for the memo in the **Reminder Date** field.

e Enter the memo in the text field.

3 Click **Accept** to save the memo.

See the *Time and Billing online help* for detailed information.

General Settings

The Main tab of the Client Maintenance window stores general information on the specified client, such as address, contacts, referrals, as well as special command buttons allowing you to review/update detailed information on this client.

View and Enter Basic Data about a Client on the Main Tab

When you select **Client Maintenance** from the **Main** menu of the Time and Billing module, the **Main** tab of the Client Maintenance window displays by default.

Client Maintenance Window - Main Tab

1 After entering the client code/name and engagement code/description, enter the client's address in the **Address** field.

2 Enter the client's zip code in the **ZIP Code** field.

a When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

   OR

b Enter the billing city in the **City** field.

c Enter the billing state in the **State** field.

d Enter or select the country in the **Country** field.

   • Type the appropriate country code.

      OR

   • Click the button to view a list of all valid country codes on file.

      OR

   • If you enter a new country code, click **Yes** at the dialog, and then create a new code using the Country Code Maintenance window.

      See the *Time and Billing Online Help* for detailed information.

3 Enter the client's phone information in the **Telephone** and **Ext** fields.

4 Enter the client's fax information in the **Fax** field.

5 Enter any comments to print on an invoice for a client in the **Comment 1** or **Comment 2** fields. You may enter up to 30 alphanumeric characters per comment.

6 Enter or select a primary billing address in the **Primary Bill To** field.

- Click the 🔍 button to select an existing address from the Lookup.

- Create a new address by entering a new code. A dialog box will appear allowing you to create a new code by clicking **Yes** and launching the Client Bill To Address Maintenance window (see page 172).

- Click the 📋 button to update the billing address through the Client Bill To Address Maintenance window.

7 Enter or select the name of the person or company that referred the current client in the **Referred By** field.

- Enter a backslash (/) and enter a client code.

- Click the 🔍 button to select the client code from the Lookup.

- You can also just type the name of a person as the referral.

8 Enter or select a primary contact for the client in the **Primary Contact** field.

- Click the 🔍 button to select a contact already enabled in Time and Billing.

- Create a new primary contact by entering a new contact. A dialog box will appear allowing you to create a new contact by clicking **Yes** and launching the Client Contact Maintenance window (see page 174).

- Click the 📋 button to create a new contact by launching the Client Contact Maintenance window.

9 Enter or select an employee partner responsible for the client in the **Clnt Partner** field.

- Click the 🔍 button to select an employee partner that is already enabled in Time and Billing.

- Create a new employee partner by entering a new employee. A dialog box will appear allowing you to create a new employee by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- Click the 📋 button to create a new employee partner by launching the Employee Maintenance window.

10 Enter or select an employee responsible for the client in the **Clnt Employee** field.

- Click the 🔍 button to select an employee that is already enabled in Time and Billing.

- Create a new client employee by entering a new employee. A dialog box will appear allowing you to create a new employee by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- Click the 🔳 button to create a new client employee by launching the Employee Maintenance window.

11 Click the available command buttons to access additional client information.

- Click the [Copy From...] button to create a new client by copying an existing client (see page 169).

- Click the [Renumber] button to assign a new client code to the existing client (see page 170).

- Click the [Bill Rates ...] button to set up custom billing rates for a client (see page 171).

- Click the [Bill To...] button to set up a billing address for a customer (see page 172).

- Click the [Contacts ...] button to create client contacts (see page 174).

- Click the [Schedule ...] button to define a schedule/budget (see page 176).

12 Click **Accept** to save the changes.

> **OR**

> Click the next tab on the Client Maintenance window to continue.

Copying Client Information

Use the **Copy From** button on the **Main** tab of Client Maintenance window to copy information from existing client when defining a new client. After you copy the information, you can modify the information that is unique to the new client.

Create a New Client by Copying an Existing Client

1 Open the Client Maintenance window.

2 Enter a new client in the **Client Code** field.

3 Enter a new client's name in the **Name** field.

4 Enter a new engagement in the **Engagement Code** field.

5 Enter a description for the client engagement in the **Description** field.

6 Click the [Copy From...] button on the **Main** tab of the Client Maintenance window. The Copy From window appears.

Copy From Window

7 Select the client to copy the information from in the **Copy From Client Code** field. Click the 🔍 button to select a client that is already enabled in Time and Billing.

8 Select the engagement to copy the information from in the **Copy From Engagement Code** field. Click the 🔍 button to select an engagement that is already enabled in Time and Billing.

9 Click **Proceed** to copy the information.

Using the Renumber Function

Use the **Renumber** button on the Main tab of the Client Maintenance window to assign a new client code to any client currently defined in Client Maintenance. Assigning a new code will automatically modify all associated client records and history files.

> ☑**NOTE:** To change a client code, you must be sure all invoices for the client have been paid and cleared from the Open Invoice file.

Assign a New Client Code

1 Click the [Renumber] button on the **Main** tab of the Client Maintenance window. The Renumber Client Code window appears.

Renumber Client Code Window

2 Enter a new number in the **New Client Code** field.

3 Click **OK** to change the client code.

Using Custom Billing Rates

Use the **Bill Rates** button on the **Main** tab of the Client Maintenance window to enter and maintain custom billing rates to be used for a specific client/engagement. You can also define a unique billing rate to be used for a specific employee working on a specific client/engagement. In addition, you can assign a custom billing rate to an employee level. Custom billing rates established here supersede all other billing rates that are otherwise applicable for the client/engagement.

Set Up Custom Billing Rates for a Client

1 Click the ⬚ Bill Rates ... button on the **Main** tab of the Client Maintenance window. The Custom Billing Rates window appears.

Custom Billing Rates Window
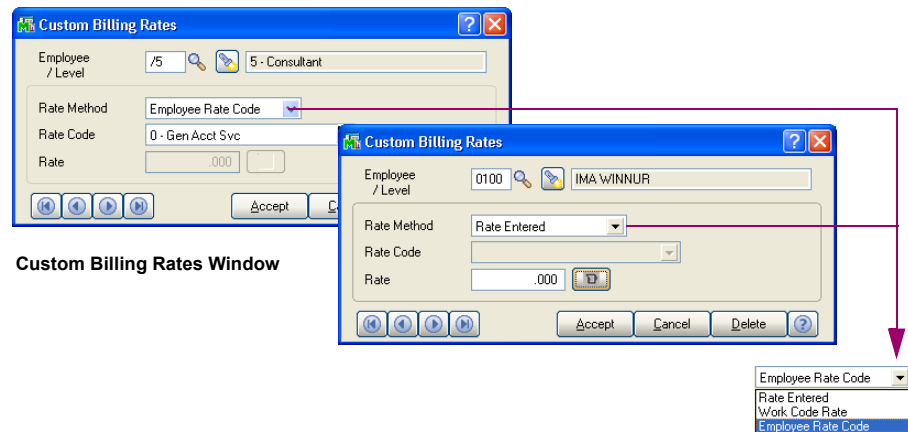
2 Select an employee or an employee level from the **Employee/Level** field.

- Click the 🔍 button to select an employee or level that is already enabled for this client.

- Click the 🗝 button to select a specific employee from a list of all Sage MAS 90 or 200 employees available.

- Use the ⏮⏪⏩⏭ buttons to access the desired information.

3 Select the billing rate method from the **Rate Method** field. The options include:

   Rate Entered
   Work Code Rate
   Employee Rate Code

- If you select **Employee Rate Code**, the **Rate Code** field becomes available.

- If you select **Rate Entered**, the **Rate** field becomes available.

- If you select **Work Code Rate**, the **Rate** and **Rate Code** fields will not be available.

4 Select a rate code from the **Rate Code** field.

This field is available if **Employee Rate Code** is selected in the **Rate Method** field.

Custom Billing Rates Window- Rate Code

5 Enter the rate amount in the **Rate** field.

This field is available if **Rate Entered** is selected in the **Rate Method** field.

6 Select the unit of measurement for the billing rate using the **Hours/Units** button. You can bill a customer at a rate per hour or per unit (such as per job). Toggle measurement by clicking the button.

- The button means the rate is per hour.

- The button means the rate is per unit.

7 Click **Accept** to save the changes.

Setting Up Client's Billing Address

Use the **Bill To** button on the Main tab of the Client Maintenance window to create a billing address for a client.

Create a Billing Address for a Client

1 Click the button on the **Main** tab of the Client Maintenance window. The Client Bill To Address Maintenance window appears.

Client Bill To Address Maintenance Window

2 Enter or select a bill to code in the **Bill To Code** field.

- Type a new code to create a new address.

- Click the 🔍 button to select from the addresses already available in Time and Billing.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

3 Enter the name of the address location in the **Name** field.

4 Select the **Default** check box if this is the default address.

5 Select the **Global** check box if this is the main address for the client.

6 Enter the client's address in the **Address** field.

7 Enter the client's zip code in the **ZIP Code** field.

a When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

OR

b Enter the billing city in the **City** field.

c Enter the billing state in the **State** field.

d Enter or select the country in the **Country** field.

- Type the appropriate country code.

OR

- Click the 🔍 button to view a list of all valid country codes on file.

OR
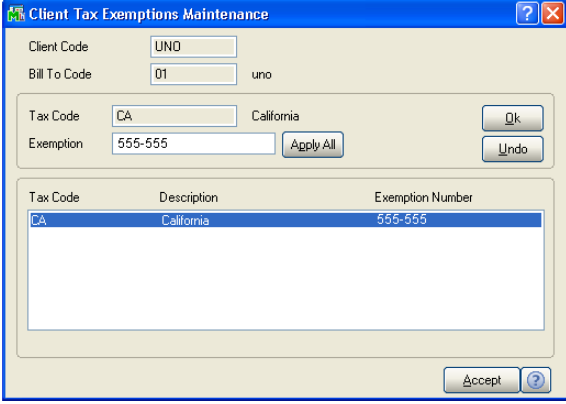
- If you enter a new country code, click **Yes** at the dialog, and then create a new code using the Country Code Maintenance window.

See the *Time and Billing online help* for detailed information.

8 Enter the client's phone number and extension in the **Telephone** and **Ext** fields.

9 Enter the client's fax number in the **Fax** field.

10 Enter or select a contact for the client/engagement in the **Contact** field.

- Click the 🔍 button to select a contact already enabled in Time and Billing.

- Create a new contact by entering a new code, clicking **Yes** at a dialog, and launching the .

11 Enter any other additional information about the client in the **Memo** field.

12 Select the sales tax schedule for the client from the **Schedule** field.

13 For sales tax exemptions, click the [Exemptions...] button to access the Client Tax Exemptions Maintenance window.

Client Tax Exemptions Maintenance Window

    a Enter the exemption number in the **Exemption** field.

    b Click **OK**. The exemption will appear in the list.

    c Click **Accept** to save the exemption, and close the window.

14 Click **Accept** on the Client Bill to Address Maintenance window to save the changes.

Setting Up Client Contacts

Use the **Contacts** button on the Main tab of the Client Maintenance window to create and maintain multiple contacts for a client.

Create a Client's Contact

1 Click the [Contacts ...] button on the **Main** tab of the Client Maintenance window. The Client Contact Maintenance window appears.

Client Contact Maintenance Window

2 Enter the contact's code in the **Contact Code** field.

- Type the new contact's code for a new contact for the selected client.

- Click the 🔍 button to view a list of all contacts available in Time and Billing.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

3 Enter the contact's address in the **Address** field.

4 Enter the contact's zip code in the **ZIP Code** field.

a When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

   OR

b Enter the billing city in the **City** field.

c Enter the billing state in the **State** field.

d Enter or select the country in the **Country** field.

- Type the appropriate country code.

   OR

- Click the 🔍 button to view a list of all valid country codes on file.

   OR

- If you enter a new country code, click **Yes** at the dialog, and then create a new code using the Country Code Maintenance window.

   See the *Time and Billing online help* for detailed information.

5 Enter the contact's salutation (Mr., Mrs., or Ms.) in the **Salutation** field.

6 Enter the contact's title in the **Title** field.

7 Enter the contact's phone number and extension in the **Telephone** and **Ext** fields.

8 Select the **Primary Contact** check box to mark the contact as primary.

9 Enter the client's fax number in the **Fax** field.

10 Enter the contact's e-mail address in the **E-mail** field.

11 Enter additional information about the contact in the **Notes** field.

12 Click **Accept** to save the changes.

Entering Schedule and Budget Information

Use the **Schedule** button on the Main tab of the Client Maintenance window to enter scheduled activities for a client/engagement. You can track scheduled activity by work code or category code, and by employee code. You can enter the projected start date, actual start date, projected completion date, and actual completion date for each activity. This scheduled activity can be non-recurring, monthly, quarterly, semi-annual, or annual. You can use the to list scheduled activities by employee in chronological order.

You can also maintain budget information by entering the budget hours, budget rate, and budget amount for each scheduled activity. The can be produced to compare the budget information with the actual hours and fees recorded.

Schedule Budgets for Engagements

1 Click the Schedule ... button on the **Main** tab of the Client Maintenance window. The Schedule / Budget Maintenance window appears.

Schedule / Budget Maintenance Window

2 Enter or select a work code or category code in the **Work/Category** field.

> For a Work Code:

- Click the button to select one work code.

- Click the button to set the schedule for all work codes.

- Use the buttons to access the desired information.

- Create a new work code by typing a new code, clicking **Yes** at a dialog, and launching the Work Code Maintenance window (see page 114).

- Click the button to update the work code via the Work Code Maintenance window.

> For a Category Code:

- Type "/" in the text box.

- Click the 🔍 button to select one category code.

- Click the ⊛ button to set the schedule for all categories.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

- Create a new category code by typing a new code, clicking **Yes** at a dialog, and launching the Category Maintenance window (see page 112).

- Click the 🗒 button to update the category code via the Category Maintenance window.

3 Enter or select an employee to assign to the task in the **Employee** field.

- Click the 🔍 button to select one employee.

- Click the ⊛ button to set the schedule for all employees.

- Create a new employee by entering a new employee code, clicking **Yes** at a dialog, and launching the Employee Maintenance window (see page 107).

- Click the 🗒 button to update the employee via the Employee Maintenance window.

4 Enter any comments about the schedule in the **Comment** field. You may enter up to 30 alphanumeric characters.

5 Click the ⌗ History ⌗ button to view the budget history.

6 Select how often this task will be done from the **Schedule Type** field. You can select:

Non-Recurring
Monthly
Quarterly
Semi-Annual
Annual

7 Enter the total hours budgeted for the task in the **Budget Hours** field.
The information in this field will automatically update the **Budget Hours** field on the **Billing** tab of the Client Maintenance window (see page 181).

8 Enter the budget rate used to calculate the budget amount based on the budgeted number of hours in the **Budget Rate** field.

9 Enter the total revenue budgeted for the task in the **Budget Amount** field.
The information in this field will automatically update the **Budget Amount** field on the **Billing** tab of the Client Maintenance window (see page 181).

10 Select the status of the task from the **Status** field. Options include:

Planned
Active
Completed
Cancelled

11 Enter the date when this task is planned to be started in the **Projected Start Date** field.

12 Enter the date when this task was actually started in the **Actual Start Date** field.

13 Enter the date when this task is planned to be completed in the **Projected Completion Date** field.

14 Enter the date when this task was actually completed in the **Actual Completion Date** field.

15 Click **Accept** to save the changes.
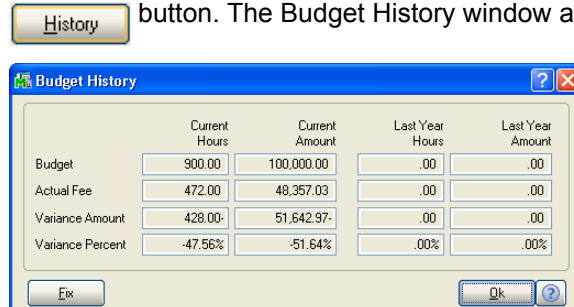
You can continue to schedule each task for a client/engagement.

Viewing Budget History

You can use the Schedule/Budget Maintenance feature available on the **Main** tab of the Client Maintenance window to view the budget history of a task.

Review the Budget History for a Task
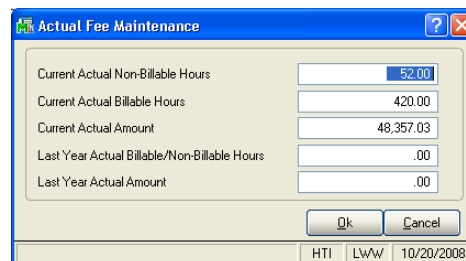
1 From the Schedule / Budget Maintenance window (see page 176), click the
History button. The Budget History window appears.

Budget History Window

2 To update any of the values, click the **Fix** button. The Actual Fee Maintenance window appears.

Actual Fee Maintenance Window

3 Update the actual billable and non-billable hours in the following fields:

• **Current Actual Non-Billable Hours** field

• **Current Actual Billable Hours** field

• **Last Year Actual Billable/Non-Billable Hours** field

4 Update the revenue for the task in the following fields:

• **Current Actual Amount** field

• **Last Year Actual Amount** field

5 Click **OK** on the Actual Fee Maintenance window**.** The Budget History window displays the corrected values.

6 Click **OK** to close the Budget History window.

Additional Settings

The Additional tab of the Client Maintenance window stores additional information about the specified client and engagement, such as client type, tax schedule, finance charge rate, and user-defined fields. The Exemptions button available on this tab enables you to enter exemption numbers for tax codes used.

Set Additional Client Data on the Additional Tab

1 Click the **Additional** tab of the Client Maintenance window to access the additional client or engagement information.

Client Maintenance Window - Additional Tab

2 Enter a four-character code to identify the type of client in the **Client Type** field. Client type codes allow you to group similar types of clients.

3 Enter a one-character cycle code you will use in the Statement Printing feature to specify the group of clients statements are printed for in the **Statement Cycle** field.

For example, statement cycle **M** might be used for *monthly* statements, and **B** for *bimonthly* statements.
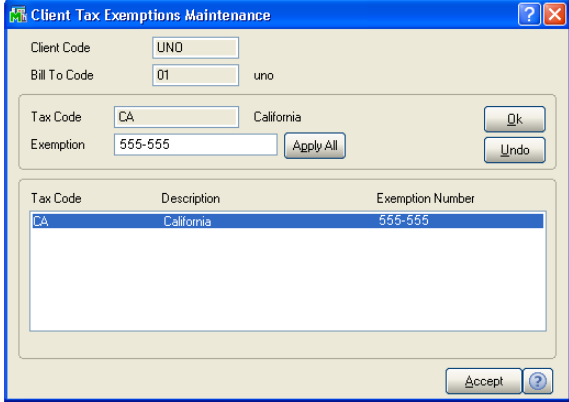
4 Enter up to 10 characters to be used to sort reports in the **Sort Field**. This user-defined sort field provides an additional method of sorting client information on reports.

For example, you could use an abbreviation of the client name in this field for alphabetical sorting, or you could enter an abbreviation of the client's industry to sort reports by similar types of businesses.

5 Enter the finance charge amount set for the client in the **Finance Charge Amt** field.

6 Enter data in any user-defined fields.

The **Additional** tab of the Client Maintenance window can include up to four fields defined by your company on the **Terminology** tab of the Time and Billing Options window (see page 100).

7 Select the sales tax schedule for the client from the **Schedule** field. Click the 🔍 button to select from the tax schedules already enabled in Time and Billing.

8 For sales tax exemptions, click the **Exemptions...** button to access the Client Tax Exemptions Maintenance window.

Client Tax Exemptions Maintenance Window

a Enter the exemption number in the **Exemption** field.

b Click **OK**. The exemption will appear in the list.

c Click **Accept** to save the exemption and close the window.

9 Select the **Bill Separate** check box to print each engagement bill separately for this client.

Do not select this check box to print all engagements together on one invoice for this client.

10 Select the **Open Item Client** check box to retain invoice detail for all open invoices for this client.

11 Select the **Print DUN Message** check box to print the system DUNNING mesBests information the client's statements.

These mesBests can be set up in <u>Period End Processing</u> (see page 389) and <u>Statement Printing</u> (see page 383).

12 Click the next tab on the Client Maintenance window to continue.

Billing Operations

The Billing tab of the Client Maintenance window allows you to maintain billing information relating to each client/engagement. You can maintain the fee arrangement, billing rate, and billing format information. You can also assign a partner, employee, and General Ledger Revenue Account to be used for this client/engagement.

Set Up Billing Procedures for a Client on the Billing Tab

1 Click the **Billing** tab of the Client Maintenance window to access the billing information.

Client Maintenance Window - Billing Tab

2 Enter or select an employee partner responsible for the engagement in the **Engagement Partner** field.

- Click the 🔍 button to select an engagement partner that is already enabled in Time and Billing.

- Create a new engagement partner by entering a new code. A dialog box will appear allowing you to create a new code by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- Click the 🔳 button to create a new employee partner by launching the Employee Maintenance window.

3 Enter or select an employee responsible for the engagement in the **Engagement Employee** field.

- Click the 🔍 button to select an engagement employee that is already enabled in Time and Billing.

- Create a new engagement employee by entering a new code. A dialog box will appear allowing you to create a new code by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- Click the 🔳 button to create a new employee by launching the Employee Maintenance window.

4 Select how to bill the customer from the **Fee Arrangement** field. Options include:

Standard Billing
Fixed Fee Billing
Non-Billable Fee Arrangement
Progress Billing
Retainer Billing
Not to Exceed Amount Billing

If you select **Fixed Fee Billing**, **Progress Billing**, **Retainer Billing**, and **Not to Exceed Amount Billing**, additional fields become available on the **Billing** tab.

5 Select the **Include Expenses** check box to include expenses in the distribution bill amount during Billing Data Entry (see page 232).

6 Select a billing rate for the client/engagement from the drop-down list in the **Bill Rate Code** field.

7 Enter a fee amount in the **Fixed Fee Amount** field.

This field is available only if **Fixed Fee Billing** is selected in the **Fee Arrangement** field.

8 Enter a progress amount in the **Progress Amount** field.

This field is available only if **Progress Billing** is selected in the **Fee Arrangement** field.

9 Enter a retainer fee in the **Monthly Retainer** field. Any uncollected retainer fees appear in the **Uncollected Rtnr** field.

These fields are available only if **Retainer Billing** is selected in the **Fee Arrangement** field.

10 Enter a maximum fee in the **Not to Exceed** field.

This field is available only if **Not to Exceed Amount Billing** is selected in the **Fee Arrangement** field.

11 Select the billing format to use while printing invoices for this client/engagement from the **Bill Format** field.

Click the 🔍 button to select a billing format already enabled in Time and Billing.

12 Select the status of the engagement from the **Status** field. Options include:

Prepare
Open
Inactive
Complete

13 Enter the one-character bill frequency code to be used as selection criteria when making bill selections and printing invoices in the **Bill Frequency** field.

If this field is blank, the engagement will be selected for billing for all bill frequencies.

14 Enter any comments to print on an invoice for a client/engagement in the **Comment 1** or **Comment 2** fields. You may enter up to 30 alphanumeric characters per comment.

15 Enter the date when this client/engagement was originally created in the **Opened** field.

16 Enter the date when this client/engagement was actually started in the **Date Started** field.

17 Enter the date when this client/engagement was actually completed in the **Complete** field.

18 Enter the total hours budgeted for the client/engagement in the **Budget Hours** field.

This field will automatically be updated with the amount of budgeted hours created during the budget schedule activities (see page 176).

19 Enter the total revenue budgeted for the client/engagement in the **Budget Amount** field.

This field will automatically be updated with the amount of budgeted dollars entered during the budget schedule activities (see page 176).

20 Select the General Ledger account to post offsetting revenue for time sheet entries from the **G/L Revenue** field.

Click the 🔍 button to select a General Ledger account already enabled in Time and Billing.

21 Select the **Clear Bill Text** check box to clear Bill Text and Category Bill Text during the

22 Click the next tab on the Client Maintenance window to continue.

Historical Data

Use the History tab of the Client Maintenance window to inquire into client/engagement billing history information. Information stored and maintained includes Date of Last Billing, Last Payment, Last Statement, and Last Finance Charge, along with Period-To-Date, and Year-To-Date billing history information. This information is updated automatically whenever invoices, cash receipts, finance charges, and statements are processed for the client/engagement.

- If you selected **Last Year** from the **Billing Data Retention** field on the **Billing** tab of the last year's billing history information will also be displayed.

- If you selected **All Previous Years** from the **Billing Data Retention** field, billing history information for all past years will be displayed.

During system startup, you may want to enter applicable history information for each client/engagement, so you can obtain an accurate billing history report on the If you do not enter history information, the billing history for each engagement will only reflect activity from the time you began using the Time and Billing module.

View or Edit the Client's Historical Billing on the History Tab

1 Click the **History** tab from the Client Maintenance window to access client's historical budget.

Client Maintenance Window - History Tab

2 Select the period to review by selecting one of the radio buttons at the bottom of the window.

• Click the **Current Period** radio button to view data from the current period.

• Click the **Future Period** radio button to view data budgeted for the future.

• Click the **All Engagements** radio button for the totals of all engagements.
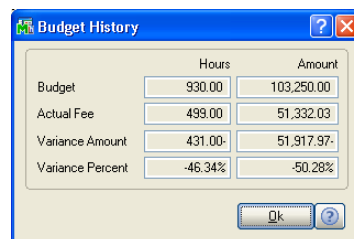
☑**NOTE:** You can change the data on the window only when **Current Period** is selected.

You can change any of the information on this tab when **Current Period** is selected, except the **WIP Balance** field. This field indicates the total outstanding, unbilled, work in process for this client/engagement.

---

3 Change the date of the last statement printed for this client/engagement in the **Date of Last Statement** field.

4 Change the total amount on the highest balance for this client/engagement in the **High Balance** field.

5 Change the date of the last finance charge for this client/engagement in the **Date of Last Fin Chrg** field.

6 Change the amount of the unpaid finance charges for this client/engagement in the **Unpaid Finance Chrg** field.

7 Change the date of the last bill/invoice printed for this client/engagement in the **Date of Last Billing** field.

8 Change the total amount on the last bill/invoice for this client/engagement in the **Last Billing Amount** field.

9 Change the date the client made the last payment on in the **Date of Last Payment** field.

10 Change the amount the client paid for the last payment in the **Last Payment Amount** field.

11 Update the information in the **Period to Date**, **Year to Date**, and **Last Year** fields.

• Change the number of **Billable Hours** charged to the client/engagement.

• Change the number of **Non-Billable Hours** charged to the client/engagement.

• Change the dollar value of the **Billable Amount** charged to the client/engagement.

• Change the dollar value of the **Non-Billable Amount** charged to the client/engagement.

• Change the dollar value of the **Billed Fees** charged to the client/engagement.

• Change the dollar value of the **Billed Expenses** charged to the client/engagement.

• Change the dollar value of the **Write Ups/Downs** charged to the client/engagement.

• Change the dollar value of the **Receipts** charged to the client/engagement.

• Change the dollar value of the **Write-Offs** charged to the client/engagement.

12 Click the Budget button to display a recap of the detailed budget amounts and hours. The Budget History window appears.

Budget History	Hours	Amount
Budget	930.00	103,250.00
Actual Fee	499.00	51,332.03
Variance Amount	431.00-	51,917.97-
Variance Percent	-46.34%	-50.28%

Budget History Window

a View the budget (hours and amount), actual fee (hours and amount), variance amount (hours and amount), and variance percent (hours and amount).

b Click **OK** when finished.

13 Click the next tab on the Client Maintenance window to continue.

Invoice Information

The Invoices tab of the Client Maintenance window displays a list of open invoices by client and by engagement, along with a breakdown by aging category of total invoiced amounts due. Use this feature for fast access to open invoice records when handling phone inquiries from your clients, or any time you want to review the status of outstanding invoices without printing a report.

Review the Client/Engagement Invoice on the Invoices Tab

1 Click the **Invoices** tab from the Client Maintenance window to access client's historical invoices.

Client Maintenance Window - Invoices Tab

At the bottom of this window, an aging summary containing invoice totals information aged by invoice date for the current client appears. This summary includes the total balance for the current client and a breakdown by the aging categories specified in Time and Billing Options (see page 88).

• If you created an invoice for an engagement only and you billed it separately, the engagement code appears.

• If you created an invoice for all engagements for a client, **All** will appear under the **Engmt** field. The current invoice amount due also appears.

• If you entered a payment during Cash Receipts/Write-Off Entry (see page 209), the check number appears under the **Engmt** field.

2 Click the ![binoculars] button to search for a particular invoice. The Invoice Search window appears.

Invoice Search Window
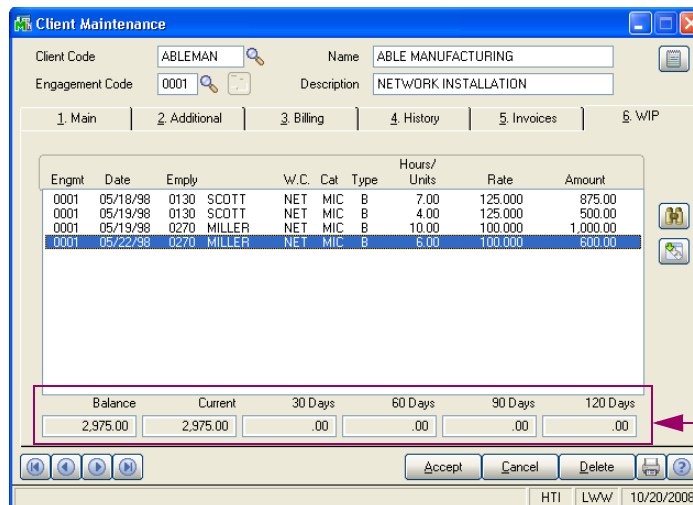
3 Select the transaction types to include in the search from the **Transaction Type** field.

4 Select the invoice numbers to include from the **Invoice Number** field in the **Selection** section of the Invoice Search window.

   a Select **All** to change the information for all items.

      OR

   b Enter a range of items to change the information for in the **Starting** and **Ending** fields.

5 Click **OK** on the Invoice Search window to view the search results.

6 Click an invoice, and then click the [icon] button to view the invoice details on the

7 Click the next tab on the Client Maintenance window to continue.

Work In Process Detail

The WIP tab of the Client Maintenance window displays a list of Work in Process detail information for the current client/engagement, along with a breakdown by aging category of total work in process amounts. Use this feature for fast access to work in process records when handling phone inquiries from your clients, or any time you want to review the status of outstanding work in process without printing a report.

View the Work in Process on the WIP Tab

1 Click the **WIP** tab from the Client Maintenance window to access work in process.

Client Maintenance Window - WIP Tab

At the bottom of this window, an aging summary containing work in process aging totals for the current client/engagement appears. This summary includes the total balance for the current client/engagement and a breakdown by the aging categories specified in <u>Time and Billing Options</u> (see page 88).

2 Click the 🔍 button to search for a particular engagement. The WIP Search window appears.
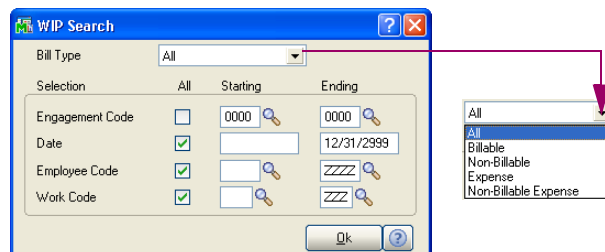
WIP Search Window

a Select the bill types to include in the search from the **Bill Type** field. Options include:

All
Billable
Non-Billable
Billable Expense
Non-Billable Expense

b Select the field information to include in the **Selection** section of the WIP Search window.

- Select **All** to change the information for all items.

OR

- Enter a range of items to change the information for in the **Starting** and **Ending** fields.
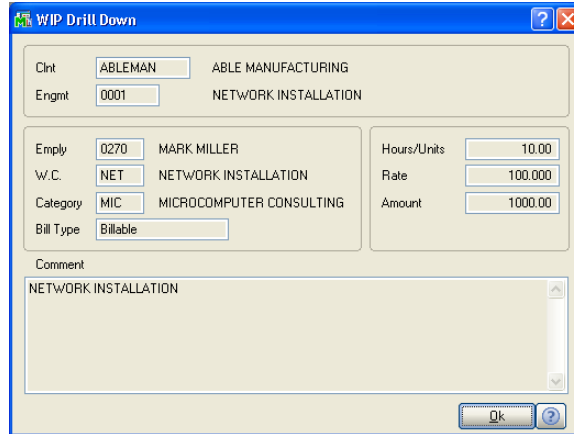
• Select the engagement codes to include in the **Engagement Code** field.

• Select the dates to include in the **Date** field.

• Select the employee codes to include in the **Employee Code** field.

• Select the work codes to include in the **Work Code** field.

> 🚩**HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

c Click **OK** on the WIP Search window to view the search results.

3 Select an invoice, and then click the [icon] button to view the details for a particular engagement. The WIP Drill Down window appears.

WIP Drill Down Window

a View the information on the window. The WIP Drill Down window displays the details of the work in process entry including the Client, Engagement, Employee, Work Code, Category, Bill Type, Hours/Units, Rate, Amount, and Comment information.

b Click **OK** on the WIP Drill Down window when finished.

4 Click **Accept** on the Client Maintenance window to save all changes.

Client Inquiry

Use the Client Inquiry feature to quickly review vital information for any specific client.

Using Client Inquiry

You can view client's address, contacts, referrals, billing data, custom billing rates, and budget scheduling information. You can also choose to display billing history, aged and open invoices, and work in process information.

Client Inquiry Window

The Client Inquiry window contains six tabs with different configuration settings: the Main, Additional, Billing, History, Invoices, and the WIP tab.

This window is a read-only version of the Client Maintenance window (see page 162). The information displayed CANNOT be modified.

View the Details about a Client/Engagement

1 From the **Main** menu of the Time and Billing module, select **Client Inquiry**. The Client Inquiry window appears.

Client Inquiry Window
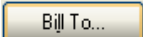
2 Select a client from the **Client Code** field as you would on the <u>Client Maintenance</u> window (see page 162).

3 Select a client engagement from the **Engagement Code** field as you would on the <u>Client Maintenance</u> window (see page 162).

The window displays the details about the client/engagement.

4 You can click the button to access the Client Memo Inquiry window, a read-only version of the <u>Client Memo Maintenance</u> window (see page 166). The information displayed cannot be modified.

Review the information available on the window.

5 On the **Main** tab of the Client Inquiry window, you can use the command buttons available to access the respective windows and view more details about the corresponding items.

- Click the [Contacts] button to access the Client Contact Inquiry window. This window is a read-only version of the Client Contact Maintenance window (see page 174). The information displayed cannot be modified.

- Click the [Schedule ...] button to access the Schedule / Budget Inquiry window. This window is a read-only version of the Schedule / Budget Maintenance window (see page 176). The information displayed cannot be modified.

- Click the [Bill To...] button to access the Client Bill To Address Inquiry window. This window is a read-only version of the Client Bill To Address Maintenance window (see page 172). The information displayed cannot be modified.

- Click the [Bill Rates ...] button to access the Custom Billing Rates window (see page 171).

See the *Time and Billing Online Help* for detailed information.

6 On the **Main** tab and on the **Billing** tab of the Client Inquiry window, you can use the available Inquiry buttons ([ ]) to access the respective Inquiry windows and view more details about the corresponding items.

See the *Time and Billing online help* for detailed information.

7 On the **Additional** tab of the Client Inquiry window, you can click the [Exemptions...] button to access the Client Tax Exemptions Inquiry window.

This window is a read-only version of the Client Tax Exemptions Maintenance window (see page 180). The information displayed cannot be modified.

8 On the **History** tab of the Client Inquiry window, you can click the [Budget] button to access the Budget History window (see page 186).

9 On the **Invoices** tab of the Client Inquiry window, you can use the available search buttons to view further details about the invoices.

- Click the [ ] button to search for a particular invoice (see page 187).

- Click an invoice, and then click the [ ] button to view the invoice details on the Billing History Inquiry window (see page 193).

10 On the **WIP** tab of the Client Inquiry window, you can use the available search buttons to view further details about the invoices.

- Click the [ ] button to search for a particular engagement (see page 189).

- Click an invoice, and then click the [ ] button to view the details for a particular engagement on the WIP Drill Down window (see page 188).

11 Click **OK** on the Client Inquiry window when finished.

Billing History Inquiry

The Billing History Inquiry feature allows you to view detailed or summary billing information, billing headers and line item detail. You may want to use this feature for rapid access to invoice history information when handling a client phone inquiry.

Using Billing History Inquiry

Billed WIP and Total amounts, along with write-ups/write-downs, are displayed based on the total bill amount for fees and expenses or on separate bill amounts for fees and expenses entered during Billing Data Entry (see page 232), depending upon your choice in the **Include Expenses** field on the **Billing** tab of the Client Maintenance window (see page 181). The details of the invoice are also displayed.

Billing History Inquiry Window

The Billing History Inquiry window contains two tabs with different configuration settings: the Main and the Lines tab.

The information displayed on the window is for viewing only purpose and CANNOT be modified.

Review the Details of an Invoice

1 From the **Main** menu of the Time and Billing module, select **Billing History Inquiry**. The Billing History Inquiry window appears.

Billing History Inquiry Window - Main Tab

2 Select the client for the bill from the **Client** field. The client's name displays in the **Name** field.

- Click the 🔍 button to select a client enabled in Time and Billing.

- Click the 📄 button to search for clients that have invoices.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

3 After you select a client, you can click the 🔳 button to access the Client Inquiry window (see page 190) to view more details about the client.

4 Select the engagement for the bill from the **Engagemen**t field. The description of the engagement displays in the **Description** field.

- Click the 🔍 button to select an engagement already enabled in Time and Billing.

   OR

- Click the 🔍 button to search for the engagements for the client selected.

5 Select the invoice for the bill from the **Invoice Number** field. The date of the invoice displays in the **Invoice Date** field. Click the 🔍 button to search for an invoice number in the Billing Invoice History List.

6 View the details for the **Fees** and/or **Expenses** on the **Main** tab.

- The **Billed WIP Total** field displays the Work in Process that the client has been billed for.

- The **Write Up/Down** field displays the additional fees (write up) or discounts (write down) that was included.

- The **Bill Amount** field displays the total amount of the bill.

- The **Progress Balance** field displays the balance of all progress bills previously billed. This field will be displayed only if **Progress Billing** was selected in the **Fee Arrangement** field on the **Billing** tab in Client Maintenance (see page 181).

- The **Retainer Applied** field displays the amount of the retainer balance applied to the bill amount. This field will be displayed only if the client/engagement uses the **Retainer Billing** fee arrangement selected in the **Fee Arrangement** field on the **Billing** tab in Client Maintenance (see page 181).

   See the *Time and Billing online help* for detailed information.

7 View sales tax information in the **Sales Tax** field.

8 Click **Detail** to view the tax details for fees or expenses. The following dialog appears.
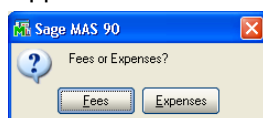
Sage MAS 90 Dialog

a Click **Fees** to view sales taxes on fees.

   OR

b Click **Expenses** to view sales taxes on expenses.
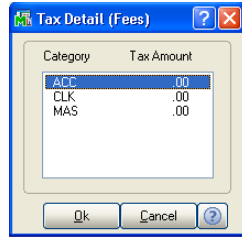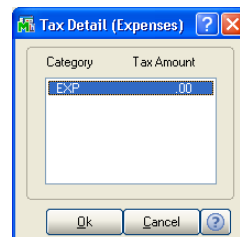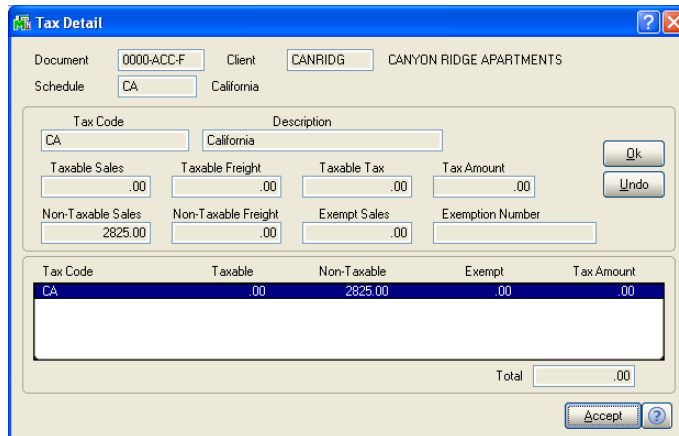
The Tax Detail (Fees) or Tax Detail (Expenses) window appears.

Tax Detail (Fees) Window   **Tax Detail (Expenses) Window**

c View the information for all applicable sales tax categories and their calculated amounts, and click **OK**.

OR

d Double-click any line on the Tax Detail (Fees or Expenses) window to display the Tax Detail window.

Tax Detail Window

e Click **Accept** when finished.

9 Click **Current** on the Billing History Inquiry window to view the current balance data on the on the Current Data Balance window.

Current Baklance Data Window

View the information on the Current Data Balance window, and click **OK**.

10 Click the **Total** button to view the total balance data.

> View the information on the Total Data Balance window as you would on the Current Balance Data window, and click **OK**.

See the *Time and Billing online help* for detailed information

11 Click the **Lines** tab of the Billing History Inquiry window to view the billing details.

Billing History Inquiry Window - Lines Tab
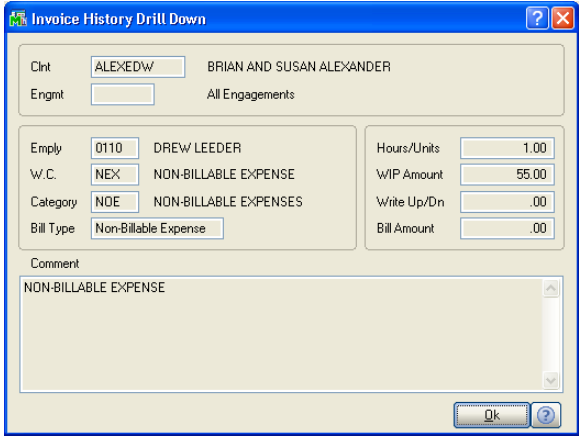
12 Click the button to search for a particular invoice. The Invoice Search Options window appears.

Invoice Search Options Window

a Select the bill types to include in the search from the **Bill Type** field.

b Select the dates of the engagements to view from the **Date** field.

• Select **All** to change the information for all dates.

OR

• Enter a range of dates in the **Starting** and **Ending** fields.

c Click **OK** to display the search results.

13 Select a line, and click the button to view the details for a particular engagement. The Invoice History Drill Down window appears.

Invoice History Drill Down Window

   a View the information on the window. The Invoice History Drill Down window displays the details of the invoice including the Client, Engagement, Employee, Work Code, Category, Bill Type, Hours/Units, WIP Amount, Write Up/Down, Bill Amount, and Comment information.
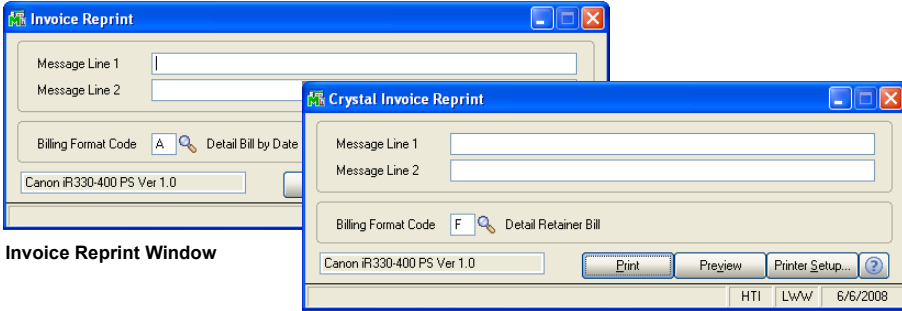
   b Click **OK** on the Invoice History Drill Down window when finished.

14 Click **OK** on the Billing History Inquiry window when finished.

Reprint an Invoice

You can reprint an invoice from the Billing History Inquiry window.

1 Click the button at the bottom right of the Billing History window. The Invoice Reprint window or the Crystal Invoice Reprint window appears.

Invoice Reprint Window

Crystal Invoice Reprint Window

2 Enter any additional information to appear on the invoice in the **Message Line 1** and **Message Line 2** fields.

3 Select the print layout for the invoice in the **Billing Format Code** field. Click the button to select from the Bill Format Code List.

4 Click **Print** to print the invoice, or click **Preview** to print preview the invoice.

See the *Time and Billing online help* for detailed information

Chapter 6

Time/Expense Entry

The Time/Expense Entry feature enables you to enter all fees and expenses to be recorded for each client/engagement.

Using Time/Expense Entry

With the Time/Expense window, enter time or expense entries in batches identified by a unique transaction number. You can enter any number of fees and expenses in a single batch. You can use time sheets as source documents to record all employee activities, or you can record employee time online individually. You can also use expense sheets as source documents to record all expenses.

Accessing the Time/Expense Entry Window

When you select Time/Expense Entry from the Time and Billing Main menu, first, you have to set the defaults for Time/Expense Entry. Use this feature to enter the next transaction number, or to set tab defaults (see page 202) for the Time/Expense Entry window.

Set the Time/Expense Entry Defaults

1 From the **Main** menu of the Time and Billing module, select **Time/Expense Entry**. The Time/Expense Entry Defaults window appears.
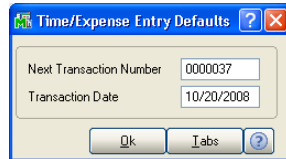
Time/Expense Entry Defaults Window

2 Change the transaction number, if necessary.

3 Change the date, if necessary.

4 Click **OK**.

The Time/Expense Entry window appears.

Time/Expense Entry Window

After setting your Time/Expense Entry defaults, you can start entering your time or expense information

Enter Time and Expenses

☑**NOTE:** All information entered using Time/Expense Entry is updated to the Time and Billing Work in Process file following the Time/Expense Journal update (see page 204).

Time/Expense Entry Window

1 Select an existing time/expense entry transaction number, or create a new transaction number in the **Transaction Number** field.

- Click the 🔍 button to select an existing time/expense entry transaction.

- Click the 📇 button to create a new time/expense entry.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

2 Enter the transaction date of this time/expense entry in the **Transaction Date** field.

3 Select the **On Hold** check box if you need to place a time/expense entry on hold (see page 203).

4 Enter the date for the time/expense task in the **Date** field.

5 Enter or select an employee for the time/expense entry in the **Employee Code** field.

- Click the 🔍 button to select an employee that is already enabled in Time and Billing.

- Create a new employee by entering a new code. A dialog box will appear allowing you to create a new employee by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- Click the 📇 button to launch the Employee Maintenance window to update the employee information.

6 Enter or select a client to be billed for the time/expense entry from the **Client** field.

- Click the 🔍 button to select a client that is already enabled in Time and Billing.

- Create a new client by entering a new code. A dialog box will appear allowing you to create a new client by clicking **Yes** and launching the Client Maintenance window (see page 162).

7 Select the engagement you want to bill the client for from the **Engagement** field. Click the 🔍 button to select a client that is already enabled in Time and Billing.

8 After you select the engagement to bill time and expenses to, you can use the following buttons enabled in the **Client** and **Engagement** fields.

- Click the 📇 button to launch the Client Maintenance window (see page 162) to update the client/engagement information.

- Click the 📄 button to update a client memo (see page 166).

9 Enter or select a work code to be billed for the time/expense entry from the **Work** field.

- Click the 🔍 button to select a code already enabled in Time and Billing.

- Create a new work code by entering a new code. A dialog box will appear allowing you to create a new work code by clicking **Yes** and launching the Work Code Maintenance window (see page 114).

- Click the 🔢 button to launch the Work Code Maintenance window to update the work code information.

10 Select the rate code associated with this time/expense entry from the **Rate Code** field. This field defaults to the rate code assigned to the employee, or to work code.

11 Select the revenue account for the time/expense entry from the **Revenue Account** field. This field defaults to the revenue account assigned to the work code.

12 Select the sales tax class for the time/expense entry from the **Tax Class** field.

13 Select the **Subject to Exemption** check box to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the time/expense entry.

14 Enter a comment to be associated with this time/expense entry in the **Comment** field. This field defaults to the comments assigned to a work code.

15 Click the 📝 button to add extended comments by launching the Extended Comment Maintenance window (see page 203).

16 Enter the number of hours associated with this time entry in the **Hours** field.

OR

Enter the amount of units associated with this expense entry in the **Units** field.

17 Enter the rate for the time/expense entry in the **Rate** field. This field defaults to the rate assigned to the work code.

18 Enter the total amount for the time/expense entry in the **Amount** field. This field automatically displays the calculated amount based on the data entered in the **Hours/Units** and **Rate** fields.

19 Click **OK** to add the line to the time/expense transaction. The information appears in the list on the Time/Expense Entry window.

The window updates the **Total Hours** and **Total Amount** fields with each time/expense entry.
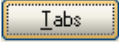
20 The **Hash** field displays the total of all specified codes. Use this field to determine whether a transaction has been lost or omitted from processing.

> **HINT:** Depending on the selection made in the **Hash Total Field** field on the **Billing** tab in Time and Billing Options (see page 96), the field caption may read as follows: **W.C. Hash**, **Clnt Hash**, **Emply Hash**, or **Engmt Hash**.

21 Repeat steps **3** - **19** for each time/expense entry for the employee or engagement.

22 If you need to change tab defaults (see page 202) from the Time/Expense Entry window, click the [Defaults] button.

23 Click **Accept** to save the entire time/expense transaction.

24 Click the [🖨] button to print the Time/Expense Journal (see page 204).

Set Tab Defaults

1 To set tab defaults for the Time/Expense Entry window, click the [Tabs] button from the Time/Expense Entry Defaults window (see page 198). The Tab Settings window appears.
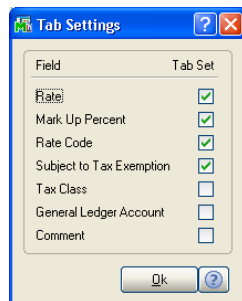
Tab Settings Window

2 Select the **Tab Set** check boxes next to the **Field** you want to see in your tab sequence during data entry. You can select from the following fields:

• **Rate**

• **Mark Up Percent**

• **Rate Code**

• **Subject to Tax Exemption**

• **Tax Class**

• **General Ledger Account**

• **Comment**

3 Click **OK**. The system saves the changes and closes the Tab Settings window.

When you press the TAB key on the Time/Expense Entry window, the system will move the focus to the fields you selected on the Tab Settings window.

Add Extended Comments

1 Click the [icon] button to add extended comments by launching the Extended Comment Maintenance window.
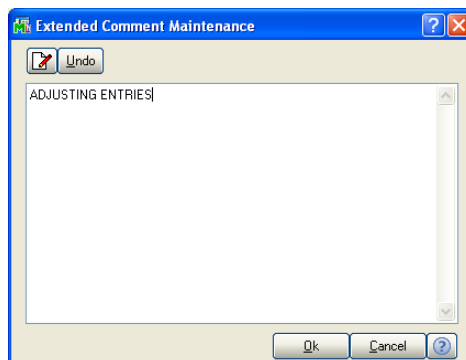
Extended Comment Maintenance Window

2 Review the information or make the necessary changes.

a Click the [icon] button to select a standard billing comment

   OR

b Manually enter the comment in the text box.

You can enter up to 75 characters per line for as many lines as necessary depending upon the setting in the **Billing Text Display/Print Width** field on the **Billing** tab of the Time and Billing Options window (see page 88).

To indicate that any text should not be printed on the invoice, type */* before the specified text and type */* after the end of the text.

c To cancel the changes, click the Undo button.

3 Click **OK** (or **Cancel)** to return to the main window.

See the *Time and Billing online help* for detailed information.

"On Hold" Transactions

You can place a time/expense entry on hold. The entry will not be billable to a client when the transaction is on hold .

Place a Time/Expense Entry On Hold

1 From the Time/Expense Entry window, select the transaction from the **Transaction Number** field.

2 Select the **On Hold** check box. The transaction is marked in Time and Billing as "on hold". On Hold ☑

Time/Expense Journal

The Time/Expense Journal produces an audit report itemizing all information entered through Time/Expense Entry (see page 198). You can also use this option to print the Daily Time/Expense Recap Reports, depending upon how the **Recap by Client/Engagement**, **Recap by Employee**, and the **Recap by Work Code Category** field is set on the **Additional** tab of the Time and Billing Options window (see page 93).

Using the Time/Expense Journal

Printed reports provide a permanent audit trail of your entries and ensure that all entries are correct before the data is posted to the permanent files. The Time/Expense Journal must be printed BEFORE the update to the General Ledger can be performed. After you print the Time/Expense Journal, you can update the Time and Billing files.

> ☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Time/Expense Journal Detail

Information detailed for each entry includes the transaction number and date, whether the transaction is on hold, work code, bill type, rate, amount, and extended comments, if applicable.

> ☑**NOTE:** If you are using the Time Units feature, **Time Units** and **Units** entered for expense items are printed under the **Units** column. Totals are provided for the time units, but units for expense items are not included in the report totals.

Print the Time/Expense Journal

1 From the **Main** menu of the Time and Billing module, select **Time/Expense Journal**. The Time/Expense Journal window appears.
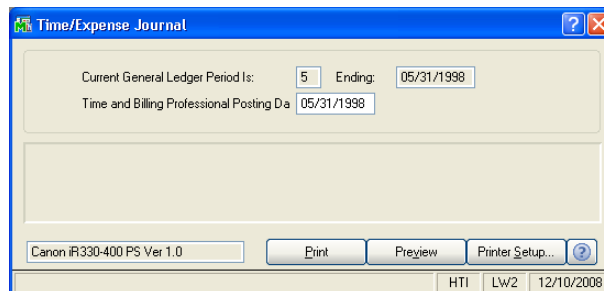
Time/Expense Journal Window

2 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary

- If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).
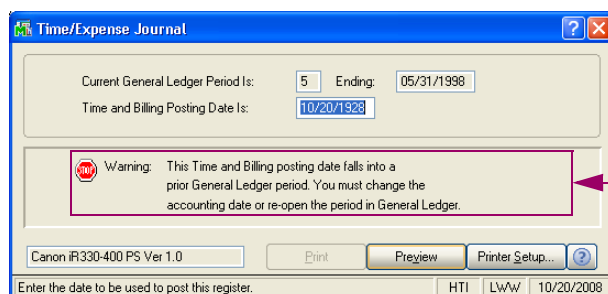
Time/Expense Journal Window

- If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.
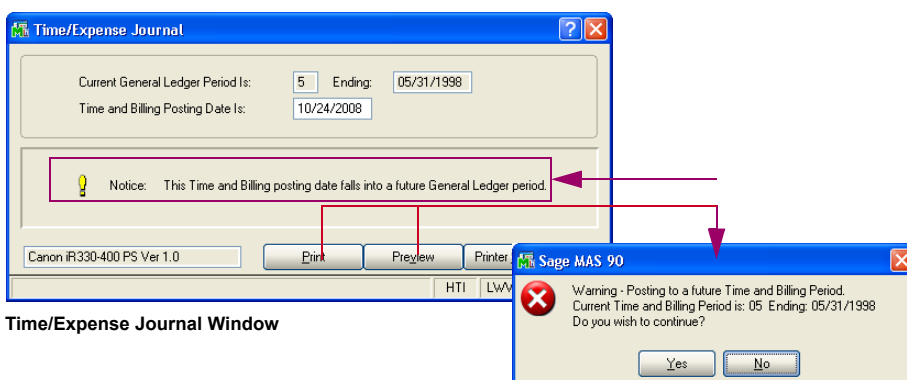
Time/Expense Journal Window

Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

3 Click **Print**. The Time/Expense Journal prints.

If any transactions are on hold, the following dialog appears.
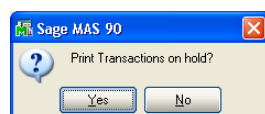
Sage MAS 90 Dialog

4 Click **Yes** to include transactions on hold.

OR

Click **No** to not include the on hold transactions.

The Time/Expense Journal includes the transaction date, employee number, client number, engagement number, work code, bill type, tax code, comments, hours, units, rates, amount, transaction number, and whether or not the transaction is on hold.

Time/Expense Journal

- If any transaction dates on the journal are outside the starting and ending dates of the current period, an asterisk prints preceding the date, and the ***WARNING - DATE NOT IN CURRENT T/B PERIOD** message prints on the last page of the journal.

- If you configured Time and Billing to print recap reports for clients/engagements, employees, or work codes, the following dialog appears.

Sage MAS 90 Dialog

5 Click **Yes** to print the reports.
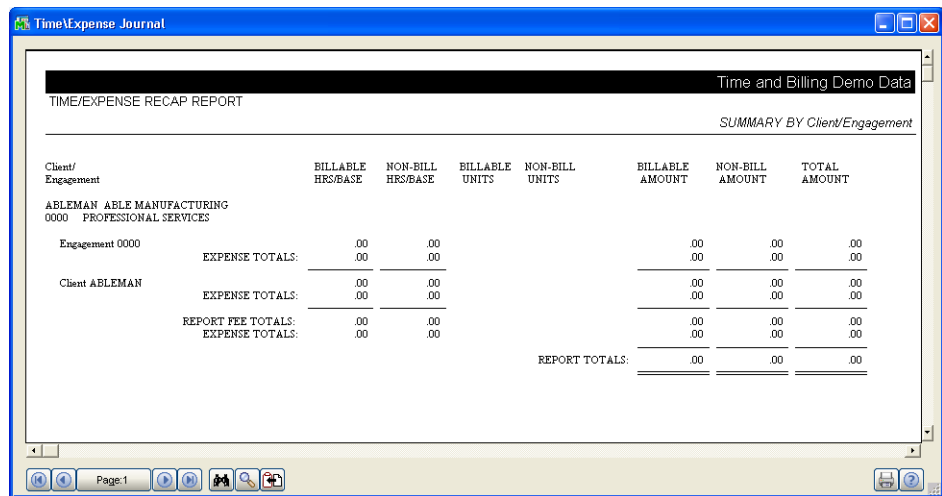
The following is an example of a client/engagement report.

Time/Expense Journal - Summary by Client/Engagement

The following is an example of an employee report.

Time/Expense Journal - Summary by Employee
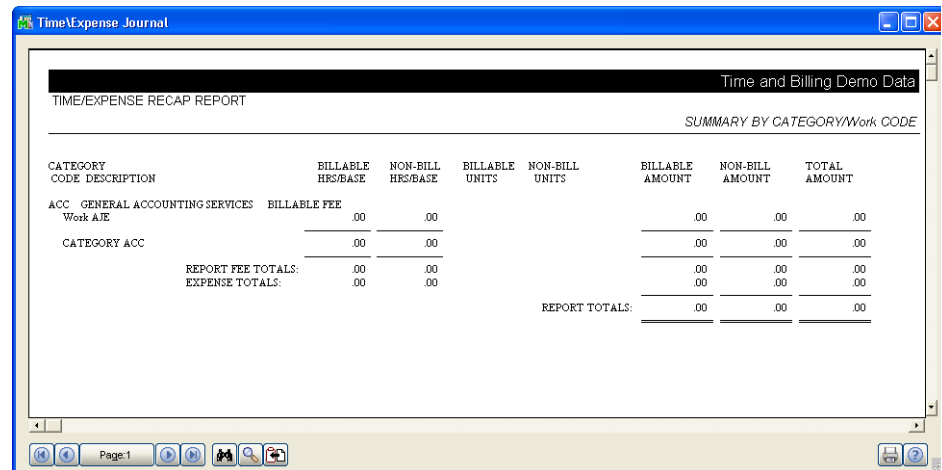
The following is an example of a category/work code report.

Time/Expense Journal - Detail by Category/Work Code

After the Time/Expense Journal, the following dialog box appears.
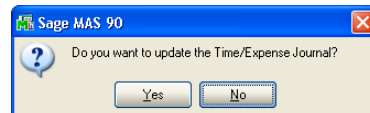
Sage MAS 90 Dialog

6 After ensuring the reports are accurate, click **Yes** to update Sage MAS 90 or 200 with the information. The following dialog box appears.
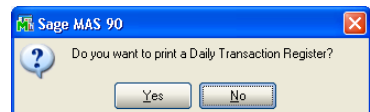
Sage MAS 90 Dialog

7 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the for more information.

Cash Receipts/Write-Off Entry

The Cash Receipts/Write-Off Entry feature enables you to record payments against outstanding client balances and to apply write-offs to clients.

- For open item clients, you can apply the payments against specific open invoices, or record a prepayment for an invoice not contained in the Open Invoice file.

- For balance forward clients, payments are applied against aged balances.

- For miscellaneous cash receipts, retainer payments, or adjustments to client balances, you can apply payments directly to the appropriate General Ledger accounts.

Using Cash Receipts/Write-Off Entry

Use the Cash Receipts/Write-Off Entry window to control the entry of each deposit by bank code and date, and control the entry of each write-off by date. You can also record retainer payments using this option. The Cash Receipts Entry window contains two tabs for different configuration settings: the Header and the Lines tab.

Standard Cash Receipts

You can process any number of deposits for a single day. For each deposit, you must enter the corresponding deposit amount that represents the total of all checks deposited, and for each write-off, you must enter the corresponding amount that represents the amount to be subtracted from the client's outstanding Accounts Receivable balance.

Before completing a cash receipts or write-off entry, the system will automatically compare the amount against the total of all entries to ensure accuracy.

Create a Deposit

1 From the **Main** menu of the Time and Billing module, select **Cash Receipts/Write-Off Entry**. The Cash Receipts Deposit/Write-Off window appears.
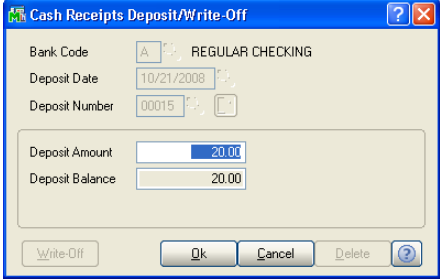
Cash Receipts Deposit/Write-Off Window

- To create a deposit, make your selections on the window.

- To <u>create a write-off</u> (see page 214), click the **Write-Off** button.

2 Enter or select the bank account to use for the deposit from the **Bank Code** field. Click the 🔍 button to select an existing bank code.

3 Enter or select the date for the deposit in the **Deposit Date** field. Click the 🔍 button to select a specific deposit date.

4 Add a new deposit number or select an existing number from the **Deposit Number** field.

- Click the 🔍 button to select an existing deposit.

- Click the 🔳 button to create a new deposit.

5 Enter the amount of the deposit in the **Deposit Amount** field.

The balance displays in the **Deposit Balance** field. This field is view only.
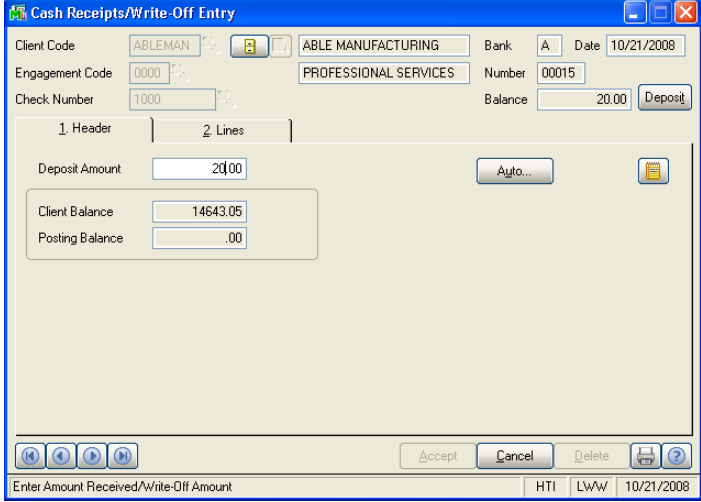
Cash Receipts Deposit/Write-Off Window

6 Click **OK**. The Cash Receipts/Write-Off Entry window appears.

Cash Receipts/Write-Off Entry Window - Header Tab

7 Select the client for the cash receipt from the **Client** field.

- Click the 🔍 button to select a client already enabled in Time and Billing.

- Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

- After you select a client, you can click the 🔳 button to access the Client Maintenance window (see page 162) to change information about the client.

8 Select the engagement for the cash from the **Engagement** field.

- Click the 🔍 button to select a client engagement already enabled in Time and Billing.

  OR

- Click the 🔳 button in the **Client Code** field to apply the deposit to an open invoice.

9 Enter or select the check number for the deposit in the **Check Number** field.

10 To access the Cash Receipt Deposits/Write Off window and change the initial deposit/write-off information, click the [Deposit] button.
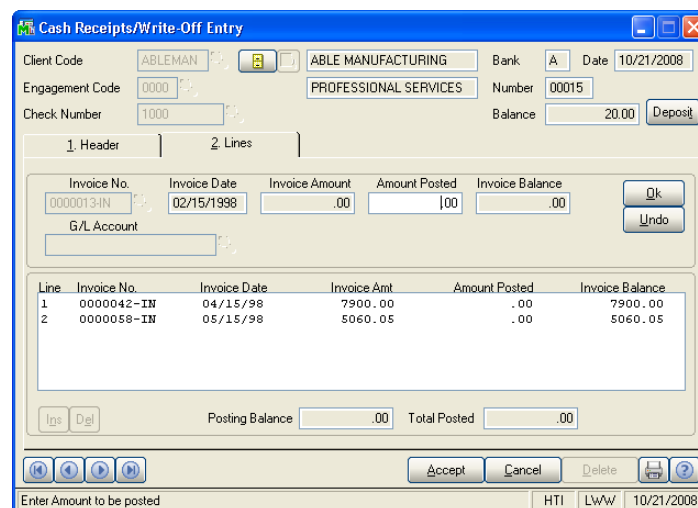
Enter the appropriate information for the deposit on the **Header** tab:

11 Enter the deposit amount in the **Deposit Amount** field.

12 To update a client memo (see page 166), click the 🗒 button to launch the Client Memo Maintenance feature.

13 Click the [Auto...] button to apply a deposit to an open invoice selected from the **Client Code** field. The invoice will be automatically selected on the **Lines** tab.

14 If you are not applying the deposit to an open invoice, click the **Lines** tab to select the invoices or accounts for the deposit. .

Cash Receipts/Write-Off Entry Window - Lines Tab

15 Select the invoice to apply the deposit to from the **Invoice Number** field.

> **OR**

> Select the account to apply the deposit to from the **G/L Account** field.

You can apply the deposit amount to an invoice or a deposit account.

16 Enter the amount being deposited in the **Amount Posted** field.

> You can clear the information by clicking **Undo**.

17 Click **OK**. The **Lines** tab displays the deposit information.

• To add the invoice or account to apply the deposit to, select the line entry in the list box, and then click the **Ins** button. Repeat steps **14** - **17** for each additional invoice/account.

• To remove the invoice or account to apply the deposit to, select the line entry in the list box, and then click the **Del** button.

18 Click **Accept** to save the changes.

19 Click the 🖨 button to .

Cash Receipts Entries

Although the Cash Receipts/Write-Off Entry option is primarily designed for posting cash payments to reduce client balances or pay open invoices, you can also use it to prepay an invoice that is not yet in the system, to credit a finance charge issued to a client, to make a miscellaneous adjustment to a General Ledger account, or to write-off a bad debt.

Invoice Prepayment

Use the prepayment option to apply cash received to an invoice that has not yet been set up in the system. This feature may be necessary if you have received a payment that you cannot match up with a specific invoice, or if you receive a payment before you issue an invoice.

Create an Invoice Prepayment

1 Enter a prepayment in the same manner as a .

2 In the **Invoice Number** field on the **Lines** tab, enter an invoice not on file in the Open Invoice file. The following message appears.
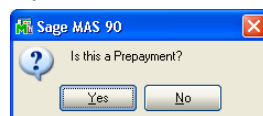
Sage MAS 90 Dialog

3 Click **Yes**. The suffix **-PP** follows the invoice number, and the amount posted defaults to the posting balance amount.

This type of entry is recorded as an invoice with a credit balance. When you issue an invoice later, the prepayment amount reduces the invoice balance.

Prepayments can also be applied automatically. Enter the invoice number assigned to the prepayment during Cash Receipts/Write-Off Entry in the **Invoice Number** field in Billing Data Entry (see page 232), and perform billing. The prepayment invoice number and the billing invoice number must be the same to apply prepayments automatically.

Finance Charges

To apply a cash receipt or write-off toward a finance charge previously issued to a client, you must enter a finance charge number from the Open Invoice file. The suffix **-FC** follows the finance charge number. You can then distribute all or any portion of the posting amount to the finance charge.

General Ledger Account Adjustments

Use this option to distribute portions of the amount received to one or more General Ledger account numbers. For example, you may want to use this feature if you have negotiated an invoice amount with a client. You may occasionally receive a check from a client for miscellaneous sales services for which no invoice exists. In this situation, you can distribute the receipt amount directly to the appropriate General Ledger account.

To make this type of entry, enter the General Ledger account number to be posted with the adjustment. Once the number has been entered, the **Posting Balance** field appears as the **Amount Posted** field, and you will be able to access this field and modify the amount if desired. Amounts entered as a positive amount will credit the General Ledger account indicated and reduce the posting balance.

Write-Off Entries

Use the Cash receipts Write-Off Entry feature to write-off Accounts Receivable balances for clients. The procedure for entering write-offs is almost identical to entering cash receipts *with one important exception*: the Default Write-Off Account specified in Time and Billing Options (see page 88) instead of a cash account is debited when a write-off is performed, or you can override that account if you selected the **Allow Override of Write-Off** check box on the Main tab of the Time and Billing Options window. Additionally, you can only enter a single batch of write-off entries for a specific date.

Write-Off Transactions

Write-off transactions are printed and identified as write-offs on the Aged Invoice Report (see page 292) and Trial Balance Report (see page 303). Write-off transactions are printed on the Monthly Cash Receipts Report (see page 308) separately from cash receipt transactions.

Create a Write-Off

When you access the **Cash Receipts/Write-Off Entry** feature, the Cash Receipts Deposit/Write-Off window appears.
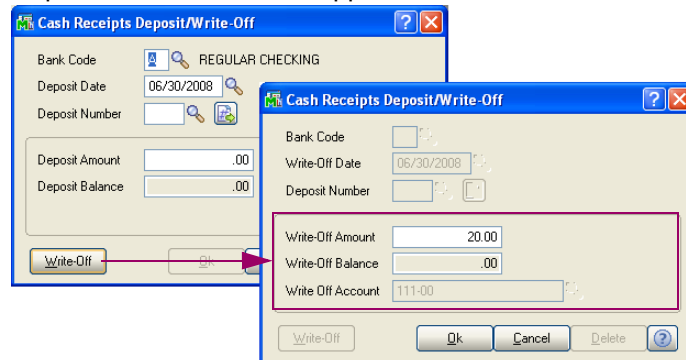
Cash Receipts Deposit/Write-Off Window

1 Click the [Write-Off] button. The window displays the write-off fields.

2 Enter the amount of the write-off in the **Write-Off Amount** field.

3 Click **OK**. The Cash Receipts/Write-Off Entry window appears.
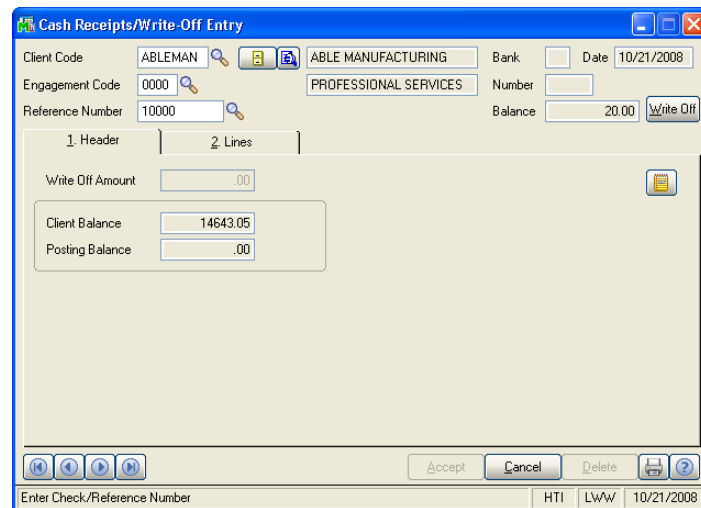
Cash Receipts/Write-Off Entry Window - Header Tab

4 Select the client or enter **CASH** for the write-off in the **Client** field.

• Click the 🔍 button to select a client already enabled in Time and Billing.

• Use the ⏮ ◀ ▶ ⏭ buttons to access the desired information.

• After you select a client, click the 🔲 button to access the Client Maintenance window (see page 162) to change information about the client.

• For a cash write-off, enter a description of the write-off, and then go to step **6**.

5 Select the engagement for the write-off from the **Engagement** field.

- Click the 🔍 button to select a client engagement already enabled in Time and Billing.

  OR

- Click the 📄 button in the **Client Code** field to apply the write-off to an open invoice.

6 Enter or select the reference number for the write-off in the **Reference Number** field.

Enter the appropriate information for the write-off on the **Header** tab:
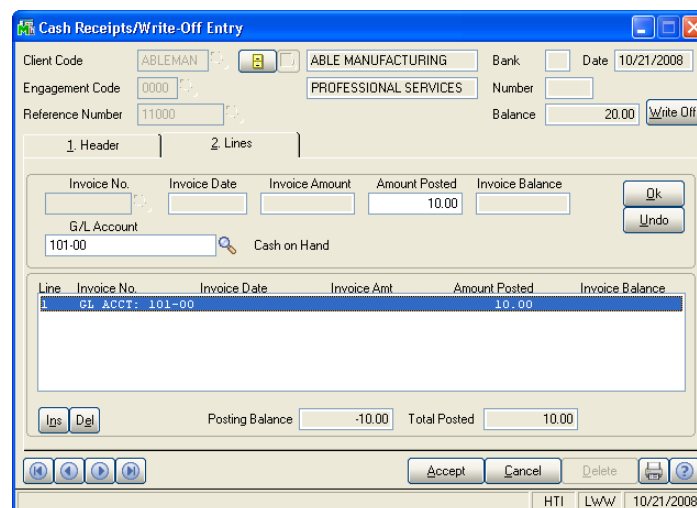
7 Enter the write-off amount in the **Write-off Amount** field.

8 Click the **Adjust** button if you are processing a balance forward client to miscellaneous General Ledger adjustments, or to record retainer payments for balance forward clients.

Amounts entered in the **Amount Posted** field on the **Lines** tab apply against the client's balance.

9 If you are not adjusting the write-off, click the **Lines** tab to select the invoices or accounts for the deposit.

Cash Receipts/Write-Off Entry Window - Lines Tab

10 Select the invoice to apply the write-off to from the **Invoice Number** field.

> **OR**

> Select the account to apply the write-off to from the **G/L Account** field.

You can apply the write-off amount to either an invoice or a deposit account.

11 Enter the amount being written-off in the **Amount Posted** field.

> You can clear the information by clicking **Undo**.

12 Click **OK**. The **Lines** tab displays the deposit information.

13 Click **Accept** to save the changes.

Retainer Payments

If you have clients/engagements that use the Retainer Fee Arrangement, you can record any retainer payments during Cash Receipts/Write-Off Entry.

- For open item clients, retainer payments are entered in the same manner as regular invoices, except that you must enter **RT** in the **Invoice Number** field.

- For balance forward clients, you must first click **Adjust**, and then enter **RT** in the **G/L Account** field.

- If you are using engagements, you will be prompted for the engagement code. Since the retainer balance is tracked for each engagement, you must specify the engagement code to apply the payment to.

Retainer Payment Transactions

Use the **Amount Posted** field to enter the retainer payment amount. During the Cash Receipts/Write-Off Journal update (see page 216), the retainer payment amount is added to the retainer balance for the client/engagement. Also, the uncollected retainer for the client/engagement is reduced by the retainer payment amount. Retainer payments do not affect the Accounts Receivable balance for the client, and no open invoices are created for the retainer payment. The client retainer account specified in Time and Billing Options will credit with the retainer payment amount. This liability account will debit when the retainer balance is applied against a client billing.

Cash Receipts/Write-Off Journal

The Cash Receipts/Write-Off Journal is an audit report used to check the accuracy of the data entered through Cash Receipts/Write-Off Entry (see page 209). Entries can include receipts against invoices, finance charges, prepayments, retainer payments, and General Ledger adjustments.

Using the Cash Receipts/Write-Off Journal

The Cash Receipts/Write-Off Journal must be printed BEFORE the cash receipts and write-off entries can be updated to the permanent files.

- If you selected the **Page Break Cash Receipts/Write-Off Journal by Deposit** check box in Time and Billing Options (see page 88), the journal will print with page breaks each time the deposit number changes.

- If you do not select this check box, the journal will print with page breaks each time the deposit date changes. .

> ☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Cash Receipts/Write-Off Journal Detail

Information on the journal includes the bank code, posting date, deposit/write-off amount, write-off account, client code, client name, check number, check amount, and the invoice numbers to which the cash receipts or write-offs were applied.

Print the Cash Receipts/Write-Off Journal

1 From the **Main** menu of the Time and Billing module, select **Cash Receipts/Write-Off Journal**. The Cash Receipts/Write-Off Journal window appears.

Cash Receipts/Write-Off Journal Window

2 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary.

- If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).

Cash Receipts/Write-Off Journal Window

- If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.

Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

3 Click **Print**. The Cash Receipts/Write-Off Journal prints.

Cash Receipts/Write-Off Journal

Information on the journal includes the bank code, posting date, deposit/write-off amount, write-off account, client code, client name, check number, check amount, and the invoice numbers to which the cash receipts or write-offs were applied. The amount posted to each invoice is shown, along with any outstanding balance. Totals are provided for each posting by deposit/write-off date.

After the Cash Receipts/Write-Off Journal, the following dialog box appears.
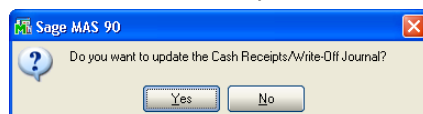
Sage MAS 90 Dialog

4 After ensuring the reports are accurate, click **Yes** to update Sage MAS 90 or 200 with the information. The following dialog box appears.
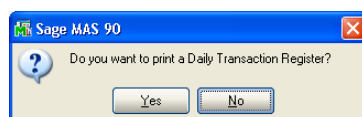
Sage MAS 90 Dialog

5 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

Daily Transaction Register

The Daily Transaction Register is an audit report detailing all General Ledger transactions posted through Time/Expense Entry (see page 198), Edit Work in Process Entry (see page 265), and Cash Receipts/Write-Off Entry (see page 209).

Using the Daily Transaction Register

• If Time and Billing and the General Ledger module are integrated, all entries can be updated directly to the General Ledger after this register has been printed.

• If the General Ledger module is not installed, your transactions are updated to the General Ledger Recap file. The General Ledger Posting Recap (see page 279) and this register can be used as a reference when posting transactions to your general ledger.

You may want to print the Daily Transaction Register each time you have entered a batch of invoices, cash receipts, or time/expense entries.

☑**NOTE:** Printing the register does not automatically update the General Ledger. You will have the opportunity to review the register before you answer **Yes** at the **Update?** prompt to clear the Daily Transaction file and update the General Ledger.

Daily Transaction Register Detail

Each transaction appears sorted by General Ledger account number and description, along with the appropriate debit and credit amounts. Transactions appear sorted by Posting Date, Source Journal (for example, TB, CR, or FC), and Register Number. Totals appear sorted by source and date.

Print the Daily Transaction Register

1   From the **Main** menu of the Time and Billing menu bar, select **Daily Transaction Register**. The Daily Transaction Register window appears.
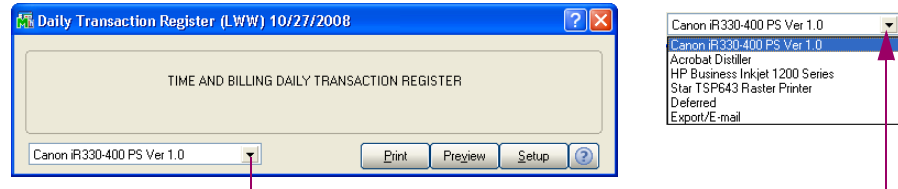
Daily Transaction Register Window

2   Click **Preview** to preview the report before printing.

3   Click **Printer Setup** to open the Windows Printer Setup dialog and make the necessary changes on the standard Windows Printer Setup dialog.

4   Click the arrow in the Printer field to select from a list of available output devices/methods. The following output methods are available:

• Select **Deferred** to save forms to your hard drive for printing at a future time using Deferred Printing.

• Select **Export/E-mail** to export to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed.

5   Click **Print**. The Daily Transaction Register prints.

Each transaction appears sorted by General Ledger account number and description, along with the appropriate debit and credit amounts.

Daily Transaction Register Report

After the Daily Transaction Register, the following dialog box appears.
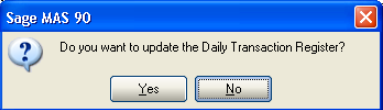
Sage MAS 90 Dialog

6 After ensuring the register is accurate, click **Yes** to update Sage MAS 90 or 200 with the information.

_____

This concludes *Chapter 6: Using the Main Menu* of the Time and Billing manual.

Using the Billing Menu

Chapter 7: Using the Billing Menu teaches you how to set up billing invoices and select work in process transactions for billing and printing invoices.

How to Use the Billing Menu

This chapter does not describe every procedure that can be completed on a Billing window. For example, this chapter does not include detailed instructions on how to print or change information from certain windows available in the Billing menu. Detailed instructions about changing, deleting, and printing information from the Billing windows are available in the *Time and Billing Online Help*. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Billing Menu

The Billing menu contains features used to set up and print billing invoices, as well as to handle Work in Process transactions.

Implementing the Billing Menu Options

You can choose to print the Billing Worksheet (see page 224) to review work in process to be selected for billing. You can select work in process transactions as a group using Billing Selection (see page 228), or you can select them individually using Billing Data Entry (see page 232). You can enter write-ups and write-downs by client and/or engagement, by work code category, or by individual transactions using Billing Data Entry. You can choose to print invoices for selected clients and/or engagements using the Invoice Printing feature (see page 247), and a Billing Register (see page 250) can be produced as an audit trail. Also, you can use the other options in this menu like the Transfer Work in Process (see page 253), Delete Work in Process (see page 256), Edit Work in Process Selection (see page 260), and Edit Work in Process Entry (see page 265) to modify or delete work in process transactions.

Open a Window from the Billing Menu

1 Click the **Time and Billing** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Billing** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Billing** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Windows Available in the Billing Menu

Time and Billing Billing Menu

Time and Billing Billing Window
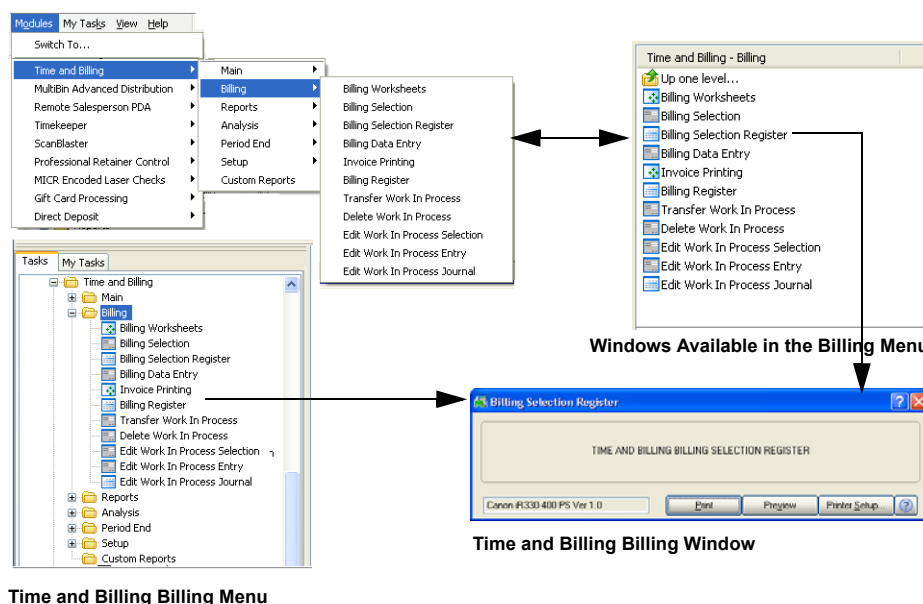
Select an Item from a Lookup List

Many fields in the Billing menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Delete a Record

1 Click the 🔍 button in the first field to select a record account from the Lookup window. The system displays the record's information in the window.

2 Click the **Delete** button. The system displays a warning dialog box similar to the following.
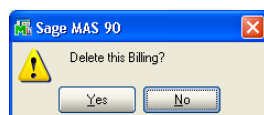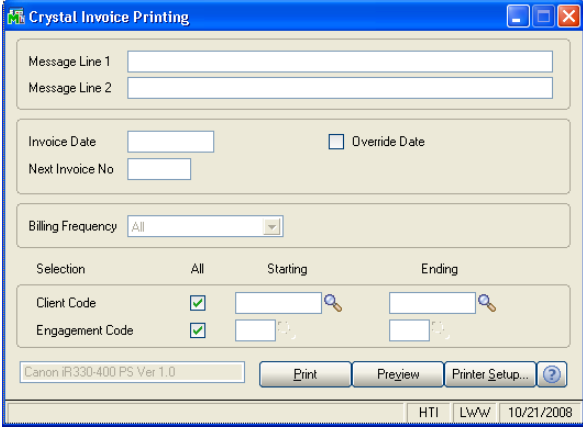
Sage MAS 90 Warning Dialog

3 Click the **Yes** button. The record is deleted.

4 Click the **Accept** button to save the changes.

Print from a Billing Window

You can print information from many of the windows available in the Billing menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the *Time and Billing online help*.

1 Click the [printer] button on the window. The following is an example of the Invoice Printing window.

Invoice Printing Window

2 Select the type of information to include in the report from the remaining fields on the printing window. For many fields, you can select all records or a range of information.

For example, in the previous picture, you can select the **All** check box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific clients.

3 Click the **Print** button to print the report, or click the **Preview** button to print preview the report.

Billing Worksheets

The Billing Worksheet provides a tool for recording work in process information before submitting it for approval. The Billing Worksheet lists client, engagement, and work codes, as well as hours, rates, and applicable WIP amounts.

Using Billing Worksheets

Use Billing Worksheets to print work in process information for selected clients/engagements for review by a responsible partner or employee prior to printing bills. Once this report has been reviewed and annotated by a responsible partner or employee, you can use it as a source document for Billing Data Entry (see page 232).

• You can choose to print this report for a specified Bill Thru Date to exclude activities after that date.

• You can select clients/engagements based on the partner, responsible employee, client type, billing frequency, or fee arrangement.

• You can add write-up/write-down amounts and additional comments on the report.

Billing Worksheet Formats

You can choose to print billing worksheets in either standard or extended format, based upon the selection made in the **Billing Worksheet Format** field on the **Billing** tab of the Time and Billing Options window (see page 96).

- You can use the standard format to select clients/engagements based on the partner, responsible employee, client type, billing frequency, or fee arrangement.

- You can use the extended format to also include the client address and contact information, production and billing history information, receivables aging information, as well as a fee recap by employee, and generate page breaks by engagement code.

Printing Billing Worksheets

You can choose to print the billing information in both formats either by date or category, depending upon the setting in the **Select and Print Bills by** field on the **Billing** tab of the Time and Billing Options window (see page 96).

Create the Billing Worksheets Report

1 From the **Billing** menu of the Time and Billing module, select **Billing Worksheets**. The Billing Worksheets window appears.

Billing Worksheets Window

2 Select how to sort the report from the options available in the **Sort Options** field. You can sort the report by:

Client Code
Client Partner
Client Employee
Engagement Partner
Engagement Employee

3 Enter a date in the **Bill Thru Date** field to exclude activities after that date.

4 Select the types of clients to print from the **Client Types to Print** field. Options include **All** and **Selected Types**.

5 If you choose **Selected Types**, a text field appears to the right of the **Client Types to Print** field. Enter the type to print in this field. You can enter up to five client types to print in the individual text fields.

Client types may be as follows: COR (corporate), IND (individual), PRT (partner), PRSP (prospect), etc.

6 Select the billing frequencies to print from the **Billing Frequencies to Print** field. Options include: **All** and **Selected Frequencies**.

7 If you choose **Selected Frequencies**, a text field appears to the right of the **Billing Frequencies to Print** field. Enter the frequency to print in this field.

8 Select the fee arrangements to print from the **Fee Arrangements to Print** field. Options include: **All** and **Selected Arrangements**.

9 If you choose **Selected Arrangements**, six check-boxes appear to the right of the **Fee Arrangements to Print** field.

Select the check boxes for the fee arrangements to print on the report. Options include:

- **Fixed**

- **Progress**

- **Non-Billable**

- **Retainer**

- **Standard**

- **Not To Exceed**

10 Select the **Print Work in Process Detail** check box to include work in process detail information on the worksheets.

DO NOT select this option if you want to print only summary totals on the worksheet.

11 Select the **Print Extended Comments** check box to include the extended comments on the billing worksheet. Extended comments are entered during Time/Expense Entry (see page 198).

12 Select the **Page Break by Client** check box to print each client on a separate page.

13 Specify the information to include in the **Selection** fields.

    a Select **All** to include the information for all items.

      OR

    b Enter a range of items to include in the **Starting** and **Ending** fields.

- Select the clients to include in the **Client Code** field.

- Select the client engagements to include in the **Engagement Code** field.

- Select the client partners to include on the billing worksheets from the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field.

- Select the employees to include on the billing worksheets from the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field.

- Select the engagement partners to include on the billing worksheets from the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

- Select the employees to include on the billing worksheets from the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

14 Click **Print** to print the report, or click **Preview** to print preview the report.

The Billing Worksheets report lists client codes, engagement codes, work codes, hours, rates, work in process amounts, and total billable amount.

Billing Worksheets Report

Billing Selection

The Billing Selection feature allows you to select work in process transactions to be billed for a group of clients/engagements.

If you want to select billing for individual clients/engagements, use the Billing Data Entry (see page 232) feature instead. You may also use the Billing Data Entry to perform write-ups or write-downs of transactions selected using this feature.

Using Billing Selection

> ☑**SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232) and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or the Invoice Register update (see page 402).

Billing Selection Settings

You can select work in process transactions by client partner, client employee, client type, billing frequency, and fee arrangement. The Bill Thru Date is used to exclude activities after the specified date. You can perform multiple selections in series as necessary.

Bill Work In Process Transactions for a Group of Clients/Engagements

1 From the **Billing** menu of the Time and Billing module, select **Billing Selection**. The Billing Selection window appears.

Billing Selection Window

2 Enter a date in the **Bill Thru Date** field to exclude activities after that date.

3 Select the types of clients to include from the **Client Types to Select** field. Options include: **All** and **Selected Types**.

4 If you choose **Selected Types**, a text field appears to the right of the **Client Types to Print** field. Enter the type to include in this field. You can enter up to five client types to print in the individual text fields.

Client types may be as follows: COR (corporate), IND (individual), PRT (partner), PRSP (prospect), etc.

5 Select the billing frequencies to include from the **Billing Frequencies to Select** field. Options include: **All** and **Selected Frequencies**.

6 If you choose **Selected Frequencies**, a text field appears to the right of the **Billing Frequencies to Select** field. Enter the frequency to include in this field.

7 Select the fee arrangements to include from the **Fee Arrangements to Select** field. Options include:

All
Fixed
Non-Billable
Progress
Retainer
Standard
Not To Exceed

8 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the clients to include from the **Client Code** field.

• Select the client engagements to include from the **Engagement Code** field.

• Select the client partners to include from the **Client Partner** field.

• Select the client employees to include from the **Client Employee** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

9 Click **Proceed** to create the billing selection.

10 Click the 🖨 button to

Billing Selection Register

Use the Billing Selection Register to obtain a detailed listing of Work in Process information selected for billing during or

Using the Billing Selection Register

The Billing Selection Register will print the billing information by date or by category, based on the selection in the **Select and Print Bills by** field on the **Billing** tab of the Time and Billing Options window (see page 96). .

☑NOTE: The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Billing Selection Register Detail

In addition to the work in process amount, the report provides write-up/down amount, bill thru date, bill amount, and billing format for each transaction.

Print the Billing Selection Register

1 From the **Billing** menu of the Time and Billing module, select **Billing Selection Register**. The first Billing Selection Register window appears.
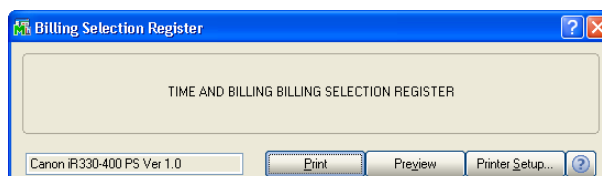
Billing Selection Register Window

2 Click **Print**. The second Billing Selection Register window appears.
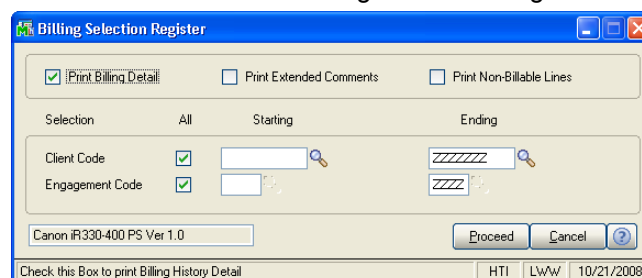
Billing Selection Register Window

3 Select the **Print Billing Detail** check box to print billing detail on the Billing Selection Register.

Do not select this option if you want to print only summary totals on the register.

4 Select the **Print Extended Comments** check box to print extended comments on the Billing Selection Register. Extended comments (see page 203) are entered during time/expense entry.

5 Select the **Print Non-Billable Lines** check box to print non-billable time and expense lines on the Billing Selection Register.

6 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the clients to include from the **Client Code** field.

• Select the client engagements to include from the **Engagement Code** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

7 Click **Proceed** to print the Billing Selection Register.

The Billing Selection Register lists client codes, engagement codes, work codes, hours, rates, work in process amounts, write-ups/write-downs amounts, and total billable amount.

Billing Selection Register

Billing Data Entry

The Billing Data Entry feature enables you to select individual clients and engagements for billing and to enter write-up/write-down amounts.

Using Billing Data Entry

You can enter write-up/write-down amounts for the client/engagement total, for the work code/category total, or for individual transactions. You can "de-select" individual transactions, so that they can be billed at a future time. You can also enter or modify comments for individual transactions, as well as enter additional text to be printed on the bill.

☑**SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or the Invoice Register update (see page 402).

Billing Data Entry Window

The Billing Data Entry window consists of four tabs of information for different configuration settings: the Main, Detail, Aging, and the Bill by Category tab.

Create a Billing Data Entry

1 From the **Billing** menu of the Time and Billing module, select **Billing Data Entry**. The Billing Data Entry Defaults window appears.
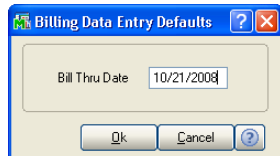
Billing Data Entry Defaults Window

2 Enter the default date to use as the last date that will be billed in the **Bill Thru Date** field. Transactions after this date will not be selected for billing.

3 Click **OK** on the Billing Data Entry Defaults window. The Billing Data Entry window appears.

Billing Data Entry Window

4 Select a client for the billing invoice from the **Client Code** field.

Billing Data Entry Window - General Information

5 You can click the [▣] button to change the Time and Billing information for the client on the Client Maintenance window (see page 162), if necessary.

6 Select an engagement for the billing invoice from the **Engagement Code** field. The invoice detail fields become available.

7 Once you select an engagement, the [▤] / [▤] button becomes available. You can click this button to launch the Client Memo Maintenance feature (see page 166).

8 Set up the invoice options on the **Main** tab (see page 237).

9 Enter details about each transaction on the **Detail** tab (see page 242).

10 View the client's aging information on the **Aging** tab (see page 244).

11 Enter billing information by category on the **Bill by Category** tab (see page 245).

12 To print the current client bill only (see page 235), click the ([▣]) button.

13 Click **Accept** to save the changes.

14 Click the [🖶] button to print the invoices (see page 248).

Using Quick Print

You can use the Quick Print feature on any of the tabs of the Billing Data Entry window to print the current bill only.

Print the Current Client/Engagement Only
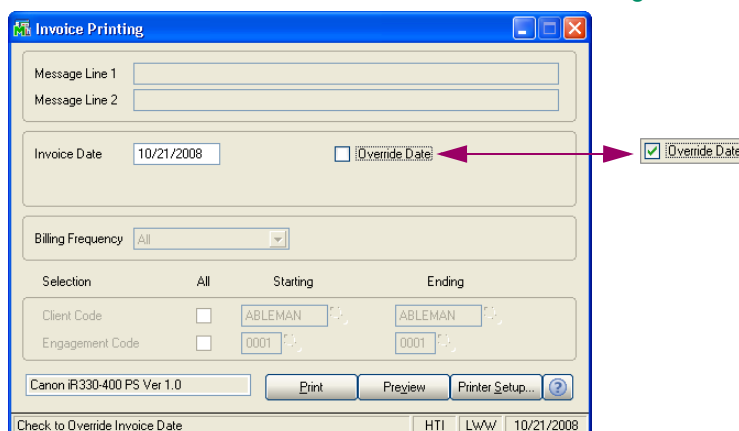
1 Click the ⬚ button located at the top right corner of the Billing Data Entry window. The following dialog appears to remind you to save the changes.
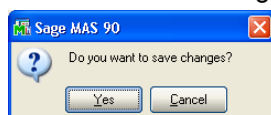
Sage MAS 90 Dialog

2 Click **Yes** to save the changes. The Invoice Printing window appears.

For more detailed information, see the Invoice Printing section (see page 247).

Invoice Printing Window

3 You can change the date of the invoice in the **Invoice Date** field. This change appears ONLY on the printed invoice.

4 To change the date throughout Time and Billing to this new date, select the **Override Date** check box.

5 Click **Print** to print the invoice, or click **Preview** to print preview the invoice.

The system creates an invoice for the current client/engagement only.

Invoice Printing

General Settings

The Main tab of the Billing Data Entry window displays the general information on invoice to be billed to the client. Certain fields will appear or not appear, based on the **Fee Arrangement** type, as well as whether or not you indicated to Include Expenses set up on the Billing tab of the Client Maintenance window (see page 181).

Configure the Invoice Options on the Main Tab

When you select **Billing Data Entry** from the **Billing** menu of the Time and Billing module and set the last date to be billed (see page 233), the **Main** tab of the Billing Data Entry window displays by default.

Billing Data Entry Window - Main Tab

1 After entering the client and engagement information, enter the seven-character Invoice number in the **Number** field.

   OR

Click the button to accept the next new automatically incremented invoice number.

• If you select the **Print** check box, you can leave the **Number** field blank. All invoices where this field is blank will be automatically assigned an invoice number during invoice printing.

• If you are applying a prepayment to an invoice, enter the invoice number assigned to the prepayment during Cash Receipts Entry (see page 212) as the billing invoice number in the **Number** field.

2 Enter the invoice due date in the **Date** field.

3 Select the **Print** check box to print an invoice for this client/engagement.

4 Enter or select the billing format from the **Bill Format** field. Click the button and select a billing format from the Lookup.

5 Enter or select a billing address in the **Bill To** field.

• Click the button and select an existing address from the Lookup.

• Create a new address by entering a new code. A dialog box will appear allowing you to create a new code by clicking **Yes** and launching the Client Bill To Address Maintenance window (see page 172).

• Click the ⊞ button to launch the Client Bill To Address Maintenance feature and update the address.

6 Enter the amount for the bill in the **Bill Amount** field.

7 Select the tax schedule for the billing invoice from the **Sales Tax** field. You can view the sales tax for fees or expenses.

8 Click the ⸢ Detail ⸥ button to access sales tax details.

9 The following dialog appears.

Sage MAS 90 Dialog

a Click **Fees** to change the taxes for billable fees.

   OR

b Click **Expenses** to change the taxes for billable expenses.

The Tax Detail (Fees) or Tax Detail (Expenses) window appears.
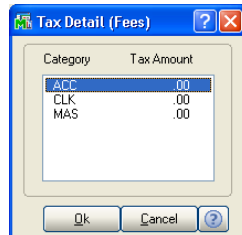
Tax Detail (Fees) Window
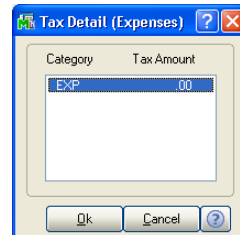
Tax Detail (Expenses) Window

c Select the work category to change the taxes for, and click **OK**. (You can also double-click the desired category.)

The Tax Detail window appears.

Tax Detail Window

d Make the desired changes on the Tax Detail window.

If you enter a new tax amount in the **Tax Amount** field, the **Sales Tax** field on the **Main** tab of the Billing Data Entry window will be updated.

e Click **Accept** on the Tax Detail window when finished.

10 If the fee arrangement is set to **Progress Billing** or to **Retainer Billing** on the **Billing** tab of the Client Maintenance window (see page 181), additional fields appear on the **Main** tab of the Billing Data Entry window.

Billing Data Entry Window - Main Tab - Progress and Retainer Billing

• The **Progress Balance** field displays the progress bill amount.

• The **Uncollected Retainer** field contains the total retainer amount billed but not yet received.

• The **Retainer Balance** field displays the total retainer payments received but not yet applied against billings.

• The **Retainer Applied** field displays the retainer amount that less than or equal to the retainer balance for the client/engagement.

• The **Retainer Amt Due** field will default to the monthly retainer amount specified in T/2 Client Maintenance (see page 163). Change the amount, if necessary.

11 Change the total fees or expenses for the bill in the **Bill Total** field.

> ☑ **NOTE:** If the **Include Expenses** check box is NOT selected on the **Billing** tab of the Client Maintenance window (see page 181), the billable fees and billable expenses will display separately, so that you can enter the bill amount for fees and expenses individually.

Billing Data Entry Window - Main Tab - Fees and Expenses

12 Click the [Text] button to <u>enter additional text</u> (see page 240) to appear on billing invoices.

13 Click the next tab on the Billing Data Entry window to continue.

Creating Additional Text for Billing Invoices

The Billing Entry Text Editor feature available in Billing Data Entry provides full Windows text editing (copy, cut, paste, etc.) functionality, so you can enter additional text to appear on billing invoices.

Enter Additional Comments

Upon clicking the [Text] button on the **Main** tab or the [Comment] button on the **Detail** tab of the Billing Data Entry window, the Billing Entry Text Editor window appears.

Billing Entry Text Editor Window

1 Click the [icon] button to select a standard billing comment

OR

Manually enter the comment in the text box.

- You can enter up to 75 characters per line for as many lines as necessary depending upon the setting in the **Billing Text Display/Print Width** field on the **Billing** tab in Time and Billing Options (see page 96).

- To indicate that any text should NOT be printed on the invoice, type **/*** before the specified text, and type ***/** after the end of the text.

2 To cancel the changes, click the [Undo] button.

3 Click **OK** when finished.

Not Billing a Client for an Entire Engagement

You can use the **Main** tab of the Billing Data Entry window to NOT bill a client for an entire engagement.

Set Up Billing Data Entry to Not Bill a Client for an Engagement
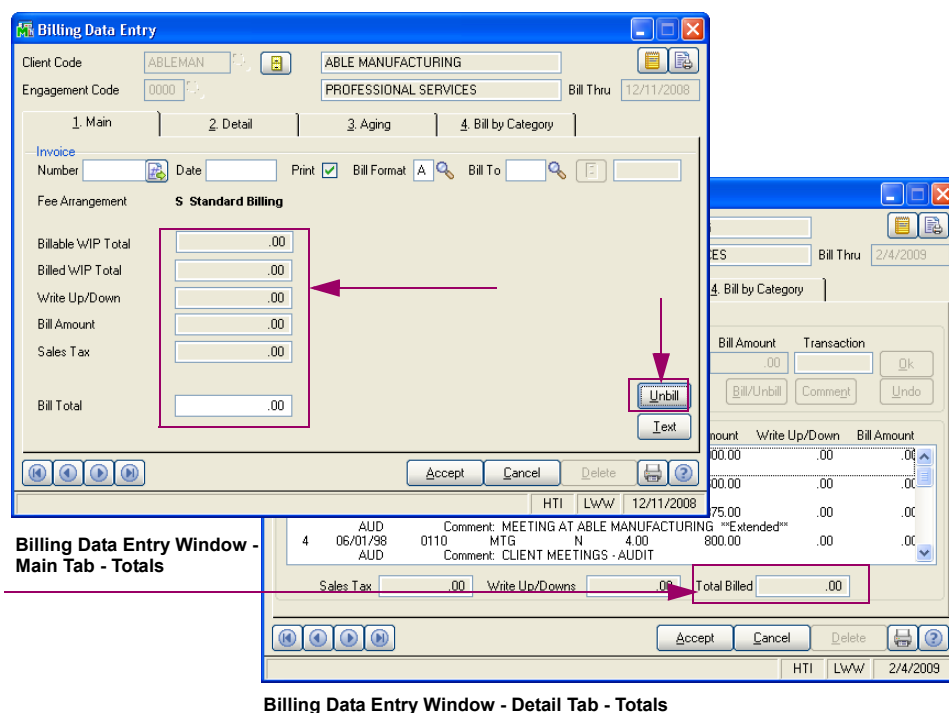
Billing Data Entry Window - Main Tab - Totals

Billing Data Entry Window - Detail Tab - Totals

1 Click the [Unbill] button on the **Main** tab of the Billing Data Entry window. The following dialog appears.
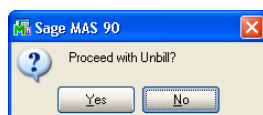
Sage MAS 90 Dialog

2 Click **Yes** to not bill the client. The **Total** fields available on the **Main** tab and **Detail** tab are set to zero (0).

3 Click **Accept** on the Billing Data Entry window to save the changes.

Work in Process Detail

The detailed work in process transaction information is displayed on the Detail tab of the Billing Data Entry window. Each line represents a work in process transaction that has been recorded for the client/engagement on or prior to the Bill Thru Date. The Detail tab of the Billing Data Entry window allows you to enter write-ups/write-downs for a transaction. See the Entering Write-Ups and Write-Downs section (see page 246) for more information.

Enter Details about Each Transaction on the Detail Tab

1 Click the **Detail** tab from the Billing Date Entry window to view the transaction details being billed.

Billing Data Entry Window - Detail Tab

2 Click the transaction line you want to change. The details about the transaction appear in the fields of the **Detail** tab.

3 Click the [🔍] button to select the sales tax class for the detail line from the **Tax Class** field.

4 Select the **Exempt** check box to use sales tax exemptions for the client/engagements. The exemption numbers must be defined (see page 180) for the client/engagement.

5 Select whether or not the line will be billed from the **Bill Option** field. The options include:

- **Yes** – To bill the work in process line

- **No** – To not bill the line

- **Partial** – To bill only part of the line

If you select **Partial**, the **Hours/Units** and **WIP Amount** fields become available.

> **HINT:** You can toggle the **Bill Option** field to **Yes/No** by clicking the [Bill/Unbill] button.

6 Enter the number of hours or time units being billed in the **Hours/Units** field.

This field is available only if **Partial** is selected in the **Bill Option** field.

7 Enter the portion of the work in process amount being billed in the **WIP Amount** field.

This field is available only if **Partial** is selected in the **Bill Option** field.

8 Enter the amount to add or subtract from the bill in the **Write Up/Down** field. This field will automatically display the difference between the **WIP Amount** and the **Bill Amount** for the line item.

• To write up the line item, enter a positive amount. The Bill Amount will be calculated as the WIP Amount added to the write-up amount.

• To write down the line item, enter a negative amount by entering the amount followed by a minus sign. The Bill Amount will be calculated as the write-down amount subtracted from the WIP Amount.

9 Enter the amount to be billed for the line item in the **Bill Amount** field.

• The Bill Amount and the Write Up/Down amount will always equal the WIP Amount.

• The Write Up/Down amount will be automatically calculated based on what is entered into the Bill Amount field.

10 Select the General Ledger account used to post revenue or expenses from the **Rev Account** field.

11 Add comments (see page 240) about a line by clicking the [Comment] button and launching the Billing Entry Text Editor window (see page 240).

12 Click **OK** to update the line. When you update a line, the **Sales Tax**, **Write Ups/Downs**, and **Total Billed** fields are updated.

OR

Click the [Undo] button to cancel the changes.

13 Click the next tab on the Billing Data Entry window to continue.

Aging Information

The Aging tab of the Billing Data Entry window displays the current Accounts Receivable aging amounts for the selected client. The information on this tab cannot be modified.

Display Client Aging Information on the Aging Tab

1 Click the **Aging** tab from the Billing Date Entry window to display the aging amounts.

Billing Data Entry Window - Aging Tab

The Aging tab displays the total balance, current balance, and past due balances. The tab also displays the last aging, billing, payment, and statement information, and the highest balance, last finance charge, and unpaid finance charges.

2 Review the information, and click the next tab on the Billing Data Entry window to continue.

Billing By Category

Use the Bill by Category tab of the Billing Data Entry window to enter the bill amount for a specific work code category. The write-up/write-down amount is calculated and allocated automatically to the work in process transactions. The total bill amount for the client/engagement is also adjusted automatically. You can also perform detailed billing selection for transactions with the specified work code category.

For example, if the work in process total for work code category **MAS** (Management Advisory Services) is $1,439.00, you can enter $1500.00 as the bill amount for this category. The $61.00 write-up amount will be applied automatically to the appropriate transactions.

Enter Billing Information by Category on the Bill by Category Tab

1 Click the **Bill by Category** tab from the Billing Data Entry window to view the transaction category being billed.

Billing Data Entry Window - Bill by Category Tab

2 To change the cost for a specific category being billed, select the category from the **Category Code** field.

The **Bill Amount** field, and the **Unbill**, **Detail**, **Text**, and **Finished** buttons become available.

3 Change the amount being billed for the work category in the **Bill Amount** field.

4 Use the following command buttons to access additional features.

• Click the [Text] button to change the comments (see page 240) for the work code category by launching the Billing Entry Text Editor window.

• Click the [Unbill] button to remove a work category from the bill. (You can also use the Unbill feature (see page 241) for the entire engagement.) The following dialog appears.

Sage MAS 90 Dialog

- Click **Yes** to remove the work code. The information in the total fields on the **Main** tab of the Billing Data Entry window will be updated.

• Click the [Detail] button to view the line that contains the work category on the **Detail** tab of the Billing Data Entry window.

5 Click the [Finished] button when you are finished updating the work category. The billable amounts are updated in the total fields of the **Main** tab.

6 Click **Accept** to save the changes.

Entering Write-Ups and Write-Downs

A write-up is an increase in the book value of an asset not due to a cash payment or other asset. Use write-ups to increase the bill amount by adjusting the work in process during the billing process.

A write-down is a reduction of the balance of an asset by charging an expense or loss account due to the diminished value of the asset. Use write-downs to reduce the bill amount by adjusting the work in process during the billing process.

In contrast, a write-off is the elimination of a specific client's invoice(s), as in the case of bankruptcy. Use write-offs to reduce receivables after billing and updating. For additional information about write-offs, see the Cash Receipts/Write-Off Entry section (see page 209).

You enter write-ups and write-downs for the client/engagement total, for the category total, or for individual transactions.

Write-Ups/Write-Downs by Client/Engagement

When you enter write-ups/write-downs for the client/engagement, the write-up/write-down amount for each billed line item is calculated automatically using a two-step process.

First, the client/engagement write-up/write-down percentage is calculated by dividing the write-up/write-down amount for the entire bill by the billed work in process total:

$$\frac{\text{WRITE UP/DOWN}}{\text{BILLED WIP TOTAL}} = \text{Clnt/Eng Write-Up/Dn \%}$$

Next, the write-up/write-down amount for each billed line item is calculated by multiplying the client/engagement write-up/write-down percentage by the work in process amount for each billed line item:

$$\text{Clnt/Eng Write-Up/Dn \%} \quad \text{x} \quad \text{WIP AMOUNT} = \text{WRITE UP/DN}$$

Write-Ups/Write-Downs can be based on the total bill amount for fees and expenses or on separate bill amounts for fees and expenses, depending on whether or not the **Include Expenses** check box is selected on the **Billing** tab of the Client Maintenance window (see page 162).

Write-Ups/Write-Downs by Category

When you enter write-ups/write-downs for the category, the write-up/write-down amount for each billed line item in the selected category is calculated automatically using a two-step process.

First, the category write-up/write-down percentage is calculated by dividing the write-up/write-down amount for the selected category by the work in process total:

$$\frac{\text{WRITE UP/DN}}{\text{WIP TOTAL}} = \text{Category Write-Up/Dn \%}$$

Next, the write-up/write-down amount for each billed line item in the selected category is calculated by multiplying the category write-up/write-down percentage by the work in process amount for each billed line item:

Category Write-Up/Dn %   x   WIP AMOUNT   =   WRITE UP/DN

The total bill amount for the client/engagement, along with the total write-up/write-down amount for the bill, will be adjusted automatically as well.

Write-Ups/Write-Downs by Transaction

When you enter write-ups/write-downs for individual transactions, you can enter the actual write-up/write-down amount manually for each transaction, or you can enter the bill amount to calculate the write-up/write-down amount automatically, using the difference between the bill amount and the work in process amount:

BILL AMOUNT   -   WIP AMOUNT   =   WRITE UP/DN

The total bill amount for the client/engagement, along with the total write-up/write-down amount for the bill, will be adjusted automatically as well.

Invoice Printing

The Invoice Printing feature uses information selected during Billing Selection (see page 228) or Billing Data Entry (see page 232) to produce printed invoices for mailing to your clients.

Printing Invoices

Invoices are printed according to the format specified in the Billing Format Maintenance program (see page 121) and assigned to each client/engagement on the **Billing** tab in Client Maintenance (see page 162), or entered during or Billing Data Entry (see page 232).

Depending whether or not the **Bill Separate** check box on the **Additional** tab of the Client Maintenance window (see page 179) is selected, all engagements for a client will be printed together on a single invoice or on separate invoices for each engagement.

Invoice Printing Settings

With the Invoice Printing window, you may print all of your clients using the same invoice format, or you may assign a different invoice format to each client/engagement based on the client's requirements or the nature of the services provided.

> ☑**NOTE:** The window label changes to Crystal Invoice Printing if you select the **Use Graphical Forms** option on the **Billing** tab of the Time and Billing Options window (see page 96). See the *Time and Billing online help* for detailed information.

Print Invoices for Clients/Engagements

1 From the **Billing** menu of the Time and Billing module, select **Invoice Printing**. The Invoice Printing window appears.

Invoice Printing Window

2 Enter up to two lines of messages using up to 50 characters per line to be printed on invoices in the **Message Line 1** and **Message Line 2** fields.

These messages appear if the [INVC_MSSG1] and [INVC_MSSG2] data items (see page 136) are included on the billing format (see page 121) used.

3 Enter the invoice data using the MMDDYY format in the **Invoice Date** field.

This date will be assigned only to transactions that did not have an invoice date assigned during Billing Data Entry (see page 232).

4 Select the **Override Date** check box if you want to override the original invoice date with a new date.

> **HINT:** Change the date in the **Invoice Date** field, and then select the **Override Date** option to post the new date on the printout.

5 Enter the number to be used for the next invoice in the **Next Invoice Number** field.

• This number will only be assigned to the transaction that did not have an invoice number assigned during Billing Data Entry (see page 232). This number can be up to seven alphanumeric characters.

• If you are using an invoice form with a preprinted invoice number, be sure to enter the invoice number to match the preprinted number.

• If you are reprinting previously printed invoices, the **Next Invoice Number** field will display the original number entered. This number is not incremented until after the Billing Register (see page 250) is updated.

6 Select the billing frequencies to include from the **Billing Frequency** field. Options include **All** and **Selected Frequencies**.

7 If you choose **Selected Frequencies**, a text field appears to the right of the **Billing Frequency** field. Enter the frequency to include in this field.

Billing Frequency | Selected Frequencies ▼ | |

8 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

      OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the clients to include in the **Client Code** field.

• Select the client engagements to include in the **Engagement Code** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

9 Click **Print** to print the invoices, or click **Preview** to print preview the invoices.

Invoice Printing includes the billing address of the client, the invoice number and date, the client code, the dates of billable services and details of each service, the rate and cost of each service, and the total for the invoice.

```
                          Time and Billing Demo Data

    CANYON RIDGE APARTMENTS              INVOICE NO.:  0000074-IN
    1427 EL CAJON BLVD.                         DATE:  06/18/08
    SUITE 101                            CLIENT CODE:  CANRIDG

    EL CAJON, CA  91556
    CONTACT:  CONNIE LAM                     PAGE NO.:    1
    ----------------------------------------------------------------
    FOR PROFESSIONAL SERVICES RENDERED:        HOURS       AMOUNT
    ----------------------------------------------------------------
    PROFESSIONAL SERVICES

    TELEPHONE SUPPORT OF YOUR COMPUTER SOFTWARE
    05/25/98   JOSEPH WILSON                    2.00        200.00
               CLIENT CONFERENCES
    05/26/98   BETH CLARK                       4.00        120.00
               CLERICAL SERVICES
    05/26/98   NANCY COOK                       3.00        225.00
               MONTHLY ACCOUNTING SERVICES
    05/26/98   JACOB GREENBERG                  6.00        600.00
               PREPARATION OF COMPILATION FINANCIAL STATEMENT FOR
               THE PERIOD ENDING  4/30/98
    05/26/98   JOSEPH WILSON                    8.00        800.00
               MONTHLY ACCOUNTING SERVICES
    05/29/98   PATRICIA HARRISON                8.00        600.00
               MONTHLY ACCOUNTING SERVICES
    05/31/98   PATRICIA HARRISON                3.00        225.00
               ADJUSTING ENTRIES
    05/31/98   PATRICIA HARRISON                5.00        375.00
               MONTHLY ACCOUNTING SERVICES
                                                       --------------
                                          TOTAL FEES:     3145.00

    05/25/98   AUTO EXPENSES                                 30.00
                                                       --------------
                                       TOTAL EXPENSES:       30.00
```

Invoice Printing

_

After the invoices print, the following dialog box appears.
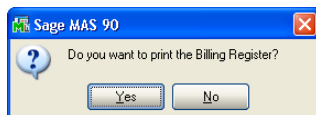
Sage MAS 90 Dialog

10 Click **Yes** to print the Billing Register.

If you click **No**, you can print the Billing Register at another time.

See the for more information.

Billing Register

Use the Billing Register feature to provide an audit report for all bills printed using the .

Using the Billing Register

Printing this report is the first step in the file update process. It provides an opportunity to check invoice data for errors before the information is posted to the permanent files. .

> ☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Billing Register Detail

Information displayed on the Billing Register for each invoice may include the invoice number and date, work in process amount billed, write-up/write-down amount, billed fees/expenses, taxable and invoice amounts, sales tax, client code and name, and engagement code, if applicable.

Print the Billing Register

1 From the **Billing** menu of the Time and Billing module, select **Billing Register**. The Billing Register window appears.
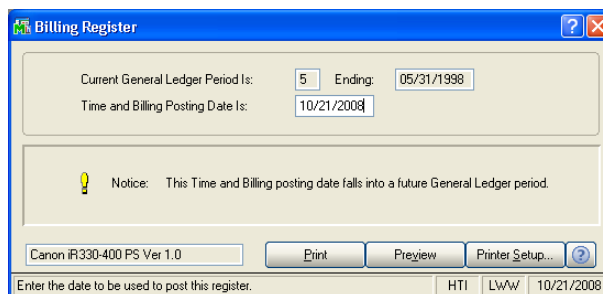
Billing Register Window

2 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary.

• If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).
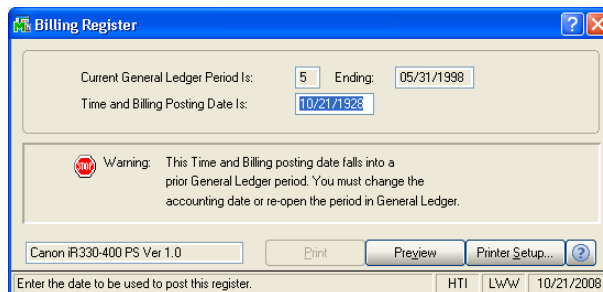
Billing Register Window

• If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.
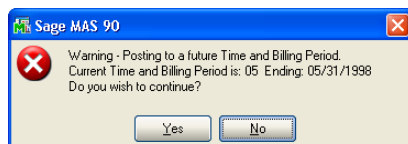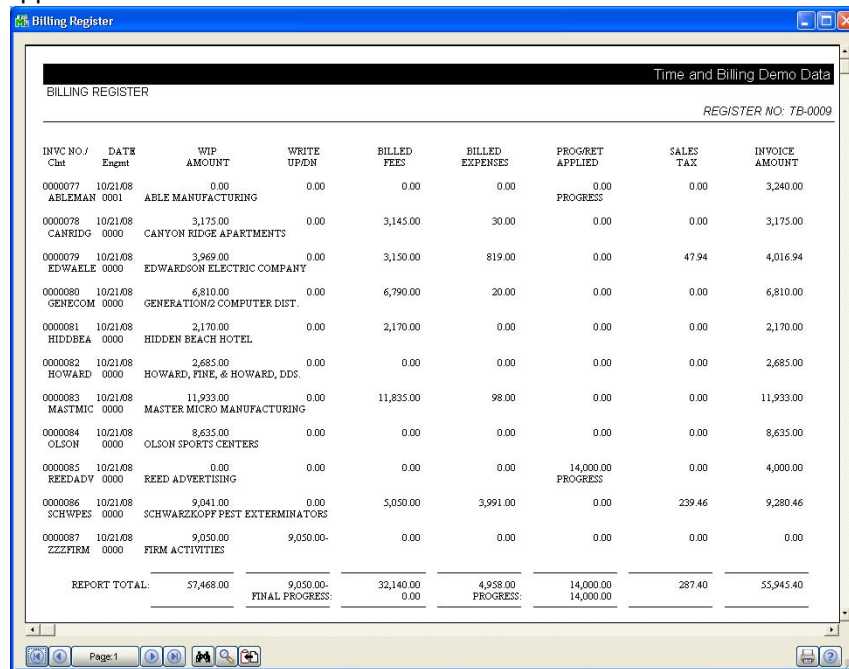
Sage MAS 90 Dialog

• If this option is what you desire to do, you are allowed to continue.

3 Click **Print**. The Billing Register prints.

This Billing Register includes the invoice number and date, work in process amount billed, write-up or write-down amount, billed fees, billed expenses, sales tax, invoice amount, client code, client name, and engagement code, if applicable.

Billing Register

The next register that prints, is the Tax Journal Detail. This register includes tax code, client, engagement, sales amount, taxable sales, non-taxable sales, taxable freight, non-taxable freight, taxable tax, exempt sales, and sales tax amount.

Billing Register - Tax Journal Detail

After the Billing Register, the following dialog box appears.
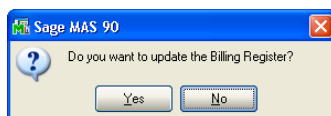
Sage MAS 90 Dialog

4 After ensuring the register is accurate, click **Yes** to update Sage MAS 90 or 200 with the information. The following dialog box appears.
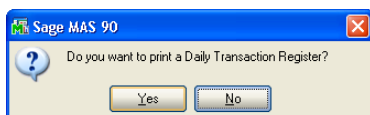
Sage MAS 90 Dialog

5 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the for more information.

Transfer Work In Process

The Transfer Work In Process feature allows you to transfer work in process transactions, which are NOT selected for billing, from one client/engagement to another client/engagement for a range of dates. You can also choose to print an audit report to track the work in process being transferred.

Using Transfer Work In Process

The Transfer Work in Process Audit Report generated during the transfer process includes the from and to clients information, dates, engagement and employee information, work and category codes, transactions data, as well as hours, rates, and amounts being transferred.

> ☑ **NOTE:** Use the Transfer Work in Process function on work in process entered during the CURRENT accounting period. Transferring work in process for a period other than the current one will affect the current period's analysis reports.

> ☑ **SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232) and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or Invoice Register update (see page 402).

Transfer Work In Process Settings

The Transfer Work in Process window includes two sections, one provides the detailed information on a client/engagement to transfer a Work in Process Transaction from, and another contains the client/engagement codes to transfer Work in Process to.

Transfer Work in Process from One Client to Another

1 From the **Billing** menu of the Time and Billing module, select **Transfer Work in Process**. The Transfer Work in Process window appears.

Transfer Work in Process Window

2 Make the appropriate selections in the **Transfer Work in Process From** section.

• Select the client that has the work in process engagement to be transferred from in the **Client Code** field.

• Select the work in process engagement to transfer from the **Engagement Code** field.

   If you leave this field blank, all engagements will be transferred.

• Select the employee involved in the work in process being transferred from the **Employee Code** field.

   If you leave this field blank, all employees will be transferred.

• Select the task involved in the work in process being transferred from the **Work Code** field.

   If you leave this field blank, all work codes will be transferred.

• Enter the transaction number of the work in process being transferred in the **Transaction Number** field.

   If you leave this field blank, all transaction numbers will be transferred.

3 Select the dates of the work in process records to transfer in the **Date Selection** field.

  • Select **All** for all dates.

     OR

  • Enter a range of dates in the **Starting** and **Ending** fields.

4 Make the appropriate selections in the **Transfer Work in Process To** section.

• Select the client to transfer the work in process information to from the **Client Code** field.

• Select the engagement to transfer the work in process information to from the **Engagement Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the transfers, or click **Preview** to print preview the transfers information.

The Transfer Work in Process Audit Report prints the client information set on the Transfer Work in Process window. This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being transferred.
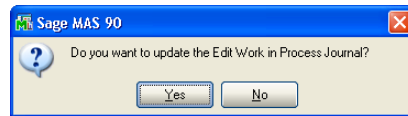

**Transfer Work in Process Audit Report**

After the report prints, the following dialog appears.
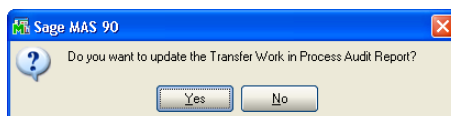
Sage MAS 90 Dialog

6 Click **Yes** to update the system with the changes. The work in process engagements are moved from one client to the other.

Delete Work In Process

The Delete Work in Process feature allows you to delete unbilled work in process information by client and/or engagement for a range of dates, employee codes, work codes, or transaction numbers.

Using Delete Work In Process

Once you delete work in process information, you can print the Delete Work in Process Register and update the work in process balances. In addition, if the **Post Work in Process to General Ledger** check box is selected on the **Additional** tab in Time and Billing Options (see page 88), Work in Process information updates the General Ledger.

> ☑ **NOTE:** Use the Delete Work in Process function on work in process entered during the CURRENT accounting period. Deleting work in process for a period other than the current one will affect the current period's analysis reports.

> ☑ **SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232) and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or Invoice Register update (see page 402).

Delete Work In Process Settings

The Delete Work in Process window contains the detailed information on a work in process transaction, which is NOT selected for billing, for the current client/engagement.

Delete Work in Process Transactions for a Client/Engagement

1 From the **Billing** menu of the Time and Billing module, select **Delete Work In Process**. The Delete Work in Process window appears.

Delete Work in Process Window

2 Enter the client that contains the work in process information to delete from the **Client Code** field.

3 Enter the engagement that contains the work in process information to delete from the **Engagement Code** field.

4 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

     OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the dates for the work in process transactions in the **Date** field.

• Select the employees involved in the work in process transactions in the **Employee Code** field.

• Select the work categories involved in the work in process transactions in the **Work Code** field.

• Select the transaction numbers that contain work in process data from the **Transaction Number** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Proceed** to delete the work in process information. A dialog box appears when you are finished deleting the transactions.

Sage MAS 90 Dialog

6 Click **Yes** to print the register. The Delete Work in Process Register window appears.

Delete Work in Process Register Window

7 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary

• If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).

Delete Work in Process Register Window

• If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.

Sage MAS 90 Dialog

• If this option is what you desire to do, you are allowed to continue.

8 Click **Print**. The register prints.

> ☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

The Delete Work in Process Register prints the client information set on the Delete Work in Process window. This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being deleted.

Delete Work in Process Register

After the report prints, the following dialog appears.
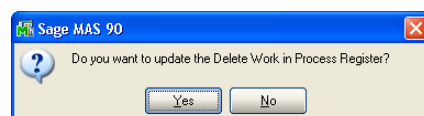
Sage MAS 90 Dialog

9 Click **Yes** to update the system with the changes. The work in process transactions are deleted. The following dialog box appears.
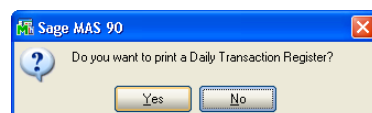
Sage MAS 90 Dialog

10 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the for more information.

Reinstating Deleted Files

If you deleted work in process information that should not be deleted, you can clear the deletion process and reinstate the work in process transactions. You can only reinstate deleted files that have not been completely deleted from the system through the Delete Work in Process Register.

Clear Work in Process Deletions

1 Select the information you deleted from the fields on the Delete Work in Process window.

Leave all of the fields blank to remove all the transactions that are set to be deleted.

2 Click **Clear**.

3 Click **Yes** at the following message.
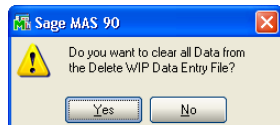
Sage MAS 90 Dialog

The deleted transactions are reinstated.

Edit Work In Process Selection

Use Edit Work in Process Selection to select unbilled work in process transactions to be edited for a specific client/engagement using a range of dates, employee codes, work codes, and transaction numbers.

Using Edit Work In Process Selection

Once you select work in process information, you can choose to print and update the Edit Work in Process Selection Register (see page 262).

> ☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

> ☑**SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232) and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or Invoice Register update (see page 402).

Edit Work In Process Selection Settings

The Edit Work in Process window contains the detailed information on a work in process transaction to be edited for the current client/engagement.

Select Work in Process Transactions to Edit

1 From the **Billing** menu of the Time and Billing module, select **Edit Work In Process Selection**. The Edit Work in Process Selection window appears.

Edit Work in Process Selection Window

2 Enter the client that has the work in process information to edit from the **Client Code** field.

3 Enter the engagement that contains the work in process information to edit from the **Engagement Code** field.

4 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

   OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the dates for the work in process transactions in the **Date** field.

• Select the employees involved in the work in process transactions in the **Employee Code** field.

• Select the work categories involved in the work in process transactions in the **Work Code** field.

• Select the transaction numbers that contain work in process data from the **Transaction Number** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Proceed** to edit the work in process information.

The following dialog box appears when you are finished selecting the transactions.
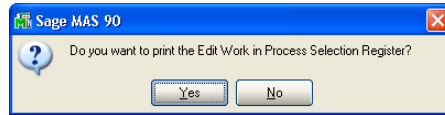
Sage MAS 90 Dialog

6 Click **Yes** to print the Edit Work in Process Selection Register.

If you click **No**, you can print the register at another time.

You can also click the [printer icon] button to access the Edit Work in Process Selection Register.

See the <u>Print the Edit Work in Process Selection Register</u> section (see page 262) for more information.

Print the Edit Work in Process Selection Register

Upon clicking **Yes** at the "Do you want to print the Edit Work in Process Selection Register?" message, the Edit Work in Process Selection Register window appears.
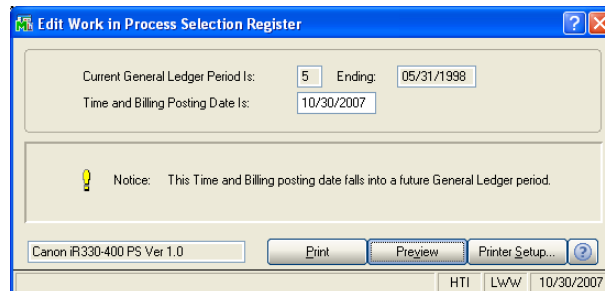
Edit Work in Process Selection Register Window

1 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary.

- If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).
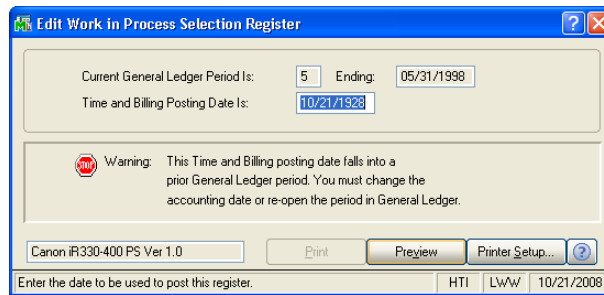
Edit Work in Process Selection Register Window

- If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.
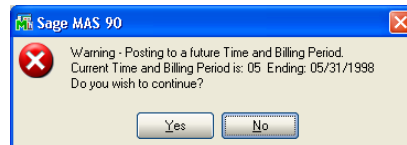
Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

2 Click **Print** to print the register, or click **Preview** to print preview the register.

The Edit Work in Process Selection Register provides a detailed listing of work in process information selected for editing. During the Edit Work in Process Selection Register update, if the **Post Work in Process to General Ledger** check box is selected on the **Additional** tab in , Work in Process information updates the General Ledger.

Edit Work In Process Selection Register

After the Edit Work in Process Selection Register, the following dialog box appears.
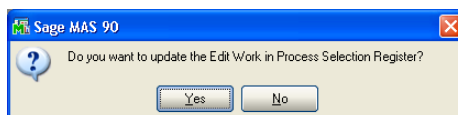
Sage MAS 90 Dialog

3 After ensuring the register is accurate, click **Yes** to update Sage MAS 90 or 200 with the information. The following dialog box appears.
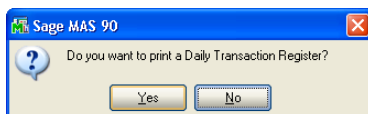
Sage MAS 90 Dialog

4 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the for more information.

Edit Work in Process Entry

The Edit Work in Process Entry feature enables you to edit, delete, and add work in process transactions previously selected during Edit Work in Process Selection (see page 260).

Updating Work in Process Information

All work in process information edited during this process updates the Time and Billing Work in Process file during the Edit Work in Process Journal update (see page 269).
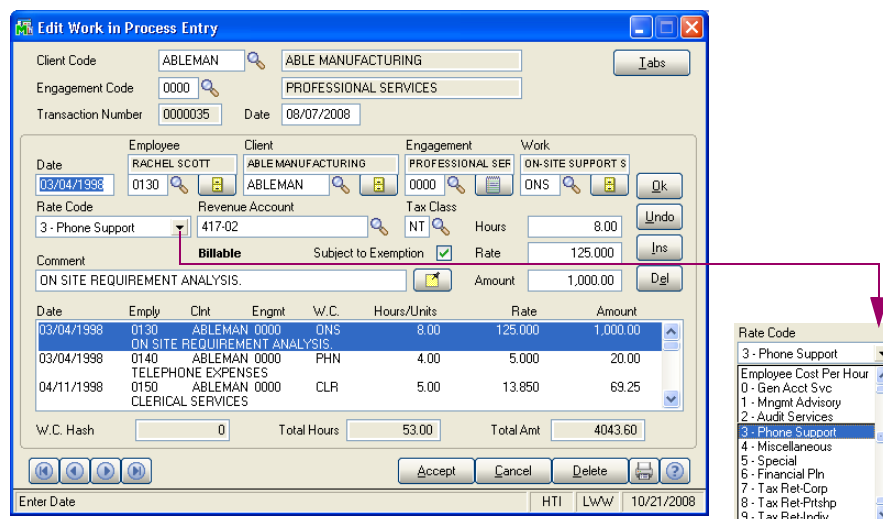
☑**NOTE:** .You can only use the Edit Work in Process Entry feature after using the Edit Work in Process Selection feature (see page 260).

Edit Work in Process Entry Settings

You can modify the client, engagement, employee, hours/units, rate, and work code for each work in process transaction on this window.

Edit a Work in Process Transaction

1 From the **Billing** menu of the Time and Billing module, select **Edit Work in Process Entry**. The Edit Work in Process Entry window appears.

Edit Work in Process Entry Window

2 Select the client that contains the work in process transaction you want to change from the **Client Code** field.

• Click the 🔍 button to select a code already enabled in Time and Billing.

• Use the ⏮️◀️▶️⏭️ buttons to access the desired information.

3 Enter or select the engagement that contains the work in process transaction you want to change from the **Engagement Code** field.

Click the 🔍 button to select a code already enabled in Time and Billing.

4 Enter the number of the work in process transaction in the **Transaction Number** field.

5 Accept or change the date of this transaction update in the first **Date** field.

This date is not the date of the original transaction that you are editing, but the date you are actually making the change.

6 Accept or change the transaction date of this transaction in the second **Date** field.

This date is the date of the original transaction that you are editing.

7 Enter or select an employee for the transaction in the **Employee Code** field.

- Click the 🔍 button to search for an employee that is already enabled in Time and Billing.

- Create a new employee by entering a new code. A dialog box will appear allowing you to create a new employee by clicking **Yes** and launching the Employee Maintenance window (see page 107).

- After you select the employee code, you can also launch the Employee Maintenance window by clicking the 🗒 button.

8 Select a client to be billed for the transaction from the **Client** field.

9 After you select the client, you can launch the Client Maintenance window (see page 162) by clicking the 🗒 button.

10 Select an engagement for the transaction from the **Engagement** field.

11 Once you select an engagement, the 🗒 button becomes available. Click this button to launch the Client Memo Maintenance feature (see page 166).

12 Enter or select a work code for the transaction from the **Work** field.

- Click the 🔍 button to select a code already enabled in Time and Billing.

- Create a new work code by entering a new code. A dialog box will appear allowing you to create a new work code by clicking **Yes** and launching the Work Code Maintenance window (see page 114).

- After you select the work code, you can also launch the Work Code Maintenance window by clicking the 🗒 button.

13 Select the rate code associated with this transaction from the **Rate Code** field. This field defaults to the rate code assigned to the employee or work code.

14 Select the revenue account for the transaction from the **Revenue Account** field. This field defaults to the revenue account assigned to the work code.

15 Select the sales tax class for the transaction from the **Tax Class** field.

16 Select the **Subject to Exemption** check box to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the transaction.

17 Enter a comment to be associated with this transaction in the **Comment** field. This field defaults to the comments assigned to a work code.

18 Click the 🖼 button to add extended comments (see page 268) by launching the Extended Comment Maintenance window.

19 Enter the number of hours associated with this transaction in the **Hours** field.

   OR
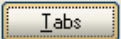
   Enter the amount of units associated with this transaction in the **Units** field

20 Enter the rate for the transaction in the **Rate** field. This field defaults to the rate assigned to the work code.

21 Enter the total amount for the transaction in the **Amount** field.

   This field automatically displays the calculated amount based on the data entered in the **Hours/Units** and **Rate** fields.

22 Click **OK** to add the line to the transaction. The information appears in the list on the Edit Work in Process Entry window.

The window updates the **Total Hours** and **Total Amount** fields with each transaction.

The **Hash** field displays the total of all specified codes. You can use this field to determine whether a transaction has been lost or omitted from processing.

> **HINT:** Depending on the selection made in the **Hash Total Field** field on the **Billing** tab in Time and Billing Options (see page 96), the field caption may read as follows: **W.C. Hash**, **Clnt Hash**, **Emply Hash**, or **Engmt Hash**.

23 Repeat steps **6** - **22** for each line in the work in process transaction.

24 Click the [Tabs] button to set tab defaults on the window (see page 267).

25 Click **Accept** to save the entire transaction.

26 Click the 🖨 button to print the Edit Work in Process Journal (see page 270).

Set Tab Defaults for the Edit Work in Process Entry Window

You can set tab defaults on the Tab Settings window for the Edit Work in Process Entry window using the **Tabs** button.

1 From the Edit Work in Process Entry window, click the [Tabs] button. The Tab Settings window appears.
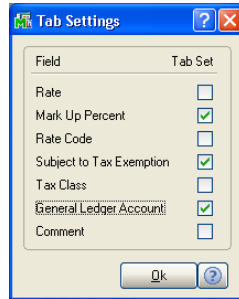
Tab Settings Window

2 Select the check boxes for all the fields you want to see in your tab sequence during data entry. You can select from the following fields:

• **Rate**

• **Mark Up Percent**

• **Rate Code**

• **Subject to Tax Exemption**

• **Tax Class**

• **General Ledger Account**

• **Comment**

3 Click **OK**. The system saves the changes and closes the Tab Settings window.

When you press the TAB key on the Edit Work in Process Entry window, the cursor will move to the selected field on the window.

Add Extended Comments

1 From the Edit Work in Process Entry window, click the [ ] button to add extended comments by launching the Extended Comment Maintenance window.
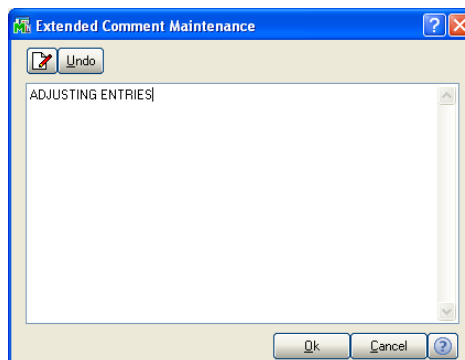
Extended Comment Maintenance Window

2 Review the information or make the necessary changes on the Extended Comment Maintenance window.

a Click the [icon] button to select a standard billing comment

OR

b Manually enter the comment in the text box.

- You can enter up to 75 characters per line for as many lines as necessary depending upon the setting in the **Billing Text Display/Print Width** field on the **Billing** tab in Time and Billing Options (see page 96).

- To indicate that any text should not be printed on the invoice, type */* before the specified text and type */* after the end of the text.

c To cancel the changes, click the Undo button.

3 Click **OK** (or **Cancel**) to return to the Edit Work in Process Entry window.

See the *Time and Billing online help* for detailed information.

Edit Work in Process Journal

Use the Edit Work in Process Journal to provide an audit report for all work in process transactions edited during the Edit Work in Process Entry (see page 265).

Using the Edit Work in Process Journal

Printing this journal is the first step in the file update process. It provides an opportunity to check work in process data for errors before the information is posted to the permanent files.

> ☑ **SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232) and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), Manual Check Register update (see page 404), or Invoice Register update (see page 402).

.

> ☑ **NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Edit Work In Process Journal Detail

The Edit Work in Process Journal contains the client information set in Edit Work in Process Entry, as well as the date, engagement/employee and work codes, category, transactions, hours, rates, and amounts being selected. The client/engagement code for the transaction prints to the right of the transaction number to provide an audit trail to the original codes.

Print the Edit Work in Process Journal

1 From the **Billing** menu of the Time and Billing module, select **Edit Work In Process Journal**.

If the **Update by User Code** check box is selected on the **Additional** tab in Time and Billing Options (see page 93), you will be asked if you want to print and update by user code. .
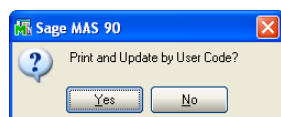
Sage MAS 90 Dialog

2 Click **Yes** to print by user code.

   OR

   Click **No** to decline printing by user code.

   The Edit Work in Process Journal window appears.
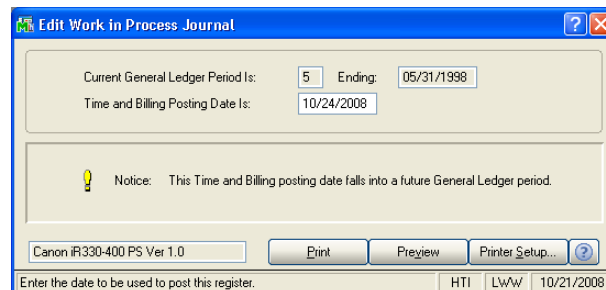
Edit Work in Process Journal Window

3 Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary

- If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).

Edit Work in Process Journal Window

- If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.

Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

4 Click **Print** to print the journal, or click **Preview** to print preview the journal.

The Edit Work in Process Journal report prints the client information set on the Edit Work in Process Entry (see page 265). This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being selected.

Edit Work in Process Journal

After the report prints, the following dialog appears.

Sage MAS 90 Dialog

5 Click **Yes** to update the system with the changes. The work in process transactions are selected.

The following dialog box appears.
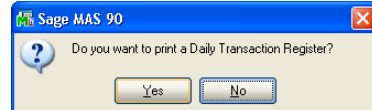
Sage MAS 90 Dialog

6 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the for more information.

_____

This concludes *Chapter 8: Using the Billing Menu* of the Time and Billing manual.

Using the Reports Menu

Chapter 8: Using the Reports Menu contains instructions on how to print reports based on the information available in the Time and Billing module.

How to Use the Reports Menu

Time and Billing provides a variety of timely, informative reports that help you analyze work in process and open invoices.

Time and Billing Reports Menu

The options available in the Time and Billing Reports menu allow your company to print or preview different reports.

Implementing the Reports Menu Options

You can select the type of data to include in a report and determine how to sort the report. In addition to management reports, you can also produce client listings and mailing labels to improve communication and service to your clients.

Open a Window from the Reports Menu

1 Click the **Time and Billing** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Reports** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Time and Billing Reports Menu

Windows Available in the Reports Menu

Time and Billing Reports Window
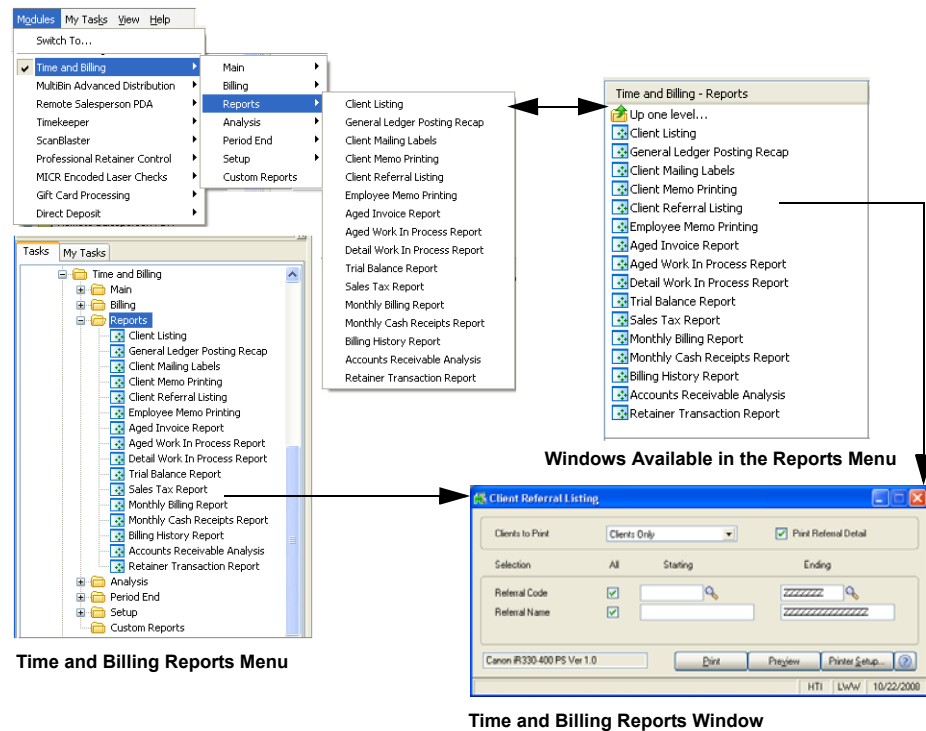
Select Data for a Report

The sections in this manual detail the different types of information you can include in an individual report. The following steps teach you how to select the information from the fields. When you open a Report window, it contains fields similar to the following picture.
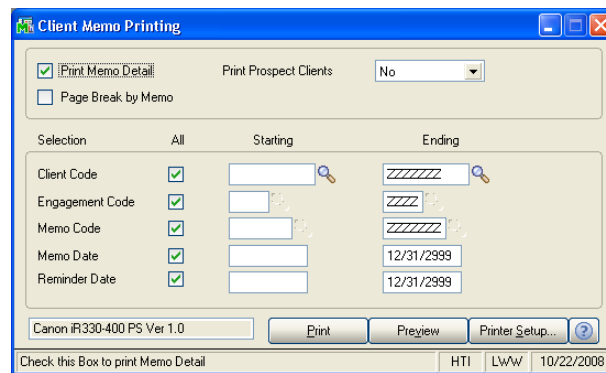
Client Memo Printing Window

1 Select how to sort the report from the drop-down list in the **Sort Options** field.

2 Select the type of information to include in the report from the remaining fields on the Report window. For many fields, you can select all records or a range of information.

For example, in the previous picture you can select the **All** check box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific client codes.

• If there is a date field available on a Report window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.

• Click the 🔍 button to search for a specific item that is already available in Time and Billing, so you can change the settings.

3 Click the **Print** button to print the report, or click the **Preview** button to print preview the report.

Select an Item from a Lookup List

Many fields in the Reports menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Client Listing

Use the Client Listing feature to obtain information on clients and engagements contained in the Client and Engagement Master files.

Client Listing Settings

You can choose to print client and engagement information for all or a group of clients and engagements. You can also specify the degree of detail to be printed, from a simple code and name listing to a complete listing containing all client information on file. You can also choose to print custom billing rates, schedule and budget information, and client memos.

Client Listing Detail

The detailed version of the listing includes the client name, number, address, tax schedule, write-offs, and billing history information.

Print the Client Listing

1 From the **Reports** menu of the Time and Billing module, select **Client Listing**. The Client Listing window appears.

Client Listing Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the type of reports to print from the **Report Type to Print** field. You can select:

Complete Client File with Balance Data
Client File without Balance Data
Client Name Listing
Client Name and Address Listing
Client and Engagement Name Listing

If you select **Complete Client File with Balance Data** or **Client File without Balance Data**, the following check boxes become available:

• **Print Custom Billing Rates**

• **Print Schedule/Budget Information**

• **Print Memos**

4 Select the **Print Custom Billing Rates** check box to include clients' custom billing rates in the report.

This field is available only if **Complete Client File with Balance Data** or **Client File without Balance Data** is selected in the **Report Type to Print** field.

5 Select the **Print Schedule/Budget Information** check box to include clients' schedules and budgets in the report.

This field is available only if **Complete Client File with Balance Data** or **Client File without Balance Data** is selected in the **Report Type to Print** field.

6 Select the **Print Memos** check box to include clients' memos in the report.

This field is available only if **Complete Client File with Balance Data**, or **Client File without Balance Data** is selected in the **Report Type to Print** field. Select the type of clients to print from the **Clients to Print** field. You can select:

Clients Only
Clients and Prospects
Prospects Only

7 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

  OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the client partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected client partner.

• Enter the client employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected client employee.

• Enter the employee partners for engagements in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

• Enter the employees in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the is selected in the **Sort Options** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

8 Click **Print** to print the report, or click **Preview** to print preview the report.

The Client Listing report result depends upon the settings selected for the report. For example, you can create a list of addresses for prospects, or you can create a detailed report of all current clients that includes the engagements available for clients and the current billing rates.

The following is a Complete Client File with Balance Data report, sorted by client code, and includes custom billing rates, schedule and budget information, as well as memos.

Client Listing

General Ledger Posting Recap

This General Ledger Posting Recap produces a detailed recap, by General Ledger account number, of all postings made using Time/Expense Entry (see page 198), Edit Work in Process Entry (see page 265), Cash Receipts/Write-Off Entry (see page 209), Billing Data Entry (see page 232), and Finance Charge Entry (see page 379).

General Ledger Posting Recap Report Settings

The General Ledger Posting Recap is designed for Time and Billing users that do not have the General Ledger module installed. Printing the report at the end of each period provides a convenient summary of Time and Billing transactions used to post to a manual General Ledger.

• If the General Ledger module is not installed, the detail information on this report is purged during Time and Billing's period end processing (see page 389).

• If the Time and Billing module is integrated with General Ledger, you can choose to print this report for a record of the current period's Time and Billing postings. In this case, however, detail purging is performed through the General Ledger Period End Processing.

General Ledger Posting Recap Detail

As with the Daily Transaction Register (see page 219), the General Ledger Posting Recap itemizes each transaction and lists the corresponding debit and credit amounts. If desired, you can specify a range of dates. The General Ledger Posting Recap reflects only those transactions printed on the Daily Transaction Register and subsequently updated.

Transactions shown on this report are sorted by General Ledger account, with totals shown for all transactions posted to each account.

Print the General Ledger Posting Recap Report

1 From the **Reports** menu of the Time and Billing module, select **General Ledger Posting Recap**. The General Ledger Posting Recap window appears.

General Ledger Posting Recap Window

2 Enter a report setting in the **Report Setting** field. Click the 🔍 button to select from a list all saved report settings.

The **Standard** report setting provides a set of default options, sort criteria, and selection criteria for each report.

3 Enter a description for the output of the report in the **Description** field. The description can be up to 40 characters.

4 Select the options required for printing in the **Setting Options** section.

• The **Type** field is set to the default Public report. Report type options include **Public** or **Others**.

• The **Default Report** check box to set the current report setting as the default report setting (the first report setting displayed when the report is accessed). Clear this check box if you do not want this report setting to be the default.

When a default report setting is not selected, the **Report Setting** field displays the **Standard** report setting.

- Select the **Print Report Settings** check box to print the options, sort criteria, and selection criteria for the selected report setting. This information prints on a separate cover page when the report is printed.

  Clear this check box if you do not want to print the report settings.

- Select the **Three Hole Punch** check box to print the report with a larger margin. This allows enough space for you to three-hole punch the report.

  Clear this check box if you do not want a larger margin for this purpose.

- Select the number of report copies to print from the **Number of Copies** field. This allows you to print multiple copies of the report without accessing Printer Setup.

  Setting this field to any number greater than "**1**" activates the **Collated** check box.

- Select the **Collated** check box to collate (to sort in sets) the copies of the report.

  Clear this check box to output copies of the report unsorted.

5 Select the **Summarize Postings** check box to view a summary report. The summary includes the account number and description, debit, credit, and report total.

  Clear this check box if you want to include details about each posting such as the date, reference number, posting remarks, and posting totals.

6 Enter the posting dates to include in the **Posting Date** field.

  a Click the arrow in the **Operand** column and select the search equation for sorting criteria you want from the drop-down list. Options include:

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified in this row.
Ends With	Returns any record whose field value ends with the filter value specified in this row.
Contains	Returns any record whose field value contains the filter value specified in this row.
Less Than	Returns any record where the field value is less than the filter value specified in this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified in this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.

Operand	Description
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Depending on the choice you make in the **Operand** column, enter the desired variable in either or both **Value** columns for the sort function.

Multiple values for the selected operands can be entered using a comma to separate values and to enlarge the selection criteria. You can also use alternate separators (other than the reserved comma) to separate multiple selection values. The alternate separators include the following:

~ ! @ # $ % ^ & * ( ) - = [ ] \ ; " / _ + { } | : < > ?

When alternate separators are used, the value list must end with the alternate separator character.

7 Click the arrow in the Printer field to select from a list of available output devices/methods.

• Select **Deferred** to save forms to your hard drive for printing at a future time using Deferred Printing.

• Select **Export/E-mail** to export to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed.

• Select **Data Only Export** to export only the data portion of the report (excluding header information) to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed. This option is available only if the report or listing contains header information.

• Select **Office Merge** to export data to a Microsoft Word or Excel template. Office Merge is available only if Custom Office is registered.

8 Select the **Keep Window Open After Print** check box to keep this window open after you print the report.

Clear this check box if you want this window to close automatically after you print the report.

9 Select the **Keep Window Open After Preview** check box to keep this window open after you preview the report before printing.

Clear this check box if you want this window to close automatically after you preview the report.

10 Click **Setup** to open the Windows Printer Setup dialog and make the necessary changes on the standard Windows Printer Setup dialog.

11 Click **Print** to print the report, or click **Preview** to print preview the report.

The General Ledger Posting Recap displays the account number and description, debit, credit, and report total. Detailed reports also include the posting date, reference number, posting remarks, and posting totals.

General Ledger Posting Recap Report

Client Mailing Labels

Use the Client Mailing Labels feature to print client information on labels.

Client Mailing Labels Settings

You can align the data to fit each label and specify the arrangement of labels on your label sheets. You can also choose to print multiple labels for each client. The Client Mailing Labels window includes the **Form** button that enables you to launch the Sage MAS 90 or 200 Forms Customization feature.

Customizing Forms

The Sage MAS 90 or 200 Forms file contains the standard default format for Client Mailing Labels. You can modify this format or create new formats using the Forms Customization feature. Using the many customizing options, you can create almost any type of format for printing customer information on a variety of forms. For example, you can print one type of label for correspondence and a different type of label to be used on file folders or other internal records. You can also create formats to accommodate Rolodex$^{®}$ cards, envelopes, or even personalized business letterhead. In addition to names and addresses, you can print any information contained in the Customer Master file, including phone numbers, contacts, reference numbers, and receivable balances.

Storing Client Mailing Labels

Each new format added to the file must be assigned a unique Label Form Code that is stored with its own set of printing instructions. This code allows you to store information for multiple printing requirements without having to enter new data each time a format change is necessary.

Print Client Mailing Labels

1 From the **Reports** menu of the Time and Billing module, select **Client Mailing Labels**. The Client Mailing Labels window appears.

Client Mailing Labels Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the type of clients to print from the **Client to Print** field. You can select:

Clients Only
Clients and Prospects
Prospects Only

4 Select the form to use for printing from the **Label Form Code** field.

5 You can modify an existing format or create new formats using the Sage MAS 90 or 200 Forms Customization feature. To access this feature, click the [Form...] button.

See your *Library Master online help* by Sage Software for more information about this feature.

6 Enter the number of tabs for the application to tab to the next label in the **Tab to** field.

7 Enter the number of labels available across one page in the **No. Labels Across Page** field.

8 Enter the number of spaces the application will set between labels in the **Spaces Between Labels** field.

9 Enter the number of labels to print for each client in the **No. Labels Per Client** field.

10 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

      OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

   This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

   This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

   This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

   This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners in the **Client Partner** field.

   This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

• Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

11 Click **Print** to print the report, or click **Preview** to print preview the report.

The number and format of the labels depends upon the settings you selected on the Client Mailing Labels window. The following is an example of mailing labels based on a particular employee's client list printing on Form A labels.

Client Mailing Labels

Client Memo Printing

Use the Client Memo Printing feature to print any memos containing information pertinent to specific clients or engagements. Client memos can provide recaps of client correspondence or specific instructions regarding the handling of individual engagements. Print the client memo information BEFORE processing period end data (see page 389).

Client Memo Settings

Each memo includes a Header section containing information specific to the memo itself, which includes a Memo Code, Subject Description, Memo Date, and Reminder Date.

Client Memo Detail

You can select the memos to be printed using these parameters. You can decide whether memo detail is to be printed for each memo, and whether a page break is to be inserted between memos. You can also choose to print only prospect (PRSP) clients or all clients.

Print a Client Memo

1 From the **Reports** menu of the Time and Billing module, select **Client Memo Printing**. The Client Memo Printing window appears.
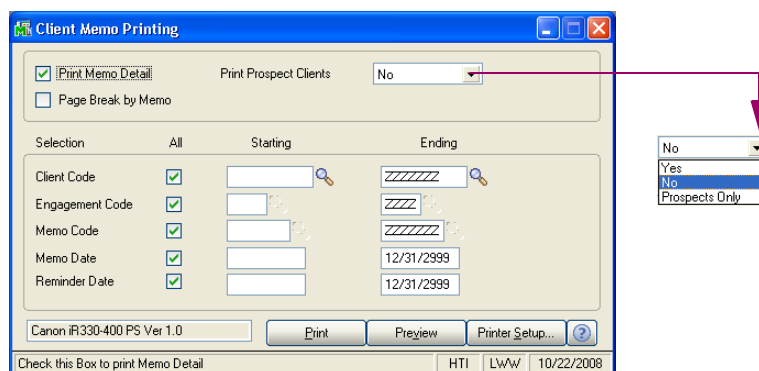
Client Memo Printing Window

2 Select the **Print Memo Detail** to include the actual memo text in the report.

3 Select the **Page Break by Memo** to print each memo on a separate page.

4 Select whether or not to include prospective clients' memos from the **Print Prospect Clients** field. You can select:

Yes
No
Prospects Only

5 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

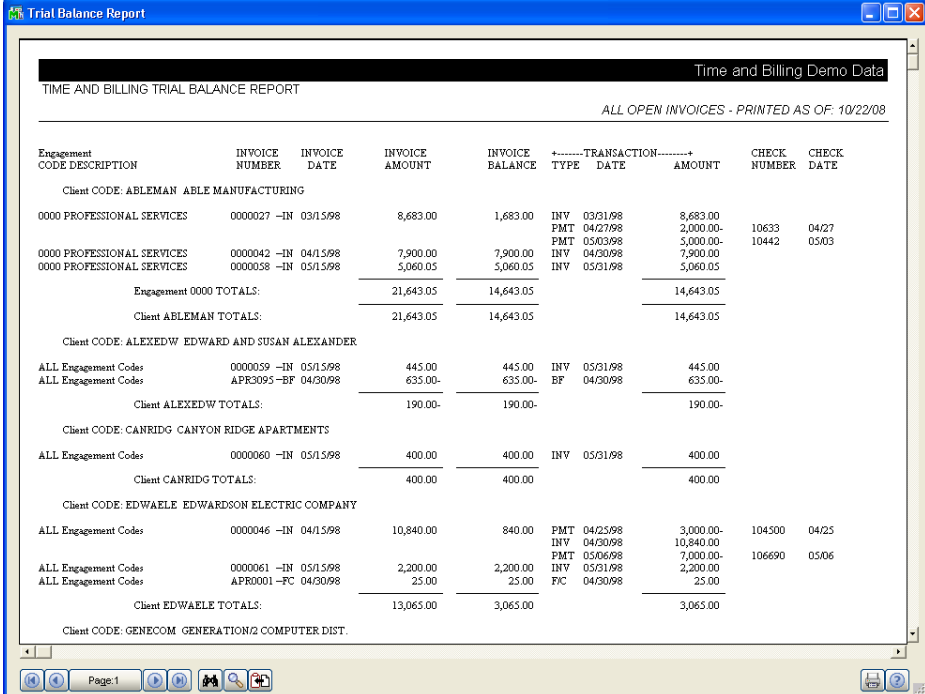**b** Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

• Enter the memos to include in the **Memo Code** field.

• Enter the start dates of the memos to include in the **Memo Date** field.

• Enter the reminder dates of the memos to include in the **Reminder Date** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of information printed depends upon the settings you selected on the Client Memo Printing window. The following is an example of a report with the full memo details.

Client Memo Printing

Client Referral Listing

Use the Client Referral Listing feature to obtain a listing of clients in order by referral source for a range of referrals.

Client Referral Listing Settings

This report is particularly useful for analyzing the status of prospective clients by referral source. You can choose to print only prospective clients or all clients.

Client Referral Listing Detail

A referral can be a person's name or the client code associated with one of your existing clients. You can print a report with the full referral details or narrow the detail by selecting specific clients.

Print the Client Referral Listing

1 From the **Reports** menu of the Time and Billing module, select **Client Referral Listing**. The Client Referral Listing window appears.

Client Referral Listing Window

2 Select the type of clients to print from the **Clients to Print** field. You can select:

Clients Only
Clients and Prospects
Prospects Only

3 Select the **Print Referral Detail** check box to include the actual contact and company being referred.

4 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

 OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the referral clients to include in the **Referral Code** field.

• Enter the name of the person that referred the information in the **Referral Name** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of information printed depends upon the settings you selected on the Client Referral Listing window. The following is an example of a report with the full referral details.

Client Referral Listing

Employee Memo Printing

Use the Employee Memo Printing feature to print any memos containing information pertinent to specific employees. Print the employee memo information BEFORE processing period end data (see page 389).

Employee Memo Settings

Employee memos can provide reminder notes, recaps of correspondence, and special instructions related to the employee.

Each memo includes a Header section containing information specific to the memo itself. This information includes a memo code, employee code, subject description, memo date, and reminder date.

Employee Memo Detail

You can select the memos to be printed using these parameters. You can also decide whether memo detail is to be printed for each memo, and whether a page break is to be inserted between memos.

Print Employee Memos

1 From the **Reports** menu of the Time and Billing module, select **Employee Memo Printing**. The Employee Memo Printing window appears.

Employee Memo Printing Window

2 Select the **Print Memo Detail** check box to include the actual memo text in the report.

3 Select the **Page Break by Memo** check box to print each memo on a separate page.

4 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

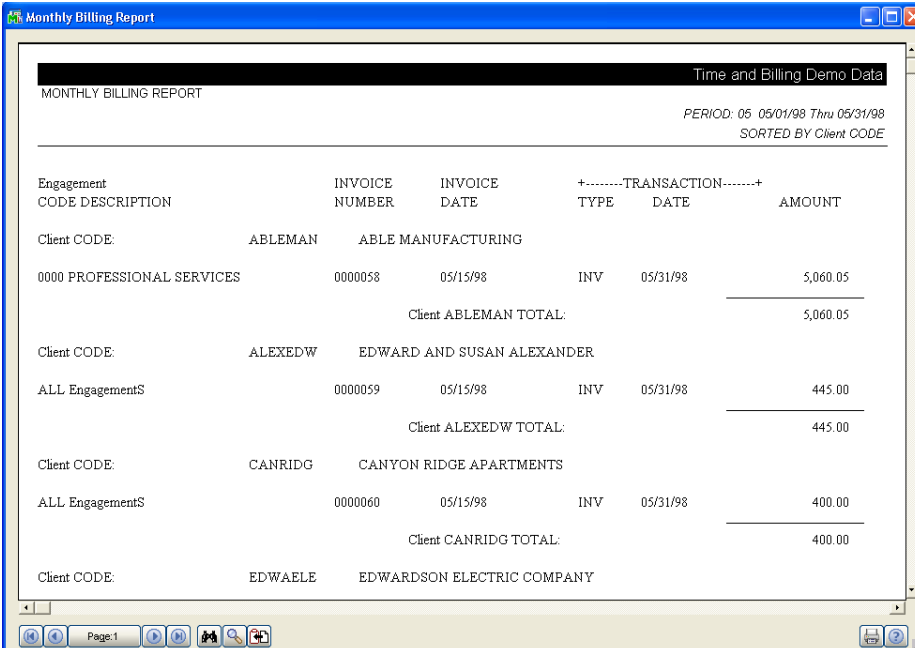   **OR**

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the employees to include in the **Employee Code** field.

• Enter the memos to include in the **Memo Code** field.

• Enter the start dates of the memos to include in the **Memo Date** field.

• Enter the reminder dates of the memos to include in the **Reminder Date** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of information printed depends upon the settings you selected on the Employee Memo Printing window. The following is an example of a report with the full memo details.

Employee Memo Printing

Aged Invoice Report

Use the Aged Invoice Report feature to create a detailed list of invoices by client and/or engagement. With this report, you can obtain a concise overview of outstanding receivables balances, which is useful for managing collections.

Aged Invoice Report Settings

You can select invoices to be included in the report by aging category. Each invoice is aged using one of the four aging categories specified in Time and Billing Options (see page 88).

Aged Invoice Report Detail

You can also choose to print a summarized report, showing only total aging information by client. In addition, you can print aged work in process information for each client and/or engagement.

Print the Aged Invoice Report

1 From the **Reports** menu of the Time and Billing module, select **Aged Invoice Report**. The T/B Aged Invoice Report window appears.

T/B Aged Invoice Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the **Page Break by Sort Option** check box to print each invoice data on a separate page.

4 Enter the date the invoice was aged using the MM/DD/YY format in the **Aging Date** field.

5 Select the amount of information to print from the **Detail Option to Print** field.

• The **Invoice** option prints the invoice.

• The **Detail** option prints detailed information about each item on the invoice.

• The **Summary** option prints the summary of each item on the invoice.

6 Select the types of invoices to include from the **Aging Option to Print** field. Depending upon aging categories defined on the **Main** tab in Time and Billing Options (see page 89), choices may include:

All Open Invoices
Only Invoices 30 Days/1 Month Past Due
Only Invoices 60 Days/2 Months Past Due
Only Invoices 90 Days/3 Months Past Due
Only Invoices 120 Days/4 Months Past Due

7 Select the **Include Paid Invoices** check box to include invoices that were paid in the report.

8 Select the **Print WIP Aging Information** check box to include work in process information in the report.

9 Select the **Exclude Future Transactions** check box to exclude future work for the client from the report.

10 Specify the information to include in the **Selection** fields.

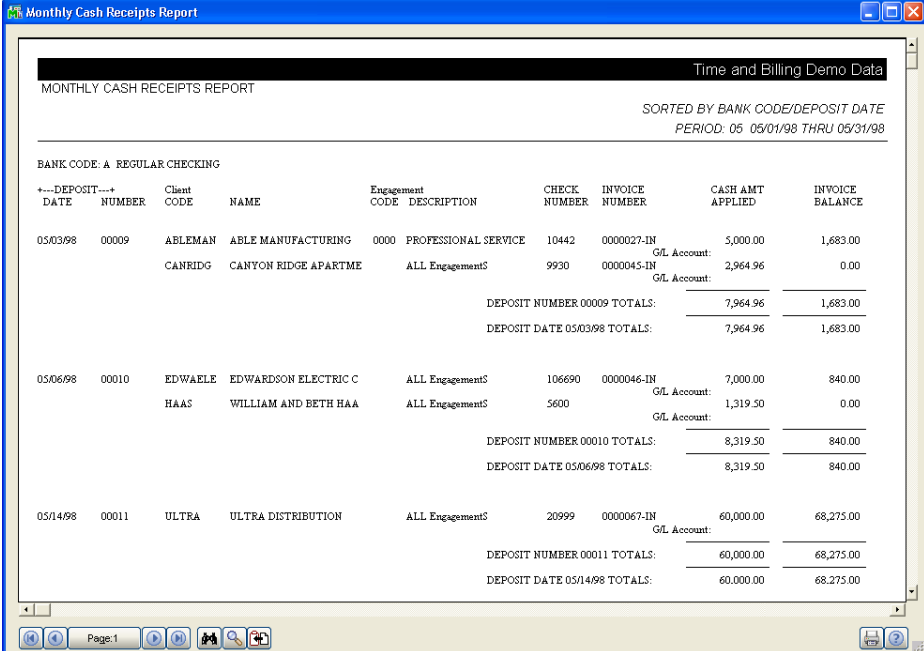   **a** Select **All** to include the information for all items.

      OR

    b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

    This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

    This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

    This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

    This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners in the **Client Partner** field.

    This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

11 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the T/B Aged Invoice Report window. The following is an example of a report based on open invoices, but excluding invoices for future transactions.

Time and Billing Aged Invoice Report

Aged Work in Process Report

Use the Aged Work in Process Report feature to create a detailed list of work in process balances by client and/or engagement.

Aged Work in Process Report Settings

With this report, you can obtain a concise overview of work in process balances, which is useful for managing work in process that is not selected for billing.

Aged Work in Process Report Detail

The work in process balances are aged using the four aging categories specified in Time and Billing Options (see page 88). In addition, you can choose to print aged Accounts Receivable information for each client.

Print the Aged Work in Process Report

1 From the **Reports** menu of the Time and Billing module, select **Aged Work in Process Report**. The Aged Work in Process Report window appears.

Aged Work in Process Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Enter the date the transaction was aged using the MM/DD/YY format in the **Aging Date** field.

4 Select the amount of information to print from the **Detail Option to Print** field.

- The **Detail** option prints detailed information about each item on the work in process transaction.

- The **Summary** option prints the summary of each item on the transaction.

5 Select the types of transactions to include from the **Aging Option to Print** field. Depending upon aging categories defined on the **Main** tab in Time and Billing Options (see page 89), choices may include:

> **All WIP**
> **Only WIP 30 Days/1 Month Past Due**
> **Only WIP 60 Days/2 Months Past Due**
> **Only WIP 90 Days/3 Months Past Due**
> **Only WIP 120 Days/4 Months Past Due**

6 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.

7 Select the **Print A/R Aging Information** check box to include Account Receivable work in process data in the report.

8 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

  OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to include in the **Client Code** field.

- Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

  This field is available only if **Client Name** is selected in the **Sort Options** field.

- Enter sort data to include in the **Sort Field** field.

  This field is available only if **Sort Field** is selected in the **Sort Options** field.

- Enter the clients' zip code to include in the **Zip Code** field.

  This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

  This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the employee partners for engagements in the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

9 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Aged Work in Process Report window. The following is an example of a report based on all work in process transactions, including Accounts Receivable transactions.

Aged Work in Process Report

Detail Work In Process Report

Use the Detail Work In Process Report feature to obtain a detailed listing of all unbilled time/expense entries.

Detail Work In Process Report Settings

With this report, you can choose to print the detail work in process balance for each client/engagement, and you can include the aged Accounts Receivable balance for each client. You can also choose to print extended comments for each entry on this report.

Detail Work In Process Report Attributes

For each time/expense entry, the report includes the client code, engagement code, entry date, employee code, category code, work code, billable and non-billable hours, rate, amount, and extended comments, if applicable.

Print the Detail Work in Process Report

1 From the **Reports** menu of the Time and Billing module, select **Detail Work in Process Report**. The Detail Work in Process Report window appears.

Detail Work in Process Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Date
Category
Employee
No Detail

4 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.

5 Select the **Print Non-Billable Lines** check box to include transactions that are not billable.

This option is NOT available if **No Detail** is selected in the **Print Details by** field.

6 Select the **Print Extended Comments** check box to include the extended comments for transaction lines.

This option is NOT available if **No Detail** is selected in the **Print Details by** field.

7 Select the **Print WIP Aging Information** check box to include aged work in process transactions in the report.

8 Select the **Print A/R Aging Information** check box to include aged Account Receivable work in process data in the report.

9 Specify the information to include in the **Selection** fields.

> **a** Select **All** to include the information for all items.
>
> **OR**
>
> **b** Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to include in the **Client Code** field.

- Enter the engagements to include in the **Engagement Code** field.

- Enter the time/expense transaction date in the **Time/Expense Date** field.

- Enter the employee involved in the time/expense transaction in the **Time/Expense Employee** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

  This field is available only if **Client Name** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

  This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the employee partners for engagements in the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the is selected in the **Sort Options** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

10 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Detail Work in Process Report window. The following is an example of a report based on all work in process transactions, with extended comments for the transactions.

Detail Work in Process Report

Trial Balance Report

The Trial Balance Report feature allows you to obtain a complete recap of Time and Billing invoices. Use the Trial Balance report to assist in reconciling client balances to General Ledger.

Trial Balance Report Settings

You can select a range of client/engagement codes to be included on the report. In addition, you can choose to include all invoices on file, or select either open or paid invoices.

Trial Balance Report Detail

You can choose to print the transaction information in detail or summary format detailing all receipts, adjustments, or write-offs that affect the receivable balances during a specified period.

Print the Trial Balance Report

1 From the **Reports** menu of the Time and Billing module, select **Trial Balance Report**. The T/B Trial Balance Report window appears.
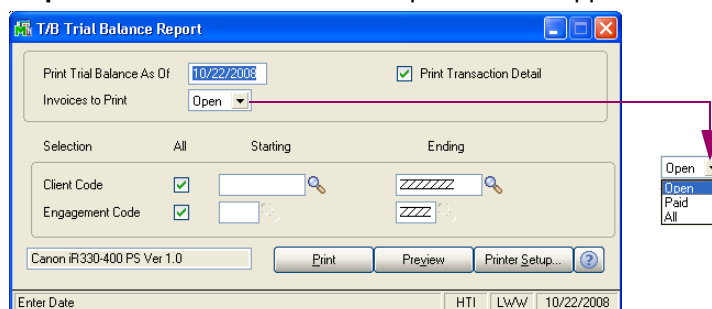
T/B Trial Balance Report Window

2 Enter the last date to print on the trial balance report in the **Print Trial Balance As Of** field.

3 Select the invoices to print from the **Invoices to Print** field. You can select:

Open
Paid
All

4 Select the **Print Transaction Detail** check box to print the details of each transaction.

5 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

  OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that prints depend upon the settings you selected on the T/B Trial Balance window. The following is an example of a report based on open invoices, with transaction details.

Trial Balance Report

Sales Tax Report

Use the Sales Tax Report feature to obtain a recap of all sales tax information by tax code.

Sales Tax Report Settings

This report includes taxable sales, nontaxable sales, taxable tax, exempt sales, and sales tax amounts for each tax code. The accumulated sales tax collected is printed for each tax code and primary tax code. You can choose to print this report in summary or detail format.

Sales Tax Report Totals

Calculated sales tax totals for each tax code appear on this report, based upon the total taxable sales invoiced. Since rounding may cause the sales tax calculated to vary slightly from the sales tax invoiced, the variance between the two amounts appears for each state. Total calculated taxes for each tax code are compared to the taxes actually billed. Totals appear for calculated sales tax, sales tax collected, and the sales tax variance.

Print the Sales Tax Report

1 From the **Reports** menu of the Time and Billing module, select **Sales Tax Report**. The T/B Sales Tax Report window appears.

T/B Sales Tax Report Window

2 Select the **Print by Primary Tax Code** check box to print the taxes by each primary tax code.

3 Select the **Print Summary Format** check box to print a summary of the tax codes.

4 Select the **Print Invoice Detail** check box to print the details of each transaction that contained the tax codes.

This field is not available if the **Print Summary Format** check box is selected.

5 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

> **HINT:** Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

• Enter the dates to include in the **Date** field.

• Enter the tax schedules to include in the **Tax Code** field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the T/B Sales Tax Report window. The following is an example of a report with transaction details.

Sales Tax Report

If you are not printing in Summary format, and you made changes to the accumulated amounts in Sales Tax Account Maintenance (see page 104), an adjustment record will be printed on the report. The word ***adjust** will be printed under the Description column, and the adjustment amount will be the difference between the original amounts and the new amounts entered within the starting and ending dates.

Monthly Billing Report

The Monthly Billing Report feature allows you to obtain a recap of all billing activities for the period recorded through the Time and Billing system.

Monthly Billing Report Settings

You can select to sort the report by client code or invoice number. You can also decide whether invoice detail is to be printed.

Monthly Billing Report Detail

All invoices recorded through Billing Data Entry (see page 232) appear on this report.

Print the Monthly Billing Report

1 From the **Reports** menu of the Time and Billing module, select **Monthly Billing** Report. The Monthly Billing Report window appears.

Monthly Billing Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by **Client Code** or **Invoice Number**.

3 Select the **Print Invoice Detail** check box to print each individual transaction on the report.

4 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

     OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

• Enter the invoices to include in the **Invoice Number** field.

   This field is available only if **Invoice Number** is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Monthly Billing Report window. The following is an example of a report based on transactions by customer number, with the details of each transaction.

Monthly Billing Report

Monthly Cash Receipts Report

The Monthly Cash Receipts Report feature allows you to obtain a recap of all cash receipts and write-offs processed through for the current period.

Monthly Cash Receipts Report Settings

You can select to sort the report by bank code-deposit date, client code, or check number. You can also decide whether invoice detail is to be printed.

Monthly Cash Receipts Report Detail

The information for each deposit includes the deposit date and number, as well as the client code, engagement code, check number, and invoice number. Each write-off, deposited check, and invoice (or miscellaneous General Ledger distribution) to which they are applied are detailed, along with the cash amount applied and invoice balance information.

Print the Monthly Cash Receipts Report

1 From the **Reports** menu of the Time and Billing module, select **Monthly Cash Receipts Report**. The Monthly Cash Receipts Report window appears.

Monthly Cash Receipts Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Bank Code-Deposit Date
Client Code
Check Number

3 Select the **Print Invoice Detail** check box to print each individual transaction on the report.

4 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

  OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

• Enter the banks to include in the **Bank Code** field.

• Enter the deposit dates to include in the **Deposit Date** field.

• Enter the checks to include in the **Check Number** field.

  This field is available only if **Check Number** is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Monthly Cash Receipts Report window. The following is an example of a report based on bank code-deposit date.

Monthly Cash Receipts Report

Billing History Report

Use the Billing History Report feature to obtain a recap of all billing information recorded through the Billing Register update (see page 250).

Billing History Report Settings

You can choose to print billing detail information for each invoice. You can also include line item detail information, as well as types of comments to be printed, and choose whether a page break is to be inserted between transactions.

Billing History Report Detail

When the Billing History Report is printed, the client code and name, engagement code, work in process total, write-up/downs, and billed fees and expenses will appear for each invoice.

Print the Billing History Report

1 From the **Reports** menu of the Time and Billing module, select **Billing History Report**. The Billing History Report window appears.

Billing History Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Invoice Number
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the **Print Billing Detail** check box to print each individual work code details for each entry on the report.

The **Print Extended Comments** and **Print Non-Billable Lines** fields become available.

4 Select the **Print Extended Comments** check box to include the extended comments for transaction lines.

This option is available only if the **Print Billing Detail** field is selected.

5 Select the **Print Non-Billable Lines** check box to include transactions that are not billable.

This option is available only if the **Print Billing Detail** field is selected.

6 Select the **Print Bill Text Comments** check box to include additional comments for the bill.

7 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.

8 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

   OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

• Enter the invoices to include in the **Invoice Number** field.

• Enter the invoice date in the **Invoice Date** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

   This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

   This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

   This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

   This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners in the **Client Partner** field.

   This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

• Enter the employees in the **Client Employee** field.

   This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the <u>Time and Billing Options</u> window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

9 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Billing History Report window. The following is an example of a report based on all client codes, engagement codes, invoice numbers, and invoice dates, with details for each billing.

Billing History Report

Accounts Receivable Analysis

The Accounts Receivable Analysis feature is an in-depth management report consisting of an aging recap and statistical summary of Time and Billing receivables activity for up to six consecutive periods. The statistical summary indicates whether receivables activity is increasing or decreasing in comparison to past periods and what proportion of the receivables is not current.

Accounts Receivable Analysis Report Settings

You can choose to print this report at any time to provide a detailed analysis of receivables status. Reporting is based on the current and previously completed (for example, closed through period-end processing) accounting periods.

Chapter 8

Accounts Receivable Analysis Report Detail

Information on the report includes total receivables dollars, the percentage of change over the past period(s), total number of invoices, and a breakdown by period of overdue invoices. Statistical data includes percentage comparisons of current receivables dollars and age over the previous period, and the remaining period average. The average invoice amount and age for the current period are also highlighted.

The aging recap portion of the report includes data for up to six previous periods, but the periods must have been closed. For example, if you set up your Time and Billing module in January, and print the report in March, periods 1 and 2 (January and February) are the only previous periods that will appear on the report.

Print the Accounts Receivable Analysis

1 From the **Reports** menu of the Time and Billing module, select **Accounts Receivable Analysis**. The Time and Billing A/R Analysis window appears.
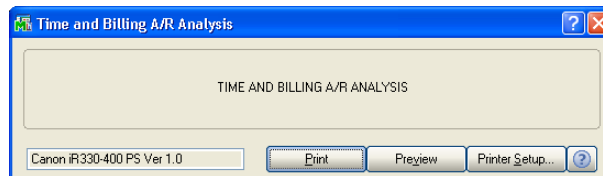
Time and Billing A/R Analysis Window

2 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time and Billing A/R Analysis report contains on overview of the accounts receivable analysis, and the details over certain periods.

Time and Billing A/R Analysis Report

Retainer Transaction Report

The Retainer Transaction Report tracks detail transactions for clients and/or engagements with retainer fee arrangements. You can use this report to reconcile your client's retainer balances at any time within the current period. Print this report BEFORE period end processing (see page 389).

Retainer Transaction Report Settings

You can select to print the report by client or engagement code. You can also decide whether to print each client's retainer on a separate page.

Retainer Transaction Report Detail

The Retainer Transaction Report shows the retainer balance at the beginning of the period, as well as detailed activity for the period through the date specified for printing.

Print the Retainer Transaction Report

1 From the **Reports** menu of the Time and Billing module, select **Retainer Transaction Report**. The Retainer Transaction Report window appears

Retainer Transaction Report Window

2 Enter the last date of the retainer to include in the report in the **Print Retainer Transactions Thru** field.

3 Select the **Page Break by Client** check box to print each client's retainer on a separate page.

4 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

   OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Select the clients to include in the **Client Code** field.
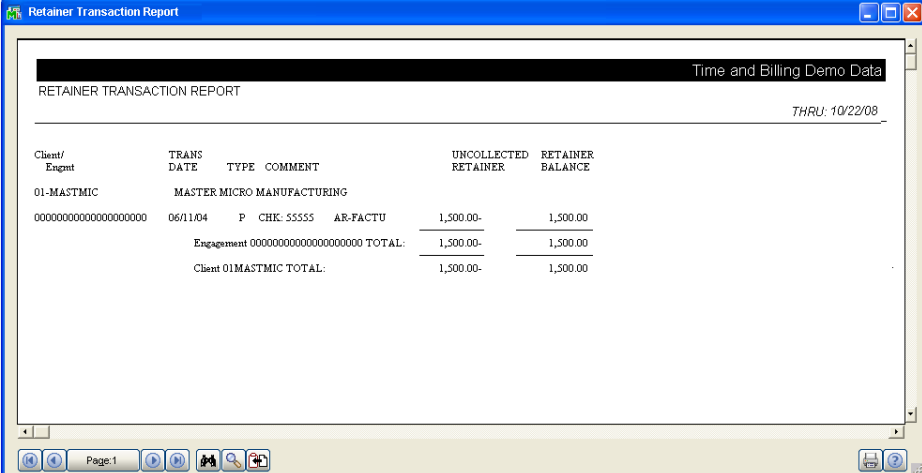
• Select the engagements to include in the **Engagement Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The Retainer Transaction Report includes the retainer fees and the amount collected.

Retainer Transaction Report

_____

This concludes *Chapter 8: Using the Reports Menu* of the Time and Billing manual.

Using the Analysis Menu

Chapter 9: Using the Analysis Menu contains instructions on how to print analytic reports based on the information available in the Time and Billing module.

How to Use the Analysis Menu

The options available in the Analysis menu allow your company to print or preview different reports. You can select the type of data to include in a report and determine how to sort the report.

Time and Billing Analysis Menu

Time and Billing offers extensive reporting capabilities to help you better analyze the profitability of your clients/engagements and the productivity of your employees.

Implementing the Analysis Menu Options

You can determine how your time is spent, examine the aging of client invoices and work in process, and develop comprehensive schedules and budgets.

Open a Window from the Analysis Menu

1 Click the **Time and Billing** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Analysis** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Analysis** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Time and Billing Analysis Menu

Windows Available in the Analysis Menu

Time and Billing Analysis Window
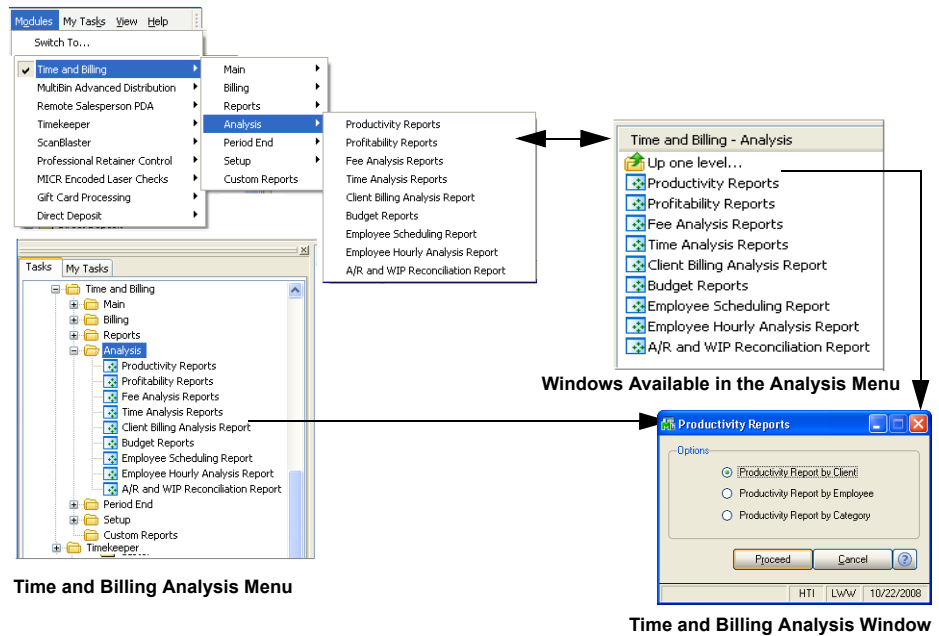
Select Data for a Report

The sections in this manual detail the different types of information you can include in an individual report. The following steps teach you how to select the information from the fields. When you open an Analysis window, it contains fields similar to the following picture.
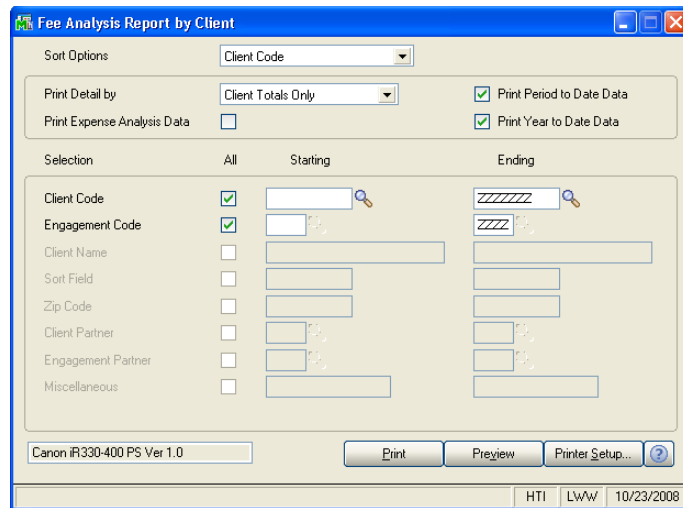
Fee Analysis Report by Client Window

1 Select how to sort the report from the drop-down list in the **Sort Options** field.

2 Select the type of information to include in the report from the remaining fields on the Report window. For many fields, you can select all records or a range of information.

For example, in the previous picture you can select the **All check** box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific client codes.

• If there is a date field available on a Report window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.

• Click the 🔍 button to search for a specific item that is already available in Time and Billing, so you can change the settings.

3 Click the **Print** button to print the report, or click the **Preview** button to print preview the report.

Select an Item from a Lookup List

Many fields in the Analysis menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Productivity Reports

The Time and Billing productivity reports provide a recap of billable hours, non-billable hours, billable fees, and billable expenses, and compares them to the amounts actually billed. The program calculates the standard billing rate and the actual billed rate. You can obtain both period-to-date and year-to-date information. You can use sort options to select the information to be included on applicable reports.

Productivity Reports Options

The Productivity Reports feature consists of three separate reports:

• Productivity Report by Client (see page 320)

• Productivity Report by Employee (see page 324)

• Productivity Report by Category (see page 326)

Launching Productivity Reports

a From the **Analysis** menu of the Time and Billing module, select **Productivity Reports**. The Productivity Reports window appears.
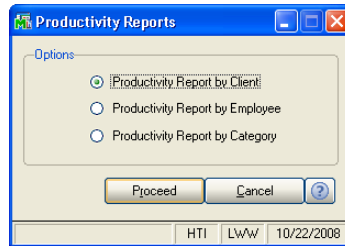
Productivity Reports Window

b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Productivity Report By Client

Use the Productivity Report by Client to print productivity information recapped by client/engagement.

Productivity Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print information for the period-to-date and year-to-date.

Print a Productivity Report by Client

1 Select **Productivity Report by Client** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Client window appears.

Productivity Report by Client Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the window (see page 100).

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

4 Select the **Print Period to Date Data** check box to include data from the current period in the report.

5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

6 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields. Enter the clients to include in the **Client Code** field.

• Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

  This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the employee partners for engagements in the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the window (see page 100) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

  This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

c Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

> ⚑ **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Productivity Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes work code details, year to date, and period to date information.

Productivity Report by Client

Productivity Report by Employee

Use the Productivity Report by Employee to print productivity information recapped by employee.

Productivity Report by Employee Settings

Information can be further detailed by client code, work code, or category code. You can also choose to print information for the period-to-date and year to date.

Print a Productivity Report by Employee

1 Select **Productivity Report by Employee** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Employee window appears.

Productivity Report by Employee Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

4 Select the **Print Period to Date Data** check box to include data from the current period in the report.

5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

6 Specify the information to include in the **Selection** fields.

　a Select **All** to include the information for all items.

　　OR

　b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the employees to include in the **Employee Code** field.

• Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

  This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

  This field is available only if **Employee Level** is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

  This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

  This field is available only if **Category Code** is selected in the **Print Detail by** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Productivity Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes year to date and period to date information.

Productivity Report by Employee

Productivity Report by Category

Use the Productivity Report by Category to print productivity information recapped by the category of the work code.

Productivity Report by Category Settings

You can detail information further by client code, employee code, or work code. You can also choose to print information for the period-to-date and year-to-date.

Print a Productivity Report by Category

1 Select **Productivity Report by Category** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Category window appears.

Productivity Report by Category Window

2 Select how to print the detail by from the **Print Detail by** field. You can select:

> **Category Totals Only**
> **Client Code**
> **Employee Code**
> **Work Code**

3 Select the **Print Period to Date Data** check box to include data from the current period in the report.

4 Select the **Print Year to Date Data** check box to include data from the current year in the report.

5 Specify the information to include in the **Selection** fields.

> **a** Select **All** to include the information for all items.
>
> **OR**
>
> **b** Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

  This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

  This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Productivity Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes year to date and period to date information.

Productivity Report by Category

Profitability Reports

The Time and Billing profitability reports provide billed-to-date, total cost, gross profit, and profit percentage information by client, employee, or category. You can obtain both period-to-date and year-to-date information.

Profitability Reports Options

The Profitability Reports feature consists of three separate reports:

-

-

-

Launching Profitability Reports

a From the **Analysis** menu of the Time and Billing module, select **Profitability Reports**. The Profitability Reports window appears.
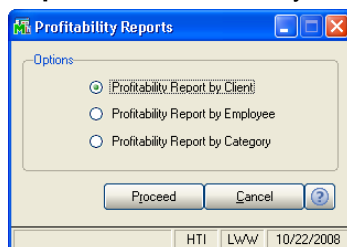
Profitability Reports Window

b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Profitability Report by Client

Use the Profitability Report by Client to print profitability information recapped by client/engagement.

Profitability Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Client

1 Select **Profitability Report by Client** from the Profitability Reports window, and click **Proceed**. The Profitability Report by Client window appears.

Profitability Report by Client Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

4 Select the **Print Period to Date Data** check box to include data from the current period in the report.

5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

6 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

   OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

  This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

  This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

  This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners to include in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field.

• Enter the employees to include in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field.

• Enter the employee partners for the engagement to include in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

• Enter the employees for the engagement to include in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

• Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

• Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

• Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

HINT: Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Profitability Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, year to date, and period to date information.

Profitability Report by Client

Profitability Report by Employee

Use the Profitability Report by Employee to print profitability information recapped by employee.

Profitability Report by Employee Settings

You can detail information further by client code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Employee

1 Select **Profitability Report by Employee** from the Profitability Reports window, and click **Proceed**. The Profitability Report by Employee window appears.

Profitability Report by Employee Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

4 Select the **Print Period to Date Data** check box to include data from the current period in the report.

5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

6 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

    OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the employees to include in the **Employee Code** field.

• Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

  This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

  This field is available only if **Employee Level** is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

  This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

  This field is available only if **Category Code** is selected in the **Print Detail by** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Profitability Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes year to date and period to date information.

Profitability Report by Employee

Profitability Report by Category

Use the Profitability Report by Category to print profitability information recapped by category.

Profitability Report by Category Settings

You can detail information further by client code, employee code, or work code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Category

1 Select **Profitability Reports by Category** from the Profitability Report window, and click **Proceed**. The Profitability Report by Category window appears.

Profitability Report by Category Window

2 Select how to print the detail by from the **Print Detail by** field. You can select:

Category Totals Only
Client Code
Employee Code
Work Code

3 Select the **Print Period to Date Data** check box to include data from the current period in the report.

4 Select the **Print Year to Date Data** check box to include data from the current year in the report.

5 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

     OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

• Enter the clients to include by their codes in the **Client Code** field.

   This field is available only if **Client Code** is selected in the **Print Detail by** field.

• Select the employees to include in the **Employee Code** field.

   This field is available only if **Employee Code** is selected in the **Print Detail by** field.

• Enter the work codes to include in the **Work Code** field.

   This field is available only if **Work Code** is selected in the **Print Detail by** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Profitability Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes year to date and period to date information.

```
Profitability Report by Category
                                                        Time and Billing Demo Data
PROFITABILITY REPORT BY CATEGORY


              BILLED   NON-BILL   BILLED    Emply    BILLED    EXPENSE    TOTAL     TOTAL    GROSS
              HOURS    HOURS      FEES      COST     EXPENSES  COST       BILLED    COST     PROFIT      %
CATEGORY CODE:    ACC       GENERAL ACCOUNTING SERVICES          BILLABLE
   PTD:      662.00    0.00     58687.52   9168.70    0.00      0.00    58687.52   9168.70   49518.82  84.38%
   YTD:     2715.50    0.00    232159.22  37609.68    0.00      0.00   232159.22  37609.68  194549.54  83.80%

CATEGORY CODE:    AUD       AUDIT SERVICES                       BILLABLE
   PTD:       90.00    0.00      8100.00   1246.50    0.00      0.00     8100.00   1246.50    6853.50  84.61%
   YTD:      638.00    0.00     69596.53   8836.30    0.00      0.00    69596.53   8836.30   60760.23  87.30%

CATEGORY CODE:    CLK       CLERICAL                             BILLABLE
   PTD:      234.50    0.00      6967.26   3247.83    0.00      0.00     6967.26   3247.83    3719.43  53.38%
   YTD:      962.00    0.00     26478.67  13323.71    0.00      0.00    26478.67  13323.71   13154.96  49.68%

CATEGORY CODE:    EXP       BILLABLE EXPENSES                    EXPENSE
   PTD:        0.00    0.00         0.00      0.00  5617.99   5613.00     5617.99   5613.00      4.99   0.09%
   YTD:        0.00    0.00         0.00      0.00  9527.65   9382.50     9527.65   9382.50    145.15   1.52%

CATEGORY CODE:    FPS       FINANCIAL PLANNING SERVICES          BILLABLE
   PTD:       12.00    0.00      1555.65    166.20    0.00      0.00     1555.65    166.20    1389.45  89.32%
   YTD:       27.00    0.00      3852.13    373.95    0.00      0.00     3852.13    373.95    3478.18  90.29%

CATEGORY CODE:    MAS       MANAGEMENT ADVISORY SERVICES         BILLABLE
   PTD:      117.00    0.00     17645.87   1620.45    0.00      0.00    17645.87   1620.45   16025.42  90.82%
   YTD:      490.00    0.00     75620.01   6786.50    0.00      0.00    75620.01   6786.50   68833.51  91.03%

CATEGORY CODE:    MIC       MICROCOMPUTER CONSULTING             BILLABLE
   PTD:      337.00    0.00     40567.69   4667.45    0.00      0.00    40567.69   4667.45   35900.24  88.49%
   YTD:     1813.10    0.00    203262.35  25111.44    0.00      0.00   203262.35  25111.44  178150.91  87.65%

CATEGORY CODE:    NOB       NON-BILLABLE TIME                    NON-BILLABLE
   PTD:        0.00  117.00         0.00   1620.45    0.00      0.00        0.00   1620.45    1620.45-  0.00%
   YTD:        0.00 1835.00         0.00  25414.75    0.00      0.00        0.00  25414.75   25414.75-  0.00%

                                                                                   Page:1
```

Profitability Report by Category

Fee Analysis Reports

The Time and Billing fee analysis reports provide a recap of billed fees, write-up/write-downs, standard rates, the billed rate, the effective rate, and the percentage realized. You can obtain both period-to-date and year-to-date information. You can use sort options to select the information to be included on applicable reports.

Fee Analysis Reports Options

The Fee Analysis Reports feature consists of three separate reports:

- Fee Analysis Report by Client (see page 338)

- Fee Analysis Report by Employee (see page 342)

- Fee Analysis Report by Category (see page 345)

Launching Fee Analysis Reports

a From the **Analysis** menu of the Time and Billing module, select **Fee Analysis Reports**. The Fee Analysis Reports window appears.
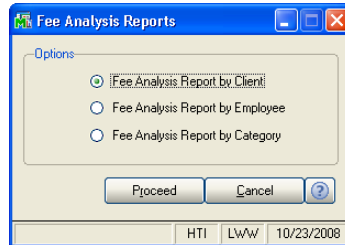
Fee Analysis Reports Window

b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Fee Analysis Report by Client

Use the Fee Analysis Report by Client to print fee analysis information recapped by client or engagement.

Fee Analysis Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Fee Analysis Report by Client

1 Select **Fee Analysis Report by Client** from the Fee Analysis Reports window, and click **Proceed**. The Fee Analysis Report by Client window appears.

Fee Analysis Report by Client Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

4 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each client or engagement.

5 Select the **Print Period to Date Data check box** to include data from the current period in the report.

6 Select the **Print Year to Date Data** check box to include data from the current year in the report.

7 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

This field is available only if **Sort Field** is selected in the **Sort Options** field.

- Enter the clients' zip code to include in the **Zip Code** field.

  This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

  This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners to include in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field.

- Enter the employees to include in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field.

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

- Enter the employees for the engagement to include in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

  This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

  This field is available only if **Category Code** is selected in the **Print Detail by** field.

> HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

8 Click **Print** to print the report, or click **Preview** to print preview the report.

The Fee Analysis Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, expense analysis data, year to date, and period to date information.

Fee Analysis Report by Client

Fee Analysis Report by Employee

Use the Fee Analysis Report by Employee to print fee analysis information recapped by employee.

Fee Analysis Report by Employee Settings

You can detail information further by client/engagement code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Fee Analysis Report by Employee

1 Select **Fee Analysis Report by Employee** from the Fee Analysis Reports window, and click **Proceed**. The Fee Analysis Report by Employee window appears.

Fee Analysis Report by Employee Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

4 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each client or engagement.

5 Select the **Print Period to Date Data** check box to include data from the current period in the report.

6 Select the **Print Year to Date Data** check box to include data from the current year in the report.

7 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

  OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the employees to include in the **Employee Code** field.

- Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

  This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

  This field is available only if **Employee Level** is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

  This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

  This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

  This field is available only if **Category Code** is selected in the **Print Detail by** field.

HINT: Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

8 Click **Print** to print the report, or click **Preview** to print preview the report.

The Fee Analysis Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes expense data, year to date and period to date information.

Fee Analysis Report by Employee

Fee Analysis Report by Category

Use the Fee Analysis Report by Category to print fee analysis information recapped by category.

Fee Analysis Report by Category Settings

You can detail information further by client/engagement code, employee code, or work code. You can also choose to print period-to-date and year-to-date information.

Print a Fee Analysis Report by Category

1 Select **Fee Analysis Report by Category** from the Fee Analysis Report window, and click **Proceed**. The Fee Analysis Report by Category window appears.
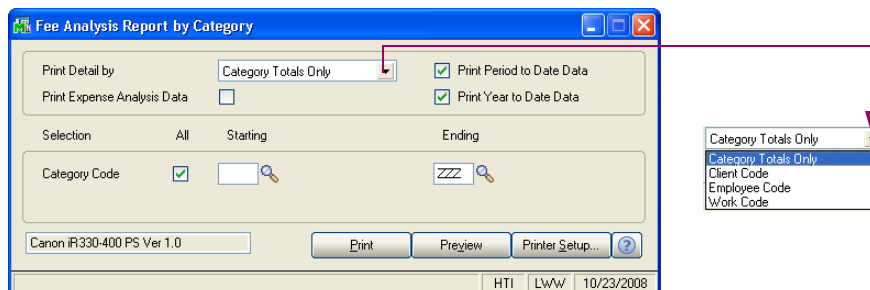
Fee Analysis Report by Category Window

2 Select how to print the detail by from the **Print Detail by** field. You can select:

Category Totals Only
Client Code
Employee Code
Work Code

3 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each category.

4 Select the **Print Period to Date Data** check box to include data from the current period in the report.

5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

6 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

    OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

• Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

• Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

• Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Fee Analysis Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes expense data, year to date and period to date information.

Fee Analysis Report by Category

Time Analysis Reports

The time analysis reports provide billable time and fee information for up to 13 periods by client, employee, or category. You can obtain both period-to-date and year-to-date information. You can use sort options to select the information to be included on the applicable reports.

> **NOTE:** Period 13 will only be displayed if your Sage MAS 90 or 200 General Ledger module is set to 13 periods.

Time Analysis Reports Options

The Time Analysis Reports feature consists of three separate reports:

Launching Time Analysis Reports

a From the Analysis menu of the Time and Billing module, select **Time Analysis Reports.** The Time Analysis Reports window appears.
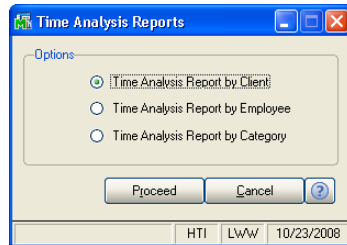
Time Analysis Reports Window

b Select the radio button next to the desired option, and click **Proceed** to generate the report.
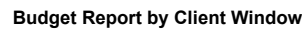
Time Analysis Report by Client

Use the Time Analysis Report by Client to print time analysis information recapped by client/engagement for up to 13 periods.

Time Analysis Report by Client Settings

You can choose to print information for billable hours, non-billable hours, and billable fees.

Print a Time Analysis Report by Client

1 Select **Time Analysis Report by Client** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Client window appears.

Time Analysis Report by Client Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the **Print Billable Hours** check box to include billable hours in the report.

4 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.

5 Select the **Print Billable Fees** check box to include billable fees in the report.

6 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to include in the **Client Code** field.

- Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

  This field is available only if **Client Name** is selected in the **Sort Options** field.

- Enter sort data to include in the **Sort Field** field.

  This field is available only if **Sort Field** is selected in the **Sort Options** field.

- Enter the clients' zip code to include in the **Zip Code** field.

  This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.
  This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners to include in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field.

- Enter the employees to include in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field.

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

  This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

- Enter the employees for the engagement to include in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

• Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

• Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

• Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

HINT: Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time Analysis Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, billable and non-billable hours, and billable fees.

Time Analysis Report by Client

Time Analysis Report by Employee

Use the Time Analysis Report by Employee to print time analysis information recapped by employee for up to 13 periods.

Time Analysis Report by Employee Settings

You can choose to print information for billable hours, non-billable hours, billable fees, target hours, and the variance of total hours from target hours. You can also select whether you want the variance based on billable hours only, non-billable hours only, or billable and non-billable hours combined.

Print a Time Analysis Report by Employee

1 Select **Time Analysis Report by Employee** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Employee window appears.

Time Analysis Report by Employee Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

3 Select the type of hours to include in the report from the **Base Variance On** field. You can select:

Combined Billable/Non-Billable Hours
Billable Hours
Non-Billable Hours

4 Select the **Print Billable Fees** check box to include billable fees in the report.

5 Select the **Print Variance** check box to include time variance in the report.

6 Select the **Print Billable Hours** check box to include billable hours in the report.

7 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.

8 Select the **Print Target Hours** check box to include the number of target hours for the employee in the report.

9 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

     OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.

- Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

  This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

  This field is available only if **Employee Level** is selected in the **Sort Options** field.

HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

10 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time Analysis Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes billable and non-billable hours, target hours, billable fees, and variance data.

Time and Billing Demo Data

TIME ANALYSIS REPORT BY EMPLOYEE

SORTED BY Employee CODE

		PER 1	PER 2	PER 3	PER 4	PER 5	PER 6	PER 7	PER 8	PER 9	PER 10	PER 11	PER 12	TOTAL
Employee CODE:	0100	IMA WINNUR												
BILLABLE HOURS:		81.0	36.0	80.0	40.0	88.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	325.0
NON-BILL HOURS:		7.0	33.0	41.0	76.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	173.0
TARGET HOURS:		100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	1200.0
COMBINED VAR:		12.0-	31.0-	21.0	16.0	4.0	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	702.0-
VARIANCE %:		-12.00%	-31.00%	21.00%	16.00%	4.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.50%
BILLABLE FEES:		14580	6480	14400	7200	15840	0	0	0	0	0	0	0	58500
Employee CODE:	0110	DREW LEEDER												
BILLABLE HOURS:		40.0	72.0	84.0	80.0	79.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	355.0
NON-BILL HOURS:		20.0	35.0	38.0	36.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	145.0
TARGET HOURS:		100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	1200.0
COMBINED VAR:		40.0-	7.0	22.0	16.0	5.0-	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	700.0-
VARIANCE %:		-40.00%	7.00%	22.00%	16.00%	-5.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.33%
BILLABLE FEES:		8000	14444	17800	18000	17400	0	0	0	0	0	0	0	75644
Employee CODE:	0120	B.A. WINNUR												
BILLABLE HOURS:		55.0	60.0	74.0	91.0	52.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	332.0
NON-BILL HOURS:		13.0	26.0	34.0	24.0	31.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	128.0
TARGET HOURS:		100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	1200.0
COMBINED VAR:		32.0-	14.0-	8.0	15.0	17.0-	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	100.0-	740.0-
VARIANCE %:		-32.00%	-14.00%	8.00%	15.00%	-17.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-61.67%
BILLABLE FEES:		8835	10125	13030	15390	9360	0	0	0	0	0	0	0	56740
Employee CODE:	0150	BETH CLARK												

Page:1

Time Analysis Report by Employee

Time Analysis Report by Category

Use the Time Analysis Report by Category to print time analysis information recapped by category for up to 13 periods.

Time Analysis Report by Category Settings

You can choose to print information for billable hours, non-billable hours, and billable fees.

Print a Time Analysis Report by Category

1 Select **Time Analysis Report by Category** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Category window appears.

Time Analysis Report by Category

☑ Print Billable Hours   ☑ Print Non-Billable Hours   ☑ Print Billable Fees

Selection	All	Starting		Ending	
Category Code	☑			ZZZ	

Canon iR330-400 PS Ver 1.0   Print   Preview   Printer Setup...   ?

Check this Box to print Billable Hours Information   HTI   LWW   10/23/2008

Time Analysis Report by Category Window

2 Select the **Print Billable Hours** check box to include billable hours in the report.

3 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.

4 Select the **Print Billable Fees** check box to include billable fees in the report.

5 Enter the category codes to include in the **Category Code** field.

   a Select **All** to include the information for all categories.

     OR

   b Enter the category codes to include in the **Starting** and **Ending** fields.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time Analysis Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes billable hours, non-billable hours, and billable fees.

Time Analysis Report by Category

Client Billing Analysis Report

Use the Client Billing Analysis Report to print billing history information for up to 13 periods by client or engagement. Use information detailed in this report to compare billing activity by client/engagement for any period defined.

Client Billing Analysis Report Settings

You can select a specific sort order and client/engagement details to include in the report. You can choose the selection criteria for the information to include in the report.

Client Billing Analysis Detail

You can also choose to print billable hours, non-billable hours, billable fees, billed fees, and billed expenses.

Print the Client Billing Analysis Report

1 Select **Client Billing Analysis Report** from the Time and Billing **Analysis** menu to access this option.

Client Billing Analysis Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the **Print Billable Hours** check box to include billable hours in the report.

4 Select the **Print Billed Fees** check box to include fees already billed to the client in the report.

5 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.

6 Select the **Print Billed Expenses** check box to include expenses already billed to the client in the report.

7 Select the **Print Billable Fees** check box to include billable fees in the report.

8 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

   OR

   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

   This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

   This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip codes to include in the **Zip Code** field.

   This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

   This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners to include in the **Client Partner** field.

   This field is available only if **Client Partner** is selected in the **Sort Options** field.

• Enter the employees to include in the **Client Employee** field.

   This field is available only if **Client Employee** is selected in the **Sort Options** field.

• Enter the employee partners for the engagement to include in the **Engagement Partner** field.

   This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

- Enter the employees for the engagement to include in the **Engagement Employee** field.

  This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

HINT: Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

---

9 Click **Print** to print the report, or click **Preview** to print preview the report.

The Client Billing Analysis Report result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, billable and non-billable hours, fees and expenses already billed, and billable fees.

Client Billing Analysis Report

Budget Reports

The Time and Billing budget reports provide a recap of budget hours and amounts compared to actual hours and amounts by client code, employee code, work code, and category code. Budget information is detailed by budget items you entered on the Schedule/Budget Maintenance window (see page 176) available in Client Maintenance (see page 162). You can use sort options to select the information to be included on applicable reports.

Budget Reports Options

The Budget Reports feature consists of four separate reports:

Launching Budget Reports

a From the **Analysis** menu of the Time and Billing module, select **Budget Reports** The Budget Reports window appears.
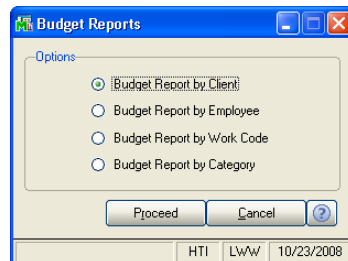
Budget Reports Window

b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Budget Report by Client

Use the Budget Report by Client to print budget and variance information recapped by client/engagement.

Budget Report by Client Settings

You can detail the budget information further by work code, category code, or employee code. You can also choose to print only completed budget items.

Print a Budget Report by Client

1 Select **Budget Report by Client** from the Budget Reports window, and click **Proceed**. The Budget Report by Client window appears.

Budget Report by Client Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

4 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

    OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

• Enter the tasks to include in the **Work Code** field.

• Enter the categories to include in the **Category Code** field.

• Enter the employees to include in the **Budget Employee Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

    This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

    This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip codes to include in the **Zip Code** field.

    This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

    This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners to include in the **Client Partner** field.

    This field is available only if **Client Partner** is selected in the **Sort Options** field.

• Enter the employees to include in the **Client Employee** field.

    This field is available only if **Client Employee** is selected in the **Sort Options** field.

• Enter the employee partners for the engagement to include in the **Engagement Partner** field.

    This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

• Enter the employees for the engagement to include in the **Engagement Employee** field.

    This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

    This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The Budget Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes completed budgets.

Budget Report by Client

Budget Report by Employee

Use the Budget Report by Employee to print budget and variance information recapped by employee.

Budget Report by Employee Settings

You can detail the budget information further by client/engagement code and work/category code. You can also choose to print only completed budget items, and select whether you want the variance based on billable hours only, non-billable hours only, or billable and non-billable hours combined.

Print a Budget Report by Employee

1 Select **Budget Report by Employee** from the Budget Reports window, and click **Proceed**. The Budget Report by Employee window appears.

Budget Report by Employee Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

3 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

4 Select the type of hours to include in the report from the **Base Hours Variance On** field. You can select:

Combined Billable/Non-Billable Hours
Billable Hours
Non-Billable Hours

5 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

   OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.

- Enter the clients to include in the **Client Code** field.

- Enter the client engagements to include in the **Engagement Code** field.

- Enter the tasks to include in the **Work Code** field.

- Enter the categories to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

  This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

- Enter the employees' office codes to include in the **Office Code** field.

  This field is available only if **Office Code** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

  This field is available only if **Employee Level** is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Budget Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes completed budgets, and combined billable and non-billable hours.

Budget Report by Employee

Budget Report by Work Code
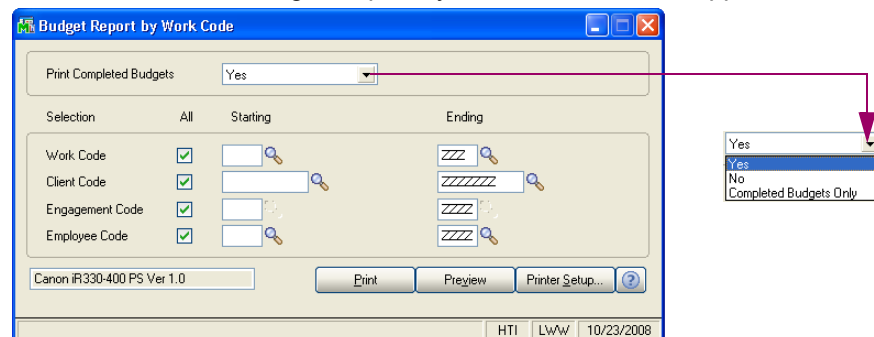
Use the Budget Report by Work Code to print budget and variance information recapped by work code.

Budget Report by Work Code Settings

You can detail the budget information further by client/engagement code and employee code. You can also choose to print only completed budget items.

Print a Budget Report by Work Code

1 Select **Budget Report by Work Code** from the Budget Reports window, and click **Proceed**. The Budget Report by Work Code window appears.

Budget Report by Work Code Window

2 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

3 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the tasks to include in the **Work Code** field.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

• Enter the employees to include in the **Employee Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

4 Click **Print** to print the report, or click **Preview** to print preview the report.

The Budget Report by Work Code result depends upon the settings selected for the report. The following report includes completed budgets.

Budget Report by Work Code

Budget Report by Category

Use the Budget Report by Category to print budget and variance information recapped by category.

Budget Report by Category Settings

You can detail the budget information further by client/engagement code and employee code. You can also choose to print only completed budget items.

Print a Budget Report by Category

1 Select **Budget Report by Category** from the Budget Report window, and click **Proceed**. The Budget Report by Category window appears.

Budget Report by Category Window

2 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

3 Specify the information to include in the **Selection** fields.

  a Select **All** to include the information for all items.

    OR

  b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the categories to include in the **Category Code** field.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

• Enter the employees to include in the **Employee Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

4 Click **Print** to print the report, or click **Preview** to print preview the report.

The Budget Report by Category result depends upon the settings selected for the report. The following report includes completed budgets.

Budget Report by Category

Employee Scheduling Report

Use the Employee Scheduling Report to print a detailed listing of all scheduled activities entered on the Schedule/Budget Maintenance window (see page 176) available in Client Maintenance (see page 162).

Employee Scheduling Report Settings

You can select a specific sort options and status/schedule type to print. The scheduled activities appear in chronological order by projected start date.

Employee Scheduling Report Detail

Use information detailed in this report to compare activities scheduled for an employee by actual/projected start and completion dates.

Print the Employee Scheduling Report

1 From the **Analysis** menu of the Time and Billing module, select **Employee Scheduling Report**. The Employee Scheduling Report window appears.

Employee Scheduling Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Client Code
Work Code
Category Code

3 Select the type of budgets to include in the report from the **Status Type to Print** field. You can select:

All
Planned
Active
Completed
Cancelled.

4 Select the schedule types include in the report from the **Schedule Type to Print** field. You can select:

All
Non-Recurring
Monthly
Quarterly
Semi-Annual
Annual

5 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.

- Enter the estimated start date for the schedule in the **Projected Start Date** field.

- Enter the actual start date for the schedule in the **Actual Start Date** field.

- Enter the estimated finish date for the schedule in the **Projected Completion Date** field.

- Enter the actual finish date for the schedule in the **Actual Completion Date** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the clients to include in the **Client Code** field.

   This field is available only if **Client Code** is selected in the **Sort Options** field.

- Enter the tasks to include in the **Work Code** field.

   This field is available only if **Work Code** is selected in the **Sort Options** field.

- Enter the categories to include in the **Category Code** field.

   This field is available only if **Employee Category Code** is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Employee Scheduling Report result depends upon the settings selected for the report. The following report is sorted by employee code, and includes all status types and all schedule types.

Employee Scheduling Report

Employee Hourly Analysis Report

The Employee Hourly Analysis Report provides a recap of hours recorded by day of the week for each employee. This report is particularly useful for checking for missing time cards and analyzing workload information for each employee.

Employee Hourly Analysis Report Settings

You can select a specific sort options and days per week to print. You can produce the report for a five-, six-, or seven-day work week. You can also choose the selection criteria for the information to include in the report.

Employee Hourly Report Detail

The program retains employee analysis information in the Employee Hourly Analysis file for the period of time specified in the **Days to Retain Employee Hourly Analysis** field on the **Billing** tab of the <u>Time and Billing Options</u> window (see page 96).

Print the Employee Hourly Analysis Report

1 From the **Analysis** menu of the Time and Billing module, select **Employee Hourly Analysis Report**. The Employee Hourly Analysis Report window appears.

Employee Hourly Analysis Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

> **Employee Code**
> **Employee Last Name**
> **Office Code**
> **Employee Level**

3 Select the work week to use from the **Days per Week** field. You can select:

> **5 Day Week (Monday - Friday)**
> **6 Day Week (Monday - Saturday)**
> **7 Day Week (Sunday - Saturday)**

4 Specify the information to include in the **Selection** fields.

> **a** Select **All** to include the information for all items.

> **OR**

> **b** Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the employees to include in the **Employee Code** field.

• Enter the employee's office to include in the **Office Code** field.

• Enter the date for the report in the **Date** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the employees to include by last name in the **Employee Last Name** field.

> This field is available only if **Employee Last Name** is selected in the **Sort Options** field.

• Enter the level of employees to include in the **Employee Level** field.

   This field is available only if **Employee Level** is selected in the **Sort Options** field.

> HINT: Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The Employee Hourly Analysis Report result depends upon the settings selected for the report. The following report is sorted by employee code, and includes data for a five-day work week.

Employee Hourly Analysis Report

A/R and WIP Reconciliation Report

The A/R and WIP Reconciliation Report provides a concise recap of Accounts Receivable and Work in Process activity for the current period by client/engagement.

A/R and WIP Reconciliation Report Settings

For Accounts Receivable reconciliation, the report includes the balance forward amount, invoiced amount, finance charge amount, payment received amount, and ending balance.

For Work in Process reconciliation, the report includes opening work in process balance, billable fees and expenses, billed amount, write-up/write-downs, and closing work in process.

A/R and WIP Reconciliation Report Detail

Use information detailed in this report to detect unrecorded transactions and locate the errors and differences in respective amounts for a client/engagement.

Print the A/R and WIP Reconciliation Report

1 From the **Analysis** menu of the Time and Billing module, select **A/R and WIP Reconciliation Report**. The A/R and WIP reconciliation Report window appears.
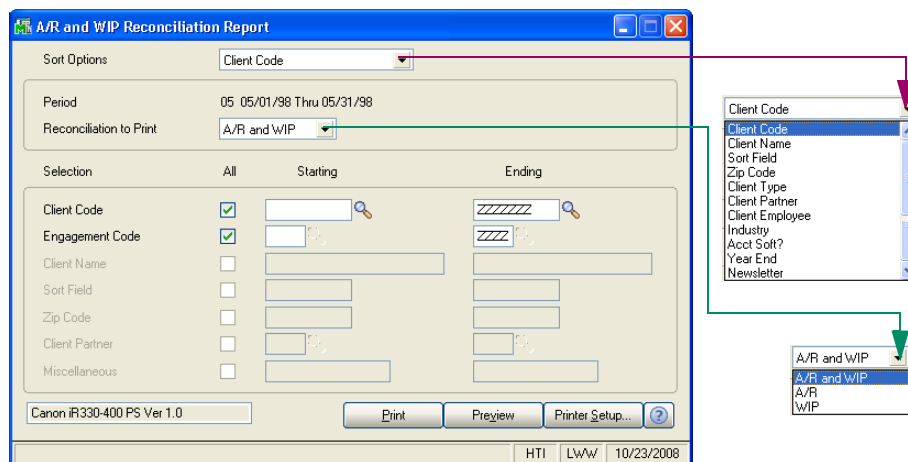
A/R and WIP Reconciliation Report Window

2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

> **Client Code**
> **Client Name**
> **Sort Field**
> **Zip Code**
> **Client Type**
> **Client Partner**
> **Client Employee**

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100).

3 Select the type of data to include in the report from the **Reconciliation to Print** field. You can select:

> **A/R and WIP**
> **AR**
> **WIP**

4 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

   OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to include in the **Client Code** field.

• Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

   This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

   This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip code to include in the **Zip Code** field.

   This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

   This field is available only if **Client Type** is selected in the **Sort Options** field.

• Enter the employee partners to include in the **Client Partner** field.

   This field is available only if **Client Partner** is selected in the **Sort Options** field.

• Enter the employees to include in the **Client Employee** field.

   This field is available only if **Client Employee** is selected in the **Sort Options** field.

• Enter the miscellaneous data to include in the **Miscellaneous** field.

   This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

HINT: Click the button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

5 Click **Print** to print the report, or click **Preview** to print preview the report.

The A/R and WIP Reconciliation Report result depends upon the settings selected for the report. The following report is sorted by client code that contains work in process information only.

A/R and WIP Reconciliation Report

_____

This concludes *Chapter 9: Using the Analysis Menu* of the Time and Billing manual.

Using the Period End Menu

Chapter 10: Using the Period End Menu focuses on the accounting aspects of the Time and Billing module, and explains how to process the period end data and print invoices.

How to Use the Period End Menu

The options available in the Period End menu allow your company to process financial data for the period end.

Time and Billing Period End Menu

The Time and Billing Period End menu includes functions normally completed at the end of each accounting period:

Finance Charge Calculation (see page 377)

Finance Charge Entry (see page 379)

Finance Charge Journal (see page 381)

Statement Printing (see page 383)

Period End Processing (see page 389)

> ✅**NOTE:** If **None** is selected in the **Finance Charge Computation Method** field on the **Billing** tab of the Time and Billing Options window (see page 88), then the Finance Charge Calculation, Finance Charge Entry, and Finance Charge Journal features will NOT be available.

Implementing the Period End Menu Options

The activities described in this chapter are usually performed by an accountant or financial administrator.

Open a Window from the Period End Menu

1 Click the **Time and Billing** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing.

2 Click the **Period End** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Period End** from the Time and Billing menu bar to display the list of available windows.

3 Click the name of the window to open. The system displays the selected window.

Windows Available in the Period End Menu

Time and Billing Period End Menu

Time and Billing Period End Window
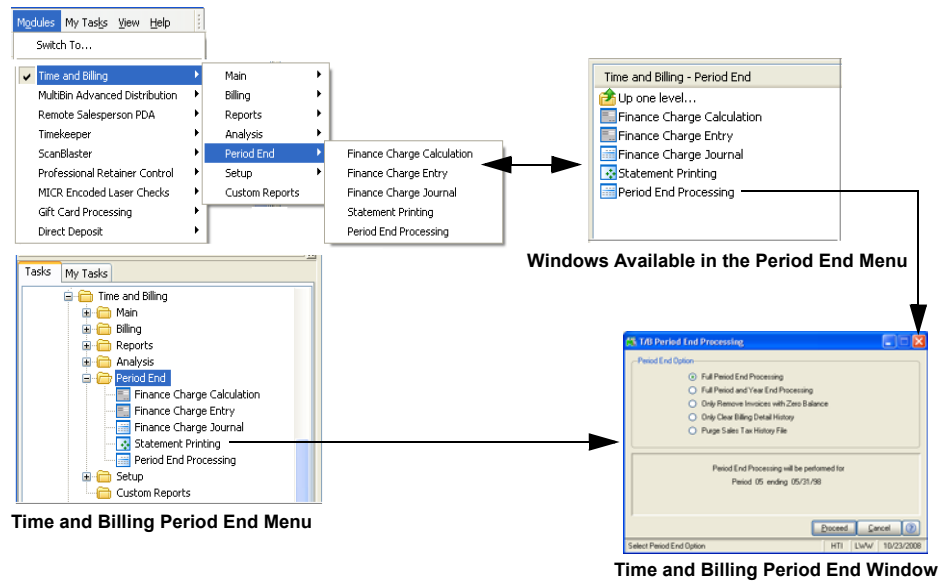
Select an Item from a Lookup List

Many fields in the Period End menu feature a Lookup list. These lists allow you to select data for the field.

Click the 🔍 button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Finance Charge Calculation

Use the Finance Charge Calculation feature to calculate finance charges on overdue amounts before printing client statements.

Finance Charge Calculation Settings

You can specify a range of clients, aging date, statement cycle (for example, monthly or bimonthly), minimum finance charge, and minimum balance to be used in the calculation.

Enabling Finance Charge Calculation

This feature is available only if the **Fixed** or **Percent** method is selected in the **Finance Charge Computation Method** field on the **Billing** tab of the Time and Billing Options window (see page 96).

> ☑**NOTE:** If **None** is selected as the **Finance Charge Computation Method** in Time and Billing Options, then the Finance Charge Calculation (see page 377), Finance Charge Entry (see page 379), and Finance Charge Journal (see page 381) features will NOT be available.

Calculation Methods

For any client in the range selected, a blank percentage or amount omits calculating a finance charge for that client.

- If **Fixed** is selected for finance charge computation, the fixed method will be used to calculate finance charges.

  With the fixed method for calculating finance charges, the fixed amount entered in Time and Billing Options will be added automatically to the client balance, unless a different amount was entered for specific clients in the Client Master file.

- If **Percent** is selected for finance charge computation, the percentage method will be used.

  With the percentage method for calculating finance charges, the percentage you entered in Time and Billing Options (see page 88) will be used to perform the calculation. If a different percentage is on file for individual clients in the Client Master file, that percentage will be used.

Calculate Finance Charges

1 From the **Period End** menu of the Time and Billing module, select **Finance Charge Calculation**. The Finance Charge Calculation window appears.

Finance Charge Calculation Window

2 Enter the date used to determine the age of the client invoices in the **Aging Date** field.

3 Enter the minimum balance to apply the finance charges to in the **Min Balance to Apply** field.

4 Enter the minimum finance charge to apply to late invoices in the **Min Finance Charge to Apply** field.

5 Select the statement cycles to apply the charges to in the **Statement Cycle** field.

  a Select **All** for all cycles.

   OR

b Enter the cycle (such as monthly or bimonthly) in the text box to the right.

6 Select the clients to apply the charges to in the **Client Code** field.

a Select **All** to include the information for all client codes.

 OR

b Enter the client codes to include in the **Starting** and **Ending** fields.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

7 Click **Proceed**. The system applies the finance charges.

When all automatic calculations have been completed for the desired clients, you can choose to print the Finance Charge Journal (see page 381), which shows the finance charges calculated for each client.

If you want to change any of the automatically calculated charges, you can use the Finance Charge Entry (see page 379) to manually enter a different finance charge.

Clear the Finance Charge Calculation File

1 From the **Period End** menu of the Time and Billing module, select **Finance Charge Calculation** to access the Finance Charge Calculation window.

2 Make the appropriate selections on the window, and click **Clear**. The following dialog box appears.
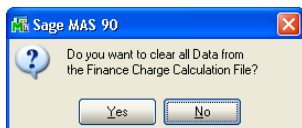
Sage MAS 90 dialog

3 Click **Yes** to clear the Finance Charge Calculation File.

Finance Charge Entry

The Finance Charge Entry feature allows you to reverse or adjust finance charges, which were applied incorrectly. If applying finance charges is an exception rather than a rule, you may want to skip the Finance Charge Calculation feature and enter the charges, manually, using this feature.

Finance Charge Entry Settings

Use the Finance Charge Entry to manually apply finance charges to specific clients or to adjust automatically calculated finance charges.

Enabling Finance Charge Entry

This feature is available only if the **Fixed** or **Percent** method is selected in the **Finance Charge Computation Method** field on the **Billing** tab of the Time and Billing Options window (see page 96).

> ☑**NOTE:** If **None** is selected as the **Finance Charge Computation Method** in Time and Billing Options, then the Finance Charge Calculation (see page 377), Finance Charge Entry (see page 379), and Finance Charge Journal (see page 381) features will NOT be available.

Change Finance Charges for a Client

1 From the **Period End** menu of the Time and Billing module, select **Finance Charge Entry**. The Finance Charge Entry window appears.

Finance Charge Entry Window

> ☑**NOTE:** The aging categories displayed are in **Days** or **Months**, depending upon the setting in the **Age Invoices by Day or Month** field on the **Main** tab of the Time and Billing Options window (see page 88).

2 Select the client to change the charges for in the **Client Code** field. Click the 🔍 button to select a specific client from the Lookup window.

3 Enter the charges to apply to the client in the **Finance Charge Applied** field.

4 Click **Accept** to update the charges.

5 When you complete all financial calculations for the desired clients, print the Finance Charge Journal (see page 381), which shows the finance charges calculated for each client.

Delete Finance Charges for a Client

1 From the **Period End** menu of the Time and Billing module, select **Finance Charge Entry** to access the Finance Charge Entry window.

2 Select the client to you want to delete the charges for in the **Client Code** field. Click the 🔍 button to list all clients on file.

3 Click **Delete**. The following dialog box appears.
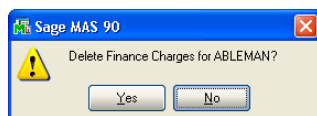
Sage MAS 90 Dialog

4 Click **Yes** to remove a finance charge entry for the selected client.

Finance Charge Journal

The Finance Charge Journal lists all finance charges that have been calculated through the Finance Charge Calculation (see page 377) or entered during Finance Charge Entry (see page 379). Use the Finance Charge Journal to review finance charges before updating the information to the Open Invoice file and printing client statements. This journal must be printed before the finance charge entries can be updated to the permanent files.

Finance Charge Journal Settings

Information on the journal includes the client code and name, the receivables balance, any past due amount, and the finance charge amount applied to the client.

Once the Finance Charge Journal has been printed in its final form, you can update the information to the permanent files. The finance charges calculated are then printed automatically on the next batch of client statements that fall within the client code range and statement cycle(s) indicated.

☑**NOTE:** The Time and Billing module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Enabling Finance Charge Journal

This feature is available only if the **Fixed** or **Percent** method is selected in the **Finance Charge Computation Method** field on the **Billing** tab of the Time and Billing Options window (see page 96).

☑**NOTE:** If **None** is selected as the **Finance Charge Computation Method** in Time and Billing Options, then the Finance Charge Calculation (see page 377), Finance Charge Entry (see page 379), and Finance Charge Journal (see page 381) features will NOT be available.

Print the Finance Charge Journal

1   From the **Period End** menu of the Time and Billing module, select **Finance Charge Journal**. The Finance Charge Journal window appears.

You can also print the Finance Charge Journal by clicking the ⎙ button available on the Finance Charge Calculation window (see page 377) and Finance Charge Entry window (see page 379). .
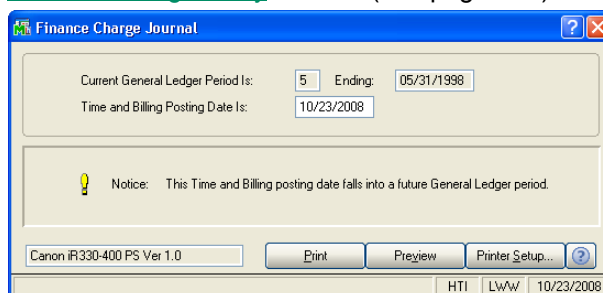
Finance Charge Journal Window

2   Make sure the date in the **Time and Billing Posting Date Is** field is correct. Change the date, if necessary

•   If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).
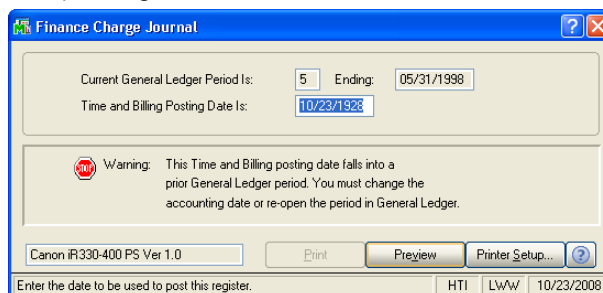
Finance Charge Journal Window
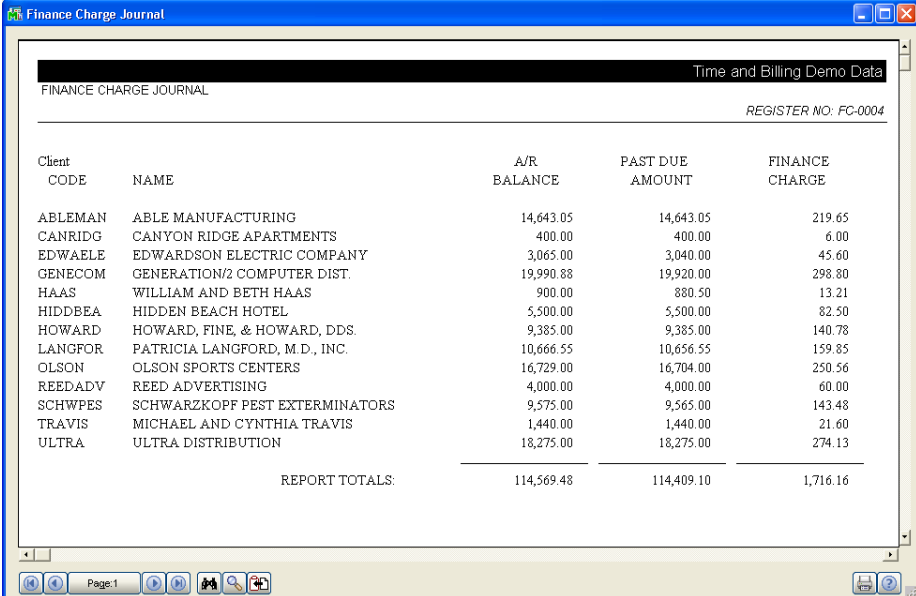
•   If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. Click **Yes** at the dialog to continue.
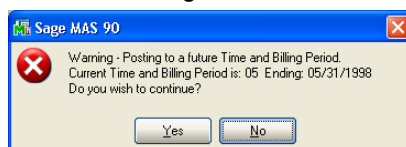
Sage MAS 90 Dialog

•   If this option is what you desire to do, you are allowed to continue.

3   Change the **Time and Billing Posting Date**, if necessary.

4   Click **Print** to print the Finance Charge Journal.

The Finance Charge Journal includes the client code and name, Account Receivable balance, past due amount, and finance charges.

Finance Charge Journal

After the Finance Charge Journal, the following dialog box appears.
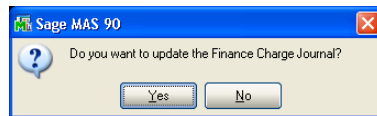
Sage MAS 90 Dialog

5 After ensuring the register is accurate, click **Yes** to update Sage MAS 90 or 200 with the information. The following dialog box appears.
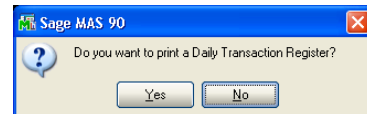
Sage MAS 90 Dialog

6 Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

Statement Printing

Use Statement Printing to print statements for selected clients onto preprinted statement forms or plain paper. Statements are printed using the information entered through the

Statement Printing Settings

You can print the name and address information, as well as invoice and billing detail.

Statement Printing Detail

You can choose to print statements for a range of client codes, a group of statement cycles and/or clients with a certain minimum balance, or by the aging category of the client's oldest balance.

Enabling Statement Printing

> ☑**NOTE:** If the **Monthly Statements Required** check box on the **Main** tab of the Time and Billing Options window (see page 88) is NOT selected, the Statement Printing feature in the Period End menu will NOT be available.

Print Time and Billing Statements

1 From the **Period End** menu of the Time and Billing module, select **Statement Printing**. The T/B Statement Printing window appears.

T/B Statement Printing Window

2 Select how to sort the invoices from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner

Client Employee

You can also sort the report by any of the user-defined fields created on the

3 Enter the account date used to age the invoices in the **Statement Aging Date** field.

4 Enter the minimum due for the invoice to be printed in the **Minimum Balance Of** field.

5 Enter up to five statement cycles for the invoice printing in the **Statement Cycle** field.

6 Select the type of customer balances to print from the **Credit Balance** field. You can select:

Include Clients with Credit Balance
Exclude Clients with Credit Balance
Only Clients with Credit Balance

7 Select the past balance data to print from the **Print Only Past Aging Category** field.

• Select **Current Category** for currently due balances.

• Select **1st Category** for balances 30 days/1 month past due.

• Select **2nd Category** for balances 60 days/2 months past due.

• Select **3rd Category** for balances 90 days/3 months past due.

• Select **4th Category** for balances 120 days/4 months past due.

8 Select the types of invoices to include from the **Print Zero Balance Invoices** field. You can select:

All Zero Balance Inv.
Exclude Zero Bal. Inv.
Current Zero Bal. Inv.

9 Select the **Print Zero Balance Customers** check box to print invoices for customers with a zero balance due.

10 Select the form to use to print the invoices from the **Form Code** field.

11 If you have Crystal Reports installed, you can change the form by clicking the
[Form...] button and launching the Forms Customization window.

Forms Customization Window

You can modify an existing format or create new formats using the Sage MAS
90 or 200 Forms Customization feature. See your *Library Master online help* by
Sage Software for more information about this feature.

12 Enter the number of copies to print in the **Copies** field.

13 Click the [Options] button to enter the number of spaces for numerical data for
the invoice. The T/B Statement Printing - Form Options window displays.
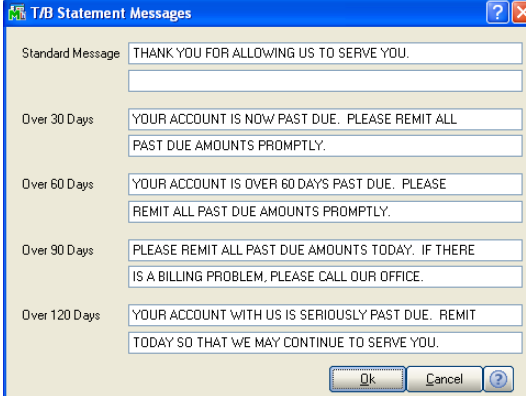
T/B Statement Printing - Form Options Window

a Enter the number of spaces and identify where to set commas and decimals
for numerical data in each of the financial fields.

b Click **OK** when finished.

See the *Time and Billing online help* for detailed information on this feature.

14 Click the [Message...] button to enter additional messages to printed invoices. The T/B Statement Messages window appears.

T/B Statement Printing - T/B Statement Messages

a Enter additional messages in the fields available on this window.

b Click **OK** when finished.

See the *Time and Billing Online Help* for more information.

15 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the client codes to include in the **Client Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

• Enter the names of clients to include in the **Client Name** field.

This field is available only if **Client Name** is selected in the **Sort Options** field.

• Enter sort data to include in the **Sort Field** field.

This field is available only if **Sort Field** is selected in the **Sort Options** field.

• Enter the clients' zip codes to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

• Enter the types of clients to include in the **Client Type** field.

This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners to include in the **Client Partner** field.

  This field is available only if **Client Partner** is selected in the **Sort Options** field.

- Enter the employees to include in the **Client Employee** field.

  This field is available only if **Client Employee** is selected in the **Sort Options** field.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

  This field is available only if one of the user-defined fields created on the **Terminology** tab of the Time and Billing Options window (see page 100) is selected in the **Sort Options** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

16 Click **Print** to print the invoices, or click **Preview** to print preview the invoices.

The statements the system prints depend upon the settings selected on the Statement Printing window for this statement. The following statement is for a customer that is 120 days overdue.

```
                                                          PAGE:    1

         Time and Billing Demo Data              STATEMENT DATE: 10/23/08


         (   )    -


         ABLE MANUFACTURING                    CLIENT CODE:    ABLEMAN
         9445 HIGHLAND AVE.

         IRVINE              CA  92718
         CONTACT: MARTIN ABL

      -----------------------------------------------------------------------
       DATE   REFERENCE  DESCRIPTION               CHARGE      CREDIT    BALANCE
      -----------------------------------------------------------------------
      05/31/98 MAY0001-FC                          219.65                 219.65
      03/15/98 0000027-IN                        8,683.00
      04/27/98           PAYMENT REF: 10633                   2,000.00
      05/03/98           PAYMENT REF: 10442                   5,000.00    1,683.00
      04/15/98 0000042-IN                        7,900.00                 7,900.00
      05/15/98 0000058-IN                        5,060.05                 5,060.05


                                                  TOTAL:     14,862.70

      -----------------------------------------------------------------------
        CURRENT       30 DAYS      60 DAYS     90 DAYS      120 DAYS   BALANCE DUE
      -----------------------------------------------------------------------
          0.00          0.00         0.00        0.00     14,862.70   14,862.70
      -----------------------------------------------------------------------
              THANK YOU FOR ALLOWING US TO SERVE YOU.


              YOUR ACCOUNT WITH US IS SERIOUSLY PAST DUE.  REMIT
```

Statement Printing - Client Statement

Period End Processing

You perform Period End Processing at the end of each accounting period (usually the last business day of each month) to clear periodic files and prepare for the following period's business. This section contains instructions on how to use all of the Period End Processing features available in Time and Billing, and includes a checklist for how to complete the period end processing.

Period End Processing Functions

When performed at year end, this same process also clears year-to-date balances accumulated in the Client, Engagement, Employee, and Work Code Master files to prepare for the new year. You can use other options on the Period End Processing selection window to remove invoices with zero balances and clear billing detail history information from the Billing History file.

Period End Processing Options

Process period end data, clear history files, and clear sales taxes with the T/B Period End Processing feature. The following types of period end processing are available:

- Full Period End Processing (see page 390)

- Full Period End and Year End Processing (see page 391)

- Only Remove Invoices with Zero Balance (see page 393)

- Only Clear Billing Detail History (see page 394)

- Purge Sales Tax History File (see page 396)

Launching Period End Processing

a From the **Period End** menu of the Time and Billing module, select **Period End Processing.** The T/B Period End Processing window appears.   .
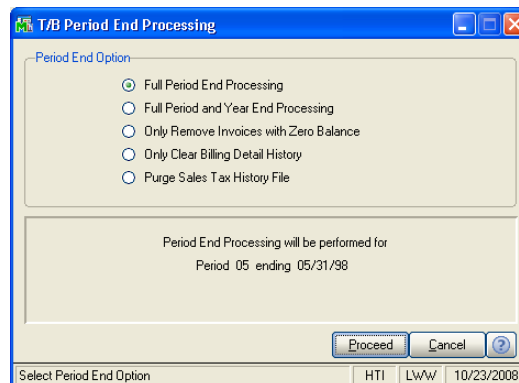
T/B Period End Processing Window

b Select the radio button next to the desired option, and click **Proceed** to perform the selected procedure.

Full Period End Processing

The Full Period End Processing feature performs routine period end processing, which usually occurs on the last business day of every month.

Complete Full Period End Processing

1 From the T/B Period End Processing window, select **Full Period End Processing**, The window displays the period and date for which the period end processing will be performed.
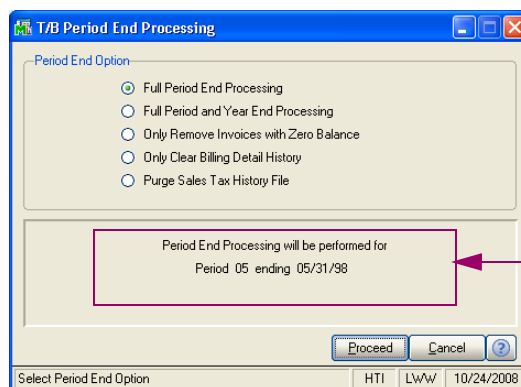
T/B Period End Processing Window - Full Period End Processing

2 Click **Proceed**. The following window appears.
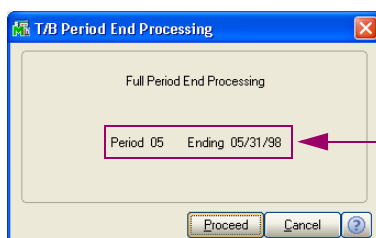
T/B Period End Processing Dialog - Full Period End Processing

---

🚫**WARNING:** Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the T/B Period End Processing window.
If the correct date does not appear, open Time and Billing Options (see page 88) to verify the period and date information.

☑**NOTE:** If a dialog box appears notifying you that specific files are not empty, you can click **Proceed** to continue, or click **Cancel**, and then perform the appropriate procedures to clear the files specified.

3 Click **Proceed** to continue. The T/B Period End Reports window appears.
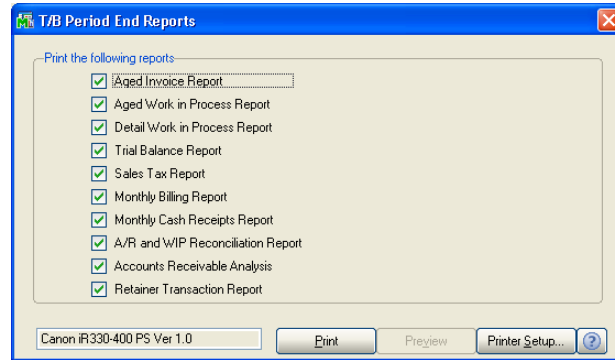
T/B Period End Reports Window

4 Select the check box for each period end report to print, and then click **Print**.

After the selected reports finish printing, the following dialog box appears.
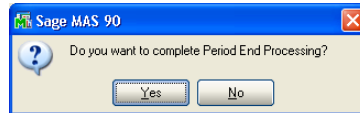
Sage MAS 90 Dialog

5 Click **Yes**. The system completes the processing and advances to the next period.

The **Current Time and Billing Period** field on the **Main** tab of the Time and Billing Options window (see page 88) increases to the next period.
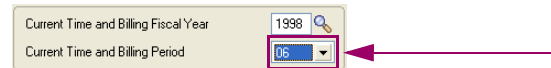
Full Period and Year End Processing

The Full Period and Year End Processing feature performs the same functions as Full Period End Processing (see page 390), but it *updates the balances for the last year*. Select this option only at year end (your last fiscal accounting period).

Complete Full Period End and Year End Processing

1 From the T/B Period End Processing window, select **Full Period and Year End Processing**. The window displays the period and date for which the period end and year end processing will be performed.
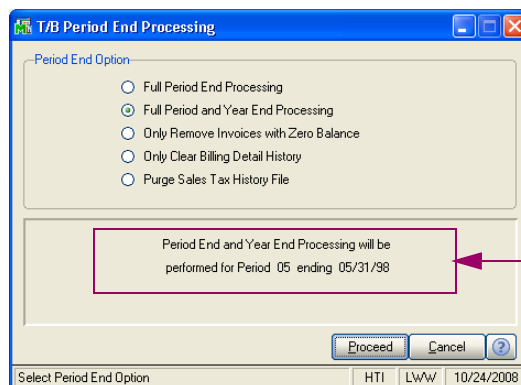
T/B Period End Processing Window - Full Period and Year End Processing

2 Click **Proceed**. The following window appears.
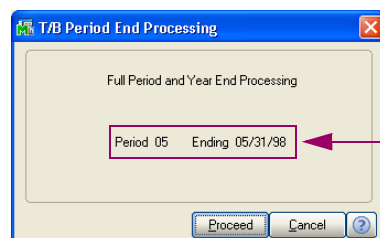
T/B Period End Processing Dialog - Full Period and Year End Processing

WARNING: Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the T/B Period End Processing window. If the correct date does not appear, open Time and Billing Options (see page 88) to verify the period and date information.

NOTE: If a dialog box appears notifying you that specific files are not empty, click **Proceed** to continue. You can click **Cancel**, and then perform the appropriate procedures to clear the files specified.
If a dialog box appears notifying you that T/B is not in the Last Period, click **Yes** to continue with Year End Processing. You can click **No** to cancel the operation.

3 Click **Proceed** to continue. The Period End Reports window appears.
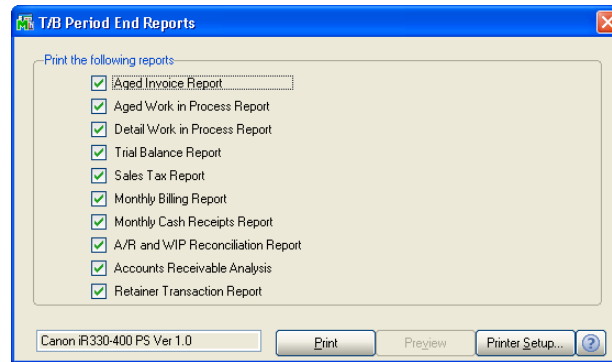
Period End Reports Window

4 Select the check box for each period end report to print, and then click **Print**.

After the selected reports finish printing, the following dialog box appears.
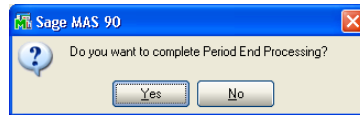
Sage MAS 90 Dialog

5 Click **Yes**. The system completes the processing, resets the period, and advances to the next year.

The **Current Time and Billing Fiscal Year** and **Current Time and Billing Period** fields on the Time and Billing Options window (see page 88) reset the period and advance to the next year.
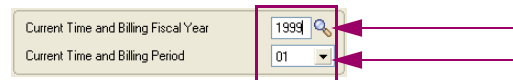
Only Remove Invoices with Zero Balance

The Only Remove Invoices with Zero Balance feature clears any zero-balance invoices from the Open Invoice file based on the days entered in the **Days to Retain Paid Invoices** field on the **Billing** tab of the Time and Billing Options window (see page 96).

Remove Zero Balance Invoices

1 From the T/B Period End Processing window, select **Only Remove Invoices with Zero Balance**. The window displays the date and number of days that will be used to determine which invoices to remove.
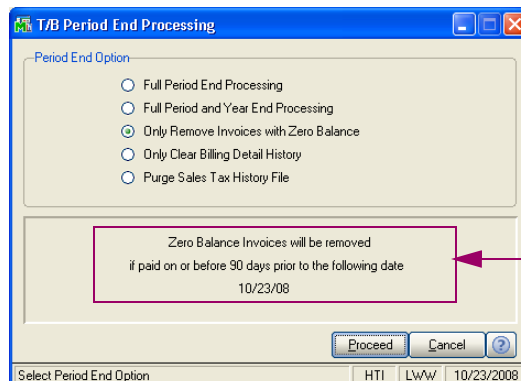
T/B Period End Processing Window - Remove Invoices with Zero Balance

2 Review the date and number of days, and click **Proceed**. The following window appears.
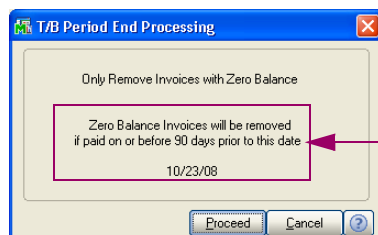
T/B Period End Processing Dialog - Remove Invoices with Zero Balance

3 Click **Proceed** to continue. The system clears old, zero balance invoices from Time and Billing.

Only Clear Billing Detail History

The Only Clear Billing Detail History feature purges the billing history for invoices dated up to the current accounting date set in the Time and Billing module. Use this feature when your company needs to clear old billing history.

Clear the Billing History

1 From the T/B Period End Processing window, select **Only Clear Billing Detail History**. The window displays the date of the invoice for which the billing history will be removed.
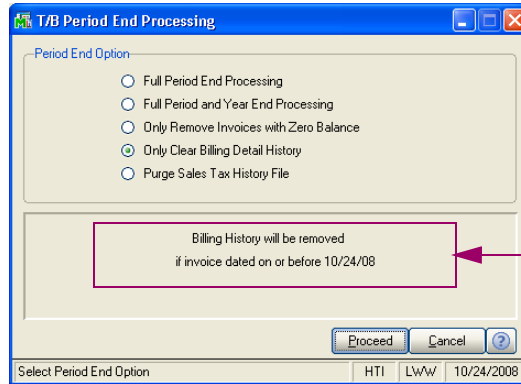
T/B Period End Processing Window - Clear Billing Detail History

2 Click **Proceed**. The following window appears.

T/B Period End Processing Window - Clear Billing Detail History

3 Specify the information to include in the **Selection** fields.

   a Select **All** to include the information for all items.

      OR
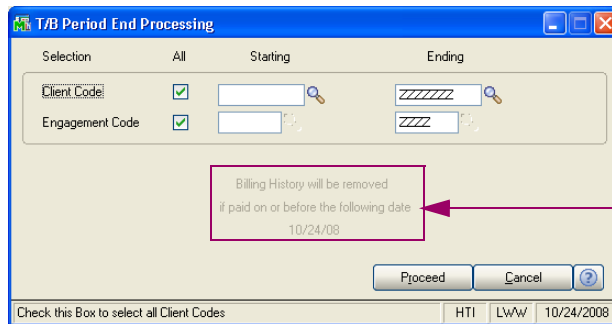
   b Enter a range of items to include in the **Starting** and **Ending** fields.

• Enter the clients to purge in the **Client Code** field.

• Enter the client engagements to purge in the **Engagement Code** field.

> **HINT:** Click the 🔍 button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

4 Click **Proceed** to continue. The system clears old billing history from Time and Billing.

Purge Sales Tax History File

The Purge Sales Tax History File feature purges all sales tax files on and before the date you specify on the T/B Period End Processing window.

Clear the Sales Tax History

1 From the T/B Period End Processing window, select **Purge Sales Tax History File**. The **Purge Sales Tax History will be purged if dated on or before** Date field appears on the window.
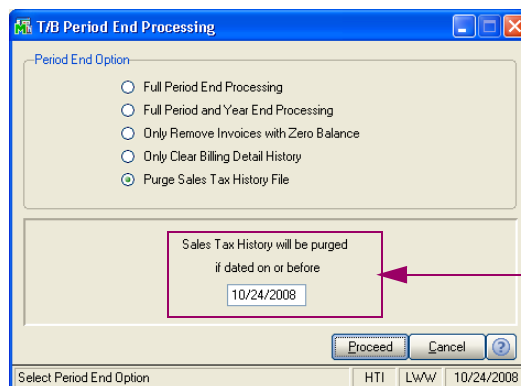
T/B Period End Processing Window - Purge Sales Tax History File

2 Enter the last date to use for purging tax history in the field, and click **Proceed**. The following window appears.
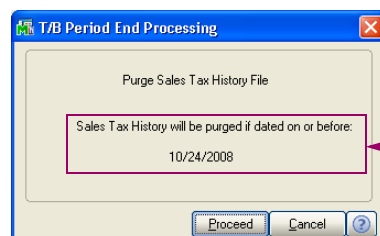
T/B Period End Processing Dialog - Purge Sales Tax History File

3 Click **Proceed** to continue. The system clears old sales tax files from Time and Billing.

Procedural Checklist

The following pages present a step-by-step review of the routine daily, period-end, and year-end Time and Billing activities you will need to perform. Use this information as a checklist to ensure that you have completed all necessary procedures to keep your operation running smoothly.

> ⊘**WARNING:** Backing up your data is an important part of your daily, period end, and year end procedures. For more information on backing up your data, see the *Library Master Online Help* by Sage Software.

Daily Processing Checklist

1_____ Set the Time and Billing accounting date you want to use for today's transactions.

2_____ Make any necessary changes or additions to client information using Client Maintenance (see page 162).

3_____ Enter daily time sheet and expense entries using Time/Expense Entry (see page 198) and Edit Work in Process Entry (see page 265). Print the Time/Expense Journal (see page 204) and Edit Work in Process Journal (see page 269), and update.

4_____ Enter cash receipts or write-offs using Cash Receipts/Write-Off Entry (see page 209). Print the Cash Receipts/Write-Off Journal (see page 216) and update.

5_____ Print the Daily Transaction Register (see page 219) and update to the General Ledger.

6_____ Back up Time and Billing data files. For more information about backing up files, refer to the *Library Master Online Help* by Sage Software.

Bill Processing Checklist

The following activities can be performed on a daily, weekly, or monthly basis, depending upon your normal billing cycle.

1_____ Set the Time and Billing accounting date you want to use to post to the General Ledger.

2_____ Print the Billing Worksheet (see page 224) for clients/engagements to be billed. The worksheet should be reviewed by the responsible partner or employee for any adjustments to be made to the bill amount.

3_____ Select a group of clients/engagements to be billed using Billing Selection (see page 228).

4_____ Select individual clients/engagements using Billing Data Entry (see page 232). You can also use Billing Data Entry to enter write-up/write-down amounts by the client/engagement total, by category, or by individual transactions.

5_____ Print the Billing Selection Register (see page 230) to review the selected clients/engagements before printing invoices.

6_____ Print Client Invoices using the Invoice Printing option (see page 247).

7_____ Print the Billing Register (see page 250) and update.

8_____ Print the Daily Transaction Register (see page 219) and update to the General Ledger.

9_____ Print the Aged Invoice Report (see page 292), Aged Work in Process Report (see page 295), and Accounts Receivables Analysis, as needed.

10_____Print the Productivity Analysis (see page 319), Profitability Analysis (see page 328), and Budget reports (see page 358), as needed.

11____ Perform <u>Transfer Work in Process</u> (see page 253) or <u>Delete Work in Process</u> (see page 256), as needed.

12____ Back up the Time and Billing data files. For more information about backing up files, refer to the *Library Master Online Help* by Sage Software.

Period End Processing Checklist

1____ Back up the Time and Billing files onto a monthly set of backup disks or tapes. For more information about backing up files, refer to the *Library Master Online Help* by Sage Software.

2____ Ensure that all Time/Expense entries, billings, and cash receipts/write-offs have been recorded for the current month.

3____ Print all reports that you require from the <u>Time and Billing Analysis</u> menu (see page 317).

4____ Perform <u>Finance Charge Calculation</u> (see page 377) to apply finance charges to past due customers. Use <u>Finance Charge Entry</u> (see page 379) to make any manual adjustments, print the <u>Finance Charge Journal</u> (see page 381), and update.

5____ <u>Print statements</u> (see page 384) for the appropriate clients.

6____ Print <u>Sales Tax Report</u> (see page 304) as of the appropriate date (monthly, quarterly, etc.), as required by your taxing jurisdiction, and <u>purge</u> (see page 396) from period end.

7____ Select <u>Period End Processing</u> (see page 389) and choose the <u>Full Period End Processing</u> option (see page 389). For the year-end, select <u>Full Period and Year End Processing</u> (see page 391).

8____ Select the reports you want to print for the period end. It is recommended that you print at least the <u>Aged Invoice Report</u> (see page 292). If you have retainer clients/engagements, you should print the <u>Retainer Transaction Report</u> (see page 315).

9____ Complete <u>Period End Processing</u> (see page 389) after all of the selected reports have been printed.

10____ Back up the Time and Billing files using a separate set of disks or tapes. Do not use the set you used to back up the system in step 1.

_____

This concludes the Time and Billing manual.

Accounts Payable Supplement

This supplement gives you a set of instructions and changes to successfully integrate Accounts Payable with the Time and Billing module. This appendix does not replace the instructions provided in your *Accounts Payable Online Help*.

Using Time and Billing with Accounts Payable

Use the Accounts Payable module to post expenses for specific clients/engagements as you process your Accounts Payable invoices. When integrated with the Time and Billing module, the Accounts Payable module activates the following features:

A During Invoice Data Entry (see page 401) and Manual Check Entry (see page 403), you can enter expenses per employee, client/engagement, and work code. You can also enter extended comments per line. New employees, clients, engagements, and work codes can be created while entering data in Accounts Payable, speeding the data entry process. You can also maintain employees, clients, engagements, and work codes.

B The Invoice Register (see page 402) and the Manual Check Register (see page 404) provide information related to any Time and Billing distribution, including clients, engagements, employees, work codes, and General Ledger line accounts.

C Data from the Invoice Register and the Manual Check Register is posted automatically to the Time and Billing files after they are printed.

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of the Time and Billing Options window (see page 93), the General Ledger work in process account and the work in process offset account are posted with the billable expense amounts.

Accounts Payable Options

The first task in integrating Accounts Payable with the Time and Billing module is to respond to the integration option in the Accounts Payable Options feature.

Integration Restrictions

You cannot integrate the Accounts Payable module with both the Time and Billing and Job Cost modules.

Integrate Time and Billing with Accounts Payable

1 Install Time and Billing and define the files.

2 Install Accounts Payable and define the files.

3 Select **Accounts Payable Options** from the Accounts Payable module's **Setup** menu.

Accounts Payable Options Window - Main Tab

4 Select the **Time and Billing** check box in the **Integrate with** section.

5 If you select the **Integrate with Time and Billing** check box before setting up the Time and Billing files, the **Must Setup Time and Billing First** dialog box appears. Click **OK** to continue, which automatically clears the check box.

6 Click **Accept** to verify the information displayed.

Invoice Data Entry

When Accounts Payable is integrated with the Time and Billing module, you can use the Invoice Data Entry option to enter expenses for specific clients/engagements.

A/P Invoice Data Entry Window - Header Tab

A/P Invoice Data Entry Window - Lines Tab

You can enter the employee, client/engagement, and work code for each distribution line. You can also enter extended comments for each line. New employees, clients, engagements, and work codes can be created while entering data in Accounts Payable, speeding the data entry process.

Invoice Distribution

You can distribute an invoice to any number of employees and clients/engagements. You can also distribute the invoice directly to General Ledger expense accounts without posting to the Time and Billing Work in Process accounts.

Invoice Register/Update

The Invoice Register provides a detailed audit trail of all invoices entered using Invoice Data Entry. Invoices with Time and Billing distributions include the employee, client/engagement, work code, and General Ledger account information. Such invoices post automatically to the Time and Billing files after the register is printed.

Accounts Payable Invoice Register Window

Time and Billing Updates

During the Invoice update, Time and Billing transactions update to the Work in Process files, and period-to-date, year-to-date, and future information updates to the permanent files. If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of the Time and Billing Options window (see page 93), the client/engagement work in process balance updates to the General Ledger.

> ☑ **SPECIAL NOTE:** The Invoice Register CANNOT be updated when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232), Billing Selection (see page 228), and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), or Manual Check Register update (see page 404).

The expense amounts posted to the Time and Billing Work in Process files and the Accounts Payable files are the same, with the exception of distributions using work code rate method F. These distributions post the base expense amount to the Accounts Payable files and the marked-up amount (the base amount plus the markup) to the Time and Billing files.

Manual Check Entry

When Accounts Payable is integrated with the Time and Billing module, you can use Manual Check Entry to enter expenses for specific clients/engagements when paying not-on-file invoices. You can enter the employee, client/engagement, and work code for each distribution line. You can also enter extended comments for each line. You can enter new employees, clients, engagements, and work codes speeding the data entry.

Manual Check Entry Window Header Tab

Lines Tab

Time and Billing Distribution Window

Invoice Distribution

You can distribute a not-on-file invoice to any number of employees and clients/engagements. You can also distribute the invoice directly to General Ledger expense accounts without posting to the Time and Billing Work in Process files.

For more information on the Time and Billing Distribution, see the *Time and Billing online help*.

Manual Check Register/Update

The Manual Check Register provides a detailed audit trail of all not-on-file invoices with Time and Billing distributions entered using Manual Check Entry. Not-on-file invoices with Time and Billing distributions appear with the employee, client/engagement, work code, and General Ledger account information. The manual checks with Time and Billing distributions post automatically to the Time and Billing files after the register is printed.

Manual Check Register Window

Manual Check Register

Time and Billing Updates

During the Manual Check update, Time and Billing transactions update to the Work in Process files, and period-to-date, year-to-date, and future information updates to the permanent files. If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of the Time and Billing Options window (see page 93), the client/engagement work in process balance updates to the General Ledger.

> ☑**SPECIAL NOTE:** The Manual Check Register be updated when any of the following options are in progress: the Time/Expense Journal update (see page 204), Billing Data Entry (see page 232), Billing Selection (see page 228), and Billing Register update (see page 250), Transfer Work in Process (see page 253) and Audit Report update, Delete Work in Process (see page 256) and Register update, Edit Work in Process Selection (see page 260) and Register update, Edit Work in Process Journal update (see page 269), or Invoice Register update (see page 404).

The expense amounts posted to the Time and Billing Work in Process files and the Accounts Payable files are the same, with the exception of distributions using work code rate method F. These distributions post the base expense amount to the Accounts Payable files and the marked-up amount (the base amount plus the markup) to the Time and Billing files.

For more information about the Accounts Payable module, see the *Accounts Payable Online Help* by Sage Software.

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This concludes Appendix A.

Aging Category

Use this method for classifying accounts by the time elapsed after the date of billing or the due date. You can define four categories. If invoices are aged by days, the number of days in each aging category is user-definable. If invoices are aged by months, the system defaults to one-, two-, three-, and four-month categories.

Audit Report

Use this report to verify the accuracy of information entered into the computer. Audit reports are usually required before a file update is permitted.

Balance Forward Billing

A billing method in which only current period activity is retained in detail. All outstanding activity from the prior period is summarized into a single balance forward amount.

Bank Code

Use this one-character alphanumeric code to identify each bank account set up in the system. You can associate each bank code with a separate description, General Ledger cash account number, and bank account number.

Batch

A collection of related data items entered at one time. Typically, a register is printed listing all entries of a batch prior to updating the permanent files.

Bill Type

You assign one of four types of bill type when you create a category in Category Maintenance that determines the manner in which the category of work is billed. The bill type for a category code can be billable, non-billable, billable expense, or non-billable expense.

Billing Format Code

Use this alphabetical code to identify a specific billing format for printing invoices. You can maintain up to 26 different billing formats on the system including seven predefined formats (billing format codes A through G). Billing format codes are used system-wide and are not company specific.

Billing Rate

The amount charged per hour or per unit to the client for the services of an employee or for the completion of a particular task. You can establish billing rates for employees, work codes, or clients.

Billing Rate Code

Use this numeric code (0-9) to identify the billing rate assigned to an employee for one or more specific tasks. You can assign each employee up to 10 billing rates.

Category Code

Use this alphanumeric code to group related work codes for sorting and summarizing work code information. Category codes are also used to classify work codes as billable, non-billable, billable expense, or non-billable expense, based on the bill type assigned to the category when you created it.

Client Code

Use this alphanumeric code to identify the party for whom work is being performed. You can change the term "client" in Time and Billing Options to suit the terminology used by your business.

Client Referral

Enter this client code or person's name in Client Maintenance indicating who referred a client to your firm. You can print the Client Referral Listing to review referral sources for your business. If **PRSP** is entered in the **Client Type** field for a prospective client, you can use the Client Referral Listing to list only prospective clients.

Compressed Printing

A capability provided by some 80-column printers, which allows reports formatted for a 132-character column width to be compacted and printed on an 8-1/2" X 11" page.

Custom Bill Rate

Assign this unique billing rate to a specific employee working for a specific client or on a specific engagement. The rates are established on the Custom Bill Rate Maintenance window in Client Maintenance. Custom billing rates can also be assigned to employee levels.

Detail Data Item

Use this data item in Billing Format Maintenance to designate work in process detail information to be printed within the fees or expenses section of an invoice.

Employee Code

Use this alphanumeric code to identify an employee for whom you want to track billing rate and history information.

Employee Level

Use this predefined code (0-9) to identify how an employee's work should be billed. You can assign levels by position (for example, manager or director) or by the type of work being performed by an employee (for example, one level for construction and another level for maintenance work).

Engagement Code

Use this alphanumeric code to identify and track separate work activities for a single client. You can assign each engagement code assigned a different fee arrangement, billing rate, billing format, budgets, and employees. You can change the term "engagement" in Time and Billing Options to suit the terminology used by your business.

Extended Comment

You enter a comment during Time/Expense Entry, Edit Work in Process Entry, or Billing Data Entry, which is more than 30 characters in length. You can edit the text in the Extended Comment window using the text editing functions in your *Library Master Online Help*.

Fee Arrangement

Use this method for determining how a particular client or engagement is billed, and how the work in process (unbilled fees and expenses) is relieved. Fee arrangements can be fixed, non-billable, progress, retainer, standard, or not to exceed. You assign fee arrangements to each client/engagement using the Billing tab in Client Maintenance.

Header Data Item

Use this data item in Billing Format Maintenance to designate information to be printed on each page of an invoice (for example, company name, address, and engagement information).

Header/Total Data Item

Use this data item in Billing Format Maintenance to designate Client/Engagement Master file information and to print applicable totals information on each page of an invoice or in the Totals section of an invoice.

Label Form Code

Use this alphanumeric code identifying a specific format contained in the Forms file for printing labels. You must assign each format on file its own Label Form Code.

Marker Data Item

Use this data item in Billing Format Maintenance to designate where a specific section begins and ends on an invoice form.

Open Item Billing

Use this billing method to retain all invoice information in detail, and to apply cash receipts and write-offs to specific invoices.

Progress Bill Balance

A balance of total progress bill amounts maintained for the client/engagement. The progress bill balance is updated after the Billing Register is printed.

Progress Billing

Use this billing method to bill a client/engagement on a progressive basis, without relieving work in process. Each billing cycle, the client is billed automatically for the progress bill amount established on the Billing tab in Client Maintenance. When the engagement is completed, a final bill is processed to relieve work in process and to bill the outstanding balance.

Prospect Client

A prospective client indicated by the entry of **PRSP** in the **Client Type** field in Client Maintenance. You can make Time/Expense and Edit Work in Process entries for prospective clients. You can print this type of client only on the Client Listing**,** Client Mailing Labels**,** Client Memos, and Client Referral Listing.

Rate Method

Enter this code in Work Code Maintenance to determine which of the many possible bill rates is charged for an activity. You can determine the rate charged by these methods: a specific amount established for a work code; various levels/rates established for an employee; a custom rate established for a client; or a fixed rate.

Retainer Applied

An amount entered during Billing Data Entry that is less than or equal to the retainer balance for a client/engagement using the retainer fee arrangement. The retainer applied is deducted from the billed work in process total amount to calculate the bill amount for the invoice.

Retainer Balance

The total retainer payments received but not yet applied against billings. When you record retainer payments using Cash Receipts/Write-Off Entry, the retainer balance is increased. As retainers are applied during Billing Data Entry, the retainer balance is decreased.

Retainer Billing

Use this billing method to specify a retainer amount to be billed during each billing cycle. Clients/engagements using the retainer fee arrangement can apply prepaid retainer balances against current billings to reduce the amount due for a given period.

Sort Field

A maximum ten-character code, set up for each client in the Client Master file, which provides an alternate means of sorting Accounts Receivable reports.

Standard Comment

Any commonly-used phrase, description, or comment entered during Time/Expense Entry, Edit Work in Process Entry, or Billing Data Entry, which can be printed on invoices.

Subtotal Data Item

Use this data item in Billing Format Maintenance to designate category and invoice totals for fees and expenses to be printed in the Fees or Expenses section of an invoice.

System Options

You enter this information during an application's startup process. Use this information to define specific operations of an application, meeting the individual needs of the business.

Uncollected Retainer

The total retainer amount billed but not yet received. As retainers are billed, the uncollected retainer is increased. As retainer payments are recorded using Cash Receipts/Write-Off Entry, the uncollected retainer is reduced.

User Code

Use this alphanumeric code to identify which modules a particular user can access. In the Time and Billing module, you can print the Time/Expense Journal and Edit Work in Process Journal by user code to track user activity within the Time/Expense Entry and Edit Work in Process Entry functions. For additional information about user codes, refer to your *Library Master Online Help*.

Work Code

Use this alphanumeric code to identify each type of service, work, and expense that you want to track for billing and reporting purposes. The term "work code" can be changed in Time and Billing Options to suit the terminology used by your business.

Write-Down

A reduction of the balance of an asset by charging an expense or loss account, due to the diminished value of the asset. Use write-downs to reduce the bill amount by adjusting the work in process during billing. You can enter write-downs for the client/engagement total, for the category total, and for individual transactions.

Write-Off

The reduction of a client's invoice(s), as in the case of bankruptcy. Use write-offs to reduce receivables after billing and updating.

Write-Up

The increase in the book value of an asset not due to a cash payment or other asset. Use write-ups to increase the bill amount by adjusting the work in process during billing. You can enter write-ups for the client/engagement total, for the category total, and for individual transactions.

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