

# Welcome to the Time & Billing Professional Version 4.20 Manual

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How To Use This Guide

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# How to Use This Guide



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This manual was written for Time and Billing Professional version 4.20. It was last updated on 11/20/07.

## New Features for Time and Billing Professional Version 4.20

The 4.20 version of Time and Billing Professional has been enhanced with the following new features.

### New Ability to Limit Invoices to Current Engagement

The new ability to [limit invoices to current engagements](#) (see page 161) has been added to the [Client Maintenance](#) (see page 144) and [Client Inquiry](#) (see page 164) features of Time and Billing Professional.

In Client Maintenance and Client Inquiry, the **Invoices** tab lists all invoices for the client, regardless of what engagements are on the invoice. During the search execution, the selection of the **Current Engagement Only** option available on the AR Invoice Search window allows you to limit that list to the invoices that have the current engagement.

### New Support of Paperless Office Registers and Journals

The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018).

For detailed information, see *Paperless Office: Journals and Registers* at <http://www.sagesoftware.com/mas90/extendedsolutions>.

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.

After the document has been printed in PDF, it will be presented to you via a PDF reader window. If the document has a password associated with it, then you will be prompted for it. In most cases, a journal and all supported documents will be created in one PDF file.

The Paperless Office Support is implemented for the following documents:

- [Time/Expense Journal](#) (see page 173)
- [Billing Selection Register](#) (see page 189)
- [Billing Register](#) (see page 219)
- [Delete Work in Process Register](#) (see page 226)
- [Edit Work in Process Selection Register](#) (see page 230)
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## Introduction

### 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 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, MICR Encoded Laser Checks, Multi-Bin® 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.

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 Professional

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

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

The Time and Billing Professional module integrates with other Sage MAS 90 or 200 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 Professional module:

- [Accounts Receivable](#) (see page 14)
- [Accounts Payable](#) (see page 14)
- [General Ledger](#) (see page 14)

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



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## Accounts Receivable

You **must** integrate the Time and Billing Professional with the Accounts Receivable module. The Time and Billing Professional module integrates with Accounts Receivable for the following key areas of billing:

- Billing Data Entry
- Credit Memo Entry
- Open Item versus Balance Forward Billing

## Accounts Payable

Use the Accounts Payable module to post reimbursable fees and expenses directly into the Time and Billing Professional 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 Professional. If you select the **Post Work in Process to General Ledger** check box on the Additional tab of Time and Billing Professional Options, 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 Professional files after they are printed. However, if the Time and Billing Professional Billing Data Entry or Billing Selection features are processing, you will not be able to update the Accounts Payable expense entries.

## General Ledger

The General Ledger module is the key to integrating all financial information from the Time and Billing Professional 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 Professional are posted directly to the General Ledger following the printing and updating of the Daily Transaction Register. 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 Professional 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 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 Professional period end processing.



When the General Ledger is installed Time and Billing Professional is automatically integrated with it, unless you clear the **Integrate Time and Billing Professional with General Ledger** check box on the Additional tab of Time and Billing Professional Options window.

If this check box is clear, Time and Billing Professional 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 Professional will post the journal entries to the General Ledger Detail Posting file.

## Using the Time and Billing Professional Manual

This manual provides the information necessary for setting up and operating your Time and Billing Professional module. Use the Time and Billing Professional 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 Professional. The following table describes the chapters available in this manual.




Chapter	Description
<a href="#">Chapter 2: Time and Billing Professional Concepts</a>	This chapter explains different concepts you need to know about using your Time and Billing Professional system.
<a href="#">Chapter 3: Installing the Time and Billing Professional Module</a>	This chapter details the installation procedures for Time and Billing Professional.
<a href="#">Chapter 4: Migrating Data from the Time and Billing Module</a>	This chapter is for companies that currently use the Time and Billing module and want to migrate to the Time and Billing Professional module.
<a href="#">Chapter 5: Navigating in Time and Billing Professional</a>	This chapter describes the basic features available in the Time and Billing Professional module.
<a href="#">Chapter 6: Using the Setup Menu</a>	This chapter describes how to enter the basic information required to use the Time and Billing Professional module. This chapter includes setting general options for the module.
<a href="#">Chapter 7: Using the Main Menu</a>	This chapter details how to create clients for Time and Billing Professional data and how to create time entries for employees.
<a href="#">Chapter 8: Using the Billing Menu</a>	This chapter details how to setup billing invoices based on data available in Time and Billing Professional.
<a href="#">Chapter 9: Using the Reports Menu</a>	This chapter details how to print reports based on information available in the Time and Billing Professional module.



Chapter	Description
<a href="#">Chapter 10: Using the Analysis Menu</a>	This chapter details how create analysis reports based on information available in the Time and Billing Professional module.
<a href="#">Chapter 11: Using the Period End Menu</a>	This chapter details the steps required for period-end processing. This chapter includes period and year-end processing, clearing billing history, and purging terminated employees.
<a href="#">Chapter 12: Integration with Sage MAS 90 or 200</a>	This chapter describes the changes to the modules when integrated with Time and Billing Professional.

## Graphic Conventions

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

Graphic	Description
	The <b>Note</b> symbol is followed by additional information about a topic.
	The <b>Helpful Hint</b> symbol is located in the left margin and contains additional information about an option.
	The <b>Warning</b> 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
<b>Field font</b>	Indicates a field name, list box name, options in a list, column name, or check box.
<i>Italic font</i>	Indicates directory names or references to other manuals.

## Getting Additional Help

This module contains online manuals, online help, and technical support.

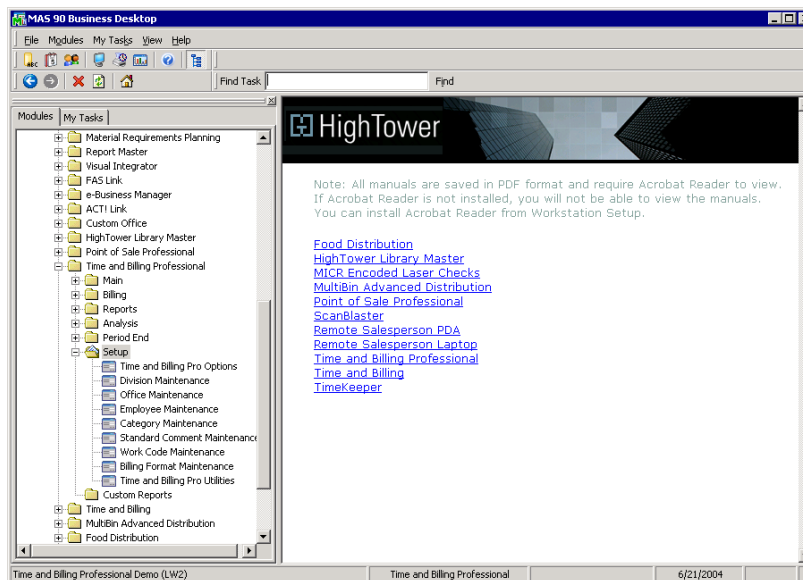
## Getting Additional Copies of the Manual

The Time and Billing Professional manual is available when you install the module.



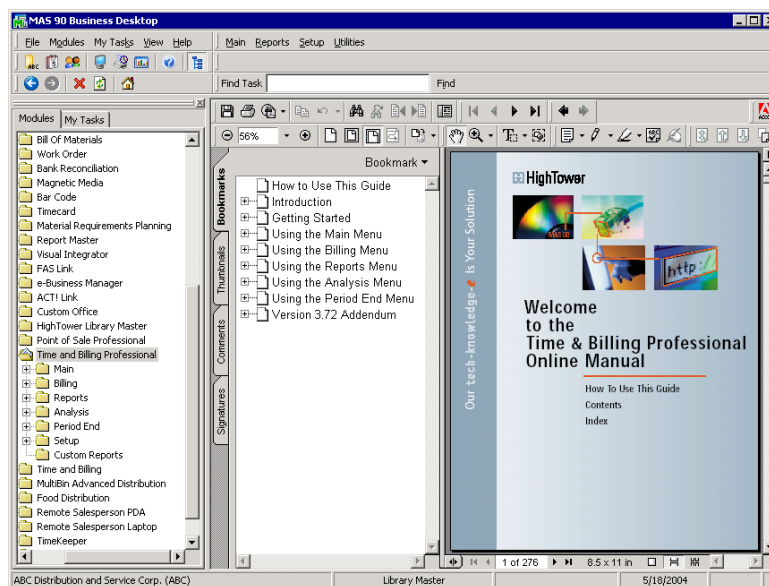
## Open the Time and Billing Professional Online Manual

- 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

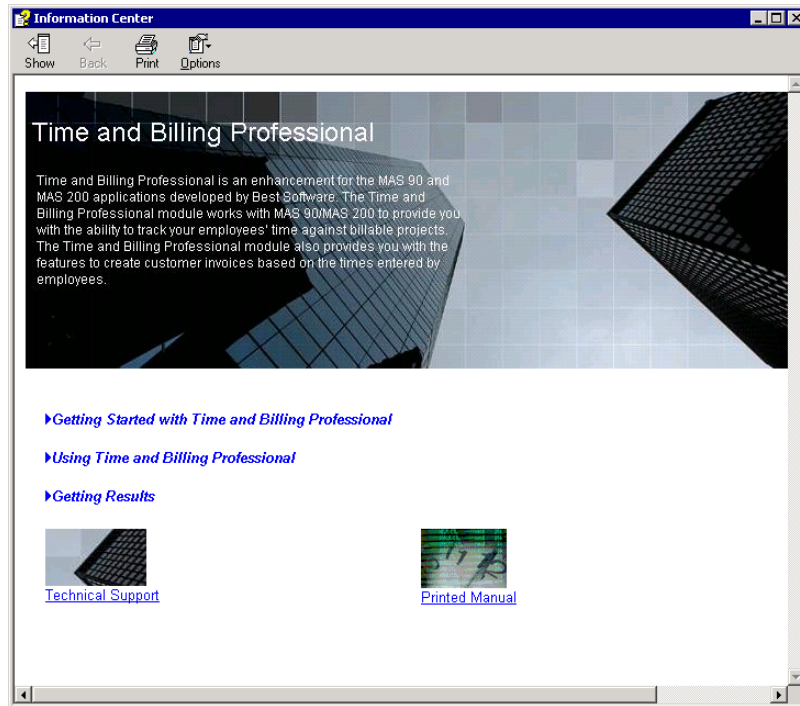
- 2 Click the **Time and Billing Professional** link. This manual will appear in PDF format.



Online Manual


## Using the Time and Billing Professional Online Help

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



Online Help

### Open the 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.



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## Support Services

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

- Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, consult the Time and Billing Professional website ([www.timeandbilling-software.com](http://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 Professional website ([www.timeandbilling-software.com](http://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: 847.674.0544
- E-mail: [helpdesk@hightowerinc.com](mailto:helpdesk@hightowerinc.com)

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



# Time and Billing Professional Concepts

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

## Data You Need

Before starting the Time and Billing Professional module, the Accounts Receivable module must be activated and set up. This includes A/R Divisions (if activated) and at least one salesperson (if activated). The following Accounts Receivable information must be 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 to be processed

## Client Numbering Methods

Use the Time and Billing Professional module to assign up to seven characters to identify each client. You can use numbers, letters, or a combination of both. If the **Accounts Receivable Division** check box is selected on the Accounts Receivable Options window, the division number must precede the customer number.

If you use only numbers for the client code, the Time and Billing Professional 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.

Since client codes identify Time and Billing Professional 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 key pad 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 Professional 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).

When selecting your numbering method, remember that most Time and Billing Professional 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.

## Explanation of General Ledger Postings

The Time and Billing Professional 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.

Regardless of whether you have the General Ledger module installed, Time and Billing Professional posts journal entries to the [Daily Transaction Register](#) (see page 177) 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 to make journal entries to your manual General Ledger.



## Time/Expense Entry Data Posting to General Ledger

You use the [Time/Expense Entry](#) (see page 168) feature to record all unbilled fees and expenses.

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80), the balance of the unbilled fees and expenses recorded is posted to the Work in Process account and Work in Process offset account. If this check box is cleared, 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		<u>100.00</u>
		100.00	100.00

## Edit Work in Process Selection Data Posting to General Ledger

Use the [Edit Work in Process Selection](#) feature (see page 228) 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 Professional Options](#) (see page 80) the posting will be made. If this check box is clear, no General Ledger postings will be made.

A General Ledger posting for a \$250.00 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	250.00	
	Work in Process		<u>250.00</u>
		250.00	250.00

## Edit Work in Process Entry Data Posting to General Ledger

Use the [Edit Work in Process Entry](#) feature (see page 231) to edit, delete, and add Work in Process transactions previously selected during [Edit Work in Process Selection](#) (see page 228).

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80), the posting will be made. If this check box is cleared, no General Ledger postings will be made.



## Chapter 2

During Edit Work in Process Entry, 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	<u>      </u>	<u>300.00</u>
		300.00	300.00

### Delete Work in Process Data Posting to General Ledger

Use the [Delete Work in Process](#) (see page 224) feature to remove unbilled fees and expenses entered during [Time/Expense Entry](#) (see page 168) or [Edit Work in Process Entry](#) (see page 231).

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80), 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 cleared, 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	<u>      </u>	<u>100.00</u>
		100.00	100.00

### 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 Professional module.

Invoices can be distributed directly to General Ledger expense accounts without posting to the Time and Billing Professional Work in Process accounts if **Post Work in Process to General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80) is cleared.

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	<u>      </u>	<u>800.00</u>
		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 Professional Options](#) (see page 80), 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		<u>800.00</u>
		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](#) (see current page) and [category codes](#) (see page 25).

### 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 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



Work Code	Description	Work Code	Description
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 defined using three alphanumeric characters, and as with work codes, it is recommended that you define your category codes using abbreviated codes 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	



Category Code	Work Code	Description	Bill Type
	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 Professional Options](#) (see page 80). The terminology used when referring to engagements is also specified in Time and Billing Professional Options.

If the **Multiple Engagements per Client** check box is cleared, 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 on the [T/2 Client Maintenance](#) window (see page 144). The engagement code can be 4 - 20 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 on the [T/2 Client Maintenance](#) window (see page 154) 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 Professional reports](#) (see page 238), 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 4 - 20 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.



## Billing Engagements Separately

- **Employee Maintenance:** You can assign up to ten 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.
- **Billing Data Window (in T/2 Client Maintenance):** 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.
- **Custom Bill Rate Maintenance Window (in T/2 Client Maintenance):** 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 92), you can assign up to ten 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 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



Billing Rate Code	Services Rendered
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



Billing Rate Code	Type of Service or Client/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 99), 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 [T/2 Client Maintenance](#) window (see page 144) 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  $50 \times 1.20$  or \$60.00.

### Assigning Billing Rates by Client/Engagement

Using the [T/2 Client Maintenance](#) window (see page 144), 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 of the [T/2 Client Maintenance](#) window (see page 154), 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.

### Assigning Custom Bill Rates by Client/Engagement

For maximum flexibility in establishing billing rates for fees, you can use the Custom Billing Rate feature on the [T/2 Client Maintenance](#) window (see page 154). 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 Professional 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  C		Billing rate specified for the corresponding rate code (0-9) in the Employee file is used.  Cost per hour in the Employee file is used.
B or N	C		0 - 9  C  W	Rate code in the client/engagement file is used to determine the corresponding billing rate from the Employee file.  Cost per hour in the Employee file is used.  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 Professional 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 Professional Options](#) window (see page 80). This method allows you to use hours or time units when setting up billing rates on the [Employee Maintenance](#) window (see page 92) and the [T/2 Client Maintenance](#) window (see page 144). 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** option on the **Main** tab of the [Time and Billing Professional Options](#) window (see page 80) to define the time unit for billing. Your entry in this field can use 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 cleared, you will not be able to access the **Hours/Units** button on the Rates tab of the [Employee Maintenance](#) window and the Custom Billing Rates Maintenance window in the [T/2 Client Maintenance](#) feature (see page 144).

During [Time/Expense Entry](#) (see page 168) or [Edit Work in Process Entry](#) (see page 231), the billing rate is 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 in Time and Billing Professional Options window 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 **HRS/UNTS** 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 **HRS/UNTS** field in Time/Expense Entry or Edit Work in Process Entry.

During the Time/Expense Entry or Edit Work in Process Entry 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 Professional 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 on the [T/2 Client Maintenance](#) window (see page 154).

### Explanation of Fee Arrangements

To assign different fee arrangements for each engagement for a client, select the **Bill Separate** check box on the **Billing** tab of the T/2 Client Maintenance window. If this check box is cleared, 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 T/2 Client Maintenance is cleared, fees and expenses will be separated on the [Billing Data Entry](#) window (see page 191).
- 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 Professional 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 191), 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 219).

**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 Data window in [T/2 Client Maintenance](#) (see page 144). During [Billing Data Entry](#) (see page 191), 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 T/2 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 T/2 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 T/2 Client Maintenance.

- 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.
- 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 T/2 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 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 Return** 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 191). 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](#)



[Professional Options](#) window (see page 80). 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 in the [T/2 Client Maintenance](#) window (see page 144) and that the retainer balance for the client/engagement is \$2,000.00. If the **Automatically Apply Retainer Balance to Bills** check box on the Billing tab of Time and Billing Professional Options 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 Data window in [T/2 Client Maintenance](#) (see page 144). The bill amount defaults to this progress bill amount. During the [Billing Data Entry](#) update (see page 191), 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 T/2 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 [Billing Data Entry](#) window (see page 191). 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

### Explanation of 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.

The Time and Billing Professional 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 **Billing** tab of the [T/2 Client Maintenance](#) window (see page 154). If your Time and Billing Professional module is integrated with the General Ledger, you can also specify the client retainer General Ledger account in [Time and Billing Professional Options](#) (see page 80).



## Retainer Data Fields

When you use the retainer fee arrangement, certain additional data entry fields are activated on the T/2 Client Maintenance and Billing Data Entry windows, as well as various Time and Billing Professional reports, such as the [Retainer Transaction Report](#) (see page 267). An explanation of these data fields follows:

- **Monthly Retainer:** You activate this field on the T/2 Client Maintenance Billing Data window. 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 T/2 Client Maintenance Billing Data window. 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 the Accounts Receivable Cash Receipts Entry, 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 T/2 Client Maintenance window History tab. This field displays the total retainer payments received but not yet applied against billings. As retainer payments are recorded using the Accounts Receivable Cash Receipts Entry, this amount is increased. As retainers are applied during Billing Data Entry, this amount is reduced.
- **Retainer Applied:** You activate this field on the Billing Data Entry window 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 Professional Options](#) window (see page 80). 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 [T/2 Client Maintenance](#) (see page 144). 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 Accounts Receivable's Cash Receipts Entry window 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 enter **RT** at the **G/L Account** field.



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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 Journal update, 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 Professional Options will be credited with the retainer payment.

The retainer balance and uncollected retainer amounts are printed on the Aged Invoice Report 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 either [Billing Selection](#) (see page 186) or [Billing Data Entry](#) (see page 191), the retainer amount due is automatically set to the monthly retainer amount specified in [T/2 Client Maintenance](#) (see page 144). 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 Professional Options. The **Retainer Applied** field 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 on the **Billing** tab of Time and Billing Professional Options 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 219). 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 173), all transactions entered using the [Time/Expense Entry](#) feature (see page 168) are posted to the Work in Process Detail file and remain there until they are billed during [Billing Data Entry](#). If you selected the **Post Work in Process General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80), the General Ledger Work in Process account is also updated during the Time/Expense Journal Update.

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](#) feature (see page 222); they can be deleted using the [Delete Work in Process](#) feature (see page 224); or they can be edited, added, or deleted using the [Edit Work in Process Selection](#) (see page 228) and [Edit Work in Process Entry](#) (see page 231) features.

#### Transfer Work in Process

The Transfer Work in Process feature 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 feature, the General Ledger Work in Process account balance is not affected.

#### Delete Work in Process

The Delete Work in Process feature is useful in two instances. First, you can use the feature to delete Work in Process transactions which should not have been posted. Second, you can use the program 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 feature 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 224) to verify the selected transactions. The update process which follows the printing of the register will remove the selected transactions from the Work in Process Detail file and update the Time and Billing Professional files as appropriate.

If you selected the **Post Work in Process to General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 80), the General Ledger Work in Process account is relieved of the deleted transaction amounts during the Delete Work in Process Update.

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

### Edit Work in Process Selection

Use the [Edit Work in Process Selection](#) feature (see page 228) 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 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 the [Time and Billing Professional Options](#) window (see page 80), 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 to enter the correct information.

### Edit Work in Process Entry

The [Edit Work in Process Entry](#) feature (see page 231) is used to edit, delete, and add Work in Process transactions previously selected during Edit Work in Process Selection.

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 235) 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 Professional Options](#) (see page 80), the adjusted Work in Process amounts are posted to the appropriate General Ledger accounts.



### 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](#) option (see page 191) and enter the client for whom the invoice is to be corrected.
- 2 Clear the **Print Invoices** check box.
- 3 Enter the original invoice number and the correct invoice date. Change the **Bill Amount** field to **0.00** and update the [Billing Selection Register](#) (see page 189).

### How to Use the Schedule/Budget Feature

The Schedule/Budget feature 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. An activity can be tracked with additional detail by specifying the employee code.

Use the [Schedule/Budget Maintenance](#) option (see page 150) within [T/2 Client Maintenance](#) (see page 144) 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 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](#) (see page 173) or [Edit Work in Process Journal](#) update (see page 235). If the Accounts Payable module is integrated with Time and Billing Professional, expenses can also be updated from the Accounts Payable Invoice Register and Manual Check Register 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.

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 Professional 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.

You can print the Employee Scheduling Report, 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, Employee, Work Code, or Category, 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.

### How to Track Schedule/Budget Information

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 T/2 Client Maintenance 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 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 168) or [Edit Work in Process Entry](#) (see page 231) 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 150), 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 173) and [Edit Work in Process Journal](#) update (see page 235), 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 328), 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 330), 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 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 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 Professional 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 Professional is limited to the accounting period following the current period specified in [Time and Billing Professional Options](#) (see page 80).

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 Professional period defined in Time and Billing Professional 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 Professional 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 Professional module is its ability to accommodate both open item and balance forward billing. This attribute is assigned based on the selection made in the Accounts Receivable module for a specific customer.

#### 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) which affect the balance of each invoice are retained. The transaction detail can be displayed using the History and Invoices tabs of the [Client Maintenance](#) (see page 144) and [Client Inquiry](#) (see page 164) windows.

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.

### 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

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 setting 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 field 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 Professional period beginning date. Any P (Payment) or X (Prepayment) type transactions with a *transaction date* earlier than the Time and Billing Professional 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 Professional 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 Professional Reports

All transaction-oriented Time and Billing Professional reports, such as the Aged Invoice Report, 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 258) for a specified range of dates. You can print the [Aged Work in Process Report](#) (see page 255) 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 Professional Analysis reports](#) (see page 270), such as the [Productivity](#) (see pages 53, 271), [Profitability](#) (see pages 54, 279), [Fee Analysis](#) (see pages 54, 286), [Time Analysis](#) (see pages 55, 293), and [Budget](#) (see pages 56, 303 ) reports provide information for the current Time and Billing Professional period. To obtain billing information for the next accounting period, you must complete [Period End Processing](#) (see page 328) 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 Professional 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 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](#) (see page 271), [Profitability](#) (see page 279), [Fee Analysis](#) (see pages 54, 286), [Time Analysis](#) (see pages 55, 293), and [Budget](#) (see pages 56, 303 ) Reports on the Time and Billing Professional [Analysis menu](#) (see page 270). 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 Time/Expense Entry or Edit Work in Process Entry.
- **Percentage of Billable Hours:** This percentage represents the total Billable hours compared to the total hours.

$$\frac{\text{Billable Hours}}{\text{Total Hours}} \times 100$$

- **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.

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

- **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.

$$\begin{aligned} &\text{Total Employee Cost billed for Billable Fees} \\ &+ \\ &\text{Total Employee Cost billed for Non-Billable Fees} \end{aligned}$$

- **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.

$$\begin{aligned} &\text{Total Expense Cost billed for Billable Fees} \\ &+ \\ &\text{Total Expense Cost billed for Non-Billable Fees} \end{aligned}$$

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

$$\text{Billed Fees} + \text{Billed Expenses}$$

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

$$\text{Employee Cost} + \text{Expense Cost}$$

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

$$\text{Total Billed} - \text{Total Cost}$$

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

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

### 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.

Billed Fees - Fee Write-Up/Down

- **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.

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

- **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 or Edit Work in Process Entry.
- **Non-Bill Hours:** This number represents the total non-billable hours billed.
- **Target Hours:** This number represent the total target hours/time units entered in the History and Target tabs in Employee Maintenance.
- **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.

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



- **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 in T/2 Client Maintenance.
- **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.

$$\text{Total Hours} - \text{Budget Hours}$$

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

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

- **Budget Amount:** This amount represents the budget amount entered during Schedule/Budget Maintenance in T/2 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 or Edit Work in Process Entry.
- **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.

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

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

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

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



# Installing the Time and Billing Professional Module

*Chapter 3: Installing the Time and Billing Professional Module* provides detailed installation instructions, and contains the steps to register the Time and Billing Professional 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](http://www.sagesoftware.com)).

## Pre-installation Instructions

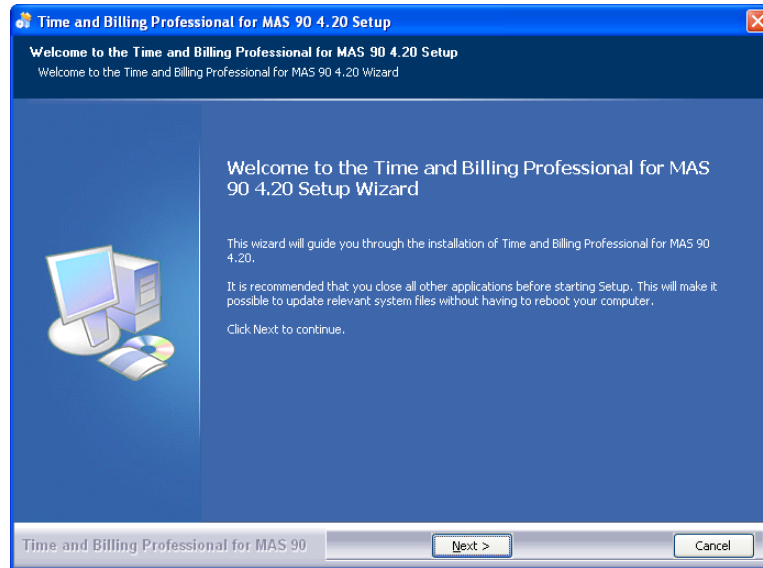
- Before installing the Time and Billing Professional module, you must have Sage MAS 90 or 200 installed on your system. Install the correct version of Sage MAS 90 or 200 that works with the version of Time and Billing Professional. You may be required to upgrade your Sage MAS 90 or 200 system before installing Time and Billing Professional. 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.
- Ensure the Sage MAS 90 or 200 General Ledger, Accounts Payable, and Account Receivable modules are completely installed and configured. See the online documentation provided by Sage Software for full instructions.
- Make sure that all of the following entry files have been updated or cleared BEFORE installing Time and Billing Professional to avoid any data corruption.
  - Accounts Receivable Cash Receipts Entry
  - 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
- If you are upgrading from a previous version of Time and Billing Professional, make sure all Time and Billing Professional 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 Professional installation.

## Installing Time and Billing Professional

Complete the following steps to install the Time and Billing Professional module.

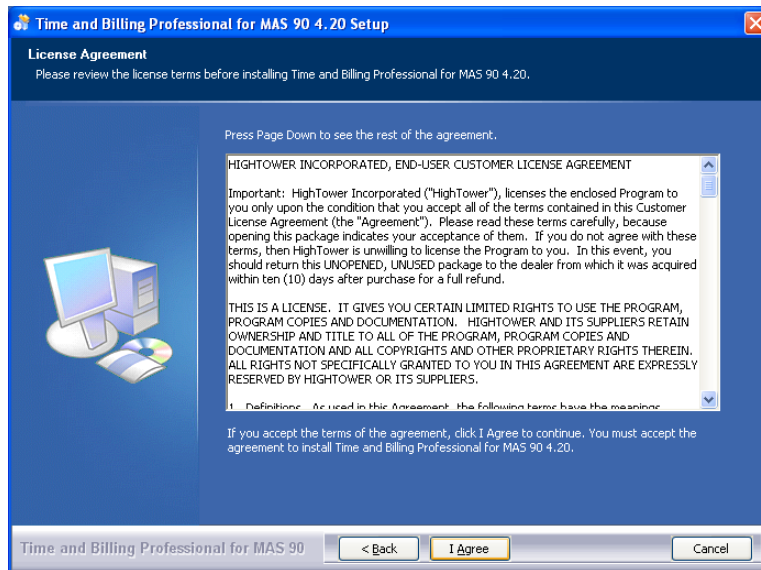


- 1 Close all programs.
- 2 Launch your Time and Billing Professional installation program. The Time and Billing Professional Setup Wizard Welcome window appears.



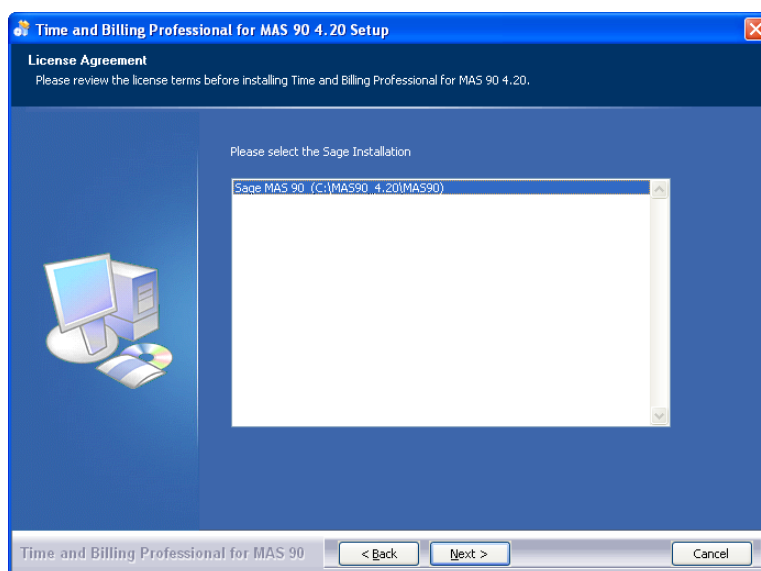
Installation Wizard - Welcome Window

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



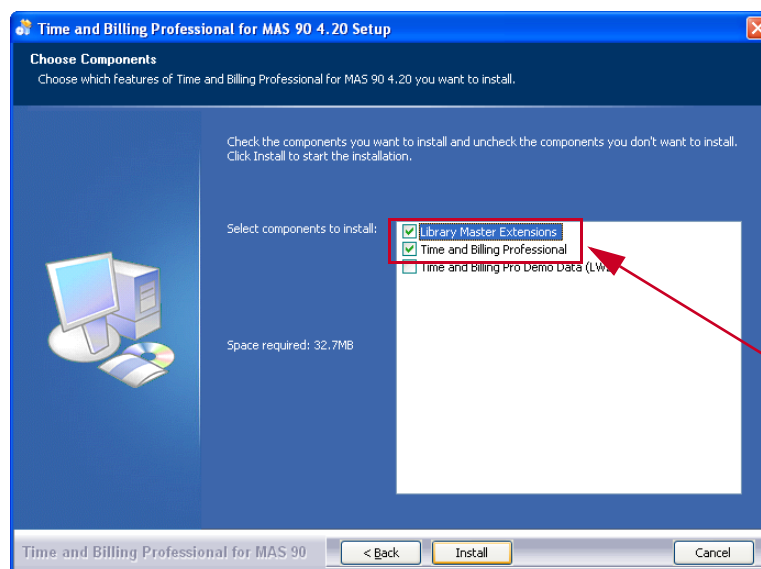
Installation Wizard - License Agreement Window

- 4 Click **I Agree** to accept the agreement. The destination location window appears.



Installation Wizard - Destination Location Window

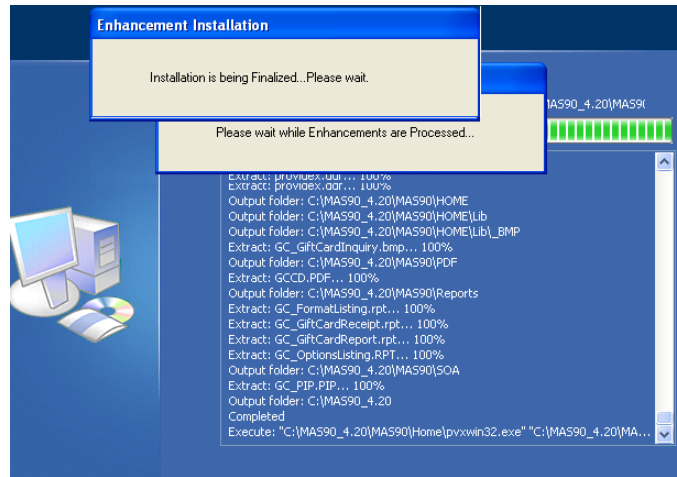
- 5 Select the Sage Installation, and click **Next**. The Choose Components window appears.



Installation Wizard - Enhancement Selection Window

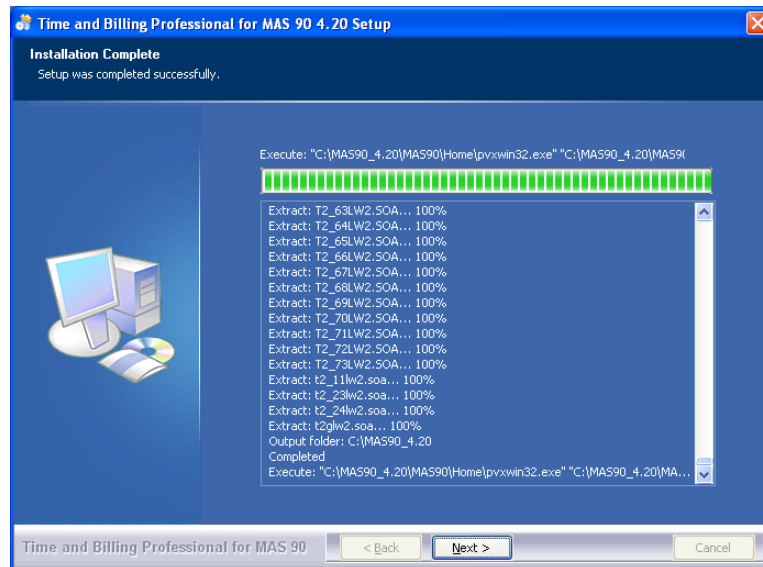
- 6 Select the **Library Master Extensions** and **Time and Billing Professional** options from the list of applications, and click **Install**. This may take a few minutes.

While installing the enhancements, the system displays the following messages.



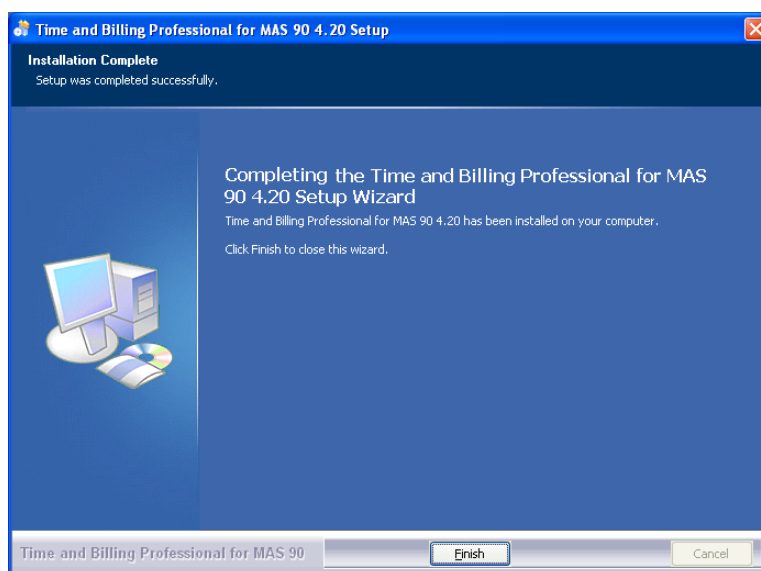
Installation Wizard - Enhancement Installation Messages

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.

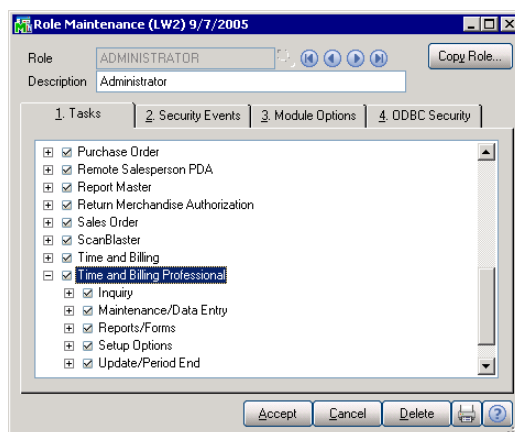
## System Startup

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 Professional for a specific company.

### *Set Up the Time and Billing Professional Module in Role Maintenance*

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

- 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 Check the **Time and Billing Professional** option.
- 4 Click **Accept**.

## Register the Time and Billing Professional Enhancement

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

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

Enhancement	Registered?	Expiration Date
Library Master Extensions	Yes	
MICR Encoded Laser Checks	Yes	
Multi-bin Advanced Distribution	Yes	
Payroll Direct Deposit	Yes	
Point of Sale Professional	Yes	
Professional Retainer Control	Yes	
Remote Salesperson PDA	Yes	
ScanBlaster	Yes	
Time and Billing	Yes	
<b>Time and Billing Professional</b>	<b>Yes</b>	
Timekeeper	Yes	
Remote Licenses = 6		
Register Licenses = 36		

Enhancement Registration Window

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

You can also click the **Via Internet** button 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 for more information.

## 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 the a Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.



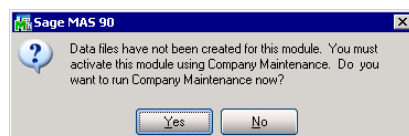
- 1 To run the Client Server Workstation Install, click the **Main** menu of the **Library Master Extensions** module.
- 2 Click the **Client/Server Workstation Install** menu option to display the Client Server Workstation Installation window.
- 3 For each enhancement there are three options that may be selected - **Install**, **Help**, and **Manual**. Select **Install** (the Help and Manual options are not required).
- 4 After the options have been selected, click **Proceed** to install the selected options to the workstation.

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

## Define the Time and Billing Professional Enhancement

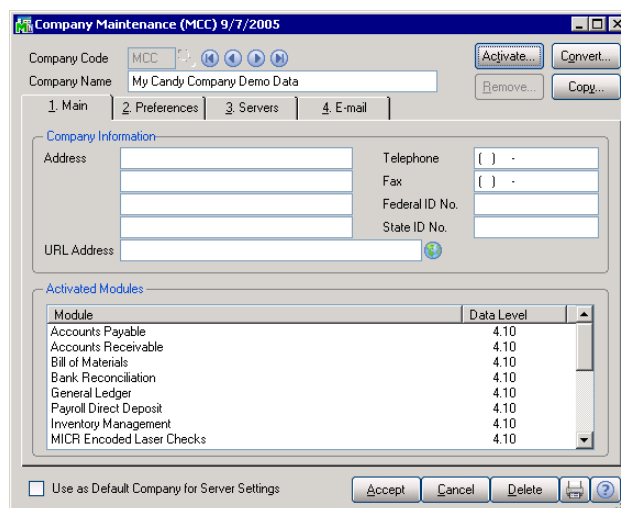
The System Startup occurs when you try to access the Time and Billing Professional module for the first time.

- 1 Select an option from the Time and Billing Professional module. If the application has not been activated, the following dialog box displays.



**Sage MAS 90 Dialog Box**

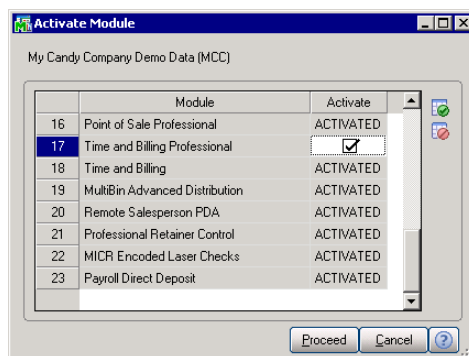
- 2 Click **Yes**. The Company Maintenance window appears.



**Company Maintenance Window**



3 Click the **Activate** button. The Activate Application window appears.



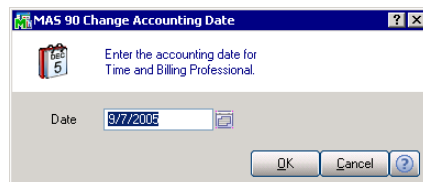
Activate Application Window



**NOTE:** For more information about activating modules, see the *Library Master Module Online Help* by Sage Software.

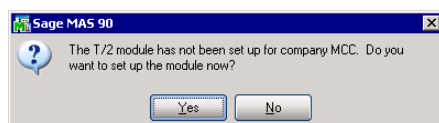
4 Select the **Time and Billing Professional** module, and click **Proceed**.

5 From the Modules menu, click **Time and Billing Professional**. The application displays the Change Date window.



MAS 90 Change Accounting Date Window

6 Click **OK**. You can change the date, but the application defaults to the current accounting date. The following dialog box displays.



Sage MAS 90 Dialog Box

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

When all data files are defined, you automatically advance to options in the Time and Billing Professional Setup menu. See [Chapter 6: Using the Setup Menu](#) (see page 78) for more information about the options in the Setup menu.

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



# Migrating Data from the Time and Billing Module

If your company currently uses the Time and Billing module and is migrating to the Time and Billing Professional module, you must migrate the data from the Time and Billing module to the Time and Billing Professional module. Read all the procedures in *Chapter 4: Migrating Data from the Time and Billing Module* prior to beginning this process to ensure the Time and Billing Professional module has the correct data.



**NOTE:** If you are upgrading to Time and Billing Professional from a time and billing management system other than Sage MAS 90 or 200, contact your reseller for migration procedures.

## Time and Billing Professional Migration Requirements

These are the requirements for migrating data from standard Time and Billing to Time and Billing Professional:



**WARNING:** You **MUST** back up the *entire* Sage MAS 90 or 200 directory before migrating data from the Time and Billing module to the Time and Billing Professional module. The Time and Billing Professional Data Migration utility makes permanent changes to the Accounts Receivable and Accounts Payable modules.

- Accounts Receivable and Time and Billing Professional must be activated for your company.
- Accounts Receivable must be converted to the current level.
- Time and Billing does not have to be upgraded to the new Time and Billing Professional level.

For example, if you are running Time and Billing 3.71 and want to convert to Time and Billing Professional 3.72, you will not have to install Time and Billing 3.72 before updating to Time and Billing Professional 3.72. This utility will internally convert the data and migrate it in the proper format. If you choose to continue running the original Time and Billing module, it will be necessary to upgrade to the current level to continue processing.

- Accounts Receivable must be set up with divisions if the **Accounts Receivable Divisions** check box is selected in Accounts Receivable Options, and with at least one salesperson if **Salesperson Commission Reporting** check box is selected.
- Free disk space - You need at least two times the size of your current Time and Billing system as free disk space. In addition, the migration makes copies of certain Accounts Receivable files. There should be enough space to accommodate these files.



### What Gets Migrated

The utility will migrate all Time and Billing data including client/engagement information and history, work in process transactions, existing open invoices and history, and reporting/analysis data.

### What Does Not Get Migrated

Invoice forms (graphical and non-graphical), Time and Billing Sales Tax Account Maintenance, and in-progress data entries are not migrated. These will have to be set up manually in Time and Billing Professional.

## Migration Procedures

Copy your entire Sage MAS 90 or 200 directory BEFORE you begin this process. You can exit the migration at any time. The settings will be retained for a later time. You can also print out the mappings. The utility will check to see if the Time and Billing Professional system is already active and will not start the migration if it is.



**WARNING:** Credit memos cannot be created for invoices entered through Time and Billing and migrated to Time and Billing Professional. Time and Billing does not maintain enough history detail in order to create the credit memo.

### How the Migration Works

If Time and Billing is in a prior level of Sage MAS 90 or 200, the utility will copy the entire Time and Billing system for the company to a work directory (for example, TBLWW will be copied to TBLWW\_T2) and convert the data to the current level.

If Accounts Receivable and Accounts Payable were integrated with Time and Billing, the following Accounts Receivable and Accounts Payable files are affected by the migration:

AR1, AR3, AR4, AR5, AR6, ARN, ARV, AR\_12, AR\_16, AR\_17, and AP\_13.

The utility first makes a copy of these files by adding a .HTI extension to the name of the files. It then modifies the new files. At the end of the process, the migration utility renames the original files from .SOA to .T2 and the work files from .HTI to .SOA.

### Accessing the Time and Billing Migration to Professional Window

The Time and Billing Migration to Professional window is a mapping feature that maps Time and Billing data to Time and Billing Professional. You can access this window from the Run menu or by accessing Time and Billing Professional for the first time.

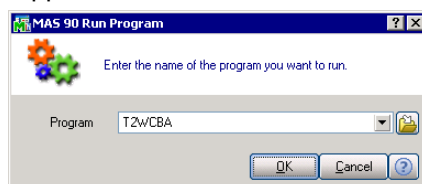


**WARNING:** You MUST back up the *entire* Sage MAS 90 or 200 directory before migrating data from the Time and Billing module to the Time and Billing Professional module.



### *Open the Time and Billing Migration to Professional Window from the Run Menu*

- 1 Ensure you have a copy of your entire Sage MAS 90 or 200 directory.
- 2 From the Sage MAS 90 or 200 **File** menu, select **Run**. The Run window appears.

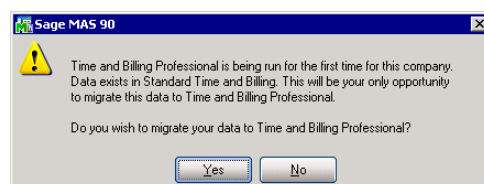


MAS 90 Run Program Window

- 3 Enter **T2WCBA** in the **Program Name** field, and click **OK**. The Time and Billing Migration to Professional window appears.

### *Open the Time and Billing Migration to Professional Window from the Time and Billing Professional*

- 1 Ensure you have a copy of your entire Sage MAS 90 or 200 directory.
- 2 Access an option from the Time and Billing Professional module. When you try to open a window from the Time and Billing Professional module for the first time, the following warning appears.



Sage MAS 90 Dialog

- 3 Click **Yes** to start the Time and Billing Professional Data Migration Utility.

If you click **No**, the standard System Startup process begins.

### **Using the Time and Billing Migration to Professional Window**

The Time and Billing Professional Data Migration Utility allows you to map Time and Billing clients to existing customers in Accounts Receivable, or create new customers. Once all Time and Billing clients are mapped properly, the utility can migrate Time and Billing data to Time and Billing Professional and Accounts Receivable.



## Migrate Time and Billing Data to Time and Billing Professional

Time and Billing Migration to Professional Data Window

- 1 Review the current options being migrated from the **Current Options** section. The current options CANNOT be changed from this window.
  - The **Accounts Receivable Divisions** field indicates whether Accounts Receivable is set up to use divisions. This field is set up in Accounts Receivable Options and CANNOT be changed during migration.
  - The **Multiple Engagements per Client** field indicates whether Time and Billing is set up for multiple engagements. This field is set up in Accounts Receivable Options and CANNOT be changed during migration.
- 2 Set the length of fields in the **Migration Settings** section.
  - a Set the maximum length for engagement codes in Time and Billing Professional (4 - 20 characters) in the **Engagement Code Length** field. Time and Billing engagement codes will be converted to the new format.  
  
For example, for an engagement length of 15, code **0123** will become **0000000000000123**.
  - b Set the terms for open invoices that will be migrated to Time and Billing Professional in the **Existing T/B Invoice Terms** field.
- 3 Set the defaults for new customers in the **New Customer Defaults** section.
  - a Select the default division for new customers created in Accounts Receivable in the **Division** field. The division is required to create a new customer. Any existing division may be used in the mapping.
  - b Select the default salesperson for new customers created in Accounts Receivable in the **Salesperson** field.



- c Select the default terms for new customers created in Accounts Receivable in the **Terms Code** field.
  - d Select the default sales code for new customers created in Accounts Receivable in the **Sales Code** field.
  - e Select the default payment type for new customers created in Accounts Receivable in the **Dflt Pymt Type** field.
  - f Enter default comments for new customers created in Accounts Receivable in the **Comment** field.
  - g Click **All new Clients** button to set all the mappings to new customers and to use the defaults for customer codes and salesperson codes.
- 4 Set and review the mappings for existing Time and Billing customers in the grid section.
- a The **T/B Client** column contains all the clients that exist in the TB1 file (Time and Billing Client Masterfile).
  - b Check **New** to map the client as a new Accounts Receivable customer (customer is to be created during the migration).

**OR**

Clear the field to map the customer as an existing Accounts Receivable customer.

- c Select the Accounts Receivable customer to which the Time and Billing client will be mapped from the **A/R Customer** field.
- When the **New** field is marked, the default division will be combined with the client code to create the new Accounts Receivable customer. This field can be modified to any code desired as long as it uses an existing division (if divisions are enabled) and the code does not already exist in Accounts Receivable.
- If the **New** field is not checked, an existing Accounts Receivable customer must be entered.
- d Select the salesperson for the customer from the **Salesrep** field.
- If the mapping is for a new customer, the **Salesrep** field will default to the salesperson set in the **Default Salesperson** field. This field can contain any existing Accounts Receivable salesperson for the division assigned to the new customer.
- If the mapping is for an existing Accounts Receivable customer, this field is disabled.



## Chapter 4

- e Check **Include Open Invoices** to include the invoices in the migration. The migration process will update all open Time and Billing invoices and client totals to Accounts Receivable. It is possible that Accounts Receivable and Time and Billing have been running in parallel and, therefore, this information already exists in Accounts Receivable.

If this field is not checked, open Time and Billing invoices and client totals will not be posted to Accounts Receivable.

- 5 Click **Proceed** to migrate the data. The migrated data will be available in Time and Billing Professional and Accounts Receivable.

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This concludes *Chapter 4: Migrating Data from the Time and Billing Module* of the Time and Billing Professional manual.



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BACK

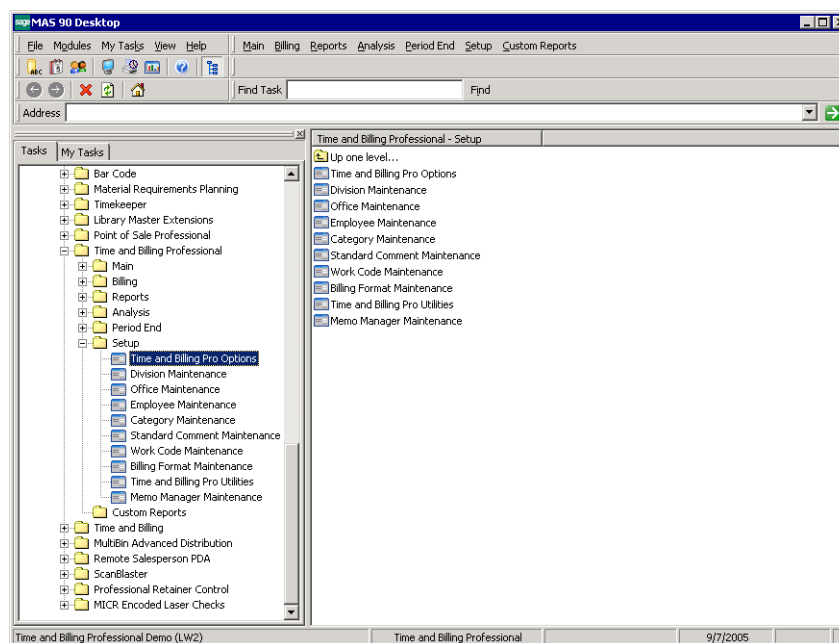
INDEX

## Navigating in Time and Billing Professional

*Chapter 5: Navigating in Time and Billing Professional* contains instructions on how to access specific features of the Time and Billing Professional module. This chapter describes how to access windows in Time and Billing Professional, use the menu bar, and use different button fields available in the module.

### Using the Modules Tree

The Time and Billing Professional module displays the menu options in the Sage MAS 90 or 200 Modules tab, which contains the "tree-like" view. You can access a window in the Time and Billing Professional module through the tree-like view.

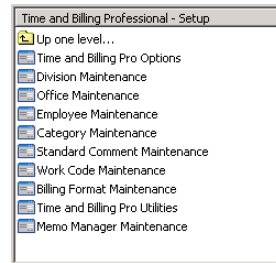


Sage MAS 90 Window

### Open a Time and Billing Professional Window through the Modules Tree

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.

- 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.

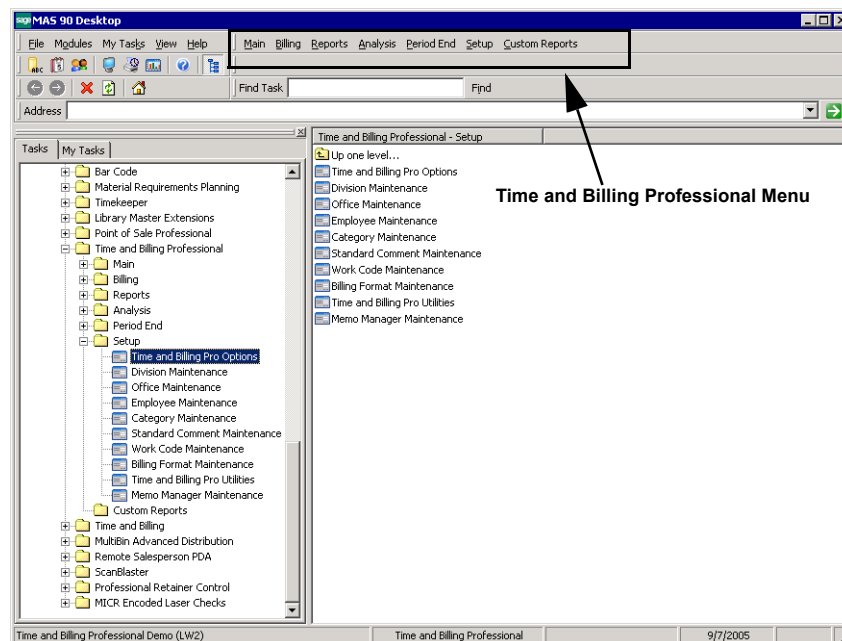


**Windows Available in the Setup Menu**

- Double-click the name of the window to open. The system displays the selected window.

### Using the Time and Billing Professional Menu Bar

The Time and Billing Professional menu bar is available through the Sage MAS 90 or 200 menu bar. You can access the windows in the Time and Billing Professional module through the menu bar.



**Sage MAS 90 Window**

#### **Open a Time and Billing Professional Window through the Menu Bar**

- From the **Modules** menu, select **Time and Billing Professional**.
- Select the menu option, and then select the name of the window. The system displays the selected window.

After opening the Time and Billing Professional module, the Time and Billing Professional menu appears on the right side of the menu bar. You can access additional Time and Billing Professional windows using this menu bar.














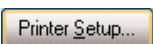
### Using Buttons and Keyboard Commands in Time and Billing Professional


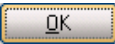

















The Time and Billing Professional module uses the standard Sage MAS 90 or 200 buttons and icons that you use to perform a specific activity. You can also use the keyboard to perform many of the same functions. The following table describes each button and provides the keyboard variation of the button when applicable.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing TAB moves the key to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
	SPACEBAR	You can use the spacebar 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.























Button	Keyboard	Description
	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.
		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 in the lower left corner, to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the previous record available.
	CTRL+F7	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the last record available.
	ALT+A	Saves the information you added or changed in a window.
	ALT+C	Disregards any changes you entered in a window.
	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
	ALT+P	Click this button to print a report, journal, or listing.
	ALT+V	Click this button to preview a report, journal, or listing before printing it.
	ALT+S	Click this button to change the printing configurations for the report, journal, or listing.

Button	Keyboard	Description
	SHIFT+F1	Displays Help text for the window.
	ALT+O	Click OK for dialog boxes and line entries.
	ALT+U	Undo line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3 . . .	In 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.
		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.



Button	Keyboard	Description
	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.
	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.
		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.
		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.

## Chapter 5

Button	Keyboard	Description
		This button is available on a Lookup window. Click Find to activate the search.
		Click Select to select a record, or double-click the current line.

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This concludes *Chapter 5: Navigating in Time and Billing Professional* of the Time and Billing Professional manual.



CONTENTS



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## Using the Setup Menu

*Chapter 6: Using the Setup Menu* teaches you how to setup options for your company and how to create and maintain standard data used within the Time and Billing Professional module. The activities in this chapter are performed by a manager or system administrator.

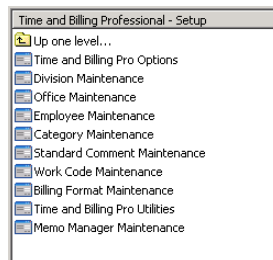
### How to Use the Setup Menu

The Time and Billing Professional Setup menu contains the features used to build and maintain the files required for the operation of the Time and Billing Professional module. You might not need to use every feature available in the Setup menu. Select only the options your company requires.

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

#### *Open a Window from the Setup Menu*

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.
- 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.



**Windows Available in the Setup Menu**

- 3 Double-click the name of the window to open. The system displays the selected 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 Professional Options window and the Time and Billing Pro Utilities window, allows you to manually enter new information in the first field. The Time and Billing Professional Options and Time and Billing Pro 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 **Accept** 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.

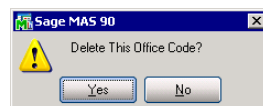
- Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

### Change a Record

- 1 Click the  button in the first field to select a record account from 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 **Accept** 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 **Delete**. The system displays a warning dialog box similar to the following.




Sage MAS 90 Warning Dialog

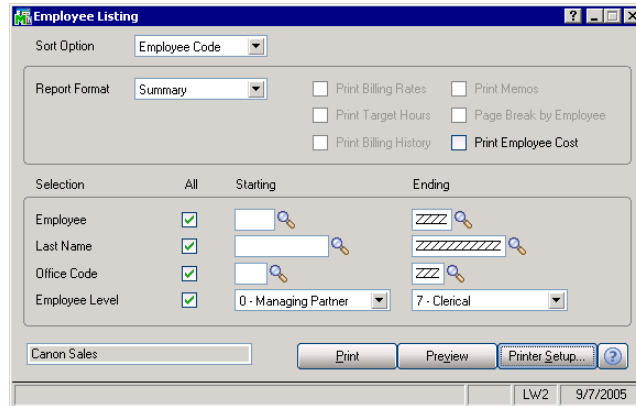
- 3 Click **Yes**. The record is deleted.
- 4 Click **Accept** on the main window to save the changes.

### Print a Setup Listing

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 online help.



- 1 Click the  button on the window. A Listing window similar to the following appears.



The screenshot shows the 'Employee Listing' window. It has a title bar with a question mark, minimize, maximize, and close buttons. The window contains the following elements:

- Sort Option:** A dropdown menu set to 'Employee Code'.
- Report Format:** A dropdown menu set to 'Summary'.
- Print Options:** A group of checkboxes: 'Print Billing Rates', 'Print Memos', 'Print Target Hours', 'Page Break by Employee', 'Print Billing History', and 'Print Employee Cost'.
- Selection:** A table with columns 'All', 'Starting', and 'Ending'.
 

	All	Starting	Ending
Employee	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="ZZZ"/>
Last Name	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="ZZZ"/>
Office Code	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="ZZ"/>
Employee Level	<input checked="" type="checkbox"/>	0 - Managing Partner	7 - Clerical
- Canon Sales:** A text field.
- Buttons:** 'Print', 'Preview', and 'Printer Setup...'.
- Status Bar:** Shows 'LW2' and '9/7/2005'.

Employee 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 check **All** to print all account numbers, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific accounts. 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 **Print** to print the list, or **Preview** to preview the list.

## Time and Billing Professional Options

The module's 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. The Time and Billing Professional Options window allows you to select from a wide range of options. Using this feature you tailor the Time and Billing Professional module to suit your business requirements. Configure which Sage MAS 90 or 200 modules will integrate with Time and Billing Professional, set standards for company terminology, and determine billing procedures.

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

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



## Configure the Standard Time and Billing Professional Options on the Main Tab

The **Main** tab of the Time and Billing Professional Options window contains the general settings for the Time and Billing Professional module.

- 1 From the **Setup** menu of the Time and Billing Professional module, select **Time and Billing Pro Options**. The Time and Billing Professional window appears.

Time and Billing Professional Options Window - Main Tab

- 2 Set how Time and Billing Professional will handle engagements. Select the options your company requires.
  - a Check **Multiple Engagements Per Client** to use engagements for designated clients. When you select this option, the **Engagement Code Length** field and **Default Engagement** field become available.
  - b Enter the number of alphanumeric characters as the length for your engagement codes in the **Engagement Code Length** field. Engagement codes can be between 4 and 20 characters.
  - c Enter the default engagement code number for the Time and Billing Professional module in the **Default Engagement** field.
- 3 Check **All Override of G/L Account in Data Entry** to allow Time and Billing Professional to override the default General Ledger account during data entry.
- 4 Set how Time and Billing Professional will handle memos. Select the options your company requires.

Select the type of engagement memo access users have in the Time and Billing Professional module from the **Engagement Memo Available in Data Entry** field. Options include:

- **Not Available** - To deny any memo access
- **Inquiry Only** - For read only access
- **Allow Maintenance** - To allow users to review, change, and create engagement memos during time and billing entry.

- 5 Select the time units for the Time and Billing Professional module. Select the options your company requires.

- a Check **Use Time Unit Entry** if your company uses a time unit **other than hours**.

When this field 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.

- 6 Set the year and period information for the Time and Billing Professional module.

- a Select the current fiscal year for the Time and Billing Professional module in the **Current Time and Billing Pro Fiscal Year** field. This year must reflect the calendar year associated with the current time and billing period.

This field, and **Current Time and Billing Pro Period** field differentiates between the current years and the future year. The information in this field is automatically updated during the Time and Billing Professional [period end](#) (see page 329) or [year end](#) (see page 330) processing.

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

This field, and the **Current Time and Billing Pro 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 Professional [period end](#) (see page 329) processing.

- 7 Set the next time transaction and billing invoice numbers for the Time and Billing Professional module.

- a Enter the next automatic transaction number for the [Time/Expense Entry](#) (see page 168) and [Edit Work In Process Entry](#) (see page 231) windows 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** Check **Use A/R Invoice Sequence** to use the invoice number sequence defined in the Accounts Receivable module for the Time and Billing Professional module. The Invoice Printing window will use the next Accounts Receivable invoice number for billing invoices.

If you select this option, the **Next Automatic Invoice Number** field will be disabled.

- c** Enter the next automatic invoice number for the Invoice Printing window 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.

The **Next Automatic Invoice Number** field is not available if the **Use A/R Invoice Sequence** field is checked.

- 8** Click the next tab to continue.

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

Use the Additional tab of the Time and Billing Professional 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.

- 1** Click the **Additional** tab from the Time and Billing Professional Options window to access additional options for your time and billing procedures.

**Time and Billing Professional Options Window - Additional Tab**

- 2** Select the amount of details to print in the Daily Time/Expense Recap report. 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. Options include:
      - **None** - To not print this recap report
      - **Detail** - To print a detailed Daily Time/Expense Recap in order of the client codes and engagements
      - **Extended Comments** - To print data with extended comments
      - **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. Options include:
      - **None** - To not print this recap report
      - **Detail** - To print a detailed Daily Time/Expense Recap in order of the employee codes
      - **Extended Comments** - To print data with extended comments
      - **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. Options include:
      - **None** - To not print this recap report
      - **Detail** - To print a detailed Daily Time/Expense Recap in order of the work codes
      - **Extended Comments** - To print data with extended comments
      - **Summary** - To print a summarized report by work codes
  - 3** Select how to update codes used in the Time and Billing Professional module. Select the options your company requires.
    - a** Check **Update by User Code** to print the the [Time/Expense Journal](#) (see page 173) or [Edit Work In Process Journal](#) (see page 235), and update the transactions by a specific user code.

If this option is checked, 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 the [Time/Expense Entry](#) (see page 168) or [Edit Work In Process Entry](#) (see page 231) process. 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** field is selected.

## Chapter 6

- 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** Determine how the Time and Billing Professional module integrates with the General Ledger module. Select the options your company requires.

- a** Check **Integrate Time and Billing Professional with General Ledger** to integrate Time and Billing Professional 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 Professional will be updated to the General Ledger module, and posted to the General Ledger Recap.

- b** Check **Post Work in Process to General Ledger** to post Work in Process transactions to the General Ledger.
- c** Check **Post Work Code Revenue by Division** to post work code revenues by division.
- d** Select the General Ledger account to be used as a default revenue account when entering new clients in the **Default Revenue Account** field.

- 5** Click the next tab to continue.

### ***Set Billing Features for Time and Billing Professional on the Billing Tab***

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



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- 1 Click the **Billing** tab from the Time and Billing Professional Options window to access standard options for your billing procedures.

Time and Billing Professional Options Window - Billing Tab

- 2 Set how Time and Billing Professional will track historical data. Select the options your company requires.
  - a Enter the number of days to retain employee hourly analysis in the **Days to Retain Employee Hourly Analysis** field. You may enter up to three digits.
  - b Check **Retain Detailed Billing History** to retain detailed history information for all bills entered in Billing Data Entry and Billing Selection.
    - History invoices CANNOT be reprinted. You can purge these invoices during period end processing.
    - If you select this field, the **Track Extended Comment** field becomes available.
  - c Check **Track Extended Comment** to track extended comments in the detailed billing history. This field is available only if the **Retain Detailed Billing History** field is selected.
- 3 Set how Time and Billing Professional will print billing invoices. Select the options your company requires.
  - a Select the worksheet format the Time and Billing Professional module will use from the **Billing Worksheet Format** field. Options include:
    - **Standard** - To allow clients/engagements to be selected based on the partner, responsible employee, client type, billing frequency, or fee arrangement.
    - **Extended** - To also include the client address and contact information, production and billing history information, receivables aging information, and a fee recap by employee. 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. Options include:

- **Date** - To print work in process transactions in order of date
- **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 the Time/Expense Entry and Edit Work In Process Entry windows displays the total of all specified codes, and may be used to determine whether a transaction has been lost or omitted from processing. Select the code to use to determine the total. Options include:

- **Client** Code
- **Engagement** Code
- **Employee** Code
- **Work** Code

**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** fields during [Billing Data Entry](#) (see page 191) and [Invoice Printing](#) (see page 216).

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** Check **Automatically Apply Retainer Balance to Bills** to automatically apply any retainer balanced to invoices during the [Billing Selection](#) (see page 186) and during [Billing Data Entry](#) (see page 191) process.

**f** Check **Use Graphical Forms** to use graphical forms when printing.

**4** Set how Time and Billing Professional will handle batch entry of invoices. Select the options your company requires.

**a** Check **Allow Batch Entry** to allow batch entry of invoices.

When you check this field, the **Batch Entry Override Password** and **Next Batch Number** fields become available.

**b** Enter a password to be used during batch entry in the **Batch Entry Override Password** field. This field is available only if the **Allow Batch Entry** field is selected.

If you do not want to secure the batch entry feature, leave this field blank.

**c** Enter the next batch number to be used during batch entry in the **Next Batch Number** field. This field is available only if the **Allow Batch Entry** field is selected.



- 5 Check **Split Commissions Between Salespersons** to allow commission to be split between salespersons during billing.
- 6 Click the next tab to continue.

## Customize Field Names in Time and Billing Professional with the Terminology Tab

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

- 1 Click the **Terminology** tab from the Time and Billing Professional Options window to access terminology options.

Time and Billing Professional Options Window - Terminology Tab

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



**NOTE:** This information is changed in field labels only - NOT in menu options or report titles.



**HINT:** You can change the full field label in the **Terminology** fields - up to *ten* characters, and the abbreviation in the **Abbr** fields - up to *five* characters.

- 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** tab of the [T/2 Client Maintenance](#) window (see page 146) by entering the names in the **Descriptions** fields in the **Client Misc Fields** section. You may enter up to *ten* characters in each of the user-defined fields.

These fields are not required. If you do not enter information in this section, the fields on the Client Maintenance window's **Client** tab will not be available during data entry and report printing.

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

4 Enter a standard description in the **Descriptions** field for each billing rate in the **Employee Billing Rates** area for each **Billing Rate Code**. You may enter up to 15 alphanumeric characters per rate.

There is a total of ten different Employee Billing Rate Codes (0 through 9).

## Set Up Employee Types on the Employee Tab

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

1 Click the **Employee** tab from the Time and Billing Professional Options window to access employee information for your time and billing procedures.

The screenshot shows the 'Time and Billing Professional Options' window with the 'Employee' tab selected. The window contains two main sections: 'Level Desc' fields and a 'Period Ending' table.

**Level Desc Fields:**

Level Desc 0	Managing Partner	Level Desc 5	Consultant
Level Desc 1	Partner	Level Desc 6	Staff Accountant
Level Desc 2	Manager	Level Desc 7	Clerical
Level Desc 3	Supervisor	Level Desc 8	
Level Desc 4	Senior	Level Desc 9	

**Period Ending Table:**

Period Ending	Target Hours	Period Ending	Target Hours	Period Ending	Target Hours
01/31/1998	180.00	05/31/1998	180.00	09/30/1998	180.00
02/28/1998	180.00	06/30/1998	180.00	10/31/1998	180.00
03/31/1998	180.00	07/31/1998	180.00	11/30/1998	180.00
04/30/1998	180.00	08/31/1998	180.00	12/31/1998	.00

Buttons: Accept, Cancel, Print, Help. Status: LW2 9/7/2005

Time and Billing Professional 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, and technician. You may enter up to 30 alphanumeric characters per level. There is a total of ten different employee levels (0 through 9).



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- 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 Professional Options window.

**OR**

Click **Cancel** to exit without saving.

### Division Maintenance

Use Division Maintenance to organize your customer and invoice information by divisions. You can define up to 100 divisions by department, branch, or profit center. Each division can maintain its own Accounts Receivable and Discounts Allowed account numbers for posting to the General Ledger. Amounts posted to each account reflect the activities for only that division. If you integrate the General Ledger module with Accounts Receivable, you can print the Accounts Receivable ending balance amounts for each profit center on your financial statements and other General Ledger reports.

*Divisions affect the numbering of your customers.* The division number precedes the customer number entered in Customer Maintenance and determines which General Ledger accounts are posted to when an invoice or cash receipt is processed. Additionally, all reports containing customer invoice and payment information provide subtotals by division. The accounts posted to are based on the accounts specified in Division Maintenance.

- If the **Accounts Receivable Divisions** check box is selected on the Accounts Receivable Options window, use Division Maintenance to assign a number and description to each division of your company. You also record the General Ledger account numbers transactions to post when invoices or cash receipts are processed for a customer within a specific division.
- If the **Accounts Receivable Divisions** check box is cleared on the Accounts Receivable Options window, enter information for division 00 only.
  - Division 00 CANNOT be deleted.
  - You CANNOT post invoices, cash receipts, or finance charges if any General Ledger account numbers are blank.

See the *Accounts Receivable Online Help* by Sage Software for more information.



## Create a Division

- 1 From the **Setup** menu of the Time and Billing Professional module, select **Division Maintenance**. The **T/2 Division Maintenance** window appears.

T/2 Division Maintenance Window

- 2 Enter the division number (from 01 to 99) in the **Division Number** field.
  - Click the button to enable a division from a list of all Sage MAS 90 or 200 divisions available.
  - Click the button to search for a division that is already enabled in Time and Billing Professional, so you can change the settings.
  - Use the buttons to access the desired information.
- 3 Enter the description for this division in the **Description** field.

**HINT:** Click the button in the following fields to select a specific item from a Lookup window. Selecting from a sortable list places the item you selected in the field. .

- 4 Enter the General Ledger default revenue account for the division in the **Default Revenue** field.
- 5 Enter the General Ledger Work in Process account for the division in the **Work in Process** field.
- 6 Enter the General Ledger Work in Process offset account for the division in the **WIP Offset** field.
- 7 Enter the General Ledger progress bill offset account for the division in the **Progress Bill Offset** field.
- 8 Enter the General Ledger client retainer account in the **Client Retainer** field.



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

**OR**

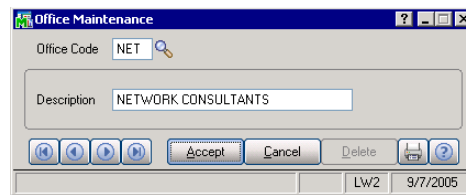
Click **Cancel** to exit without saving.

### Office Maintenance

This feature assigns a code and description to each office of your company. Enter the Office Code representing the office you want to add or maintain.



#### Create an Office

1 From the **Setup** menu of the Time and Billing Professional 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.

- Click the  button to search for an office that is already available in Time and Billing Professional, 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.

**OR**

Click **Cancel** to exit without saving.

### Employee Maintenance

Use Employee Maintenance to create and maintain detailed information for each of your employees. This option provides several functions that allow you to set up, maintain, and inquire about employees. Employee Maintenance is used to create and maintain a file of billing rate and billing history information, along with target billable hours, for each of your billable employees. You may maintain *ten* separate billing rates and a cost per hour for each employee.

 **WARNING:** You can only delete an inactive employee, which means there CANNOT be outstanding activity for the employee.



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

### Create an Employee on the Main Tab

Use the **Main** tab of the Employee Maintenance window to enter the employee's office, level, and cost per hour.

- 1 From the **Setup** menu of the Time and Billing Professional 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.
  - Click the button to search for an employee that is already available in Time and Billing Professional, 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.
- 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 (see page 94).
- 6 Select or enter the three-character office code for the employee in the **Office** field.
  - Click the button to create a new office code by launching the [Office Maintenance](#) window (see page 92).
- 7 Select the employee's level (such as manager, director, or technician) from the **Level** field.
- 8 Enter the billing rate for the employee in the **Cost Per Hour** field. You may enter up to three decimal places.



- 9 Check **Terminated Employee** to mark an employee as terminated.

The **Termination Date** field becomes enabled.


- 10 Enter the date the employee was terminated in the **Termination Date** field. This field is only available in the **Terminated Employee** field is selected.



**NOTE:** You do not have to enter a date in the **Termination Date** field. If you do not enter a date, the employee will not be purged from the Time and Billing Professional system files during Purge Terminated Employees processing.

- 11 Click the next tab to continue.

### Update Employee Memos

- 1 From the Employee Maintenance window, click the  button to access the Employee Memo Maintenance feature. The Employee Memo Maintenance window appears.

Employee Memo Maintenance Window

- 2 Review the information or make the necessary changes on the 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.
  - 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.
- 3 Click the appropriate command button to return to the Employee Maintenance window.  
See the *Time and Billing Professional Online Help* for detailed information.



## Enter an Employee's Billing Rates on the Rates Tab

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

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

Description	Rate	Hours/Units
0 - Gen Acct Svc	120.000	
1 - Mngmt Advisory	.000	
2 - Audit Services	.000	
3 - Phone Support	120.000	
4 - Miscellaneous	.000	
5 - Special	120.000	
6 - Financial Pln	.000	
7 - Tax Ret-Corp	.000	
8 - Tax Ret-Pitshp	.000	
9 - Tax Ret-Indiv	.000	

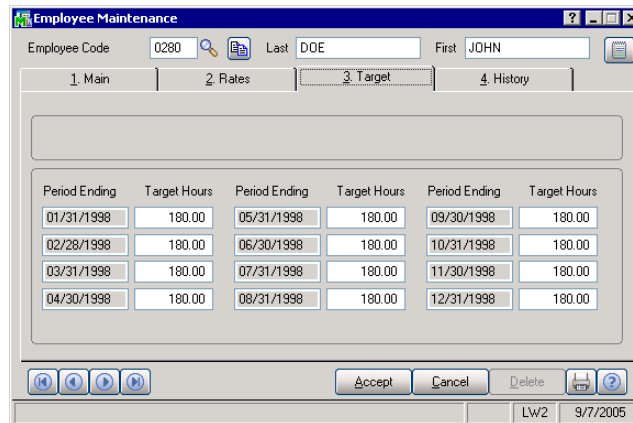
Employee Maintenance Window - Rates Tab

- 2 Enter the billing rates for each of the ten 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.

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

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

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



The screenshot shows the 'Employee Maintenance' window with the 'Target' tab selected. The window displays fields for Employee Code (0280), Last Name (DOE), and First Name (JOHN). Below these are four tabs: 1. Main, 2. Rates, 3. Target, and 4. History. The 'Target' tab is active, showing a table of target hours for various periods ending in 1998. The table has columns for Period Ending and Target Hours. The data is as follows:

Period Ending	Target Hours	Period Ending	Target Hours	Period Ending	Target Hours
01/31/1998	180.00	05/31/1998	180.00	09/30/1998	180.00
02/28/1998	180.00	06/30/1998	180.00	10/31/1998	180.00
03/31/1998	180.00	07/31/1998	180.00	11/30/1998	180.00
04/30/1998	180.00	08/31/1998	180.00	12/31/1998	180.00

At the bottom of the window are buttons for navigation (back, forward, etc.), 'Accept', 'Cancel', 'Delete', and a status bar showing 'LW2' and '9/7/2005'.

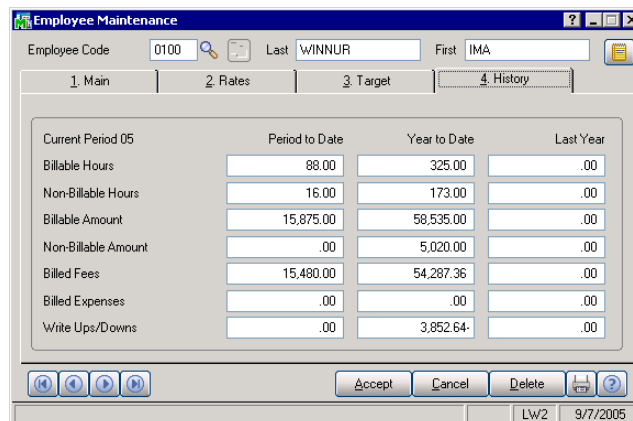
Employee Maintenance Window - Target Tab

- 2 Enter the number of target hours to be worked by the employee in the **Target Hours** fields for each period.
- 3 Click the next tab to continue.

## View or Edit the Employee's Historical Time on the History Tab

Use the History tab of the Employee Maintenance window to view/edit historical information concerning this employee.

- 1 Click the **History** tab from the Employee Maintenance window to access an employee's historical hours.



The screenshot shows the 'Employee Maintenance' window with the 'History' tab selected. The window displays fields for Employee Code (0100), Last Name (WINNUR), and First Name (IMA). Below these are four tabs: 1. Main, 2. Rates, 3. Target, and 4. History. The 'History' tab is active, showing a table of historical data for the current period (05). The table has columns for Current Period 05, Period to Date, Year to Date, and Last Year. The data is as follows:

Current Period 05	Period to Date	Year to Date	Last Year
Billable Hours	88.00	325.00	.00
Non-Billable Hours	16.00	173.00	.00
Billable Amount	15,875.00	58,535.00	.00
Non-Billable Amount	.00	5,020.00	.00
Billed Fees	15,480.00	54,287.36	.00
Billed Expenses	.00	.00	.00
Write Ups/Downs	.00	3,852.64	.00

At the bottom of the window are buttons for navigation (back, forward, etc.), 'Accept', 'Cancel', 'Delete', and a status bar showing 'LW2' and '9/7/2005'.

Employee Maintenance Window - History Tab

- 2 Enter the appropriate information in the **Period to Date**, **Year to Date**, and **Last Year** fields.
  - a Change the number of **Billable Hours** posted to the employee.
  - b Change the number of **Non-Billable Hours** posted to the employee.

- c** Change the dollar value of the **Billable Amount** posted to the employee .
- d** Change the dollar value of the **Non-Billable Amount** posted to the employee.
- e** Change the dollar value of the **Billed Fees** posted to the employee.
- f** Change the dollar value of the **Billed Expenses** posted to the employee .
- g** Change the dollar value of the **Write Ups/Downs** posted to the employee.

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

**OR**

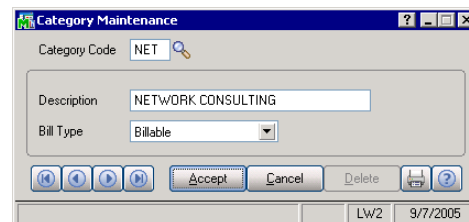
Click **Cancel** to exit without saving.

### Category Maintenance

The Category Maintenance window allows you to establish category codes, which are used to group related work codes for sorting purposes on analysis reports. Category codes are also used 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 on the [Work Code Maintenance](#) window (see page 99).

#### Create a Category Code

**1** From the **Setup** menu of the Time and Billing Professional 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.

- Click the button to search for a category that is already available in Time and Billing Professional, 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**

All work codes, defined within a category are defined with the same bill type.

- 5 Click **Accept** to save the changes.

**OR**

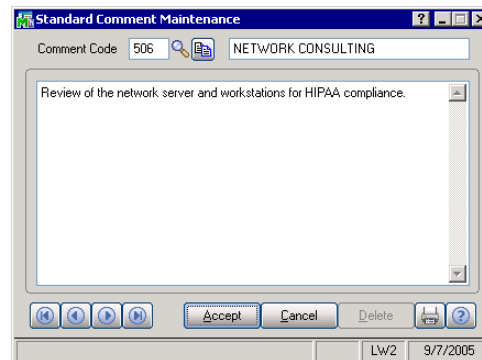
Click **Cancel** to exit without saving.

### Standard Comment Maintenance




The Standard Comment Maintenance window allows you to maintain any number of commonly used phrases that may be entered during [Time/Expense Entry](#) (see page 168) and [Billing Data Entry](#) (see page 191).

#### Create a Standard Comment

- 1 From the **Setup** menu of the Time and Billing Professional 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.
  - Click the  button to search for a comment that is already available in Time and Billing Professional, 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.
- 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.

**OR**

Click **Cancel** to exit without saving.

## Work Code Maintenance

The Work Code Maintenance window allows you to maintain work codes used to identify each type of service, work, and reimbursable expense you want to track for billing and reporting purposes. Work codes are sometimes referred to as *service codes*.

The Work Code Maintenance window contains two tabs for different configuration settings: the Main and the History tab.






### Create the Work Code on the Main Tab

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

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

The screenshot displays the 'Work Code Maintenance' window with the 'Main' tab selected. The 'Work Code' field contains 'HPA' and the 'Desc' field contains 'HIPPA COMPLIANCE SURVEY'. Below these, the 'Category Code' is 'NET' and its 'Desc' is 'NETWORK CONSULTING'. The 'Rate Method' is set to 'Employee Rate Code' and the 'Rate Code' is '5 - Special'. The 'Billing Rate' is '.000', 'Fixed Amount' is '.00', and 'Markup Rate' is '.00%'. The 'Round Extended Amount' is set to 'No'. The 'Subject to Commission' checkbox is unchecked, while 'Disable Work Code' and 'Subject to Exemption' are checked. The 'Tax Class' is set to 'NT' (Nontaxable). At the bottom, the 'Post Method' is 'Use Engagement Account' and the 'G/L Account' is empty. The window has 'Accept', 'Cancel', and 'Delete' buttons at the bottom right. The status bar at the very bottom shows 'LW2' and the date '9/7/2005'.

**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.
  - Click the  button to search for a work code that is already available in Time and Billing Professional, so you can change the information.
  - Use the  buttons to access the desired information.
  - Click the  button to create a new work code by copying the information from an existing work code.
- 3 Enter a description for the work code in the **Desc(ription)** field.
- 4 Enter the three-character category code for the work code in the **Category Code** field.
  - Click the  button to access a Lookup window and search for a specific category code that is already available in Time and Billing Professional.
  - Click the  button to create a new category code by launching the Category Maintenance window.
- 5 Select the billing rate for the work code from the **Rate Method** field. Options include:
  - Work Code Rate**
  - Employee Rate Code**
  - Fixed Rate**
  - Client Employee Rate Code**
  - 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 **Fix Rate**, the **Fixed Amount** and **Markup Rate** fields become available.
- 6 Select the rate for the employee from the **Rate Code** field.

This field is only available if **Employee Rate Code** is selected in the **Rate Method** field. Select one of the billing rates created on the [Time and Billing Professional Options](#) window (see page 80).
- 7 Enter the amount of a 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.
- 8 Enter the fixed expense amount (up to two decimals) in the **Fixed Amount** field.

This field is only available if **Fixed Amount** is selected in the **Rate Method** field.
- 9 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 only available if **Fixed Amount** is selected in the **Rate Method** field.



**10** Select or enter the comment to add to the work code in the **Comment Code** field.

- Click the  button to access a Lookup window and search for a specific work code that is already available in Time and Billing Professional.
- Click the  button to create a new comment by launching the Standard Comment Maintenance window.

**11** Select how to round dollar amounts on the [Time/Expense Entry](#) (see page 168) and [Edit Work in Process Entry](#) (see page 231) 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.

**12** Check **Subject to Commission** if the work code is subject to commission.

**13** Check **Disable Work Code** to mark a work code as disabled.

If a user selects a disabled work code in [Time/Expense Entry](#) (see page 168), the user will be notified that the work code is unavailable, and the field will be cleared.

**14** Select a tax class to assign to the work code from the **Tax Class** field. You can select Taxable (**TX**) or Non-Taxable (**NT**) code.

**15** Check **Subject to Exemption** if the work code is subject to tax exemption.

**16** 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.
- The **Post Method** field is not available if the bill type for the work code is non-billable, billable expense, or non-billable expense.

**17** Select the General Ledger account number used to post revenue or expenses for the work code from the **G/L Account** field.

### *View the History of a Work Code on the History Tab*

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.



- 1 Click the **History** tab from the Work Code Maintenance window to access a work code history.

Current Period 05	Period to Date	Year to Date	Last Year
Billable Hours	47.00	208.00	.00
Billable Amount	3,525.00	15,600.00	.00
Billed Fees	2,445.49	13,169.18	.00
Write Ups/Downs	29.51	1,005.82	.00

Work Code Maintenance Window - History Tab

You can change any of the information on this tab.

- 2 Enter the appropriate information in the **Period to Date**, **Year to Date**, and **Last Year** fields.

- a 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 173), [Edit Work In Process Selection Register](#) (see page 228), and the [Edit Work In Process Journal](#) (see page 235) updates.

- b 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 173), [Edit Work In Process Selection Register](#) (see page 228) , and the [Edit Work In Process Journal](#) (see page 235) 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 97.)

- c Change the fee or expense amount for **Billed Fees** for the work code. This field is maintained automatically during the [Billing Register](#) (see page 219) update.

- d Enter the **Write Ups/Downs** between the fee or expense billed and the work in process amount accumulated for the work code in the **Period to Date**, **Year to Date**, and **Last Year** fields.

This field is maintained automatically during the [Billing Register](#) (see page 219) update.



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

**OR**

Click **Cancel** to exit without saving.

## Billing Format Maintenance

The Billing Format Maintenance window allows you to create and maintain up to 26 different billing formats for printing invoices. You may assign a specific billing format code to each client/engagement. Seven default billing formats have been provided, which you may use "As Is" or copy to create other customized formats. For each billing format, you may select from predefined data fields, as well as any free-form text, and specify where each field will be printed on your invoices.

The Billing Format Maintenance window contains two tabs for different configuration settings: the Main and the Form tab.

### Default Billing Format Codes

Format codes **A** through **G** are included when the Time and Billing Professional 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



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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]		PAGE NO.:	[PG_NO]		
CONTACT: [CLNT_CONTACT]					
-----					
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]					
[END_EXPNS]			[SUBTOT_EXPNS\LR]		
	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



### 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 on 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 117), the sample [default billing formats](#) (see page 103), and the [Billing Format Code Listing](#) (see page 117) included in this chapter.

Once the billing format code has been generated, it can be used during [Client Maintenance](#) (see page 144) or [Billing Data Entry](#) (see page 191) for each invoice to be printed during [Invoice Printing](#) (see page 216).

#### Create the Billing Format on the Main Tab

Use the **Main** tab of the Billing Format Maintenance window to maintain options, specific to a particular billing format.



- 1 From the **Setup** menu of the Time and Billing Professional 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.
  - Click the button to search for a format code that is already available in Time and Billing Professional, 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 Check **Print Non-Billable Transactions** to allow non-billable transactions to print on the billing format.
- 5 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**
- 6 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**



7 Select the report page format from the **Standard or Wide Format** field.

- Select **Standard** to print 78 characters per line

**OR**

- Select **Wide** to print 128 characters per line.

8 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.

9 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.

10 Click the next tab to continue.

▼ You can also perform the following actions:

- Click the  button to create a new form by copying another form.
- Click the  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.
- Click the  button to remove any type of change made to a form. The form is reset to the original default settings.  
The **Reset** button is displayed only if you are using billing format codes A-G.

### ***Change the Content of an Invoice Form on the Form Tab***

The Form tab the of the Billing Format Maintenance window contains a view of the invoice form and allows you to add fields of information to the form.




- 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 top, Data Item section contains the data items which you can add to invoices. There are over 100 data items to select from. Use the horizontal 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 vertical and horizontal 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  button to add a new blank line to the form.

**OR**

- Click the  button to remove a line from the form.

- A 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.



- B** Add [special format commands](#) (see page 128) to the form.


You can use special format commands with a selected data item to print the data in a format different than the default format. The format commands are specified by typing a backslash (\) followed by a format option.

- C** Add additional lines of text.

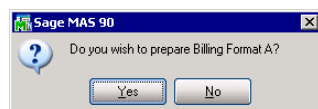
You can add additional information that is not enclosed in brackets to print on the invoice as literal text. Insert the text in any location on the form.

- D** Change any information already available on the form.

You can type over or delete any information already listed on the form.

- 5** From the **Main** tab, click the  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.

- 6** Click **Accept** to save the changes. The following dialog appears.



Sage MAS 90 Dialog

- 7** 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. 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 114) and [Subtotal Data Items](#) (see page 115) 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 114) and [Subtotal Data Items](#) (see page 115) will be 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. 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 in the table in numeric order under the following column headings: Item number, Group, Name, Description, Size, Type, and Additional Information.



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- The **Item** number or name must be indicated 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 Professional Options](#) (see page 80).

### 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 107).

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 Profession Options](#) window (see page 80).

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 107).

- 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 107).

- 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	INV_DUE_DATE	Due Date	6	-	Billing Data Entry Main tab Invoice Date field; Invoice Printing Invoice Date field
5	Header	INV_DISC_DATE	Discount Date	6	-	Billing Data Entry Main tab Invoice Date field; Invoice Printing Invoice Date field
6	Header	TERMS_CODE	Terms Code		-	Billing Data Entry
7	Header	TERMS_DESC	Terms Description		-	Billing Data Entry
8	Header	COMP_NAME	Company Name	35	-	Company Maintenance Company Name field
9	Header	COMP_ADD1	Company Address Line 1	35	-	Company Maintenance Address field
10	Header	COMP_ADD2	Company Address Line 2	35	-	Company Maintenance Address field
11	Header	COMP_ADD3	Company Address Line 3	35	-	Company Maintenance Address field
12	Header	COMP_ADD4	Company Address Line 4	35	-	Company Maintenance Address field



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Item	Group	Name	Description	Size	Type	Additional Information
13	Header	COMP_PHONE	Company Phone #	10	-	Company Maintenance Telephone field
14	Header	CLNT_CD	Client Code	7	-	Client Maintenance Client Code field
15	Header	CLNT_NAME	Client Name	30	-	Client Maintenance Name field
16	Header	CLNT_ADD1	Client Address Line 1	30	-	Client Maintenance Main tab Address field
17	Header	CLNT_ADD2	Client Address Line 2	30	-	Client Maintenance Main tab Address field
18	Header	CLNT_ADD3	Client Address Line 3	30	-	Client Maintenance Main tab Address field
19	Header	CLNT_CITY	Client City	20	-	Client Maintenance Main tab City field
20	Header	CLNT_ST	Client State	2	-	Client Maintenance Main tab State field
21	Header	CLNT_ZIP	Client Zip Code	10	-	Client Maintenance Main tab Zip Code field
22	Header	CLNT_CNTRY	Client Country	3	-	Billing Format Maintenance Form Tab Country field
23	Header	CLNT_PHONE	Client Phone Number	10	-	Client Maintenance Main tab Telephone field
24	Header	CLNT_EXT	Client Next		-	Client Maintenance Main tab
25	Header	CLNT_FAX	Client FAX/Telex Number	15	-	Client Maintenance Main tab Fax field
26	Header	CLNT_CONTACT	Client Contact	30	-	Client Maintenance Main tab Primary Contact field

Item	Group	Name	Description	Size	Type	Additional Information
27	Header	CLNT_CONTNAME	Client Contact Name	10	-	Billing Format Maintenance Form Tab Client Contact field
28	Header	CLNT_COMM1	Client Comment 1	30	-	Client Maintenance Main tab Comment 1 field
29	Header	CLNT_COMM2	Client Comment 2	30	-	Client Maintenance Main tab Comment 2 field
30	Header	BILL_TO_CD	Bill To Code		-	
31	Header	BILL_TO_NAME	Bill To Name		-	
32	Header	BILL_TO_ADD1	Bill To Address Line 1		-	
33	Header	BILL_TO_ADD2	Bill To Address Line 2		-	
34	Header	BILL_TO_ADD3	Bill To Address Line 3		-	
35	Header	BILL_TO_CITY	Bill To City		-	
36	Header	BILL_TO_ST	Bill To State		-	
37	Header	BILL_TO_ZIP	Bill To Zip		-	
38	Header	BILL_TO_CNTRY	Bill To Country		-	
39	Header	BT_CONTA_CODE	Bill To Contact Code		-	
40	Header	BT_CONT_NAME	Bill To Contact Name		-	
41	Header	SPRSN_CODE	Salesperson Code		-	
42	Header	SPRSN_NAME	Salesperson Name		-	
43	Header	ENGMT_CD	Engagement Code	4	-	Client Maintenance Engagement Code field
44	Header	ENGMT_DESC	Engagement Description	30	-	Client Maintenance Description field



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Item	Group	Name	Description	Size	Type	Additional Information
45	Header	ENGMT_COMM1	Engagement Comment 1	30	-	Client Maintenance Billing tab Comment 1 field
46	Header	ENGMT_COMM2	Engagement Comment 2	30	-	Client Maintenance Billing tab Comment 2 field
47	Header	SALES_TAX_SCHD	Sales Tax Schedule	9	-	Client Maintenance Additional tab Sales Tax Schedule fields
48	Header	TAX_SCHD_DESC	Sales Tax Schedule Description	30	-	Library Master module Sales Tax Schedule Maintenance
49	Header	BILL_TEXT <sup>1</sup>	Free Form Text	50-75	-	Billing Data Entry Text Editor
50	Header	CONFIRM_TO	Confirm To			
51	Detail	LN_NO	Line Number	4	FE	Billing Data Entry Detail tab Line field
52	Detail	LN_DATE	Transaction Date	6	FE	Billing Data Entry Detail tab Date field
53	Detail	EMPLY_CD	Employee Code	4	FE	Billing Data Entry Detail tab Emphy field
54	Detail	EMPLY_LNAME	Employee Last Name	15	FE	Employee Maintenance Last Name field
55	Detail	EMPLY_FNAME	Employee First Name	15	FE	Employee Maintenance First field
56	Detail	LN_ENGMT	Line Engagement Code	4	FE	Time/Expense Entry Engagement field
57	Detail	LN_ENGMT_DESC	Line Engagement Code Description	30	FE	Client Maintenance Billing tab
58	Detail	WORK_CD	Work Code	3	FE	Billing Data Entry Detail window W. C. field



Item	Group	Name	Description	Size	Type	Additional Information
59	Detail	WORK_CD_DESC	Work Code Description	30	FE	Work Code Maintenance Description field
60	Detail	CATEG_CD	Category Code	3	FE	Work Code Maintenance Category Code field
61	Detail	CATEG_DESC	Category Description	30	FE	Category Maintenance Description field
62	Detail	LN_COMM	Line Comment (the first 30 characters)	30	FE	Time/Expense Entry Billing Data Entry A/P Invoice Data Entry Comment field
63	Detail	LN_EXT_COMM <sup>3</sup>	Extended Comment (multiple lines)	50	FE	Time/Expense Entry Billing Data Entry A/P Invoice Data Entry Detail tab Extended Comment field
64	Detail	SUBJ_EXMPTN	Subject to Exemption	1	FE	Work Code Maintenance Subject to Exemption field; Time/Expense Entry Subject to Exemption field
65	Detail	SUBJ_COMMSN	Subject to Commission			
66	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
67	Detail	WRITE_UP_DN	Write-Up/Write-Down Amount	8.2	FE	Billing Data Entry Detail tab Write Up/Down field
68	Detail	FEE_HRS	Fee Hours	4.2	F	Billing Data Entry Detail tab Hours/Units field
69	Detail	EXP_UNTS	Expense Units	4.2	E	Billing Data Entry Detail tab Hours/Units field



Item	Group	Name	Description	Size	Type	Additional Information
70	Detail	RATE <sup>2</sup>	Billing Rate	5.3	FE	Work Code Maintenance Billing Rate field; Time/Expense Entry Rate field
71	Detail	BILL_AMT	Bill Amount	8.2	FE	Billing Data Entry Detail tab Bill Amount field
72	Detail	MARKUP_%	Markup %	3.3	E	Work Code Maintenance Markup Rate field
73	Subtotal	SUBTOT_HRS <sup>4,5</sup>	Category Total for Hours	5.2	F	Calculation
74	Subtotal	SUBTOT_FEES <sup>4,5</sup>	Category Total for Fees	8.2	F	Calculation
75	Subtotal	TOT_HRS	Invoice Total for Hours	5.2	F	Calculation
76	Subtotal	TOT_FEES	Invoice Total for Fees	8.2	F	Calculation
77	Subtotal	SUBTOT_UNTS <sup>4,5</sup>	Category Total for Expense Units	5.2	E	Calculation
78	Subtotal	SUBTOT_EXPNS <sup>4,5</sup>	Category Total for Expenses	8.2	E	Calculation
79	Subtotal	TOT_UNTS	Invoice Total for Expense Units	5.2	E	Calculation
80	Subtotal	TOT_EXPNS	Invoice Total for Expenses	8.2	E	Calculation
81	Header/ Total	TAX_AMT <sup>6</sup>	Sales Tax Amount	8.2	-	Billing Data Entry Main tab Sales Tax field; Billing Register Sales Tax field
82	Header/ Total	TAXBL_AMT	Taxable Amount Total	8.2	-	Calculation
83	Header/ Total	NON_TAXBL_AMT	Non-Taxable Amount Total	8.2	-	Calculation
84	Header/ Total	INV_AMT <sup>6</sup>	Invoice Amount	8.2	-	<i>Formula:</i> TOT_FEES+TOT_EX PNS+TAX_AMT



Item	Group	Name	Description	Size	Type	Additional Information
85	Header/ Total	NET_INV_AMT <sup>7</sup>	Net Invoice Amount	8.2	-	Formula for Final Progress bills: INV_AMT - PROG_BALANCE Formula for Retainer bills: INV_AMT - RET_APPLIED
86	Header	CONT_TITL	Continued Title	9	-	System-generated
87	Header/ Total	RET_APPLIED	Retainer Applied	8.2	-	Billing Data Entry Main tab Retainer Applied field; Billing Register RET Applied field
88	Header/ Total	PROG_BALANCE <sup>6</sup>	Progress Bill Balance (Total of Progress Bill Amounts previously billed and updated)	8.2	-	Client Maintenance History tab Progress Bill Balance field
89	Header/ Total	CURRENT <sup>8</sup>	Current A/R amount for the client added to the current invoice	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
90	Header/ Total	AGED_1	Aging Bucket 1 (that is, over 30 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
91	Header/ Total	AGED_2	Aging Bucket 2 (that is, over 60 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
92	Header/ Total	AGED_3	Aging Bucket 3 (that is, over 90 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
93	Header/ Total	AGED_4	Aging Bucket 4 (that is, over 120 days)	8.2	-	Calculation Open Invoice File Invoice Transaction/ Payment History File
94	Header/ Total	CLNT_BALANCE	Client Balance	8.2	-	<i>Formula:</i> BALANCE_FWD- CASH_RECEIVED+ PTD_FIN_CHGS+ NET_INV_AMT+ PROG_BILL_AMT
95	Header/ Total	INVC_MSSG1	Invoice Message 1	6	-	Invoice Printing Message Line 1 field

Item	Group	Name	Description	Size	Type	Additional Information
96	Header/ Total	INVC_MSSG2	Invoice Message 2	6	-	Invoice Printing Message Line 2 field
97	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
98	Marker	START_HEAD <sup>9</sup>	Start First Page of Header Section	-	-	-
99	Marker	END_HEAD <sup>9</sup>	End First Page of Header Section	-	-	-
100	Marker	START_BODY	Start of Invoice Body Section	-	-	-
101	Marker	END_BODY	End of Invoice Body Section	-	-	-
102	Marker	START_FEES <sup>10</sup>	Start of Fees Section	-	-	-
103	Marker	END_FEES <sup>10</sup>	End of Fees Section	-	-	-
104	Marker	START_EXPNS <sup>10</sup>	Start of Expenses Section	-	-	-
105	Marker	END_EXPNS <sup>10</sup>	End of Expenses Section	-	-	-
106	Marker	START_TOT <sup>11</sup>	Start of Totals Section	-	-	-
107	Marker	END_TOT <sup>11</sup>	End of Totals Section	-	-	-
108	Header/ Total	RET_BALANCE	Previous Retainer Balance Less Retainer Applied	8.2	-	Billing Selection Register Retainer Balance field; Billing Data Entry Retainer Balance field
109	Header/ Total	RET_AMT_DUE	Retainer Amount Due	8.2	-	Billing Data Entry Retainer Amount Due field; Billing Register RET Due field



Item	Group	Name	Description	Size	Type	Additional Information
110	Header/ Total	PROG_BILL_AMT <sup>12</sup>	Progress Bill Amount	8.2	-	Client Maintenance Billing tab Progress Amount field; Billing Data Entry Bill Amount field
111	Header/ Total	UNCOLL_RETAIN <sup>13</sup>	Uncollected Retainer (total of retainers billed but not yet received)	-	-	Client Maintenance Billing Data Uncollected Retainer field; Billing Data Entry Uncollected Retainer field
112	Header/ Total	PTD_FIN_CHGS <sup>13</sup>	Period To Date Finance Charges	-	-	Calculation Client Master file
113	Header/ Total	BALANCE_FWD <sup>13</sup>	Balance Forward	-	-	Calculation Invoice Trans/Payment History file
114	Header/ Total	CASH_RECEIVED <sup>13</sup>	Cash Received	-	-	Calculation Invoice Trans/Payment Hist. file. The sum of all payments and prepayments that have a transaction date within the current period.
115	Subtotal	SUB_CAT_CODE <sup>14</sup>	Subtotal Category Code	3	FE	Work Code Maintenance Category Code field
116	Subtotal	SUB_CAT_DESC <sup>14</sup>	Subtotal Category Description	30	FE	Category Maintenance Description field
117	Subtotal	SUB_CAT_TEXT <sup>15</sup>	Subtotal Category Bill text	50-75	FE	Billing Data Entry Bill by Category tab Billing Entry Text Editor
118	Subtotal	SUB_WRK_CODE <sup>16</sup>	Subtotal Work Code	3	FE	Billing Data Entry Detail tab W.C. field
119	Subtotal	SUB_WRK_DESC <sup>16</sup>	Subtotal Work Code Description	30	FE	Work Code Maintenance Description field
120	Detail	LN_WIP_AMT	Work in Process Amount	8.2	FE	Billing Data Entry Detail tab Bill Amount field



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Item	Group	Name	Description	Size	Type	Additional Information
121	Subtotal	SUBTOT_WIP <sup>5</sup>	Subtotal WIP Amount	8.2	FE	Calculation
122	Subtotal	SUBTOT_WUD <sup>5</sup>	Subtotal Net Write Up/Down Amount	8.2	FE	Calculation
123	Header/ Total	TOT_WIP_AMT	Total WIP Amount	8.2	-	Calculation
124	Header/ Total	TOT_WUD_AMT	Total Net Write Up/Down Amount	8.2	-	Calculation
125	Header	USER_1	User-defined field 1	15	-	Client Maintenance Additional tab Client Misc 1 field
126	Header	USER_2	User-defined field 2	15	-	Client Maintenance Additional tab Client Misc 2 field
127	Header	USER_3	User-defined field 3	15	-	Client Maintenance Additional tab Client Misc 3 field
128	Header	USER_4	User-defined field 4	15	-	Client Maintenance Additional tab Client Misc 4 field
129	Header	BILL_THRU_DAT	Bill Thru Date	6	-	Billing Data Entry Bill Thru field
130		TAXCODE_1_DSC	Tax Discount			
131		TAXCODE_2_DSC	Tax Discount			
132		TAXCODE_3_DSC	Tax Discount			
133		TAXCODE_4_DSC	Tax Discount			
134		TAXCODE_1_AMT	Tax Amount			
135		TAXCODE_2_AMT	Tax Amount			
136		TAXCODE_3_AMT	Tax Amount			
137		TAXCODE_4_AMT	Tax Amount			



- 
- 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.
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## 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 specifies the number of characters after the last printed text where 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, <i>if used with a marker data item</i> . 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 <i>non-numeric</i> , 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

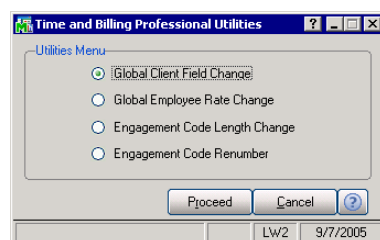
When adding fields and formats to a billing format, the following errors can occur if you enter data incorrectly.

- **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.

## Time and Billing Professional Utilities

The Time and Billing Professional Utilities window contains special features 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 Professional module.

- From the **Setup** menu of the Time and Billing Professional module, select **Time and Billing Pro Utilities**. The Time and Billing Professional Utilities window appears



Time and Billing Professional Utilities Window



The Time and Billing Professional Utilities feature includes the following options:

- [Global Client Field Change](#) (see page 133)
- [Global Employee Rate Change](#) (see page 135)
- [Engagement Code Length Change](#) (see page 137)
- [Engagement Code Renumber](#) (see page 137)

## Complete a Global Client Field Change

The Global Client Field Change utility enables you to change specified client fields for a large number of clients/engagements. This feature is especially useful for reassigning a group of clients to a different partner or employee.

- 1 Select **Global Client Field Change** from the Time and Billing Professional 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 **Field** sections of 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 Check **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
<b>Client Partner</b>	Change one employee to another employee in the Client Partner fields.
<b>Client Employee</b>	Change one employee to another employee in the Client Employee fields.
<b>Engagement Partner</b>	Change one employee to another employee in the Engagement Partner fields.
<b>Engagement Employee</b>	Change one employee to another employee in the Engagement Employee fields.
<b>Billing Format</b>	Change one billing format code to another billing format code in the Billing Format fields.
<b>Bill Frequency</b>	Change one bill frequency amount to another in the Bill Frequency fields.
<b>Bill Separate</b>	Change one bill separate amount to another in the Bill Separate fields.
<b>Revenue Account</b>	Change one General Ledger to another in the Revenue fields.
<b>Bill Rate Code</b>	Change one bill rate to another in the Bill Rate Code fields.

**3** Select the field information to change in the **Selection** section of the Global Client Field Change window.

**a** Select the client codes to change the field information for in the **Client Code** field.

- Check **All** to change the information in all client codes.

**OR**

- Enter the client codes to change in the **Starting** and **Ending** fields.

**b** Select the engagement codes to change the field information for in the **Engagement Code** field.

- Check **All** to change the information in all engagement codes.

**OR**

- Enter the engagement codes to change in the **Starting** and **Ending** fields.



- c Enter the client types to change the field information for in the **Client Type** field.

The default value of **All** means all client types will be changed. You may enter up to four alphanumeric characters for each client type you enter. Leave a space between each client type.

- 4 Click **Proceed** to change the information in Time and Billing Professional.

## Complete a Global Employee Rate Change

The Global Employee Rate Change feature allows you to change the employee cost per hour or billing rate for a large group of employees. The previous cost per hour or billing rate may be increased or decreased by a specified percentage or dollar amount, or changed to a fixed rate.

- 1 Select **Global Employee Rate Change** from the Time and Billing Professional Utilities window, and click **Proceed**. The Global Employee Rate Change window appears.

Global Employee Rate Change Window

- 2 Select the type of markup from the **Type** field for each billing rate you want to change. You can select:
  - **Markup Amount** - To markup the billing rate by a specific amount
  - **Markup Percent** - To markup the rate by a specific percent
  - **Fixed Amount Change** - To change the employee billing rate to a fixed amount
- 3 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.
- 4 Check **Round?** to calculate the new rate rounded to the nearest whole dollar amount.

The following table lists the fields you can change.

Field	Description
<b>Cost per Hour</b>	Change the employee cost per hour in this field.
<b>Gen Acct Svc</b>	Change the billing rate for general ledger account services in this field.
<b>Mngmt Advisory</b>	Change the billing rate for management advisory services in this field.
<b>Audit Services</b>	Change the billing rate for the audit services in this field.
<b>Phone Support</b>	Change the billing rate for phone support service in this field.
<b>Miscellaneous</b>	Change the billing rate for miscellaneous services.
<b>Special</b>	Change the billing rate for special services.
<b>Financial Pln</b>	Change the billing rate for financial plan services.
<b>Tax Ret-Corp</b>	Change the billing rate for corporate tax return services.
<b>Tax Ret-Prtshp</b>	Change the billing rate for partnership tax return services.
<b>Tax Ret-Indiv</b>	Change the billing rate for individual tax return services.

**5** Select the employees for whom to change the rates in the **Employee Code** field.

- Check **All** to change the rates for all employees.

**OR**



- Enter the employee codes to change in the **Starting** and **Ending** fields.

**6** Select the offices for which to change the employee rates in the **Office Code** field.

- Check **All** to change the rates for all offices.

**OR**

- Enter the office codes to change 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** Select the employee levels for which to change the employee rates in the **Employee Level Starting** and **Ending** fields.

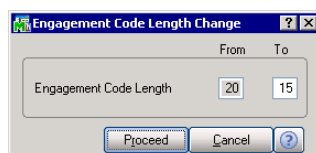
**8** Click **Proceed** to change the information in Time and Billing Professional.



## Change the Engagement Code Length

The Engagement Code Length Change feature allows you to change the length of engagement codes.

- 1 Select **Engagement Code Length Change** from the Time and Billing Professional Utilities window, and click **Proceed**. The Engagement Code Length Change window appears.



The screenshot shows the 'Engagement Code Length Change' dialog box. It has a title bar with a question mark and a close button. Inside, there are two input fields labeled 'From' and 'To'. The 'From' field contains the number '20' and the 'To' field contains the number '15'. Below these fields are three buttons: 'Proceed', 'Cancel', and a help button with a question mark.

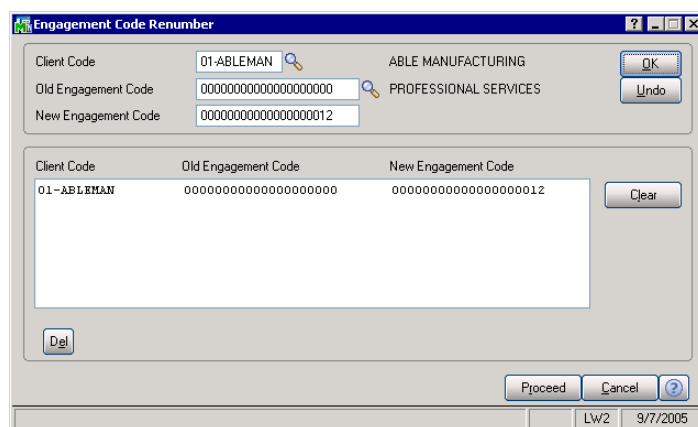
Engagement Code Length Change Window

- 2 Enter the new code length in the **To** field. This number can be 4 to 20 characters.
- 3 Click **Proceed**. The system changes the length of the engagement code.

## Change an Engagement Code

The Engagement Code Renumber feature allows you to change an engagement code's number globally throughout Time and Billing Professional.


- 1 Select **Engagement Code Renumber** from the Time and Billing Professional Utilities window, and click **Proceed**. The Engagement Code Renumber window appears.







The screenshot shows the 'Engagement Code Renumber' dialog box. It has a title bar with a question mark and standard window controls. The main area is divided into two sections. The top section has three input fields: 'Client Code' (containing '01-ABLEMAN'), 'Old Engagement Code' (containing a long string of zeros), and 'New Engagement Code' (containing a long string of zeros followed by '12'). There are 'OK' and 'Undo' buttons to the right. The bottom section is a table with three columns: 'Client Code', 'Old Engagement Code', and 'New Engagement Code'. It contains one row with the same data as the top section. There is a 'Clear' button to the right of the table. At the bottom of the dialog are 'Proceed', 'Cancel', and a help button. The status bar at the very bottom shows 'LW2' and '9/7/2005'.

Engagement Code Renumber Window

- 2 Select the client code for the engagement code you want to change from the **Client Code** field.
- 3 Select the engagement code you want to change from the **Old Engagement Code** field.
- 4 Enter the new code in the **New Engagement Code** field.

- 5 If you entered the erroneous code, click the  button, and repeat steps 2 through 4.

 **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.

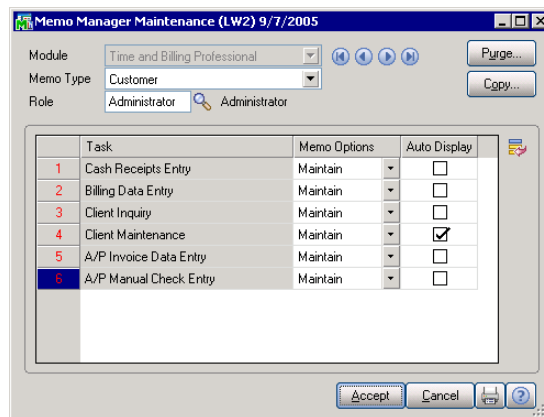
- 6 Click **OK**. The client code, old engagement code, and new engagement code appear in the list.
- 7 To remove an item from the list, highlight the respective line and click the  button.
- 8 To remove all items from the list, click the  button.
- 9 Click **Proceed**. The system changes the engagement code throughout Time and Billing Professional.

## Memo Manager Maintenance

The Memo Manager Maintenance feature has been designed by Sage Software starting with version 4.10 of Sage MAS 90 and Sage MAS 200. Use the Memo Manager Maintenance window to view, maintain, and manage memos in Time and Billing Professional. In Memo Manager Maintenance, you can define where memos can be displayed or maintained within Time and Billing Professional. You can also specify a default setting for the automatic display of memos when accessing certain tasks. Multiple types of memos can be defined.

### Configure Memo Maintenance in Time and Billing Professional

- 1 From the **Setup** menu of the Time and Billing Professional module, select **Memo Manager Maintenance**. The Memo Manager Maintenance window appears.



The screenshot shows the Memo Manager Maintenance window. It has a title bar 'Memo Manager Maintenance (LW2) 9/7/2005'. Below the title bar, there are fields for 'Module' (Time and Billing Professional), 'Memo Type' (Customer), and 'Role' (Administrator). There are also 'Purge...' and 'Copy...' buttons. The main area is a table with columns 'Task', 'Memo Options', and 'Auto Display'. The table contains six rows of tasks. The 'Auto Display' column has checkboxes, with the fourth row (Client Maintenance) checked. At the bottom, there are 'Accept', 'Cancel', and a help icon button.

Task	Memo Options	Auto Display
1 Cash Receipts Entry	Maintain	<input type="checkbox"/>
2 Billing Data Entry	Maintain	<input type="checkbox"/>
3 Client Inquiry	Maintain	<input type="checkbox"/>
4 Client Maintenance	Maintain	<input checked="" type="checkbox"/>
5 A/P Invoice Data Entry	Maintain	<input type="checkbox"/>
6 A/P Manual Check Entry	Maintain	<input type="checkbox"/>

Memo Manager Maintenance Window

- 2 Select the type of memo to configure from the drop-down list in the **Memo Type** field.



- 3 Select the role for the memo type and module you want to maintain from the **Role** field.

Depending on the security permissions set up for the role, the **Memo Options** field displays the permission allowed for maintaining memos. Once you select a role, the **Tasks** field displays the module's tasks available for the selected memo type.

- 4 Select the memo option allowing or restricting actions that can be performed on the memo from the **Memo Options** field. The memo option initially displayed is based on the least restrictive option allowed after comparing any role security permissions for this task. The following table describes each option.

Option	Description
<b>Show</b>	Allows you to display memos for the selected task. Memos cannot be edited or deleted.
<b>Hide</b>	Allows you to hide the memo button in the selected task window, however, auto-display memos can still be optionally processed.
<b>Maintain</b>	Allows you to add, modify, or delete memos for the selected task.


- 5 Check **Auto Display** to allow memos to automatically display when the window (or task) is accessed.
- 6 Click **Accept** to save the changes.

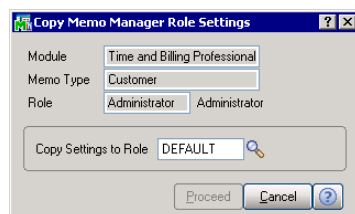
**OR**

Click **Cancel** to exit without saving.

### *Copy the Memo Maintenance from One Employee Role to Another*

Use the **Copy** button to copy the memo settings from one role to another.

- 1 From the Memo Manager Maintenance window, select the type of memo to configure from the drop-down list in the **Memo Type** field.
- 2 Select the role for the memo type and module you want to copy from the **Role** field.
- 3 Click the  button to copy the current role's memo rights to another role. The Copy Memo Manager Role Setting window appears.




Copy Memo Manager Role Setting Window

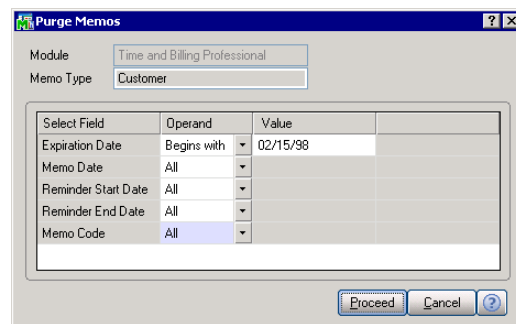


- 4 Select the role to copy the same memo access to from the Lookup available in the **Copy Settings to Role** field.
- 5 Click **Proceed** to copy the data.
- 6 Click **Accept** on the Memo Manager Maintenance window to save the changes.

### *Purge Memos from Specific User Roles in Time and Billing Professional*

Use the **Purge** button to purge memos. You can filter memos to be purged by expiration date, memo date, reminder start/end date, and memo code.

- 1 From the Memo Manager Maintenance window, select the type of memo to purge from the drop-down list in the **Memo Type** field.
- 2 Select the role that you want to purge the memo types from in the **Role** field.
- 3 Click the  button. The Purge Memos window appears.



**Purge Memos Window**

The Purge Memos window allows you to select exactly which memos to purge. You can purge the memos based on memo Expiration Date, Memo Date, Reminder Start Date, Reminder End Date, and Memo Code.

- 4 Select the operand equation to use to limit the memos to purge from the **Operand** field.

For example, you can limit the purge to not include any memos that have an expiration date beginning with August 29, 2005. You would select the **Begins With** operand for the **Expiration Date** option.

The following table describes each option.

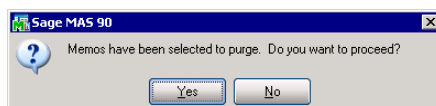
Operand	Description
<b>Begins With</b>	Returns any record whose field value begins with the filter value specified on this row.
<b>Ends With</b>	Returns any record whose field value ends with the filter value specified on this row.
<b>Contains</b>	Returns any record whose field value contains the filter value specified on this row.



Operand	Description
<b>Less Than</b>	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
<b>Greater Than</b>	Returns any record where the field value is greater than the filter value specified on this row. Specifically, fieldValue > filterValue.
<b>Range</b>	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.
<b>Equal To</b>	Returns any record where the field value exactly equals the filter value.
<b>All</b>	For display in filter preview only, has no effect on filter results.

5 Enter the exact date or specific data in the **Value** field.

6 Click **Proceed** to purge the data. The following warning appears.



Sage MAS 90 Dialog

7 Click **Yes** to purge the memos.

8 Click **Accept** on the Memo Manager Maintenance window to save the changes.

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This concludes *Chapter 6: Using the Setup Menu* of the Time and Billing Professional manual.



## Using the Main Menu

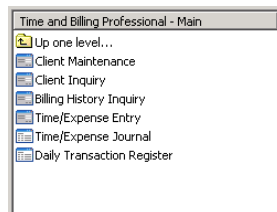
*Chapter 7: Using the Main Menu* teaches managers how to setup clients, how to enter time and expenses, and how to update the Sage MAS 90 or 200 system with employee time spent on engagements.

### How to Use the Main Menu

The Main menu contains the options used to create your Client Master file, enter time and expense transactions, process cash receipts and write-offs, and print the necessary audit reports. 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, deleting, and printing information from the Main windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

#### *Open a Window from the Main Menu*

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.
- 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.





Windows Available in the Main Menu

- 3 Double-click the name of the window to open. The system displays the selected window.

#### *Select Items 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 (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.








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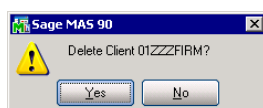
INDEX

## 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 **Accept** 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 on the window.
- 2 Click **Delete**. The system displays a warning dialog box similar to the following.




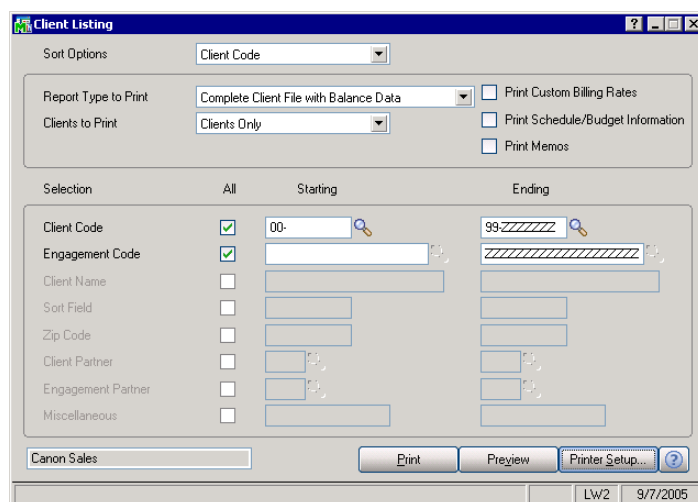
Sage MAS 90 Warning Dialog

- 3 Click **Yes**. The record is deleted.
- 4 Click **Accept** on the main window to save the changes.

## Print from a Window





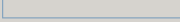
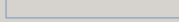










You can print information from many of the windows available in the Main menu. These windows provide a listing of the options set or the records available. For many of the windows you can select the type of information to include in the listing. For detailed information about each type of listing, see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

- 1 Click the  button on the window. A Listing window similar to the following appears.



The Client Listing window includes the following sections:

- Sort Options:** Client Code (dropdown)
- Report Type to Print:** Complete Client File with Balance Data (dropdown)
- Clients to Print:** Clients Only (dropdown)
- Print Options (checkboxes):**
  - Print Custom Billing Rates
  - Print Schedule/Budget Information
  - Print Memos
- Selection Table:**

	All	Starting	Ending
Client Code	<input checked="" type="checkbox"/>	00- 	99-ZZZZZ 
Engagement Code	<input checked="" type="checkbox"/>		
Client Name	<input type="checkbox"/>		
Sort Field	<input type="checkbox"/>		
Zip Code	<input type="checkbox"/>		
Client Partner	<input type="checkbox"/>		
Engagement Partner	<input type="checkbox"/>		
Miscellaneous	<input type="checkbox"/>		
- Footer:** Canon Sales, Print, Preview, Printer Setup...?, LW2, 9/7/2005

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 check **All** 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 the **Preview** button to print preview the list.

### Client Maintenance

The Client Maintenance window allows you to create and maintain a file containing detailed information for each of your clients. You may also maintain information for engagements for a client, if applicable. The Client Maintenance window provides options to maintain address and other client data, billing data, custom billing rates, and budget scheduling information. You may also display billing history, aged and open invoices, and work in process information. Starting with version 4.20 of Sage MAS 90 and Sage MAS 200, you can [limit invoices to current engagements](#) (see page 161).

The Client Maintenance window contains six tabs for different configuration settings: the Client, the Engagement, the Billing, the History, the Invoices, and the WIP tab.

- Select **Client Maintenance** from the **Main** menu of the Time and Billing Professional module to access this feature. The T/2 Client Maintenance window appears.

#### *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.



T/2 Client Maintenance Window

- 1 Click the  button to copy a client engagement. The Copy Engagements 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.

- 2 Select the client that will have the new engagement from the **To Client Code** field.
- 3 Select the client that has the engagement that will be copied from the **From Client Code** field.
- 4 Select the first engagement to copy in the **Starting Engagement Code** field.
- 5 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.

6 Check **Copy Custom Rate Information** to copy any custom rates configured for the engagement to the new engagement.

7 Check **Copy Schedule/Budget Information** to copy any schedules or budgets configured for the engagement to the new engagement.

8 Click **Proceed** to copy the engagement.

## Review and Enter Basic Data about a Client on the Client Tab

The **Client** tab of the T/2 Client Maintenance window stores general information on the specified client.

**HINT:** Click the Map button available in the **Address** field to access [www.mapquest.com](http://www.mapquest.com) and view the location map or find the directions.



T/2 Client Maintenance Window - Client Tab

1 Enter or select a client in the **Client Code** field.

- Click the button to enable a client from a list of all Sage MAS 90 or 200 clients available.
- Click the button to search for a client that is already enabled in Time and Billing Professional, so you can change the settings.
- Click the button to create a new client by launching the Accounts Receivable Customer Maintenance window.




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2 Enter or select a client engagement in the **Engagement Code** field.

- Click the  button to search for an existing client engagement, or create a new client engagement by entering a new engagement code.


See the [Set Up Client/Engagements on the Engagement Tab](#) section (see page 148) for creating a new engagement.

3 Enter a description for the client engagement in the **Description** field.



 **NOTE:** Many of the fields on the **Client** tab are view-only. These are maintained in Accounts Receivable Customer Maintenance. See the *Accounts Receivable Manual* or *Online Help* by Sage Software for more information

4 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.



5 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.



6 Enter or select a primary contact for the client in the **Primary Contact** field.

- Click the  button to search for a contact that is already enabled in Time and Billing Professional.
- Click the  button to create a new contact by launching the Accounts Receivable Customer Contact Maintenance window.

7 Enter or select an employee partner responsible for the client in the **Client Partner** field.

- Click the  button to search for an employee partner that is already enabled in Time and Billing Professional.
- Click the  button to create a new employee partner by launching the [Employee Maintenance](#) window (see page 92).

8 Enter or select an employee responsible for the client in the **Client Employee** field.

- Click the  button to search for an employee that is already enabled in Time and Billing Professional.
- Click the  button to create a new employee by launching the [Employee Maintenance](#) window (see page 92).



9 Enter data in any user-defined fields on the **Client** tab. The Client tab will include up to four fields defined by your company on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 88).

10 Click the next tab to continue.







## Set Up Client/Engagements on the Engagement Tab

The Engagement tab of the Client Maintenance window allows you to create and maintain engagements for clients.

1 Click the **Engagement** tab to access the engagement information.

T/2 Client Maintenance Window - Engagement Tab


- 2 Enter the date when this client/engagement was originally created in the **Date Opened** field.
- 3 Enter the date when this client/engagement is projected to be started in the **Projected Start Date** field.
- 4 Enter the date when this client/engagement was actually started in the **Actual Start Date** field.
- 5 Enter the date when this client/engagement is projected to be completed in the **Projected Completion Date** field.
- 6 Enter the date when this client/engagement was actually completed in the **Actual Completion Date** field.
- 7 Enter the total hours budgeted for the client/engagement in the **Budget Hours** field. This field will automatically update with the amount of budgeted hours created in the [budget schedule](#) (see page 150).
- 8 Enter the budget rate used to calculate the budget amount based on the budgeted number of hours in the **Budget Rate** field.

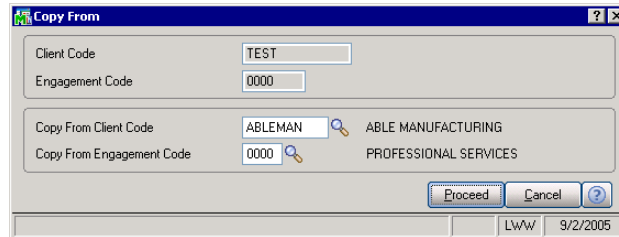
- 9** Enter the total revenue budgeted for the client/engagement in the **Budget Amount** field. This field will automatically update with the amount of budgeted dollars entered in the [budget schedule](#) (see page 150).
- 10** Enter or select an employee partner responsible for the client/engagement in the **Engmt Partner** field.
- Click the  button to search for an employee partner that is already enabled in Time and Billing Professional.
  - Click the  button to create a new employee partner by launching the [Employee Maintenance](#) window (see page 92).
- 11** Enter or select an employee responsible for the client/engagement in the **Engmt Empl** field.
- Click the  button to search for an employee that is already enabled in Time and Billing Professional.
  - Click the  button to create a new employee by launching the [Employee Maintenance](#) window (see page 92).
- 12** Enter or select a contact for the client/engagement in the **Engmt Contact** field.
- Click the  button to search for a contact that is already enabled in Time and Billing Professional.
  - Create a new contact by entering a new code. A dialog box will appear allowing you to create a new contact by clicking **Yes** and launching the Accounts Receivable Customer Contact Maintenance window.
  - You can also launch the Accounts Receivable Customer Contact Maintenance window by clicking the  button.
- 13** Select the status of the client/engagement from the **Status** field. Options include:
- Prepare**  
**Open**  
**Inactive**  
**Complete**
- 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** Click **Accept** to save the changes.
- 16** Click the next tab to continue.

### **Create a New Client by Copying an Existing Client**

Use the **Copy From** button on the 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.



- 1 Enter a new client in the **Client Code** field.
- 2 Enter a new engagement in the **Engagement Code** field.
- 3 Enter a description for the client engagement in the **Description** field.
- 4 Click the  button. The Copy From window appears.



The 'Copy From' window is a standard Windows-style dialog box. It contains two groups of fields. The first group has 'Client Code' with the value 'TEST' and 'Engagement Code' with the value '0000'. The second group has 'Copy From Client Code' with a dropdown showing 'ABLEMAN' and a magnifying glass icon, and 'Copy From Engagement Code' with a dropdown showing '0000' and a magnifying glass icon. To the right of these dropdowns, the text 'ABLE MANUFACTURING' and 'PROFESSIONAL SERVICES' are visible. At the bottom right, there are 'Proceed', 'Cancel', and a help icon. The status bar at the very bottom shows 'LW/W' and '9/2/2005'.

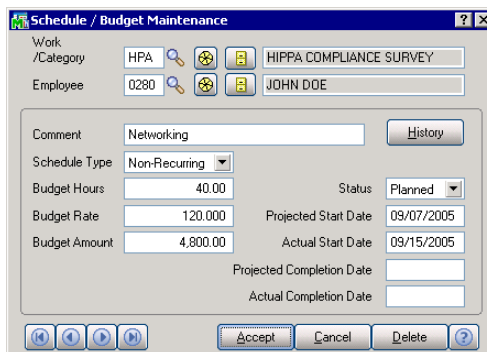
Copy From Window

- 5 Select the client to copy the information from in the **Copy From Client Code** field.
- 6 Select the engagement to copy the information from in the **Copy From Engagement Code** field.
- 7 Click **Proceed** to copy the information.

## Schedule Budgets for Engagements

You can use the Schedule/Budget Maintenance feature available on the Engagement tab of the Client Maintenance window to create a schedule for individual work codes and categories. You can also use this feature to [view the history of budget information for each task](#) (see page 152).




- 1 Click the  button on the **Engagement** tab. The Schedule/Budget Maintenance window appears.






The 'Schedule / Budget Maintenance' window is a complex form. At the top, it has fields for 'Work /Category' (HPA) and 'Employee' (0280), both with magnifying glass icons. To the right, it shows 'HIPPA COMPLIANCE SURVEY' and 'JOHN DOE'. Below these are fields for 'Comment' (Networking) and a 'History' button. The 'Schedule Type' is set to 'Non-Recurring'. There are fields for 'Budget Hours' (40.00), 'Budget Rate' (120.000), and 'Budget Amount' (4,800.00). To the right, there are fields for 'Status' (Planned), 'Projected Start Date' (09/07/2005), 'Actual Start Date' (09/15/2005), 'Projected Completion Date', and 'Actual Completion Date'. At the bottom, there are navigation buttons (back, forward, etc.) and 'Accept', 'Cancel', 'Delete', and a help icon.

Schedule/Budget Maintenance Window

**2** Enter or select a work code in the **Work/Category** field.

- Click the  button to select one work code.
- Click the  button to set the schedule for all work codes.
- Create a new work code by typing a new code.  
A dialog box will appear allowing you to create a new code by clicking **Yes** and launching the [Work Code Maintenance](#) window (see page 99).
- Click the  button to update a work code.

**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.  
A dialog box will appear allowing you to create a new employee by clicking **Yes** and launching the [Employee Maintenance](#) window (see page 92).
- Click the  button to update an employee.

**4** Enter any comments about the schedule in the **Comment** field. You may enter up to 30 alphanumeric characters.

**5** Select how often this task will be done from the **Schedule Type** field.  
You can select:

**Non-Recurring**  
**Monthly**  
**Quarterly**  
**Semi-Annual**  
**Annual**

**6** 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 **Engagement** tab.

**7** Enter the budget rate used to calculate the budget amount based on the budgeted number of hours in the **Budget Rate** field.

**8** 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 **Engagement** tab.

**9** Select the status of the task from the **Status** field. Options include:

**Planned**  
**Active**  
**Completed**  
**Cancelled**

**10** Enter the date when this task is projected to be started in the **Projected Start Date** field.



- 11 Enter the date when this task was actually started in the **Actual Start Date** field.
- 12 Enter the date when this task is projected to be completed in the **Projected Completion Date** field.
- 13 Enter the date when this task was actually completed in the **Actual Completion Date** field.
- 14 Click **Accept** to save the changes. You can continue to schedule each task for a client/engagement.

## View the Budget History for a Task

You can use the Schedule/Budget Maintenance feature available on the Engagement tab to view the budget history of a task.

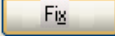
- 1 Click the **Schedule ...** button on the **Engagement** tab of the Client Maintenance window. The Schedule/Budget Maintenance window appears. .

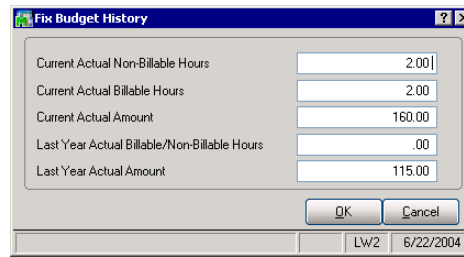
**Schedule/Budget Maintenance Window**

- 2 Select the task to review from the **Work/Category** field.
- 3 Select the employee assigned to the task from the **Employee** field.
- 4 Click the **History** button. The Budget History window appears.

	Current Hours	Current Amount	Last Year Hours	Last Year Amount
Budget	40.00	4,800.00	.00	.00
Actual Fee	.00	.00	.00	.00
Variance Amount	40.00	4,800.00	.00	.00
Variance Percent	-100.00%	-100.00%	.00%	.00%

**Budget History Window**

- 5 To update any of the values, click the  button. The Fix Budget History window appears.



The Fix Budget History window is a small dialog box with a title bar that says "Fix Budget History". It contains five input fields with the following labels and values:

Field Label	Value
Current Actual Non-Billable Hours	2.00
Current Actual Billable Hours	2.00
Current Actual Amount	160.00
Last Year Actual Billable/Non-Billable Hours	.00
Last Year Actual Amount	115.00

At the bottom of the window are "OK" and "Cancel" buttons. The status bar at the very bottom shows "Lw2" and "6/22/2004".

**Budget History Window**

- 6 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

- 7 Update the revenue for the task in the following fields:

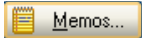
- **Current Actual Amount** field
- **Last Year Actual Amount** field

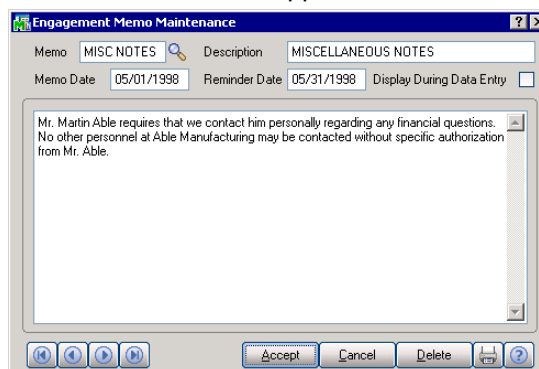
- 8 Click **OK**. The Budget History window displays the corrected values.

- 9 Click **OK** again to close the Budget History window.

### Create an Engagement Memo

You can use the Engagement Memo Maintenance feature available on the Engagement tab of the Client Maintenance window to create a memo for an engagement.

- 1 Click the  button on the **Engagement** tab. The Engagement Memo Maintenance window appears.



The Engagement Memo Maintenance window has a title bar "Engagement Memo Maintenance". It contains the following fields and controls:

- Memo**: A dropdown menu showing "MISC NOTES".
- Description**: A text field containing "MISCELLANEOUS NOTES".
- Memo Date**: A date field showing "05/01/1998".
- Reminder Date**: A date field showing "05/31/1998".
- Display During Data Entry**: A checkbox that is currently unchecked.
- Text Area**: A large text area containing the following text: "Mr. Martin Able requires that we contact him personally regarding any financial questions. No other personnel at Able Manufacturing may be contacted without specific authorization from Mr. Able."
- Buttons**: At the bottom are "Accept", "Cancel", and "Delete" buttons, along with a small icon of a printer.

**Engagement Memo Maintenance Window**

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



- 3 Enter a description of the memo in the **Description** field.
- 4 Enter the starting date for the memo in the **Memo Date** field.
- 5 Enter a reminder date for the memo in the **Reminder Date** field.
- 6 Check **Display During Data Entry** to display the memo when an employee enters data concerning the engagement in Time and Billing Professional.
- 7 Enter the memo in the text field.
- 8 Click **Accept** to save the memo.

## Set Up Billing Procedures for a Client on the Billing Tab

The Billing tab of the Client Maintenance window stores specific billing information for the specified client/engagement.

- 1 Click the **Billing** tab on the Client Maintenance window to access the billing information.

T/2 Client Maintenance Window - Billing Tab

- 2 Check **Bill Separate** to print each engagement bill separately for this client.

If you do not select this option, all engagements for the client print together on one invoice.

- 3 Select how to bill the customer from the **Fee Arrangement** field. The 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.

4 Check **Include Expenses** to include expenses in the distribution bill amount during [Billing Data Entry](#) (see page 191).

5 Select a billing rate for the client/engagement from the **Bill Rate Code** field.

6 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.

7 Enter a progress amount in the **Progress Amount** field.  
This field is available only if **Progress Billing** is selected in the **Fee Arrangement** field.

8 Enter a retainer fee in the **Monthly Retainer** field.  
This field is available only if **Retainer Billing** is selected in the **Fee Arrangement** field.

Any uncollected retainer fees appear in the **Uncollected Rtnr** field.

9 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.


10 Select the General Ledger account to post offsetting revenue for time sheet entries from the **G/L Revenue** field.

11 Check **Clear Bill Text** to clear Bill Text and Category Bill Text during the Billing Register update.

12 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.

13 Enter or select a primary billing address in the **Primary Bill To** field.

- 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 the **Yes** button and launching the [Client Bill To Address Maintenance](#) window (see page 156).
- Click the  button to update an address.


14 Select the billing format to use while printing invoices for this client/engagement from the **Bill Format** field.

15 Click the next tab to continue.



## Set Up a Billing Address for a Customer


You can use the Client Bill To Address Maintenance feature available on the **Billing** tab of the Client Maintenance window to create a billing address for a client.

- 1 Click the  button on the **Billing** tab. The Client Bill To Address Maintenance window appears.

 **HINT:** Click the Map button available in the **Address** field to access [www.mapquest.com](http://www.mapquest.com) and view the location map or find the directions.



Client Bill To Address Maintenance Window

- 2 Enter or select a bill to code in the **Bill To Code** field.
  - Click the  button to select an existing address from the Lookup.

**OR**

  - Type a new code to create a new address.
- 3 Enter the name of the address location in the **Name** field.
- 4 Check **Default** to mark the billing address as the default address.
- 5 Check **Global** 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.  
When you enter the zip code, the **City**, **State**, and **Country** fields are automatically filled.
- 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.




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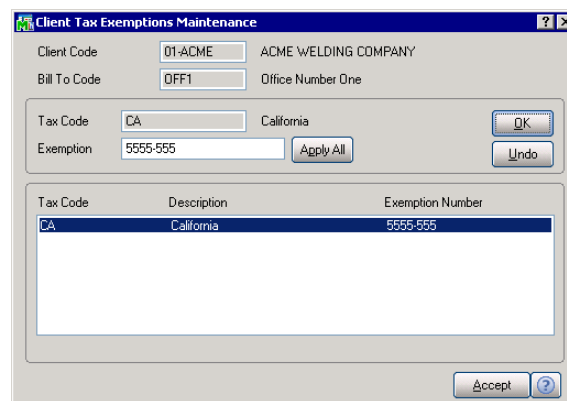
**10** Enter or select a contact for the client/engagement in the **Contact** field.

- Click the  button to search for a contact that is already enabled in Time and Billing Professional.
- Create a new contact by entering a new code. A dialog box will appear allowing you to create a new contact by clicking **Yes** and launching the Accounts Receivable Customer Contact Maintenance window.

**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  button to access the Client Tax Exemptions Maintenance window.



The screenshot shows the 'Client Tax Exemptions Maintenance' window. It has a title bar with a question mark and a close button. The window contains several input fields: 'Client Code' (01-ACME), 'ACME WELDING COMPANY', 'Bill To Code' (OFF1), 'Office Number One', 'Tax Code' (CA), 'California', 'Exemption' (5555-555), and buttons for 'OK', 'Apply All', and 'Undo'. Below these fields is a table with three columns: 'Tax Code', 'Description', and 'Exemption Number'. The table contains one row with 'CA', 'California', and '5555-555'. At the bottom right are 'Accept' and '?' buttons.

Client Tax Exemptions Maintenance Window


**a** Enter the exemption number in the **Exemption** field, and click **OK**. The exemption will appear in the list.

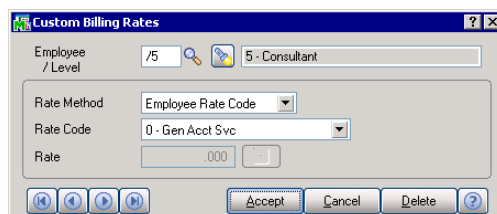
**b** Click **Accept** on the Client Tax Exemptions Maintenance window to save the exemption.

**14** Click **Accept** on the Client Bill to Address Maintenance window to save the changes.

## Set Up Custom Billing Rates for a Client

You can set up custom billing rates for a client based on a particular employee or an employee level.



**1** Click the  button on the **Billing** tab of the Client Maintenance window. The Client Billing Rates window appears.



The screenshot shows the 'Custom Billing Rates' window. It has a title bar with a question mark and a close button. The window contains several input fields: 'Employee / Level' (75), '5 - Consultant', 'Rate Method' (Employee Rate Code), 'Rate Code' (0 - Gen Acct Svc), and 'Rate' (.000). At the bottom are 'Accept', 'Cancel', 'Delete', and '?' buttons.

Custom Billing Rates Window

**2** Select an employee or an employee level from the **Employee/Level** field.

- Click the  button to search for an employee or level that is already enabled for this client.
- Click the  button to search for an employee from a list of all Sage MAS 90 or 200 employees available.

**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 **Rate Entered**, the **Rate** field becomes available.
- If you select **Employee Rate Code**, the **Rate Code** field becomes 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.

**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** on the Client Billing Rates window to save the changes.

### ***View or Edit the Client's Historical Billing on the History Tab***

Use the History tab to view/edit historical information concerning this client/engagement.



- 1 Click the **History** tab from the Client Maintenance window to access a client's historical budget.

**HINT:** Click the **Budget** button to display a recap of the detailed budget amounts and hours. The Budget History window appears displaying the budget (hours and amount), actual fee (hours and amount), variance amount (hours and amount), and variance percent (hours and amount).

**Budget**

Period 05	Period to Date	Year to Date	Job to Date	Last Year
Billable Hrs	33.00	437.00	.00	4,800.00
Non-Billable Hrs	4.00	52.00	.00	515.00
	37.00	489.00	.00	5,315.00
Billable Amount	3,605.00	50,209.23	.00	249,672.00
Non-Billable Amt	.00	2,075.00	.00	3,006.49
Billed Fees	3,943.07	42,544.21	.00	235,900.00
Billed Expenses	1,056.93	1,138.79	.00	3,290.00
Write Ups/Dns	199.00	5,873.03	.00	10,482.00
Receipts	5,000.00	24,683.00	.00	210,498.00

T/2 Client Maintenance Window - History Tab

- 2 Select the period to review by clicking one of the radio buttons at the bottom of the window.
  - Click **Current Period** to view data from the current period.
  - Click **Future Period** to view data budgeted for the future.
  - Click **All Engagements** for the totals of all engagements.



**NOTE:** You can change the data on the window only when **Current Period** is selected.



**SPECIAL NOTE:** 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 bill/invoice printed for this client/engagement in the **Last Billing Date** field.
- 4 Change the total amount on the last bill/invoice for this client/engagement in the **Last Billing Amount** field.
- 5 Change the date the client made the last payment in the **Last Payment Date** field.
- 6 Change the amount the client paid for the last payment in the **Last Payment Amount** field.

▼ Change the relevant information in the **Period to Date**, **Year to Date**, **Job to Date**, and **Last Year** columns for the following fields.

7 Change the number of **Billable Hours** charged to the client/engagement.

8 Change the number of **Non-Billable Hours** charged to the client/engagement.

9 Change the dollar value of the **Billable Amount** charged to the client/engagement.

10 Change the dollar value of the **Non-Billable Amount** charged to the client/engagement.

11 Change the dollar value of the **Billed Fees** charged to the client/engagement.

12 Change the dollar value of the **Billed Expenses** charged to the client/engagement.

13 Change the dollar value of the **Write Ups/Downs** charged to the client/engagement.

14 Change the dollar value of the **Receipts** charged to the client/engagement.

15 Click the next tab to continue.

## Review the Client/Engagement Invoice on the Invoices Tab

The Invoices tab of the Client Maintenance window displays the history of invoices for the specified client/engagement. The Invoices tab shows historical invoices, payments, credits, and adjustments. This tab also displays total fields to show the total outstanding balance for this client/engagement.

1 Click the **Invoices** tab from the Client Maintenance window to access client's historical invoices.

Invoice Number	Trn	Invoice Date	Due Date	Trans Date	Transaction Amount	Discount Amount	Invoice Balance
0000013	INV	02/15/98	02/15/98	02/23/98	14,000.00	.00	.00
	PMT	Chk No:9997		03/23/98	6,000.00	.00	.00
	PMT	Chk No:10633		04/27/98	8,000.00	.00	.00
0000027	INV	03/15/98	03/15/98	03/31/98	8,683.00	.00	1,683.00
	PMT	Chk No:10633		04/27/98	2,000.00	.00	.00
	PMT	Chk No:10442		05/03/98	5,000.00	.00	.00
0000042	INV	04/15/98	04/15/98	04/30/98	7,900.00	.00	7,900.00
0000058	INV	05/15/98	05/15/98	05/31/98	5,060.05	.00	5,060.05
MAR0001	F/C	03/31/98		03/31/98	50.00	.00	.00
	C/M	Refinc:42795		04/27/98	50.00	.00	.00

Balance: 14,643.05    Current: 14,643.05    30 Days: .00    60 Days: .00    90 Days: .00    120 Days: .00

Buttons: Accept, Cancel, Delete, Print, Help

HTI LW2 8/16/2007

T/2 Client Maintenance Window - Invoices Tab

2 Use the action buttons to view further details about the invoices.






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- Click the  button to search for a particular invoice. The Accounts Receivable [A/R Invoice Search](#) window appears (see page 161).
- Select an invoice and click the  button to view the invoice details. The [Billing History Inquiry](#) window (see page 165) appears.
- Click the  button to display the full details about each payment amount.


Invoice Number	Trn Type	Invoice Date	Due Date	Trans Date	Transaction Amount	Discount Amount	Invoice Balance
0000013	INV	02/15/98	02/15/98	02/28/98	14,000.00	.00	.00
	PMT	Chk No:9997		03/29/98	6,000.00-	.00	.00
	PMT	Chk No:10633		04/27/98	8,000.00-	.00	.00

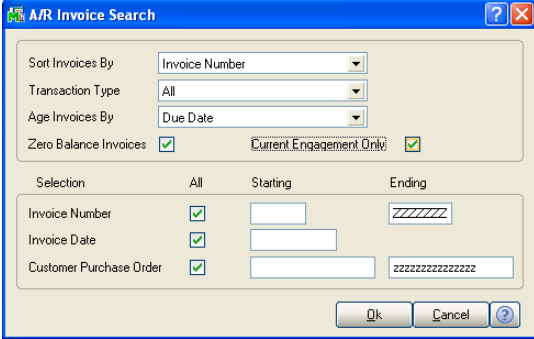
**Invoices Tab with Check Payments**

- Click the  or  button to include/exclude invoices from other Sage MAS 90 or 200 modules for the client. The "plus" function includes other module invoices and the "minus" function displays only Time and Billing Professional invoices.

3 Click the next tab to continue.

## Limiting Invoices to Current Engagements

Upon clicking the  button on the **Invoices** tab of the Client Maintenance/Client Inquiry window, the A/R Invoice Search window appears.



The screenshot shows the 'A/R Invoice Search' window. It has a title bar with a question mark and a close button. Inside, there are several dropdown menus: 'Sort Invoices By' (set to 'Invoice Number'), 'Transaction Type' (set to 'All'), and 'Age Invoices By' (set to 'Due Date'). There are two checkboxes: 'Zero Balance Invoices' (checked) and 'Current Engagement Only' (checked). Below these are three columns: 'Selection', 'All', and 'Ending'. Under 'Selection', there are three rows: 'Invoice Number' (checked), 'Invoice Date' (checked), and 'Customer Purchase Order' (checked). Each row has a corresponding input field under the 'All' and 'Ending' columns. The 'Ending' column has a 'ZZZZZ' placeholder for the first two rows and a 'ZZZZZZZZZZZZZZZZZZ' placeholder for the third row. At the bottom are 'Ok', 'Cancel', and a help button.

**A/R Invoice Search Window**

The selection of the Current Engagement Only option available on the A/R Invoice Search window allows you to limit the list to the invoices that have the current engagement.

For example:

- If you select Client 01-ABC on the **Invoices** tab of the Client Maintenance window,

### AND

Inv #0000001 has Engagements: 001 on it  
 Inv #0000002 has Engagements: 002 on it  
 Inv #0000003 has Engagements: 001 and 002 on it  
 Inv #0000004 has Engagements: 003 on it



## AND

You check **Current Engagement Only** option on the A/R Invoice Search window and click **OK**,

## THEN

- If you select Engagement 001 on the **Invoices** tab of the Client Maintenance/Client Inquiry window, only Invoices 0000001 and 000003 will show in the list.
- If you select Engagement 002 for the same client, invoices 0000002 and 0000003 will show in the list.

If you clear the **Current Engagement Only** check box on the A/R Invoice Search window, all four invoices will display in the list on the Invoices tab of the Client Maintenance/Client Inquiry window.

### View the Work in Process on the WIP Tab


Use the WIP tab of the Client Maintenance window to view unbilled Work in Process history for the specified client/engagement. This window also displays total fields to show the total outstanding balance for this client/engagement.

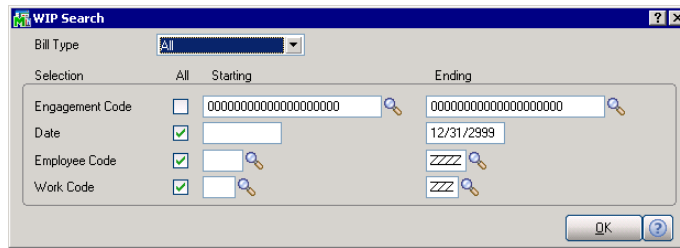
- 1 Click the **WIP** tab from the Client Maintenance window to access work in process information.

Engagement	Date	Empl	W.C.	Cat	Type	Units	Rate	Amount
00000000000000000000	03/04/98	0130	DNS	MIC	B	8.00	125.000	1,000.00
00000000000000000000	03/04/98	0140	PHN	EXP	E	4.00	5.000	20.00
00000000000000000000	04/11/98	0150	CLR	CLK	B	5.00	13.850	69.25
00000000000000000000	04/12/98	0150	DIC	CLK	B	3.00	13.850	41.55
00000000000000000000	04/12/98	0150	MSR	EXP	E	50.00	1.000	50.00
00000000000000000000	04/13/98	0210	CAR	EXP	E	5.00	75.000	375.00
00000000000000000000	05/23/98	0260	MTG	AUD	B	4.00	13.850	55.40
00000000000000000000	05/31/98	0150	DIC	CLK	B	4.00	1.000	35.00
00000000000000000000	06/01/98	0110	CAR	EXP	E	3.00	0.000	.00
00000000000000000000	06/01/98	0110	CNB	NOB	N	4.00	200.000	800.00
00000000000000000000	06/01/98	0110	MTG	AUD	B	4.00	13.850	55.40
00000000000000000000	06/01/98	0150	CLR	CLK	B	3.00	0.000	.00
00000000000000000000	06/01/98	0220	CNB	NOB	N	6.00	150.000	900.00
00000000000000000000	06/01/98	0220	MON	ACC	B			
Balance								
4,043.60	4,043.60	.00	.00	.00	.00	.00	.00	.00

T/2 Client Maintenance Window - WIP Tab

- 2 Use the action buttons to view further details about the engagements.

- Click the  button to search for a particular engagement. The WIP Search window appears.



The WIP Search window is a dialog box with a title bar. It contains a 'Bill Type' dropdown menu set to 'All'. Below this is a table with columns 'Selection', 'All', 'Starting', and 'Ending'. The 'Selection' column has checkboxes for 'Engagement Code', 'Date', 'Employee Code', and 'Work Code'. The 'All' column has checkboxes for the same fields. The 'Starting' and 'Ending' columns have text input fields. The 'Engagement Code' field is empty. The 'Date' field contains '12/31/2999'. The 'Employee Code' field contains 'ZZZZ'. The 'Work Code' field contains 'ZZZ'. There are 'OK' and '?' buttons at the bottom right.


**WIP Search Window**

- Select the bill types to include in the search from the **Bill Type** field.
- Select the engagement criteria from the **Engagement Code**, **Date**, **Employee Code**, and **Work Code** fields.


- Check **All** to include the information for all clients.

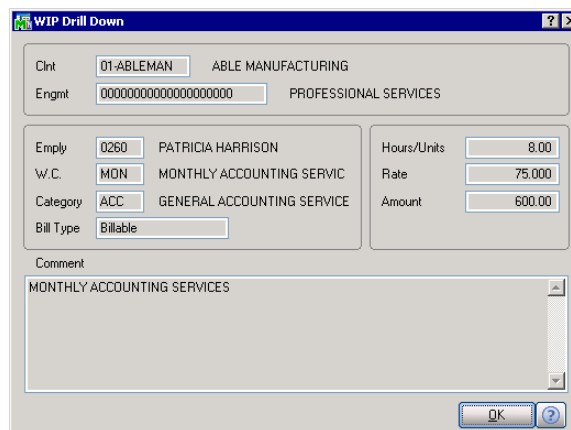
**OR**

- 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.

- Click **OK**.

- Click an invoice and click the  button to view the work in process details. The WIP Drill Down window appears.



The WIP Drill Down window is a dialog box with a title bar. It contains a 'Client' field with '01-ABLEMAN' and 'ABLE MANUFACTURING'. Below this is an 'Engmt' field with '000000000000000000' and 'PROFESSIONAL SERVICES'. There are two columns of fields. The left column has 'Emply' (0260, PATRICIA HARRISON), 'W.C.' (MON, MONTHLY ACCOUNTING SERVICE), 'Category' (ACC, GENERAL ACCOUNTING SERVICE), and 'Bill Type' (Billable). The right column has 'Hours/Units' (8.00), 'Rate' (75.000), and 'Amount' (600.00). At the bottom is a 'Comment' field with 'MONTHLY ACCOUNTING SERVICES'. There are 'OK' and '?' buttons at the bottom right.

**WIP Drill Down Window**

- Review the information, and click **OK**.

- Click **Accept** on the Client Maintenance window to save the changes.



## Client Inquiry

Use Client Inquiry to quickly review vital information for any specific client. This window is a read-only version of the [Client Maintenance](#) window (see page 144). The information displayed CANNOT be modified.

You can review client/engagement invoices on the **Invoices** tab of the Client Inquiry window as you do on the **Invoices** tab of the [Client Maintenance](#) window (see page 160). You can search for a particular invoice, view the invoice details, display the full details about each payment type, and include/exclude invoices from other Sage MAS 90 or 200 modules for the client.

Starting with version 4.20 of Sage MAS 90 and Sage MAS 200, you can [limit invoices to current engagements](#) (see page 161).

The Client Inquiry window contains six tabs for different configuration settings: the Client, the Engagement, the Billing, the History, the Invoices, and the WIP tab.


### View the Details about a Client/Engagement

- 1 From the **Main** menu of the Time and Billing Professional module, select **Client Inquiry**. The Client Inquiry window appears.




 **HINT:** Click the Map button available in the **Address** field to access [www.mapquest.com](http://www.mapquest.com) and view the location map or find the directions.



T/2 Client Inquiry Window



- 2 Select a client from the **Client Code** field.
- 3 Select a client engagement from the **Engagement Code** field. This window displays the details about the client/engagement.
- 4 On the **Main** tab and on the **Engagement** tab of the Client Inquiry window, you can use the available Inquiry buttons () to access the respective Inquiry windows to view more details about the corresponding items.

**5** On the **Engagement** tab of the Client Inquiry window, you can use the available action buttons to access the respective windows to view more details about the corresponding items.



- Click the  button to access the Customer Contact Maintenance window.
- Click the  button to access the Schedule/Budget Inquiry window.
- Click the  button to access the Engagement Memo Inquiry window.

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

**6** On the **Invoices** tab of the Client Inquiry window, you can use the available action buttons to view further details about the invoices.

- Click the  button to search for a particular invoice. The Accounts Receivable A/R Invoice Search window appears.
- Click an invoice and click the  button to view the invoice details. The [Billing History Inquiry](#) window (see page 165) appears.

**7** On the **WIP** tab of the Client Inquiry window, you can use the available action buttons to view further details about the invoices.

- Click the  button to search for a particular engagement. The [WIP Search](#) window appears (see page 162).
- Click an invoice and click the  button to view the details for a particular engagement. The [WIP Drill Down](#) window appears (see page 162).

**8** Review the information available on the window, and click **OK** when finished.

### Billing History Inquiry

Use the Billing History Inquiry feature to view detailed or summary billing information, and details about each line item in an invoice. You may want to use this feature for rapid access to invoice history information when handling a client phone inquiry. The information displayed CANNOT be modified.

The Billing History Inquiry window contains two tabs for different configuration settings: the Header and the Lines tab.



## Review the Details of an Invoice

- 1 From the **Main** menu of the Time and Billing Professional module, select **Billing History Inquiry**. The Billing History Inquiry window appears.

The screenshot shows the 'Billing History Inquiry' window with the 'Header' tab selected. The window displays the following information:

- Invoice Number: 0000042, Date: 04/15/1998, Type: INV
- Client: 01-ABLEMAN, ABLE MANUFACTURING
- Bill To: ABLE MANUFACTURING
- Confirm To: (empty), Fax: 714-555-9130
- Fee Arrangement: Standard Billing
- Terms Code: 00, NO TERMS
- Salesperson: (empty)
- Source Journal: T2-9999
- Schedule: (empty)
- Fee Schedule: (empty)
- Fee Breakdown:
 

Fees	
Billed W/P	8,120.05
Write Up/Down	220.05
Bill Amount	7,900.00
Sales Tax	.00
- Taxable: .00
- Non-Taxable: 7900.00
- Sales Tax: .00
- Invoice Total: 7900.00
- Net Invoice: 7900.00

Buttons at the bottom include: Current..., Split Comm..., Tag Detail..., OK, and a help icon.

Billing History Inquiry Window - Header Tab

- 2 Select an invoice to view from the **Invoice Number** field. The fields on the **Header** tab display the summary of the billing cost.
- 3 Access additional information by clicking the command buttons available on the **Header** tab.
  - Click the **Addresses...** button to view the client's main address and billing address. on the Invoice History - Addresses window.

The screenshot shows the 'Invoice History - Addresses' window. It displays the following information for both 'Address' and 'Bill-To Address':

- Name: ABLE MANUFACTURING
- Address: 9445 HIGHLAND AVE.
- ZIP Code: 92718
- City: IRVINE, State: CA
- Country: (empty)

Buttons at the bottom include: OK and a help icon.

Invoice History - Addresses Window

- Click the **Current...** button to view the client's current balance on the Current Balance Data window.

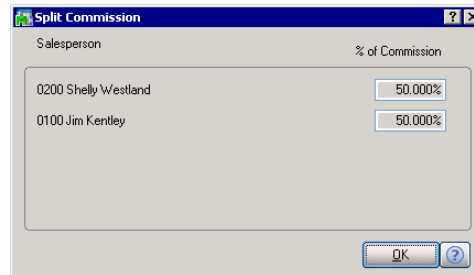
The screenshot shows the 'Current Balance Data' window. It displays the following information:

- Net Invoice: 7,900.00
- Total Payments: .00
- Total Prepayments: .00
- Total Adjustments: .00
- Invoice Balance: 7,900.00

Buttons at the bottom include: OK.

Current Balance Data Window

- Click the **Split Comm...** button to view how commissions are split between several salespeople for the current client/engagement on the Split Commission window.

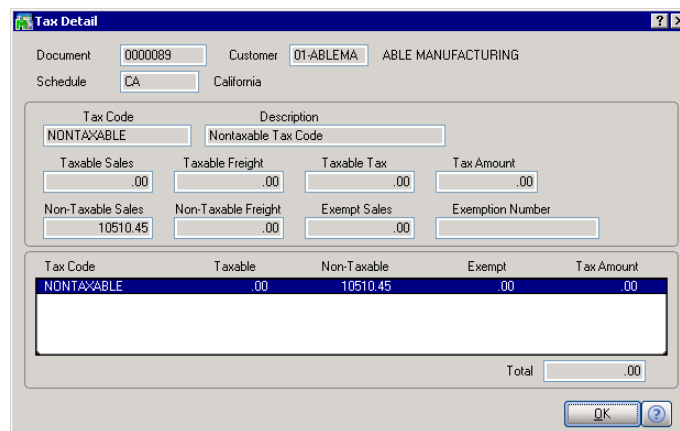


The Split Commission window shows a list of salespeople and their percentage of commission. In this example, 0200 Shelly Westland and 0100 Jim Kentley both have a 50.000% share.

Salesperson	% of Commission
0200 Shelly Westland	50.000%
0100 Jim Kentley	50.000%

Split Commission Window

- Click the **Tax Detail...** button to view tax information for the client/engagement on the Tax Detail window.

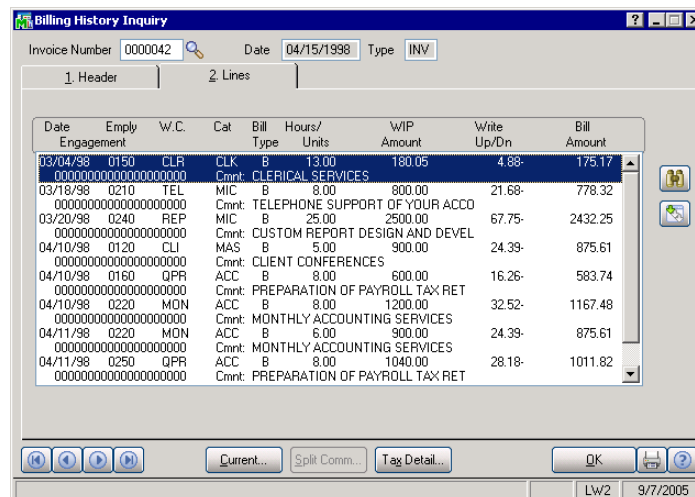


The Tax Detail window displays tax information for a specific document. It includes fields for Document, Customer, Schedule, and Tax Code. The Taxable Sales field is set to .00, and the Non-Taxable Sales field is set to 10510.45. The Tax Amount is .00.

Tax Code	Description	Taxable Sales	Taxable Freight	Taxable Tax	Tax Amount
NONTAXABLE		.00	.00	.00	.00

Tax Detail Window

- Click the **Lines** tab to view the billing details.




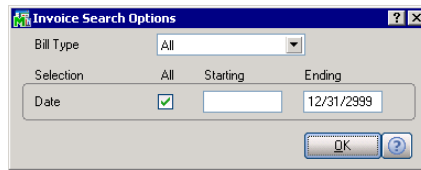
The Billing History Inquiry window shows a list of billing lines. The Lines tab is selected, displaying a table with columns for Date, Empty Engagement, W.C., Cat, Bill Type, Hours/Units, W/P Amount, Write Up/Dn, and Bill Amount. The table lists various services and their associated amounts.

Date	Empty Engagement	W.C.	Cat	Bill Type	Hours/Units	W/P Amount	Write Up/Dn	Bill Amount
03/04/98	0150	CLR	CLK	B	13.00	180.05	4.88	175.17
03/18/98	0210	TEL	Cmnt	B	8.00	800.00	21.68	778.32
03/20/98	0240	REP	MIC	B	25.00	2500.00	67.75	2432.25
04/10/98	0120	CLI	MAS	B	5.00	900.00	24.39	875.61
04/10/98	0160	QPR	ACC	B	8.00	600.00	16.26	583.74
04/10/98	0220	MON	ACC	B	8.00	1200.00	32.52	1167.48
04/11/98	0220	MON	ACC	B	6.00	900.00	24.39	875.61
04/11/98	0250	QPR	ACC	B	8.00	1040.00	28.18	1011.82

Billing History Inquiry Window - Lines Tab

- Use the action buttons to view further billing details.


- Click the  button to search for a particular invoice. The Invoice Search Options window appears.

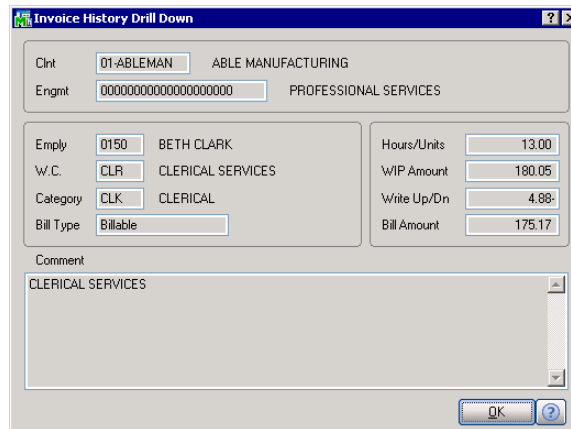


The 'Invoice Search Options' window is a small dialog box with a title bar containing a question mark and a close button. It contains the following fields and controls:

- Bill Type:** A dropdown menu currently set to 'All'.
- Selection:** Three radio buttons labeled 'All', 'Starting', and 'Ending'. 'All' is selected.
- Date:** A date field with a checkmark icon to its left. The date '12/31/2999' is entered.
- Buttons:** 'OK' and a help button (question mark icon) at the bottom right.

Invoice Search Options Window

- Select the bill types to include in the search from the **Bill Type** field.
  - Select the dates of the engagements to view from the **Date** field, and click **OK**.
- Click an invoice and click the  button to view the details. The Invoice History Drill Down window appears.



The 'Invoice History Drill Down' window is a larger dialog box with a title bar containing a question mark and a close button. It displays detailed information for a specific invoice:

- Client Information:**
  - Clnt:** 01-ABLEMAN (ABLE MANUFACTURING)
  - Engmt:** 00000000000000000000 (PROFESSIONAL SERVICES)
- Employee Information:**
  - Emply:** 0150 (BETH CLARK)
  - W.C.:** CLR (CLERICAL SERVICES)
  - Category:** CLK (CLERICAL)
  - Bill Type:** Billable
- Financial Summary:**
  - Hours/Units:** 13.00
  - W/P Amount:** 180.05
  - Write Up/Dn:** 4.88
  - Bill Amount:** 175.17
- Comment:** A text area containing 'CLERICAL SERVICES'.
- Buttons:** 'OK' and a help button (question mark icon) at the bottom right.

Invoice History Drill Down Window

- Review the information, and click **OK**.

## Time/Expense Entry

Use Time/Expense Entry to enter all fees and expenses to be recorded for each client/engagement. You can use time sheets as source documents to record all employee activities, or you can record employee time individually. You can also use expense sheets as source documents to record all expenses.

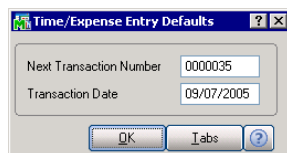
Enter Time/Expense entries in batches identified by a unique transaction number. You can enter any number of fees and expenses in a single batch.

All information entered using Time/Expense Entry is updated to the Time and Billing Work in Process file following the Time/Expense Journal update.



## Access the Time/Expense Entry Window

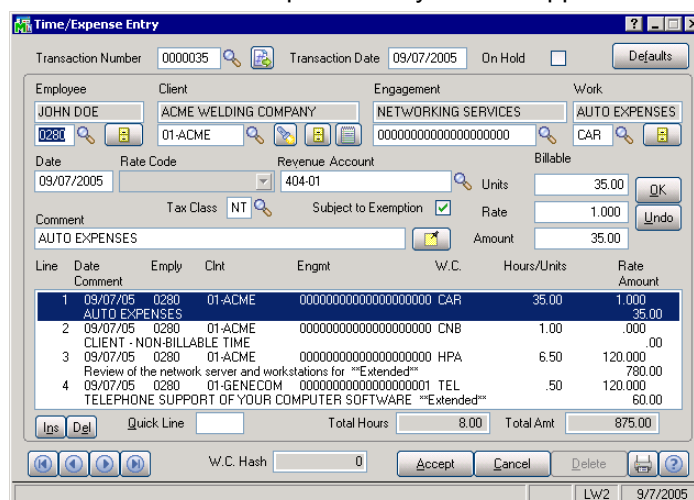
When you select **Time/Expense Entry** from the Time and Billing Professional **Main** menu, the Time/Expense Entry Defaults window appears. Use this window to enter the next transaction number, or to [set tab defaults](#) (see page 172) for the Time/Expense Entry window.



The Time/Expense Entry Defaults window is a small dialog box with a title bar. It contains two input fields: 'Next Transaction Number' with the value '0000035' and 'Transaction Date' with the value '09/07/2005'. At the bottom, there are three buttons: 'OK', 'Tabs', and a help icon.

Time/Expense Entry Defaults Window

- 1 Change the transaction number, if necessary.
- 2 Change the date, if necessary.
- 3 Click **OK**. The Time/Expense Entry window appears.













The Time/Expense Entry window is a complex form with multiple sections. At the top, it shows 'Transaction Number' (0000035) and 'Transaction Date' (09/07/2005). Below this, there are fields for 'Employee' (JOHN DOE), 'Client' (ACME WELDING COMPANY), 'Engagement' (NETWORKING SERVICES), and 'Work' (AUTO EXPENSES). There are also fields for 'Date' (09/07/2005), 'Rate Code' (0280), 'Revenue Account' (404-01), and 'Billable' (CAR). A 'Tax Class' field is set to 'NT'. A 'Comment' field contains 'AUTO EXPENSES'. At the bottom, there is a table with columns: Line, Date, Empl, Clnt, Engmt, W.C., Hours/Units, Rate, and Amount. The table contains four rows of data. Below the table, there are buttons for 'Ins', 'Del', 'Quick Line', 'Total Hours' (8.00), 'Total Amt' (875.00), 'Accept', 'Cancel', 'Delete', and a help icon. The bottom right corner shows 'LW2' and '9/7/2005'.

Line	Date	Empl	Clnt	Engmt	W.C.	Hours/Units	Rate	Amount
1	09/07/05	0280	01-ACME	00000000000000000000	CAR	35.00	1.000	35.00
2	09/07/05	0280	01-ACME	00000000000000000000	CNB	1.00	.000	.00
3	09/07/05	0280	01-ACME	00000000000000000000	HPA	6.50	120.000	780.00
4	09/07/05	0280	01-GENECOM	00000000000000000001	TEL	.50	120.000	60.00

Time/Expense Entry Window



## Enter Time and Expenses

- 1 Select an existing time/expense entry transaction number, or create a new transaction number in the **Transaction Number** field.
  - Click the  button to search for an existing time/expense entry transaction.
  - Click the  button to create a new time/expense entry.
- 2 Enter the transaction date of this time/expense entry in the **Transaction Date** field.
- 3 You can [place a time/expense entry on hold](#) (see page 172) by selecting the **On Hold** check box.

- 4 Enter or select an employee for the time/expense entry in the **Employee Code** field.
  - Click the  button to search for an employee that is already enabled in Time and Billing Professional.
  - 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 92).
  - You can also launch the Employee Maintenance window by clicking the  button.
- 5 Enter or select a client to be billed for the time/expense entry from the **Client** field.
  - Click the  button to search for a client that is already enabled in Time and Billing Professional.
  - Click the  button to search for a client from a list of all Sage MAS 90 or 200 customers available.
  - 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 144).
- 6 Select the engagement for which you want to bill the client from the **Engagement** field.
  - After you select the engagement to bill time and expenses to, you can also launch the the [Client Maintenance](#) window (see page 144) by clicking the  button.
  - You can update an engagement memo by clicking the  button to launch the [Engagement Memo Maintenance](#) window (see page 153).
- 7 Enter or select a work code to be billed for the time/expense entry from the **Work** field.
  - Click the  button to search for a code that is already enabled in Time and Billing Professional.
  - 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 99).
  - After you select the work to bill time and expenses to, you can also launch the Work Code Maintenance window by clicking the  button.
- 8 Enter the date for the time/expense task in the **Date** field.
- 9 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.

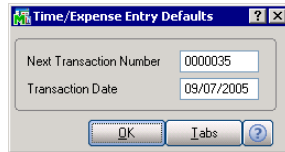


- 10**Select the revenue account for the time/expense entry from the **Revenue Account** field.
- 11**Select the sales tax class for the time/expense entry from the **Tax Class** field.
- 12**Check **Subject to Exemption** to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the time/expense entry.
- 13**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.
- 14**Click the  button to add extended comments by accessing the [Extended Comment Maintenance](#) window (see page 173).
- 15**Enter the number of hours associated with this time/expense entry in the **Hours** field.
- 16**Enter the rate for the time/expense entry in the **Rate** field. This field defaults to the rate assigned to the work code.
- 17**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** and **Rate** fields.
- 18**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.
- 19**The **W.C. 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.
- 20**Repeat steps **3 -18** for each time/expense entry for the employee or engagement.
- 21**If you need to quickly access an entry in the list, enter the number of the line in the **Quick Line** field.
- 22**If you need to [change tab defaults](#) (see page 172) from the Time/Expense Entry window, click the  button.
- 23**Click **Accept** to save the entire time/expense transaction.



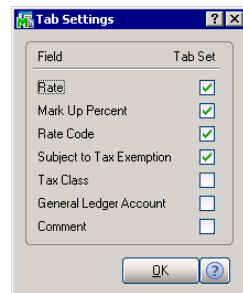
## Set Tab Defaults for the Time/Expense Entry Window

When you select **Time/Expense Entry** from the Time and Billing Professional **Main** menu, the Time/Expense Entry Defaults window appears. From this window, you can set tab defaults for the Time/Expense Entry window.



Time/Expense Entry Defaults Window

- 1 Click the  button. The Tab Settings window appears.



Tab Settings Window

- 2 Check all the fields you want to see in your tab sequence during data entry. You can select from the following fields:
  - **Rate** field
  - **Mark Up Percent** field
  - **Rate Code** field
  - **Subject to Tax Exemption** field
  - **Tax Class** field
  - **General Ledger Account** field
  - **Comment** field
- 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 checked on the Tab Settings window.

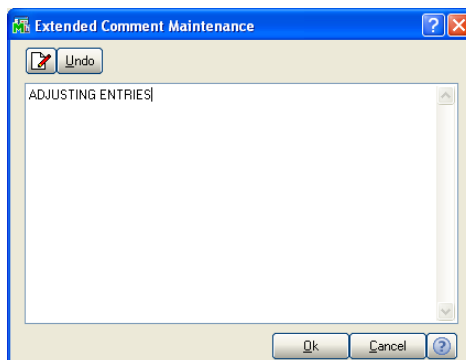
## Place a Time/Expense Entry on Hold

You can place a time/expense entry on hold. The entry will not be billable to a client when the transaction is 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 Professional as on hold.

## Add Extended Comments

- 1 Click the  button on the respective window to add extended comments by accessing the Extended Comment Maintenance window.



Extended Comment Maintenance Window

- 2 Review the information or make the necessary changes on the Extended Comment Maintenance window using the appropriate command buttons.


- a Click the  button to select a standard billing comment

OR

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 Professional Options](#) (see page 80).

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.

- b To cancel the changes, click the  button.

- 3 Click **OK** or **Cancel** to return to the main window.

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

## Time/Expense Journal

The Time/Expense Journal produces an audit report itemizing all information entered through Time/Expense Entry. After you print the Time/Expense Journal, you can update the Time and Billing Professional files.

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 **Recap by Work Code Category** fields are set on the [Time and Billing Professional Options](#) window (see page 80).



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 you can update the General Ledger.

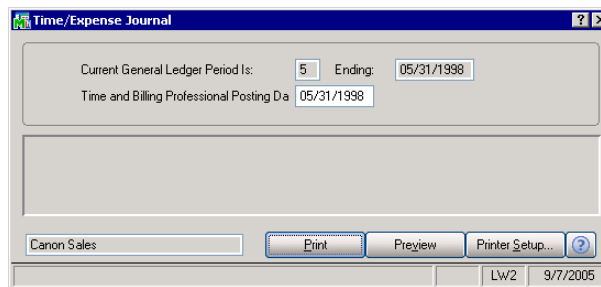


**NOTE:** The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018).

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.

### Print the Time/Expense Journal

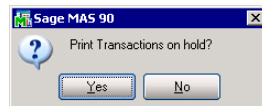
- 1 From the **Main** menu of the Time and Billing Professional module, select **Time/Expense Journal**. The Time/Expense Journal window appears.



Time/Expense Journal Window

- 2 Make sure the date in the **Time and Billing Professional Posting Date** field is correct, and click **Print**.

If any transactions are on hold, the following dialog appears.



Sage MAS 90 Dialog

- 3 Click **Yes** to include transactions on hold.

**OR**

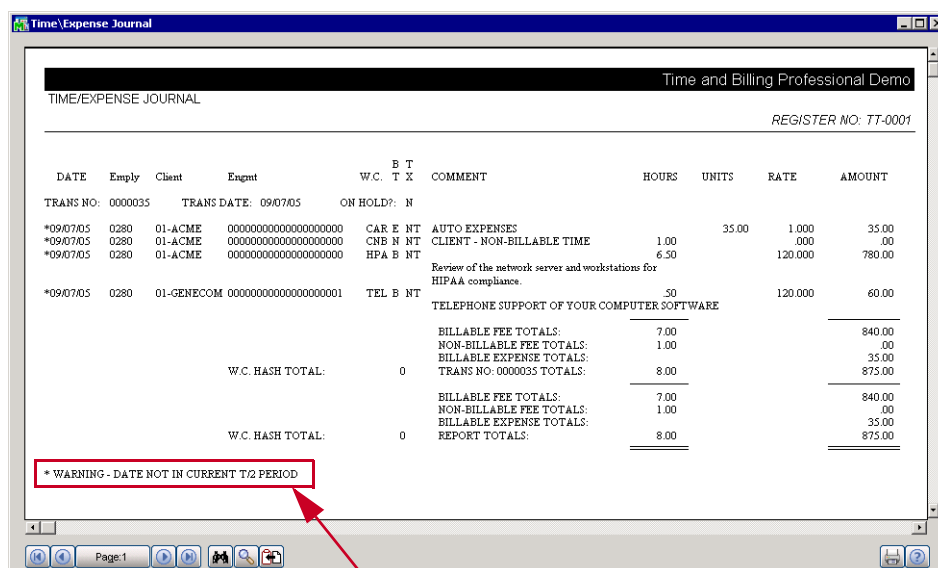
Click **No** to exclude the on hold transactions.

The Time/Expense Journal prints.



## Chapter 7

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 and Billing Professional Demo

TIME/EXPENSE JOURNAL

REGISTER NO: TT-0001

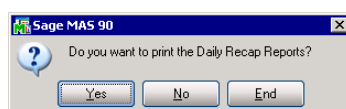
DATE	Empl	Client	Engmt	W.C.	B T	COMMENT	HOURS	UNITS	RATE	AMOUNT
TRANS NO: 0000035 TRANS DATE: 09/07/05 ON HOLD?: N										
*09/07/05	0280	01-ACME	00000000000000000000	CAR E	NT	AUTO EXPENSES		35.00	1.000	35.00
*09/07/05	0280	01-ACME	00000000000000000000	CNB N	NT	CLIENT - NON-BILLABLE TIME	1.00		.000	.00
*09/07/05	0280	01-ACME	00000000000000000000	HPA B	NT	Review of the network server and workstations for HIPAA compliance.	6.50		120.000	780.00
*09/07/05	0280	01-GENECOM	00000000000000000001	TEL B	NT	TELEPHONE SUPPORT OF YOUR COMPUTER SOFTWARE	50		120.000	60.00
BILLABLE FEE TOTALS:							7.00			840.00
NON-BILLABLE FEE TOTALS:							1.00			.00
BILLABLE EXPENSE TOTALS:										35.00
TRANS NO: 0000035 TOTALS:							8.00			875.00
W.C. HASH TOTAL:							0			
BILLABLE FEE TOTALS:							7.00			840.00
NON-BILLABLE FEE TOTALS:							1.00			.00
BILLABLE EXPENSE TOTALS:										35.00
REPORT TOTALS:							8.00			875.00
* WARNING - DATE NOT IN CURRENT T/2 PERIOD										

Page: 1

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/2 PERIOD** message prints on the last page of the journal.

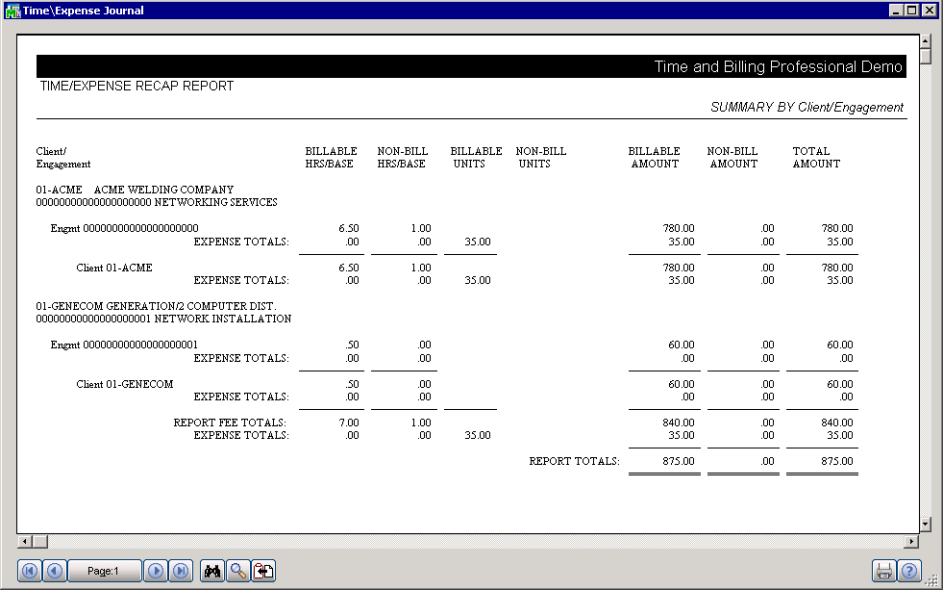
If you configured Time and Billing Professional to print recap reports for clients/engagements, employees, or work codes, the following dialog appears.



Sage MAS 90 Dialog

**4** Click **Yes** to print the reports.

The following is an example of a client/engagement report.



Time and Billing Professional Demo

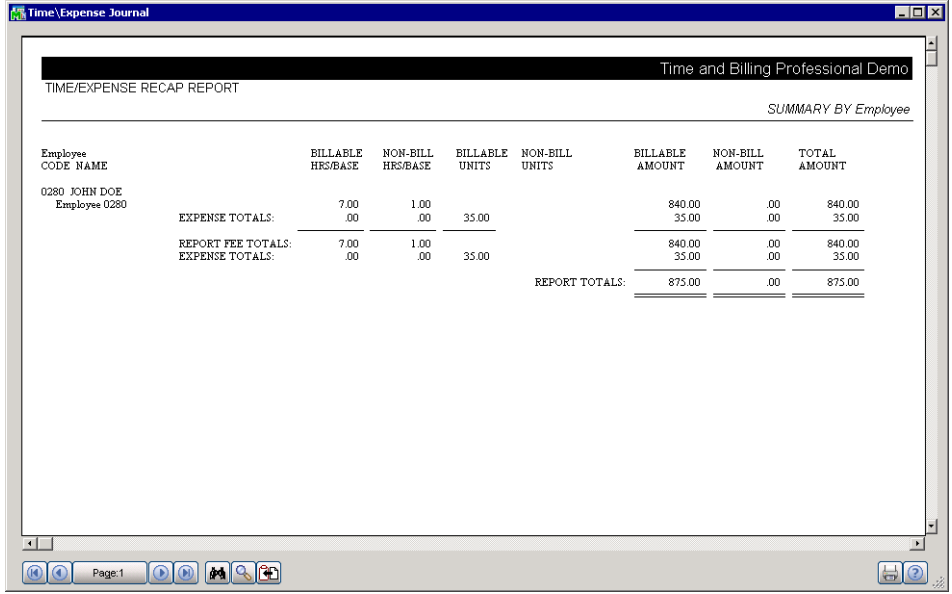
TIME/EXPENSE RECAP REPORT

SUMMARY BY Client/Engagement

Client/ Engagement	BILLABLE HRS/BASE	NON-BILL HRS/BASE	BILLABLE UNITS	NON-BILL UNITS	BILLABLE AMOUNT	NON-BILL AMOUNT	TOTAL AMOUNT
01-ACME ACME WELDING COMPANY 000000000000000000000000 NETWORKING SERVICES							
Engnt 000000000000000000000000	6.50	1.00			780.00	.00	780.00
EXPENSE TOTALS:	.00	.00	35.00		35.00	.00	35.00
Client 01-ACME	6.50	1.00			780.00	.00	780.00
EXPENSE TOTALS:	.00	.00	35.00		35.00	.00	35.00
01-GENECOM GENERATION/2 COMPUTER.DIST. 000000000000000000000001 NETWORK INSTALLATION							
Engnt 000000000000000000000001	.50	.00			60.00	.00	60.00
EXPENSE TOTALS:	.00	.00			.00	.00	.00
Client 01-GENECOM	.50	.00			60.00	.00	60.00
EXPENSE TOTALS:	.00	.00			.00	.00	.00
REPORT FEE TOTALS:	7.00	1.00			840.00	.00	840.00
EXPENSE TOTALS:	.00	.00	35.00		35.00	.00	35.00
REPORT TOTALS:					875.00	.00	875.00

Time/Expense Journal - Summary by Client/Engagement

The following is an example of an employee report.



Time and Billing Professional Demo

TIME/EXPENSE RECAP REPORT

SUMMARY BY Employee

Employee CODE NAME	BILLABLE HRS/BASE	NON-BILL HRS/BASE	BILLABLE UNITS	NON-BILL UNITS	BILLABLE AMOUNT	NON-BILL AMOUNT	TOTAL AMOUNT
0280 JOHN DOE Employee 0280							
EXPENSE TOTALS:	7.00	1.00			840.00	.00	840.00
	.00	.00	35.00		35.00	.00	35.00
REPORT FEE TOTALS:	7.00	1.00			840.00	.00	840.00
EXPENSE TOTALS:	.00	.00	35.00		35.00	.00	35.00
REPORT TOTALS:					875.00	.00	875.00

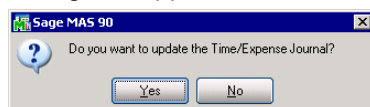
Time/Expense Journal - Summary by Employee

The following is an example of a category/work code report.

CATEGORY CODE	DESCRIPTION	BILLABLE HRS/BASE	NON-BILL HRS/BASE	BILLABLE UNITS	NON-BILL UNITS	BILLABLE AMOUNT	NON-BILL AMOUNT	TOTAL AMOUNT
EXP	BILLABLE EXPENSES							
	Work CAR	.00	.00	35.00		35.00	.00	35.00
	CATEGORY EXP	.00	.00	35.00		35.00	.00	35.00
MIC	MICROCOMPUTER CONSULTING							
	Work TEL	.50	.00			60.00	.00	60.00
	CATEGORY MIC	.50	.00			60.00	.00	60.00
NET	NETWORK CONSULTING							
	Work HPA	6.50	.00			780.00	.00	780.00
	CATEGORY NET	6.50	.00			780.00	.00	780.00
NOB	NON-BILLABLE TIME							
	Work CNB	.00	1.00			.00	.00	.00
	CATEGORY NOB	.00	1.00			.00	.00	.00
	REPORT FEE TOTALS:	7.00	1.00			840.00	.00	840.00
	EXPENSE TOTALS:	.00	.00	35.00		35.00	.00	35.00
	REPORT TOTALS:					875.00	.00	875.00

Time/Expense Journal - Detail by Category/Work Code

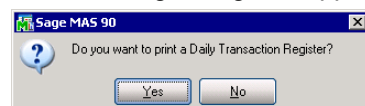
After the Time/Expense Profit Journal displays the information, the following dialog box appears.



Sage MAS 90 Dialog Box

- 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 Box

- Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the [Daily Transaction Register](#) section (see page 177).

## Daily Transaction Register

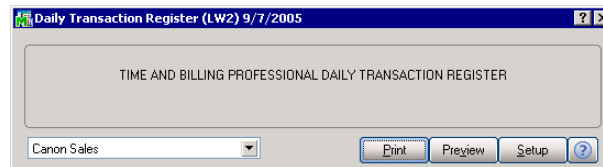
The Daily Transaction Register is an audit report detailing all General Ledger transactions posted through the [Time/Expense Entry](#) (see page 168) and [Edit Work in Process Entry](#) (see page 231).

- If Time and Billing Professional and General Ledger 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 and this register can be used as a reference when posting transactions to your general ledger.

You may print the Daily Transaction Register each time you have entered a batch of invoices, or time/expense entries.

### Print the Daily Transaction Register

- 1 From the **Main** menu of the Time and Billing Professional module, select **Daily Transaction Register**. The Daily Transaction Register window appears.



Daily Transaction Register Window

- 2 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.

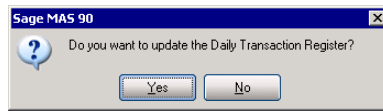
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
TT-000001	115-00	Work in Process	875.00	
		TIME/EXPENSE JOURNAL		
	116-00	Work in Process Offset		875.00
		TIME/EXPENSE JOURNAL		
<b>Journal 000001 Totals:</b>			875.00	875.00
<b>Source TT Totals:</b>			875.00	875.00
<b>5/31/1998 Totals:</b>			875.00	875.00
<b>Report Totals:</b>			875.00	875.00

Daily Transaction Register



## Chapter 7

After the Daily Transaction Register displays the information, the following dialog box appears.



**Sage MAS 90 Dialog Box**

- 3 After ensuring the register is accurate, click **Yes** to update Sage MAS 90 or 200 with the information.

---

This concludes *Chapter 7: Using the Main Menu* of the Time and Billing Professional manual.



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## Using the Billing Menu

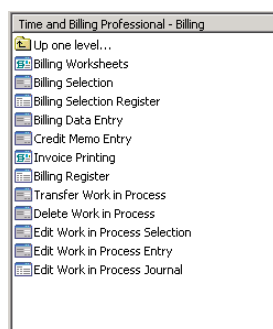
*Chapter 8: Using the Billing Menu* teaches you how to setup billing invoices. Use the Billing menu to select work in process transactions for billing and printing invoices. You can choose to print the billing worksheet to review work in process to be selected for billing. You can select work in process transactions as a group using the [Billing Selection](#) feature (see page 186), or you can select them individually using [Billing Data Entry](#) (see page 191). 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 216), and you can print a billing register as an audit trail. Also, you can use the other options in this menu like the [Transfer Work in Process](#) (see page ), [Delete Work in Process](#) (see page 224), [Edit Work in Process Selection](#) (see page 228), and [Edit Work in Process Entry](#) (see page 231) to modify or delete work in process transactions.

### 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 online help. The following instructions provide a quick overview of how to complete these procedures.

#### *Open a Window from the Billing Menu*

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.
- 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.



**Windows Available in the Billing Menu**

- 3 Double-click the name of the window to open. The system displays the selected window.



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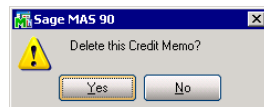
## Select Items from a Lookup List

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 first field to select an item from the Lookup window. The system displays the information in the field.

## Delete a Record

- Click the  button in the first field to select a record account from the Lookup window. The system displays the record's information on the window.
- Click **Delete**. The system displays a warning dialog box similar to the following.




Sage MAS 90 Warning Dialog

- Click **Yes**. The record is deleted.
- Click **Accept** on the main window to save the changes.

## Print from a 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 *Online Help*.

- Click the  button on the window. A Listing window similar to the following appears.

Invoice Printing Window

- 2 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 check **All** 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 list, or the **Preview** button to print preview the list.

### Billing Worksheets

Use the Billing Worksheets feature to print Work in Process information for selected clients/engagements for review by a responsible partner or employee, *prior* to printing bills.

- 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.

Once this report has been reviewed and annotated by a responsible partner or employee, it may be used as a source document for [Billing Data Entry](#) (see page 191).

You can choose to print billing worksheets in either standard or extended format, based upon the selection in the **Billing Worksheet Format** field on the **Billing** tab of the [Time and Billing Options](#) window (see page 85).

- You can use the standard format to select clients/engagements based on the partner, responsible employee, client type, billing frequency, or fee arrangement.
- The extended format also includes the client address and contact information, production and billing history information, receivables aging information, as well as a fee recap by employee, and provides page breaks by engagement code.

You can choose to print the billing information both formats either by date or category, for 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 85).



## Create the Billing Worksheets Report

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Worksheets**. The Billing Worksheets window appears.

The screenshot shows the 'Billing Worksheets' window. The 'Sort Options' dropdown is set to 'Client Code'. The 'Bill Thru Date' is 12/31/2999. The 'Client Types to Print' is set to 'All'. The 'Billing Frequencies to Print' is set to 'All'. The 'Fee Arrangements to Print' is set to 'All'. The 'Print Work In Process Detail' checkbox is checked. The 'Print Extended Comments' and 'Page Break by Client' checkboxes are unchecked. The 'Selection' table has columns for 'All', 'Starting', and 'Ending'. The 'Client Code' row has a checked box in the 'All' column. The 'Engagement Code' row has a checked box in the 'All' column. The 'Client Partner' and 'Engagement Partner' rows have unchecked boxes in the 'All' column. The status bar at the bottom shows 'HTI', 'LvwW', and '8/6/2007'.

**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.
- 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**.

If you choose **Selected Arrangements**, six check-box fields appear to the right of the **Fee Arrangements to Print** field.

**Billing Worksheets Window**

**9** Check the fee arrangements to enclose. Options include:

- **Fixed**
- **Progress**
- **Non-Billable**
- **Retainer**
- **Standard**
- **Not To Exceed**

**10** Check **Print Work in Process Detail** to include work in process detail information on the worksheets.

Do not check this option if you want to print only summary totals on the worksheet.

**11** Check **Print Extended Comments** to include the extended comments on the billing worksheet. Extended comments are entered during [Time/Expense Entry](#) (see page 168).

**12** Check **Page Break by Client** to print each client on a separate page.

**13** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.




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**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** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**15** Select the client partners to include on the billing worksheets from the **Client Partner** field.

This field is only available if **Client Partner** is selected in the **Sort Options** field.

**16** Select the employee to include on the billing worksheets from the **Client Employee** field.

This field is only available if **Client Employee** is selected in the **Sort Options** field.

**17** Select the engagement partners to include on the billing worksheets from the **Engagement Partner** field.

This field is only available if **Engagement Partner** is selected in the **Sort Options** field.

**18** Select the employee to include on the billing worksheets from the **Engagement Employee** field.

This field is only available if **Engagement Employee** is selected in the **Sort Options** field.

**19** Click **Print** to print the list, or **Preview** to print preview the list.



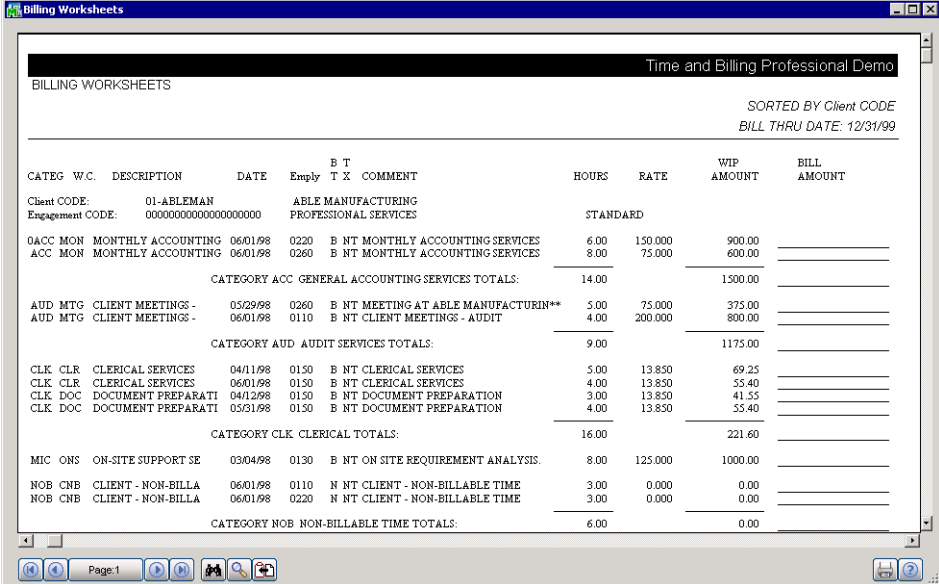
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The Billing Worksheet lists client codes, engagement codes, work codes, hours, rates, work in process amounts, and total billable amount.



**Billing Worksheets** Time and Billing Professional Demo

BILLING WORKSHEETS

SORTED BY Client CODE  
BILL THRU DATE: 12/31/99

CATEG	W.C.	DESCRIPTION	DATE	Emply	B T T X	COMMENT	HOURS	RATE	WIP AMOUNT	BILL AMOUNT
Client CODE: 01-ABLEMAN							ABLE MANUFACTURING			
Engagement CODE: 00000000000000000000							PROFESSIONAL SERVICES			
							STANDARD			
OACC	MON	MONTHLY ACCOUNTING	06/01/98	0220	B NT	MONTHLY ACCOUNTING SERVICES	6.00	150.000	900.00	
ACC	MON	MONTHLY ACCOUNTING	06/01/98	0260	B NT	MONTHLY ACCOUNTING SERVICES	8.00	75.000	600.00	
CATEGORY ACC GENERAL ACCOUNTING SERVICES TOTALS:							14.00		1500.00	
AUD	MTG	CLIENT MEETINGS -	05/29/98	0260	B NT	MEETING AT ABLE MANUFACTURIN**	5.00	75.000	375.00	
AUD	MTG	CLIENT MEETINGS -	06/01/98	0110	B NT	CLIENT MEETINGS - AUDIT	4.00	200.000	800.00	
CATEGORY AUD AUDIT SERVICES TOTALS:							9.00		1175.00	
CLK	CLR	CLERICAL SERVICES	04/11/98	0150	B NT	CLERICAL SERVICES	5.00	13.850	69.25	
CLK	CLR	CLERICAL SERVICES	06/01/98	0150	B NT	CLERICAL SERVICES	4.00	13.850	55.40	
CLK	DOC	DOCUMENT PREPARATI	04/12/98	0150	B NT	DOCUMENT PREPARATION	3.00	13.850	41.55	
CLK	DOC	DOCUMENT PREPARATI	05/31/98	0150	B NT	DOCUMENT PREPARATION	4.00	13.850	55.40	
CATEGORY CLK CLERICAL TOTALS:							16.00		221.60	
MIC	ONS	ON-SITE SUPPORT SE	03/04/98	0130	B NT	ON SITE REQUIREMENT ANALYSIS	8.00	125.000	1000.00	
NOB	CNB	CLIENT - NON-BILLA	06/01/98	0110	N NT	CLIENT - NON-BILLABLE TIME	3.00	0.000	0.00	
NOB	CNB	CLIENT - NON-BILLA	06/01/98	0220	N NT	CLIENT - NON-BILLABLE TIME	3.00	0.000	0.00	
CATEGORY NOB NON-BILLABLE TIME TOTALS:							6.00		0.00	

Billing Worksheets

## Billing Selection

Use the Billing Selection feature to select Work in Process transactions to be billed for a group of clients/engagements. You can also select by client partner, client employee, client type, billing frequency, and fee arrangement. The Bill Thru Date option is used to exclude activities after the specified date. You may perform multiple selections in series, as necessary.

If you want to bill for individual clients/engagements, use [Billing Data Entry](#) (see page 191) instead. You may also use the Billing Data Entry feature to perform write-ups or write-downs of transactions selected using this program.



**SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the [Time/Expense Journal](#) update (see page 173), [Billing Data Entry](#) (see page 191) and [Billing Register](#) update (see page 219), [Transfer Work in Process](#) (see page 222) and Audit report update, [Delete Work in Process](#) (see page 224) and Register update, [Edit Work in Process Selection](#) (see page 228) and Register update, [Edit Work in Process Journal](#) update (see page 235), [Manual Check Register](#) update (see page 347), or [Invoice Register](#) update (see page 343).

## Bill Work In Process Transactions for a Group of Clients/Engagements

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Selection**.

If you set the option for batch entries, the T/2 Billing Entry Batch window appears. Use this window to create, change, or delete a billing batch entry.

T/2 Billing Data Entry Batch Window

- 2 Select an existing batch entry number or create a new batch number in the **Batch Number** field.
  - Click the button to search for an existing batch number.
  - Click the button to create a new batch number.
- 3 Check **Private Batch** if this billing batch is only available for you.
- 4 Click **OK** to accept the changes.

OR

Click **Modify** to change the next batch number.

The Billing Selection window appears.

Billing Selection Window



- 5 Enter a date in the **Bill Thru Date** field to exclude activities after that date.
- 6 Select the types of clients to include from the **Client Types to Select** field. Options include **All** and **Selected Types**.
- 7 If you choose **Selected Types**, a text field appears to the right of the **Client Types to Select** field. Enter the type to include in this field.

**8** Select the billing frequencies to include from the **Billing Frequencies to Select** field. Options include **All** and **Selected Frequencies**.

**9** 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.

**10** 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**

 **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** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**12** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**13** Select the client partners to include from the **Client Partner** field.

- Check **All** to include the information for all client partners.

**OR**

- Enter the client partner codes to include in the **Starting** and **Ending** fields.

**14** Select the client employees to include from the **Client Employee** field.

- Check **All** to include the information for all client employees.

**OR**

- Enter the client employee codes to include in the **Starting** and **Ending** fields.

**15** Click **Proceed** to create the billing selection.



## Billing Selection Register

The Billing Selection Register provides a detailed listing of Work in Process information selected for billing using the [Billing Selection](#) feature (see page 186) or [Billing Data Entry](#) feature (see page 191). In addition to the work in process amount, the Billing Selection Register provides the write-up/write-down amount and bill amount for each transaction.

The billing information will be printed by date or category, depending on the selection in the **Select and Print Bills by** field on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85). .

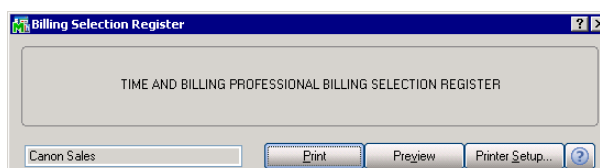


**NOTE:** The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018).

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.

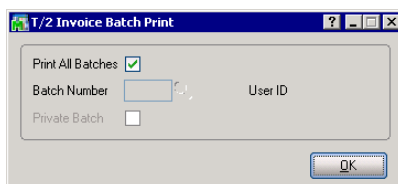
### Print the Billing Selection Register

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Selection Register**. The Billing Selection Register window appears.



Billing Selection Register Window

- 2 Click **Print**. The Invoice Batch Print window appears if you set the options for batch entries.



T/2 Invoice Batch Print Window

- 3 Select the batches to print.

- Check **Print All Batches** to print all batches.

**OR**

- Clear this field and select the batch number to print from the **Batch Number** field.



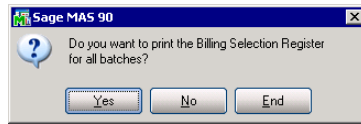
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- 4 Click **OK**. The following dialog appears.



**Sage MAS 90 Dialog**

- 5 Click **Yes**. The second Billing Selection Register window appears.

**Billing Selection Register Window**

- 6 Check **Print Billing Detail** to print billing detail on the Billing Selection Register.

Do not check this option if you want to print only summary totals on the register.

- 7 Check **Print Extended Comments** to print extended comments on the Billing Selection Register.

[Extended comments are entered](#) (see page 173) during time/expense entry.



- 8 Check **Print Non-Billable Lines** to print non-billable time and expense lines on the Billing Selection Register.

- 9 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- 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.

- 10 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 11 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.

DATE	Empl	CATEG	W.C.	DESCRIPTION	B T	T X	COMMENT	HOURS	RATE	WIP	AMOUNT	WRITE	UP/DOWN	BILL	AMOUNT
Client CODE: 01-ABLEMAN ABLE MANUFACTURING															
Engagement CODE: 000000000000000000000000 PROFESSIONAL SERVICES STANDARD															
BILL THRU DATE: 05/01/99 PRINT INVOICE: Y BILLING FORMAT: A Detail Bill by Date															
03/04/99	0130	MIC	ONS	ON-SITE SUPPORT SE	B NT		ON SITE REQUIREMENT ANA	8.00	125.000	1000.00		0.00		1000.00	
04/01/99	0150	CLK	CLR	CLERICAL SERVICES	B NT		CLERICAL SERVICES	5.00	13.850	69.25		0.00		69.25	
04/02/99	0150	CLK	DOC	DOCUMENT PREPARATI	B NT		DOCUMENT PREPARATION	2.00	13.850	41.55		0.00		41.55	
05/01/99	0260	AUD	MTG	CLIENT MEETINGS -	B NT		CLIENT MEETINGS - AUDIT	1.00	75.000	75.00		0.00		75.00	
05/02/99	0260	AUD	MTG	CLIENT MEETINGS -	B NT		MEETING AT ABLE MANUFAC	5.00	75.000	375.00		0.00		375.00	
05/01/99	0150	CLK	DOC	DOCUMENT PREPARATI	B NT		DOCUMENT PREPARATION	4.00	13.850	55.40		0.00		55.40	
Engagement 000000000000000000000000 FEE TOTALS:								26.00		1616.20		0.00		1616.20	
03/04/99	0140	EXP	PHN	TELEPHONE EXPENSES	E NT		TELEPHONE EXPENSES			20.00		0.00		20.00	
04/01/99	0150	EXP	MIC	MISCELLANEOUS EXPE	E NT		MISCELLANEOUS EXPENSES			42.00		0.00		42.00	
04/02/99	0210	EXP	CAR	AUTO EXPENSES	E NT		AUTO EXPENSES			50.00		0.00		50.00	
05/01/99	0100	SFT	SMT	SOFTWARE - MISCELL	E TX		SOFTWARE - MISCELLANEOU			1000.00		0.00		1000.00	
05/01/99	0100	SFT	SMT	SOFTWARE - MISCELL	E TX		SOFTWARE - MISCELLANEOU			200.00		0.00		200.00	
Engagement 000000000000000000000000 EXPENSE TOTALS:										1312.00		0.00		1312.00	
Engagement 000000000000000000000000 TOTALS:								26.00		2928.20		0.00		2928.20	
Engagement CODE: 000000000000000000000001 NETWORK INSTALLATION PROGRESS															
BILL THRU DATE: 05/01/99 PRINT INVOICE: Y BILLING FORMAT: E Progress Bill by Date															
PROGRESS BILLING								0.00	0.000	0.00		0.00		3250.00	
Engagement 000000000000000000000001 TOTALS:								0.00		0.00		0.00		3250.00	
Client 01-ABLEMAN TOTALS:								26.00		2928.20		0.00		6178.20	

Billing Selection Register

## Billing Data Entry

Use the Billing Data Entry feature to select individual clients and engagements for billing and to enter write-up/write-down amounts. Enter write-up/write-down amounts for the client/engagement total, for the work code category total, or for individual transactions. Individual transactions may be “de-selected” so that they may be billed at a future time. You may 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 173), [Billing Data Entry](#) (see page 191) and [Billing Register](#) update (see page 219), [Transfer Work in Process](#) (see page 222) and Audit Report update, [Delete Work in Process](#) (see page 224) and Register update, [Edit Work in Process Selection](#) (see page 228) and Register update, [Edit Work in Process Journal](#) update (see page 235), [Manual Check Register](#) update (see page 347), or [Invoice Register](#) update (see page 343).

The Billing Data Entry window consists of four tabs of information: the Header tab, the Addresses tab, the Detail tab, and the Totals tab.

### Create a Billing Data Entry

When you select Billing Data Entry from the Time and Billing Professional Billing menu, the Billing Data Entry Batch window appears if you set the option for batch entries. Use this window to create, change, or delete a billing batch entry.

The Batch Entry Method allows multiple entry sessions to take place simultaneously, each with unique batch numbers assigned automatically by the system, or manually by the user. Each batch can be printed and updated individually, without affecting other batches. Batches can be specified as private, accessible only by the user who created them, unless the override password is known.

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Data Entry**.

If the **Allow Batch Entry** option is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85), the T/2 Billing Data Entry Batch window appears.

T/2 Billing Data Entry Batch Window

- a Select an existing batch entry number or create a new batch number from the **Batch Number** field.
  - Click the button to search for an existing batch number.
  - Click the button to create a new batch number.
- b Check **Private Batch** if this billing batch is only available for you.
- c Click **OK** on the T/2 Billing Data Entry Batch window.

The Billing Data Entry Defaults window appears.

Billing Data Entry Defaults Window

- d Enter the default date to use as the last date that will be billed in the **Bill Thru Date** field. This date displays in the **Bill Thru** field on the T/2 Billing Data Entry window.

Transactions after this date will NOT be selected for billing.

- e Click **OK** on the Billing Data Entry Defaults window.



The T/2 Billing Data Entry window appears.



T/2 Billing Data Entry Window - Header Tab

The **Header** tab of the T/2 Billing Data Entry window contains the basic billing invoice information.



**2** Select a client for the billing invoice from the **Client** field.

- Click the  button to search for an existing client.
- Click the  button to change the Time and Billing Professional information for the client on the [Client Maintenance](#) window (see page 144).

**3** Once you select a client, the **Customer** and **Credit** buttons become available.

- Click **Customer** to access the Accounts Receivable Client Maintenance window.
- Click **Credit** to access the Accounts Receivable Customer Credit History window.

**4** Select an engagement for the billing invoice from the **Engagement** 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** Once you select an engagement, the **Quick Print** button becomes available. Click this button to [print the current bill only](#) (see page 201).

**6** The default date to use as the last date that will be billed displays in the **Bill Thru** field. Transactions after this date will NOT be selected for billing. Change the date, if necessary.

**7** Enter the seven-character invoice number in the **Invoice Number** field, or click the  button to accept the next new, automatically incremented invoice number.

**8** If you check the **Print Invoice** field, you can leave the **Invoice 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 Accounts Receivable Cash Receipts Entry as the billing invoice number.

**9** Enter the invoice due date in the **Due Date** field.

**10** Enter the invoice discount date in the **Discount Date** field.

**11** Check **On Hold** if this invoice is not to be sent out immediately.



**NOTE:** The **On Hold** field is not available if the **Allow Batch Entry** option is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85).

**12** Select the tax schedule for the billing invoice from the **Sales Tax Schedule** field.

**13** Enter or select a billing address in the **Bill To** field.

- Click the button to search for 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 156).
- Click the button to update an address.

**14** Select the billing terms from the **Terms Code** field.

**15** Select the billing format from the **Bill Format** field.


**16** Select the salesperson for the invoice from the **Salesperson** field.

**17** Select whether or not to split the commission between salespeople from the **Split Commission** field.

This field is available if the **Split Commissions Between Salespersons** check box is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85). Options include: **Yes**, **No**, and **Override**.

- Select **Yes** to distribute the total commission amount among up to five salespersons on the [Split Commission Entry](#) window (see page 203).
- Select **Override** to post an override commission from the [Override Commission Entry](#) window (see page 204).  
If the **Override** option is selected, the standard commission is posted to the primary salesperson. The override commission is posted to the salesperson specified on the [Split Commission Entry](#) window (see page 203).
- Select **No** to post the commission only to the primary salesperson on the order.





18 Click the  button to change the commission percentages previously entered on the [Split Commission Entry](#) window (see page 203). This field is available if the **Split Commissions Between Salespersons** check box is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85).

19 Check **Print Invoice** to print an invoice for this client/engagement.

20 Enter the customer's fax number in the **Fax** field.

21 Enter or select the name of the person to contact regarding invoices in the **Confirm To** field.

22 Click the  button to create an engagement memo through the Engagement Memo Maintenance window. See the [Create an Engagement Memo](#) section (see page 153) for more information.

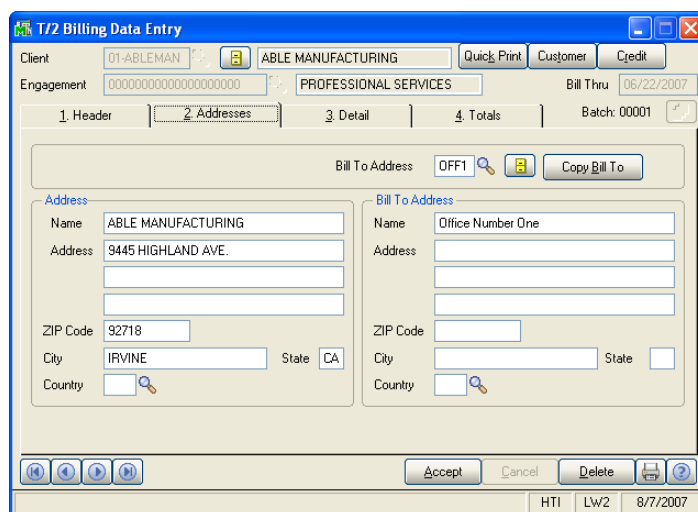
23 Click the  button to [enter additional text](#) (see page 204) to appear on billing invoices.

24 Click the next tab to continue.

## Enter the Billing Address on the Addresses Tab


Use the Billing Data Entry Addresses tab to enter specific information for the customer and the desired bill to address.

1 Click the **Addresses** tab of the T/2 Billing Data Entry window to view the client's standard and billing addresses.





T/2 Billing Data Entry Window - Addresses Tab

2 Select the billing address from the **Bill To Address** field.

- Click the  button to select an existing client 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 156).



- Click the  button to update an address. The address appears in the **Bill To Address** section of the **Addresses** tab.
- Click the  button and the address will also appear in the **Address** section of the **Addresses** tab. You will then be finished with entering the addresses.

- 3 Enter the client's name in the **Name** field.
- 4 Enter the client's address for the engagement in the **Address** field.
- 5 Enter the client's zip code in the **Zip Code** field.
- 6 Enter the client's city in the **City** field.
- 7 Enter the client's state in the **State** field.
- 8 Select the client's country in the **Country** field.
- 9 Enter the name of the client in the **Bill To Name** field.
- 10 Enter the client's billing address in the **Bill To Address** field.
- 11 Enter the client's billing zip code in the **Bill To Zip Code** field.
- 12 Enter the client's billing city in the **Bill To City** field.
- 13 Enter the client's billing state in the **Bill To State** field.
- 14 Enter the client's billing country in the **Bill To Country** field.
- 15 Click the next tab to continue.

### ***Enter Details about Each Transaction on the Detail Tab***

The detailed work in process transaction information is displayed on the Detail tab. 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 allows you to enter write-ups/write-downs for a transaction. When write-ups/write-downs are entered for the client/engagement, the write-up/write-down amount for each billed line item is automatically calculated 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. Then, 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.

Write-Ups/Write-Downs may be based on the total bill amount for fees and expenses or on separate bill amounts for fees and expenses, depending upon if the **Include Expenses** field is checked on the **Billing** tab of the [Client Maintenance window](#) (see page 156).



- 1 Click the **Detail** tab of the T/2 Billing Data Entry window to view the transaction details being billed.

T/2 Billing Data Entry

Client: 01-ABLEMAN ABLE MANUFACTURING Quick Print Customer Credit

Engagement: 00000000000000000000 PROFESSIONAL SERVICES Bill Thru: 06/22/2007

1. Header 2. Addresses 3. Detail 4. Totals Batch: 00001

Bill Option: No Hours/Units: 8.00 WIP Amount: 600.00 Write Up/Down: .00 Bill Amount: .00 Tax Class: NT SE [X] [Ok] [Bill/Unbill]

Billable Transaction: 0000027 CM [ ] [Undo] [Commit]

Rev Account: 400-01 Accounting Fees

Line	Date/Category	Empty	W.C.	Bill?	Hours/Units	WIP Amount	Write Up/Down	Bill Amount
1	06/01/98 ACC	0220	MON	N	6.00	900.00	.00	.00
2	06/01/98 ACC	0260	MON	N	8.00	600.00	.00	.00
3	05/23/98 AUD	0280	MTG	N	5.00	375.00	.00	.00
4	06/01/98 AUD	0110	MTG	N	4.00	800.00	.00	.00

Sales Tax: .00 Write Up/Downs: .00 Total Billed: .00

[Accept] [Cancel] [Delete] [Print] [Help]

Enter Amount to be billed HTI LW2 8/7/2007

T/2 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 Select whether or not the line will be billed from the **Bill Option** field. 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.

- 4 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.
- 5 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.

**HINT:** You can toggle the **Bill Option** field to **Yes/No** by clicking the button.

- 6 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**.

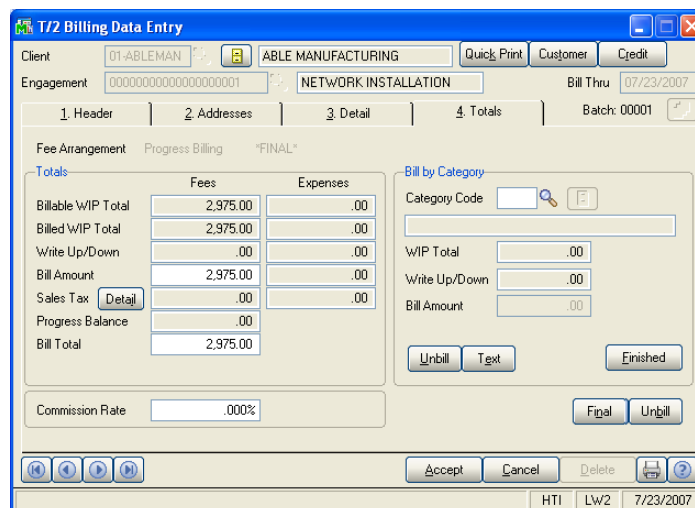
- 7 Enter the amount to be billed for the line item in the **Bill Amount** field.
- The **Bill Amount** and the **Write Up/Down** amount will always equal the **WIP Amount**.
- The **Write Up/Down** amount will be automatically calculated based on what is entered into the **Bill Amount** field.
- 8 Select the sales tax class for the detail line from the **Tax Class** field.
- 9 Select the General Ledger account used to post revenue or expenses from the **Revenue Account** field.
- 10 Check **SE** to use sales tax exemptions for the client/engagements. The exemption numbers must be defined for the client/engagement.
- 11 Check **CM** if this line item is subject to commission.
- 12 Add comments (see page 204) about a line by clicking the  button and opening the Billing Entry Text Editor window.
- 13 Click **OK** to add the changes to the line.

When you update a line, the **Sales Tax**, **Write Ups/Downs**, and **Total Billed** fields are updated.

- 14 Click the next tab to continue.

## Determine the Total Amount for the Bill on the Totals Tab

- 1 Click the **Totals** tab of the T/2 Billing Data Entry window to access the total fees and expenses for the bill.



Totals		Fees	Expenses
Billable WIP Total		2,975.00	.00
Billed WIP Total		2,975.00	.00
Write Up/Down		.00	.00
Bill Amount		2,975.00	.00
Sales Tax	<a href="#">Detail</a>	.00	.00
Progress Balance		.00	
Bill Total		2,975.00	

Bill by Category	
Category Code	<input type="text"/>
WIP Total	.00
Write Up/Down	.00
Bill Amount	.00

Commission Rate: .000%

Buttons: [Unbill](#) [Text](#) [Finished](#) [Final](#) [Unbill](#)

Navigation: [Accept](#) [Cancel](#) [Delete](#) [Print](#) [Help](#)

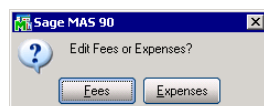
Status: HTI LW2 7/23/2007

T/2 Billing Data Entry Window - Totals Tab

- Most of the fields are view only and display the total amount for the bill per billing category.



- 2 Change the billable amount for Fees or Expenses in the enabled **Bill Amount** field.
- 3 Change the sales tax for Fees or Expenses in the **Sales Tax** field.
- 4 Click the **Detail** button in the **Totals** section. The following dialog appears.



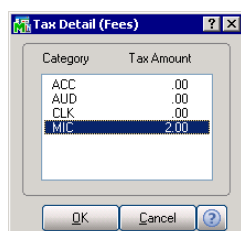
Sage MAS 90 Dialog

- 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

- c Select the work category to change the taxes for, and click **OK**.

The Tax Detail window appears.

Tax Detail Window

- d Make any changes on the Tax Detail window.

If you enter a new tax amount in the **Tax Amount** field, the **Sales Tax** field on the **Totals** tab of the T/2 Billing Data Entry window will be updated.

- e Click **Accept** on the Tax Detail window when finished.

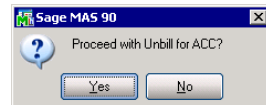
- 5 Change the total Fees or Expenses for the bill in the **Bill Total** field.
- 6 Enter the commission rate for the client/engagement in the **Commission Rate** field.
- 7 To change the cost for a specific category being billed, select the category from the **Category Code** field.

The **Bill Amount** field, the **Unbill** button, the **Text** button, and the **Finished** button become available.

T/2 Billing Data Entry Window - Bill by Category Section

- 8 Change the amount being billed for the work category in the **Bill Amount** field.
- 9 [Change the comments](#) (see page 204) for the work code category by clicking the **Text** button and launching the Billing Entry Text Editor window.
- 10 To remove a work category from the bill, click the **Unbill** button. You can also use the [Unbill feature for the entire engagement](#) (see page 201).

The following dialog appears.



Sage MAS 90 Dialog

- 11 Click **Yes** to remove the work code. The information in the **Totals** section of the **Totals** tab will be updated.
- 12 Click **Finished** when you are finished updating the work category. The billable amounts are updated in the **Totals** section of the **Totals** tab.
- 13 Click **Accept** to save the changes.



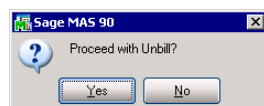
## Not Billing a Client for an Entire Engagement

You can use the **Totals** tab to not bill a client for an entire engagement.

The screenshot shows the 'T/2 Billing Data Entry' window with the 'Totals' tab selected. The 'Client' field is '01-ABLEMAN' and the 'Engagement' is 'PROFESSIONAL SERVICES'. The 'Bill Thru' date is '6/22/2007'. The 'Batch' is '00001'. The 'Fee Arrangement' is 'Standard Billing'. The 'Totals' section shows 'Billable WIP Total' as 4,043.60, 'Billed WIP Total' as 4,043.60, 'Write Up/Down' as .00, 'Bill Amount' as 4,043.60, and 'Sales Tax' as .00. The 'Bill Total' is 4,043.60. The 'Commission Rate' is 8.000%. The 'Unbill' button is highlighted with a red box and an arrow.

T/2 Billing Data Entry - Totals Tab

- 1 Click the **Unbill** button for the entire **Totals** tab. The following dialog appears.



Sage MAS 90 Dialog

- 2 Click **Yes** to not bill the client.  
The total fields available on the **Totals** tab and **Detail** tab are set to zero (0).
- 3 Click **Accept** to save the changes.

## Process a Final Bill

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 from the Totals tab.

- 1 To process a final bill, click the **Final** button on the T/2 Billing Data Entry window. Use this feature to calculate the bill amount for a final billing by subtracting the progress bill balance from the **WIP Total**.
- 2 When the Proceed with Final Bill dialog box appears, click **Yes** to proceed ahead.

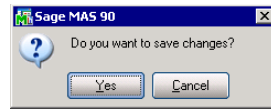
**OR**

Click **No** to cancel the final bill.

## Print the Current Client/Engagement Only

You can use the **Quick Print** feature on any of the tabs of the Billing Data Entry window to print the current bill only.

- 1 Click the **Quick Print** button. The following dialog appears reminding you to save changes.



Sage MAS 90 Dialog

- 2 Click **Yes** to save the changes. The Invoice Printing window appears.

 The "Invoice Printing" window contains several sections:
 

- Invoice Type to Print:** A dropdown menu set to "All". To its right is a checked checkbox labeled "Print Invoices Already Printed".
- Message Line 1** and **Message Line 2:** Two empty text input fields.
- Invoice Date:** A date field showing "09/07/2005" and an unchecked checkbox labeled "Override Date".
- Billing Frequency:** A dropdown menu set to "All". To its right is a "Batch" field showing "00002" with a small icon.
- Selection:** A section with three tabs: "All", "Starting", and "Ending".
- Client Code:** Two input fields, both containing "01-ABLEMAN".
- Engagement Code:** Two input fields, both containing "00000000000000000000".
- Buttons:** "Print", "Preview", and "Printer Setup..." (with a help icon).
- Footer:** A status bar showing "LW2" and "9/7/2005".

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, check the **Override Date** field.
- 5 Click **Print** to print the invoice or **Preview** to print preview the invoice.

The system creates an invoice for the current client/engagement only.

**Invoice Printing**

ABLE MANUFACTURING  
9445 HIGHLAND AVE.  
IRVINE, CA 92718  
CONTACT: MARTIN ABL  
TERMS: NO TERMS

INVOICE NO.: 0000070-IN  
DATE: 05/31/98  
CLIENT CODE: 01-ABLEMAN  
PAGE NO.: 1

FOR PROFESSIONAL SERVICES RENDERED:		HOURS	AMOUNT
<b>PROFESSIONAL SERVICES</b>			
This invoice reflects the changes discussed with Drew Leeder on May 24, 1998.			
03/04/98	RACHEL SCOTT	8.00	800.00
04/11/98	ON SITE REQUIREMENT ANALYSIS.	5.00	69.25
04/12/98	BETH CLARK	3.00	41.55
05/29/98	CLERICAL SERVICES		
05/29/98	DOCUMENT PREPARATION	5.00	375.00
05/31/98	PATRICIA HARRISON		
05/31/98	MEETING AT ABLE MANUFACTURING WITH ACCOUNTING		
05/31/98	STAFF TO DISCUSS AUDIT PROCEDURES.	4.00	55.40
06/01/98	BETH CLARK		
06/01/98	DOCUMENT PREPARATION	4.00	800.00
06/01/98	DREW LEEDER		
06/01/98	CLIENT MEETINGS - AUDIT	4.00	55.40
06/01/98	BETH CLARK		
06/01/98	CLERICAL SERVICES		
		<b>TOTAL FEES:</b>	<b>2196.60</b>
03/04/98	TELEPHONE EXPENSES		20.00
04/17/98	MISCELLANEOUS EXPENSES		10.00
04/19/98	AUTO EXPENSES		50.00
06/01/98	AUTO EXPENSES		35.00
		<b>TOTAL EXPENSES:</b>	<b>115.00</b>

Invoice Printing Window - Invoice

## Split a Commission Between Salespeople

Upon selecting **Yes** from the **Split Commission** field or clicking the **Split Comm...** on the **Header** tab of the **Billing Data Entry** window (see page 191), the Split Commission Entry window appears. Use this feature to select how to split the commission between salespeople and change the commission percentages on the Split Commission Entry window. You can enter information for up to five salespersons.

**Split Commission Entry**

Salesperson	% of Commission
01-0200 Shelly Westland	100.000%
01-0100 Jim Kentley	.000%
	.000%
	.000%
	.000%

Buttons: Ok, Cancel, ?

Split Commission Entry Window

- 1 Select the salespeople to split the commission between in the available **Salespersons** fields.
- 2 Change the commission percentage in the **% of Commission** field.
- 3 Click **OK** to save the changes.

## Override a Commission

Upon selecting **Override** from the **Split Commission** field on the **Header** tab of the [Billing Data Entry](#) window (see page 191), the Override Commission Entry window appears. Use this feature to post the standard commission to the primary salesperson via the Override Commission Entry window. The override commission is posted to the salesperson specified on the [Split Commission Entry](#) window (see page 203).


Override Commission Entry Window

- 1 Select the salesperson for whom to override commission from the **Salesperson** field.
- 2 Enter the desired percentage in the **Commission %** field.
- 3 Click **OK** to save the changes.

## Enter Additional Text/Comments

To enter additional text to appear on billing invoices, click the **Bill Text** button on the **Header** tab, or the **Comment** button on the **Detail** tab of the [Billing Data Entry](#) window (see page 191). The Billing Entry Text Editor window appears.

Billing Entry Text Editor Window

- 1 Click  to select a standard billing comment or enter the comment in the text box.


**OR**

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 Professional Options](#) (see page 80).

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  button.

**3** Click **OK** when finished.

## Credit Memo Entry

The Credit Memo Entry feature allows you to credit invoices that have been created through Time and Billing Professional. The Credit Memo Entry pulls the details of the invoice you are crediting from history. You will then be able to adjust or remove detail lines on the credit memo. Credit memos cannot be created for invoices that were not created in Time and Billing Professional.

Time and expense detail entered through Credit Memo Entry can be posted back to Work in Process if it is to be billed again at a later time. If **Post to WIP** is not selected, the detail can be just a dollar credit that will have no affect on the Work in Process.

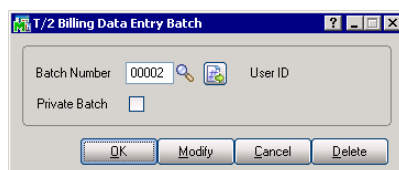
 **WARNING:** Credit memos CANNOT be created for invoices entered through Time and Billing and migrated to Time and Billing Professional. Time and Billing does not maintain enough history detail to create the credit memo.

The Credit Memo Entry window consists of four tabs for credit memo data: the Header, the Addresses, the Detail, and the Total tab.

### Create a Credit Memo Entry

When you select Credit Memo Entry from the Billing menu of the Time and Billing Professional Billing module, the Billing Data Entry Batch window appears if you set the option for batch entries. Use this window to create, change, or delete a billing batch entry.

**1** From the **Billing** menu of the Time and Billing Professional module, select **Credit Memo Entry**. The T/2 Billing Data Entry Batch window appears.





T/2 Billing Data Entry Batch Window

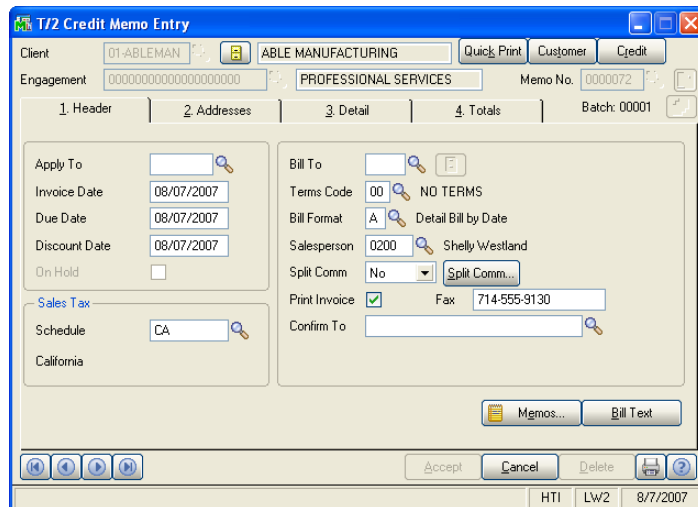


The Batch Entry Method allows multiple entry sessions to take place simultaneously, each with unique batch numbers assigned automatically by the system, or manually by the user. Each batch can be printed and updated individually, without affecting other batches. Batches can be specified as private, accessible only by the user who created them, unless the override password is known.

**2** Select an existing batch entry number or create a new batch number from the **Batch Number** field.

- Click the  button to search for an existing batch number.
- Click the  button to create a new batch number.



**3** Check **Private Batch** if this billing batch is only available for you. The T/2 Credit Memo Entry window appears.



T/2 Credit Memo Entry Window - Header Tab

The **Header** tab of the T/2 Credit Memo Entry window contains the basic billing invoice information.


**4** Select a client for the credit memo from the **Client** field.

- Click the  button to select an existing client from the Lookup.
- Click the  button to change the Time and Billing Professional information for the client on the [Client Maintenance](#) window (see page 144).


**5** Once you select a client, the **Customer** and **Credit** buttons become available.

- Click **Customer** to access the Accounts Receivable Client Maintenance window.
- Click **Credit** to access the Accounts Receivable Customer Credit History window.


**6** Select an engagement for the credit memo from the **Engagement** field.


- Click the  button to select an existing client from the Lookup.

**7** Create or select a credit memo from the **Memo No.** field.

- Click the  button to select an existing memo from the Lookup.

**OR**

- Click the  button to create a new memo.

**8** Once you select a memo number, the  button becomes available. Click this button to [print the current memo only](#) (see page 213).

**9** Select the invoice number to apply the credit to from the **Apply To** field.



**NOTE:** A credit memo CANNOT be created without selecting an existing Time and Billing Professional invoice.

The selected invoice must have detail for the current client and engagement. If not, Credit Memo Entry will not allow you to select the invoice. Once an invoice is selected, all header and detail information for the current client and engagement will be pulled from the invoice and added to the credit memo. You will then be able to make any desired changes.

**10** Change the invoice creation date in the **Invoice Date** field.

**11** Change the invoice due date in the **Due Date** field.

**12** Change the invoice discount date in the **Discount Date** field.



**13** Check **On Hold** if this credit memo is not to be used immediately.



**NOTE:** The **On Hold** field is not available if the **Allow Batch Entry** option is selected in Time and Billing Professional Options.

**14** Select the tax schedule for the credit memo from the **Sales Tax Schedule** field.

**15** Enter or select a billing address in the **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 156).
- Click the  button to update an address.

**16** Select the billing terms from the **Terms Code** field.

**17** Select the billing format from the **Bill Format** field.


**18** Select the salesperson for the credit memo from the **Salesperson** field.



**19** Select whether or not to split the commission between salespeople from the **Split Commission** field.

This field is available if the **Split Commissions Between Salespersons** check box is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85). Options include: **Yes**, **No**, and **Override**.


- Select **Yes** to distribute the total commission amount among up to five salespersons on the [Split Commission Entry](#) window (see page 203).
- Select **Override** to post an override commission from the [Override Commission Entry](#) window (see page 204).  
If the **Override** option is selected, the standard commission is posted to the primary salesperson. The override commission is posted to the salesperson specified on the [Split Commission Entry](#) window (see page 203).
- Select **No** to post the commission only to the primary salesperson on the order.

**20** Click the  button to change the commission percentages previously entered on the [Split Commission Entry](#) window (see page 203).  
This field is available if the **Split Commissions Between Salespersons** check box is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 85).

**21** Check **Print Invoice** to print an invoice for this client/engagement memo.

**22** Enter the customer's fax number in the **Fax** field.

**23** Enter or select the name of the person to contact regarding invoices in the **Confirm To** field.

**24** Click the  button to create an engagement memo through the Engagement Memo Maintenance window.

See the [Create an Engagement Memo](#) section (see page 153) for more information.

**25** Click the  button to [enter additional text](#) (see page 204) to appear on billing invoices.

**26** Click the next tab to continue.

### ***Enter the Billing Address on the Addresses Tab***




Use the Addresses tab to enter specific information for the customer and the desired bill to address.



- 1 Click the **Addresses** tab of the T/2 Credit Memo Entry to view the client's standard and billing addresses.

The screenshot shows the 'T/2 Credit Memo Entry' window with the 'Addresses' tab selected. The client is 'ABLE MANUFACTURING' and the engagement is 'PROFESSIONAL SERVICES'. The window is divided into sections for '1. Header', '2. Addresses', '3. Detail', and '4. Totals'. The 'Addresses' section contains two main areas: 'Address' and 'Bill To Address'. Each area has fields for Name, Address, ZIP Code, City, State, and Country. The 'Bill To Address' section also includes a 'Copy Bill To' button. At the bottom, there are navigation buttons (Back, Forward, etc.) and a status bar showing 'HTI LW2 8/7/2007'.

T/2 Credit Memo Entry Window - Addresses Tab


- 2 Select the billing address from the **Bill To Address** 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 156).
  - Click the  button to update an address. The address appears in the **Bill To Address** section of the **Addresses** tab.
  - Click the  button and the address will also appear in the **Address** section of the **Addresses** tab. You will then be finished with entering the addresses.
- 3 Enter the client's name in the **Name** field.
- 4 Enter the client's address for the engagement in the **Address** field.
- 5 Enter the client's zip code in the **Zip Code** field.
- 6 Enter the client's city in the **City** field.
- 7 Enter the client's state in the **State** field.
- 8 Select the client's country in the **Country** field.
- 9 Enter the name of the client in the **Bill To Name** field.
- 10 Enter the client's billing address in the **Bill To Address** field.
- 11 Enter the client's billing zip code in the **Bill To Zip Code** field.
- 12 Enter the client's billing city in the **Bill To City** field.



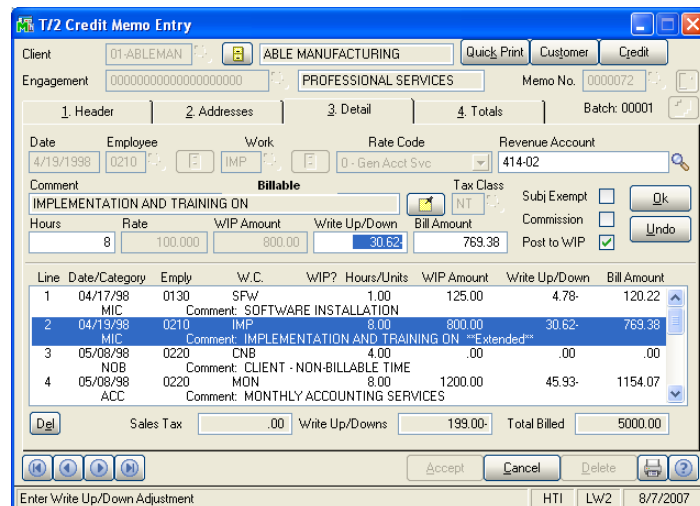
- 13 Enter the client's billing state in the **Bill To State** field.
- 14 Enter the client's billing country in the **Bill To Country** field.
- 15 Click the next tab to continue.

## Enter Details about Each Transaction on the Detail Tab

The Detail tab displays detailed information by line item for the client/engagement memo. The Detail tab allows you to modify lines in an invoice, or delete lines from an invoice that you do not want to be part of the credit memo.

 **NOTE:** Deleting a line in Credit Memo Entry will not delete it from the original invoice.

- 1 Click the **Detail** tab of the T/2 Credit Memo Entry window to view the transaction details for the invoice being credited.



Line	Date/Category	Emply	W.C.	WIP?	Hours/Units	WIP Amount	Write Up/Down	Bill Amount	Write Up/Down	Bill Amount
1	04/17/98 MIC	0130	SPW		1.00	125.00		4.78		120.22
2	04/19/98 MIC	0210	IMP		8.00	800.00	30.62	769.38		769.38
3	05/08/98 NOB	0220	CNB		4.00			.00		.00
4	05/08/98 ACC	0220	MON		8.00	1200.00		45.93		1154.07

Summary: Sales Tax: .00, Write Up/Downs: 199.00, Total Billed: 5000.00


T/2 Credit Memo Entry Window - Detail Tab

- 2 Click the transaction line you want to change or delete. The details about the transaction appear in the fields of the **Detail** tab.
- 3 Change any comments for the line in the **Comment** field.
- 4 Enter the number of hours being billed in the **Hours** field.
- 5 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**.




- 6 Enter the amount to be billed for the line item in the **Bill Amount** field.
  - The **Bill Amount** will always equal the **WIP Amount** plus the **Write Up/Down**.
  - The **Write Up/Down** amount will be automatically calculated based on what is entered into the **Bill Amount** field.
- 7 Check **Subj. Exempt** to use sales tax exemptions for the client/engagement/memo. The exemption numbers must be defined for the client/engagement/memo.
- 8 Check **Commission** if this line item is subject to commission.
- 9 Check **Post to WIP** to post the line item as a work in process.

When you update the credit memo, the WIP (work in process) is created, which can be billed to the client/engagement in the same manner as a WIP created through [Time/Expense Entry](#) (see page 168). If this option is not selected, the WIP will not be created from this detail line.

- 10 [Add comments](#) (see page 204) about a line by clicking the **Extended Comments** (  ) button and launching the Billing Entry Text Editor window.

- 11 Click **OK** to add the changes to the line.

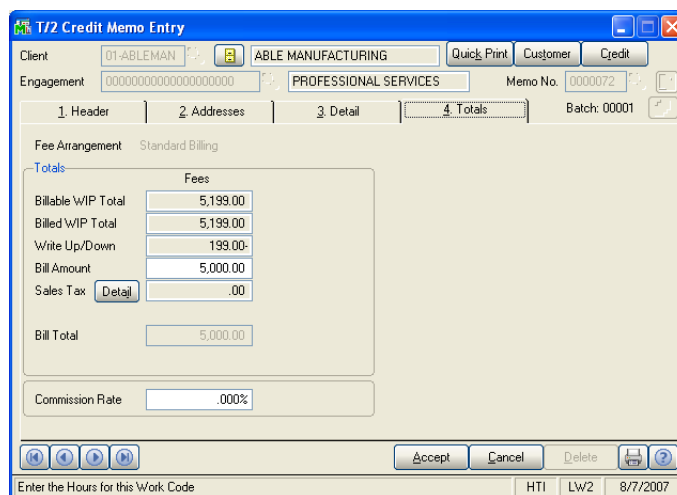
When you update a line, the **Sales Tax**, **Write Ups/Downs**, and **Total Billed** fields are updated.

- 12 To delete the transaction line from the credit memo, click the  button .

- 13 Click the next tab to continue.

## Determine the Total Amount for the Bill on the Totals Tab

- 1 Click the **Totals** tab of the T/2 Credit Memo Entry window to access the total fees for the bill.



Totals	
Billable WIP Total	5,199.00
Billed WIP Total	5,199.00
Write Up/Down	199.00
Bill Amount	5,000.00
Sales Tax	.00
Bill Total	5,000.00
Commission Rate	.000%

T/2 Credit Memo Entry Window - Totals Tab

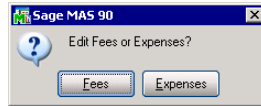
- Most of the fields are view only and display the total amount for the entire bill.



2 Change the billable amount for Fees in the **Bill Amount** field.

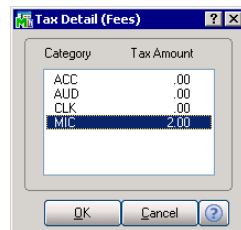
3 Change the sales tax for Fees in the **Sales Tax** field.

4 Click the **Detail** button. The following dialog appears.



Sage MAS 90 Dialog

a Click the **Fees** button to change the taxes for billable fees. The Tax Detail (Fees) window appears.



Tax Detail (Fees) Window

b Select the work category to change the taxes for, and click **OK**. The Tax Detail window appears.

Tax Detail Window

c Make any changes on the Tax Detail window.

If you enter a new tax amount in the **Tax Amount** field, the **Sales Tax** field on the **Totals** tab of the T/2 Billing Data Entry window will be updated.

d Click **Accept** on the Tax Detail window when finished.

5 Change the total Fees for the bill in the **Bill Total** field.

6 Enter the commission rate for the client/engagement/memo in the **Commission Rate** field.

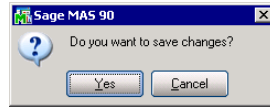
7 Click **Accept** to save the changes.



## Print the Current Memo Invoice Only

You can use the Quick Print feature on any of the tabs of the Credit Memo Entry window to print the current memo only.

- 1 Click the **Quick Print** button. The following dialog appears to remind you to save changes.



Sage MAS 90 Dialog

- 2 Click **Yes** to save the changes. The Invoice Printing window appears.

 A screenshot of the "Invoice Printing" window. It contains several sections:
 

- Invoice Type to Print:** A dropdown menu set to "All".
- Print Invoices Already Printed:** A checked checkbox.
- Message Line 1** and **Message Line 2:** Text input fields.
- Invoice Date:** A date field showing "09/07/2005" and an unchecked "Override Date" checkbox.
- Billing Frequency:** A dropdown menu set to "All".
- Batch:** A text field showing "00002".
- Selection:** A section with "All", "Starting", and "Ending" tabs.
- Client Code:** Two input fields, both containing "01-ABLEMAN".
- Engagement Code:** Two input fields, both containing "00000000000000000000".
- Buttons:** "Print", "Preview", and "Printer Setup..." buttons.
- Footer:** "Canon Sales" text and a status bar showing "LW2" and "9/7/2005".

Invoice Printing Window

- 3 Click **Print** to print the invoice, or **Preview** to print preview the invoice.

The system creates an invoice for the current client/engagement memo only.

Office Number One  
55 W. 55th Avenue

Young America, MN 55555  
CONTACT: MARTIN ABL  
TERMS: NO TERMS

INVOICE NO.: 0000001-CM  
DATE: 04/15/98  
CLIENT CODE: 01-ABLEMAN

PAGE NO.: 1

FOR PROFESSIONAL SERVICES RENDERED:		HOURS	AMOUNT
PROFESSIONAL SERVICES			
03/04/98	BETH CLARK CLERICAL SERVICES	3.25-	175.17-
03/18/98	BARBARA REYNOLDS TELEPHONE SUPPORT OF YOUR ACCOUNTS PAYABLE SOFTWARE	8.00-	778.32-
03/20/98	JENNIFER HAAS CUSTOM REPORT DESIGN AND DEVEL	25.00-	2432.25-
04/10/98	B.A. WINNUR CLIENT CONFERENCES	5.00-	875.61-
04/10/98	NANCY COOK PREPARATION OF PAYROLL TAX RETURNS FOR THE QUARTER ENDED 3/31/98	8.00-	583.74-
04/10/98	DAVID CASEY MONTHLY ACCOUNTING SERVICES	8.00-	1167.48-
04/11/98	DAVID CASEY MONTHLY ACCOUNTING SERVICES	6.00-	875.61-
04/11/98	JOSEPH WILSON PREPARATION OF PAYROLL TAX RETURNS FOR THE QUARTER ENDED 3/31/98	8.00-	1011.82-
TOTAL FEES:			7900.00-
SALES TAX:			8.00-
AMOUNT DUE:			7908.00-

Invoice Printing Window - Invoice

## 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.

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:

$$\frac{\text{WRITE UP/DOWN}}{\text{BILLED WIP TOTAL}} = \text{Clnt/Eng Write-Up/Dn \%}$$

Then, 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:

$$\text{Clnt/Eng Write-Up/Dn \%} \times \text{WIP AMOUNT} = \text{WRITE UP/DN}$$

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 if the **Include Expenses** field is checked on the [Client Maintenance window Billing tab](#) (see page 156).

### 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:

$$\frac{\text{WRITE UP/DN}}{\text{WIP TOTAL}} = \text{Category Write-Up/Dn \%}$$

Then, 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:

$$\text{Category Write-Up/Dn \%} \times \text{WIP AMOUNT} = \text{WRITE UP/DN}$$

The total bill amount for the client/engagement, as well as 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:

$$\text{BILL AMOUNT} - \text{WIP AMOUNT} = \text{WRITE UP/DN}$$

The total bill amount for the client/engagement as well as the total write-up/write-down amount for the bill will be adjusted automatically as well.



## Invoice Printing

Use the Invoice Printing feature to produce printed invoices to mail to your clients based on the information available in the Billing Selection or Billing Data Entry features. Invoices are printed according to the format specified in the Billing Format Maintenance program and assigned to each client/engagement. 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.

### Print Invoices for Clients/Engagements

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Invoice Printing**. The T/2 Invoice Batch Print window appears if you set the option for batch entries.

T/2 Invoice Batch Print Window

- a Check **Print All Batches** to print all invoice batches,

OR

Clear this field and select the existing batch entry number from the **Batch Number** field.

- b Check **Private Batch** if the invoice batch is only available to you.

- c Click **OK**.

The Invoice Printing window appears.

Invoice Printing Window

- 2 Select the invoice types to print from the **Invoice Type To Print** field. Options include:

**All**  
**Standard Invoice**  
**Credit Memo**

- 3 Check **Print Invoices Already Printed** to print invoices that have already been printed.

- 4 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 are included on the billing format used.

- 5 Enter the invoice date 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 191).

- 6 Check the **Override Date** field if you want to override the original invoice date with a new date.

- 7 Change the date in the **Invoice Date** field and check the **Override Date** to post the new date on the printout.



- 8 Enter the number to be used for the next invoice in the **Next Invoice Number** field. This number can be up to seven alphanumeric characters.

This number will only be assigned to transaction that did not have an invoice number assigned during [Billing Data Entry](#) (see page 191).

- 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 is updated.

- 9 Select the billing frequencies to include from the **Billing Frequency** field. Options include: **All** and **Selected Frequencies**.

- 10 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.

 **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 Select the clients to include from the **Client Code** field.

- 12 Select the engagements to include from the **Engagement Code** field.

- 13 Click **Print** to print the invoices, or **Preview** to print preview the invoices.



Invoice Printing includes the billing address of the client, the invoice number, invoice date, client code, the dates of billable services, the details of each service, the rate and cost of each service, and the total for the invoice.

**Invoice Printing**

Time and Billing Professional Demo

CANYON RIDGE APARTMENTS  
1427 EL CAJON BLVD.  
SUITE 101  
EL CAJON, CA 91556  
CONTACT: CONNIE LAM  
TERMS: NO TERMS

INVOICE NO.: 0000072-IN  
DATE: 09/07/05  
CLIENT CODE: 01-CANRIDG  
PAGE NO.: 1

---

FOR PROFESSIONAL SERVICES RENDERED:

	HOURS	AMOUNT
<b>PROFESSIONAL SERVICES</b>		
05/25/98 JOSEPH WILSON	2.00	200.00
05/26/98 CLIENT CONFERENCES	4.00	120.00
05/26/98 BETH CLARK	3.00	225.00
05/26/98 CLERICAL SERVICES	6.00	600.00
05/26/98 NANCY COOK		
05/26/98 MONTHLY ACCOUNTING SERVICES		
05/26/98 JACOB GREENBERG	8.00	800.00
05/26/98 PREPARATION OF COMPILATION FINANCIAL STATEMENT FOR		
05/26/98 THE PERIOD ENDING 4/30/98		
05/26/98 JOSEPH WILSON	8.00	800.00
05/29/98 MONTHLY ACCOUNTING SERVICES	8.00	600.00
05/31/98 PATRICIA HARRISON	3.00	225.00
05/31/98 MONTHLY ACCOUNTING SERVICES	5.00	375.00
05/31/98 PATRICIA HARRISON		
05/31/98 MONTHLY ACCOUNTING SERVICES		
	<b>TOTAL FEES:</b>	<b>3145.00</b>
05/25/98 AUTO EXPENSES		30.00
	<b>TOTAL EXPENSES:</b>	<b>30.00</b>

Page:3

Invoice Printing Window - Invoice

After the invoices print, the following dialog box appears.

**Sage MAS 90**

Do you want to print the Billing Register?

Sage MAS 90 Dialog Box

**14** Click **Yes** to print the Billing Register.

If you click **No**, you can print the Billing Register at another time.

See the [Billing Register](#) section (see page 219) for more information.

## Billing Register

Use the Billing Register to provide an audit report for all bills printed using the Invoice Printing feature. 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 Professional 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.

### Print the Billing Register

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Register**. The Billing Register window appears.

Billing Register Window

- 2 Make sure the date in the **Time and Billing Professional Posting Date** field is correct, and click **Print**.

The Invoice Batch Print window appears if you set the option for batch entries.

T/2 Invoice Batch Print Window

- 3 Check **Print All Batches** to print all invoice batches

**OR**

Clear this field and select the existing batch entry number from the **Batch Number** field.

- 4 Check **Private Batch** if the invoice batch is only available to you.
- 5 Click **OK**. The Billing Register prints.



CONTENTS



BACK

INDEX

## Chapter 8

The Billing Register includes the invoice number and date, work in process amount billed, write-up or write-down amount, billed fees, billed expenses, taxable amount, sales tax, invoice amount, client code, client name, and engagement code, if applicable.

INVC NO./ Clnt	DATE Engnt	WIP AMOUNT	WRITE UP/DN	BILLED FEES	BILLED EXPENSES	PROGRES APPLIED	SALES TAX	INVOICE AMOUNT
0000072-IN 01-CANRIDG	09/07/05 00000000000000000000	3,175.00	0.00	3,145.00	30.00	0.00	0.00	3,175.00
0000073-IN 01-EDWAELE	09/07/05 00000000000000000000	3,969.00	0.00	3,150.00	819.00	0.00	47.94	4,016.94
0000074-IN 01-GENECOM	09/07/05 00000000000000000000	6,810.00	0.00	6,790.00	20.00	0.00	0.00	6,810.00
0000074-IN 01-GENECOM	09/07/05 00000000000000000001	60.00	0.00	60.00	0.00	0.00	0.00	60.00
0000075-IN 01-HIDDEEA	09/07/05 00000000000000000000	2,170.00	0.00	2,170.00	0.00	0.00	0.00	2,170.00
0000076-IN 01-HOWARD	09/07/05 00000000000000000000	2,685.00	0.00	0.00	0.00	0.00	0.00	2,685.00
0000077-IN 01-MASTMIC	09/07/05 00000000000000000000	11,933.00	0.00	11,835.00	98.00	0.00	0.00	11,933.00
0000078-IN 01-OLSON	09/07/05 00000000000000000000	8,635.00	0.00	0.00	0.00	0.00	0.00	8,635.00
0000079-IN 01-REEDADV	09/07/05 00000000000000000000	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
0000080-IN 01-SCHWPES	09/07/05 00000000000000000000	9,041.00	0.00	5,050.00	3,991.00	0.00	239.46	9,280.46
0000081-IN 01-ZZZFIRM	09/07/05 00000000000000000000	9,050.00	9,050.00-	0.00	0.00	0.00	0.00	0.00
0000001-CM 01-ABLEMAN	04/15/98 00000000000000000000	8,120.05-	220.05	7,900.00-	0.00	0.00	8.00-	7,908.00-
REPORT TOTAL:		49,407.95	8,829.95-	24,300.00	4,958.00	0.00	279.40	44,857.40

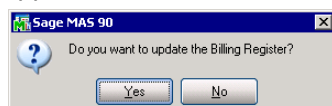
Billing Register

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.

TAX CODE	DESCRIPTION	SALES AMOUNT	TAXABLE SALES	NON-TAXABLE SALES	TAXABLE FREIGHT	NON-TAXABLE FREIGHT	TAXABLE TAX	EXEMPT SALES	SALES TAX AMOUNT
CA	Engmt California								
01-ABLEMAN	00000000000000000000	3,638.65-	.00	3,638.65-	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	175.17-	.00	175.17-	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	875.61-	.00	875.61-	.00	.00	.00	.00	8.00-
01-ABLEMAN	00000000000000000000	3,210.57-	.00	3,210.57-	.00	.00	.00	.00	.00
01-CANRIDG	00000000000000000000	2,825.00	.00	2,825.00	.00	.00	.00	.00	.00
01-CANRIDG	00000000000000000000	120.00	.00	120.00	.00	.00	.00	.00	.00
01-CANRIDG	00000000000000000000	30.00	.00	30.00	.00	.00	.00	.00	.00
01-CANRIDG	00000000000000000000	200.00	.00	200.00	.00	.00	.00	.00	.00
01-EDWAELE	00000000000000000000	150.00	.00	150.00	.00	.00	.00	.00	.00
01-EDWAELE	00000000000000000000	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00
01-EDWAELE	00000000000000000000	20.00	.00	20.00	.00	.00	.00	.00	.00
01-EDWAELE	00000000000000000000	1,800.00	.00	1,800.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000000	799.00	.00	799.00	.00	.00	.00	.00	47.94
01-GENECOM	00000000000000000000	2,800.00	.00	2,800.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000000	240.00	.00	240.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000000	20.00	.00	20.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000000	2,250.00	.00	2,250.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000000	1,500.00	.00	1,500.00	.00	.00	.00	.00	.00
01-GENECOM	00000000000000000001	60.00	.00	60.00	.00	.00	.00	.00	.00
01-HIDDEA	00000000000000000000	1,600.00	.00	1,600.00	.00	.00	.00	.00	.00
01-HIDDEA	00000000000000000000	120.00	.00	120.00	.00	.00	.00	.00	.00
01-HIDDEA	00000000000000000000	450.00	.00	450.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	2,725.00	.00	2,725.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	1,000.00	.00	1,000.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	360.00	.00	360.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	98.00	.00	98.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	2,340.00	.00	2,340.00	.00	.00	.00	.00	.00
01-MASTMIC	00000000000000000000	5,410.00	.00	5,410.00	.00	.00	.00	.00	.00
01-SCHWPES	00000000000000000000	900.00	.00	900.00	.00	.00	.00	.00	.00
01-SCHWPES	00000000000000000000	3,250.00	.00	3,250.00	.00	.00	.00	.00	.00
01-SCHWPES	00000000000000000000	3,991.00	3,991.00	.00	.00	.00	.00	.00	239.46
01-SCHWPES	00000000000000000000	900.00	.00	900.00	.00	.00	.00	.00	.00
TAX CODE CA	TOTAL:	29,258.00	4,790.00	24,468.00	.00	.00	.00	.00	279.40
REPORT TOTAL:									279.40

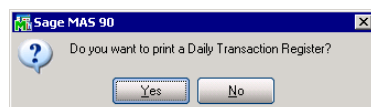
Billing Register - Tax Journal Detail

After the Billing Register displays the information, 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. 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 [Daily Transaction Register](#) section (see page 177) for more information.

## Transfer Work in Process

The Transfer Work in Process feature allows you to transfer unbilled work in process information from one client/engagement to another client/engagement for a range of dates. You may also print an audit report to track the work in process 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 173), [Billing Data Entry](#) (see page 191) and [Billing Register](#) update (see page 219), [Transfer Work in Process](#) (see page 222) and Audit Report update, [Delete Work in Process](#) (see page 224) and Register update, [Edit Work in Process Selection](#) (see page 228) and Register update, [Edit Work in Process Journal](#) update (see page 235), [Manual Check Register](#) update (see page 347), or [Invoice Register](#) update (see page 343).

### Transfer Work in Process from One Client to Another

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Transfer Work in Process**. The Transfer Work in Process window appears.

Transfer Work in Process 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.



## Chapter 8

- 2 Select the client that has the work in process engagement to be transferred from the **Client Code** field.
- 3 Select the work in process engagement to transfer from the **Engagement Code** field.  
If you leave this field blank, all engagements will be transferred.
- 4 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.
- 5 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.
- 6 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.
- 7 Select the dates of the work in process records to transfer in the **Date** field.
  - Check **All** for all dates.

**OR**

  - Enter a range of dates in the **Starting** and **Ending** fields.
- 8 Select the client to whom to transfer the work in process information from the **Client Code** field.
- 9 Select the engagement to which to transfer the work in process information from the **Engagement Code** field.
- 10 Click **Print** to print the transfers, or **Preview** to print preview the information.



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The Transfer Work in Process Audit Report prints the client information set in 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

FROM Client CODE: 01-ABLEMAN ABLE MANUFACTURING  
Engagement CODE: 00000000000000000001 NETWORK INSTALLATION

Employee CODE: 0100 WINNUR IMA  
Work CODE: ALL Work Codes  
TRANSACTION NO: ALL TRANSACTION NUMBERS  
DATE RANGE: ALL DATES

TO Client CODE: 01-ACME ACME WELDING COMPANY  
Engagement CODE: 00000000000000000000 NETWORKING SERVICES

DATE	Engmt	Empl	W.C.	CAT	TRANS NUMBER	TYPE	TAX	UNITS	RATE	AMOUNT
05/15/98	0000000000000000000001	0100	ARA	AUD	0000039	B	Y	1.00	230.000	230.00
REPORT TOTALS:										230.00

Transfer Work in Process Audit Report

After the report prints, the following dialog appears.

MAS 90

Do you want to update the Transfer Work in Process Audit Report?

Yes No

Sage MAS 90 Dialog

- 11 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. After deleting work in process information, you may print the Delete Work In Process Register and update the work in process balances. In addition, if you selected the **Post Work in Process to G/L** option in [Time and Billing Professional Options](#) (see page 83), work in process information will be updated to the General Ledger.

## Delete Work in Process Transactions for a Client/Engagement

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Delete Work in Process**. The Delete Work in Process window appears.

Delete Work in Process 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.

- 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 Select the dates for the work in process transactions in the **Date** field.
  - Check **All** for all dates.

**OR**

  - Enter a range of dates in the **Starting** and **Ending** fields.
- 5 Select the employees involved in the work in process transactions in the **Employee Code** field.
  - Check **All** for all employees.

**OR**

  - Enter a range of employee code numbers in the **Starting** and **Ending** fields.
- 6 Select the work categories involved in the work in process transactions in the **Work Code** field.
  - Check **All** for all work codes.

**OR**

  - Enter a range of work code numbers in the **Starting** and **Ending** fields.

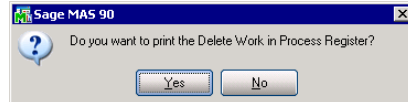
- 7 Select the transaction numbers that contain work in process data from the **Transaction Number** field.

- Check **All** for all transaction numbers.

**OR**

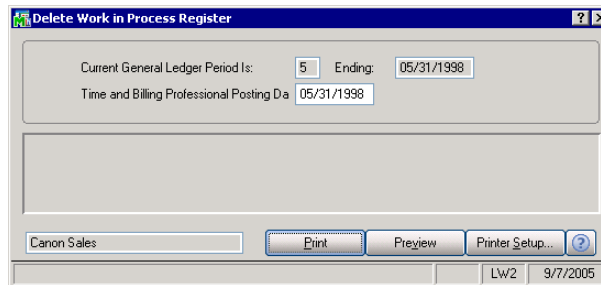
- Enter a range of all numbers in the **Starting** and **Ending** fields.

- 8 Click **Proceed** to delete the work in process information. The following dialog box appears when you are finished deleting the transactions.



Sage MAS 90 Dialog

- 9 Click **Yes** to print the register. The Delete Work in Process Register window appears.



Delete Work in Process Register Window

- 10 Make sure the date in the **Time and Billing Professional Posting Date** field is correct, and then click **Print**. The register prints.



**NOTE:** The Time and Billing Professional 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.



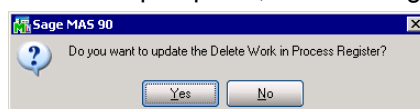
## Chapter 8

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.

DATE	Empl	W.C.	CATEG	TRANS NUMBER	BILL TYPE	TAX CLASS	HOURS/ UNITS	RATE	AMOUNT
05/18/98	0130	NET	MIC	0000024	B	NT	7.00	125.000	875.00
05/19/98	0130	NET	MIC	0000024	B	NT	4.00	125.000	500.00
05/19/98	0270	NET	MIC	0000024	B	NT	10.00	100.000	1,000.00
05/22/98	0270	NET	MIC	0000024	B	NT	6.00	100.000	600.00
Engagement 0000000000000000001 TOTAL:									2,975.00
Client 01-ABLEMAN TOTAL:									2,975.00
REPORT TOTAL:									2,975.00

Delete Work in Process Register

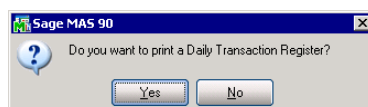
After the report prints, the following dialog appears.



Sage MAS 90 Dialog

**11** Click **Yes** to update the system with the changes. The work in process transactions are deleted.

The following dialog appears.



Sage MAS 90 Dialog

**12** Click **Yes** to print the Daily Transaction Register.

If you click **No**, you can print the Daily Transaction Register at another time.

See the [Daily Transaction Register](#) section (see page 177) for more information.

## Clear Work in Process Deletions

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.

- 1 Select the information you deleted from the fields on the Delete Work in Process window.

You can leave all of the fields blank to remove all the transactions that are set to be deleted.

- 2 Click **Clear**. The deleted transactions are reinstated.

## Edit Work in Process Selection

Use the Edit Work in Process Selection feature to select unbilled work in process transactions to be edited for a specific client/engagement.

Once you select work in process information, you can choose to print and update the Edit Work in Process Selection Register. .



**NOTE:** The Time and Billing Professional 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.


## Select Work in Process Transactions to Edit

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Edit Work in Process Selection**. The Edit Work in Process Selection window appears.

Edit Work in Process Selection 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.

- 2 Enter the client that contains 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 Select the dates for the work in process transactions in the **Date** field.
  - Check **All** for all dates.

**OR**

  - Enter a range of dates in the **Starting** and **Ending** fields.
- 5 Select the employees involved in the work in process transactions in the **Employee Code** field.
  - Check **All** for all employees.

**OR**

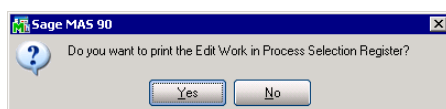
  - Enter a range of employee code numbers in the **Starting** and **Ending** fields.
- 6 Select the work categories involved in the work in process transactions in the **Work Code** field.
  - Check **All** for all work codes.

**OR**

  - Enter a range of work code numbers in the **Starting** and **Ending** fields.
- 7 Select the transaction numbers that contain work in process data from the **Transaction Number** field.
  - Check **All** for all transaction numbers.

**OR**

  - Enter a range of of numbers in the **Starting** and **Ending** fields.
- 8 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



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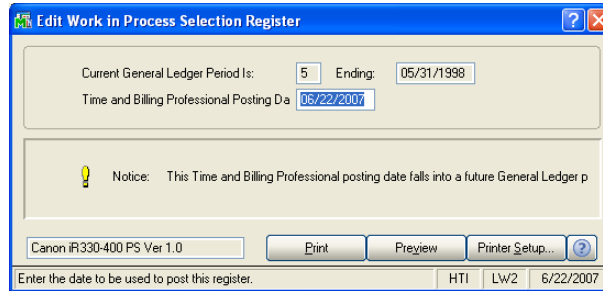
INDEX

9 Click **Yes** to print the Edit Work in Process Journal.

If you click **No**, you can print the journal at another time.

See the [Edit Work in Process Journal](#) section (see page 235) for more information.

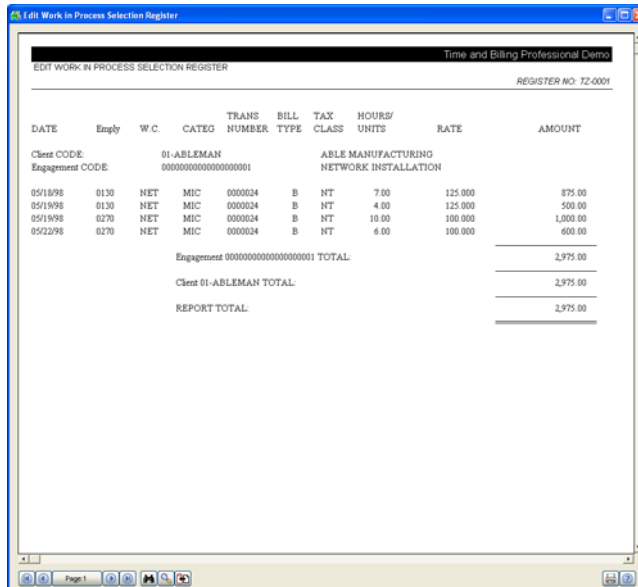
10 Click the  button to access the Edit Work in Process Selection Register.



**Edit Work in Process Selection Register**

11 Make sure the date in the **Time and Billing Professional Posting Date** field is correct, and then click **Print**. The register prints.

The Edit Work in Process Selection register prints the client information set on the Edit Work in Process Selection window. This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being edited.



DATE	Empl	W.C.	CATEG	TRANS NUMBER	BILL TYPE	TAX CLASS	HOURS/ UNITS	RATE	AMOUNT
Client CODE: 01-ABLEMAN									
Engagement CODE: 00000000000000000001									
05/18/98	0130	NET	MIC	0000034	B	NT	7.00	125.000	875.00
05/19/98	0130	NET	MIC	0000034	B	NT	4.00	125.000	500.00
05/19/98	0270	NET	MIC	0000034	B	NT	10.00	100.000	1,000.00
05/22/98	0270	NET	MIC	0000034	B	NT	6.00	100.000	600.00
Engagement 00000000000000000001 TOTAL:									2,975.00
Client 01-ABLEMAN TOTAL:									2,975.00
REPORT TOTAL:									2,975.00

**Edit Work in Process Register**

12 After the report prints, click **Yes** at the Sage MAS 90 dialog to update the system with the changes.

## Edit Work in Process Entry

Use the Edit Work in Process Entry feature to edit, delete, and add work in process transactions previously selected during [Edit Work in Process Selection](#) (see page 228). All work in process information edited is updated to the Time and Billing Professional Work in Process file during the [Edit Work in Process Journal](#) update (see page 235).



**NOTE:** You can only use the Edit Work in Process Entry feature AFTER using the [Edit Work in Process Selection](#) feature (see page 228).

### Edit a Work in Process Transaction



- 1 From the **Billing** menu of the Time and Billing Professional module, select **Edit Work in Process Entry**. The Edit Work in Process Entry window appears.

Line	Date	Comment	Empl	Clnt	Engmt	W.C.	Hours/Units	Rate Amount
1	03/04/98	0130	01-ABLEMAN	00000000000000000000	ONS		8.00	125.000
2	03/04/98	0140	01-ABLEMAN	00000000000000000000	PHN		4.00	5.000
3	03/04/98	0150	01-ABLEMAN	00000000000000000000	CLR		13.00	13.850



Edit Work in Process Entry Window

- 2 Select the client that has the work in process transaction you want to change from the **Client Code** field.
  - Click the button to select an existing client from the Lookup.
  - You can use the buttons to access the desired information.
- 3 Select the engagement that contains the work in process transaction you want to change from the **Engagement Code** field.
  - Click the button to select an existing engagement code from the Lookup.
- 4 Enter the number of the work in process transaction in the **Transaction Number** field.
- 5 Change the transaction date of this transaction in the **Transaction Date** field.



**6** 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 Professional.
- 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 92).
- You can also launch the Employee Maintenance window by clicking the  button.



**7** Select a client to be billed for the transaction from the **Client** field.

- Click the  button to search for a client that is already enabled in Time and Billing Professional.
- 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 144).
- You can also launch the Client Maintenance window by clicking the  button.

**8** Select an engagement for the transaction from the **Engagement** field.

- Click the  button to search for an engagement that is already enabled in Time and Billing Professional.
- Create a new engagement by entering a new code. A dialog box will appear allowing you to create a new engagement by clicking **Yes** and launching the [Engagement Memo Maintenance](#) window (see page 153).
- After you select the engagement, you can also launch the Engagement Memo Maintenance window by clicking the  button.

**9** Enter or select a work code for the transaction from the **Work** field.

- Click the  button to search for a code that is already enabled in Time and Billing Professional.
- 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 99).
- After you select the work code, you can also launch the Work Code Maintenance window by clicking the  button.



**10** Change the transaction date of this transaction in the **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.

**11** 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.



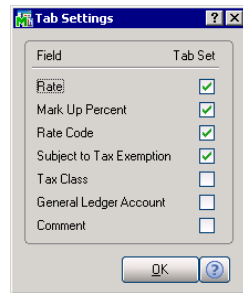
- 12** Select the revenue account for the transaction from the **Revenue Account** field.  
This field defaults to the revenue account assigned to the work code.
- 13** Select the sales tax class for the transaction from the **Tax Class** field.
- 14** Check **Subject to Exemption** to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the transaction.
- 15** Enter a comment to be associated with this transaction in the **Comment** field.  
This field defaults to the comments assigned to a work code.
- 16** Click the  button to [add extended comments](#) (see page 234) by launching the Extended Comment Maintenance window.
- 17** Enter the number of hours associated with this transaction in the **Hours** field.
- 18** Enter the rate for the transaction in the **Rate** field.  
This field defaults to the rate assigned to the work code.
- 19** 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** and **Rate** fields.
- 20** Click **OK** to add the line to the transaction. The information appears in the list on the [Edit Work in Process Entry](#) window (see page 231).  
  
The window updates the **Total Hours** and **Total Amount** fields with each transaction.
- 21** Repeat steps **5 - 20** for each line in the work in process transaction.
- 22** If you need to quickly access an entry in the list, enter the number of the line in the **Quick Line** field.
- 23** Click the  button to [set tab defaults](#) on the window (see current page).
- 24** Click **Accept** to save the entire transaction.

### ***Set Tab Defaults for the Edit Work in Process Entry Window***

You can set tab defaults for the Edit Work in Process Entry window. When you press the TAB key, the cursor will move to the selected field on the window.




- 1 Click the **Tab** button. The Tab Setup window appears.

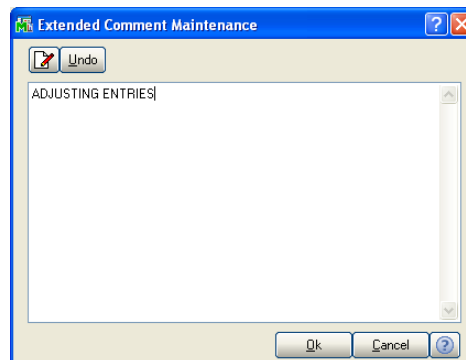


Tab Settings Window


- 2 Check all the fields you want to see in a tab sequence during data entry.
- 3 Click **OK**. The system saves the changes and closes the Tab Settings window.

## Add Extended Comments

- 1 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 using the appropriate command buttons.
  - a Click  to select a standard billing comment or enter the comment in the text box.

**OR**

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 Professional Options](#) (see page 80).
  - 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.
  - b To cancel the changes, click the  button.



- 3 Click **OK** or **Cancel** when finished.

## Edit Work in Process Journal

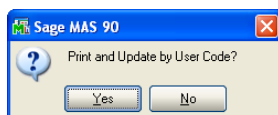
Use the Edit Work in Process Journal to provide an audit report for all work in process transactions edited using the [Edit Work in Process Entry](#) window (see page 231). Printing this journal is the first step in the file update process. It provides an opportunity to check work in process data for 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 173), [Billing Data Entry](#) (see page 191) and [Billing Register](#) update (see page 219), [Transfer Work in Process](#) (see page 222) and Audit Report update, [Delete Work in Process](#) (see page 224) and Register update, [Edit Work in Process Selection](#) (see page 228) and Register update, [Edit Work in Process Journal](#) update (see page 235), [Manual Check Register](#) update (see page 347), or [Invoice Register](#) update (see page 343).

### Print the Edit Work in Process Journal

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Edit Work in Process Journal**.
- 2 If the **Update by User Code** field is checked in [Time and Billing Professional Options](#) (see page 80), you will be asked if you want to print and update by user code. .



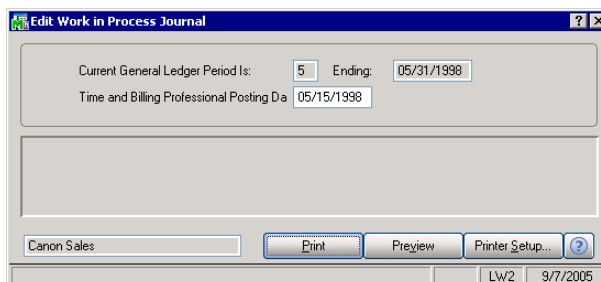
Sage MAS 90 Dialog

- 3 Click **Yes** to print by user code.

**OR**

Click **No** to decline the printing by user code.

The Edit Work in Process Journal window appears .



Edit Work in Process Journal Window

- Make sure the date in the **Time and Billing Professional Posting Date** field is correct, and click **Print**.



**NOTE:** The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018).

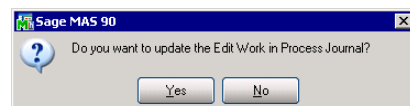
The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

The Edit Work in Process Register prints the client information set on the [Edit Work in Process Entry](#) window (see page 231). This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being selected.

DATE	Empl	W.C.	CATEG	TRANS NUMBER	BILL TYPE	TAX CLASS	HOURS/ UNITS	RATE	AMOUNT
Client CODE: 01-ABLEMAN									
Engagement CODE: 00000000000000000000									
ABLE MANUFACTURING PROFESSIONAL SERVICES									
03/04/98	0130	ONS	MIC	0000010	B	NT	8.00	125.000	1,000.00
03/04/98	0140	PHN	EXP	0000010	E	NT	4.00	5.000	20.00
03/04/98	0150	CLK	CLK	0000001	B	NT	13.00	13.850	180.05
03/18/98	0210	TEL	MIC	0000001	B	NT	8.00	100.000	800.00
03/20/98	0240	REP	MIC	0000001	B	NT	25.00	100.000	2,500.00
04/10/98	0120	CLI	MAS	0000001	B	NT	5.00	180.000	900.00
04/10/98	0160	QPR	ACC	0000001	B	NT	8.00	75.000	600.00
04/10/98	0220	MON	ACC	0000001	B	NT	8.00	150.000	1,200.00
04/11/98	0150	CLK	CLK	0000017	B	NT	5.00	13.850	69.25
04/11/98	0220	MON	ACC	0000001	B	NT	6.00	150.000	900.00
04/11/98	0250	QPR	ACC	0000001	B	NT	8.00	130.000	1,040.00
04/12/98	0150	DOC	CLK	0000017	B	NT	3.00	13.850	41.55
04/14/98	0250	CNB	NOB	0000001	N	NT	2.00	130.000	260.00
04/17/98	0130	MSC	EXP	0000017	E	NT			42.00
04/19/98	0210	CAR	EXP	0000017	E	NT	50.00	1.000	50.00
05/29/98	0260	MTG	AUD	0000026	B	NT	5.00	75.000	375.00
05/31/98	0150	DOC	CLK	0000026	B	NT	4.00	13.850	55.40
06/01/98	0110	CAR	EXP	0000027	E	NT	35.00	1.000	35.00
06/01/98	0110	CNB	NOB	0000027	N	NT	3.00	0.000	0.00
06/01/98	0110	MTG	AUD	0000027	B	NT	4.00	200.000	800.00
06/01/98	0150	CLK	CLK	0000027	B	NT	4.00	13.850	55.40
06/01/98	0220	CNB	NOB	0000027	N	NT	3.00	0.000	0.00
06/01/98	0220	MON	ACC	0000027	B	NT	6.00	150.000	900.00
06/01/98	0260	MON	ACC	0000027	B	NT	8.00	75.000	600.00
Engagement 00000000000000000000 TOTAL:									12,423.65
Client 01-ABLEMAN TOTAL:									12,423.65
REPORT TOTAL:									12,423.65

Edit Work in Process Register

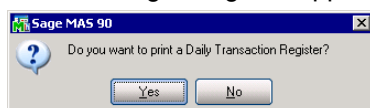
After the report prints, the following dialog appears.



Sage MAS 90 Dialog

- 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 [Daily Transaction Register](#) section (see page 177) for more information.

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This concludes *Chapter 8: Using the Billing Menu* of the Time and Billing Professional manual.



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## Using the Reports Menu

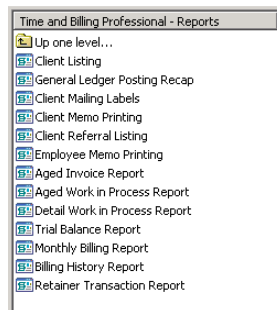
*Chapter 9: Using the Reports Menu* contains instructions on how to print reports based on the information available in the Time and Billing Professional module. This module provides a variety of timely, informative reports that help you analyze work in process and open invoices. In addition to management reports, you can also produce client listings and mailing labels to improve communication and service to your clients.

### How to Use the Reports Menu

The options available in the Reports 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.

#### *Open a Window from the Reports Menu*

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.
- 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.



**Windows Available in the Reports Menu**

- 3 Double-click the name of the window to open. The system displays the selected window.



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## 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.

Aged Work in Process Report 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 check **All** 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 in a Report window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.
- 3 Click the **Print** button to print the list, or the **Preview** button to preview the report.

## Client Listing

Use the Client Listing feature to obtain information on clients and engagements contained in the Client and Engagement Master files. You can choose to print client and engagement information for all, or a group of clients and engagements. You can also specify the amount of detail to be printed.

## Print the Client Listing

- 1 From the **Reports** menu of the Time and Billing Professional 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 [Time and Billing Professional Options](#) window (see page 80).

- 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 fields become available:
  - **Print Custom Billing Rates** field
  - **Print Schedule/Budget Information** field
  - **Print Memos** field



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**4** Select the type of clients to print from the **Clients to Print** field. You can select:

- Clients Only**
- Clients and Prospects**
- Prospects Only**

**5** Check **Print Custom Billing Rates** 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.

 **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** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**7** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**8** 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.

**9** 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.

**10** 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.

**11** 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.

**12** 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.

**13** 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.

**14** 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.



**15** 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.

**16** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**17** Click **Print** to print the report, or **Preview** to 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, and memos.

The screenshot shows a window titled "Client Listing" with a subtitle "Time and Billing Professional Demo". The report is sorted by Client Code. The client information is as follows:

Client CODE:	01-ABLEMAN	NAME:	ABLE MANUFACTURING
ADDRESS:	9445 HIGHLAND AVE.	BILL SEPARATE?:	Y
		Sort FIELD:	ABLE
		Client TYPE:	CORP
CITY:	IRVINE	OPEN ITEM?:	Y
STATE:	CA	STATEMENT CYCLE:	M
COUNTRY:		PRINT DUN MSSGP:	Y
TELEPHONE:	(714) 555-4660		
CONTACT:	MARTIN ABLE		
FAX:	714-555-9130		
TAX SCHEDULE - STATE:	CA	CNTY:	LOC:
TAX EXEMPT#:		REFERRED BY:	MARTIN ABL
Client PARTNER:	0120 B.A. WINNUR	Industry:	MANUFACTURING
Client Empl:	0250 JOSEPH WILSON	Acct Soft?:	Y
COMMENT 1:		Year End:	1231
COMMENT 2:		Newsletter:	Y
AGED AS OF	09/07/05	A/R BALANCE:	6,735.05
CURRENT	7,908.00	30 DAYS	.00
		60 DAYS	.00
		90 DAYS	.00
		120 DAYS	14,643.05
Engagement CODE:	000000000000000000	DESC:	PROFESSIONAL SERVICES
Engmt PARTNER:	0120 B.A. WINNUR		
Engmt Empl:	0250 JOSEPH WILSON		
FEE ARRANGEMENT:	S STANDARD	DATE OPENED:	01/01/97
INCLUDE EXPENSES?:	Y	DATE STARTED:	01/15/97
BILL RATE CODE:	7 Tax Rat-Corp	DATE COMPLETED:	
STATUS:	O OPEN	BUDGET HOURS:	55.00
BILL FREQUENCY:	M	BUDGET AMOUNT:	66,299.75
BILLING FORMAT:	A Detail Bill by Date		
REV ACCOUNT:			
CMNT 1:		CLEAR BILL TEXT?:	N
CMNT 2:			
DATE LAST STATEMENT:	05/31/98	HIGHEST BALANCE:	16,683.00

Client Listing

## General Ledger Posting Recap

The General Ledger Posting Recap provides a detailed report of all time and billing postings by General Ledger account number. This report was designed for users who 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. This report itemizes each entry and lists the corresponding debit and credit amounts.

Print the General Ledger Posting Recap BEFORE processing the period end. The period end process purges the detailed information for this report. If the Time and Billing Professional is installed without integrating with General Ledger, the information is purged during Time and Billing Professional's [period end processing](#) (see page 328). If Time and Billing Professional is integrated with General Ledger, the information is purged during General Ledger's period end processing.

## Print a General Ledger Posting Recap

- 1 From the **Reports** menu of the Time and Billing Professional module, select **General Ledger Posting Recap**. The General Ledger Posting Recap window appears.

General Ledger Posting Recap Window

- 2 Enter a report setting, or click the button to select from the list of 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. The description can be up to 40 characters.
- 4 Check **Default Report** to set the current report setting as the default report setting. The default report setting is 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.

- 5 Check **Print Report Settings** 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.

- 6 Check **Three Hole Punch** 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.

- 7 Select the number of report copies to print. This allows you to print multiple copies of the report without accessing Printer Setup.



- 8 Check the **Summarize Postings** to view a summary report. The summary includes the account number and description, debit, credit, and report total.

Clear this check box to include details about each posting such as the date, reference number, posting remarks, and posting totals.

- 9 Enter the posting dates to include in the **Posting Date** field.

- 10 Click **Print** to print the report, or **Preview** to 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.

Account Number/Description	Posting Date	Reference Number	Comments	Debit	Credit
110-00 Accounts Receivable	5/31/1998	T2 000001		44,857.40	
				<b>Total Postings:</b>	0.00
115-00 Work In Process	5/31/1998	T2 000001			49,407.95
5/31/1998	TD 000001			2,875.00	
5/31/1998	TT 000001	TIME/EXPENSE JOURNAL		875.00	
				<b>Total Postings:</b>	52,382.95
116-00 Work In Process Offset	5/31/1998	T2 000001		49,407.95	
5/31/1998	TD 000001			2,875.00	
5/31/1998	TT 000001	TIME/EXPENSE JOURNAL			875.00
				<b>Total Postings:</b>	52,382.95
207-00 Sales Tax Payable	5/31/1998	T2 000001			279.40
				<b>Total Postings:</b>	279.40
220-00 Deferred Revenue	5/31/1998	T2 000001			4,000.00
				<b>Total Postings:</b>	4,000.00
400-01 Accounting Fees	5/31/1998	T2 000001			15,071.18
				<b>Total Postings:</b>	15,071.18
401-01 Audit Fees	5/31/1998	T2 000001			4,900.00
				<b>Total Postings:</b>	4,900.00

General Ledger Posting Recap Report

## Client Mailing Labels

Use the Client Mailing Labels feature to print client information on labels. 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 does include the Sage MAS 90 or 200 **Form** button. 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 Masterfile, including phone numbers, contacts, reference numbers, and receivable balances.

### Print Client Mailing Labels

- 1 From the **Reports** menu of the Time and Billing Professional 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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Select the type of clients to print from the **Clients to Print** field. You can select:

**Clients Only**  
**Clients and Prospects**  
**Prospects Only**

- 4 Select the form to use for printing from the **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  button.

See your *Library Master Online Help* by Sage Software for more information about this feature.





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- 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.

 **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 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 11 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.
- 12 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.
- 13 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.
- 14 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.
- 15 Enter the employee partners in the **Client Partner** field. This field limits the clients being printed to the ones by the selected employees contact.

This field is available only if **Client Partner** is selected in the **Sort Options** field.
- 16 Enter the employees in the **Client Employee** field. This field limits the clients being printed to the ones by the selected employees contact.

This field is available only if **Client Employee** is selected in the **Sort Options** field.
- 17 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.
- 18 Click **Print** to print the report, or **Preview** to 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.

The screenshot shows a window titled "Client Mailing Labels" with a list of client information. The data is as follows:

Client Name	Address	City	State	Zip
ABLE MANUFACTURING	9445 HIGHLAND AVE.	IRVINE	CA	92718
ACME WELDING COMPANY	55 W. 55th Avenue	Young America	MN	55555
EDWARD AND SUSAN ALEXANDER	12392 RAINTREE CIRCLE	ORANGE	CA	92665
CANYON RIDGE APARTMENTS	1427 EL CAJON BLVD.	SUITE 101	CA	91556
EDWARDSON ELECTRIC COMPANY	3545 HOWARD WAY	COSTA MESA	CA	92626
GENERATION/2 COMPUTER DIST.	8800 IRVINE CENTER DRIVE	IRVINE	CA	92715

At the bottom of the window, there are navigation buttons and a status bar showing "Page:1".

Client Mailing Labels

## Client Memo Printing

Use the Client Memo Printing option to print any memos containing information pertinent to specific clients or engagements. These memos can contain recaps of client correspondence or specific instructions regarding the handling of individual engagements. Print this information before processing period-end data.

### Print Client Memos

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Client Memo Printing**. The Client Memo Printing window appears.

The screenshot shows the "Client Memo Printing" window. It includes the following elements:

- ☒ Print Memo Detail
- Print Prospect Clients: **No**
- ☐ Page Break by Memo
- Selection table:
 

	All	Starting	Ending
Client Code	<input checked="" type="checkbox"/>	00-	99-//
Engagement Code	<input checked="" type="checkbox"/>		
Memo Code	<input checked="" type="checkbox"/>		
Memo Date	<input checked="" type="checkbox"/>		12/31/2999
Reminder Date	<input checked="" type="checkbox"/>		12/31/2999
- Buttons: Canon Sales, Print, Preview, Printer Setup...
- Status bar: LW2 9/7/2005

Client Memo Printing Window



- 2 Check **Print Memo Detail** to include the actual memo text in the report.

- 3 Check **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**

 **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 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 6 Enter the client engagements to include in the **Engagement Code** field.
  - Check **All** to include the information for all engagements.

**OR**

  - Enter the engagement codes to include in the **Starting** and **Ending** fields.
- 7 Enter the memos to include in the **Memo Code** field.
  - Check **All** to include the information for all memos.

**OR**

  - Enter the memo codes to include in the **Starting** and **Ending** fields.
- 8 Enter the start dates of the memos to include in the **Memo Date** field.
  - Check **All** to include the information for all start dates.

**OR**

  - Enter the start dates to include in the **Starting** and **Ending** fields.
- 9 Enter the reminder dates of the memos to include in the **Reminder Date** field.
  - Check **All** to include the information for all reminder dates.

**OR**

  - Enter the reminder dates to include in the **Starting** and **Ending** fields.
- 10 Click **Print** to print the report, or **Preview** to preview the report.



The amount of information printed depends upon the settings you selected on the Client Memo Printing window. Each memo includes a Header section, a Memo Code, Subject Description, Memo Date, and Reminder Date. The following is an example of a report with the full memo details.

**Client Memo Printing** Time and Billing Professional Demo

Client Memo Printing DETAIL OPTION

Client CODE:	01-ABLEMAN	NAME:	ABLE MANUFACTURING
Engagement CODE:	00000000000000000000	DESC:	PROFESSIONAL SERVICES

MEMO:	MAS APPT	FINANCIAL PLANNING CONFERENCE	05/10/98	REMIND:	06/10/98
-------	----------	-------------------------------	----------	---------	----------

Martin Able has an appointment with B.A. Winnur and Joseph Wilson to discuss financial planning for 1996. Current financial statements and preliminary budget plans should be prepared for this meeting.

There will be a staff meeting on June 15, 1995 at 10:00 A.M. in my office to discuss all issues relating to Mr. Able's concerns. Mr. Able will be at our offices at 2:00 P.M.

MEMO:	MISC NOTES	MISCELLANEOUS NOTES	05/01/98	REMIND:	05/31/98
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Mr. Martin Able requires that we contact him personally regarding any financial questions. No other personnel at Able Manufacturing may be contacted without specific authorization from Mr. Able.

Page:1

Client Memo Printing

## Client Referral Listing

Use the Client Referral Listing to obtain a listing of clients in order by referral source for a range of referrals. A referral can be a person's name or the client code associated with one of your existing clients. This report is particularly useful for analyzing the status of prospective clients by referral source.

### Print the Client Referral Listing

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Client Referral Listing**. The Client Referral Listing window appears.

**Client Referral Listing**

Clients to Print:  ☒ Print Referral Detail

Selection: All Starting Ending

Referral Code: ☒ 00-

Referral Name: ☒

Canon Sales

DCD LW2 9/7/2005

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** Check **Print Referral Detail** to include the actual contact and company being referred.

**4** Enter the referral clients to include in the **Referral Code** field.

- Check **All** to include the information for all referral clients codes.

**OR**

- Enter the referral clients 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.

**5** Enter the name of the person that referred the information in the **Referral Name** field.

- Check **All** to include the information for all referral clients.

**OR**

- Enter the referral clients to include in the **Starting** and **Ending** fields.

**6** Click **Print** to print the report, or **Preview** to 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 CODE	NAME	DATE OPENED	CONTACT NAME	PHONE NUMBER
REFERRED BY: ANDREA MIL		CD:		(619) 555-7644
01-HIDDBEA	HIDDEN BEACH HOTEL	01/01/98	ANDREA MIL	(619) 555-7644
REFERRED BY: CONNIE LAM		CD:		(619) 555-9912
01-CANRIDG	CANYON RIDGE APARTMENTS	01/01/98	CONNIE LAM	(619) 555-9912
REFERRED BY: EDWARD ALE		CD:		(714) 555-9177
01-ALEXEDW	EDWARD AND SUSAN ALEXANDE	01/01/98	EDWARD ALE	(714) 555-9177
REFERRED BY: JERRY THOM		CD:		(714) 555-0131
01-GENECOM	GENERATION/2 COMPUTER DIS	11/01/97	JERRY THOM	(714) 555-0131
REFERRED BY: LARRY FINE		CD:		(818) 555-1731
01-HOWARD	HOWARD, FINE, & HOWARD, D	01/01/98	LARRY FINE	(818) 555-1731

**Client Referral Listing**



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## Employee Memo Printing

Use the Employee Memo Printing feature to print any memos containing information pertinent to specific employees.



For example, these memos can contain reminder notes, recaps of correspondence, and special instructions related to the employee.

### Print Employee Memos

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Employee Memo Printing**. The Employee Memo Printing window appears.

Employee Memo Printing Window

- 2 Check **Print Memo Detail** to include the actual memo text in the report.
- 3 Check **Page Break by Memo** to print each memo on a separate page.

 **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 Enter the employees to include in the **Employee Code** field.
  - Check **All** to include the information for all employees.

**OR**

  - Enter the employee codes to include in the **Starting** and **Ending** fields.
- 5 Enter the memos to include in the **Memo Code** field.
  - Check **All** to include the information for all memos.

**OR**

  - Enter the memo codes to include in the **Starting** and **Ending** fields.



6 Enter the start dates of the memos to include in the **Memo Date** field.

- Check **All** to include the information for all start dates.

OR

- Enter the start dates to include in the **Starting** and **Ending** fields.

7 Enter the reminder dates of the memos to include in the **Reminder Date** field.

- Check **All** to include the information for all reminder dates.

OR

- Enter the reminder dates to include in the **Starting** and **Ending** fields.

8 Click **Print** to print the report, or **Preview** to preview the report.

The amount of information printed depends upon the settings you selected on the Employee Memo Printing window. Each memo includes a Header section, a Memo Code, Subject Description, Memo Date, and Reminder Date. The following is an example of a report with the full memo details.

The screenshot shows a window titled "Employee Memo Printing" with a subtitle "Time and Billing Professional Demo". The window contains a report with the following details:

Employee Memo Printing				DETAIL OPTION	
Employee CODE:	0100	NAME:	IMA WINNUR		
MEMO:	MAS 90	MAS 90 PRODUCT TRAINING		05/10/98	REMIND: 06/01/98
<p>Lisa McCarthy with State Of The Art, Inc. called today to confirm that Ima Winnur and Rachel Scott are registered for the June 14th, 5 day, Product Training Module.</p> <p>All hotel reservations have been made. Lisa said transportation to and from the seminar is included. Lunch will be provided by State Of The Art.</p> <p>A Training Manual and Case Study diskettes will be provided. No other materials will be needed.</p>					
MEMO:	VACATION	VACATION		05/27/98	REMIND:
<p>Ima is scheduled for vacation August 3rd - August 10th. Please do not schedule any appointments for her during this week.</p>					
Employee CODE:	0110	NAME:	DREW LEEDER		
MEMO:	AICPA CONF	AICPA CONFERENCE SPEECH		05/01/98	REMIND: 05/31/98
<p>Mr. Leeder will be a keynote speaker for the AICPA Conference in Los Angeles on June 15, 1998. A draft copy of the speech must be submitted to the AICPA</p>					

The window also includes a status bar at the bottom showing "Page:1" and various navigation icons.

Employee Memo Printing

## Aged Invoice Report

Use the Aged Invoice Report feature to obtain a detailed list of invoices by client and/or engagement. Using this report, you can obtain a concise overview of outstanding receivable balances, which is useful for managing collections.

## Print the Aged Invoice Report

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Aged Invoice Report**. The Aged Invoice Report window appears.

T/2 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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Check **Page Break by Sort Option** 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.





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- 6 Select the types of invoices to include from the **Aging Option to Print** field.  
Options include:  
**All Open Invoices**  
**Only Invoices 30 Days Past Due**  
**Only Invoices 60 Days Past Due**  
**Only Invoices 90 Days Past Due**  
**Only Invoices 120 Days Past Due**
- 7 Check **Include Paid Invoices** to include invoices that were paid in the report.
- 8 Check **Print WIP Aging Information** to include work in process information in the report.
- 9 Check **Exclude Future Transactions** to exclude future work for the client from the report.
- 10 Check **Include A/R Invoices** to include Accounts Receivable invoices in the report.

 **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 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 12 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.
- 13 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.
- 14 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.
- 15 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.
- 16 Enter the employee partners in the **Client Partner** field. This field limits the invoices being printed to the ones by the selected employee partner.  
This field is available only if **Client Partner** is selected in the **Sort Options** field.
- 17 Enter the employees in the **Client Employee** field. This field limits the invoices being printed to the ones by the selected employee contact.  
This field is available only if **Client Employee** is selected in the **Sort Options** field.



**18** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**19** Click **Print** to print the report, or **Preview** to preview the report.

The amount of details that prints depends upon the settings you selected on the Aged Invoice Report window. The following is an example of a report based on open invoices, including Accounts Receivable invoices, but excluding invoices for future transactions.

ENGAGEMENT	INV DATE	INVOICE NO	INV DUE	DISC DUE	DISCOUNT AMOUNT	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	DAYS DEL Q
Client PARTNER: 0100 IMA WINDSUR												
01-EDWAELE	04/30/98	APR0001 FC	04/30	04/30	.00	25.00	25.00					...
00000000000000000000	09/07/05	0000073 IN	09/07		.00	4,016.94	4,016.94					...
ALL Engagement CODES	04/15/98	0000046 IN	04/15	04/15	.00	940.00	940.00					...
ALL Engagement CODES	05/15/98	0000061 IN	05/15	05/15	.00	2,200.00	2,200.00					...
Client 01-EDWAELE TOTALS:						7,081.94	7,081.94	.00	.00	.00	.00	
Client 01-GENECOM												
01-GENECOM	02/15/98	0000017 IN	02/15	02/15	.00	2,725.00	2,725.00					...
00000000000000000000	03/15/98	0000030 IN	03/15	03/15	.00	4,660.00	4,660.00					...
ALL Engagement CODES	03/31/98	MAR0003 FC	03/31	03/31	.00	40.88	40.88					...
ALL Engagement CODES	04/30/98	APR0002 FC	04/30	04/30	.00	30.00	30.00					...
ALL Engagement CODES	04/15/98	0000047 IN	04/15	04/15	.00	4,785.00	4,785.00					...
ALL Engagement CODES	05/15/98	0000059 IN	05/15	05/15	.00	7,750.00	7,750.00					...
ALL Engagement CODES	09/07/05	0000074 IN	09/07		.00	6,870.00	6,870.00					...
Client 01-GENECOM TOTALS:						26,860.88	26,860.88	.00	.00	.00	.00	
Client 01-MASTMIC												
01-MASTMIC	09/07/05	0000077 IN	09/07		.00	11,933.00	11,933.00					...
00000000000000000000												...
Client 01-MASTMIC TOTALS:						11,933.00	11,933.00	.00	.00	.00	.00	
Client 01-SCHWPE												
01-SCHWPE	04/30/98	APR0007 FC	04/30	04/30	.00	10.00	10.00					...
00000000000000000000	09/07/05	0000080 IN	09/07		.00	9,280.46	9,280.46					...
ALL Engagement CODES	04/15/98	0000054 IN	04/15	04/15	.00	7,200.00	7,200.00					...
ALL Engagement CODES	05/15/98	0000066 IN	05/15	05/15	.00	2,365.90	2,365.90					...
Client 01-SCHWPE TOTALS:						18,855.46	18,855.46	.00	.00	.00	.00	

Time and Billing Professional Aged Invoice Report

## Aged Work in Process Report

Use the Aged Work in Process Report feature to obtain an overview of work in process balances by client and/or engagement. You can also 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 Professional 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 [Time and Billing Professional Options](#) window (see page 80).

- 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. Options include:
 

**All WIP**  
**Only WIP 30 Days Past Due**  
**Only WIP 60 Days Past Due**  
**Only WIP 90 Days Past Due**  
**Only WIP 120 Days Past Due**
- 6 Check **Page Break by Sort Option** to print each transaction on a separate page.



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7 Check **Print A/R Aging Information** to include Accounts Receivable work in process data in the report.

8 Check **Print Engagement Description** to include a description of the engagement the work in process is included in.

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

OR

- Enter the client codes to include in the **Starting** and **Ending** fields.

10 Enter the engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

OR

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

11 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.

12 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.

13 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.

14 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.

15 Enter the employee partners in the **Client Partner** field. This field limits the transactions being printed to the ones by the selected employee partner.

This field is available only if **Client Partner** is selected in the **Sort Options** field.

16 Enter the employees in the **Client Employee** field. This field limits the transactions being printed to the ones by the selected employee contact.

This field is available only if **Client Employee** is selected in the **Sort Options** field.

17 Enter the engagement partners in the **Engagement Partner** field. This field limits the transactions being printed to the ones by the selected engagement partner.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

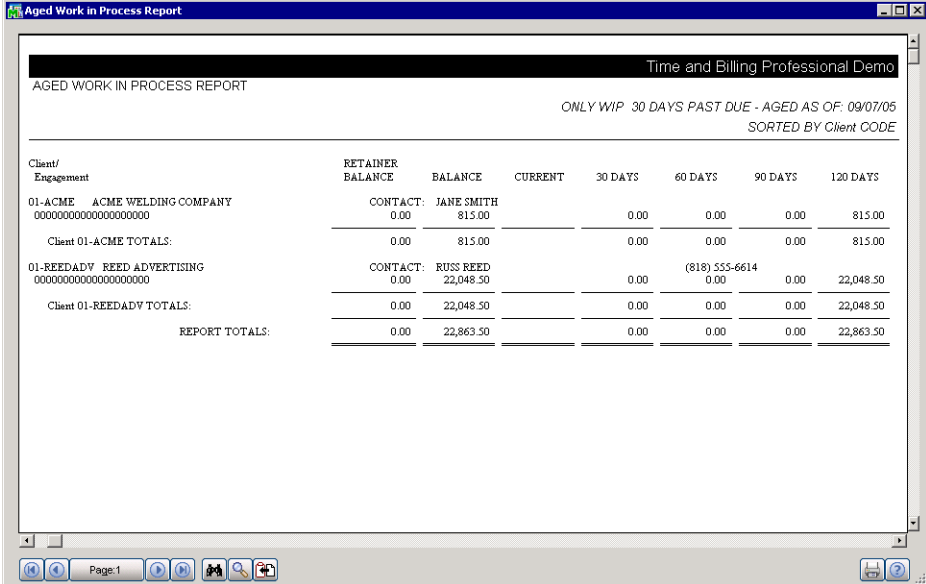


**18** Enter the engagement employees in the **Engagement Employee** field. This field limits the transactions being printed to the ones by the selected employee. This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

**19** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**20** Click **Print** to print the report, or **Preview** to preview the report.

The amount of details that prints 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, excluding Accounts Receivable transactions.



Client/ Engagement	RETAINER BALANCE	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS
01-ACME ACME WELDING COMPANY 00000000000000000000	CONTACT: JANE SMITH 0.00	815.00		0.00	0.00	0.00	815.00
Client 01-ACME TOTALS:	0.00	815.00		0.00	0.00	0.00	815.00
01-REEDADV REED ADVERTISING 00000000000000000000	CONTACT: RUSS REED 0.00	22,048.50		0.00	(818) 555-6614 0.00	0.00	22,048.50
Client 01-REEDADV TOTALS:	0.00	22,048.50		0.00	0.00	0.00	22,048.50
REPORT TOTALS:	0.00	22,863.50		0.00	0.00	0.00	22,863.50

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. You can choose to print the aged 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.

### Print the Detail Work in Process Report

**1** From the **Reports** menu of the Time and Billing Professional 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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

**Date**  
**Category**  
**Employee**  
**No Detail**

- 4 Check **Page Break by Sort Option** to print each transaction on a separate page.

- 5 Check **Print Non-Billable Lines** to include transactions that are not billable.

This option is NOT available if **No Detail** is selected in the **Print Details by** field.

- 6 Check **Print Extended Comments** 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 Check **Print WIP Aging Information** to include aged work in process transactions in the report.





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- 8 Check **Print A/R Aging Information** to include aged Accounts Receivable work in process data in the report.
- 9 Check **Print Engagement Description** to include a description of the engagement the work in process is included in.

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

- 11 Enter the engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 12 Enter the time/expense transaction date in the **Time/Expense Date** field.

- Check **All** to include the information for all transaction dates.

**OR**

- Enter the transaction dates to include in the **Starting** and **Ending** fields.

- 13 Enter the employee involved in the time/expense transaction in the **Time/Expense Employee** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

- 14 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.

- 15 Enter the employee partners in the **Client Partner** field. This field limits the transactions being printed to the ones by the selected employee partner.

This field is available only if **Client Partner** is selected in the **Sort Options** field.

- 16 Enter the employees in the **Client Employee** field. This field limits the transactions being printed to the ones by the selected employee contact. This field is available only if **Client Employee** is selected in the **Sort Options** field.



**17** Enter the engagement partners in the **Engagement Partner** field. This field limits the transactions being printed to the ones by the selected engagement partner.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field.

**18** Enter the engagement employees in the **Engagement Employee** field. This field limits the transactions being printed to the ones by the selected employee. This field is available only if **Engagement Employee** is selected in the **Sort Options** field.

**19** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**20** Click **Print** to print the report, or **Preview** to preview the report.

The amount of details that prints 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.

DATE	Empl NAME	CATEG W.C. DESCRIPTION	B T T X COMMENT	HOURS	RATE	AMOUNT
Client CODE: 01-ACME Engagement CODE: 00000000000000000000 ACME WELDING COMPANY NETWORKING SERVICES STANDARD						
09/07/05	0280 DOE J.	EXP CAR AUTO EXPENSES	E NT AUTO EXPENSES			35.00
09/07/05	0280 DOE J.	NET HPA HIPPA COMPLIANCE S	B NT Review of the network server**	6.50	120.000	780.00
Engagement 00000000000000000000 TOTALS:				6.50		815.00
Client 01-ACME TOTALS:				6.50		815.00
Client CODE: 01-REEDADV Engagement CODE: 00000000000000000000 REED ADVERTISING PROFESSIONAL SERVICES PROGRESS PROGRESS BILL BALANCE: 18000.00						
01/10/98	0190 GREENBERG J.	EXP CAR AUTO EXPENSES	E NT AUTO EXPENSES			20.00
01/10/98	0190 GREENBERG J.	ACC CNF CLIENT CONFERENCES	B NT CLIENT CONFERENCES	2.00	100.000	200.00
01/10/98	0190 GREENBERG J.	ACC FYE FISCAL YEAR END WO	B NT PROFESSIONAL SERVICES RENDER**	15.00	100.000	1500.00
01/10/98	0190 GREENBERG J.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	10.00	100.000	1000.00
01/12/98	0180 MUELLER P.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	10.00	75.000	750.00
01/17/98	0150 CLARK B.	CLK CLR CLERICAL SERVICES	B NT CLERICAL SERVICES	3.00	30.000	90.00
01/24/98	0180 MUELLER P.	ACC A/E ADJUSTING ENTRIES	B NT ADJUSTING ENTRIES	5.00	75.000	375.00
02/15/98	0170 WELLS R.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	15.00	75.000	1125.00
02/27/98	0210 REYNOLDS B.	MIC ONS ON-SITE SUPPORT SE	B NT ON-SITE SUPPORT SERVICES	4.00	100.000	400.00
02/27/98	0230 BERGER V.	CLK CLR CLERICAL SERVICES	B NT CLERICAL SERVICES	7.00	30.000	210.00
02/27/98	0230 BERGER V.	CLK DOC DOCUMENT PREPARATI	B NT DOCUMENT PREPARATION	3.00	30.000	90.00
03/30/98	0120 WINNUR B.	TXP COR TAX PREPARATION	B NT PROFESSIONAL SERVICES RENDER**	20.00	170.000	3400.00
03/30/98	0130 SCOTT R.	MIC TEL TELEPHONE SUPPORT	B NT MICROCOMPUTER CONSULTING SER**	8.00	125.000	1000.00
03/30/98	0150 CLARK B.	CLK CLR CLERICAL SERVICES	B NT CLERICAL SERVICES	8.00	30.000	240.00

Detail Work in Process Report

## Trial Balance Report

Use the Trial Balance Report feature to obtain a complete recap of Time and Billing Professional invoices detailing all receipts, adjustments, or write-offs that affect the receivable balances during a specified period.


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. You can choose to print the transaction information in detail or summary format.

## Print the Trial Balance Report

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Trial Balance Report**. The T/2 Trial Balance Report window appears.

T/2 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 on the report from the **Invoices to Print** field. You can select:  
**Open**  
**Paid**  
**All**
- 4 Check **Print Transaction Detail** to print the details of each transaction.

**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 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 6 Enter the engagements to include in the **Engagement Code** field.
  - Check **All** to include the information for all engagements.

**OR**

  - Enter the engagement codes to include in the **Starting** and **Ending** fields.
- 7 Click **Print** to print the report, or **Preview** to preview the report.



The amount of details that prints depends upon the settings you selected on the Trial Balance window.

Client/Engagement	INVOICE NO **A/R INV	DATES INVOICE DUE DSCNT	INVOICE AMOUNT	DISCOUNT AMOUNT	INVOICE BALANCE	TRANSACTION TYPE DATE	AMOUNT	CK NO./TYPE	DEPOSIT DATE
ABLEMAN	ABLE MANUFACTURING	0000027 IN 03/15/98 03/15 03/15	8,683.00	.00	1,683.00	INV 03/31/98	8,683.00		
	00000000000000000000	0000042 IN 04/15/98 04/15 04/15	7,900.00	.00	8.00-	PMT 04/27/98	2,000.00-	10633	04/27/98
	00000000000000000000	0000058 IN 05/15/98 05/15 05/15	5,060.05	.00	5,060.05	PMT 05/03/98	5,000.00-	10442	05/03/98
	00000000000000000000					CM 05/31/98	7,900.00		
	00000000000000000000					INV 05/31/98	5,060.05		
	Engmt 00000000000000000000	TOTALS:	21,643.05	.00	6,735.05				
	Client ABLEMAN TOTALS:		21,643.05	.00	6,735.05				
ALEXEDW	EDWARD AND SUSAN ALEXANDER	0000059 IN 05/15/98 05/15 05/15	445.00	.00	445.00	INV 05/31/98	445.00		
	ALL Engagement CODES	APR095 BF 04/30/98 04/30 04/30	635.00-	.00	635.00-	BF 04/30/98	635.00-		
	Client ALEXEDW TOTALS:		190.00-	.00	190.00-				
CANRIDGE	CANYON RIDGE APARTMENTS	0000060 IN 05/15/98 05/15 05/15	400.00	.00	400.00	INV 05/31/98	400.00		
	ALL Engagement CODES	0000072 IN 09/07/05 09/07	3,175.00	.00	3,175.00	INV 05/31/98	3,175.00		

Time and Billing Professional Trial Balance Report

## Monthly Billing Report

Use the Monthly Billing Report feature to obtain a recap of all billing activities for the period recorded through the Time and Billing Professional module. All invoices recorded through [Billing Data Entry](#) (see page 191) appear on this report.

### Print the Monthly Billing Report

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Monthly Billing Report**. The T/2 Monthly Billing Report window appears.

Sort Options: Customer Number

Period: 05 05/01/98 Thru 05/31/98

Print Invoice Detail: ☒

Selection: All Starting Ending

Client Code: ☒ 00-



Invoice Number: ☒

Canon Sales: LW2

Buttons: Print, Preview, Printer Setup...

T/2 Monthly Billing Report Window

- 2 Select how to sort the report from the **Sort Options** field.  
You can sort the report by **Customer Number** or **Invoice Number**.
- 3 Check **Print Invoice Detail** to print each individual transaction on the report.

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

5 Enter the invoices to include in the **Invoice Code** field.

This field is available only if **Invoice Number** is selected in the **Sort Options** field.

6 Click **Print** to print the report, or **Preview** to preview the report.

The amount of details that prints 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

Time and Billing Professional Demo

MONTHLY BILLING REPORT

PERIOD: 05 05/01/98 Thru 05/31/98

DIVISION NO: 01

CUSTOMER/ INVOICE NO.	DATES			TRANSACTION TYPE	DATE	AMOUNT
	INVOICE	DUE	DSCNT			
ABLEMAN	ABLE MANUFACTURING					
0000042	04/15/98	04/15	04/15	C/M	05/31/98	7,908.00-
0000058	05/15/98	05/15	05/15	INV	05/31/98	5,060.05
CUSTOMER ABLEMAN TOTALS:						2,847.95-
ALEXEDW	EDWARD AND SUSAN ALEXANDER					
0000059	05/15/98	05/15	05/15	INV	05/31/98	445.00
CUSTOMER ALEXEDW TOTALS:						445.00
CANRIDG	CANYON RIDGE APARTMENTS					
0000060	05/15/98	05/15	05/15	INV	05/31/98	400.00
0000072	09/07/05	09/07		INV	05/31/98	3,175.00

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Monthly Billing 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 219). The client code and name, engagement code, work in process total, write-up/downs, and billed fees and expenses appear for each invoice. You can also include line item detail information for each invoice.

## Print the Billing History Report

- 1 From the **Reports** menu of the Time and Billing Professional 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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Check **Print Billing Detail** 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 Check **Print Extended Comments** to include the extended comments for transaction lines.  
This option is only available if the **Print Billing Detail** field is selected.
- 5 Check **Print Non-Billable Lines** to include transactions that are not billable.  
This option is only available if the **Print Billing Detail** field is selected.
- 6 Check **Page Break by Sort Option** to print each transaction on a separate page.




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**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** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- 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.

**8** Enter the engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**9** Enter the invoices to include in the **Invoice Number** field.

- Check **All** to include the information for all invoices.

**OR**

- Enter the invoices to include in the **Starting** and **Ending** fields.

**10** Enter the invoice date in the **Invoice Date** field.

- Check **All** to include the information for all invoice dates.

**OR**

- Enter the invoice dates to include in the **Starting** and **Ending** fields.

**11** 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.

**12** 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.

**13** 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.

**14** 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.



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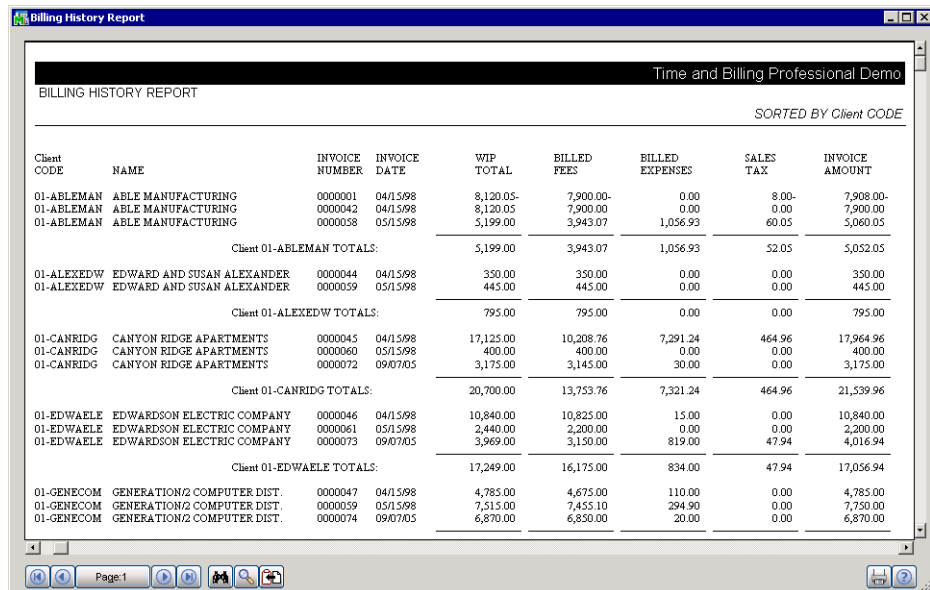
**15** Enter the employee partners in the **Client Partner** field. This field limits the transactions being printed to the ones by the selected employee partner. This field is available only if **Client Partner** is selected in the **Sort Options** field.

**16** Enter the employees in the **Client Employee** field. This field limits the transactions being printed to the ones by the selected employee contact. This field is available only if **Client Employee** is selected in the **Sort Options** field.

**17** Enter the miscellaneous data to include in the **Miscellaneous** field. This field is available only if one of the user-defined fields created in the Time and Billing Professional Options window is selected in the **Sort Options** field.

**18** Click **Print** to print the report, or **Preview** to preview the report.

The amount of details that prints depends upon the settings you selected on the Billing 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**  
Time and Billing Professional Demo  
BILLING HISTORY REPORT  
SORTED BY Client CODE

Client CODE	NAME	INVOICE NUMBER	INVOICE DATE	WIP TOTAL	BILLED FEES	BILLED EXPENSES	SALES TAX	INVOICE AMOUNT
01-ABLEMAN	ABLE MANUFACTURING	0000001	04/15/98	8,120.05	7,900.00	0.00	8.00	7,908.00
01-ABLEMAN	ABLE MANUFACTURING	0000042	04/15/98	8,120.05	7,900.00	0.00	0.00	7,900.00
01-ABLEMAN	ABLE MANUFACTURING	0000038	05/15/98	5,199.00	3,943.07	1,056.93	60.03	5,060.05
Client 01-ABLEMAN TOTALS:				5,199.00	3,943.07	1,056.93	52.03	5,052.05
01-ALEXEDW	EDWARD AND SUSAN ALEXANDER	0000044	04/15/98	350.00	350.00	0.00	0.00	350.00
01-ALEXEDW	EDWARD AND SUSAN ALEXANDER	0000059	05/15/98	445.00	445.00	0.00	0.00	445.00
Client 01-ALEXEDW TOTALS:				795.00	795.00	0.00	0.00	795.00
01-CANRIGD	CANYON RIDGE APARTMENTS	0000045	04/15/98	17,125.00	10,208.76	7,291.24	464.96	17,964.96
01-CANRIGD	CANYON RIDGE APARTMENTS	0000060	05/15/98	400.00	400.00	0.00	0.00	400.00
01-CANRIGD	CANYON RIDGE APARTMENTS	0000072	09/07/05	3,175.00	3,145.00	30.00	0.00	3,175.00
Client 01-CANRIGD TOTALS:				20,700.00	13,753.76	7,321.24	464.96	21,539.96
01-EDWAELE	EDWARDSON ELECTRIC COMPANY	0000046	04/15/98	10,840.00	10,825.00	15.00	0.00	10,840.00
01-EDWAELE	EDWARDSON ELECTRIC COMPANY	0000061	05/15/98	2,440.00	2,200.00	0.00	0.00	2,200.00
01-EDWAELE	EDWARDSON ELECTRIC COMPANY	0000073	09/07/05	3,969.00	3,150.00	819.00	47.94	4,016.94
Client 01-EDWAELE TOTALS:				17,249.00	16,175.00	834.00	47.94	17,056.94
01-GENECOM	GENERATION/2 COMPUTER DIST.	0000047	04/15/98	4,785.00	4,675.00	110.00	0.00	4,785.00
01-GENECOM	GENERATION/2 COMPUTER DIST.	0000059	05/15/98	7,515.00	7,455.10	294.90	0.00	7,750.00
01-GENECOM	GENERATION/2 COMPUTER DIST.	0000074	09/07/05	6,870.00	6,850.00	20.00	0.00	6,870.00

**Billing History Report**

## Retainer Transaction Report



The Retainer Transaction Report tracks detail transactions for clients and/or engagements with retainer fee arrangements. You should print it prior to [period end processing](#) (see page 328). You can use this report to reconcile your client's retainer balances at any time within the current period. It 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 Professional 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 Check **Page Break by Client** to print each client's retainer on a separate page.

 **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 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

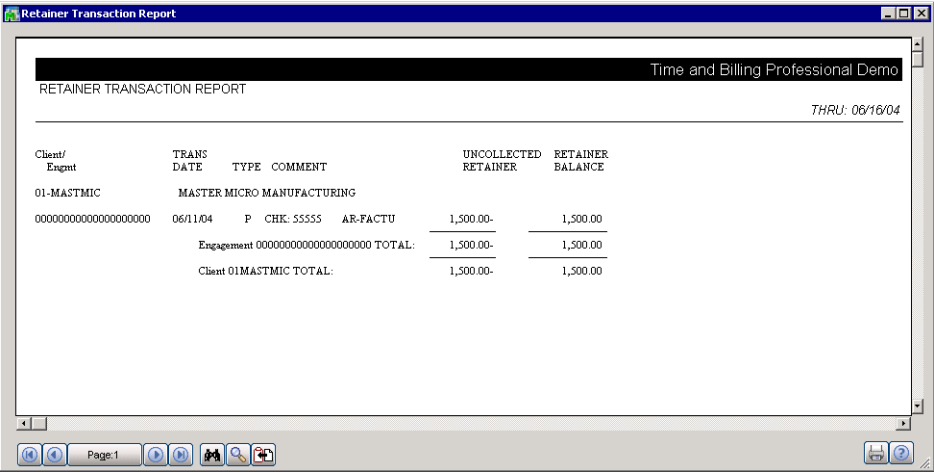
  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 5 Enter the engagements to include in the **Engagement Code** field.
  - Check **All** to include the information for all engagements.

**OR**

  - Enter the engagement codes to include in the **Starting** and **Ending** fields.
- 6 Click **Print** to print the report, or **Preview** to preview the report.



The Retainer Transaction Report includes the retainer fees and the amount collected.



Client/ Engmt	TRANS DATE	TYPE	COMMENT	UNCOLLECTED RETAINER	RETAINER BALANCE
01-MASTMIC			MASTER MICRO MANUFACTURING		
00000000000000000000	06/11/04	P	CHK: 55555 AR-FACTU	1,500.00-	1,500.00
			Engagement 00000000000000000000 TOTAL:	1,500.00-	1,500.00
			Client 01MASTMIC TOTAL:	1,500.00-	1,500.00

Retainer Transaction Report

This concludes *Chapter 9: Using the Reports Menu* of the Time and Billing Professional manual.

## Using the Analysis Menu

*Chapter 10: Using the Analysis Menu* contains instructions on how to print reports based on the information available in the Time and Billing Professional module. Time and Billing Professional offers extensive management reporting capabilities to help you better analyze the profitability of your clients/engagements and the productivity of your employees. You can determine how your time is spent, examine the aging of client invoices and work in process, and develop comprehensive schedules and budgets.

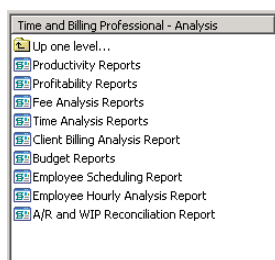
For more information about how posting dates affect analysis report data, see the [Posting to Analysis Reports by Period](#) section (see page 49).

### 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.

#### *Open a Window from the Analysis Menu*

- 1 Double-click the **Time and Billing Professional** module from the Modules tab. The module expands to display all the menu options available in the Time and Billing Professional module.
- 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.



**Windows Available in the Analysis Menu**

- 3 Double-click the name of the window to open. The system displays the selected window.



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### 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.

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 check **All** 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 in a Report window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.
- 3 Click the **Print** button to print the list, or the **Preview** button to preview the report.

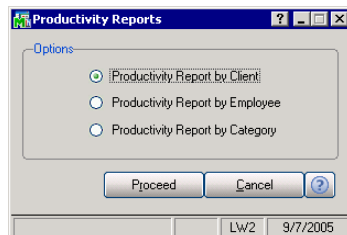
## Productivity Reports

The Productivity Reports feature consists of three separate reports:

- [Productivity Report by Client](#) (see page 272)
- [Productivity Report by Employee](#) (see page 275)
- [Productivity Report by Category](#) (see page 277)

These reports provide a recap of billable hours, non-billable hours, billable fees, and billable expenses, and compare them to the amounts actually billed. (See the [Productivity Reports Calculations](#) section, see page 53.) 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 can be used to select the information to be included on applicable reports.

- Select **Productivity Reports** from the Time and Billing Professional **Analysis** menu to access this option.

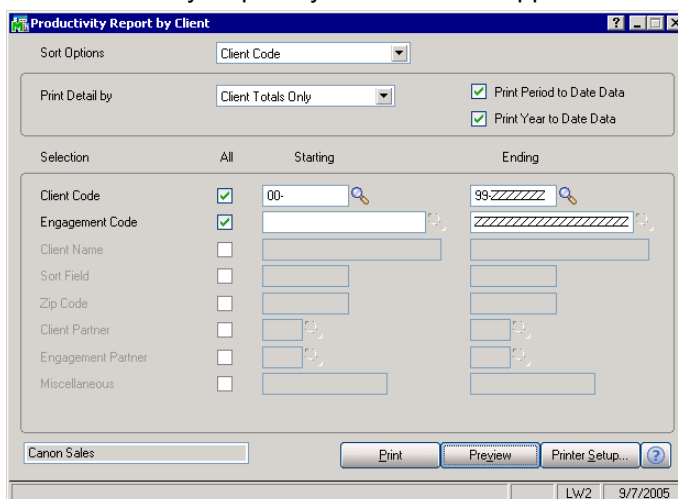


**Productivity Reports Window**

## *Print a Productivity Report by Client*

Use the Productivity Report by Client to print productivity information recapped by client/engagement. 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.

- 1 Select **Productivity Report by Client** from the **Productivity Reports** window. 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 [Time and Billing Professional Options](#) window (see page 80).

- 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 Check **Print Period to Date Data** to include data from the current period in the report.

- 5 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

- 7 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 8 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.

- 9 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.



- 10** 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.
- 11** 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.
- 12** 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.
- 13** 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.
- 14** 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.
- 15** 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.
- 16** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.
- 17** 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.
- 18** Enter the work codes to include in the **Work Code** field.  
This field is only available if **Work Code** is selected in the **Print Detail by** field.
- 19** Enter the category codes to include in the **Category Code** field.  
This field is only available if **Category Code** is selected in the **Print Detail by** field.
- 20** Click **Print** to print the report, or **Preview** to 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** Time and Billing Professional Demo

PRODUCTIVITY REPORT BY CLIENT SORTED BY Client CODE

	BILLABLE HOURS	%	NON-BILLABLE HOURS	%	TOTAL HOURS	BILLABLE FEES	STANDARD RATE	BILLABLE EXPENSES	BILLED HOURS	BILLED FEES	BILLED RATE
Client CODE:	01-ABLEMAN					ABLE MANUFACTURING					
Engagement CODE:	00000000000000000000					PROFESSIONAL SERVICES					
PTD:	98.00-	96.08%	4.00-		3.92%	102.00-	8786.25-	89.656	147.00-	52.00-	4437.80-
YTD:	290.00	86.83%	44.00		13.17%	334.00	34506.58	118.988	27.00-	320.00	32631.40
Client-PTD:	98.00-	96.08%	4.00-		3.92%	102.00-	8786.25-	89.656	147.00-	52.00-	4437.80-
YTD:	290.00	86.83%	44.00		13.17%	334.00	34506.58	118.988	27.00-	320.00	32631.40
Client CODE:	01-ACME					ACME WELDING COMPANY					
Engagement CODE:	00000000000000000000					NETWORKING SERVICES					
PTD:	6.50	86.67%	1.00		13.33%	7.50	780.00	120.000	35.00	0.00	0.00
YTD:	6.50	86.67%	1.00		13.33%	7.50	780.00	120.000	35.00	0.00	0.00
Client-PTD:	6.50	86.67%	1.00		13.33%	7.50	780.00	120.000	35.00	0.00	0.00
YTD:	6.50	86.67%	1.00		13.33%	7.50	780.00	120.000	35.00	0.00	0.00
Client CODE:	01-ALEXEDW					EDWARD AND SUSAN ALEXANDER					
Engagement CODE:	00000000000000000000					PROFESSIONAL SERVICES					
PTD:	5.50	73.33%	2.00		26.67%	7.50	445.00	80.909	0.00	5.50	445.00
YTD:	21.50	78.18%	6.00		21.82%	27.50	2035.00	94.651	0.00	21.50	1795.00
Client-PTD:	5.50	73.33%	2.00		26.67%	7.50	445.00	80.909	0.00	5.50	445.00
YTD:	21.50	78.18%	6.00		21.82%	27.50	2035.00	94.651	0.00	21.50	1795.00
Client CODE:	01-CANRIDG					CANYON RIDGE APARTMENTS					
Engagement CODE:	00000000000000000000					PROFESSIONAL SERVICES					
PTD:	43.00	97.73%	1.00		2.27%	44.00	3545.00	82.442	30.00	43.00	3545.00
YTD:											

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Productivity Report by Client

### Print a Productivity Report by Employee

Use the Productivity Report by Employee to print productivity information recapped by employee. 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.

- 1 Select **Productivity Report by Employee** from the Productivity Reports window. The Productivity Report by Employee window appears.

**Productivity Report by Employee**

Sort Options: Employee Code

Print Detail by: Employee Totals Only

☒ Print Period to Date Data

☒ Print Year to Date Data

Selection: All Starting Ending

Employee Code: ☒

Office Code: ☒

Employee Last Name: ☐

Employee Level: ☐

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Print Preview Printer Setup...

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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 Check **Print Period to Date Data** to include data from the current period in the report.
- 5 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

- 7 Enter the offices to include in the **Office Code** field.

- Check **All** to include the information for all offices.

**OR**

- Enter the office codes to include in the **Starting** and **Ending** fields.

- 8 Enter the employees to include by last name in the **Employee Last Name** field. This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

- 9 Enter the level of employees to include in the **Employee Level** field. This field is only available if **Employee Level** is selected in the **Sort Options** field.

- 10 Enter the clients to include by their codes in the **Client Code** field. This field is only available if **Client Code** is selected in the **Print Detail by** field.

- 11 Enter the work codes to include in the **Work Code** field. This field is only available if **Work Code** is selected in the **Print Detail by** field.



**12** Enter the category codes to include in the **Category Code** field.

This field is only available if **Category Code** is selected in the **Print Detail by** field.

**13** Click **Print** to print the report, or **Preview** to 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

Time and Billing Professional Demo

PRODUCTIVITY REPORT BY EMPLOYEE

SORTED BY Employee CODE

	BILLABLE HOURS	%	NON-BILLABLE HOURS	%	TOTAL HOURS	BILLABLE FEES	STANDARD RATE	BILLABLE EXPENSES	BILLED HOURS	BILLED FEES	BILLED RATE
Employee CODE:	0100		IMA WINNUR			OFFICE CODE:	MCC	MICROCOMPUTER CONSULTING			
PTD:	88.00	84.62%	16.00	15.39%	104.00	15840.00	180.000	35.00	88.00	15840.00	180.000
YTD:	325.00	65.26%	173.00	34.74%	498.00	58500.00	180.000	35.00	325.00	54647.36	168.146
Employee CODE:	0110		DREW LEEDER			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	75.00	85.23%	13.00	14.77%	88.00	16600.00	221.333	35.00	91.00	19902.77	218.712
YTD:	351.00	71.20%	142.00	28.80%	493.00	74844.00	213.231	60.00	367.00	73669.75	200.735
Employee CODE:	0120		B.A. WINNUR			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	47.00	60.26%	31.00	39.74%	78.00	8460.00	180.000	0.00	41.00	7404.39	180.595
YTD:	327.00	71.87%	128.00	28.13%	455.00	53840.00	170.765	160.00	301.00	48002.64	159.477
Employee CODE:	0130		RACHEL SCOTT			OFFICE CODE:	MCC	MICROCOMPUTER CONSULTING			
PTD:	33.00	40.74%	48.00	59.26%	81.00	4125.00	125.000	4768.00	59.00	7375.00	125.000
YTD:	380.00	71.03%	155.00	28.97%	535.00	47500.00	125.000	12914.00	367.00	43493.92	118.512
Employee CODE:	0140		GEORGE ROGERS			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	72.00	86.75%	11.00	13.25%	83.00	9000.00	125.000	20.00	86.00	10540.00	122.558
YTD:	366.50	75.96%	116.00	24.04%	482.50	45513.00	124.183	7014.00	366.50	42690.03	116.480
Employee CODE:	0150		BETH CLARK			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	125.50	94.01%	8.00	5.99%	133.50	4168.75	33.217	34.00	155.50	4862.48	31.270
YTD:	561.00	84.62%	102.00	15.39%	663.00	16353.58	29.151	359.00	565.00	15457.10	27.358
Employee CODE:	0160		NANCY COOK			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	95.00	72.52%	36.00	27.48%	131.00	7125.00	75.000	0.00	95.00	7162.10	75.391
YTD:	579.00	78.67%	157.00	21.33%	736.00	43345.00	74.862	50.00	559.00	39513.39	70.686

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Productivity Report by Employee

### Print a Productivity Report by Category

Use the Productivity Report by Category to print productivity information recapped by the category of the work code. 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.

**1** Select **Productivity Report by Category** from the Productivity Reports window. The Productivity Report by Category window appears.

Productivity Report by Category

Print Detail by:  ☒ Print Period to Date Data ☒ Print Year to Date Data

Selection: All Starting Ending

Category Code: ☒

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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 Check **Print Period to Date Data** to include data from the current period in the report.
  - 4 Check **Print Year to Date Data** to include data from the current year in the report.
  - 5 Enter the categories to include in the **Category Code** field.
    - Check **All** to include the information for all categories.

**OR**

    - 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 Enter the clients to include by their codes in the **Client Code** field.

This field is only available if **Client Code** is selected in the **Print Detail by** field.
  - 7 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.
  - 8 Enter the work codes to include in the **Work Code** field.

This field is only available if **Work Code** is selected in the **Print Detail by** field.
  - 9 Click **Print** to print the report, or **Preview** to 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.

	BILLABLE HOURS	%	NON-BILLABLE HOURS	%	TOTAL HOURS	BILLABLE FEES	STANDARD RATE	BILLABLE EXPENSES	BILLED HOURS	BILLED FEES	BILLED RATE
CATEGORY CODE: ACC											
GENERAL ACCOUNTING SERVICES											
PTD:	665.00	100.00%	0.00	0.00%	665.00	58715.00	88.293	0.00	823.00	71948.87	87.423
YTD:	2970.50	100.00%	0.00	0.00%	2970.50	265793.00	89.478	0.00	2876.50	245420.57	85.319
CATEGORY CODE: AUD											
AUDIT SERVICES											
PTD:	97.00	100.00%	0.00	0.00%	97.00	9500.00	97.938	0.00	127.00	13000.00	102.362
YTD:	665.00	100.00%	0.00	0.00%	665.00	77505.00	116.549	0.00	675.00	74496.53	110.365
CATEGORY CODE: CDS											
CLIENT DEVELOPMENT											
PTD:	0.00	0.00%	0.00	0.00%	0.00	0.00	0.000	0.00	0.00	0.00	0.000
YTD:	0.00	0.00%	67.00	100.00%	67.00	0.00	0.000	0.00	0.00	0.00	0.000
CATEGORY CODE: CLK											
CLERICAL											
PTD:	222.50	100.00%	0.00	0.00%	222.50	7078.75	31.815	0.00	258.50	7902.09	30.569
YTD:	998.00	100.00%	0.00	0.00%	998.00	29415.13	29.474	0.00	986.00	27413.50	27.803
CATEGORY CODE: EXP											
BILLABLE EXPENSES											
PTD:	0.00	0.00%	0.00	0.00%	0.00	0.00	0.000	5747.50	0.00	0.00	0.000
YTD:	0.00	0.00%	0.00	0.00%	0.00	0.00	0.000	10144.50	0.00	0.00	0.000
CATEGORY CODE: FPS											
FINANCIAL PLANNING SERVICES											
PTD:	5.00	100.00%	0.00	0.00%	5.00	875.00	175.000	0.00	12.00	1555.65	129.638
YTD:	27.00	100.00%	0.00	0.00%	27.00	3840.00	142.222	0.00	27.00	3852.13	142.671
CATEGORY CODE: MAS											
MANAGEMENT ADVISORY SERVICES											
PTD:	151.00	100.00%	0.00	0.00%	151.00	23755.00	157.318	0.00	147.00	23585.26	160.444
YTD:	524.00	100.00%	0.00	0.00%	524.00	86845.00	165.735	0.00	520.00	81559.40	156.845

Productivity Report by Category

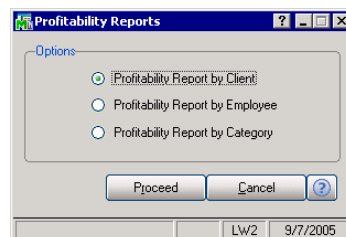
## Profitability Reports

The Profitability Reports feature consists of three separate reports:

- [Profitability Report by Client](#) (see page 280)
- [Profitability Report by Employee](#) (see page 282)
- [Profitability Report by Category](#) (see page 285)

These reports provide billed-to-date, total cost, gross profit, and profit percentage information by client, employee, or category. (See the [Profitability Reports Calculations](#) section, see page 54.) You can obtain both period-to-date and year-to-date information.

- Select **Profitability Reports** from the Time and Billing Professional **Analysis** menu to access this option.



Profitability Reports Window

## Print a Profitability Report by Client

Use the Profitability Report by Client to print profitability information recapped by client/engagement. 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.

- 1 Select **Profitability Report by Client** from the Profitability Reports window. 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 [Time and Billing Professional Options](#) window (see page 80).

- 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 Check **Print Period to Date Data** to include data from the current period in the report.





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- 5 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

OR

- Enter the client codes to include in the **Starting** and **Ending** fields.

- 7 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

OR

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 8 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.

- 9 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.

- 10 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.

- 11 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.

- 12 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.

- 13 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.

- 14 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.

- 15 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.



**16** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**17** 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.

**18** Enter the work codes to include in the **Work Code** field.

This field is only available if **Work Code** is selected in the **Print Detail by** field.

**19** Enter the category codes to include in the **Category Code** field.

This field is only available if **Category Code** is selected in the **Print Detail by** field.

**20** Click **Print** to print the report, or **Preview** to 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.

	BILLED HOURS	NON-BILL HOURS	BILLED FEES	Empty COST	BILLED EXPENSES	EXPENSE COST	TOTAL BILLED	TOTAL COST	GROSS PROFIT	%
Client CODE:	01-ABLEMAN									
Engagement CODE:	00000000000000000000									
PTD:	52.00-	2.00	4437.80-	778.13	0.00	0.00	4437.80-	778.13	5215.93-	117.53%
YTD:	320.00	50.00	32631.40	16834.97	40.93	1605.00	32672.33	18439.97	14232.36	43.56%
Client-PTD:	52.00-	2.00	4437.80-	778.13	0.00	0.00	4437.80-	778.13	5215.93-	117.53%
YTD:	320.00	50.00	32631.40	16834.97	40.93	1605.00	32672.33	18439.97	14232.36	43.56%
Client CODE:	01-ALEXEDW									
Engagement CODE:	00000000000000000000									
PTD:	5.50	2.00	445.00	193.58	0.00	0.00	445.00	193.58	251.42	56.50%
YTD:	21.50	6.00	1795.00	990.86	0.00	55.00	1795.00	1045.86	749.14	41.73%
Client-PTD:	5.50	2.00	445.00	193.58	0.00	0.00	445.00	193.58	251.42	56.50%
YTD:	21.50	6.00	1795.00	990.86	0.00	55.00	1795.00	1045.86	749.14	41.73%
Client CODE:	01-CANRIDG									
Engagement CODE:	00000000000000000000									
PTD:	43.00	1.00	3545.00	433.06	30.00	30.00	3575.00	463.06	3111.94	87.05%
YTD:	238.10	29.00	22810.72	7482.55	7464.28	4170.00	30275.00	11652.55	18622.45	61.51%
Client-PTD:	43.00	1.00	3545.00	433.06	30.00	30.00	3575.00	463.06	3111.94	87.05%
YTD:	238.10	29.00	22810.72	7482.55	7464.28	4170.00	30275.00	11652.55	18622.45	61.51%
Client CODE:	01-EDWAELE									
Engagement CODE:	00000000000000000000									
PTD:	57.00	0.00	5350.00	711.89	819.00	419.50	6169.00	1131.39	5037.61	81.66%

**Profitability Report by Client**

## Print a Profitability Report by Employee

Use the Profitability Report by Employee to print profitability information recapped by employee. 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.

- 1 Select **Profitability Report by Employee** from the Profitability Reports window. 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 Check **Print Period to Date Data** to include data from the current period in the report.

- 5 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.



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7 Enter the offices to include in the **Office Code** field.

- Check **All** to include the information for all offices.

OR

- Enter the office codes to include in the **Starting** and **Ending** fields.

8 Enter the employees to include by last name in the **Employee Last Name** field. This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

9 Enter the level of employees to include in the **Employee Level** field. This field is only available if **Employee Level** is selected in the **Sort Options** field.

10 Enter the clients to include by their codes in the **Client Code** field. This field is only available if **Client Code** is selected in the **Print Detail by** field.

11 Enter the work codes to include in the **Work Code** field. This field is only available if **Work Code** is selected in the **Print Detail by** field.

12 Enter the category codes to include in the **Category Code** field. This field is only available if **Category Code** is selected in the **Print Detail by** field.

13 Click **Print** to print the report, or **Preview** to 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										
SORTED BY Employee CODE										
	BILLED HOURS	NON-BILL HOURS	BILLED FEES	Empl COST	BILLED EXPENSES	EXPENSE COST	TOTAL BILLED	TOTAL COST	GROSS PROFIT	%
Employee CODE:	0100		IMA WINNUR		OFFICE CODE:	MCC	MICROCOMPUTER CONSULTING			
PTD:	88.00	109.00	15840.00	8100.00	35.00	35.00	15875.00	8135.00	7740.00	48.76%
YTD:	325.00	173.00	54647.36	26160.00	35.00	555.00	54682.36	26715.00	27967.36	51.15%
Employee CODE:	0110		DREW LEEDER		OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	91.00	59.00	19902.77	6132.00	0.00	0.00	19902.77	6132.00	13770.77	69.19%
YTD:	367.00	145.00	73669.75	36540.00	84.57	1490.00	73754.32	38030.00	35724.32	48.44%
Employee CODE:	0120		B.A. WINNUR		OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	41.00	69.00	7404.39	5760.00	0.00	0.00	7404.39	5760.00	1644.39	22.21%
YTD:	301.00	128.00	48002.64	24900.00	143.04	675.00	48145.68	25575.00	22570.68	46.88%
Employee CODE:	0130		RACHEL SCOTT		OFFICE CODE:	MCC	MICROCOMPUTER CONSULTING			
PTD:	59.00	68.00	7375.00	936.00	4810.00	2612.50	12185.00	3548.50	8636.50	70.88%
YTD:	367.00	157.00	43493.92	15228.00	11419.98	7525.89	54913.90	22753.89	32160.01	58.56%
Employee CODE:	0140		GEORGE ROGERS		OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	86.00	59.00	10540.00	3204.00	0.00	0.00	10540.00	3204.00	7336.00	69.60%
YTD:	366.50	116.00	42690.03	15354.00	7183.29	3913.00	49873.32	19267.00	30606.32	61.37%
Employee CODE:	0150		BETH CLARK		OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	155.50	16.00	4862.48	2098.28	34.00	84.00	4896.48	2182.28	2714.20	55.43%
YTD:	565.00	102.00	15457.10	8960.96	359.00	409.00	15816.10	9369.96	6446.14	40.76%
Employee CODE:	0160		NANCY COOK		OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	95.00	44.00	7162.10	2744.49	0.00	0.00	7162.10	2744.49	4417.61	61.68%
YTD:	559.00	157.00	39513.39	13517.08	50.00	147.00	39563.39	13664.08	25899.31	65.46%

Profitability Report by Employee



## Print a Profitability Report by Category

Use the Profitability Report by Category feature to print profitability information recapped by category. 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.

- 1 Select **Profitability Reports by Category** from the Profitability Report window. 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 Check **Print Period to Date Data** to include data from the current period in the report.
- 4 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the categories to include in the **Category Code** field.
  - Check **All** to include the information for all categories.

**OR**

  - Enter the category codes to include in the **Starting** and **Ending** fields.
- 6 Enter the clients to include by their codes in the **Client Code** field.  
This field is only available if **Client Code** is selected in the **Print Detail by** field.
- 7 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.
- 8 Enter the work codes to include in the **Work Code** field.  
This field is only available if **Work Code** is selected in the **Print Detail by** field.



9 Click **Print** to print the report, or **Preview** to 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.

	BILLED HOURS	NON-BILL HOURS	BILLED FEES	Empty COST	BILLED EXPENSES	EXPENSE COST	TOTAL BILLED	TOTAL COST	GROSS PROFIT	%
CATEGORY CODE: ACC										
PTD:	823.00	0.00	71948.87	9187.96	0.00	0.00	71948.87	9187.96	62760.91	87.23%
YTD:	2876.50	0.00	245420.57	37628.94	0.00	0.00	245420.57	37628.94	207791.63	84.67%
CATEGORY CODE: AUD										
PTD:	127.00	0.00	13000.00	1246.50	0.00	0.00	13000.00	1246.50	11753.50	90.41%
YTD:	675.00	0.00	74496.53	8836.30	0.00	0.00	74496.53	8836.30	65660.23	88.14%
CATEGORY CODE: CDS										
PTD:	0.00	67.00	0.00	2340.00	0.00	0.00	0.00	2340.00	2340.00	0.00%
YTD:	0.00	67.00	0.00	2340.00	0.00	0.00	0.00	2340.00	2340.00	0.00%
CATEGORY CODE: CLK										
PTD:	238.50	0.00	7902.09	3247.83	0.00	0.00	7902.09	3247.83	4654.26	58.90%
YTD:	986.00	0.00	27413.50	13323.71	0.00	0.00	27413.50	13323.71	14089.79	51.40%
CATEGORY CODE: EXP										
PTD:	0.00	0.00	0.00	0.00	5785.99	5831.00	5785.99	5831.00	45.01	-0.78%
YTD:	0.00	0.00	0.00	0.00	9695.65	9600.50	9695.65	9600.50	95.15	0.98%
CATEGORY CODE: FPS										
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										
PTD:	147.00	0.00	23585.26	1678.05	0.00	0.00	23585.26	1678.05	21907.21	92.89%
YTD:	520.00	0.00	81559.40	6844.10	0.00	0.00	81559.40	6844.10	74715.30	91.61%

Profitability Report by Category

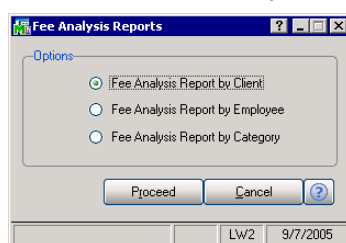
## Fee Analysis Reports

The Fee Analysis Reports feature consists of three separate reports:

- [Fee Analysis Report by Client](#) (see page 287)
- [Fee Analysis Report by Employee](#) (see page 289)
- [Fee Analysis Report by Category](#) (see page 292)

These reports provide a recap of billed fees, write-up/write-downs, standard rates, the billed rate, the expense rate, and the percentage realized. (See the [Fee Analysis Reports Calculations](#) section, see page 54.) 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.

► Select **Fee Analysis Reports** from the Time and Billing Professional **Analysis** menu to access this option.



Fee Analysis Reports Window

## Print a Fee Analysis Report by Client

Use the Fee Analysis Report by Client to print fee analysis information recapped by client or engagement. 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.

- 1 Select **Fee Analysis Report by Client** from the Fee Analysis Reports window. 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 [Time and Billing Professional Options](#) window (see page 80).

- 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 Check **Print Expense Analysis Data** to add expense data to the report, including an expense total for each client or engagement.

- 5 Check **Print Period to Date Data** to include data from the current period in the report.



- 6 Check **Print Year to Date Data** to include data from the current year in the report.



**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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

- 8 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 9 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.

- 10 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.

- 11 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.

- 12 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.

- 13 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.

- 14 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.

- 15 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.

- 16 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.



**17** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**18** 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.

**19** Enter the work codes to include in the **Work Code** field.

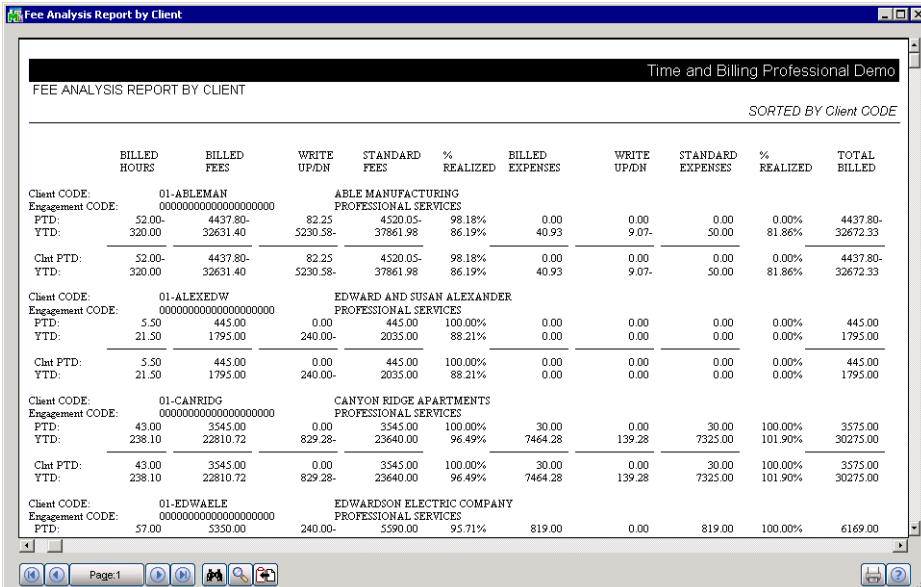
This field is only available if **Work Code** is selected in the **Print Detail by** field.

**20** 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.

**21** Click **Print** to print the report, or **Preview** to 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.



	BILLED HOURS	BILLED FEES	WRITE UP/DN	STANDARD FEES	% REALIZED	BILLED EXPENSES	WRITE UP/DN	STANDARD EXPENSES	% REALIZED	TOTAL BILLED
Client CODE:	01-ABLEMAN									
Engagement CODE:	00000000000000000000									
PTD:	52.00-	4437.80-	82.25	4520.05-	98.18%	0.00	0.00	0.00	0.00%	4437.80-
YTD:	320.00	32631.40	5230.58-	37861.98	86.19%	40.93	9.07-	50.00	81.86%	32672.33
Chrt PTD:	52.00-	4437.80-	82.25	4520.05-	98.18%	0.00	0.00	0.00	0.00%	4437.80-
YTD:	320.00	32631.40	5230.58-	37861.98	86.19%	40.93	9.07-	50.00	81.86%	32672.33
Client CODE:	01-ALEXEDW									
Engagement CODE:	00000000000000000000									
PTD:	5.50	445.00	0.00	445.00	100.00%	0.00	0.00	0.00	0.00%	445.00
YTD:	21.50	1795.00	240.00-	2035.00	88.21%	0.00	0.00	0.00	0.00%	1795.00
Chrt PTD:	5.50	445.00	0.00	445.00	100.00%	0.00	0.00	0.00	0.00%	445.00
YTD:	21.50	1795.00	240.00-	2035.00	88.21%	0.00	0.00	0.00	0.00%	1795.00
Client CODE:	01-CANRIDG									
Engagement CODE:	00000000000000000000									
PTD:	43.00	3545.00	0.00	3545.00	100.00%	30.00	0.00	30.00	100.00%	3575.00
YTD:	238.10	22810.72	829.28-	23640.00	96.49%	7464.28	139.28	7325.00	101.90%	30275.00
Chrt PTD:	43.00	3545.00	0.00	3545.00	100.00%	30.00	0.00	30.00	100.00%	3575.00
YTD:	238.10	22810.72	829.28-	23640.00	96.49%	7464.28	139.28	7325.00	101.90%	30275.00
Client CODE:	01-EDWAELE									
Engagement CODE:	00000000000000000000									
PTD:	57.00	5350.00	240.00-	5590.00	95.71%	819.00	0.00	819.00	100.00%	6169.00

**Fee Analysis Report by Client**

## Print a Fee Analysis Report by Employee

Use the Fee Analysis Report by Employee to print fee analysis information recapped by employee. 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.

- 1 Select **Fee Analysis Report by Employee** from the Fee Analysis Reports window. 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 Check **Print Expense Analysis Data** to add expense data to the report, including an expense total for each client or engagement.
- 5 Check **Print Period to Date Data** to include data from the current period in the report.
- 6 Check **Print Year to Date Data** to include data from the current year in the report.
- 7 Enter the employees to include in the **Employee Code** field.
  - Check **All** to include the information for all employees.

**OR**

  - Enter the employee 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.



8 Enter the offices to include in the **Office Code** field.

- Check **All** to include the information for all offices.

OR

- Enter the office codes to include in the **Starting** and **Ending** fields.

9 Enter the employees to include by last name in the **Employee Last Name** field. This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

10 Enter the level of employees to include in the **Employee Level** field. This field is only available if **Employee Level** is selected in the **Sort Options** field.

11 Enter the clients to include by their codes in the **Client Code** field. This field is only available if **Client Code** is selected in the **Print Detail by** field.

12 Enter the work codes to include in the **Work Code** field. This field is only available if **Work Code** is selected in the **Print Detail by** field.

13 Enter the category codes to include in the **Category Code** field. This field is only available if **Category Code** is selected in the **Print Detail by** field.

14 Click **Print** to print the report, or **Preview** to 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										
Time and Billing Professional Demo										
SORTED BY Employee CODE										
	BILLED HOURS	NON-BILLABLE HOURS	BILLED FEES	WRITE UP/DN	STANDARD FEES	STANDARD RATE	BILLED RATE	EFFECTIVE RATE	% REALIZED	
Employee CODE: 0100	IMA WINNUR			OFFICE CODE: MCC	MICROCOMPUTER CONSULTING					
FTD:	88.00	109.00	15840.00	0.00	15840.00	180.000	180.000	80.406	100.00%	
YTD:	325.00	173.00	54647.36	3852.64-	58300.00	180.000	168.146	109.734	93.41%	
Employee CODE: 0110	DREW LEEDER			OFFICE CODE: GAS	GENERAL ACCOUNTING SERVICES					
FTD:	91.00	59.00	19902.77	47.23-	19950.00	219.231	218.712	132.685	99.76%	
YTD:	367.00	145.00	73669.75	4524.25-	78194.00	213.063	200.735	143.886	94.21%	
Employee CODE: 0120	B.A. WINNUR			OFFICE CODE: GAS	GENERAL ACCOUNTING SERVICES					
FTD:	41.00	69.00	7404.39	24.39	7380.00	180.000	180.595	67.313	100.33%	
YTD:	301.00	128.00	48002.64	3357.36-	51360.00	170.631	159.477	111.894	93.46%	
Employee CODE: 0130	RACHEL SCOTT			OFFICE CODE: MCC	MICROCOMPUTER CONSULTING					
FTD:	59.00	68.00	7375.00	0.00	7375.00	125.000	125.000	58.071	100.00%	
YTD:	367.00	157.00	43493.92	2381.08-	45875.00	125.000	118.512	83.004	94.81%	
Employee CODE: 0140	GEORGE ROGEE			OFFICE CODE: GAS	GENERAL ACCOUNTING SERVICES					
FTD:	86.00	59.00	10540.00	0.00	10540.00	122.558	122.558	72.690	100.00%	
YTD:	366.50	116.00	42690.03	2822.97-	45513.00	124.183	116.480	88.477	93.80%	
Employee CODE: 0150	BETH CLARK			OFFICE CODE: GAS	GENERAL ACCOUNTING SERVICES					
FTD:	155.50	16.00	4862.48	12.47-	4874.95	31.350	31.270	28.353	99.74%	
YTD:	565.00	102.00	15457.10	951.88-	16408.98	29.042	27.558	23.174	94.20%	
Employee CODE: 0160	NANCY COOK			OFFICE CODE: GAS	GENERAL ACCOUNTING SERVICES					
FTD:	95.00	44.00	7162.10	37.10	7125.00	75.000	75.391	51.526	100.52%	
YTD:	559.00	157.00	39513.39	2331.61-	41845.00	74.857	70.686	55.186	94.43%	

Fee Analysis Report by Employee

## Print a Fee Analysis Report by Category

Use the Fee Analysis Report by Category to print fee analysis information recapped by category. 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.



- 1 Select **Fee Analysis Report by Category** from the Fee Analysis Report window. 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 Check **Print Expense Analysis Data** to add expense data to the report, including an expense total for each category.
- 4 Check **Print Period to Date Data** to include data from the current period in the report.
- 5 Check **Print Year to Date Data** to include data from the current year in the report.

 **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 Enter the categories to include in the **Category Code** field.

- Check **All** to include the information for all categories.

**OR**

- Enter the category codes to include in the **Starting** and **Ending** fields.

- 7 Enter the clients to include by their codes in the **Client Code** field.  
 This field is only available if **Client Code** is selected in the **Print Detail by** field.

- 8 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.
- 9 Enter the work codes to include in the **Work Code** field.  
This field is only available if **Work Code** is selected in the **Print Detail by** field.
- 10 Click **Print** to print the report, or **Preview** to 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.

	BILLED HOURS	BILLED FEES	WRITE UP/DN	STANDARD FEES	% REALIZED	BILLED EXPENSES	WRITE UP/DN	STANDARD EXPENSES	% REALIZED	TOTAL BILLED
CATEGORY CODE: ACC										
GENERAL ACCOUNTING SERVICES										
PTD:	823.00	71948.87	86.13	72035.00	99.88%	0.00	0.00	0.00	0.00%	71948.87
YTD:	2876.30	245420.57	11767.43	257188.00	95.43%	0.00	0.00	0.00	0.00%	245420.57
CATEGORY CODE: AUD										
AUDIT SERVICES										
PTD:	127.00	13000.00	0.00	13000.00	100.00%	0.00	0.00	0.00	0.00%	13000.00
YTD:	675.00	74496.53	5008.47	79505.00	93.70%	0.00	0.00	0.00	0.00%	74496.53
CATEGORY CODE: CLK										
CLERICAL										
PTD:	238.30	7902.09	14.41	7916.50	99.82%	0.00	0.00	0.00	0.00%	7902.09
YTD:	986.00	27413.50	1577.03	28990.53	94.56%	0.00	0.00	0.00	0.00%	27413.50
CATEGORY CODE: EXP										
BILLABLE EXPENSES										
PTD:	0.00	0.00	0.00	0.00	0.00%	5785.99	45.01	5831.00	99.23%	5785.99
YTD:	0.00	0.00	0.00	0.00	0.00%	9695.65	215.35	9911.00	97.83%	9695.65
CATEGORY CODE: FPS										
FINANCIAL PLANNING SERVICES										
PTD:	12.00	1555.65	19.35	1575.00	98.77%	0.00	0.00	0.00	0.00%	1555.65
YTD:	27.00	3852.13	12.13	3840.00	100.32%	0.00	0.00	0.00	0.00%	3852.13
CATEGORY CODE: MAS										
MANAGEMENT ADVISORY SERVICES										
PTD:	147.00	23585.26	19.74	23605.00	99.92%	0.00	0.00	0.00	0.00%	23585.26
YTD:	520.00	81559.40	5135.60	86695.00	94.08%	0.00	0.00	0.00	0.00%	81559.40
CATEGORY CODE: MIC										
MICROCOMPUTER CONSULTING										
PTD:	506.50	50252.12	9022.88	59275.00	84.78%	0.00	0.00	0.00	0.00%	50252.12
YTD:	1982.60	212946.78	22267.22	235214.00	90.53%	0.00	0.00	0.00	0.00%	212946.78

Fee Analysis Report by Category

## Time Analysis Reports

The Time Analysis Reports feature consist of three separate reports:

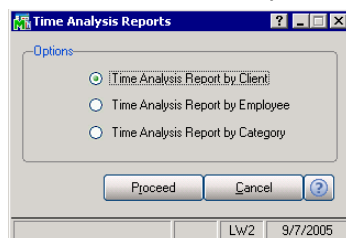
- [Time Analysis Report by Client](#) (see page 294)
- [Time Analysis Report by Employee](#) (see page 296)
- [Time Analysis Report by Category](#) (see page 298)

These reports provide billable time and fee information for up to 13 periods by client, employee, or category. (See the [Time Analysis Reports Calculations](#) section, see page 55.) 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.



**NOTE:** Period 13 will only be displayed if your Sage MAS 90 or 200 General Ledger module is set to 13 periods.

- Select **Time Analysis Reports** from the Time and Billing Professional **Analysis** menu to access this option.

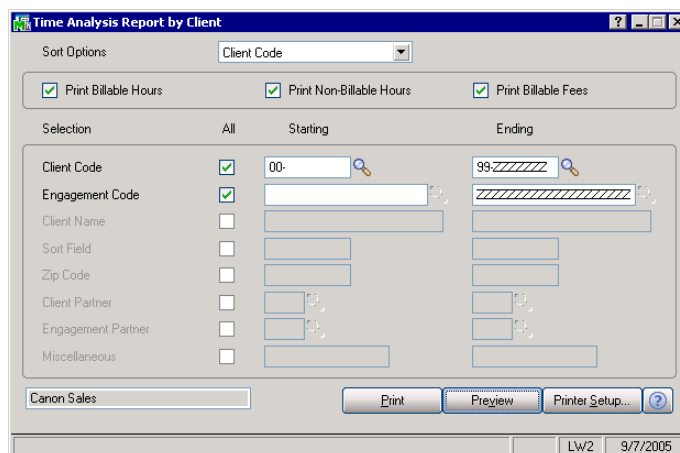


Time Analysis Reports Window

## Print a 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. You can choose to print information for billable hours, non-billable hours, and billable fees.

- 1 Select **Time Analysis Report by Client** from the Time Analysis Reports window. 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 [Time and Billing Professional Options](#) window (see page 80).





- 3 Check **Print Billable Hours** to include billable hours in the report.
- 4 Check **Print Non-Billable Hours** to include non-billable hours in the report.
- 5 Check **Print Billable Fees** to include billable fees in the report.
- 6 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- 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 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 8 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.

- 9 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.

- 10 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.

- 11 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.

- 12 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.

- 13 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.

- 14 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.

- 15 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.



- 16 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.
- 17 Select the employees to include in the **Employee Code** field.  
This field is available only if **Employee Code** is selected in the **Sort Options** field.
- 18 Enter the work codes to include in the **Work Code** field.  
This field is available only if **Work Code** is selected in the **Sort Options** field.
- 19 Enter the category codes to include in the **Category Code** field.  
This field is available only if **Category Code** is selected in the **Sort Options** field.
- 20 Click **Print** to print the report, or **Preview** to 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.

	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
Client CODE:	01-ABLEMAN			ABLE MANUFACTURING PROFESSIONAL SERVICES									
Engagement CODE:	00000000000000000000												
BILLABLE HOURS:	120.5	100.0	139.5	52.0	95.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	317.0
NON-BILL HOURS:	23.0	14.0	7.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	44.0
BILLABLE FEES:	16527	10427	13663	5676	8411	0	0	0	0	0	0	0	37882
Client CODE:	01-ACME			ACME WELDING COMPANY NETWORKING SERVICES									
Engagement CODE:	00000000000000000000												
BILLABLE HOURS:	0.0	0.0	0.0	0.0	6.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.5
NON-BILL HOURS:	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
BILLABLE FEES:	0	0	0	0	780	0	0	0	0	0	0	0	780
Client CODE:	01-ALEXEDW			EDWARD AND SUSAN ALEXANDER PROFESSIONAL SERVICES									
Engagement CODE:	00000000000000000000												
BILLABLE HOURS:	0.0	14.0	2.0	0.0	5.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.5
NON-BILL HOURS:	0.0	4.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
BILLABLE FEES:	0	1240	350	0	445	0	0	0	0	0	0	0	2035
Client CODE:	01-CANRIDG			CANYON RIDGE APARTMENTS PROFESSIONAL SERVICES									
Engagement CODE:	00000000000000000000												
BILLABLE HOURS:	42.0	48.1	68.0	37.0	43.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	238.1
NON-BILL HOURS:	7.0	0.0	14.0	7.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.0
BILLABLE FEES:	4590	5515	6290	3700	3545	0	0	0	0	0	0	0	23640

Time Analysis Report by Client

## Print a 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. 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.

- 1 Select **Time Analysis Report by Employee** from the Time Analysis Reports window. 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 Check **Print Billable Fees** to include billable fees in the report.
- 5 Check **Print Variance** to include time variance in the report.
- 6 Check **Print Billable Hours** to include billable hours in the report.
- 7 Check **Print Non-Billable Hours** to include non-billable hours in the report.
- 8 Check **Print Target Hours** to include the number of target hours for the employee in the report.

 **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 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.



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**10** Enter the offices to include in the **Office Code** field.

- Check **All** to include the information for all offices.

**OR**

- Enter the office codes to include in the **Starting** and **Ending** fields.

**11** Enter the employees to include by last name in the **Employee Last Name** field. This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

**12** Enter the level of employees to include in the **Employee Level** field. This field is only available if **Employee Level** is selected in the **Sort Options** field.

**13** Click **Print** to print the report, or **Preview** to 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.

	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	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	351.0
NON-BILL HOURS:	20.0	35.0	38.0	36.0	13.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	142.0
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	12.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	707.0
VARIANCE %:	-40.00%	7.00%	22.00%	16.00%	-12.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.92%
BILLABLE FEES:	8000	14444	17800	18000	16600	0	0	0	0	0	0	0	74844
Employee CODE:	0120	B.A. WINNUR											
BILLABLE HOURS:	55.0	60.0	74.0	91.0	47.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	327.0
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	22.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	745.0
VARIANCE %:	-32.00%	-14.00%	8.00%	15.00%	-22.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-62.08%
BILLABLE FEES:	8835	10125	13030	15390	8460	0	0	0	0	0	0	0	55840
Employee CODE:	0130	RACHEL SCOTT											

Time Analysis Report by Employee



## Print a 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. You can choose to print information for billable hours, non-billable hours, and billable fees.

- 1 Select **Time Analysis Report by Category** from the Time Analysis Reports window. The Time Analysis Report by Category window appears.

Time Analysis Report by Category Window

- 2 Check **Print Billable Hours** to include billable hours in the report.
- 3 Check **Print Non-Billable Hours** to include non-billable hours in the report.
- 4 Check **Print Billable Fees** to include billable fees in the report.

 **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 Enter the categories to include in the **Category Code** field.
  - Check **All** to include the information for all categories.

**OR**

  - Enter the category codes to include in the **Starting** and **Ending** fields.
- 6 Click **Print** to print the report, or **Preview** to 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.

	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
CATEGORY CODE: ACC GENERAL ACCOUNTING SERVICES													
BILLABLE HOURS:	376.0	666.0	621.5	642.0	665.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2970.5
NON-BILL HOURS:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BILLABLE FEES:	35575	58850	52738	59915	58715	0	0	0	0	0	0	0	265793
CATEGORY CODE: AUD AUDIT SERVICES													
BILLABLE HOURS:	56.0	175.0	46.0	291.0	97.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	665.0
NON-BILL HOURS:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BILLABLE FEES:	9905	19685	8990	29425	9500	0	0	0	0	0	0	0	77505
CATEGORY CODE: CDS CLIENT DEVELOPMENT													
BILLABLE HOURS:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
NON-BILL HOURS:	0.0	0.0	67.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	67.0
BILLABLE FEES:	0	0	0	0	0	0	0	0	0	0	0	0	0
CATEGORY CODE: CLK CLERICAL													
BILLABLE HOURS:	90.5	221.0	260.0	204.0	222.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	998.0
NON-BILL HOURS:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BILLABLE FEES:	2497	6307	7590	5942	7079	0	0	0	0	0	0	0	29415
CATEGORY CODE: FPS FINANCIAL PLANNING SERVICES													
BILLABLE HOURS:	0.0	7.0	8.0	7.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27.0
NON-BILL HOURS:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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. You can choose to print billable hours, non-billable hours, billable fees, billed fees, and billed expenses.

- 1 From the **Analysis** menu of the Time and Billing Professional module, select **Client Billing Analysis Report**. The Client Billing Analysis Report window appears.

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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Check **Print Billable Hours** to include billable hours in the report.
- 4 Check **Print Billed Fees** to include fees already billed to the client in the report.
- 5 Check **Print Non-Billable Hours** to include non-billable hours in the report.
- 6 Check **Print Billed Expenses** to include expenses already billed to the client in the report.
- 7 Check **Print Billable Fees** to include billable fees in the report.
- 8 Enter the clients to include in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - 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.

- 9 Enter the client engagements to include in the **Engagement Code** field.
  - Check **All** to include the information for all engagements.

**OR**

  - Enter the engagement codes to include in the **Starting** and **Ending** fields.
- 10 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.
- 11 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.
- 12 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.



- 13 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.
- 14 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.
- 15 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.
- 16 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.
- 17 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.
- 18 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.
- 19 Click **Print** to print the report, or **Preview** to 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													
Time and Billing Professional Demo													
CLIENT BILLING ANALYSIS REPORT													
SORTED BY Client 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
Client CODE:	01-ABLEMAN			ABLE MANUFACTURING									
Engagement CODE:	00000000000000000000			PROFESSIONAL SERVICES									
BILLABLE HOURS:	120.5	100.0	139.5	52.0	95.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	317.0
NON-BILL HOURS:	23.0	14.0	7.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	44.0
BILLABLE FEES:	16527	10427	13663	5676	8411	0	0	0	0	0	0	0	37882
BILLED FEES:	8100	13918	8683	7900	3957	0	0	0	0	0	0	0	34644
BILLED EXPENSES:	0	82	0	0	1057	0	0	0	0	0	0	0	1139
Client CODE:	01-ACME			ACME WELDING COMPANY									
Engagement CODE:	00000000000000000000			NETWORKING SERVICES									
BILLABLE HOURS:	0.0	0.0	0.0	0.0	6.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.5
NON-BILL HOURS:	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
BILLABLE FEES:	0	0	0	0	780	0	0	0	0	0	0	0	780
BILLED FEES:	0	0	0	0	0	0	0	0	0	0	0	0	0
BILLED EXPENSES:	0	0	0	0	0	0	0	0	0	0	0	0	0
Client CODE:	01-ALEXEDW			EDWARD AND SUSAN ALEXANDER									
Engagement CODE:	00000000000000000000			PROFESSIONAL SERVICES									
BILLABLE HOURS:	0.0	14.0	2.0	0.0	5.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.5
NON-BILL HOURS:	0.0	4.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
BILLABLE FEES:	0	1240	350	0	445	0	0	0	0	0	0	0	2035
BILLED FEES:	0	1000	0	350	445	0	0	0	0	0	0	0	1795
BILLED EXPENSES:	0	0	0	0	0	0	0	0	0	0	0	0	0
Client CODE:	01-CANRIDG			CANYON RIDGE APARTMENTS									

Client Billing Analysis Report

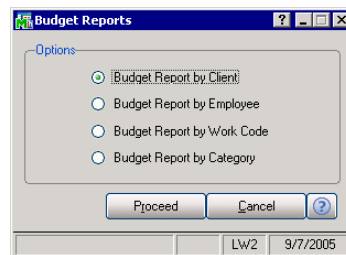
## Budget Reports

The Budget Reports feature consists of four separate reports:

- [Budget Report by Client](#) (see page 303)
- [Budget Report by Employee](#) (see page 306)
- [Budget Report by Work Code](#) (see page 309)
- [Budget Report by Category](#) (see page 311)

These 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. (See the [Budget Reports Calculations](#) section, see page 56.) Budget information is detailed by budget items you entered on the [Schedule/Budget Maintenance](#) window (see page 150) available in [Client Maintenance](#) (see page 144). You can use sort options to select the information to be included on applicable reports.

- Select **Budget Reports** from the Time and Billing Professional **Analysis** menu to access this option.



**Budget Reports Window**

### *Print a Budget Report by Client*

Use the Budget Report by Client to print budget and variance information recapped by client/engagement. 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.



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- 1 Select **Budget Report by Client** from the Budget Reports window. 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 [Time and Billing Professional Options](#) window (see page 80).

- 3 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

**Yes**  
**No**  
**Completed Budgets Only**

**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.



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**4** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**5** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**6** Enter the tasks to include in the **Work Code** field.

- Check **All** to include the information for all work codes.

**OR**

- Enter the work codes to include in the **Starting** and **Ending** fields.

**7** Enter the categories to include in the **Category Code** field.

- Check **All** to include the information for all categories.

**OR**

- Enter the category codes to include in the **Starting** and **Ending** fields.

**8** Enter the employees to include in the **Budget Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

**9** 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.

**10** 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.

**11** 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.

**12** 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.

**13** 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.



**14** 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.

**15** 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.

**16** 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.

**17** 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**18** Click **Print** to print the report, or **Preview** to 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

Time and Billing Professional Demo

BUDGET REPORT BY CLIENT

SORTED BY Client CODE

W/C / CATEG	Employee CODE NAME	-----+-----+-----+ BUDGET NON-BILL	BILL	+-- VARIANCE --+ HOURS %	+-- BUDGET ---+ AMOUNT RATE	+-- ACTUAL ---+ AMOUNT RATE	+-- VARIANCE ---+ AMOUNT %
Client CODE:	01-ABLEMAN				ABLE MANUFACTURING		
Engagement CODE:	00000000000000000000				PROFESSIONAL SERVICES		
ALL	ALL Employee CODES	55.00	30.00	339.00	ACTIVE ANNUAL 334.00 607.27%	66299.75 1205.430	40236.98 103.440 26062.77- -39.31%
/ACC	ALL Employee CODES	350.00	0.00	113.50	ACTIVE ANNUAL 236.50 -67.57%	29750.00 85.000	12613.00 111.130 17137.00- -57.60%
/AUD	ALL Employee CODES	50.00	0.00	13.00	ACTIVE ANNUAL 37.00 -74.00%	4000.00 80.000	2145.00 165.000 1855.00- -46.38%
/MAS	ALL Employee CODES	40.00	0.00	39.00	ACTIVE ANNUAL 1.00 -2.50%	8000.00 200.000	6765.00 173.460 1235.00- -15.44%
/MIC	ALL Employee CODES	175.00	0.00	65.00	ACTIVE ANNUAL 110.00 -62.86%	17500.00 100.000	9375.00 144.230 8125.00- -46.43%
UNALLOCATED		560.00-	30.00	108.50	718.50 -128.30%	7049.75 740.450	9338.98 58.920 2289.23 32.47%
Engm TOTALS:		55.00	30.00	339.00	334.00 607.27%	66299.75	40236.98 26062.77- -39.31%
Engagement CODE:	00000000000000000001				NETWORK INSTALLATION		
ALL	ALL Employee CODES	30.00	0.00	0.00	ACTIVE NON-RECURRING 30.00 -100.00%	3250.00 108.333	0.00 0.000 3250.00- -100.00%
/MIC	0130 RACHEL SCOTT	27.00	0.00	22.00	ACTIVE NON-RECURRING INITIAL NETWORK INSTALLATION 5.00 -18.52%	3375.00 125.000	2750.00 125.000 625.00- -18.52%
/MIC	0140 GEORGE ROGERS	25.00	0.00	0.00	PLANNED NON-RECURRING COMPLETION OF DATA CONVERSION 25.00 -100.00%	3125.00 125.000	0.00 0.000 3125.00- -100.00%

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**Budget Report by Client**

## Print a Budget Report by Employee

Use the Budget Report by Employee to print budget and variance information recapped by employee. 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.

- 1 Select **Budget Report by Employee** from the Budget Reports window. 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**

 **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 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.



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**6** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**7** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**8** Enter the tasks to include in the **Work Code** field.

- Check **All** to include the information for all work codes.

**OR**

- Enter the work codes to include in the **Starting** and **Ending** fields.

**9** Enter the categories to include in the **Category Code** field.

- Check **All** to include the information for all categories.

**OR**

- Enter the category codes to include in the **Starting** and **Ending** fields.

**10** Enter the employees to include by last name in the **Employee Last Name** field.  
This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

**11** Enter the employees' office codes to include in the **Office Code** field.  
This field is only available if **Office Code** is selected in the **Sort Options** field.


**12** Enter the level of employees to include in the **Employee Level** field.  
This field is only available if **Employee Level** is selected in the **Sort Options** field.

**13** Click **Print** to print the report, or **Preview** to preview the report.







**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** Enter the tasks to include in the **Work Code** field.

- Check **All** to include the information for all work codes.

**OR**

- Enter the work codes to include in the **Starting** and **Ending** fields.

**4** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**5** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**6** Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

**7** Click **Print** to print the report, or **Preview** to preview the report.



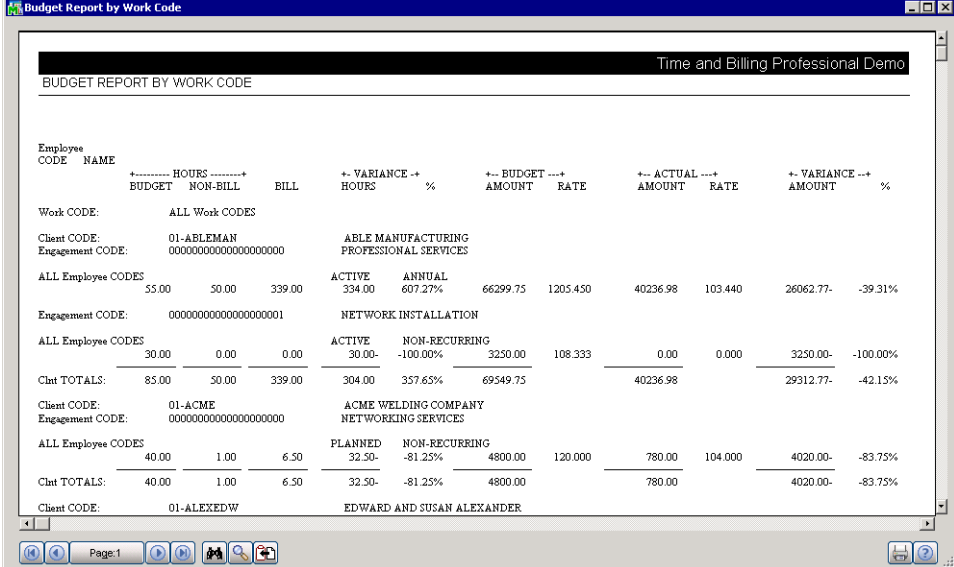
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The Budget Report by Work Code result depends upon the settings selected for the report. The following report includes completed budgets.



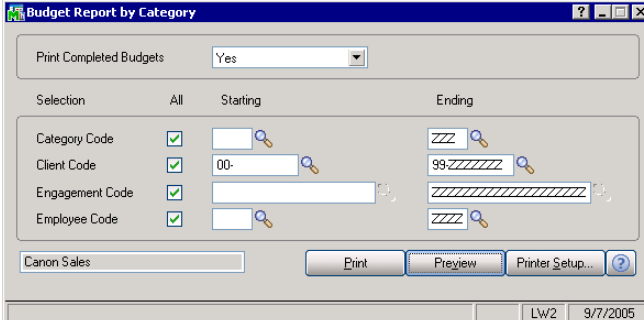
Employee CODE	NAME	BUDGET	NON-BILL	BILL	VARIANCE	HOURS	%	BUDGET	RATE	ACTUAL	RATE	VARIANCE
Work CODE: ALL Work CODES												
Client CODE: 01-ABLEMAN		ABLE MANUFACTURING PROFESSIONAL SERVICES										
Engagement CODE: 00000000000000000000												
ALL Employee CODES		55.00	50.00	339.00	ACTIVE	334.00	607.27%	66299.75	1205.450	40236.98	103.440	26062.77-
Engagement CODE: 00000000000000000001		NETWORK INSTALLATION										
ALL Employee CODES		30.00	0.00	0.00	ACTIVE	30.00	-100.00%	3250.00	108.333	0.00	0.000	3250.00-
Client TOTALS:		85.00	50.00	339.00	304.00	357.65%	69549.75			40236.98		29312.77-
Client CODE: 01-ACME		ACME WELDING COMPANY NETWORKING SERVICES										
Engagement CODE: 00000000000000000000												
ALL Employee CODES		40.00	1.00	6.50	PLANNED	32.50-	-81.25%	4800.00	120.000	780.00	104.000	4020.00-
Client TOTALS:		40.00	1.00	6.50	32.50-	-81.25%	4800.00			780.00		4020.00-
Client CODE: 01-ALEXEDW		EDWARD AND SUSAN ALEXANDER										

**Budget Report by Work Code**

## Print a Budget Report by Category

Use the Budget Report by Category to print budget and variance information recapped by category. You can detail the budget information further by client/engagement code and employee code. You can also choose to print only completed budget items.

- 1 Select **Budget Report by Category** from the Budget Report window. 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**



**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** Enter the categories to include in the **Category Code** field.

- Check **All** to include the information for all categories.

**OR**

- Enter the category codes to include in the **Starting** and **Ending** fields.

**4** Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

**5** Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

**6** Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

**7** Click **Print** to print the report, or **Preview** to preview the report.



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The Budget Report by Category result depends upon the settings selected for the report. The following report includes completed budgets.

Budget Report by Category

</

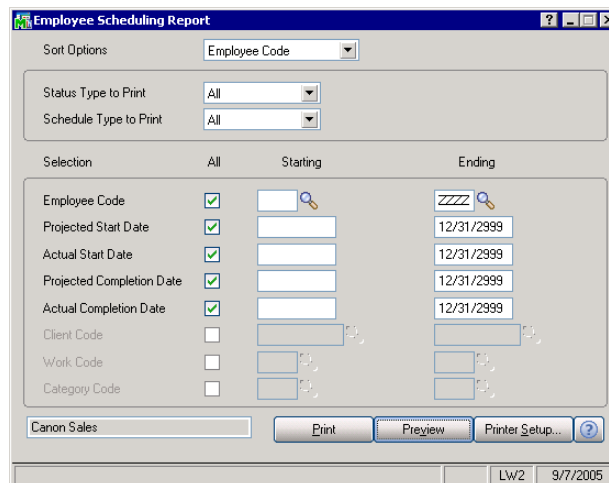
**Budget Report by Category**

## 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 150) available in the Client Maintenance window. The scheduled activities appear in chronological order by projected start date.

### Print the Employee Scheduling Report

- 1 From the **Analysis** menu of the Time and Billing Professional module, select **Employee Scheduling Report**. The Employee Scheduling Report window appears.



**Employee Scheduling Report**

Sort Options: Employee Code

Status Type to Print: All

Schedule Type to Print: All

Selection: All Starting Ending

Employee Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="ZZZZ"/>
Projected Start Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/2999"/>
Actual Start Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/2999"/>
Projected Completion Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/2999"/>
Actual Completion Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/2999"/>
Client Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Work Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Category Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Canon Sales

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**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**

 **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 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

**OR**

- Enter the employee codes to include in the **Starting** and **Ending** fields.

- 6 Enter the estimated start date for the schedule in the **Projected Start Date** field.

- Check **All** to include the information for all estimated start dates.

**OR**

- Enter the estimated start dates to include in the **Starting** and **Ending** fields.

- 7 Enter the actual start date for the schedule in the **Actual Start Date** field.

- Check **All** to include the information for all actual start dates.

**OR**

- Enter the actual start dates to include in the **Starting** and **Ending** fields.



**8** Enter the estimated finish date for the schedule in the **Projected Completion Date** field.

- Check **All** to include the information for all estimated finish dates.

**OR**

- Enter the estimated finish dates to include in the **Starting** and **Ending** fields.

**9** Enter the actual finish date for the schedule in the **Actual Completion Date** field.

- Check **All** to include the information for all actual finish dates.

**OR**

- Enter the actual finish dates to include in the **Starting** and **Ending** fields.

**10** Enter the clients to include in the **Client Code** field.

This field is only available if **Client Code** is selected in the **Sort Options** field.

**11** Enter the tasks to include in the **Work Code** field.

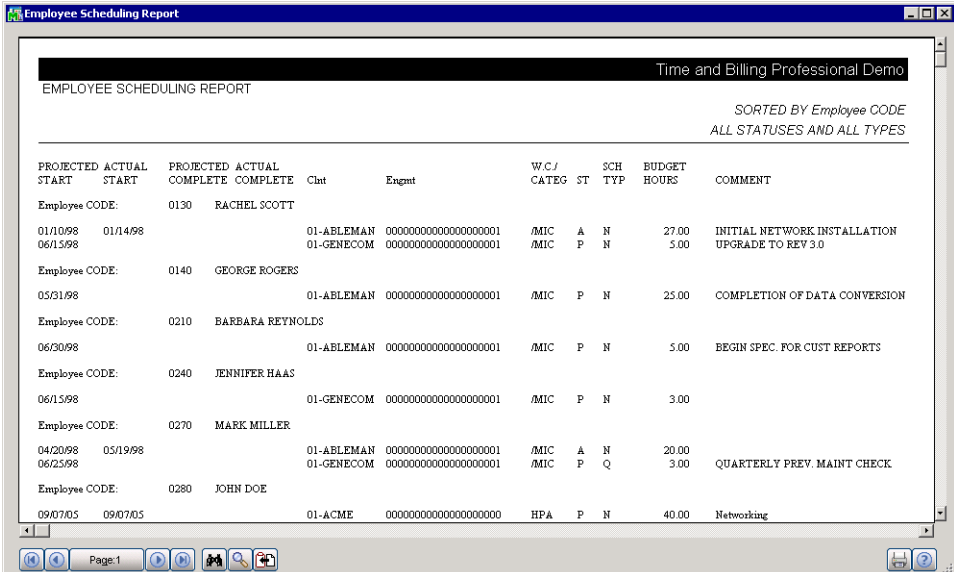
This field is only available if **Work Code** is selected in the **Sort Options** field.

**12** Enter the categories to include in the **Category Code** field.

This field is only available if **Category Code** is selected in the **Sort Options** field.

**13** Click **Print** to print the report, or **Preview** to 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.



PROJECTED START	ACTUAL START	PROJECTED COMPLETE	ACTUAL COMPLETE	Chrt	Engmt	W/C/ CATEG	ST	SCH TYP	BUDGET HOURS	COMMENT
Employee CODE: 0130 RACHEL SCOTT										
01/10/98	01/14/98				01-ABLEMAN 00000000000000000001	/MIC	A	N	27.00	INITIAL NETWORK INSTALLATION
06/15/98					01-GENECOM 00000000000000000001	/MIC	P	N	5.00	UPGRADE TO REV 3.0
Employee CODE: 0140 GEORGE ROGERS										
05/31/98					01-ABLEMAN 00000000000000000001	/MIC	P	N	25.00	COMPLETION OF DATA CONVERSION
Employee CODE: 0210 BARBARA REYNOLDS										
06/30/98					01-ABLEMAN 00000000000000000001	/MIC	P	N	5.00	BEGIN SPEC. FOR CUST REPORTS
Employee CODE: 0240 JENNIFER HAAS										
06/15/98					01-GENECOM 00000000000000000001	/MIC	P	N	3.00	
Employee CODE: 0270 MARK MILLER										
04/20/98	05/19/98				01-ABLEMAN 00000000000000000001	/MIC	A	N	20.00	QUARTERLY PREV. MAINT CHECK
06/25/98					01-GENECOM 00000000000000000001	/MIC	P	Q	3.00	
Employee CODE: 0280 JOHN DOE										
09/07/05	09/07/05				01-ACME 00000000000000000000	HPA	P	N	40.00	Networking

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. You can produce the report for a five-, six-, or seven-day work week.

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 [Time and Billing Professional Options](#) window (see page 80).

### Print an Employee Hourly Analysis Report

- 1 From the **Analysis** menu of the Time and Billing Professional 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)**

 **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.



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4 Enter the employees to include in the **Employee Code** field.

- Check **All** to include the information for all employees.

OR

- Enter the employee codes to include in the **Starting** and **Ending** fields.

5 Enter the offices to include in the **Office Code** field.

- Check **All** to include the information for all offices.

OR

- Enter the office codes to include in the **Starting** and **Ending** fields.

6 Enter the date for the report in the **Date** field.

- Check **All** to include the information for all dates of the report.

OR

- Enter the dates of the report to include in the **Starting** and **Ending** fields.

7 Enter the employees to include by last name in the **Employee Last Name** field. This field is only available if **Employee Last Name** is selected in the **Sort Options** field.

8 Enter the level of employees to include in the **Employee Level** field. This field is only available if **Employee Level** is selected in the **Sort Options** field.

9 Click **Print** to print the report, or **Preview** to 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 CODE	NAME	OFFC	LVL	WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
0100	IMA WINNUR	MCC	1	03/20/98	25.00	.00	.00	.00	.00	25.00
				04/10/98	8.00	.00	.00	.00	.00	8.00
				05/15/98	.00	.00	.00	.00	2.00	2.00
Employee 0100 TOTALS:					33.00	.00	.00	.00	2.00	35.00
0110	DREW LEEDER	GAS	0	03/20/98	15.00	.00	.00	.00	.00	15.00
				04/10/98	8.00	.00	.00	.00	.00	8.00
				05/01/98	.00	.00	.00	8.00	.00	8.00
				05/29/98	8.00	9.00	9.00	13.00	6.00	45.00
Employee 0110 TOTALS:					31.00	9.00	9.00	21.00	6.00	76.00
0120	B.A. WINNUR	GAS	1	03/20/98	14.00	.00	.00	.00	.00	14.00
				03/27/98	.00	.00	.00	20.00	.00	20.00
				04/10/98	8.00	.00	.00	.00	.00	8.00
				05/01/98	.00	.00	.00	8.00	.00	8.00
				05/08/98	.00	.00	.00	.00	16.00	16.00
Employee 0120 TOTALS:					22.00	.00	.00	28.00	16.00	66.00
0130	RACHEL SCOTT	MCC	3	03/27/98	.00	.00	.00	8.00	.00	8.00
				04/10/98	8.00	.00	.00	.00	.00	8.00
				05/01/98	.00	.00	.00	8.00	.00	8.00
				05/08/98	.00	.00	.00	40.00	.00	40.00

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.

- 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.

### Print the A/R and WIP Reconciliation Report

- 1 From the **Analysis** menu of the Time and Billing Professional 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 [Time and Billing Professional Options](#) window (see page 80).



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- 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**

 **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 Enter the clients to include in the **Client Code** field.

- Check **All** to include the information for all clients.

**OR**

- Enter the client codes to include in the **Starting** and **Ending** fields.

- 5 Enter the client engagements to include in the **Engagement Code** field.

- Check **All** to include the information for all engagements.

**OR**

- Enter the engagement codes to include in the **Starting** and **Ending** fields.

- 6 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.

- 7 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.

- 8 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.

- 9 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.

- 10 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.

- 11 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.

- 12 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 [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

- 13 Click **Print** to print the report, or **Preview** to preview the report.



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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.

Ar and WIP Reconciliation Report

Time and Billing Professional Demo

AR AND WIP RECONCILIATION REPORT

PERIOD: 05/01/98 THRU 05/31/98  
FOR WIP ONLY, SORTED BY Client

Engagement CODE	OPENING WIP	BILLABLE FEES	BILLABLE EXPENSE	BILLED FEES	BILLED EXPENSES	WRITE UP/DN	ENDING WIP
Client CODE: 01-ABLEMAN	ABLE MANUFACTURING						
000000000000000000000000	6189.20	8411.65-	147.00-	3956.93-	1056.93	21.05	551.60
000000000000000000000001	3150.00	.00	.00	.00	.00	.00	3150.00
Client 01-ABLEMAN TOTALS:	9339.20	8411.65-	147.00-	3956.93-	1056.93	21.05	3701.60
Client CODE: 01-ACME	ACME WELDING COMPANY						
000000000000000000000000	.00	780.00	35.00	.00	.00	.00	815.00
Client 01-ACME TOTALS:	.00	780.00	35.00	.00	.00	.00	815.00
Client CODE: 01-ALEXEDW	EDWARD AND SUSAN ALEXANDER						
000000000000000000000000	.00	445.00	.00	445.00	.00	.00	.00
Client 01-ALEXEDW TOTALS:	.00	445.00	.00	445.00	.00	.00	.00
Client CODE: 01-CANRIDG	CANYON RIDGE APARTMENTS						
000000000000000000000000	.00	3545.00	30.00	3545.00	30.00	.00	.00
Client 01-CANRIDG TOTALS:	.00	3545.00	30.00	3545.00	30.00	.00	.00

Page: 1

**A/R and WIP Reconciliation Report**

This concludes *Chapter 10: Using the Analysis Menu* of the Time and Billing Professional manual.

## Using the Period End Menu

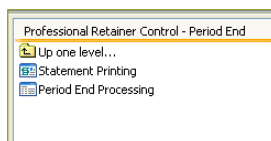
*Chapter 11: Using the Period End Menu* focuses on the accounting aspects of the Time and Billing Professional module and explains how to process the period end data and print invoices. The activities in this chapter are usually performed by an accountant or financial administrator.

### How to Use the Period End Processing Menu

The options available in the Period End menu allow your company to process financial data for the period end.

#### *Open a Window from the Period End Menu*

- 1 Double-click the **Professional Retainer Control** module from the Modules tab. The module expands to display all the menu options available in the Professional Retainer Control module.
- 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.



Windows Available in the Period End Menu

- 3 Double-click the name of the window to open. The system displays the selected window.

### Statement Printing

Use the Statement Printing feature to print statements for selected clients onto preprinted statement forms or plain paper. A standard, default statement format is supplied with your Time and Billing Professional module.


#### *Print Time and Billing Statements*

- 1 Select **Statement Printing** from the Time and Billing Professional **Period End** menu.
- 2 If this is the first time you are selecting the Statement Printing window, the Template Selection window appears. Select the form or report template to use or to customize in Crystal Reports Designer, and click **OK**.

The Statement Printing window appears. The window consists of two tabs: the Main and the Select tab.



**Statement Printing Window**

- 3 Select the form code from the **Form Code** field.
- 4 Change the description in the **Description** field, if necessary.
- 5 Click the  button to access the Accounts Receivable Statement Messages window.


**Statement Messages Window**


- a Enter additional messages to printed invoices in the fields available on this window.
- b Review the information and click **OK**.

See the *Accounts Receivable Online Help* by Sage Software for more information.

6 Type the number of copies you want to produce in the **Number of Copies** field.


OR

Use the spin buttons (  ) to increment (up arrow) or decrement (down arrow) to the number of copies you want.

 **NOTE:** Setting this field to any number beyond **1** activates the **Collated** field.  
This field is NOT available if you use the **Multi Part Enable** feature.

7 Select the check box next to the **Collated** option to collate the copies of the report (that is, sort them in sets).

Clear this check box to output copies of the report unsorted.

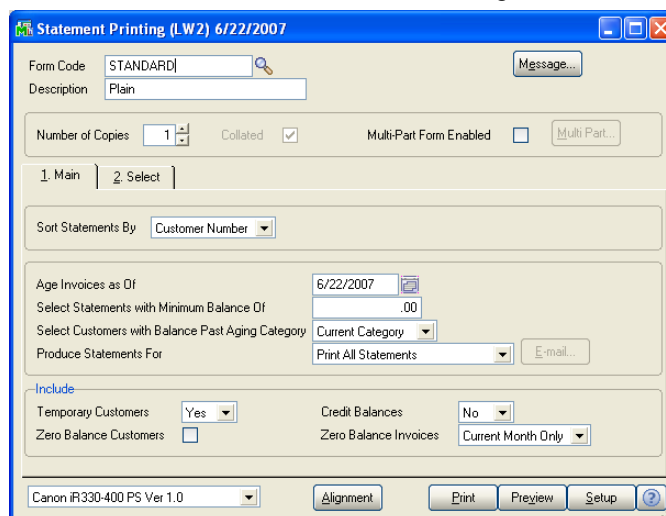
8 Select the **Multi Part** check box to enable multi-part printing, that is set up the printers and the number of copies on the Multi-Part Form Maintenance window. The  button is available only if this check box is selected.

Clear this check box to disable multi-part printing.

Multi-part printing allows you to print your documents to multiple locations. This functionality takes the place of preprinted multiple part carbon/carbonless forms.

See the *Library Master Online Help* by Sage Software for more details.

▼ On the **Main** tab of the Statement Printing window:




Statement Printing Window - Main Tab

- 9 Select how to sort the statements from the **Sort Statements By** field. You can sort the statements by:

**Customer Number**  
**Customer Name**  
**Salesperson**  
**Customer Type**  
**Sort Field**  
**State**  
**Zip Code**  
**Tax Schedule,**  
**Client Partner**  
**Client Employee**

You can also sort the report by any of the user-defined fields created on the [Time and Billing Professional Options](#) window (see page 80).

- 10 The **Age Invoices as Of** field defaults to the current date. Change the date, if necessary.

Click the  button available in this field to select the accounting date to use to age the invoices printed on the statements from an electronic calendar.

- 11 Enter the minimum balance to use to determine which customer statements to print in the **Select Statements with Minimum Balance Of** field.

Statements for customers with balances less than the amount entered are NOT printed.

- 12 Select the option for printing statements for customers with balances in the current period or with past due balances in an aging category from the **Select Customers with Balance Past Aging Category** field. You can select:


- **Current Category** - for currently due balances
- **1st Category** - for balances 30 days past due
- **2nd Category** - for balances 60 days past due
- **3rd Category** - for balances 90 days past due
- **4th Category** - for balances 120 days past due

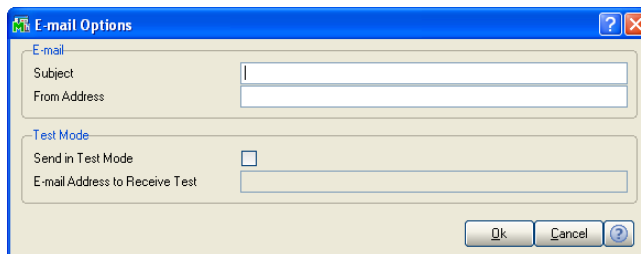


**13** Select whether to print and/or e-mail customer statements from the **Produce Statements For** field. Statements that are e-mailed are sent in PDF format. You can select:

- **Print All Statements** to print all statements for all customers, regardless of whether the e-mail option was selected
- **E-mail Statement Customers Only** to e-mail the statement for customers with the e-mail option selected
- **Print Statement Customers Only** to print the statement for customers with the e-mail option cleared
- **Print All and E-mail Customers** to print all statements and e-mail only those customers with the e-mail option selected
- **Print or E-mail Customers** to print all statements or e-mail to those customers with the e-mail option selected

If you select the **E-mail Statement Customers Only**, **Print All and E-mail Customers**, or **Print or E-mail Customers** options, the **E-mail** button becomes available.

**a** Click the  button to access the E-mail Options window.



The E-mail Options window is a small dialog box with a blue title bar and standard Windows window controls. It contains two main sections. The first section, labeled 'E-mail', has two text input fields: 'Subject' and 'From Address'. The second section, labeled 'Test Mode', has a checkbox for 'Send in Test Mode' and a text input field for 'E-mail Address to Receive Test'. At the bottom right, there are three buttons: 'Ok', 'Cancel', and a help icon.

E-mail Options Window

**b** Enter the relevant information in the available fields.

**c** Click **OK**.

**14** Select the types of customers to include from the **Temporary Customers** field. You can select:

**Yes**  
**No**  
**Only**

**15** Select whether to include credit balances from the **Credit Balances** field. You can select:

**Yes**  
**No**  
**Only**

**16** Check **Print Zero Balance Customers** to print invoices for customers with a zero balance due.



17 Select whether to include zero balance invoices in the **Zero Balance Invoices** field. You can select:

**Yes**

**No**

**Current Month Only**

▼ On the **Select** tab of the Statement Printing window:

Statement Printing Window - Select Tab

18 Choose the desired item from the **Select Field** column.

19 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 on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on this row.
Less Than	Returns any record where the field value is less than the filter value specified on this row. Specifically, fieldValue < filterValue.
Greater Than	Returns any record where the field value is greater than the filter value specified on 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.




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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.

**20** Depending on the choice you make in the **Operand** column, click the  button in either or both **Value** columns, and select values for the sort function.

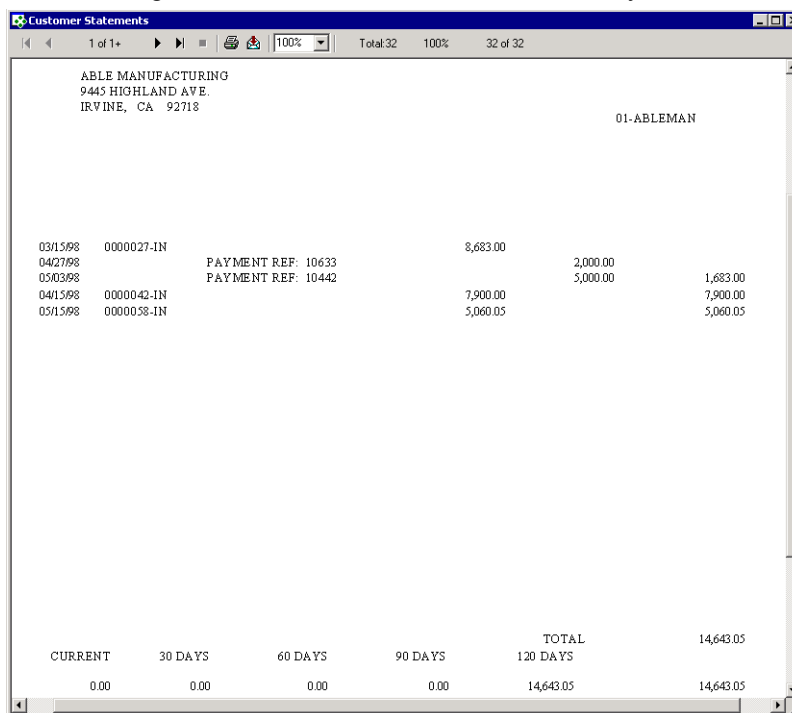
- a** Enter up to five statement cycles for the invoice printing in the **Statement Cycle** field.
- b** Enter the customers to include in the **Customer Number** field.
- c** Enter the names of customers to include in the **Customer Name** field. This field is available only if **Customer Name** is selected in the **Sort Options** field.
- d** Enter the salesperson to include in the **Salesperson** field. This field is available only if **Salesperson** is selected in the **Sort Options** field.
- e** Enter the types of customers to include in the **Customer Type** field. This field is available only if **Customer Type** is selected in the **Sort Options** field.
- f** 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.
- g** 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.
- h** Enter the employee partners to include in the **Customer Partner** field. This field is available only if **Customer Partner** is selected in the **Sort Options** field.
- i** Enter the employees to include in the **Customer Employee** field. This field is available only if **Customer Employee** is selected in the **Sort Options** field.
- j** Enter the miscellaneous data to include in the user-defined fields. These fields are available only if one of the user-defined fields created on the [Time and Billing Professional Options](#) window (see page 80) is selected in the **Sort Options** field.

**21** Click **Alignment**. An alignment test page for the selected form prints.

**22** Click **Print** to print the invoices, or **Preview** to preview the invoices.



The invoices the system prints depend upon the settings selected for the invoices. The following invoice is for a customer that is 120 days overdue.



ABLE MANUFACTURING 9445 HIGHLAND AVE. IRVINE, CA 92718		01-ABLEMAN	
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
04/15/98	0000042-IN		7,900.00
05/15/98	0000058-IN		5,060.05
		TOTAL	14,643.05
CURRENT	30 DAYS	60 DAYS	90 DAYS
0.00	0.00	0.00	0.00
		120 DAYS	14,643.05

Customer Statements

## 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. 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.

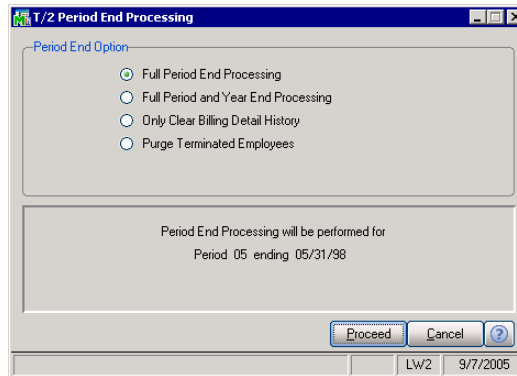
This section contains instructions on how to use all of the Period End Processing features available in Time and Billing Professional, and includes a checklist for how to complete the period end processing.

### Using Period End Processing

Process period end data, clear history files, and clear terminated employees with the Period End Processing window. The following types of period end processing options are available:

- [Full Period End Processing](#) (see page 329)
- [Full Period End and Year End Processing](#) (see page 330)
- [Only Clear Billing Detail History File](#) (see page 332)
- [Purge Terminated Employees](#) (see page 332)

- From the **Period End** menu of the Time and Billing Professional menu bar, select **Period End Processing**. The Period End Processing window appears.



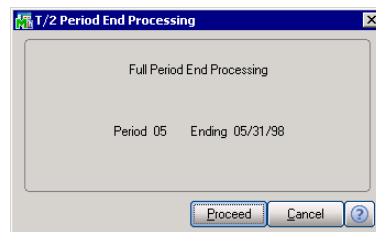
T/2 Period End Processing Window

## Full Period End Processing

The Full Period End Processing option performs routine period end processing, which usually occurs on the last business day of every month.

### Complete Full Period End Processing

- 1 From the Period End Processing window, select **Full Period End Processing** and click the **Proceed** button. The following window appears.

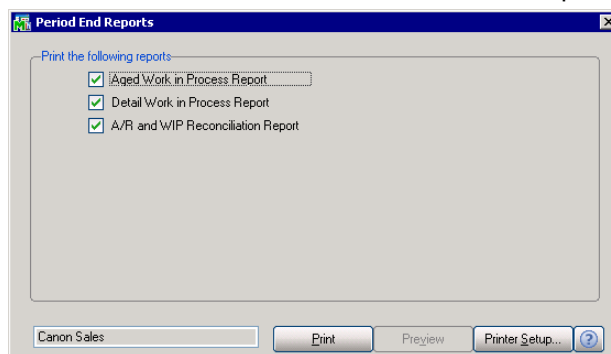


T/2 Period End Processing Window

**⚠ WARNING:** Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the Period End Processing window. If the correct date does not appear, open [Time and Billing Professional Options](#) (see page 80) and verify the period and date information.



2 Click **Proceed** to continue. The Period End Reports window appears.

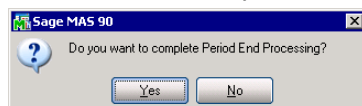


Period End Reports Window

3 Check each period end report to print, and then click **Print**. The reports include:

- **Aged Work in Process Report**
- **Detail Work in Process Report**
- **A/R and WIP Reconciliation Report**

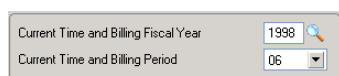
After the selected reports finish printing, the following dialog box appears.



Sage MAS 90 Dialog

4 Click **Yes**. The system completes the processing and advances to the next period.

The **Current Time and Billing Period** field on the [Time and Billing Professional Options](#) window (see page 80) increases to the next period.



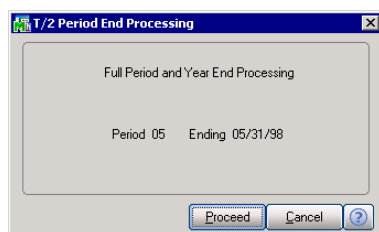
## Full Period End and Year End Processing

The Full Period End and Year End Processing option performs the same functions as Full Period End Processing, 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

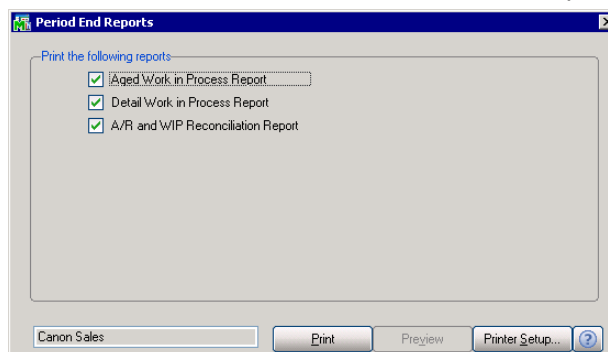
- 1 From the Period End Processing window, select **Full Period End and Year End Processing** and click **Proceed**. The following window appears.



T/2 Period End Processing Window

**WARNING:** Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the Period End Processing window. If the correct date does not appear, open [Time and Billing Professional Options](#) (see page 80) and verify the period and date information.

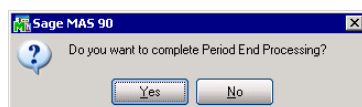
- 2 Click **Proceed** to continue. The Period End Reports window appears.



Period End Reports Window

- 3 Check each period end report to print, and then click **Print**.

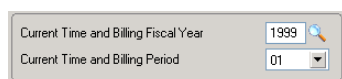
After the selected reports finish printing, the following dialog box appears.



Sage MAS 90 Dialog

- 4 Click **Yes**. The system completes the processing and 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 Professional Options](#) window (see page 80) reset the period and advance to the next year.




## Only Clear Billing Detail History File

The Only Clear Billing Detail History File option purges the billing history for invoices dated up to the current accounting date set in the Time and Billing Professional module. Use this feature when your company needs to clear old billing history.

### Clear Billing History

- 1 From the Period End Processing window, select **Only Clear Billing Detail History**, and then click **Proceed**. The following window appears.

T/2 Period End Processing 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.

- 2 Enter the clients to purge in the **Client Code** field.
  - Check **All** to include the information for all clients.

**OR**

  - Enter the client codes to include in the **Starting** and **Ending** fields.
- 3 Enter the client engagements to purge in the **Engagement Code** field.
  - Check **All** to include the information for all engagements.

**OR**

  - Enter the engagement codes to include in the **Starting** and **Ending** fields.
- 4 Click **Proceed** to continue. The system clears old billing history from Time and Billing Professional.

### Purge Terminated Employees

The Purge Terminated Employees option purges all employees terminated on and before the date you specify on the Period End Processing window. This feature purges employees that have the **Terminated Employee** field checked on the [Employee Maintenance](#) window (see page 92).

## Clear Terminated Employees

- 1 From the Period End Processing window, select **Purge Terminated Employees**. The **Terminated Employees Date** field appears on the window.

T/2 Period End Processing Window

- 2 Enter the last date to use for purging terminated employees in the field, and click **Proceed**. The following window appears.

T/2 Period End Processing Window - Purge

- 3 Click **Proceed** to continue. The system clears old, terminated employee files from Time and Billing Professional.

## Procedural Checklist

The following pages present a step-by-step review of the routine daily, period-end, and year-end Time and Billing Professional 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 Professional 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 144).



- 3\_\_\_\_\_ Enter daily time sheet and expense entries using [Time/Expense Entry](#) (see page 168) and [Edit Work in Process Entry](#) (see page 231). Print the [Time/Expense Journal](#) (see page 173) and [Edit Work in Process Journal](#) (see page 235), and update the system with the changes.
- 4\_\_\_\_\_ Print the [Daily Transaction Register](#) (see page 177) and update to the General Ledger.
- 5\_\_\_\_\_ Back up Time and Billing Professional 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 Professional accounting date you want to use to post to the General Ledger.
- 2\_\_\_\_\_ Print the [Billing Worksheet](#) (see page 182) 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 186).
- 4\_\_\_\_\_ Select individual clients/engagements using [Billing Data Entry](#) (see page 191). 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 189) to review the selected clients/engagements before printing invoices. Repeat step 4, as necessary, to make any adjustments.
- 6\_\_\_\_\_ Print client invoices using the [Invoice Printing](#) option (see page 216).
- 7\_\_\_\_\_ Print the [Billing Register](#) (see page 219) and update the system with the changes.
- 8\_\_\_\_\_ Print the [Daily Transaction Register](#) (see page 177) and update to the General Ledger.
- 9\_\_\_\_\_ Print the [Aged Invoice Report](#) (see page 252), [Aged Work in Process Report](#) (see page 255), and Accounts Receivables Analysis, as needed.
- 10\_\_\_\_\_ Print the [Productivity](#) (see page 271), [Profitability](#) (see page 279), [Fee Analysis](#) (see page 286), and [Budget Reports](#) (see page 303), as needed.
- 11\_\_\_\_\_ Perform [Transfer Work in Process](#) (see page 222) or [Delete Work in Process](#) (see page 224), as needed.



- 12\_\_\_\_\_ Back up the Time and Billing Professional 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 Professional 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 have been recorded for the current month.
- 3\_\_\_\_\_ Print all reports that you require from the Time and Billing Professional Analysis menu.
- 4\_\_\_\_\_ Select [Period End Processing](#) (see page 328) and choose the [Full Period End Processing](#) option (see page 329). When performing year-end processing, select the [Full Period End and Year End Processing](#) option (see page 330).
- 5\_\_\_\_\_ Select the reports you want to print for the period end. It is recommended that you print at least the Aged Invoice Report. If you have retainer clients/engagements, you should print the Retainer Transaction Report.
- 6\_\_\_\_\_ Complete period end processing after all of the selected reports have been printed.
- 7\_\_\_\_\_ Back up the Time and Billing Professional 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 *Chapter 11: Using the Period End Menu* of the Time and Billing Professional manual.



## Integration with Sage MAS 90 or 200

*Chapter 12: Integration with Sage MAS 90 or 200* describes the changes to the modules when integrated with Time and Billing Professional.

The Time and Billing Professional module can be integrated with your existing Sage MAS 90 or 200 software. The Time and Billing Professional enhancement can be used with the following modules:

- [Accounts Receivable](#) (see current page)
- [Accounts Payable](#) (see page 339)
- [General Ledger](#) (see page 14)

### Accounts Receivable Module

The Time and Billing Professional module is automatically integrated with the Accounts Receivable module. You can use the Accounts Receivable Cash Receipts Entry window for retainer payments for Time and Billing Professional engagements.

#### Cash Receipts Entry

Use Accounts Receivable Cash Receipts Entry to record retainer payments. Retainer payments are added to the retainer balance for the client/engagement and do not affect the Accounts Receivable balance. In Cash Receipt Entry, enter your check detail as you would for a normal cash transaction.

For more information about the Cash Receipts Entry feature, see the *Accounts Receivable Online Help* by Sage Software.


- A** On the **Lines** tab, in the **Invoice** field, enter *RT*.
- B** If the customer is a Time and Billing Professional client with a retainer billing method, you will be asked if this is a Time and Billing Professional retainer. Click **Yes**. The Engagement Lookup will appear.
- C** Select the engagement to apply the retainer to. The General Ledger account will change to the default retainer account as set up in Time and Billing Professional [Division Maintenance](#) (see page 90).
- D** Enter the retainer amount, and click **Accept**.
- E** When the A/R Cash Receipts Journal is posted, the retainer will be posted to the client/engagement.



## Process a Retainer Payment

- 1 From the Accounts Receivable **Main** menu, select **Cash Receipts Entry**. The Cash Receipts Deposit window appears.

Cash Receipts Deposit Window

- 2 Create a new deposit by clicking the  button in the **Deposit Number** field. You can also select an existing deposit from the Lookup list.
- 3 Enter the amount for the retainer deposit in the **Cash Deposit Amount** field, and click **Accept**. The Cash Receipts Entry window appears.

Cash Receipts Entry Window - Header Tab

- 4 Select the customer for the retainer payment from the **Customer No** field.
- 5 Enter or select the number of the check for the customer payment in the **Check No** field.
- 6 Enter the amount for the check in the **Amount Received** field.



**Cash Receipts Entry (LW2) 6/26/2007**

Customer No. 01-ABLEMAN Deposit Type Cash Customer... Deposit...

Name ABLE MANUFACTURING

Check No. 1

1. Header 2. Lines

Quick Row 2

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1			.00	.00	.00
2			.00	.00	.00

Line Type Invoice


Discount Date

GL Account

Posting Balance .00

Total Posted .00

Accept Cancel Delete



Engagement Code List

Engagement Code	Description	Opened	Started	Complete
000000000000000000000000	PROFESSIONAL SERVICES	01/01/1998		

Search: EngagementCode~Enga Begins with Find

Filters... Custom... Select Cancel ?

Found 1 records

**11** Click **Accept** to save the cash receipt.

## Accounts Payable Module

Expenses related to specific clients/engagements can be posted to Time and Billing Professional when processing Accounts Payable transactions, if Accounts Payable is integrated with Time and Billing Professional. When the Accounts Payable module is integrated with Time and Billing Professional, the following features are available:

- Multiple expenses per employee, client/engagement, and work code can be entered on distribution lines during Invoice Data Entry and Manual Check Entry.
- The Accounts Payable Invoice Data Entry Register and Accounts Payable Manual Check Register will reflect clients, engagements, employees, work codes, and General Ledger line accounts.
- During the update process of the Accounts Payable Invoice Register and the Accounts Payable Manual Check Register the Time and Billing Professional files will also be updated.

### Required Setup

To integrate Time and Billing Professional with Accounts Payable, complete the following steps.

- A** On the Accounts Payable Options window, check the **Time and Billing Pro** field on the **Additional** tab.

Integrate Accounts Payable with the Following

<input checked="" type="checkbox"/> General Ledger	<input type="checkbox"/> Job Cost
<input type="checkbox"/> Bank Reconciliation	<input type="checkbox"/> Time and Billing
	<input checked="" type="checkbox"/> Time and Billing Pro

Time and Billing Pro Field

- B** For transactions to post to the Time and Billing Professional Work in Process (WIP) accounts, check the **Post Work in Process to General Ledger** field available on the [Time and Billing Professional Options](#) window (see page 80). Setting this option will post billable expense amounts from Accounts Payable to the General Ledger Work in Process account and the Work in Process offset accounts.

### Invoice Data Entry

Line items can be distributed to specific clients/engagements during Invoice Data Entry in Accounts Payable. Information entered on the **Header** tab of Invoice Data Entry is entered in the same manner for Time and Billing Professional related invoices as it is for other Accounts Payable invoices. On the **Lines** tab, you can enter Time and Billing Professional and General Ledger distribution for the invoice. You can distribute the invoice to multiple employee/clients/engagements.

- Leave the **Employee**, **Client**, and/or **Engagement** fields blank for entries that should not be distributed to Time and Billing Professional engagements.
- The **Rate** field is used to enter a percentage to mark up the expense. The markup amount is what will post to Work in Process (WIP) in Time and Billing Professional.



For more information about the Invoice Data Entry feature, see the *Accounts Payable Online Help* by Sage Software.

## Create an Invoice for a Time and Billing Professional Engagement

- 1 Select **Invoice Data Entry** from the Accounts Payable **Main** menu. The Invoice Date Entry window appears.

A/P Invoice Data Entry Window - Header Tab

- 2 Select the vendor from the **Vendor No** field.
- 3 Enter the amount for the invoice in the **Invoice Amount** and **Subject to Discount** fields.
- 4 Click the **Lines** tab to enter the Time and Billing Professional engagement expenses.

	Employee	Client	Engagement	Work	Units	Rate	Amount
1	0100	01ABLEMAN	00000000000000000000	CAR	.00	1.000	
2					.00	.000	

A/P Invoice Data Entry Window - Lines Tab

- 5 Select the employee for the Time and Billing Professional engagement in the **Employee** field.

- 6 Select the client for the Time and Billing Professional engagement in the **Client** field.
- 7 Select the engagement for the Time and Billing Professional engagement in the **Engagement** field.
- 8 Select the work code for the Time and Billing Professional engagement in the **Work** field.
- 9 Select the General Ledger account for the line from the **G/L Account** field.
- 10 Enter the amount of the expense toward the engagement in the **Amount** field.
- 11 Click **Accept** to save the invoice.

### Adjustments

The Accounts Payable Invoice Data Entry is also used to enter adjustments against previously updated invoices. Adjustments may be entered if the invoice or discount amount was entered incorrectly, if an invoice needs to be deleted, or the distribution of the invoice was entered incorrectly. To enter an adjustment:

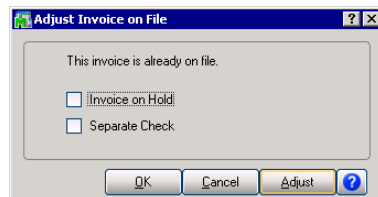
- Select the vendor, and enter the invoice number to adjust.
- Select **Adjust** to modify the amount and dates for the invoice.
- To reduce the amount of the invoice, enter the adjustment as a negative number. To increase the amount, enter the adjustment as a positive number.



**NOTE:** To delete an invoice, enter the balance of the invoice as a negative amount. The balance adjusts to zero.

### Adjust an Invoice for a Time and Billing Professional Engagement

- 1 Select **Invoice Data Entry** from the Accounts Payable **Main** menu. The Invoice Data Entry window appears.
- 2 Select the vendor for the invoice from the **Vendor No** field.
- 3 Select the invoice from the **Invoice No** field. The Adjust Invoice on File window appears.



Adjust Invoice on File Window

- 4 Click the **Adjust** button.



The **Header** tab of the A/R Invoice Data Entry window displays the information for the invoice.

A/P Invoice Data Entry Window - Header Tab

- 5 Enter the amount for the adjustment in the **Adjustment Amt** and **Subject to Discount** fields.
  - To reduce the amount of the invoice, enter the adjustment as a negative number.
  - To increase the amount, enter the adjustment as a positive number.
- 6 Click the **Lines** tab to apply this adjustment to a Time and Billing Professional engagement.

	Employee	Client	Engagement	Work	Units	Rate	Amount
1	0100	01ABLEMAN	00000000000000000000	CAR	.00	1.000	.000
2							

A/P Invoice Data Entry Window - Lines Tab

- 7 Select the employee for the Time and Billing Professional engagement from the **Employee** field.
- 8 Select the client for the Time and Billing Professional engagement from the **Client** field.



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- 9 Select the engagement for the Time and Billing Professional engagement from the **Engagement** field.
- 10 Select the work code for the Time and Billing Professional engagement from the **Work** field.
- 11 Select the General Ledger account for the invoice from the **G/L Account** field.
- 12 Enter the amount for the invoice in the **Amount** field, and click **OK**.
  - To reduce the amount of the invoice, enter the adjustment as a negative number.
  - To increase the amount, enter the adjustment as a positive number.
- 13 Click **Accept** to save the invoice.

### Invoice Register

After entering the transactions in Accounts Payable Invoice Data Entry, the next step is to update Accounts Payable, Time and Billing Professional, and General Ledger (if you are integrating with that module).

### Updating Invoices

- 1 Select **Invoice Register** from the Accounts Payable **Main** menu. The Invoice Register window appears.

Accounts Payable Invoice Register (LW2) 6/26/2007

Current General Ledger Period Is: 05 Ending 5/31/1998

Accounts Payable Posting Date Is: 6/26/2007

Print Full Comments ☐

**Notice:** This Accounts Payable posting date falls into a future General Ledger period.

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Print Preview Setup ?

Invoice Register Window

- 2 Enter the date in the **Accounts Payable Posting Date** field.
- 3 Click **Print** or **Preview**, and then review the Accounts Payable Invoice Register and Recap By Division reports.



Invoice Register Journal

After the journal prints, the following dialog box appears.

Sage MAS 90 Dialog

4 Click **Yes** to update the information.

☒ **NOTE:** This step updates Accounts Payable and Time and Billing Professional files.

The following dialog box appears.

Sage MAS 90 Dialog

5 Click **Yes** to print the Daily Transaction Register. The Daily Transaction Register window appears.

Daily Transaction Register Window

6 Click **Print** or **Preview**, and then review the Daily Transaction Register.

**View Daily Transaction Register**

powered by crystal

Preview

100%

1 / 1

**Daily Transaction Register**

Time and Billing Professional Demo (LW2)

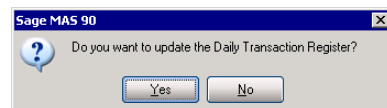
Postings For: 5/31/1998

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000003	115-00	Work In Process	1,794.70	
		ACNT PAYABLE ENTRY FOR T/2		1,794.70
	116-00	Work In Process Offset		
		ACNT PAYABLE ENTRY FOR T/2		1,219.00
	203-00	Accounts Payable		
		A/P INVOICE ENTRY /DIV: 00		
	413-02	Installation and Configuration	100.00	
		BUSINESS TRAVEL /IN: 7676-D M		
	413-02	Installation and Configuration	200.00	
		QUICK PRINT SERVICE /IN: 7676-D M		
	526-00	Travel and Entertainment	589.00	
		BUSINESS TRAVEL /IN: 5555		
	526-00	Travel and Entertainment	330.00	
		BUSINESS TRAVEL /IN: 5555		
<b>Journal 000003 Totals:</b>			3,013.70	3,013.70
<b>Source AP Totals:</b>			3,013.70	3,013.70
<b>5/31/1998 Totals:</b>			3,013.70	3,013.70
<b>Report Totals:</b>			3,013.70	3,013.70

DCD LW2 9/7/2005

Daily Transaction Register

After the register prints, the following dialog box appears.



Sage MAS 90 Dialog

**7** Click **Yes** to update the information. This step updates General Ledger files.

## Manual Check Entry

Use Manual Check Entry on the Accounts Payable Main menu to enter information for handwritten checks. You can enter information for checks with payments against open invoices or for invoices not already in the system.



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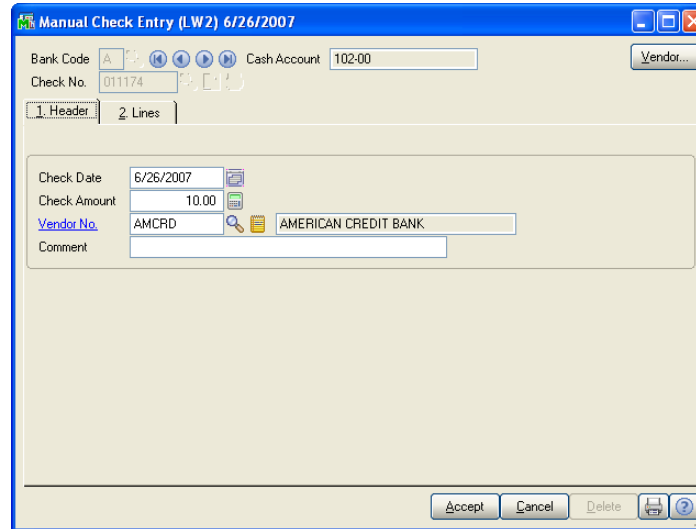


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## Enter a Manual Check for a Time and Billing Professional Engagement

- 1 Select **Manual Check Entry** from the Accounts Payable **Main** menu. The Manual Check Entry window appears.




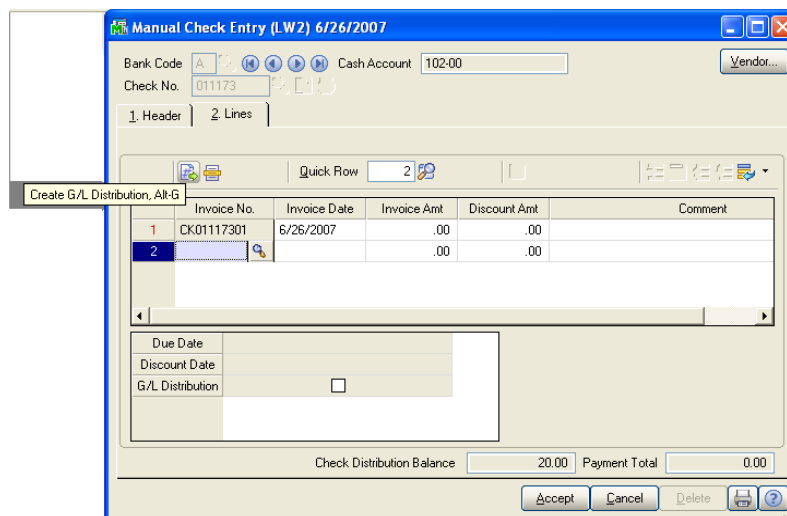
The screenshot shows the 'Manual Check Entry (LW2) 6/26/2007' window with the 'Header' tab selected. The fields are as follows:

Bank Code	A	Cash Account	102-00
Check No.	011174	Vendor...	
1. Header   2. Lines			
Check Date	6/26/2007		
Check Amount	10.00		
Vendor No.	AMCRD	AMERICAN CREDIT BANK	
Comment			

Buttons at the bottom: Accept, Cancel, Delete, Print, Help.

Manual Check Entry Window - Header Tab

- 2 Select the bank code for the entry from the **Bank Code** field.
- 3 Create a new check by clicking the  button in the **Check No** field. You can also select an existing check from the Lookup list.
- 4 Enter the amount of the check in the **Check Amount** field.
- 5 Select the vendor for the invoice from the **Vendor No** field.
- 6 enter the Time and Billing Professional engagement information for the invoice.
- 7 Click the **Lines** tab to enter invoice information.



The screenshot shows the 'Manual Check Entry (LW2) 6/26/2007' window with the 'Lines' tab selected. The 'Quick Row' is set to 2. A tooltip 'Create G/L Distribution, Alt-G' is visible over the 'Quick Row' field.


	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comment
1	CK01117301	6/26/2007	.00	.00	
2			.00	.00	


Below the table, there is a section for 'Due Date', 'Discount Date', and 'G/L Distribution' with a checkbox.

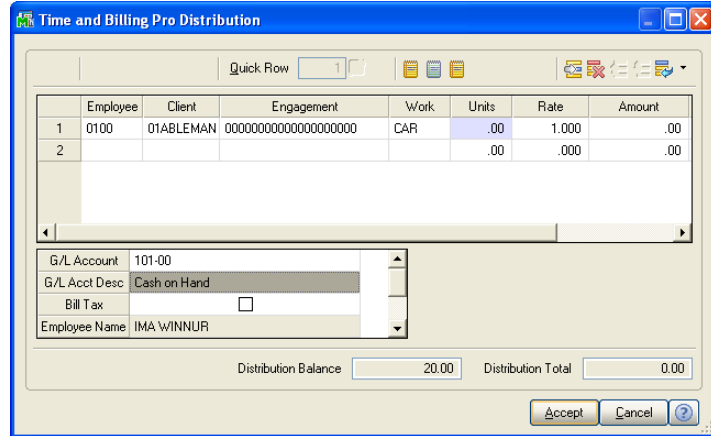
At the bottom, the 'Check Distribution Balance' is 20.00 and the 'Payment Total' is 0.00.

Buttons at the bottom: Accept, Cancel, Delete, Print, Help.

Manual Check Entry Window - Lines Tab

▼ On the **Lines** tab, the following can occur: A new invoice can be created and distributed to a client/engagement by selecting the **Create G/L Distribution** () button.

8 Click the  button. The G/L Distribution window appears.



Employee	Client	Engagement	Work	Units	Rate	Amount
1 0100	01ABLEMAN	00000000000000000000	CAR	.00	1.000	.00
2				.00	.000	.00

G/L Account: 101-00  
 G/L Acct Desc: Cash on Hand  
 Bill Tax: ☐  
 Employee Name: IMA WINNUR

Distribution Balance: 20.00    Distribution Total: 0.00

Accept Cancel ?

Time and Billing Pro Distribution Window

9 Select the employee for the Time and Billing Professional engagement from the **Employee** field.

10 Select the client for the Time and Billing Professional engagement from the **Client** field.

11 Select the engagement for the Time and Billing Professional engagement from the **Engagement** field.

12 Select the work code for the Time and Billing Professional engagement from the **Work** field.

13 Select the General Ledger account for the invoice from the **G/L Account** field.

14 Enter the number of units in the **Units** field.


15 Enter the percentage of the markup in the **Rate** field.

16 Enter the amount for the manual check entry in the **Amount** field.

17 Click **Accept** on the Time and Billing Pro Distribution window. The information appears on the Manual Check Entry **Lines** tab.

18 Click **Accept** on the Manual Check Entry window to save the information.

## Manual Check Register

After entering Manual Checks, the Manual Check Register can be printed from Manual Check Entry by clicking the  button, or by selecting Manual Check Register from the Accounts Payable Main menu. You must print the Accounts Payable Manual Check Register prior to updating.



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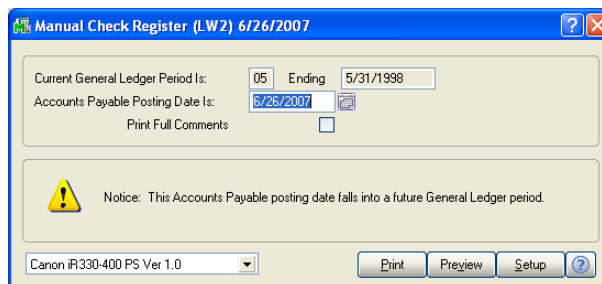
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## Update the Sage MAS 90 or 200 System with the Manual Check Information

- 1 Select **Manual Check Register** from the Accounts Payable **Main** menu. The Manual Check Register window appears.



Manual Check Register (LW2) 6/26/2007

Current General Ledger Period Is: 05 Ending 5/31/1998

Accounts Payable Posting Date Is: 6/26/2007

Print Full Comments ☐

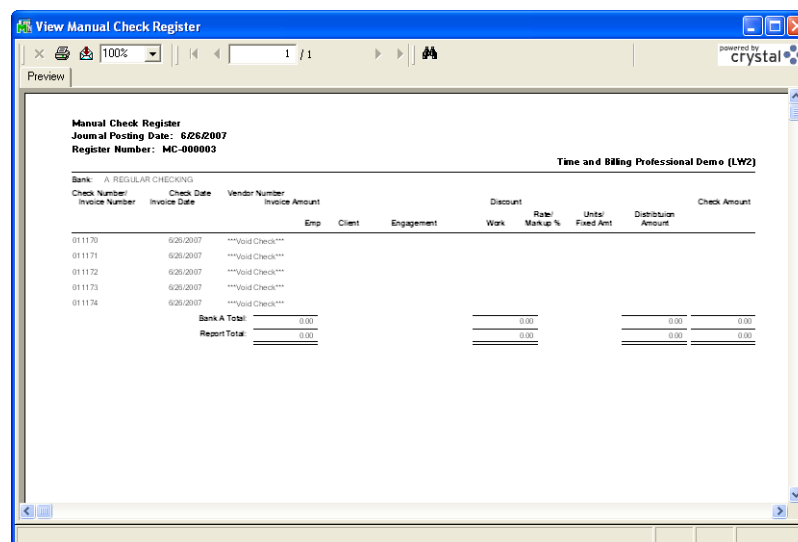
Notice: This Accounts Payable posting date falls into a future General Ledger period.

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Print Preview Setup

Manual Check Register Window

- 2 Enter the date in the **Accounts Payable Posting Date** field.
- 3 Click **Print** or **Preview** and review the Accounts Payable Manual Register and Accounts Payable Recap By Division reports.



View Manual Check Register

Manual Check Register  
Journal Posting Date: 6/26/2007  
Register Number: MC-000003

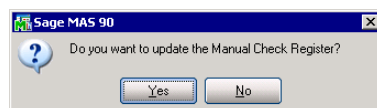
Time and Billing Professional Demo (LW2)

Bank: A REGULAR CHECKING

Check Number	Check Date	Vendor Number	Invoice Amount	Emp	Client	Engagement	Discount	Rate/ Markup %	Units/ Fixed Amt	Distribution Amount	Check Amount
011170	6/26/2007	***Void Check***									
011171	6/26/2007	***Void Check***									
011172	6/26/2007	***Void Check***									
011173	6/26/2007	***Void Check***									
011174	6/26/2007	***Void Check***									
Bank A Total:							0.00			0.00	0.00
Report Total:							0.00			0.00	0.00

Manual Check Register Journal

After the journal prints, the following dialog box appears.



Sage MAS 90

Do you want to update the Manual Check Register?

Yes No

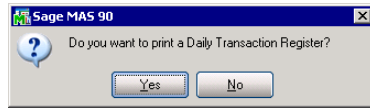
Sage MAS 90 Dialog

- 4 Click **Yes** to update the information.



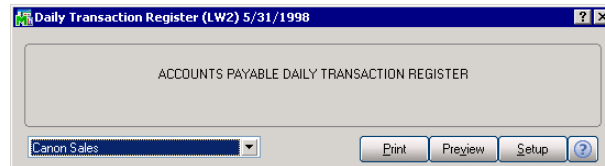
**NOTE:** This step updates Accounts Payable and Time and Billing Professional files.

The following dialog box appears.



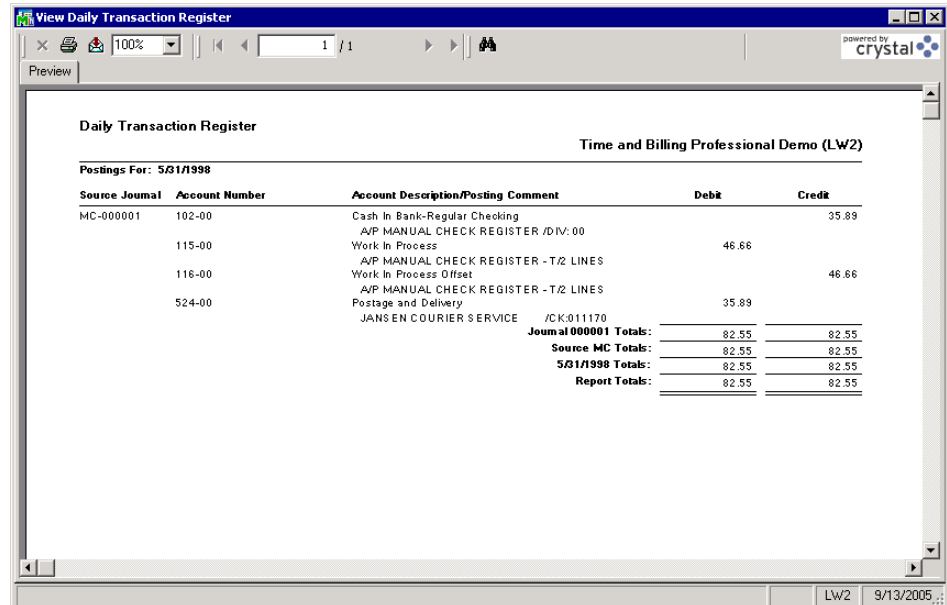
Sage MAS 90 Dialog

- Click **Yes** to print the Daily Transaction Register. The Daily Transaction Register window appears.



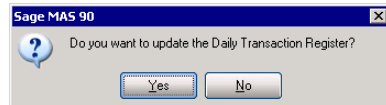
Daily Transaction Register Window

- Click **Print** or **Preview**, and review the Daily Transaction Register.



Daily Transaction Register

After the register prints, the following dialog box appears.



Sage MAS 90 Dialog

- Click **Yes** to update the information. This step updates General Ledger files.

This concludes the Time and Billing Professional manual.



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## 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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