

Welcome to the Time & Billing Professional Version 4.30 Manual

How To Use This Guide

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How to Use This Guide



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Introduction

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

The HighTower Ideal

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

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

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

Welcome to Time and Billing 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 18)
- [Accounts Payable](#) (see page 18)
- [General Ledger](#) (see page 18)

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](#) (see page 220)
- [Credit Memo Entry](#) (see page 237)
- 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](#) (see page 398) and [Manual Check Entry](#) (see page 404), you can enter expense information by employee, client, engagement, or work code.

The [Invoice Register](#) (see page 401) and [Manual Check Register](#) (see page 406) 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 the [Time and Billing Professional Options](#) window (see page 93), the Accounts Payable module will also check the General Ledger Work in Process and Work in Process Offset accounts.

The Invoice Register and Manual Check Register will automatically post to the Time and Billing Professional files after they are printed. However, if the Time and Billing Professional [Billing Data Entry](#) (see page 220) or [Billing Selection](#) (see page 215) 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](#) (see page 204). 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 (see page 284) 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](#) (see page 384).



- 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 the [Time and Billing Professional Options](#) window (see page 93). 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
Chapter 2: Time and Billing Professional Concepts	This chapter explains different concepts you need to know about using your Time and Billing Professional system.
Chapter 3: Installing the Time and Billing Professional Module	This chapter details the installation procedures for Time and Billing Professional.
Chapter 4: Migrating Data from the Time and Billing Module	This chapter is for companies that currently use the Time and Billing module and want to migrate to the Time and Billing Professional module.
Chapter 5: Navigating in Time and Billing Professional	This chapter describes the basic features available in the Time and Billing Professional module.
Chapter 6: Using the Setup Menu	This chapter describes how to enter the basic information required to use the Time and Billing Professional module. It includes setting general options for the module.
Chapter 7: Using the Main Menu	This chapter details how to create clients for Time and Billing Professional data and how to create time entries for employees.
Chapter 8: Using the Billing Menu	This chapter details how to set up billing invoices based on data available in Time and Billing Professional.
Chapter 9: Using the Reports Menu	This chapter details how to print reports based on information available in the Time and Billing Professional module.



Chapter	Description
Chapter 10: Using the Analysis Menu	This chapter details how create analysis reports based on information available in the Time and Billing Professional module.
Chapter 11: Using the Period End Menu	This chapter details the steps required for period-end processing. It includes period and year-end processing, clearing billing history, and purging terminated employees.
Chapter 12: Integration with Sage MAS 90 or 200	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 Note symbol is followed by additional information about a topic.
	The Helpful Hint symbol is located in the left margin and contains additional information about an option.
	The Warning symbol is followed by information to help you avoid costly mistakes.

Text Conventions

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

Text Convention	Explanation
Bold font	Indicates GUI (Graphical User Interface) objects, such as a tab name, field name, list box name, options in a list, column name, check box, or radio button. Indicates subjects/categories to emphasize.
<i>Italic font</i>	Indicates references to other manuals or chapters in this manual. Indicates words to emphasize.
Sage Green , Underlined font	Indicates a link to a specific topic in the manual.



Text Convention	Explanation
Blue , Underlined font	Indicates a link to a specific URL (Uniform Resource Locator) - website address.
CAPITALIZED font	Indicates: Important.

Getting Additional Help

There are online manuals, online help, and technical support for the Time and Billing Professional module.

Getting Additional Copies of the Manual

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

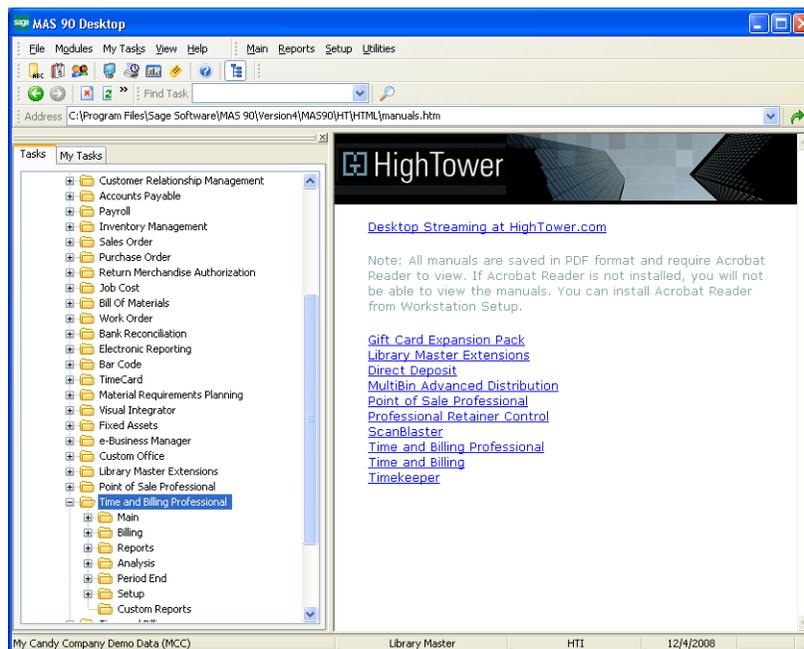
This manual is best viewed using the latest version of Adobe Reader. For best printing results, print to a PostScript printer.

Accessing the Manual

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

Open the Time and Billing Professional Online Manual

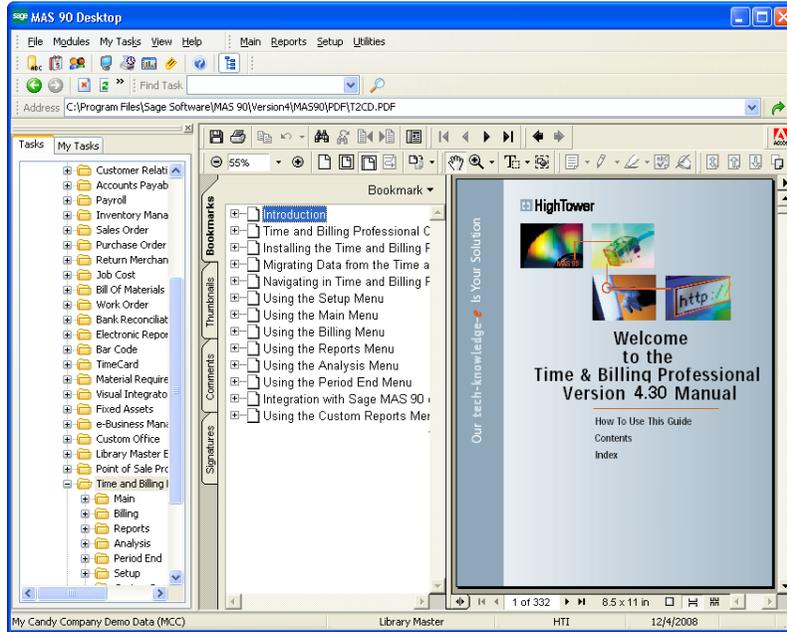
- 1 From the **Help** menu on the Sage MAS 90 or 200 menu bar, select **Enhancement Manuals**. The Manuals list appears on the right side of the screen.



Manuals List



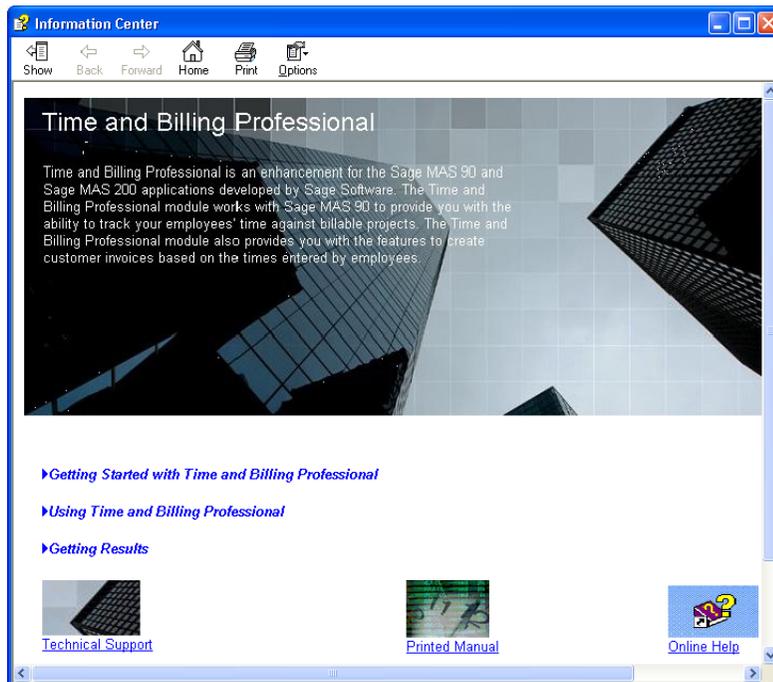
- Click the Time and Billing Professional link. This manual will appear in PDF format.



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



Accessing 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.

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).
- 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). Note that program corrections are available exclusively through the Internet.

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

- Phone: 1.888.583.3000
- Fax: 1.847.674.0544
- E-mail: helpdesk@hightowerinc.com

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



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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.

Explanation of Client Numbering Methods

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).

Implementing the Numbering Methods in Reports

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.

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.

Explanation of General Ledger Postings

Regardless of whether you have the General Ledger module installed, Time and Billing Professional posts journal entries to the [Daily Transaction Register](#) (see page 204) 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.



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- 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 193) 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 90), 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 265) 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 90) 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 269) to edit, delete, and add Work in Process transactions previously selected during [Edit Work in Process Selection](#) (see page 265).



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 90), the posting will be made. If this check box is cleared, no General Ledger postings will be made.

During [Edit Work in Process Entry](#) (see page 269), 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>300.00</u>
		300.00	300.00

Delete Work in Process Data Posting to General Ledger

Use the [Delete Work in Process](#) (see page 261) feature to remove unbilled fees and expenses entered during [Time/Expense Entry](#) (see page 193) or [Edit Work in Process Entry](#) (see page 269).

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 90), 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>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 90) is cleared.



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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>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 90), 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 29).

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
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	



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

How to Use Engagements

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

To use the Engagement feature, select **Multiple Engagements per Client** check box on the **Main** tab of [Time and Billing Professional Options](#) (see page 90). 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 163). 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.



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All information maintained on the **Billing** tab on the [T/2 Client Maintenance](#) window (see page 175) 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 278), 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.

If the tracking of engagements by type is not appropriate for your business, you can assign a numeric sequence for each engagement for a client (that is, the first engagement for a client can be assigned engagement code **00000000000000000001**; and the second engagement can be engagement code **00000000000000000002**, and so on).

Billing Engagements Separately

If you select the **Bill Separate** check box on the **Billing** tab of the [T/2 Client Maintenance](#) window (see page 175), you can specify separate fee arrangements, billing frequencies, and billing formats for each engagement.

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

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

Activating the Engagement Feature

If you process the Time and Billing Professional module for a period of time without using the Engagement feature, and want to activate it, you can do so by selecting the **Multiple Engagements per Client** check box on the **Main** tab of the [Time and Billing Professional Options](#) window (see page 90).

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



Billing Rates

Use the Time and Billing Professional module to access a wide selection of options to automatically determine the billing rate to be used for each activity. You can enter a standard description for each billing rate code on the [Time and Billing Professional Options](#) window (see page 90).

Explanation of Billing Rates

- On the simplest level, you can assign a single billing rate to be used for each employee.
- For maximum flexibility, you can assign a unique custom billing rate to be used for each employee and client/engagement combination.

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

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

- **Employee Maintenance:** You can assign up to 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 tab of 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 Billing Rates 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 103), 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
3	Administrative Services
4	Clerical Services

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

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

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

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

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

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



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

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

Assigning Billing Rates by Work Code

Using the [Work Code Maintenance](#) feature (see page 111), 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 163) 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 50×1.20 or \$60.00.

Assigning Billing Rates by Client/Engagement

Using the [T/2 Client Maintenance](#) window (see page 163), 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 175), 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 Billing 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 175). 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	-



Employee Level	Name/Description	Billing Method	Billing Rate	Time Unit
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		Billing rate specified for the corresponding rate code (0-9) in the Employee file is used.
		C		Cost per hour in the Employee file is used.



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

Using Custom Billing Rates

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

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

Time Units

The Time and Billing 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 90). This method allows you to use hours or time units when setting up billing rates on the [Employee Maintenance](#) window (see page 103) and the [T/2 Client Maintenance](#) window (see page 163). 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 90) 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 (see page 106) and the [Custom Billing Rates](#) window (see page 179) in the [T/2 Client Maintenance](#) feature (see page 163).

During [Time/Expense Entry](#) (see page 193) or [Edit Work in Process Entry](#) (see page 269), 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 175).

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 220).
- 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 220), 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 254).



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

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

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

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

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

Fixed Fee Arrangement

Use the Fixed fee arrangement to specify a fixed amount to be billed to the client/engagement during each billing cycle.

- The bill amount defaults to this fixed fee amount.
- Any difference between the bill amount and the Work in Process total will be written up or written down automatically.
- The Work in Process is cleared of all billed fees and expenses during the update.

Using the fixed fee arrangement, you must enter a fixed fee amount on the Billing tab in [T/2 Client Maintenance](#) (see page 163). During [Billing Data Entry](#) (see page 220), 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 220). 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 90). Clearing this option will default the retainer applied amount to zero, allowing you to apply retainers manually. The retainer amount due will default to the amount specified for the monthly retainer for the client/engagement.

Example: Using our example of \$600.00 of Work in Process, assume that a monthly retainer amount of \$500.00 was entered on the [T/2 Client Maintenance](#) window (see page 163) 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 tab in [T/2 Client Maintenance](#) (see page 163). The bill amount defaults to this progress bill amount. During the [Billing Data Entry](#) update (see page 220), 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 220). Use this feature to calculate the bill amount for a final billing by subtracting the progress bill balance from the Work in Process total. When the Proceed with Final Bill dialog box appears, click **Yes** to proceed ahead, or click **No** to cancel the final bill. When the final bill is processed, all billed Work in Process is relieved and the progress bill balance is cleared.



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

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



Retainer Billing

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

Explanation of Retainer Billing

The Time and Billing 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 175). 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 90).

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 314). An explanation of these data fields follows:

- **Monthly Retainer:** You activate this field on the **Billing** tab of the [T/2 Client Maintenance](#) window (see page 175). 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. You can view this field on the **Totals** tab of the [Billing Data Entry](#) window (see page 233).
- **Uncollected Retainer:** You can display this field on the **Billing** tab of the [T/2 Client Maintenance](#) window (see page 175). This field contains 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. You can view this field on the **Totals** tab of the [Billing Data Entry](#) window (see page 233).



- **Retainer Balance:** You can display this field on the **History** tab of the [T/2 Client Maintenance](#) window (see page 181). This field contains the total retainer payments received but not yet applied against billings. As retainer payments are recorded using the [Accounts Receivable Cash Receipts Entry](#) (see page 394), this amount is increased. As retainers are applied during [Billing Data Entry](#) (see page 233), this amount is reduced.
- **Retainer Applied:** You activate this field on the [Billing Data Entry](#) window (see page 233) 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 90). 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 Amt Due:** You activate this field on the [Billing Data Entry](#) window (see page 233) 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 163). 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 Cash Receipts Entry](#) (see page 394) 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.

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](#) (see page 90) will be credited with the retainer payment.

The retainer balance and uncollected retainer amounts are printed on the [Aged Invoice Report](#) (see page 297) 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 215) or [Billing Data Entry](#) (see page 220), the retainer amount due is automatically set to the monthly retainer amount specified in [T/2 Client Maintenance](#) (see page 163). 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](#) (see page 220) 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](#) (see page 96) 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 254). 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 199), all transactions entered using the [Time/Expense Entry](#) feature (see page 193) are posted to the Work in Process Detail file and remain there until they are billed during [Billing Data Entry](#) (see page 220). If you selected the **Post Work in Process General Ledger** check box on the **Additional** tab of [Time and Billing Professional Options](#) (see page 93), the General Ledger Work in Process account is also updated during the Time/Expense Journal Update.



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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 258); they can be deleted using the [Delete Work in Process](#) feature (see page 261); or they can be edited, added, or deleted using the [Edit Work in Process Selection](#) (see page 265) and [Edit Work in Process Entry](#) (see page 269) features.

Transfer Work in Process

The [Transfer Work in Process](#) feature (see page 258) 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 (see page 261) 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 261) 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 90), 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 265) 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 90), 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 269) 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 274) 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 90), 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.

Adjusting a Progress Fee Bill

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

- A** Select the [Billing Data Entry](#) option (see page 220), and enter the client for whom the invoice is to be corrected.
- B** Clear the **Print Invoices** check box.
- C** Enter the original invoice number and the correct invoice date, and then change the **Bill Amount** field to **0.00**.
- D** Update the [Billing Selection Register](#) (see page 218).



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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.

Using Schedule/Budget Maintenance

Use the [Schedule/Budget Maintenance](#) option (see page 171) within [T/2 Client Maintenance](#) (see page 163) 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 199) or [Edit Work in Process Journal](#) update (see page 274). 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.

Using Schedule/Budget Reporting

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.

Tracking 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.



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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 193) or [Edit Work in Process Entry](#) (see page 269) 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 171), 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 199) and [Edit Work in Process Journal](#) update (see page 274), 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 384), 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 387), 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 90).

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) that 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 163) and [Client Inquiry](#) (see page 187) 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

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

Explanation of Specific Items on Billing Formats

Consider the following items when setting up a billing format.

- In all billing formats, you must have a [START_TOT\1] and an [END_TOT\1] somewhere inside the format. The \1 can be replaced with any number, but these numbers must match. The purpose of the numbers is to match up the totals in the total section, allowing you to put totals in multiple locations throughout the document. Even if you are not using the totals, you must have the [START_TOT\1] and an [END_TOT\1] in the billing format form.
- Totals appearing inside the [START_TOT\1] and an [END_TOT\1] will be appended to the end of the body section of the form, after all the line detail has been printed. This means that the positioning of the totals section will vary from document to document. Note that if the totals section pushed the lines in the body over the maximum specified in the header, it will print onto another page. If you wish to print the totals section in the same location on all invoices (as with pre-printed forms), move the totals numbers outside of the totals block (but keep the [START_TOT\1] and an [END_TOT\1] in the document).

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

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

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



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[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 304) for a specified range of dates. You can print the [Aged Work in Process Report](#) (see page 301) 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 317), such as the [Productivity](#) (see pages 58, 319), [Profitability](#) (see pages 59, 328), [Fee Analysis](#) (see pages 59, 337), [Time Analysis](#) (see pages 60, 346), and [Budget](#) (see pages 60, 358) 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 384) 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.



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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 319), [Profitability](#) (see page 328), [Fee Analysis](#) (see page 337), [Time Analysis](#) (see page 346), and [Budget](#) (see page 358) Reports on the Time and Billing Professional [Analysis menu](#) (see page 317). 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.



Billed Fees
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.

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

- **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.

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

- **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.



Chapter 2

- **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.

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

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



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

Pre-installation Instructions

Before installing the Time and Billing 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

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

Time and Billing Professional Installation Wizard

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

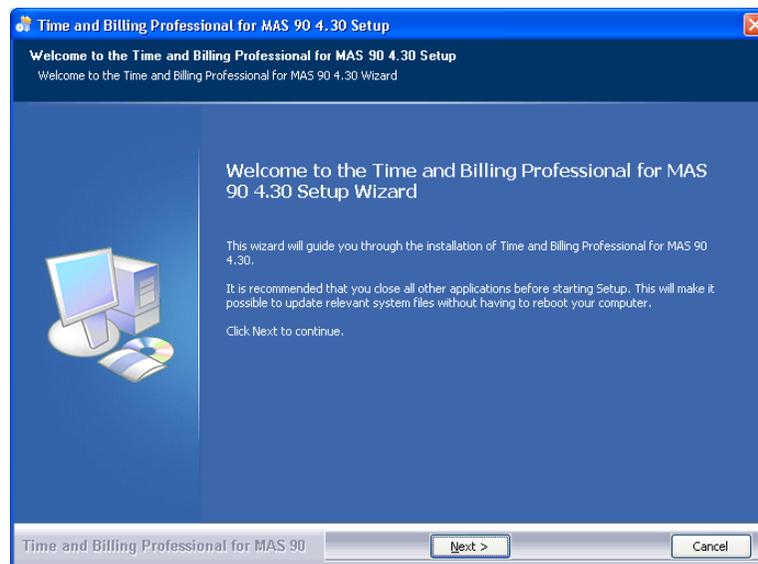
Navigating in the Installation Wizard

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

Complete the Time and Billing Professional Install

Perform 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 Welcome window appears.



Installation Wizard - Welcome Window



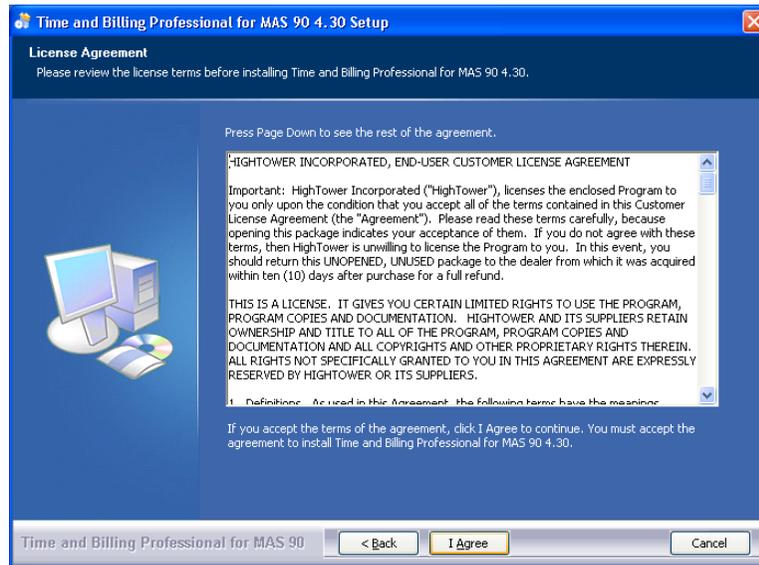
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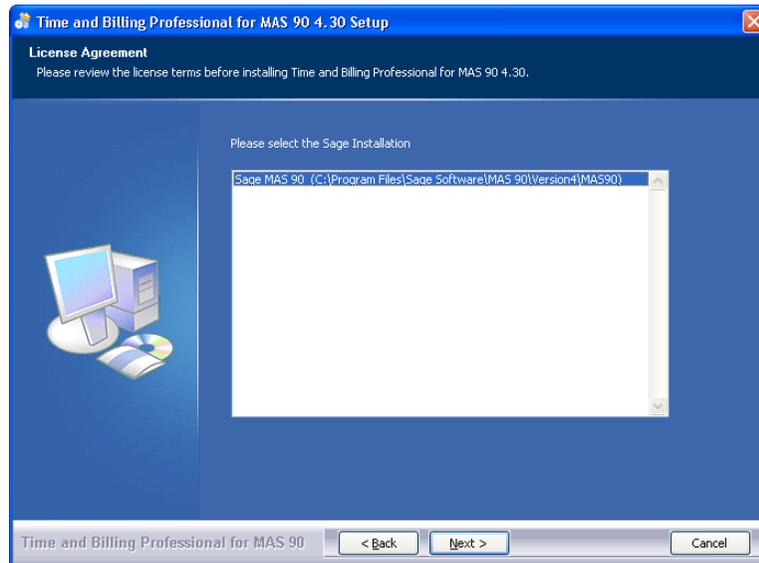
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- 3 Click **Next** to begin installation. The License Agreement window appears.



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.



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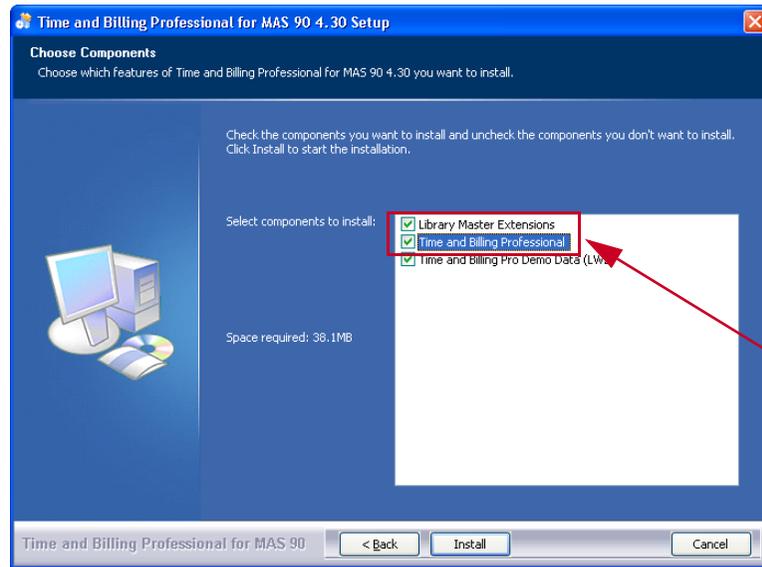


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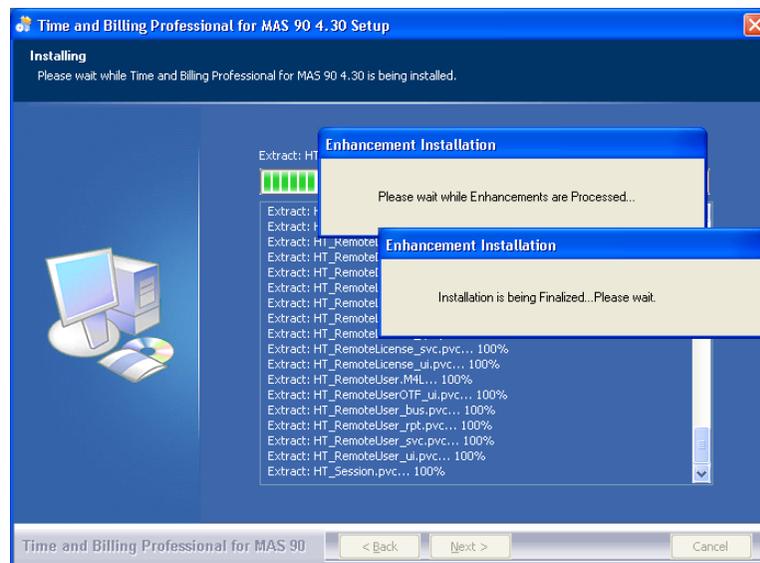
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Installation Wizard - Enhancement Selection Window

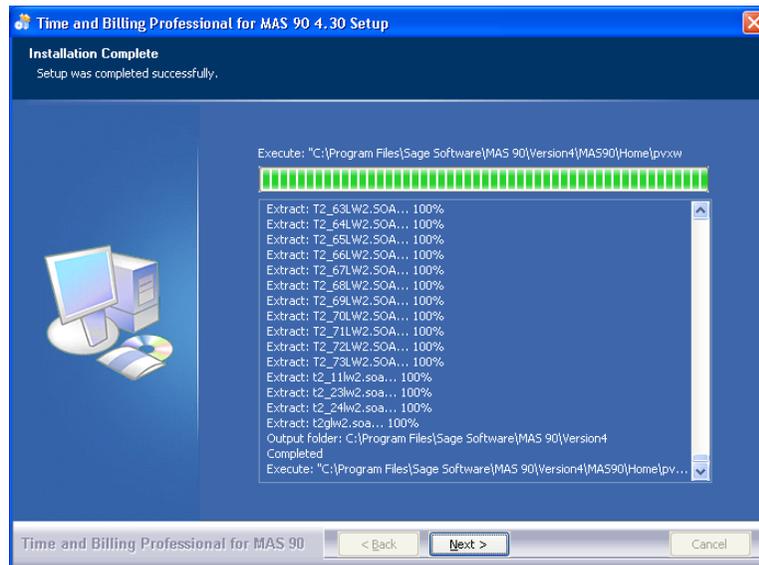
- 6 Select the **Library Master Extensions** and **Time and Billing Professional** options from the list of applications, and click **Install**. This may take a few minutes.

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



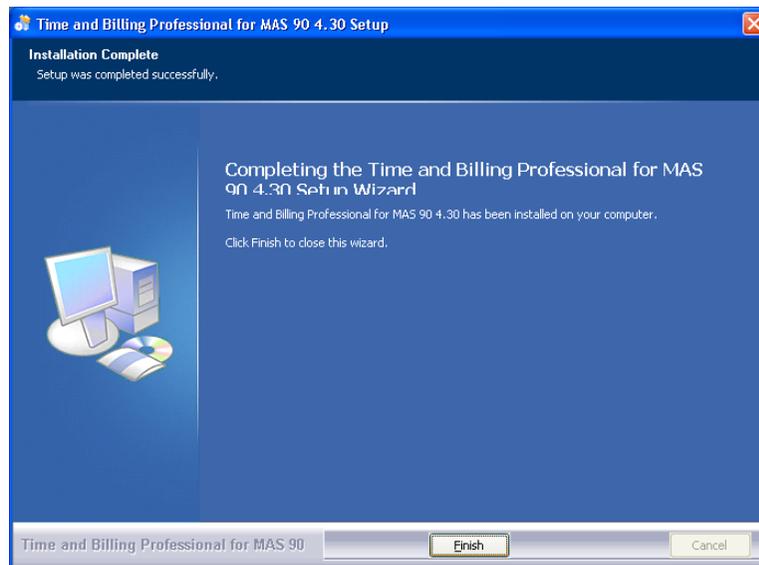
Installation Wizard - Enhancement Installation Messages

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. The information entered in System Startup can be modified at any time from the Time and Billing Professional Setup menu.



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Setting Up Time and Billing Professional in Role Maintenance

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

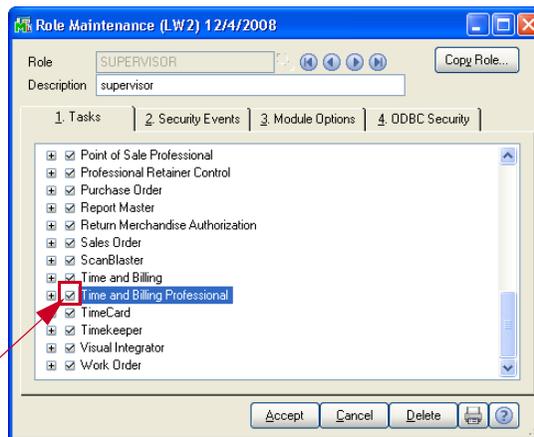
Using Role Maintenance

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

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

Select the Time and Billing Professional Module in Role Maintenance

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



Role Maintenance Window

- 2 Select your user role defined for your Sage MAS 90 or 200 system. See your Sage MAS 90 or 200 *Library Master online help* for more information.
- 3 Select the check box next to the **Time and Billing Professional** module.
- 4 Click **Accept**.

Time and Billing Professional Enhancement Registration

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-day 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.



Using Library Master Extensions

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

Register the Time and Billing Professional Module

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

Enhancement	Registered?	Expiration Date
Direct Deposit	Yes	
Gift Card Expansion Pack	Yes	
Library Master Extensions	Yes	
Multi-bin Advanced Distribution	No	1/2/2009
Point of Sale Professional	No	1/2/2009
Professional Retainer Control	No	1/2/2009
ScanBlaster	No	1/2/2009
Time and Billing	No	1/2/2009
Time and Billing Professional	Yes	
Timekeeper	No	1/2/2009
Remote Licenses = 1		
Register Licenses = 1		

Enhancement Registration Window

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

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

- 3 Enter the unlocking key in the **Product Key** field.
- 4 Click **Accept**. The system will register purchased enhancements.

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

Defining the Time and Billing Professional Enhancement

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

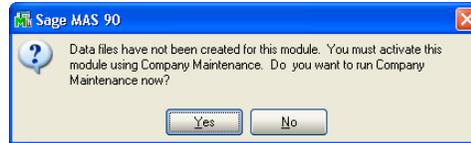
Starting the Application

First, you have to run company maintenance. Then, you need to activate your module. Finally, when all data files are defined, you automatically advance to [Time and Billing Professional Options](#) (see page 90).



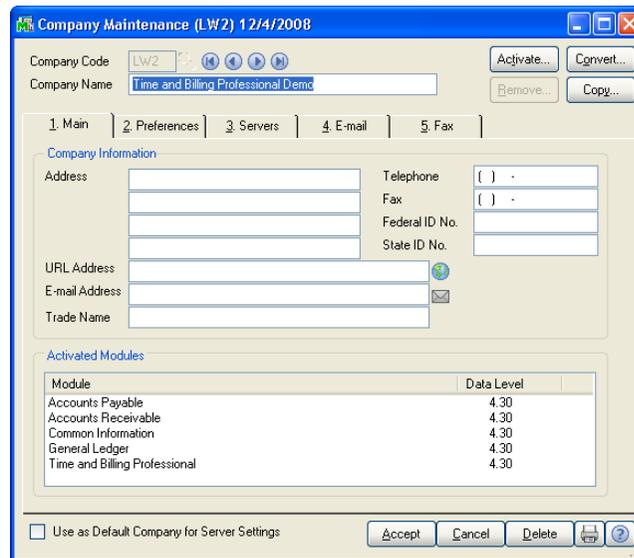
Activate the Time and Billing Professional Module

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



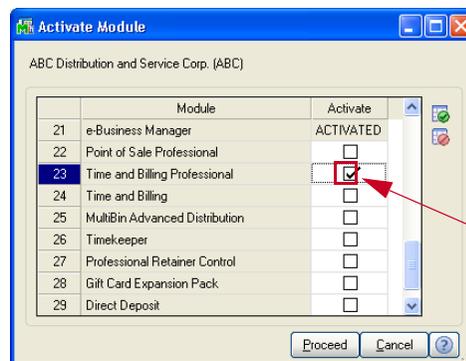
Sage MAS 90 Dialog Box

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



Company Maintenance Window

- 3 Click **Activate**. 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**.



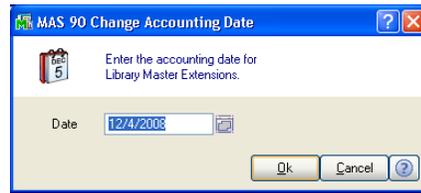
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- From the Modules menu, click **Time and Billing Professional**. The application displays the Change Date window.



MAS 90 Change Accounting Date Window

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



Sage MAS 90 Dialog Box

- 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 87) for more information about the options in the Setup menu.

Sage MAS 200 or Sage MAS 200 for SQL Installations

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

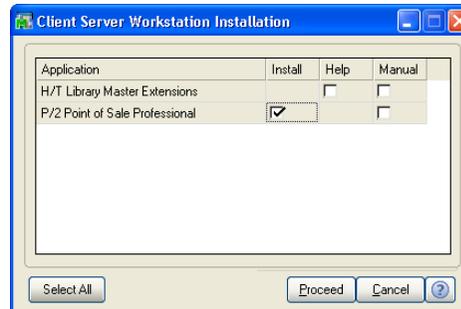
Client/Server Workstation Install

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



Install an Enhancement on a Workstation

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



Client Server Workstation Installation Window

- 2 For each enhancement, there are three options that may be selected – Install, Help, and Manual. Select **Install** (the Help and Manual options are not required).
- 3 After the options have been selected, click **Proceed** to install the selected options to the workstation.

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

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

Chapter 4: Migrating Data from the Time and Billing Module provides detailed installation instructions on how to migrate the Time and Billing data to the Time and Billing Professional module.

Time and Billing Professional Migration Requirements

If your company currently uses the Time and Billing module and is upgrading 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 this chapter *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.

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.



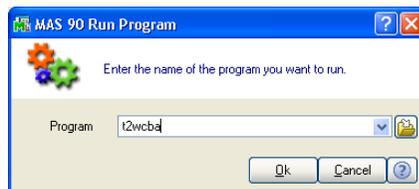
Accessing the Time and Billing Data Migration Window

The Time and Billing Data Migration 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 Data Migration Window from the Sage MAS 90 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 Program window appears.



MAS 90 Run Program Window

- 3 Enter **T2WCBA** in the **Program Name** field.
- 4 Click **OK**. The [Time and Billing Professional Data Migration](#) window (see page 75) appears.

Open the Time and Billing Data Migration Window from the Time and Billing Professional Module

- 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.



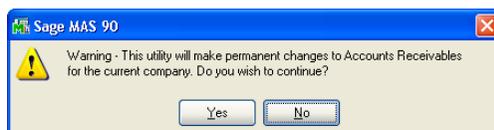
Sage MAS 90 Dialog

- 3 Click **Yes** to start the [Time and Billing Professional Data Migration Utility](#) (see page 75).

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



Upon clicking **Yes**, the following dialog appears.



Sage MAS 90 Dialog

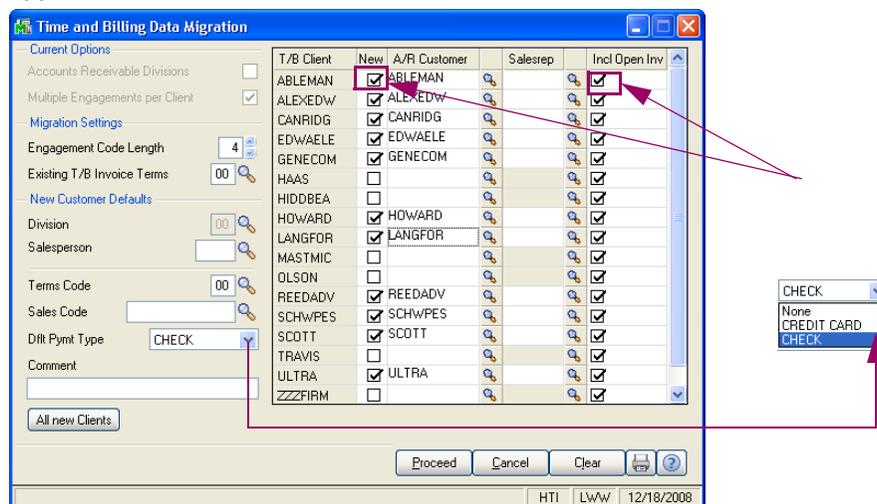
4 Click **Yes** to proceed.

Using the Time and Billing Data Migration Utility

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

Upon clicking **Yes** at a warning dialog, the Time and Billing Data Migration window appears.



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.



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- 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 **000000000000123**.

- 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** 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 Master file).
 - b Select the **New** check box to map the client as a new Accounts Receivable customer (customer is to be created during the migration).

OR

Clear the check box 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** check box is selected, 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** check box is not selected, 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.

5 Select the **Include Open Invoices** check box 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.

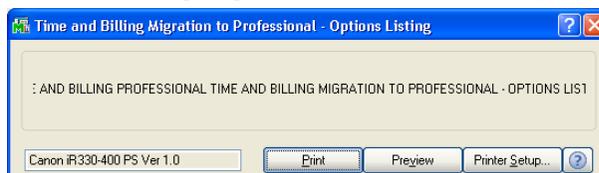
If this check box is NOT selected, open Time and Billing invoices and client totals will NOT be posted to Accounts Receivable.

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

Print a Time and Billing Migration to Professional - Options Listing

1 From the Time and Billing Data Migration window, click the  button. The Time and Billing Migration to Professional - Options Listing window appears.



Time and Billing Migration to Professional - Options Listing Window

2 Click **Print** to print the report, or click **Preview** to print preview the report.



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Navigating in Time and Billing Professional

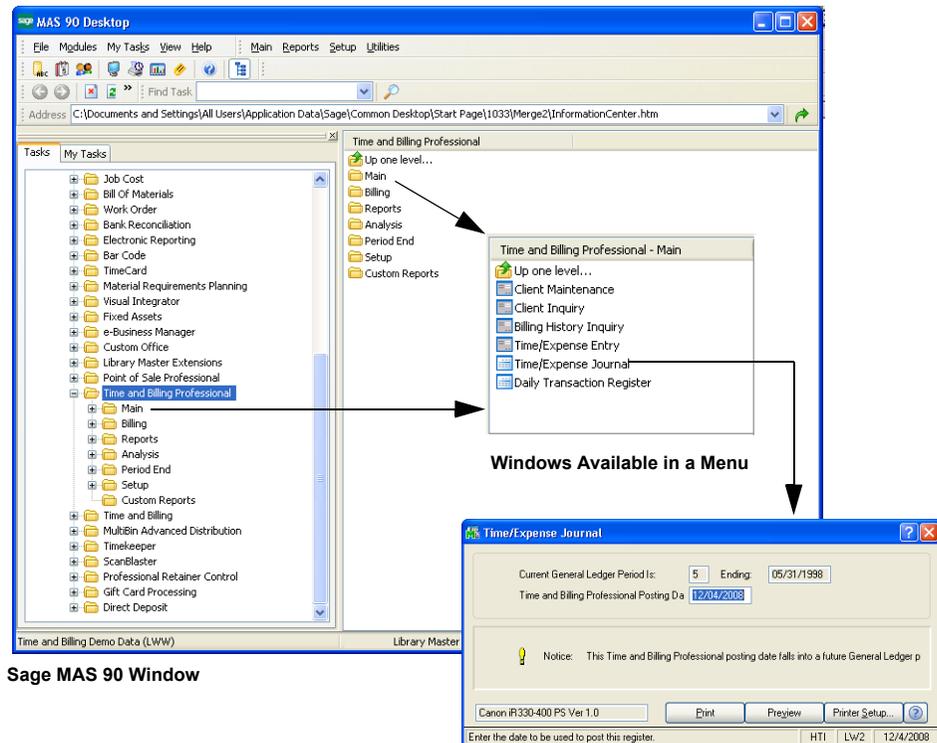
Chapter 5: Navigating in Time and Billing Professional contains instructions on how to access specific features of the Time and Billing Professional module. This chapter describes how to access windows in Time and Billing Professional, use the menu bar, and use different button fields available in the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

Using the Modules Tree

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

Time and Billing Professional Tree View

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



Sage MAS 90 Window

Time and Billing Professional Window

Opening a Time and Billing Professional Window through the Modules Tree

- a Expand the **Modules** folder on the **Tasks** tab of the Sage MAS 90 or 200 Desktop, and then click **Time and Billing Professional**. The module folder expands to display all the menu options available in the Time and Billing Professional module.
- b Click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

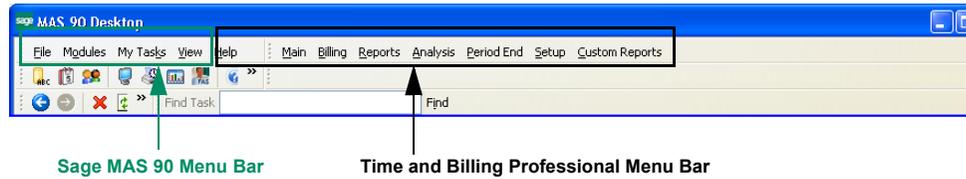
- c Click the name of the window to open. The system displays the selected window.

Using the Menu Bar

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

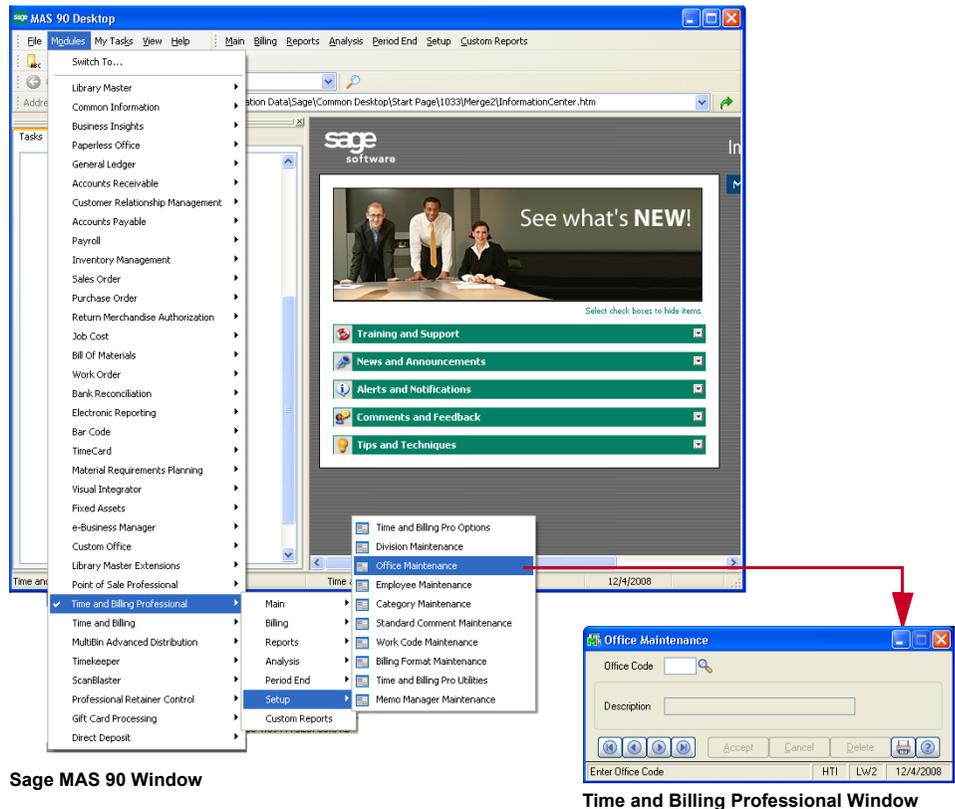
Time and Billing Professional Menu Bar

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



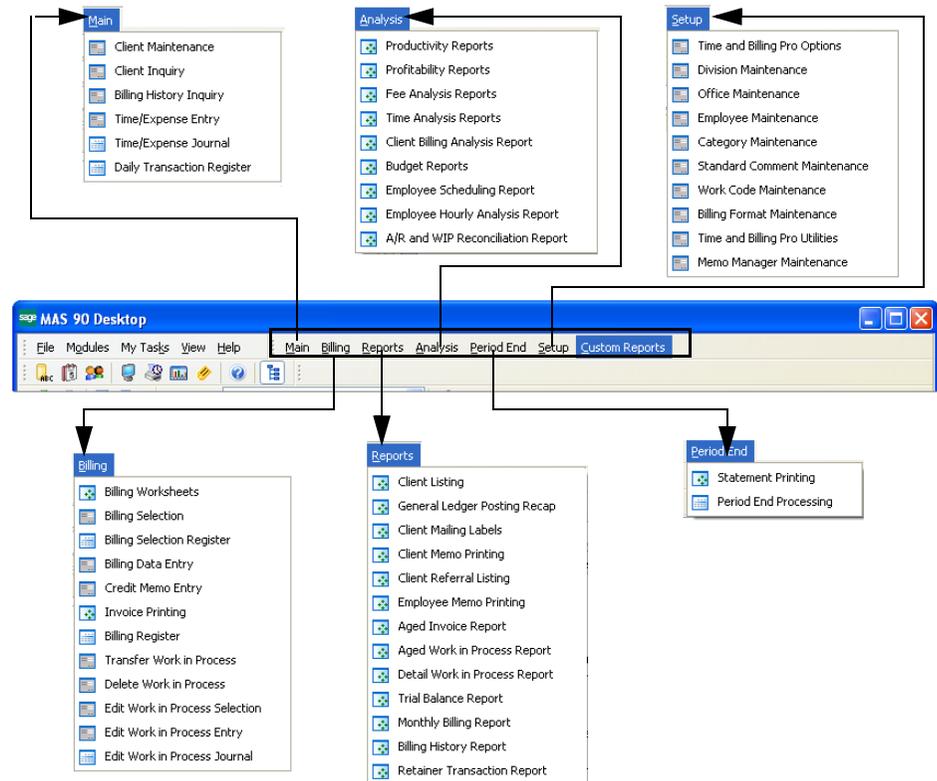
Opening a Time and Billing Professional Window through the Menu Bar

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



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

After opening the Time and Billing 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.



Open Window from Time and Billing Professional Menu Bar

Using Command 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.



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Time and Billing Professional Buttons/Keyboard Commands Table

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

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, 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.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.

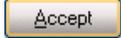
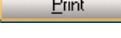
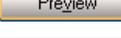
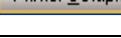


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Button	Keyboard	Description
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window and click Select. The item appears in the field.
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window 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 on a window.
	ALT+C	Discards any changes you entered on 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.
	SHIFT+F1	Displays Help text for the window.



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Button	Keyboard	Description
	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.



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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.

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



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Using the Setup Menu

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

How to Use the Setup Menu

This chapter does not describe every procedure that can be completed on a Setup window. This chapter describes each option so you can set up your Time and Billing 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 *Time and Billing Professional online help*. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Professional 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.

Implementing the Setup Menu Options

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

Open a Window from the Setup Menu

- 1 Click **Time and Billing Professional** from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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

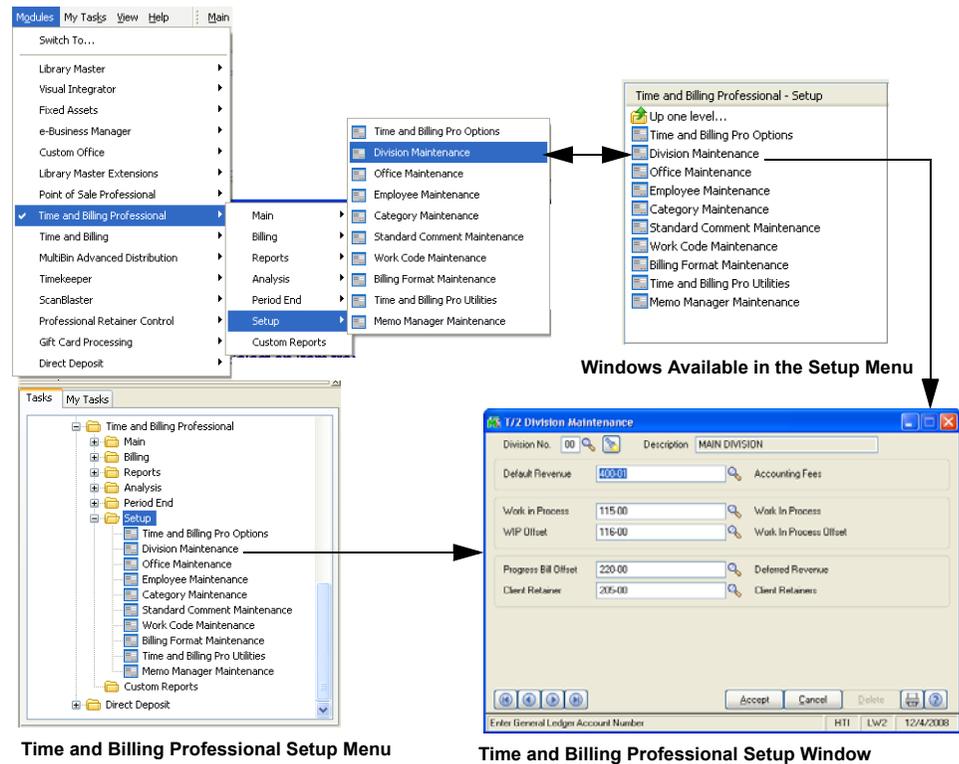


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Add a Record

- 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 (see page 90) and the [Time and Billing Pro Utilities](#) window (see page 149), 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 the **Accept** button to save the changes.

Select an Item from a Lookup List

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

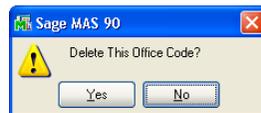
Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- 1 Click the  button in the first field to select a record account from a Lookup window (or use the     buttons to access the desired information). The system displays the record's information on the window.
- 2 Review and edit the options your company requires in the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)
- 3 Click the **Accept** button to save the changes.

Delete a Record

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



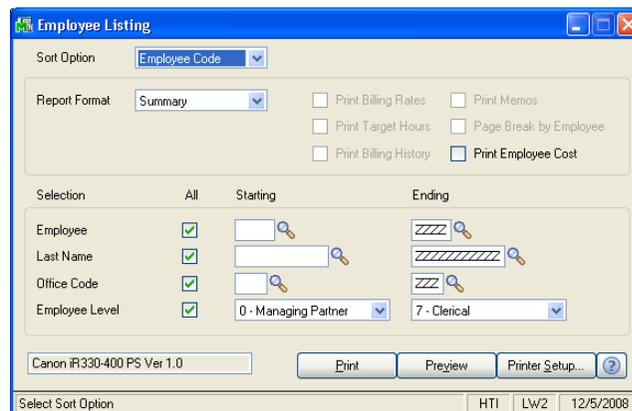
Sage MAS 90 Warning Dialog

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

Print from a Setup Window

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

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



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

Time and Billing Professional Options

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.

Using 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. Using this feature, you tailor the Time and Billing Professional module to suit your business requirements.

Time and Billing Professional Options Window

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

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

General Settings

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

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



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

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

Time and Billing Professional Options Window - Main Tab

- Set how Time and Billing Professional will handle engagements. Select the options your company requires.
 - Select the **Multiple Engagements Per Client** check box to use engagements for designated clients. When you select this option, the **Engagement Code Length** field and **Default Engagement** field become available.
 - 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.
 - Enter the default engagement code number for the Time and Billing Professional module in the **Default Engagement** field.
- Set how Time and Billing Professional will handle accounts, and memos. Select the options your company requires.
 - Select the **All Override of G/L Account in Data Entry** check box to allow Time and Billing Professional to override the default General Ledger account during data entry.
 - Select the type of engagement memo access users have in the Time and Billing Professional module from the **Engagement Memo Avail in Data Entry** field.
 - Select **Not Available** to deny any memo access.
 - Select **Inquiry Only** for read only access.
 - Select **Allow Maintenance** to allow users to review, change, and create engagement memos during time and billing entry.



- 4 Select the time units for the Time and Billing Professional module. Select the options your company requires.
 - a Select the **Use Time Unit Entry** check box if your company uses a time unit *other than hours*.

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

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

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

- 5 Set the year and period information for the Time and Billing 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 Professional period. Click the  button to list all fiscal years in Time and Billing Professional.

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 385) or [Year End](#) (see page 387) 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 385) processing.

- 6 Set the next, automatically incremented 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 193) and [Edit Work In Process Entry](#) (see page 269) 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** Select the **Use A/R Invoice Sequence** check box to use the invoice number sequence defined in the Accounts Receivable module for the Time and Billing Professional module. The [Invoice Printing](#) window (see page 250) 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 (see page 250) 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** check box is selected.

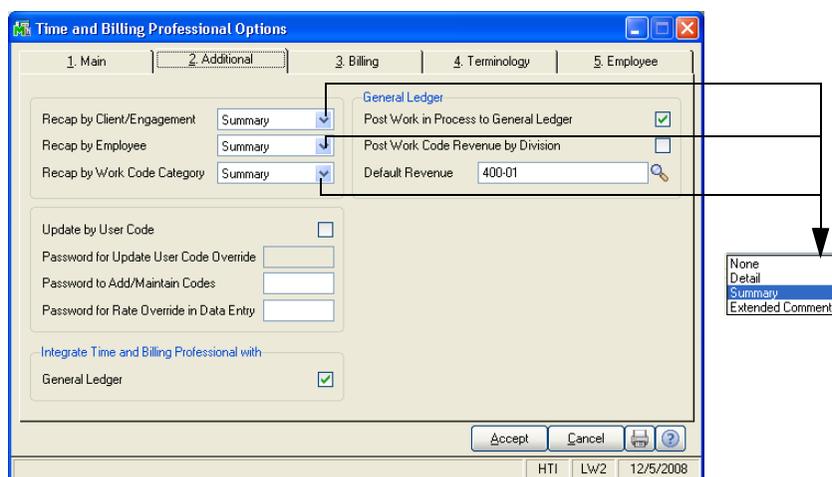
- 7** Click the next tab to continue.

Additional Settings

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

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

- 1** Click the **Additional** tab 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 recap reports. Select the options your company requires.



- a** Select the amount of client/engagement details to include in the report from the **Recap by Client/Engagement** field.
 - Select **None** to not print this recap report.
 - Select **Detail** to print a detailed Daily Time/Expense Recap in order of the client codes and engagements.
 - Select **Extended Comments** to print data with extended comments.
 - Select **Summary** to print a summarized report by client codes and engagements.
 - b** Select the amount of employee details to include in the report from the **Recap by Employee** field.
 - Select **None** to not print this recap report.
 - Select **Detail** to print a detailed Daily Time/Expense Recap in order of the employee codes.
 - Select **Extended Comments** to print data with extended comments.
 - Select **Summary** to print a summarized report by employee codes.
 - c** Select the amount of work category details to include in the report from the **Recap by Work Code Category** field.
 - Select **None** to not print this recap report.
 - Select **Detail** to print a detailed Daily Time/Expense Recap in order of the work codes.
 - Select **Extended Comments** to print data with extended comments.
 - Select **Summary** to print a summarized report by work codes.
- 3** Select how to update codes used in the Time and Billing Professional module. Select the options your company requires.
- a** Select the **Update by User Code** check box to print the [Time/Expense Journal](#) (see page 199) or [Edit Work In Process Journal](#) (see page 274), and update the transactions by a specific user code.

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

- b** Enter a password in the **Password for Update User Code Override** field if you want to verify user code overrides during the [Time/Expense Entry](#) (see page 193) or [Edit Work In Process Entry](#) (see page 269) 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** check box is selected.

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

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

- d Enter a password in the **Password for Rate Override in Data Entry** field if you want to verify rate overrides during data entry. You may enter up to six alphanumeric characters.

This password will be requested when a user tries to update a billing rate, amount, or rate code.

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

- 4 Select the **Integrate Time and Billing Professional with General Ledger** check box 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.

- 5 Determine how the Time and Billing Professional module integrates with the General Ledger module. Select the options your company requires.
 - e Select the **Post Work in Process to General Ledger** check box to post Work in Process transactions to the General Ledger.
 - f Select **Post Work Code Revenue by Division** check box to post work code revenues by division.
 - g Choose the General Ledger account to be used as a default revenue account when entering new clients in the **Default Revenue Account** field. Click the  button to list all accounts.
- 6 Click the next tab to continue.

Billing Operations

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



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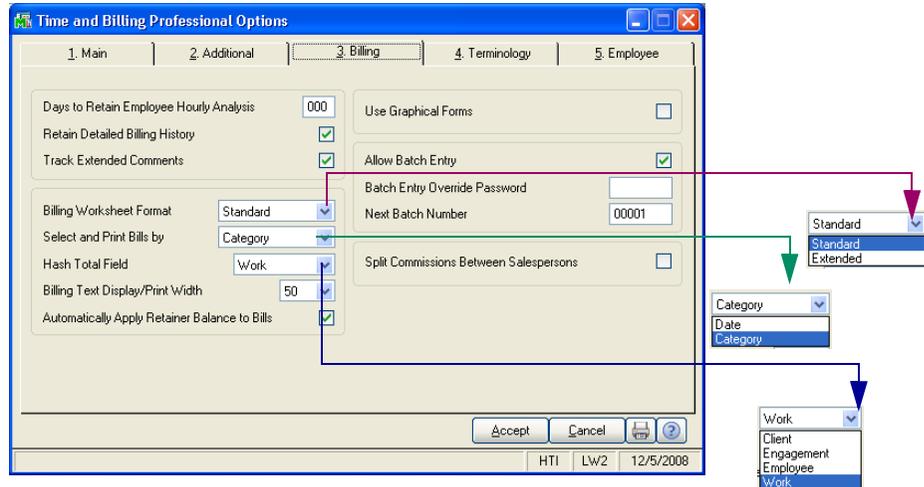


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Set Billing Features for Time and Billing Professional on the Billing Tab

- 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 Select the **Retain Detailed Billing History** check box 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 check box, the **Track Extended Comment** field becomes available.
 - c Select the **Track Extended Comment** check box to track extended comments in the detailed billing history.

This field is available only if the **Retain Detailed Billing History** 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.
 - Select **Standard** to allow clients/engagements to be selected based on the partner, responsible employee, client type, billing frequency, or fee arrangement.



- Select **Extended** to 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 provides page breaks by engagement code as well.
- 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:
 - Select **Date** to print work in process transactions in order of date.
 - Select **Category** to print the work in process transactions in order of the work code categories.
- c** Select how to determine the hash total from the **Hash Total** field. The **Hash Total** field in [Time/Expense Entry](#) (see page 193) and [Edit Work In Process Entry](#) (see page 269) displays the total of all specified codes. It may be used to determine whether a transaction has been lost or omitted from processing.

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

Client Code
Engagement Code
Employee Code
Work Code

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

W.C. Hash
Clnt Hash
Emply Hash
Engmt Hash

- d** Select the print/display width from the **Billing Text Display/Print Width** field. Select the maximum number of characters (from 50 to 75) for the Bill Text and Category Bill Text during [Billing Data Entry](#) (see page 220) and [Invoice Printing](#) (see page 250).

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

- e** Select the **Automatically Apply Retainer Balance to Bills** check box to automatically apply any retainer balanced to invoices during the [Billing Selection](#) (see page 215) and during [Billing Data Entry](#) (see page 220) process.
 - f** Select the **Use Graphical Forms** check box 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 Select the **Allow Batch Entry** check box to allow batch entry of invoices.

When you select this option, 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** check box is selected.

- 5 Select the **Split Commissions Between Salespersons** check box to allow commission to be split between salespersons during billing.

- 6 Click the next tab to continue.

Terminology

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.

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

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

Time and Billing Pro	Terminology	Abbr	Employee Billing Rates	Descriptions
Client	Client	Clnt	Billing Rate Code 0	Gen Acct Svc
Engagement	Engagement	Engmt	Billing Rate Code 1	Mngmt Advisory
Employee	Employee	Emply	Billing Rate Code 2	Audit Services
Work Code	Work	W.C.	Billing Rate Code 3	Phone Support
			Billing Rate Code 4	Miscellaneous
			Billing Rate Code 5	Special
			Billing Rate Code 6	Financial Pln
			Billing Rate Code 7	Tax Ret-Corp
			Billing Rate Code 8	Tax Ret-Prtshp
			Billing Rate Code 9	Tax Ret-Indiv

Client Misc Fields	Descriptions
Field 1	Industry
Field 2	Acct Sotr?
Field 3	Year End
Field 4	Newsletter

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. .

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

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

- 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 166) 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.

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

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.

- 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).

Employee Information

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.



Set Up Employee Types on the Employee Tab

- 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 ten 'Level Desc' fields (0-9) and a table of 'Target Hours' for various periods.

Level Desc	Value	Level Desc	Value
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	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

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).
- 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.

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.

Using Division Information

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.



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Setting Up Divisions in Accounts Receivable Options

- 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.

Setting Up Division Codes in Accounts Receivable Division Maintenance

Division Codes are set up in Accounts Receivable Division Maintenance. You cannot create a new division code in Time and Billing Professional, but you can make changes to any data fields on the T/2 Division Maintenance window to accommodate your operations.

Change Information for 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 Select the division number (from 01 to 99) from 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.



The **Description** field displays the description for this division.

 **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. .

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

Office Maintenance

This feature assigns a code and description to each office of your company.

Using Office Maintenance

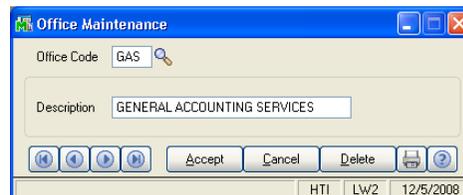
Use the Office Maintenance window to assign an office code for each employee or to group employees, by department or classification of work performed.

Establishing Office Codes

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

Create an Office

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



- Type a new code to create a new office.
 - Click the  button to search for an office that is already available in Time and Billing 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.

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.

Using Employee Maintenance

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.

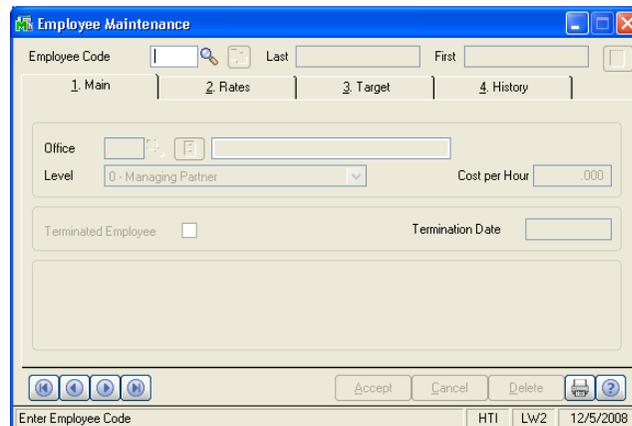
 **WARNING:** You can only delete an inactive employee, which means there CANNOT be outstanding activity for the employee.

Employee Maintenance Window

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

Set Up an Employee

- 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



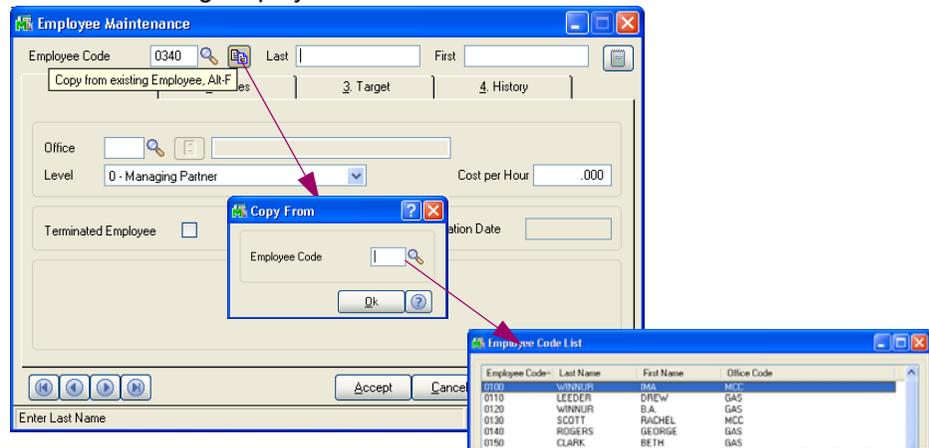
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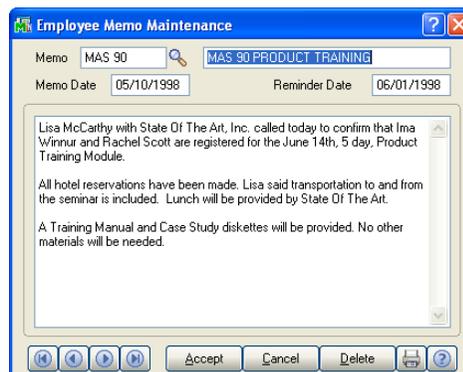
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- 2 Enter a four-character, alphanumeric code (0-9 or A-Z) to identify a new employee in the **Employee Code** field.
 - Type a new code to create a new employee.
 - Click the  button to search for an employee that is already available in Time and Billing 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.



Employee Maintenance Window - Main Tab

- 3 Enter the employee's last name in the **Last** field.
- 4 Enter the employee's first name in the **First** field.
- 5 Click the  /  button to access the Employee Memo Maintenance feature. (If a memo already exists, the Memo icon appears yellow. If a memo does not exist, the icon appears blue.) The Employee Memo Maintenance window appears.



Employee Memo Maintenance Window

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

- b** Enter a description of the memo in the Description text field.
- c** Enter the starting date for the memo in the **Memo Date** field.
- d** Enter a reminder date for the memo in the **Reminder Date** field.
- e** Enter the memo in the text field.
- f** Click **Accept** to save the memo and return to the Employee Maintenance window.

See the *Time and Billing Professional online help* for detailed information.

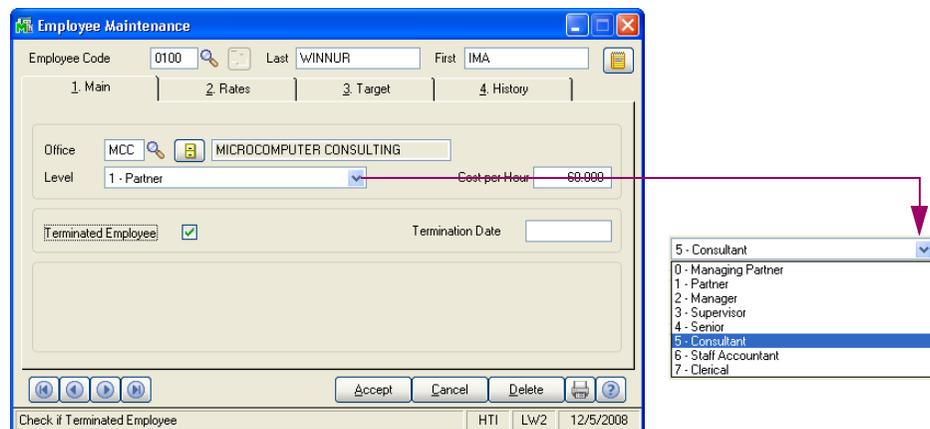
- 6** [Create the employee](#) on the **Main** tab (see page 105).
- 7** [Enter billing rates for the employee](#) on the **Rates** tab (see page 106).
- 8** [Enter the employee's target billing hours](#) for specified periods on the **Target** tab (see page 107).
- 9** [Review the employee's historical time](#) on the **History** tab (see page 108).
- 10** Click **Accept** to save the changes.

General Settings

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

Create the Employee on the Main Tab

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



Employee Maintenance Window - Main Tab

- 1** After entering the employee code, and employee's last and first name, select or enter the three-character office code for the employee in the **Office** field.
 - Click the button to select from the list of offices available in Time and Billing Professional.



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Chapter 6

- Create a new office code by typing the new code clicking **Yes** at a dialog, and launching the [Office Maintenance](#) window (see page 102).
- Click the  button to update the office information by launching the Office Maintenance feature.

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

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

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

The **Termination Date** field becomes enabled.

5 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 (see page 391).

6 Click the next tab to continue.

Billing Rates

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

Enter the Employee's Billing Rates on the Rates Tab

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



Description	Rate	Hours/Units	Description	Rate	Hours/Units
0 - Gen Acct Svc	180.000		5 - Special	.000	
1 - Mngmt Advisory	11	Hours/Units	6 - Financial Pln	.000	
2 - Audit Services	.000		7 - Tax Ret-Corp	.000	
3 - Phone Support	180.000		8 - Tax Ret-Prtshp	.000	
4 - Miscellaneous	.000		9 - Tax Ret-Indiv	.000	

Employee Maintenance Window - Rates Tab



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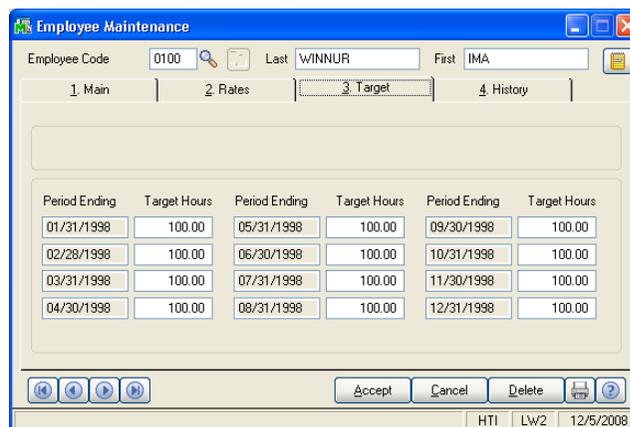
- 2 Enter the billing rates for each of the ten billing rate codes applicable for this employee in the **Rate** field. You may enter up to three decimal places for the amount.
- 3 Select the unit of measurement for the billing rate from the **Hours/Units** field. You can bill a customer at a rate per 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.

Target Billing Hours

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

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

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



Period Ending	Target Hours	Period Ending	Target Hours	Period Ending	Target Hours
01/31/1998	100.00	05/31/1998	100.00	09/30/1998	100.00
02/28/1998	100.00	06/30/1998	100.00	10/31/1998	100.00
03/31/1998	100.00	07/31/1998	100.00	11/30/1998	100.00
04/30/1998	100.00	08/31/1998	100.00	12/31/1998	100.00

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.

Historical Data

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



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

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

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

Employee Maintenance Window - History Tab

You can change any of the information on this tab in the **Period to Date**, **Year to Date**, and **Last Year** fields:

- 2 Change the number of **Billable Hours** posted to the employee.
- 3 Change the number of **Non-Billable Hours** posted to the employee.
- 4 Change the dollar value of the **Billable Amount** posted to the employee.
- 5 Change the dollar value of the **Non-Billable Amount** posted to the employee.
- 6 Change the dollar value of the **Billed Fees** posted to the employee.
- 7 Change the dollar value of the **Billed Expenses** posted to the employee.
- 8 Change the dollar value of the **Write Ups/Downs** posted to the employee.
- 9 Click **Accept** to save the changes.

Category Maintenance

With the Category Maintenance feature, you establish category codes to group related work codes for sorting or summarizing work code information on Analysis reports.

Using Category Maintenance

Use the Category Maintenance window to set up category codes representing the work codes that may be combined into groups according to specific parameters, such as type of service, work, or expenses.



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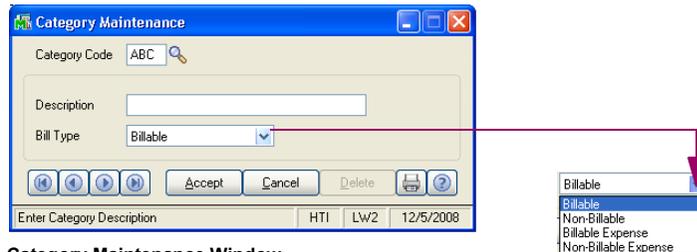
Establishing Category Codes

You can use the category codes to classify each work code as billable, non-billable, billable expense, or non-billable expense. All work codes within the same category are defined with the same billing type.

Category codes are assigned to each work code on the [Work Code Maintenance](#) window (see page 111).

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.

Standard Comment Maintenance

Use Standard Comment Maintenance to maintain any number of commonly used phrases, descriptions, and comments that may be used while recording time and expense entries, or billing and write-up/down information.



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Using Standard Comment Maintenance

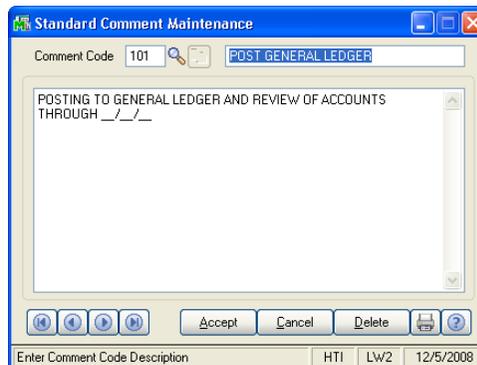
The Standard Comment Maintenance window enables you to use standard Sage MAS 90 or 200 text editing capabilities to define commonly used phrases, descriptions, and comments to be used throughout Time and Billing Professional.

Maintaining Standard Comments

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 193) and [Billing Data Entry](#) (see page 220).

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.

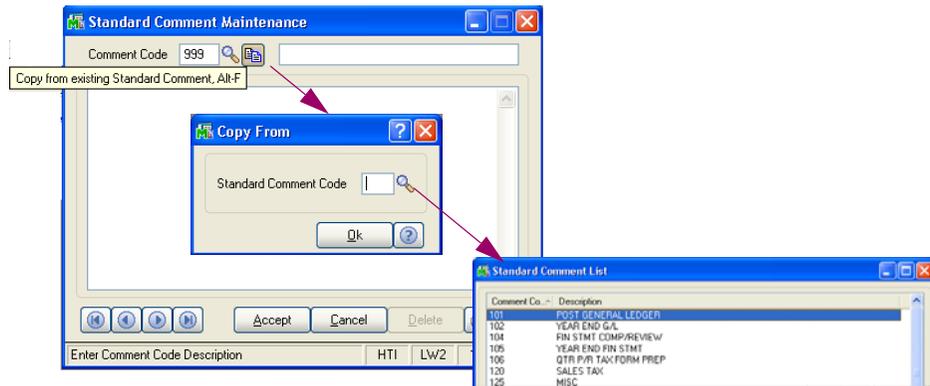


Standard Comment Maintenance Window

- 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.



Standard Comment Maintenance Window

- 3 Enter a description to identify this standard comment code in the Description field.

- 4 Enter the comment in the Text field.

This field is a standard Sage MAS 90 or 200 text edit box, so you may type as much textual information as needed. The edit box will simply continue scrolling lines as you type. Full Windows cut, paste, and edit capabilities apply within this text box.

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

Work Code Maintenance

The Work Code Maintenance feature enables you to maintain work codes used to identify each type of service, work, and reimbursable expense that you want to track for billing and reporting purposes.

Using Work Code Maintenance

Use Work Code Maintenance to define rate methods/codes, billing rates and amounts, posting methods and General Ledger accounts, taxes and whether this type of work is subject to exemption or not.

Establishing Work Codes

Work codes are sometimes referred to as service codes. For each work code, you can specify the [category code](#) (see page 109), billing rate, and General Ledger revenue or expense account.

Work Code Maintenance Window

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



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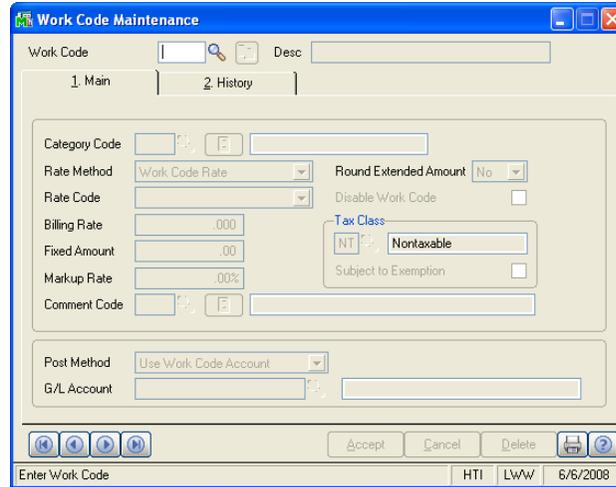


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Set Up a Work Code

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

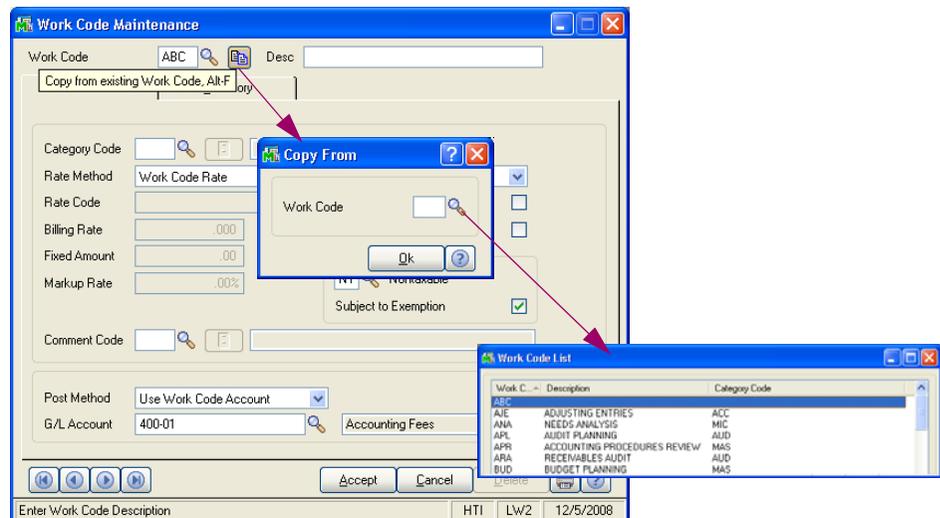


Work Code Maintenance Window - Main Tab

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

- Type a new code to create a new work code.
- Click the button to search for a work code that is already available in Time and Billing Professional, so you can change the settings.
- Use the buttons to access the desired information.

- 3 Click the button to create a new work code by copying the information from an existing work code.



Work Code Maintenance Window - Main Tab



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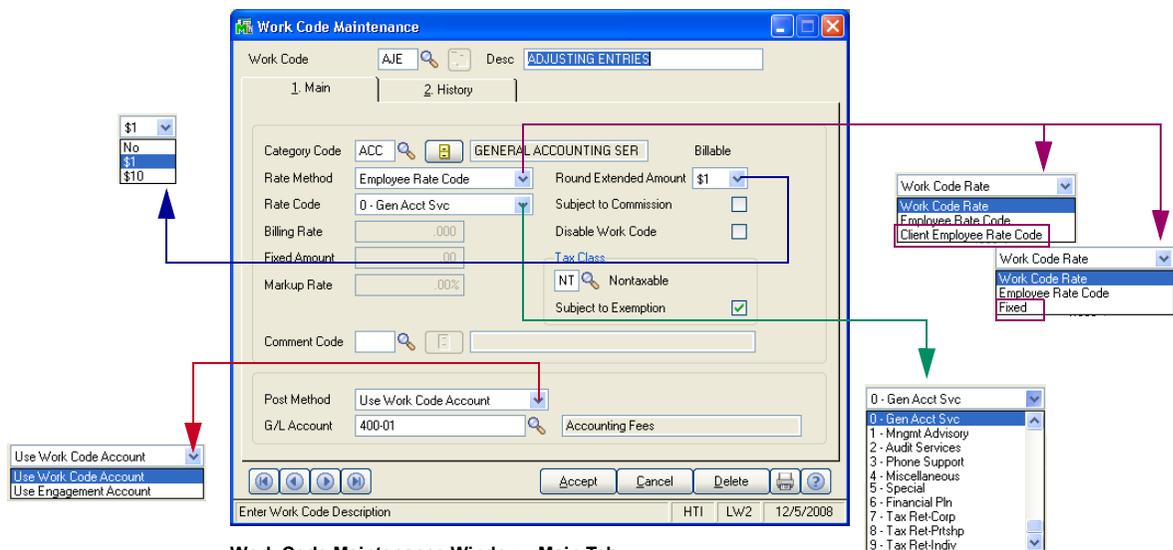
- 4 Enter a description for the work code in the **Desc** field.
- 5 [Create the work code](#) on the **Main** tab (see page 113).
- 6 [View the history of the work code](#) on the **History** tab (see page 116).
- 7 Click **Accept** to save the changes.

General Settings

Use the Main tab of the Work Code Maintenance window to enter/maintain information for a specific work code. The work code is assigned to a category code on this tab along with entering other pertinent information, such as rate code and rate method, billing rate, assignment of a comment code (if desired), taxes, and posting information.

Create the Work Code on the Main Tab

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



Work Code Maintenance Window - Main Tab

- 1 After entering the work code and its description, select or enter the three-character category code for the work code in the **Category Code** field.
 - Click the button to search for a category code that is already available in Time and Billing Professional.
 - Click the button to update the category by launching the [Category Maintenance](#) window (see page 108).
- 2 Select the billing rate for the work code from the **Rate Method** field. Options include:



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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.

- 3 Select the rate for the employee from the **Rate Code** field. Select one of the billing rates created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

This field is available only if **Employee Rate Code** is selected in the **Rate Method** field.

- 4 Enter the billing rate for a work code or employee in the **Billing Rate** field. You may enter a rate with up to three decimals.

This field is available only if **Work Code Rate** or **Client Employee Rate Code** is selected in the **Rate Method** field.

- 5 Enter the fixed expense amount (up to two decimals) in the **Fixed Amount** 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.

- 6 Enter a markup percentage for fixed rates in the **Markup Rate** field. You may enter a value with up to two decimal places.

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

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

- Click the  button to search for a comment that is already available in Time and Billing Professional.
- Create a new comment code by typing the new code, clicking **Yes** at a dialog, and launching the [Standard Comment Maintenance](#) window (see page 109).
- Click the  button to update the comment information by launching the Standard Comment Maintenance window.

- 8 Select how to round dollar amounts on the [Time/Expense Entry](#) (see page 193) and [Edit Work in Process Entry](#) (see page 269) windows from the **Round Extended Amount** field.



- Select **No** for no rounding.
 - Select **\$1** to round to the nearest dollar.
 - Select **\$10** to round to the nearest 10 dollar amount.
- 9** Select the **Subject to Commission** check box if the work code is subject to commission.
- 10** Select the **Disable Work Code** check box to mark a work code as disabled.

If a user selects a disabled work code in [Time/Expense Entry](#) (see page 193), the user will be notified that the work code is unavailable, and the field will be cleared.

- 11** 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. Click the  button to list all sales tax classes enabled in Time and Billing Professional.
- 12** Select the **Subject to Exemption** check box if the work code is subject to tax exemption.
- 13** 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.
- 14** Select the General Ledger account number used to post revenue or expenses for the work code from the **G/L Account** field.
- 15** Click the next tab to continue.

Historical Data

Use the History tab of the Work Code Maintenance window to view/maintain historical information about a specific work code. Billable hours, billable amounts, billed fees, and write ups/downs are tracked on this tab and accumulated for the period, current year, and previous year.



View the History of a Work Code on the History Tab

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

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 in the **Period to Date**, **Year to Date**, and **Last Year** fields.

- 2 Change the number of **Billable Hours** posted to the work code.

This field is automatically updated by the information in the [Time/Expense Journal](#) (see page 199), [Edit Work In Process Selection Register](#) (see page 265), and the [Edit Work In Process Journal](#) (see page 274) updates.

- This field will be displayed as **Billable Hours** if the category code is marked as **Billable**.
- This field will be displayed as **Non-Billable Hours** if the category code is marked as **Non-Billable**.
- This field will be displayed as **Expense Units** if the category code is marked as **Billable Expense**.
- This field will be displayed as **Non-Billable Units** if the category code is marked as **Non-Billable Expense**.

- 3 Change the dollar value of the **Billable Amount** posted to the category code for the work code.

This field is automatically updated by the information in the [Time/Expense Journal](#) (see page 199), [Edit Work In Process Selection Register](#) (see page 265), and the [Edit Work In Process Journal](#) (see page 274) 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 109.)



- This field will be displayed as **Billable Amount** if the category code is marked as **Billable** or **Billable Expense**.
- This field will be displayed as **Non-Billable Amount** if the category code is marked as **Non-Billable** or **Non-Billable Expense**.

4 Change the fee or expense amount for **Billed Fees** for the work code.

This field is automatically updated during the [Billing Register](#) (see page 254) update.

5 Enter the **Write Ups/Downs** between the fee or expense billed and the work in process amount accumulated for the work code.

This field is automatically updated during the [Billing Register](#) (see page 254) update.

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

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.

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



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]			[SUBTOT_EXPNS\LR]		
[END_EXPNS]					
	TOTAL EXPENSES:		[55\~LR]		
[END_BODY]					
[START_TOT\2]					
	SALES TAX:	[TAX_AMT\LR]			
	AMOUNT DUE:	[INV_AMT\~R]			
[END_TOT\2]					
PAYMENT DUE UPON RECEIPT					

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	BALANCE DUE
[CURRENT\S]	[AGED_1\S]	[AGED_2\S]	[AGED_3\S]	[AGED_4\S]	[69\S]

FORMAT CODE A--Detail Bill by Date

The following table describes billing format code A.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30



FORMAT CODE B--Detail Bill, No Detail Amounts

The following table describes billing format code B.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE C--Summary Bill by Category

The following table describes billing format code C.

Print Non-Billable Transactions	No
Print Fees Format	Summary by Category
Print Expenses Format	Detail by Category
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE D--Summary Bill, One Total

The following table describes billing format code D.

Print Non-Billable Transactions	No
Print Fees Format	Total Only
Print Expenses Format	Total Only
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30



FORMAT CODE E--Progress Bill by Date

The following table describes billing format code E.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	30

FORMAT CODE F--Detail Retainer Bill

The following table describes billing format code F.

Print Non-Billable Transactions	No
Print Fees Format	Detail by Date
Print Expenses Format	Detail by Date
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	28

FORMAT CODE G--Summary Retainer Bill

The following table describes billing format code G.

Print Non-Billable Transactions	No
Print Fees Format	Summary by Category
Print Expenses Format	Detail by Category
Standard or Wide Format	Standard
Number of Lines Per Page	00
Number of Lines for Invoice Body	28



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 132), the sample [default billing formats](#) (see page 117), and the [Billing Format Code Listing](#) (see page 132) included in this chapter.

Once the billing format code has been generated, it can be used during [Client Maintenance](#) (see page 163) or [Billing Data Entry](#) (see page 220) for each invoice to be printed during [Invoice Printing](#) (see page 250).

Establishing Billing Formats

You can assign a specific Billing Format Code to each client/engagement with the Billing Format Maintenance window. For each billing format, you can choose from predefined data fields or free-form text and specify where each field should be printed on your invoices.



NOTE: If the **Use Graphical Forms** check box is selected on the **Billing** tab in [Time and Billing Professional Options](#) (see page 96), the [Crystal Billing Format Maintenance window](#) (see page 147) appears.

Billing Format Maintenance Window

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



Set Up a Billing Format

- 1 From the **Setup** menu of the Time and Billing 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.
 - Type a new code to create a new format. You can click the **Copy From...** button on the **Main** tab to create a new form by copying another form.
 - Click the button to search for a format code that is already available in Time and Billing 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 [Create the billing format](#) on the **Main** tab (see page 123).
- 5 [Change the content of a form](#) on the **Form** tab (see page 125).
- 6 Click **Accept** to save the changes.

General Settings

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



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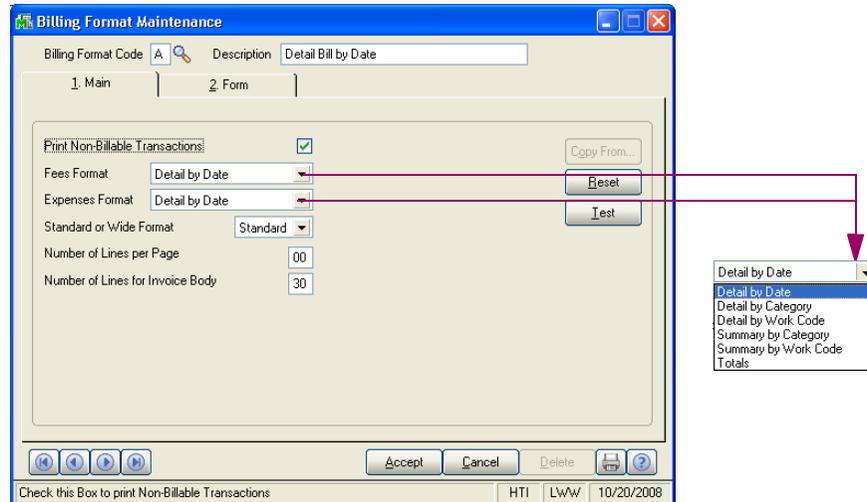


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Create the Billing Format on the Main Tab

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



Billing Format Maintenance Window - Main Tab

- 1 After entering the billing format code and its description, select the **Print Non-Billable Transactions** check box to allow non-billable transactions to print on the billing format.
- 2 Select the format for printing fees from the **Fees Format** field. Options include:
 - Detail by Date**
 - Detail by Category**
 - Detail by Work Code**
 - Summary by Category**
 - Summary by Work Code**
 - Totals**
- 3 Select the format for printing expenses from the **Expenses Format** field. Options include:
 - Detail by Date**
 - Detail by Category**
 - Detail by Work Code**
 - Summary by Category**
 - Summary by Work Code**
 - Totals**
- 4 Select the report page format from the **Standard or Wide Format** field.
 - Select **Standard** to print 78 characters per line
 - OR**
 - Select **Wide** to print 128 characters per line.



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- 5 Enter the number of lines for the invoice form in the **Number of Lines Per Page** field. This number must be equal to or greater than the combined total of lines for the invoice Header, Body, and Totals sections.

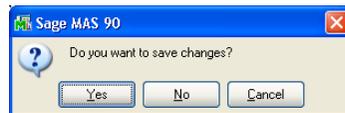
Enter **0** (zero) to perform an automatic form-feed at the end of each page.

 **NOTE:** The printer must be configured properly to match the invoice form in order to use the form-feed feature.

- 6 Enter the number of lines for the Body section of the invoice form in the **Number of Lines For Invoice Body** field.

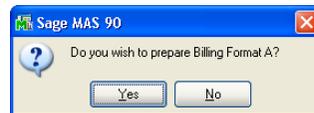
Enter **0** (zero) to use the [Billing Format Markers](#) to define the location of the Body section on the invoice.

- 7 Click the  button to print a "test" invoice with asterisks printed in the selected fields. This feature allows you to view the changes to an invoice before committing the changes. The following dialog box appears.



Sage MAS 90 Dialog

- 8 Click **Yes** to save the changes. The following dialog box appears.



Sage MAS 90 Dialog

- 9 Click **Yes** to prepare the form.
- 10 To reset the format of the current billing format code to its default setting, click the  button. The form is reset to the original default settings.

The **Reset** button is displayed only if you are using billing format codes **A-G**.

- 11 Click the next tab to continue.

Form Settings

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



Change the Content of an Invoice Form on the Form Tab

- 1 Click the **Form** tab from the Billing Format Maintenance window to access a view of the invoice form layout.

Billing Format Maintenance Window - Form Tab

The Form tab consists of two sections: the Data Item section and the Billing Format Layout section.

- The 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.
- Click the  button to remove a line from the form.
- Add a data item to the form.
 - a Right-click the item you want to insert from one of the three Data Item sections.
 - b Move your mouse to the desired location of insertion in the Billing Format Layout section.
 - c Click your right mouse button, and select **Paste** from the pop-up menu. The item appears on the form.



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- Add [special format commands](#) (see page 143) 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.

- Add additional lines of text.

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

- Change any information already available on the form.

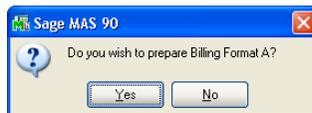
You can type over or delete any information already listed on the form.

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

OR

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.

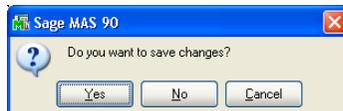
- If you click **Accept**, the following message appears.



Sage MAS 90 Dialog

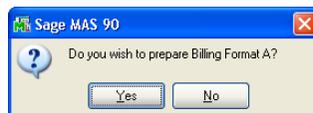
- Click **Yes** to prepare the form.

- If you click **Test** from the **Main** tab, the following dialog box appears.



Sage MAS 90 Dialog

- Click **Yes** to save the changes. The following dialog box appears.



Sage MAS 90 Dialog

- Click **Yes** to prepare the form.



Using Billing Format Markers

Use the Billing Format markers to designate where a specific section begins and ends on the invoice form. In addition to the Header, Body, and Totals markers, markers are available to designate the Fees and Expenses subsections within the Body section of the invoice.

The marker fields only designate the positions for the sections and subsections and do not print any data at the designated positions. When a marker is used, it is important that no other markers, data items, or text be placed on the same line.

Use of the marker fields to designate sections and subsections is strictly optional. However, only data items appropriate for Header and Totals sections are printed outside marker sections. Data fields for fee or expense detail lines are printed in the appropriate Fees or Expenses subsection within the Body section of the invoice.

Each section or subsection is defined by two sets of markers.

- The beginning of a section or subsection is marked by the start marker. For example, the beginning of the Header section is marked by [START_HEAD].
- A corresponding end marker is used to define the end of a section or subsection. The end of the Header is marked by [END_HEAD].

 **NOTE:** You must always specify both the start and end markers for a section or subsection.

The following illustration displays the Body and Totals sections of a typical billing format for an invoice that includes detail lines for fees and expenses:

```

FOR PROFESSIONAL SERVICES RENDERED:

[START_BODY]
[START_FEES]
[LN_DATE][LN_EXT_COMM]                [BILL_AMT]

[END_FEES]                                TOTAL FEES: [TOT_FEES]

[START_EXPNS]
[LN_DATE] [WORK_CD_DESC]                [BILL_AMT]

[END_EXPNS]                                TOTAL EXPENSES: [TOT_EXPNS]

[END_BODY]
[START_TOT\1]                                AMOUNT DUE: [INV_AMT]

[END_TOT\1]
    
```



Notice that the fees and expenses are within the [START_BODY] and [END_BODY] markers. The total of all fees, [TOT_FEES], will print after the last fee detail line is printed. Similarly, the total of all expenses, [TOT_EXPNS], will print after all expense lines.

Header Markers

The Header section of the invoice is marked by the [START_HEAD] and [END_HEAD] marker fields. Any text and data fields within these two markers will only print on the first page of the invoice. If you want to print information such as the client name or invoice number on each page of the invoice, do not use these data items inside the Header section. 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 130) and [Subtotal Data Items](#) (see page 130) 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 130) and [Subtotal Data Items](#) (see page 130) will be included in this subsection.



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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.

- 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.



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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 on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).

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 123).

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 **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).

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 123).

- 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 123).

- 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.



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- 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



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Item	Group	Name	Description	Size	Type	Additional Information
12	Header	COMP_ADD4	Company Address Line 4	35	-	Company Maintenance Address field
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



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Item	Group	Name	Description	Size	Type	Additional Information
26	Header	CLNT_CONTACT	Client Contact	30	-	Client Maintenance Main tab Primary Contact field
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



Item	Group	Name	Description	Size	Type	Additional Information
44	Header	ENGMT_DESC	Engagement Description	30	-	Client Maintenance Description field
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 ¹	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 EmPLY 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



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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 ³	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 ²	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 ^{4,5}	Category Total for Hours	5.2	F	Calculation
74	Subtotal	SUBTOT_FEES ^{4,5}	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 ^{4,5}	Category Total for Expense Units	5.2	E	Calculation
78	Subtotal	SUBTOT_EXPNS ^{4,5}	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 ⁶	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 ⁶	Invoice Amount	8.2	-	<i>Formula:</i> TOT_FEES+TOT_EXPNS+TAX_AMT



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Item	Group	Name	Description	Size	Type	Additional Information
85	Header/ Total	NET_INV_AMT ⁷	Net Invoice Amount	8.2	-	Formula for Final Progress bills: INV_AMT - PROG_BALANCE Formula for Retainer bills: INV_AMT - RET_APPLIED
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 ⁶	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 ⁸	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 ⁹	Start First Page of Header Section	-	-	-
99	Marker	END_HEAD ⁹	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 ¹⁰	Start of Fees Section	-	-	-
103	Marker	END_FEES ¹⁰	End of Fees Section	-	-	-
104	Marker	START_EXPNS ¹⁰	Start of Expenses Section	-	-	-
105	Marker	END_EXPNS ¹⁰	End of Expenses Section	-	-	-
106	Marker	START_TOT ¹¹	Start of Totals Section	-	-	-
107	Marker	END_TOT ¹¹	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



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



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Item	Group	Name	Description	Size	Type	Additional Information
120	Detail	LN_WIP_AMT	Work in Process Amount	8.2	FE	Billing Data Entry Detail tab Bill Amount field
121	Subtotal	SUBTOT_WIP ⁵	Subtotal WIP Amount	8.2	FE	Calculation
122	Subtotal	SUBTOT_WUD ⁵	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			



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- 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 Professional 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 Professional 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.

Crystal Billing Format Maintenance

Use the Crystal Billing Format Maintenance feature to utilize Crystal Reports to format and print your Time and Billing Professional invoices. The Crystal Billing Format Maintenance window appears if you selected the **Use Graphical Forms** check box on the **Billing** tab on the [Time and Billing Professional Options](#) window (see page 96).

Maintaining Billing Format Codes

Billing format codes are maintained in parallel between the Crystal Billing Format Maintenance and the older Billing Format Maintenance to assist in transitioning from the older system to the newer "Crystal" system.

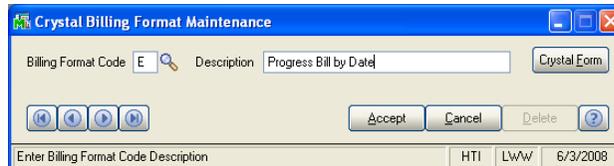
The Billing Format Maintenance feature eliminates the need to keep track of two different sets of billing format codes. It means that if you had billing format codes ranging from "A" to "K" in the old Billing Format Maintenance, those same codes will be available under the newer Crystal Billing Format Maintenance. Also, if you add a new billing format code (for example, Billing Format Code "L") in either the old or new system, that code will be available in the other system.



Only the billing format "code" itself is shared between the old and new reporting systems. The layouts associated with each code, in the old Billing Format Maintenance or the new Crystal Billing Format Maintenance, do not need to have a parallel relationship as the formats are maintained independently.

Create a Crystal Billing Format

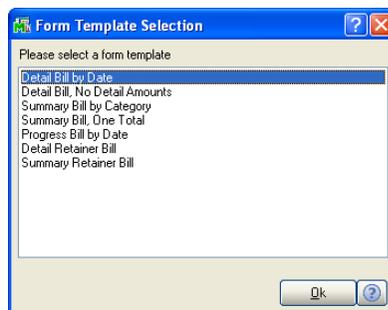
- 1 From the **Setup** menu of the Time and Billing Professional module, select **Billing Format Maintenance**. The Crystal Billing Format Maintenance window appears.



Crystal Billing Format Maintenance Window

- 2 Enter the billing format code in the **Billing Format Code** field.
 - Type a new code to create a new format.
 - Click the button to search for a format code that is already available in Time and Billing Professional, so you can change the settings.
 - Use the buttons to access the desired information.
- 3 If you create your first Crystal Form, Sage MAS 90 or 200 will inform you that no Crystal RPT file exists for the Billing Format Code you entered. Click **OK** at the dialog box.

Sage MAS 90 or 200 will prompt you to select one of the seven templates that exist to start formatting your new Crystal Billing Format. The Form Template Selection window appears.



Form Template Selection Window

- 4 Select one of the seven templates, and click **OK**.
- 5 The **Description** field contains a description of the billing format code you selected (such as Detail Retainer Bill for Code F). Change the description, if necessary.



After selecting a template from the Form Template Selection window, an initial Crystal Form is created. You can leave that form as is, or modify it.

- 6 Click the  button to modify the Crystal Form. The system will launch Crystal Reports and allow you to modify the selected Crystal Form.

After making your desired modifications, you can return to Sage MAS 90 or 200 by closing the Crystal Reports window.

Time and Billing Professional Utilities

The Time and Billing Professional Utilities feature 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.

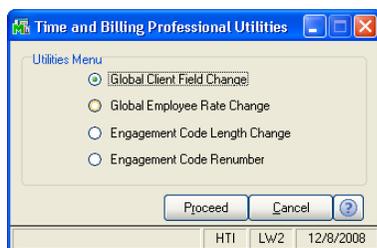
Using Time and Billing Professional Utilities

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

- [Global Client Field Change](#) (see page 150)
- [Global Employee Rate Change](#) (see page 152)
- [Engagement Code Length Change](#) (see page 154)
- [Engagement Code Renumber](#) (see page 154)

Launching Time and Billing Professional Utilities

- a 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

- b Select the radio button next to the desired option, and then click **Proceed** to run the utility.

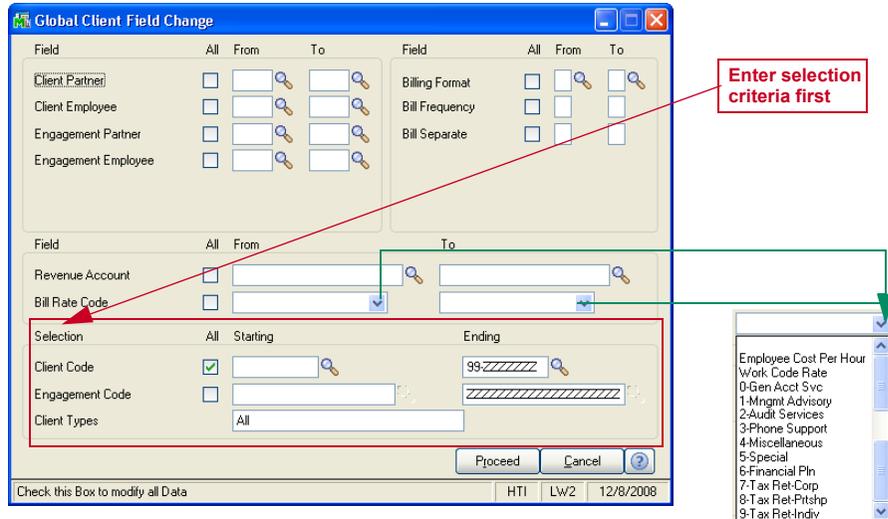
Global Client Field Change

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.



Complete a Global Client Field Change

- 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 **Selection** section of the Global Client Field Change window.
 - a Select **All** to change the information for all items.

OR

 - b Enter a range of items to change the information for in the **Starting** and **Ending** fields.
 - Select the client codes to change the field information for in the **Client Code** field.
 - Select the engagement codes to change the field information for in the **Engagement Code** field.
 - Enter the client types to change the field information for in the **Client Types** field. You may enter up to four alphanumeric characters for each client type you enter. Leave a space between each client type.

The default value of **All** means all client types will be changed.

- 3 Select the **Field** information to change on the Global Client Field Change window.
 - a Select the information to change in the **From** field

AND



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b Select the new information in the **To** field.

OR

c Select **All** to change all the data in a field to the new information.

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

The following table lists the fields you can change.

Field	Description
Client Partner	Change one employee to another employee in the Client Partner fields.
Client Employee	Change one employee to another employee in the Client Employee fields.
Engagement Partner	Change one employee to another employee in the Engagement Partner fields.
Engagement Employee	Change one employee to another employee in the Engagement Employee fields.
Billing Format	Change one billing format code to another billing format code in the Billing Format fields.
Bill Frequency	Change one bill frequency amount to another in the Bill Frequency fields.
Bill Separate	Change one bill separate amount to another in the Bill Separate fields.
Revenue Account	Change one General Ledger to another in the Revenue fields.
Bill Rate Code	Change one bill rate to another in the Bill Rate Code fields.

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

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.



Complete a Global Employee Rate Change

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

Field	Type	Change By	Round?
Cost per Hour	Markup Amount	.000	<input checked="" type="checkbox"/>
Gen Acct Svc	Markup Amount	.000	<input type="checkbox"/>
Mngmt Advisory	Markup Amount	.000	<input type="checkbox"/>
Audit Services	Markup Amount	.000	<input type="checkbox"/>
Phone Support	Markup Amount	.000	<input type="checkbox"/>
Miscellaneous	Markup Amount	.000	<input checked="" type="checkbox"/>
Special	Markup Amount	.000	<input type="checkbox"/>
Financial Pln	Markup Amount	.000	<input type="checkbox"/>
Tax Ret-Corp	Markup Amount	.000	<input checked="" type="checkbox"/>
Tax Ret-Partshp	Markup Amount	.000	<input type="checkbox"/>
Tax Ret-Indiv	Markup Amount	.000	<input type="checkbox"/>

Selection: All Starting Ending

Employee Code:

Office Code:

Employee Level: 0 - Managing Partner | 7 - Clerical

Buttons: Proceed, Cancel, Help

Footer: Check this Box to round new Rate to nearest Dollar | HTI | LW2 | 12/8/2008

Global Employee Rate Change Window

- 2 Select the field information to change in the **Selection** section of the Global Employee Rate Change window.
 - a Select **All** to change the information for all items.

OR

 - a Enter a range of items to change the information for in the **Starting** and **Ending** fields.
 - Select the employees to change the rates for in the **Employee Code** field.
 - Select the offices for which to change the employee rates in the **Office Code** field.

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

- 3 Select the employee levels for which to change the employee rates in the **Employee Level Starting** and **Ending** fields.
- 4 Select the **Field** information to change on the Global Employee Rate Change window.
 - a Select the type of markup from the **Type** field for each billing rate you want to change. You can select:
 - Select **Markup Amount** to markup the billing rate by a specific amount.



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- Select **Markup Percent** to markup the rate by a specific percent .
 - Select **Fixed Amount Change** to change the employee billing rate to a fixed amount
- b** Enter the percentage or amount of change for the billing rate in the **Change By** field. You can enter dollar amounts up to three decimal places.
- c** Select the **Round?** check box to calculate the new rate rounded to the nearest whole dollar amount.

The following table is an example of the custom fields for which you can change the type of markups and percentage or dollar amounts (these fields are defined on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) to suit your company's needs).

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

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

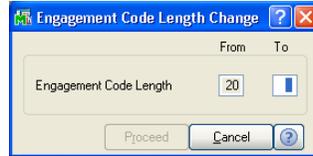
Engagement Code Length Change

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



Change the Engagement Code Length

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



Engagement Code Length Change Window

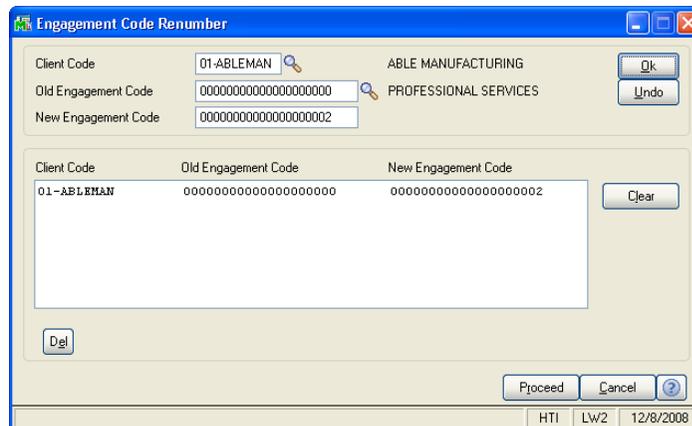
- 2 Enter the new code length in the **To** field. This number can be 4 to 20 characters.
- 3 Click **Proceed**. The system changes the length of the engagement code.

Engagement Code Renumber

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

Change an Engagement Code

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



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 then 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 Use the following command buttons for updating engagement code information.
- To remove an item from the list, highlight the respective line, and click the  button.
 - To remove all items from the list, click the  button.
- 8 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.

Using Memo Manager Maintenance

Use the Memo Manager Maintenance window to view, maintain, and manage memos in Time and Billing Professional.

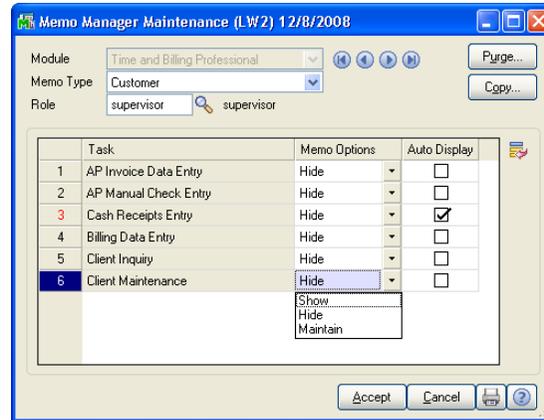
Memo Settings

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 Manager 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.



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

- 5 Select the **Auto Display** check box to allow memos to automatically display when the window (or task) is accessed.



- 6 Click **Accept** to save the changes.
- 7 Use the following command buttons for updating memos.
 - Click **Copy** to [copy the memo settings](#) (see page 157).
 - Click **Purge** to [remove memos](#) (see page 157).

Copying Memo Settings

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

Copy the Memo Settings from One Employee 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 **Copy** 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 **Copy Settings to Role** field. Click the  button to list all roles available.
- 5 Click **Proceed** to copy the data.
- 6 Click **Accept** on the Memo Manager Maintenance window to save the changes.

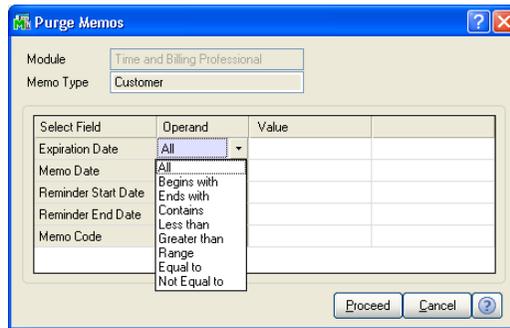
Purging Memos

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

Purge Memos from Specific User Roles in Time and Billing Professional

- 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 **Purge**. 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.

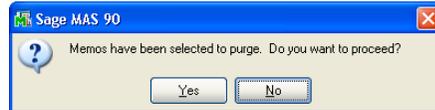
Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified on this row.
Ends With	Returns any record whose field value ends with the filter value specified on this row.
Contains	Returns any record whose field value contains the filter value specified on 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 $fieldValue > filterValue2$.
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.



Chapter 6

Multiple values can be entered using a comma to enlarge the selection criteria. You can also use alternate separators (other than the reserved comma) to separate multiple selection values. The alternate separators include the following: ~ ! @ # \$ % ^ & * () - = [] \ ; " / _ + { } | : < > ?

- 5 Enter the exact date/code 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.

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



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Using the Main Menu

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

How to Use the Main Menu

This chapter does not describe every procedure that can be completed on a Main window. For example, this chapter does not include detailed instructions on how to print or change information from certain windows available in the Main menu. Detailed instructions about changing, deleting, and printing information from the Main windows are available in the *Time and Billing Professional online help*. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Professional Main Menu

The Time and Billing Professional Main menu contains the options used to create your Client Master file, enter time and expense transactions, process write-offs, and print the necessary audit reports.

Implementing the Main Menu Options

You use the Main menu options to set up clients, enter time and expenses, and update the Sage MAS 90 or 200 system with employee time spent on projects.

Open a Window from the Main Menu

- 1 Click the **Time and Billing Professional** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Main** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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

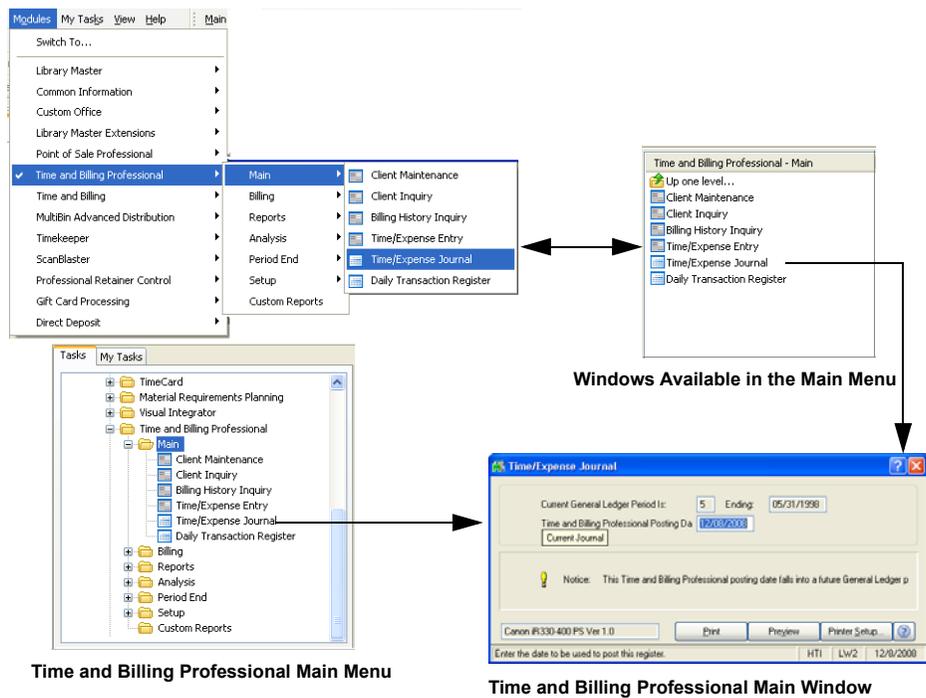


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Select Items from a Lookup List

Many fields in the 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.

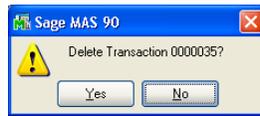
Change a Record

- 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.

- Click **Delete**. The system displays a warning dialog box similar to the following.



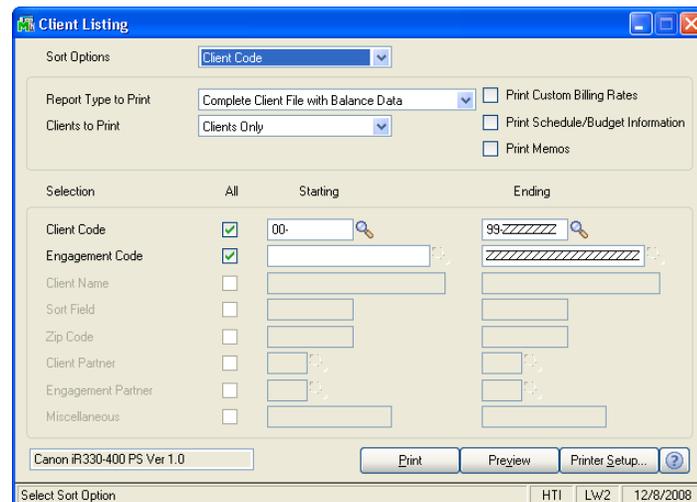
Sage MAS 90 Warning Dialog

- Click **Yes**. The record is deleted.

Print from a Main Window

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

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



Client Listing Window

- Select how to sort the list from the **Sort Options** field.
- Select the type of information to include in the report from the remaining fields on the Listing window. For many fields, you can select all records or a range of information.

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

- Click the **Print** button to print the list, or click the **Preview** button to print preview the list.



Client Maintenance

The Client Maintenance feature enables 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.

Using Client Maintenance

Use Client Maintenance window 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.

Client Maintenance Window

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

Set Up a Client

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

T/2 Client Maintenance Window

- 2 Click the  button to [copy a client engagement](#) (see page 165) if the engagements are similar. You have to perform this BEFORE selecting the client from the Client Code field.
- 3 Enter or select a client in the **Client Code** field.
 - 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.
 - Use the  buttons to access the desired information.



Chapter 7

- After you select a client, the  button becomes available. Click this button to update the client by launching the Accounts Receivable Customer Maintenance window.

4 Enter or change the client's name in the **Name** field.

5 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 168) for creating a new engagement.

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

7 [Enter or update basic data](#) about a client on the **Client** tab (see page 166).

8 [Enter or update engagement information](#) on the **Engagement** tab (see page 168).

- [Copy the information for a client/engagement](#) (see page 170).
- [Schedule budgets for engagements](#) (see page 171).
- [View the budget history](#) (see page 173).
- [Create engagement memos](#) (see page 174).

9 [Set up billing procedures](#) for a client on the **Billing** tab (see page 175).

- [Set up a billing address for a client](#) (see page 176).
- [Set up custom billing rates for a client](#) (see page 179).

10 [View the historical billing](#) for a client on the **History** tab (see page 181).

11 [Review the client/engagement invoice](#) on the **Invoice** tab (see page 183).

- [Limit invoices to current engagements](#) (see page 184).

12 [View the Work in Process engagement](#) on the **WIP** tab (see page 185).

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



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Copy Engagements from One Client to Another

You can copy engagements from one client to another, when the engagements are very similar. .

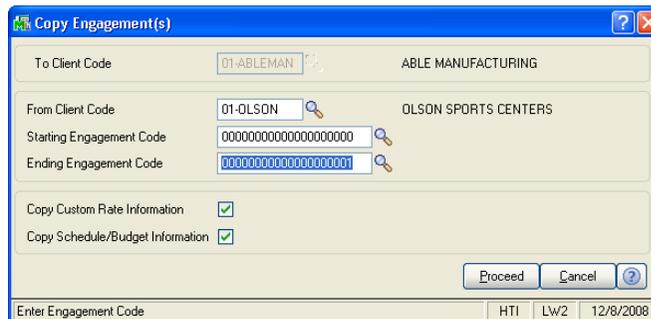
 **NOTE:** You must use this feature BEFORE selecting a client from the **Client Code** field on the Client Maintenance window.

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



T/2 Client Maintenance Window - Copy Engagements Button

- 2 Click the  button to copy a client engagement. The Copy Engagement(s) window appears.



Copy Engagement(s) Window

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

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

 **HINT:** You can copy several engagements by entering a range of numbers in the **Starting Engagement Code** and the **Ending Engagement Code** field. To copy only one engagement, select the same number in both fields.

- 7 Select the **Copy Custom Rate Information** check box to copy any custom rates configured for the engagement to the new engagement.



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- 8 Select the **Copy Schedule/Budget Information** check box to copy any schedules or budgets configured for the engagement to the new engagement.
- 9 Click **Proceed** to copy the engagement.

General Settings

The Client tab of the T/2 Client Maintenance window stores general information on the specified client, such as address, contacts, referrals, as well as user-defined fields' information.

View and Enter Basic Data about a Client on the Client Tab

When you select **Client Maintenance** from the **Main** menu of the Time and Billing Professional module, the **Client** tab of the T/2 Client Maintenance window displays by default.

T/2 Client Maintenance Window - Client Tab



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.

- 1 Click the Map () button available in the **Address** field to access www.mapquest.com and view the location map or find the directions.
- 2 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.
- 3 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



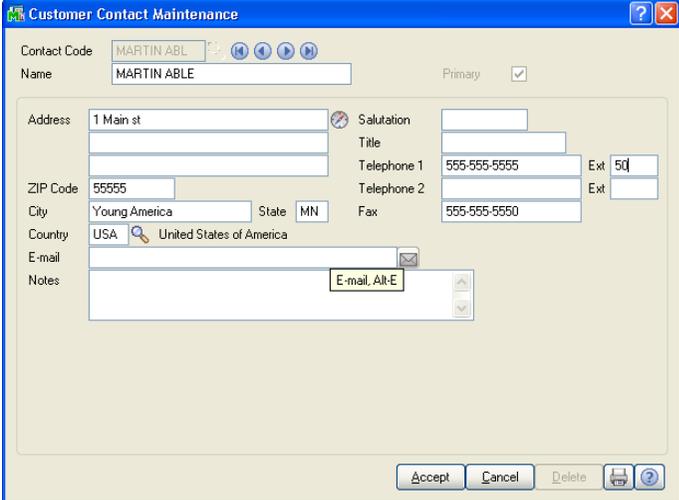
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- Click the  button to select the client code from the Lookup.
 - You can also just type the name of a person as the referral.
- 4** Enter or select a primary contact for the client in the **Primary Contact** field.
- Click the  button to search for a contact that is already enabled in Time and Billing Professional.
 - Create a new contact by entering a new code, clicking **Yes** at a dialog, and launching the Accounts Receivable Customer Contact Maintenance window.
 - Click the  button to update a contact by launching the Accounts Receivable Customer Contact Maintenance window.



The screenshot shows the 'Customer Contact Maintenance' window with the following data entered:

- Contact Code: MARTIN ABL
- Name: MARTIN ABLE
- Address: 1 Main st
- ZIP Code: 55555
- City: Young America
- State: MN
- Country: USA
- Telephone 1: 555-555-5555
- Telephone 2: (empty)
- Fax: 555-555-5550
- E-mail: (empty)

A/R Customer Contact Maintenance Window

For more detailed information, see *Accounts Receivable manual* or *online help* by Sage Software.

- 5** Enter or select an employee partner responsible for the client in the **CInt Partner** field.
- Click the  button to search for a client partner that is already enabled in Time and Billing Professional.
 - Create a new client partner by entering a new code, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
 - Click the  button to update an employee partner by launching the Employee Maintenance window.
- 6** Enter or select an employee responsible for the client in the **CInt Employee** 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, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
- Click the  button to update a client employee by launching the Employee Maintenance window.

7 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 98).

8 Click the next tab of the Client Maintenance window to continue.

Engagement Information

The Engagement tab of the Client Maintenance window allows you to create and maintain engagements for clients, as well as define contacts, budget/schedule, and create/update memos.

Set Up Client/Engagements on the Engagement Tab

- 1 Click the **Engagement** tab of the T/2 Client Maintenance window 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 [Schedule / Budget Maintenance](#) (see page 171).

- 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 [Schedule / Budget Maintenance](#) (see page 171).

- 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.
 - Create a new employee partner by entering a new code, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
 - Click the  button to update the employee by launching the Employee Maintenance window.
- 11 Enter or select an employee responsible for the client/engagement in the **Engmt Empty** 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, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
 - Click the  button to update the employee by launching the Employee Maintenance window.
- 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, clicking **Yes** at a dialog, and launching the [Accounts Receivable Customer Contact Maintenance](#) window (see page 167).

You can also launch the Accounts Receivable Customer Contact Maintenance window by clicking **Contacts**.



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 Use the following command buttons to enter additional information for a client/engagement.

- Click the  button to create a new contact on the Accounts Receivable Contact Maintenance window.
- Click the  button to [copy the information for a client/engagement](#) (see page 170).
- Click the  button to [schedule budgets for engagements](#) (see page 171).
- Click the  button to [create engagement memos](#) (see page 174).

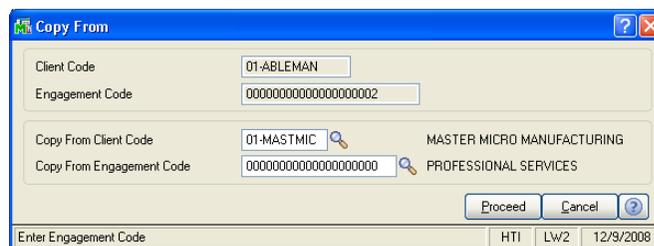
16 Click the next tab of the Client Maintenance window to continue.

Copying Client Information

Use the **Copy From** button on the Engagement tab of the Client Maintenance window to copy information from existing client when defining a new engagement. After you copy the information, you can modify the information that is unique to the new client.

Change the Information for a Client/Engagement

1 From the **Engagement** tab of the T/2 Client Maintenance window, click the  button. The Copy From window appears.



Copy From Window

2 Select the client to copy the information from in the **Copy From Client Code** field.



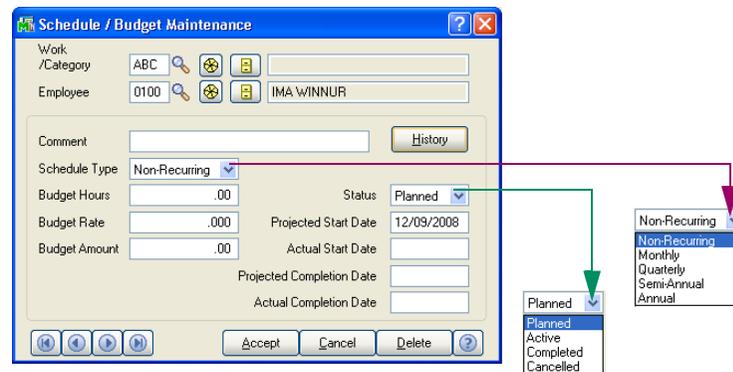
- 3 Select the engagement to copy the information from in the **Copy From Engagement Code** field.
- 4 Click **Proceed** to copy the information.

Entering Schedule and Budget Information

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 173).

Schedule Budgets for Engagements

- 1 From the **Engagement** tab of the T/2 Client Maintenance window, click the  button. The Schedule/Budget Maintenance window appears.



Schedule/Budget Maintenance Window

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

> For a Work Code:

- Click the  button to select one work code.
- Click the  button to set the schedule for all work codes.
- Use the  buttons to access the desired information.
- Create a new work code by typing a new code, clicking **Yes** at a dialog, and launching the [Work Code Maintenance](#) window (see page 111).
- Click the  button to update a work code via the Work Code Maintenance window.

> For a Category Code:

- Type "/" in the text box.
- Click the  button to select one category code.
- Click the  button to set the schedule for all categories.



- Use the  buttons to access the desired information.
- Create a new category code by typing a new code, clicking **Yes** at a dialog, and launching the [Category Maintenance](#) window (see page 108).
- Click the  button to update a category code via the Category Maintenance window.

3 Enter or select an employee to assign to the task in the **Employee** field.

- Click the  button to select one employee.
- Click the  button to set the schedule for all employees.
- Create a new employee by entering a new employee code, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
- Click the  button to update the employee via the Employee Maintenance window.

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

5 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.

Viewing Budget History

You can use the Schedule/Budget Maintenance feature available on the Engagement tab of the T/2 Client Maintenance window to view the budget history of a task.

Review the Budget History for a Task

1 From the [Schedule / Budget Maintenance](#) window (see page 171), click the **History** button. The Budget History window appears.

	Current Hours	Current Amount	Last Year Hours	Last Year Amount
Budget	900.00	100,000.00	.00	.00
Actual Fee	472.00	48,357.03	.00	.00
Variance Amount	428.00	51,642.97	.00	.00
Variance Percent	-47.56%	-51.64%	.00%	.00%

Budget History Window

2 To update any of the values, click the **Fig** button. The Actual Fee Maintenance window appears.

Current Actual Non-Billable Hours	52.00
Current Actual Billable Hours	420.00
Current Actual Amount	48,357.03
Last Year Actual Billable/Non-Billable Hours	.00
Last Year Actual Amount	.00

Actual Fee Maintenance Window

3 Update the actual billable and non-billable hours in the following fields:

- **Current Actual Non-Billable Hours** field
- **Current Actual Billable Hours** field
- **Last Year Actual Billable/Non-Billable Hours** field

4 Update the revenue for the task in the following fields:



- **Current Actual Amount** field
 - **Last Year Actual Amount** field
- 5 Click **OK** on the Actual Fee Maintenance window. The Budget History window displays the corrected values.
 - 6 Click **OK** to close the Budget History window.

Creating Engagement Memos

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.

Create a Memo for the Engagement

- 1 From the **Engagement** tab of the T/2 Client Maintenance window, click the  button. The Engagement Memo Maintenance window appears.

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 Select the **Display During Data Entry** check box 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.

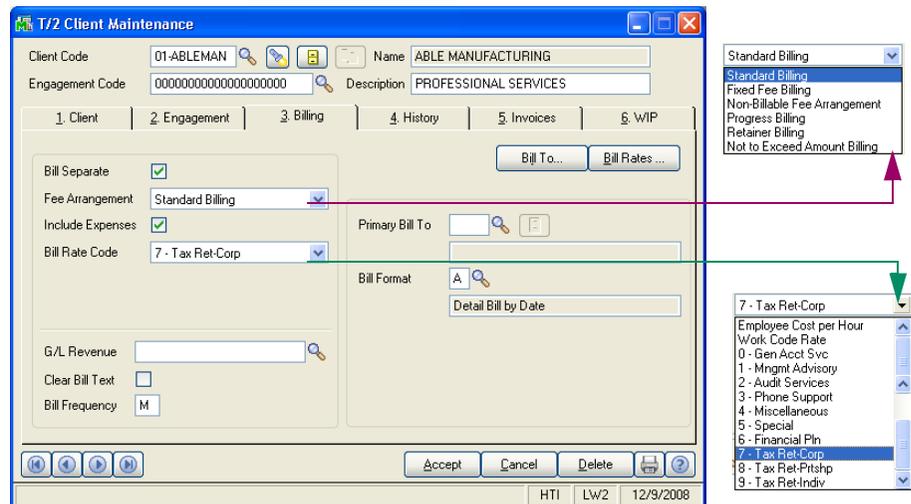


Billing Operations

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

Set Up Billing Procedures for a Client on the Billing Tab

- 1 Click the **Billing** tab on the T/2 Client Maintenance window to access the billing information.



T/2 Client Maintenance Window - Billing Tab

- 2 Select the **Bill Separate** check box 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. 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 Select the **Include Expenses** check box to include expenses in the distribution bill amount during [Billing Data Entry](#) (see page 220).
- 5 Select a billing rate for the client/engagement from the **Bill Rate Code** field.



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

These fields are available only if **Retainer Billing** is selected in the **Fee Arrangement** field.

- 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 Select the **Clear Bill Text** check box to clear Bill Text and Category Bill Text during the [Billing Register](#) update (see page 254).

- 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.

- Click the  button to select an existing address enabled in Time and Billing Professional.
- Create a new address by entering a new code, clicking **Yes** at a dialog, and launching the [Client Bill To Address Maintenance](#) window (see page 176).
- Click the  button to update the 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 of the Client Maintenance window to continue.

Setting Up Client's Billing Address

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.



Create a Billing Address for a Client

- From the **Billing** tab of the T/2 Client Maintenance window, click the **Bill To...** button. The Client Bill To Address Maintenance window appears.

Client Bill To Address Maintenance Window

- Enter or select a bill to code in the **Bill To Code** field.
 - Click the button to select an existing address from the Lookup.
 - Type a new code to create a new address.
 - Use the buttons to access the desired information.
- Enter the name of the address location in the **Name** field.
- Select the **Default** check box to mark the billing address as the default address.
- Select the **Global** check box if this is the main address for the client.
- Enter the client's address in the **Address** field.
- Click the Map () button available in the **Address** field to access www.mapquest.com and view the location map or find the directions.
- Enter the client's zip code in the **ZIP Code** field.
 - When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

OR

 - Enter the billing city in the **City** field.
 - Enter the billing state in the **State** field.
 - Enter or select the country in the **Country** field.



- Type the appropriate country code.

OR

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

OR

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

See the *Time and Billing Professional online help* for detailed information.

9 Enter the client's phone number and extension in the **Telephone** and **Ext** fields.

10 Enter the client's fax number in the **Fax** field.

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

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

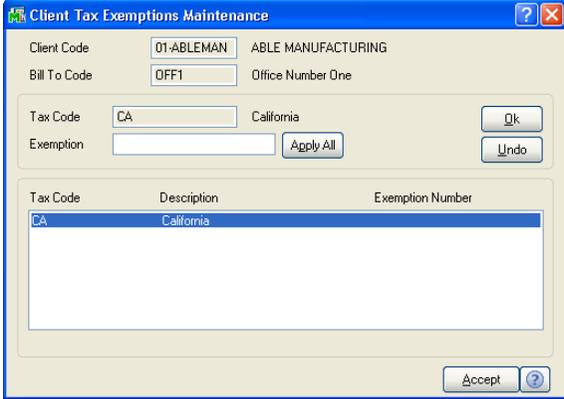
13 Enter or select a contact for the client/engagement in the **Contact** field.

- 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, clicking **Yes** at a dialog, and launching the [Accounts Receivable Customer Contact Maintenance](#) window (see page 167).

14 Enter any other additional information about the client in the **Memo** field.

15 Select the sales tax schedule for the client from the **Schedule** field.

16 For sales tax exemptions, click the  button to access the Client Tax Exemptions Maintenance window.



Tax Code	Description	Exemption Number
CA	California	

Client Tax Exemptions Maintenance Window

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



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

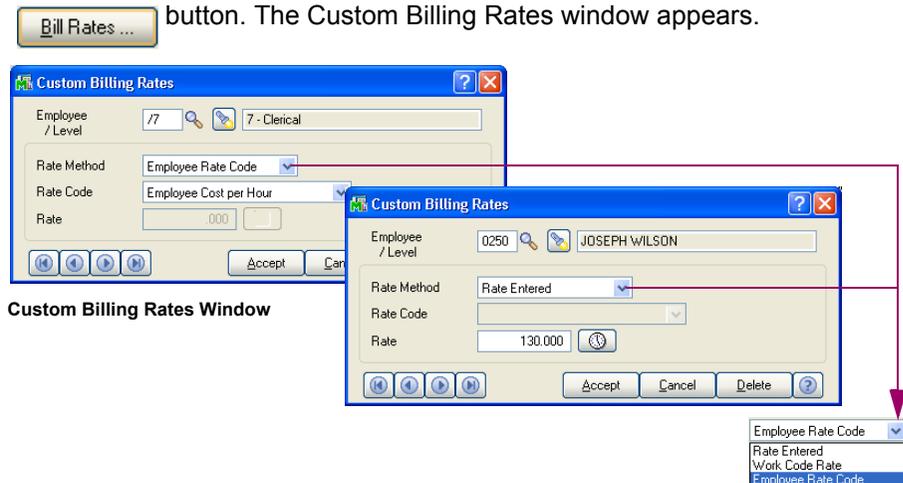
17 Click **Accept** on the Client Bill to Address Maintenance window to save the changes.

Using Custom Billing Rates

Use the **Bill Rates** button on the **Billing** tab of the Client Maintenance window to enter and maintain custom billing rates to be used for a specific client/engagement. You can also define a unique billing rate to be used for a specific employee working on a specific client/engagement. In addition, you can assign a custom billing rate to an employee level. Custom billing rates established here supersede all other billing rates that are otherwise applicable for the client/engagement.

Set Up Custom Billing Rates for a Client

1 From the **Billing** tab of the T/2 Client Maintenance window, click the **Bill Rates ...** button. The Custom Billing Rates window appears.



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.
- Use the buttons to access the desired information.

3 Select the billing rate method from the **Rate Method** field. Options include:

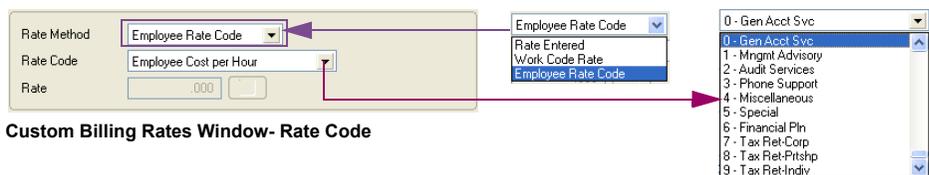


Rate Entered
Work Code Rate
Employee Rate Code

- If you select **Employee Rate Code**, the **Rate Code** field becomes available.
- If you select **Rate Entered**, the **Rate** field becomes available.
- If you select **Work Code Rate**, the **Rate** and **Rate Code** fields will not be available.

4 Select a rate code from the **Rate Code** field.

This field is available if **Employee Rate Code** is selected in the **Rate Method** field.



5 Enter the rate amount in the **Rate** field.

This field is available if **Rate Entered** is selected in the **Rate Method** field.

6 Select the unit of measurement for the billing rate using the **Hours/Units** button. You can bill a customer at a rate per hour or per unit (such as per job). Toggle measurement by clicking the button.

- The  button means the rate is per hour
- The  button means the rate is per unit

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

Historical Data

Use the History tab of the Client Maintenance window to inquire into client/engagement billing history information. Information stored and maintained includes Date and Amount of Last Billing, Last Payment, Last Statement, and Last Finance Charge, along with Period-To-Date, and Year-To-Date billing history information. This information is updated automatically whenever invoices, finance charges, and statements are processed for the client/engagement.



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

- 1 Click the **History** tab from the T/2 Client Maintenance window to access a client's historical 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
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.

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.
- 7 Change the amount the client paid for the last payment in the **Last Payment Amount** field.



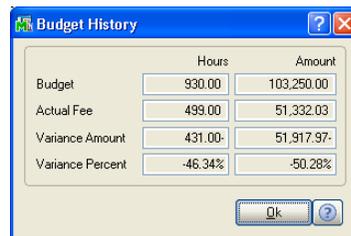
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- 8 Update the information in the **Period to Date**, **Year to Date**, and **Last Year** fields.
 - Change the number of **Billable Hours** charged to the client/engagement.
 - Change the number of **Non-Billable Hours** charged to the client/engagement.
 - Change the dollar value of the **Billable Amount** charged to the client/engagement.
 - Change the dollar value of the **Non-Billable Amount** charged to the client/engagement.
 - Change the dollar value of the **Billed Fees** charged to the client/engagement.
 - Change the dollar value of the **Billed Expenses** charged to the client/engagement.
 - Change the dollar value of the **Write Ups/Downs** charged to the client/engagement.
 - Change the dollar value of the **Receipts** charged to the client/engagement.
- 9 Click the button to display a recap of the detailed budget amounts and hours. The Budget History window appears.



Budget History Window

a View the budget (hours and amount), actual fee (hours and amount), variance amount (hours and amount), and variance percent (hours and amount).

b Click **OK** when finished.

10 Click the next tab of the Client Maintenance window to continue.

Invoice Information

The Invoices tab of the T/2 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.



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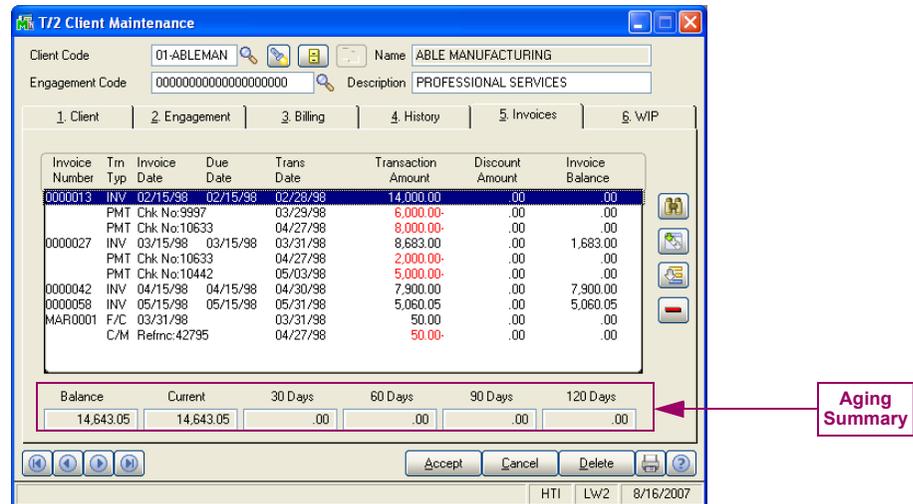


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Review the Client/Engagement Invoice on the Invoices Tab

- 1 Click the **Invoices** tab from the T/2 Client Maintenance window to access client's historical invoices.



T/2 Client Maintenance Window - Invoices Tab

At the bottom of this window, an aging summary containing invoice totals information aged by invoice date for the current client appears. This summary includes the total balance for the current client and a breakdown by the aging categories.

- 2 Use the 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 (see page 184).
 - Select an invoice and click the button to view the invoice details. The [Billing History Inquiry](#) window (see page 188) appears.
 - Click the button to display the full details about each payment amount.

Invoice Number	Trm Typ	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
	Engmt: 00000000000000000000						
	PMT Chk No:9997			03/29/98	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
	Engmt: 00000000000000000000						
	PMT Chk No:10633			04/27/98	2,000.00-	.00	.00
	PMT Chk No:10442			05/03/98	5,000.00-	.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. The "minus" function displays only Time and Billing Professional invoices.

- 3 Click the next tab of the Client Maintenance window 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.

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.



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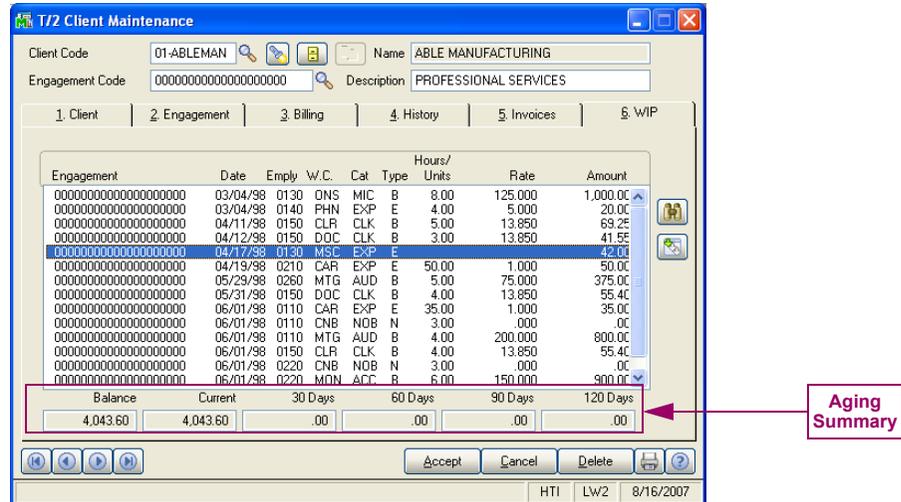
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Work In Process Detail

Use the WIP tab of the T/2 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.

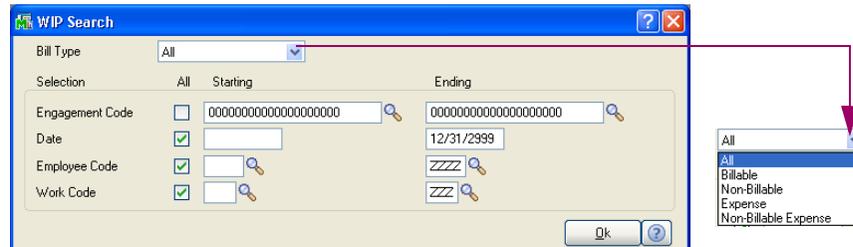
View the Work in Process on the WIP Tab

- 1 Click the **WIP** tab from the T/2 Client Maintenance window to access work in process information.



T/2 Client Maintenance Window - WIP Tab

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



WIP Search Window

- a Select the bill types to include in the search from the **Bill Type** field. Options include:

- All**
- Billable**
- Non-Billable**
- Billable Expense**
- Non-Billable Expense**



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b Select the field information to include in the **Selection** section of the WIP Search window.

- Select **All** to change the information for all items.

OR

- Enter a range of items to change the information for in the **Starting** and **Ending** fields.

- Select the engagement codes to include in the **Engagement Code** field.
- Select the dates to include in the **Date** field.
- Select the employee codes to include in the **Employee Code** field.
- Select the work codes to include in the **Work Code** field.

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

c Click **OK** on the WIP Search window to view the search results.

3 Select an invoice, and then click the  button to view the work in process details. The WIP Drill Down window appears.

WIP Drill Down Window

a View the information on the window. The WIP Drill Down window displays the details of the work in process entry including the Client, Engagement, Employee, Work Code, Category, Bill Type, Hours/Units, Rate, Amount, and Comment information.

b Click **OK** on the WIP Drill Down window when finished.

4 Click **Accept** on the T/2 Client Maintenance window to save the changes.



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Client Inquiry

Use the Client Inquiry feature to quickly review vital information for any specific client.

Using Client Inquiry

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 183). 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 184).

Client Inquiry Window

The Client Inquiry window contains six tabs for different configuration settings: the Client, Engagement, Billing, History, Invoices, and the WIP tab. This window is a read-only version of the [Client Maintenance](#) window (see page 163). The information displayed CANNOT be modified.

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.

The screenshot shows the 'T/2 Client Inquiry' window. At the top, there are fields for Client Code (01-ABLEMAN), Name (ABLE MANUFACTURING), Engagement Code (00000000000000000000), and Description (PROFESSIONAL SERVICES). Below this is a tabbed interface with six tabs: 1. Client, 2. Engagement, 3. Billing, 4. History, 5. Invoices, and 6. WIP. The 'Client' tab is active, displaying various fields: Address (9445 HIGHLAND AVE.), Referred By (MARTIN ABL), ZIP Code (92718), City (IRVINE), State (CA), Telephone (714) 555-4660, Ext (8050), Fax (714-555-9130), Sort (ABLE), Open Item Customer (checked), Industry (MANUFACTURING), Acct Solt? (Y), Year End (1231), and Newsletter (Y). There are also fields for Client Partner (0120, B.A. WINNUR) and Client Empl (0250, JOSEPH WILSON). At the bottom, there are navigation buttons and a status bar showing HTI, Lw2, and 8/16/2007.

T/2 Client Inquiry Window

- 2 Select a client from the **Client Code** field as you would on the [Client Maintenance](#) window (see page 163).
- 3 Select a client engagement from the **Engagement Code** field as you would in Client Maintenance. The window displays the details about the client/engagement.



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Review the information available on the window.

- 4 On the **Main** tab of the Client Inquiry window, you can click the Map () button available in the **Address** field to access www.mapquest.com and view the location map or find the directions.
- 5 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.
- 6 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 [Accounts Receivable Customer Contact Maintenance](#) window (see page 167).
 - Click the  button to access the Schedule/Budget Inquiry window. This window is a read-only version of the [Schedule / Budget Maintenance](#) window (see page 171). The information displayed CANNOT be modified.
 - Click the  button to access the Engagement Memo Inquiry window. This window is a read-only version of the [Engagement Memo Maintenance](#) window (see page 174). The information displayed CANNOT be modified.

See the *Time and Billing Professional online help* for detailed information.

- 7 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 on the Accounts Receivable [A/R Invoice Search](#) window (see page 184).
 - Click an invoice and click the  button to view the invoice details on the [Billing History Inquiry](#) window (see page 188).
- 8 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 on the [WIP Search](#) window (see page 185).
 - Select an invoice, and then click the  button to view the details for a particular engagement on the [WIP Drill Down](#) window (see page 185).
- 9 Click **OK** on the Client Inquiry window when finished.

Billing History Inquiry

The Billing History Inquiry feature allows you to view detailed or summary billing information, 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.



Using Billing History Inquiry

Billed WIP and Bill amounts, along with write-ups/write-downs, are displayed based on the total bill amount for fees and expenses or on separate bill amounts for fees and expenses entered during [Billing Data Entry](#) (see page 220), depending upon your choice in the **Include Expenses** field on the **Billing** tab of the [Client Maintenance](#) window (see page 175). The details of the invoice are also displayed.

Billing History Inquiry Window

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

The information displayed on the window is for viewing only purpose and CANNOT be modified.

View 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.

Billing History Inquiry Window - Header Tab

- 2 Select an invoice to view from the **Invoice Number** field.
 - a Click the button to select the desired invoice.
 - OR
 - b Use the buttons to access the desired information.

The fields on the **Header** tab display the summary of the billing cost. :

NOTE: The fields on the Header tab of the Billing History Inquiry window are view-only and cannot be modified. You can access additional information by clicking the buttons available on this tab.



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- The **Date** field displays the date of the invoice.
- The **Type** field displays the type of invoice.
- The **Client** field displays the client code.
- The **Bill To** field displays where the bill was sent.
- The **Confirm To** field displays the name of the person that confirmed receiving the invoice.
- The **Fax** field displays the client's fax number.
- The **Billed WIP** field displays the Work in Process that the client has been billed for.
- The **Write Up/Down** field displays the additional fees (write up) or discounts (write down) that was included.
- The **Bill Amount** field displays the total amount of the bill.
- The first **Sales Tax** field displays the sales tax added to the bill.
- The **Terms Code** field displays the terms for payment of the invoice.
- The **Salesperson** field displays the name of the client's salesperson.
- The **Schedule** field displays the tax schedule assigned to the invoice.
- The **Taxable** field displays the amount of the bill that can be taxed.
- The **Non-Taxable** field displays the amount of the bill that cannot be taxed.
- The second **Sales Tax** field displays the total sales tax.
- The **Invoice Total** field displays the total value of the invoice.
- The **Net Invoice** field displays the total amount billed to the client.

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. Click **OK** when finished.

Invoice History - Addresses Window



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

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. Click **OK** when finished.

Salesperson	% of Commission
0200 Shelby Westland	50.0000%
0100 Jim Kelby	50.0000%

Split Commission Window

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

Tax Code	Taxable	Non-Taxable	Exempt	Tax Amount
NONTAXABLE	.00	10510.45	.00	.00

Total: .00

Tax Detail Window



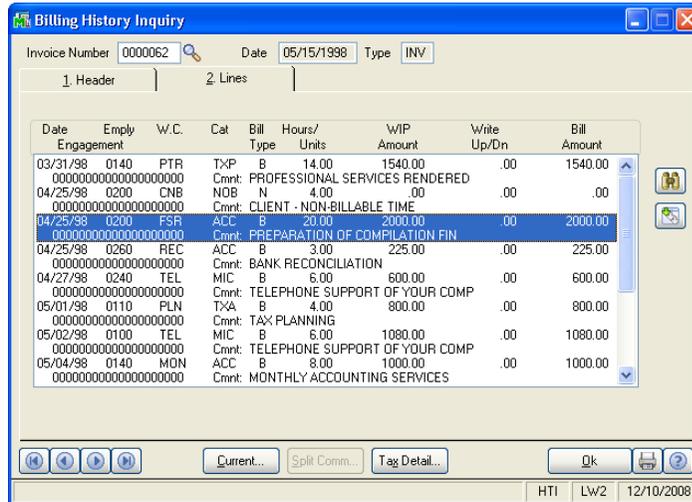
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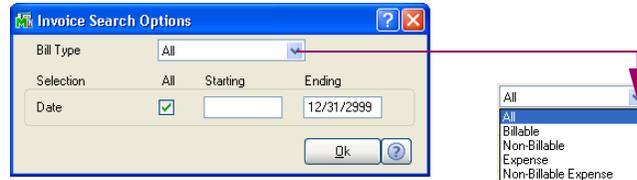
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4 Click the **Lines** tab of the Billing History window to view the billing details.



Billing History Inquiry Window - Lines Tab

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



Invoice Search Options Window

a Select the bill types to include in the search from the **Bill Type** field.

b Select the dates of the engagements to view from the **Date** field.

- Select **All** to change the information for all dates.

OR

- Enter a range of dates in the **Starting** and **Ending** fields.

c Click **OK** to display the search results.



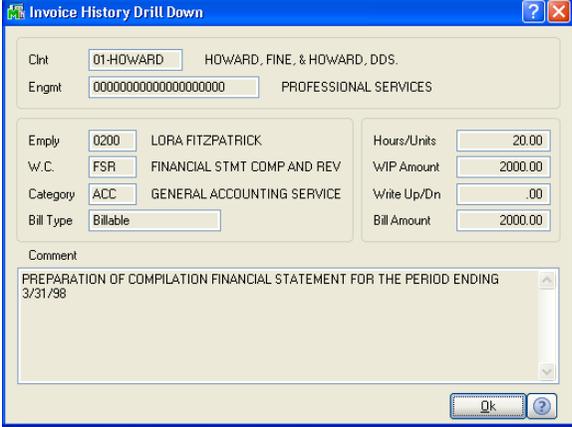
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- 6 Select a line, and click the  button to view the details for a particular engagement. The Invoice History Drill Down window appears.



Invoice History Drill Down Window

- a View the information on the window. The Invoice History Drill Down window displays the details of the invoice including the Client, Engagement, Employee, Work Code, Category, Bill Type, Hours/Units, WIP Amount, Write Up/Down, Bill Amount, and Comment information.
- b Click **OK** on the Invoice History Drill Down window when finished.
- 7 Click **OK** on the Billing History Inquiry window when finished.

Time/Expense Entry

Use Time/Expense Entry to enter all fees and expenses to be recorded for each client/engagement.

Using Time/Expense Entry

With the Time/Expense Entry window, you can 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. 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.

Accessing 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 198) for the Time/Expense Entry window.



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Set the Time/Expense Entry Defaults

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

Time/Expense Entry Defaults Window

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

Time/Expense Entry Window

After setting your Time/Expense Entry defaults, you can start entering your time or expense information.



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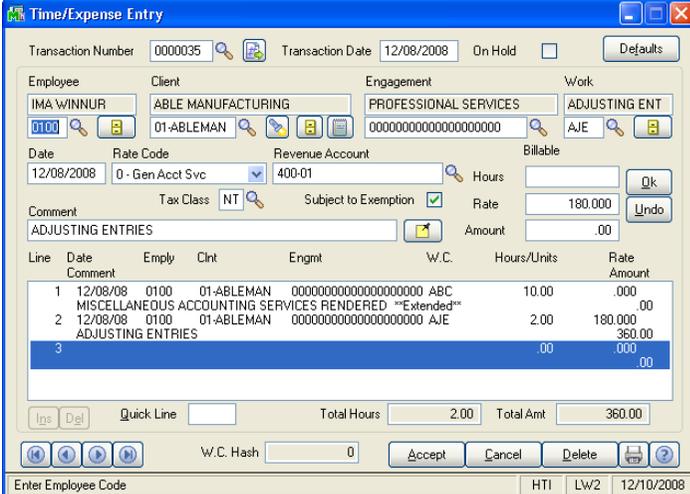
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Enter Time and Expenses

 **NOTE:** All information entered using Time/Expense Entry is updated to the Time and Billing Professional Work in Process file following the [Time/Expense Journal](#) update (see page 199).



Time/Expense Entry Window

- 1 Select an existing time/expense entry transaction number, or create a new transaction number in the **Transaction Number** field.
 - Click the  button to search for an existing time/expense entry transaction.
 - Click the  button to create a new time/expense entry.
 - Use the  buttons to access the desired information.
- 2 Enter the transaction date of this time/expense entry in the **Transaction Date** field.
- 3 You can [place a time/expense entry on hold](#) (see page 199) 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, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
 - 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.



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- 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, clicking **Yes** at a dialog, and launching the *A/R Customer Maintenance* window. Refer to the *Accounts Receivable Manual* or *online help* by Sage Software for detailed information on creating new customers.
- 6 Select the engagement for which you want to bill the client from the **Engagement** field. Click the  button to search for an engagement that is already enabled in Time and Billing Professional.
 - 7 After you select the engagement to bill time and expenses to, you can use the following buttons enabled for the **Client** and **Engagement** fields.
 - You can update the engagement by clicking the  button to launch the [T/2 Client Maintenance](#) window (see page 163).
 - You can update the engagement memo by clicking the  button to launch the [Engagement Memo Maintenance](#) window (see page 174).
 - 8 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, clicking **Yes** at a dialog, and launching the [Work Code Maintenance](#) window (see page 111).
 - After you select the work to bill time and expenses to, you can also launch the Work Code Maintenance window by clicking the  button.
 - 9 Enter the date for the time/expense task in the **Date** field.
 - 10 Select the rate code associated with this time/expense entry from the **Rate Code** field. This field defaults to the rate code assigned to the employee, or to work code.
 - 11 Select the revenue account for the time/expense entry from the **Revenue Account** field. This field defaults to the revenue account assigned to the work code.
 - 12 Select the sales tax class for the time/expense entry from the **Tax Class** field.
 - 13 Select the **Subject to Exemption** check box to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the time/expense entry.
 - 14 Enter a comment to be associated with this time/expense entry in the **Comment** field. This field defaults to the comments assigned to a work code.



15 Click the  button to add extended comments by launching the [Extended Comment Maintenance](#) window (see page 198).

16 Enter the number of hours associated with this time entry in the **Hours** field.

OR

Enter the amount of units associated with this expense entry in the **Units** field.

17 Enter the rate for the time/expense entry in the **Rate** field. This field defaults to the rate assigned to the work code.

18 Enter the total amount for the time/expense entry in the **Amount** field. This field automatically displays the calculated amount based on the data entered in the **Hours/Units** and **Rate** fields.

19 Click **OK** to add the line to the time/expense transaction. The information appears in the list on the Time/Expense Entry window.

The window updates the **Total Hours** and **Total Amount** fields with each time/expense entry.

20 The **Hash** field displays the total of all specified codes. Use this field to determine whether a transaction has been lost or omitted from processing.

 **HINT:** Depending on the selection made in the **Hash Total Field** field on the **Billing** tab in [Time and Billing Professional Options](#) (see page 96), the field caption may read as follows: **W.C. Hash**, **Clnt Hash**, **Emply Hash**, or **Engmt Hash**.

21 Repeat steps 3 -19 for each time/expense entry for the employee or engagement.

22 If you need to quickly access an entry in the list, enter the number of the line in the **Quick Line** field.

23 If you need to [change tab defaults](#) (see page 198) from the Time/Expense Entry window, click the  button.

24 Click **Accept** to save the entire time/expense transaction.

25 Click the  button to [print the Time/Expense Journal](#) (see page 200).



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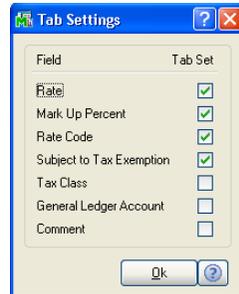


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Set Tab Defaults

- 1 To set tab defaults for the Time/Expense Entry window, click the  button from the [Time/Expense Entry Defaults window](#) (see page 194). The Tab Settings window appears. .



Tab Settings Window

- 2 Select the **Tab Set** check boxes next to the **Field** you want to see in your tab sequence during data entry. You can select from the following fields:

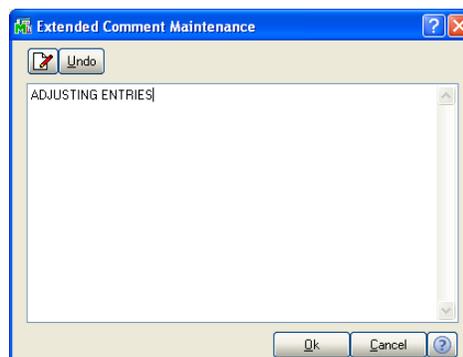
- Rate
- Mark Up Percent
- Rate Code
- Subject to Tax Exemption
- Tax Class
- General Ledger Account
- Comment

- 3 Click **OK**. The system saves the changes and closes the Tab Settings window.

When you press the TAB key on the Time/Expense Entry window, the system will move the focus to the fields you selected on the Tab Settings window.

Add Extended Comments

- 1 Click the  button to add extended comments by launching the Extended Comment Maintenance window.



Extended Comment Maintenance Window



- 2 Review the information or make the necessary changes.
 - a Click the  button to select a standard billing comment

OR

- b Manually enter the comment in the text box.

You can enter up to 75 characters per line for as many lines as necessary depending upon the setting in the **Billing Text Display/Print Width** field on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).

To indicate that any text should not be printed on the invoice, type */** before the specified text and type **/* after the end of the text.

- c To cancel the changes, click the  button.

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

See the *Time and Billing Professional online help* for detailed information.

"On Hold" Transactions

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

Place a Time/Expense Entry on Hold

- 1 From the Time/Expense Entry window, select the transaction from the **Transaction Number** field.
- 2 Select the **On Hold** check box to place a time/expense entry on hold. The transaction is marked in Time and Billing Professional as "on hold". 

Time/Expense Journal

The Time/Expense Journal produces an audit report itemizing all information entered through [Time/Expense Entry](#) (see page 193). You can also use this option to print the Daily Time/Expense Recap Reports, depending upon how the **Recap by Client/Engagement**, **Recap by Employee**, and the **Recap by Work Code Category** field is set on the **Additional** tab of the [Time and Billing Professional Options](#) window (see page 93).



Using the Time/Expense Journal

Printed reports provide a permanent audit trail of your entries and ensure that all entries are correct before the data is posted to the permanent files. The Time/Expense Journal must be printed BEFORE you can update the General Ledger. After you print the Time/Expense Journal, you can update the Time and Billing Professional 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.

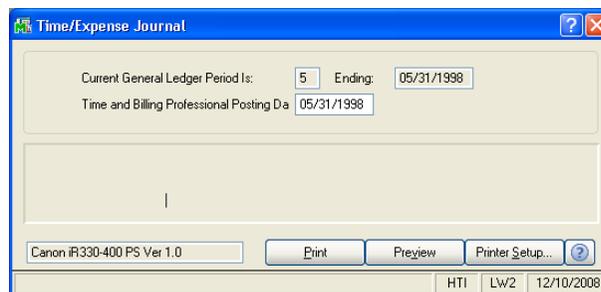
Time/Expense Journal Detail

Information detailed for each entry includes the transaction number and date, whether the transaction is on hold, work code, bill type, rate, amount, and extended comments, if applicable.

 **NOTE:** If you are using the Time Units feature, **Time Units** and **Units** entered for expense items are printed under the **Units** column. Totals are provided for the time units, but units for expense items are not included in the report totals.

Print the Time/Expense Journal

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



Time/Expense Journal Window



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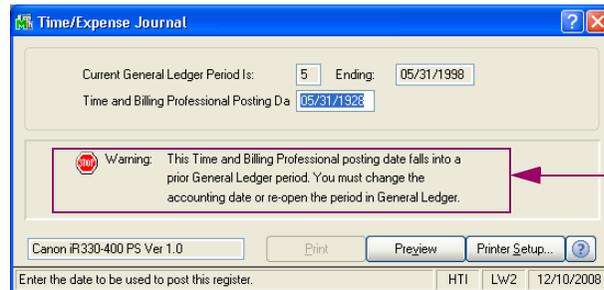


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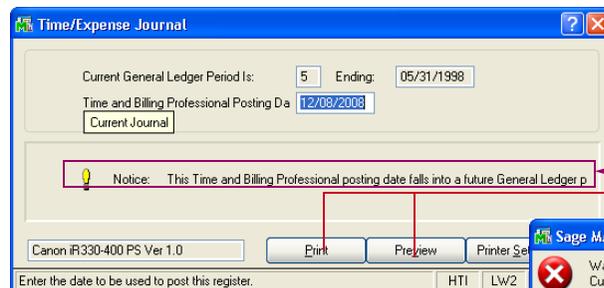
- 2 Make sure the date in the **Time and Billing Professional Posting Date** field is correct. Change the date, if necessary.

 - If the Time and Billing Professional posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing Professional posting date (moving it forward to within the current General Ledger period or beyond).

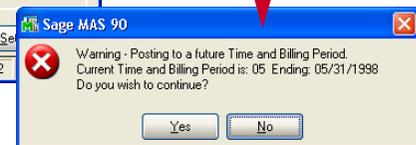


Time/Expense Journal Window

- If the Time and Billing Professional posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period.



Time/Expense Journal Window

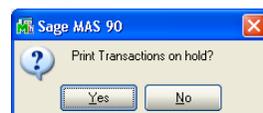


Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

- 3 Click **Print**. The Time/Expense Journal prints.

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



Sage MAS 90 Dialog

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

OR

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



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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
REGISTER NO: TT-0001

DATE	Empl	Client	Engmt	W.C.	B T T X	COMMENT	HOURS	UNITS	RATE	AMOUNT	
TRANS NO: 0000035 TRANS DATE: 12/08/08 ON HOLD?: Y											
*12/08/08	0100	01-ABLEMAN	00000000000000000000	ABC	NT	MISCELLANEOUS ACCOUNTING SERVICES RENDERED	10.00		.000	.00	
*12/08/08	0100	01-ABLEMAN	00000000000000000000	AJE	B NT	ADJUSTING ENTRIES	2.00		180.000	360.00	
W.C. HASH TOTAL:							0		BILLABLE FEE TOTALS:	12.00	360.00
									TRANS NO: 0000035 TOTALS:	12.00	360.00
W.C. HASH TOTAL:							0		BILLABLE FEE TOTALS:	12.00	360.00
									REPORT TOTALS:	12.00	360.00

* WARNING - DATE NOT IN CURRENT T/2 PERIOD

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

- 5 Click **Yes** to print the reports.



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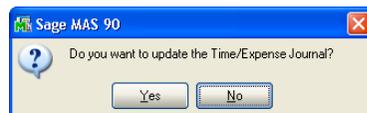
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The following is an example of a category/work code report.

CATEGORY CODE DESCRIPTION	BILLABLE HRS/BASE	NON-BILL HRS/BASE	BILLABLE UNITS	NON-BILL UNITS	BILLABLE AMOUNT	NON-BILL AMOUNT	TOTAL AMOUNT
ACC GENERAL ACCOUNTING SERVICES							
Work AJE	2.00	.00			360.00	.00	360.00
CATEGORY ACC	2.00	.00			360.00	.00	360.00
NOB NON-BILLABLE TIME							
Work CNB	.00	1.00			.00	.00	.00
CATEGORY NOB	.00	1.00			.00	.00	.00
REPORT FEE TOTALS:	2.00	1.00			360.00	.00	360.00
EXPENSE TOTALS:	.00	.00			.00	.00	.00
REPORT TOTALS:					360.00	.00	360.00

Time/Expense Journal - Detail by Category/Work Code

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



Sage MAS 90 Dialog

- 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 204).

Daily Transaction Register

The Daily Transaction Register is an audit report detailing all General Ledger transactions posted through the [Time/Expense Entry](#) (see page 193) and [Edit Work in Process Entry](#) (see page 269).



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Using the Daily Transaction Register

- 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.

Daily Transaction Register Detail

Each transaction appears sorted by General Ledger account number and description, along with the appropriate debit and credit amounts. Transactions appear sorted by Posting Date, Source Journal (for example, TB, CR, or FC), and Register Number. Totals appear sorted by source and date.

Print the Daily Transaction Register

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



Daily Transaction Register Window

- 2 Click **Preview** to preview the report before printing.
- 3 Click **Printer Setup** to open the Windows Printer Setup dialog and make the necessary changes on the standard Windows Printer Setup dialog.
- 4 Click the arrow in the Printer field to select from a list of available output devices/methods. The following output methods are available:
 - Select **Deferred** to save forms to your hard drive for printing at a future time using Deferred Printing.
 - Select **Export/E-mail** to export to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed.
- 5 Click **Print**. The Daily Transaction Register prints.



Each transaction appears sorted by General Ledger account number and description, along with the appropriate debit and credit amounts.

The screenshot shows a window titled "View Daily Transaction Register" with a "Preview" tab. The window displays a table of transactions for "Time and Billing Demo Data (LWW)".

Postings For: 5/31/1998				
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
TE-000025	115-00	Work In Process	0.00	
		TIME/EXPENSE JOURNAL		
	116-00	Work In Process Offset	0.00	
		TIME/EXPENSE JOURNAL		
Journal 000025 Totals:			<u>0.00</u>	<u>0.00</u>
Source TE Totals:			<u>0.00</u>	<u>0.00</u>
5/31/1998 Totals:			<u>0.00</u>	<u>0.00</u>
Postings For: 8/7/2008				
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
TS-000001	115-00	Work In Process		4,043.60
		EDIT WORK IN PROCESS SELECTION UPDATE		
	116-00	Work In Process Offset	4,043.60	
		EDIT WORK IN PROCESS SELECTION UPDATE		
Journal 000001 Totals:			<u>4,043.60</u>	<u>4,043.60</u>
Source TS Totals:			<u>4,043.60</u>	<u>4,043.60</u>
8/7/2008 Totals:			<u>4,043.60</u>	<u>4,043.60</u>
Report Totals:			<u>4,043.60</u>	<u>4,043.60</u>

Daily Transaction Register

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



Sage MAS 90 Dialog Box

- 6 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.

Using the Billing Menu

Chapter 8: Using the Billing Menu teaches you how to set up billing invoices. Use the Billing menu of the Time and Billing Professional module to select work in process transactions for billing and printing invoices.

How to Use the Billing Menu

This chapter does not describe every procedure that can be completed on a Billing window. For example, this chapter does not include detailed instructions on how to print or change information from certain windows available in the Billing menu. Detailed instructions about changing, deleting, and printing information from the Billing windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

Time and Billing Professional Billing Menu

The Billing menu contains features used to set up and print billing invoices, as well as to handle Work in Process transactions.

Implementing the Billing Menu Options

You can choose to print the billing worksheet 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 215), or you can select them individually using [Billing Data Entry](#) (see page 220). 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 250), 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 261), [Edit Work in Process Selection](#) (see page 265), and [Edit Work in Process Entry](#) (see page 269) to modify or delete work in process transactions.

Open a Window from the Billing Menu

- 1 Click the **Time and Billing Professional** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Billing** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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

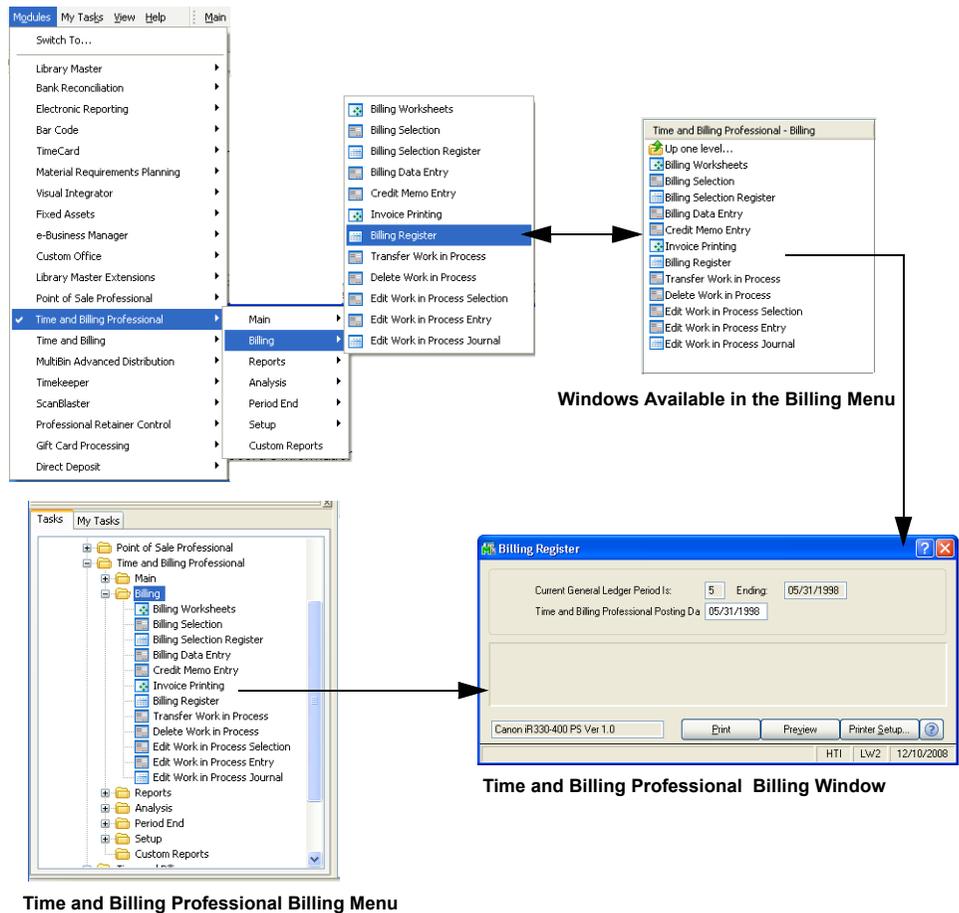


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Time and Billing Professional Billing Menu

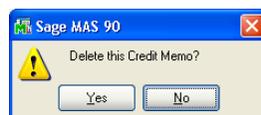
Select Items from a Lookup List

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

- 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.



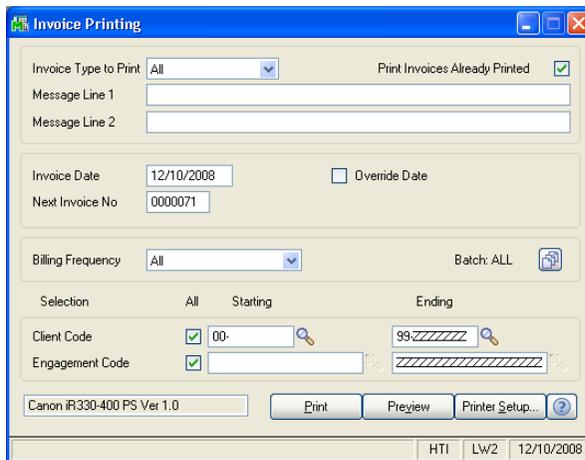
Sage MAS 90 Warning Dialog

- 3 Click **Yes**. The record is deleted.

Print from a Billing Window

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

- 1 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 select the **All** check box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific clients.

- 3 Click the **Print** button to print the list, or click the **Preview** button to print preview the list.

Using Batch Entries

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.

Defining Batch Entries

When you select [Billing Selection](#) (see page 215), [Billing Data Entry](#) (see page 220), or [Credit Memo Entry](#) (see page 237) from the Time and Billing Professional **Billing** menu, the [T/2 Billing Data Entry Batch](#) window (see page 210) appears if you set the option for batch entries.



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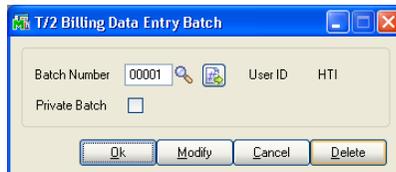
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When you select [Invoice Printing](#) (see page 250), [Billing Register](#) (see page 254), or [Billing Selection Register](#) (see page 218) from the Time and Billing Professional **Billing** menu, the [T/2 Invoice Batch Print](#) window (see page 211) appears if you set the option for batch entries.

Set Up Billing Batch Entry

The T/2 Billing Data Entry Batch window appears if you select the **Allow Batch Entry** check box on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96). Use this window to create, change, or delete a billing batch entry.

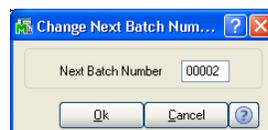


T/2 Billing Data Entry Batch Window

- 1 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.
- 2 Select the **Private Batch** check box if this billing batch is only available for you.
- 3 Click **OK** to accept the changes.

OR

Click **Modify** to change the next batch number. The Change Next Batch Number window appears.



T/2 Billing Data Entry Batch Window

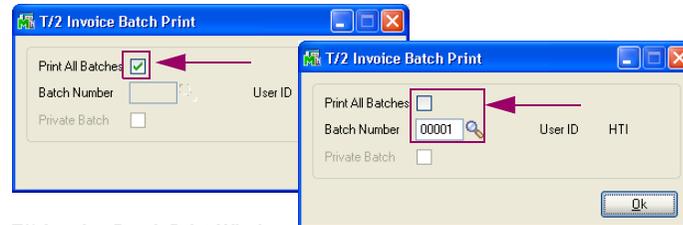
- 4 Click **OK** when finished, and continue with the data entry.

See the *Time and Billing Professional online help* for more detailed information.



Set Up Invoice Batch Printing

The T/2 Invoice Batch Print window appears if you select the **Allow Batch Entry** check box on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96). Use this window to create, change, or delete a billing batch entry.



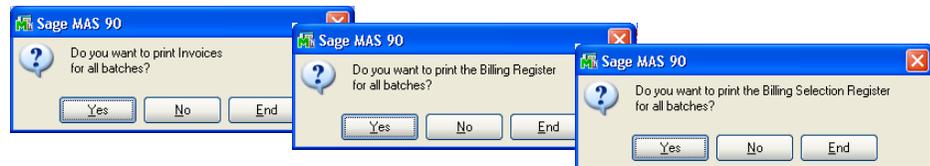
T/2 Invoice Batch Print Window

- 1 Select the **Print All Batches** check box to print the invoices for all batches.

OR

Clear this check box to select the desired batch number.

- 2 Select an existing batch number from the **Batch Number** field. Click the  button to search for an existing batch number.
 - 3 Select the **Private Batch** check box if this billing batch is only available for you.
 - 4 Click **OK**.
- If you select **All**, a dialog box similar to the following appears.



Sage MAS 90 Dialog

- a Click **Yes** to print invoices for all batches.

OR

- b Click **No** to return back to the T/2 Invoice Batch Print window, and select the desired batch entry number from the **Batch Number** field.
- If you selected a specific batch number, the respective printing window appears.
- 5 Continue with the invoice/register printing.

See the *Time and Billing Professional online help* for more detailed information.



Billing Worksheets

The Billing Worksheet provides a tool for recording work in process information before submitting it for approval. The Billing Worksheet lists client, engagement, and work codes, as well as hours, rates, and applicable WIP amounts.

Using Billing Worksheets

Use 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. 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 220).

- You can choose to print this report for a specified Bill Thru Date to exclude activities after that date.
- You can select clients/engagements based on the partner, responsible employee, client type, billing frequency, or fee arrangement.
- You can add write-up/write-down amounts and additional comments on the report.

Billing Worksheet Formats

You can choose to print billing worksheets in either standard or extended format, based upon the selection in the **Billing Worksheet Format** field on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).

- You can use the standard format to select clients/engagements based on the partner, responsible employee, client type, billing frequency, or fee arrangement.
- 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.

Printing Billing Worksheets

You can choose to print the billing information in both formats either by date or category, depending upon the setting in the **Select and Print Bills by** field on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).



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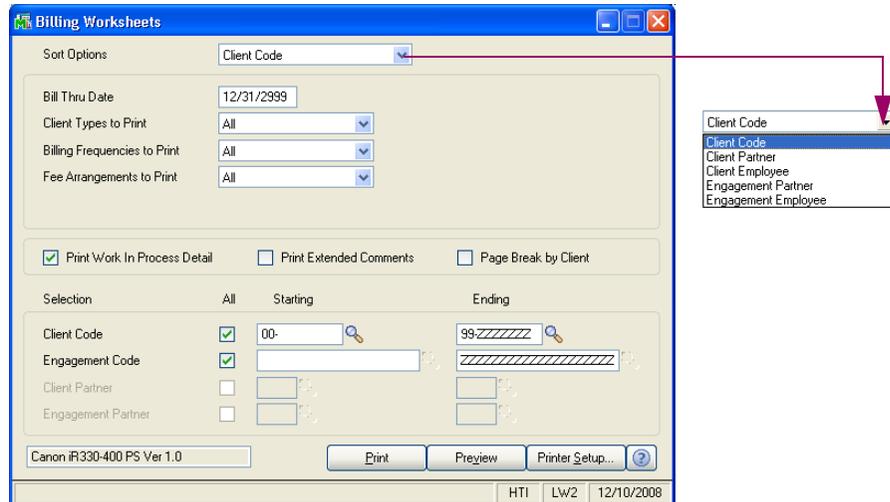


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Create the Billing Worksheets Report

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

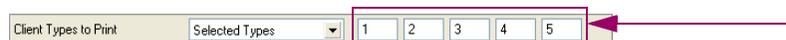


Billing Worksheets Window

- 2 Select how to sort the report from the options available in the **Sort Options** field. You can sort the report by:

Client Code
Client Partner
Client Employee
Engagement Partner
Engagement Employee

- 3 Enter a date in the **Bill Thru Date** field to exclude activities after that date.
- 4 Select the types of clients to print from the **Client Types to Print** field. Options include **All** and **Selected Types**.
- 5 If you choose **Selected Types**, a text field appears to the right of the **Client Types to Print** field. Enter the type to print in this field. You can enter up to five client types to print in the individual text fields.



Client types may be as follows: COR (corporate), IND (individual), PRT (partner), PRSP (prospect), etc.

- 6 Select the billing frequencies to print from the **Billing Frequencies to Print** field. Options include **All** and **Selected Frequencies**.
- 7 If you choose **Selected Frequencies**, a text field appears to the right of the **Billing Frequencies to Print** field. Enter the frequency to print in this field.



- 8 Select the fee arrangements to print from the **Fee Arrangements to Print** field. Options include **All** and **Selected Arrangements**.
- 9 If you choose **Selected Arrangements**, six check-box fields appear to the right of the **Fee Arrangements to Print** field.

The screenshot shows a form field labeled 'Fee Arrangements to Print' with a dropdown menu currently set to 'Selected Arrangements'. To the right of the dropdown are six checkboxes arranged in two rows: 'Fixed', 'Progress', and 'Non-Billable' in the top row; 'Retainer', 'Standard', and 'Not to Exceed' in the bottom row. A red arrow points from the right towards these checkboxes.

Select the fee arrangements to enclose in the Report. Options include:

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

- 10 Select the **Print Work in Process Detail** check box to include work in process detail information on the worksheets.

DO NOT select this option if you want to print only summary totals on the worksheet.

- 11 Select the **Print Extended Comments** check box to include the extended comments on the billing worksheet. Extended comments are entered during [Time/Expense Entry](#) (see page 193).

- 12 Select the **Page Break by Client** check box to print each client on a separate page.

- 13 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Select the clients to include in the **Client Code** field.
- Select the client engagements to include in the **Engagement Code** field.
- Select the client partners to include on the billing worksheets from the **Client Partner** field.

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



- Select the employees to include on the billing worksheets from the **Client Employee** field.

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

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

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

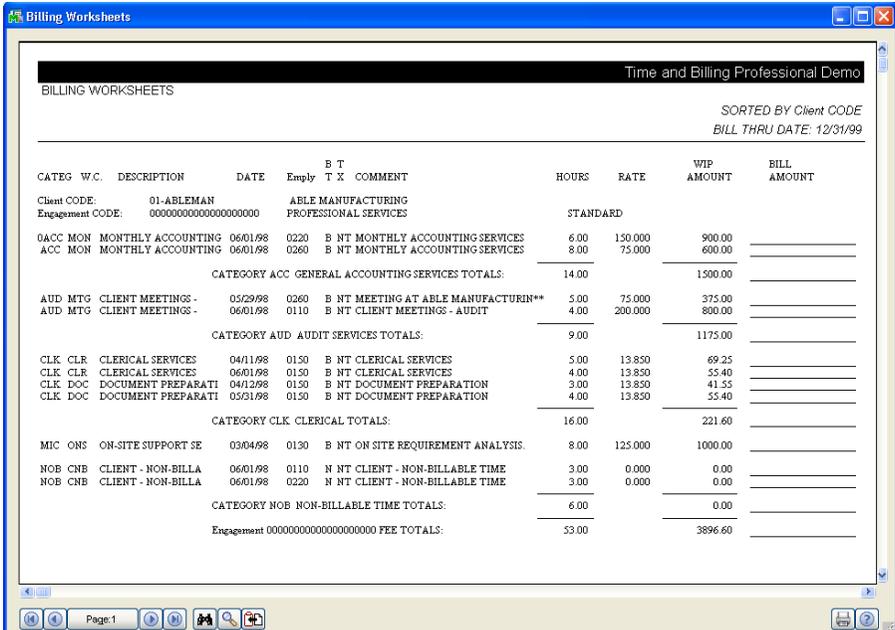
- Select the employees to include on the billing worksheets from the **Engagement Employee** field.

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

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

14 Click **Print** to print the report, or click **Preview** to print preview the report.

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



CATEG	W.C.	DESCRIPTION	DATE	Empl	B	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	05/21/98	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	CHB	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	
Engagement 00000000000000000000 FEE TOTALS:									53.00		3896.60	

Billing Worksheets Report

Billing Selection

The Billing Selection feature allows you to select Work in Process transactions to be billed for a group of clients/engagements.



If you want to bill for individual clients/engagements, use [Billing Data Entry](#) (see page 220) instead. You may also use the Billing Data Entry feature to perform write-ups or write-downs of transactions selected using this program.

Using Billing Selection

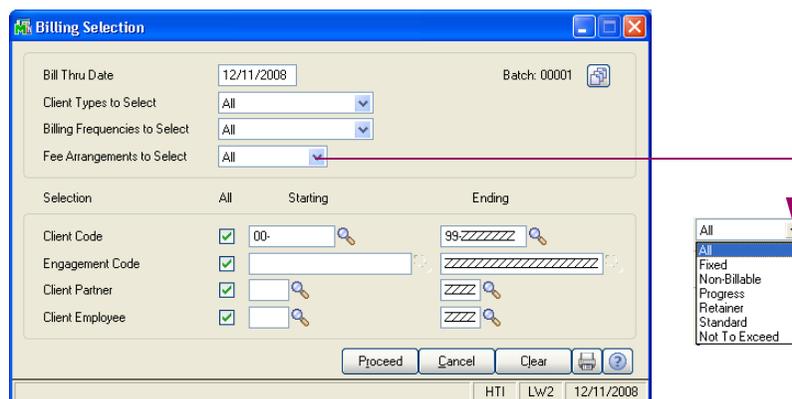
 **SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the [Time/Expense Journal](#) update (see page 199), [Billing Data Entry](#) (see page 220) and [Billing Register](#) update (see page 254), [Transfer Work in Process](#) (see page 258) and Audit report update, [Delete Work in Process](#) (see page 261) and Register update, [Edit Work in Process Selection](#) (see page 265) and Register update, [Edit Work in Process Journal](#) update (see page 274), [Manual Check Register](#) update (see page 406), or the [Invoice Register](#) update (see page 401).

Billing Selection Settings

You can select work in process transactions by client partner, client employee, client type, billing frequency, and fee arrangement. The Bill Thru Date option is used to exclude activities after the specified date. You may perform multiple selections in series, as necessary.

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

- From the **Billing** menu of the Time and Billing Professional module, select **Billing Selection**.
 - If you set the option for batch entries on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96), the [T/2 Billing Entry Batch window](#) appears (see page 210). Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the Billing Selection window appears.



Billing Selection Window

- Enter a date in the **Bill Thru Date** field to exclude activities after that date.



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- 3 Select the types of clients to include from the **Client Types to Select** field. Options include **All** and **Selected Types**.
- 4 If you choose **Selected Types**, a text field appears to the right of the **Client Types to Select** field. Enter the type to include in this field. You can enter up to five client types to print in the individual text fields.

Client types may be as follows: COR (corporate), IND (individual), PRT (partner), PRSP (prospect), etc.

- 5 Select the billing frequencies to include from the **Billing Frequencies to Select** field. Options include **All** and **Selected Frequencies**.
- 6 If you choose **Selected Frequencies**, a text field appears to the right of the **Billing Frequencies to Select** field. Enter the frequency to include in this field.

- 7 Select the fee arrangements to include from the **Fee Arrangements to Select** field. Options include:

All
Fixed
Non-Billable
Progress
Retainer
Standard
Not To Exceed

- 8 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

- Select the clients to include from the **Client Code** field.
- Select the client engagements to include from the **Engagement Code** field.
- Select the client partners to include from the **Client Partner** field.
- Select the client employees to include from the **Client Employee** field.

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

- 9 Click **Proceed** to create the billing selection.
- 10 Click the  button to [print the Billing Selection Register](#) (see page 218).



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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 215) or [Billing Data Entry](#) feature (see page 220).

Using the Billing Selection Register

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 96).



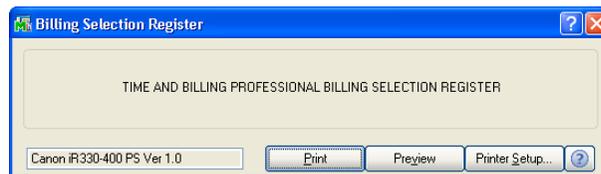
NOTE: The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Billing Selection Register Detail

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.

Print the Billing Selection Register

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



Billing Selection Register Window

- 2 Click **Print**.
 - If you [set the option for batch entries](#) (see page 96), the [T/2 Invoice Batch Print](#) window (see page 211) appears. Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the second Billing Selection Register window appears.



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Billing Selection Register Window

- 3 Select the **Print Billing Detail** check box to print billing detail on the Billing Selection Register.

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

- 4 Select the **Print Extended Comments** check box to print extended comments on the Billing Selection Register. [Extended comments are entered](#) (see page 198) during time/expense entry.
- 5 Select the **Print Non-Billable Lines** check box to print non-billable time and expense lines on the Billing Selection Register.
- 6 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Select the clients to include from the **Client Code** field.
 - Select the client engagements to include from the **Engagement Code** field.

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

- 7 Click **Proceed** to print the Billing Selection Register.



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The Billing Selection Register lists client codes, engagement codes, work codes, hours, rates, work in process amounts, write-ups/write-downs amounts, and total billable amount.

Billing Selection Register
Time and Billing Professional Demo

BILLING SELECTION REGISTER BATCH NO: ALL BATCHES

CATEG	W.C.	DESCRIPTION	DATE	Empl	B T	X	COMMENT	HOURS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILL AMOUNT
Client CODE: 01-ABLEMAN ABLE MANUFACTURING												
Engagement CODE: 00000000000000000000 PROFESSIONAL SERVICES STANDARD												
BILL THRU DATE: 12/31/08 PRINT INVOICE?: Y BILLING FORMAT: A Detail Bill by Date												
ACC	MON	MONTHLY ACCOUNTING	06/01/98	0220	B	NT	MONTHLY ACCOUNTING SERV	6.00	150.000	900.00	0.00	900.00
ACC	MON	MONTHLY ACCOUNTING	06/01/98	0260	B	NT	MONTHLY ACCOUNTING SERV	8.00	75.000	600.00	0.00	600.00
CATEGORY ACC TOTALS:								14.00		1500.00	0.00	1500.00
AUD	MTG	CLIENT MEETINGS -	05/29/98	0260	B	NT	MEETING AT ABLE MANUFAC	5.00	75.000	375.00	0.00	375.00
AUD	MTG	CLIENT MEETINGS -	06/01/98	0110	B	NT	CLIENT MEETINGS - AUDIT	4.00	200.000	800.00	0.00	800.00
CATEGORY AUD TOTALS:								9.00		1175.00	0.00	1175.00
CLK	CLR	CLERICAL SERVICES	04/11/98	0150	B	NT	CLERICAL SERVICES	5.00	13.850	69.25	0.00	69.25
CLK	CLR	CLERICAL SERVICES	06/01/98	0150	B	NT	CLERICAL SERVICES	4.00	13.850	55.40	0.00	55.40
CLK	DOC	DOCUMENT PREPARATION	04/12/98	0150	B	NT	DOCUMENT PREPARATION	3.00	13.850	41.55	0.00	41.55
CLK	DOC	DOCUMENT PREPARATION	05/31/98	0150	B	NT	DOCUMENT PREPARATION	4.00	13.850	55.40	0.00	55.40
CATEGORY CLK TOTALS:								16.00		221.60	0.00	221.60
MIC	ONS	ON-SITE SUPPORT SE	03/04/98	0130	B	NT	ON SITE REQUIREMENT ANA	8.00	125.000	1000.00	0.00	1000.00
Engagement 00000000000000000000 FEE TOTALS:								47.00		3896.60	0.00	3896.60
EXP	CAR	AUTO EXPENSES	04/19/98	0210	E	NT	AUTO EXPENSES			50.00	0.00	50.00
EXP	CAR	AUTO EXPENSES	06/01/98	0110	E	NT	AUTO EXPENSES			35.00	0.00	35.00
EXP	MISC	MISCELLANEOUS EXPE	04/17/98	0130	E	NT	MISCELLANEOUS EXPENSES			42.00	0.00	42.00
EXP	PHN	TELEPHONE EXPENSES	03/04/98	0140	E	NT	TELEPHONE EXPENSES			20.00	0.00	20.00
CATEGORY EXP TOTALS:										147.00	0.00	147.00

Billing Selection Register

Billing Data Entry

The Billing Data Entry feature enables you to select individual clients and engagements for billing and to enter write-up/write-down amounts.

Using Billing Data Entry

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.

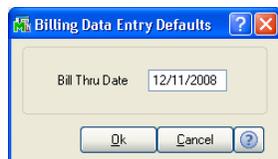
SPECIAL NOTE: This option CANNOT be used when any of the following options are in progress: the [Time/Expense Journal](#) update (see page 199), [Billing Data Entry](#) (see page 220) and [Billing Register](#) update (see page 254), [Transfer Work in Process](#) (see page 258) and Audit Report update, [Delete Work in Process](#) (see page 261) and Register update, [Edit Work in Process Selection](#) (see page 265) and Register update, [Edit Work in Process Journal](#) update (see page 274), [Manual Check Register](#) update (see page 406), or the [Invoice Register](#) update (see page 401).

Billing Data Entry Window

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

Create a Billing Data Entry

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Billing Data Entry**.
 - If you set the option for batch entries on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96), the [T/2 Billing Entry Batch window](#) appears (see page 210). Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the Billing Data Entry Defaults window appears.



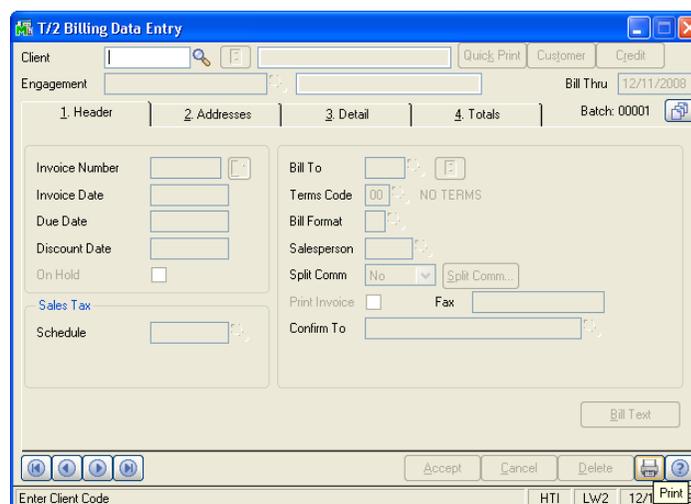
Billing Data Entry Defaults Window

- 2 Enter the default date to use as the last date that will be billed in the **Bill Thru Date** field.

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.

- 3 Click **OK** on the Billing Data Entry Defaults window. The T/2 Billing Data Entry window appears.



T/2 Billing Data Entry Window

- 4 Click the  button to [change a billing batch entry](#) (see page 210), if necessary.



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- 5 Select a client for the billing invoice from the **Client** field.
 - Click the  button to search for an existing client.
 - After selecting a client, you can click the  button to change the Time and Billing Professional information for the client on the [T/2 Client Maintenance](#) window (see page 163).
- 6 Once you select a client, the  and  buttons become available.
 - Click **Customer** to access the Accounts Receivable Client Maintenance window.
 - Click **Credit** to access the Accounts Receivable Customer Credit History window.
- 7 Select an engagement for the billing invoice from the **Engagement** field. Click the  button to search for an existing engagement.
- 8 Once you select an engagement, the  button becomes available. Click this button to [print the current bill only](#) (see page 223).
- 9 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.
- 10 [Configure the invoice options](#) on the **Header** tab (see page 224).
 - [Create an engagement memo](#) (see page 174).
 - [Enter additional text](#) to appear on billing invoices (see page 228).
 - [Distribute the total commission to salespersons](#) (see page 227).
 - [Post an override commission for salespersons](#) (see page 227).
- 11 [Set Up the client's billing address](#) on the **Addresses** tab (see page 229).
- 12 [Enter details about each transaction](#) on the **Detail** tab (see page 231).
 - [Add comments](#) (see page 228) about a detail line.
- 13 [Enter total amounts for the bill and billing information by category](#) on the **Totals** tab (see page 233).
 - [Not bill a client for an entire engagement](#) (see page 236).
 - [Process a final bill](#) (see page 237).
- 14 Click **Accept** to save the changes.
- 15 Click the  button to [print the invoices](#) (see page 251).

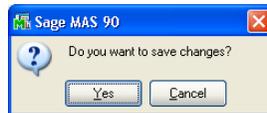


Using Quick Print

You can use the **Quick Print** feature on any of the tabs of the Billing Data Entry window to print the current bill only.

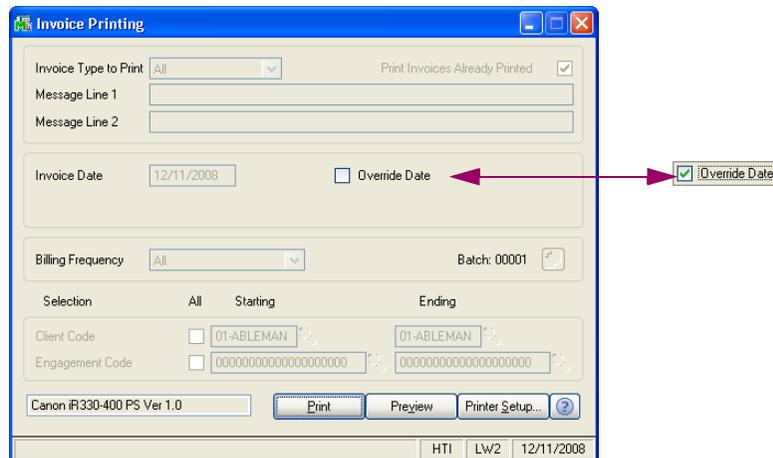
Print the Current Client/Engagement Only

- 1 Click the **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.



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 Professional to this new date, select the **Override Date** check box.
- 5 Click **Print** to print the invoice, or click **Preview** to print preview the invoice.



T/2 Billing Data Entry Window - Header Tab

- 1 Enter the seven-character invoice number in the **Invoice Number** field.

OR

Click the Next Invoice No. () button to accept the next new, automatically incremented invoice number.

- If you select the **Print Invoice** check box, 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.
- 2 Enter the invoice date in the **Invoice Date** field.

The **Due Date** and the **Discount Date** fields populate automatically.
 - 3 Change the invoice due date in the **Due Date** field, if necessary.
 - 4 Change the invoice discount date in the **Discount Date** field, if necessary.
 - 5 Select the **On Hold** check box if this invoice is not to be sent out immediately.

 **NOTE:** The **On Hold** check box 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 96).

- 6 Select the tax schedule for the billing invoice from the **Sales Tax Schedule** field. Click the  button to search for an existing tax schedule.
- 7 Enter or select a billing address in the **Bill To** field.



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- Click the  button to search for an existing address.
- Create a new address by entering a new code, clicking **Yes** at a dialog, and launching the [Client Bill To Address Maintenance](#) window (see page 176).
- Click the  button to update an address via the Client Bill To Address Maintenance window.

8 Select the billing terms from the **Terms Code** field. Click the  button to list existing terms.

9 Select the billing format from the **Bill Format** field. Click the  button to list existing formats.

10 Select the salesperson for the credit memo from the **Salesperson** field. Click the  button to search for an existing salesperson.

11 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 96). 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 227).
- Select **Override** to post an override commission from the [Override Commission Entry](#) window (see page 227).

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 227).

- Select **No** to post the commission only to the primary salesperson on the order.

12 Click the  button to change the commission percentages previously entered on the [Split Commission Entry](#) window (see page 227).

This option 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 96).

13 Select the **Print Invoice** check box to print an invoice for this client/engagement.

14 Enter the customer's fax number in the **Fax** field.

15 Enter or select the name of the person to contact regarding invoices in the **Confirm To** field.

16 Click the  button to [create an engagement memo](#) (see page 174) through the Engagement Memo Maintenance window.



17 Click the  button to [enter additional text](#) (see page 228) to appear on billing invoices.

18 Click the next tab of the T/2 Billing Data Entry window to continue.

Distributing Commission Between Salespeople

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 a Commission Between Salespersons

Upon selecting **Yes** from the **Split Commission** field or clicking the  on the **Header** tab of the [Billing Data Entry](#) window (see page 220) or [Credit Memo Entry](#) window (see page 237), the Split Commission Entry window appears.



Salesperson	% of Commission
01-0200 Shelly Westland	100.000%
01-0100 Jim Kentley	0.000%
	0.000%
	0.000%
	0.000%

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.

Overriding Commissions

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 227)

Post Standard Commission to the Primary Salesperson

Upon selecting **Override** from the **Split Commission** field on the **Header** tab of the [Billing Data Entry](#) window (see page 220) or [Credit Memo Entry](#) window (see page 237), the Override Commission Entry window appears. .



Salesperson	Commission %
01-0200 Shelly Westland	8.000%
01-0100 Jim Kentley	0.000%

Override Commission Entry Window



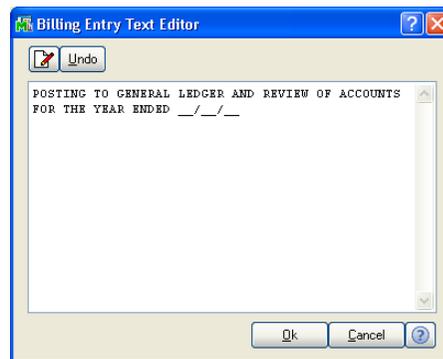
- 1 Select the salesperson for whom to override commission from the **Salesperson** field.
- 2 Enter the desired percentage in the **Commission %** field.
- 3 Click **OK** to save the changes.

Creating Additional Text for Billing Invoices

The Billing Entry Text Editor feature available in Billing Data Entry provides full Windows text editing (copy, cut, paste, etc.) functionality, so you can enter additional text to appear on billing invoices.

Enter Additional Comments

Upon clicking the **Bill Text** button on the **Header** tab or the **Comment** button on the **Detail** tab of the [Billing Data Entry](#) window (see page 220) or [Credit Memo Entry](#) window (see page 237), 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

Manually enter the comment in the text box.

- You can enter up to 75 characters per line for as many lines as necessary depending upon the setting in the **Billing Text Display/Print Width** field on the **Billing** tab in [Time and Billing Professional Options](#) (see page 96).
 - To indicate that any text should not be printed on the invoice, type */** before the specified text and type **/* after the end of the text.
- 2 To cancel the changes, click the  button.
 - 3 Click **OK** when finished.



Address Information

Use the T/2 Billing Data Entry Addresses tab to enter specific information for the customer and the desired bill to address.

Enter the Billing Address on the Addresses Tab

- 1 Click the **Addresses** tab of the T/2 Billing Data Entry window to access 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, clicking **Yes** at a dialog, and launching the [Client Bill To Address Maintenance](#) window (see page 176).
 - Click the  button to update an address via the Client Bill To Address Maintenance window. The address appears in the **Bill To Address** section of the **Addresses** tab.
 - If the standard and the billing addresses are the same, 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. When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

You can create a new zip code by entering a new code, clicking **Yes** at a dialog, and launching the Zip Code Maintenance window.
- 6 Enter the client's city in the **City** field.



- 7 Enter the client's state in the **State** field.
- 8 Enter or select the country in the **Country** field.
 - Type the appropriate country code.

OR

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

OR

 - If you enter a new country code, click **Yes** at a dialog, and then create a new code using the Country Code Maintenance window.
- 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 of the T/2 Billing Data Entry to continue.

Work In Process Detail

The detailed work in process transaction information is displayed on the Detail tab of the T/2 Billing Data Entry window. Each line represents a work in process transaction that has been recorded for the client/engagement on or prior to the Bill Thru Date.



Enter Details about Each Transaction on the Detail Tab

- 1 Click the **Detail** tab of the T/2 Billing Data Entry window to view the transaction details being billed.

The screenshot shows the 'T/2 Billing Data Entry' window with the 'Detail' tab selected. The client is '01-ABLEMAN' and the engagement is 'PROFESSIONAL SERVICES'. The window displays a table of transaction lines with columns for Line, Date/Category, Empl, W.C., Bil?, Hours/Units, WIP Amount, Write Up/Down, and Bill Amount. Line 2 is highlighted, showing 8.00 hours/units and 600.00 WIP amount. A dropdown menu for 'Bill Option' is open, showing 'Yes', 'No', and 'Partial' options.

Line	Date/Category	Empl	W.C.	Bil?	Hours/Units	WIP Amount	Write Up/Down	Bill Amount
1	06/01/98 ACC	0220	MON	Y	6.00	900.00	.00	900.00
2	06/01/98 ACC	0260	MON	Y	8.00	600.00	.00	600.00
3	05/23/98 AUD	0260	MTG	Y	5.00	375.00	.00	375.00
4	06/01/98 AUD	0110	MTG	Y	4.00	800.00	.00	800.00

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.



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- 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. Click the  button to view a list of all tax classes available in Time and Billing Professional.
 - 9 Select the General Ledger account used to post revenue or expenses from the **Revenue Account** field. Click the  button to view a list of all General Ledger Accounts available.
 - 10 Select the **SE** check box to use sales tax exemptions for the client/engagements. The exemption numbers must be defined for the client/engagement.
 - 11 Select the **CM** check box if this line item is subject to commission.
 - 12 [Add comments](#) (see page 228) about a detail line by clicking the  button and launching 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 of the T/2 Billing Data Entry window to continue.

Calculating Write-Up/Write-Down Amounts

The Detail tab allows you to [enter write-ups/write-downs](#) (see page 249) 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** check box is selected on the **Billing** tab of the [Client Maintenance window](#) (see page 176).



Total Amounts

The Totals tab of the T/2 Billing Data Entry window displays the current WIP fees and expenses amounts for the selected client/engagement.

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	<input type="button" value="Detail"/>	.00	.00
Progress Balance		.00	
Bill Total		2,975.00	

Commission Rate: .000%

T/2 Billing Data Entry Window - Totals Tab

Most of the fields on this tab 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 button available in the Sales Tax field. The following dialog appears.

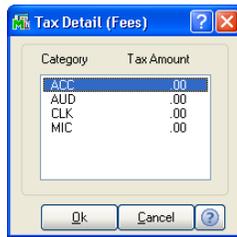
Sage MAS 90 Dialog

- a Click **Fees** to change the taxes for billable fees.

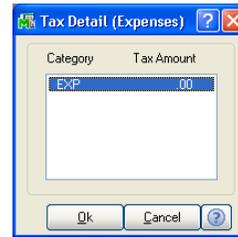
OR

- b Click **Expenses** to change the taxes for billable expenses.

The Tax Detail (Fees) or Tax Detail (Expenses) window appears.



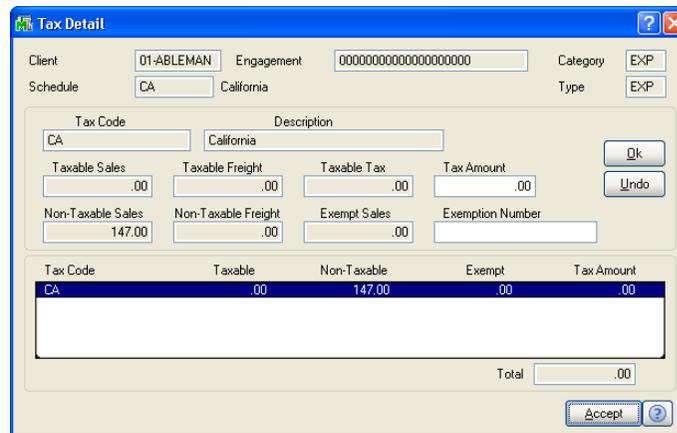
Tax Detail (Fees) Window



Tax Detail (Expenses) Window

- c Select the work category to change the taxes for, and click **OK**. (You can also double-click the desired category.)

The Tax Detail window appears.



Tax Detail Window

- d Make the desired changes on the Tax Detail window.

If you enter a new tax amount in the **Tax Amount** field, the **Sales Tax** field on the **Totals** tab of the T/2 Billing Data Entry window will be updated.

- e Click **Accept** on the Tax Detail window when finished. The system takes you back to the T/2 Billing Data Entry.



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- 5 If you use the **Progress Billing** or the **Retainer Billing** [fee arrangement](#) (see page 44) set on the **Billing** tab of the T/2 [Client Maintenance](#) window (see page 175), additional fields appear in the **Totals** section on the **Totals** tab of the Billing Data Entry window.

Billing Data Entry Window - Totals Tab - Progress and Retainer Billing

- The **Progress Balance** field displays the progress balance amount.
 - The **Uncollected Retainer** field contains the total retainer amount billed but not yet received.
 - The **Retainer Balance** field displays the total retainer payments received but not yet applied against billings.
 - The **Retainer Applied** field contains the amount less than or equal to the retainer balance for the client/engagement.
 - The **Retainer Amt Due** field will default to the monthly retainer amount specified in [T/2 Client Maintenance](#) (see page 163). Change the amount, if necessary.
- 6 Change the total Fees or Expenses for the bill in the **Bill Total** field.
- 7 Enter the commission rate for the client/engagement in the **Commission Rate** field.
- 8 To change the cost for a specific category being billed, select the category from the **Category Code** field. Click the button to select a specific category from the Category Detail List.

The **Bill Amount** field, the **Unbill** button, the **Text** button, and the **Finished** button become available in the **Bill by Category** section.

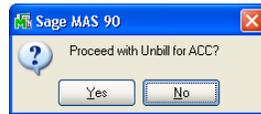
T/2 Billing Data Entry Window - Bill by Category Section

- 9 Change the amount being billed for the work category in the **Bill Amount** field.



- 10 [Change the comments](#) (see page 228) for the work code category by clicking the **Text** button and launching the Billing Entry Text Editor window.
- 11 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 236).

The following dialog appears.



Sage MAS 90 Dialog

- 12 Click **Yes** to remove the work code. The information in the **Totals** section of the **Totals** tab will be updated.
- 13 Click the **Finished** button when you are finished updating the work category. The billable amounts are updated in the **Totals** section of the **Totals** tab.
- 14 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.

Set Up Billing Data Entry to Not Bill a Client for an Engagement

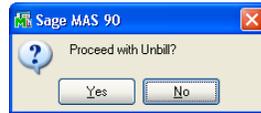
T/2 Billing Data Entry - Totals Tab

Totals		Fees	Expenses
Billable WIP Total		3,150.00	819.00
Billed WIP Total		.00	.00
Write Up/Down		.00	.00
Bill Amount		.00	.00
Sales Tax	Detail	.00	.00
Bill Total		.00	.00

T/2 Billing Data Entry - Detail Tab

	Date	Code	Description	Rate	Hours	Amount	Write Up/Down	Bill Amount
1	05/30/98	ACC	Comment: MONTHLY ACCOUNTING SERVICES	2.00	150.00		.00	.00
2	06/01/98	AUD	Comment: CLIENT MEETINGS - AUDIT	6.00	1200.00		.00	.00
3	05/26/98	MIC	Comment: CUSTOM REPORT DEVELOPMENT	8.00	800.00		.00	.00
4	05/20/98	MIC	Comment: SOFTWARE INSTALLATION	2.00	250.00		.00	.00
Sales Tax						.00	Write Up/Downs	Total Billed
						.00		.00

- 1 Click **Unbill** for the entire **Totals** tab of the T/2 Billing Data Entry window. The following dialog appears.



Sage MAS 90 Dialog

- 2 Click **Yes** to not bill the client. The total fields available on the **Totals** tab and **Detail** tab are set to zero (0).
- 3 Click **Accept** to save the changes.

Performing Final Billing

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.

Process a Final Bill

- 1 To process a final bill, click the  button on the **Totals** tab of 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.

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.

Using Credit Memo Entry

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.

Credit Memo Entry Window

The Credit Memo Entry window consists of four tabs for credit memo data: the Header, Addresses, Detail, and the Total tab.



Create a Credit Memo Entry

- From the **Billing** menu of the Time and Billing Professional module, select **Credit Memo Entry**.
 - If you set the option for batch entries on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96), the [T/2 Billing Entry Batch](#) window appears (see page 210). Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the T/2 Credit Memo Entry window appears.

T/2 Credit Memo Entry Window - Header Tab

- Click the button to [change a billing batch entry](#) (see page 210), if necessary.
- Select a client for the billing invoice from the **Client** field.
 - Click the button to search for an existing client.
 - After selecting a client, you can click the button to change the Time and Billing Professional information for the client on the [T/2 Client Maintenance](#) window (see page 163).
- 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.
- Select an engagement for the billing invoice from the **Engagement** field. Click the button to search for an existing engagement.
- 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.

7 Once you select a memo, the  button becomes available. Click this button to [print the current memo only](#) (see page 239).

8 [Configure the invoice options](#) on the **Header** tab (see page 242).

- [Create an engagement memo](#) (see page 174).
- [Enter additional text](#) to appear on billing invoices (see page 228).
- [Distribute the total commission to salespersons](#) (see page 227).
- [Post an override commission for salespersons](#) (see page 227).

9 [Set Up the client's billing address](#) on the **Addresses** tab (see page 244).

10 [Enter details about each transaction](#) on the **Detail** tab (see page 246).

- [Add comments](#) (see page 228) about a detail line.

11 [Enter total amounts for the bill and billing information](#) on the **Totals** tab (see page 247).

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

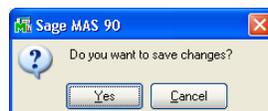
13 Click the  button to [print the invoices](#) (see page 251).

Using Quick Print

You can use the Quick Print feature on any of the tabs of the Credit Memo Entry window to print the current credit memo only.

Print the Current Memo Invoice Only

1 Click the  button. The following dialog appears reminding you to save changes.



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- Click **Yes** to save the changes. The Invoice Printing window appears.

The screenshot shows the 'Invoice Printing' dialog box. The 'Invoice Date' field is set to 12/11/2008. The 'Override Date' checkbox is currently unchecked. A red arrow points from this checkbox to a small button labeled 'Override Date' which has a checked checkbox next to it. The 'Print' button is highlighted.

Invoice Printing Window

- You can change the date of the invoice in the **Invoice Date** field. This change appears **ONLY** on the printed invoice.
- To change the date throughout Time and Billing Professional to this new date, select the **Override Date** check box.
- Click **Print** to print the invoice, or click **Preview** to print preview the invoice.



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The system creates an invoice for the current client/engagement credit memo only.

Time and Billing Professional Demo		
MASTER MICRO MANUFACTURING 14851 JEFFREY RD. IRVINE, CA 92714 CONTACT: TERMS: NO TERMS	INVOICE NO.: 0000072-IN DATE: 12/12/08 CLIENT CODE: 01-MASTMIC PAGE NO.: 1	

FOR PROFESSIONAL SERVICES RENDERED:	HOURS	AMOUNT

PROFESSIONAL SERVICES		
03/26/98 PETER MUELLER	15.00	1125.00
PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH PREPARATION OF COMPILATION FINANCIAL STATEMENT FOR THE PERIOD ENDING 3/31/98		
03/26/98 BARBARA REYNOLDS	10.00	1000.00
04/05/98 MARK MILLER	11.00	1100.00
04/09/98 RACHEL SCOTT	4.00	500.00
05/19/98 IMA WINNUR	2.00	360.00
05/21/98 B.A. WINNUR	3.00	540.00
05/29/98 RACHEL SCOTT	2.00	250.00
05/29/98 BETH CLARK	4.00	120.00
05/30/98 DREW LEEDER	4.00	900.00
05/30/98 DREW LEEDER	5.00	1000.00
06/02/98 BETH CLARK	4.00	900.00
06/02/98 BETH CLARK	8.00	240.00
		TOTAL FEES: 11835.00
05/19/98 AUTO EXPENSES		35.00
05/21/98 PHOTOCOPIES		34.00
05/25/98 AUTO EXPENSES		29.00
		TOTAL EXPENSES: 98.00
		AMOUNT DUE: 11933.00

CURRENT	OVER 30	OVER 60
11933.00		
		BALANCE DUE
		11933.00

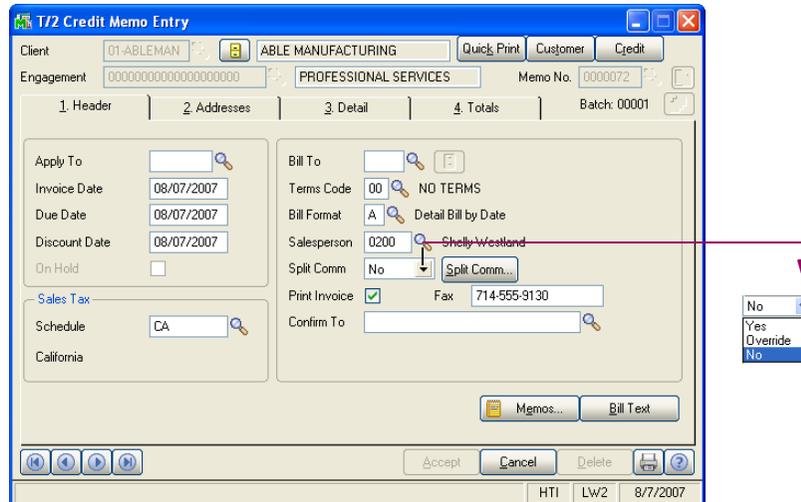
Invoice Printing Window - Invoice

General Settings

The Header tab of the T/2 Credit Memo Entry window contains the basic billing invoice information.

Configure the Credit Memo Options on the Header Tab

When you select **Credit Memo Entry** from the **Billing** menu of the Time and Billing Professional module, the **Header** tab of the T/2 Credit Memo Entry window displays by default.



T/2 Credit Memo Entry Window - Header Tab

- 1 Select the invoice number to apply the credit to from the **Apply To** field. Click the button to search for an existing invoice.

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.

- 2 Change the invoice creation date in the **Invoice Date** field.
- 3 Change the invoice due date in the **Due Date** field.
- 4 Change the invoice discount date in the **Discount Date** field.
- 5 Select the **On Hold** check box if this credit memo is not to be used immediately.

NOTE: The **On Hold** check box is not available if the **Allow Batch Entry** check box is selected on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96)

- 6 Select the tax schedule for the credit memo from the **Sales Tax Schedule** field. Click the button to search for an existing tax schedule.



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- 7 Enter or select a billing address in the **Bill To** field.
 - Click the  button to search for an existing address.
 - Create a new address by entering a new code, clicking **Yes at a dialog**, and launching the [Client Bill To Address Maintenance](#) window (see page 176).
 - Click the  button to update an address via the Client Bill To Address Maintenance window.
- 8 Select the billing terms from the **Terms Code** field. Click the  button to list existing terms.
- 9 Select the billing format from the **Bill Format** field. Click the  button to list existing formats.
- 10 Select the salesperson for the credit memo from the **Salesperson** field. Click the  button to search for an existing salesperson.
- 11 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 96). 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 227).
- Select **Override** to post an override commission from the [Override Commission Entry](#) window (see page 227).

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 227).

- Select **No** to post the commission only to the primary salesperson on the order.
- 12 Click the  button to change the commission percentages previously entered on the [Split Commission Entry](#) window (see page 227).

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 96).

- 13 Select the **Print Invoice check box** to print an invoice for this client/engagement memo.
- 14 Enter the customer's fax number in the **Fax** field.
- 15 Enter or select the name of the person to contact regarding invoices in the **Confirm To** field.
- 16 Click the  button to [create an engagement memo](#) (see page 174) through the Engagement Memo Maintenance window.



17 Click the  button to [enter additional text](#) (see page 228) to appear on billing invoices.

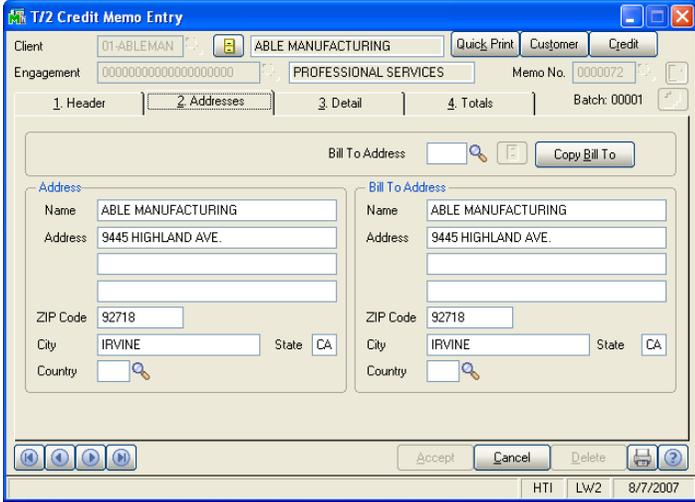
18 Click the next tab to continue.

Address Information

Use the Credit Memo Entry Addresses tab to enter specific information for the customer and the desired bill to address.

Enter the Billing Address on the Addresses Tab

1 Click the **Addresses** tab of the T/2 Credit Memo Entry to view the client's standard and billing addresses.



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 client from the Lookup.

- Create a new address by entering a new code, clicking **Yes** at a dialog, and launching the [Client Bill To Address Maintenance](#) window (see page 176).
- Click the  button to update an address via the Client Bill To Address Maintenance window. The address appears in the **Bill To Address** section of the **Addresses** tab.
- If the standard and the billing addresses are the same, 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. When you enter a zip code, the **City**, **State**, and **Country** fields are automatically set to the configured information.

You can create a new zip code by entering a new code, clicking **Yes** at a dialog, and launching the Zip Code Maintenance window.

- 6 Enter the client's city in the **City** field.
- 7 Enter the client's state in the **State** field.
- 8 Enter or select the country in the **Country** field.

- Type the appropriate country code.

OR

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

OR

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

- 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.

Work In Process Detail

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.



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Enter Details about Each Transaction on the Detail Tab

- 1 Click the **Detail** tab of the T/2 Credit Memo Entry window to view the transaction details for the invoice being credited.

T/2 Credit Memo Entry

Client: 01-ABLEMAN ABLE MANUFACTURING Quick Print Customer Credit

Engagement: 00000000000000000000 PROFESSIONAL SERVICES Memo No. 0000072

1. Header | 2. Addresses | 3. Detail | 4. Totals | Batch: 00001

Date: 4/19/1998 Employee: 0210 Work: IMP Rate Code: 0 - Gen Acct Svc Revenue Account: 414-02

Comment: **Billable** Tax Class: INT Subj Exempt: Ok

Hours: 8 Rate: 100.00 WIP Amount: 800.00 Write Up/Down: 30.62 Bill Amount: 769.38 Commission: Undo

Line	Date/Category	Emply	W.C.	WIP?	Hours/Units	WIP Amount	Write Up/Down	Bill Amount
1	04/17/98 MIC Comment: SOFTWARE INSTALLATION	0130	SFW		1.00	125.00	4.78-	120.22
2	04/19/98 MIC Comment: IMPLEMENTATION AND TRAINING ON **Extended**	0210	IMP		8.00	800.00	30.62-	769.38
3	05/08/98 NOB Comment: CLIENT - NON-BILLABLE TIME	0220	CNB		4.00	.00	.00	.00
4	05/08/98 ACC Comment: MONTHLY ACCOUNTING SERVICES	0220	MON		8.00	1200.00	45.93-	1154.07

Del Sales Tax: .00 Write Up/Downs: 199.00- Total Billed: 5000.00

Accept Cancel Delete

Enter Write Up/Down Adjustment HTI LW2 8/7/2007

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 [Add comments](#) (see page 228) about a detail line by clicking the  button and launching the Billing Entry Text Editor window.
- 5 Enter the number of hours being billed in the **Hours** field.

OR

Enter the expense amount being billed in the **Units** field.

- 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](#) (see page 249).

- 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-up amount](#) (see page 249) subtracted from the **WIP Amount**.

- 7 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.



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- 8 Select the **Subj. Exempt** check box to use sales tax exemptions for the client/engagement/memo. The exemption numbers must be defined for the client/engagement/memo.
- 9 Select the **Commission** check box if this line item is subject to commission.
- 10 Select the **Post to WIP** check box 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 193).

If this option is not selected, the WIP will not be created from this detail line.

- 11 If you entered the erroneous information, click the **Undo** button, and then repeat the necessary steps.
- 12 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.

- 13 To delete the transaction line from the credit memo, click the **Del** button .
- 14 Click the next tab to continue.

Total Amounts

The Totals tab of the T/2 Credit Memo Entry window displays the current WIP fees amounts for the selected client/engagement.

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	
	Fees
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



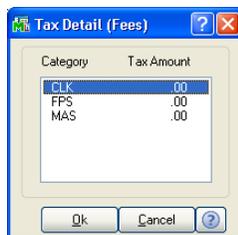
Most of the fields on this tab are view only and display the total amount for the entire bill.

- 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 Change the billable amount for Fees or Expenses in the enabled **Bill Amount** field.
- 5 Change the sales tax for Fees or Expenses in the **Sales Tax** field.
- 6 Click the **Detail** button available in the Sales Tax field. The following dialog appears.



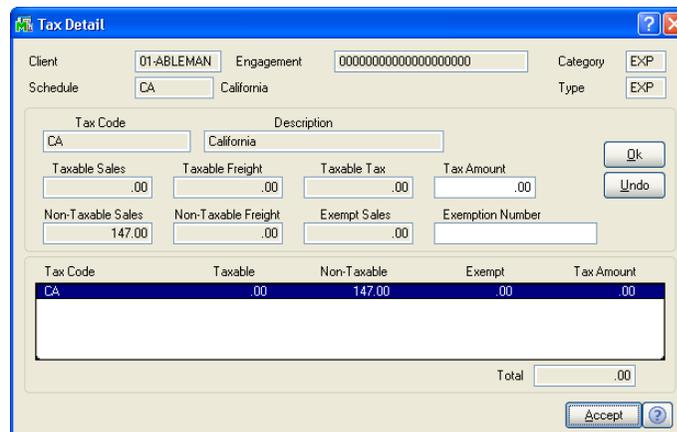
Sage MAS 90 Dialog

- a Click **Fees** 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**. (You can also double-click the desired category.) The Tax Detail window appears.



Tax Detail Window



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c Make the desired changes on the Tax Detail window.

If you enter a new tax amount in the **Tax Amount** field, the **Sales Tax** field on the **Totals** tab of the T/2 Credit Memo Entry window will be updated.

d Click **Accept** on the Tax Detail window when finished. The system takes you back to the Credit Memo Entry window.

7 Change the total Fees for the bill in the **Bill Total** field.

8 Enter the commission rate for the client/engagement/memo in the **Commission Rate** field.

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

Entering Write-Ups and Write-Downs

- A write-up is an increase in the book value of an asset not due to a cash payment or other asset. Use write-ups to increase the bill amount by adjusting the work in process during the billing process.
- A write-down is a reduction of the balance of an asset by charging an expense or loss account due to the diminished value of the asset. Use write-downs to reduce the bill amount by adjusting the work in process during the billing process.
- In contrast, a write-off is the elimination of a specific client's invoice(s), as in the case of bankruptcy. Use write-offs to reduce receivables after billing and updating.

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:

$$\frac{\text{WRITE UP/DOWN}}{\text{BILLED WIP TOTAL}} = \text{CInt/Eng Write-Up/Dn \%}$$

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:

$$\text{CInt/Eng Write-Up/Dn \%} \times \text{WIP AMOUNT} = \text{WRITE UP/DN}$$



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** check box is selected on the **Billing** tab of the [Client Maintenance](#) window (see page 175).

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

The Invoice Printing feature uses information selected during [Billing Selection](#) (see page 215) or [Billing Data Entry](#) (see page 220) to produce printed invoices to mail to your clients.

Printing Invoices

Invoices are printed according to the format specified in the [Billing Format Maintenance](#) program (see page 117) and assigned to each client/engagement on the **Billing** tab in [Client Maintenance](#) (see page 175), or entered during [Billing Data Entry](#) (see page 220).



Depending whether or not the **Bill Separate** check box on the **Billing** tab of the [Client Maintenance](#) window (see page 175) is selected, all engagements for a client will be printed together on a single invoice or on separate invoices for each engagement.

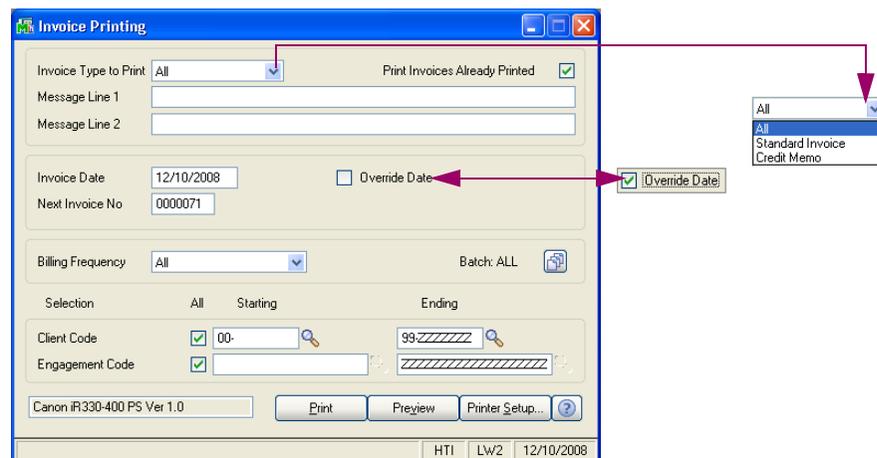
Invoice Printing Settings

With the Invoice Printing window, you may print all of your clients using the same invoice format, or you may assign a different invoice format to each client/engagement based on the client's requirements or the nature of the services provided.

NOTE: The window label changes to Crystal Invoice Printing if you select the **Use Graphical Forms** option on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96). See the *Time and Billing Professional online help* for detailed information.

Print Invoices for Clients/Engagements

- From the **Billing** menu of the Time and Billing Professional module, select **Invoice Printing**.
 - If you [set the option for batch entries](#) (see page 96), the [T/2 Invoice Batch Print](#) window (see page 211) appears. Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the Invoice Printing window appears.



Invoice Printing Window

- Select the invoice types to print from the **Invoice Type To Print** field. Options include:

All
Standard Invoice
Credit Memo



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- 3 Select the **Print Invoices Already Printed** check box 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](#) (see page 132) are included on the [billing format](#) (see page 117) 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 220).

- 6 Select the **Override Date** check box if you want to override the original invoice date with a new date.

 **HINT:** Change the date in the **Invoice Date** field, and then select the **Override Date** option to post the new date on the printout.

- 7 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 220).
- If you are using an invoice form with a preprinted invoice number, be sure to enter the invoice number to match the preprinted number.
- If you are reprinting previously printed invoices, the **Next Invoice Number** field will display the original number entered. This number is not incremented until after the [Billing Register](#) (see page 254) is updated.

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



- 9 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.
- 10 Click the  button to [change a billing batch entry](#) (see page 210), if necessary.
- 11 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

- Select the clients to include in the **Client Code** field.



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

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

- 12 Click **Print** to print the invoices, or click **Preview** to print preview the invoices.

Invoice Printing includes the billing address of the client, the invoice number, 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.

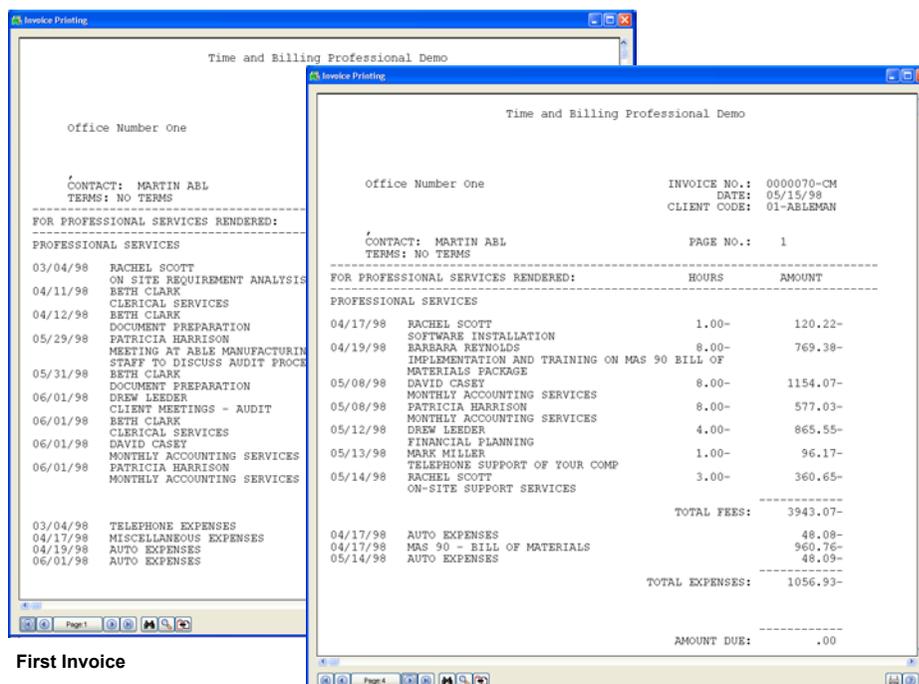


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First Invoice

Invoice Printing Window - Invoice

Next Invoice

After the invoices print, the following dialog box appears.



Sage MAS 90 Dialog

- 13 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 254) for more information.

Billing Register

Use the Billing Register feature to provide an audit report for all bills printed using the [Invoice Printing](#) feature (see page 250).

Using the Billing Register

Printing this report is the first step in the file update process. It provides an opportunity to check invoice data for errors before the information is posted to the permanent files. .



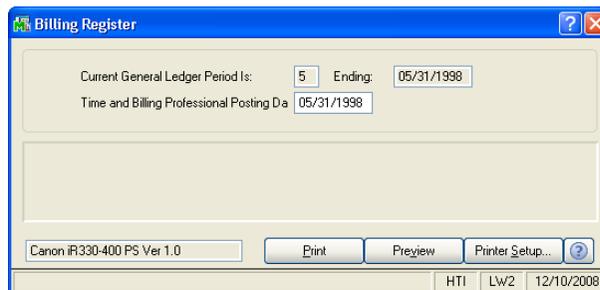
NOTE: The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Billing Register Detail

Information displayed on the Billing Register for each invoice may include the invoice number and date, work in process amount billed, write-up/write-down amount, billed fees/expenses, taxable and invoice amounts, sales tax, client code and name, and engagement code, if applicable.

Print the Billing Register

- 1 From the **Billing** menu of the Time and Billing 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. Change the date, if necessary.



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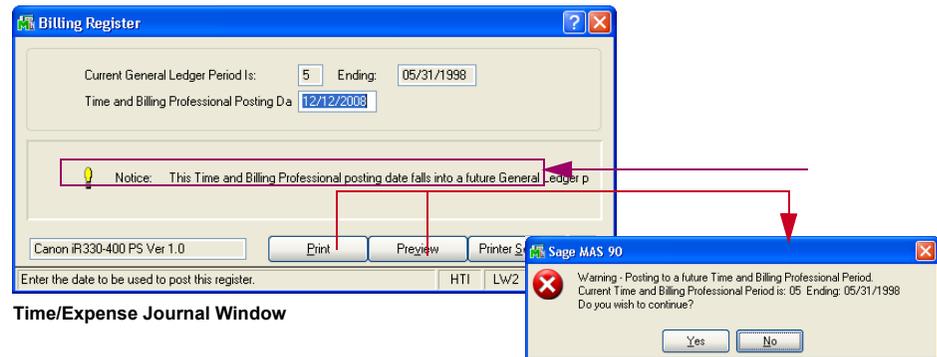
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- If the Time and Billing Professional posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing Professional posting date (moving it forward to within the current General Ledger period or beyond).



Time/Expense Journal Window

- If the Time and Billing Professional posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period.



Time/Expense Journal Window

Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.
- 3** Click **Print** to print the Register, or click **Preview** to print preview the Register.
- If you [set the option for batch entries](#) (see page 96), the [T/2 Invoice Batch Print](#) window (see page 211) appears. Select the desired option, and click **OK** to proceed.
 - If you did not set the option for batch entries, the Billing Register prints.



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.

The screenshot shows a window titled "Billing Register" with a sub-header "Time and Billing Professional Demo". The main content is a table with the following columns: INVC NO./ Clnt, DATE, WIP AMOUNT, WRITE UP/DN, BILLED FEES, BILLED EXPENSES, PROGRESST APPLIED, SALES TAX, and INVOICE AMOUNT. The table lists various invoices with their respective amounts and client names. At the bottom, a "REPORT TOTAL" row summarizes the data.

INVC NO./ Clnt	DATE	WIP AMOUNT	WRITE UP/DN	BILLED FEES	BILLED EXPENSES	PROGRESST APPLIED	SALES TAX	INVOICE AMOUNT
0000071-IN 01-ABLEMAN 00000000000000000000	12/23/08	4,043.60	0.00	3,896.60	147.00	0.00	0.00	4,043.60
0000074-IN 01-ABLEMAN 00000000000000000001	12/12/08	2,975.00	0.00	2,975.00	0.00	0.00	0.00	2,975.00
0000075-IN 01-CANRIDG 00000000000000000000	12/12/08	3,175.00	0.00	3,145.00	30.00	0.00	0.00	3,175.00
0000076-IN 01-EDWAELE 00000000000000000000	12/12/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0000077-IN 01-GENECOM 00000000000000000000	12/12/08	6,810.00	0.00	6,790.00	20.00	0.00	0.00	6,810.00
0000078-IN 01-HIDDBEA 00000000000000000000	12/12/08	2,170.00	0.00	2,170.00	0.00	0.00	0.00	2,170.00
0000079-IN 01-HOWARD 00000000000000000000	12/12/08	2,685.00	0.00	0.00	0.00	0.00	0.00	2,685.00
0000072-IN 01-MASTMIC 00000000000000000000	12/12/08	11,933.00	0.00	11,835.00	98.00	0.00	0.00	11,933.00
0000080-IN 01-OLSON 00000000000000000000	12/12/08	8,635.00	0.00	0.00	0.00	0.00	0.00	8,635.00
0000081-IN 01-REEDADV 00000000000000000000	12/12/08	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
0000082-IN 01-SCHWPE 00000000000000000000	12/12/08	9,041.00	0.00	5,050.00	3,991.00	0.00	239.46	9,280.46
0000083-IN 01-ZZZFIRM 00000000000000000000	12/12/08	9,050.00	9,050.00	0.00	0.00	0.00	0.00	0.00
0000070-CM 01-ABLEMAN 00000000000000000000	05/15/98	5,199.00	199.00	0.00	0.00	0.00	0.00	5,000.00
0000073-CM 01-HAAS 00000000000000000000	05/15/98	930.00	30.00	900.00	0.00	0.00	0.00	900.00
REPORT TOTAL:		54,388.60	8,821.00	34,961.60	4,286.00	0.00	239.46	49,807.06

Billing Register



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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
01-ABLEMAN	00000000000000000000	1,500.00	.00	1,500.00	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	1,175.00	.00	1,175.00	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	221.60	.00	221.60	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	147.00	.00	147.00	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000000	1,000.00	.00	1,000.00	.00	.00	.00	.00	.00
01-ABLEMAN	00000000000000000001	2,975.00	.00	2,975.00	.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-EDWAELE	00000000000000000000	.00	.00	.00	.00	.00	.00	.00	.00
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-HAAS	00000000000000000000	29.03	.00	29.03	.00	.00	.00	.00	.00
01-HAAS	00000000000000000000	580.65	.00	580.65	.00	.00	.00	.00	.00
01-HAAS	00000000000000000000	290.32	.00	290.32	.00	.00	.00	.00	.00
01-HIDDEEA	00000000000000000000	1,600.00	.00	1,600.00	.00	.00	.00	.00	.00
01-HIDDEEA	00000000000000000000	120.00	.00	120.00	.00	.00	.00	.00	.00
01-HIDDEEA	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-SCHWPFE	00000000000000000000	900.00	.00	900.00	.00	.00	.00	.00	.00
01-SCHWPFE	00000000000000000000	3,250.00	.00	3,250.00	.00	.00	.00	.00	.00
01-SCHWPFE	00000000000000000000	3,991.00	3,991.00	.00	.00	.00	.00	.00	239.46
01-SCHWPFE	00000000000000000000	900.00	.00	900.00	.00	.00	.00	.00	.00
TAX CODE CA TOTAL:		42,417.60	3,991.00	38,426.60	.00	.00	.00	.00	239.46
REPORT TOTAL:									239.46

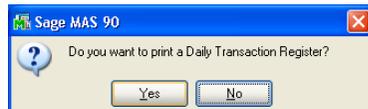
Billing Register - Tax Journal Detail

After the Billing Register displays the information, the following dialog box appears.



Sage MAS 90 Dialog

- 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

- 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 204) for more information.

Transfer Work in Process

Use the Transfer Work In Process feature to transfer work in process transactions, which are NOT selected for billing, from one client/engagement to another client/engagement for a range of dates. You can also choose to print an audit report to track the work in process being transferred.

Using Transfer Work In Process

The Transfer Work in Process Audit Report generated during the transfer process includes the from and to clients information, dates, engagement and employee information, work and category codes, transactions data, as well as hours, rates, and amounts being transferred.



NOTE: Use the Transfer Work in Process function on work in process entered during the CURRENT accounting period. Transferring work in process for a period other than the current one will affect the current period's analysis reports.



SPECIAL NOTE: This option CANNOT be used when any of the following options are in progress: the [Time/Expense Journal](#) update (see page 199), [Billing Data Entry](#) (see page 220) and [Billing Register](#) update (see page 254), [Transfer Work in Process](#) (see page 258) and Audit Report update, [Delete Work in Process](#) (see page 261) and Register update, [Edit Work in Process Selection](#) (see page 265) and Register update, [Edit Work in Process Journal](#) update (see page 274), [Manual Check Register](#) update (see page 406), or [Invoice Register](#) update (see page 401).

Transfer Work In Process Settings

The Transfer Work in Process window includes two sections, one provides the detailed information on a client/engagement to transfer a Work in Process Transaction from, and another contains the client/engagement codes to transfer Work in Process to.



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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.

The screenshot shows the 'Transfer Work in Process' window with the following data:

Transfer Work in Process From	
Client Code	01-ABLEMAN
Engagement Code	00000000000000000000
Employee Code	0100
Work Code	ABC
Transaction Number	
Selection	All Starting Ending
Date	<input checked="" type="checkbox"/> <input type="text"/> 12/31/2999
Transfer Work in Process To	
Client Code	01-ALEXEDW
Engagement Code	00000000000000000000

Transfer Work in Process Window

- 2 Make the appropriate selections in the **Transfer Work in Process From** section.

- Select the client that has the work in process engagement to be transferred from in the **Client Code** field.
- Select the work in process engagement to transfer from the **Engagement Code** field.

If you leave this field blank, all engagements will be transferred.

- Select the employee involved in the work in process being transferred from the **Employee Code** field.

If you leave this field blank, all employees will be transferred.

- Select the task involved in the work in process being transferred from the **Work Code** field.

If you leave this field blank, all work codes will be transferred.

- Enter the transaction number of the work in process being transferred in the **Transaction Number** field.

If you leave this field blank, all transaction numbers will be transferred.

- 3 Select the dates of the work in process records to transfer in the **Date Selection** field.

- Select **All** for all dates.

OR



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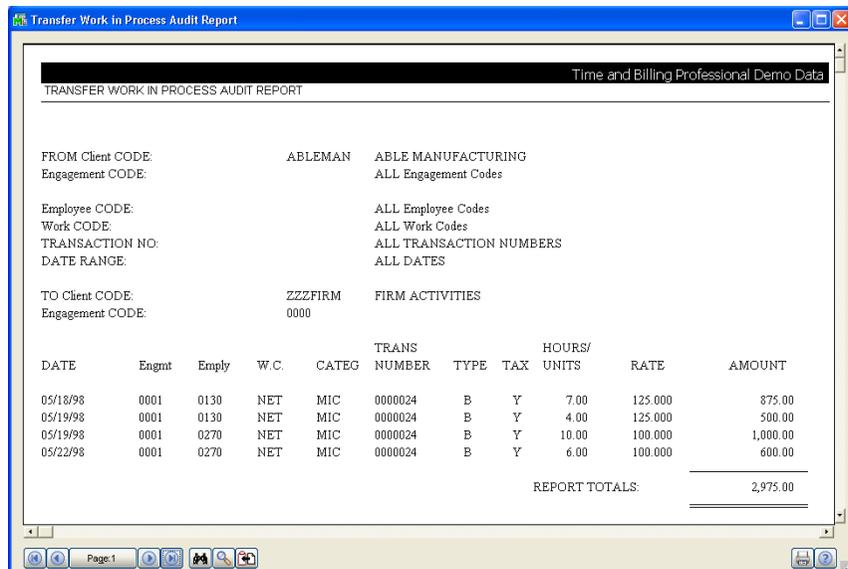
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- Enter a range of dates in the **Starting** and **Ending** fields.
- 4 Make the appropriate selections in the **Transfer Work in Process To** section.
 - Select the client to transfer the work in process information to from the **Client Code** field.
 - Select the engagement to transfer the work in process information to from the **Engagement Code** field.

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

- 5 Click **Print** to print the transfers, or click **Preview** to print preview the information.

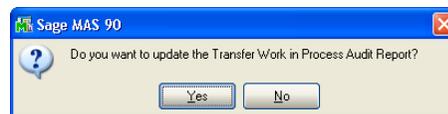
The Transfer Work in Process Audit Report prints the client information set in the Transfer Work in Process window. This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being transferred.



DATE	Engmt	Empl	W.C.	CATEG	TRANS NUMBER	TYPE	TAX	HOURS/ UNITS	RATE	AMOUNT
05/18/98	0001	0130	NET	MIC	0000024	B	Y	7.00	125.000	875.00
05/19/98	0001	0130	NET	MIC	0000024	B	Y	4.00	125.000	500.00
05/19/98	0001	0270	NET	MIC	0000024	B	Y	10.00	100.000	1,000.00
05/22/98	0001	0270	NET	MIC	0000024	B	Y	6.00	100.000	600.00
REPORT TOTALS:										2,975.00

Transfer Work in Process Audit Report

After the report prints, the following dialog appears.



Sage MAS 90 Dialog

- 6 Click **Yes** to update the system with the changes.

The work in process engagements are moved from one client to the other.



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Delete Work in Process

The Delete Work in Process feature allows you to delete unbilled work in process information by client and/or engagement for a range of dates, employee codes, work codes, or transaction numbers.

Using Delete Work In Process

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 on the **Additional** tab in [Time and Billing Professional Options](#) (see page 93), work in process information will be updated to the General Ledger.

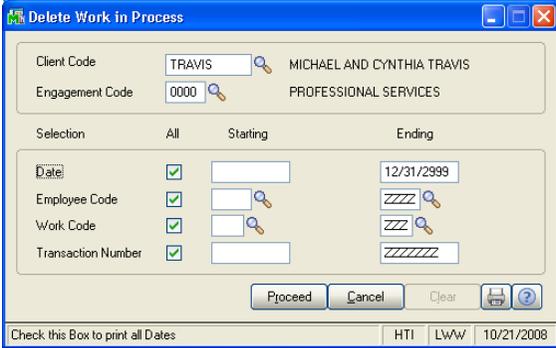
 **NOTE:** Use the Delete Work in Process function on work in process entered during the CURRENT accounting period. Deleting work in process for a period other than the current one will affect the current period's analysis reports.

Delete Work In Process Settings

The Delete Work in Process window contains the detailed information on a work in process transaction, which is NOT selected for billing, for the current client/engagement.

Delete Work in Process Transactions for a Client/Engagement

- 1 From the **Billing** menu of the Time and Billing 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.



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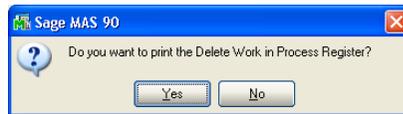
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- 3 Enter the engagement that contains the work in process information to delete from the **Engagement Code** field.
- 4 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

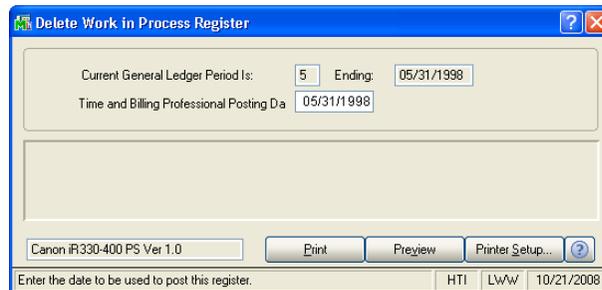
OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Select the dates for the work in process transactions in the **Date** field.
 - Select the employees involved in the work in process transactions in the **Employee Code** field.
 - Select the work categories involved in the work in process transactions in the **Work Code** field.
 - Select the transaction numbers that contain work in process data from the **Transaction Number** field.
- 5 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

- 6 Click **Yes** to print the register. The Delete Work in Process Register window appears.

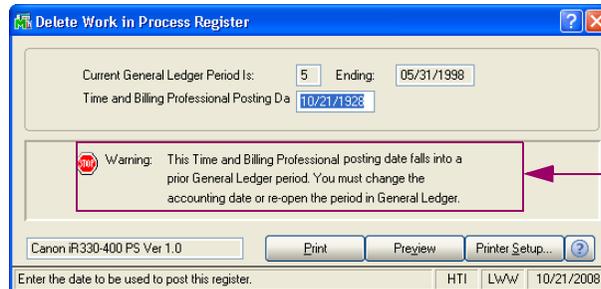


Delete Work in Process Register Window

- 7 Make sure the date in the **Time and Billing Professional Posting Date Is** field is correct. Change the date, if necessary

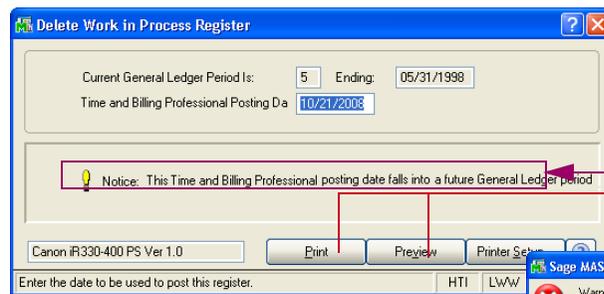


- If the Time and Billing Professional posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing Professional posting date (moving it forward to within the current General Ledger period or beyond).

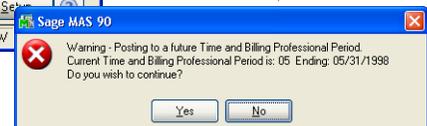


Delete Work in Process Register Window

- If the Time and Billing Professional posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period. .



Delete Work in Process Register Window



Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.

8 Click **Print**. The register prints.

 **NOTE:** The Time and Billing 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.



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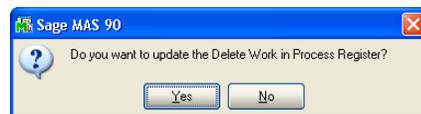
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The Delete Work in Process Register prints the client information set on the Delete Work in Process window. This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being deleted.

DATE	Empl	W.C.	CATEG	TRANS NUMBER	BILL TYPE	TAX CLASS	HOURS/ UNITS	RATE	AMOUNT
Client CODE: ABLEMAN				ABLE MANUFACTURING					
Engagement CODE: 0001				NETWORK INSTALLATION					
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 0001 TOTAL:									2,975.00
Client ABLEMAN TOTAL:									2,975.00
REPORT TOTAL:									2,975.00

Delete Work in Process Register

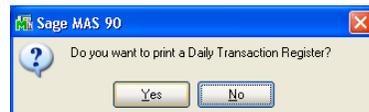
After the report prints, the following dialog appears.



Sage MAS 90 Dialog

- 9 Click **Yes** to update the system with the changes. The work in process transactions are deleted.

The following dialog appears.



Sage MAS 90 Dialog

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

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

See the [Daily Transaction Register](#) section (see page 204) for more information.



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Reinstating Deleted Files

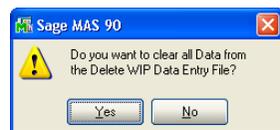
If you deleted work in process information that should not be deleted, you can clear the deletion process and reinstate the work in process transactions. You can only reinstate deleted files that have not been completely deleted from the system through the Delete Work in Process Register.

Clear Work in Process Deletions

- 1 Select the information you deleted from the fields on the Delete Work in Process window.

You can leave all of the fields blank to remove all the transactions that are set to be deleted.

- 2 Click **Clear**.
- 3 Click **Yes** at the following message.



Sage MAS 90 Dialog

The deleted transactions are reinstated.

Edit Work in Process Selection

Use the Edit Work in Process Selection feature to select unbilled work in process transactions to be edited for a specific client/engagement.

Using Edit Work in Process Selection

Once you select work in process information, you can choose to [print and update the Edit Work in Process Selection Register](#) (see page).



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.

Edit Work In Process Selection Settings

The Edit Work in Process window contains the detailed information on a work in process transaction to be edited for the current client/engagement.



Select Work in Process Transactions to Edit

- 1 From the **Billing** menu of the Time and Billing 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 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

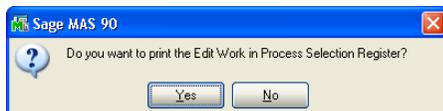
OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Select the dates for the work in process transactions in the **Date** field.
 - Select the employees involved in the work in process transactions in the **Employee Code** field.
 - Select the work categories involved in the work in process transactions in the **Work Code** field.
 - Select the transaction numbers that contain work in process data from the **Transaction Number** field.



- 5 Click **Proceed** to edit the work in process information.

The following dialog box appears when you are finished selecting the transactions.



Sage MAS 90 Dialog

- 6 Click **Yes** to [print the Edit Work in Process Selection Register](#) (see page).

If you click **No**, you can print the register at another time.

You can also click the button to access the Edit Work in Process Selection Register.

Print the Edit Work in Process Selection Register

Upon clicking **Yes** at the "Do you want to print the Edit Work in Process Selection Register?" message, the Edit Work in Process Selection Register window appears.



Edit Work in Process Selection Register Window

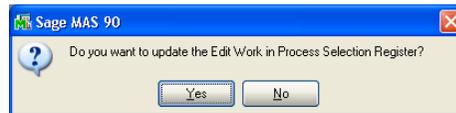
- 1 Make sure the date in the **Time and Billing Professional Posting Date Is** field is correct. Change the date, if necessary.
- If the Time and Billing Professional posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing Professional posting date (moving it forward to within the current General Ledger period or beyond).



Edit Work in Process Selection Register Window

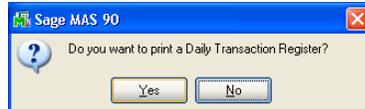


After the Edit Work in Process Selection Register, the following dialog box appears.



Sage MAS 90 Dialog

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



Sage MAS 90 Dialog

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

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

See the [Daily Transaction Register](#) section (see page 219) for more information.

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 265).

Updating Work in Process Information

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 274).



NOTE: You can only use the Edit Work in Process Entry feature AFTER using the [Edit Work in Process Selection](#) feature (see page 265).

Edit Work in Process Entry Settings

You can modify the client, engagement, employee, hours/units, rate, and work code for each work in process transaction on this window.



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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.

Edit Work in Process Entry 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 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.
 - 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 Accept or change the transaction date of this transaction in the **Transaction Date** field.

This date is not the date of the original transaction that you are editing, but the date you are actually making the change.
- 6 Accept or change the transaction date of this transaction in the second **Date** field.

This date is the date of the original transaction that you are editing.



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- 7 Enter or select an employee for the transaction in the **Employee Code** field.
 - Click the  button to search for an employee that is already enabled in Time and Billing Professional.
 - Create a new employee by entering a new code, clicking **Yes** at a dialog, and launching the [Employee Maintenance](#) window (see page 103).
 - You can also update the employee information by clicking the  button and launching the Employee Maintenance window.
- 8 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.
 - You can create a new client by entering a new code, clicking **Yes** at a dialog, and launching the A/R Customer Maintenance window. Refer to the *Accounts Receivable manual* or *online help* by Sage Software for detailed information on creating new customers.
- 9 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, clicking **Yes** at a dialog, and launching the [Engagement Memo Maintenance](#) window (see page 174).
 - After you select the engagement, you can update the engagement by clicking the  button and launching the [T/2 Client Maintenance](#) window (see page 163).
 - After you select the engagement, you can also launch the Engagement Memo Maintenance window by clicking the  button.
- 10 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, clicking **Yes** at a dialog, and launching the [Work Code Maintenance](#) window (see page 111).
 - After you select the work code, you update the work code by clicking the  button and launching the Work Code Maintenance window.
- 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 Select the **Subject to Exemption** check box to use exemptions defined for the client/engagement. Specific exemption numbers determine whether sales tax will be calculated for the transaction.
- 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 274) by launching the Extended Comment Maintenance window.
- 17 Enter the number of hours associated with this transaction in the **Hours** field.

OR

Enter the amount of units associated with this transaction in the **Units** field

- 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/Units** 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 269).

The window updates the **Total Hours** and **Total Amount** fields with each transaction.

The **Hash** field displays the total of all specified codes. You can use this field to determine whether a transaction has been lost or omitted from processing.

 **HINT:** Depending on the selection made in the **Hash Total Field** field on the **Billing** tab in [Time and Billing Professional Options](#) (see page 96), the field caption may read as follows: **W.C. Hash**, **Clnt Hash**, **Emply Hash**, or **Engmt Hash**.

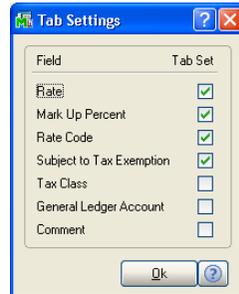
- 21 Repeat steps **5 - 20** for each line in the work in process transaction.
- 22 If you need to quickly access an entry in the list, enter the number of the line in the **Quick Line** field.
- 23 Click the  button to [set tab defaults](#) on the window (see current page).
- 24 Click **Accept** to save the entire transaction.
- 25 Click the  button to [print the Edit Work in Process Journal](#) (see page 275).



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 From the Edit Work in Process Entry window, click the **Tabs** button. The Tab Settings window appears.



Tab Settings Window

- 2 Select the check boxes for to all the fields you want to see in a tab sequence during data entry. You can select from the following fields:

- **Rate**
- **Mark Up Percent**
- **Rate Code**
- **Subject to Tax Exemption**
- **Tax Class**
- **General Ledger Account**
- **Comment**

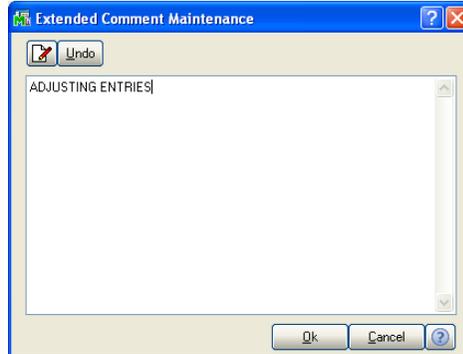
- 3 Click **OK**. The system saves the changes and closes the Tab Settings window.

When you press the TAB key on the Edit Work in Process Entry window, the cursor will move to the selected field on the window.



Add Extended Comments

- 1 From the Edit Work in Process Entry window, click the  button to add extended comments by launching the Extended Comment Maintenance window.



Extended Comment Maintenance Window

- 2 Review the information or make the necessary changes on the Extended Comment Maintenance window using the appropriate command buttons.
 - a Click  to select a standard billing comment or enter the comment in the text box.

OR

 - b 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 90).
 - To indicate that any text should not be printed on the invoice, type */** before the specified text and type **/* after the end of the text.
 - c To cancel the changes, click the  button.
- 3 Click **OK** (or **Cancel**) to return to the Edit Work in Process Entry window.

See the *Time and Billing Professional online help* for detailed information.

Edit Work in Process Journal

Use the Edit Work in Process Journal to provide an audit report for all work in process transactions edited using the [Edit Work in Process Entry](#) window (see page 269).



Using the Edit Work in Process Journal

Printing this journal is the first step in the file update process. It provides an opportunity to check work in process data for errors before the information is posted to the permanent files.

 **SPECIAL NOTE:** This option CANNOT be used when any of the following options are in progress: the [Time/Expense Journal](#) update (see page 199), [Billing Data Entry](#) (see page 220) and [Billing Register](#) update (see page 254), [Transfer Work in Process](#) (see page 258) and Audit Report update, [Delete Work in Process](#) (see page 261) and Register update, [Edit Work in Process Selection](#) (see page 265) and Register update, [Edit Work in Process Journal](#) update (see page 274), [Manual Check Register](#) update (see page 406), or [Invoice Register](#) update (see page 401).

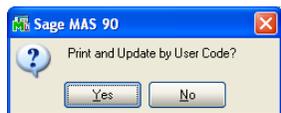
 **NOTE:** The Time and Billing Professional module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Edit Work In Process Journal Detail

The Edit Work in Process Journal contains the client information set in Edit Work in Process Entry, as well as the date, engagement/employee and work codes, category, transactions, hours, rates, and amounts being selected. The client/engagement code for the transaction prints to the right of the transaction number to provide an audit trail to the original codes.

Print the Edit Work in Process Journal

- 1 From the **Billing** menu of the Time and Billing Professional module, select **Edit Work in Process Journal**.
- 2 If the **Update by User Code** check box is selected on the **Additional** tab of the [Time and Billing Professional Options](#) window (see page 93), 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.



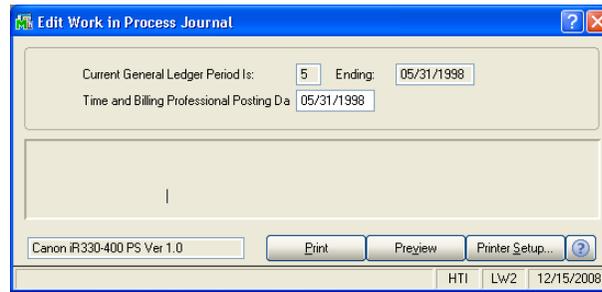
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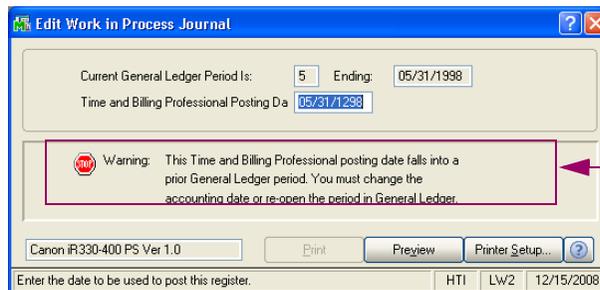
INDEX

The Edit Work in Process Journal window appears .



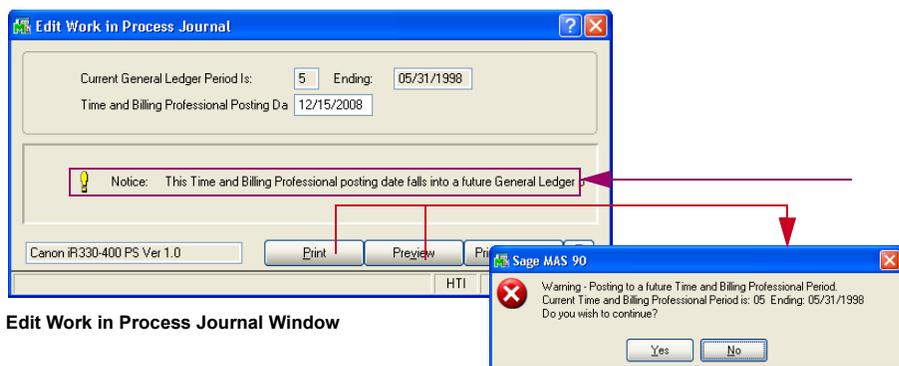
Edit Work in Process Journal Window

- 4 Make sure the date in the **Time and Billing Professional Posting Date** field is correct. Change the date, if necessary
- If the Time and Billing Professional posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing Professional posting date (moving it forward to within the current General Ledger period or beyond).



Edit Work in Process Journal Window

- If the Time and Billing Professional posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period.



Edit Work in Process Journal Window

Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.
- 5 Click **Print** to print the journal, or click **Preview** to print preview the journal.



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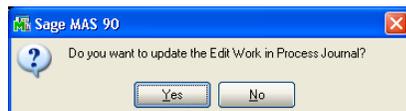
Chapter 8

The Edit Work in Process Journal report prints the client information set on the [Edit Work in Process Entry](#) (see page 269). This report also prints the date, engagement code, employee code, work code, category, transactions, hours, rates, and amounts being selected.

DATE	Empl	Client	Emgt	W.C. T X	COMMENT	HOURS	UNITS	RATE	AMOUNT
TRANS NO: 0000043 TRANS DATE: 12/15/08 Client: 01-ABLEMAN Emgt: 00000000000000000000									
*03/04/98	0130	01-ABLEMAN	00000000000000000000	ONS B NT	ON SITE REQUIREMENT ANALYSIS	8.00		125.000	1000.00
*03/04/98	0140	01-ABLEMAN	00000000000000000000	PHN E NT	TELEPHONE EXPENSES		4.00	5.000	20.00
*03/04/98	0130	01-ABLEMAN	00000000000000000000	CLR B NT	CLERICAL SERVICES	13.00		13.850	180.05
*03/18/98	0210	01-ABLEMAN	00000000000000000000	TEL B NT	TELEPHONE SUPPORT OF YOUR ACCOUNTS PAYABLE SOFTWARE	8.00		100.000	800.00
*03/20/99	0240	01-ABLEMAN	00000000000000000000	REP B NT	CUSTOM REPORT DESIGN AND DEVEL	25.00		100.000	2500.00
*04/10/98	0120	01-ABLEMAN	00000000000000000000	CLI B NT	CLIENT CONFERENCES	5.00		180.000	900.00
*04/10/99	0160	01-ABLEMAN	00000000000000000000	QPR D NT	PREPARATION OF PAYROLL TAX RETURNS FOR THE QUARTER	8.00		75.000	600.00
*04/10/98	0230	01-ABLEMAN	00000000000000000000	MONB NT	MONTHLY ACCOUNTING SERVICES	8.00		150.000	1200.00
*04/11/99	0150	01-ABLEMAN	00000000000000000000	CLR B NT	CLERICAL SERVICES	5.00		13.850	69.25
*04/11/98	0230	01-ABLEMAN	00000000000000000000	MONB NT	MONTHLY ACCOUNTING SERVICES	6.00		150.000	900.00
*04/11/99	0250	01-ABLEMAN	00000000000000000000	QPR D NT	PREPARATION OF PAYROLL TAX RETURNS FOR THE QUARTER	8.00		130.000	1040.00
*04/12/99	0150	01-ABLEMAN	00000000000000000000	DOC B NT	DOCUMENT PREPARATION	2.00		13.850	41.55
*04/14/99	0250	01-ABLEMAN	00000000000000000000	CNB B NT	CLIENT - NON-BILLABLE TIME	4.00		130.000	520.00
*04/17/99	0130	01-ABLEMAN	00000000000000000000	MSC E NT	MISCELLANEOUS EXPENSES		42.00	00%	42.00
*04/19/98	0210	01-ABLEMAN	00000000000000000000	CAR E NT	AUTO EXPENSES		50.00	1.000	50.00
05/15/98	0110	01-ABLEMAN	00000000000000000000	TRV E NT	TRAVEL EXPENSES		100.00%	30.00%	130.00
05/29/99	0260	01-ABLEMAN	00000000000000000000	MTVB NT	MEETING AT ABLE MANUFACTURING WITH ACCOUNTING STAFF TO DISCUSS AUDIT PROCEDURES	4.00		13.850	55.40
05/31/98	0150	01-ABLEMAN	00000000000000000000	DOC B NT	DOCUMENT PREPARATION	4.00		1.000	25.00
*06/01/99	0110	01-ABLEMAN	00000000000000000000	CAR E NT	AUTO EXPENSES		25.00	1.000	25.00
*06/01/98	0110	01-ABLEMAN	00000000000000000000	CNB B NT	CLIENT - NON-BILLABLE TIME	3.00		0.00	0.00
*06/01/99	0110	01-ABLEMAN	00000000000000000000	MTVB NT	CLIENT MEETINGS - AUDIT	4.00		200.000	800.00
*06/01/98	0150	01-ABLEMAN	00000000000000000000	CLR B NT	CLERICAL SERVICES	4.00		13.850	55.40
*06/01/99	0220	01-ABLEMAN	00000000000000000000	CNB B NT	CLIENT - NON-BILLABLE TIME	2.00		0.00	0.00
*06/01/98	0220	01-ABLEMAN	00000000000000000000	MONB NT	MONTHLY ACCOUNTING SERVICES	6.00		150.000	900.00
*06/01/99	0260	01-ABLEMAN	00000000000000000000	MONB NT	MONTHLY ACCOUNTING SERVICES	8.00		75.000	600.00
*09/11/03	0100	01-ABLEMAN	00000000000000000000	ADJ B NT	ADJUSTING ENTRIES	2.00		180.000	360.00
*09/11/03	0100	01-ABLEMAN	00000000000000000000	CNB B NT	CLIENT - NON-BILLABLE TIME	1.00		0.00	0.00
W.C. HASH TOTAL:									4630
BILLABLE FEE TOTALS:									12776.65
NON-BILLABLE FEE TOTALS:									11.00
BILLABLE EXPENSE TOTALS:									277.00
TRANS NO: 0000043 TOTALS:									141.00

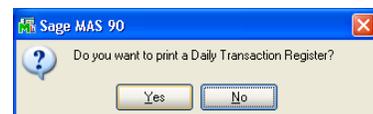
Edit Work in Process Journal

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

- 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 204) for more information.

This concludes *Chapter 8: Using the Billing Menu* of the Time and Billing Professional manual.

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.

How to Use the Reports Menu

Time and Billing Professional provides a variety of timely, informative reports that help you analyze work in process and open invoices.

Time and Billing Professional Reports Menu

The options available in the Time and Billing Professional Reports menu allow your company to print or preview different reports.

Implementing the Reports Menu Options

You can select the type of data to include in a report and determine how to sort the report. In addition to management reports, you can also produce client listings and mailing labels to improve communication and service to your clients.

Open a Window from the Reports Menu

- 1 Click the **Time and Billing Professional** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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



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Windows Available in the Reports Menu

Time and Billing Professional Reports Menu

Time and Billing Professional Reports Window

Select Data for a Report

The sections in this manual detail the different types of information you can include in an individual report. The following steps teach you how to select the information from the fields. When you open a Report window, it contains fields similar to the following picture.

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 select the **All** check box to print all clients, or you can use the Lookup windows in the **Starting** and **Ending** fields and select specific client codes.

- If there is a date field available on a Report window and you want to print information for a particular date, enter the same date in the **Starting** and **Ending** fields.
 - Click the  button to search for a specific item that is already available in Time and Billing Professional, so you can change the settings.
- 3 Click the **Print** button to print the report, or click the **Preview** button to print preview the report.

Select an Item from a Lookup List

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

Click the  button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Client Listing

Use the Client Listing feature to obtain information on clients and engagements contained in the Client and Engagement Master files.

Client Listing Settings

You can choose to print client and engagement information for all or a group of clients and engagements. You can specify the degree of detail to be printed, from a simple code and name listing to a complete listing containing all client information on file. You can also choose to print custom billing rates, schedule and budget information, and client memos.

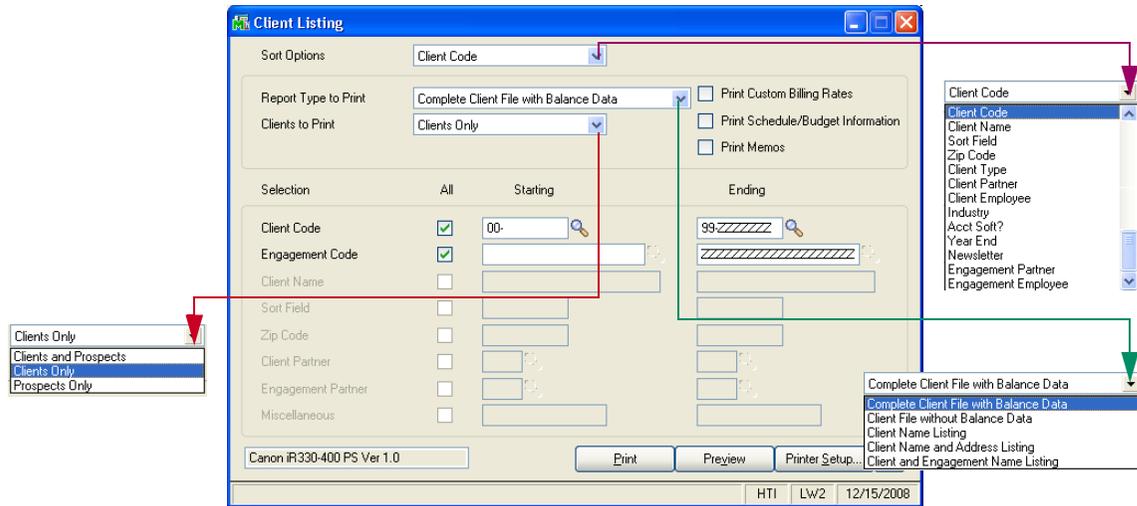
Client Listing Detail

The detailed version of the listing includes the client name, number, address, tax schedule, write-offs, and billing history information.



Print the Client Listing

- 1 From the **Reports** menu of the Time and Billing 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select the type of reports to print from the **Report Type to Print** field. You can select:

Complete Client File with Balance Data
Client File without Balance Data
Client Name Listing
Client Name and Address Listing
Client and Engagement Name Listing

If you select **Complete Client File with Balance Data** or **Client File without Balance Data**, the following check boxes become available:

- **Print Custom Billing Rates**
- **Print Schedule/Budget Information**
- **Print Memos**

- 4 Select the **Print Custom Billing Rates** check box to include clients' custom billing rates in the report.

This field is available only if **Complete Client File with Balance Data** or **Client File without Balance Data** is selected in the **Report Type to Print** field.

- 5 Select the **Print Schedule/Budget Information** check box to include clients' schedules and budgets in the report.

This field is available only if **Complete Client File with Balance Data** or **Client File without Balance Data** is selected in the **Report Type to Print** field.

- 6 Select the **Print Memos** check box to include clients' memos in the report.

This field is available only if **Complete Client File with Balance Data**, or **Client File without Balance Data** is selected in the **Report Type to Print** field. Select the type of clients to print from the **Clients to Print** field. You can select:

Clients Only
Clients and Prospects
Prospects Only

- 7 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

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

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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



- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the client partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected client partner.

- Enter the client employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected client employee.

- Enter the employee partners for engagements in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 8 Click **Print** to print the report, or click **Preview** to print preview the report.

The Client Listing report result depends upon the settings selected for the report. For example, you can create a list of addresses for prospects, or you can create a detailed report of all current clients that includes the engagements available for clients and the current billing rates.



The following is a Complete Client File with Balance Data report, sorted by client code. It includes custom billing rates, schedule and budget information, as well as memos.

The screenshot shows a window titled 'Client Listing' with a sub-header 'Time and Billing Professional Demo'. The main content is a form for client '01-ABLEMAN' with the following details:

- Client CODE:** 01-ABLEMAN, **NAME:** ABLE MANUFACTURING
- ADDRESS:** 9445 HIGHLAND AVE, **BILL SEPARATE?:** Y, **Sort Field:** ABLE
- CITY:** IRVINE, **CLT TYPE:** CORP
- STATE:** CA, **ZIP CODE:** 92718, **OPEN ITEM?:** Y
- TELEPHONE:** (714) 555-4660, **EXT:** 8050, **STATEMENT CYCLE:** M
- CONTACT:** MARTIN ABLE, **PRINT DUN MSSG?:** Y
- FAX:** 714-555-9130
- TAX SCHEDULE - STATE:** CA, **CNTY:**, **LOC:**
- TAX EXEMPT#:**, **REFERRED BY:** MARTIN ABL
- CLT PARTNER:** 0120 B.A. WINNUR, **Industry:** MANUFACTURING
- CLT Empl:** 0250 JOSEPH WILSON, **Acct Soft?:** Y
- COMMENT 1:**, **Year End:** 1231
- COMMENT 2:**, **Newsletter:** Y

AGED AS OF 11/15/05

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	A/R BALANCE
2,018.60	.00	.00	.00		16,661.65
					14,643.05

Engagement CODE: 00000000000000000000, **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 Ret-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:**

At the bottom, it shows 'DATE LAST STATEMENT: 06/24/08' and 'REQUESTED BALANCE: 14,643.05'.



Client Listing

General Ledger Posting Recap

This General Ledger Posting Recap produces a detailed recap, by General Ledger account number, of all postings made using [Time/Expense Entry](#) (see page 193), [Edit Work in Process Entry](#) (see page 269), [Billing Data Entry](#) (see page 220), and [Credit Memo Entry](#) (see page 237).

General Ledger Posting Recap Settings

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.

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 384).
- If Time and Billing Professional is integrated with General Ledger, the information is purged during General Ledger's period end processing.

General Ledger Posting Recap Detail

As with the [Daily Transaction Register](#) (see page 204), the General Ledger Posting Recap report itemizes each entry and lists the corresponding debit and credit amounts. If desired, you can specify a range of dates. The General Ledger Posting Recap reflects only those transactions printed on the Daily Transaction Register and subsequently updated.

Transactions shown on this report are sorted by General Ledger account, with totals shown for all transactions posted to each account.

Print 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.

Select Field	Operand	Value
Posting Date	Range	12/15/2008 12/16/2008

General Ledger Posting Recap Window

- 2 Enter a report setting in the **Report Setting** field. Click the button to select from a list all saved report settings.

The **Standard** report setting provides a set of default options, sort criteria, and selection criteria for each report.

- 3 Enter a description for the output of the report in the **Description** field. The description can be up to 40 characters.
 - 4 Select the options required for printing in the **Setting Options** section.
- The **Type** field is set to the default Public report. Report type options include **Public** or **Others**.



- The **Default Report** check box to set the current report setting as the default report setting (the first report setting displayed when the report is accessed). Clear this check box if you do not want this report setting to be the default.

When a default report setting is not selected, the **Report Setting** field displays the **Standard** report setting.

- Select the **Print Report Settings** check box to print the options, sort criteria, and selection criteria for the selected report setting. This information prints on a separate cover page when the report is printed.

Clear this check box if you do not want to print the report settings.

- Select the **Three Hole Punch** check box to print the report with a larger margin. This allows enough space for you to three-hole punch the report.

Clear this check box if you do not want a larger margin for this purpose.

- Select the number of report copies to print from the **Number of Copies** field. This allows you to print multiple copies of the report without accessing Printer Setup.

Setting this field to any number greater than "1" activates the **Collated** check box.

- Select the **Collated** check box to collate (to sort in sets) the copies of the report.

Clear this check box to output copies of the report unsorted.

- 5 Select the **Summarize Postings** check box to view a summary report. The summary includes the account number and description, debit, credit, and report total.

Clear this check box if you want to include details about each posting such as the date, reference number, posting remarks, and posting totals.

- 6 Enter the posting dates to include in the **Posting Date** field.

- a Click the arrow in the **Operand** column and select the search equation for sorting criteria you want from the drop-down list. Options include:

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified in this row.
Ends With	Returns any record whose field value ends with the filter value specified in this row.
Contains	Returns any record whose field value contains the filter value specified in this row.
Less Than	Returns any record where the field value is less than the filter value specified in this row. Specifically, fieldValue < filterValue.



Operand	Description
Greater Than	Returns any record where the field value is greater than the filter value specified in this row. Specifically, fieldValue > filterValue.
Range	Returns any record where the field value is in between the specified filter value. To enter the filter value, separate two values by a comma. Specifically: filterValue1 < fieldValue AND fieldValue > filterValue2.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

- b** Depending on the choice you make in the **Operand** column, enter the desired variable in either or both **Value** columns for the sort function.

Multiple values for the selected operands can be entered using a comma to separate values and to enlarge the selection criteria. You can also use alternate separators (other than the reserved comma) to separate multiple selection values. The alternate separators include the following:

~ ! @ # \$ % ^ & * () - = [] \ ; " / _ + { } | : < > ?

When alternate separators are used, the value list must end with the alternate separator character.

- 7** Click the arrow in the Printer field to select from a list of available output devices/methods.
- Select **Deferred** to save forms to your hard drive for printing at a future time using Deferred Printing.
 - Select **Export/E-mail** to export to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed.
 - Select **Data Only Export** to export only the data portion of the report (excluding header information) to a file type, such as PDF or Excel. The file can then be saved to your hard drive or e-mailed. This option is available only if the report or listing contains header information.
 - Select **Office Merge** to export data to a Microsoft Word or Excel template. Office Merge is available only if Custom Office is registered.
- 8** Select the **Keep Window Open After Print** check box to keep this window open after you print the report.

Clear this check box if you want this window to close automatically after you print the report.



- Select the **Keep Window Open After Preview** check box to keep this window open after you preview the report before printing.

Clear this check box if you want this window to close automatically after you preview the report.

- Click **Setup** to open the Windows Printer Setup dialog and make the necessary changes on the standard Windows Printer Setup dialog.

- Click **Print** to print the report, or click **Preview** to print preview the report.

The General Ledger Posting Recap displays the account number and description, debit, credit, and report total. Detailed reports also include the posting date, reference number, posting remarks, and posting totals.



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Account Number/Description		Posting Date	Reference Number	Comments	Debit	Credit
102-00 Cash In Bank-Regular Checking						
		1/25/1998	CR 000001	T/B CASH RECEIPTS - 01/25/98	15,254.00	
		2/5/1998	CR 000002	T/B CASH RECEIPTS - 02/05/98	3,930.00	
		2/10/1998	CR 000002	T/B CASH RECEIPTS - 02/10/98	9,795.00	
		2/27/1998	CR 000002	T/B CASH RECEIPTS - 02/27/98	6,831.00	
		2/28/1998	CR 000003	T/B CASH RECEIPTS - 02/28/98	75,000.00	
		3/29/1998	CR 000004	T/B CASH RECEIPTS - 03/29/98	197,249.64	
		4/25/1998	CR 000006	T/B CASH RECEIPTS - 04/25/98	190,832.34	
		4/27/1998	CR 000005	T/B CASH RECEIPTS - 04/27/98	10,000.00	
		5/3/1998	CR 000007	T/B CASH RECEIPTS - 05/03/98	7,964.96	
		5/6/1998	CR 000007	T/B CASH RECEIPTS - 05/06/98	8,319.50	
		5/14/1998	CR 000007	T/B CASH RECEIPTS - 05/14/98	60,000.00	
		5/20/1998	CR 000007	T/B CASH RECEIPTS - 05/20/98	9,125.97	
		5/26/1998	CR 000007	T/B CASH RECEIPTS - 05/26/98	50,000.00	
		5/31/1998	CR 000007	T/B CASH RECEIPTS - 05/31/98	9,237.50	
		5/31/1998	CR 000008	T/B CASH RECEIPTS - 05/31/98	9,620.00	
Total Postings:					663,159.91	0.00
110-00 Accounts Receivable						
		1/1/1998	TB 000001	BILLING REGISTER	39,910.00	
		1/25/1998	CR 000001	T/B CASH RECEIPTS/WRITE-OFF - 01/25/98		15,254.00
		2/27/1998	CR 000002	T/B CASH RECEIPTS/WRITE-OFF - 02/27/98		20,556.00
		2/28/1998	CR 000003	T/B CASH RECEIPTS/WRITE-OFF - 02/28/98		75,000.00
		2/28/1998	FC 000001	T/B FINANCE CHARGE - 02/28/98	46.50	
		2/28/1998	TB 000002	BILLING REGISTER	158,011.37	
		3/29/1998	CR 000004	T/B CASH RECEIPTS/WRITE-OFF - 03/29/98		197,249.64
		3/31/1998	FC 000002	T/B FINANCE CHARGE - 03/31/98	173.95	
		3/31/1998	TB 000003	BILLING REGISTER	126,500.14	
		3/31/1998	TB 000004	BILLING REGISTER	49,000.00	

General Ledger Posting Recap Report

Client Mailing Labels

Use the Client Mailing Labels feature to print client information on labels.

Client Mailing Labels Settings

You can align the data to fit each label and specify the arrangement of labels on your label sheets. You can also choose to print multiple labels for each client. The Client Mailing Labels window includes the **Form** button that enables you to launch the Sage MAS 90 or 200 Forms Customization feature.

Customizing Forms

The Sage MAS 90 or 200 Forms file contains the standard default format for Client Mailing Labels. You can modify this format or create new formats using the Forms Customization feature. Using the many customizing options, you can create almost any type of format for printing customer information on a variety of forms. For example, you can print one type of label for correspondence and a different type of label to be used on file folders or other internal records. You can also create formats to accommodate Rolodex® cards, envelopes, or even personalized business letterhead. In addition to names and addresses, you can print any information contained in the Customer Master file, including phone numbers, contacts, reference numbers, and receivable balances.

Storing Client Mailing Labels

Each new format added to the file must be assigned a unique Label Form Code that is stored with its own set of printing instructions. This code allows you to store information for multiple printing requirements without having to enter new data each time a format change is necessary.

Print Client Mailing Labels

- 1 From the **Reports** menu of the Time and Billing 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 90).

- 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 **Label Form Code** field.
- 5 You can modify an existing format or create new formats using the Sage MAS 90 or 200 Forms Customization feature. To access this feature, click the  button.
See your *Library Master online help* by Sage Software for more information about this feature.
- 6 Enter the number of tabs for the application to tab to the next label in the **Tab to** field.
- 7 Enter the number of labels available across one page in the **No. Labels Across Page** field.
- 8 Enter the number of spaces the application will set between labels in the **Spaces Between Labels** field.
- 9 Enter the number of labels to print for each client in the **No. Labels Per Client** field.

- 10 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

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

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.



- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

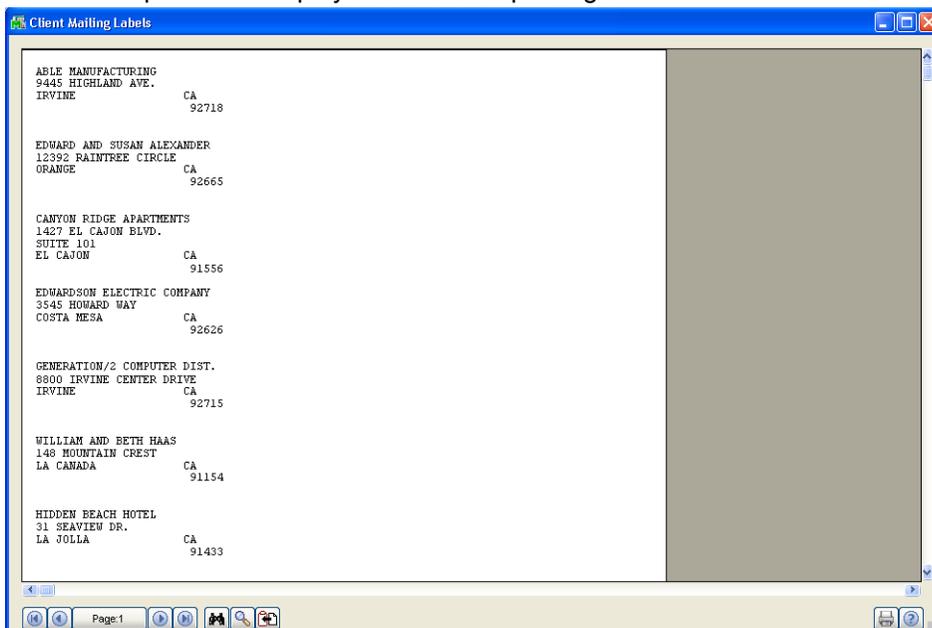
- 11 Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the [Time and Billing Professional Options](#) window (see page 90) is selected in the **Sort Options** field.

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

- 12 Click **Print** to print the report, or click **Preview** to print preview the report.

The number and format of the labels depends upon the settings you selected on the Client Mailing Labels window. The following is an example of mailing labels based on a particular employee's client list printing on Form A labels.



Client Mailing Labels



Client Memo Printing

Use the Client Memo Printing feature to print any memos containing information pertinent to specific clients or engagements. These memos can provide recaps of client correspondence or specific instructions regarding the handling of individual engagements. Print this information **BEFORE** processing [period end data](#) (see page 384).

Client Memo Settings

Each memo includes a Header section containing information specific to the memo itself, which includes a Memo Code, Subject Description, Memo Date, and Reminder Date.

Client Memo Detail

You can select the memos to be printed using these parameters. You can decide whether memo detail is to be printed for each memo, and whether a page break is to be inserted between memos. You can also choose to print only prospect (PRSP) clients or all clients.

Print Client Memos

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Client Memo Printing**. The Client Memo Printing window appears.

Client Memo Printing Window

- 2 Select the **Print Memo Detail** to include the actual memo text in the report.
- 3 Select the **Page Break by Memo** to print each memo on a separate page.
- 4 Select whether or not to include prospective clients' memos from the **Print Prospect Clients** field. You can select:
 - Yes**
 - No**
 - Prospects Only**
- 5 Specify the information to include in the **Selection** fields.



a Select **All** to include the information for all items.

OR

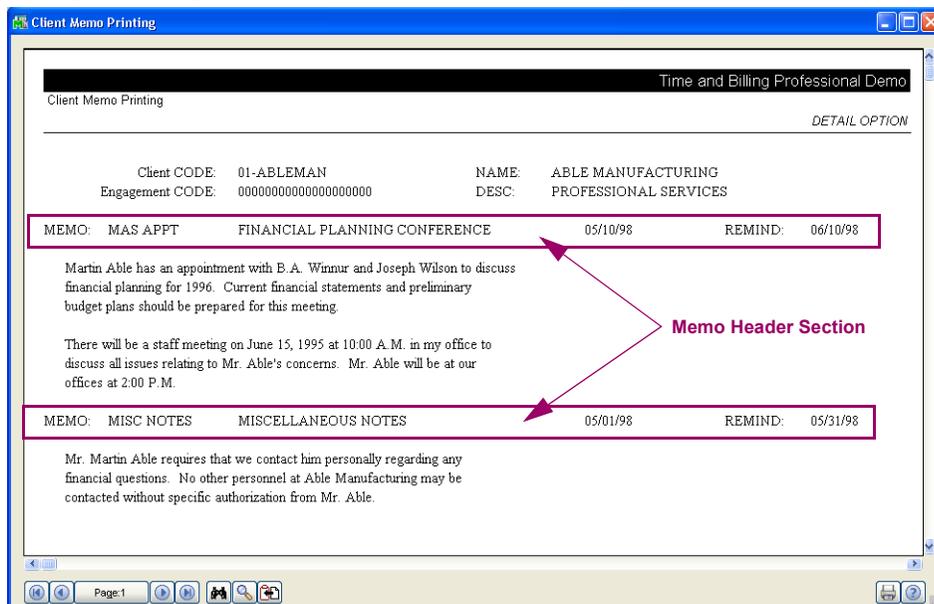
b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to include in the **Client Code** field.
- Enter the client engagements to include in the **Engagement Code** field.
- Enter the memos to include in the **Memo Code** field.
- Enter the start dates of the memos to include in the **Memo Date** field.
- Enter the reminder dates of the memos to include in the **Reminder Date** field.

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

6 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of information printed depends upon the settings you selected on the Client Memo Printing window. 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

Client Referral Listing

Use the Client Referral Listing feature to obtain a listing of clients in order by referral source for a range of referrals.



Client Referral Listing Settings

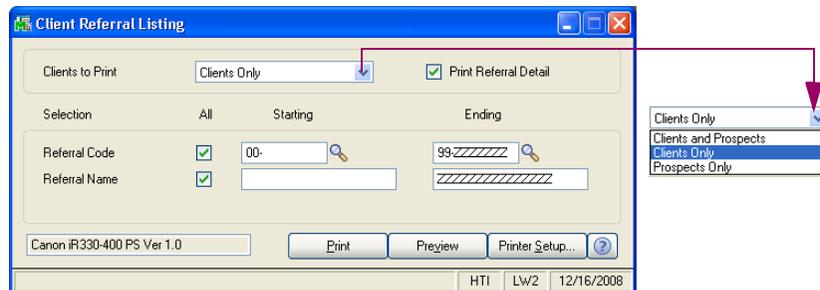
This report is particularly useful for analyzing the status of prospective clients by referral source. You can choose to print only prospective clients or all clients.

Client Referral Listing Detail

A referral can be a person's name or the client code associated with one of your existing clients. You can print a report with the full referral details or narrow the detail by selecting specific clients.

Print the Client Referral Listing

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Client Referral Listing**. The Client Referral Listing window appears.



Client Referral Listing Window

- 2 Select the type of clients to print from the **Clients to Print** field. You can select:

Clients Only
Clients and Prospects
Prospects Only

- 3 Select the **Print Referral Detail** check box to include the actual contact and company being referred.
- 4 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the referral clients to include in the **Referral Code** field.
 - Enter the name of the person that referred the information in the **Referral Name** field.

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



5 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of information printed depends upon the settings you selected on the Client Referral Listing window. The following is an example of a report with the full referral details.



The screenshot shows a window titled "Client Referral Listing" with a sub-header "Time and Billing Professional Demo". The main content is a table with the following columns: Client CODE, NAME, DATE OPENED, CONTACT NAME, and PHONE NUMBER. The table lists several referrals, each preceded by a "REFERRED BY:" line. The status "CD:" is shown for each entry.

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
	REFERRED BY: MARTIN ABL	CD:		(714) 555-4660

Client Referral Listing

Employee Memo Printing

Use the Employee Memo Printing feature to print any memos containing information pertinent to specific employees. Print the employee memo information BEFORE processing [period end data](#) (see page 384).

Employee Memo Settings

Employee memos can provide reminder notes, recaps of correspondence, and special instructions related to the employee.

Each memo includes a Header section containing information specific to the memo itself. This information includes a memo code, employee code, subject description, memo date, and reminder date.

Employee Memo Detail

You can select the memos to be printed using these parameters. You can also decide whether memo detail is to be printed for each memo, and whether a page break is to be inserted between memos.

Print Employee Memos

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Employee Memo Printing**. The Employee Memo Printing window appears.

Employee Memo Printing Window

- 2 Select the **Print Memo Detail** check box to include the actual memo text in the report.
- 3 Select the **Page Break by Memo** check box to print each memo on a separate page.
- 4 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the employees to include in the **Employee Code** field.
 - Enter the memos to include in the **Memo Code** field.
 - Enter the start dates of the memos to include in the **Memo Date** field.
- 5 Enter the reminder dates of the memos to include in the **Reminder Date** field.

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



The amount of information printed depends upon the settings you selected on the 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 "Time and Billing Professional Demo" header. The window contains three memo entries, each with a header section highlighted by a red box. Arrows from the label "Memo Header Section" point to these header boxes.

Employee CODE:	NAME:	MEMO:	MEMO DATE:	REMIND:
0100	IMA WINNUR	MAS 90 MAS 90 PRODUCT TRAINING	05/10/98	06/01/98
0110	DREW LEEDER	AICPA CONF AICPA CONFERENCE SPEECH	05/01/98	05/31/98
		TRAVEL TRAVEL ARRANGEMENTS	01/10/98	

Each memo header is followed by a detailed description of the memo's content.

Employee Memo Printing

Aged Invoice Report

Use the Aged Invoice Report feature to obtain a detailed list of invoices by client and/or engagement. With this report, you can obtain a concise overview of outstanding receivables balances, which is useful for managing collections.

Aged Invoice Report Settings

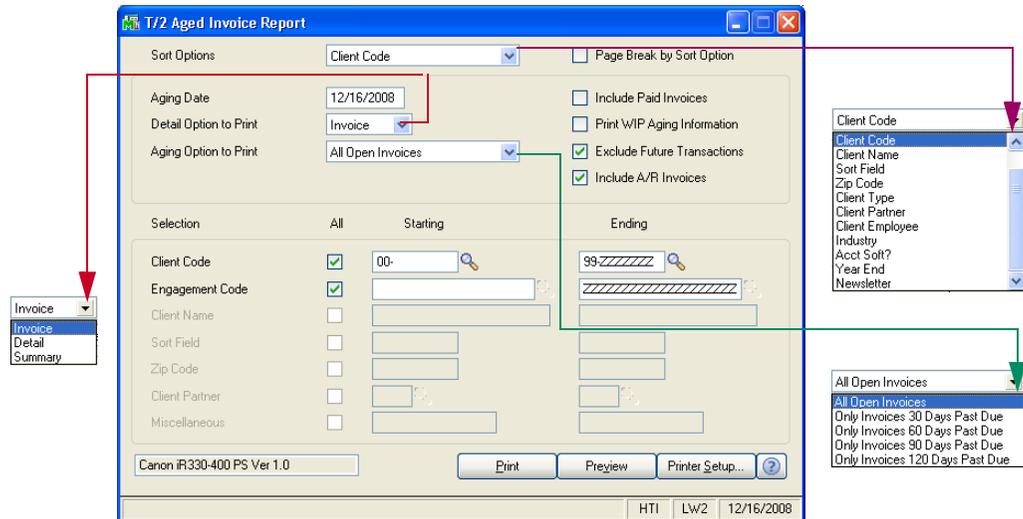
You can select invoices to be included in the report by aging category. Each invoice is aged using one of the four aging categories.

Aged Invoice Report Detail

You can also choose to print a summarized report, showing only total aging information by client. In addition, you can print aged work in process information for each client and/or engagement.

Print the Aged Invoice Report

- 1 From the **Reports** menu of the Time and Billing Professional module, select **Aged Invoice Report**. The T/2 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 90).

- 3 Select the **Page Break by Sort Option** check box to print each invoice data on a separate page.
- 4 Enter the date the invoice was aged using the MM/DD/YY format in the **Aging Date** field.
- 5 Select the amount of information to print from the **Detail Option to Print** field.
 - The **Invoice** option prints the invoice.
 - The **Detail** option prints detailed information about each item on the invoice.
 - The **Summary** option prints the summary of each item on the invoice.



- 6 Select the types of invoices to include from the **Aging Option to Print** field.
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 Select the **Include Paid Invoices** check box to include invoices that were paid in the report.
- 8 Select the **Print WIP Aging Information** check box to include work in process information in the report.
- 9 Select the **Exclude Future Transactions** check box to exclude future work for the client from the report.
- 10 Select the **Include A/R Invoices** check box to include Accounts Receivable invoices in the report.
- 11 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the clients to include in the **Client Code** field.
 - Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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



- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

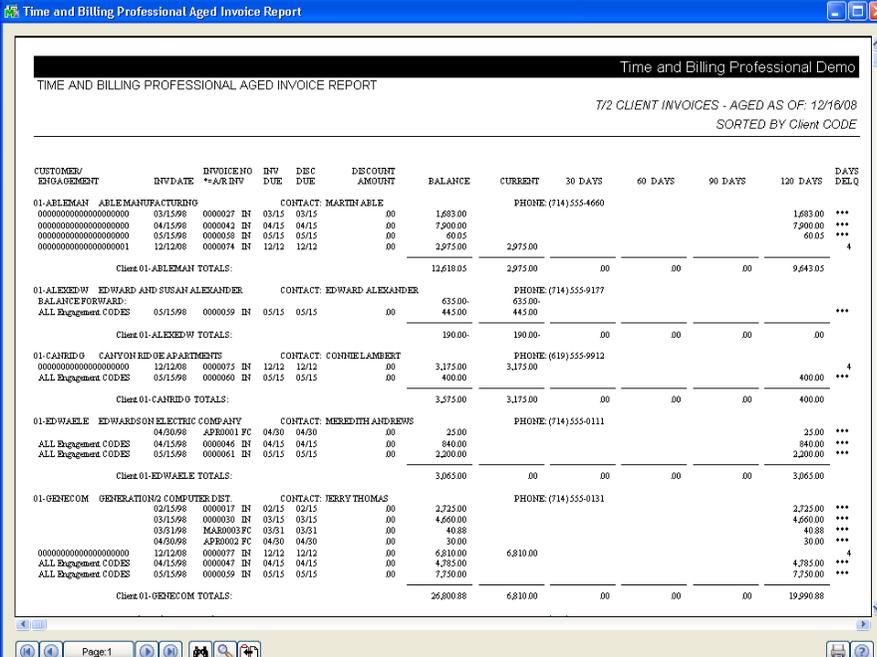
- 12 Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 13 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Aged 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.



CUSTOMER/ENGAGEMENT	INVDATE	INVOICE NO	INVOICE DATE	INVOICE TYPE	INVOICE DUE DATE	DISCOUNT AMOUNT	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	DAYS DELQ
Time and Billing Professional Demo													
TIME AND BILLING PROFESSIONAL AGED INVOICE REPORT													
T/2 CLIENT INVOICES - AGED AS OF: 12/16/08													
SORTED BY Client CODE													

01-ABLEMAN	ABLEMANUFACTURING				CONTACT: MARTIN ABLE			PHONE: (714)555-4660					
00000000000000000000	03/15/98	0000027	IN	03/15	03/15	.00	1,683.00					1,683.00	***
00000000000000000000	04/15/98	0000042	IN	04/15	04/15	.00	7,900.00					7,900.00	***
00000000000000000000	05/15/98	0000058	IN	05/15	05/15	.00	60.05					60.05	***
00000000000000000001	12/12/08	0000074	IN	12/12	12/12	.00	2,975.00	2,975.00					4
Client 01-ABLEMAN TOTALS:							12,618.05	2,975.00	.00	.00	.00	9,643.05	

01-ALEKSEW	EDWARD AND SUSAN ALEXANDER				CONTACT: EDWARD ALEXANDER			PHONE: (714)555-9177					
BALANCE FORWARD						.00	635.00	635.00					
ALL Engagement CODES	05/15/98	0000059	IN	05/15	05/15	.00	445.00	445.00					***
Client 01-ALEKSEW TOTALS:							190.00	190.00	.00	.00	.00	.00	

01-CANRID	CANYON RIDGE APARTMENTS				CONTACT: CORNELIAMBERT			PHONE: (619)555-9912					
00000000000000000000	12/12/98	0000075	IN	12/12	12/12	.00	3,175.00	3,175.00					4
ALL Engagement CODES	05/15/98	0000060	IN	05/15	05/15	.00	400.00					400.00	***
Client 01-CANRID TOTALS:							3,275.00	3,175.00	.00	.00	.00	400.00	

01-EDWAELE	EDWARDS ON ELECTRIC COMPANY				CONTACT: MEREDITH ANDREWS			PHONE: (714)555-0111					
ALL Engagement CODES	04/30/98	AFB0011	FC	04/30	04/30	.00	25.00					25.00	***
ALL Engagement CODES	04/15/98	0000046	IN	04/15	04/15	.00	840.00					840.00	***
ALL Engagement CODES	05/15/98	0000061	IN	05/15	05/15	.00	2,200.00					2,200.00	***
Client 01-EDWAELE TOTALS:							3,065.00	.00	.00	.00	.00	3,065.00	

01-GENECOM	GENERATION2 COMPUTER DIST.				CONTACT: MERVY THOMAS			PHONE: (714)555-0131					
00000000000000000000	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	***
00000000000000000000	03/15/98	MA20003	FC	03/31	03/31	.00	40.88					40.88	***
00000000000000000000	04/30/98	AFB0002	FC	04/30	04/30	.00	30.00					30.00	***
00000000000000000000	12/12/98	0000077	IN	12/12	12/12	.00	6,810.00	6,810.00					4
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	***
Client 01-GENECOM TOTALS:							26,800.88	6,810.00	.00	.00	.00	19,990.88	

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.

Aged Work In Process Report Settings

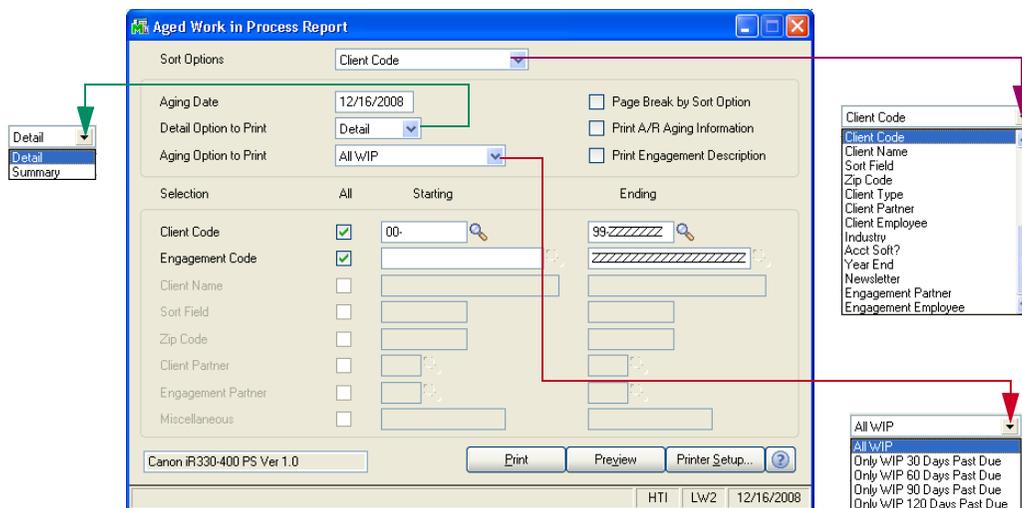
With this report, you can obtain a concise overview of work in process balances, which is useful for managing work in process that is not selected for billing.

Aged Work In Process Report Detail

The work in process balances are aged using the four aging categories. In addition, you can choose to print aged Accounts Receivable information for each client.

Print the Aged Work in Process Report

- 1 From the **Reports** menu of the Time and Billing 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 90).



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- 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 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.
- 7 Select the **Print A/R Aging Information** check box to include Accounts Receivable work in process data in the report.
- 8 Select the **Print Engagement Description** check box to include a description of the engagement the work in process is included in.
- 9 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the clients to include in the **Client Code** field.
 - Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.



- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the employee partners for engagements in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 10** Click **Print** to print the report, or click **Preview** to print preview the report.



The amount of details that print depends upon the settings you selected on the 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-ABLEMAN ABLE MANUFACTURING 00000000000000000000	CONTACT: MARTIN ABLE 0.00	5,199.00	0.00	0.00	(714) 555-4660 0.00	0.00	5,199.00
Client 01-ABLEMAN TOTALS:	0.00	5,199.00	0.00	0.00	0.00	0.00	5,199.00
01-EDWAELE EDWARDSON ELECTRIC COMPANY 00000000000000000000	CONTACT: MEREDITH ANDREWS 0.00	3,969.00	0.00	0.00	(714) 555-0111 0.00	0.00	3,969.00
Client 01-EDWAELE TOTALS:	0.00	3,969.00	0.00	0.00	0.00	0.00	3,969.00
01-HAAS WILLIAM AND BETH HAAS 00000000000000000000	CONTACT: 0.00	930.00	0.00	0.00	(818) 555-2266 0.00	0.00	930.00
Client 01-HAAS TOTALS:	0.00	930.00	0.00	0.00	0.00	0.00	930.00
01-REEDADV REED ADVERTISING 00000000000000000000	CONTACT: RUSS REED 0.00	22,048.50	0.00	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	0.00	22,048.50
REPORT TOTALS:	0.00	32,146.50	0.00	0.00	0.00	0.00	32,146.50

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.

Detail Work in Process Report

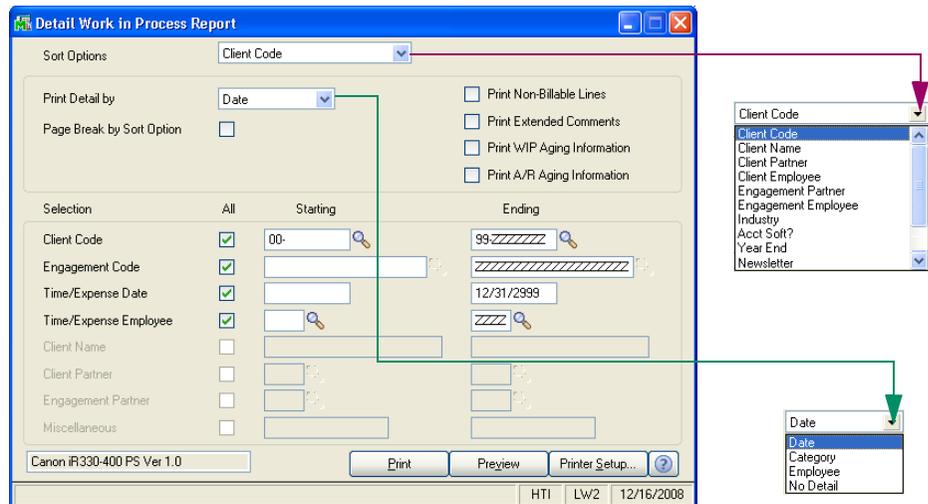
With this report, you can choose to print the detail work in process balance for each client/engagement, and you can include the aged Accounts Receivable balance for each client. You can also choose to print extended comments for each entry on this report.

Detail Work in Process Report Attributes

For each time/expense entry, the report includes the client code, engagement code, entry date, employee code, category code, work code, billable and non-billable hours, rate, amount, and extended comments, if applicable.

Print the Detail Work in Process Report

- 1 From the **Reports** menu of the Time and Billing 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Date
Category
Employee
No Detail

- 4 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.
- 5 Select the **Print Non-Billable Lines** check box to include transactions that are not billable.

This option is NOT available if **No Detail** is selected in the **Print Details by** field.



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- 6 Select the **Print Extended Comments** check box to include the extended comments for transaction lines.

This option is NOT available if **No Detail** is selected in the **Print Details by** field.

- 7 Select the **Print WIP Aging Information** check box to include aged work in process transactions in the report.
- 8 Select the **Print A/R Aging Information** check box to include aged Accounts Receivable work in process data in the report.
- 9 Select the **Print Engagement Description** check box to include a description of the engagement the work in process is included in.
- 10 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the clients to include in the **Client Code** field.
 - Enter the engagements to include in the **Engagement Code** field.
 - Enter the time/expense transaction date in the **Time/Expense Date** field.
 - Enter the employee involved in the time/expense transaction in the **Time/Expense Employee** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.



- Enter the employee partners for engagements in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

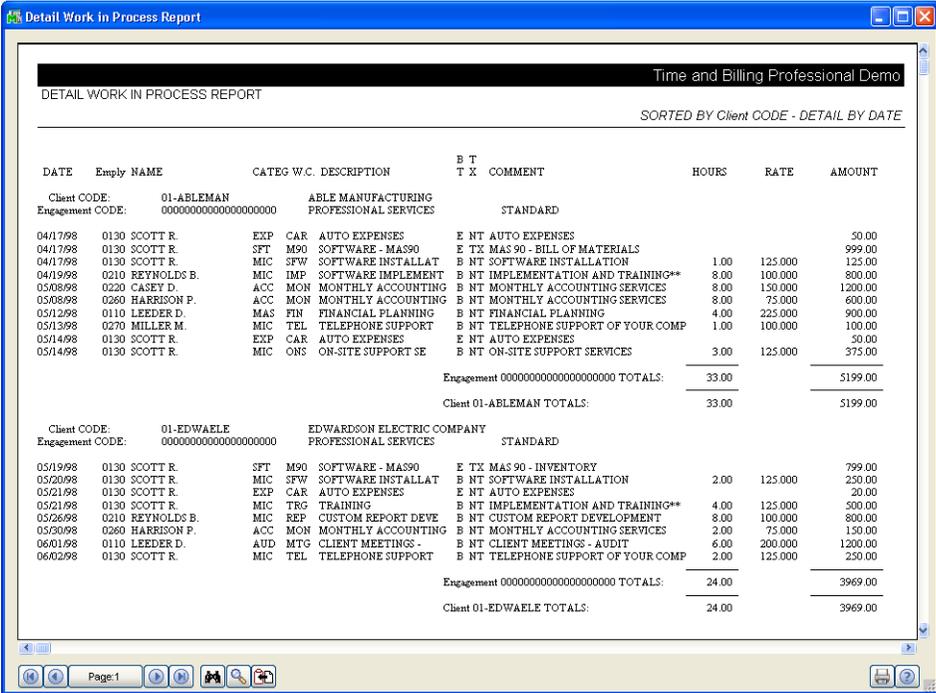
- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 11 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the 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-ABLEMAN ABLE MANUFACTURING PROFESSIONAL SERVICES STANDARD						
Engagement CODE: 00000000000000000000						
04/1798	0130 SCOTT R.	EXP CAR AUTO EXPENSES	E NT AUTO EXPENSES			50.00
04/1798	0130 SCOTT R.	SFT M90 SOFTWARE - MAS90	E TX MAS 90 - BILL OF MATERIALS			999.00
04/1798	0130 SCOTT R.	MIC SFW SOFTWARE INSTALLAT	B NT SOFTWARE INSTALLATION	1.00	125.000	125.00
04/1998	0210 REYNOLDS B.	MIC IMP SOFTWARE IMPLEMENT	B NT IMPLEMENTATION AND TRAINING**	8.00	100.000	800.00
05/0898	0220 CASEY D.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	8.00	150.000	1200.00
05/0898	0260 HARRISON P.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	8.00	75.000	600.00
05/1298	0110 LEEDER D.	MAS FIN FINANCIAL PLANNING	B NT FINANCIAL PLANNING	4.00	225.000	900.00
05/1398	0270 MILLER M.	MIC TEL TELEPHONE SUPPORT	B NT TELEPHONE SUPPORT OF YOUR COMP	1.00	100.000	100.00
05/1498	0130 SCOTT R.	EXP CAR AUTO EXPENSES	E NT AUTO EXPENSES			50.00
05/1498	0130 SCOTT R.	MIC ONS ON-SITE SUPPORT SE	B NT ON-SITE SUPPORT SERVICES	3.00	125.000	375.00
Engagement 00000000000000000000 TOTALS:				33.00		5199.00
Client 01-ABLEMAN TOTALS:				33.00		5199.00
Client CODE: 01-EDWAELE EDWARDSON ELECTRIC COMPANY PROFESSIONAL SERVICES STANDARD						
Engagement CODE: 00000000000000000000						
05/1998	0130 SCOTT R.	SFT M90 SOFTWARE - MAS90	E TX MAS 90 - INVENTORY			799.00
05/2098	0130 SCOTT R.	MIC SFW SOFTWARE INSTALLAT	B NT SOFTWARE INSTALLATION	2.00	125.000	250.00
05/2198	0130 SCOTT R.	EXP CAR AUTO EXPENSES	E NT AUTO EXPENSES			20.00
05/2198	0130 SCOTT R.	MIC TRG TRAINING	B NT IMPLEMENTATION AND TRAINING**	4.00	125.000	500.00
05/2698	0210 REYNOLDS B.	MIC REP CUSTOM REPORT DEVE	B NT CUSTOM REPORT DEVELOPMENT	8.00	100.000	800.00
05/3098	0260 HARRISON P.	ACC MON MONTHLY ACCOUNTING	B NT MONTHLY ACCOUNTING SERVICES	2.00	75.000	150.00
06/0198	0110 LEEDER D.	AUD MTG CLIENT MEETINGS -	B NT CLIENT MEETINGS - AUDIT	6.00	200.000	1200.00
06/0298	0130 SCOTT R.	MIC TEL TELEPHONE SUPPORT	B NT TELEPHONE SUPPORT OF YOUR COMP	2.00	125.000	250.00
Engagement 00000000000000000000 TOTALS:				24.00		3969.00
Client 01-EDWAELE TOTALS:				24.00		3969.00

Detail Work in Process Report



Trial Balance Report

The Trial Balance Report feature allows you to obtain a complete recap of Time and Billing Professional invoices. Use the Trial Balance report to assist in reconciling client balances to General Ledger.

Trial Balance Report Settings

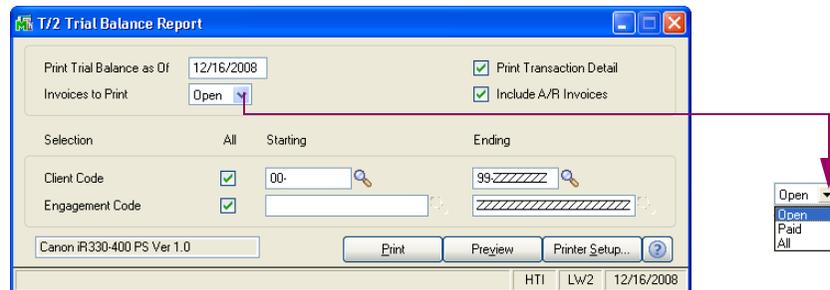
You can select a range of client/engagement codes to be included on the report. In addition, you can choose to include all invoices on file, or select either open or paid invoices.

Trial Balance Report Detail

You can choose to print the transaction information in detail or summary format detailing all receipts, adjustments, or write-offs that affect the receivable balances during a specified period.

Print the Trial Balance Report

- 1 From the **Reports** menu of the Time and Billing 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 Select the **Print Transaction Detail** check box to print the details of each transaction.
- 5 Select the **Include A/R Invoices** check box to include Accounts Receivable invoices in the report.
- 6 Specify the information to include in the **Selection** fields.



a Select **All** to include the information for all items.

OR

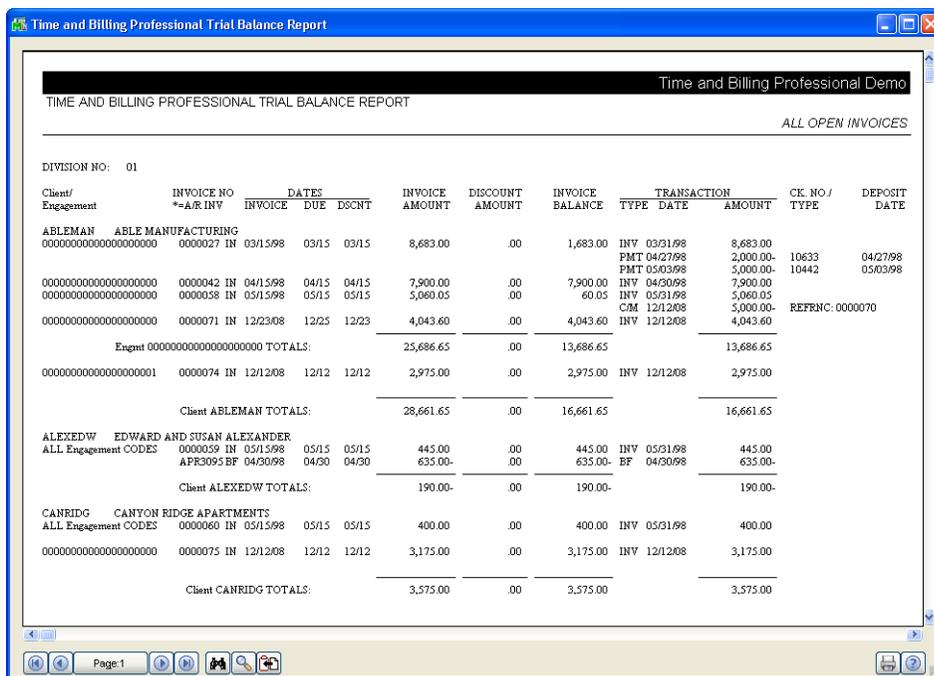
b Enter a range of items to include in the **Starting** and **Ending** fields.

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

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

7 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print depends upon the settings you selected on the Trial Balance Report window. The following is an example of a report based on open invoices, with transaction details.



Client/ Engagement	INVOICE NO **A/R INV	INVOICE DATE	DUE DATE	DSCNT	INVOICE AMOUNT	DISCOUNT AMOUNT	INVOICE BALANCE	TRANSACTION TYPE DATE	AMOUNT	CK NO./ TYPE	DEPOSIT DATE
DIVISION NO: 01											
ABLEMAN ABLE MANUFACTURING											
00000000000000000000	0000027	IN 03/15/98	03/15	03/15	8,683.00	.00	1,683.00	INV 03/31/98	8,683.00		
								PMT 04/27/98	2,000.00	10633	04/27/98
								FMT 05/03/98	5,000.00	10442	05/03/98
00000000000000000000	0000042	IN 04/15/98	04/15	04/15	7,900.00	.00	7,900.00	INV 04/30/98	7,900.00		
00000000000000000000	0000058	IN 05/15/98	05/15	05/15	5,060.05	.00		60 05 INV 05/31/98	5,060.05		
00000000000000000000	0000071	IN 12/23/08	12/25	12/23	4,043.60	.00	4,043.60	CM 12/12/08	5,000.00-	REFRNC: 0000070	
								INV 12/12/08	4,043.60		
	Engmt 00000000000000000000 TOTALS:				25,686.65	.00	13,686.65		13,686.65		
000000000000000000001	0000074	IN 12/12/08	12/12	12/12	2,975.00	.00	2,975.00	INV 12/12/08	2,975.00		
	Client ABLEMAN TOTALS:				28,661.65	.00	16,661.65		16,661.65		
ALEXEDW EDWARD AND SUSAN ALEXANDER											
ALL Engagement CODES	0000059	IN 05/15/98	05/15	05/15	445.00	.00	445.00	INV 05/31/98	445.00		
	APR3095BF	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-		190.00-		
CANRIDG CANYON RIDGE APARTMENTS											
ALL Engagement CODES	0000060	IN 05/15/98	05/15	05/15	400.00	.00	400.00	INV 05/31/98	400.00		
00000000000000000000	0000075	IN 12/12/08	12/12	12/12	3,175.00	.00	3,175.00	INV 12/12/08	3,175.00		
	Client CANRIDG TOTALS:				3,575.00	.00	3,575.00		3,575.00		

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.

Monthly Billing Report Settings

You can select to sort the report by client code or invoice number. You can also decide whether invoice detail is to be printed.



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Monthly Billing Report Detail

All invoices recorded through [Billing Data Entry](#) (see page 220) 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.

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 Select the **Print Invoice Detail** check box to print each individual transaction on the report.
- 4 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the clients to include in the **Client Code** field.
 - Enter the invoices to include in the **Invoice Number** field.

This field is available only if **Invoice Number** is selected in the **Sort Options** field.

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

- 5 Click **Print** to print the report, or click **Preview** to print preview the report.



The amount of details that print depends upon the settings you selected on the Monthly Billing Report window. The following is an example of a report based on transactions by customer number, with the details of each transaction.

Monthly Billing Report

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		AMOUNT
	INVOICE	DUE	DSCNT	TYPE	DATE	
ABLEMAN 0000058	ABLE MANUFACTURING			INV	05/31/98	5,060.05
	05/15/98	05/15	05/15			
CUSTOMER ABLEMAN TOTALS:						5,060.05
ALEXEDW 0000059	EDWARD AND SUSAN ALEXANDER			INV	05/31/98	445.00
	05/15/98	05/15	05/15			
CUSTOMER ALEXEDW TOTALS:						445.00
CANRIDG 0000060	CANYON RIDGE APARTMENTS			INV	05/31/98	400.00
	05/15/98	05/15	05/15			
CUSTOMER CANRIDG TOTALS:						400.00
EDWAELE 0000061	EDWARDSON ELECTRIC COMPANY			INV	05/31/98	2,200.00
	05/15/98	05/15	05/15			
CUSTOMER EDWAELE TOTALS:						2,200.00

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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 254).

Billing History Report Settings

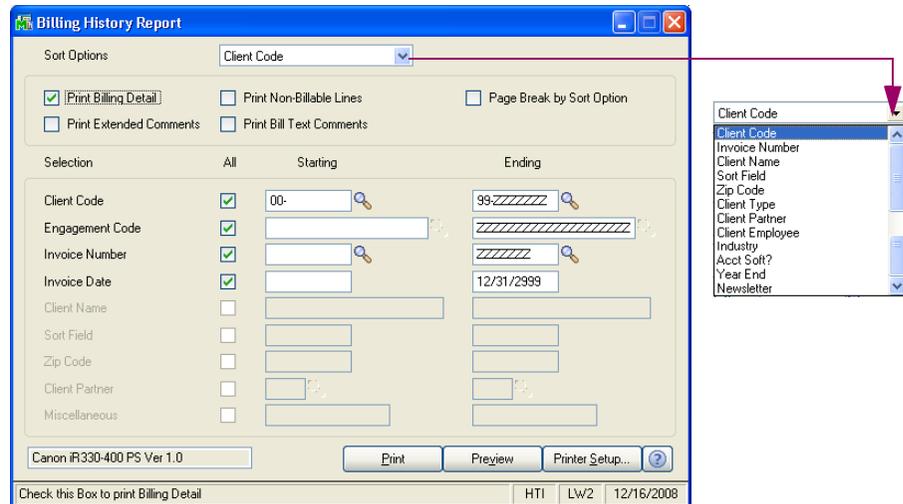
You can choose to print billing detail information for each invoice. You can also include line item detail information, as well as types of comments to be printed, and choose whether a page break is to be inserted between transactions.

Billing History Report Detail

When the Billing History Report is printed, the client code and name, engagement code, work in process total, write-up/downs, and billed fees and expenses will appear for each invoice.

Print the Billing History Report

- 1 From the **Reports** menu of the Time and Billing 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select the **Print Billing Detail** check box to print each individual work code details for each entry on the report.

The **Print Extended Comments** and **Print Non-Billable Lines** fields become available.

- 4 Select the **Print Extended Comments** check box to include the extended comments for transaction lines.

This option is only available if the **Print Billing Detail** check box is selected.



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- 5 Select the **Print Non-Billable Lines** check box to include transactions that are not billable.

This option is only available if the **Print Billing Detail** check box is selected.

- 6 Select the **Page Break by Sort Option** check box to print each transaction on a separate page.
- 7 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to include in the **Client Code** field.
- Enter the engagements to include in the **Engagement Code** field.
- Enter the invoices to include in the **Invoice Number** field.
- Enter the invoice date in the **Invoice Date** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.



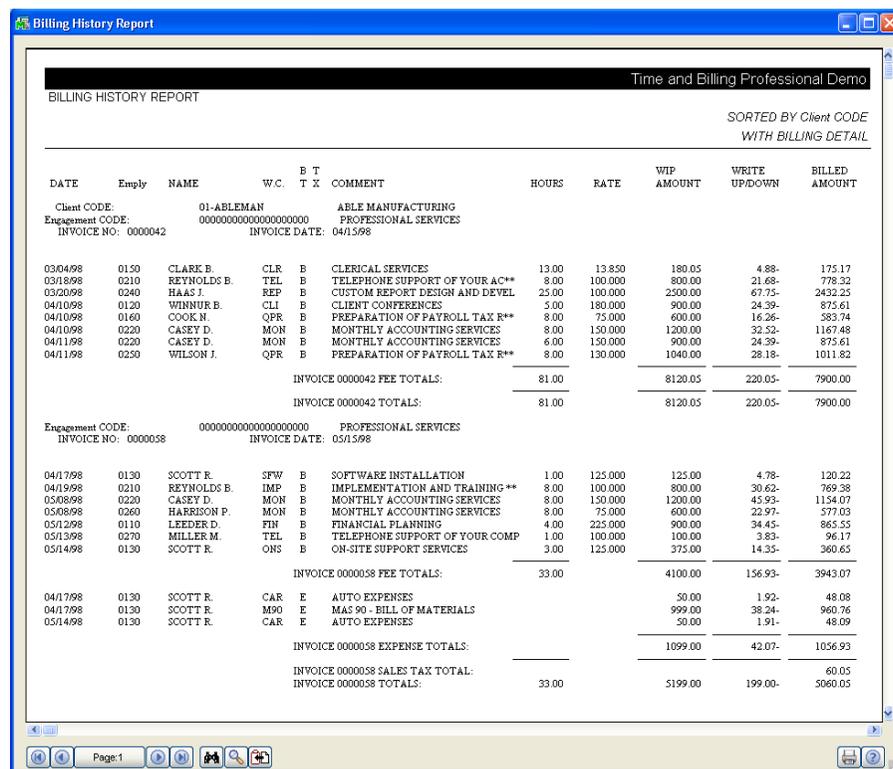
- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 8 Click **Print** to print the report, or click **Preview** to print preview the report.

The amount of details that print 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.



DATE	Empl	NAME	W.C.	B T	COMMENT	HOURS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILLED AMOUNT
Client CODE: 01-ABLEMAN ABL MANUFACTURING										
Engagement CODE: 00000000000000000000 PROFESSIONAL SERVICES										
INVOICE NO: 0000042 INVOICE DATE: 04/15/98										
03/04/98	0150	CLARK B.	CLR	B	CLERICAL SERVICES	13.00	13.800	189.05	4.88-	175.17
03/18/98	0210	REYNOLDS B.	TEL	B	TELEPHONE SUPPORT OF YOUR AC**	8.00	100.000	800.00	21.68-	778.32
03/20/98	0240	HAAS J.	REP	B	CUSTOM REPORT DESIGN AND DEVEL	25.00	100.000	2500.00	67.75-	2432.25
04/10/98	0120	WINNUR B.	CLI	B	CLIENT CONFERENCES	5.00	180.000	900.00	24.39-	875.61
04/10/98	0160	COOK N.	QPR	B	PREPARATION OF PAYROLL TAX R**	8.00	75.000	600.00	16.26-	583.74
04/10/98	0220	CASEY D.	MON	B	MONTHLY ACCOUNTING SERVICES	8.00	150.000	1200.00	52.52-	1167.48
04/11/98	0220	CASEY D.	MON	B	MONTHLY ACCOUNTING SERVICES	6.00	150.000	900.00	24.39-	875.61
04/11/98	0250	WILSON J.	QPR	B	PREPARATION OF PAYROLL TAX R**	8.00	130.000	1040.00	28.18-	1011.82
INVOICE 0000042 FEE TOTALS:						81.00		8120.05	220.05-	7900.00
INVOICE 0000042 TOTALS:						81.00		8120.05	220.05-	7900.00
Engagement CODE: 00000000000000000000 PROFESSIONAL SERVICES										
INVOICE NO: 0000058 INVOICE DATE: 05/15/98										
04/17/98	0130	SCOTT R.	SFW	B	SOFTWARE INSTALLATION	1.00	125.000	125.00	4.78-	120.22
04/19/98	0210	REYNOLDS B.	IMP	B	IMPLEMENTATION AND TRAINING **	8.00	100.000	800.00	30.62-	769.38
05/08/98	0220	CASEY D.	MON	B	MONTHLY ACCOUNTING SERVICES	8.00	150.000	1200.00	45.93-	1154.07
05/08/98	0260	HARRISON P.	MON	B	MONTHLY ACCOUNTING SERVICES	8.00	75.000	600.00	22.97-	577.03
05/12/98	0110	LEEDER D.	FIN	B	FINANCIAL PLANNING	4.00	225.000	900.00	34.45-	865.55
05/13/98	0270	MILLER M.	TEL	B	TELEPHONE SUPPORT OF YOUR COMP	1.00	100.000	100.00	3.83-	96.17
05/14/98	0130	SCOTT R.	ONS	B	ON-SITE SUPPORT SERVICES	3.00	125.000	375.00	14.35-	360.65
INVOICE 0000058 FEE TOTALS:						33.00		4100.00	156.93-	3943.07
04/17/98	0130	SCOTT R.	CAR	E	AUTO EXPENSES			50.00	1.92-	48.08
04/17/98	0130	SCOTT R.	M90	E	MAS 90 - BILL OF MATERIALS			999.00	38.24-	960.76
05/14/98	0130	SCOTT R.	CAR	E	AUTO EXPENSES			50.00	1.91-	48.09
INVOICE 0000058 EXPENSE TOTALS:								1099.00	42.07-	1056.93
INVOICE 0000058 SALES TAX TOTAL:										60.05
INVOICE 0000058 TOTALS:						33.00		5199.00	199.00-	5060.05

Billing History Report

Retainer Transaction Report

The Retainer Transaction Report tracks detail transactions for clients and/or engagements with retainer fee arrangements. You can use this report to reconcile your client's retainer balances at any time within the current period. Print this report BEFORE [period end processing](#) (see page 384).



Retainer Transaction Report Settings

You can select to print the report by client or engagement code. You can also decide whether to print each client's retainer on a separate page.

Retainer Transaction Report Detail

The Retainer Transaction Report shows the retainer balance at the beginning of the period, as well as detailed activity for the period through the date specified for printing.

Print the Retainer Transaction Report

- 1 From the **Reports** menu of the Time and Billing 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 Select the **Page Break by Client** check box to print each client's retainer on a separate page.
- 4 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Select the clients to include in the **Client Code** field.
 - Select the engagements to include in the **Engagement Code** field.

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

- 5 Click **Print** to print the report, or click **Preview** to print preview the report.



The Retainer Transaction Report includes the retainer fees and the amount collected.

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.



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Using the Analysis Menu

Chapter 10: Using the Analysis Menu contains instructions on how to print analytic reports based on the information available in the Time and Billing Professional module.

How to Use the Analysis Menu

The options available in the Analysis menu allow your company to print or preview different reports. You can select the type of data to include in a report and determine how to sort the report.

Time and Billing Professional Analysis Menu

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.

Implementing the Analysis Menu Options

You can determine how your time is spent, examine the aging of client invoices and work in process, and develop comprehensive schedules and budgets.

Open a Window from the Analysis Menu

- 1 Click the **Time and Billing Professional** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Analysis** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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



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The screenshot shows the 'Time and Billing Professional' application. On the left, the 'Modules' menu is open, with 'Time and Billing Professional' selected. A sub-menu is displayed, showing 'Analysis' as the active option. To the right, a window titled 'Time and Billing Professional - Analysis' is open, listing various report types such as 'Productivity Reports', 'Profitability Reports', and 'Fee Analysis Reports'. Below this, a 'Time and Billing Professional Analysis Menu' is shown as a tree view in the 'Tasks' window. An arrow points from this menu to a 'Productivity Reports' window, which displays options for 'Productivity Report by Client', 'Productivity Report by Employee', and 'Productivity Report by Category'. The status bar at the bottom of the window shows 'HTI LW2 12/16/2008'.

Windows Available in the Analysis Menu

Time and Billing Professional Analysis Menu

Time and Billing Professional Analysis Window

Select Data for a Report

The sections in this manual detail the different types of information you can include in an individual report. The following steps teaches you how to select the information from the fields. When you open a Report window it contains fields similar to the following picture.

The screenshot shows the 'Fee Analysis Report by Client' window. It features a 'Sort Options' dropdown set to 'Client Code'. Below this, there are checkboxes for 'Print Detail by' (set to 'Client Totals Only'), 'Print Expense Analysis Data', 'Print Period to Date Data', and 'Print Year to Date Data'. A table for field selection is shown with columns for 'All', 'Starting', and 'Ending'. The 'Client Code' and 'Engagement Code' rows are checked in the 'All' column. The 'Starting' and 'Ending' columns contain input fields for '00-' and '99-' respectively. At the bottom, there are 'Print', 'Preview', and 'Printer Setup...' buttons, and a status bar showing 'HTI LW2 12/16/2008'.

Fee Analysis Report by Client Window

- 1 Select how to sort the report from the drop-down list in the **Sort Options** field.
- 2 Select the type of information to include in the report from the remaining fields on the Report window. For many fields, you can select all records or a range of information.

For example, in the previous picture, you can select **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 report, or click the **Preview** button to preview the report.

Select an Item from a Lookup List

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

Click the  button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Productivity Reports

The Time and Billing Professional Productivity 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 58.) 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.

Productivity Reports Options

The Productivity Reports feature consists of three separate reports:

- [Productivity Report by Client](#) (see page 320)
- [Productivity Report by Employee](#) (see page 324)
- [Productivity Report by Category](#) (see page 326)



Launching Productivity Reports

- a From the **Analysis** menu of the Time and Billing Professional module, select **Productivity Reports**. The Productivity Reports window appears.



Productivity Reports Window

- b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Productivity Report by Client

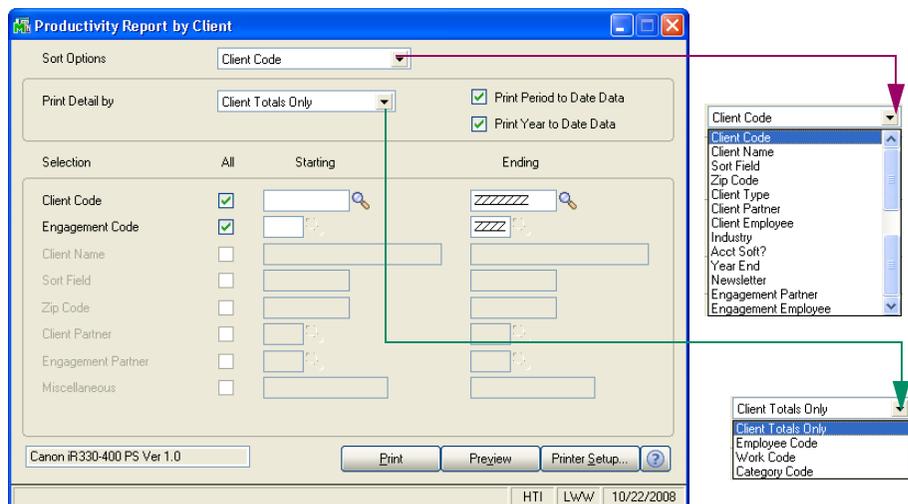
Use the Productivity Report by Client to print productivity information recapped by client/engagement.

Productivity Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print information for the period-to-date and year-to-date.

Print a Productivity Report by Client

- 1 Select **Productivity Report by Client** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Client window appears.



Productivity Report by Client Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:



Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

- 4 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 5 Select the **Print Year to Date Data** check box to include data from the current year in the report. Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields. Enter the clients to include in the **Client Code** field.
- Enter the engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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



- Enter the employee partners in the **Client Partner** field.

This field is available only if **Client Partner** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee partner.

- Enter the employees in the **Client Employee** field.

This field is available only if **Client Employee** is selected in the **Sort Options** field. It limits the clients being printed to the ones by the selected employee contact.

- Enter the employee partners for engagements in the **Engagement Partner** field.

This field is available only if **Engagement Partner** is selected in the **Sort Options** field. It limits the partners being printed to the ones by the selected engagement partner.

- Enter the employees in the **Engagement Employee** field.

This field is available only if **Engagement Employee** is selected in the **Sort Options** field. It limits the employees being printed to the ones by the selected employee.

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



The Productivity Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes work code details, year to date, and period to date information.

PRODUCTIVITY REPORT BY CLIENT											
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	85.342
YTD:	290.00	86.83%	44.00	13.17%	334.00	34506.38	118.988	27.00	320.00	32631.40	101.973
Clnt-PTD:	98.00	96.08%	4.00	3.92%	102.00	8786.25	89.656	147.00	52.00	4437.80	85.342
YTD:	290.00	86.83%	44.00	13.17%	334.00	34506.38	118.988	27.00	320.00	32631.40	101.973
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	0.000
YTD:	6.50	86.67%	1.00	13.33%	7.50	780.00	120.000	35.00	0.00	0.00	0.000
Clnt-PTD:	6.50	86.67%	1.00	13.33%	7.50	780.00	120.000	35.00	0.00	0.00	0.000
YTD:	6.50	86.67%	1.00	13.33%	7.50	780.00	120.000	35.00	0.00	0.00	0.000
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	80.909
YTD:	21.50	78.18%	6.00	21.82%	27.50	2035.00	94.651	0.00	21.50	1795.00	83.488
Clnt-PTD:	5.50	73.33%	2.00	26.67%	7.50	445.00	80.909	0.00	5.50	445.00	80.909
YTD:	21.50	78.18%	6.00	21.82%	27.50	2035.00	94.651	0.00	21.50	1795.00	83.488
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	82.442
YTD:	43.00	97.73%	1.00	2.27%	44.00	3545.00	82.442	30.00	43.00	3545.00	82.442

Productivity Report by Client

Productivity Report by Employee

Use the Productivity Report by Employee to print productivity information recapped by employee.

Productivity Report by Employee Settings

Information can be further detailed by client code, work code, or category code. You can also choose to print information for the period-to-date and year to date.



Print a Productivity Report by Employee

- 1 Select **Productivity Report by Employee** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Employee window appears.

Productivity Report by Employee Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

- 4 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 5 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 6 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the employees to include in the **Employee Code** field.
 - Enter the offices to include in the **Office Code** field.



Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

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

- Enter the level of employees to include in the **Employee Level** field.

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

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 7 Click **Print** to print the report, or click **Preview** to print preview the report.



The Productivity Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes year to date and period to date information.

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	221.233	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
Employee CODE:	0170		RAYMOND WELLS			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	108.00	69.23%	48.00	30.77%	156.00	8100.00	75.000	0.00	108.00	8011.47	74.180
YTD:	513.00	75.66%	165.00	24.34%	678.00	38395.00	74.844	45.00	488.00	34491.10	70.678

Productivity Report by Employee

Productivity Report by Category

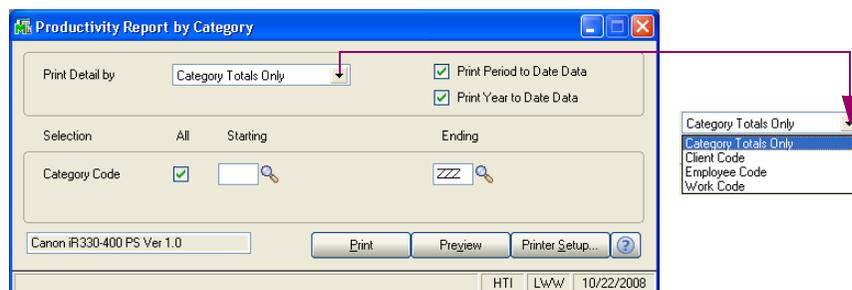
Use the Productivity Report by Category to print productivity information recapped by the category of the work code.

Productivity Report by Category Settings

You can detail information further by client code, employee code, or work code. You can also choose to print information for the period-to-date and year-to-date.

Print a Productivity Report by Category

- 1 Select **Productivity Report by Category** from the Productivity Reports window, and click **Proceed**. The Productivity Report by Category window appears.



Productivity Report by Category Window



- 2 Select how to print the detail by from the **Print Detail by** field. You can select:

Category Totals Only
Client Code
Employee Code
Work Code

- 3 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 4 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 5 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



The Productivity Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes year to date and period to date information.

CATEGORY CODE:	BILLABLE HOURS	%	NON-BILLABLE HOURS	%	TOTAL HOURS	BILLABLE FEES	STANDARD RATE	BILLABLE EXPENSES	BILLED HOURS	BILLED FEES	BILLED RATE
ACC	GENERAL ACCOUNTING SERVICES										
PTD:	665.00	100.00%	0.00	0.00%	665.00	38715.00	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
AUD	AUDIT SERVICES										
PTD:	97.00	100.00%	0.00	0.00%	97.00	9300.00	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
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
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
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
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
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	81539.40	156.845
MIC	MICROCOMPUTER CONSULTING										
PTD:	465.00	100.00%	0.00	0.00%	465.00	54715.00	117.667	0.00	337.00	40567.69	120.379
YTD:	2088.10	100.00%	0.00	0.00%	2088.10	246554.00	118.076	0.00	1813.10	203262.35	112.108

Productivity Report by Category

Profitability Reports

The Time and Billing Professional profitability 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 59.) You can obtain both period-to-date and year-to-date information.

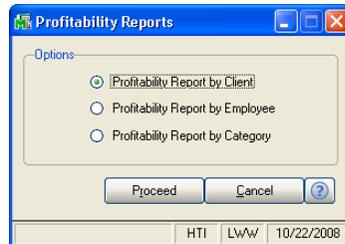
Profitability Reports Options

The Profitability Reports feature consists of three separate reports:

- [Profitability Report by Client](#) (see page 329)
- [Profitability Report by Employee](#) (see page 333)
- [Profitability Report by Category](#) (see page 335)

Launching Profitability Reports

- a From the **Analysis** menu of the Time and Billing Professional module, select **Profitability Reports**. The Profitability Reports window appears.



Profitability Reports Window

- b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Profitability Report by Client

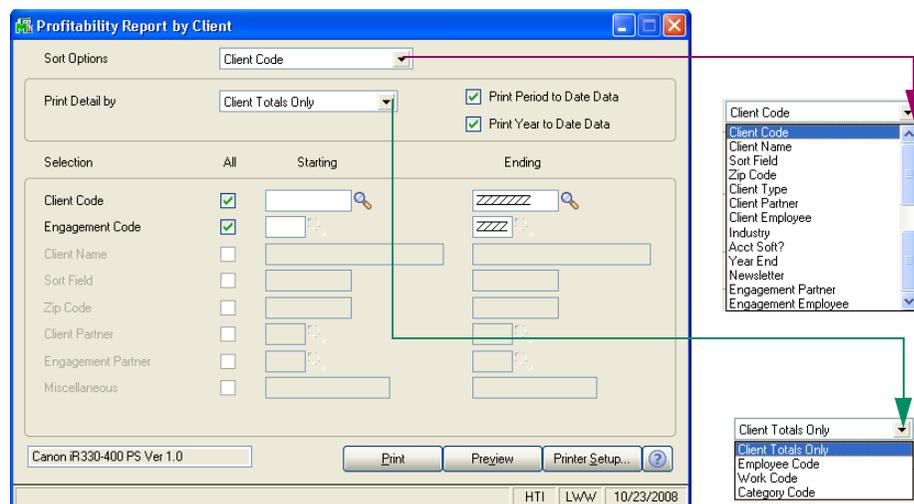
Use the Profitability Report by Client to print profitability information recapped by client/engagement.

Profitability Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Client

- 1 Select **Profitability Report by Client** from the Profitability Reports window, and click **Proceed**. The Profitability Report by Client window appears.



Profitability Report by Client Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:



Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee.

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

- 4 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 5 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 6 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the clients to include in the **Client Code** field.
 - Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.



- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

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

- Enter the employees for the engagement to include in the **Engagement Employee** field.

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

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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



7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Profitability Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, year to date, and period to date information.

	BILLED HOURS	NON-BILL HOURS	BILLED FEES	Empty COST	BILLED EXPENSES	EXPENSE COST	TOTAL BILLED	TOTAL COST	GROSS PROFIT	%
Client CODE: 01-ABLEMAN ABLE MANUFACTURING PROFESSIONAL SERVICES										
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%
Clnt-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 EDWARD AND SUSAN ALEXANDER PROFESSIONAL SERVICES										
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%
Clnt-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 CANYON RIDGE APARTMENTS PROFESSIONAL SERVICES										
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%
Clnt-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 EDWARDSON ELECTRIC COMPANY PROFESSIONAL SERVICES										
Engagement CODE:	00000000000000000000									
PTD:	57.00	0.00	3350.00	711.89	819.00	419.50	6169.00	1131.39	5037.61	81.66%
YTD:	373.00	28.00	35725.00	11919.94	45.00	816.89	35770.00	12736.83	23033.17	64.39%
Clnt-PTD:	57.00	0.00	3350.00	711.89	819.00	419.50	6169.00	1131.39	5037.61	81.66%
YTD:	373.00	28.00	35725.00	11919.94	45.00	816.89	35770.00	12736.83	23033.17	64.39%



Profitability Report by Client

Profitability Report by Employee

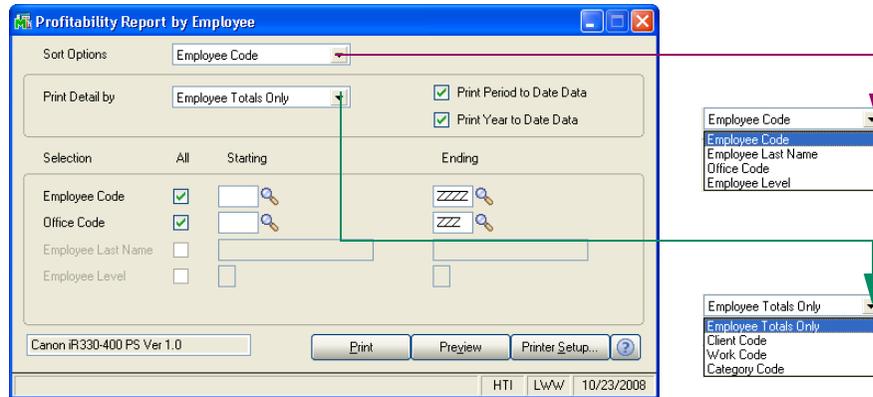
Use the Profitability Report by Employee to print profitability information recapped by employee.

Profitability Report by Employee Settings

You can detail information further by client code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Employee

- 1 Select **Profitability Report by Employee** from the Profitability Reports window, and click **Proceed**. The Profitability Report by Employee window appears.



Profitability Report by Employee Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

- 4 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 5 Select the **Print Year to Date Data** check box to include data from the current year in the report.

- 6 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.
- Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.



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- Enter the employees to include by last name in the **Employee Last Name** field.

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

- Enter the level of employees to include in the **Employee Level** field.

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

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 7 Click **Print** to print the report, or click **Preview** to print preview the report.



The Profitability Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes year to date and period to date information.

Time and Billing Professional Demo

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	39.00	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:	39.00	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	39.00	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%
Employee CODE:	0170	RAYMOND WELLS			OFFICE CODE:	GAS GENERAL ACCOUNTING SERVICES				
PTD:	108.00	40.00	8011.47	2763.16	0.00	0.00	8011.47	2763.16	5248.31	65.51%
YTD:	488.00	118.00	34491.10	11314.02	44.25	355.00	34535.35	11669.02	22866.33	66.21%

Profitability Report by Employee

Profitability Report by Category

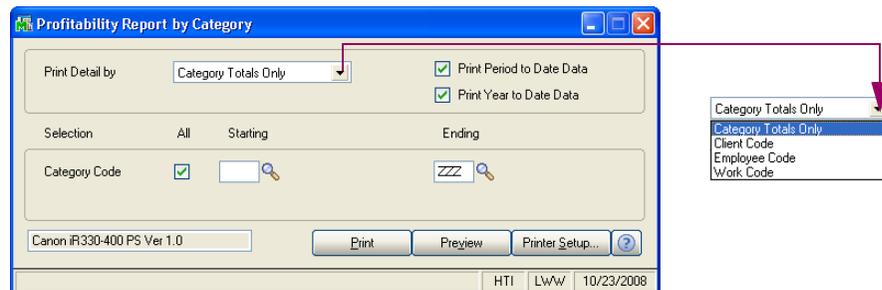
Use the Profitability Report by Category to print profitability information recapped by category.

Profitability Report by Category Settings

You can detail information further by client code, employee code, or work code. You can also choose to print period-to-date and year-to-date information.

Print a Profitability Report by Category

- 1 Select **Profitability Reports by Category** from the Profitability Reports window, and click **Proceed**. The Profitability Report by Category window appears.



Profitability Report by Category Window

- 2 Select how to print the detail by from the **Print Detail by** field. You can select:

Category Totals Only
Client Code
Employee Code
Work Code

- 3 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 4 Select the **Print Year to Date Data** check box to include data from the current year in the report. Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- 5 Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



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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		GENERAL ACCOUNTING SERVICES		BILLABLE					
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		AUDIT SERVICES		BILLABLE					
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		CLIENT DEVELOPMENT		NON-BILLABLE					
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		CLERICAL		BILLABLE					
PTD:	258.50	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		BILLABLE EXPENSES		EXPENSE					
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		FINANCIAL PLANNING SERVICES		BILLABLE					
PTD:	12.00	0.00	1555.65	166.20	0.00	0.00	1555.65	166.20	1389.45	89.32%
YTD:	27.00	0.00	3852.13	373.95	0.00	0.00	3852.13	373.95	3478.18	90.29%
CATEGORY CODE:	MAS		MANAGEMENT ADVISORY SERVICES		BILLABLE					
PTD:	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	81539.40	6844.10	0.00	0.00	81539.40	6844.10	74715.30	91.61%
CATEGORY CODE:	NOB		NON-BILLABLE TIME		NON-BILLABLE					
PTD:	0.00	117.00	0.00	1620.45	0.00	0.00	0.00	1620.45	1620.45-	0.00%
YTD:	0.00	1835.00	0.00	25414.75	0.00	0.00	0.00	25414.75	25414.75-	0.00%

Profitability Report by Category

Fee Analysis Reports

The Time and Billing Professional fee analysis 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 59.) You can obtain both period-to-date and year-to-date information. You can use sort options to select the information to be included on applicable reports.

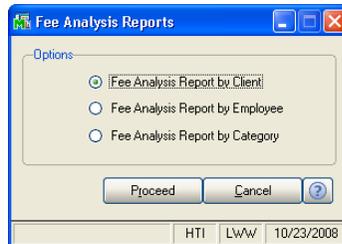
Fee Analysis Reports Options

The Fee Analysis Reports feature consists of three separate reports:

- [Fee Analysis Report by Client](#) (see page 338)
- [Fee Analysis Report by Employee](#) (see page 342)
- [Fee Analysis Report by Category](#) (see page 345)

Launching Fee Analysis Reports

- a From the **Analysis** menu of the Time and Billing Professional module, select **Fee Analysis Reports**. The Fee Analysis Reports window appears.



Fee Analysis Reports Window

- b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Fee Analysis Report by Client

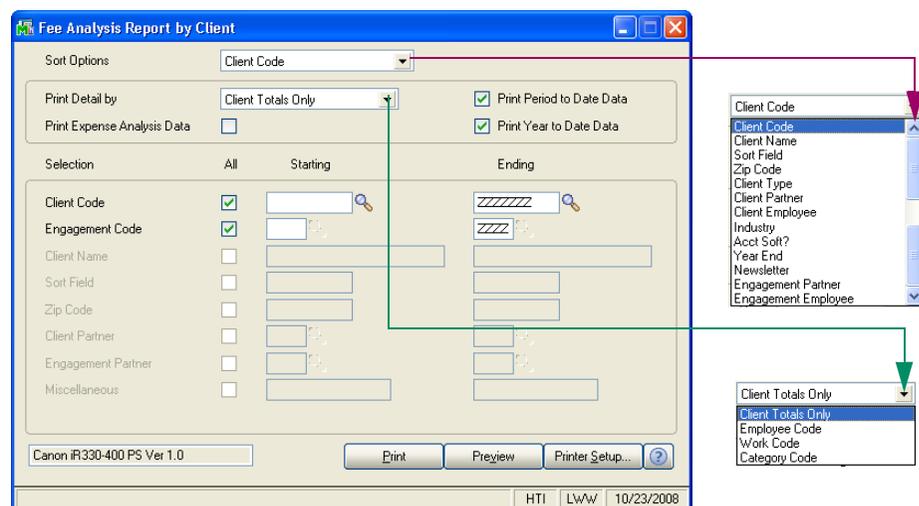
Use the Fee Analysis Report by Client to print fee analysis information recapped by client or engagement.

Fee Analysis Report by Client Settings

You can detail information further by employee code, work code, or category code. You can also choose to print period-to-date and year-to-date information.

Print a Fee Analysis Report by Client

- 1 Select **Fee Analysis Report by Client** from the Fee Analysis Reports window. The Fee Analysis Report by Client window appears.



Fee Analysis Report by Client Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:



Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Client Totals Only
Employee Code
Work Code
Category Code

- 4 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each client or engagement.
- 5 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 6 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 7 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the clients to include in the **Client Code** field.
 - Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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



- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

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

- Enter the employees for the engagement to include in the **Engagement Employee** field.

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

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.



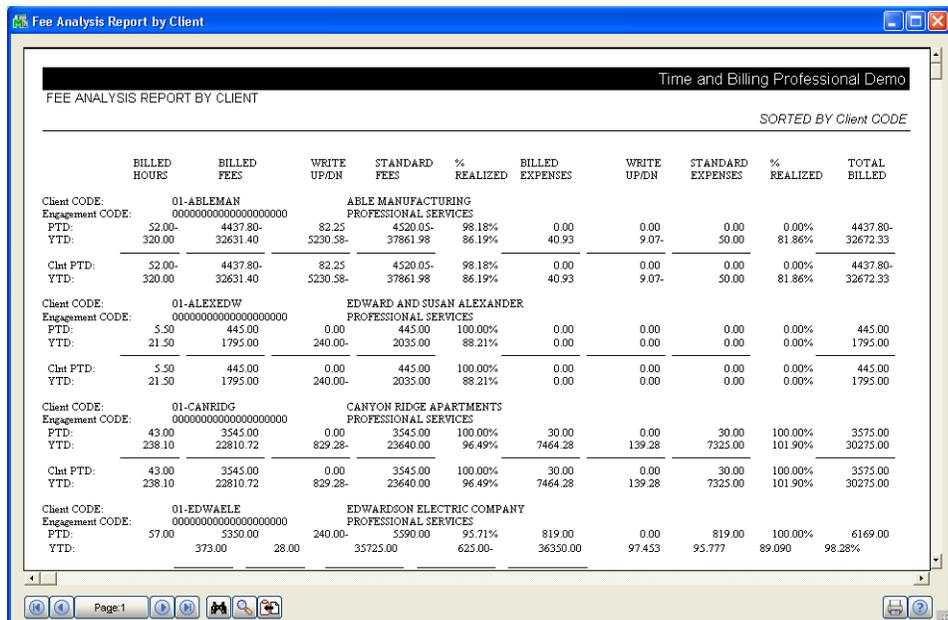
- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 8 Click **Print** to print the report, or click **Preview** to print preview the report.

The Fee Analysis Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, expense analysis data, year to date, and period to date information.



	BILLED HOURS	BILLED FEES	WRITE UP/DN	STANDARD FEES	% REALIZED	BILLED EXPENSES	WRITE UP/DN	STANDARD EXPENSES	% REALIZED	TOTAL BILLED
Time and Billing Professional Demo										
FEE ANALYSIS REPORT BY CLIENT										
SORTED BY Client CODE										
Client CODE:	01-ABLEMAN		ABLE MANUFACTURING							
Engagement CODE:	00000000000000000000		PROFESSIONAL SERVICES							
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
Clnt 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		EDWARD AND SUSAN ALEXANDER							
Engagement CODE:	00000000000000000000		PROFESSIONAL SERVICES							
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
Clnt 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		CANYON RIDGE APARTMENTS							
Engagement CODE:	00000000000000000000		PROFESSIONAL SERVICES							
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
Clnt 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-EDWALE		EDWARDSON ELECTRIC COMPANY							
Engagement CODE:	00000000000000000000		PROFESSIONAL SERVICES							
PTD:	57.00	5350.00	240.00-	5590.00	95.71%	819.00	0.00	819.00	100.00%	6169.00
YTD:	373.00	28.00	35725.00	625.00-	36350.00	97.453	95.777	89.090	98.28%	

Fee Analysis Report by Client

Fee Analysis Report by Employee

Use the Fee Analysis Report by Employee to print fee analysis information recapped by employee.

Fee Analysis Report by Employee Settings

You can detail information further by client/engagement code, work code, or category code. You can also choose to print period-to-date and year-to-date information.



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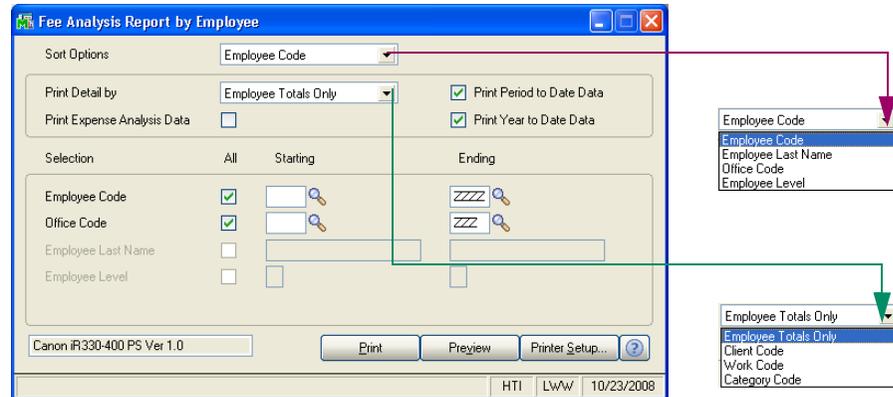


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Print a Fee Analysis Report by Employee

- 1 Select **Fee Analysis Report by Employee** from the Fee Analysis Reports window, and click **Proceed**. The Fee Analysis Report by Employee window appears.



Fee Analysis Report by Employee Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

- 3 Select how to print the detail by from the **Print Detail by** field. You can select:

Employee Totals Only
Client Code
Work Code
Category Code

- 4 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each client or engagement.
- 5 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 6 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 7 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the employees to include in the **Employee Code** field.



- Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

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

- Enter the level of employees to include in the **Employee Level** field.

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

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 8 Click **Print** to print the report, or click **Preview** to print preview the report.



The Fee Analysis Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes expense data, year to date and period to date information.

Time and Billing Professional Demo										
FEE ANALYSIS REPORT BY EMPLOYEE										
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			
PTD:	88.00	109.00	15840.00	47.23-	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			
PTD:	91.00	59.00	19902.77	199.50	199.50	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			
PTD:	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			
PTD:	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 ROGERS			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	86.00	59.00	10540.00	0.00	10540.00	122.538	122.538	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			
PTD:	155.50	16.00	4862.48	12.47-	4874.95	31.330	31.270	28.353	99.74%	
YTD:	565.00	102.00	15457.10	951.88-	16408.98	29.042	27.338	23.174	94.20%	
Employee CODE:	0160	NANCY COOK			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	95.00	44.00	7162.10	37.10	7125.00	75.000	75.391	51.526	100.52%	
YTD:	539.00	157.00	39513.39	2331.61-	41845.00	74.857	70.686	55.186	94.43%	
Employee CODE:	0170	RAYMOND WELLS			OFFICE CODE:	GAS	GENERAL ACCOUNTING SERVICES			
PTD:	108.00	40.00	8011.47	88.53-	8100.00	75.000	74.180	54.132	98.91%	
YTD:	488.00	118.00	34491.10	2028.90-	36520.00	74.836	70.678	56.916	94.44%	

Fee Analysis Report by Employee

Fee Analysis Report by Category

Use the Fee Analysis Report by Category to print fee analysis information recapped by category.

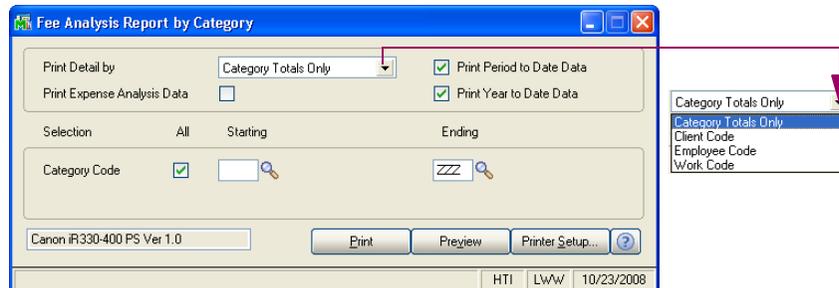
Fee Analysis Report by Category Settings

You can detail information further by client/engagement code, employee code, or work code. You can also choose to print period-to-date and year-to-date information.



Print a Fee Analysis Report by Category

- 1 Select **Fee Analysis Report by Category** from the Fee Analysis Reports window, and click **Proceed**. The Fee Analysis Report by Category window appears.



Fee Analysis Report by Category Window

- 2 Select how to print the detail by from the **Print Detail by** field. You can select:
 - Category Totals Only**
 - Client Code**
 - Employee Code**
 - Work Code**
- 3 Select the **Print Expense Analysis Data** check box to add expense data to the report, including an expense total for each category.
- 4 Select the **Print Period to Date Data** check box to include data from the current period in the report.
- 5 Select the **Print Year to Date Data** check box to include data from the current year in the report.
- 6 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

 - b Enter a range of items to include in the **Starting** and **Ending** fields.
 - Enter the category codes to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.

- Enter the clients to include by their codes in the **Client Code** field.

This field is available only if **Client Code** is selected in the **Print Detail by** field.

- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.



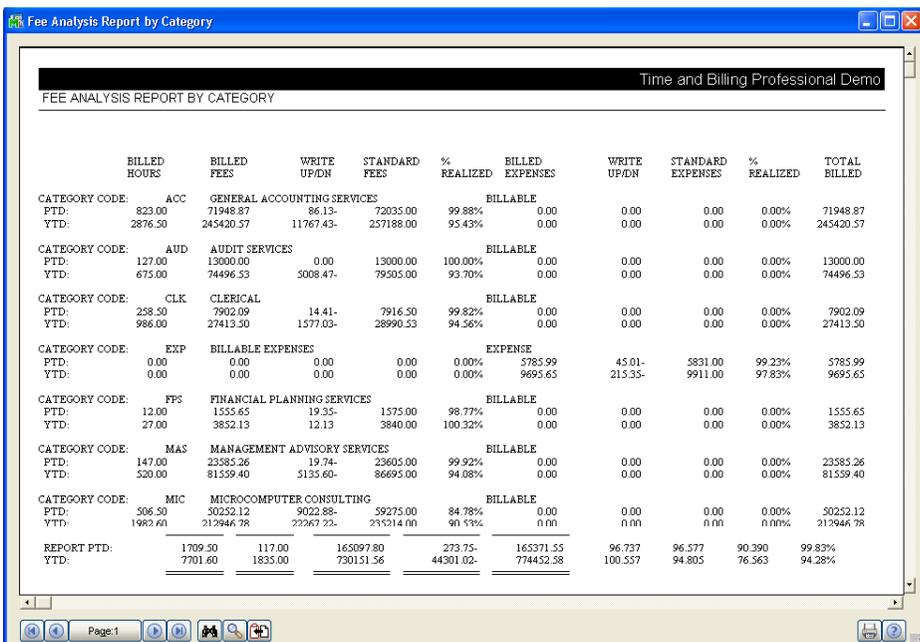
- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

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

- 7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Fee Analysis Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes expense data, year to date and period to date information.



	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					BILLABLE				
PTD:	823.00	71948.87	86.13-	72035.00	99.88%	0.00	0.00	0.00	0.00%	71948.87	
YTD:	2876.50	245420.57	11767.43-	257188.00	95.43%	0.00	0.00	0.00	0.00%	245420.57	
CATEGORY CODE:	AUD	AUDIT SERVICES					BILLABLE				
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					BILLABLE				
PTD:	258.50	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					EXPENSE				
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:	FFS	FINANCIAL PLANNING SERVICES					BILLABLE				
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					BILLABLE				
PTD:	147.00	23385.26	19.74-	23605.00	99.92%	0.00	0.00	0.00	0.00%	23385.26	
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					BILLABLE				
PTD:	506.50	50252.12	9022.88-	59275.00	84.78%	0.00	0.00	0.00	0.00%	50252.12	
YTD:	1962.60	212946.78	22267.22-	235214.00	90.53%	0.00	0.00	0.00	0.00%	212946.78	
REPORT PTD:	1709.50	117.00	165097.80	273.75-	165371.55	96.737	96.577	90.390	99.83%		
YTD:	7701.60	1835.00	730151.56	44201.02-	774452.58	100.557	94.805	76.363	94.28%		

Fee Analysis Report by Category

Time Analysis Reports

The time analysis reports provide billable time and fee information for up to 13 periods by client, employee, or category. (See the [Time Analysis Reports Calculations](#) section, see page 60.) 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.



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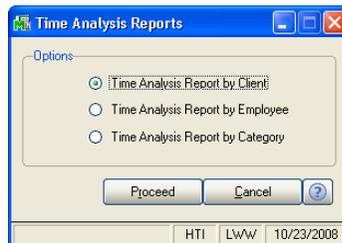
Time Analysis Reports Options

The Time Analysis Reports feature consist of three separate reports:

- [Time Analysis Report by Client](#) (see page 348)
- [Time Analysis Report by Employee](#) (see page 351)
- [Time Analysis Report by Category](#) (see page 353)

Launching Time Analysis Reports

- a From the Analysis menu of the Time and Billing Professional module, select **Time Analysis Reports**. The Time Analysis Reports window appears.



Time Analysis Reports Window

- b Select the radio button next to the desired option, and click **Proceed** to generate the report.

Time Analysis Report by Client

Use the Time Analysis Report by Client to print time analysis information recapped by client/engagement for up to 13 periods.

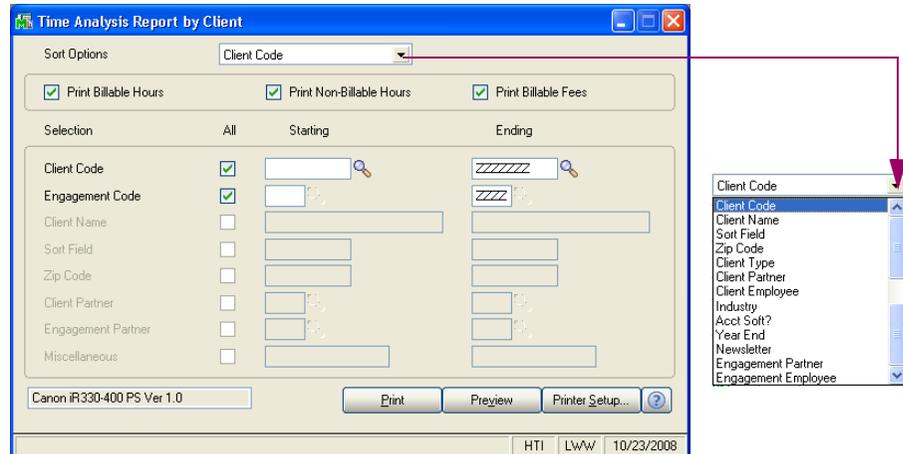
Time Analysis Report by Client Settings

You can choose to print information for billable hours, non-billable hours, and billable fees.



Print a Time Analysis Report by Client

- 1 Select **Time Analysis Report by Client** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Client window appears.



Time Analysis Report by Client Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select the **Print Billable Hours** check box to include billable hours in the report.
- 4 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.
- 5 Select the **Print Billable Fees** check box to include billable fees in the report.
- 6 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR



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b Enter a range of items to include in the **Starting** and **Ending** fields.

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

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.
This field is available only if **Client Type** is selected in the **Sort Options** field.

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

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

- Enter the employees for the engagement to include in the **Engagement Employee** field.

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

- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

Choose the information to include in the report according to the selections made in the **Print Detail by** field.



- Select the employees to include in the **Employee Code** field.

This field is available only if **Employee Code** is selected in the **Print Detail by** field.

- Enter the work codes to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Print Detail by** field.

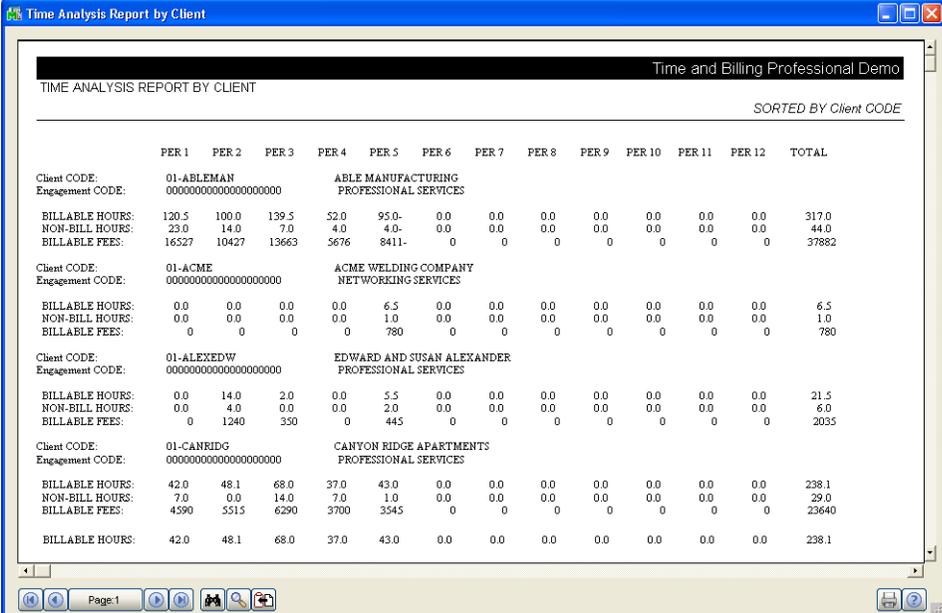
- Enter the category codes to include in the **Category Code** field.

This field is available only if **Category Code** is selected in the **Print Detail by** field.

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

- 7 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time Analysis Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, billable and non-billable hours, and billable fees.



Time and Billing Professional Demo

TIME ANALYSIS REPORT BY CLIENT

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
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
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
Client CODE:	01-CANRIDG		CANYON RIDGE APARTMENTS										
Engagement CODE:	00000000000000000000		PROFESSIONAL SERVICES										
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
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

Time Analysis Report by Client

Time Analysis Report by Employee

Use the Time Analysis Report by Employee to print time analysis information recapped by employee for up to 13 periods.



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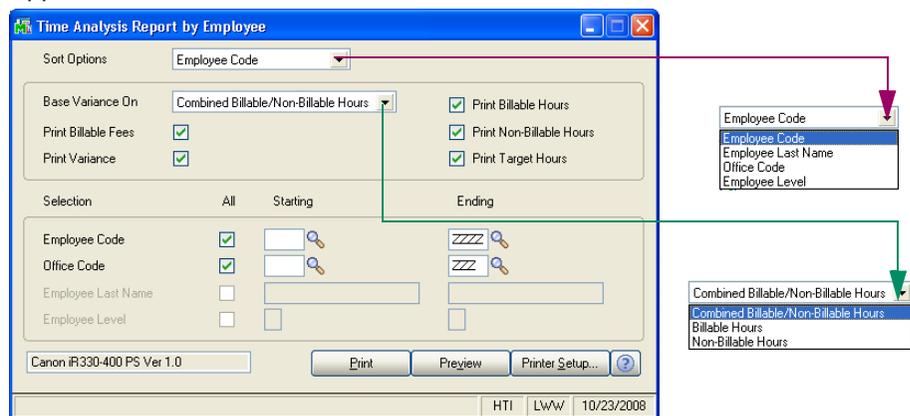
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Time Analysis Report by Employee Settings

You can choose to print information for billable hours, non-billable hours, billable fees, target hours, and the variance of total hours from target hours. You can also select whether you want the variance based on billable hours only, non-billable hours only, or billable and non-billable hours combined.

Print a Time Analysis Report by Employee

- 1 Select **Time Analysis Report by Employee** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Employee window appears.



Time Analysis Report by Employee Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

- 3 Select the type of hours to include in the report from the **Base Variance On** field. You can select:

Combined Billable/Non-Billable Hours
Billable Hours
Non-Billable Hours

- 4 Select the **Print Billable Fees** check box to include billable fees in the report.
- 5 Select the **Print Variance** check box to include time variance in the report.
- 6 Select the **Print Billable Hours** check box to include billable hours in the report.
- 7 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.
- 8 Select the **Print Target Hours** check box to include the number of target hours for the employee in the report.



9 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.
- Enter the offices to include in the **Office Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

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

- Enter the level of employees to include in the **Employee Level** field.

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

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

10 Click **Print** to print the report, or click **Preview** to print preview the report.



The Time Analysis Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes billable and non-billable hours, target hours, billable fees, and variance data.

	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	53840
Employee CODE:	0150 BETH CLARK												

Time Analysis Report by Employee

Time Analysis Report by Category

Use the Time Analysis Report by Category to print time analysis information recapped by category for up to 13 periods.

Time Analysis Report by Category Settings

You can choose to print information for billable hours, non-billable hours, and billable fees.

Print a Time Analysis Report by Category

- 1 Select **Time Analysis Report by Category** from the Time Analysis Reports window, and click **Proceed**. The Time Analysis Report by Category window appears.

Time Analysis Report by Category Window

- 2 Select the **Print Billable Hours** check box to include billable hours in the report.

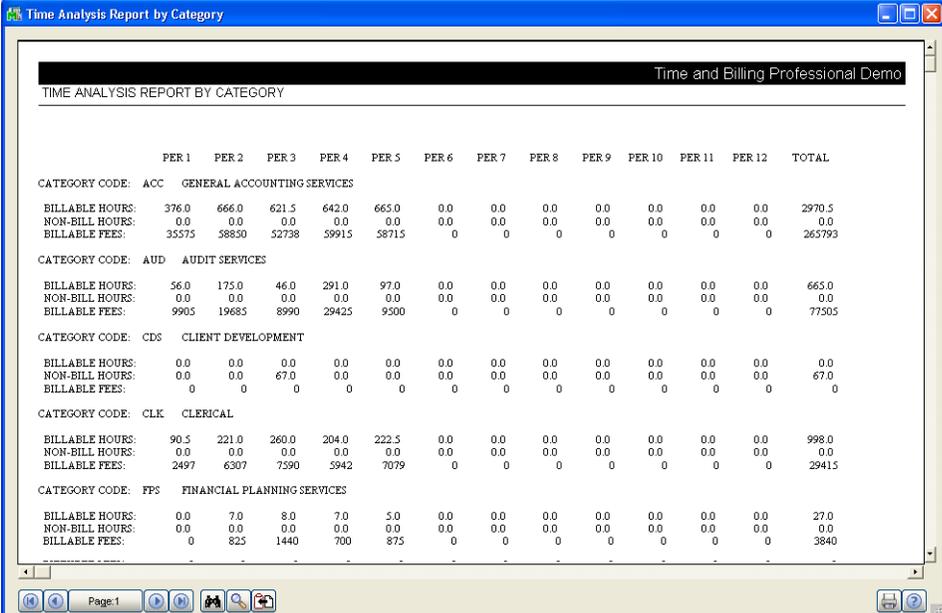


- 3 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.
- 4 Select the **Print Billable Fees** check box to include billable fees in the report.

 **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 category codes to include in the **Category Code** field.
 - a Select **All** to include the information for all categories.
- OR**
- b Enter the category codes to include in the Starting and Ending fields.
- 6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Time Analysis Report by Category result depends upon the settings selected for the report. The following report contains all the categories and includes billable hours, non-billable hours, and billable fees.



	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
BILLABLE FEES:	0	825	1440	700	875	0	0	0	0	0	0	0	3840

Time Analysis Report by Category

Client Billing Analysis Report

Use the Client Billing Analysis Report to print billing history information for up to 13 periods by client or engagement. Use information detailed in this report to compare billing activity by client/engagement for any period defined.



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Client Billing Analysis Report Settings

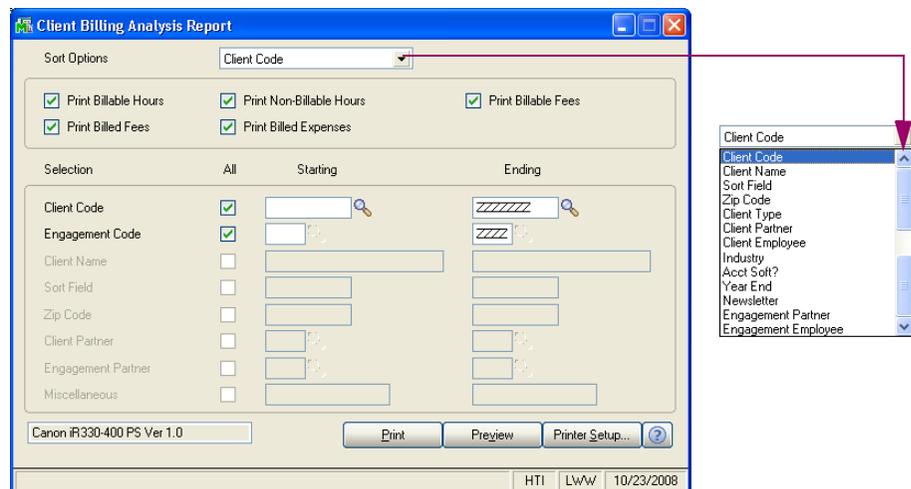
You can select a specific sort order and client/engagement details to include in the report. You can choose the selection criteria for the information to include in the report.

Client Billing Analysis Detail

You can also choose to print billable hours, non-billable hours, billable fees, billed fees, and billed expenses.

Print the Client Billing Analysis Report

- 1 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select the **Print Billable Hours** check box to include billable hours in the report.



- 4 Select the **Print Billed Fees** check box to include fees already billed to the client in the report.
- 5 Select the **Print Non-Billable Hours** check box to include non-billable hours in the report.
- 6 Select the **Print Billed Expenses** check box to include expenses already billed to the client in the report.
- 7 Select the **Print Billable Fees** check box to include billable fees in the report.
- 8 Specify the information to include in the **Selection** fields.
 - a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.
- Enter the clients to include in the **Client Code** field.
 - Enter the client engagements to include in the **Engagement Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip codes to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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



- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

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

- Enter the employees for the engagement to include in the **Engagement Employee** field.

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

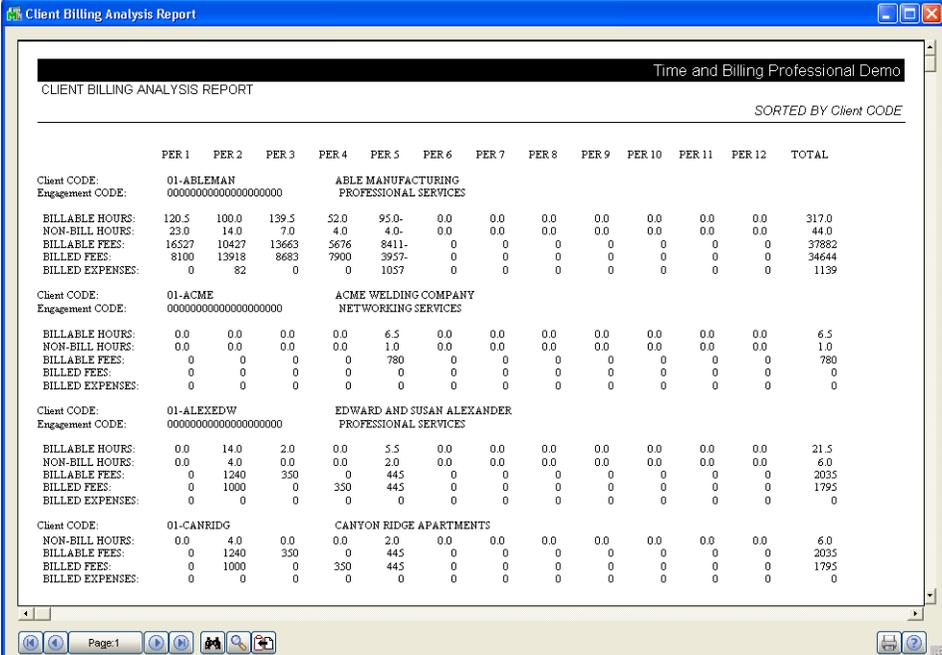
- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 9 Click **Print** to print the report, or click **Preview** to print preview the report.

The Client Billing Analysis Report result depends upon the settings selected for the report. The following report is sorted by client code, and includes engagement code details, billable and non-billable hours, fees and expenses already billed, and billable fees.



Client Billing Analysis Report

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:	16327	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									
Engagement CODE:	00000000000000000000			PROFESSIONAL SERVICES									
BILLABLE 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
NON-BILL HOURS:	0	1240	350	0	445	0	0	0	0	0	0	0	2035
BILLABLE 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 Billing Analysis Report



Budget Reports

The budget reports provide a recap of budget hours and amounts compared to actual hours and amounts by client code, employee code, work code, and category code. (See the [Budget Reports Calculations](#) section, see page 60.) Budget information is detailed by budget items you entered on the [Schedule/Budget Maintenance](#) window (see page 171) available in [Client Maintenance](#) (see page 163). You can use sort options to select the information to be included on applicable reports.

Budget Reports Options

The Budget Reports feature consists of four separate reports:

- [Budget Report by Client](#) (see page 359)
- [Budget Report by Employee](#) (see page 362)
- [Budget Report by Work Code](#) (see page 365)
- [Budget Report by Category](#) (see page 366)

Launching Budget Reports

- From the **Analysis** menu of the Time and Billing Professional module, select **Budget Reports**. The Budget Reports window appears.



Budget Reports Window

- Select the radio button next to the desired option, and click **Proceed** to generate the report.

Budget Report by Client

Use the Budget Report by Client to print budget and variance information recapped by client/engagement.

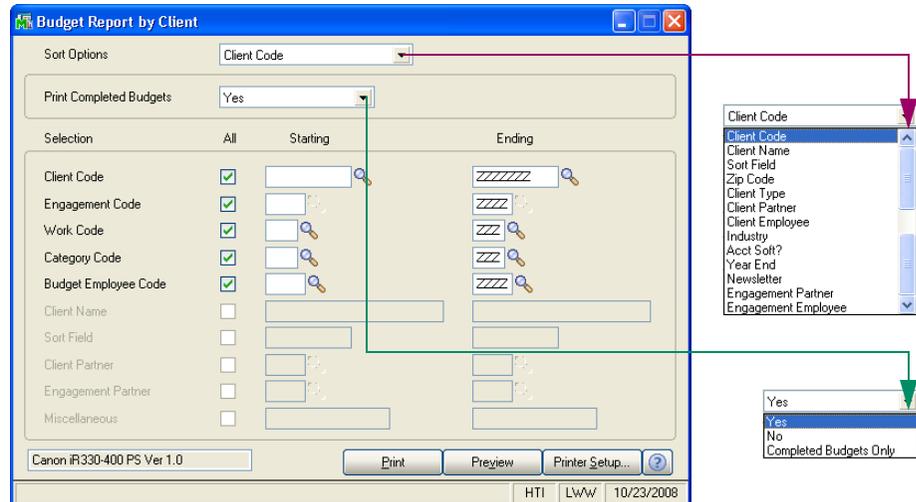
Budget Report by Client Settings

You can detail the budget information further by work code, category code, or employee code. You can also choose to print only completed budget items.



Print a Budget Report by Client

- 1 Select **Budget Report by Client** from the Budget Reports window, and click **Proceed**. The Budget Report by Client window appears.



Budget Report by Client Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Client Code
Client Name
Sort Field
Zip Code
Client Type
Client Partner
Client Employee
Engagement Partner
Engagement Employee

You can also sort the report by any of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

- 4 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.



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- Enter the clients to include in the **Client Code** field.
- Enter the client engagements to include in the **Engagement Code** field.
- Enter the tasks to include in the **Work Code** field.
- Enter the categories to include in the **Category Code** field.
- Enter the employees to include in the **Budget Employee Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip codes to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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

- Enter the employee partners for the engagement to include in the **Engagement Partner** field.

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

- Enter the employees for the engagement to include in the **Engagement Employee** field.

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



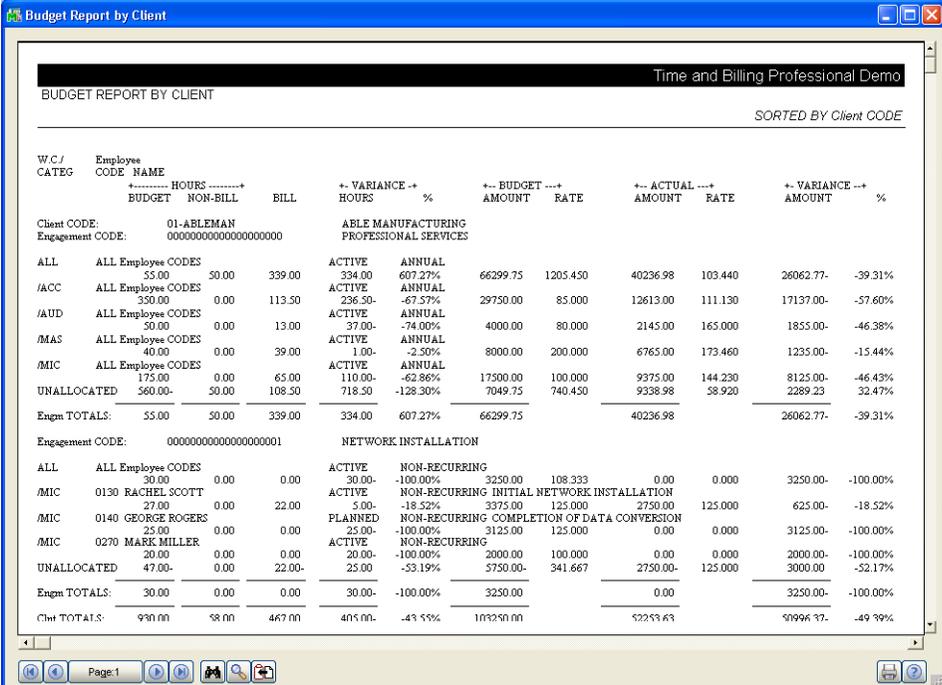
- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 5 Click **Print** to print the report, or click **Preview** to print preview the report.

The Budget Report by Client result depends upon the settings selected for the report. The following report is sorted by client code, and includes completed budgets.



Time and Billing Professional Demo

BUDGET REPORT BY CLIENT

SORTED BY Client CODE

W.C./ CATEG	Employee CODE NAME	+----- HOURS -----+		BILL	+- VARIANCE -+		+- BUDGET -+-		+- ACTUAL -+-		+- VARIANCE -+-	
		BUDGET	NON-BILL		HOURS	%	AMOUNT	RATE	AMOUNT	RATE	AMOUNT	%
Client CODE: 01-ABLEMAN ABL MANUFACTURING												
Engagement CODE: 000000000000000000000000 PROFESSIONAL SERVICES												
ALL	ALL Employees CODES	55.00	50.00	339.00	ACTIVE	ANNUAL	66299.75	1205.450	40236.98	103.440	26062.77-	-39.31%
/ACC	ALL Employees CODES	350.00	0.00	113.50	ACTIVE	ANNUAL	29750.00	85.000	12613.00	111.130	17137.00-	-57.60%
/AUD	ALL Employees CODES	50.00	0.00	13.00	ACTIVE	ANNUAL	4000.00	80.000	2145.00	165.000	1855.00-	-46.38%
/MAS	ALL Employees CODES	40.00	0.00	39.00	ACTIVE	ANNUAL	8000.00	200.000	6765.00	173.460	1235.00-	-15.44%
/MIC	ALL Employees CODES	175.00	0.00	65.00	ACTIVE	ANNUAL	17500.00	100.000	9375.00	144.230	8125.00-	-46.43%
UNALLOCATED	560.00-	50.00	108.50	718.50	-128.30%		7049.75	740.450	9338.98	58.920	2289.23	32.47%
Engm TOTALS:		55.00	50.00	339.00	334.00	607.27%	66299.75		40236.98		26062.77-	-39.31%
Engagement CODE: 000000000000000000000001 NETWORK INSTALLATION												
ALL	ALL Employees CODES	30.00	0.00	0.00	ACTIVE	NON-RECURRING	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	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	3125.00	125.000	0.00	0.000	3125.00-	-100.00%
/MIC	0270 MARK MILLER	20.00	0.00	0.00	ACTIVE	NON-RECURRING	2000.00	100.000	0.00	0.000	2000.00-	-100.00%
UNALLOCATED	47.00-	0.00	22.00-	25.00-	-100.00%		5750.00-	341.667	2750.00-	125.000	3000.00-	-52.17%
Engm TOTALS:		30.00	0.00	0.00	30.00-	-100.00%	3250.00		0.00		3250.00-	-100.00%
Client TOTALS:		930.00	58.00	467.00	405.00-	-43.55%	103250.00		52253.63		50996.37-	-49.39%

Budget Report by Client

Budget Report by Employee

Use the Budget Report by Employee to print budget and variance information recapped by employee.

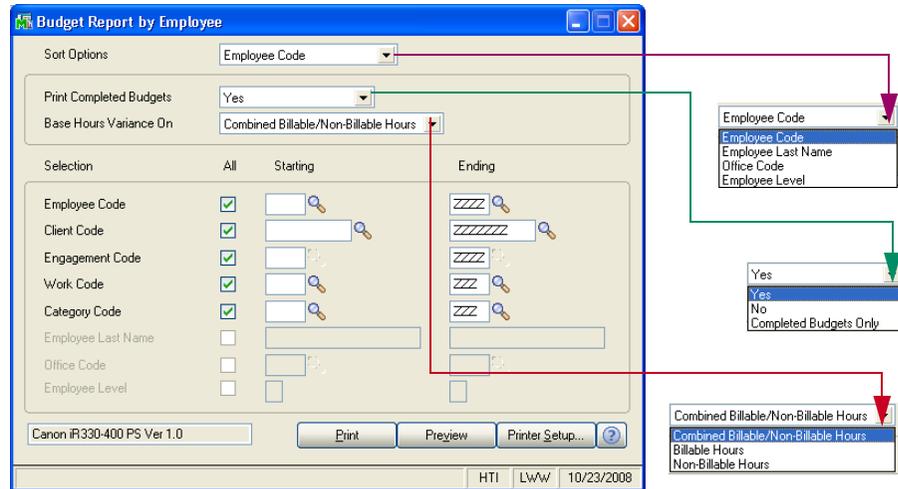
Budget Report by Employee Settings

You can detail the budget information further by client/engagement code and work/category code. You can also choose to print only completed budget items, and select whether you want the variance based on billable hours only, non-billable hours only, or billable and non-billable hours combined.



Print a Budget Report by Employee

- 1 Select **Budget Report by Employee** from the Budget Reports window, and click **Proceed**. The Budget Report by Employee window appears.



Budget Report by Employee Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Employee Last Name
Office Code
Employee Level

- 3 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

- 4 Select the type of hours to include in the report from the **Base Hours Variance On** field. You can select:

Combined Billable/Non-Billable Hours
Billable Hours
Non-Billable Hours

- 5 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.



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- Enter the employees to include in the **Employee Code** field.
- Enter the clients to include in the **Client Code** field.
- Enter the client engagements to include in the **Engagement Code** field.
- Enter the tasks to include in the **Work Code** field.
- Enter the categories to include in the **Category Code** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

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

- Enter the employees' office codes to include in the **Office Code** field.

This field is available only if **Office Code** is selected in the **Sort Options** field.

- Enter the level of employees to include in the **Employee Level** field.

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

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



The Budget Report by Employee result depends upon the settings selected for the report. The following report is sorted by employee code, and includes completed budgets, and combined billable and non-billable hours.

Budget Report by Employee
Time and Billing Professional Demo
SORTED BY Employee CODE

W.C./ CATEG	DESCRIPTION	HOURS		BILL	+COMBINED VAR+		+-- BUDGET --+		+-- ACTUAL --+		+ VARIANCE --+	
		BUDGET	NON-BILL		HOURS	%	AMOUNT	RATE	AMOUNT	RATE	AMOUNT	%
Employee CODE: 0130 RACHEL SCOTT												
Client CODE: 01-ABLEMAN												
Engagement CODE: 00000000000000000001 NETWORK INSTALLATION												
MIC	MICROCOMPUTER CONSULTING	27.00	0.00	22.00	ACTIVE	-18.52%	3375.00	125.000	2750.00	125.000	625.00-	-18.52%
Clnt TOTALS:		27.00	0.00	22.00	5.00-	-18.52%	3375.00		2750.00		625.00-	-18.52%
Client CODE: 01-GENECOM												
Engagement CODE: 00000000000000000001 NETWORK INSTALLATION												
MIC	MICROCOMPUTER CONSULTING	5.00	0.00	0.00	PLANNED	-100.00%	180.00	36.000	0.00	0.000	180.00-	-100.00%
Clnt TOTALS:		5.00	0.00	0.00	5.00-	-100.00%	180.00		0.00		180.00-	-100.00%
Empl TOTALS:		32.00	0.00	22.00	10.00-	-31.25%	3555.00		2750.00		805.00-	-22.64%
Employee CODE: 0140 GEORGE ROGERS												
Client CODE: 01-ABLEMAN												
Engagement CODE: 00000000000000000001 NETWORK INSTALLATION												
		25.00	0.00	0.00	25.00-	-100.00%	3125.00	125.000	0.00	0.000	3125.00-	-100.00%
Clnt TOTALS:		25.00	0.00	0.00	25.00-	-100.00%	3125.00		0.00		3125.00-	-100.00%
Empl TOTALS:		25.00	0.00	0.00	25.00-	-100.00%	3125.00		0.00		3125.00-	-100.00%

Budget Report by Employee

Budget Report by Work Code

Use the Budget Report by Work Code to print budget and variance information recapped by work code.

Budget Report by Work Code Settings

You can detail the budget information further by client/engagement code and employee code. You can also choose to print only completed budget items.



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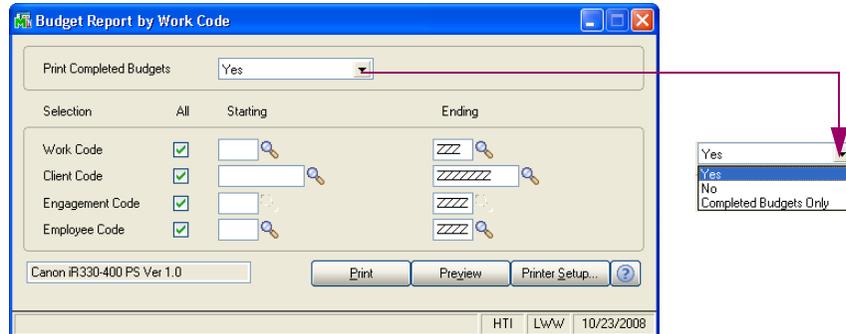


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Print a Budget Report by Work Code

- 1 Select **Budget Report by Work Code** from the Budget Reports window, and click **Proceed**. The Budget Report by Work Code window appears.



Budget Report by Work Code Window

- 2 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

Yes
No
Completed Budgets Only

- 3 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the tasks to include in the **Work Code** field.
- Enter the clients to include in the **Client Code** field.
- Enter the client engagements to include in the **Engagement Code** field.
- Enter the employees to include in the **Employee Code** field.

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

- 4 Click **Print** to print the report, or click **Preview** to print preview the report.



The Budget Report by Work Code result depends upon the settings selected for the report. The following report includes completed budgets.

Budget Report by Work Code

Time and Billing Professional Demo

BUDGET REPORT BY WORK CODE

Employee CODE	NAME	BUDGET	NON-BILL	BILL	+- VARIANCE +- HOURS	%	+- BUDGET +- AMOUNT	RATE	+- ACTUAL +- AMOUNT	RATE	+- VARIANCE +- AMOUNT	%
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			334.00	607.27%	66299.75	1205.450	40236.98	103.440	26062.77-	-39.31%
Engagement CODE: 00000000000000000001		NETWORK INSTALLATION										
ALL Employee CODES												
30.00	0.00	0.00			30.00-	-100.00%	3250.00	108.333	0.00	0.000	3250.00-	-100.00%
Chrt TOTALS:		85.00	50.00	339.00	304.00	357.65%	69549.75		40236.98		29312.77-	-42.15%
Client CODE: 01-ACME		ACME WELDING COMPANY NETWORKING SERVICES										
Engagement CODE: 00000000000000000000												
ALL Employee CODES												
40.00	1.00	6.50			32.50-	-81.25%	4800.00	120.000	780.00	104.000	4020.00-	-83.75%
Chrt TOTALS:		40.00	1.00	6.50	32.50-	-81.25%	4800.00		780.00		4020.00-	-83.75%
Client CODE: 01-ALEXEDW		EDWARD AND SUSAN ALEXANDER										
Engagement CODE: 00000000000000000000		ANNUAL										
ALL Employee CODES												
350.00	29.00	238.10			82.90-	-23.69%	32000.00	91.429	23640.00	88.510	8360.00-	-26.13%
Chrt TOTALS:		350.00	29.00	238.10	82.90-	-23.69%	32000.00		23640.00		8360.00-	-26.13%

Budget Report by Work Code

Budget Report by Category

Use the Budget Report by Category to print budget and variance information recapped by category.

Budget Report by Category Settings

You can detail the budget information further by client/engagement code and employee code. You can also choose to print only completed budget items.

Print a Budget Report by Category

- 1 Select **Budget Report by Category** from the Budget Report window. The Budget Report by Category window appears.

Budget Report by Category

Print Completed Budgets: Yes

Selection: All Starting Ending

Category Code: All Starting Ending

Client Code: All Starting Ending

Engagement Code: All Starting Ending

Employee Code: All Starting Ending

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Print Preview Printer Setup...

HTI LwW 10/23/2008

Print Completed Budgets dropdown menu:

- Yes
- No
- Completed Budgets Only

Budget Report by Category Window



2 Select whether or not to include completed budgets from the **Print Completed Budgets** field. You can select:

- Yes
- No
- Completed Budgets Only

3 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

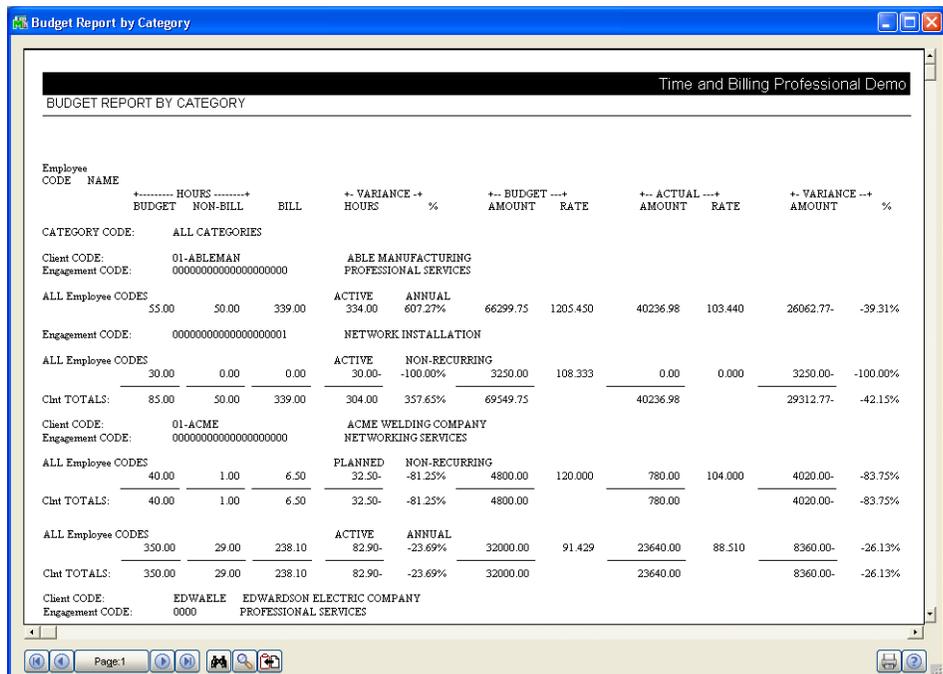
b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the categories to include in the **Category Code** field.
- Enter the clients to include in the **Client Code** field.
- Enter the client engagements to include in the **Engagement Code** field.
- Enter the employees to include in the **Employee Code** field.

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

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

The Budget Report by Category result depends upon the settings selected for the report. The following report includes completed budgets.



Budget Report by Category

Employee CODE	NAME	BUDGET	HOUES NON-BILL	BILL	+ VARIANCE + HOUES	%	+ BUDGET + AMOUNT	RATE	+ ACTUAL + AMOUNT	RATE	+ VARIANCE + AMOUNT	%
CATEGORY CODE: ALL CATEGORIES												
Client CODE: 01-ABLEMAN		ABLE MANUFACTURING										
Engagement CODE: 00000000000000000000		PROFESSIONAL SERVICES										
ALL Employee CODES												
		55.00	50.00	339.00	ACTIVE	ANNUAL	66299.75	1205.450	40236.98	103.440	26062.77-	-39.31%
Engagement CODE: 0000000000000000000001		NETWORK INSTALLATION										
ALL Employee CODES												
		30.00	0.00	0.00	ACTIVE	NON-RECURRING	3250.00	108.333	0.00	0.000	3250.00-	-100.00%
Clnt TOTALS:		85.00	50.00	339.00	304.00	357.65%	69549.75		40236.98		29312.77-	-42.15%
Client CODE: 01-ACME		ACME WELDING COMPANY										
Engagement CODE: 0000000000000000000000		NETWORKING SERVICES										
ALL Employee CODES												
		40.00	1.00	6.50	PLANNED	NON-RECURRING	4800.00	120.000	780.00	104.000	4020.00-	-83.75%
Clnt TOTALS:		40.00	1.00	6.50	32.50-	-81.25%	4800.00		780.00		4020.00-	-83.75%
ALL Employee CODES												
		350.00	29.00	238.10	ACTIVE	ANNUAL	32000.00	91.429	23640.00	88.510	8360.00-	-26.13%
Clnt TOTALS:		350.00	29.00	238.10	82.90-	-23.69%	32000.00		23640.00		8360.00-	-26.13%
Client CODE: EDWAELE		EDWARDSON ELECTRIC COMPANY										
Engagement CODE: 0000		PROFESSIONAL SERVICES										

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 171) available in [Client Maintenance](#) (see page 163).

Employee Scheduling Report Settings

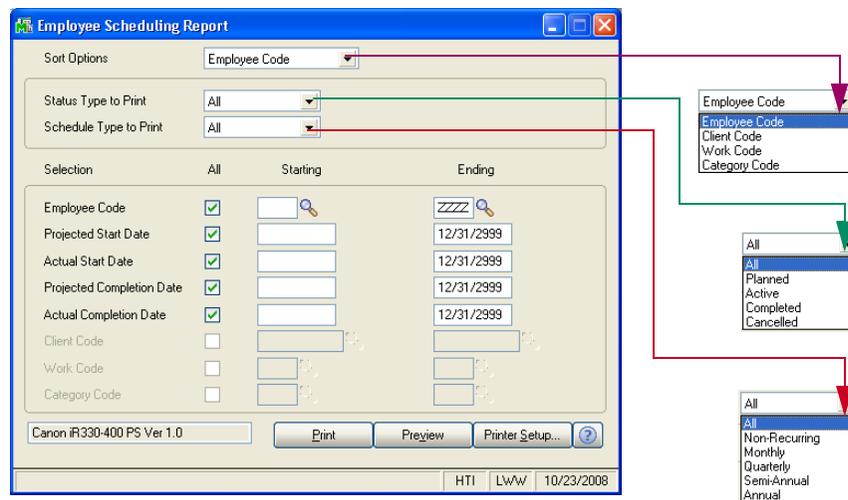
You can select a specific sort options and status/schedule type to print. The scheduled activities appear in chronological order by projected start date.

Employee Scheduling Report Detail

Use information detailed in this report to compare activities scheduled for an employee by actual/projected start and completion dates.

Print the Employee Scheduling Report

- 1 From the **Analysis** menu of the Time and Billing Professional module, select **Employee Scheduling Report**. The Employee Scheduling Report window appears.



Employee Scheduling Report Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Employee Code
Client Code
Work Code
Category Code

- 3 Select the type of budgets to include in the report from the **Status Type to Print** field. You can select:



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All
Planned
Active
Completed
Cancelled

- 4 Select the schedule types include in the report from the **Schedule Type to Print** field. You can select:

All
Non-Recurring
Monthly
Quarterly
Semi-Annual
Annual

- 5 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.
- Enter the estimated start date for the schedule in the **Projected Start Date** field.
- Enter the actual start date for the schedule in the **Actual Start Date** field.
- Enter the estimated finish date for the schedule in the **Projected Completion Date** field.
- Enter the actual finish date for the schedule in the **Actual Completion Date** field.

Choose the information to include in the report according to the selections made in the **Sort Options** field.

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

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

- Enter the tasks to include in the **Work Code** field.

This field is available only if **Work Code** is selected in the **Sort Options** field.



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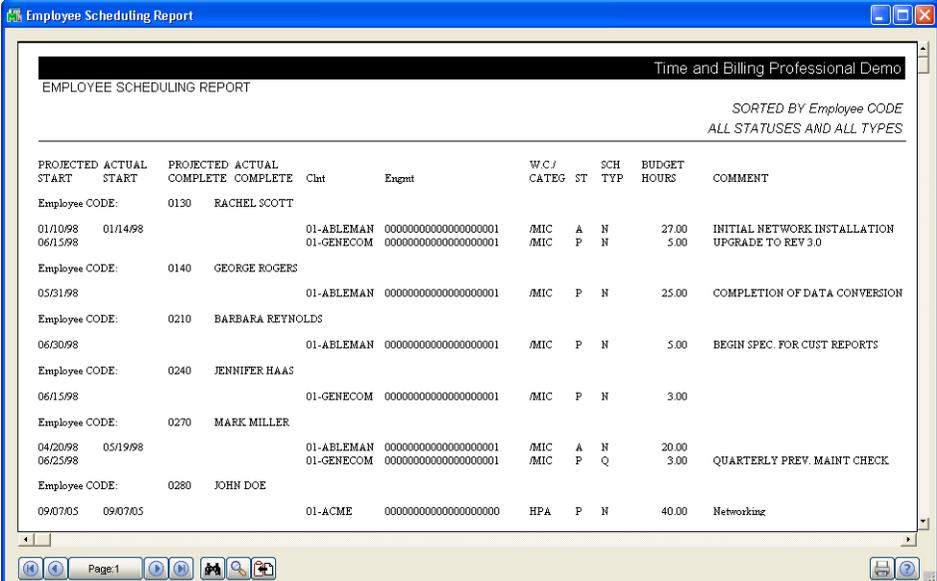
- Enter the categories to include in the **Category Code** field.

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

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

- 6 Click **Print** to print the report, or click **Preview** to print preview the report.

The Employee Scheduling Report result depends upon the settings selected for the report. The following report is sorted by employee code, and includes all status types and all schedule types.



The screenshot shows a window titled "Employee Scheduling Report" with a sub-header "Time and Billing Professional Demo". The report is sorted by Employee CODE and includes all statuses and all types. The data is presented in a table with the following columns: PROJECTED START, ACTUAL START, PROJECTED COMPLETE, ACTUAL COMPLETE, Chrt, Exempt, W.C./CATEG, ST, SCH, TYP, BUDGET HOURS, and COMMENT.

PROJECTED START	ACTUAL START	PROJECTED COMPLETE	ACTUAL COMPLETE	Chrt	Exempt	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.

Employee Hourly Analysis Report Settings

You can select a specific sort options and days per week to print. You can produce the report for a five-, six-, or seven-day work week. You can also choose the selection criteria for the information to include in the report.



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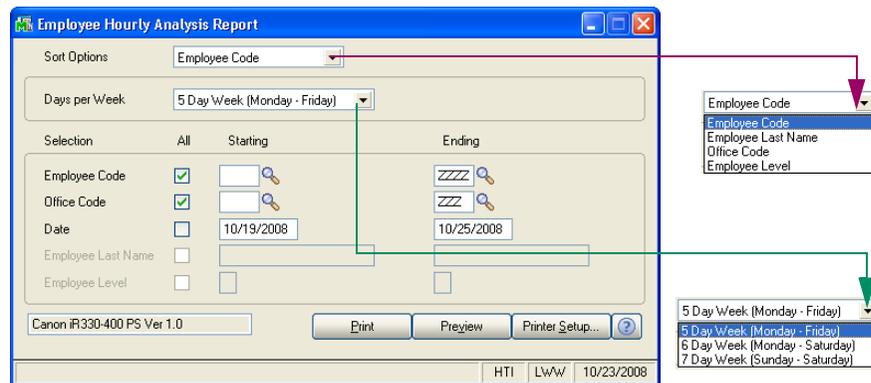
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Employee Hourly Report Detail

The program retains The program retains employee analysis information in the Employee Hourly Analysis file for the period of time specified in the **Days to Retain Employee Hourly Analysis** field on the **Billing** tab of the [Time and Billing Professional Options](#) window (see page 96).

Print the 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)

- 4 Specify the information to include in the **Selection** fields.

- a Select **All** to include the information for all items.

OR

- b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the employees to include in the **Employee Code** field.
- Enter the employee's office to include in the **Office Code** field.
- Enter the date for the report in the **Date** field.



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Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the employees to include by last name in the **Employee Last Name** field.

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

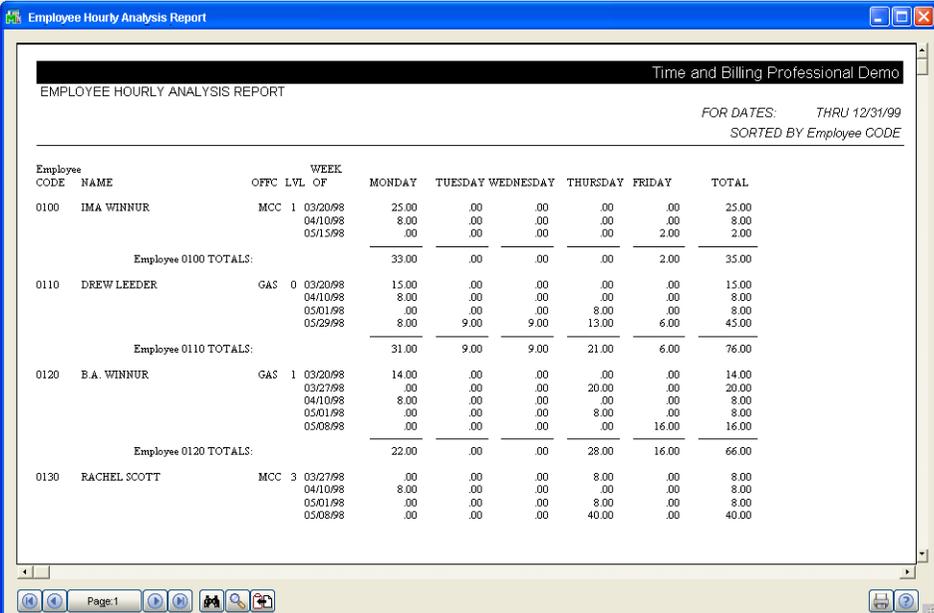
- Enter the level of employees to include in the **Employee Level** field.

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

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

- 5 Click **Print** to print the report, or click **Preview** to print preview the report.

The Employee Hourly Analysis Report result depends upon the settings selected for the report. The following report is sorted by employee code, and includes data for a five-day work week.



Employee 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	43.00			
	Employee 0110 TOTALS:				31.00	9.00	9.00	21.00	6.00
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.



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A/R and WIP Reconciliation Report Settings

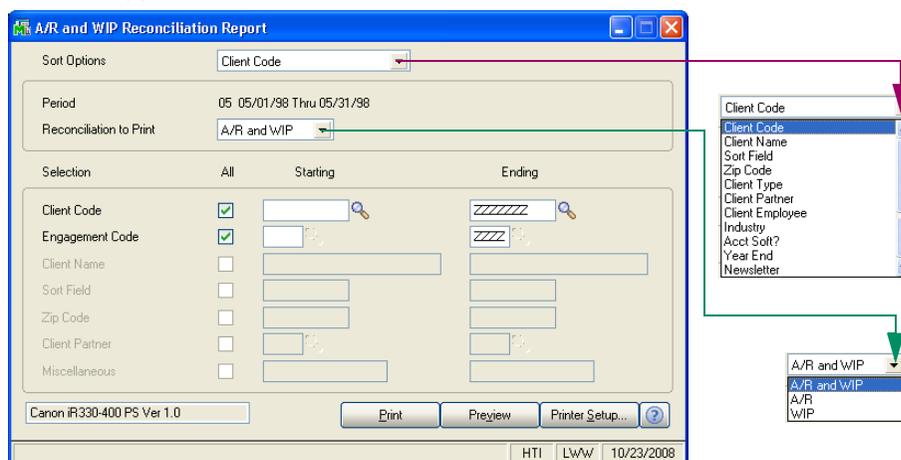
- For Accounts Receivable reconciliation, the report includes the balance forward amount, invoiced amount, finance charge amount, payment received amount, and ending balance.
- For Work in Process reconciliation, the report includes opening work in process balance, billable fees and expenses, billed amount, write-up/write-downs, and closing work in process.

A/R and WIP Reconciliation Report Detail

Use information detailed in this report to detect unrecorded transactions and locate the errors and differences in respective amounts for a client/engagement.

Print the A/R and WIP Reconciliation Report

- 1 From the **Analysis** menu of the Time and Billing 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 3 Select the type of data to include in the report from the **Reconciliation to Print** field. You can select:



A/R and WIP
AR
WIP

4 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

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

Choose the information to include in the report according to the selections made in the **Sort Options** field.

- Enter the names of clients to include in the **Client Name** field.

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

- Enter sort data to include in the **Sort Field** field.

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

- Enter the clients' zip code to include in the **Zip Code** field.

This field is available only if **Zip Code** is selected in the **Sort Options** field.

- Enter the types of clients to include in the **Client Type** field.

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

- Enter the employee partners to include in the **Client Partner** field.

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

- Enter the employees to include in the **Client Employee** field.

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



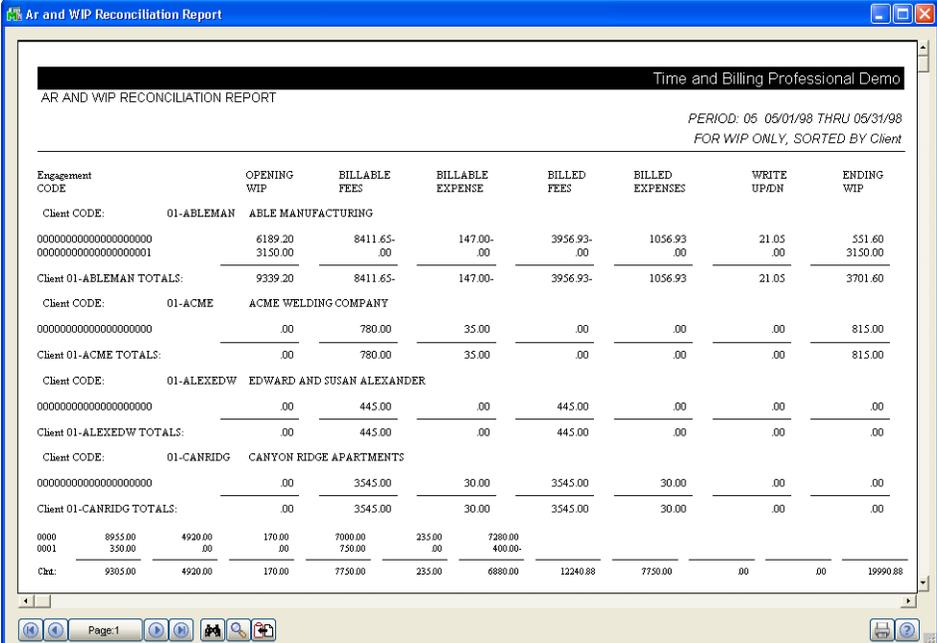
- Enter the miscellaneous data to include in the **Miscellaneous** field.

This field is available only if one of the user-defined fields created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98) is selected in the **Sort Options** field.

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

- 5 Click **Print** to print the report, or click **Preview** to print preview the report.

The A/R and WIP Reconciliation Report result depends upon the settings selected for the report. The following report is sorted by client code that contains work in process information only.



Engagement CODE	OPENING WIP	BILLABLE FEES	BILLABLE EXPENSE	BILLED FEES	BILLED EXPENSES	WRITE UP/DN	ENDING WIP
Client CODE: 01-ABLEMAN ABLE MANUFACTURING							
00000000000000000000	6189.20	8411.65-	147.00-	3956.93-	1056.93	21.05	551.60
00000000000000000001	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							
00000000000000000000	.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							
00000000000000000000	.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							
00000000000000000000	.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
0000	8955.00	4920.00	170.00	7000.00	255.00	7280.00	
0001	350.00	.00	.00	750.00	.00	400.00-	
Chd:	9305.00	4920.00	170.00	7750.00	255.00	6880.00	12240.88

A/R and WIP Reconciliation Report

This concludes *Chapter 10: Using the Analysis Menu* of the Time and Billing Professional manual.



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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.

How to Use the Period End Menu

The options available in the Period End menu allow your company to process financial data for the period end.

Time and Billing Professional Period End Menu

The Time and Billing Professional Period End menu includes functions normally completed at the end of each accounting period:

Implementing the Period End Menu Options

The activities described in this chapter are usually performed by an accountant or financial administrator.

Open a Window from the Period End Menu

- 1 Click the **Time and Billing Professional** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Time and Billing Professional.
- 2 Click the **Period End** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

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

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

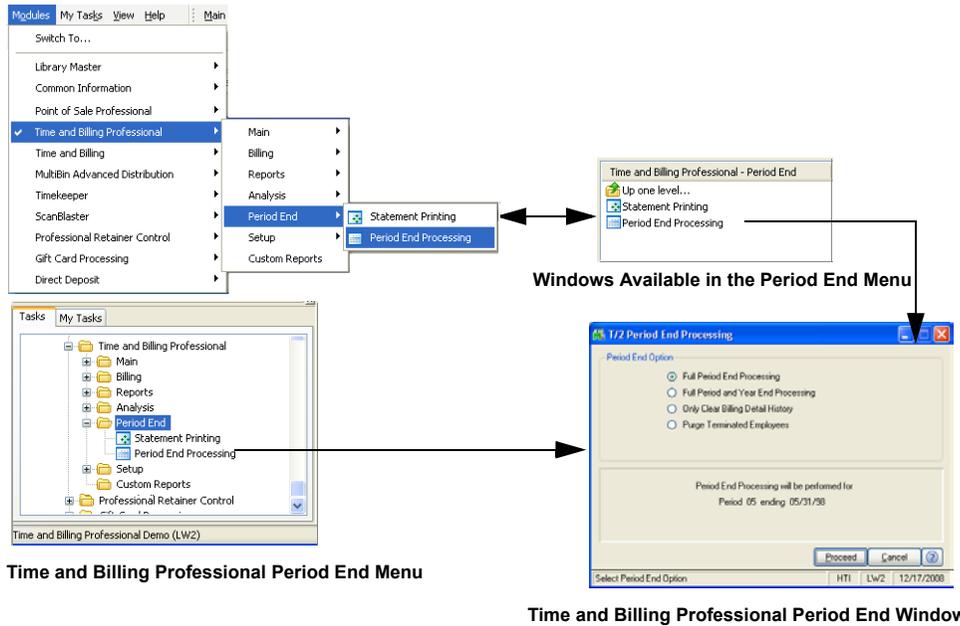


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Time and Billing Professional Period End Menu

Time and Billing Professional Period End Window

Select an Item from a Lookup List

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

Click the  button in the appropriate field to select an item from the Lookup window. The system displays the information in the field.

Statement Printing

Use Statement Printing 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.

Statement Printing Settings

You can print the name and address information, as well as invoice and billing detail.

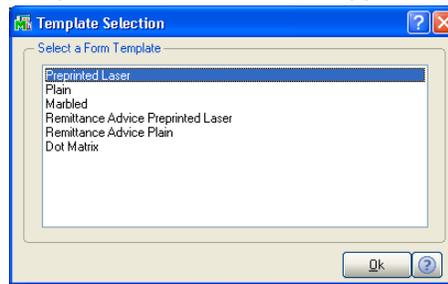
Statement Printing Detail

You can choose to print statements for a range of client codes, a group of statement cycles and/or clients with a certain minimum balance, or by the aging category of the client's oldest balance.

Print Time and Billing Professional Statements

- 1 Select **Statement Printing** from the Time and Billing Professional **Period End** menu.

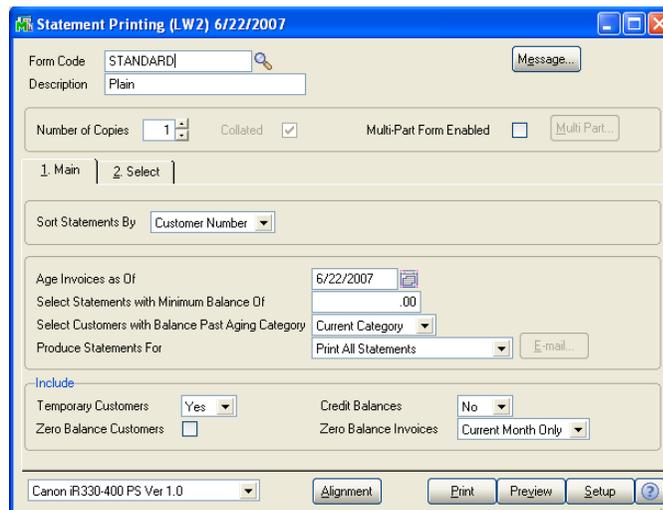
If this is the first time you are selecting the Statement Printing window, the Template Selection window appears.



Template Selection Window

- 2 Select the form or report template to use or to customize in Crystal Reports Designer, and then 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 **Message...** button to access the Accounts Receivable Statement Messages window.

You can enter additional messages to printed invoices in the fields available on this window. 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 Form Enabled** check box to enable multi-part printing, that is to set up the printers and the number of copies on the Multi-Part Form Maintenance window.

Clear this check box to disable multi-part printing.

9 The button is available only if this check box is selected. Click this button to launch the Multi-Part Form Maintenance window.

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.

Select the options your company requires on the **Main** tab of the Statement Printing window.

Statement Printing Window - Main Tab

10 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 **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

- 11** 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.

- 12** 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.

- 13** 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.

- Select **Current Category** for currently due balances.
- Select **1st Category** for balances 30 days/1 month past due.
- Select **2nd Category** for balances 60 days/2 months past due.
- Select **3rd Category** for balances 90 days/3 months past due.
- Select **4th Category** for balances 120 days/4 months past due.



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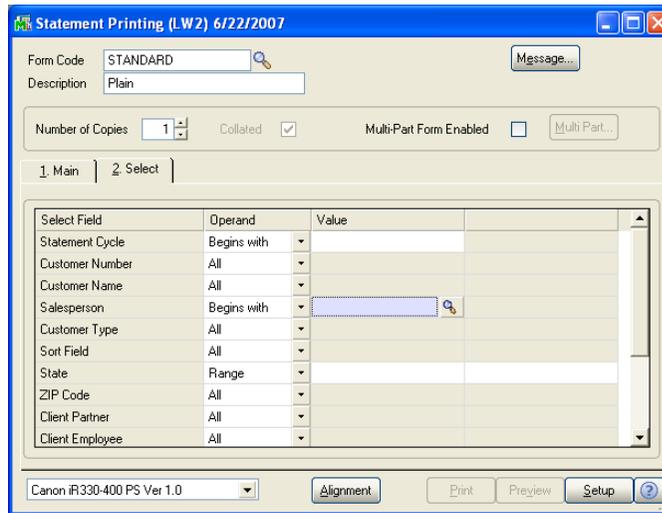
- 14** Select whether to print and/or e-mail customer statements from the **Produce Statements For** field. Statements that are e-mailed are sent in PDF format.
- Select **Print All Statements** to print all statements for all customers, regardless of whether the e-mail option was selected.
 - Select **E-mail Statement Customers Only** to e-mail the statement for customers with the e-mail option selected.
 - Select **Print Statement Customers Only** to print the statement for customers with the e-mail option cleared.
 - Select **Print All and E-mail Customers** to print all statements and e-mail only those customers with the e-mail option selected.
 - Select **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  button becomes available.

- 15** Click **E-mail** to access the E-mail Options window. See the *Library Master online help* by Sage Software for more details.
- 16** Select the types of customers to include from the **Temporary Customers** field. You can select:
- Yes**
 - No**
 - Only**
- 17** Select whether to include credit balances from the **Credit Balances** field. You can select:
- Yes**
 - No**
 - Only**
- 18** Select the **Zero Balance Customers** check box to print invoices for customers with a zero balance due.
- 19** Select whether to include zero balance invoices in the **Zero Balance Invoices** field. You can select:
- Yes**
 - No**
 - Current Month Only**



20 Click the **Select** tab of the Statement Printing window.:



Statement Printing Window - Select Tab

a Click the arrow in the **Operand** column, and select the search equation for sorting criteria you want from the drop-down list. Options include:

Operand	Description
Begins With	Returns any record whose field value begins with the filter value specified 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 $fieldValue > filterValue2$.
Equal To	Returns any record where the field value exactly equals the filter value.
All	For display in filter preview only, has no effect on filter results.

b Depending on the choice you make in the **Operand** column, enter the desired variable in either or both **Value** columns for the sort function.



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Multiple values for the selected operands can be entered using a comma to separate values and to enlarge the selection criteria. You can also use alternate separators (other than the reserved comma) to separate multiple selection values. The alternate separators include the following:

~ ! @ # \$ % ^ & * () - = [] \ ; " / _ + { } | : < > ?

When alternate separators are used, the value list must end with the alternate separator character.

21 Choose the desired fields from the **Select Field** column.

- Enter up to five statement cycles for the invoice printing in the **Statement Cycle** field.
- Enter the customers to include in the **Customer Number** field.
- Enter the names of customers to include in the **Customer Name** field.
- Enter the salesperson to include in the **Salesperson** field.
- Enter the types of customers to include in the **Customer Type** field.
- Enter sort data to include in the **Sort Field** field.
- Enter the states to include in the **State** field.
- Enter the clients' zip codes to include in the **Zip Code** field.
- Enter the employee partners to include in the **Customer Partner** field. .
- Enter the employees to include in the **Customer Employee** field. .
- Enter the miscellaneous data to include in the user-defined fields. These fields are available if created on the **Terminology** tab of the [Time and Billing Professional Options](#) window (see page 98).

 **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.

22 Click **Alignment**. An alignment test page for the selected form prints.

23 Click **Print** to print the statements, or click **Preview** to print preview the statements.



The statements the system prints depend upon the settings selected for the invoices. The following invoice is for a customer that is 120 days overdue.

The screenshot shows a Crystal Reports window titled 'View Statement Printing Report'. The report content is as follows:

Time and Billing Professional Demo
12/17/2008
01-ABLE MAN

ABLE MANUFACTURING
3445 HIGHLAND AVE.
IRVINE, CA 92718

MARTIN ABLE

Date	Invoice No.	Description	Amount	Payment Ref.	Payment	Balance
3/15/1998	0000027-IN		8,883.00			
4/27/1998		Payment Ref: 10633			2,000.00	1,683.00
5/3/1998		Payment Ref: 10442			5,000.00	5,060.00
5/15/1998	0000058-IN		5,060.05			5,060.05
9/15/2008	0000083-IN		3,250.00			3,250.00
Total:						9,993.05

Current	30 Days	60 Days	90 Days	120 Days	Total
0.00	0.00	0.00	3,250.00	6,743.05	9,993.05

**** THIS IS LINE ONE OF THE STANDARD MESSAGE ****
 **** THIS IS LINE TWO OF THE STANDARD MESSAGE ****
 Your account with us is seriously past due.
 Remit today so that we may continue to serve you.

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. 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.

Period End Processing Functions

When performed at year end, this same process also clears year-to-date balances accumulated in the Client, Engagement, Employee, and Work Code Master files to prepare for the new year. You can use other options on the Period End Processing selection window to remove invoices with zero balances and clear billing detail history information from the Billing History file.

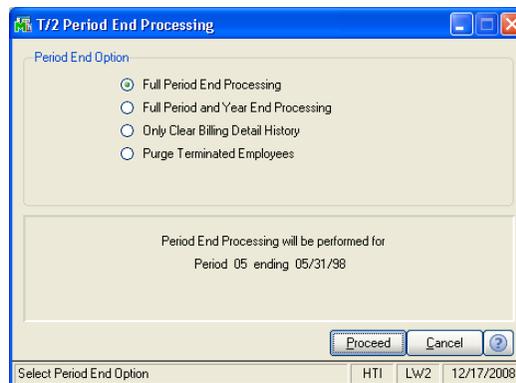
Period End Processing Options

The following types of period end processing are available on the Period End Processing window:

- [Full Period End Processing](#) (see page 385)
- [Full Period End and Year End Processing](#) (see page 387)
- [Only Clear Billing Detail History](#) (see page 389)
- [Purge Terminated Employees](#) (see page 390)

Launching Period End Processing

- From the **Period End** menu of the Time and Billing Professional module, select **Period End Processing**. The T/B Period End Processing window appears.

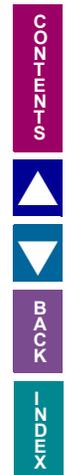


T/B Period End Processing Window

- Select the radio button next to the desired option, and click **Proceed** to perform the selected procedure.

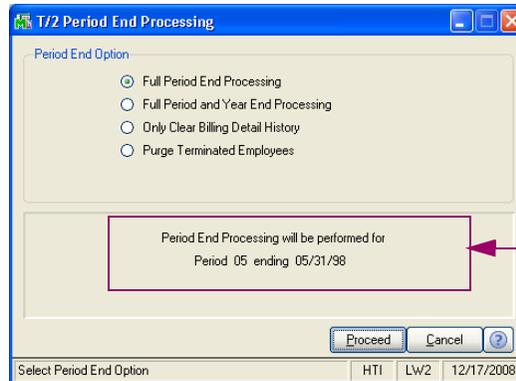
Full Period End Processing

The Full Period End Processing feature performs routine period end processing, which usually occurs on the last business day of every month.



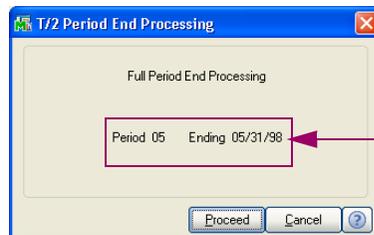
Complete Full Period End Processing

- 1 From the T/2 Period End Processing window, select **Full Period End Processing**. The window displays the period and date for which the period end processing will be performed.



T/B Period End Processing Window

- 2 Click **Proceed**. The following window appears.



T/2 Period End Processing Dialog - Full Period End Processing

WARNING: Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the Period End Processing window. If the correct date does not appear, open [Time and Billing Professional Options](#) (see page 90) and verify the period and date information.

NOTE: If a dialog box appears notifying you that specific files are not empty, you can click **Proceed** to continue, or click **Cancel**, and then perform the appropriate procedures to clear the files specified.



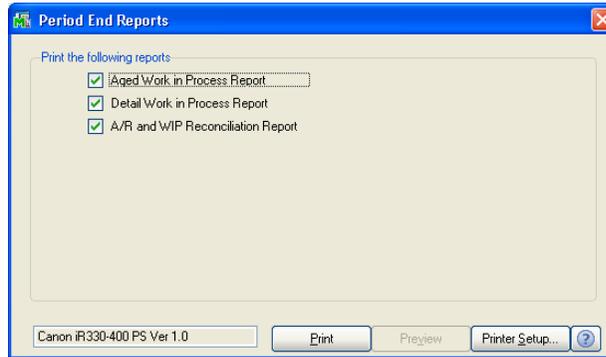
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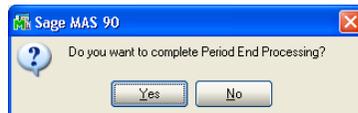
- 3 Click **Proceed** to continue. The Period End Reports window appears.



Period End Reports Window

- 4 Select the check box for each period end report to print, and then click **Print**.

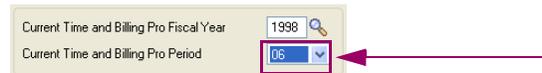
After the selected reports finish printing, the following dialog box appears.



Sage MAS 90 Dialog

- 5 Click **Yes**. The system completes the processing and advances to the next period.

The **Current Time and Billing Pro Period** field on the **Main** tab of the [Time and Billing Professional Options](#) window (see page 90) increases to the next period.



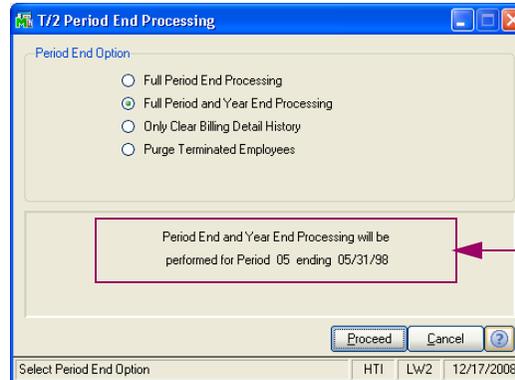
Full Period End and Year End Processing

The Full Period End and Year End Processing feature performs the same functions as [Full Period End Processing](#) (see page 385), but it *updates the balances for the last year*. Select this option only at year end (your last fiscal accounting period).



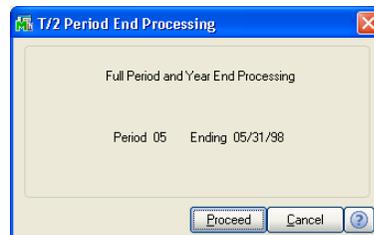
Complete Full Period End and Year End Processing

- 1 From the T/2 Period End Processing window, select **Full Period and Year End Processing**. The window displays the period and date for which the period end and year end processing will be performed.



T/B Period End Processing Window - Full Period and Year End Processing

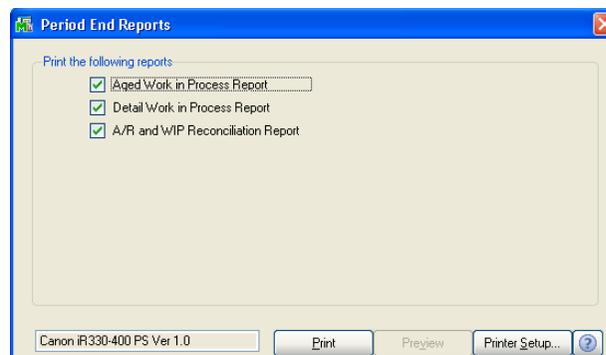
- 2 Click **Proceed**. The following window appears. .



T/2 Period End Processing Dialog - Full Period and Year End Processing

WARNING: Verify that the correct period and period ending date appear in the **Period** and **Ending** fields of the Period End Processing window. If the correct date does not appear, open [Time and Billing Professional Options](#) (see page 90) and verify the period and date information.

- 3 Click **Proceed** to continue. The Period End Reports window appears.



Period End Reports Window



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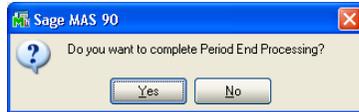
INDEX

- 4 Select the check box for each period end report to print, and then click **Print**.

The reports include:

- **Aged Work in Process Report** (see page 301)
- **Detail Work in Process Report** (see page 304)
- **A/R and WIP Reconciliation Report** (see page 372)

After the selected reports finish printing, the following dialog box appears.



Sage MAS 90 Dialog

- 5 Click **Yes**. The system completes the processing, resets the period, and advances to the next year.

The **Current Time and Billing Pro Fiscal Year** and **Current Time and Billing Pro Period** fields on the **Main** tab of the [Time and Billing Professional Options](#) window (see page 90) reset the period and advance to the next year.

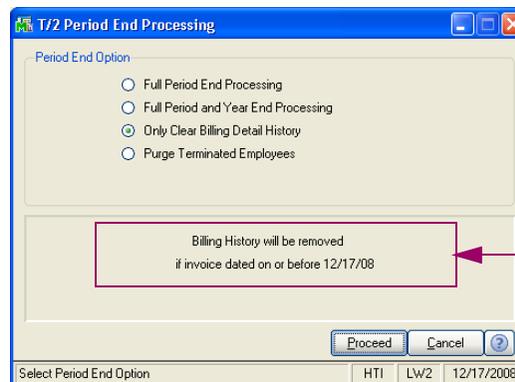


Only Clear Billing Detail History

The Only Clear Billing Detail History feature purges the billing history for invoices dated up to the current accounting date set in the Time and Billing Professional module. Use this feature when your company needs to clear old billing history.

Clear the Billing History

- 1 From the Period End Processing window, select **Only Clear Billing Detail History**. The window displays the date of the invoice for which the billing history will be removed.



T/B Period End Processing Window - Clear Billing Detail History



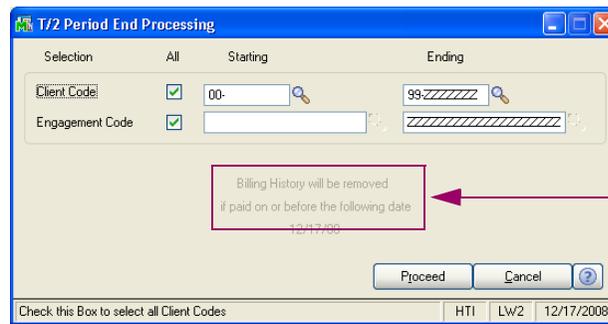
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2 Click **Proceed**. The following window appears.



T/2 Period End Processing Window - Clear Billing Detail History

3 Specify the information to include in the **Selection** fields.

a Select **All** to include the information for all items.

OR

b Enter a range of items to include in the **Starting** and **Ending** fields.

- Enter the clients to purge in the **Client Code** field.
- Enter the client engagements to purge in the **Engagement Code** field.

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

4 Click **Proceed** to continue. The system clears old billing history from Time and Billing Professional.

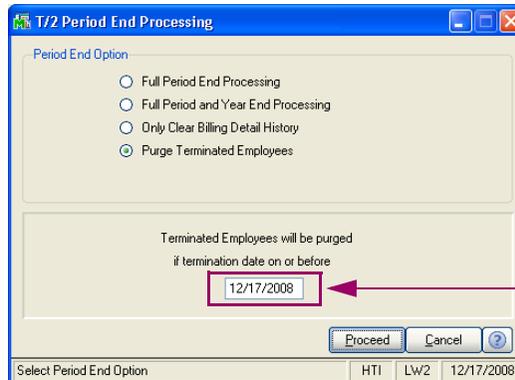
Purge Terminated Employees

The Purge Terminated Employees feature 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** check box selected on the **Main** tab of the [Employee Maintenance](#) window (see page 103).



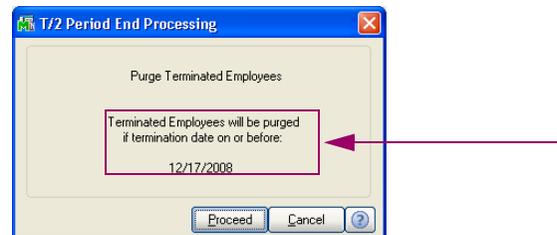
Clear Terminated Employees Files

- 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 - Purge Terminated Employees

- 2 Enter the last date to use for purging terminated employees in the field, and then click **Proceed**. The following window appears.



T/2 Period End Processing Dialog - Purge Terminated Employees

- 3 Click **Proceed** to continue. The system clears old, terminated employees 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 163).



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- 3___ Enter daily time sheet and expense entries using [Time/Expense Entry](#) (see page 193) and [Edit Work in Process Entry](#) (see page 269). Print the [Time/Expense Journal](#) (see page 199) and [Edit Work in Process Journal](#) (see page 274), and update the system with the changes.
- 4___ Print the [Daily Transaction Register](#) (see page 204) 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 212) 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 215).
- 4___ Select individual clients/engagements using [Billing Data Entry](#) (see page 220). 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 218) 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 250).
- 7___ Print the [Billing Register](#) (see page 254), and update the system with the changes.
- 8___ Print the [Daily Transaction Register](#) (see page 204), and update to the General Ledger.
- 9___ Print the [Aged Invoice Report](#) (see page 297), [Aged Work in Process Report](#) (see page 301), and Accounts Receivables Analysis, as needed.
- 10___ Print the [Productivity](#) (see page 319), [Profitability](#) (see page 328), [Fee Analysis](#) (see page 337), and [Budget Reports](#) (see page 358), as needed.
- 11___ Perform [Transfer Work in Process](#) (see page 258) or [Delete Work in Process](#) (see page 261), 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 384) and choose the [Full Period End Processing](#) option (see page 385). When performing year-end processing, select the [Full Period End and Year End Processing](#) option (see page 387).
5. Select the reports you want to print for the period end. It is recommended that you print at least the [Aged Invoice Report](#) (see page 297). If you have retainer clients/engagements, you should print the [Retainer Transaction Report](#) (see page 314).
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 397)

Accounts Receivable Module

The Time and Billing Professional module is automatically integrated with the Accounts Receivable module.

Cash Receipts Entry

You can use the Accounts Receivable Cash Receipts Entry window for retainer payments for Time and Billing Professional engagements.

Using 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 100).
- 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.



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Process a Retainer Payment

- 1 From the **Main** menu of the **Accounts Receivable** module, select **Cash Receipts Entry**. The Cash Receipts Deposit window appears.

Cash Receipts Deposit Window

- 2 Enter the deposit number in the in the **Deposit Number** field.
 - Create a new deposit by clicking the button in the **Deposit Number** field.
 - Click the button to 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.



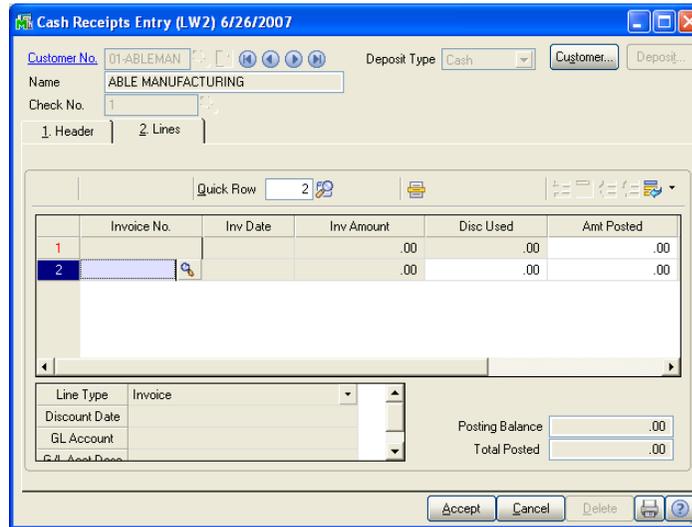
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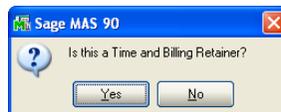
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- Click the **Lines** tab to apply the retainer to the Time and Billing Professional engagement.



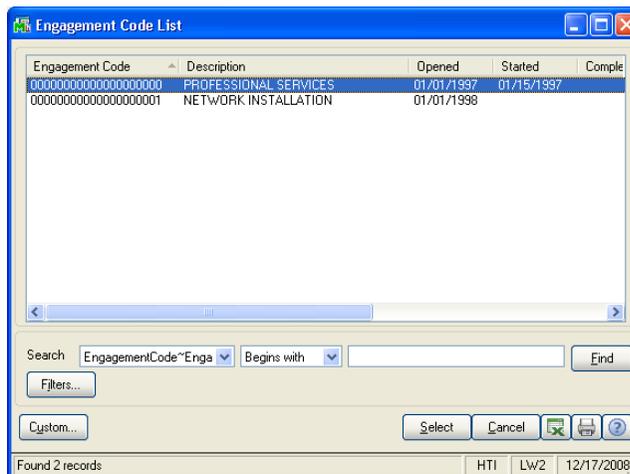
Cash Receipts Entry Window - Lines Tab

- Enter **RT** in the **Invoice No** field. The following dialog box appears.



Sage MAS 90 Dialog

- Click **Yes**. The Engagement Code List window appears.



Engagement Code List Window

- Select the engagement code for the Time and Billing Professional engagement to apply the retainer to. The retainer amount appears in the Line Details section.
- 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.

Accounts Payable Features

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 **Main** tab of the **Accounts Payable Options** window, select the **Time and Billing Professional** check box.

The screenshot shows the 'Accounts Payable Options (LW2) 12/17/2008' window. The 'Main' tab is selected. In the 'Integrate with' section, the 'Time and Billing Professional' checkbox is checked. A red arrow points to this checkbox. Other options include 'General Ledger' (checked), 'Bank Reconciliation' (unchecked), and 'Job Cost' (unchecked). The 'Fiscal Period' section shows 'Current Fiscal Year' as 1998 and 'Current Period' as 05. The 'Aging Categories' section shows '30 Days', '60 Days', '90 Days', and '120 Days' options. The 'Display' section shows 'Default Invoice Display' as 'Invoice Number' and 'Display Invoices with Zero Balance' checked. The 'Sales Tax Reporting' checkbox is also checked.

Accounts Payable Options Window -Integrate with Time and Billing Professional

- B** For transactions to post to the Time and Billing Professional Work in Process (WIP) accounts, select the **Post Work in Process to General Ledger** check box available on the **Additional** tab of the [Time and Billing Professional Options](#) window (see page 93). 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.



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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.

Invoice Distribution

You can distribute the invoice to multiple employees/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 **Main** menu of the **Accounts Payable** module. 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 Invoice number in the **Invoice Number** field.
- 4 Enter the amount for the invoice in the **Invoice Amount** and **Subject to Discount** fields.



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- 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	

G/L Account: 404-01
 G/L Acct Desc: Expenses Charged to Client: GAS
 Bill Tax:

Distribution Balance: 10.00 Total: 0.00

A/P Invoice Data Entry Window - Lines Tab

- Select the employee for the Time and Billing Professional engagement in the **Employee** field.
- Select the client for the Time and Billing Professional engagement in the **Client** field.
- Select the engagement for the Time and Billing Professional engagement in the **Engagement** field.
- Select the work code for the Time and Billing Professional engagement in the **Work** field.
- Select the General Ledger account for the line from the **G/L Account** field.
- Enter the amount of the expense toward the engagement in the **Amount** field.
- Click **Accept** to save the invoice.

Entering 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.



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- 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.

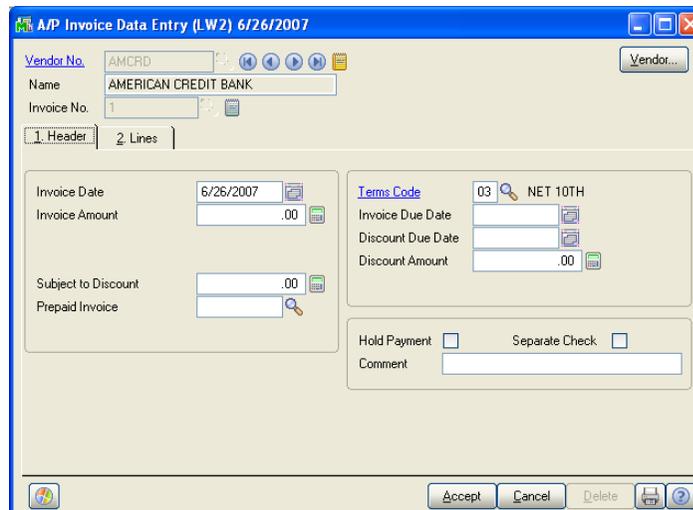
Adjust an Invoice for a Time and Billing Professional Engagement

- 1 Select **Invoice Data Entry** from the **Main** menu of the **Accounts Payable** module to open the Invoice Date Entry window.
- 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 **Adjust**. 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.



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- 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
2					.00	.000

G/L Account: 404-01
 G/L Acct Desc: Expenses Charged to Client:GAS
 Bill Tax:

Distribution Balance: 10.00 Total: 0.00

A/P Invoice Data Entry Window - Lines Tab

- Select the employee for the Time and Billing Professional engagement from the **Employee** field.
- Select the client for the Time and Billing Professional engagement from the **Client** field.
- Select the engagement for the Time and Billing Professional engagement from the **Engagement** field.
- Select the work code for the Time and Billing Professional engagement from the **Work** field.
- Select the General Ledger account for the invoice from the **G/L Account** field.
- Enter the amount for the invoice in the **Amount** field.
 - 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.
- 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

The system leads you through the update process when you print the invoice register either directly from the Accounts Payable Invoice Data Entry window or from the Accounts Payable Main menu.



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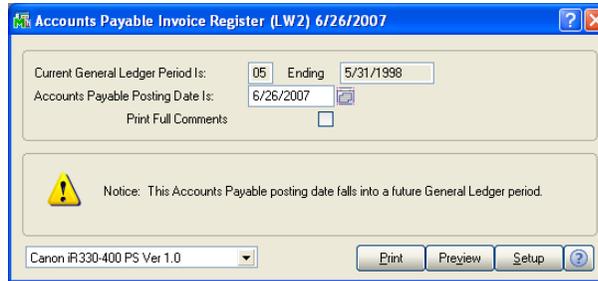


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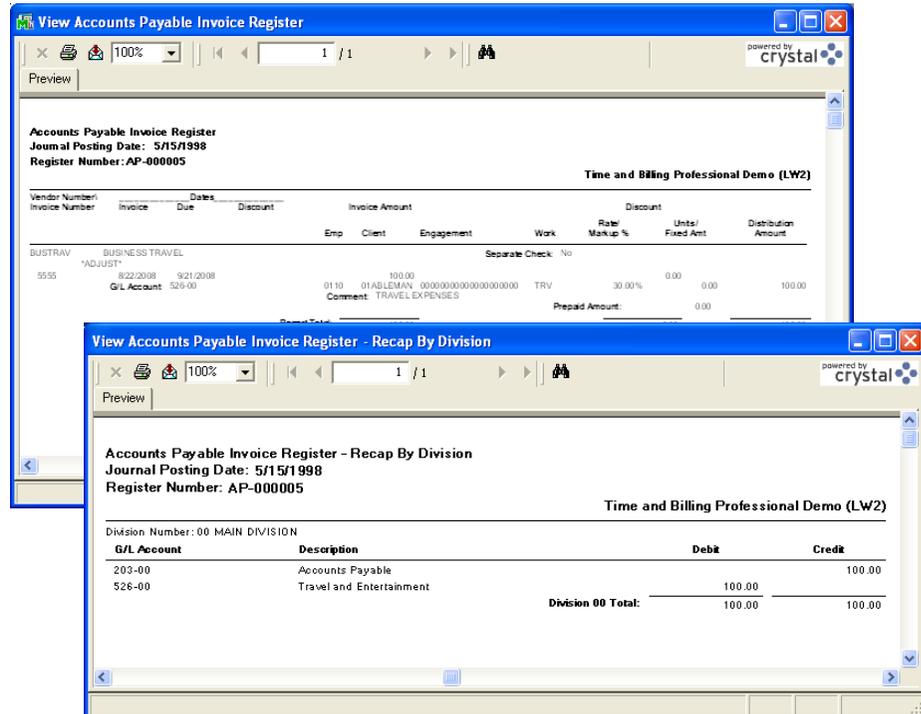
Print Registers and Update Invoices

- 1 Select **Invoice Register** from the **Main** menu of the **Accounts Payable** module. The Accounts Payable Invoice Register window appears.



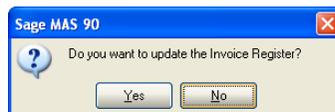
Accounts Payable Invoice Register Window

- 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.



Accounts Payable Invoice Register Journal

After the journal prints, the following dialog box appears.



Sage MAS 90 Dialog



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4 Click **Yes** to update the information.

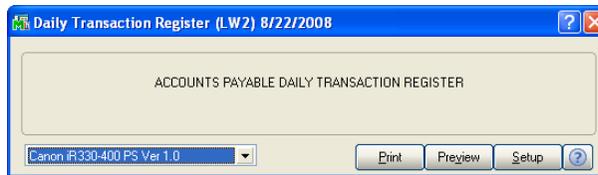
 **NOTE:** This step updates Accounts Payable and Time and Billing Professional files.

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

Daily Transaction Register

Time and Billing Professional Demo (LW2)

Postings For: 5/15/1998

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000005	115-00	Work In Process	130.00	
		ACCNT PAYABLE ENTRY FOR T/2 BTCH:00001		130.00
	116-00	Work In Process Offset		130.00
		ACCNT PAYABLE ENTRY FOR T/2 BTCH:00001		100.00
	203-00	Accounts Payable		100.00
	526-00	AP INVOICE ENTRY /DIV: 00		
		Travel and Entertainment	100.00	
		BUSINESS TRAVEL /N: 5555		
Journal 000005 Totals:			230.00	230.00
Source AP Totals:			230.00	230.00
5/15/1998 Totals:			230.00	230.00

Postings For: 8/22/2008

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000004	115-00	Work In Process	1,194.70	
		ACCNT PAYABLE ENTRY FOR T/2 BTCH:00001		1,194.70
	116-00	Work In Process Offset		1,194.70
		ACCNT PAYABLE ENTRY FOR T/2 BTCH:00001		919.00
	203-00	Accounts Payable		919.00
	526-00	AP INVOICE ENTRY /DIV: 00		
		Travel and Entertainment	919.00	
		BUSINESS TRAVEL /N: 5555		
Journal 000004 Totals:			2,113.70	2,113.70
Source AP Totals:			2,113.70	2,113.70
8/22/2008 Totals:			2,113.70	2,113.70
Report Totals:			2,343.70	2,343.70

HTI LW2 8/22/2008

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.

Entering Check Information

You can enter information for checks with payments against open invoices or for invoices not already in the system.

Enter a Manual Check for a Time and Billing Professional Engagement

- 1 Select **Manual Check Entry** from the **Main** menu of the **Accounts Payable** module. The Manual Check Entry window appears.

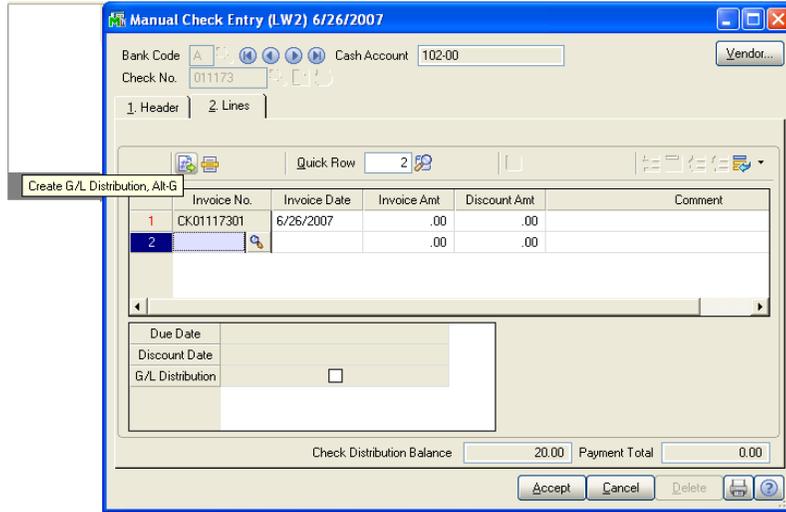


Manual Check Entry Window - Header Tab

- 2 Select the bank code for the entry from the **Bank Code** field.
- 3 Enter a check number in the **Check No** field.
 - Create a new check by clicking the button.
 - Click the to 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.



- Click the **Lines** tab to enter the Time and Billing Professional engagement information for the invoice.

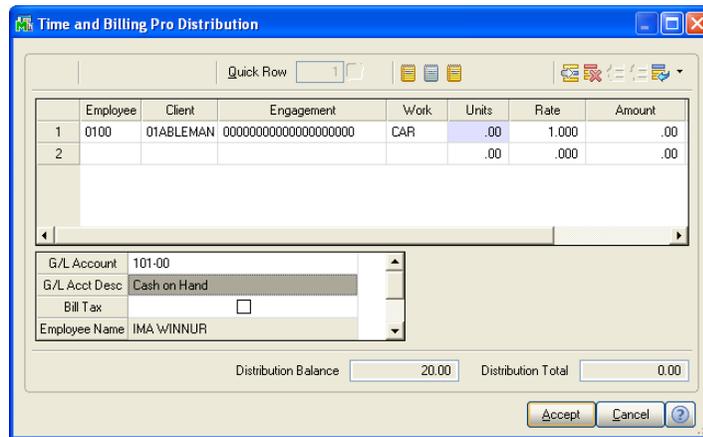


Manual Check Entry Window - Lines Tab

On the **Lines** tab, the following can occur:

- A new invoice can be created and distributed to a client/engagement by selecting the G/L Distribution () button.
- The **Rate** field can be used to enter a percentage to mark up the expense. The markup amount is what will post to work in process in Time and Billing Professional.

- Click the  button. The G/L Distribution window appears.



Time and Billing Pro Distribution Window

- Select the employee for the Time and Billing Professional engagement from the **Employee** field.
- Select the client for the Time and Billing Professional engagement from the **Client** field.



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- 10 Select the engagement for the Time and Billing Professional engagement from the **Engagement** field.
- 11 Select the work code for the Time and Billing Professional engagement from the **Work** field.
- 12 Select the General Ledger account for the invoice from the **G/L Account** field.
- 13 Enter the number of units in the **Units** field.
- 14 Enter the percentage of the markup in the **Rate** field.
- 15 Enter the amount for the manual check entry in the **Amount** field.
- 16 Click **Accept** on the Time and Billing Pro Distribution window. The information appears on the Manual Check Entry **Lines** tab.
- 17 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.

Printing the Manual Check Register

You must print the Accounts Payable Manual Check Register prior to updating.

Update the Sage MAS 90 or 200 System with the Manual Check Information

- 1 Select **Manual Check Register** from the **Main** menu of the **Accounts Payable** module. The Manual Check Register window appears.

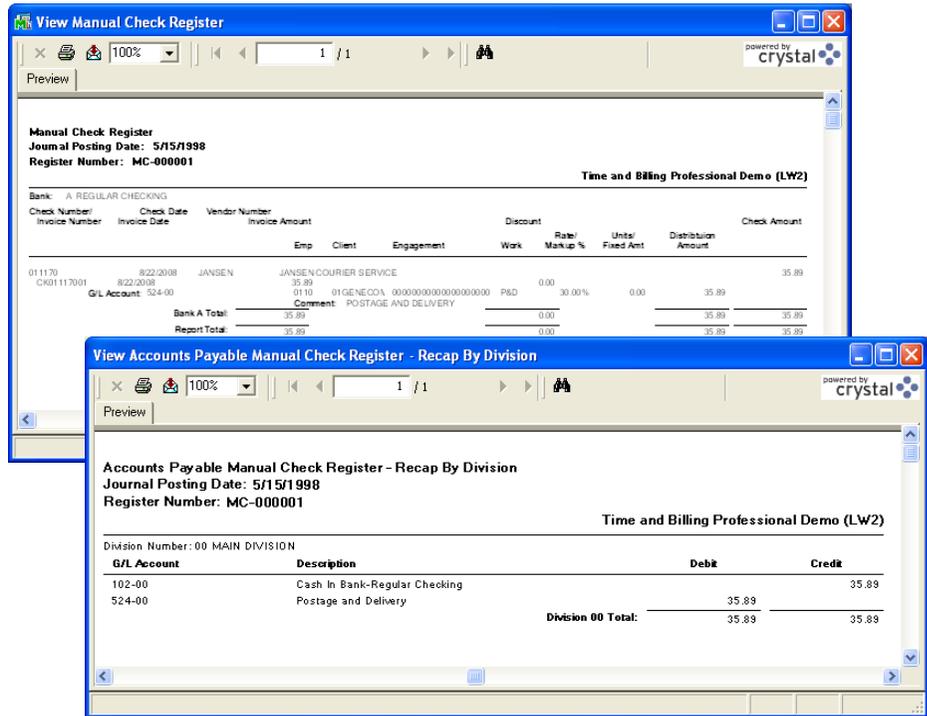


Manual Check Register Window

- 2 Enter the date in the **Accounts Payable Posting Date** field.

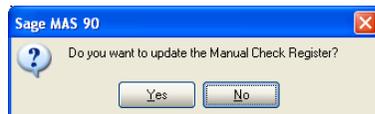


- Click **Print** or **Preview**, and review the Accounts Payable Manual Register and Accounts Payable Recap By Division reports.



Manual Check Register Journal

After the journal prints, the following dialog box appears.



Sage MAS 90 Dialog

- 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



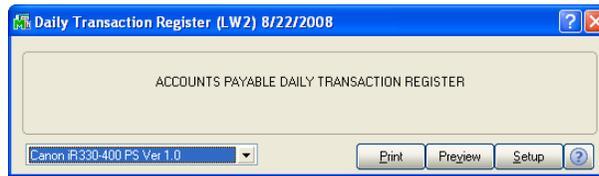
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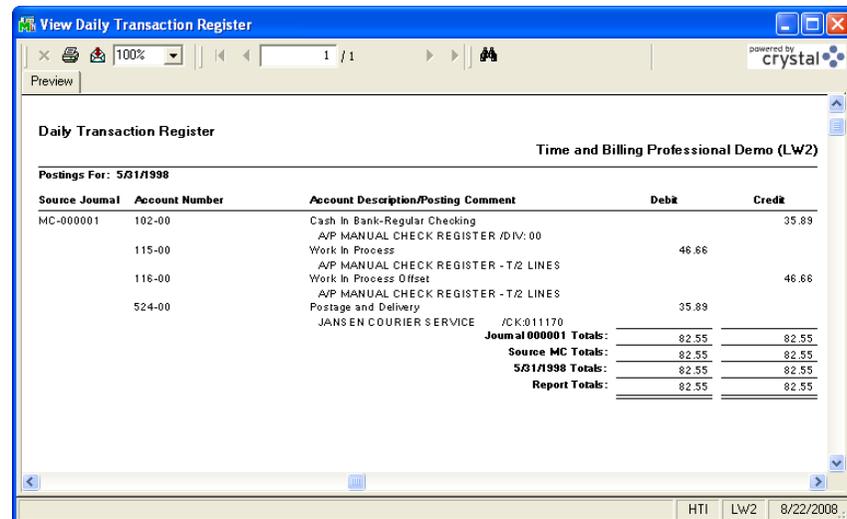
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- Click **Yes** to print the Daily Transaction Register. The Daily Transaction Register window appears.



Daily Transaction Register Window

- Click **Print** or **Preview**, and then 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.



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.



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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 Professional 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 Professional Options to suit the terminology used by your business.



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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, 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.



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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, 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 Professional 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 Professional 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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