

Table of Contents – Timeslips 2015 Intermediate Training

LESSON 1: PREPARE FOR BILLING	6
BILLING CYCLE OVERVIEW	6
BILL PREPARATION	7
BILLING ASSISTANT	8
EXERCISE 1.....	26
LESSON 2: FORMATTING THE BILL	28
BILL LAYOUTS.....	28
CONTROL OF TIME AND EXPENSE TOTALS ON BILLS	41
BILL COVER PAGE	42
GLOBAL OPTIONS	47
BILL MESSAGES.....	49
REPLACEMENT SLIPS	54
EXERCISE 2.....	57
LESSON 3: PRINTING BILLS.....	60
PRINTING BILLS	63
BILL STAGES AND APPROVAL.....	65
PROOF STAGE	65
APPROVING BILL IN PROOF OR REVISION STAGE	66
CLEARING PROOF STAGE.....	68
MOVING BILLS TO REVISION STAGE	68
CLEARING REVISION STAGE.....	68
UNDOING APPROVED BILLS.....	69
EMAILING THE BILL	71
REPRINTING BILLS	74
EXERCISE 3.....	76
LESSON 4: TRANSACTIONS	78
LIST AND ENTRY WINDOWS	78
FILTERS AND SELECTION CRITERIA	81
ACCOUNTS RECEIVABLE TRANSACTIONS	82
ENTERING A PAYMENT.....	84
APPLYING PAYMENTS AND CREDITS.....	85
PAYMENT RECEIPT.....	87
WRITE-OFFS.....	89
REFUNDS.....	90
INVOICE TRANSACTIONS.....	91
REVERSE PAYMENTS	92
TRANSFERRING UNAPPLIED AMOUNTS FROM PAYMENTS	93
CLIENT FUNDS TRANSACTIONS	94
ENTERING CLIENT FUNDS TRANSACTIONS	95
PAYMENT TO CLIENT FUNDS RECEIPT.....	98
EXERCISE 4.....	100
LESSON 5: BILLING ARRANGEMENTS.....	102
TO ADD AN ADJUSTMENT:.....	104
DISPLAYING ADJUSTMENTS ON BILLS.....	106
CLIENT REFERENCES.....	108

MASTER CLIENTS AND PROJECT CLIENTS.....	109
EXERCISE 5.....	112
LESSON 6: SPLIT BILLING.....	114
CREATING SPLIT BILL RULES.....	114
GENERATING A SPLIT BILL	118
SPLIT BILLS AND BILL FORMATS.....	118
EXERCISE 6.....	119
LESSON 7: REPORTS.....	122
REPORT TYPES.....	122
REPORTS WINDOW	123
REPORT GROUPS.....	123
GENERATING A REPORT	125
REMOVING FILTERS AND SORT SETTINGS	129
REPORT OPTIONS.....	130
PRINTER OUTPUT OPTIONS	131
EXERCISE 7.....	132
APPENDIX: BACKING UP YOUR DATABASE.....	134
DAILY PROCEDURE	134
MANUALLY BACKING UP YOUR DATA	136
SCHEDULED BACKUP OF YOUR DATA.....	139