

Table of Contents – Timeslips 2016 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	40
BILL COVER PAGE	41
GLOBAL OPTIONS	46
BILL MESSAGES	48
REPLACEMENT SLIPS	53
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	110
EXERCISE 5.....	113
LESSON 6: SPLIT BILLING	116
CREATING SPLIT BILL RULES	116
GENERATING A SPLIT BILL	120
SPLIT BILLS AND BILL FORMATS	120
EXERCISE 6.....	121
LESSON 7: REPORTS	124
REPORT TYPES	124
REPORTS WINDOW	125
REPORT GROUPS	125
GENERATING A REPORT	127
REMOVING FILTERS AND SORT SETTINGS	131
REPORT OPTIONS	132
PRINTER OUTPUT OPTIONS.....	133
EXERCISE 7.....	134
APPENDIX: BACKING UP YOUR DATABASE.....	136
DAILY PROCEDURE	136
MANUALLY BACKING UP YOUR DATA	138
SCHEDULED BACKUP OF YOUR DATA.....	142