

Table of Contents – Timeslips 2018/Premium 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	56
LESSON 3: PRINTING BILLS	58
PRINTING BILLS	62
BILL STAGES AND APPROVAL	64
PROOF STAGE	64
APPROVING BILLS IN PROOF OR REVISION STAGE	65
CLEARING PROOF STAGE	67
MOVING BILLS TO REVISION STAGE	67
CLEARING REVISION STAGE	67
UNDOING APPROVED BILLS	68
EMAILING THE BILL	70
QUICK BILL	73
REPRINTING BILLS	77
EXERCISE 3	79
LESSON 4: TRANSACTIONS	82
LIST AND ENTRY WINDOWS	82
FILTERS AND SELECTION CRITERIA	85
ACCOUNTS RECEIVABLE TRANSACTIONS	86
ENTERING A PAYMENT	88
APPLYING PAYMENTS AND CREDITS	89
PAYMENT RECEIPT	91
WRITE-OFFS	93
REFUNDS	94
INVOICE TRANSACTIONS	95
REVERSE PAYMENTS	96
TRANSFERRING UNAPPLIED AMOUNTS FROM PAYMENTS	97
CLIENT FUNDS TRANSACTIONS	98
ENTERING CLIENT FUNDS TRANSACTIONS	99
PAYMENT TO CLIENT FUNDS RECEIPT	102
EXERCISE 4	104
LESSON 5: BILLING ARRANGEMENTS	106
TO ADD AN ADJUSTMENT:	108
DISPLAYING ADJUSTMENTS ON BILLS	110

CLIENT REFERENCES	112
MASTER CLIENTS AND PROJECT CLIENTS	113
EXERCISE 5.....	116
LESSON 6: SPLIT BILLING	118
CREATING SPLIT BILL RULES	118
GENERATING A SPLIT BILL	122
SPLIT BILLS AND BILL FORMATS	122
EXERCISE 6.....	123
LESSON 7: REPORTS	126
REPORT TYPES	126
REPORTS WINDOW	127
REPORT GROUPS	127
GENERATING A REPORT	129
REMOVING FILTERS AND SORT SETTINGS	134
REPORT OPTIONS	135
PRINTER OUTPUT OPTIONS.....	136
EXERCISE 7.....	137
APPENDIX: BACKING UP YOUR DATABASE.....	140
DAILY PROCEDURE	140
MANUALLY BACKING UP YOUR DATA	142
SCHEDULED BACKUP OF YOUR DATA	145