Timeslips Hidden Treasure #3 – Credits on Bill

The presentation of credits on a Timeslips bills depends on where the credit originates in the system. Depending on the type of credit issued, you may want it to appear on the bill in the fees section or in the bottom section of the bill included with payments received. For example, credits issued for a 10% discount might be more appropriate to show in the fees section so the client realizes the value of your discount while they are reviewing fees. Credits issued to write off a client balance due or otherwise adjust the amount that they owe might be more appropriate in the payment section at the bottom of the bill. Steps to accomplish the two methods are:

To show the discount or credit in the fees section of the bill

1. Select the Names/Client Info from the menu bar
2. Double click the client name that you wish to issue the credit
3. Select the Arrangement 1 page
4. In the "Fees: Charges for Time section" change the bill arrangement to **Adjust Total Charges**
5. Single click on the "Edit" button
6. Single click on the "New" button
7. Select $ or % option depending on whether the discount is a flat amount or percentage of the total bill
8. Enter the discount or credit amount or percentage (ex -10.00 will be a reduction of $10 or 10% depending on the selection made in step #7 above
9. Select the "Recurring" option if this discount or credit is to appear on all future bills
10. In the Description field, enter an appropriate discount or credit message that will appear on the bill
11. Select Ok then OK again to save the entry
12. Select the Format page.
13. Open the billing template by selecting the Open button in the Template section
14. Highlight the desired billing template and select Open again
15. Select the Totals/Tax/Interest page
16. In the Billing Arrangement section, mark the check box for "Itemize adjustments after printing slip charges" and "Subtotal slip charges prior to printing adjustments"
17. Select OK then Done button to save the changes
18. Generate the bill as usual

Note: It is important to know that as of version 11 Timeslips does not have an Adjust Total Charges report. Running the Slip Summary Report with "Include billed slip value information" format option marked will show the difference between the slip value and the billed slip value, but a separate report of just Adjust Total Charges is not available. If you have questions on this procedure, give us a call at (858) 724-0044, we'll be happy to help.

To show the discount in the payments section of the bill

1. Select the Transactions/Accounts Receivable from the menu bar
2. Select the "Yellow Cross" icon to add a new Accounts Receivable (AR) entry
3. Change the "Type" field to **Credit**
4. Change the "Client " field to the client name that you wish to issue the credit
5. Enter the "Date" of the credit
6. Enter the "Amount" of the credit
7. In the Description field, enter an appropriate discount or credit message
8. Select Apply All to apply credit to oldest invoice first or highlight the invoice select Apply One to distribute credit to a specific invoice
9. Select the Yellow Cross icon to save the entry and clear it for new entry
10. Generate the bill as usual

Note: If you use this method of discounting and you wish to view a slip summary report less the credits, this option will not work for you. Even though there is a setting in Options tab of the slip summary report named “Billed Value reduced by credits” it does not work as of Timeslips V11. A Credit Register report is available in the A/R Transactions page of the reports catalog. If you have questions on this procedure, give us a call at (858) 724-0044, we’ll be happy to help.

It is always important to understand the pros and cons of options in the program. We hope you find this Timeslips Hidden Treasure for issuing credits useful in your business. Please contact me with suggestions for future “Hidden Treasures.”

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