

Timeslips Hidden Treasure # 6 – Billing Assistant

If you are a business owner or are responsible for editing errors related to printing Pre-Bill Worksheets or Bills, the Billing Assistant can be a good friend for you. Think of it as a tool you can use to find out anything you want to know about a client, all in one place, without having to figure out which report will tell you what you want to know. Sometimes it is also referred to as an editable pre-bill worksheet.

The Billing Assistant offers an insight into each client's up-to-the-minute status and provides every detail that contributes to the calculation of the client's next bill. It is also an interactive tool that enables you to edit that data. With a few keystrokes or mouse-clicks you can edit just about anything that will affect the invoice, including slips, flat fees, transactions, taxes and interest. Clicking on a field with green text will open the associated screen for editing purposes. Clicking on a field with blue text will open the associated page in Billing Assistant for manual corrections or edits. The buttons at the bottom of the Billing Assistant allow you to quickly run automated procedures for viewing Pre-Bills, Bills or Client History.

The Billing Assistant contains the following pages that provide information at your fingertips about what will appear on the next bill as well as a summary of accounts receivable and client trust balances:

Overview – Displays the client's bill stage, address, date of last payment, date of last bill, billing arrangement, current fund balance, hold status, previous balance and bill totals (fees and costs) for the next bill.

Fees – Shows how total time charges are calculated for the next bill, taking into consideration any flat fee billing arrangements.

Costs – Shows how total expense charges are calculated for the next bill, taking into consideration any flat fee billing arrangements.

Time Slips – Displays a list of the time slips that are part of the client's next bill.

Expense Slips – Displays a list of the expense slips that are part of a client's next bill.

Interest – Shows how interest charges are calculated for the client's next bill.

Taxes/Disc – Breaks down tax charges on the client's next bill.

Payments + A/R – Shows payment, credit, write-off, discount and refund transactions that will appear on the client's next bill.

Balances – Shows the client's balance information with a breakdown between fees, cost & interest along with an aging using the aging brackets defined in General Settings.

Funds – Shows the "Payment to" account, "Payment from" account, deposit and withdrawal client fund account transactions, and balances that will appear on the client's next bill.

Timekeeper Summary – Summarizes slip charges for the client by timekeeper.

Split Billing – Summarizes split billing charges for the client.

To access this feature of Timeslips from the menu bar, select Bills/Billing Assistant or click on the Billing Assistant button on the Navigator. The client's bill will be calculated and presented in a summary form on the Overview page. Start here as you examine this client's data. If you see a problem, clicking on any field will view another page with more detail or will open a data entry screen where you can edit the data. To apply changes to the data and recalculate the bill, click the Update button from the toolbar on the right side of the screen (third icon from the bottom).

We know that some of the most useful features of any software program are often not intuitive and hope you find this Timeslips Hidden Treasure useful in your business. Please contact me with suggestions for future "Hidden Treasures" topics or if you are interested in receiving previous issues:

- Hidden Treasure #1 – Right-Click Menu options
- Hidden Treasure #2 – Time Entry Shortcuts
- Hidden Treasure #3 – Credits on Bills
- Hidden Treasure #4 – Client Hold (putting billing activity on hold)
- Hidden Treasure #5 – Unapplied Payments

We encourage you to forward this e-mail to friends who would find it valuable. Thank you for your interest and support.

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