SAGE TIMBERLINE OFFICE

Billing

Billing can accommodate all your customer invoicing needs.

Use it to automatically produce time-and-material, cost plus, lump sum progress billing and unit priced invoices according to your contractual requirements. Or, quickly and easily create free-form invoices independent of your contracts at any time.

For cost-based billings, Billing collects and tracks costs from other Sage Timberline Office applications for inclusion in your invoices. Billing automatically applies user-defined billing rates and markups to cost items, then lets you change, hold, write up or down work-in-progress amounts prior to invoicing. For fixed-priced invoices, Billing gives you a worksheet to enter amounts, percent complete and units to bill. For free-form invoices, you simply enter billing information directly into an invoice template on the screen.

Billing lets you control the look and content of your invoices to meet your customer's needs. After invoices are produced, the information is sent to Accounts Receivable for cash receipt processing.

Following is a detailed list of the features Billing offers to help you produce timely, accurate invoices:

Cost-based contract billing

- Generate billings for time and materials and cost plus contracts.
- Automatically post costs from Job Cost, Accounts Payable, Payroll and Equipment Cost modules to Billing for use in invoice production.
- Define billable and nonbillable costs in a number of different ways, including by cost type, cost code, contract item, etc.
- Create markup tables to efficiently apply standard percents to labor, material, subcontractor, equipment, overhead and other cost types.
- Create billing rate tables to efficiently apply billing rates by cost type.
- Calculate billing rates using nearly 30 different key classifications (for example, job, employee, vendor, equipment type).
- Enter effective dates on rate tables and markup tables to control when Billing uses specific tables for calculation.
- Produce invoices for all unbilled work-in-progress (WIP) through a date you specify.
- Edit WIP information to adjust amounts prior to billing.
- Bill standard items that are not associated with direct costs (for example, inventory items or service orders).
- Take advantage of invoice add-ons (for example, charges or deductions) to modify invoice amounts based on fixed amounts or percentages.
- Automatically calculate sales tax based on tax information stored on the contract.

Fixed-price contract billing

- Generate billings for progress billing, unit priced and lump sum contracts.
- Automatically calculate retainage using different retainage percents by contract item.
- Track scheduled values and units by contract item (for example, sitework, concrete).
- Use an entry spreadsheet to enter fixed-price billings (for example, current amounts, retainage, percents or units to bill for each contract item).
- Automatically prefill the entry spreadsheet with contracted amounts, prior billed amounts, units and percents billed.
- Automatically calculate sales tax based on tax information stored on the contract.
- Bill for materials stored on the job.

Printing cost-based and fixed-price invoices

- Design the look and content of invoices by selecting from an extensive library of predefined formats for the invoice header, body, totals and footer sections.
- Customize invoice look and content even further using Crystal Reports®.
- Push a button to preview invoices on the screen before printing.
- Print draft invoices for manager's review.
- Reprint final invoices.
- Print invoices by specific criteria (for example, only approved invoices).

Free-form invoice entry and printing

- Create free-form invoices for a job, extra or cost code with or without setting up a contract.

- Optionally produce invoices for a customer without posting billing information to the job.

- Input billing information into an entry window that resembles an actual invoice.

- Retrieve descriptions and prices from standard item tables, rate tables and add-on tables to speed invoice entry.

- Include text in the invoice template.

- Retrieve customer and billing information from Accounts Receivable during invoice entry.

- Define which billings items are taxable on an item-by-item basis.

- Apply different totaling options, including subtotals and grand totals.

- Identify required entry information for each job and receive a warning if that information is omitted (for example, require cost code entry).

- Customize the look and content of the printed invoice format (for example, design the invoice to print on pre-designed forms).

Inquiry

- Choose from several customizable Billing inquiries (for example, Work in Progress by Customer, Contract Based Invoices, Worksheet Entries).

- Drill down on summary information to view supporting detail (for example, click on a job to see WIP detail).

- Apply conditions to display only the information you want to see.

- View and insert electronic notes and file attachments.

- Insert columns of data on-the-fly to quickly access additional information.

- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer, a Sage Timberline Office product.

Reporting

- Choose from several pre-designed Billing reports to calculate and print information at any time (for example, Invoice Status, Work In Progress, Add on Table Detail).

- Apply conditions and ranges to print exactly what you need.

- Modify nearly all of the more than 500 reports, or create new reports using Report Designer, a Sage Timberline Office product.

Additional features

- Enter electronic notes to document information on rate tables, markup tables, entry worksheets, invoices and other Billing records.

- Attach other electronic files (for example, spreadsheets and word processing documents) to records throughout Billing.

- Customize the toolbar for push-button access to reports, inquiries and tasks.

- Change descriptions that are on the screen to match your company's standard terminology.

- Set up macros for unattended processing of predefined tasks.

- Define security rights by user or group.

Billing is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.