TIMESLIPS BILLING CYCLE CLASS
TRAINING OUTLINE

Timeslips by Sage

Certified Consultant

PLATINUM

sage software
Authorized Training Center

INCLUDED
- **Manual**
- **Lunch**

COST: $399
One Day Session
9am - 4pm

Small Hands-On Classes

GUARANTEED or Return for Free within 90 days

Would you like to customize Timeslips terminology and your bill formats to your firms needs? This course is ideal for the person who has had some experience with the basic features of Timeslips but wants to know how to make the billing process easier. Bills can be highly customized to list services rendered, expenses received, charges due, and payments received. They are the result of content, format, and placement decisions made throughout Timeslips. Because a bill's look, language, and detail level are the result of many interrelated decisions, you should understand the process as well as the various tools in producing and managing your client bills:

This Training Course is designed to bring you through the process of:

Slip Entry
- Slip Options:
  - Billing Statuses
  - Slip Adjustments

Billing Assistant
Use the Billing Assistant to stay organized and as an editable Pre-bill Worksheet.

Firm Assistant
The Firm Assistant allows you to view billing information for all clients in your firm, or a selected group of clients.

Pre-Bill Worksheets
The Pre-bill Worksheet includes all the billing data in Timeslips that has not yet appeared on bills

Billing Arrangements
- Flat Fees – minimum, maximum and absolute fee
- Contingency
- Job
- WIP
- Bill Adjustments

Generating Bills
- Reprint Bills

Basic Bill Design and Formatting

Bill Stages

Entering Transactions

Reports

Generating Statements

View dates or sign up www.jcscomputer.com
Call Toll Free 800/475-1047

Class Date: _____

Payment Method:
❏ VISA ❏ Master Card ❏ American Express ❏ Discover   Please fax or e-mail paid invoice.

_____
Credit Card Number   Cardholder Name   Credit Card Expiration

_____
Phone   Cardholder Signature

_____
Billing Address   City,   State, Zip Code

Payment in full is required for registration. You will receive confirmation for your requested class date once available space has been confirmed. Please wait on confirmation prior to making travel arrangements as classes do fill up. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested.   Credit card or check accepted for On-sites & classes.

JCS
Accounting ♦ Business ♦ Solutions

Fax to 800.467.7672 or call now Toll Free 800.475.1047 to register for class