
PRACTICE CS

Billing WalkThrough

version 2014.x.x

PRACTICE CS[®]

part of the
CS PROFESSIONAL SUITE[®]



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Contents

Introduction.....	1
Opening the sample database	1
Backing up the sample database	2
Walkthrough Exercises.....	5
User preferences for billing	5
Setting up user preferences for billing	5
Other billing preferences	7
Firm preferences for billing.....	7
Enabling the approval process for billing	7
Other firm billing preferences	8
Using the Billing Worksheet	9
Using the Billing screen.....	12
Selecting the WIP to bill.....	12
Standard Bill	14
Quick Bill	15
Zero Bill	17
Detail billing.....	18
Overview of the Summary tab	18
Entering billing information in the Summary tab.....	19
Overview of the Time & Expense Entry tab	21
Editing a transaction in the Time & Expense tab	22
Smart Bill	24
Allocating an adjustment to a different staff member	26
Adding an adjustment entry	27
Progress billing	29
Creating a progress bill – Summary tab.....	29
Clearing a progress bill	32
Creating a progress bill – Time & Expense tab.....	33
Relieving nonbillable time and expenses.....	35
Composing an invoice	36
Previewing an invoice.....	39

Approving and posting an invoice.....	39
Editing invoices.....	41
Unbilling an invoice.....	42
Viewing the Journal	44
Recurring bills	44
Creating a recurring bill description	45
Setting up a recurring bill for the client's engagement.....	45
Generating a recurring bill	46
Previewing and printing invoices.....	47
Previewing an invoice.....	48
Printing an invoice	49
Printing an invoice to NetClient CS.....	50
Custom invoice formats.....	55
Setting up a custom invoice format using the Format Wizard.....	55
Customizing invoice and statement formats	61
Toolbars and menus	61
The Properties pane	62
Restoring the sample database.....	63

Introduction

This walkthrough introduces you to the process of billing your clients in Practice CS. After you have completed the walkthrough, you will have a good understanding of the various methods of billing available in Practice CS. You will also learn about producing invoices and creating custom invoice formats.

Note: This walkthrough assumes you are familiar with using Practice CS or that you have read chapter 3, Program Overview, in the *Practice CS Getting Started* guide.

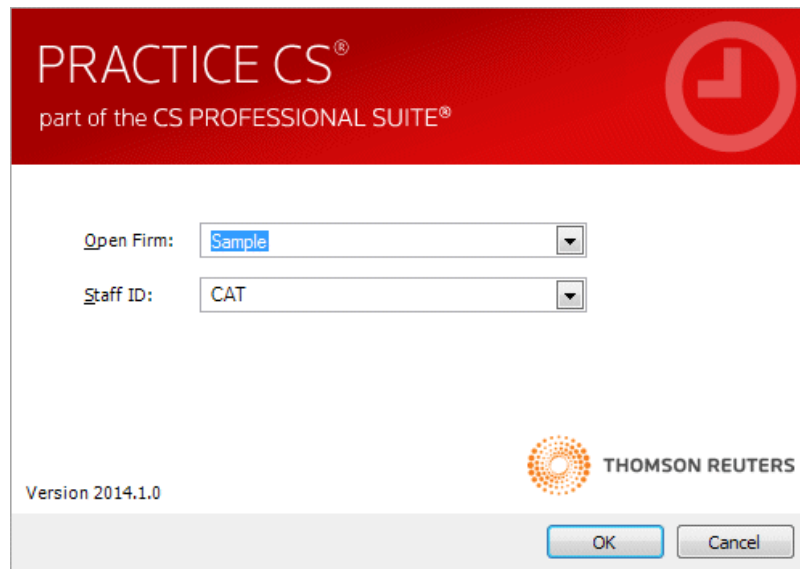
Opening the sample database

To perform the exercises in this walkthrough, you will start Practice CS and log in to the Sample database as staff CAT. To log in, follow these steps.

1. Start Practice CS.
2. In the login dialog, select Sample in the *Open Firm* field.
3. In the *Staff ID* field, select CAT.

Note: If you previously marked the *Remember login information* checkbox, hold down the SHIFT key when you double-click the Practice CS icon and continue to hold down the SHIFT key until the login dialog appears.

4. Click OK.



Backing up the sample database

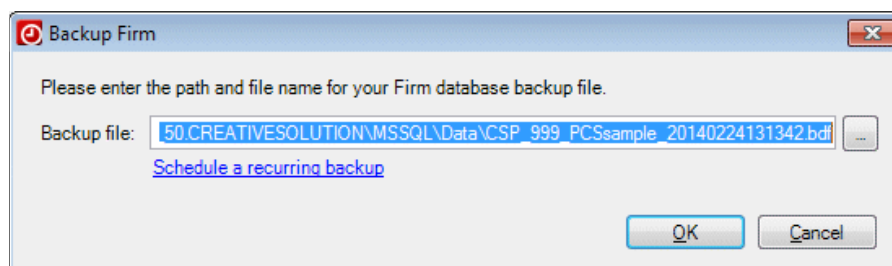
Data that you enter while performing the exercises in this walkthrough will affect the Sample database. Therefore, we recommend that you make a backup of the Sample database before you begin so that it is available for use in other Practice CS walkthroughs.

Note: If you are running Practice CS through the Virtual Office CS™ module, the Backup menu command is not available. We recommend that you install a local copy of Practice CS so that you can back up the Sample database. For instructions on installing the application, please see chapter 2, Installation Instructions, in the *Practice CS Getting Started* guide.

To back up the Sample database, follow these steps.

1. In Practice CS, choose File > Backup.

- In the *Backup File* field, enter the path and file name for the backup, or click the browse button and navigate to the backup file location. The backup file will have a file extension of BDF.



Note: The backup file will be created on the computer where the data resides. The path specified here must be a valid path on that computer.

- Click OK.
- When prompted that the backup is complete, click OK.

Note: After you complete this walkthrough, you can restore the sample database. For instructions, see “Restoring the sample database” on page 63.

Walkthrough Exercises

Practice CS offers a wide variety of billing methods to bill for your firm's services, and provides custom formatting options for producing professional invoices and statements. The following exercises will illustrate how to use the available billing methods and how to work with invoice formats in Practice CS.

User preferences for billing

Practice CS user preferences (Setup > User Preferences) allow you to customize certain areas of the application so that you can perform your work more easily and efficiently. User preferences are available for Time & Expense Entry, Billing, Receipt & Adjustment Entry, and for the overall application (System). User preferences are specific to each staff member.

Use the Billing tab to select whether to bill by client or by engagement, whether to display work-in-process (WIP) during billing, and to specify rounding methods for billing. You can also choose a default invoice date, and which tab of the Billing screen you would like to see at startup. You can change these settings at any time.

Setting up user preferences for billing

In this exercise, you will explore the various user preferences available for billing in Practice CS.

1. Choose Setup > User Preferences, and then click the Billing tab.
2. The date you choose in the *Default invoice date* field will be the invoice date for each client displayed in Detail Billing. You can choose Today's date, Period end date, or Last date used. For this walkthrough, choose Period end date.
3. In the *Default Wip through* field, select Invoice date. This date serves as a WIP cut-off date. Only WIP dated on or before this date will be available for billing.

Note: If the WIP through date falls after the invoice date, the invoice date serves as the WIP cut-off date.

4. Verify that the *Implied decimal on amounts* checkbox is marked. When this checkbox is marked, the application enters .00 after amounts that you enter.

When it is not marked, the application inserts a decimal two places to the left of the number that you enter.

5. *Mark zero invoices as printed:* For this walkthrough, clear this checkbox. Marking this checkbox toggles the Printed column in the Print Invoices & Statements screen to “Yes” for invoices with zero bill amounts, enabling you to exclude them from your selection when printing invoices.
6. In the *Bill by* field, select Engagements from the drop-down list. Your selection here determines whether the Billing screen contains client engagements or clients only.

Note: If your firm is licensed for the Practice CS Project Management module, you can also choose to bill by project.

7. Verify that the *Show WIP when selecting clients to bill* checkbox is marked. When this checkbox is marked, the Billing screen includes a column showing the WIP balances available for billing.
8. Use the *Start-up tab* field to select the tab you would like to be active whenever you open Detail Billing, either Summary or Time & Expenses. Verify that Summary is selected from the drop-down list.

9. You can choose to round your billing amounts when billing at standard. Select the *Standard rounding* option.
10. When you choose to round billing amounts, you must enter a rounding increment. The default increment is 1 dollar. For this exercise, leave the default.
11. Review all other settings to make sure they match the illustration.
12. Click OK to save your preferences and close the dialog.

The screenshot shows the 'User Preferences' dialog box with the 'Billing' tab selected. The 'Settings' section includes:

- Default invoice date: Period end date
- Default WIP through: Invoice date, (none)
- Automatically apply open credits:
- Automatically display Apply Open Credits dialog:
- Implied decimal on amounts:
- Mark zero invoices as printed:

 The 'Selection' section includes:

- Bill by: Engagements
- Show WIP when selecting Clients to bill:
- Automatically select subsidiary Clients when selecting parent Clients:

 The 'Detail Billing' section includes:

- Start-up tab: Summary
- Automatically check spelling:

 The 'Bill at standard rounding' section includes:

- No rounding:
- Standard rounding:
- Always round up:
- Rounding increment: 1 dollar

 The 'Time & Expense Descriptions' section includes:

- Client:
- Staff:
- Engagement:
- Activity:
- Project:
- Comment:
- Biller Note:

 At the bottom, there is a link 'Reset to new Staff defaults for Firm', and 'OK' and 'Cancel' buttons.

Other billing preferences

Automatically apply open credits — If you mark this checkbox, the application automatically applies open credit amounts (receipts, credit memos, or write-offs) to a client's invoice when you save the invoice. For this walkthrough, do not mark the checkbox.

Automatically display Apply Open Credits dialog — When this checkbox is marked, the Apply Open Credits dialog opens automatically when you save an invoice for a client with open credits. In this dialog, you can either manually enter the amounts to apply, or have the application auto apply the credits.

Automatically select subsidiary Clients when selecting parent Clients — When this checkbox is marked, subsidiary clients (that is, clients that have a parent client selected in Setup > Clients > Billing and A/R tab) will be automatically selected when you select the parent client in billing.

Time & Expense Descriptions — You can mark checkboxes for each item that you want to include in billing grids. For this walkthrough, verify that the *Comment* and *Biller Note* checkboxes are marked.

Firm preferences for billing

In addition to user preferences, your firm may wish to establish some firm-wide setup decisions for billing, approving and posting, security, and so on. Your firm's administrator, or another staff member with security permission to make firm-wide settings in the application, can enable the approval and posting process for billing.

Enabling the approval process for billing

1. Choose Setup > Firm, and then click the Preferences tab.

- Under Approval/Posting process, verify that the *Required for Billing* checkbox is marked. When this checkbox is marked, a staff member with the authority to review invoices must approve an invoice on review before it can be posted.

The screenshot shows the 'Firm' preferences window in Practice CS. The window has a navigation pane on the left and a main content area. The 'Approval/Posting process' section is expanded, showing several checkboxes. The 'Required for Billing' checkbox is checked, while 'Required for Time & Expense Entry' and 'Required for Receipt & Adjustment Entry' are unchecked. The 'Security options' section includes 'Enable Firm Security' and 'Allow Users to Remember Logons', both unchecked. The 'Integration options' section has 'Integrate this Firm with other solutions' unchecked. The 'Contact setup options' section has a 'Default Phone Number Format' dropdown set to '(###) ###-####'. The 'Client setup options' section has two checkboxes for automatically creating portals in NetClient CS, both unchecked. The 'Staff setup options' section has one checkbox for automatically creating portals in NetStaff CS, which is unchecked. Below this, there are four dropdown menus for 'Default dashboard layouts for new Staff': 'Home Dashboard', 'Firm Dashboard', 'Staff Dashboard', and 'Client Dashboard', all set to 'Our [Category] Dashboard'. A 'Default User Preferences for new Staff' dropdown is also present. At the bottom right, there are 'Enter' and 'Cancel' buttons. The status bar at the bottom shows 'For Help, press F1' and 'Current Login: CAT | Current Period: 4/1/2014 - 4/30/2014'.

- If necessary, click Enter to save your changes.

You can also enable the approval process for Time & Expense Entry and for Receipt & Adjustment Entry. For this walkthrough, do not mark these checkboxes.

Other firm billing preferences

If you want Practice CS to accept data via integration with other CS Professional Suite applications, mark the *Integrate this Firm with other solutions* checkbox.

Note: This checkbox can only be marked for one firm database at a time.

For this walkthrough, do not mark the checkbox.

Using the Billing Worksheet

If your firm prefers to make billing decisions on paper, you can print the Billing Worksheet to assist you.

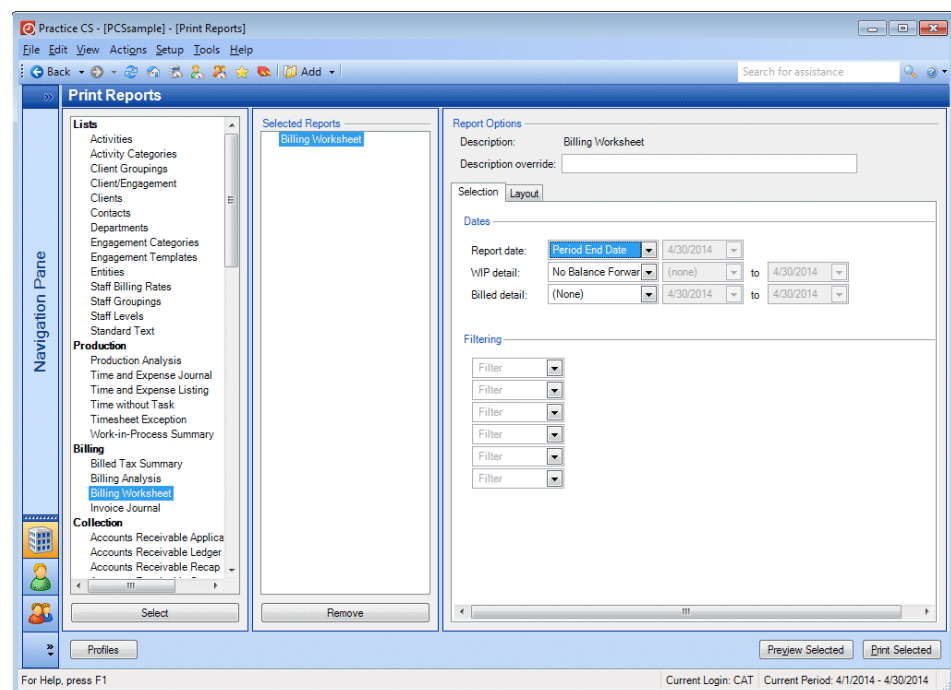
1. Choose File > Print Reports.

Note: You can also click the Firm button in the navigation pane, then click the Print Reports action icon.

2. Highlight the Billing Worksheet report, and then click the Select button.

Note: You can also double-click a report to select it.

3. In the Selection tab of the Report Options section, you can specify the report date (Today's Date, Period End Date, Prior Period End Date, or Custom). Verify that Period End Date is selected in the *Report date* field.



4. Click the Layout tab.

Use the Layout tab to sort and group the data on the report. Here you can select a level of detail for the report and choose an item to sort by. You can also choose up to three levels of grouping for this report. Each grouping level on the printed report will have a header and a footer, with the footer containing subtotals.

5. Verify that the following settings are selected.
 - *Group Clients by:* Client Office
 - *Group Detail by:* Engagement
6. Click the Preview Selected button.

Report Options

Description: Billing Worksheet

Description override:

Selection Layout

	Sort on:	Direction:	Page Breaks:	
Group Clients by:	Client Office	ID	Ascending	<input type="checkbox"/>
	(None)	ID	Ascending	<input type="checkbox"/>
Clients:	Client	ID	Ascending	<input type="checkbox"/>
Group Detail by:	Engagement	ID	Ascending	<input type="checkbox"/>
	(None)	ID	Ascending	<input type="checkbox"/>
	(None)	ID	Ascending	<input type="checkbox"/>
Detail by:	Time/Expense Entr	Date	Ascending	

Print Cover Sheet

Include Non-billable

Contact Information

A/R Open Items

Aging WIP and A/R

24 Period History

Preview Selected Print Selected

7. To exit the preview, click the Back button on the toolbar.

Billing Worksheet
Wednesday, April 30, 2014
January 1, 1900 - April 30, 2014

CALIFORNIA California Office
ALPHA Alpha Promotions
Alpha Promotions
5699 La Jolla Village Drive
La Jolla, CA 92037

Office: CALIFORNIA Partner: MHR Manager: Associate:
Phone (Business): (858) 996-8741
E-mail: cs.alphapromotions@gmail.com

*** Billing Instructions:**

Engagement	Staff	Activity	Date	Rate per Hour/Unit	Hours/Units	Cost	Amount	Bill Amount	Comments / Biller Note ("Biller")
Business Tax Services									
BUSINESSTAX	MHR	NBRESEARCH	12/06/11	Time: 250.00	1.50	67.50	375.00		Non-billable
BUSINESSTAX	MHR	CLIENTMEET	03/13/14	Time: 250.00	3.50	201.25	875.00		
BUSINESSTAX	MHR	PSPREP	03/14/14	Time: 250.00	2.75	156.13	887.50		
BUSINESSTAX	MHR	PREPARATION	03/17/14	Time: 250.00	4.25	244.38	1,062.50		
BUSINESSTAX	SAM	REVIEW	03/17/14	Time: 225.00	1.50	146.25	412.50		
BUSINESSTAX	MHR	DELIVERY	03/18/14	Time: 250.00	1.75	100.63	437.50		
Business Tax Services Totals						15.25	918.13	3,850.00	
Consulting Services									
CONSULTING	JPW	CLIENTMEET	03/18/14	Time: 350.00	3.00	270.00	1,050.00		
CONSULTING	JPW	PREPARATION	02/19/14	Time: 350.00	5.25	472.50	1,837.50		
CONSULTING	JPW	PREPARATION	03/20/14	Time: 350.00	2.75	247.50	962.50		
CONSULTING	JPW	PREPARATION	03/21/14	Time: 350.00	2.25	202.50	787.50		
CONSULTING	JPW	PREPARATION	03/25/14	Time: 350.00	5.00	450.00	1,750.00		
CONSULTING	JPW	WRAPUP	03/31/14	Time: 350.00	2.75	247.50	962.50		
Consulting Services Totals						21.00	1,880.00	7,350.00	
Client Alpha Promotions Totals						36.25	2,808.13	11,200.00	

Printed by CAT on 4/3/2014 at 10:31 AM

Notes

- You can also print the Billing Worksheet directly from the Billing screen. Mark the checkbox for each client or engagement you want to select, right-click, and choose Preview Billing Worksheet for Selected from the context menu.
- You can select any custom report that is based on the Billing Worksheet report by choosing Preview Billing Worksheet For Selected > Select Report. You can also set report options for the selected report.

Billing

Bill Engagements Generate Recurring Bills Review

Select All Deselect All

X	ID	Description	Parent Client	Office	Manager	Biller	Engagement	Description	WIP Amt
<input checked="" type="checkbox"/>	AAC	Advanced	Select All				AUDIT	Audit Services	0.00
<input checked="" type="checkbox"/>	AAC	Advanced	Deselect All				BUSINESSTA	Business Tax Services	0.00
<input checked="" type="checkbox"/>	ABCP	ABC Part	Print Grid				CONSULTING	Consulting Services	0.00
<input checked="" type="checkbox"/>	ABCP	ABC Part					BUSINESSTA	Business Tax Services	0.00
<input checked="" type="checkbox"/>	ABCP	ABC Part					audit Services	0.00	
<input checked="" type="checkbox"/>	ACEADVE	Ace Advt					pyroll Services	0.00	
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	ACEADVE	CALIFORNI	CAT		pyroll Services	0.00	
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	ACEADVE	MICHIGAN	CAT		pyroll Services	0.00	
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	ACEADVE	MICHIGAN	CAT		pyroll Services	0.00	
<input checked="" type="checkbox"/>	ALPHA	Alpha Promotions	ALPHA	MICHIGAN	SAM		CONSULTING	Consulting Services	7,350.00
<input checked="" type="checkbox"/>	ALPHA	Alpha Promotions	ALPHA	MICHIGAN	SAM		BUSINESSTA	Business Tax Services	3,475.00
<input checked="" type="checkbox"/>	ANDERSO	Anderson, Joe & Kim	ANDERSO	MICHIGAN	MHR		INDVTAX	Individual Tax Services	0.00
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	ANIMAL	MICHIGAN	SAM		BUSINESSTA	Business Tax Services	0.00
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	ANIMAL	MICHIGAN	JPW		REVIEW	Review Services	0.00
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	ANIMAL	MICHIGAN	MHR		CONSULTING	Consulting Services	0.00
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	ANIMAL	MICHIGAN	SAM		AUDIT	Audit Services	0.00
<input checked="" type="checkbox"/>	BENTON	Berton, Stephanie	BENTON	MICHIGAN	MHR		INDVTAX	Individual Tax Services	0.00
<input checked="" type="checkbox"/>	BINGTA	Bing, Sally	BINGTA	MICHIGAN	MHR		INDVTAX	Individual Tax Services	112.50
<input checked="" type="checkbox"/>	BINGTA	Bing, Ted & Angela	BINGTA	MICHIGAN	MHR		INDVTAX	Individual Tax Services	0.00
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	BROWNJ	MICHIGAN	MHR		INDVTAX	Individual Tax Services	0.00
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	BROWNJ	MICHIGAN	JPW		COMPLATIO	Complation Services	0.00
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	BROWNJ	MICHIGAN	CAT		PAYROLL	Payroll Services	0.00

Preview Billing Worksheet for Selected

Select Report

Report Options

Billing Selection

ID	Description	Engage	Description
<input checked="" type="checkbox"/>	AAC	Advanced	Audit
<input checked="" type="checkbox"/>	AAC	Advanced	Business Tax Services
<input checked="" type="checkbox"/>	ABCP	ABC Part	Consulting
<input checked="" type="checkbox"/>	ABCP	ABC Part	Business Tax Services
<input checked="" type="checkbox"/>	ABCP	ABC Part	audit Services
<input checked="" type="checkbox"/>	ACEADVE	Ace Advt	pyroll Services
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	pyroll Services
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	pyroll Services
<input checked="" type="checkbox"/>	ACEADVE	Ace Advertising	pyroll Services
<input checked="" type="checkbox"/>	ALPHA	Alpha Promotions	Consulting
<input checked="" type="checkbox"/>	ALPHA	Alpha Promotions	Business Tax Services
<input checked="" type="checkbox"/>	ANDERSO	Anderson, Joe & Kim	Individual Tax Services
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	Business Tax Services
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	Review
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	Consulting
<input checked="" type="checkbox"/>	ANIMAL	Animal Shelter 101	Audit
<input checked="" type="checkbox"/>	BENTON	Berton, Stephanie	Individual Tax Services
<input checked="" type="checkbox"/>	BINGTA	Bing, Sally	Individual Tax Services
<input checked="" type="checkbox"/>	BINGTA	Bing, Ted & Angela	Individual Tax Services
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	Individual Tax Services
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	Complation Services
<input checked="" type="checkbox"/>	BROWNJ	Brown, Jerald & Elizabeth	Payroll

Detail Bill Selected Quick Bill Selected Standard Bill Selected Zero Bill Selected

Using the Billing screen

With Practice CS you can bill your clients on screen, using a variety of billing methods to accommodate your firm's arrangements with individual clients. You can bill using as much or as little detail as you need.

In the Billing screen you can bill by clients or engagements, review and approve invoices (if your firm uses an approval process), and generate recurring bills.

Note: If you are licensed for UltraTax CS,[®] you can also use the Billing screen to accept or reject invoices forwarded from UltraTax CS. See the topic [Working with integrated invoices](#) in the Help & How-To Center for more information.

Selecting the WIP to bill

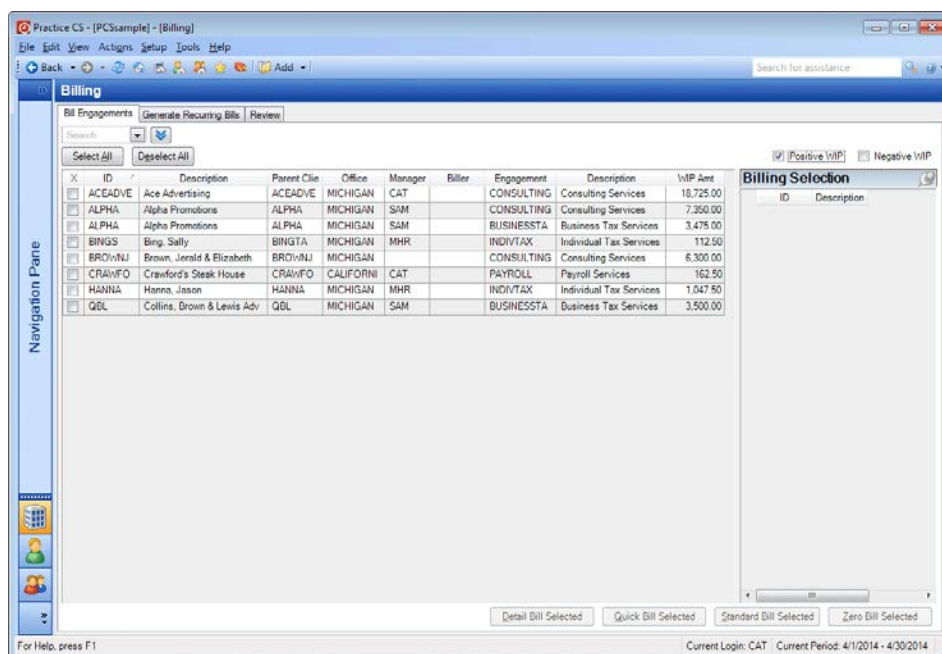
Before you begin billing, you must select the clients or engagements that you want to bill. Use the Bill Engagements tab of the Billing screen to make your selections.

Note: The default name for this tab is Bill Engagements. The name of the tab changes depending on whether you have set your user preferences to bill by engagements or by clients. If you are licensed for the Practice CS Project Management module, you can also choose to bill by project.


1. Open the Billing screen (Actions > Billing).

Tip: You can also open the Billing screen by clicking the Clients button in the navigation pane and then clicking the Billing action icon, or by pressing CTRL+B.

2. Mark the *Positive Wip* checkbox to display only clients or engagements with a positive WIP balance.



Notes

- If you want to further narrow down the list of clients or engagements, click the show filter  button at the top of the screen and select an item (for example, Client ID) from the *Filter* field to filter the screen by that item. See the topic [Filtering your data](#) in the Help & How-To Center for more information about creating and using filters.
- To improve performance in Practice CS wherever large lists of items are displayed, results are limited to a pre-determined maximum size. When a drop-down list displays results that are limited, the message “Results limited” appears at the end of the list.



If the data you are looking for is not included in the limited results, refine your sort order, search criteria, and/or filter to narrow down the data displayed in the list. To display more items in the drop-down list, click the Get More Items button.

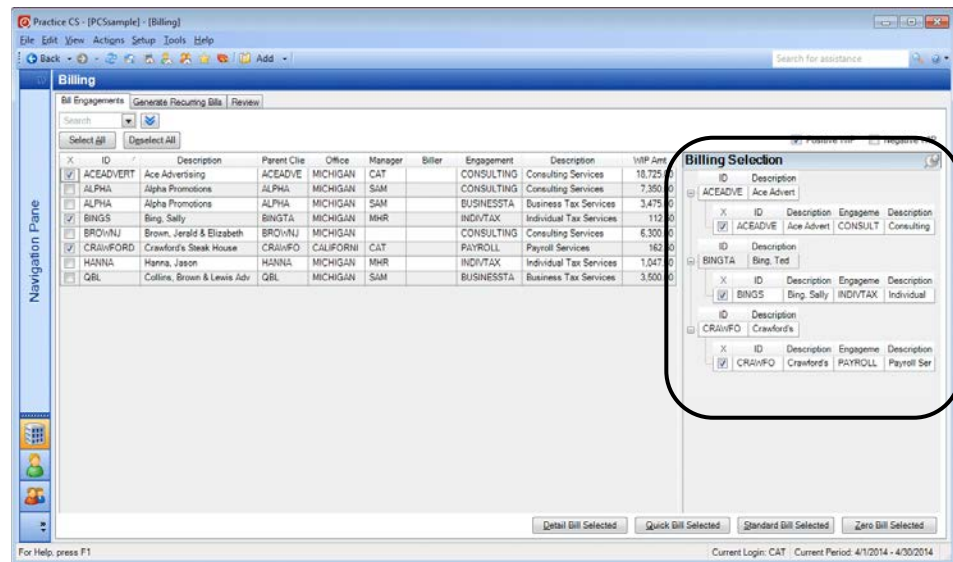
3. When you are satisfied with the client list, mark the checkbox for each client or engagement that you want to bill. For this exercise, select the following clients and engagements.



Client	Engagement
ACEADVERT Ace Advertising	CONSULTING
BINGS Sally Bing	INDIVTAX
CRAWFORD Crawford Steak House	PAYROLL

Notes

- To quickly select multiple clients, click the Select All button at the top of the screen, or right-click the list and choose Select All from the context menu. You can also press ALT+A or CTRL+A on your keyboard to select all.
 - To deselect all, click the Deselect All button, or right-click and choose Deselect All from the context menu. You can also press ALT+E on your keyboard.
-

- The Billing Selection pane displays the client engagements you selected for billing. When this list is unsorted, the engagements appear in the list in the order in which they were selected. When you open the engagements to bill them, they will open in the order in which they are listed.



- Click the Auto Hide  button when you want to hide the pane.
 - Click the Auto Hide  button again to “pin” the pane so that it stays on screen.
- For this walkthrough, click the Auto Hide button to hide the Billing Selection pane.
 - Click the Deselect All button.

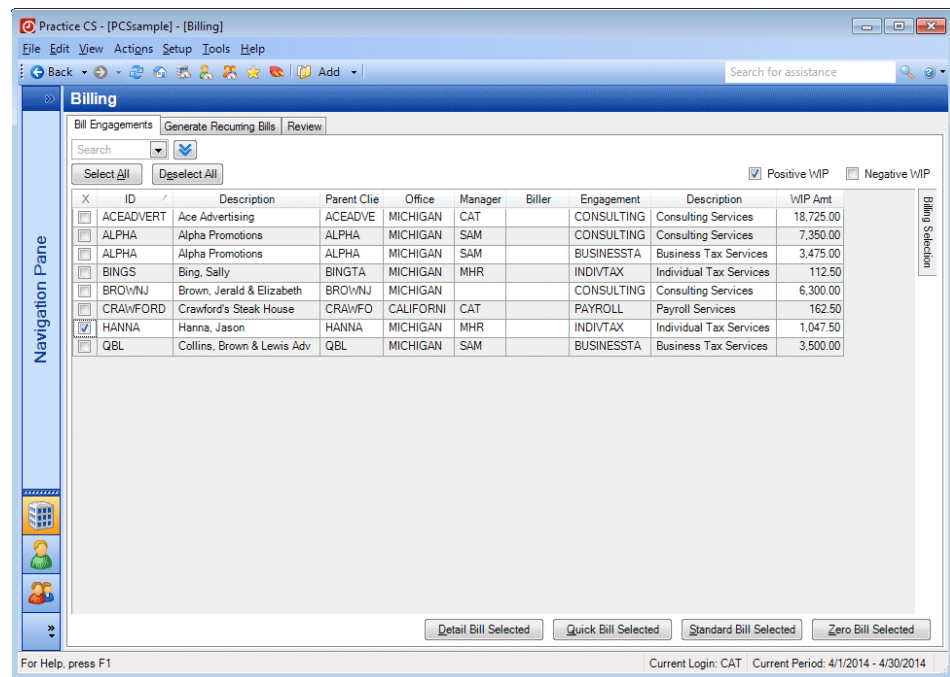
After you have selected the clients or engagements you want to bill, you can choose the billing method (Standard Bill, Quick Bill, Zero Bill, or Detail Bill) to use.

Standard Bill

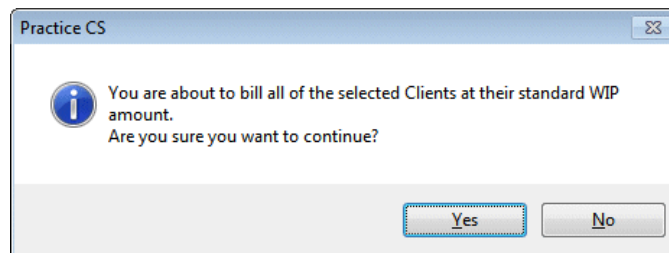
The Standard Bill method is useful if you want to quickly bill a client for their full WIP balance without making any adjustments. However, because we selected standard rounding in as a user preference for billing, there may be small adjustments on WIP due to rounding.

Note: To use Standard Bill, you must have an invoice format set up for the selected client. To set up a client's invoice format, choose Setup > Clients, click the Billing and A/R tab, and select the appropriate format in the *Default invoice format* field. For this walkthrough, invoice formats have already been set up for the sample clients.

1. Mark the checkbox for client HANNA, engagement INDIVTAX.



2. Click the Standard Bill Selected button.
3. Click Yes to continue.



After you bill a client with Standard Bill, the client's invoice will be listed on the Review tab of the Billing screen.

Quick Bill

Another fast method for billing clients without the level of detail involved in Detail Billing is Quick Bill. With Quick Bill, you can bill multiple clients on a single screen.

1. In the Bill Engagements tab, select the BUSINESSTAX engagement for client Alpha Promotions.
2. Click the Quick Bill Selected button.
3. In the *Generate using invoice date* field, use the period end date (4/30/2014) as the invoice date for this exercise.

4. In the *Billed* field, enter **3000.00**.

Notes

- You can enter an amount in either the *Billed* or the *Adjusted* field, and the application will complete the other field for you.
 - If the bill amount is less than the WIP amount and the adjusted amount is set to 0.00, the remaining amount will appear in the *Carryover* field. This remaining amount will be available the next time you bill the client.
5. If you need to bill individual WIP items, you can click the expand **+** button to view and work with the WIP detail for the selected client engagement. For this exercise, do not change the WIP detail.

The screenshot shows the 'Quick Bill' window in a software application. The window title is 'Practice CS - [Sample3] - [Quick Bill]'. The main area contains a table with the following data:

ID	Description	Engagement	Description	Parent Client	WIP Amt	Billed	Adjusted	Carryover
ALPHA	Alpha Promotions	BUSINESSTAX	Business Tax Service	ALPHA	3,475.00	3,000.00	(475.00)	0.00

Below this is a detailed table for WIP items:

Staff	Project	Activity	Date	Hrs/Units	Rate	Comment	Biller Note	WIP Amt	Billed	Adjusted	Carryover
MHR	TAXCOMP	CLIENTMEET	3/13/2014	3.50	Business Tax			875.00	755.40	(119.60)	0.00
MHR	TAXCOMP	FSPREP	3/14/2014	2.75	Business Tax			687.50	593.52	(93.98)	0.00
MHR	TAXCOMP	PREPARATION	3/17/2014	4.25	Business Tax			1,062.50	917.27	(145.23)	0.00
SAM	TAXCOMP	REVIEW	3/17/2014	1.50	Business Tax			412.50	356.11	(56.39)	0.00
MHR	TAXCOMP	DELIVERY	3/18/2014	1.75	Business Tax			437.50	377.70	(59.80)	0.00

At the bottom of the window, there are buttons for 'Generate Invoices' and 'Cancel'. The status bar at the bottom indicates 'Current Login: CAT' and 'Current Period: 4/1/2014 - 4/30/2014'.

6. When you are finished entering the billing amounts, click the **Generate Invoices** button.

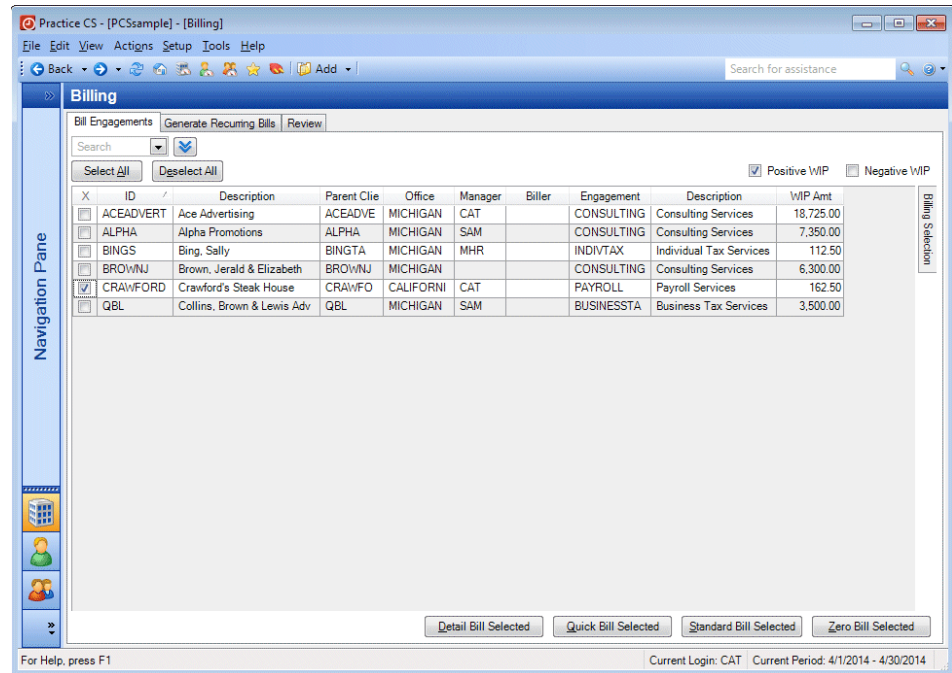
After you bill a client with Quick Bill, the client's invoice will be listed on the Review tab of the Billing screen.

Zero Bill

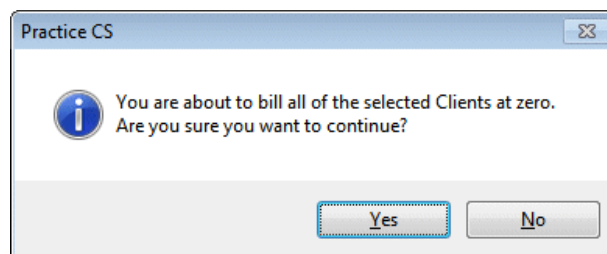
Use Zero Bill to bill the selected clients' engagements at zero, allowing you to immediately write off all WIP for the engagement.

Note: Just as with Standard Bill, the selected client must have an invoice format set up.

1. Mark the checkbox for the PAYROLL engagement for client CRAWFORD.



2. Click the Zero Bill Selected button.
3. To zero bill the selected clients, you would click Yes. For this walkthrough, however, click No, then click the Deselect All button on the Billing screen.



Detail billing

For engagements that require greater control over the billing amounts or invoice presentation, use Detail Billing. The Detail Billing screen offers a variety of ways to bill at any level of detail you might need. In Detail Billing, you can:

- standard bill, partial bill, progress bill, or “smart bill”
- add or delete adjustment entries
- bill and edit individual WIP items
- relieve WIP for nonbillable items
- select invoice formats and due dates
- compose your invoice and preview it on screen
- allocate adjustments to a different staff member

Note: Before you begin, you should set up your user preferences for billing, such as default due date, rounding methods, and so on. See “Setting up user preferences for billing” on page 5 for more information.

Overview of the Summary tab

- ▶ To access the Summary tab, select an engagement in the Billing screen and click the Detail Bill Selected button. For this walkthrough, select the CONSULTING engagement for client ALPHA.

The screenshot displays the 'Detail Billing' window for client ALPHA. The 'Summary' tab is active, showing a table of billing items and a summary of totals.

WIP Amount	Billed	Adjusted	Carryover
7,350.00			7,350.00
Expenses: 0.00			0.00
Progress			
Total: 7,350.00			7,350.00
Surcharge:	0.00		
Discount:	0.00		
Sales Tax:	0.00		
Service Tax:	0.00		
Invoice Total:	0.00		

Client information: ID: ALPHA, Description: Alpha Promotions
 Invoice Information: Number: (Next Available), Date: 4/30/2014, Reference: 2014-CALIFORNIA-MHR, Due Date: 4/30/2014, Format: Project Invoice Format, Office: California

Use the Summary tab to specify invoice information, bill amounts, due dates, and adjustments. You can also use this tab to enter progress bills (which are discussed beginning on page 28).

The Billing Selection list on the left side of the screen shows all of the clients / engagements that you have selected for billing.

Tips

- Click the Edit Selection List button at the bottom of the list if you need to add or remove clients / engagements from your selection list during billing.
- Click the Dashboard link at the bottom of the screen to open the current client's dashboard, where you can view the client's billing and A/R totals and other client information.

The following fields provide information about the invoice.

- *Number* — Practice CS automatically assigns the next highest available invoice number in this field, but you can enter a different number, if necessary. The application will verify that the number you enter has not already been used.
- *Date* — The *Date* field shows the invoice date. You can change this date, if necessary.
- *Reference* — If you have marked the *Enable default invoice reference number* checkbox in the Billing and A/R tab of the Firm setup screen, this field displays a reference number generated by Practice CS. The reference number uses a combination of invoice-related fields that you specify when you set it up.
- *Due Date* — The *Due Date* is calculated based on your firm's billing and A/R default settings. You can change this date, if necessary.
- *Format* — This field shows the default invoice format assigned to the client in the Clients setup screen. You can choose a different one, if necessary.
- *Office* — This field shows the office to which the invoice has been assigned.
- *Billing Instructions* — Displays instructions that were entered on the Billing and A/R tab of the Clients setup screen.
- *Invoice Notes* — Use this field to enter any notes about the invoice.

Entering billing information in the Summary tab

In this exercise you will bill client ALPHA for the full WIP amount and then save the invoice.

1. With the CONSULTING engagement for client ALPHA still open in the Detail Billing screen, enter **7350.00** in the Billed column of the *Time* row.

- Press the TAB key.

The screenshot shows the 'Detail Billing' interface. The 'Billing Selection' table is as follows:

ID	Description	Billed
ALPHA	Alpha Promotions	

The form fields are:

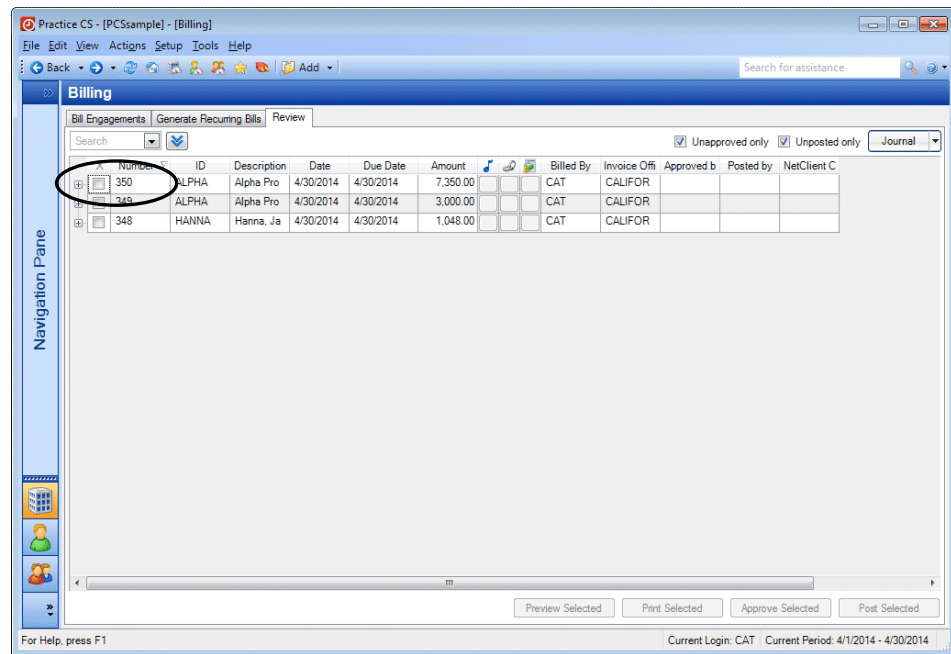
- Client information:** ID: ALPHA, Description: Alpha Promotions
- Invoice Information:** Number: (Next Available), Reference: 2014-CALIFORNIA-MHR, Format: Project Invoice Format, Date: 4/30/2014, Due Date: 4/30/2014, Office: California
- Summary Table:**

	WIP Amount	Billed	Adjusted	Carryover
Time	7,350.00	7,350.00	0.00	0.00
Expenses	0.00			0.00
Progress				
Total:	7,350.00	7,350.00	0.00	0.00
Surcharge:		0.00		
Discount:		0.00		
Sales Tax:		0.00		
Service Tax:		0.00		
Invoice Total:		7,350.00		

- You can use the *Format* field to select a different invoice format. Choose Engagement Invoice Format.
- For this exercise, do not enter an amount in the Adjusted column (leave 0.00 entered).
- Click the Save button.

Note: When you save an invoice, the Detail Billing screen opens the next selected client. If no other clients are selected, clicking the Save button returns you to the Billing screen.

6. In the Billing screen, click the Review tab. The invoice that you saved for client ALPHA's CONSULTING engagement now appears in the list of invoices.



Overview of the Time & Expense Entry tab

The Time & Expense tab of the Detail Billing screen shows the WIP detail for the selected client or client's engagement. You can bill at the level of individual WIP transactions, or you can summarize the transactions for billing by marking any of the *Summarize By* checkboxes. If you right-click the list, you can use the context menu to choose how to bill the selected entries, unbill entries, print the list of time entry transactions, and edit the transactions directly from this screen.

To best demonstrate this tab, let's first create a new time entry for client QBL.

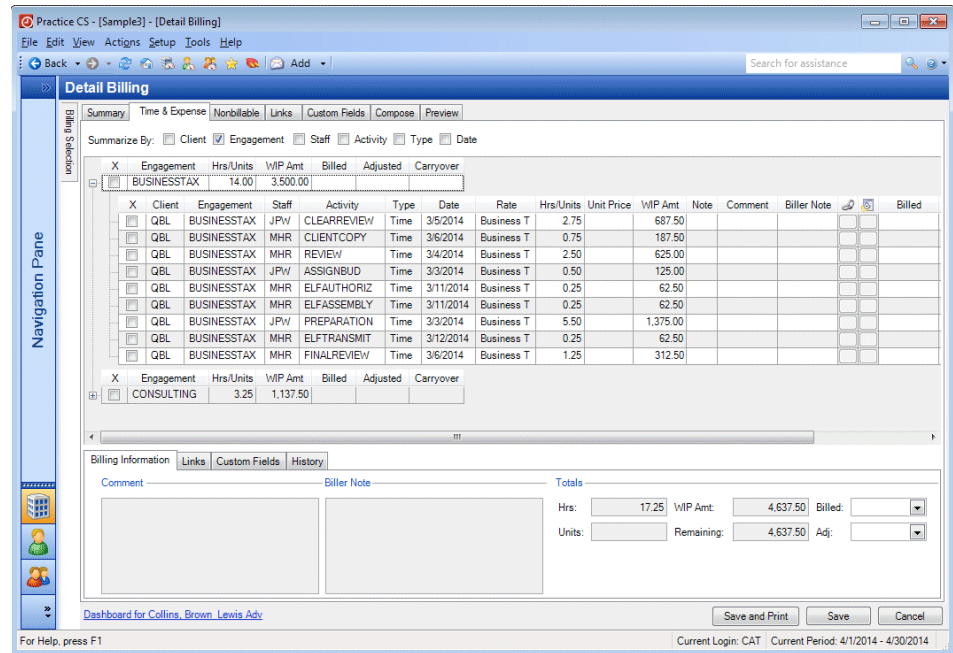
1. Choose Actions > Time & Expense Entry.
2. In the *Sheet date* field, choose **4/4/2014**.
3. Enter the following item:

Client	Engagement	Activity	Hours
QBL	CONSULTING	FIELDWORK	3.25

Now let's return to the Billing screen and bill engagements for client QBL.

1. Choose Actions > Billing, and then click the Bill Engagements tab.
2. Verify that the *Positive Wip* checkbox is marked.
3. Select the BUSINESSSTAX and CONSULTING engagements for client QBL (Collins, Brown & Lewis Adv).
4. Click the Detail Bill Selected button.
5. In the Detail Billing screen, click the Time & Expense tab.

6. Mark the *Engagement* checkbox to summarize the time and expense entries by engagement.
7. Click the button for the BUSINESSSTAX engagement to expand the row, and note the transaction detail shown.



Note: The Time & Expense tab also shows links and custom fields from the Time & Expense Entry screen. For more information on links and custom fields, see the following topics in the Help & How-To Center:

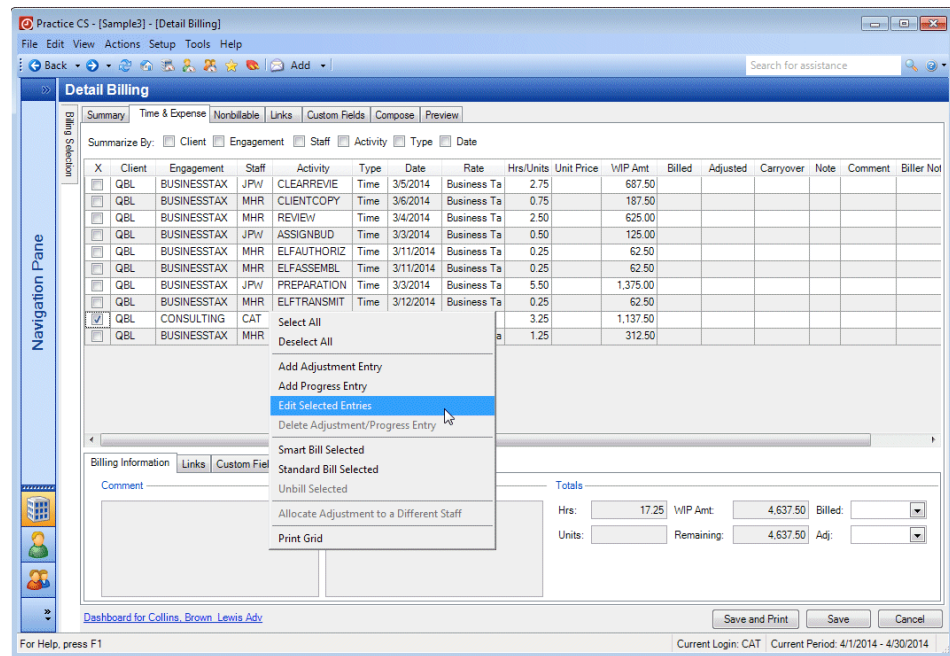
- [Adding links](#)
- [Adding custom field information in Time & Expense Entry](#)

Editing a transaction in the Time & Expense tab

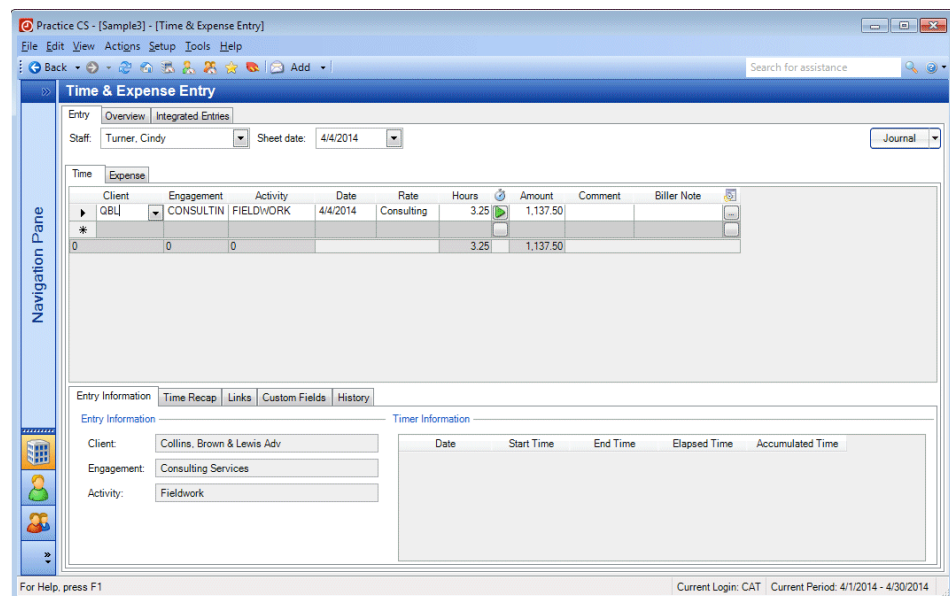
In the Time & Expense tab, you can edit a WIP transaction directly from the Detail Billing screen.

1. Clear the *Engagement* checkbox so that the time and expense entries are not summarized.
2. Select the CONSULTING time entry dated 4/4/2014.

- Right-click the transaction and choose Edit Selected Entries from the context menu.

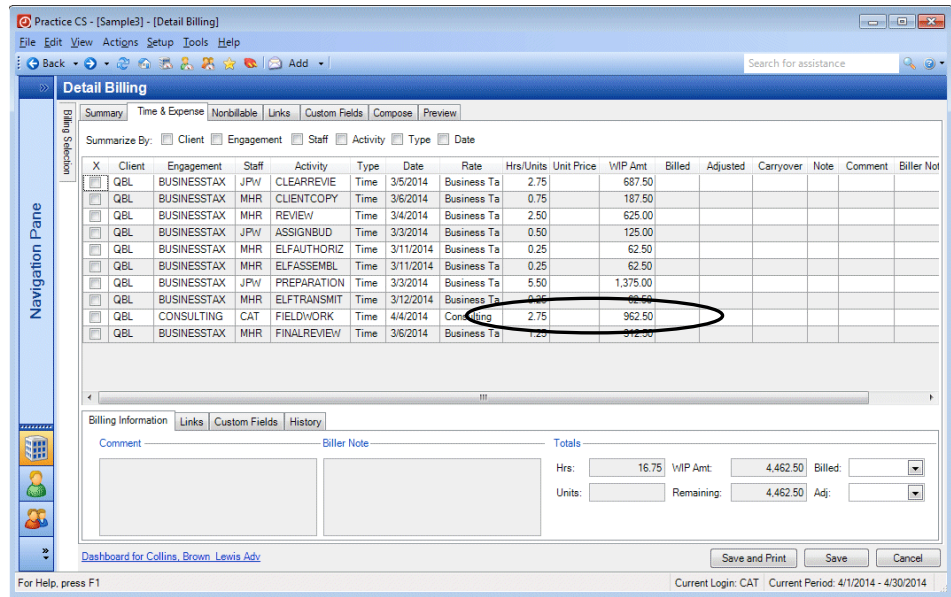


- The Time & Expense Entry screen opens, where you can edit the information as needed.



- Change the hours from 3.25 to **2.75**.
- Click the Back button on the toolbar to return to the Detail Billing screen.

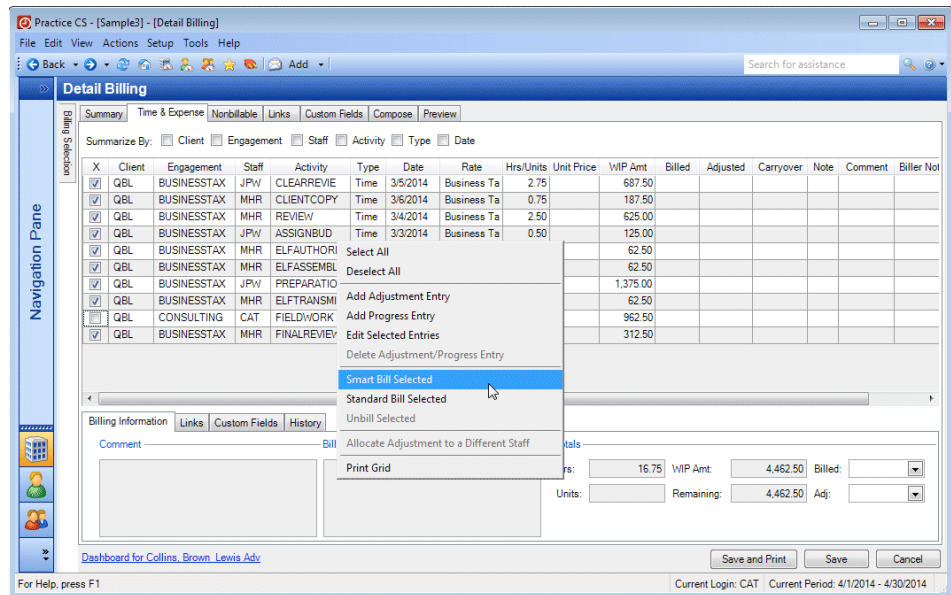
- In the Detail Billing screen, note the changes in the *Hours* and *WIP Amt* fields for the 4/4/2014 entry.



Smart Bill

Smart Bill allows you to distribute bill amounts and adjustments among the selected transactions in Detail Billing. To use Smart Bill, follow these steps.

- In the Time & Expense tab, mark the checkboxes for all of the BUSINESSTAX engagements (leave the CONSULTING engagement unmarked).
- Right-click again and choose Smart Bill Selected.



- In the Smart Bill dialog, the *Selected Amount* field shows the total amount of the selected transactions.

Smart Bill dialog box showing the following values:

- Selected Amount: 3,500.00
- Billed: 3,500.00
- Adjusted: 0.00
- Carryover: 0.00

- The amount in the *Billed* field is equal to the *Selected Amount*. You can enter a different amount in the *Billed* field, if necessary, to make an adjustment. For this exercise, enter **\$3,150.00**.
- Press ENTER. The *Adjusted* field shows the difference between the *Selected Amount* and *Billed* fields.

Smart Bill dialog box showing the following values:

- Selected Amount: 3,500.00
- Billed: 3,150.00
- Adjusted: 350.00
- Carryover: 0.00

- Click OK to complete the Smart Bill.
- Note how the adjusted amount is distributed among the individual WIP transactions.

Detail Billing window showing a table of transactions. The 'Adjusted' column is circled in red. The table data is as follows:

X	Client	Engagement	Staff	Activity	Type	Date	Rate	Hrs/Units	Unit Price	WIP Amt	Billed	Adjusted	Carryover	Note	Comment	Biller No
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	JPW	CLEARREVIE	Time	3/5/2014	Business Ta	2.75		687.50	618.75	(68.75)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	CLIENTCOPY	Time	3/6/2014	Business Ta	0.75		187.50	168.75	(18.75)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	REVIEW	Time	3/4/2014	Business Ta	2.50		625.00	562.50	(62.50)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	JPW	ASSIGNBUD	Time	3/3/2014	Business Ta	0.50		125.00	112.50	(12.50)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFAUTHORIZ	Time	3/11/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFASSEMBL	Time	3/11/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	JPW	PREPARATION	Time	3/3/2014	Business Ta	5.50		1,375.00	1,237.50	(137.50)	0.00			
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFTRANSMIT	Time	3/12/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input checked="" type="checkbox"/>	QBL	CONSULTING	CAT	FIELDWORK	Time	4/4/2014	Consulting	2.75		962.50						
<input checked="" type="checkbox"/>	QBL	BUSINESSTAX	MHR	FINALREVIEW	Time	3/6/2014	Business Ta	1.25		312.50	281.25	(31.25)	0.00			

Totals:

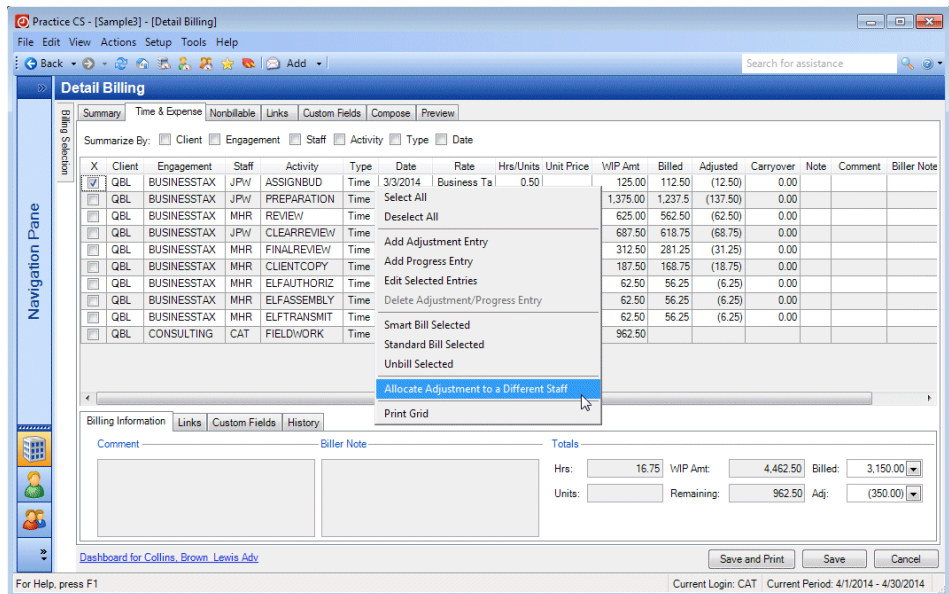
- Hrs: 16.75
- WIP Amt: 4,462.50
- Billed: 3,150.00
- Units: Remaining: 962.50
- Adj: (350.00)

- Click the Save button.

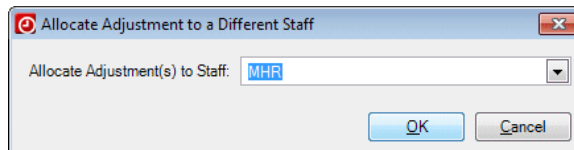
Allocating an adjustment to a different staff member

If necessary, you can allocate an adjustment to a staff member other than the one who originally made the entries. Suppose that you would like to allocate the adjustment of \$12.50 in the previous exercise from staff member JPW to staff member MHR.

1. In the Billing screen, click the Review tab.
2. Mark the checkbox for client QBL, invoice total 3,150.00.
3. Right-click and choose Open Selected from the context menu.
4. In the Detail Billing screen, click the Time & Expense tab.
5. Mark the checkbox for the ASSIGNBUD activity transaction with staff member JPW.
6. Right-click and choose Allocate Adjustment to a Different Staff from the context menu.



7. In the Allocate Adjustment to a Different Staff dialog, select **MHR** from the drop-down list.



8. Click OK.

9. Note that the adjustment of \$12.50 has been reallocated from staff member JPW to staff member MHR.

X	Client	Engagement	Staff	Activity	Type	Date	Rate	Hrs/Units	Unit Price	WIP Amt	Billed	Adjusted	Carryover	Note	Comment	Billr Note
<input type="checkbox"/>	QBL	BUSINESSTAX	JPW	ASSIGNBUD	Time	3/3/2014	Business Ta	0.50		125.00	125.00	0.00	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	JPW	PREPARATION	Time	3/3/2014	Business Ta	5.50		1,375.00	1,237.50	(137.50)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	REVIEW	Time	3/4/2014	Business Ta	2.50		625.00	562.50	(62.50)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	JPW	CLEARREVIEW	Time	3/5/2014	Business Ta	2.75		687.50	618.75	(68.75)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	FINALREVIEW	Time	3/6/2014	Business Ta	1.25		312.50	281.25	(31.25)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	CLIENTCOPY	Time	3/6/2014	Business Ta	0.75		187.50	168.75	(18.75)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFAUTHORIZ	Time	3/11/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFASSEMBLY	Time	3/11/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	ELFTRANSMIT	Time	3/12/2014	Business Ta	0.25		62.50	56.25	(6.25)	0.00			
<input type="checkbox"/>	QBL	CONSULTING	CAT	FIELDWORK	Time	4/4/2014	Consulting	2.75		687.50	687.50	0.00	0.00			
<input type="checkbox"/>	QBL	BUSINESSTAX	MHR	ASSIGNBUD	Time	4/30/2014				0.00	(12.50)	12.50	0.00			

Summary: Client Engagement Staff Activity Type Date

Navigation Pane: Billing Selection

Billing Information: Links Custom Fields History

Totals: Hrs: 16.75 WIP Amt: 4,462.50 Billed: 3,150.00
Units: Remaining: 962.50 Adj: (350.00)

Save and Print Save Cancel

For Help, press F1 Current Login: CAT Current Period: 4/1/2014 - 4/30/2014

10. Click the Save button.

Adding an adjustment entry

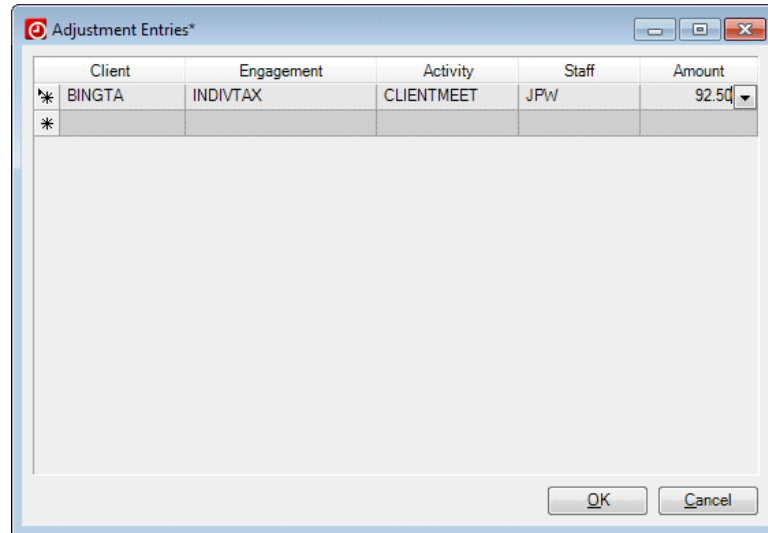
If you need to make an adjustment entry during Detail Billing, you can do so by right-clicking and choosing Add Adjustment Entry from the context menu. Adjustment entries allow you to create an entry in Detail Billing without going through Time & Expense Entry.

1. In the Billing screen, click the Bill Engagements tab.
2. Select the INDIVTAX engagement for client BINGS, Sally Bing.
3. Click the Detail Bill Selected button.
4. In the Detail Billing screen, click the Time & Expense tab.
5. Right-click and choose Add Adjustment Entry from the context menu.

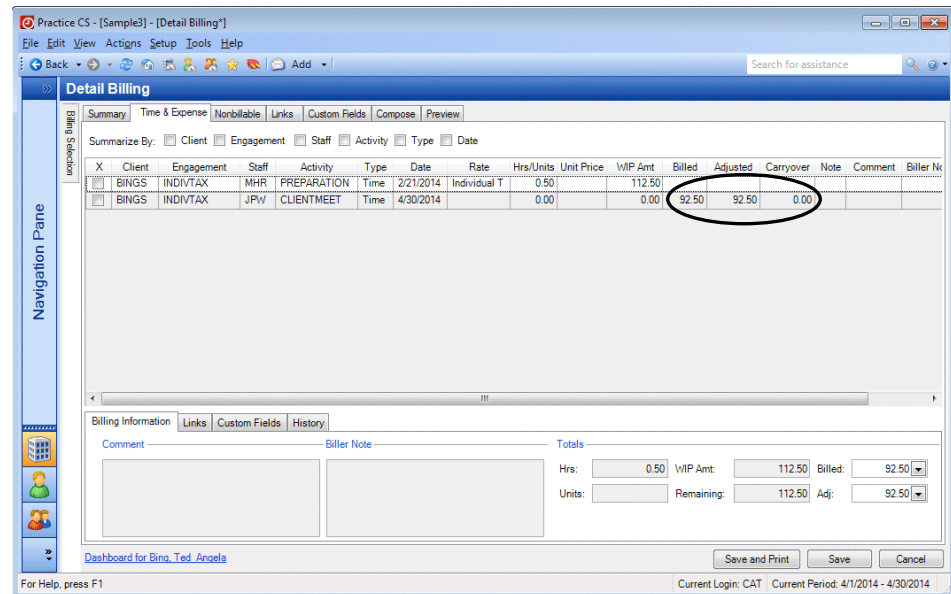
6. In the Adjustment Entries dialog, enter the following information.

Client	Engagement	Activity	Staff	Amount
BINGTA	INDIVTAX	CLIENTMEET	JPW	92.50

Note: If you are licensed for the Project Management add-on module, the Adjustment Entries dialog will have an additional Project column.



7. Click OK. Note the adjustment entry in the Time & Expense Entry tab.



8. Click the Save button.


Progress billing

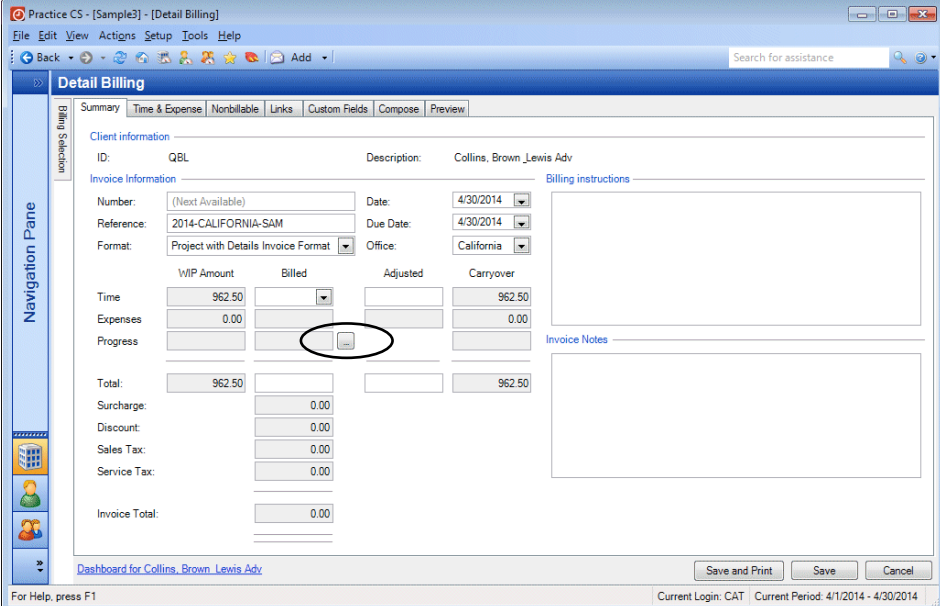
Progress billing is a billing method that allows you to generate a bill for a client without relieving any WIP. There are several reasons you might want to use a progress bill:

- To bill a client before staff time entry has been performed
- To bill a client up front for work that is yet to be performed
- To bill a client for an engagement that is to last more than one billing cycle

Note: Your firm may want to set up a designated activity to track progress bills. Practice CS does not require that you create a separate activity for entering progress bills, but you may find that creating one makes it easier to track progress bills.

Creating a progress bill – Summary tab

1. In the Billing screen, select the CONSULTING engagement for client QBL (Collins, Brown & Lewis Adv).
2. Click the Detail Bill Selected button.
3. In the Detail Billing screen, click the Progress  button.

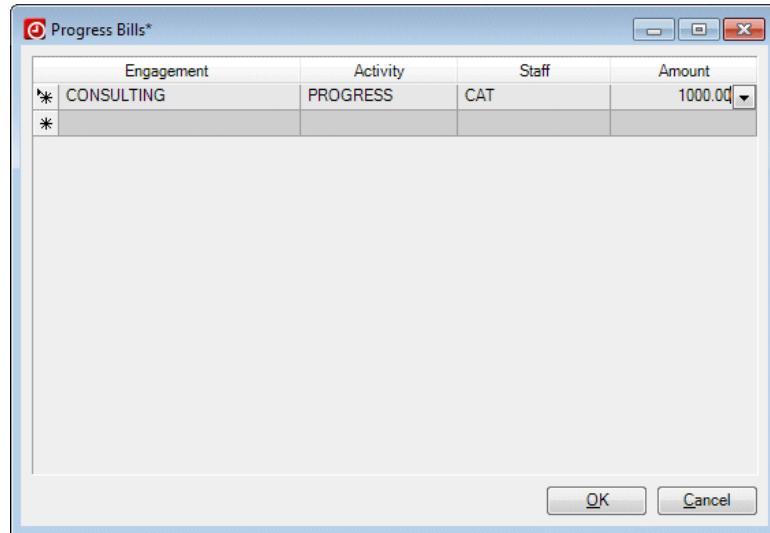


The screenshot shows the 'Detail Billing' window for client QBL. The 'Progress' button in the table is circled in red. The table data is as follows:

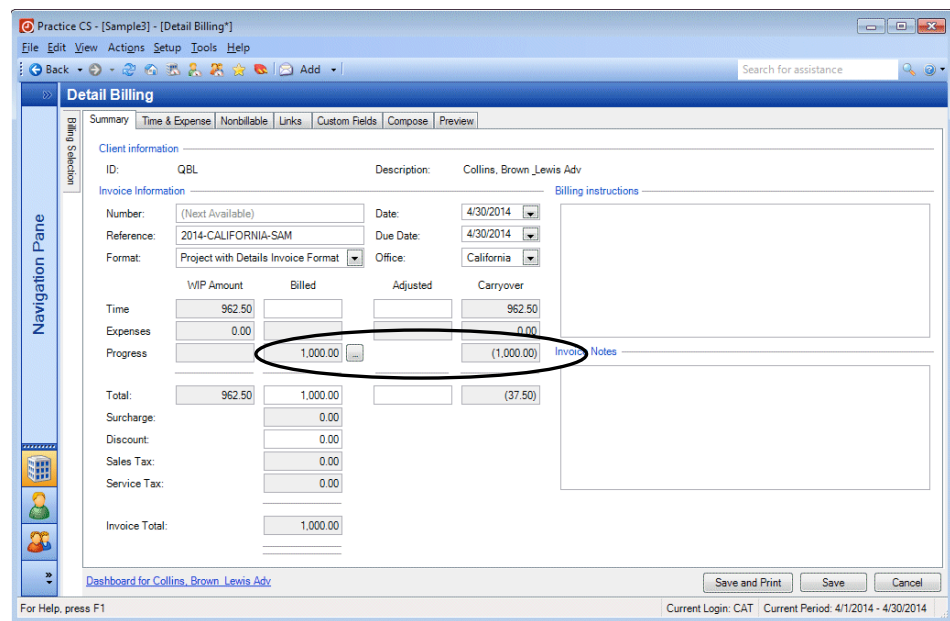
	WIP Amount	Billed	Adjusted	Carryover
Time	962.50			962.50
Expenses	0.00			0.00
Progress				
Total:	962.50			962.50
Surcharge:		0.00		
Discount:		0.00		
Sales Tax:		0.00		
Service Tax:		0.00		
Invoice Total:		0.00		

- Enter the following data in the Progress Bill dialog.

Engagement	Activity	Staff	Amount
CONSULTING	PROGRESS	CAT	1,000.00



- Click OK.
- Notice the \$1,000 Billed amount and the -\$1000.00 Carryover.



- In the *Format* field, select Engagement Invoice Format.
- Click the Preview tab to preview the invoice.

- Click Save to save the invoice and return to the Billing screen.

Practice CS - [Sample3] - [Detail Billing]

File Edit View Actions Setup Tools Help

Back Search for assistance

Detail Billing

Summary Time & Expense Nonbillable Links Custom Fields Compose Preview

100 % 1/1

Parnes Velano Martinez & Co
Certified Public Accountants

880 Technology Drive
Ann Arbor, MI 48108
Phone: (800) 968-8900 E-mail: Info@p.v.m.co.com Web: www.pvmco.com

Collins, Brown & Lewis Advertising
957 9th Ave
San Diego, CA 92101

Invoice: Next Available
Date: 04/30/2014
Due Date: 04/30/2014

For professional service rendered as follows:

Consulting Services	1,000.00
Billed Time & Expenses	\$1,000.00
Invoice Total	\$1,000.00

DRAFT

Beginning Balance	\$0.00
Invoices	1,000.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	\$1,000.00

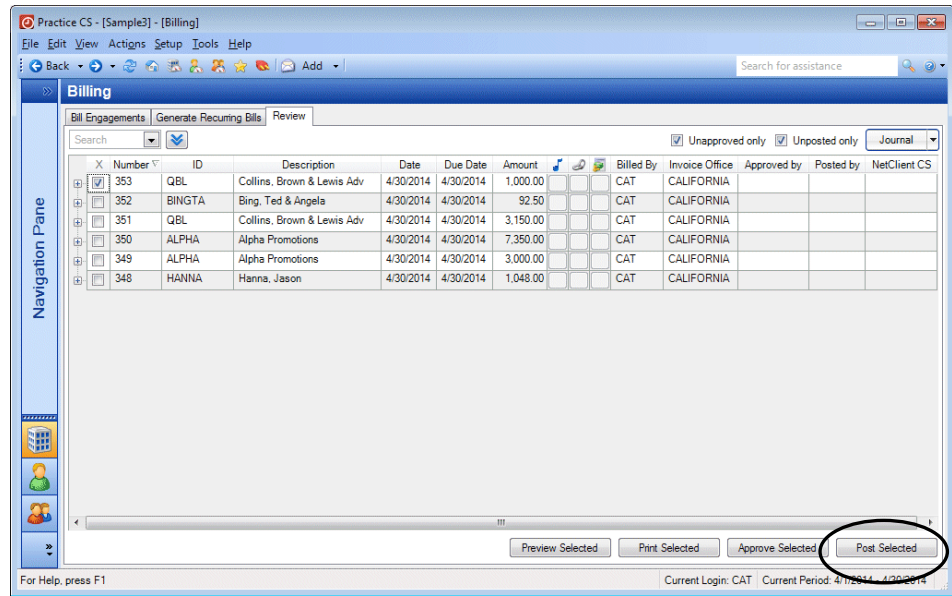
Dashboard for Collins, Brown, Lewis Adv

Save and Print Save Cancel

For Help, press F1 Current Login: CAT Current Period: 4/1/2014 - 4/30/2014

- Click the Review tab.
- Right-click the grid and choose Deselect All.
- Select the \$1,000 invoice for client QBL.

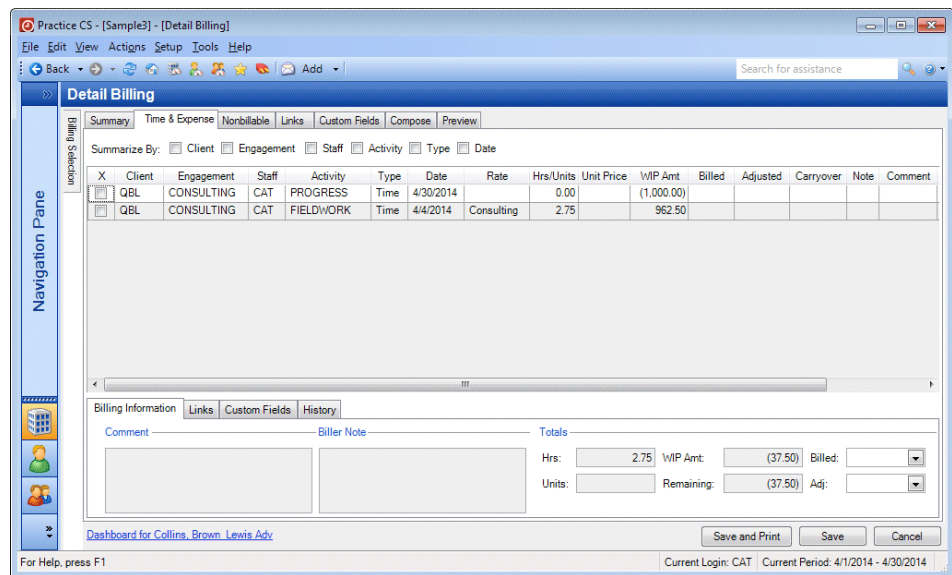
13. Click the Post Selected button to post the invoice to accounts receivable.



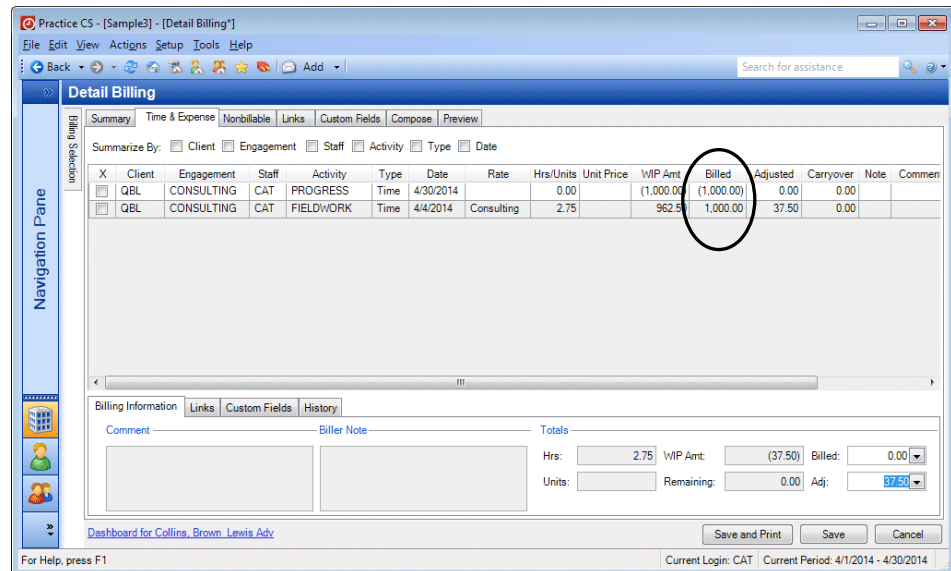
Clearing a progress bill

After you have created a progress bill, you will eventually need to relieve the progress bill and associate it with time and expense entries. To clear a progress bill, follow these steps.

1. Click the Bill Engagements tab.
2. Clear the *Positive Wip* checkbox.
3. Select the CONSULTING engagement for client QBL.
4. Click the Detail Bill Selected button.
5. Click the Time & Expense tab. Notice that all staff time has been entered, and you can see the \$1,000 progress bill.



- To clear all WIP, enter **0.00** in the *Billed* field at the bottom of the screen and press ENTER. Notice the reversal of the progress bill and allocation of billing to the WIP amounts.



- Click the Save button.

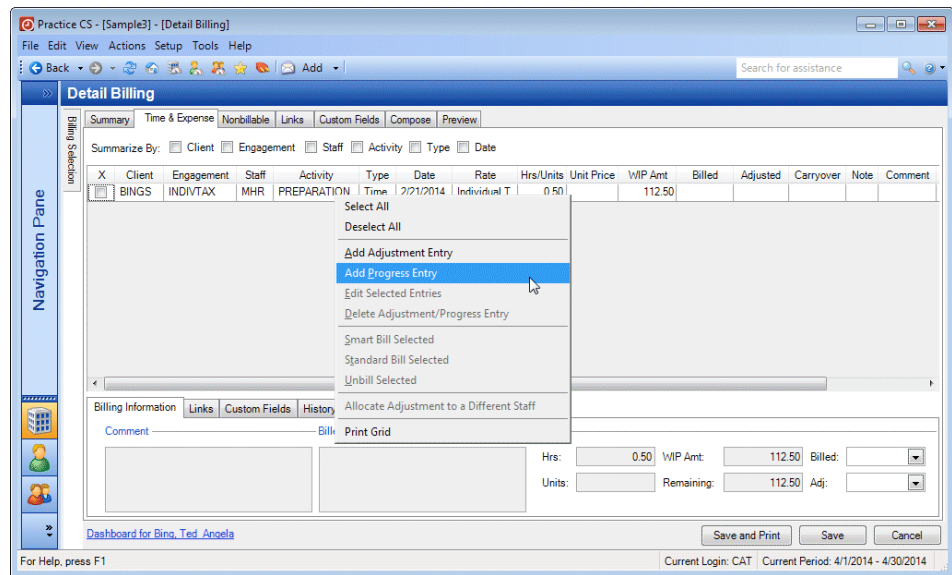
Note: You can also use this procedure to clear progress billings if there is no WIP, and to bill additional amounts instead of zero.

Creating a progress bill – Time & Expense tab

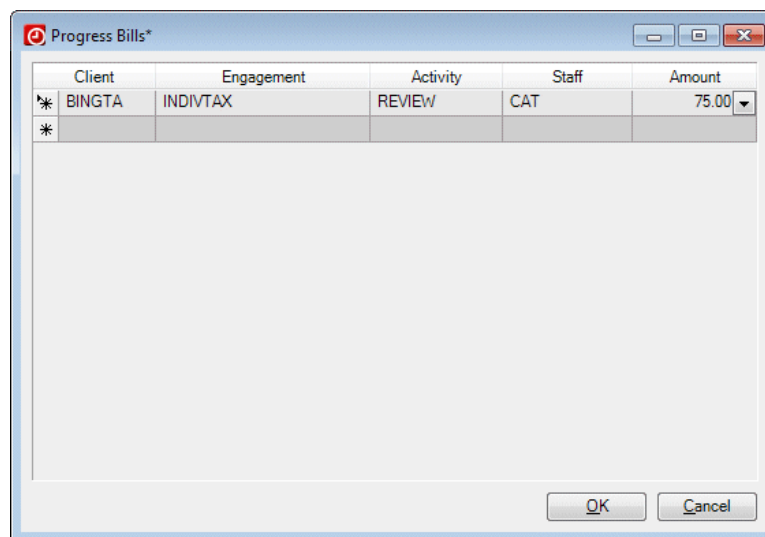
You can also create progress bills if you are using the Time & Expense tab for detail billing.

- In the Billing screen, click the Bill Engagements tab.
- Mark the *Positive Wip* checkbox.
- Select client BINGS (Bing, Sally), engagement INDIVTAX.
- Click the Detail Bill Selected button.
- In the Detail Billing screen, click the Time & Expense tab.

- Right-click and choose Add Progress Entry from the context menu.

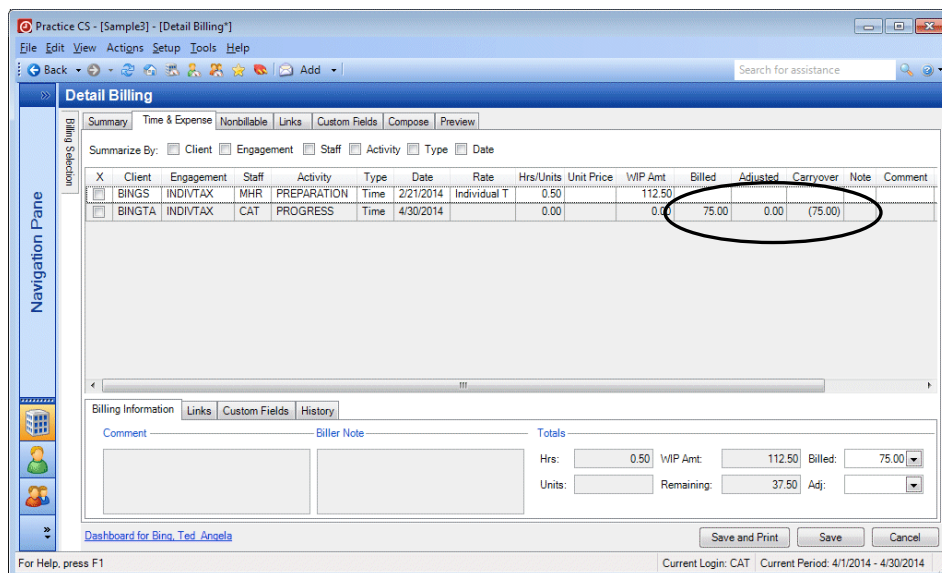


- Enter the information as shown below.



- Click OK.

9. The progress entry appears as a new item in the grid.



10. Click the Save button.

Relieving nonbillable time and expenses

Use the Nonbillable tab of the Detail Billing screen to track time spent on nonbillable activities and relieve WIP for nonbillable items such as firm administrative activities and holidays.

1. Choose Actions > Billing.
2. Clear the *Positive Wip* and *Negative Wip* checkboxes.
3. Select the AUDIT engagement for client AAC.
4. Click the Detail Bill Selected button.
5. In the Detail Billing screen, click the Nonbillable tab.

6. Mark the *Relieved* checkbox.

Relieved	Client	Engagement	Staff	Activity	Type	Date	Rate	Hrs/Units	Unit Price	Amount	Note	Comment	Biller Note
<input checked="" type="checkbox"/>	AAC	AUDIT	SAM	NBRESEARCH	Time	11/11/201	Audit Rate	2.00		650.00			

Billing Information: Comment, Biller Note, Totals: Hrs: 2.00, Units: , WIP Amt: 650.00

7. Click the Save button to relieve the WIP.

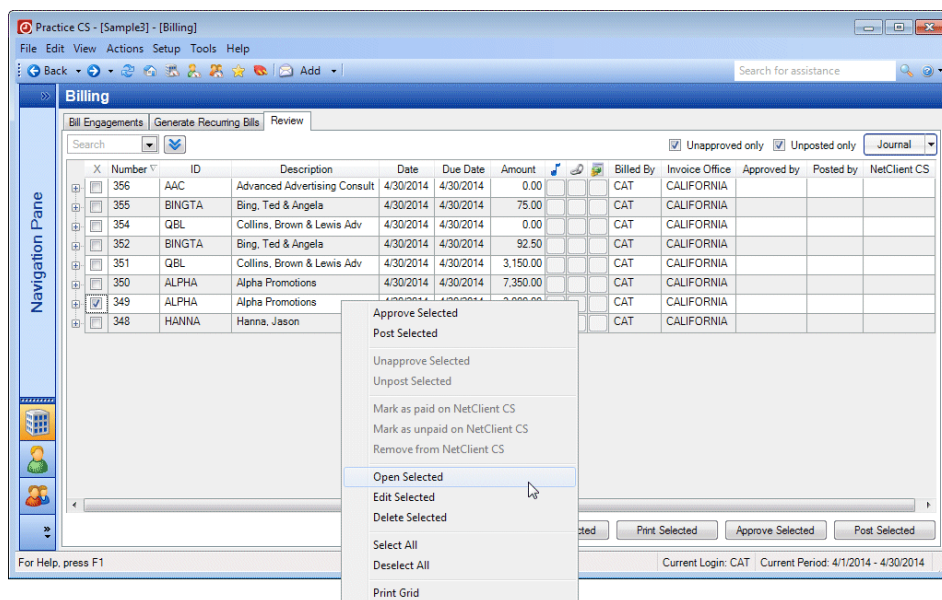
Composing an invoice

Use the Compose tab of the Detail Billing screen to make changes to the appearance of the invoice that you send to your client. You can view the invoice detail as it would appear on the invoice, change text formatting and alignment, add and remove rows of text, and rearrange blocks of text in the invoice as needed.

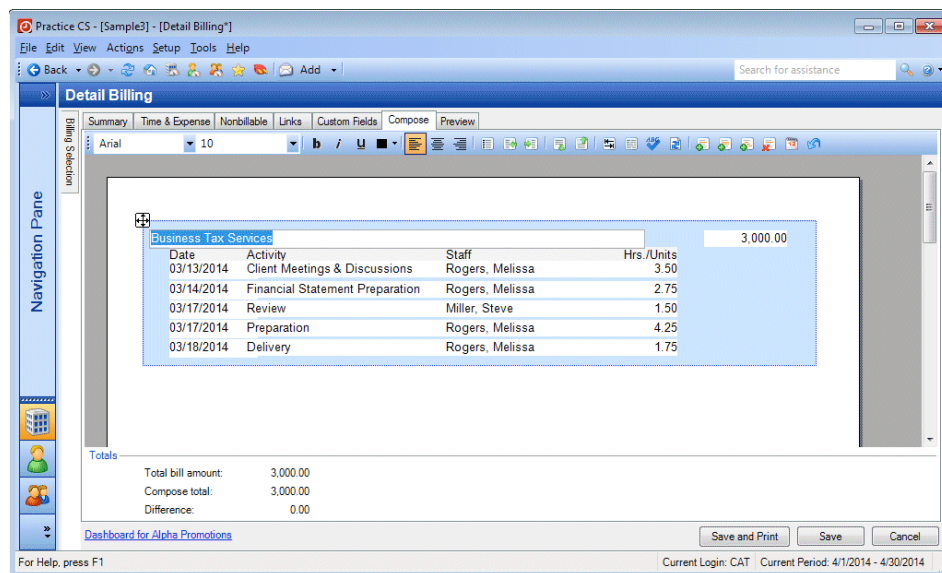
You can also edit amounts in the Compose tab, if:


- The sum of the edited amounts equals their subtotal, and
 - The sum of subtotals equals the total billed amount in the Summary tab of the Detail Billing screen.
1. In the Billing screen, click the Review tab.
 2. Select invoice #349 for client ALPHA.

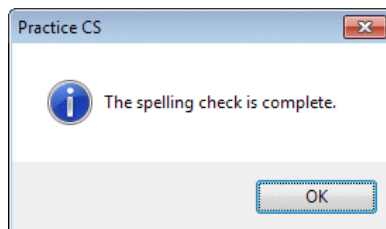
- Right-click and choose Open Selected from the context menu.



- In the *Format* field, choose Entry Detail by Engagement.
- Click the Compose tab.

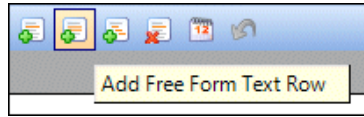


- Click the Spell Check  button.
- When the spell check is complete, click OK.

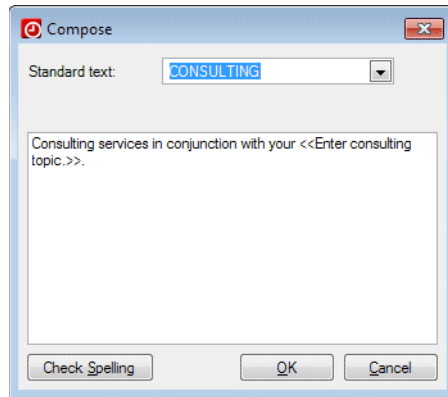


- Click the Add Free Form Text Row button on the toolbar.

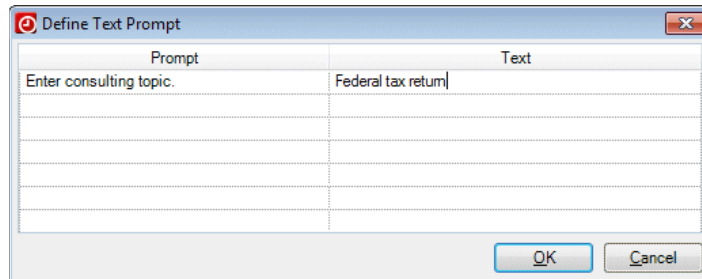
Tip: Hold the cursor over a button on the toolbar for a tool tip.



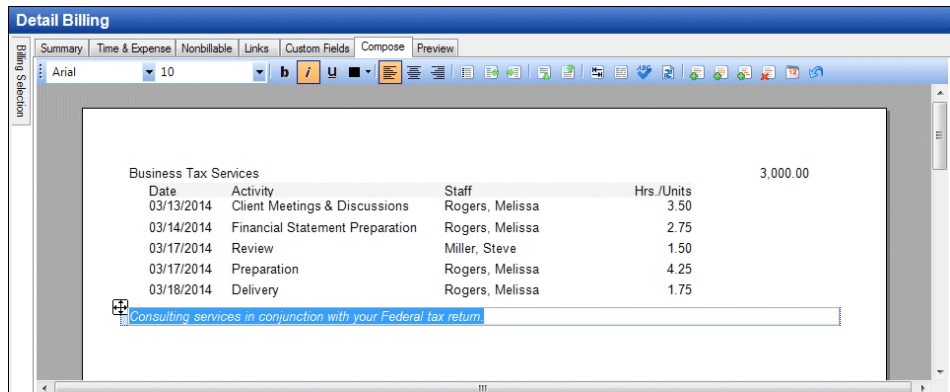
- With the free form text row selected, click the Insert Standard Text button on the toolbar.
- In the Standard Text dialog, select CONSULTING, and then click OK.



- In the Define Text Prompt dialog, enter **Federal tax return** in the Text field, and click OK.



- Select all the text in the bottom row, and click the Italic button in the toolbar.



Previewing an invoice

In Practice CS you can preview your invoices as they will appear to your client, before printing. You can use either the Preview tab of the Detail Billing screen or the Review tab in the Billing screen.

1. With the invoice for client ALPHA still open in Detail Billing, click the Preview tab.

Practice CS - [Sample] - [Detail Billing*]
 File Edit View Actigns Setup Tools Help
 Back Forward Stop Refresh Add Search for assistance

Detail Billing
 Summary Time & Expense Nonbillable Links Custom Fields Compose Preview
 100 % 1/1

Parnes Velano Martinez & Co
 Certified Public Accountants
 880 Technology Drive
 Ann Arbor, MI 48108
 Phone: (800) 968-8900 E-mail: Info@p.v.m.co.com Web: www.pvmco.com

Jerald Brown Invoice: 349
 Alpha Promotions Date: 04/30/2014
 5699 La Jolla Village Drive Due Date: 04/30/2014
 La Jolla, CA 92037

For professional service rendered as follows:

Business Tax Services				3,000.00
Date	Activity	Staff	Hrs./Units	
03/13/2014	Client Meetings & Discussions	Rogers, Melissa	3.50	
03/14/2014	Financial Statement Preparation	Rogers, Melissa	2.75	
03/17/2014	Review	Miller, Steve	1.50	
03/17/2014	Preparation	Rogers, Melissa	4.25	
03/18/2014	Delivery	Rogers, Melissa	1.75	

Consulting services in conjunction with your Federal tax return.

Billed Time & Expenses \$3,000.00
 Invoice Total \$3,000.00

Dashboard for Alpha Promotions Save and Print Save Cancel
 For Help, press F1 Current Login: CAT Current Period: 4/1/2014 - 4/30/2014

2. After you review the appearance of your invoice, click the Save button to return to the Billing screen.

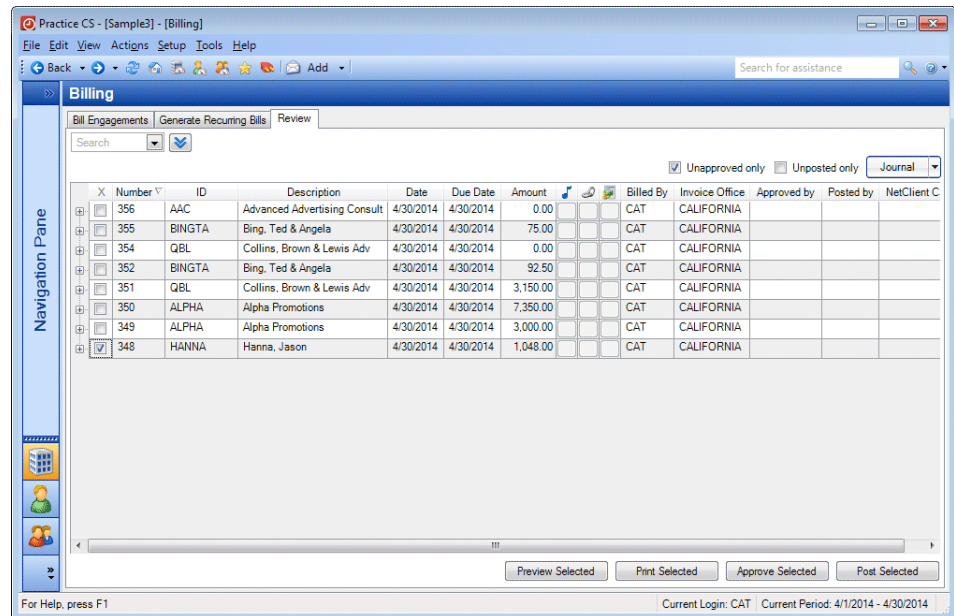
Approving and posting an invoice

If your firm has selected the approval process for billing, each invoice must be approved before it can be posted. Use the Review tab of the Billing screen to approve and post invoices.

Note: Even if your firm does not require an approval process, you can use the Review tab to access invoices after they have been created in case you need to make further changes.

To approve and post an invoice, follow these steps.

1. In the Billing screen, click the Review tab.
2. Verify that the *Unapproved only* checkbox is marked and the *Unposted only* checkbox is not marked.
3. Right-click and choose Deselect All.
4. Mark the checkbox for the invoice for client HANNA (Hanna, Jason).



5. Click the Preview Selected button to preview the invoice on screen. When you are satisfied with the invoice, click the Back button on the toolbar.
6. Click the Approve Selected button to approve the invoice.

Note: The Approve Selected and Post Selected buttons are available only if your firm is using the approval process.

7. Clear the *Unapproved only* checkbox.

- Note that the Approved by column shows the initials (CAT) of the staff member who approved the invoice.

X	Number	ID	Description	Date	Due Date	Amount	Billed By	Invoice Office	Approved by	Posted by	NetClient
	356	AAC	Advanced Advertising Consult	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
	355	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	75.00	CAT	CALIFORNIA			
	354	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
	353	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	1,000.00	CAT	CALIFORNIA	CAT	CAT	
	352	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	92.50	CAT	CALIFORNIA			
	351	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	3,150.00	CAT	CALIFORNIA			
	350	ALPHA	Alpha Promotions	4/30/2014	4/30/2014	7,350.00	CAT	CALIFORNIA			
	349	ALPHA	Alpha Promotions	4/30/2014	4/30/2014	3,000.00	CAT	CALIFORNIA			
	348	HANNA	Hanna, Jason	4/30/2014	4/30/2014	1,048.00	CAT	CALIFORNIA	CAT		
	347	BROVNUJ	Brown, Jerald & Elizabeth	3/31/2014	3/31/2014	350.00	SAM	MICHIGAN	CAT	CAT	
	346	ANIMAL	Animal Shelter 101	3/31/2014	3/31/2014	55,000.00	SAM	MICHIGAN	CAT	CAT	
	345	ACEADVERT	Ace Advertising	3/31/2014	3/31/2014	4,500.00	SAM	MICHIGAN	CAT	CAT	
	344	CRAWFORD	Crawford's Steak House	3/31/2014	3/31/2014	0.00	SAM	MICHIGAN	CAT	CAT	
	343	PROTO	Prototype Design	3/31/2014	3/31/2014	3,920.00	SAM	MICHIGAN	CAT	CAT	
	342	PROTO	Prototype Design	3/31/2014	3/31/2014	900.00	SAM	MICHIGAN	SAM	SAM	
	341	CRAWFORD	Crawford's Steak House	3/31/2014	3/31/2014	1,025.00	SAM	MICHIGAN	SAM	SAM	
	340	ACEADVERT	Ace Advertising	3/31/2014	3/31/2014	975.00	SAM	MICHIGAN	SAM	SAM	

- Select the HANNA invoice again and click the Post Selected button to post it.
- Clear the checkbox to deselect it.

Note: To unapprove or unpost an invoice, select the invoice, right-click and choose Unapprove Selected or Unpost Selected from the context menu.

Editing invoices

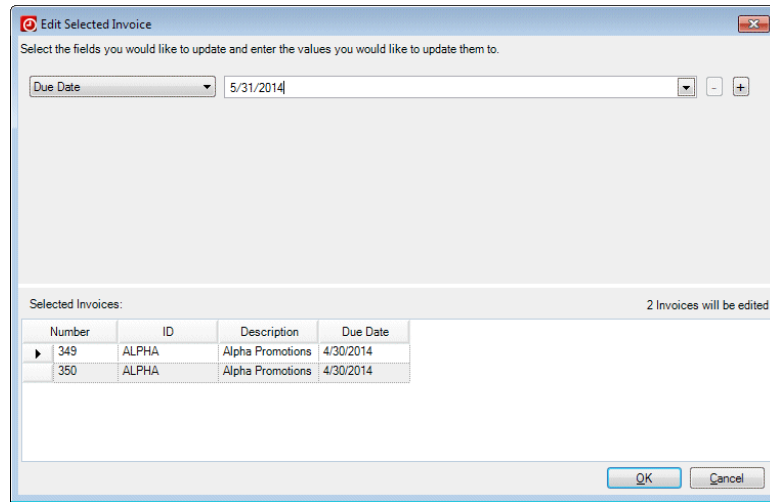
When necessary, you can change the date, due date, notes, office, or reference number on one invoice or multiple invoices at once. To edit a single invoice, you open it as we have done in previous exercises. To edit multiple invoices, follow these steps.

- In the Review tab, mark the *Unapproved only* and *Unposted only* checkboxes.
- Select invoices 349 and 350 for client ALPHA.

X	Number	ID	Description	Date	Due Date	Amount	Billed By	Invoice Office	Approved by	Posted by	NetClient
	356	AAC	Advanced Advertising Consult	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			CS
	355	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	75.00	CAT	CALIFORNIA			
	354	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
	352	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	92.50	CAT	CALIFORNIA			
	351	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	3,150.00	CAT	CALIFORNIA			
	350	ALPHA	Alpha Promotions	4/30/2014	4/30/2014	7,350.00	CAT	CALIFORNIA			
	349	ALPHA	Alpha Promotions	4/30/2014	4/30/2014	3,000.00	CAT	CALIFORNIA			

- Right-click and choose Edit Selected from the context menu.
- In the Edit Selected Invoice dialog, select Due Date from the first drop-down list. This is the data we will update.

5. From the second drop-down list, select 5/31/2014 as the new due date.
6. Click OK.



7. At the prompt, click Yes to continue.
8. Note that the due date on these two invoices is now 5/31/2014.

Billing

Bill Engagements | Generate Recurring Bills | Review

Unapproved only Unposted only Journal

X	Number	ID	Description	Date	Due Date	Amount	Billed By	Invoice Office	Approved by	Posted by	NetClient CS
<input type="checkbox"/>	356	AAC	Advanced Advertising Consult	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
<input type="checkbox"/>	355	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	75.00	CAT	CALIFORNIA			
<input type="checkbox"/>	354	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
<input type="checkbox"/>	352	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	92.50	CAT	CALIFORNIA			
<input type="checkbox"/>	351	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	3,150.00	CAT	CALIFORNIA			
<input checked="" type="checkbox"/>	350	ALPHA	Alpha Promotions	4/30/2014	5/31/2014	350.00	CAT	CALIFORNIA			
<input checked="" type="checkbox"/>	349	ALPHA	Alpha Promotions	4/30/2014	5/31/2014	2,000.00	CAT	CALIFORNIA			

9. Clear the checkboxes for invoices 349 and 350.

Unbiling an invoice

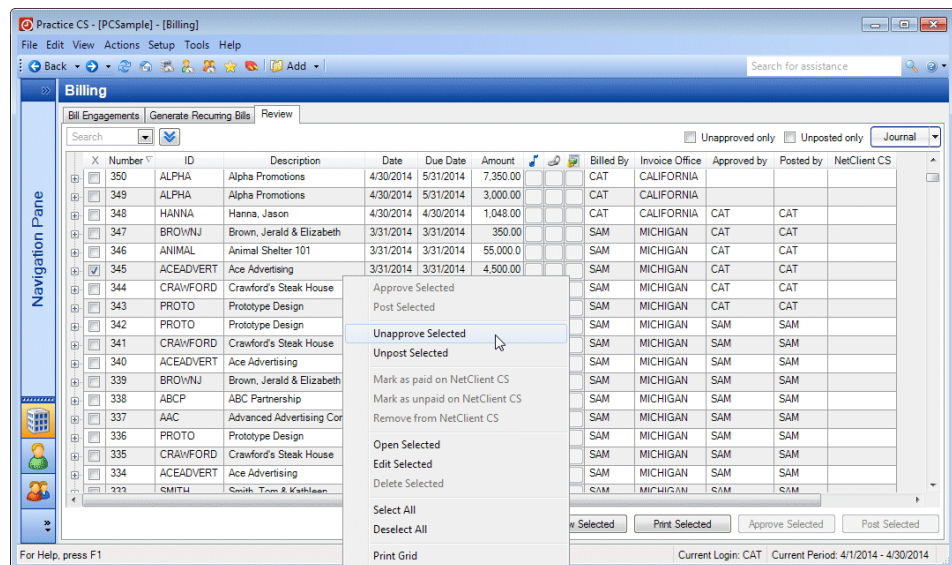
If you need to delete an invoice after you have saved it, you can do so using the Review tab.

Note: If your firm is using the approval process, you must unapprove an invoice before you can edit or delete it. To unapprove or unpost an invoice, select the invoice, right-click and choose Unapprove Selected or Unpost Selected from the context menu.

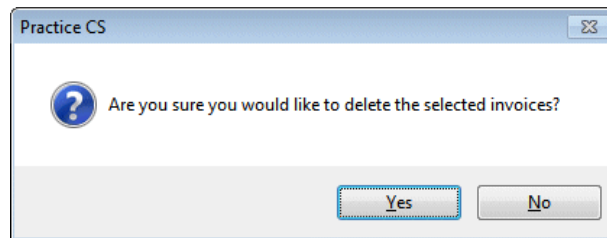
1. In the Billing screen, click the Review tab.
2. If necessary, unmark the *Unapproved only* and *Unposted only* checkboxes.
3. Select invoice 345 for client ACEADVERT (Ace Advertising).

- Right-click and choose Unapprove Selected from the context menu.

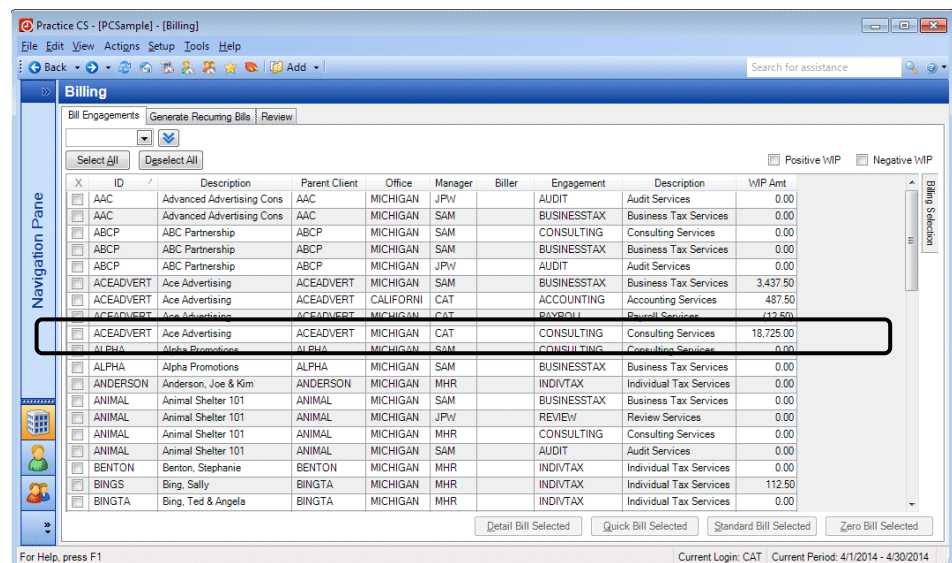
Note: Unapproving both unapproves and unposts the invoice.



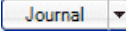
- Right-click again and choose Delete Selected from the context menu.
- When prompted, click Yes to confirm.



- Click the Bill Engagements tab. Note that after you unbill an invoice, the WIP is available for billing again.



Viewing the Journal

Click the Review tab, and then click the Journal  button to view the Invoice Journal report showing all invoices currently on the Review tab. This report provides a list of the invoices on review and their components (invoice number, date, amount, surcharges, taxes, and so on).

Parnes, Velano, Martínez & Co.												
Invoice Journal												
January 31, 2011 - April 30, 2014												
Invoice Number	Reference	Date	Client	Description	Time	Expenses	Net Progress	Surcharge	Discount	Sales Tax	Service Tax	Invoice Amount
1	2011-MICHIGAN-JUS	01/31/11	ACEADVERT	Ace Advertising	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00
2	2011-MICHIGAN-CXC	01/31/11	CRAWFORD	Crawford's Steak House	0.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00
3	2011-MICHIGAN-JPH	01/31/11	PROTO	Prototype Design	0.00	0.00	675.00	0.00	0.00	0.00	0.00	675.00
4	2011-MICHIGAN-JPH	01/31/11	AAC	Advanced Advertising Consultan	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00
5	2011-MICHIGAN-JPH	01/31/11	ABCP	ABC Partnership	14,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	24,000.00
6	2011-MICHIGAN-JPH	01/31/11	BROWND	Brown, Jerald & Elizabeth	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	2,250.00
7	2011-MICHIGAN-JPH	01/31/11	QBL	Collins, Brown & Lewis Adv	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
8	2011-MICHIGAN-JUS	01/31/11	QUINN	Quinn, Brian & Michelle	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
9	2011-MICHIGAN-JUS	02/28/11	ACEADVERT	Ace Advertising	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00
10	2011-MICHIGAN-CXC	02/28/11	CRAWFORD	Crawford's Steak House	0.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00
11	2011-MICHIGAN-JPH	02/28/11	PROTO	Prototype Design	0.00	0.00	675.00	0.00	0.00	0.00	0.00	675.00
12	2011-MICHIGAN-JPH	02/28/11	AAC	Advanced Advertising Consultan	58,953.37	1,046.63	-15,000.00	0.00	0.00	0.00	0.00	45,000.00
13	2011-MICHIGAN-JPH	02/28/11	ABCP	ABC Partnership	19,833.50	166.50	-10,000.00	0.00	0.00	0.00	0.00	10,000.00
14	2011-MICHIGAN-JUS	02/28/11	ACEADVERT	Ace Advertising	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
15	2011-MICHIGAN-JUS	03/31/11	ACEADVERT	Ace Advertising	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00
16	2011-MICHIGAN-CXC	03/31/11	CRAWFORD	Crawford's Steak House	0.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00
17	2011-MICHIGAN-JPH	03/31/11	PROTO	Prototype Design	0.00	0.00	675.00	0.00	0.00	0.00	0.00	675.00
18	2011-MICHIGAN-JUS	04/30/11	ACEADVERT	Ace Advertising	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00
19	2011-MICHIGAN-CXC	04/30/11	CRAWFORD	Crawford's Steak House	0.00	0.00	700.00	0.00	0.00	0.00	0.00	700.00
20	2011-MICHIGAN-JPH	04/30/11	PROTO	Prototype Design	0.00	0.00	675.00	0.00	0.00	0.00	0.00	675.00

Printed by CAT on 3/7/2014 at 4:36 PM Page 1

Note: You can click the down arrow on the Journal button and select any custom report that is based on the Invoice Journal report. You can also set options for the selected report.

Recurring bills

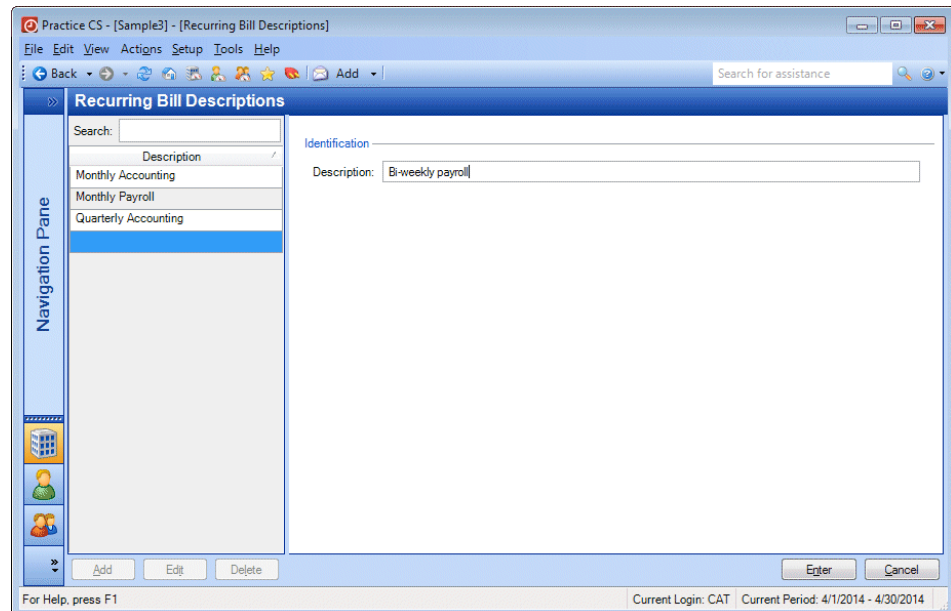
With Practice CS, your firm can quickly generate invoices for engagements that are billed on a recurring basis. Before you can generate recurring bills, you need to perform a couple of setup steps:

1. Create a recurring bill description that describes how often the billing occurs (for example, monthly or quarterly)
2. Add or edit the client engagement that will have the recurring bill. You will set up recurring bill information on the Recurring Bills tab for the applicable engagement.

After you have created the recurring bill description and added it to the client's engagement, use the Generate Recurring Bills tab of the Billing screen to generate the invoice.

Creating a recurring bill description

1. From the Setup menu, choose Recurring Bill Descriptions.
2. Click the Add button.
3. In the *Description* field, enter **Bi-weekly payroll** to describe the type of recurring bill.



4. Click Enter to save the description.

Setting up a recurring bill for the client's engagement

Next, add a new engagement or edit the existing engagement that will have the recurring bill.

1. Choose Setup > Clients.
2. In the Clients screen, double-click client BROWNJ (Brown, Jerald & Elizabeth).
3. Click the Engagements tab.
4. Select the PAYROLL engagement from the Engagements list.
5. Click the Recurring Bills subtab.
6. In the *Description* field, select Bi-weekly payroll from the drop-down list.
7. In the *Method* field, select Progress from the drop-down list.

Note: For a detailed description of each of the available recurring bill methods, see the topic [Setting up engagements for a client](#) in the Practice CS help.

8. In the *Amount* field, enter **100.00**.
9. In the *Staff* field, select CAT from the drop-down list.

10. In the *Activity* field, select PROGRESS (Progress Billing) from the drop-down list.

The screenshot shows the 'Practice CS - [Sample3] - [Clients]' application window. On the left is a 'Navigation Pane' with a list of clients. The client 'BROWNJ Brown, Jerald & Elizabeth' is selected. The main window displays the 'Engagements' tab for this client. The 'Engagements' list includes 'PAYROLL'. The 'Engagement information' section shows 'Status: Active', 'Office: Michigan Office', 'GL Account: 405', 'Category: Payroll', 'Tax Area: [blank]', 'Bill: [blank]', 'Reviewer: [blank]', and 'Manager: Turner, Cindy'. The 'Rates' section shows 'Description: Bi-weekly payroll', 'Method: Progress', 'Amount: \$100.00', and 'Progress/Adjustment entry information' with 'Staff: Turner, Cindy' and 'Activity: Progress Billing'. At the bottom, there are 'Add', 'Edit', and 'Delete' buttons for the client list, and 'Enter' and 'Cancel' buttons for the engagement details.

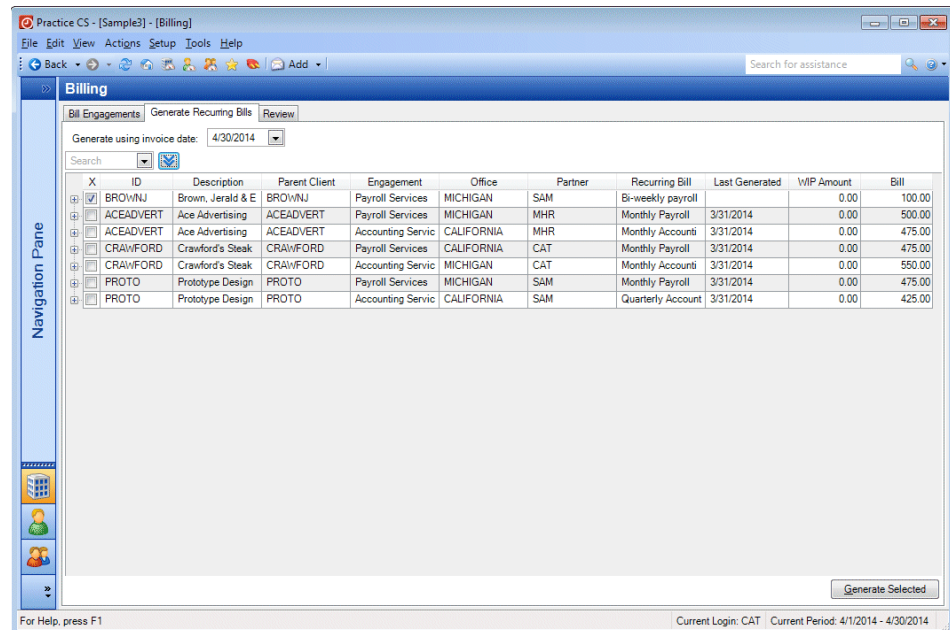
11. Click Enter to save your changes.

Generating a recurring bill

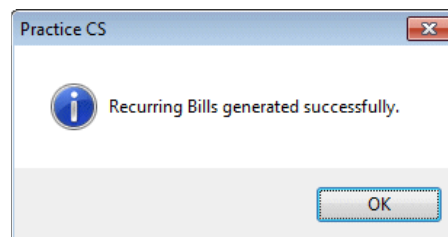
To generate a recurring bill using the engagement you have set up, follow these steps.

1. Open the Billing screen (Actions > Billing).
2. Click the Generate Recurring Bills tab.
3. The *Generate using invoice date* field shows the date that will be used as the invoice date. For this exercise, use the current period end date (4/30/2014).

4. Mark the checkbox to select engagement Payroll Services for client BROWNJ.



5. Click the Generate Selected button.
6. At the confirmation, click OK.



The generated invoice is now available in the Review tab.

Previewing and printing invoices

From the Review tab of the Billing screen, you can preview and print invoices that have been placed on review.

Notes

- If you are using the approval process, mark the checkbox for the invoices you want to post and then click the Post Selected button. If you are not using the approval process, invoices are posted as soon as you save them.
- Even if your firm does not require an approval process, you can use the Review tab to access invoices after they have been saved in case you need to make further changes.

Previewing an invoice

1. In the Billing screen, click the Review tab.
2. If necessary, unmark the *Unapproved only* and *Unposted only* checkboxes to display all invoices.
3. Select invoice 348 for client HANNA (Hanna, Jason).
4. Click the Preview Selected button.

Note: The Preview Invoices screen's toolbar allows you to navigate through multiple-page invoices, find text within the invoice, toggle between single- and multiple-page view, and zoom in or out. For a brief description of each toolbar button, hold your cursor over the button for a tool tip.

Practice CS - [Sample3] - [Preview Invoices]

File Edit View Actions Setup Tools Help

Back 100% 1/1 Search for assistance

Parnes Velano Martinez & Co
Certified Public Accountants

880 Technology Drive
Ann Arbor, MI 48108
Phone: (800) 968-8900 E-mail: Info@p.v.m.co.com Web: www.pvmco.com

Jason Hanna
Jason Hanna
6794 Baker Road
Dexter, MI 48130

Invoice: 348
Date: 04/30/2014
Due Date: 04/30/2014

For professional service rendered as follows:

Billed Time & Expenses	\$1,048.00
Invoice Total	\$1,048.00
Beginning Balance	\$0.00
Invoices	1,048.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	\$1,048.00

	04/30/2014	03/31/2014	02/28/2014	01/31/2014	12/31/2013+	Total
	1,048.00	0.00	0.00	0.00	0.00	\$1,048.00

Please return this portion with payment.

ID: HANNA
Jason Hanna
(734) 878-9114

Invoice: 348
Date: 04/30/2014
Due Date: 04/30/2014
Amount Due: \$1,048.00

For Help, press F1 Current Login: CAT Current Period: 4/1/2014 - 4/30/2014

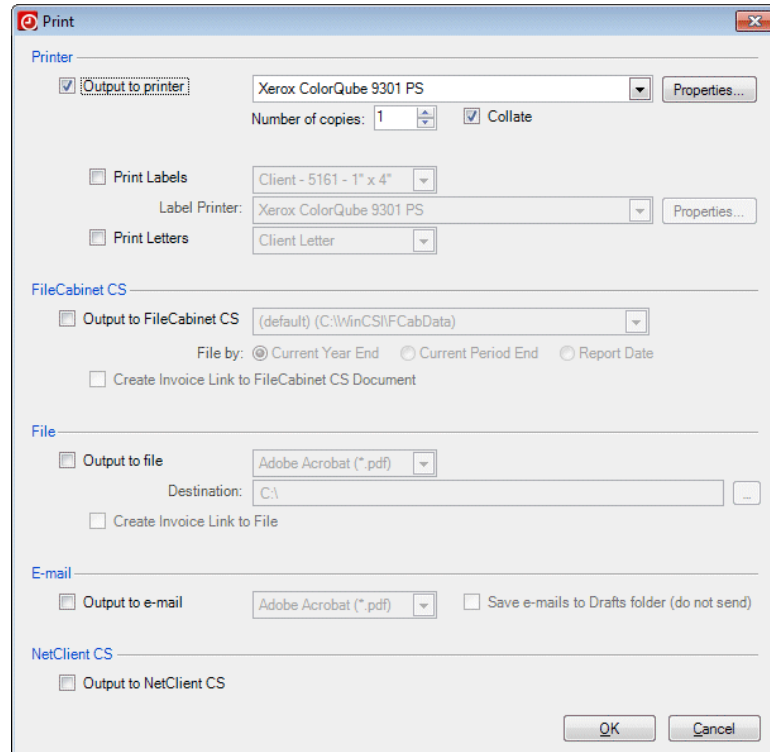
5. Click the Back button on the toolbar to exit the preview.

Printing an invoice

To print an invoice, follow these steps.

1. With invoice 348 for client HANNA still selected, click the Print Selected button.

In the Print dialog, you can choose to print the invoice to one or more of the following outputs:



- **Printer:** Sends the invoice to the default printer for your workstation. To print to another printer, select it from the drop-down list.

Note: When *Output to printer* is selected, you also have the option to print labels for the selected invoices. For more information, please see the topic [Printing labels and letters](#) in the Help & How-To Center.

- **FileCabinet CS:** If you are licensed for FileCabinet CS,[™] mark this checkbox to send the invoice to FileCabinet CS when you print. If the client for which you are printing does not yet have a drawer set up in FileCabinet CS, Practice CS will create one with the same name as the client's Practice CS client ID.

If you want to create a link to the printed invoice in FileCabinet CS, mark the *Create Invoice Link to FileCabinet CS Document* checkbox.

- **File:** Allows you to print to a file (*.pdf, *.html, *.rtf, *.txt, *.tif, or *.xls). The file is saved in the folder that you specify in the field provided.

If you want to create a link to the output file, mark the *Create Invoice Link to File* checkbox.

- **E-mail:** Allows you to print the invoice as a specific file type and then email it to the client. The message will be sent to the email address for the Billing Contact listed on the Contact Info tab of the Clients setup screen. The subject line of the email will be "[Invoice] from [name of your firm]." The message will include the invoice as an attachment, along with the text "Please find [invoice] #[number] from [name of firm] attached to this email."
2. For this exercise, mark the *Output to printer* checkbox.
 3. If necessary, select a printer from the drop-down list, or use your default printer.
 4. If marked, clear the *Output to file* checkbox.
 5. Click OK to print the invoice.

Note: You can also print invoices by choosing File > Print Invoices & Statements.

Printing an invoice to NetClient CS

If you are licensed for NetClient CS,[®] you can enable clients who have a NetClient CS account to pay their invoices online.

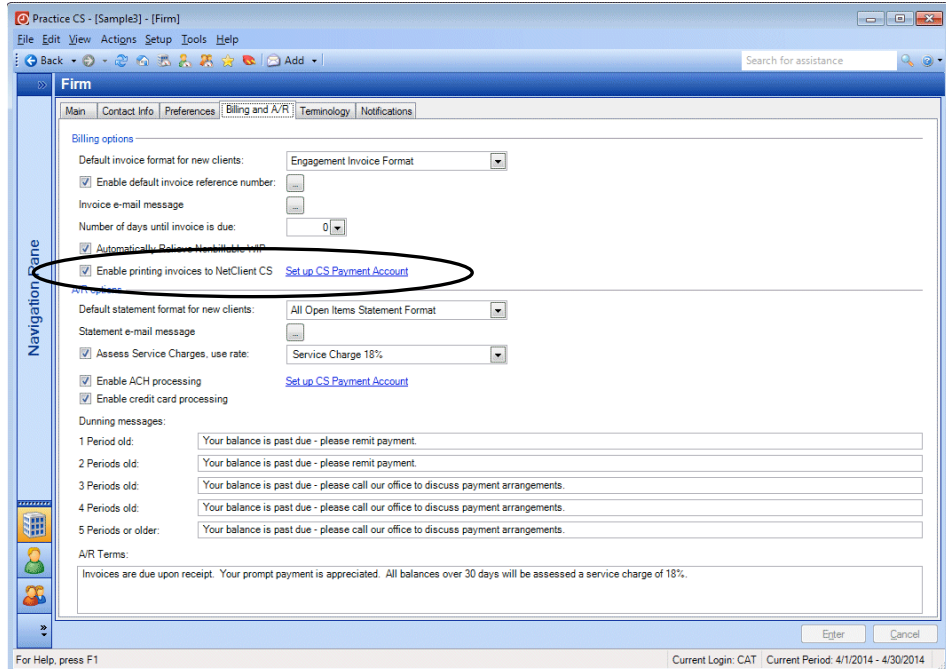
Note: NetClient CS allows you to create personalized, secure web space — a portal — for each of your contacts. Your contacts access their customized portals through your website using unique logins and passwords, so security is preserved at all times. You and your contacts can use NetClient CS portals in a variety of ways, including exchanging documents, gathering financial data, and accessing software.

To make an invoice available online for a contact, you need to perform some firm and client setup steps. The following example walks you through these steps.

1. Choose Setup > Firm > Billing and A/R tab.

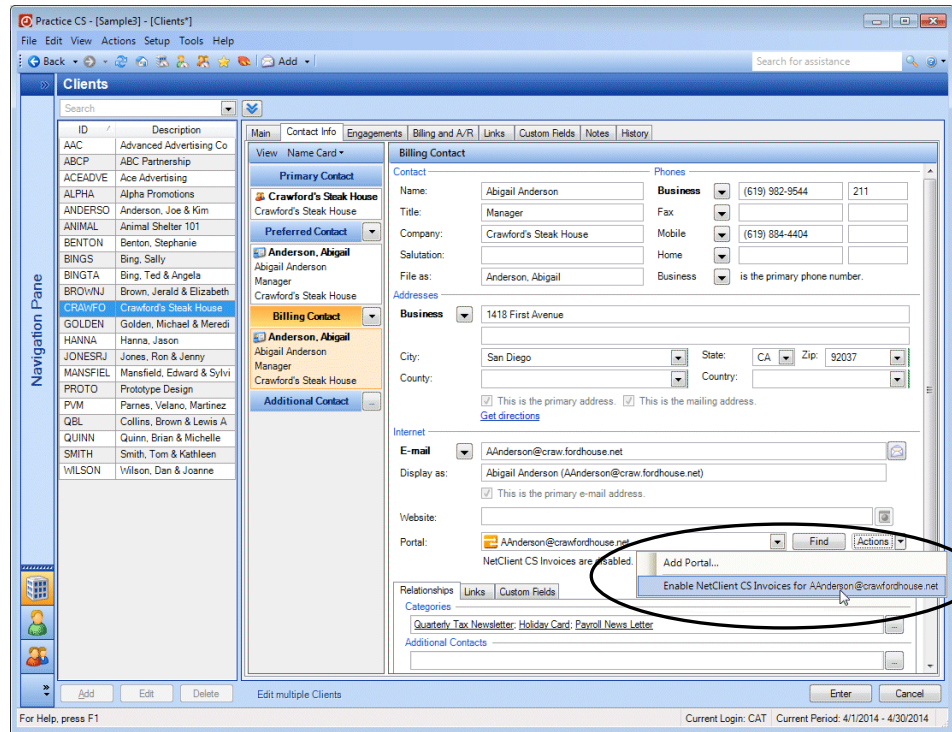
2. Mark the *Enable printing invoices to NetClient CS* checkbox.

Note: You must also have a CS Payment account configured. To configure CS Payment, click the link and log in using your NetStaff CS[®] login and password, or you can create a new account if you do not have one.



3. Choose Setup > Clients.
4. In the Clients screen, double-click the client you want to enable to pay online invoices.
5. Click the Contact Info tab and choose the contact whom you would like to receive the invoice.
6. In the *Portal* field, select the client's NetClient CS account from the drop-down list.

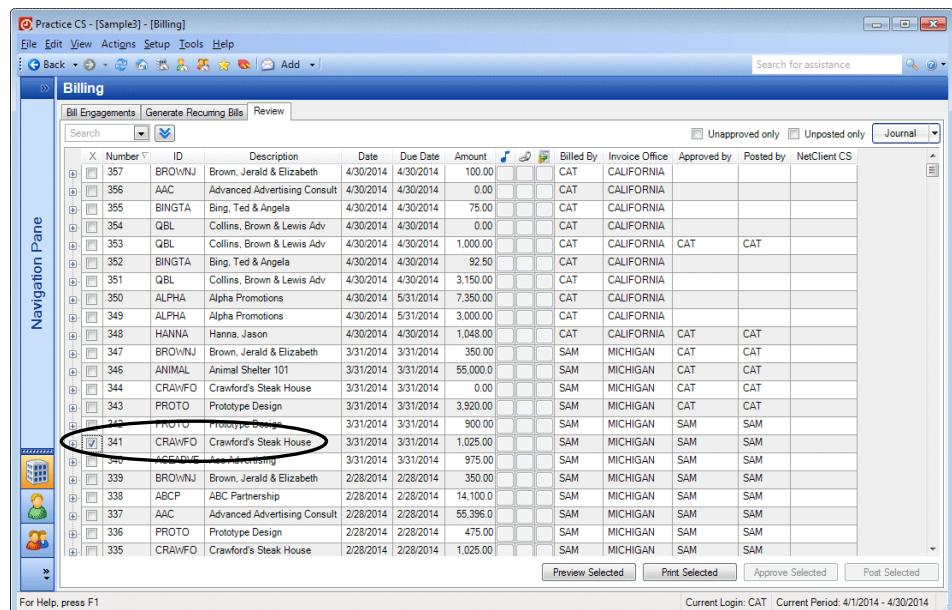
- Click the Actions button, and select **Enable NetClient CS Invoices for <name of client>** from the drop-down list.



- Click Enter to save your changes.

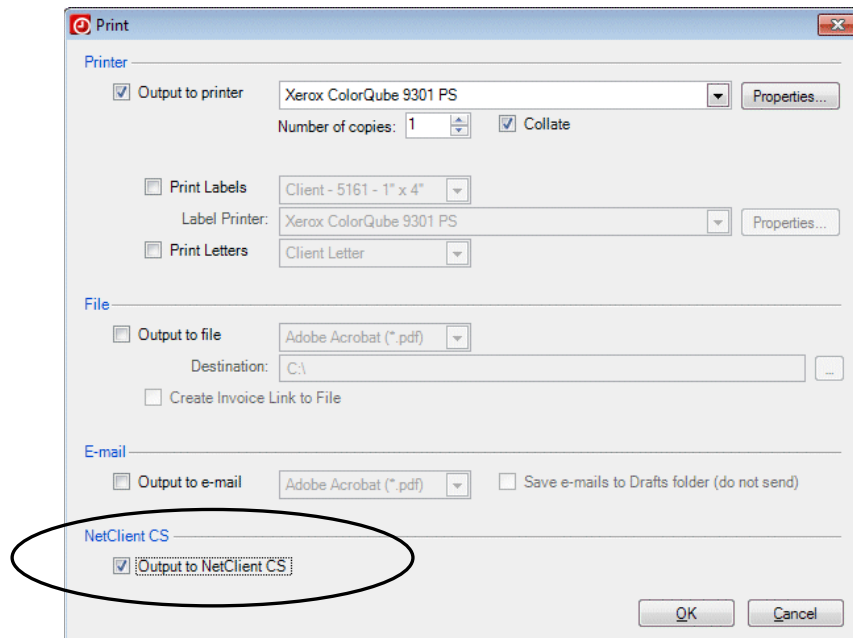
To make the invoice available in the client's portal, print the invoice and send the output to NetClient CS.

- Select the invoice that you want to print to NetClient CS.



- Click the Print Selected button.

- In the Print dialog, mark the *Output to NetClient CS* checkbox.



- Click OK. If you are prompted to post the invoice, click Yes.

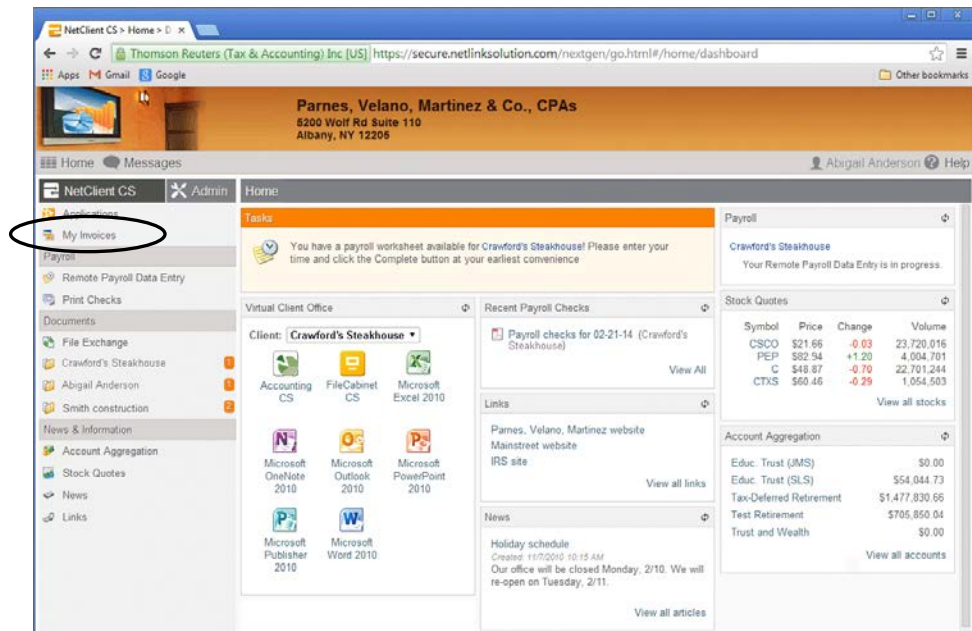
An icon in the NetClient CS column indicates that the invoice has been printed.

The screenshot shows the 'Billing' interface with a table of bills. The 'NetClient CS' column for bill 341 contains a printer icon.

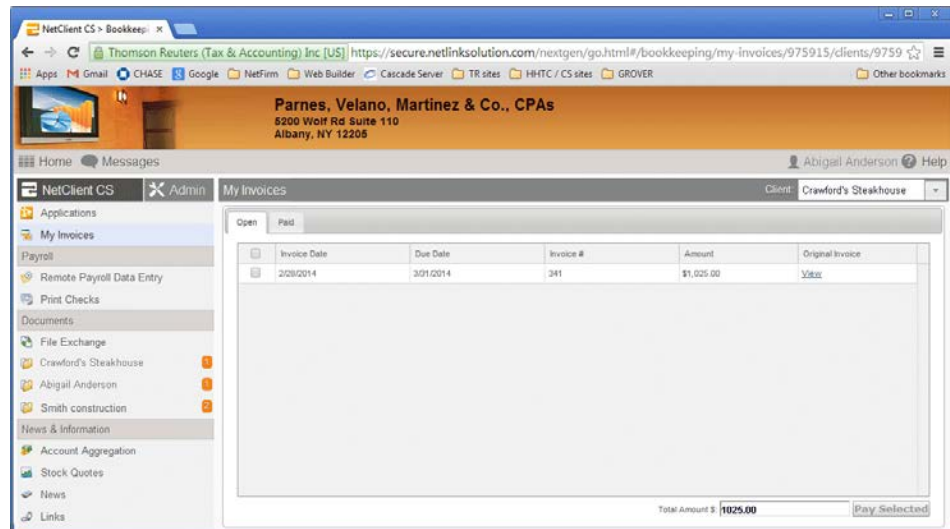
X	Number	ID	Description	Date	Due Date	Amount	Billed By	Invoice Office	Approved by	Posted by	NetClient CS
	357	BROVNJ	Brown, Jerald & Elizabeth	4/30/2014	4/30/2014	100.00	CAT	CALIFORNIA			
	356	AAC	Advanced Advertising Consult	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
	355	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	75.00	CAT	CALIFORNIA			
	354	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	0.00	CAT	CALIFORNIA			
	353	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	1,000.00	CAT	CALIFORNIA	CAT	CAT	
	352	BINGTA	Bing, Ted & Angela	4/30/2014	4/30/2014	92.50	CAT	CALIFORNIA			
	351	QBL	Collins, Brown & Lewis Adv	4/30/2014	4/30/2014	3,150.00	CAT	CALIFORNIA			
	350	ALPHA	Alpha Promotions	4/30/2014	5/31/2014	7,350.00	CAT	CALIFORNIA			
	349	ALPHA	Alpha Promotions	4/30/2014	5/31/2014	3,000.00	CAT	CALIFORNIA			
	348	HANNA	Hanna, Jason	4/30/2014	4/30/2014	1,048.00	CAT	CALIFORNIA	CAT	CAT	
	347	BROVNJ	Brown, Jerald & Elizabeth	3/31/2014	3/31/2014	350.00	SAM	MICHIGAN	CAT	CAT	
	346	ANIMAL	Animal Shelter 101	3/31/2014	3/31/2014	55,000.00	SAM	MICHIGAN	CAT	CAT	
	344	CRAIWFO	Crawford's Steak House	3/31/2014	3/31/2014	0.00	SAM	MICHIGAN	CAT	CAT	
	343	PROTO	Prototype Design	3/31/2014	3/31/2014	3,320.00	SAM	MICHIGAN	CAT	CAT	
	342	PROTO	Prototype Design	3/31/2014	3/31/2014	900.00	SAM	MICHIGAN	SAM	SAM	
	341	CRAIWFO	Crawford's Steak House	3/31/2014	3/31/2014	1,025.00	SAM	MICHIGAN	SAM	SAM	
	340	ACEADVE	Ace Advertising	3/31/2014	3/31/2014	975.00	SAM	MICHIGAN	SAM	SAM	
	339	BROVNJ	Brown, Jerald & Elizabeth	2/28/2014	2/28/2014	350.00	SAM	MICHIGAN	SAM	SAM	
	338	ABCP	ABC Partnership	2/28/2014	2/28/2014	14,100.00	SAM	MICHIGAN	SAM	SAM	
	337	AAC	Advanced Advertising Consult	2/28/2014	2/28/2014	55,396.00	SAM	MICHIGAN	SAM	SAM	
	336	PROTO	Prototype Design	2/28/2014	2/28/2014	475.00	SAM	MICHIGAN	SAM	SAM	
	335	CRAIWFO	Crawford's Steak House	2/28/2014	2/28/2014	1,025.00	SAM	MICHIGAN	SAM	SAM	

- After you have printed the invoice to the NetClient CS portal, the client receives an email message with the subject line *A new invoice has been made available*.

6. The client logs in to NetClient CS and clicks the **My Invoices** link to access the invoice.



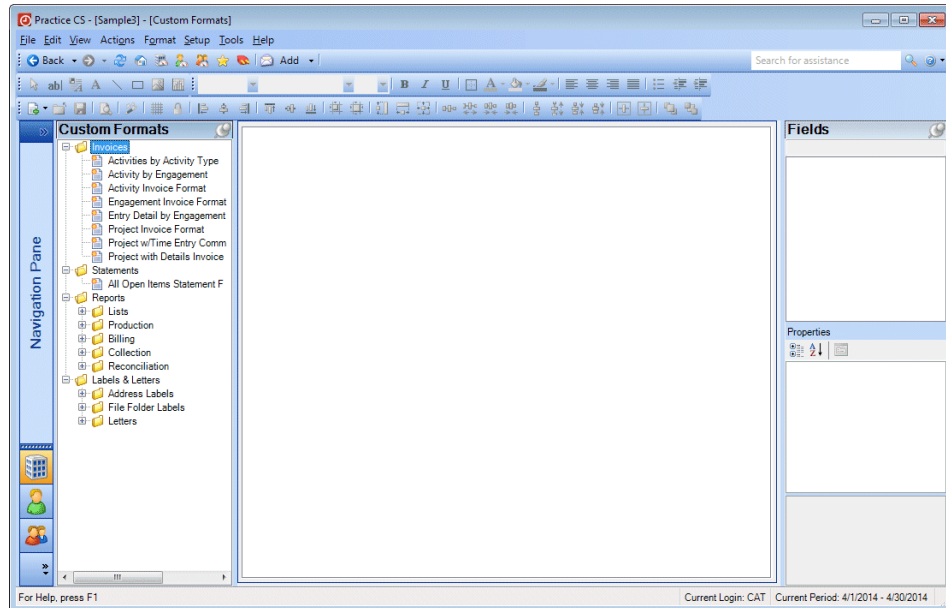
7. The client selects the open invoice, clicks the Pay Selected button, and enters their credit card information to pay the invoice.



8. After the client submits the payment, your NetFirm CS™ administrator will receive an email message with the subject line *Receipt of payment* to let you know that the client has paid the invoice. Use the Receipt & Adjustment Entry screen (Actions > Receipt & Adjustment Entry > Integrated Receipts tab) to accept the receipt.

Custom invoice formats

Practice CS comes with default invoice formats that may suit your firm's needs. In addition to the default formats, you can create your own custom formats tailored specifically to your firm. To create a new custom format, first open the Custom Formats setup screen by choosing Setup > Custom Formats.



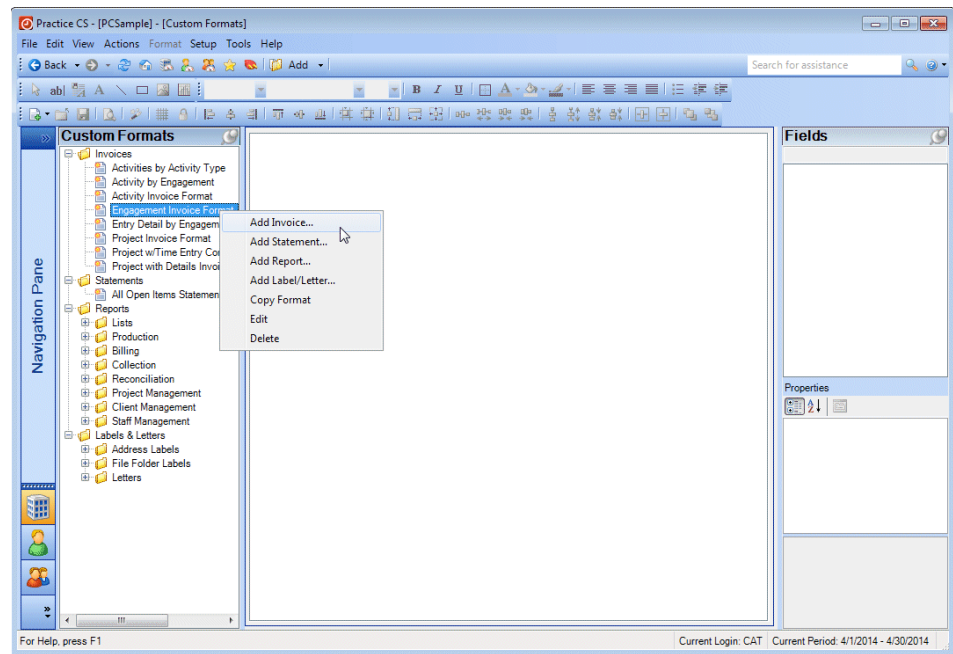
Creating a custom format begins with the Format Wizard, where you can specify which information to include or omit on the invoice. After you complete the Format Wizard, you can make further changes to the layout of the invoice using the designer screen.

Setting up a custom invoice format using the Format Wizard


To create a custom invoice format, use the Format Wizard to select information that will appear on your custom invoices.

1. Choose Setup > Custom Formats to open the Custom Formats setup screen.

2. Right-click in the Custom Formats list and choose Add Invoice from the context menu.



Notes

- You can base a new custom format on an existing one. To do this, right-click a custom format in the list and choose Copy Format from the context menu. A new custom format is added to the list with the name "Copy of <Name of format you copied>." You can change the name of the new format by right-clicking it, choosing Edit from the context menu, and then clicking the Format Wizard  button in the toolbar.
- To delete a custom format, right-click it in the formats list and choose Delete from the context menu. If the format has been selected for use with statements or invoices, you will not be able to delete it.
- Additional formats can be found in the Practice CS Library portlet, which is available on any dashboard. These formats were created by the Practice CS Development or Support teams, and in some cases by other users of Practice CS. You can preview these formats, and import any of them for use by your firm.

- In the Main tab, enter **Sample format** to identify the custom format you will create in this exercise.

Invoice Format Wizard

Main | Heading Information | Billing Information | A/R Information | Pay Stub Information

Parsons, Valerius, Martines & Co., CPAs
520 West Rd. Suite 110 Albany, NY 12208
Phone: 518-868-9000 Email: jvaler@PWCPCPA.com Web: www.PWCPCPA.com

Invoice: 03 Date: 02/04/2005
Client: 02040005 Due Date: 04/08/2005

Wendy's Out-Post/Restaurants
1485 Western Ave.
Albany, NY 12203

For professional services rendered as follows:

Preparation of monthly financial statements

Credit financial statements	02/01/2005	Month	Hours	61.43
Prepare financial statements	02/08/2005	Wednesday, Paid	2.50	791.15
	02/07/2005	Wednesday, Paid	0.20	
	02/01/2005	Friday, Page	2.00	
Review financial statements	02/01/2005	Wednesday, Paid	1.50	147.42

Billed Time & Expenses \$1,000.00
Sales Tax 60.01
Service Tax 60.01
Invoice Total \$1,120.02

Date	Type	Reference	Debit	Credit	Balance
02/01/05	Beginning Balance				\$1,000.00
02/04/05	Invoice #03		1,120.02		1,820.02
02/04/05	Payment	Chk #9823		1,800.00	2,800.02
02/04/05	Amount Due				\$1,800.02
02/04/2005	02/08/2005	02/01/2005	2431.2000	1150.0000	Total
1,120.02	600.00	0.00	0.00	0.00	\$1,800.02

Please return this portion with payment. Invoice: 03 Date: 02/04/2005
Wendy's Out-Post/Restaurants Client: 02040005 Due Date: 04/08/2005
518-868-4702
Card Type: _____ Exp. Date: _____ Amount Due: \$1,800.00
Cancel _____ Annual Enclosed \$ _____
Register _____ Annual Enclosed \$ _____

Enter a description for this format:
Sample format

Back Next Finish Cancel

- Click Next.
- In the Heading Information tab, select information to print in the header of the invoice. The information you select in this tab prints only at the top of the first page.

Invoice Format Wizard

Main | Heading Information | Billing Information | A/R Information | Pay Stub Information

Parsons, Valerius, Martines & Co., CPAs
520 West Rd. Suite 110 Albany, NY 12208
Phone: 518-868-9000 Email: jvaler@PWCPCPA.com Web: www.PWCPCPA.com

Invoice: 03 Date: 02/04/2005
Client: 02040005 Due Date: 04/08/2005

Wendy's Out-Post/Restaurants
1485 Western Ave.
Albany, NY 12203

For professional services rendered as follows:

Preparation of monthly financial statements

Credit financial statements	02/01/2005	Month	Hours	61.43
Prepare financial statements	02/08/2005	Wednesday, Paid	2.50	791.15
	02/07/2005	Wednesday, Paid	0.20	
	02/01/2005	Friday, Page	2.00	
Review financial statements	02/01/2005	Wednesday, Paid	1.50	147.42

Billed Time & Expenses \$1,000.00
Sales Tax 60.01
Service Tax 60.01
Invoice Total \$1,120.02

Date	Type	Reference	Debit	Credit	Balance
02/01/05	Beginning Balance				\$1,000.00
02/04/05	Invoice #03		1,120.02		1,820.02
02/04/05	Payment	Chk #9823		1,800.00	2,800.02
02/04/05	Amount Due				\$1,800.02
02/04/2005	02/08/2005	02/01/2005	2431.2000	1150.0000	Total
1,120.02	600.00	0.00	0.00	0.00	\$1,800.02

Please return this portion with payment. Invoice: 03 Date: 02/04/2005
Wendy's Out-Post/Restaurants Client: 02040005 Due Date: 04/08/2005
518-868-4702
Card Type: _____ Exp. Date: _____ Amount Due: \$1,800.00
Cancel _____ Annual Enclosed \$ _____
Register _____ Annual Enclosed \$ _____

What information would you like to include in the heading?

Firm Information

Name Phone Number
 Name 2 E-mail Address
 Address Website Address
 Logo: _____

Client Information

ID Contact Name
 Name Address
 Name 2

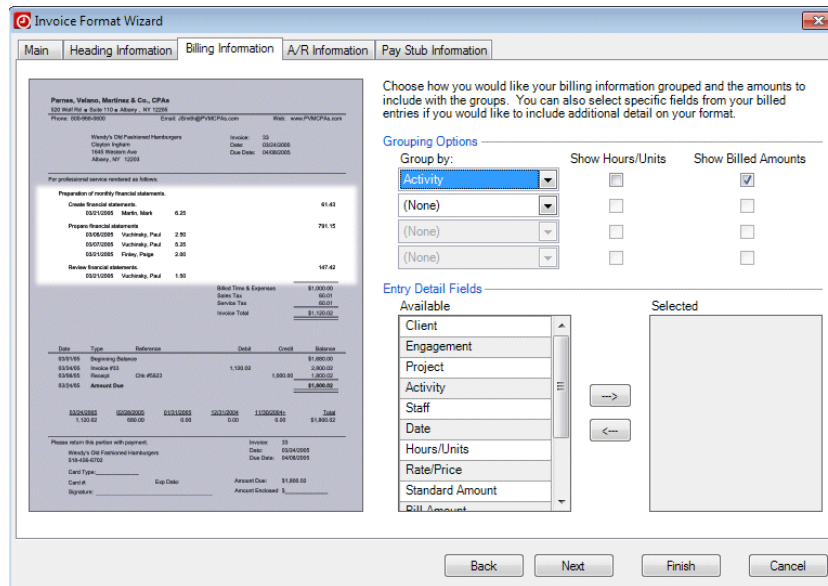
Invoice Information

Invoice Number Invoice Due Date
 Reference Number Divider Line
 Invoice Date Lead In Text

Back Next Finish Cancel

- Firm Information:** In this section, mark checkboxes for firm information you want to add to the header. This data is drawn from the home office information in the Office setup screen. If you want to add your firm's logo to the invoice, mark the *Logo* checkbox, navigate to the logo graphic file, and click Open. By default, the logo will be added to the left of the firm information in the header and resized to fit a default size determined by the application. You can change the default placement and sizing later on the designer screen.

- **Client Information:** In this section, mark checkboxes for client information you want to add to the header. This data is drawn from the Clients setup screen.
 - **Invoice Information:** In this section, mark checkboxes for the information you want included in the header. Mark the *Lead In Text* checkbox to add the text “For professional service rendered as follows” at the bottom of the header.
6. Click Next.
 7. In the Billing Information tab, select how you would like billing information represented on client invoices. You can group billing information according to certain criteria, and include specific field details from the billed entries to provide additional detail on the invoices.



- **Grouping Options:** You can specify up to four groupings to summarize time and expense billing information, and for each grouping you can choose to show hours/units and/or billed amounts.
- **Entry Detail Fields:** You can include specific fields for individual WIP transactions on the invoice if you want to provide your clients with additional details. Select a field in the Available pane on the left and click the button to move the field to the Selected pane on the right. Field information will appear below grouped time and billing information on the invoice.

8. Click Next.

9. The A/R Information tab enables you to include different types of accounts receivable information in the statement or invoice.

Invoice Format Wizard

Main | Heading Information | Billing Information | **A/R Information** | Pay Stub Information

Parsons, Volante, MacInnes & Co., CPAs
 620 West 11th St Albany, NY 12242
 Phone: 518-869-8000 Email: jlv@pvmcpa.com Web: www.PVMCPA.com

Invoice: 03
 Date: 03/01/2005
 Due Date: 04/06/2005

Client: Wendy's Out Franchised Restaurants
 1485 Western Ave
 Albany, NY 12203

For professional services rendered as follows:

Preparation of monthly financial statements:
 Credits financial statements 03/01/2005 - March, Mark 61.43
 Prepare financial statements 03/08/2005 - Variable, Paul 791.15
 03/07/2005 - Variable, Paul 2.20
 03/01/2005 - Friday, Paige 2.00
 Review financial statements 03/01/2005 - Variable, Paul 147.42

Billed Time & Expenses \$1,000.00
 Sales Tax 60.01
 Service Tax 62.51
 Invoice Total \$1,122.52

Date	Type	Reference	Debit	Credit	Balance
03/01/05	Beginning Balance				\$1,000.00
03/04/05	Invoice #03		1,130.00		2,000.00
03/04/05	Payment	Chq #6823		1,000.00	1,000.00
03/04/05	Advance Due				\$1,000.00
03/04/2005	03/08/2005	03/01/2005	03/01/2005	11/06/2004	Total
1,122.52	600.00	0.00	0.00	0.00	\$1,692.52

Please refer to parties with payment.
 Wendy's Out Franchised Restaurants
 548-654-0702

Date Type: _____
 Cancel: _____
 Sign off: _____

Invoice: 03
 Date: 03/01/2005
 Due Date: 04/06/2005

Annual Due: \$1,800.00
 Amount Enclosed: \$ _____

What A/R information would you like to include?

A/R Recap - Includes totals for the Client such as beginning A/R balance, invoices, receipts, adjustments, service charges, and total A/R balance.

A/R Ledger - Displays current A/R activity.

A/R Aging - Displays aged A/R balances.

Dunning Messages - Displays a Firm dunning message based on the age of the A/R balance.

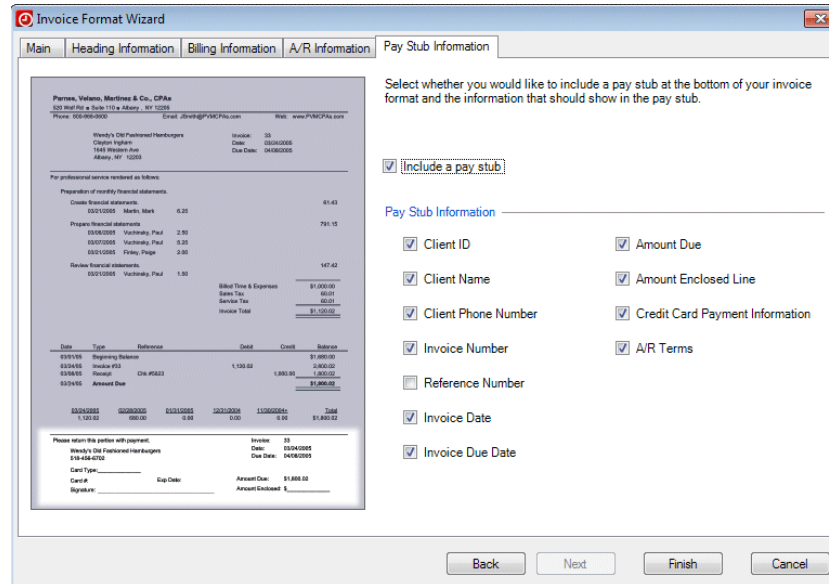
Include A/R information through: Invoice Date

Back Next Finish Cancel

- Mark the *A/R Recap* checkbox to include a recap of the client's A/R activity.
- Mark the *A/R Ledger* checkbox to include more detailed information about the activity related to the accounts receivable balance.
- Mark the *A/R Aging* checkbox to add a five-period aging section to the invoice.
- Mark the *Dunning Messages* checkbox to include the dunning messages from the Billing and A/R tab of the Firm setup screen.
- *Include A/R information through*: Select Invoice Date from the drop-down list.

10. Click Next.

- The Pay Stub Information tab enables you to include a pay stub at the bottom of the last page of the invoice, and to choose the information that is included on the stub.

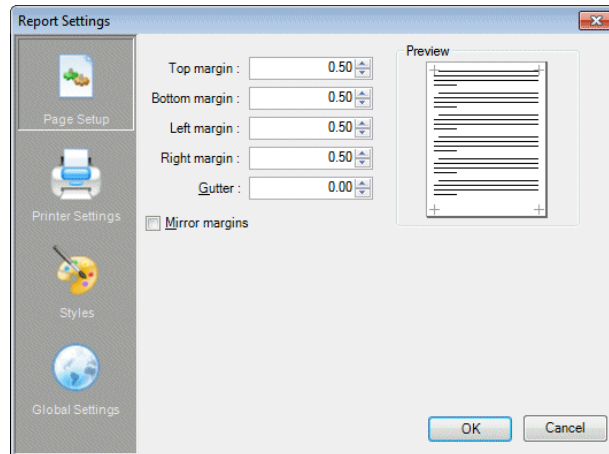


- Mark the *Include a pay stub* checkbox to add a pay stub to the custom format. Practice CS will automatically create a dashed divider line and the label "Please return this portion with payment" at the top of the pay stub.
 - Pay Stub Information:** In this section, mark the checkbox for each item you want to include on the pay stub. Client information is drawn from the Clients setup screen and will include the phone number designated as primary. If you mark the *A/R Terms* checkbox, Practice CS will add the text from the *A/R Terms* field in the Billing and A/R tab of the Firm setup screen.
- Click the Finish button to complete the custom invoice format.

Customizing invoice and statement formats

When you click the Finish button in the Format Wizard, Practice CS closes the wizard and opens the designer on the Custom Formats setup screen. You can use the designer to customize the layout of your custom invoice format. You can also use the designer to customize existing formats.

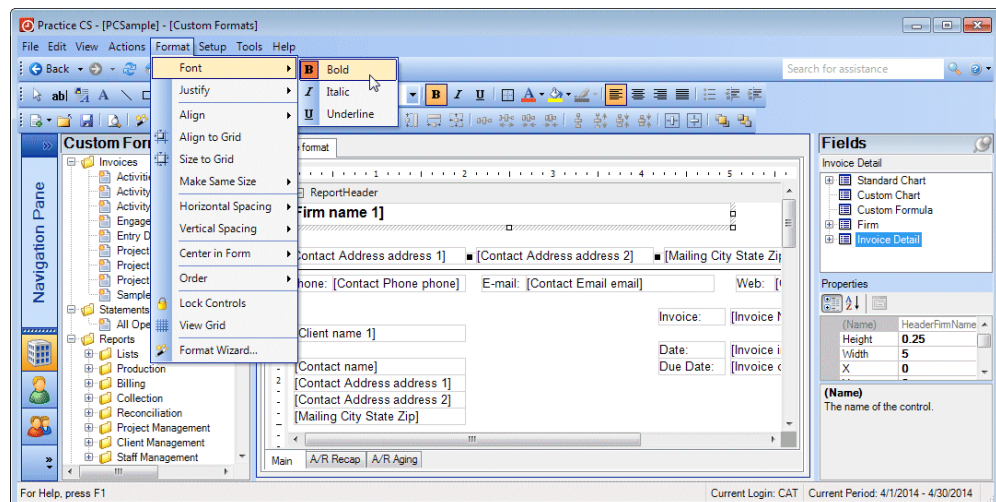
When the designer screen is open, there is an additional Page Setup command available (File > Page Setup), which opens the Report Settings dialog. Use this dialog to adjust page setup, printer settings, styles, and global settings for custom formats.



Toolbars and menus

The designer screen's toolbars provide various commands for working with the layout and appearance of your custom format. You can move these toolbars around by clicking and holding the left edge of a toolbar and dragging it to a new location. For more information on the toolbars available in the designer screen, see the topic [Custom formats toolbars](#) in the Help & How-To Center.

In addition to the toolbars, the designer provides an additional Format menu, which appears only when you are using the Custom Formats screen. This menu provides another way to access most of the commands from the Formatting and Layout toolbars, as well as a command for opening the Format Wizard.




Note: The availability of some commands in the Format menu depends on what you have selected within the designer screen.

The Properties pane

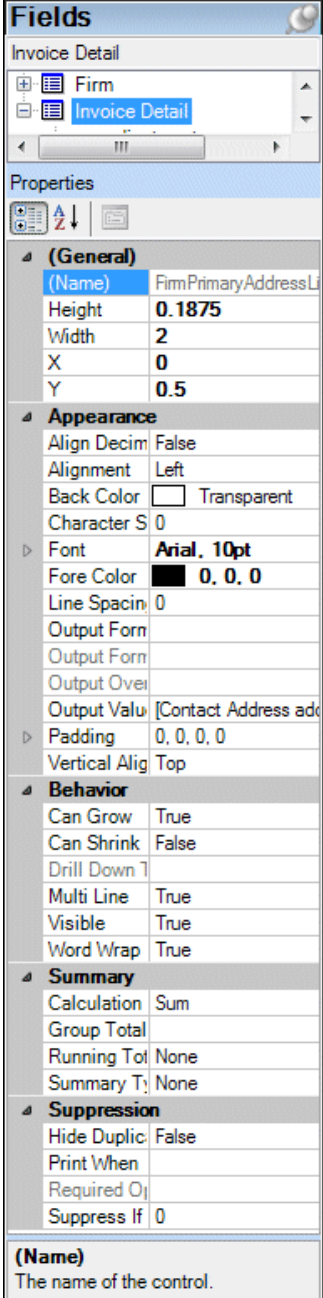
On the right side of the designer screen is the Properties pane, which displays properties for the currently selected item within the layout. When you select an object within the designer, the Properties pane displays data for that object. If you have not selected an object within the designer, this pane displays basic properties for the section of the format that has focus, such as background color.

Within the Properties pane, you can make detailed changes to objects in the designer. For example, rather than dragging an object around the layout, you can select it on the layout and specify its exact placement by changing the X and Y values under the General property.

To change the appearance of fonts, select a text box and click the  button next to the Font property to open the Font dialog, where you can choose properties such as font name, font style, font size, and strikeout or underline effects.

Note: Font properties affect all text within the selected text box.

To change the alignment of text within a text box, click the drop-down arrow to the right of the Alignment property to select a different value, such as Center, Right, or Justify.



Fields

Invoice Detail

- Firm
- Invoice Detail

Properties

(General)

(Name)	FirmPrimaryAddressL
Height	0.1875
Width	2
X	0
Y	0.5

Appearance

Align Decim	False
Alignment	Left
Back Color	Transparent
Character S	0
Font	Arial, 10pt
Fore Color	0. 0. 0
Line Spacin	0
Output Form	
Output Over	
Output Valu	[Contact Address add
Padding	0. 0. 0. 0
Vertical Alig	Top

Behavior

Can Grow	True
Can Shrink	False
Drill Down	1
Multi Line	True
Visible	True
Word Wrap	True

Summary

Calculation	Sum
Group Total	
Running Tot	None
Summary T	None


Suppression

Hide Duplic	False
Print When	
Required O	
Suppress If	0

(Name)
The name of the control.

Restoring the sample database

After you have completed this walkthrough, you should restore the sample database that you backed up (see “Backing up the sample database” on page 2). Use the restored sample database to complete other Practice CS walkthroughs.

1. From the File menu, choose Restore.
2. In the Restore dialog, enter the path to the backup file that you want to restore, or click the browse  button to navigate to the backup location (usually **X**:Program Files\Microsoft SQL Server\MSSQL\$CREATIVESOLUTION\Data, where **X**: is the drive on the computer where the data resides).
3. In the Restore File Location dialog, click the backup file that you want to restore, and click OK.
4. In the Restore dialog, enter a new name for the database in the *New Firm name* field.

Note: When you restore the Sample database, you must give it a different name. The restore process in Practice CS does not overwrite an existing database, and Practice CS does not allow firm databases with duplicate names. Therefore, you will need to give the database a different name when you restore it (for example, **Sample1**). The name may contain only alphanumeric characters.

