

Sage HandiSoft Time + Billing



A complete billing and debtors management system, with tools for tracking & charging client jobs, and extensive management reporting.

Overview

If your practice's billing is a constant headache, it's time you took charge. Time+Billing is extraordinarily flexible and very easy to use.

With its open-item design, it offers some significant benefits to your practice. All staff activity is recorded in the background, giving you a moment-by-moment view of WIP. It also integrates with Practice Manager to import events from the diary and place them in the timesheet.

Manage your costs

Time+Billing makes it easy to generate detailed management reports on WIP, debtors and staff productivity.

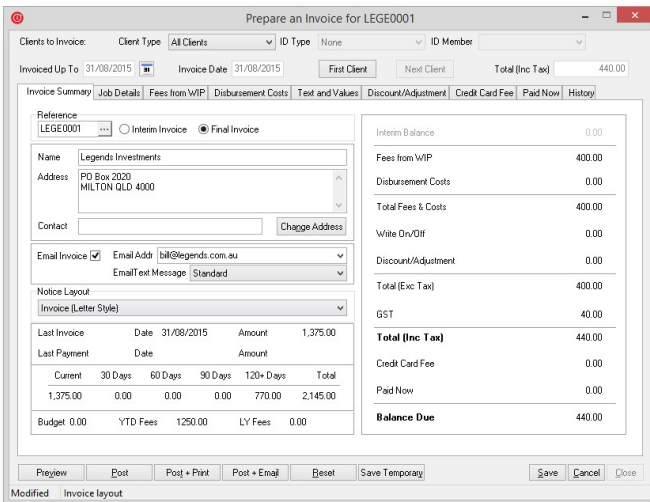
You can enter Timesheets, Disbursements, WIP Adjustments (Write On's/Off's, Adjusting DR/CR, Opening Balances), Invoices, Receipts and Debtor Adjustments (Bad Debts, Discounts, Credit Notes, Adjusting DR/CR, Opening Balances).

Key features & benefits:

- Bill whenever you like - no period or month-end closures.
- Integrates with the optional Jobflow Manager.
- Records timesheet details of client jobs in the background.
- You can automatically insert standard paragraphs and define rates for client jobs. Or copy the narrative from previous invoices.
- Group timesheet tracking provides partners and managers with a visual indication of timesheet status throughout the practice.
- Graphical timesheet tracking and ability to post a week's entries.
- Flexible timesheet entry accepts units or start and finish times.
- Facilitates fixed fee billing.

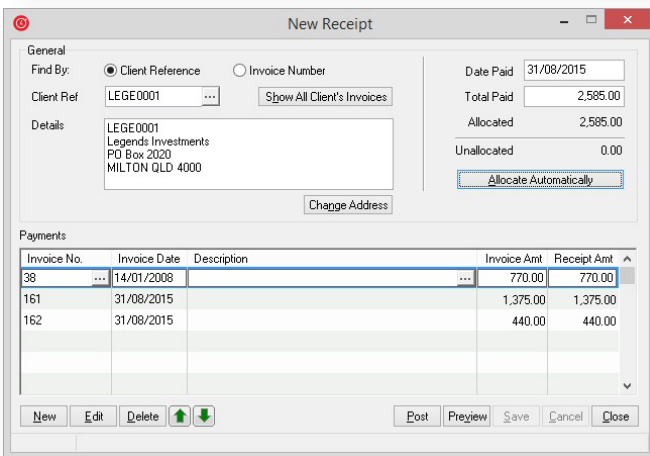
About Sage HandiSoft:

More than 7,500 Australian accountants and taxation agents trust Sage HandiSoft's leading practice management, client accounting and taxation software. Sage HandiSoft's integrated suite and central client database is reliable, easy to use and highly effective for sole practitioners through to larger firms with 70+ staff. Sage HandiSoft is a wholly owned subsidiary of the listed global Sage Group plc which has over 6 million customers and more than 12,600 employees worldwide.



Improve your efficiencies

- A reporting wizard allows easy creation of up to five different reporting profiles, each defining a set of reports that can be generated periodically with a single click (e.g. click to print weekly WIP together with aged Debtors and Staff productivity, by partner).
- Batch printing or emailing of invoices and statements.
- Automatically allocate receipts to invoices; and email receipts.
- Print deposit slips.
- Speed up invoice production using standard paragraphs and even automatically charge interest on overdue accounts or a surcharge for credit cards.
- All client output (such as invoices) is highly professional in appearance, with easy email fax and generation.
- Time+Billing can automatically post finalised invoices, receipts and debtors adjustments to your practice's accounts in HandiLedge.

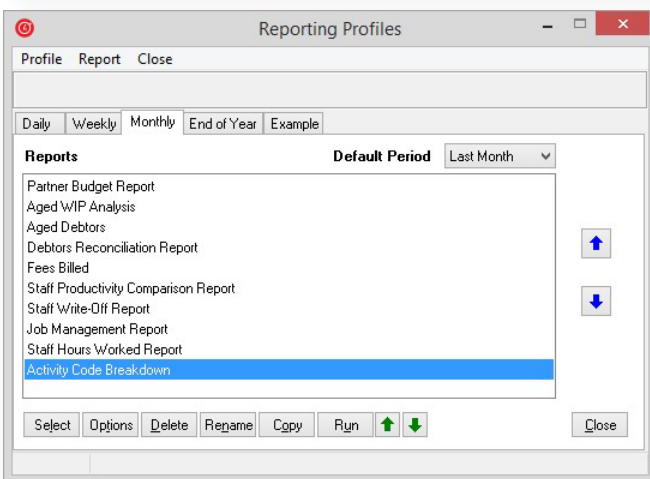


Better debtor management

It is easy to enter debtors' adjustments, including bad debts, discounts, credit notes and opening entries.

Remittance slips on invoice include BPAY option. (Bank approval is required before using BPAY.)

A wide range of reports is available, allowing you to see your Time+Billing information in any level of detail - from a specific transaction type or client, through to all clients and all transaction types. You can even pinpoint clients with highly specific criteria, such as those with a debtor's balance of more than \$10,000, who have had an amount outstanding for more than 30 days.



Recover disbursements

Time+Billing records disbursements made on the client's behalf (e.g. ASIC fees paid or photocopying).

Disbursements can be recorded as either including or excluding GST.

Imports disbursements from third-party products.

GST is automatically calculated when the WIP is invoiced.

Report: Staff Productivity Report
Staff: KIM-M Kim Lister
Date Range: 01/07/2015 to 30/06/2016

Month	WIP (\$m)	Non-Charge (\$m)	Total (\$m)	Budget (\$m)	Productivity (%) Actual	Budget	Invoiced WIP (\$)	Write On/Off (\$)	Total (\$)	Calc Rate (\$)	YTD (\$)
Jul 2015	234.00	116.60	350.60	174.80	133.87	80.00	53700.00	2372.00	56072.00	129.49	56072.00
Aug 2015	121.40	53.50	174.90	159.60	76.07	80.00	12348.00	0.00	12348.00	101.71	68420.00
Sept 2015	122.00	53.00	175.00	167.20	72.97	80.00	12200.00	(500.00)	11700.00	100.00	80120.00