

Sage Timeslips 2015

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This document discusses some topics to consider before installing Timeslips 2015.

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Section 1: Installation Notes

Preparing to Install Sage Timeslips

Verifying access rights

In order to install and use Sage Timeslips, all network users must have **Change** file rights (Read, Write, Execute, and Delete) for the installation folder.

Before installing Sage Timeslips, you must log into Windows with administrator rights to install Sage Timeslips. The Setup program will change Windows access rights to the installation folder for Users group to **Full Control**.

Using mapped drives (Network installations only)

During the installation procedure, Sage Timeslips requires you to specify a destination folder for your Sage Timeslips program files. If you are installing Sage Timeslips on more than one workstation in a network environment, you must use the identical file path from each workstation.

If you install Sage Timeslips to a network drive and path, then all other workstations should also access Sage Timeslips from that same network path (although the mapped drive letter can be different).

For example:

Sage Timeslips Server (actual path):	C:\Apps\Timeslips
Sage Timeslips Server (mapped path):	H:\Timeslips
Other Sage Timeslips workstations (mapped path):	H:\Timeslips
	J:\Timeslips and other drive letters are also acceptable

If a user is going to run Sage Timeslips on the Sage Timeslips Server (for example, in a peer-to-peer network environment), the Sage Timeslips server should run Sage Timeslips from the same path that the workstations use.

For example:

Sage Timeslips Server (actual path):	C:\Program Files\Timeslips
Sage Timeslips Server (mapped path):	J:\Timeslips
Other Sage Timeslips workstations (mapped path):	J:\Timeslips
	K:\Timeslips and other drive letters are also acceptable

In some configurations, Windows may not permit you to share folders below the Program Files folder. In this case, we suggest that you create another path on the hard drive, install Sage Timeslips to that path, and share the path accordingly.

For example:

Sage Timeslips Server (actual path):

C:\Apps\Timeslips

Sage Timeslips Server (mapped path):

J:\Timeslips

Other Sage Timeslips workstations (mapped path):

J:\Timeslips

M:\Timeslips and other drive letters are also acceptable

Preparing to Upgrade Sage Timeslips (Upgraders only)

If you are upgrading a previous version of Sage Timeslips, you must convert your database before you can use it with Sage Timeslips 2015.

Verifying Database Integrity

Before installing Sage Timeslips 2015, make a backup in your current version (select **File; Backup**).

Next, use the *Data Verification* dialog box (select **File; Data Verification**) in your current version to verify the integrity of your database. Mark only **Look for errors** and click **OK** to search for errors.

If Sage Timeslips encounters any validation, linking, or integrity errors during the verification process, please contact the Technical Support department to evaluate and correct the errors before installing your upgrade. We do not suggest that you attempt to repair errors on your own.

Purging Sage Timeslips data Timeslips 2006 or earlier

Purging data in order to be able to convert

When upgrading from Timeslips 2006 or earlier, Sage Timeslips cannot convert databases with more than 300,000 records of any type. This includes clients, time and expense slips, accounts receivable transactions, and client funds transactions.

If you have more than 300,000 of any of these types of records, you must purge data before you can convert your database for use with Sage Timeslips 2015.

Accessing the Purge function

Typically, you will use the **File; Purge** command to access the *Purge* dialog box. Please refer to the online Help system of your previous version of Sage Timeslips for more information about purging Sage Timeslips data. When purging slips, be sure to send them to an archive file so you can access them later if needed.

Amount of Time to Convert Data

In general, larger databases will take an extended period of time to convert. Depending on the size of your database, the types of records you are converting, and the workstation you are using, the conversion process can take up to a few hours to complete. Please consider this when choosing a time to convert your database. If the process appears to be not responding, do not end the process manually.

For example, when upgrading from Sage Timeslips 2006 or prior, this process converts each slip, so the more slips you have in your database the longer the conversion process. When upgrading from Sage Timeslips 2014 or prior, this process converts each reprint bill image, so the more bill images you have in your database the longer the conversion process.

Accessing PDF Copies of Documentation

Sage Timeslips installs electronic copies of our documentation for easy access.

You can access these documents from the **Help; Other Documents** menu within Sage Timeslips.

You will need Adobe Reader to view these documents.

Viewing Training Videos

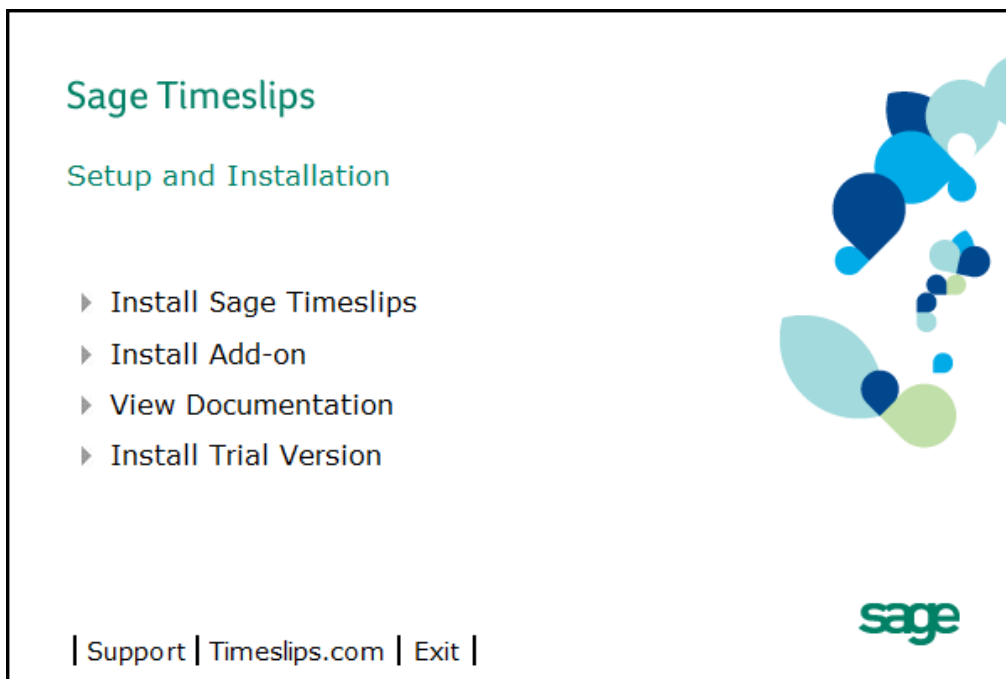
Online training videos can be accessed through Sage Timeslips.

Select **Help; View Training Videos** and choose a video to watch.

Installing Sage Timeslips 2015

When you are ready to install Sage Timeslips, please refer to your printed guide (the Sage Timeslips User's Guide or the Sage Timeslips Upgrader's Guide) for comprehensive information about installing Sage Timeslips.

When you start the installation, click **View Documentation** from the *Setup and Installation* menu to access either guide.



Installing Sage Timeslips locally (Network installations only)

If you install Sage Timeslips onto a network, you should run the local installation on each computer that will need to use the program. The local installer copies Sage Timeslips program files to the network workstation. This allows users to run the Sage Timeslips program files from the network workstation and share a database on the network server. This configuration increases performance and reduces the load on your firm's network.

To begin the local installation procedure from a workstation, select **Start; Run** from the Windows taskbar and click **Browse**. Select **Setup.exe** within the **Loclinst** folder (**Timeslips\Loclinst** on the Sage Timeslips Server, by default) and click **OK**.

For more information on installing Sage Timeslips locally, see the Sage Timeslips user's guide or Sage Timeslips upgrader's guide.

Installing BDE on a multi-boot computer

If you have two or more operating systems installed on the same computer, you should install the 32-bit Borland Database Engine (BDE) under each operating system. This will update your computer's registry settings and prevent Station Administrator's **Options; Diagnose this Computer** command from reporting errors inaccurately.

Review this article <https://support.na.sage.com/selfservice/viewdocument.do?externalId=13563> for information on manually installing BDE.

Converting Your Database (Upgraders only)

When you are ready to convert your database, please consider the following:

Do not convert the database across the network

When converting data, Sage Timeslips is accessing, editing, and adding many records to your database. When Sage Timeslips has to transfer all of this data over the network, it will make the conversion process longer.

In multi-user scenarios, if Sage Timeslips is installed on the same computer that stores your Sage Timeslips data, you should access your data and complete the conversion process from that computer before accessing the database from other workstations.

Close other applications or Windows processes before starting the conversion

If other applications are running, they may use valuable resources that could speed up the conversion process. Please close any other applications (such as email programs or word processing programs) before starting conversion.

Opportunistic Locking settings

In prior versions, the Sage Timeslips installation process would disable Opportunistic Locking. This would protect against data corruption in networks that used older network cards or if a workstation had a failing network card.

Please note that when Opportunistic Locking is disabled, access to the Sage Timeslips database could slow considerably.

The Sage Timeslips installation process no longer affects Opportunistic Locking. It is up to your network administrator to adjust this Windows registry setting manually to fit your network environment.

For more information on Opportunistic Locking, see <http://support.microsoft.com/kb/296264>.

Running Sage Timeslips in a terminal services environment

Users can access Sage Timeslips through terminal services. Each user accessing Sage Timeslips through terminal services will use a network station license. Refer to the Sage Timeslips License Agreement for terms of use.

Along with network station licenses, you can view and maintain licenses used by terminal services connections. You can do this through the **Licenses in Use** dialog box of the Station Administrator.

When running Sage Timeslips in a terminal services environment, we suggest that you run Terminal Services in Application mode instead of Administrative mode.

Diagnosing Computers with Station Administrator

Station Administrator provides the **Options; Diagnose This Computer** command to identify and solve several different types of problems on your computer.

As a preventative measure, you should use this command on each station after installing Sage Timeslips. If you have not installed Station Administrator on each station, you can do so using the **Custom configuration** option and selecting **Station Administrator**.

You should also use this command in the unlikely case that you encounter data corruption within Sage Timeslips on a particular station. For more information on preventing data problems, see **Preventing and Repairing Database Errors** in the online Help system.

Tax Considerations for U.K. Customers

The following steps are for customers who are upgrading Sage Timeslips for use in the U.K.

If you are not using the correct tax information for the U.K. in your current database, you must delete the current tax profiles and import the U.K. tax file. Once you have upgraded Sage Timeslips successfully, please follow the steps below:

To delete tax profiles in Sage Timeslips:

1. Select **Setup; Taxes** to open the **Tax Profiles** page of the **Taxes** dialog box.
2. Highlight **AK** (the first profile on the **Name** list) and click **Delete**.
3. Sage Timeslips confirms that you want to delete this tax profile. Click **Yes** to confirm, and delete the tax profile.

You must follow steps 2 and 3 for each profile in the **Name** list.

Note: You can import the U.K. tax file (see below) without deleting each tax profile individually. If you choose this method, the U.K. tax profiles will be listed along with the current U.S. tax profiles on the **Name** list in the **Tax Profiles** page of the **Taxes** dialog box.

To import tax profiles in Sage Timeslips:

1. Select **Setup; Taxes** to open the **Tax Profiles** page of the **Taxes** dialog box.
2. Click **Import** to open the **Select Tax Import File** dialog box.
3. Locate the U.K. tax file (**TxVAT.txt**) contained in your application folder (by default this folder is named **Timeslips**) and click **Open** to import the tax information from this file. The new tax profiles now appear on the **Name** list.
4. Click **Done**.

For more information on taxes, see **Overview of Taxes** in the Sage Timeslips online Help system.

Checking for updated files from our web site

We periodically make service releases for Sage Timeslips. We recommend that you visit our web site at <http://na.sage.com/Sage-Timeslips/Support/Product-Updates> to check for updated program files. A service release may be available to address issues that have been found since your installation file was created.

Section 2: Release Notes for Sage Timeslips 2015 SRs

Timeslips 2015 Service Releases are the result of customer feedback and continued quality assurance testing of Timeslips.

Please remember that we provide additional information and support at:

- our Technical Support page and Timeslips Knowledgebase contains helpful hints and frequently asked questions from our customers, along with answers from our Customer Support staff:
<http://na.sage.com/Sage-Timeslips/Support>, and
- our user community provides a forum where customers can answers questions for each other:
http://sagecity.na.sage.com/support_communities/sage_timeslips/default.aspx

If you have an idea for how we can improve Timeslips, please share it with us by filling out a short suggestion form at http://go.na.sage.com/Value_Timeslips_Product_Suggestion.

Service Release 1 (SR1) fixes the following problems:

Issue # 01: Databases converted from Sage Timeslips 2005 (or before) cannot create new clients.

Details: When upgrading from a previous version, Sage Timeslips must convert the database to make it compatible with the new version and new features.

When Sage Timeslips 2015 converted databases from Sage Timeslips 2005 (or before), the filter used on the Activities page of Client Information was not created properly. One side effect of this was that creating new clients in these converted database may cause an error.

(Ref: 23776)

Issue # 02: Printing multiple, collated copies of a split bill can cause an unexpected error.

Details: Split Billing allows you to split charges from one client to one or more other clients.

In Sage Timeslips 2015, if you printed a multiple copies of a split bill and then collated those copies, you could receive an “unexpected error”.

(Ref: 23767)

Issue # 03: When printing collated bills, underlines in the Amount column are not aligned properly.

Details: When printing bills, Sage Timeslips displays underlines in the Amount column before totaled amounts.

In Sage Timeslips 2015, if you were printing multiple, collated bills, these underlines could appear in the wrong position in the Amount column.

(Ref: 23784)

Issue # 04: Reprinting multiple bills to PDF could use incorrect PDF names.

Details: When you approve bills, Sage Timeslips saves a copy of the bill that you can later reprint.

If you reprinted a group of bills (select **Bills; Reprint Bills**) to PDF file in Sage Timeslips 2015, each bill could have an incorrect name.

For example, if you reprinted three bills to PDF (Abington #12345, Acton #12346, and Acushnet #12347), you would expect the following PDFs:

Abington's bill: Abington 12345.PDF

Acton's bill: Acton 12346.PDF

Acushnet's bill: Acushnet 12347.PDF

Instead, you result would be:

Actual results:

Abington's bill is named: G_12345.PDF

Acton's bill is named: Abington G_12346.PDF

Acushnet's bill is named: Acton G_12347.PDF

(Ref: 23769)

Issue # 05: When reprinting bills, bill images from a previous version may show only one page.

Details: When you approve bills, Sage Timeslips saves a copy of the bill that you can later reprint.

In Sage Timeslips 2015, if you are reprinting bills (select **Bills; Reprint Bills**) that were originally approved in a previous version, the bill image may show only one page. This happens when you have set up a Bill Image Invoice Status filter set up and "Proof" is unmarked.

(Ref: 23781)

Issue # 06: Using compound taxes would cause errors in billing-related functions.

Details: Sage Timeslips provides tax rules (select **Setup; Taxes**) that allow you to set up different tax scenarios for your clients.

In Sage Timeslips 2015, if you had a compound tax rule set up for a client, billing-related functions (such as printing a bill, printing a worksheet, or using billing assistant) could result an AV errors.

(Ref: 23779)

Issue # 07: Clients with multiple CC email addresses set up could cause AV errors.

Details: On the Contact Info page of Client Information (select **Names; Client Info**), you can set up a primary email address and CC email addresses. These can be used to send bills, statements, or payment receipts to clients by email.

In Sage Timeslips 2015, if a client had multiple CC email addresses that were separated by carriage returns, attempting to send a payment receipt by email would cause an AV error.

(Ref: 23780)

Issue # 08: Some date fields could show 1899.

Details: When entering dates throughout Sage Timeslips, you can use the calendar button to find and select a specific date.

In Sage Timeslips 2015, if you clicked the calendar button on a meeting or within TimeCapture and then you clicked OK before selecting a date, Sage Timeslips would return an 1899 date.

(Ref: 23768)

Issue # 09: Some lists, such as Reprint Bills, cannot be filtered by custom field.

Details: When viewing lists of entries, such as the Reprint Bills list (select **Bills; Reprint Bills**), you can use selection filters to limit the list of entries shown.

In Sage Timeslips 2015, if you filtered this list by custom fields, all entries would still be available.

This filtering problem also affected some other area, such as Close Slips (select **Slips; Close Slips**), Reopen Slips (select **Slips; Reopen Slips**), or Text Search (select **Special; Text Search**).

(Ref: 23770)

Issue # 10: When using some additional filters within Text Search, no entries are found.

Details: Text Search (select **Special; Text Search**) allows you to find text from many parts of Sage Timeslips, such as within slips or within client notes.

In Sage Timeslips 2015, using additional filters would return incorrect results. For example, filters like Client Selection or Slip Date would return no entries. Other filters like Slip ID would not affect the search at all.

(Ref: 23778)

Issue # 11: Filtering the Slip List by a custom field filter returns no slips.

Details: When viewing the Time and Expense Slip List (select **Slips; Time and Expense Slips**), you can use selection filters to limit the slips shown.

In Sage Timeslips 2015, if you filtered this list by client custom fields or timekeeper custom fields, no entries would be available.

(Ref: 23775)

Issue # 12: Project defaults are not always copied from master client.

Details: On the New Names page of General Settings (select **Setup; General**), you can set options that determine which fields are copied when you create new names. For example, when you create a new client project, some values can automatically be copied for the master client.

In Sage Timeslips 2015, the project defaults did not always copy from the master client to the new client project.

(Ref: 23771)

Issue # 13: Importing rate information to a client can fail.

Details: When viewing client information (select **Names; Client Info**), Sage Timeslips offers the ability to import information from other clients or templates, or export information to other clients. This can help speed data entry.

In Sage Timeslips 2015, some fields, such as rate rules, did not always import properly.

(Ref: 23772)

Issue # 14: Converted, manual TimeCapture entries can show incorrectly on the time sheet.

Details: TimeCapture can automatically track time spent in other applications. It can also track time manually. When those entries are ready for billing, you can convert the entries into time slips.

In Sage Timeslips 2015, when you converted time from TimeCapture and then viewed those entries in the time sheet, the time values would not display properly; it could show as a negative value.

(Ref: 23773)

Issue # 15: Converting TimeCapture entries with running timers resulted in time slips with 0:00 time spent.

Details: TimeCapture can automatically tracks time spent in other applications. It can also track time manually. When those entries are ready for billing, you can convert the entries into time slips.

In Sage Timeslips 2015, when you converted time from TimeCapture entries that had a running timer, those entries would result in time slips with 0:00 time spent.

(Ref: 23777)

Issue # 16: The "Insert Field Data Token" command is missing from bill messages.

Details: Sage Timeslips provides the ability to customize bill messages (select **Setup; Messages**). Part of this customization includes inserting data tokens that can be translated into data values on the bill.

In Sage Timeslips 2015, the right-click command for **Insert Field Data Token** is missing.

(Ref: 23783)

Issue # 17: Sage Timeslips can prevent access to some functions in DacEasy.

Details: Sage Timeslips provides a link to some accounting packages, such as Sage 50, Sage DacEasy, and QuickBooks.

When Sage Timeslips 2015 is installed on the same workstation as Sage DacEasy, you may not be able to access AP functions in DacEasy.

(Ref: 23782)

Service Release 2 (SR2) fixes the following problems:

Issue # 01: Type searching when entering slips could show incorrect Nickname 2.

Details: When entering names on slips, you can “type search” to jump to a name in a list quickly.

In Sage Timeslips 2015, when using type searching to select names on the slip, the nickname 2 field would sometimes not update properly.

(Ref: 23794)

Issue # 02: Markup Calculator does not accept negative values.

Details: When entering slip details, you can use the Markup Calculator at the bottom of the slip to calculate markup amount or final value for the slip.

In Sage Timeslips 2015, you could not enter a negative markup amount using the Markup Calculator.

(Ref: 23786)

Issue # 03: When viewing transaction lists by client, you cannot sort them by date.

Details: When viewing lists of transactions, such as the Accounts Receivable List (select **Transactions; Accounts Receivable**) or the Client Funds List (select **Transactions; Client Funds**), you can click on column titles to sort the lists by a specific column.

In Sage Timeslips 2015, if *View By* was set to **Client**, you could not sort the lists by the *Date* column.

(Ref: 23798)

Issue # 04: Draft Bills create “reprint bill images.”

Details: When you print and approve bills, Sage Timeslips creates images of the bills that allow you to reprint the bills easily. You can reprint bills using the **Bills; Reprint Bills** command.

In Sage Timeslips 2015, when you printed Draft bills, reprint bill images were created, but they should not have been created because the bills cannot be approved.

(Ref: 23788)

Issue # 05: Navigating backwards through displayed bills can cause an AV error.

Details: When printing a bill run to Display, you can use navigation buttons in the bottom right of the *Print Preview* dialog box to move through each bill in the bill run.

In Sage Timeslips 2015, viewing the bill of the last client and then navigating through each previous client could cause an AV error.

(Ref: 23799)

Issue # 06: Exporting information to Examen can cause an I/O error.

Details: Sage Timeslips can export billing information in formats used by third-party electronic billing partners (audit houses.)

When exporting bills to Examen format, if any bill had only time information, only expense information, or split bill rules set up, an I/O error could display.

(Ref: 23790)

Issue # 07: Description text for some types of billing arrangements is incorrect.

Details: On the *Arrangements* page of Client Information, you can set up billing arrangements for each client. On this page you can select a type of billing arrangement and click **Edit** to enter the billing arrangement details. Sage Timeslips offers a brief overview of the billing arrangement here.

In Sage Timeslips 2015, the description for Minimum flat fee, Maximum flat fee, and Flat fee plus charges were displaying for the wrong arrangement types.

(Ref: 23795)

Issue # 08: When processing Contingency flat fees, you may not be able to access the Calculator dialog box.

Details: When using a Contingency flat fee, you include slips on each bill and then at the end of the arrangement you can use the *Calculator* dialog box to determine the percentage of those charges to bill to the client.

In Sage Timeslips 2015, if you had \$100,000 or more in charges, you could not access the *Calculator* dialog box.

(Ref: 23804)

Issue # 09: More than two adjustments may not apply to bill properly.

Details: You can use Adjustment bill arrangements to increase or decrease your actual slip charges on the bill. You can adjust the total charges, charges for specific timekeepers, or charges for specific activities.

In Sage Timeslips 2015, if you entered more than two adjustments for specific timekeepers or activities, they would not apply to the bill properly.

(Ref: 23801)

Issue # 10: Graph reports that include billed information will not print.

Details: Sage Timeslips can print graphs that compare many different types of information.

In Sage Timeslips 2015, any graph report that included Billed Slip Values, such as the "Monthly Billed Values" report resulted in a "No Data Selected" error.

(Ref: 23793)

Issue # 11: Unable to save custom fields that start with a numerical value.

Details: You can set up custom fields (select **Setup; Custom Fields**) to track information that Sage Timeslips does not normally track. For example, you could set up a custom timekeeper field to track a timekeeper's birthday or you could set up a custom client field to track which timekeeper is responsible for bringing a client to your firm.

These custom fields should not begin with a numeric value, such as "1041 customer". Sage Timeslips 2015 no longer allows you to save custom fields that start with a numeric value. You can rename these fields to begin with a letter instead.

(Ref: 23796)

Issue # 12: Using @ as a client project separator could cause unexpected terminology replacement.

Details: On the *Nicknames* page of General Settings (select **Setup; General**), you can set up a Project Separator that identifies client projects.

In Sage Timeslips 2015, if you used the @ symbol as your project separator, some terminology within Sage Timeslips could change unexpectedly. For example, project names in some status messages (like when bills are being processed) could show incorrectly or names of PDF files could show incorrectly when printing bills to PDF.

(Ref: 23803)

Issue # 13: Names are not being broadcast when opening other dialog boxes.

Details: When you open dialog boxes in Sage Timeslips, some fields can be set automatically, based on names selected in other dialog boxes. An example of this is when you are viewing information for a client in Billing Assistant and you create a new time slip, then that client can automatically be selected on the new slip.

In Sage Timeslips 2015, names were not being broadcast when you opened other dialog boxes. One example of this problem was viewing a client in Billing Assistant and opening the Reprint Bills dialog box.

(Ref: 23789 / 23800)

Issue # 14: When showing nickname 2, some client information dialog boxes are still sorted by nickname 1.

Details: When viewing client information, you can quickly import or export information between clients using Import or Export buttons on the toolbar.

In Sage Timeslips 2015, when showing nickname 2 on the *Import Client Information* dialog box or the *Export Client Information* dialog box, the list of clients was still sorted by nickname 1.

(Ref: 23785)

Issue # 15: Text search would not find slips if you were also using a Slip Date filter.

Details: You can use Text Search (select **Special; Text Search**) to find text in many areas of Sage Timeslips. You can choose which types of data to search and you can use filters to limit the search results.

In Sage Timeslips 2015, if you searched for text in Slips while using a Slip Transaction Date filter, Sage Timeslips would not find any matches.

(Ref: 23804)

Issue # 16: Type searching does not work in TSIimport.

Details: You can use TSIimport to import data from text files into Sage Timeslips. When TSIimport encounters a name that is not yet in your database, it displays a name list in case you want to match it to an existing name from that database.

In previous versions, you can type search to quickly move through the existing names in the database, but this type searching stopped working in Sage Timeslips 2015.

(Ref: 23802)

Issue # 17: TimeCapture does not support multiple timekeepers logging in on the same workstation.

Details: Security settings in Sage Timeslips prevent unauthorized access to the database. When security is set up for timekeepers, they will need to log in any for any applications (such as TimeCapture) that access the Sage Timeslips database.

In Sage Timeslips 2015, if security was set up and multiple timekeepers used the same workstation to access TimeCapture, the login process only worked correctly for the first timekeeper.

(Ref: 23791)

Issue # 18: Time entries created in TimeCapture always convert to Billable time slips.

Details: TimeCapture can automatically track time in other applications; you can convert those entries to time slips when you are ready to include them in a report or bill.

In Sage Timeslips 2015, when converting time entries that use No Charge tasks, Do Not Bill tasks, or Override tasks, the resulting time slips were always marked Billable.

(Ref: 23792)

Service Release 3 (SR3) fixes the following problem:

Issue # 01: Cannot open the Reprint Bills dialog box.

Details: You can reprint past bills for clients using the *Reprint Bills* dialog box (select **Bills; Reprint Bills**).

In Sage Timeslips 2015, if your database had a large number of bill images, Sage Timeslips may display an Insufficient Memory error when you try to open the *Reprint Bills* dialog box.

(Ref: 23816)