

Billings

Guide

Professional time billing for anyone.

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Overview

Thank you for downloading Billings from Marketcircle, the fastest and easiest way to track time, manage expenses, and send professional estimates and invoices. This guide will help you install Billings on your computer and learn the basics of its powerful but intuitive features. Once Billings is installed, you may also wish to use this guide to get a better understanding of how to make the most of your new software.

Billings features a 21-day trial. After 21 days, you must buy Billings to continue using it. If you forget to buy your Billings license and the trial expires, you will not lose any data. Simply visit www.billings3.com, purchase your license, and enter your serial number and license key.

This document assumes that you're using the latest version of Billings. If you're using an older version of Billings and find some incompatibility, please contact us at info@marketcircle.com and we'll assist you. Please note that some images in this guide may not be exactly as they appear in the software.

System Requirements

- ❖ Mac OS X 10.5 or later is strongly recommended.
- ❖ 1024 x 768 minimum display resolution
- ❖ 100 MB free hard drive space

Help and other resources

There are a number of resources available to help you learn more about Billings, and to provide answers when you have technical questions.

[Apple Help](#) offers step-by-step instructions and tips for making the most of Billings. While using Billings, choose **Help > Billings Help**.

[The Billings support website and Knowledge Base](#) has up-to-date articles that can help you solve technical difficulties. Visit www.billings3.com/support

[The Billings Forums](#) are user-to-user forums, where you can share ideas, tips, and questions with fellow Billings users. Marketcircle engineers, designers, and support staff also share their knowledge on the Billings Forums. Visit forums.marketcircle.com

Visit the Billings website at www.billings3.com for up-to-date information about Billings. You can also send feedback to Marketcircle by email at billings-feedback@marketcircle.com.

Registering your copy of Billings

When you purchase Billings, you will receive an email with the subject [Your Marketcircle Billings Purchase](#). This email contains your serial and license numbers.

To register Billings, choose **Billings > License**. Enter your serial number first and then your license. Be mindful of zeros and O's, 1's and l's, and spaces as you type in your codes.

Billings Setup Assistant

When you open Billings, setup assistant appears. The assistant helps you get started quickly, configuring some important settings. It guides you through the process of adding clients, choosing a basic tax setup, and setting your default billing rate. You can always adjust these settings later by choosing **Billings > Preferences**.

Identity. This pane is for setting up your business identity by specifying a logo, business name, and contact information.

Clients. This pane describes Billings clients, and how you can add clients to Billings from your Address Book. Click **Add Clients Now** to choose people or organizations that you'd like to add to your Billings client list. Click **Continue** to go to the taxes pane.

Taxes. This pane introduces tax setups in Billings. You should choose a basic tax setup here—Billings provides setups for more than 120 regions worldwide—and customize them later to suit your specific needs. Simply choose a tax region from the pop-up menu, and setup assistant will show you more details about the basic taxes for the region you select. Don't worry if the taxes are slightly incorrect, as you can easily change them later in the Taxes pane of Billings Preferences.

Billing. This pane lets you specify your default billing rate, and in what increment you bill your time. These settings and many others can be changed in Billings Preferences.

Welcome. This pane explains how you can start working with Billings. It presents links to open the Billings Guide and an introductory movie. Click **Finish** to close setup assistant.



The Billings window

The Billings window is where you add clients, make new projects, manage estimate slips and estimates, create working slips and invoices, and receive payments.

The screenshot shows the 'Billings' application window. At the top, there are tabs for 'Projects' and 'Account'. Below the tabs is a search bar and several action buttons: 'New Timer', 'New Project', 'Add File', 'Add URL', 'Add Note', and 'Timers'. The main area is divided into a sidebar on the left and a main content area on the right.

The sidebar contains a 'GENERAL' section with links for 'All Clients', 'Recurring', 'Reports', 'Personal Projects', and 'All Slips'. Below this is an 'INACTIVE CLIENTS' section. The 'MENU DESIGN' section is expanded, showing 'Fajita X-Press' selected, with sub-items for 'Rita Keller', 'Rodney Pipher', and 'Ryan Cash'. There are also sections for 'PRINT DESIGN', 'WEBSITE DESIGN', and 'UNFILED CLIENTS'. At the bottom of the sidebar, the 'Fajita X-Press' client information is displayed, including email, phone, address, and financial summary.

The main content area shows a list of projects with columns for 'Project', 'Due Date', 'Time', 'Pending', and 'Total'. The projects listed are:

Project	Due Date	Time	Pending	Total
Website for Fajita X-Press Active	24-Jul-08	13:01	\$1,428.85	\$1,512.85
Restaurant Signage Estimate	20-Nov-08	02:30	\$205.50	\$205.50
Logo for Fajita X-Press Cancelled, 1 link	14-Jan-09	00:00		\$0.00
Fajita X-Press Menu for ... Active	10-Feb-09	26:33	\$1,470.73	\$2,934.48
Fajita X-Press Menu for ... Completed	20-Jul-07	03:46		\$615.83

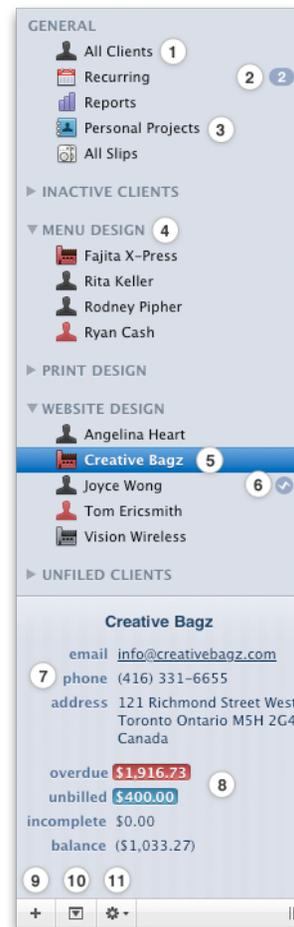
Below the project list, there are buttons for 'New Slip', 'New Slip from Blueprint', 'Estimate Slips', 'Working Slips', 'Start Timer', and 'Send Invoice'. A table below these buttons shows a list of items with columns for 'Kind', 'Name', 'Category', 'Worker', 'Quantity', 'Rate', and 'Total':

Kind	Name	Category	Worker	Quantity	Rate	Total
Timed	Rough Layout for Website	Creative	Ryan Cash	10:44	\$90.00	\$966.00
Timed	Final Layout for Website	Editing	Ryan Cash	01:21	\$115.00	\$155.25
Mileage	Travel to Meet Client	On-site	Ryan Cash	96.00	\$0.60	\$57.60
Fixed	Website Initial Consultation	Meeting	Ryan Cash	00:00	\$250.00	\$250.00

At the bottom of the window, there is a status bar showing 'Total: \$966.00, Duration: 10:44'.

1. Controls to switch between the projects view and account view.
2. Search through projects, slips, estimates, invoices, notes and more.
3. The sidebar for your client list, organized by groups.
4. The Info. pane shows summary information including email, phone, address and more.

The Sidebar



1. View a complete list of projects for all your clients.
2. View all recurring invoices you have set up. The number implies how many recurring invoices have to be sent to your clients now.
3. A handy place to track projects for your own purpose. You can set up projects that you will not be using for billing purposes as personal projects.
4. Client groups enable you to organize your clients. Create client groups in the Preferences and add clients by drag and drop.
5. Clients whose payments are overdue display in red.
6. A lightning bolt icon means the client has been deleted in the Address Book. Clicking the icon enables you to restore the client with limited information.
7. The Info pane shows summary information and more.
 - ❖ Click the email address to compose an email.
 - ❖ Click the phone number to see a larger view.
 - ❖ Click the address to see a Google map right within the main window.
8. The overdue and unbilled amounts become clickable buttons when you hover over them. These buttons are shortcuts for sending a statement and invoice respectively.
9. Button to add a client. Click and hold to add a Client Group.
10. Toggle to view/hide the Info pane.
11. Contextual menu shortcut.

The Projects list

Project	Due Date ²	Time	Pending	Total
 Website for Fajita X-Press Active	24-Jul-08	13:01	\$1,428.85	\$1,512.85
¹  Restaurant Signage Estimate	20-Nov-08	02:30 ³	\$205.50 ⁵	⁶ \$205.50
 Logo for Fajita X-Press Cancelled, 1 link	14-Jan-09	00:00		\$0.00
 Fajita X-Press Menu for 2008 Active	10-Feb-09	07:02	\$1,470.73	⁷ \$1,470.73
 Fajita X-Press Menu for 2007 Completed	20-Jul-07	03:46 ⁴		\$615.83

1. The icon colours reflect the state of the project.
2. Right-click to customize the columns you want to view.
3. Total estimated time if the project is in Estimate mode.
4. Total time spent working on the project including both billed and unbilled time.
5. Total estimated amount for the project in Estimate mode for slips that have not been sent yet.
6. Total estimate slips amount.
7. Total unbilled and invoices amount.

The Estimate Slips tab

Kind	Name	Category	Worker	Quantity	Rate	Total
Timed	⌵ Rough Layout for Print Design	Creative	Ryan Cash	04:00	\$90.00	\$360.00
Timed	⌵ First Layout for Print Design	Design	Ryan Cash	02:30	\$90.00	\$225.00
Timed	⌵ Final Layout for Print Design	Editing	Ryan Cash	01:30	\$115.00	\$172.50
Fixed	⌵ Initial Consultation for Print Design	Meeting	Ryan Cash	00:00	\$35.00	\$35.00
Fixed	⌵ Print Design Finalization	Meeting	Ryan Cash	00:00	\$150.00	\$150.00
Mileage	⌵ Travel to Meet Client	On-site	Ryan Cash	50.00	\$0.60	\$30.00

Total: \$172.50, Duration: 01:30

1. Create estimate slips from templates you have defined in the Preferences.
2. Right-click to customize the columns you want to view.
3. Create working slips that retain all the characteristics of the estimate slips. Converts the project to Active state from Estimate state.
4. Generate and send an estimate with the selected slips.

The Working Slips tab

Kind	Name	Category	Worker	Quantity	Rate	Total
Timed	Rough Layout for Website	Creative	Ryan Cash	10:44	\$90.00	\$966.00
Timed	Final Layout for Website	Editing	Ryan Cash	01:21	\$115.00	\$155.25
Mileage	Travel to Meet Client	On-site	Ryan Cash	96.00	\$0.60	\$57.60
Fixed	Website Initial Consultation	Meeting	Ryan Cash	00:00	\$250.00	\$250.00

Total: \$57.60, Quantity: 96.00

1. Create working slips from templates you have defined in the Preferences.
2. Right-click to customize the columns you want to view.
3. Start timing a timed slip. The duration will show in the Menu Bar timer and the Timers window.
4. Generate and send an invoice with the selected slips.
5. Click Done to mark a working slip as completed.
6. Checkmark button indicates the work for a slip is completed.
7. This icon represents a slip that is "for my eyes only."

The Account view

The screenshot displays an account management interface. On the left, a list of invoices and payments is shown. The top invoice, Invoice 105, is marked as 'overdue' in red. Below it are several payments, with the most recent one on August 7, 2008, showing an unapplied amount of \$950.00 in green. At the bottom of the list, Invoice 115 is shown as 'paid'. Below the list are icons for 'Add Payment', 'Add Retainer', 'Resend', and 'Send Statement', followed by 'Retainer Balance' (\$0.00) and 'Account Balance' (\$1,033.27).

The right side of the interface shows a detailed view of Invoice 115, dated August 12, 2008, for 'Monthly Webstore Maintenance'. It features a large red 'PAID' stamp with the text 'AMOUNT DEBITED IN FULL' and 'DELIVERED BY POST'. The invoice amount is \$950.00, due by September 11, 2008. A table below lists the item 'Webstore Maintenance' with a rate of \$950.00. The bottom of the invoice view shows a subtotal of \$950.00 and a total due by September 11, 2008, of \$950.00.

1. Chronological display of estimates, invoices, payments, retainers, and statements.
2. Displays an overdue invoice in red.
3. Inline display of an invoice with a "Paid" stamp if the invoice is fully paid.
4. Unapplied amount of a payment in green.
5. Balance of any retainer the client has provided.
6. The current account balance for the selected client. It is the sum of all invoices and payments for the selected client.

The Account view

Invoice 105 June 30, 2007	1	\$11,916.73 \$1,916.73	overdue
Payment October 10, 2007		\$2,500.00	
Payment December 10, 2007		\$2,500.00	
Payment February 10, 2008		\$2,500.00	
Payment April 10, 2008		\$2,500.00	
Payment August 7, 2008		\$950.00 \$950.00	
Payment August 12, 2008		\$2,000.00 \$2,000.00	
Invoice 115 August 12, 2008		\$950.00	paid
Payment August 12, 2008		\$950.00	
 Add Payment	 Add Retainer	 Resend	 Send Statement
\$0.00 Retainer Balance		(\$1,033.27) Account Balance	

2

RECEIPT

Client : Creative Bagz
Date : August 12, 2008
Method of Payment : Electronic

PAYMENT FOR INVOICES

Total Tendered : \$2,000.00

Customer paid through PayPal.



1. Chronological display of estimates, invoices, payments, retainers, and statements.
2. Inline display of retainers and payments as receipts.

Billings workflow

Generally, Billings workflow consists of the following stages:

Adding a client. A client is a person or company you work for. To add a client, choose **File > Add Client**. You can also choose an existing person or company from your Address Book, or import contacts or organizations from Daylite 3. For more information about Daylite 3, visit www.marketcircle.com.

Making a project. To do work for a client, you must create a project, which groups slips (tasks), estimates, file links, web references, and notes. If you use Daylite 3, you can also import existing projects or opportunities.

Sending an estimate. Create estimate slips to calculate the approximate cost and time requirements for a project, then generate an estimate from those slips. If you don't send estimates to your clients, you can skip this step and start working right away.

Starting work. There are five different ways to start working:

- ❖ Select an estimate slip and choose **Slips > Start Working**. Billings creates a working slip that's linked to your original estimate, so that you can later compare your estimated time or cost to the actual result.
- ❖ Create a new slip in the Working Slips tab by choosing **Slips > New Working Slip**. Typically you would do this if you need to record an expense, mileage driven, or product sold.

- ❖ In the Timers window, create a new slip and start timing it. When you are done, you can click the **Checkmark** button to mark the slip as completed and ready to be invoiced, then link it to a project.
- ❖ Using a hot key or by option-clicking the play/pause button in the Billings menubar timer, create a new timed slip instantly from any application.
- ❖ From the menubar timer menu, choose **New Timed Slip**. Start timing this slip when appropriate.

Sending an invoice. Billings automatically generates professional invoices that you can send to your clients. Invoices are completely customizable, and may contain as little or as much information as you wish about the number of hours worked, your rates, taxes, notes, and other details.

Recording received payments. You can add payments and apply them against specific invoices to track your income. Billings also lets you set up a retainer when you require a client to pay in advance or when they send you a fee before you begin working.

About Clients

A client is a person or an organization whom you do work or otherwise associate with your projects, invoices, payments and retainers. Projects are the basis of the Billings workflow, and clients are the people or companies for whom you create projects. When you select a client in the client list, the project list shows all the projects associated with that client.

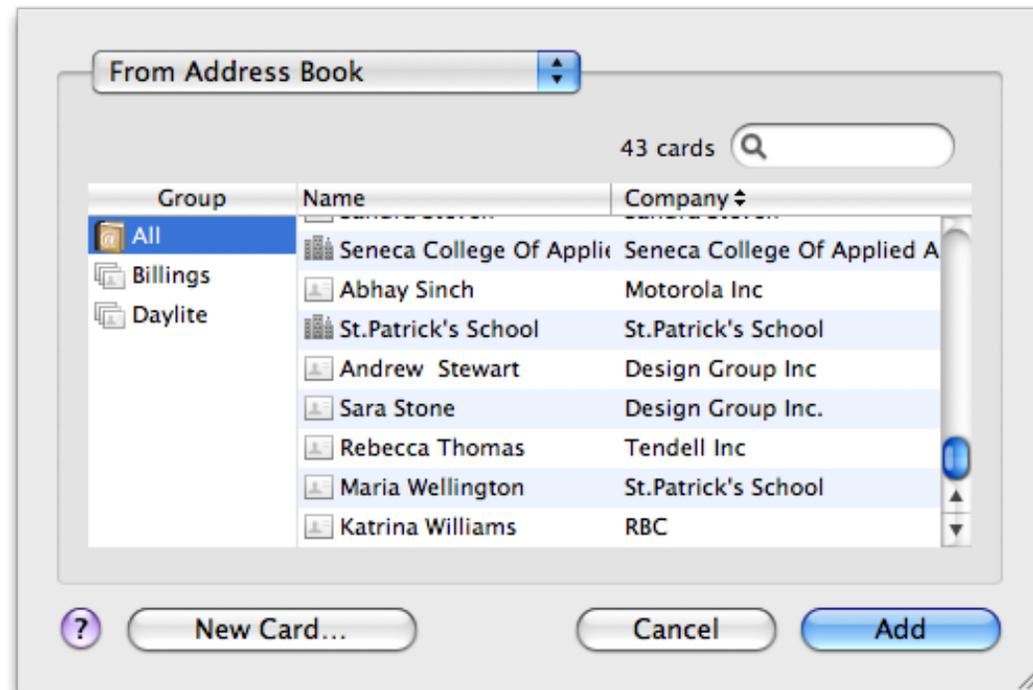
Each client in Billings has a corresponding record in your Address Book. Information such as the client's name, company, phone number, email address, and postal address, is stored in their Address Book card; Billings uses this information on its estimates and invoices, and to address envelopes, labels, and email messages to clients. If you wish to edit such client details, you must do so in the Address Book application.

When a client record has changed in Address Book, Billings tracks it and allows you to resolve changes. If you remove a client from Billings, the corresponding Address Book card will remain, unaffected. However, all of the projects associated with that client will be permanently deleted. If you accidentally delete the Address Book card of a client, Billings will warn you; you can either link the client to another contact in Address Book, or restore the client in Address Book.

You can create new clients in Address Book, from within Billings, or you can import a contact or organization from Daylite 3.

Adding a client

1. In Billings, choose **File > Add Client**.
2. In the sheet that opens, choose **From Address Book** in the pop-up menu.
3. Choose an existing contact, or if the client is new, click **New Card**. The **Address Book** opens.
4. Enter the appropriate information.
5. Close the Address Book and switch to Billings. The client appears in the client list.



Adding a client

About Projects

Projects are used to group work in Billings. All tasks (in the form of slips), estimates, file references, web references, and notes, are grouped by projects. Clients can have unlimited projects, and you can be working on many projects at once.

Sales Brochure

Details Links Notes

Name: Sales Brochure

State: Active Nickname

Due

Started Completed

▶ Extra Fields

Total: \$ 0.00

? Cancel OK

The Project window

Making a new project

1. Select a client in the client list.
2. Choose **File > New Project**.
3. In the New Project window, enter your project details. Keep the following in mind:
 - ❖ You can nickname your projects. If you have complex project names or codes, but need an easier way to identify projects, you may wish to also use a nickname, as the Project list shows the nickname you provide.
 - ❖ Billings can keep track of purchase order numbers, special project codes, or other extra details that you record on a per-project basis. You can customize four extra fields in the Extra Fields pane of Billings Preferences.
4. Click **OK**.

Working with Slips

A slip generally corresponds to a task in your work. Such tasks may include performing a service, selling a product, incurring an expense, or travelling. Generally, each slip you make corresponds to a single line item on either an estimate or an invoice. You can create slips as you need them, and save frequently reused slips as blueprints. You can use categories to group slips by the type of work or product they represent.

The screenshot shows the 'Expense' window with the following details:

- Name:** Expense
- Category:** None
- Kind:** Expense
- Billable:** Billable
- Amount:** \$ 100.00
- Date:** (calendar icon)

Subtotal:	\$ 100.00
Markup:	0.00% \$ 0.00
Discount:	0.00% \$ 0.00
Taxes:	None \$ 0.00
Total:	\$ 100.00

Has not been invoiced.

Buttons: ? Use Blueprint (dropdown), Cancel, OK

Slips can either be estimate slips or working slips, depending on the stage a project is at. Estimate slips are useful for projecting how long something will take or how much it will cost, while working slips are used to track actual time and cost. Estimates are generated from estimate slips, and invoices are generated from working slips. You can create an estimate from several estimate slips, and once you have the client's approval, convert them into working slips.

There are 5 different kinds of slips:

- ❖ **Timed slips** have a duration and an hourly rate, and are used to track work paid by the hour. Billings multiplies the duration of a timed slip by its billing rate to determine its final cost.
- ❖ **Fixed slips** are like timed slips, except they have a flat rate instead of an hourly rate. Billings still records the duration of a fixed slip, but its cost is determined by the flat rate. This kind of slip is useful if you need to track the time spent on a task, but will charge a fixed fee for the work.
- ❖ **Quantity slips** have a quantity and a price, and are ideal if you sell products to clients.
- ❖ **Expense slips** have a cost, and are used to represent expenses that you incur while doing work for your clients.
- ❖ **Mileage slips** have a distance and a rate, and are used to track travel expenses you may incur. In the General pane of Billings Preferences, you can specify whether you track this information in miles or kilometers.

Creating an estimate slip

Estimate slips are used to predict the time required for and eventual cost of a project. Typically, you would create estimate slips that you would expect to correspond to actual tasks required to complete a project. Another way of looking at estimate slips is that they should represent “major chunks” of work, and translate into single line items on an estimate or invoice.

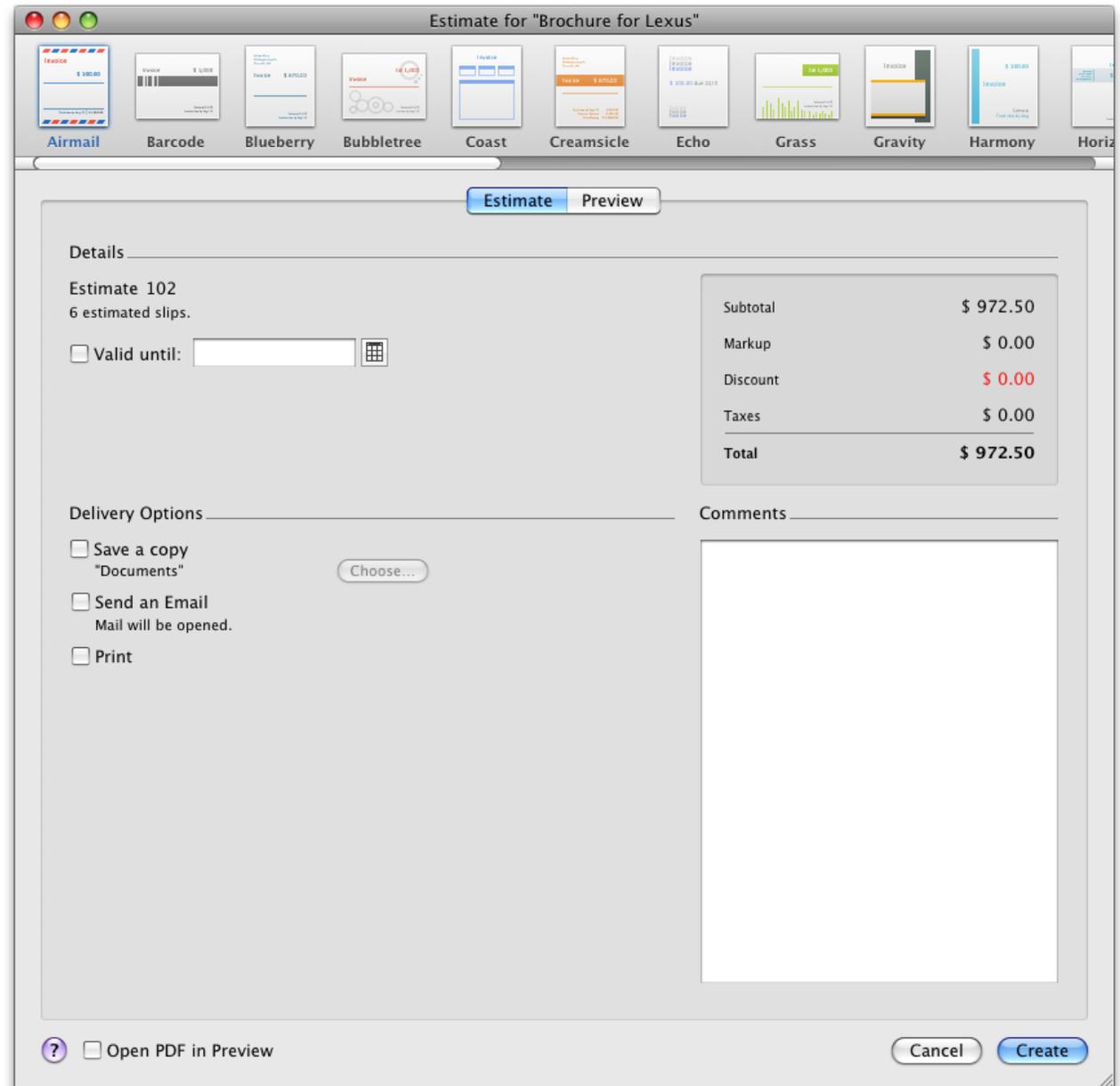
To create an estimate slip, first choose a client and a project in the Billings window.

1. In Billings, choose **Slips > New Estimate Slip**.
2. Enter the slip details.
3. Click **OK**.

Sending an estimate

Once you've created the estimate slips that describe your best guess at the final time required for and cost of a project, you can send them on an estimate. Simply select the slips and choose **Project > Send Estimate**. Billings estimates are fully customizable, and can be printed, sent by email, and saved as a PDF. For more information about sending estimates, choose **Help > Billings Help** and search for estimate.

Once your client approves your quote, you can convert your estimate slips into working slips and start using Billings to actively track your time and expenses.



Starting work from estimate slips

If you send estimates to your clients, and begin working after you get their approval, you can use Billings to convert your estimate slips into working slips. The advantage of working this way, rather than starting to work without sending an estimate, or at least creating estimate slips for your own use, is that you can later compare your actual time and cost to your estimated time and cost. When you start working from estimate slips, Billings maintains a link between the slips you use to quote and the slips you use to actually track time and cost.

To start work from estimate slips:

1. In the Estimate Slips tab, select the slips you want to start work on.
2. Choose **Slips > Start Working**.

Billings switches to the Working Slips tab, and activates any timed or fixed slips, making them available in the Timers window and the menubar timer.

Creating a working slip

If you prefer not to create estimate slips or send estimates, but instead wish to begin using Billings to track time and expenses for projects right away, you can bypass the estimate system entirely and only use working slips.

To create a working slip:

1. In Billings, choose **Slips > New Working Slip**.
2. Enter the slip details.
3. Click **OK**.

Working timed and fixed slips instantly appear in the Timers window and the menubar timer, ready to track your work.

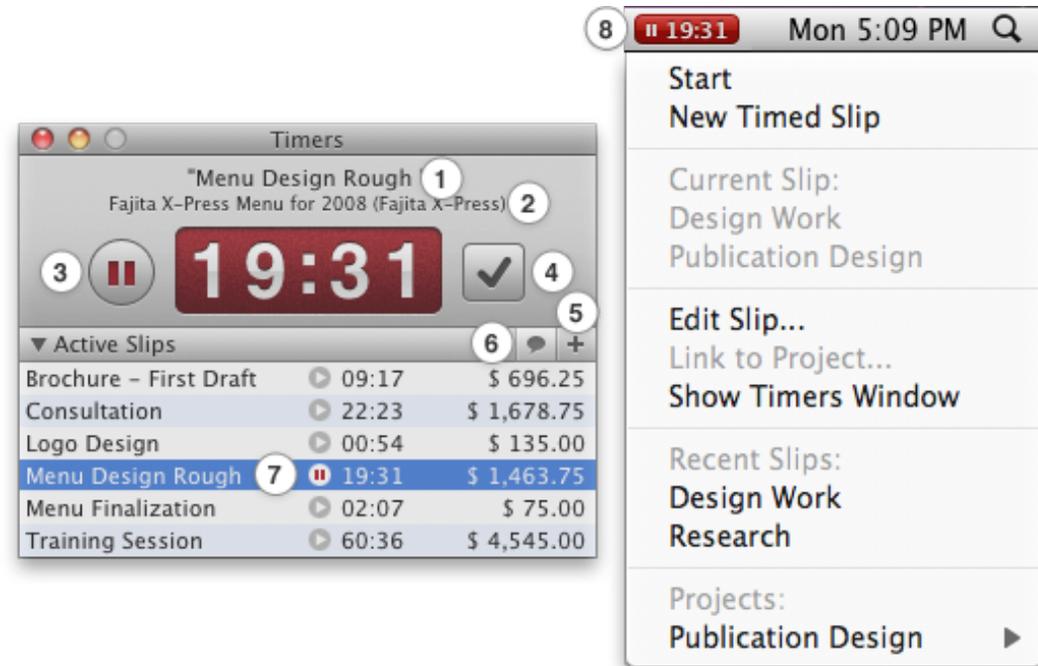
Working with timed slips and timers

Timed and fixed slips are used to track the duration you spend working on particular tasks. Eventually, these slips become line items on your invoice, and can show how long you worked on a task, your rate, and so on.

Timed slips have a duration and an hourly rate, and are used to track work paid by the hour. Billings multiplies the duration of a timed slip by its billing rate to determine its final cost.

Fixed slips are like timed slips, except they have a flat rate instead of an hourly rate. Billings still records the duration of a fixed slip, but its cost is determined by the flat rate. This kind of slip is useful if you need to track the time spent on a task, but will charge a fixed fee for the work.

Active timed and fixed slips—those that have not been marked as completed or that have not been invoiced—appear in the appropriate project Working Slips tab, and in the Timers window and menubar timer. You can start the timer for a timed or fixed slip using either of those interfaces. The following instructions detail how to make these slips, and how to work with the timer. Generally, the steps refer to timed slips, but the same principles apply to fixed slips.



The Timers window and the Menubar Timer

1. Working slip name.
2. Project name.
3. Start and stop the timer.
4. When you finish timing, click this button to mark the slip as completed and ready to be invoiced.
5. Create a new timed slip.
6. Add a current timer entry comment.
7. List of active slips. You can start and pause the timer for any of these slips.
8. Easy to access timer in the menu bar.

Making timed slips

There are many ways to conveniently make timed slips, including the following common methods:

- ❖ When the Billings window is open, you can create a working slip that is linked to a project, using the menu.
- ❖ You can start a new, unlinked timed slip (not linked to any project) from the Timers window.
- ❖ From within any application, you can start a new, unlinked timed slip from the Menubar timer.
- ❖ From within any application, you can create a new, unlinked timed slip instantly by using the hot key you have setup in Billings Preferences.

Starting timers

There are a number of ways to start timers. The following methods detail several common cases.

To start a timer for a working slip already linked to a project

1. Choose **Window > Timers**.
2. Select the timed slip you want to start timing.
3. Click the Play button to start the timer. The Play button and the background of the timer turn red to confirm that the timer is active.

You can also start a timer for a working slip already linked to a project by control- or right-clicking on it in the slip list on the Working Slips tab, and choosing **Start Timer**.

To start a new, unlinked timed slip using the Timers window

1. In the Timers window, click the + button to add a new slip to the active slips list.
2. Enter a name for the new slip.
3. Click the Play button to start the timer. The Play button and the background of the timer turn red to confirm that the timer is active.

When you finish timing the unlinked slip, you should link it to a project so that you can later invoice it. Until the slip is linked, it will only appear in the Timers window and in the menubar timer.

To start a new, unlinked timed slip using the menubar timer

1. Click the menubar timer and choose **New Timed Slip**.
2. Click the Play button in the menubar timer, or choose **Start** from the menubar timer menu. The menubar timer turns red to confirm that the timer is active.

You can also instantly create a new timed slip and start its timer right away by option-clicking the play or pause button in the menubar timer.

When you finish timing the unlinked slip, you should link it to a project so that you can later invoice it. Until the slip is linked, it will only appear in the Timers window and in the menubar timer. Choose the slip from the menubar timer menu, and when it is the current slip, choose **Link to Project...**

Sending an invoice

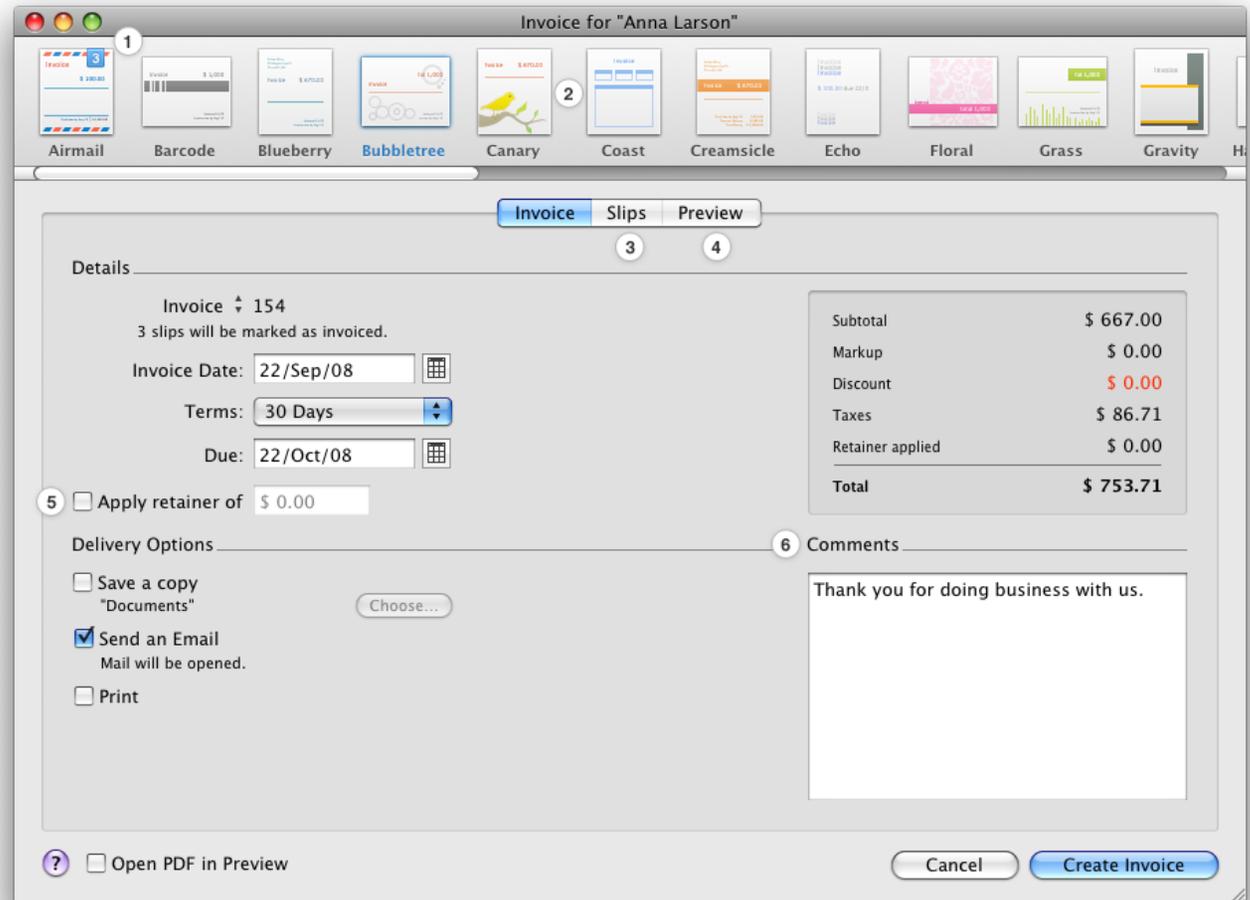
Sending an invoice in Billings is very similar to sending an estimate. When you've finished all the tasks for a project, and your working slips list has all the timed, fixed, quantity, mileage, and expense slips that you need to bill for, you can collect them onto an invoice. Each slip will correspond to one line item on the invoice.

You can send invoices on a per-project basis. Select the slips you want to invoice and choose **Project > Send Invoice**.

Or, you can also send consolidated invoices on a per-client basis across multiple projects. Select a client and choose **Client > Send Invoice**. Another way of doing this is to hover over the unbilled amount in the Info pane for a client. You will notice a clickable **Send Invoice** button for generating and sending invoices.

The invoices have to be assigned a variety of information including a specific due date in Billings. If you wish to have any previous balance that a client owes you on your invoice, you can do so. When you are sending the invoice, click **Options** and select the "Show previous balance" checkbox.

Billings invoices are fully customizable, and can be printed, sent by email, and saved as a PDF. For more information about sending invoices, choose **Help > Billings Help** and search for **invoice**.



Sending an invoice

1. Invoice with badge numbers indicates multiple available layouts.
2. Select an invoice template from the style gallery.
3. Click the Slips tab to select the slips to be included in the invoice. You can re-order slips, if necessary.
4. Click Preview to see the invoice, customize certain options, and/or specify your identity.
5. Apply a retainer to this invoice. The retainer will be deducted from the total invoice amount due.
6. Enter comments here, if necessary.

Sending a project invoice

If you are looking to send invoices on a per project basis, you could do so. This is useful in scenarios where you want to send an invoice to a client for a specific project only.

To send a project invoice

1. Select a project.
2. Highlight the slip(s) that you want to invoice. To highlight multiple slips, hold down the Apple key.
3. Choose **Project > Send Invoice**.
4. Enter information as appropriate. Keep in mind the following:
 - ❖ Click the **Invoice** tab to enter details, pick a delivery option, and specify comments for the invoice.
 - ❖ Click the **Slips** tab to see what slips of the project will be included as individual line items of the invoice. If you wish, you can re-order slips by simple drag and drop.
 - ❖ Select a style from the style gallery. Note that styles with badge numbers indicate multiple available layouts for grouping data.
 - ❖ Click the **Preview** tab to see the invoice. If you have selected a style with multiple layouts, you can select a layout from the Layout pop-up menu.
 - ❖ To customize the invoice, click **Options**. Select the settings for the invoice and click **OK**.
5. When you are ready to send the invoice, click **Create**.

Sending a consolidated client invoice

Billings gives you the ability to send consolidated invoices on a per-client basis across multiple projects. For example, if you are working on many projects for a client and you want to send 1 invoice for all those projects, then you can send a consolidated client invoice.

To send a consolidated client invoice

1. Select a client.
2. Choose **Client > Send Invoice**.
3. Enter information as appropriate. Keep in mind the following:
 - ❖ Click the **Invoice** tab to enter details, pick a delivery option, and specify comments for the invoice.
 - ❖ Click the **Slips** tab to see what slips will be included in the invoice. If you wish, you can re-order slips by simple drag and drop. Note that Billings automatically selects the slips that have been marked as completed.
 - ❖ Select a style from the style gallery. Note that styles with badge numbers indicate multiple available layouts for grouping data.
 - ❖ Click the **Preview** tab to see the invoice. If you have selected a style with multiple layouts, you can select a layout from the Layout pop-up menu.
 - ❖ To customize the invoice, click **Options**. Select the settings for the invoice and click **OK**.
4. When you are ready to send the invoice, click **Create**.

When you send an invoice by email, the subject of your email shows information in the same format matching the filename format you have entered for invoices in the Numbering Preferences. If no format is chosen, the subject of your email says Invoice. For more information about setting up filenames for saving invoices, see Numbering Preferences.

How do I show the previous balance on an invoice?

1. In the Invoice window, click the **Preview** tab.
2. Click **Options**.
3. Select the **Show previous balance** checkbox.
4. Click **OK**.

Creating a Pro Forma invoice

Pro Forma invoices are used to validate an invoice with the client or a boss/manager before making the real invoice. It is a draft of the invoice and is useful in identifying any discrepancies before you make the final invoice.

Pro Forma invoices don't have an invoice number. Billings replaces the title of the invoice to say "Pro Forma Invoice." However, you can customize these aspects.

Keep in mind that a slip should not be a part of multiple Pro Forma invoices.

To create a Pro Forma invoice

1. Select a slip.
2. Choose **Project > Send Invoice**.
3. Keep in mind the following:
 - ❖ Click the **Invoice** tab to enter details. To create a Pro Forma invoice, choose **Pro Forma Invoice** from the pop-up menu next to the Invoice #. You can also pick a delivery option and specify comments for the Pro Forma invoice.
 - ❖ Click the **Slips** tab to see what slips of the project will be included as individual line items of the Pro Forma invoice. If you wish, you can re-order slips by drag and drop. Billings remembers the slip order you have set up when you send the actual invoice.
 - ❖ Select a style from the style gallery. Note that styles with badge numbers indicate multiple available layouts for grouping data.
 - ❖ Click the **Preview** tab to see the Pro Forma invoice. If you have selected a style with multiple layouts, you can select a layout from the **Layout** pop-up menu.

❖ To customize the invoice, click **Options**. For Pro Forma invoices, you can customize the header text and invoice number text, if necessary. Select other settings as needed and click **OK**.

4. When you are ready to send the Pro Forma invoice, click **Pro Forma**.

Billings creates the Pro Forma invoice and takes you to the Account view where you can see it.

At this point, you can validate the Pro Forma invoice with the concerned person. If there is any discrepancy, you can edit the Pro Forma invoice and validate it again. Otherwise, you can create the final invoice and send it to the client.

To edit a Pro Forma invoice

1. In the Account view, select a Pro Forma invoice.
2. Double-click to open the Pro Forma invoice.
3. Click the **Invoice** tab. Under Details, choose **Pro Forma Invoice** from the pop-up menu next to the Invoice #.
4. Make the necessary changes.
5. When done, click **Pro Forma**.

To send the final invoice

1. In the Account view, select a Pro Forma Invoice.
2. Double-click to open the Pro Forma Invoice.
3. Enter any other information as needed.
4. Click **Create**.

Note: Terms change to "Specific Date" when you edit a Pro Forma invoice or when you want to make it a real invoice. Once you have sent the real invoice, you can delete the Pro Forma invoice.

Receiving a payment

Beyond simply letting you send estimates and invoices, Billings helps you track the income you receive by way of payments. If you receive a payment from a client and want to add it to Billings, simply select the client and choose **Client > Add Payment**.

When you add a payment, you can specify the amount of money received, the date, and method of payment. Payments may also be applied against a specific invoice, or multiple invoices. When you add payments and apply them against invoices, the balances of the invoices and the overall client balance update appropriately. It is good practice to carefully apply payments, because Billings comes with several reports that will help you identify outstanding invoices, total income earned, and other important business information, but they rely on the proper use of payments.

For more information about payments, choose **Help > Billings Help** and search for **payment**.

About Statements

A statement is a record of invoices and payments. If you wish to see the history of all the invoices sent to a client and payments made by the client, you can create a statement. A statement can also be sent to a client whose invoice is overdue as a reminder for making the payment.

When you are sending a statement, you can choose to include invoices and payments in one of the following ways:

- ❖ **From first outstanding item:** The statement will include the first unpaid invoice for the client to the current date.
- ❖ **From date:** The statement will include unpaid invoices for the client from the date you specify to the current date. The date you specify should be earlier than the first unpaid invoice. This option is also useful if you want to get a history of the activities from a specific date.

When you are sending a statement, you can use one of the existing template styles or design your own statement by choosing **Design > New Statement**. The statements you send to a client can be seen in the Account view.

Sending a statement

1. Select a client.
2. Choose **Client > Send Statement**.
3. Enter the appropriate information. Keep in mind the following:
 - ❖ Click the **Statement** tab to specify details, delivery option, and comments, if necessary.
 - ❖ Select a style for the statement from the style gallery.
 - ❖ To see the statement, click the **Preview** tab.
 - ❖ To customize the statement, click **Options**. Here you can customize the font, general options, table options, and currency format for the statement.
4. When you are ready to send the statement, click **Create**.

When you send a statement by email, the subject of your email shows information in the same format matching the filename format you have entered for statements in the Numbering Preferences. If no format is chosen, the subject of your email says Statement. For more information about setting up filenames for saving statements, see Numbering Preferences.

Setting up recurring invoices

If you send the same invoice to a client periodically, then you can set up a recurring invoice. For example, consider you offer web hosting services to a client and send an invoice to the client every month. Instead of manually creating and sending an invoice every month, you can set up a recurring invoice. When its time to send the invoice, a simple click of a button will do the job.

To set up a recurring invoice

1. Choose **File > New Recurring Invoice**.
2. Enter the appropriate information. Keep in mind the following:
 - ❖ You can select a client to bill.
 - ❖ To create a slip, click **New Slip** and enter the details. If you have set up slip blueprints, you can also create a new slip from blueprint by clicking **New Slip From Blueprint** and selecting a blueprint from the list.
 - ❖ You can specify how frequently Billings should send the invoice.
3. Click **OK**.

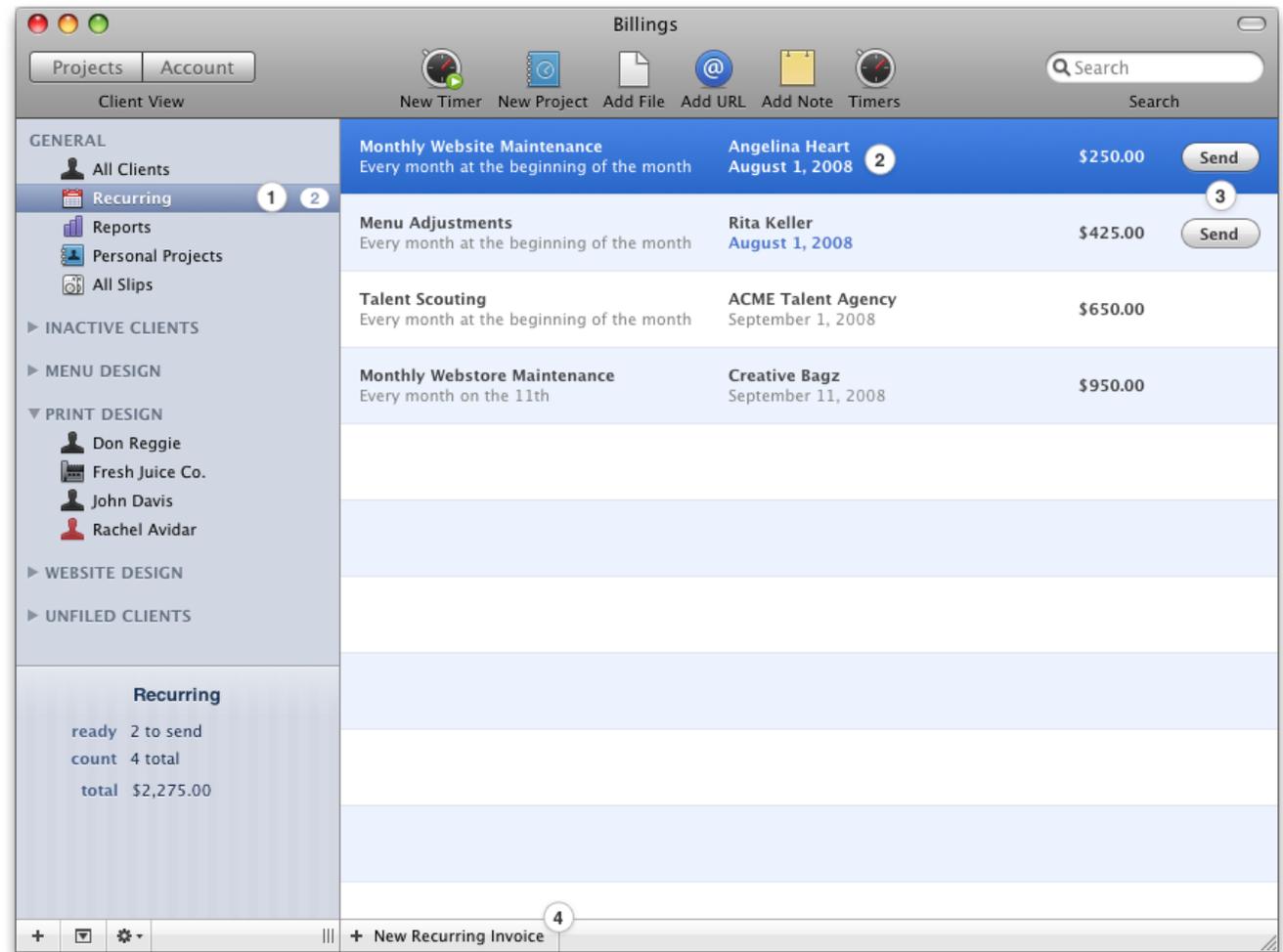
Billings creates the recurring invoice.

To send the invoice

1. Select the client.
2. Choose **View > Recurring**.
3. When the current date matches the scheduled date for sending the invoice or is past the scheduled date, you will see a **Send** button. To generate and send the invoice, click Send.
4. In the Invoice window, enter information as appropriate. Keep in mind the following:

- ❖ In the **Invoice** tab, enter details, pick a delivery option, and specify comments for the invoice.
 - ❖ In the **Slips** tab, you can see what slips will be included as individual line items of the invoice. You can also add other slips of the client in the invoice or re-order slips by drag and drop.
 - ❖ Select a style from the style gallery. Note that styles with badge numbers indicate multiple available layouts for grouping data.
 - ❖ Click the **Preview** tab to see the invoice. If you have selected a style with multiple layouts, you can select a layout from the Layout pop-up menu.
 - ❖ To customize the invoice, click **Options**. Select the settings you need for the invoice and click **OK**.
5. When you are ready to send the invoice, click **Create**.

If you have set up recurring invoices that are waiting to be sent, you will see a number next to “Recurring” in the Billings window. This number shows how many invoices are ready to go.



Sending a recurring invoice

1. This number of invoices are waiting to be sent.
2. Date the invoice has to be sent next.
3. Button appears when an invoice has to be sent.
4. Add a new recurring invoice.

Billing for multiple workers

In a multi-worker environment, Billings allows you to set up workers and enable labeling slips with workers. Workers are the people for whom you bill time. Generally, a slip corresponds to a task or a series of tasks; a worker corresponds to who actually performed those tasks. For more information about workers, choose **Help > Billings Help** and search for **workers**.

To add workers in Billings

1. Choose **Billings > Preferences**.
2. Click **Labels**.
3. Click the **Workers** tab.
4. Select the **Enable labeling slips with workers** checkbox.
5. Click the + button and enter the name of a worker. Please make sure that the worker names exactly match the names of the workers in other systems such as Daylite.

To assign a worker to a slip

To assign a worker for a slip, open the slip by double-clicking and select a worker of your choice.

To show the worker column

Working from the Estimate Slips tab or Working Slips tab, right-click the column header and select **Worker**.

Setting rates

You can apply rates to slips on a per worker basis. If you have multiple slips of a worker, then you can bulk edit the slips to apply a rate to all the slips at once.

To edit a slip for applying a rate

1. Open a slip by double-clicking.
2. Enter a rate.
3. Click **OK**.

To bulk edit multiple slips for applying a rate

1. Select the slips.
2. Choose **File > Edit Slips**.
The Multiple Slip Information window opens.
3. Select the **Rate** checkbox. Enter a rate that has been fixed for the worker.
4. When you are done, click **OK**.

Billings applies the rate you specify to all the slips you have selected.

Enter any other information into the slips as needed. When you are done, select the slips you wish to invoice and create an invoice for sending to the client.

If a worker wants to expense a certain amount, then the Billings administrator should manually create an expense slip, specify all the details, and invoice it to the client.

How do I show the worker name on an invoice?

When you are sending an invoice, do the following:

1. In the Invoice window, click the **Preview** tab.
2. Click **Options**.
3. Select the **Show worker name** checkbox.
4. Click **OK**.

Consider you have set up your business in Daylite. You group work by creating projects. All the people working on a project are linked to the project. Each person charges a different rate for the work they do. When it's time to send an invoice to a client (usually, at the end of the month), the Billings administrator imports data into Billings using the Daylite & Billings integration. Further, the Billings administrator assigns the appropriate rate that has been set for each worker and sends an invoice to the client.

Workflow for a worker

Step 1: Enter time in Daylite by creating appointments and tasks.

Step 2: Link the appointments and tasks to the same project that was imported into Billings.

Workflow for a Billings administrator

a. Client and project don't exist in Billings

Step 1: Add the client from Daylite into Billings.

Step 2: Import the project/opportunity from Daylite to Billings. Bring the tasks and appointments associated with the project/opportunity as estimate or working slips.

Billings creates a new project whose name matches the name of the project/opportunity in Daylite. All tasks/appointments in Daylite are imported as estimate or working slips based on your selection.

Step 3: To view the slips from the last import in Billings, choose **View > All Slips** and select **Last Import** from the pop-up menu. Note that the owner of a task/appointment in Daylite becomes a worker in Billings and is automatically added to the list of workers. The worker name matches the full name of the user in Daylite.

Step 4: Open the slips, enter the appropriate information, and send the invoice.

b. Client and project exist in Billings

Step 1: In Billings, choose **File > Update from Daylite**.

Step 2: To view the slips from the last import in Billings, choose **View > All Slips** and select **Last Import** from the pop-up menu. Note that the owner of a task/appointment in Daylite becomes a worker in Billings and is automatically added to the list of workers. The worker name matches the full name of the user in Daylite.

Step 3: Open the slips, enter the appropriate information, and send the invoice.

Working with multiple currencies

Billings provides multi-currency support. Each client can have their own currency and all estimates, invoices, payments, retainers and statements for the client are handled exclusively with that currency. Billings provides an approximate exchange rate to calculate something like “All Clients” balance where multiple currencies come into place in the same calculation. In order to use multi-currencies, you should be aware of the following.

About the Base currency

The base currency is the currency you do your business in. You can set the base currency manually by going to **Billings > Preferences** and selecting **Currencies**. If you’re launching Billings 3.6 (or later) for the first time and have not set a base currency, then your system default currency is assigned as the base currency. You can change the base currency at a later stage, if desired. By default, the base currency is assigned to all new clients.

If you delete a currency that is currently in use, Billings will warn you. If you decide to proceed, then Billings changes the currency of the clients that currently use it to the base currency.

Using reports, you can view a history of changes made to the base currency and currency used by clients. Simply choose **View > Reports** and select the “Currency Changes” report.

To define the currencies

1. Choose **Billings > Preferences**.
2. Select **Currencies**.
3. Click the “+” button.
4. In the sheet that opens, select the appropriate country and currency.
5. If necessary, you can modify the exchange rate. Click **Add**.

You can view the latest exchange rates for currencies you've added. You should be connected to the internet for his purpose. Working from the Currencies pane of Billings Preferences, click **Update Rates**. For more information about exchange rates, see "How do exchange rates work?" section.

How do exchange rates work?

For every currency you add in the preferences, Billings also displays the approximate exchange rate for the currency. The calculations rendered by Billings are based on this approximate rate only. In reality, banks could be offering a different exchange rate and hence there might be some variations. Billings uses exchange rates for the following purposes.

- ❖ **All Clients.** Billings displays the details/balance information for different clients using different currencies. Exchange rates are important to calculate the balance for different clients and translate them into your base currency.
- ❖ **All Slips.** Billings displays values in the "All Slips" view matching the currency used by the client. If you select a bunch of slips belonging to different clients, then Billings uses the exchange rate to calculate the total amount in each currency type which is visible at the bottom of the application window.

These conversions are only approximate and may vary if a different exchange rate is used. Exchange rates also influence the reports you generate using Billings. See "Reading reports in a multi-currency environment" section for more information.

Assigning a currency to a client

You can open a client card in Billings and assign a currency to the client. The list of currencies displayed matches the ones you've set up in the preferences. All estimates, statements, invoices, payments and retainers for that client are handled exclusively with that currency. Note that new clients are always assigned the base currency.

To assign a currency to a client

1. Open the client card.
2. From the **Currency** pop-up menu, select a currency.
3. Click **OK**.

Currency usage in blueprints

Blueprints do not use any specific currency. The currency is indicated with a ⌘ character in a blueprint.

This is because blueprints can be assigned to any number of clients who could be using different currencies.

Only when a blueprint is made real on a project assigned to a client, the amount is unchanged and the currency symbol is set.

Currency usage for adding payments and retainers

We recommend that you always enter payment and/or retainer amount in the currency used by the client. Due to fluctuations with exchange rates, figuring out how much you've actually collected can be a bit difficult and reports can be erroneous. Further, exchange rates can fluctuate between the time you've invoiced a client and when you receive payment. To get around these complexities, you should always enter the payment/retainer amounts in the client's currency—this makes balances in the application work right.

For report accuracy, you'll see an additional field where you can enter the "Actual" amount you've received in *your* base currency. For example, you've received 500 Euros from the client for a 500 Euro invoice. You enter the 500 Euros and the client's account is now balanced. For record keeping purposes, you can also enter the 749 Dollars that you actually received when you deposited the 500 Euros in the bank. You can edit this base currency field at any time. Billings displays the "Actual" amount you've entered for payments/retainers in their receipts as well as in the account list under amount applied. If the client is using the same currency as your base currency, then the "Actual" amount field is hidden.

Reading reports in a multi-currency environment

Billings includes many reports that display values that are calculated from multiple clients. Each one of these clients can have a different currency. Hence, showing the aggregate totals in your base currency can be tricky due to constant variations in exchange rates.

In cases like this, Billings will display a ~ in front of "Totals" (or variations of that word or with no word at all). This indicates that the aggregate totals in base currency are approximate and based on the current exchange rates (as specified in the Currencies preference pane).

Importance of locales

Locales are used to determine the right formatting for values in Billings. When you add a new currency in Billings Preferences, observe that the list is sorted by countries. This is because some countries have different conventions and customers in those countries will expect to see things using those conventions.

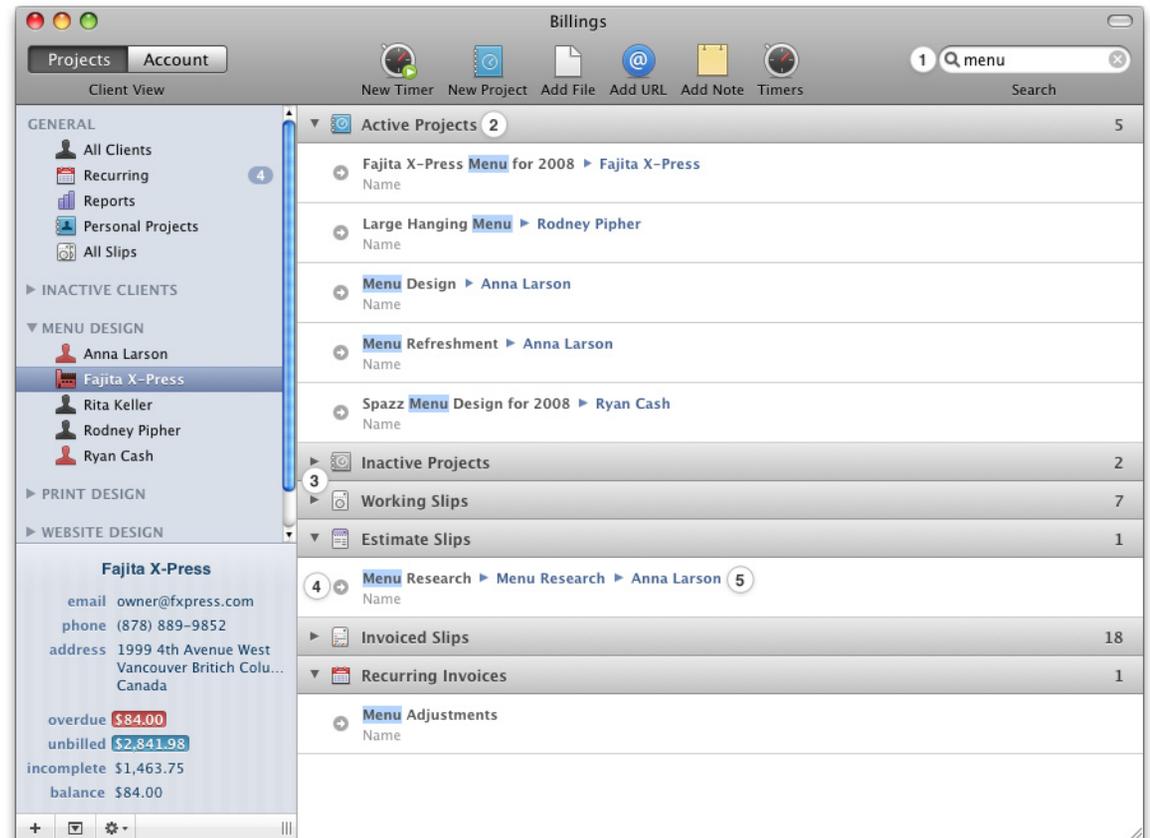
For example, in some countries the currency symbol is placed after the value. Another one is the use of decimals and commas. Locales are used when generating invoices, estimates and statements. When you preview an invoice, you'll see the proper locale in use (i.e. if you are in the U.S, you'd expect to see 1,089.00, whereas that same value looks like 1.089,00 in most European countries). However, for consistency of display and input in the application, Billings uses the rules of your base currency locale.

Searching

Billings has powerful search capabilities. You can search for clients, projects, estimate slips, working slips, invoiced slips, invoices, estimates, payments, retainers, recurring invoices, notes, filename, and more.

Billings shows the search results in collapsible sections and highlights where the search term was located. You can do one of the following with your search results:

- ❖ Double-clicking a search result allows you to edit that item.
- ❖ Clicking the Go-to arrow takes you to that item in Billings.



Searching

1. Search through projects, slips, estimates, invoices, notes and more.
2. Logical grouping of search results with the search term being highlighted.
3. Search results are displayed in collapsible sections, which allow you to view/hide them.
4. Clicking the Go-to arrow takes you to that item in Billings.
5. Double-clicking a search result allows you to edit that item.

Reports

A report is a template that Billings uses to find and process information for a specific purpose. For instance, Billings includes an Unpaid Invoices report that shows you which clients have invoices with outstanding balances. Reports generally take information from your database, and summarize it in a useful way.

Billings comes with 30 reports including:

- ❖ Unpaid Invoices
- ❖ Tax Collected
- ❖ Mileage Summary
- ❖ Estimated vs. Actual Time and Cost

You can access reports by choosing **View > Reports**. When you run a report, you have the option of printing it, and from the print window, you can save it as a PDF.

You can customize the reports that Billings includes to change their appearance or content, and create reports from scratch. However, doing so is a technical process that requires some familiarity with software development.

The screenshot shows the 'Billings' application window. The top menu bar includes 'Projects' and 'Account' tabs, and a search field. The main interface is split into three panes:

- Left Pane (1):** A sidebar with a 'Reports' section containing options like 'All Clients', 'Recurring', 'Personal Projects', and 'All Slips'. Below this are sections for 'INACTIVE CLIENTS', 'MENU DESIGN', 'PRINT DESIGN', 'WEBSITE DESIGN', and 'UNFILED CLIENTS'.
- Middle Pane (2):** A central menu with a 'Client' section containing 'Top Clients' and 'Unpaid Invoices' (which is selected). Below this are sections for 'General', 'Invoice', 'Payment', 'Project', and 'TimeSlip'.
- Right Pane (3):** A preview of the 'Unpaid Invoices' report as of Thursday, August 14, 2008 12:10 PM. The report is a table with three columns: 'Clients & Invoices', 'Invoice Totals', and 'Outstanding Balance'. It lists several clients and their invoices, such as 'Ryan Cash' with an invoice of \$1,490.83 and 'Rodney Pipher' with an invoice of \$436.50.

The Reports view

1. The Reports view.
2. List of available reports.
3. Inline display of the selected reports.
4. Preview, save as PDF, or print reports.

Customizing Billings

Billings is highly customizable, to meet the needs of your business. Every estimate, invoice, and statement you send out can be tailored in just a few clicks, or you can create entirely original designs. Slip blueprints let you set up easy to access shortcuts to frequently repeated tasks or regularly sold products. Billings has a flexible preferences system that lets you control automatic estimate, invoice, and statement numbering, taxes, categories, and other important settings.

Besides estimate and invoice design, most of the customization options in Billings are found by choosing **Billings > Preferences**. The following sections describe the various panes of Billings Preferences.

General

The General pane of Billings Preferences is where a variety of settings that affect day to day use of Billings can be found, including:

- ❖ How Billings should round timed slips as it calculates cost. At 1 minute increments, Billings will calculate a new total for the timed slip every minute.
- ❖ A standard hourly billing rate. New timed slips will use this rate by default.
- ❖ Whether you report distance in miles or kilometers.
- ❖ Whether you wish to sort clients by person's name or company name.
- ❖ Preferences for whether or not Billings should automatically check for updates, show menubar timer, show all slips after import, show the Timers window when Billings opens, and keep the Timers window above all other windows.

Some of the General preferences don't take effect immediately; you have to quit and re-open Billings in order to see the result of changing one of those settings.

Hot Keys

Billings lets you set up two hot keys: One for immediately starting a new timed slip, and one for showing and hiding the Timers window. As long as Billings is open, you can use these hot keys from within any application on Mac OS X.

The hot key for starting a new timed slip is particularly useful if you find that while working, you often must interrupt your current task, and begin timing a new task. For instance, it may be useful if you frequently receive phone calls that you have to track.

Blueprints

Slip blueprints are templates for frequently used slips. For instance, if you find that you often quote for or bill for the same task, but on different projects or for different clients, you may wish to save that as a slip blueprint. Billings will remember key details—such as rate or price, category, and even name—to save you time.

For more information about slip blueprints, choose **Help > Billings Help** and search for **slip blueprint**.

Identity

In the Identity pane of Billings Preferences, you can set your company logo, name, and contact information, which will appear on your estimates, invoices, and statements. You can use any common graphics file for your logo, but because Billings produces print quality PDFs, your logo will look best if it's in a vector format like PDF or EPS, which can be created using software like Adobe Illustrator.



Currencies

Billings provides multi-currency support which allows each client to have their own currency. All estimates, invoices, payments, retainers, and statements for the client are handled exclusively with that currency.

In the Currencies pane of Billings Preferences, you can set up a “base currency” which is the currency you do your business in. All currencies you wish to use for transactions with your clients can be added in the preferences. Billings displays the approximate exchange rate for each currency. Keep in mind that the calculations rendered by Billings is based on an approximate rate only. In reality, your bank could be offering a different exchange rate for your transaction.

If you are connected to the internet, you can view the latest exchange rates for the currencies by clicking “Update Rates.” For more information about working with multiple currencies, choose **Help > Billings Help** and search for multi-currency.

Taxes

Billings is designed to meet the tax requirements of almost any country or other tax jurisdiction, and comes with basic tax setups for more than 120 regions on all continents. However, you may find that you need to customize a tax setup—for instance, if your municipality has its own tax rate, or if you need to change the rate of a tax. In the Taxes pane of Billings Preferences, you can add, edit, or delete individual taxes, customize groups of taxes (consolidated taxes), or entirely replace your tax setup with a saved one.

Individual taxes can be customized in the Taxes tab, and consolidated taxes can be customized in the Consolidated Taxes tab.

Individual taxes in Billings have a name, a rate, and can have a registration number and be marked as compound, if appropriate.

Consolidated taxes are groups of individual taxes. If you live in a jurisdiction where two or more separate sales taxes must be applied together, you must group them into a consolidated tax. For instance, in many provinces in Canada, a national tax and a provincial tax must be applied to each product or service sold. In Billings, the two taxes would be put into a single consolidated tax group.

For more information about customizing taxes, choose **Help > Billings Help** and search for **taxes**.

Timer

The Timers window has a list of active timed slips and lets you start and stop the timer for any of those slips. The behaviour of the Timers window can be customized in the Preferences. Here you can select a format to display duration and whether you want to pause timers when your computer goes to sleep. This makes sure that Billings stops timing your active slips when you are not working. You can also select whether you wish to only allow 1 running timer.

Billings can also detect when you have been away from your computer for certain amount of time. You can specify a threshold value, which is the minimum number of minutes Billings should wait before alerting you that you were idle. You may setup Billings to do one of the following as the next course of action.

- ❖ Warn you and let you choose whether to continue timing
- ❖ Pause running timers
- ❖ Continue timing

Numbering

The Numbering Preferences allow you to customize prepayment labels, numbering, and file names for estimates, invoices, and statements. If you intend to use prepayments, you may choose a prepayment label. When you create an invoice, you can choose to apply the client's retainer and lower the total amount due. Billings automatically creates a special line item to show the prepayment with the selected label.

The Number field is used to set numbering for estimates, invoices, and statements. You can assign a number to start and Billings increments it as you send more and more estimates, invoices, and statements. The number format could be anything you prefer.

For example, you can set your first estimate to be numbered 1 or 001 or 0001. If this is the case, Billings numbers your second estimates as 2 or 002 or 0002 respectively. Billings respects the 0 padding specified in the Number field. When you send an estimate or invoice, the "Estimate #" or "Invoice #" fields respectively show the combination of your prefix and number. When you send a statement, the "Statement #" shows the

combination of your prefix and number. In each case, Billings replaces # by the combination of the prefix and number.

The Filenames section allows you to setup filenames to save your estimates, invoices, and statements. For example,

- ❖ %estNum% saves your estimate by allocating the "Estimate #" as the filename.
- ❖ %invNum% saves your invoice by allocating the "Invoice #" as the filename.
- ❖ %staNum% saves your statement by allocating the "Statement #" as the filename.

File names are completely customizable. You can add other keys to customize your filenames. For example, adding %estNum%%date% key assigns your "Estimate #" and current date combined as your filename.

Labels

The Labels pane of Billings Preferences is where you can setup client groups, slip categories, payment methods, and workers.

1. **Client Groups.** They are useful for organizing clients into distinct groups to manage them easily. For example, if you have clients all over the world, and you want to group them based on location, then you can setup client groups such as North America, Asia, Africa, etc. You can move a client from one group to another by drag and drop.
2. **Categories.** They are useful grouping items that share common characteristics. Billings comes with several predefined categories, but you can customize them to suit your working habits. Slip Categories are useful for grouping slips generally by the kind of work they are used to track. For instance, if you are a writer, you may wish to group slips in research, writing, and editing categories. In the Slip window, you can apply a category either to a new or existing slip by choosing one from the Category pop-up menu.
3. **Payment Methods.** When you record a payment in Billings, you can specify how the payment was recieved. Billings comes with several payment methods already defined, including common methods like cash, cheque, and Visa and Mastercard. However, you can add or remove payment methods from this list, as required.

4. **Workers.** In this tab, you can setup workers and enable labeling slips with workers. Upon doing this, every slip you create will have a pop-up menu with a complete list of workers you have set up in the Preferences and you can select a worker from the list. The benefit of doing this is it makes it easy to identify who has worked on the task and apply the correct billing rate for that individual when sending an invoice.

Extra Fields

Extra fields are used to record special information unique to each project or client. For example, you might use an extra field to keep track of project-specific information. There are four extra fields that you can customize to suit your specific business requirements. When you make a new project, or when you edit an existing one, you can see these extra fields by clicking the triangle next to the Extra Fields.

Backing up your data

Billings has a backup feature that lets you save an archived copy of your database. You can save your backups anywhere you'd like, and can easily restore from any one of them. Back up regularly to ensure that you always have a recent copy of your data, in case of an unforeseen problem where data is lost or damaged. It is wise to always keep a backup of your database on external media, such as a CD-RW or DVD-RW disc.

To back up your Billings database:

1. Choose **File > Backup**.
A backup window opens.
2. Navigate to the folder in which you'd like to store the backup.
3. If you wish, type a name for the backup file in the "Backup to" field.
4. Click **Backup**.

Billings creates a backup of your database in the chosen folder and displays a message to confirm that the backup was successful.

Billings backups are compressed archives. In order to access the contents of the backup, double click the file (with the extension `.tar.gz`) and Mac OS X will decompress it, leaving a folder called **Database**. To restore from the backup, drag this Database folder to the Billings application support folder, found in your **Home Directory/Library/Application Support/Billings**.

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Marketcircle Inc.
30 Centurian Drive #201
Markham, Ontario
L3R 8B8 Canada

www.marketcircle.com

info@marketcircle.com