

Timeslips

Basic Level On-Line Training

This training session is designed for the new user who has very limited or no experience with Timeslips

In this class, we will review the basic elements of the program and how they can be utilized. Timeslips is a versatile program that easily adapts to a variety of billing requirements. A one-on-one class is recommended if you need to discuss specific firm requirements or issues.

Following is an outline of the areas that will be covered

Set Up:

- Basic Client Information:
 - Assigning Rates
 - Assigning Bill Layout
 - Assigning Basic Bill Arrangements
- Timekeepers
- Activities (Tasks and Expenses)

Time Entry:

- Basic slip entry
 - Slip inquiries

Billing:

- Pre-Billing Worksheets
- Generating Bills
- Proof Stage
- Approving Bills
- Reprint Bills
- "Undo" a Bill
- Using Billing Assistant

Cash Receipts:

- Enter payments from clients
- Enter credits

Reporting:

- Selecting Criteria
- Creating specific sorts and subtotals
- Aged Trial Balance
- Slip Listing
- Invoice Listing
- Payment Register

Maintenance:

- Creating backups
- Clearing Temporary Files