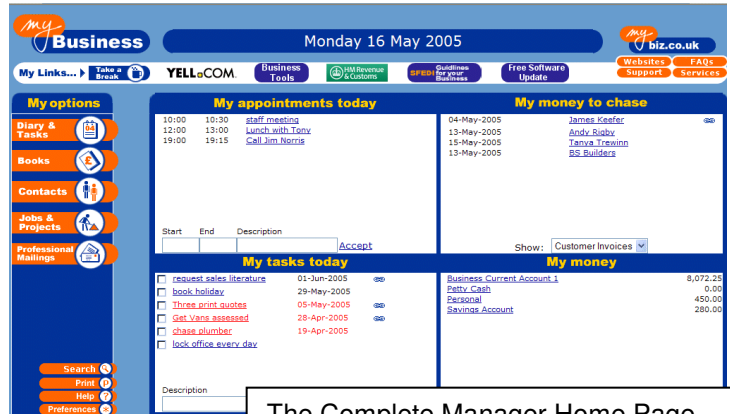


Guide to Tracking Chargeable Time

If you have a business which regularly charges for time, whether it is for installation, design, or consultancy services, then you know how important it is to keep a record of work that still needs to be billed, and how easy it is to forget what you are owed. MyBusiness has a unique and simple function to ensure that you never forget to bill for work done again.

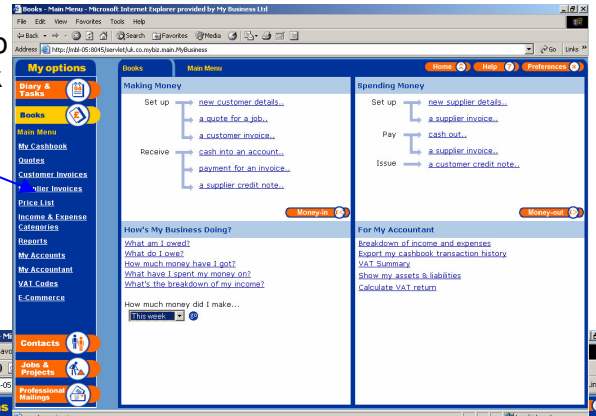


The Complete Manager Home Page

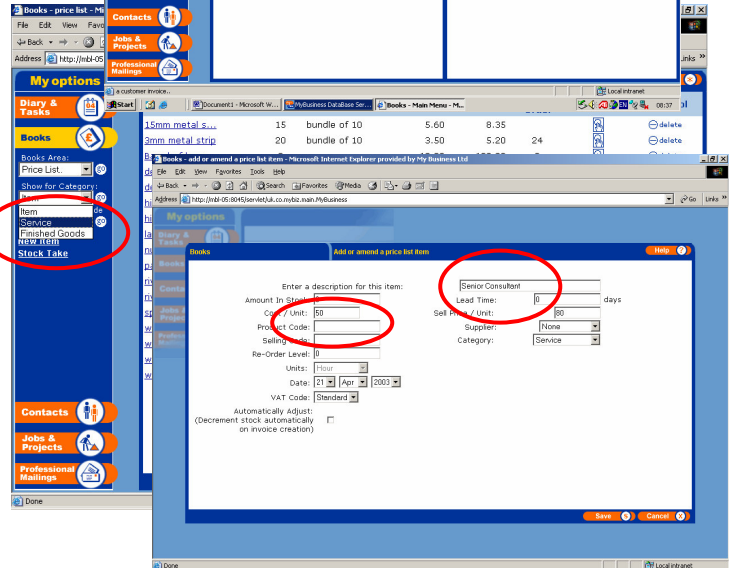
With MyBusiness you can:	EasyBooks	Essentials	Complete Manager
Set up chargeable service items in your price list	No	Y	Y
Link these to diary appointments and tasks	No	Y	Y
Be reminded by MyBusiness of chargeable time yet to invoice	No	Y	Y

Setting Up Chargeable Service items in your price list:

From The MyBusiness Home page Click on Accounts to go to the Accounts Main Menu (shown here). From here click Stock List (or Price List).



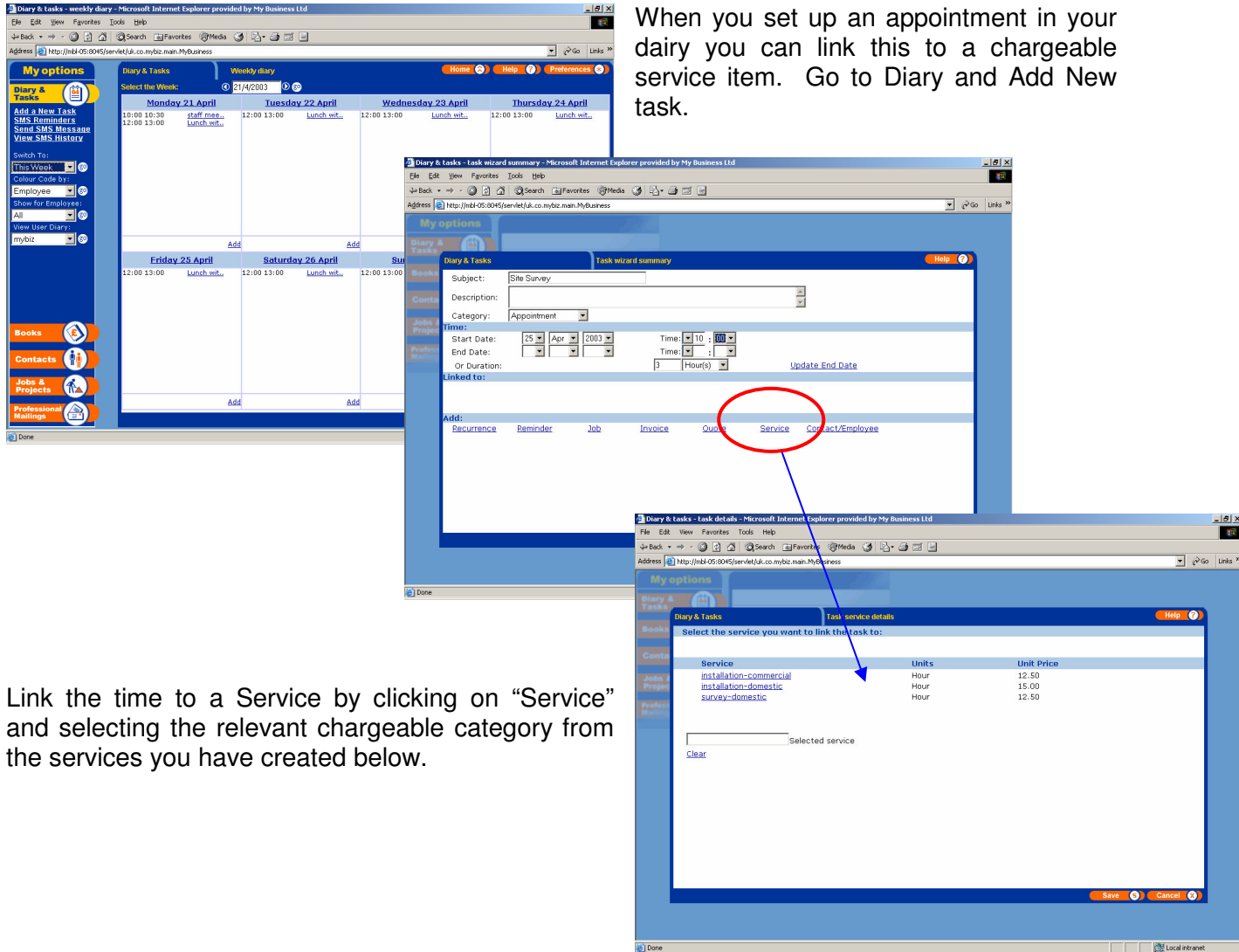
From the Accounts/ Stock List screen select "Service" from the left hand side navigation and click "Go".



From the Service Page select "New Service" and then enter the Description of the service being charged for (Senior Consultant, John's time, Installation, Reports, Consultancy). Insert the cost per hour to you, the charge out rate and the VAT rate (probably standard).

Linking Chargeable time to an appointment or task

When you set up an appointment in your diary you can link this to a chargeable service item. Go to Diary and Add New task.



Link the time to a Service by clicking on “Service” and selecting the relevant chargeable category from the services you have created below.

Adding Chargeable Time to your invoices

When you set up an invoice you will go through the invoice wizards. One of these will now include an outstanding chargeable services page. This is completed work that has yet to be invoiced. To add time to an invoice simply check the relevant time. This will now appear as a separate line item in your invoice.

It's as easy as that!

