

Web Suite Help Manual 2017

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WELCOME

BillQuick® Web Suite is an Internet or Intranet based program that extends the reach of BillQuick by allowing remote users to track their time and expenses, do billing, manage projects and business, run reports and so on. It uses the latest Microsoft® ASP.Net technology and is compatible with browsers such as Safari, Mozilla Firefox, and Internet Explorer for Windows® computers and Mac. The program links directly to your Web Suite Access or SQL Server database. The procedure is safe and can be setup on a secured server.

Web Suite provides the main time and expense tracking, billing, project management, and reporting functionality. Using Internet browsers, you have the ability to create and review profiles of your activities, expenses, employees, clients and projects. This program enables you to log your time and expenses, submit and approve the entries, review and modify your invoices, etc. Its reporting, settings and preferences modules are a powerful and useful tool for project managers, company administrators and principals of a firm. This definitely helps in increasing the efficiency and productivity of any business concern. You are also able to implement Web Suite security settings and custom labels.

Here is what you need to set up your Web Suite and a few links to help you get started.

- If you are new to Web Suite and want to understand this product, you can check out [Web Suite Overview](#), [Web Suite Workflow](#) and its [Key Features](#). You might also want to go through the Web Suite Help in depth.
- If you are an existing user, you may want to check out the new features added to the Web Suite 2017 version.
- If you are a principal/partner, owner or manager of a company, you might want to check out [Executive Summary](#) that presents the major features of Web Suite useful for managing your projects, billing and overall business.
- If you are a manager or supervisor, you might want to specify [security settings](#), [global settings](#), and [preferences](#) for your company and individual users.
- If you are a timekeeper or an employee, learn more about logging [time](#) and [expenses](#) for work done on projects.
- If you are a system administrator or IT supervisor, you might want to sign up on our [website](#) or call us to get your [License & Registration](#) keys.
- If you are a project manager, you might want to know all about tracking and [managing projects](#). You should also check our powerful [reports](#).

 Your feedback helps us plan and improve Web Suite releases and associated documentation. Please email your comments, suggestions and ideas about Web Suite and this Help to BQ-Ideas@bqe.com.



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INTRODUCTION

Understanding Web Suite

WEB SUITE OVERVIEW

Welcome to Web Suite® from **BQE Software**. Thank you for making Web Suite your time, billing and project management solution. Virtually any company that tracks hours for job costing or bills by fixed fee, recurring amount, hourly, cost plus and variations will find strong value in Web Suite.

Web Suite is a web-based time tracking, project management and billing software. Many professionals and consultants spend most of their time out of the office—at a client's site, satellite office or at home. A growing number of small organizations are virtual companies with no main office, working from wherever clients and projects take them. Usually on the move, they submit their time and expenses by mail, fax or email. At the receiving end, the records must be imported or manually entered into the time billing software. To make this process quick and easy, Web Suite provides a fantastic solution by extending the reach of BillQuick to remote users via the Internet.



Benefits: With Web Suite, you can access almost all the features and functions of BillQuick via the Internet on a computer, laptop or web-enabled mobile device.

It is all about time: Everything in Web Suite is designed with 'time' in mind. For example:

- Capturing hours (time) and expenses with the minimum of effort and time
- Billing clients with minimum user involvement
- Generating reports easily and quickly

When you buy a software program, you want to know what the program offers, how it benefits you and how to use it in the simplest and fastest way possible. Web Suite help

meets this expectation by covering all the features and functions of Web Suite at the *basic level* (for the first-time users) as well as at the *advanced level* (for existing users). It explains your most important questions – “*What does it do?*” and “*How do I do it?*”

 For a guided learning of Web Suite, please check our Training and Consulting Services at www.bqe.com/Services.

EXECUTIVE SUMMARY

Implementation of Web Suite is the right step towards increasing business productivity and investing in technology that helps you manage your business. This executive summary highlights those functions and features of Web Suite that are useful for decision-makers and executives in a company. It focuses on important information needed by owners, principals, partners, executives, project managers, billing managers, company managers and such other people for effective and efficient management of projects, company and business as a whole. In other words, it answers your question “*What does Web Suite do for me?*”

Depending upon your business type, Web Suite adjusts its terminology and activity codes to your industry:

Industry-Specific Terminology			
<u>Architects & Engineers</u>	<u>IT & Computer Consultants</u>	<u>Accountants & CPAs</u>	<u>Attorneys & Paralegals</u>
Employee	Employee	Timekeeper	Employee
Client	Customer	Client	Client
Project	Job	Engagement	Matter
Activity	Activity	Task/Service	Activity
Company	Company	Company	Firm
Vendor	Vendor	Consultant	Consultant
Budget	Budget	Budget	Estimate

WEB SUITE FOR ARCHITECTS AND ENGINEERS

Architects and engineers are project-oriented. They generally encounter accounting issues, and project management and reporting is important to them. Web Suite is a project-centric software that meets or exceeds all their expectations.

Projects typically have *budgets*, which you need to develop and approve before starting a project.

To manage and complete projects profitably, project managers need timely, complete, and accurate information about hours worked and expenses incurred on their projects. Thus, easy capture of time and expenses is required, whether you are in an office, at a client’s location or working from home. The bill and cost rates applied to hours worked can be standard or special for employees or groups of employees. You can negotiate special rates with the client on a project-by-project basis or your firm can assign special rates based on the type of project and other factors.

It is essential that a project manager knows exactly how much budget and, overall, how much of the contract amount has been 'burned'. While budget totals and contract amounts can be the same in some firms, in others they are different to allow for unknown contingencies.

Throughout the project, a manager can update the percent complete value. Typically, the project fee will be a lump sum, hourly rate, cost + percentage (profit margin) or cost + fixed fee (management fee). During a billing cycle, the net bill amount for a project can be based on:

- Total value of the hours worked (Hourly billing, Time & Materials billing)
- A percentage of the lump sum agreed to (Fixed Fee, Percent Complete billing)
- Achieving a milestone in the project (Fixed Fee, milestone billing)
- The cost of work done plus a percent of cost or a portion of fixed fee (Cost Plus billing)
- A predefined billing schedule with amount and billing dates (Fixed Fee using a billing schedule)

Depending on the situation, billing can be straightforward or can involve judgment:

- Project percent complete: how much of the contract has been earned
- Hourly contracts: quality and justifiability of time and expenses

An invoice must project the desired image of the company. It must represent the professionalism and brand of the company, and clearly communicate the work done, amount charged and the total due. Thus, firms pay special attention to the look and feel of their invoices, including logos, layout of information and the information itself.

Project managers and senior executives focus on satisfying clients and maximizing company profits. Scheduled reports and notifications ensure managers have the right information at the right time. If none of the 150 *plus* invoice formats and 400 *plus* reports included with Web Suite meets your requirements, you can customize them yourself or outsource the job to [BQE Report Services](#).

WEB SUITE FOR IT CONSULTANTS

Like architects and engineers, IT or computer consultants are also *project-oriented*. They share many of the same characteristics and pain points. Again, Web Suite is a project-centric software that meets or exceeds all their expectations.

A unique characteristic among IT companies is prepaid services. They can discount standard bill rates because they get payment up-front. This is justified as revenue in-hand, instead of waiting for a client to pay an invoice. Thus, bill rates for prepaid services are usually lower than for post-paid services. Prepaid services involve keeping track of every minute with exact details because clients will demand accounting for their up-front payment. Exact time is required, whether you are in your company office, at the client's office or traveling.

To improve productivity and profitability, IT consultants often multi-task when providing Help Desk and other services. They usually work with two or more clients at the same time through chat logs, online sessions or on the phone.

Management must know how much of the prepaid amount or retainer remains so that it can contact the clients to replenish the funds and discuss increasing the total amount because of higher-than-estimated service activity.

These companies share many of the same billing and collection issues as architects, engineers, accountants and attorneys.

WEB SUITE FOR ACCOUNTANTS

Accounting professionals and CPAs (Certified Public Accountants) are *engagement-oriented*. They refer to 'projects' as 'engagements' and manage them just like the engineers or IT consultants. Again, Web Suite is engagement-centric software that meets or exceeds all their expectations.

Engagements can involve budgets, fixed fee contracts and milestone billing. Accountants closely monitor budget spent and contract burned. Often, they schedule this information for automatic delivery or print it on-demand, as needed.

Other engagements are less complex but even then, you should manage them well for profitability. Such engagements include:

- Tax preparation (Fixed Fee)
- Monthly, quarterly and annual accounting services (Recurring)
- Payroll forms services (compliance) (Hourly)
- Payroll processing (Fixed Fee)
- Software consulting services (Hourly)
- Specialized consulting services (Hourly)
- Special financial analysis (Hourly)
- Loan application assistance (Hourly)

Traditional billing arrangements (contract types) with clients are hourly or recurring for accounting and consulting services. For tax services, they bill clients on a fixed fee or hourly basis. Some engagements contain a maximum fee, resulting in Hourly Not To Exceed contract. In less formal situations, accountants communicate a maximum fee verbally or associate a 'shadow' contract amount with an engagement.

Typically, managers review hours worked and expenses incurred before billing. Accounting companies refer to this as 'pre-billing' or 'reviewing the WIP worksheet'. Depending on the value of the work done, client, and formality of billing procedures followed by the partner, this stage could take an hour or days. Work-in-progress represents potential revenue to the company (some accounting companies treat WIP as revenue). Hence, time and expense entries must be accurate and complete with the right bill rates applied to hours. Bill rates can be standard or special, depending upon the type of engagement or person doing the work.

A key pain point is asking questions about work done. The distance between the time when you worked and when you reviewed it for billing can be a few days or months. The more distant in time or the busier an employee has been, the harder it is to remember the details. This 'fuzziness' affects billing decisions. Thus, companies prefer that timekeepers add notes (memos) to their entries.

When reviewing WIP and deciding what to include on an invoice, the billing person must balance various factors such as the revenue earned for the work, reaction of the client and the likelihood of timely payment.

While billing, a partner or a billing manager can write-off specific items (the bill value is reduced to zero), make items 'no-charge' (include on the invoice as a zero-charge item), or adjust the bill value of the entire invoice. You need to monitor all these decisions to gauge the impact on the company and client relationship.

Accounting companies closely watch the 'realization rate' metric. This is the average bill rate achieved by a person on an engagement (billed) for a specific period. Some companies use this rate to measure the effectiveness of staff and managers. Realization rate is often a substitute value for profitability. Increasingly, companies look at profitability reports for clients, engagements, employees and task codes.

WEB SUITE FOR ATTORNEYS

Law firms are *matter-oriented*. They share many of the same issues as an accounting company. Again, Web Suite is a matter-centric software that meets or exceeds all their expectations.

A 'matter' is a project typically billed on an hourly basis *plus* expenses. You can do some type of work on a contingency basis (paid when you win a case) plus expenses.

Usually, you review work-in-progress before billing. The fuzzy factor is an issue here as well. Exclusions, write-offs, no-charge and net bill adjustments are common billing decisions, along with discounts and retainers.

Many law firms require a retainer up-front. The retainer can be for any work done for a client or can be specific to a matter. You can apply retainers to bills while generating invoice to reduce the amount due, or apply as a payment to an outstanding invoice. After a matter is completed, typically you refund any retainer balance to the client. Depending on the nature of the matter and the state laws, you can combine the retainer with other retainers in a general bank account (co-mingled funds) or can require a separate account. In some situations, the separate account can be a special 'trust' account, with legal and regulatory requirements and liabilities.

Like CPAs, partners and managers in a law firm watch the 'realization rate' metric very closely. Depending on the firm, you can measure it for WIP, after billing (billed revenue) or after collection (after write-off of invoiced amounts). Another metric they watch closely is 'production' or 'billable time' per attorney. You can review it as hours or bill value against a goal (hours x bill rate). Typically, you measure production against formal or informal goals. Increasingly, you monitor profitability by client, matter, manager and staff. Comparison of realization rate, production and profitability among attorneys and law firms is common.

As a law firm grows, compensation reporting becomes more important. Compensation (direct, bonus) can be based on pre-billed revenues (production), billed revenues (what was invoiced) or collections (invoice amounts paid by the client). You can compute amounts for one or more of the following:

- Client rainmaker (who brought a client into the firm)
- Matter rainmaker (who brought immediate work into the firm)
- Attorneys performing the work
- Paralegals and others involved in a matter

Compensation formulas can be highly specific to a firm's management structure, negotiated partnership agreement and general management style.

Keeping all these concerns as the driving force behind the success and popularity of Web Suite, it provides various solutions and features that enhance the overall productivity and profitability of your business concern—whether you are an architectural, engineering, IT, accounting or any other professional services firm.

You would agree that there are some critical concerns of executives in any industry. Web Suite addresses all those concerns:

- [Project Management](#)
- [Billing Management](#)
- [Overall Company and Business Management](#)

HOW DOES WEB SUITE MANAGE MY PROJECTS?

Web Suite is a project-centric system that supports an unlimited number of projects. After winning a project, you need to plan and set up the scope of work to do, which can be as broad or as narrow as you want. Web Suite allows you to charge time and expenses to it and accordingly bill your client. All the billable and non-billable charges, issues and events occurring over the life of a project affects its budget, job costs, billing, profitability and utilization. The quality of project management depends on timely, complete and accurate capture and processing of time and expenses, which is why Web Suite is the best solution for your project management needs.

Web Suite provides the following solutions and benefits, enabling you to manage your projects in the most efficient way.

- **ID Structures**
Descriptive IDs can communicate useful information, especially if you plan their structure well. You can sort grids and lists by activity, project, client, employee and other IDs, making it easier and faster to work. For companies offering a single category of services, Web Suite provides the option to auto-create project codes from the client profile, saving time during initial setup.
- **Project Structure**
Web Suite records each project with a unique ID linked to a client, who authorizes and pays for the work. A project's scope can be broken down into parts called phases, segments and sub-segments. In essence, Web Suite supports up to four levels in a project hierarchy. Each project record can have agreed-on contract provisions like fee, contract amount and type, manager, budget, estimate, fee schedule, employees, activities and expenses assigned to it.

- **Contract Types**

In Web Suite, project contract types trigger business-processing rules. Web Suite provides different contract types or billing arrangements to track information for any of these purposes:

- Billing and revenue
- Marketing
- Overhead

For instance, revenue-generating projects can be assigned Fixed Fee (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring or Cost Plus contracts.

For projects that your company is trying to win, you can use 'Marketing' contract. Tracking of marketing time and expense can begin when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning and bid proposals—all affect a project's profitability. After winning a project, you can carry out your plan through to the final close of the project.

Finally, you can use 'Overhead' contract to track internal activities and expenses like education, staff meetings and research. In any case, time and expenses flow to the project, giving you accurate billing, profitability and management information. You can set up one or more research projects for the company with the objective of improving your services and expanding your professional offerings to customers. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

- **Project Manager**

Web Suite enables you to assign a project manager who is responsible for that project. This is essential for proper tracking and managing of projects. Project managers can be assigned 'manager level' security permissions and 'role' to handle their projects in Web Suite. You can give them exclusive access to managerial reports for tracking and reporting of project issues.

- **Project Journals**

- making billing decisions
- post-project analysis as part of the company's continuous improvement and client evaluation process
- recording collections conversations
- trying to get in touch with the project manager to get some answers

- **To Do List**

The To Do List feature allows you to create a list of tasks to do. It allows you to assign tasks to any employee, set priority on them, track the status of each item and get reminders, thus making project execution and management an efficient yet simple process. It supports various types of tasks and categorization with specific start-end dates.

- **Project Rules and Settings**

Web Suite enables you to specify rules and preferences that affect the management of your projects. These settings can be set at the project level or global level to let you control the progress of projects, their billing and related aspects.

- **Budgets and Estimates**

As you would already know, budgets are a good way to track the expected revenue or cost of a project against the actual. On the other hand, estimates can support later-stage marketing efforts with a bid to provide specified services. For many professional services firms – architects, engineers, IT consultants, surveyors, computer consultants, etc. – it is the ‘estimate’ that is sent to the clients as part of their bid proposal. When accepted, it usually becomes the foundation for the project contract or engagement letter. Some companies start with a preliminary budget and then convert it to an estimate, and can go through multiple iterations until the client signs off. After being signed off and project begins, project managers keep track of the budgeted project.

Web Suite enables you to use budgets and estimates for many purposes, including:

- Compare the actual vs. budgeted items on a daily or weekly routine. This helps project managers gauge progress of a project and identify issues that need immediate management attention.
- Analyze actual-to-budget results to improve operations, employee skill sets, fee structures and other aspects of profitable delivery of services to clients.
- Use the total budget amount as the contract amount.
- Restrict employees, expenses and activities to the budgeted ones while making time and expense entry.
- Use budgets to assign employees and consultants to a project with specific tasks, hours and expenses, then use the ‘Budget by Employee’ report to track whether those employees are over or under budget for the assigned task.
- Track budget line items by percentage done, provided you have assigned a budget to a project.
- Create purchase orders, manual invoices and project controls from a budget.

Web Suite budgets and estimates include separate service and expense portions that can draw bill rates from fee schedules. You can use the same budget for several projects and include useful reports that compare budgeted hours and amounts to what you spent, how much remains, and whether you are over or under budget for a project.

- **Fee Schedules**

Web Suite allows project or billing managers to set up service fee schedules and expense fee schedules containing special bill and cost rates for projects. With fee schedules, Web Suite eliminates manual entry and changing of alternative rates or setting up extra codes for special situations. After assigning a fee schedule, you can relax and watch how Web Suite determines automatically whether to apply the default or special rates to time or expense entries.

Web Suite also enables you to assign a Delayed SFS to projects to handle specific situations in which the bill rate changes based on a trigger event (for example, project retainer balance, recurring amount, unbilled hours or unbilled amount). A company can use a Delayed SFS when offering prepaid services that are used over a period. For example, an IT company can offer a discounted bill rate for purchasing a certain number of hours or dollar value of help desk, remote assistance or on-demand consulting services. Employees or vendors charge their hours to these

prepaid service projects until it exceeds the trigger value. Then onwards, Web Suite automatically replaces the regular SFS with the Delayed SFS.

- **Project and Employee Control**

The Project Control feature enables the managers to limit who can charge time and expenses to a project. The net effect is that lists are significantly shorter, resulting in faster time and expense entry. It also increases data accuracy because there is less chance for error. For example, if you assign three employees to work on a construction project, only those employees will see that project in their time and expense entry lists.

Web Suite also provides employee control that works with security settings to manage what information an employee can view and use throughout Web Suite. It results in faster interaction with Web Suite because data is limited to assigned projects, activities and expenses. For example, if you assign John to work on six projects, he will see only those projects in all lists. Employee control ensures that all relevant data is available to project managers but confidential data is not accessible to all employees.

- **Allocation**

Web Suite allows you to set expectations for how long it should take to complete tasks (allocated hours) or how much expenses to incur (allocated units) on each project. This establishes a *self-policing* process where project managers do not need to micro-manage timekeepers and their tasks. Your staff knows what you expect from them.

- **Project Reports**

Many companies conduct a post-project analysis as part of their continuous improvement strategy. Project managers need reports for many reasons and situations, including:

- Tracking work-in-progress for projects
- Determining whether projects are under or over-budget
- Comparing the budgeted amount to the actual amount spent
- Tracking the qualitative information about project progress
- Reviewing time and expense entries against projects
- Determining due dates of projects
- Analyzing billing details of projects
- Checking staff performance on projects

Web Suite allows project managers and executives to produce project reports on a daily, weekly or monthly basis. Using these reports combined with qualitative information captured in the project notes and memos, managers know what went well and what did not. This helps in making your future clients more satisfied and projects more profitable.

- **Workflow Event Tracking**

Web Suite's built-in workflow event tracking feature enables managers and reviewers track the entire submittal-approval process and take the desired action on events. The Workflow screen allows you to view the status of all submitted, approved or rejected time and expenses, invoices, vendor bills, etc. – all in one screen. From here, reviewers and managers can check the details of the event, action taken and status.

HOW DOES WEB SUITE MANAGE MY BILLING?

Using Web Suite, you can track billable as well as non-billable hours to measure performance, utilization and profitability effectively. Non-billable hours can indicate how much time was lost or given away to gain or keep the business. Depending upon your preferences, you can choose the frequency and method of capturing time and expenses for accurate billing and reporting.

Web Suite provides an accurate and flexible billing system for billing managers, though in some cases you can delegate these tasks to accountants or project managers. Billing decisions can be made in real time (on-screen) or through a printed billing report (off-screen). When creating invoices, billing decisions can range from 'no-decisions-needed' to application of retainers, discounts, etc. After executing billing decisions, you can review and sign off on draft invoices, generate final invoices, send them to clients and receive payments. You can produce billing reports on-demand to keep yourself updated on all projects.

Web Suite provides the following solutions and benefits, enabling you to manage your billing:

- **Time and Expense Tracking**

Web Suite allows recording of time and expenses in any screen that suits your timekeepers—Sheet View, Simple Time Card, Timer, Expense Log, etc.

Many companies outsource tasks to vendors or consultants. Whether paid an hourly rate or a flat project fee, it is beneficial to track their hours for reporting and analysis. This information can help improve future estimates, budgets and other decisions. That is why Web Suite allows your vendors to record time and expenses with appropriate security permissions.

- **Submit-Approve**

Web Suite's built-in submit and approve feature enables timekeepers to follow company policy and submit time and expenses, invoices, vendor bills, etc. to a designated reviewer or manager. After being submitted, Web Suite notifies these managers to review the entries for approval and billing. Web Suite allows a chain of reviewers to check time and expense entries before a final reviewer approves them. For convenience, you can review both time and expense entries in a single Reviewer screen.

The Workflow tracking system gives you the status of all submitted timesheets, expenses, invoices, etc. –all in one screen. From here, reviewers and managers can check the details of the event, action taken and status.

- **Automatic Evaluation**

Web Suite does not prevent you from accumulating time and expenses above the contract amount. Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, Web Suite applies a **Red Flag Rule** to all time and expense entries charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, Web Suite prompts you and changes the status of the entry to 'non-billable', drawing the attention of employees and project managers.

Web Suite is smart enough to recognize that managers are busy and at times can miss things. Rather than inadvertently over-bill clients and likely lose them, the red flag prompts you to check the non-billable item.

- **Accounting**

To provide your company with day-to-day accounting capabilities, Web Suite provides some core accounting features that make it easier to keep track of financial information. With these capabilities, you can create purchase orders, receive items, create vendor bills and manage your chart of accounts.

You gain a major advantage of recording vendor bills in Web Suite because of the 'Pay When Paid' feature. When your client pays for an invoice, Web Suite includes a link to a vendor bill, prompting you to schedule payments to your vendors. In essence, you pay your vendors when your clients pay you.

- **Payment Terms**

Web Suite enables you to specify payment terms to indicate when you expect to receive payments from customers. In case of forgetful clients or late payments, you can charge specified interest rates or late fees. These user-defined terms are available at the project, client and billing level.

- **Invoice Formats**

An invoice is a marketing document that nurtures client relationships. It must communicate positive images to both new and long-term clients: *Quality, Capability, Professionalism* and *Confidence*. Web Suite offers more than 150 invoice formats for you to choose. These templates support detail or summary information, time and expense descriptions, retainers, memos, employee titles, value-added taxes (for example, GST) and so on. Web Suite can even customize these templates for you.

All invoices associated with a specific contract type have their own default invoice format. However, for demanding clients, you can assign an invoice template per project. For example, most of your clients can like a particular invoice template because it displays detailed memos for each time and expense entry. Nevertheless, a certain client wants his invoices to display time entries by activity and without memos. Web Suite accommodates all such preferences.

- **Invoice Numbers**

When setting up Web Suite for the first time, managers need to consider whether to start with a new invoice format or use the last invoice number from an old time and billing system. Web Suite enables you to define invoice numbering on a global level or customize it at the project level. You even have the flexibility to structure the invoice number so that it has a static and variable portion (automatically incremented). For example, you can include the fiscal year in the invoice number as static information while the variable will be the incremental part in curly brackets.

- **Retainage**

With Web Suite, you can set a retainage percentage and a maximum retainage amount that a client can hold back while making payments on invoices. This is most

common in the construction industry, but you can find it in any project-centric company. The client pays the accumulated retainage amount later — when the project is over or until the client verifies the quality and completeness of a project.

- **Rates**

One of the best features in Web Suite is the ability to assign an unlimited number of bill and cost rates to employees, activities and projects. It supports default bill rates (employee rates), special bill rates (fee schedule rates) and activity rates. Web Suite also enables you to specify classification or title of employees for these rates. After negotiating with clients, the project or billing manager decides which rate to charge. By defining the rates up front, you eliminate non-billable administrative hours otherwise spent checking and correcting rate information. In addition, you can allow your timekeepers to record their time without any knowledge of the rates.

Web Suite enables you to determine the ideal bill rate for producing the target profit per hour, the utilization rate of your employees and day rates. Such information is extremely useful in making business decisions.

- **Taxes**

Web Suite handles most of the tax rules in various countries – taxes on time and expense line items, taxes on invoiced labor and expense, **and** taxes on taxes. Web Suite supports taxes at two levels. At the first level, there are three item taxes, summed and applied to the pre-tax bill amount. You can modify these tax rates during time and expense entry.

At the second level, there are two main taxes on the total invoiced services and invoiced expenses. A common example is GST in Canada and VAT or MST in other countries. Item taxes are in addition to these main taxes and both taxes carry to the invoice.

- **Currency Manager**

Your business can be located in United States with clients in Canada, Mexico, China, and so on. With different countries and foreign currencies, billing can get confusing. However, Web Suite enables you to convert bill and expense amounts of your home currency to the local currency of the client (or project) when generating an invoice. The only time you will see a foreign currency is on the invoices and when recording payments. Web Suite reports will always appear in your home currency.

- **Billing Schedules**

Web Suite enables you to set up billing schedules to bill clients on a scheduled date for a scheduled amount. Depending on your needs, you can define billing records for the entire life of a project or only for the initial period of work. While you can define a billing schedule for any contract type, you would most likely use it for fixed-type contracts.

- **Billing**

Web Suite offers multiple and flexible options for billing managers. For detailed or advanced billing, Billing Review is the best screen to use; Manual Invoice allows you to create quick invoices, with or without time and expense entries. Web Suite enables you to determine the net bill amount based on project contract types, billing schedules, discounts, retainers, fixed fees, retainage, taxes, etc.

You can opt for batch billing when you want to bill records *as-is*. Since they require no billing decisions—no adjustments, no exclusions, no editing—batch billing is the fastest way to create invoices. You can process and print invoices in one simple step.

Web Suite allows you to generate percent complete invoice using the '% Complete' value of the project. You can calculate this value based on the contract amount spent and bill the client accordingly. Percent complete billing supports both single project per invoice *and* joint invoicing. You can set Web Suite for automatic billing at the project level and memorize invoices for future billing.

- **Manual Invoices**

Web Suite provides options as to where and how billing managers want to generate invoices. While you create most invoices using Billing Review, there are situations when Manual Invoice is a better option. For example, when you want to:

- Create a quick invoice from an estimate, budget, billing schedule or time and expense data
- Resell software, hardware or other products having no significant services associated with them
- Enter invoices (summary or detail) manually from a previous time billing system, including your old invoice numbers
- Create an invoice with no time or expenses charged to a project.

Whatever the reason or situation, you can make use of any billing screen in Web Suite and do your billing in no time! You can also memorize your manual invoices for future billing.

- **Billing Reports**

Web Suite has a huge collection of useful billing reports. Some billing managers use pre-billing reports to speed-up the billing process. Others record billing decisions on the report and hand it off to the administrative staff to complete billing. You can use the post-billing reports for analysis and decision-making.

- **Invoices**

Web Suite allows you to create, print, email, reverse and finalize invoices in a single Invoice Review screen. You can even apply late fees to them and generate late fee invoices. It contains everything you need to manage current, historical and draft invoices. Web Suite also supports electronic invoices, popularly used in European nations.

At times, clients request another copy of an invoice. Using Web Suite, your billing staff can easily reprint or resend invoices from Invoice Review. You can specify default settings for emailing invoices to clients, at the client as well as project level.

- **Interest and Late Fees**

Web Suite allows you to define and calculate late fees or finance charges on outstanding invoices based on a preferred date. You can define these settings at various levels. If you want a common interest rate for all your clients, that can be specified at the global level. For selective interest rates, you can set them up at the client or project level. Web Suite generates late fee invoices separately.

You can record late fee payments in the Payment screen and view them on several reports, such as Account Transaction and Cash Receipts Journal.

- **Payments**
Tracking invoices to full payment is a critical task, well handled by Web Suite. Prompt receipt and recording of payment results in the most up-to-date information, drives cash flow and other management decisions as well as affects future billing decisions. Web Suite enables you to record payments in many ways, to one invoice or multiple invoices, manually or automatically.
- **Credit Memos**
You might want to inform your clients that you have reduced their outstanding balance. For such situations, Web Suite supports recording of credit memos against client invoices.
- **Accounts Receivable**
To ensure proper cash flow and to lower the risk of reduced profits, it is important to manage receivables and track individual invoices for timely collections. To help you, Web Suite includes various accounts receivable and aging reports for managers.

The aging reports have client sections that list aged project invoices along with client contact details and project managers. In addition, you can identify payment deficiencies and other issues from reports such as Monthly Billing, Cash Receipts, Statements, Collections, etc.
- **Retainers**
In Web Suite, you can have two types of retainers—client retainers (advance received from client for all projects) and project retainers (amount received from client for a specific project). Retainer History maintains a complete history of all retainer activity, including retainer invoices, receipts and application to invoices. This information is also available in-context throughout Web Suite from client, project, billing and payment records, and reports. You can also memorize your retainer invoices for future billing.

HOW DOES WEB SUITE MANAGE MY BUSINESS?

We recommend that everyone in your company who draws a paycheck (including principals and executives) should enter time in Web Suite so that you have an accurate accounting of the hours (and thus, dollars) invested in your business.

Web Suite provides the following solutions and benefits, enabling you to manage your overall company and business:

- **DCAA Compliance**
You can set up and operate Web Suite to allow contractors and government agencies to comply with the Defense Contract Audit Agency (DCAA) audit requirements. Feature such as password security, audit trail, task assignment and monitoring, time tracking, submittal and multi-level approval, reporting, etc. meet the DCAA compliance requirements. You can implement standard DCAA Compliant settings throughout Web Suite with a single click and set its password (using Global Settings). See the [DCAA Compliance Guide](#) for more information.

- **Messages**
Using Web Suite, you can send contextual messages to other users based on trigger events. For example, project managers can send time card rejection messages to timekeepers when they log in or open a time entry screen. Similarly, you can send billing-related messages to billing managers when they open the Billing Review screen. This improves communication by notifying, reminding or advising others within the context of a task.
- **Customization**
It is a good management practice to determine what information you want on your screens, especially when making billing decisions. Web Suite enables you to customize the fields displayed in the grids—keep the fields you want to view and hide those you do not deal with. For example, do you collect taxes on labor or expenses? If yes, turn on the tax fields using the Field Chooser. Do you want the client ID, project name and activity description in the grid as reference information? If no, turn off these fields in the grid.
- **File Linking**
You can link scanned documents and graphics to Web Suite records like employees, clients, projects, time, expenses, purchase orders, vendor bills, etc. For instance, you might want to attach letters, employee performance reports, contracts, receipts, consultant invoices, bills or anything that is digital to records for quick reference. Files can be located anywhere on your computer or your company network. The benefit is that project managers, principals and others do not have to waste time in looking at different places to find important documents related to your current task or project.
- **Memos**
Web Suite enables you to record important qualitative or quantitative information about clients, projects, time, invoices, payments and so on. For example, a descriptive memo for a time entry can eliminate non-billable time spent by a billing manager asking or waiting for clarification about an item. That time memo, when included on an invoice, would reduce a client's need to ask for more details. If your company or client prefers, you can add memos to invoices that explain the scope of the work and change orders. As the invoices change hands in your client's company, the memos reduce questions by providing useful insight into the project's progress and billing decisions.
- **Filters**
Data analysis and reporting are important aspects of business management. Executives and managers have to view many reports to keep themselves updated about their company affairs. They can use filter options in Web Suite to perform this task easily and efficiently.

Web Suite enables you to limit the number of records displayed in the grids, lists and reports using filters. Filters are very useful data management tools that lessen the task of managing a large database. You can use advanced filters to view and analyze selective data according to the criteria specified.

For example, your project manager who is responsible for 20 projects out of 700 active ones would prefer not to waste time scrolling and scanning hundreds of items

in a list. Similarly, you might like to view clients with IDs that range from A through N, or only the employees belonging to the Marketing department.

- **Finding Information**

At times, you need to find records that contain important information, say, a conversation with an important client recorded within an invoice memo. You remember typing it into Invoice Review memo as you talked to a client, but cannot remember the exact date or which client it was. All you do remember is a reference to 'extension'. In Web Suite, searching for information is easy and fast because of the global find and quick search features.

Global Find searches all fields for a keyword and displays a list of records that match your criteria, whether simple or advanced. The Search Item option just searches records as you type initials or letters in the search box.

- **Security**

In Web Suite, you can control who should access its features, functions and reports. When you turn on security, only authorized employees and vendors, having full or selective access, can log into Web Suite. For example, you can grant your staff permission to enter time while managers receive more extensive security permissions. This prevents any unauthorized access to your company database.

To avoid any hassle and save time, you can use the standard security templates shipped with Web Suite, such as Billing Only, Manager Level Access, Time Entry Only and so on. You can customize these built-in security templates to your preference.

To top all these advantages, you can assign security permissions for Web Suite modules and features as well as for individual reports. Security is simply built into our Web Suite design!

- **Roles**

Web Suite allows you to select organizational roles for your staff members. Accordingly, you can assign security permissions or select a security template for them. For example, you can assign a 'Billing' role to a billing manager while a 'Time & Expense' role to a timekeeper.

- **Audit Trail**

Web Suite allows you to track all key actions taken by others in the program. Using the Log Viewer, you can view actions, know who performed them and when they were performed. You can even read the log records with a text editor or word processor. Web Suite maintains separate audit trail files for each month in the same folder as your company database or as specified by you. This feature monitors and encourages user accountability by tracking actions over time.

- **Reminders**

Web Suite displays system-generated and user-defined messages on the Reminders panel of the Dashboard. It informs employees about the actions to take, such as print invoices, approve time entries, process recurring invoices, and so on. You can set reminders on Employee and Vendor screens for specific dates. As an example, it can remind a manager or supervisor few days prior to an employee's birthday or annual performance review. Alternatively, it can remind you about arranging for your next out-of-town meeting and so on.

- **Groups**

Web Suite allows you to group employees, vendors, clients, codes and projects based on shared or common attributes. This is useful in filtering records included in the grid lists and reports. In addition, groups save time and effort when setting up fee schedules, controls and budgets. Some of the common groupings you could use include:

 - Employees: hired date, department, title, annual review, skills, etc.
 - Vendors: skills, location, ability to travel, etc.
 - Clients:
 - *Architects/Engineers* – commercial, residential, government
 - *Accounting Firms* – 1040 tax, consulting, litigation support
 - *Law Firms* – contracts, bankruptcy, divorces, real estate
 - *Computer Consulting* – networks, remote maintenance services, solutions
 - Activity Codes: tax services, administrative, marketing, technical, etc.
 - Expense Codes: overheads, taxes, costs, reimbursable, administrative, etc.
 - Projects: type, industry, location, etc.
- **Settings and Preferences**

To optimize Web Suite based on your company size, business goals, management styles and policies, you can choose various global settings, business rules and user preferences. For instance, you can specify your preferences regarding time and expense tracking, billing and invoices, taxes, emailing, UI and so on. Thus, you can control how Web Suite works for your company and employees.
- **Email**

You can send reports, invoices, purchase orders and vendor bills directly from Web Suite via email. You can customize the message as well as other email settings according to your preferences in the Global Settings and Preferences screens.
- **Dashboard**

The Dashboard is a valuable and useful feature in Web Suite for managers as well as staff. It enables you to view critical and key information. Using the Dashboard, you can:

 - view time and expense billed/unbilled summary
 - view messages and notifications
 - view reminder messages
 - view submitted time, expenses and invoices
 - access frequently used modules
 - access common 'How Do I' Help topics
 - search for information in the Web Suite Help
 - access useful resources and links
- **Reports**

Reports contain information that is important and useful to a company, especially its executives and decision-makers. Typically, managers follow a standard pattern when it comes to reviewing information. Contract spent and budget comparisons can be daily or weekly reports. Job costs, work-in-progress and unpaid invoices can be biweekly. After monthly billing, managers can check profitability, work-in-hand and analysis reports.

Web Suite offers more than 400 standard reports that can be printed, previewed, exported and emailed. For your convenience, Web Suite allows you to access in-context reports from almost all screens.

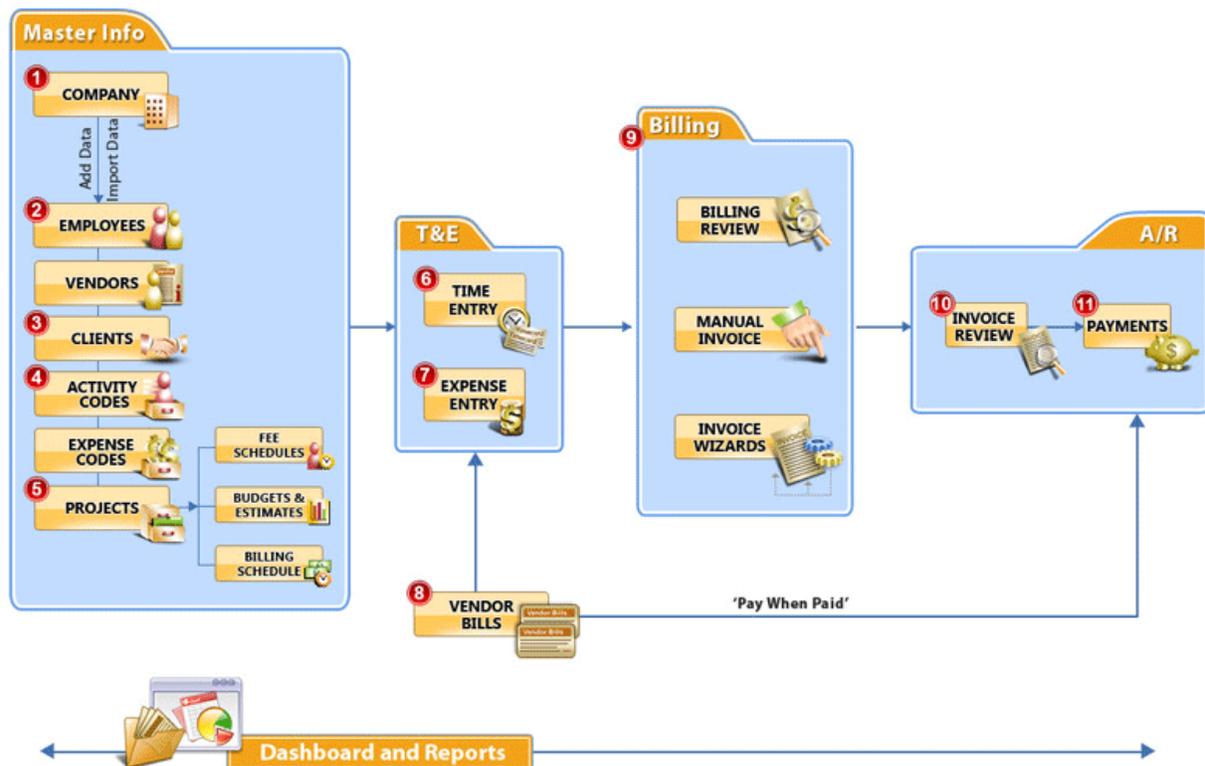
You can use report filters to limit the number of records or data displayed on the reports. For example, if you make activities or expenses billable to a project, the Project Time and Expense Report initially shows unbilled costs for all projects and for all dates. This is too much information if all you want to see is last year's unbilled costs to one of the projects. You can use the Date and Projects Filters to print last year's Project Time and Expense report for a particular project.

Web Suite also allows sorting of data displayed on the reports. It allows you to customize or create reports using Crystal Reports 9.0 or later. Alternatively, you can have them customized by the [BQE Reports Team](#).

WEB SUITE WORKFLOW

Web Suite is a time and expense tracking, project management, billing and reporting solution. It is highly flexible and hence adapts to your business and company preferences. To see the details, click on the relevant areas on this image.

WEB SUITE OVERVIEW



① To get started with Web Suite, a Supervisor or administrator needs to first set up the Company database. ② You can do this by entering new data, importing it from external sources or integrating it with your accounting packages. This is followed by setting up of master information- employees and vendors, ③ clients, ④ activity and expense items, ⑤ projects and related information such as fee schedules, budgets and estimates, and billing schedules. Time and expense entry requires data input from this master information. Employees or vendors charge ⑥ activities and ⑦ expenses against various projects while recording time and expense entries. ⑧ In addition, you can convert vendor bills into time and expense entries or vice versa. Approved time and expense becomes work-in-progress, ready to bill.

⑨ Billing decisions begin with the client and project setup (master information). When ready to bill, accumulated work-in-progress or pre-defined billing schedule flows to the Billing Review or Manual Invoice. You can also use the wizards to do your billing. After processing and reviewing invoices, ⑩ the manager typically generates final invoices in Invoice Review and sends them to the clients. ⑪ Web Suite tracks accounts receivable and then records payments when received. Some companies prefer linking the payment of vendor bills with the payment received from their clients (*pay when paid*). Throughout the Web Suite workflow, useful reports are available for the staff and management.

KEY FEATURES

Web Suite is a web-based program that enhances the power of BillQuick by extending its reach to remote users or satellite offices anywhere via the Internet. It is compatible with all major browsers for PC, Mac and smartphones.

Web Suite provides you with some exciting features to make your time and billing experience easy and efficient:

Key Features

Time and Expense

- Time and expense entry
- Tracking of overtime and compensation time
- Tracking of sick, vacation and holiday time
- Unlimited length memos for time and expense
- Submittal, review and approval workflow
- Attaching files and images to time and expense records
- Spell checking for memo and description fields
- Smart timers—stopwatch style time entry
- Personal Time Off management

Employees and Vendors

- Employee and vendor profiles
- Employee and vendor groups
- Employee and vendor cloning

- Assignment of projects, activities and expense items to employees and vendors
- Staff scheduling

Projects

- Projects, phases and segments
- Tracking over-budget projects
- Locking projects at contract amount
- Project groups
- Collapsible project lists
- Automatic project created for clients
- Allocation of hours and units per employee per project
- Assignment of activities, expenses and employees to specific projects
- Project cloning
- Budgets and estimates
- Custom invoice numbers per project
- Attach files and images to master information
- To-Do lists and tasks
- 11 contract types including *Cost + Fixed Fee* and *Cost + Percentage*

Clients

- Client profiles
- Contact details for clients
- Client groups

Billing, Accounts Receivable and Payments

- Automatic billing
- Invoices in batch and manual mode
- Retainer invoices
- Recurring invoices
- Percent complete invoices
- Fixed fee invoices
- Hourly invoices and Hourly "not-to-exceed" invoices
- Electronic invoices
- Billing schedule
- Budgets from estimates, and vice versa
- Email invoices
- Invoices as PDFs
- Historical account balances
- Service Fee Schedules
- Expense Fee Schedules
- Delayed Fee Schedules
- Invoices from estimates and budgets
- Credit memos
- Retainer invoice tracking
- Retainer management
- Reverse or void invoices and payments
- Purchase orders, received items and vendor bills

Reports

- More than 500 report templates
- Memorized reports
- Recent and favorite reports
- Reports as PDFs

- Reports and invoices emailed/exported as Word, Excel or PDF files
- In-built report customization

WEB SUITE EDITIONS

Web Suite is available in three editions—Basic, Pro and Enterprise. Depending upon your requirements, you can choose the edition that fits you the best:

Edition	Description	Database Type
Web Suite Basic	Low-end, paid edition of Web Suite. Offers time and expense tracking, invoicing, billing, and reporting features.	Microsoft SQL Express
Web Suite Pro	Professional edition of Web Suite Offers advanced features than Basic but less than the Enterprise.	Microsoft SQL Express
Web Suite Enterprise	Top-of-the-line edition for companies who need very robust features. Offers all the advanced and new features.	Microsoft SQL Express Microsoft SQL Server

BQE Software provides smart project management, billing and accounting software solutions in three different versions of BillQuick. Depending upon what suits your company and situation, you can use one or more of these options:

- [BillQuick](#) – flagship product, installed and accessed on desktop computers and laptops
- [Web Suite](#) – web version of BillQuick, hosted by you and accessed from web browsers using Internet, Intranet or local network
- [BillQuick Online](#) – subscription-based SaaS model of BillQuick, hosted by BQE Software and accessed from web browsers using Internet

To check out the comparison of features and functionality between BillQuick, Web Suite and BillQuick Online see *the [comparison chart](#)*.

BILLQUICK FAMILY OF PRODUCTS

BQE Software offers other stand-alone products and add-on modules that can help you effectively and efficiently manage your company. They expand the core capabilities of BillQuick, providing you with smart tools and features.

To take benefit of these products, you need to purchase and install them separately. After installation, you can access them from within BillQuick (Add-ons menu).

 To learn more about other BQE products, please visit www.BQE.com/Products. 15-day trial versions of add-on modules and stand-alone applications are available here. To check

out related support documents for each, please visit www.bqe.com/Support. To purchase, contact Sales at (310) 602-4020.

The BillQuick Family includes various software modules. All modules are available as downloadable trial software (15-day evaluation period).

Product/Edition	Trial	Lite	Basic	Pro	Enterprise
BillQuick	Yes	Yes	Yes	Yes	Yes
BillQuick Online	Yes	—	—	Yes	Yes ¹
Web Suite	Yes ²	—	Yes	Yes	Yes
Agent	Yes	—	Yes	Yes	Yes
Outlook Add-In	Yes	—	Yes	Yes	Yes
BillQuick HR ³	Yes	—	3	3	3

¹It offers Enterprise and Enterprise Plus plans.

²BQE Software maintains a test server on the web for prospects to evaluate Web Suite. If desired, they can download Web Suite and install it on their local network.

³BillQuick HR is not segmented into editions like other modules. This module includes all features available for the software.

This section briefly highlights the core capabilities and benefits offered by major BQE Software products. Accordingly, you may decide to use the ones better suited for your company and situation.

BillQuick Online – online version of BillQuick

- It is a subscription-based, hybrid Software-as-a-Service (SaaS) model of BillQuick desktop that is hosted by us.
- It provides you with a secure, hassle-free, investment-free time tracking, billing and project management software.
- It not only stores data solely at the hosted site (called 'cloud') but also at your local site. If you have been using BillQuick desktop on a computer or laptop, whenever Internet connection is available, you can synchronize that data with the BillQuick Online database using the sync tool.
- You do not have to worry about backups. Data backups are automatically taken by us.

 To learn more about BillQuick Online, please check out the [BillQuick Online Help](#). Also, check out www.BillQuickOnline.com.

Web Suite– browser-based version of BillQuick

- It allows you to access BillQuick through a web browser, via your local company network/server, an Intranet or Internet.
- It is useful for companies with satellite offices or with staff, managers or consultants who work remotely.
- Some companies also deploy Web Suite inside their company to cut the total cost of ownership.
- It allows you to track time and expenses, bill your clients and generate reports anywhere, anytime.
- Security and other settings in BillQuick carry to Web Suite, but you can overwrite them to suit your needs.

 To learn more about Web Suite, please check out the Web Suite Help. Also, see the [Web Suite Getting Started Guide](#) for installation instructions and main procedures.

BillQuick Mobile - mobile app for BillQuick

- It can be downloaded and accessed on iPhones, Android phones and other compatible devices like Windows phones.
- It allows you to enter time and expenses from your smartphones quickly.
- Data can be entered even without wireless or data connectivity.
- It synchronizes all your entries seamlessly with the server.

BillQuick Agent - workflow automation tool

- It allows time sheet and expense sheet monitoring. Agent checks employee and subcontractor time cards and expense log daily or weekly to make sure they record their hours according to company policy. It sends email reminders to delinquent timekeepers and their supervisors.
- It schedules any standard or custom report in BillQuick for automatic generation and delivery to anyone inside or outside the firm via email or on-screen. You can also print reports.
- It is useful for setting up and generating business alerts. Agent automatically tracks the changes in the database that signal a special situation or an event that requires your immediate attention. It then sends an email or instant message to your BillQuick desktop.

 To learn more about Agent, please check out [BillQuick Agent Getting Started Guide](#) for installation instructions and main procedures.

BillQuick Outlook Add-In - integration with Microsoft Outlook

- Outlook Add-In is embedded in Microsoft Outlook and captures time from appointments, tasks and emails.
- It allows you to send Outlook data to BillQuick such as tasks and appointments.
- It allows you to exchange contacts between BillQuick and MS Outlook.

 To learn more about Outlook Add-In, please check out [BillQuick Outlook Add-In Getting Started Guide](#) for installation instructions and main procedures.

BillQuick HR – management of employees

- It enables you to manage your employees and fulfill the associated human and legal obligations.
- You can maintain employee profiles, track employee benefits, incidents and vacation time, conduct performance reviews, generate related reports and much more.
- You can import employees from BillQuick and exchange data with BillQuick without any special setup.

 To learn more about BillQuick HR, please check out [BillQuick HR Getting Started Guide](#) for installation instructions and main procedures.

 To learn more about other BQE products, please visit www.BQE.com/Products.asp. 15-day trial versions of add-on modules and stand-alone programs are available here. To purchase, contact Sales at (310) 602-4020.

Contact Info

CONTACT INFO

BQE Software, Inc. is a California based C Corporation, founded in 1995. It first introduced its flagship product, BillQuick, in May 1996 and since then BQE has developed a host of programs and solutions for your specific needs.

You can contact us for information about the latest products and services; ordering products; training and consulting; technical support; report customization or any other business query.

Corporate Office

Address:	BQE Software 3825 Del Amo Blvd. Torrance, CA 90503 USA
Telephone:	+1 (310) 602-4010
Fax:	(310) 784-8482
Office Hours:	Monday to Friday 8 AM to 5 PM Pacific Standard Time
Website:	www.bqe.com
BQE Blog:	blog.bqe.com
User Forum:	BillQuick Yahoo Group
Services:	www.bqe.com/Services

Sales

Contact our sales representative for information about the latest products and services.

Telephone:	1 (855) 237-1238 (Within USA) +1 310-602-4020 (Outside USA)
Website:	www.bqe.com
Email:	sales@bqe.com

Technical Support

For technical support, you can contact our Support Team. Before you call, email or fax us, please provide the following information for the fastest possible service:

- Product serial number (registration number)
- Your name, company name and phone number
- Exact product name and version number (To find the version of BillQuick, click Help, About BillQuick)
- Type of operating system (say, Windows XP)
- Complete description of the issue, including steps to reproduce it
- Exact wording of any messages displayed when you encountered the problem
- Steps taken to resolve the problem
- All previous email threads with BQE Software about the issue, if any

Telephone:	+1 (310) 602-4030
Knowledge Base:	kb.bqe.com
Email:	support@bqe.com
Website:	www.bqe.com/Support
Hours:	7 AM to 3 PM Pacific Standard Time

Australia Office

Address:	BQE Software 255 Broadway Suite 7 Glebe, N.S.W 2037 Australia
Telephone:	1300-245-566 +61 (02) 9249 7327 (Outside Australia)
Fax:	+61 02-8323-4615
Sales Hours:	Monday to Friday 8:30 AM to 5:30 PM Eastern Time
Website:	www.bqe.com.au
Email:	aus-Support@bqe.com aus-sales@bqe.com
Support Hours:	Monday to Friday 8:30 AM to 5:30 PM Australian Eastern Standard Time

Europe Office

Address:	BQE Software Crosshaven Co. Cork Ireland
Telephone:	+44 20 3411 9852 +353 76 603 2047 (From Ireland) +358 92 316 3286 (From Finland)
Website:	www.bqe.co.uk
Email:	uk-support@bqe.com uk-sales@bqe.com

START-UP

SYSTEM REQUIREMENTS

For a successful installation of Web Suite, it is necessary that you must meet the hardware and software requirements for your system, whether a PC or Mac. Please check our [website](#) or [Web Suite Getting Started Guide 2017](#) for all the installation details, including System Requirements.

Web Suite Help

HOW DO I ACCESS HELP?

BQE Software provides various resources for user's guidance and help.

Excellent service and support for Web Suite is available. Various user manuals, tutorials and training courses are offered by BQE Software to enable you to explore the rich and robust features of Web Suite. Certified trainers are also available to train you on Web Suite at different trainee-levels.

For help with usage of our products or further information, you can access any of the following:

- **In-product Help:** From Web Suite Help menu, select Contents.
- **Help on the Web:** Search through our knowledge base articles, read our e-letter or read through our many user guides available online. Visit our [website](#).
- **Technical Support:** Contact our Technical Support department to get answers to questions not found on the web.

In Product Help

Your Web Suite program comes with an in-product help provided with it. To access help you can choose any of the following options:

To use the Contents, Index, or Search:

- From the **Help** menu, select **Contents**.
- Use the buttons and links to navigate.

To get Help on a window or dialog box:

- Click the **Help** button on any dialog box.
- Press **F1** in any program window or dialog box.
- Click the **How Do I** link in the program window.

Feedback on Web Suite Help

We are always trying to improve the content and usability of the in-product Help. If you find errors or have suggestions about how we can improve the in-product Help, please let us know. You can send in your feedback at support@bqe.com.

HOW DO I FIND INFORMATION?

Help provides detailed procedures, reference information, tips, and links to resources that provide answers to your questions. For assistance while you work, click the Help button on any screen or use the Help menu.

Contents organize topics into books (📖) and pages (📄), enabling you to approach the major features individually. This allows you to understand which features are related to other features. Index provides a predefined list of keywords. Choose a keyword and click **Display** to jump to the topic for that feature. Search option enables you to search Help topics by your own keywords.

To find information in the In-product Help, from the Help menu, click Contents. In the Help window, do the following:

Click	To
Contents	View the table of contents for the Help. Click each book to display pages that link to topics, and click each page to display the corresponding topic in the right pane.
Index	Search for specific words or phrases or select from a list of index keywords. Click the keyword to display the corresponding topic in the right pane.
Search	Locate words or phrases within the content of your topics. Type the word or phrase in the text field, press Enter, and select the topic you want from the list of topics.

When viewing information in one topic you can easily lookup a word by pressing **Ctrl+** and **F** (simultaneously) keys on your keyboard. This opens up a dialog box, where you can specify search for a specific word.

To expand Help topics:

The **Web Suite** Help is provided to you in a tree like structure. Many help topics include blocks of text that are hidden when the help topic is first opened. Hidden text blocks are indicated with a (📄) button. To view a hidden block of text, click (+) sign. To hide the block of text, click (-) sign.

HOW DO I PRINT HELP?

You can print topics and help information right from the browser window of your in-product help.

To print a Help topic:

1. Open the Help and locate the topic you want to print.
2. From the Help window, right-click in the right pane and select Print. The Print dialog box opens.
3. Click Print. The topic is printed to the specified printer.

WEB SUITE TUTORIAL

This tutorial is designed to put you in the driver's seat of Web Suite. It gives you the basics to tackle data entry and processing in the program. We recommend that after you are comfortable with the basics presented here, explore its many other capabilities.

If you have previously used Web Suite on your system, it will automatically open the database that you were in last time you used the software. If you are running Web Suite for the first time, you have to create your database in which to store all your important client, project, and billing information. Please check the [Web Suite Getting Started Guide](#) for all the getting started details.

Enter Company Information:

1. After completing the new database wizard, the Company screen automatically opens. If not, then access it from the *Settings* tab.
2. From the Company File Options, click [Company](#) to open the company screen.
3. Enter your company name, address and other data.
4. After the information has been entered, click Save to save the data.
5. Finally, click Close.

Enter Employee Information:

The Employee screen enables you to create and maintain a profile of each employee. The information is used on reports and invoices and can be used when determining bill and cost rates on time entries or budgets. To create employees:

1. On the navigation bar, click Lists.
2. Click the [Employee](#) tab to display the employee records in your Web Suite database.
3. Click New on the Employee button panel to create a new employee record. The pointer will default to the Employee ID field.
4. Enter the Employee's ID. The field is alphanumeric, allowing both letters and numbers and in mixed case. Press the Tab key to move between the fields.
5. Enter information in all the relevant fields. Web Suite requires this information to track an employee effectively. The minimum you should enter is the first and last name.
6. Click the Rate tab and enter the Bill Rate and Pay Rate for the employee.
7. After the required fields have been entered, click Save.
8. Click Return to return to the Employee grid mode.

Enter Client Information:

The Client screen enables you to keep billing addresses and an unlimited number of contacts per client record. Client address is always pulled by invoices. It also provides

detailed information concerning the hours, expenses, billable amounts, cost amounts, invoices and payments that you have generated for each client. To create clients:

1. On the navigation bar, click Lists.
2. Click the [Client](#) tab to display a list of client records in your Web Suite database.
3. Click New on the Client button panel to enter details for the new Client. The pointer will default to the Client ID field.
4. Enter the client's ID. Press the Tab key to move between fields.
5. Click the Details tab and enter your main contact information.
6. After the required fields have been entered, click Save.
7. Click Return to return to the Client list.

Enter Project Information:

From the Project screen, you can create and maintain a profile of each project, which can be used on reports and invoices. The information saved in the project record determines how the project is billed and managed. To create projects:

1. On the navigation bar, click Lists.
2. Click the [Project](#) tab to display a list of project records in your Web Suite database.
3. Click New on the Project button panel to enter details for the new Client. The pointer position defaults to the Project Code field.
4. Enter a code for the project. If the project has more than one phase, time for each phase can be tracked separately. You will notice that the Project ID field automatically records the Project Code and the Phase together with a colon. The Phase is not a required field.
5. Press the Tab key to move between fields. Select the contract type (Hourly, Fixed, etc.) from the Type drop-down list. If a lump-sum contract type is selected, be sure to fill in the Contract Amount field with the contract amount for the project.
6. After the required fields have been entered, click Save.
7. Click Return to return to the Project list.

Enter Activity Codes:

The Activity screen enables you to create and maintain lists of standard activities for your business. In this section, you can edit or add to them. You will later select from these activities when you make time entries. Defining your most common activities enables you to cut the time required to fill out time cards dramatically, generate invoices and produce project management reports.

To enter activity codes:

1. On the navigation bar, click Lists.
2. Click the Activity tab to open the [Activity](#) screen.
3. Click New on the Activity button panel to enter details for the new activity.
4. Enter the activity code, description and other required information.
5. Click Save and then Return.

To delete an activity:

1. Select the row on the [Activity List](#) screen.
2. Click Delete.

To edit an activity code:

1. Navigate to the [Activity tab](#) and click the ID of a listed activity.
2. Make the necessary edits and click Save.
3. Click Return to go back to the Activity list.

Enter Expense Codes:

The Expense screen enables you to create and maintain lists of standard expenses for your business. You will later select from these codes when you make expense entries. Defining your most common expenses enables you to cut the time required to fill out expense logs dramatically, generate invoices and produce project management reports.

To enter expense codes:

1. On the navigation bar, click Lists.
2. Click the Expense tab to open the [Expense](#) screen.
3. Click New on the Expense button panel to enter details for the new activity.
4. Enter expense code's description and other required information.
5. Click Save and then Return.

To delete an expense:

1. Navigate to the Expense tab.
2. Click Delete.

To edit an Expense code:

1. Navigate to the [Expense tab](#).
2. Click the ID of the code to be edited and update the required information.
3. Click Save to save you changes.
4. Click Return to go back to the Expense list.

Create Service Fee Schedule:

To add a new service fee schedule:

1. On the navigation bar, click Management.
2. Click the [Fee Schedule](#) tab and then click New SFS on the button panel. A pop-up window displays.
3. Enter the Schedule ID and a brief description.
4. Click Save.
5. Click New to create a new record for the fee schedule.
6. Enter an ID for either an Employee or an Employee Group. Do not enter both.
7. Next, enter either an Activity ID or an Activity Group ID. If you enter an Emp ID, that employee's default bill rate and cost rate are brought forward. To modify the bill rate amount, just enter the revised amount in the Bill Rate field.
8. To assign bill rates based on a multiplier of the employee's cost rate, enter that multiplier in the Pay Rate Multiplier field.
9. To charge your client based on a multiplier of the employee's bill rate, enter that multiplier in the Bill Rate Multiplier field.

10. You must also enter each Activity ID that will be used while working on the project on this fee schedule; otherwise, the employee's default bill rates will apply.
11. Click Save to save the newly added Service Fee Schedule.
12. Click Return to return to the SFS list.

Create Expense Fee Schedule:

1. On the navigation bar, click Management.
2. Click the [Expense Fee Schedule](#) tab and then click New EFS on the button panel. A pop-up window displays.
3. Enter the Expense Fee Schedule ID and a description.
4. Click Save.
5. Click New on the Expense Fee Schedule button panel.
6. Enter either an Employee ID or an Employee Group. Do not enter both.
7. Next, enter either an Expense ID or an Expense Group. If you enter an expense ID, that expense's default cost rate will be brought forward. To modify the cost amount, just enter the revised amount in the Cost field.
8. Any markup on the expense or any tax amount can be assigned to the expense. The calculated Amount is displayed for the Schedule.
9. Click Save to save your settings.
10. Click Return to return to the EFS list.

Create Budgets:

1. On the navigation bar, click Management.
2. Click the [Budget](#) tab and then click New Budget on the button panel.
3. Enter an ID and a description and click OK.
4. Consider whether you want to pull bill rates from a fee schedule. If so, select it from the Service Fee Schedule or Expense Fee Schedule list.
5. Click the Services tab and click Add Activity on the button panel to enter details for the budget.
6. Select an Employee and Activity from the lists.
7. Enter the number of hours (Hours) budgeted for the employee-activity combination. Web Suite allows you to enter negative hours.
8. Accept the Bill Rate carried forward from service fee schedule (*if you have selected it*). Alternatively, enter a new rate for the employee-activity combination. The Amount is calculated automatically for the budget item (Hours x Rate).
9. Click Save and then Return.
10. Next, click the Expenses tab and click Add Expense from the button panel to enter expense details for the budget.
11. Select an Employee and Expense (or their groups) from the lists.
12. Accept the values carried forward from expense fee schedule (*if you have selected it*). Alternatively, enter the expected Units, Cost or MU % (markup) for the employee-expense combination. The Charge Amount is calculated automatically for the budget item $[\text{Units} \times \text{Cost Rate} \times (1 + \text{MU}\%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$.
13. Click Save. You can see the budget totals on the screen.

Enter Time:

The time entry screen is where you enter and review time entries. There are two time entry screens available in Web Suite-Simple Time Card and Sheet View. In these screens, you record and review time. Since all time entries are recorded in the same database, you will be able to review entries made in one screen in the other.

Do the following to record time:

1. On the navigation bar, click Time-Expense.
2. Click the Sheet View tab.
3. Click New on the button panel to create a new time record.
4. The View By drop-down list is used to specify the person (Employee or Vendor) or item (Project) for which the Time Entry is being made. Select Employee option drop-down list.
5. Select the employee for whom the time entry is being made from the Employee drop-down list.
6. Enter the date for the time entry.
7. Select the desired project and activity from the drop-down lists.
8. In the B-Hours/Hours field, enter the time the employee spent on this project on this date. Use decimals if needed. When you finish entering other information, click Save. You are returned to the Sheet View list screen.
9. To approve the entry, select the time entry and click Submit on the button panel. If you do not see the entry in the list, make sure the Period Included date is correct and click Refresh.
10. Choose Approve and click OK.
11. Click OK on the confirmation dialog.

Enter Expenses:

The Expense Log screen is where you enter and review expense entries. Do the following to record expenses:

1. On the navigation bar, click Time-Expense.
2. Click the Expense Log tab.
3. Click the New on the button panel to create a new expense record.
4. The View By drop-down list is used to specify the person (Employee or Vendor) or item (Project) for which the Expense Entry is being made. Select Employee option drop-down list.
5. Select the employee for whom the expense entry is being made from the Employee drop-down list.
6. Enter the date for the expense entry.
7. Select a project and expense from the drop-down lists.
8. Enter the expense units for this project on this date. Use decimals if needed. When you finish entering other information (for example, Cost).
9. Click Save and then Return.
10. When you are ready to approve an expense entry for invoicing, on the Expense list, select the check box of the entry and click Submit on the button panel. If you do not see the entry in the list, make sure the Period Included date is correct and click Refresh.
11. Choose Approve and click OK.
12. Click OK on the confirmation message to return to the Expense Log list.

Generate Invoices:

Web Suite enables you to generate invoices quickly by client, client group, project, project group, project manager, project manager group and by whatever billing period you want. You can then display as much or as little detail as you want on your invoices when you print them and mail or email them to your clients. Follow these steps to generate invoices:

1. On the navigation bar, click Billing and then click the Billing Review tab.
2. Use the filter panel below the Billing Review button panel to select criteria to view billing records to process. Make a selection from the View By drop-down list (for example, client, project, etc.).
3. Specify the range of records to display using the From/To fields.
4. Make a selection from the Period drop-down list to specify your billing period and click Refresh.
5. Review all of the listed billing records before processing. Click Info  to view record details.
6. Edit the Net Bill and other values as needed.
7. Select the Bill check box to flag a billing record for processing.
8. Click Process on the button panel to process the bill and generate invoices. The rows you process will disappear and the invoices will display in the [Invoice Review](#) screen.
9. Click Close to return to the home page of Web Suite.

Review and Print Invoices:

You can review all of the invoices that you have created and print, email or reverse them in the Invoice Review screen.

To review and print your invoices, do the following:

1. On the navigation bar, click Billing and then click the [Invoice Review](#) tab.
2. Use the filter options below the Invoice Review button panel to display only invoices you want to view. Or, leave the filters blank and click Refresh to display all of the invoices.
3. Select a row and click Print on the button panel to print or preview the invoice. The report viewer displays.
4. When you are ready to print, click the Print button. Close the viewer.
5. Click Close.

Apply Payments:

The Payment screen enables you to directly input new payment information, as well as review previously recorded payments. When recording payments, you can distribute the payment among multiple invoices on either a client or a project basis. This enables you to closely track all payment information related to your business. The following procedure covers the steps for applying received payments:

1. On the navigation bar, click Billing and then click the [Payments](#) tab.
2. Select Project from the View By drop-down list.
3. Choose the project from the Project ID list.
4. Specify the Date and Payment Method. Today's date is already selected. Select the type of payment from the Pay Method drop-down list.
5. Enter the total amount of payment in the Amount field.

A payment can be applied to multiple invoices.

6. In the Payment grid, select the check boxes adjacent to invoices to be paid. Type the amount applied to each invoice in the column labeled Amount Applied. Web Suite automatically updates the net balance for this project as you apply the payment, as you can see in Balance field.

You can also select the Auto Apply check box to apply the payment automatically to older invoices.

7. Review your entry and click Save. If there is a remaining amount, you will be prompted to apply it as a project retainer.
8. Click OK on the confirmation message and then click Close.

Print Reports:

Web Suite provides you with huge variety of reports. Depending on the type of information you want to view, Web Suite has classified the reports accordingly.

1. Click Reports on the navigation bar to display the Report Center.
2. The Reports are organized by category on the left side of the screen. Navigate through the Reports tree and click on the report to be printed. The location of the report displays in the Selected Report Path field.

Select the Legacy View check box if you want to view the list according to the older/traditional categorization.

A brief Report Description displays for the selected report on the Similar Reports panel. You can view a list of similar reports as well.

3. Enter or select the desired Date Filters, Other Filters, More Filters or Group Filters. Select a range of items in the From-To fields or discrete items in Select Items fields.
4. After you have applied the filters, click View on the button panel to preview the report. From the Report Viewer, you can print, export or email the report.
5. Back on the Report Center, click Favorite on the button panel to add the current report as your Favorite list. If you applied filters to the report and want to save the settings, click Memorize.
6. When you have finished, click Close.

After you are comfortable with the basics presented in this tutorial, click Help on the Button panel. Click Contents button to open the Table of Contents for the Web Suite Help. To understand Web Suite quickly and speedup your evaluation, please access the Web Suite Tutorial on the BQE Website.

Installation

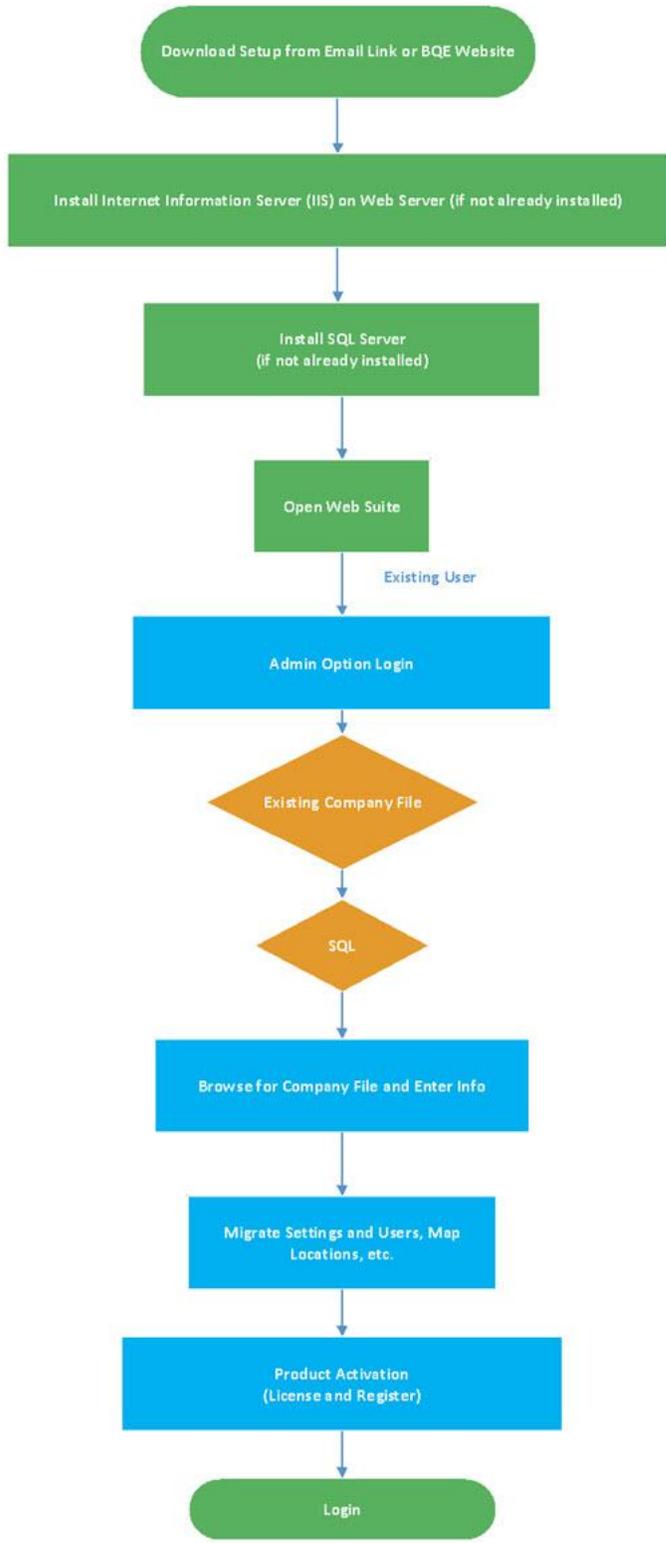
INSTALLATION OVERVIEW

A Web Suite Supervisor is responsible for planning, initial setup and deployment of the Web Suite program. After installing the software, you need to set up a company database and activate the program. You should follow a plan, ideally a written plan, to ensure all preliminary and necessary tasks are completed and checked off. Please check our [Web Suite Getting Started Guide](#) for all the installation details.

According to your situation, follow the procedure for installing Web Suite.

- [Installing Web Suite for the First Time](#)
- [Upgrading Web Suite from a Previous Version](#)
- [Updating Web Suite](#)

You can see the basic installation steps in the below flowchart. Click on the desired areas of the image for more.



IMPLEMENTATION CHECKLIST

This Implementation Checklist outlines the steps to follow in order to deploy Web Suite in your company. Typically, a Supervisor will use it when setting up Web Suite.

Check ✓	Stage	Task	Details
<input type="checkbox"/>	Pre-Installation	Assign Web Suite Supervisor	Person responsible for the setup and management of Web Suite in the company
<input type="checkbox"/>	Installation Web Suite Supervisor Web Suite User	Check system requirements	Software and hardware system requirements
		Install Web Suite	Installation on a server
		Create a company database	Place the company database in a folder on a shared drive (Access/Standard database).
<input type="checkbox"/>	Pre-Implementation	License and register Web Suite	License and register the software for unlimited use.
		Define ID structures	Develop standard ID structure for employees, projects, clients, activity and expense codes.
		Add data into Web Suite	Transfer or enter data (for example, Employee , Project and Client details).
<input type="checkbox"/>	Master and Other Information Setup	Verify key information	Check receivables and WIP reports to ensure data accuracy and completeness.
		Set up company	Enter company data. Set custom labels and terminology.
		Set up master records	Enter Employee, Client, Project, Activity and Expense data. Specify Manager for clients, projects and employees. Set up groups for clients, projects, employees, activity, and expense codes. Set bill and cost rates for employees and vendors.
		Assign Security permissions to users	Enter Contract Type and Amount for each project. Supervisor sets up security templates and assigns access permissions to employees and vendors.
		Specify roles	Supervisor or Manager specifies organizational roles for employees and vendors.
		Specify settings and preferences	Assign Global Settings , Preferences and other settings. Set Web Suite to be DCAA Compliant.

<input type="checkbox"/>	Pre-Deployment	Specify time and expense review and approval procedure	Whether submit-approve or auto-approve? If submit and approve, then decide who reviews administrative time and billable time submitted by employees and vendors.
		Review invoices	Review your current invoices and Web Suite invoices to identify which ones to use or customize.
		Review reports	Review Web Suite reports and determine which ones to use for executives, project managers, billing managers and staff.
<input type="checkbox"/>	Staff Training	Identify training needs of each group	Web Suite Supervisors, administrators, Principals, Partners, Project Managers, Billing Managers Staff, Timekeepers, Employees, Vendors
		Train employees	Develop internal self-training or utilize BQE's Training and Consulting Services.
<input type="checkbox"/>	Deploy Web Suite	Manage projects	Assign Project Control, Budgets, Fee Schedules, etc. Maintain folders, journals, memos, etc.
		Enter time and expenses	Record time and expense entries in Web Suite.
		Manage billing functions	Process bills and send invoices to clients. Track payments and accounts receivable.
		Generate and view reports	Get the required information from standard and custom reports.

Reference

WEB SUITE ADMIN OPTIONS

If you have previously used Web Suite on your machine, Web Suite will automatically open the database that you were in the last time you used the software. If you are running Web Suite for the first time, you have to create your database in which you store all your important employee, client, project, and billing information. Web Suite Admin Portal is a useful tool for changing and creating company database.

To access this portal, click the Admin Options link on the Web Suite login screen.

The following information provides details on the admin options:

Open an Existing Company File:

You can select an existing Web Suite database. Click OK and then enter the full path name of the Web Suite data file in the Open dialog box.

Admin Options Button Panel**Help:**

Opens the Web Suite Help in the Admin Options section.

Cancel:

Cancels the entry and closes the screen.

Open:

Opens the exiting company

CREATE A NEW DATABASE

When you want to create a new company, in the [Admin Options](#) screen, you are provided the following options:



The fields that display are dependent on the database selected—Standard (Microsoft Access Database) or SQL.

Company Name:

Enter the company name here. The company name is a required field for maintaining a licensed Web Suite database. The field size cannot exceed 95 characters. This field will appear on all invoices. Your Web Suite license key is based on your company name. You can purchase a license from BQE Software or through an authorized re-seller of Web Suite to obtain your license key, contact BQE Software at 888-245-5669 or email Sales@bqe.com.

If you have purchased a Web Suite license, you must enter the licensed company name in this field as it appears on the licensing and registration instructions, provided upon your purchase of Web Suite. The exact spelling, spacing and punctuation are required, although it is not case sensitive. If the company name is changed after the database is licensed, the result will be an unlicensed Web Suite database. Please consult Web Suite technical support, support@bqe.com, if you must change the company name.

Data File Name:

Click  to choose the database, used by the Web Suite. This could be different from your company file name.

Use SQL Server:

Click this check box to use SQL server authentication to access your Company's database.

Server Name:

Type in the appropriate Server Name.

Use Windows Authentication:

Select this option to have to establish a connection to the SQL Server using the Windows Logon credentials (that is, Windows User and Password) when accessing the Company's database.

SQL Server User ID:

Enter your user ID when using the default authentication method.

SQL Server Password:

Enter your password for the SQL server.

Folder for Attachments:

The location used by [Attachments](#) screen to save the linked files. Click  to choose that location for the attached files.

By default, this location is [X:\BillQuickData\2017\File Attachment\](#) (X is the letter of the drive in which your Web Suite is installed). If the folder location is on a different machine other than the web server, you need to specify the UNC path. E.g.,

\\server\MyfolderLocation\

Folder for Reports:

Specify the location of customized report templates in this field.

Folder for Invoices:

Specify the location of invoices templates in this field.

Log File Location:

Click  to choose the location, where the log file will be stored automatically. By default, Web Suite automatically fills this field with [X:\BillQuickData\2017\](#) (X is the letter of the drive in which your Web Suite is installed).

Automatically log actions to a log file:

Mark the option to view all the events taking place in Web Suite, in the Log Viewer screen. In other words, the log file will maintain a record of all the events of Web Suite.



By default, Read and Write permissions for NETWORK SERVICE or ASPNET account is given to the folder. However, if folder is on a different machine, then permissions need to be implemented via impersonation technique.

For more details, visit our [Knowledge Base](#) and do a keyword search for *impersonation*.

How Do I**[HOW DO I INSTALL WEB SUITE FOR THE FIRST TIME?](#)**

Please check out the [Web Suite Getting Started Guide](#) for installation details.

HOW DO I UPGRADE WEB SUITE FROM PREVIOUS VERSIONS?

Web Suite 2017 installs as a separate program from your current version. However, we recommend uninstalling the older version after you have upgraded. If you want to uninstall it, do so from Control Panel, Add/Remove Programs.

To upgrade or convert your existing Web Suite database, please read the [Web Suite Getting Started Guide](#) for details.

HOW DO I UPDATE WEB SUITE?

When you purchase Web Suite, periodic updates containing bug fixes, minor improvements and new features are available free. A secure connection protects client-sensitive information during an update. Under no circumstances do Web Suite servers access or read any information on your computer. During an update, Web Suite downloads only the necessary files to your system. You can specify the persons who should receive the software update notifications, such as the supervisor, IT administrator, etc. You can see your software version displayed on the top of the program.

To update your Web Suite software:

1. On the Security panel, enter the Employee ID of the persons to be notified when a service pack or software update is available.
2. Provide email address of the assigned Web User in the Employee screen. You should use comma or semi-colon as a separator when providing multiple email addresses.
3. If you have an Internet connection on your computer, Web Suite automatically checks for an update each time you start it. If a new update is available, it notifies the assigned Web Users about the update via a message on the Home page or an email notification.



A supervisor or IT/system administrator should install the update on the web server only.

HOW DO I SET UP SERVER SETTINGS?

Web Suite Server Manager enables you to setup various preferences and settings for the web program, which are stored in your web configuration file.

1. Run the installation file Web SuiteSetup.exe and follow the on screen instructions to install the software on the web server.
2. After installation, run your Web Suite Server program by navigating to Start menu, Programs, Web Suite 2017 Server Manager.
3. Select Web Suite Database.
 - If you are using SQL Server database then select the checkbox "Use SQL Server" and enter the required data. Click Verify. This modifies the Web.config file to reflect the new SQL Server database.

- If you are using Microsoft Jet (Microsoft Access) database, make sure to clear the checkbox "Use SQL Server". Select the Web Suite database and click Verify.
4. Explore to the folder where the Web Suite database is located and give the full permission to ASP.NET user for that folder.
 5. Enter License and Registration Key. Click the Change button and enter the Web Suite License Key.
 6. Click the Validate button to save and validate the license.
 7. Click the Register link for obtaining your registration key.
 8. In the Registration dialog box, enter the key and click OK.
 9. Assign Web Suite Users. Select the employees that you want to authorize to use the web program.
 10. Move them to the Web Suite interface Users list by clicking the right arrow (>/ >>) buttons. The assigned users can log in to the Web Suite program. The passwords and permissions of the users are determined by the security assigned to the user in Web Suite Security screen.
 11. Assign other Web Client and Web Folder settings.



The above settings will only affect the Web Interface modules and work independent to the settings assigned in the Web Suite desktop program. After setting the above-listed settings, please remember to click the Update button to save your changes. This will update the web.config file. For more details on these features, consult Web Suite Server Help file.

Licensing and Registration

LICENSE AND REGISTRATION

You can access this screen by clicking '*Click here to License and Register. . .*' on the Company screen. For details on how to license and register your software, please read the [Web Suite Getting Started Guide](#).

Company Name:

Enter the company name in this field for which the license key has been purchased. Your Web Suite license key is based on your company name.

If you have purchased a Web Suite license, you must enter the licensed company name in this field as it appears on the licensing and registration instructions provided upon your purchase of Web Suite. The exact spelling, spacing and punctuation are required, although it is not case sensitive. If the company name is changed after the database is licensed, the result will be an unlicensed Web Suite database. Please consult Web Suite Technical Support, support@bqe.com, if you must change the company name.

License Keys:

Encrypted sequence that uniquely identifies your company and authorized user count. Your Web Suite license key is based on your company name. If you have purchased a license, you need to enter the licensed company name in the program prior to entering the license key. The licensed company name must be entered as it appears on the licensing and registration instructions provided upon purchase of Web Suite. The exact spelling, spacing and punctuation are required, although it is not case sensitive. License keys are stored in

the database. If the company name is changed after the database is licensed, the result will be an unlicensed program database.

Registration Keys:

Encrypted sequence that uniquely identifies your product. Registration is based on product code and hence to be done once.

License and Registration Button Panel**Help:**

Opens the Web Suite Help in the License and Registration Section.

Validate License Key:

Validates the license and registration keys you enter.

Save:

Saves the changes made in the screen.

Return:

Closes the License and Registration screen.

How Do I**HOW DO I LICENSE AND REGISTER WEB SUITE?**

For details on how to license and register your software, please read the [Web Suite Getting Started Guide](#).

HOW DO I LICENSE WEB SUITE FROM BILLQUICK?

For details on how to license and register your software from BillQuick, please read the [Web Suite Getting Started Guide](#).

HOW DO I UPDATE LICENSE KEYS?

BQE Software provides new license keys for Web Suite when you do the following:

- change your company name (spelling, punctuation, etc.)
- purchase additional user licenses
- upgrade to a new version (for example, from Web Suite 2013 to Web Suite 2017)

To update your license key:

1. Open Company screen from the Settings menu.
2. Click the License and Register link.
3. Enter the new license keys received from BQE Software in the field provided or cut-and-paste the same from your email.
4. Click Save and then Validate. It updates the number of licenses purchased.
5. When you have finished, click Return to close the screen.

 If you type the License Key or Company Name incorrectly, a message displays. Enter the information again. If you get this message again, contact BQE Support at (310) 602-4030 or Support@bqe.com.

HOW DO I SET UP WEB SUITE USERS?

The number of users who can log into and access Web Suite (Web Suite User) is limited to the number of licenses purchased by your company. You can assign employees and vendors as Web Suite Users.

To set up a Web Suite User:

1. Open Employee screen from the Lists menu.
2. Click the ID of the employee to be set up as Web Suite User.
3. On the General tab, check the Web User option. This indicates the selected employee can log in and access Web Suite features as allowed by security permissions.
4. When you have finished, click Save and then Return to close the screen.

 In a similar manner, you can set up vendor as a *Web Suite User* in the Vendor screen.

Set up Using Manage Web Users

Alternatively, you can set up web users from the Manage Web Users screen. To do so:

1. Open Manage Web Users screen from the Setting menu.
2. Check out the Assigned Users and Available Licenses fields.
3. If licenses are available, select the Web User check box for the desired employee or vendor ID.
4. When you have finished, click Save and then Close.

Set Up From BillQuick

You can also assign Web Suite Users from BillQuick:

1. Start the BillQuick program.
2. Open the Product Licensing and User Management Console from the File menu.
3. Click on the Users tab. Select an option in the View by field, say 'All Employees and Vendors'.
4. A list of employees and vendors displays in the grid. Select the check box in the Web Suite column for the ones you want to license.
5. To license all users, select the Web Suite column and click Assign.
6. When you have finished, click Close and exit from BillQuick.

LOGIN

Opening Web Suite

You can open Web Suite using one of the following methods:

- Double-click the Web Suite desktop shortcut
- Start Internet Explorer (or another supported browser), type the URL for your website (for example, <http://www.mydomain.com/WS2017/default.aspx>, where *mydomain.com* is your website domain name).
- Use the IP address (local host or computer name) of the server, for example:
 - <http://192.168.1.45/WS2017/default.aspx>
 - <http://computername/WS2017/default.aspx>
 - <http://localhost/WS2017/default.aspx>
 - <http://127.0.0.1/WS2017/default.aspx>

Logging In

You must be a Web Suite User to log in and use the Web Suite program. After you have successfully created your company database and turned on security, Web Suite will prompt you for a login. Supervisor and other users of Web Suite – employees and vendors – need to log into the program to access its functions and features. A successful login displays the Web Suite home page having navigation bar at the top from where you can access the desired modules of Web Suite.

The web interface users can be assigned from Settings > Manage Web Users screen. The number of users that can log in depends on the licenses you have purchased. Security can be turned on in the Security screen. The password as well as all other security settings per employee can be altered there. You should close the screens and log out properly from the web program.

Your Supervisor or administrator will provide you with an ID and password. For now, you can enter *Supervisor* as the ID and Password, and click Login.



Please change the Supervisor password before deploying Web Suite in your company.

By default, the Employee ID of a user is also the Login (User ID) and Password. If you change the Employee ID of a user, the User ID is also changed. You can [change the login password](#) as needed and make them case-sensitive (*from the Global Settings-Security panel*). Web Suite allows you to specify a separate Login ID per user in the Employee or Vendor screen. For example, a user *Curtis James* can have an Employee ID *CJ* and Login ID *Curtis*. Your login name can be modified to something of your choice in the [Employee](#) screen.

Window Authentication:

Web Suite allows you to use the Windows Authentication option wherein you do not have to specify a login ID or password when connecting to your database. Your access to the Web Suite database is controlled by your Windows NT account or group, which is authenticated when you log on to the Windows operating system on your system (client machine). Hence, you can bypass a separate login for Web Suite program.

Auto Login

This is a great feature to avoid any loss of data if accidentally you enter some data and click the Save button after your session has timed out. The session time-out usually happens if you are away from your system for a long time or have stopped working on the application.

WEB SUITE SUPERVISOR

A Web Suite Supervisor or administrator is a special user who has abilities that no other user has, with full security permissions to access and use all features of Web Suite. A supervisor or system administrator should manage the access level of each employee in Web Suite. The Web Suite Supervisor in your firm manages users and their permissions, deciding on the balance of permissions that will maximize each user's interaction with Web Suite, while also protecting sensitive information and functionality. Only the supervisor grants and terminates security permissions, and can do so from any computer on a network that has Web Suite installed.

A login is created titled **supervisor** (This is both the login name and password initially. We recommend that the acting supervisor create his own password here). Neither User IDs nor Passwords are case sensitive. If you do not enter a password, anyone can log in as a supervisor and access or modify anything in Web Suite or your company information, without any restriction. The system administrator (SA) should create an employee record for himself in the Employee screen and mark himself as a *Web User*. In Security, full access should be assigned to the employee ID and then use the *supervisor* login only as a backup. Security screen pre-selects *Supervisor* if you are logged in as a Supervisor or if the security is off.

If your company is protected by a password, the Web Suite Supervisor is the only person who has unlimited access to all parts of Web Suite. The Web Suite Supervisor sets up the company file and assigns passwords and access rights to the users. There are other tasks that only the administrators can do (recommended):

- Turn on/off security for the company
- Change user access permission
- Change company related information such as company name, address, or fiscal year
- Enter the name of the person who will be the administrator
- Import and export data
- Set up the Company data file
- Enables the display of software update message for the selected users

If you need to do one of these tasks, have your company supervisor do it for you. Because of our desire to keep the security mechanism of Web Suite as tamper-proof as possible, we will not explain how to access a database when the supervisor's password has been forgotten. If this situation arises, contact our Technical Support department by phone at (310) 602-4030 for an authorization key, by fax at (310) 784-8482 or by email at support@bqe.com. Be sure to include your company name when submitting support email.

You can select the *SUPERVISOR* option from the Employee drop-down list. After supervisor is selected, the **Security On** check box will appear. Check this box to turn on security. When the global security is turned on, the user levels are activated and a login is required when opening Web Suite. If unchecked, access to the program is unrestricted. If security is not enforced, all records can be accessed and changed by any user.



Security is automatically turned on after the number of employees in the database exceeds the user license.

Navigation

NAVIGATION

Web Suite organizes its functions, features and reports into menus. Like all Windows programs, Web Suite has a menu bar at the top from where you can access all the menus and submenus. At the top, you can see the database name, security status and program version.

 Security permissions determine what features, functions and information a user can access and view in Web Suite.

This section covers the following functions:

- [Navigating in Web Suite](#)
- [Customizing Web Suite](#)
- [Accessing Help and Support](#)

Navigating in Web Suite

Web Suite displays navigation menus at the top that represents all the major functions of the program. Clicking each menu item displays lists and submenus.

- Home Menu
- Time Menu
- Expense Menu
- Lists Menu
- Billing Menu
- Management Menu
- Accounting Menu
- Reports Menu
- Settings Menu

The [Home page](#) of Web Suite provides useful user-based information and links. You can access:

- Quick Time and Expense Summary.
- Quick account summaries with submission notifications, reminders and messages received.

Customizing Web Suite

Web Suite user interface follows industry-standard designs. The screens contain data fields and grids making it easy to scan, enter and edit data. However, you can customize Web Suite in many ways.

- You can customize the grids by turning on/off columns and sorting data with a mouse-click.
- You can customize Web Suite terminology to industry and company preferences, including changing captions, field labels and field masks using [Custom Labels](#). The changes apply throughout Web Suite. For example, you can change the Company screen label to 'Firm'. You can customize the 'Custom' field labels or change the input masks for phone number and zip code.
- At a global level, business rules can be set to match company policies and industry standards. For example, with a single click you can set Web Suite to adhere to [DCAA requirements](#) ([Global Settings](#) screen).

In short, Web Suite adapts to you, your company policies and your industry.

Accessing Help and Support

You have access to many help and support resources in Web Suite.

- You can access the in-context Help file by clicking the Help button on all the screens or selecting the Help tab on the Home page.
- You can access Help from the Dashboard.
- You can access our website www.bqe.com and search through our online [Knowledge Base](#) articles, [e-Letter Archives](#), [FAQ](#) or [Support Documents](#). You can also find information on other products, services and business solutions.
- You can contact our Technical Support to get answers to specific questions at 310-602-4030 or Support@bqe.com.
- BQE also offers professional Consulting Services to help you install, implement and deploy our products in a cost-effective and professional manner. Find more at www.Web Suite.com/Services.asp or call (310) 602-4020.
- You can use our Report Customization Services to efficiently develop custom reports and invoice templates according to your specifications. Find more at www.bqe.com/Services or call (310) 602-4020.

HOME PAGE

The Home page contains information that project managers, principals, partners, owners and accountants need to monitor the progress of their company and business. It enables you to view important information (that is, time and expense summary) at-a-glance and keep track of project workflow. Task reminders and messages received from other Web Suite users. In addition, it provides shortcuts to frequently used Web Suite modules (for

example, Sheet View, Expense Log, etc.) and user assistance resources (that is, Web Suite Help, BQE Blog, etc.).

The Web Suite Home page displays upon logging in to the application. To access it from another screen of Web Suite, click Home on the navigation panel. Home is the first menu to be displayed.

The Home page displays the following items:

- Submitted Time, Expense, Invoices and Bills
- Reminders
- Messages

 The Quick Summary, Submitted items, Reminders and Messages panels can be opened or closed using the expand/collapse arrows on the top-right of each panel.

Submitted Time, Expense, Invoices and Bills

This panel displays workflow information. It shows items (that is, time and expense entries, invoices and Bills) submitted for approval or returned as rejected.

A general user will see if submitted time and expense entries have been rejected.

If you are a manager or supervisor to which items have been submitted for approval. Click on the time or expense entry to open the Sheet View or Expense Log and reject or approve the submitted entries. Click on an invoice entry to open the Invoice Review screen to either approve or reject it.

 Items in this panel are grouped by categories (for example, Submitted Time, Expenses, Non-Billable Time, Billable Time, Un-Billed Time etc.) that can be expanded or collapsed by clicking the blue arrows (▼▶).

Reminders

This panel displays reminders of special events that are likely to happen on specific date such as:

- a project that is expected to complete on the specific date
- a bill that is scheduled to appear in Billing Review on the specific date
- an invoice that is still not printed (not sent to the client) in the Invoice Review
- special dates along with the reminder message

Depending on the reminders set by you in various modules of Web Suite, the following reminders can display in this panel:

- Project Due Date Reminder
- Billing Reminder
- Invoice Reminder
- Employee/Vendor Date Reminder
- Important Date Reminder

Messages

This panel displays notifications of the last five recently received messages from other Web Suite users. Click an entry to view the entire message. Unread messages display in bold font.



You will always get the message pop-up informing you about the number of unread messages. The message appears on the screen chosen by the sender of the message. You can also click on it to view the entire message. Messages also pop up for the memorized invoices that should be processed automatically on a specified date. Click on the message to view the default message set for such memorized invoices in the [Messages](#) screen.

GENERAL FEATURES

Clone

CLONE OVERVIEW

Setting up profiles for employees, vendors, clients and projects can be tedious and time-consuming, especially when manually setting up information from another system. Many records contain the same data. Web Suite's Clone feature allows you to duplicate a record to a new one. After cloning records, you can add or modify the unique data. Cloning does not change the original information or ID. Because Web Suite copies all fields from the source record to the new record, using a clone template reduces editing and setup time.

You need to examine your existing data for commonalities and then create 'clone templates for each type'. A clone template contains general or common data you want to include in all new records. For example, if you employ many sub-contractors for network installation and administration projects, it saves time to create a clone template for this type of a vendor. Similarly, drafters in an architectural firm typically have similar information in their records, such as bill rates, standard hours and so on. Again, you can create a clone template for drafters and then use it to set up new profiles quickly. In short, you can create a Staff Employee Template, Manager Employee Template, Standard House Project Template, and so on. Be sure to give a special ID to each clone template.

You can use the cloning feature for many items in Web Suite, such as employee, project, client, activity, etc. The following are descriptions of generic fields on the Clone screen:

Clone From:

Select the ID of the item that is to be cloned from the list. For example, if you want to clone the employee profile of Curtis James, then select his ID (CJ) from the list.

Clone To:

Enter the ID of the new record to be created. E.g., to create a clone of CJ for a new employee, Allen Marcello, enter the new ID, AM, here.

Clone Button Panel**Return:**

Closes the screen and takes you to the previous screen.

Save:

Saves the cloned record and closes the screen.

Reference

CLIENT CONTACT CLONE

The Clone button enables you to duplicate an existing client contact. Cloning will not change the original client contact information. This can save time when you have client contacts with similar information.

Clone From:

Enter the ID of the contact you want to clone. A **list** of contacts has been provided for you to choose from.

Clone To:

Enter the new ID of the client contact.

Client Contact Clone Button Panel**Save:**

Click to save your entry.

Return:

Click to close this window and return to the Web Suite Client page.

CLIENT CLONE

Many clients share attributes such as rates (for example, State, Country, Tax rates, Currency, etc.). You can save time adding clients by using a [Clone Template](#) with default information. First, determine what is common for a group of clients and then create a clone template profile based on those settings. Give the template a unique ID (for example, Clone-[*common attribute*]) and then clone it for all members of that group. You can later modify individual profiles.

The Clone button enables you to duplicate an existing client. Cloning will not change the original client information or original Client ID. This can save time when you have clients with similar information.

Clone From:

Enter the ID of the client you want to clone. A **list** of clients has been provided for you to choose from.

Clone To:

Enter the new name of the client.

Client Clone Button Panel**Save:**

Click to save your entry.

Return:

Click to close this window and return to the Web Suite Client page.

COPY PROJECT CONTROL

The following information provides detail on the fields on the Copy Project Control screen.

Project Group:

Select Project ID/Project Group ID from the drop-down to which you want to copy the Project control settings to. The field name changes to Project Group when you select the **Copy To Group** option.

Overwrite:

Select this checkbox if you want to overwrite the settings of the Project or Project Group selected above. Otherwise, the settings will be included in addition to the existing project control settings.

Copy To Group:

Select this checkbox, if you want to copy the project control settings to the Project Group only.

Copy Button Panel**Save:**

Click to save the project control settings applied.

Return:

Click to discard the project control settings applied.

EMPLOYEE CLONE

Cloning is a very useful feature that enables you to create duplicate employee profiles in an easy and fast manner. Cloning will not change the original information or original ID. This can save time when you have records with similar information and attributes.

Clone From:

Select the ID that has to be cloned from the drop-down list. For example, If the clone of employee Chris James (CJ) is to be created, then select CJ from the list.

Clone To:

Enter the ID of the record to be created. To create a clone of CJ for a new employee, Howard Roark, enter the new ID, HR here.

Employee Clone Button Panel**Save:**

Click to save the information.

Return:

Click to return to the Web Suite Employee screen.

PROJECT CLONE

Project Cloning copies the data from one project record to another, changing only the Project Code-Phase (Project ID) and Project Name. Cloning does not change the original project information or original Project ID. It saves a lot of time. For example, when you have multiple phases for a project, you can clone not only the parent project but also all the phases (and segments and sub-segments) under it at one time.

 The special cloning feature, Create Phase, on the Project screen optionally allows you to define the Phase Description, Percent (contract amount) of the Total Project, the Contract Amount and the Contract Type for the new project record.

Clone From:

Enter the project ID of the project to be cloned. A List has been provided for this purpose.

Clone for Selected Clients:

Select the client for whom the project has to be cloned and created. Multiple clients or a range of clients can be selected using the Ctrl or Shift keys. You can also use the Select All button for that.

Show Active Clients Only:

Check this option if you want to display clients with an active status only.

Client ID:

This field displays the Client ID.

Company:

The name of the client's company.

Last Name:

The last name of the client.

First Name:

The first name of the client.

New Project

You must enter some information about the new project that is being cloned from an existing project. It is similar to creating a new project in the [Project](#) screen.

ID:

The ID of the new project is assigned automatically based on the Code and the Phase that you enter.

Code:

Enter the standard Code of the project.

Phase:

Enter the name of the project phase.

Description:

Enter the description of the cloned project.

Skip Copying Memos:

Selected, BillQuick creates a project clone without copying the memos.

Also Clone Project Phase:

When this option is selected, BillQuick creates a clone of the project phases (if any).



When you clone a project and its phases, the percent complete is kept as zero (0).

Clone Options

You can use these options to control what information gets copied during the cloning process. You can clone the following information:

- All Sub Projects (that is, phases)
- To-Do Lists
- Project Memos
- Project Group Associations
- Project Controls
- Invoice Templates
- Project Rules
- Project Allocations
- Project Accounts
- Project Class

Project Clone Button Panel

Save:

Click to save your settings.

Return:

Click to close this screen and return to the previous page.

PURCHASE ORDERS CLONE

The Purchase Orders Clone screen enables you to create an exact copy of the purchase order details, which can be changed and saved as another purchase order. This speeds up the purchase order creation, by basing the purchase order on a previously created purchase order.

To access this screen, click the *View Previous POs* link on the [Purchase Orders screen](#). Select a PO to clone and then click Clone on the button panel.

The Clone screen has the following fields:

Clone for P.O. No:

The drop-down lists the existing purchase orders, so that you can choose which purchase order to clone from.

New P.O. No:

Displays the Purchase Order Number of the new purchase order created.

Active:

Checked indicates that the cloned Purchase Order will be active.

Vendor ID:

Allows you to change the Vendor from which the purchase is to be made.

Ship To:

This drop-down enables selecting the place to which the purchased items have to be shipped to. The options available are: Client address, Client Contact Address, Project Address and Custom Address.

Client/Project/ Client Contact:

Depending on the selection made in Ship To field, this field would require information on which Client, Project or Client Contact the items have to be shipped to. If the selection in Ship To field is custom, this field is unavailable.

Term ID:

Displays the Payment Term of the Purchase Order from which you want to clone. Its an editable field.

Date:

Enter the date on which the purchase order is created. It can be modified by either typing the date or choosing the date from the drop-down calendar.

Address:

This field displays the address of the client, client contact or project to which the purchased items are to be sent to. If the selection in Ship To field is custom, this field is blank, and you can specify the address to which the items have to be sent to.

Skip Copying Line Item Memo:

Selecting this check box, the memos associated with specific items on the Purchase Order are not copied to the clone. Only the main memo associated with the Purchase Order will be copied.

Purchase Orders Clone Button Panel**Help:**

Opens the Web Suite Help in the Purchase Orders Clone section.

Save:

Saves the newly created, cloned purchase order.

Return:

Closes this screen and takes you back to the Purchase Orders screen.

VENDOR CLONE

Cloning will not change the original vendor information or original ID. This can save time when you have vendors with similar information.

Clone From:

Enter the ID of the vendor you want to clone. A list of vendors has been provided for you to choose from.

Clone To:

Enter the new name of the vendor. Save the information using the **Save** button. Click **Return** to return to the Web Suite Vendor screen.

Vendor Clone Button Panel**Save:**

Click to save the information.

Return:

Click to return to the Employee screen.

How Do I**HOW DO I CLONE CLIENTS?**

The following information provides instructions on how to clone a client.

Create clone templates for clients:

You can clone a profile from an existing client record or a client clone template. A template can be used to save values common to a group of clients (for example, Country or tax rates).

1. Open Client screen from the Lists menu.
2. Click New. Enter a unique ID for the client template (for example, Clone-Australia).
3. Enter required data along with common attributes to clone. Use the name fields to describe the template's key attributes.
4. Repeat this step for each client clone template you want to set up, for example, Clone-United Kingdom, Clone-Architects, etc. Remember to click Save after creating each template profile.

Clone client profile:

1. On the Client screen, click Clone in the detail view.
2. On the Clone screen, select a client profile or template in the *Clone From* list, for example, Clone-Australia.
3. Enter a new client ID in the *Clone To* field. Click Save and then Return.
4. Back on the Client screen, Web Suite creates your new client. Add more details or edit information.
5. When you have finished, click Save and then Return.

HOW DO I COPY EMPLOYEE CONTROL SETTINGS?

You can copy Employee Control settings to an employee or a group of employees (or vendors). This is quite useful if you have many employees and need to assign items to each.

To clone Employee Control settings:

1. Open Employee Control from the Management menu
2. Enter or select an Employee ID from the list.
3. Assign the desired employee control settings to it, as you normally would.
4. Click 'Copy To' to open the Copy Employee Control screen.
5. Select the desired Employee Group to which you are copying the settings. Else, clear the 'Copy To Group' checkbox option and select an individual Employee from the list.
6. Check 'Overwrite' if you want to update or overwrite the existing employee control settings of any employee in the group.
7. When you have finished, click Save and then Return.

HOW DO I CLONE EMPLOYEES?

Many employees share attributes such as rates, title, department or supervisor. Using a [clone template](#) with default information saves time and effort. First, determine what is common for a group of employees and then clone it as needed, giving it a unique ID (template) and then cloning it for all members of that group. You can later modify individual profiles.

To create clone templates for employees:

1. Open Employee screen from the Lists menu.
2. Click New. Enter a unique ID for the employee template, such as Clone-[*common attribute*].
3. Enter required data along with common attributes to clone. Use the name fields to describe the template's key attributes.
4. Repeat this step for each employee clone template you want to set up, for example, Clone-Marketing, Clone-Manager, etc. Remember to click Save after creating each template profile.

To clone employee profile:

1. On the Employee screen, click Clone in the detail view.
2. On the Clone screen, select the desired employee template in the 'Clone From' list, for example, Clone-Marketing.
3. Enter a new employee ID in the 'Clone To' field. Click Save and then Return.
4. Back on the Employee screen, Web Suite creates your new employee. Add more details or edit information.
5. When you have finished, click Save and then Return.

HOW DO I COPY PROJECT CONTROL SETTINGS?

You can copy or clone project control settings to a project or a group of projects. This is quite useful if you have too many projects and need to assign items to each.



While copying a project, Web Suite also clones the associated Project Control settings.

To do so:

1. Open Project Control from the Management menu.
2. Enter or select a Project ID from the list.
3. Assign the desired project control settings to it as you normally would.
4. Select the *Copy To* check box to open the Copy Project Control screen.
5. Select the desired Project Group from the list. Else, clear the *Copy To Group* option and select an individual Project from the list.
6. Select the *Overwrite* check box if you want to update or overwrite the existing project control settings of any project in the group.
7. When you have finished, click Save and then Return.

HOW DO I CLONE PROJECT RECORDS?

At times, you might have to create similar project profiles or offer similar services to multiple clients. Web Suite's Project Clone feature includes the ability to clone a project record for one or many clients. Later, you can fine-tune or edit each cloned project with unique data.

Cloning is helpful when you want to maintain separate project record for each fiscal year you work for a client. For example, an accounting firm delivers tax preparation services to hundreds, perhaps thousands, of clients every year. Setting up tax preparation projects for even 50 clients is a major chore, hundreds could take *days* to complete. Using a 'clone template' to create projects can save a lot of time and effort. For the accounting firm, this means you can clone the '1040-2014' project to all tax preparation clients!

 Project Clone allows you to clone the associated Project Control settings as well.

To clone a project record:

1. Open Project screen from the Lists menu.
2. Select an existing project from the grid list that you want to clone or create a new project clone template from scratch (as explained above).

 Make sure the fields contain only the data you want to duplicate among cloned projects. For required fields with no common data, type a few placeholder characters.

3. Now, click Clone to open the Project Clone screen.
4. In the Clone From field, select the ID of the desired project to clone (source project).
5. To clone the selected project, enter a Code and, *optionally*, a Phase for the new project.
6. In case of phased project, you can choose to clone all the phases as well.

 When cloning a project and its phases, Web Suite retains the phase ID of the cloned phase.

7. Enter up to 50 characters for the project's name or Description.
8. Select the 'Skip Copying Memos' option if you do not want to clone the project memo to all the newly created projects.
9. Click Save and then Return to complete the cloning process.

Back on the Project screen, the newly cloned project displays. You can modify the data for individual project record.

HOW DO I CLONE PURCHASE ORDERS?

Many purchase orders share attributes and, hence, adopting a 'clone template' is easier and quicker. It is important to determine what is common or same for groups of purchase orders. Sometimes in a technology-consulting firm, you need to send purchase orders with same attributes to different vendors. Therefore, you can use this clone feature to save time and effort.

To clone a purchase order:

1. Open Purchase Order screen from the Accounting menu
2. Create a unique purchase order for the clone template.



It should be easy to separate clone template from actual purchase orders.

Enter required data representing common attributes to clone. You can use the *P.O. No.* field to describe the template's key attributes.

3. Click Save to save the purchase order template.
4. Next, click Clone to open the Purchase Order Clone screen.
5. The data from the clone template pre-fills the fields. However, you can edit the information here.
6. Accept or type a New P.O. No.
7. Depending upon your requirement, you can *Skip Copying Item Memo* for the new PO by checking that option.
8. When you have finished, click Save and then Return.

Groups

GROUPS OVERVIEW

Groups are subsets of the complete list of master information that share a common attribute. Companies can create groups to make it easier and faster to set up and maintain budgets, service fee schedules and expense fee schedules. Groups also act as filters to shorten lists and reduce record management effort. You can group employees, vendors, activity codes, expenses codes, etc. in Web Suite based on shared or common attributes. You can create groups to match situations, whether it is a refined group of clients to bill or groups for precision reports.

The great benefit is that you can also filter reports by these groups and expand the value of reports. You can create groups for departments, type of project, type of client, region, territory, and skill set – virtually anything you want and then view reports accordingly.

Some of the common groupings include:

- **Projects:** industry, commercial, not-for-profit, government, etc.
- **Employees:** hired date, department, title, annual reviews, skills, etc.
- **Vendors:** skills, location, ability to travel, etc.
- **Clients:**
 - Architects/Engineers – Commercial, Residential and Government.
 - Accounting Firms – 1040 Tax, 1120 Tax, Consulting, Litigation Support

- Law Firms – Contracts, Bankruptcy, Divorces, Real Estate
- Computer Consulting – Networks, Remote Maintenance Services, Solutions
- **Activity Codes:** tax services, rates, administrative, marketing, etc.
- **Expense Codes:** overheads, tax, costs, reimbursable, administrative, etc.

Web Suite groups are dynamic; when you add or remove items from a group, they dynamically update in the schedules, filters and other places to which they are applied. For example, when you add a new activity or remove an expense code from a group assigned to a fee schedule, Web Suite updates the schedule accordingly.

You can create various groups and use them for different purposes (for example, grouping [employees](#), [clients](#), [projects](#), etc.).

Reference

CLIENT GROUPS

The Group button opens the Client Groups screen. Here you can create new groups or edit existing groups. Clients can be grouped around any common characteristics—industry, location, rainmaker, etc. A client can be a member of more than one group. A client can be a member of more than one group.

Groups can be used to filter the grid list on the Client screen, to select a group of clients to bill on the Billing Review screen, and so on. Grouping is available for all master information records.

Client Groups:

ID of the client group. You can select one from the drop-down list.

Name:

Displays the name of the selected client group.

Available/Assigned Items:

Available clients are in the left list box, and selected or included clients are in the right list box. Arrowhead buttons between the lists move selected clients back and forth.



Web Suite automatically creates a group "ALL" which includes all the clients that are in the list, and is automatically updated when any client is deleted or added.

Client Groups Button Panel

Help:

Opens the Web Suite Help in the Client Groups section.

Print:

To preview and print client group report, click Print. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report. Print button provides you with various options: report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. Web Suite enables you to zoom in three stages (full page, full width, and close-up) to find

the most desirable appearance. You can maneuver around the screen by using the horizontal and vertical slide bars at the bottom and right side of the screen.

Click the Printer icon at the top of the Preview window to print the report. To export data, while in the preview window, click . Save the file to the desired location. You can export the report in various formats, including RPT, PDF, CSV, XML, Excel and Rich Text Format (RTF).

Options:

Inactive:

Select this check box option, to make the selected group as inactive. Inactive groups will not appear in the time and expense entry screens, nor will they be figuring in [Project Control](#) and [Employee Control](#) screens.

Include All:

Selecting this check box includes all the clients in this group. In addition, if this box is checked, any new clients that are added to the database are automatically added to the selected group.

Show Active Clients Only:

Select this check box to view only active clients in the Available Items grid.

Delete:

You can delete an entire Client group by filling in the Client Group ID and then clicking Delete.

Save:

After you have completed entering or modifying Client Groups click this button to save the information.

New:

Click to open the [New Client Group](#) screen wherein you can add a new Client group into the Web Suite.

Return:

Closes the Client Group screen. Remember to save your changes before closing.

EMPLOYEE GROUPS

Employees can be grouped by one or more common attributes, which can be recorded in the profile or be external to the system. An employee can belong to one or multiple groups. The Group button will bring up the employee groups screen. Here you can create new groups or edit existing groups. Employees can be grouped in any manner. If you have many employees, this tool can greatly simplify reporting, creation of budgets and fee schedules.

Groups can be a very effective device for managing your business and enhancing Web Suite. For example, you can create a group of all employees and label it *All*.

The group of All employees could be used in fee schedules for activities that have the same bill and cost rate for each employee.

Grouping can be used with Projects, Clients, Activity, and Expense Codes. Items can be included in more than one group. Many Web Suite screens enable you to filter records by groups. You could group together employees with the same bill rate and cost rate. For instance, summer interns could be in the *INTERN* group. Then, when creating a Service Fee Schedule you can enter their rates for activities as a group rather than individually. You can compile a report for the intern's time entries by using the Employee Group filter on the Reports screen. You can have different groups within a department, or group many departments in one group. It is worth a little time to create groups, because they can save a substantial amount of time down the road.

Employee Group:

ID of the employee group. Select one from the drop-down list.

Name:

Name of the employee group selected above.

Available/Assigned Items:

Available employees are in the left list box, while as, included employees are in the right list box. Arrowhead buttons between the lists move selected employees back and forth.

Employee Groups Button Panel**Help:**

Opens the Web Suite Help in the Employee Groups section.

Print:

To preview and print employee groups report, click Print. Print button opens the preview window. Preview displays the full screen representations of the report and gives you the choice of printing or exporting the report. Print button provides you with various options: report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. Web Suite enables you to zoom in three stages (full page, full width, and close-up) to find the most desirable appearance. You can maneuver around the screen by using the horizontal and vertical slide bars at the bottom and right side of the screen. Click the Printer icon at the top of the Preview window to print the report. To export data, while in the preview window, click . Save the file to the desired location. You can export the report in various formats, including RPT, PDF, CSV, XML, Excel and Rich Text Format (RTF).

Options:**Inactive:**

Select this check box option, to make the selected group as inactive. Inactive groups will not appear in the time and expense entry screens, nor will they be figuring in [Project Control](#) and [Employee Control](#) screens.

Include All:

Select this check box option to include all the employees in the selected group. In addition, if this check box is selected, any new employees that are added to the database automatically are added to the selected group.

Show Active Only:

You can check this option to view only active employees in the Available Items grid.

Delete:

You can delete an entire employee group by filling in the Employee Group ID and then clicking Delete.

Save:

After you have completed entering or modifying employee groups, click Save to save the information.

New:

Click to open the [New Employee Group](#) screen wherein you can add a new Employee group into the Web Suite.

Return:

Closes the Employee Group screen. Remember to click **Save** before closing to save your changes.



Web Suite automatically creates a group "ALL" which includes all the employees that are in the list, and is automatically updated when any employee is deleted or added.

EXPENSE GROUPS

Expenses can be grouped by one or more common attributes, which can be recorded in the profile or be external to the system. An expense can be a member of one or multiple groups. The Group button will bring up the Expense Groups screen. Here you can create new groups or edit existing groups. Expenses can be grouped in any manner. If you have many employees, projects, activities, and expenses, this tool can greatly simplify reporting, creation of budgets and fee schedules.

Groups can be a very effective device for managing your business and enhancing Web Suite. Grouping can be done for projects, clients, activity Codes, and expense codes. Many Web Suite screens allow you to filter data by groups.

The following are descriptions for each field on the Expense Groups screen:

Include All:

Selecting this check box option includes all the Expense codes in this group. In addition, if this check box is left selected, any new expense codes that are added to the database automatically are added to the selected group.

Expense Groups:

ID of the expense group. Select one from the drop-down list.

Name:

Name or description of the expense group.

Inactive:

Select this option, to make the selected group as inactive. Inactive groups will not appear in the time and expense entry screens, nor will they be figuring in [Project Control](#) and [Employee Control](#) screens.

Available/Assigned Items:

Available expenses are in the left list box, and selected or included expenses are in the right one. Arrowhead buttons between the lists move selected expenses back and forth.



Web Suite automatically creates a group **ALL**, which includes all the expense codes that are in the list, and is automatically updated when any expense code is deleted or added.

Expense Groups Button Panel**Help:**

Opens the Web Suite Help in the Expense Groups section.

Print:

To preview and print expense group report, click Print. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report. Print button provides you with various options: report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. Web Suite enables you to zoom in three stages (full page, full width, and close-up) to find the most desirable appearance. You can maneuver around the screen by using the horizontal and vertical slide bars at the bottom and right side of the screen.

Click the Printer icon at the top of the Preview window to print the report. To export data, while in the preview window, click . Save the file to the desired location. You can export the report in various formats, including RPT, PDF, CSV, XML, Excel and Rich Text Format (RTF).

Delete:

You can delete an entire expense group by selecting the expense Group ID and then clicking Delete.

Save:

After you have completed entering or modifying expense groups, click Save to update the information.

New:

Click to open the [New Expense Group](#) screen wherein you can add a new Expense group to the Web Suite.

Return:

Closes the Expense Group screen. Remember to click *Save* before closing.

PROJECT GROUPS

The Group option will bring up the Project Groups screen. Here you can create new project groups or edit existing groups. Projects can be grouped in any manner. Grouping is a powerful feature of Web Suite that enables you to filter project records quickly for review or to limit records included in reports. Groups can be a very effective device for managing your business and enhancing Web Suite. Items can be included in more than one project group. For example, you can group projects by category (for example, 1040 Tax Prep, Network Installation, Computer Drafting) for easier comparison of performance, write-up/down, etc. Project grouping possibilities are as unique as your business needs.

The following are descriptions for each Project Groups field:

Project Group:

ID of the project group. Select one from the drop-down list.

Include All:

Select this check box to include all projects in the selected group. In addition, if this check box is selected, any new projects that are added to the database are added automatically to the selected group.

Name:

The name of the project group is displayed here after selecting the group ID.

Inactive:

Check this option, to make the selected group as inactive. Inactive groups will not appear in the time and expense entry screens, nor will they be figuring in [Project Control](#) and [Employee Control](#) screens.

Available/Assigned Items:

Available projects are in the left list box and selected or included projects are in the right list box. Arrowhead buttons between the lists move selected projects back and forth.

Show Active Only:

Select the check box to view only the active projects in the available grid.



Web Suite automatically creates a group *ALL*, which includes all the projects that are in the list, and is automatically updated when any project is deleted or added.

Project Groups Button Panel**Help:**

Opens the Web Suite Help in Project Groups section.

Print:

To preview and print project group report click Print. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report. Print button provides you with various options: report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. Web Suite allows you to zoom in three stages (full page, full width, and close-up) to find the most desirable appearance. You can maneuver around the screen by using the horizontal and vertical slide bars at the bottom and right side of the screen.

Click the Printer icon at the top of the Preview window to print the report. To export data, while in the preview window, click . Save the file to the desired location. You can export the report in various formats, including RPT, PDF, CSV, XML, Excel and Rich Text Format (RTF).

Options:**Show Active Only:**

You can check this option to view only active projects in the Available Items grid.

Rows:

Number of records displayed in the grid depends on the selection made in the box. You can view a maximum of 500 project records in the grid. Web Suite memorizes this setting for you.

Delete:

You can delete an entire project group by filling in the Project Group ID and then clicking Delete.

Save:

After you have completed entering or modifying the groups, click save to save or update the information.

New:

Click to open the [New Project Group](#) screen wherein you can add a new Project group into the Web Suite.

Return:

Closes the Project Groups screen. Remember to click Save before closing.

How Do I**HOW DO I GROUP EMPLOYEES AND VENDORS?**

You can use groups to filter employee records. Below is an example of creating groups for employees (or vendors) based on their departments:

1. Open [Employee](#) screen from the Lists menu.
2. Decide on what attributes you want to build an employee group. Say you want employees from the Construction Department whose annual review is in May. The day and year does not matter because managers perform reviews each year.



To produce accurate results in this example, you need to create an 'anniversary' scenario. When setting up a new employee, be sure to enter the same date in the Hired and Last Raise date fields. If you see an employee without a Last Raise date, enter the same one as Hired date.

3. From the employee profiles, make a list of all employees belonging to the Construction Department.



If you want to base your group on multiple attributes, review the necessary fields to compile your employee list.

4. When ready, click a listed ID to open an employee's profile.
5. Click Group to open the Employee Groups screen.
6. Click New to create a new group.
7. In the Add New Group screen, enter an ID and Name for the employee group. For our example, enter 'CT May' and 'Construction Dept. May Review', respectively.

8. Click Save and then Return.
9. Using the list that you compiled, select those employees in the Available Items list and then click the arrow buttons to move them to the Assigned Items list.
9. When you have finished, click Save and then Return.



Creating vendor group follows similar process using the [Vendor](#) screen.

HOW DO I GROUP CLIENTS?

To group clients, do the following:

1. Open Client screen from the Lists menu.
2. Decide upon the attribute around which you want to build a client group, say location.
3. From the client profiles, make a list of all the clients who belong to a specific place or location.



If you want to base your group on multiple attributes, you might need to review multiple fields across other tabs to compile your client list.

4. When your list is complete, Click the ID of a listed client and click Group.
5. On the Client Groups screen, click New.
6. On the Add New Group screen, enter an ID and Name for the client group.
7. Click Save and then Return.
8. Back on the Client Groups screen, select the relevant clients from the Available Items list and click the arrow buttons to move them to the Assigned Items list.
9. When you have finished, click Save and then Return.

HOW DO I GROUP ITEMS?

Items can be grouped based on some shared attributes or characteristics. You can group employees, vendors, activity and expense codes, clients and projects. In the respective Group screen, you can view whether the selected item is a member of any existing group or assign any item to one or more pre-existing groups that have been created through Web Suite.

To group items:

1. Click Lists and then open relevant menus (for example, Client, Activity, etc.).
2. Decide upon the attribute around which you want to build a group (for example, clients residing in New York, USA).
3. Create a new record for that or select an existing one.
4. Review the master information (for example, note the clients who reside in New York, NY). If your group is based on multiple attributes, you might need to review multiple fields across several tabs to compile your list.

5. When your list is complete, click the Group button.
6. On the Groups screen, click New to create a new group. Else, select an existing group.
7. Select items in the Available list and using the arrow buttons, move them to the Assigned Items list.
8. After you have finished assigning items to the group, click Save.
9. When you have finished, click Return.

HOW DO I GROUP ACTIVITIES?

To create an activity group and add activities to it:

1. Open Activity screen from the Lists menu.
2. Decide upon the attribute around which you want to build a group, say activities associated with the general administration of the office. From the activity profiles, make a list of those activities.



If you want to base your group on multiple attributes, you might need to review multiple fields to compile your activity list.

3. Click the ID of a listed Activity code.
4. To open the Activity Groups screen, click Group.
5. Click New to create a new group.
6. In the Add New Group screen, enter an ID and Name for the new activity group.
7. Click Save and then Return.
8. Back on the Activity Groups screen, select the activity codes from the Available Items list and click the arrow buttons to move them to the Assigned Items list.
9. When you have finished, click Save and then Return.



Similarly, you can create expense groups in the Expense screen.

Change

CHANGE OVERVIEW

In many situations, you may have to make some changes to the existing data. It can be tedious and time-consuming to make changes to records. For example, an item tax change can affect dozens of expense codes. Similarly, you can change the Manager or Payment Terms for multiple projects at once in a batch mode. Rather than select each item and make a change, use the Change feature to update multiple items and records at one time.

The Change screen allows you to modify multiple records at once. It changes the contents of a field from A to B for the selected records. If you need to change some fields from A to B and others from C to D, perform the change function twice. The new data or values will be applied to the selected records only. The checked items will be the ones that will be altered in the main screen.

You can make batch changes to all master and other records in Web Suite.

Reference

CLIENT CHANGE

The Client Change option allows you to change data values (for example, Manager, Salutation, Terms, Currency, etc.) for one or more selected clients or a selected client group (for example, Engineers, Architects, etc.) without having to edit each individual client profile. For example, if you have a number of clients that you are not currently conducting business with, you can select them and change their Status from Active to Inactive. Alternatively, if you want to append a message to invoices sent to a group of clients, you can use this feature to add or change the invoice message for all of the selected clients. This feature is a great time saver.

The following information describes the fields and options on the Client Change screen:

Apply Changes To

Use this option to select the clients for whom you want to change details. To select individual items from the list on the Filter tab, press Ctrl+click for each item. To select a range of items, press Shift+click for the first and last items.

Clients:

Click on the drop-down list to select clients to include in the batch change.

Groups:

Click on the drop-down list to view a list of client groups.

Change

Use these settings to change the details of the selected clients. Select the check box to change a specific field, and select the value to be entered from the drop-down list. The chosen values replace the currently entered values.

Manager:

Designate a manager or a supervisor for the selected clients.

Status:

Select the Client status from drop-down list. The options are Active and Inactive.

Since:

The date since when the clients have been associated with your company.

Address Details

Use these settings to change the address details for the selected clients in one go. Select the check box to change a specific field, and select the value to be entered from the drop-down list. The value chosen will replace the values entered earlier.

City:

The client's city.

State:

State or province of the selected clients.

Country:

The client's country or region.

Zip:

The zip or postal code.

Main Contacts

The contact details for all the selected clients can be changed here. Select the check box and choose the details to replace the existing information.

Name:

Name of the contact person. This includes the Salutation, First Name, Middle Initial and Last Name.

Phone:

The phone number of the contact person. You can also specify **extension** and **fax** number.

Change

You can change other settings for the selected clients here.

Terms:

Payment term to be used when dealing with the clients

Currency:

The currency to maintain transactions with the client.

MST %:

The main service tax percentage to be used when dealing with the clients.

MET %:

The main expense tax percentage to be used when dealing with the clients.

Exempt Item Taxes:

Select this check box to exempt selected clients from paying the item taxes.

Email Invoice:

Determines whether the invoices for the selected clients should be sent by email or not.

Joint Invoice:

When this checkbox is selected, invoices for all the specified clients default to joint invoices.

Memo Details**Message on Invoice:**

The message to be displayed on the invoice sent to the selected clients.

Memo:

Write a memo that can be used for all the clients. You can choose to append the memo to the existing memo or overwrite it.

Append Top: Append the memo to the top of existing memo.

Append Bottom: Append the memo at the end of the existing memo.

Overwrite: Replace the existing memo with this memo.

Client Change Button Panel**Help:**

Opens the Web Suite Help in the Client Batch Change section.

Save:

Applies the changes made on the Client Batch Change screen.

Return:

Closes the Client Batch Change screen.

CHANGE ID

Navigation *Settings, Change ID*

At a certain point, you might want to change the identification number of any specific activity, client, expense, employee, project, etc., which is already existing in your company database. Web Suite supports such replacement by means of this screen. You are allowed to assign new IDs to the existing records of Web Suite. This renaming mechanism searches throughout the entire database for all records with the old ID entry and then changes them to the new ID.

You can also combine accounts via the Merge option. In a way, you can get rid of accounts, which are of no use.



Prior to running this tool, all the web users need to log out from the shared database.

Following is the description of each field on the screen:

Change:

Choose the option you want to apply the change for. The available options are Client ID, Project ID, Activity ID, Expense ID, Employee ID, Vendor ID, Service Fee Schedule ID, Expense Fee Schedule ID, Budget ID, Estimate ID, Account ID and Client Contact ID.

Merge:

This option appears only when you select Account ID. Select this option to merge a selected account with another account. This option can be very useful when you are unable to delete an account that has transactions associated with it. With Web Suite you can combine accounts of the same type only. For example, you can merge an expense account with another expense account, not an income account.

 The Merge option is unavailable for system accounts such as Accounts Receivable, Accounts Payable, Un-deposited Funds, Default Item Income Account, etc.

Old ID:

Depending on the option selected above, the drop-down list displays IDs of Web Suite records accordingly.

New ID:

Enter the new ID here.

Merge To:

This option appears only when you select Account ID. When the Merge check box has been selected, choose the account number from this drop-down list with which you want to merge the account selected in the Old ID drop-down list.

Change ID Button Panel

Help:

Opens the Web Suite Help in the Change ID screen.

Apply:

Click this to save the changes. Web Suite will also inform you after making the change.

CHANGE CLIENT ADDRESS

Change Client Address screen enables you to change the address of the selected client. The changes made here are saved in the [Client](#) screen and used when generating invoices in future.

To access this screen, go to **Billing**, Retainer Management. (Click **Edit**  for a listed record and then click the **Create Retainer Invoice** link on the button panel. Click the **Change Client Address** link located under the *Client Address* field.)

Client ID:

Displays the ID of the selected Client. The drop-down shows the Client ID, Company name, Client's first name and last name, so you can select the specific client ID.

Name:

The main contact's salutation (for example, Mr., Mrs., Ms., etc.).

First Name:

First name of the main contact.

MI:

You can enter your middle initials in this field.

Last Name:

Last name of the main contact.

You will be updating the client address in the following fields.

Street:

Two lines are available to enter street name, suite number, building, etc. Where necessary, use the second line. The field size cannot exceed 55 characters for each line. The address entered will be used as a billing address on standard invoices generated by Web Suite.

City:

The city where the client resides. The field size cannot exceed 45 characters.

State:

State (or Province) is automatically added to the lookup list as you set up profiles. Click to select a state or province from the drop-down list.

Country:

Country or region of the client.

Zip:

The client's zip code or postal code.

Email:

The client's email address is used by Web Suite when you choose to email invoices to the client. The field size cannot exceed 150 characters

Tel:

The client's phone number. The phone field will allow up to 25 characters.

Fax:

The client's fax number.

Mobile:

The client's mobile phone number.

Web:

The client's Uniform Resource Locator (website address).

Change Client Address Button Panel**Help:**

Opens Web Suite Help for Change Client Address screen.

Save:

Saves the changes made to the client profile.

Close:

Closes the screen.

EMPLOYEE CHANGE

The Employee Change screen allows you to change data values for a set of selected employees. You can change the values for one or more selected employees or apply changes to a selected employee group.

 To apply your field selections or entries during the batch update, the field's check box must be selected prior to saving your changes.

The following information provides details on the Employee Batch Change tool's fields:

Apply Changes to

Use these options to select the employees to include in the batch change. To select individuals from the list on the Filter tab, press Ctrl+click for each item. To select a range of employees, press Shift+click for the first and last items.

Employees:

Click on the drop-down list to select employees to include in the batch change.

Groups:

Click on the drop-down list to view a list of employee groups.

Main Details

Use these settings to change the main details of the selected employees. Select a check box to change a specific field, and select the value to be entered from the drop-down list. The chosen value replaces the previously entered values.

Department:

The employee's department, the departments entered will be added as a drop-down list item.

Manager:

Designated manager or a supervisor for the selected employees.

Role:

The employee role assigned to the selected employees.

Title:

The title of the selected employees.

Submit To:

The person to whom the time and expense entries for the selected employees shall be submitted. The selected value becomes the default value for the [submit/approve](#) screen.

Status:

Select the employee status from drop-down list.

Security:

Security setting for the employees.

Address Details

Use these settings to change the address details for the selected employees. Select the check box to change a specific field, and select the value to be entered from the drop-down list. The chosen value replaces the previously entered values.

City:

The employee's city.

Country:

The employee's country or region.

State:

State or province of the selected employees.

Zip:

The zip or postal code.

Contact Details

Contact

The contact details for all the selected employees can be changed here. Select the check box and choose the details to replace the existing information.

Name:

Name of the contact person.

Relation:

The relationship of the contact person with the employee.

Change Other Settings

You can change other settings for the selected employees here.

Hours

- **Vacation:** The number of vacation hours assigned to the employees.
- **Holiday:** The number of holiday hours assigned to the employees.
- **Sick:** The number of hours assigned as sick time for the employees.

Standard Hours

- **Daily:** The standard hours the employees are expected to work per day.
- **Weekly:** The standard hours the employees are expected to work per week.
- **Automatic Overtime:** If a user makes a standard hour time entry and then makes another time entry, the latter entry is flagged as overtime (OT) if Automatic Overtime option is checked.

Comp Time Details

- **Frequency:** Select the frequency of how to calculate the Compensation Time. You can choose from daily/weekly/biweekly/semimonthly/monthly and yearly.
- **Hours:** The number of hours to be used as comp time for the defined Comp Time frequency.

Change Rates

Cost Rate:

The new cost rate for the selected employees.

Bill Rate:

The new assigned bill rate for the selected employees.

Overhead Factor:

The overheard factor value to be used for the employees.

Memo

Memo:

Enter a memo to be used for all the employees. You can choose to append the memo to the existing memo or overwrite it.

Append Top:

Append the memo to the top of existing memo.

Append Bottom:

Append the memo at the end of the existing memo.

Overwrite:

Replace the existing memo with this memo.

Employee Change Button Panel

Help:

Opens the Web Suite Help in the Employee Batch Change section.

Save:

Applies the changes made on the Employee Batch Change screen.

Return:

Closes the Employee Batch Change screen.

EXPENSE CHANGE

The Expense Change feature enables you to change the attributes of multiple expense codes simultaneously to new values, saving time and effort.

To access this screen, select an expense displayed on the [Expense list](#) page and select Options, Expense Change.



To apply your field selections or entries during the batch update, the field's check box must be selected prior to saving your changes.

Change Expenses

Cost:

Enter a new Cost to replace the current cost for the selected expense codes.

Markup %:

Enter a new markup percentage to replace the current percentage for the selected expense codes.

Tax 1/2/3:

Enter a new tax rates to replace the current tax rates for the selected expense codes.

Purchase Tax:

Change the purchase tax for the selected expense codes by entering the new value here.

Inactive = True:

Select these check boxes to change the current *Inactive* status.

Income Account:

Select an income account from this drop-down list to be linked with the expense code.

Expense Account:

Select an expense account from this drop-down list to be linked with the expense code.

Expense Type:

Select the associated expense type from this drop-down list to replace the existing one.

Description:

Enter a new description to replace the current description of the selected expense.

Class:

Class associated with an expense.

Reimbursable = True:

Select these check boxes to change the current *Reimbursable* status.

Billable = True:

Select these check boxes to change the current *Billable* status.

Change Expense Button Panel**Help:**

Opens the Web Suite Help in the *Expense Batch Change* section.

Save:

Applies the changes to the selected expense codes.

Return:

Cancels the changes entered and closes the screen.

PROJECT CHANGE

If you need to change one or more fields across multiple project profiles, Project Change makes the task simple and fast. This function is A to B editing tool, meaning you can only change value A to value B across multiple projects in a single pass. If you need to change A to C in some project profiles and A to D in others, make multiple passes with this tool. It still saves time and effort.

- To apply your field selections or entries during the batch update, the field's check box must be selected prior to saving your changes.
- Some fields are enabled only for projects with particular contract types.

The following information provides details on the Project Batch Change fields.

Apply Changes To

This section provides you with the option to **Select Projects** or a **Project Group** to which the desired changes can be applied. Projects or Project Groups are selected from the available drop-down lists. Single or multiple projects can be selected using the <Ctrl+click> or <Shift+click> keys.

Change

Name:

Enter a new project name for the selected projects. This new value replaces the current value in the selected projects.

Client ID:

Enter a new Client ID to replace the current client for the selected projects.

Contact:

Specify a new contact to replace the current contact for the selected projects.

Rules:

Click the *Expand* arrow  and select the check boxes of options (for example, Prevent Time Entries, Auto Approve EL and Show GST on Invoices) to be enabled for the selected projects.

Manager:

Select a new Manager to replace the current project manager for the selected projects.

Due Date:

Specify a new due date to replace the current value in the selected projects.

Send as Joint Invoice:

Select this check box to enable the *Send as Joint Invoice* option for the selected projects.

Project Status:

Select a new status to replace the current project status for the selected projects.

Contract Amount:

Enter a new Contract Amount value to replace the current value in the selected projects.

Email Invoices:

Select this check box to enable the *Send Invoice via Email* option for the selected projects.

Contract Type:

Select a new Contract Type to replace the current contract type for the selected project.

Change Billing**Serv Fee Schedule:**

Select a new Fee Schedule to replace the current service fee schedule for the selected projects.

Exp Fee Schedule:

Select a new Expense Fee Schedule to replace the current schedule for the selected projects.

Budget ID:

Select a new Budget ID to replace the current budget for the selected projects.

Currency:

Select a new currency to replace the currently chosen currency used for the selected projects.

Payment Term:

Select the payment term to apply to the selected projects.

Recurring Freq:

Select a new Recurring Frequency value to replace the current value in the selected projects. *Available only for recurring contract types.*

Recurring Amount:

Enter a new Recurring Amount value to replace the current value in the selected projects. *Available only for recurring contract types.*

Currency:

You can specify a new currency for the selected projects. This new currency replaces the current one for them.

Class:

You can specify a new class for the selected projects. This new class replaces the current one for them.

Change Other Settings**MST (%):**

Enter a new Main Service Tax Percentage to replace the current tax value in the selected projects.

MET (%):

Enter a new Main Expense Tax Percentage to replace the current tax value in the selected projects.

Estimated % Comp:

Enter a new Estimated Percent Complete to replace the current value in the selected projects.

Custom 1/2/3/4/5/6/7:

Enter new values for these custom fields to replace the current values in the selected projects.

Templates

Standard Invoice/Joint Invoice/Manual Invoice/Statement:

By default, Web Suite uses the invoice and statement templates assigned by contract type in the [Global Settings-Templates](#) screen. Thus, when you choose a contract type for a project, the invoice and statement type is also chosen. However, you can select the check box for one of these options and select an alternative format.

If at any point you want to discontinue with the invoice template selected here, clear the check box to go back to the default template.

Browse:

Click this button to browse for an invoice or statement template.

Memo Detail

Memo:

Use this option to record a project memo simultaneously to multiple projects. Enter text in this field to either append or overwrite an existing memo for the selected projects. You can either enter the new text in the text box or use an [Auto Complete](#) shorthand code to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

Append Top

Choose this option to attach the new memo text at the start of the existing memo.

Append Bottom

Choose this option to attach the new memo text at the end of the existing memo.

Overwrite

Choose this option to replace the existing memo with the entered text.

Project Change Button Panel

Help:

Displays the Web Suite Help in the Project Change section.

Save:

Applies and saves specified changes to the selected projects.

Return:

Closes the Project Change screen.

VENDOR BATCH CHANGE

The Vendor Change screen allows you to change data values for a set of selected vendors. You can change the values for one or more selected vendors or apply changes to a selected vendor group.



To apply your field selections or entries during the batch update, the field's check box must be selected prior to saving your changes.

The following information provides details on the Vendor Batch Change tool's fields:

Apply Changes to

Use these options to select the vendors to include in the batch change. To select individuals from the list on the Filter tab, press Ctrl+click for each item. To select a range of vendors, press Shift+click for the first and last items.

Vendors:

Click on the drop-down list to select vendors to include in the batch change.

Groups:

Click on the drop-down list to view a list of vendor groups.

Main Details

Use these settings to change the main details of the selected vendors. Select a check box to change a specific field, and select the value to be entered from the drop-down list. The chosen value replaces the previously entered values.

Security:

Security setting for the vendors.

Manager:

Designated manager or a supervisor for the selected vendors.

Role:

The vendor role assigned to the selected vendors.

Title:

The title of the selected vendors.

Submit To:

The person to whom the time and expense entries for the selected vendors shall be submitted. The selected value becomes the default value for the [submit/approve](#) screen.

Status:

Select the vendor status from drop-down list.

Address Details

Use these settings to change the address details for the selected vendors. Select the check box to change a specific field, and select the value to be entered from the drop-down list. The chosen value replaces the previously entered values.

City:

The vendor's city.

Country:

The vendor's country or region.

State:

State or province of the selected vendors.

Zip:

The zip or postal code.

Contact Details

Contact

The contact details for all the selected vendors can be changed here. Select the check box and choose the details to replace the existing information.

Name:

Name of the contact person.

Relation:

The relationship of the contact person with the vendor.

Change Other Settings

You can change other settings for the selected vendors here.

Standard Hours

1.
 - **Daily:** The standard hours the vendors are expected to work per day.
 - **Weekly:** The standard hours the vendors are expected to work per week.
 - **Automatic Overtime:** If a user makes a standard hour time entry and then makes another time entry, the latter entry is flagged as overtime (OT) if Automatic Overtime option is checked
 - **Auto Approve Time:** The time entries will be automatically approved for the vendor.
 - **Auto Approve Expense:** Expense entries logged by the vendors will be automatically approved.

Change Rates

Cost Rate:

The new cost rate for the selected vendors.

Bill Rate:

The new assigned bill rate for the selected vendors.

Overhead Factor:

The overheard factor value to be used for the vendors.

Memo**Memo:**

Enter a memo to be used for all the vendors. You can choose to append the memo to the existing memo or overwrite it.

Append Top:

Append the memo to the top of existing memo.

Append Bottom:

Append the memo at the end of the existing memo.

Overwrite:

Replace the existing memo with this memo.

Vendor Change Button Panel**Help:**

Opens the Web Suite Help in the Vendor Change section.

Save:

Applies the changes made on the Vendor Change screen.

Return:

Closes the Vendor Change screen.

How Do I**HOW DO I BATCH CHANGE CLIENTS?**

To change values in one or multiple client profiles, do the following:

1. Open Clients screen from the Lists menu.
2. Click the ID of a displayed client record.
3. Select Options and then Client Change on the Button Panel.
4. Select one or multiple clients or choose a client group.
5. Select the check box for values to be changed (for example, Manager or Salutation) and enter or specify the new value.
6. Click Save.

HOW DO I CHANGE FIELD MASKS?

You might not find a pre-defined mask for zip codes in Web Suite for a specific country. You might want to limit the way users enter zip or postal codes in Employee, Project, Client, and Vendor screens. To do so, you can create a new mask.

You can change Web Suite field masks and formats using the Custom Labels screen. According to your location, you might want to change the 9-digit (99999-9999) mask to a 6-digit (?9?-9?9) mask and Zip Code label to a Postal Code label. These changes pass on to the reports as well.

To change field masks:

1. Open Custom Labels screen from the Settings menu.
2. From the Customizable Labels list, select a screen whose label you want to customize, say Project.
3. Click  on the tree list to open a branch.
4. Select a field whose mask you want to change, say Zip. The Mask field is active only when you select a field with a customizable mask.
5. In the Mask field, select the desired pre-defined format (placeholders) from the list. Alternatively, enter placeholder characters for a special mask, for example, for a 6-digit Canadian Postal Code, enter 999-999 or ?9?-9?9.
6. When you have finished, click Save and then Close.

HOW DO I CHANGE IDS?

Navigation Settings, Change ID

At times, you might have to change an ID for a project, activity or other master records. Web Suite provides a tool that searches the entire database for all records with the old ID and changes them to the new ID.



Prior to running this task, all the Web Suite users must log out from the shared database. In addition, backup your database.

To change IDs:

1. Open Change ID screen from the Settings menu.
2. Select the desired option in the Change section, say Client ID.
3. Select the Old ID and then enter the New ID.
4. When you have finished, click Save and then Close.

HOW DO I CHANGE INVOICE TEMPLATES?

At times, clients request another copy of an invoice. You can reprint or resend any invoice in Web Suite via email. In addition, when a client asks for more or less detail, or simply the

same invoice information in a different format, you can reissue the invoice directly from Invoice Review. You can do this without reversing the invoice or changing its project settings. This option is faster and easier than printing a report.

To reissue an invoice in a different format:

1. Open [Invoice Review](#) screen from the Billing screen.
2. For the desired invoice, click  in the *Inv Template* field to open the Invoice Template screen.
3. Click Templates tab on the left to open the invoice folders. Select the invoice template you want.
4. Preview the selected invoice template and then click OK.
5. Back on the Invoice Review screen, click Update, and then print or post the invoice.
6. When you have finished, click Close.

HOW DO I CHANGE LABELS?

Do the following to change a label:

1. Open Custom Labels screen from the Settings screen.
2. From the Customizable Labels list, select a screen whose label you want to customize, say Project.
3. Click  on the tree list to open a branch.
4. Select an item to change and then type the new label in the Label field (say Engagement). The Label for the screen title can be up to 15 characters long; field labels can be up to 9.
5. If you select a *Custom* field, you can also choose other attributes of the field such as Data Type, UI, Size, etc.
6. When you have finished, click Save and then Close.



To restore a caption or field label to its default terminology, highlight the item in the list (changed labels are in boldface), then click Reset.

HOW DO I CHANGE COMPANY NAME?

Navigation Settings, Company

Your company name might change, perhaps after merging with another company. Alternatively, company growth can likely increase the number of staff members. In such cases, be sure to obtain a new license key for your company prior to making any changes because that invalidates your license, locking your Web Suite program. In addition, you might need to change the number of authorized users for Web Suite by purchasing additional licenses.

To change your company name:

1. Determine exactly how your company name should print – spelling, spacing and punctuation – on invoices and statements, then contact BQE Sales. You will receive a new license key via email.
2. Open Company screen from the Settings menu.
3. Enter the new company name, exactly as it appears on the instructions page. You can cut and paste it from the email received.
4. Click on the *License and Register* link at the top.
5. Check your Company Name and then enter the new License Keys.
6. Click Validate to update the key and user count.
7. When you have finished, click Save and then Return.

Grids

GRIDS OVERVIEW

A grid is an arrangement of columns and rows that look similar to a table or spreadsheet. Web Suite uses grids for time and expense entry, schedules, budgets, and master information.

Each row represents a unique data record while columns are individual data fields. Web Suite grids have many features in common that allow you to customize their appearance and navigate through Web Suite more efficiently. Web Suite supports dynamic sorting and column re-sequencing for any grid. [Sort and column order](#) are remembered the next time you work with the modules. You can also choose to show or [hide the desired columns](#) in the grids.

How Do I

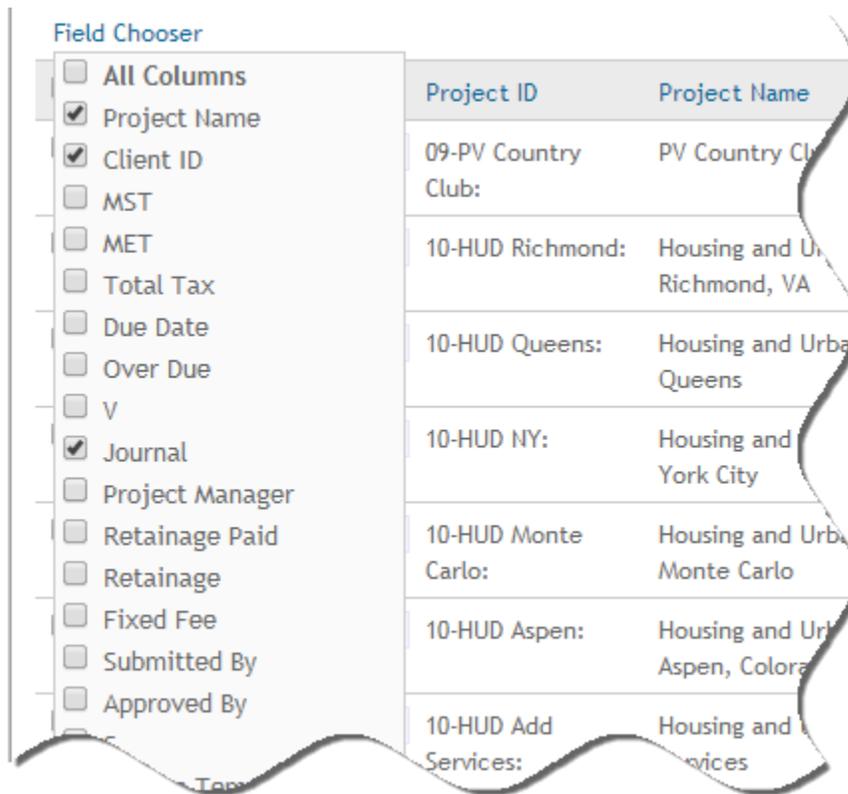
HOW DO I HIDE/SHOW GRID COLUMNS?

At times, you might have too many columns displayed in a grid and want to simplify it by hiding unused columns. On the other hand, you might want to see more information than what displays, by default, on the screens. For example, while reviewing invoices in the Invoice Review screen, you might want to see extra columns in the grid, such as Due Date, Journal, MST and so on.

To hide or show columns in a grid:

1. Open the desired Web Suite screen, say Invoice Review.

2. Click Field Chooser above the grid.



3. Check the field or column names you want to show in the grid.
4. Uncheck the field or column names you want to hide in the grid. The fields are shown or hidden instantly in the grid.

HOW DO I SORT GRIDS?

You can sort the grids in the order you prefer. You can sort the order of grid columns by doing the following:

1. Open the desired Web Suite screen, for example, Sheet View.
2. Click on the column heading, say Date, once for ascending order and twice for descending order. *Clicking on the column header reverses the order of entries.*
3. After closing the screen, it remembers the previous sort order.

Similarly, you can sort grids in the Expense Log or other Web Suite screens.

Filters

FILTERS OVERVIEW

Filters limit the number of records displayed in the drop-downs and other lists. This is helpful because it reduces the time taken to find, view or select data in any Web Suite screen. There is no need to waste time in scrolling and scanning hundreds of items when you want to view selective information.

For example, if you would like to view only the employees whose IDs range from A through M, you must select that range in the relevant filter fields. Filters help in selective data viewing not only in the grids and drop-down lists, but also on reports. Besides the regular filters available on the Filters tabs or screens, Web Suite also provides additional filter options on various grids.

You can apply filters in the following Web Suite screens:

- Simple Time Card
- Simple Expense Log
- Sheet View
- Expense Log
- Reviewer
- PTO Review
- Manual Invoice
- Vendor Bills
- Reports
- Employee
- Vendor
- Client
- Project
- Billing Schedule
- Billing Review
- Invoice Review
- Purchase Order
- Statements

Reference

FILTERS

Filters can be applied to the drop-downs for selective viewing. In Web Suite, you can set the filters for clients, projects, employees, vendors, activity and expense only. Apart from the main screen, filters are also accessible from the [Preferences-Filters](#) screen. On the respective filter screen, you need to mark the check box for the records that you want to display in the drop-down lists. Turn on individual filters with the adjoining check box on the left.

Clearing a check box turns off a particular filter. Select the topmost **ALL** check box to check all the rows by a single click. Click **Save** and **Return** button to save the filter settings and then return to the main screen.

To apply the filters, check the **Filters On/Off** option on the main screen. When checked, this option turns on all filters.

Select the **Show Vendors Only** check box to view only vendors on the Employee Filters screen.

How Do I

HOW DO I APPLY FILTERS?

By applying filters, only the specified items display in the drop-down lists and other lists. To apply filters:

1. Open any Web Suite screen (for example, Billing Review).
2. Select the View By Project option. Click [Filters](#) for the field on which you want to apply the filter (for example, Project From-To).
3. On the Project Filters screen, select the individual records or rows in the grid that you want to appear in the lists.
4. After selecting your items on the grid, click Save and then Return to close the screen.
5. To apply the specified filters, select the Filters On or Off option on the main screen. Doing so automatically activates the filter settings.

File Linking

ATTACHMENTS OVERVIEW

You can link scanned documents, web links and graphics to Web Suite records like employee, client, project, time, expense, vendor bill, invoice, etc. For instance, you might want to attach letters, employee performance reports, contracts, scanned receipts, site pictures, consultant invoices, bills or anything that is digital to records for quick reference. All this can be done using the Attachments screen in Web Suite, accessible from various screens.

The linked file is uploaded and saved on the web server. On clicking, the linked file opens in the native program (if installed on your computer). You can view all these files, regardless of the record type, on the Manage Attachments screen. With the appropriate security permissions, you can view, delete and add files to the records.

If you delete a master record with a linked file, a warning displays. Web Suite displays the Attachments option on the screens with a badge indicating the number of files attached to a record, if any.

Web Suite allows you to link any type of file:

- Graphics
- Microsoft Excel
- Microsoft Word
- WordPerfect
- Microsoft Visio
- Auto CAD
- Scanned plans
- Scanned research drawings
- Other scanned document
- Portable Document Format (PDF)

Web Suite does not link programs (executable files), DLLs (Dynamic Link Library) , folders or similar files.

Reference

ATTACHMENTS

Attachments screen in Web Suite enables you to attach files and web references with Web Suite data. When a file is attached to data (for example, Employee profile), the attached files are automatically saved to the location specified in the Admin Option when creating a [new company](#) or when opening an existing company database.



Location of attachment folder can only be changed by the person who is authorized to do so.

The Attachments screen has following fields:

File:

Displays the name of the file or web link that has been attached to the Web Suite record. It is basically a hyperlink that takes you to the actual file or web address upon clicking.

Description:

Displays the description of the attached file as File: File Name (with extension). It is an editable field. For web links, it displays the description entered by you for the link being copied.

Date:

Date on which the file or web link was attached with the Web Suite record.

Save/Update :

Click the button after editing the description of the file or link attached.

Delete :

Removes attached files or links from the Web Suite record.

Attachments Button Panel

Help:

Opens the Web Suite Help in the Attachments section.

Add File:

Click to attach the selected files to the Web Suite record.

Add Link:

Allows you to attach remote files and web links to your Web Suite records. It enhances the existing Attachments feature by allowing you to link any web reference, such as a You Tube video, blog article, documents on your Google Drive, Drop box or Sky Drive, and so on. Clicking this button allows you to paste the copied web link and save it as a reference.

Refresh:

Click to view the files or web links that have been attached to the selected record.

Return:

Closes the Attachments screen.

MANAGE ATTACHMENTS

Accessible from the Lists option on the navigation bar, the Manage Attachments screen provides a list of all files and web references attached to a particular record irrespective of where the file has been attached.

The various fields on this screen are:

View By:

You can view the attachments for Expense Log, Time Entry, Project, Client, Vendor, Employee, Vendor Bill, Purchase Order, Invoice, Payment, Service Fee Schedule, Expense Fee Schedule, Budget, Estimate, Client Contact, Messages, Project Journal, Personal Time Off, Activity, Expense screen and All. Select an option from the drop-down list in this field. If you choose Employee, attachments can be viewed for employees only.

Period:

The period field provides All, This Month, Last Month, As of Last Month and Custom options. They determine the range of the file and link attachments that are displayed in the grid. When the Custom option is chosen, you can choose your own range of period using the From-To fields.

From-To:

If the Period field shows Custom, this filter allows you to select a range of dates for which you want to view the linked files and web references.

Manage Attachments Grid

The grid displays the following columns:

Date:

Date on which the file or web link was attached to the Web Suite record.

Item ID:

Displays Project ID, Employee ID, Client ID, Vendor Bill #, etc. in case the file has been attached to a record in any of these master screens. However, if a file has been attached with a time record or an expense record, it will display Time Entry or Expense Log, respectively.

Module Name:

Displays the name of the screen depending upon the screen where the file or web link has been attached with the record like Client, Project, Employee, Vendor, Time Entry, etc.

Description:

Displays the description of the attached file as File: File Name (with extension). It is an editable field. For web links, it displays the description entered by you for the link being copied.

Attached By:

Displays the ID of the employee or vendor who has added the files or web links.

File Name:

Displays the name of the file that has been attached to the Web Suite record. It is basically a hyperlink that takes you to the actual file or web address upon clicking. For web links, it displays 'Linked via URL'.

Save File :

Saves the changes made to the file description.

Delete File:

Deletes the attached file.

Manage Attachments Button Panel**Help:**

Opens the Web Suite Help in the Manage Attachments section.

Refresh:

When Refresh button is clicked, the grid will display the changes made to the file descriptions and any other files added during the time.

How Do I**HOW DO I ATTACH FILES & LINKS?**

Do the following to attach a file or web link:

1. Open the desired screen, say Project.
2. On the grid, select a project record.
3. Click Attachments.
4. On the Attachments screen, click Add File or Add Link to add a file or a web reference to the record.
5. Next, click Browse to choose a file to upload and then click Attach to save it to the default file location. In case of web links, you can copy-paste that in the field provided.
6. When you have finished, click Close.

HOW DO I VIEW ATTACHED DOCUMENTS?

For easy browsing and management of attached files, [Manage Attachments](#) screen centralizes all documents and files attached to Web Suite records such as clients, projects, employees, activity codes, vendor bills, budget, fee schedule, invoice, payment, etc. on one screen. You can view, sort and filter all attached files directly from the Manage Attachments screen. Security permissions are required to access this information.

To view attached documents:

1. Open Manage Attachments screen from the Lists menu.
2. Select your View By option. For example, choose *All* from the drop-down list to view documents attached to all records, regardless of the type.

3. Select the Period for which you want to view the attached files. It could be All, This Month or any Custom period.
4. Click Refresh. Web Suite displays all the relevant files attached to the selected record.
5. You can click on the File Name and open the file in the native program.
6. You can also edit the Description of the attached file by clicking on it. Click  to update it.
7. When you have finished, click Close.

Custom Labels

CUSTOM LABELS OVERVIEW

While the lexicons of various professions share terminology, there are differences. There can be differences even within a professional market segment, such as accounting firms and engineering firms. In addition, some companies might utilize unique terms. Form labels, [field labels](#), and [field masks](#) can be customized to your company's preferences. The mask enables letter, numbers and punctuation. When mask customization is not available, the mask field is unavailable. When customizing, the default Web Suite mask provided in the drop-down list or your own customized masks can be assigned.

For example, the label *Employee*, which displays as the title of the screen can be changed to *Timekeeper*, *Staff* or another term. At the same time, the menu item changes to match the new window title. Field such as State, Zip Code, Other, SSN and Phone can have their labels and masks changed.

Web Suite Term	Common Industry Terms
Company	Firm, Organization, Business
Activity Code	Task Code, Service Code, Work Code
Expense Code	Expenditure, Charge Item
Project	Job, Engagement, Matter, Work Order
Employee	Timekeeper, Staff, Associate
Vendor	Consultant, Subcontractor, Contractor
Client	Customer
Time Entry	Hours, Time Card, Time Sheet
Expense Log	Expense Report, Expense

The following screens enable field customization (both label and mask): Company, Project, Client, Client Contact, Vendor, Employee, Time Entry, Expense Log, Activity and Expense. In some cases, changing the label in one screen enables you to make the change global. For example, Zip Code can be changed to Postal Code and this change can be implemented globally in all screens. Changes made in [Custom Labels](#) get reflected in the program tool tips as well.

Reference

CUSTOM LABELS

The following information provides details on the options on the Custom Labels screen.

Navigating the Custom Labels list is straightforward. A tree list shows the modules. Under each are branches for the individual fields, which can be modified to your preferred terminology. After selecting the desired field, enter the new module name or label, data type or label/field mask. The modules and field labels that have custom values set for them are highlighted in the *Customizable Labels* list. Modified fields display in bold in the list.

Label:

Name or label applied to the selected field in the list. The label enables alphanumeric characters. Field labels vary in length, most being 5 or 9 characters long. The field size should not exceed 30 characters. Be descriptive, but also concise, when replacing a standard field label. Web Suite includes multiple generic text fields in each master information form. Custom1, Custom2, etc. can be customized to your particular information screen. Adding such attributes to clients, employees, projects or other master information forms make it easier to track important data and to filter reports precisely.

For example, many companies track subcontractor and employee academic degrees and prior experience to aid manager in assigning resources to projects. A sub-contractor with a business degree, and who was involved in two wireless network installations, is a prime lead candidate for a new project. Similarly, an accountant who has worked on multiple bank assignments in prior positions would be the obvious person to select for a new credit union consulting job. Setup is easy. Change the Custom 1 and Custom 2 field labels in [Employee](#) to *Degree* and *Pr Exper* (9-character label limit) in Custom Labels.

In some cases, changing the label in one screen enables you to make the change global. For example, Zip Code can be changed to Postal Code and this change can be implemented globally in all screens.



Modifying a label changes the appearance of the screen; the field name in the database is not altered.

Type:

You can specify the data type for the *Other* custom fields in various Web Suite modules. Choose the option from the drop-down list: Text for a specified length of text, Date for the date type. Integer for numerals/digits and Currency for amount with currency signs, Decimal for numbers that can have decimal values, memo and memo RTF for memo that can be stylized in the rich text format. For example, If you have selected numeric data type for Custom1 field for the Client screen, you can enter numeric values in the Custom1 field.



If *Date* data type is chosen for the Custom Fields 1/2/3/4/5/6 of Activity and Expense screens,  appears next to these fields in the [Activity](#) and [Expense Log](#) screen. This icon enables you to select the desired date from the drop-down calendar.

Mask:

Sequence of letters, numbers and punctuation used for entering formatted data. Telephone numbers, social security numbers, postal codes, and tax identification numbers are common examples. The field size should not exceed 95 characters. The Custom Labels mask field is active only when a selected field includes the option to change the mask. Otherwise, it is unavailable. Click the drop-down arrow to select a predefined mask from the list. Masks contain the following placeholders:

9 — Digit placeholder, accepting only 0 to 9.

?— Letter placeholder, accepting only uppercase or lowercase letter from A to Z.

&— Character placeholder, accepting any ANSI character in the ranges 32 to 126 and 128 to 255 (These are the numeric codes for keyboard and foreign symbol characters).

Punctuation—Displays as literals, that is, they help format the data for easy and quick reading. Common punctuation includes parentheses (), dashes (-), slashes (/), periods (.), colons (:), and similar characters.

Using the placeholder, proper postal code masks would be '99999-9999' for the U.S. Zip Code and '? 9? -9? 9' for Canada.

Size:

This option is available for fields where the data type is chosen as text. You can specify the length of text here. By default, the size is set to 50 characters.

UI Type:

You can now not only define the type of data that will be entered in the field, but also change the user interface to something of your liking.

You can specify how the field will look like on the screen. You can choose from text box (to display a text box), list (to display a drop-down that can have new data added in the respective screen), custom list (drop-down list values defined by you in the Custom List screen) and date (displays a date selection field) types.

Custom List:

Enabled when UI type selected above is custom list, this gives you the ability to select from any of the custom lists that you have created. You can also create a new custom list by choosing *Add new* in the drop-down or clicking the Custom List link. This opens the Custom List screen where you can create a customized list of items.

Custom Labels Tree

Field labels that are available to customized are organized by categories (for example, project, employee, activity code, etc.). To modify a label, expand a category, click a listed label and customize it in the fields above the tree.

Custom Labels Button Panel

Help:

Displays the Web Suite Help in the Custom Labels section.

Print:

Opens a preview of the Custom Labels report. You can view, print or email the report, save it to a disk, or export it to various file formats. Print button provides you with various options: print setup, printer selection, orientation, etc. From the preview screen, you can refresh data, export data, toggle group tree, zoom, find data and navigate report pages.

Reset:

Resets the custom field label or mask to the default value.

Save:

Saves new or changed information to the Custom Labels record.

How Do I**HOW DO I CHANGE LABELS?**

Do the following to change a label:

1. Open Custom Labels screen from the Settings screen.
2. From the Customizable Labels list, select a screen whose label you want to customize, say Project.
3. Click  on the tree list to open a branch.
4. Select an item to change and then type the new label in the Label field (say Engagement). The Label for the screen title can be up to 15 characters long; field labels can be up to 9.
5. If you select a *Custom* field, you can also choose other attributes of the field such as Data Type, UI, Size, etc.
6. When you have finished, click Save and then Close.



To restore a caption or field label to its default terminology, highlight the item in the list (changed labels are in boldface), then click Reset.

HOW DO I CHANGE FIELD MASKS?

You might not find a pre-defined mask for zip codes in Web Suite for a specific country. You might want to limit the way users enter zip or postal codes in Employee, Project, Client, and Vendor screens. To do so, you can create a new mask.

You can change Web Suite field masks and formats using the Custom Labels screen. According to your location, you might want to change the 9-digit (99999-9999) mask to a 6-digit (?9?-9?9) mask and Zip Code label to a Postal Code label. These changes pass on to the reports as well.

To change field masks:

1. Open Custom Labels screen from the Settings menu.
2. From the Customizable Labels list, select a screen whose label you want to customize, say Project.
3. Click  on the tree list to open a branch.
4. Select a field whose mask you want to change, say Zip. The Mask field is active only when you select a field with a customizable mask.
5. In the Mask field, select the desired pre-defined format (placeholders) from the list. Alternatively, enter placeholder characters for a special mask, for example, for a 6-digit Canadian Postal Code, enter 999-999 or ?9?-9?9.

6. When you have finished, click Save and then Close.

HOW DO I USE CUSTOM FIELDS?

Custom fields are available in many Web Suite screens, such as Employee, Project, Activity, Client, Vendor, Budget, etc. You can customize their labels, data type, size or length of characters and type of user interface according to your needs. A custom field can support any data type. For example, Text for alphabets and letters, Numeric for numerals and digits, Date for dates and Currency for an amount with a currency sign. Similarly, you can specify the size or length of characters for a 'Text' data field. You can choose any type of UI for the custom field. For example, a text box, a date drop-down, an auto-fill drop-down list or a custom list drop-down.

Using these custom fields, you can track extra characteristics and attributes of master records. For example, track employee (or vendor) skills and experience to match your company's needs. You might want to use a custom field in the Employee screen to store the date the employee received his professional license. For that, you can change its interface to a calendar drop-down. You might want to have a time entry custom field be used when a service is provided out of state. For that, you can create a custom list called 'US State' and make it a drop-down list.

Custom fields are available in the Web Suite Enterprise edition only.

To use custom fields:

1. Open Custom Labels screen from the Settings menu.
2. From the Customizable Labels list, select a screen whose custom field you want to customize, say Employee.
3. Click  on the tree list to open a branch.
4. Select Custom 1 and then type *Certificate* in the Label field.
5. Select *Text* for Data Type and 50 for Size (characters long).
6. Next, choose an appropriate UI Type for this new field. For example, if you select Text as the Data Type, you can choose Text Box as the UI type for it.
7. When you have finished, click Close.

To confirm the changes:

1. Open Employee screen from the Lists menu.
2. Click the ID of any employee record from the grid to view its details.
3. On the General tab, the field label now reads 'Certificate' instead of Custom 1. If you customized Custom 3, Custom 4 or Custom 5, see the Detail tab.
4. Select an employee on the grid for whom you want to add customized information.
5. Define and enter a shorthand code or short phrases into the customized field. Each custom field accepts up to 50 characters. For example, in the Certificate field, you can add 'Acct' to show the employee earned an undergraduate accounting degree.

- 'MAcct' indicates a master's, 'EE' (electrical engineering), 'CS' (computer science), 'MBA' and so on.
- When you have finished, click Save and then Close.

Memos

MEMO OVERVIEW

Memos are extended pieces of text that document an action, explain a situation, or just state what occurred while working on a project for a client. You can use memos to record important qualitative or quantitative information in Web Suite. For example, you can enter a descriptive memo for an activity, expense, time entry, etc. If your company or client prefers, you can add memos to invoices that explain the scope of work and change orders. You can add memos to provide detailed information for internal (staff) or external (clients) use.

You can type unlimited length text in a memo box or use Auto Complete shorthand codes to insert pre-defined standard text. In addition, you can add bulleted lists to the memos to be displayed on the invoices. You can add a single memo to a record or item except invoices, where you can add two memos to each invoice.

HOW DO I CREATE MEMOS?

Most screens in Web Suite contain the memo feature. All memos accept unlimited text. *Security permissions restrict your ability to add and edit memos.*

- In most of the Web Suite screens, you can enter or view a memo in the detail view.
- In some of the screens, like Simple Time Card and Simple Expense Log, you can add or view a memo by choosing Show Memo from the Options drop-down and then clicking on the individual cell.
- Every memo box has an option to insert the current date-time stamp by clicking .
- Invoices can have one or two memos. On the Invoice Review screen, you can enter notes in any one or both memos.

Auto Complete

AUTO COMPLETE OVERVIEW

Navigation *Settings menu, Auto Complete*

The Auto Complete screen allows you to create shorthand codes (text, dates, etc.) and their corresponding longhand explanations. Shorthand fields consist of the primary data, while the longhand field is a descriptive, memo field. Auto Complete feature is implemented while writing a memo for time entries, expense entries, and invoices. It is a critical timesaving feature in Web Suite.

Auto Complete is a powerful tool used in the billing process. It is common for accountants, attorneys, architects, engineers, etc. to write invoice memos. Memos are one of the billing decisions made during the process, whether added from Billing Review or Invoice Review screen. A typical billing cycle involves preparing hundreds or even thousands of invoices each month. Typing memos for them can be very time consuming. Auto Complete reduces non-billable time spent preparing bills and memos significantly. With a few keystrokes, standard text can be inserted into memos for dozens or hundreds of invoices.

Auto Complete feature can be used with other Web Suite features. For example, using Auto Complete and the Billing Review batch change feature, you can quickly create a memo with common Auto Complete codes, then batch copy the memo to hundreds of invoices. You can edit memos using enhanced shortcut keystrokes for font attributes, cut and paste, undo, alignment, and more.

In the memo pad, you enter the shorthand codes that expand the text to the actual longhand description entered in the Auto Complete screen. The text is not case sensitive. Type the first few characters in the memo. Web Suite suggests the complete text on using the keyboard spacebar. For example, type "inv" for *invoice*. Web Suite replaces the shorthand with the entire item, *invoice* when you press the spacebar.

Reference

AUTO COMPLETE

Navigation *Settings menu, Auto Complete*

The following information describes the fields and options on the Auto Complete screen.

Shortcut:

The shorthand text or characters that you will be using in the memo.

Share this Shortcut:

The auto complete feature for this word is made available to all the users of Web Suite by checking this option.

Phrase:

The longhand description of the shorthand code that you created in the *Shortcut* field.

Date/Time Stamp :

Click  to insert a date/time stamp into the *Phrase* field.

The Auto Complete grid displays existing shorthand and longhand text.

Auto Complete Button Panel

Help:

Opens the Web Suite Help in the Auto Complete section.

Options:**Rows:**

Select an option from this drop-down list to determine the number of rows to display in the search results list.

Send to Excel:

Exports the grid data to Excel by creating an Excel file (.xls). You need to specify the location of the Excel file in the Send to Excel dialog box.

Save:

Saves the shorthand and longhand entry and then displays it in the grid.

New:

Click this button to enter a new record. The pointer is placed in the Shortcut field so that you can create a new shortcut entry.

Cancel:

Click to undo your changes and close the screen.

Refresh:

Click to retrieve the latest data from the database.

Close:

Closes the Auto Complete screen.

How Do I**HOW DO I CREATE AUTO COMPLETE SHORTHAND CODES?**

Auto Complete allows you to record 'longhand' standard text and link it to a 'shorthand' code. Shorthand codes are abbreviations consisting of letters and numbers. When you enter a shorthand code in a memo field (for example, Project Journal, Sheet View, Expense Log, Messages, Email, etc.), it instantly inserts the longhand text, phrases, sentences, paragraphs or pages of text.

Shorthand codes are case sensitive. For example, 'wu' code for 'write up services' is **not** the same as 'Wu' or 'WU'. In addition, shorthand codes **cannot** contain punctuation or spaces.

To create shorthand codes:

1. Open Auto Complete screen from the Settings screen.
2. Type the shorthand text in the *Shortcut* field and the longhand explanation in the *Phrase* field.
3. Check *Shared* option to make the shorthand codes available for all Web Suite users.
4. If desired, you can add a reminder in your longhand text by including [] (or other unique characters like ~, > or ^) as placeholder information, indicating a timekeeper, billing manager or project manager needs to insert information specific to the situation.

 If desired, you can add 'placeholders' in longhand text or shorthand codes. Utilizing curly {} or square [] brackets for easy identification, placeholders prompt you to add or edit information for the situation – date, client name, contact name, issue and so on. If you neglect to replace placeholders, a reviewer or manager can see the omission and ask for correction. Standard text also makes it easier for managers to review memos because they follow a standard, consistent format. Thus, when memos carry over to detailed invoices, they present a consistent, professional image.

5. When you have finished, click Save and then Close.

Messages

MESSAGE OVERVIEW

Navigation *Home page, Message List*

Web Suite Message is a feature that allows messaging within the Web Suite network. Web Suite users can exchange messages with each other, groups or within their network for better communication and notifications.

Web Suite Message feature delivers contextual messages to users based on a trigger event. For example, it can deliver a time card rejection message when you log in or when you open a time entry screen. Alternatively, you can receive a message about billing a project when you open the Billing Review screen. This improves communication by notifying, reminding or advising another user within the context of the task in hand. Web Suite also sends notifications and automatic messages to its users via this feature. For example, you can choose to let Web Suite send notifications via Web Suite Message when someone submits or approves time entries, expenses, invoices, etc.

Web Suite Message enables you to view messages in the Inbox as well as the Sent items panel. It also implements the [Auto Complete](#) feature of Web Suite.

The [Message](#) screen is designed with three tabs: Inbox, Sent Messages and Compose Message.

Reference

MESSAGE

Navigation *Home page, Message List*

Web Suite permits exchange of messages among the web users only. This way, you can share valuable information and minimize the communication gap within a network. You will always be notified of the new messages. Depending on the option chosen by the sender of the message, message notifications appear on the respective screen. For example, MK leaves a message for CK, which CK receives when he logs into Web Suite.

In the Messages section of the Dashboard, you will get notified of five messages recently sent to you. The unread messages are in **bold** font. Clicking on anyone opens the message screen where you can view the entire message along with some additional details.

Compose Message

Click, opens the screen where you can create a new message.

Select Employee:

Choose this option to send a message to one or more employees selected from the drop-down list.

Employee Group:

Choose this option to send a message to all employees in a selected group.



Only [Web Users](#) can receive or send messages using this feature.

Display this message when recipient:

You can set the option as to when the recipient should get the message. The options include: Does Billing, Uses Payment screen, Runs Report, Records Time, Records Expenses, Opens Any Master Record, Logs In, Uses Vendor Bills screen and Uses Purchase Order screen, Opens Reviewer screen, Uses Personal Time Off. The message will be displayed according to the action performed by the recipient of the message. For example, when user opens the Reviewer screen.

Message:

You can enter text of unlimited length into the message box. Click Send button to save and send the message to the recipient. You will get a message on successful transfer of the message. By default, the Web Suite Messages screen opens in the view mode. You can view the messages sent by other Web Users within your network. The selected message along with the sender, date, time and number of files attached are displayed below in the text box.

Inbox

Click to open the screen where you can quickly view the messages received from other web users. In the grid, unread messages appear in bold font.

Grid Items:

From:

Sender of the message. ID of the web user who has sent the message to you.

Message:

Click to view the content of the message received.

Date Time:

Displays the date and time of the message received.

Attachments:

Indicates that a file is attached to a message with .

Sent Messages

Click opens the screen where you can view the messages sent to other web users. In the grid, the messages unread by the recipient appear in bold font.

To:

Receiver of the message. ID of the web user to whom you have sent the message to.

Message:

Click, you can view the entire message, attach files and forward the same message to other web users.

Date Time:

Displays the date/time of the message sent.

Attachments:

Indicates that a file is attached to a message with .

Delete:

Click to delete records. You will get a confirmation message after deleting the selected message.

Message Button Panel

Help:

Click to open the Web Suite Help in the Message section.

Send:

Click to send the new message to the selected employees.

Cancel:

Click to cancel the writing of any new message and return to the view mode.

Delete:

Deletes multiple messages in one go. Either, select the check box for the messages you want to delete at once or select the topmost check box to select all the messages in the grid for deletion. You will get a confirmation message before deleting the messages.

Reply:

Click to respond to the received message. The reply will automatically be directed to the sender of the specific message.

Forward:

Click to forward the received message to other Web Suite users within your network.

Attachments:

Click opens the [Attachments](#) screen where you can attach the files with your messages. Choose the file you want to attach to the selected message. In the view mode, you can see the number of files attached to the specific message.

Cancel:

Cancels the Message screen and takes you back to the home page of Web Suite.

How Do I

HOW DO I CREATE AND SEND MESSAGES?

To create and send a message:

1. Open Message List from the Home menu.
2. Click Compose Message option on the right.
3. You can send a message to one employee, multiple employees or a group of employees. Select the desired IDs as the recipient of the message.
4. Set the trigger event to determine when to deliver the message. For example, when a user:
 - Logs in
 - Records expenses
 - Records time
 - Runs reports
 - Opens any master record
 - Uses Personal Time Off
 - Uses Payment screen
 - Does billing
 - Uses Purchase Order screen
 - Uses Vendor Bills screen
 - Opens Reviewer screen
 - Uses Personal Time Off
5. Type your message for the recipient in the box. You can use [Auto Complete](#) shorthand codes for your convenience.
6. To attach files and web links with your message, click Attachments and add your file to the message.
7. Click Send and the message will be sent to the recipient.

When the trigger event occurs, the recipient sees a Web Suite Message Alert on the screen. Clicking on the link opens the Message screen. After receiving a message, the recipient can:

- Reply to the message (*Web Suite automatically directs the reply to the sender.*)
- Forward the message to another Web Suite user
- Delete the message

Reminders

REMINDERS OVERVIEW

Navigation Home page, Dashboard

System-generated and user-defined messages display on the [Reminders](#) screen. These messages or reminders inform you about actions to take, such as print invoices, approve time entries, process recurring invoices, and so on. Who receives a reminder depends on the option chosen, role in the company and billing decisions. What you view on the Reminders screen is tied to your security settings and is specific to your responsibilities. You

can view some reminders only if they have been set for you in the in the Employee or Vendor screens.

Date-triggered reminders use your computer's system date to determine when to deliver the reminder. Due Date reminders start showing up in the Reminders screen 7 days prior to due date. Web Suite triggers some reminders when you specify those options in the Preferences screen.

 The Reminders screen displays reminders for only those screens to which you have access (as defined in Security).

You can view the following reminders and notifications on the Reminders screen:

- Project due dates: This enables you to track the contract expiration or due dates for the completion of projects. Besides these, the Reminders screen also shows all the recurring projects, which are due on the current date.
- Billing reminders
- Scheduled billings
- Invoice reminders
- Important dates with messages
- Time and expense reminders
- PTO reminders: The [Personal Time Off Request](#) reminders notify the approver for the approval of these PTO requests.
- PO and vendor bill reminders
- Unsaved timers: However, if Reminders is not set to Auto Load, a message will be displayed on Web Suite startup reminding you of unsaved timers.
- To-do tasks and notifications

Reminders are automatically set for the time and expense entries that are unapproved. It displays a reminder message to approve the submitted time and expense entries, depending on the type of Web Suite User. If you have logged in as a Supervisor, the reminder messages will pertain to approving the time and expense entries of the other users or employees. If you have logged in as a Project Manager, the reminder message will pertain to approving the time and expense entries of projects assigned to you. If any other employee has logged in, then the reminder message will pertain to inform about the unapproved time and expense entries till date.

The [Reminders](#) screen displays two tabs: Reminders and Settings.

REMINDERS

Navigation *Home page, Dashboard*

The following are descriptions of the fields on the Reminders screen:

Reminders Tab

Description:

It displays the description of the reminder. For example, "You have 25 unprinted invoices".

Date/Amount/Due Date:

Date or due date related to the message or reminder. In case of invoice reminders, it displays the total amount rather than a date.

Settings Tab**Reminder Description:**

Lists the name of the reminder that you can view on the Reminders tab. It could be Employee Reminders, Project Reminders, Backup Reminder, Time Entry Reminders, Billing Reminders, etc.

Remind Me:

Displays a check box for the type of reminders you want to view. You can un-check the ones that you do not want to view. By default, they are all checked.

Reminders Button Panel**Help:**

Opens the Web Suite Help in the Reminders section.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

How Do I**HOW DO I VIEW REMINDERS?**

You can view the following reminders on the Reminders panel:

- Project due dates
- Billing: process invoices
- Billings scheduled on a specific date
- Unprinted invoices in Invoice Review
- Special and important dates along with the reminder message
- Submitted PTO requests awaiting approval
- To-do tasks

To access reminders:

1. Open Home screen.
2. Open the Reminders panel to view the listed reminders.

HOW DO I SET REMINDERS?

Web Suite allows you to create reminders. As an example, if you are a manager or a supervisor, you might want the program to remind you a few days prior to an employee's birthday. Alternatively, you might want a reminder about arranging your next out-of-town meeting and so on. You can also set reminders for other employees or employee groups.

To set reminders:

1. Open the Employee screen from the Lists menu.
2. Select an employee from the grid for whom a reminder is to be set.
3. Move to the Rate tab. In the Reminders section, enter a Reminder message and Date when you want to be reminded.
4. In the Reminders For field, select an employee or a group for whom the reminder is intended. Only the specified persons receive the reminder. If you specify none, then Web Suite sets it for the employee's manager.
5. Optionally, enter an Important Date and then check the 'Remind me about the Important Date' option. As an example, you might want to enter your employee's next review date. On the set date, the Reminders screen will display this reminder for you.
6. Click Save and then Return.
7. Open the Reminders screen from the Lists menu.
8. You can see all the reminders there. Go to the Settings tab and check or uncheck the type of reminders you want to see.



Similarly, you can set reminders for your vendors or consultants in the Vendor screen.

To Do List

TO DO LIST OVERVIEW

Navigation Lists, To Do List

The [To Do List](#) feature allows you to add tasks to the project's To-Do list and track the task status of each item easily. It allows you to assign tasks to employees, set priority on them, track the status of each item and get reminders, thus making project execution and management as efficient and simple as possible. It supports various types of tasks and categorization with specific start-end dates. Web Suite adds these to-do items to the Reminders panel, thus reminding you to take action on them.

Whether you use it to remind you of the employee's upcoming review or just manage a list of tasks that you need to complete on a specific project, it will definitely help you remain focused and organized. Various related reports are available displaying the task list, past due tasks, etc.

Reference

TO DO LIST

The following information provides details on the options available on the To Do List tab:

Entry type:

This column indicates what module the task is associated with (that is, employee, client, project and vendor).

Icon	Task Type
	Employee
	Client
	Project
	Vendor

Description:

The heading/title of the selected task displays in this column.

Start Date:

This is the date when the task is scheduled to start.

End Date:

This is the date when the work on the scheduled task is to be completed.

Priority:

Every task can be set a priority level ranging from Low to High. Make a selection from this drop-down list to set a task's priority level.

Owner ID:

This identifies the person that created the To Do tasks.

Assigned to:

The employee to whom the task has been assigned. The drop-down displays a list of all employees.

Edit  :

Click to edit the To Do task.

Delete  :

Click  to delete a record. Web Suite asks for your confirmation before deleting the specific client record.

To Do List Button Panel

View By:

Make a selection from this drop-down list to specify the type of task you want to view or edit.

Help:

Opens the Web Suite Help in the To Do List section.

Options

- Send to Excel:**
Allows you to send or export the selected data to a Microsoft Excel spreadsheet. You can save the file to the desired folder.
- Show Active Only:**
Select the check box to view only active tasks.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

New:

Click to create a new To Do tasks.

TO DO LIST - NEW

A new to-do task is created by clicking on the New button which opens the New To Do List screen. These are saved and are accessible from the To Do List screen in the grid panel to the left. The Details of the selected task are displayed on the right and can be edited there. The new To Do List opens a screen with the following fields:

Description:

This displays the heading/title of the selected task.

Assigned to:

The employee to whom the task has been assigned. The drop-down displays list of all employees.

Priority:

Every task can be set to a priority level ranging from low to high. Depending on how important the task completion is, you can change the priority here.

Task of:

This is the ID of the project, vendor, employee or client associated with the to-do item or task.



This does not display when General option is selected in the View By field.

Status:

You can set the status for each task here. Available statuses that you can use are Active, Inactive, Hold, Complete and Incomplete.

Complete (%):

This displays the percentage complete of the task selected.

In case of to-do items related to projects, employees and vendors, you can create time entries from your tasks by updating the % Complete field. When you click Save, you are prompted to create a time entry using the Make Time Entry screen. If you do not want to see this prompt on saving the to-do items, you can simply click on *Do not show this message again* displayed on the dialog box.



The ability to create a time entry from a To-Do item is only available in the Web Suite Pro, Pro Plus, Enterprise and Enterprise Plus editions.

Dates

Start:

This is the date when the task is scheduled to start.

End:

This is the date when work on the task is scheduled to be completed.

Completed On:

This is the date when the task is actually completed.

Remind On:

This would set a reminder in the reminder screen regarding the selected task.

Memo:

Here you can add any other description or information attached to the task.

To Do List Button Panel

View By:

You can view the To Do List for an Employee, Project, Client, Vendor and General. Select an option from the drop-down list.

Help:

Opens Web Suite Help in the To Do List section.

Print:

Opens the report viewer where you can print the task details.

Copy Existing:

Allows you to create a new task based on an existing task. On clicking the button, a drop-down appears showing tasks created before. On selecting an existing task, the details are carried forward to the new task screen, which can be edited and saved as a new task.

Make Time Entry:

In case of to-do items related to projects, employees and vendors, you can create time entries from your tasks even without updating (increasing) the % Complete field. Click this option to open the Make Time Entry screen.

Save:

Saves the information entered about the new task added.

New:

Click to create a new To Do tasks.

Return:

Takes you back to the To Do List screen.

How Do I

HOW DO I CREATE TO DO TASKS?

To create a to-do task:

1. Open To Do List screen from the Lists menu.



You can also view and create to-do tasks from various screens such as Employee, Vendor, Client, etc. by clicking Options.

1. Click New to create a new task.
2. Enter a heading or subject for the task in the Description field, say Email Clients.
3. In the Assigned To field, specify the ID of the person to whom this task is assigned.
4. Set a Priority for this task – Low, Medium or High. You can also indicate the percentage of completion of this task in the Complete (%) field.
5. You can enter the From and End dates for the scheduled task. In addition, enter a *Remind On* date. Web Suite will remind you about this task on that date.
6. If required, type a Memo for this task. You can enter unlimited text here.
7. When you have finished, click Save and then Return.

Find

FIND OVERVIEW

Navigation Home page, Find

At times, you need to find records that contain important information, say, from a conversation recorded within a time entry memo. You remember typing it into the Timer memo as you talked to a client, but you cannot remember the exact date or which client it was. All you do remember is a reference to 'extension'. In Web Suite, searching for information is easy and fast.

Find is a powerful tool that can be used to quickly locate a specific set of records in any data table using simple or advanced criteria. You can match part of a field, whole field, or only start of a field. In addition, wildcards can be employed to search for patterns. Up to five keywords can be used in a search; each keyword narrowing or expanding the search via the AND/OR option.

Web Suite provides you with two types of search options—the global find and the quick search. [Global Find](#) uses the main Find screen to search for data. [Search](#) uses the search box in various screens to find records or fields quickly in the grid.

Reference

FIND

Web Suite Find tool is a powerful search tool that can be used to quickly locate a specific set of records. It makes the search fast and easy. The Find results presented depend upon which module or table is searched, that is, Project, Client, Time Entry Expense Log, etc. Each column in the display represents a field in the selected screen. For example, if the Expense Log is searched, the data results will be presented in columns representing each of the fields in the Expense Log screen.

Click *Home* on the navigation bar and then click *Find* to use this feature.

Select Data List:

A data table must be chosen to locate specific records in the desired screen or module. Highlight the name of the table that is to be searched for the data. You can choose from the available options - Activity, Client, Expense, Expense Log, Project and Time Entry. After a table is chosen, the search criteria must be entered.

Find Criteria:

For a successful search, specify as many criteria as possible. After all the criteria for the search have been entered, the Search key will initiate the search. Type the **Keyword** for the item that you are trying to find. A keyword can be anything that is unique to one, or a series of records. For example, you need to find a project but you only know the project manager. If you only search using the Project Manager, Web Suite will display all project records matching that to the Project Manager. This could be matched by thousands of records or by none at all. However, if you select the Project Manager and any other criteria, your search will be narrowed and most likely more successful.



Letters used for searching are not case-sensitive.

AND/OR:

AND and OR options are used to further refine the search. The AND command narrows the search. Use the AND command when you are sure about more than one field in the search. For example, if you know both the Client ID and the Project ID for your query, use And to display only records that match both the Client ID and the Project ID. Enter the Client ID in the top field and the Project ID in a lower field. Mark the And option. Only records that match both search criteria will be displayed.

The OR command results in a broader search. If you want to display records that satisfy either search criteria, you would enter the Client ID and the Project ID and mark the OR field. The records displayed will be mutually exclusive, meaning that Web Suite will present all records that contain the Client ID and all records that contain the Project ID.

Match:

Make a selection from this drop-down list to specify the matching specifications for the entered Keywords.

- **Any Part of Field:** results in the most general search. The keyword only has to appear in any part of a field of the table selected.

- **Whole Field:** the keyword must match exactly and entirely what was entered in the actual field in the program.
- **Start of Field:** the actual field must begin with the keyword only.

All Fields:

Selecting a specific field within the table to search for the keyword can narrow the search further. After the table has been selected, the user can browse this drop down menu for a field to search. To broaden the search, mark All Fields and Web Suite will search each field in the selected table.

Find Button Panel**Help:**

Opens the Web Suite Help in the Find section.

Clear:

Clears all the data entered for initiating the search.

Find:

Displays the Web Suite Find Results screen.

The grid displays the results of your search. Each row represents a specific record. Browse through the grid to find the object of your search. **Print** button displays a preview of Find Results grid. **New Search** button takes you to the main Find screen. If your query was unsuccessful, you can try again. You might want to use OR instead of AND for instance.

Close:

Closes the Find screen.



Web Suite Find screen supports ? and * wildcards only to make your search faster and easier.

How Do I**HOW DO I SEARCH ITEMS?**

Navigation List, Find

On the master information screens, Search Item option instantly searches all the records in the list as you type in the search box. Web Suite automatically suggests the nearest matches by displaying them in the grid. If you remember just a part of the ID, then:

1. Enter the text you remember in the Search Item box. Click .
2. Web Suite displays all the matching records in the grid. Select the relevant one by clicking on it to open its details.

HOW DO I GLOBALLY FIND INFORMATION?

Navigation Home page, Find

Web Suite can search data tables, such as Activity, Budget, Project, Employee, Fee Schedules, Time Entry, Vendor Bills, Chart of Accounts, etc. to provide the right information to you. Global Find option searches *all fields* for a keyword text. It displays a list of records that match your criteria, whether simple or advanced. You can click on the result to open that record.

Searches can be simple or advanced. Advanced criteria also includes AND/OR options to narrow or expand the search. The AND option narrows the search to *inclusive* criteria. The OR option expands the search to *exclusive* criteria. Up to five keywords can be defined in a search, each one narrowing or expanding the search using the AND/OR option.

Keywords can employ wildcards to search for patterns. A percent sign (%) represents one or more alphanumeric characters that appear in a position within a keyword. In contrast, a hyphen (-) replaces only one character in a keyword. For example, 'Bill%' will find 'Bill Jones' and 'Billings to date for ABC Corporation' within a data table. 'Bill-' would find only records with 'Bill' or 'Bills'.

To find information:

1. Open Find screen from the Home menu.
2. Select the desired item from the Select Data List.
3. Enter your Find Criteria. Type in a Keyword using '%' or '-' wildcard characters, as needed. Specify where to find a match –in Any Part of Field, Whole Field or Start of Field.
4. Apply AND/OR search option, if needed.
5. Click Find. Immediately, Web Suite displays the Find Results with a list of matching records.

How Do I

HOW DO YOU USE CALENDARS?

The Web Suite drop-down calendars make entries quick and easy. They are available in all the Date fields throughout Web Suite.

You can select a date from the drop-down lists or click on the Date field to open the calendar. You can skip from one month to another by clicking on the < > right/left arrows at the top. To skip from year to year, click on the << >> double arrows.

The calendar displays the current date (Today) at the bottom. To choose another date, first make sure you are in the correct month and year. Click on the appropriate date, which will close the calendar.

By default, calendars have Sunday as the first day of the week. However, you can change this setting on the Global Settings screen.

MASTER INFORMATION

Company

COMPANY OVERVIEW

Navigation Settings, Company

The Company screen enables you to create a profile of your business. All information entered in this screen can be used for reports and invoices. You can modify any information—except for the company name and license key. Changing the company name or a key will make your company database inaccessible.

The company profile can be customized by modifying the labels and masks of various fields in the [Custom Labels](#) screen. For example, the window title *Company* can be changed to *Firm* or *Practice*. When you change this label, the menu and other areas also change. For fields, you might want to customize the *Other* fields for a purpose unique to your firm, or you might want to change the input masks for telephone numbers and postal codes.

A Web Suite [Supervisor](#) or administrator typically manages the general company affairs. After initial setup of the company database and master information, your Supervisor can set company-wide rules and preferences.

The following are typical issues and options that need to be considered while managing your company:

Company Decisions		
Area	Decision	Where to Implement
First Day of the Week	Define the first day of a workweek for internal processing and reporting.	Global Settings-User Interface
Company-wide Settings	Review and specify other settings and preferences for implementing Web Suite.	Global Settings
Preferences	Determine other settings and preferences for users to maximize interaction with Web Suite.	Preferences
Security Permissions	Assign security permissions and passwords for users.	Employee screen Security screen
Company Profile	Specify company-wide settings.	Company screen Global Settings screen
	Create groups for employees, clients, activity and expense codes, projects.	Employee: Groups screen Client: Groups screen Activity : Groups screen Expense : Groups screen Project : Groups screen
Master Information	View a quick snapshot of employee performance and profitability.	Employee-Performance screen Vendor-Account screen

	View a quick snapshot of vendor accounts.	
	Identify the principal/partner, manager or staff member who has primary responsibility for the client relationship.	Client Manager or Custom fields
Project Management	Identify the principal/partner, manager or staff member who has primary responsibility for the project.	Project-General screen: Manager field
Reports	Generate and memorize reports.	Report Center screen

Reference

COMPANY

Navigation Settings, Company

The following information provides details on the Company screen's options:

Data Entry Fields

Basic information about the Company is entered in this screen.

Name: (required)

The company name is a required field for maintaining a licensed Web Suite database. The field size cannot exceed 95 characters. This field will appear on all invoices. Your Web Suite license key is based on your company name. You can purchase a license from [BQE Software](#) or through an authorized re-seller of Web Suite. A free 15-day trial of the software is available, but the database must be licensed and Web Suite must be registered for use beyond 15 days. To obtain your license key, contact BQE Software at 888-245-5669 or email Sales@bqe.com.

If you have purchased a Web Suite license, enter the licensed company name in this field as it appears on the licensing and registration instructions provided upon your purchase of Web Suite. The exact spelling, spacing and punctuation are required, although it is not case sensitive. If the company name is changed after the database is licensed, the result will be an unlicensed Web Suite database. Please consult Web Suite technical support, support@bqe.com, if you must change the company name.

Address:

The company street or mailing address, these fields will appear on all invoices. The field size cannot exceed 55 characters. The field size for the second line cannot exceed 35 characters.

City:

The company city, this field will appear on all invoices. The field size cannot exceed 15 characters.

State:

The name of the state or province where the company is located. The field size cannot exceed 3 characters. This field will appear on all invoices. The label and mask for this field can be modified in the [Custom Labels](#) screen.

Zip:

The zip or postal code of the area where the company is located. This field will appear on all invoices. The label and mask for this field can be modified in Custom Labels screen. The field size cannot exceed 15 characters.

Country:

The name of the country or region where the company is established. The field size cannot exceed 35 characters.

Phone:

The company's phone number. Up to 25 characters are allowed for the main telephone numbers. This field will appear on all invoices. The mask for this field can be modified in Custom Labels screen.

Fax:

The company's fax number. Up to 25 characters are allowed for the main fax number. This field will appear on all invoices. The mask for this field can be modified in Custom Labels screen.



The labels and mask for some fields can be modified in Custom Labels screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip Code can be changed to Postal Code and this change can be implemented globally in all screens.

E-mail:

The company email address. Passing over this field, the mouse pointer changes to a hand and you can open the default email program. The field size cannot exceed 150 characters.

Web:

The company's Uniform Resource Locator (URL). Passing over this field, the mouse pointer changes to a hand and you can open the default Internet browser.

Tax ID:

The company tax identification number. The field size cannot exceed 9 characters. The mask for this field can be set in Custom Labels.

Employer ID:

ID of the company's employer. The mask for this field can be set in Custom Labels. The field size cannot exceed 9 characters.

Country (Currency):

Web Suite supports multiple currencies. This gives you the ability to specify expenses in a currency other than your local currency and bill your clients in a foreign currency. Use this field to set your default home or local currency so that the proper amount and symbols are used at relevant places (for example, in Expense Log). When you specify a currency other than the system default, you are prompted to restart Web Suite for the change to take

effect. If you change the home currency, the currency on the reports will change automatically.

 This selection can be overwritten at the [employee level](#).

Example: If your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) here but the British Pound as his default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or Expense Log). When other employees log their expenses, they will be recorded in USD."

Custom1/2/3/4/5:

These custom textboxes enables you to record additional information about the company, holding up to 35 characters each. The Custom1, Custom2, Custom3, Custom4 and Custom5 labels can be changed in Custom Labels screen.

Message on Invoices:

Enables you to add a custom message to be printed on your invoices generated by the company. Click . You will be prompted with a dialog box asking you to choose *OK* or *Cancel*. Click OK, if you want to apply message to the invoices for all clients.

Taxes

Main Service Tax:

The tax applied to the labor amount on invoices. If you typically apply service tax to invoices, enter the tax amount here. The field size cannot exceed 8 characters. When new clients are created the tax amount entered here will be brought forward to the client record when created. It can be removed or edited in the client record at any time. The labels for these fields can be set in Custom Labels screen. These labels get reflected in the other screens (such as Project, Client, etc.) as well.

Main Expense Tax:

The tax applied to the expense amount on invoices. If you typically apply expense tax to invoices, enter the tax amount here. The field size cannot exceed 8 characters. When new clients are created the tax amount entered here will be brought forward to the client record when created. It can be removed or edited in the client record at any time. The labels for these fields can be set in Custom Labels screen. These labels get reflected in the other screens (such as Project, Client, etc.) as well.

FY Begin Date:

Starting date of the company's financial year. This field is used by Web Suite standard reports when the financial year filter is selected.

FY End Date:

End date of the company's financial year. This field is used by Web Suite's standard reports when the financial year filter is selected.

Closing Date:

Specifying a closing date for your last accounting period prevents unauthorized or untimely editing of data and transactions (time, expense, invoice or payment records) in Web Suite before or on that date. You can only view the time entries, expense entries, invoices and payments but cannot make changes to them. Typically, accountants find it useful after

balancing their books of account for the previous year. They can balance their books of account and then set the closing date to prevent other people from changing the data. This option is especially useful for companies requiring DCAA compliance.

This option can be password-protected from the Global Settings screen. *See Change Closing Date Password for more.*

Logo

If you added a company logo, it displays in this section.

Web Suite Company Button Panel

Click here to License and Register:

Click this link to enter the [License and Registration](#) keys.

Help:

Opens the Web Suite Help in the company section.

Add Logo:

Allows you to add a company logo by selecting the desired image from any folder. It accepts bitmap images or jpeg images (.bmp/.jpeg/.jpg file extension), and resizes the image with length and height less than or equal to 1 inch.

Remove Logo:

Allows you to delete the current company logo.

Save:

Saves information as entered on the Company screen.

How Do I

COMPANY SETUP CHECKLIST

Navigation Settings, Company

A Web Suite Supervisor is typically responsible for the setup and management of the company database. Setting up a new company and associated master information should follow a plan to ensure tasks are completed and checked off.

Setting up a company involves the following initial tasks:

- ID Structures
- [Creating a Company Profile](#)
- [Adding a Logo](#)

The following information covers the issues and options to consider as you make decisions to build your company database. After you have finished all the planning and decision-making, you must enter master information in Web Suite or delegate this task to a staff person.

General Decisions		
Area	Decision	Where to Implement
User Interface	Change screen terminology or captions in Web Suite according to your industry or profession.	Custom Labels
	Customize field labels such as Tax, Custom fields, Zip, Flags, etc. to your preference. (say, Zip to Postal Code; MST to GST or VAT)	Custom Labels
	Change the postal or phone field mask (say 99-999-9999 to 999-999-9999)	Custom Labels
Master Information		
Area	Decision	Where to Implement
ID Structure	Define desired ID and Code structure.	Master screens: Project, Client, Activity, Expense
	Enter required data.	Company screen
Company Profile	Specify company-wide settings.	Company screen Global Settings screen
	Enter required data.	Employee: General and Rate tab
Employee Profile	Set default bill and cost rates for the employee.	Employee-Rate screen
	Set standard work, vacation, holiday and sick hours.	Employee-Detail screen
Client Profile	Enter required data.	Client screen
	Create client contacts.	Client Contact screen
	Identify the principal or partner, manager or staff member who has primary responsibility for the client relationship.	Client-General screen: Client Manager or Custom field
	Create activity codes for all services or tasks.	Activity screen
Activity	Organize tasks by category: Use Code field for the category and Sub-code field for the task within the category.	Activity screen
	Organize tasks by department: Use Code field for the department and Sub-code field for the task performed in the department.	Activity screen
Expense Codes	Create expense codes for all expenses or charges.	Expense screen
	Organize expenses by category: Use Code field for the category and Sub-code	Expense screen

	field for the expense within the category.	
	Organize expenses by department: Use Code field for the department and Sub-code field for the expense incurred in the department.	Expense screen
	Enter required data.	Project screen
	Automatically increment project codes	Global Settings-Billing panel
Project Profile	Create project phases and segments, if needed.	Project screen
	Assign percentage of parent project's Contract Amount to the phases.	Project-Details screen
Project Management	Identify the principal/partner, manager or staff member who has primary responsibility for the project.	Project-General screen: Manager field

HOW DO I CREATE COMPANY PROFILE?

Navigation Settings, Company

The Company screen allows you to create a profile of your business. You can modify any information – except for the company name and license keys. To create your company profile, follow the steps below:



You can set up your Web Suite Company at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

1. Open Company screen from the Settings menu.
2. Enter your company's name and address details.
3. When you have finished, click Save and then Close.

Advanced Setup

1. Enter the company's Tax ID and Employer ID numbers.
2. Enter any unique information in the Custom 1/2/3/4/5 fields (up to 50 characters). You can [customize these fields](#) and display their values on the invoices.
3. Type a global message in the 'Message on Invoice' box. This text prints on all invoices if neither a project nor a client message exists separately. Click Apply to add this message for all clients and projects.
4. Specify Main Service Tax and Main Expense Tax percentages to apply on total services and expenses included on project invoices billed to clients. These tax rates become the default in the client and project profiles. See [Understanding Taxes](#) for more information.

5. Enter first and last day of the company's Financial Year or select dates from the drop-down calendar. Web Suite uses these fields as a financial year filter in reports.
6. In addition, enter a Closing Date for your last accounting period. This feature prevents unauthorized or untimely editing of data (time, expense, invoice or payment records) in Web Suite after the closing date. This is useful for companies requiring DCAA compliance.
7. Click Add Logo to add a company logo to invoices and reports. See below for details.
8. When you have finished, click Save and then Close.

HOW DO I ADD COMPANY LOGO?

Navigation *Settings, Company*

You can add a company logo to standard Web Suite invoices, statements and reports.



Web Suite support a 125 x 125-pixel logo. If you select a larger image, Web Suite automatically downsizes it to the default size. The graphic must be in the .bmp, .png and .jpg format.

Do the following to add a logo:

1. Open Company screen from the Settings menu.
2. Click the Add Logo option.
3. Browse to the folder containing your graphics. Select the file and click Open.
4. Click Add. The image displays on the Company screen.
5. Click Save.

HOW DO I CHANGE COMPANY NAME?

Navigation *Settings, Company*

Your company name might change, perhaps after merging with another company. Alternatively, company growth can likely increase the number of staff members. In such cases, be sure to obtain a new license key for your company prior to making any changes because that invalidates your license, locking your Web Suite program. In addition, you might need to change the number of authorized users for Web Suite by purchasing additional licenses.

To change your company name:

1. Determine exactly how your company name should print – spelling, spacing and punctuation – on invoices and statements, then contact BQE Sales. You will receive a new license key via email.
2. Open Company screen from the Settings menu.

3. Enter the new company name, exactly as it appears on the instructions page. You can cut and paste it from the email received.
4. Click on the *License and Register* link at the top.
5. Check your Company Name and then enter the new License Keys.
6. Click Validate to update the key and user count.
7. When you have finished, click Save and then Return.

Employee

EMPLOYEE OVERVIEW

Navigation Lists, Employee

The Employee screen allows you to create, maintain and view a profile of a person working in a company on various projects. This screen lets you add and maintain employee-related information such as address, rates, and HR details including salary, tax, allowance, etc. The information can be used for time entry, reporting, etc.



Web Suite allows vendors, with full security control, to enter time and expenses, just like employees.

The [Employee List](#) grid allows you to view a list of all employees saved in Web Suite. The grid list is your guide to employee records. Further, you can sort the grid list by any of the columns and rearrange the column layout. For example, to view the list by Last Name order (ascending or descending), click the column header. Various field labels can be changed in [Custom Labels](#) screen, in the Settings tab.

To view the employee details, the ID of an employee record displayed on the [Employee List](#) screen. Employee information is divided into the following tabs:

- [General](#)
- [Rate](#)
- [Detail](#)
- [Tax](#)
- [Allowance](#)
- [Assign](#)
- [Performance](#)

Web Suite Employee Button Panel

The following information provides details on the options available on the Employee button panel.

Help:

Opens the Web Suite Help in the Employee Overview section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Notes:

You can click the link to view the associated [notes](#) for the selected employee. You can also add a new note from there. Notes can be used to track and easily manage the details related to your employees.

Options**New To Do Item:**

Click to create a new task.

View To Do List:

Click to access the To Do List screen and view active tasks.

Attachment:

Click this button to attach files and web links to the employee record. For example, you might want to scan and attach job contract, resume or photos for reference. You can add and save files for the selected record from the Attachments screen.

Convert to Vendor:

Allows you to convert the selected employee record into a vendor record. By default, the selected employee record converts to Contract Employee vendor type.

Filters (On/Off):

Turn on or off the defined filters with this option. If selected, Web Suite remembers and applies the previous filter settings. Changes that you make in the Filter tab will take effect only when you select the check box. Clearing the check box is a quick way to deactivate all the filters.

Clone:

Opens the [Employee Clone](#) screen that enables you to create a duplicate employee record with similar information and attributes.

Save:

Saves information as entered on the Employee screen.

New:

Enables you to enter a new employee record into Web Suite. It displays the data entry fields above. Click the ID field where you must type the Employee ID and can then <TAB> through the remainder of the screen to enter additional employee information.

Return:

Closes the Web Suite Employee screen and takes you to the [Employee List](#) screen. It is important that you close the screen using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can affect the server performance.

Reference**[EMPLOYEE - LIST](#)**

Navigation *Lists, Employee*

Employee tab opens the screen wherein you can view all the existing employee records in the grid. The grid is a series of rows and columns. Each row is a separate employee record. Clicking on any column-heading sorts the columns in the grid. You can edit/delete the existing employee record. Entries displayed on the grid cannot be edited in the grid but rather in the Employee screen. In addition, you can create a new employee via this screen.

The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the employees existing in your Web Suite database.

Data Grid

Each row is a separate employee record. Click the column headings to sort the columns in the grid. Click a listed employee's ID to edit the details of the selected employee (for example, contact information, rates, hours, etc.). Click  against the employee record you want to delete.



Details displayed on the grid are carried from the [Employee—Details](#) screen.

Employee ID:

Each employee has a unique ID. This is a key field that links projects, time, expenses, invoices and reports to a particular employee. Click the ID to edit the details of an existing employee.

Department:

Name of the department to which the employee belongs or works for.

Last Name:

Last name of the employee.

First Name:

First name of the employee.

Title:

Title of the employee's job or position he holds in the company.

Manager:

Person designated as the manager or supervisor of an employee or a group of employees.

Delete :

Click  to delete an employee record. Web Suite asks for your confirmation before deleting the specific employee record. Deleting an employee record does not delete other data that is recorded for that employee. For example, deleting a employee record will not delete the time records associated with the employee.

Employee List Button Panel

Search Item :

Helps you to search for a specific employee in a quick, robust way. To refine your search, use any of the listed parameters in the read only grid, like, Employee ID, Last Name or First Name. Click the column headings to search based on the selected column. Enter the keyword for the search in the text box and then click  to display the results in the grid.

Help:

Opens the Web Suite help in the Employee List section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Options**Employee Change:**

Select this option to batch change data for a set of employees.

Group:

Select this option to create new groups or edit the existing group.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to five hundred employee records in the grid. Web Suite memorizes this setting for the user.

Show Active:

Select the check box, if you want to view the employees with active status only in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Employee](#) screen where you can create a new employee record.



Grid page numbers are displayed below the grid. These page numbers depend on the number selected in the Rows field above.

EMPLOYEE—GENERAL TAB

Navigation *Lists, Employee, General*

Basic information about the employee is entered on the General tab.

Employee ID: (required)

Each employee in your database must have a unique ID. If you enter an ID that already exists as an employee, you will be prompted to enter a different employee ID. You can use up to 65 alphanumeric characters to identify an employee, but we recommend using shorter IDs as they are easier to use. For example, an employee named Chris Riley can be assigned an employee ID of "CR". Some offices prefer using numeric Employee IDs. To create a new employee, click the **New** button. You must type the Employee ID and can then <Tab> through the remainder of the screen to enter additional employee information. Click **Save** to save the entry.

Name:

The employee's salutation (for example, Mr., Mrs., Dr., etc.). You can select it from the drop-down list. The field size should not exceed 4 characters.

First Name: (required)

The employee's first name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

MI:

The employee's middle initial. The field size should not exceed 1 character.

Last Name: (required)

The employee's last name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

Social Security Number (SSN):

The employee's Social Security number. Masks can be set from Custom Labels Screen. The field size should not exceed 9 characters.

Role:

Enables you to define the employee's organizational role. You can choose from Default, Billing, Managerial, Principal, and Reporting.

Allocate Units and Hours:

Click this icon to specify the number of hours a particular employee can work on a certain activity and the number of units for a certain expense that person can make while working on the selected project.

Submit To:

Sets the default person to whom the time and expense entries made by the employee would be submitted when you click the Submit button. The options available are Specify, Client Manager, Project Manager, and Employee Manager.

Department:

The employee's department. You can use the department as a filter to simplify reporting and data management. The field size should not exceed 50 characters.

Title:

The employee's job title. You can use the title as a filter to simplify reporting and data management. The field size should not exceed 30 characters.

Security:

Security setting for the employee. Security templates contain predefined permissions for accessing Web Suite functions, data and reports. Predefined settings include Billing Only, Default, Full Access, Manager Level Access, Principal, Time & Expense Only, and Time Entry Only. You can view the Custom option for those users whose security settings have been customized in the [Security](#) screen.

Edit Security:

Click to make changes to an employee's security settings.

Manager:

Similar to a project manager, you might want to designate a manager or a supervisor for each employee or a group of employees. This helps in reviewing time and expense entries on the "workgroup" basis. This also implements better security access restrictions as Web Suite enables only managers to access or approve time for their assigned employees (subordinates). Select the appropriate person from the available **list** for the selected employee. This field is optional.

Status:

Select the employee status from drop-down menu. The options are Active, Inactive and Terminated. If you change an employee's status to Inactive or Terminated, Web Suite prompts you to unmark that person as a Web User. Selecting Terminated or Inactive status also restricts the user to log into Web Suite. Deleting an employee record does not delete other data associated with the employee. The better technique is to change the employee's status to "Terminated". You can hide an employee on the Employee list without deleting it, by making the employee status *Terminated* or *Inactive* depending upon whether the employee is terminated permanently or temporarily, respectively. When you do so, Web Suite keeps the information associated with that Employee, but removes it from any drop-down lists that use Employee IDs. You can make an employee active again at any time.

Login:

Enter here your Login ID, which would allow you to customize your login name.

Default Group:

Here you can specify the group to which the Employee will always belong. This helps in report generation by groups. By default, all employees are set to the default group *All*.

Street 1/2:

Two fields are available to enter employee's home street name, apartment number etc. The field size should not exceed 55 characters for each line.

City:

The employee's city. The field size should not exceed 45 characters.

State:

The 3 letter abbreviated name of your employee's state or province. State and Postal Code field labels and masks can be modified in Custom Labels. For example, the *State* field label can be changed to "Province".

Zip:

The employee's zip code or postal code. Zip field mask or caption can be changed in Custom Labels screen. The field size should not exceed 10 characters.

Country:

The employee's country or region. The field size should not exceed 35 characters.

Phone:

The employee's phone number. The mask for this field can be modified in Custom Labels screen. The field size should not exceed 25 characters.

Ext:

The employee's phone extension. The field size should not exceed 5 characters.

Fax:

The employee's fax number. The field size should not exceed 25 characters.

Mobile No:

The employee's mobile number. The field size should not exceed 10 characters.

Email:

The employee's email address. The field size should not exceed 75 characters.

Custom 1/2:

Custom fields holding up to 50 characters each describing unique employee attributes. These custom textboxes enable you to record additional information about the employee. The Custom 1 and Custom 2 labels can be changed in Custom Labels.

Memo:

Use the memo box to record any extra employee information. Employees have their own

memo field with unlimited space. Click **Date/Time Stamp**  to add current system date and time to your memo. Type your text and click **Update** or **Save** to save your entry memo.

Web User:

Displays the user status. The number of employees you can select as Web users is determined by the license you have purchased. Employees assigned as Web Users can log into the Web Suite.

BillQuick User:

All employees that need to log into BillQuick and use it must be marked as a BillQuick User. The number of employees you are allowed to select as users is determined by the number of BillQuick licenses you have purchased. To mark an employee as a BillQuick User, select this check box. When you clear this option for an employee, it retains the employee information but that person cannot log into BillQuick.

The total number of BillQuick Users is displayed in the title bar of the Employee screen. BillQuick users can be used to filter the grid lists and selected reports.

EMPLOYEE—RATE TAB

Navigation *Lists, Employee, Rate*

On the Rate tab, Web Suite captures salary information, rates, and important employment-related dates.

Bill Rate**Bill Rate: (required)**

The employee's default hourly bill rate, the most common rate that the employee is billed at per hour of work. This is the bill rate that will be recorded to time entries when there is neither a Service Fee Schedule linked to the Project nor a rate assigned to the Activity that the time entry is being recorded against. Bill rates can be assigned to specific combinations of employees, activities and projects in a Service Fee Schedule.

Overtime Bill Rate:

The employee's default hourly overtime bill rate, the most common rate that the employee is billed at per hour of overtime work. When a time entry is marked as overtime, this bill rate will be recorded. Web Suite uses the overtime bill rate when time is flagged "Overtime" to compute the bill amount. Overtime bill rates can be assigned to specific combinations of employees, activities and projects in a Service Fee Schedule.

Country (Currency):

Use this field to specify an employee's default currency. This is useful if an employee uses a currency other than the local currency used by the firm.

Cost Rate**Pay Rate: (required)**

The employee's default hourly pay rate, the most common rate that the employee costs the company per hour of work. The cost rate incorporates salary, benefits, overhead and other costs associated with an employee. This employee cost rate will be used when there is neither a Service Fee Schedule linked to the Project nor a cost rate assigned to the Activity that the time entry is being recorded against. Cost rates can be assigned to specified activities in the Activity screen. Cost rates can also be assigned to specific combinations of employees, activities and projects in the Service Fee Schedule screen.

Overtime Cost Rate:

The employee's default hourly overtime cost rate, the most common rate that the employee costs the company per hour of overtime work. When a time entry is marked as overtime, this is the cost rate that will be recorded when there is neither a Service Fee Schedule linked to the Project nor a cost rate assigned to the Activity that the time entry is being recorded against. Cost rates can be assigned to specified activities in the Activity screen. Cost rates can be assigned to specific combinations of employees, activities and projects in the Service Fee Schedule screen.

Overhead Multiplier:

The default value is 1. This is used to define the costs that the company incurs besides the pay, for an employee.



You cannot put a value less than 1 in the overhead multiplier. Web Suite automatically puts a value of 1, if anything less than 1 is put as the value.

Salary**Pay Period:**

This field is the employee's pay period frequency. For example, monthly, biweekly, etc.

Salary Amount:

The employee's salary amount for the specified Pay Period, this information can be required if you export data as an electronic submission to a payroll processing service.

Dates**Hired:**

The date when the employee was hired. You can use the date hired as a filter to simplify reporting and data management.

Last Raise:

Date the employee received his or her last raise.

Released:

Date the employee was released from employment. When you enter a Released date, be sure to change the employee status to "Terminated" to remove the employee from the drop-down lists.

Reminders**Reminders For:**

You can set reminders for multiple employees here defining who can view the reminders set here.

Date:

This check box enables you to select a date you want to be reminded of. The date can be entered in the adjoining date field by either typing in the date or by selecting from the drop down list.

Important Date:

You can track important dates for your employees by recording in the these field by either typing in the date or by selecting from the drop-down list or select a date from the pop-up calendar . As an example, you might want to enter your employee's next review date.

Remind me about the Important Date

Select this check box for have a reminder message for the *Important Date* display on the Reminders screen on the date indicated.

Reminder Message:

A textbox displays where you type the message that you would like to be displayed on the reminder date. As an example, you might want to be reminded a few days prior to an employee's birthday. If you are looking at your own information, you might want to be reminded about making arrangements for your next out-of-town meeting.

EMPLOYEE—DETAIL TAB

Navigation Lists, Employee, Detail

Emergency contact information for an employee, as well as permissible and standard hours, reminders, and custom fields are recorded on the Detail tab.

Contact**Name:**

The name of the employee's contact person to be notified in case of emergencies. The field size should not exceed 50 characters.

Relation:

The relationship of the contact person, for example, spouse, father, mother, daughter, son, friend, etc. The field size should not exceed 22 characters.

Phone:

The contact's phone number.

Permissible Hours/Year

Vacation/Holiday/Sick:

The employee's permissible hours for Vacation, Holiday and Sick time per year. You can enter whole numbers or decimal values for the permissible hours. These numbers can be compared to the actual sick, vacation, and holiday time logged for the employee.

Custom Hours 1/2:

Custom fields for other hours you want to track. These labels can be changed in Custom Labels screen.

Standard Hours

Per Day/Week:

Number of standard hours an employee is supposed to work per day and per week. You can enter decimal values as well. The field size should not exceed 8 characters. If the logged hours per week exceed the standard hours, Web Suite informs you that a portion of the logged time might qualify as compensation time. We recommend that you split the time entry accordingly. If you do not mark it as compensation time, it can be marked as overtime.

Automatic Overtime:

If this option is selected, Web Suite automatically selects the employee's standard hours and marks the extra hours as overtime in the [Time Entry screen](#). For example, if your Standard Hours per day = 8 and per week = 40, then Web Suite will flag the time entry as OT if that time entry goes over 8 hours for that day or 40 hours for that week. These actions apply only to the billing of a client and not payroll.



If standard hours are not defined for an employee, Web Suite does not perform the above actions.



If you make a time entry and then another time entry, which is beyond the standard hours, the latter entry will be flagged as overtime (OT) if the Automatic Overtime option is selected. Similarly, if you make a single time entry which is beyond the standard hours, it will be flagged as OT. However, if you change this (or earlier) time entry, the OT entry will not be recalculated by Web Suite. You will have to verify this time entry yourself and make the desired modifications. For example, if your standard hours per day are set as 8 hours and you make a time entry of 10 hours, Web Suite will split it into 8 hour regular time and 2 hour overtime. Then, if you change the first 8 hours to 6 hours, Web Suite will not recalculate the OT (2 hours) and set the flag to false. It has to be done by you manually.

Comp Time Details

Frequency:

You choose the frequency of how to calculate the Compensation Time. You can choose from daily/weekly/biweekly/semimonthly/monthly and yearly.

Hours:

The number of hours to be used as comp time for the defined Comp Time frequency. If the logged hours per day/per week exceed the standard hours, Web Suite informs you that a portion of the logged time might qualify as compensation time. If you do not mark it as compensation time, it can be marked as overtime time. To record use of compensation

time, enter non-billable time against the GEN: COMP activity for the company's Overhead project. For example, if a user specifies CT Hours =8, then Web Suite will flag the time entry as CT if that time entry goes over 8 hours for that day.

Auto Approve

Here you can specify to automatically approve time and expense entries for the selected employee. The settings here take precedence over Client, Project and Global Settings.

Auto Approve Time:

Automatically approves time entries for the employee.

Auto Approve Expense:

Automatically approves expense entries for the employee.

Custom Fields

Custom 3/4/5:

Custom fields holding up to 50 character each. These custom textboxes enable you to record additional information about the employee.

EMPLOYEE—TAX TAB

Navigation Lists, Employee, Tax

Web Suite maintains a list of everything that affects the amount on a payroll check. The entries on this tab are called payroll items. The information stored here is most useful for exporting data to a payroll software program or for an electronic submission to a payroll processing service.

Federal:

Use this section to indicate which federal taxes you want to add to the employee profile. Federal taxes include income tax, federal income tax withholding, social security, Medicare, FUTA, excise, etc. Select taxes that apply to the employee, whether they are paid by your company (such as FUTA tax) or withheld.

Status:

The employee's marital status for federal income tax purposes. For example, single, married, etc.

Allowance:

Number of allowances claimed by the employee for federal income tax purposes.

Extra Withhold:

Federal withholding is the federal income tax withheld. Extra withholding is to be specified as requested by the employee for federal income tax purposes.

Deferred:

This check box indicates deferred status.

FUTA:

This check box indicates FUTA status. The Federal Unemployment Tax Act (FUTA) provides for payments of unemployment compensation to workers who have lost their jobs. Only employers are subject to a FUTA tax liability; it is not deducted from the employee's wages. Most employers pay both a Federal and a state unemployment tax. Contact your state tax agency for more information.

Income Tax:

This check box indicates Income Tax status.

Medicare:

This check box indicates Medicare status.

Social Security:

This check box indicates Social Security status.

Pension:

This check box indicates Pension status.

State:

Use this section to select the taxes that apply to the employee and to enter state withholding information about the employee. Select taxes that are paid by your company as well as taxes that are withheld. State taxes include income tax, sales tax, or capital gains.

Status:

The employee's marital status for state income tax purposes.

Allowances:

The number of allowances claimed by the employee for state income tax purposes.

Extra Withhold:

The employee's extra withholding. Enter any extra withholding from the employee's State income tax.

Disability:

If your company is in a state or province that collects disability insurance based on employee wages like CA, HI, NJ, NY, etc., this tax can be paid by the company, employee or both. You must enter the employee's state for disability insurance purposes.

For example, the State of California requires that a certain percentage of your salary be deducted to pay for this state administered benefit. The plan (SDI) is designed to pay a weekly benefit that partially replaces income lost during a period of disability that prevents you from working.

Unemployment Tax:

Identify the State associated to the employee's unemployment tax. Your state collects unemployment insurance based on employee wages. This tax can be paid by the company or employee.

Withholding:

Your state requires income tax withholding from the employees' paycheck or salary. Identify the State associated to the employee's withheld income taxes.

W2 ID:

Identify the State associated to the employee's W-2. W-2 is a payroll tax of an employee to be submitted to the Social Security Administration. It shows wages and taxes withheld for the year for an employee.

Local:

These are the local taxes levied by the county or province.

Status:

The employee's marital status for the local income tax purposes.

Allowances:

Number of allowances claimed by the employee. Enter the number of allowances used to determine the Local income tax.

W2 ID:

W-2 is a payroll tax of an employee to be submitted to the Social Security Administration. It shows wages and taxes withheld for the year for an employee. Identify the State associated to the employee's W-2.

Pay Items:**State Disability Insurance:**

If your company is in a state that collects disability insurance based on employee wages like CA, HI, NJ, NY, etc., this tax can be paid by the company, employee or both. This field tracks the employee-paid state disability insurance.

For example, the State of California requires that a certain percentage of your salary be deducted to pay for this state administered benefit. The plan (SDI) is designed to pay a weekly benefit that partially replaces income lost during a period of disability that prevents you from working.

State Unemployment Insurance:

Your state collects unemployment insurance based on employee wages. This tax can be paid by the company, employee or both. This field tracks the employee-paid state unemployment insurance.

Unemployment insurance is a government-mandated program that is administered by the federal government (FUTA) and the State of California (SUI). It provides you with a limited income replacement when you are out of work through no fault of your own for a period of up to 26 weeks.

State Withhold:

Your state or province requires income tax withholding from the employees' paycheck or salary. This field tracks state withholding liability to be paid by the company.

State Misc:

Use this field to track the miscellaneous state taxes, the employee is subject to.

EMPLOYEE—ALLOWANCE TAB

Navigation *Lists, Employee, Allowance*

The Allowance tab captures payroll deductions and automatic deposit information. There are no required fields on this screen. Web Suite maintains a list of everything that affects the amount on a payroll check. The entries on this tab are called payroll items. The information stored here is most useful for exporting data to a payroll software program or for an electronic submission to a payroll processing service.

Deduction

Web Suite maintains a list of everything that affects the amount on a payroll check. The information stored here is most useful for exporting data to a payroll software program or for an electronic submission to a payroll processing service.

Pension:

The employee's pension deduction percentage (%) and deduction amount.

Vision:

The employee's vision deduction percentage (%) and deduction amount.

Medical:

The employee's medical deduction percentage (%) and deduction amount.

Dental:

The employee's dental deduction percentage (%) and deduction amount.

Defer Pay:

The employee's deferred payment deduction percentage (%) and deduction amount.

Cafeteria:

The employee's cafeteria deduction percentage (%) and deduction amount.

Ded Amt 1/2:

The employee's miscellaneous deduction percentages (%) and deduction amounts, the labels of which can be changed in Custom Labels screen.

Automatic Deposit

Automatic Deposit:

Select this check box to activate the option for the employee.

Account #:

The number of the bank account into which the employee's pay will be deposited. The field size should not exceed 15 characters.

Bank Routing #:

Routing number for the bank to receive the employee's automatic deposit. The field size should not exceed 15 characters.

EMPLOYEE—ASSIGN TAB

Navigation *Lists, Employee, Assign*

Click to open the [Employee Control](#) screen where you can assign activities, expenses and projects to the employees.

EMPLOYEE—PERFORMANCE TAB

Navigation *Lists, Employee, Performance*

This tab allows you to get a quick glimpse of how the selected employee has been performing by displaying key performance factors.

Date Filters:

You can filter the information displayed on this tab by specifying a period. The date filter defaults to This Year but it can remember your last selected date range. You can choose to view data for All Dates, Today's Date, This Year, Custom, etc. When you choose Custom you must also specify Start Date and End Date to view the performance data for that time.

Refresh:

To retrieve the latest data from the database and display it on the screen, click Refresh.

Print:

Click Print to print a report of the displayed data.

The fields on this screen include:

Permissible Hours:

These values provide an overview of the number of hours that the employee is allowed to use for Vacation, Holiday or Sick time. The grid displays the number of hours that employees are allowed to take off (Allowed), hours they have already taken off (Used) and hours left (Remaining). The total hours for each are also displayed.

Gross Margins:

This allows you to view the profitability of an employee within the date range selected. The grid displays the gross margins for billable and billed values in both amounts and percentages.

Compensation:

This displays an overview of the compensation time for the employee. The grid displays the number of comp time banked (Earned), hours used (Used) and balance left (Remaining).

For Billable

Amount:

The dollar value of the billable hours entered by an employee. It is calculated as a sum of all billable hours x bill rate.

Cost:

This is the cost amount incurred by the company for the billable hours of an employee. It is calculated as a sum of all billable hours x cost rate.

Margin \$:

Displays the profit potential of the employee for the company. This is calculated as:

Profit = Billable Amount - Billable Cost

%:

Displays the potential profit percentage of the company for the services of an employee. It indicates the overall profitability of an employee.

For Billed**Amount:**

The dollar value of the hours logged by an employee, which are billed to the clients.

Cost:

This is the cost amount incurred by the company for the billed hours of an employee.

Margin \$:

Displays the profit earned by the company from the billed hours of an employee. It is calculated as:

Profit = Billed Amount - Billed Cost

%:

Displays the profit percentage of the company for the services of an employee. It indicates the profitability of an employee.

The screen also displays the following totals:

Billed Hours:

The total number of hours logged by an employee within the date range that were billed. It is calculated as B-Hours x WUD (for billable entries only).

Billed Amount:

The amount that was billed based on the billable hours logged by an employee within the selected date range. It is calculated as B-Hours x Bill Rate x WUD (for billable entries only).

Realization Rate:

Calculated as Billed Amount / Total Hours, it points out the difference as to how much time is recorded and what part of that time is paid by the client.

Realization %:

This displays the percentage value of realization rate and is calculated as

Realization % = Billed Amount / Billable Amount (of billed entries) x 100

Billable Value:

This is the gross total value brought in by the employee and is calculated as sum of (Bill Rate x B-Hours).

Write-Up (WUD):

Displays the total write-up/down value associated with the time logged by an employee.

Net Billable:

This displays the net billable value provided by the employee to the company. It is calculated as:

Net Billable = Gross Billable Value + Write-Up (WUD)

Net Billable %:

Gives the percentage of the net billable value provided by the employee to the company. It is calculated as:

Net Billable % = Net Billable / Billable Value x 100

Billable Hours:

The total billable hours logged by an employee within the selected date range.

Non-Billable Hours:

The total non-billable hours logged by an employee within the selected date range.

Total Hours:

The total number of hours logged by an employee within the selected date range. It is calculated as a sum of (Billable Hours + Non-billable Hours).

Utilization %:

The utilization percentage of an employee gives a measure of the usefulness of that employee. It draws a comparison between the billable and non-billable value of time entries logged by your employees. Some decision-makers may see the utilization rate as an indicator of who should be laid off or where skill development is required. It is calculated as:

Utilization % = Billable Hours / Total Hours x 100.

How Do I**HOW DO I CREATE EMPLOYEE PROFILES?**

You can set up a new or edit existing employee profile in the Employee screen. You can set up your employee profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create an employee profile:

1. Open Employee screen from the Lists menu.
2. On the Employee screen, you can view a list of existing employee records in the Web Suite database (if any).
3. Click New to add a new employee in the detail view.

4. The pointer will default to the Employee ID field on the General tab. Enter the Employee ID using numbers, letters or a combination of both (up to 65 characters). For example, if the name of the employee is Allen Marcello, you might enter AM as his ID.
5. Enter the First Name and Last Name. Press the Tab key to move from field to field or click on the next field.
6. Move to the Rate tab. Enter the default Bill Rate and Pay Rate for the employee. For example, enter \$80 as the Bill Rate and \$33.50 as the Pay Rate.
7. If desired, enter information on the other tabs as well. When you have finished, click Save and then Return.

Advanced Setup

To add additional information about the employee:

1. On the General tab, enter the employee's SSN, Department and other information.
2. Specify a Title for the employee. Web Suite can use it as a classification for tagging time and expense entries.



While fetching a classification, Web Suite will look for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

3. Specify a Manager or supervisor for this employee.
4. Select a Status for the employee—Active, Inactive or Terminated. All lists in Web Suite include **only** active employees. *Changing the status to Inactive or Terminated does not delete the employee record.*
5. Enter a Login name if you want this employee to have a different Login ID than the default Employee ID.
6. Choose a Default Group for the employee. This can be specified in addition to any other group you choose.



This is useful for reports like Budget Comparison. If there is a budget for an employee who is a member of both group A and B but its default group is A, then he will be listed against A on the reports.

7. Enter the address details of the employee along with other contact information.
8. Enter any extra information (up to 50 characters) about the employee in the Custom 1/2 fields, for example, work experience or degrees completed. *More custom fields are available on the Detail tab.* You can customize these fields in the [Custom Labels](#) screen.
9. Add an unlimited length memo to the employee record using the Memo at the bottom.
10. On the Rate tab, set Reminders and related dates for the employee or employee groups.
11. Click on the Assign tab to assign projects, activities and expenses to the employee.
12. Click Attachments to attach documents, web links or files to the employee record.

HOW DO I SET EMPLOYEES AS USERS?

Do the following to set up an employee as a Web Suite user:

1. Click Employee screen from the Lists menu.
2. Click the ID of the employee to be set up as a user.
3. On the General tab, select a person in the Submit To drop-down list as the default reviewer for the selected employee's time and expense entries. It could be Client Manager, Project Manager or Employee Manager.
4. Select a Role for this employee in your organization; say Billing or Time and Expense.
5. Choose a security profile (for example, Billing Only, Default, Full Access, etc.) for the employee from the Security drop-down list. You can also go to the Security screen and assign detailed permissions.
6. Select the Web Suite User check box (depending upon the number of Web Suite licenses purchased) so that login security can be applied.

HOW DO I ADD EMPLOYEE HR INFORMATION?

To add employee's HR-related information:

1. Open Employee screen from the Lists menu.
2. On the Employee tab, click the ID of employee record to be edited.
3. On the Rate tab, enter the Overtime Bill Rate for the employee to charge for time worked beyond the standard hours (daily and weekly). Web Suite uses this rate to calculate the bill amount for overtime entries.
4. Similarly, enter the Overtime Pay Rate. Web Suite uses this rate to calculate the cost amount for overtime entries.
5. Next, specify the Salary information for the employee.
6. Enter the dates when the employee was hired, received last raise and so on.
7. Move to the Detail tab. Enter the employee's emergency Contact details and other information known.
8. Enter the Permissible Hours/Year for vacation, sick, or any other specific purpose and the Standard Hours of work, Per Day and Per Week, say 8 hours per day and 40 hours per week.
9. Check Automatic Overtime option if you want Web Suite to evaluate overtime entries automatically for the employee. If daily or weekly hours worked exceed the standard hours, Web Suite splits the entry into a regular entry and an overtime entry. Web Suite applies the OT Bill Rate to the overtime entries for billing purposes.



When unchecked, in case of excess hours, Web Suite marks the extra hours as regular time. See [Overtime and Comp Time](#) in for details.

10. Specify the Comp Time Frequency (Daily, Weekly, Yearly, etc.) and the number of Hours for Web Suite to calculate the compensation time.

 In this case, extra time worked will be calculated as Comp Time. For example, if Alice is supposed to work 40 hours per week but at times, she works 45 hours, Web Suite banks 5 hours of comp time for her.

11. Check Auto Approve Time/Expense options if you want Web Suite to approve all time and expense entries of this employee automatically, regardless of the client, project or global settings. You can specify these options for the owner or principal of the company.

HOW DO I TO SET UP PAYROLL INFORMATION?

Do the following to set up payroll information for an employee:

1. On the [Employee-Tax tab](#), enter the Federal/State/Local Tax information for the employee.
2. Move to the Allowance tab and enter the payroll deductions for the employee.
3. In addition, enter the Account and Bank Routing numbers if you want to set up automatic deposit for the employee.
4. When you have finished, click Save and then Return to close the screen.

HOW DO I ASSIGN ROLES?

Web Suite allows you to select an organizational role for the employees and vendors. Available roles include Default, Principal/Managerial, Billing and Time & Expense.

To assign a role:

1. Open [Employee](#) screen from the Lists menu.
2. Select the desired employee by clicking that person's Employee ID. The employee must be a Web Suite User.
3. On the [General tab](#), select a suitable role for the employee in the Role field, for example, Time and Expense.
4. You can also specify the manager or supervisor to whom this employee reports or submits his time card. Select the desired ID in the Submit To field.
5. When you have finished, click Save and then Return to close the screen.

You have now authorized the employee to access Web Suite, fully or selectively, using an ID and Password.

 In a similar manner, you can assign role and security to vendors from the [Vendor](#) screen.

HOW DO I CLONE EMPLOYEES?

Many employees share attributes such as rates, title, department or supervisor. Using a [clone template](#) with default information saves time and effort. First, determine what is common for a group of employees and then clone it as needed, giving it a unique ID (template) and then cloning it for all members of that group. You can later modify individual profiles.

To create clone templates for employees:

1. Open Employee screen from the Lists menu.
2. Click New. Enter a unique ID for the employee template, such as Clone-[*common attribute*].
3. Enter required data along with common attributes to clone. Use the name fields to describe the template's key attributes.
4. Repeat this step for each employee clone template you want to set up, for example, Clone-Marketing, Clone-Manager, etc. Remember to click Save after creating each template profile.

To clone employee profile:

1. On the Employee screen, click Clone in the detail view.
2. On the Clone screen, select the desired employee template in the 'Clone From' list, for example, Clone-Marketing.
3. Enter a new employee ID in the 'Clone To' field. Click Save and then Return.
4. Back on the Employee screen, Web Suite creates your new employee. Add more details or edit information.
5. When you have finished, click Save and then Return.

Vendor

VENDOR OVERVIEW

Navigation Lists, Vendor

The Vendor screen allows you to create and maintain a profile of each vendor. Vendors can be contractors, subcontractors, consultants, agents, brokers, suppliers or other outsourced people. They provide a service for which you owe them money, but they are different from your employees in the sense that they are not on the payroll of your company. The vendor information can be used on reports or invoices, and when determining bill and cost rates on time entries or budgets. In addition to the master information tracked for reference purposes, vendors can optionally enter time and expenses into Web Suite just like employees. They can be granted access to the program as Web Suite Users with appropriate security permissions.

Vendor terminology can be customized using Custom Labels. For example, the caption 'Vendor' can be changed to 'Subcontractor', 'Consultants' or any term you want. Menu items, reports and other elements adjust accordingly. Several field masks can be customized too.

To view the vendor details, the ID of an vendor record displayed on the [Vendor List](#) screen. The Web Suite Vendor screen is separated into the following tabs:

- [General](#)
- [Rate](#)
- [Detail](#)
- [Account](#)
- [History](#)

Vendor Button Panel

The following information provides details on the options available on the Vendor button panel.

Help:

Opens the Web Suite Help in the Vendor section.

Print:

Opens the Reports Viewer, where you can View, Print or Export the Report.

Notes:

Opens the [Notes](#) screen where you can record a new note for the vendor bill.

Options

Click to access various options for the Project screen.

New To Do Item:

Click to open the [To Do List](#) screen to add a new to-do item or task for the vendor.

View To Do List:

Click to open the [To Do List](#) screen to view the associated to-do items for the vendor.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the vendor record. You can also view the number of files currently attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

Clone:

Opens the [Vendor Clone](#) screen that enables you to create a duplicate vendor record from the existing one with similar information and attributes but with different vendor ID.

Filters (On/Off):

Turn on or off the defined filters with this option. When selected, Web Suite remembers and applies the previous filter settings. Changes that you make in the Filter tab will take effect only when you select the check box. Clearing the check box is a quick way to deactivate all filters.

Save:

Saves information as entered on the Vendor screen.

New:

Enables you to enter a new vendor record into Web Suite. It displays the data entry fields above. Click the ID field where you must type the Vendor ID and can then <TAB> through the remainder of the screen to enter additional vendor information.

Return:

Closes the Web Suite Vendor screen and takes you to the [Vendor Lists](#) screen. It is important that you exit using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can impact the server performance.

Reference**VENDOR - LIST**

On the navigation bar, click **Lists**, choose Vendor tab to open the screen wherein you can view all the existing vendor records in the grid. The grid is a series of rows and columns. Each row is a separate vendor record. Clicking on any column heading sorts the columns in the grid. You can edit/delete the existing vendor record. Entries displayed on the grid cannot be edited in the grid but rather in the Vendor screen. In addition, you can create a new vendor via this screen.

The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the vendors existing in your Web Suite database.

Vendor Grid

Each row is a separate vendor record. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Vendor](#) screen. Click a listed ID to edit the record details of the selected vendor. Click against the vendor record you want to delete.



Grid details are carried from [Vendor](#) screen.

Vendor ID:

Each vendor has a unique ID. This is a key field that links projects, time, expenses, invoices and reports to particular vendors. Click a listed ID to access the [Vendor](#) screen and edit the details for the selected vendor.

Company Name:

Name of the company to which the vendor belongs.

Last Name:

Last name of the vendor.

First Name:

First name of the vendor.

Delete  :

Click  to delete a record. Web Suite asks for your confirmation before deleting the specific vendor record. Deleting a vendor record does not delete other data that is recorded for that vendor. For example, deleting a vendor record will not delete the time records associated with the vendor.

Vendor List Button Panel

Search Vendor:

Help:

Opens the Web Suite Help in the Vendor List section.

Print:

Opens vendor report that you can preview and print.

Options:

Click to access various options for the Vendor screen.

Vendor Change:

Click to open the [Vendor Change](#) screen where you can make batch changes to the selected vendor records.

Group:

Opens the Web Suite [Vendor Group](#) screen.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. At maximum, you can view up to hundred vendor records in the grid. Web Suite memorizes this setting for the user.

Show Active:

Select check box, if you want to view the vendors with active status only in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Vendor](#) screen where you can create a new vendor record.



Grid page numbers are displayed below the grid. These page numbers depend on the number selected in the Rows field above.

VENDOR—GENERAL TAB

Navigation *Lists, Vendor, General*

Basic information about the vendor is entered on the General tab.

Vendor ID: (required)

Each vendor in your database must have a unique ID. If you enter an ID that already exists as a vendor, you will be prompted to enter a different vendor ID. You can use up to 65 alphanumeric characters to identify a vendor, but we recommend using shorter IDs as they

are easier to use and remember. For example, a vendor named Chris Riley can be assigned a vendor ID of "CR". Some offices prefer using numeric Vendor IDs. To create a new vendor, click the **New** button. You must type the Vendor ID and can then <Tab> through the remainder of the screen to enter additional vendor information. After all required fields have a value, click **Save** to save the entry.

SSN:

The vendor's Social Security number. Masks can be set from Custom Labels Screen. The field size should not exceed 9 characters.

Role:

Enables you to define the vendor's organizational role. You can choose from Default, Billing, Managerial, Principal, and Time and Expense.

Company:

Name of the company to which the vendor belongs. Up to 95 characters for the name of the vendor's company.

Submit To:

Sets the default person to whom the time and expense entries made by the vendor would be submitted to when you click the **submit** button. The options available are Anyone, Client Manager, Project Manager, and Vendor Manager.

Salutation:

The vendor's salutation (for example, Mr., Mrs., Dr., etc.). You can select it from the drop-down list. The field size should not exceed 4 characters.

First Name: (required)

The vendor's first name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

MI:

The vendor's middle initial. The field size should not exceed 1 character.

Last Name: (required)

The vendor's last name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

Manager:

Similar to a project manager, you might want to designate a manager or supervisor to a vendor or a group of vendors. This helps in reviewing time and expense entries on a workgroup basis. This also implements better security access restrictions as Web Suite can allow only managers to access or approve time for their assigned vendors. Select an appropriate employee from the drop-down list for the vendor.

Title:

The vendor's job title. You can use the title as a filter to simplify reporting and data management. The field size should not exceed 30 characters.

Status:

Select the vendor status from the drop-down menu. The options are Active or Inactive.

- **Active:** You can record time and expense entries for *Active* Vendors.

- **Inactive:** Changing the status to Inactive does not delete the vendor record but just hides it in the Time and Expense screens.

If you change the vendor status to Inactive or Terminated, Web Suite prompts you to unmark that vendor as a Web User. Selecting Terminated or Inactive status also restricts the user to log into Web Suite.

Default Group:

This is the primary group to which the vendor belongs. It is used when a vendor is a member of multiple groups and is included in reports. In such cases, Web Suite displays the vendor under the default group. By default, all vendors are included in the All group.

Security:

Security setting for the vendor (only applicable if the vendor is designated as a Web Suite User). Security templates contain predefined permissions for accessing Web Suite functions, data and reports. Predefined settings include Billing Only, Default, Full Access, Manager Level Access, Principal, Time & Expense Only, and Time Entry Only. You can view the Custom option for those users whose security settings have been customized in Web Suite, Security screen.

Login:

The login ID which allows you to log into Web Suite. If you want to customize your login name to something other than the default ID, you can specify it here.

Street 1/2:

Two fields are available to enter vendor's home street name, apartment number etc. The field size should not exceed 55 characters for each line.

City:

The vendor's city. The field size should not exceed 45 characters.

State:

The 3 letter abbreviated name of your vendor's state or province. State and Postal Code field labels and masks can be modified in Custom Labels. For example, the *State* field label can be changed to "Province".

Zip:

The vendor's zip code or postal code. Zip field mask or caption can be changed in Custom labels screen. The field size should not exceed 10 characters.

Country:

The vendor's country or region. The field size should not exceed 35 characters.

Phone:

The vendor's phone number. The mask for this field can be modified in Custom Labels screen. The field size should not exceed 25 characters.

Ext:

The vendor's phone extension. The field size should not exceed 5 characters.

Fax:

The vendor's fax number. The field size should not exceed 25 characters.

Mobile No:

The vendor's mobile number. The field size should not exceed 10 characters.

Email:

The vendor's email address. The field size should not exceed 75 characters.

Custom 1/2:

Custom fields holding up to 50 characters each describing unique vendor attributes. These custom textboxes enable you to record additional information about the vendor. The Custom 1 and Custom 2 labels can be changed in Custom labels screen.

Web User:

Displays the user status. The number of employees you mark as Web users is determined by the license you have purchased. Vendors assigned as Web users can log into the Web Suite.

BillQuick User:

Displays whether the user is designated as BillQuick user or not. This field is read-only and gets information from BillQuick.

Convert To Employee:

Click the link to convert the specific vendor to an employee.

VENDOR—RATE TAB

Navigation *Lists, Vendor, Rate*

On the Rate tab, Web Suite captures salary information, rates, and important vendor-related dates.

Hourly Rate**Bill Rate: (required)**

The vendor's default hourly bill rate, the most common rate that the vendor is billed at per hour of work. This is the bill rate that will be recorded to time entries when there is neither a Service Fee Schedule linked to the Project nor a rate assigned to the Activity that the time entry is being recorded against. Bill rates can be assigned to specific combinations of vendors, activities and projects in a Service Fee Schedule.

Over Time Bill Rate:

The vendor's default hourly overtime bill rate, the most common rate that the vendor is billed at per hour of overtime work. When a time entry is marked as overtime, this bill rate will be recorded. Web Suite uses the overtime bill rate when time is flagged "Overtime" to compute the bill amount. Overtime bill rates can be assigned to specific combinations of vendors, activities and projects in a Service Fee Schedule.

Country (Currency):

Use this field to specify a vendor's default currency. This is useful when vendors use a currency other than the local currency used by the firm for which they work. For example, a

firm based in the U.K. can use the British pound by default but a vendor that resides in France can charge in euros.

Payment Term:

You can set the payment term of the vendor by selecting it from the drop-down list. The available options are Net 30, Net 45, Net 60, Net 90, Net 10 and Net 20.

Cost Rate**Pay Rate: (required)**

The vendor's default hourly pay rate, the most common rate that the vendor costs the company per hour of work. The cost rate incorporates salary, benefits, overhead and other costs associated with a vendor. This vendor cost rate will be used when there is neither a Service Fee Schedule linked to the Project nor a cost rate assigned to the Activity that the time entry is being recorded against. Cost rates can be assigned to specified activities in the Activity screen. Cost rates can also be assigned to specific combinations of vendors, activities and projects in the Service Fee Schedule screen.

Over Time Pay Rate:

The vendor's default hourly overtime pay rate. It is the most common rate that the vendor costs the company per hour of overtime work done. When a time entry is marked as overtime, this rate will be recorded when there is neither a Service Fee Schedule linked to the project nor a cost rate assigned to the Activity used. Cost rates can be assigned to specified activities in the [Activity](#) screen. Cost rates can be assigned to specific combinations of vendors, activities and projects in the [Service Fee Schedule](#) screen.

Over Head Multiplier:

The default value is 1. This is used to define the costs that the company incurs besides the pay, for a vendor. It is used to determine the ideal bill rate of a vendor. It can be calculated as:

$$\text{OHM} = \text{Total Annual Expenses} / \text{Total Annual Pay}$$



You cannot put a value less than 1 in the overhead multiplier. Web Suite automatically puts a value of 1, if anything less than 1 is put as the value.

Dates**Vendor Since:**

The date when the vendor was hired. You can use the date hired as a filter to simplify reporting and data management. You can also select the date by clicking  which displays the calendar.

Released:

Date the vendor was released from employment. When you enter a Released date, be sure to change the vendor status to "Terminated" to remove the vendor from the drop-down lists. You can also select the date by clicking  which displays the calendar.

Type**Vendor Type:**

You can define the type of vendor whose profile you are creating. Having different types of vendors helps you categorize your vendors in better ways and view drop-down lists in the desired way in some screens. The vendor might be one of the three types available: vendor, contract employee or outside consultant.

- Vendor is an outside supplier from whom you purchase goods for your business.
- Contract employee is an employee who might be working in your office or outside, but is not a part of the office payroll. Such employees are given a 1099, not a W2.
- Outside consultant is a hired person or company with an agreement for working on specific projects.

All the screens that display the *Show Vendors* option (Sheet View, Expense Log, Project, SFS, EFS, Timer, Employee Control, Project Control, Allocate, etc.), the contract employees and consultants automatically appear in the same Employee drop-down along with the regular employees if it is unchecked, eliminating the vendors from the list. To view all the vendors, you must select the Show Vendors check box.

Accounts

Accounts Payable:

The A/P account you want to use for all the vendor-specific transactions in Web Suite, such as vendor bills. All the payables for this vendor will be posted to this account, unless overwritten. Web Suite supports multiple A/P accounts. You can assign a non-default A/P account here or simply override it at the Vendor Bills level.

VENDOR—DETAIL TAB

Navigation *Lists, Vendor, Detail*

The following information provides details on the fields and options on the Vendor Detail tab:

Contact

Name:

The name of the vendor's contact person to be notified in case of emergencies. The field size should not exceed 50 characters.

Relation:

The relationship of the contact person, for example, spouse, father, mother, daughter, son, friend, etc. The field size should not exceed 22 characters.

Phone:

The contact's phone number.

Reminders

Reminders For:

You can set reminders for a specific person or multiple people. They can be employees or vendors using Web Suite.

Remind Me On:

Select this check box to schedule a [Reminder](#). The Reminder screen will display a message on the specified date. The date can be entered in the adjoining date field by either typing it or using the drop-down calendar.

Next Important Date:

This is a reminder date field. You can track the next important date for your vendors by setting it here. As an example, you might want to enter your vendor's next review date and be reminded about it.

Remind Me On Startup:

This check box allows you to get a reminder message on starting up Web Suite.

Reminder Message:

Enter the message that you would like display on the reminder date. As an example, you might want to be reminded a few days prior to a vendor's birthday. If you are looking at your own information, you might want to be reminded about making arrangements for your next out-of-town meeting.

Standard Hours**Per Day/Per Week:**

Number of standard hours a vendor is supposed to work per day and per week. You can enter decimal values as well. The field size should not exceed 8 characters. If the logged hours per week exceed the standard hours, Web Suite informs you that a portion of the logged time can qualify as *compensation time*. We recommend that you split the time entry accordingly. If you do not mark it as compensation time, it can be marked as overtime.

Automatic Overtime:

If this option is checked, Web Suite automatically checks the vendor's Standard Hours and marks the extra hours as overtime in the [Time Entry](#) screen. For example, if your Standard Hours per day = 8 and per week = 40, then Web Suite will flag the time entry as OT if that time entry goes over 8 hours for that day or 40 hours for that week. These actions apply only to the billing of a client not payroll.



If Standard Hours are not defined for a vendor, Web Suite does not perform the above actions.

Auto Approve

Here you can specify to automatically approve time and expense entries for the selected vendor. The settings here take precedence over Client, Project and Global Settings.

Auto Approve Time:

Automatically approves time entries for the vendor.

Auto Approve Expense:

Automatically approves expense entries for the vendor.

Custom Fields

Custom 3/4/5:

Custom fields holding up to 50 character each. These custom textboxes enable you to record additional information about the vendor.

VENDOR—ACCOUNT TAB

Navigation Lists, Vendor, Account

This tab allows you to get a quick glimpse of how the selected vendor has been performing by displaying summarized account information.

The date range specified in the Start Date and End Date allows you to view the performance data for a specific period. To display the data based on these filters click refresh. You can also print this in form of a report by clicking print.

The fields on this screen are:

Total Vendor Bill Time:

This is the total of the billable time entered by Vendor.

Total Vendor Bill Expenses:

This displays the sum of all expenses that are billable.

Direct Time:

This is the total and average time, other than billable, that has been entered by a vendor.

Direct Expenses:

This is the total and average expense, other than billable, that has been entered by a vendor.

Total Vendor Charges:

This is the sum of total amount to be paid to the vendor.

The grid below displays details of the charges made to the client:

Totals	
Projects	Number of projects associated with a vendor for the selected date range.
Purchase Orders	Number of purchase orders associated with a vendor for the selected date range.
Unbilled Amount	Total unbilled amount for a given date range and can be calculated as Total Billable Hours x Bill Rate.
Unbilled Cost	Total unbilled cost for a given date range and can be calculated as Total Billable Hours x Cost Rate.
Billed	Total billed amount recorded by a vendor

Profit	Profit earned from time entered by a vendor and is calculated as Total Billed Hours - Cost of Billed Hours.
Profit %	Profit percentage contributed by a vendor and is calculated as Profit / Cost of Billed x 100.
Cost of Billed	Total cost of billed time entries recorded by a vendor.

VENDOR—HISTORY TAB

Navigation Lists, Vendor, History

The vendor history tab enables you to view the billing history of a vendor one year at a time. The list of purchase orders and vendor bills is displayed in two separate tables enabling you to get a general overview of the transactions made with the vendor. The Vendor History tab gets all the records from the [Purchase Order](#) and [Vendor Bills](#) screens and hence all the fields are read only type. The Vendor-History tab also displays the checks written to the vendor that are not tied to a vendor bill.

Purchase Orders

Total: Displays sum of all the Purchase Order amounts.

PO Number: It uniquely identifies the Purchase order created.

Client ID: Shows the ID of the client to whom Purchase order is to be shipped.

Date: Displays the date on which purchase order was created.

Active: Selected, shows that the purchase order is active.

Status: The status can be Open, Closed, Partial.

- **Open:** If none of the items are received.
- **Closed:** If all the items are received.
- **Partial:** If some of the items are received.

Amount: The total amount charged for the selected Purchase order. This is computed based on the number of units and the rate applied in the Purchase Order screen.

Vendor Bills

The Vendor Bills section displays a Vendor History tab, which shows the checks written to the vendor that are not tied to a vendor bill.

Total: Displays sum of all the Vendor Bill amounts.

Bill Number: The Bill Number uniquely identifies the vendor bill created.

Date: The date for which vendor bill was created.

Due Date: The due date of the vendor bill.

Status: It can be *Not Billed, Partially Billed, Billed* or *Billed and Paid*.

- **Not Billed:** Not Billed vendor bill is one that is not billed to the client yet i.e. the time and expense entries associated with that Vendor bill are not used to create an invoice.
- **Partially Billed:** Partially Billed vendor bill is one in which only few time and expense record associated with that vendor bill are billed to that client.
- **Billed:** Billed vendor bill is one in which the time and expense records are used to create an invoice.
- **Billed and Paid:** Billed and Paid vendor bill is one in which all the associated Time and expense entries are billed to the client and even payments are also received from that client.

Amount:

The total amount for the service or product. This is automatically calculated based on the cost per unit and the number of units received in Vendor Bills screen.

Credits

Ref:

This Reference field displays a vendor's credit memo or reference number.

Date:

The date when the vendor credit was received.

Amount:

This is the total amount of credit or advance received from a vendor.

Used:

This is the amount of credit used from the total credit received from a vendor.

Status:

Displays the status of the vendor credits, say Not Used, Partially Used, etc.

How Do I

HOW DO I CREATE VENDOR PROFILES

You can set up a new or edit an existing vendor profile in the Vendor screen. You can use either the [basic](#) or [advanced set up](#) options.

Basic Setup

To set up a new vendor:

1. Open Vendor screen from the Lists menu.
2. On the Vendor screen, click New. The pointer will default to the Vendor ID field on the General tab.

3. Enter the Vendor ID. You can use numbers, letters or a combination of both, up to 65 characters.
4. Enter the First Name and Last Name of the vendor. Press the Tab key to move from field to field or click on the next field.
5. Move to the Rate tab. Enter the default Bill Rate and Pay Rate for the vendor. For example, if you enter \$75 as the Bill Rate, \$35 as the Pay Rate and 1 as the OHM, the Cost Rate is \$35 (Pay Rate x OHM) If you leave these fields blank, Web Suite assigns a default value of \$1 to it.
6. Click Save.

Advanced Setup

To add additional information about the vendor:

1. On the General tab, enter the vendor's Company, Title, etc.
2. Specify a Manager or supervisor for this vendor.
3. Select a Status for the vendor —Active or Inactive. Lists in Web Suite include **only** 'Active' status vendors. *Changing the status to Inactive does not delete the vendor.*
4. Choose a Default Group for the vendor. This can be specified in addition to any other group you choose.



This is useful for reports like Budget Comparison. If there is a budget for a vendor who is a member of both group A and B but its default group is A, then he will be listed against A on the reports.

5. Enter a Login name if you want this vendor to have a different Login ID than the default Vendor ID. See Web Suite Login for more.
6. Enter the address details of the vendor, along with the other contact information.
7. Enter any additional information (up to 50 characters) about the vendor in the Custom 1/2 fields, for example, work experience or industry contacts. You can [customize these fields](#) in the Custom Labels screen. More custom fields are available on the Detail tab.
8. Add a [memo](#) to the vendor record by typing it in the Memo box at the bottom.
9. Click Convert to Employee link to convert the vendor record to an employee record. You need to specify the First Name and Last Name for that.



To convert to an employee, a vendor cannot have vendor bills associated with it. The conversion also converts associated to-do tasks, if any.

10. On the Rate tab, specify the Overtime Bill Rate. Web Suite charges this rate for time worked beyond standard hours (daily and weekly). Web Suite uses it to calculate the bill amount for overtime entries.
11. Similarly, you can enter the Overtime Pay Rate. Web Suite uses this rate to calculate the cost amount for overtime entries.
12. Next, specify the Dates when the company contracted or hired the vendor.
13. Move to the Detail tab. Enter the vendor's emergency contact details and other information.
14. You can set [Reminders](#) and related dates for the vendor or vendor groups.
15. Click Attachments to [attach documents](#) or files to the vendor record.

16. Click Clone to copy these vendor details to a new record.

HOW DO I TO SET UP VENDORS AS USERS?

To set up vendor as a user:

1. Open Vendor screen from the Lists menu.
2. Click the ID of the vendor you want to set up as a user.
3. On the General tab, select a person in the Submit To field as the default reviewer for this vendor's time and expense entries. It could be a Client Manager, Project Manager or Employee Manager.
4. Select a Role for this vendor (for example, Default).
5. Choose a Security profile (for example, Time and Expense Only, Full Access, etc.) for the vendor from the list or open the Security screen and choose detailed permissions.
6. Select the vendor as a Web User—depending upon the number of Web Suite licenses purchased—so that security and login can be implemented.
7. When you have finished, click Save and then Return to close the screen.

Client

CLIENT OVERVIEW

Navigation *Lists, Client*

Web Suite Client screen contains master information for your clients and provides full client management for remote users. You can manage a wealth of information about your clients, including reviewing account summaries. You can maintain a multitude of client records.

The Client List grid displays list of clients. For each client, you can view projects by clicking the (+) sign to open up a tree like structure displaying project list for the client. The grid list is your guide to client records. Further, you can sort the grid list by any of the columns and rearrange the column layout. For example, to view the list by Last Name order (ascending or descending), click the column header. Various field labels can be changed in [Custom Labels](#) screen, in the Settings tab.

To view the client details, the ID of an client record displayed on the [Client List](#) screen. The Web Suite Client screen is separated into the following tabs:

- [General](#)
- [Billing](#)
- [Details](#)
- [Summary](#)
- [History](#)
- Template

Client Button Panel

The following information provides details on the options available on the Client button panel.

Help:

Opens the Web Suite Help in the Client section.

Print:

Opens the Reports Viewer where you can view, print or export the report.

Notes:

Opens the [Notes](#) screen where you can record a new note for the client.

Options:

Click to access various options for the Client screen.

Contacts:

This opens the client address book, [Client Contact](#) screen, where you can keep as many contacts as you want.

New To Do Item:

Click to open the [To Do List](#) screen to add a new to-do item or task.

View To Do List:

Click to open the [To Do List](#) screen to view the associated to-do items for the client.

Clone:

Opens the [Client Clone](#) screen that enables you to duplicate an existing client.

Attachments:

Click to open the [Attachments](#) screen from where you can attach files to the client record.

Filters (On/Off):

Turn on or off all the defined filters with this option. Selected, Web Suite remembers and applies the previous filter settings. Changes that you made in the Filter screen will take effect only when you select the check box. Clearing the check box is a quick way to deactivate all filters.

Save:

After you have completed entering or modifying information, click **Save** to save the record.

New:

The **New** button enables you to enter the information for new client. It displays the data entry fields above. Click the ID field where you must type the client ID and can then <TAB> through the remainder of the screen to enter additional client information.

Return:

Closes the Web Suite Client screen and takes you to the Client Lists screen. It is important that you close the screen using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can affect the server performance.

 If you want the details filled in client contact screen to be displayed on the invoices and reports, mark the Main Contact check box.

Reference

CLIENT - LIST

On the navigation bar, click **Lists**, choose Client tab opens the screen wherein you can view all the existing client records in the grid. The grid is a series of rows and columns. Each row is a separate client record. Clicking on any column-heading sorts the columns in the grid. Here, you can edit/delete the existing client record. Entries displayed on the grid cannot be edited in the grid but rather in the Client screen. In addition, you can create a new client via this screen.

The number of records displayed in the grid depend on the selection made in the **Rows** list box. You can also search for the clients existing in your Web Suite database.

Data Grid

Each row is a separate client record. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Client](#) screen. Click a listed ID to edit the details of the selected client. Click against the client record you want to delete.

 Grid details are carried from [Client](#) screen.

Client ID:

Each client has a unique ID for its identification. This is a key field that links projects, time, expenses, invoices and reports to particular clients. Click a listed ID to access the [Client](#) screen and edit the record details the selected client.

Company:

Name of the Client's company. If this field is left blank while making the entry, the client's contact name is used instead.

Last Name:

Last name of the main contact.

First Name:

First name of the main contact.

Manager:

Name of the client's manager. You can assign any employee as the manager for a client. In addition, the managers displayed in the column can be sorted by clicking the column header.

Delete :

Click  to delete a record. Web Suite asks for your confirmation before deleting the specific client record. A client cannot be deleted if there is a project associated to it.

Client List Button Panel

Search Client :

Helps you to search for a specific client in a quick, robust way. To refine your search, use any of the listed parameters in the read only grid, namely, Client ID, Company Name, Last Name or First Name of the Main Contact. Click the column headings in order to search based on the selected column. Enter the keyword for the search in the textbox and click  to display the results in the grid.

Help:

Opens the Web Suite Help in the Client List section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print. The reports such as Client Master File Detailed List, Client Master File List, and more are listed in the menu.

Options:

Click to access various options for the Client screen.

Client Change:

Click to open the [Client Change](#) screen that allows you to make batch changes to the selected client records.

Merge:

Click to open the Merge screen that allows you to merge two or more clients into an existing client record.

Group:

Click to open [Client Group screen](#). You can create new groups or edit existing groups. A client can be a member of more than one group.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to hundred client records in the grid. Web Suite memorizes this setting for the user.

Show Active:

Checked, you can view only active clients in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Client](#) screen where you can create a new client record.

CLIENT—GENERAL TAB

Navigation *Lists, Client, General*

Basic information about the client is entered here. Following are descriptions for each field in Web Suite Client-General tab.

Client ID: (required)

The Client ID is a unique abbreviation for your client that will be used throughout the program. The Client ID is used to link projects, invoices and reports to a particular client. Consideration should be given to the client ID so that it is easily identifiable. Each client in your database must have a unique Client ID to avoid ambiguity. You can use up to 65 alphanumeric characters to identify a client.

Company:

Enter a company name, up to 55 characters. If the client is not a business or government agency, leave this field blank and use the contact name on the [Detail tab](#).

Client Manager:

This field enables you to assign any of your employees as the manager for the specified client. A **list** is provided for the purpose. Client manager supervises the projects and correspondences related to the selected client. This employee becomes the default manager for all the projects of the selected client and is brought forward in the Web Suite Project screen. This helps in proper project management. This ID can be changed to any other for any project.

Fed ID:

The client's federal tax identification number, this is useful for accounting and bookkeeping. If it is a sole proprietorship, enter the owner's social security number. Federal ID can be as long as 9 alphanumeric characters. The mask for this field can be modified in Custom Labels screen.

Client Since:

Enter the date when the business was initiated between your company and the client. If you click the arrow, a drop-down calendar appears where you can select the date.

Status:

Select the client status from drop down menu. The options are Active and Inactive. You can hide a client in the Client list without deleting it by making the client status "Inactive". This way, Web Suite keeps the information associated with that client and displays such items in light grey color in a grid section, but removes it from any drop-down lists that use clients. You can make a client active again at any time.

Default Group:

Make a selection in this field to assign a client to a default group. If a client belongs to multiple groups, this is the group Web Suite will assign the client to for a process. For example, if a client belongs to groups A, B and C and you use those three groups to filter a report, the system will only see the client in group A when filtering the report. All clients are set to the default group *All* by default.

Auto Add New Project:

Select this option if you want to auto generate a project as you are creating a new client or viewing an existing client information. If checked, the new project will be created automatically when the **Save** button is clicked. With the result, client ID postfix by colon becomes the project ID and is a non-editable field. Enter the **Code** and **Phase** information for the new project.

Contact Info

Street:

Street (or mailing) address of the client comprising of the street number, street name, suite number, building, etc. Standard Web Suite templates print this address on invoices.

Country:

The country or region where the client resides. The field size cannot exceed 35 characters.

City:

The city where the client resides. The field size cannot exceed 45 characters.

Tel:

The client's phone number. The mask for this field can be modified in Custom Labels screen. The phone field accepts a maximum of 25 characters. Telephone field masks can be modified in Custom Labels, both to common preferences such as "999-999-9999", "(999) 999-9999" or "999.999.9999", and to include a country code,"(99)".

State:

State (or Province) where the client resides. Enter the abbreviation of the client's state or province in two or three alpha characters. The mask for this field can be modified in Custom Labels screen. For example, the State field label can be changed to "Province".

Zip:

The client's zip code or postal code; the mask for this field can be modified in Custom Labels screen. The Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, "99999-9999", or to Canada Post, "?9? 9?9". The field size cannot exceed 10 characters.

Web:

The client's Uniform Resource Locator (website address). The field size cannot exceed 75 characters.

Email:

The client's email address is used when you choose to email invoices to the client. The field size cannot exceed 75 characters.

Fax:

The client's fax number. The mask for this field can be modified in Custom Labels screen. The field size cannot exceed 25 characters.

Custom 1/2:

Additional fields for unique characteristics of a client. These fields accept up to 50 characters each. Fields labels can be customized, and should communicate the content of the fields. For example, you might re-label one or more fields for client ratings for payment lag, profitability, or cumulative ratings for multiple projects. Such ratings can affect future fees, future budgets, and whether you terminate the client relationship.

Memo:

Enables you to edit or create a memo for the selected client. Use the memo box to record unlimited client information. Click Date/Time Stamp  to add current system date and time to your memo. Type your text and click **Update** or **Save** to save your entry memo.

 Updating information at the client level updates the related information automatically for all the projects associated with that client.

CLIENT—BILLING TAB

Navigation *Lists, Client, Billing*

The following information provides details on options available on the Client-Billing tab.

Terms/Currency

Payment Term:

You can set the payment term for the client by selecting the term from the drop-down list. The available options are Net 30, Net 45, Net 60 and Net 90.

Currency:

Web Suite supports multi-currency for invoicing the clients. Select the desired currency that you want to use for invoicing the client.

Schedules

You can assign schedules to the client here.

Service Fee Schedule:

Select the Service Fee Schedule that you want to assign to the client from the drop-down list. You can also open the Service Fee Schedule screen by clicking on the link.

Expense Fee Schedule:

Select the Expense Fee Schedule that you want to assign to the client from the drop-down list. You can also open the Expense Fee Schedule screen by clicking on the link.

Taxes

Main Service Tax:

A tax applied to the labor amount on invoices. If you want to apply service tax to this client's projects, enter the tax percentage here. The Main Service Tax from the Company screen will be brought forward if it exists. It can be removed or edited here at any time. The client's Main Service Tax will be brought forward in the project record when the project is created. The labels for these fields can be set in Custom Labels for the company. Those labels get reflected here.

Main Expense Tax:

A tax applied to the expense amount on invoices. If you want to apply expense tax to the invoices for this client's projects, enter the tax percentage here. The Company's Main Expense Tax will be brought forward if it exists. It can be removed or edited here at any time. The client's Main Expense Tax will be brought in the project record when the project is created.

Exempt Item Taxes:

Select this Check box to specify that all the projects of this particular client are tax-exempt. If selected, it entails that Tax 1, Tax 2 and Tax 3 values will not be applied to such projects.

MET to Exclude Expense Tax:

Select this check box to exempt the Main Expense Tax on expenses for all the projects belonging to a specific client. It is not applied to expenses when expense entry is recorded for any of these projects.



We recommend that you select the tax exempt in the Project screen and not in the client screen, unless you are sure that ALL projects of this client have to be tax exempt.

MST to Exclude Service Tax:

Select this check box to exempt the Main Service Tax on services for all the projects belonging to a specific client. It is not applied to services when time is recorded for any of these projects.

Invoice Options

Send Invoices Via Email: When selected, Web Suite sends all client invoices as Portable Document Format (PDF) document attachments to the email address in the profile.

Default to Joint Invoice:

When selected, the client's projects will automatically have a single joint invoice for all projects. This option results in the insertion of the same value in the *Joint Inv #* column of Billing Review. A joint invoice is an invoice that contains multiple projects and phases belonging to same client.

Message on Invoice:

The text in this field prints on invoices of a client, if no invoice message exists at the project level.

CLIENT—DETAILS TAB

Navigation *Lists, Client, Details*

The following are descriptions of fields on the Client-Detail screen:

Main Contact

You can enter information about the client's main contact here.

Salutation:

The main contact's salutation (for example, Mr., Mrs., Ms., etc.).

First Name:

First name of the main contact.

MI:

Middle initial of the main contact.

Last Name:

Last name of the main contact. If a contact prefers a suffix, such as Jr. or III, add it as part of the last name.

Phone:

The contact's phone number. The mask for this field can be modified in Custom Labels screen. Up to 25 characters for the telephone number, with an optional telephone extension. Telephone field masks can be modified, both to common preferences such as "999-999-9999", "(999) 999- 9999" or "999.999.9999", and to include a country code, "(99)".

Ext:

The main contact's phone number extension. The field size cannot exceed 5 characters.

Fax:

The contact's fax number, the mask for this field can be modified in Custom Labels screen. The field size cannot exceed 25 characters.

Mobile:

The contact's mobile number. The field size should not exceed 12 characters.

- The details from the main contact are pulled to invoices and reports.

Custom Fields

Custom 3/4/5:

These custom text boxes enable you to record additional information about the client. Custom fields hold up to 50 characters each. They contain unique client information and should communicate the content of the fields.

Additional Contacts

The grid displays additional client contacts. These contacts are created in the [Client Contacts](#) screen.

ID:

Displays the ID of the client contacts.

Last Name:

Displays the last name of the client contact.

First Name:

Displays the first name of the client contact.

CLIENT—SUMMARY TAB

Navigation Lists, Client, Account

All fields in this tab are read-only. The Summary tab is a convenient reference to client's account information. Time, expense, invoice and payment information from your Web Suite data file is queried and displayed here.

The following are descriptions of fields on this screen:

Data Filters:

You can filter the project's account information by a period. You need to select the desired type of date filter from the drop-down list. The date filter defaults to *All Dates* but you can change it as needed. The options include All Dates, Today, This Month, Fiscal year, Year to Date, Last Week, etc. The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filters make it easy to compare the last year's project performance with this year's performance.

Refresh:

Click to re-calculate and then display the updated values.

Print:

Allows you to preview and print the Client Account Summary report. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report. Print button provides you with various options: report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. Web Suite enables you to zoom in three stages (full page, full width, and close-up) to find the most desirable appearance. You can maneuver around the screen by using the horizontal and vertical slide bars at the bottom and right side of the screen. Click the Printer icon at the top of the Preview window to print the report.

	Cost	Billable	Billed	Un-Billed
Services	<p>It is calculated as the product of actual hours spent on projects and the cost rate of employees working on them.</p> <p>Cost = A Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of employees working on the projects and billable hours spent on them, including taxes.</p> <p>(B-Hours x Bill Rate) x [1+ (Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total service amount billed to a client, including taxes and write-up/down.</p> <p>B Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount that is yet to be billed to a client, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>
Extra Services	<p>It is calculated as the product of extra hours spent on projects and the cost rate of employees working on them. The time entries are marked as Xtra in this case.</p> <p>Xtra Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of employees working on projects above and beyond the contract amount and extra hours spent on them, including taxes.</p> <p>(Xtra Hours x Bill Rate) x [1+ (Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total service amount that has been marked as extra and billed to a client, including taxes and write-up/down.</p> <p>Xtra Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount that is marked as extra and yet to be billed to a client, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>

Total Services	<p>The total cost of services for all the projects of a client, including extra services.</p>	<p>The total billable amount spent on all projects of a client.</p>	<p>It is the total service amount billed to a client, including extra services, taxes and write-up/down.</p>	<p>It is the total service amount that is yet to be billed to a client, including extra services and taxes.</p>
	<p>Total Labor Cost = (A Hours x Cost Rate) + (Xtra Hours x Cost Rate)</p>	<p>(B Hours x Bill Rate) + (Xtra Hours x Bill Rate)</p>		
Expenses	<p>The cost of billable expenses incurred on projects, excluding markup and taxes.</p>	<p>It is calculated as the cost of billable extra expenses incurred on projects above and beyond the contract amount, including taxes and markup. (Units x Xtra Cost Rate) x [1 + (MU + Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total expense amount billed to a client, including taxes and markup.</p> <p>Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)</p>	<p>It is the total expense amount that is yet to be billed to a client, including taxes and markup.</p>
Extra Expenses	<p>The cost of extra expenses incurred on all projects of a client. The expense entries are marked as Xtra in this case.</p>	<p>It is calculated as the cost of billable extra expenses incurred on projects above and beyond the contract amount, including taxes and markup. (Units x Xtra Cost Rate) x [1 + (MU + Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total expense amount that has been marked as extra and billed to a client, including taxes and markup.</p> <p>Xtra Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)</p>	<p>It is the total expense amount that is marked as extra and yet to be billed to a client, including taxes and markup.</p>
Total Expenses	<p>Sum of billable expense cost and non-billable expense cost</p>	<p>Sum of both billable expenses as well as expenses that are marked as</p>	<p>Total expenses billed to a client-both billable and extra expenses,</p>	<p>Total expenses that are yet to be billed to a client-both billable and extra expenses,</p>

	incurred on projects. It includes both billable expenses and expenses that are marked as extra.	extra, including taxes and markup.	including taxes and markup.	including taxes and markup.
Total Services + Expenses	The total cost of all projects of a client. It is the sum of Total Services Cost and Total Expenses Cost.	The total billable amount against a client. The sum of Total Services Billable and Total Expenses Billable.	The total amount billed to a client. It is the sum of Total Services Billed and Total Expenses Billed.	The total amount not yet billed to a client. It is the sum of Total Services Unbilled and Total Expenses Unbilled.

Total Hours	Retainer Paid	Retainer Used	Retainer Available
The total actual hours recorded to all the projects of a client. Actual hours are recorded in the time entry screen along with the B (billable) Hours.	The sum of all retainer payments entered in the Payment screen for this client. It is the total retainer (project + client retainer) paid by the client. This is not the retainer balance.	Retainer used or applied for a client. It is the sum of all retainer payments used or applied on invoices in the Payment or Billing Review screen for projects of this client.	Total retainer available (Total Retainer Paid - Total Retainer Used) for the client that can be used on any invoice of the related projects.
Total Spent	Billed (Pre-Tax)	Net Billed	Total Paid
This is the total amount spent on the project*. It is equal to the value of all entries (both billable and non-billable services and expenses) excluding markup on expenses.	The amount billed to the project before applying taxes on it. It is calculated as Total Amount Billed - Tax.	The amount billed to a client prior to applying the client retainer in Billing Review. This amount includes the tax amount billed to the project. Thus, it is the Total Amount Billed - Retainer Used.	The amount paid by the client to date, excluding retainers.**
Total Amount Owed	Total outstanding balance for the		

client. It is the
Total Amount
Billed - Total
Amount Paid.

*For all non-extra services and non-extra expenses.

**Retainers are excluded since they are applied to invoices when processed, which results in a reduced invoice amount and therefore a reduced Total Amount Billed. If you have applied a Debit payment, the amount of the debit payment will be subtracted from the total payments.

CLIENT—HISTORY TAB

Navigation Lists, Client, History

Use the Client History tab to view details of past interaction with the client. It shows retainers received, invoices issued, payment applied to invoices, credit memos, debit memos and other items associated with invoices and payments. The total differs from the Accounts Receivable balance by the amount of the Retainer Available (which might include overpayments). You can drill down to an invoice, payment and so on by double-clicking on any row. From the invoice, you can further drill-down to the time or expense details associated with it. As needed, you can sort the grid list by clicking on a column heading.

The following are descriptions of fields on the Client-History screen:

Total:

The total amount received as a payment.

Options:

Rows:

The number of rows in the grid to be displayed on the page. Select the row number from the drop-down list.

Client History Grid

Type:

Whether it is an invoice or a payment that is recorded.

Date:

The date when the invoice or the payment was made.

Invoice #:

For invoices this column displays the invoice number.

Project ID:

The project for which the invoice/payment was recorded.

Amount:

The amount of the invoice sent to or payment received from the client.

How Do I

HOW DO I CREATE CLIENT PROFILES?

You can use the Client screen to create client profiles, add or edit client-related information. You can set up your client profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create a client profile:

1. Open Client screen from the Lists menu.
2. On the Client screen, click New to open the Client screen in the detail view where you can enter information for a new client.
3. The pointer is placed automatically in the Client ID field on the General tab. Enter an ID for the client using letters or numbers, up to 65 characters long. For example, Allied Tech for Allied Technology or BQES for BQE Software, Inc.
4. Enter other information, if desired.
5. Click Save.

Advanced Setup

To add additional information for the client:

1. On the General tab, enter other information such as name of the client's Company, Client Manager responsible for client relationships, address, other contact information and so on. Press the Tab key to move from field to field or just click on the desired field.
2. Select a status for the client—Active or Inactive. Lists in Web Suite include only 'Active' status clients.



Changing the status to Inactive does not delete the client.

3. Choose a Default Group for the client. This can be specified in addition to any other group you choose.



This is useful for reports. If there is a client who is a member of both group A and B but its default group is A, then he will be listed against A on the reports.

4. Enter the client's federal tax identification number (Fed ID) or the social security number for a sole proprietorship (up to 20 characters). *You can customize this label from the Custom Labels screen.*
5. Enter any extra information in the custom fields (up to 50 characters). You can customize these fields in the [Custom Labels screen](#).
6. Type some notes related to the client in the [Memo](#).
7. Click Attachments to [attach documents and files](#) to the client record. For example, you might want to attach invoices or contract documents to the client record.

HOW DO I ADD BILLING INFORMATION FOR CLIENTS?

1. Open Client screen from the Lists Menu.
2. Click the ID of a displayed client and move to the Billing tab.
3. Select a [Payment Term](#) from the list. This determines the accounts receivables and aging for the invoice.
4. Select the local Currency of the client from the list for payment purposes.



When you change the currency for a client, Web Suite prompts you to update the currency setting for all projects that belong to the client.

5. Select a [Service Fee Schedule](#) or Expense Fee Schedule if you want to bill your client using special rates.
6. Enter the rates for the Main Service Tax and Main Expense Tax to be applied to labor and expenses included on invoices. The [taxes](#) specified at the Company level carry to the clients but you can change them here.
7. Check the 'Exempt Item Taxes' option to exempt all projects of this client from item taxes (Tax 1/Tax 2/Tax 3) assigned to activity and expense codes.
8. If you want MST and MET to exclude item taxes (Tax 1/Tax 2/Tax 3), check the 'MST/MET to exclude Service/Expense Tax' option. Web Suite directly applies the main taxes to service and expense amount on invoices.
9. You can specify a 'Message on Invoice'; the text prints on all the invoices of this client.
10. When determining which invoice message to print, Web Suite checks the Project profile, then the Client profile and finally the Company profile. The first message found in the sequence prints on the invoice.
11. Check *Send Invoice Via Email* option to send project and joint invoices generated for a client to the client's email address.



If a client record does not have an email address, Web Suite ignores this setting.

12. Check 'Default to Joint Invoice' option to combine all project bills for the client (with current billed activity) onto a single, joint invoice.
13. Move to the Details tab. Enter the Main Contact details for the client. *If you want to add more contacts, do so from the Client Contact screen.*
14. When you have finished, click Save and then Return to close the screen.

HOW DO I DELETE CLIENTS?

To delete a client record:

1. Open Client screen from the Lists menu.
2. Click Delete  for the client records to be removed.



Enter the clients name or ID in the Search field to locate a record quickly.

3. When you have finished, click Close.

Client Contacts

CLIENT CONTACT OVERVIEW

Navigation *Lists, Client Contact*

The Client Contact screen enables you to maintain a directory of multiple contacts related to a specific client for various projects, other than the main contact. This screen can be opened from the [client](#) screen. Information for a single, main contact can be entered on the Client screen itself. When more than one contact is required, click the *Client Contacts* button to open the Client Contacts screen. The main contact will appear on invoices when the client contact is not specified in the [Project](#) screen.

Reference

CLIENT CONTACT - LIST

Navigation *Lists, Client Contact*

On the navigation bar, click **Lists**, clicking on Client Contact tab opens the screen where you can view all the existing client contacts in the grid. The grid is a series of rows and columns. Each row is a separate contact of the client. Clicking on any column-heading sorts the columns in the grid. You can edit/delete the existing contacts of the client. Entries displayed on the grid cannot be edited in the grid but rather in the Client Contact screen. In addition, you can create a new contact of the client via this screen. The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the records existing in your Web Suite database.

The following information describes the fields and options on the Client Contact List screen.

Client Contacts Grid

Each row is a separate client contact record. Click the column headings to sort the columns in the grid. Click a listed ID to edit the details of the selected client contact. Click Delete  against the client contact record you want to delete.

Client ID:

Choose ID of the client, whose contacts are viewed in the grid below.

ID:

ID of the Client Contact. Click a listed ID to access the [Client Contact—Details](#) screen where you can edit the details of a selected client contact. Click the **Save** button to save the changes made to the record.

Company:

Company of the contact. This column displays the Company of the Client Contact.

Last Name:

Last Name of the Client Contact. This column displays the Last Name of the Client Contact.

First Name:

First Name of the Client Contact. This column displays the First Name of the Client Contact.

Delete :

Click  to remove a client contact record.

Client Contact List Button Panel

Help:

Opens the Web Suite Help in the Client Contact List section.

Print:

Opens the Client Contact report that you can preview and print.

Options:**Rows:**

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to five hundred expense items in the grid. Web Suite memorizes this setting for the user.



Grid page numbers are displayed below the grid. These page numbers depend on the number selected in the Rows field above.

New:

Click opens the Client Contact screen where you can create a new contact for the specific client.

CLIENT CONTACTS

The following information provides detail on the options and fields available on the Client Contacts screen used to maintain a directory of multiple contacts related to a specific client. This screen can be opened from the [Client](#) screen.

Data Entry Fields

Main Contact:

When selected, this marks the selected contact as the main contact for the client, to whom the invoices, etc. will be addressed. It will overwrite the main contact specified in the Client screen.

Contact ID: (required)

Contact ID must be unique. After being assigned to a contact, it cannot be edited. The field size cannot exceed 15 characters. When *New* is clicked, your pointer will automatically be placed in the Contact ID field where you must type the contact ID and can then use <TAB> through the remainder of the screen to enter additional contact information. You can also create IDs with mixed case.

Salutation:

The contact's salutation (for example, Mr., Mrs., etc.). Select the desired salutation from the drop-down list.

First Name:

The contact's first name. The field size cannot exceed 45 characters.

MI:

The middle name's initial of the contact. The field size cannot exceed 1 character.

Last Name:

The contact's last name or surname. The field size cannot exceed 45 characters.

Company:

The contact's company name, carried from the Client-General Tab. If there is no company name for this contact, leave this field blank. The company name can be as long as 35 characters.

Department:

Name of the department in which the contact works. The field size cannot exceed 50 characters. Enter the name of the department or select from the drop-down. The drop-down will list the departments that you have entered earlier.

Title:

Work title of the client contact. The field size cannot exceed 50 characters.

Work:

The contact's office phone number. The mask for this field can be modified in Custom Labels Screen. The phone field will allow up to 25 characters.

Ext:

The contact's office phone number extension. The field size cannot exceed 5 characters.

Home:

The contact's home phone number, the mask for this field can be modified in Custom Labels screen. The field size cannot exceed 25 characters.

Fax:

The contact's office fax number, the mask for this field can be modified in Custom Labels screen. The field size cannot exceed 25 characters.

Mobile:

The contact's mobile phone number. The field size cannot exceed 25 characters.

Home Fax:

The contact's home fax number, the mask for this field can be modified in Custom Labels screen. The field size cannot exceed 25 characters.

E-mail:

The contact's email address, this is the email address used by Web Suite when you choose to email invoices to the client's contact. The field size cannot exceed 30 characters. Click the email address in this field to open the default program that you use for sending and receiving email.

Pager:

The contact's pager number. The field size cannot exceed 25 characters.

Contact Info**Street 1/2:**

Two lines are available to enter street name, suite number, building, etc. Where necessary, use the second line. The field size cannot exceed 55 characters for each line. The address entered can be used as a billing address on standard invoices.

City:

The city where the contact lives. The field size cannot exceed 45 characters.

State:

State (or Province) is automatically added to the lookup list as you set up clients. Enter the abbreviation of the contact's state or province in the form of two or three alpha characters. The mask for this field can be modified in [Custom Labels](#) screen. For example, the State field label can be changed to *Province*.

Zip:

The contact's zip code or postal code; the mask for this field can be modified in Custom Labels screen. The Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, 99999-9999, or to Canada Post, ?9? 9?9. The field size cannot exceed 10 characters.

Custom**Custom 1/2/3**

Custom fields holding up to 50 characters each providing extra information of the client's contact. The caption of Custom 1/2/3 labels can be changed in Custom Labels.



The labels and mask for some fields can be modified in Custom Labels screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip Code can be changed to Postal Code and this change can be implemented globally in all screens.

Memo

Use this field to write unlimited text pertaining to the client contact. Click  to enter a date/time stamp on your memo.

Client Contacts Button Panel**Help:**

Opens the Web Suite Help in the Client Contacts section.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the client's contact information. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

Clone:

Click to open the [clone](#) screen. You can create a client contact from the existing contact using this clone feature.

Save:

After you have completed entering or modifying client contacts, click this button to save the information.

New:

Click this in order to create a new contact for the selected client.

Return:

Closes the Client Contacts screen and takes you to the [Client Contact List](#) screen. It is important that you close the screen using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can affect the server performance.

How Do I**HOW DO I CREATE CLIENT CONTACTS?**

You can assign a main contact and many additional contacts to a client. By default, Web Suite addresses invoices to the main contact of a client. Optionally, you can select an additional contact for a project and send the invoices to them.

To create a client contact profile, follow the steps below:

1. Open Client Contact screen from the Lists menu. You can also open it from the Client screen (Options).
2. Click New to create a new contact.
3. Enter a Contact ID for the contact person along with other information—First Name, Last Name, Company, Contact Info, etc.
4. Check Main Contact option to assign this contact as the main contact of the client.
5. Enter any additional information (up to 50 characters) about the contact in the Custom 1/2/3 fields, for example, work experience or industry. You can change these field labels in the Custom Labels screen.
6. If desired, click [Attachments](#) to attach a file or a document to the contact record.
7. Click Clone to copy the existing contact details to a new contact record.
8. Click Save. To add additional contacts, click New and repeat the above process. (Else, click Clone to copy the contact details to a new contact record.)
9. When you have finished, click Save and then Return.

Project**PROJECT OVERVIEW**

Navigation *Lists, Project*

The Project screen allows you to create and maintain a profile of each project. The information affects business processing rules, budgets, percent complete tracking, billing arrangements and so on. The information is used on reports and invoices.

A project is the scope of work contracted by a client. In Web Suite, every client must have at least one project. How you define the scope of work is up to you. In some companies, all the work done for a client can be defined as a single scope of work even though the goals of the work can vary. In other companies, a scope of work can be broken down into smaller parts, called phases, for more efficient management or because the client prefers it. In Web

Suite, scopes of work can be subdivided further into segments, and segments can be broken down into sub-segments. Web Suite supports up to four levels in a project hierarchy. Whether you call a scope of work a project, job, phase, sub-job, segment or sub-segment, it is a unique project record in Web Suite.

A project can be broken down into smaller parts. Each part is a project record with its own profile. For example, you can treat this project record as a separate and distinct entity, billing it separately. Or each part can be treated as one of many parts that make up the whole.

In this case, you would probably bill all the sub-projects together on a joint invoice. When you breakdown a project into smaller parts, there is always a parent project at the top of the hierarchy. Web Suite supports an unlimited number of parent projects and an unlimited number of child projects under each parent.

Under a parent project you can add child project records. Generally, these are called phases. Phases can be broken down further into segments, each segment being a child project to the parent phase record. Similarly, segments can be broken down into sub-segments. The total amount is received as a payment.

The Parent-Child relationship forms a Project Hierarchy. A project hierarchy can have up to four levels below the client. Web Suite refers to these four levels as:

- Project
- Phase
- Segment
- Sub-segment

Sitting at the top of the hierarchy, the parent can be a standard project to which you charge time and expenses, or it can be a *Main Status* project record (no time and expenses allowed). Next is the Phase project record. It can be a standard project record or a parent project to child projects below it. A Phase can carry a status of Main or any other status (for example, Active, Complete, Hold).

Web Suite provides a tree structure to keep the Main project and the sub-projects together. In the Project list the Project has a plus sign next to it to expand the tree to see all sub-projects. Click on the project ID to view details for the selected project.

The Web Suite Client screen is separated into the following tabs:

- [General](#)
- [Billing](#)
- [Details](#)
- Account
- [Templates](#)
- [Summary](#)
- [History](#)
- [Assign](#)



The Assign tab becomes visible on the Project screen only when the relevant option is marked in the [Preferences](#) screen.

A project profile can be customized. For example, the window title *Project* can be changed to *Engagement, Matters, Job* or any term you want. Menu items, reports and other elements adjust as well. Several field masks can be customized too. Customizable fields are noted below, and can be reviewed in [Custom Labels](#) screen.

Project Button Panel

The following information provides details on the options available on the Project button panel.

Help:

Opens the Web Suite Help in the Project section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Notes:

Opens the [Notes](#) screen where you can record a new note for a project. This link also displays the number of notes () associated with the project.

Options:

Click to access various options for the Project screen.

Clone:

Opens the [Project Clone](#) screen that enables you to duplicate an existing project.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the Project information. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

New To Do Item:

Click to open the [To Do List](#) screen to add a new to-do item or task for the project.

View To Do List:

Click to open the [To Do List](#) screen to view the associated to-do items for the project.

Filters (On/Off):

Turn on or off the defined filters with this option. When this check box is selected, Web Suite remembers and applies the previous filter settings. Changes that you make in the Filter tab will take effect only when you select the check box. Clearing the check box is a quick way to deactivate all filters.

Save:

After you have completed entering the information, click the **Save** button to save the record.

New:

Enables you to enter a new project record. It displays the data entry fields above. Click the Project Code field to start with, where you must type the code and then <TAB> through the remainder of the screen to enter additional project information.

Return:

Closes the Project screen and takes you to the [Project List](#) screen. It is important that you exit using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can impact the server performance.

PROJECT STATUS

In Web Suite, you need to choose a status for the project, the most common being the Active status. Drop-down lists in Web Suite include only active projects (and other active master records). In addition, you can filter the grid list and various reports by active projects.

You can choose the Status of a project in the Project-General screen. The options include:

Status	Time & Expense	Billing	Payment
Active	Yes	Yes	Yes
Archived	No	No	No
Completed	No	Yes	Yes
Hold	No	No	No
Inactive	No	Yes	Yes
Main	No	No	No
Cancelled	No	Yes	Yes

- **Active**—This is an active and ongoing project. Hence, time and expense entries can be logged against it and billed. You can log time and expenses to active projects only. Typically, new projects and phases are assigned the Active status. Only active projects appear in the drop-down lists.
- **Archived**—Not a user selection. Archived status is set automatically by the Archive and Restore tool when projects and related time and expense entries are archived. For an archived project, no time and expense entries can be entered nor any transactions made. You cannot create an invoice for archived projects.
- **Completed**—This is for projects that have been completed. Recorded time and expenses can be billed but no new entries made. Completed projects, however, do allow for billing pending invoices and recording payments against them.
- **Hold**—Projects are kept on hold because of non-payment by the client or any other reason. You can use this status when work on project has been stopped until certain issues are resolved. For example, if there is a disagreement between the client and the company with regards to the work progress, the project can be kept on hold until such issues are resolved. Recorded time and expenses cannot be billed nor new entries be recorded, since the project is locked. Time and expense entries can be recorded after the project work is resumed.
- **Inactive**—You can use this option when the work on a project has been temporarily stopped due to scheduling or other issues within the company. The project can be reactivated after the resources are available. Recorded time and expense

transactions can be billed, but no new entries can be recorded as future work on the project is uncertain. Inactive projects are similar to those on hold and hence do not allow for time and expense entry till work is resumed. However, you can bill previously recorded time and expenses, and record payments against them.



When displayed, inactive projects appear dimmed in drop-down lists and grids.

- **Main**—Identifies the parent project to which phases are linked. No time and expense entries can be charged to a project with a main status. You cannot create an invoice for the main project but for its phases. Hence, you can apply retainer to the phases and not to the parent project directly.



If you change the status of a Main project to 'Inactive', Web Suite asks if you want to change the status of all phases under it.

- **Canceled**—This project status is used when the project work has been stopped indefinitely, say due to breach of contract by the client. Previous invoices can be billed but no new entries can be recorded because the project has been cancelled. No future work is to be done on it and hence it does not appear in the drop-down lists.



Project status has no direct impact on the reports. However, there are a few reports, for example, Project List (by Status), Project Master File by Project Status, etc. that display project status.



If you change the status of a Main project to any other, Web Suite prompts you to change the status of all phases and sub-phases under it. Clicking on Yes creates a note automatically indicating that the change has been applied to all the phases and sub-phases.

In certain situations, you might have to decide as to when archiving is a better choice than deleting a project. On the other hand, when is changing project status to Inactive the best option? Consider the following recommendations:



To safeguard your assets, make a backup of your company database before deleting or archiving any record.

- **For inactive/incomplete projects with billed/unbilled time and expenses**, retain the records and all associated information in the company database for one or two years to ensure accurate and complete reporting. After this, archive the projects.
- **For projects on hold, change the status to 'Hold' (Project-General screen)**. In addition, select the Prevent TE/EL Entries options on Project-Detail screen to prevent any time or expense entry against the projects. When the client brings arrears up-to-date and you are prepared to continue working on the project, change the status back to 'Active' and clear these options.
- **For clients who default entirely on the money owed to your company and there is no hope of even partial recovery**, maintain the project records for the remainder of the fiscal year to ensure accurate and complete reporting. Then, depending on your company policy, you can archive the project and related information for future reference or delete it.

- **For clients who run out of money but plan to resume incomplete projects in future**, change project status to 'Inactive'. Else, select the Prevent TE/EL Entries options on the Project-Detail screen to prevent any time and expense entry against the projects. When the client brings arrears up-to-date and you are prepared to continue working on the project, change the status back to 'Active' or clear these options.
- **For clients who have projects terminated**, change the project status to 'Cancelled'. As there is no data of consequence, it is better to delete the projects.

Reference

PROJECT - LIST

Navigation Lists, Project

On the navigation bar, click **Lists**, choose Project tab to open the screen wherein you can view all the existing project records in the grid. The grid is a series of rows and columns. Each row is a separate project record. Clicking on any column-heading sorts the columns in the grid. You can edit/delete the existing project record. Entries displayed on the grid cannot be edited in the grid but rather in the Project screen. In addition, you can create a new project via this screen.

The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the projects existing in your Web Suite database.

Project Grid

Each row is a separate project record. Click the column headings to sort the columns in the grid. Click a listed Project ID to edit its details. Click  to delete a project record.



Grid details are carried from the [Project-Details](#) screen.

Project ID:

Each project has a unique ID. This is a key field that links clients, time, expenses, invoices and reports to particular projects. Click a listed ID to edit that project's details.

Name:

Name or description of the project.

Manager:

Manager responsible for the project. Project profiles, billing records and many reports can be filtered based on the project manager.

Client:

ID of the client to be billed for the project.

Delete x:

Deletes the selected project record in the grid.

Project List Button Panel

Search Project

Helps you to search for a specific project in a quick, robust way. To refine your search, use any of the listed parameters in the read-only grid, like Project ID, Project Name, Manager or Client ID. Click the column headings to search based on the selected column. Enter the keyword for the search in the textbox provided and then click  to display the results in the grid.

Help:

Opens the Web Suite Help in the Project List section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Options:

Click to access various options for the Project screen.

Project Change:

Click to open the [Project Change](#) screen that allows you to make batch changes to the selected project records.

Column Chooser:

Select this option to add or remove columns from the grid.

Group:

Opens the [Project Group](#) screen.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. You can view a maximum of five hundred project records in the grid. Web Suite memorizes this setting for the user.

Show Active:

When selected, the projects with active status are displayed in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Project](#) screen where you can create a new project record.



Grid page numbers are displayed at the bottom of the grid. This depends on the number selected in the Rows field above.

PROJECT—GENERAL TAB

Navigation *Lists, Project, General Tab*

The following are descriptions of fields on the Project-General screen:

Project ID: (required)

Each project in your database must have a unique Project ID, comprising of the code and the phase. This field displays only when creating a new project profile. The field size should not exceed 48 characters.

Consideration to the ID structure used will assist in future searches. Many systems of classification exist. For example, if you would like to classify projects by year, the first Project of 2017 might be identified by 2017-001. Projects can be classified by type of client. For example, project identification might have a character precede it to define a residential or commercial project (that is, R2017-001 or C2017-001). This helps to narrow searches when the number of Projects becomes large. Whichever system is used, remember to keep it logical and simple.

Phase:

The project phase is not a required element of the Project ID. It should be used when there are multiple phases to a project. The field size should not exceed 10 characters. As an example, there are two phases to a project, preliminary and management. Use an identical Project Code but assign a different phase to each Project ID. Use a Project Code of 2017-01 and assign phases of PRELIM and MGMT. The resulting Project IDs will be 2017-01:PRELIM and 2017-01:MGMT.

In the case of phased projects, you might also want to enter a record for the complete project. Using the previous example, a third record would be created with a Project Code of 2017-01 and no Project Phase. For this, third record *2017-01:* is the resulting Project ID.

 This field only displays when creating a new project.

Create Phase:

Click this link to create a project phase. You can clone the project to create a phase by entering key information for the new phase in the [Create Project Phase](#) window. When cloning the project, you must provide the required information.

 You can change the label or caption of the Project Code and Phase in the [Custom Labels](#) screen.

Name: (required)

Enter the full name of the project (up to 100 characters) describing the project. This name will appear on invoices and reports. When you include phases on invoices, they appear in alphabetic order by name.

Status: (required)

Status of the project. It can be used to filter records for several reports. Click to select from the available options:

- **Active**—Time and expense entries can be entered and billed. You can log time and expenses to active projects only. Typically, new projects and phases will be assigned the Active status. Only Active status projects appear in drop-down lists on Sheet View and Expense Log screens.
- **Archived**—Not a user selection. Archived Status is set automatically by the Archive-Restore tool in Web Suite. Archive status can only be achieved when time entries and expense entries are archived with the archive tool in Web Suite. No time and

expense entries can be entered nor transactions billed. You cannot create an invoice for archived projects.

- **Completed**—Recorded time and expense transactions can be billed, but no new entries can be recorded. Completed projects do not allow time and expense entry but can be billed.
- **Hold**— Recorded time and expense transactions cannot be billed and at the same time no new entries can be recorded since the project is locked.
- **Inactive**—Recorded time and expense transactions can be billed, but no new entries can be recorded. Inactive projects do not allow time and expense entry but can be billed.
- **Main**—Identifies the parent project to which phases are linked. If a project has phases, create a record for the entire project (all phases combined) and assign a status of Main. No time and expense entries can be charged to a project with a Main status. You cannot create an invoice for Parent or Main projects. Hence, you can apply retainer to the phases and not the Parent project directly.
- **Canceled**—Previous invoices can be billed but no new entries can be recorded because the project has been cancelled.



By default, only Active status projects appear in the drop-down lists.



Changing the status of the parent project prompts you to apply the changes to its phases and sub-phases.

Client: (required)

Click on the arrow to select the client for which the project is being done. Only active clients appear in the list. This client will be billed for the work done on this project. The person or department who receives the invoices will be the Main Contact on the Client-Details screen or optionally, the Project Contact defined on the [Project Billing](#) screen.

You can also associate a different or new client with an existing project. Changing a client updates the previous invoices and payments (including retainer payments) and assigns them to the new client. You cannot change the client of an individual phase; changing it for the parent changes the client automatically for all its phases.



Click the [Filter](#) link to control the link of the Client list that displays when you click the Client field's Search icon.

Add New Client:

Instead of using an existing client, you can click  to create a new client to assign to the project. Settings for the new client can be modified later in the Client screen.

Manager: (required)

The employee (or vendor) assigned as the manager of the selected project (you can show the vendors in the drop-down list by checking that option on the Project Filters screen). In case you have already assigned an employee or vendor as a Client Manager in the Client screen, it is brought forward here by default for the selected project. You can change the default values though. Many reports filtered based on the manager and projects can be reviewed and billed by project manager. In addition, more access is provided to project managers for certain security settings. Changing the manager of the parent project prompts you apply the changes to its phases and sub-phases.

 Click the [Filter](#) link to control the link of the Employee list that displays when you click the Manager field's Search icon.

Type: (required)

Contract type for the project. This field tells Web Suite what type of contract is to be used for this project. Web Suite is designed to record time and expense entries for all [contract types](#). Therefore, whether the projects are to be billed per hour or lump sum or even not billed at all, record time and expense entries for them to take advantage of Web Suite's many project management tools.

Open Billing Schedule:

Click  to view, edit or create a project billing schedule.

Contract Details

Contract Amount:

Enter a contract amount for Fixed, Hourly Not to Exceed, Percentage and Recurring with Cap contract types. This is the total consideration for the project (Service Amount + Expense Amount). You can include or exclude expenses and taxes in this amount depending on how you bill. When the rule, **Lock at Contract Amount** is selected (in Project Detail tab), Web Suite evaluates each time and expense entry to determine if the total amount spent exceeds the contract amount. If the new entry pushes you over the contract, a warning displays and the entry's status automatically changes to non-billable.

If necessary, Web Suite splits an entry into billable and non-billable entries. Non-billable entries display as Red text, indicating an exception or Red Flag situation. If desired, you can change the entry back to *Billable* and mark it as *Xtra* (extra to the contract). This rule can be turned off for a project or for all projects.

Total Amount Spent = [(B-Hours x Bill Rate) + Non-billable expense amount

The contract amount for a parent project can be allocated to the project records under (the next level down in the hierarchy) using the Percent of Total Project (Detail tab, Create Phase). For example, if the contract amount of a main or parent project, NET-0578, is \$100,000, and Phase B is 60% of the total project, then Web Suite assigns \$60,000 to NET-0578:B.

 Web Suite assumes billable expenses are not part of the contract, unless specified.

- If both billable and non-billable expenses are to be included in the contract amount, select the **Expense Part of Contract** rule on the Project Detail tab.
- If you want to include only Billable expenses as part of Contract Amount, select the **Evaluate Time and Expense Billable Status based on Billable Value** on Global Settings-Time/Expense.

 If you update the fee or contract amount of a phase, Web Suite automatically updates the total contract amount for the main project. It is tied to the '% of Total Project' value and ignores hourly projects.

 If the contract amount is modified (increased or decreased), Web Suite automatically updates the difference between the actual and modified contract amount in the Project Notes and this difference in the amount gets reflected in the Notes.

 If the total budget amount and project contract amount are equal, Web Suite prompts you to update the project contract amount.

Service Amt:

This is the amount spent on the labor or the service that contributes towards the contract amount. After entering the Contract Amount, this field gets filled by default with the entire contract amount. It accounts for the amount spent on the employee's service or labor (time entry: B-Hours x Bill Rate). You can include or exclude expenses and taxes in this amount depending on how you bill. You can change this amount, the balance of which goes into the Expense Amount field.

Exp Amt:

This is the amount incurred on the expenses that contribute towards the contract amount. After entering the Service Amount, this field gets filled with the balance (Contract Amount-Service Amount), if any. It accounts for the billable expenses incurred by the employee (Cost Amount). You can include or exclude taxes in this amount depending on how you bill. You can change this amount, with adjustments made to the Service Amount automatically.

% Complete:

The estimated percentage complete of the project, this percentage is read by billing review where invoices are processed. It is stored with the invoice when processed, enabling it to appear on the invoice. A good implementation of the % Complete field is to have managers fill in the % Complete for each of their projects prior to invoicing. When brought up in Billing Review the % Complete is displayed to help the billing manager determine the invoice amount. It accepts decimal entries as well. This field gets updated when related project invoices are processed in Billing Review.

Project Settlement %:

The percentage amount based on which the Contract amount will be recalculated, for example, 80% of the previously entered value. This percentage value is stored and can be viewed later for reference.

PO Number:

Use this field to record the project's Purchase Order number.

Start Date:

Enter the Project start date. Click the arrow, a drop down list appears that can be used to select the date. Selected reports can be filtered using this field. This field is useful for filtering reports.

Due Date:

Enter the due date for the project. It is the date when the project is expected to get completed.

Address Details

Use Client Address:

When selected, click the **Save** button to copy the client address for all of the project address fields when empty: Street, City, State, Country and Zip Code. Clearing the check box, the address you enter is saved with the project record.

Street 1/2:

The street address of the project. The field size should not exceed 55 characters for each line. When it is the same as the client, select "Use Client Address" option and leave this field blank. The project address is not used on invoices, instead the client address is. The project address can be added to invoices using Crystal Reports 9.0 or later to modify the invoice template.

City:

The city where the project is located. The field size should not exceed 45 characters. When it is the same as the client, select "Use Client Address" option and leave this field blank.

State:

The state or province where the project is located. The field size should not exceed 3 characters. When it is the same as the client, select "Use Client Address" option and leave this field blank. The project address is not used on invoices, instead the client address is. The mask for this field can be modified in [Custom Labels](#) screen. For example, the State field label can be changed to *Province*.

Zip:

The project's zip or postal code. The field size should not exceed 10 characters. When it is the same as the client, select "Use Client Address" option and leave this field blank. The mask for this field can be modified in Custom Labels screen. For example, the Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, "99999-9999", or to Canada Post, "?9? 9?9".

Country:

The country or region where the project is located. The field size should not exceed 35 characters. When it is same as the client, leave this field blank. Selecting the "Use Client Address" option will automatically fill this field.

Custom 1/2/3/4:

Additional fields for unique characteristics of a project. These fields accept up to 50 characters each. Fields labels can be customized, and should communicate the content of the fields. For example, new labels can be "ClntRate" and "Perfrmnc" for a client rating and a rating of the company's performance in staying within budget or contract amount (or other criteria). The field labels can be altered in Custom Labels screen.



For a parent project, modifying the address and the custom fields will prompt you to apply the changes to its phases.

Memo:

Use the memo box to record any project information. Projects have their own memo field with unlimited space so your text can be as long as needed. Click the **Date/Time Stamp**

 **icon** to add current system date and time to your memo. Type your text and click **Update** or **Save** to save your memo.

PROJECT—BILLING TAB

Navigation *Lists, Project, Billing Tab*

Use the options on this tab to configure billing settings such as billing frequency, fee schedules, terms and budgets.

Following are descriptions for each Project-Billing tab fields:

Billing

Recurring Bill Amount:

Recurring invoice amount per scheduled frequency for projects or project phases with Recurring, Recurring With Cap or Recurring + Expenses contract type. You can use this field to set the bill amount per scheduled frequency.

Frequency:

If a project has a Recurring, Recurring with Cap or Recurring + Expenses contract type, use this field to set the frequency that the recurring bill amount will be invoiced.

Retainage:

This field contains the percentage of invoice amounts that a client will hold back against verification of work complete and work quality. The accumulated retainage amount will be paid after the verification is done.

Max. Retainage Amount:

This field contains the maximum amount to be retained by a client for the project. Billed amounts above the maximum retainage are due from the client as per the project contract.

In the Billing Review, the Net Bill Amount is computed as (simplified):

Net Bill Amount = Billable Amount - Retainage - Discount - Applied Retainer

Minimum Retainer:

Some professionals, like attorneys and paralegals, need to specify a minimum retainer amount for a project. This minimum amount can be triggered when time and expenses are approved for billing. When a retainer is applied on invoices, you can auto-request a new retainer payment from a client to replenish the retainer amount on hand (Retainer Available). Web Suite displays a list of projects in the [Reminder screen](#) as well as reports whose retainer balances are less than the minimum retainer specified here.

Schedules/Budget

Service Fee Schedule:

Any SFS can be linked to a project. A service fee schedule enables you to override default employee bill and cost rates for selected employee-activity combinations, whether individual items or groups. The linked Service Fee Schedule will be used to determine rates when time entries are made to the project. Time entry rates can also be determined by rates specified in Activity and Employee screen. The priority goes to SFS, then employee rates and finally

the rates from activity table are fetched. You can also add a new SFS here on the fly by clicking  .

Expense FS:

Any EFS can be linked to a project. An expense fee schedule allows you to define employee-expense combinations, whether individual items or group items. The linked Expense Fee Schedule will be used to determine the cost and the markup when expense entries are made to the project. The priority goes to EFS, then employee rates and finally the rates from expense table are fetched. You can also add a new EFS here on the fly by clicking  .

Budget:

Any [budget](#) can be linked to a project. The assigned budget will be used on reports, and to restrict time and expense entries that are recorded to a project. To restrict time and expense entries by a budget, you can check the relevant options on the [Project-Detail](#) screen. You can create a budget by clicking on the link provided-this will open the Budget screen. You can also add a new budget here on the fly by clicking  .

For the top or parent level project, Web Suite automatically combines the budget of the child projects and presents you with the overall cumulative project budget. It has the ability to show rolled-up budget for parent projects, which is a combination of all phases grouped by activity/expense and employee. For the main parent projects, this drop-down is disabled but you can use the *View Cumulative Budget* link that opens up the rolled-up editable budget. For the active parent projects, you can open the assigned budget, with the option to view the rolled-up, cumulative data. The cumulative budgets are editable. For the Project ID with multiple phases, the line items cannot be edited.

Estimate:

Any [estimate](#) can be linked to a project. An estimate is a good way to track the expected revenue or cost of a project. You can create an estimate by clicking on the link provided-this opens the Estimate screen. You can also add a new estimate here on the fly by clicking  .

Web Suite has the ability to show rolled-up estimate for parent projects, which is a combination of all phases grouped by activity or expense. For the main parent projects, this drop-down is disabled but you can use the *View Cumulative Estimate* link that opens up the rolled-up, read-only estimate. For the active parent projects, you can open the assigned estimate, with the option to view the rolled-up, cumulative data. The cumulative budgets are non-editable.

Delayed Fee Schedule

Delayed SFS:

Any Service Fee Schedule can be linked to a project. A delayed SFS enables you to assign a different fee schedule to a project in case there is no retainer amount left (retainer is equal to zero). This linked Delayed Service Fee Schedule will be triggered and put to use to determine bill rates, only when time entries are made to the project having no retainer amount associated with it and has been assigned a delayed SFS to it. Time Entry rates can otherwise be determined by rates specified in Activity Codes and Employee screen. In Time Entry Sheet View, Calendar View and Timer, the program checks for the Retainer Available and on that basis, uses the bill rates from either the normal SFS or the Delayed SFS, as specified in the related Project profile.

Trigger Type:

You can specify the type of trigger to apply the delayed SFS to a project. The options available are: unused retainer, recurring amount, unbilled hours and unbilled amount. For example, if you want to specify that the delayed SFS should be used if the unused recurring amount is 0, then you choose trigger type 'Unused retainer and specify the value in the next field as 0.

Trigger Value:

The value to be used with the trigger type based on which the delayed SFS is attached to the project.

Terms/Currency**Payment Term:**

You can set the payment terms for the project by selecting the term from the drop-down list. The available options are Net 30, Net 45, Net 60, Net 90.

Currency:

Web Suite supports multi-currency for invoicing the clients. Select the desired currency that you want to use for invoicing the client for the specific project. Currency selected here will override the one set at the client level.

Misc**Ret Amount:**

If a retainer is required, enter the amount here. This is simply stored as reference information for the project; it does not record the retainer payment. After the retainer payment is received, it is to be entered in the Payment screen in Web Suite. To review any remaining retainer amount for a project, check the Project-Accounts tab. The retainer applied to the main project will be distributed to the phases based on the *% of Total Project* field data of the phase, just as the Contract Amount. For instance, if the retainer applied to the Main Project is \$1000 and the phase is 50% of the main project, then the retainer for the phase is \$500. However, you can re-distribute this amount to the phases as desired. You must click  to print, preview or cancel the desired retainer invoice. Web Suite prompts you to add the retainer record to Retainer Management.

Code:

Several agencies require that each project be assigned a standard code according to their Job Profile Codes. This field can be used to assign such codes and then be used as a filter when printing reports. Some common codes are used by Federal Agencies on the SF-254 and 330 forms.

Contact :

If you want to assign a contact to the project that is not the client's main contact, select that contact here. You can also click the  icon to create a new contact from here.

If left blank, the main contact for the client that this project is assigned to will be used. Client contact specified here overrides the *Main Client Contact* recorded in the Client screen. In addition, the address of the project contact overrides the client address and prints on invoices.

If you want to assign a client contact as the project contact, select one from the drop-down list. If left blank, the main contact for the client that this project is assigned to will be used. Clients are assigned to projects on the project general tab. Client contact specified here overrides the *Main Client Contact* recorded in the [Client](#) screen. In addition, the address of the project contact overrides the client address and prints on invoices. You can also add a new contact from here, by clicking the *Add New* option in the drop-down list.

Send Invoices to Contacts:

Selected, will send the invoice to the client's Contact, which is selected in the Contact drop-down list. Generally, the invoices pull the client's Main Contact but using this option, Client's Contact supersedes the client's Main Contact.

Options**Send as Joint Invoices:**

When you select this option, Web Suite sends all the invoices of a project as a joint invoice. It is also known as a consolidated or combined invoice. This option is especially relevant for project phases.

Use Custom Invoice Number:

Select this option, if you want to customize the invoice numbering of a particular project. These settings will take precedence over the invoice settings specified in Global settings screen, but for this particular project only. The invoice numbers can be either numerals or alphanumeric.

Email Invoices:

This option allows you to send project invoices to a client as PDF file attachments automatically via email.

Prefix:

Specify here the prefix string for the invoice sequence. This will precede the invoice number. For the ease of remembrance, you can keep something which relates to Project like Project ID or even Client ID, for example, MSP2017.

Suffix:

Specify here the suffix string for the invoice sequence. This will follow the invoice number mentioned above, for example, LA. The resulting invoice number will be *MS2017-001-LA*. Both the prefix and suffix strings will remain static.

Last Invoice No:

The last invoice number of the series where from you want to initialize the invoice sequence, say *001*. This number will start incrementing when you generate a new invoice for the project.

Auto Bill:

Opens the [Automatic Billing](#) screen where you can set frequency for automatic billing.

PROJECT—DETAILS TAB

Navigation *Lists, Project, Detail Tab*

This tab enables the user to specify project phases, set rules and other settings for the projects. The Phase Information section is used to set the current selected project as a

phase of a main project. The Rules section enables you to override standard processing for project-level control required by a particular situation. In addition, you can override global finance charge and company-level tax percentages for a project.

The following are descriptions of fields on the Project-Detail screen:

Phase Information

Set this Project as Phase of:

Use this option if you want to specify the selected project as a phase of another project.

If a project is a phase of a larger project, you should create a record for both the parent project and records for each of its phases. The Code and Name for all of them should be identical. The parent project record would not have a Phase as part of its project ID, but each of the phases would. When defining the new project ID, use the same code and add a phase value such as PRELIM, 01, A, etc. Check this option and click the *List* link to display a list of projects from which to select as the parent project.

List:

If this project is a phase of a larger project, click this link to display a list of projects from which to select as the parent project.

% of Total Project:

The percentage of the parent project's contract amount that should be apportioned to the selected phase (child project).

Phase Description:

You should enter the name or description of the project phase.

Rules

Choose Rules:

This allows you to choose various rules that govern how the project will be managed and billed. To apply any of the rules listed under the drop-down, you must select the checkbox against them. This field will display the number of rules checked and applied to the project. The various rules available for a project are:

- ***Skip Automatic Expense Entries Evaluation***

Selected, Web Suite skips the standard expense entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount. An expense entry evaluation is done when the entries are made, where the Total Amount Spent [(Hours x Bill Rate) + non-billable expense amount] is compared to the Contract Amount. Non-billable expense entries are considered for the Total Amount Spent.

In the expense entry screen, the non-billable entries contribute toward the contract amount spent. However, when the amount spent exceeds the contract amount, there is neither prompt nor splitting of expense entries. The entry's bill status remains the same as entered by you. You can continue to log billable and non-billable expenses and manually change the status as desired. The billable expense entries are calculated as part of the contract amount only if specified in the project's [Billing](#)

[Schedule](#). The evaluation can be skipped per project or set up globally in the [Global Settings](#) screen.

- **Skip Automatic Time Entries Evaluation**

Selected, Web Suite skips the standard time entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount. A time entry evaluation is done when entries are made, where the Total Amount Spent [(Hours x Bill Rate) + non-billable expense amount] is compared to the Contract Amount. Billable and non-billable time entries are considered for the Total Amount Spent.

In the time entry screen, both the billable and non-billable time contribute towards the amount spent. When the amount spent exceeds the contract amount, the time entry's bill status is automatically adjusted (billable status changed to non-billable) since the project is over budget. When a billable entry pushes the amount spent over the contract amount, you are prompted to adjust the time entry by splitting it into a billable and non-billable portion. You can continue to log non-billable time. However, you can manually change the status of the time entry to extra time or billable. The evaluation can be skipped per project or set up globally in the Global Settings screen.

- **Lock at Contract Amount**

When selected, an evaluation is performed when time and expense entries are recorded to the project, where the Total Amount Spent [(Hours x bill rate) + non-billable expense amount] is compared to the Contract Amount. When the amount spent exceeds the contract amount, you will be prompted accordingly in the time entry screen. Web Suite prevents all time entries (billable & non-billable) and non-billable expense entries after the project has exceeded the contract amount. In the Expense Log, it converts the non-billable entry into billable. This rule applies to any fixed-type project.

 If the rule 'Expense Part of Contract' is also checked, the Total Amount Spent will be calculated as [(Hours x Bill Rate) + billable expense amount + non-billable expense amount], and then it will be compared to the Contract Amount for evaluation.

- **Lock at Allocated Hours**

When selected, Web Suite does not enable you to exceed the number of hours specified for a specific employee-activity combination in Project Control.

 *This option only applies to B-Hours.*

- **Lock at Allocated Units**

When selected, Web Suite does not enable you to exceed the number of units specified for a specific employee-expense combination in Project Control.

 *Lock at Control Hours and Lock at Control Units are the two rules that help in implementing Project Control.*

- ***Prevent Time Entries***

Locks out additional time entries for a project. You can activate this rule if there is a temporary issue or dispute with a client about a project, such as lack of payments. You can apply it to any project regardless of its contract type.

- ***Rates from Activity Table***

When a Service Fee Schedule is not assigned to the project or when no matching combination is found in the assigned Service Fee Schedule, checking this option will cause the time entries to fetch the rates from Activity table when the time entries are made.

- ***Budgeted Activities Only***

Selected, Web Suite restricts time entries to the activities defined in the budget linked to the project. If there is no budget linked to the project, the rule has no effect. When the checkbox is cleared, any activity defined in the activity code screen can be recorded to the project.

- ***Budgeted Expenses Only***

Selected, Web Suite restricts expense entries to the expenses defined in the budget linked to the project. If there is no budget linked to the project, the rule has no effect. When we clear the check box, any expense defined in the expense code screen can be recorded to the project.

- ***Budgeted Employees Only***

If a budget is assigned to the project, you can restrict the time entries allowed for the project to the employees that exist in the budget. This restriction is only done when entering time in the Sheet View when View by: Project is selected. When entering time in this mode, only the budgeted employees will be able to record time to the project.

- ***MST Excludes Service Tax***

Main Service Tax is that tax which is applied to the labor or service amount on invoices. It takes into account the local taxes, namely, Tax 1/2/3 associated with the Activity Codes. However, if you want to exclude these local taxes from the MST for a particular project, select this option here on the Project Details tab. You can also set this rule true in the Global Settings screen; in that case all projects will exclude Tax 1/2/3 from the Main Service Tax.

For new projects, the rule gets inherited from [Client](#) screen which in turn inherits it from Global Settings screen. Finally, whatever is selected in the project screen gets triggered for computation purposes.

- ***Prevent Expense Entries***

Locks out additional expense entries for a project. You can activate this rule if there is a temporary issue or dispute with a client about the project, such as lack of payments. You can apply it to any project regardless of its contract type.

- **Auto Approve EL**

Selected, Web Suite automatically approves all expense entries to this project. If the checkbox is cleared, the user has to submit his expense entries to the Supervisor for approval. By default, it inherits the settings from the Global settings screen.

- **Auto Approve TE**

Selected, Web Suite automatically approves all time entries to this project. If the checkbox is cleared, the user has to submit his time entries to the Supervisor for approval. By default, it inherits the settings from the Global settings screen.

- **Exempt Item Taxes**

Select this checkbox to specify that this particular project is tax-exempt. If selected, it entails that Tax 1, Tax 2 and Tax 3 values will not be applied to the project.

 Please take a note that in the [Client](#) screen if tax exempt option is selected, then any projects related to the client would be tax exempt irrespective of the status in Project screen. We recommend that you make specific projects tax exempt instead of clients.

- **Expense part of Contract**

If the 'Evaluate Time & Expense Billable Status Based on Billable Value' global rule is unchecked, Web Suite includes only non-billable expenses in the contract amount, not the billable ones. To include billable expenses as part of the contract amount for a project, check this option. During billing, these values are locked so that each invoice has the correct 'billed toward contract' value.

Unchecked, billable expenses are considered in addition to the contract amount. You can also set this rule at the global level for all projects. The Total Amount Spent is calculated against the total contract amount including the expenses.

Total Amount Spent = [(Hours x Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount].

When the 'Lock at Contract Amount' rule is selected, Web Suite notifies you about meeting the contract amount if the billable service amount and billable expense amount have reached the contract amount.

- **MET Excludes Expense Tax**

Main Expense Tax is that tax which is applied to the expense amount on invoices. It takes into account the local taxes, namely, Tax 1/2/3 associated with the expense codes. However, if you want to exclude these local taxes from the MET for a particular project, select this option on the Project Details tab. You can also set this rule true in the Global Settings screen; in that case all the projects will exclude Tax 1/2/3 from the Main Expense Tax.

For new projects, the rule gets inherited from [Client](#) screen which in turn inherits it from Global Settings screen. Finally, whatever is selected in the Project screen gets triggered for computation purposes.

- **Show GST on Invoices**

You can choose to display the Goods and Services Tax (GST) on all invoices of the selected project.

- **Use Project Memo on Invoices**

If selected, it ensures that the Project memo details are displayed on the invoices.

- **Always Show in BR**

If this option is selected, then a particular project would always be displayed in the Billing Review Screen, as a recurring project even when there are no Time or Expense entries associated with the project.

- **TE Memo Required**

This rule requires all timekeepers to enter a memo for their time entries. It forces time entries made against the project to have a memo by making it a required field. This is usually required by government contractors for DCAA compliance.

- **EE Memo Required**

Select this rule if you want all timekeepers to enter memos for their expense entries. It forces expense entries made against the project to have a memo by making it a required field. This is usually required by government contractors for DCAA compliance.

- **Turn Off Project Control**

Select this option if you want to turn off the Project Control settings for a specific project. If you are implementing project control settings at a group level but do not want those project control settings to be implemented to a particular project, this rule can be used.

- **Show Account Summary on Invoices**

You can customize the invoice layout per project by showing or hiding the account summary. You can select this rule to show the account summary for this project.

- **Link Time Entry Attachments to Invoices**

Web Suite allows you to link automatically the time entry related PDF attachments to the invoices. It considers only the time entries that are associated with the invoices. If this rule is checked, then Web Suite links the attachments after processing the invoices via the Billing Review, Invoice Wizard or Manual Invoice screen. You can set this rule at the global level as well.

 This feature is available in the Web Suite Enterprise edition only.

- **Link Expense Log Attachments to Invoices**

Web Suite allows you to link automatically the expense receipts or related PDF attachments to the invoices. It considers only the expenses that are associated with the invoices. So, if your employee attached a lunch receipt to an expense entry, that receipt gets attached to the invoice automatically as soon as you process that invoice via the Billing Review, Invoice Wizard or Manual Invoice screen. You can set this rule at the global level as well.

Interest on Past Due Invoices

After. . .Days :

Enter the number of days after which interest is charged to delinquent payments. This is a grace period provided to late payments.

Charge. . .% Per Month:

Enter the interest rate or percentage charged per month to delinquent payments. The calculated late fees appear on statements when printed in the Invoice Review screen.

Taxes

Main Service Tax:

The tax applied to the labor amount on invoices. If you want to apply service tax to the invoices for this project, enter the tax amount here. The client's Main Service Tax will be brought forward if it exists. It can be removed or edited here at any time. The labels for these fields can be set in Custom Labels for Company screen. The labels get reflected here.

Main Expense Tax:

The tax applied to the expense amount on invoices. If you want to apply expense tax to the invoices for this project, enter the tax amount here. The client's Main Expense Tax will be brought forward if it exists. It can be removed or edited here at any time. The labels for these fields can be set in Custom Labels for Company screen. The labels get reflected here.

Custom Fields

Custom 5/6/7:

Custom fields hold up to 50 characters. These custom textboxes enable you to record additional information about the project and hence should communicate the content of the fields. The labels for these fields can be set in Custom Labels screen.

Message on Invoice

Enter the text for a standard message to print on all invoices for this project. The message prints just above the footer on the invoice.

You can also define standard invoice messages for all clients and projects on the [Company](#) screen, or for all projects of a client. If you define more than one message, Web Suite checks the Project profile, then the Client profile, and finally the Company profile. The

message first found in the sequence prints on the invoice. If none of the profiles has an invoice message, none will print.

Grouping

Default Group:

This is the primary group to which a project belongs. It is used when a project is a member of multiple groups. In such cases, Web Suite displays the project under the default group in the reports. By default, all projects are included in the All group.

Groups

This option allows you to quickly assign a project to an existing project group or view whether the selected project is a member of any existing group. It is enabled/disabled based on the security settings of the Group button. You can assign a project to a project group from here besides using the main Group button.

PROJECT—TEMPLATES TAB

Navigation *Lists, Project, Templates Tab*

Use this tab to select the desired template for the Standard/Joint/ Manual Invoices and Statements.

Custom Templates

Here you need to specify the templates for:

Standard Invoice/Joint Invoice/Statement/Manual Invoice:

By default, Web Suite uses the default invoice and statement templates assigned by contract type on [Global Setting Templates](#) screen. Thus, when you choose a contract type for a project, the invoice and statement type is also chosen.

To choose an alternative invoice format for a project, click  and select the desired invoice format from [Invoice Template](#) screen. After being selected, Web Suite automatically marks the check box on the left.



You can now assign an invoice template to projects on right clicking.

Web Suite includes more than 180 invoice templates. You can download additional invoice templates from the BQE website or add custom invoice templates created with Crystal Report.

PROJECT—SUMMARY TAB

Navigation *Lists, Project, Summary Tab*

Values shown on the Accounts tab automatically accumulate as you record time and expenses to projects, bill projects, and receive payments. Amount for all projects carried out for a client are summarized on the Client—Account tab. All fields are read-only.

Following are descriptions for each Project—Accounts tab fields:

Date Filters:

You can filter the project's account information by a period. You need to select the desired type of date filter from the drop-down list. The date filter defaults to *All Dates* but you can change it as needed. The options include All Dates, Today, This Month, Fiscal year, Year to Date, Last Week, etc. The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filters make it easy to compare the last year's project performance with this year's performance.

Show Cumulative Data:

When selected for a parent project with child projects below it in a hierarchy, Web Suite rolls up data from the child projects (phases, segments and sub-segments) into the account fields. By default, this check box is not selected.

Refresh:

This will re-calculate and then display values on the screen.

Print:

Displays a preview of the Project Account Summary for the current project. Print button provides you with various options: report selection, report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. You can view, print or email the report, save it to disk, or export it in various file formats.

	Cost	Billable	Billed	Un-Billed
Services	<p>It is calculated as the product of actual hours spent on a project and the cost rate of an employee working on it.</p> <p>Cost = A Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of an employee working on a project and billable hours spent on it, including taxes.</p> <p>(B-Hours x Bill Rate) x [1+ (Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total service amount billed against a project, including taxes and write-up/down.</p> <p>B Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)*</p>	<p>It is the total service amount that is yet to be billed against a project, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>
Extra Services	<p>It is calculated as the product of extra hours spent on a project and the cost rate of an employee working on it. The time entries are marked as Xtra in this case.</p> <p>Xtra Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of an employee working on a project and extra hours spent on it above and beyond the contract amount, including taxes.</p> <p>(Xtra Hours x Bill Rate) x [1+ (Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the total service amount that has been marked as extra and billed against a project, including taxes and write-up/down. Xtra Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount that is marked as extra and yet to be billed against a project, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>

Total Services	<p>The total cost of services for a project, including extra services.</p> <p>Total Labor Cost = (A Hours x Cost Rate) + (Xtra Hours x Cost Rate)</p>	<p>The total billable amount spent on a project.</p> <p>(B Hours x Bill Rate) + (Xtra Hours x Bill Rate)</p>	<p>It is the total service amount billed against a project, including extra services, taxes and write-up/down.</p>	<p>It is the total service amount that is yet to be billed against a project, including extra services and taxes.</p>
Expenses	<p>The cost of billable expenses incurred on a project, excluding markup and taxes.</p>	<p>It is calculated as the cost of billable expenses incurred on a project, including taxes and markup. (Units x Cost Rate) x [1 + (MU + Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the expense amount billed against a project, including item taxes and markup. [Cost Amount x (1 + MU)] x [1 + (Tax 1 + Tax 2 + Tax 3)]</p>	<p>It is the total expense amount that is yet to be billed against a project, including taxes and markup.</p>
Extra Expenses	<p>The cost of extra expenses incurred on a project. The expense entries are marked as Xtra in this case.</p>	<p>It is calculated as the cost of billable extra expenses incurred on a project above and beyond the contract amount, including taxes and markup. (Units x Xtra Cost Rate) x [1 + (MU + Tax 1 + Tax 2 + Tax 3/100)]</p>	<p>It is the expense amount that has been marked as extra and billed against a project, including item taxes and markup. [(Xtra Cost x Unit) (1 + MU)] x [1 + (Tax 1 + Tax 2 + Tax 3)]</p>	<p>It is the total expense amount that is marked as extra and yet to be billed against a project, including taxes and markup.</p>
Total Expenses	<p>Sum of billable expense cost and non-billable expense cost incurred on a project. It includes both billable expenses and expenses that are marked as extra.</p>	<p>Sum of both billable expenses as well as expenses that are marked as extra, including taxes and markup.</p>	<p>Total expenses billed against a project-both billable and extra expenses, including taxes and markup.</p>	<p>Total expenses that are yet to be billed against a project-both billable and extra expenses, including taxes and markup.</p>
Total Services	<p>The total cost of a project. It is the sum of Total</p>	<p>The total billable amount against a</p>	<p>The total amount billed against a</p>	<p>The total amount not yet billed</p>

+ Expenses	Services Cost and Total Expenses Cost.	project. The sum of Total Services Billable and Total Expenses Billable.	project. It is the sum of Total Services Billed and Total Expenses Billed.	against a project. It is the sum of Total Services Unbilled and Total Expenses Unbilled.
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Total Hours	Total B-Hours	Earned Value	Earned Value %
The total actual hours recorded to a project. Actual hours are recorded in the time entry screen along with the B (billable) Hours.	Total hours marked as B (billable) Hours.	The sum of Total Labor and Billable Expense amount. It gives the total value of earnings on a project for the billable services and expenses. It can be billed or yet to be billed.	It is based on the percentage of contract amount earned to date on a project compared to the total contract amount. It is calculated as Earned Value/Contract Amount x 100.
Project Retainer Paid	Project Retainer Used	Project Retainer Available	Client Retainer Available
Project retainer paid or received. It is the sum of all retainer payments entered in the Payment screen for a project.	Retainer used or applied for a project. It is the sum of all retainer payments used or applied on invoices in the Payment or Billing Review screen for a project.	This gives the retainer available for the selected project. It is the Project Retainer Paid - Project Retainer Used.	This gives the retainer available for the client of a selected project. It is the Client Retainer Paid - Client Retainer Used.
Total Spent	Amount Billed (Pre-tax)	Total Amount Billed	Total Amount Paid
This is the total amount spent on the project**. It is equal to the value of all entries (both billable and non-billable services and expenses) excluding markup on expenses.	The amount billed to the project before applying taxes on it. It is calculated as Total Amount Billed - Tax.	The total amount actually billed to a project or its phases (all invoices). This amount includes the tax applied to the billed amount.***	The total amount paid by the client, excluding retainers.****
Total Amount Owed			

Total outstanding balance for the project or phase. It is the Total Amount Billed - Total Amount Paid.

*Its value can increase due to services billed in the Billing Review screen that are not found in the time entry screen. For example, in case of [progress billing](#), there are pending time entries that can be released at a later date.

**For all non-extra services and non-extra expenses.

***Retainers are included because they are applied to the invoices when processed, which results in a reduced invoice amount and therefore a reduced Total Amount Billed.

****If you have applied a debit payment, that amount is subtracted from the total payments.

PROJECT—HISTORY TAB

Navigation *Lists, Project, History Tab*

Project history enables you to view the billing history for a project. The list of invoices and payments made against this project are displayed, enabling you to get a general overview of the transactions made for this project. In addition, the Purchase Order and Vendor Bills created for the selected project can be viewed here.

The following are descriptions of fields on the Project-History screen:

View:

On the History tab you can view historical information for [invoices](#), [purchase orders](#), [vendor bills](#) and [retainers](#). Choose the options from this drop-down list to specify the detail to be displayed.

Opening Balance:

This option allows you to specify an opening balance for an existing or older project in a faster and easier way. It provides an alternative to creating a historical manual invoice for an old project migrated from another system into Web Suite. You can enter the historical data in the Enter Opening Balance screen.

Invoices

Type:

Denotes whether the record is an invoice or the payment that is recorded.

Date:

The date when the invoice or the payment was made.

Invoice #:

For invoices, this column displays the invoice number.

Amount:

The amount the invoice was made for or the amount received as a payment.

Purchase Orders**PO Number:**

A unique number assigned to the purchase order.

Vendor ID:

ID of the vendor for whom the purchase order is created.

PO Date:

The Date or Time when the purchase order was created.

Status:

It can be Open, Closed, or Partially Received, depending on the number of items received against the Purchase Order.

Amount:

Amount charged to all the service and expense items of the purchase order.

Vendor Bills**Bill Number:**

A unique number assigned to the vendor bill.

Vendor ID:

ID of the Vendor to whom the vendor bill belongs.

Bill Date:

The date on which the Vendor Bill is created.

Bill Due Date:

The due date of the vendor bill.

Amount:

Total amount charged by the vendor for the services and products provided.

Status:

Displays the status of the vendor bill. It can be Not Billed, Partially Billed, Billed, or Billed and Paid.

Retainers**Type:**

The type of transaction—retainer billed to the client (Retainer) or retainer received (Payment).

Date:

Date when the retainer invoice was created/billed or retainer payment was received from the client.

Invoice:

This is the retainer invoice number.

Amount:

Displays both the retainer amount that has been billed to the client as well as retainer amount paid by the client (in parenthesis). You can see the outstanding balance at the bottom.

PROJECT—ASSIGN TAB

Navigation Lists, Project, Assign Tab

The Assign tab is visible here only when **Show Project Assign Tab** option is checked in the [User Preferences](#) screen.

The following are descriptions of fields on the Project-Assign screen:

You can select any option —Employee, Activity or Expense—to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project.

Key Fields

The fields at the top of the screen set the criteria for the data being entered or reviewed.

Project ID:

Select the project to which you want to apply the project control. A list of projects is displayed in the drop-down menu.

Project Name: (Read Only)

The project name is brought forward when a project ID is selected. This is a read-only field.

Assign:

Select any option—**Employee, Activity or Expense** to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project in the grid.



Web Suite allows you to specify classification in your project control settings. When assigning employees to the selected project, you can assign titles for each employee.

Reassign Employee:

Click to open the [Reassign](#) screen, which allows you to re-assign or replace the employees by new employees. Re-assignment of employees is done when some employees are not available for work and you want to assign their work to different employees.

Show only Assigned:

Select this check box to display only the items assigned to the project in the Project ID field.

Show only Unassigned:

Select the check box to display only the items unassigned to the employee in the Employee ID field.

Show Vendor:

Select this option if you want the available list of employees to include the vendors as well.

Show Active:

Select the option if you want to view only the active employees, activities or expenses in the grid, which are assigned to the selected project. Else, you can view active as well as inactive employees, activities or expenses in the grid. It is enabled only when **Show Only Assigned** option is checked.

Filters**From/To:**

Use these fields to narrow the list of displayed projects.

Group:

Make a selection from this drop-down list to display projects assigned to a specific group.

Assignment Grid

The fields that display in the grid are dependent upon your assignment selection.

Employee ID/Vendor ID:

The ID of the employee or a Vendor who is available for assignment.

Employee Name:

The name of the employee who is available for assignment.

Assign:

Select this check box to assign the selected item to a project. If you use the main check box at the top, it allows you to assign all the items in the grid to the projects.

Active:

Indicated a listed item's activity status.

Classifications:

Specify an employee's project title with this drop-down list.

Activity/Expense ID:

The ID of the activity/expense that is available for assignment.

Activity/Expense Description:

The description of the activity/expense that is available for assignment.

Billable:

Checked, it indicates the billable status of the activity/expense item. This status carries over to the [Billing Review](#) screen.

Control Billable:

Select this check box to make an activity or expense billable. This setting is automatically selected when you assign an activity or expense and is project specific.

Project Control Button Panel

Help:

Opens the Web Suite Help in Project Control section.

Print:

Opens the corresponding report that enables you to print, preview or cancel the report.

Options:**Copy To:**

Click to open the [Copy Project Control](#) screen where you can copy the project control settings of the specific project to other projects or the project group. Either, you can overwrite the settings of the project or project group, or include them in addition to the existing project control settings.

Budget:

Any budget settings of the selected project can be linked to a project control. The employees, activities, expenses for a particular project can be restricted to the employees, activities and expenses that are budgeted to that project. To create Project Control from a budget, the budget should be linked to the selected project in the Project screen. Click Budget button to assign budgeted items to the project selected in the Project ID field here.

Rows:

Specify the maximum number of rows to be displayed in the grid with this drop-down list.

Save:

Saves any changes being made.

Cancel:

Cancels the entry being made.

Refresh:

Refresh the information displayed on the screen.

Close:

Closes the screen and takes you to the Web Suite home page.

CREATE PROJECT PHASE

Navigation *Lists, Project, General Tab, Create Phase*

The Create Project Phase screen is accessible from the Project-General screen. The following are descriptions of fields on this screen:

Project ID:

Like the parent project, the ID of the project phase consists of a Code + Phase. **Code** is pre-filled with the main/parent project's code but can be changed here. The **Phase** can be entered here to identify the child project being created. It should be used when there are multiple phases to a project.

Phase Description:

Description of the phase of this project. Enter a short and meaningful description here.

Project Name:

The name of the Project Phase.

Percent of Total Project:

The percentage value of this phase as part of the whole project.

Contract Amount:

This is calculated directly based on the percentage of the phase in the project that you entered in the Percent field.

Service Amount:

This is the amount spent on the labor or service that contributes towards the contract amount. After entering the Contract Amount, this field gets filled by default with the entire contract amount. It accounts for the amount spent on the employee's service (B-Hours x Bill Rate). You can include or exclude expenses and taxes in this amount depending on how you bill. You can change this amount, the balance of which goes into the Expense Amount field.

Expense Amount:

This is the amount incurred on the expenses that contribute towards the contract amount. After entering the Service Amount, this field gets filled with the balance (Contract Amount - Service Amount), if any. It accounts for the billable expenses incurred by the employee (Cost Amount). You can include or exclude taxes in this amount depending on how you bill. You can change this amount, with adjustments made to the Service Amount automatically.

Contract Type:

Select the contract type for this phase of the project here, from the drop-down list. The contract type of the parent project is pre-selected but can be changed, if desired.

Recurring Bill Amount:

If the contract type selected is Recurring, Recurring with Cap or Recurring + Expense, this field is displayed. You can enter the recurring bill amount for the project phase here.

Fixed Fee:

This field displays when Cost + Fixed Fee is selected from the Contract Type drop-down list. If you are using the Cost + Fixed Fee [contract type](#), enter the Fixed Fee (that is, profit amount) in this field.

Create Project Phase Button Panel**Help:**

Opens the Web Suite Help in the Create Project Phase section.

Save:

Click to save information.

Close:

Click Close to close the screen.

PROJECT REPORTS

Navigation Lists, Project, Print OR Reports, Reports Center, Project

Web Suite provides numerous reports useful for project managers. You can run the desired reports on a daily, weekly or monthly basis. Which reports project managers prefer depend on their management style and the nature of projects.

Project managers might need reports for many reasons, including:

- Tracking the work-in-progress for an assigned project
- Determining whether projects are under or over-budget
- Comparing the budgeted amount to the actual amount spent on a project
- Tracing the qualitative information about a project's progress
- Reviewing time entries associated with a project
- Checking out expenses incurred on a project
- Determining the due dates of the assigned projects
- Analyzing billing details of a project
- Employees working on a project and their performance

You can access project reports from the Project and Report Center screens. If desired, you can apply relevant report filters to display selective information. See the [Report Management](#) for more details.

Project manager's day-to-day reports include:

- Budget Comparison
- Estimate Comparison
- Project Contract Spent
- Project Notes
- Project List – Over-Budget
- Project Time and Expense (summary, detail)
- Project Time and Expenses + Accounts Receivable
- Project Due Dates

Periodic analysis and performance reports include:

- Staff Billing Performance
- Project Investment Reconciliation (WIP Reconciliation Summary)
- Percentage Billed
- Project Manager Work-in-Hand
- Project Manager Billing Analysis
- Staff Utilization by Project
- Project Profitability

 In addition, you can create custom reports for your projects. You can also buy the BillQuick Report Book for detailed information about all reports. Contact Sales at (310) 602-4020.

How Do I

HOW DO I CREATE PROJECTS?

Web Suite provides several ways to create a new project profile, including several shortcuts that can reduce setup time. You can set up your project profile at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details.

Basic Setup

To create a new project profile:

1. Open Project screen from the Lists menu.
2. On the Project screen, click New to open the detail view where you can enter information for a new project.
3. The pointer is automatically placed in the Project Code field on the General tab. Enter the Code and Phase (*if you want to break down this project into phases and segments*), up to 65 characters long.



When you save the project, Web Suite automatically combines the Code and Phase into a single Project ID.

4. Move from field to field by pressing the Tab key or clicking on the desired field. Enter other required data, such as Name of the project (up to 50 characters).
5. Enter a Status for the project (usually Active for a new project).
6. Enter or select the Client to whom this project belongs. You can also create a new client on the fly by clicking on the Add New Client link.
7. Specify a Manager who is responsible for the project.
8. Select the Type of contract such as Hourly, Fixed, etc. It determines the processing rules and billing arrangement for the project.
9. Click Save.

Advanced Setup

To add additional information for the project:

1. On the General tab, select a Start Date for the project, if needed. It defaults to the current date.



Web Suite includes the start and due date on several reports, including Project Master File, Project Due Date and Project Master File by Project Status.

2. Enter the Address Details of the project. Else select the 'Use Client Address' option if you want to assign the client address to the project.



On saving the project information, Web Suite auto populates the address fields with the client address.

3. Optionally, enter any additional information in the Custom 1/2/3/4 fields (up to 50 characters each). Additional custom fields are available on the Details tab. You can [customize these fields](#) in the Custom Labels screen.
4. Enter unlimited text and notes in the Memo.
5. On the Details tab, choose a Default Group for the project. This can be specified in addition to any other group you choose.



This is useful for reports like Budget Comparison. If there is a budget for project PV, which is a member of both group A and B but its default group is A, then PV will be listed against A.

6. You can also assign the project to one or more existing Groups by clicking . Else, create a new project group by clicking Group on the button panel.
7. On the Assign tab (*visible only if specified in the Preferences screen*), you can assign specific activities, expenses and employees to your project.
8. Click Attachments to attach any file or document to the project record. For example, you might want to scan and attach contract documents for reference.

To set up billing information for the project:

1. On the General tab, enter a Contract Amount (required for the fixed-type of projects). This amount can be broken into a Service Amount and Expense Amount portion. *Entering values in two fields calculates the third.*



By default, Web Suite assumes billable expenses are **not** part of the contract. If these are to be included in the contract, mark 'Expense Part of Contract' rule on the Details tab.

2. In the Fixed Fee field, enter a percentage for Cost + Percentage contract. For Cost + Fixed Fee contract, enter a fixed fee amount. **This field is visible only if you select a Cost Plus contract type.**
3. If relevant, enter a Project Settlement percentage. Web Suite re-calculates the Contract Amount based on the percentage entered here.
4. Enter the % Complete value for the project. *Usually, the project manager manually updates this percentage.* When you do percent complete billing (for any contract type), this value carries to the Billing Review screen (and vice versa). Web Suite uses it to compute the bill amount and earned value.
5. Now move to the Billing tab.
6. Click Auto Bill to define an automatic billing schedule for the project. Web Suite saves the settings and generates invoices accordingly.
7. Select a Payment Term for the project invoices.



A blank payment term means the invoice is due upon receipt. The payment term for a project overrides the default term set for the client. See [Payment Terms](#) for more information.

8. Select a local Currency for the project. You can maintain currency conversion rates on the [Currency Manager](#) screen. The currency selected for a project overrides the default currency set at the client level.
9. Enter the Recurring Bill Amount and Frequency for recurring-type contracts. It triggers a reminder whenever it is time to bill the client.



Frequency of billing for a project starts from the date of the invoice.

10. Enter the Retainage percentage that a client will hold back while making payments on invoices. The client pays this amount after the verification of work done or completion of entire project.
11. Specify a Maximum [Retainage](#) Amount allowed by your company on the project. Billed amounts above the maximum retainage are due from the client.
12. Next, select and assign a service fee schedule, expense fee schedule, estimate or budget to the project.
13. Select an additional Delayed SFS if you want to use different bill rates while pre-selling services. Based on a Trigger Type and Trigger Value, Web Suite applies the delayed SFS rates instead of the scheduled rates.
14. If relevant, enter a Code in the Misc section. Architects and engineers who work with federal agencies can use this as a reference for Forms SF 254 and SF 255.
15. Select a Contact for the project or create a new one by clicking . You can bill this contact instead of the client contact.
16. Select 'Send Invoices to Contacts' option if you want Web Suite to send invoices to the project contact instead of the client contact. This rule also applies when emailing invoices.
17. Enter a Retainer amount if you want the client to pay some amount in advance. Click print to print a [retainer invoice](#).
18. Select 'Use Custom Invoice Number' option to customize the project's invoice number format. You can use it in exceptional cases, when you want to replace the default format defined in the Global Settings screen.
19. Enter the static text for the Prefix and Suffix of the invoice number. In the Last Invoice No. field, enter a variable (or static text and a variable). For example, the prefix might be the name of a project type (Tax) while the suffix is the year (2013) the project started. With a digit variable beginning with 1000, the next invoice number would be Tax 10012013. *#1 - { } are not accepted in these field.*



You can specify an alternative invoice template for the project instead of the default template. See [Changing Project Invoice Templates](#) for more information.

20. Select 'Send as Joint Invoices' option to bill the marked projects belonging to the same client on a consolidated joint invoice.



To consolidate all project bills for a client into a joint invoice automatically, Select 'Default to Joint Invoice' on the Client-Billing screen.

21. Select 'Email Invoices' to automatically email a PDF of project invoice to the client.
22. Move to the Details tab. Enter the number of days or grace period after which Web Suite will charge an interest per month on past due invoices.
23. Enter the Main Service Tax and Main Expense Tax rates to apply on the labor and expense totals on invoices. *Web Suite applies the rates from the Client or Company screen, unless specified here.*

24. Enter a 'Message on Invoice' to print on all invoices for this project.

 You can also define standard invoice messages at the Company and Client level. Web Suite checks for a message in the following order: Project, Client and then Company. If none has an invoice message, none will print.

 You can see a summary activity and account information of an existing project on the Account and History tabs. See [Project Information](#) for more information.

To create a phase for the project:

On the Details tab, enter required data to set the current project as a phase of another project. See [Creating Project Phases and Segments](#) for more information.

To set up project rules:

1. On the Details tab, click Rules to display a panel.
2. Check the relevant rules to apply to the selected project. These rules affect the management and billing of the project. See [Project Settings](#) in for more information.
3. When you have finished, click Save and then Return.

HOW DO I CLONE PROJECT RECORDS?

At times, you might have to create similar project profiles or offer similar services to multiple clients. Web Suite's Project Clone feature includes the ability to clone a project record for one or many clients. Later, you can fine-tune or edit each cloned project with unique data.

Cloning is helpful when you want to maintain separate project record for each fiscal year you work for a client. For example, an accounting firm delivers tax preparation services to hundreds, perhaps thousands, of clients every year. Setting up tax preparation projects for even 50 clients is a major chore, hundreds could take *days* to complete. Using a 'clone template' to create projects can save a lot of time and effort. For the accounting firm, this means you can clone the '1040-2014' project to all tax preparation clients!

 Project Clone allows you to clone the associated Project Control settings as well.

To clone a project record:

1. Open Project screen from the Lists menu.
2. Select an existing project from the grid list that you want to clone or create a new project clone template from scratch (as explained above).

 Make sure the fields contain only the data you want to duplicate among cloned projects. For required fields with no common data, type a few placeholder characters.

3. Now, click Clone to open the Project Clone screen.
4. In the Clone From field, select the ID of the desired project to clone (source project).
5. To clone the selected project, enter a Code and, *optionally*, a Phase for the new project.
6. In case of phased project, you can choose to clone all the phases as well.



When cloning a project and its phases, Web Suite retains the phase ID of the cloned phase.

7. Enter up to 50 characters for the project's name or Description.
8. Select the 'Skip Copying Memos' option if you do not want to clone the project memo to all the newly created projects.
9. Click Save and then Return to complete the cloning process.

Back on the Project screen, the newly cloned project displays. You can modify the data for individual project record.

HOW DO I AUTOMATICALLY ADD PROJECTS?

You can automatically create a project for a client right from the Client screen. Follow the steps below to do so:

1. Open Client screen from the Lists menu.
2. [Create a new client](#) or select any existing client from the grid list.
3. On the General tab, select the 'Auto Add New Project' option. Enter the Code and Phase for the new project.
4. Optionally, select any existing project in the 'Copy From' list. The Code of the project will be auto-generated based on the Client ID.
5. Web Suite uses the Client Manager as the Project Manager for the new project. If you have not provided a Client Manager, then it prompts you for this information.
6. When you have finished, click Save and then Return.

HOW DO I CREATE PROJECT PHASES AND SEGMENTS?

A parent project can be broken down into child projects called phases. Phases can be further broken down into segments and segments into sub-segments. Each of these has a complete project profile including an optional budget, fee schedule and other elements. You can view the hierarchy on the Project screen grid.

There are three ways to create a phase:

- [Using the Create Phase option](#)
- [Linking child to parent project](#)
- [Cloning projects](#)

Using the Create Phase Option

To clone a phase from a project record:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project. This will be the parent project for the new phase.
3. On the General tab, click Create Phase. The Project Phase screen opens.
4. Enter the phase details: Phase, Description, Name, Contract Amount and Contract Type. Optionally, you can allocate a percentage of contract amount to it from the parent project.
5. Click Save and then Close.
6. To create a segment of this phase, select the project phase from the grid list and repeat the above steps.



When creating a segment for a project phase, Web Suite uses the Project ID of the phase as the Code. It adds the Phase to it to create a Project ID for the new segment. For example, if an existing phase is 09-PV Country Club:2 and you are creating a segment for it, Web Suite will pre-fill its Code as 09-PV Country Club-2 and attach a Phase name (specified by you) to it separated by a colon.

7. When you have finished, click Save and then Close.

Linking Child Project to Parent Project

You can link a new child project to a parent project. To create and then link a project (phase, segment or sub-segment) to its parent record:

1. Open Project screen from the Lists menu.
2. Create a new project.
3. Move to the Details tab. In the Phase Information section, select the 'Set this Project as a Phase of' option and then select a parent project from the list.
4. Enter the '% of Total Project' contract amount of the parent project to distribute to the phase (child project below in the hierarchy). For example, if the contract amount of a main/parent project is \$100,000 and you specify 25% here, then Web Suite assigns \$25,000 to the phase.
5. Optionally, enter an appropriate Phase Description and click Save.
6. To create its segment, select this project phase as a parent project (at step 3) and repeat the above process.
7. When you have finished, click Save and then Return.

Cloning Project Hierarchy

To clone an entire project hierarchy from a parent/main project to the sub-segment at the lowest level:

1. Click Lists on the navigation bar and select the Project tab.
2. Select your parent project from the list and click Clone to open the Project Clone screen.

3. In the Clone From field, select the parent project whose entire hierarchy you want to clone.
4. In the New Project section, enter the new project Code and Description.
5. Check the 'Also Clone Project Phases' option.



When cloning a project and its phases, Web Suite retains the phase ID of the cloned phase.

6. When you have finished, click Save and then Return.

HOW DO I DELETE PROJECTS?

Use the following procedures to delete projects:



You can delete a project but its status must be 'Active' to appear in the lists. To delete a project:



To safeguard your assets, make a backup of your company database before deleting a project.

1. Open Project screen from the Lists menu.
2. Scroll the grid list and find the project you want to delete. In addition, note the client associated with this project.
3. Click  and then confirm your decision to delete it.
4. When you have finished, click Close.

If some data is associated with the project, you must first delete that (time entries, expense entries, invoices and payments). The best plan of action is:

1. For the project that you want to delete, determine what you have recorded against it by reviewing the Project-Accounts screen. (*Note the values pointing to time, expenses, invoices and payments*)



'Services x Billable' shows there are time entries on file. 'Expenses x Billable' shows there are expense entries. 'Total Amount Billed' shows there is invoice activity and 'Total Amount Paid' shows there are payments.

2. Open Payments screen from the Billing menu.
3. Select View By: Project and then choose a project.
4. Next, move to the Previous Payments field and select the previous payment. The corresponding invoice and payment details display in the grid.
5. Click Delete. Web Suite confirms that the deletion was successful.
6. When you have finished, click Close.
7. Next, open the Invoice Review screen.
8. In the filters section at the top, select the relevant project. Click Refresh to display the invoices.

9. Select all the displayed invoices by selecting the box on the top left.
10. Next, click Action and choose Reverse. Confirm this action. (*If you missed deleting any associated payments, Web Suite displays a message.*)
11. When you have finished, click Close and move on.
12. Now click Time-Expense on the navigation bar and select the Sheet View tab.
13. Select View By: Project and then choose the project.

14. Next, move to the Period field and select 'All'. Click Refresh to display all time entries for the project.
15. Select the box on the top left of the grid to select all time entries and then click  to delete them.
16. When you have finished, click Close.
17. Next, open the Expense Log screen.
18. Repeat these steps to delete expense entries for the project. If there are no expenses for the project, continue to the next step.
19. Click Lists on the navigation bar and select the Project tab.
20. Select the project you want to delete and click  on the grid. Confirm your decision.

-  Be sure about the project record that you want to delete. If you delete any data by mistake, you **cannot** recover it.
21. When you have finished, click Close.

Activity Codes

ACTIVITY OVERVIEW

Navigation Lists, Activity Tab

The Activity screen enables you to create and maintain a standard list of activities or tasks for your company. Activity codes are time-based billable or non-billable actions performed by timekeepers. The activities will be selected when time entries are made. Although an unlimited number of activities can be created, we recommend that you keep the list as short as possible to ease the time entry task. Most companies have their own ways of describing tasks performed for projects. For this reason we suggest that, you take some time to personalize the activity codes. Depending on your preferences, activities can be referred to as "service items", "service codes", "tasks" or "jobs". You can customize the lexicon using the [Custom Labels](#) screen.

In addition to creating a list of your staff's activities, you can also assign default properties for each of them. When creating time records, the default information is brought forward to the time record, but can be edited when the time record is made.

If the default properties of the activities are altered, existing time entries are not modified in any way. Use the <TAB> key to navigate from field to field. The screen has a data entry section and a grid. The grid lists down all the activity records. Further, you can sort the grid list by any of the columns and rearrange the column layout. For example, to view the list by Code (ascending or descending), click the column header.

The ways in which you can create activity codes include:

- [Creating Activity Codes](#)

- [Creating Two-Level Activity Codes](#)

Reference

ACTIVITY - LIST

Navigation *Lists, Activity Tab*

On the navigation bar, click **Lists**, choose the Activity tab to open the screen where you can view all the existing activity records in the grid. The grid is a series of rows and columns. Each row is a separate activity item. Click the column headings to sort the columns in the grid. You can edit/delete the existing activity item. Entries displayed on the grid cannot be edited in the grid but rather in the Activity screen. In addition, you can create a new activity via this screen. The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the activity codes existing in your Web Suite database.

Grid

Each row is a separate activity record. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Activity](#) screen. Click a listed ID to edit the details of the selected activity item. Click  against the activity record you want to delete.



Grid details are carried from [Activity](#) screen.

ID:

Each activity item has a unique id. It is a key field formed by the combination of Code and Sub fields. Click an activity's ID to opens the [Activity](#) screen where you can edit the details of an existing activity item.

Description:

It describes the type of activity.

Billable:

The Billable status identifies the activity as either billable (Yes) or non-billable (No).

Cost Rate:

The default cost rate for the activity.

Bill Rate:

The default bill rate for the activity, charged to the client.

Delete :

Click  to delete a listed activity code.

Activity List Button Panel

Search Activity :

Helps you search for a specific activity in a quick, robust way. To refine your search, use any of the listed parameters in the read only grid, like ID, Description. Click the column

headings to search based on the selected column. Enter the keyword for the search in the text box and then click  to display the results in the read only grid.

Help:

Opens the Web Suite Help in the Activity List section.

Print:

Opens the Activity report that you can preview and print.

Options:**Activity Change:**

Click to open the [Activity Batch Change](#) screen where you can make batch changes to the selected activities.

Group:

Opens the [Activity Groups](#) screen where you can edit existing groups or create new ones.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to hundred activity items in the grid. Web Suite memorizes this setting for the user.

Show Active:

Select the check box, if you want to view the activity codes with active status only in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Activity](#) screen where you can create a new activity record.

Close:

Closes the screen and takes you to the home page of Web Suite.



Grid page numbers are displayed below the grid. These page numbers depend on the number selected in the Rows field above.

ACTIVITY

Navigation Lists, Activity Tab

The following information describes the fields available on the Activity screen.

Code: (required)

Activity IDs consist of two parts: a main code and a sub code. The two fields are combined with a colon in between to create the Activity ID. The resulting Activity ID must be unique and the field size is 31 characters. When planning your activity ID structure, keep in mind the ease of recall, what the ID should communicate, and other factors. For example, GEN: MKT refers to general marketing and sales activities.

The field size for the main code is 15 characters. The main activity code can specify a department. If you are an Architect, you might employ both architects and draftsmen. If

both the architects and draftsmen work with AutoCAD, create an activity code for each: ARCH: CAD and DRAFT: CAD. Where ARCH and DRAFT are the main codes and CAD is the sub code. The main code can also specify a generalized task.

Sub:

Activity IDs consist of two parts: a main code and a sub code. The sub-code field size is 15 characters. The two fields are combined with a colon in-between to create the Activity ID. The resulting Activity ID must be unique and the field size is 31 characters. E.g., if you are a Computer Consultant, you might install both NT and Novell servers. Create activity codes for each: SERV: NT and SERV: NV, where SERV is the main code and NT and NV are the sub codes.

Description: (required)

You can define the activity in detail by providing a suitable text description for it. The field size cannot exceed 50 characters. The Activity Description is brought forward in the time entry when time entries are made and can be recorded with the time entry as is or can be modified for the time entry when entered. The description on the time entry is then displayed on invoices and reports reflecting the meaning of activity code.

Default Group:

Activity codes can be assigned to multiple groups. Specify the codes default group in this field.

Income Account:

With each Activity Code an Income Account can be associated which is specified in this field and can be selected from the drop-down. Income Accounts are created in the [Chart of Accounts](#) screen.

Expense Account:

With each Activity Code an Expense Account can be associated which is specified in this field and can be selected from the drop-down. Expense Accounts are created in the [Chart of Accounts](#) screen.

Cost Rate:

The default cost rate for the activity. If you determine a time entry's cost rate based on the activity performed, enter the Cost Rate here. Activity rates are overridden by the rates in a [Service Fee Schedule](#) when computing an activity's cost and the billing amount to charge the client.

Bill Rate:

The default bill rate for the activity. If you determine a time entry's bill rate based on the activity performed, enter the Bill Rate here. Activity rates are overridden by the rates in a Service Fee Schedule when computing an activity's cost and the billing amount to charge the client.

Overtime Bill Rate:

The overtime bill rate for the activity. This is the rate that is used when a time entry is marked as overtime work. When the *Rates from Activity table* rule is selected in the [Project](#) screen, the rates used for overtime activity are taken from this field.

Minimum Hours:

Minimum hours for an activity to be performed. This value will automatically be brought forward as the billable hours in the time entry screens. This feature is useful if you bill day rates. For example, if you bill \$600 per day for certain activity and the bill rate is \$100, you will want the activity's minimum hours to be 6.

Class:

Classes are transaction entities that allow you to track items, view statements and reports for that entity. You can select a class here for an activity item, to be used for time entry. You can assign a class created in BillQuick or transferred from QuickBooks (to BillQuick desktop).

Custom 1/ 2/3/4/5/6:

Custom fields holding up to 50 characters each describing service uniquely. These custom textboxes enable you to record additional information regarding the service. The caption of Custom 1/2/3/4/5/6 labels can be changed in Custom Labels.



appears near Custom fields 1/2/3/4/5/6 if you have chosen Date data type for them. Click this icon to display the drop-down calendar where you can select the desired date.

Tax 1/2/3:

Up to three taxes can be assigned per activity in addition to Main Service Tax applied to invoiced time tasks. These taxes are assigned to each time entry when recorded. They are summed and used to compute the bill amount of the time entry. For example, if Activity GEN: TECH has a Tax 1 value of 5% and a Tax 2 value of 10%, when a time entry is made for GEN: TECH, 15% will be added to (Hours x Bill Rate). The Tax 1, Tax 2 and Tax 3 labels can be modified in [Custom Labels](#) screen.

If taxes are charged one on top of another or if only one tax is charged to the entire service amount, you should use the Main Service Tax of the Project screen. If the tax authority in your area imposes taxes only on invoiced project labor, set the Main Service Tax (MST) in the [Project](#) screen. If all projects for a client are taxed, set the MST in the [Client](#) screen. If the tax authority charges one tax on top of another, use both the tax fields here for activity items as well as the client or project MST field.

Billable:

The Billable check box identifies the activity as either billable or non-billable. Select this check box for all activities that are considered billable to the client regardless of whether you bill fixed contract amounts or on an hourly basis. Overhead activities should be non-billable. Non-billable items are displayed in **red**. When an activity is selected in the time entry screen, its billable status is brought with it but can be modified as well.

Inactive:

Select the check box for the activity codes that you do not want to appear in the Activity drop-down lists throughout Web Suite.

Memo:

With each activity code, an unlimited length memo can be recorded. Click Time or Date

Stamp  to add current system date and time to your memo.

Activity Button Panel

Help:

Opens the Web Suite Help in the Activity section.

Print:

Opens the Reports Viewer, where you can View, Print or Export the Report.

Attachments:

Click to attach a file with the activity code.

Save:

Saves information as entered on the Activity screen.

New:

Enables you to enter a new activity record into Web Suite. It displays the data entry fields above. Click the Code or Sub field where you must type the Activity ID. You can then use <TAB> key through the remainder of the screen to enter additional information.

Return:

Closes the Web Suite Activity screen and takes you to the [Activity List](#) screen. It is important that you close the screen using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can affect the server performance.

ACTIVITY GROUPS

Navigation Lists, Activity Tab, Options, Group

Activities can be grouped by one or more common attributes, which can be recorded in the profile or be external to the system. An activity can be a member of one or multiple groups. Groups can be a very effective device for managing your business and enhancing Web Suite. The Group button in [Activity](#) screen will bring up the Activity Group screen. Here you can create new groups or edit existing groups. Activities can be grouped in any manner. If you have many activities, this tool can greatly simplify reporting, creation of budgets and fee schedules.

The following are descriptions for each field on the Activity Groups screen:

Activity Group:

ID of the activity group. Click  to select one from the drop-down list.

Name:

Name of the activity group, allowing you to give a more detailed description of the Activity Group.

Available/Assigned Items:

Available activities are in the left list box, and selected or included activities are in the right one. Arrowhead buttons between the lists move selected activities back and forth.

 Web Suite automatically creates a group "ALL" which includes all the activity codes that are in the list, and is automatically updated when any activity is deleted or added.

Activity Groups Button Panel

Help:

Opens the Web Suite Help in Activity Groups section.

Print:

To print activity groups report, click Print. Print button opens the report preview window. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report.

Options:**Inactive:**

Select this option, to make the selected group as inactive. Inactive groups will not appear in the time and expense entry screens, nor will they be figuring in [Project Control](#) and [Employee Control](#) screens.

Include All:

Selecting this option includes all the activities in this group. In addition, if this is selected, any new activities that are added to the database automatically are added to the selected group.

Show Active Activity Only:

Select this option to view only those activities having the Active status.

Delete:

You can delete an entire activity group by selecting the activity group ID and then clicking Delete.

Save:

After you have completed entering or modifying Activity Groups click Save to save the information.

New:

Click to open the [New Activity Group](#) screen wherein you can add a new Activity group to Web Suite.

Return

Closes the Activity Group screen. Remember to click **Save** before closing the screen.

ACTIVITY CHANGE

Navigation *Lists, Activity, Options, Activity Change*

The Activity Change feature enables you to modify multiple activity records simultaneously. The assigned values are only applied to the selected activity codes.

 To apply your field selections or entries during the batch update, the field's check box must be selected prior to saving your changes.

Change Activities

Cost Rate:

Enter a new Cost Rate to replace the current cost rate for the selected activity codes.

Bill Rate:

Enter a new Bill Rate to replace the current bill rate for the selected activity codes.

Tax 1/2/3:

Enter a new tax rates to replace the current tax rates for the selected activity codes.

Inactive = True:

Select these check boxes to change the Inactive status of the selected activity codes.

Income Account:

Select an income account from the drop-down list to apply to the selected activity codes.

Expense Account:

Select an expense account from the drop-down list to apply to the selected activity codes.

Minimum Hours:

Enter a new value to be used as the minimum hours for the selected activity codes.

Description:

Enter a new description to replace the current description of the selected activity.

Class:

Class associated with the activity.

Billable = True:

Select these check boxes to update the billable status of the selected activity codes.

Activity Change Button Panel

Help:

Opens the Web Suite Help in the Activity Change section.

Save:

Applies the changes to the selected activity records.

Return:

Cancel the change entered and closes the screen.

How Do I

HOW DO I CREATE ACTIVITY CODES?

Activity codes are required to record time entries for a project and this information flows to the invoices and reports. You can create and maintain a list of standard activities or tasks on the Activity screen.

You can set up your activity code at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details. Please read the desired sections.

Basic Setup

To create activity codes:

1. Open Activity screen from the Lists menu.
2. On the Activity screen, click New to open the detail view where you can enter information for a new activity code. Web Suite automatically positions the pointer in the Code field.
3. Type the desired Code (and optionally, a Sub code). The resulting Activity ID must be unique, allowing a maximum of 15 characters each.
4. Press the Tab key or click to move to the Description field. Enter a descriptive name for the activity (up to 100 characters).
5. Make sure each billable activity is marked as 'Billable'. Billable status carries to the time entries.
6. Enter the default hourly Cost Rate and Bill Rate of the activity item. Web Suite applies these rates to the time entries *only* when you turn on this option in the Project-Details screen.
7. Click Save.

Advanced Setup

To add additional information:

1. In addition to the regular rates, specify the Overtime Bill Rate to charge for overtime hours worked on this activity. If you do not define a rate here, Web Suite uses the default bill rate or special bill rate applicable to the task.
2. Enter Minimum Hours for an activity. When recording a time entry, the Billing Hours (B-Hours) default to the minimum hours set for the activity here.
3. Choose a Default Group for the activity. This can be specified in addition to any other group you choose.



This is useful for reports like Budget Comparison. If there is a budget for an activity, which is a member of both group A and B but its default group is A, then it will be listed against A on the reports.

4. Select the desired Income Account and Expense Account from the list for the activity item. Web Suite displays the accounts only if they are available in the Chart of Accounts screen.
5. Use the custom fields to record any specific information about the activity (up to 50 characters). You can [customize these fields](#) in the Custom Labels screen.

 The Custom Fields 1/2/34/5/6 will pre-fill the time entry custom fields and inherit the same data type.

6. You can set up to three item taxes for the activity—Tax 1/2/3. Web Suite sums the rates (percentages) before applying them to individual activities. Web Suite applies item taxes in addition to any Main Service Tax on invoiced activities.
7. Enter unlimited text or notes for the activity in the [Memo](#). This becomes the default memo of the time entry created using this activity.
8. Click Attachments to attach a file or document to the activity record.
9. When you have finished, click Save and then Return to close the screen.

 Web Suite automatically adds GEN:HOL, GEN:SICK, GEN:VAC and GEN:COMP to the Activity table. You can customize the activity codes for these special items in the Global Settings screen.

HOW DO I CREATE TWO-LEVEL ACTIVITY CODES?

Consider a scenario where an architectural firm wants to track a category of activity as well as the activity or task. For example, if activity category is 'Architecture', the activities under it could be 'Schematic Design' and 'Design Development'. At times, 'Schematic Design' could be the category and 'Drawing' and 'Correspondence' could be its tasks.

Web Suite easily handles such situations with two-level activity codes (and expense codes). Web Suite represents a two-level activity code by two fields: Code and Sub-code.

The Code field (also called the main code) along with Sub-code can be up to 30 characters long (15 characters each). Between the main and sub code, Web Suite automatically inserts a colon (:) as a separator.

For the Code, you might use 'AR', 'Arch' or 'Architecture' as a category. Then for the Sub-code, you might use 'SD', 'SchDes' or 'Schem Design' for the Architecture category. However, if your team thinks of their work differently, you can use 'Schematic Design' as a category (Code), and then define 'Drawing', 'Correspondence' and other items as tasks (Sub-codes).

Expense Codes

EXPENSE OVERVIEW

Navigation Lists, Expense Tab

The Expense screen allows you to create and maintain a standard list of expenses for your company. Expense codes are billable and non-billable expenses charged against projects, such as materials, travel, mileage, copies, subcontractor services, and other items. They can be reimbursable from clients or absorbed by the company as part of a project contract. Additionally, if your business is largely service-based but you also sell products to your clients, (such as a printing business that sells paper or a hair salon that sells shampoo), you can create an Expense item of the 'Product' category to track these products. Web Suite

supports any number of expenses you require for proper billing and effective management reporting.

The expense codes along with the default properties will be available when you log expenses in the [expense entry](#) screen. In addition to creating a list of your staff's expenses, in this screen you will assign default properties for each of them. When logging expense records, the default information is brought forward to the expense record, but can be edited when the expense is logged.

Reference

EXPENSE - LIST

Navigation *Lists, Expense Tab*

On the navigation bar, click **Lists**, choose Expense tab opens the screen wherein you can view all the existing expense records in the grid. The grid is a series of rows and columns. Each row is a separate expense item. Clicking on any column-heading sorts the columns in the grid. You can edit or delete the existing expense item. Entries displayed on the grid cannot be edited in the grid but rather in the Expense screen. In addition, you can create a new activity via this screen. The number of records displayed in the grid will depend on the selection made in the **Rows** list box. You can also search for the expense codes existing in your Web Suite database.

Data Grid

Each row is a separate expense record. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Expense](#) screen. Click a listed ID to edit the details of the selected expense item. Click  against the expense record you want to delete.



Grid details are carried from [Expense](#) screen.

ID:

Click a listed ID to open the [Expense](#) screen and edit the details of an existing expense item.

Expense IDs consist of a Code + colon + Sub-Code. The Code (also called the main code) is 15 characters in length. Web Suite also supports up to 15 characters for the Sub-Code. Between the main and sub-code, Web Suite automatically inserts a colon (:) as a separator. The total field size should not exceed 31 characters. The resulting Expense ID must be unique.



Code is the only required field and Web Suite automatically inserts a colon whether a Sub-Code is used or not. However, when you are entering expense codes manually (rather than selecting from the available drop-down list), the colon must be entered manually.

The main-code can specify a department. If you are an architect's office, you might employ both architects and draftsmen. If both the architects and draftsmen produce blueprints, you can create an expense code for each: ARCH:BPRINT and DRAFT:BPRINT, where ARCH and DRAFT are the main codes and BPRINT is the sub-code. The main-code can specify a

generalized expense. When planning your expense ID structure, keep in mind ease of recall, what the ID should communicate and other factors.

 You can also create IDs with mixed case.

Description:

The expense description; field size should not exceed 50 characters. This description is brought forward to the [expense entry](#) screen when expenses are logged. It can be kept as it is or modified. The description in the expense entry screen is then displayed on invoices and reports. The most efficient way to use Web Suite is to enter such descriptions up-front, which you want to show on both invoices and reports. That way the description will be carried through all the way to the invoice and editing will not be required when logging expenses.

Cost:

The default cost rate for the expense code. This should represent the per unit cost, excluding any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost.

Decimal values are displayed based on the settings specified in Global Settings. For example, if you specify 2 as the number of digits after decimal (for rate) and then assign a cost rate of 23.677 for mileage, then the value that will be displayed in the grid here will be 23.68. However, placing your pointer in the field will reveal the true cost entered. If you specify 10 as the number of digits after a decimal and then assign a cost rate of 23.6778899 for mileage, then it will display the same 23.6778899 in the grid.

The rate entered here will be brought forward when logging expenses except when an [Expense Fee Schedule](#) is assigned to the project.

MU %:

The markup determines the percentage by which Web Suite will increase the cost of the expense to determine the cost amount. If the markup percentage varies, you can leave this field blank and enter it when you log expenses in the [expense entry](#) screen. You can also enter fixed dollar values by prefixing the value with the dollar symbol. Web Suite instantly calculates the percentage value and displays the same here. For example, if user enters:

Cost= 10
Units= 1
Markup= 10
Then, markup will be taken as 10% and
Amount= \$11
OR
Cost= 10
Units= 1
Markup= \$10
Then, markup will be calculated as 100% of cost value and displayed as
Markup = 100
Amount= \$20

 Web Suite allows you to enter negative markup.

Billable:

The Billable status identifies the expense as either billable (Yes) or non-billable (No).

Delete  :

Click  to delete a record.

Expense List Button Panel**Search Expense  :**

Helps you to search for a specific expense in a quick, robust way. To refine your search, use any of the listed parameters in the read only grid, like ID, Description. Click the column headings to search based on the selected column. Enter the keyword for the search in the text box and then click  to display the results in the grid.

Help:

Opens the Web Suite Help in the Expense List section.

Print:

Opens the Expense list report that you can preview and print.

Options:**Expense Change:**

Select this option to make batch changes to the expense entries.

Group:

Opens the Expense Groups screen where you can edit existing groups or create new ones.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to hundred expense items in the grid. Web Suite memorizes this setting for the user.

Show Active:

Select the check box if you want to view the expense codes with only active status in the grid. Web Suite memorizes this setting for the user.

New:

Click opens the [Expense](#) screen where you can create a new expense record.



Grid page numbers are displayed below. These page numbers depend on the number selected in the Rows field above.

EXPENSE

Navigation *Lists, Expense Tab*

The Expense screen enables you to create and maintain a standard list of expenses for your company. Expense codes can be billable or non-billable expenses charged against projects, such as materials, travel, mileage, copies, subcontractor services, and other items. They can be reimbursable from the clients or absorbed by the company as part of a project contract. Web Suite supports any number of expenses you require for proper billing and effective management reporting.

The expense codes along with the default properties will be available when you log expenses in the [Expense Log](#) screen. In addition to creating a list of your staff's expenses, you can also assign default properties for each of them. When logging expense records, the default information is brought forward to the expense log, but can be edited when the expense is logged. If the default properties of the expense codes are altered, existing expense entries are not modified in any way.

Data Entry Fields

Code: (required)

Expense IDs consist of two parts: a main code and a sub code. The two fields are combined with a colon in-between to create the Expense ID. The resulting Expense ID must be unique and the field size is 31 characters. When planning your expense ID structure, keep in mind the ease of recall, what the ID should communicate is its meaning, and other factors. For example, GEN: MKT refers to general marketing and sales expenses.

The field size for the main code is 15 characters. The main code can specify a department. If you are an Architect's office, you might employ both architects and draftsmen. If both the architects and draftsmen produce blueprints, create an expense code for each: ARCH: PRINT and DRAFT: PRINT. Where ARCH and DRAFT are the main codes and BPRINT is the sub code. The main code can specify a generalized expense.

Sub:

Expense IDs consist of two parts: a main code and a sub code. The sub-code field size is 15 characters. The two fields are combined with a colon in-between to create the Expense ID. The resulting Expense ID must be unique and the field size is 31 characters. For example, If you are a Computer Consultant you might resell both NT and Novell servers. Create expense codes for each: SERV: NT and SERV: NV. Where SERV is the main code and NT and NV are the sub codes.

Description: (required)

You can define the expense in detail by providing a suitable text description for it. The field size cannot exceed 50 characters. The Expense Description is brought forward in the Expense Log when expense entries are made and can be recorded with the expense entry as is or can be modified. The Description on the expense entry is then displayed on invoices and reports reflecting the meaning of expense code.

Default Group:

This is the primary group to which an expense code belongs. It is used when an expense is a member of multiple groups. In such cases, Web Suite displays the expense under the default group on reports. By default, all expenses are included in the All group.

Expense Type:

The Expense Type drop-down enables you to classify the expense as Inventory, Non-Inventory or Other Charge Items. The check box, Product gets selected automatically after you select Inventory as an Expense Type.

Income Account:

With each Expense Code an Income Account can be associated which is specified in this field and can be selected from the drop-down. Income Accounts are created in the [Chart of Accounts](#) screen.

Expense Account:

With each Expense Code an Expense Account can be associated which is specified in this field and can be selected from the drop-down. Expense Accounts are created in the [Chart of Accounts](#) screen.

Cost:

The default cost rate for the expense. This should represent per unit cost, excluding any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost. Although only two decimal places might be displayed, more can be entered. For example, if you assign a cost amount of 23.677 for mileage, then the value that will be displayed will be 23.68. The rate entered here will be brought forward when logging expenses except when an Expense Fee Schedule is assigned to the project as it overrides the expense rates.

Markup:

The markup column determines the percentage Web Suite will increase the cost of the expense to determine the charge amount. If the markup percentage varies, you can leave this field blank and enter it when you log expenses in Expense Log. You can also enter fixed dollar values by prefixing the value with the dollar symbol. Web Suite instantly calculates the percentage value and displays the same here. For example, if user enters the following:

Cost= 10
Units= 1
Markup= 10

Then, markup will be taken as 10% and Charge Amount= \$11

OR

Cost= 10
Units= 1
Markup= \$10

Then, markup will be calculated as 100% of cost value and displayed as

Markup = 100
Charge Amount= \$20

Class:

You can select a class here for an expense entry. If classes are assigned to projects, the related time and expense entries are also assigned the same class. Classes are transaction entities that allow you to view statements and reports for that entity.

Tax 1/2/3:

Up to three taxes can be applied per expense code. These taxes are summed and used to calculate the total item tax amount on an expense entry and are in addition to the Main Expense Tax applied to total invoiced expenses.

For example, if an expense (GEN:MI) has a Tax 1 value of 5% and Tax 2 value of 10%, when an expense entry is made using GEN:MI, 15% will be added to the cost amount (Units x Cost Rate x Markup). If only one tax is charged to the entire expense amount, you should

use the Main Expense Tax. If the tax authority in your area imposes taxes only on invoiced expenses, then also you should set up the Main Expense Tax (MET) in the Project screen or Global Settings. If all the projects for a client are taxed, set up the MET on the Client screen. If the tax authority charges one tax on top of another, use both the taxes for expense items as well as invoiced expenses (MET).

The Tax 1/2/3 labels can be modified in the [Custom Labels](#) screen to appropriate tax jurisdiction names. The customized field labels also carry to the expense entry screens.

Purchase Tax:

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double taxation for the client. It uses the Purchase Tax Rate to segregate the actual cost of an expense and its tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate).

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

Custom 1/2/3/4/5/6:

Custom fields holding up to 50 characters each describing unique expense. These custom textboxes enable you to record additional information regarding the expense. The caption of Custom 1/2/3/4/5/6 labels can be changed in Custom Labels.

 Calendar  displays near the Custom fields 1/2/3 if you have chosen Date data type for them. Click this icon to display the drop-down calendar where you can select the desired date.

Memo:

With each expense code, an unlimited length memo can be recorded. Click  to add the current system date and time to your memo.

Billable:

The Billable check box identifies the expense as either billable or non-billable. Select this check box for all expenses that are considered billable to the client. Overhead expenses should be non-billable. When an expense is selected in the Expense Log, its billable status is brought with it but can be modified. However, generally if the expense is billable, it is not associated with the project contract amount but non-billable expenses form its part. Billable expenses are like reimbursable expenses that client pays above and beyond his agreed contract amount.

Product:

If your business is largely service-based, but you also sell products to your clients, (such as a printing business that sells paper or a hair salon that sells shampoo), you will want to create an expense item with "Product" selected to track these products. If you keep products in stock and you want to track the products you sell as inventory, setup an expense code with Product checked. When you track a Product type expense in Expense Log, enter the cost you have paid for the product, the number of units. It will be multiplied by the per-unit Cost to determine the total Cost Amount. You can also apply the markup, which is added to the total cost amount.

Reimbursable:

This check box identifies the expense as either reimbursable or non-reimbursable. Select

this check box for all expenses that are considered reimbursable to the employee. When an expense is selected in the Expense Log its reimbursable status is brought with it but can be modified.

Inactive:

Select this option for the expense code, which you don't want to appear in the drop-downs throughout the Web Suite.

Expense Button Panel**Help:**

Opens the Web Suite Help in the Expense section.

Print:

Opens the Reports Viewer where you can View, Print or Export the Report.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the expense item. The text link also displays the number of files being attached to the record.

Save:

Saves information as entered on the Expense screen.

New:

Enables you to enter a new expense record into Web Suite. It displays the data entry fields above. Click the Code or Sub field where you must type the Expense ID and can then <TAB> through the remainder of the screen to enter additional information.

Return:

Closes the Web Suite Expense screen and takes you to the [Expense List](#) screen. It is important that you close the screen using the Return button and then log out. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can affect the server performance.

How Do I**HOW DO I CREATE EXPENSE CODES?**

Expenses incurred by an employee or a vendor can be reimbursable by the company or billable to the client.



Products sold to the clients are set up as expense codes. Web Suite can handle both pass-through items and inventory and non-inventory items.

You can set up your expense code at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details. Please read the desired sections.

Basic Setup

To create an expense item:

1. Open Expense Log screen from the Expense menu.
2. To add a new expense code, click New. Web Suite automatically positions the pointer in the Code field.
3. Type the desired Code and, optionally, Sub code. The resulting Expense ID must be unique, allowing a maximum of 15 characters each.
4. Press the Tab key or click to move to the Description field. Enter a descriptive name for the expense (up to 100 characters).
5. Enter the default per unit Cost for the expense item. For proper tracking, exclude any markups and taxes from this value. *If the cost of an expense varies, leave the field blank; you can enter the rate in the Expense Log.*
6. Enter the Markup percentage by which you want to increase the cost. Web Suite uses it to compute the amount charged to a client. *Leave the field blank if the percentage varies with each expense entry.*



Web Suite also allows you to enter negative markups. This markup automatically displays on the Expense Log screen.

7. Make sure that each billable expense is marked as 'Billable'.
8. Click Save.

Advanced Setup

To add additional information:

1. Choose a Default Group for the expense. This can be specified in addition to any other group you choose.



This is useful for reports like Budget Comparison. If there is a budget for an expense, which is a member of both group A and B but its default group is A, then it will be listed against A on the reports.

2. Select the Expense Type for better identification; whether it is Inventory, Non-Inventory or Other Charge Item.
3. Specify Tax 1/2/3 rates for the expense. Web Suite sums the percentages before applying them to individual expenses. Web Suite applies item taxes in addition to any Main Expense Tax on invoiced expenses.
4. Enter a Purchase Tax amount for the expense item. This is the tax paid by the company on that item and is subtracted from the Charge Amount to avoid double-taxation for the client.
5. Custom fields allow you to record additional information about the expense (up to 50 characters). You can [customize these fields](#) in the [Custom Labels](#) screen.
6. Check the Product option if the expense code is a product sold to the clients.



Identifying the expense code as Inventory automatically marks the Product check box.

7. For reimbursable expenses, select the Reimbursable check box. This means the company needs to pay the cost amount to the employee or vendor incurring this expense.
8. Enter unlimited text or notes for the expense in the [Memo](#).
9. Click Attachments to attach files, web links and documents to the expense record.
10. When you have finished, click Save and then Return to close the screen.

SECURITY SETTINGS

SECURITY OVERVIEW

Navigation Settings, Security

Web Suite provides you options whereby you can limit access to specific screens for specific Web Suite users. Irrespective of whether Web Suite is used on a single machine or on a network setting, Web Suite database can be protected from misuse by defining the access permissions for the different Web Suite users.

Based on your name and password, access can be restricted to selected areas of Web Suite. There are two main access types—the [Supervisor](#) or administrator who has complete access and can decide which Web Suite user is to be given what level of access to Web Suite, and other Web Suite users who login using their user name and password and can access only parts of Web Suite which have been assigned to them by the Supervisor.

When security is turned on, Web Suite enables access to various parts of Web Suite depending on their rights set by the Supervisor. Only the supervisor can set this option off or on, and hence this is visible only when you log into Web Suite as supervisor.



When upsizing to a SQL Server database or when upgrading to a higher version, Web Suite security settings are transferred to the new database. From this screen, you can assign and change user passwords. You can grant and terminate global or specific security permissions for any user. Together, the permissions for a user make up their security profile.

We **strongly recommended** that your administrator assign security permissions immediately after setting up your company's core information. If security is not enforced, any user can add, change, delete and print data.



If you require more licenses to increase the number of Web Suite Users, contact BQE Sales at 888-245-5669. In addition, if your managers and staff travel or work remotely, discuss alternatives such as BillQuick Mobile, BillQuick Outlook Add-In, etc. See [BillQuick Family of Products](#) for more.

Security

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other Web Suite users who login using their user name and password and can access only parts of Web Suite which have been assigned to them by the Supervisor.

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Reference

SECURITY

Navigation Settings, Security

The following information provides details on the options available on the Security screen.

Show:

This enables you to select what you want to view in the Employee drop-down list.

- **All:** When selected, all the employees and vendors in Web Suite are displayed in the Employee drop-down list.
- **Employees:** When selected, only the employees are displayed in the Employee drop-down list.
- **Vendors:** When selected, only the vendors are displayed in the Employee drop-down list.
- **Users:** When selected, only persons marked as Web Suite Users are displayed in the Employee drop-down list. This ensures better security control over the program.
- **Security Profiles:** When selected, the default and custom security profiles are displayed in the drop down list. The Employee field changes to Profiles. This helps in viewing and editing the individual permissions of a security profile.

Security On:

This check box is visible only if the *Supervisor* option is selected in the Employee field. When checked the Web Suite security is turned on and a login is required to open Web Suite. If unchecked, access to the program is unrestricted. It is strongly recommended that

you assign security permissions, as soon your company's core information is setup. If security is not enforced, all records can be accessed and changed by any user.

 The security status for any logged-in user (Security On/Off) is displayed in the main Web Suite status bar.

Employee:

Select the Employee ID for whom you need to review or assign the security from the drop-down list. The list includes all the employees whose profile has been created in the Web Suite data file.

 The name of this drop-down list is based on the selection in the Show drop-down list (for example, Vendors, Users or Profiles).

Password:

An editable field enabling you to change the password. By default, your password is the same as your Employee ID. It is highly recommended that the employee's passwords be changed after security has been established. Password is not case sensitive. When opening Web Suite, you will be prompted for your User ID (Employee ID) and password. **Retype** is an editable field provided to confirm the password entered in the password field. This field makes it certain that no mistake is made while typing the password. These two fields are non-readable (showing all the characters as asterisk *). The purpose is obvious: not to let others see your password.

Click the Save Password icon to save the changed password. The success message pops up after you click the button. It is an indication that the password has been entered correctly. However, **Save** on the button panel needs to be clicked to make the password change permanently.

Retype:

This is an editable field provided to confirm the password entered in the Password field. This field makes it certain that no mistake is made while typing the password. These two fields are non-readable (showing all the characters as asterisk *). The purpose is obvious—not to let others see the password.

Change:

Saves the new password. If you have changed your password, you must click this button to apply that change. You need to click Save to make the password change permanent.

Permissions List

 The security permissions vary for each module name selected on the left. It shows all the access rights available for the selected Web Suite screen. You can check or uncheck the **Allow** box to grant or restrict each permission for the selected employee. When you check or uncheck the Allow box, the background color of the security permission changes temporarily to **blue** till you click the Save button.

Security Module:

Lists the **Module Name** of Web Suite screens (for example, Billing, Chart of Accounts, Invoice Review, etc.). The status of the **Rights** check box on the right indicates whether the module is accessible by the selected user or not. To provide a quick visual indication, the

inaccessible modules are shown in **red**. The *Rights* box is not editable here. Its status can be changed in the Description portion.

Settings:

Lists the **Access Name** defined in Web Suite for a different modules or screens along with their **Rights** status. It shows the access rights for the module currently selected in the *Security Module* list. Currently selected module is displayed in brackets with the Description header. The *Rights* field is editable (except, when the *Supervisor* is selected in the Employee field on the top right), and enables the supervisor to check or uncheck a particular item in the list.



The security status for any logged-in user (Security On/Off) is displayed in the main Web Suite status bar.

Security Button Panel**Help:**

Opens the Web Suite Help in the Security screen.

Tools:**Report Permissions:**

Opens the [Report Level Security](#) screen where you can specify security settings for employees to access specific reports.

Security Profiles:

Opens the screen wherein you can assign [Security Profiles](#) to selected employees. You can select any predefined template from the drop down list and load it to apply or create a new one and save it.

Copy Security To:

Displays the Copy To panel at the bottom. A user's security profile can be copied to other users, saving time and effort. You can copy the security profile of one user to another using the various options available. You can copy settings to an Employee or a Vendor. Even if some permissions are different, it is still faster to copy and then edit the profile.

For example, if a new partner comes into the company, you would just copy the security profile of an existing partner to create the new security profile. The same process can copy a profile to dozens of users at once by employee or vendor. You need to select the item from the drop down. Click the **Copy** button to copy the security settings of the current employee to the selected item.

Reset Security:

Resets the password or other security settings for an employee to default settings. By default, the user password is same as the Employee ID.

Select All:

Check this option to select all rights, granting Full Access Rights to all the functions currently displayed in the grid. If this option is unchecked it will clear all rights, denying access of any kind to all the functions currently displayed in the grid.

Save:

After all of the fields have been completed, this button must be clicked to save the settings and activate the security features.

SECURITY PROFILES

The Security Profiles screen enables you to assign pre-defined security profiles to various employees or vendors. You can assign these profiles using the Security Profiles option in the Security screen or via the Employee or Vendor screen itself.

Click the Security Profiles button to open the Security Profile screen. You can load an existing profile, or save the current set of security permissions as a new profile. If a new name is not entered for an existing profile after modifications, the settings are saved under the current profile (updated). Security profiles, such as Time and Expense Only, can be assigned to employees and vendors on the General Tab of their profile screens as well. You can define other profiles, or modify existing ones, then assign these to the employees or vendors.

Web Suite installs the following standard set of security profiles. Click the following links to view permission details:

- **Billing Only**

The Billing Only option enables limited access to the employee for Billing Functions, Invoice Review, etc.

Module	Permission
Activity	User has all permissions except for Delete options.
Billing Schedule	User has all permissions except for Delete options.
Archive-Restore	User has no permissions.
Billing Functions	User has all permissions for billing.
Budget	User has all permissions except for Delete options.
Client	User has all permissions except for Delete options.
Company Information	User has no permissions.
Time Entry	User has all permissions except for Edit Billed entries and Allow Adjust Date.
Employee	User has all permissions except for Delete options.
Expense Log	User has all permissions except for Edit Billed entries and Allow Adjust Date.
Service Fee Schedule	User has all permissions except for Delete options.
Expense Fee Schedule	User has all permissions except for Delete options.
Invoice Review	User has all permissions.
Payment Screen	User has all permissions except for Delete options.
Preferences	User has all permissions.
Project Screen	User has all permissions except for Delete options.
Standard Reports	User has all permissions.
Custom Reports	User has no permissions.
More Reports	User has no permissions.

Global Settings	User has no permissions.
Expense Code	User has all permissions except for Delete options.
Utilities Menu	User has no permissions.
Timer	User has all permissions.
Import	User has no permissions.
Export	User has no permissions.
Reminder	User has read-only permissions.
Find Screen	User has all permissions.
Security	User has no permissions.
Vendor	User has all permissions except Delete options.
Custom Labels	User has no permissions.
Project Control	User has no permissions.
QuickBooks®	User has no permissions.

- **Default Access**

Default Access enables employee access according to the default settings in Web Suite.

Module	Permission
Activity Screen	User has all permissions.
Billing Schedule	User has all permissions.
Archive-Restore	User has no permissions.
Billing Functions	User has all permissions for billing.
Budget Screen	User has all permissions.
Client Screen	User has all permissions.
Company Information	User has no permissions.
Time Entry	User has all permissions except Allow Edit Billed Entries.
Employee Screen	User has all permissions.
Expense Log	User has all permissions except Allow Edit Billed Entries.
Service Fee Schedule	User has all permissions.
Expense Fee Schedule	User has all permissions.
Invoice Review	User has all permissions.
Payment Screen	User has all permissions.
Preferences	User has all permissions.
Project Screen	User has all permissions.
Standard Reports	User has all permissions.
Custom Reports	User has no permissions.
More Reports	User has no permissions.
Global Settings	User has no permissions.
Expense Screen	User has all permissions.
Utilities Menu	User has no permissions.
Timer	User has all permissions.
Import	User has no permissions.
Export	User has no permissions.
Reminder	User has no permissions.
Find Screen	User has all permissions.
Security	User has no permissions except Allow Read.
Vendor	User has all permissions.
Custom Labels	User has no permissions.

Project Control	User has no permissions.
QuickBooks	User has no permissions.

- Full Access**

Full Access gives the employee complete access to all screens and functions of Web Suite. It enables the user to view and make changes to records.

Module	Permission
Activity	User has all permissions.
Billing Schedule	User has all permissions.
Archive-Restore	User has all permissions.
Billing Functions	User has all permissions.
Budget Screen	User has all permissions.
Client Screen	User has all permissions.
Company Information	User has all permissions.
Time Entry	User has all permissions.
Employee Screen	User has all permissions.
Expense Log	User has all permissions.
Service Fee Schedule	User has all permissions.
Expense Fee Schedule	User has all permissions.
Invoice Review	User has all permissions.
Payment Screen	User has all permissions.
Preferences	User has all permissions.
Project Screen	User has all permissions.
Standard Reports	User has all permissions.
Custom Reports	User has all permissions.
More Reports	User has all permissions.
Global Settings	User has all permissions.
Expense Screen	User has all permissions.
Utilities Menu	User has all permissions.
Timer	User has all permissions.
Import	User has all permissions.
Export	User has all permissions.
Reminder	User has all permissions.
Find Screen	User has all permissions.
Security	User has all permissions.
Vendor	User has all permissions.
Custom Labels	User has all permissions.
Project Control	User has all permissions.
QuickBooks	User has all permissions.

- Manager Level Access**

Manager Level Access enables the employee to access most of the functions and features of Web Suite, which are required by a manager except access to Budgets, SFS, EFS, Utilities, Import/ Export, Security, etc.

Module	Permission
Activity Screen	User has all permissions except for Delete options and Group Print.

Billing Schedule	User has all permissions for his employees' data.
Archive-Restore	User has no permissions.
Billing Functions	User has all permissions for his employees' data.
Budget Screen	User has all permissions for his employees' data except for Delete options.
Client Screen	User has all permissions.
Company Information	User has no permissions.
Time Entry	User has all permissions for his employees' data except for Edit Billed entries/Approve entries.
Employee Screen	User has all permissions for his employees' data except for Delete options.
Expense Log	User has all permissions for his employees' data except for Edit (unbilled entries)/Approve entries, Adjust Date, Mark Paid, Reimburse, Change Status.
Service Fee Schedule	User has all permissions.
Expense Fee Schedule	User has all permissions.
Invoice Review	User has all permissions for his employees' data except for Reverse and Change Invoice Numbers.
Payment	User has read-only and Print permissions.
Preferences	User has all permissions.
Project Screen	User has all permissions for his employees' data except for Delete options.
Standard Reports	User has all permissions.
Custom Reports	User has no permissions.
More Reports	User has no permissions.
Global Settings	User has no permissions.
Expense Code	User has all permissions except for Delete options.
Utilities Menu	User has no permissions.
Timer	User has all permissions for his employees' data.
Import	User has no permissions.
Export	User has no permissions.
Reminder	User has read-only permissions.
Find Screen	User has all permissions.
Security	User has all permissions except for Update and Turn On/Off security.
Vendor	User has all permissions for his employee data.
Custom Labels	User has no permissions.
Project Control	User has all permissions for the projects under him.
QuickBooks	User has all permissions except for the wizard.

- **Principal**

Principal: Since a principal can typically be the owner or a partner of a company, his security level is similar to the supervisor except he is not allowed to delete data.

Module	Permission
Activity	User has all permissions except for Delete options.
Billing Schedule	User has all permissions except for Delete options.
Archive-Restore	User has all permissions.
Billing Functions	User has all permissions.
Budget Screen	User has all permissions except for Delete options.
Client Screen	User has all permissions except for Delete options.
Company Information	User has all permissions.
Time Entry	User has all permissions except for Delete and Edit Billed entries.
Employee	User has all permissions except for Delete options.
Expense Log	User has all permissions except for Delete and Edit Billed entries.
Service Fee Schedule	User has all permissions except for Delete options.
Expense Fee Schedule	User has all permissions except for Delete options.
Invoice Review	User has all permissions except for Reverse option.
Payment Screen	User has all permissions except for Delete option.
Preferences	User has all permissions.
Project	User has all permissions except for Delete options.
Standard Reports	User has all permissions except for Delete options.
Custom Reports	User has all permissions.
More Reports	User has all permissions.
Global Settings	User has all permissions except for Restore options.
Expense Code	User has all permissions except for Delete options.
Utilities Menu	User has no permissions.
Timer	User has all permissions except for Delete options.
Import	User has all permissions.
Export	User has all permissions.
Reminder	User has all permissions.
Find Screen	User has all permissions.
Security	User has all permissions for self-only.
Vendor	User has all permissions except Delete.
Custom Labels	User has all permissions.
Project Control	User has all permissions except Delete.
QuickBooks	User has all permissions.

- **Time & Expense Only**

The Time & Expense Only option enables the employee to access only the Time Entry and Expense Log screen.

Module	Permission
Activity Screen	User has no permissions.

Billing Schedule	User has no permissions.
Archive-Restore	User has no permissions.
Billing Functions	User has no permissions.
Budget Screen	User has no permissions.
Client Screen	User has no permissions.
Company Information	User has no permissions.
Time Entry	User has selective permissions to read, add, update, print and delete for self-only.
Employee Screen	User has no permissions.
Expense Log	User has selective permissions to read, add, update, print and delete for self-only.
Service Fee Schedule	User has no permissions.
Expense Fee Schedule	User has no permissions.
Invoice Review	User has no permissions.
Payment Screen	User has no permissions.
Preferences	User has no permissions.
Project Screen	User has no permissions.
Standard Reports	User has no permissions.
Custom Reports	User has no permissions.
More Reports	User has no permissions.
Global Settings	User has no permissions.
Expense Code	User has no permissions.
Utilities Menu	User has no permissions.
Timer	User has no permissions.
Import	User has no permissions.
Export	User has no permissions.
Reminder	User has no permissions.
Find Screen	User has no permissions.
Security	User has no permissions.
Vendor	User has no permissions.
Custom Labels	User has no permissions.
Project Control	User has no permissions.
QuickBooks	User has all permissions.

- **Time Entry Only**

Time Entry Only enables the employee to make only time entries in the time entry screen.

Module	Permission
Activity Screen	User has no permissions.
Billing Schedule	User has no permissions.
Archive-Restore	User has no permissions.
Billing Functions	User has no permissions.
Budget Screen	User has no permissions.
Client Screen	User has no permissions.

Company Information	User has no permissions.
Time Entry	User has selective permissions to read, add, update, print and delete for self-only.
Employee	User has no permissions.
Expense Log	User has no permissions.
Service Fee Schedule	User has no permissions.
Expense Fee Schedule	User has no permissions.
Invoice Review	User has no permissions.
Payment	User has no permissions.
Preferences	User has no permissions.
Project Screen	User has no permissions.
Standard Reports	User has no permissions.
Custom Reports	User has no permissions.
More Reports	User has no permissions.
Global Settings	User has no permissions.
Expense Code	User has no permissions.
Utilities Menu	User has no permissions.
Timer	User has no permissions.
Import	User has no permissions.
Export	User has no permissions.
Reminder	User has no permissions.
Find Screen	User has no permissions.
Security	User has no permissions.
Vendor	User has no permissions.
Custom Labels	User has no permissions.
Project Control	User has no permissions.
QuickBooks	User has all permissions.

Security Profiles Button Panel

Help:

Opens the Web Suite Help in the Security Profiles screen.

Delete:

Deletes only the custom security settings assigned to the selected employee or vendor.

Save:

Saves the newly created or modified security profile.

Load:

Apply the selected security profile to the specific employee or vendor.

Return:

Closes the Security Profiles screen.

 Whenever any change is made to the standard security profile, it becomes a new security setting and is categorized under custom for the specific employee or vendor.

How Do I

HOW DO I TURN SECURITY ON?

When you turn on security, only authorized users (marked as *Web Suite Users*) can log into Web Suite. They must enter a User ID (login) and Password. By default, a user's Employee ID (or Vendor ID) is also the User ID and Password. However, you can assign a separate Login ID for a user and change the password at any time. You can also make the passwords case-sensitive from the Global Settings-Security panel.

To turn security on for Web Suite:

1. Log in to Web Suite. You must have security permission to access the Security screen. By default, only the Web Suite 'Supervisor' can turn the security on or off.
2. Open Security screen from the Settings menu.
3. Check the 'Security On' option above the Employee field.
4. When you have finished, click Save and then Close.
5. Web Suite automatically turns the security on after the number of employees in the database exceeds the number of licensed users.

HOW DO I CUSTOMIZE SECURITY PROFILES?

When defining a new security profile, it is easier to edit an existing template and save it under a new name.

 You must have security permissions to access the Security, Employee or Vendor screen. By default, only the Web Suite Supervisor has authority to do so.

To customize a security profile:

1. Open Security screen from the Settings menu.
2. Select the security profile from the Show drop down list to be modified (for example, Time Entry Only).
3. Select and make changes to module access permissions as needed and click Save.
4. You are prompted to enter a name from the customized security template. Enter a name and click OK.
5. You are prompted to apply the changes to all users assigned to the modified profile (for example, Time Entry Only). Click OK to assign the new template to these users or Cancel.
6. Click Close.

HOW DO I ASSIGN SECURITY PERMISSIONS?

You can assign a pre-defined security template to a user. Based on the template assigned, users can access all or selective Web Suite functions, features and reports. Standard security templates ship with Web Suite and include Billing Only, Default, Full Access, Manager Level Access, Principal, Time & Expense Only, and Time Entry Only.

However, you can customize these built-in security templates to new ones in BillQuick and have them available in Web Suite as well. You can do this if you want to modify the default template for employees or vendors. In addition, you can assign security permissions for each Web Suite module.

While assigning a security template to an employee, Web Suite does not assign report security automatically. You have to set that separately.

To assign a security template from the Employee screen:

1. Log in to Web Suite.



You must have security permissions to access the Security, Employee or Vendor screen. By default, only the Web Suite Supervisor has authority to do so.

2. Open the [Employee](#) (or Vendor) screen from the Lists menu.
3. Select the desired employee or vendor (Web Suite User) on the grid by clicking on that user's ID.
4. On the General tab, select the desired template from the Security list. This assigns pre-defined security settings to the employee.
5. When you have finished, click Save and then Return to close the screen.

Assign Security Using Security Profiles

Alternatively, you can assign a security template to the employee from the Security screen using the Security Profiles option. To do so:

1. Open [Security](#) screen from the Settings menu.
2. Select an Employee (or vendor) from the drop-down list.
3. Click Security Profiles. On the [Security Profile](#) screen, select any pre-defined security template from the drop-down list.
4. Click Load to load that template and then Return.
5. Back on the Security screen, click Save and then Close.
6. To assign security permissions, click Settings on the navigation bar and select the Security tab.
7. In the Security screen, select the desired Employee from the list.
8. Assign or change the Password for the employee using the Change option.



You can make all the passwords case-sensitive by checking that option in the Global Settings-Security panel.

9. Select a Module Name from the list on the left (for example, Activity). Now you are ready to assign individual security permissions for this module.
10. Start assigning the permissions by checking the relevant Rights in the Settings list on the right.
11. When you have finished, click Save and then Close.

HOW DO I CHANGE IDS?

Navigation Settings, Change ID

At times, you might have to change an ID for a project, activity or other master records. Web Suite provides a tool that searches the entire database for all records with the old ID and changes them to the new ID.



Prior to running this task, all the Web Suite users must log out from the shared database. In addition, backup your database.

To change IDs:

1. Open Change ID screen from the Settings menu.
2. Select the desired option in the Change section, say Client ID.
3. Select the Old ID and then enter the New ID.
4. When you have finished, click Save and then Close.

HOW DO I COPY SECURITY PERMISSIONS?

You can copy security settings of an employee or vendor to another, thus saving time and effort.

To copy security settings:

1. Log in to Web Suite. You must have security permission to access the Security screen.



By default, only the Web Suite Supervisor has the authority to do so.

2. Open Security screen from the Settings menu.
3. Select an Employee (or vendor) from the list.
4. Assign the desired security template or permissions.
5. When you have finished, click Copy To option.
6. Choose your Copy To option. Click Save and then Return.
7. Review these settings and when you have finished, click Save and then Close.

HOW DO I SET AND CHANGE PASSWORDS?

By default, your user ID and password is same as your Employee ID (or Vendor ID). A Web Suite User as well as the Supervisor can change the password. Web Suite allows changing password at individual user level and at the supervisor level. Passwords are **not** case sensitive by default. However, you can make all the passwords case-sensitive by checking that option in the Global Settings-Security panel. *It is highly recommended to change passwords after security is established.*

To change your password:

1. Open Password screen from the Settings menu.
2. Your existing User ID displays on the screen. Enter your Old Password.
3. Next, enter your New Password and confirm it.
4. Click Save to apply the changes and then Close.



You can change the User ID in the [Change ID](#) screen.

If you are the Supervisor, then change the password of any employee or vendor in the following way:

1. Open Security screen from the Settings menu.
2. Select an employee from the Employee list.
3. Enter the new Password and then re-type it. Passwords are **not** case sensitive by default. However, you can make all the passwords case-sensitive by checking that option in the Global Settings-Security panel.
4. Click Change to apply the new password.
5. If a user forgets his password, you can reset it by clicking the Reset option. *The default password is the Employee or Vendor ID.*
6. When you have finished, click Save and then Close.



A Supervisor can also change passwords by clicking Change Password  for a user listed on the [Manage Web Users](#) tab.

Report Security

REPORT SECURITY OVERVIEW

Navigation *Settings, Security, Report Security*

The [Report Security](#) screen allows you to specify report-related security permissions for individual employees and vendors. It controls their access to standard and custom reports in Web Suite. For the selected Web Suite user, the Report Security screen allows you to grant or restrict access all reports available in Web Suite. This security feature ensures the confidentiality and security of your company data.

 Report level security cannot be set for the Supervisor. All reports are accessible to the Supervisor.

The report-level security permissions allow you to view and print only selective reports. On the Report Security screen, you can select as few or as many reports as you want to assign to a user. Report-level security follows a restrictive approach. You can access a report **only** if you have permission to view standard/custom reports in the first place (permission granted on the main Security screen) and then have permission for those from the Report Security screen. By default, Web Suite limits the reports a user can access to those that match security permissions for each module. Assigning report-level security further refines those permissions.

Depending upon these security settings, you will see only those reports for which you have permission. In the Report Center Web Suite will filter out the reports that you cannot access.

Reference

REPORT SECURITY

The Report level security screen allows you to specify security settings for your employee's, so to control their access to specific reports. For the selected Web Suite user, the screen permits you to allow or disallow access to a specific report.

The report-level security screen displays the following:

Report Security Grid

The Report Security grid displays the following columns listing information for 300+ reports in Web Suite and your own custom reports, which have been added to the custom report list. You can sort the information when you click the column header.

Report Name:

The name of the report for which the security permission is being set.

Report Group:

The name of the group to which the report belongs. You can click the column header to sort by group making it easier to allow/disallow user access to all reports in a particular group.

 Custom reports belong to the Custom group.

Report File Name:

The actual name of the report file.

Allow All:

Mark/Unmark the check box to allow or disallow the access to all the report in the grid at once.

Report Security Button Panel

Employee:

ID of the employee for whom the security settings are being applied. The value is automatically brought forward from the [Security](#) screen, where other security settings for a user are specified.

Rows:

Select the number of rows to be displayed in the grid at a time. You can choose from a range of 5-100 rows for the display.

Help:

Opens the Web Suite Help in the Report Security section.

Print:

Gives a preview of a report displaying security permissions for all reports for the selected employee.

Save:

Click to save the settings.

Return:

Closes the Report Security screen.

How Do I

HOW DO I ASSIGN REPORT LEVEL SECURITY?

You can assign report specific security access to Web Suite users so they can view and print selective reports. On the Report Security screen, you can select as few or as many reports as you want to assign to a user. Report level security follows a restrictive approach. You can access a report only if you have permission to view standard reports (permission granted on the Security screen) as well as those on the Report Permissions screen.

 By default, Web Suite limits the reports a user can access to those that match security permissions for each module. Assigning report level security further refines those permissions.

To assign report level security to a user:

1. Open [Security](#) screen from the Settings menu.
2. Select an Employee from the list.
3. Click the Report Security option.
4. To sort the list, click the column header. Check the box for each report assigned to a user.
5. You can also select Allow All to assign all reports to the user.
6. When you have finished, click Save and then Return to close the screen.

Employee Control

EMPLOYEE CONTROL OVERVIEW

Navigation Management, Employee Control

Employee Control is a powerful feature of Web Suite. It allows you to control each employee's access to activities, expenses and projects throughout Web Suite. Though employee control is similar to a project control, it is a security feature that applies to all screens and functions in Web Suite. That is why it takes precedence over the project control, if both are implemented simultaneously.

Employee control results in faster interaction with Web Suite because data is limited to assigned projects, activities and expenses. For example, if you assign John to work on six projects, he will only see these projects in all his Project drop-down lists. You can apply employee control selectively or throughout Web Suite using the security permissions. It ensures that confidential data is not accessible to employees who should not see it. You can grant access to project managers to view all information related to their projects – time, expenses, reports, invoices, payments, etc.

Reference

EMPLOYEE CONTROL

Employee Control is a powerful feature of Web Suite. It enables you to monitor closely each employee access to the activities, expenses and projects visible via drop downs in various screens.



Employee Control is *turned on* via the security screen.

After being set up, Employee Control is not enabled unless it is turned on for specific module via the [Security](#) screen. The various modules which are affected by Employee Control are Activity screen, billing functions, Billing Schedule, Budget screen, Client screen, Credit Memo, Document Management, Estimate, Expense Fee Schedule, Expense Log screen, Expense screen, Export, Import, Invoice Review, Payment screen, Project screen, Purchase Orders, Retainer Management, Service Fee Schedule, time entry screens, Timer and Vendor Bills. For each of these when *Skip Employee Control* is unchecked, then the settings in Employee Control setting are made applicable to the screen.

Key Fields

The fields at the top of the screen set the criteria for the data being entered or reviewed.

Employee ID:

Select the employee to which you want to apply the employee control. A **list** of employee's has been provided for you to choose from.

Employee Name: (Read Only)

The employee name is brought forward when a employee ID is selected. This is a read-only field.

Assign:

Click to show the below mentioned fields:

Project/Activity/Expense:

Select any option —Project, Activity or Expense to view the respective lists in the grid. Depending upon the selection, you can view and assign projects, activity codes and expense codes to the selected employee in the grid.

Show only Assigned:

Click the check box to display only the items assigned to the employee in the Employee ID field.

Show only Unassigned:

Click the check box to display only the items unassigned to the employee in the Employee ID field.

Show Active:

Mark the option if you want to view only the active projects, activities and expenses in the grid, which are assigned to the selected employee. Else, you can view active as well as inactive projects, activities and expenses in the grid. It is enabled only when **Show Only Assigned** option is checked.

Show Vendors:

When checked, it includes the vendors in the Employee ID drop-down list. Hence, you can assign employee control settings to vendors also.

Reassign Employee:

Click to open the [Reassign](#) screen, which allows you to reassign or replace the employees assigned to various projects by new employees. Reassignment of employees is done when some employees are not available for work and you want to assign their work to different employees.

Filters**From/To:**

Use these fields to narrow the list of displayed projects.

Group:

Make a selection from this drop-down list to display projects assigned to a specific group.



Select the check box adjacent to a filter to apply it to the project list.

Assignment Grid

The fields that display in the grid are dependent upon your assignment selection.

Project ID:

The ID of the project available for assignment.

Project Name:

The name of the project available for assignment.

Assign:

Select this check box to assign the selected item to a project. If you use the main check box at the top, it allows you to assign all the items in the grid to the projects.

Active:

Indicated a listed item's activity status.

Classifications:

Specify an employee's project title with this drop-down list.

Activity/Expense ID:

The ID of the activity/expense that is available for assignment.

Activity/Expense Description:

The description of the activity/expense that is available for assignment.

Billable:

Checked, it indicates the billable status of the activity/expense item. This status carries over to the [Billing Review](#) screen.

Control Billable:

Select this check box to make an activity or expense billable. This setting is automatically selected when you assign an activity or expense and is project specific.

Employee Control Button Panel**Help:**

Opens the Web Suite Help in Employee Control section.

Print:

Opens the Employee Control report that you can preview and print.

Security:

Click to open the [Enable Employee Control](#) screen, which allows you to choose the module you want to enable the employee control for.

Options:**Rows:**

Select the maximum number of rows to be displayed in the grid from this drop-down list.

Copy To:

Click to open the [Copy Employee Control](#) screen where you can copy the employee control settings of the specific employee to other employees or the employee group. Either, you can overwrite the settings of the employee or employee group or include them in addition to the existing employee control settings.

Save:

Saves any changes being made.

Cancel:

Cancels the entry being made.

Refresh:

Click the Refresh button to refresh the information displayed on the screen.

How Do I**HOW DO I APPLY EMPLOYEE CONTROL?**

The following information provides instructions on how to apply Employee control for projects, activities and expenses for a selected employee. This can be configured directly from an employee's profile or from the [Employee Control](#) tab.

To apply employee control:

1. Do one of the following:
 - From the Management menu, open Employee Control screen. Select an employee from the Employee ID drop-down list.
 - From the List menu, open Employee and click the ID of a listed employee. Click the Assign tab.
2. Select an option (that is, project, activity, or expense).
3. Check the Assign box for the desired projects on the grid. You can filter this list using any of the Show options in the Assign panel.
4. Repeat these steps for Activity or Expense by selecting the appropriate option.
5. Click *Copy To* to clone these employee control settings to another employee or a group of employees (See below for more).



Click Reassign Employee link to replace an employee assigned to a project with another employee. This might occur when an employee becomes unavailable for work and reassignment is required.

6. Click the Security option. Check the desired screen names to enable employee control for them.
7. To update these security settings for the selected employee, click Save and then Return.



To unassign an inactive item to an employee, you can check the 'Show Only Assigned' option and uncheck 'Show Active'. It displays active as well as inactive items previously assigned to an employee.

8. When you have finished, click Save to save the data.

HOW DO I COPY EMPLOYEE CONTROL SETTINGS?

You can copy Employee Control settings to an employee or a group of employees (or vendors). This is quite useful if you have many employees and need to assign items to each.

To clone Employee Control settings:

1. Open Employee Control from the Management menu
2. Enter or select an Employee ID from the list.
3. Assign the desired employee control settings to it, as you normally would.
4. Click 'Copy To' to open the Copy Employee Control screen.
5. Select the desired Employee Group to which you are copying the settings. Else, clear the 'Copy To Group' checkbox option and select an individual Employee from the list.
6. Check 'Overwrite' if you want to update or overwrite the existing employee control settings of any employee in the group.
7. When you have finished, click Save and then Return.

HOW DO I DISABLE EMPLOYEE CONTROL?

[Employee Control](#) Security can be quickly disabled for a selected employee by doing the following:

1. Open Security screen from the Settings menu.
2. Select the desired employee from the Employee list.
3. Click Select against the desired Module Name listed on the left.
4. Check or uncheck the 'Disable Employee Control' setting on the right for each of the module.
5. After granting security permissions for employee control, click Save and then Close.

Action Log

LOG VIEWER OVERVIEW

Navigation *Settings, Log Viewer*

The Log Viewer is an audit trail database feature that records all additions, changes and deletions to the database, including who, when (date/time) and what changes are made. Web Suite includes the log security feature that can record when a person enters new data, edits existing data, removes data and performs any other function. It provides accountability of users, deter users from fraudulent activity or mistakes, and tracks transaction history. Audit trail works with all database types.

The log information is easy to read; accurate, providing on-screen review of all activities and actions taken in Web Suite. It extends to all modules for such actions like NEW, MODIFY, DELETE, BILL, REVERSE, STARTED and STOPPED actions taken in Web Suite. In addition, it tracks workflow process such as submitting, forwarding, rejecting and approving time entries, etc.

Web Suite maintains a record of all these events in the Log File. The log file is saved to the location specified in the Admin Option when creating a [new company](#) or when opening an existing company database. Later, you can change the location in the [Global Settings](#) tab. Log File resides in the same drive where your Web Suite is installed.

Location of log file can only be specified under Admin Options by a person who is authorized to do so.

Reference

LOG VIEWER

Navigation *Settings, Log Viewer*

The following information provides details on the fields and options available on the Log Viewer screen.

View By:

You can view the log entries in various modes- **None**, **User**, **Module** and **Action**. Select any option from the drop-down list in this field. If you choose User, you need to specify the User ID or name whose logged actions you want to view. If you choose Module, you need to select the Web Suite module name, say, Employee, Client, etc. from the drop-down list.

 If Action is selected, then you can view the log file based on a specific action, say *Delete*. However, when *None* is selected, you can view all the logged details for all actions of all users on all modules.

Period:

The period for which you want to view the action log. You can choose Day, Week, Year, Custom, etc. That will determine the range of log entries that are displayed in the grid. The next field, Period Including, works in combination with this field to determine what range of log entries are displayed.

From and To:

You can select any date within the specified period for which you want to display the logged actions. Period Including defaults to the system date of your computer; however, you can select any date from the drop-down calendar. For example, if the period you have selected is Month and the Period Including is 05/18/2017, you will view the log details for the entire month of May 2017.

When the period selected is Custom, the Period Including field changes to From and To fields and accepts a range of dates.

Grid

The following items are recorded with each activity performed while using Web Suite. The grid data will be displayed based on the above criteria.

Date & Time:

Displays the system (computer) date and time stamp when an action was taken in Web Suite.

User:

User's name is displayed here. It is the name of the person who performed an action in Web Suite, say Supervisor.

Module Type:

Name of the Web Suite module or screen where any action was taken. E.g., Invoice Review, Client, Settings, etc.

Action:

The action or function that has been performed in the Web Suite module. E.g., Delete, Modify, Started, etc.

Entry ID:

This field displays additional information associated with the entry or action being logged. It may display reference information such as invoice numbers, currency values, description of action taken and so on, depending upon what action has been taken in Web Suite.

Status:

Shows different icons against the various actions performed.  indicates a new item being added,  indicates any billing action,  indicates a login or log-out,  indicates any delete or edit action,  indicates any critical action such as reversing invoices and more. These icons provide visual cues about the actions performed in Web Suite.

Delete :

Click this icon to delete a log entry.

Log Viewer Button Panel**Help:**

Opens the Web Suite Help in the Log Viewer section.

Print:

Opens the Log Viewer report that you can preview and print.

Options:**Rows:**

Number of records displayed in the grid depends on the selection made in the list box. At max, you can view up to five hundred records in the grid. Web Suite memorizes this setting for the user.

Refresh:

Updates the contents displayed in the grid.

How Do I

HOW DO I LOG ACTIONS IN WEB SUITE?

Web Suite allows you to track all key actions taken by users in the program. Using the Log Viewer, you can view actions, know who performed them and when someone performed them. This monitors and encourages user accountability and proper procedures by tracking actions over time.

In addition to the Log Viewer, you can read log records with a text editor or word processor. Web Suite maintains separate audit trail files (text files) for each month in the same folder as your company database (for example, the standard installation folder X:\Program Files\BillQuick Web Suite\Web Suite2017; where X is the drive letter). You can choose another location for the log file when creating your company database.

To track actions in Web Suite:

1. On the Web Suite login screen, click Admin Options.
2. Choose *Open an Existing Company File* and click OK.
3. Check the 'Automatically log actions to a log file' option.
4. Specify the file location, if it is different from the default folder, in the Log File Location field.
5. Click Open.

To view the action log:

1. Open Log Viewer screen from the Settings menu.
2. Select your View By option (for example, User, Action, Module) and the desired Period (for example, Day, Month, etc.). All the log details display in the grid. The grid displays the Status of the action it is tracking or logging using various icons.
3. If you have the security permissions, you can even delete the entries by clicking .
4. After reviewing the log details, click Close.

SETTINGS AND USER PREFERENCES

SETTINGS AND PREFERENCES

Navigation Settings, Preferences

To optimize Web Suite to your company based on its size, business goals, operations, management styles and company policies, you can choose various global settings or business rules. These control how Web Suite works for your company. Global Settings apply to all the users of Web Suite; settings specified in the Preferences screen take precedence over them and apply only to an individual user.

Global Settings

GLOBAL SETTINGS OVERVIEW

Navigation Settings, Global Settings

Web Suite Global Settings screen enables supervisors, managers or authorized personnel to specify company-wide settings that will affect the behavior of every computer running Web Suite. Global settings are stored in a file with the same name as your company database but with a .BQS extension. It is located in the same folder as your company database. You can choose global settings for a range of items, automatically carrying values to various master profiles, time and expense, billing and report screens.

To optimize Web Suite to your company based on its size, business goals, operations, management styles, preferences and company policies, you can choose various global settings or business rules. Some of the global settings are related to time and expense entry, invoice templates, reminders, folder locations, email settings, etc. These settings control how Web Suite works for your company. As Global Settings apply to all the users of Web Suite, settings specified in the Preferences or Project screen take precedence over them but apply only to an individual user.



Global Settings in BillQuick and Web Suite are in sync; hence, settings in one are inherited by the other. The only exception is the email settings.

The Global Settings screen consists of the following panels:

- [Master Information](#)
- [Time & Expense](#)
- [Billing](#)
- [Templates](#)
- Accounting
- [Taxes](#)
- [User Interface](#)
- [Email Settings](#)
- [Security](#)
- Calendar Settings

Global Settings Button Panel

Help:

Opens the Web Suite Help in the Global Settings section.

Save:

Click to apply the changes made to default settings of Web Suite.

Reference

GLOBAL SETTINGS—TIME & EXPENSE PANEL

Navigation Settings, Global Settings

The following information provides details on the fields and options on the Global Settings-Time & Expense panel.

Time and Expense Settings

Skip Time and Expense Evaluation:

Web Suite automatically evaluates every time entry entered. Based on the comparison between the contract amount and the total amount spent (B-Hours x Bill Rate) on a project, Web Suite will determine if the time entry is billable or not. It will display the contract amount, amount spent and the resulting amount left in the headline of the Time Entry when time entries are made. Checking the *Skip time entry evaluation* option will turn this feature off and will be brought forward in the new projects being created. It can be edited according to your need. To apply this option to the existing projects, click  on the right.

Compare Amount Spent Against Total Budget:

When selected, the actual amount spent will be compared to the budgeted amount instead of contract amount and displayed in the status bar. By default, the rule is not selected.

Evaluate Time and Expense Billable Status Based on Billable Value:

Selected, the rule includes billable time and expense entries for contract amount evaluation. Contract Amount is calculated as sum of billable time and billable expense entries.



This does not include time entries marked as Extra or expense entries marked as Extra.

When total Amount Spent exceeds the Contract Amount (specified in Project screen,) and you are recording more time or expense, Web Suite warns you that the Contract Amount is being exceeded. Thus, any more time and expense entry recorded will be marked as **non-billable**.

For example, if we have a fixed type project with a contract amount of \$1000. In time entry screen, we have 8 billable hours, 2 non-billable hours and bill rate is \$100. The amount of \$800 (Billable Hours x Bill Rate) will be taken for computing the amount spent from the time entry screen. In the Expense Log screen, if we have billable expenses amount equal to \$100 (Billable Units x Cost), then it will be carried forward for computing the amount spent from Expense Entry screen. Non-Billable expenses will not be counted for the contract amount

evaluation, if this rule is checked. Moreover, this rule applies on fixed type projects. By default, this rule is checked when a new database is created.



This rule only works when *Lock at Contract Amount* is applied in the Project screen.

Remind Employee to Submit New Time and Expense Entries:

Checked, Web Suite will prompt timekeepers for submission of new time and expense entries recorded by them. A message will display each time they log in to remind them about submitting time and expense entries. The un-submitted time and expenses display on the Reminders screen till they are submitted for approval.

Add Time and Expense Memos to Notes:

When selected, the memo attached to time and expense entries becomes the note of type time entry and expense entry, respectively. You will see the check box, Memo on Journal, auto-checked in the time and expense screens.

Do Not Show Totals:

This applies to [Expense Log](#) , [Sheet View](#), [Simple Time Card](#) and [Simple Expense Log](#) only. Checking this option will disable the *Show Totals* option on these screens.

Do Not Allow Time and Expense Entry Prior to the Project Start Date:

When checked, Web Suite will not allow you to record time and expense entries before the project's start date. You are prompted in case you record time and expense entries before the project's start date.



If you merge two projects with different start dates and this rule is checked, then the start date of the project having the older date is considered.

Time Entry

Smallest Time Increment for Time Entry(s):

Minimum time increment for a time entry. Web Suite automatically adjusts B-Hours (billing hours) and A-Hours (actual hours) to the next time increment. The default smallest time increment is 15 minutes (0:15 min = 0.25 value).

Apply B-Hours Only:

Selected, the rule includes only billable time entries for contract amount evaluation. The Total Amount Spent will be calculated according to [(Billable Hours x Bill Rate) + non-billable expense amount] and then compared to the Contract Amount. When the amount spent exceeds the contract amount, you are prompted accordingly in the time entry screen. For example, if we have a fixed type project with a contract amount of \$1000. In the time entry screen, we have 8 billable hours, 2 non-billable hours and bill rate is \$100. The amount of \$800 (Billable Hours x Bill Rate) will be taken for computing the amount spent from time Entry screen. Non-billable expenses will be fetched from the Expense Log screen. Moreover, this rule applies on fixed type projects. By default, this rule is checked when a new database is created.

Smallest Time Increment for Start and Stop Time:

This value depicts the smallest time increment for *Start* and *Stop* time drop-down list in the time entry screen. For instance, value of 15 means increments of 15 minutes that is, 12:00, 12:15, 12:30. . . shows in the drop-down list.

Time Entry Should Not be Saved/Deleted if Older/Newer Than. . .

Time Entries should not be saved or deleted if the time entry date falls beyond the specified date range. Time entry will not be saved or deleted if the date entered falls **before** or **after** the specified number of days here. This setting works in combination with *Allow Adjust Date Beyond System Setting restriction* permission under time entry module in Security screen. For instance, if today's date is January 1, 2017 and you enter 365 in both textboxes, Web Suite will not enable you to make time entries older than the year January 1, 2013 and beyond the year January 1, 2017, assuming that you have not selected *Allow Adjust Beyond System Setting Restriction* permission.

Time Entry Memo Required:

Selected, makes memo for time entry a required field thus forcing memo to be entered whenever time entry is made. Click Approve to apply this setting.

Approve Time Entries Automatically:

Select this check box to select the *Auto Approve TE* option in the [Project](#) screen, thus ensuring all time entries made from now on will get automatically approved for all *new* projects created. Click Approve to approve all unapproved existing time entries for *existing* projects.

In addition, if the check box is selected and the button is clicked, Web Suite selects the *Auto Approve TE* check box in the Project screen for all *existing* and *new* projects, thus ensuring all time entries made from now on will get automatically approved. Only approved time entries can be processed on an invoice. The **A** (approve) and **S** (submit) columns are unavailable in the time entry screen when this option is on.

Auto Approve Time Entries for Employee:

The option if selected, selects the Auto Approve Time Entries check box in the Employee screen for new employees.

Click Approve to mark all previously unapproved time entries for existing employees to approved.

Allow Negative Time Entries:

Select this option to let Web Suite accept negative time entries as well. Negative time entries can be entered to correct an error in a previous time record of any date. Some firms prefer this to ensure a complete audit trail of modifications made by the timekeepers.

Allow Zero Hour Time Entry:

Select to enable Web Suite to accept time entries with zero hours in the time entry screens. Otherwise, the time entries with zero values are not accepted in Web Suite.

Adjust Stop Time When B-Hours is Changed.

The time entry that is made through start and stop time is the actual time an employee worked on an activity. When selected, will enable you to apply start and stop time increment to billable hours.

Show Xtra Check Box in Simple Time Card Memo Pad:

Select this option to display the Xtra check box on the memo box that displays for time entries on the [Simple Time Card screen](#). Selecting the Xtra check box flags an entry as extra hours worked on a project.

Show B-Hours:

Displays the Billable Hours field in the time entry screen.

Show A-Hours:

Selected, you will see the Hours field in the time entry screen.

Sort Recently Used Projects in Simple Time Card:

Select this option if you want Web Suite to sort the projects in the Simple Time Card screen based on recent activity.

Expense Entry

Expense Entry should Not be Saved/Deleted if Older/Newer Than:

Expense Entries should not be saved or deleted if the expense entry date falls beyond the specified date range. Expense entry will not be saved or deleted if the date entered falls before or after the specified number of days here. This setting works in combination with *Allow Adjust Date Beyond Global Setting restriction* permission under expense entry module in Security screen. For instance, if today's date is January 1, 2013 and you enter 365 in both textboxes, Web Suite will not enable you to make expense entries older than the year January 1, 2013 and beyond the year January 1, 2017, assuming that you have unchecked *Allow Adjust Beyond System Setting Restriction* permission.

Expense Log Memo Required:

Selected, makes memo for expense entry a required field thus forcing memo to be entered whenever expense entry is made. Click Approve to apply this setting.

Approve Expenses Automatically:

Select this check box to select the *Auto Approve EL* option in the Project screen, thus ensuring all expense entries made from now on will get automatically approved for all *new* projects created. Click Approve to approve all unapproved existing expense entries for *existing* projects.

In addition, if the check box is selected and the button is clicked, Web Suite selects the *Auto Approve EL* option in the Project screen for all *existing* and *new* projects, thus ensuring all expense entries made from now on for all projects will get automatically approved. Only approved expense entries can be processed on an invoice. The **A** (approve) and **S** (submit) columns are unavailable in the expense entry screen when this option is on.



If only Approve is clicked, (check box is not selected) only existing expense entries are approved and the *Auto Approve EL* check box in the Project screen is deselected for all existing and new projects.

Auto Approve Expense Log for Employee:

When selected, selects the Auto Approve Expense Entries option in the Employee screen for new employees. Click Approve to select the auto approve expense entries check box for all existing employees.

Show Purchase Tax Rate:

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. When selected, will enable you to add Purchase Tax Rate field in the Expense Log Screen.

Show Foreign Amount:

This is the charge amount in a foreign currency. When selected, will enable you to add Foreign Amount field in the Expense Log Screen.

GLOBAL SETTINGS—MASTER INFORMATION PANEL

Navigation *Settings, Global Settings*

The following are descriptions of fields and options available on the Global Settings—Master Information panel.

Project Information**Auto Increment Project Codes:**

Select this check box to have Web Suite automatically increment project codes. For example, if you fill this is 2-{001}-R, the next project code would be 2-002-R. Web Suite will automatically fill the Project code when you create a new project.

Last Project Code:

Web Suite automatically assigns Project Codes counting up one unit from the value entered in the field here. You can choose numbers, letter, or a combination to track your projects. Enter the value that you like to be incremented within curly brackets in the Last Project Code field.

Contract Amount Includes Taxes:

Select this option so that taxes are included in the project's contract amount. While using the Percent Complete of a project in the Billing Review, the taxes will be included in the Contract Amount and calculations made accordingly. If not selected, the tax amount will be added separately to the pre-tax amount.

Auto Track Important Project Changes:

When checked, Web Suite automatically tracks any major changes done to the projects in a journal note. Changing some key attributes of a project like the *Client, Project Manager, Contract Type, Contract Amount, Due Date or Project Status in the Project screen* creates a project journal entry automatically, providing the date and time of change, original and new amounts, Employee ID of the logged-in user and journal note. This ensures that a perfect history of projects is maintained without you having to enter any data. By default, this option is selected but you can turn it off.

Expense Part of Contract Amount:

If the 'Evaluate Time & Expense Billable Status Based on Billable Value' global rule is unchecked, Web Suite includes only non-billable expenses in the contract amount, not the billable ones. To include billable expenses as part of the contract amount for all projects, check this option. Unchecked, billable expenses are considered in addition to the contract amount. You can also set this rule at the project level.

The Total Amount Spent is calculated against the total contract amount including the expenses.

Total Amount Spent = [(Hours x Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount].

Use Rates from Activity List:

Typically, Web Suite follows the [rate hierarchy](#) and uses the fee schedule rates for billing. If you want to use the bill and cost rates of the Activity screen instead, this option should be checked. This global rule is inherited by all existing projects when you click Apply .

Allow Zero (0) Rates in Service Fee Schedules:

When selected, allows zero rates to be used from the Fee Schedules. If not selected, zero rates will not be allowed against items in fee schedules.

Employee Information

Standard Employee Hours:

Number of standard hours an employee works per day and per week. E.g., 8 hours per day and 40 hours per week. You can enter decimal values as well. When standard working hours are specified here, they are automatically entered in every new employee profile.

Time Off

Web Suite tracks your vacation, sick, holiday and compensation time by providing pre-defined activity codes. You can, however, change the mapping from the pre-defined activity codes to some other desired ones. They are used to produce standard reports.

Vacation/Sick/Holiday/Comp Time:

You can customize the default activity codes here by selecting the desired code for the vacation, sick, holiday and compensation time from the drop-down lists. For example, GEN:VAC label can be changed to GEN:PER for personal time.



It is possible to assign the same code to multiple activity codes.

Exclude Vacation, Sick, Holiday and Comp Time When Calculating Overtime:

Some companies do not consider vacation, sick, etc. in the calculation of overtime as it must come from actual hours worked. Check this option if you do not want to include vacation, sick, holiday and compensation time of employees for calculating their overtime. Web Suite then ignores the vacation, sick, holiday and comp-time activity hours in the automatic calculation of overtime.

GLOBAL SETTINGS—TEMPLATES TAB

Navigation *Settings, Global Settings*

The following provides details on the fields and options on the Global Settings—Templates panel used to define the global standard invoice templates used for each project type. To view a sample invoice, click View next to the field. Global templates may be changed to any of the 180 invoice templates that come with Web Suite, or to a custom template modified or created using Crystal Reports®.

Default Invoice Templates

This is where the default templates used for invoices are displayed. One default invoice template can be selected for the following contract types, and manual, joint and retainer invoices.

- Fixed
- Hourly
- HNTE
- Marketing
- Overhead
- Percent
- Recurring
- RNTE
- Manual
- Joint
- Cost-Plus
- Retainer

The default templates specified here are ignored when you assign any other template to the project in the [Project](#) screen.

You can change the invoice template that is associated with each type of contract. You can use pre-designed templates, a modification of an existing template, or one that you have designed yourself. To select a different default template, click  to open the Invoice Selection screen. Here, you can preview the default template or select any other invoice template. Existing or pre-designed templates can be modified or new templates can be created in Crystal Reports. We strongly recommend that you rename the modified template to ensure the integrity of the original design. The default templates assigned here are ignored when templates are assigned to a project in the [Project](#) screen.

Default Statement Templates

This is where default templates used for statements are displayed. One default statement template can be selected for the following contract types, manual and retainer invoices.

- Fixed
- Hourly
- HNTE
- Marketing
- Overhead
- Percent
- Recurring
- RNTE
- Manual

Global template can be set for the retainer invoice and can be printed from the Project and Retainer Management screen. You can use pre-designed templates, a modification of an existing template, or one that you have designed yourself. The default templates assigned here are ignored when templates are assigned to the project in the Project screen.

To select a different default template, click  to navigate to the file. When you find the report file, double click to make it the new default. Existing or pre-designed templates can be modified or new templates can be created in Crystal Reports. We strongly recommend that you rename the modified template to ensure the integrity of the original design.

GLOBAL SETTINGS—USER INTERFACE PANEL

Navigation Settings, Global Settings

The following provides details on the fields and options on the Global Settings—User Interface panel.

User Interface

Number of Digits After Decimal for Amount/Rate/Units:

You can specify the number of digits after a decimal in a numeric field like amount, units and rate. You can select the desired number from the drop-down list. If you select 0, this implies a non-decimal format with no rounding off. If you specify 2 or 10, this implies rounding off a value to two or 10 decimal places. The default value is taken from the regional settings of the computer and is 2 digits for amount, while 10 digits for units and rate. This setting affects the decimal values displayed in screens like Expense, Expense Log, EFS, Budget, Billing Review, Invoice Review, etc.

For example, if you specify 2 as the number of digits after decimal and then assign a cost rate of 23.677 for mileage, then the value that will be displayed in the Expense grid will be 23.68. However, placing your pointer in the field will reveal the true cost entered. If you specify 9 as the number of digits after a decimal and then assign a cost rate of 23.6778899 for mileage, then it will display the same 23.6778899 in the grid.

First Day of Week is:

Enter the day that your company considers the first day of the week. Appropriate screens and reports in the program will be modified according to the date settings entered. For example, the Time Entry's starting date and reports that print from that screen will be adjusted according the day that is selected as the beginning of the week.

Similarly enter the date your company considers the **First Day of Year** and **Last Day of Year**. You can select the dates from the drop-down calendar.

First Day of the Bi-Weekly Period:

You can set the first day of your biweekly period here. By default, it displays Sunday as the first day. Web Suite uses this day to present correct information on screens and reports accordingly. For example, the Calendar View and various time reports adjust to show the correct start day of the biweekly period.

Company Working Days

These represent the standard working days for your company. By default, Monday through Friday is checked but you can change this setting. This allows Web Suite to distribute tasks (hours) into months or weeks in Allocation-Calendar View when the date range is large.

Miscellaneous

Maximum Number of Records to Load:

Enter the maximum number of records that you want to view in the drop-down lists in the application. This setting will apply to all the drop-downs in the key fields as well as the data entry fields. This number will restrict the records that will be available for applying the filters to.

Report Center URL:

Web Suite allows you to configure the report server URL. It allows you to install the report module on any server and configure the core application to point to that URL. This option helps in improving the performance of your application as the servers are separated for the report engine and other modules.

SQL Backup location:

This is the path on your computer or network server to the folder in which you want the backup copies of your BillQuick SQL database. This feature is available in Web Suite Enterprise and Professional edition only.

GLOBAL SETTINGS—BILLING PANEL

Navigation Settings, Global Settings, Misc

The following provides details on the fields and options on the Global Settings—Billing panel.

Billing

Minimum Bill Amount:

This option enables you to specify a minimum bill amount for Billing Review to process an invoice. The invoice processing will be skipped if the billing amount is less than what is specified here.

Reverse Write-Up/Write-Down When Invoice is Reversed:

When an invoice is reversed, you might want to automatically reverse any write-up/write-down changes that you might have made before processing the invoice. Check this option to do so. This restores the values to pre-Write Up and Down values.



This only affects the write-up and down changes that have been manually made in the Billing Review screen. Write-up and down made in the time card screen or through write-up and down screen in Billing Review are not reversed.

Auto Apply Retainer:

Check this option if you want to record payments automatically as retainer, without applying it to an invoice. When a retainer is applied to client only, it is recorded as Client Retainer while if a project is specified, it is recorded as a Project retainer.

Mark Project Completed When Billed 100%:

If selected, Web Suite automatically marks the projects as completed when they are billed 100 percent.

The Contract Amount of a project can be specified in terms of Service Amount and Expense Amount in the Project screen. You can choose to let Web Suite automatically mark the project status as *Completed* when the billed Service Amount is 100 percent in Billing Review or Manual Invoice.

Apply Discount to Pre-Tax Amount:

Selected, the discounts are applied to the amount and then tax is applied to the remaining amount.

Link Time Entry Attachments to Invoices:

Web Suite allows you to link automatically the time entry related PDF attachments to the invoices. It considers only the time entries that are associated with the invoices. If this rule is checked, then Web Suite links the attachments after processing the invoices in the Billing Review or Manual Invoice screen. You can set or override this rule at the project level as well.

Link Expense Log Attachments to Invoices:

Web Suite allows you to link automatically the expense receipts or related PDF attachments to the invoices. It considers only the expense entries that are associated with the invoices. If this rule is checked, then Web Suite links the attachments after processing the invoices in the Billing Review or Manual Invoice screen. You can set or override this rule at the project level as well.

Skip Extra Time Entry for Automatic Write-Up/Write-Down:

By default, write-up/write-down is calculated automatically on all the time entries. If this rule is checked, then no write-up/write-down is calculated on the time entries marked as extra.

Restrict Joint Invoices to Parent Projects:

By default, for joint invoicing, Web Suite groups the projects based on a common client and parent project. However, using this option, it restricts joint invoicing to the parent projects only. For example, if the 'Send as Joint Invoice' option in the Project screen is checked for three phases of a project and two phases of another project (both having a common client), this option does not allow joining all the five phases into a single joint invoice. It considers the parent project for each phase and joins them accordingly.

When this option is unchecked, Web Suite automatically creates a single joint invoice for all projects (phases and standalone projects) of a single client.

URL for Currency Exchange Rate Lookup:

Allows you to set your own currency converter, which will be used to set values for currency calculations in the [Currency Manager](#) screen. By default, Web Suite uses Yahoo's currency converter but you can enter any other web address for it.

Accounts Receivable

Aging Period:

Age of an invoice indicates the time from the date when the invoice is sent to the client till it remains unpaid. Aging period denotes the time interval, which also represents the grace period increment of the outstanding/unpaid invoices with the clients. You can specify the aging period here, which sets the time interval and gets reflected on the aging reports accordingly. This results in customized aging intervals with user-defined length (days) for each sequential period, for example, age the invoices in 30-day increments.

Payment Term:

You can set the payment terms for all your vendors from the drop-down list. Payment terms are created in the [Terms](#) screen. They are set at the global level for all the vendors but can be overridden in the Vendor screen.

Default Class:

You can assign a default class at the global level, which is then inherited by all the new projects. Choose a class or add a new one from the drop-down. You can then override it at the project-level.

Interest % Per Month:

The interest information applies to late payments. If you would like to charge 1.25% interest after 30 days, enter 1.25 in this field and 30 in the **Charge Interest After** field. If you want to adjust the interest charged or grace period extended to delinquent payments for a particular project, do so in Project screen. The interest due for late payments is calculated and displayed on printed statements and in the Invoice Review screen.

When updating the interest rates, you have two options:

- **Apply to blank/zero rates:** This applies the specified rates to the previously zero/blank rates.
- **Apply to non-blank rates:** This replaces the rates having some value specified in the Project screen, with the rates specified here.

Print Statement for Posted Invoices:

Selected, this enables printing of statement for posted invoices where the balance is greater than zero.

Invoices**Show Billing Through on Invoices:**

Select this option if you want to view the period to view time entries on the [Billing Review](#) screen as Billing through "*mm/dd/yy*" instead of "From and To" field.

Show Account Summary at the Bottom of an Invoice:

When selected, the invoice displays account summary at the bottom of invoices generated.

Show Retainer Summary on Invoice:

When selected, it displays the retainer summary on the invoices.

Show GST Separately on Invoices:

When selected displays the Goods and Services tax on all invoices.

Email Payment Receipt to the Client:

Selecting this check box will automatically send emails containing invoices to the customers in response to a received payment. This feature sends a "Thank you for your payment." email to the clients or client contacts and attaches the invoice/payment detail report. This report shows the relevant invoice transaction, previous payments, recent payments and balance remaining on that invoice.

Email Retainer Payment Receipts to the Client:

You have the ability to email your customers a payment receipt automatically in response to receiving a retainer. This feature sends a "Thank you for your retainer payment" note to the client or client contact, and attaches the electronic receipt of that retainer payment. This gives your clients a better experience of working with you.

Show Time Entry and Expense Memos on Detailed Invoices:

When selected, displays time entry memos and Expense Log memos in the invoices with details.

Show Time and Expense Memos on Invoice:

When selected, the memo attached to time and expense entries is displayed on the invoice. You will see the check box, Memo on Journal, auto-checked in Sheet View and Simple Time Card.

Show Project Memo on Invoices at the Bottom:

Select this option if you want that the project memo should appear as the second memo of the invoices sent to your client.

Hide Non-Billable Time Entries on Invoice:

When selected, the time entries having no charge against them will not be displayed on the invoices.

Hide Non-Billable Expense Entries on Invoice:

When selected, the expense entries having no charge against them will not be displayed on the invoice.

Show Country in Client Address:

When this option is selected, it displays the country as a part of the client address on the invoices.

Last Invoice #:

Web Suite Billing generates the new invoice number, counting up one unit from the value in this field. You can choose numbers, letters, or a combination of both for the invoice numbers. The value to be incremented is to be kept within curly brackets. For example, if you fill this field with the string *ABC-{0020}* the next invoice number will have the number *ABC-0021*. If you would like to manipulate the invoice numbering, enter a number one unit less than what you want to assign to the next invoice you process.

Retainer Invoice #:**Prefix:**

Specify the prefix string for the invoice sequence in this field. This will precede the invoice number mentioned above.

Number:

Web Suite automatically assigns invoice numbers counting up one unit from the value entered in this field. You can choose numbers, letters, or a combination to track invoices.

Suffix:

Specify here the suffix string for the invoice sequence. This will follow the invoice number mentioned above.

For example, if you fill Prefix with the string *ABC*, Invoice Number with {0020} and Suffix with *LA*. The resulting invoice number will be *ABC-0021-LA*. Web Suite will automatically fill Invoice # field when you create a new retainer invoice from Retainer Management or Project screen. If you would like to change the invoice numbering, enter a number one unit less than what you want to assign to the next invoice you process.

Reference Calculation Method

Method:

Allows you to specify methods for electronic invoicing using Structured Creditor Reference based on ISO 11649. The two methods available are: **137 Method** and **RF Creditor Reference**.

Show on Invoices:

Select this check box to include either the 137 Method or RF Creditor Reference numbers on your invoices.

GLOBAL SETTINGS—TAXES PANEL

Navigation Settings, Global Settings

The following provides details on the fields and options on the Global Settings—Taxes panel.

Main Taxes

Apply Taxes

Main Service Tax:

Main Service Tax is the tax applied to the labor amount on invoices. The default rate can be set in the Company screen. However, you can change the existing MST rates for the client here by entering the new MST rate in this field and clicking *Apply*  to update your MST rate.

Main Expense Tax:

Main Expense Tax is the tax applied to the expense amount on invoices. The default rate can be set in the Company screen. However, you can change the existing MET rates for the clients by entering the new MET rate in this field and clicking *Apply*  to update your MET rates.

Ceiling for Taxes

Main Service Tax/Main Expense Tax:

This option enables you to enter a ceiling for the MET, MST or sales tax computation purposes. In some places, there is a maximum limit set on the percentage of tax that can be levied, say in Alaska there is a 2% sales tax with a ceiling set at \$500. Using this option, you can set the dollar amount beyond which the company cannot set or charge tax to the clients.

Main Service Tax to Exclude Item Tax:

Selected, MST excludes Tax 1/2/3 of the service item while computing the total tax amount to be charged on invoices.

Main Expense Tax to Exclude Item Tax:

Selected, MET excludes Tax 1/2/3 of the expense item while computing the total tax amount to be charged on invoices.

Item Taxes**Default Activity/Expense Rates:**

Tax rates appear on many screens. These are user-defined fields. Default rates for **Rate 1/2/3** can be assigned here. To give these taxes labels, such as Local Tax, Provincial Tax, Sales Tax or Luxury Tax, enter the label text in the [Custom Labels](#) screen. Set the default rates in the % fields. When default rates are assigned, they will be brought forward when creating new activities and expense codes. When an activity or expense code that has taxes assigned to it is selected in [Sheet View](#) list or [Expense Log](#), the taxes will be brought forward and recorded with the entry. These default tax rates can be modified when entering time or expenses.

Hide Tax Fields on Sheet View:

You can choose to hide Tax 1/2/3 fields on the Sheet View screen by checking this option.

Hide Tax Fields on Expense Log:

You can choose to hide Tax 1/2/3 fields on the Expense Log screen by checking this option.

GLOBAL SETTINGS—SECURITY PANEL

Navigation *Settings, Global Settings*

The following provides details on the fields or options available on the Global Settings—Security panel.

DCAA Compliant**Make This Application DCAA Compliant:**

Government contractors and agencies require their time tracking systems to be DCAA compliant. Web Suite provides a single-click option that makes the application comply with the DCAA requirements. You must check this option to override the existing or default security settings in Web Suite to ensure DCAA compliance. When you do so, Web Suite prompts you to enter your DCAA password.

Set DCAA Password:

Clicking on the link opens the Set DCAA Password dialog box where you can set the password for DCAA compliance settings. You must enter the current/new password and then confirm it. After setting the password, this option changes to **Change DCAA Password** and allows you to change the password set by you.

Password Required When Closing Date is Changed:

Check this option if you want the Closing Date feature in the Company screen to be password-protected. This way, no one can change the closing date for the company

accounts unless authorized to do so. You can set the password for the closing date by clicking on the [Set Closing Date...](#) link.

Set Closing Date Password:

When you check the above option for the first time, you are prompted to set a password using the Set Closing Date Password screen. This ensures the closing date setting is password-protected and no one changes it accidentally. After setting the password, this option changes to **Change Closing Date Password** and allows you to change the password set by you.

Rules**Make Passwords Case Sensitive:**

Select this option if you want to make all passwords in Web Suite case sensitive. If you assign a user Curtis James a password 'CJ', he cannot log in with 'cj' as his password.

Show Error Messages For This Session:

A message tells you about the type of error encountered in the application. Check this option if you want the messages to appear on the screen. By default, the option is unchecked. If you check this option, the setting will be retained for the current logged-in session. When you log out, it will be unchecked.

Turn Off Save/Update Alert Messages:

Select this option if you want to hide the prompt message on saving or updating the time and expense record. By default, the option is unchecked.

Submittal Disclaimer**Users Must Agree to the Following Disclaimer...**

Some companies require their employees (or vendors) who enter time and expenses to sign a disclaimer while submitting their entries. This is also a new requirement of several agencies such as DCAA. To help you comply with regulatory standards, you can set Web Suite to display a custom disclaimer prior to submitting time and expenses.

Web Suite allows you to set a rule at the global level by checking this option and typing your own disclaimer message or accepting the default one. E.g., you can ask your timekeepers to certify that all the time and expenses reported by them are accurate and complete. This message appears on the Submit-Approve screen if you turn on this rule here.

Show Patch Update Message:**Enter Employee ID:**

Here an administrator or Supervisor can specify the employees who will be notified about any Web Suite updates released after they log in. Whenever there is a new update on Web Suite available, the employees whose IDs are entered here will see a notification on the home page of Web Suite.

By default, the auto update notification is seen by the users who are logged in as Supervisor or if the user has Read access to the Employee screen.

Password Settings:

Force Employee(s) to Set Strong Password and Reset After...Days:

Web Suite provides the ability to enforce strong password policy company-wide with preset expiration days. This helps your company to prevent security breach due to weak passwords or passwords that have not been changed for a prolonged period. Check this option if you want to set strong password to ensure security and privacy of your Web Suite data. You can also specify the number of days after which employees must change their passwords. At the end of that term, you have to identify another password.

Optimize

Web Suite provides various built-in tools that attempt to repair and optimize a damaged database to protect the information stored in it. To guard against time delays resulting from database corruption, you must run these utilities periodically (for Standard/Access database). You can access the following Optimize options:



Prior to running this tool, all Web Suite users need to log out from the shared database.

1. **Time Entry**—Attempts to repair all errors found in the time entry data table.
2. **Expense Log**—Attempts to repair all errors found in the expense entry data table.
3. **Other Tables**—Attempts to repair all errors found in all other Web Suite data tables.
4. **Views**—Attempts to optimize all views (stored queries) found in the Web Suite database.
5. **AR Tables**- Attempts to optimize all errors found in the Accounts Receivable data table.



Do not interrupt the repair procedure. Wait until a message confirms that the process is complete.

GLOBAL SETTINGS—EMAIL SETTINGS PANEL

Navigation Settings, Global Settings

The following provides details about the email settings and server options on the Global Settings—Email Settings panel.

SMTP Server Information

SMTP Server:

You must specify the SMTP server name for sending emails. SMTP is a simple, text-based protocol used to send messages to one or more recipients. For example, for Gmail you use `smtp.gmail.com`.

Use SMTP Server Authentication:

By selecting the check box, you choose to apply the server authentication settings, which are chosen using the options available. By choosing SMTP Server Authentication, you control how and who is able to send emails.

Use SSL:

Mark the option, if you want to protect the confidentiality and security of data being transmitted between your email program and the servers. SSL stands for *Secure Sockets Layer*.

Allow User Preferences to Override these Email Settings:

By default, email settings specified in the Global Settings screen override the ones in User Preferences. If these settings are blank in Global Settings, only then the user preferences are used. However, you can reverse that and ask Web Suite to override the global settings by these preferences.

Send Invoice Attachments as a Single File:

When checked, Web Suite automatically compresses all the invoice attachments into a single zip file, making it easy for your client to view all the attached documents in one folder.



This feature is available in Web Suite Enterprise and Professional editions only.

User Information**Your Name:**

Your first name, say Allen. This is provided to the recipient for identification.

Email From:

This is your email address used for sending and receiving emails. E.g., allen@gmail.com.

CC Mail To:

You can enter the email address of a person to whom you want to send a copy of your emails. You may enter your own email ID or your supervisor's. When you email an invoice or a report to someone, the CC field is auto populated with this address.

BCC Mail To:

Optionally, you can enter the email address of a person to whom you want to send a blind carbon copy (Bcc) of your emails. When you email an invoice or report to someone, the Bcc field is auto populated with this address.

Login Information**User Name:**

You need to specify the relevant user name to log in to the SMTP Server.

Password:

Enter the password to log in to the SMTP Server. You should create strong passwords.

Save Your Changes Prior to Testing :

Click the icon to verify the settings you have specified for sending the emails. A message will appear on the screen, if the specified information is accurate.

Other Settings (optional)

Delivery Method:

Three options are made available to the user—Network, Specified Pickup Directory, Pickup from IIS. In Pickup from IIS, the email file is dropped in the default location where IIS looks for emails. In Network, the email file is send directly through the network. In Specified Pickup Directory, the email file is delivered to the specified directory location.

Directory Name:

If the selected delivery method is Specified Pickup Directory, enter or browse the directory path to the pickup folder in this field.

Port:

The SMTP Server Port number needs to be mentioned for outgoing mails. The SMTP client initiates a TCP connection to server's port 25. However, some servers can have their own configurations, for example, Gmail uses port SMTP number 465.

Authentication Type:

The options available are Anonymous, Basic and NTLM. Using anonymous authentication, there is no way to verify the sender. Basic authentication allows clear text user names and passwords for authentication. NTLM or Integrated Windows Authentication only works in configurations where the client computer can contact a domain computer to validate their credentials. In most firewall configurations, it is not possible. There are also other options that the user can choose based on the requirements of the company.



User Name and Password are used for authentication if the mode is not anonymous so that the user is authenticated before sending the mail.

Default Email Settings

The email settings in the Global Settings screen override the ones selected in User Preferences, unless you specify otherwise by selecting that option at the top.

Invoices/Statements/Reports/Payment Receipt:

Web Suite enables you to set up a default email message for your invoices, statements, reports and payment receipts, thus saving a lot of time. You can further replace or edit the message in the Email screen as needed.

Besides the message, you can set the default Subject and PDF File Name for invoices, joint invoices, statements and reports. In case of reports, you can further set your preferences for general reports and purchase orders. Payment receipts along with a 'Thank You' message can be sent automatically to the clients when their payments are received (Enterprise edition only). Subject for such emails will display "Thank you for your retainer payment."

The PDF File Name option on all tabs gives you the flexibility to customize the name of all the PDF attachments, say you want to name all attached invoices something other than their default invoice templates. In addition to the typed-in names, you can set variables as part of the invoice naming convention by inserting placeholder fields using the Available Fields option at the bottom. For example, you can use {CLIENTID} {PROJECTID} {INVOICE NUMBER} for Web Suite to auto-fill these IDs when emailing the invoices. This allows the file name to be unique for every project. You can insert the

Parent Project ID into the file name in case of multiple project phases. Sometimes you might have 10 phases on one Main project and when sending an invoice to the client, you want the PDF have the Main project name. In addition, when exporting PDF files to be stored on a shared drive, it is easier to locate that file based on the parent project.

 Some of the project-specific field names like Project ID and Project Name are not available for joint invoices. In addition, you cannot customize these file attachment names in case of the MAPI option.

 This feature is available in the Web Suite Pro and Enterprise editions only.

How Do I

HOW DO I ASSIGN GLOBAL TEMPLATES?

Navigation *Settings, Global Settings, Template*

Each contract type in Web Suite has a default invoice and statement template. In addition, you can also find default templates for manual and joint invoices.

To assign a template:

1. Open Global Settings screen from the Settings menu.
2. Choose the Templates tab.
3. You will see all the default templates pre-selected. Click the icon next to the contract type for which you want to assign a different template.
4. On the Invoice Template screen, open a category of invoices by clicking Templates tab on the left.
5. Click  and select the desired invoice format. This format becomes the global default when you click OK.
6. When you have finished, click Save and then Close.

HOW DO I SET GLOBAL TAXES?

You can specify tax rates in the Global Settings screen. These settings control the calculation of item taxes (Tax 1/2/3) and main taxes (MST/MET) on service and expense items in Web Suite, unless overwritten by different settings in the Client or Project screen.

Below is a list of settings, actions and location where they can be set.

Setting	Action/Effect	Where
Taxes: Rate 1/2/3	Enter the default Tax 1/2/3 percentages for new activity and expense codes. Web Suite	Global Settings-Taxes

	applies these tax rates to time and expense entries to calculate the bill amount and expense charges. You can override these rates for individual activity and expense codes in their respective screens.	
Show/Hide Tax Fields	Select these options to hide the Tax 1/Tax 2/Tax 3 fields on the time and expense entry screens. You can use these options if you do not charge item taxes.	Global Settings—Taxes
Apply Taxes	These are the Main Service Tax and Main Expense Tax rates applied to total labor and total expenses on invoices, respectively. Enter the rates and click  to apply these rates to existing data. You can override MET and MST for a client or project. See Computing Taxes in for more.	Global Settings-Taxes
Ceiling for Taxes	Enter the maximum amount that you can charge per invoice as Main Service Tax and Main Expense Tax. Enter a dollar amount.	Global Settings-Taxes
Contract Amount Includes Taxes	Select this if your company includes taxes in the contract amount for projects. When calculating Net Bill amount based on % Complete, calculations take into account such options. When unchecked, Web Suite adds the tax separately to the pre-tax bill amount.	Global Settings—Master Information
MST/MET to exclude Service/Expense Tax	Select these options so that Main Service Tax and Main Expense Tax exclude item taxes (Tax 1/2/3) associated with the activity and expense codes while computing the total tax amount to be charged on invoices.	Global Settings—Taxes
Apply Discount to Pre-tax Amount	By default, Web Suite applies a discount to the calculated bill amount <i>after</i> applying the taxes. Select this option to apply a discount to the bill amount before taxes.	Global Settings—Billing
Show GST...	Select this option if you want to show the Goods and Services Tax separately on all invoices.	Global Settings-Billing

Show Tax 1/2/3 fields for time and expense entry

Select these options to show the Tax 1/Tax 2/Tax 3 fields on the time and expense entry screens.

Preferences-Time & Expense



For tax settings specified at the client and project level, see [Create Client Profiles](#) and [Create Project Profiles](#).

Preferences

PREFERENCES OVERVIEW

Navigation *Settings, Preferences*

The Preferences screen enables you to customize the look and feel of Web Suite screens along with other preferences. In addition to global settings, Web Suite supports preferences that are user-specific. Through Preferences, you can customize Web Suite to suit the needs of your business and personal style of working, set notifications, email settings and many other options. Typically, a user preference overrides the corresponding global setting. To access these settings, click Settings on the [Navigation](#) bar and then click the Preference tab.

The Preferences screen is divided into the following tabs:

- [Time & Expense](#)
- [More](#)
- [Filters](#)
- Email
- Exchange

Preferences Button Panel

The following information provides details on the options available on the Preferences button panel.

Help:

Opens the Web Suite Help in the Preferences section.

Save:

Click to apply the changes made to your preferences in Web Suite.

Reference

PREFERENCES—TIME & EXPENSE TAB

Navigation *Settings, Preferences, Time & Expense*

Use the options on this tab to set up default system-wide time and expense settings.

Time Entry

After saving an entry, resume back in Add New mode:

Enables you to resume the Add New mode where you can make new time entries. You do not have to click the **New** button.

Show Tax 1/2/3 field for time entry:

This option enables you to show or hide the tax fields (Tax 1/2/3) in the time entry screen. These options will be unavailable if set so from the server program.

Automatically Set Start Time:

You can choose to let Web Suite automatically fill the start time of an entry, as specified in the Default Start Time field. By default, the start time of an entry will be the stop time of the previous entry but for the same date.

Default Start Time:

This is the default value set for the start time of a time entry. It pre-fills the Started field in the grid.

Default Stop Time:

This is the default value set for the end time of a time entry. It pre-fills the Stopped field in the grid.

Show Start and Stop Time:

Check this option to show the Start Time/Stop Time fields in the time entry screen. You can make time entries using these fields, the time duration is calculated automatically.

Show Custom 1/2/3/4/5/6 field for time entry:

This option enables you to show or hide the custom fields (Custom 1/2/3/4/5/6) in the Sheet View screen. These options will be unavailable if set so from the server program.

Default Appointment View:

You can select the preferred view for the Appointments screen in Web Suite. This will determine how the calendar displays by default. The options include Month, Basic Week, Basic Day, Agenda Week and Agenda Day.

Expense Entry

After saving an entry, resume in Add New mode:

Enables you to resume the Add New mode where you can make new time entries. You do not have to click the **New** button.

Show Tax 1/2/3 field for expense entry:

This option enables you to show or hide the tax fields (Tax 1/2/3) in the Expense Log screen. These options will be unavailable if set so from the server program.

Show Custom 1/2/3/4/5/6 field for expense entry:

This option enables you to show or hide the other fields (Custom 1/2/3/4/5/6) in the Expense Log screen. These options will be unavailable if set so from the server program.

Time/Expense

Auto-fill Simple TE/EL with recently used. . .Projects:

Select the rule to retrieve the details of projects recently worked on. The number of projects retrieved depends on the selection made in the *Projects* drop-down list, which ranges from 5 to 50. It affects Simple Time Card and Simple Expense Log only.

Default to current week in Simple Time Card and Simple Expense Log screens:

When selected, displays the current week in the Simple Time Card and Expense Log screens. If not selected, Web Suite saves the date settings that were used the last time this screen was accessed by the user.

PREFERENCES—MORE TAB

Navigation Settings, Preferences, More

Use the options on this screen to configure default notification settings for Web Suite. You can also set up and default email message for Invoices, Reports, and Statements.

Notifications

Notify me when Invoices are sent to me for Approval:

Selected, an email will be sent to whom you have sent the invoices for approval. For example, as a project manager you will have the authority to approve or disapprove the invoices before they are sent to the client. Therefore, in that case Web Suite will send you an email notifying that there are some invoices waiting for your approval. Web Suite will use the email ID from your Employee record.

Notify me when my invoices are approved or rejected:

Select this option to be automatically notified when your submitted invoices have been approved or rejected. The secret to improving cash flow is to send client invoices out as soon as they are approved by the responsible manager. To make this easy, Web Suite can notify you immediately when the draft invoices submitted by you are approved or rejected.



This option is only available in the Web Suite Pro, Pro Plus, Enterprise and Enterprise Plus editions.

Notify me when my Time or Expenses are Approved:

Selected, you will receive an email on the approval of your time and expense entries. For example, an employee, CK, submits his time or expense entries to the Project manager, CJ. When CJ approves the entries, Web Suite will send an email to CK informing about it. Web Suite fetches the email ID from your Employee record.

Notify me when my Time or Expenses are Rejected:

Selected, you will receive an email on the rejection of your time and expense entries. For example, an employee, CK, submits his time or expense entries to the Project manager, CJ. When CJ rejects the entries, Web Suite sends an email to CK informing about it. Web Suite fetches the email ID from your Employee record.

Notify me when Time or Expenses are submitted to me:

Selected, an email will be sent to whom you have submitted your time or expense entries. For example, CJ being your project manager will receive an email when you will submit your time or expense entries to him for approval. The email settings specified under **Mail Settings tab** of Global Settings screen will be used to send the email.

Notify me when Purchase Order are sent to me for approval:

Selected, an email will be sent to whom you have sent the Purchase Orders for approval. For example, as a manager you will have the authority to approve or disapprove the Purchase Orders before the purchase is made from the vendor. Therefore, Web Suite will send you an email notifying about the Purchase Orders that waiting for your approval.

Notify me when Vendor Bills are sent to me for approval:

Selected, an email will be sent to whom you have sent the Vendor Bills for approval. For example, as a manager you will have the authority to approve or disapprove the Vendor Bills before paying the vendor. Therefore, Web Suite will send you an email notifying about the Vendor Bills that are waiting for your approval.

Notify me when Personal Time Off requests are submitted to me:

Selected, an email will be sent to whom you have submitted the request for Personal Time Off. For example, BW being your company manager will receive an email when you will forward your request for Personal Time Off to him for approval.

Notify me when my Personal Time Off requests are approved or rejected:

Selected, you will receive an email when your request for Personal Time Off is either approved or rejected. For example, an employee, CK submits the request for his Personal Time Off to the company manager, BW. Either, BW can approve or reject his request. In either case, Web Suite will send an email to CK informing about it. Web Suite fetches the email ID from your Employee record.

Notify me when New tasks are assigned to me:

Select this option to let Web Suite automatically notify you about task assignments for you. This informs you when tasks are assigned to you.

Notify me when Hours & Units are allocated to me:

Select this option to be notified about your task allocations automatically. It informs you each time your manager or supervisor allocates new tasks (using the Allocate screen) to you for projects you are working on. It also emails all the details of the new tasks to the concerned employees as a PDF attachment.

Notify me when Project Due Date is less than XX days:

Select this option to be notified when a project's due date is approaching. You can specify the number of days prior to the due date the notification should be sent.



This option is only available in the Web Suite Enterprise and Enterprise Plus editions.

Send Above Notifications Via:

Select either the *Email* or *Web Suite Message* check boxes, or both, to specify how Web Suite users will receive notifications for the above time, expense, PTO, invoice and other notifications. Both options are checked by default.

Default Email Message:

Invoices/Statements/Reports:

Enter the text to be used when emailing invoices, reports and statements. Choose the one you want to use the default message for. The text entered here will automatically appear in the body of the email. Click Save so that Web Suite will remember it for you.

Show Project Assign Tab:

Select the option to make the Assign tab visible on the Project screen.

Remember my last visited page:

Selected, the module accessed prior to logout opens up instantly when you log into the Web Suite. Web Suite remembers the module which you accessed the last.

Turn Off Auto Complete:

Allows you to turn off the Auto Complete feature at the user level. Web Suite will no longer replace your shorthand codes with the long hand descriptions.

Message Window

Opacity:

You can control the opacity and visibility of the message windows in Web Suite by setting the percentage here. It can range from 25% to 100%.

Duration:

You can control how long the message windows in Web Suite display by setting the duration here. It can range from 2 seconds to 90 seconds.

Display Account By

You can choose the display option for the Account drop-downs in the Web Suite screens as you prefer. The options include **Account Name Only** (descriptive name) or Account ID,Account Name (account number followed by a descriptive name).

More

Include Sub-Projects When Parent Project is Selected:

This enables you to include all the phases and sub-phases of a parent project when it is selected. By default, this option is checked.

PREFERENCES—FILTERS TAB

Navigation Settings, Preferences, Filters

Use the options on this screen to configure global filter settings for Web Suite.

Client/Project/Employee/Activity/Expense Filter:

Click to open the relevant filter screen. In each of these screens, you can select the Client/Project/Activity/Expense/Employee or Vendor that should be displayed in the drop-down lists, throughout Web Suite. These filters settings will apply to the screens in which you have checked the Filters On/Off option.

- In the Employee filter screen, check the *Show Vendors Only* option to display only vendors in the grid.

How Do I

HOW DO I SET PREFERENCES?

Navigation Settings, Preferences

You can customize your Web Suite according to your choice. The choices available are specific to the personal computer on which they are set. Web Suite Preferences screen provides various options that help you making the change. For example, you can show/hide various options on the time and expense screens plus some more.

Open **Preferences** screen from the **Settings** menu.

To show/hide fields

You can select Show Tax 1/2/3, Show Custom 1/2/3/4/5/6 and Show Start/Stop Time fields to make them visible on the time entry screen.

You can select Tax 1/2/3 and Custom 1/2/3/4/5/6 fields to make them visible on the expense entry screens.

To resume back in add new mode

Select *After saving an entry, resume back in Add New mode* option to make new time and expense entry without clicking the New button on the time and expense screen.

To auto-fill Project ID field

Select *Auto-fill Simple TE/EL with recently used . . . Projects* option to retrieve the IDs of projects you have recently worked on. The number of project IDs available in the grid depends on the value selected from the drop-down. It affects Simple Time Card and Simple Expense Log.

To receive an email

Select *Notify me when Invoices/Purchase Orders/Vendor Bills are sent to me for Approval* option if you want to be mailed on receiving the Invoices/ Purchase Orders/Vendor Bills for approval. Select *Notify me when my Time or Expense/Personal Time Off requests are Approved or Rejected* option if you want to be mailed on the approval or rejection of your time and expense entries or Personal Time Off requests.



Web Suite will fetch your email ID from the Employee screen.

Select *Notify me when Time or Expense/Personal Time Off requests are submitted to me* option, if you want to be mailed when Time or Expense entries/Personal Time Off requests are submitted to you for approval.

To migrate filter settings

Select *Migrate previous version filter settings to current version* option to copy the filter settings of Web Suite from previous version to the current one. The filters set in the year prior to the current year will become the filter settings for the current year. This way you retain the filter settings of the previous year. This option is available to supervisors only.

Manage Web Users

MANAGE WEB USERS OVERVIEW

Navigation Settings, Manage Web Users

The Web Suite [User Management screen](#) enables you to manage the user authorization of Web Suite. The purpose of this screen is to provide a module from where you can assign/un-assign users and obtain other license information. To ensure greater security, this screen is available to the authorized supervisor only.

On installing Web Suite, you are prompted with the product activation options. You can activate the program now or later. Activating the product later starts a 7-day pre-evaluation free trial, during which the product can be activated anytime. To activate the product immediately, you need to enter the Company Name and Key. The registration key can be purchased or you can get the evaluation key via email/phone/[Internet](#). If Web Suite is not purchased, the program will run for a further 15-day trial period and after the expiry of that evaluation period, Web Suite locks its program. After 15 days, the database must be licensed and Web Suite must be registered for further use.

Reference

MANAGE WEB USERS

Navigation Settings, Manage Web Users

The following information provides details on the options available on the Manage Web Users screen.

Total Licenses:

The total number of licenses purchased for Web Suite. It equals the assigned + available licenses. You can purchase a license directly from [BQE Software](#) or through an authorized re-seller of Web Suite. The program's data file must be licensed and registered for use beyond the trial/evaluation period. Additional users can be purchased at any time.

Assigned Users:

The number of unique login IDs and simultaneous users allowed to access Web Suite application. The Web Suite Users can be assigned herein. Assigned number equals total licenses—available licenses.

Available Licenses:

The number of licenses still available for Web Suite. The available number of licenses can be assigned to any employee and vendor. Available number equals total licenses—assigned users.



The licensing of the Web Suite program is done via the Web Suite Server Manager. To obtain your license key, contact BQE Software at 888-245-5669 or email sales@bqe.com or fax: (310) 784-8428.

Grid**Web User:**

Select the check box against the relevant employee, such as CJ, AM, JA and SB to be marked as a Web Suite user. You can assign or un-assign the desired users here.

ID:

You need to click the **Refresh** button to view the grid data. The grid displays the list of employees in the vertical column. The employees can be assigned as authorized users of Web Suite by marking the check box against the desired employees. Only the assigned users can log into the web application.

Last Name:

Last name or surname of the employee. For example, Curtis with the ID, CJ.

First Name:

First name of the employee. For example, James with the ID, CJ.

Login ID:

This ID, which is the same as the Employee ID, is used to sign into Web Suite.

Change Password 

Click this icon to change the password for a selected user.

Manage Web Users Button Panel**Help:**

Opens the Web Suite Help in the Manage Web Users section.

Options:**Rows:**

This controls the number of records or rows displayed in the grid. Select the desired number from the drop-down list, ranging from 10 to 100. The page number is displayed at the bottom left of the grid.

Show:

The drop-down shows four options:

- **All:** Displays employees as well as vendors in the grid.
- **Employee Only:** Displays only employees in the grid.
- **Vendor Only:** Displays only vendors in the grid.
- **Web User Only:** Displays only web users in the grid.

 A check mark against a record indicates the specific employee or vendor is a Web Suite user.

Save:

Saves the information entered in this screen.

Refresh:

Retrieves the latest information from the program database and displays it on the grid.

Close:

Closes the screen and takes you back to the home page of Web Suite.

How Do I**HOW DO I SET UP WEB SUITE USERS?**

The number of users who can log into and access Web Suite (Web Suite User) is limited to the number of licenses purchased by your company. You can assign employees and vendors as Web Suite Users.

To set up a Web Suite User:

1. Open Employee screen from the Lists menu.
2. Click the ID of the employee to be set up as Web Suite User.
3. On the General tab, check the Web User option. This indicates the selected employee can log in and access Web Suite features as allowed by security permissions.
4. When you have finished, click Save and then Return to close the screen.

 In a similar manner, you can set up vendor as a *Web Suite User* in the Vendor screen.

Set Up Using Manage Web Users

Alternatively, you can set up web users from the Manage Web Users screen. To do so:

1. Open Manage Web Users screen from the Setting menu.
2. Check out the Assigned Users and Available Licenses fields.
3. If licenses are available, select the Web User check box for the desired employee or vendor ID.
4. When you have finished, click Save and then Close.

Set Up From BillQuick

You can also assign Web Suite Users from BillQuick:

1. Start the BillQuick program.
2. Open the Product Licensing and User Management Console from the File menu.
3. Click on the Users tab. Select an option in the View by field, say 'All Employees and Vendors'.
4. A list of employees and vendors displays in the grid. Select the check box in the Web Suite column for the ones you want to license.
5. To license all users, select the Web Suite column and click Assign.
6. When you have finished, click Close and exit from BillQuick.

Change ID

CHANGE ID

Navigation Settings, Change ID

At a certain point, you might want to change the identification number of any specific activity, client, expense, employee, project, etc., which is already existing in your company database. Web Suite supports such replacement by means of this screen. You are allowed to assign new IDs to the existing records of Web Suite. This renaming mechanism searches throughout the entire database for all records with the old ID entry and then changes them to the new ID.

You can also combine accounts via the Merge option. In a way, you can get rid of accounts, which are of no use.



Prior to running this tool, all the web users need to log out from the shared database.

Following is the description of each field on the screen:

Change:

Choose the option you want to apply the change for. The available options are Client ID, Project ID, Activity ID, Expense ID, Employee ID, Vendor ID, Service Fee Schedule ID, Expense Fee Schedule ID, Budget ID, Estimate ID, Account ID and Client Contact ID.

Merge:

This option appears only when you select Account ID. Select this option to merge a selected account with another account. This option can be very useful when you are unable to delete an account that has transactions associated with it. With Web Suite you can combine accounts of the same type only. For example, you can merge an expense account with another expense account, not an income account.



The Merge option is unavailable for system accounts such as Accounts Receivable, Accounts Payable, Un-deposited Funds, Default Item Income Account, etc.

Old ID:

Depending on the option selected above, the drop-down list displays IDs of Web Suite records accordingly.

New ID:

Enter the new ID here.

Merge To:

This option appears only when you select Account ID. When the Merge check box has been selected, choose the account number from this drop-down list with which you want to merge the account selected in the Old ID drop-down list.

Change ID Button Panel**Help:**

Opens the Web Suite Help in the Change ID screen.

Apply:

Click this to save the changes. Web Suite will also inform you after making the change.

How Do I**HOW DO I CHANGE IDS?**

Navigation *Settings, Change ID*

At times, you might have to change an ID for a project, activity or other master records. Web Suite provides a tool that searches the entire database for all records with the old ID and changes them to the new ID.



Prior to running this task, all the Web Suite users must log out from the shared database. In addition, backup your database.

To change IDs:

1. Open Change ID screen from the Settings menu.
2. Select the desired option in the Change section, say Client ID.
3. Select the Old ID and then enter the New ID.
4. When you have finished, click Save and then Close.

How Do I**HOW DO I SPECIFY ACTIVITY SETTINGS?**

Navigation *Settings, Global Settings, Activity Settings, Preferences, Filters*

You can specify settings related to activity codes in the Global Settings and Preferences screens. These settings control the naming of activities or services in Web Suite.

Global Settings—Master Information Panel**Preferences—Filters Tab**

Setting	Action/Effect	Where
Customizable Activity Codes	Web Suite automatically adds default activity codes for Vacation, Sick, Holiday and Comp Time. Assign a different code for each activity or same code for multiple activities. For example, you can set vacation and holiday time with the same GEN:VAC code.	Global Settings-Master Information
Activity Filters	Select the activities that you want to display in the Web Suite lists. The filters will apply only when you have checked the Filters On/Off option on the screens.	Preferences-Filters

HOW DO I ASSIGN GLOBAL TEMPLATES?

Navigation Settings, Global Settings, Template

Each contract type in Web Suite has a default invoice and statement template. In addition, you can also find default templates for manual and joint invoices.

To assign a template:

1. Open Global Settings screen from the Settings menu.
2. Choose the Templates tab.
3. You will see all the default templates pre-selected. Click the icon next to the contract type for which you want to assign a different template.
4. On the Invoice Template screen, open a category of invoices by clicking Templates tab on the left.
5. Click  and select the desired invoice format. This format becomes the global default when you click OK.
6. When you have finished, click Save and then Close.

HOW DO I SET INTEREST RATES?

Navigation Settings, Global Settings, Options

You can specify interest rates for late fee on outstanding invoices in the Global Settings screen. These settings control the calculation of late fee in the Invoice Review screen, unless overwritten by different settings in the Project screen.

Below is a list of late fee settings, actions to take and where they can be set.

Settings	Action/Effect	Where
% per month	Enter the rate of interest to charge as late fee on invoices. Enter the percentage as a	Global Settings-Billing

	whole number (for example, 1.5 for 1.5%).	
Days After	Enter the number of days or grace period before Web Suite charges the monthly interest rate on past due invoices when calculating late fees.	Global Settings-billing
Apply to blank/zero/non-blank rates	You can apply the interest settings to project records based on whether these fields are blank, with zero value or any other value. Select the relevant option and click <input checked="" type="radio"/> to apply these settings to existing data.	Global Settings-Billing
Interest on Past Due Invoices	Enter the number of days or grace period after which Web Suite will charge interest per month on past due invoices. The Payment Term set for a project (Billing tab) is carried to the 'After Days' field.	Project-Details

HOW DO I SPECIFY INVOICE SETTINGS?

You can specify processing rules and settings related to invoices in the Global Settings and Preferences screens. These settings control the generation, processing and behavior of invoices in Web Suite.

Below is a list of invoice related settings, action to be taken and where they can be set.

Settings	Action/Effect	Where
Reference Calculation Method	Some companies prefer electronic invoicing, especially in European countries. Specify a calculation method for electronic invoices –137 Method or RF Creditor Reference. See Electronic Invoices for details.	Global Settings-Billing
Last Invoice Number	This counter shows the number of the last printed invoice (up to 10 characters long). Web Suite automatically increments the number for each standard and manual invoice generated. Web Suite supports both numeric and alphanumeric invoice numbers. Put the numeric segment that you want to increment inside curly brackets. For example, the next invoice number	Global Settings-Billing

	after INV- <code>{1111}</code> would be INV-1112, then INV-1113, and so on.	
Minimum Bill Amount	This is the minimum amount required for billing a new invoice. It carries to the Billing Review screen.	Global Settings-Billing
Aging Period	This is the length of each aging period for invoices, but you can change the interval anytime. Aging is based on the invoice date.	Global Settings-Billing
Retainer Invoice	Web Suite automatically assigns numbers to retainer invoices according to the value entered here. You can choose numbers, letters or a combination to track invoices. Enter the value to be incremented in the Number field. You can also specify a Prefix and Suffix to go with the number. For example, RT-1000-2017	Global Settings-Billing
Mark Project Completed when Billed 100%	Select this option to change a project's status to 'Completed' when you fully bill the Service Amount portion of the Contract Amount.	Global Settings-Billing
Reverse Write-Up/Down when Invoice reversed	Select this option if you want the write-up or write-down generated on an invoice to reverse while reversing or deleting that invoice in Invoice Review.	Global Settings-Billing
Allow Zero Rates in Service Fee Schedules	You might want to use a service fee schedule to have both the bill and cost rates default to zero dollars but keep the entry billable. Select this option if you want to be able to enter zero dollar rates in a SFS.	Global Settings-Master Information
Show Project Memo on Invoices at the Bottom	Select this option to display the project memo on the invoices at the bottom of the invoice (Second Memo).	Global Settings—Billing
Show Billing Through on Invoices	Select this option if you want to view time entries on the Billing Review screen as billing through 'mm/dd/yy' instead of 'From and To'.	Global Settings—Billing
Auto Apply Retainer	Select this check box if you want to apply retainers automatically to invoices when you are generating billing records on the Billing Review screen. Web Suite applies the project retainer prior to applying the client retainer.	Global Settings—Billing
Print Statement for Posted Invoices	When you select this option and later print a posted invoice, Web Suite prints the invoice to your default	Global Settings-Billing

	printer and then displays the project statement. This way you can preview and print a statement, provided the balance is greater than zero.	
Show Account Summary...	This option enables you to display account summaries at the bottom of your invoices. This option is selected by default.	Global Settings-Billing
Show Time/Expense Memos. . .	This option enables you to display time and expense entry memos on detailed invoices. Clear the check box if you do not want to show the memos on invoices.	Global Settings-Billing
Show GST Separately on Invoices	Select this option if you want to display Goods and Services Tax separately on all invoices.	Global Settings-Billing
Show Retainer Summary . . .	Select this option if you want to display retainer summary on your invoices.	Global Settings-Billing
Notify me when invoices are sent to me for approval	Select this option to let Web Suite automatically notify you via email about invoices submitted to you for approval. This feature is useful to all managers who review and approve invoices before billing the client.	Preferences-More

HOW DO I SET GLOBAL TAXES?

You can specify tax rates in the Global Settings screen. These settings control the calculation of item taxes (Tax 1/2/3) and main taxes (MST/MET) on service and expense items in Web Suite, unless overwritten by different settings in the Client or Project screen.

Below is a list of settings, actions and location where they can be set.

Setting	Action/Effect	Where
Taxes: Rate 1/2/3	Enter the default Tax 1/2/3 percentages for new activity and expense codes. Web Suite applies these tax rates to time and expense entries to calculate the bill amount and expense charges. You can override these rates for individual activity and expense codes in their respective screens.	Global Settings-Taxes
Show/Hide Tax Fields	Select these options to hide the Tax 1/Tax 2/Tax 3 fields on the time and expense entry screens. You can	Global Settings—Taxes

	use these options if you do not charge item taxes.	
Apply Taxes	These are the Main Service Tax and Main Expense Tax rates applied to total labor and total expenses on invoices, respectively. Enter the rates and click <input checked="" type="checkbox"/> to apply these rates to existing data. You can override MET and MST for a client or project. See Computing Taxes in for more.	Global Settings-Taxes
Ceiling for Taxes	Enter the maximum amount that you can charge per invoice as Main Service Tax and Main Expense Tax. Enter a dollar amount.	Global Settings-Taxes
Contract Amount Includes Taxes	Select this if your company includes taxes in the contract amount for projects. When calculating Net Bill amount based on % Complete, calculations take into account such options. When unchecked, Web Suite adds the tax separately to the pre-tax bill amount.	Global Settings—Master Information
MST/MET to exclude Service/Expense Tax	Select these options so that Main Service Tax and Main Expense Tax exclude item taxes (Tax 1/2/3) associated with the activity and expense codes while computing the total tax amount to be charged on invoices.	Global Settings—Taxes
Apply Discount to Pre-tax Amount	By default, Web Suite applies a discount to the calculated bill amount <i>after</i> applying the taxes. Select this option to apply a discount to the bill amount before taxes.	Global Settings—Billing
Show GST...	Select this option if you want to show the Goods and Services Tax separately on all invoices.	Global Settings-Billing
Show Tax 1/2/3 fields for time and expense entry	Select these options to show the Tax 1/Tax 2/Tax 3 fields on the time and expense entry screens.	Preferences-Time & Expense



For tax settings specified at the client and project level, see [Create Client Profiles](#) and [Create Project Profiles](#).

HOW DO I SPECIFY FOLDER SETTINGS?

You can specify settings related to folders via Web Suite's [Admin Portal](#). These settings control the path or location where various files and documents in Web Suite are stored. You cannot specify mapped drives for log and linked files; hence, specify a server drive (for example, C:\Program Files\BillQuick Web Suite\Web Suite 2017\public\) or a UNC (\\computerName\shareName).

Below is a list of settings, actions and location where they can be set.

Settings	Action/Effect	Where
Automatically log actions to a log file	Select this option to record or log every action in Web Suite, including who performed it and when. Log Viewer allows you to view all log entries.	Admin Portal
Log File Location	Specify the location where Web Suite stores the log file. By default, it is the same folder as your company database (x:\Program Files\BillQuick Web Suite\Web Suite2017). <i>For SQL Server, you MUST specify the location.</i> Enter the directory path or click Set Location to browse to the desired folder.  We recommend keeping the log file on a server rather than your local drive (C or D drive).	Admin Portal
Folder for attachments	Specify the location where Web Suite stores the files linked to its records. Enter the directory path or click Set Location to browse to the desired folder.	Admin Portal

HOW DO I SPECIFY EMAIL SETTINGS?

While sending emails from Web Suite, you need to give permission to Outlook or your email program to access Web Suite. By specifying proper email settings, you can by-pass that step and let Web Suite directly send emails by connecting to the specified mail server. **A system/IT administrator should configure your email settings.**

You can specify email settings at the company level in the Global Settings and Preferences screen. Web Suite allows you to use SMTP (Simple Mail Transfer Protocol) to send emails across Internet Protocol (IP) networks. SMTP is a simple, text-based protocol and is independent of your email client (you can still use your email client).

Below is a list of email-related settings, actions to take and where they can be set.

Settings	Action/Effect	Where
Outgoing Mail Server	Specify the SMTP mail server name for sending emails. You can send messages to one or more recipients. For example, for Gmail you can enter 'smtp.gmail.com'.	Global Settings-Email Settings
Login ID	Specify the login or user account name for the SMTP mail server. For example, if you are using Gmail services, enter your Gmail login ID here.	Global Settings-Email Settings
Password	Specify the login password for the SMTP mail server.	Global Settings-Email Settings
Outgoing Email Address	Enter your email address for sending emails via SMTP server.	Global Settings-Email Settings
Test Settings	Click on this option to verify your email settings. You need to save your email settings prior to testing them.	Global Settings-Email Settings
Use SMTP Server Authentication	Check this option if you want SMTP server to ask for authentication before sending emails.	Global Settings-Email Settings
Authenticate	Select a suitable option—Anonymous, Basic or NTLM—for authenticating your emails. In 'Anonymous' authentication, there is no way to verify the sender. 'Basic' authentication allows clear text user names and passwords for authentication. NTLM or Integrated Windows Authentication only works in configurations where the client computer can contact a domain computer to validate their credentials.	Global Settings-Email Settings
Delivery Method	Choose an option—Network, Specified Pickup Directory, Pickup from IIS—for delivery of emails. In 'Network', the email file is sent directly through the network. In 'Specified Pickup Directory', the email file is delivered to the specified directory location. In 'Pickup from IIS', the email file is dropped in the default location and then IIS searches for these emails.	Global Settings-Email Settings
User Name	Specify the log-on account name for the SMTP mail server used. For example, if you are using Gmail services, enter your Gmail user name here.	Global Settings-Email Settings

Password	Specify the log-on password for the SMTP mail server used. Click 'Test email settings' to verify your email settings.	Global Settings- Email Settings
SMTP Server Port	You need to mention the SMTP Server Port number for outgoing mails. The SMTP client initiates a TCP connection to a server's port 25. However, some servers can have their own configurations. For example, Gmail uses port 465.	Global Settings- Email Settings
Directory Name	If the Delivery Method is 'Specified Pickup Directory', then you need to specify the directory name or path. Click to browse to the desired location.	Global Settings- Email Settings
Use SSL	Check this option if you want to protect the confidentiality and security of data transmitted between your email program and the servers. (<i>SSL stands for 'Secure Sockets Layer'.</i>)	Global Settings- Email Settings
Default Email Messages	Enter a default email message for invoices, statements and reports; or type a standard signature that displays on all your emails. You can edit this message on the Email screen before sending any email.	Preferences-More

PROJECT MANAGEMENT

UNDERSTANDING PROJECTS

Navigation Lists, Project

Web Suite is a project-centric system that supports an unlimited number of projects. In addition, a project's scope can be broken down into parts called phases. If desired, you can further refine phases into segments, and these can be broken down into sub-segments. In essence, Web Suite supports up to four levels in a [project hierarchy](#).

Each project record has a unique ID, which is linked to a client (who authorizes and pays for the work), and includes agreed-on contract provisions like fee and contract amount. Depending on your needs, a project record might also have a budget, estimate, fee schedule, employees, activities and expenses assigned to it.

After winning a project, you need to plan and set up the scope of work to be done. You need to charge time and expenses to it and accordingly bill the client. All these billable and non-billable charges, issues and events occurring over the life of the project affect budgets, job costs, billing, profitability and utilization. The quality of project management depends on timely, complete and accurate capture and processing of time and expenses.

When ready to bill, accumulated time and expenses flow to the project billing record. After executing billing decisions, a manager typically reviews and signs off on draft invoices, generates final invoices and then sends them to clients. Project managers can produce reports on-demand. Using reports combined with qualitative information captured in the project notes, project managers learn what went well and what did not. This helps in making the future clients more satisfied and projects more profitable.

Project Decisions		
Area	Decision	Where to Implement
Project	Assign a project manager, project contact and contract type.	Project-General screen Project-Billing screen
	Create project hierarchy, if needed. Allocate the contract amount to phases.	Project-Details screen
Groups	Identify projects with common attributes for purposes of grouping them.	Project screen: Group
	Define standard budgets applicable to multiple projects. Assign employees, vendors, activity codes, and expense codes to budgets by group (rather than as individual items).	Budget screen
Budgets	Assign budgets to projects and phases.	Project-Billing screen Assign screen
	Share a parent or Main project budget with project phases using the '% of Total Project' feature.	Project-Details screen
	Set budgeted employees, activities and expenses on a project.	Project-Details screen: Rules

Project Control	Control who (employee) works on what (activity) and incurs what (expense) on a project.	Project-Assign screen or Project Control screen
Filters	Identify projects for filtering the project lists.	Preferences-Filters screen
Billing Rules and Invoice Settings	Adjust or set up special bill and cost rates.	Project-Billing screen Service Fee Schedule Expense Fee Schedule
	Specify the retainage, if any.	Project-Billing screen
	Specify invoice format, number and message for invoices.	Project-Billing screen Project-Details screen Global Settings-Billing Preferences-More
	Assign payment terms if different from the client payment terms.	Project-Billing screen
Project Documents	Assign interest and tax rates to the project.	Project-Details screen Global Settings
	Link related files to project records.	Project-General screen: Attachments

This section provides an overview of the following project-related concepts and tasks:

- [Project Hierarchy](#)
- [Project ID Structure](#)
- [Contract Types](#)
- [Project Status](#)
- [Assigning Project Contacts](#)
- [Project Groups](#)
- [Changing Project Invoice Templates](#)

Project Hierarchy

A project can be a single, separate entity or broken down into smaller parts. In the latter case, you would probably bill all the sub-projects together on a joint invoice.

When you break down a project into smaller parts, there is always a parent or main project at the top of the hierarchy. Under it, you can add child projects, called phases. Phases can be broken down further into segments and segments broken down into sub-segments. A project hierarchy can have up to four levels below the parent. You can view projects and its phases on the Project screen grid.



For complex needs, you can create a project hierarchy within a project hierarchy.

The parent can be a standard project to which you can charge time and expenses, or it can be a 'Main' status project (no time and expenses allowed). You can allocate a percentage of the contract amount from the parent project to the child projects. You can assign a different contract type, budget, project manager and items to each project record in the hierarchy.

Project ID Structure

A 'Project ID' is a shorthand code used throughout Web Suite to identify a project quickly. When you set up a new project, you define the two parts of an ID – Project Code and Phase. *Only Project Code is required.*

A Project ID must often balance multiple information goals. It can include continuity from prior software used in your company and processing requirements. On the other hand, it can be a piece of information defined and required by a client to be on invoices.

Defining an intuitive ID structure for projects (and for clients, activities, expenses, etc.) can save hundreds of hours a year across your firm. An 'intuitive' ID is one that anyone in your company can understand and relate to just by looking at it. What is intuitive for your firm might not be what is intuitive for another firm.

For internal purposes, a key goal is to minimize the effort needed to find and recognize the right project in lists. This is especially important when recording time and expenses. An *intuitive* ID reduces timekeeper's resistance to timely capture of hours and expenses. It can also improve accuracy and completeness. Thus, project managers and others gain on-demand access to quality, real-time project information for effective and efficient decision-making.

An intuitive ID structure depends entirely on how your employees and managers think of the work they do. Say you are an accounting firm with a client, ABC Corporation. You do their 2017 corporate (Form 1120) tax returns. Which of the following Project IDs would your staff recognize more easily in a list?

ABCCorp-Tax1120:2017

1120-34125:2017

The first ID structure is descriptive in nature. It is intuitive for the staff as they think first of the client, then the type of work, and then the year of the tax return. The second ID structure is encoded. It might be the way staff think – first the work being done (the tax return), then they recognize the client number, and finally the tax year.

Choosing the right ID structure reduces time and effort spent searching time and expense lists. You can scan a single column rather than bounce your eyes back and forward between columns to verify whether you have the right ID.

Web Suite supports whatever structure works for your company. The ID can be letters, numbers and special characters (for example, dash, underscore, space) having a maximum length of 64 characters. If you use a special character that Web Suite does not permit, you will receive a message.

Contract Types

It is important for Project Managers to understand contract types and their effect on the billing process. The contract type chosen for a project triggers business-processing rules. Though you can change it any time, it is best to choose the right type while setting up a project. You can do it in consultation with the Billing Manager of the company.

Web Suite uses each project record to track information for any of these purposes:

- Revenue

- Marketing costs
- Overhead costs

For revenue-generating projects, you might choose a contract type such as Fixed (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring and Cost Plus. These contracts may or may not have time and expenses, or contract amounts associated with them.

Typically, Web Suite computes the default net bill amount based on the total time and expenses relieved with an invoice. It compares all time and expense flowing to a project to the revenue generated to show gross profit. Fixed types require a contract amount though it is a good idea to provide a contract amount for hourly contracts as well. Web Suite uses this information to evaluate time and expenses by comparing the amount spent against the contract amount. In such cases, your time and expense entries display in red. However, nothing will stop you from overbilling a project except if it is a 'Recurring with Cap' contract or has a billing schedule.

For projects that your firm is trying to 'win', set them up as soon as you have the indication of opportunity and set them as 'Marketing' type. Web Suite tracks all time and expense, giving you better profitability and management information for setting fees. Tracking of marketing time and expense costs begins when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning, and bid proposals all affect a project's profitability. After winning the project, you can carry out your plan through to final close of the project.

Finally, you can use the Overhead type to track internal activities and expenses like education, staff meetings, research, and so on. You could set up one or more research projects for the firm with the objective of improving your services and expanding your professional offerings to customers. An overhead project requires that you set up your company as a 'client' and then assign the overhead project to it.

You can choose Web Suite's predefined contract types on the Project-General screen. It includes:

<p>Fixed-Type Fixed Hourly Not to Exceed Percentage Recurring With Cap</p>	<p>These contracts types are used when you want to bill:</p> <ul style="list-style-type: none"> • Accumulated value of time and expenses up to the contract amount • A percentage of the contract amount/settlement amount • A milestone achieved • A predefined billing schedule or bill amount and frequency up to the contract amount • Any amount up to the contract amount
<p>Hourly-Type Hourly Cost + Percentage Cost + Fixed Fee</p>	<p>These contract types are used when you want to bill:</p> <ul style="list-style-type: none"> • Accumulated value of time and expenses • Accumulated direct costs of time and expenses plus profit/fee • A percentage of the contract amount • A milestone reached • A predefined billing schedule • Any amount you want to bill

Recurring-Type Recurring Recurring + Expense	These contracts types are used when you want to bill: <ul style="list-style-type: none"> • A predefined bill amount and frequency • Expenses as part of the recurring amount • Expenses in addition to the recurring amount
Non-Billable Marketing Overhead	These contracts types are used when you want to record: <ul style="list-style-type: none"> • All time and expenses incurred before the project starts • Non-billable marketing costs • Administrative time and expenses

Project Status

In Web Suite, you need to choose a status for the project, the most common being 'Active'. Lists in Web Suite include only active projects and other master records. In addition, you can filter the grid lists and various reports by active projects.

You can choose the Status option on the Project-General tab. It includes:

Status	Time & Expense	Billing	Payment
Active	✓	✓	✓
Archived	x	x	x
Completed	x	✓	✓
Hold	x	x	x
Inactive	x	✓	✓
Main	x	x	x
Cancelled	x	✓	✓

 Web Suite sets the 'Archived' status automatically when you archive the project data (using Archive-Restore tool).

Projects currently on hold or inactive can be re-activated later.

Main Project is a parent to a child project (phases, segments and sub-segments). Hence, Web Suite does not allow direct time and expense, billing and payments to it.

 If you change the status of a Main project to 'Inactive', Web Suite asks if you want to change the status of all phases under it.

Project Invoice Templates

All the invoices associated with a specific project will have a default invoice template based on its contract type. Web Suite specifies these templates in the Global Settings-Templates screen and applies them to all clients and projects. However, you can assign a different invoice template to a project (usually done for certain demanding clients). For example, most of your clients might like a particular invoice template because it displays detailed memos for each time and expense entry. However, a certain client wants his invoice to display time entries by activity.

You can change the default invoice template per project from the Project-Templates screen. See [Choosing Invoice Templates](#).

 You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is selected by default for all countries other than USA when creating a new database.

PROJECT RULES AND SETTINGS

Navigation Lists, Project

Web Suite executes business-processing rules that follow standard practices for professional service companies. Project managers need to understand and then apply these rules to projects when required. Project rules can be set at the global level, user level as well as at the project level.

The project rules are **exceptions**. Most companies never need them because the default rules built into Web Suite meet their needs.

The following project rules can be set on the Project screen:

 These project rules take precedence over the Global [Settings and Preferences](#).

Project Rules and Settings		
Rule	Explanation	Where to Implement
Contract Type	<p>When you select a contract type, Web Suite executes key business rules:</p> <ul style="list-style-type: none"> • For Fixed, Hourly Not to Exceed and Recurring with Cap contract types, Web Suite requires a Contract Amount. • For Recurring and Recurring + Expenses contract types, Web Suite requires a Recurring Amount and Frequency. • For Cost-Plus contract types, Web Suite requires a Fixed Fee Percentage or a Fixed Fee Amount. • For all contract types, Web Suite applies the default formats to new invoices and statements. You can choose an alternative format for a project. 	Project-General screen
Alternative Templates	When defined, these custom templates override the global default invoice or statement templates assigned to the contract type.	Project-Templates screen
Frequency	Regardless of the contract type, choosing a frequency creates a reminder to bill a project. Web Suite adds the reminder to the Dashboard-Reminders panel.	Project-Billing screen

Service Fee Schedule, Expense Fee Schedule	Adds the schedule containing special rates to the Rate Hierarchy used by Web Suite to determine which rate to apply to a time or expense entry charged to a project.	Project-Billing screen
Delayed Service Fee Schedule , Trigger Type	When the Trigger Type and associated amount or hours are used, Web Suite automatically replaces the SFS in the Rate Hierarchy with the Delayed SFS.	Project-Billing screen
Custom Invoice Number	When you define a format at both the global and project level, Web Suite applies the invoice number format at the project level.	Project-Billing screen
Send as Joint Invoices	Sends all invoices related to the project or its phases as a consolidated joint invoice.	Project-Billing screen
Email Invoices	Sets all the project invoices to be emailed to the client when they are printed.	Project-Billing screen
Skip Automatic TE/EL Eval	For fixed-type projects, Web Suite does not compare total time and expense amount spent against the contract amount to determine the billable status.	Project-Details screen
Lock at Contract Amount	Locks out additional time and expenses <i>after the total amount charged to a project equals the contract amount</i> . You can use this rule when a strict contract limit is in place and the project manager must negotiate additional authorization before continuing.	Project-Details screen
Lock at Control Hours/Units	Locks out additional time and expenses <i>after the total number of units or hours exceeds the allocation</i> . You can allocate Hours and Units on the Allocate screen.  <i>Lock at Control Hours</i> only apply to B-Hours.	Project-Details screen
Prevent Time/Expense Entries	Locks out additional time and expenses for a project. You can activate these rules if there is a temporary issue or dispute with a client about a project, such as lack of payment. You can apply it to any project regardless of its contract type.	Project-Details screen
Rates from Activity Table	Adds rates from the Activity screen to the Rate Hierarchy. See Understanding Rates for more information.	Project-Details screen
	Restricts charging of time and expenses to only those timekeepers, activities and	

Budgeted Activity/Expense s/Employee Only	expenses that are included in a budget assigned to a project	Project-Details screen
MST/MET excludes Service/Expense Tax	When activated, Main Service Tax or Main Expense Tax is not computed on service or expense item taxes (Tax 1/2/3).	Project-Details screen
Auto Approve EL/TE	Automatically approves expenses and time charged to a project. It overrides the default settings defined in Global Settings-Time screen.	Project-Details screen
Exempt Item Taxes	When activated, Web Suite exempts Tax 1, 2 and 3 on activities and expenses, hence not charging them to the project.	Project-Details screen
Expense Part of Contract	By default, Web Suite includes only non-billable expenses in the contract amount, not the billable ones. This option includes billable expenses as part of the contract amount for a project. The Total Amount Spent is calculated as [(Hours x Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount].	Project-Details screen
Show GST on Invoices	You can choose to display the Goods and Services Tax on all invoices of the selected project.	Project-Details screen
Use Project Memo on Invoices	Web Suite automatically inserts the project memo into the standard invoice memo (first or second memo, as specified in the Global Settings-Billing panel). As needed, you can edit the invoice memo.	Project-Details screen
Always Show in BR	Adds a project to the Billing Review whether it has unbilled, approved time and expenses or not. This allows you to include completed and yet-to-start projects on a joint invoice.	Project-Details screen
TE/EL Memo Required	These settings require all timekeepers to enter a memo for their expense or time entries. It is usually needed for government contracts.	Project-Details screen
Turn off Project Control	If needed, check this option to turn off project control for the selected project.	Project-Details screen
Show Account Summary on Invoices	You can customize the invoice layout per project by showing or hiding the account summary on selected project.	Project-Details screen

PROJECT INFORMATION

Having access to the right information at the right time is the key to effective management. Project managers can obtain important project-related information in various Web Suite screens. In addition, you can manage your projects or track over-budget projects via on-demand project reports.

There are various ways to obtain project-related information in Web Suite:

- [Viewing Project Information](#)
- [Using Filters for Data Analysis](#)
- [Project Reports](#)

Project Center

PROJECT CENTER OVERVIEW

Navigation Lists, Project Center

The Project Center is a very powerful and useful Web Suite component designed for project managers, partners, principals and owners. It is a comprehensive project management tool that gives you a complete view of your projects, making it easy to manage all of them at a centralized place. While the [Project](#) screen allows you to create and maintain project profiles, this screen allows you to manage and track them. You can view highly critical information, key metrics and status of your projects on the Project Center screen.

The Project Center lists your projects along with their percent complete and profit status. This project grid makes it easy for project managers to update the % Complete values for their projects to track their progress. By default, the Project Center displays only the projects that are managed by the logged user (project manager). However, if the security permissions allow you to access other project manager's data, you can choose that employee from the Filter Managers drop-down list on the button panel. The grid and graphs change automatically based on your selection from the drop-down list.

Project details are divided into tabs, which can be accessed by clicking one of the following icons on the [Project Center List](#) screen:

Project Tab
Save Record
Overview
Time/Expense
View Notes
View Attachments
View Summary
View History
Allocate

[Assignment](#)

Project Center Button Panel

Help:

Opens the Web Suite Help in the Project Center section.

Return:

Closes the screen and returns you to the Project Center List screen.

Reference

PROJECT CENTER LIST

Navigation Lists, Project Center

The following information provides details on the options and features available on the Project Center list view.

Project Center Grid

Project ID:

Displays the ID of a listed project.

Name:

Displays the project name.

Client:

Displays the client name. You can click to view the client details.

% Complete:

The project's percentage of completion. It is brought forward from the '% Complete' field in the Project screen. It is stored in the invoice record when processed and can be displayed on invoices. It is editable and decimal values can be entered as well. Calculation of the net bill can depend on this value if the 'Use Percent Complete' option is used from the Options button.

Profit Status  :

Displays a red dot when the project is not making a profit.

Save Record:

Click to save changes (for example, updates to percent complete values).

Overview:

Click to view comparison tables, analysis charts and time lines that can enable managers to track the progress of each project.

View Time/Expense:

Click to view all the time and expense entries for each project.

View Notes:

Click to view journal notes associated with the projects.

View Attachments :

Click to view all the linked files and attachments of a project.

View Accounts:

Click to view accounting summary of a project.

View History:

Click to view the invoice history of a project, including payments and retainers. It also shows the purchase order and vendor bills history, and totals for the selected project. If you need more information (for example, when a client calls with questions) you can drill-down to the invoice or payment report behind this summary by double-clicking it. From there, you can drill-down further to view detailed services and expenses.

Allocate:

Click to assign or view staff allocations. You can allocate expense units and service hours to employees on project basis to ensure tasks are completed within the scheduled deadlines.

Assignment :

Click to assign employees, activities and expenses to specific projects. For instance, if project A is assigned five employees then only those employees will be available in the Employee drop-down list while logging time or expenses against this project. Likewise, only assigned activities and expenses allocated to a project will display in the drop-down lists in time and expense entry screens. This is a project control feature, which is also available from the Project screen. Whatever assignments you make here carry over to Project Control and vice versa.

Sub-Panels

In addition to the project specific information accessible in the grid, you can access the following information that is useful for managing projects:

- **Charts:** This panel displays a combined Earned Value chart for all the projects managed by you. You can view the individual chart for each project on the Overview tab.
- **Messages:** This panel lists all your incoming messages (inbox) so you do not have to check them elsewhere.
- **To Do List:** This panel displays your to-do tasks. These are the to-do items assigned to you for your projects.
- **Reminders:** This panel notifies you about things like backup, posting invoices, billing and past due bills. Web Suite also displays the respective count for each item in braces ().



Web Suite also displays the respective count for each item in braces ().

Project Center Button Panel

Search Item 

Use this field to search for specific projects. Enter the keyword for the search in the textbox provided and then click  to display the results in the grid.

Filter Managers List:

Make a selection from this drop-down list to view projects assigned to selected project managers. By selecting All, you can view all the projects of all the project managers in the drop-down list.

Refresh:

Click to update the information displayed on the Project Center screen with the more current data.

Help:

Click to open the Web Suite online help.

Print:

Click to print the Project Master File (Detail) report.

Options:

Make a selection from this list menu to view the project information in the grid and charts on Profit basis, Budget basis, Contract basis or select a check box to show only active projects.

Rows:

Make a selection from this drop-down list to control the number of rows that display in the project grid.

Show Active:

When selected, the projects with active status are displayed in the grid.

PROJECT CENTER—OVERVIEW TAB

Navigation *Lists, Project Center, Overview Tab*

Every company is concerned about its profitability. The service industry faces many challenges and is always on the lookout for ways to improve profitability and utilization of their billable resources (employees). Thus, it is critical for businesses to be able to analyze key metrics, such as billability, profitability, efficiency and utilization of their resources. This information is used in decision-making and planning at the executive level.

The Overview tab of Project Center displays comparison tables, analysis charts and timelines that can enable managers to track the progress of each project.

The following information is available on the Project Center-Overview screen:

Refresh:

Retrieves the latest data from the database and displays it on the screen.

Print:

Opens the Budget Comparison report displaying information about budgeted, spent and remaining values for each project along with the budget status. The preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

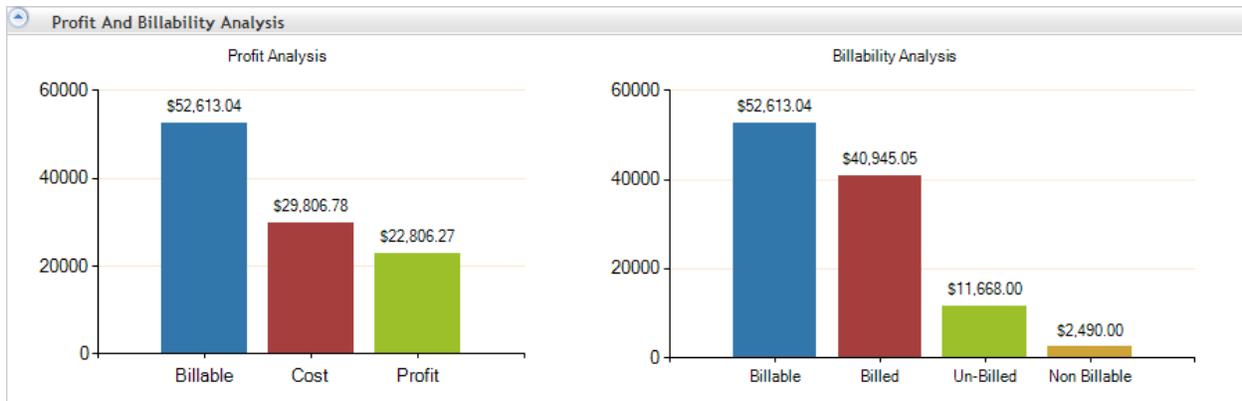
Budget/Contract Comparison:

Depending upon what you select from this drop-down list, it displays comparison tables for cost amount and hours. The Cost table draws up a comparison between contract/budgeted costs, amount spent and remaining amount for the selected project. It gives you a good idea as to whether the project has exceeded the agreed contract amount or has gone over-budget. The negative costs are highlighted in red, thus warning you. When the time and expense evaluation rule is selected for a project, Web Suite evaluates each time and expense entry to determine if the total amount spent exceeds the contract amount.

Total Amount Spent = Value of all time and expense entries (both billable and non-billable), excluding extras.

Similarly, the Hours table draws up a comparison between budgeted, spent and remaining hours for the selected project. It gives you a good idea as to whether the project has exceeded the allocated hours or not. The negative values are highlighted in red, thus warning you. You can view the allocation details on the [Allocate](#) tab.

Profit and Billability Analysis



Profit Analysis:

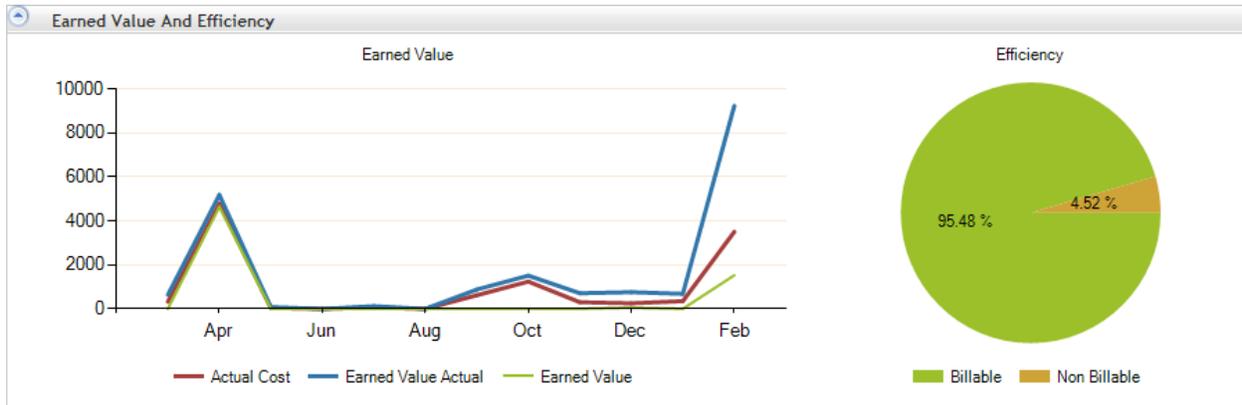
Displays a bar chart with such elements that can help you in analyzing your profit (or loss) on each project. You can see a breakdown of these elements in terms of billable services and expenses, actual costs and dollar profit/loss. Upon comparison of the billable amount with the cost incurred on the project, you can view the resulting gross profit or loss.

Billability Analysis:

Displays a bar chart with such elements that can help you in analyzing the billability and productivity of each project. You can see a breakdown of these elements in terms of billable, billed, unbilled and non-billable values. Upon comparison of the billable amount with the billed amount for the project, you get a good idea as to how much has been earned on a project and what is in the pipeline.

During analysis, the key indicator to check is the difference between the total billings and total collections. If it is 10% or less, that is normal. However, a red flag should go up when the difference is greater than 10% of billings. Be sure to adjust your analysis for normal collection cycles and seasonal billing factors.

Earned Value and Efficiency



Earned Value:

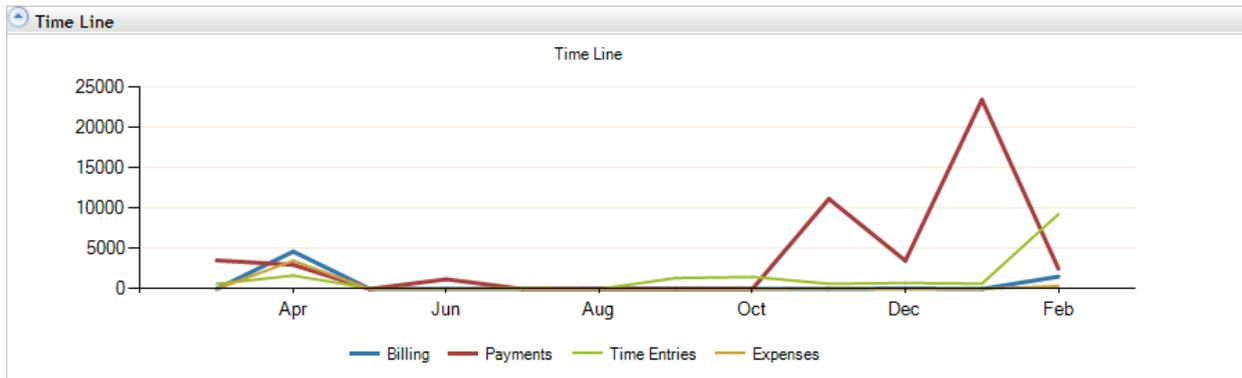
Displays a line chart with such elements that can help you in analyzing each project's performance. You can see a breakdown of these elements in terms of earned value, earned value actual and actual cost. Actual Cost is the actual cost of work done so far and is calculated as a sum of cost amount of services and expenses; Earned Value Actual is the actual amount of work done so far and is calculated as sum of billable services and expenses; while the Earned Value is the amount of work billed so far and is calculated as the sum of invoice amount billed.

With this, executives and managers receive concise and timely information about project's progress, enabling forecasting and resolution of issues (like cost management, scheduling, etc.). Comparing the estimated and actual values, possible 'red flags' can be identified when the estimated percent complete and actual time and expenses burned (charged to the project) differ significantly.

Efficiency:

Displays a pie chart with such elements that can help you in analyzing your efficiency on each project. You can see a breakdown of these elements in terms of billable and non-billable services and expenses. Upon comparison of the billable percentage (or amount) with the non-billable values, you can get a good idea about the efficiency of your resources. In general, efficiency can be measured quantitatively by the ratio of output to input. While making decisions, this information helps you to identify the weak areas and then make improvement plans (like skill improvement training and development of employees).

Timeline



It displays a line chart with such elements that can help you in tracking the progress of your project. You can see a breakdown of these elements in terms of billings, payments, time entries and expenses incurred over a period of last 12 months. Upon comparison of these amounts with the contract amount spent, you can evaluate the progress of your project.

PROJECT CENTER—TIME/EXPENSE TAB

Navigation Lists, Project Center, Time/Expense Tab

The Time/Expense tab of the Project Center allows you to view the time and expense entries associated with the selected project—all in one place. You can apply filter for selective viewing of time and expense data in the grid.

The following are descriptions of fields on this screen:

Period:

This field determines the range of time and expense entries that are displayed in the grid. It provides many options—All, This Month, Last Month, As Of Last Month, This Year to Date, Last 2 Months, Custom, etc. When the Custom option is chosen, you can choose your own range of dates using the From-To fields.

From-To:

If you select Custom in the Period field, you can select a range of dates in the From and To fields for which you want to view the time and expense entries. For other options, these fields are unavailable.

Show More Filters:

The drop-down allows you to further filter the data displayed in the grid by applying additional filters. You can choose to view entries which are: approved only, unapproved only, billed, unbilled only, submitted only, un-submitted only, rejected only, vendor bill entries only, billable only, non-billable only, time entry only and expense entry only.

Refresh:

Click to update the grid with updated information.

Grid

Date:

Date of the time or expense entry. This is the date you entered while recording time or expenses.

Employee ID:

ID of the employee or vendor associated with the entry.

Item:

This is the Activity ID of the service item or Expense ID of the expense item used in the entry.

Description:

Description of the activity or expense code associated with the entry. It is pre-filled with the default description but can be edited here.

Hours/Units:

The number of billable hours or expense units spent on a project.

Amount:

This is the cost amount of time or expense entry before any write up/down, markup or taxes. For a time entry, it is calculated using Actual Hours and Cost Rate of an employee. For an expense entry, per unit Cost is multiplied by Units to compute this value.

B (Billable):

Denotes the billable status of a time or expense entry. If selected, indicates that the entry is billable; if the check box is not selected it indicates that the entry is non-billable. This is also indicated by the color-coding of the entries.

M (Memo Flag):

Selected, it denotes that a memo is attached to the entry.

Type:

This field indicates whether the entry is a time or an expense record. Time entries display  while expenses display \$.

S (Approval Status):

Displays the status of an entry using icons—whether it has been submitted, approved  or rejected .

Billed:

Displays the billed status of the entry—whether it has been billed or not using Yes/No.

A (Approved):

You can select the check box to approve a time or expense entry. The approved entries are available for billing.

Save Memo (+):

Click the plus sign to add a note or comment for a listed item.

Time/Expense Slip Detail:

Click this icon to view time and expense *record details*.

Invoice #:

Displays the invoice number associated with billed time and expense entries.

Approved By:

Displays the name of the employee that approved the time and expense entry.

Cost Rate:

Cost rate of the time or expense entry. It can be the fee schedule rate or the cost rate of the activity/expense item used. You can edit this rate here. See [How Do I Determine Rates?](#) for further detail.

Bill Rate:

Bill rate of the time or expense entry. It can be the fee schedule rate or the bill rate of the activity/expense item used. You can edit this rate here. See [How Do I Determine Rates?](#) for further detail.

Markup:

This field carries forward the expense markup (percentage) from the Expense Log screen or the write-up/down value of a time entry from the Sheet View.

Cost Amount:

This is the cost amount of time or expense entry before any write up/down, markup or taxes. For a time entry, it is calculated using Actual Hours and Cost Rate of an employee. For an expense entry, per unit cost is multiplied by Units to compute this value.

Vendor Bill:

Displays records associated with vendor bills. You can view these records in the [Vendor Bills](#) screen.

Attachments:

Indicates whether a file is attached to a T/E entry or not. Click the status, *Yes* or *No*, to attach or remove linked file.

Created On:

The date on which the T/E entry was made.

A-Hours:

The actual hours worked on a project. The actual hours represent the true amount of time spent on a task.

Billed:

Displays the billed status of the entry—whether it has been billed or not using Yes/No.

Custom 1/2/3/4/5/6:

These custom fields provide additional information about a time or expense entry. Each custom field holds up to 50 characters. If you pre-define custom data for the activity or expense in their respective screens, Web Suite automatically inserts it

while recording time or expense. Custom 1/2/3/4/5/6 labels and UI can be changed in the [Custom Labels](#) screen.

Classification:

This is the job classification or title of the timekeeper brought forward from the Employee screen. Web Suite allows you to record and bill time and expense entries along with the classification. This classification is carried from the Service/Expense Fee Schedule, Project Control settings or Employee screen. It cannot be changed here. See [Understanding Rates](#) for more.

Memo on Notes:

Indicates that a memo added with the T/E entry has been copied to the [Project Notes](#) .

Memo on Invoice:

Indicates that a memo added with the T/E entry has been included on standard detailed invoices.

Flag 1/2/3:

When checked, they indicate that the time or expense entry is flagged for something. The flags can be used to track any characteristic of the time or expense entries that you want. Example: You can use a flag to mark time entries that are tax deductible. Later you can print a report giving you a cost of all such time entries by using the flag as a filter on the report. The label for the flags can be modified in [Custom Labels](#).

Overtime:

This check box is marked for overtime entries. It represents the extra time worked on an activity, which is beyond the specified standard hours.

Comp Time:

This check box is marked for compensation time. Comp time is the extra time logged by a timekeeper, which is beyond the specified standard hours and contract amount. It is regarded as banked time in hours.

Extra:

When checked, it indicates that the time or expense entry is extra and has gone beyond the specified contract amount.

Time/Expense Button Panel

Row:

Use this drop-down list to specify the number of rows to be displayed in the grid.

Print:

Opens the **Select a Report** screen to allow you to select the desired in-context report.

Options**Mark Billed:**

Choose this option to mark the selected row as billed.

Mark Unbilled:

Choose this option to mark the selected row as unbilled.

Submit:

Opens the Submit-Approve screen that allows you to submit the selected entries for approval using various options. Single row or multiple rows can be selected by using either Shift or Ctrl keys. You cannot submit entries that are already approved. When entries are submitted, the supervisor/manager will get notified to approve these entries.

Approve/Unapprove:

Click to approve or un-approve a selected time and expense entries. Approving an entry approves it for invoicing.

PROJECT CENTER—NOTES TAB

Navigation *Lists, Project Center, Notes Tab*

The Notes tab of the Project Center screen displays project-related notes in the grid. You can apply filters to view selective notes. See [Notes Overview](#) for further details.

The following are descriptions of fields on this screen:

Period:

The period for which you want to view the project notes. You can choose to view notes for This Month, All, Custom period, etc. If you choose Custom, you must specify the desired date range in the From-To fields.

Show Active Notes Only:

The check box is selected by default and the grid displays only active notes. If the check box is not selected, all the project notes are displayed in the grid.

Show Notes for Child Projects:

When selected, you can view notes for the project phases as well. Otherwise, the grid displays only the parent project notes.

Notes

Based on the note selected in the grid, the Notes field displays the entire description. You can update the details, if required. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

Time/Date Stamp 

Click this icon to insert date and time details into a note.

Active:

The status of the note—whether active or not. This is an editable field and hence you can update the status of a note here.

Grid**Date:**

The date when a note was created.

Employee ID:

The ID of the employee who created the note.

Notes Category:

Displays the notes category or type. It can be Project, Billing Review, Invoice Review, Payment, etc. depending upon the screen from where the note was created.

Active:

The status of the note—whether active or not.

Notes Button Panel**Help:**

Click to access Web Suite Help.

Print:

Opens the **Select a Report** screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

Options:**Attachments:**

You can click the link to attach files and web links to a note. For example, you might want to scan and attach some additional details of a project for reference. You can add and save files for the selected notes from the [Attachments](#) screen. The link also displays the number of files () already linked with a note.

Add Category:

You can click the link to add a notes category or type.

New:

Opens the [Add Project Note](#) screen to create a new project note.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

PROJECT CENTER—FILES TAB

Navigation *Lists, Project Center, Files Tab*

The Files tab of the Project Center displays all the linked files and web references associated with the selected project, irrespective of the screen from where they were attached or added. It also displays all the documents, links and files associated with the projects.

The following are descriptions of fields on this screen:

View By:

You can choose to view the linked documents and web references based on the screen selected here. For example, Time Entry, Project, Client, Employee, Vendor Bills, Invoice, etc. You can also choose to view all the attachments.

Period:

The period determines the period for which the attachments will be displayed in the grid. You can choose to view all or selected attachments for This Month, Last Month, etc. You can also choose to view these files for a Custom period or All. When the Custom option is selected, you must select the Period From-To date ranges from the drop-down calendars.

From-To:

If you select Custom from the Period drop-down list, use these date fields to specify the start and end dates of the period within which you would like to view the attachments.

Grid

The data displayed in the grid can be sorted by clicking on any column header.

Date:

Date on which the file, web link or document was attached to the Web Suite record.

Item ID:

Displays Project ID, Employee ID, Client ID, Vendor Bill #, etc. in case the file has been attached to a record in any of these master screens. However, if a file has been attached with a time record or an expense record, it will display Time Entry or Expense Log, respectively.

Module Name:

Displays the name of the source from where a file or web reference has been linked—project, client, vendor, invoice, etc.

Description:

Displays the description of the attached file as File: File Name (with extension). It is an editable field. For web links, it displays the description entered by you for the link being copied.

Attached By:

This is the ID of the person who has linked files or web references to any Web Suite record.

File Name:

Displays the name of the file that has been attached to the Web Suite record. It is basically a hyperlink that takes you to the actual file or web address upon clicking. For web links, it displays 'Linked via URL'.

Save:

Click to save changes made to the Description field.

Delete  :

Click to remove an attached document or link.

Files Button Panel**Help:**

Click to access the Web Suite Help in the Project Center-Files section.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

PROJECT CENTER—ASSIGNMENT TAB

Navigation Lists, Project Center, Assignment Tab

The Assignment tab of the Project Center screen displays the assignment of employees, activities and expenses to each project.

The following are descriptions of fields on this screen:

Assign:

You can select any option—*Employee, Activity or Expense*—to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project.

Assignment Grid

The fields that display in the grid are dependent upon your assignment selection.

Employee ID:

The ID of the employee who is available for assignment.

Employee Name:

The name of the employee who is available for assignment.

Assign:

Select this check box to assign an employee to the selected project.

Active:

Indicates the status of the listed items.

Sub:

This column indicates whether an employee, or timekeeper, is also a vendor.

Classifications:

Specify an employee's project title with this drop-down list.

Activity/Expense ID:

The ID of the activity/expense that is available for assignment.

Activity/Expense Description:

The description of the activity/expense that is available for assignment.

Billable:

If selected, it indicates the billable status of the activity/expense item. This status carries over to the [Billing Review](#) screen.

Control Billable:

Select this check box to make an activity or expense billable. This setting is automatically selected when you assign an activity or expense and is project specific.

Assignment Button Panel

Help:

Opens the Web Suite Help in the Project Center-Assignment section.

Save:

Click to save your assignment settings.

Cancel:

Click to exit this screen without saving your changes.

Refresh:

Click to update the grid with the most current information in the Web Suite database.

PROJECT CENTER—ALLOCATE TAB

Navigation Lists, Project Center, Allocate Tab

Use the Project Center's Allocate tab to view the allocation of service hours and expense units for employees (and vendors) working on a project.

The following are descriptions of fields on this screen:

Activity ID:

Activity for which hours have been defined and allocated. Hours or units can be allocated to a group of items as well.

Hours:

The number of hours an employee can spend on the selected activity.

Expense ID:

Expense code for which units have been allocated.

Units:

The number of units the employee is allowed to use.



When hours/units are allocated to a group of activities/expenses, the value is applied to all the items in the group combined. For example, if the CAD activity group contains 7 items and you have allocated 10 hours to the group for a project, then the entire group is allocated 10 hours.



In case of an employee who has been allocated certain hours or units individually as well in a group, his individual allocation will take precedence over group allocation.

Start Date:

The start date for the allocation. This is the date when the employee is required to start work on the project and be monitored.

End Date:

The end date for the allocation. This is the date when the allotted task should be accomplished.



While calculating hours/units spent, Web Suite looks for the time entry/expense entry date to be greater than or equal to the Start Date. If Start date is blank, then this condition is not used. It also looks for the time and expense entry date to be less than or equal to the End Date. If End Date is blank, then this condition is ignored.

Grid**Edit:**

Click to edit a listed employee or vendor's allocation settings.

Employee ID:

The ID of the employee or vendor who has been allocated certain hours or units for the selected project.

Project ID:

Displays the project ID for which hours/units have been allocated.

ID:

Activity or Expense ID.

Units:

Displays the number of hours/units allocated for a listed employee.

Expense:

This read-only check box is selected when an expense item has been allocated.

Group:

This read-only check box indicates whether an allocation has been made for an employee or vendor group.

Allocate Button Panel**Help:**

Opens the Web Suite Help in the Project Center-Allocate section.

Update:

Click to save your allocation settings.

PROJECT CENTER—SUMMARY TAB

Navigation *Lists, Project Center, Account Tab*

The Account tab of the Project Center screen provides a quick summary of cost, billable, unbilled and billed value of a project and associated retainer. All fields on this tab are non-editable. However, all the values are hyperlinked so that you can drill down into the details in the respective screens. You can view this information in the [Project-Accounts](#) screen.

Date Filters:

You can filter the project's account information by a period. You need to select the desired type of date filter from the drop-down list. The date filter defaults to *All Dates* but you can change it as needed. The options include *All Dates, Today, This Month, Fiscal year, Year to Date, Last Week, etc.* The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filters make it easy to compare the last year's project performance with this year's performance.

Print:

Displays a preview of the Project Account Summary for the current project. Print button provides you with various options: report selection, report preview, print setup, printer selection, refresh data, export data, toggle group tree, zoom, find data and page navigation. You can view, print or email the report, save it to disk, or export it in various file formats.

Refresh:

This will re-calculate and then display values on the screen.

	Cost	Billable	Billed	Un-Billed
Services	<p>It is calculated as the product of actual hours spent on a project and the cost rate of an employee working on it.</p> <p>Cost = A Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of an employee working on a project and billable hours spent on it, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount billed against a project, including taxes and write-up/down.</p> <p>B Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)*</p>	<p>It is the total service amount that is yet to be billed against a project, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>
Extra Services	<p>It is calculated as the product of extra hours spent on a project and the cost rate of an employee working on it. The time entries are marked as Xtra in this case.</p> <p>Xtra Hours x Cost Rate</p>	<p>It is calculated as the product of bill rate of an employee working on a project and extra hours spent on it, including taxes.</p> <p>Xtra Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount that has been marked as extra and billed against a project, including taxes and write-up/down. Xtra Hours x Bill Rate x WUD x (1 + Tax 1 + Tax 2 + Tax 3)</p>	<p>It is the total service amount that is marked as extra and yet to be billed against a project, including taxes.</p> <p>B Hours x Bill Rate x (1 + Tax 1 + Tax 2 + Tax 3)</p>
Total Services	<p>The total cost of services for a project,</p>	<p>The total billable amount spent on a project.</p>	<p>It is the total service amount billed against a</p>	<p>It is the total service amount that is yet to be</p>

	including extra services. Total Labor Cost = (A Hours x Cost Rate) + (Xtra Hours x Cost Rate)	(B Hours x Bill Rate) + (Xtra Hours x Bill Rate)	project, including extra services, taxes and write-up/down.	billed against a project, including extra services and taxes.
Expenses	The cost of billable expenses incurred on a project, excluding markup and taxes.	It is calculated as the cost of billable expenses incurred on a project, including taxes and markup. Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)	It is the total expense amount billed against a project, including taxes and markup. Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)	It is the total expense amount that is yet to be billed against a project, including taxes and markup.
Extra Expenses	The cost of extra expenses incurred on a project. The expense entries are marked as Xtra in this case.	It is calculated as the cost of billable extra expenses incurred on a project, including taxes and markup. Xtra Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)	It is the total expense amount that has been marked as extra and billed against a project, including taxes and markup. Xtra Cost x Unit (1 + Tax 1 + Tax 2 + Tax 3) + (1 + Markup)	It is the total expense amount that is marked as extra and yet to be billed against a project, including taxes and markup.
Total Expenses	Sum of billable expense cost and non-billable expense cost incurred on a project. It includes both billable expenses and expenses that are marked as extra.	Sum of both billable expenses as well as expenses that are marked as extra, including taxes and markup.	Total expenses billed against a project-both billable and extra expenses, including taxes and markup.	Total expenses that are yet to be billed against a project-both billable and extra expenses, including taxes and markup.
Total Services + Expenses	The total cost of a project. It is the sum of Total Services Cost	The total billable amount against a project. The	The total amount billed against a project. It is the sum of	The total amount not yet billed against a project. It is

and Total Expenses Cost.	sum of Total Services Billable and Total Expenses Billable.	Total Services Billed and Total Expenses Billed.	the sum of Total Services Unbilled and Total Expenses Unbilled.
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Total Hours	Total B-Hours	Earned Value	Earned Value %
The total actual hours recorded to a project. Actual hours are recorded in the time entry screen along with the B (billable) Hours.	Total hours marked as B (billable) Hours.	The sum of Total Labor and Billable Expense amount. It gives the total value of earnings on a project for the billable services and expenses. It can be billed or yet to be billed.	It is based on the percentage of contract amount earned to date on a project compared to the total contract amount. It is calculated as Earned Value/Contract Amount x 100.
Project Retainer Paid	Project Retainer Used	Project Retainer Available	Client Retainer Available
Project retainer paid or received. It is the sum of all retainer payments entered in the Payment screen for a project.	Retainer used or applied for a project. It is the sum of all retainer payments used or applied on invoices in the Payment or Billing Review screen for a project.	This gives the retainer available for the selected project. It is the Project Retainer Paid - Project Retainer Used.	This gives the retainer available for the client of a selected project. It is the Client Retainer Paid - Client Retainer Used.
Total Spent	Amount Billed (Pre-tax)	Total Amount Billed	Total Amount Paid
This is the total amount spent on the project**. It is equal to the value of all entries (both billable and non-billable services and expenses) excluding markup on expenses.	The amount billed to the project before applying taxes on it. It is calculated as Total Amount Billed - Tax.	The total amount actually billed to a project or its phases (all invoices). This amount includes the tax applied to the billed amount.***	The total amount paid by the client, excluding retainers.****
Total Amount Owed			
Total outstanding balance for the project or phase. It is the Total			

Amount Billed -
Total Amount
Paid.

*Its value can increase due to services billed in the billing review screen that are not found in the time entry screen. For example, in case of [progress billing](#), there are pending time entries that can be released at a later date.

**For expenses that are not marked as Extra.

***Retainers are included because they are applied to the invoices when processed, which results in a reduced invoice amount and therefore a reduced Total Amount Billed.

****If you have applied a debit payment, that amount is subtracted from the total payments.

PROJECT CENTER—HISTORY TAB

Navigation Lists, Project Center, History Tab

The History tab of the Project Center provides a historical account of invoices, payments, purchase orders, vendor bills and retainers for the selected project. *All the details are read-only.* You can view this information in the [Project-History](#) screen as well.

Viewing Historical Information:

On the History tab you can view historical information for [Invoices](#), [Purchase Orders](#) and [Vendor Bills](#). Choose the options located above the grid to specify the detail to be displayed.

Invoices

Type:

Denotes whether the record is an invoice or the payment that is recorded.

Date:

The date when the invoice or the payment was made.

Invoice #:

For invoices, this column displays the invoice number.

Amount:

The amount the invoice was made for or the amount received as a payment.

Purchase Orders

PO Number:

A unique number assigned to the purchase order.

Vendor ID:

ID of the vendor for whom the purchase order is created.

PO Date:

The Date or Time when the purchase order was created.

Status:

It can be **Open**, **Closed**, or **Partially Received** depending on the number of items received against the Purchase Order.

Amount:

Amount charged to all the service and expense items of the purchase order.

Vendor Bills**Bill Number:**

A unique number assigned to the vendor bill.

Vendor ID:

ID of the Vendor to whom the vendor bill belongs.

Bill Date:

The date on which the vendor bill is created.

Bill Due Date:

The due date of the vendor bill.

Amount:

Total amount charged by the vendor for the services and products provided.

How Do I**HOW DO I APPLY FILTERS?**

By applying filters, only the specified items display in the drop-down lists and other lists. To apply filters:

1. Open any Web Suite screen (for example, Billing Review).
2. Select the View By Project option. Click [Filters](#) for the field on which you want to apply the filter (for example, Project From-To).
3. On the Project Filters screen, select the individual records or rows in the grid that you want to appear in the lists.
4. After selecting your items on the grid, click Save and then Return to close the screen.
5. To apply the specified filters, select the Filters On or Off option on the main screen. Doing so automatically activates the filter settings.

HOW DO I ASSIGN ITEMS TO PROJECTS?

Web Suite allows you to set up project control directly from the Project-Assign or Project Center-Assignment Tab. This saves time when you are creating projects and want to get done with the assignments as well.

To assign items to a project:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.

3. Move to the Assign tab.



By default, Web Suite keeps the Assign tab hidden. However, you can show it by selecting the check box *Show Project Assign Tab* option in the [Preferences-More Tab](#).

4. Click the Assign link to open a panel of options. Select the Employee option.
5. Select the Assign check box for the desired employees on the grid. You can filter this list using any of the Show options in the Assign panel.
6. Repeat these steps for Activity or Expense by selecting the appropriate option.
7. When you have finished, click Save and then Close.



Assignments made here also carry to the Project Control screen and vice versa. You can turn off project control for specific projects on the Project-Details screen.

HOW DO I CREATE PROJECT NOTES?

To create a project journal:

1. Open Project Notes screen from the Management menu.



You can also add notes on the [Project Center-Notes tab](#).

2. Click New to create a new Project Note.
3. Select the Project ID for which you are recording a note.
4. Select a Date for the Project Note or choose one from the drop-down calendar.
5. Choose a Category, such as General, Time Entry, etc. or any new category created by you, like Opportunities. This depends on what type of note you want to create.
6. Next, type your Note. Type as much text as desired or use Auto Complete shorthand codes to insert standard text. Click the Date and Time stamp icon to insert the date and time when the note was created.
7. Click Attachments to attach a file to this note. You might include a video of infrastructure damage your client wants fixed, a photo of damage done at a site by a subcontractor, or scanned soil or metallurgy test results with your conclusions in the note.
8. When you have finished, click Save and then Return.

All Project Notes display in the grid. You can view and edit previous notes using the View By and Period criteria.

HOW DO I GENERATE IN-CONTEXT REPORTS?

You can access in-context reports from almost all the screens in Web Suite. For example, if you are using the Payment screen, you can access payment report from that screen

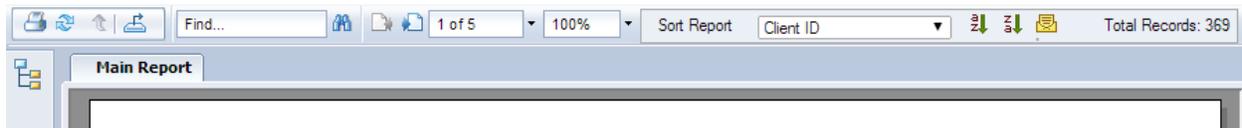
directly. Similarly, if you are in the Employee screen, you can generate employee report from there.

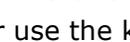
To generate an in-context report:

1. Open the desired screen in Web Suite (for example, Payment).
2. Click Print on the button panel and then select one of the payment-related reports.
3. It displays a list of related report. Select the desired report from the list.
4. On the Report Viewer, you can preview, print, export or email the report.
5. When you have finished, click Close.

HOW DO I PREVIEW AND PRINT REPORTS?

You can preview a report (or an invoice) by clicking Print or Preview on any screen. From the Report Viewer, you can do many things:



- **Sort Items:** Sort the items on a report by selecting the relevant option in the Sort Report drop-down and clicking  Sort Ascending or  Sort Descending as needed.
- **Email Reports:** Click  to email a report in the PDF, Word or Excel format. You can accept the standard text (*defined on the Preferences-More screen*) or add a message.
- **Export:** Click  Export option to export and save a report to another format. File formats include PDF, Word, Excel, RTF, RPT and more.
- **Print:** Click  Print to print a report as a PDF. You can choose a page range or all pages to print.
- **Search Content:** Enter text in the search field and click Find  to search for any text in the report.
- **Jump Between Sections:** Click the Group Tree button so you can jump to any section of a report.
- **Navigate Backwards and Forwards:** Navigate page-by-page through a report using the navigation arrows  or use the keyboard arrows and Page Up/Down keys to scroll vertically and horizontally.
- **Change View Magnification:** Change the zoom level of a report from 400% to 25%.
- **Drill-Down:** Click on a report item and drill-down to its detail. Example: In the Aging Summary report, you can drill down from client to projects, projects into phases.

 Besides the reports, you have these options available for statements and invoices as well.

Estimate

ESTIMATE OVERVIEW

Navigation Management, Estimate

Project managers need to understand how estimates are useful for managing projects and how Web Suite handles them. Estimates support later-stage marketing efforts with a bid to provide specified services. An estimate is a proposed task list with estimated service hours, expense units and computed amount for each. A budget is the same except it is used for internal purposes and you can assign an employee or a vendor (or group) to a task. Creating an estimate is like creating a bid, grant or proposal. Writing an estimate is very similar to writing an invoice.

For many professional services firms – architects, engineers, IT consulting, surveyors, computer consultants, etc. – the estimate is what they send to the client as part of their bid proposal. You can assign estimates to projects and phases. Typically, companies start with an estimate or proposal, which can go through multiple iterations until the client signs off. After being signed off and project begins, it usually becomes the foundation for a project contract or engagement letter. When accepted, some companies convert it to a budget and keep track of the budgeted project. You can convert a budget to an estimate and vice versa.

You can copy items from an existing estimate to a new one. Here are some examples:

- An architect creates an estimate for a restoration project and then uses it as the basis for the project budget after winning the job. When bidding on another restoration project, the first budget becomes the foundation for a new one and then you can convert it into an estimate.
- An IT consulting firm sets up multiple budgets for network installations and related training based on size of company and other factors. After identifying a new project, the client is set up, a marketing project created, and one of the budgets assigned to it. You can then convert the budget to an estimate as a starting point for negotiations.
- An accounting firm creates a standard budget for accounting services, identifying bank reconciliation, review and other tasks and the 'standard' hours they should work. Reviewing the Budget Comparison report, they can determine what factors contributed to the success of the service or where it needs skill improvement.

[Estimates](#) in Web Suite include separate services and expense portions. Both can draw bill rates from a service fee schedule and expense fee schedule. Web Suite provides many reports containing information from estimates such as Estimate Details. Often, project managers drill down into details by reviewing job costs, amount spent and project profitability reports. You can export estimates directly to Microsoft Excel or convert them to PDF, Word document, etc.

Decimal values are displayed in the Estimate grid based on the settings specified in [Global Settings](#). For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67).

However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

Reference

ESTIMATE

Navigation Management, Estimate

The following information describes the fields and options on the Estimate screen.

Estimate ID:

The ID of an estimate must be unique. If you want to create a new estimate, click the New button and enter the ID there.

Status:

Select the estimate status from drop-down menu. The options are Active, Inactive and Incomplete. When you set the estimate status as inactive, Web Suite keeps the information associated with that estimate but does not show it in the drop-down lists. You can make an estimate active again at any time.

Description:

The description assigned when the estimate is created. This is brought forward when the ID is selected. Keep in mind that the description should allow someone to understand the purpose of the estimate or its relevance.

Created By:

If desired, you can assign an employee to the estimate who created it or is responsible for it. Assigning an employee to the estimate can be helpful when filtering reports.

Approve:

When selected, the estimate is approved for use. After being approved, it is available in the Manual Invoice screen for invoicing.

Show Budget:

Click the link to open the [Budget](#) screen. It shows the first budget available in the grid.

Labor Total:

Web Suite keeps a running record of the Labor Total here. Shows the total service amount associated with the estimate.

Expense Total:

Web Suite calculates the total for the expense rows. The total amount for expenses is tabulated in this field associated with the estimate.

Misc Amount:

Enables you to add some miscellaneous amount or costs incurred. It can represent the contingency expenses for the budget.

Total:

The total project estimate will appear in this field. It represents the total of the labor, expenses and miscellaneous amount.

Estimate Grid

The grid is your guide to the service and expense records related to an estimate. It is a series of rows and columns. Each row is a separate service or expense record. Depending on which tab (Services or Expenses) you have clicked, details of the specific estimate are displayed in the grid. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of the [Estimate-Activity](#) or [Estimate-Expense](#) screen.

 Grid details are carried from the [Estimate-Activity](#) or [Estimate-Expense](#) screen. Click  to open the screen where you can edit the details of the selected service or expense record, respectively. Click  against the service or expense record you want to delete.

Estimate Button Panel**Help:**

Opens the Web Suite Help in the Estimate section.

Print:

Opens the Estimate report that you can preview and print.

The ability to email estimate attachments is only available in the Web Suite Pro, Pro Plus, Enterprise and Enterprise Plus editions.

Options

Click this link to view the below mentioned options:

Add Activity:

Click opens the [Estimate-Activity](#) screen where you can add a new activity item to the budget.

Invoice:

Opens the [Manual Invoice](#) screen. You can create a manual invoice using the selected estimate. Further editing is possible in the Manual Invoice screen before processing the invoice. The **% Done** value is also transferred to the manual invoice and used in calculating the total amount there.

Assign:

Opens the [Assign](#) screen where you can assign the specific estimate to one or more projects.

Email:

Opens the [Email](#) screen that allows you to send the estimate to the client via email.

Attachment:

Click to open the [Attachments](#) screen where you can attach one or more files to the Estimate. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by

your Admin. When you email an estimate with linked files, you will be given the option to automatically attach the files linked to the record.

Convert:

Opens the [Convert to Budget](#) dialog box that enables you to create a budget using the existing estimate data. You are required to enter the Budget ID and Budget Description for the new estimate.

Del Estimate:

Delete the entire Estimate currently displayed on the screen.

Add Expense:

Click to open the [Estimate-Expense](#) screen where you can add a new expense item to the budget.

New:

Opens the new screen that enables you to create a new estimate.

Close:

Closes the screen and takes you to the home page of Web Suite.

ESTIMATE—SERVICES TAB

Navigation *Management, Estimate, Service Tab*

The screen allows you to add the service item to the specific estimate or edit the existing item. Key fields are carried from the [Estimate](#) screen.

Details

These fields enable you to enter data specific to the service item that you are adding in the estimate. Click the **Service** tab on the Estimate screen and then click **Edit** for a listed service.

Activity:

An ID that uniquely defines an Activity.

Activity Group:

The ID of the activity or a service group used in an estimate.

Description:

The activity description brought forward from the activity codes screen. When a single activity is estimated; it defaults to the description of the activity code.

Hrs:

The number of hours estimated for the activity.

Rate:

The bill rate assigned to the activity.

% Done:

This value shows the percentage of estimate being used up or done for the service item. It allows you to specify percent complete for each service item and if you create an invoice

using this estimate, the invoice utilizes this percentage value to calculate the total amount. You can enter a decimal value as well.

Amount: (Read Only)

This is the bill amount for the service item. It is calculated as (Hours x Rate).

Actual Amount:

The actual service amount spent on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

Actual Cost:

The actual service-related costs incurred on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

Custom**Custom 1/2/3**

Custom fields hold up to 50 characters each describing the line item uniquely. The custom textboxes enable you to record additional information regarding the line item of Estimate. The caption of Custom 1/2/3 labels can be changed in Custom Labels.

Memo

Enter the text for the service item of the estimate. In addition, click the icon if you want to add Date or Time stamp to your memo.

Estimate Services Button Panel**Help:**

Opens the Web Suite Help in the Estimate Services section.

Print:

Opens the corresponding report enabling you to print, preview or cancel the report.

Update:

Enables you to save the modified information in the current estimate.

Return:

Closes the screen and takes you to the Estimate screen.

ESTIMATE—EXPENSE TAB

Navigation *Management, Estimate, Expense Tab*

The screen allows you to add the expense item to the specific estimate or edit the existing item. Key fields are carried from the [Estimate](#) screen.

Details

These fields enable you to enter data specific to the expense item that you are adding in the estimate. Click the **Expense** tab on the Estimate screen and then click **Edit** for a listed expense.

Expense:

An ID that uniquely defines an Expense.

Expense Group:

The ID of the expense group used in an estimate.

Description:

The expense description brought forward from the expense codes screen. When a single expense is estimated, it defaults to the description of the expense code.

Unit:

Number of units being estimated.

Cost:

The cost rate assigned to the expense. It represents the per unit cost less any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost there. You can enter any value in decimals and set the number of decimal places to show in Global Settings. For example, if you assign a cost of .325 for mileage, that value can be entered here though it will display .33. Placing your pointer in the field will reveal the true cost.

% Done:

This value shows the percentage of estimate being used up or done for the expense item. This allows you to specify percent complete for each expense item and if you create an invoice using this estimate, it utilizes this percentage value to calculate the total amount.

MU%:

The markup column determines the percentage by which Web Suite will increase the cost of the expense to determine the cost amount. If the markup percentage varies, you can leave this field blank and enter it when you log expenses. Do not enter the percentage as a decimal. For example, to increase the cost rate by 10.5%, enter 10.5, not 0.105. Web Suite also allows you to enter negative markups.

Tax 1/2/3:

Up to three taxes can be assigned per expense code. These item taxes are assigned to each expense entry when recorded. They are summed and used to calculate the value of expense entries. For example, if an expense GEN:MI has Tax 1 = 5% and Tax 2 = 10%, when an expense entry is made with GEN:MI, 15% will be added to the cost amount (Units x Cost Rate x Markup).

If taxes are charged one on top of another or if only one tax is charged to the entire expense amount, you should use the Main Expense Tax. The Tax 1, Tax 2 and Tax 3 labels can be changed in the [Custom Labels](#) screen.



Cost rates, markup percentages and tax percentages carry forward from the Expense screen.

Amount:

This is the charge amount for the expense item. It is calculated as $[\text{Units} \times \text{Cost Rate} \times (1 + \text{MU} \%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$.

Actual Amount:

The actual expense amount spent on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

Actual Cost:

The actual expense-related costs incurred on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

Custom**Custom 1/2/3**

Custom fields hold up to 50 characters each describing the line item uniquely. The custom textboxes enable you to record additional information regarding the line item of Estimate. The caption of Custom 1/2/3 labels can be changed in Custom Labels.

Memo

Enter the text for the expense item of the estimate. In addition, click **icon** if you want to add Date/Time stamp to your memo.

Estimate Expense Button Panel**Help:**

Opens the Web Suite Help in the Estimate Expense section.

Print:

Opens the corresponding report enabling you to print, preview or cancel the report.

Update:

Enables you to save the modified information in the current estimate.

Return:

Closes the screen and takes you to the Estimate screen.

How Do I**HOW DO I CREATE ESTIMATES?**

Typically, you send estimates to clients as part of a project proposal. Web Suite includes an Estimate Comparison Report that compares estimated hours and amounts to what you spent, how much remains, and whether you are over or under the estimate for each activity and expense.

You can set up your estimate at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create a new estimate:

1. Open Estimate screen from the Management menu.
2. If you do not have any estimate created, Web Suite prompts you with a separate screen. Otherwise, click New to create a new estimate.
3. On the Create New Estimate screen, enter a unique ID and Description for the estimate.
4. Optionally, you can base the estimate on an existing one. Check the 'Base Estimate On' option and select an existing one from the list.
5. When you have finished, click OK.
6. Select the Services tab and click Add Activity to enter activity details for the estimate.
7. Enter the expected Activity to perform and expected time (Hours) required for that activity. Web Suite allows you to enter negative hours.
8. Accept the Bill Rate or enter a new one to charge for the activity. Web Suite calculates the Amount for the estimated item (Hours x Rate).
9. Click Save and then Return.
10. Next, select the Expenses tab and click Add Expense to add expense details for the estimate.
11. Enter the expected Expense to incur, estimated number of Units and the Cost Rate charged for that expense.
12. Enter the markup percentage (MU %) on the cost rate.

 **Do not** enter a percentage as a decimal. For example, to mark up the cost rate by 10%, enter 10, **not** 0.10. Web Suite allows you to enter a negative markup.

Web Suite calculates the Charge Amount for the expense item $[\text{Units} \times \text{Cost Rate} \times (1 + \text{MU}\%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$. The estimated totals appear on the screen.

13. Click Save.

Advanced Setup

To add additional details:

1. In the Created By field, select the ID of the employee responsible for the estimate.
2. Select a Status for the estimate—Active, Incomplete or Terminated—from the list.
3. If desired, click Attachments to [attach any document](#) or graphic to the estimate.
4. Check the Approve option to approve the estimate. After being approved, an estimate cannot be edited (*requires security permission*).
5. In the Add Activity mode, add a % Done value to represent the percentage of work done.



You can use the % Done value to create a manual invoice with percent done information for contractors.

6. If desired, enter any extra information for the service line item in the Custom 1/2/3 fields (up to 50 characters). You can do so for the expense item as well.
7. Enter unlimited length [memo](#) for the estimate or insert Auto Complete shorthand codes into it.
8. Click Save and then Return.
9. Similarly, in the Add Expense mode, enter the desired information for the estimated expenses.
10. Enter the Tax 1/2/3 percentages to add to the cost of the estimated item. Tax rates carry from the Expense screen but you can change them here.
11. Next, enter a % Done value that represents the percentage of expenses incurred.
12. Click Save and then Return.
13. When you have finished, click Close.

After being created, you can use the estimate for the following:

- Click Options and select Create Invoice to convert an estimate into a manual invoice.



When creating a manual invoice from an estimate, Web Suite calculates the total bill amount based on the % Done value **less** any previously billed amount.

- Click Options and select Assign to assign this estimate to a project or multiple projects.
- Click Options and select Email to send the estimate to the client via email.
- Click Convert to convert the estimate to a budget.

HOW DO I ASSIGN ESTIMATES?

You can copy items from an existing budget or estimate to a new one. You can also convert a budget to an estimate and vice versa. Here are some examples:

- An architect creates an estimate for a restoration project and then uses it as the basis for the project budget after winning the job. When bidding on another restoration project, the first budget becomes the foundation for a new one and then you can convert it into an estimate.
- A consulting firm (IT) sets up multiple budgets for network installations and related training based on size of company and other factors. After identifying a new project, the client is set up, a Marketing project is created, and one of the budgets is assigned to it. You can then convert the budget to an estimate as a starting point for negotiations.
- An accounting firm creates a standard budget for accounting services, identifying bank reconciliation, review and other tasks and the 'standard' hours they should work. Reviewing the Budget Comparison report, they can determine what factors contributed to the success of the service or where it needed skill improvements.



You can assign estimates to projects in the same way as budgets.

Budget

BUDGET OVERVIEW

Navigation Management, Budget

Comparing time and expense charges against project budget amounts and hours helps you gauge progress and identify issues for immediate management attention. After the fact analysis of actual-to-budget results helps improve operations, employee skill-sets, fee structures and other aspects of the profitable delivery of services to clients. The total budget amount can become the contract amount, against which management monitors the burn rate.

Before creating a budget, consider the following points:

- Discuss it with your team members. Get their estimated hours and units.
- Research similar job or project costs in the industry.
- Add anticipated expenses to the budget.
- Add a contingency to the budget.
- Share the budget with the client and make it a part of the contract.

Reference

BUDGET

Navigation Management, Budget

Budgets are a good way to track the expected revenue or cost of a project against the actual. Budgets combine detailed service and expense items to compute the total budget of a project. For example, an IT consulting firm can create standard network installation and software training budgets. A budget can be standardized (with or without budget hours and units) for a recurring project type. An unlimited number of budgets can be created. After being created, they are linked to projects in the Project screen or converted into estimates. Security permissions determine who can approve a budget or modify an approved budget.

Web Suite enables you to limit the timekeepers who can record time and expenses to a project to the employees identified in the budget linked to the project. In addition, you can restrict activities and expenses to those listed in the project budget. In addition, a budget can be employed to assign employees, activities and expenses to a project in the Project Control screen.

Key Fields

These fields set the criteria for the data being entered or reviewed.

Budget ID: (required)

The Budget ID must be unique. From the drop-down menu, select the budget you want to review. If you want to create a new budget, click the New button. This field is a combination of ID and Description. When planning your budget ID structure, keep in mind ease of recall, what the ID should communicate, and other factors.

Created By:

If desired, you can select the employee who created the budget or is responsible for it. Assigning an employee to the budget can be helpful when filtering reports. You can also choose the employee from the drop-down list.

Status:

Select the budget status from drop-down menu. The options are Active, Inactive and Incomplete. When you make a budget status *Inactive*, Web Suite keeps the information associated with that budget, but removes it from any drop-down list that use budgets. You can make a budget active again at any time. This feature is useful when you want to archive budgets.

Description:

The budget description entered when creating a budget. This is brought forward when the ID is selected. Keep in mind that the description should allow someone to understand the purpose of the budget or its relevance.

Service Fee Schedule:

Select any Service Fee Schedule. The rates assigned in the budget can be based on a fee schedule. The Service Fee Schedule is available when budgeting services on the Service Tab.

The Service Fee Schedule is available when budgeting services in the Service Tab. Employee-Activity budget items are defined on the Services Tab. Bill rates carry forward from a linked Service Fee Schedule, Activity profile or Employee profile. When an employee or activity group is selected for a budget item, you must manually enter the bill rate. The bill rate used in a service budget can come from several sources. Web Suite automatically carries forward the bill rate values following three rules:

1. Pull the value from the first employee-activity combination on the SFS that matches the budget item.
2. If Rule 1 is not met, pull the value from the activity code used in the budget item if an activity group is not used for a budget item.
3. If Rules 1 and 2 are not met, pull the value rate from the employee profile if an employee group is not used for a budget item.
4. If no match is found, and an employee group and activity group is used for a budget item, bill rate must be manually entered.

Expense Fee Schedule:

Select any Expense Fee Schedule. The rates assigned in the budget can be based on a fee schedule. The Expense Fee Schedule is available when budgeting expense on the Expense tab.

The Expense Fee Schedule is available when budgeting services on the Expenses Tab. Employee-Expense budget items are defined on the Expenses Tab. Bill rates carry forward from a linked Expense Fee Schedule, Expense profile or Employee profile. When an employee or expense group is selected for a budget item, you must manually enter the bill rate. The bill rate used in a expense budget can come from several sources. Web Suite automatically carries forward the bill rate values following three rules:

1. Pull the value from the first employee-expense combination on the EFS that matches the budget item.

2. If Rule 1 is not met, pull the value from the expense code used in the budget item if an expense group is not used for a budget item.
3. If no match is found, and an employee group and expense group is used for a budget item, bill rate must be manually entered.

Show Approved Only:

Checked, it ensures that you can review details of the approved budgets only. In other words, IDs of approved budgets are only visible in the Budget ID drop-down

Labor Total:

Shows the total service amount associated with the budget. After you fill in the Activity or Activity Group, the rate will appear which can be edited. After B-Hours are entered, Web Suite will calculate the total for that service row. The total amount for labor is tabulated in this field.

Expense Total:

Shows the total expense amount associated with the budget. After you fill in the Expense or Expense Group, the cost will appear which can be edited. After units are entered, Web Suite will calculate the total for that Expense row. The total amount for expenses is tabulated in this field.

Misc. Amount:

Enables you to add some miscellaneous amount incurred. It can represent the contingency expenses for the budget.

Total:

Total of the labor, expenses and miscellaneous amount.

Show Estimate:

Opens the [Estimate](#) screen.

Budget Grid

The grid is your guide to the service and expense records related to a budget. It is a series of rows and columns. Each row is a separate service/expense record. Depending on which tab you click, [Services](#) or [Expenses](#), details of the specific budget display in the grid. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Budget Activity/ Budget Expense](#) screens.

 Grid details are carried from the [Budget Activity/ Budget Expense](#) screen. Click  to open the [Budget Activity / Budget Expense](#) screen where you can edit the details of the selected service/expense record respectively. Click  against the service/expense record you want to delete.

Web Suite Budget Button Panel**Help:**

Opens the Web Suite Help in the Budget section.

Print:

Opens the Budget report enabling you to print, preview or cancel the report.

Options:

On the button panel, click **Options** to view the below mentioned fields:

Create Invoice:

Opens the [Manual Invoice](#) screen. You can create a manual invoice from the selected budget. Further editing is possible in the Manual Invoice screen before processing the invoice. The % *Done* value is also transferred to the manual invoice and used in calculating the total amount there.

Assign:

Opens the [Assign](#) screen where you can assign the specific budget to one or more projects.

Attachments

Click to view [files](#) attached to a budget record. The attached files are copied to the shared file attachment folder as specified by your administrator.

Submit:

Opens the Submit-Approve screen that allows you to submit the selected budget. When budgets are submitted, the supervisor or manager gets notified about these items.

Convert:

Opens the [Convert to Estimate](#) dialog box that enables you to create an estimate using the existing budget data. You are required to enter the Estimate ID and Estimate Description for the new estimate.

Del Budget:

This button will delete the entire budget currently displayed on the screen.

Add Activity:

Click to open the [Budget Activity](#) screen where you can add a new activity item to the budget.

New Budget:

This button opens the new screen that enables you to create a [new](#) budget.

Close:

Closes the Budget screen and takes you to the home page of Web Suite.

BUDGET—SERVICES TAB

Navigation *Management, Budget, Services Tab*

The screen allows you to add the service item to the specific budget or edit the existing item.

Key fields are carried from the [Budget](#) screen.

Date Entry Fields

These fields enable you to enter data specific to the service item that you are adding in the budget.

Column Chooser

Click  to open the Column Chooser that allows you to hide or show columns in the grid. Check the column names you want to show.

Employee:

Each employee has a unique ID. This is a key field that links projects, time, expenses, invoices and reports to particular employees. Click  to display a list to choose the employee from.

Employee Group:

ID of the employee group. It is the ID of the group to which the employee belongs. Either the Employee ID or the Employee Group can be displayed in the same row.

Activity:

An ID that uniquely defines an Activity.

Activity Group:

ID of the activity group. You cannot enter both Activity ID and Activity Group at the same time. Budgeting for an activity group rather than individual activities is a great time saver.

Description:

The activity description brought forward from activity codes screen. When a single activity is budgeted, it defaults to the description of the activity code. When a group is budgeted, it defaults to "All Activities".

Hrs:

The number of hours being budgeted.

Cost Rate:

The default cost rate for the activity brought forward from the [Activity](#) screen. However, you can change it here as well.

Bill Rate:

The bill rate assigned to the combination of employee/employee group and activity/activity group.

% Done:

This value shows the percentage of budget being used up or done for the service item.

Tax 1/2/3:

Taxes that can be assigned to a service. Up to three taxes can be assigned per service. These taxes are assigned to each time entry when recorded. They are summed and used to compute the charge amount of the time entry.

Custom 1/2/3:

Custom fields hold up to 50 characters each describing the line item uniquely. The custom text boxes enable you to record additional information regarding the line item of Estimate. The caption of Custom 1/2/3 labels can be changed in Custom Labels.

Amount: (Read Only)

It is automatically calculated using the formula: Hours x Rate

Actual Amount:

The actual service amount spent on the assigned project. It is calculated as B-Hours x Bill Rate.

These values are updated in real-time and show you how much of your budget has been spent. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

Actual Cost:

The actual service-related costs incurred on the assigned project. It is calculated as Actual Hours x Cost Rate.

These values are updated in real-time and show you how much the project is costing you. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

Actual Hours:

Besides the budgeted hours, you can also see the actual hours spent on the assigned project. These values are updated in real-time and show you how many hours of your budget have been spent. This field is available only when a budget is associated with a project and launched from the Project screen.

Cost Amount:

The total cost of the budgeted service line item. This amount is calculated as Hours x Cost Rate.

Memo:

Enter the text for the service item of the budget.

Date/Time Stamp 

Click to insert a add Date/Time stamp into the memo.

Additional Fields**Show Vendors:**

Select this option to view the vendors in the Employee ID drop-down list.

Approved:

When selected, the budget is approved for use with projects. Only users with full access security permissions can approve a budget or modify it after being approved

Rates from Activity:

When selected, this ensures that the rates for the activities in the Budget are fetched from the [Activity](#) Table.

Budget Service Button Panel**Help:**

Opens the Web Suite Help in the Budget section.

Print:

Opens the corresponding report enabling you to print, preview or cancel the report.

Update:

Enables you to save the modified information in the current budget.

Return:

Closes the screen and takes you to the Budget screen.

BUDGET—EXPENSE TAB

Navigation *Management, Budget, Expense Tab*

The screen allows you to add the expense item to the specific budget or edit the existing item.

Key fields are carried from the [Budget](#) screen.

Date Entry Fields

These fields enable you to enter data specific to the service item that you are adding in the estimate.

Column Chooser 

Click  to open the Column Chooser that allows you to hide or show columns in the grid. Check the column names you want to show.

Employee:

Each employee has a unique ID. This is a key field that links projects, time, expenses, invoices and reports to particular employees. Click  to display a list to choose the employee from.

Employee Group:

Enter ID of the employee group. It is the ID of the group to which the employee belongs. Either the Employee ID or the Employee Group can be displayed in the same row.

Expense:

An ID that uniquely defines an Expense.

Expense Group:

Expense Group that you are budgeting. You cannot enter both Expense ID and Expense Group at the same time. Budgeting for an expense group rather than individual expenses is a great time saver.

Description:

The expense description brought forward from expense codes. When a single expense is budgeted, it defaults to the description of the expense code. When a group is budgeted, it defaults to "All Expenses".

Unit:

Number of units being budgeted.

Cost:

The default cost of the expense. It represents the per unit cost less any markups and taxes for proper expense tracking.

Tax 1/2/3:

Taxes that can be assigned to an expense. Up to three taxes can be assigned per expense. These taxes are assigned to each expense entry when recorded. They are summed and used to compute the charge amount of the expense entry.

Custom 1/ 2/3:

Custom fields hold up to 50 characters each describing the line item uniquely. The custom text boxes enable you to record additional information regarding the line item of Estimate. The caption of Custom 1/2/3 labels can be changed in Custom Labels.

Amount:

This is the total expense amount being budgeted. It is calculated as $[\text{Budgeted Units} \times \text{Cost Rate} \times (1 + \text{MU } \%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$. This field shows column summary at the bottom.

Actual Amount:

The actual expense amount spent on the assigned project. It represents the actual charge amount of the expenses incurred on the project and is calculated as $[\text{Units} \times \text{Cost Rate} \times (1 + \text{MU } \%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$. This field shows column summary at the bottom.

These values are updated in real-time and show you how much of your budget has been spent. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

Actual Cost:

The actual expense-related costs incurred on the assigned project. It represents the actual cost amount of the expenses incurred on the project and is calculated as $[\text{Units} \times \text{Cost Rate}]$. This field shows column summary at the bottom.

These values are updated in real-time and show you how much the project is costing you. This field is available only when a budget is associated with a project and launched from the Project screen.

Actual Units:

Besides the budgeted units, you can also see the actual expense units spent on the assigned project. These values are updated in real-time and show you how many expense units of your budget have been spent. This field is available only when a budget is associated with a project and launched from the Project screen.

Cost Amount:

The total cost of the budgeted expense line item *before* markup and taxes. The per unit cost is multiplied by the units to compute this value.

Cost Amount = Units x Cost Rate

% Done:

This value shows the percentage of budget being used up or done for the expense item.

MU%:

The percentage Web Suite will increase the cost of the expense item to determine the charge amount.

Memo:

Enter the text for the expense item of the budget. In addition, click Date/Time Stamp  if you want to add the Date and Time on which the memo was added.

Additional Fields**Show Vendors:**

Select this option to view the vendors in the Employee ID drop-down list.

Show Approved Only:

Selected, the budget is approved for use with projects. Only users with full access security permissions can approve a budget or modify it after being approved

Rates from Activity:

Selected, this ensures that the rates for the activities in the Budget are fetched from the [Activity](#) Table.

Budget Expense Button Panel**Help:**

Opens the Web Suite Help in the Budget section.

Print:

Opens the corresponding report enabling you to print, preview or cancel the report.

Update:

Enables you to save the modified information in the current budget.

Return:

Closes the screen and takes you to the Budget screen.

How Do I**HOW DO I CREATE BUDGETS?**

You can set up your budget at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To set up a new budget:

1. Open Budget screen from the Management menu.
2. If you do not have any budget created, Web Suite prompts you with a separate screen. Else, click New Budget.
3. On the Create New Budget screen, enter an ID and a Description for the budget.
4. Optionally, you can base your budget on an existing one by selecting it in the 'Base Budget On' field.
5. When you have finished, click OK.
6. Consider whether you want to pull bill rates from a fee schedule. If so, select it from the Service Fee Schedule or Expense Fee Schedule list.
7. Else, select the Services tab and click Add Activity to enter details for the budget.
8. Select an Employee and Activity from the lists. *You can also track a budget by selecting an Employee Group or Activity Group.*
9. Enter the number of hours (Hours) budgeted for the employee-activity combination. Web Suite allows you to enter negative hours.
10. Accept the Bill Rate carried forward from service fee schedule (*if you have selected it*). Alternatively, enter a new rate for the employee-activity combination.
11. Amount is calculated automatically for the budget item (Hours x Rate). Click Save and then Return.
12. Next, select the Expenses tab and click Add Expense to enter expense details for the budget.
13. Select an Employee and Expense (or their groups) from the lists.
14. Accept the values carried forward from expense fee schedule (*if you have selected it*). Alternatively, enter the expected Units, Cost or MU percentage (markup) for the employee-expense combination.

 **Do not** enter a percentage as a decimal. For example, to mark up the cost rate by 10%, enter 10, **not** 0.10. Web Suite allows you to enter a negative markup.

Charge Amount is calculated automatically for the budget item [Units x Cost Rate x (1 + MU%)] x (1 + Tax 1 + Tax 2 + Tax 3).

15. Click Save. You can see the budget totals on the screen.

Advanced Setup

To add additional information:

1. In the Created By field, select the ID of the employee responsible for the budget.
2. Set the budget Status. *An approved budget should have an Active status.*
3. If desired, click Attachments to [attach any document](#) or graphic to the budget.
4. While adding details, select 'Show Vendors' option if you want to display vendors and vendor groups in the employee list.

5. Select the Approved option. After being approved, a budget is put to use and cannot be edited (*requires security permissions*).
6. In the Add Activity mode, Web Suite retrieves the cost rate of the activity item being budgeted from the Activity screen. You can enter any other rate if you want. You can use this rate to base your budget on the cost to the company and not the billable value.
7. Optionally, add a % Done value to represent how much of the budgeted activity you have performed.
8. Enter Tax 1/2/3 percentages to add to the cost to compute the budget amount for the line item. Tax rates carry from the Activity screen but you can change them here.
9. If desired, enter any extra information for the service line item in the Custom 1/2/3 fields (up to 50 characters). You can do so for the expense item as well.
10. Enter an unlimited length [memo](#) to the budget or insert Auto Complete shorthand codes into it.
11. When you have finished, click Save and then Return.
12. Similarly, in the Add Expense mode, enter Tax 1/2/3 percentages to add to the cost to compute the budget amount for the line item. Tax rates carry from the Expense screen but you can change them here.
13. You can add a % Done value that represents how much of the budgeted expense you have incurred.
14. When you have finished, click Save and then Return.
15. When you have finished, click Close.

After being created, you can use a budget for the following:

- Click Options and select Create Invoice to convert a budget into a manual invoice.



When creating a manual invoice from a budget, Web Suite calculates the total bill amount based on the % Done values **less** any previously billed amounts.

- Click Options and select Assign to assign a budget to a project or multiple projects.
- Click Convert to convert a budget into an estimate.

HOW DO I ASSIGN BUDGETS?

To assign a budget to a project:



Web Suite recommends that you set up a budget before an estimate when you work on a bid proposal.

1. Open [Project](#) from the Lists menu.
2. Click the ID of a listed project for which you want to assign a budget.
3. Move to the [Billing](#) tab and select an existing budget from the Budget list.

4. On the Details tab, Rules section, select the appropriate Budgeted Employee/Activity/Expenses Only options to restrict these items when recording time and expenses.
5. When you have finished, click Save and then Return to close the screen.

 You can also assign budgets to various projects using the [Assign](#) screen or the Budget screen.

HOW DO I TRACK PROJECT PROGRESS?

In many companies, projects have Hourly Not to Exceed (HNTE) contracts with many phases and segments. You can track your projects against a target amount (Target Budget) and a 'Not to Exceed' amount (NTE Budget) including a built-in variance beyond the target. You can estimate a target number of hours and dollars on each phase in a project. You do this to manage progress and budgets of the individual phase within a given contract.

You can also create fee schedules for special rates. Depending upon the majority of your contracts, you can charge different hourly rates for different activities or employees. Else, you can charge a single hourly rate for the entire contract regardless of the activity performed or employee working on the project. In this case, you only need to track your project against the Target and Not to Exceed figures.

Web Suite is designed to handle your NTE Budget in the Project's Contract Amount field. It is configurable at the project, phase or segment level. Regarding the Target Budget, you have various options:

- Use budgets to define your Target Amount for each phase or segment on a line-item level. You can measure it against a series of employees, vendors, activities or groups with different rates. You can also generate numerous budget reports in Web Suite.
- Use Project's Custom field to define your Target Budget for each phase or segment. You can set the caption and data type (Currency) for Custom 1 in the Custom Labels screen. If you want, the target hours or dollars can appear in a custom report as well.

Some of the calculations involved are:

Remaining Target Budget to Date = Target Amount - Actual Amount Billed

Remaining NTE Budget to Date = NTE Budget - Actual Amount Billed

HOW DO I CONVERT BUDGETS TO ESTIMATES?

If you have created a budget, you can easily convert it to an estimate. Similarly, if you have an estimate, you can convert it to a budget.

To convert a budget into an estimate:

1. Open [Budget](#) screen from the Management menu.
2. Select the desired Budget ID.
3. Click Convert to convert the budget to an estimate.
4. On the Convert Budget screen, enter the ID and Description for the new estimate.
5. You might want to increase the value of the services and expenses for the estimate or proposal. If desired, specify the Markup percentage for the Services and Expenses.
6. When you have finished, click OK. After being created, you can assign the estimate to a project.

Service Fee Schedule

FEE SCHEDULE OVERVIEW

Navigation Management, Fee Schedule

The Service Fee Schedule is an important feature of Web Suite. It enables you to create unique fee structures for projects that override employee and activity bill and cost rates. It is commonly used for hourly-based, rather than lump sum billing. It enables you to assign multiple bill rates to one or many employees based on the activity performed. An unlimited number of Service Fee Schedules can be created. After being created, they are linked to projects in the [Project](#) screen. The Service Fee Schedule enables you to define hourly billing as either a straight hourly Bill Rates or by Direct Multipliers (DM) applied to employee's default Cost Rates or default Bill Rates. Use the <TAB> or <ENTER> key to navigate from field to field on the GRID.

Schedules can be unique to one project, or be applied to multiple projects. Time entries are recorded in any one of the three time entry screens against one of those projects. When time is recorded, Web Suite reads the project record looking for a service fee schedule. If a service fee schedule is assigned to the project, then it is searched for a scheduled rate for that combination of employee and activity. If a scheduled rate does exist, then it is applied to the time entry. If no matching combination is found and the project option to use rates from the Activity data table is on, then the Activity screen is searched for a rate assigned to the activity being entered. If that project option is off, then the default bill rate assigned to the employee in the Employee screen will be used.

Service Fee Schedules also provide you with a provision of assigning varied titles to the employees according to the fee schedule requirements. This can be done through the Classification field on the Service Fee Schedule tab. Classification field in the SFS actually stores the employee title that has been assigned to the employees in the [Employee](#) screen. After you create SFS, you can change the title assigned to an employee depending on the responsibilities according to the SFS requirements.

 Web Suite first checks the Classification as per the Service Fee Schedule and if none is found, will look for classification according to [Project Control](#) settings and apply it. If no classification is found, the default employee title set in Employee screen will be used. Possible combinations in the Service Fee Schedule and the hierarchy that Web Suite follows when fetching the rates:

Possible combinations in the Service Fee Schedule:

- Employee and Activity
- Employee Group and Activity
- Employee and Activity Group
- Employee Group and Activity Group

Important:

- If more than one match is found in the Service Fee Schedule, the rates appearing in the first entry will be used.
- If you update an existing Service Fee Schedule, the time entries that were previously recorded using the Service Fee Schedule will not be updated. This gives you the freedom to change your rates from a particular date and apply the change to only those time entries created after the change in Service Fee Schedule was made.
- The Service Fee Schedule cost rate and bill rate multipliers read the employee's rate at the time you are creating the schedule in order to calculate the billing rate. If you change an employee's rate, the Service Fee Schedule's bill rate will not change. This gives you the freedom to modify employee rates without affecting the existing Service Fee Schedules.
- If you link a Service Fee Schedule to a Project after time has already been logged to the Project, the old time entries will not be affected. The rates of the time entries entered before instituting the Service Fee Schedule will stay the same. The Service Fee Schedule will take effect for all future time entries.

DELAYED SERVICE FEE SCHEDULE

You can assign a Delayed SFS to a project to handle specific situations in which the bill rate changes based on a trigger event (related to project retainer balance, recurring amount, unbilled hours or unbilled amount). With a Delayed SFS assigned to a project, Web Suite applies the regular SFS rates to time entries until the trigger (specified in the Project-Billing screen) prompts the delayed fee schedule. This schedule typically contains higher rates.

A company can use a Delayed SFS when offering prepaid services to clients. For example, an IT company can offer a discounted bill rate for purchasing a certain number of hours or dollar value of help desk, remote assistance or on-demand consulting services. You would probably pre-sell a service; accept advanced payment from a client; use a SFS for discounted bill rates (that expires when the prepaid amount is used). Employees or vendors charge their hours to these prepaid service projects *until the trigger value reaches*. Then onwards, Web Suite automatically replaces the regular SFS in the Rate Hierarchy with the Delayed SFS.

The trigger type tells Web Suite what to look at when deciding whether to use the rates in the regular SFS, the Delayed SFS, or the default rates for the employee. Different companies track the prepayment and its usage in different ways. If the trigger is based on a retainer amount received, the retainer available is the key amount. If it is more than \$0, then Web Suite will use the regular SFS or employee rates; if the retainer bucket is empty, then Web Suite will apply Delayed SFS rates to hours charged to a project.

Other companies can use unbilled hours or other options as the trigger type. Triggers are set in the Project-Billing screen and include:

- **Unused Retainer** – Triggered when the bill value of time entries charged to a project exceeds the Retainer Available (check on Project-Accounts screen).
- **Recurring Amount** – Triggered when the bill value of time entries charged to a project exceeds the Recurring Amount for the project.
- **Unbilled Hours** – Triggered when the sum of hours charged to a project exceeds the specified trigger value (set in the Hours/Amount field).
- **Unbilled Amount** – Triggered when the bill value of time entries charged to a project exceeds the specified trigger value (set in the Hours or Amount field).

Reference

FEE SCHEDULE

Navigation *Management, Fee Schedule*

The following information describes the fields on the Fee Schedule screen.

Key Fields

These fields set the criteria for the data being entered or reviewed.

Schedule ID:

The Service Fee Schedule ID must be unique. From the drop-down menu, select the Service Fee Schedule you want to review. When planning your schedule ID structure, keep in mind ease of recall, what the ID should communicate, and other factors. You can also create IDs with mixed case. You can sort the ID and the Name in the Schedule ID drop-down list when you click the Name and ID headers. Different sort orders are offered for the drop-down list and will be remembered the next time the service fee schedule is opened. The sort order options are made available to ease the SFS task. For example, a user might remember a service fee schedule name rather than its ID, sorting the SFS drop-down list by name will make it easier for you to select the appropriate service fee schedule for a project.

Description:

It gives the description of the SFS created. It is an editable field and hence users can modify the description of the schedule at any time. The field size should not exceed 35 characters.

Status:

Select the Service Fee Schedule status from drop-down menu. The options are Active and Inactive. When you make Service Fee Schedule status *Inactive*, Web Suite keeps the information associated with that Service Fee Schedule, but removes it from any drop-down lists that use SFS. You can make Service Fee Schedule status active again at any time.

Active SFS Only:

Select this check box to include service fee schedules with only Active status.

More Filters

Click  to open the More Filters panel. It displays the following filters for selective data viewing.

Employee:

Filters fee schedule based on the Employee ID.

Expense Group ID:

Filters fee schedule based on the Expense Group ID.

Activity:

Filters fee schedule based on the Activity ID.

Activity Group ID:

Filters fee schedule based on the Activity Group ID.

Fee Schedule Grid

The grid is your guide to the service items related to SFS. It is a series of rows and columns. Each row is a separate service record. Depending on the selection made in Schedule ID field, details of the specific SFS are displayed in the grid. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Fee Schedule Details](#) screen.

Click  to open the [Fee Schedule Details](#) screen where you can edit the line item of the selected SFS.

Click  against the line item you want to delete.



Grid details are carried from the [Fee Schedule Details](#) screen.

Fee Schedule Button Panel**Help:**

Opens the Web Suite Help in the Fee Schedule section.

Print:

Opens the Fee Schedule report that you can preview and print.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the SFS. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

New:

Opens the [Fee Schedule Details](#) screen enabling you to add a new row or record (for example, Employee or Employee Group) to the schedule.

Save:

Saves the fee schedule with the newly entered information.

Options:

Click this button to see the following fields:

Employee/Activity Filter:

Click to open the Employee or Activity filter screen where you can select employees and activities that should be displayed in the drop-down lists.

Filters On/Off:

Select the option if you want to apply the filter settings for this screen.

Assign:

Click to assign an SFS item to a project.

Active SFS:

Select this option if you want only active SFS to display in the list.

Delete SFS:

Deletes the entire Service Fee Schedule currently viewed on the screen.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

Close:

Closes the Service Fee Schedule screen and takes you to the home page of Web Suite.

How Do I**HOW DO I CREATE SERVICE FEE SCHEDULES?**

You can set up your service fee schedule at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details. Please read the desired sections.

Basic Setup

To create a new SFS:

1. Open Fee Schedule screen from the Management menu.
2. If you do not have any service fee schedule created, Web Suite prompts you with a separate screen. Else, click 'New SFS' to create a new schedule.
3. On the Add New SFS screen, enter the Schedule ID and Description.
4. When you have finished, click Save.
5. To add items to the fee schedule, click New.
6. Select or enter either an Employee or Employee Group ID from the list. You must choose only one or the other.
7. Similarly, select or enter either an Activity or Activity Group ID from the list. You must choose only one or the other.
8. If you select a single employee, the employee's Bill Rate and Cost Rate carry forward from the Employee profile. You can (a) change the default rates or (b) apply a multiplier. If you select an employee group, just enter the special rate.
9. Click Save.

Advanced Setup

To add additional information:

1. On the [Fee Schedule List](#) screen, select a Status for the schedule—Active or Inactive—from the list. Lists in Web Suite include only active schedules.
2. Click Attachments to [attach any document or graphics](#) to the SFS.
3. Click Options and select Assign to assign the SFS to one project or multiple projects.
4. While adding details, select a Classification or title for the selected employee/group if you want to assign different [rates](#) to the same employee with several job titles. Web Suite will associate it with the relevant time entries.
5. Web Suite assigns a Priority number to this entry but you can change it. Priority is important because it determines which rate is fetched from the SFS in case of multiple matches.
6. While adding new items to the schedule, if you select an Employee, you can specify a Pay Rate Multiplier. It uses the employee's Pay Rate to compute the special Bill Rate.



If you change the default Pay Rate of an employee (for example, a raise) after defining a fee schedule that contains the Pay Rate Multiplier, Web Suite prompts you to update the associated SFS.

7. You can also specify a Bill Rate Multiplier. It uses the employee's Bill Rate to compute the special Bill Rate. For example, if the employee's default bill rate is \$100 and you enter '1.5' as the multiplier, the bill rate on the schedule will be \$150 ($\100×1.5).
8. When you select any employee-activity (or their group) combination, you can use an Overtime Multiplier. It uses the scheduled Bill Rate to compute the special Overtime Bill Rate. For example, if the bill rate for the schedule item (**not** the employee's default bill rate) is \$120 and you enter 1.5 in the Overtime Multiplier field, the overtime bill rate will be \$180 ($\120×1.5).
9. Enter the Minimum Hours (B-Hours) to record minimum time for this employee-activity combination in a time entry screen. You can edit these billing hours and use them to assign special day-rates.
10. Optionally, enter unlimited text for a Memo to carry forward to the time entry.
11. When you have finished, click Save and then Return.
12. When you have finished, click Close.



If desired, you can create a new schedule based on an existing one. For example, if you create a new schedule with updated bill rates based on an outdated one, it saves time to copy the existing items to the new schedule.

HOW DO I CREATE FEE SCHEDULES BASED ON EXISTING SCHEDULES?

A company often adjusts rates, including special rates, one or more times a year. Hence, you might want a new fee schedule that is similar to an existing one.

To save time and effort, do the following:

1. Open Fee Schedule screen from the Management menu.
2. Click New SFS.
3. On the Add New SFS screen, enter the Schedule ID and Description.
3. Select 'Schedule Based On' option and choose an existing SFS to use as a basis for a new one.
4. When you have finished, click Save and then Return.
5. The existing fee schedule's data displays on the grid. Make the desired modifications to the data by clicking Edit.
6. When you have finished, click Update and then Return.

HOW DO I ASSIGN SERVICE FEE SCHEDULES?

Let us look at how a consulting firm can use a Service Fee Schedule (SFS). Suppose the Junior Consultants are responsible for installing computers for Project ABC. The contract with ABC Corporation calls for charging Junior Consultants at \$85 per hour. Their individual default bill rates range from \$60 to \$80 per hour. To handle this situation you would assign an SFS specific to Jr. Consultants to the individuals working on the project.

Do the following to assign fee schedules:

1. Define an employee group, Jr. Consultants in the [Employee](#) screen.
2. On the Fee Schedule screen, [create a Service Fee Schedule](#) named JC-Rates.
3. Click New on the [Fee Schedule](#) button panel.
4. Choose the Jr. Consultant employee group and the All activity group, and then assign it \$85 bill rate.
5. Click Options and select Assign to assign this SFS to Project ABC.
6. Click Save on the Assign button panel and then Close.
7. Click Save.

Now, when a junior consultant listed in the group charges any activity to the project, the bill rate is \$85 per hour.

HOW DO I ASSIGN DELAYED SERVICE FEE SCHEDULES?

To assign a Delayed SFS for a project:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the Billing tab. Select an existing fee schedule from the Delayed SFS list.
4. Specify the Trigger Type and Trigger Value for the Delayed SFS (for example, Unused Retainer with \$0).
5. When you have finished, click Save to link the fee schedule with the project. Click Return to close the screen.

Expense Fee Schedule

EXPENSE FEE SCHEDULE OVERVIEW

Navigation Management, Expense Fee Schedule

The Expense Fee Schedule is an important feature of Web Suite. It is used to define specific expense rates that are then assigned to projects. Expense Fee Schedule enables you to create unique expense charge amounts, such as higher or lower mileage rates. You can assign multiple rates to one or many expenses, and add a larger or smaller markup to the standard cost rate on a schedule. In short, Web Suite gives you the freedom to adjust your rates for particular projects without creating more expense codes with special rates or manipulating transactions. Schedules can be unique to one project, or be applied to multiple projects. Use the <TAB> or <ENTER> key to navigate from field to field on the grid.

Expense Fee Schedules can be created and then linked to projects in [Project](#) screen. An expense fee schedule is assigned to a project. Expense entries are made in the Expense Log against that project. When that expense entry is made, Web Suite reads the project file looking for EFS.

If an expense fee schedule exists, then it is searched for a scheduled rate for that combination of employee and expense. If a scheduled rate does exist, then it is applied to the expense entry as it is entered. If no matching combination is found, then the rate assigned to the expense in the [Expense](#) screen is used.

Expense Fee Schedules also provide you with a provision of assigning varied titles to the employees according to the fee schedule requirements. This can be done through the **Classification** field on the Expense Fee Schedule tab. Classification field in the EFS actually stores the employee title that has been assigned to the employees in the [Employee](#) screen. After you create EFS, you can change the title assigned to an employee depending on the responsibilities according to the EFS requirements.

Web Suite first checks the Classification according to the Expense Fee Schedule and if none is found, will look for classification according to [Project Control](#) settings and apply it. If no classification is found, the default employee title set in Employee screen will be used.

The cost amount for an employee-expense combination can be defined as:

- The default cost rate pulled from the expense profile (no markup)
- A marked up cost rate
- A manually entered cost rate and markup

Possible combinations in the Expense Fee Schedule:

- Employee and Expense
- Employee Group and Expense
- Employee and Expense Group
- Employee Group and Expense Group

Important:

- If there are no expense codes in the current database, EFS cannot be created.
- If you update an existing Expense Fee Schedule, the expense entries that were previously recorded using the Expense Fee Schedule will not be updated. This

gives you the freedom to change your rates from a particular date and apply the change to only those expense entries recorded after the change in Expense Fee Schedule was made.

- If you link an Expense Fee Schedule to a Project after expenses have already been logged to the Project, the old expense entries will not be affected. The rates of the expense entries entered before creating the Expense Fee Schedule will stay the same. The Expense Fee Schedule will take effect for all future expense entries.

Reference

EXPENSE FEE SCHEDULE

Navigation *Management, Expense Fee Schedule*

The following information describes the fields available on the Expense Fee Schedule screen:

Key Fields

These fields set the criteria for the data being entered or reviewed.

Schedule ID:

The Expense Fee Schedule ID must be unique. From the drop-down menu, select the Expense Fee Schedule you want to review. When planning your schedule ID structure, keep in mind ease of recall, what the ID should communicate, and other factors. You can also create IDs with mixed case. Click the Name and ID headers to sort the ID and Name in the Schedule ID drop-down list. Different sort orders are offered for the drop-down list and will be remembered the next time the expense fee schedule is opened. The sort orders options are made available to ease the EFS task. For example, a user might remember a expense fee schedule name rather than its ID, sorting the EFS drop-down list by name will make it easier for you to select the appropriate expense fee schedule for a project.

Description:

It gives the description of the EFS created. It is an editable field and hence users can modify the description of the schedule. The field size should not exceed 35 characters.

Status:

Status of the fee schedule-Active or Inactive. Click to select the proper status from the list. Changing schedule status to Inactive does not delete the schedule. However, Inactive fee schedules do not display on drop-down lists on Project screen.

Expense Fee Schedule Grid

The grid is your guide to the expense items related to EFS. It is a series of rows and columns. Each row is a separate expense record. Depending on the selection made in Schedule ID field, details of the specific EFS are displayed in the grid. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Add EFS Item](#) screen.

Click Edit  to open the [Add EFS Item](#) screen where you can edit the line item of the selected EFS.

Click Delete  adjacent to the line item you want to remove.

 Grid details are carried from the [Add EFS Item](#) screen.

Expense Fee Schedule Button Panel

Help:

Opens the Web Suite Help in the Expense Fee Schedule section.

Print:

Opens the Expense Fee Schedule report that you can preview and print.

New:

Opens the [Add EFS Item](#) screen enabling you to add a new row or record to the schedule.

Options:

Employee/Expense Filter:

Click to open the Employee or Expense Filter screen where you can select employees and expenses that should be displayed in the drop-down lists.

Filters On/Off:

Select the option if you want to apply the filters settings for this screen.

Assign:

Click to assign the EFS item to a project.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the EFS. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

New EFS:

Enables you to create a new Expense Fee Schedule using the [new](#) dialog box.

Del EFS:

Delete the entire EFS currently selected on the screen.

Refresh:

Click to refresh the information displayed on the screen.

Close:

Closes the Expense Fee Schedule screen and takes you to the home page of Web Suite.

How Do I

HOW DO I CREATE EXPENSE FEE SCHEDULE?

You can set up your expense fee schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create a new expense fee schedule:

1. Open Expense Fee Schedule screen from the Management menu.
2. If you do not have any expense fee schedule created, Web Suite prompts you with a separate screen. Else, click New EFS.
3. On the New EFS screen, enter the Schedule ID and Description.
4. When you have finished, click Save and then Return.
5. To add items to the fee schedule, click New.
6. Select or enter either an Employee ID or Employee Group ID from the list. You must choose one or the other.
7. Next, select or enter either an Expense or Expense Group ID from the list. You must choose one or the other.
8. If you select a single expense, its default Cost and Markup percentage carries forward from the Expense screen. You can change these default values. If you select an expense group, just enter the special rate.
9. Click Save.

If desired, you can create a new EFS based on an existing one. For example, if you create a new fee schedule with updated cost rates based on an outdated one, it saves time to copy the existing items to the new schedule.

Advanced Setup

To add additional information:

1. Select a Status for the schedule—Active or Inactive—from the list. Lists in Web Suite include only active schedules.
2. If desired, click Attachments to [attach any document or graphics](#) to the EFS.
3. Click Options and select Assign to assign the EFS to one project or multiple projects.
4. While adding details, select a Classification or title for the selected employee/group if you want to assign different rates to the same employee with several job titles. Web Suite will associate it with the relevant time entries. See [Determining Rates for details](#).
5. Web Suite assigns a Priority number to this entry but you can change it. Priority is important because it determines which rate is fetched from the EFS in case of multiple matches.
6. You can enter up to three tax percentages (Tax 1/2/3). Web Suite sums these percentages before applying them to the individual expenses.

7. Check Reimbursable option if the expense is reimbursable by the company to the employee who incurred it.
8. Optionally, enter unlimited text for a Memo to carry forward to the expense entry.
9. When you have finished, click Save and then Return.
10. When you have finished, click Close.

Project Control

PROJECT CONTROL OVERVIEW

Navigation *Management, Project Control*

You can have staff and managers whose time and expenses need checking and double-checking because they regularly misapply their hours to a project. On the other hand, maybe your budget or profitability information is inaccurate because someone charged the wrong activities. How do you get the right employees to record the right activities and expenses to the right projects? Just restrict who can charge activities and expenses to which project. Web Suite's Project Control and Employee Control features let you manage this.

Project Control is a feature designed essentially for timekeepers, limiting who can charge time and expenses to a project. Employee Control has a wider scope and it applies throughout Web Suite. It works with Security to manage what information an employee can view and work with throughout Web Suite. The net effect is that lists are significantly shorter, resulting in faster time and expense entry. It also increases data accuracy because there is less chance for error. In case of conflict, Employee Control settings take precedence over Project Control.

You can turn off project control for a specific project by selecting the *Turn Off Project Control* check box in the [Project Details](#) screen's *Rules* section. This is especially helpful when you are implementing project control settings at a group level but do not want it for a particular project.

You can set up a project control for a project from its budget. You can also copy these settings to another project or a group of projects, thus saving a lot of time. Although project control is similar to employee control, however, it is restricted to only time and expense entry screens while employee control is a security feature that applies throughout Web Suite.

Project control also provides you with an option of changing the classification of assigned employees. The Classification field retrieves the job titles from the [Employee](#) screen. After you implement project control and assign employees to a project, their title can be changed to match with their responsibilities and role for the specific project. For example, Allen Marcello has a title of System Administrator in the Employee screen; however you can assign a different title, say General Manager, to him in the Project Control screen. This implies that Allen Marcello performs different functions on different projects. This classification can be used in a related SFS and also carried forward to reports and invoices.



When needed, Web Suite will first check the classification according to the Service Fee Schedule or Expense Fee Schedule assigned to a project and if none is found, will look for classification according to the Project Control screen and apply it. If no classification is found, the default employee title set in Employee screen will be used.

 The Project Control settings configured in BillQuick are also applied to Web Suite. When you [change the Project Control settings](#) in Web Suite, they override BillQuick settings.

Reference

PROJECT CONTROL

Navigation Management, Project Control

Project Control is a powerful feature of Web Suite. Project Control gives you the ability to assign activities, expenses and employees to specific projects. For instance, if Project A is assigned 5 employees in the Project Control screen, then you can only see these 5 employees in the employee drop-down when you log time or expenses against this Project. You can also create Project Control from a Budget. Only items selected through Project Control appear on drop-down lists in Time Entry, Expense Log, Timer, Web Suite—Time & Expense module, and other time and expense capture modules. Selections made in Project Control supersede options or rules chosen in Project screen.

 Project Control is a control function and Employee Control is a security feature in Web Suite. That is why Employee Control will take precedence over the Project Control if both are implemented simultaneously.

 The Project Control settings configured in BillQuick are also applied to Web Suite. When you [change the Project Control settings](#) in Web Suite, they override BillQuick settings.

Key Fields

The fields at the top of the screen set the criteria for the data being entered or reviewed.

Project ID:

Select the project to which you want to apply the project control. A list of projects is displayed when you click .

Project Name: (Read Only)

The project name is brought forward when a project ID is selected. This is a read-only field.

Assign:

Select any option—**Employee, Activity or Expense** to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project in the grid.

 Web Suite allows you to specify classification in your project control settings. When assigning employees to the selected project, you can assign titles for each employee.

Show only Assigned:

Select this check box to display only the items assigned to the project in the Project ID field.

Show only Unassigned:

Select the check box to display only the items unassigned to the employee in the Employee ID field.

Show Vendor:

Select this option if you want the available list of employees to include the vendors as well.

Show Active:

Select the option if you want to view only the active employees, activities or expenses in the grid, which are assigned to the selected project. Else, you can view active as well as inactive employees, activities or expenses in the grid. It is enabled only when **Show Only Assigned** option is checked.

Reassign Employee:

Click to open the [Reassign](#) screen which allows you to re-assign or replace the employees by new employees. Re-assignment of employees is done when some employees are not available for work and you want to assign their work to different employees.

Filters**From/To:**

Use these fields to narrow the list of displayed projects.

Group:

Make a selection from this drop-down list to display projects included in specific groups.

Assignment Grid

The fields that display in the grid are dependent upon your assignment selection.

Employee ID/Vendor ID:

The ID of the employee or a Vendor who is available for assignment.

Employee Name:

The name of the employee who is available for assignment.

Assign:

Select this check box to assign the selected item to a project. If you use the main check box at the top, it allows you to assign all the items in the grid to the projects.

Active:

Indicated a listed item's activity status.

Classifications:

Specify an employee's project title with this drop-down list.

Activity/Expense ID:

The ID of the activity/expense that is available for assignment.

Activity/Expense Description:

The description of the activity/expense that is available for assignment.

Billable:

Checked, it indicates the billable status of the activity/expense item. This status carries over to the [Billing Review](#) screen.

Control Billable:

Select this check box to make an activity or expense billable. This setting is automatically selected when you assign an activity or expense and is project specific.

Project Control Button Panel**Help:**

Opens the Web Suite Help in Project Control section.

Print:

Opens the Project Control report that you can preview and print.

Options:**Copy To:**

Click to open the [Copy Project Control](#) screen where you can copy the project control settings of the specific project to other projects or the project group. Either, you can overwrite the settings of the project or project group or include them in addition to the existing project control settings.

Budget:

Any budget settings of the selected project can be linked to a project control. The employees, activities, expenses for a particular project can be restricted to the employees, activities and expenses that are budgeted to that project. To create Project Control from a budget, the budget should be linked to the selected project in the Project screen. Click Budget button to assign budgeted items to the project selected in the Project ID field here.

Rows:

Specify the maximum number of rows to be displayed in the grid with this drop-down list.

Save:

Saves any changes being made.

Cancel:

Cancels the entry being made.

Refresh:

Refresh the information displayed on the screen.

How Do I**[HOW DO I APPLY PROJECT CONTROL?](#)**

To apply project control:

1. Open Project Control screen from the Management menu.
2. Enter or select a Project ID from the list.
3. Click Assign to open a panel of options. Select the Employee option.
4. Select the Assign box for the desired employees on the grid. You can filter this list using any of the Show options in the Assign panel.
5. Review or change the Classification for the employee. Web Suite can use it while recording time and expense entries.
6. Repeat these steps for Activity or Expense by selecting the appropriate option.
7. Click *Copy To* to [copy these project control settings](#) to another project or a group of projects.



Click the *Reassign Employee* link to replace an employee assigned to a project with another employee. This might happen when an employee becomes unavailable for work and re-assignment is required.

8. When you have finished, click Save.
9. To un-assign an inactive item to a project, select the check box 'Show only Assigned' and clear the check box *Show Active*. It displays active as well as inactive items previously assigned to a project.

HOW DO I COPY PROJECT CONTROL SETTINGS?

You can copy or clone project control settings to a project or a group of projects. This is quite useful if you have too many projects and need to assign items to each.



While copying a project, Web Suite also clones the associated Project Control settings.

To do so:

1. Open Project Control from the Management menu.
2. Enter or select a Project ID from the list.
3. Assign the desired project control settings to it as you normally would.
4. Select the *Copy To* check box to open the Copy Project Control screen.
5. Select the desired Project Group from the list. Else, clear the *Copy To Group* option and select an individual Project from the list.
6. Select the *Overwrite* check box if you want to update or overwrite the existing project control settings of any project in the group.
7. When you have finished, click Save and then Return.

HOW DO I ASSIGN ITEMS TO PROJECTS?

Web Suite allows you to set up project control directly from the Project-Assign or Project Center-Assignment Tab. This saves time when you are creating projects and want to get done with the assignments as well.

To assign items to a project:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the Assign tab.

 By default, Web Suite keeps the Assign tab hidden. However, you can show it by selecting the check box *Show Project Assign Tab* option in the [Preferences-More Tab](#).

4. Click the Assign link to open a panel of options. Select the Employee option.
5. Select the Assign check box for the desired employees on the grid. You can filter this list using any of the Show options in the Assign panel.
6. Repeat these steps for Activity or Expense by selecting the appropriate option.
7. When you have finished, click Save and then Close.

 Assignments made here also carry to the Project Control screen and vice versa. You can turn off project control for specific projects on the Project-Details screen.

Project Journal

NOTES OVERVIEW

Navigation Management, Project Notes

The Notes feature allows you to add and view notes for a project. Notes is a centralized repository of project issues, events, billing decisions, change orders and other qualitative information related to a project. By tracking project information in one 'central' place, you do not waste time trying to get in touch with the project manager or employee about a project.

A note is useful in the following situations:

- When billing, record all billing decisions and notes for later reference and analysis
- As part of the company's continuous improvement and client evaluation process, use notes for post-project analysis
- Record notes for collections conversations

Although you can create notes for many items, you can create them from the Manual Invoice, Invoice Review, Vendor Bills screens, etc. These notes link to bills, invoices and payments. You can also add time entry memos to the notes.

Web Suite offers three notes options:

- **Category:** You can create your own note type or category. You can also make pre-existing categories inactive.
- **Project Notes:** You can view existing notes of all types and dates for any project, employee, client, group and so on. You can also create a new note for any category.

- **Web Suite screens:** You can create note entries directly from a Web Suite screen such as Manual Invoice and Vendor Bills.

 Changing some attributes of the project like the Client, Project Manager, Contract Type, Contract Amount, Project Status, etc. in the Project screen creates a note automatically, providing the date when any of these fields were changed, the Employee ID of the user who made the changes and some additional information.

Reference

NOTES

Navigation Management, Project Notes

The Project Notes screen enables you to view all the notes that are associated with any project and update the status and the notes.

Project Notes enables you to enter project related notes. You can create new project notes from various screens for example, [Invoice Review](#), [Billing Review](#) and [Payments](#) screens. Click the notes field of a particular record in the screen, opens a screen that enables you to record a note. The notes are associated to bills, invoices and payments. In billing review, the notes entry is saved only on processing the invoice.

The project Journal screen has the following fields:

View By:

You can view the existing notes in different modes. You can choose to view them by **Employee/Employee Group, Vendor/Vendor Group, Client/Client Group/Project/Project Group and Multiple Projects**. Select any option from the drop-down menu in this field. If you choose view by Project, notes associated with it are displayed in the grid below. Depending upon the option you chose in View By mode, the adjacent field will be displaying the relevant IDs as Employee ID/Employee Group ID, Client ID/Client Group ID etc.

 Choose the option, Multiple Projects if you want to view the notes linked to more than one project.

Project ID:

The ID of the project to which the note is associated. This is automatically filled for you with the Project ID of the record selected for associating the project note. This field is non-editable.

Period:

The period for which you want to view the notes. You can choose to view notes for this month, last month, all to the end of last month, all or custom. If you choose custom, two fields are displayed which enable you to select the period **from** and **to**, specifying the date range.

Show Active Notes Only:

If the check box is selected, the grid displays only active notes. Enables you viewing the active notes associated with a project and generating reports.

Show Notes for Child Projects:

Displays project notes for child projects when a main project is selected.

Notes:

Based on the note selected in the grid, the Notes field displays the entire note. You can edit the details, if required. Click  to append Date/Time stamp to the note.



If the contract amount is modified (increased or decreased), Web Suite automatically updates the difference in the actual and modified contract amount in the Project Notes screen, which is then reflected in the Notes field.

Type:

Allows you to change the category of existing note to Billing Review, General, Time Entry, etc. You can choose any note type from the drop-down list.

Active:

The status of the note-whether active or not.

Project Notes Grid (Read Only)

The grid is your guide to records. It is a series of rows and columns. Each row is a separate record. The details are displayed in the data entry fields above the grid. Click the column headings to sort the columns in the grid. Entries displayed on the grid cannot be edited in the grid but rather in the Notes section in the edit mode. The number of records displayed in the grid will depend on the selection made in the Rows list box.

Select:

Click to view the note in the Notes section above and make edits as needed.

Date:

The date on which the project note entry was created.

Employee ID:

Each employee has a unique ID. This is a key field that links projects, time, expenses, invoices and reports to particular employees.

Notes Category:

Denotes the type of note. This could be Billing Review, Manual Invoice, Invoice Review, Payment, General, Purchase Order, Vendor Bills, Time Entry, Expense Log and Phased Invoice.

Active:

Denotes the status of the project note.



Grid page numbers are displayed at the bottom of the grid. This depends on the number selected in the Rows field above.

Notes Button Panel

Help:

Opens the Web Suite Help in the Notes section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Delete:

Deletes the selected note.

Save:

Saves the note.

Options:**Attachments:**

Opens the [Attachments](#) screen where you can attach one or more files to the selected note.

Add Category:

Click to open the Notes [Category](#) screen.

Rows:

The maximum number of rows to be displayed in the grid. Select the number from the drop-down list.

New:

Enables you to create a [new](#) note entry for a specific project.

Refresh:

Refreshes the contents of the grid.

Close:

Closes the screen and takes you to the home page of Web Suite.

NEW NOTE

Notes enables you to enter project related information. You can create a new note from various screens, for example, the [Invoice Review](#) , [Billing Review](#) and [Payments](#) screens. Click the Journal field of a particular record in the screen to open a screen that enables you to record a journal. The journals are associated to bills, invoices and payments. In billing review, the journal entry is saved only on processing the invoice.

The Add Project Notes screen has the following fields:

Date:

The date, the note is created. By default, the current date is displayed. However, you can click the drop-down to select the date you prefer to associate the journal to.

Project ID:

The date when the note is created. By default, the current date is displayed. However, by clicking on the drop-down calendar, you can select any date.

Employee ID:

The ID of the employee creating the note. The ID of the user, currently logged into the Web Suite is displayed here by default. This field is non-editable.

Category:

The type of category of the note. This could be Billing Review, Manual Invoice, Invoice Review, Payment, General, Purchase Order, Vendor Bills, Time Entry, Expense Log and Phased Invoice. This field is automatically filled for you depending on the screen was opened from. For example, if you choose to create a new project note from the Billing Review screen, Billing Review is the note type. This field is non-editable.

Note:

The notes that you intend to record in this instance. For example, you might decide to give a discount or apply a write-up to an invoice and would want to record the reason for making this change, the project journal enables you to record this.

Active:

If checked, means that the note is active. This is useful when viewing the project notes associated with a project and generating reports.

Add Notes Button Panel**Help:**

Opens the Web Suite Help in the Add Notes section.

Attachments:

You can click the link to attach files and web links to a note. For example, you might want to scan and attach some additional details of a project for reference. You can add and save files for the selected note from the [Attachments](#) screen. The link also displays the number of files () already linked with a note.

Save:

Saves the note.

Return:

Closes the screen and takes you to the project note screen.

How Do I**HOW DO I CREATE PROJECT NOTES?**

To create a project journal:

1. Open Project Notes screen from the Management menu.



You can also add notes on the [Project Center-Notes tab](#).

2. Click New to create a new Project Note.
3. Select the Project ID for which you are recording a note.
4. Select a Date for the Project Note or choose one from the drop-down calendar.
5. Choose a Category, such as General, Time Entry, etc. or any new category created by you, like Opportunities. This depends on what type of note you want to create.
6. Next, type your Note. Type as much text as desired or use Auto Complete shorthand codes to insert standard text. Click the Date and Time stamp icon to insert the date and time when the note was created.
7. Click Attachments to attach a file to this note. You might include a video of infrastructure damage your client wants fixed, a photo of damage done at a site by a subcontractor, or scanned soil or metallurgy test results with your conclusions in the note.
8. When you have finished, click Save and then Return.

All Project Notes display in the grid. You can view and edit previous notes using the View By and Period criteria.

HOW DO I CREATE NOTES CATEGORIES?

Web Suite provides the ability to create your own note categories and be able to report on them. For example, you can add *Telcon* as a new category to indicate a telephone note. Alternatively, you can add 'Opportunities' to identify situations that could lead to new contracts with an existing client. Another category might be 'Issues', the identification of special situations that arise that could have an impact on billing decisions, client relationships, costs, and so on.

To create a notes category:

1. Open Project Notes tab.
2. Click Add Category to add a new note type or category.
3. Enter the Description or name for the category and then save it.
4. When you have finished, click Return.

Allocation

ALLOCATION OVERVIEW

Navigation Management, Allocate

Using the Allocate feature in Web Suite, you can define hours-to-complete (activities or their groups) and units to incur (expenses or their groups) for employees and teams (employee groups). Setting expectations for how long it should take to complete a task (allocated hours) or how much expense to incur (allocated units) establishes a self-policing process. Web Suite does not stop timekeepers from exceeding allocated hours or units, but it does provide instant information so they can police themselves. When the rules, 'Lock at Control Hours' and 'Lock at Control Units', are selected in the Project screen, and the hours or units entered exceed the allocation, user is warned accordingly. In short, a project manager does not need to micro-manage timekeepers and their tasks. They know what is expected of them.

You can limit allocated hours to a start-end date range, thus putting an expiration or target date on the work.

Web Suite searches for allocation data in the following order:

1. Employee ID + Item ID
2. Employee ID + Item Group
3. Employee Group + Item ID
4. Employee Group + Item Group

We can have the following scenarios for allocation:

- *Allocation with no Start Date and End Date:* When you exceed allocated units or hours, negative values display.
- *Allocation with End Date only:* While searching, Web Suite looks for the time entry Date to be less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the End Date.
- *Allocation with Start Date and End Date:* While searching, Web Suite looks for the time entry Date to be greater or equal to the Start Date but less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the End Date.

If you assign the same employee to the same items (hours/units) in multiple rows, thus creating a duplication or overlap, Web Suite uses the sum of those hours or units. For example,

CJ	AR:CAD	February 1, 2017 to February 28, 2017	30 hours
CJ	AR:CAD	February 12, 2017 to February 19, 2017	10 hours

The Assigned Hours for a date between 12th and 19th will be 40 hours.

- *Allocation with Start Date only:* While searching, Web Suite looks for the time entry Date to be greater or equal to the Start Date. When you exceed allocated units or hours, negative values display.



You can find useful reports in Web Suite to see allocated and used hours, staff workload, revenue forecast and more related to task allocation.

Reference

ALLOCATE—CALENDAR VIEW

The Allocate-Calendar View tab displays the work assignment for each employee/project in a calendar view with smart color-coding indicating over and under-booked team members. This view not only provides information about the forecasted work for employees, it also indicates who is available to work on the next project. It shows assigned or scheduled hours for each employee/project over a 10-week or month period, and compares them with the actual hours worked.



This Calendar View tab is only available in the Web Suite Pro, Pro Plus, Enterprise and Enterprise Plus editions.

 To access this screen, click Management on the navigation bar and then click the Allocate tab.

The following are descriptions of fields on the Allocate-Calendar View tab:

View By:

Select Employee or Project from this drop-down list. If you choose to view by employees, allocation will be grouped on the employee basis. If you choose to view by projects, allocation will be grouped on the project basis.

Interval:

Select the desired interval for the forecast—Week or Month. You can review the assigned tasks for the next 10 weeks or 10 months.

Start Date:

Select the start date for the work allocations from this drop-down calendar. Based on the selected date, you can view task assignments on the grid from that week onwards.

Mode:

You can schedule employees to work on tasks where the start and end date might span multiple weeks or months. Web Suite intelligently distributes the assigned work into weekly and monthly segments for the purpose of workload distribution and forecasting, depending upon the mode and interval you choose. This option uses the First Day of the Week, Company Working Days and Standard Working Hours settings from the Global Settings screen. Web Suite provides different views for the task allocation:

- **Distributive View**

In this view, Web Suite equally distributes the task allocation into weekly or monthly segments, depending upon the interval you choose. It takes into consideration both the Start Date and End Date specified for the task on the Task Allocation tab. The Distributive View allocation is based on the standard working days specified in the Global Settings screen. However, it ignores the standard working hours of the employee and hence this type of allocation might result in overbooking.

- **Smart View**

In this view, Web Suite intelligently distributes the task allocation into weekly or monthly segments, depending upon the interval you choose. The Smart View allocation is based on the standard working hours of the employees (which can be set in the Global Settings screen) and hence results in a balanced workload. However, it ignores the End Date of the task (or even the Start Date in case of conflicts) and can go beyond it. Its intelligent algorithm displays the schedule in such a way that each task will complete at its earliest. *However, this mode is not available on Standard/Access databases; you must be using a SQL back-end to use it.*

- **Start Week View**

In this view, Web Suite allocates all the assigned work to the first week from the Start Date, irrespective of the End Date or Interval you choose. The Start Week View allocation also ignores the employee's standard working hours and hence this type of allocation usually results in overbooking and imbalanced workload.

Grid

Employee Name/Project ID:

Here, task assignments are grouped under the employee name or project ID, depending upon what you select in the View By field. You can view the corresponding projects or employees under each group.

Employee Title/Project Name:

Displays the employee title or project name, depending upon what you select in the View By field. You can view the assigned tasks or activities under each group.

Actual Hours:

Displays the actual hours worked on a task by the assigned employee. You can see the total hours as well as their breakdown at the task and project level. The **yellow color** indicates close-to-full capacity. The **red** color indicates full capacity or overbooking. By default, the capacity is 40 hours per week unless the Standard Hours in the Employee screen are set differently.

Scheduled Hours:

Displays the scheduled hours or expected earnings by the employee on projects, depending upon what you select in the View By field. The scheduled or forecasted amount also includes both billable as well as non-billable time entries. Web Suite uses the bill rates from the project's fee schedule and, therefore, calculates the forecasted revenue more accurately. The calculations involved are:

Scheduled Amount = Scheduled Hours x Bill Rate (as per Rate Hierarchy)

The revenue forecasting is based on the fee schedule rates. When using an Employee Group or Activity Group in the task allocation, the fee schedule should have an exact match. Otherwise, for Employee Group, Web Suite uses the average rate of the employees in the group. When the 'Use Rates from Activity' rule is checked for a project, Web Suite uses the average rate of the activities in the group. The revenue forecasting is based on the fee schedule rates. When using an Employee Group or Activity Group in the task allocation, the fee schedule should have an exact match. Otherwise, for Employee Group, Web Suite uses the average rate of the employees in the group. When the 'Use Rates from Activity' rule is checked for a project, Web Suite uses the average rate of the activities in the group.

You can see the total scheduled hours or amount as well as their breakdown at the project/employee and task level. A breakdown of the total scheduled hours/amount displays on a weekly or monthly basis, over a 10-week or 10-month period. This information changes based on the Start Date you choose.

Allocate Button Panel

Help:

Opens the Web Suite Help in the Allocate-Calendar View section.

Print:

Opens the corresponding report that enables you to print, preview or cancel the report.

Copy From Budget

Imports budgeted time and expense for the selected project. Budget settings for a project can be used as a basis for allocating hours and units to projects. The employees, activities

and expenses for a particular project can be restricted here to the ones specified in the budget.

New:

Click to add a new row or record.

Delete:

Click to delete the selected item or record in the grid.

Save:

This saves the changes made to the current record selected in the grid.

Refresh:

Refresh the information displayed on the screen.

Previous:

Returns to the previous page; allows you to modify any previously entered information.

Next:

Moves to the next page in the sequence and maintains information entered on the previous page.

ALLOCATE—TASK ALLOCATION

Navigation Management, Allocate, Task Allocation

The Allocate-Task Allocation tab is used to control the number of hours a particular employee works on a certain activity, and the number of units of a certain expense he is entitled to make while working on the selected project. The control hours for activity and control units for expense enables you to know how much of the allocated time and expense you have used and how much is left.

When employees record a time or expense entry, they are informed as to how much of the allocated time and expense has been used and how much can still be used on that project. For example, you would specify, Employee A working on Project B, will spend 10 hours on Activity1, and use up 10 units of Expense1.

The following information describes the options on the Allocate-Task Allocation tab:

View By

View By:

Choose the option, employee or project, for which you want to allocate the items.

Project/Employee ID:

Either the Employee or Project field will be displayed here depending upon what you selected in the View By field. Employee name is also displayed on selecting an Employee ID from the drop-down. If your employee or project doesn't match any of the existing ones, you can create a new employee/project on the fly using the Add New option from the drop-down list. Adding a new item on the fly requires the Allow Add New security permission for the Employee or Project screen.

Item ID:

Activity for which you are defining hours or expense code for which you are defining expense units. Hours or units can be allocated to a group of items as well. For that you need to select an activity or expense group from the Item drop-down.

Start Date:

The start date for the allocation. This is the date when the employee is required to start work on the project and be monitored.

End Date:

The end date for the allocation. This is the date when the task should be completed.

Units:

The number of units of a particular expense that you expect the selected employee to make.

Delay (Days):

Displays the number of days an assigned task gets delayed. This can be useful in future allocations as it gives an idea as to how many days are actually needed to complete a task.

% Complete:

Displays the completion percentage of the allocated task. This percentage can be entered and updated by the employee as well as the project manager, depending upon their security permissions.

Priority:

You can set the priority of an allocated task. For example, Urgent, Low, etc. It helps the assigned employee in prioritizing various tasks.

Predecessor Task:

Project managers can set up dependent tasks ensuring automatic rescheduling of current tasks if the parent task is delayed. Here, you can specify a predecessor task for the current task, thus creating a dependency between the two. If the previous task gets delayed, the current task will be accordingly delayed. You can see the previously allocated task details (if any) in this field including the employee, activity or expense involved and number of units.

Memo:

Allows you to add a detailed memo to the selected task. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

Allocate Grid**Edit:**

Click to make changes to a listed entry.

Employee ID/Project ID:

The ID of the employee or project you are allocating hours or units. This changes depending upon your selection in the View By field.



You can allocate hours and units to employee groups.

ID:

Activity for which you are defining hours or expense code for which you are defining expense units. Hours or units can be allocated to a group of items as well. For that, you need to select an activity or expense group from the Item drop-down.

Description:

Displays custom description for each allocated task.

Units:

The number of hours you expect the employee to spend on the selected activity or if the item is an expense, the number of units the employee is allowed to use. When allocating hours or units to a group of activities or expenses, the value is applied to all the items in the group combined. For example, if the CAD activity group contains 7 items and you allocate 10 hours to the group for a project, then the entire group is allocated 10 hours.



In case of an employee who has been allocated certain hours or units individually as well in a group, his individual allocation will take precedence over group allocation.

Expense:

This check box is selected when an expense item has been allocated and deselected if a service item has been allocated.

Group:

This check box is selected if the allocation is specified to an employee or vendor group.



The Project Control Hours Comparison report gives a comparison of Hours Spent, Allocated Hours and Hours Remaining for each employee.

Start Date:

The start date for the allocation. This is the date when the employee is required to start work on the project and be monitored.

End Date:

The end date for the allocation. This is the date when the allotted task should be accomplished.



While calculating hours/units spent, Web Suite looks for the time entry/expense entry date to be greater than or equal to the Start Date. If the Start date is blank, then this condition is not used. It also looks for the time and expense entry date to be less than or equal to the End Date. If the End Date is blank, then this condition is ignored.

Allocate Button Panel**Help:**

Opens the Web Suite Help in the Allocate section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Copy From Budget

Imports budgeted time and expense for the selected project. Budget settings for a project can be used as a basis for allocating hours and units to projects. The employees, activities and expenses for a particular project can be restricted to the ones specified in the budget.

Copy From Project:

This option is available only when you have selected the View By: Project mode. Click to open the Copy From Existing screen.

New:

Click to add a new row or record.

Delete:

Click to delete the selected item or record in the grid.

Save:

This saves the changes made to the current record selected in the grid.

Refresh:

Refresh the information displayed on the screen.

How Do I**HOW DO I RECEIVE TASK ALLOCATION NOTIFICATIONS?**

Instead of periodically remembering to check on task allocations, you can set up notifications and stay on top of your projects. Do the following to receive notifications when a specific task has been updated or completed.

1. Open Allocate screen from the Management menu.
2. Use the options in the View By section to display a list of allocated hours/units associated with a project or employee.
3. Click Refresh to display the tasks list for the selected project or employee.
4. In the Allocated hours/units grid, click Edit for a listed task.
5. Expand the Details section if it isn't open and click Notifications List .
6. Enter your ID in the Who column and specify when you want to receive notifications and the method through which you would like to receive the notification.



Show Vendors must be selected to specify a vendor.

7. Click the Save icon when you have finished.

HOW DO I ALLOCATE HOURS & UNITS?

Do the following to allocate hours and units:

1. Open Allocate screen from the Management menu.
2. Select the desired View By option. Accordingly select the Project ID and Employee ID for allocation.
3. Click New to add a new record or click More to open the data entry panel.
4. Enter or select an Activity ID and the number of Hours you expect the employee to spend completing the task. It is a good practice to select groups because tasks keep on changing from time to time.
5. Next, enter or select an Expense ID and the number of expense units you expect the employee to incur completing the project. It is a good practice to select groups because expenses keep on changing from time to time.

 When allocating hours or units to a group of activities or expenses, Web Suite applies the value to all items in the group combined. For example, if the CAD

Activity Group contains seven items and you allocate 10 hours to the group for a project, then Web Suite allocates 10 hours to the entire group.

6. Enter specific Start Date and End Date for the allocated tasks or expenses. This limits the allocation to a specified date range, giving managers more control.
7. When you have finished, click Save and then Close.

Assignment

ASSIGN

Navigation Management, Assign

This screen enables you to assign a budget, estimate, Service Fee Schedule or Expense Fee Schedule to one or more projects. The screen opens when Assign button is clicked in Budget, Estimate, SFS or EFS screens.

The following screen details the fields and options available on the Assign screen.

View By:

You can assign for one or more projects a Budget, Estimate, SFS or EFS. Select an option from the drop-down list in this field. If you choose Budget, you can assign a selected budget to one or more projects. Depending on the option selected, the next field enables you to select a specific item.

Budget/Estimate/EFS/SFS:

Depending on the option chosen in the *View By* drop-down list, the list of Budgets, Estimates, EFSs or SFSs is displayed. Select the desired option.

 If you create a new budget and its Budget ID matches an existing Project ID having no budget associated with it, then Web Suite prompts you to link this budget with the existing project.

Show Inactive:

Select this check box if you want to display inactive items in addition to active records or items in the drop-down lists on the grid.

Active Only:

Select this check box to display only projects with an active status.

Project Groups:

To filter the displayed projects by group, select this check box and specify a project group in the adjacent filter box. Click Save on the button panel to apply the filter.

Client Groups:

To filter the displayed projects by client group, select this check box and specify a client group in the adjacent filter box. Click Save on the button panel to apply the filter.

Assign Grid

The grid below enables you to choose one or more projects and assign the chosen Budget/Estimate/EFS or SFS to them. The grid displays the following columns:

Project ID:

ID of the project.

Project Name:

The name of the selected project.

Client Name:

The name of the client associated with the project.

Contract Type:

The type of contract the project is to be done according to.

Assign/Unassign:

This check box enables you to assign/un-assign the selected item to a project. If selected, the estimate/budget/EFS or SFS is assigned to the project. You can un-assign the project by clearing the check box. If you use the main check box at the top, it allows you to assign the item to all the projects in the grid.

Assign Button Panel**Help:**

Displays the Web Suite Help in the Assign section.

Save:

Click to save the changes made.

Options:**Rows:**

The number of rows in the grid to be displayed on the page.

Show All:

Displays both, assigned as well as unassigned projects in the grid.

Show Assigned:

Shows only assigned projects in the grid.

Close:

Closes the Assign screen and takes you back to the home page of Web Suite.

How Do I**HOW DO I ASSIGN ITEMS TO MULTIPLE PROJECTS?**

You can assign budgets, estimates and fee schedules to one project or to multiple projects using the Assign screen. You can even review the assignments made to projects.

To do assign items to multiple projects:

1. Open Assign screen from the Management menu.
2. Select the type of item you want to assign to a project in the View By field, say Service Fee Schedule.
3. Accordingly, enter or select the desired item (SFS) from the list.
4. Now mark the check box against all the projects to which you want to assign the selected item (SFS).
5. When you have finished, click Save and then Close.

Automatic Billing**AUTOMATIC BILLING OVERVIEW**

Navigation *Lists, Project, Billing, Auto Bill*

Web Suite simplifies and automates the billing process by allowing you to define an auto-billing schedule at the project level. After you set up a billing schedule and frequency for the desired projects, Web Suite memorizes these settings and creates an entry in the Memorized Invoices screen. It releases the associated time and expense automatically and does the write-up and write-down as needed.

Automatic billing follows all the business rules built into Web Suite. It knows when the last invoice went out for a project and how much approved work-in-progress you have for it. It knows when the next invoice is due for a fixed fee project. If the project has a billing schedule, Web Suite generates the invoice accordingly. It also applies the rates correctly and automatically to hourly projects, releasing associated time and expenses automatically. If a fixed fee or HNTE contract type is involved, Web Suite knows not to bill more than the contract amount. It knows whether expenses are part of the contract or on top of it. It knows when to write-up and down time to match the net bill amount. In addition, it knows which invoice template to apply.

Automatic billing feature is available in Web Suite Pro and Enterprise editions only.

Reference

AUTOMATIC BILLING

Navigation *List, Project, Billing, Auto Bill*

The following information provides detail on the fields and options on the Auto Billing screen. Web Suite memorizes configurations set on this screen and creates an entry in the [Memorized Invoices](#) screen.

To access this screen, click the *Auto Bill* link on the [Projects—Billing Tab](#).

Project ID (Read Only):

This field displays the ID of the project for which you are configuring auto billing settings.

Name (Read Only):

This field displays the name of the project for which you are configuring auto billing settings. Enter an easily identifiable name.

Inactive:

Select this option to indicate inactive status.

Description:

Enter descriptive information for the auto billing set up in this field.

Schedule Settings

Frequency

This drop-down list gives you the options for selecting auto billing frequency. The available options are Daily, Weekly, Biweekly, Monthly, Semimonthly, Bimonthly, Annually, etc.

Specify the limit for auto billing using any of the following options:

- **Never Expires:** The invoice will be sent for processing according to the frequency selected. However, the processing cycle of invoices will never stop.
- **Repeat: (Times):** The invoice will be sent for processing according to the frequency selected. However, the processing cycle of invoices will continue till the specified number of times.

Start Date:

You can specify the start date for the auto-bill schedule. This is the date when auto-billing will begin.

End Date:

You can specify the end date for the auto-bill schedule. This is the date when auto-billing will stop.

Notify Settings

Invoices will be processed by:

Select from the drop-down list the ID of the employee or vendor who will be responsible for the processing of memorized invoice. When the specified Web User logs into Web Suite, he will be prompted by Memorized Invoice screen to process the invoice, if the invoice is due according to the schedule set.

Automatically process and inform:

Select from the drop-down list the ID of the employee or vendor who will be responsible for the processing of memorized invoice. With this option selected, invoice will be automatically processed by Web Suite and the message will pop up on the screen. Clicking on it shows the message notifying the person about the processed invoice.

Other Settings

Use Next Available Invoice Number:

The next sequential invoice number will follow the invoice number sequence which has been specified in the global settings screen. However, if the Custom Invoice number option has been set at the project level, preference will be given to it.

Use Custom Invoice Number:

Select this option to use customized invoice numbering on invoices. Specify the **Prefix**, **Last Invoice Number** and **Suffix** in the available text boxes.

Release Time:

Associates time entry automatically with the manual invoice, which has been processed. However, the time entries do not affect the invoice amount.

Release Expenses:

Associates expense entry automatically with the manual invoice, which has been processed. However, the expense entries do not affect the invoice amount.

Use Memo on Invoices:

If selected, it ensures that the memo details are displayed on the invoices.

Process As a Draft:

When selected, this invoice will be generated as a draft and will require processing before it is finalized and sent to the client.

Memo:

Allows you to edit or create a memo for the memorized invoice selected.

Automatic Billing Button Panel

Help:

Opens the Web Suite help in the Automatic Billing section.

Save:

Click Save button to record a new entry.

Return:

Closes the screen and takes you back to the [Project-General](#) tab.

How Do I

HOW DO I SET UP AUTOMATIC BILLING?

To set up automatic billing for a project:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the Billing tab and click the Auto Bill link.
4. In the new screen, enter the schedule settings, including the Frequency for generating invoices.
5. You can choose to repeat the billing for a specific number of times (Repeat), specific date range (Start and End Date) or forever (Never Expires).
6. Select the option 'Process as Draft' if you want to generate a draft invoice automatically but finalize it manually in the Invoice Review screen.
7. You can choose whether someone will process the project invoices, or Web Suite will process them automatically and just inform someone about it. In any case, select the ID of that person from the drop-down list.
8. Optionally, you can enter an unlimited length memo for the invoices.
9. When you have finished, click Save and then Return to close the screen.

Workflow Tracking

WORKFLOW TRACKING OVERVIEW

Navigation *Lists, Workflow*

Web Suite's built-in submit and approve Workflow feature enables employees and vendors to follow company policy and submit their time, expenses, PTO requests, invoices, vendor bills, etc. to a designated reviewer or manager. After being submitted, Web Suite notifies the managers to review the submitted entries for approval and billing. Web Suite allows a chain of reviewers to check entries before a final reviewer approves them.

The Workflow event tracking system allows you to track the flow path of the entire submit-approve process and take the desired action on these events. It gives you the status of all submitted time sheets, expenses, vendor bills, invoices, etc. –all in one screen. From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.



The Workflow feature is available in the Web Suite Enterprise edition only.

Reference

WORKFLOW

Navigation *Lists, Workflow*

The workflow screen enables you to track the entire submittal-approval process and take required action on them. All submitted Time-sheets, Expenses, Invoices, Personal Time Off, Purchase Orders and Vendor Bills are displayed here in one screen. Reviewers and managers can check the details of who has them, how long they had it, what action has been taken on them and what the status is.

From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.

The following are the descriptions of the fields on the Workflow screen:

Employee:

Select from the drop-down the employee (or vendor) whose actions you want to be displayed in the grid.

Module ID:

Select from the drop-down the module for which you want to view the workflow. You can choose to view the actions related to modules like Time Entry, Expense Log, Vendor Bills, Purchase Orders, Invoice, Personal Time Off, Budget, and Estimate. You can choose to view all the actions for all modules by selecting ALL from the drop-down.

Action Type:

If you would like to view only a specific type of actions done, you can choose the action type from the drop-down here. The action types that you can choose to view are Submit, Unsubmit, Approve, Forward, Reject or All.

Depending on what is selected in the field above, the grid would display a list of actions. The columns in the grid are:

Event Date:

You can choose to view the workflow for a particular period here. The drop-down allows you to select Day, Week, Biweekly, Month, Semimonthly, Year, All and custom. Depending on what is selected in the drop-down, the screen might display From and To fields allowing you to change a range of date.

Period Including:

Allows you to define the date range to include a date that can be selected from the drop-down calendar.

Memo:

This field displays a notes related to a selected entry in the grid.

Workflow Grid

The grid displays the following event details:

Event Date:

Displays the date-time when the event took place. The event could be submission, acceptance, rejection etc. of time entries, invoices etc.

Date:

The date associated with the entries being viewed. It can be the time or expense entry date, invoice date, PO date, etc.

Source:

Displays the entry-type whether it is Expense Log, Time Entry, Vendor Bills, Purchase Order, Invoice or PTO.

Action:

The icons in this column indicate the action that took place:

Icon	Action
	Submitted
	Rejected
	Approved
	Forwarded

Action By:

Displays the ID of an employee who had done the action.

Sent To:

This displays the employee to whom the action was sent to (for further action).

Type:

Displays the type associated with the Work.



While viewing the workflow events of time and expense entry, you can also view additional information such as project, activity or expense item, rate, and more. Similarly, while viewing invoices, you can view additional details such as project, net bill amount, invoice number, and more. While viewing vendor bills, you can also view information about the vendor bill number and amount. This reference information is helpful as it enables you to locate the exact entry in the relevant screen easily.

Workflow Button Panel

Help:

Opens the Web Suite Help in the Workflow window.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Options:

Select whether you would like to approve, reject or forward the selected event for further action.

Approve:

Select this option to approve selected entry or event.

Reject:

Select this option to reject selected entry or event.

 Whenever a time or expense entry is rejected, it is displayed on the Navigator and Workflow screen.

Forward:

Select this option to forward the selected entry or event to the desired manager.

Rows:

Number of records displayed in the grid depends on the selection made in the list box. You can view a maximum of 500 records in the grid. Web Suite memorizes this setting for the user.

Refresh:

Refreshes the grid if any changes are made in the available fields.

How Do I**HOW DO I TRACK WORKFLOW IN WEB SUITE?**

To track workflow events:

1. Open Workflow screen from the Lists menu. You can also access it from other screens such as Sheet View, Expense Log, Vendor Bills, Invoice Review, etc.
2. Select the desired employee or vendor in the Employee field.
3. Select the Module ID whose events you want to track, say Time Entry or just All.
4. You can filter the records displayed in the grid by choosing an Action Type—All, Submit, Approve, etc.
5. Next, select the Period for which you want to track events, for example, All or Year. Specify a 'Period Including' date.
6. Click Refresh to display all the records meeting your criteria. You can view useful information such as event date, action taken and by whom, type of workflow and so on.
7. Select an event and click Action. Choose the desired action— Approve, Reject or Forward. You can also delete the event by clicking  on the grid.
8. When you have finished, click Close.

How Do I**HOW DO I LOCK PROJECTS AT CONTRACT AMOUNT?**

Over-budget behavior of projects can be tracked using project rules in Web Suite. To do so:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed Project.
3. Specify a Contract Amount for the project.

4. Move to the Details tab, Rules section. Make sure the Skip Automatic TE/EL Eval options are not selected.



Web Suite performs an automatic time and expense entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount.

5. Optionally, select the 'Lock at Contract Amount' rule. Web Suite prevents all time entries (billable and non-billable) and expense entries (non-billable) after the project is over-budget.
6. When you have finished, click Save and then Return.

In the time and expense entry screens, when the Total Amount Spent on the project exceeds the Contract Amount, Web Suite prompts you and adjusts the entry accordingly.

HOW DO I ASSIGN PROJECT CONTACTS?

You can assign a client contact to an individual project. Optionally, you can address invoices to the contact assigned at the project level. You can do this when a client and internal project manager signs off on invoices before forwarding them to the accounting department.

To do so, follow the steps below:

1. Open the Project screen; click the ID of a listed project.
2. Move to the Billing tab and select a Contact from the list (*in the Misc section*).
3. When the *Send Invoices to Contacts* option is selected, Web Suite sends the invoices for this project to the *project contact* instead of the *client contact*.
4. When you have finished, click Save and then Return to close the screen.

HOW DO I GROUP PROJECTS?

You can group projects in Web Suite based on shared or common attributes –type, industry, location, etc. You can use groups to filter records included in the lists and some reports. In addition, groups save time and effort when setting up fee schedules and budgets.

To create a project group:

1. Open [Project](#) screen from the Lists menu.
2. Decide what attributes you want to use to build a project group. List the projects having that attribute.
3. Click the ID of a listed project and then click Group to open the Project Groups screen.
4. Click New to create a new group.
5. Enter an ID and Name for the project group.
6. Click Save and then Return.

7. Back on the Project Groups screen, select the relevant projects in the Available Items list and move them to the Assigned Items list using the **Add button** .
8. Click Save and then Return.
9. After creating groups, you can specify a Default Group for the project on the Details tab by selecting one from the drop-down. You can also assign the selected project to one or more groups by checking them in the Groups drop-down.
10. When you have finished, click Save and then Return.

HOW DO I DELETE RECORDS?

Deleting master records or other information in Web Suite requires a plan of action if some data is associated with it. Before you can delete a client, you must delete the time entries, expense entries, invoices and payments associated with the client's projects; then delete the projects; and finally delete the client. When deleting a client or project, its status must be 'Active' in order to appear in the lists during the deletion.



You need proper security permissions to delete information.

Follow this order while deleting records in Web Suite:

1. [Payments](#)
2. [Invoices](#)
3. [Time Entries](#)
4. [Expense Entries](#)
5. [Projects](#)
6. [Clients](#)



Deleting an employee or vendor record *does not* delete time, expense or other data associated with it. Rather than delete, the better option is to change the status to 'Inactive' or 'Terminated', where available.

HOW DO I USE FILTERS FOR DATA ANALYSIS?

Data analysis and work-in-progress reporting is an important aspect of project management. Project managers have to view time and expenses for multiple projects. They can use filters to view and analyze selective data according to the criteria specified. Filters are data management tools provided to lessen the task of managing a large database and for focused data analysis.

To filter time and expense records:

1. Open Reviewer screen from the Time menu.

2. Being a project manager, you might want to view time and expense data for your designated projects. Hence, select View By: Projects.
3. Choose the desired projects in the From-To fields.
4. Next, select the Period From-To dates from the drop-down lists or calendars.
5. Depending upon your requirement, you can apply more filters by clicking Show More Filters option. For example, you can select 'Unapproved Only' and 'Submitted Only' filters to view entries that others have submitted to you for approval.
6. Click Refresh to display all matching records in the grid.
7. Review the entries and take appropriate action (Submit or Approve/Unapprove).
Click  to view more details about the selected entry.
8. When you have finished, click Close.

HOW DO I VIEW PROJECT INFORMATION?

For quick at-a-glance project information, project managers can use the following options:

- [Project Center-Overview screen](#)
- [Project Center-Accounts screen](#)
- [Project Center-History screen](#)



You can find similar rolled-up information on client basis on the Client-Account screen. You can also see performance and profitability information on employee basis on the Employee-Performance screen.

TIME AND EXPENSE MANAGEMENT

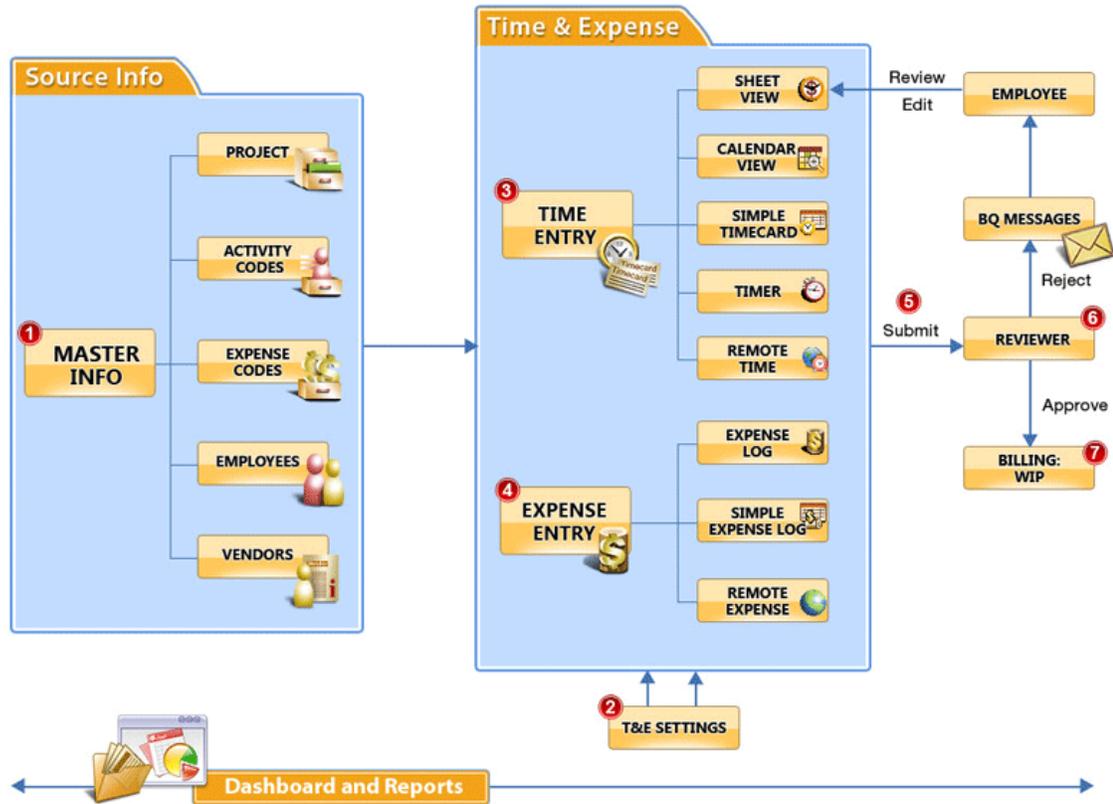
TIME AND EXPENSE MANAGEMENT OVERVIEW

Web Suite specializes in time and expense tracking and hence includes various ways to capture expenses. Depending upon your preferences, you can choose the frequency and method of capturing expenses for accurate billing and reporting. This section primarily addresses the concerns of timekeepers and reviewers.

① Time and expense entry requires input from master information in Web Suite. Employees or vendors charge time and expenses against projects. ② These time and expenses are captured according to the rules and settings specified in Web Suite, whether in Global Settings, Preferences, Client or Project screen. ③ You can record time entry in any screen you prefer, such as Sheet View, Simple Time Card and so on. ④ You can also record expense entries in any screen that suits you—Expense Log or Simple Expense Log. In addition, BillQuick Mobile allows you to capture time and expenses incurred anytime, anywhere using a smartphone. ⑤ Regardless of the module used to capture expenses, Web Suite can automatically track time and expenses to ensure timely and complete entries from timekeepers. ⑥ They can submit these entries to the designated reviewer in the company for review and approval. The reviewer can reject some entries due to any reason and re-send them to the timekeeper. The timekeeper can edit and re-submit them. ⑦ On the other hand, the approved time and expenses become work-in-progress, ready to bill.

Click on the desired areas of the image for details.

TIME & EXPENSE MANAGEMENT



Expense Entry		
Area	Decision	Where to Implement
Historical Expenses	Ensure you have billed all expenses in your old system. Enter summary expense entries in Web Suite, if desired.	Expense Entry screens
Smart Expense Entry Evaluation	Activate built-in intelligence wherein Web Suite monitors whether an expense entry should be billable or non-billable.	Global Settings-Time & Expense
Workweek	Specify 'First Day of Week' date settings.	Global Settings-User Interface
Timekeepers	Set up employee as a Web Suite User with proper security permissions. Employees have to enter their own expenses in Web Suite.	Employee screen Security screen
	Set up vendor as a Web Suite User with proper security permissions. Vendors or sub-consultants have to enter their own expenses in Web Suite.	Vendor screen Security screen

	Set up employee as a Web Suite User with proper security permissions. This employee has to enter expenses for all other employees or vendors in Web Suite.	Employee screen Security screen
Expense Entry	Set standard shorthand codes to describe an extended memo or note when recording an expense entry.	Auto Complete screen
	Control how far in the past or future a timekeeper can record an expense entry.	Global Settings-Time & Expense
Expense Entry Approval	Company does not approve individual expense entries.	Global Settings—Time & Expense
	Assign Manager for expense entry approval. A direct supervisor or manager of the employees approves expense entries.	Employee-General screen
	Assign Manager for expense entry approval. A manager responsible for client relationships approves expense entries.	Client-General screen
	Review or approve expense entries. Set proper security permissions.	Security screen Expense Entry screens Reviewer screen
Vendor Bills	Set up a vendor profile and record related expenses. Vendor or sub-consultant submits invoices containing detailed or summary time and expenses.	Vendor screen Expense Log screen Vendor Bills screen

Time Entry

UNDERSTANDING TIME ENTRY

It is strongly recommends that you capture all hours worked whether they are billable or not. This includes vacation, holiday, sick, education, research and other activities. If you do not track non-billable hours, you cannot effectively measure performance, utilization and profitability. Your time entry options include:

- [Sheet View](#) – If you enter time for others, often marking overtime, comp time or extra time for a project, or review entries, then use this flexible, customizable spreadsheet-like time entry screen.
- [Simple Time Card](#) – If you work steadily on three or four tasks during a day, then use this efficient, quick-to-enter timesheet screen.
- [Timer](#) (*on-screen stopwatch*) – If you switch from task to task through the day – client calls, staff and management requests, emails, impromptu meetings – then open as many timers as you need. You can easily switch from one timer to another.
- [Outlook Add-In](#) – If you track appointments and hours worked using Microsoft Outlook, then use this BillQuick add-in module to save appointments, tasks and emails as time entries right from Outlook.

Settings and rules related to time entries can be set at the global, user and project level. Project-level settings get precedence over the global settings.

- **Global and User Settings:** Related to time can be specified in the [Global Settings](#) and Preferences screen.
- **Project Settings:** Related to time can be specified in the [Project](#) screen.

OVERTIME AND COMP TIME

You might want to track your employees' overtime and compensation time. The extra time worked by employees (or vendors), whether in the form of overtime or comp time (that can be banked for future use), can be calculated in Web Suite using its effective time tracking system.

Web Suite allows you to specify the Standard Hours and Automatic Overtime settings for an employee to track overtime. Depending upon whether standard hours are set per day or per week, extra hours logged by an employee will be flagged as OT (*overtime*) on a daily or weekly basis. In this case, Web Suite:

- calculates Bill Amount using regular Hours with the appropriate standard Bill Rate
- calculates Bill Amount using Overtime Hours with the appropriate Overtime Bill Rate
- calculates Cost Amount using the appropriate regular and overtime cost rates

If the Automatic Overtime option is **not** selected but you have specified the comp time details, Web Suite will track your comp time instead. Depending upon the comp time frequency and hours set, Web Suite will flag the extra hours logged by an employee as CT (*comp time*). When both overtime and comp time options are set, it will flag the extra hours logged by an employee as CT *and* OT. However, if there is a conflict, overtime settings take precedence over comp time. While recording time entries, Web Suite monitors these rules automatically.

 If you change previously recorded time entry, Web Suite **will not** recalculate OT or CT. For example, if you change the previous 8 hours of regular time to 6 hours, Web Suite will not recalculate OT/CT nor set the flag to false. You have to manually verify and edit that time entry.

Depending on the settings in the Employee screen, the outcome might be:

Setting	Web Suite Action
Standard Hours not defined	No evaluation of OT
Standard Hours = 8 Hours Per Day, 40 Hours Per Week Automatic Overtime= checked	When TE = 10 Hours, Web Suite records it as 10 Hours regular time
Standard Hours = 8 Hours Per Day, 40 Hours Per Week Automatic Overtime= checked	When TE = 10 Hours, Web Suite splits it as 8 Hours regular time, 2 Hours = OT

Comp Time Details = 8 Hours, Daily	When TE = 10 Hours, Web Suite splits it as 8 Hours regular time, 2 Hours = CT
Standard Hours = 8 Hours Per Day, 40 Hours Per Week Automatic Overtime checked Comp Time Details = 8 Hours, Daily	When TE = 10 Hours, Web Suite splits it as 8 Hours regular time, 2 Hours = OT, 2 Hours =CT
Standard Hours = 8 Hours Per Day, 40 Hours Per Week Automatic Overtime= checked Comp Time Details = 10 Hours, Daily	When TE = 10 Hours, Web Suite splits it as 8 Hours regular time, 2 Hours = OT When TE = 12 Hours, Web Suite splits it as 8 Hours regular time, 4 Hours = OT
Standard Hours = 40 Hours Per Week Automatic Overtime= checked Comp Time Details = 8 Hours, Daily	When TE = 10 Hours, Web Suite splits it as 8 Hours regular time, 2 Hours =CT When TE = 42 Hours, Web Suite splits it as 40 Hours regular time, 2 Hours = OT, 2 Hours = CT

Sheet View

TIME ENTRY OVERVIEW

Navigation *Time-Expense, Time Entry*

Time Entry is the most used screen in Web Suite. In it, time entries will be entered and reviewed. Web Suite supports an unlimited number of time entries. Like all time entry screen, security permissions determine who can enter, edit and modify information on the Time Entry screen.

Recording time is quick and easy. Web Suite provides drop-down lists throughout the time card so that timekeepers do not have to remember project IDs, Activity IDs, etc. If you do not complete a time entry (for example, enter only Date and Activity), a warning displays when moving to the next row or closing the screen. Special flags designate time entries as compensation (comp) time, overtime, *extra* time, and taxable. You can accept and edit default descriptions, or add an unlimited text memo. Time entries are color-coded: **Black** entries are billable, **Blue** entries have been billed, and **Red** entries are non-billable and **Dark Gray** entries are those being billed.



When someone is in Billing Review, Web Suite locks the related time entries.

Reference

TIME ENTRY - LIST

Navigation *Time-Expense, Time Entry List View*

The following information provides details on the options on the Time Entry list screen.

View By:

Time Entry can be viewed by Employee, Vendor or Project. Select any option from the drop down menu in this field. If you choose Employee/Vendor, time can be entered for one employee or vendor on multiple projects. If you choose Project, time can be entered for many employees or vendors on one project. Typically, time is entered by an employee in "View By: Employee" mode. However, when project managers or supervisors review time records, they would review them on project basis using "View By: Project" mode. This field affects the records being displayed in the grid below.

A security setting for Time Entry enables project and employee managers to see records for only those employees that the user is manager for. Thus, time data can be viewed on the "workgroup" basis, so that projects or employees can be selected on the basis on their Manager designation.

Project/Employee/Vendor: (required)

Depending on what is selected in the **View By** field, Employee/Vendor/Project is displayed. You can select the desired Employee ID, Vendor ID or Project ID from the list provided by clicking the drop-down arrow. An employee or vendor who is permitted to access the time entry screens only, upon login as a Web Suite user, will find this field pre-filled. In addition, this field is unavailable and non-editable.

In case the "Budgeted Employee Only" or "Budgeted Activity Only" is checked in [Project](#) screen, only the budgeted employees or budgeted activities will appear in the drop-down list.

Click the [Filters..](#) link to display the relevant [Filter](#) screen wherein filters can be applied to the respective drop-downs for selective viewing. This would depend on the option selected in the View By field. On the Project/Employee Filter screen, select the check box for the Project/Employee (or Vendor) records that you want to display in the drop-downs on the Time Entry Screen.

Period:

The period field provides Day, Week, Biweekly, Month, Bimonthly, Year, This Fiscal Year, Last Fiscal Year, All and other options. They determine the range of time entries that are displayed in the grid. They do not restrict the dates you will assign to the time entries.

A timekeeper typically reviews his activities for a period, perhaps corresponding to the last one or two time sheets. A vendor can review a week, a month or all. A project manager or supervisor typically reviews time by project or by employee for a given period. The next field, Period Including, works in combination with the Period field to determine what range of time entries are displayed in the grid. In case of All option, all the time entries of the selected employee/project/vendor are displayed in the grid, irrespective of the date in the Period Including field.

Period Including:

Period Including defaults to the system date of your computer, however, you can make a time entry for any date. Enter any date within the period you want to display. You can select the date from the drop-down or the **Calendar** on the right (by selecting the **Change Period Including Date** option). If the period you have selected is "month", and the Period Including is "February 28, 2017", you will view the time entries for the month of February 2017. Again, neither the Period nor the Period including fields restrict the dates you will assign to the time entries.

More Filters:

Make a selection from this drop-down list to display selective time entries, say those which are submitted, approved, unapproved, billable, billed, those associated with vendor bills, etc. Click Refresh to apply the selected filters.

Quick Entry

Use the fields in this section to add a time entry.

Date:

Specify the date of the time entry.

Project:

Select the name of the project for which the time entry is being created.

Activity:

Select the activity code associated with the time entry.

Description:

Enter descriptive detail or comment for the new time card.

Hours:

Enter the number of hours used to complete the tasks.

B (Billable Flag):

This check box indicates whether the time entry is billable or not.

A (Approval Flag):

If this check box is selected, the time entry is approved for invoicing. Approved time entries are included in Billing Review's project labor totals and Time Entry Details screen.

Add :

Click to save the time entry details.

Erase :

Click to clear time details without saving them.

Time Entry Grid

Time Entry grid is your guide to time entries. It is a series of rows and columns. Each row is a separate time record. In the grid, you can view the previous time entries and can also edit or delete them.

Click the column headings to sort the columns in the grid. The number of records displayed in the grid will depend on the selection made in the **Rows** list box.

Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Time Entry-Details](#) screen. Select the record by marking the check box against the time record. You can also select all the records in the grid at once by marking the topmost check box.

 Grid details are carried from the [Time Entry](#) screen. Click  to open the [Time Entry](#) screen where you can edit the selected time record. Click  against the time record you want to delete.

Column Chooser:

Click to open the Column Chooser to hide or show columns in the grid. Check the column names you want to show in the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the columns are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid.

Date:

Displays the date of each time entry.

 Time entry date is not stored as UTC (Universal Coordinated Time) and hence is not agnostic to location.

Employee/Project:

Depending upon what you selected in the *View By* field, this column displays either the Employee ID or Project ID for a time entry.

Project Name:

This is the name of a project against which a time entry is being recorded.

Client ID:

Displays the ID of the client associated with the time entry.

Activity:

Displays the Activity ID of a performed task.

Description:

Descriptive detail for an activity code selected for a task.

Hours:

The amount of time in which the tasks was completed.

B:

This column indicates whether the time entry is billable or not. The billable status is brought from Activity but if the project is non-billable, those with Overhead or Marketing contract types, the billable status will be changed from billable to non-billable.

A:

Shows that the time entry is approved for invoicing. Approved time entries are included in Billing Review's project labor totals and Time Entry Details screen. After being approved, an entry cannot be modified except with the proper security permissions.

M:

Indicates whether a memo exists for the time entry or not.

VB:

This column indicates whether a time record is related to a vendor bill or not. Records which are associated with vendor bills display . Double-click this icon to open the [Vendor Bills](#) screen.

S (Approval Status):

Displays the approval status of a time entry, which is then reflected in the submit-approve Workflow. You cannot edit this field for billed entries. Status of a time entry is indicated by the relevant icons:

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

Created On:

This field gets automatically filled with the system date saved in the UTC format when a new time entry is recorded. It also includes a time-stamp, which represents your local time.



The Date and Created On dates can differ.

The Created On date can be used to sort the grid based on the date when the time entry was created or recorded, and not necessarily for which date it was recorded. It allows you to calculate the lag time or average delay in entering time by employees. You can also view this information in the Time Entry Delay Analysis report.



This feature is available in Web Suite Enterprise edition only.

Edit  :

Click to edit a time entry.

Delete  :

Click to delete a time entry.

Time Entry Button Panel**Help:**

Opens the Web Suite Help for Time Entry section.

Print:

Opens the Time Entry Report. In View By: Employee mode, the Employee Time Records report is generated while in View By: Project mode, the Project Time Records report is generated. You can view and print the report and then Close the page.

Options:**Automatically Set Start Time:**

Select this option to have Web Suite automatically fill the start time of an entry. By default, the start time will be the stop time of the previous entry but for the same date.

Show Totals:

Select the check box to view the below mentioned fields. Based on the selection made in the key fields, their value varies accordingly.

- **Billable Hours:** Number of hours that will be charged to a client.
- **Non-Billable Hours:** Number of hours that will not be charged to a client.
- **Total Hours:** Total number of hours (Billable + Non-Billable) the employee worked for. It is calculated as, Billable Hours + Non-Billable Hours
- **Billable Percentage:** It depicts what portion of total hours makes the billable part. It is calculated as, (Billable Hours/ Total Hours) X 100

 The *Show Totals* option gets disabled on checking *Do Not Show Totals* rule in [Global Settings-Time](#) tab.

Filters (On/Off):

Turns on/off all filters set in the Filter screens. Select the check box to apply filters to the drop-downs.

Find:

Opens the [Web Suite Find](#) screen to search for time and expense related or any other data.

Rows:

The number of rows displayed on the page. Select the page size from the drop-down list. The page currently displayed is shown at the bottom left side of the grid.

Clear All:

Clears the selected items in the grid.

Submit:

Opens the Submit-Approve screen from which a user selects the person who is responsible for approving their time entries. Entries must be approved (also called posted) before they are available for billing. After selecting entries to submit to a particular reviewer, click the **Submit** button, select the person to review the entries, and then click the **OK** button.

While chargeable time entries are commonly submitted to the project manager, your company policy will determine to whom you submit billable and non-billable entries. Web Suite enables you to submit entries to the Client Manager, Project Manager, My (Employee) Supervisor, or to a person selected from a drop-down list.

A review can reject one of your time entries. You will be notified and should correct the entry and re-submit it as soon as possible.

 Approval can be turned on by the [Web Suite Supervisor](#), all time entries are automatically approved when they are saved.

Approve:

Click to approve the selected time entries. Multiple time entries can be selected using either Shift or Ctrl keys. Approving an entry approves it for invoicing.

New:

Click, opens the [Time Entry](#) screen which allows you to record a new time entry.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

TIME ENTRY

Navigation *Time-Expense, Time Entry Details View*

This screen allows you to create a new time entry or edit the existing time entries. Web Suite restricts you from editing fields like Cost, Hours, etc. if that time entry is linked to a check. To navigate among the time entries available in the grid, use the **Previous/Next** button. Based on the criteria set in the key fields, data will be displayed.

Key fields are carried from the [Time Entry List](#) screen.

Date Entry Fields

These are all editable fields with drop-down lists provided with some of them for user-ease.

Date: (required)

Date of the new time entry or a previously recorded entry. When entering a date, you can:

- Accept the today's date, which will be automatically filled for you when you click the New button to make a new time entry.
- Select the month, day and year from the drop-down lists.
- Dates are automatically verified on entry. For instance, if you pick February 30 when recording a new time entry, it will be automatically filled for you with February 29.

Project Name:

Displays the name of the project for which an employee or vendor performs any activity and the company charges the relevant client for it.

Project/Employee/Vendor: (required)

Depending on what is selected in the **View By** field, Employee/Vendor/Project is displayed. You can select the desired Employee, Vendor ID or Project ID from the list provided by clicking on the drop-down arrow. An employee or vendor, who is permitted to access the time entry screens only, upon login as a Web Suite user will find this field pre-filled. In addition, this field is unavailable and non-editable.

In case the "Budgeted Employee Only" or "Budgeted Activity Only" is selected on the Project screen, only the budgeted employees or budgeted activities will appear in the drop-down list.

Click the *Filters..* link to display the relevant [Filter](#) screen wherein filters can be applied to the respective drop-downs for selective viewing. This would depend on the option selected in the View By field. On the Project/Employee Filter screen, select the check box for the Project/Employee (or Vendor) records that you want to display in the drop-downs on the Time Entry screen.

View by Project Name:

When this check box is selected, the system will display a list of project names that match the text you enter in the Project field. For example, if you type **M** in this field a list of project names beginning with that letter display. If this option is unchecked, the system will generate a list of projects with IDs that match the partial text entered in this field.

 This option also applies to the Employee/Vendor field that displays when Project is selected in the View By field.

Activity:

Click drop-down arrow to choose the ID of the activity performed.

Description:

The activity or task description of the recorded time entries is displayed here. It is brought forward from Activity screen but can be edited here.

Classification:

This is the job classification or title of the timekeeper brought forward from the Employee screen. You can record and bill time entries along with the classification. It can be changed here, if desired. See [Understanding Rates](#) for more details.

Hours:

The actual hours worked according to the recorded time entries.

B-Hours:

The billable hours for work or activity performed. It is used to compute the Bill Amount (B-Hours * Bill Rate) for the time entry. Billable hours can be adjusted in the following ways:

- Manually by a timekeeper, manager or administrator in Time Entry or Billing Review. (Security permissions must be granted for this action.) For example, a project manager can increase billable hours for a group of employees or vendors after reviewing work and contract records.
- Automatically by Web Suite because the value in Minimum Hours defined for an activity, or in the Service Fee Schedule linked to the project, is more or less than Hours.

 By default, B Hours are hidden and can be made visible via the [Global Settings](#) screen.

Cost Rate:

Enter the cost rate of the selected time entry. When making a new time entry if you leave this field blank, Web Suite follows a set of rules to determine which bill, cost and overtime rate to use. We recommend that you leave this field blank. You cannot edit this field when entry is linked to paid vendor bills.

Bill Rate:

Enter the bill rate of the selected time entry. When making a new time entry if you leave this field blank, Web Suite follows a set of rules to determine which bill, cost and overtime rate to use. We recommend that you leave this field blank. You can edit this field even for billed entries.

 Rates are rounded to two nearest places of decimal.

 You can update both cost rate and bill rate from this screen. You can also update these fields from Service Fee Schedule/Expense Fee Schedule/Expense Code and Activity Code screens. This feature is available in Web Suite Enterprise and Professional edition only.

Tax 1/2/3:

Enter the service or activity tax. Web Suite sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the Bill Amount. Tax field labels can be customized in Custom Labels screen.



These fields only display when enabled on the [Preferences-Time & Expense tab](#).

Custom 1/2/3/4/5/6:

You can enter any extra or custom information related to the time entry in these fields. The label or UI of these fields can be customized in the Custom Labels screen. This information can be brought forward from the Activity screen, if available.

Income Account:

The income account associated with an activity and brought forward from the Activity screen. However, you can change it here. Assigning income/expense accounts to a particular activity helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Expense Account:

The expense account associated with an activity and brought forward from the Activity screen. However, you can change it here. Assigning income/expense accounts to a particular activity helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Class:

You can select a class here for a time entry. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in Web Suite or transferred from QuickBooks (to BillQuick desktop).

Memo:

Enables you to edit or create a memo for the selected time entry. Type your text and click



Save to save your time entry memo. Click  to add current system date and time to your memo. Time entry memos have no length restriction. When a memo is successfully recorded with a time entry, the memo status will be checked for that time entry in the grid.

Memo on Invoices:

Selected, the time entry memo will be displayed on the invoice of the project against which the time entry is being recorded.

Memo on Notes:

Selected, the time entry memo becomes the note of the Project against which the time entry is being recorded. It enables you to add a note of type, Time Entry for the specific project. The note recorded in this screen will not overwrite the existing one. Rather, it will be an additional one.

Options**Billed:**

The Billed check box indicates if the time entry has already been billed or not. This status is retrieved from the Web Suite database. Billed records are non-editable by default.

Comp:

It will be checked when you log extra time than the standard hours and will be regarded as banked time in hours. You can make use of banked time available by entering time against the GEN: COMP Activity, which is an un-editable activity. If the logged hours per week exceed the standard hours, Web Suite splits the time entry accordingly. If you have entered standard hours (per week) in Employee screen, Web Suite uses them to automatically compute compensation time in Time Entry and in reports that compare actual hours logged for the week to standard hours. Its label can be modified in Custom Labels.

OT:

This check box is marked for overtime entries. If you have entered standard hours in Employee screen, the Web Suite uses them to automatically compute overtime in the time entry screen.

Xtra:

Any time beyond that specified in the contract should be marked as extra time. The billable value of extra time entries will not be deducted from the contract amount when the project is evaluated as over or under budget. Time entered and flagged as "Xtra" create an exception to the Automatic Evaluation rule. When marked as Xtra, the billable value is not evaluated against the project's contract amount.

Flag 1/2/3:

Indicate that the time entry is flagged. The flags can be used to track any characteristic of the time entries that you want. Example: You can use a flag to mark time entries that are tax deductible. Later you can print a report giving you a cost of all such time entries by using the flag as a filter on the report. The label for the flags can be modified in Custom labels screen.

Billable:

Indicates the billable status of the time entry. A check mark indicates a billable time entry.

Approved:

Checked, the time entry is approved and available for invoicing. Other common terms for it are "posted" or "released". Approved time entries are included in Billing Review's project labor totals. After being approved, an entry cannot be modified except with the proper security permission. It also prohibits modification by a "limited" security level Web Suite user.

Submitted:

This check box indicates if the time entry has been submitted to the supervisor/manager for approval. It is a non-editable field.

Start/ Stop Time:

In military time, it denotes when a task began and when it ended. Enter the start and stop times manually (for example, 08:50 a.m.), or click to select the time intervals from the drop-down lists. Time intervals are based on the smallest time increment setting. For example, if the minimum time increment is 0.25 hours (15 minutes), Web Suite automatically adjusts the time intervals in the lists accordingly. If you enter start and stop times, Web Suite adjusts them to the next time increment.



By default the Start/Stop Time fields are hidden and can be made visible via the [User Preferences](#) screen.

Time Entry Details Button Panel

Help:

Opens the Web Suite Help for Time Entry Details section.

Workflow:

Opens the [Workflow](#) screen that enables you to track submit and approve events related to time entries.

Attachments:

Click to open the [Attachments](#) screen wherein you can attach one or more files to the time record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here. You can also choose *Print As Shown On Screen/Customize* option from the drop-down list if you want to custom select the fields to be included in the report.

Options

Click **Options** to show the below mentioned fields:

Filters (On/Off):

Turns on/off all filters set in the Filter screens. Select the check box to apply filters to the drop-downs.

Automatically Set Start Time:

You can choose to let Web Suite automatically fill the start time of an entry. By default, the start time will be the stop time of the previous entry but for the same date.

Show Control Hours:

If hours have been allocated to you for a project, select this check box to display the assigned, used and remaining hours while recording or viewing time entries.

Clear All:

Clears all the filters applied on the screen.

Delete:

Deletes the selected time record.

Save: (New Mode)

Click to record a new time record for the employee or vendor.

Update: (Edit Mode)

Click to record the changes made to the existing time record.

New:

Allows you to record a new time entry.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

Return:

Closes this screen and takes you back to the [Time Entry](#).

How Do I**HOW DO I RECORD TIME IN TIME ENTRY SCREEN?**

Most timekeepers (employees or vendors) record and review time for projects and administrative activities in the Time Entry screen.

Basic Time Entry

To enter time in Time Entry screen:

1. Open Time Entry screen from the Time menu.
2. Click New on the button panel to add a new time entry.
3. To record your own time or for another employee, select Employee from the View By drop-down list.
4. Select the employee's ID from the Employee drop-down list.
5. Enter the month, day and four-digit year of your first time entry in the Date field. You can also select a date from the calendar.
6. To charge your time against a project, enter or select a Project from the list.
7. Next, enter the Activity for the task or service provided to the client. In the next field, the activity Description displays automatically, which you can edit if desired.
8. Tab to the Hours field (actual hours spent doing work) and enter the time worked.



Web Suite allows time entry in the decimal format. You can also enter negative time. Internally, Web Suite copies these hours to Billing Hours (B-Hours) field and rounds it to the next time increment (which is 15 minutes or 0.25 hours by default).

9. To save the new entry, click Save.

Advanced Time Entry

To add or view additional information:

1. In the Time Entry detail view, check 'View by Project Name' to select a project by its name instead of the ID.
2. If desired, edit the pre-filled Classification for the employee.



While fetching a classification, Web Suite looks for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

3. Enter the Start Time and Stop Time for the work done. Web Suite automatically calculates the time entry Hours.

 These fields only display if the *Show Start and Stop Time* check box is selected on the [Preferences-Time & Expense](#) screen.

4. The B-Hours field displays the billing hours carried from the Hours field. You can adjust the billable hours here or accept the selection.
5. The Bill Rate and Cost Rate fields are auto-filled if you have defined them in the Activity screen or if the employee-activity combination matches an item in the assigned Service Fee Schedule. You can change the rates with appropriate security permissions.
6. Tax 1/2/3 rates pull from the Activity record (*seen only if option is checked in Preferences or Global Settings screen*). With proper security permissions, you can modify these rates here. *See Taxes in the Billing Basics chapter for more.*
7. Custom 1/2/3/4/5/6 fields allow you to record additional information about a time entry (up to 50 characters). *These fields are seen only if the option is checked in the Preferences screen.*
8. Web Suite marks the time entry as 'Comp' (Compensation Time) if it triggers automatic comp time computation. Alternatively, a manager can mark it manually. Web Suite then banks these hours for the employee for future use.

 When comp time is to be used, you should select the GEN:COMP activity code and charge hours to the company's Overhead project.

9. You can mark an entry as OT (overtime). If you have turned on Automatic Overtime option in the [Employee screen](#), Web Suite automatically tags the entry when the total hours for the day or workweek exceed the Standard Hours.
10. Check the 'Xtra' option to mark the entry as extra time worked beyond that allowed under a fixed-type project contract. Web Suite does not deduct the billable extra time from the contract amount, but maintains it in addition to that.
11. Check Flag 1/2/3 if a time entry possesses any special attributes. For example, a flag can indicate that a time entry is tax deductible.
12. Check the Billable status for a billable time entry. Billable status defaults from the activity code record; however, you can change it here.
13. Click Attachments to link a file to the time record.
14. Click Options and select Show Control hours to display your [allocated hours](#).

To add a time memo:

1. When editing a time entry record in Time Entry screen, enter as much text as you want in the Memo field to describe the task or related events.
2. Insert a date-time stamp in the memo by clicking .
3. By default, Web Suite includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' check box selected.
4. Check the 'Memo on Journal' option if you want to add the memo to the time entry as a journal note.

To submit time entries:

1. On the [Time Entry List](#), select the View By and Period criteria to display the desired time entries in the grid.

2. Select the desired time entries on the grid by checking the box on the left.
3. Click Submit to submit the selected time records to the desired person.
4. When you are done, click OK.

To edit time entries:

1. Click Edit  for a time entry displayed on the Time Entry list.
2. In the detail view, review the entry and make the desired changes.
3. When you have finished, click Save and then Return.

Simple Time Card

SIMPLE TIME ENTRY OVERVIEW

Navigation *Time-Expense, Simple Time Entry*

Use Simple Time Entry to enter time on a weekly basis on multiple projects simultaneously. All time entries are recorded in the same database. You will be able to review, modify, print entries. Recording time is quick and easy. All entries can be modified or posted (approved for billing) with a single click of the mouse.

Timekeepers who work on a limited number of projects can find this screen easier and faster to use. Simple Time Entry supports both timekeeper and administrator level entry. Security permissions control entry, approval, editing and other actions in this screen.

In Simple Time Entry, you can record the Time Entries for an employee or vendor for multiple projects through multiple weeks in one go.

References

SIMPLE TIME ENTRY

The following information provides details on the options on the Simple Time Entry screen.

Key Fields

The key fields are grouped at the top of the screen, setting the criteria for the data being entered or reviewed. Depending on security permissions granted to an employee or vendor, they can edit, delete, approve and print their time entries. Web Suite restricts you from editing fields like Cost, Hours, etc. if that time entry is linked to a check.

View By:

Time Entry can be viewed by **Employee** or **Vendor**. Select any option from the drop down list in this field. If you choose Employee, time can be entered for one employee on multiple projects. Typically, time is entered by an employee in "View By: Employee" mode. This field affects the records being displayed in the grid below.

Employee/Vendor:

Depending on what is selected in the View By field, employee or vendor is displayed. Select the desired Employee/Vendor ID by clicking  to display a list. Click the column header to sort the list in any order either based on ID or Name. An employee or vendor, who is permitted to access the time entry screens only upon login as a Web Suite user, will find this field pre-filled. In addition, this field is unavailable and non-editable.

Click the *Filters..* link to display the relevant [Filter](#) screen wherein filters can be applied to the respective drop-downs for selective viewing. This would depend on the option selected in the *View By* field. On the Project/Employee Filter screen, select the check box for the project, employee or vendor records that you want to display in the drop-downs on the Simple Time Card View.

Period Including:

Select the period for which you want to view the time entries. Enter any date within the period you want to display. You can select the date from the drop-downs or  [Calendar](#). You can also use - (Previous Day), + (Next Day) to decrement or increment the date by one day or click Today to select the current date.

More Filters:

Make a selection from this drop-down list to display selective time entries, say those which are submitted, approved, unapproved, billable, billed, those associated with vendor bills, etc. Click Refresh to apply the selected filters.

Previous/Next:

These navigation buttons enable you to view the previous or next week's time entries based on the week that is selected in the Period Including date field.

Grid**Project ID:**

Enter the ID of the project for which you are recording your time entry. Click the *List* link to display a list of existing projects. In addition, the data displayed in the grid can be sorted by clicking on any column header.

Activity ID:

Enter the ID of the activity for which you are recording your time entry. Click the *List* link to display a list of existing activity codes. In addition, the data displayed in the grid can be sorted by clicking on any column header.



Web Suite prompts you to select the Activity ID if you leave it blank while entering time.

Description:

The Activity Description is brought forward simultaneously as you enter the Activity ID.

Sun. . . Sat:

Enter the hours the employee worked from Sunday to Saturday.

Total:

The Time entered per week for a particular project is automatically summed and displayed in the Total field.

New:

Allows you to create a new time entry.

Simple Time Entry Button Panel**Help:**

Opens the Web Suite Help for Simple Time Entry.

Copy:

Click to copy time entry details (that is, project ID, activity code and hours) from a previous date to the current time entry.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Attachments:

Displays for those time entries that have files attached to them. You can click on it to open the Attachments screen, which allows you to add new files or links to a selected time entry.

Options

Click to show the fields mentioned below:

Filters (On/Off):

Turns on/off all filters set on the Filters screen. Select the check box to apply filters to the drop-downs.

Memo on Notes:

Checked, the time entry memo becomes the journal note of the Project against which the time entry is being recorded. It allows you to add a journal note of type, Time Entry for the specific project. The journal note recorded in this screen will not overwrite the existing one. Rather, it will be an additional one.

View by Project Name:

Mark the check box to select the project by name rather than its ID in the Project ID field.

Show Memo:

Check to record the memo for a specific time entry. The [memo box](#) appears after you click inside any column from Sun to Sat. It allows you to create or edit memo for the

time records. Click  on the memo box to display the current system date and time on your memo. Click **Save** button to save the recorded memo. Time entry memos have no length restriction.

 When the cursor is inside the cell, using the Ctrl + M shortcut keys checks the Show Memo option (if it is unchecked) and opens the Memo box. Using the ESC key hides the Memo box and un-checks the Show Memo option, moving the focus back to the cell.

Show More: (Read Only)

Mark the option, click inside the cell to view the status of Billable, OT and Xtra flags associated with the specific time entry.

Memo on Invoices:

Checked, the time entry memo will be displayed on the invoices of the project against which the time entry is being recorded.

Show Totals:

Mark the check box to view the below mentioned fields. Based on the selection made in the key fields, their value varies accordingly.

- **Billable Hours:** Number of hours that will be charged to a client.
- **Non-Billable Hours:** Number of hours that will not be charged to a client.
- **Total Hours:** Total number of hours (Billable + Non-Billable) the employee worked for. It is calculated as,
Billable Hours + Non-Billable Hours
- **Billable Percentage:** It depicts what portion of total hours makes the billable part. It is calculated as,
(Billable Hours/ Total Hours) X 100
- **Show Control Hours:** Select this option to display the allocated hours. It provides information about the hours assigned to you, hours used and left.



The *Show Totals* option gets disabled on checking the *Do Not Show Totals* rule in the [Global Settings-Time](#) screen.

Show Allocated/Spent:

If hours have been allocated to you for a project, select this check box to display the assigned, used and remaining hours while recording or viewing time entries.

Show Weekend:

This option allows you to show or hide weekends. Click this if you want to include the weekend days (Sat and Sun).

Filters:

Filters limit the data displayed in the drop-down lists and grids and thus helps in selective viewing of data on the main screens. You can select an employee or multiple employees from the filter grid.

Clear Blank Rows:

By default, Web Suite remembers the previously used time entries and displays them on the next screen. You can use the Clear Blank Rows option to clear the screen of all values

Submit All:

Opens the [Submit-Approve](#) screen that enables you to submit the time entries for approval using various options. It will submit all those time entries that are currently visible in the grid.

Save:

Saves new time entries in the data file. Before logging out you must save the data to commit the changes. Save button is enabled only when you are entering a new time entry.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

How Do I**HOW DO I RECORD TIME IN SIMPLE TIME ENTRY?**

The following information provided details on entering time with Simple Time Card.

Basic Time Entry

To enter time using Simple Time Card:

1. Open Simple Time Entry screen from the Time menu.
2. You can view the existing weekly time entries on the grid. Click New to add a new entry.
3. Make a selection from the View By drop-down list (for example, Employee).
4. Select the desired employee from the Employee drop-down list.
5. Next, enter or select the *Period Including* date (week) for which you want to record time.
6. Enter or select the relevant project ID in the Project ID grid column.
7. In the Activity ID column, select or enter an activity ID. The associated Description automatically displays.



Whether or not a time entry is billable depends on its default value in the Activity screen.

8. Move to the next field to enter the billing hours under the desired day/date of the week. Use decimals if needed.



Weekends display only if you turn on that option in [Global Settings-Time](#) screen.

9. After entering all your time for other projects and activities, click Save.

Advanced Time Entry

To add or view additional information:

1. Click Options and select Show Totals to display the total hours worked, billable percentage, etc. at the bottom of the screen.
2. Check Filters On/Off if you want to apply the filters to the time entry lists.
3. Check Show More option to see additional information about the status of the time entry on the Memo panel.

To enter a time memo:

1. Click Options and check Show Memo.
2. Click a cell on the grid and enter as much text as you want in the floating memo box. You can edit it or insert a date-time stamp, if desired.

 Depending on the invoice format chosen, a time entry memo can appear on your invoices. Memos also print on various reports.

3. Under Options, select 'Memo on Journal' if you want to add the memo to the time entry journal.
4. By default, Web Suite includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option selected.

To submit your time entries:

1. In Simple Time Entry view, select View By and Period filter criteria to find existing time entries or record new time entries and click Save.
2. Click Submit All to submit your time entries to the desired person.
3. When you are done, click Close.

Timer

TIMER OVERVIEW

Navigation *Time-Expense, Timer*

The Web Suite Timer is a stopwatch that is used to time activities and tasks. It tracks expended time automatically as you work. Timer remembers your data if you shut down the program or your computer loses power. Multiple timers can be open at one time and you can switch from one to another as needed. As a timer runs, Web Suite rounds the time to 15 minutes or 0.25 hour increments. You can change these settings in the [Global Settings-Time & Expense](#) screen.

Reference

TIMER

Navigation *Time-Expense, Timer, Timer*

The following fields display on the Timer screen.

Beep when timer reaches:

You can use this option to allow program to beep when the Timer reaches the time entered here by you in hours, for example, 1.5 Hours. Timer will beep to let you know about the elapsed time.

Adjusted Time:

When time is being recorded by the stopwatch, it gets filled in automatically. The time seen here is the adjusted time, after the smallest time increment is applied. Before logging the time to the Time Entry data table, you can manually change it here. Web Suite Timer gives you the ability to restart the Timer after the time has been adjusted.

For instance, you are recording time via the Timer and you are interrupted by a phone call and forget to stop the timer. Adjust the time using the **Hours/Mins/Secs** drop-downs (which are displayed when you click the *Change Stopwatch* link) and restart the timer.

Employee/Vendor: (required)

The ID of the employee or vendor who is recording the time or for whom the time entry is to be made. Employees are tagged as *EMP* while vendors are tagged as *VEN*. An employee, who can access the time entry screens only upon login as a Web Suite user, will find this field pre-filled. In addition, this field is unavailable and non-editable.

Date: (required)

This is where you specify the date of the activity you are timing. You can either type a date; select it from the drop-down lists or the calendar available on the right. By default, Web Suite Timer will insert today's date from the operating system calendar.

View by Project Name:

When this check box is selected you can enter time in the Timer screen by project name. This means you can enter or type the project name into the Project field instead of the ID. This is useful for those companies where people are more familiar with names rather than IDs.

Project: (required)

Enter the ID of the project for which time is being recorded. You can select the project by clicking  that displays the list of Projects.

Project Name:

This field displays the project name. This is a non-editable field, brought forward from the Project screen.

Activity: (required)

Either type or select the Activity ID by clicking  that displays the list of Activities. If you don't remember the ID, look at the descriptions in the drop-down menu for the one that matches your task. The non-billable codes are tagged as 'NB' while the billable ones are tagged as 'B'. The Activity list also shows the minimum working hours for per activity as specified in the Activity screen.

Activity Description: (required)

Description of the activity being performed. It is an editable field; you can add to the description to make the individual entries more understandable. The description will be automatically filled in when the Activity ID is selected. It is brought forward from the Activity code screen. Many Web Suite users like to add to the description field to make individual entries more specific. The more detailed description will transfer to invoices so your clients get a more complete work description.

Bill:

The Bill checkbox points out if the time entry is billable. The billable status is brought from Activity screen, but if the project is non-billable (those with Overhead or Marketing contract types), the billable status will be changed from billable to non-billable. Also if the project is over budget, billable time entries are not accepted. The over budget evaluation behavior can be modified in Project screen. The ability to change the billable status of a time entry can be defined per user in Security screen.

Xtra:

Any time beyond that specified in the contract should be marked as extra time. The billable value of extra time entries will not be deducted from the contract amount when the project is evaluated as over or under budget.

OT:

Overtime check box should be marked for overtime entries. The rate is automatically brought forward based on the project settings. If Automatic Overtime is checked in the Employee-Detail profile, Web Suite automatically tags overtime entries when the total hours for the day exceed Standard Hours.

Flag 1/2/3:

When checked, they indicate that the time entry is flagged. The flags can be used to track any characteristic of the time entries that you want. Example: You can use a flag to mark time entries that are tax deductible. The label for the flags can be modified in Custom labels screen.

Memo:

Enables you to add a memo to the time entry by typing unlimited text or using [Auto Complete](#) shorthand codes. You can enter important notes related to the time entry. Click Date/Time stamp  to add a date/time stamp to your memos. Right-click in the memo to make use of the many functions available (for example, cut, copy, paste and undo).

B Hrs:

Selected, you can manually enter a value for the billable hours when you log the time to the Time Entry database.

Cost Rate: (required)

The hourly cost rate of the time entry. The rate is automatically brought forward based on the project settings. Security settings are available in Web Suite to hide both the rate fields for certain users.

Bill Rate: (required)

The hourly bill rate of the time entry. The rate is automatically brought forward based on the project settings.

Tax 1/2/3:

Web Suite sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the Bill Amount. With proper security permissions, the rates can be modified. The taxes will be brought forward according to what tax rate is assigned in Activity screen.

Timer Button Panel**Help:**

Opens the Web Suite Help in the Timer section.

Start:

Click the Start button to start the timer.

Stop:

Click the Stop button to stop the timer.

Clear:

Click to clear the adjusted time, reset the clock and clear the memo box.

New:

Click to start a new timer.

Save:

Saves the time entry to the database. After a time entry is logged, you can edit it in other time entry screens.

Close:

Closes the Timer screen and takes you back to the home page of Web Suite.



At the bottom, Web Suite displays a status message of the logged time entry.

How Do I

HOW DO I START AND STOP TIMERS?

The following information provides both basic and advanced procedures for recording your time entry.

Basic Time Entry

To start and stop a Timer:

1. Open Timer screen from the Time menu.
2. Click Start to start the timer.
3. Enter the Date for the time entry or select it from the drop-down calendar . The timer defaults to the current system date of your computer. Press Tab to move between fields or click on the next field.
4. Enter the appropriate Employee, Project and Activity or select the items from the lists.
5. Web Suite pre-fills the Activity Description. However, you can change it here.



Most users do not edit description. Instead, they add an extended explanation in the Memo.

6. When you have finished, click Stop. You are now ready to [log your time entry](#).

Advanced Time Entry

To add or view additional information:

1. When you have an appointment or another activity for which you want an alarm, you can set an internal countdown clock. Enter the time in the 'Beep when timer reaches' field. It beeps when the clock runs out until you click Stop.
2. While you are working—talking to a client or a prospect on the phone or to an associate about the project—add notes or memo to your entry using a Memo on the More tab. *Web Suite retrieves the associated activity memo, which you can edit here.*
3. You can apply various filters for selective viewing of data in the lists. Check the Filters On/Off option to turn the filters on or off.

HOW DO I LOG TIME FROM TIMERS?

After recording time using a Timer stopwatch, you need to log time to the Web Suite database.

To log a time entry:

1. After you click Stop, check the time entry. Do you need to change the Bill (billable), OT (overtime) or Xtra (extra time) status? If so, do so now.
2. Next, look at the Adjusted Time. Did you forget to turn off the timer when the telephone call came in or when a staffer stopped to discuss a project issue? Did you forget to start the timer when you began a task? If so, you have two options.
 - Click the stopwatch. As needed, enter a new value or click *Change Stopwatch* below to change it. The Adjusted Time changes accordingly.
 - Total captured time displays in the Adjusted Time field, including the minimum time increment (default is 0.25 hours or 15 minutes). If desired, you can manually adjust it here.
3. Check the B-Hours option and then manually enter a value in the field for the billing hours. This value is recorded when you log the time entry to the database.
4. You can see the hourly Bill Rate and Cost Rate for a task. These rates can default from the special SFS rates assigned to the project, activity code or timekeeper's profile. You can change it with proper [security permissions](#).
5. The Tax 1/2/3 rates are pulled from the activity record (*seen only if option is selected in [Preferences-Time screen](#)*). With proper security permissions, you can modify these rates here.
6. The Bill status indicates the time record is billable. It defaults from the activity record but you can change it here.
7. You can mark an entry as OT (overtime). If the Automatic Overtime option is on in the Employee screen, Web Suite automatically tags an entry as overtime when the total hours for the day or workweek exceed the Standard Hours.
8. When the 'Xtra' option is checked, Web Suite records the entry as extra time beyond that allowed under a fixed-type project contract. Web Suite does not deduct this extra time from the contract amount but records it in addition to that.
9. Click Save to add the time entry to the Web Suite database.

10. When you have finished, click Close to exit.

Personal Time Off

PERSONAL TIME OFF OVERVIEW

No more paper trails for requesting time off. Web Suite provides a feature that allows your employees to request personal time off (PTO). After being requested, Web Suite notifies the approver or supervisor automatically about the PTO requests via Messages or email. It gives your managers the tool to review these requests and take appropriate action. Supervisors or managers can approve it, reject it or forward it for further approval. Addition of personal time off functionality to the time sheets simplifies the process of requesting and approving time off.

You can request PTO in the [Personal Time Off screen](#) and your manager can review this request in the [Personal Time Off Review](#) screen.



PTO feature is available in the Web Suite Enterprise edition only.

Reference

PERSONAL TIME OFF REQUEST

Navigation Time-Expense, PTO Request

Web Suite offers you the ability to keep track of your personal time off plan according to the company policy. Personal Time Off (PTO) is the time an employee does not work. Companies grant time off to give employees down time and a chance to deal with non-work related issues. This is a more flexible arrangement that gives the employee a set amount of days off to be used at the employee's discretion.

PTO must be scheduled in advance and approved by the supervisor. PTO can be used for vacation, personal time, illness or time off. The number of hours an employee would be eligible for PTO would depend on your company policies. For example, the number of PTO hours earned could be based on number of hours worked and the length of employment with the company.

Whatever your company policy, Web Suite accommodates it in its Personal Time Off feature. The PTO request form allows an employee to request Personal Time Off and submit it for approval to the person in charge.

Web Suite allows for specifying Personal time off hours as paid, unpaid and compensation time. Users can specify how much should be paid, unpaid and comp time out of their total hours of Personal time off. Likewise, an approver has the authority to decide/change how much hours shall be paid-unpaid or comp hours.

The Personal Time Off request screen has the following fields:

Requested By:

Select the employee from the drop-down list who is requesting the time-off. By default, it uses the currently logged-in user, if security is on.

Submit to:

Select the employee from the drop-down list to whom the request is to be submitted. Generally, it is the person (supervisor, manager, etc.) who has the right to approve or reject the request.

Date:

The date on which the request was made for Personal Time Off. By default, the current date is displayed.

Time Off Period**From-To:**

Allows you to specify the range of dates for which to request time off. Select the date in the **From** field, from which you want to take the personal time off. In the **To** field, select the date up to which you want to have the personal time off.

Web Suite automatically calculates the hours based on the date range specified here. It excludes weekend days when calculating hours.

Hours:

Specify in hours the amount of time; you will be requesting as Personal Time Off. For example, if you are planning to take an off for two days and your working hours per day are 8, then you will be entering 16 hours here. You can also use decimal format, for example, 5.5 to mean 5 and half hours.

Total Hours = Paid Hours + Unpaid Hours + Comp Hours

Proposed Time Off Distribution

Here you can specify how the time off hours will be distributed under paid, unpaid and comp time category. However, the approver makes the final decision about the distribution of those hours.

Paid Hours: (read-only)

The number of paid hours you are using for time off. The time off can be for a vacation, illness or any other purpose. This ensures that you are paid for the time taken off in hours, which are calculated by the given formula:

Paid Hours = Total Hours Requested - Unpaid Hours - Comp Hours

Unpaid Hours:

The number of unpaid hours you will be using for time off. You will not be paid by the company for the time taken off for the specified hours.

Comp Hours:

The number of compensation-time hours you will be using for time off.

View Requester's Time Off Usage

Here you can check how many sick, vacation and holiday hours have been used within a specific time period by the person requesting time off. The time can be specified using the Period, From and To drop-down filters. Web Suite gets these details from the time entry screen where user has marked their time using any of the vacation, comp, sick or holiday activity.

Period:

The period for which you want to view the time off usage. The options include All, This Month, Last Month, As of Last Month, Custom, etc. It determines the range of time entries to be analyzed for calculating total time-off taken by an employee. In case the period chosen is Custom, you can enter a date range in the **From-To** fields.

Comp Time (read-only):

This displays an overview of the compensation time for the employee. The grid displays the number of comp time allowed (Permissible), hours used (Used) and remaining (Balance).

The grid displays Permissible, Used and Balance Hours. The permissible hours provide an overview of the number of hours that the employee is allowed to use for Comp Time, Vacation or Sick time. Used hours display the number of hours that the employee has already taken off and Balance hours are the hours left unused.

Sick (read-only):

This field shows the number of sick hours taken by the employee (from time entry screen) within the time range specified above.

Vacation (read-only):

This field shows the number of vacation hours taken by the employee (from time entry screen) within the time range specified above.

Reason for Time Off Request:

Enter here the reasons or additional comments for taking the personal time off. You can enter the text of unlimited length.

Personal Time Off Request Button Panel

Help:

Opens the Web Suite Help in the Personal Time Off Request section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Options:

Show Employees Only:

You can check the **Show Employees Only** option to displays only employee IDs or names in the drop-down. Else, it lists all the employees and vendors in the company.

New:

Click to clear the screen so that it enables you to create a new personal time off request.

Send Request:

Click the button to send the request to the approver. This button upon sending the request for approval gives you an option to send an [email](#) to the approver as well.

Refresh:

Click to refresh the contents of the screen.

PERSONAL TIME OFF REVIEW

Navigation *Time-Expense, PTO Review*

The Personal Time Off Review screen allows you to review personal time off requests submitted to you. You can view the time off reason, view the number of hours of Personal Time Off (including, Paid, Unpaid or Comp Time) available, add a note and decide to approve or reject the PTO request made.

View By:

You can view the personal time off requests for Employees Only, Vendors Only, All Employees and Vendors, Employee Groups and Vendor Groups. Select option from the drop-down list in this field.

Depending on what is selected in the View By field, the list of employees or vendors is displayed in the From and To fields.

From-To:

These drop-down lists allow you to filter the range of employees or vendors you want to view personal time off requests for.

More Filters:

The drop-down allows you filter the data displayed in the grid by applying more filters. You can choose to view entries which are: Approved only, Unapproved only, Submitted only or Rejected only.

Period:

The period field provides All, This Month, Last Month, As Of Last Month, This Year to Date, Last 2 Months, Last 3 Months and Custom options. They determine the range of personal time of requests that are displayed in the grid. When the Custom option is chosen, you can choose your own range of period using the From-To fields.

Reason for Personal Time Off:

Reasons or additional notes, if any, entered in PTO Request screen by the user seeking personal time off will be displayed here.

Reviewer Notes:

You can enter here the reasons or additional comments for reference. Reasons for rejection can be specified here, and the user seeking for the personal time off will get to know about the same.

PTO Review Grid

The grid displays the following columns:

Select:

Select the check box of the PTO request to view the reason for the request and to add notes.

Date:

Shows the date, the PTO request was made.

Employee ID:

ID of the employee or vendor who is seeking personal time off.

Start Date:

The date when the personal time off period will start. The Start Date carries from the PTO Request form.

End Date:

It is the date up to which you want to request your personal time off. The End Date gets carried forward from the PTO Request form.

Hours:

Total of the hours that user is seeking for personal time off. Hours also, get carried forward from the PTO Request form.

Paid:

The number of hours as has been specified by the employee to be considered as paid hours.

Unpaid:

The number of hours as has been specified by the employee to be considered as vacation hours.

Comp Time:

The number of hours as has been specified by the employee to be considered as compensation hours.

Status:

This column in the grid shows you the status of each request: Approved , Submitted , or Rejected .



A time entry is recorded automatically when a reviewer approves any PTO request. If the same PTO request is deleted, that time entry is deleted too.

Personal Time Off Review Button Panel

Help:

Opens the Web Suite Help in the Personal Time Off Review window.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Delete:

Select the entry you want to delete.

Workflow:

Opens the [Workflow screen](#) that tracks the submit-approve events of all PTO requests.

Action**Approve:**

Click this button to approve one or more entries selected in the grid. Requests that are approved will show Approval icon in the grid.

Reject:

Click this button to reject one or more entries selected in the grid. Upon rejection, Web Suite gives you an option of sending [messages](#), where you can specify the reasons for rejection.

 When the selected PTO request is approved, time entries are made for the paid hours and comp hours automatically. These auto-generated time entries are linked with the PTO request and if the PTO request is deleted, these time entries get deleted too.

 You can also edit a reviewed PTO, provided you have the proper security permissions to do so. Only users with full access are allowed to edit the approved entries.

Save:

Click this button to save the changes made to the PTO Request.

New:

Click the New button to open the [PTO Request](#) screen and create a new personal time off request.

Refresh:

Refreshes the grid if any changes are made in the *View By* and *Period* fields.

Close:

Closes the PTO Review screen and returns you back to the home page of Web Suite.

How Do I**[HOW DO I REQUEST PERSONAL TIME OFF?](#)**

To request time off:

1. Open PTO Request screen from the Time menu.
2. Click New to create a new PTO request.
3. Select or enter your ID in the Requested by field.
4. Select the ID of the approver (or supervisor) in the 'Send request to' field.
5. Next, in the Time Off Period section, specify your From-To dates for which you want time off. It automatically calculates the Hours involved (you can even adjust them).

Employees need not worry about weekends. For the date range chosen, Hours includes only standard workdays.

6. You can propose what accumulated hours to use for the time off. In the Time Off Distribution section, accordingly enter the Paid, Unpaid or Comp Hours.
7. Enter your reasons for the PTO request in the box at the bottom.
8. Click Send Request. Web Suite sends the request to your approver via Messages and prompts you to send it via email.
9. When you have finished, click Close.

You can set the option on the Preferences-More screen to email you when the reviewer approves or rejects your PTO request.

HOW DO I APPROVE PERSONAL TIME OFF REQUESTS?

A reviewer or supervisor receives personal time off requests in many ways. When you (manager) log into Web Suite, the Message Alert notifies you. Optionally, Web Suite will route messages to your email account. You can then review and take appropriate action on these requests.

You can set the option on the Preferences-More screen to email you when someone submits PTO request to you.

To approve a PTO request:

1. Open your Dashboard to check for submitted PTO requests awaiting your approval.
2. If so, click Time-Expense on the navigation bar and select the PTO Review tab.
3. On this screen, select the desired View by mode, (say All Employees and Vendors).
4. Select the IDs in the From-To fields and the Period for which you are reviewing the requests.
5. Optionally, choose a filter option from the More Filters drop-down for selective viewing of requests, for example, Unapproved Only.
6. You can review the PTO requests for the selected employees or vendors in the grid.
7. Check the 'Reason for Personal Time Off' and type your own Reviewer Notes.
8. When ready to take action, select the records and click Action to select Approve or Reject.
9. When you have finished, click Close.

You can also un-approve previously approved requests, forward them to your manager for final approval or reject them. The entire submit-approve process can be tracked from the [Workflow](#) screen.

How Do I

HOW DO I ENTER TIME?

You can enter and review time with the Time Entry Sheet View, and Simple Time Card as well as the Timer. Since all time entries are recorded in the same database, you can review entries via various time entry screens

To record time entries:

1. Open Sheet View tab from the Time menu.
2. Click the New button to add a new time record.
3. You can view the Time Entry information in the View By: Project, vendor or Employee. Select Employee option here.
4. In the Employee field, select the employee for whom the time entry is to be made from the drop-down list.
5. Enter the date for the time entry. Use the <TAB> key on your keyboard to move from one field to another.
6. Select the desired project and activity from the drop-down lists.
7. In the B-Hours/Hours field, enter the time the employee spent on this project on this date. Use decimals if needed. When you finish entering other information, click the Save button.
8. When you are ready to approve a time entry for invoicing, mark the Approved check box to approve it.
9. When you have finished, click Return to exit from New mode to Sheet View grid mode.

This date selection does not restrict you from recording time entries that fall outside of the selected range; it only restricts which existing entries are displayed.

HOW DO I DELETE TIME ENTRIES?

To delete time entries:

1. Open Sheet View screen from the Time menu.
2. Select Project from the *View By* drop-down list.
3. Select a project from the *Project* drop-down list.
4. Select All from the *Period* drop-down list and then click Refresh to display all time entries for the project.
5. Click *Delete* for the time entries to be removed.
6. When you have finished, click *Close*.

Deleting an employee or vendor record does not delete time, expense or other data associated with it.

HOW DO I USE TIMERS?

Timer is a stopwatch time entry tool. You can record time in it and then log it into the Time Entry database.

To use a Timer:

1. Click on Time menu and then open the Timer screen.
2. Enter the date for the time entry. Timer defaults to the system date of your computer. Press Tab key to move from field to field.
3. Enter your Employee ID, Project ID and Activity ID.

4. If desired, check and change the default status and rate information for the time entry. If desired, set an alarm by entering the time in "Beep when timer reaches" field.
5. Click the Start button.
6. When the task is completed, click Stop.
7. To log the time entry, check the data. Next, look at the Adjusted Time field. Click the Timer panel at the top to change or set elapsed time. The value in the Adjusted Time field changes.
8. When you have finished, click the Save button. The time entry is added to the Time Entry database.
9. Click Return to return to the home page of Web Suite.

HOW DO I TRACK OVERHEAD TIME?

In many companies, you have to keep track of internal activities and expenses even though they can be non-billable. You might want to track overhead time like vacation, holiday, sick, company meetings, training, research, etc. In any case, time and expenses flow to the project, allowing you to track utilization of all employees and their billable and non-billable activities –whether you do them for a revenue project or an in-house overhead project.

Web Suite requires you to set up projects with some required data such as client, manager, contract type and so on. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

To track overhead time:

1. In the Client screen, set up a client record for your company, say 'BQES'.
2. In the Project screen, set up a project for general office activities, say 'Overheads'.
3. Assign the client 'BQES' to this project.
4. Next, assign the owner/principal/manager of your firm (whoever checks and approves general office time and expense) as the Manager.
5. Select Overhead as the contract Type and set the Status to 'Active'.

Overhead contract type triggers a business rule to flag all time and expenses charged to an overhead project as non-billable, regardless of the activity code's default status.

3. Now you can record your time entries against this 'Overheads' project with any general office activities.

When comp time is to be used, you would use the special activity code (for example, GEN:COMP) and charge the hours to the company's Overhead project.

HOW DO I TRACK OVERTIME AND COMP TIME?

To track overtime:

1. Open Employee screen from the Lists menu.
2. Click a listed employee's ID.
3. Click the Detail tab.
4. Enter the Standard Hours Per Day and Per Week for the employee, say 8 hours per day and 40 hours per week.
5. Next, check the *Automatic Overtime* option to calculate overtime whenever the time entry exceeds the standard hours.
6. When you have finished, click Save and then Return to close the screen.

To track comp time:

When employees work for extra hours, they can record it as non-billable comp time (banked hours). When these employees use their banked comp time, a special GEN:COMP activity code is to be used while recording that time entry. Usually, a company charges comp time to the Overhead project.

GEN:COMP can be replaced by any activity code you want using Global Settings-Master Information panel.

1. Open the Employee screen and then click the Detail tab.
2. In the Comp Time Details section, set the Frequency and Hours for calculating comp time. For example, if you want Web Suite to calculate comp time for an employee whenever time entry exceeds 48 hours per week, then you can enter Frequency as Weekly and Hours=48.
3. Record one time entry for all the banked compensation time that the employee currently has against the Overhead project and a non-billable activity code (but not GEN:COMP). Otherwise, an employee can record time entries as usual and then Web Suite will automatically calculate comp time based on your settings.
4. If the employee wants to use these banked comp hours, time entry should be recorded using the GEN:COMP activity. This will reduce the employee's banked comp time.

You can have negative comp time by using the GEN:COMP activity for more than your banked comp hours.

5. Run the Employee Comp Time report (from Report Center, Employee category). It should display the banked comp time for that employee. You can also compare the compensation time earned by the employee to compensation time utilized.

Expense Entry

UNDERSTANDING EXPENSE ENTRY

It is **strongly** recommends that you record all expenses, whether they are billable or not. This includes overhead, marketing and other expenses. If you do not track non-billable expenses, you cannot effectively measure performance, utilization and profitability.

Your expense entry options include:

- **Expense Log** – If you enter expenses for others or review entries, then use this flexible, customizable spreadsheet-like expense entry screen.
- **Simple Expense Log** – If you incur three or four expenses regularly during a day, then use this efficient, quick-to-enter expense sheet screen.
- **Mobile** – You can have employees, consultants and managers who are always on the move. In such cases, use this web-based module on smartphones to capture time and expenses.

Expense Log

EXPENSE LOG OVERVIEW

Navigation *Time-Expense, Expense Log*

[Expense Log](#) provides a flexible and efficient environment for entering (and reviewing) expense records. Units, Cost and Markup combine to calculate the Charge Amount for an expense. As needed, you can add a memo and special flags to an entry. You can add taxes to the Charge Amount where applicable.

Web Suite supports expense entry by timekeepers, vendors or administrators. Approval, editing, displayed columns, totals, filters, and other options can be turned on/off as desired. Numerous security permissions ensure effective control over what a timekeeper is able to do in this screen.

Reference

EXPENSE LOG - LIST

Navigation *Time-Expense, Expense Log, Expense Log List*

The following information provides details on the fields and options on the Expense Log screen, list view:

Key Fields

The key fields at the top of the Expense Log screen define the data about to be entered or that you want to review.

View By:

The Expense Log can be viewed by **Employee, Project** or **Vendor**. Select any option from the drop down list in this field. If you choose Employee, expenses can be logged for one employee on multiple projects. If you choose Project, expenses can be logged for many employees on one project. Typically, expenses are entered by an employee in "View By: Employee" mode. However, when project managers review records, they normally review them per project in "View By: Project" mode. This field affects the records being displayed in the grid below.

A security setting for Expense Log enables the project and employee managers to see records for only those employees that the user is manager for. Thus, expense data can be viewed at on the "workgroup" basis, so that projects or employees can be selected on the basis on their Manager designation.

Project/Employee/Vendor: (required)

Depending on what is selected in the **View By** field, Employee/Vendor or Project field is displayed. Select the project or employee by clicking . Click the list header to sort the list in any order. When an employee or vendor who is permitted to access the time and expense screens only logs in, this field is pre-filled. In addition, this field is unavailable and non-editable.

Click the *Filters...* link to display the relevant [Filter](#) screen wherein filters can be applied to the respective drop-downs for selective viewing. This would depend on the option selected in the View By field. On the Project/Employee Filter screen, select the check box for the Project/Employee (or Vendor) records that you want to display in the drop-downs in Expense Log.

Period:

The period field provides Day, Week, Biweekly, Month, Bimonthly, Year, Fiscal, All, Custom, etc. They determine the range of expense entries that are displayed in the grid. They do not restrict the dates you will assign to the expense entries. The next field, Period Including, works in combination with the Period field to determine what range of expense entries are displayed in the grid. In case of All option, all the expense entries recorded for the selected Employee/Project are displayed in the grid, irrespective of the date in the Period Including field.

Period Including/Period From-To:

Enter any date within the period you want to display. You can select the date from the drop-downs or the **Calendar**. You can also use - (Previous Day), + (Next Day) to decrement or increment the date by one day or Today to select the current date. If the Period you have selected is "month", and the Period Including is "February 28, 2017", you will view the expense entries for the month of February 2017. Alternatively, you can click  to view the calendar to choose date. Again, neither the Period nor the Period Including fields restrict the dates you will assign to the expense entries. If you select Custom or Bi-Weekly in the Period field, the Period Including field changes to Period From and To fields and accepts a range of dates.

More Filters:

Make a selection from this drop-down list to display selective expense entries, say those which are submitted, approved, unapproved, billable, billed, reimbursable, those associated with vendor bills, etc. Click Refresh to apply the selected filters.

Expense Log Grid

Expense Log grid is your guide to expense entries. It is a series of rows and columns. Each row is a separate time record. In the grid, you can view the previous time entries and can also edit or delete them. Click the column headings to sort the columns in the grid. The number of records displayed in the grid will depend on the selection made in the **Rows** list box. Entries displayed on the grid cannot be edited in the grid but rather in the data entry section of [Expense Log](#) screen. Select the record by marking the check box against the expense record. You can also select all the records in the grid at once by marking the topmost check box.

 Grid details are carried from the [Expense Log](#) screen. Clicking Edit  opens the [Expense Log](#) screen where you can edit the selected expense record. Click Delete  adjacent to an expense record to delete it.

Expense Log Button Panel

Help:

Opens the Web Suite Help in the Expense Log List section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Options:

On the button panel, click **Options** to show the below mentioned fields:

Filters (On/Off):

Turns on/off all the filters. Select the check box to apply filters to the drop-down lists.

Show Totals:

Mark the check box to view the below mentioned fields. Based on the selection made in the key fields, their value varies accordingly.

- **Billable Units:** Number of expenses incurred, which are charged to a client.
- **Billable Amount:** Amount charged due to billable expenses. It is calculated as,
Number of billable units X Cost Amount
- **Non-Billable Units:** Number of expenses incurred, which are not charged to a client.
- **Non-Billable Amount:** Amount charged due to non-billable expenses. It is calculated as:
(*Number of non-billable units X Cost Amount*)
- **Total Units:** Total number of expenses (Billable + Non-Billable) incurred. It is calculated as,
Billable Units + Non-Billable Units
- **Total Cost Amount:** Total amount charged due to expenses (Billable + Non-Billable). It is calculated as:

$(\text{Number of billable units} \times \text{Cost Amount}) + (\text{Number of non-billable units} \times \text{Cost Amount})$

 The *Show Totals* option gets disabled on checking *Do Not Show Totals* rule in the [Global Settings-Time & Expense](#) screen.

Rows:

Select the number of rows of expense entries to be displayed in the grid at a time. You can choose from a range of 15-500 rows for the display.

Clear All:

Clears all the filters applied on the screen.

Submit:

Opens the [Submit-Approve](#) screen that enables you to submit the selected expense entry for approval using various options. It will submit only those entries that are currently visible and selected in the grid.

Approve:

Approves the selected expense entries. Multiple expense entries can be selected using either Shift or Ctrl keys.

Find:

Opens the [Web Suite Find](#) screen to search for expense entry related or any others data.

New:

Click, opens the [Expense Log Details](#) view which allows you to record a new expense entry.

Refresh:

Clicked, the grid will be filled with expense entries based on the selections made in the previous fields.

EXPENSE LOG

The screen allows you to create a new expense entry or edit the existing expense entries. To navigate among the expense entries available in the grid, use **Previous/Next** button. Based on the criteria set in the key fields, data will be displayed.

Key fields are carried from the [Expense Log List](#) screen.

Data Entry Fields

These are editable fields with drop-down lists provided with them. Web Suite restricts you from editing fields like Cost, Units, etc. if that expense entry is linked to a check.

Date: (required)

Date of the new expense entry, or a previously recorded entry selected in the grid. Dates are automatically verified on entry. For instance, if you pick February 30th when recording a new expense entry, Web Suite will automatically fill your date field with Feb 29th. When entering a date, you can:

- Accept the default date (today's date or the last date entered) according to the **Calendar** on the right. Select the month, day and four-digit year from the drop-down lists
- Click - (Previous Day), + (Next Day) or Today (current date) to select the desired date or click  to view the calendar.

View by Project Name:

When this check box is selected, the system will display a list of project names that match the text you enter in the Project field. For example, if you type **M** in this field a list of project names beginning with that letter display. If this option is unchecked, the system will generate a list of projects with IDs that match the partial text entered in this field.



This option also applies to the Employee/Vendor field that displays when Project is selected in the View By field.

Project Employee/Vendor: (required)

Select the project, employee or vendor related to the expense entry.

The ID that displays in this field is dependent upon the *View By* filter option selected on the [Expense Log List](#) screen. If Employee or Vendor is selected, the ID of the project for which the expenses are incurred and to which the employee's work is being charged displays in this field. The employee or vendor performing the task is identified in the read-only key field above. If Project was selected, this field shows the ID of the employee or vendor who incurs some expenditure on it.



Click the *Filter*. . . link to apply filters the respective drop-down list for selective viewing. This would depend on the option selected in the *View By* field. On the Project/Employee Filter screen, select the check box for the Project/Employee (or Vendor) records that you want to display in the drop-down lists in the Expense Log screen.

Project Name:

Displays the name of the project for which an employee incurs expenses and company charges the related client for it.

Expense: (required)

ID for the expense incurred. Click  to view a list of Expense codes available. Click the list header to sort the list in any order. The Expense ID and description is accompanied with tags to indicate billable (B) and non-billable (NB) expenses.



Click the *Filters*. . . link to apply filters to the expense drop-down for selective viewing. On the Expense Filter screen, select the check box for the expense codes that you want to display in the drop-down in the Expense Log screen.

Description: (required)

Up to 50 characters to describe the expense item. The field carries forward from the Expense Codes screen. Description can be edited to be more specific. Expense descriptions print on several standard invoice templates. Other templates include memos. Descriptions and memos also print on reports. For descriptions longer than 50 characters or if it is your company policy, use memo textbox.

Credit Card:

You must select a credit card from the drop-down list against which an expense entry is recorded. It displays the name of the credit card and the last four digits of the credit card number. Web Suite automatically creates an A/P entry for it in the Credit Card screen.



When you enter expenses in **Expense Log** and specify a credit card for it, Web Suite records this transaction automatically in the Credit Card screen.



This option is only available in the Web Suite Enterprise and Professional editions. You can also view this option in the evaluation mode.

Units:

Enter the number of units for the expense entry. It will be multiplied by the per unit Cost to determine the total Cost Amount. If the expense is not per unit (that is it is a flat amount), skip the field. Web Suite defaults to "1". You can enter integers or fractional units.

Cost:

The unit cost of the expense is brought forward from expense codes when the Expense ID is selected. You can change this value if desired. Although only two places of decimal might be displayed, more can be entered. For example, if you assign a per unit cost amount of .325 for mileage, that can be entered here and the cost amount and charge amount will be computed correctly. The default per unit cost can also be assigned with more than two places of decimal in Expense screen. If the expense is not per unit, enter the flat amount of the expense.

You can also enter negative expense entries. This can be done if you want to reduce the expense Charge Amount to be billed to the client, discount the expenses or for some other purpose. For example, you can have employees that incur expenses on projects, but have taken cash advances from the petty cash reserve to cover those expenses. They can enter all their expenses here and if need be, then subtract their cash advance to get to the amount that is owed to them.

Amount:

The total cost amount of the expense entry, after applying Markup and taxes (Tax 1/2/3). Per unit **Cost** is multiplied by the **Units** to compute the cost amount. To this value, the Markup and tax percentages are added to get the total Amount value. For example, if Cost Amount is \$15, Markup is 10%, and Tax 1 is 8%, the Charge Amount is \$17.82. This charge Amount of the expense entry is computed in case of billable entries only and by the following formula:

$$[\text{Cost Amount} \times (1 + \text{Markup})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$$


An expense entry evaluation is done when entries are made, where the Total Amount Spent $[(\text{Hours} \times \text{Bill Rate}) + \text{non-billable expense amount}]$ is compared to the Contract Amount. In the Expense Log screen, the non-billable entries contribute toward the contract amount spent. However, when the amount spent exceeds the contract amount, the entry's bill status remains the same as entered even though the project is over budget. You can continue to log billable and non-billable expenses and manually change the status as desired. The billable expense entries are computed as part of the contract amount only if specified in the project's Billing Schedule.

 When the *Lock at Contract Amount* rule is applied to a [Project](#), Web Suite prevents all non-billable expense entries after the project has exceeded the contract amount. When the amount spent exceeds the contract amount, you are prompted accordingly. Only billable expense entries can be further recorded for that project. This rule applies to any fixed-type project.

 When *Expenses Part of Contract* rule is applied in the Project Detail tab, then both billable and non-billable expenses are added up in the contract amount.

 When *Evaluate Time and Expense Billable Status based on Billable Value* is checked in Global Settings-Time & Expense panel, only billable expenses are added up in the contract amount.

Foreign Amount:

This is the charge amount in a foreign currency. If you have incurred expenses in a foreign currency, you can specify that currency and multiplier so as to let Web Suite calculate the foreign amount and convert it to the home/local currency (say in USD). This field reflects the currency value specified by you in the Company, Employee or Expense Log screen itself. It shows the exact value of the charge amount incurred in a foreign currency. For example, if you have set the Country (Currency) value to Indian Rupee, this field will show values in Rs.

Foreign Amount = Charge Amount x Currency Multiplier

Example: You might have gone on a business trip to India and paid for taxi, meals, etc. in Indian Rupee (INR). When you fill your expense sheet in Web Suite, you can specify the foreign currency and amount per line item. Web Suite will automatically convert it to your home currency (dollars) and yet maintain the details of the currency in which the expense was actually incurred. So CJ can record his expenses by specifying Indian Rupee as his foreign currency and a multiplier of 0.55 (for the day you record that expense).

Purchase Tax Rate:

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. It accepts percentage values by default but, if preferred, you can enter a dollar symbol with the amount and it will reverse calculate the tax percentage. Web Suite uses the purchase tax rate to segregate the actual cost and tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate).

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

Cost Amount:

The total cost amount of the expense entry before markup and taxes. The per unit cost is multiplied by the units to compute this value. *This field reflects the currency value specified by you in the Company, Employee or Expense Log screen itself.* It also shows the exact value of the cost amount if incurred in a foreign currency. By default, it displays the sum total at the bottom.

Cost Amount = Units x Cost Rate

Check Number:

Checks written to employees for reimbursable expenses or to vendors for expense-related vendor bills. The check number is inherited from the Write Checks screen and is a non-editable field. You can, however, edit or enter a different check number manually from the Write Checks screen. If an expense has been paid with multiple checks, the number of the first check is displayed for reference.

Markup:

The default markup percentage is brought forward from Expense screen when the Expense ID is selected. You can change this percentage value if desired. The markup is added to the total cost amount.

Tax 1/2/3:

The taxes will be brought forward according to what default tax rates are assigned in Expense but can be modified when the entry is made. Web Suite sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the Charge Amount. Tax field labels can be customized in the Custom Labels screen.



You can enter a tax amount instead of a percentage by prefixing the amount with a dollar symbol.

Multiplier:

This multiplier denotes the current exchange rate for the foreign currency. It is used to calculate the foreign currency amount of the expense. For example, it can be 0.7 for British Pound. If you enter a multiplier here, Web Suite accordingly re-calculates the Charge Amount in the home/local currency.

Example: If your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) as your home currency in the Company screen but the British Pound as CJ's default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in [Currency Manager](#) or here in [Expense Log](#)).

Income Account:

The income account associated with an expense and brought forward from the Expense screen. However, you can change it here. Assigning income/expense accounts to a particular expense helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Classification:

This is the job classification or title of the timekeeper brought forward from the [Employee](#) screen. Web Suite allows you to record and bill expense entries along with the classification.

Expense Account:

The expense account associated with an expense and brought forward from the Expense screen. However, you can change it here. Assigning income/expense accounts to a particular expense helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Country (Currency):

While entering expenses, you can specify a currency other than your default local/home currency (for example, \$ USD). This can be used if you have incurred expenses in a foreign

currency or want to bill your clients in a foreign currency. You can specify the foreign currency in this field. When you change the currency here, it gets reflected in the Cost, Cost Amount and Foreign Amount fields accordingly.

Example: You might have gone on a business trip to U.K. and paid for a taxi, meals, etc. in British Pounds. When you fill out your expense sheet in Web Suite, you can specify the foreign currency and amount per line item. Web Suite will automatically convert it to your home currency (dollars) and yet maintain the details of the currency in which the expense was actually incurred. Similarly, if your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) as your home currency in the [Company screen](#) but the British Pound as CJ's default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or Expense Log). When other employees log their expenses, they will be recorded in USD.

 You can also set a different home currency (default) in the [Company](#) or [Employee-Rate](#) screen.

Class:

You can select a class here for an expense entry. If classes are assigned to projects, the related time and expense entries are also assigned the same class.

Memo:

Enables you to edit or create a memo for the expense entry. Type your text and click Save

button to save the memo. Click the **Date/Time stamp icon**  to add current system date and time to your memo. Expense Log memos have no length restriction. When a memo is successfully recorded with an expense entry, the **M** field will read 'Yes' for that expense entry in the grid.

Show Memo on Invoices:

Checked, the expense entry memo will be displayed on the invoice of the project against which the expense entry is being recorded.

Show Memo on Journal:

Checked, the expense entry memo becomes the journal note of the Project against which the expense entry is being recorded. It enables you to add a journal note of type, Expense Log for the specific project. The journal note recorded here will not overwrite the existing one. Rather, it will be an additional one.

Paid Date:

Date the expense log entry is marked paid. When the Mark Paid check box is selected, it automatically fills the date with current system date. You can also select the date from the calendar drop-down or enter it manually.

Billable:

The check box indicates whether the expense entry is billable or not. The default billable status is brought in from Expense screen but can be modified during entry.

 If the rule, Evaluate Time and Expense Billable Status based on value of Billable Value is checked in the Global Settings-Time tab, the billable expenses will be counted for contract amount evaluation or total amount spent.

Submitted:

This check box indicates if the expense entry has to be or has been submitted to the supervisor/manager for approval. It is an editable field.

Paid:

Indicates whether the employee or vendor has been paid for the reimbursable expense or not. If checked, will fill the *Paid Date* field with the system date. The ability to change the paid status of an expense entry can be defined per user.

Cost Includes Purchase Tax:

Check this option if you include the purchase tax with the cost amount of the expense. For the sake of simplicity, Web Suite will reverse calculate the Purchase Tax to segregate the actual cost amount and tax applied. For example, if you have kept the rule checked and enter \$110 as cost amount, Web Suite will split it into \$100 as cost and \$10 as Purchase Tax, provided the tax rate has been set to 10% in Expense Codes. However, if you do not check this option, you must enter cost excluding tax.

Approved:

Approved expenses are included in Billing Review's project expense totals. Approving an expense entry approves it for invoicing. It also prohibits modification by a "limited" security level Web Suite user. Expense entries can be made editable and automatically approved upon entry by options in Global settings screen.

Billed:

The check box indicates whether the expense entry has already been billed or not. This status is retrieved from the Web Suite database. Billed records are non-editable by default.

Invoice No: (Read Only)

If the expense has been billed, the processed invoice number is displayed here. This is reference information only. Only billed entries contain invoice numbers.

Reimbursable:

The check box indicates if the expense entry is reimbursable to the employee. The default reimbursable status is brought in from Expense screen but can be modified during entry. The ability to change the reimbursable status of an expense entry can be defined per user. A user must have the proper security permission to change the status.

Flag 1/2/3:

Indicate that the expense entry is flagged. The flags can be used to track any characteristic of the expense entries that you want. Example: You can use a flag to mark expense entries that are tax deductible. Later you can print a report giving you a cost of all such expense entries by using the flag as a filter on the report. The label for the flags can be modified in Custom labels screen.

Xtra:

Any expenses that are incurred beyond that specified in the contract should be marked as extra expenses. In addition, the check box gets automatically selected for billable expenses if the rule **Expense Part of Contract Amount** is set to false (unchecked) in the [Project-Details](#) screen. For projects with extra expense, invoices can be generated to display the extra expense, enabling clients to see all the expenses that were used in the fulfillment of the contract.

Custom 1/2/3/4/5/6:

The custom fields enable you to record additional information about an expense entry. Each custom field holds up to 50 characters. If you pre-define custom fields for the expense code in the [Expense Codes](#) screen, Web Suite automatically inserts it here. Custom 1/2/3/4/5/6 labels and UI can be changed in the [Custom Labels](#) screen.



Custom fields are available only in the Web Suite Pro and Enterprise editions.

Expense Log Button Panel**Help:**

Opens the Web Suite Help in the Expense Log Details section.

Workflow:

Opens the [Workflow](#) screen that enables you to track submit-approve events related to all expense entries.

Attachments:

Click to open the [Attachments](#) screen wherein you can attach one or more files to the expense record. The attached files will be copied to the shared file attachment folder as specified by your Admin. You can preview the attachments linked to the billed expense entries even though you cannot add new ones or edit the entries.

Options:

On the button panel, click **Options** to show the below mentioned fields:

Filters (On/Off):

Turns on or off all the filters. Select the check box to apply the filters to the drop-downs.

Save:

Saves the new expense entries or the changes made to any previously recorded expense entries.

New:

Click to make a new expense entry.

Return:

Closes this screen and takes you back to the [Expense Log](#).

How Do I**[HOW DO I RECORD EXPENSES IN EXPENSE LOG?](#)**

The following information provides both basic and [advanced](#) instructions for recording expenses.

Basic Expense Log Entry

Do the following to enter expenses quickly:

1. Open Expense Log screen from the Expense menu.
2. In the key fields above the grid, select Employee in the View By field. Press Tab or click to move to the Employee field and select it from the list.
3. Tab through the Period and Period Including fields (*you can enter expenses for any date irrespective of what you select here*).
4. Click Refresh and then click New to open the detail view.
5. In the Date field, select the month, day and four-digit year of your expense entry from the calendar.
6. In the next field, enter or select a Project against which to charge the expense.
7. Enter the Expense in the next field or select one from the list.
8. Press Tab to move to the Description field. Web Suite fills the description automatically from the expense record. However, you can edit it here.

Most users do not edit descriptions. Instead, they add an extended explanation in a memo.

9. The Cost (per unit) field is auto-filled. It can be the standard cost rate or special rate, according to the Rate Hierarchy. You can accept it or enter a new one.

A negative Cost or Markup can be entered if you want to reduce the expense amount billed to the client, discount the expenses or for any other purpose.

10. Save the new entry.

Advanced Expense Log Entry

To add or view additional information:

1. Enter the Units for the expense. If the expense is a flat amount, skip this field. Web Suite defaults it to 1.
2. If desired, edit the pre-filled Classification for the employee.

While fetching a classification, Web Suite will look for it in the following order: Expense Fee Schedule, Project Control or Employee screen (Title).

3. Web Suite pre-fills the Purchase Tax Rate field from the Expense screen, if available. If not, specify how much tax you paid for that expense. It deducts this amount from the Cost Amount before charging a client.
4. Check the 'Cost Includes Purchase Tax' option if your cost amount includes the tax paid by you on purchases/expenses.

Web Suite uses the Purchase Tax Rate to segregate the actual cost and tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate). You can use this option to prevent billing the client with doubly taxed expenses.

5. Accept or enter the Mark Up percentage. It is pre-filled from the expense record but you can edit it here.

A Markup can be entered as a percent (default) or skipped. You can enter a higher or lower Amount and Web Suite will reverse calculate the markup. You can even enter a negative markup to reduce the charge amount.

6. When checked, the Billable status indicates that the expense is billable. It defaults from the expense record but you can change it here with appropriate security permissions.

7. Check the Reimbursable option to indicate that the expense is reimbursable to the employee. It defaults from the expense record but you can edit it here.
8. If the expense has already been reimbursed and paid to the employee, check the Paid option and select the Paid Date.
9. Check Flag 1/2/3 for an entry that possesses any special attributes. For example, a flag can indicate that an expense entry charged to the company's Overhead project is tax deductible.
10. Mark expenses as Xtra if you do not want to count them against the Contract Amount, rather want to bill them in addition to it. Web Suite checks this option automatically for billable expenses if the 'Expense Part of Contract' rule is unchecked in Project-Details screen.
11. Tax 1/2/3 rates carry from the expense record or the EFS assigned to the project (*seen only if option selected in Preferences or Global Settings screen*). Security permission is required to edit it.

The Amount field contains the charge amount of the expense entry. It is calculated as: $[\text{Cost Amount} \times (1 + \text{Markup})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$. For example, if Cost Amount is \$15, Markup is 10%, and Tax 1 is 8%, the Charge Amount is \$17.82. Web Suite subtracts the Purchase Tax from the Cost Amount to avoid doubly taxing the client.

12. Enter any additional information or attribute of the expense entry in the Custom 1/2/3/4/5/6 fields (up to 50 characters). *These fields are seen only if the option is selected in the Preferences-Time & Expense screen.* You can use them for reporting purposes also.

The Custom 1/2/3/4/5/6 fields of expense code will pre-fill the expense entry custom fields and inherit the same data type.

13. After saving it, click Attachments to link any file to the expense record.
14. Click Options and check Filters On/Off to apply all the filters to the expense entry lists.
15. Check Show Totals option to see the totals for billable units, billable amount, cost amount and so on (in the list view).

HOW DO I DETERMINE EXPENSE COST AND AMOUNT?

Web Suite calculates the cost and amount of expense entries in the following way:

1. Open Expense Log from the Expense menu.
2. Click the ID of an expense code listed in the grid or entering a new one.
3. Check the values in the Cost, Markup, Tax 1/2/3 and Purchase Tax fields. Change them if required.
4. Click Save and then Return.
5. Open the Expense Log screen and create an expense entry using the above expense code.
6. Enter the number of expense Units. The Cost, Markup and Tax 1/2/3 fields are pre-filled with the expense code values. You can enter negative values for Cost and Markup to reduce the charge amount.

Web Suite calculates the Amount (Cost x Units). The total Amount to be charged is computed only when the expense is marked as Billable. The formula is:

$$[\text{Cost Amount} \times (1 + \text{MU})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$$

When calculating Charge Amount, Web Suite subtracts the Purchase Tax (paid on expenses) from the Cost Amount to avoid doubly taxing the client.

HOW DO I ADD EXPENSE LOG MEMOS?

To add a memo to an expense log entry:

1. Open Expense Log screen from the Expense menu.
2. From the grid, click Edit for an expense record.
3. In the Memo, enter as much text as you want to describe the expense and related events.
4. Click Date/Time Stamp  to insert a date-time stamp for the memo. When you attach a memo to an expense, the **M** column displays Yes in the grid.
5. By default, Web Suite includes and prints memos on detailed invoice formats. If you want that, keep the *Show Memo on Invoice* option checked.
6. Check the *Show Memo on Journal* option if you want to add the memo to the expense entry as a journal note.

HOW DO I EDIT EXPENSE LOG ENTRIES?

To edit expense entries:

1. Open Expense Log screen from the Expense menu.
2. From the grid, click Edit for the expense record to be changed.
3. Review and edit the expense details.
4. When you have finished, click Save and then Return.

Simple Expense Log

SIMPLE EXPENSE LOG OVERVIEW

Navigation *Time-Expense, Simple Expense Log*

Entering expenses is another function in Web Suite. Web Suite gives you two options for entering your expenses-[Expense Log](#) and [Simple Expense Log](#).

In Expense Log, expenses can be entered, modified and approved for billing. Likewise, in Simple Expense Log, you can record the expense entries for an employee or vendor for multiple projects through multiple weeks in one go. Drop-down lists are provided throughout the simple expense log so that you don't have to remember Project IDs, Expense IDs, etc. Moreover, security permissions will determine who can enter, edit, tag entries as reimbursable and paid, and more.

Reference

SIMPLE EXPENSE LOG

The following provides details on the fields and options on the Simple Expense Log screen.

 Security permissions will determine who can enter, edit, tag entries as reimbursable and paid, and more. Web Suite restricts you from editing fields like Cost, Units, etc. if that expense entry is linked to a check.

Key Fields

View By:

Expense Entry can be viewed by Employee or Vendor. Select any option from the drop down list in this field. If you choose Employee, expenses can be entered for one employee on multiple projects. Typically, expenses are entered by an employee in "View By: Employee" mode. This field affects the records being displayed in the grid below.

Employee/Vendor:

Depending on what is selected in the View By field, Employee/ Vendor is displayed. Select the desired Employee/ Vendor ID from the list provided. An employee/ vendor who is permitted to access the Time and Expense screens only, when log ins as a Web Suite user will find this field pre-filled. In addition, this field is unavailable and non-editable.

Period Including:

Enter any date within the period you want to display. You can select the date from the drop-down calendar. You can also use - (Previous Day), + (Next Day) to decrement or increment the date by one day or Today to select the current date. The Period Including field does not restrict the dates you will assign to the new expense entries.

Amount:

If this option is chosen, expenses will be entered in the grid as amount itself. The number of units is taken as 1.

Units:

When this option is chosen, expenses incurred will be entered in the grid as units and the cost of the respective expenses will be taken from the Expense screen.

More Filters:

Make a selection from this drop-down list to display selective expense entries, say those which are submitted, approved, unapproved, billable, billed, reimbursable, those associated with vendor bills, etc. Click Refresh to apply the selected filters.

Previous/Next:

These navigation buttons enable you to view the previous or next week's expense entries on the basis of the week that is selected in the Period Including date field.

Simple Expense Log Grid

The grid to record expense entries shows the following columns:

Project ID:

Enter the ID of the project for which you are recording the Expense Entry. A list has been provided for your ease.

Expense ID:

Enter the ID of the expense for which you are recording the Expense Entry. A list has been provided for your ease.

Description:

The Description of the expense is brought forward simultaneously as you enter the ID.

Sun. . . Sat:

Enter the units, the employee worked from Sunday to Saturday.

Total:

The expenses entered for the whole week are automatically summed and displayed against each row. Whereas, the expenses entered per day are summed up and displayed against each column.

New:

Enables you to make a new expense entry. It displays the data entry fields above.

Simple Expense Log Button Panel**Help:**

Opens the Web Suite Help for Simple Expense Log.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Attachments:

Displays for those expense records that have files attached to them. You can click on it to open the Attachments screen, which allows you to add new files or links to a selected expense record.

Options

Click to show the fields mentioned below:

Filters (On/Off):

Turns on/off all filters set in the Filter screens. Check this option to apply filters to the drop-downs.

Show Memo:

Check to record or view the memo for a specific expense entry. The memo box appears after you click inside any box from Sun to Sat. It enables you to create or edit memo for the expense records. Use the options included with the memo to flag the entered time as Billable, Approved, Paid, Xtra (extra expenses), and Reimbursable (to the employee). You can specify that an Amount Includes Purchase Tax. The Billed check box cannot be edited.



When the cursor is inside the cell, using the Ctrl + M shortcut keys checks the Show Memo option (if it is unchecked) and opens the Memo box. Using the ESC key hides the Memo box and un-checks the Show Memo option, moving the focus back to the cell.

Memo on Invoices:

Checked, the expense entry memo will be displayed on the invoice of the project against which the expense entry is being recorded.

Memo on Journal:

Checked, the expense entry memo becomes the journal note of the project against which the expense entry is being recorded. It allows you to add a journal note of type, Expense Entry for the specific project. The journal note recorded in this screen will not overwrite the existing one. Rather, it will be an additional one.

View by Project Name:

Mark the check box to select the project by name rather than its ID in the Project ID field.

Show Totals:

Mark the check box to view the below mentioned fields. Based on the selection made in the key fields, their value varies accordingly.

- **Billable Units:** Number of expenses incurred, which are charged to a client.
- **Billable Amount:** Amount charged due to billable expenses. It is calculated as,
(Number of billable units X Cost Amount).
- **Non-Billable Units:** Number of expenses incurred, which are not charged to a client.
- **Non-Billable Amount:** Amount charged due to non-billable expenses. It is calculated as,
(Number of non-billable units X Cost Amount).
- **Total Units:** Total number of expenses (Billable + Non-Billable) incurred. It is calculated as,
(Billable Units + Non-Billable Units).
- **Total Cost Amount:** Total amount charged due to expenses (Billable + Non-Billable). It is calculated as,
(Number of billable units X Cost Amount) + (Number of non-billable units X Cost Amount)



The *Show Totals* option gets disabled on checking *Do Not Show Totals* rule in [Global Settings-Time & Expense](#) tab.

Show Weekends:

This option allows you to show or hide weekends. Click this if you want to include the weekend days (Sat and Sun.).

Show Control Units:

Select this option to display the allocated units. It provides information about the units assigned to you, units used and left.

Filters:

Selecting this option displays Employee Filters screen. Selecting any data on Employee Filter screen will limit the data displayed in the drop-down lists and grids on the Simple Expense Log screen.

Clear Blank Rows:

Web Suite remembers the previously used projects and displays them on the screen. Select this option to clear the screen of all values.

Submit All:

Opens the [Submit-Approve](#) screen that enables you to submit the entries for approval using various options. It will submit all those expense entries that are currently visible in the grid.

Save:

Saves new expense entries in the database. Before logging out you must save the data to commit the changes. **Save** button is enabled only when you are entering a new expense entry.

Refresh:

Clicked, the grid will be filled with expense entries based on the selections made in the previous fields.

How Do I

[HOW DO I RECORD EXPENSES IN SIMPLE EXPENSE LOG?](#)

Simple Expense Log presents an easy-to-use expense sheet for recording expenses on a weekly basis. The following information provides both basic and advanced instructions for managing entries on the Simple Expense Log screen.

[Basic Entry](#)

To enter expenses:

1. Open Simple Expense Log from the Expense menu.
2. You can choose to enter expenses in the View By: Employee or Vendor mode. Employee is the default selection when you open this screen, so stay in this view for now.
3. Select an Employee (or vendor) from the list.
4. Enter or select a date in the 'Period Including' field.
5. Choose either Amount or Units option, depending upon how you prefer to enter expenses.

Web Suite calculates the Cost Amount based on the expense code value, while assigning a value of one to the units. If the Cost Amount is zero in the Expense screen and you are entering units, then upon save, SEL switches to Amount mode and warns you about the zero-cost items.

6. In the grid, select the desired Project ID. Tab or click to move to the next field.
7. Enter or select the Expense ID from the list. Web Suite brings forward the Description from the Expense screen; however, you can edit it here.
8. Next, enter the expenses in units or amounts in the appropriate day/date cells. This will depend on which option you have selected above.

Weekend dates display only if you turn that option on in the Preferences-Time & Expense screen.

9. Click Save.

Advanced Entry

To add or view additional information:

1. On the Simple Expense Log screen, click Options and check 'View by Project Name' if you prefer to view the projects in the grid by their names instead of IDs.
2. Check the Filters On/Off option to apply filters to the SEL lists.
3. Check the Show More option to see the expense entry status on the Memo panel, such as Billable, Reimbursable, etc.
4. Select the Show Totals option to see the totals for the billable units, billable amount, cost amount and so on.

HOW DO I ADD SIMPLE EXPENSE LOG MEMOS?

Do the following to add a memo to an expense entry:

1. Open Simple Expense Log screen from the Expense menu.
2. Select your ID from the Vendor/Employee drop-down list and press Tab.
3. Click Options and check Show Memo.
4. Click on the desired cell in the grid to display the Memo panel. Enter as much text as you want.
5. Click Date/Time Stamp  to add date and time details to your expense memo.
6. Click  to close the memo panel.
7. Click Options and check the 'Memo on Journal' option if you want to add the memo to the expense entry as a journal note.
8. By default, Web Suite includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.
9. Click Save.

How Do I

HOW DO I ENTER EXPENSES?

You can enter and review expenses with the Expense Log screen.

To record expense entries:

1. Open Expense Log screen from the Expense menu.
2. Click the New button to add a new expense record.
3. You can view the expense information in the View By: Project or Employee/Vendor. Select Employee option here.

4. In the Employee field, select the employee for whom the expense entry is to be made from the drop-down list.
5. Enter the date for the expense entry. Use the <TAB> key on your keyboard to move from one field to another.
6. Select the desired project and expense from the drop-down lists.
7. Enter the expense units for this project on this date. Use decimals if needed. When you finish entering other information, click the Save button.
8. When you are ready to approve an expense entry for invoicing, mark the Approved check box to approve it.
9. When you have finished, click Return to exit from the New mode to Expense Log Grid mode.

Making Expense Entries Using Simple Expense Log:

1. Open Simple Expense Log screen from Expense menu.
2. You can choose to enter/view expense log information in the View By: Employee or Vendor mode. Employee is the default selection when you open this screen, so we will stay in this view.
3. Select the Employee from the drop-down list.
4. Click the drop-down arrow in the Period Including field. Alternatively, you can click the icon which displays the Calendar. In the Period Including field, enter the date of the first expense entry you plan to record.
5. Choose either Amount or Units as a way of entering your expense details.
6. Click the Project ID drop-down and choose the project. <TAB> to move to the next field and select Expense ID.
7. The Description will be automatically filled in when the Expense ID is selected.
8. In a single go, you can now enter the expenses for the whole week.
9. When you finish entering information, press <TAB> to go to the next row. This saves the expense entry you created.
10. If you do not have the rights for approval, select the entries and click Submit button to submit them for approval. If you have the rights to approve the entries, click on the Submit button, and click the Approve button on submit-approve panel.
11. Click OK to approve the entries.
12. After you finish making expense entries, click Return to exit the screen.

You have the option to show or hide certain fields in Simple Expense Log screen. Order for the drop-down lists can also be set.

This date selection does not restrict you from recording expense entries that fall outside of the selected range; it only restricts which existing entries are displayed.

HOW DO I DELETE EXPENSE ENTRIES?

To delete an expense entry:

1. Open Expense Log screen from the Expense menu.
2. Select the View By mode and Period dates from the list.
3. Click Refresh to display the expense entries.
4. Select the desired expense record on the grid and click Delete .
5. When you have finished, click Close.

Submit and Approve

Time Entries

SUBMIT-APPROVE TIME ENTRIES OVERVIEW

Web Suite's built-in submit and approve feature enables timekeepers to follow company policy and submit time to a client manager, project manager, employee manager or a specific person. After being submitted, Web Suite notifies the manager or reviewer about those entries via the Home page or email.

A chain of reviewers can check time and expenses before a final reviewer approves them. You must review time and expense entries no less than once a week to avoid write-offs due to fuzzy memories. Sometimes this process is called 'posting' or 'releasing work-in-progress'. Only approved entries are available for billing even though Web Suite charges all entries against the budget or contract amount.

You can track the entire submit-approve process for time entries from the Workflow event-tracking screen.

This section covers the following tasks:

- [Submitting Time Entries](#)
- [Reviewing Time Entries](#)
- [Notifying Managers](#)
- [Approving Time Entries](#)

How Do I

HOW DO I SUBMIT TIME ENTRIES?

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast.

To submit time entries:

1. Click Time menu and open any Time Entry screen (for example, Simple Time Card or Sheet View).
2. Select the time records that you want to submit to a particular reviewer. *Web Suite will submit all the selected rows to the same person.*
3. Click Submit.
4. Select the person to whom you want to submit the entries. Commonly, you can submit hours charged to a billable project to the Project Manager or Client Manager. You can submit the non-billable time to a Specific person or My Manager (your direct supervisor). **Your Supervisor will provide submission instructions.**
5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6. If required, add a memo to your submission. You can enter unlimited text here.
7. Click OK.

HOW DO I REVIEW TIME ENTRIES?

Time entries can be viewed in any of the time entry screens—Sheet View or Simple Time Card. You can also review both time and expense entries in the Reviewer screen. A project manager primarily performs this function but a billing manager or Supervisor can also do it.

To review time entries:

1. Click on Time menu and open any time entry screen, preferably Sheet View.
2. You can view the information in the View By: Project/Employee/Vendor mode. Employee is the default selection, but you can choose Project for now.
3. Accordingly, select the Project whose time records you want to review.
4. In the Period and Period Including field, enter the date of the time entries you want to view.
5. Click Refresh. All the time entries meeting your criteria display in the grid. You can scan the list of entries and instantly know their status by the color of the text:

Billable – **Black** text
Non-Billable – **Red** text
Billed – **Blue** text

6. Turn on the 'Show Totals' option to display the totals fields. When you do so, Web Suite displays the total billable and non-billable hours, billable percentage and total hours for the period selected by you. Web Suite displays statistics that break down the hours into billable and non-billable.

Project managers can utilize these fields when reviewing all time charged to a project. By selecting View By: Project and 'All' for Period, totals quickly break down billable and non-billable hours charged to-date to the project. Non-billable hours can indicate how much time was lost or given away to gain or keep the business. You can further refine the displayed records by filters.

Another potential use of the information here is to check an employee's year-to-date billable and non-billable time. By selecting View By: Employee and 'Year' for Period, a manager can gauge performance (printed reports showing this information are also available).

7. Review, edit or approve entries, as required (*See Approving Time Entries below*). When you have finished, click Save and then Close.

To review time entries in the Reviewer screen:

 Reviewer screen is available in the Web Suite Enterprise edition only.

The Reviewer screen allows you to review, submit, approve and reject time and expense entries recorded by employees and vendors for various projects.

The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable and **Blue** for Billed. Security permissions restrict who sees bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment.

HOW DO I APPROVE TIME ENTRIES?

Web Suite automatically routes time entries to the person responsible for reviewing and approving them. The next time a reviewer logs into Web Suite, it will remind him or her via the Dashboard or email that time entries are waiting for review. Alternatively, a reviewer can use the Reviewer screen to view as well as approve time and expense entries for multiple projects, clients, etc. Managers can view and track submit-approve status of all time, expense, invoice and other data in Web Suite from the Workflow screen.

Managers, directors and CEOs always want all their time to be approved. To approve time entries automatically for all users, check the 'Approve Time Entry Automatically' option in [Global Settings-Time & Expense](#) screen. If you want to approve time entries only for a specific project, activate the *Auto Approval TE* option on the Project-Details screen.

To approve submitted time entries:

1. Check your Dashboard for submitted time and click to open the entries in the Sheet View.
2. Review the hours, bill rates, memos and other information as needed. If you have appropriate security permissions, you can edit time entries.
3. On the grid, select the entries to approve and click Submit. Choose the Approve option.
4. You can also send entries to another person for further review (a review chain) or reject one or more entries by choosing the desired (Submit or Reject) option. When a reviewer approves or rejects a time entry, the timekeepers receives an email notification about it.

When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into Web Suite. The Workflow screen enables you to reference the rejected entries.

5. When you have finished, click OK to close the screen.
6. For timekeepers to be able to approve their own time entries, they must have both 'Allow to Approve time entry' and 'Allow Approve My time entries' security permissions.

Expense Entries

SUBMIT-APPROVE EXPENSE ENTRIES OVERVIEW

Web Suite's built-in submit-approve feature enable timekeepers to follow company policy and submit expenses to a client manager, project manager, employee manager or a specific person. After being submitted, Web Suite notifies the manager or reviewer about those entries via the Home page or email.

A chain of reviewers can check time and expenses before a final reviewer approves them. You must review time and expense entries no less than once a week to avoid write-offs due to fuzzy memories. Sometimes this process is called 'posting' or 'releasing work-in-progress'. Only approved expenses are available for billing even though you can charge them against a budget or contract amount (if made a part of it).

You can track the entire submit-approve process for expense entries from the [Workflow](#) event-tracking screen.

This section covers the following tasks:

- [Submitting Expense Entries](#)
- [Reviewing Expense Entries](#)
- [Notifying Managers](#)
- [Approving Expense Entries](#)
- [Approving Time and Expenses Together](#)

How Do I

HOW DO I SUBMIT EXPENSE ENTRIES?

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast. Timekeepers generally submit their expense entries to a reviewer, who might be a project manager or Supervisor.

To submit expense entries:

1. Click Expense menu and then open any expense entry screen (for example, Simple Expense Log or Expense Log).
2. Select the expense entry rows that you want to submit to a particular reviewer. *Web Suite will submit all selected rows to the same person.*
3. Click Submit.
4. Select to whom you want to submit your entries. Typically, you submit expenses incurred on a billable project to a Project Manager or Client Manager. You can submit non-billable expenses charged to the Overhead and Marketing projects to a Specific

person or My Manager (your direct supervisor). **Your Supervisor will provide the submission instructions.**

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
6. Optionally, enter an unlimited length Memo.
7. When you have finished, click OK.

HOW DO I REVIEW EXPENSE ENTRIES?

Expense entries can be viewed in any of the expense entry screens-Expense Log or Simple Expense Log. You can also review both time and expense entries in the Reviewer screen. Security permissions restrict who sees the bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment. Usually a project manager performs this function but a billing manager or Supervisor can also do it.

To review expense entries:

1. Click on Expense menu and open any expense entry screen, preferably Expense Log.
2. You can view the expense information in the View By: Project/Employee/Vendor mode. Employee is the default selection, but you can choose Project for now.
3. Accordingly, select the Project whose expense records you want to review.
4. In the Period and Period Including field, enter the date of the expense entries you want to view, say, Month.
5. Click Refresh. All the expense entries meeting your criteria display in the grid.
6. You can scan the list of entries and instantly know their status by the color of the text: Billable – **Black** text, Non-Billable – **Red** text, Billed – **Blue** text.

Web Suite displays the totals for billable and non-billable expenses. For example, by selecting View By: Project and 'All' for Period, you can quickly view billable expenses charged to a project to-date. Similarly, selecting View By: Employee and 'Year' for Period shows the billable expenses recorded by an employee year-to-date. Filters can further refine the displayed records. This information can show patterns that affect future project budgeting as well as company policies.

7. Select an entry on the grid by clicking . Review, edit or approve entries, as required.
8. When you have finished, click Save and then Return.

To review expense entries in the Reviewer screen:



The Reviewer screen is only available in the Web Suite Enterprise edition.

1. Click on Expense menu and open the Reviewer screen.
2. After selecting your View By and Period criteria, click Refresh to display the time and expense entries in the grid. The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable, **Blue** for Billed

3. Click Options and select Field Chooser to show additional columns in the grid.
4. Review the entries and select the entries you want to approve.
5. Click Submit to approve or take any other action—Submit, Reject or Unsubmit the selected entries.

 To approve them directly, select the entries and check their 'A' box. Then click Approve button to approve them.

6. When you have finished, click Close.

HOW DO I APPROVE EXPENSE ENTRIES?

Web Suite automatically routes expense entries to the persons responsible for reviewing and approving them. The next time they log into Web Suite, it reminds them via the Dashboard or email that expense entries are waiting for review.

Managers and executives always want all their expenses to be approved. You can auto-approve all time and expenses as you enter them by setting that option in the [Global Settings-Time](#) screen. If you want to approve expense entries only for a specific project, activate the 'Auto Approval EL' option on the Project-Details screen for the desired project.

To approve submitted entries:

1. Check out your Dashboard for submitted expenses.
2. If there are entries submitted to you, click to open them in the Expense Log screen.
3. Select your View By and Period criteria.
4. You can filter your entries by clicking Options and choosing 'Submitted' from the More Filters drop-down. This will display the expense entries awaiting your approval.
5. Review and edit the entries as required by clicking the icon on the grid.
6. When you have finished, select the entries on the grid and click Submit.
7. Choose the relevant option-Approve or Reject-and then click OK.

When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into Web Suite. The Workflow screen enables you to reference the rejected entries.

8. When you have finished, click Close. When the reviewer approves or rejects the expense entries, you can receive an email notification about it.

For timekeepers to be able to approve their own expense entries, they must have both 'Allow to Approve expense entry' and 'Allow Approve My Expense Entries' security permissions.

How Do I

HOW DO I APPROVE TIME & EXPENSES TOGETHER?

You can submit and approve time and expense entries from the individual time and expense entry screens. However, Web Suite reduces this task by providing the Reviewer screen wherein you can view and approve billable time and expense entries—all in one screen!

Web Suite automatically routes submitted time and expense entries to the person responsible for reviewing and approving them. The next time they log into Web Suite, it reminds them via the Dashboard that they have time and expense entries waiting for review.

To approve time and expense entries together:

1. Open Reviewer screen from Time or Expense screen.
2. Select the relevant View By mode. If you are a project manager, you might want to view all entries for your designated projects. Hence choose View By: Projects and then select the desired projects in the From-To fields.
3. Next, select the Period From-To dates for the review.
4. From the Show More Filters list, select *Unapproved Only* and *Un-Billed Only*.
5. Click Refresh to apply the criteria specified in the key fields to the Web Suite database. All matching records display in the grid.
6. Review the entries for hours/units, bill rates, memos, amount and other information.

Web Suite calculates Cost Amount as Hours x Cost Rate or Units x Cost Rate, and Charge Amount as $[\text{Cost Amount} \times (1 + \text{Markup})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$.

7. Select them by checking the box on the left and then check the A box in the grid. Click Approve button to approve the selected entries.
8. If you want to send entries to another person for further review (a review chain) or reject it, select the rows and then click Submit.
9. Choose the desired option for the selected entries: Submit, Reject or Unsubmit.

When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into Web Suite. You can reference the rejected entries in the Workflow screen.

10. When you have finished, click OK and then Close.

HOW DO I NOTIFY MANAGERS ABOUT SUBMITTED TIME AND EXPENSES?

Reviewers and managers need to leverage their time, whether they are in or out of the office. Rather than remembering to check for submitted expenses on the Dashboard, Web Suite can notify managers proactively by email when someone submits expense entries.

To activate this feature:

1. Log in to Web Suite as a reviewer and open the Preferences screen.

2. Move to the More tab. In the Notifications section, check *Notify me when Time or Expenses are Submitted to me*.
3. When your *email received* indicator flashes, you can immediately log into Web Suite—in the office or on the road—and review, reject or approve expenses.

Review

REVIEWER OVERVIEW

Navigation *Time-Expense, Reviewer*

You can submit and approve time and expense entries from the individual time and expense entry screens. However, Web Suite reduces this task by providing the [Reviewer](#) screen where you can view and approve billable time and expense entries—all in one screen!

Accessible from the Time-Expense Navigation bar option, the Reviewer screen allows the manager to view time and expense entries in one screen, sorted by employee or vendor. This screen allows users to review Time and Expense data in single screen and then to

Approve, Reject, Change Description, Change Memos etc. Click Info  on any entry to get to the details of the time and expense data visible in the grid.

Web Suite automatically routes submitted time and expense entries to the person responsible for reviewing and approving them. The next time they log into Web Suite, it reminds them via the Reminders screen that they have time and expense entries waiting for review.



The Reviewer screen is available in the Web Suite Enterprise edition only. The Reviewer screen allows you to review, submit, approve and reject time and expense entries made by employees and vendors for various projects.

Security permissions restrict who sees bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment. You can double-click a time entry to open it in the Sheet View screen and expense entry to open it in Expense Log.



You need to have the proper security rights to be able to use this feature.

Web Suite prompts in case you attempt to update the rates of time or expense details prior to the closing date.

This is a Web Suite Enterprise feature only.

Reference

REVIEWER

Navigation *Time-Expense, Reviewer*

The Reviewer screen enables the manager to view time and expense entries in one screen, sorted by employee or vendor. This screen will enable users to review Time and Expense data in a single screen. In addition, enables them to Approve, Reject, Submit, etc.

The screen displays list of employee or vendors, displaying their submitted time and expense entries over a specified period. You can also view invoice numbers for the invoices on which the time and expense entries have been billed.

To access this screen click Time-Expense on the Navigation bar and then click the Reviewer tab.

Key Fields

View By:

You can view the time and expense entries for Employees Only, Vendors Only, All Employees and Vendors, Employee Groups, Vendor Groups, My Projects, My Project Groups, Client, Client Groups, Approved By and Class. Select an option from this drop-down list. If you choose Employees only, time and expense can be viewed for employees only.

Depending on what is selected in the View By field, the list of vendors or employees is displayed in the From and To fields.

From—To:

If the *View By* field shows Employees Only, this filter will show employees From and To. You can view time and expense entries for a range of employees.

Period:

This field determines the range of time and expense entries that are displayed in the grid. It provides many options—All, This Month, Last Month, As Of Last Month, This Year to Date, Last Two Months, Custom, etc. When the Custom option is chosen, you can choose your own range of dates using the Period From-To fields.

Period From— To:

This filter enables you to select a range of dates for which you want to view the time and expense entries. The dates can be changed, using the drop-down or the calendars.

Show More Filters (+):

Click the link to show the below listed options. When clicked, it changes to **Hide More Filters** link.

Approved Only:

Check this option to display only approved time and expense entries in the grid.

Unapproved Only:

Check this option to display only unapproved time and expense entries in the grid.

Billed Only:

Check this option to display only billed time and expense entries in the grid.

Un-Billed Only:

Check this option to display only unbilled time and expense entries in the grid.

Submitted Only:

Check this option to display only submitted time and expense entries in the grid.

Unsubmitted Only:

Check this option to display only un-submitted time and expense entries in the grid.

Rejected Only:

Check this option to display only rejected time and expense entries in the grid.

Vendor Bill Entries Only:

Check this option to display only those time and expense entries in the grid that are linked to the vendor bill.

Billable Only:

Mark this option to display only those time and expense entries for which the client is being billed.

Non-Billable Only:

Mark this option to display only those time and expense entries for which the client is not billed at all.

Time Entry Only:

Mark this option to display only those entries, which record the activities performed.

Expense Entry Only:

Mark this option to display only those entries, which record units of expenses incurred.

Reviewer Grid

Reviewer grid is your guide to time and expense entries. Each row is a separate record. Columns in the grid can be sorted when you click the column headings. The number of records displayed in the grid will depend on the selection made in the Rows list box. The number of columns displayed depends on the selection made in the Field Chooser.

Mark the check boxes for the records that you want to select. Either, you mark the check box against the specific record or mark the topmost check box to select all the records in the grid. You can submit or approve the records selected in the grid.



Column total of **Cost Rate, Bill Rate, Cost Amount, Charge Amount** and **Hours/Units** fields is always available in the last row.

Column Chooser:

Click on the Field Chooser link to hide or show columns in the grid. Check the field names you want to show in the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already selected and displayed in the grid. Clear the check boxes if you want to hide them in the grid.

Date:

This column displays the date when the respective entries are recorded.

Employee ID:

This column displays the ID of the employee or vendor of the recorded entries.

Project ID:

This column displays the ID of the project of the recorded entries.

Project Name:

This column displays the name of the project associated with the recorded entries.

Item:

This column displays the Activity/Expense ID of the entry.

Description:

Description of the time or expense entry incurred on a project by an employee. The description is brought forward from Time Entry/Expense Log.

Hours/Units:

The number of hours or units for the time or expense entry respectively.

Amount:

This is the cost amount of time or expense entry before any write up/down, markup or taxes. For a time entry, it is calculated using Actual Hours and Cost Rate of an employee. For an expense entry, per unit Cost is multiplied by Units to compute this value.

B:

This column displays the billable status of the entry. If the check box is selected, it denotes billable entry while unchecked denotes non-billable entry.

M:

Checked means a memo is attached to the entry. This column enables you to review records with memos quickly.

T (Item Type):

This column makes a clear distinction between the time and expense records. You will see  against a time entry. Else, the column will be blank.

S:

Status of a time entry is indicated by the relevant s against the entry. A check mark  indicates an approved time entry. A downward arrow  indicates a submitted time entry to the Client/Project/Employee Manager. A right-sided arrow  indicates an entry submitted or forwarded for approval to a specific person, other than the relevant manager. A cross  indicates a rejected entry by the supervisor or manager.

Billed:

This Column displays if the entry has already been billed or not.

Approved By:

Displays the ID of the person who approved the time and expense entry.

A:

This column displays the approved status of the entry. Approved status checked means that the entry is available for invoicing. This column enables managers to review unapproved entries quickly. Approve column can be sorted.

Memo  :

Click to view or edit the memo attached to the selected entry.

OT:

Displays the overtime entries. It represents the extra time worked on an activity, which is beyond the specified standard hours.

Information  :

Click  to view the following information:

Invoice #:

The invoice numbers for the invoices on which the time and expense entries have been billed.

Vendor Bill:

Indicates that an entry is linked to a vendor bill. Click it to open the Vendor Bills screen.

Approved By:

Displays the ID of the person who approved the time or expense entry.

Attachments:

Click the icon to open the [Attachments](#) screen where you can attach one or more files to the selected time and expense record.

Cost Rate:

Cost Rate of the activity/expense for which the entry is made. It can be the fee schedule rate or the cost rate of the activity/expense item used.

Created On:

Displays the system date on which the time or expense entry was recorded.

Bill Rate:

Bill rate of the activity/expense for which the entry is made. It can be the fee schedule rate or bill rate of the activity/charge rate of the expense item used.



You can update both cost rate and bill rate from this screen. You can also update these fields from Service Fee Schedule/Expense Fee Schedule/Expense Code and Activity Code screens. This feature is available in Web Suite Enterprise and Professional edition only.

A-Hours:

The number of hours actually worked by an employee (or vendor). It may or may not be the same as the B-Hours.

Markup/WUD:

Depicts an increase in the value of expense entry or an increase/decrease in the value of the selected time entry.

Billed:

Displays an entry's billing status.

Cost Amount:

The total cost incurred for the selected service or expense item.

Cost Amount = Cost Rate per unit of service/expense x No. of Hours/Units.

Memo on Journal:

Checked, it indicates that the memo associated with the selected entry (time or expense) will become the journal note of the Project against which the entry is being recorded.

Memo on Invoice:

Checked, it indicates that the memo associated with the selected entry (time or expense) will be displayed on the invoice to which the entry belongs to.

Custom 1/2/3/4/5/6:

The custom fields displaying the additional information associated with the selected entry. They are retrieved from the Activity or Expense screen in case they are not present in time or expense screens.

Flag 1/2/3:

Check mark indicates that the selected entry is flagged.

Comp Time:

Check mark indicates that the hours recorded for the selected entry will be considered as the compensation time.

Overtime:

Check mark indicates that the hours recorded for the selected time entry will be considered as overtime.

Extra:

Checked, it indicates that hours recorded for the selected time entry will be considered as extra.

Classification:

This is the job classification or title of the timekeeper brought forward from the Employee screen. Web Suite allows you to record and bill time and expense entries along with the classification. This classification is carried from the Service/Expense Fee Schedule, Project Control settings or Employee screen. It cannot be changed here. See [Understanding Rates](#) for more details.



Click on any of the column headings to sort the contents of the grid.

Search Reviewer 

This enables you to search for a particular record in the grid. You can search for a record

using full or partial ID, name or any other text field. Web Suite displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays more relevant results. Click  to jump to the desired record in the grid.

Reviewer Button Panel

Help:

Opens the Web Suite Help in the Reviewer section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Options

Project Filter:

If Projects is selected in the View By drop-down list, use this option to control the number of projects that display in the From/To lookup list.

Employee Filter:

If Employee is selected in the View By drop-down list, use this option to control the number of employees that display in the From/To lookup list.

Clear All:

Clears all the filters applied on the screen.

Mark Billed:

Marks the selected rows as billed.

Mark Unbilled:

Marks a selected row as unbilled.

Rows:

The number of rows in the grid to be displayed on the page. Select the row number from the drop-down list.

Filters (On/Off):

Select this option to apply filter settings to the Project and Employee look up list.

Submit:

Opens the [Submit-Approve](#) screen that enables you to submit the selected entries for approval using various options. It will submit only those time entries that are currently visible and selected in the grid.

Approve:

Click this button to approve the selected entry or entries.

Unapprove:

Click this button to un-approve the selected entry or entries.

Refresh:

When Refresh is clicked, the grid will be filled with time and expense entries based on the selections made in the previous fields.

How Do I**HOW DO I REVIEW EXPENSE ENTRIES?**

Expense entries can be viewed in any of the expense entry screens-Expense Log or Simple Expense Log. You can also review both time and expense entries in the Reviewer screen. Security permissions restrict who sees the bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment. Usually a project manager performs this function but a billing manager or Supervisor can also do it.

To review expense entries:

1. Click on Expense menu and open any expense entry screen, preferably Expense Log.
2. You can view the expense information in the View By: Project/Employee/Vendor mode. Employee is the default selection, but you can choose Project for now.
3. Accordingly, select the Project whose expense records you want to review.
4. In the Period and Period Including field, enter the date of the expense entries you want to view, say, Month.
5. Click Refresh. All the expense entries meeting your criteria display in the grid.
6. You can scan the list of entries and instantly know their status by the color of the text: Billable – **Black** text, Non-Billable – **Red** text, Billed – **Blue** text.

Web Suite displays the totals for billable and non-billable expenses. For example, by selecting View By: Project and 'All' for Period, you can quickly view billable expenses charged to a project to-date. Similarly, selecting View By: Employee and 'Year' for Period shows the billable expenses recorded by an employee year-to-date. Filters can further refine the displayed records. This information can show patterns that affect future project budgeting as well as company policies.

7. Select an entry on the grid by clicking  . Review, edit or approve entries, as required.
8. When you have finished, click Save and then Return.

To review expense entries in the Reviewer screen:

The Reviewer screen is only available in the Web Suite Enterprise edition.

1. Click on Expense menu and open the Reviewer screen.
2. After selecting your View By and Period criteria, click Refresh to display the time and expense entries in the grid. The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable, **Blue** for Billed

3. Click Options and select Field Chooser to show additional columns in the grid.
4. Review the entries and select the entries you want to approve.
5. Click Submit to approve or take any other action—Submit, Reject or Unsubmit the selected entries.

 To approve them directly, select the entries and check their 'A' box. Then click Approve button to approve them.

6. When you have finished, click Close.

HOW DO I REVIEW TIME ENTRIES?

Time entries can be viewed in any of the time entry screens—Sheet View or Simple Time Card. You can also review both time and expense entries in the Reviewer screen. A project manager primarily performs this function but a billing manager or Supervisor can also do it.

To review time entries:

1. Click on Time menu and open any time entry screen, preferably Sheet View.
2. You can view the information in the View By: Project/Employee/Vendor mode. Employee is the default selection, but you can choose Project for now.
3. Accordingly, select the Project whose time records you want to review.
4. In the Period and Period Including field, enter the date of the time entries you want to view.
5. Click Refresh. All the time entries meeting your criteria display in the grid. You can scan the list of entries and instantly know their status by the color of the text:

Billable – **Black** text
Non-Billable – **Red** text
Billed – **Blue** text

6. Turn on the 'Show Totals' option to display the totals fields. When you do so, Web Suite displays the total billable and non-billable hours, billable percentage and total hours for the period selected by you. Web Suite displays statistics that break down the hours into billable and non-billable.

Project managers can utilize these fields when reviewing all time charged to a project. By selecting View By: Project and 'All' for Period, totals quickly break down billable and non-billable hours charged to-date to the project. Non-billable hours can indicate how much time was lost or given away to gain or keep the business. You can further refine the displayed records by filters.

Another potential use of the information here is to check an employee's year-to-date billable and non-billable time. By selecting View By: Employee and 'Year' for Period, a manager can gauge performance (printed reports showing this information are also available).

7. Review, edit or approve entries, as required (*See Approving Time Entries below*). When you have finished, click Save and then Close.

To review time entries in the Reviewer screen:

 Reviewer screen is available in the Web Suite Enterprise edition only.

The Reviewer screen allows you to review, submit, approve and reject time and expense entries recorded by employees and vendors for various projects.

The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable and **Blue** for Billed. Security permissions restrict who sees bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment.

How Do I

HOW DO I APPROVE ENTRIES?

Approving of time and expense entries is a very important process. Sometimes called "posting" or "releasing work in progress", the process involves reviewing time and expense entries before billing them. Only approved entries are included in billing records on the Billing Review screen. To auto-approve all time and expenses as they are entered, set relevant settings in the Global Settings-Time screen.

To approve entries:

1. Record the relevant time or expense entry.
2. At the end of a data entry session, the employee checks the entries and then clicks the Submit button on the button panel.
3. It will open the Submit-Approve panel.
4. Select the person you want to submit the entries for approval, click OK.
5. Next time, when the project manager logs into the Web Suite, the workflow section shows time and expense entries awaiting review and approval. In Time or Expense screen, the manager can review entries, including any memos attached to them.
6. Again, open the Submit-Approve screen. Either, click Approve button to approve the entry or click Reject button to reject the entry.

HOW DO I RESTRICT TIME AND EXPENSE ENTRIES?

You can restrict time and expense entry to projects using Project Control or Employee Control feature. In addition, you can link a budget to a project and use it to restrict entries recorded to it. Project Control screen gives you the ability to restrict time and expense entry by assigning specific activities to projects. (*You can create a Project Control from a budget.*)

Similarly, Employee Control screen gives you the ability to restrict time and expense entry by assigning expenses and activities to specific employees.

 The settings in the Project Control override those in the Project screen, while settings in the Employee Control override those in the Project Control screen.

- **Restrict Time and Expense Entries By Budget**

To restrict time and expense entry through a budget:

1. Open [Project](#) screen from the Lists menu.
2. Click a listed project's ID.
3. Move to the Billing tab and select a Budget from the list.
4. Move to the Details tab and click the arrow  next to Rules to expand that section. To restrict expense entry by a budget, select the *Budgeted Expenses Only* check box. Select the *Budgeted Activity Only* check box to restrict time entry by a budget.
5. When you have finished, click Save and then Return.

- **Restrict Time and Expense Entries By Project Control**

To restrict time and expense entry through Project Control:

1. Open [Project Control](#) screen from the Management menu.
2. Select a Project ID.
3. In the Assign panel, select the Expense or Activity option. All the related codes in the Web Suite database display in the grid.
4. Choose the activities or expenses that you want to assign to the selected project and check the Assign box for each.
5. When you have finished, click Save and then Close.

Now, whenever you record activities expense entries for this project, you can see only the assigned codes in the lists.

- Using the Allocate screen, you can allocate hours and expense units to an employee-activity or employee-expense combination. This will restrict the same employee from exceeding the specified number of hours or units when making time or expense entries.

- **Restrict Time and Expense Entries By Employee Control**

To restrict time and expense entries through Employee Control:

1. Open [Employee Control](#) screen from the Management menu.
2. Select an Employee ID from the list.
3. In the Assign panel, select the Activity or Expense option. All the related codes in the Web Suite database display in the grid.
4. Choose the activities or expenses that you want to assign to the selected employee and check the Assign box for each.
5. On the button panel, click Security. Check the Time Entry Screen and Timer options (or all, if desired) to enable employee control settings. For expenses, check the Expense Log Screen option.
6. When you have finished, click Save and then Return.

Now, whenever an employee enters time or expenses, only assigned activity or expense codes display in the drop-down lists.

- Using the Allocate screen, you can allocate hours and units to a project-activity and project-expense combination. This will restrict the same employee from exceeding the specified number of hours or units when making time or expense entries.

HOW DO I EVALUATE ENTRIES AUTOMATICALLY?

Web Suite does not prevent you from accumulating time and expenses above the contracted amount. Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, Web Suite does apply a **Red Flag Rule** to all time and expense entries. The rule checks time and expenses charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, Web Suite changes the status of the entry to 'non-billable'. It is called the **Red Flag Rule** because non-billable items display in **red** text, thus drawing the attention of employees and project managers. With appropriate security permissions, you can change the status back to 'Billable' and bill it to the client.

The rule recognizes that managers are busy and at times can miss something. Rather than inadvertently over-bill clients and likely lose them, the **red flag** prompts you to check the non-billable item.

 Special rules allow you to override the **Red Flag Rule** as well as to apply rules that prevent additional time entry. Check Project and Global Settings.

HOW DO I ENABLE AUTO-FILL FOR TE/EL?

Web Suite includes ways to save time recording hours and expenses worked. For example, many staff and managers work on the same projects every day and from one week to the next. The only data that changes is the date.

When you work on the same projects from one week to the next, Web Suite's Auto-fill feature carries forward projects and activities from one week to the next for both the Simple Expense Log and the Simple Time card. You can even control how many items carry forward to a new timesheet or expense log.

To do so:

1. Open Preferences screen from the Settings menu.
2. Click the Time & Expense tab.
3. For the 'Auto-fill Simple TE/EL' option, select the number of projects to auto-fill.
4. When you have finished, click Save and then Close.

HOW DO I FILTER ITEMS?

While recording or reviewing expense entries, you can filter various items in the grid and lists. To do so:

1. Open Expense Log screen from the Expense menu.
2. Select View By: Employee and select the desired Employee from the list (or choose any other option you want).
3. You can specify the desired Period and Period Including dates to view only selective entries in the grid.
4. Click Options and select the relevant filter from the More Filters drop-down list, say Submitted, Unapproved, etc.
5. Make sure to check the Filters On/Off option to apply all the pre-defined filters to the lists (*specified in Preferences-Filters screen*). This is useful while creating a new entry.
6. Click Refresh to display the expense entries in the grid according to the specified criteria.

HOW DO I TURN OFF ENTRY EVALUATION?

You can turn off time and expense entry evaluation in Web Suite at the project-level or global-level. To do so:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the Details tab, Rules section.
4. Mark either the *Skip Automatic TE Eval* or *Skip Automatic EL Eval* option or both. Web Suite will skip performing the automatic entry evaluation for the selected project.
5. Click Save and then Return to close the screen.
6. Optionally, open the [Global Settings-Time](#) screen.
7. Check the *Skip Time and Expense Log Evaluation* option. Web Suite will not perform the time and expense entry evaluation for users in the company.
8. When you have finished, click Save and then Close.

HOW DO I DEFINE MINIMUM TIME INCREMENT?

Minimum or smallest time increment for a time entry enables Web Suite to automatically adjust hours and time to the next time increment specified by you. To do so:

1. Open Global Settings screen from the Settings menu.
2. Select the Time or Expense screen.
3. Enter the 'Minimum Time Increment Value' for time entries, for example, 15 minutes or 0.25 hours.

4. Enter the value for 'Smallest Time Increment for Start and Stop Time'. For instance, increments of 15 minutes, that is, 12:00, 12:15, 12:30 and so on, display in the Start/Stop lists.
5. When you have finished, click Save and then Close.

These settings will reflect in all your time entry screens: Sheet View, Simple Time Card and Timer.

HOW DO I TRACK OVERHEAD EXPENSES?

In many companies, you have to keep track of internal activities and expenses, even though they can be non-billable. You might want to track overhead expenses like administrative expenses, training, research, marketing costs, etc. In any case, time and expenses flow to the project, allowing you to track utilization of all employees and, both billable and non-billable expenses –whether you incur them for a revenue project or an in-house overhead project.

Web Suite requires you to set up projects with some required data such as client, manager, contract type and so on. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

To track overhead expenses:

1. In the Client screen, set up a client record for your company, say 'BQES'.
2. In the Project screen, set up a project for general office expenses, say 'Overheads'. Assign the client 'BQES' to this project.
3. Next, assign the owner/principal/manager of your firm (whoever checks and approves general office time and expense) as the Manager.
4. Select Overhead as the contract Type and set the Status to 'Active'.

 Overhead contract type triggers a business rule to flag all time and expenses charged to an overhead project as non-billable, regardless of the expense code's default status.

5. Now you can record your expense entries against this 'Overheads' project with any general office expenses.

ACCOUNTING

Chart of Accounts

CHART OF ACCOUNTS OVERVIEW

Navigation Accounting, Chart of Accounts

The Chart of Accounts shows a complete listing of all the accounts that have been created for your company and their total balances. When you open the Chart of Accounts, you view the active and the inactive accounts in the grid. In addition, you can add a new account from within the Chart of Accounts.

If you have created sub-accounts, they are indented and listed below the parent accounts. The balance of a parent account is the sum of all sub-accounts beneath it. You can choose to view all accounts in an aligned format by collapsing the hierarchy. In this case, a parent account will equal the sum of all postings made directly to it.

Web Suite comes with the following system accounts:

Account ID	Account Name	Account Description	Account Type
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable
12000	Undeposited Funds	Undeposited Funds	Other Current Asset
12010	Legacy Payments	Legacy Payments	Other Current Asset
20000	Accounts Payable	Accounts Payable	Accounts Payable
2100	Payroll Liabilities	Payroll Liabilities	Other Current Liability
2200	Customer Deposits/Retainers	Customer Deposits/Retainers	Other Current Liability
25100	Main Service Tax Payable	Main Service Tax Payable	Other Current Liability
25200	Main Expense Tax Payable	Main Expense Tax Payable	Other Current Liability
25300	Service Tax Payable	Service Tax Payable	Other Current Liability
25400	Expense Tax Payable	Expense Tax Payable	Other Current Liability
3000	Opening Balance Equity	Opening Balance Equity	Equity
40000	Default Item Income Account	Default Item Income Account	Income
40199	Default Discount Account	Default Discount Account	Income
60001	Default Item Expense Account	Default Item Expense Account	Expense
6560	Payroll Expenses	Payroll Expenses	Expense

Reference

CHART OF ACCOUNTS

The following information provides detail on the Chart of Accounts screen's options and fields.

Select Account

The grid list is your guide to individual accounts. The grid displays inactive and the active accounts. The grid displays the Account Number and the Account Name. The grid list is a hierarchy of accounts. The sub-accounts are listed below the parent account.

Account

Account Type:

The type of account to be created. Web Suite provides the following options: Accounts Payable, Accounts Receivable, Bank, Cost of Goods Sold, Credit Card, Equity, Expense, Fixed Asset, Income, Long Term Liability, Non-Posting, Other Asset, Other Current Asset, Other Current Liability, Other Expense and Other Income account.

Account Name:

The name of the account (for example, income, cost of sales, insurance).

Account Number:

The unique ID assigned to an account.

Routing Number:

It is an alphanumeric string of n digits associated with a bank. Web Suite prints this number on the deposit slip report.

Tax Line:

It is a tax number associated with some accounts, for example, Bank, Cost of Goods Sold, etc.

Account Information

Sub-Account of:

An account can be made a sub-account of an existing account. The drop-down displays the list of existing accounts. The new account created can be made a sub-account of the selected account.

Account Balance:

The current balance of each account. The currency symbol is appended according to the regional settings.

Balance as of:

The date as of which the opening account value is given. You can select the date from the calendar in the drop-down or by entering date manually.

Status:

Whether or not, the account is active. If the Inactive check box is checked, it means that the account is not in use.

Account Description:

Any other information related to the account that you want to record. In order to edit an existing account, select the account to be edited, from the grid.

Chart of Accounts Button Panel**Sort By:**

Allows you to sort the account list. You can choose the criterion for sorting from the drop-down list—Account Number or Account Name.

Help:

Opens the Web Suite Help in the Chart of Accounts section.

Merge:

Opens the Merge Account screen that allows you to merge the selected account with another account. You can use this option when you are unable to delete an account that has transactions associated with it. The Merge option is unavailable for system accounts such as Accounts Receivable, Accounts Payable, Undeposited Funds, Default Item Income Account.

Print:

Opens Chart of Account report that you can preview and print.

Delete:

To delete an account, bring the record to the screen by selecting it in the grid. To select the Account, Click the Account in the grid. Click the button to remove it from the database.

Update:

Saves the changes made to any previously recorded entries.

Save:

Saves the information as entered on the Chart of Accounts screen.

New:

Enables you to enter a new account record into Web Suite. Select the Account Type and enter the relevant account information in the rest of the fields.

How Do I**HOW DO I CREATE CHART OF ACCOUNTS?**

You can set up a Chart of Accounts in Web Suite or transfer them from your accounting software into Web Suite. These accounts are not required for the functioning of Web Suite though they display in the Income Account and Expense Account lists on the Activity and Expense screens.

To create an account:

1. Open Chart of Accounts screen from the Accounting menu.
2. Existing accounts (if any) display on the left. Click New to create a new account.
3. Select an appropriate Account Type from the drop-down. It could be Accounts Receivable, Bank, Cost of Goods Sold, Other Income, etc.
4. Enter the Account Name to describe the account.
5. Next, enter the Account Number that uniquely identifies the account. It can be letters or numbers.
6. In the 'Sub Account of' field, select or enter an existing account. The new account will become its sub-account.
7. Enter the opening balance for the account in the Account Balance field.
8. In the 'Balance as of' field, enter or select a date for the opening balance of the account.
9. If desired, enter detailed notes in the Account Description box.
10. When you have finished, click Save and then Close.

Purchase Orders

PURCHASE ORDERS OVERVIEW

Navigation Accounting, Purchase Orders

Purchase Orders (PO) allow you to record an order for services and materials (products) from vendors or suppliers at a specified price and time. A purchase order is usually used for purchasing stock items. It contains contact information for the vendor and lists the items being ordered. It also contains payment and shipping terms and prices. This makes it easier to track purchases and hence prevent unauthorized purchases. Purchase Orders mostly have expense items that are ultimately paid by a client.

The Purchase Orders feature in Web Suite helps streamline and digitize the manual process of filling out and keeping track of purchase orders. When you create a purchase order, its status is set to 'not received'. After the purchase order has been created, Web Suite allows you to review it and keep track of the [received items](#). Similar to time and expenses, you can submit purchase orders for approval before sending them to the vendors.

For each purchase order (which is assigned a unique number), Web Suite requires you to provide a vendor, client, shipping address and date. For a project, you can specify the service and expense items to be purchased. For each item, you must provide the number of hours/units and the rate at which the item is to be purchased. In addition, the memo field allows you to add any extra information to the purchase order.

The Purchase Orders screen has two tabs: [General](#) and [View Previous POs](#).

Reference

PURCHASE ORDERS-GENERAL TAB

Navigation Accounting, Purchase Orders

The following fields are available on the Purchase Orders-General screen:

Vendor ID:

The ID of the vendor from whom the purchase is to be made. Click  to view a list of Vendors. You can view the [Filter](#) screen to limit data available in the drop-down by clicking the *Filters*. . . link.

P.O. No:

Each purchase order created has a unique Purchase Order number. This number is auto generated by Web Suite 2017 whenever a new purchase order is created. This field is always pre-filled with a value one more than the previous Purchase Order number.



You will see  next to P.O.No field for the approved Purchase Orders.

Ship To:

This drop-down enables you to select the place to which the purchased items have to be shipped to. The options available are: Client address, Client Contact Address, Project Address and Custom Address. Depending on the selection made in this field, the caption of the field below it changes accordingly.

Date:

Date on which the purchase order is created. It can be modified by either typing the date or choosing the date from the drop-down calendar.

Client/Client Contact/Project:

Depending on the selection made in *Ship To* field, this field changes accordingly. It can be a client, client contact or project. It determines that the purchased items will be shipped to the client, client contact or project address. If you select Custom Address in *Ship To* field, this field will get disabled.

Due Date:

Date when the purchase order is due to be received. It is not the same as the payment term. For legacy purchase orders, Web Suite sets the due date as the PO Date *plus* one month.

Address:

It displays the address of the client, client contact or project to which the purchased items will be sent to. If you select Custom Address in *Ship To* field, this field is blank but you can type the address manually.

Payment Term:

You can set the payment terms for a purchase order from the drop-down list, which will determine when the payment on the PO is due. These payment terms are retrieved from the Vendor screen, if available, but can be overwritten here.



Click the **Filters** link to display the relevant [Filter](#) screen wherein you can set the filters for selective viewing. On the filter screen, select the check box against the record you want to display in the drop-downs of the Purchase Order screen. To apply filters in the Purchase Order screen, check the **Filters On/Off** option.

Active:

A check mark indicates that the purchase order is active. Only active Purchase Orders are displayed in Purchase Order List screen so that you can receive items against them in the [Receive Items](#) screen. Inactive purchase orders are not displayed in the list.

Created By:

This read-only field displays the ID of the Web Suite user that created the PO.

Note:

Enables you to enter any additional comments for the purchase order. You can record an unlimited length text for the Purchase Order. Click  to add current system date and time to your memo.

Attachments: *(Edit mode)*

Click to open the [Attachments](#) screen where you can attach one or more files to the Purchase item. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Admin.

PO Item Details (Edit Mode)

You can also view these fields in the PO grid.

Project ID:

The ID of the project for which the purchase of the selected item is to be made. The drop-down displays the list of projects for the selected client.

Item ID:

The ID of the item purchased from a vendor. The drop-down list contains both service and expense items. You can view the [Filter](#) screen to limit data available in the drop-down by clicking the Filters (Activity) or (Expense) link. You can also click  to choose to view Expense Items Only, Service Items Only or Both. Both is the default setting.

Is Service:

Indicates whether an item to be purchased from the vendor is a service item or an expense item. It gets automatically checked after you select the service item in the Item ID field. Else, remains unchecked. It is a non-editable field.

Units/Hours:

It is a numeric field showing the quantity of item to be purchased. It is the number of expense units or service hours ordered from a vendor.

Description:

The description of the item that is to be purchased. This field is automatically filled after you select the item.

Rate:

The rate at which the purchase is made for the selected item. The value is fetched from the [Activity](#) and [Expense](#) Codes, but can be changed for each item in the purchase order screen.

Amount:

The total amount charged for the selected item. This is computed based on the number of units and the rate applied.

Line Number:

This number is assigned automatically to each PO record as it is created. The earliest date in the sequence gets the first line number. However, you can change the line number of these entries by clicking the column heading. This feature is available in Web Suite Enterprise and Professional edition only.

Memo:

Click to type your memo for each line item of the purchase order. Click  to add a date/time stamp to the memo.

Purchase Orders-General Tab Button Panel**Help:**

Opens the Web Suite Help in the Purchase Orders section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Options:

- **Receive:**
Opens the [Receive Items](#) screen. It allows you to achieve items against the selected purchase order.
- **Submit:**
Opens the [Submit-Approve](#) screen from where you can submit the POs to the person responsible for their approval—say your manager. The reviewer will get notified about the submitted purchase orders.
- **History: (Edit or New mode)**
Click to open the [Purchase Orders History](#) screen where you can view all the transactions recorded against a specific purchase order.
- **Workflow:**
Opens the [Workflow](#) screen where you can track all the submit-approve events related to the POs.
- **Email:**
Web Suite allows you to email purchase orders to your vendors. When sending the purchase order, the vendor's email address carries from the Vendor profile.
- **Delete:**
Deletes the selected line item from the purchase order.
- **Clone:**
Opens the Clone Purchase Order screen. You can create a new purchase order from an existing one using this feature.

- **Add line item:**
Opens PO Item Details screen. You can create a new PO line item here.
- **Filters [On/Off]:**
Checked, will activate all the defined filters in the Purchase Order so that you can see only selected number of records in the drop-downs. Here, it affects the Vendor ID, Client ID, Project ID and Item ID fields only. Unchecked, it will deactivate all the filters.

Update: *(Edit mode)*

Saves the changes made to the existing purchase orders. It is enabled only when you want to view or edit the existing purchase orders.

Save:

Saves the record and takes you to the view mode of Purchase Order screen.

New:

Enables you to create a new Purchase Order. By default, you will find the pointer in the Vendor ID field. The P.O. No will be assigned automatically to the newly created Purchase Order and its status will be Active.

Return: *(Edit mode)*

Closes the screen and takes you back to the [Purchase Orders](#) screen.

Close:

Closes the screen and takes you to the home page of Web Suite.

PURCHASE ORDERS—VIEW PREVIOUS POS TAB

Navigation *Accounting, Purchase Orders, View Previous POs*

The *View Previous POs* tab contains details of existing purchase orders. You can also view all the transactions recorded against a specific purchase order via [Purchase Orders History](#) screen.

Grid

Grid details are carried from the [Purchase Orders-General](#) screen. You can click on the PO Number to view its details. You will see next to PO. No field for the approved purchase orders.

Field Chooser

Open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. Whether or not fields are hidden, values are recorded to them when data is entered.

View Previous POs Button Panel

Help:

Opens the Web Suite Help in the View Previous POs section.

Print:

Opens the selected report in the PDF layout. From this screen, you can print or save the report.

Delete:

Click to delete the currently viewed purchase order.

Workflow:

Opens the [Workflow](#) screen where you can track all the submit-approve events related to the POs.

Add Line Item:

Click to add new item to the Purchase Order.

Clone:

Opens the [Clone](#) screen. Using the clone feature, you can create a new purchase order from the existing purchase order. It is enabled only when you are viewing the existing purchase orders.

Options:

Receive:

Opens the Receive Items screen. The details of the selected Purchase Order are automatically carried forward to the Receive Items screen.

Submit:

Opens the [Submit-Approve](#) screen where you can submit or approve the purchase order.

You can submit the selected Purchase Order either to Client Manger, My Manager, Project Manager, or to a person you select from the drop-down list. You can Reject, Approve or even un-submit the selected Purchase Order. A purchase order's submit/approval status is indicated by the following icons:

Icon	Status
	Approved Purchase Order.
	Submitted Purchase Order to the Client/Project/Employee Manager.
	Purchase Order has been submitted or forwarded for approval to a specific person, other than the relevant manager.
	Purchase Order rejected by the supervisor or manager.

Submit/Approval of the purchase order can be turned On/Off in the [Security](#) screen by the [Web Suite Supervisor](#).

New:

Click opens the [Purchase Orders](#) screen enabling you to create a new Purchase Order. By default, you will find the pointer in the Vendor ID field. The P.O. No will be assigned automatically to the newly created Purchase Order and its status will be Active.

Close:

Closes the View Previous POs screen and takes you back to the home page of Web Suite.

RECEIVE ITEMS

Navigation *Accounting, Receive Items*



You cannot receive items for unapproved purchase orders if the rule, *Do not allow receiving items against unapproved Purchase Orders* is selected in the [Global Settings](#) screen.

To access this screen, click the Vendor ID for a PO listed on the Receive Items list view.

This screen has the following fields:

P.O. No:

The identification number of the purchase order. Click  to view a list of existing purchase orders.



You will see  next to the P.O. No field for the approved purchase orders.

Receive Date:

Displays the current date by default. Is the date the items are received and recorded in the Received Items screen. Click the drop-down to select the required date.

Vendor ID:

The ID of the vendor from whom the purchase is to be made. It gets auto-filled after the purchase order number is selected.

Reference:

This is typically a receipt number entered to track the items received against a purchase order. The reference field shows on the Vendor Bills screen when you create a vendor bill from purchase order and also by selecting the option *Create Vendor Bill on Save* on the Purchase Order–Receive tab.

Ship To:

The place where the purchased items have to be shipped. The options are: Client address, Client Contact Address, Project Address and Custom Address.

Ship to Address:

This field displays the address of the client, client contact, project or custom address to which the purchased items are to be sent to.

Client ID/Project ID/Client Contact ID:

Depending on the selection made in Ship To field, this field would display information on which Client, Project or Client Contact the items have to be shipped to. If the selection in Ship To field is custom, this field is unavailable.

Approved By:

Displays ID of the person who has approved the selected purchase order.

Show all:

By default, it is checked and displays all the details of the Purchase Order whose items are fully received. Unchecked, will hide such details from your view.

Create Vendor Bill on Save:

Checked, it automatically creates a [Vendor Bill](#) for the items received after you save the PO.

Receive Items Grid

The Receive Items grid displays the following:

Apply:

Select the check box if you want to apply the changes (receipt of items).

Project ID:

The project for which the purchase of the selected item is made. The drop-down displays the list of projects for the selected client.

Item ID:

The item for which the purchase is to be made. The drop-down lists both services and expenses, which can be purchased from a vendor.

Description:

The description of the item that is being selected. This field gets automatically filled after the item is chosen.

Units/Hours:

The number of units of item to be purchased. You can enter up to 25 digits to define the quantity.

On Hand:

The number of units of the item received from the vendor till date. Click the field pre-fills it with the units ordered, which can be changed in case all items are not received.

Received (To Be):

This is the only editable field. The number of units of item received now.

Rate:

The rate per unit of item at which the purchase is made for the selected item. The value is pre-filled from the [Activity](#) and [Expense](#) screen, but can be changed for each item on the purchase order screen.

Amount:

The total amount charged for the selected item. This is computed based on the number of units and the rate applied.

Service:

Check mark indicates that the item to be received is a service item. Otherwise, it is an expense item.

Memo:

Click the + sign to open the memo pad wherein you can enter the text for the line item. You can enter as much text as you can. Click  to add the Date/Time stamp to your memo.

Receive Items Button Panel**Help:**

Opens the Web Suite Help in the Receive Items section.

Print:

Opens the report in the PDF layout. From this screen, you can print or save the report.

Cancel:

Undo any changes made to the selected record.

Save:

Saves the changes made to any record.

Return:

Closes this screen and takes you back to the Purchase Orders List screen.

How Do I**HOW DO I CREATE PURCHASE ORDERS?**

You can create your purchase order at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details. Please read the desired sections.

Basic Setup

To create a purchase order:

1. Open Purchase Orders menu from the Accounting menu. It automatically opens in the *new entry* mode.
2. Enter or select a Vendor ID from the list.
3. Enter other information. The 'P.O. No.' field is auto-generated by Web Suite whenever you create a new purchase order, but you can change it. You can specify the PO number format in the Global Settings-Accounting screen.
4. Enter the 'Ship To' option. Choose from Client Address, Client Contact Address, Project Address, or any other Custom Address.
5. Based on the shipping option chosen above, select a Client, Client Contact, Project or a custom name.

6. Enter a date for the purchase order in the Ship Date field; else select it from the drop-down calendar.
7. In the Details section, enter the service or expense Item ID ordered, number of Units/Hours required and the Project ID for which you placed the order.
8. Web Suite pre-fills the Description and Rate fields automatically based on the item chosen. However, you can edit it here. The Amount field is calculated as Units or Hours x Rate.

 Web Suite defaults to the rates set in the fee schedules to calculate the purchase order amount (*follows the Rate Hierarchy in Web Suite*). You can convert the purchase order entries into expense or time entries from the Vendor Bills screen and then bill a client.

9. When you enter all the required information, click Save.

Advanced Setup

To add additional information:

1. Select an existing PO item from the grid by clicking the icon. Else, click Add Line Item to add a new service/expense item to the PO.
2. Select a Payment Term for the purchase order. *This is for reference only and **does not** transfer to the vendor bills or accounts payable of your accounting package.*
3. Check Filters On/Off to apply the filters to all the lists on this screen.
4. Check the Active status for the purchase order. Inactive purchase orders are not displayed in the Purchase Order List (*unless the 'Show All' option is checked there*).
5. Enter notes related to the PO in the Memo box. You can also add a [memo](#) to the individual line item in the Details section.
6. Web Suite allows you to link files and documents to the purchase order by clicking [Attachments](#) option. For example, you might want to attach the vendor contract or any other document to the record.
7. When you have finished, click Update and then Return.

HOW DO I CLONE PURCHASE ORDERS?

Many purchase orders share attributes and, hence, adopting a 'clone template' is easier and quicker. It is important to determine what is common or same for groups of purchase orders. Sometimes in a technology-consulting firm, you need to send purchase orders with same attributes to different vendors. Therefore, you can use this clone feature to save time and effort.

To clone a purchase order:

1. Open Purchase Order screen from the Accounting menu.
2. Create a unique purchase order for the clone template.

 It should be easy to separate clone template from actual purchase orders.

Enter required data representing common attributes to clone. You can use the *P.O. No.* field to describe the template's key attributes.

1. Click Save to save the purchase order template.
2. Next, click Clone to open the Purchase Order Clone screen.
3. The data from the clone template pre-fills the fields. However, you can edit the information here.
4. Accept or type a New P.O. No.
5. Depending upon your requirement, you can *Skip Copying Item Memo* for the new PO by checking that option.
6. When you have finished, click Save and then Return.

HOW DO I DELETE PURCHASE ORDERS?

Security permission is required to delete a purchase order. The best plan of action is:

1. Open [Purchase Orders](#) from the Accounting menu.
2. Click View Previous POs and select the one you want to delete in the P.O. No field.
3. On the grid, click  to delete a line item.
4. To delete the entire purchase order, click Delete on the button panel. If there are items received against the purchase order, it prompts you.
5. When you have finished, click Close.

HOW DO I SUBMIT PURCHASE ORDERS?

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast. Before sending out your purchase orders to a vendor or supplier, you can have it routed internally for approval by one or more reviewers or managers. The approver will accordingly receive a notification on the Dashboard or via email.

 This submit-approve feature is available in the Web Suite Enterprise edition only.

To submit purchase orders:

1. Open Purchase Orders screen from the Accounting menu.
2. Select an existing purchase order by clicking View Previous POs or create a new one.
3. Review your PO and then click Submit.
4. Select the person to whom you want to submit the purchase order. Commonly, you submit purchase orders to a Client Manager. You can also submit it to a specific person or My Manager (your direct supervisor). **Your Supervisor will provide submission instructions.**

 You cannot submit a purchase order to a Project Manager because it can have multiple projects with different managers.

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
6. Enter an unlimited length Memo, if desired.
7. Click OK.

You can see the status of the purchase order by the appropriate icon displayed near the P.O. No field.

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

After being submitted, the reviewer can approve (or reject) them on getting the reminder.

 You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-Rules screen.

HOW DO I APPROVE PURCHASE ORDERS?

Web Suite automatically routes purchase orders to the persons responsible for reviewing and approving them. The next time they log into Web Suite, it reminds them via the Reminders panel or email that purchase orders are waiting for review.

 You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-Rules screen.

To approve submitted purchase orders:

1. Open Purchase Orders from the Accounting menu.
2. Click View Previous POs link and select a submitted purchase order from the P.O. No. drop-down list. You can see the status of the purchase orders by the appropriate icon displayed near the P.O. No field.

Icon	Status
[blank]	Not submitted
	Submitted
	Forwarded
	Approved
	Rejected

3. Review the purchase order details on the grid. If you have appropriate security permissions, you can edit them.
4. When ready, click Submit.
5. On the Submit-Approve screen, select the Approve option.
6. If you want to send the purchase order to another person for further review (a review chain), choose the Submit To option.

7. If you want to reject the purchase order, choose the desired option – Reject or Unsubmit. Click OK.
8. When you have finished, click Close.

 The Workflow screen enables you to track the entire submit-approve process of all the purchase orders.

HOW DO I VIEW PURCHASE ORDER HISTORY?

Managing large purchase orders is a challenge for business managers. You can view the complete transaction history of items received against purchase orders and other details associated with the vendor bills.

 Purchase Order History screen is available in the Web Suite Enterprise edition only.

To view the Purchase Order History:

1. Open Purchase Orders screen from the Accounting menu.
2. Click 'View Previous POs' and select the desired P.O. No. from the list.
3. Click History to open the Purchase Order History screen. It displays the entire history of the selected purchase order, including items received against the order, memo, date and so on. All the fields are non-editable.
4. If desired, print this information by clicking Print.
5. When you have finished, click Return to close the screen.

HOW DO I VIEW OPEN PURCHASE ORDERS?

After creating and sending purchase orders, you can view all the open orders. To do so:

1. Open Receive Items from the Accounting screen.
2. If you want to view all purchase orders and not just the open ones, check 'Show All'.
3. Select the purchase order that you want to view by clicking on the vendor link in the grid. This opens the Receive Items detail view.
4. You can see all the details of the purchase order including received and pending items. Edit the information, if required.
5. When you have finished, click Save and then Return to close the screen.

HOW DO I RECEIVE ITEMS?

When you receive items ordered with a purchase order, you can record them and create a vendor bill from that. If you do, it carries to the Expense Log (for expense item) or Sheet View (for activity item) screen. You can receive as many items as ordered, greater than or less than ordered.

 You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-Accounting screen.

Whether you receive a full or partial shipment of ordered items, it is important to record them as soon as possible. The Receive Items screen keeps a track of items received against a specific purchase order in Web Suite. To receive items:

1. Open Purchase Orders screen from the Accounting menu.
2. Select the desired P.O. No. from the list and click Receive.

 You can also access the Receive Items screen via the Purchase Order List screen by clicking on the desired vendor link in the grid.

3. Select the Receive Date from the drop-down list of calendar.
4. Enter the number of items received (expense units or service hours) in the Received field. After you receive all items on a purchase order, Web Suite marks the purchase order as 'Closed'.

 The 'On Hand' field displays the total number of items received until date on the purchase order.

5. Click +Memo on the grid to enter notes for the line items or use Auto Complete shorthand codes into it. You can also insert a date-time stamp on a memo by clicking .
6. If you want to create a vendor bill for the received items, remember to check the 'Create Vendor Bill on Save' option.
7. When you have finished, click Save and then Return.

Vendor Bills

VENDOR BILLS OVERVIEW

Navigation Accounting, Vendor Bills

You can record a new vendor bill or automatically generate it when recording items received against a purchase order. When you create a vendor bill, Web Suite automatically creates a

corresponding time or expense entry for each item on it. After approving them, you can bill them to your client. You can also create vendor bills by importing unbilled time and expense entries recorded by a vendor.

Web Suite charges services and expenses to the specified project on a vendor bill. You can review related time and expense entries on the time entry or expense entry screens. You can submit and approve vendor bills just like time and expenses.

Web Suite includes a *Pay When Paid* feature. When you apply a payment to an invoice that includes a link to a vendor bill, Web Suite prompts you to preview/print it. This helps you schedule payments to your vendors.

On the navigation bar, click Accounting, choose Vendor Bills tab opens the Vendor Bills screen allowing you to view the previous bills as well as creating the newer ones. Either click Create New Bill or New to create a new bill or click the link, *View Previous Bills* to view the details of existing vendor bills.

Vendor Bills Button Panel

Notes:

Opens the Notes screen where you can add notes for the vendor bill. *This option appears only in the Edit mode.*

Help:

Opens the Web Suite Help in the Vendor Bills section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Options:**Workflow:**

Opens the Workflow screen for the vendor bills.

Time and Expense:

Click to open the [Unbilled Time Entry and Expense Entry](#) screen where you can view the unbilled time and expense entries of the selected vendor.

Submit:

Click to open the Submit-Approve screen, which enables you to submit the selected entries for approval using various options. Either, mark the check box against the record you want to select, or check/uncheck the topmost box if you want to select or un-select all the records in one go.

Delete:

Deletes the selected vendor bill along with it is associated time and expense entries.

Attachments:

Click to open the [Attachments](#) screen where you can attach one or more files to the Vendor Bills. The text link also displays the number of files being attached to the record. The attached files will be copied to the shared file attachment folder as specified by your Administrator or Supervisor.

Memorize:

Click to open the Memorize Bill screen where you can memorize the selected vendor bill.

Filters (On/Off):

Turn on or off the defined filters with this option. When selected, Web Suite remembers and applies the previous filter settings. Changes that you make on the Filter tab will take effect only when you select the check box. Clearing the check box is a quick way to deactivate all filters.

Update:

Enables you to save the modified information.

Cancel:

Click to undo any changes made to the Vendor Bills screen.

New:

Click to create a new vendor bill.

Save:

Saves the entries recorded in the Vendor Bills screen and takes you to the view mode of the Vendor Bills screen.

Return:

Closes the screen and takes you to the view mode of Vendor Bills. *This option appears only in the Edit mode.*

Close:

Closes the screen and takes you to the home page of Web Suite.

Reference**VENDOR BILLS—GENERAL TAB**

Navigation *Accounting, Vendor Bills, General Tab*

A vendor bill is an invoice received for products and services that the company purchases. There are several ways to create vendor bills. Here, you can create a new vendor bill either by entering the appropriate services and products provided by the vendor or from its unbilled time and expenses entries. You can also create a vendor bill from the Receive Items screen. Here, you can also edit the details of the existing vendor bills.

A vendor bill lists the quantity received for each line item on the purchase order. In the Vendor Bills form, you can record vendor bills for payment by entering the vendor, items and expenses.

Key Fields

Vendor ID:

ID of the vendor for whom the vendor bill is to be created. Select from a list of Vendors by clicking . Click the *Filters*. . . link to view [Filters](#) screen to restrict the data visible in the drop-down.

Bill No:

It is the unique value assigned to the newly created vendor bill. This field is auto-generated by Web Suite whenever a new vendor bill is created. It is always pre-filled with a value, one more than the previous bill number.

Reference:

A Reference number can be entered here to track the method of payment. For example, a routing number from a personal check might be typed here. The field size should not exceed 60 characters. This is a drop-down list and holds list of distinct Payment Reference.

Date:

The date on which the vendor bill is created. By default, it is the current system date.

Payment Term:

You can set the payment term for the vendor by selecting it from the drop-down list. The available options are Net 30, Net 45, Net 60 and Net 90.

Due Date:

The date when the vendor bill is sent to the vendor. By default, it is the current system date.

Accounts Payable:

The A/P account you want to use for the vendor bills in Web Suite for the selected vendor. All the payables for this vendor bill will be posted to this account. Web Suite supports multiple A/P accounts.

Paid/Balance:

You will see a paid stamp if the vendor bills are paid and a balance stamp if there is an outstanding balance on vendor bills.

Bill Memo:

Memo is recorded here to provide additional information for a specific vendor bill. You can enter text of unlimited size.

Vendor Bills Item Details (Edit Mode)

You can also view these fields in the PO grid.

Accounts Tab

The Accounts tab allows you to specify the accounts to which a vendor bill is posted. It is used when you want to directly post the vendor bill to your accounts, say Miscellaneous account for reimbursable expenses. The following are descriptions of fields on the Vendor Bills-Accounts screen:

Account:

This is the account to which the vendor bill is posted. It can be a bank, an income, an expense or any other account.

Memo:

You can enter additional information or note about the vendor bill or its account.

Amount:

This is the bill amount to be posted against the selected account.

Class:

You can select a class for the vendor bill from the drop-down list. It displays classes in the drop-downs only if they are available in the Class List screen in Web Suite or transferred from your accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

Items Tab**Project ID:**

ID of the project for which the product or service has been received. Click  to view a list of projects. You can restrict the items to be displayed in the drop-down by clicking the [Filters...](#) link that opens up the [Filters](#) screen.

Project Name: (Read-Only)

Name of the project against which a product or service is received or an expense incurred. This field is automatically filled when the Project ID is selected.

Units/Hours:

Enter the number of expense units or service hours that are received from the vendor.

Item ID:

ID of the service or expense item received from a vendor. Click  to view a list of items. You can restrict the activities or expenses to be displayed in the drop-down by clicking the [Filters...](#) link that opens up the [Filters](#) screen. You can also click  to choose to view Expense Items Only, Service Items Only or Both. Both is the default setting.

Rate:

Displays cost per unit of the product/service fetched from the Expense/Activity screen. When the vendor bill is unpaid, you can change the cost rate of the selected records.

Mark Up:

This value determines the percentage by which Web Suite increases the cost of the expense to determine the Amount. This value is brought forward from the Expense screen when an expense item is selected. If the markup percentage varies, this field is usually blank and you can enter it here while creating a vendor bill. For example, if

Rate = 10

Units = 1

MU = 10

Then, markup will be taken as 10% and Amount= \$11

You can enter negative markups.

Description:

Description of the service or expense item selected. This is automatically filled based on your selection in the Item ID field.

Amount:

Displays the total amount charged for the service or product received from the vendor. It is automatically calculated based on the cost per unit/hour and the number of units/hours received.

Purchase Tax:

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. Web Suite uses the Purchase Tax Rate to segregate the actual cost of an expense and its tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate). For example, you can set up an expense with a purchase tax of 10%. Later, Web Suite will accordingly split the cost amount.

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

Is Service:

It indicates whether an item received from the vendor is a service or an expense. It is checked if you select service in the Item ID field. It is unchecked if you select expense in the Item ID field.

Xtra:

Checked, will mark the service/expense provided for a specific project as extra. Billable expenses are marked extra by default.

Billable:

Selected, indicates the service/expense will be charged to a client.

Memo:

Click to type your memo for each line item of the vendor bill. Click  to add a date/time stamp to the memo.

VENDOR BILLS—VIEW PREVIOUS BILLS TAB

Navigation *Accounting, Vendor Bills, View Previous Bills*

You can view previously created vendor bills on this tab. The following are descriptions of the fields on this tab:

Previous Bills Grid

The data displayed in the grid can be sorted by clicking on any column header.

Bill Number:

The bill number uniquely identifies a vendor bill created previously. It is generated based on the settings in [Global Settings-Accounting panel](#).

Bill Date:

The date when the vendor bill was created.

Vendor ID:

ID of the vendor for whom the vendor bill was created. This means that certain items and services were received from this vendor.

Amount:

The total amount charged for the service or product received from the vendor.

Paid Amount:

The total amount paid against the associated vendor bill.

Reference No.:

The number used to track the payment method (for example, a check's routing number).

S:

Status of a vendor bill entry is indicated by the relevant icons against it.

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

PO Number:

Clicking on the PO number will open up the purchase order item details.

Vendor Name:

Name of the vendor for whom the vendor bill was created.

How Do I**HOW DO I CREATE VENDOR BILLS?**

You can create your vendor bill at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create a vendor bill:

1. Open Vendor Bills screen from the Accounting menu. *Web Suite will automatically open it in the new entry mode.*
2. Make a selection from the Vendor ID list on the General tab.
3. Whenever you create a new vendor bill, the Bill No. is auto-generated by Web Suite. However, you can change it here.



Web Suite automatically assigns the bill number counting one unit from the value specified in the 'Last Vendor Bill Number' in the Global Settings-Accounting screen.

4. Select the Date when you created the vendor bill. By default, Web Suite pre-fills it with the current date.
5. Select the date when the vendor bill is due. By default, Web Suite pre-fills the Due Date field with the current date.



If there are some unbilled, approved time and expense entries associated with the vendor, Web Suite prompts you to include them in the vendor bill.

6. In the Details section, enter the desired Project ID, Item ID (activity or expense) and Units/Hours (expense units or hours of service) for which the bill is created. Web Suite fills the Description and Rate fields automatically based on the items chosen.
7. Check the Rate of the expense or service item for the vendor bill. Since you can convert vendor bills into time or expense entries and bill a client, Web Suite defaults to the rates set in the fee schedules (*follows the Rate Hierarchy in Web Suite*).

Web Suite calculates the Amount based on the Units/Hours and Rate associated with the items.

8. When you have finished, click Save.

Advanced Setup

To add additional information:

1. Click the Vendor Bills—View Previous Bills tab and select the Bill Number for a listed bill.
2. Select a bill item from the grid by clicking its bill number.
3. Optionally, enter a Reference number. For example, you can enter a routing number from a personal check here. *As you add reference numbers, Web Suite retains them for future use.*
4. Enter a Bill Memo for the vendor bill. You can also enter a Memo for the individual line items in the Details section.
5. Click Time to view unbilled time and expense entries recorded by a vendor in Web Suite. You can include these entries to create vendor bills.
6. In the detail view, Web Suite allows you to link files and documents to the vendor bill. For example, you might want to attach the vendor contract, client contract or any other document to the record. Click [Attachments](#) to do so.
7. Check Xtra to flag an activity item as extra. You can do this when services provided by a vendor need to be shown separately on an invoice. These are essentially expenses for the firm, which pass to the client.
8. Click Add Journal to create a project journal for the vendor bill. You can add notes and link files to it.

HOW DO I CREATE VENDOR BILLS FROM UNBILLED TIME & EXPENSES?

You can use Expense Log to enter vendor bills. You can also use the Vendor Bills screen to track vendor bills or expenses.

Do the following to create a vendor bill:

1. Enter time or expenses for the vendor in any Time or Expense Entry screens, as you normally do. Submit the entries and get them approved.
2. Open Vendor Bills screen from the Accounting menu.
3. Select a Vendor ID from the list on the [General tab](#).
4. Web Suite detects unbilled, approved time and expenses in the system. When prompted, click OK to include those in the bill. Otherwise, click Time to view the unbilled time and expense entries. Check the line items that you want to include in the vendor bill and then click OK.



Web Suite prevents you from deleting time and expense entries attached to a vendor bill.

5. Web Suite adds these items to the vendor bill. It fills the Description and Rate fields automatically, but you can edit them here. Web Suite calculates the Amount field based on the number of units and cost.
6. When you have finished, click Close to exit.

The advantage of recording a vendor bill in Web Suite is the *'Pay When Paid'* feature. When your client pays for the invoice, Web Suite enables you to know which vendor bills to pay.

HOW DO I CREATE VENDOR BILLS FROM ITEMS RECEIVED?

You can record a new vendor bill or automatically generate one when recording items *fully or partially* received against a purchase order.

To create a vendor bill from received items:

1. Open the Receive Items from the Accounting menu screen.
2. For the desired P.O. No., enter the details for the items received against the purchase order.
3. Check the 'Create Vendor Bill on Save' option. On clicking Save, Web Suite creates a corresponding vendor bill for the received items.
4. When you have finished, click Return.

To view a vendor bill:

1. Open Vendor Bills screen from the Accounting menu.
2. Click *View Previous Bills* tab and choose the desired Bill No. from the list.
3. The vendor bill details display. You can edit bill items by clicking  on the grid.
4. You can add a memo, project journal or link files to it.

 Vendor bill entries are color-coded: **black** are billable and **red** entries are non-billable. It follows the standard color-coding for time and expenses.

5. When you have finished, click Save and then Return.

 If you access the Vendor Bills screen directly and select a vendor who has purchase orders and received items without a vendor bill associated with them, Web Suite prompts you to see these purchase orders without bills. Your vendor bill can include these items, if desired.

HOW DO I SUBMIT VENDOR BILLS?

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast. Before sending out your vendor bills to a vendor or supplier, or billing it to the client, you can have it routed internally for approval by one or more reviewers or managers. When submitting a vendor bill, you are not submitting the individual entries but the entire bill. To submit/approve individual time and expense entries on a vendor bill, you can do so from their respective screens. The updated status is reflected in the Vendor Bills grid. The approver will accordingly receive a notification on the Dashboard or via email.

 This submit-approve feature is available in the Web Suite Enterprise edition only. Web Suite automatically approves the vendor bills for Basic and Pro users.

To submit vendor bills:

1. Open Vendor Bills screen from the Accounting menu.
2. Click the [View Previous bills tab](#) to select an existing vendor bill, or create a new one, and click Submit.
3. Select the person to whom you want to submit the vendor bill. Commonly, you submit vendor bills to a Client Manager. You can also submit it to a specific person or My Manager (your direct supervisor). **Your Supervisor will provide submission instructions.**

 You cannot submit a vendor bill to a Project Manager because it can have multiple projects with different managers.

4. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
5. Enter an unlimited length Memo, if desired.

6. Click OK.

You can see the status of the vendor bills by the appropriate icon displayed near the Bill No field.

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

After being submitted, the reviewer can approve (or reject) them on getting the reminder.

HOW DO I APPROVE VENDOR BILLS?

Web Suite automatically routes vendor bills to the persons responsible for reviewing and approving them. The next time they log into Web Suite, it reminds them via the Reminders screen or email that vendor bills are waiting for review. When approving a vendor bill, you are not approving the individual entries but the entire bill. To submit or approve individual time and expense entries on a vendor bill, you can do so from their respective screens. It is then reflected in the Vendor Bills grid.

To approve submitted vendor bills:

1. Open Vendor Bills screen from the Accounting menu.
2. Click the [View Previous Bills](#) tab and click the Bill Number for one of the listed vendor bill.
3. Review the vendor bill details on the grid. If you have appropriate security permissions, you can edit them. You can see the status of the vendor bills by the appropriate icon displayed near the Bill No field.

Icon	Status
[blank]	Not submitted
	Submitted
	Forwarded
	Approved
	Rejected

4. When ready, click Submit.
5. On the Submit-Approve screen, select the Approve option.
6. If you want to send the vendor bill to another person for further review (a review chain), choose the Submit To option instead.
7. If you want to reject the vendor bill, choose the desired option –Reject or Unsubmit. Click OK.

 The Workflow screen enables you to track the entire submit-approve process of all the vendor bills.

8. When you have finished, click Close.

BILLING

Billing Basics

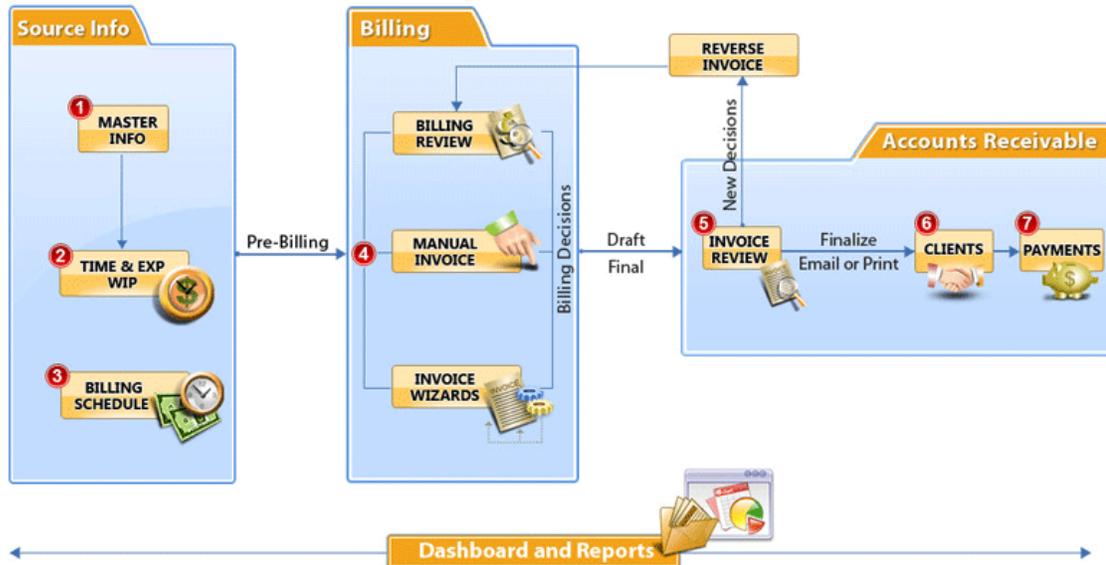
UNDERSTANDING BILLING

Typically, billing managers handle the billing functions in Web Suite, though they can delegate these tasks to accountants or project managers. Web Suite allows a lot of flexibility and variety in terms of billing rules, methods, payment terms, invoice formats and related decisions. Billing decisions determine how a project is billed and what information prints on an invoice. As a biller, you need to understand the pre-billing tasks and setup decisions before carrying out the actual billing tasks.

- ① Decisions such as how to bill, what to bill, what to say about the work done and the layout of the invoice, begins with the client and project setup (master information).
- ② Reviewers or managers in a company must approve time and expenses charged to a project. When ready to bill, accumulated work-in-progress or ③ pre-defined billing schedule flows to the Billing Review (or Manual Invoice) screen. You can even set up projects for automatic billing.
- ④ Billing decisions can be made in real time (on-screen) or through a printed Billing Review report (off-screen). When creating invoices, billing decisions can range from no-decisions-needed to application of retainers, adjustments, exclusion of time and expenses, and marking some entries as billed. ⑤ After executing decisions, the manager typically reviews and signs off on draft invoices, and then someone generates final invoices to ⑥ send them to the clients. This billing flow applies to standard invoices as well as joint invoices. ⑦ After receiving payments and running final reports, the project is completed.

Click on the desired areas of the image for details.

BILLING WORKFLOW



The billing managers can review the following checklist to ensure that they take all billing decisions with the right information at the right time.

Billing		
Area	Decision	Where to Implement
Pre-Billing Tasks	Print or check on-screen memos and project journals for billing-related notes and decisions.	Time and Expense Memos Project Journals
	Check reports for approved time and expenses (WIP) as well as unapproved entries.	Report Center
Invoice Layout	Add a logo to invoices.	Company screen
	Check company name, address, etc. to print on invoices.	Company screen
	Typically add the standard text as memos or notes on multiple invoices.	Auto Complete screen
	Hide no-charge (non-billable) entries on detailed invoices.	Global Settings—Billing screen
Billing Arrangement	Define contract type and invoice settings at the project level.	Project-General screen Project-Billing screen
	Review bill and cost rates of the employees, activity and expense codes and special rates in the fee schedules.	Employee screen Activity screen Expense screen Service Fee Schedule Expense Fee Schedule

	Determine special bill rates to apply to a project when you pre-purchase hours (funds/retainer on account).	Project-Billing screen: Delayed SFS
	Negotiate retainage with the client.	Project-Billing screen
	Identify who receives the invoice in the client organization (billing/contact address).	Client-Details screen: Main Contact Project-Billing screen: Contact
	Define payment terms to print on invoices.	Terms screen Client-Billing screen Project-Billing screen
	Identify clients and projects to bill in a foreign currency and check currency settings.	Currency Manager screen Project-Billing screen Client-Billing screen
	All or selective project invoices should be emailed to the client.	Client-Billing screen Project-Billing screen
	Set up projects for automatic billing on a specified frequency.	Project-Billing: Automatic Billing
Invoice Formats	Assign or change standard/custom invoice formats for different project contract types.	Global Settings-Templates Project screen
	Set the standard invoice number format for invoices. Optionally, define custom invoice numbers for projects.	Global Settings-Billing Project-Billing screen
Joint Invoices	Identify projects for a client or project phases to bill together. Set the default to joint invoice.	Client-Billing screen Project-Details screen
	Combine billing records on a single invoice.	Billing Review screen
Retainers	Request retainers from the clients Create retainer invoices .	Retainer Management screen Project-Billing screen
	Record retainer payments from clients.	Payment screen
	Apply project or client retainer payments.	Payment screen Billing Review
Aging	Set aging period for outstanding invoices of all clients	Global Settings-Billing screen
	Set interest rate and grace period for past due invoices related to a project	Project-Details screen

Billing Methods

Web Suite offers various billing methods and arrangements with highly flexible options. You can choose a method according to your need and situation:

- [Fixed or Progressive Billing](#)
- [Hourly Billing](#)
- [Percent Complete Billing](#)
- [Phased Billing](#)
- [Recurring Billing](#)
- [Cost Plus Billing](#)

Billing Processes

After you have completed the pre-billing tasks and made the initial billing decisions, you are ready for actual billing. The billing managers can handle the billing task themselves or delegate it to accountants or admin staff.

You can accomplish billing in the following ways:

- [Automatic Billing](#)
- [Billing Review](#)
- [Manual Invoice](#)

UNDERSTANDING CONTRACT TYPES

It is important for you, especially the project managers, to understand contract types and their effect on the billing process. The contract type chosen for a project triggers business-processing rules. Though you can change it any time, it is best to choose the right type while setting up a project. You can do it in consultation with the billing manager of the company. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.

Web Suite uses a project record to track information for any of these purposes:

- Revenue
- Marketing costs
- Overhead costs

For revenue-generating projects, you might choose a contract type such as Fixed (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring and Cost Plus. These contracts may or may not have time and expenses or contract amounts associated with them. Web Suite is designed to record time and expense entries for all contract types. Therefore, whether the projects are to be billed per hour or lump sum or even not billed at all, record time and expense entries against them to take advantage of project management tools in Web Suite.

Typically, Web Suite computes the default net bill amount based on the total time and expenses relieved with an invoice. It compares all time and expense flowing to a project to the revenue generated to show gross profit. Fixed types require a contract amount though it is a good idea to provide a contract amount for hourly contracts as well. Web Suite uses this

information to evaluate time and expenses by comparing the amount spent [(B-Hours x Bill Rate) + Non-billable Expenses] against the contract amount. In such cases, your time and expense entries display in red. However, nothing will stop you from overbilling a project except if it is a Recurring with Cap contract or has a billing schedule. In addition, contract amount is used in the forecasting and work-in-hand reports.

For projects that your firm is trying to 'win', set them up as 'Marketing' contract type. Web Suite tracks all time and expense, giving you better profitability and management information for setting fees. Tracking of marketing time and expense costs begins when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning, and bid proposals all affect a project's profitability. After winning the project, you can carry out your plan through to final close of the project.

Finally, you can use the Overhead type to track internal activities and expenses like education, staff meetings, research, and so on. You could set up one or more research projects for the firm with the objective of improving your services and expanding your professional offerings to customers. An overhead project requires that you set up your company as a 'client' and then assign the overhead project to it.

You can choose Web Suite's predefined contract types on the [Project-General](#) screen. Various contract types include:

<p>Fixed-Type Fixed Hourly Not to Exceed Percentage Recurring With Cap</p>	<p>These contracts types are used when you want to bill:</p> <ul style="list-style-type: none"> • Accumulated value of time and expenses up to the contract amount • A percentage of the contract amount/settlement amount • A milestone achieved • A predefined billing schedule or bill amount and frequency up to the contract amount • Any amount up to the contract amount
<p>Hourly-Type Hourly Cost + Percentage Cost + Fixed Fee</p>	<p>These contract types are used when you want to bill:</p> <ul style="list-style-type: none"> • Accumulated value of time and expenses • Accumulated direct costs of time and expenses plus profit/fee • A percentage of the contract amount • A milestone reached • A predefined billing schedule • Any amount you want to bill
<p>Recurring-Type Recurring Recurring + Expense Recurring + Hourly</p>	<p>These contracts types are used when you want to bill:</p> <ul style="list-style-type: none"> • A predefined bill amount and frequency • Expenses as part of the recurring amount • Expenses in addition to the recurring amount • predefined bill amount and frequency plus extra value of time and expenses

<p>Non-Billable Marketing Overhead</p>	<p>These contracts types are used when you want to record:</p> <ul style="list-style-type: none"> • All time and expenses incurred before the project starts • Non-billable marketing costs • Administrative time and expenses
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The various contract types provided by Web Suite are:

- **Fixed** contracts are based on a fixed firm price or a contract amount agreed upon by the client and your company. The contract can be billed in full, by the hour or in incremental flat amounts. The impact is that a maximum contract amount or ceiling is ensured and automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, Web Suite displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, Web Suite does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis.
- **Hourly** contracts have no contract amount. Although Web Suite enables you to bill any amount you want, hourly contracts are typically billed based on time and expense entries recorded for the project. There is no maximum contract amount (although you can record one for reference).
- **Hourly Not to Exceed** contracts are based on a contract amount agreed upon by the client and your company. They are similar to fixed contracts. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, Web Suite displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, Web Suite does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis. The contract can be billed in full, by the hour or in incremental flat amounts. The reason both contract types are offered is to allow you to treat them differently. Commonly companies bill Hourly Not to Exceed projects by the hour and fixed projects in incremental flat amounts. In this case, different invoice formats would be required for each contract type.
- **Marketing** contracts should be assigned to projects for which a contract is not yet secured while work is being done. Marketing contracts can be used to hold time and expenses incurred in an effort to obtain work. Marketing projects record all time entries as non-billable. When a full contract is secured, change the Contract Type setting from Marketing to whatever is appropriate. Doing this will prompt you with an option to automatically change previous time entries from non-billable to billable.
- **Overhead** contracts refer to work done on projects that track company overhead, not billable to a client. This can include weekly meetings, filing expenses, office maintenance, birthday parties, holidays, sick time, vacations, etc. Assign your company as the client to overhead projects.

- **Percentage** contracts are those based upon a certain percentage of a cost or a settlement amount. Percentage based contracts are monitored by Web Suite just like fixed fee contracts. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, Web Suite displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, Web Suite does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis. Commonly, users modify the contract amount of Percentage project due to change orders but Web Suite will not let you to change its contract amount, if it is partially billed. Assigning Percentage contract types to these projects will make it easier to report on them and filter screens based on contract type.
- **Recurring**—If you bill a project a fixed amount after a specified number of days, choose this type of contract. The project will be billed that amount irrespective of how much time was spent on the project. You need to set the billing frequency and amount for this. A contract amount is not required, but can be entered for reference. While any format can be used, an hourly invoice template is commonly used. The project will automatically show in Billing Review based on the specified frequency and invoice amount.
- **Recurring With Cap**- If you bill a client a fixed amount after a specified number of days and the total consideration for the project has a ceiling, choose this type of contract. For example, you want to bill \$2,000 per month up to a total of \$25,000. Web Suite will generate a \$2,000 invoice every month for 12 months and then on the 13th a \$1,000 invoice will be generated regardless of how much time is recorded to the project during those 13 months. You can set the billing frequency and amount in for it. The project will automatically show in Billing Review based on the specified frequency and invoice amount. Enter a contract amount for Recurring With Cap contract types. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. These processing rules can be overridden on a project-by-project basis.
- **Recurring + Expenses** are like Recurring Contracts, the difference being that expenses are not included in the recurring amount charged at a defined frequency. The expense amount is charged in addition to this amount. Again, a contract amount is not required, but can be entered for reference.
- **Recurring + Hourly**

If you bill a fixed amount after a specified number of days plus any additional amount based on time and expense entries, you can choose this type of contract for your projects. For the recurring portion, the project will be billed by that amount irrespective of how much time or expenses were spent on the project. This contract type can handle situations wherein you have, say, a block of hours that you sell for a certain amount per month and then any additional hours are billed on top of it at a different rate. You need to set the billing frequency and amount for this. A contract amount is not required but can be entered for reference. The project automatically shows in Billing Review based on the specified frequency and invoice amount. As the

recurring portion is added to the service amount, it results in a write-up. While any format can be used, the default invoice template is Recurring Plus Hourly.

- **Cost + Percentage**—are like Hourly-type contracts where all direct costs (time and expenses) accumulate until billed. The special bill rate applied to hours worked is the fully loaded cost rate (setup as special bill rate), and the Fixed Fee Percentage is typically the profit margin. When you bill, Web Suite adds the profit margin to the invoice. The key calculations are:

Fixed Fee Amount (Percentage Profit) = $\text{Billable Amount} \times \text{Fixed Fee \%} / 100$
 Net Bill Amount = $\text{Service Amount} + \text{Service Tax} + \text{Expense Amount} + \text{Expense Tax} + \text{Fixed Fee Amount} - \text{Discount} - \text{Retainer Applied}$

 You can override the Net Bill Amount if desired.

- **Cost + Fixed Fee**—can be used as a billing arrangement when you want to bill direct costs (time and expense) *plus* a fixed fee (profit) to the client. Web Suite adds a portion of the Fixed Fee to the Net Bill before generating the invoice. *Web Suite also tracks the fixed fee portion to ensure you do not over-bill.* The key calculations are:

Fixed Fee Amount = $\text{Billable Amount} \times (\text{Fixed Fee} / \text{Contract Amount})$
 Net Bill Amount = $\text{Service Amount} + \text{Service Tax} + \text{Expense Amount} + \text{Expense Tax} + \text{Fixed Fee} - \text{Discount} - \text{Retainer Applied}$

For example:

Contract Amount = \$1000, Fixed Fee Amount = \$100, Value of billable time and expenses = \$500
 Fixed Fee = $500 \times (100/1000) = \50

 Web Suite will stop adding the fixed fee when the Fixed Fee Amount is exhausted. The direct costs continue to be billed.

 You can set a default invoice and statement for each type of contract in the Global Settings screen.

Billing Methods

FIXED OR PROGRESSIVE BILLING

Progressive *flat fee* billing occurs when a client is billed a portion of the total contract amount over a number of months. Depending on the circumstances, the billed amount can be the same (fixed) or vary in each billing cycle.

When the project contract or company policy defines a different billing amount, use a billing schedule to define billing records. You can create future billing records in it, adding or editing them later. This is also useful for milestone billing.

Using the billing record's Reminder Date in the schedule, Web Suite knows when to remind you to process an invoice. The Billing Schedule allows you to enter a bill amount or calculate

it as a percent of the contract amount. In addition, you can apply a percentage of the project's retainer to the billing records. Another option is to include expenses in the bill amount or bill them in addition to that amount. Similarly, you can bill or 'absorb' extra time and expense (over-contract amounts). Web Suite also enables you to add a note to carry to the invoice.

Fixed Fee Invoice

Fixed fee invoice is also called the company's 'single service fee invoice'. From the sample below, you can gain an understanding of how the billing process requires input from different sources and how the entire information fits together.

Web Suite adds a 'Draft' watermark when you choose the Draft option on the Billing Review screen. The watermark disappears when you finalize it in Invoice Review screen. The 'Paid' watermark prints when the invoice finishes processing.

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1 Los Angeles, CA 90505
 Tel: (310) 555-1212 Fax: (310) 555-2121
 admin@hendricks_consulting.com
 www.hendricks_consulting.com

Invoice

3 Invoice Date: Mar 1, 2011
 Invoice Num: 1001
4 Billing From: Jan 01, 1900
 Billing To: Jan 01, 2099

2 Ms. Lynn Tracey
 Allied Technology
 1616 Adventure Way
 Sunnyside, CA 95000

PV Country Club (09-PV Country Club:) - Managed by (JA)

5 Contract Type: Fixed
 Contract Amount: \$ 80,000.00
 Retainer Required: \$ 250.00

Reimbursable Expenses:

Date	Employee	Description	
2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES	\$572.00
	Engineering		
2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES	\$500.50
	Engineering		
2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES	\$654.50
	Engineering		
2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES	\$357.50
	Engineering		
9/24/2011	JD Consulting	MILEAGE	\$12.50
10/27/2011	CJ	MILEAGE	\$13.75

6 Amount:

7 Total Expenses:

Amount Due This Invoice:

8 This invoice is due upon receipt

9 **Account Summary**

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 25,833.75	\$ 2,160.20	1088	10/31/2011	\$ 49.45	\$ 950.55	\$ 239.54

Total Amount Due Including This Invoice:

- ① Name and address carries from the Company screen.
- ② The recipient's name and address carries from (a) the main client contact and client address, or (b) the project contact address (prints only if you mark 'Send Invoice to Contact').
- ③ Invoice Date defaults to the system date. Companies usually change the invoice to a future date to allow for printing and mailing. Aging begins on this date.

Web Suite assigns the next available invoice number on checking the Bill box in the Billing Review screen. In this case, a draft invoice number prints in angle brackets.

- ④ The date range carries from the Billing Review screen. The range determines what unbilled, approved time and expenses (work-in-progress) to include in the billing record. As you can see, the date range covers any period you want.
- ⑤ Note that the contract type is Fixed. The company chose to bill by time (rather than by percent complete or with a billing schedule).
- ⑥ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) *less adjustments* such as applied discounts, write-up/down, applied retainer, etc. Service Amount is the billable value of the approved time entries in the specified date range (see ④), including any taxes on individual entries (Tax 1, 2 or 3 of Activity or in the service fee schedule assigned to the project).
- ⑦ Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

You may or may not apply GST to your invoices. Typically, GST equals the calculated Main Service Tax on total labor billed *plus* calculated Main Expense Tax on total expenses billed. You can define MST and MET percentages on the Company screen, and as needed, change the rates in Client and Project profiles.

- ⑧ Payment terms for the invoice. Web Suite first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, Web Suite prints the default payment term ('This invoice is due upon receipt').

- ⑨ Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

 Web Suite supports two memos per invoice. In most invoice formats, the first appears near the top of the invoice and the second near the bottom.

HOURLY BILLING

Hourly billing is the most common billing method across service industries. It involves dynamic generation of billing records for projects, bringing together time, expenses, retainer balances, amounts owed and paid, and other information. Only approved time and expenses (work-in-progress) are included for the selected date range. For hourly invoices, the invoice amount is the total of the Bill Amount and Charge Amount for the billed time and expenses **after** *adjustments made during the billing process*.

Depending on your tax situation, Web Suite applies taxes to individual activity codes or expense codes (Tax 1, 2, 3) when you record time and expenses. Web Suite also applies a second level of tax (Main Service Tax and Main Expense Tax) to the total billed services and expenses. You can choose which to apply.

Web Suite includes many standard hourly invoice templates, presenting services and expenses in a variety of summary and detailed formats.

Hourly Invoice

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Invoice

Invoice Date: Mar 1, 2011
 Invoice Num: 1001
 Billing From: Jan 01, 1900
 Billing To: Jan 01, 2099

Ms. Lynn Tracey
 Allied Technology
 1616 Adventure Way
 Sunnyside, CA 95000

PV Country Club [09-PV Country Club:] - Managed by (JA)

Professional Services:

Date	Employee	Description	Hours	Rate	Amount
10/25/2011	CJ	Client Conference/Meeting	1.25	\$150.00	\$187.50
10/26/2011	BW	FIELD SURVEYING	2.00	\$110.00	\$220.00
11/2/2011	RC	CAD PLOTTING	1.25	\$110.00	\$137.50
11/4/2011	CJ	Client Conference/Meeting	1.25	\$150.00	\$187.50
11/5/2011	BW	FIELD SURVEYING	2.00	\$110.00	\$220.00
11/12/2011	RC	CAD PLOTTING	1.25	\$110.00	\$137.50
Total Service Amount:					\$1,090.00

Reimbursable Expenses:

2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES			\$572.00
2/28/2011	Engineering	PLANS/DRAWINGS/SKETCHES			\$500.50
2/28/2011	Geo	PLANS/DRAWINGS/SKETCHES			\$654.50
2/28/2011	Engineering	PLANS/DRAWINGS/SKETCHES			\$357.50
9/24/2011	JD Consulting	MILEAGE			\$12.50
10/27/2011	CJ	MILEAGE			\$13.75
Total Expenses:					\$2,110.75

Amount Due This Invoice: \$3,200.75

This invoice is due upon receipt

Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 25,833.75	\$ 2,160.20	1088	10/31/2011	\$ 49.45	\$ 950.55	\$ 239.54

Total Amount Due Including This Invoice: \$3,440.29

1 2 3 4 5 See [Fixed or Progressive Billing](#).

6 When making billing decisions, you can exclude or write up or down some time entries. The remaining entries print and total on the invoice. The invoice lists who worked, how much and on what activity and how much the client is charged per hour.

7 When timekeepers record time entries, Web Suite inserts the description for chosen the activity. Optionally, you can add a memo to a time entry (or expense entry). In some invoice formats, the time and expense descriptions and memos print on an invoice. Other formats omit it. You can customize the invoice format as needed.

⑧ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) *less adjustments* such as applied discounts, write-up/down, applied retainer, etc. Service Amount is the billable value of the approved time entries in the specified date range (see ④), including any taxes on individual entries (Tax 1, 2 or 3 of Activity or in the service fee schedule assigned to the project).

⑨ Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

This section displays the account summary. It informs the client about what the current bill covers and the total amount owed.

⑩ Payment terms for the invoice. Web Suite first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, Web Suite prints the default payment term ('This invoice is due upon receipt').

⑪ Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

PERCENT COMPLETE BILLING

Percent Complete in Web Suite is the subjective determination of how far along a project is. Throughout the life of a project, a manager can update this percent complete value. You can calculate this percentage based on the contract amount used/spent and then bill the client accordingly.

You can use percent complete value in Web Suite to:

- **Compute the estimated earned value:** Web Suite compares it to the actual earned value for the project (based on the Amount Spent). A significant difference in these two values indicates that a problem is looming. The 'Earned Value–Estimated' report uses the percent complete value.
- **Determine how much to bill:** *Percent complete billing* involves the usage of '% Complete' value for the project (from Project or Billing Review screen) to calculate the net bill amount.

Percent complete billing supports both single project invoicing *and* joint invoicing. When billing on a percent complete basis, Web Suite asks if you want to update the % Complete value in the Project profile as well. You have an option to include or exclude the expenses as a part of the contract amount. Web Suite accordingly calculates the percent complete bill amount on the project's service or labor amount.

You can bill phases using percent-complete values from each project phase. For a joint phased percent-complete billing, Web Suite 'joins' the billing records for each phase with unbilled labor and expenses. Billing records of the same client having the same code

automatically combine on a joint invoice. You can decide to generate a phased percent-complete joint invoice for each phase on the Project-Billing screen or dynamically during a billing session in the Billing Review screen. See [Creating Joint Invoices](#) and [Creating Percent Complete Invoices](#) for more information.

PHASED BILLING

You can bill one phase or all phases of a project on a joint invoice. Each phase of a project is an independent project record. Thus, you can assign different contract types or billing arrangements—hourly, fixed fee, percentage, etc. to it. See [Project Hierarchy](#) in for more information.

Joint Phased Percent Complete Invoice

Hendricks Consulting LLC
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 www.hendricks_consulting.com

Invoice

Invoice Date: Oct 7, 2011
 Invoice Num: 1118
 Billing From: Oct 27, 2011
 Billing To: Nov 25, 2011

Mr. Mark Summer
 Housing and Urban Development
 652 Third Avenue
 New York, NY 10001

Housing & Urban Development [10-Maint] - Managed by [JA]

Phase	% of Fee	Contract	% Complete	Services Billed To Date	This Invoice Services	Expenses
Construction Administration	10%	\$12,500.00	4%		\$500.00	\$0.00
Construction Documents	70%	\$87,500.00	6%		\$5,250.00	\$0.00
Schematic Design	20%	\$25,000.00	10%		\$2,500.00	\$0.00
TOTALS	100.00%	\$125,000.00		\$0.00	\$8,250.00	\$0.00

Total Earned to Date: \$0.00
 Invoice Total: \$8,250.00
 Previous Outstanding Balance: \$0.00
Balance Due: \$8,250.00
This invoice is due upon receipt

Account Summary

Billed To Date	Paid To Date	Balance Due
\$ 8,250.00	\$ 0.00	\$ 8,250.00

1 2 3 4 See [Fixed or Progressive Billing](#).

5 Project ID and Phase Description carries from the project phase profile.

- ⑥ Each phase's percent of the total project contract amount carries from the project profile.
- ⑦ Contract (amount) carries from the project phase profile.
- ⑧ Percent Complete is a decision of the billing manager – accept the % Complete value in the Project profile or enter an updated value in the Billing Review screen.
- ⑨ This is the Service Amount previously billed and carries from accounts receivable for each project phase. It illustrates how much of the contract have you already billed to date.
- ⑩ This informs the client of the invoice amount due on Services and Expenses. Amount Due is $\text{⑦ Contract Amount} \times \text{⑧ Percent Complete} - \text{⑨ Services Billed}$.
- ⑪ See *Account Summary* in [Fixed or Progressive Billing](#).

RECURRING BILLING

Recurring billing involves pre-setting amount to bill the client on a set frequency such as weekly, biweekly, monthly, quarterly, etc. The billed amount is the same regardless of the hours expended. Web Suite allows you to include the expenses in the recurring bill or to add them separately to the invoice (in addition to the recurring amount).



Frequency of billing for a project starts from the date of the invoice.

When you select a *Recurring* contract type for a project, Web Suite generates the billing record as per the frequency set in the Project screen. It does **not** automatically create an invoice; however, it does remind you via Dashboard-Reminders panel that bills need to be processed. If billing does not take place, Web Suite generates a recurring billing record for each billing period in Billing Review.

Preferred invoice layouts for recurring bills vary widely. Some prefer a detailed list of time and expenses to show the amount of work done, while others prefer a fixed (single fee) invoice with occasional memos. See [Processing Recurring Invoices](#) for more information.

COST PLUS BILLING

If you are an engineering, architectural or other professional services firm that works for federal or state agencies, you might have to use *Cost Plus* contracts. Cost plus billing adds a profit margin or management fee to the bill amount. Web Suite supports Cost + Percentage and Cost + Fixed Fee contracts, including their invoice templates. You can set special bill rates in the SFS or EFS for the direct costs and set the fixed fee or percentage on the Project-General screen.

Cost + Fixed Fee

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a fixed fee (profit) to the client. The total fixed fee is available in the Project profile. Web Suite adds a portion of the Fixed Fee to the Net Bill before generating the invoice. *Web Suite also tracks the fixed fee portion to ensure you do not over-bill.*

$$\text{Fixed Fee Amount} = \text{Billable Amount} \times (\text{Fixed Fee} / \text{Contract Amount})$$

$$\text{Net Bill Amount} = \text{Service Amount} + \text{Service Tax} + \text{Expense Amount} + \text{Expense Tax} + \text{Fixed Fee} - \text{Discount} - \text{Retainer Applied}$$

For example:

Contract Amount = \$1000, Fixed Fee Amount = \$100, Value of billable time and expenses = \$500

$$\text{Fixed Fee} = 500 \times (100/1000) = \$50$$

Cost + Percentage

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a percentage of the costs (profit) to the client. The total fixed fee percentage is available in the Project profile. Web Suite adds the profit percentage to the Net Bill before generating the invoice *until the project is complete.*

$$\text{Fixed Fee Amount} = \text{Billable Amount} \times \text{Fixed Fee Percent}$$

$$\text{Net Bill Amount} = \text{Service Amount} + \text{Service Tax} + \text{Expense Amount} + \text{Expense Tax} + \text{Fixed Fee} - \text{Discount} - \text{Retainer Applied}$$

For example:

Contract Amount = \$1000, Fixed Fee Percent = 10, Value of billable time and expenses = \$500

$$\text{Fixed Fee} = 500 \times (10/100) = \$50$$



This is how Billing Review calculates the Fixed Fee Amount. However, you can manually override it with a different amount. It will then re-calculate the Net Bill Amount. However, if you change the Net Bill manually, it does NOT change the Fixed Fee Amount.

Rates

UNDERSTANDING RATES

Web Suite supports both **default bill rates** and **special bill rates**. Employee default rates are part of the employee record. Optionally, you can define bill rates for activity and expense codes. You can define special bill rates in a service or expense fee schedule assigned to a project.

After negotiating with a client, for instance, project managers would decide whether to charge default employee bill rates, activity rates or special SFS rates for billable time. Similarly, they would decide whether to charge default expense rates or special EFS rates for billable expenses. By defining the rates to use up front, you eliminate non-billable administrative hours otherwise spent checking and correcting rate information. This can be as simple or as complex as the project requires; for example, for services:

Use default bill and cost rates	Check the rates of each employee that will work on the project to make sure the Bill Rate, Pay Rate and Overhead Multiplier are up-to-date. No special rates apply.
Use special bill rates and default cost rates	Create a SFS that defines the special bill rates. You can select individual or group of employees or vendors and activities to which special bill rates apply.
Use activity bill rates	Set the activity bill rates in the Activity screen. Next, add it to the Rate Hierarchy by marking the 'Rates from Activity Table' option on the Project-Details screen.
Use default, activity and special bill and cost rates	Map out the rates on a piece of paper before entering them into Web Suite. After completing the map, review it and check for conflicts. Step through the Rate Hierarchy . Finally, set up the rates in Web Suite and test them before going live on the project.

How Do I

HOW DO I DETERMINE RATES?

All time entries in Web Suite must have both a *bill rate* and a *cost rate*. One of Web Suite's best features is the ability to assign an unlimited number of rates to employees, activities and projects. A manager can predetermine these rates, allowing the timekeepers to record their time without any knowledge of the rates.

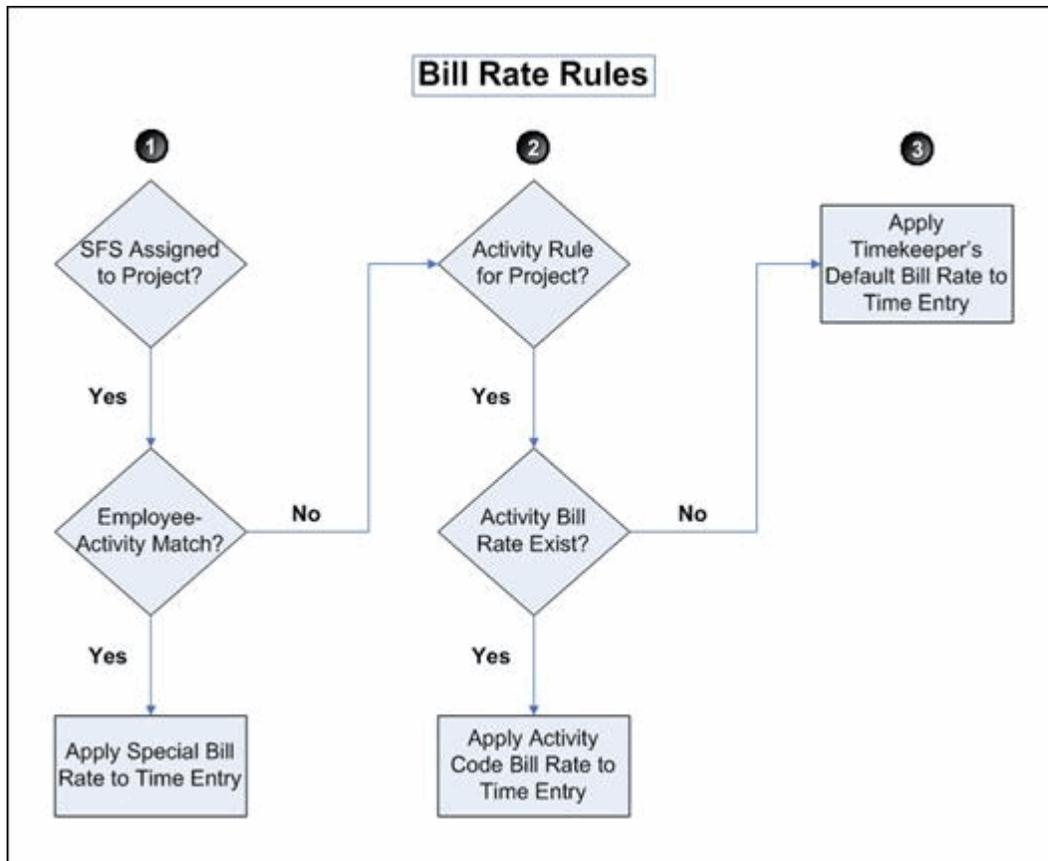
There are three screens in Web Suite where you can define rates:

- **[Service Fee Schedule](#)**: Web Suite assigns bill rates, cost rates and over-time multipliers based on a combination of employee-activity and classification.
- **[Activity](#)**: Web Suite assigns a bill rate and cost rate per activity.
- **[Employee](#)**: Web Suite assigns default bill rate, cost rate and overtime rate per employee.

Web Suite allows you to set fee schedule rates and specify a classification (title or labor category) for the employee. You can have several titles for an employee and might want to set different rates for different titles. For example, an employee can be called a Research Analyst by one agency and a Junior Consultant by another. In addition, quite often we end up negotiating a fee structure with our client based on the employee's classification or title. For example, Senior Designer = \$200, Engineer = \$150, Draftsperson = \$95 and Junior Engineer = \$125. Therefore, Web Suite enables you to specify special rates based on such classification. This classification is associated with the relevant time and expense entries, but you can edit it in the respective screens.

 Classification feature is available in the Web Suite Pro and Enterprise editions only.

The logic used by Web Suite to determine which rate to use is as follows:



1. After you select a project in the time entry screen, Web Suite searches for an associated Service Fee Schedule. If you have assigned a SFS to that project and Web Suite finds a matching combination of employee and activity therein, it applies this Bill Rate and Cost Rate to the time entry.

 In case of multiple matches, Web Suite follows the Priority number as set in the SFS screen. This priority number is based on the original sort order of the SFS items but can be changed.

Some users want to use the SFS to have both their Bill Rate and Cost Rate default to zero dollars, but keep the entry billable. Web Suite enables you to specify a \$0 rate or null value in a fee schedule if you specify that option in Global Settings. In case of \$0 rate, Web Suite will apply it to the time entries. In case of null value, Web Suite will ignore the SFS and search for the next rate in the *rate hierarchy*.

If no matching combination is found or if no SFS is assigned to the project, Web Suite proceeds to step 2.

2. Web Suite searches the Project record 'Rates from Activity Table' option. If it is checked, Web Suite uses the Bill Rate and Cost Rate from the Activity screen. If 'Rates from Activity Table' option is unchecked, Web Suite proceeds to step 3.
3. Web Suite uses the Bill Rate and Cost Rate from the Employee screen.

This is the **rate hierarchy** of Web Suite.



The expenses follow similar rules in determining which cost rate to apply to an expense entry. If there is no cost rate for the expense code in the Expense screen nor an assigned Expense Fee Schedule, Web Suite requires you to enter one manually.

HOW DO I UPDATE RATES?

You might need to update or replace rates at any time. For example:

- A revised contract might result in new bill rates
- At year-end, you would update fee schedule items (or several times per year) for the New Year's rates
- At year-end, you can convert default employee rates to special fee schedule rates so as to easily handle 'special deals' offered to clients
- An employee received a raise
- The cost of employee benefits or other overhead items changed
- Higher costs are anticipated for the new year
- You want to recover profits siphoned by the weak economy over the past few years
- A new service is being offered

There are various ways of updating rates:

- You can change the bill and cost rates for a single time or expense entry in the time entry or expense entry screens (Sheet View, Timer, Expense Log, etc.). Web Suite uses this **new** rate to compute the bill value for the entry.
- If a [fee schedule](#) is assigned to a project and you change rates in the assigned fee schedule, the next time a timekeeper charges hours or expenses to the project (that find a match in the schedule), Web Suite uses the **new** rate to compute the bill value for the entry. For example, on the first day of a new year, you would update SFS rates for a project. From that point forward, Web Suite applies the new rates to hours worked on it.
- When you modify the pay rate of an employee (say a raise), Web Suite scans the fee schedules to check if you used a Pay Rate Multiplier for that employee. If so, it prompts you to update the bill rate in those fee schedules.



However, changing schedule items or updating its rates **does not** modify previously recorded time entries.

 All the above options require you to have security permissions to view and update bill and cost rate information.

HOW DO I CALCULATE COST RATES

We recommend that everyone in your company who draws a paycheck (including principals) should enter time in Web Suite so that you have an accurate accounting of the hours (and thus, dollars) invested in your business. It can be a bit odd for non-project personnel to do so since Web Suite is 'project-centric', however, this ensures consistency in the use of a single program to record time. These 'indirect' people can basically make the same entry (say Project=GEN:Off, Activity=clerical) from one day to the next and the system will send the time to the appropriate general ledger account in your accounting software.

Web Suite requires a bill rate and cost rate for the employees and vendors working on billable projects. You can calculate the cost rate as:

Cost Rate = Pay Rate x Overhead Multiplier

Web Suite applies a Cost Rate to actual hours worked to compute the Cost Amount for a time entry when you save it. Web Suite applies rates according to the **Rate Hierarchy** (see above). When you update the OHM, Web Suite applies the new cost rate (Pay Rate x new OHM) to all the new time entries for an employee. When you create a new budget (that includes optional costs) after updating OHM, it also uses the updated cost rate. *However, Web Suite does not retroactively update cost amounts for previous time entries or budgets.*

To update budgets for new cost rates, you must manually change them. Similarly, you might have to update manually the cost rates for time entries.

HOW DO I CALCULATE IDEAL BILL RATE?

Ideal Bill Rate is the rate producing the target profit per hour. Many owners, principals and managers do not take into account all the key elements that make up an ideal bill rate. To determine the ideal rate, you need to know not only the *profit margin* but also the *utilization rate* of your employees and their overhead multiplier.

The calculations involved are:

Utilization Rate = (Direct Payroll Cost / Total Project Cost) x 100

For example, if the direct project labor is \$10,000 and the total project cost is \$14,000, then the utilization rate according to the formula is:

Utilization Rate = (10,000 / 14,000) x 100 = 71.4%

Next, you have to compute the effective bill rate before finding the ideal bill rate.

Effective Bill Rate = Bill Rate x Utilization Rate

For example, if the regular bill rate of an employee is \$100 per hour, then:

$Effective\ Bill\ Rate = 100 \times 71.4\% = \$71.4\ per\ hour$

Now let us calculate the Overhead Multiplier (OHM) as:
 $OHM = Total\ Expenses / Total\ Payroll\ Expenses$

If the total expenses incurred in a year are \$1,000,000 and the payroll expenses amount to \$400,000, then:
 $OHM = 1,000,000 / 400,000 = 2.5$

Finally, you can calculate the ideal bill rate as:

Ideal Bill Rate = (Pay Rate x OHM x Profit %) / Utilization Rate

If the pay rate of the employee is \$30 per hour and the profit percentage is 20%, then:
 $Ideal\ Bill\ Rate = (30 \times 2.5 \times 1.2) / .714 = \$126\ per\ hour$

What this means is that if an employee has a pay rate of \$30 and bill rate of \$100 with 71.4% utilization, you should ideally charge the client at \$126 to make a 20% profit.

HOW DO I BILL DAY RATES?

A day rate is a set number of hours and amount charged to a client for a task or activity, regardless of the actual hours worked in a day. In Web Suite, it is set up using the Bill Rate and Minimum Hours value for an activity.



You can also define a day rate on a service fee schedule.

How you report day rate activity on an invoice depends on whether actual time worked is greater or less than the stipulated time. When A-Hours (Actual Hours) are greater than the B-Hours (Billing Hours), you might want to show the extra hours on the invoice. Conversely, when A-Hours are less than B-Hours, you might want to hide this information.

To set up a day rate for your company:

1. Open [Activity](#) from the Lists menu.
2. Click New to create a new activity code.
3. In the first field, enter a unique Code, Sub and Description. This will make it easy for a timekeeper to identify the day-rate activity code in a list.
4. In the Minimum Hours field, enter 8 (this day rate is based on a standard 8-hour day).
5. Move to the Bill Rate field. Calculate this rate by dividing the negotiated day rate by Minimum Hours. For example, if the day rate is \$1,200, then the Bill Rate is \$150 per hour ($1,200 / 8 = 150$).
6. Mark the Billable check box.
7. When you have finished, click Save and then Close.

When a timekeeper selects the above (day-rate) activity while recording time entries, Web Suite carries its Minimum Hours and Bill Rate to the time record. It adjusts the B-Hours to the Minimum Hours and applies the activity's Bill Rate to calculate the Bill Amount. The

timekeeper enters his A-Hours (actual hours), which calculates the cost of the activity and then saves the time entry.

On the invoice, if A-Hours are greater than B-Hours (Say an 8-hour day-rate activity took 10 hours to complete), the extra 2 hours do not print on the invoice. Alternatively, if A-Hours is 6 and B-Hours is 8, you do not want to show that it took less time to complete the actual work to a client.

When you want to present the extra or free hours on an invoice, split the time entry into two. Enter your hours, let Web Suite adjust B-Hours to the minimum, then make sure A-Hours is the same eight hours. Next, create a second entry for the same activity and enter 2 in both B-Hours and A-Hours fields, then mark the entry as non-billable. This creates a separate item on the invoice and because you marked it as non-billable, it prints 'No Charge' on the invoice.

A timekeeper with appropriate security permissions can accomplish this task; however, many companies delegate this responsibility to a project or billing manager. Thus, while they review time in Sheet View, they can look for day-rate activities and determine whether to split the time entry into two to show the *free* hours.

Taxes

UNDERSTANDING TAXES

Web Suite handles most of the tax rules used in various countries – taxes on time and expense entry line items, taxes on invoiced labor and expense, **and** taxes on taxes. Web Suite provides different methods to tax services (time entries) and expenses (expense entries). You can specify three different tax rates –Tax 1, Tax 2 and Tax 3—per entry. Additionally, you can apply a fourth tax rate (Main Service Tax or Main Expense Tax) to the total when invoicing.

At the first level, there are three item taxes, Tax 1, Tax 2 and Tax 3. Web Suite sums the rates and applies the total percentage to the time or expense entry's pre-tax bill amount, then adds the resulting tax to the bill amount. You can modify these tax rates during time and expense entry (*with the proper security permissions*).

At the second level, Web Suite uses Main Service Tax (MST) and Main Expense Tax (MET) to tax total invoiced labor/services and total invoiced expenses, respectively. You might know them as Value Added Tax (VAT) in some countries like U.K. or Goods and Services Tax (GST) in others like Canada or Harmonized Sales Tax (HST). **Item taxes are in addition to any Main Tax applied to invoiced activities.**

Web Suite also allows you to specify how much taxes you paid as part of that expense amount. This Purchase Tax is very important for tracking of GST, HST or VAT. It enables you to know how much tax the company paid, how much tax the company collected from the client and the net balance. For example, if you paid \$110 for lunch with a client, this amount includes the VAT or GST of \$10. To enter the net amount into Web Suite, you could make two separate entries—the pre-tax amount of \$100 and the VAT/GST portion of \$10. Alternatively, you can specify the purchase tax rate for an expense and Web Suite does the

math for you. You can run your VAT or GST reports that show the total taxes paid by your company and total taxes collected. The Net is what you owe to the tax authority.

When generating billing records, Billing Review or Manual Invoice checks MST and MET for the project being billed. If Web Suite finds them, it calculates the required tax amount to carry to an invoice. The Tax 1, 2 and 3 amount is included in the contract amount but the main tax is not.

How Do I

HOW DO I COMPUTE TAXES?

Three scenarios illustrate charging taxes for time recorded against a project. The same applies to the expense entries.

- **Scenario 1:** You are charging individual time entries for the same project at different rates.
- **Scenario 2:** You are charging all time entries for the same project at the same rate.
- **Scenario 3:** You are applying multiple taxes to time entries and the 'tax is taxed'.



Web Suite provides you the option to exempt projects from item taxes (Tax 1/2/3), and main tax (MST) to exclude item taxes.

Scenario 1:

You have applied different tax rates to time entries for the same project. Let us assume you have entered 1 hour for each activity and \$100 as Bill Rate for each entry.

Time entry with activity A; Tax 1 = 10% is charged.

Time entry with activity B; two taxes are charged, Tax 1 = 20% and Tax 2 = 30%

Time entry with activity C; three taxes are charged, Tax 1 = 10%, Tax 2 = 20% and Tax 3 = 30%

Activity A: 1 hour x \$100 x 1.1 = \$110

Activity B: 1 hour x \$100 x (1.2 + 0.3) = \$150

Activity C: 1 hour x \$100 x (1.1 + 0.2 + 0.3) = \$160

The resulting due amount on the invoice will be \$300 service + \$120 service tax = \$420]



Web Suite taxes each time entry individually. In addition, when there is more than one tax, Web Suite sums them before applying to the entry.

Scenario 2:

You have taxed all time entries at a single main tax rate for the same project. Let us assume you have entered 3 hours for activity and \$100 as the Bill Rate for each entry.

Main Service Tax= 10%
Activity: (3 hours x \$100) x 1.1 = \$330

The resulting due amount on the invoice will be \$300 service + \$30 main service tax= \$330.

 Web Suite applies the Main tax after computing the total labor amount. If you tax a standard tax rate on all labor and expense, enter it as the Main Service Tax in the Company screen. Web Suite brings forward these values when creating new clients and subsequent projects.

Scenario 3:

You have applied multiple taxes to time entries and the 'tax is *taxed*' for the same project. Let us combine scenario 1 and 2. The individual time entries are taxed based on the activity (Scenario 1) and then that total amount is taxed (Scenario 2).

Activity A: 1 hour x \$100 x 1.1 = \$110
Activity B: 1 hour x \$100 x (1.2 + 0.3) = \$150
Activity C: 1 hour x \$100 x (1.1 + 0.2 + 0.3) = \$160

The resulting due amount on the invoice will be \$300 service + \$120 service tax = \$420

Total Service + 10% MST: \$420 x 1.1 = \$462

The resulting total due amount on the invoice will be \$462.

 Similarly, these scenarios apply to expense entries made in Expense Log.

HOW DO I SET UP TAXES

In the United States and many other countries, tax jurisdictions vary in how they tax services and expenses. If you want to tax individual activities and expense items, first determine jurisdiction requirements. You can customize tax field labels for your jurisdictions using [Custom Labels](#) (for example, changing MET/MST to GST or VAT).

 If the tax authority in your area imposes taxes only on invoiced labor or expenses, set up the MST and MET. If the tax authority charges one tax on top of another, use both the MST and item tax fields.

You can define MST and MET percentages on the Company screen. Each time you set up a new client, Web Suite carries forward those rates to the Client profile. You can edit them as needed. In turn, when you set up a new project for a client, MST and MET carry from the Client profile to the Project profile. Again, you can edit these rates.

Line item taxes for labor/services are set on the Activity screen. Similar taxes for expenses are set on the Expense screen. If you do not charge individual taxes on activities and expenses, you can turn off these fields on a company-wide or user-basis from the Global Settings and Preferences screens.

When specified in Expense or Expense Log screen, Web Suite subtracts the Purchase Tax from the Cost Amount before charging the client. For example, if you paid a taxi fare of \$110 that included 10% GST, you can specify this as the Purchase Tax while recording that expense. Web Suite calculates the Charge Amount for this expense on the pre-tax Cost Amount. Thus, while the company will reimburse you for \$110, it will charge the client for \$100 plus taxes.

Taxes	
Purchase Tax	The rate can be set in the Expense screen. Check 'Cost Includes Purchase Tax' option and specify it in the Expense Log screen.
Tax 1/2/3	The default rates can be set up in the Global Settings-Options screen. Else, you can define these item taxes in the Activity and Expense screen.
Main Service Tax Main Expense Tax	You can specify the main tax rates in the Company screen. Web Suite carries them to the Client screen but you can change them there. These rates then carry to the Project screen but you can change them there. You can update these rates globally from the Global Settings screen.
Exempt Item Taxes	Individual projects can be exempted from item taxes (Tax 1/2/3) by checking this option on the Project-Details screen. You can exempt all projects of a client from these taxes by checking this option on the Client-Details screen.
MST/MET to Exclude Item Tax	Main taxes can exclude item taxes (Tax 1/2/3), if desired. You can directly apply the main taxes to labor/service and expense amount on invoices. You can apply these settings at the project level (Project-Details screen) or client level (Client-Details screen).

RETAINAGE

Retainage refers to the holding back of a portion of invoice payments by clients until they sign off on a project. This is most common in the construction industry, but also found in any project-oriented company. The client pays the total or accumulated retainage amount later — when the project is over or until he verifies its quality and completeness.

Web Suite allows you to set a retainage percentage and a maximum retainage amount in the [Project-Billing](#) screen. When an invoice is generated in the [Billing Review](#) or [Manual Invoice](#) screen, Web Suite computes the retainage amount that will be unpaid by the client until the agreed date. In addition, you can specify a maximum amount that a client can retain on a given project.

For example, if you set a retainage of 5% and maximum retainage amount is \$2000 on a project, Web Suite calculate this 5% on every invoice (billable amount) until the accumulated retainage reaches \$2000. You can see the Retainage Amount to Date on the Billing Review screen. After it reaches this maximum limit, full invoice amount is due from the client.

In case of retainage, Web Suite computes the invoice amount as:

Amount Due = Services Billed + Expenses Billed + Taxes – Applied Retainer – Discount – Retainage

Hence, if the total bill amount is \$1000 and calculated Retainage is \$50, the invoice sent to the client will display the bill amount prior to applying the retainage (say \$1000) and then the Amount Due after retainage (say \$1000 - \$50 = \$950).

Payment Terms

PAYMENT TERMS OVERVIEW

Web Suite Terms screen enables you to specify and customize payment terms on invoices. This can replace the practice of having the invoice templates modified with Crystal Reports. Payment terms indicate when you expect to receive payment from a client. In case of delinquent clients or late payments, the specified interest or late fee can be charged. You can create a list of often-used payment terms on the Terms grid. These user-defined terms will be available in the Project and Client screens and applied in the Billing Review. On creating a new database, the Terms table is pre-filled with standard terms.

For example, if you expect payment from a customer within 30 days and you charge an interest rate of 5% on late payments, the terms can be set here as Net 30 for 30 grace days. The late fee charges can be set in the Project screen. To apply terms to a transaction, select the terms you want in the Client or Project screen, to be used when you are creating an invoice. If payment terms are selected in the Client screen, these terms will always be associated with that customer and will automatically fill in whenever you create an invoice for this customer. If payment terms are selected in the Project screen, these terms will be associated with that project only when you create an invoice for that particular project.

Reference

TERMS

Navigation *Lists, Terms*

The Terms grid contains the following fields described below:

Term Name:

Specifies the name of the payment term to be created. Enter a word or phrase that will help you recognize the terms when you use the Terms list. The number of term types recorded

here are visible in the Project and Client screens. E.g., Net 45, Standard, etc. The field size is up to twenty characters.

Grace Days:

Enter the number of days after which interest is charged to client for the delinquent payments. This value determines the grace period after which the interest or late fee will be charged to client on unpaid invoices. The field size is up to three digits.

Edit:

Click to update a listed term. You will be given the option to click **Update** to save the changes made or click **Cancel** to undo the changes made to a record.

Delete  :

Click  to delete a record. Web Suite will ask you before deleting a record. Click **OK** to delete or click **Cancel** to cancel the deletion.

Save :

Click the save icon to save a new payment term.

Terms Button Panel**Help:**

Opens the Web Suite Help in the Web Suite Terms section.

Print:

Opens the Term report that you can preview and print.

How Do I**HOW DO I CREATE PAYMENT TERMS**

To create payment terms:

1. Open Terms screen from the Lists menu.
2. You will see a list of default payment terms. In the bottom row, enter a Term Name, such as Net 65.
3. Next, enter the related Grace Days, such as 65 days for Net 65 term.
4. Click  to save the term. When you have finished, click Close.

HOW DO I ASSIGN PAYMENT TERMS

You can assign payment terms to purchase orders and invoices from various screens in Web Suite. You can do so in the following ways:

- **Purchase Order screen:** You can assign payment terms to purchase orders sent to vendors.

- **Client-Billing screen:** Payment terms specified at the client level apply to all the projects of a client.
- **Project-Billing screen:** Payment terms specified at the project level apply to individual projects only.

The payment terms selected for a project override the default terms set at the client level. However, for *joint invoicing*, the payment terms will *always pull from the Client profile*. For example, if all projects included on an invoice are set to Net 30 at the project level, but Net 60 at the client level, the joint invoice will have Net 60 as the payment term.

Currency Management

CURRENCY MANAGER OVERVIEW

Navigation *Management, Currency Manager*

If you do business with international clients, you can enter foreign currency transactions in Web Suite the same way as you enter them in your own local currency. Web Suite supports multiple currencies with the [Currency Manager](#) feature. This feature enables you to bill your foreign clients in their currency values, making invoicing and payments easier. Currency Manager stores country names and exchange rates or multipliers along with other relevant information to be used for currency conversion. Using a conversion table, Web Suite converts home currency amounts on invoices to local currency for clients (including currency symbols, decimal and separators).

Your firm records are maintained in your home currency. Web Suite saves applied conversion rates with the invoice, ensuring the same conversion rate is used when recording payments. Reports also support multiple currencies though they print in your home currency. Web Suite provides you with various foreign currencies besides your local currency, such as U.S. Dollar, Swiss Franc, Australian Dollar, Canadian Dollar, Euro, etc.

You can select the desired currency to be used for billing in the Client and Project screen. Selecting a currency at the Client level will apply that currency for all the projects of that client; while selecting a currency at the project level will apply that to a specific project only. Currency modifications will not show in any Web Suite screen, but get reflected only on the invoices sent to the clients. The currency used in invoices will be determined by the currency specified in the Client and Project screen.

Reference

CURRENCY MANAGER

Navigation *Management, Currency Manager*

The following information provides details on the options and settings on the Currency Manager screen.

Get Latest currency exchange rates from the web:

This hyperlink takes you online to check for latest currency exchange rates.

Grid

Country (Currency):

Lists various countries and their respective currencies and abbreviations. For example, U.S. Dollar (USD), Euro (EUR), etc. The list is editable and you can add more currencies to it.

Current Multiplier:

You need to know the exchange rates for the relevant currencies. Exchange rate or current multiplier is what one unit of foreign currency is worth in your local currency. For example, if U.S. \$1 is worth Australian \$1.298, then the local American Web Suite user will enter 1.298 in the Current Multiplier. When printing or sending an invoice in another currency, you can use the default exchange rate (current multiplier=1) or modify it to reflect the latest rate. Web Suite allows you to enter currency up to 8 decimal places.

Symbol:

Lists all the symbols of the listed currencies above. For example, \$ for U.S. Dollar, £ for the British Pound, etc. This list is also editable.

Decimal Character:

Lists the character used to denote the decimal currency values. By default, it is a period (.) but can be changed to any other character.

Separator Character:

Lists the character used to denote the separations in the currency values. For example, an amount of ten thousand dollars would be represented as \$ 10,000. By default, it is a comma (,) but can be changed to any other character.

Action:

This column displays the actions that you can take with a listed currency (that is, edit, update or cancel update).

Delete :

Click  to remove a currency from the list.

Currency Manager Button Panel

Help:

Opens the Web Suite Help in the Currency Manager section.

Print:

Currency List contains all your currency information along with their symbols and values. From this screen, you can print, preview or cancel the report. The report will include only the items in the grid.

 To add new currency information into the Currency Manager, enter the details at the bottom of the grid and click  to save it.

Options:**Rows:**

The number of rows to be displayed in the grid. Select the row number from the drop-down list.

How Do I**HOW DO I ASSIGN CURRENCIES?**

Do the following to assign a currency:

1. Open the desired screen: Client-Billing screen or Project-Billing screen.
2. Select a local currency from the Currency drop-down list.
3. To add a new local currency, click Management on the navigation bar and select Currency Manager.
4. In a blank row at the bottom, you can enter a new Currency for a country along with the Current Multiplier and Symbol. Web Suite does not consider changes in rates unless you made the changes in the Multiplier field. It handles currency conversion automatically using this multiplier.
5. You can get the latest currency exchange rates or conversion multipliers by clicking the *Get latest currency...* link.
6. Define a preferred Decimal Character for your currency and a Separator Character, if required.
7. When you have finished, click Save  and then Close.

Billing Schedule**BILLING SCHEDULE OVERVIEW**

Navigation *Billing, Billing Schedule*

Billing Schedule enables you to define billing decisions you want to execute over the life of a project. You can define the amount, trigger date, retainer applied and so on. You can attach a billing schedule to projects having fixed-type contracts. When you know the amount to be billed each period, Billing Schedule enables you to define as many billing records as needed (each record will become an invoice), define the bill amount for each period, apply part of the retainer to the net bill, and optionally, set a reminder date for when to bill it. Working with a project contract amount, you can bill different amounts or a percentage of the contract on specific dates. If desired, you can allocate a portion of a project's retainer balance to each scheduled billing. In addition, you can choose whether expenses and "extra" time are part of the contract amount or charged separately.

You do not need to complete all billing records at one time. Thus, you can have a contract extending for two or three years, but only the immediate billing records need to be completed (for example, the next two or three months). Even if you schedule invoices many months or years into the future, you can always change any unbilled record.

Projects with Billing Schedule are added to [Billing Review](#) automatically, if the date of bill is due and falls within the date range specified there. When a user chooses a range of dates on the Billing Review screen, and a project has a billing schedule associated with it that contains a billing record with a date within the date range, the billing record is brought forward in the Billing Review. A project must have at least one time entry during the billing period to generate a billing record in Billing Review.

When you begin the billing process in Billing Review, it checks the list (generated by the criteria you chose) for projects with Billing Schedule, then for unbilled billing records for the current billing cycle (date range you select). If found, the records are brought forward as billing information for your review and processing. In Billing Review, you can change amounts, exclude specific time and expenses from being relieved with the invoice and more. Though quick, straightforward and simple to set up, Web Suite does not require that you define billing records for months or years ahead of time. Setup the first few, and then leave yourself a reminder in your Employee profile. You can add or edit billing records at any time.

Reference

BILLING SCHEDULE

The following information provides details on the options on the Billing Schedule screen.

Key Fields

The fields in the Billing Schedule screen are:

Project: (required)

ID of the project associated with the billing schedule. Enter an ID or click  to select one from the list. Only **Active** projects are visible in the list.

Contract Type: (Read-Only)

Contract type of the project selected in the Project field. This carries forward from the Project screen.

Contract Amount: (Read-Only)

Contract amount for the project chosen. This carries forward from the Project screen. A value displays only for fixed type projects or when a value is entered as an informal reminder.

Client Retainer: (Read-Only)

The amount desired from the client which is retrieved from the Project screen. It is for reference only and does not indicate the retainer paid actually by the client.

Project Retainer: (Read-Only)

The retainer amount allotted for a selected project.

Billing Schedule Grid

Each row in the grid represents an individual billing record. The record carries to Billing Review for processing based on the record date. A billing record can be edited any time

before generating an invoice in Billing Review. However, changes made to the billing information are not reflected in the Billing Schedule. Billing records are color-coded. Billed record is **blue** colored and unbilled record is in **black**.

 Grid details are carried from the [Billing Schedule](#) screen. Click Edit  to open the [Billing Schedule](#) screen where you can edit the details of the selected billing record. Click Delete  to delete a listed billing record.

Scheduled Bills Summary

As you enter values in the schedule grid, Web Suite automatically calculates totals for quick reference. This section is located below the grid. The fields are read-only.

Amount:

Total Bill Amount for the scheduled bills and percent of the Contract Amount scheduled for billing.

Retainer Amount:

Total Retainer applied to scheduled bills and percent of the Retainer Balance applied to schedule bills.

Net Amount:

Total of Net Bill Amounts scheduled.

Billing Schedule Button Panel

Help:

Displays the Web Suite Help in the Billing Schedule section.

Print:

Click to preview and print the Billing Schedule report. The report will include only the items in the grid. [Preview](#) displays the full screen representations of the report and enables you to choose either printing or exporting the report.

Refresh:

Clicked, the grid will be filled with billing records based on the selection made in the key fields.

New:

Opens the [Billing Schedule](#) screen which enables you to fill up the required fields in order to create a new bill.

Close:

Closes the Billing Schedule screen and takes you back to the home page of Web Suite.

BILLING SCHEDULE

Use the options on this screen to create a new billing record or edit the existing billing records.

Key fields are carried from the [Billing Schedule](#) screen.

Date Entry Fields

Project: (required)

ID of the project associated with the billing schedule. Enter an ID or click Search  to select one from the list. Only **Active** projects are visible in the list.

Contract Type: (Read-Only)

Contract type of the project selected in the Project field. This carries forward from the Project screen.

Parent Project Retainer Available: (Read-Only)

Project retainer available at the parent level that can be used for its child projects (phases and sub-phases).

Contract Amount: (Read-Only)

Contract amount for the project chosen. This carries forward from the Project screen. A value displays only for fixed type projects or when a value is entered as an informal reminder.

Client Retainer: (Read-Only)

The amount desired from the client, which is retrieved from the Project screen. It is for reference only and does not indicate the retainer paid actually by the client.

Project Retainer: (Read-Only)

The retainer amount allotted for a selected project.

Bill No.: (required)

Sequence number for the billing records. Web Suite automatically enters bill number in this field after you click New button. Each row represents one invoice to be generated. It is a non-editable field.

Reminder Date:

The date when you want to be reminded of the schedule for billing in future. This is not the date for the billing schedule entry to appear in the Billing Review screen for invoicing. A project must have at least one time entry during the billing period to generate a billing record in Billing Review based on the schedule. Enter the month, day and year, or click to select one from the drop-down calendar.



You can view the billing reminders on the Web Suite home page

Amount: (required)

Bill Amount for the invoice before retainer, if any, is applied. Enter a value, or use the Percent of Contract Amount field (see below) to calculate it. Into whichever field you enter a value, the other is automatically calculated.

Retainer:

Portion of the retainer applied to the invoice. Enter a value, or use the Percent of Retainer Amount field (see below) to calculate it. Whichever field you enter a value into, the other is automatically calculated. The value carries forward to the Retainer field in Billing Review.

Net Bill:

Net Bill amount for the invoice. Net Bill calculated here is not the same as Net Bill for a project in the Billing Review screen. The former adds Main Service Tax and Billable Expenses to it to produce the latter value.

Net Bill = Bill Amount - Retainer

% Contract Amount:

Percent of the contract amount to bill on the invoice. The value you enter here changes the Bill Amount accordingly and vice versa.

% Retainer:

Percentage of the retainer to apply on the invoice. The value you enter here changes the Retainer Amount accordingly and vice versa.

Ext:

Checked, time entries tagged *Xtra* are included as a part of the project's contract amount. Unchecked, *Xtra* time entries are excluded from the project's contract amount.

Exp:

Generally, billable expenses are not included in the Contract Amount and are separately charged to the client as reimbursable expenses. Checked, billable expenses count against the project's contract amount. Unchecked, billable expenses are considered in addition to the project's contract amount.

Note:

Enter the text to describe the importance of a billing record in this field. You can record information of any length.

Show Notes on Inv:

Checked, the text entered in the *Notes* field becomes an invoice memo. The memo prints on standard invoice templates designed to show it.

Billing Schedule Button Panel**Help:**

Displays the Web Suite Help in the Billing Schedule section.

Print:

Click to preview and print the Billing Schedule report. The report will include only the items in the grid. Preview displays the full screen representations of the report and enables you to choose either printing or exporting the report.

Update: (Edit Mode)

Saves the changes made to an existing bill. Update button is visible only when you select the record to view or edit it.

Save:

Saves the details recorded to create a new bill. Save button is only enabled in the new mode.

New: (New Mode)

Enables you to create a new bill.

Refresh:

Refreshes the contents of the page.

Close:

Click this button to return to the [Billing Schedule](#) screen.

How Do I**HOW DO I CREATE BILLING SCHEDULES?**

A billing schedule represents a decision to bill projects for a specified amount at a future date. While you can define a billing schedule for any contract type, you would most commonly use it for fixed-type contracts. You can also create billing schedule for projects with milestone billing, wherein the project manager makes the billing decision rather than the billing manager. Architects and engineers make payment schedules based on milestones achieved while working on projects.

Depending on your needs, you can define billing records for the entire life of a project, or only for the initial period of work. You can add, edit or delete billing records any time before generating an invoice in Manual Invoice or Billing Review screen.



You cannot create a billing schedule for a Recurring, Recurring with Cap and Recurring + Expenses contract types.



You can set up your billing schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Setup

To create a billing schedule:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the General tab and enter a value in the Contract Amount field.
4. Click Save and then Return.
5. Click Billing on the navigation bar and select the Billing Schedule tab.
6. Click New and select a Project from the list.
7. Enter an Amount for the invoice before a retainer amount (if any) is applied. Else, use the % Contract Amount to calculate the bill amount automatically.
8. Press Tab or click in the next field.



Net Bill amount for the invoice is auto-calculated (Amount – Retainer). *Net Bill on a billing schedule is **not** the same as a project's Net Bill on the Billing Review screen.*

9. In the Reminder Date field, enter or select a date from the drop-down calendar. On the specified date, Web Suite reminds you to generate an invoice from the scheduled billing record.

Advanced Setup

To add additional information:

1. Apply a part of the project retainer to the billing record (*if available*) in the Retainer field. Alternatively, specify a % Retainer.
2. Press Tab. Notice that the Net Bill (Amount - Retainer) is auto-calculated for you.
3. Mark the 'Ext' field if you want to charge time entries flagged 'Xtra' against the Contract Amount. Unchecked, these entries are billed *in addition* to the Contract Amount.
4. Mark the 'Exp' field if you want to charge expenses against the Contract Amount. Unchecked, expenses are billed *in addition* to the Contract Amount.
5. Enter any important Note, and if desired, mark the 'Show Notes on Invoice' option.
6. When you have finished, click Save and then Return.



Check out Web Suite Training at www.bqe.com/Services for a standard or custom training course for Billing Managers.

Billing Review

BILLING REVIEW OVERVIEW

Navigation *Billing, Billing Review*

Billing Review is the most important screen wherein you can implement billing decisions and process invoices. Whichever billing method you choose, all billing information flows to this screen. It enables you to generate invoices by client, project, manager, contract type and by whatever billing period you want.

A billing record summarizes approved time and expenses within the date range you define, and brings forward other useful information like retainers, billable amounts, taxes, etc. Web Suite generates it based on the three key business rules:

- **For projects with a Fixed Fee, Hourly, Hourly Not To Exceed, Percentage or Cost Plus contract type:** there must be one or more time or expense entries charged to and approved for the contract that has not yet been billed. *Exception:* If a project has the 'Always Show in Billing Review' rule set (Project-Details screen), then regardless of the Contract Type, a billing record will be included in Billing Review.
- **For projects with Recurring, Recurring+Hourly, Recurring with Cap or Recurring + Expenses contract type:** a billing record is generated, whether there are time or expenses charged to and approved for the project or not. In essence, the

recurring contract type pre-defines the billing record based on the recurring frequency chosen (Project-Billing screen).

- **For a project with any contract type (other than Recurring) having a billing schedule assigned:** its billing records transfer to the Billing Review screen. You can pre-define the billing record and the Reminder Date in Billing Schedule, which determines when it should display in Billing Review.

When you process a billing record into an invoice, the associated time and expenses are 'relieved' (marked billed and given the invoice number for cross-reference). Web Suite allows concurrent billing in Billing Review and Manual Invoice screens wherein multiple users can do their billing simultaneously. However, it locks the time and expense entries associated with the active billing record. Another user will not see any invoice related to those entries until the first user releases them. You can also process multiple invoices for the same project by defining different dates (billing period).

Billing Review allows you to perform the following billing tasks:

- [Printing Pre-Billing Reports](#)
- [Creating Invoices](#)
- [Adjusting Net Bill Amount](#)
- [Batch Billing](#)
- [Creating Percent Complete Invoices](#)
- [Processing Recurring Invoices](#)
- [Joint Invoices](#)
- [Creating Invoices from Billing Schedule](#)
- [Applying Discounts](#)

Reference

BILLING REVIEW

Navigation *Billing, Billing Review*

Billing decisions are made in the Billing Review screen. You can bill on-screen, drilling down to details and checking previewed reports in other windows. Or you can print a Billing Review report and record your decisions on it for later execution.

Those project billing records get displayed in the billing review grid that matches your criteria. For instance, a project manager can restrict the billing records to only those projects that he manages. Additionally, the date filters can restrict what time and expenses to include in billing review. Web Suite allows you to process multiple bills at once.



Billing Review displays a warning if it detects unapproved time or expense entries for the period that you are billing for.

The Billable Amount for time, Total Expenses, Discounts, Retainer (applied), Percent Complete, Project Notes, Contract Amount and other fields are commonly included in the customizable grid. The Net Bill Amount computes automatically from the work in progress for the project (that matches the date filter), or from a predefined billing record (recurring contract type or a billing schedule record).

Billing records are generated on the Billing Review grid if any of the following criteria are met:

- A project has unbilled, approved time and expense entries (also called Work in Progress).
- A project has a billing record defined in a [Billing Schedule](#). The project has at least one unbilled, approved time entry charged to it or the **Reminder Date** is current.
- A project has a recurring contract type and the project's last invoice is equal to or greater than the frequency set for billing. For example, for a monthly billing frequency, the last invoice is 30 or more days old.

You can change the net bill amount (generate a Write-Up/Write-Down), grant a discount, apply a retainer, exclude individual time and expenses (to be billed later), change WIP items to non-billable (show on detailed invoices but as *No Charge*), write-off a time or expense (not show it on detailed invoices), and value bill (change the value of individual time and expenses). As needed you can change the invoice date. In short, you can fine-tune a bill before generating a draft invoice or a final invoice.

When you create an invoice, you can create one at a time or batch billing a few or hundreds of billing records at once. Processing and printing invoices requires the proper security permissions.

 In a multi-user scenario, while generating bills from Billing Review, sometimes the same entries might be billed twice. This might happen when many users simultaneously use Billing Review and select the same project with billable time and expense entries. Thus, the same entries bill is generated multiple times. In this case, users will be given a warning to prevent multi-generation of same invoice.

Key Fields

The fields at the top of the Billing Review screen set the criteria for the data being entered or reviewed. Depending on security permissions granted to users, they can edit, review, print, etc. the billing records.

View By:

The billing records can be viewed on the basis of Client, Project, Project Manager, Client Group, Project Group, Project Manager Group, Client Manager or Contract Type. Whatever is selected in *View By* field, governs what appears in the From and To filters. For instance, a project manager can restrict the projects displayed to only those he manages by selecting relevant options. You can select the item from the list by clicking .

From-To:

The filters selected here determine which billing records will be brought forward for review and invoicing. Whatever is selected in *View By* field, governs what appears in the From and To filters. If the *View By* field shows Project Manager, the filter will show Project Manager From and To. You can review billing records for a range of project managers by placing the first project manager in the 'From' and the last in the 'To' field. To view data for one project manager, place the manager's name in both the From and To fields. The procedure is the same for View By Client, Project, etc. Lists are provided for you to choose from.

Filters:

Click this link to narrow the list of options (for example, Clients, Projects, etc.) available in the From/To drop-down lists. The Filters (On/Off) check box must be selected to apply the filter criteria.

Period:

Additionally, the date filters can be set so that the billing records of a particular period are invoiced. These fields limit the billing records to the time and expense entries that fall within the date range specified. If you want to bill a particular month's time and expenses, select the first day of the month in the From field and the last in the To field. Select any date within the period you want to display. You can select the date from the drop-down lists, or use the -- (Previous Day), ++ (Next Day) links to increment or decrement the date by one day or Today to select the current date. Alternatively, click  to view the calendar.

Billing Review Grid

Web Suite Billing Review grid is your guide to billing and invoicing. It is a series of rows and columns. Each row is a separate billing record for a project. The number of records displayed in the grid will depend on the selection made in the Rows list box.

Mark the check box against the record you want to select for processing. You can also process multiple bills in one go by marking the relevant check boxes.

Following are descriptions for each grid column:

Column Chooser :

Click  to open the Column Chooser to hide or show columns in the grid. Check the column names you want to show in the grid. Whether or not fields are hidden, values are recorded to them when data is entered.

Billing Details :

Click  to view the ***billing record information details.***

Project ID:

The ID of the project associated with the billing record.

Contract Type:

Displays the Contract type for the project associated with the billing record, for example, fixed, hourly, etc.

Contract Amount:

The Contract Amount fixed for the project associated with the billing record. When the service amount billed to the project passes the contract amount specified in the Project screen, you are prompted whether to mark the project status as *Completed*.

Project Name:

The project name associated with the billing record.

Manager:

The Project Manager assigned to the Project.

Client ID:

The client associated with the project whose billing record appears in the grid. When creating a joint invoice, the Client ID assigned to each of the projects must be the same.

Billed:

The total amount billed to date.

Paid:

The total amount paid to date against project invoices, excluding retainers.

Owed:

The account receivable balance for the project. It is calculated as Billed - Paid amount.

Fixed Fee:

Displays the amount charged as fixed fee for the project. It is added to the Net Bill amount.

Retainage:

This is a portion of the Net Bill amount that will be unpaid or retained by the client for a project. This amount is payable on a later date or when the project is completed.

Retainer (P):

The total project retainer available that can be applied or used for the selected project. You can apply any part of this project retainer to the selected project. Retainers must be entered in Payment screen in order for them to be available.

Retainer (C):

The total client retainer available that can be applied or used for the selected client's projects. You can apply client retainer amount to the selected project, if the project retainer is exhausted. Retainers must be entered in Payment screen for a client only in order for them to be available.

MST: The Main Service Tax of the invoice that is not considered part of the contract amount. It equates to: $(\text{Service Amount} + \text{Service Tax Amount}) \times (\text{Main Service Tax Percentage})$. If a project has a Main Service Tax percentage (carried forward from Global Settings or defined in Project screen), Web Suite computes the tax on the total labor when in Billing Review. You can set the ceiling on the MST amount in Global Settings by which Web Suite checks that the total tax amount does not go beyond the limit specified.

Retainer Available (PP):

The total parent project retainer available that can be applied or used for the selected child projects (phases and sub-phases).

J:

Joint invoice identifier. Enter the same letter or number to join projects for joint invoicing. Project phases and separate projects with the same client can be joined together on a single invoice. This is where you specify the projects for which you want to create a Joint Invoice. Prior to processing invoices, indicate which projects you want to join together. For example,

enter the letter "a" in the J column next to three different projects of the same client. Next, mark each of these projects to be processed by checking the *Bill* column. Projects can be set by default to joint invoicing in [Project](#) screen. Joint invoices can be defaulted for all projects of a client by marking the *Default to Joint Invoice* option in Client screen.

Project ID:

The ID of the project whose billing record appears in the grid.

Hours:

The billable time (in hours) logged to the project. This is a sum of the B-Hours recorded to the project that fall within the date range specified and are billable, unbilled and approved.

Billable:

Sum of time entry bill amounts for the date range that are billable, unbilled and approved for invoicing. The amount includes taxes applied (Tax 1/2/3) when the entries were originally recorded. The Main Service Tax amount is not part of this value.

Expenses:

The billable expense logged to the project. This is a sum of the expense Charge Amount recorded to the project that falls within the date range specified and are billable, unbilled and approved. The amount includes the expense Tax 1, 2 and 3 amounts but not the Main Expense Tax. This field is a sum of the Exp Amt and Exp Tax Amt.

Discount:

Discount applied to the invoice prior to processing. The Net Bill amount is reduced by the discount amount. The discount reduces the final invoice amount after taxes have been added. The discount will not reduce the tax amounts of neither service nor expense.

Retainer:

Retainer applied to the invoice prior to processing. Retainer is the advance payment given by the client and can be applied to invoices of that client. The Net Bill amount is reduced by whatever amount is entered here. Retainer reduces the final invoice amount after taxes.

Net Bill:

This is the amount due of the invoice, to be billed to the client. It is automatically computed or can be manually entered above.

Bill:

Mark the check box against the billing record you want to select for processing.

%:

The project's percentage of completion. It is brought forward from the '% Complete' field in the Project screen. It is stored in the invoice record when processed and can be displayed on invoices. It is editable and decimal values can be entered as well. Calculation of the net bill for a selected project will be based on the revised percent complete value entered in this field. The Net Bill will get automatically filled based on the percentage of project completion. This will happen only when there is no Billing Schedule associated with the project nor is its contract type recurring. If a retainer is to be applied to the project (manually or automatically), it will be applied after the Net Bill has been revised according to the % Complete value of the project.



You can only enter a value in this field for projects with a specified contract amount.

Invoice Date:

The invoice date is the date when the invoice is processed. By default, it is today's date and can be modified to any other date you want.

Class:

You can select a class here for a project billing record, to be used for the invoice created. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in Web Suite or transferred from QuickBooks (to BillQuick desktop).

You need to assign class to Web Suite items **before** creating invoices.

Accounts Receivable:

Select the desired A/R account from the drop-down for the project billing record. If you have already set an A/R account for this project in the Project screen, Web Suite retrieves it here, though you can change it. This is the account you want to use for posting the billing transactions related to a project in Web Suite.

View Time Details :

Opens the [Time Entry Details](#) screen. You can view and edit time data related to the selected records in the grid.

View Expense Details:

Opens the [Expense Entry Details](#) screen. You can view and edit expense data related to the selected records in the grid.

View Notes :

Click to view or add a note. It opens the [Project Notes](#) screen. You can type as much text as desired into the note area, insert date-time stamp or link files to it.

Write-Up/Write-Down :

Opens the [Write-Up/Write-Down](#) screen for the project selected in the Billing Review grid. You can write up (increase) or write down (decrease) the value of time entries according to your requirement.

Billing Review Button Panel**Help:**

Opens the Web Suite Help in the Billing Review section.

Add:

Click this button to open a list of projects with or without current activity. This feature is used to include phases that do not have approved time and expenses. Select the ones to include on the invoice by selecting the boxes. Click *Done* for it to take effect. For example, for a project, phase 1 is complete, phase 2 is billed 40% and phase 3 is billed 20%. Even though phase 1 did not incur any new charges, you can include it on the invoice to show a complete job summary.

Print:

Opens the Billing Review Report. In View By: Project mode, the Project Billing Review report is generated while in View By: Client mode, the Client Billing Review report is generated.

For other View By modes, a general Billing Review report is generated. You can preview, export or print the report from here.

Notes:

You can add or change a note by clicking on this field. It opens the [Add Notes](#) screen. You can type as much text as desired into the Notes area or enter Auto Complete shorthand codes to insert standard text.

Options:**Filters (On/Off):**

Turns on/off all filters set in the filters screen. Check this option to apply filters to the drop-downs.

Clear All:

Clears all the filters applied on the screen.

Process:

The drop-down gives you following options:

- **Process Final:** Click this when you are ready to process the billing records. After selecting the billing records in the grid, this generates the invoices. Projects are selected for invoicing by checking the Bill column. The invoices are not printed in this step. They can be printed from Invoice Review after they are processed here or using the Process and Print option here. In case of any write-up/down, calculations are performed accordingly during the processing of the invoice. After getting processed, the billing records are removed from the grid.
- **Process as Draft:** Use this option to generate a draft invoice. Draft invoices are generated when a project's billing details are likely to change. After selecting the projects you want to process, click this to generate the draft invoices. Projects are selected for draft invoicing by checking the Bill column. The draft invoices are not printed in this step, but rather can be printed from Invoice Review after they are processed here. After getting processed, the billing records will be removed from the grid.

Draft invoice numbers will be stored in <####> format. For instance, if the last invoice number generated was 1234, then the draft invoice number will be stored and displayed as <1234>. The angular brackets will differentiate draft invoice number as temporarily used and if some other person is also generating normal invoices that person will get the next number 1235 and that way there will be no gaps in the normal invoicing. If you process a draft invoice and manually change its invoice number here, BillQuick assigns that custom number when finalizing it in the Invoice Review screen.

Refresh:

Clicked, the grid will be filled with billing records based on the selections made in the previous fields.

Close:

Closes the Billing Review screen and takes you to the home page of Web Suite.

Write Up/Down

WRITE-UP/DOWN OVERVIEW

Write-Up/Write-Down screen allows you to write up (increase) or write down (decrease) the value of the time entries according to your requirement. You might want to bill the client more or less than the actual billable amount. It is proper that the time entries should be updated accordingly. Increasing or reducing the time entry values in this screen will automatically get reflected in the Time Entry table and the calculated Net Bill value in Billing Review.

Web Suite handles write-up/down functionality very conveniently. You can write-up or write down the time records in the [Billing Review](#) screen via its Write-up/Write-Down feature. Net Bill can be manually entered, overriding any computed value and generating a write-up/write-down. Web Suite distributes write-ups/write-downs to employees whose recorded time is part of the bill. This change gets internally reflected in the Time Entry data table as well. For example, if the B-Hours x Bill Rate value of time entry in Billing Review is \$100 and you change it to \$200. This means that you have written up the value of the time entries by 100%.

This change will be reflected in the WUD value in time entry screen as well as WUD reports available in Web Suite. Then the new Write-Up/Write-Down reports will use the WUD field value to calculate the true billable value. This value will be filled in only after an invoice is processed. If the invoice is reversed, this field should be reset to default value.

When billing a client, a billing manager can recognize the company was more efficient than normal because of investment in new technology and staff training. Conversely, a billing manager can recognize that employees were less efficient because of some issues. Alternatively, the decision-maker can look at the service delivered and decide its value is greater for the client than the calculated bill amount. Whatever the reason, you can adjust the Net Bill amount of the invoices by writing up or writing down the value of time entries. *Write-up/down affects the bill rate and not the cost rate.*

Web Suite generates a write-up/down automatically on fixed project contracts because actual billing differs from the time and expense value. In case of other contract types, it is a conscious billing decision taken by the billing manager or accountant.

You can write up or down time records in two ways.

Change Time Entries	Using the Write-Up/Down feature on Billing Review, you can adjust time entries by a percentage or an amount.
Change the Net Bill Amount	By entering a new value for Net Bill on Billing Review, you generate a write-up (a higher value) or write-down (lower value). To maintain the correct Bill Amount value for the entries, the Billing Hours (B-Hours) display on the invoice as adjusted but the Bill Rate does not change. When time entries are associated with a Manual Invoice, Web Suite compares their billable value to the Service Amount and generates a write-up or write-down accordingly.

Reference

WRITE-UP/WRITE-DOWN

Write-Up/Write-Down screen enables you to write up (increase) or write down (decrease) the value of the time entries according to your requirement. You might want to bill the client more than the actual billable amount. It is proper that the time entries should be updated accordingly. Web Suite handles write-up/down functionality very conveniently. By default, the WUD value for a time record is 0, but gets changed after you write up or write down the time entries. Increasing or decreasing the time entry values in this screen will automatically get reflected in the Time Entry table and the calculated Net Bill value in Billing Review.

Web Suite distributes write-ups/write-downs to employees whose recorded time is part of the bill. For example, If the B-Hours x Bill Rate value of time entry in Billing Review is \$100 and you change it to \$200. This means that you have written up the value of the time entries by 100%. This change will be reflected in the WUD value in Time Entry as well as WUD reports available in Web Suite. Then the new Write-Up Write-Down reports will use the WUD field value to calculate the true billable value. This value will be filled in only after an invoice is processed. If the invoice is reversed, this field should be reset to default value.

Click *Write Up/Down*  for a record listed in the [Billing Review](#) grid.

Project ID:

ID of the project selected in Billing Review grid, for which the time records need to be updated.

Project Name:

Name or description of the project selected in the Billing Review grid.

View By:

Filters are used to limit the data displayed in the grid. You can apply filters by selecting the desired View By option as Employee, Employee Group, Activity or Activity Group from the drop-down list. Specify the range in the From-To fields and then click the Refresh button to apply the filters and fill the grid with appropriate data.

Period From-To:

These dates are retrieved from Billing Review screen itself. These fields limit the time and expense entries displayed in the grid to those that fall within the date range specified.

Write-Up/Down Grid

Select All:

Select a check box in this column to select rows in the grid. Selecting the check box in the grid's title will select all listed items.

Date:

Date when the time entry is made.

Employee ID:

ID of the employee who has worked on the project and made the time entry for the relevant activity.

Activity ID:

ID of the activity worked upon by the employee on the selected project.

B-Hours:

The billable time logged to the project. These are the billable hours recorded on an activity by the employee and can be written up or down.

Description:

Name or description of the activity worked upon, for which the time entry has been entered.

Rate:

Bill rate of the time entry.

Amount:

Change an entry's billable amount in this column. When you click Save , the mark up/down change displays in the WUD % column.

WUD %:

The default value is 0. This value can be changed by specifying the percentage or dollar amount to be written up or down in the field below. The changed value will affect the time entry value and get reflected in the Bill Amount in the Billing Review screen.

A:

This field indicates whether the time record has been approved or not for invoicing.

Save :

Click the icon to save the write-up/down value.

Net Service Amount Before Changes:

This field displays the billable service amount.

Net Service Amount After Changes:

This field displays the service amount after write-up/down.

Total WUD:

The total WUD value is the cumulative write-up/write-down amount that has been applied on all the time entries in the grid. It is displayed as a dollar amount.

Write-Up/Down By:

You can write-up or write down the selected entries by specifying a percentage or dollar value and clicking the Update button. You can select either of the two options—**Percentage** or **Amount**. It calculates the relevant percentage and updates the WUD % value in the grid. To write up, enter positive values; to write down, enter negative values. For example, if you enter 50 in this field (Amount option), the original value will be written up by \$50, whereas if you enter 50 (Percentage option), the original value gets updated by 50%. The default value is 0 %. This value can also be changed via the time entry Change screen. The formula for the computation of WUD is:

[WUD x B-Hours x Bill Rate x (1 + Tax 1/100 + Tax 2/100 + Tax 3/100)]

Update:

Click to save the changes and update the time entries.

Write-Up/Down Button Panel**Help:**

Opens the Web Suite Help in the Write-Up/Write-Down section.

Print:

You can select any of the Write-Up/Down reports to preview or print.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

Close:

Click this button to close the Write-Up/Write-Down screen and takes you back to the Billing Review main page.

How Do I**HOW DO I WRITE UP/DOWN TIME?**

To write up or down time entries:

1. Open Billing Review screen from the Billing menu.
2. Click Write-Up/Write-Down  for a project.
3. Select all the time entries that you wrote up or down.
4. In the *Write-Up/Down by* field, enter a positive value to write up the entries or a negative value to write them down and click Update.
5. Click Return to close the screen.
6. On the Billing Review screen, click Refresh.

HOW DO I RESET WRITE UP/DOWN?

If you have generated a write-up or a write-down on an invoice but need to set it back to the original amount, you can reset that in Web Suite.

To reset the write-up/down:

1. Open Billing Review screen from the Billing menu.
2. Click Write-Up/Write-Down  for a project.
3. Select all the time entries that you wrote up or down previously.
4. Enter 0 in the *Write-Up/Down by* field and click Update.
5. Click Return.
6. On the Billing Review screen, click Refresh. Your invoice should now be set to the original amount.

How Do I

HOW DO I CREATE JOINT INVOICES?

You can make a billing decision to generate a joint (combined or consolidated) invoice before billing or as part of the billing process. Your options are:

- **Combine all projects (all the time) for a client** – On the Client-Billing screen, mark the option 'Default to Joint Invoice'. Web Suite automatically assigns a unique 'J' code to the billing records for these projects.
- **Combine selected projects** – On the Project-Details screen, check 'Send as Joint Invoices' option for each project record you want to bill jointly. Web Suite assigns a unique 'J' code to the billing records for these projects.
- **Combine as a billing decision** – On Billing Review, enter a unique code in the 'J' column of each billing record you want to combine onto a single invoice.

To generate a joint invoice:

1. Open Billing Review screen from the Billing menu.
2. Choose View By: Client.
3. In the From field, select a client for which you want to generate a joint invoice. Since the client for joint projects must be identical, select the same ID in the To field as well.
4. Enter the billing Period and date (*Today's date is the default*).
5. When you have set the filters, click Refresh. Review all records displayed in the grid and decide which projects you want to join.
6. Enter the same letter or number in the 'J' column of all such billing records. For example, enter the letter 'j' in the J column next to those records.
7. To process these billing records, select each by checking the Bill column.
8. Click Process to generate an invoice. The records will disappear here and appear as joint invoice in the Invoice Review screen.
9. Click Close.

HOW DO I PRINT PRE-BILLING REPORTS?

You can review billing information and print pre-billing reports in Web Suite. Some billing managers use it to speed-up the billing process. Others record billing decisions on the report and hand it off to the administrative staff to complete billing.

To print reports:

1. Open Billing Review screen from the Billing menu.
2. Select the desired View By and From-To options, say Client.
3. Select a Period and Date From-To depending upon your billing period. Click Refresh to view the billing records.
4. Before processing the bill, click Print to preview and print a billing report (you can email or export it).
5. After you have reviewed the billing report, check the Bill box in the grid for the record you want to bill.

- Then click Process. This generates an invoice and moves it to the Invoice Review screen.

Pre-billings reports commonly used by project or billing managers include:

<ul style="list-style-type: none"> Work in Progress (WIP) 	<ul style="list-style-type: none"> Project Investment Reconciliation (WIP + AR)
<ul style="list-style-type: none"> Earned Value – Calculated and Estimated 	<ul style="list-style-type: none"> Project Profitability (Summary/Detail)
<ul style="list-style-type: none"> Billing Review Report 	<ul style="list-style-type: none"> Percentage Billed
<ul style="list-style-type: none"> Project Contract Billed 	<ul style="list-style-type: none"> Unapproved Time and Expense



You can print all billing [reports](#) from the Report Center.

HOW DO I PROCESS INVOICES?

Other than the Manual Invoice screen, you can make billing decisions and create invoices from Billing Review. You can display as much or as little detail as you want on your invoices. Web Suite allows concurrent billing wherein multiple people can bill at the same time.

You can create your invoice at a [basic level](#) with a few mouse-clicks or at an [advanced level](#) with all the details. Please read the desired sections.

Basic Billing

To generate invoices in Billing Review:

- Open Billing Review from the Billing menu.
- In the View By field, select Project. You can also select other options like Client.
- Using the From/To fields, select the projects or clients from the lists.
- In the Period field, select your billing period. If required, enter the billing date. Today's date is the default.
- After setting the filters, click Refresh. Web Suite displays all billing records that meet your criteria.
- Review the billing data. The amount in the Net Bill column is the amount *to be billed* on the invoice. You can adjust it by applying a discount, retainer on account or manually adjust it to any desired value.

 Depending on the [contract type](#) of the project, the Net Bill amount can be the total of time and expenses charged to the project, a fixed fee amount, a scheduled bill amount, a recurring amount or a percent complete computation. You can change its label in the Custom Labels screen.

7. Web Suite automatically inserts the Invoice Date (based on your system date) when you generate billing records. However, you can edit it.

 Web Suite bases invoice aging and late fees on the invoice date. To allow time for company processing and mailing, it is common practice to advance it by several days.

To process a billing record into an invoice, check the Bill box. In the background, Web Suite assigns an invoice number to it when you do so.

8. When you are ready, click Process. If you want to produce a draft invoice for now, click Draft instead.

The selected billing record disappears and moves to the Invoice Review screen.

Advanced Billing

To use additional options:

1. For a joint invoice, enter an identifier in the 'J' field.
2. To bill on a project's percent complete basis, enter a % Complete value in the grid.
3. To apply a discount, enter a dollar amount.
4. Retainer reduces the net bill amount carried to the invoice after taxes. Enter a dollar amount.
5. Click  on the left of the billing record to view its billing details.

 You must use the entire Project Retainer before applying the Client Retainer to a billing record.

 For cost-plus contracts, Fixed Fee amount is auto-calculated.

 MST applies to labor or service billed on an invoice and MET applies to expenses billed. The rates carry from the Company, Client or Project profile.

You can preview, print and finalize your invoices in the [Invoice Review](#) screen.

HOW DO I ADJUST NET BILL AMOUNTS?

In Billing Review, the net bill amount carries to the invoice. When generating a billing record, the net bill amount calculates depending upon:

- contract type of a project
- assignment of a billing schedule
- whether a 'cap' or maximum amount is part of the billing arrangement

Contract Type	Net Bill Amount
Hourly	Billable ¹ + Expenses ² Adjusted Net Bill Amount
Hourly with Billing Schedule	Schedule Bill Amount (including expenses) Schedule Bill Amount + Expenses ² Adjusted Net Bill Amount
Fixed	Billable ¹ + Expenses ² (up to the Contract Amount) Adjusted Net Bill Amount
Fixed with Billing Schedule	Schedule Bill Amount (including expenses) Schedule Bill Amount + Expenses ²
Recurring	Recurring Bill Amount
Recurring + Expense	Recurring Bill Amount + Expenses
Recurring with Cap	Recurring Bill Amount (up to the Contract Amount)
Percentage	Percent of Contract Amount
Cost + Percentage	Net Bill Amount + Percentage ³ Adjusted Net Bill Amount
Cost + Fixed Fee	Net Bill Amount + Fee ⁴ (up to the Fixed Fee) Adjusted Net Bill Amount

¹ Sum of Bill Amounts for time entries included in the billing record.
² Sum of Charge Amounts for expense entries included in the billing record.
³ Percent x Billable Amount
⁴ Ratio of Contract Amount / Fixed Fee

You can make the following adjustments to the Net Bill amount:

1. Apply a discount to reduce the net bill amount. You can enter a dollar amount in the Discount field in the Billing Review grid.
2. Apply a retainer to reduce the net bill amount. Enter a dollar amount in the Retainer field in the Billing Review grid. You must exhaust the project retainer balance before you can apply a client retainer to a billing record.
3. Edit the Net Bill amount directly to increase or decrease the bill amount carried to the invoice.

 Discounts and retainers can apply to any contract type. Web Suite includes this information on the invoice.

HOW DO I BATCH BILL MULTIPLE RECORDS?

Most of the billing records generated in a billing cycle are billed *as-is*. These records can be projects with hourly, recurring, fixed fee or other contract type. Since they require no billing decisions—no adjustments, no exclusions, no editing—batch billing is the fastest way to create invoices. Processing and printing of invoices is one simple step.

To batch bill many billing records:

1. Open [Billing Review](#) screen from the Billing menu.
2. Enter the criteria in the key fields to generate the desired billing records. Then, click Refresh.
3. For the billing records that do not require any special billing decisions, check the Bill box. Typically, Fixed and Recurring project contracts fall into this category.
4. Click Print to print a billing report or click Process to process the billing records. They disappear from the grid and appear as invoices in the Invoice Review screen.
5. When you have finished, click Close.

HOW DO I CREATE PERCENT COMPLETE INVOICES?

A percent complete invoice uses the '% Complete' value of the project (in Project screen or Billing Review grid) to calculate the net bill amount. Web Suite automatically calculates this value based on the contract amount and bills the client accordingly. Percent complete billing supports both single project per invoice *and* joint invoicing.

 You can create a Percent Complete invoice *only* when a project has a Contract Amount, with neither a billing schedule nor a recurring contract type assigned.

To create a percent complete invoice:

1. Open Billing Review screen from the Billing menu.
2. Select the desired View By and From-To options.
3. Next, select the relevant billing Period and date. Click Refresh to display all billing records that meet your criteria.
4. Find the billing record that you want to bill on a percent complete basis. Enter a value in its % Complete field to calculate the Net Bill based on the project's percentage of completion.

 The current value carries from the Project profile. You can accept that or enter a new percent (revised). You can enter a dollar amount by inserting the \$ symbol and have Web Suite reverse calculate the percentage.

5. Web Suite recalculates the net bill amount based on % Complete value. Check the Bill box for this record.
6. Click Process to generate a final invoice. Web Suite removes this billing record from the grid and moves it to Invoice Review.
7. When you have finished, click Close.

Web Suite includes invoice templates that print percent complete information.

HOW DO I PROCESS RECURRING INVOICES?

You can process billing records for projects with a 'Recurring' contract type. To do so:

1. Open Project screen from the Lists menu.
2. Select the desired project from the grid.
3. On the General tab, check whether its Contract Type is 'Recurring' and then move to the Billing tab.
4. In the Billing section, specify the Recurring Bill Amount and Frequency. Accordingly, Web Suite will generate billing records for this project in the Billing Review screen.



Frequency of billing for a project starts from the date of the invoice.

5. Click Save and then Return.
6. Now, open the Billing Review screen and select the above project for billing.
7. Set the Period and other filters and click Refresh to view the billing records for that project.
8. Billing records will appear according to the schedule set in the Project screen. The Net Bill amount is the amount set as the Recurring Bill Amount. Check the Bill column.
9. When ready, click Process to create a final invoice. The record will disappear from here and appear as an invoice in the Invoice Review screen.
10. Click Close.

HOW DO I CREATE INVOICES FROM BILLING SCHEDULES?

After creating and attaching a billing schedule to a project, you can bill the client on the scheduled date for the scheduled amount. To do so:

1. Open Billing Review screen from the Billing menu.
2. Select Project from the View By drop-down list and choose the project for which you have created a billing schedule in the From-To fields.
3. Select the desired Period and date.
4. Click Refresh.

5. Billing Review displays the details of the attached billing schedule (based on its Reminder Date) provided you have recorded a time or expense entry in that billing period.
6. Select the Bill check box for listed billing records to flag them for processing.
7. Click Process to create invoices for selected invoices. The billing records disappear from Billing Review and appear as invoices in the [Invoice Review](#) screen.
8. When you have finished, click Close.

HOW DO I APPLY DISCOUNTS?

Discount refers to a reduction in the usual bill or invoice amount. In Web Suite, you can apply a discount to an invoice prior to processing it. You can do it in the Billing Review or Manual Invoice screen.

 The discount reduces the final invoice amount *after* taxes. It *does not* reduce the tax amount of service or expense. However, you can change this setting in Global Settings-Billing panel. Proper security permission is required to apply a discount.

To apply a discount:

1. Open Billing Review screen from the Billing menu.
2. Set the usual filters for viewing the billing records. Click Refresh to view the billing records in the grid.
3. Enter a dollar amount in the Discount column of the desired record. For example, enter 250 to reduce the net bill by \$250.
4. To process the billing record, check its Bill column.
5. Click Process to create a final invoice. The record disappears here and appears as an invoice in the Invoice Review screen.
6. When you have finished, click Close.

 Web Suite reduces the Net Bill amount by whatever amount you enter here.

Manual Invoice

MANUAL INVOICE OVERVIEW

Navigation *Billing, Manual Invoice*

The Manual Invoice screen mimics a paper invoice while providing time and effort-saving features. Though you create most of the invoices using [Billing Review](#), there are situations when creating [Manual Invoice](#) is a better option. For example:

- When you need to create a quick invoice from an estimate, budget or '% Done' for each activity or expense.
- When there are no significant services associated with the product, such as reselling of software, hardware, etc.

- When you want to create a quick invoice based on service or expense items.
- When you want to enter historical invoices (summary or detail) from a previous time and billing system.
- When there are no time or expense entries charged to a project.
- When you have to create a quick invoice from a billing schedule.
- When you need to record the invoices with old invoice numbers. This is useful during the initial setup of the company's database.

Manual Invoice is not limited to these situations. If you want, you can create a manual invoice for many other purposes. Manual Invoice supports many billing options available in Billing Review such as MET and MST (GST or VAT) level taxes in addition to the item level taxes, cost plus billing, retainers, discounts, retainage, etc.

You can also apply retainers in Manual Invoice screen and [memorize the invoices](#).

Do not use Manual Invoice when the invoice template automatically used by Web Suite is not in your preferred format. The default invoice template can be changed. You can select one of the many pre-designed invoice templates found in the Web Suite/Reports folder.

Invoice templates can be assigned per project in [Project](#). Like Billing Review, you can edit time and expenses data on the Time Entry Details and Expense Log Details screens, as needed.

Reference

MANUAL INVOICE

Navigation *Billing, Manual Invoice*

The following information provides details on the options and settings available on the Manual Invoice screen.

Key Fields

Project ID:

Select the Project ID for creating and processing the manual invoice. Select from a list of available projects by clicking .

Filters:

Click to control what projects display in the Project drop-down list.

Billing Address:

This field is automatically filled when you select a project from the Project ID drop-down. The name and address of the client associated with the project is displayed. You can click on the [Billing Address](#) link to change the billing address in the [Change Client Address](#) screen. It then accordingly updates the Client profile.

Invoice Date:

The invoice date. Today's date is the default. The date can be changed using the drop-downs, the arrow keys or keyboard or use the -- (Previous Day), ++ (Next Day) links to increment or decrement the date by one day or Today to select the current date.

Invoice Number:

The invoice number is filled based on the Last Invoice Number specified in Global Settings or entered manually. You can, however, change the invoice number and use numeric or alphanumeric characters. The incremental part should be placed in curly {} braces. Web Suite does not allow duplicate invoice numbers.

Date From-To:

You can pick a date range from the drop-down calendars if you want to define a billing period for your manual invoice. Based on the date range specified here, the Manual Invoice template displays the same there.

Accounts Receivable:

Select the desired A/R account from the drop-down for the manual invoice of the selected project. If you have already set an A/R account for this project in the Project screen, Web Suite retrieves it here, though you can change it. This is the account you want to use for posting the billing transactions related to a project in Web Suite.

Build

You can create manual invoice using the information from an existing estimate, budget, invoice or Billing Schedule.

Budget:

You can use a budget as the basis of a manual invoice. The service and expense items of the selected budget are retrieved. Manual Invoice screen enables you to create an invoice for a project based on it. Select the budget from the drop-down list. Its data can be edited as needed.

Estimate:

You can use an estimate as the basis of a manual invoice. The service and expense items of the selected estimate are retrieved. Manual Invoice screen enables you to create an invoice for a project based on it. Select the estimate from the drop-down list. Its data can be edited as needed.

Previous Invoice:

A manual invoice can be based on a previous manual invoice and then edited (date, items, etc.). Any previous manual invoice created for the project can be selected for review. If you select a project from the Project ID drop-down, then the Invoice drop-down shows all the manual invoices belonging to the selected project.

Billing Schedule:

You can use the billing schedule record to create a manual invoice for a project. The unbilled billing records associated with a specific project carries forward from the Billing Schedule screen. Depending on the project selected in the Project drop-down, you will see the bill number of its associated billing records only, in the Billing Schedule field. Choose one from the drop-down and view its details in the grid.

Or From Time and Expense Items:

You can create manual invoice using the time and expense information of the selected project as well.

Period From/ To:

You can pick a date range for manual billing. Based on the date range specified here, the Manual Invoice grid fills with the time and expense entries of the selected project. Click the arrow, a drop-down calendar appears that can be used to select the date.

Show Dates:

If checked, it shows the date of the time and expense entries associated with the invoice in the grid.

Show Non-Billable:

If selected, it also shows the non-billable time and expense entries with zero amounts.

Group:

Selected, will merge the records with similar service and expense item. The records, whose *Item* field matches, are clubbed into one record. The size of the grid shrinks and its easier for you to view the details of an invoice. Unchecked, will show all the records individually.

Manual Invoice Grid

The grid holds the project activity and expenses being billed to the client.



Click  to delete the selected record. Click  to add and save the new record.

Item:

This field displays the ID of the expense and activity item that the invoice is being made on. When an activity code or an expense code is chosen, the description and rate fields are automatically filled. Type the alphabet, for example, A to list items starting with A and so on.

Description:

This field displays the description of the service/activity or expense being billed to the client. This is like a memo field and thus supports long text. The description will also display the date of the time or expense entries if the **Show Dates** option has been checked while loading time and expense data.

Units:

The number of units of the item that is being invoiced. These could be the number of hours worked or expense units incurred depending on the type of item being invoiced. If you skip the units and just enter the rate and amount, Web Suite reverse calculates the units for you.

Rate:

The default cost rate for the activity/expense item recorded. If you skip the rate and just enter the units and amount, Web Suite reverse calculates the rate for you.

Amount:

This field displays the amount charged for the service or expense without taxes or discounts. In case of an estimate or a budget, it gets retrieved from the respective screens.

Tax %:

This field displays the tax assessed to this charge.

Total:

Total amount for the item. $\text{Item Total} = \text{Item Amount} \times \% \text{Done} + (\text{Tax Percentage} \times \% \text{Done})$.

Income Account:

The income account associated with an activity or expense item, and brought forward from their respective screens. However, you can change it here. Assigning income account to a line item on an invoice helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Expense Account:

The expense account associated with an activity or expense item, and brought forward from their respective screens. However, you can change it here. Assigning expense account to a line item on an invoice helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

Class:

You can select a class here for a project billing record, to be used for the invoice created. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in Web Suite or transferred from QuickBooks (to BillQuick desktop).

Exp Type:

Checked, the Expense Type box indicates that the line item is an expense.

Summary Fields**Subtotal:**

The total sum of charges for all services provided, excluding the tax amount. This field is not editable.

(+)Tax:

The sum of all tax amounts for this invoice.

(+)Misc Amount:

Any miscellaneous charges for the invoice should be entered here.

(-)Discount:

Enter any discount amount to be applied to this invoice. The discount is taken after taxes.

(-)Retainer:

Enter any retainer amount to be applied to the manual invoice. The invoice due amount gets reduced by this value.

(+)Fixed Fee:

Displays the amount charged as fixed fee for the selected project.

Project Retainer:

Shows the available Project Retainer for the selected project. You can apply this retainer to the invoice.

Client Retainer:

Shows the available retainer of the client related with the selected project. You can apply this retainer to the invoice if the project retainer is exhausted.

Service Amount:

The service labor amount to be billed on the invoice. The Service Amount does not include the Tax 1, 2 and 3 amounts of the time entries.

Expense Amount:

The expense amount to be billed on the invoice. It is the billable expense logged to the project and is a sum of the Expense Amounts recorded to the project that fall within the date range specified and are billable, unbilled and approved. The amount includes neither the expense Tax 1/2/3 amounts nor the Main Expense Tax.

Retainage:

This value depicts what portion of the net bill amount will remain with-held by the client of the selected project.

MST:

Main Service Tax amount associated with the selected project.

MET:

Main Expense Tax amount associated with the selected project.

Parent Project Retainer:

Shows the parent project retainer available for the selected project.

Total:

The total of all charges, taxes and discounts. This is the amount due of the invoice and is non-editable.

Invoice Total = Subtotal + Tax + Misc Amount - Discount - Retainer.

Paid Today:

Enter the payment amount already received. When the invoice is processed, a payment for this amount will automatically be entered in your database. Clicking on the link opens the Payment Detail screen where details of the payment made against this invoice can be recorded.

Amount Due:

The invoice amount that is due from the client. It is the Total minus Paid Today amount. This balance due will be displayed on the invoice; however, the total amount is what is recorded as the invoice amount.

Memo:

You can add an unlimited length memo to the manual invoice. Time and date stamp can also be added when you click .

Manual Invoice Button Panel

Help:

Opens the Web Suite Help in the Manual Invoice section.

Options:

Click to show the following options:

Preview:

Select the invoice number from the drop-down. Then, click the button to view the invoice.

Process and Preview:

Generate a preview of the manual invoice. Preview displays full screen representations of the invoice. When ready, you can print the invoices, email them to clients, generate PDF files, or any combination of these options.

View Notes:

Opens the [Notes](#) screen wherein you can record a journal note for the selected project.

Filters (On/Off):

Turns on or off all filters. Check this option to apply filters to the drop-downs.

Memorize:

Click to open the [Memorized Invoices](#) screen where you can specify the schedule for invoice generation. There is no limit over the number of times you want to generate the invoice.



The Memorize option is visible only when viewing existing invoices.

Details:

The drop-down gives you two options:

Time Details:

This option opens the Time Details screen that shows the time entries details. These entries are relieved (status changed to Billed in the time entry database) when the invoice is generated. Time Details enables you to exclude and edit entries before processing the invoice. You can also mark time entries as billed to remove them from future processing.

Expense Details:

Opens the Expense Details screen that shows the expense entry details of a billing record. These entries are relieved (status changed to Billed in the database) when an invoice is generated. Expense Details allow you to exclude or edit entries before processing the invoice. You can also mark expense entries as billed to remove them from future processing.

Process:

This button will process your manual invoice. After being processed, you can print it from [Invoice Review](#) screen.

New:

Click to clear the screen and enables you to create a new manual invoice.

Refresh:

Click to update the information displayed on the Manual Invoice screen.

Close:

Closes the Manual Invoice screen and takes you to the home page of Web Suite.

How Do I**HOW DO I RECORD HISTORICAL ACCOUNTS?**

If you have not been using any accounting package nor have any electronic data to convert, you might have to manually enter and set up historical invoices, payments or opening balances. You can use an A/R listing with invoice and payment information or a separate invoice and payment listing.

The purpose is to:

- Set up historical invoices for a record of revenue (invoices) by project and client.
- Establish the A/R balance for each invoice, project and client. You can do that by entering a payment per invoice or a cumulative payment for all invoices.
- Set up opening balances per project, which would be the net of all invoices issued for the project less all the payment applied to them.

The Manual Invoice screen in Web Suite enables you to create an invoice for a project that has no time or expense logged to it. If you have a series of transactions, we recommend entering the historical ones first and then the current ones. For example, if today you receive a payment for an invoice not yet entered in Web Suite, you should enter the invoice first.



You can also enter historical data in the Enter Opening Balance screen from the [Project-History tab](#).

Enter historical invoices:

1. Open Manual Invoice screen from the Billing menu.
2. Click New to create a new invoice.
3. Select the Project ID whose historical invoice you want to record.
4. Web Suite pre-fills the billing address, displaying the client information. You can see it by clicking 'Billing Address'.

5. In the Invoice Date fields, select the date of the historical invoice. You can enter the date or change it using the drop-down lists or calendar.
6. Replace the default invoice number with that of the historical invoice. Web Suite will not allow duplicate invoice numbers. If desired, you can add a prefix to historical invoice numbers for easy identification.
7. Click Add Item at the bottom of the grid to add an activity or expense item.
8. In the Description field, enter the name of the service or expense.
9. Enter the Amount charged for the service or expense (without taxes or discounts). You can also enter the Tax percentage if desired.
10. Check the Exp option for expense items.
11. You can also apply a Misc Amount, Discount and Retainer to the invoice using the fields at the bottom.
12. If the client has paid all or part of the invoice, enter that amount in the 'Paid Today' field. This is a quick way of recording a payment associated with the historical invoice.
13. As soon as you have finished, click Process to save your manual invoice. After being processed, you can preview or print it, or apply historical payments from the Payment screen.

Edit Historical Invoices:

If you want to edit or delete historical invoices, there are two possible scenarios for that.

Scenario One:

You have selected the wrong project in the Manual Invoice screen for the historical 'balance forward' information. In this case:

1. Open Invoice Review screen from the Billing menu.
2. Click the incorrect invoice.
3. Click Action and select Reverse. The invoice is now gone.
4. Return to the Manual Invoice screen and record the correct information.

Scenario Two:

You have selected the right project but entered the wrong 'balance forward' information. In this case:

1. Open Manual Invoice screen from the Billing menu.
2. Click the Project ID.
3. Now choose the desired invoice from the Invoice Number list.
4. Edit the incorrect invoice amount and then click Process.
5. It asks you to overwrite the invoice or create a new one. Choose Overwrite.

Record Historical Payment Against a Manual Invoice:

1. Open Payments screen from the Billing menu.

2. Select the View By: Invoice option and choose the Invoice # created above.
3. Choose the Date for the payment.
4. Enter the total Amount of payment received.
5. In the grid, enter the payment or a portion of it in the Amount Applied field against each invoice. Else, use the Auto Apply option to automatically apply the payments to the invoices in the 'older first' order.
6. When you have finished, click Save and then Close.

HOW DO I CREATE MANUAL INVOICES?

You can create your manual invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Billing

To create and process a manual invoice:

1. Open Manual Invoice screen from the Billing menu.
2. Click New to create a new manual invoice.
3. Select a Project ID from the list. The related billing address is automatically displayed (*click Show Bill To to view or edit it*).
4. Web Suite automatically assigns an invoice number to it. If you want to edit it, click the field and enter another number. (*Web Suite does not allow duplicate invoice numbers.*)
5. In the Invoice Date fields, enter or select the month, day and four-digit year from the drop-down calendar. *The date defaults to today (the system date on your computer).*
6. Enter an activity or expense Item in the Item column. Web Suite automatically displays the item's Description. *You can edit it, if desired.*
7. Accept or change the values for Units (activity hours or expense units) and Rate. It automatically calculates the Amount. *All calculations are done in real time. Note the totals below.*
8. Add more items to the invoice by clicking Add Item, located below the grid, and entering the desired activity or expense Item.
9. When ready, you can process, preview or print the invoice by clicking the appropriate option.

Advanced Billing

To use additional options for billing:

1. You can base a manual invoice on an estimate, budget, previous invoice, unbilled time and expenses and billing schedule. To do so:
 - Click Load From to open a panel.
 - Select the desired option from the drop-down list. Relevant data pre-fills the grid.
 - Modify the line item, if required.

2. You can enter the percentage of work completed for each activity and expense item in the % Done. Web Suite uses this percent to calculate the line item total.
3. The Tax percentage is brought forward from the Activity or Expense screen if any of the taxes (Tax 1+Tax 2+ Tax 3) apply. However, you can edit or enter it here.
4. If desired, add a miscellaneous charge to the invoice in the Misc Amount field below.
5. Similarly, you can apply a Discount or Retainer to the invoice by entering that value below.
6. Accept or enter a Retainage amount for the project, if applicable. Web Suite reduces the final bill amount accordingly
7. Enter a Main Service Tax or Main Expense Tax, if relevant.
8. If the client has paid all or part of the invoice prior to preparing this manual invoice, enter that amount in the Paid Today field. Click to enter more details.
9. You can specify payment attributes in the Payment Details dialog box such as Pay Method, Reference, Memo, Date, etc. when you enter the amount paid. Click OK.

 The discount reduces the final invoice amount *after* taxes. It *does not* reduce the tax amount of service or expense. However, you can change these setting in Global Settings-Billing screen. Proper security permission is required to apply a discount *before or after* taxes.

 Subtotal is the sum of item amounts. Tax is the sum of item taxes. Fixed Fee is the value specified in the Project profile for Cost Plus contracts. Total is the addition of Subtotal, Tax, Fixed Fee and Misc Amount minus Discount and Retainer. The Amount Due is the net of Total, Paid Today and Retainage.

10. At the bottom, add unlimited length Memo to the invoice.
11. To view and edit the time or expense details associated with an invoice, click Details and choose Time Details or Expense Details option.

When you have finished, click Close.

 You can memorize invoices from the Memorize Invoice screen.

HOW DO I CREATE MANUAL INVOICES FROM ESTIMATES?

Creating a manual invoice is similar to filling out a paper invoice, except it is more flexible. You can charge a project with estimate details. You can edit various fields, apply taxes and add a miscellaneous amount to the invoice, if desired.

To create and process a manual invoice from an estimate:

1. Open Manual Invoice screen from the Billing menu.
2. Click New to create a new invoice.
3. Select a Project ID from the list.
4. In the Invoice Date field, enter or select the month, day and four-digit year from the drop-down calendar. The date defaults to today (the system date on your computer).

5. Web Suite automatically assigns an invoice number to it. If you want to edit it, click the field and enter another number. (Web Suite does not allow duplicate invoice numbers.)
6. Click Load From to open a panel and select the desired Estimate from the list.
7. Review or edit the estimate details displayed in the grid.
8. Enter or edit the '% Done' value for the activity item to indicate how much work you have done.
9. Next, enter or edit the '% Done' value for the expense item to indicate how much of the estimated expense has been used up. Web Suite indicates the expense items by the Exp check mark.
10. Web Suite calculates the Total amount for each. When ready, process, preview or print the invoice by clicking the appropriate option.
11. When you have finished, click Close.

HOW DO I CREATE INVOICES FROM BUDGETS & ESTIMATES?

Creating a manual invoice is similar to filling out a paper invoice, except it takes less effort and time. You can enter items to charge to a project, use an estimate or budget as the basis of the invoice, copy a previous manual invoice, or pull in time and expense entries for a date range. You can edit various fields, apply taxes, and add a miscellaneous amount to the invoice, if desired.

To create a manual invoice:

1. Open Manual Invoice screen from the Billing menu. Alternatively, you can click Invoice on the [Budget](#) or [Estimate](#) screen.
2. Enter the ID of the project to charge. The Bill to address automatically fills in with the main client contact address.
3. In the Invoice Date field, enter the invoice date. The date defaults to today (the system date of your computer)
4. Web Suite automatically assigns the invoice number. To edit it, click the field and enter another number.
5. In the Load From section, select the desired budget/estimate from the drop-down list. Activity and expense data from the budget/estimate display in the item grid. You can edit descriptions and other fields, if desired.
6. Click the % Done field for the first item. Enter a value to indicate how much of budgeted or estimated work is done for the activity or expense. Web Suite computes the total for each item.
7. If the item is taxable, the percentage will carry forward. In addition, you can edit this field.
8. Expense items are already noted by a mark in the Exp box. Expense items print separate from service items on an invoice.
9. If you want to add a miscellaneous charge to the invoice, click the Misc Amount field and enter an amount.
10. If the client deserves or negotiated a discount, click the Discount field and enter an amount.
11. If the client prepaid all or part of the invoice, click the Paid Today field and enter an amount.

12. Click the Memo Pad to enter an invoice memo.
13. Click Print button to process as well as print the invoice. To print it later with other invoices, click the Process button.
14. When you have finished, click Return to return to the home page of Web Suite.

ACCOUNTS RECEIVABLE

UNDERSTANDING ACCOUNTS RECEIVABLE

An invoice sent to a client for project work done *and* with an amount due is a receivable. Slow receivables reduce profits, funds available for needed or desirable capital expenditures and resource improvements, and increase the cost of doing business. Thus, it is important to manage receivables and track individual invoices for timely collections. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.

Web Suite contains many tools to help you track and analyze receivables and work-in-progress with reports, billing-related memos, journals and collections conversations. Client investment is a good indicator of your accounts receivable.

$$\text{Client Investment} = \text{Unpaid Invoices} + \text{Work-in-Progress} - \text{Retainer}$$

When the client investment is too high, you need to remind the client for payments. You can obtain this information from the Investment Summary (WIP + A/R) or A/R Reconciliation reports.

The aging reports in Web Suite include client sections that list aged project invoices. Client contact details and the project manager display prominently. You can print aging reports using one or more filters:

- Invoice numbers
- Transaction dates
- Clients
- Projects

If you need an aging summary, such formats are also available. You can drill-down to the details while previewing the report. In addition, you can identify payment deficiencies and other receivable information from other A/R reports such as Client Snapshot with AR Aging, Billings Summary by Month, Cash Receipts, Statements, Collections, etc.

A companion report, Gross Margin, can influence decisions about which past due accounts to pursue first. The report lists gross margin percentage by invoice.

Web Suite comes with the following system accounts:

Account ID	Account Name	Account Description	Account Type
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable
12000	Undeposited Funds	Undeposited Funds	Other Current Asset
12010	Legacy Payments	Legacy Payments	Other Current Asset
20000	Accounts Payable	Accounts Payable	Accounts Payable

2100	Payroll Liabilities	Payroll Liabilities	Other Current Liability
2200	Customer Deposits/Retainers	Customer Deposits/Retainers	Other Current Liability
25100	Main Service Tax Payable	Main Service Tax Payable	Other Current Liability
25200	Main Expense Tax Payable	Main Expense Tax Payable	Other Current Liability
25300	Service Tax Payable	Service Tax Payable	Other Current Liability
25400	Expense Tax Payable	Expense Tax Payable	Other Current Liability
3000	Opening Balance Equity	Opening Balance Equity	Equity
40000	Default Item Income Account	Default Item Income Account	Income
40199	Default Discount Account	Default Discount Account	Income
60001	Default Item Expense Account	Default Item Expense Account	Expense
6560	Payroll Expenses	Payroll Expenses	Expense

Invoices

UNDERSTANDING INVOICES

An invoice is a marketing document that nurtures client relationships. It must communicate positive images to both new and long-term clients: Quality, Capability, Professionalism and Confidence.

Invoices are created in either Manual Invoice or Billing Review. After billing decisions are made and invoices generated, Invoice Review provides an efficient environment to preview, print and email invoices. Any past or current invoice, paid or not, draft or final is accessible in Invoice Review. The invoice list can be filtered using a dozen criteria generating just the subset with which you want to work. You can act on one or multiple invoices at a time. You must have proper security permissions to print and process invoices.

Standard invoice templates support detail or summary information, individual time and expense descriptions and memos, retainers and discounts applied, two invoice memos, employee titles, and value-added taxes (for example, GST). In addition, many support a standard graphic logo (*Company screen*).



You can set all your invoice templates to show Goods and Services Tax (GST) at the [global level](#). This option is checked by default for all countries other than USA when creating a new database.

Invoice templates are set at the global level but you can change them at the project and invoice level.

When setting up Web Suite for the first time, consider whether you want to start with a new number structure or use the last invoice number from your old time and billing system. Either way, Web Suite needs the last invoice number. By default, it begins numbering invoices with the invoice number defined on [Global Settings-Billing panel](#). You can override this and specify a custom invoice number on the Project-Billing screen. If a project has phases under it, you are prompted to either let the immediate phases inherit the custom invoice number or not.

If you want to structure the invoice number so that it has static and variable portions, you can define this. Web Suite supports automatically incremental invoice numbers of up to 10 characters (including punctuation). For example, if you wanted to include the fiscal year in the invoice number structure, you have to enter it as static information. The variable will be the incremental part put in curly brackets.

Web Suite does not add a draft invoice to the receivables of a company until you finalize it. During the review and approval process, the invoice can be reversed, additional billing decisions made, and processed again as a draft invoice (or a final invoice) until you are satisfied with its content. Web Suite also memorizes and generates draft invoices automatically for specific projects, which you can then finalize here.



You cannot create a late fee invoice for a draft invoice.

Some companies prefer [electronic invoicing](#), especially in Europe. It involves delivery of invoices electronically via the Internet or formalized EDI relationship between the buyer and supplier. Web Suite supports electronic invoices.

You can specify the default settings for emailing invoices to clients on [Client-Billing](#) and [Project-Billing](#) screens. If neither profile—Profile or Client—is set for emailing invoices, you can do so from the Invoice Review screen. You can email any invoice – paid, unpaid, new, old, and draft and attach additional documents to it. While emailing invoices, Web Suite also allows you to email the linked files or attachments automatically.

ELECTRONIC INVOICES

Some companies prefer electronic invoicing, especially in Europe. It involves delivery of invoices electronically via the Internet or formalized EDI relationship between the buyer and supplier. With tools like Vendor and Supplier Portals, virtually any company can accept electronic invoices from their vendors and suppliers without having to implement costly and complicated systems. It provides benefits to both buying companies (paper and expense reductions) and supplying companies (elimination of mail float and lower billing costs).

Web Suite supports electronic invoices using both the Finnish Reference Number and Structured Creditor Reference. Depending upon your preference, you can specify a reference calculation method in Global Settings.



Support for electronic invoicing is available in the Web Suite Enterprise edition only.

The Finnish Reference Number is generated using an invoice number and a check digit (minimum *4 digits + 1 check digit* and maximum *19 digits + 1 check digit*). Web Suite

calculates it automatically using a method called Multiplier 137. The 137 Method ensures the delivery of invoices electronically to its intended recipient with these numbers printed on the invoices. The reference number is very important to make online electronic invoicing between accounting and banking systems possible. The invoicing company's reference number identifies the invoice sent to the client. Payments furnished with a reference number are transferred to the payee's account reserved for payments with a reference number. The check digit makes sure that the payments in the bank and invoices in the accounting systems can be connected with each other automatically.

On the other hand, the Structured Creditor Reference is a new international business standard based on ISO 11649, popularly used by the European Union. The Creditor Reference number is generated as an alphanumeric string with RF as a prefix and two check digits (*RF + 2 check digits + 21 digits maximum*). Web Suite generates it automatically using the invoice number. This RF Creditor Reference method ensures the delivery of invoices electronically to its intended recipient with these unique references printed on the invoices. The invoicing company adds the RF Creditor Reference to its invoices. When clients pay the invoices, they write this RF Creditor Reference instead of the invoice number in the message or payment ledger. When the company receives that payment, it can automatically match the remittance information to its accounts receivable system.

Invoice Format

INVOICE FORMAT OVERVIEW

An invoice is a marketing document that nurtures client relationships. It must communicate positive images to both new and long-term clients: *Quality, Capability, Professionalism* and *Confidence*. Web Suite comes with more than 150 standard invoice formats, all designed with Crystal Reports, the *de facto* standard report writer software.

 To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Services at (310) 602-4020. Many of our invoice templates are available for preview at www.bqe.com/GenSolutions or you can check out the *free* BillQuick eBooks for [billing managers](#), [business managers](#) and [project managers](#). You can also check the detailed **BillQuick Report Book**.

How Do I

HOW DO I CHOOSE INVOICE TEMPLATES?

Standard invoice templates support detail or summary information, individual time and expense descriptions and memos, retainers and discounts applied, two invoice memos, employee titles and value-added taxes (for example, GST). In addition, many support a standard graphic logo (*Company screen*).

 You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is checked by default for all countries other than USA when creating a new database.

Invoice templates are set at the global level but you can change them at the project and invoice level.

To choose a global invoice template:

1. Open Global Settings screen from the Settings menu.
2. Move to the Templates tab.
3. Click  next to the relevant contract type to open the invoice folders.
4. On the Invoice Template screen, open a category of invoices by clicking Templates tab on the left.
5. Click  and select the desired invoice format. This format becomes the global default when you click OK.
6. Back on the Global Settings screen, click Save and then Close.

 By default, invoices display time and expense entries based on their *Created On* dates.

To choose a project invoice template:

1. Open Project screen from the Lists menu.
2. Click the ID of a listed project.
3. Move to the Templates tab.
4. Click  next to the relevant invoice type to open the invoice folders.
5. On the Invoice Template screen, open a category of invoices by clicking Templates tab on the left.
6. Click  and select the desired invoice format. This format is selected when you click OK.
7. Back on the Project screen, make sure you have chosen the correct template and that its box is checked (Standard Invoice/Joint Invoice/Statements/Manual Invoice).
8. When you have finished, click Save and then Return.

When the invoice is printed, Web Suite uses the custom template from the Project screen rather than the Global Settings template. You can change the invoice template at the last minute in the Invoice Review screen without reversing it or changing the project settings.

HOW DO I CHANGE INVOICE TEMPLATES?

At times, clients request another copy of an invoice. You can reprint or resend any invoice in Web Suite via email. In addition, when a client asks for more or less detail, or simply the same invoice information in a different format, you can reissue the invoice directly from

Invoice Review. You can do this without reversing the invoice or changing its project settings. This option is faster and easier than printing a report.

To reissue an invoice in a different format:

1. Open [Invoice Review](#) screen from the Billing screen.
2. For the desired invoice, click  in the *Inv Template* field to open the Invoice Template screen.
3. Click Templates tab on the left to open the invoice folders. Select the invoice template you want.
4. Preview the selected invoice template and then click OK.
5. Back on the Invoice Review screen, click Update, and then print or post the invoice.
6. When you have finished, click Close.

HOW DO I CUSTOMIZE INVOICE NUMBERS?

When setting up Web Suite for the first time, consider whether you want to start with a new invoice number or use the last number from your old time and billing system. Either way, Web Suite needs the last invoice number. By default, it begins numbering invoices with the invoice number defined on [Global Settings-Billing screen](#). You can override this and specify a custom invoice number on the Project-Billing screen. If a project has phases under it, you are prompted whether to let the immediate phases inherit the custom invoice number or not.

If you want to structure the invoice number so that it has static and variable portions, you can define this. Web Suite supports automatically incremental invoice numbers of up to 10 characters (including punctuation). For example, if you want to include the fiscal year in the invoice number structure, you have to enter it as static information. The variable will be the incremental part put in curly brackets.



Custom invoice numbering feature is available in the Web Suite Enterprise edition only.

To customize your invoice numbers:

1. Open Global Settings screen from the Settings menu.
2. Move to the Billing panel.
3. Enter the desired number in the 'Last Invoice #' field, for example, {1111}. The next invoice generated will have a number of {1112} and so on. You can add a prefix to it, like fiscal year FY2017. The prefix will remain static while the number in the curly brackets will be incremented.
4. Click Save and then Close.

Customize Invoice Numbers at the Project Level

Do the following to customize invoice numbers at the project level:

1. Open the Project screen.
2. Click the ID of a project listed in the grid. Then move to its Billing tab.
3. Enter the desired Prefix, Last Invoice No. and Suffix values, for example, Tax-1000-2017.
4. Check the 'Use Custom Invoice Number' option to enable this customization for the project.
5. When you have finished, click Save and then Return.

The next invoice generated for this tax project will have a number of Tax10012017.

HOW DO I INCLUDE TIME AND EXPENSE MEMOS ON INVOICES?

Web Suite gives you the option to include time and expense memos on invoices. You can control inclusion of memos in two ways:

- **Invoice Format:** Whether an invoice shows detailed time and expense items with memos depends on the invoice format you choose for a project. You have three ways to do this:
 1. Assign a detailed invoice template that includes memos to your project contract type in the Global Settings-Templates screen.
 2. Assign a detailed invoice template that includes memos to a project in the Project-Templates screen.
 3. Select a detailed invoice template when generating an invoice in the Invoice Review screen, using the Invoice Template option.
- **'Memo on Invoices' Option:** By default, every memo carries to a detailed invoice format with memos. You can ensure this by checking the 'Memo on Invoices' option for each entry in the Sheet View or Expense Log screen. (To hide the memos, uncheck the option.)

Invoice Review

INVOICE REVIEW OVERVIEW

Navigation *Billing, Invoice Review*

After billing decisions are made and invoices are processed in either Manual Invoice or Billing Review, Invoice Review provides an efficient environment to finalize and distribute those invoices. Any past or current invoice, paid or not, draft or final is accessible in the Invoice Review screen. After you have created invoices, you can preview, print, email, reverse and post those invoices, edit invoice memos, calculate late fees and save invoices as PDFs in the Invoice Review screen. It contains everything you need to manage current,

historical and draft invoices. Web Suite also supports [electronic invoices](#) commonly used in European nations.

The invoice list can be filtered using the desired filters. You can work on one or multiple invoices at a time. Invoices displayed in the grid are color-coded. Posted, closed or printed invoices are **blue**. All other invoices are **black**. A few fields in the grid are editable till the invoices are posted. To edit any other information, you must reverse the invoice and make those changes in Billing Review and then process the invoice again.

The Invoice Review displays decimal values based on the configurations specified in Global Settings. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

On the Invoice Review grid, you can see if an invoice was sent to the contact or client via email and the date it was last emailed. This helps to avoid duplicate emails.

You have the ability to [calculate late fee](#) on invoices based on any date. In addition, you can link new or existing files to the invoices. For all this, you must have proper security permissions.

At times, clients request another copy of an invoice. You can reprint or re-send any invoice in Web Suite via email. In addition, when a client asks for more or less detail, or simply the same invoice information in a different format, you can reissue the invoice directly from Invoice Review. You can do this without reversing the invoice or changing its project settings. This option is faster and easier than printing a report.

You can perform the following tasks in Invoice Review:

- [Customizing Invoice Review Grid](#)
- [Reviewing Invoices](#)
- [Changing Invoice Templates](#)
- [Adding Memos to Invoices](#)
- [Creating Invoice Journals](#)
- [Reversing or Deleting Invoices](#)
- [Draft Invoices](#)
- [Electronic Invoices](#)
- [Submit-Approve Invoices](#)
- [Finalizing Invoices](#)
- [Emailing Invoices](#)
- [Exporting Invoices as PDFs](#)
- [Memorized Invoices](#)
- [Interest Rates](#)
- [Late Fees](#)

Reference

[INVOICE REVIEW](#)

Navigation *Billing, Invoice Review*

Invoices are created in either Manual Invoice or Billing Review. This includes generating and delivering professional-looking invoices. After billing decisions are made and invoices generated, Invoice Review provides an efficient environment to preview, print and email invoices. You must have proper security permissions to print and process invoices. Web Suite Invoice Review is quite useful to field-based managers and mobile professionals, eliminating redundant and manual entry of field data, saves time and efforts in the office and reduces time delays in generation and delivery of invoices.

Web Suite Invoice Review screen contains processed invoices and other billing information retrieved from the Web Suite database. A complete summary of the invoices on projects is displayed here so that you can review them and send them to the clients. After the information is reviewed, invoices can be distributed to clients with the click of a mouse.

Reviewing invoices is quick and easy. Drop-down lists are provided throughout the screen for selective viewing. Many invoices can be reviewed at once, on the basis of project, client, invoice, group, etc.

Various fields are described below in separate sections in order to clarify their purpose.



You can view the data entry fields after selecting an invoice from the grid.

View By:

Invoice No:

Invoice number filter. Its drop-down list contains all the processed invoices from the Billing Review. The draft invoices are displayed in angular brackets.

To be able to select invoices, type in a number that starts the invoice numbers, for example, if you want to view invoices starting with numeral 1, enter 1. A drop-down list appears.

Project:

Filters records on the basis of Project IDs. Web Suite automatically provides a list of projects starting with the alphabet/numeral that you type in this field. You can view a list of all projects by clicking . Click Expand  to select multiple projects at one time.

Different sort orders are offered for the drop-down list. You have the option to **Sort by ID** or **Sort by Name** either in ascending or descending order when you click the relevant link. Sort orders can be determined for the project list and will be remembered the next time the screen is opened. The sort orders options are made available for user ease. For example, a user might remember a project's name rather than its ID, sorting the project drop down list by name will make it easier for the user to select the appropriate project when viewing records.

Client:

Filters records on the basis of Client IDs. You can select a single or multiple clients from the list provided. For example, if you would like to view invoices corresponding to clients with the IDs from AA to MM only, you must enter that range in the Client ID filter.

Different sort orders are offered for the drop-down list. You have the option to **Sort by ID** or **Sort by Name** in the ascending or descending order when you click the relevant link. Sort orders can be determined for the client list and will be remembered the next time the screen is opened. For example, a user might remember a client's name rather than its ID. Sorting the client drop down list by name will make it easier for the user to select the appropriate client when viewing records.

Calculate Late Fee Up To:

Select an invoice from the grid and then click **Calculate Late Fee** option for Invoice Review to calculate the late fee for any past due invoices in the grid based on a date. The late fee is calculated from the grace period and interest rate assigned in the Project screen. The late fee is calculated every time the invoice is brought forward in Invoice Review and every time a statement is printed and is based on the current account balance. You can enter the date for which you want to calculate late fees in the date field by choosing it from the drop-down calendar.



Web Suite gives you the ability to calculate late fee for a batch of selected invoices.

Various other filters based on the invoice status provided in Invoice Review are mentioned below:

Open:

This filters all invoices with a positive, outstanding balance (not paid in full).

Closed:

It filters all invoices without a positive balance. These are fully paid invoices.

Posted:

It filters all invoices that have been posted.

Unposted:

It filters all processed invoices that have not yet been posted.

Draft:

Draft invoices are those that are still under review, and not yet finalized. This option when marked will display only the draft invoices in the Invoice Review grid. Here upon, *Post* button changes to *Process Inv* enabling the user to process the draft invoice.

Late Fee:

Late fee invoices are invoices created for the late fee charged on balance amount of an invoice. Check this box to view late fee invoices.

Include Void:

Select this option to include all the void invoices in the list of displayed invoices. The void invoices have been deleted but still exist in the database.

Void Only:

Select this option to display only voided invoices in the grid. The void invoices have been deleted but still exist in the database.

More

Click expand/collapse  to show or hide the following fields:

Project Manager:

Filters invoice records on the basis of project managers. You can select a single or multiple project managers from the list provided by clicking .

Different sort orders are offered for the drop-down list. You have the option to **Sort by ID** or **Sort by Name** in the ascending or descending order when you click the relevant link. Sort orders can be determined for the project manager list and will be remembered the next time the screen is opened. For example, a user might remember a project manager's name rather than his ID, Sorting the drop-down list by name will make it easier for the user to select the appropriate project manager when viewing records.

Click the *Filters...* link to display the relevant [Filter](#) screen wherein filters can be applied to the drop-down lists for selective viewing. On the Project Manager Filter screen, select the check box for the records that you want to display in the drop-downs on the Invoice Review screen.

Project Group:

If projects have been grouped, this filter can be used to limit the invoices displayed for the selected project groups. You can select a single or multiple groups from the drop-down list.

Client Group:

If clients have been grouped, this filter can be used to limit the invoices displayed for the selected client groups. You can select a single or multiple groups from the drop-down list.

From-To:

Date fields default to the system date of your computer, which can be changed. These fields limit the invoices to the dates that fall within the date range specified. If you want to review the invoices of a particular month, select the first day of the month in the From field and the last in the To field. You can select the date from the drop-down lists, or use the -- (Previous Day), ++ (Next Day) links to increment or decrement the date by one day or Today to select the current date.

Invoice Review Grid

Web Suite Invoice Review grid is your guide to invoicing. It is a series of rows and columns. Each row is a separate invoice record for a project. Click the column headings to sort the columns in the grid. Records displayed on the grid cannot be edited except the invoice number. The number of records displayed in the grid will depend on the selection made in the Rows list box.

The following are descriptions for each field in the grid:

Column Chooser:

Click  to open the Column Chooser. It is a list of column names, which you can either hide or show in the grid. Check the column names you want to show on the grid.

Select:

Click this check box to select any row or invoice record. Prior to taking any action in the Invoice Review screen, you need to select a record. Whether or not fields are hidden, values are recorded to them when entries are made.

Invoice #:

The invoice number generated for the billing record. If you would like to modify the invoice number, just change the invoice number here and click the Update button. Web Suite automatically assigns sequential numbers to the invoices. The number that will be incremented and assigned to the next invoice processed can be specified in the *Last Printed Invoice #* field of Global settings or Web Suite Billing Review screen. Reversing an invoice does not decrement the counter as Web Suite reuses that invoice number.

Date:

Shows the date of an invoice. Invoice date is assigned in Billing Review screen. Aging reports and late fees use this date in calculations.

Project ID:

ID of the project for which the invoice is viewed. If the Project ID indicates "Joint", it means that the invoice is a combined invoice for multiple projects or phases.

Project Name:

The name of the project being invoiced.

Net Amount:

The net amount charged on the invoice, including taxes (if any). A user with the proper permission can edit this field for late fee invoices to include a late fee amount manually.
 $\text{Net Amount} = \text{Amount} + \text{Total Tax} - \text{Retainer} - \text{Discount}$

Paid:

The total paid amount towards the invoice. The value updates as receipts and adjustments are made in the Payments screen in Web Suite.

Balance:

The outstanding balance of or amount due for the invoice. $\text{Balance Due} = \text{Amount} - \text{Paid}$.

Client ID:

ID of the client associated with the invoice. The invoice is billed to this person.

Amount:

The total amount charged on an invoice, excluding taxes and retainers (if any).

MST:

Main Service Tax is the main tax charged on invoiced service or labor.

MET:

Main Expense Tax is the main tax charged on invoiced expenses.

Total Tax:

The total tax amount charged on an invoice.
 $\text{Total Tax} = \text{MET} + \text{MST}$

Due Date:

The date when the invoice payment is due.

Over Due:

Number of days the invoice has been overdue or outstanding. It depends on the Due Date and payment term applied. For example, if the due date of an invoice is 18th May 2017 and the term is Net 30 (30 days), then on 18th April, overdue is 1, on 19th April, overdue is 2 and so on.

V:

Indicates an invoice's void status. A check mark in this column indicates a voided invoice.

Notes:

Click the Notes link in this column to add, view, or edit a project note. You can type as much text as desired into the note area or enter Auto Complete shorthand codes to insert standard text.

Project Manager:

Displays the name of the project manager assigned to the project.

Retainage Paid:

The value indicates what portion of the retainage is paid by the client till date.

Retainage:

This value indicates what portion of the net bill amount will remain withheld by the client for a specific project whose invoice is being created.

Retainer:

This is the retainer amount applied on an invoice. Like a discount, it reduces the Net Amount due from a client.

Fixed Fee:

Displays the amount charged as fixed fee for projects having the Cost + Fixed Fee contract type.

Submitted By:

The field displays the ID of the user who has submitted the invoice for approval.

Approved By:

The field displays the ID of the user who approves or rejects the submitted invoice.

S:

This column shows the approval status of each invoice:

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

Invoice Template:

Invoices are generated using the default templates. Web Suite gives you the ability to change the invoice template here before printing or emailing it to the client. Click Browse  to select and preview invoice templates.

Typically, this change is only for the current work session. However, if you assign a different template to an invoice here, you are prompted to change permanently the invoice template for that project.



Web Suite gives you the ability to print invoices having the same template in a single batch. This feature is available in Web Suite Enterprise and Professional edition only.

Printed On:

This is the date when an invoice is printed. You can enter a date from the drop-down calendar or let Web Suite fill it automatically when you actually print an invoice.

Emailed On:

This is the date when an invoice is emailed to a client or any other person. You can enter a date from the drop-down calendar or let Web Suite fill it automatically when you actually email an invoice.

Reference No:

This number enables you to keep track of your [electronic invoices](#). It represents the invoicing company's reference number that identifies the invoice sent to a client.

RF Number:

This is the RF Creditor Reference number that enables you to keep track of your [electronic invoices](#). Web Suite generates it automatically using the invoice number. The invoicing company adds this number to its invoices.

PO Number:

This is the purchase order number associated with a project and is brought forward from Manual Invoice or Billing Review, depending upon where the invoice for that project was generated. By having this information here, it ensures that the old PO numbers remain associated with their original invoices. You can, however, edit it here. The maximum field length is 50 characters.

Custom 1/2/3/4/5:

These custom textboxes enable you to record additional information about the invoices. The caption of these Custom 1/2/3/4/5 fields can be changed in Custom Labels.

Class: (Read Only)

You can view the class assigned to an invoice. If classes are assigned to projects, the related time and expense entries and invoices are also assigned the same class but can be overwritten. Payments inherit the same class as that of the invoices. You can assign a class created in Web Suite or transferred from QuickBooks (to BillQuick desktop).

In case of joint invoices, because each project phase can have a different class, Web Suite displays the class of one of the joint projects. Typically, phases on a joint invoice will be having the same class.

You need to assign class to Web Suite items **before** creating invoices.

Accounts Receivable: (Read Only)

You can view the A/R account for the invoices in the grid. This is the account you want to use for posting the transaction related to an invoice in Web Suite.

Invoice Review Button Panel

Help:

Opens the Web Suite Help in the Invoice Review section.

Options:

Click **Options** on the button panel to see the following submenu options:

Memo:

Opens the Memo screen, where you can add or edit the invoice memo. You can also add bulleted lists to the memos, which also show up on the invoices.

Post:

Click this option to post the selected invoice and mark it as printed. When you post an invoice, Web Suite prompts you to create a PDF copy of the invoice and save it to the default location for PDF files. For draft invoices, the *Process Invoice* and *Process and Print* options displays instead of *Post*.

- **Process Invoice:** Click this to process and finalize the selected draft invoice after the project manager has approved it.
- **Process and Print:** It processes the billing record as a final invoice and prints it as well.

Invoice Change:

Select this option to modify multiple invoices at once.

Clear All:

Clears all the filters applied on the screen.

Details:

Opens the Invoice Details screen that displays the details of the invoice such as project, client, contract, service amount, payments received, etc.

Workflow:

Opens the Workflow screen that allows you to track events related to submission and approval of time, expenses, invoices, vendor bills, etc.

Project Filter:

Click to open the Project Filter screen where you can select projects, to be displayed in the drop-down lists.

Client Filter:

Click to open the Client Filter screen where you can select clients, to be displayed in the drop-down lists.

Rows:

The maximum number of rows to be displayed in the grid. This option is available at the top of the screen. Select the number from the drop down list.

Filters (On/Off):

Mark the option if you want to apply the filters settings for the Invoice Review screen.

Email:

Sends the invoice as a PDF file attachment via email. From the drop-down, you can choose to whom you want to send the email. The options are: Client, Client Manager, Project Manager and Other. (By default, the email address of the client is pre-filled if specified in the Client screen.) When Other is chosen, you are prompted with a dialog to enter the email address of the recipient. Regardless of which email recipient you use, the [Email](#) screen opens.

When emailing an invoice, you are given the option to edit the body of the email. You can choose to email invoices without previewing them by selecting the 'Send without Preview' option. You can also choose to attach multiple invoices (PDFs) of the same client in a single email. In addition, Web Suite allows you to attach automatically all the files linked with an invoice to the email message.

 You can customize the PDF file names of these invoices using various available fields in BillQuick. Those settings then get forwarded to Web Suite; however, this feature is applicable to a shared database only.

 Web Suite gives you the ability to email invoices of the same client in a single batch. This feature is available in Web Suite Enterprise and Professional edition only.

When invoices are sent via email using SMTP settings, Web Suite automatically creates a journal entry for your record. You can send multiple invoices or file attachments in an email using the SMTP option only. This feature is available in the Web Suite Pro and Enterprise editions only.

Attachments:**Add New:**

Click Add New to attach a new file or web link to an invoice. Web Suite allows you to link files and web references to invoices, if required for billing. For example, you might want to scan and attach some documents or images to the invoice for reference. You can add and save files for the selected invoice from the [Attachments](#) screen. The files attached to a draft invoice do not need to be reattached after it is finalized. Web Suite maintains the attachments automatically when you finalize the invoice.

Select Existing:

Besides attaching new files and web links to the invoices, you can also link existing attachments to them. When you click on an invoice and choose Select Existing option, Web Suite scans the associated client, project, time and expense data for existing attachments. It will display a list of already attached files and links. You can choose to attach any of them to the selected invoice. For example, if an employee attached a lunch receipt when recording the expense, it will be available here without you having to search for it. This list also includes attachments to vendor bills that are associated with an invoice.

Action:

Click **Actions** on the button panel to see the following submenu options:

Submit:

Opens the Submit-Approve screen from which you will select the person who is responsible for approving the invoice. Invoices must be approved (also called posted) before they are sent to client. After selecting invoices to submit to a particular reviewer, click the **Submit** button, select the person to review the invoice, and then click the **OK** button.

Web Suite enables you to submit invoices to the Client Manager, Project Manager, My (Employee) Supervisor, or to a person selected from a drop-down list.

A reviewer can either approve or reject the invoice because of some reason.

 If the rule, *Email me when invoices are sent to me for approval* is set on [Preferences-More tab](#), then you will get an email when invoices are submitted to you for approval.

Approve:

Click the button to approve the selected invoice in the grid.

Reverse:

Enables you to delete the selected invoices. Voiding an invoice is better than deleting it if you want to go back and view it later.

After getting reversed, the invoice can be re-processed in either Billing Review or [Manual Invoice](#). The number used on an invoice that is reversed is not reassigned automatically. The number that will be incremented and assigned to the next invoice is displayed and can be altered in the Last Printed Invoice # field of Global Settings. If anything needs to be altered (that is, bill rates, amount due, etc.) the invoice must be reversed.

 When you reverse an invoice, Web Suite removes the associated attachments and linked files from it.

Void:

Enables you to void the selected invoices and save it in the database. Voiding an invoice is better than deleting it if you want to go back and view it later.

 You cannot void a draft invoice, an already void invoice and an invoice with attached payments. In addition, void invoices cannot be memorized.

Update:

Click this button after changing the invoice number in the grid. It saves the new invoice number.

Preview:

Click to preview the selected invoice and navigate to the invoice page from the preview window. When you print an invoice, its status then changes to printed. You can also export the invoice data.

PDF:

Click to generate a selected invoice as a PDF file. You can save the invoice PDF, print it or email it as an attachment.

Refresh:

Retrieves the latest data from the database and displays it on the screen.

How Do I**HOW DO I FINALIZE DRAFT INVOICES?**

Web Suite does not add a draft invoice to the receivables of a company until you finalize it. During the review and approval process, the invoice can be reversed, additional billing decisions made, and processed again as a draft invoice (or a final invoice) until you are satisfied with its content.

You cannot create a late fee invoice for a draft invoice.

Process Draft Invoice

Do the following to process a draft invoice:

1. Open [Billing Review](#) screen from the Billing menu.
2. Select View By: Project and then select the desired projects in the From-To fields.
3. Select the desired Period and Date From-To and then click Refresh.
4. Various billing records appear in the grid. Mark the Bill box for the desired projects.
5. Click Draft. Web Suite removes the billing record from the grid and creates a draft invoice.
6. Click Close.

Finalize Draft Invoice

To finalize a draft invoice:

1. Open Invoice Review screen from the Billing menu.
2. Click Refresh. All the invoices appear in the grid.
3. Now select the Draft status check box and again click Refresh.
4. The draft invoices appears in the grid.
Draft invoices display angle brackets <> around the invoice number. In addition, a new Process Invoice option appears only for the draft invoices.
5. Select the draft invoice and click Print to preview or print it.
A DRAFT watermark displays on all pages of a draft invoice.
6. If the draft invoice needs substantial changes, click Action and select Reverse (or Void), modify the billing record in Billing Review and then re-process it.
7. To finalize the draft invoice, click Options and select Process Invoice. The invoice row disappears because it is no longer a draft invoice.

8. Uncheck the Draft filter and click Refresh. This final invoice displays in the grid with other invoices.
9. You can print or email the invoice to the client. When you have finished, click Close.

HOW DO I FINALIZE INVOICES?

Do the following to finalize an invoice:

1. Open Invoice Review screen from the Billing menu.
2. Set the desired filters and click Refresh.
3. Select the invoice on the grid to finalize.
4. Click Print to preview, print, email or export the invoice.
5. If you generate invoices for internal purposes and do not distribute them to clients, you can click Options and select Post instead. This marks the selected invoices as posted.
6. Click Email to email the invoice (and any linked files) to a client, manager or any other person.
7. When you have finished, click Close.

HOW DO I ENABLE ELECTRONIC INVOICING?

To enable electronic invoicing:

1. Open Global Settings screen from the Settings menu.
2. Move to the Billing panel.
3. In the Reference Calculation Method field, choose either 137 Method or RF Creditor Reference. It assigns a unique number to invoices.
4. Click Save and then Close.
5. When you review and finalize invoices in the Invoice Review screen, you will see the Reference No and RF Number generated for them on the grid.

HOW DO I REVERSE OR DELETE INVOICES?

You can process invoices in the Billing Review or Manual Invoice screen. After that, you can review, edit and finalize them in the Invoice Review screen. However, Web Suite prevents you from reversing an invoice if it has late fee invoices linked to it or if it belongs to an accounting period that has been closed.

To reverse or delete a processed invoice:

1. Open the Invoice Review screen from the Billing menu.
2. Apply the desired filters for selective viewing of invoices. Click Refresh.

3. Review the invoices and select the one to modify or reverse by checking the box on the left.
4. Click Action and select Reverse to delete the invoice. Reversing an invoice cancels your billing decisions and puts the time and expenses back into work-in-progress for later billing.
5. The selected invoice disappears from the grid. You can view the billing record for the reversed or voided invoice in the Billing Review screen and re-process it after modifications. *(If you missed deleting any associated payments, Web Suite displays a message.)*
6. When you have finished, click Close.

HOW DO I EMAIL INVOICES?

Web Suite allows you to specify the default settings for emailing invoices to clients (*on Client-Billing and Project-Details screens*). If neither profile is set for emailing invoices, you can do so from the Invoice Review screen. You can email any invoice – paid, unpaid, new, old, and draft and attach additional documents to it. While emailing invoices, Web Suite also allows you to email the linked files or attachments automatically.

On the Invoice Review grid, you can see if an invoice was sent to the contact or client via email and the date it was last emailed. This helps to avoid duplicate emails.

 With the global email feature, you can send emails from Web Suite using any of the email programs like AOL, Gmail, MSN, etc. Specify your SMTP Server (Outgoing mail server) settings in the [Global Settings](#) screen and have Web Suite bypass Outlook when sending email.

To email an invoice:

1. Open Invoice Review screen from the Billing menu.
2. Set the desired filters and then click Refresh.
3. Select the invoice on the grid to email. You can see if an invoice was sent via email and the date it was last emailed by displaying those fields from the Field Chooser (Options).
4. Click Email. You have the option to send the invoice as a PDF to a Client, Client Manager, Project Manager or any other person.

 Use the 'Send without preview' option to send the email without previewing it, provided you have specified the email addresses of the recipients.

5. In the Email screen, enter the recipient's email ID in the To field.
6. A default message displays below (from the Preferences-More screen). You can edit it, if desired.
7. Click Attachments to attach or upload any file to the email.

8. When you have finished, click Send Mail and close.

HOW DO I EXPORT INVOICES AS PDFS?

Web Suite enables you to export and save invoices as PDF files in a user-defined location. You can email or export invoices as PDFs in the Retainer Management screen for the retainer invoices and in the Invoice Review screen for the regular invoices.

To save an invoice as a PDF:

1. Open Invoice Review screen from the Billing menu.
2. Set the filters for selective viewing and then click Refresh.
3. Select the desired invoice on the grid by checking the box on the left.
4. Click Print to preview the invoice in the Viewer.
5. Click the PDF button. Web Suite creates an invoice PDF and saves it locally.
6. When you have finished, click Close.

HOW DO I REVIEW INVOICES?

You can review and finalize your invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Review

To review your invoices:

1. Open Invoice Review screen from the Billing menu.
2. The top panel of the Invoice Review screen provides various filters for selective viewing of the invoices. For now, do not apply any filter and click Refresh.



If you created a draft invoice, check the 'Draft' Invoice Status and then refresh the screen.

3. In the grid, select an invoice by checking the box on the left.
4. Review or edit the invoices, if required, and then finalize them by clicking the appropriate option:
 - Email to [email the invoice](#) as a PDF attachment
 - Print to preview the selected invoice in the Viewer
 - Print to [email the invoice as a PDF](#), Word or Excel file attachment
 - Print to [export the invoice as a PDF](#), Word or Excel file
 - Print to print the invoice

- Options-Post to post the invoice

 In the Client and Project profiles, you can set Web Suite to email project invoices to a client. When you click Print here, Web Suite automatically emails the invoice as a PDF attachment.

Advanced Review

To use additional options:

1. Click Options and select Field Chooser to display all the relevant columns in the grid.
2. Click More  to open the collapsible filter panel and apply more filters for selective viewing of invoices.
3. To display the draft invoices, check the 'Draft' Invoice Status. The draft invoices will appear in <> brackets.
4. Apply any other Invoice Status by checking that box and then click Refresh to display the invoices.
5. Click the Calculate Late Fee link to [calculate late fee](#) on the outstanding invoice balance based on the date specified in the 'Calculate Late Fee Up To' field. This creates a late fee invoice.
6. Click  on the grid to change the Invoice Template *temporarily* when reissuing an invoice to a client or when reviewing [various invoice layouts](#) with live data.
7. Web Suite allows you to attach files and web links with the invoices by clicking Attachments. For example, you might want to attach reports, bills, receipts or any other document to the invoice. You can choose to Add New file to the invoice or Select Existing linked file.
8. Click Options and choose Details to view the details of the selected invoice. From the Invoice Details screen, you can also review the Time and Expense details associated with it by clicking those options.
9. Back on the Invoice Review screen, click Action and choose Reverse (or Void) to [reverse/delete \(or void\) an invoice](#).

To add a memo:

1. Click Options and select Memo to [add a memo](#).
2. Click Save and then Close.
3. You can also add an [invoice-related journal](#) by clicking Journal in the grid.
4. Click Save and then Return.

To submit invoices:

1. Select an invoice (or invoices) in the grid.
2. Click Action and then choose Submit to [submit them to the desired person](#).

3. The S field indicates the Submit-Approve status of an invoice by an icon:
[blank] Not submitted ⬇ Submitted ➡ Forwarded ✓ Approved ✗ Rejected
4. When you have finished, click Update and then Close.

HOW DO I CREATE INVOICE JOURNALS?

Besides the project notes, you can also create notes for invoices, payments, etc. You can enter different types or categories of notes using the Project Notes screen.

To create an invoice-related journal:

1. Open Invoice Review screen from the Billing menu.
2. Add the Journal column to the grid by selecting Options and then Field Chooser.
3. Use the filters to select an invoice for which you have to record a note and click Refresh.
4. Click the Notes link for the invoice record.
5. In the Project Notes screen, the 'Invoice Review' Category is pre-selected. Enter your Note.
6. Click Attachments to link any file to the notes.
7. Click Save and then Return.

HOW DO I CUSTOMIZE INVOICE REVIEW GRID?

It is a good management practice to determine what information you want when making billing decisions or finalizing invoices. Web Suite provides you the option to choose the fields, and thus information, you want to view and hide those you do not deal with. For example, do you collect taxes on labor or expenses? If yes, turn on the tax fields. Do you want the client, project name and project manager amount in the grid as reference information? Do you need to see retainage amount? Then turn on those fields in the grid.

To customize the fields or columns in the Invoice Review grid:

1. Open [Invoice Review](#) screen from the Billing menu.
2. Click Refresh to display the default columns in the grid.
3. Click Options and select Field Chooser.
4. Check the columns you want to turn show and uncheck the ones you want to hide.
5. Click Apply. The grid dynamically adapts to your preferences.
6. Next, determine how you want to sort invoices in the grid. If you want to view invoices by the project's Due Date, click on the column header to sort (once for ascending order, twice for descending order).

HOW DO I ADD MEMOS TO INVOICES?

You can add project or billing related information to the invoices in the form of a memo. Web Suite allows you to add two memos to an invoice. For example, in one memo an IT firm might type, "Windows Server and Internet Information Server configurations handled by the new IT staff reduced the projected cost. These savings are reflected in the final bill." and "Thank you for your business. We look forward to satisfying your technology needs in the future." in the second memo.

To add a memo:

1. Open Invoice Review screen from the Billing menu.
2. Select the filters for viewing the desired invoices and then click Refresh.
3. Select an invoice on the grid by checking the box on the left.
4. Click Options and select Memo.
5. Type the desired notes in the First Memo or Second Memo.
6. Insert a date-time stamp to your memo by clicking .
7. When you have finished, click Save.

Memorized Invoices

MEMORIZED INVOICES OVERVIEW

Web Suite gives you the flexibility of creating memorized invoices with user-defined frequency and schedule. Most of the businesses that use fixed-contract types will find the memorized invoice feature extremely useful.

You can create memorized invoices from the Manual Invoice, Retainer Management and Invoice Review screens. The [Memorize Invoice](#) screen allows you to memorize the selected manual or retainer invoices, and set the frequency for automatic generation and processing. After specifying a recurring frequency and other settings for invoices, you can set the workflow to notify the right person to process the new invoice via the [Memorized Invoices List](#) screen. Better still, you can set it for automatic processing. Web Suite then notifies the specified person about them.

When you memorize an invoice, it creates an entry in the [Memorized Invoices](#) screen. Web Suite also allows you to set an automatic billing schedule at the project level. When you do so from the Project screen, it also creates an entry in the Memorized Invoices screen. The grid lists all the individual memorized invoices.

If you have memorized a manual invoice, say for \$5000, and opt to release time and expenses with it, the services and expenses total can be more or less than the scheduled invoice amount. In such a case, you can process the memorized invoice for the scheduled amount but Web Suite will generate a write-up/down against the time records (service amount). Say,

Services = \$4850
Expenses = \$550
Total Services + Expenses = \$4850 + 550 = \$5400
Bill Amount = \$5000

However, the difference between the Bill Amount and Total Amount ($\$5400 - 5000 = \400) will result in a write-down of \$400 or 8.25% from the service amount ($400/4850 \times 100 = 8.25\%$).

Reference

MEMORIZED INVOICES

Web Suite gives you the flexibility of creating memorized invoices with user-defined frequency. Memorized Invoices screen allows you to generate automatically invoices according to the frequency set in the screen. You can create memorized invoices from [Manual Invoice](#) and [Invoice Review](#) screen. All you need to do is to specify the Schedule settings, Notify settings and Other settings to create a memorized schedule for invoices.

Depending on the options set, Web Suite will prompt you for processing the invoice when the scheduled invoice is due.



In Web Suite, you can also view retainer invoices memorized via the Retainer Management screen.

The grid list is your guide to individual memorized invoices:

Invoice No:

The invoice number of the memorized invoice. The invoice that will be processed based on this memorized invoice will get the new invoice number depending on the options selected while creating the memorized invoice.

Project ID:

The ID of the project against which the memorized invoice has been created.

Client ID:

The ID of the client associated with the memorized invoice.

Name:

The name of the project against which the memorized invoice has been created.

Frequency:

The frequency set for the memorized invoice.

Start Date:

The start date of the memorized invoice. This is the date from which Web Suite starts to schedule the memorized invoices for future billing. If the memorized transaction falls on a non-working day, then Web Suite automatically sets the transaction or invoice date as the next working day.

Inactive:

Checked indicates inactive status. Inactive memorized invoices do not show up for processing in the [Memorized Invoices List](#) screen.

Type:

Displays  in case it is a manual invoice type,  if it is a retainer invoice type,  if it is a vendor bill or  if it is a check.

Edit  :

Click  to open the [Memorize Invoice](#) screen where you can edit the details of the selected invoice.

Delete  :

Click  to delete a memorized invoice.

Memorized Invoices Button Panel**Help:**

Displays the Web Suite Help in the Memorized Invoices section.

View:

Click to open the [Memorized Invoices List](#) screen where you can view the memorized invoices that are waiting for processing.

Create Invoices:

Click to create the memorized invoice either from [Manual Invoice](#), [Invoice Review](#), or Retainer Management screen.

Refresh:

Click to get the latest data in the grid.

Close:

Closes the Memorized Invoices screen and takes you back to the home page of Web Suite.

MEMORIZE INVOICE

The following information provides details on the fields and options on the Memorize Invoice screen. It is used to specify or edit the memorize settings for selected invoices.

To access this screen, click Edit  for an invoice displayed on the [Memorized Invoices](#) screen, or from the Manual Invoice, Invoice Review and Retainer Management button panel.

Invoice (Read Only):

The invoice number of the invoice that you want to create automatically. The value gets automatically carried from the screen where it was being called from, which can be any of the following: Manual Invoice, Invoice Review or Retainer Management screen.

Amount (Read Only):

The amount for which the invoice is being generated. The amount displayed is the net amount of the invoice being scheduled.

Name:

Name of the memorized invoice. Use a name that will help you easily identify the invoice schedule.

Inactive:

Checked indicates inactive status. Inactive memorized invoices do not show up for processing in [Memorized Invoices List](#).

Description:

You can define the memorized invoice description here. The field size cannot exceed 100 characters.

Schedule Settings

Frequency

The drop-down gives you the options for selecting the frequency of the memorized schedule. The options available are Daily, Weekly, Biweekly, Monthly, Quarterly and Yearly.

Specify the limit for the memorized schedule using any of the following options:

- **Never Expires:** The invoice will be sent for processing according to the frequency selected. However, the processing cycle of invoices will never stop.
- **Repeat: (Times):** The invoice will be sent for processing according to the frequency selected. However, the processing cycle of invoices will continue till the specified number of times.

Start Date:

Select from the drop-down calendar, the start date from which the memorized schedule will start processing the invoice.

End Date:

The invoice will be sent for processing according to the frequency selected. However, the processing cycle of invoices will stop on the specified end date.

Notify Settings

Invoices will be processed by:

Select from the drop-down list the ID of the employee or vendor who will be responsible for the processing of memorized invoice. When the specified Web User logs into Web Suite, he will be prompted by Memorized Invoice screen to process the invoice, if the invoice is due according to the schedule set.

Automatically process and inform:

Select from the drop-down list the ID of the employee or vendor who will be responsible for the processing of memorized invoice. With this option selected, invoice will be automatically processed by Web Suite and the message will pop up on the screen. Clicking on it shows the message notifying the person about the processed invoice.

Other Settings

Use Next Available Invoice Number:

The next sequential invoice number will follow the invoice number sequence which has been specified in the global settings screen. However, if the Custom Invoice number option has been set at the project level, preference will be given to it.

Use Custom Invoice Number:

Select this option to use customized invoice numbering on invoices. Specify the **Prefix**, **Last Invoice Number** and **Suffix** in the available textboxes.

Release Time:

Associates time entry automatically with the manual invoice, which has been processed. However, the time entries do not affect the invoice amount.

Release Expenses:

Associates expense entry automatically with the manual invoice, which has been processed. However, the expense entries do not affect the invoice amount.

Use Memo on Invoices:

Checked, it ensures that the memo details are displayed on the invoices.

Process as Draft:

Checked, the memorized invoice is set as a draft invoice. On the scheduled date, you will be prompted to review and finalize it. This option is set in the Memorize Invoice screen.

Memo:

Allows you to edit or create a memo for the memorized invoice selected.

Memorize Invoice Button Panel

Help:

Opens the Web Suite Help in the Memorize Invoice section.

Create Invoices:

Click to create the memorized invoice either from [Manual Invoice](#), [Invoice Review](#), or Retainer Management screen.

Save:

Click Save button to record a new entry.

Return:

Closes the screen and takes you back to the main screen.

MEMORIZED INVOICES DUE

List of memorized invoices that are waiting for processing. The screen lists all the memorized invoices that are due till today but have not been processed yet.

To access this screen, click View on the [Memorized Invoices](#) button panel.

Grid

The grid consists of the following fields:

Bill:

Select this Bill check box when you are ready to process the invoices. When the Process button is clicked, invoices with the *Bill* column checked will be processed.

Invoice No:

The invoice number of the memorized invoice. The invoice that will be processed based on this memorized invoice will get the new invoice number depending on the options selected while creating the memorized invoice.

Project ID:

The ID of the project against which the memorized invoice has been created.

Client ID:

The ID of the client associated with the memorized invoice.

Name:

The name of the project against which the memorized invoice has been created.

Frequency:

The frequency set for the memorized invoice.

Start Date:

The start date of the memorized invoice.

Scheduled Date:

The scheduled date for the memorized invoice based on the frequency set in the Repeat drop down. This date will become the Invoice Date of the invoice that will be created on clicking Process button.

Type:

Displays  in case it is a manual invoice,  if it is a retainer invoice,  if it is a vendor bill or  if it is a check.

Draft:

When checked, it indicates that the memorized invoice is a draft invoice and needs to be finalized before processing.

Memorized Invoices List Button Panel

Help:

Displays the Web Suite Help in the Memorized Invoices List section.

Send to Excel:

Web Suite provides the **Send to Excel** option that enables you to export the Memorized Invoice list to Microsoft Excel.

Process:

Click the button, after selecting the *Bill* check box against the memorized invoice you want to process.

Close:

Closes the Memorized Invoices List screen.

How Do I**HOW DO I MEMORIZE INVOICES?**

Web Suite enables you to schedule invoices for automatic processing. Scheduled memorized invoices add to the current timesaving Web Suite workflow shortcuts for recurring invoices, billing schedules, and billing frequency reminders.

 The Memorize option works for manual invoices only.

To memorize invoices:

1. Open Memorized Invoices screen from the Billing menu.
2. Click Create Invoices and choose the desired option—Using Manual Invoice, Using Invoice Review or Using Retainer Management. Accordingly, it takes you to that screen.
3. Do one of the following:
 - **Manual Invoice:** In the Manual Invoice screen, process a new invoice and select it from the Invoice Number drop-down. Else, select an existing invoice to memorize. Click Options and select Memorize.
 - **Invoice Review:** In the Invoice Review screen, select an existing manual invoice on the grid. Click Action and select Memorize.
 - **Retainer Management:** In the Retainer Management screen, select a retainer invoice on the Payment tab. Click Memorize.
4. It opens a screen with the invoice number and amount pre-selected.
5. Type a Name for the memorized invoice and enter a detailed Description as well.
6. Enter the desired Schedule Settings, including the Frequency. For example, you can select Monthly to generate memorized invoices each month.

 The schedule you set can go on forever, repeat a set number of times, or begin and end on specific dates.

7. In the Notify Settings section, specify who has to process the memorized invoice by selecting that ID from the list. Else, set it for automatic processing.

 In case of automatic processing, you can specify whom to notify about it via email.

8. Assigning an invoice number is automatic. Select whether to use the next sequential invoice number available in Web Suite or specify a custom number.
9. It is a good practice to Release Time or Release Expenses with the memorized manual invoice by checking the appropriate option.

 By doing so, time and expenses (WIP) are associated with the invoice, enabling you to check profitability reports. The invoice may or may not print the time and expense details.

It depends on the invoice format selected for the contract type or project.

10. Enter a Memo for additional notes. Check 'Use memo on invoices' option if you want to display this memo on the memorized invoice.

 If available, Web Suite does not carry forward the Manual Invoice memo to this screen. When the above option is checked, it replaces the existing invoice memo to print on the invoice.

11. When you have finished, click Save and then Return.

HOW DO I PROCESS MEMORIZED INVOICES?

After you have memorized invoices (from the Invoice Review, Manual Invoice or Retainer Management screen), on being prompted, you can view and process them.

If you have memorized a manual invoice, say for \$5000, and opted to release time and expenses with it, the service and expense total might be more or less than the scheduled invoice amount. In such a case, you can process the memorized invoice for the scheduled amount but in the background, Web Suite will generate a write-down or write-up against the time records (service amount). Say,

Services = \$4850
Expenses = \$550
Total Services + Expenses = \$4850 + 550 = \$5400
Bill Amount = \$5000

However, the difference between the Total Amount and Bill Amount ($\$5400 - \$5000 = \$400$) will result in a write-down of \$400 or 8.25% from the service amount ($400/4850 \times 100 = - 8.25\%$).

To process a memorized invoice:

1. Open Memorized Invoices screen from the Billing menu. You can also process an invoice on being prompted.

2. To make changes to the scheduled invoices, click  on the grid. Save and return to the main screen.
3. Click View to view all the memorized invoices that are due for processing.
4. When ready, check the Bill box and click Process to process the invoice.
5. When you have finished, click Close.

Late Fees

LATE FEES OVERVIEW

At times, you can include a late fee or finance charge on your invoices. In such cases, you will receive a payment for the invoice amount plus that late fee. Typically, companies calculate late fee or finance charges on the last invoice and the clients pay it with the last payment. In some cases, companies prefer to calculate late fee on each outstanding invoice and clients have to pay it each time.

In Web Suite, you can calculate late fee on the outstanding balance or invoice amount based on a specified date. For example, if you bill a client for \$5000 and he makes a \$2500 payment within the payment term, but is late for the second payment of \$2,500, Web Suite will calculate the late fee on the outstanding balance of \$2500 and not the entire principal amount of \$5000. It takes into account payments applied to invoices and late fees before calculating the new late fee on the unpaid balance.



Late fee invoices print on selected invoices formats and statements. They age like any other invoice and print on aging reports. You can write off all or part of a late fee invoice and apply payment to it.

When you create a late fee invoice in the Invoice Review screen, Web Suite generates a manual invoice internally with an invoice number same as that of the actual invoice but with 'LF' appended to it. The first late fee invoice will have the same invoice number but with a prefix of LF, and any subsequent late fee invoices will have initials LF1, LF2 and so on.

You can define aging at the global level and, payment terms and interest charges at the individual client/project level. Based on these settings, Web Suite calculates late fee when you create a late fee invoice in the Invoice Review screen. You can customize its label in the Custom Labels screen.

How Do I

HOW DO I SET UP LATE FEES?

You can define late fee settings in the following ways:

- **Global Settings-Billing screen:** If all projects for all the clients should have the same aging period, then specify it at the global level. For more, see [Settings and Preferences](#).

- **Client-Billing screen:** If all projects of a client should have the same Payment Term, then set it up at the client level **before** creating project profiles. For more, see [Create Client Profiles](#).
- **Project screen:** If only selective projects should incur a charge for overdue invoices or if you want to override the client setting for a particular project, enter the Payment Term (Billing tab) and interest settings (Details tab) in the Project screen. For more, see [Create Project Profiles](#).

For all joint invoicing, the Payment Terms will always pull from the Client profile. For example, if all projects included on an invoice are set to Net 30 at the project level but Net 60 at the client level, the joint invoice will have Net 60 as the payment term.

HOW DO I CALCULATE LATE FEES?

The method to calculate late fees on past due invoice incorporates the new approach of date stamping the late fee amount. Late fee is calculated based on a certain date as chosen and set in the Invoice Review screen.

In Invoice Review Module, we now have an option, **Calculate Late Fee Up To**. This Option will allow user to generate a separate Late Fee Invoice against the Principal amount (that is, Balance Amount) based upon the Interest rate set.

Late fee calculation should be done prior to running reports for late fee purposes.



You cannot create a late fee invoice for a draft invoice.

To calculate late fee:

1. Open [Invoice Review](#) screen from the Billing menu.
2. Select an invoice (except draft) from the grid. You can apply the 'Open' Invoice Status filter.
3. In the Calculate Late Fee section at the top, select a date up to which you want to calculate late fees for the selected invoice.
4. Click Calculate Late Fee. Web Suite calculates late fee on the outstanding balance and generate a late fee invoice.
5. Web Suite prompts you to review the invoice by checking 'Late Fee' Invoice Status. Click Refresh.
6. The late fee invoice displays on the grid. You can process it as usual.

HOW DO I CHARGE LATE FEES?

The method to calculate late fees on past due invoices incorporates the new approach of date stamping the late fee amount. Web Suite calculates the late fee based on the date you choose in the Invoice Review screen for the outstanding balance or invoice amount. You can

record the late fee payments separately in the Payment screen and then view several reports, such as Account Transaction and Cash Receipts Journal.

The following example clarifies the process:

January 1, 2017: You generate an invoice #1005 for \$1000 for Project A. The project is set to charge 1.5 % interest per month on past due invoices. The grace period is set to 45 days.

February 15, 2017: This is the 45th day since the invoice was generated and therefore within the grace period. User opens the Invoice Review screen and brings up invoice #1005. You calculate the late fee for this invoice by setting the 'Calculate Late Fee Up To' date to February 15, 2017 and clicking Calculate Late Fee. This results in zero late fee since it is within the 45-day grace period. Therefore, total owed on invoice #1005 = \$1000

February 16, 2017: This is the 46th day since the user generated the invoice. User opens the Invoice Review screen and brings up the invoice #1005. You calculate the late fee for this invoice by setting the 'Calculate Late Fee Up To' date to February 16, 2017 and clicking Calculate Late Fee. This results in a late fee of \$23 ($[\$1000 \times 1.5 \times 46] / [100 \times 30]$). Therefore, total owed on invoice #1005 = \$1000 and on LF-1005 = \$23.

July 20, 2017: This is the 200th day since the user generated the invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the 'Calculate Late Fee Up To' date to July 20, 2017 and clicking Calculate Late Fee. This results in a late fee of \$100 ($[\$1000 \times 1.5 \times 200] / [100 \times 30]$). Therefore, total owed on invoice #1005 = \$1000 and on LF-1005 = \$100.

July 31, 2017: Client makes a total payment of \$800 after receiving the July 20 statement. The payment is applied as:

\$700 towards principal = Invoice # 1005
\$100 towards late fee = Invoice # LF-1005

August 19, 2017: You get ready to generate a new invoice statement. This is the 230th day since the user generated the first invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the 'Calculate Late Fee Up To' date to August 19, 2017 and clicking Calculate Late Fee. Considering the payment made on July 31, the late fee amount would be:

Late Fee = $(\$1000 \times 1.5 \times 230) / (100 \times 30) - \$100 = \$15$
Therefore, total owed on invoice #1005 = \$300 and on LF-1005 = \$15.



It is better for the client to pay off the late fee invoice before paying the original invoice amount (principal amount).

Submit-Approve

SUBMIT-APPROVE INVOICES OVERVIEW

Web Suite workflow also supports submittal and approval process for invoices besides the time and expenses. You can submit invoices, including draft invoices, to project managers, principals or billing managers for approval prior to sending them to clients.

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast. It enables you to follow company policy and submit invoices to a client manager, project manager, employee manager or a specific person. After being submitted, Web Suite notifies the manager or reviewer concerned about those invoices via the Home page or email.

A chain of reviewers can check invoice before a final reviewer approves them. You can track all these events and take action on them in the [Workflow](#) screen. Then you can send the approved invoices to the client for payment.

 This submit-approve feature is available in the Web Suite Enterprise edition only.

This section covers the following tasks:

- [Submitting Invoices](#)
- [Notifying Managers](#)
- [Approving Invoices](#)

How Do I

HOW DO I SUBMIT INVOICES?

To submit invoices:

1. Open Invoice Review screen from the Billing menu.
2. You can specify various filters for selective viewing of invoices. Click Refresh.
3. Select all the invoices in the grid that you want to submit to a particular reviewer by checking the box on the left. *Web Suite will submit all the selected rows to the same person.*
4. Click Action and select Submit.
5. Select the person to whom you want to submit the invoices. Commonly, you submit invoices to a Project Manager (or a billing manager). You can submit them to a specific person or My Manager (your direct supervisor). Your Supervisor will provide submission instructions.
6. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
7. Optionally, enter a Memo for the submitted invoices.

8. Click OK.

HOW DO I NOTIFY MANAGERS WHEN INVOICES ARE SUBMITTED?

Reviewers and managers need to leverage their time, whether they are in or out of the office. Rather than remembering to check for submitted invoices on the Dashboard, Web Suite can notify managers proactively by email when someone submits invoices for their approval.

The [Workflow](#) event tracking system allows you to track the flow path of the entire submit-approve process and take the desired action on events. It gives you the status of all submitted invoices –all in one screen. From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.

To notify a manager:

1. Log in to Web Suite as a reviewer and open the Preferences screen.
2. Move to the More tab and check Notify me when Invoices are sent to me for Approval.
3. When your 'email received' indicator flashes, you can immediately log into Web Suite – in the office or on the road – and review, reject or approve submitted invoices.

HOW DO I APPROVE INVOICES?

Web Suite automatically routes invoices to the persons responsible for reviewing and approving them. The next time reviewers or managers log into Web Suite, it will remind them via the Dashboard or email that invoices are waiting for review.

To approve submitted invoices:

1. Check the Dashboard for submitted invoices. Click to open them in the Invoice Review screen.
2. You can also check for submitted invoices by their S status () on the Invoice Review grid. *If you have appropriate security permissions, you can edit the invoice.*
3. Select the invoices to approve by checking the box on the left.
4. Click Action and select Approve. Else, select Submit and choose the Approve option.
5. If you want to send these invoices to another person for further review (a review chain), or you want to reject one or more invoices, click Submit and choose the desired action (Submit To or Reject).
6. When you have finished, click Update and then Close.
7. You can track all these submission-approval events in the [Workflow](#) screen and approve all invoices from there.

Statements

STATEMENTS OVERVIEW

A statement summarizes information regarding invoices, adjustments and payments for a project or client. Web Suite includes both project and client statements. You can create your statements from the Statements screen or Report Center. The Statements screen allows you to print and preview both types of statements namely, client and project statements. When you generate a statement, Web Suite automatically calculates any late fee on outstanding invoices. The filter selections make your job much easier by letting you view only relevant and selective data.

Default statement templates are defined for all contract types in the [Global Settings—Templates](#) tab. Web Suite includes standard statement templates for nine contract types. You can have the following statements:

- Billing Statement by Client Group, by Project Group, for Phased Project
- Monthly Billing Statement
- Statement by client, by project (detail/complete/accountant format)

Reference

STATEMENTS

Statements summarize invoices, adjustments and payments. Web Suite includes both project and client statements. Default project statement templates are defined for each project type on [Global Settings-Templates](#) tab. You can also choose an alternative statement for a project on [Project—Templates](#) tab.

To access this screen, click Billing on the navigation bar and then click the Statements tab.

Web Suite includes nine standard statement formats:

- Billing Statement (outstanding) by Client, by Project, by Phased Group, by Project Group, by Client Group
- Billing Statement (complete) by Client, by Project
- Bill Statement (detailed) by Client
- Statement of Account (accountant)

You can customize all Web Suite statements using Crystal Reports 9.0 and later.

The Statements screen allows you to print and preview both types of statements namely, Client and Project statements. The filter selections make your job much easier for arriving at your desired statement details.

Invoice Date Filters

This compulsory date filter gives you three options for specifying the date of statements. Any of the three can be selected. You have an option to view statements up to a certain date or a certain period or view **All Dates**.

All Dates:

Choose this option if you want to preview all the statements generated till date in the database.

Dates As Of:

Choose from the drop-down calendar, the date up to which the statements will be previewed.

Date Range/From-To:

Enter any date within the statement period you want to display. The fields **From-To**, will get filled in accordingly. For example, if the Period you have selected is *This Month to Date*, the From-To fields will show the dates starting from the first of the current month to the current date of the month. When the Period selected is *All*, the From-To field is ignored. Again, neither the Period nor the From-To fields restrict the dates you will assign to statements. A Period of a last week will show statements for the last week, and a Period of This year to date will show all statements for year 2017 till the current date of month.

If you select **Custom** for the Period field, the From and To fields will accept a range of dates.

This date filter provides you with the following choices for date selection: All dates, This Year to Date, This Quarter to Date, This Month to Date, This Week to Date, Today's Date, Last Week, Last Month, Last Quarter, Last Year and Custom.

Exclusion Filter

The exclusion filters allow you to exclude certain specified records from showing up in the statement. Select the **Exclude Clients with Billing Between** check box and specify a date range for which you do not want to view billing records here. These records will not show up in the statement printed.

Note: The From-To date filters are pre-filled with a year range of 1970-2020 by default, which you can change to set your own dates. For the *As Of* filter, the default From date is the oldest Time Entry Date in the database while the To date is the current date.

Statement Type

The statement type options allow you to specify the templates which will act as a basic template for your statements. There are few in-built template types that can be used. You can choose from the following three options:

Client Statement: View client statements

Project Statement: View statements based on projects.

Other Type: The Other Type option gives you following alternatives to choose from:

- Project Statement—Outstanding Invoices.
- Project Statement—Full Details

- Outstanding Invoices by Project.
- Client Statement by Project—Full Details.
- Client Statement—Full Details.

Click  to add a new customized statement template. However, the button remains inactive in case Client or Project statement options are selected.

Other Filter Options

Some more filters that you can apply to narrow down your criteria, while creating a statement include Basic filters and Group filters:

Basic Filters are applied on:

- **All Clients/Select Items:** You can select from either of the two. All Clients will include all the clients irrespective of their status active or inactive that fall under the above selected date filters. However, clicking on **Select Items** button will provide you a drop-down wherein you select the specific clients by checking the **Sel** option against the relevant Client IDs, for whom you want to generate the statements.
- **All Projects/Select Items:** You can select from either of the two. All projects will include all the projects irrespective of their status active or inactive that fall under the above selected date filters. However, clicking on **Select Items** button will provide you a drop-down wherein you select the specific projects by checking the **Sel** option against the relevant Project IDs, for whom you want to generate the statements.
- **All Managers/Select Items:** You can select from either of the two. All Managers will include all the managers irrespective of their status active or inactive that fall under the above selected date filters. However, clicking on **Select Items** button will provide you a drop-down wherein you select the specific managers by checking the **Sel** option against the relevant Employee IDs, for whom you want to generate the statements.

Group Filters are applied on:

- **All Client Groups/Select Items:** You can select from either of the two. All Client groups will include all the groups of client irrespective of their status active or inactive that fall under the above selected date filters. However, clicking on **Select Items** button will provide you a drop-down wherein you select the specific client groups by checking the **Sel** option against the relevant Client Group IDs, for whom you want to generate the statements.
- **All Project Groups/Select Items:** You can select from either of the two. All project groups will include all the groups of projects irrespective of their status active or inactive that fall under the above selected date filters. However, clicking on **Select Items** button will provide you a drop-down wherein you select the specific project group by checking the **Sel** option against the relevant Project Group IDs, for whom you want to generate the statements.

Additional Filter Options

Include invoices with balance greater than:

Checked, only those invoices will be previewed or printed whose balance amount is greater than as specified in the associated text field.

Include invoices with aging greater than X days:

Checked, only those invoices will be previewed or printed whose aging period is greater than as specified in the associated text field.

Active Clients Only:

Checked, you can print or preview the statements for clients whose status has been set to active and fall under the above set date filters.

Inactive Clients Only:

Checked, you can print or preview the statements for clients whose status has been set to inactive and fall under the above set date filters.

Active Projects Only:

Checked, you can print or preview the statements for projects whose status has been set to active and fall under the above set date filters.

Inactive Projects Only

Checked, you can print or preview the statements for project whose status has been set to inactive and fall under the above set date filters.

Message on Statement

You can enter a default message in this text box that appears on your statements. Similar to a [memo](#), you can type unlimited length text or insert standard [Auto Complete](#) shorthand codes in it. By default, it is blank but when you enter a message, Web Suite remembers it.

Statements Button Panel

Help:

When clicked, this button opens the Web Suite Help in the Statements section.

Print:

Opens the Statements report that you can be preview and print .

Add Statements:

This allows you to attach a new customized statement template.

Email:

Click to send a PDF of a statement by email. You can also choose to send it to the Client Manager, Project Manager or Other people. It opens the Email screen from where you can write a message and attach files before emailing the statement.

You can also choose to email the statement without previewing it by selecting the *Send without preview* option.



Since you cannot select the statements individually, Web Suite limits the number of emails being sent to 10.

Close:

Closes the Statements screen.

How Do I**HOW DO I PRINT STATEMENTS?**

Web Suite gives you the ability to print statements for clients even if they have no invoices for a particular month. However, as an exception you can choose to 'Exclude Clients with Billing Between' specified From-To dates.

As in case of invoices, statements in Web Suite are intelligent enough to see there is a contact listed for a project and change the address to the contact's address.

To preview or print a statement:

1. Open Report Center screen from the Reports menu.
2. On the Standard tab, select a statement from the Billing category. It displays on the Selected Report Path.
3. Click View to preview the statement. From the Viewer, you can export, email or print the statement.

Alternately, you can print statements directly from the Statements screen. To do so:

1. Open Statements screen from the Billing menu.
2. Set the Invoice Date Filters to preview statements for a specific time or All Dates.
3. Specify the Statement Type, whether Project or Client Statement. 'Other Type' provides various alternatives to choose from—Outstanding Invoices by Project, Client Statement by Project—Full Details, etc. Alternatively, click  to browse for a custom statement and load it.
4. If desired, select Other and Additional Filter Options for selective viewing of data on the statement. You can choose to view information by groups or discrete items, status and so on.
5. Click Print to preview and print the statement.
6. When you have finished, click Close to exit.

 To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates are available for preview at www.bqe.com/GenSolutions or you can check out the *free* BillQuick eBooks for [billing managers](#), [business managers](#) and [project managers](#). You can also check out the detailed **BillQuick Report Book**.

Payments

Payment

PAYMENTS OVERVIEW

Tracking invoices to full payment is a critical task. Prompt receipt and recording of payments results in the most up-to-date information, driving cash flow and other management decisions as well as affecting billing decisions. Through the Payment screen, you can record a variety of payments manually or automatically. Real-time access to secure online payment services is also available.

The [Payment screen](#) enables you to record a payment against an invoice or a billing statement, and apply discounts and credits. This screen allows direct input of payment information as well as a review of previously recorded payments. When recording payments, you can distribute the payment among multiple invoices on either a client or project basis. A payment might cover one or more invoices, or it might not completely cover an invoice. You can apply a payment manually to each invoice or let Web Suite apply it automatically.

Web Suite allows you to record various types of payments– checks, cash, debit, credit memos, retainer receipts, electronic funds transfer and so on – and apply them to unpaid invoices. You can apply payments to regular invoices, electronic invoices as well as late fee invoices. You can also record retainer payments from this screen and create credit memos for a 'Credit' type of payment recorded against an invoice. That is used to inform clients that you have reduced their outstanding balance.

The Payment screen enables you to view previous payments and the associated retainer information. You can choose to show or hide void payments. Web Suite also allows you to add a payment memo and client note to the transaction.

Reference

PAYMENT

Payments screen enables you to record a payment against an invoice to record a single payment for multiple jobs, to set discounts and credits. The Payment screen enables for direct input of payment information as well as a review of previously recorded payments. When recording payments, you can distribute the payment among multiple invoices on either a client or project basis. A payment might cover one or more invoices, or it might not completely cover an invoice. You select the invoice or invoices to settle against a payment and you select the amount to apply to each invoice.

History:

A drop-down menu is available that displays all the previous payments, providing details such as invoice number, client, payment date, method, and amount. In order to look at a previous payment, select the payment from the list. The transaction is displayed on the screen. The payment record can be deleted when you click the **Delete** button. This is helpful if an error was made in the application of the payment.

Key Field

The fields at the top of the screen set the criteria for the data being entered or reviewed. Depending on security permissions granted to users, they can edit, review, and print, etc. the records.

View By:

Choose the desired option from the drop-down list-Client, Project, Invoice or Reference. If Client is chosen, you will be able to apply payments to any of the invoices associated with the specified client. When viewing by Project, the invoices displayed in the grid will correspond only to the selected project. If Invoice (other than joint invoice) is chosen, the Project ID will get pre-filled and you will be able to apply payments or retainers to the selected invoice number.



Reference Number enables you to keep track of your invoices by reference number used in electronic invoicing.

Client ID/Invoice No:

If View By Client was selected, choose the client from the list provided by clicking . When a client is chosen, all of the client's invoices are displayed. You can check the **Show Active Only** option here to view only active status clients in the list. When View By: Invoice is selected, choose the Invoice number here.

Project ID:

When View By Project is chosen, a Project ID must be selected from the list provided by clicking , prior to entering payments. When View By Client is chosen, the projects available will belong to the client selected only. Select one if you want to only record a payment to one project, otherwise, ignore this field. After a project is selected, the invoices displayed will belong to that project only. You can check the **Show Active Only** option here to view only active status projects in the list.

Data Entry Fields

Date:

The date of payment—you can choose any date you want for your payment records. Today's date will fill this field as a default. You can click -- or ++ links to change the date, or you can click the **Today** link to display today's date.

Pay Method:

Select the method of payment from the drop-down list. The available options are:

- **Cash:** This method involves immediate cash payment. It is a Cash payment type.
- **Check:** This method involves payment via travelers checks, etc. that can be encashed or deposited in the bank. This is a Check payment type.



You can change *Check* to *Cheque* if needed using [Custom Labels](#).

- **Credit:** Credit is issued to clients in favor or exchange for any task or activity. It can be used for recording over-payments or saved as a retainer (project or client retainer). If the client has a credit with you, you can apply this credit to an invoice. This payment will reduce the outstanding balance on invoices as in a discount. When you record and save a credit payment, Web Suite asks if you want to print a [Credit Memo](#).
- **Credit Card:** When a payment is made via a credit card, it can be recorded under this payment method. It is a Cash payment type.
- **Debit:** It is charged to the client for some favor or service, thus increasing the outstanding balance. It is a Cash payment type.

 Debit pay method can be used in case client makes a payment through check and later that check gets bounced, you can reverse that payment via Debit pay method.

- **NSF:** Non-Sufficient Funds (NSF) payment method is used for bounced checks and is treated as a debit payment. If you record a non-sufficient payment (NSF) in the Payment screen, that reduction in fees or expenses gets reflected in the Payment Disbursement screen in the form of negative entries. This offsets the previous disbursement for the original payment.
- **EFT:** When the payment is made via the Electronic Fund Transfer system, it can be recorded under this payment method. It is a Cash payment type and is similar to a wire transfer.
- **Money Order:** When payment is made via a money order, it can be recorded under this pay method. It is a Cash payment type.
- **Write Off:** If you know that the payment on an invoice will not be made, you can write off that amount due. It reduces the outstanding balance on invoices and applies to payments as an irrecoverable/uncollectible amount.
- **Other:** If a payment is made via any other method not listed, you can record it under this method. It is a Cash payment type.
- **PayPal:** If you have a [PayPal](#) business account, your clients can make secure online payments with a credit card. If you want to record such a payment, you can choose this option.
- **E-check:** E-checks is a method of paying for products and services directly from a checking (bank) account, without having to send in an actual paper check. If your client pays you via an electronic check, you can choose this option. The payment amount is debited to the client's account and is then transferred to your company's account the same manner as if it was a paper check. E-check is similar to an ACH (Automated Clearing House) transaction.
- **Wire Transfer:** **Wire transfer** or **credit transfer** is a method of payment which involves electronic funds transfer from one person or company to another. If your clients make a payment from their bank account or from a financial institution to your bank account, you can choose this option.
- **Use Retainer:** Select this option to record a retainer payment.

Apply as Retainer:

When you are recording a payment for a project that has not been invoiced yet, check this box and record the payment as a retainer, without applying it to an invoice. A Client ID or a Project ID must be selected when recording retainer payments. When a retainer is applied to a client only, it is recorded as a Client Retainer in Web Suite, while as, if a project is specified; it is recorded as a Project Retainer. Web Suite enables recording a negative

amount retainer payment. This will enable users to release back a portion of the retainer received.

Retainers can also be applied to retainer invoices in Payment screen or when they are processed in Billing Review. However, in case you choose to make a payment on a joint invoice in the View By Invoice mode, the *Apply as Retainer* option is unavailable. Retainer invoices can be printed in Project or Retainer Management screen. Warning message will pop up as soon as you try to delete a retainer that has been fully or partly applied to the invoices.

 Retainer invoices (invoice # 0) are not stored as receivables in the database.

 Retainers are included because they are applied to invoices when processed, which results in a reduced invoice amount and, therefore, a reduced Total Amount Billed.

Amount:

The total amount of payment received. This amount can be distributed to any number of invoices displayed in the grid below. This amount entered can be more than the bill amount. In such cases, there will be a remainder. On saving the payment, you will be prompted to record the over-payment as a retainer.

 If you are recording a payment to a Client ID, the over-payment will be recorded as a Client Retainer. If the Project ID is specified, it will be recorded as a Project Retainer.

Auto Apply:

When checked the payment will be automatically applied to the selected invoices, from the oldest to the latest. When applying a lump sum payment to multiple invoices at one time, you have the option to auto apply the payment to selective invoices only by unchecking the *Apply To* status of those to be excluded.

 You cannot use **Auto Apply** check box in case of Debit pay method. You will have to manually use the **Apply** option in the grid to record the payment.

Reference:

A Reference number can be entered here to track the method of payment. For example, a routing number from a personal check might be typed here. The field size should not exceed 60 characters. This is a drop-down list and holds list of distinct Payment Reference.

Memo:

A memo field is provided for additional notes related to the payment. This is a drop-down list and holds list of distinct payment memo. The field size should not exceed 60 characters.

If you enter a memo for an overpayment, Web Suite saves the memo to the retainer payment as well as the invoice payment.

Parent Project Retainer Available:

This is the retainer available at the parent project level and can be used for all its child projects (phases and sub-phases).

Client Retainer Available:

This gives the retainer available for the selected client or the client of the selected project. It is the Client Retainer Paid - Client Retainer Used amount. This helps you to know what is available before recording a retainer payment (Use Retainer type payment).

Project Retainer Available:

This gives the retainer available for the selected project of a client. It is the Project Retainer Paid - Project Retainer Used amount. This helps you to know what is available before applying a retainer (Use Retainer type payment).

Balance:

The total still owed by the client. This amount does not reflect any retainer payments.

Unused Payment:

While applying a payment amount, the entire amount might not be applied to the invoices. In that case, it will show the unused payment amount here. Before saving, you will be prompted to save the remainder as a retainer.

Show Void Payments:

When checked, the payments made void are also displayed in the grid.

Hide Paid Invoices:

When checked, the invoices displayed will be restricted to those that have outstanding balances.

Grid: (read only)**Column Chooser **:

Click  to open the Column Chooser to hide or show columns in the grid. Select the field names you want to show in the grid. By default, some of the fields are already selected and displayed in the grid. Clear the check boxes if you want to hide them in the grid.

Apply:

Selected, it indicates that the payment amount will be applied to the invoice against the check mark. It is a quick way to mark the invoices you want to distribute the payment to. When applying a lump sum payment to multiple invoices at one time, you have the option to auto apply the payment to selective invoices only. To exclude any invoice, uncheck this option.

Amount Applied:

Enter the portion of the total payment to be applied against each invoice. The Remainder will indicate any difference between the Amount Applied and the payment Amount entered.

Project ID:

In the View by Client mode, this column shows the project IDs for each of the client's projects for which invoices have been processed. In the View by Project mode, the project ID displayed will be restricted to the project selected.

Project Name:

In the View by Client mode, this column shows the project name for each of the client's projects for which invoices have been processed. In the View by Project mode, the project name displayed will be restricted to the project selected.

Invoice No:

The number of the invoice displayed in that row. Retainers will show 0 invoice number.

Invoice Date:

The invoice date.

Net Bill:

The bill amount of the invoice. It does not include any previous balance that might have been displayed on the invoice.

Paid:

The amount already paid towards the invoice. Information in this column cannot be typed in. After a payment is applied, it will appear in this field.

Balance:

The outstanding balance of the invoice. Parenthesis indicates a negative balance.

Foreign:

This column displays the invoice balance multiplied by the currency multiplier used for that transaction. This enables you to see how much the client owes on a particular invoice in a different foreign currency.

Notes:

Click opens the [Notes](#) screen where you can record notes for the selected project.

Payment Button Panel**Help:**

Opens the Web Suite Help in the Payment section.

Print:

Clicking on this button displays a list of in-context reports that you can preview and print.

Options:**Rows:**

Make a selection from this drop-down list to specify how many rows display in the grid.

Void:

A previous payment can be voided by clicking the Void button. You need to select a previous payment first and then use this option. When you void a disbursed payment, the associated disbursement of time and expense entries is also deleted.

Edit:

Click to delete and then edit a previous payment without having to re-enter all details.

Cancel:

An entry can be canceled only if it has not yet been updated. After the Cancel button is chosen, the grid is cleared and you can either start over again, or leave the screen.

Attachment:

Click to attach a file (for example, receipt image) to a processed payment.

 This file attachment option is only available in the Web Suite Enterprise and Enterprise Plus editions.

Bounced Checks:

Opens the Bounced Check screen where you can specify the charges towards the check bounced check. Check out How Do I Handle Bounced Checks for more details.

Delete:

A previous payment can be deleted when you click the Delete button. However, this option remains unavailable until a project is selected. If you try to delete a retainer payment, you will be prompted with a warning in case it has been partially or fully applied to an invoice.

Save:

Enables to record a new entry.

New:

Enables you to record a new payment for the project.

Refresh:

Click to refresh the information displayed on the screen.

How Do I

HOW DO I RECORD PAYMENTS?

Web Suite allows you to record various types of payments– checks, cash, debit, credit memos, retainer receipts, electronic funds transfer and so on – and apply them to unpaid invoices. You can apply payments to regular invoices, electronic invoices as well as late fee invoices.

You can record your payment at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

Basic Entry

To record a payment:

1. Open Payments screen from the Billing menu.
2. Select the mode by which you want to see unpaid invoices – View By: Client (all project invoices), Project (single project invoice), Invoice (single invoice) or

- Reference No ([electronic invoice](#)). For now, select the View By: Client option and choose the desired Client ID in the next field.
3. Select a payment Date (you can accept today's date or change the payment date).
 4. Now choose a Pay Method, say Check.
 5. Enter the total amount of payment in the Amount field. You can apply this payment to multiple invoices.
 6. Determine which invoices should receive the payment. To apply the payment (*oldest to newest invoice*) automatically, check the Auto Apply option. To apply the payment manually to individual invoices, enter the payment amount in the Amount Applied field in the grid and check Apply on the left. *Web Suite automatically updates the Balance due for the listed invoices as you apply the payment.*
 7. Click Save. Web Suite prompts you to save any unapplied amount remaining at the end of a session as a retainer.

 Credits and write-offs reduce the outstanding balance of an invoice. Debit entry increases an invoice balance.

 If you are in the View By: Client mode, the excess amount is saved as a client retainer. In the View By: Project mode, Web Suite saves it as a project retainer.

Advanced Entry

To enter additional information:

1. Check 'Show Active Only' if you want the lists to include only active client and project records.
2. If required, enter or select a Reference number or a Memo for tracking the payment.
3. Check 'Apply as Retainer' option if you want to flag the payment amount as a retainer.
4. Click Journal in the grid to add a journal note about collections and payments.
5. When you have finished, click Save and Close.

 Web Suite includes a *Pay When Paid* feature. When you apply a payment to an invoice that includes a link to a vendor bill, you can preview/print it with a breakdown for the vendor. This helps you schedule payments to your vendors.

 The amount becomes a client retainer when you are in View By: Client mode, and a project retainer when you are in View By: Project mode.

HOW DO I EDIT PREVIOUS PAYMENTS?

To make changes to a previously made payment, do the following:

1. Open Payments screen from the Billing menu.
2. Make a selection from the View By drop-down field (for example, client, project, or invoice) to filter the payment list.
3. Click the Previous Payments drop-down list and click Select for the payment to be edited. The payment details display.
4. Click Edit and make your changes.
5. Click Save when you have finished.

HOW DO I DELETE PAYMENTS?

You can delete payments in Web Suite in the following way:

1. Open Payments screen from the Billing menu.
2. Select the desired View By mode and ID from the list.
3. Choose a payment to delete from the Previous Payments list.
4. Click Delete (or Void).
5. When you have finished, click Save and then Close.

At times, you can delete payments because you have to delete associated projects and clients. In such a case, you can delete master information only **after** deleting the associated payments. To do so:

1. Open the Client screen and list all the projects of a client.
2. Next, open the Project screen. Determine what you have recorded against each project by reviewing the Project-Accounts screen. (*Note the values pointing to time, expense, invoice and payments.*)



Services x Billable shows there are time entries on file. *Expenses x Billable* shows there are expense entries. *Total Amount Billed* shows there is invoice activity and 'Total Amount Paid' shows there are payment records.

3. Open the Payment screen.
4. Select View By: Project and select the relevant Project ID from the list.
5. Next, move to the Previous Payment field and select a previous payment. The corresponding invoice and payment details display in the grid.
6. Click Delete. Similarly, delete other previous payments for this project.
7. When you have finished, click Close.

HOW DO I HANDLE RETURNED CHECKS?

Clients can make payments on the invoices via checks. At times, they might have insufficient funds in their bank account and hence you have a bounced or returned check. There are several ways to handle that in Web Suite.

To handle a bounced-check payment or insufficient funds:

1. Open [Payments](#) screen from the Billing menu.
2. Record a regular payment for the amount that has bounced. If you have already recorded this payment, you can view it on the Previous Payments tab, but cannot delete it.
3. Next, enter another payment for the same Amount to counter the first payment.
4. This time, select Debit as the Pay Method and check Apply in the grid against that invoice. The outstanding invoice amount increases by that amount.

Alternatively, you can enter this payment using the NSF (Not Sufficient Funds) option. It behaves exactly as a Debit type of payment.

 Auto Apply option is not available for Debit payments.

5. When you have finished, click Save and then Close.
6. Next, you must create a General Ledger entry to debit the un-deposited funds (bounced check amount) and credit the bank account (move the funds from one account to the other).

Note: In case you want to account for any bank fee involved in the bounced check transaction, you can create a separate invoice for that and charge it to your defaulting client. If you prefer creating the line items instead, enter your charges to the client and your bank's charges to you on a manual invoice and bill the client.

HOW DO I PRINT PAYMENT REPORTS?

You can print reports related to payments from the Report Center. You can also print in-context reports from the Payment screen.

To print a payment report:

1. Open Payments screen from the Billing menu.
2. Select the desired View By mode and ID from the list.
3. Record a payment or select a previous payment.
4. Click Print and select the desired report, say Account Transaction Details or Cash Receipt.
5. You can preview, export, email or print the report from the Viewer.

Alternatively:

1. Select the desired report from the Report Center, Accounts Receivable category (for example, Cash Receipts Detail).
2. Apply the desired date or other filters for selective viewing of information.
3. Click View to preview or print your report.

HOW DO I WRITE OFF ACCOUNTS RECEIVABLE?

At times, you might have to write-off all or part of an invoice because of bad debt, non-payment of outstanding amount or any other reason where you know accounts receivable will not be collected. In such a case, Web Suite allows you to write off an invoice amount.

To generate a write-off:

1. Open Payments screen from the Billing menu.
2. Select the relevant client/project with an outstanding balance.
3. In the Pay Method field, select the Write-Off option.
3. Enter the Amount you want to write off.
4. In the grid, check Apply next to the invoice that you would like to write off.
5. When you have finished, click Save and then Close.
6. Check out *Web Suite Training* at www.bqe.com/Services for a standard or custom training course for Billing Managers.

Credit Memo

CREDIT MEMO OVERVIEW

A credit memo is a document notifying a client that his balance has been reduced. If the client has a credit with you, you can apply this credit to an invoice. This payment record will reduce the outstanding balance on invoices. The Credit Memo feature allows you to create, view and prints credit memos, modify credit payment details, etc. Credit is given to clients in favor or exchange for any task or activity. Credit memos can either be created here only or viewed after a *Credit* payment type has been recorded for a client against an invoice in the Payment screen. The changes made in here get reflected in the previous payments recorded in the [Payment](#) screen.

Reference

CREDIT MEMO

The following information provides details on the Credit Memo screen:



To access this screen, click Billing on the navigation bar and click the Credit Memo tab.

Client ID:

Select the desired Client ID from the drop-down list whose memo you want to create, view or modify.

Project ID:

This field is visible only while making a new credit payment or memo. Select the project for which the credit payment is to be recorded.

Date:

The credit payment date. This date can be edited here.

Amount:

Shows the credit payment amount made in the Payment screen for the selected client. In case of a new credit payment, you can enter the credit amount to be recorded against the client invoices.

Auto Apply:

When checked, the credit payment will be automatically applied to the selected invoices, from the oldest to the latest. When applying a lump sum payment to multiple invoices at one time, you have the option to auto apply the credit payment to selective invoices only by unchecking the *Applied To* status for those to be excluded. This field is visible only when a new credit payment is being entered.

Memo:

Shows the payment memo. You can select any other from the drop-down list of distinct payment memos or enter a new one. The field size should not exceed 60 characters.

Reference:

A Reference number is shown to track the method of payment. For example, a routing number from a personal check, etc. You can select any distinct payment reference from the list or create a new reference. The field size should not exceed 60 characters.

Description:

Displays the client notes retrieved from the [Payment](#) screen. Else, an unlimited length note or memo pertaining to the client or payment can be entered here.

Grid

The grid below displays list of invoices to which the credit memo can be applied to.

Amt Applied:

The portion of the total payment applied against the Net Bill on an invoice.

Project ID:

List of projects of the selected client for which the credit payments are recorded. In case of the new credit payments, this column shows the selected client's projects for which invoices have been processed.

Invoice No:

The number of the invoice to which the credit payment is applied.

Date:

The invoice date. This is the date when the invoice was created or processed.

Net Bill:

The bill amount of the invoice. It does not include any previous balance that might have been displayed on the invoice.

Paid:

The amount already paid towards the invoice. Information in this column cannot be typed in. This field is visible only when a new credit payment is being entered. After a credit payment is applied, it will appear in this field.

Balance:

The outstanding balance of the invoice. Parenthesis indicates a negative balance. This field is visible only when a new credit payment is being entered.

Credit Memo Button Panel**Help:**

Opens the Web Suite Help in the Credit Memo section.

Print:

Opens the Report viewer allowing you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

Options:**Void:**

Voiding a credit memo saves it in the database and enables you to view it later.

Cancel:

Click to cancel a new payment entry.

Pay:

Opens the [Payment](#) screen with the credit memo details.

Rows:

Select the number of rows you would want to be displayed in the grid below. You can choose to view up to 500 rows of data on the screen.

Delete:

Depending on option chosen in [Global Settings](#), the button allows you to either delete or void credit payments. If you have selected **Void Invoices/Payments on Deletion** option on Global Settings screen, then the credit memo deleted will be void (the Delete button changes to Void) and will be saved as void invoices.

New:

Click new to create a new credit type payment against the client invoices.

Save:

Click the **Save** button to record a new credit memo or save changes to the existing one.

How Do I**HOW DO I CREATE CREDIT MEMOS?**

You can create credit memos for a *Credit* type of payment recorded against an invoice. You can use it to inform clients that you have reduced their outstanding balance.

To create a credit memo:

1. Open Credit Memo screen from the Billing menu.
2. Select a Client (whose memo you want to create) from the Client ID list.
3. Select a Project ID for the client against whom you are recording the payment.
4. Next, enter the payment Date and Amount.
5. Optionally, enter a Memo, Reference number or unlimited length Description related to the credit memo.
6. Apply the credit amount to the invoices by manually entering the Amt Applied in the grid. Else, use the Auto Apply option to apply the amount automatically to the listed invoices.
7. Click Save to save the credit memo.
8. You can click Print to print the credit memo or Pay to record a payment.
9. When you have finished, click Close.

You can record a credit memo from the Payment screen as well. When you select the *Credit* payment method, Web Suite asks if you want to print a credit memo after saving the payment record.

Collection Center

COLLECTION CENTER OVERVIEW

Navigation *Billing, Collection*

Accounts receivable is one of the largest and most liquid assets in the books of accounts. Earlier, companies viewed A/R as a basic function but now they realize that fewer outstanding account balances mean fewer bad debts and write-offs, and hence, enhanced profitability. Managing your accounts receivable properly can result in better cash flow, which is essential for increasing your working capital.

Collection Center is a major part of working capital management in a business, which includes methods, procedures and techniques to collect money from your debtors. Your clients would like to delay payments as far as possible. For your business, the longer the money remains blocked in these debtors, the more you experience cash flow problems. This reduces the profit margin on the products and services. Typically, companies have a formal procedure for debt collection. When invoices are sent out, there is a follow-up through collection letters, reminders and telephone calls. This is a time consuming process, further adding to the losses. The biggest problem is that many small businesses do not have a collection department nor enough manpower. They rely on their admin staff or clerk to keep track of collections, hoping people pay on time.

Web Suite provides efficient and effective accounts receivable collection options wherein you can define your collection period, payment terms, interest rates and grace days up-front. You can run aging reports periodically to keep track of your outstanding invoices and send out late fee invoices. Besides these, Web Suite also has a set of editable standard collections letters that can be sent out to customers as notices. To top it all, Web Suite has a dedicated Collections feature that ensures the management is always aware of the status

by providing relevant and useful information to them. This leads to a systematic follow up with the clients.

The Collection Center screen helps you keep track of the outstanding invoices and debts. You can focus on those that seem to be getting closer to becoming bad debts using the key metrics. You can add and view journal notes related to collections, attach files to invoices, check payment history of paid/partially paid invoices, track late fee and open invoices.

Reference

COLLECTION CENTER

Navigation *Billing, Collection*

The following are descriptions of fields on the Collection Center screen:

Filters

View by:

Make a selection from this drop-down list to specify how invoices should be listed (for example, by Client, Project, Project Manager, etc.). The options available in the From-To fields are dependent upon your selection in this drop-down list.



You can view invoices for a project manager, who might be managing projects belonging to different clients.

From-To:

Use these fields to specify the range of information to display in the invoice list. The available options are based on the item selected on the View By field. You can select an individual item from the drop-down list in both From and To fields or just select a range.

Period:

This determines the period for which the invoices will be displayed on the grid. You can select All, This Year, Last Month, Custom, etc. When Custom is selected, you must select custom dates in the Period From-To fields.

Invoice Status

You can filter invoices in the grid based on their status.

- **Open:** Invoices with a positive, outstanding balance (not paid in full).
- **Closed:** Invoices without a positive balance. These are fully paid invoices.
- **Posted:** invoices that have been processed and marked as posted. These invoices can no longer be edited.
- **Unposted:** Invoices that have been processed but not yet posted. These invoices are editable.
- **Draft:** are those that are still under review and not yet finalized. These invoices need to be processed and appear within <>.
- **Late Fee:** Invoices created for late fee charges on the outstanding amount of an invoice. These invoices have LF- prefix appended to their invoice number.

Collections Grid

The grid displays invoices according to the criteria defined in the filters. You can sort the display information by clicking one of the column headers.

Column Chooser

Click  to open the Column Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid.

Select:

Click the arrow in this column to select a listed invoice for printing or to attach a file to it.

Invoice #:

Web Suite automatically assigns sequential invoice numbers when the invoice is processed. The invoice number is incremented and assigned to the next invoice processed. This number can be specified in the Last Printed Invoice # field on the [Global Settings-Billing panel](#).

Date:

Aging reports, statements and late fees use this invoice date in their calculations. Invoice date is assigned in [Manual Invoice](#), [Billing Review](#) or [Billing Schedule](#).

Project ID:

ID of the project for which the invoice is processed. If the Project ID indicates Joint, it means that it is a joint invoice for multiple projects or project phases. Joint invoices are processed in the [Billing Review](#) screen.

Project Name:

The name of the project associated with the invoice.

Amount:

The total amount charged on an invoice, excluding taxes and retainers (if any).

Paid:

The total amount paid towards the invoice. The value updates as receipts and adjustments are made in the Payments screen.

Balance:

The outstanding balance or amount due on an invoice.

Balance = Net Amount - Paid

Client ID:

ID of the client or debtor associated with the invoice. The invoice is billed to this person.

Net Amount:

The net bill amount charged on the invoice, including taxes (if any).

Net Amount = Amount + Total Tax - Retainer - Discount

MST:

Main Service Tax (MST) is the main tax charged on invoiced service or labor.

MET:

Main Expense Tax (MET) is the main tax charged on invoiced expenses.

Total Tax:

The total tax amount charged on an invoice.

Total Tax = MET + MST

Due Date:

The date when the invoice payment is due.

Over Due:

Number of days the invoice has been overdue or outstanding. It depends on the Due Date and payment term applied. For example, if the due date of an invoice is 18th May 2017 and the term is Net 30 (30 days), then on 18th April, overdue is 1, on 19th April, overdue is 2 and so on.

V:

A selected check box in this column indicates a voided invoice.

Notes:

Click this link to add a note for an invoice.

Project Manager:

Displays the name of the project manager assigned to the project.

Retainage:

This value indicates what portion of the net bill amount will remain withheld by the client for a specific project whose invoice is created.

Fixed Fee:

Displays the amount charged as fixed fee for projects having the [Cost + Fixed Fee](#) contract type.

Submitted By:

This field displays the ID of the user who had submitted the invoice for approval.

Approved By:

This field displays the ID of the user who approved or rejected the submitted invoice.

S (Approval Status):

The S column in the grid shows the status of each invoice:

[blank] Not submitted  Submitted  Forwarded  Approved  Rejected

Printed On:

This is the date when an invoice is printed. You can select a date from the drop-down calendar or let Web Suite fill it automatically when you actually print an invoice.

Emailed On:

This is the date when an invoice is emailed to a client or any other person. You can select a date from the drop-down calendar or let Web Suite fill it automatically when you actually email an invoice.

Reference No:

This number enables you to keep track of your [electronic invoices](#). It represents the invoicing company's reference number that identifies the invoice sent to a client.

RF Number:

This is the RF Creditor Reference number that enables you to keep track of your [electronic invoices](#). Web Suite generates it automatically using the invoice number. The invoicing company adds this number to its invoices.

PO Number:

This is the purchase order number associated with a project. By having this information here, it ensures that the old PO numbers remain associated with their original invoices.

Pay:

Click the link in this column to view the payment details or record a payment for the selected invoice.

Joint Project ID:

Shows the projects associated with an invoice.

Project Contract Type:

Displays the contract type or billing arrangement of a project associated with the invoice (for example, Hourly, Fixed, Recurring, etc.).

Retainer:

This is the retainer amount applied on an invoice. Like a discount, it reduces the Net Amount due from a client.

Discount:

The discount amount applied to an invoice before processing. The Net Amount is reduced by whatever amount is here. The discount reduces the final invoice amount after taxes have been added. The discount will not reduce the tax amount of services or expenses. However, if a processed invoice is to be given a discount then the amount should be written off in the Payment screen.

Service Billed:

It is the total sum of the Service Amount billed to date. It neither includes Tax 1/2/3 of the time entries nor the MST. When the service amount billed to the project passes the contract amount specified in the Project screen, you are prompted whether to mark the project status as Completed.

Expense Billed:

It is the total sum of the Expense Amount billed to date. The amount includes neither Tax 1/2/3 of the expense entries nor the Main Expense Tax.

Project Status:

Displays the status of the project associated with an invoice. It can be Active, Inactive, etc.

Employee ID:

ID of the employee who generated the invoice.

Template:

Invoices are generated using the default templates. This column displays the type of template being used and the name of the template file.

Retainage Paid:

This value indicates what portion of the retainage is paid by the client till date.

Invoice Details 

Click  to view invoice detail that includes historical information about the payments associated with a selected invoice. You can view previous payment details such as type (payment, retainer applied, etc.), date of payment and amount paid.

Besides the payment history grid, you can also view some key metrics and averages related to the selected invoice that can help in managing your collections better. These include:

Average Invoice Value:

This gives you an idea about the average amount on an invoice. It is calculated per client as:

Average Invoice Value = Total Net Amount / Total Number of Invoices

Average Hourly Rate:

This gives you an idea about the average hourly rate billed to client. It is calculated per invoice as:

Average Hourly Rate = Total Service Amount / Total Number of A-Hours

Retainer Balance:

This gives you an idea about the average retainer balance, that is, Project Retainer Available. It is calculated per project* as:

Retainer Balance = Total Retainer Paid – Total Retainer Applied

*You can view invoices for a project manager responsible for projects belonging to different clients. Therefore, retainer balance is calculated for a project.

Time Entry to Invoice:

This gives you an idea about the average number of days to bill a client since work is done. It is calculated per invoice as:

Days to Bill = SUM (Invoice Date – TE Date) / COUNT (Time Entries)

Invoice to Payment:

This gives you an idea about the aging of an invoice. It provides the average number of days to pay since an invoice is billed to a client. It is calculated per invoice as:

Days to Pay = Last Payment Date – Invoice Date

Time Entry to Payment:

This gives you an idea about the total number of days to pay since work is done. It includes the number of days it takes to bill an invoice and then receive payment on it. It is calculated per invoice as:

Days from Work to Pay = Days to Bill + Days to Pay

Notes

Located below the Collections grid, this panel displays existing notes related to the selected invoice. You can also add new notes. These notes are helpful, especially when the client has made a partial payment. You can attach time-stamped notes or [memo](#) related to each invoice. Whenever you contact the client, your previous collection notes will be displayed automatically for reference.

Notes Grid:

Displays a list of notes for a project selected in the Collection's grid. Click Select to display a note's text in the Memo field.

Collection Center Button Panel**Help:**

Opens the Web Suite Help in the Collection Center section.

Print:

The drop-down displays a list of in-context reports. You can print, preview or cancel the reports from here.

Attachments:

Click Add New to attach a new file to an invoice record or use the shortcut menu. Web Suite allows you to link files to invoices for reference or as a requirement for billing. For example, you might want to scan and attach some documents or images to the invoice for reference. You can add and save files for the selected invoice from the Attachments screen.

Besides attaching new files to the invoices, you can also link existing attachments to them. When you click on an invoice and choose Select Existing option, Web Suite scans the associated client, project, time and expense data for existing attachments. It will display a list of already linked files and you can choose to attach any of them to the selected invoice. For example, if an employee attached a lunch receipt when recording an expense, it will be available here without you having to search for it.

Email:

Sends the invoice as a PDF file attachment via email. From the drop-down, you can choose to whom you want to send the email. The options are: Client, Client Manager, Project Manager and Other. When Other is chosen, the [Email](#) screen opens where you can enter the email address of the recipient.

Options:

On the button panel, click **Options** to view the below mentioned fields:

Rows:

Select the number of rows you would want to be displayed in the grid below. You can choose to view up to 500 rows of data on the screen.

Refresh:

Retrieves the latest data from the database and displays it on the screen. Clicking Refresh without any filters will cause all existing invoices to be brought forward. You can also execute this action through the right-click menu.

RETAINERS

UNDERSTANDING RETAINERS

In Web Suite, you can have two types of retainers—client retainers and project retainers. Web Suite recognizes a retainer and makes it available for application **only after** you record it in the Payment screen. Whether Web Suite classifies the amount that you receive as a client retainer or a project retainer depends on how you record it. Web Suite saves overpayments and other unapplied amounts—funds on account—as client retainers.

Retainer Management maintains a complete history of all retainer activity, including retainer invoices, receipts, and application to invoices. Retainer information is also available in-context throughout Web Suite, including client records, project records, Billing Review, Manual Invoice, Payments and various reports.

Web Suite **does not** allow retainers for a Main project. It distributes retainer and contract amount to its phases and segments using ‘% of Total Project’ for each (Project-Details screen). You can manually distribute the retainer amount to phases or generate a retainer invoice for them.

Retainer Situations

You might be having clients who pre-bill for all their work or offer pre-paid services. Typically, they use fixed fee contract types involving monthly, quarterly or annual billing. In other words, there are no time or expense entries when they issue invoices.

You can handle this situation in three ways:

- Set up a billing schedule for each contract. You can specify the bill amount and reminder date for the billing to take place, irrespective of the time and expense entries made.
- Set the project as ‘Recurring’ and specify the recurring amount and frequency on the Project-Billing screen. After a project is set as a recurring type, it will show up in the Billing Review irrespective of whether you have recorded any time or expense against the project.
- Send the client a retainer invoice at the beginning of every month and then internally create a regular invoice at the end of the month for the same amount and apply the retainer received. This will result in a zero dollar invoice, which you will not email to the client. However, the time and expense entries will link correctly, giving you the correct realization rates.

Retainer Management

RETAINER MANAGEMENT OVERVIEW

Retainer is a partial fee paid in advance for professional services. It is an up-front deposit or advance payment that belongs to the customer, but which the client has given to you in advance for their projects. In other words, this advance money has been received, but not yet earned by you. This retainer is a liability in your accounting records, even though you

deposit this fund in the client's account. Companies need to be careful and professional in handling client funds. When you have to bill the client an amount within the retainer payment, you can apply the retainer to the relevant invoice. When the invoice for the project is in excess of the retainer available, you can create an invoice and apply the retainer amount to the invoice.

The Retainer Management screen provides all the useful and detailed client and project retainer information. It maintains a history of the retainer payments—received, applied and available on the basis of a client and related projects. Client Retainer is the advance payment received from a client and is available for all the projects of that client. Project Retainer is the advance payment received from the client on any particular project and hence can be applied on that project only. Retainer Management screen thus allows you to manage client and related project fund accounts.



Retainers can also be recorded and used against the projects whose status is Main; not directly but to the associated phases.

You can create retainer invoices, view previous invoices and print them from this screen. Web Suite allows numbering for tracking the retainer invoices. The format can be set in the [Global Settings](#) screen. Retainer invoices created here will appear in the Payment tab of the Retainer Management screen. After the retainer payment is received, you can enter it in the Payment screen.

Retainer payment can be associated with a retainer invoice (invoice number 0) and is recorded in Payment screen for a proper audit trail. Retainers can also be applied to invoices in [Payment](#) screen or when they are processed in [Billing Review](#). Client retainer can be applied only when the individual project retainers are exhausted. Retainer Management data is used on reports and invoices.

Reference

[RETAINER MANAGEMENT - LIST](#)

The following information describes the fields and options available on the Retainer Management list screen.

Search Project/Client:

This enables you to search for a particular project or a client in the grid. You can search for a record using full or partial ID, name or any other field. Web Suite displays the matching records in a drop-down list based on what *you type* in the search text box. The records displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters it displays more relevant results.

Grid

Web Suite provides a tree structure to keep the Clients and the associated projects together. In the Client list the Client has a plus sign next to it to expand the tree to see all Projects for this client.

Edit  :

Click  to view [Summary](#) and [Payment](#) history for the retainer.

Retainer Management List Button Panel**Help:**

Opens the Web Suite Help in the Retainer Management section.

Options:**Rows:**

Select the number of rows you would want to be displayed on the screen. You can choose from 2 to up to 100 rows.

Show Active:

Select this filter if you want to display only those clients with active status in the grid.

Refresh:

Refreshes the contents of the page.

Close:

Closes the Retainer Management screen.

RETAINER MANAGEMENT—SUMMARY TAB

This tab contains information about the retainer amount used or applied on various invoices and the remaining balance or amount available for the selected client or project.

Summary**Client Retainer Paid:**

The sum of all the client retainer payments received and entered in the Payment screen for this client.

Client Retainer Applied:

The sum of all the client retainer payments applied or used up on invoices. Retainers can also be applied to invoices in Payment screen or when they are processed in Billing Review.

Client Retainer Available:

The total remaining amount from the client retainer payments. This amount can be applied on invoices, after the associated project retainer is exhausted. It is calculated as: Client Retainer Available = Client Retainer Paid - Client Retainer Applied.

Project Retainer Paid:

The sum of all the retainer payments received on a project and entered in the Payment screen for a client. The retainer payment entered for a main project is distributed to the phases based on the *% of Total Project* field data of the phase. However, you can re-distribute this amount to the phases as desired.

Project Retainer Applied:

The sum of all the project retainer payments applied or used up on invoices. Retainers can also be applied to project invoices in Payment screen or when they are processed in Billing Review.

Project Retainer Available:

The total remaining amount from the project retainer payments. This amount can be applied on invoices. It is calculated as: Project Retainer Available = Project Retainer Paid - Project Retainer Applied.

Total Available:

The total remaining amount from the client and project retainer payments. It is calculated as: Total Retainer Available = Client Retainer Available + Project Retainer Available.

Grid

The grid below contains information about various invoices on which retainer has been applied.

ID:

ID of the project that is associated with the invoice. This column displays all the projects of the selected client or specific project selected in the grid.

Invoice #:

The invoice number on which the retainer was applied. You can double-click on the invoice number to view the details in the [Invoice Review](#) screen.

Invoice Date:

This is the date when the invoice was created and processed.

Invoice Amount:

Amount due on an invoice. The retainer can be applied on this invoice amount.

Applied:

The amount of retainer used from the retainer fund and applied to an invoice.

Retainer Management—Summary Tab Button Panel**Help:**

Click to access Web Suite Help.

Print:

Click to select the desired in-context report. From this screen, you can print, preview or cancel the report. Allows you to print the selected retainer invoice billed to the client.

Email:

Click to choose the desired invoice from the drop-down list and then email it.

Options:**Rows:**

Select the number of rows you would want to be displayed on the screen. You can choose from 2 to up to 100 rows.

Show Active:

Select this filter if you want to display only those clients with active status in the grid.

Create Retainer Invoice:

Click this link to create a retainer invoice.



You can create retainer invoices for projects of type Main and later apply the retainer to their phases.

Refresh:

Click the Refresh button to refresh the information displayed on the screen.

Return:

Click to return to the [Retainer Management list](#).

RETAINER MANAGEMENT—PAYMENT TAB

This tab contains information about the retainer invoices created and the retainer payment or advance received from the client. Double-click on any line item in the grid to view the details in the Payment screen.

Company:

The client's company name.

Client ID:

ID of the client whose retainer information is being viewed.

Project ID:

ID of the project that is selected from the grid whose retainer information is being viewed.

Payment Grid

The grid below displays the Pay date, the retainer amount billed and paid to the client.

Date:

Date when the retainer payment was made by the client.

Billed:

Retainer amount that has been billed to the client. When the Retainer Amount is entered or created, either in the Project screen or Retainer Management, Summary tab, and then Create Retainer Invoice is clicked, this field gets filled with that amount to be billed to the client. This field shows column summary at the bottom.

Paid:

The amount that has been paid by the client as an advance or retainer payment on the specified date. You can view the client retainer paid or the project retainer paid, depending upon what is selected in the grid. This field shows column summary at the bottom.

Project ID:

Displays the ID of the associated project.

Retainer Management—Payment Tab Button Panel

Help:

Click to access Web Suite Help.

Delete:

Delete the selected retainer invoice billed to the client.

Options:**Rows:**

Select the number of rows you would want to be displayed on the screen. You can choose from 2 to up to 100 rows.

Show Active:

Select this filter if you want to display only those clients with active status in the grid.

Memorize:

Opens the [Memorize Invoice](#) screen where you can schedule the retainer invoice to be created automatically based on your settings.

Memo:

Opens the [Memo](#) pad to allow you to enter a new memo or modify the existing memo attached to the retainer invoice. Type as much text as desired, or use an [Auto Complete](#) shorthand code to insert standard text. You can also create and add a new Auto Complete Entry here.

Print:

Click to select the desired in-context report. From this screen, you can print, preview or cancel the report. Allows you to print the selected retainer invoice billed to the client.

Return:

Click to return to the [Retainer Management list](#).

How Do I

HOW DO I RECORD RETAINER PAYMENTS?

To record a retainer payment:

1. Open Payments screen from the Billing menu.
2. Select View By: Client and a Client ID from the list.



You can also choose View By: Project, then select the desired Project ID.

3. Select the Date of the payment.
4. Select a Pay Method from the list, say Check.
5. Check the 'Apply as Retainer' option. This directs Web Suite to process the receipt as a retainer payment and add it to the retainer balance.

6. Now enter the Amount of the retainer payment.
7. When you have finished, click Save and then Close.
8. If you mistakenly record a retainer receipt to a project or client, delete it and re-enter the payment.

HOW DO I DELETE RETAINER PAYMENTS?

Do the following to delete retainer invoices:

1. Open Payments screen from the Billing menu.
2. Select the desired retainer payment from the previous payments drop-down and then click the Delete button.
3. You are prompted for delete confirmation. Click Yes to delete the Retainer Payment.

HOW DO I DELETE RETAINERS?

You can delete retainers in two ways, from the [Retainer Management](#) screen or the [Payment](#) screen.

Delete from the Retainer Management Screen

To delete a retainer from the Retainer Management screen:

1. Open Retainer Management screen from the Billing menu.
2. Click Edit  for a listed client.
3. Move to its Payment tab.
4. Select a retainer payment (Billed) from the grid and then click Delete.
5. Web Suite prompts you to confirm the deletion. Select **Yes** to delete the invoice.
6. When you have finished, click Return.

Delete from the Payment Screen

To delete a retainer payment from the Payment screen:

1. Open the Payment screen and select View By: Client or Project, as desired.
2. Select the Project ID or Client ID whose retainer payment you want to delete.
3. In the Previous Payments list, select a retainer payment (with an invoice number 0). You will see the retainer payment details on the screen (unavailable).
4. Click Delete. Web Suite deletes the payment.
5. When you have finished, click Save and then Close.

HOW DO I APPLY RETAINERS TO INVOICES?

After receiving the retainer payments from clients and recording them, you can apply them to invoices in several ways:

- ***Apply Retainer to billing records in the Billing Review screen***

When executing billing decisions in the Billing Review screen, you can apply retainers to billing records. To do so:

1. Open [Billing Review](#) screen from the Billing menu.
2. Select the desired options in the View By and From-To fields to view the desired billing records in the grid.
3. To view retainer information, click  to display the billing details.
4. If client or project retainer is available, enter a dollar amount in the Retainer field.
5. When you have finished, click Process and then Close.
6. If a project retainer and a client retainer exist, you must apply the entire project retainer before you apply the client retainer.

- ***Apply Retainer to manual invoices in the Manual Invoice screen***

To apply a retainer to a manual invoice:

1. Open [Manual Invoice](#) screen from the Billing menu.
2. Select the desired Project ID from the list.
3. Check the Project Retainer at the bottom of the screen. If available, apply a portion of it in the Retainer field to a new or existing invoice.
4. If project retainer is zero, check the Client Retainer and apply it to the invoice. Web Suite reduces the Total amount of the invoice by that.
5. When you have finished, click Process and then Close.

- ***Apply Retainer to billing records in the Billing Schedule screen***

When defining a billing schedule, you can apply all or a portion of the project retainer to future invoices. To do so:

1. Open [Billing Schedule](#) screen from the Billing menu.
2. Select the desired Project from the list and create billing records for it.
3. Next, check the Retainer Amount and, if available, enter a Retainer in the grid. Alternatively, enter a percent value in the % Ret field. Web Suite calculates and inserts the amount in the Retainer field.
4. Web Suite reduces the Net Bill by that amount and carries forward these billing records to the Billing Review screen for processing.
5. When you have finished, click Close.

- **Apply Retainer to outstanding invoices in the Payment screen**

To apply retainer payments to outstanding invoices:

1. Open Payments screen from the Billing menu.
2. Choose the desired View By and Client/Project ID.
3. Enter the required data, as you normally would, but choose 'Use Retainer' as the Pay Method.
4. Check the Client Retainer Available and Project Retainer Available fields. If retainer is available, enter the Amount to apply.
5. Check 'Auto Apply' option to apply the retainer automatically to outstanding invoices.
6. When you have finished, click Save.

HOW DO I CONVERT PROJECT RETAINERS TO CLIENT RETAINERS?

You might want to move a project retainer to the client level. Converting project retainer to client retainer is a two-step process:

To remove the available project retainer:

1. Open [Payments](#) screen from the Billing menu.
2. Select View By: Project and the desired Project ID with the retainer.
3. Check *Apply as Retainer* to record this as a negative retainer payment.
4. In the Amount field, enter a negative amount equal to your Project Retainer Available.
5. When you have finished, click Save.

To apply the project retainer to the client:

1. On the Payment screen, select the desired Client ID from the list.
2. In the Amount field, enter the same project retainer that you deleted earlier.
3. Check *Apply as Retainer*.
4. When you have finished, click Save and then Close.



In a similar way, you can move a project retainer to another project or convert a client retainer to a project retainer.

HOW DO I REFUND UNUSED RETAINERS?

There are situations when a retainer balance remains after a project is complete and the client receives the final bill. This situation comes up in law, accounting, architectural, engineering and IT companies. The company can return or refund this unused retainer to

the client or save it as a negative retainer equaling the unused retainer balance in Web Suite.

To handle unused retainers:

1. Open Payments screen from the Billing menu.
2. Choose View By: Project or Client (if it is a client retainer) and select a Client ID.
3. In the Date field, accept the payment date (defaults to today) or change it.
4. Next, select the type of payment in the Pay Method. It defaults to Check.
5. Enter the Amount of retainer payment that you are returning to the client as a negative value (for example, to return \$1500, enter -1500).
6. Check the 'Apply as Retainer' option.
7. Click Save. The Client/Project Retainer Available amount reduces by that amount.
8. When you have finished, click Close.

Retainer Invoice

RETAINER INVOICE OVERVIEW

You can create retainer invoices from the Project as well as Retainer Management screen. In Web Suite, you can specify a retainer amount for projects in the Project-Billing screen and then generate a retainer invoice for it. After you receive a retainer payment from a client, it is to be recorded in the Payment screen before it is made available for a client or project. You can also apply a retainer to an invoice from the Payment screen, thus reducing the retainer available balance.

This section covers the following tasks:

- [Creating Retainer Invoices](#)
- [Adding Memos to Retainer Invoices](#)
- [Emailing Retainer Invoices](#)
- [Memorizing Retainer Invoices](#)

Reference

RETAINER INVOICE

Use this screen to create and process retainer invoices for the client. If a retainer is required from a client on his project, enter the amount here. This is simply stored as reference information for the project; it does not record the retainer payment. You can create invoices, attach memo to them and print them from this screen. Retainer invoices created here will appear in the Payment tab of the Retainer Management screen as well. After the retainer payment is received, you need to enter it in Payment screen.

To access the Retainer Invoice screen, click *Create Retainer Invoice* on the [Retainer Management-Summary Tab](#)'s button panel.

Date:

Enter the date for which the retainer invoice is to be created. By default, it selects the current system date.

Invoice No:

The retainer invoice number is filled based on the **Last Retainer Invoice Number** specified in Global Settings or can be entered here manually. You can, however, change the invoice number and use numeric or alphanumeric characters. The incremental part should be placed in curly {} braces in the [Global Settings](#) screen.

Retainer Invoice for:

You can choose for whom to create a retainer invoice. The options include Project, Project Group and Client.



You can create retainer invoices for projects of type Main and later apply the retainer to their phases.

Project/Project Group/Client:

Depending upon the selection in the *Retainer Invoice for* field, this field changes accordingly. You can choose a project, client or project group from the drop-down list for whom you want to create a retainer invoice. By default, it brings up whatever is already selected in the Retainer Management or Project screen. However, you can change it here to any other item. You can also add a new item on the fly using the Add New option from the drop-down list.

Client Address:

Displays the address of the client associated with the selected project. The retainer invoice can be sent to this client.

Change Client Address:

Click this link to change the address of the client. The changes would be saved in the client screen.

Retainer Amount:

Enter the retainer amount to be billed to the client. This amount appears on the Billed column of the grid on left and on the retainer invoice as well.

Description:

Enter a memo or notes related to the retainer or client. You can enter unlimited length memo here.

Date/Time Stamp:

Click this icon to insert date and time details into the description text.

Previous Retainer Management Grid

You can view the previous or existing retainer history of the selected project in the grid.

Pay Date:

Date when the previous retainer payment was made by the client.

Billed:

Retainer amount that has been billed to the client.

Paid:

The amount that has been paid by the client as an advance or retainer payment on the specified date.

Invoice No:

The invoice against which the previous retainer payment was made.

Retainer Invoice Button Panel**Help:**

Opens the Web Suite Help in the Retainer Invoice section. *This option is not visible in the new mode.*

Print:

The drop-down allows you to select Retainer Invoice, Retainer Invoice with memo or Retainer Invoice (Template 2) from the drop-down. *This option is not visible in the new mode.*

Email:

Click to choose the desired invoice from the drop-down list and then email it. *This option is not visible in the new mode.*

Pay:

Opens the [Payment](#) screen. The button will be unavailable if you are creating a retainer invoice on project group basis.

Process:

Click to save the new retainer invoice created. After processing the invoice, it will appear in the Previous Retainer Management grid below or the Payment grid of the Retainer Management screen.

New:

Click here to create a new retainer invoice for the selected project. It highlights the Retainer Amount field allowing you to enter the amount.

Close:

Closes the screen.

How Do I**HOW DO I CREATE RETAINER INVOICES?**

To create a retainer invoice:

1. Open Retainer Management screen from the Billing menu.
 2. Click the ID of a listed client record.
 3. On the Summary tab, click Create Retainer Invoice.
 4. On the Retainer Invoice screen, select the Project for which you want to produce a retainer invoice. The default Client Address displays; however, you can change it by clicking on the Change Client Address link.
-
1. Alternatively, you can check the 'Create Retainer Invoice for a Project Group' option and select a Project Group instead.
 2. Next, enter the invoice Date and Retainer Amount.
 3. Optionally, add a description. Depending on the invoice format chosen, you can print this text on the retainer invoice.
 4. Click Process to create the retainer invoice.
 5. Click Print and choose the desired retainer invoice type. From the Viewer, you can print, email, or export the retainer invoice.

Create Retainer Invoice from the Project Screen

To create a retainer invoice using the Project screen, do the following:

1. Open the Project screen.
2. Click the ID of the project for which you want to specify a retainer.
3. Move to the Billing tab.
4. In the *Misc* section, enter a Retainer Amount to request from the client for the selected project.
5. Click  and select the desired retainer invoice.
6. Preview, print or email the retainer invoice to the client from the Viewer.
7. Back on the Project screen, click Save and then Return.



You can [memorize retainer invoices](#) with user-defined frequency.

HOW DO I ADD MEMOS TO RETAINER INVOICES?

You can add notes or memos to the retainer invoices. To do so:

1. Open Retainer Management screen from the Billing menu.
2. Select a client in the grid by clicking .
3. Create a retainer invoice by entering the required data in the Retainer Invoice screen (see above).
4. Type the desired memo or notes in the Description box. You can insert a date-time stamp using .
5. When you have finished, click Process. The retainer invoice now has a memo attached to it.

You can also add a memo directly in the Retainer Management screen. To do so:

1. Click on the Payment tab of the Retainer Management screen.
2. Select the desired retainer (billed) from the grid and then click Memo.
3. Enter unlimited length text memo or notes in the memo box. You can insert a date-time stamp using .
4. When you have finished, click Save.

HOW DO I EMAIL RETAINER INVOICES?

You can email the retainer invoices to the clients in the following way:

1. Open Retainer Management screen from the Billing menu.
2. Processed invoices display in the grid. Select the one that you intend to email by clicking .
3. Next, click Print. Choose the desired invoice type.
4. In the Report Viewer, click  to email the invoice as a PDF, Excel or Word file.
5. In the Email dialog box, enter the recipient's email address and a message. Web Suite displays the default email message if you have specified it in the Preferences-More screen.

 Web Suite carries forward the email address of a client from the Client profile. You can also send the email to multiple recipients, using the Cc field (*mail addresses separated by commas*).

6. Click Attachments to add any file with the email.
7. When you have finished, click Send Mail and then Close.

Email from the Retainer Management screen:

Do the following to email retainer invoices directly from the Retainer Management screen:

1. On the Retainer Management screen, select the desired client by clicking .
2. Click on the Payment tab and select the desired retainer invoice (Billed).
3. Click Print. Choose the desired invoice type.
4. In the Viewer, click  to email the invoice as a PDF, Excel or Word file.

5. In the Email screen, enter the recipient's email address and a message. Web Suite displays the default email message if you have specified it in the [Preferences-More screen](#).
6. When you have finished, click Send Mail and then Close.

HOW DO I MEMORIZE RETAINER INVOICES?

You can memorize retainer invoices (and manual invoices) and schedule them for automatic processing on a user-defined frequency. You can specify a recurring frequency and other settings for your retainer invoices. You can set the workflow to notify the right person to make the decision whether to process the new invoice, or set it for automatic processing. Web Suite then notifies you about these future billings via messages or reminders.

To memorize a retainer invoice:

1. Open Retainer Management screen from the Billing menu.
2. Click the ID of the desired client, or project, listed on the grid.
3. Click its Payment tab. Select a retainer invoice (Billed) to memorize.
4. Click Memorize. The invoice is pre-selected.
5. Type a Name for the memorized invoice. Enter a detailed Description as well.
6. Enter the desired Schedule Settings, including the Frequency. For example, you can select Monthly to generate memorized retainer invoices after every month.
7. In the Notify Settings section, specify who has to process the memorized retainer invoice by selecting that ID from the drop-down. Else, set it for automatic processing. In case of automatic processing, you can specify whom to notify about it via Messages.
8. Assigning an invoice number is automatic. Select whether to use the next sequential invoice number available in Web Suite or a custom number.
9. Check 'Use memo on invoices' option to display it on memorized invoices. Enter a Memo in the box below.
10. When you have finished, click Save and then Return.
11. After you have memorized the retainer invoices, on receiving the appropriate notifications you can view and process them.

REPORTS MANAGEMENT

REPORTS OVERVIEW

Reports contain important and useful information for the company, especially the executives such as owners, principals, partners and managers. Web Suite offers a variety of standard, memorized and custom reports, more than 500 reports categorized for your convenience.

You can make reports dealing with critical data more secure by assigning report-level security to the user besides the modular security. You get an amazing power to run reports specific to any group, date or other parameter.

Web Suite enables you to memorize reports and tag your favorite reports. You can find and view all reports in the [Report Center](#). Web Suite filters and adjusts the reports in the Report Center automatically based on your report permissions.

 You can customize and create new Web Suite reports using Crystal Reports® 9.0 or later. Alternatively, you can request a quote from the BQE Reports Team. You can also buy the detailed BillQuick Report Book. It contains sample reports and lists all reports by category with descriptions for easy identification. Contact Sales at (310) 602-4020 for more information.

Besides the reports, you can also access collection letters and statements from the Report Center screen.

This section covers the following reporting tasks:

- [Generating Reports](#)
- [Applying Report Filters](#)
- [Generating In-Context Reports](#)
- [Previewing and Printing Reports](#)
- [Exporting Reports as PDFs](#)
- [Memorizing Reports](#)

Reference

REPORT CENTER

Web Suite Report Center screen contains links that allow you to access, view reports, or apply filters before doing so. Web Suite provides a wide variety of preset standard reports designed to give you quick and easy access to your company-related information. The Report Center groups similar reports together. Click any report category on the left to select the relevant report. The list of available reports pertaining to the selected category is displayed on the right.

Report Filters let you change the scope of a report. When you create a report, it can show more information than you need. When you apply a filter to a report, you choose how you want Web Suite to restrict the report to certain criteria. It then excludes from the report any information that does not meet your criteria. Filters enable you to display reports utilizing

only the information you want to include. The intersection of data produced by applying all filters is what will be displayed on the report.

For example, if you make activities or expenses billable to a client or project, the Project Time & Expense Report initially shows unbilled costs for all projects and for all dates. This would be too much information if all you wanted were to see last year's unbilled costs to one of the projects. You would use the Date filter by itself to print last year's report for all projects in Web Suite database. However, to print last year's report for a particular project, you must use the Date filter along with the Project ID filter. Each additional filter further restricts the scope of the report. Choose any category and then select the report you want from the list of available reports.

There is a panel on the left that contains a list of all the reports available in Web Suite. The panel has three tabs:

- *Standard*: This displays the standard Web Suite reports in a tree structure. You can view the older organization method of reports by clicking the **Legacy View** check box.
- *Memorized*: This displays a list of reports that have been memorized in Web Suite.
- *Favorites*: Web Suite allows you to keep a list of most used reports by marking them *favorite* (Select report and click favorite button on button panel). All these reports marked favorite are accessible in the Favorite tab.

Report Center Button Panel

Search:

This enables you to search for a particular report in the grid. You can search for a report using full or partial name or any other field. Web Suite displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a report whose name starts with letter A. As you type letter A, all names beginning with letter A are displayed in the drop-down. As you keep on typing more letters it displays more relevant results.

Help:

Opens the Web Suite Help in the Report Center section.

Options

Save:

Saves the current report settings to a specified name. It is also used to update an existing report setting.

Save As:

To save an existing memorized report under a new name (for example, after modifying filters or SQL strings), click *Save As*. Enter up to 50 characters for the name. Be sure to give your reports descriptive names for easy identification in the future.

Memorize:

Allows you to create a new memorized report. It memorizes the selected report allowing you to give it a specific name. You can also define the Report Group to save it to, to ease your access to the report later.

Favorite:

Saves the currently displayed report as a Favorite report. Reports marked favorite are displayed in the Favorite tab to the right.

Clear:

Click to clear all current report filters.

Clear All:

Click to clear filters saved with a memorized report.

Legacy View:

Checked, the reports are listed in the traditional/older view with the report file names (.rpt).

Is Private:

Select this check box to prevent other Web Suite users from viewing your memorized report.

Show Active Items Only:

When checked, it displays only active records on a report. However, you can uncheck it to view all items.

Email:

Click to email a report as an attachment in one of the following formats:

- *PDF*: Attaches the report as a PDF file to the email being sent.
- *Microsoft Excel*: Attaches the report in the Microsoft Excel format to the email being sent.
- *Microsoft Word*: Attaches the report in the Microsoft Word format to the email being sent.

Export:

Click to save and export the selected report in the desired file format. The export options include:

- PDF
- Microsoft Excel
- Microsoft Word
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML
- Legacy Viewer

View:

Click the View button to open the selected report in the PDF layout after applying the desired filters. Viewing a report opens it in the PDF viewer by default.

Close:

Click to close the current page and return to the Login page.

REPORT VIEWER

Whenever you preview a report in Web Suite, you are provided with the following options in the button panel:

Export Report :

Saves the current report in crystal reports format in the location of your choice. You are prompted with Export screen, where you define various export options.

Print :

Opens the print dialog box enabling you to select the printer to print a hard copy of your report.

Refresh :

Displays the report with any change made by you.

Drill Up :

Takes you to the main report. It is enabled only when you are viewing the entries of the report separately.

Group Tree :

Turns on or off the display of the report tree structure visible on the left side of the report viewer.

Go to First Page:

Displays the first page of the report. Click the drop-down arrow by the page number field to select this option.

Previous Page :

Displays the previous page of the report.

Next Page :

Displays the next page of the report.

Go to Last Page:

Displays the last page of the report. Click the drop-down arrow by the page number field to select this option.

Page Number:

Displays the page number of the report being viewed.

Find:

Enables you to find a specific item in the report.

Zoom Percentage:

Enables you to choose how you want to view the report. You can zoom the report to a larger size to read the text clearly, or to a smaller size to see the whole report as it would appear on the page.

Email  :

Click to email a report as an attachment in one of the following formats:

- *PDF*: Attaches the report in PDF format with the email being sent.
- *Excel*: Attaches the report in excel format with the email being sent.
- *Word*: Attaches the report in word format with the email being sent.

Sort Report   :

Enables you to sort the information presented in the report. You have two options, Sort Ascending and Sort Descending.

Total Records:

Displays the total number of records in the report.

How Do I**HOW DO I APPLY REPORT FILTERS?**

To apply filters to a report:

1. Click Report Center from the reports menu.
2. Select the desired report in the Report Center.
3. Apply Date Filters by selecting the desired filter from the Field drop-down such as Transaction Date, Project Start Date, Invoice Date, etc.
4. In the next field, select an appropriate date option such as All Dates, This Year to Date, Custom, etc. and the appropriate range in the From-To fields.
5. Select AND, OR or NOT to narrow or broaden the search when using multiple filters.



If you specify multiple filters using the AND option (default), only the data which matches all the specified filters will be included in a report. Thus, the report will contain less information. In contrast, OR retrieves records that matches one or the other filters, resulting in more information on the report. NOT is an exclusion filter where you specify the items or data that should not be queried or fetched for the reports.

6. Depending upon the report category, you can specify Other or More Filters by selecting the desired filter from the drop-down list such as Project ID, Project Custom 1, Time Expense Employee ID, and so on.



Other Filters available on the Report Center also include custom fields from master information records associated with the report, for example, Client Custom 1, Client Custom 2, Project Custom 1, etc.

7. Select a range of items in the From-To fields or discrete items in the Select Items field.
8. Similarly, you can specify Group Filters (such as Project Group, Client Group, etc.) and then select the appropriate From-To range or discrete items.
9. In addition, you can enter a Custom Query String as a specific filter. Check *Append to (E) Query* option to apply it.
10. Click View to preview the report. When you are done, click Close.

HOW DO I GENERATE REPORTS?

In Web Suite, you can generate reports in two ways: Report Center or any Web Suite screen (in-context reports). You can filter any of the pre-defined reports according to your requirements, including filter by 'Group'. Web Suite cuts the wait time with the background report generation. You can get back to work while Web Suite compiles and generates your report.

To view or print a report:

1. Click Reports on the navigation bar to display the Report Center.
2. The Reports are organized by category on the left side of the screen. Navigate through the Reports tree to and click on the report to be printed. The location of the report displays in the Selected Report Path field.



Select the Legacy View check box if you want to view the list according to the older/traditional categorization.



A brief Report Description displays for the selected report on the Similar Reports panel. You can view a list of similar reports as well.

3. Enter or select the desired Date Filters, Other Filters, More Filters or Group Filters. Select a range of items in the From-To fields or discrete items in Select Items fields.
4. After you have applied the filters, click View on the button panel to preview the report. From the Report Viewer, you can print, export or email the report.
5. Back on the Report Center, click Favorite on the button panel to add the current report as your Favorite list. If you applied filters to the report and want to save the settings, click Memorize.
6. When you have finished, click Close.

HOW DO I GENERATE IN-CONTEXT REPORTS?

You can access in-context reports from almost all the screens in Web Suite. For example, if you are using the Payment screen, you can access payment report from that screen directly. Similarly, if you are in the Employee screen, you can generate employee report from there.

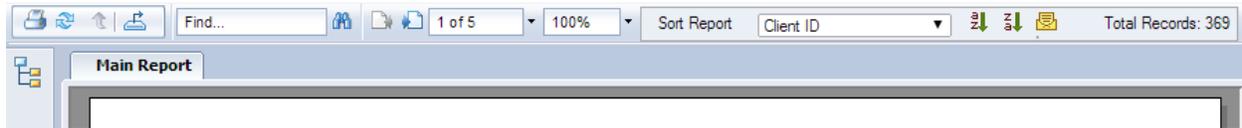
To generate an in-context report:

1. Open the desired screen in Web Suite (for example, Payment).
2. Click Print on the button panel and then select one of the payment-related reports.
3. It displays a list of related report. Select the desired report from the list.

4. On the Report Viewer, you can preview, print, export or email the report.
5. When you have finished, click Close.

HOW DO I PREVIEW AND PRINT REPORTS?

You can preview a report (or an invoice) by clicking Print or Preview on any screen. From the Report Viewer, you can do many things:



- **Sort Items:** Sort the items on a report by selecting the relevant option in the Sort Report drop-down and clicking  Sort Ascending or  Sort Descending as needed.
- **Email Reports:** Click  to email a report in the PDF, Word or Excel format. You can accept the standard text (*defined on the Preferences-More screen*) or add a message.
- **Export:** Click  Export option to export and save a report to another format. File formats include PDF, Word, Excel, RTF, RPT and more.
- **Print:** Click  Print to print a report as a PDF. You can choose a page range or all pages to print.
- **Search Content:** Enter text in the search field and click Find  to search for any text in the report.
- **Jump Between Sections:** Click the Group Tree button so you can jump to any section of a report.
- **Navigate Backwards and Forwards:** Navigate page-by-page through a report using the navigation arrows  or use the keyboard arrows and Page Up/Down keys to scroll vertically and horizontally.
- **Change View Magnification:** Change the zoom level of a report from 400% to 25%.
- **Drill-Down:** Click on a report item and drill-down to its detail. Example: In the Aging Summary report, you can drill down from client to projects, projects into phases.

 Besides the reports, you have these options available for statements and invoices as well.

HOW DO I EXPORT REPORTS AS PDF FILES?

Invoices as well as reports can be stored as PDF files. To do so:

1. Open a report from any Web Suite screen or the Report Center.

2. To export the report as a PDF, click  in the Viewer.
3. In the Export dialog box, select PDF as a File Format. You can specify the Page Range as well.
4. Click Export. Web Suite creates and saves a PDF report at the location you specify.
5. You can also click  to email the report as a PDF.
6. When you have finished, Close.

HOW DO I MEMORIZE REPORTS?

Many managers and staff review the same report or set of reports. You can apply filters or modify a report to suit your needs. It is a good practice to memorize a modified or regularly viewed report to save time and for quick access. For example, you can memorize a profit report or a staff utilization report to show the previous month's information.

You can memorize a report from the Report Center screen. The Memorize Report screen allows you to categorize your memorized report the way you prefer. For example, you can memorize the utilization and profitability reports for employees for the current year and then put them in the Staff Performance report group.

1. Open the Report Center from the Reports menu.
2. Select the desired report on the Standard tab in the left panel. For example, Project Profitability Summary report.
3. Apply the desired Date Filters. For this example, let us assume project managers are responsible for the profitability of their projects and need to see project life-to-date information, so choose All Dates.
4. In the Other Filters section, select Project Manager from the drop-down list. You can memorize the profitability report for one of the project managers.
5. Click Memorize to create a new memorized report.
6. In the Memorize Report screen, enter a descriptive Name for the report.
7. Check 'Save in Report Group' option and enter the group in which you want this memorized report saved.
8. When you have finished, click OK.

You can see the new report listed on the Memorized tab of the Report Center. You or the project manager can now run the profitability report anytime.

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