



Succeed 2017

ArchiOffice Billing Tips & Tricks



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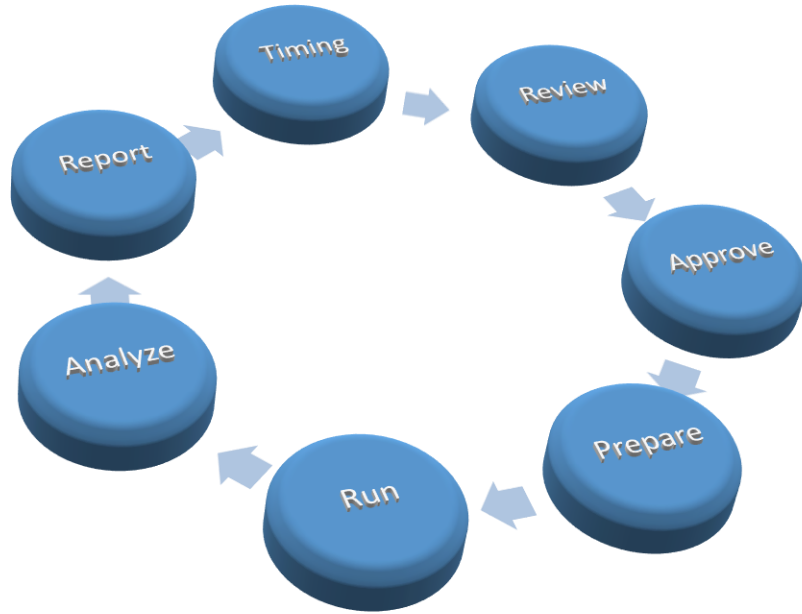


What We Will Learn

- Predictable Billing
- Billing Process Schedules
- Pre-Billing Preparation
- Running the Invoice Marathon
- Post Billing Review
 - Summary
 - Performance



Predictable Billing



- Timing
- Review
- Approve
- Prepare
- Invoice
- Analyze
- Report



Billing Process Schedules

- Set deadlines in Calendar
- Get time report to all staff
- Get Budget vs. Actual to all PM's/Managers
- Bookkeeping/Office Managers Run Drafts
- Email to Managers/Principal
- Finalize & Email



Pre-Billing Preparation

- Easy Ways to Complete Pre-billing Quickly & Efficiently
 - Staff Review
 - Management Review
 - Billing Decisions

Running the Invoice Marathon

- Project Level
- Batch Billing
 - Understanding Billing Tab
 - Value of Billing Info in One Place

Post Billing Review

- Summary
- Performance
- Reports

What We Learned

- Importance of Timing
- Setting Deadlines
- Memorizing Reports for Quick Review
- Easy Manager Reviewing
- Processing Invoices Efficiently
- Billing Analysis



Q & A



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