

# Time&Billing

Adagio Time&Billing provides comprehensive management of time and disbursement accounting, with WIP management and transaction billing.

- Ideally suited to accountants, architects, consultants, and engineers, as well as project accounting such as software development
- Maintain an unlimited number of clients, files, disbursement codes, work codes and staff members
- Maintain files like work performed, staff involved, staff in charge, type of work, disbursements and budgets
- Add new clients and dockets on the fly while entering batches
- Choose which fields to display, and change their title, size and position using the user-specific customizable grids and finder
- Use multiple rates, including cost rates, special hourly rates, cost plus contracts and lump sum fees
- Track and account for Work in Progress
- Track billable and non-billable statistics, rates and overtime which can then be fed to Payroll systems
- Use the pop-up TimeKeeper to help staff track and submit time and disbursements
- TimeKeeper can be run remotely on lap tops or locally on the network
- Design bills with the intuitive drag-and-drop WYSIWYG bill designer, including graphics and logos
- Print your bills on blank paper, with graphics and logos, so you can print bills for multiple clients with different billing forms, without changing forms in your printer
- Predefined bill specs for several popular invoice form suppliers
- Email or fax your bills to save on paper and postage
- Drill-down to customer information, as you enter invoices
- Drill-down, to oversee who's doing what, for whom, for how long, at what cost, and for how much longer
- Automatically generate a billing batch for all unbilled time and disbursements for selected clients and files across a range of dates with a variety of filters
- Generate progress or final bills with write-offs or write-ups, at the file type or work code level
- Disbursements can be retrieved and marked up from Adagio Ledger or Adagio Payables

**Billing Batch 5, Entry 1, Ables Cables, Monthly Support**

Bill type:  Progress  Final  Description

Trans type:  Time  Disbursement

From date: 1/1/2001 To date: 3/15/2001

Source code: TRE **Training Session**

Disbursement:  **All codes**

Tax group:

Fee tax status:

Staff member:  **All codes**

**Total selected**

Hours: 3.95  
Fees: \$441.55

**Total fees to be billed: RD**

Rate:   
Hours: 3.95  
Fees: \$441.55

Write-up: the remaining \$0.00

Bill	Type	Staff m.	Source c.	Date	Hours	Total amt	Hrs to bill	Amt to bill
Yes	Time	RD	TRE	3/6/2001	2.05	256.25	2.05	256.25
Yes	Time	BS	TRE	3/8/2001	0.30	10.50	0.30	10.50
Yes	Time	BS	TRE	3/8/2001	0.28	9.90	0.28	9.90
Yes	Time	RD	TRE	3/8/2001	1.32	165.00	1.32	165.00

Phrase code:

Adagio Software Installation, including installation of software, configuration of firm data, and user training

**TB ...**

Gouldm Assoc.  
0:13:02

Sheridon  
0:12:01

Conf. call  
0:16:23