# Aspire Project Suite®

BEDFORD SYSTEMS MANAGEMENT LTD.
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## Highlights

- Identify projects as fixed fee, time and expense, activity % complete or project % complete billing style
- Customize invoice formats for each billing style, including logo, fonts, page layout, print position, column definitions and more
- Create billing description templates to standardize text showing on the invoice. Add embedded dates that are updated at print time to show the current billing period
- Include standard descriptive text in the subject area of the invoice, or customize it for every project
- Use convenient WIP options right in the billing window; bill a project without updating WIP or write off WIP for a project without billing, defer WIP to another billing period or adjust WIP on the current bill
- Improve potential for collections by optionally listing outstanding invoices on the bill or showing the outstanding balance as a reminder
- Project manager access allows each managers to work on project billings in a separate window
- Print draft invoices from several locations, either individually or in a group. Invoice reprints can be identified with copy printed right on the invoice
- Client billings automatically update Accounts Receivable, General Ledger and Project Costing at the same time



# Client Billing

Consulting and professional service organizations know that billing the client is one of the most time consuming activities. **Healthy cash flow relies upon timely billing of project costs.**

Complemented by informative reports and inquiries, Aspire Client Billing has flexible options for speedy selection of projects to bill; choose all projects with costs ready to bill, select projects based on a minimum billing amount, or pick projects that have not been billed since a date you specify**. Choose projects individually, or select by client, project manager or billing cycle.** Work with any combination of billing styles at a time, including fixed fee, project % complete, activity % complete or time and expense.

**Invoice formats can be customized for each billing style** and give you control over the appearance of the invoice. The column layout for each style includes column heading descriptions, the size of each column, alignment of both headings and data within the column (left, right or center justified) and even options for whether to print the column or not. Choose page margins, paper orientation and optionally include a logo on the format.

The **project billing window** organizes the invoice into two views. The header tab shows the client billing address and contact as well as the subject area text and billing description. Any header information can be changed. The detail tab shows the body of the invoice, including column headers specific to the billing style of the project, billing lines including sub totals, totals, taxes and extra charges. **Quickly write up, write down, add and remove lines from a bill.** Taxes automatically calculate as the invoice changes. Apply taxes to individual lines where charges are exempt or where taxes vary from the rest of the invoice. Work in Process (WIP) appearing on the invoice is easily deferred to another billing period or written off here. Descriptions can be changed or added to the bill and blank lines and page breaks can be added where you need them. Extra charges unrelated to the costs attached to the project can automatically be included on the bill and added, changed or removed in this window.

View project billing history, cost summary and detail inquiries while working in the billing window as well as outstanding purchase orders and Accounts Payable invoice detail for the project. Show the actual WIP attached to each invoice line with a simple click.

In addition to the invoice format, the rules used to create the bill come from the **project billing profile.** Project invoices are created consistently from one billing period to another. The billing style, client bill to information, subject area, billing description and tax information is stored here as well as billing discounts and extra charges applicable to the project.

**Request more information or a free evaluation today.**
Visit **www.bedford-systems.com** or call **1-800-819-4978.**

*See reverse for a detailed list of features*

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## Client Billing Features

### General Features

- Batch based with multiple invoices per project allowed
- Project manager access control allows managers to bill their own projects
- Unrestricted billing of projects, any time and even without costs available to bill
- Seamlessly interface with Accounts Receivable and General Ledger

### Invoice Formatting

- Separate formatting for each billing style, including logos, fonts, page margins and paper orientation, column headings, signature line, GST# and terms description display options, sub total and total formatting options and more
- Include a detailed list of outstanding invoices on a bill, or just the total outstanding balance. Show either the balance for the client or just the project. Set up each project individually to use this option, or automatically include all projects

### Project Billing Profile

- Extensive options available to customize the bill for each project, including the way detail is presented on the invoice and the description that prints
- Optionally configure fixed fee, activity and project % complete billing styles to bill expenses separately, on the same invoice or on a separate invoice
- Choose from several options for distributing revenues to the project and attach specific General Ledger revenue accounts to the work breakdown structure
- Specify the invoice numbering method for each project; allocate next available or let the project allocate the invoice number sequentially
- Identify billing discounts, extra charges, taxes, billing cycle, client bill to address and contact, standard text and descriptions to appear on each bill
- Copy billing profiles from one project to another for quick set up

### Invoice Window

- Change virtually any billing information on the actual invoice, including the client, bill to address, contact, billing descriptions, taxes and more
- Write up, write down or remove any line on the bill, add new lines and insert blank lines, descriptions and page breaks where you need them
- View all costs attached to each line on the bill
- Show billing history, all project costs, outstanding purchase orders and associated Accounts Payable detail for a project while invoicing

### WIP Processing Options

- Post WIP to the General Ledger (optional), either at cost or billable
- By default, all billable WIP within the billing period is selected. WIP can be deferred or written off for the entire billing period, or on a transactional basis
- Projects can be billed without changing the WIP status, and WIP can be removed from a bill without changing the billing amount

### Billing Inquiries and Receivables Tracking

- The Billing History inquiry shows all activity for an invoice, including invoice header information, posted detail, costs associated with billed amounts and any adjustments, receipts and collections history activity for each invoice
- Print a copy of the invoice from this window

### Billing Description Templates

- Set up standard billing description templates. Attach to the project through the project billing profile and edit as required on the bill
- Embedded dates allow you to include the starting and ending billing period in the body of the billing description. When each bill is created, the billing period will automatically appear in the description text

### Reports and Listings

- Several supporting reports help in identifying and selecting projects to bill, including the Billing Snapshot, Unbilled Revenues, Cost Summary and Work In Process reports. Reports and Listings print in hard copy or can be viewed in a window