



Adagio Time&Billing provides comprehensive management of time and disbursement accounting, WIP management and transaction billing, all using the power of Microsoft Windows.

With this powerful tool, you'll be able to easily:

- ◇ Maintain an unlimited number of customers, files, disbursement codes, work codes and staff members
- ◇ Maintain files, including work performed, staff involved, staff in charge, type of work, disbursements and budgets
- ◇ Track and account for Work in Progress
- ◇ Use the pop-Up TimeKeeper to help staff track and submit time and disbursements
- ◇ Design bills with the WYSIWYG bill designer, including graphics and logo
- ◇ Drill-down to customer information, as you enter invoices
- ◇ ... and much more!

If you are running Time, Billing & Client Receivables for DOS, this amazing upgrade to Adagio Time&Billing implements many features that we've been asked for:

- User interface features enabled by Microsoft Windows.
- Graphical reporting features enabled by Microsoft Windows.
- New features in Backup, Smart Finder, Faxing, Forms Designer, Import/Export and others. Please refer to "Adagio features not in ACCPAC Plus", available from your dealer.
- All the new features of Adagio Receivables not found in receivables in TBR. For example, transaction matching and history.
- Pop-up Time Keeper application included. Users can automatically track time and enter disbursements against a Client / Docket / Source Code. Can be set so that the rates are not displayed.
- Security
- Direct faxing of Bills
- Customer Notes
- User definable grids and finders
- Professional looking bills on plain paper. Include graphics, logos, fonts, lines, shading, multiple different copies.
- WYSIWYG forms designer
- Spell checker
- Integrity Checker can rebuild phase 1 errors.
- Copy batches, and copy/move entries with revisions to dates
- Edit Dockets (Files) has Inquiry for current WIP. Includes filters for Source Code, Staff, Staff Class, or Disbursement/Activity
- Copy existing Dockets as templates for new ones
- Bill history files are kept. Can be reported on using Crystal Reports for Adagio.
- Batches finder and grid. Improved batch handling: Batch grid is a single stop. Can print Listings and Bills right from the Batch List or Post, Delete, Copy batches.
- Totals screen on billing
- Purge non-billable from WIP added to Purge T&D Ledger
- Improved bill generation. Improved sorting and grouping can significantly reduce the number of bill lines generated, simplifying editing the batch and the bill itself.



Report features enabled by Microsoft Windows:

- **Enhanced report features:**
Produce easy-to-read management reports with shading, date/time format, header/footer control, color, user name, and group tree (to find data on preview).
- **Add comments to the report footer at print time:**
Lets you identify purpose/usage of the specific report.
- **Choice of fonts, with bold and italics:**
Lets you highlight important information.
- **Export reports to other formats, including Excel, Word, CSV:**
An easy way to move data between systems.
- **Management reports may be modified with Crystal Reports for Adagio.**
This lets you reduce or remove unneeded information.
- **Email reports:**
Saves paper, is faster and more convenient to store
- **Search for text in reports when previewed to the screen:**
Quickly and easily find what you need.
- **Page break control & page numbering control**
- **Choose printer destination when printing a report using Printer Setup:**
Use the Windows standard convention instead of having to change using the Plus System Manager.
- **Choose printer options (such as orientation, number of copies) when printing a report:**
Much more convenient.
- **Size reports when previewed to screen:**
Get optimum readability

Other modules in the Adagio Accounting Suite are Ledger, Receivables, Payables, Invoices, Inventory, OrderEntry, Reports and Checks.



Adagio Time & Billing

Comprehensive management of time and disbursement accounting, WIP management and transaction billing, all using the power of Microsoft Windows.

- Maintains an unlimited number of clients, files, disbursement codes, work codes and staff members
- Maintains files, including work performed, staff involved, staff in charge, type of work, disbursements and budgets
- User-specific customizable grids and finder let you choose which fields to display, and change their title, size and position
- Supports multiple rates, including cost rates, special hourly rates, cost plus contracts and lump sum fees
- Tracks and accounts for Work in Progress
- Pop-Up TimeKeeper helps staff track and submit time and disbursements
- WYSIWYG bill designer including graphics and logo
- Client Inquiry Drill-down to client information, as you enter invoices

The task of tracking and billing for professional services can be daunting. Different staff members perform a suite of tasks, using different charge out rates, work codes, activity codes, and file numbers, all the while incurring expenses on behalf of clients. Fortunately, Adagio Time&Billing with Adagio Receivables simplifies and streamlines this task.

T&B maintains complete information on clients, staff members and files. Through simple drill-down, you can oversee who's doing what, for whom, for how long, at what cost, and for how much longer. T&B also makes it easy to track how your staff are performing. Billable and non-billable statistics, rates and overtime are tracked, and can be fed to Payroll systems.

There's no point in working hard if you're not going to get paid for it. That's why T&B's Billing module offers flexible features like the ability to bill multiple files on one client bill. At any time, the Billing module can 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. Progress or final bills can be generated with write-offs or write-ups, at the file type or work code level. Optionally, disbursements can be retrieved and marked up from Adagio Ledger or Adagio Checks.

T&B lets you bill "smarter" too, so you can spend less time printing bills and more time billing time. Add new clients and dockets on the fly while entering batches, thereby saving time. The WYSIWYG bill designer lets you drag and drop fields into place. 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. Uses predefined bill specs for several popular invoice form suppliers. T&B for Windows also lets you print multi-part bills: "client copy" and "accounting copy", for example. And better yet, T&B lets you fax out your bills to save on paper and postage.

T&B tracks everything your company needs to know about each file's invoicing and billing methods, staffing, history, and budget.



What Makes Time & Billing Special?

- Powerful Windows environment
- Batch Grids with multi-select print and post
- Intuitive Drag and Drop WYSIWYG Bill Designer
- Place graphics on bills
- Drill-down Client and Transaction Inquiry
- Crystal Reports for Adagio reporting technology
- Converts TBR for DOS, including WIP and bill specs
- Pop Up Time Keeper