

Timeslips Premium “Favorite” Features

Timeslips Premium adds new features to the product quarterly. In case you haven't had a chance to look at What's New, here are a few of the highlights:

Locate Unapplied Payments and Incomplete Jobs (Elite package only)

Payments entered and not applied to invoices can skew accounts receivable reports. This feature allows users to identify and correct unapplied payments and incomplete jobs.

PROCESS: Click “BILLS” “TROUBLESHOOTER” to see what needs to be “fixed”.

Save ALL Reprint Bill Images

In past versions, Timeslips has only stored a specified number of reprint bills. In Timeslips Premium, it is possible to retain all bill images.

PROCESS: Open client information and navigate to the “INVOICES” tab. Check the box to “Keep all bill images” at the bottom of the page.

Approving Payment/credit/writeoff without sending a bill

In past versions, clients would receive a bill showing previous balance, payments and zero balance. Now it is possible to approve a payment, credit or refund so that it does not bill.

PROCESS: Open the accounts receivable transaction list ... right-click on the transaction and choose “Approve this Transaction”

Fit to Screen

In the past, if the monitor configuration changed some dialogs are hidden. The Fit to Screen feature allows users to correct this.

PROCESS: Top menu bar “WINDOW” “FIT TO SCREEN” to bring all dialog boxes into view.

Ability to increase font size on name lists, slip list and transaction lists

In past versions to change the size of the font required modifying a Windows setting (East of Use). Now it is possible to increase the font from within Timeslips

PROCESS FOR SLIPS / TRANSACTIONS: To increase font on slip or transaction list, open list and click “Appearance Options” and switch to the Colors and Appearance tab.

PROCESS FOR NAMES: Open the list, click “List Appearance Options” from toolbar and switch to Appearance tab.