

Charging for Time

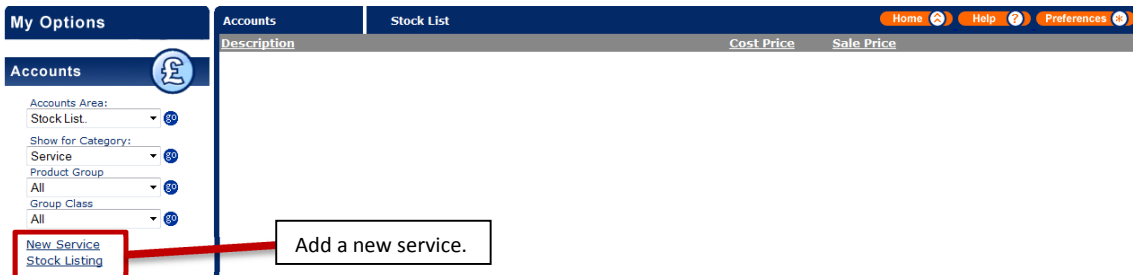
If you have a business which regularly charges for time, whether it is for installation, design, or consultancy services, then you know how important it is to keep a record of work that still needs to be billed, and how easy it is to forget what you are owed. MyBusiness has a unique and simple function to ensure that you never forget to bill for work done again.

Setting up chargeable time

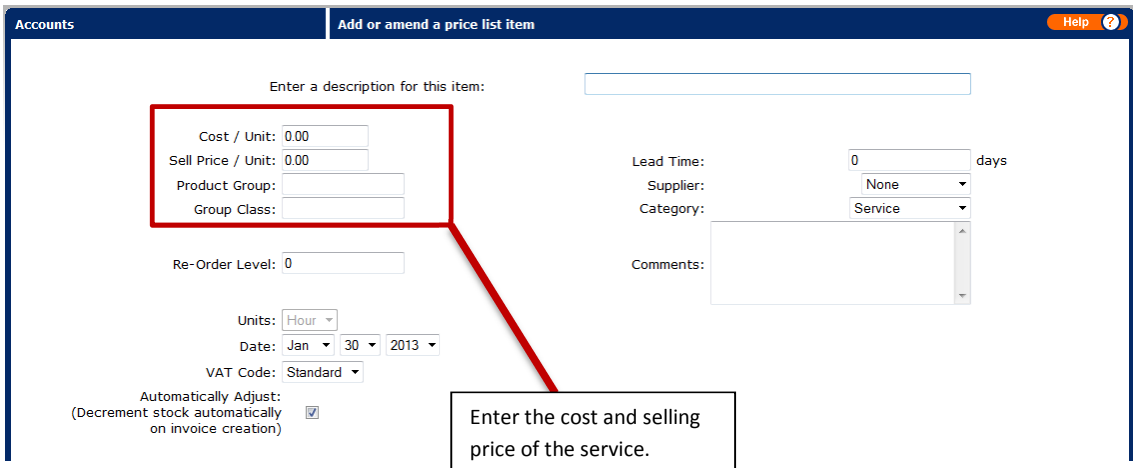
From The MyBusiness Home page Click on Accounts to go to the Accounts Main Menu (shown here). From here click Stock List (or Price List).

From the Accounts/ Stock List screen select “Service” from the left hand side navigation and click “Go”.

From the Service Page select “New Service” and then enter the Description of the service being charged for (Senior Consultant, John’s time, Installation, Reports, Consultancy). Insert the cost per hour to you, the charge out rate and the VAT rate (probably standard).



The screenshot shows the 'Accounts' menu in the My Business software. The 'New Service' option is highlighted with a red box. A red arrow points from this box to a text box that says 'Add a new service.'



The screenshot shows the 'Add or amend a price list item' form. A red box highlights the 'Cost / Unit' and 'Sell Price / Unit' input fields. A red arrow points from this box to a text box that says 'Enter the cost and selling price of the service.'

Linking Chargeable time to an appointment or task

When you set up an appointment in your diary you can link this to a chargeable service item. Go to Diary and Add New task.

Link the time to a Service by clicking on "Service" and selecting the relevant chargeable category from the services you have created below.

Diary & Tasks | Task wizard summary Help ?

Subject: Mrs Jackson

Description:

Category: Work for Customer

Time:

Start Date: Jan 30 2013 Time: 10 : 05

End Date: Jan 30 2013 Time: 11 : 00

Or Duration: Minute(s) [Update End Date](#)

Linked to:

Add: [Recurrence](#) [Reminder](#) [Job](#) [Invoice](#) [Quote](#) [Service](#) [Contact/Employee](#)

Diary & Tasks | Task service details Help ?

Select the service you want to link the task to:

Service	Units	Unit Price
Service	Hour	85.00

Service Selected service

[Clear](#)

Adding chargeable time to your invoices

When you set up an invoice you will go through the invoice wizards. One of these will now include an outstanding chargeable services page. This is completed work that has yet to be invoiced. To add time to an invoice simply check the relevant time. This will now appear as a separate line item in your invoice.

Issue a customer invoice | Line item details

Add one or more items to be included on the invoice. Your invoice can contain a detailed breakdown of chargeable items or be a single line description of the job or project.

Included items:

Description	Quantity	Price	
Service	1	85.00	delete

Accounts | Add amend invoice transaction item Help ?

Customer Invoice | Add/amend item

Enter a description from this item or select one from the list:

Quantity: 3

Units: Hour

Cost / Unit: 40.00

Sell Price / Unit (net): 85.00

VAT Code: Standard 20%

Total Amount (net): 255.00

Total VAT: 51.00

Category: {}...Business Income