

Service Billing

Keep track of labor and materials for services and repairs

What is it?

The **ACCTivate! Service Billing** module is designed to help you efficiently track and bill time *and materials for services that you are tracking as Business Activities in ACCTivate!*

What does it do?

Specifically, with this module you can **add labor and materials** directly to any service activity that you are tracking. This will allow you to more easily bill for what you put into a service call.

Once the service call has been completed you can quickly produce a service order and invoice for extra labor and materials used. The end result is a tool that assists you in managing the costs related to your service calls.

How does it function?

Because the **ACCTivate! Service Billing** module is an add-on to the existing **Business Activity window**, it is not necessary to re-learn another interface to add these costs into the existing business activity. Simply open the issue in Business Activities and note the extra **time** and **materials** tabs and buttons.

Add Labor (Add Time Button)

To add labor to a service call, simply click the **Add Time** button.

This opens a new line on the **time** tab where you can enter the amount of labor, the charge, the service technician(s) who performed the labor, special instructions and private notes.

Billed	Date	Employee	Labor Item	Time	Unit	Billing	Reference	Work Description
<input type="checkbox"/>	8/16/2005	Sam J Smith	Labor	4 Hr	Std			Setup credenzas
<input type="checkbox"/>	8/16/2005	Floyd A Harris	Labor	6 Hr	Std			Assemble desks
<input type="checkbox"/>	8/16/2005	Pamela S Smart	Supervisor	2 Hr	Std			Coordinate setup and assembly

Add Materials (Add Materials Button)

To add materials to a service call, simply click the **Add Materials** button. Similar to the add labor button, this opens a new line on the **materials** tab and now you have the ability to add products to your service call with all of the information that you need to create an accurate sales order for your customer.

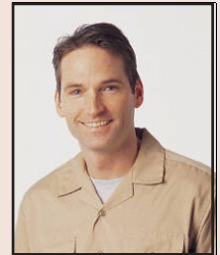
Simplified Billing is a Result

You have three ways to bill for the time and materials used on each service call. Choose from either **Standard**, **No Charge** or **No Bill** options for billing. This gives you the ability to track and charge for just the right amount of time, even if it takes more or less time than expected. What's best is that you decide if you want the customer to even see that information.

Billed	ProductID	WH	QtyOrdered	Unit	Reference	Pr Cd	Pr Unit	Price	Disc %	Amount
<input type="checkbox"/>	F110	F	5	Ea	D		Ea	95	0	475
<input type="checkbox"/>	CH10	F	5	Ea	D		Ea	375	0	1875
<input type="checkbox"/>	CH01	F	3	Ea	D		Ea	50	0	150
<input type="checkbox"/>	F100	F	5	Ea	D		Ea	95	0	475

Will Service Billing work for my company?

The service billing module is designed to help make a wide variety of sales and service businesses more efficient and productive.



- Home Appliance Installation
- Repair Shop Service
- Plumbing and HVAC Service Calls
- Network & Phone Service
- Home Entertainment Installation
- Consulting Work
- ... and more

