

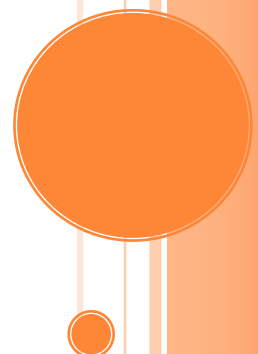
EXCEL BILLING FOR PROFESSIONAL SERVICES INVOICES

MS-Excel Template User Guide

This simple Excel-based electronic billing and time sheet application records and calculates the hours worked and differentiates between billable and non-billable hours. Billing values are also calculated. Hours and billings can be sub-totalled by Date, Client, Project Number and Activity.

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1 INTRODUCTION

This simple Excel-based electronic billing and time sheet application records and calculates the hours worked and differentiates between billable and non-billable hours. Billing values are also calculated. Hours and billings can be sub-totalled by Date, Client, Project Number and Activity Code. (See sample in page 3).

2 FEATURES

The billing and time sheet incorporates the following features:

- Records Employee name, Dept., Staff No., Date, Week No., and Standard Billing Rate.
- Records time worked by Date, Client, Project No., and Activity Code.
- Actual hours are calculated from start and end times entered.
- Choice of 12-hour or 24-hour time formats.
- Time can be designated as billable (default) or non-billable.
- Standard billing rate used as default can be overridden by a special billing rate for any specific task.
- Billing values are calculated for all billable hours.
- Subtotals are calculated for Hours Worked, Billable Hours and Billings Value for each Day, Client, Project and Activity Code.
- Calculates and displays the Total Billable and Non-Billable Hours and Total Hours worked in the week.
- Produces user-friendly print format.
- Facilitates signature and approval signoff.

3 USER INSTRUCTIONS

See figure 1 on page 3

1. Enter the **Employee's Name**, **Department** and **Staff No.**
2. Enter the relevant **Date**, **Week No.** and standard default **Billing Rate** per hour.
3. For each activity to be recorded the following details are entered:
 - **Date**
 - **Client**
 - **Project No.**
 - **Activity Code**
 - **Start Time**
 - **End Time**
4. The format is hours and minutes "**HH:MM**". Time can be entered using the 24 hour format and will be displayed in AM/PM format, e.g. 14:30 will be displayed as 2:30 PM.

If the time is entered in AM/PM format the format should be HH:MM, followed by a single space and either AM or PM as appropriate.

Note a colon ":" rather than a decimal point "." should be used between the **HH** and **MM** when entering times.

5. The **Total Hours** is calculated as the difference between **Start Time** and **End Time**.
6. The **Hours** are designated as **Billable** or **Non-Billable**. The default is that the **Hours** are **Billable**. Thus, if the column is left blank, or has any entry other than "**N**", the hours will be assumed to be **Billable**.
7. The user has the option of entering a **Billing Rate** that is different to the **Standard Default Billing Rate** already entered (item 2 above). The **Billing Value** is calculated and displayed using the **Billing Rate** entered or, if no rate is entered, the **Standard Default Billing Rate**.
8. The **Total Hours**, **Total Billable Hours**, **Total Non-Billable Hours** and **Total Billings Value** are calculated and displayed.
9. Filter options at the top of the **Date**, **Client**, **Project No.** and **Activity Code** columns allows the user to select individual Dates, Clients, Projects or Activities for which the filter can be applied and sub-totals calculated and displayed.

If appropriate, the completed **Billing and Time Sheet** can be printed and the hard copy can be signed and approved. Alternatively, the completed **Billing and Time Sheet** can be forwarded electronically as an email attachment.

Professional Services Weekly Billing & Time Sheet											
Employee Name		John Doe			Date					1-Jan-04	
Department		Service			Week No.					1	
Staff No.		123			Billing Rate					\$100.00	
	Date	Client	Project No.	Activity Code	Start Time	End Time	Total Hours	Billable? No (N)	Billable Hours	Billing Rate	Billing Value
1	1-Jan-04	Big Shop Inc	SA100	PRES	2:00 PM	5:30 PM	3:30		3:30	\$50.00	\$175.00
2	1-Jan-04	Fast Growth Inc	PR205	ANYL	2:00 PM	5:45 PM	3:45	N	0:00		\$0.00
3	2-Jan-04	ABC Inc	CS312	DOCM	2:00 PM	5:30 PM	3:30		3:30	\$75.00	\$262.50
4	2-Jan-04	Any Customer Ltd	RF223	TST1	2:00 PM	5:30 PM	3:30	N	0:00		\$0.00
5	2-Jan-04	New Customer Ltd	FG403	MRKT	2:00 PM	5:45 PM	3:45	N	0:00		\$0.00
6	2-Jan-04	XYZ plc	SA100	PRES	2:00 PM	5:45 PM	3:45		3:45		\$375.00
7	2-Jan-04	High Growth GmbH	PR205	ANYL	2:00 PM	5:30 PM	3:30		3:30		\$350.00
8	3-Jan-04	Big Shop Inc	CS312	DOCM	2:00 PM	5:30 PM	3:30		3:30	\$120.00	\$420.00
9	3-Jan-04	Fast Growth Inc	RF223	TST1	2:00 PM	5:45 PM	3:45	N	0:00		\$0.00
10	3-Jan-04	ABC Inc	FG403	MRKT	2:00 PM	5:30 PM	3:30		3:30		\$350.00
11	3-Jan-04	Any Customer Ltd	SA100	MRKT	2:00 PM	5:30 PM	3:30		3:30		\$350.00
12	3-Jan-04	New Customer Ltd	PR205	PRES	2:00 PM	5:45 PM	3:45	N	0:00		\$0.00
13	3-Jan-04	XYZ plc	CS312	ANYL	2:00 PM	5:45 PM	3:45		3:45	\$75.00	\$281.25
14	3-Jan-04	High Growth GmbH	RF223	DOCM	2:00 PM	5:30 PM	3:30	N	0:00		\$0.00
15	4-Jan-04	Big Shop Inc	FG403	MRKT	2:00 PM	5:30 PM	3:30		3:30		\$350.00
16	4-Jan-04	Fast Growth Inc	SA100	PRES	2:00 PM	5:45 PM	3:45		3:45	\$80.00	\$300.00
17	4-Jan-04	ABC Inc	PR205	ANYL	2:00 PM	5:30 PM	3:30		3:30		\$350.00
18	4-Jan-04	Any Customer Ltd	CS312	DOCM	2:00 PM	5:30 PM	3:30		3:30		\$350.00
19	4-Jan-04	New Customer Ltd	RF223	MRKT	2:00 PM	5:45 PM	3:45		3:45		\$375.00
20	5-Jan-04	XYZ plc	FG403	PRES	2:00 PM	5:45 PM	3:45	N	0:00	\$120.00	\$0.00
21	5-Jan-04	High Growth GmbH	XY448	ANYL	2:00 PM	5:30 PM	3:30		3:30		\$350.00
22	5-Jan-04	XYZ plc	KG556	DOCM	2:00 PM	5:30 PM	3:30	N	0:00	\$50.00	\$0.00
23	5-Jan-04	High Growth GmbH	JJ761	SDSA	2:00 PM	5:45 PM	3:45		3:45		\$375.00
24	5-Jan-04	Big Shop Inc	FF982	GHTW	2:00 PM	5:45 PM	3:45		3:45	\$75.00	\$281.25
							Total	86:45	57:30	\$5,295.00	
Signed											
Approved											
							Billable Hours		57:30		
							Non-billable Hours		29:15		
							Total Hours		86:45		

Figure 1