

## Beyond Management

Computer & Management Consulting  
1801 Avenue of the Stars, Suite 902  
Los Angeles, CA 90067

Invoice Layout Adjustment Methodology Techniques	Pros	Cons																					
<p><b>Replacement Slip Manager</b> (either billing each entry as originally entered, or making an adjustment to the total)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: right;">Amount</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Accounting services and other bookkeeping services for Acme Limited and Chase Manufacturing from June 1 through June 30, 2006. (Additional information can be inserted on this field if so desired.)</td> <td style="text-align: right;">400.00</td> <td></td> </tr> <tr> <td>Payroll services bookkeeping services for Acme Limited and Chase Manufacturing from June 1 through June 30, 2006. (Additional information can be inserted on this field if so desired.)</td> <td style="text-align: right;">800.00</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">Subtotal of charges</td> <td style="text-align: right; border-top: 1px solid black;">\$1,200.00</td> <td style="text-align: right; border-top: 1px solid black;">Hours _____</td> </tr> <tr> <td>Adjustment to General Accounting</td> <td style="text-align: right;">(\$200.00)</td> <td></td> </tr> <tr> <td>Adjustment to payroll services</td> <td style="text-align: right;">(\$400.00)</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">For professional services rendered</td> <td style="text-align: right; border-top: 1px solid black;">8.00</td> <td style="text-align: right; border-top: 1px solid black;">\$600.00</td> </tr> </tbody> </table> <p><i>Generous description capacity</i></p> <p><i>Adjustments are not included with the task totals above</i></p>		Amount		Accounting services and other bookkeeping services for Acme Limited and Chase Manufacturing from June 1 through June 30, 2006. (Additional information can be inserted on this field if so desired.)	400.00		Payroll services bookkeeping services for Acme Limited and Chase Manufacturing from June 1 through June 30, 2006. (Additional information can be inserted on this field if so desired.)	800.00		Subtotal of charges	\$1,200.00	Hours _____	Adjustment to General Accounting	(\$200.00)		Adjustment to payroll services	(\$400.00)		For professional services rendered	8.00	\$600.00	<ul style="list-style-type: none"> <li>Combine different slips into a free form description</li> <li>Free form descriptions will carry over between billing cycles</li> <li>Combined slips have a single total</li> <li>Generous description capacity</li> <li>Can print bill without displaying the adjustment</li> <li>Preserves productivity reporting</li> </ul>	<ul style="list-style-type: none"> <li>It's not possible to show individual task totals when using adjustments</li> <li>Will have to depend on other features to enter adjustments</li> <li>Must know the percentage or amount to be adjusted (you can't just plug the number you want to bill for that task)</li> <li>Replacement Slips may need to be manually entered for each task when initially setting up the matter</li> </ul>
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<p><b>Flat Charge Slips</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: right;">Amount</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>General Accounting Services</td> <td style="text-align: right;">200.00</td> <td></td> </tr> <tr> <td>Payroll Services</td> <td style="text-align: right;">230.00</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">For professional services rendered</td> <td style="text-align: right; border-top: 1px solid black;">0.00</td> <td style="text-align: right; border-top: 1px solid black;">Hours _____</td> </tr> <tr> <td style="border-top: 1px solid black;">Balance due</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$430.00</td> <td></td> </tr> </tbody> </table> <p><i>Flat-charge slips entered "on the fly" with adjustment included</i></p>		Amount		General Accounting Services	200.00		Payroll Services	230.00		For professional services rendered	0.00	Hours _____	Balance due	\$430.00		<ul style="list-style-type: none"> <li>Easy to setup</li> <li>Generous description capacity</li> <li>It's possible to show individual task totals</li> </ul>	<ul style="list-style-type: none"> <li>Does not preserve productivity reporting</li> </ul>						
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