

Client Billing



Timely client invoicing and collections are the life-blood of any business but is client billing sucking the life out of you?

If you are like many small business owners, you started out using a word processing template. It was straightforward, easy to include your logo and other custom graphics. But after a while, and as the number of invoices you issue grows, you begin to notice that the billing process has taken on a life of its own. You are spending more and more time formatting, inserting decimal tabs and adjusting margins to create a uniform and consistent appearance. This is not a good use of your time. Then there are other complications, such as the manual calculations for sub-totals and taxes which are prone to error and even more formatting problems.

So, realizing this you think... I'll get wise and prepare invoices using a spreadsheet program. Well that's okay and it works for a while, but at the end of each month you still find yourself scrambling through paper and electronic records trying to determine who has paid and who hasn't.

Now is the time to step up to accounting software like Sage Simply Accounting (SSA). Features and advantages include:

- emailing invoices directly to clients in PDF format
- designing your own invoice including logos, watermarks, and/or custom graphics
- saving custom formats such as "Equipment Sales" or "Website Package"
- ability to access previous invoices at the click of a button

There are even more advantages beyond basic invoicing. Using SSA allows you to create a custom client statement that can be sent out monthly. It also provides handy reporting tools which reveal at a glance who owes you, how much and for which invoice(s).

By handling invoicing and client reporting needs, accounting software allows you to spend more time managing your business. The time savings generated is time that can be spent in a multitude of other ways:

- calling clients for payments
- forecasting cash inflows for budgeting purposes
- analyzing seasonal trends
- identifying client payment habits

With Sage Simply Accounting, invoicing is easy.