

# TOOLWATCH

## LIVE WEBINAR TRAINING



### Job Cost & Billing Agenda

ToolWatch Enterprise enables you to generate concurrent Job Cost and Billing charges, additionally accommodating multiple billing calculation methods. In this two-day course, you will learn how to customize your system, using rate sheets and cost centers, to best fit your business model. This class is a mixture of live, online, instructor-led sessions, learning activities and post-training Technical Trainer access to enrich your learning experience. The class includes 30 days of free access both to ToolWatch University and the Training Sandbox, a fully functional version of Enterprise. ToolWatch University is a self-paced, online source of streaming lessons, available 24/7.

**4 hr**  
Session  
each day

**Q&A**  
Access to  
Technical  
Trainers for  
follow-up

#### DAY ONE

- Setting up eligible billable hours in the Company Calendar
- Creating & customizing Cost Centers
- Filtering charges through Cost Codes
- Applying & editing a Project Calendar
- Designing & implementing Rate Sheets
- Rate Sheet Rules: Rate Scenarios & Migration Points
- Distinguishing between Job Costs & Billing (Rate Sheet tabs)
- Determining Calculation Methods
- Required vs Optional Rate Sheet Groupings
- Understanding Maintenance Rate, Minimum & Maximum Charges, Idle Rate and Return Credits
- Applying & Triggering Loss Charge and Charge Net Loss
- Copying & editing Rate Sheets
- Creating Rate Sheets for Tools & Equipment and Materials & Consumables
- Rules for initiating Job Cost & Billing Charges

#### DAY TWO

- Opening & Closing Billing Streams
- Understanding Billing Workflow
- Using the Billing Browser to calculate and view Job Cost & Billing transactions
- Hourly Usage & the Equipment Usage Log
- Adding a Related Charge
- Viewing Transaction Details
- Stopping Charges using a transfer
- Editing a completed Transfer Ticket
- Adding a Miscellaneous Charge or Credit
- Posting verified transactions
- Managing Un-Posted & Posted transactions
- Reporting options for Un-Posted & Posted transactions
- Exporting Job Cost & Billing transactions using custom Templates
- Generating invoices using the Invoice Browser
- Summary & Evaluation