

# **PCS BILLING**

I use PCS billing for several large construction accounts. I designed it for ease of use and a complete tracking and billing system.

It took me several months to finalize it. Please try it and if you like it, then please send me \$30.00 for my vast amounts of time and effort. This system is well worth hundreds of dollars!! My name and address is shown in the Billing system screens. This is the same system I use, minus the records. I have included one sample record to show how the items are linked to each other.

To use the system, you must have **Filemaker pro** ;

## **Employees & Time Sheet Files**

First set up the Employees file with all employees in your company then close it and forget about it.

When you open the Time Sheet file, all you have to do is put the first couple letters of your employee in, and then the employees name and hourly wage will automatically be entered.

## **Contracts & Billing Files**

Set up the Contracts file first with all your customer's information, then close and forget about it.

When you open the Billing file (Main File) first go to the order entry screen, after putting in the new invoice number, go to the Company Code block and enter the company code (The company code must match the company code you assigned in the Contacts file) then click outside the box and the customer's name, address, etc., will be entered automatically.

Next go to either the Shipping information or Payment Entry fields, You will see that the customer information is automatically entered in it. From there go to the Invoice field, where you will see the invoice already filled out and ready to print.

The only fields you need to enter information in are;

Order Entry  
Shipment  
Payment

This program will generate Statments, Thankyou letters, Tax information, Invoice Lists and other goodies. I have provided many pop up fields that you can chose from to help make things easier.

All the fields are easy to change to customize your own business. If you have any questions, My name and phone number is on the various Billing forms within the program.

For a fee of \$100.00 I will customize the program for your business. All I need is a file made up with your logo and vital information. (You can do your own data entry)

If you use this program, please support it, as I plan to come out with other systems for Excell and more Filemaker pro templates.

Feel free to pass this program along, all I ask is if you use it then please support it. I believe that you will more than feel

that 30.00 is a very cheap price to pay.

Tom Hadley