

Staff Billing Rates

Accurate billing rates are an important part of your agency's bottom line. The correct billing rates, set up in Clients & Profits, will streamline your billing process by calculating the correct billable amount on each job ticket. You need to review and update the billing rates periodically. To review Staff cost and billing rates, you need to look at each staff member in Clients & Profits. (Setup > Staff and Find each staff member.) There is not a Clients & Profits report that will list staff cost or billing rates.

Staff member cost rates also need to be reviewed periodically. These cost rates determine the labor cost on job and profitability reports. The cost rate of each staff member will change when a staff member receives a raise or promotion or when the cost of benefits changes.

This plug-in application will let you print a report that will list standard cost and bill rates, overtime cost and bill rates and special billing rates for each staff member. With the information available on a single report, you can quickly review your staff rate setup and determine the necessary changes.

Using plug-in applications

To use the plug-in application:

1. Start Clients & Profits.
2. Choose File > Open Plug-in Application.
3. Select and open the plug-in application called STFRTS**.LBR.
4. Click OK.

The plug-in application installs a Print menu on the menu bar next to the Snapshots menu.

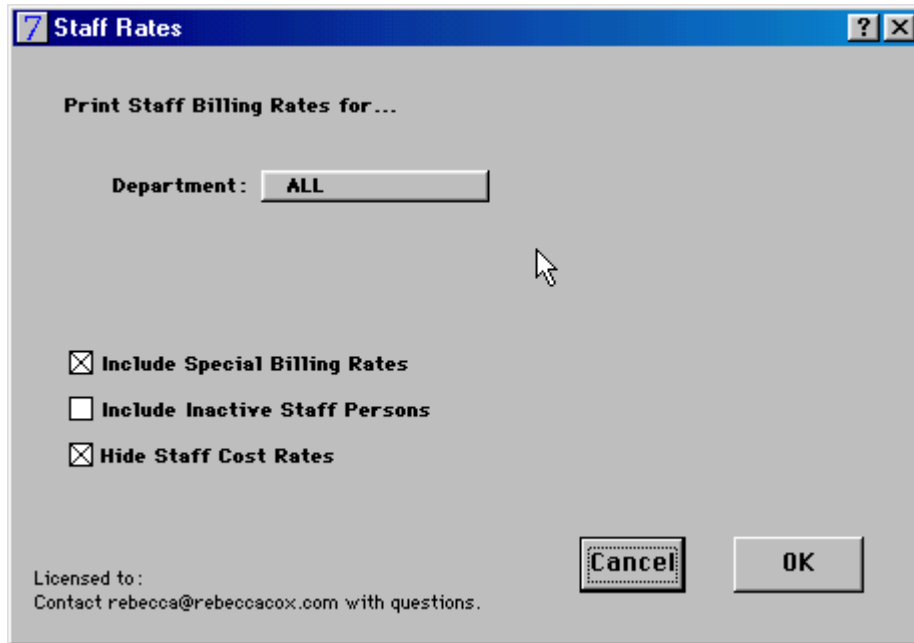
You can also place the file into the External folder (or the Extensions folder on the Macintosh) within the Clients & Profits folder. This will open the plug-in application every time you open Clients & Profits. The Print menu will be installed after the Edit menu.

This plug-in application was created by Rebecca Cox.

Technical Support: reports@rebeccacox.com or 402/742-5234.

To Print the Staff Rates Report

1. Choose Print > Staff Rates.
2. Select one or ALL departments.
3. Include special billing rates, if you have them set up in your Staff file.
4. The Staff Rates report will include staff marked as Active, unless you choose to also include Inactive staff.
5. The Staff Rates report will show the Cost Rate as zero, unless you choose to include the Cost Rate. User's who's access privileges do not let them view costs will not be able to include Cost Rates on the Staff Rates Report.
6. Click OK to print the Staff Rates report.



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Staff Special Billing Rates

Department: Creative

Staff Person		Department	Cost Rate	Bill Rate
BAT	Barbara Templeton	Creative	Standard: 35.00	105.00
			Special Rates:	Client Task Bill Rate
			ALL	COL 105.00
			ALL	CMG 105.00
			ALL	CGP 105.00
			ALL	CDD 135.00
			ALL	CCM 115.00
			ALL	ART 105.00
			ALL	CRE 125.00
BEN	Bea Noonon	Creative	Standard: 40.00	130.00
			Special Rates:	Client Task Bill Rate
			<i>No Special Billing Rates found</i>	
BW	Brenda Weinstock	Creative	Standard: 25.00	95.00
			Special Rates:	Client Task Bill Rate
			<i>No Special Billing Rates found</i>	
MO	Michael Ober	Creative	Standard: 40.00	60.00
			Special Rates:	Client Task Bill Rate
			ALL	CCM 75.00
			ALL	CDD 85.00
			ALL	CGP 95.00
			ALL	CMG 95.00
			SED	CCM 125.00
			SED	CDD 125.00
			SED	CGP 125.00
			SED	CMG 125.00
SAG	Sam Gillis	Creative	Standard: 25.00	95.00
			Special Rates:	Client Task Bill Rate
			<i>No Special Billing Rates found</i>	
SO	Steve Overman	Creative	Standard: 45.00	150.00
			Special Rates:	Client Task Bill Rate
			<i>No Special Billing Rates found</i>	

6 staff persons listed

Staff Billing Rates

Department: ALL

Staff Person	Department	Standard:		Overtime:		
		Cost Rate	Bill Rate	Cost Rate	Bill Rate	
AK	Allan Koontz	Acct Serv	0.00	0.00	0.00	0.00
BAT	Barbara Templeton	Creative	0.00	105.00	0.00	0.00
BEN	Bea Noonon	Creative	0.00	130.00	0.00	0.00
BP	Bill Pearce	Media	0.00	0.00	0.00	0.00
BW	Brenda Weinstock	Creative	0.00	95.00	0.00	0.00
DED	Debbie Downs	Acct Serv	0.00	0.00	0.00	0.00
FRD	Fred Dean	Acct Serv	0.00	0.00	0.00	0.00
GG	Gayle Greene	Production	0.00	0.00	0.00	0.00
JA	Juliet Anderson	Media	0.00	0.00	0.00	0.00
KM	Kerry Mooney	Admin	0.00	0.00	0.00	0.00
LV	Louise Valentine	Acct Serv	0.00	0.00	0.00	0.00
MG	Megan Goode	Admin	0.00	0.00	0.00	0.00
MGR	System Manager	C&P	0.00	150.00	0.00	0.00
ML	Mary Lowe	Production	0.00	0.00	0.00	0.00
MM	Mary Meyers	Production	0.00	0.00	0.00	0.00
MO	Michael Ober	Creative	0.00	60.00	0.00	0.00
RMM	Randy M. Michelson	Production	0.00	0.00	0.00	0.00
SAG	Sam Gillis	Creative	0.00	95.00	0.00	0.00
SO	Steve Overman	Creative	0.00	150.00	0.00	0.00
SS	Stephanie Sammis	Production	0.00	0.00	0.00	0.00
TAB	Tammy Burns	Production	0.00	0.00	0.00	0.00
TOG	Teri Olsen-Geary	Production	0.00	0.00	0.00	0.00

22 staff persons listed