



Overview & Objective – The purpose of this O M & U is to provide guidance on the creation of Flat Rate TimeBills. Flat Rate TimeBills are generally used to bill fixed fees or additional markups. Negative Flat Rate TimeBills can also be created to reduce invoiced amounts when T & M billings exceed a billing cap.

Note: As presented, these procedures do not necessarily fit the business rules/requirements of every company using OpenAir. In addition, certain terminology presented provides only a sampling of possible names that could be applied.

CREATING FLAT RATE TIMEBILLS – To create a Flat Rate TimeBill proceed as follows:

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to the Activities dropdown (upper left hand corner)
4. Select the Activity “TimeBill”
 - I. Click on the <Open> tab
 - II. Access the “New Entries” dropdown (upper right hand corner)
 - III. Select “Flat Rate”
 - IV. The form “New Flat Rate TimeBill” should appear...from here the following information is required:

- **Client: Project** – Select a Client: Project
- **Service** – Select a Service Type
- **User** – Select a User
- **Date** – Select a date that is consistent with the end of the billing period
- **Flat Price (\$)** – Enter a dollar amount
- **Description** – Enter a description of the Flat Rate billing
- **Notes** – Enter any applicable billing notes
- **TimeBill Stage** – Do not select a TimeBill stage
- **Repeat TimeBill** – The TimeBill can be repeated or scheduled according to the options selected

⇒ Click, “Save.” This completes procedures for creating a Flat Rate TimeBill.

- **Additional Notes:** After the Flat Rate TimeBill has been created normal procedures for invoicing should be followed.

CREATING NEGATIVE FLAT RATE TIMEBILLS – To create a **negative** Flat Rate TimeBill follow the navigation as presented above.

- I. When the “New Flat Price TimeBill” form appears...the same information should be entered as shown above with the following exception:

- **Flat Price (\$)** – Enter a **negative** dollar amount

⇒ Click “Save.” This completes procedures for creating a **negative** Flat Rate TimeBill.

- **Additional Notes:** After the **negative** Flat Rate TimeBill has been created normal procedures for invoicing should be followed. The negative amount will appear on an invoice and act as a contra sales amount.

Further Instruction & Use – For further information regarding the creation of Flat Rate TimeBills contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.