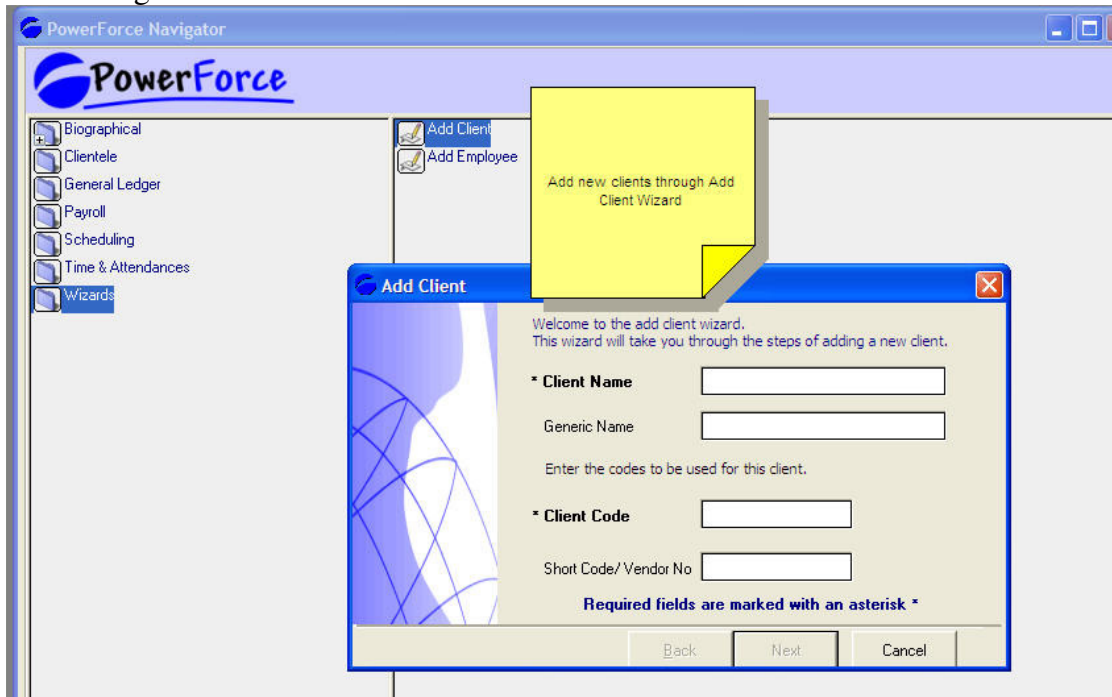


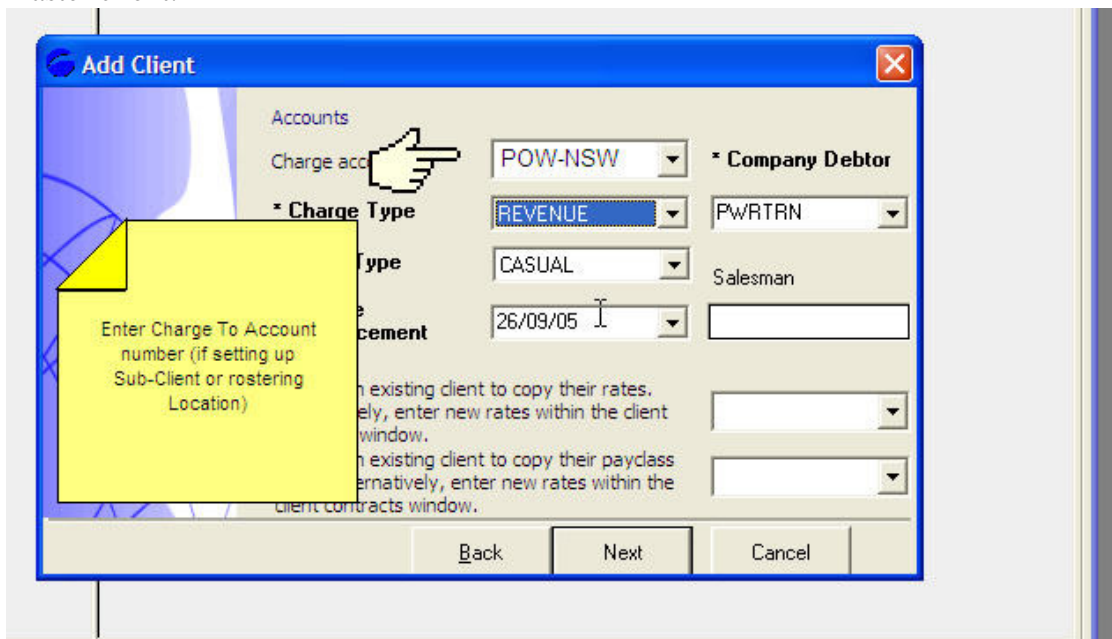
Adding Clients

This example demonstrates how to set-up and link a sub-client to a master client record. This may be required when there are multiple individual rostering locations relating back to a single chargeable customer

1. Adding a new Client



Entering a Charge to Account (Client) where the new client is a sub-client to a master client.



2. Changing an existing Client to point to a master client record
3. Configuring Client record

The screenshot shows the 'Client Details' window for Client Code POW-PAR. The 'Contacts' tab is selected. A yellow callout box with the text 'Link Sub-Client to Master Client record' points to the 'Charge To Code' dropdown menu, which is currently set to POW-NSW. Other fields include Client Name (POWERFORCE PARRAMATTA), Vendor No (PAR), and various address and contact details.

This example defines how invoices are build. By check the consolidate group invoices implies that all sub-client (rostering locations) will be presented on a single invoice, by un-checking this option will imply that an invoice will be created for each sub-client (rostering location).

The Invoice format may be specified (different to the master invoice format for the company)

The screenshot shows the 'Client Details' window for Client Code POW-PAR, with the 'Invoicing' tab selected. A yellow callout box with the text 'Define Invoicing Characteristics. Specify Invoice Format and Check/Uncheck Consolidate Group Invoices - for seperated or single invoice' points to the 'Consolidate Group Invoices' checkbox, which is currently checked. Other options include 'Split Invoice on Order Number' and 'Oncharge Overtime'. The 'Output Options' section shows 'Format' set to FORMAT1.