

Chapter 7: Service Billing

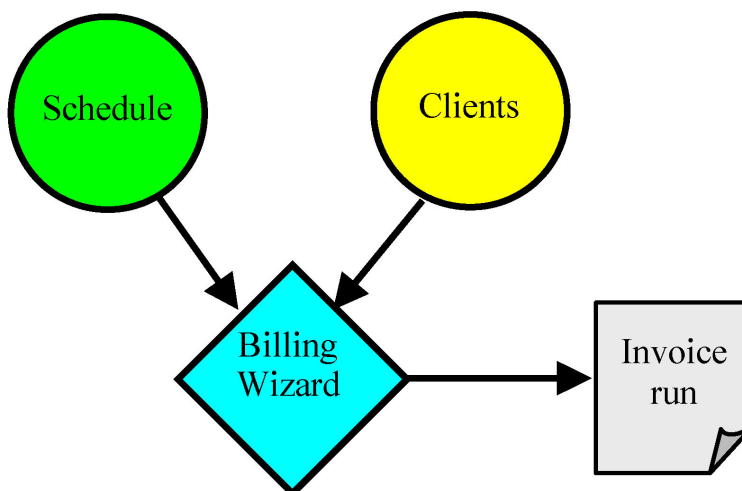
Outline

In this module we will cover:

1. Workbench Billing Wizard
2. Billing Workbench Review
3. Invoice Summary Report
4. Printing Invoices

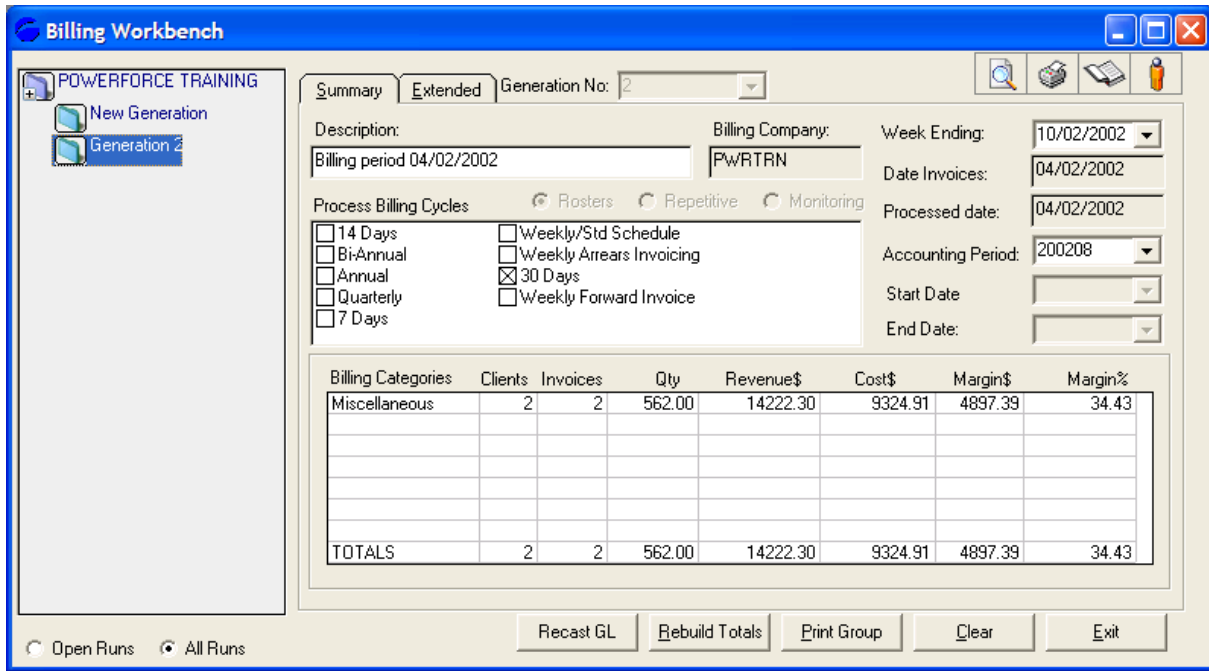
Workbench Billing Wizard

The billing wizard is the tool used to generate an invoice run. The invoice run is based on the data in the scheduling system combined with rates in the clientele module. This information tells the billing system which sites were worked, and the hours worked.



Running the Billing Wizard

1. Open from the Navigator “Service Billing / Client Billing Workbench”
 - A. Check “All Runs” to show all billing runs
 - B. Double Click “Generation 2” to display the pay run details
 - C. The workbench will be discussed in more detail later



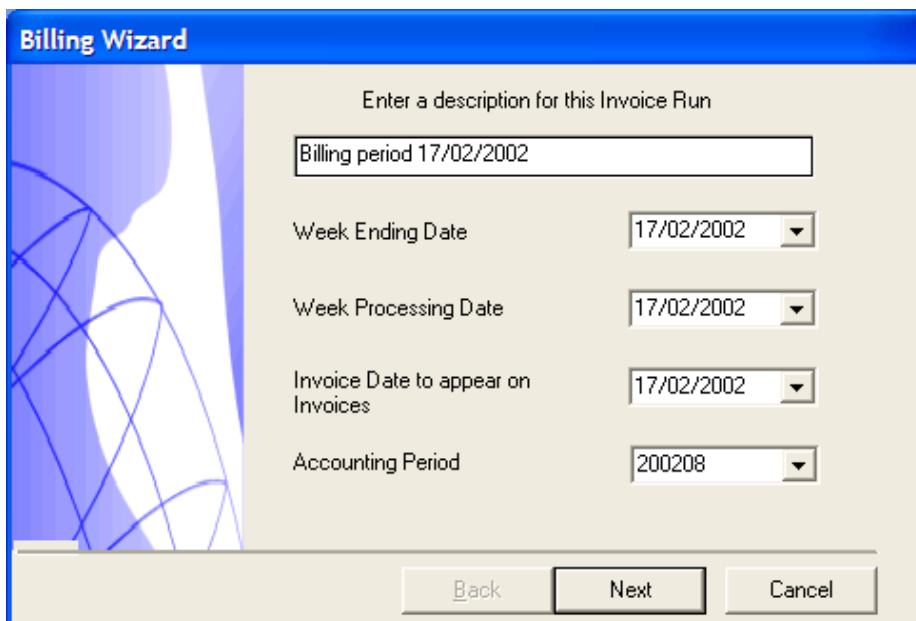
Generate a Billing Run

Billing runs are generated by using the “Billing Wizard”. However the workbench must be open to run the wizard.

Practice

Outcome: *Demonstrate how to generate a new Billing run*

1. Double click New Generation in the top left of the window



2. Enter the description as indicated
3. Select a “Week Ending” date of “17/02/2002”

- A. This is very important – if the wrong date is selected the example will not produce the planned results
4. Complete the rest of the window as indicated
5. Click Next to proceed

Billing Wizard

Invoice Selection

Repetitive Casual/Rosters Responses

Casual Invoicing Options

All Rosters Create Invoices or
 Casual Print Pre Invoice Report
 Scheduled

Client Selection

Do you want to choose the Clients to Invoice Yes No

Do you wish to remove any clients from this invoice run? Yes No

6. Check “Casual / Rosters”
 - A. This will bill according to the details defined in the “Casual Rates” tab of the “Client Contracts” window
7. Check “All Rosters”
8. Check “No” for both options in “Client Selection”
9. Click Next to proceed

Billing Wizard

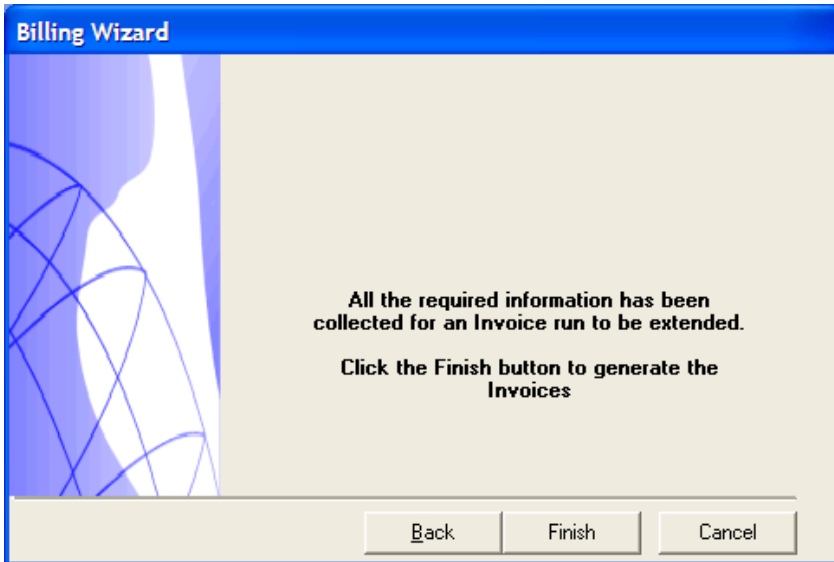
Enter in Dates to Restrict the Invoice Period

From To

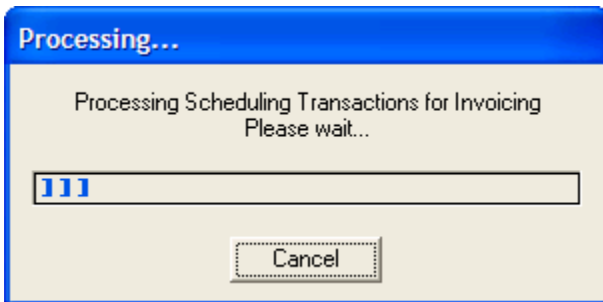
Select ONE Billing Cycle

14 Days Weekly Forward Invoice
 Bi-Annual
 Annual
 Quarterly
 7 Days
 Weekly/Std Schedule
 Weekly Arrears Invoicing
 30 Days

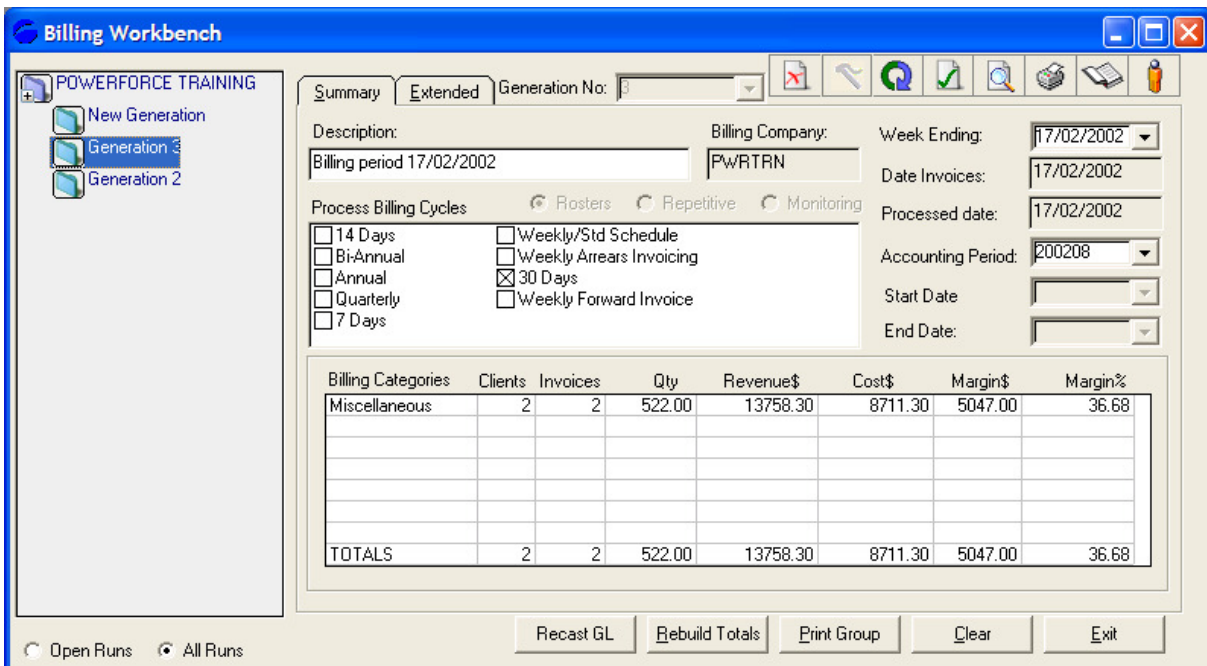
10. A date range for billing may be selected if desired
11. Check “30 Days” as all our clients are defined as having 30 day billing
12. Click Next to proceed



13. All details have been entered click Finish to complete the process
14. Several windows will be displayed indicating the progress of the billing run



15. Once complete the following window will be displayed



Invoice Summary Report

Once the billing wizard has been run it is advantageous to get a quick overview of just what has been billed. This can be done with the “Invoice Summary Report”

Practice

Outcome: *Demonstrate how to generate a report useful in checking the Billing run*

1. In the Service Billing Workbench click the Reports icon button
2. The Billing Reports window will be displayed



3. Select “Invoice Summary”
4. Click the Run Report button


[INVOICE SUMMARY]				POWERFORCE TRAINING Invoice Summary for Generation 3				Date 14/03/2002		
Inv No	Date	Client Code	Client Name	Hours	Gross	Tax	Nett	Cost	Profit	Margin
POW0004	17/02/2002	POW-PAR	POWERFORCE PARRAMATTA	282.00	8052.33	73203	7320.30	4892.82	2427.48	33.16
POW0005	17/02/2002	POW-WA	POWERFORCE WA	240.00	6507.60	59160	5916.00	3818.47	2097.33	35.46
Totals				522.00	14559.93	132363	13236.30	8711.30	4525.00	34.19

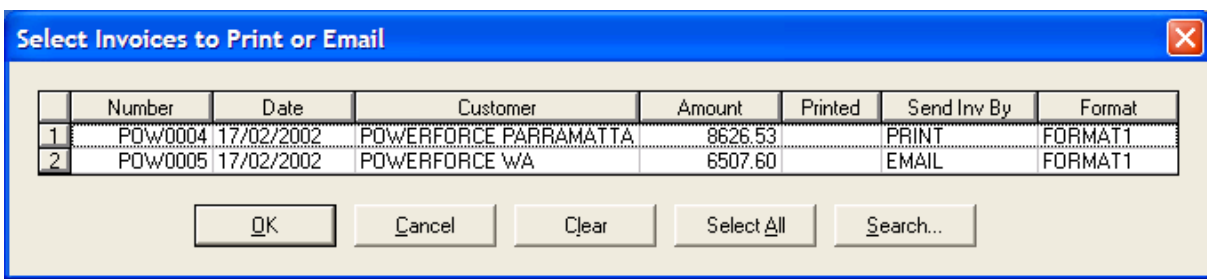
Printing Invoices

When ready, the invoices can be printed to the screen for review before being sent to the printer.

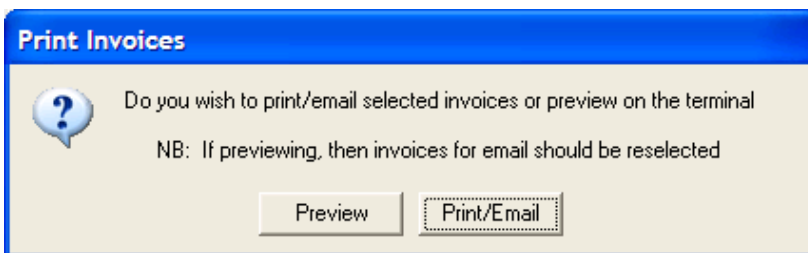
Practice

Outcome: *Demonstrate how to print the invoice from a Billing run*

1. In the Service Billing Workbench, click the  Print Invoice button
2. An invoice selection window will be displayed
 - A. Once an invoice has been printed the Printed column will contain the word “Yes”
 - B. The “Send Inv By” column indicates whether the invoice is printed or emailed directly to the client



3. Click the Select All button
4. Click the Ok button
5. You will now be offered the choice to
 - A. Preview the invoices on the screenOR
 - B. Send them directly to the printer / email them to the client



6. Click Preview
7. The invoices will now be displayed on the screen

Note: From the screen preview you may print invoices but you cannot email them.

POWERFORCE TRAINING
LEVEL 6, 91 GEORGE STREET
PARRAMATTA
NSW 2150
ABN: 589 458 265 369
Phone: 61 2 9635 5922
Fax: 61 2 9635 5933

Account No: POWPAR
 POWERFORCE PARRAMATTA
 91 GEORGE STREET
 PARRAMATTA NSW2150

TAX INVOICE NO POW0004
 DATE 17/02/2002
 PAGE 1 OF 1
 Vendor No PAR
 Purchase Order

Date	Order	Description	Qty	Rate	Nett	GST	Amount
11.02/2002		Powerforce Act	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
12.02/2002		Powerforce Act	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
13.02/2002		Powerforce Act	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
14.02/2002		Powerforce Act	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
15.02/2002		Powerforce Act	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
16.02/2002		Powerforce Act	18.00	28.35	510.30	51.03	561.33
		Flat Rate					
17.02/2002		Powerforce Act	24.00	37.25	894.00	89.40	983.40
		Flat Rate					
11.02/2002		Powerforce Nsw	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
12.02/2002		Powerforce Nsw	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
13.02/2002		Powerforce Nsw	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
14.02/2002		Powerforce Nsw	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
15.02/2002		Powerforce Nsw	24.00	24.65	591.60	59.16	650.76
		Flat Rate					
Total Of This Invoice			282.00		7,320.30	732.03	8,052.33

Remittance Advice

POWERFORCE PARRAMATTA
 91 GEORGE STREET
 PARRAMATTA NSW2150


Invoice No POW0004
 Date 17/02/2002
 Account No: POWPAR
 Due Date 19/03/2002
 Total before GST 7,320.30
 GST 732.03
Total Incl GST 8,052.33

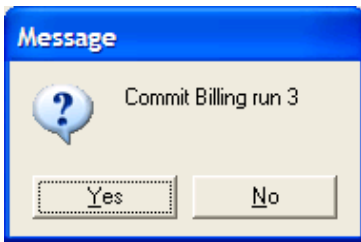
Committing a Billing Run

Outcome: *Demonstrate how to prevent changes to a completed Billing run*

Once a billing run is completed and checked, the billing run should be committed to lock the data and prevent accidental change. This does not mean the data is not available, it just means that it cannot be edited.

Practice

- In the Service Billing Workbench click the  Commit button
- Click Yes to commit the run



3. Some progress messages will be displayed
4. You will then be returned to the workbench
5. The first 4 buttons have been removed from the window



Billing Workbench Review

Outcome: Explain how to show an individual client details

The Summary Tab

The Summary tab provides a general overview of the complete billing run. The top half of the window contains details about the parameters used for the run.

Description:	Billing Company:	Week Ending:	17/02/2002
Billing period 17/02/2002	PWRTRN	Date Invoices:	17/02/2002
Process Billing Cycles	<input checked="" type="radio"/> Rosters	<input type="radio"/> Repetitive	<input type="radio"/> Monitoring
<input type="checkbox"/> 14 Days	<input type="checkbox"/> Weekly/Std Schedule	Processed date:	17/02/2002
<input type="checkbox"/> Bi-Annual	<input type="checkbox"/> Weekly Arrears Invoicing	Accounting Period:	200208
<input type="checkbox"/> Annual	<input checked="" type="checkbox"/> 30 Days	Start Date:	
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Weekly Forward Invoice	End Date:	
<input type="checkbox"/> 7 Days			

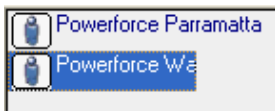
The lower half of the window display financial details about the run.

Billing Categories	Clients	Invoices	Qty	Revenue\$	Cost\$	Margin\$	Margin%
Miscellaneous	2	2	522.00	13758.30	8711.30	5047.00	36.68
TOTALS	2	2	522.00	13758.30	8711.30	5047.00	36.68

The Extended Tab

The Extended tab allows you to select individual clients and view their billing details

1. Click the Extend tab
2. Double click the desired client



3. The details will now be displayed on the right of the screen

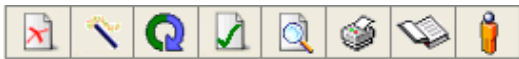
Invoice Number POW0005	Client/Debtor POW-WA	Invoice Date 17/02/2002	Service Total: 5916.00
Billing Address POWERFORCE WA 25 PERTH ROAD PERTH WA 6000	Discount: .00		Rebate: .00
Invoice Type <input type="radio"/> Monitoring <input checked="" type="radio"/> Rosters <input type="radio"/> Repetitive	Tax: 591.60		Invoice Total: 6507.60

	Date	Code	Debtor	Service	Charge	Qty	Rate
1	11/02/2002	D1	POW-WA	Week Day Rate	1183.20	48.00	24.6
2	12/02/2002	D1	POW-WA	Week Day Rate	1183.20	48.00	24.6
3	13/02/2002	D1	POW-WA	Week Day Rate	1183.20	48.00	24.6
4	14/02/2002	D1	POW-WA	Week Day Rate	1183.20	48.00	24.6
5	15/02/2002	D1	POW-WA	Week Day Rate	1183.20	48.00	24.6
6							


Contract Number	Reference Number	Credit Terms 30	Due Date 19/03/2002	Print	Print Log
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The Service Billing Workbench Buttons

At the top right of the window there are 8 buttons that perform various functions.



Cancel


This  button will delete the data from the billing run but keep the parameters.

Recall Wizard


This  button is normally disabled. Only cancelling a run will enable the button.

Click this button to re-run a billing run when you need to change parameters.


Reprocess Billing

Click this  button to reprocess the run using the same parameters as the original run.

Commit

Use this  button to commit the billing run.

View Details

This  button allows you to view individual client billing data.


Print Invoices

Click   to print invoices.

Reports

This  button displays the report window.

Client Contract Details

Click  to display the Client Contracts window. If a client is selected from the Extend tab they will be automatically loaded.