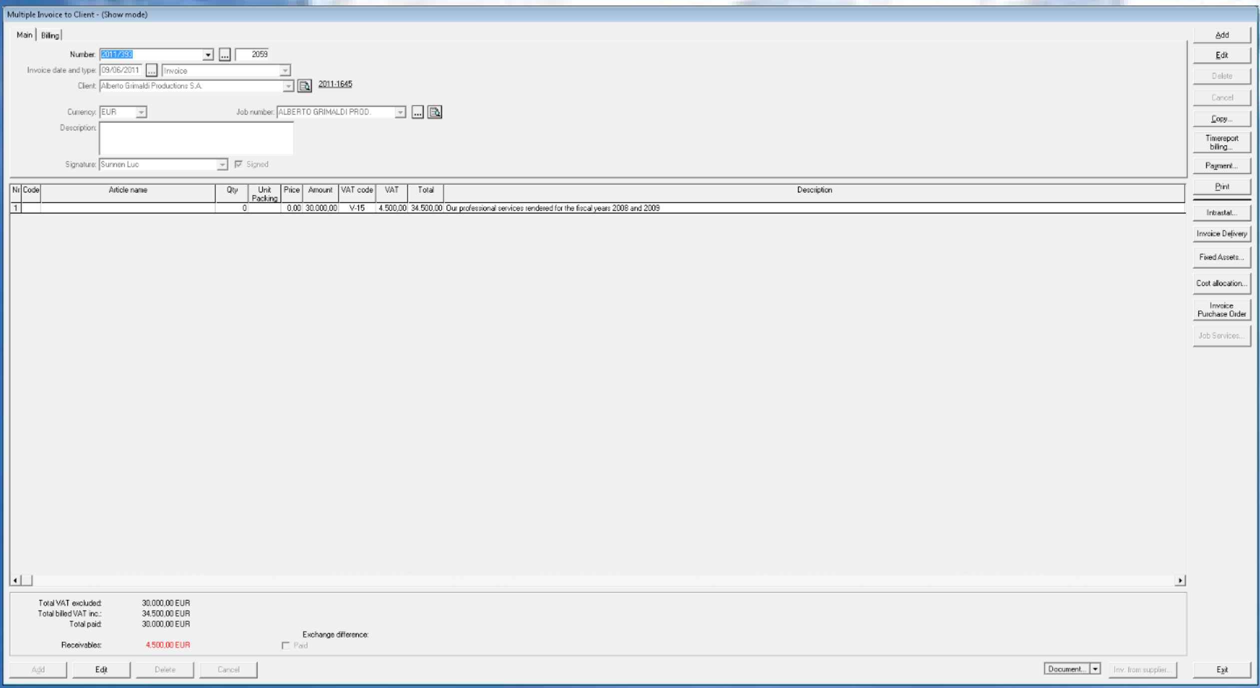
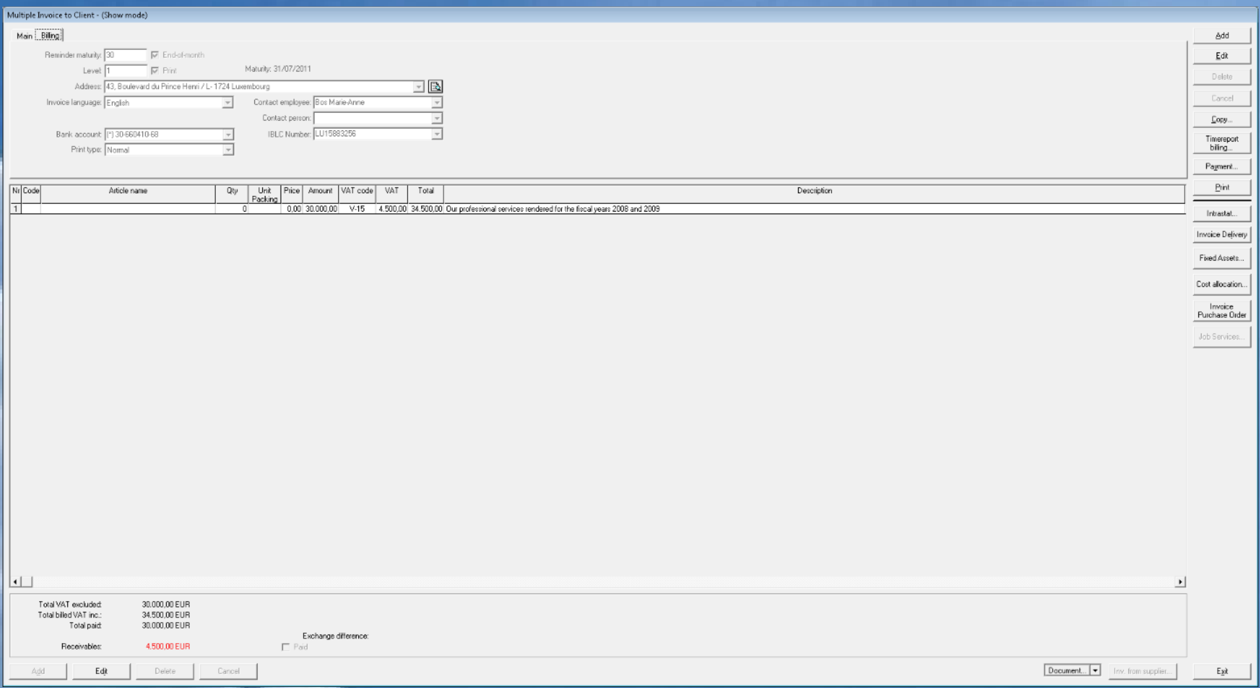
MODULE AUTOMATIC AND MANUAL BILLING

For manual billing explanations, see client invoices in the general accounting module.

There is additional information that can be provided for management and billing purposes. Basically there one “billing” tab which allows to store additional billing information.





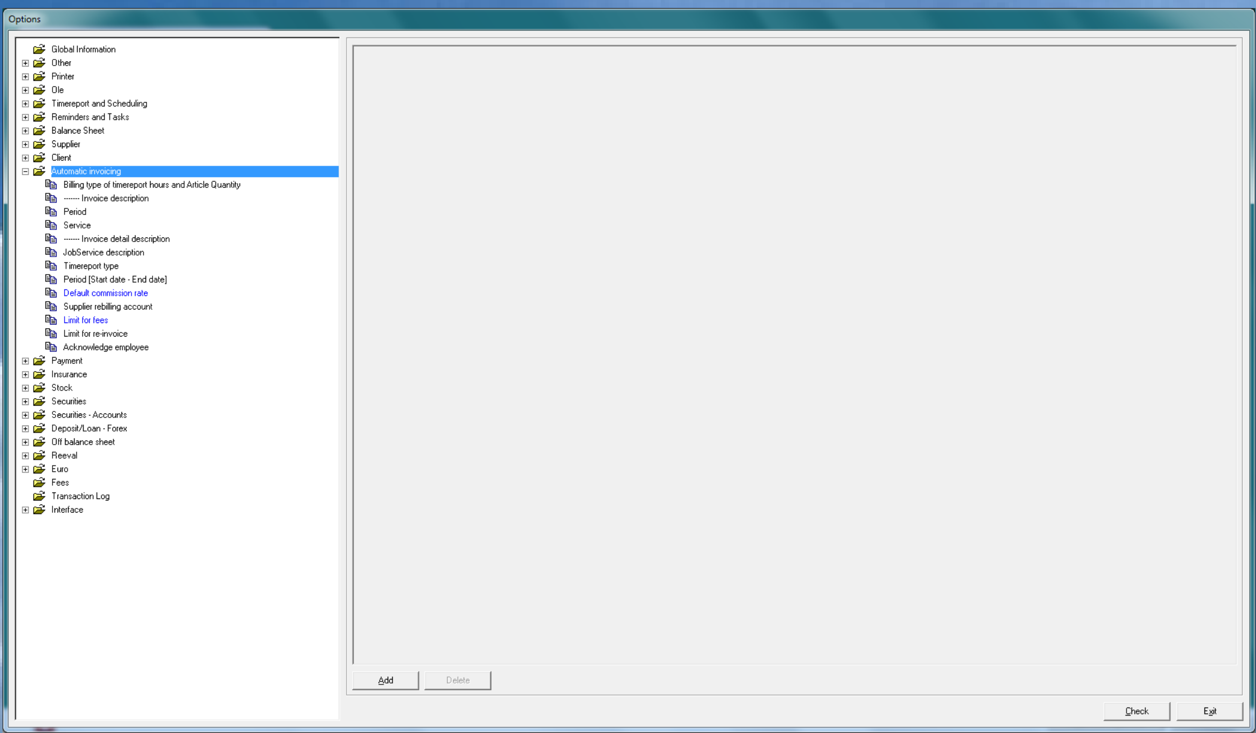
Reminder maturity	Depends on the option or on the client information
Level	Level of the reminder to be printed for that invoice
Address	Address at which the invoice is to be sent. By default this is the client mail address but can be changed if needed
Language	Language of the invoice report
Contact employee	Contact employee in charge of the billing
Contact Person	Contact person to send the invoice to
Bank Account	Bank account number on which this invoice is to be paid. This information can be used on the invoice report to provide the client with appropriate payment instructions
IBLC Number (intracom VAT number)	Intra-community VAT number of the client to be displayed on the invoice report
Print type	Normal Grouped

Before using automatic billing the PARAMETERS and OPTIONS should be completed and or checked. Automatic billing can only be used if the company in which the invoices are produced is set to automatic numbering.

OPTIONS - CLIENT:

Automatic generation of invoice numbers	If the checkbox is ticked all the client invoices will be automatically number by the application in accordance with the format specified (see below)
Invoice format	Invoice format when invoice numbers are automatically generated by the application. Ex: YYYY-000 -> 2011-001, 2011-002 … Y is used for Years M is used for Months D is used for Days PerYear used as suffix will reset numbering at each calendar year start PearGLPeriod used as suffix will reset numbering at each accounting period (which can differ from calendar year) start
Invoice format - Activation date	Activation date of the specified format

OPTIONS – AUTOMATIC INVOICING:



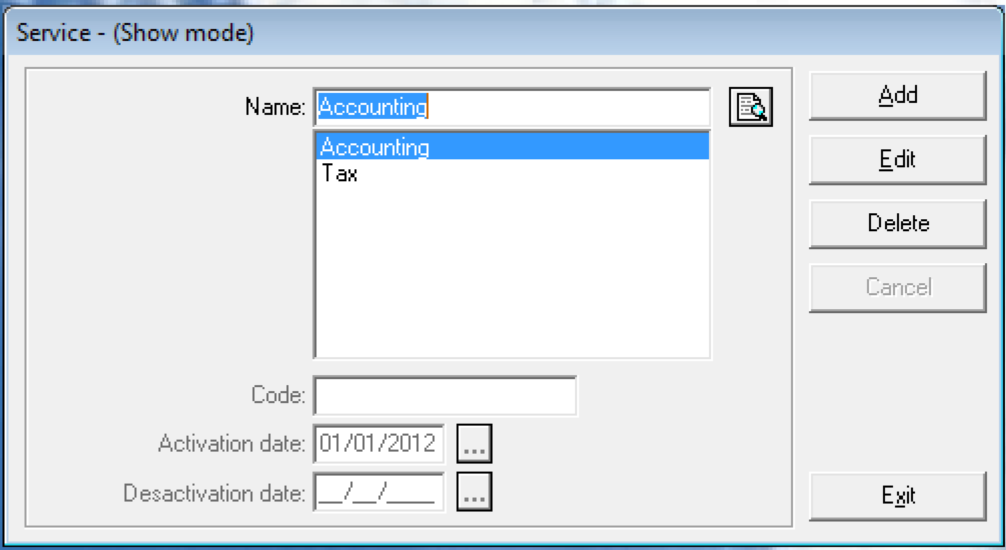
Billing type of timereport hours and Article Quantity	ONLY TIMEREPORT HOURS ONLY ARTICLE QUANTITY TIMEREPORT HOURS AND ARTICLE QUANTITIES Timereport allows users to enter hours and/or articles. By these options user can decide if both the hours and articles values will be used to bill the client. NB: if only hours are entered in the timereports the value of the hours (based on the billing rate) will be billed. That's only when article are specified on top of the hours that only the articles will be billed. Example: User enter the number of hours spent to prepare payroll sheets and the number of payrolls prepared (defined as article with a price per sheet). Typically in this case the payroll sheets are to be billed per sheet and not in accordance with the time spent. Therefor in this scenario the option to use is the second one (only article quantity).
Restriction of Timereport hours in relation with the selected services	If this option is selected it means that only the timereport type of the selected service will be considered in the evaluation of the amount to be billed and the flagging of the timereport. If not ticked the system will consider all timereport type used on the selected job
INVOICE DESCRIPTION Period / Service	If the option is selected the service PERIOD and SERVICE NAME will be included in the description of the client invoice body
INVOICE DETAIL DESCRIPTION JobService description Timereport type Period [Start date - End date]	If the option is selected the service DESCRIPTION OF THE AUTOMATIC BILLING SERVICE + TIMEREPORT TYPE + SERVICE PERIOD COVERED will be included in the description of the client invoice details
Default commission rate	Default commission rate proposed if commissioning feature is used in automatic billing service (See AUTOMATIC BILLING section)
Supplier rebilling account	Account used to record the suppliers invoices charged on client account if automatic client recharges are used in automatic billing services
Limit for fees	Limit under which no automatic invoice will be generated to the clients if fees are under the amount specified
Limit for re-invoice	Limit under which no automatic recharged supplier invoices will be generated to the clients
Acknowledge employee	Acknowledging invoices means confirming (signing). LOGGED EMPLOYEE Logged employee who has been generating automatic invoices will be the one specified as employee entitled to confirm the invoice FILE HOLDER Client file holder (see client invoice details) will be registered as the confirming employee RELATION

	The signing employee is based on the relations defined (if any)
Acknowledge employee - Relation type	Option to allow to identify the relation type to be used for determining the employee who has to confirm the invoice

PARAMETERS

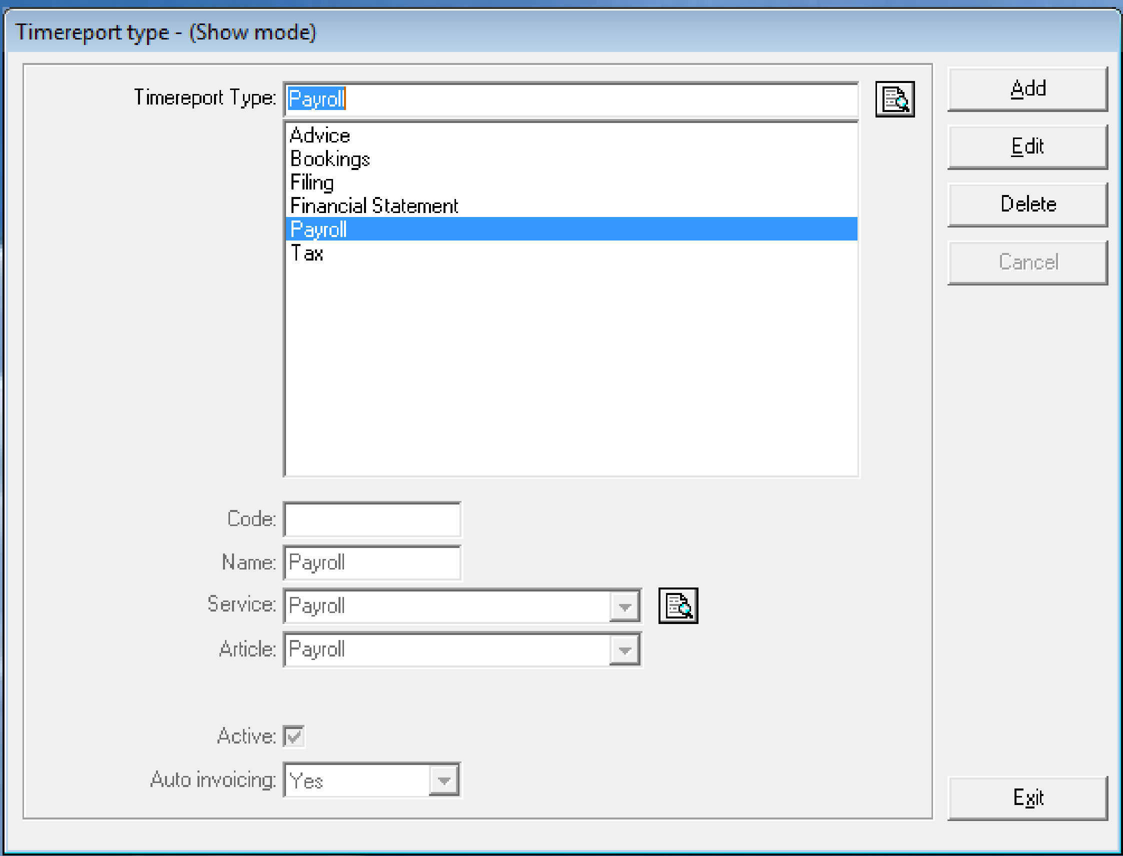
SERVICES

This screen allows the user to define the service lines of its organization.



TIMEREPORT TYPES

Each timereport type (categorization of time reported on jobs) must be attached to a service.



ARTICLE (see parameters section)

An article can be assigned to each timereport type.
In this case user will be able to specify a quantity of article when timesheeting.
Example: Article = Payroll sheet.
When timesheeting in addition to the time spent the user will enter the number of payroll sheets produced for the client. In this case, billing will not be based on the time but on the number of article. The amount billed will depend on the article price or the price provided in the automatic billing service line.

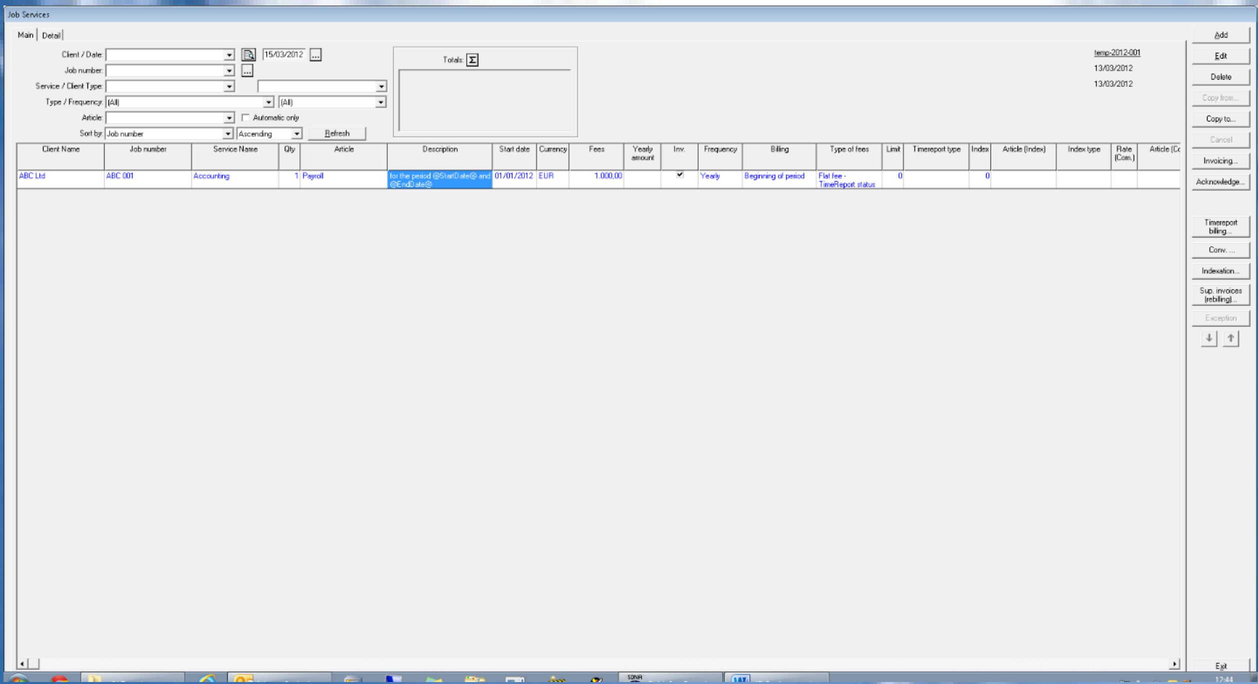
BILLING RATE

Billing rates can be defined at 4 different levels (hierarchy):

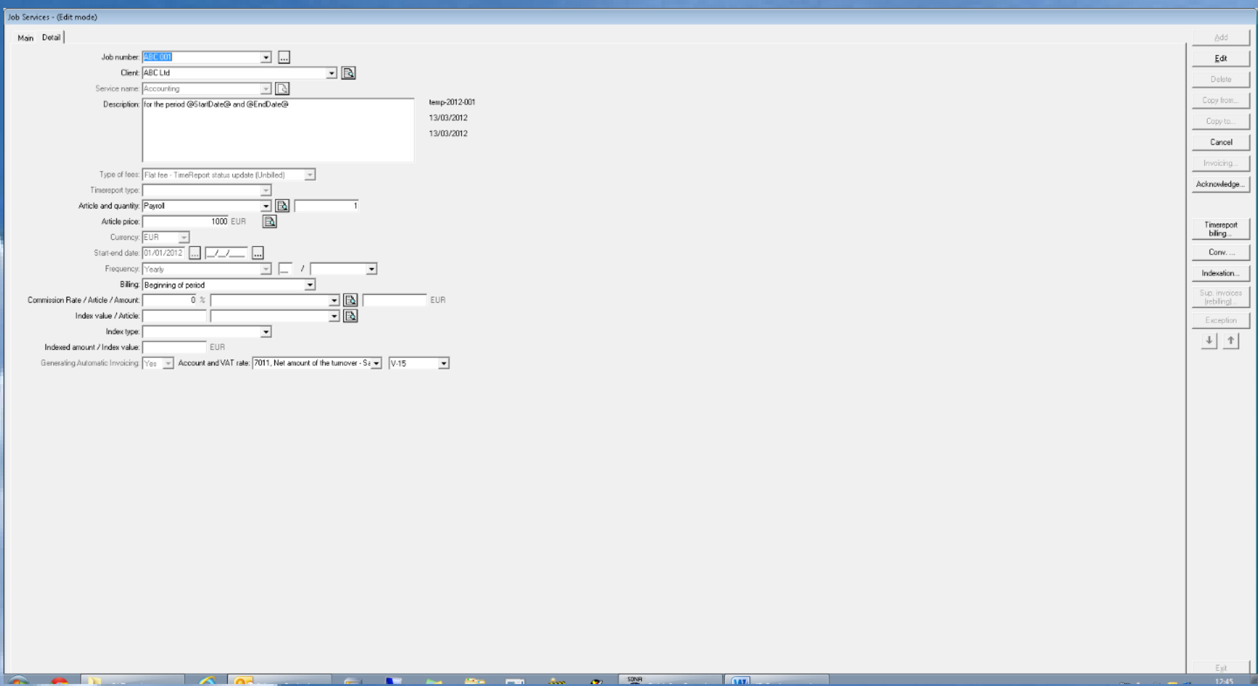
At the employee level
At the job level
At the timereport type level
At the timereport type level by employee

AUTOMATIC BILLING - JOB SERVICES

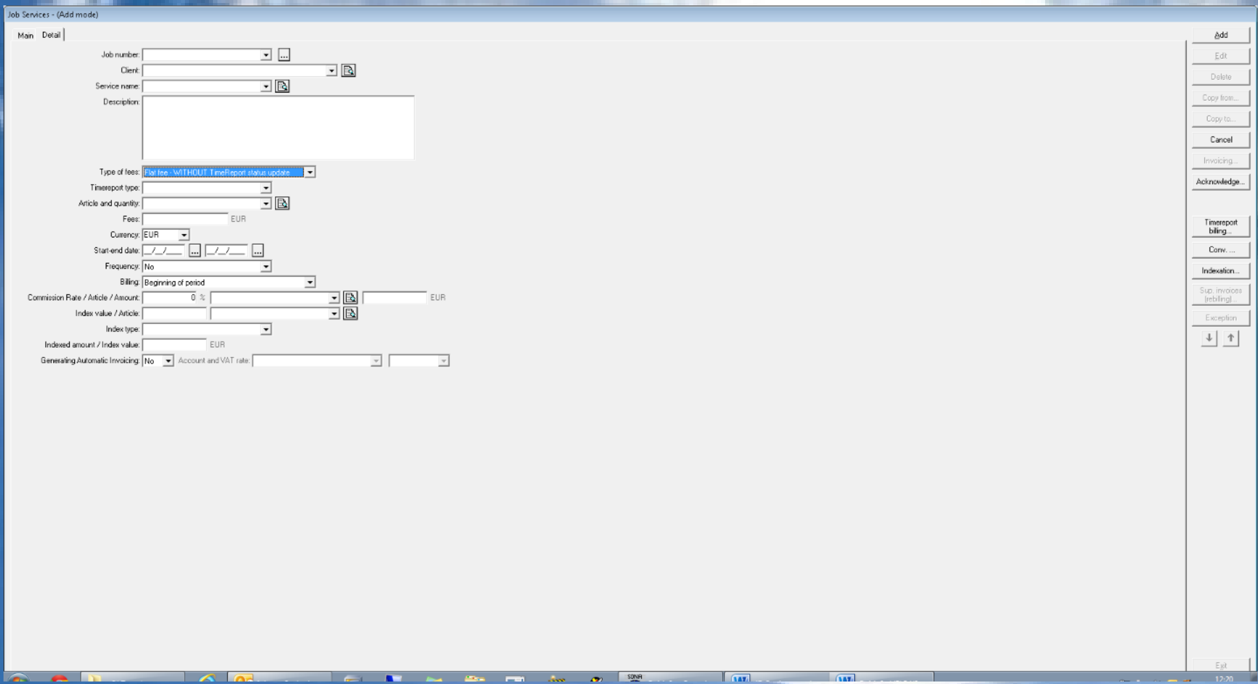
This screen allows to define the different services rendered to the client and to initiate automatic invoicing.



DETAIL TAB:



DETAIL TAB:

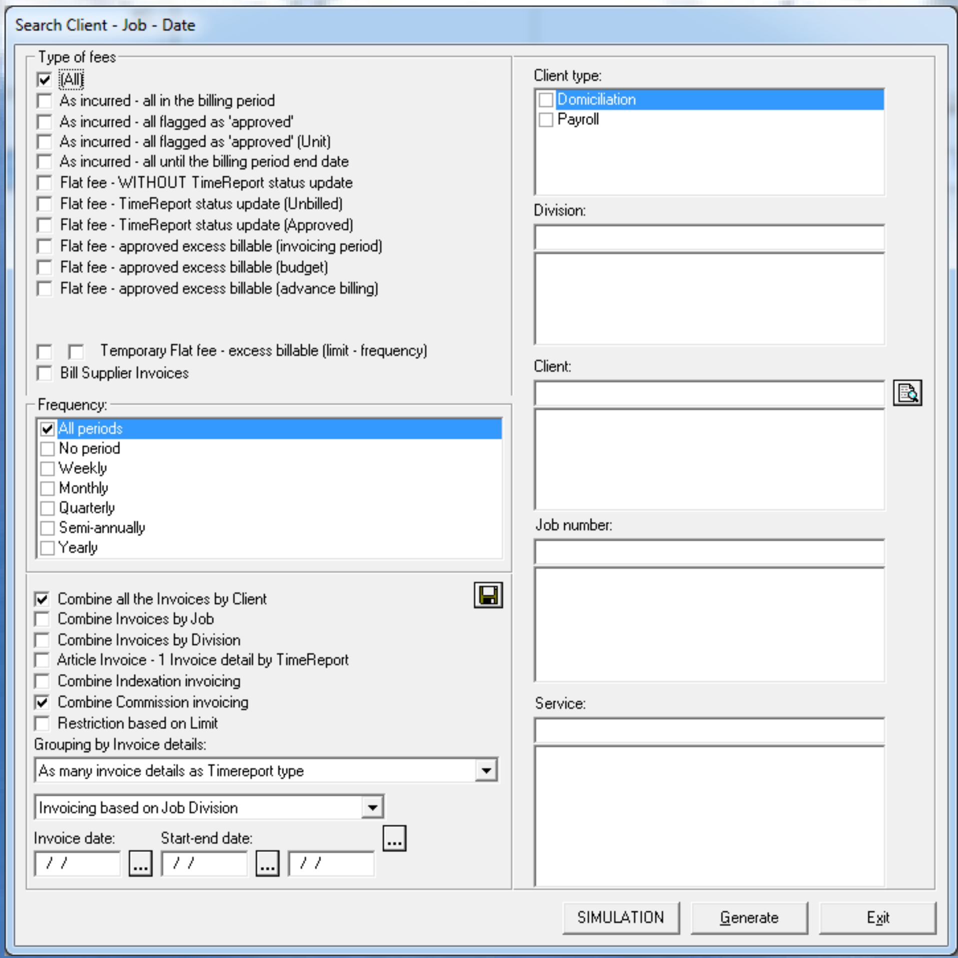
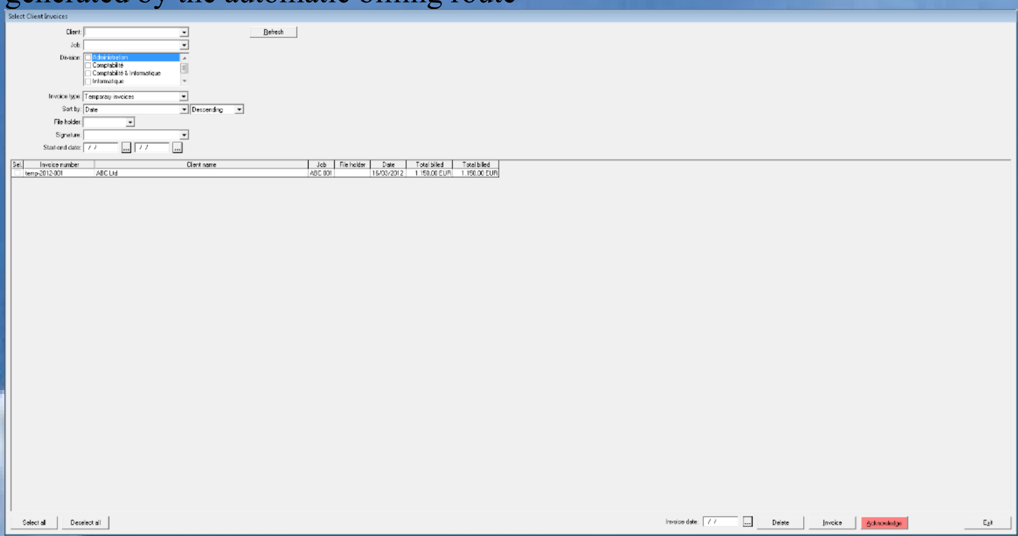


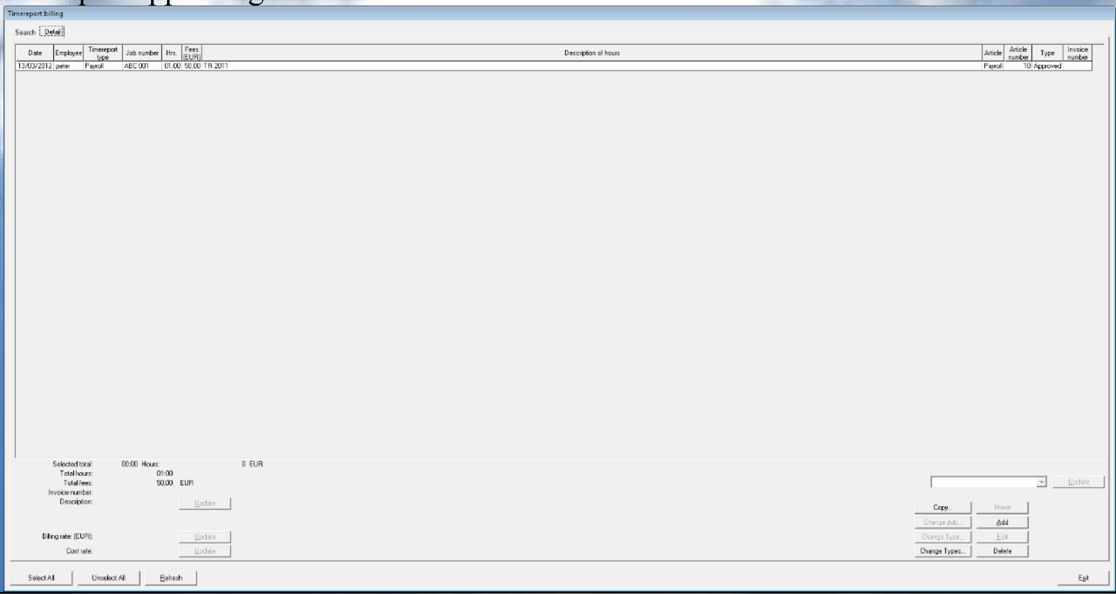
JOB NUMBER	Job number can be a job of the selected client (next field) or any other job
CLIENT	Client to which the invoice will be produced
SERVICE NAME	Either all or a service is selected If a service is selected only the timereport types related to the services will be looked at by the invoicing routine. If ALL is selected it means that all services will be considered in the evaluation and the flagging of the timesheets implied. By default when posted a timesheet has the status “unbilled” The automatic billing routine will flag all relevant timesheets as billed. Some methods require the timesheets to be approved (status “approved”) to be considered in the flagging process and the evaluation of the amounts to be billed. Another timesheet status exists: “write-off” and is used by user to specifically identify the time which doesn’t have to be considered by the billing function. NB: There is an automatic procedure which allows transferring the written-off hours in specific jobs to be defined in the options.

DESCRIPTION	Free 254 characters text that will be used in the detail of the invoices produced by the invoicing routine. Special fields: @StartDate@ and @EndDate@ If these merge fields are used in the description they will be replaced by actual applicable dates of the generated invoice. The start date will vary depending on the start date of the billing service and the periodicity of the service line. The end date will vary depending on the end date provided by the user when launching the invoicing routine and the periodicity of the service line.
TYPE OF FEES	<u>Billing methods based on flat fees</u> Flat fee - WITHOUT timereport status update Flat fee - Timereport status update (unbilled) Flat fee - timereport status update (approved) <u>Billing methods based on the timesheets reported:</u> As incurred - all in the billing period As incurred - all flagged as approved in the billing period As incurred - all flagged as approved (unit) As incurred - all until the billing period end date As incurred - all flagged as approved until the billing period end date The amount billed will depend on the value of the hours. <u>Billing methods based on the flat fee and value of hours timesheeted in case of excess:</u> Flat fee – Approved excess billable (invoicing period) Flat fee – Approved excess billable (budget) Flat fee - Approved excess billable (advance billing) Temporary flat fee - billing in progress <u>Billing method for billing supplier expenses incurred for clients:</u> Bill Supplier invoices NB: See further down for an explanation of each method
TIMEREPORT TYPE	Allows to select timereport types (depending on the service selected) – see section timereport type. If none are selected the system will consider all timesheets attached the selected service.
ARTICLE AND QUANTITY	If an article and quantity are used it will be used as such in the detail(s) of the invoices generated. Article in timesheets: To be noted that articles can also be used based on the existing timesheets. In order to be used in the timesheet article has to be referred to (linked) a timereport type
FEES / ARTICLE PRICE	If no article is selected this field corresponds to the flat amount to be billed .

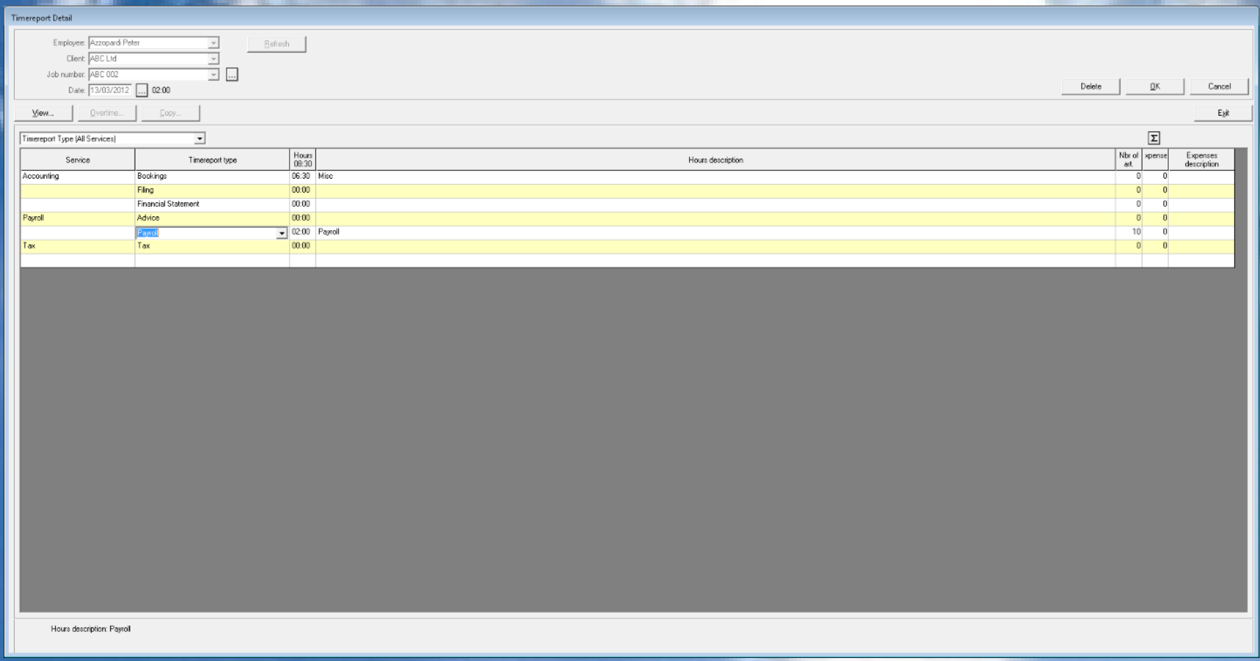
	If an article is used and no price is specified the price will be the existing article price for that particular client.

CURRENCY	Currency of the bill to issue
START / END DATE	Start date of the billing End Date of the billing
FREQUENCY	None Weekly Monthly Quarterly Semi-annually Yearly
BILLING	Beginning of the period End of the period
COMMISSION RATE ARTICLE AMOUNT	These fields are to be used in case there is a commission to be paid to a third party based on the amount billed to the client. A commission article has to be defined with the appropriate debit and credit in relation with the account to be used
INDEX VALUE / ARTICLE	Index value allows inputting the index value when starting the billing rule. Article can be used to split the base amount billed and the value on the indexation. If no article is used the index value will be used as such to produce the invoice line.
INDEX TYPE	Index name (to be defined in the parameters) to be used
INDEX AMOUNT INDEX VALUE	Amount after last batch indexation process has been run. Value of the last index used by the indexation routine.
GENERATE AUTOMATIC INVOICE	The checkbox has to be ticked to activate the automatic billing process
ACCOUNT AND VAT RATE	If activated the billing process has to be provided with an account and a VAT rate to produce the invoice

Button COPY FROM	To be used to copy a service line from another job
Button COPY TO	To be used to copy a service line from another job
Button INVOICING	Multiple selection criteria screen used to launch the automatic billing :  If only Invoice date is provided the start and end date will be extrapolated based on the last date of billing and the invoice date.
Button ACKNOWLEDGE	Calls a screen allowing authorize user to confirm the TEMPORARY invoices generated by the automatic billing route 

Button TIMEREPORT BILLING	Screen called timereport billing allowing user to review the timesheet activity and modify their status (see timereport section) Example: approving the timesheet to be billed 
Button CONV	Used to convert line in currencies entering EUR
Button INDEXATION	Indexation button calls a screen used to process the indexation of the values.
Button SUPPLIER INVOICES	This button calls a screen allowing the user to review the supplier expenses to be rebilled to the client.
Up and down Arrows	These arrows are to be used to reorder the service line when a service is selected.

TIMEREPORT - effect on automatic billing



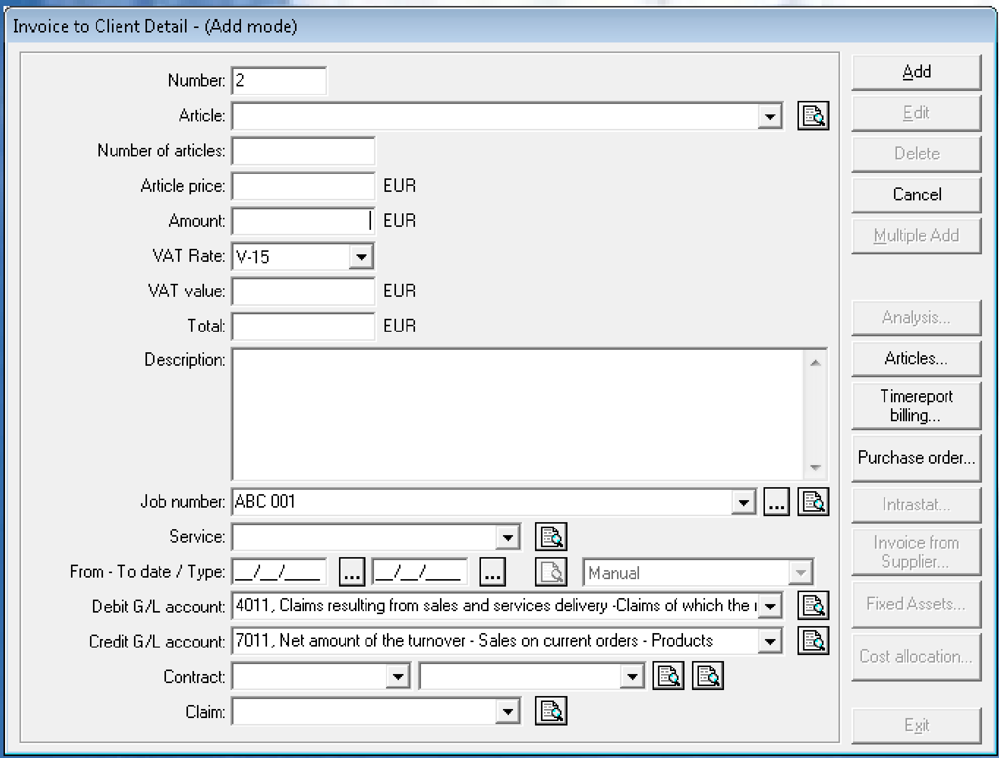
Only timereport types attached to an article allow inputting a value in the field "Nbr of Art."

When an article quantity is entered by the user the value of the expenses is not calculated by default. In fact in depends on the purpose of the article used.
If the article used corresponds to an action to be billed at the price of the article, the expense field is not to be valued.
If the article is used to report an expense on the job and has to be reflected in the client inventory the SUM sign allows to value the expense (Article price * article quantity). Example: A user report traveling expense based on the number of KM. Article would then be KM and the quantity the number of KM. Based on the article price the value of the travel expense will be calculated.

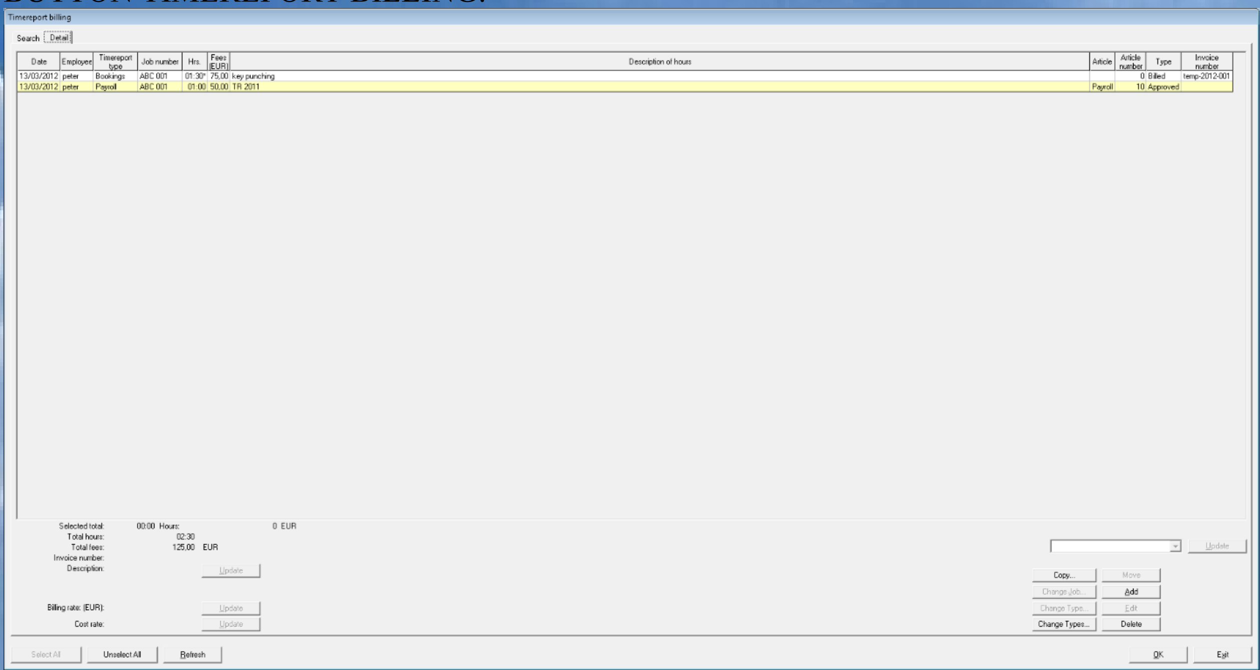
REMARKS:

Once automatic billing function has ended up in invoices most the field of an automatic billing service will be idled and won't be changeable. Once billing activity has occurred the only way to change an automatic billing service line is to close the line by an end date and create a new service line.
Once timereports have been flagged as "billed" by the automatic invoicing routine it won't be possible to modify the timereports unless the invoice is delete.

MANUAL BILLING:
Automatic billing process allows using timereport for producing invoices.
However it is also possible to issue manual invoices based on timereport activity.
When adding a line (detail) to an invoice the Button TIMEREPORT BILLING allows the user to access the timereport billing screen and flag all the timereports to be billed.
When leaving the screen the value of all selected timereport will be calculated and proposed in the field amount.



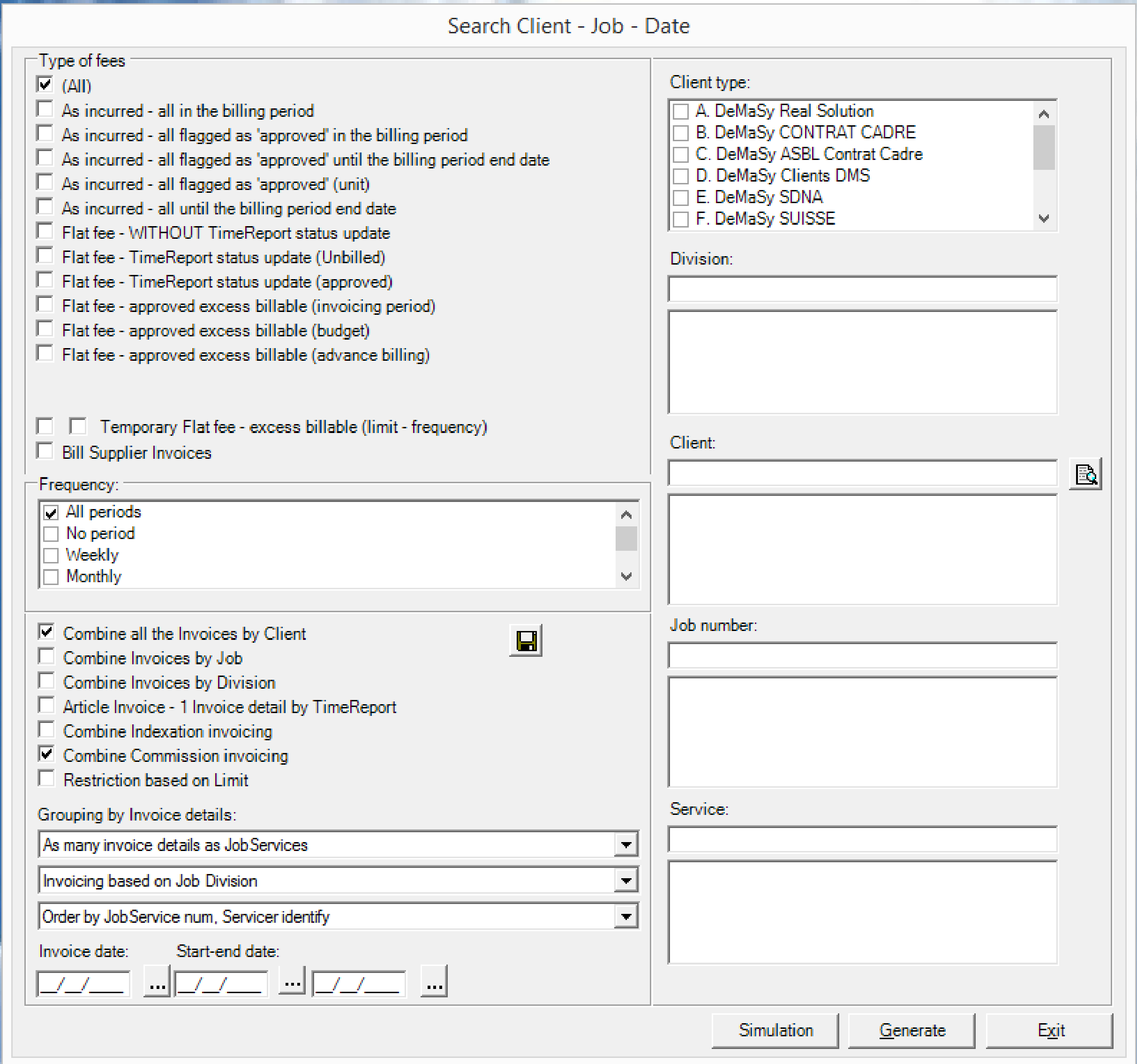
BUTTON TIMEREPORT BILLING:



NB: Finally if the timereport status can be modified by the automatic billing function their status can also be modified fully manually by authorized user without any link to invoices.

AUTOMATIC BILLING METHODS (fee type)

The automatic billing process will be launched by the following screen:



There are three dates:

Invoice date: Will be used as invoice date.
Start Date: Date from which DeMaSy will browse the timerports.
End Date: Date until which DeMaSy will browse the timereports.

- if no end date is specified the invoice date will be considered as being the end date).
- Start date and End Date is referred to as the billing period.

FLAT FEE METHODS
Timesheets value has not impact on these billing methods.

1 - Flat fee - WITHOUT timereport status update
2 - Flat fee - Timereport status update (unbilled)
3 - Flat fee - timereport status update (approved)

<u>Method 1: Flat fee - WITHOUT timereport status update</u>
The status of the timereport existing for the selected service and/or timereport type will not be modified and remain "unbilled".

<u>Method 2: Flat fee - Timereport status update (unbilled)</u>
All the timereport with "unbilled" status will be flagged as "billed"

<u>Method 3: Flat fee - timereport status update (approved)</u>
Only the timereport with status approved will be flagged as "billed"

AS INCURRED METHODS

1. As incurred - all in the billing period
2. As incurred - all flagged as approved in the billing period
3. As incurred - all flagged as approved (unit)
4. As incurred - all until the billing period end date
5. As incurred - all flagged as approved until the billing period end date

<u>Method 1: As incurred - all in the billing period</u>
All timereports in the **specified** billing period will be billed.

<u>Method 2: As incurred - all flagged as approved in the billing period</u>
All timereports in the **specified** billing period with "approved" status will be billed.

<u>Method 3: As incurred - all flagged as approved (unit)</u>
Same as method 2 but with a rounding of the hours billed.
Timereports under 1:00 will be billed as 1:00
Timereports > 1:00 will be rounded up by 15 min.

<u>Method 4: As incurred - all until the billing period end date</u>
All timereports in the **specified** billing period **OR BEFORE** will be billed.

<u>Method 5: As incurred - all flagged as approved until the billing period end date</u>
All timereports in the **specified** billing period **OR BEFORE** with "approved" status will be billed.

COMBINATION FLAT FEE AND INCURRED METHODS

1. Flat fee – Approved excess billable (invoicing period)
2. Flat fee – Approved excess billable (budget)
3. Flat fee - Approved excess billable (advance billing)
4. Temporary flat fee - billing in progress

Method 1: Flat fee – Approved excess billable (invoicing period)
The system will bill a flat fee and the approved excess (if any) in the invoicing period.
To be noted that invoice will only be raised if the specified billing period is complete (For a yearly billing for example the billing period specified must cover the year)

Method 2: Flat fee – Approved excess billable (budget)
The flat fee is billed as stated in the fees field.
The periodic flat fee is extrapolated on a yearly basis to obtain a yearly budget which will be considered as the flat fee based on which the potential excess will be billed.
Ex: Monthly flat fee: 1.000 EUR
The yearly budget will then be 12.000 EUR
The excess will be billed only if the value of the approved timereports exceed 12.000 EUR.

Method 3: Flat fee - Approved excess billable (advance billing)
A flat fee is billed at the beginning of the period with no reference to the specified invoicing period.
Any APPROVED excess will be billed.

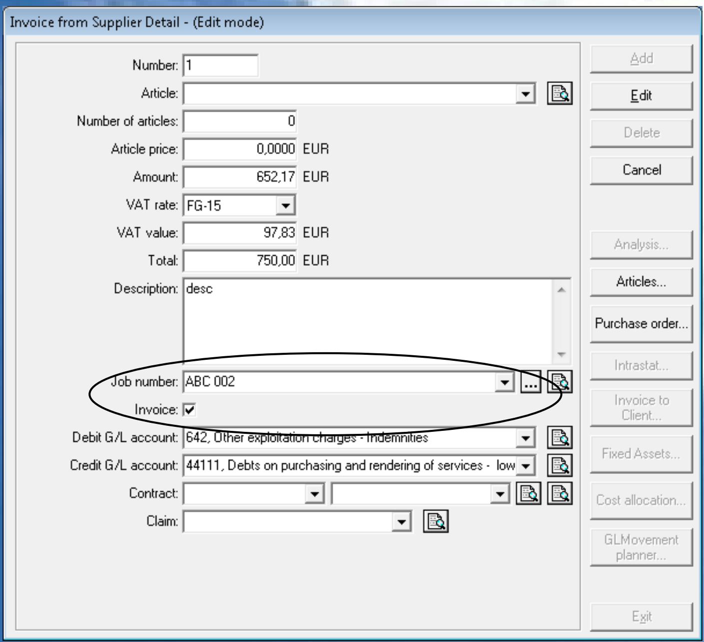
Remark :
In the billing methods based on flat fee and excess the timereport billed are attached to the details (lines) of the invoices. However when billing an excess there will always be a "hinge" or "pivotal" timereport which initiates the excess. This particular timereport will be attached to the detail of the invoice stating the excess.

Method 4: Temporary flat fee - billing in progress
This method is the same than method 3 but with a specific dynamic.
In the three first methods the flat fee generates an invoice and each excess is billed separately in a new invoice by difference.
With this method the flat fee is considered as an advance. Therefore when an excess is reached, a new invoice in produced in which the flat fee will be credited (appear in negative) in one line of the invoice and the total timereport value will be invoiced separately in another (other) line(s).
Example:
01/01: Flat fee 1.000 EUR
As of 31/03 there is an excess of 250 EUR
The invoice as of 31/03 would contain two lines:
Advance credit – 1.000 EUR
Incurred hour + 1.250 EUR
In this particular method before being in a situation of excess all the timereport are attached to the first invoice (flat amount considered as an advance).
When coming to a situation of excess the flat fee (advance) is reversed on the new invoice and the total value of the timereports is billed. All the timereports will be attached to this excess billing line and no longer to the first invoice of the advance.

BILL SUPPLIER INVOICES

This method is set to rebill to clients all the supplier invoices lines on which there is a job number specified and on which the flag rebill has been checked (set).

To be noted that for this method it is possible to define one automatic billing service line for all jobs at a time. This means that in that case the user doesn't have to enter an automatic billing service line for each client.

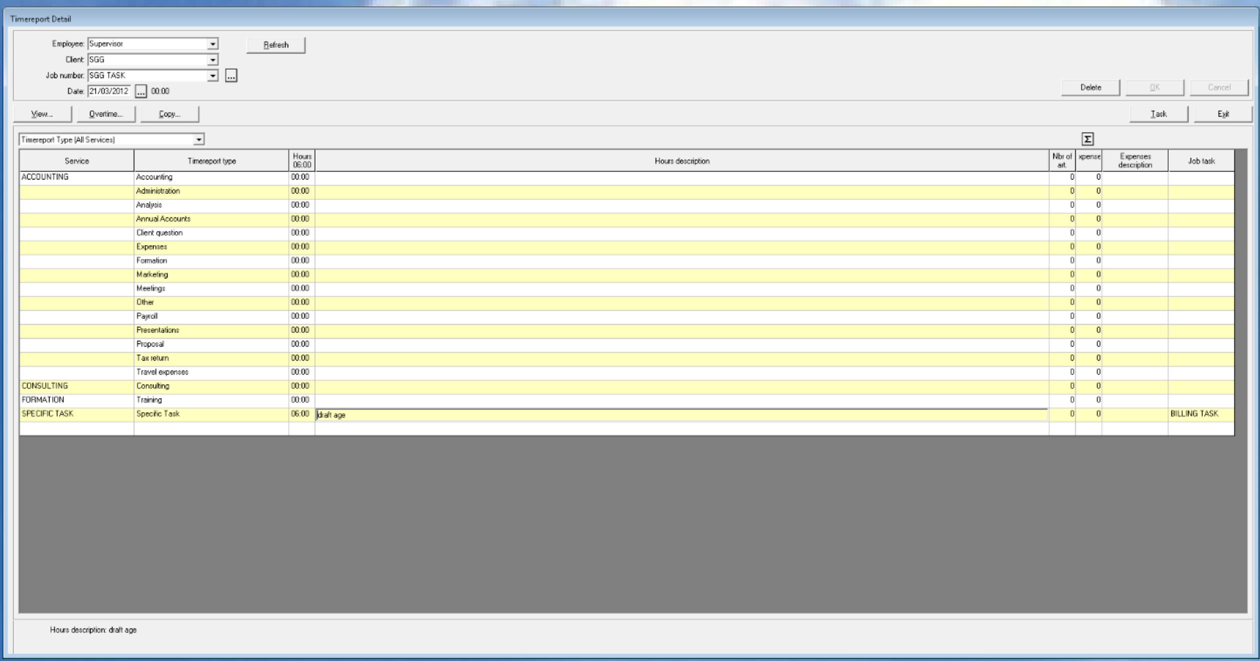


Job number has been provided to supplier invoice line and the invoice check box has been ticked.
As such the debit account is know by the system through the options (should be an account with type expense).

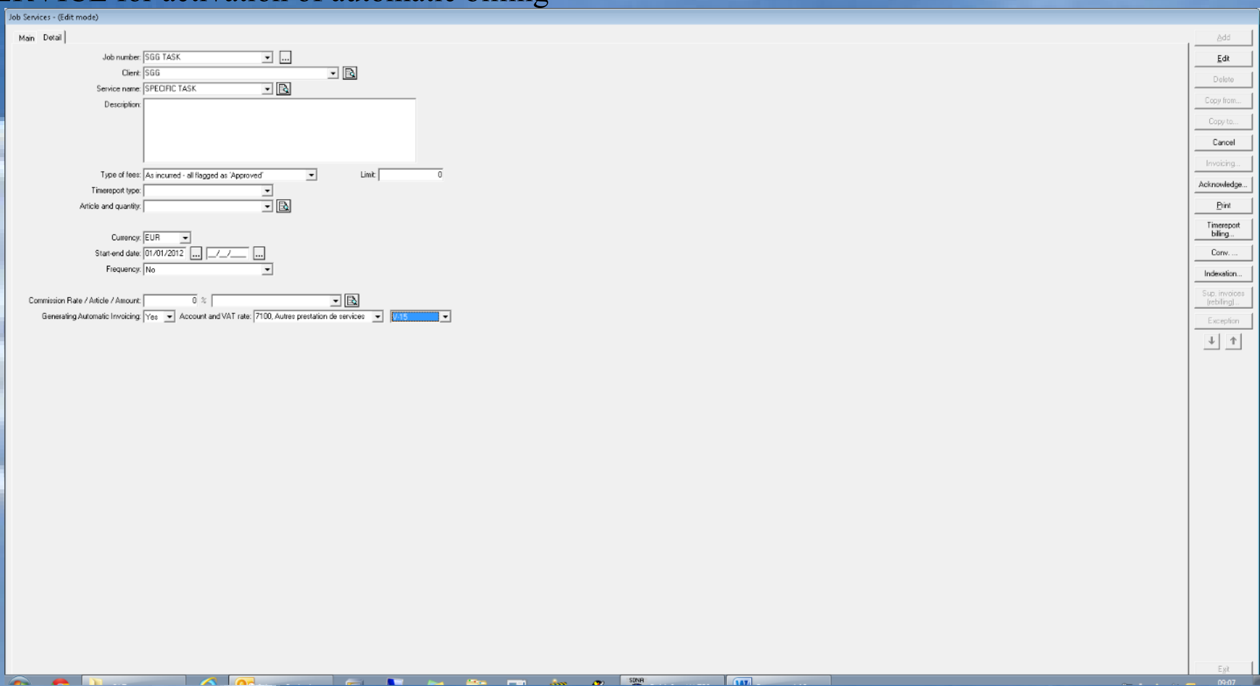
AUTOMATIC BILLING OR MANUAL BILLING BASED ON THE TASKS

See Task Module for detailed explanation on how to use the tasks
It is possible to activate the field task in the timesheet screens. There is an option under the TIMEREPORT AND SCHEDULING caption: Use tasks on timereport.

If there is an open task on the job on which an employee is timesheeting the task can be selected in the active field on the timesheet line.
All the hours attached to a task have a common denominator.
As such when using automatic billing methods based on time spent (see the four as incurred methods above) the invoice will group all the hours in connection with a task. The invoice will then have one line by tasks.



JOB SERVICE for activation of automatic billing



MANUAL BILLING BASED ON TASKS

A field named task in the client invoice details can be selected.
If a task is selected (F2) the total value of the timesheets attached to that taks will be calculated and proposed in the amount to be billed.