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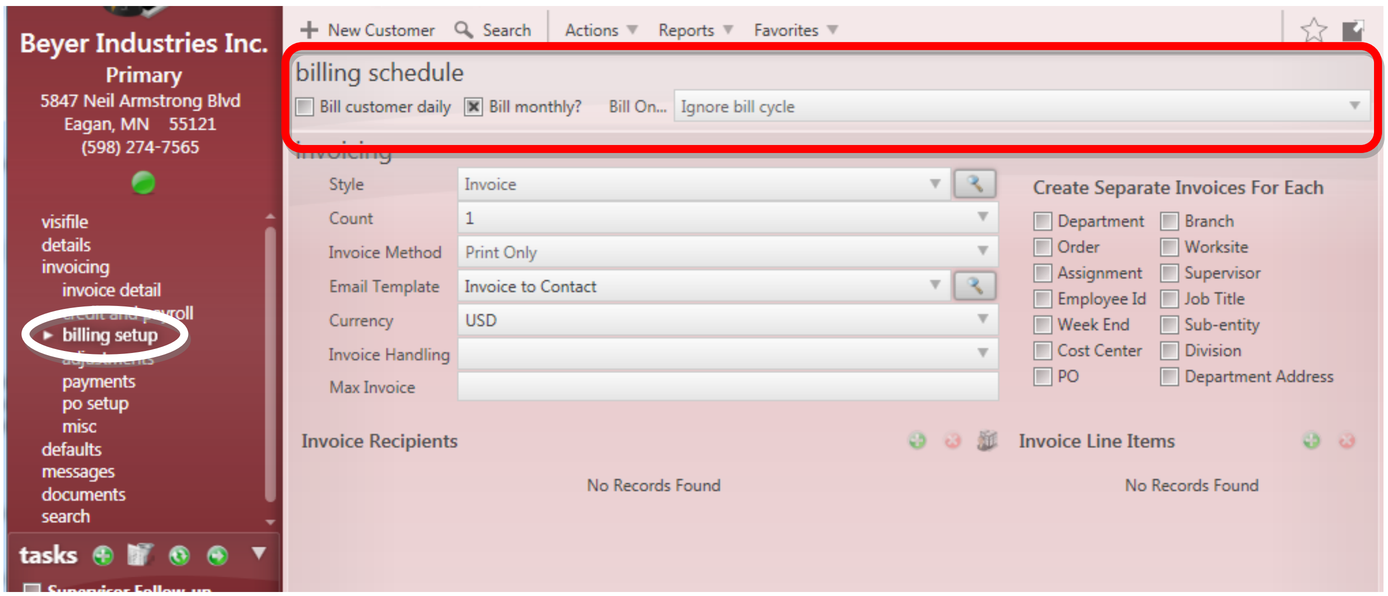
3/30/2010

12R8 Enterprise Monthly Invoice Processing

Enterprise offers a lot of flexibility when it comes to **Invoices**. The system default is a "Weekly" **Invoice** processing schedule. However, "Bi-weekly", "Semi-monthly", and "Monthly" **Invoice** processing schedules are also available. *Note – The system default of "Weekly" **Invoicing** is referring to a **Customer's Payroll** and **Invoice** frequency being equal. If the **Employee** is being paid "Bi-weekly" and you're also **Invoicing** the **Customer** "Bi-weekly", then this would still go under the system default of "Weekly" **Invoicing** as the **Payroll** and **Invoice** frequencies are the same. "Monthly" **Invoicing** would be chosen if the **Employees** are paid weekly, but the **Customer** is only **Invoiced** once a month.

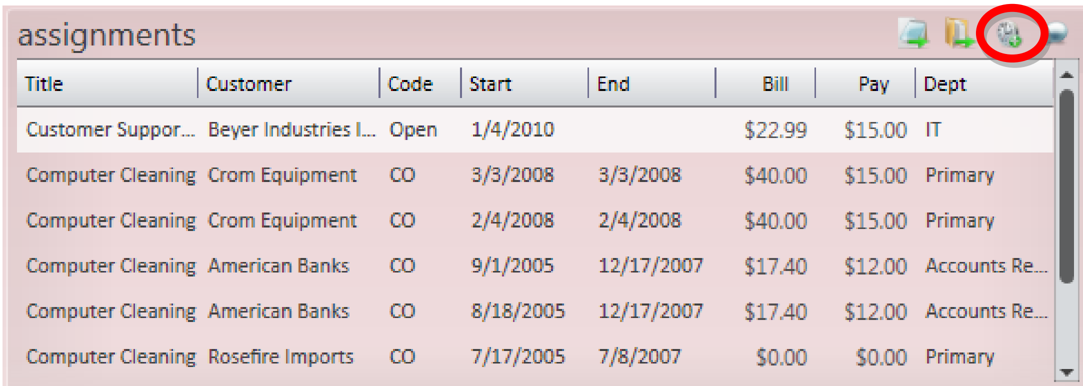


Open the **Customer** record to the **Invoicing**/***Billing Setup*** form. At the top of the form it displays the Billing Schedule section (outlined in red). The system default for **Invoice** frequency is "Weekly", so the *Bill Customer Daily*, *Bill Monthly* and *Bill On* fields will be blank. For "Monthly" **Invoice** frequency click in the box for *Bill Monthly* and then choose the week of the month that the **Invoice** should be printed from the *Bill On* drop down menu. For example, if "Process during Week Cycle 1" is selected in the *Bill On* menu, then the **Invoice** would be printed during the process week for the first *Weekend Bill* date of the month (*Weekend Bill* = accounting period). Select any other necessary settings on this form and then *Save* your changes. The **Customer** is now set up for "Non-Weekly" **Invoice** processing.

*Note – "Ignore Bill Cycle" should be selected from the *Bill On* drop down menu for "Bi-weekly" and "Semi-monthly" **Invoice** frequencies, or if the **Customer's Invoice** should print the last week of the month during a month with five different processing weeks (*Weekend Bill* dates).

There aren't any changes to the **Order** or **Assignment** creation, so once the **Assignments** are in place the **Time Entry** can be processed, the sessions will be **Proofed** and processed through **Payroll** in the same way as any "Weekly" **Invoice** *Transactions*.

*Note – The **Customer *Billing Setup*** for "Non-Weekly" **Invoice** processing must be completed and *Saved* prior to creating the timecard *Transaction* data for **Assignments** for the week. If *Transactions* have already been created for the week, then the timecard lines should be deleted (use the *Remove Timesheet* function on the **Time Entry** spreadsheet) and re-inserted by opening the **Assignment** record and choosing *Create Timecard* from the *Actions* drop down menu or by selecting the **Assignment** on the **Employee** or **Order Visifile** screens and clicking on the button (as circled below on the **Employee's Visifile** form).

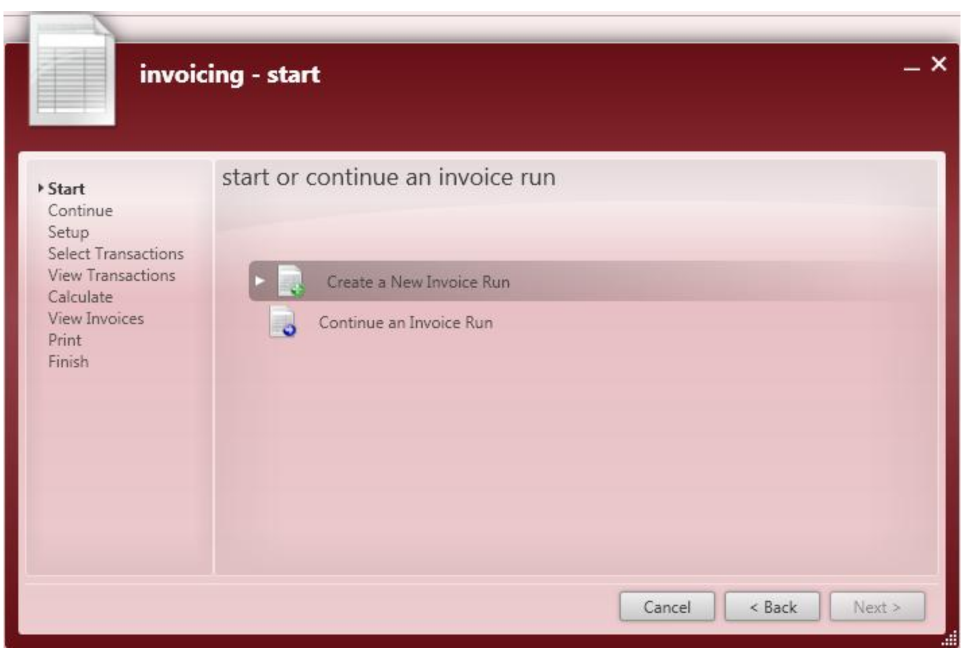

assignments

Title	Customer	Code	Start	End	Bill	Pay	Dept
Customer Suppor...	Beyer Industries I...	Open	1/4/2010		$22.99	$15.00	IT
Computer Cleaning	Crom Equipment	CO	3/3/2008	3/3/2008	$40.00	$15.00	Primary
Computer Cleaning	Crom Equipment	CO	2/4/2008	2/4/2008	$40.00	$15.00	Primary
Computer Cleaning	American Banks	CO	9/1/2005	12/17/2007	$17.40	$12.00	Accounts Re...
Computer Cleaning	American Banks	CO	8/18/2005	12/17/2007	$17.40	$12.00	Accounts Re...
Computer Cleaning	Rosefire Imports	CO	7/17/2005	7/8/2007	$0.00	$0.00	Primary

Once the session has been **Proofed**, the following **Invoice** run process will be used every week.

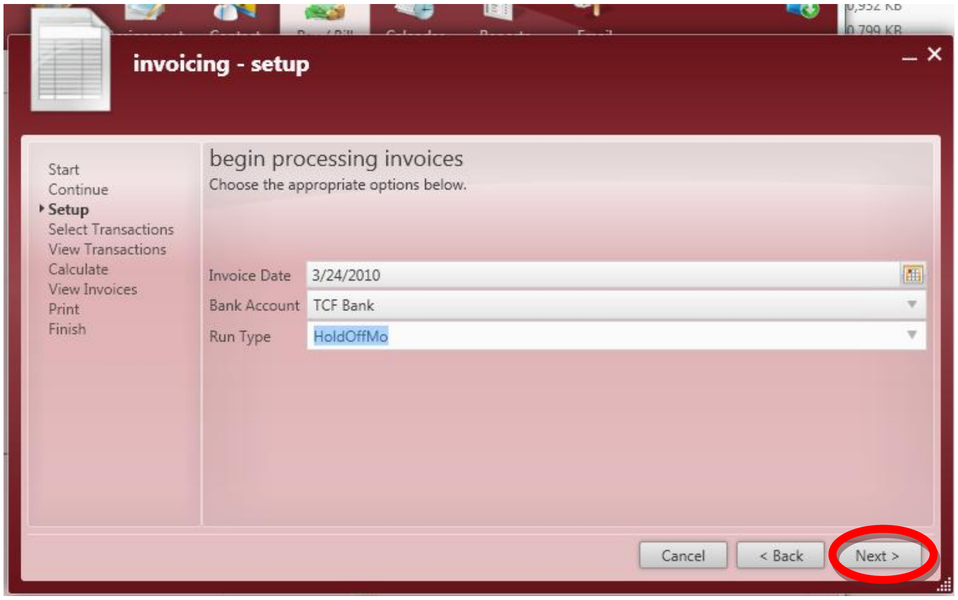
1) Start an Invoice Run.

Select *Process Invoices* from the ***Invoicing*** option in the **Payroll/Invoicing** form within the **Pay/Bill** section. (This will open the invoicing wizard) Select *Create a New Invoice Run*.



2) Determine the Setup.

Verify (or change) the *Invoice Date*, *Bank Account* and *Run Type* (should be "HoldOffMo"), and then click *Next*.



*Note - The "HoldOffMo" *Run Type* should be selected. All of the "HoldOffMo" (Hold off Monthly) **Invoice** runs should be completed before any "Monthly" **Invoice** runs are processed.

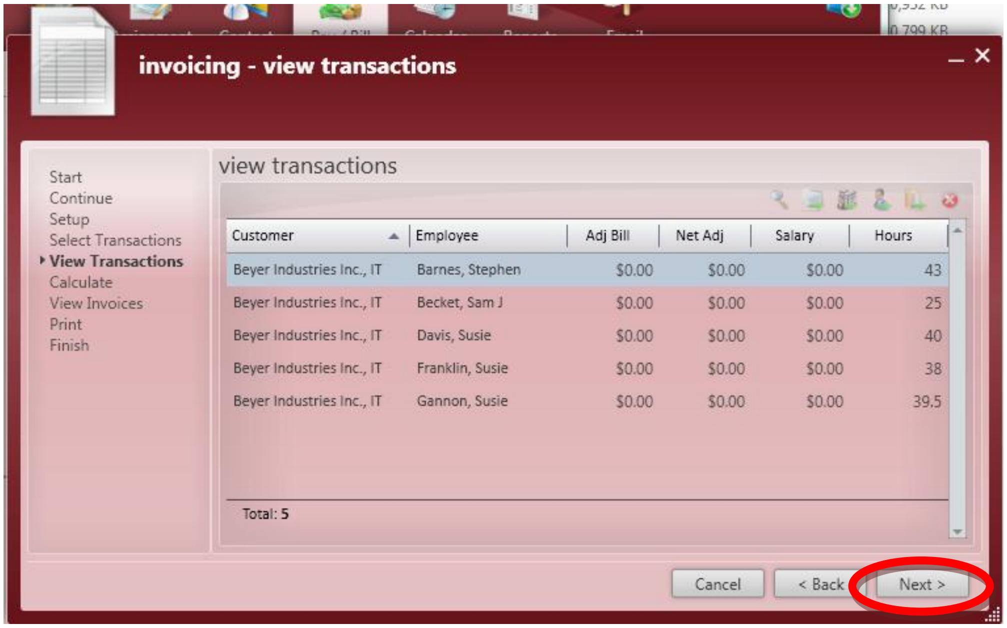
3) Select the Transactions.

First choose the way you want to sort the *Transactions* from the Groups menu in the middle of the form. Once the Group has been selected the *Transactions* will be listed under the Available Transactions section. Click in the box in front of the *Transactions* that you want to include and then click *Next*.

*Note - The "HoldOffMo" *Run Type* will only pull in billable *Transaction* data where the **Customer** is set up for "Monthly" (includes "Bi-weekly" and "Semi-monthly") **Invoice** processing.

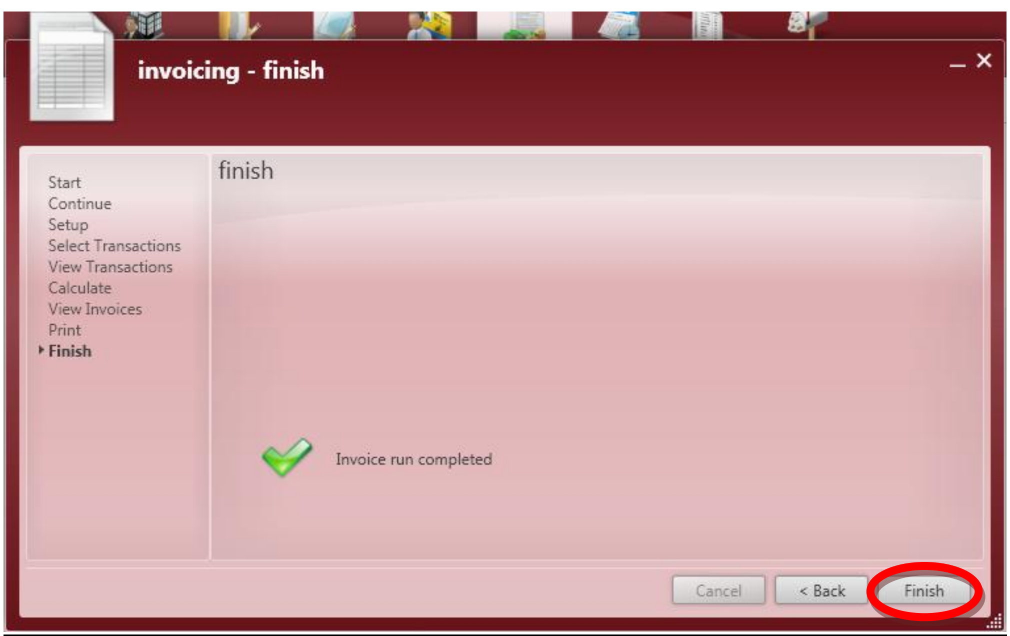
4) View the Transactions.

This form will display all of the *Transactions* that have been selected for this **Invoice** run. To view a *Transaction*, highlight the line and click on the button or to remove one from the run click on the button. Both of these functions can also be accessed through the right-click drop down menu.



5) Calculate Invoices and Finish.

At this step in the process Enterprise is calculating the total *Bill* amount of the *Transactions* that will be posted as "Invoice Complete" and stored until they are printed in a future "Monthly" **Invoice** run. Once the calculation and posting is completed the screen below will appear. To close the invoicing wizard, click *Finish*.

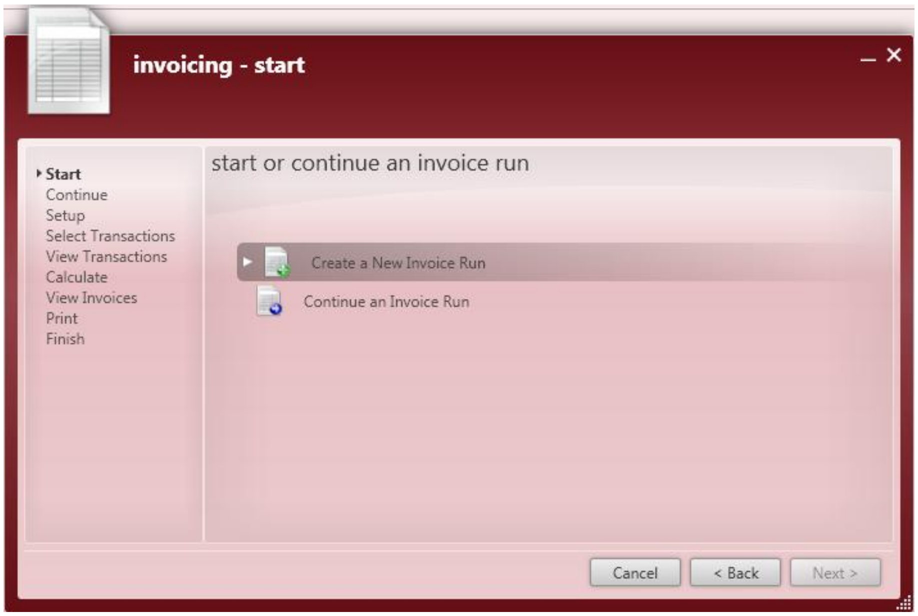


*Note – Completing the "HoldOffMo" **Invoice** run flags these "Non-Weekly" *Transactions* as "Invoice Complete" so that the weekly gross profit can be calculated and the processing week can be closed. There won't be any **Invoices** to print when this *Run Type* is selected.

Once all of the "HoldOffMo" **Invoice** runs have been completed for the week, then the "InvMonthly" **Invoice** *Run Type* can be used for any billable *Transaction* data that should be **Invoiced** for the current processing week. This process allows the user to print consolidated "Monthly" ("Bi-weekly" and "Semi-monthly" included) **Invoices** of billable *Transaction* data that has been posted to **Invoice** history via a "HoldOffMo" **Invoice** run.

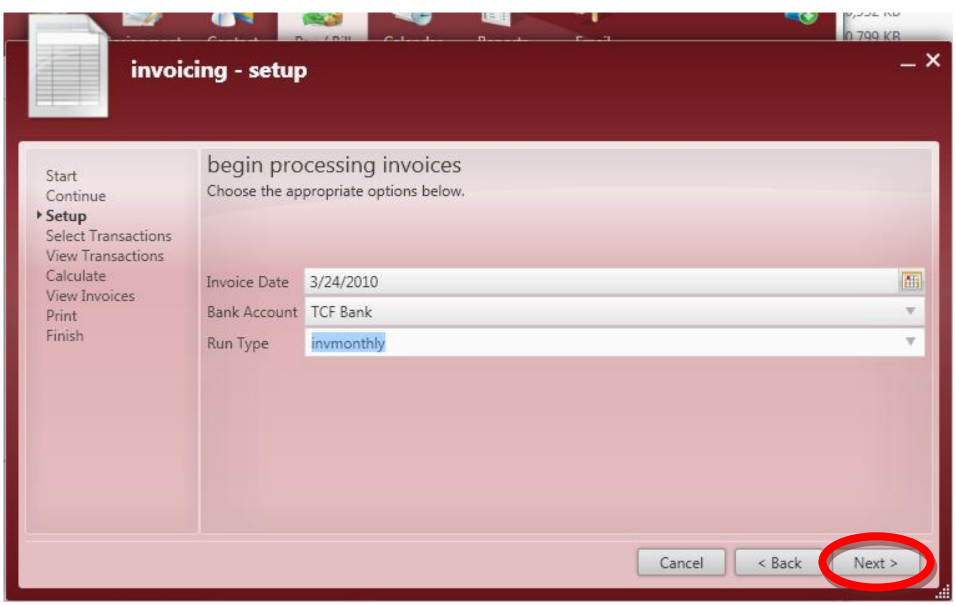
6) Start an Invoice Run.

Select *Process Invoices* from the ***Invoicing*** option in the **Payroll/Invoicing** form within the **Pay/Bill** section. (This will open the invoicing wizard) Select *Create a New Invoice Run*.



7) Determine the Setup.

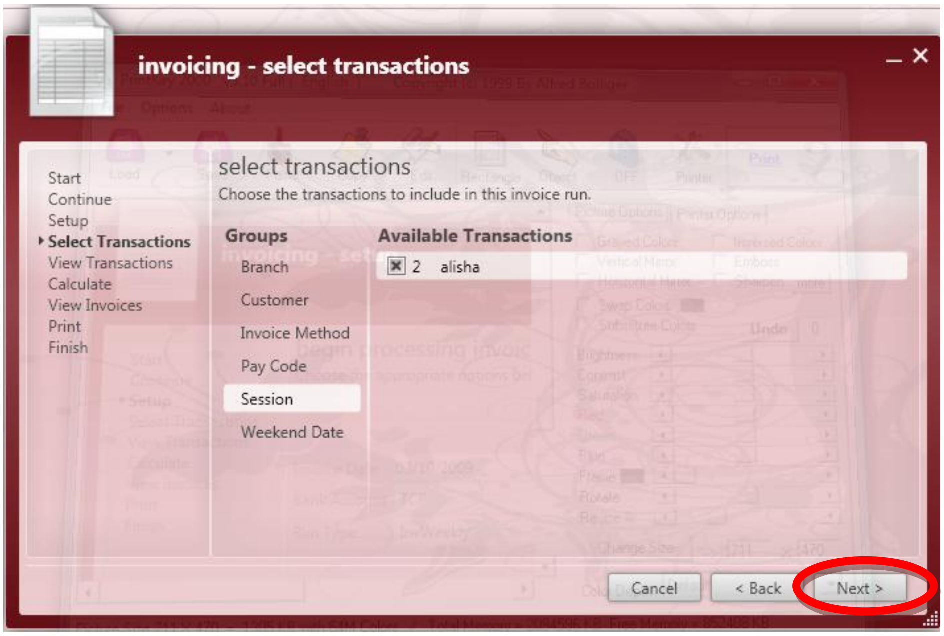
Verify (or change) the *Invoice Date*, *Bank Account* and *Run Type* (should be "InvMonthly"), and then click *Next*.



*Note - The "InvMonthly" *Run Type* should be selected. The "InvMonthly" **Invoice** run(s) should only be started after all of the "HoldOffMo" runs have been completed. This should prevent any of the *Transactions* being "missed" and not pulled into the **Customer's Invoice** for the month.

8) Select the Transactions.

First choose the way you want to sort the *Transactions* from the Groups menu in the middle of the form. Once the Group has been selected the *Transactions* will be listed under the Available Transactions section. Click in the box in front of the *Transactions* that you want to include and then click *Next*.



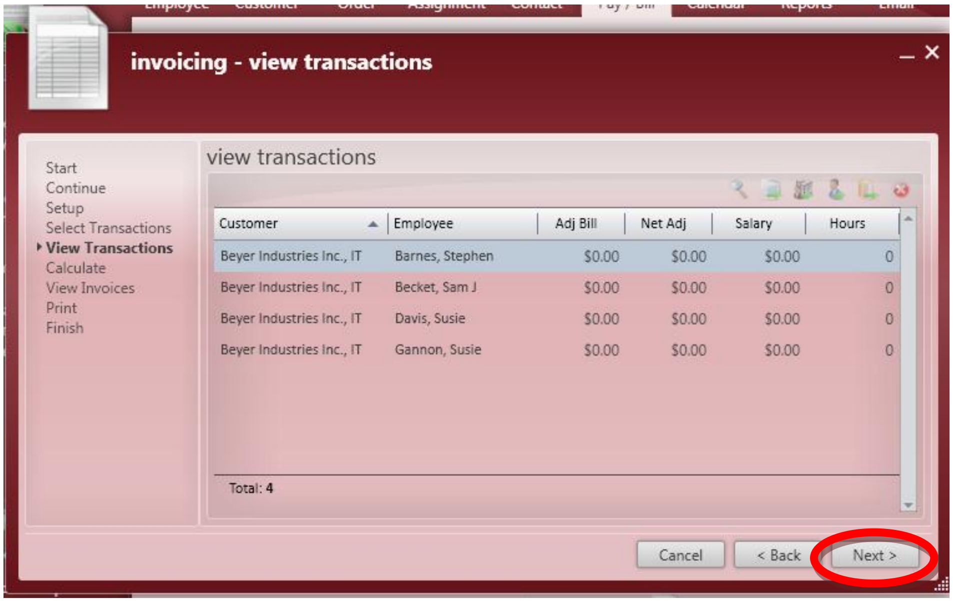
*Note - The "InvMonthly" run will only pull in billable *Transaction* data that has already been posted to **Invoice** history via a "HoldOffMo" **Invoice** run.

All of the *Transactions* listed in this form will have been processed through a "HoldOffMo" **Invoice** run, but only those *Transactions* that should be printed in this billing cycle will be displayed. For example, if the *Weekend Bill* date is "3/21/2010" only the *Transactions* for **Customers** where the "Process During Week Cycle 3" or "Ignore Bill Cycle" options were selected in the *Bill On* field of the **Customer Invoicing**/***Billing Setup*** form will be displayed because this is the third processing week (ie. *Weekend Bill*) for the month of March.

*Note – If the "Ignore Bill Cycle" option is selected for the **Customer** in the *Bill On* field of the **Invoicing**/***Billing Setup*** form, any *Transactions* that have been processed through a "HoldOffMo" **Invoice** run, but have not yet been printed via the "InvMonthly" run will be displayed in the ***Select Transactions*** form. Sorting by the "Customer" Groups option will allow the user to only select *Transactions* for the **Customers** who's **Invoices** should be printed this week.

9) View the Transactions.

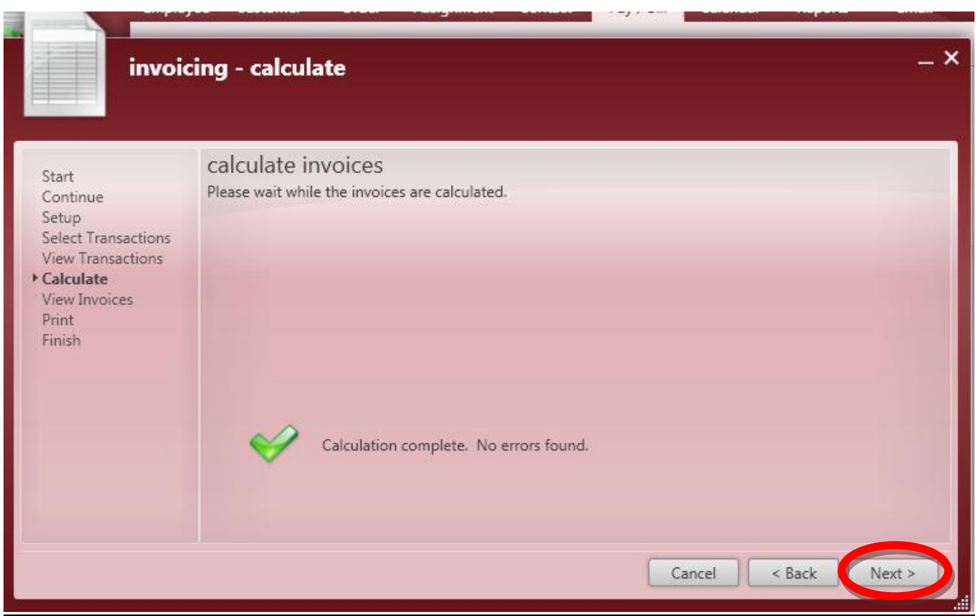
This form will display all of the *Transactions* that have been selected for this **Invoice** run. To view a *Transaction*, highlight the line and click on the button or to remove one from the run click on the button. The *Transaction* data shown in this step of the "InvMonthly" run displays "0" *Hours*, "$0.00" *Salary*, etc. because these *Transactions* have already been posted to **Invoice** history.



*Note – To avoid creating more **Invoices** per **Customer** than necessary, if removing one *Transaction* for the **Customer**, remove all other *Transactions* that are currently included in this **Invoice** run for the same **Customer** before continuing the process. All *Transactions* removed from this run can be pulled into another "InvMonthly" **Invoice** run.

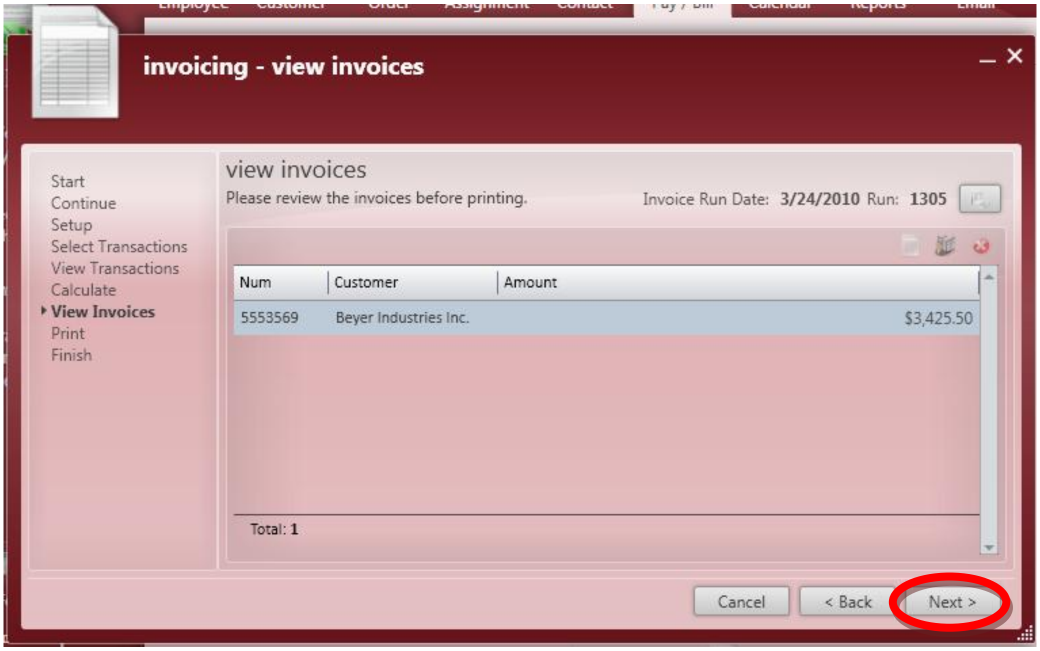
10) Calculate Invoices.

At this step in the process Enterprise is looking for last minute **Invoice** errors such as **Customer** over their *Credit Limit* or a *Purchase Order* about to expire. If there aren't any errors click *Next*.



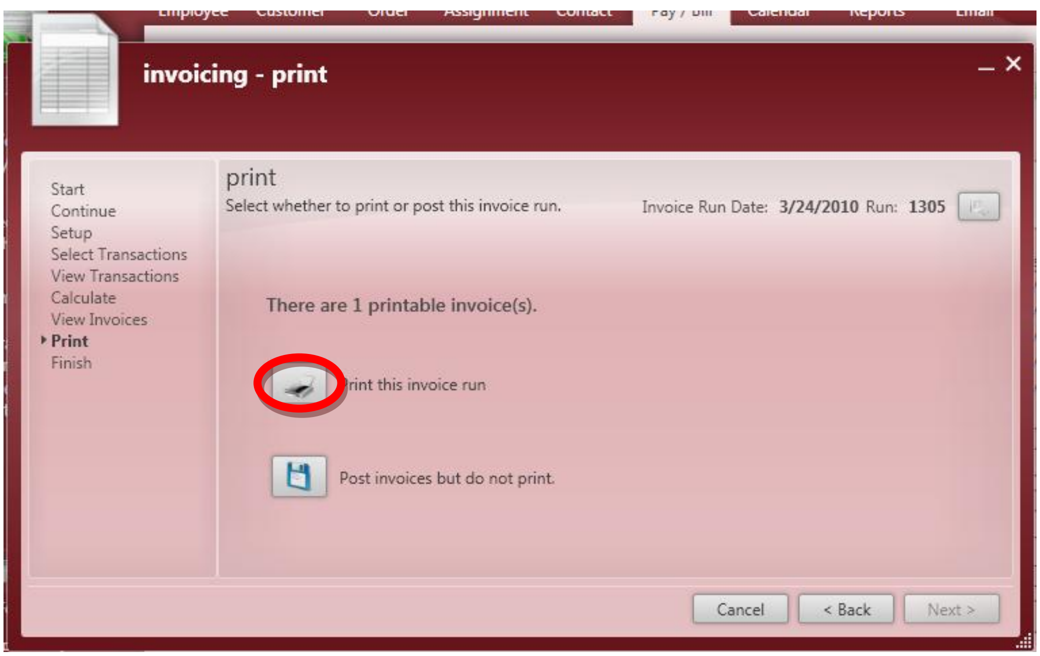
11) View Invoices.

This form lists out the **Invoices** that are included in this run. To view an **Invoice** select the line and then click on the button to view the **Invoice** in the **Invoice Register/*Invoice Detail*** form. Click on the button to navigate to the **Customer** record, or click on the button to remove the **Invoice** from the run. Once all **Invoices** look correct click *Next*.



12) Print the Invoices.

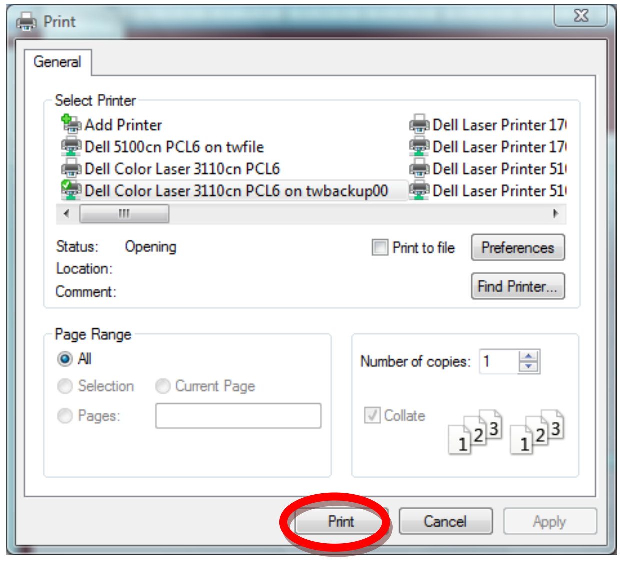
Click on the button (circled below) to open up the form where the printer can be selected.



*Note – The *Transactions* are already posted to **Invoice** history, so the button should only be clicked if all of the **Customers** with **Invoices** in the run are set up with an *Invoice Method* of "Email Only". In this case the text will read "There are 0 printable invoice(s)".

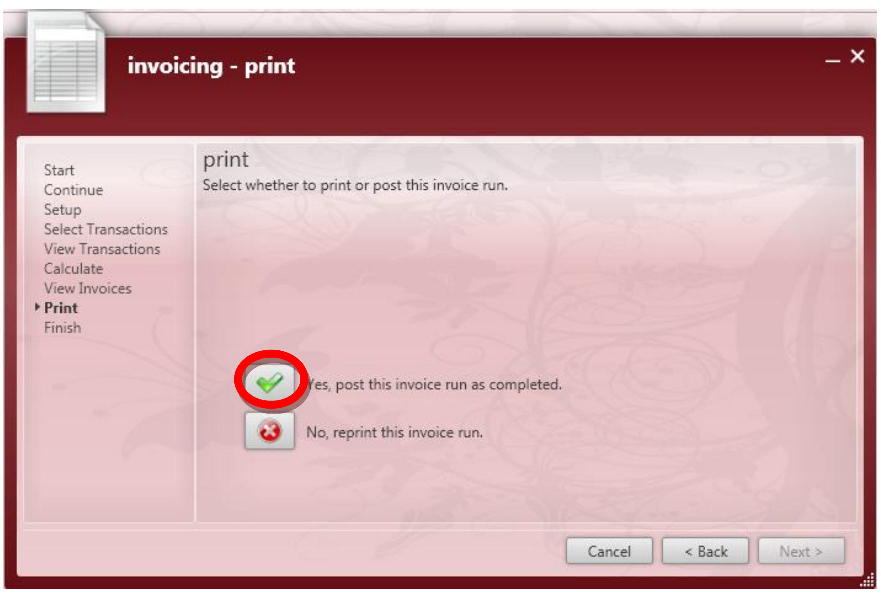
The **Invoices** will then be ***Emailed*** via the EDDS (Email Document Distribution System) instead of being printed.

Select the printer from the list and then click the *Print* button.

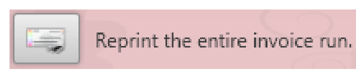


13) Post Invoices to A/R.

Once **Invoices** have completed printing verify that there wasn't a paper jam or any other printing errors. If everything is correct, click on the  button to post the **Invoices** to accounts receivable.



If a paper jam (or any other type of printing error occurred) select the  button to reprint the run. The next form will offer two options:



To reprint the entire run

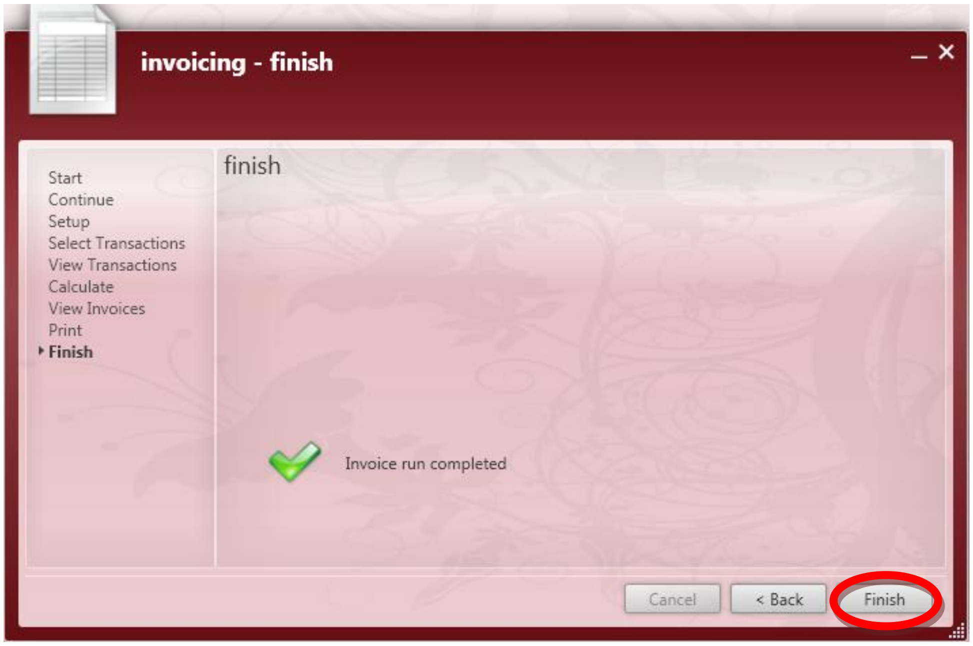
-- Or --

to select the **Invoice** to start the reprint with.

Highlight the **Invoice** line and then click the  button to start the reprint.

14) Finish.

Once posting is complete click on the *Finish* button to close the invoicing wizard.



<u>Monthly Invoice Processing Summary</u>

1) Set up customer record for "Monthly" invoice processing frequency
2) Create orders and assignments
3) Create timecards and do time entry then proofing and payroll
4) Process "HoldOffMo" invoice run(s) for customers on "Bi-weekly", "Semi-monthly", and "Monthly" frequencies
5) Process "InvMonthly" run(s) to print invoices for customers on "Bi-weekly", "Semi-monthly", and "Monthly" invoice printing frequencies.

*Note – The EDDS (Email Document Distribution System) as mentioned on page 8 of this document is an additional module that is not a part of the "core" Enterprise system. For more information on **Invoice** mass-***Emailing*** contact a TempWorks representative.

<u>Still Have Questions?</u>

For more information about monthly invoicing contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To schedule training on monthly invoicing, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to Alisha@tempworks.com.