

SedonaOffice

The #1 Financial Software for Security Companies

Cycle Invoicing Reference Guide

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About this Guide

This Guide is for use by SedonaOffice customers only. This guide is not meant to serve as an operating or training manual, its purpose is to provide an overview of the content contained within, and to be used as a reference guide only.

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Table of Contents

About this Guide	2
Cycle Invoicing	4
Creating the Cycle Invoicing Batch	4
Posting the Cycle Batch	5
Invoice Date	5
Invoice Print Setup Issues	6
Print Cycle Invoices	6
Emailing Invoicing Setup	7
Suggested Flow of Cycle Process	8
RMR Billing Address Setup	9

Cycle Invoicing

This reference guide is not to explain “how to” processes cycle invoicing, but to touch on some hot points and potential trouble areas.

For a thorough review of how to setup RMR and create cycle invoices, please refer to the SedonaOffice On-Line help, <http://www.sedonaoffice.com/V5Help/V5Help.html>

Creating the Cycle Invoicing Batch

One of the most problematic areas of cycle creation is caused by customers selecting an incorrect month to cycle. Choosing an older date usually won't affect you because SedonaOffice will never charge the customer twice for the same RMR item within the same cycle. However, if you accidentally choose a month that is in the future, the program will generate charges for all the days from the last cycle for each RMR item up to the end of the selected cycle month.

Include	Branch	Description	Last Cycle	Posted
<input type="checkbox"/>	Canadian	Canadian	6/1/2009	N
<input type="checkbox"/>	Carolina	Carolina	6/1/2009	N
<input type="checkbox"/>	Chicago	Chicago	6/1/2009	N
<input type="checkbox"/>	Cleveland	Cleveland Location	6/1/2009	N
<input type="checkbox"/>	Columbus	Columbus	6/1/2009	N
<input type="checkbox"/>	Detroit	Detroit Location	6/1/2009	N
<input type="checkbox"/>	Hot Diggety Dog	Hot Dog	6/1/2009	N
<input type="checkbox"/>	Lansing	Lansing	6/1/2009	N
<input type="checkbox"/>	Livonia	Livonia	6/1/2009	N
<input type="checkbox"/>	Maryland	Maryland	6/1/2009	N
<input type="checkbox"/>	MI	Michigan	6/1/2009	N
<input type="checkbox"/>	Michigan	Michigan	6/1/2009	N
<input type="checkbox"/>	Minnesota	Minnesota	6/1/2009	N
<input type="checkbox"/>	Northville	Northville	6/1/2009	N
<input type="checkbox"/>	Red Wing	Red Wing	6/1/2009	N
<input type="checkbox"/>	Spartan	Spartan	6/1/2009	N

Posting the Cycle Batch

Invoice Date

One of the most common mistakes users make in posting cycle invoices is selecting the wrong date for invoices. This date is completely separate from the month that is being billed. Always double check this date before posting the invoices.

The screenshot shows a software window titled "Cycle Invoicing Process" with a close button (X) in the top right corner. The window is divided into several sections:

- Cycle Information:** Contains fields for Cycle (594), Amount (157,941.48), Month (December 2009), Count (1045), Created (12/23/2009), Thru Day (28), and Description (01-Dec-09).
- Invoice Information:** Contains fields for Category (Recurring), AR Account (1100), Terms (Net 15), Invoice Date (12/23/2009), and Invoice Description (Cycle Billing). The Invoice Date field is highlighted in yellow.
- Aging Date:** Includes a checkbox for "Aging Date to Match Bill On Day" (unchecked) and an Aging Date field (12/1/2009).
- ACH Hold Date:** Includes a checkbox for "ACH Hold Date to Match Bill On Day" (unchecked) and an ACH Hold to Process Date field (12/23/2009).
- Memo:** A large empty text area for entering a memo.

At the bottom of the window, there are four buttons: Print, Save, Post, and Close.

Invoice Print Setup Issues

Print Cycle Invoices

If this option is NOT checked, this customer's cycle invoices will never automatically be added to the print queue. This can obviously result in a delay in cash receipts if this customer is not setup for ACH or CC auto payments. The customer will still be receiving statements to pay on those, but you may not realize that they never receive initial invoices for the cycle.

The screenshot shows the 'Customer Setup 1027' window. At the top, the customer information is displayed: Customer # 1027, Customer Name Marraccini, M/M William, and address Attn John Smith, 111 Bowne Rd. Below this are tabs for Setup Information, Userdef, Bill To, Master Account Setup, and Items. The 'Setup Information' tab is active, showing fields for Customer Status (AR), Customer Type (Residential), Old Customer ID, Default Terms (Net 10), Tax Exempt # (134654), OK to Increase, Salesperson (Steve Dulock), Blanket P.O., P.O. Expire Date, Customer Since, Chain Account, Customer Group (Ohio), Customer Group 2, Branch (Garden State/IT Sales), and No Collections (unchecked). Below the main fields are two sections: 'Master Account Information' with 'Is Master Account' (unchecked) and 'Sub Account Invoices to Master A/R' (unchecked), and 'Invoice Printing' with 'Print Cycle Invoices' (checked and highlighted in yellow), 'Print Statements' (checked), 'Print Site Info on Invoices' (checked), 'Separate Cycle Invoice for Each Site' (checked), and 'Charge Late Fees' (checked). A 'Critical Message' section at the bottom has an 'Expires On' field. 'Save' and 'Close' buttons are at the bottom right.

Emailing Invoicing Setup

A customer will not receive an email copy of their invoice through PDF-Explode unless you've setup the email in the Billing Address setup and checked the box.

S Customer Billing 1027

Customer Information

Customer # 1027

Customer Name Marraccini, M/M William

Billing Information | Contacts

Inactive
 Primary

Residential Commercial

Name: Marraccini, M/M William

Address...: Attn John Smith
111 Bowne Rd
Locust, NJ 07760

Phone 1: (732) 291-1164

Phone 2:

Fax:

Email: mmarraccini@aol.com

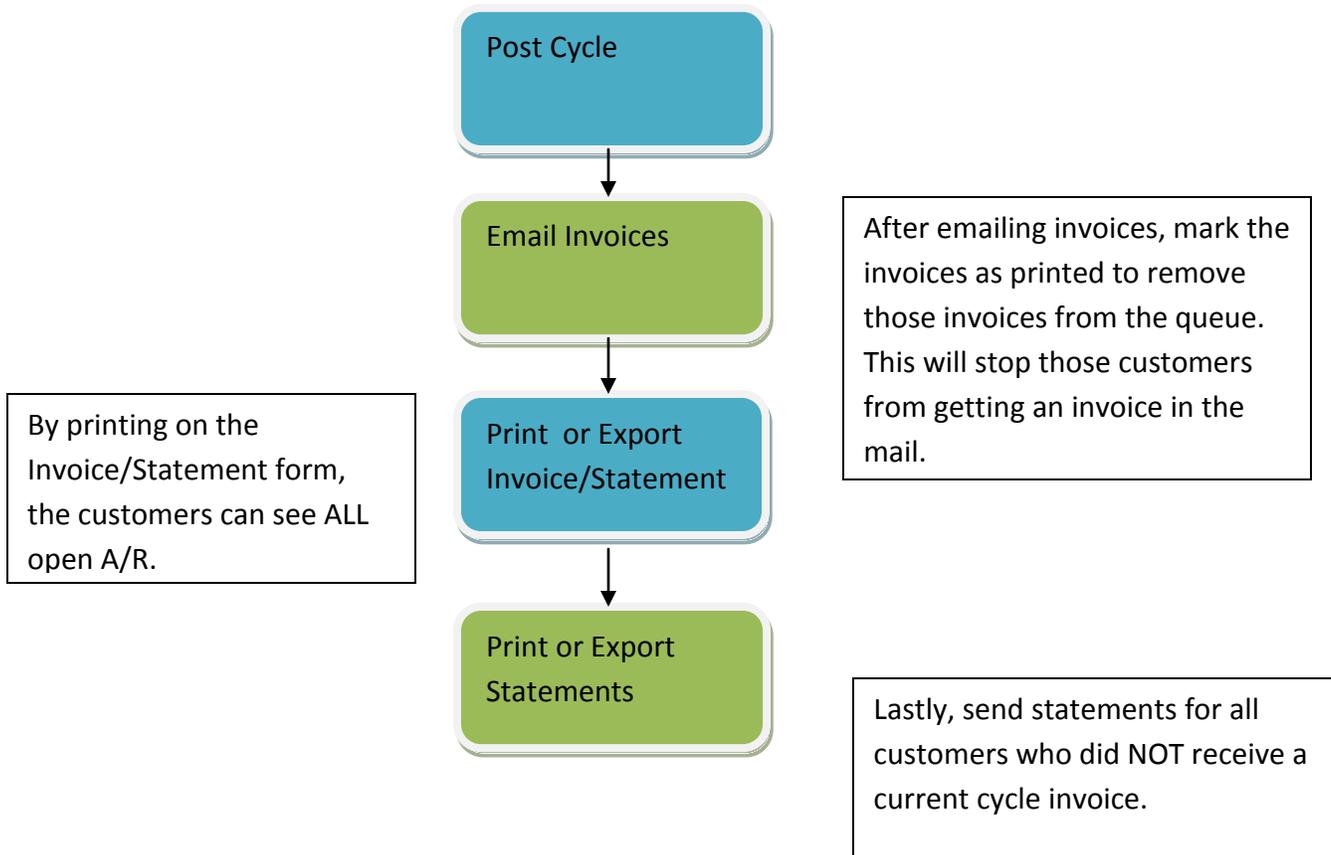
Email Invoices

Email Invoices Available through PDF Explode Only

Save Close

Suggested Flow of Cycle Process

The following process flow describes the recommended procedure for cycle invoicing and printing. Following this procedure assures that all customers with an accounts receivable balance will receive exactly ONE correspondence from you.



RMR Billing Address Setup

You can assign a different billing address for each RMR item on a customer record. You can even assign the RMR to be billed to a 3rd party customer. Be careful to choose a customer that should be seeing these charges. Also, be aware that a UNIQUE INVOICE will be sent to each separate billing address.

Recurring Edit 1027

Site and System

Marraccini/Cottage
333 Bowne Rd
Locust, NJ 07760

Marraccini, M/M William
Attn John Smith
111 Bowne Rd
Locust, NJ 07760

System E50478
P-alert

Panel Type

Recurring Setup Royalties / Com

Recurring Information

Recurring Item EXTENDED BA
Description EXTENDED BA
Sub Item Of Monitoring
Bill Cycle Monthly

RMR Amount \$5.00
Cycle Amount \$5.00
Next Cycle November 200
Recurring Start 12/1/2008
Recurring End
Memo

Bill To

Name	Address 1	City	State	Zip Code	Is Primary
Marraccini, M/M William	Attn John Smith	Locust	NJ	07760	Y
James Forseith	1	Loganville	GA	30052	N

Amount: \$
Entered Date: 5,

Save Close