Job Processing 4
Invoicing/Credits/Re-Invoicing

Presented By:

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Table of Contents

Job Invoicing & Credits

Jobs Invoices are created exclusively from the Job Queue for any and all billable charges on Jobs. Job Install Charges/Parts may be invoice progressively or all on one invoice. Recurring Charges may be invoiced on the same invoice with Install Charges or may be invoiced separately.

Any Job Invoices that need to be credited off <u>must</u> be initiated from the Job; Job Tools/Invoices – highlight the Invoice and select the appropriate right-click option.
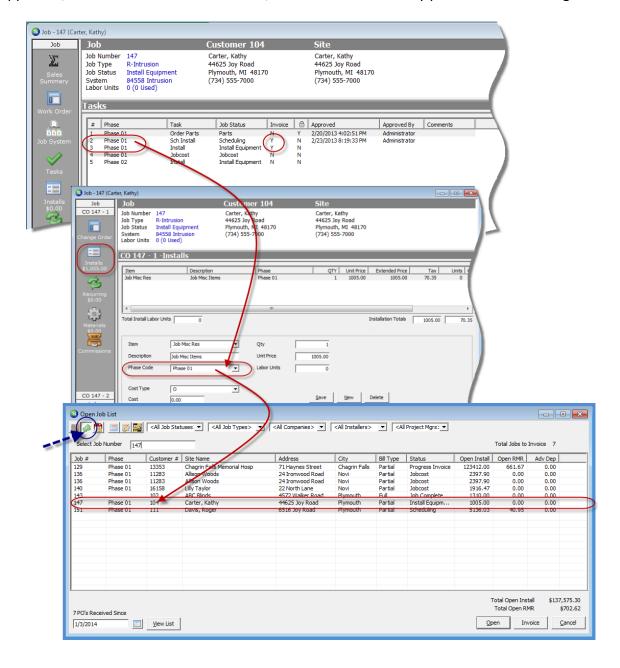
Notes

Invoicing - Job Tasks & Job Phases

Your company determines when a Job may be invoiced; this is controlled by two elements on the Job:

- A Job Task being approved which is flagged for Invoicing
- Install Charges/Parts match the Job Phase on the Job Task which was approved [for invoicing].

The only exception to the above rule is at the end of the Job; once all Job Tasks have been approved, if amounts remain to be billed, the Job is automatically placed into the Billing Queue.
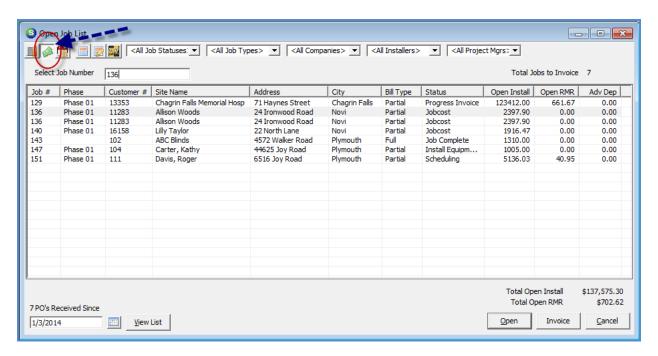
Jobs Ready to Invoice List

The Jobs Ready to Invoice List displays any Jobs with amounts available to be billed where a Job Task which is flagged for Invoicing is approved. This does not necessarily indicate you make create an Invoice. If there are no matching Phases for the Job Task and Install Charges/Parts, when attempting to create the Invoice, no charges will be listed.

In the example Ready to Invoice List below, Job Number 136 appears twice in the list; this indicates that two Job Tasks flagged for invoicing have been approved.

Also in the List below, notice that Job Number 143 does not list a Phase Code; this is because all Job Tasks have been signed off – the application has automatically placed this Job in the list.
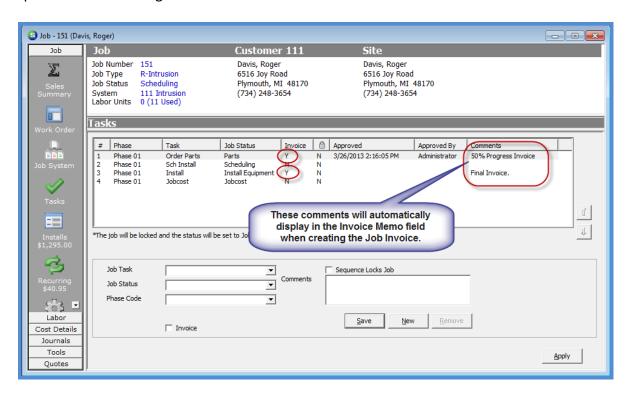

Job #	Phase	Customer #	Site Name	Address	City	Bill Type	Status	Open Install	Open RMR	Adv Dep
129	Phase 01	13353	Chagrin Falls Memorial Hosp	71 Haynes Street	Chagrin Falls	Partial	Progress Invoice	123412.00	661.67	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
136	Phase 01	11283	Allison Woods	24 Ironwood Road	Novi	Partial	Jobcost	2397.90	0.00	0.00
140	Phase 01	16158	Lilly Taylor	22 North Lane	Novi	Partial	Jobcost	1916.47	0.00	0.00
143		102	ABC Blinds	4572 Walker Road	Plymouth	Full	Job Complete	1310.00	0.00	0.00
147	Phase 01	104	Carter, Kathy	44625 Joy Road	Plymouth	Partial	Install Equipm...	1005.00	0.00	0.00
151	Phase 01	111	Davis, Roger	6516 Joy Road	Plymouth	Partial	Scheduling	5136.03	40.95	0.00

Total Open Install $137,575.30
Total Open RMR $702.62

Notes

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Progress Invoicing

Progress Invoices may be created for a percentage or a specific amount of Install Charges. Utilizing the Invoice Comment field on Job Tasks is a way to communicate to the person responsible for invoicing what and how to bill the Job Invoice.
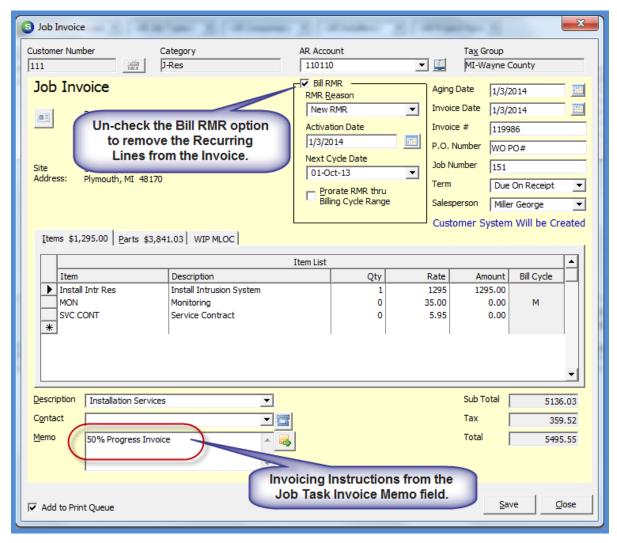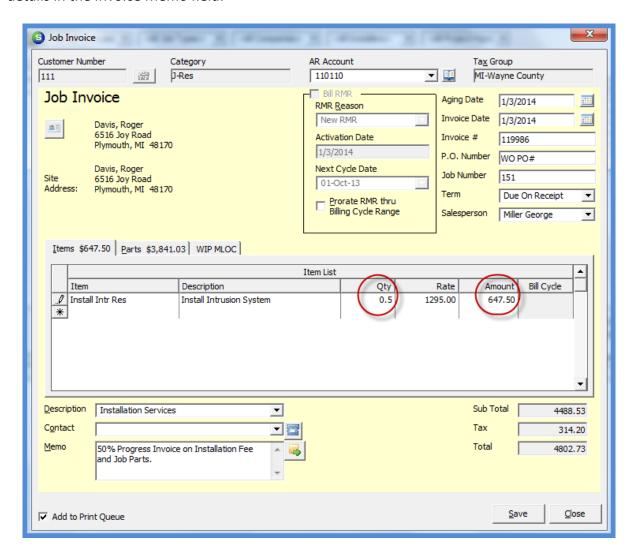

Notes

Creating a Progress Invoice

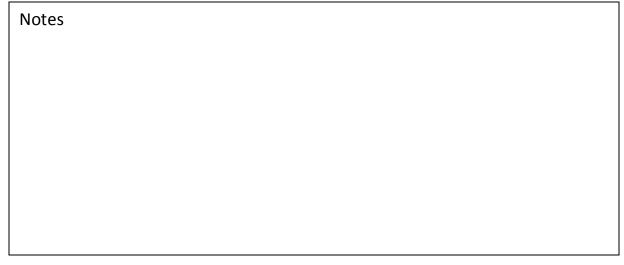In this example, we will be invoicing 50% of the Install Charges all of the Parts listed on the Parts tab.
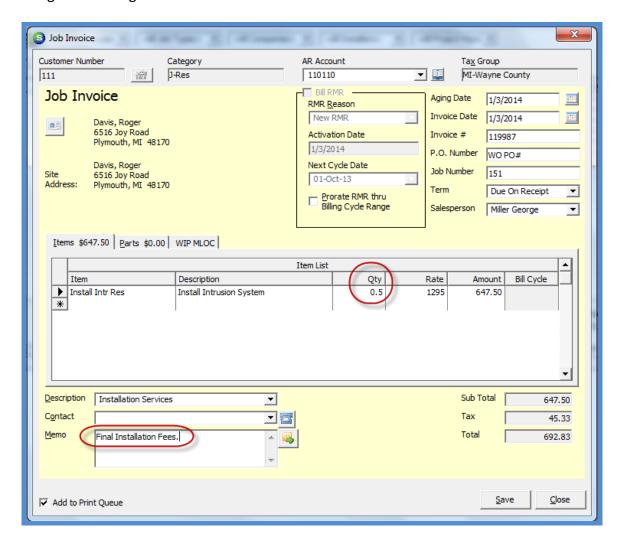
Next we will modify the *Qty* field for the Install Charge on the Invoice Line and enter more details in the Invoice Memo field.

Notes

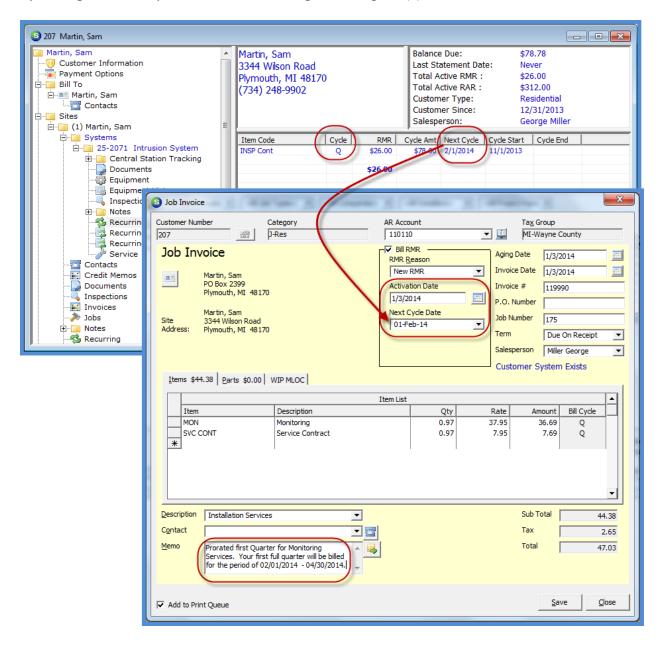Creating the 2nd Progress Invoice.

Notes

Invoicing Recurring Charges

If recurring services have been sold on the Job, you may invoice for these charges along with the Install/Part Charges or on the same invoice or on a separate invoice.

Synchronizing Recurring

If there is existing Recurring being billed on the Site, you may synchronize the new Job recurring by setting the Next Cycle Date to the existing Recurring line(s).
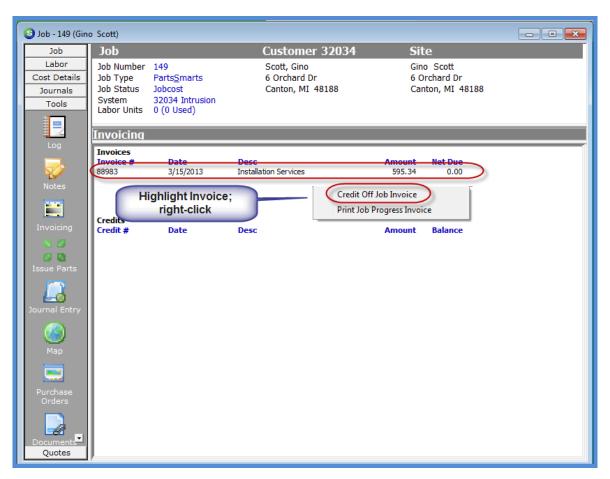
Crediting-Off Job Invoices

If any Job Invoice needs to be credited-off, this must be initiated from the Job Invoice List. If only a portion of the Invoice was incorrect, you still must credit off the entire invoice and re-invoice after credit has been completed.

The Job Management module keeps track of what amounts remain to be invoice for the Job by using the Job Billing Queue and creating credits from within the Job. Any Invoices or Credits performed outside of the Job are not properly tracked within Job Management.

Notes

Re-Invoice Job

To be able to Re-Invoice a Job, you must have a Job Task approved with the same Phase as the Install/Part Charges to be re-invoiced. Most likely you will need to add a new Task to the Job's Task List for this purpose.

Notes