QUICK REFERENCE GUIDE

DRAFTING AN INVOICE

Fees can be drafted from the following locations:

- From the Draft Fee page of the **Data Entry** section of the task pad in the **Client** menu.
- From the **Portfolio** menu select **Fee Portfolio**. Open the **WIP** folder, select **Entire** Portfolio, select the client to be billed and click on the **Fee** button.
- From the **Client Dashboard** click on the **New** button in the **Draft Fees and Credit Notes** dashlet. (If configured to show)

THE FEE WIZARD

- On the opening page of the fees wizard select the type of fee that is required.
- Set the date that you want all entries up until.
- Select whether the fee is to be an Interim fee or a Final fee.
- Click on the **Next** button to open the Header page.
- Check the details on the Header page and amend if necessary.
- Click on the **Next** button to open the WIP Allocation page.
- Remove any services that you do not want to bill by clicking on the red cross.
- Enter the amount to be billed, written off and carried forward for each service with any narrative if it is required.
- Click on the **Next** button to open the Debtors page where the fee narratives are built.
- Select how you would like to build the fee by clicking on the drop down menu and selecting By Service, By Type or By Staff.
- Click on the **Go** button.
- Expand each service and enter the narrative required or select a paragraph using the **Fees Paras** button.
- Add any additional lines by clicking on the **Add a line** button.
- Remove any unnecessary lines by clicking on the red cross next to the unwanted line.
- Change the VAT rate on individual lines if necessary.
- Amend the order of the lines by using the arrows on the left hand side.
- View the draft fee by clicking on the **View** button.
- Save the draft fee by clicking on the **Close** button.
- Or confirm the fee by clicking on **Check** button and then the **Confirm** button. (This assumes that fee security is not being used.)
- If you have chosen to confirm the fee select whether you would like to print a copy of the fee and click on the **OK** button.

Note: If you have added or removed lines from the DRS screen you must ensure that the total amount for the bill before VAT matches the total amount of WIP that is being billed. If these two amounts to do match you will receive a message indicating that WIP and DRS do not agree and you will not be able to confirm the fee.

For more information on more complex fee scenarios please refer to the Fees and Billing Administrators Guide.