QUICK REFERENCE GUIDE

DRAFTING A BILL

Bills can be drafted from the following locations:

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

THE BILL WIZARD

- On the opening page of the bills wizard select the type of bill that is required.
- Set the date that you want all entries up until.
- Select whether the bill is to be an Interim bill or a Final bill. (An Interim bill will not use the WIP but will create an On Account entry, a Final bill will use the available WIP.)
- If permissions allow it is also possible to select to do a single Job bill, a single service bill and a Group bill.
- Click on the **Next** button to open the Header page. If a Group bill has been selected, and additional page will be displayed that will list all available clients within the group. Select the additional clients that are to be billed and click onto the **Next** button.
- 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. The narrative is for information purposes only.
- It is also possible to expand each line and select to bill, remove, write off, carry forward the individual entries by clicking onto the + icon next to each service.
- Click on the **Next** button to open the Debtors page where the fee narratives are built. This is the wording that the client will see on the bill.
- Select how you would like to build the bill by clicking on the drop down menu and selecting By Service, By Type or By Staff, or any other option that has been configured.
- Click on the **Go** button.
- Expand each line and enter the narrative required or select a paragraph using the **Bills 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/ Tax rate on individual lines if necessary.
- Amend the order of the lines by using the arrows on the left hand side.
- IMPORTANT – the value of the lines on the DRS screen must match the value of the entries to be billed on the WIP screen.
- View the draft bill by clicking on the **View** button.
- Save the draft bill by clicking on the **Close** button.
- Or confirm the bill by clicking on **Check** button and then the **Confirm** button. (This assumes that bill security is not being used.)
- If you have chosen to confirm the bill select whether you would like to print a copy of the bill 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/ Tax 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 the bill will not be able to be confirmed.

For more information on more complex bill scenarios please refer to the Bills and Billing Administrators Guide.