

END USER GUIDE TO BILLING

END USER GUIDE

CHANGE HISTORY

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DATE: APRIL 2020

Author	Date	Change
MICHELLE HARRIS	JANUARY 2021	UPDATE TO INCLUDE 9.8 SP1 ENHANCEMENTS

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V9.7 END USER GUIDE TO BILLING

This document provides typical scenarios, examples, best practice and information relating to Billing and the required job set up.

It is aimed at the people who will be drafting, managing and processing bills.

Due to the complexity of the billing functionality, only the common scenarios will be covered. Information about advanced billing options and settings can be obtained from the 9.7 Billing – System Administrators Guide.

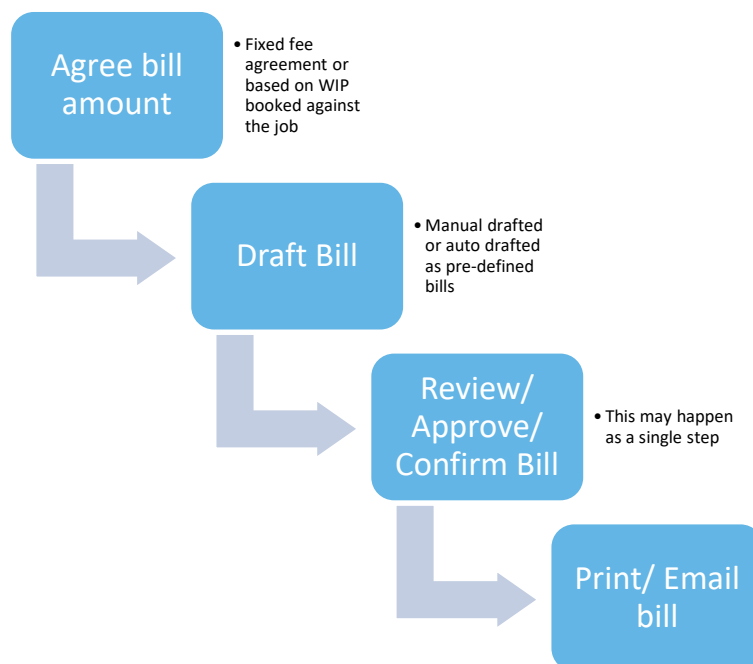
OVERVIEW

The Billing process can be very different for many firms and even within the same firm between different departments and areas.

The Billing functionality within IRIS Practice Engine has been designed to accommodate the myriad of scenarios and to provide flexibility in the billing process from billing as a job is completed, billing against a prescribed schedule or ad hoc billing.

Key aspects to any billing process is:

- To identify the value of the bill.
- To draft the bill
- To review and approve the bill
- To confirm the bill
- To print or email the bill to the client



The use of jobs is central to the billing process within IRIS Practice Engine. Much of the information required to use pre-defined bills is stored on the job details.

There are four billing types that can be set up and used – Manual, Based on Job, Based on Schedule and Recurring.

Manual bills are used for continuous work against open ended jobs or when the bill is being raised on a non-fixed agreement and some manual intervention is required.

Based on Job type bills are used for jobs that are billed on completion. They are one of the two pre-defined bill types and are particularly useful for smaller jobs that are completed relatively quickly.

Based on Schedule is used for more complex jobs where multiple bills are raised against a schedule over the course of the job. They are the second of the pre -defined bill types and are useful for jobs that extend over a longer period.

Recurring bills are used for frequent recurring work that is billed on a set recurring period such as monthly or quarterly.

Additionally, the billing process uses three WIP types when drafting bills:

Interim - An Interim bill creates an On Account transaction that is posted to WIP as a negative outstanding amount. Any existing WIP is left unchanged but the balance of WIP is reduced. It can be used when there are no WIP entries to bill against a job or when you do not wish to allocate any WIP. The included job(s) status will remain unchanged.

Progress - A progress bill allows the existing WIP to be included in the bill and if the allocation type is Manual per Bill against the included jobs, the WIP allocation can be edited as part of the bill process. The included job(s) status will remain unchanged.

Final - A final bill will include the existing WIP in the bill. Any WIP that is not to be billed will be written off. The included job(s) will be marked as closed when the bill is confirmed.

BILLING SCENARIOS

This section will outline different billing scenarios and how bills can be managed. All scenarios will explain the information that is required on the job as well as where the bill can be drafted from.

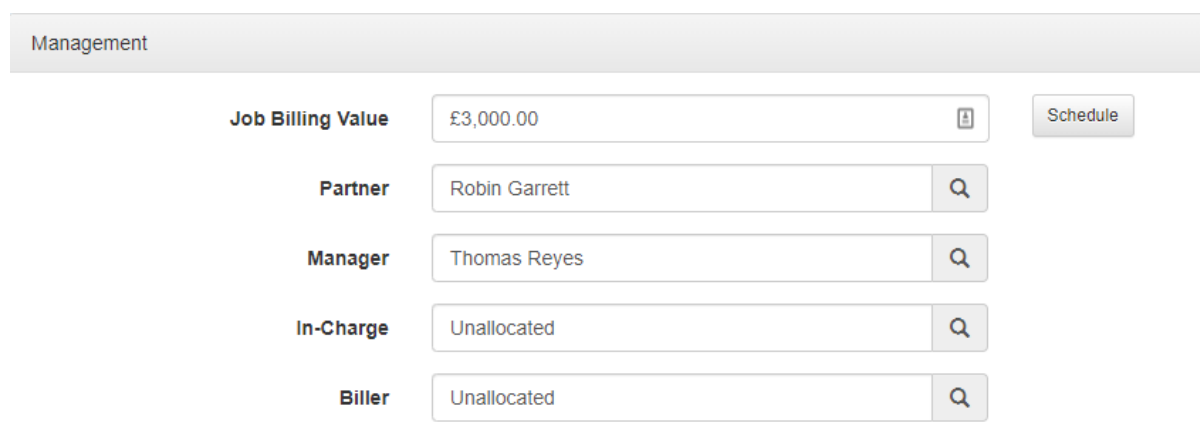
MANUAL BILLS

This example will run through how to set up the job and then how to draft and confirm the Bill. It is assumed that the process of creating a job on a client is known. It uses an Allocation type of Manual per Bill.

SETTING THE JOB DETAILS

Create a new job on a client and open the Job Details.

Although a Manual job does not require a Job Billing Value, it is advisable to enter one. Open the Management panel and enter a Job Billing Value - this is the value that was agreed with the client. For Manual Bills it is not used during the billing process.



Management			
Job Billing Value	£3,000.00	🔒	Schedule
Partner	Robin Garrett	🔍	
Manager	Thomas Reyes	🔍	
In-Charge	Unallocated	🔍	
Biller	Unallocated	🔍	

Save any changes that have been made.

Select the Billing panel from the Job details. Set the Billing Type to be **Manual**.

Billing

Billing Type Manual ?

Allocation Type Manual Per Bill ?

Billing Narrative

B *I* U Calibri 14 x₂ x²

Bill Paras

For work performed during the Annual IT Audit

45

Select the required Allocation Type. For jobs that are going to be ongoing with no end date, the suggested Allocation Type is Manual Per Bill. This will allow the WIP to be analysed at the individual transaction level if required but will also create an allocation against each bill without requiring the job to be closed.

If the Narrative on the draft bill is going to be built 'By Job' during the drafting process, enter a Billing Narrative - this is the narrative that will then appear on the draft bill. For Manual bills this is not essential but can simplify the drafting of the bill.

Enter any further details, that may be required. The Billing Email, Billing Layout and Automatic Email Bills to will only apply if doing a Single Job bill.

Save any changes that have been made.

DRAFTING THE BILL

The bill can be drafted from several places - the Client Dashboard, using the bills dashlet; The New Draft Bill page within the Client Menu; and from the Client, Service or Job Ownership portfolios within the Billing portfolio.

When selecting to draft the bill, the New Draft Bill Details page will be displayed:

Practice Engine 2: New Draft Bill for Doolittle Veterinary Surgery (DOO001) Cancel Create Draft Bill

Client Details

Partner	Vicky Stephenson	Total WIP	\$ 17,203.85	Total Unposted	Time: \$ 0.00 / Exp: \$ 0.00
Manager	Vicky Stephenson	Avail WIP	\$ 8,103.85	Avail Unposted	Time: \$ 0.00 / Exp: \$ 0.00
Group	Croydon College	Avail WIP (Client Cur)	\$8,103.85	Avail Unposted (Client Cur)	Time: \$0.00 / Exp: \$0.00
Status	ACTIVE	DRS O/S	\$27,382.04		

Billing Instructions

Bill Details

Organisation Practice Engine 2 **Bill Type** Request For Payment **Group Bill**

Work with WIP **WIP Type** Progress **Entries up to** 28/04/2020

Show All

<input type="checkbox"/>	Name	WIP Type	Unposted WIP	Posted WIP	Locked	Available	Bill Amount
<input checked="" type="checkbox"/>	Accounting Services (ACCOUNTS)		\$0.00	\$8,103.85	\$0.00	\$8,103.85	\$0.00

The top section of the page contains information relating to the client details and the available WIP, along with any Bill Instructions that may have been entered onto the client's WIP/ Billing page.

The Bill Details section contains various options that will affect the bill creation. The default settings will be displayed but can be overridden if required and if the user has the relevant permissions.

For a Manual Bill, ensure that the Bill Type is set as Progress (the default option). This will keep the included jobs open for further work.


At the bottom of the page, the list of Manual Jobs with available WIP will be displayed.

Select the Job(s) to be included in the bill. Once at least one job has been selected, the **Create Draft Bill** button will be enabled. Click onto the Create Draft Bill button. This will then open the Draft Bill Wizard.

The Draft Bill Wizard comprises of four standard tabs - The Header, Analysis, Narrative and Actions.

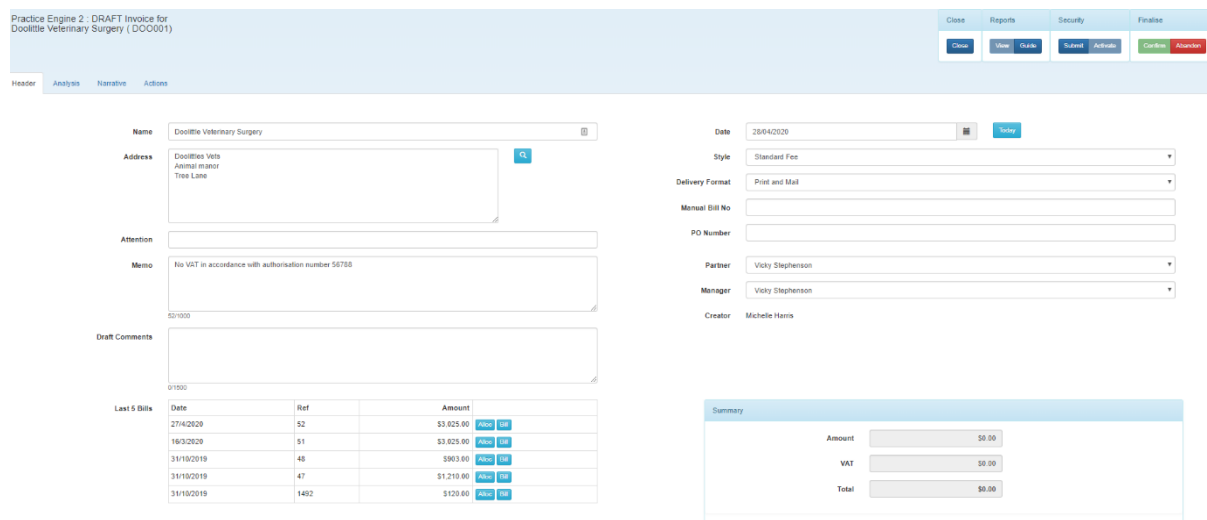
THE HEADER TAB

The Header tab will display the client details as well as options to set the bill date, the layout to be used, the delivery format and the Bill Partner and Manager.

Clicking onto the  icon opens a dialog that will display all associated addresses with the client. An alternative address can be selected from this dialog.

The Last 5 Bills section will display the last 5 bills raised against the client. Options are available to view the bill or to view the WIP allocation associated with that bill.

The Bill Partner and Manager will default to the Client Partner and Manager unless a single job has been selected, in which case the Bill Partner and Manager will be set to match the Job Partner and Manager.



Practice Engine 2 - DRAFT Invoice for Doolittle Veterinary Surgery (DOO001)

Close Reports Security Finalise
Close View Guide Submit Actions Confirm Reorder

Header Analysis Narrative Actions

Name: Doolittle Veterinary Surgery

Address: Doolittle Vets
Animal Manor
Tree Lane

Attention:

Memo: No VAT in accordance with authorisation number 56788

Draft Comments:

Last 5 Bills

Date	Ref	Amount
27/4/2020	52	\$3,825.00
16/3/2020	51	\$3,825.00
31/10/2019	48	\$963.00
31/10/2019	47	\$1,210.00
31/10/2019	1492	\$120.00

Date: 28/04/2020

Style: Standard Fee

Delivery Format: Print and Mail

Manual Bill No:

PO Number:

Partner: Vicky Stephenson

Manager: Vicky Stephenson

Creator: Michelle Harris

Summary

Amount: \$0.00

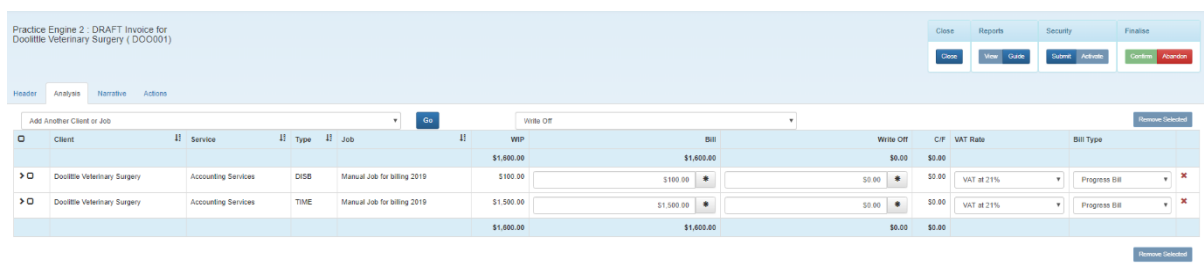
VAT: \$0.00

Total: \$0.00

Edit any details as necessary.

THE ANALYSIS TAB

The Analysis tab will display the WIP that is available on the bill and allows the amounts to be billed to be set.



Practice Engine 2 - DRAFT Invoice for Doolittle Veterinary Surgery (DOO001)

Close Reports Security Finalise
Close View Guide Submit Actions Confirm Reorder

Header Analysis Narrative Actions

Add Another Client or Job

Client Service Type Job WIP Bill Write Off C/P VAT Rate Bill Type

Doolittle Veterinary Surgery	Accounting Services	DISB	Manual Job for billing 2019	\$1,000.00	\$1,000.00	\$0.00	\$0.00	VAT at 21%	Progress Bill
Doolittle Veterinary Surgery	Accounting Services	TIME	Manual Job for billing 2019	\$1,500.00	\$1,500.00	\$0.00	\$0.00	VAT at 21%	Progress Bill
				\$1,800.00	\$1,800.00	\$0.00	\$0.00		

If the Allocation Type against the job has been set to Manual Per Bill it is possible to expand the Job to display the WIP transactions grouped by Staff, Analysis, Task or Role. . For all other allocation types the lines can be expanded to view the WIP but the allocated bill amounts cannot be changed.

Client	Service	Type	Job	WIP	Bill	Write Off	C/F	VAT Rate	Bill Type
Doolittle Veterinary Surgery	Accounting Services	DISB	Manual Job for billing 2019	\$100.00	\$100.00	\$0.00	\$0.00	VAT at 21%	Progress Bill
Doolittle Veterinary Surgery	Accounting Services	TIME	Manual Job for billing 2019	\$1,500.00	\$1,500.00	\$0.00	\$0.00	VAT at 21%	Progress Bill

Staff Name (Analysis)	Date	Hours	WIP	Bill	W/O	C/F
Melissa Seahorn		3.00	\$900.00	\$900.00	\$0.00	\$0.00
Michelle Harris		7.00	\$900.00	\$900.00	\$0.00	\$0.00

Enter the amount to be billed into the Bill field. Adjust the Write Off amount if required, any Carry Forward will be automatically calculated. Repeat for all jobs that are included in the Draft Bill.

Note: Hovering over the Job will display a tooltip of the Billing Type and Allocation Type of the job.

THE NARRATIVE TAB

The Narrative tab allows for the wording of the bill to be entered.

Select a **Build Bill By...** option from the drop down and click onto **Go**. This will create a narrative section for each Service, Type, Staff Member, Job or Client/ Job that is included on the Analysis tab of the bill.

Type	Service	Amount	VAT Rate	VAT	Total
Time	Accounting Services	\$1,500.00	VAT at 21%	\$315.00	\$1,815.00
Disb	Accounting Services	\$100.00	VAT at 21%	\$21.00	\$121.00

Enter the wording that is required into each narrative section of the bill. Rich Text formatting can be applied.

Clicking onto the **Bill Paras** link will open the Bill Paragraphs dialog where it is possible to choose from either previously used bill paragraphs for the client or from a list of standard bill paragraphs (if set up).

The amounts that are displayed are generated based on the Analysis tab. The values on the Narrative tab can be adjusted but the total must match the total of the Analysis tab. This is indicated by the two figures in the right corner of the Narrative tab.

THE ACTIONS TAB

The Actions tab allows for any attachments that will go with the bill to be added.

Click onto the **Add A Document button** to add any attachments. Only PDF attachments can be printed with the bill. Other attachment types can be added to the bill for reference purposes.

The Delivery Format can be changed if required.

SUBMITTING AND CONFIRMING THE BILL

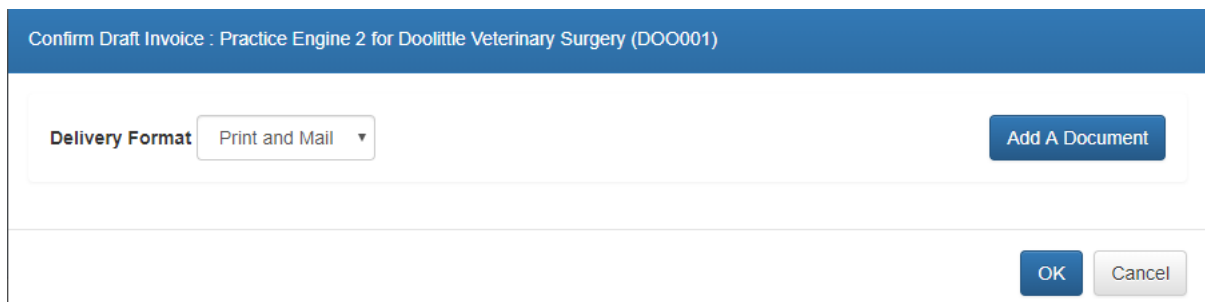
The bill cannot be confirmed until it has been Submitted. The Submit action will run through any policy checks that are in place and indicate if there are any problems with the bill.

Click onto the **Submit** button.

Once submitted, the confirm button will become available.

If the bill is to be confirmed straight away, click onto the **Confirm** button.

A Confirm Draft bill dialog will be displayed. Click onto the **OK** button to confirm the draft bill.



Confirm Draft Invoice : Practice Engine 2 for Doolittle Veterinary Surgery (DOO001)

Delivery Format Print and Mail ▾

Add A Document

OK Cancel

PRE-DEFINED BILLS - BASED ON JOB (BILLING ON JOB COMPLETION)

Pre-defined bills are those where the billing amount, narrative and other details have been set up ahead of time on the Job. These details are used when drafting the bill from the Job Billing portfolio within the Billing portfolio.

The Based on Job pre-defined bills are used when billing on job completion. The job is flagged as ready to be billed and a single bill is raised when the job is completed. They are particularly useful for smaller, simple jobs and bills where the work is performed quickly and billed.

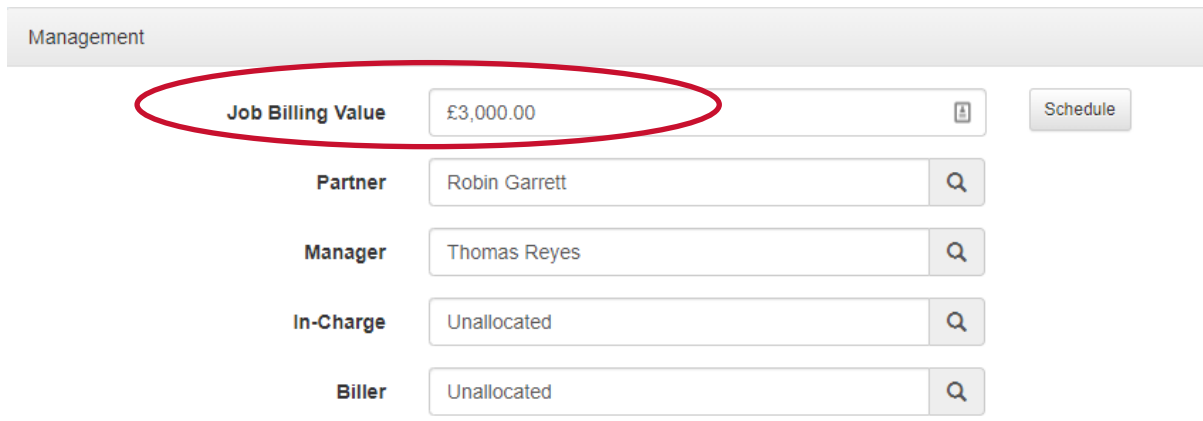
The option Manual when Complete provides a way of predefining the billing information against a job and having the job flagged up when complete. In addition, the bill amount and narrative once drafted can be edited. Manual When Complete cannot be automatically drafted or confirmed.

This example will run through how to set up the job with a billing type of Based on Job and then how to draft and confirm the bill. It is assumed that the process of creating a job on a client is known. It uses an Allocation type of Automatic Pro Rata when Closed. The Out of Scope Work and Automatic Options have not been used.

SETTING THE JOB DETAILS

Create a new job on a client and open the Job Details.

On the Management panel, ensure that a Job Billing Value has been entered. This will be used as the amount to be billed when the bill is drafted.



The screenshot shows the 'Management' panel for a job. The 'Job Billing Value' field is highlighted with a red circle and contains the value '£3,000.00'. To the right of this field is a 'Schedule' button. Below the 'Job Billing Value' field are four other fields: 'Partner' (Robin Garrett), 'Manager' (Thomas Reyes), 'In-Charge' (Unallocated), and 'Biller' (Unallocated). Each of these fields has a search icon to its right.

Save any changes that have been made.

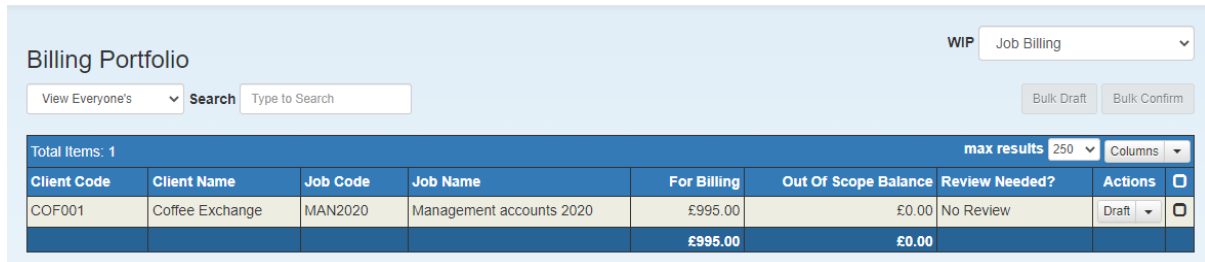
Select the Billing panel from the Job details:

DRAFTING THE BILL

Once the job has been marked as Complete it will be displayed in the Job Billing portfolio of the Billing Portfolio as available for billing.

Note: If the automatic actions were set to Draft, the bill will be automatically drafted when the job is marked as complete and the draft will appear in the Billing Portfolio under the Drafts As Owner portfolio.

Open the Billing portfolio and select **Job Billing** from the drop down of available portfolios.



The screenshot shows the 'Billing Portfolio' interface. At the top right, there is a 'WIP' dropdown menu set to 'Job Billing'. Below it, there are buttons for 'Bulk Draft' and 'Bulk Confirm'. A search bar is present with the text 'View Everyone's' and 'Search Type to Search'. The main area contains a table with the following data:

Client Code	Client Name	Job Code	Job Name	For Billing	Out Of Scope Balance	Review Needed?	Actions
COF001	Coffee Exchange	MAN2020	Management accounts 2020	£995.00	£0.00	No Review	Draft
				£995.00	£0.00		

The completed job will be displayed.

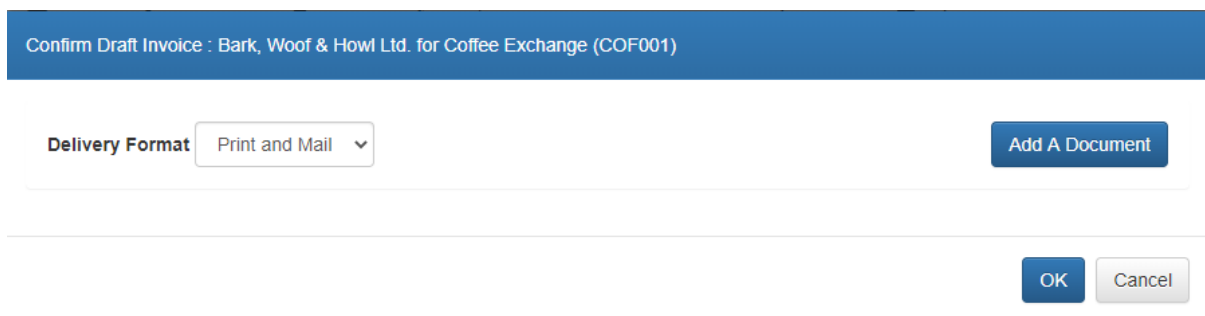
Click onto the **Draft** action to draft the bill. The bill will then be moved into the Drafts as Owner portfolio from where it can be edited and/ or confirmed as required.

CONFIRMING THE BILL

Select Drafts as Owner from the portfolio options within the Billing portfolio. Ensure the Bill Partner/ Manager has been set using the drop down at the top of the portfolio.

The drafted bill will be displayed. Using the **Actions** button, select to **Confirm** the bill. The Confirm bill dialog will be displayed, with options to change the Delivery Format and the ability to add attachments (permissions allowing)

Clicking onto the **OK** button will confirm the bill.



The screenshot shows a dialog box titled 'Confirm Draft Invoice : Bark, Woof & Howl Ltd. for Coffee Exchange (COF001)'. It features a 'Delivery Format' dropdown menu set to 'Print and Mail' and an 'Add A Document' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

PRE-DEFINED BILLS - BASED ON SCHEDULE

Scheduled bills provide an option for bills to be pre-defined based on a set schedule. Scheduled bills will appear in the Job Scheduled Billing portfolio within the Billing portfolio when they are triggered.

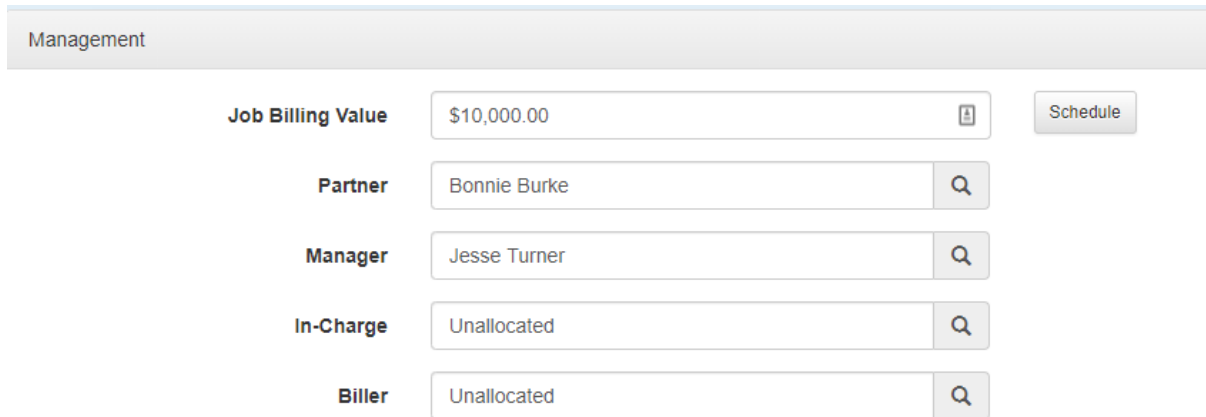
Scheduled bills are particularly useful for larger jobs that span a longer period and multiple bills will be sent over the course of the lifecycle of the job.

This example will run through how to set up the job, the billing schedule and then how to draft and confirm the bill. It is assumed that the process of creating a job on a client is known. It uses an Allocation type of Automatic Pro Rata when Closed. The Out of Scope Work and Automatic Options have not been used.

SETTING THE JOB DETAILS

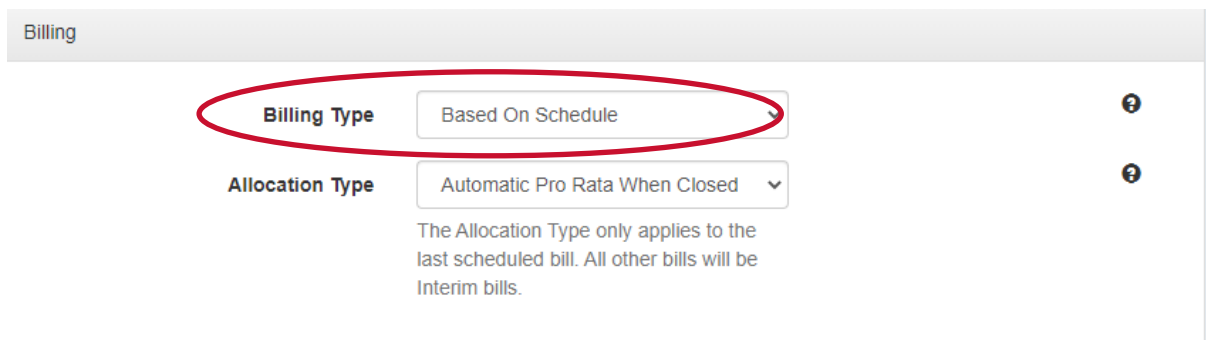
Create a new job on a client and open the Job Details.

On the Management panel, ensure that a Job Billing Value has been entered. This will be used as the total amount to be billed across all bills in the schedule.



Save any changes that have been made.

Select the Billing panel from the Job details:



Set the Billing Type to be **Based on Schedule**.

Select the required Allocation Type. For scheduled bills, the suggested allocation type is Automatic Pro Rata When Closed. This will provide a fairer realisation figure across all staff that have worked on the job.

The Billing Narrative can be entered or can be left blank as the narrative can be set on the schedule.

Enter any further details, that may be required. Further information on these fields can be found in the 9.7 Billing Administrators Guide.

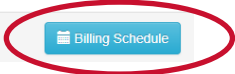
Save any changes that have been made.

A **Billing Schedule** button will be displayed at the bottom of the panel.

Target Recovery Rate

Automatically Email Bills to Partner Manager In-Charge
 Biller Credit Controller DMS

Automatic Actions ⓘ



Click onto the **Billing Schedule** button to display the Job Billing Schedule page:

Job Billing Schedule Apply Template

Schedule Type ⓘ

Number of Bills

Job Billing Value

Select the Schedule Type to be used. An explanation of the schedule types can be displayed by hovering over the ?

Enter the total number of bills that will make up the schedule of bills.

The Job Billing value is displayed but cannot be changed. If a change to this value is required, it must be done on the Job Details pages.

Click onto the **Apply** button if any changes have been made to the top section.

Each bill that will be included in the schedule will have a corresponding section.

Bill	Trigger WIP Amount	Amount	Date	Narrative	Layout	Status
1	<input type="text" value="£2,000.00"/>	<input type="text" value="\$2,000.00"/>	<input type="text" value="Date Drafted"/> ▾	<input type="text" value="Manual"/> ▾	<input type="text" value="Details (Inv)"/> ▾	Not Triggered

B *I* U Font Family ▾ 12 ▾ 🔥 x₂ x² 🖨

☰ ☰ ☰ ▾ ☰ ☰ ☰ ↻ ↺ ↻

For the completion of the first phase of work as per the agreed schedule of works

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Enter the **Trigger Value** (this will depend on the schedule type that has been selected).

Enter the **Bill Amount**. Select the date to be used, the narrative type and the layout.

If a narrative type of Job has been selected, the bill narrative on the job billing panel must be completed.

If selecting a narrative type of Bill Paragraph or Previous bill, select the required paragraph or bill paragraph to be used. If selecting a narrative type of Manual, enter the narrative into the narrative field that is displayed.

Select the **Final Bill** trigger from the options of Job Completion or Fixed date.

Final Bill Trigger: Job Completion

Final Bill Value: \$5,000.00

Final Bill Narrative: Manual

B *I* U Calibri 14 x₂ x²

Final remaining work as per our agreed schedule

47

The Final bill amount will be derived from the Job Billing Value less any other scheduled bills.

Enter the narrative for the final bill and then click onto **Save**. Close the billing schedule to return to the Job details pages.

DRAFTING THE BILLS

Once the schedule triggers have been met, the job will appear in the Job Scheduled Billing portfolio within the Billing portfolio.

Billing Portfolio WIP Job Scheduled Billing

View Everyone's Search Type to Search Bulk Draft Bulk Confirm

Total Items: 4										max results 250	Columns
Client Code	Client Name	Job Code	Job Name	Bill Number	Bill Trigger	Bill Amount	Out Of Scope Balance	Bill Narrative	Actions		
CLB001	Clearwater Lady Bombers	AUD2019	Audit 2019	2	Date Trigger	£1,000.00	£0.00	Job Narrative	Draft		
SLA005	Southington Lightning	AUD2018	Audit 2018	2	Date Trigger	£5,000.00	£0.00	Job Narrative	Draft		
SLA005	Southington Lightning	ACC2022	Accounting 2022	2	Date Trigger	£2,500.00	£0.00	Job Narrative	Draft		
AAR4	Aardvark Services	VAT2019	VAT 2019	2	Date Trigger	£200.00	£0.00	Job Narrative	Draft		
				0		£8,700.00	£0.00				

Click onto the **Draft** option within the Actions menu to draft the bill. Once drafted it will appear in the Drafts as Owner/ Drafts as Creator portfolios where it can be edited and confirmed as required.

If multiple scheduled bills are triggered at a similar time, it is possible to Combine the bills from the Job Scheduled billing portfolio. Select either **Draft as Combined** or **Confirm as Combined** from the Actions menu of the later scheduled bill. (This can be determined from the bill no.)

BEST PRACTICE ON JOB SET UP AND ALLOCATION TYPES

Different types of jobs suit different billing methods and allocation types. The following is suggested as best practice:

Continuous work against either open ended jobs or when a bill is being raised on a non fixed agreement that requires some manual input should be created as a job with a billing type of Manual and an allocation type of Manual per bill or Automatic Pro Rata per bill.

Jobs that are billed upon completion should use a billing type of Based on Job with an allocation type of Automatic Pro Rata When Closed.

Larger jobs that require multiple bills to be raised against a schedule should be created with a billing type of Based on Schedule and an allocation type of either Automatic when Closed or Automatic Recalculate Every Bill.

If using Recurring Bills, an allocation type of Automatic Per Bill would be best.

THE BILLING PORTFOLIO

The Billing Portfolio is a useful management tool for drafting, editing and confirming bills.

USING THE BILLING PORTFOLIO TO MANAGE MANUAL BILLS

Manual bills are used when billing jobs that are either continuous with no end date or when manual intervention is required when raising the bill to determine how much is to be billed.

These bills can be drafted from the Client Owner, Service Owner or Job Owner portfolios.

Billing Portfolio WIP Client Owner

Where the Partner is Bonnie Burke Type to Search

Total Items: 465 page Page 1 size 250 Columns

Client Code	Client Name	WIP Trigger	WIP To Period	Manual WIP	WIP Billed	WIP Write Off	Avail WIP	Actions
ALF008	Arlen Alferez	£0.00	£216.98	£216.98	£250.00	£0.00	£-33.02	New Draft Bill
AAA006	A 1 Sign Co	£0.00	£1,094.50	£1,094.50	£1,094.50	£0.00	£0.00	New Draft Bill
AAA014	Aa Overhead Crane Svc Co Inc	£0.00	£704.06	£704.06	£0.00	£0.00	£704.06	New Draft Bill
AAT001	Aatec Publications	£0.00	£2,963.65	£2,963.65	£3,197.55	£0.00	£-233.90	New Draft Bill
AWT001	Calista Awtrej	£0.00	£79.60	£79.60	£0.00	£0.00	£79.60	New Draft Bill
BIB013	Carolynn Bibian	£0.00	£608.58	£608.58	£0.00	£0.00	£608.58	New Draft Bill
BAR137	Garland Bardoner	£0.00	£1,830.80	£1,830.80	£0.00	£0.00	£1,830.80	New Draft Bill
AME090	American Graphics & Stationers	£0.00	£537.30	£537.30	£0.00	£0.00	£537.30	New Draft Bill
AME103	American Ladle & Furnace	£0.00	£915.40	£915.40	£0.00	£0.00	£915.40	New Draft Bill
AUS025	Deborah Auston	£0.00	£783.02	£783.02	£0.00	£0.00	£783.02	New Draft Bill
ANG062	Angel, Arthur R Esq	£0.00	£477.60	£477.60	£0.00	£0.00	£477.60	New Draft Bill
BAL110	Tamala Ballejos	£0.00	£108.42	£108.42	£0.00	£0.00	£108.42	New Draft Bill
ANN013	Anner, John Lloyd Esq	£0.00	£935.30	£935.30	£0.00	£0.00	£935.30	New Draft Bill
APP056	Applied Cybernetics Intl Corp	£0.00	£139.30	£139.30	£0.00	£0.00	£139.30	New Draft Bill
AQU004	Aquatec Designs Inc	£0.00	£597.00	£597.00	£2,000.00	£985.00	£-2,388.00	New Draft Bill
ARK001	Ark Travel	£0.00	£70.35	£1,070.35	£0.00	£0.00	£1,070.35	New Draft Bill
ANT029	Jeraldine Antolos	£0.00	£517.40	£517.40	£0.00	£0.00	£517.40	New Draft Bill
ATL001	Atlanta Light Bulbs Inc	£0.00	£1,560.71	£1,560.71	£0.00	£0.00	£1,560.71	New Draft Bill

Only clients and services with jobs that have billing types of Manual will be displayed.

MY SELECTED CLIENTS

Checkboxes against each line allow the user to add the clients to the My Selected Clients portfolio. This enables user to create a list of clients that are to be billed.

Billing Portfolio WIP My Selected Clients

Type to Search

Total Items: 4 max results 250 Columns

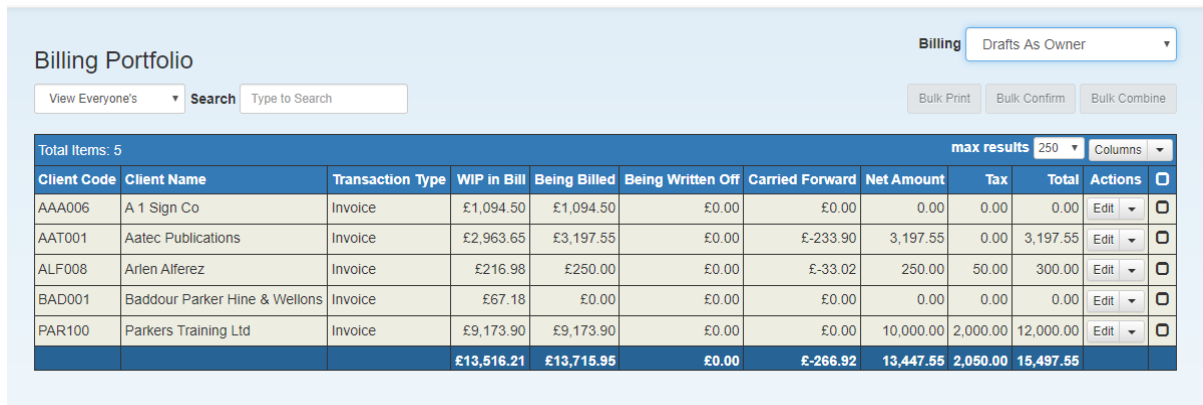
Client Code	Client Name	Manual WIP	WIP To Period	# of Draft Bills	Avail WIP	Actions
AAA014	Aa Overhead Crane Svc Co Inc	£704.06	£704.06	0	£704.06	New Draft Bill
BIB013	Carolynn Bibian	£608.58	£608.58	0	£608.58	New Draft Bill
AME090	American Graphics & Stationers	£537.30	£537.30	0	£537.30	New Draft Bill
AUS025	Deborah Auston	£783.02	£783.02	0	£783.02	New Draft Bill
		£2,632.96	£2,632.96	0	£2,632.96	

DRAFTING THE BILL

Each line within the Client Owner, Service Owner, Job Owner or My Selected Clients portfolio has an action to create a New Draft Bill. Clicking onto **New Draft Bill** will open the New Draft Fee page. Please refer to the [Manual Bill](#) scenario for further information on drafting the bill.

DRAFTS AS OWNER/ CREATOR

Any drafted but not confirmed bills will appear in the Drafts As Owner or Drafts as Creator portfolios.



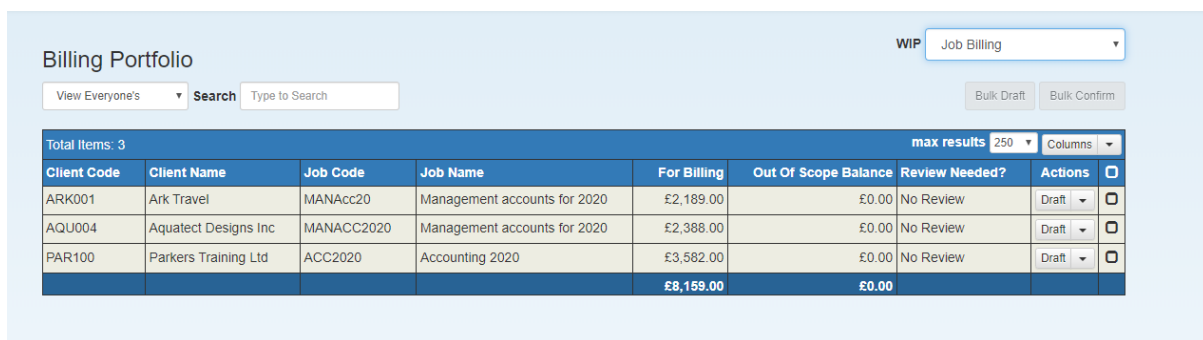
The screenshot shows the 'Billing Portfolio' interface. At the top right, there is a 'Billing' dropdown menu set to 'Drafts As Owner'. Below this are buttons for 'Bulk Print', 'Bulk Confirm', and 'Bulk Combine'. A search bar is present with the text 'Type to Search'. The table below has a header 'Total Items: 5' and 'max results 250'. The table columns are: Client Code, Client Name, Transaction Type, WIP in Bill, Being Billed, Being Written Off, Carried Forward, Net Amount, Tax, Total, Actions, and a checkbox. The data rows are as follows:

Client Code	Client Name	Transaction Type	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions	
AAA006	A 1 Sign Co	Invoice	£1,094.50	£1,094.50	£0.00	£0.00	0.00	0.00	0.00	Edit	<input type="checkbox"/>
AAT001	Aatec Publications	Invoice	£2,963.65	£3,197.55	£0.00	£-233.90	3,197.55	0.00	3,197.55	Edit	<input type="checkbox"/>
ALF008	Arlen Alferez	Invoice	£216.98	£250.00	£0.00	£-33.02	250.00	50.00	300.00	Edit	<input type="checkbox"/>
BAD001	Baddour Parker Hine & Wellons	Invoice	£67.18	£0.00	£0.00	£0.00	0.00	0.00	0.00	Edit	<input type="checkbox"/>
PAR100	Parkers Training Ltd	Invoice	£9,173.90	£9,173.90	£0.00	£0.00	10,000.00	2,000.00	12,000.00	Edit	<input type="checkbox"/>
			£13,516.21	£13,715.95	£0.00	£-266.92	13,447.55	2,050.00	15,497.55		

This portfolio allows any drafts to be edited or confirmed from the action's menu. The available actions are dependent upon the status of the draft bill.

MANAGING 'BASED ON JOB' BILLING

Jobs that have been set up to be billed on completion, using the Based on Job billing type can be drafted from the Job Billing portfolio.



The screenshot shows the 'Job Billing Portfolio' interface. At the top right, there is a 'WIP' dropdown menu set to 'Job Billing'. Below this are buttons for 'Bulk Draft' and 'Bulk Confirm'. A search bar is present with the text 'Type to Search'. The table below has a header 'Total Items: 3' and 'max results 250'. The table columns are: Client Code, Client Name, Job Code, Job Name, For Billing, Out Of Scope Balance, Review Needed?, Actions, and a checkbox. The data rows are as follows:

Client Code	Client Name	Job Code	Job Name	For Billing	Out Of Scope Balance	Review Needed?	Actions	
ARK001	Ark Travel	MANAcc20	Management accounts for 2020	£2,189.00	£0.00	No Review	Draft	<input type="checkbox"/>
AQU004	Aquatec Designs Inc	MANACC2020	Management accounts for 2020	£2,388.00	£0.00	No Review	Draft	<input type="checkbox"/>
PAR100	Parkers Training Ltd	ACC2020	Accounting 2020	£3,582.00	£0.00	No Review	Draft	<input type="checkbox"/>
				£8,159.00	£0.00			

This portfolio view will display any jobs that have a billing type of Based on Job that have been marked as Complete and have outstanding WIP against them.

Actions are available to Draft the bill or Draft and Confirm.

If choosing to Draft, the drafted bill will be moved into the Drafts As Owner/ Creator portfolio views.

Checkboxes against each line provide functionality to either Bulk Draft or Bulk Confirm the bills. At least 2 jobs must be selected for these options to be enabled.

The drafted bills will use the information that has been set up on the job details to populate the bill amount and the narrative that will appear on the bill.

Please refer to the [Based on Job](#) scenario for further information on setting the job details.

MANAGING SCHEDULED BILLS

The billing portfolio can be used to manage any scheduled bills that have been triggered. The Job Scheduled Billing portfolio will display any jobs that are due for billing based on the schedules that have been set up on the job details.

The screenshot shows the 'Billing Portfolio' interface. At the top right, there is a 'WIP' dropdown menu set to 'Job Scheduled Billing'. Below this, there is a search bar with 'Where the Partner' dropdown, 'is' text, 'Bonnie Burke' input, and a 'Search' button. To the right of the search bar are 'Bulk Draft' and 'Bulk Confirm' buttons. The main area contains a table with the following data:

Client Code	Client Name	Job Code	Job Name	Bill Number	Bill Trigger	Bill Amount	Out Of Scope Balance	Bill Narrative	Actions
ARK001	Ark Travel	MANACC2020	Management accounts 2020 Scheduled	2	WIP Trigger Value	£3,000.00	£0.00	Manual	Draft <input type="checkbox"/>
ARK001	Ark Travel	MANACC2020	Management accounts 2020 Scheduled	3	WIP Trigger Value	£4,000.00	£0.00	Manual	Draft <input type="checkbox"/>
COF001	Coffee Exchange	ITT2020AUD	IT Audit 2020	3	WIP Trigger Value	£2,500.00	£0.00	Manual	Draft <input type="checkbox"/>
COF001	Coffee Exchange	ITT2020AUD	IT Audit 2020	1	WIP Trigger Value	£1,000.00	£0.00	Manual	Draft <input type="checkbox"/>
COF001	Coffee Exchange	ITT2020AUD	IT Audit 2020	2	WIP Trigger Value	£1,500.00	£0.00	Manual	Draft <input type="checkbox"/>
				0		£12,000.00	£0.00		

The scheduled bills can be easily drafted from the Actions menu. Once drafted they will appear in the Drafts as Owner/ Creator portfolios where they can be edited or confirmed.

Checkboxes against each line provide functionality to either Bulk Draft or Bulk Confirm the bills. At least 2 jobs must be selected for these options to be enabled.

The scheduled bills will use the information that has been set up on the job details to populate the bill amount and the narrative that will appear on the bill.

If multiple scheduled bills for the same job are available for billing, the option to **Draft As Combined** or **Confirm As Combined** will be available from the Actions menu. It will not be possible to draft as individual bills.

Combined bills will consist of the total amount of the component scheduled bills and a combined narrative.

Please refer to the [Based on Schedule](#) scenario for further information on setting the job and schedule details.

MERGED AND COMBINED BILLS

Merged and Combined bills provide a way of creating individual draft bills that are then collated together to send a single bill.

Although merging and combining bills will both result in a single bill that will be sent to the client, the underlying structure of the bill is very different.

COMBINED BILLS

Combined bills allow multiple drafts to be created and then combined into a single master bill, but differ from a merged bill in that the combining happens immediately and all ownership of the combined draft belongs to the owner of the bill chosen as the draft to combine into. This means that there is a single bill partner and manager attached to the bill.

CREATING COMBINED BILLS

Combined bills can be created from either the Drafts As Owner portfolio or the Drafts As Creator portfolio.

Billing Portfolio

Billing: Drafts As Creator

Where the creator is: Bonnie Burke

Search: Type to Search

Bulk Print Bulk Confirm Bulk Combine

Total Items: 4										
Client Code	Client Name	Transaction Type	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions
AAA006	A 1 Sign Co	Invoice	£1,094.50	£1,094.50	£0.00	£0.00	1,094.50	0.00	1,094.50	Edit
ALF008	Arlen Alferez	Invoice	£216.98	£250.00	£0.00	£-33.02	250.00	50.00	300.00	Edit
BAD001	Baddour Parker Hine & Wellons	Invoice	£67.18	£67.18	£0.00	£0.00	95.92	0.00	95.92	Edit
PAR100	Parkers Training Ltd	Invoice	£9,173.90	£9,173.90	£0.00	£0.00	9,173.90	1,834.78	11,008.68	Edit
			£10,552.56	£10,585.58	£0.00	£-33.02	10,614.32	1,884.78	12,499.10	

A combined bill is created by selecting at least two draft bills using the checkboxes. Once selected, the **Bulk Combine** button will become active.

Billing Portfolio

Billing: Drafts As Creator

Where the creator is: Bonnie Burke

Search: Type to Search

Bulk Print Bulk Confirm Bulk Combine

Total Items: 4										
Client Code	Client Name	Transaction Type	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions
AAA006	A 1 Sign Co	Invoice	£1,094.50	£1,094.50	£0.00	£0.00	1,094.50	0.00	1,094.50	Edit
ALF008	Arlen Alferez	Invoice	£216.98	£250.00	£0.00	£-33.02	250.00	50.00	300.00	Edit
BAD001	Baddour Parker Hine & Wellons	Invoice	£67.18	£67.18	£0.00	£0.00	95.92	0.00	95.92	Edit
PAR100	Parkers Training Ltd	Invoice	£9,173.90	£9,173.90	£0.00	£0.00	9,173.90	1,834.78	11,008.68	Edit
			£10,552.56	£10,585.58	£0.00	£-33.02	10,614.32	1,884.78	12,499.10	

When combining bills, the first stage is to select the bill to combine into - this is essentially the master bill and will be the client that the bill will be recorded against.

Combine Bill

Select Draft to Combine Into

A 1 Sign Co 2020-05-3 Invoice £1,094.50

Combine Cancel

The combined bill will appear in the Drafts portfolio. When editing the bill, the Analysis and Narrative of the bill will include all individual lines of the separate drafts. These can be edited as required.

MERGED BILLS

Merged Bills allow multiple drafts to be created and then merged into a single master bill. Merged bills are different to combined bills in that the DRS/ A/R allocation of each individual bill is retained when the bills are merged together, allowing the individual bill owners to retain ownership of their part of the final merged bill.

Merged bills are created and managed from the Billing portfolio.

The ability to create merged bills is only available if the user has the required permission and the selected bill is not already part of a merged bill.

CREATING MERGED BILLS

Merge bills can be created from either the Drafts As Owner portfolio or the Drafts As Creator portfolio.

From the action's menu against a draft, select **Make A Merge Bill**.

Billing Portfolio

Billing Drafts As Owner

Where the Partner is Michelle Harris Search Type to Search

Bulk Print Bulk Confirm Bulk Combine

Client Code	Client Name	Transaction Type	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions
AROB00	Jackson Andrews	Request for Payment	\$2,000.00	\$2,200.00	\$-200.00	\$0.00	3,700.00	770.00	4,470.00	Edit
ASTP00	ABC Cinema	Invoice	\$6,182.61	\$1,702.61	\$2,982.61	\$1,497.39	1,702.61	297.96	2,000.57	Edit
DOO001	Doolittle Veterinary Surgery	Zero Bill	\$-300.00	\$0.00	\$-300.00	\$0.00	0.00	0.00	0.00	Edit
DTA002	Doggy Treats	Request for Payment	\$3,200.00	\$900.00	\$2,300.00	\$0.00	1,800.00	0.00	1,800.00	Edit
DTA002	Doggy Treats	Request for Payment	\$0.00	\$4,875.00	\$-3,000.00	\$-1,875.00	3,750.00	0.00	3,750.00	Client Dashboard
DTA002	Doggy Treats	Request for Payment	\$2,925.00	\$1,625.00	\$1,300.00	\$0.00	3,250.00	0.00	3,250.00	Edit
DTA002	Doggy Treats	Zero Bill	\$1,200.00	\$0.00	\$1,200.00	\$0.00	0.00	0.00	0.00	Print
LLL001	Lake Lanier Lodge	RFP Credit Note	\$3,000.00	\$3,000.00	\$720.00	\$-720.00	3,000.00	0.00	3,000.00	Abandon
LLL001	Lake Lanier Lodge	RFP Credit Note	\$4,700.00	\$4,700.00	\$1,080.00	\$-1,080.00	4,700.00	0.00	4,700.00	Confirm
LLL001	Lake Lanier Lodge	Zero Bill	\$500.00	\$0.00	\$500.00	\$0.00	0.00	0.00	0.00	Make a Merge Bill

A confirmation dialog will be displayed:

Create Merge Bill

Turn the Request for Payment for Doggy Treats into a Merge Bill?.

More drafts can be added from the Merged Drafts portfolio once the Merge Bill has been created.

Yes

No

Clicking onto Yes will create the master bill for the merged bill.

The merged bill will remain in the Drafts portfolio but with limited actions.

Billing Portfolio

Billing: Drafts As Owner

Where the Partner is Michelle Harris Search Type to Search

Bulk Print Bulk Confirm Bulk Combine

Total Items: 14 max results 250 Columns

Client Code	Client Name	Transaction Type	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions
AROB00	Jackson Andrews	Request for Payment	\$2,000.00	\$2,200.00	\$-200.00	\$0.00	3,700.00	770.00	4,470.00	Edit
ASTP00	ABC Cinema	Invoice	\$6,182.61	\$1,702.61	\$2,982.61	\$1,497.39	1,702.61	297.96	2,000.57	Edit
DOO001	Doolittle Veterinary Surgery	Zero Bill	\$-300.00	\$0.00	\$-300.00	\$0.00	0.00	0.00	0.00	Edit
DTA002	Doggy Treats	Request for Payment	\$3,200.00	\$900.00	\$2,300.00	\$0.00	1,800.00	0.00	1,800.00	Edit
DTA002	Doggy Treats	Request for Payment	\$0.00	\$4,875.00	\$-3,000.00	\$-1,875.00	3,750.00	0.00	3,750.00	Client Dashboard
DTA002	Doggy Treats	Request for Payment	\$2,925.00	\$1,625.00	\$1,300.00	\$0.00	3,250.00	0.00	3,250.00	Edit
DTA002	Doggy Treats	Zero Bill	\$1,200.00	\$0.00	\$1,200.00	\$0.00	0.00	0.00	0.00	Print
LLI001	Lake Lanier Lodge	REP Credit Note	\$3,000.00	\$3,000.00	\$-720.00	\$-720.00	3,000.00	0.00	3,000.00	Edit

The merged bill will be available from the Merged Drafts portfolio, where other drafts can be added.

ADDING TO THE MERGED BILL

The master merged bill will be displayed in the Merged Drafts portfolio within the Billing Portfolio. The Bill Owner is the partner or manager of the master merged bill.

Billing Portfolio

Billing: Merged Drafts

Where the Partner is Michelle Harris Search Type to Search

Use the actions to manage the merged drafts.

Total Items: 1 max results 250 Columns

Client Code	Client Name	Transaction Type	Merge Bill Status	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions
DTA002	Doggy Treats	Request for Payment	APPROVED	\$3,200.00	\$900.00	\$2,300.00	\$0.00	1,800.00	0.00	1,800.00	Add/Edit
				\$3,200.00	\$900.00	\$2,300.00	\$0.00	1,800.00	0.00	1,800.00	

Additional bills can be added to the Merged Bill using **Add/ Edit** from the Actions menu. A dialog will be displayed:

Edit Merged Bill

Select a Bill

	Date	Client
:::	21/4/2020	Doggy Treats

Practice Engine : Doggy Treats (DTA002) : \$3,750.00
 Practice Engine : Doggy Treats (DTA002) : \$3,250.00
 Practice Engine 2 : Harry Potter (PAA001) : \$1,815.00
 Practice Engine 2 : Jackson Andrews (AROB00) : \$4,470.00

Select the bill to be added to the merged bill and click onto **Add**. Repeat for all bills that need to be added.

Edit Merged Bill

Select a Bill

	Date	Client	Value	Status
:::	21/4/2020	Doggy Treats	\$1,800.00	APPROVED
:::	21/4/2020	Doggy Treats	\$3,750.00	DRAFT ✘
:::	31/3/2020	Doggy Treats	\$3,250.00	DRAFT ✘
			\$8,800.00	

The order of the bills can be adjusted by dragging the individual bills into the required order. Click onto **Close** to return to the Merged Drafts portfolio.

Clicking onto the Merged Bill will expand the bill to display the component bills:

Billing Portfolio Billing

Where the Partner

Use the actions to manage the merged drafts.

Total Items: 1											max results	Columns
Client Code	Client Name	Transaction Type	Merge Bill Status	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions	
DTA002	Doggy Treats	Request for Payment	DRAFT	\$6,125.00	\$7,400.00	\$600.00	\$-1,875.00	8,800.00	0.00	8,800.00	Add/Edit	
DTA002	Doggy Treats	Request for Payment	APPROVED	\$3,200.00	\$900.00	\$2,300.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00		
DTA002	Doggy Treats	Request for Payment	DRAFT	\$2,925.00	\$1,625.00	\$1,300.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00		
DTA002	Doggy Treats	Request for Payment	DRAFT	\$0.00	\$4,875.00	\$-3,000.00	\$-1,875.00	\$3,750.00	\$0.00	\$3,750.00		
				\$6,125.00	\$7,400.00	\$600.00	\$-1,875.00	8,800.00	0.00	8,800.00		

The status of the Merge Bill is the lowest status of any draft in the merged bill. The order of statuses is DRAFT -> SUBMITTED -> APPROVED -> FINAL.

Note: If Final Approval is not required and questionnaires are not in use, submitting a bill will assign a status of Approved.

Each bill must have a status of Approved before the Merge Bill can be confirmed. Each individual bill can be edited using the menu at the end of the line.

Total Items: 1											max results	250	Columns
Client Code	Client Name	Transaction Type	Merge Bill Status	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions		
DTA002	Doggy Treats	Request for Payment	DRAFT	\$6,125.00	\$7,400.00	\$600.00	\$-1,875.00	8,800.00	0.00	8,800.00	Add/Edit		
Client Code	Client Name	Transaction	Status	WIP in Bill	Being Billed	WIP W/O	CF	Net Amt	VAT	Total			
DTA002	Doggy Treats	Request for Payment	APPROVED	\$3,200.00	\$900.00	\$2,300.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	☰		
DTA002	Doggy Treats	Request for Payment	DRAFT	\$2,925.00	\$1,625.00	\$1,300.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00	☰		
DTA002	Doggy Treats	Request for Payment	DRAFT	\$0.00	\$4,875.00	\$-3,000.00	\$-1,875.00	\$3,750.00	\$0.00	\$3,750.00	☰		
				\$6,125.00	\$7,400.00	\$600.00	\$-1,875.00	8,800.00	0.00	8,800.00			

Client Dashboard
 Edit
 Print

Once all bills have a status of Approved, an action of **Confirm** will be available on the menu.

Total Items: 2											max results	250	Columns
Client Code	Client Name	Transaction Type	Merge Bill Status	WIP in Bill	Being Billed	Being Written Off	Carried Forward	Net Amount	Tax	Total	Actions		
ASTP00	ABC Cinema	Invoice	DRAFT	\$6,182.61	\$2,450.00	\$4,482.61	\$-750.00	2,450.00	447.50	2,897.50	Add/Edit		
DTA002	Doggy Treats	Request for Payment	APPROVED	\$6,125.00	\$7,400.00	\$600.00	\$-1,875.00	14,800.00	0.00	14,800.00	Add/Edit		
Client Code	Client Name	Transaction	Status	WIP in Bill	Being Billed	WIP W/O	CF	Net Amt	VAT	Total			
DTA002	Doggy Treats	Request for Payment	APPROVED	\$3,200.00	\$900.00	\$2,300.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	☰		
DTA002	Doggy Treats	Request for Payment	APPROVED	\$2,925.00	\$1,625.00	\$1,300.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00	☰		
DTA002	Doggy Treats	Request for Payment	APPROVED	\$0.00	\$4,875.00	\$-3,000.00	\$-1,875.00	\$9,750.00	\$0.00	\$9,750.00	☰		
				\$12,307.61	\$9,850.00	\$5,082.61	\$-2,625.00	17,250.00	447.50	17,697.50			

Add/Edit
 Print
 Confirm
 Un-Merge
 Abandon

Confirming the bill will confirm all individual bills within the Merged Bill and create a single bill that can be sent to the client.

ABANDON/ UNMERGE

Actions are available on the merged bill to either Abandon or Un Merge the bill.

Abandoning the merged bill will abandon all component bills and restore the WIP. The individual drafts will not longer be available and would need to be recreated.

UnMerging the merged bill will separate out each of the component bills back to their individual state and leave them available as drafts to be billed separately.