

13.

INVOICING

13.1 Introduction

Invoicing can be performed in two places in Tracker:

- from the project that you want to invoice – so that the invoice is automatically linked to the project
- from the Financial menu – allowing you to produce an ad hoc invoice and manually link it to a project.

Once you have raised invoices, you can review the list of unprinted invoices, check each invoice and print it. After printing, you can lock the invoice to prevent further modifications.

Credit notes can also be produced either direct from the project or on an ad hoc basis from the Financial menu, in the same way as you produce invoices.

The invoicing data from Tracker is periodically exported to Sage to keep Sage up-to-date with invoices created in Tracker. Similarly, a remittance file from Sage is imported into Tracker to close paid projects.

13.2 Invoicing a project

Tracker enables you to invoice a project direct from the project details on the Projects screen. By creating an invoice using this method, all relevant details from the project are automatically carried through to the invoice, and the project and invoice are linked.

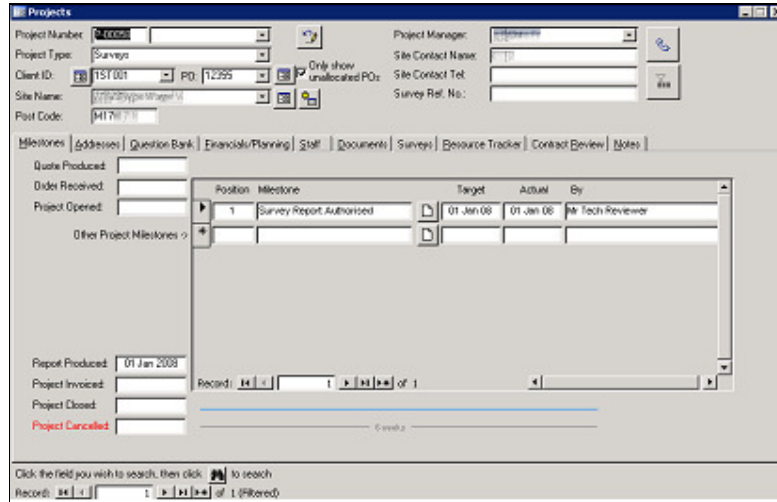
A project that is ready to be invoiced can be identified by looking at two boxes on the Milestones tab of the Project screen:

- **Report Produced** – this box will have a date entered
- **Project Invoiced** – there will be no date in this box.

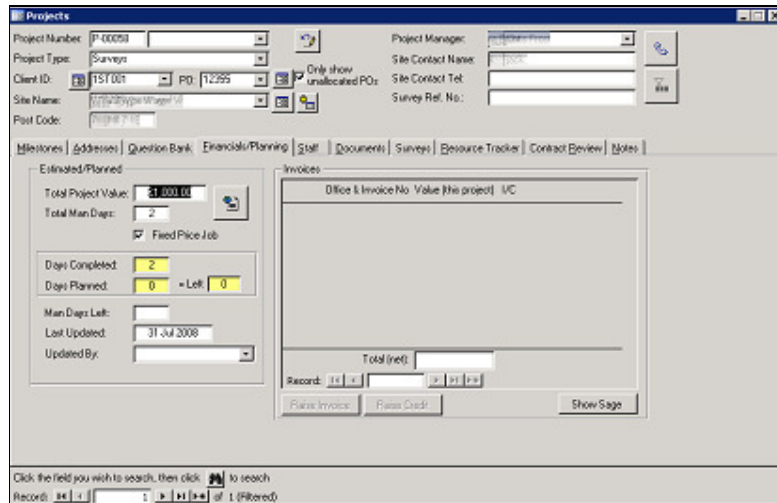
To raise an invoice for the project:

1. Display the required project on the Projects screen.

You can use option 3, *Project List*, from the Projects menu to display a full list of projects in the system that you can filter and sort to find the project you are looking for.



2. Click on the Financials/Planning tab to display it.



There are three buttons displayed in the Invoices section of the Financials/Planning tab; they perform the following:

- Raise Invoice – lets you raise an invoice for the project
- Raise Credit – lets you raise a credit note for this project; this works in the same way as invoicing but creates a credit note
- Show Sage – shows the invoices raised in Sage that are logged in Tracker.

3. Click the Raise Invoice button.

The Invoices window is displayed, showing the details of the invoice you have created.

Line	Item	Quantity	Price	Net	VAT	Total
1	To carry out Bulk Sampling of wqery. As per our quote and	0	£0.00	£0.00	£0.00	£0.00
2	Report 7-00001	1	£400.00	£400.00	£70.00	£470.00

Net	£400.00
VAT	£70.00
Total	£470.00

The following information is displayed in the top half of the Invoices window:

- **Office** – the letter displayed indicates the office from which the invoice is raised
 - **Invoice No** – the serial number of the invoice
 - **Date Printed** – when the invoice is printed, the date will display in this box
 - **Date** – the date on which the invoice was raised
 - **Date Locked** – after the invoice is printed it may be locked and the date will display in this box
 - **Your Ref** – the client's PO number
 - **Client** – the client ID
 - **Account No** – your account number with the client
 - **Inv To** and **FAO** – the invoice recipient's name and address
 - **Del To** and **Del FAO** – the report recipient's name and address.
4. Check the information displayed on the invoices window and amend it as necessary.

The bottom half of the Invoices window shows the line details for the invoice, taken from the project:


- **Line** – there are usually two lines; each is numbered to indicate the order in which they will be printed on the invoice. The numbers themselves do not print, so you can amend them manually if, for example, you wish to re-order the lines or insert new lines.
- **Narrative** tickbox – tick the **Narrative** tickbox if the line is to have no figures next to it, you might for example use this for explanatory text and headings
- **Bold** tickbox – tick the **Bold** tickbox to embolden the text in the line, for example for headings or to highlight a line

- **Item** – the text description of the line
 - **Quantity, Price, Net, VAT and Total** – values are displayed for fixed price jobs; these are taken from the Financials/Planning tab. For non-fixed price jobs you must calculate the values.
5. Check or calculate the values for the invoice and enter or amend them as necessary.

The following sources of information enable you to check or calculate amounts:

- Contract Review form
- information from the Project Manager
- Invoice Sheet produced by Tracker.

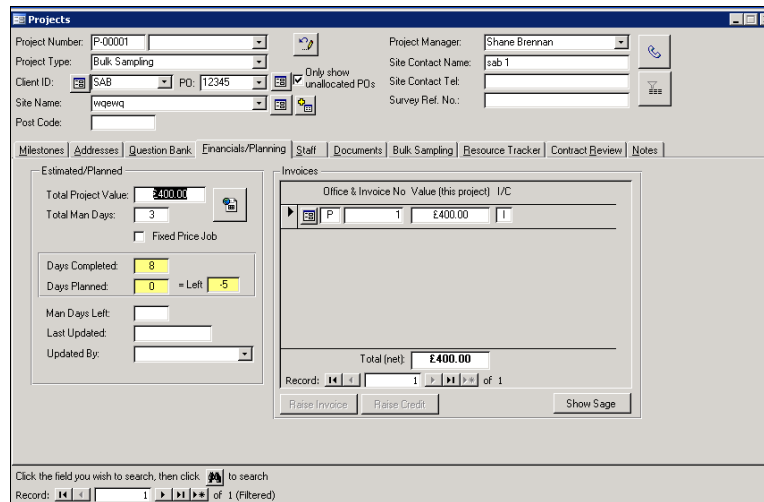
You can insert new lines into the invoice if required by keying them in and renumbering the lines if necessary.

 *Note that VAT may be charged only at the standard or zero rate. Tick the **Zero VAT** tickbox if the zero rate is to apply.*

Totals for the whole invoice and the VAT number for the invoicing office are displayed at the bottom of the window.

6. Close the Invoices window by clicking on  in its top right-hand corner.

You return to the Projects window, with the invoice created and logged on the list of invoices on the Financials/Planning tab, as in the following example screen.



13.3 Producing an ad hoc invoice

An ad hoc invoice is one that the Accounts department raises independently from a project. They are typically used to produce invoices that relate to a combination of projects. You can manually connect the lines on an ad hoc invoice to the appropriate projects.

To raise an ad hoc invoice:

1. Select option 5, *Financial Menu*, from the Main menu.
2. Select option 1, *Create Invoice (ad hoc)*, from the Financial menu.

The Invoices window is displayed.

The screenshot shows the 'Invoices' window with the following fields and sections:


- Office:** A dropdown menu.
- Invoice No:** A text box containing the number '1'.
- Date Printed:** A text box.
- Date:** A text box.
- Date Locked:** A text box.
- Your Ref:** A text box.
- Client:** A dropdown menu.
- Account No:** A text box.
- Inv. To:** A large text area for the invoice recipient's name and address.
- Del. To:** A large text area for the report recipient's name and address.
- FAO:** A text box.
- Del. FAO:** A text box.
- Service Details:** A table with columns: Line, Item, Quantity, Price, Net, VAT, Total. It contains two rows of data with checkboxes for 'Narrative' and 'Bold'.
- Record:** A status bar showing 'Record: 1 of 1'.
- VAT No:** A text box.
- Summary:** Fields for Net, VAT, and Total.

3. Complete the invoice information in the Invoices window.
 - **Office** – the letter displayed indicates the office from which the invoice is raised
 - **Invoice No** – the serial number of the invoice
 - **Date Printed** – when the invoice is printed, the date will display in this box
 - **Date** – the date on which the invoice was raised
 - **Date Locked** – after the invoice is printed it may be locked and the date will display in this box
 - **Your Ref** – the client's PO number
 - **Client** – the client ID
 - **Account No** – your account number with the client
 - **Inv To** and **FAO** – the invoice recipient's name and address
 - **Del To** and **Del FAO** – the report recipient's name and address.


4. Create the lines for the invoice.

In the bottom half of the Invoices window, enter the line details for the invoice:

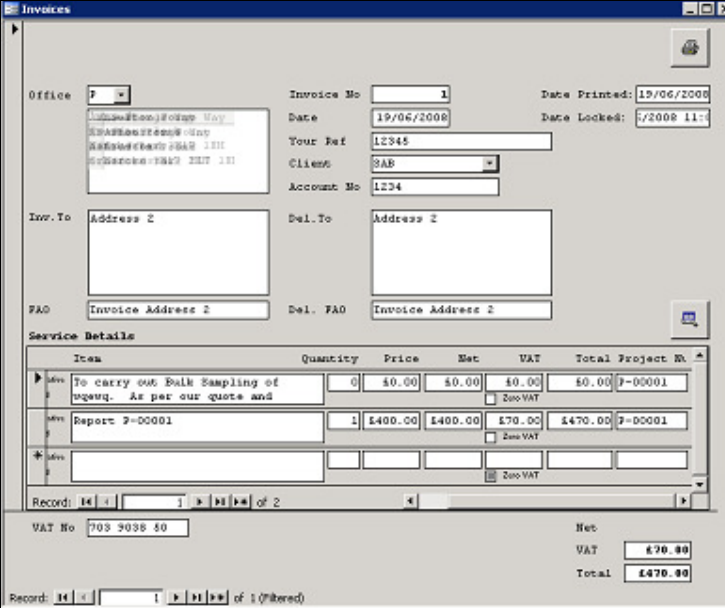
- **Line** – there are usually two lines; each is numbered to indicate the order in which they will be printed on the invoice. The numbers themselves do not print
- **Narrative** tickbox – tick the **Narrative** tickbox if the line is to have no figures next to it, you might for example use this for explanatory text and headings
- **Bold** tickbox – tick the **Bold** tickbox to embolden the text in the line, for example for headings or to highlight a line
- **Item** – the text description of the line
- **Quantity, Price, Net, VAT and Total** – the values for the invoice.

 Note that VAT may be charged at standard or zero rate. Tick the **Zero VAT** tickbox if the zero rate is to apply.

5. If a line on the invoice refers to a specific project, specify the project to which the line is to be linked in the **Project Number** field.


 You may need to scroll to the right to see the **Project Number** field.

To ensure that all possible links to projects are made, it is best to separate out the lines and have multiple lines on the invoice. You can then link each line to a project number.



The screenshot shows the 'Invoices' window with a 'Service Details' table. The table has the following columns: Item, Quantity, Price, Net, VAT, Total, and Project No. The first row is: 'To carry out Bulk Sampling of pgeuq. As per our quote and', Quantity: 0, Price: \$0.00, Net: \$0.00, VAT: \$0.00, Total: \$0.00, Project No: P-0001. The second row is: 'Report P-0001', Quantity: 1, Price: £400.00, Net: £400.00, VAT: £70.00, Total: £470.00, Project No: P-0001. The third row is partially visible: '...', Quantity: 1, Price: £400.00, Net: £400.00, VAT: £70.00, Total: £470.00, Project No: P-0001. At the bottom of the window, the VAT number is 703 9038 50, and the totals are: Net £470.00, VAT £70.00, Total £470.00.

Totals for the whole invoice and the VAT number for the invoicing office are displayed at the bottom of the window.

- Close the Invoices window by clicking on  in its top right-hand corner.
The invoice is raised.

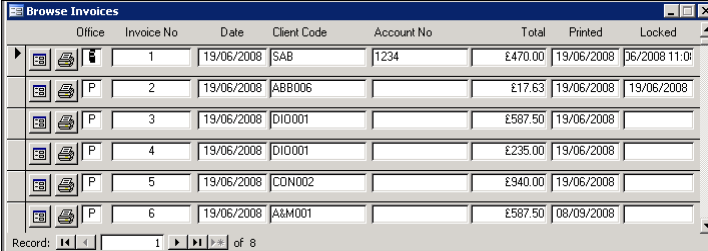
13.4 Reviewing the invoice list

Once invoices have been raised, you can review the list of unprinted invoices, check each invoice and print it. After printing, you can lock the invoice to prevent further modifications.

To review the invoice list:

- Select option 5, *Financial Menu*, from the Main menu.
- Select option 2, *Invoice List*, from the Financial menu.

The Browse Invoices window is displayed.



Office	Invoice No	Date	Client Code	Account No	Total	Printed	Locked
	1	19/06/2008	SAB	1234	£470.00	19/06/2008	06/2008 11:0
	2	19/06/2008	ABB006		£17.63	19/06/2008	19/06/2008
	3	19/06/2008	DIO001		£587.50	19/06/2008	
	4	19/06/2008	DIO001		£235.00	19/06/2008	
	5	19/06/2008	CON002		£940.00	19/06/2008	
	6	19/06/2008	A&M001		£587.50	08/09/2008	

Record: 1 of 8

This window provides a list of invoices, totals and the dates when invoices were printed and locked.

- Filter the list to show only those invoices waiting to be printed as follows:
 - Right click in a blank **Printed** field to display a menu.
 - Select *Filter by Selection* from the menu.
- Open each of the unprinted invoices in turn by clicking the edit button on the far left of the record:



The invoice details are displayed on the Invoices window.

- Check the invoice and amend it if necessary.
- Print the invoice by clicking the Print button in the top right-hand corner of the Invoices window:



A preview of the invoice is displayed and a message asks you to confirm that you want to record today's date as the date on which the invoice was printed.

- Click Yes to record today's date in the **Date Printed** field for the invoice.
Alternatively, if you are just checking the printing of the invoice, click No.

If you have produced the final print of the invoice, you can now lock the invoice to prevent any further modifications to it.

8. Enter the date in the **Date Locked** field to lock the invoice.



Double-clicking in the Date Locked field automatically enters today's date.

9. Close the Invoices window by clicking on  in its top right-hand corner.



*Any invoices that you have not printed but that are ready to go can be printed in batch by using option 5, **Print Invoices Not Printed**, on the Financial menu.*

13.5 Raising a credit note

In Tracker, you work with credit notes in the same way that you work with invoices. If you need to raise a credit note for a client, there are two ways in which you can do this:

- direct – from the Project screen you can use the Raise Credit button to create a credit note for the project
- ad hoc – you can use option 3, *Raise Credit Note (ad hoc)*, on the Financial menu to create ad hoc credit notes and key in the project numbers for lines that relate to specific projects.

In addition, you can use option 4, *Browse Credit Notes*, to search for credit notes on your system.

13.6 Exporting Tracker invoice details to Sage

Tracker has a menu option that lets you inform Sage of the invoices created in Tracker. It generates a file that you can import into Sage.

To export Tracker invoice details to Sage:

1. Select option 8, *Sage Interface Files*, from the Financial menu.
2. Select option 2, *Extract Invoice Data*, from the Sage Interface Files menu.

A list is produced of the invoices waiting for export.

3. Follow the on-screen instructions to copy and paste the data into an Excel spreadsheet.



Ensure that you click No to locking the invoices the first time that you run through the process. When you are confident that the data is correct, you can run through the procedure again and click Yes to lock the invoices.

4. In Excel, prepare the data by:
 - deleting the header row
 - checking the data for accuracy
 - saving it as a .csv file.You can then close Excel.
5. Import the invoice details into Sage by using *File>Import>Audit Trail>Run*. Sage checks the invoice details and gives error messages if there are any problems.
6. Correct any errors that Sage reports either by editing the .csv file in Excel or by amending the invoices in Tracker and then recreating the export, as appropriate.



Contact Start Software if you require advice on how or where to correct errors.

7. Check that the imports are present in Accounts Receivable and the amounts are correct.
A prompt in Tracker asks if it is OK to mark the exported invoices as exported.
8. If there are no problems with the imported data in Sage, click Yes to mark the invoices as exported.



It is only possible to export an invoice once.

13.7 Closing projects

Projects can be closed once payment has been received. Payment details are taken from Sage and read into Tracker. Tracker then closes the projects that have been fully paid. Closed projects have a date entered in the **Project Closed** field on the Projects screen.

To close projects:

1. Prepare the remittance file in Sage.
2. In Tracker, select option 8, *Sage Interface Files*, from the Financial menu.
3. Select option 3, *Read Sage Remittance file*, from the Sage Interface Files menu.

Tracker reads the file and closes all projects that have been fully paid.

As only paid projects are closed, you can perform quick checks on clients' payment performance. For example, when you are quoting for a job and viewing the Client screen, you are able to view the number of open projects for the client and form a view on their payment history.