

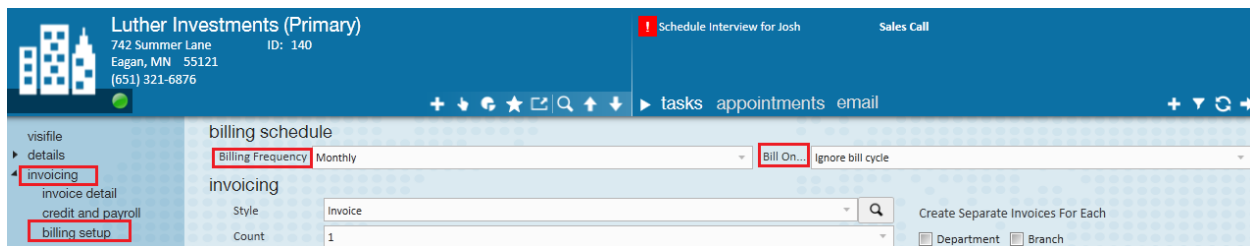
16R1 Enterprise Invoicing Customers by Calendar Month

When a customer needs to be invoiced by calendar month (the 1st – 30th/31st) there are certain steps that need to be taken to ensure the customer record is set up properly. Additionally, there are few steps that need to be taken during the time entry and invoicing process. These steps are covered below.

Setting up the Customer record

From the **Customer** record, navigate to the **Invoicing – Billing Setup** area.

Select from the **Billing Frequency** dropdown the frequency of *Monthly*.
Select from the **Bill On** dropdown the *Ignore Bill Cycle* option.



The screenshot shows the 'Luther Investments (Primary)' customer record. The 'Billing Frequency' dropdown is set to 'Monthly' and the 'Bill On' dropdown is set to 'Ignore bill cycle'. The 'invoicing' section shows 'Style' set to 'Invoice' and 'Count' set to '1'. The 'billing setup' tab is selected in the left sidebar.

Note: If looking to invoice customers on a monthly basis but during a certain week, select that option from the **Bill On** dropdown. Selecting *Ignore Bill Cycle* allows you to invoice by calendar month, and accounts for those months that have both 4 and 5 weeks.

The Customer record is now setup to receive and process invoices on a monthly basis.

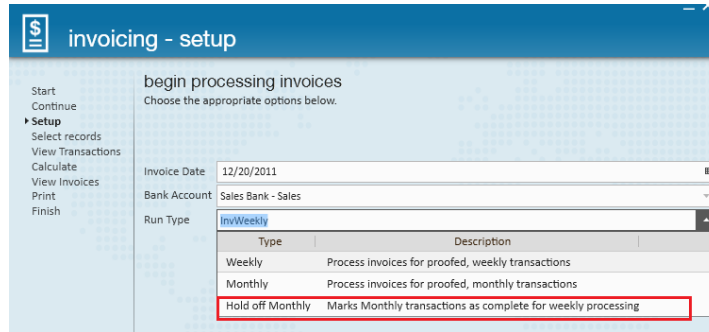
Entering Hours and Processing Invoices

The majority of the time, entering and proofing hours will be the same as those transactions that should be processed weekly. Depending on the month, 3 or 4 of the weeks you will enter the hours in time entry the same as normal. However, because your customer wants the invoices by calendar month, those weeks that the last day of the month is during the middle of the week, an additional step will need to be taken to separate that transaction in to two different weeks. First we will walk through the steps for weeks that do not need to be split, followed by details on steps that need to be taken for weeks that are split, and lastly covering how to process the invoice.

Entering Hours for Non-Split Weeks

For those weeks that do not need to be split, enter the hours in **Time Entry** for that week as normal and complete the **Proofing** process as normal.

While you are not going to send or print the invoice that week, you still need to put the transactions through the **Invoicing** process so you are able to close the week. For normal weekly transactions you complete the invoice process weekly. For those monthly transactions, you need to tell TempWorks to hold off on processing those invoices. To complete this process, from **Invoicing**, **Start an Invoice Run** as normal, select the *Invoice Date* (which is irrelevant until you actually process and print the invoice). You will then want to change the invoice *Run Type* to 'Hold Off Monthly'.



Selecting 'Hold Off Monthly' allows you to mark those transactions as complete for the week, and essentially push them off for another week to be processed.

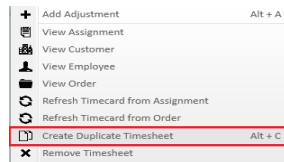
Click on *Next*, select the transactions, and complete the rest of the invoice process as normal.

Entering Hours for Split Weeks

When the week is split, in other words, the last day of the month falls during the middle of a week, you need to split up the transaction to invoice some of the hours on this month's invoice, and some of the hours on next month's invoice.

For example, let's say an Employee worked 40 hours during the week of 11/28/11-12/4/11. This is a Monday-Sunday. Twenty four of the hours the employee worked on 11/28, 11/29, and 11/30. These hours need to be placed on one invoice (the November invoice), and the sixteen of the hours the employee worked on 12/1 and 12/2, and need to be placed on another invoice (the December invoice).

To split up the transaction so you can process the invoice correctly, in **Time Entry**, locate and right click on the transaction (timecard) and select *Create Duplicate Timesheet*.



This will create a duplicate timesheet for that employee and assignment.

Enter the hours for the last days of the month, in this case 24 hours were worked between 11/28/11 – 11/30/11. You now need to change the *week ending date* to the last date of the month for those 24 hours. On the transaction, locate the week ending date column and change the date to the last date of the month.

Employee	Assignment	Rate	Hours	Amount	Week Ending Date				
Pfizer, June L	Luther Investments	Primary	Reg	24	0	\$14.00	\$21.50	11/30/2k	Accounting Clerk
Pfizer, June L	Luther Investments	Primary	Reg	16	0	\$14.00	\$21.50		
Ruiz, Pete	Luther Investments	Primary	Reg	40	0	\$0.00	\$0.00		
Sanders, Billi	Luther Investments	Primary	Reg	45	0	\$22.00	\$31.00	45	30 31 1 2 3 4 5
Sebesta, Dana	Luther Investments	Primary	Reg	40	10	\$11.50	\$18.00	46	6 7 8 9 10 11 12
Sebesta, Dana	Luther Investments	Primary	Reg	30	0	\$11.50	\$18.00	47	13 14 15 16 17 18 19
Sebesta, Dana	Luther Investments	Primary	Bonus	0	0	\$11.50	\$18.00	48	20 21 22 23 24 25 26
Williams, David C	Luther Investments	Warehouse	Reg	20	0	\$11.00	\$18.00	49	27 28 29 30 1 2 3
								50	4 5 6 7 8 9 10

On the duplicate timecard that you created enter the remaining hours, in this case the 16 hours the employee worked between 12/1/11-12/4/11. There should be no need to change the week ending date for this transaction as by default is should be set to the first week end date of the following month, in this case, 12/4/11.

Once you've entered the hours and changed the week ending dates respectively, you should have two line items, both with the same pay and bill rates, etc., but with different week ending dates. One of the week ending dates should be the last day of the month. It would look something similar to what is seen below.

Pfizer, June L	Luther Investments	Primary	Reg	24	0	\$14.00	\$21.50	11/30/2011...
Pfizer, June L	Luther Investments	Primary	Reg	16	0	\$14.00	\$21.50	12/4/2011 1...

Once you have entered the hours and made the necessary changes to week ending dates, *save*, and **Proof** the transactions as normal.

To put these transactions through **Invoicing**, *Create a New Invoice Run* as normal and select a *Run Type* of 'Hold Off Monthly'. You are following the same process as explained previously in this document. This is marking the transactions as complete for the week so you can still close the week, but not process the invoices.

Processing the Monthly Invoice

When you are ready to process the monthly invoice, from **Invoicing**, *Create a New Invoice Run*, select the *Invoice Date*, and select a *Run Type* of 'Monthly'. Selecting 'Monthly' will pull in the transactions that you have previously held off. Once you've selected 'Monthly' click *Next*.

invoicing - setup

begin processing invoices
Choose the appropriate options below.

Start
Continue
Setup
Select records
View Transactions
Calculate
View Invoices
Print
Finish

Invoice Date: 12/20/2011

Bank Account: Sales Bank - Sales

Run Type: **Monthly**

Type	Description
Weekly	Process invoices for proofed, weekly transactions
Monthly	Process invoices for proofed, monthly transactions
Hold off Monthly	Marks Monthly transactions as complete for weekly processing

You are now able to determine with different filter and grouping options which transactions are you are ready to invoice. To ensure you only place those transactions for the respective month (1st-30th/31st) use the *Available Weeks* dropdown to select the week ending dates you want to process. Be sure to uncheck the duplicate transaction(s) you created that have the advanced week ending date (the one for the following month). Once you've selected the week ending dates you want to process, click on *Next* and complete the invoice process as normal.

invoicing - select records

select records
Choose the records to include in this run.

Start
Continue
Setup
Select records
View Transactions
Calculate
View Invoices
Print
Finish

Weekend Date Options

Available Weeks: 11/20/2011

Groups

<input checked="" type="checkbox"/>	11/20/2011	actions
<input checked="" type="checkbox"/>	11/19/2011	only
<input checked="" type="checkbox"/>	11/12/2011	and Email

Invoice Method

Pay Code

Still Have Questions?

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