Billing

Billing Systems helps to process successful invoices and charging the customers.

Billing Master Data

1.0 Billing Master Data

The **Masters** submenu in the **Billing** page helps you to add the master data like details of Customer list, Job list, Task list, Tag list and Holiday list.

The **Masters** submenu contains the following tabs,

image-1709029004112.png
Image Not Found or type unknown

1.1 Customer List

Customer list helps to view customer details so that billing activities can be recorded and entered in the billing system.

To view Customer list, Click Customer submenu in the Master, the customer list page opens as below.

image-1709192407833.png
Image Not Found or type unknown

Click add button image-1709201030288.png
Image Not Found or type unknown to update Invoice Delivery Address and Save it.

1.2 Job List

Job list viewed to maintain both completed and in progress job details in the system.

image-1709201410747.png
Image Not Found or type unknown

1.3 Task List

Task list viewed to contain assigned, waiting for acknowledgment, acknowledged and successful tasks.

image-1709268414834.png

Image not found or type unknown

Click Details icon to view Task details, Tags, Job details and Task Assignment. All the details come from the Network linked (Versa Fleet) to cuteOffice. Tags may contain single or multiple tag codes to process against each Task and Job number. The tasks which have successful status are ready to process Invoice.

image-1709269280914.png

Image not found or type unknown

1.4 Tag

Tags Master contains Tag list. Based on the tag availability against each task in the Task list, the invoice will process in the billing system.

1.4.1 Add A New Tag

Click add Tag, Billing Tag window open to add the tag and description. If the tag is miscellaneous tag, enable Miscellaneous in the Billing Tag.

1.4.2 Edit Tag

To edit Task tag

image-1710161603201.png

Image not found or type unknown

Click edit button in the edit column of the Tag list that user want to edit any details about Tag name or Miscellaneous Tag Name and their description.

1.4.3 Import Excel

image-1709269910587.png

Image not found or type unknown

Import Excel functionality is available to import the Tag details. Download the template to add all the Tag details and import into the system.

1.4.4 Export Excel

image-1709269952287.png

Image not found or type unknown

Export Excel helps to download the tag list in the Master.

image-1709270030267.png

Image not found or type unknown

1.5 Holiday List

Holiday list viewed to maintain the holidays based on the Group Name and the Year. Group Name contains the country name such as Singapore, Malaysia etc.,

Main page contains Group Name, Event Name, Event date and Remark.

Excel export available to download the holiday list.

image-1709270373776.png

Image not found or type unknown

Billing System

2.0 Billing System

Billing System is the processes that help to create invoices against completed tasks for the customers. The system receives tasks from various networks to process invoice. Each task is associated with rates and available in the rate card. Successful task and job are ready to process invoice in the system. New invoices are approved by the approver before sending the invoices to the customer. Once payment received from the customer, it has been updated in the system to close the transaction.

Billing System is a digital platform or solution that facilitates the electronic generation, dispatch, and tracking of invoices, eliminating the need for traditional paper-based billing methods.

2.1 Task Ready to Invoice

Task Ready to invoice submenu available under Billing menu. Successful Task are ready for creating Invoice to the customer.

- Choose Customer in the Task ready to invoice and the date range. Select Type either Day, Month or Ad-Hoc.
- Click search button, list of tasks available on the page for invoice creation.

image-1710162821688.png

Image not found or type unknown

image-1710163070486.png

Click detail Image not found or type unknown icon against the task to view the task details , job details, task assignment and Tag details. User can modify the tag code and save it.

image-1710163421698.png

1. Click single or multiple check box against the task id to create invoice. Image not found or type unknown

image-1710163544920.png

2. Click create invoice Image not found or type unknown
3. Choose the payment terms from the drop down list and staff name.

image-1710163544920.png

4. Click create invoice Image not found or type unknown

The new invoice available to process in the Invoice List.

2.2 Invoice

Choose Invoice submenu under Billing menu. Invoice list page contains invoice numbers to process billing for the activities.

image-1710164279844.png

Image not found or type unknown

- Click Invoice number to view Invoice details.

image-1710164190061.png

Image not found or type unknown

- New task can be added along with the previous task.
- Click add button beside to Ad-Hoc Invoice details.
- New window open to choose the task numbers.
- Click add.

image-1710164919046.png

Image not found or type unknown

- Choose Bank details and Save it.
- Click send for approval button available on the top right corner.
- Assignee and Notify window open to choose the approver and notify users.
- Click confirm.
- Approver will receive email notification to approve the invoice before sending the invoice to the customer.
- Dashboard contains waiting for approval for the approver to choose it.
- Click Approve button at the top right corner.
- Assignee and Notify window open to intimate the user proceed to send the invoice to the customer.
- Approved Invoice report available to send to the customer. Click Print and email as attachment to customer.
- Click send to customer button.
- New window open to intimate Assignee and Notify Users.
- Click confirm button.
- Invoice status change to waiting for payment.
- Click Paid button after payment received from the customer.
- Eventually Assignee and Notify window open to intimate the users and confirm it.

2.3 Rate Card

Rate card submenu available under Billing System. Entire customers' rate cards are managed under the Rate Card list.

image-1710166308604.png

Image not found or type unknown

1. Click rate card to add all the activities details against the customer.
2. Click Save to save the rate card details.

image-1710166448197.png

Image not found or type unknown

Revision #8
Created 22 March 2024 07:29:33 by rubaa
Updated 10 December 2024 04:15:09 by Shybin