

DRIVE Billing



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BILLING

OVERVIEW

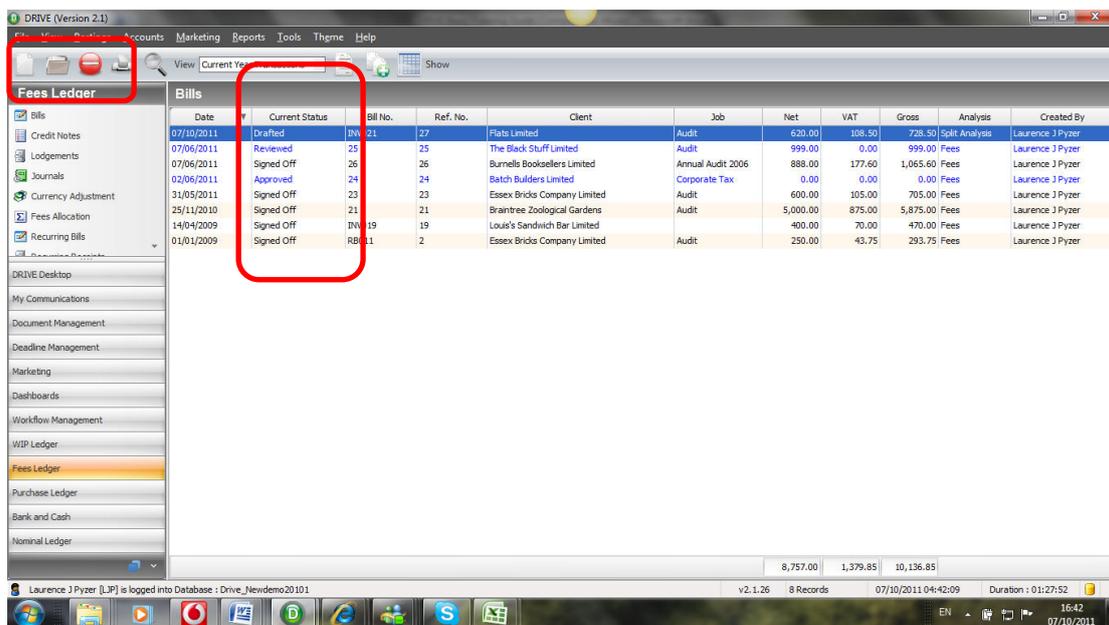
DRIVE Billing is very comprehensive and can deal with a multitude of billing scenarios. DRIVE allows for the following type of billing facilities:

- Draft Billing
- Proforma Billing
- Cross Client & Linked Billing
- Automatic Reversals
- Copy Bill

For the purpose of this training guide we will try showing you how to produce a simple bill. We will not deal with the complications of accrued WIP and write-offs. There are separate guides to cover these areas.

HOW TO RAISE A BILL

Click Fees Ledger on the left-hand navigation toolbar and select the first heading Bills. The bill browse will show you all the current bills. DRAFT Bills appear in blue text and have a different numbered sequence to other bills. DRAFT Bills are optional and a continuous bill number sequence is also optional. The Status of a Bill will also appear on the browse. If this column is not on you can add it manually through the column chooser.



Date	Current Status	Bill No.	Ref. No.	Client	Job	Net	VAT	Gross	Analysis	Created By
07/10/2011	Drafted	21	27	Flats Limited	Audit	620.00	108.50	728.50	Split Analysis	Laurence J Pyzer
07/06/2011	Reviewed	25	25	The Beck-Staff Limited	Audit	999.00	0.00	999.00	Fees	Laurence J Pyzer
07/06/2011	Signed Off	26	26	Burnells Bookellers Limited	Annual Audit: 2006	888.00	177.60	1,065.60	Fees	Laurence J Pyzer
02/06/2011	Approved	24	24	Balch Builders Limited	Corporate Tax	0.00	0.00	0.00	Fees	Laurence J Pyzer
31/05/2011	Signed Off	23	23	Essex Bricks Company Limited	Audit	600.00	105.00	705.00	Fees	Laurence J Pyzer
25/11/2010	Signed Off	21	21	Braintree Zoological Gardens	Audit	5,000.00	875.00	5,875.00	Fees	Laurence J Pyzer
14/04/2009	Signed Off	19	19	Louie's Sandwich Bar Limited	Audit	400.00	70.00	470.00	Fees	Laurence J Pyzer
01/01/2009	Signed Off	RB-11	2	Essex Bricks Company Limited	Audit	250.00	43.75	293.75	Fees	Laurence J Pyzer

Figure 1

Click the New button to raise a new bill. The new bill screen is made up of a number of sections. The header has the following details:

- Posting Details
- Approval Details
- Billing Details

The centre contains the Job Split information where the Bill and WIP amounts are split over the various jobs you may be billing on the specific client.

The bottom section has three tabs:

- WIP Allocation
- Recovery
- Nominal Analysis

The screenshot displays the 'Bill' window with the following data:

Job	Description	Bill Amount	O/S WIP	WIP Alloc.	Write-Off	Left Alloc.	Accrued WIP	Profit	Loss
AUD06	Audit	620.00	544.25		0.00	0.00	620.00	0.00	0.00
BKP03	Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CTAX03	Corporate Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX03	Personal Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance to be Entered : 0.00		620.00	544.25	0.00	0.00	0.00	620.00	0.00	0.00

Date	Type	Staff	WIP	Notes	Amount	O/S WIP	Allocated	Write-Off	Balance
09/02/09	Time	KM	A000	Audit	106.95	16.75	0.00	0.00	16.75
10/02/09	Time	KM	A000	Audit	213.90	213.90	0.00	0.00	213.90
13/02/09	Time	KM	A000	Audit	213.90	163.90	0.00	0.00	163.90
18/02/09	Time	TT	A001	Planning	149.70	149.70	0.00	0.00	149.70
					684.45	544.25	0.00	0.00	544.25

Figure 2

Fill the posting details section; date, period, Bill number can be manual or automatic. Ref No. Select your client. The centre section will automatically fill with the jobs the client has. The Approval Details will default in with the Drafted By details.

Enter the Net Amount under the Bill Details as in **Error! Reference source not found.**

Next split the Net Amount over the different jobs under the Bill Amount column in the centre section. Allocate WIP and Profits and Losses on each job line. The centre section needs to agree with the overall bill amount and WIP Allocation Tab below before you can proceed or save the bill.

Once you have completed the centre section you can click the AUTO button on the top of the screen on each job and it will auto allocate against the WIP entries under the WIP Allocation Tab.

Recovery Tab will automatically complete so long as the defaults have been setup, if not you need to manually allocate.

The nominal analysis will also automatically complete so long as the defaults have been setup, if not you need to manually allocate.

Click the Save button. The new bill will appear in the browse.

PREVIEW & PRINT A BILL

To print the bill simply click on the Preview Button on the bill browse as follows:

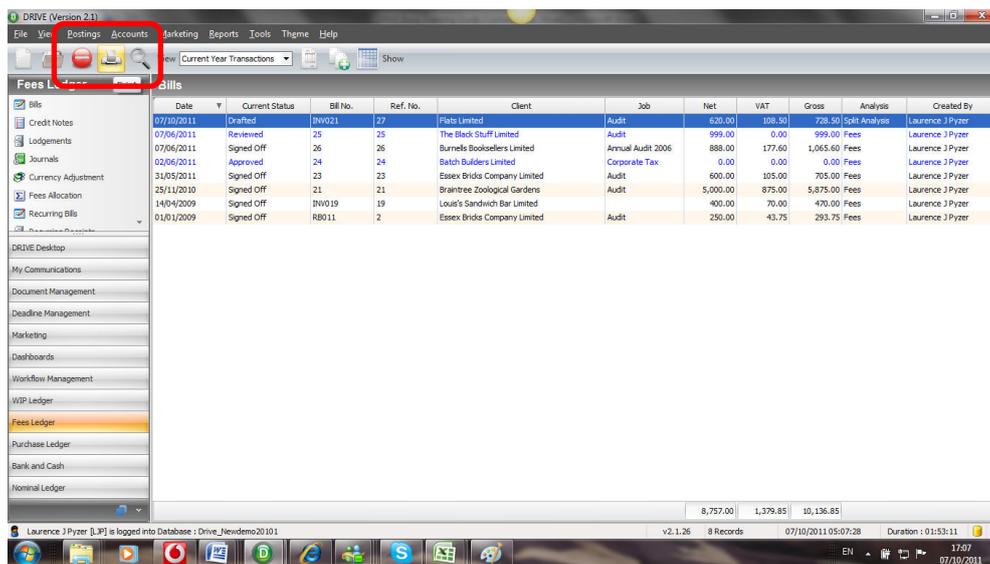


Figure 3

When you click the Preview button you get the following screen:

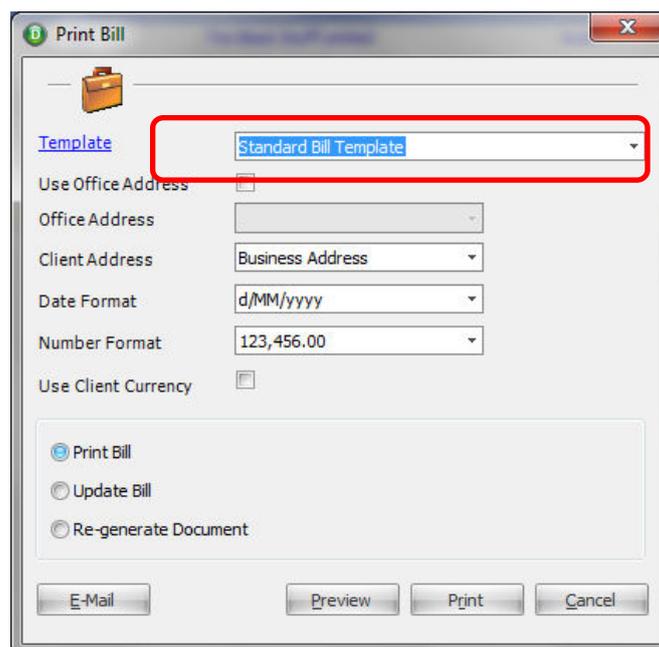


Figure 4

If you have selected the correct bill template, just click the Preview button and the following screen will appear:

Paragraph	Net Amount	VAT Amount	Gross Amount
To taking your instructions re forming a limited company named _____ with a share capital of £ _____ ordinary shares of £__ each	400.00	70.00	470.00
Preparing New Director Forms	200.00	35.00	235.00
To preparing Minutes of Directors meeting	20.00	3.50	23.50
Total Entered	620.00	108.50	728.50
Total on Bill	620.00	108.50	728.50
Amount Left to Enter	0.00	0.00	0.00

Figure 5

The paragraph handling screen will appear. This screen will only appear if you have this option turned on in settings. Edit the paragraphs to suit this particular client bill. Click OK and the following screen will appear:

INVOICE

Bill To:
Flats Limited
Ilford Business Centre
Ilford
Essex - IL8 5GX

Date: 7/10/2011
Bill No.: INV021
Ref. No.: 27

Professional Services Rendered	Net	Vat	Gross
To taking your instructions re forming a limited company named _____ with a share capital of £ _____ ordinary shares of £__ each	400.00	70.00	470.00
Preparing New Director Forms	200.00	35.00	235.00
To preparing Minutes of Directors meeting	20.00	3.50	23.50

Figure 6

Once you are happy with the bill simply click the print button as marked above and close the bill and return to the bill browse.

EMAIL A BILL

You can also decide to email the bill to your client. Click on the Preview button and on the screen click the Email button

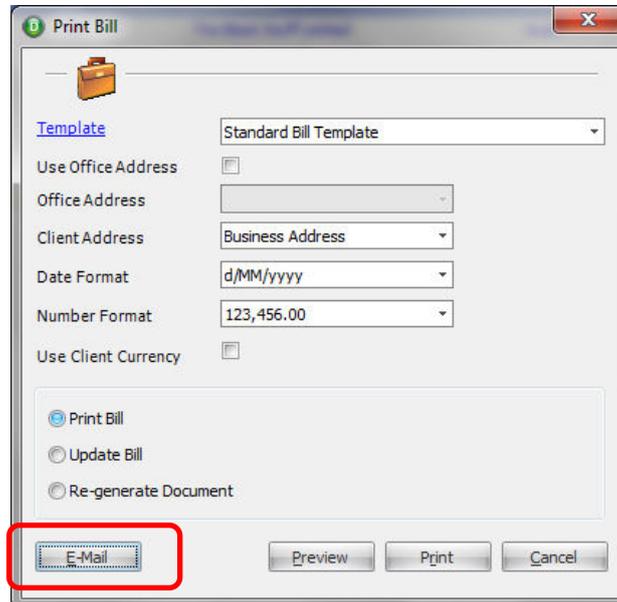


Figure 7

When you click the email button the system will launch an automatic DRIVE email with the invoice attached. This is a quick and easy way of getting your invoices to your client in a timely manner. There is an option in settings to make the generated document read only which means it cannot be changed once sent.

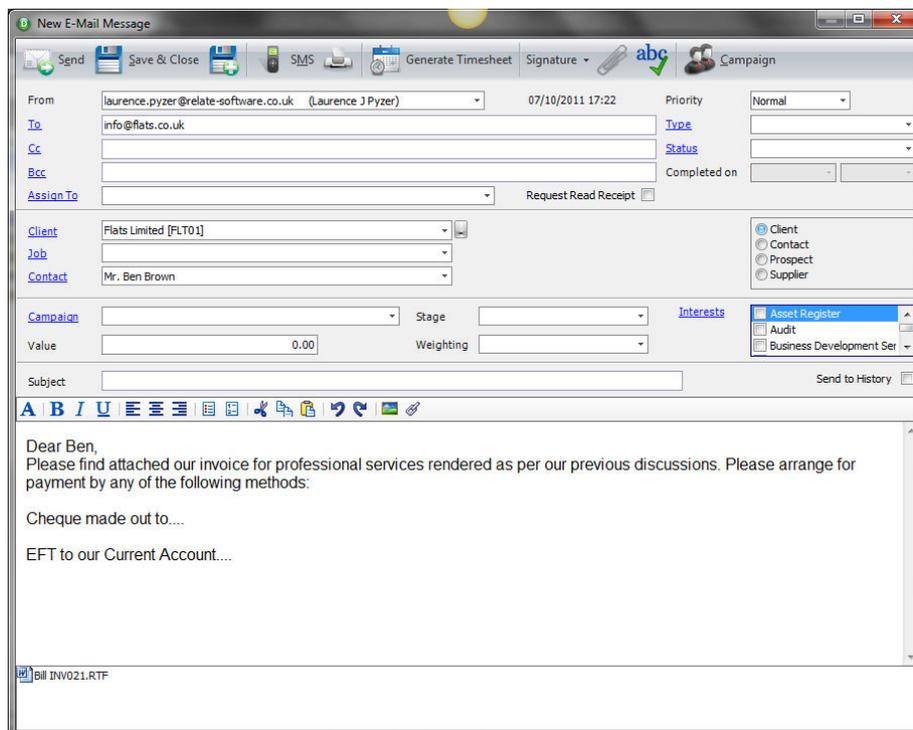


Figure 8