

The billing function of Vision allows the generation of Invoices to be sent to Customers.

Steps to processing invoices:

1. Calculate Billing
2. Generate/Print Invoices
3. Finalize Invoices (after each billing cycle)

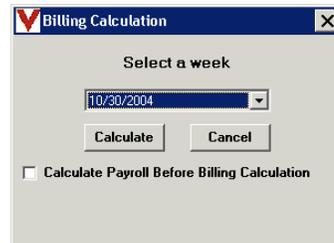
A. Calculate Billing

Billing data is not updated automatically by Vision. To ensure all data and any changes have been updated, the Calculate Billing function must be completed prior to generating invoices.

A single week or multiple weeks can be calculated.

Single Week

1. Select the Calculator button
2. Select a week to be calculated
3. Click the **Calculate** button and when it is done it will bring you back to the schedule.



Multiple Weeks

1. Select Calculate Billing from the Calculations menu
2. Select week(s) to be calculated. Click in the box in Billing Column and a drop-down box will appear. Click on Y to calculate the week.
3. Click the **Calculate** button and when it is done it will bring you back to the schedule.

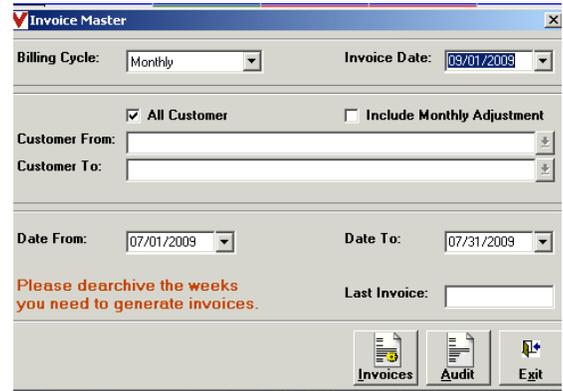
Week	Last Modifi Date	Payroll Calculation	Payroll	Billing Calculation	Billing	Inv
03/14/2009	03/20/2009 08:44:00					
03/21/2009	03/20/2009 10:14:00	03/20/2009 10:54:55				
03/28/2009	03/24/2009 11:15:00	03/24/2009 11:17:42		03/24/2009 11:17:53		
04/04/2009	03/24/2009 11:15:00	04/13/2009 14:00:36		04/03/2009 10:54:18		
04/11/2009	04/03/2009 11:08:00			04/03/2009 11:09:32		
04/18/2009	05/05/2009 10:50:00			05/05/2009 10:53:05		
04/25/2009	04/21/2009 14:37:00	04/21/2009 15:16:31		05/05/2009 12:55:03		
05/02/2009	04/21/2009 11:20:00			05/05/2009 12:59:37		
05/09/2009	06/12/2009 14:30:00	05/28/2009 09:23:24		05/08/2009 14:19:35		
05/16/2009	06/12/2009 14:30:00	05/28/2009 09:44:54		05/15/2009 14:50:31		
05/23/2009	07/06/2009 13:12:00	07/06/2009 13:14:05				
05/30/2009	07/06/2009 13:11:00	07/06/2009 13:15:29		06/18/2009 16:11:33		
06/06/2009	07/06/2009 13:11:00	06/18/2009 16:16:52		06/18/2009 16:17:08		
06/13/2009	07/09/2009 14:01:00	07/09/2009 14:03:04		06/19/2009 16:42:32		
06/20/2009	07/09/2009 14:07:00	07/09/2009 14:09:06		07/09/2009 14:09:19		
06/27/2009	07/09/2009 15:38:00					
07/04/2009	07/27/2009 14:47:00	07/24/2009 13:41:55		07/24/2009 13:39:30		
07/11/2009	07/27/2009 15:10:00					
07/18/2009	07/27/2009 15:11:00					
07/25/2009	07/27/2009 15:11:00		Y		Y	
08/01/2009	08/03/2009 11:45:00	08/03/2009 13:10:35	Y	08/03/2009 13:10:48	Y	

B. Generate/Print Invoices

This function allows invoices to be generated for review prior to Finalizing and sending actual invoices to customers.

Important Note: *The invoices are displayed with the assigned invoice numbers; however, these numbers will not be permanent until you run the Finalize function.*

1. Select Generate/Print Invoices from the Calculations menu.
2. Select the desired Billing Cycle
3. Select the Invoice Date that should appear on the invoice.
4. By default, All Customers are selected.
5. Uncheck All Customers if you would like to specify one or more Customers in the From and To fields.
6. Depending on the Billing Cycle selected, choose the appropriate week or date range.
7. Click the Invoices Button. The Invoice or Invoices will appear on screen in Preview mode with an Invoice Number.



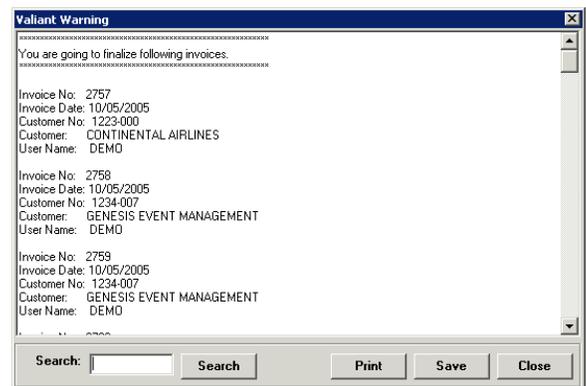
Note: *If desired, invoices in the Billing Cycle can be viewed without format by selecting the **Audit** button. The Audit format displays the same information as Invoices but in a continuous format without page breaks by invoice and without the invoice and graphic formats.*

C. Finalize Invoices

This function will only finalize the last batch of invoices generated.

Important Note: *If this function is not completed after each cycle, Vision will reuse the same invoice numbers for the next cycle. This will result in duplicate invoice numbers.*

1. Selecting Finalize Invoices from the Calculations Menu.
2. The **Warning** window will display a list of the invoice numbers and customers to be verified prior to finalizing. It is suggested that this list be reviewed and printed or saved to better handle audit trails.
3. Click the **Close** button to close the Valiant Warning window.
4. Click the **Yes** button to finalize invoices. The system will display a confirmation when it is done. (If you click the **No** button it will exit this function and not finalize the invoices).
5. Click the **Ok** button



Note: Invoice List Reports are available only after invoices are finalized.