

VALIANT®



ision
Scheduling

Invoice Examples

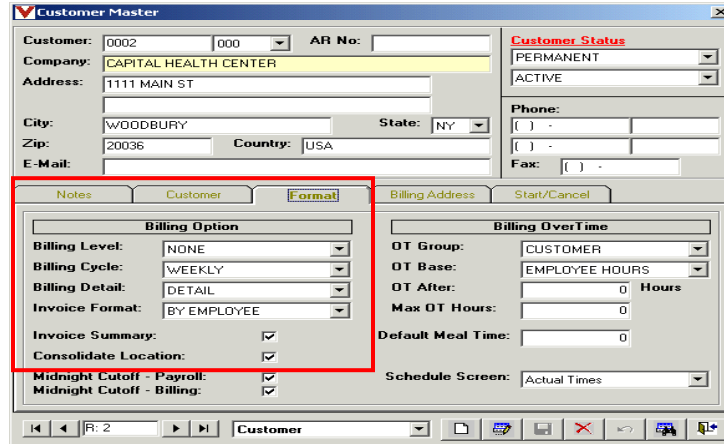
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I. OVERVIEW

This document provides printed examples of invoices based on available format options.

II. INVOICE FORMAT SET AT CUSTOMER MASTER: FORMAT TAB



Billing Option	Drop-Down Choices
Billing Cycle	<ul style="list-style-type: none"> ▪ WEEKLY ▪ BIWEEKLY1 ▪ BIWEEKLY2 ▪ BIMONTHLY ▪ MONTHLY ▪ CALENDAR1, 2, 3, etc. (Cycles defined by client)
Billing Detail	<p>SUMMARY (Shows hours & rates)</p> <p>Invoice Format:</p> <p>By Post</p> <p>By Date</p> <p>By Employee</p> <p>By Employee Adj</p> <p>By Rate</p> <p>DETAIL (Shows hours, rates, & dates)</p> <p>Invoice Format:</p> <p>By Employee</p> <p>By Date</p> <p>ONE LINE SUMMARY (Shows hours only)</p> <p>Invoice Format:</p> <p>By Post</p> <p>By Location</p> <p>By Customer</p>
Invoice Summary	If selected, a separate One Line Summary invoice is created with the same invoice #.
Consolidate Location	If selected, combines data for all locations into one invoice. Totals by post provided.

1.1 SUMMARY by Post

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002			
110 Crossways Park Drive Woodbury, NY 11797					
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: HEALTH CENTER I				
Bill To: ANITA FIELDS					
Invoice Date	Invoice Period	Services	PO No.	Term	
09/27/2008	09/21/2008-09/27/2008	SECURITY	2401	DUE ON RECEIPT	
Date of Service	Tour/Security Officer	Hours			Total
		Regular	O.T.	Holiday	Rates
	SECURITY OFFICER - Total	112.00	0.00	0.00	\$13.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00	\$14,456.0000
	Grand Total -->	112.00	0.00	0.00	
Notes: Invoice Dated 07/05/2008 is past due.				Sub Total \$1,456.00 Sales Tax \$14,560.00 Total Due \$1,470.56	

1.2 SUMMARY by Date

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002			
110 Crossways Park Drive Woodbury, NY 11797					
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: HEALTH CENTER I				
Bill To: ANITA FIELDS					
Invoice Date	Invoice Period	Services	PO No.	Term	
09/27/2008	09/21/2008-09/27/2008	SECURITY	2401	DUE ON RECEIPT	
Date of Service	Tour/Security Officer	Hours			Total
		Regular	O.T.	Holiday	Rates
	09/21/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/21/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/22/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/22/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/23/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/23/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/24/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/24/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/25/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/25/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/26/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/26/2008 - Total	8.00	0.00	0.00	\$104.0000
	09/27/2008 - Total	8.00	0.00	0.00	\$13.0000
	09/27/2008 - Total	8.00	0.00	0.00	\$104.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00	\$14,456.0000
	Grand Total -->	112.00	0.00	0.00	
Notes: Invoice Dated 07/05/2008 is past due.				Sub Total \$1,456.00 Sales Tax \$14,560.00 Total Due \$1,470.56	

1.3 SUMMARY by Employee

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002		
110 Crossways Park Drive Woodbury, NY 11797				
Bill To:	CAPITAL HEALTH CENTER	Location	HEALTH CENTER I	
	1 CENTRAL AVENUE WASHINGTON, DC 12345			
Bill To:	ANITA FIELDS			
Invoice Date	Invoice Period	Services	PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY	2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours	Rates	Total
		Regular O.T. Holiday		
	CARPENTER, LAURA - Total	40.00 0.00 0.00	\$13.0000	\$520.0000
	GARCIA, MICHAEL - Total	16.00 0.00 0.00	\$13.0000	\$208.0000
	ARTIS, BRIAN - Total	16.00 0.00 0.00	\$13.0000	\$208.0000
	BOONE, JAMES - Total	40.00 0.00 0.00	\$13.0000	\$520.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00 0.00 0.00		\$1,456.0000
	Grand Total -->	112.00 0.00 0.00		
Notes: Invoice Dated 07/05/2008 is past due.				Sub Total \$1,456.00 Sales Tax \$14.5600 Total Due \$1,470.56

1.4 SUMMARY by Employee Adj

		Invoice Date: September 27, 2008 Invoice No: 70 Customer: 0002		
110 Crossways Park Drive Woodbury, NY 11797				
Bill To:	CAPITAL HEALTH CENTER	Location	HEALTH CENTER I	
	1 CENTRAL AVENUE WASHINGTON, DC 12345			
Bill To:	ANITA FIELDS			
Invoice Date	Invoice Period	Services	PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY	2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours	Rates	Total
		Regular O.T. Holiday		
	ARTIS, BRIAN - Total	8.00 0.00 0.00	\$0.5000	\$4.0000
	REQUESTED AT ADDITIONAL BILL RATE			
	0002 - HEALTH CENTER I - NONE	8.00 0.00 0.00		\$4.0000
	CARPENTER, LAURA - Total	40.00 0.00 0.00	\$13.0000	\$520.0000
	ARTIS, BRIAN - Total	16.25 0.00 0.00	\$13.0000	\$211.2500
	BOONE, JAMES - Total	40.00 0.00 0.00	\$13.0000	\$520.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	96.25 0.00 0.00		\$1,251.2500
	Grand Total -->	104.25 0.00 0.00		
Notes: Invoice Dated 07/05/2008 is past due.				Sub Total \$1,255.25 Sales Tax \$12.5125 Total Due \$1,267.76

1.5 SUMMARY by Rate (Consolidated)

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: Consolidated					
Bill To: ANITA FIELDS						
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
	SECURITY OFFICER - Total	112.00	0.00	0.00	\$13.0000	\$1,456.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00		\$1,456.0000
	FRONT DOOR - Total	40.00	0.00	0.00	\$11.0000	\$440.0000
	0002 - WOODBURY NURSING HOME - FRONT DOOR	40.00	0.00	0.00		\$440.0000
	FRONT GATE - Total	168.00	0.00	0.00	\$15.7500	\$2,646.0000
	0002 - WOODBURY NURSING HOME - FRONT GATE	168.00	0.00	0.00		\$2,646.0000
Grand Total -->		320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.					Sub Total \$4,842.00 Sales Tax \$46,420.00 Total Due \$4,887.42	

1.6 DETAIL by Employee

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: HEALTH CENTER I					
Bill To: ANITA FIELDS						
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
09/21/2008	07:00-15:00 ARTIS, BRIAN	8.00	0.00	0.00	\$13.0000	\$104.0000
09/21/2008	15:00-23:00 GARCIA, MICHAEL	8.00	0.00	0.00	\$13.0000	\$104.0000
09/22/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/22/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/23/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/23/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/24/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/24/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/25/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/25/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/26/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/26/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/27/2008	07:00-15:00 ARTIS, BRIAN	8.00	0.00	0.00	\$13.0000	\$104.0000
09/27/2008	15:00-23:00 GARCIA, MICHAEL	8.00	0.00	0.00	\$13.0000	\$104.0000
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00		\$1,456.0000
Grand Total -->		112.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.					Sub Total \$1,456.00 Sales Tax \$14,560.00 Total Due \$1,470.56	

1.7 DETAIL by Date

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: HEALTH CENTER I					
Bill To: ANITA FIELDS						
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
		Regular	O.T.	Holiday		
09/21/2008	07:00-15:00 ARTIS, BRIAN	8.00	0.00	0.00	\$13.0000	\$104.0000
09/21/2008	15:00-23:00 GARCIA, MICHAEL	8.00	0.00	0.00	\$13.0000	\$104.0000
09/22/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/22/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/23/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/23/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/24/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/24/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/25/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/25/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/26/2008	07:00-15:00 BOONE, JAMES	8.00	0.00	0.00	\$13.0000	\$104.0000
09/26/2008	15:00-23:00 CARPENTER, LAURA	8.00	0.00	0.00	\$13.0000	\$104.0000
09/27/2008	07:00-15:00 ARTIS, BRIAN	8.00	0.00	0.00	\$13.0000	\$104.0000
09/27/2008	15:00-23:00 GARCIA, MICHAEL	8.00	0.00	0.00	\$13.0000	\$104.0000
Grand Total -->		112.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$1,456.00 Sales Tax \$14,560.00 Total Due \$1,470.56

1.8 ONE LINE SUMMARY by Post (Consolidated)

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To: CAPITAL HEALTH CENTER 1 CENTRAL AVENUE WASHINGTON, DC 12345	Location: Consolidated					
Bill To: ANITA FIELDS						
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
		Regular	O.T.	Holiday		
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00		\$1,456.0000
	0002 - WOODBURY NURSING HOME - FRONT DOOR	40.00	0.00	0.00		\$440.0000
	0002 - WOODBURY NURSING HOME - FRONT GATE	168.00	0.00	0.00		\$2,646.0000
Grand Total -->		320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$4,542.00 Sales Tax \$45,420.00 Total Due \$4,587.42

1.9 ONE LINE SUMMARY by Location (Consolidated)


		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To:	CAPITAL HEALTH CENTER	Location	Consolidated			
	1 CENTRAL AVENUE WASHINGTON, DC 12345					
Bill To:	ANITA FIELDS					
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
	0002 - HEALTH CENTER I	Regular	O.T.	Holiday		
	0002 - WOODBURY NURSING HOME	112.00	0.00	0.00		\$1,456.0000
		208.00	0.00	0.00		\$3,086.0000
	Grand Total -->	320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$4,542.00 Sales Tax \$45,4200 Total Due \$4,587.42


1.10 ONE LINE SUMMARY by Customer (Consolidated)

		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002				
110 Crossways Park Drive Woodbury, NY 11797						
Bill To:	CAPITAL HEALTH CENTER	Location	Consolidated			
	1 CENTRAL AVENUE WASHINGTON, DC 12345					
Bill To:	ANITA FIELDS					
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
	CAPITAL HEALTH CENTER	Regular	O.T.	Holiday		
		320.00	0.00	0.00		\$4,542.0000
	Grand Total -->	320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$4,542.00 Sales Tax \$45,4200 Total Due \$4,587.42

1.11 SUMMARY By Post (Invoice Summary - Consolidated)

2 invoices print with same invoice #

		<div style="border: 1px solid red; padding: 2px;">Invoice Summary</div>		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002		
110 Crossways Park Drive Woodbury, NY 11797		Bill To: CAPITAL HEALTH CENTER	Location: Consolidated			
1 CENTRAL AVENUE WASHINGTON, DC 12345		Bill To: ANITA FIELDS				
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
	0002 - HEALTH CENTER I	Regular	O.T.	Holiday		
	0002 - WOODBURY NURSING HOME	112.00	0.00	0.00		\$1,456.0000
		208.00	0.00	0.00		\$3,086.0000
Grand Total -->		320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$4,542.00 Sales Tax \$45,420.00 Total Due \$4,587.42

		<div style="border: 1px solid red; padding: 2px;">Invoice Summary</div>		Invoice Date: September 27, 2008 Invoice No: 63 Customer: 0002		
110 Crossways Park Drive Woodbury, NY 11797		Bill To: CAPITAL HEALTH CENTER	Location: Consolidated			
1 CENTRAL AVENUE WASHINGTON, DC 12345		Bill To: ANITA FIELDS				
Invoice Date	Invoice Period	Services			PO No.	Term
09/27/2008	09/21/2008-09/27/2008	SECURITY			2401	DUE ON RECEIPT
Date of Service	Tour/Security Officer	Hours			Rates	Total
	SECURITY OFFICER - Total	Regular	O.T.	Holiday		
	0002 - HEALTH CENTER I - SECURITY OFFICER	112.00	0.00	0.00	\$13.0000	\$1,456.0000
	FRONT DOOR - Total	40.00	0.00	0.00	\$11.0000	\$440.0000
	0002 - WOODBURY NURSING HOME - FRONT DOOR	40.00	0.00	0.00		\$440.0000
	FRONT GATE - Total	168.00	0.00	0.00	\$15.7500	\$2,646.0000
	0002 - WOODBURY NURSING HOME - FRONT GATE	168.00	0.00	0.00		\$2,646.0000
Grand Total -->		320.00	0.00	0.00		
Notes: Invoice Dated 07/05/2008 is past due.						Sub Total \$4,542.00 Sales Tax \$45,420.00 Total Due \$4,587.42