

Client Invoicing

WHAT IT DOES FOR YOU

AccuFund Client Invoicing provides detailed registration tracking to create invoices to one or more customers based on client activities.

Designed for social service agencies such as child care, job training, adult care and foster care agencies, the module tracks planned and actual services for clients and the amount to be billed to funding agencies and to other responsible parties. **Client Invoicing** tracks the number of active participants in each program and provides for reporting by program. The invoicing can be prospective for the month coming up or retro-actively for the month just completed. Adjustments can be made to the service charges any time during the month and will be included on the next invoice generated for the customer.

At any time the status of billing and services can be viewed from the clients record and billings from the customer record.

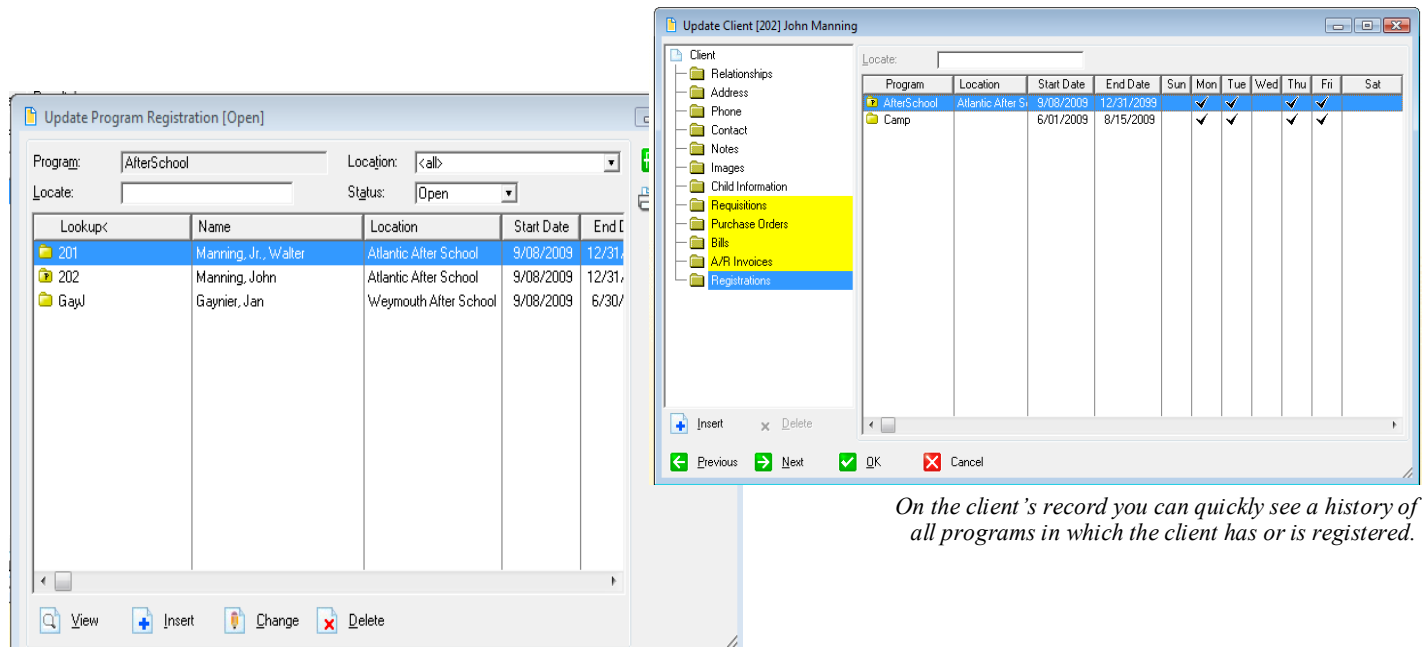
HOW IT WORKS

Through **AccuFund Client Invoicing** programs and program locations are defined to which clients are registered. As part of the registration process the necessary information is collected to bill for the services including billing rate and one or more responsible parties. As part of the registration the days of the week the client will receive services and the beginning and ending dates of service are included.

Any information entered though the **AccuFund Client Accounting** module is available to the **Client Invoicing** component if needed to calculate need or income-based service rates.

Based on the registration information, a billing process invoices responsible parties for the clients' services. Invoicing may be run on any frequency.

Reporting options are available to report by client as well as clients registered in programs.



On the client's record you can quickly see a history of all programs in which the client has or is registered.

The Program Registration window shows all currently enrolled clients for each program by location.

AccuFund Sample Update Program Registration											
Lookup<	Name	Location	Start Date	End Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OP 201	Manning, Jr., Walter	Atlantic After School	9/08/2009	12/31/2099		Mon	Tue	Wed	Thu	Fri	
PR 202	Manning, John	Atlantic After School	9/08/2009	12/31/2099		Mon	Tue	Wed	Thu	Fri	
OP GayJ	Gaynier, Jan	Weymouth After School	9/08/2009	8/30/2099		Mon	Tue	Wed	Thu	Fri	

An AccuFund "Quick Report" gives you an instant look at client registrations for any program and or specific location. Included is status, beginning and ending dates, days of the week for attendance.

OTHER FEATURES

The AccuFund Client Invoicing module provides a complete solution for most social service agencies. Besides the core features described above, additional features include:

- ✓ Maximum registrations for each program location can be set and tracked.
- ✓ In setting up programs decide how you want invoicing created, either an invoice per customer with all clients or a single invoice per client.
- ✓ AccuFund's user-definable format allows for user creation and maintenance of additional fields of information for tracking required reporting demographics.
- ✓ Track the history of rate changes for clients.

COMPONENT INTEGRATION

Client Invoicing is integrated with:

- ✓ **Client Accounting (required)** for any client-based demographics need for billing and to define customer/client relationships.
- ✓ **Accounts Receivable (required for billing)** to generate invoices and credit memos.
- ✓ **General Ledger** for financial reporting.

COMPONENT AVAILABILITY

Client Invoicing is available with both the Standard and Professional editions of the *AccuFund Accounting Suite*.

STANDARD TEMPLATES PROVIDED

Numerous report templates are available within Client Accounting including registration reports, attendance planning and client service history.

Activity Date	Type	A/R Rate	Last Date	Count	Amount
11/01/2009	Rate Change	16.5000			0.00
9/08/2009	Placement	17.0000	9/30/2009	1	221.00

For each client you can easily see a history of billing and rate changes from the registration screen.