

CLIENT INVOICING



AccuFund Client Invoicing provides detailed registration tracking to create invoices to one or more customers based on client activities. The product was designed for social service agencies such as child care, job training, adult care and foster care agencies, and others. The module tracks planned and actual services for clients, and the amount to be billed to funding agencies and other responsible parties.

Client Invoicing tracks the number of active participants in each program and provides detailed reporting by program. The invoicing can be prospective for the month coming up or retroactive 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 client's record and from the billings on the customer record.

Invoices can be created automatically using AccuFund's Automation Workbench, or individually as needed.

OVERVIEW

Through AccuFund Client Invoicing, clients are registered to defined programs and program locations. 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.

The days of the week the client will receive services and the beginning and ending dates of service are also included.

Any information entered through 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.

Lookup	Name	Location	Start Date	End Date	Effective	A/R Rate	Sun	Mon	Tue	Wed	Thu	Fri	Sat
201	Manning, Jr., Walter	Atlantic After School	9/01/2018	6/30/2019	9/01/2018	20.0000	✓	✓	✓	✓	✓	✓	
202	Manning, John	Atlantic After School	9/01/2018	6/30/2019	9/01/2018	20.0000		✓	✓	✓	✓	✓	
204	Entwistle, Laura	Atlantic After School	9/01/2018	6/30/2019	9/01/2018	25.0000		✓	✓	✓	✓	✓	
233	Entwistle, Sabrina	Atlantic After School	9/01/2018	6/30/2019	9/01/2018	25.0000		✓	✓	✓	✓	✓	

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

FEATURES

The AccuFund Client Invoicing module provides a complete solution for most social service agencies. Features include:

- Maximum registrations for each program location can be set up and tracked.
- When 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 easily customizable data collection allows for user creation and maintenance of additional information, enabling you to track any required reporting demographics.
- Track the history of rate changes for clients.

FEATURES CONTINUED

Changing program registration

Program: AfterSchool (1) Location: Weymouth After School

Client: Entwistle, Laura [204]

General Options Responsible Party Activity

Activity Date	Type	Lookup	Name	A/R Rate	Last Date
9/08/2009	Placement	302	Entwistle, Ralph	25.0000	
9/25/2018	Rate Change	302	Entwistle, Ralph	35.0000	

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

Update client [204 - Laura Entwistle]

- PHONE NUMBERS
- CONTACTS
- NOTES
- IMAGES
- CHILD INFORMATION
- CLIENT INFO
- YOUTH EDU INCENTIVE
- HISTORY
 - REQUISITIONS
 - PURCHASE ORDERS (1)
 - ISSUES
 - BILLS (3)
 - A/R INVOICES (5)
 - CASH RECEIPTS

Due Date	Invoice	Description	Type	Lookup	Customer	Grant	Refer
12/31/2015	56	Childrens Residential	<none>	DCFS	DCFS	<none>	
12/31/2015	58	Childrens Residential	<none>	302	Entwistle, Ralph	<none>	
7/31/2014	39	monthly services	Services	CDR	Colorado Department of Rev	<none>	
7/31/2014	40	Monthly Billing	Client	302	Entwistle, Ralph	<none>	
5/31/2014	35	Monthly Billing	Services	302	Entwistle, Ralph	<none>	

You can view and drill into the details of program invoices from the Client Record.

COMPONENT INTEGRATION, AVAILABILITY & REPORTING

Client Invoicing is integrated with:

- **Client Accounting** (required) for any client-based demographics needed for billing and to define customer/client relationships.
- **Accounts Receivable** (required for billing) to generate invoices and credit memos.
- **Automation Workbench** enables automatic billing, using client data and information stored in other modules to create A/R invoices for immediate emailing, or for review and distribution at a later date.

- **General Ledger** for financial reporting.

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

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

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	6/30/2099	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.