



# Contract Invoicing

OneOffice Contract Invoicing defines invoice formats and layouts, generates draft invoices and prints final invoices for client contracts/jobs based on costs held in the OneOffice Contract Costing module and recurring charges.

## Key Features at a Glance

- Invoicing for Contract and Project based costs
- Flexible format to support different charge elements
- Multiple invoices against a single project
- Single invoicing for multiple contracts

## Benefits

- Flexible format ensures that invoices can be structured to the requirements of particular contracts and customers
- Unlimited iterations of re-drafting ensures that invoices can be checked and amended before dispatch to minimise customer service issues

## Introduction

Invoicing of contracts and projects generally requires formats and information specific to a project type, an individual customer or even a specific invoice.

As well as reflecting time and materials costs posted to a contract, invoices generated using Contract Invoicing can include standing charge elements which can be defined on a customer, contract or other basis. Standing charges can be open ended or applied for a specific number of iterations. In addition, a variety of billing types are provided and draft invoices can be produced in final or listing formats and sent to relevant staff for amendment on screen.

## Invoice Production

Draft invoices can be produced in final layout or listing formats, based on recommended charge information. Drafts can then be sent to the relevant staff who can amend the report or, with the relevant security access, can amend invoices on screen. Transactions may be added or deleted and charges and narratives may be changed. Each invoice can be re-drafted as many times as required. Unlimited text can be shown on an invoice ensuring that any supporting information required can be accommodated.

Once drafting is complete, the final invoice can be produced or output to the

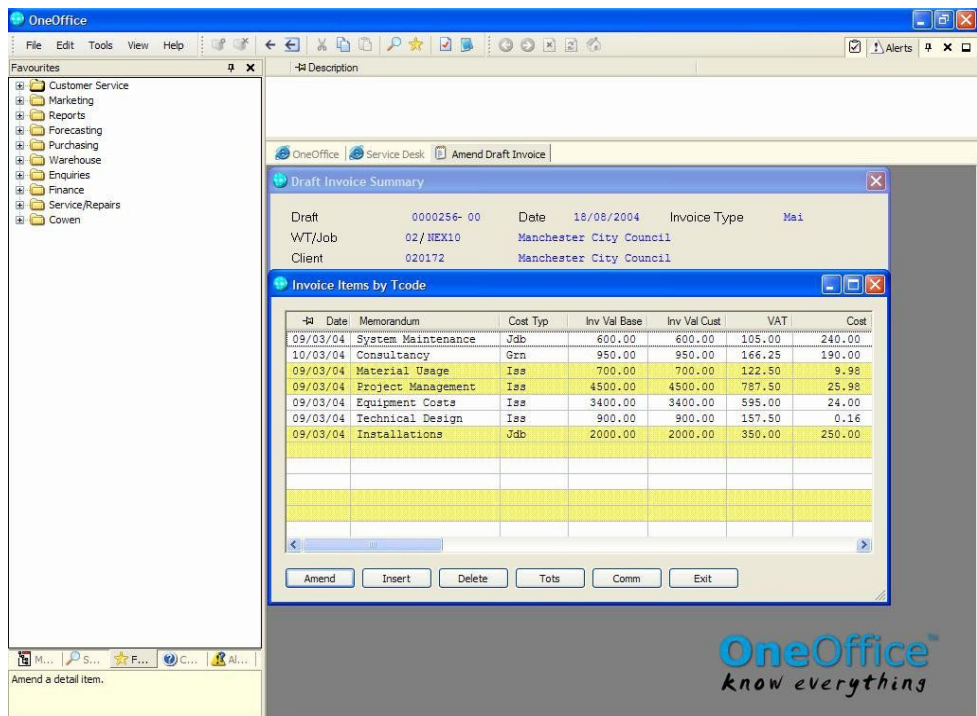


Figure 1. OneOffice Contract Invoicing includes a range of tools to simplify the management of contract invoices. In this example a user is reviewing the line item details on an invoice.



OneOffice Media Server to support complex fonts, logos, plain paper colour printing and house styles.

Additional, customer acknowledgements can be produced for specific invoice types

### Enhanced capabilities

To ensure that invoices can be generated as quickly and as simply as possible a number of parameters can be held against customers and projects including:

- Fee based, time & expenses, advance billing
- Minimum charges may be set
- User-defined phasing of charges is permitted
- Multiple invoice frequencies may be associated with individual contracts
- Uplift percentage for costs and overheads
- Individual contracts can be associated with a "lead" contract for single invoice production
- Multiple sort options available with an invoice e.g. cost heading

### Report Layouts

If necessary, separate invoice layouts can be maintained for each client and/or job

Invoices can be summarised or detailed, with the option to produce detailed backing documents

Charges can be grouped by employee, charge type, phase/stage, job

Option to include cumulative information as well as current invoice details

# strategis

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