Preparing for invoicing

This is the process to be used when you are finished with an event and want to get invoices out. There are two parts to this process. You must complete part 1 before going to part 2.

Part 1 – Check for Pricing Errors
1) Open the Realtime Tracker Editor Screen

2) Set the timeframe for the time frame that you want to send invoices for and refresh the screen

3) Generally look the entries – look for records with no stop time or anything that looks out of the ordinary.

4) Click the Check Prices button and let it run until it finishes.

5) When finished a window will appear with a list of the results and will clearly show the errors if any. Click the Copy To Clipboard button and then paste into Word or a Notepad.

6) There are two general types of errors

    a) No Stop Date/time - if there is no stop date time then it cannot determine the price or bill amount - fix it.

    b) Price errors - this is where there is something wrong where it cannot calc the price for some reason. The most likely reasons are:

        i) snow depths out of range for the rate basis. This means that the snow depth might be zero but the rate basis might start at 1".

        ii) incorrect or missing rate basis on service set up.

7) Correct all the errors - if you cannot figure some of them out then contact support.

8) Re-run the check pricing until there are no errors.

9) Look at the bottom left corner of the Real-time Tracker Editor window – it tells you the number or records, Remember this for the next part.

Part 2 – Verifying Services Performed.
1) Open the Service Invoices and Vendor Bills screen. Set the time frame to match the time frame you put in Part 1 - step 2 above.

2) Click on REPORTS. Run the Storm Financial Summary. Look at the last page and check the number of records. If the number is different than what was in Part 1 – step 9 then there is still a pricing issue.
=> If there are LESS records on the report then there are records that still won't price correctly due to issues as shown in Part 1 – step 6.
=> If there are MORE records on the report then you have one or more rate basis where there is an overlap of the ranges. i.e…lets say that the snow depth is 4" - your rate basis has a range from 2 – 4 and another range from 4 – 6. Both ranges will price if the depth is 4 inches.

3) Review for accuracy. You can override prices or vendor bill amounts in the tracker editor if needed for some reason.

4) Run a copy and review with managers and responsible parties in your company – make changes if needed in the service, the crew or the tracker editor. Remember – only one person in the Tracker Editor at a time.

5) Once it is all ok and approved then you can send invoices. At this point the only errors that might occur in the send process have to do with QuickBooks, like tax rates, or items not set up correctly.

Now you are ready to send the invoices to QuickBooks.