

Timesheet Invoicing History

When you create Timesheet Invoices, your request, known as a timesheet **“Invoice Run”**, is placed in a queue along with requests from other educators. Once your request has been processed, which should only take a few minutes, your timesheet invoices are created and the **“Invoice Run”** details are saved in the timesheet **“Invoicing History”** list.

To create timesheet invoices

Click the **“Accounts”** menu.

Click the **“Invoices”** option.

Click the **“Create Invoices From Timesheets”** button.

Please refer to the **“Educator Accounts Invoicing Overview”** tip sheet for an overview of invoicing and the **“Educator Accounts Timesheet Invoices”** tip sheet for details on creating timesheet invoices.

To view the timesheet Invoicing History

Click the **“Accounts”** menu.

Click the **“Invoicing History”** option.

A window similar to the following will be displayed:

INVOICING HISTORY

| Requested | Completed | Type | Successful | Parent Count | Failure Count | Success Count | Invoices Created | |
|------------|------------|------------------|------------|--------------|---------------|---------------|------------------|---|
| 08/12/2016 | 08/12/2016 | All Parents | Yes | 7 | 0 | 7 | 6 | Q |
| 06/12/2016 | 06/12/2016 | Selected Parents | | | | | 1 | Q |
| 06/12/2016 | 06/12/2016 | All Parents | | | | | 6 | Q |
| 06/12/2016 | 06/12/2016 | All Parents | Yes | 7 | 0 | 7 | 6 | Q |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 | Q |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 | Q |

This button allows you to view the details for an Invoice Run.

To locate one or more invoice run records in the list

The list of invoice runs may become long; however, apart from browsing through the list, you can change the view so you only see the invoice runs that you are interested in by applying one or more filters.

For example, to see all the invoice runs **“Requested”** on **“22/11/2016”**:

Click on the **“Down Arrow”** button in the **“Requested”** column header.


Click on **“Filter”** to display the filter details

| Requested | Completed | Type | Successful |
|------------|------------|------------------|------------|
| 08/12/2016 | | All Parents | Yes |
| 06/12/2016 | | Selected Parents | Yes |
| 06/12/2016 | | All Parents | Yes |
| 06/12/2016 | | All Parents | Yes |
| 17/11/2016 | 17/11/2016 | Selected Parents | Yes |
| | | | 6 |
| | | | 6 |

Clicking this button displays a menu for the “Requested” column.

Enter or select the date and select the “Filter” button.

Select “**Contains**” from the list of filter options.

Enter the date “22/11/2016”. Although you can type in a date, it is easier to select a date from the calendar when you click on the  “**Calendar**” button.

Click on the “**Filter**” button to display the records that match the filter.

INVOICING HISTORY

| Requested | Completed | Type | Successful | Parent Count | Failure Count | Success Count | Invoices Created |
|------------|------------|------------------|------------|--------------|---------------|---------------|------------------|
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |

1 - 2 of 2 Items


Legend: Q View

The white background indicates a filter has been applied to this column.


When a filter is applied, the Trash Can button is displayed in red.

To remove all the filters

Click the  “**Clear all Filters**” button.

All the filters will be removed, all the invoice runs will be displayed, and the  “**Clear all Filters**” button will be disabled and displayed in light grey.

To refresh the list of invoice runs

If you set filters for multiple columns, you will need to select the  “**Search**” button to apply all the filters to the list of invoice runs.

INVOICING HISTORY


| Requested | Completed | Type | Successful | Parent Count | Failure Count | Success Count | Invoices Created |
|------------|------------|------------------|------------|--------------|---------------|---------------|------------------|
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |

1 - 2 of 2 Items

Legend: Q View

Click this button to refresh the list of invoice runs.

NOTE:

*The filters are remembered, which means if you close the window, the next time you open the timesheet Invoicing History window the filters will still be applied to the list of invoice runs. To clear the filters, you will need to click the  “**Clear all Filters**” button.*

What are the column headings?

Only a small subset of information is displayed for each invoice run, but this information is very useful in managing your invoice runs.

INVOICING HISTORY

| Requested | Completed | Type | Successful | Parent Count | Failure Count | Success Count | Invoices Created |
|------------|------------|------------------|------------|--------------|---------------|---------------|------------------|
| 08/12/2016 | 08/12/2016 | All Parents | Yes | 7 | 0 | 7 | 6 |
| 06/12/2016 | 06/12/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |
| 06/12/2016 | 06/12/2016 | All Parents | Yes | 6 | 0 | 6 | 6 |
| 06/12/2016 | 06/12/2016 | All Parents | Yes | 7 | 0 | 7 | 6 |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |
| 22/11/2016 | 22/11/2016 | Selected Parents | Yes | 1 | 0 | 1 | 1 |

The “**Requested**” column contains the date the invoice run was requested.

The “**Completed**” column contains the date the invoice run was completed and the timesheet invoices were created. Normally, this date will be the same as the “**Requested**” date.

The “**Type**” column indicates is a specific parent or guardian “*Selected Parents*” or all parents or guardians “*All Parents*” were selected in the invoice run.

The “**Successful**” column contains “*Yes*” if the invoice run was successfully processed or “*No*” if an issue occurred and the selected parents or guardians were not processed.

The “**Parent Count**” column contains the number of parents or guardians that were selected to be processed in the invoice run.

The “**Failure Count**” column contains the number of selected parents or guardians where an error occurred preventing an invoice from being created.

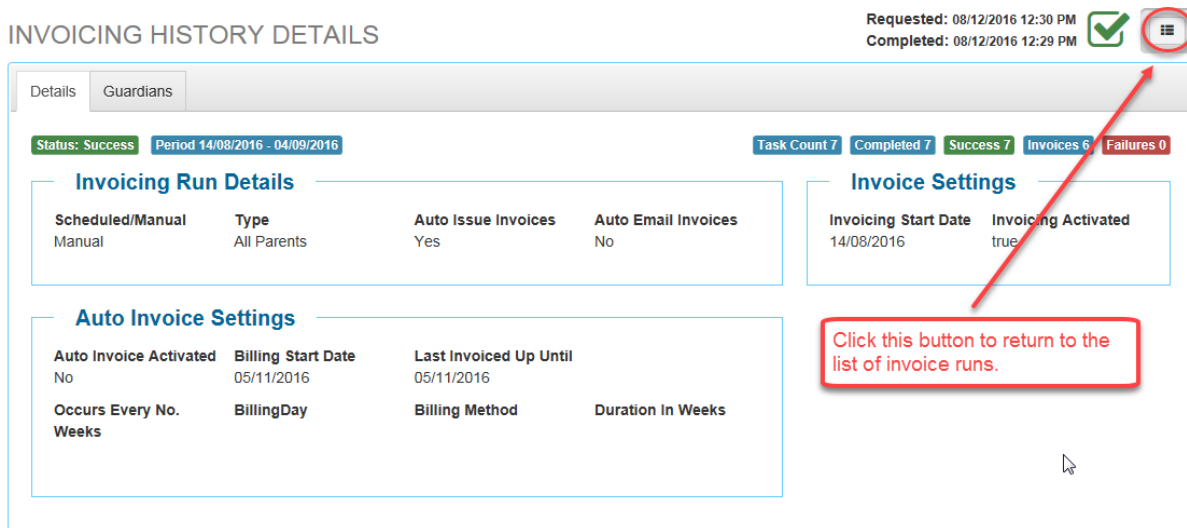
The “**Success Count**” column contains the number of selected parents and guardians that were successfully processed.

The “**Invoices Created**” column contains the number of invoices that were created. This number may be different to the “**Success Count**” because a parent or guardian is regarded as being successfully processed if no invoices were created, provided there were no timesheets to be processed for the invoice run date range.

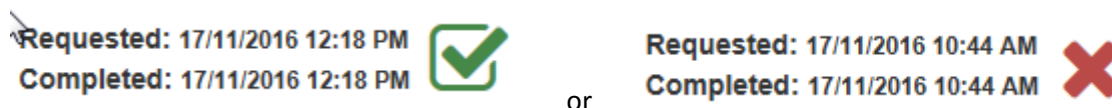
To view the details for an invoice run

Click the  “**View**” button.

The following is a sample of the window that may be displayed:



The “**Requested/Completed**” status displays the date and time the invoice run was requested and the date and time the invoice run was completed, as well as, displaying a tick or cross indicating if the invoice run was successful or not. For example,



The “**Details**” tab allows you to view the following:

Status: Success

Period 14/08/2016 - 04/09/2016

The “**Status**” will show “*Success*” if the invoice run was processed or “*Fail*” if an error occurred preventing the invoice run from processing the timesheet invoices.

The “**Period**” will show the date range that was checked for outstanding timesheets.

- The start date is the you specified in the “**Accounts, Invoice Settings, Invoicing tab**” as the earliest date to process timesheets.
- The stop date is the “**Up to Week Ending Sunday**” date you specified when you created the timesheet Invoice Run.
- Timesheet Invoices would have been created for any weeks that had not already been invoiced from the Start date up to the Stop date.
- Adjustment Timesheet Invoices would have been automatically created for any timesheets that had already been invoiced if the childcare fee or the subsidies had changed since the timesheets were last invoiced. For example, if a timesheet was estimated at the 1-child CCB % on the original timesheet invoice, but CCMS calculated the subsidy using the 3-child CCB % resulting in a different subsidy amount.

Task Count 1

Completed 1

Success 1

Invoices 1

Failures 0

The “**Task Count**” will normally be the number of parents or guardians processed, but may be -1 if the invoice run failed before successfully processing a parent or guardian.

The “**Completed**” count displays the number of parents or guardians that were processed. Invoices may or may not have been created for all these parents or guardians.

The “**Success**” count displays the number of parents or guardians successfully processed.

The “**Invoices**” count displays the number of invoices that were created.

The “**Failures**” count will display the number of parents or guardians where invoices were not created because of an error, such as a “Missing Fee Schedule”.

Invoicing Run Details

| Scheduled/Manual | Type | Auto Issue Invoices | Auto Email Invoices |
|------------------|-------------|---------------------|---------------------|
| Manual | All Parents | Yes | No |

The “**Invoicing Run Details**” contains

The “**Schedule/Manual**” method. This option will always be set to “*Manual*” because “**Auto Invoicing**” has not been implemented.

The “**Type**” option will contain “*Selected Parents*” if a specific parent or guardian was selected or “*All Parents*” if a specific parent or guardian was not selected.

The “**Auto Issue Invoices**” will always be set to “*Yes*”.

The “**Auto Email Invoices**” option will contain “*Yes*” if the timesheet invoices were automatically emailed to the parents or guardians as soon as they were created, or “*No*” if the timesheet invoices were not emailed to the parents or guardians when they were created.

| Invoice Settings | |
|-----------------------------|----------------------------|
| Invoicing Start Date | Invoicing Activated |
| 14/08/2016 | true |

The “**Invoice Settings**” displays the settings that were current when the invoice run was created. These setting can be set via the “**Accounts, Invoices Settings, Invoicing tab**”.

The “**Invoicing Start Date**” is the earliest date to process timesheets during an invoice run.

The “**Invoicing Activated**” status indicates if you have activated Invoicing.

| Auto Invoice Settings | | | |
|-------------------------------|---------------------------|-------------------------------|--------------------------|
| Auto Invoice Activated | Billing Start Date | Last Invoiced Up Until | |
| No | 05/11/2016 | 05/11/2016 | |
| Occurs Every No. Weeks | BillingDay | Billing Method | Duration In Weeks |

You can ignore the “**Auto Invoice Settings**” because auto invoicing has not been implemented for educators.

The “**Guardians**” tab will only be displayed if one or more guardians were processed. The following is a sample display:

| Details | | Guardians | | | | | |
|-----------------|----------|------------|--------------------------|------------|---------------|--|--|
| Name | Complete | Successful | Invoice | Total | Includes A... | Comments | |
| Adam Altes | Yes | Yes | INV-1025 | \$173.00 | No | Generated Invoice: INV-1025 | |
| Florencio Abdig | Yes | Yes | INV-1028 | \$1,474.13 | No | Generated Invoice: INV-1028 | |
| Tyler Allshouse | Yes | Yes | INV-1024 | \$111.84 | No | Generated Invoice: INV-1024 | |
| Rae Altes | Yes | Yes | | \$0.00 | | No timesheets were found that require invoicing or adjustments | |
| Bob Vine | Yes | Yes | INV-1026 | \$194.60 | No | Generated Invoice: INV-1026 | |
| Evelynn Annuzzi | Yes | Yes | INV-1027 | \$246.20 | No | Generated Invoice: INV-1027 | |
| Celina Abdullah | Yes | Yes | INV-1023 | \$317.80 | No | Generated Invoice: INV-1023 | |

This parent is considered as being successfully processed, even though an invoice was not created, because there were no timesheets or adjustments to process for the date range.

The “**Name**” column displays the name of the parent or guardian.

The “**Complete**” column contains “**Yes**” if the parent was fully processed, or “**No**” if an issue occurred preventing the parent from being processed.

The “**Successful**” column contains the “**Yes**” if the parent was successfully processed, or “**No**” if an issue occurred preventing the parent from being processed.

The “**Invoice**” column contains the invoice number that may have been created for the parent or guardian. For example, [INV-1026](#) for “Bob Vine”. As the invoice number is a link, if you click on it, the invoice details will be displayed.


The **“Total”** column contains the total amount for that invoice. If the total is enclosed in parentheses, such as (\$100.23), the parent’s or guardian’s account will be credited instead of debited. This occurs when a timesheet, which was included on previous invoice, has been adjusted. For example, when a child’s CCMS enrolment is formalised and CCMS pay the subsidies on timesheets that were previously submitted to CCMS.

The **“Includes Adjustments”** column contains **“Yes”** if the invoice contains adjustments to timesheets that were included on a previous invoice; otherwise, the column contains **“No”** if no adjustments were included, or blank in an invoice was not created.

The **“Comments”** column contains information about the timesheet run for the parent or guardian. For example,

- The invoice number that was generated.
- The *“No timesheets were found that require invoicing or adjustments”* message if no timesheets needed invoicing for the invoice date range for the parent or guardian.
- An error message if the invoice run failed for the parent or guardian.

To return to the list of invoice runs

Click the  **“See all”** button, located at the top right corner of the window.