



Repeat Billing – Operations Manual

Table of Contents

- Getting Started 3
- Customers 5
 - Search Facility..... 5
 - Editing an Account 8
- Billing Template Tab 9
 - Adding Templates 9
 - Header Section 10
 - Details Section 11
 - Add stock items 12
 - Function Keys in the Detail Section 13
- Templates 14
- REFRESH – Refresh data on a multi-user system.Billing 14
 - Functions within the billing screen 16
 - Hold Pending 17
 - View Template..... 17
 - Delete Pending 17
 - View Reason 17
 - Un-hold..... 17
 - Delete Pending 17
- Processing Billing..... 18
 - Filters..... 18

Recommendations..... 18

Reports..... 19

Settings 20

Utilities 21

 Recalculate Template VAT to match Sage rate 21

 Reset Template Name and Addresses..... 22

 Update Template Departments, Tax and nominal codes to match Sage Products 22

 View Users 22

 Reset Locks..... 23

Price Update 23

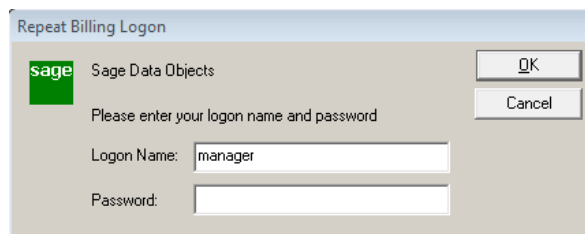
Trouble Shooting..... 26

Getting Started

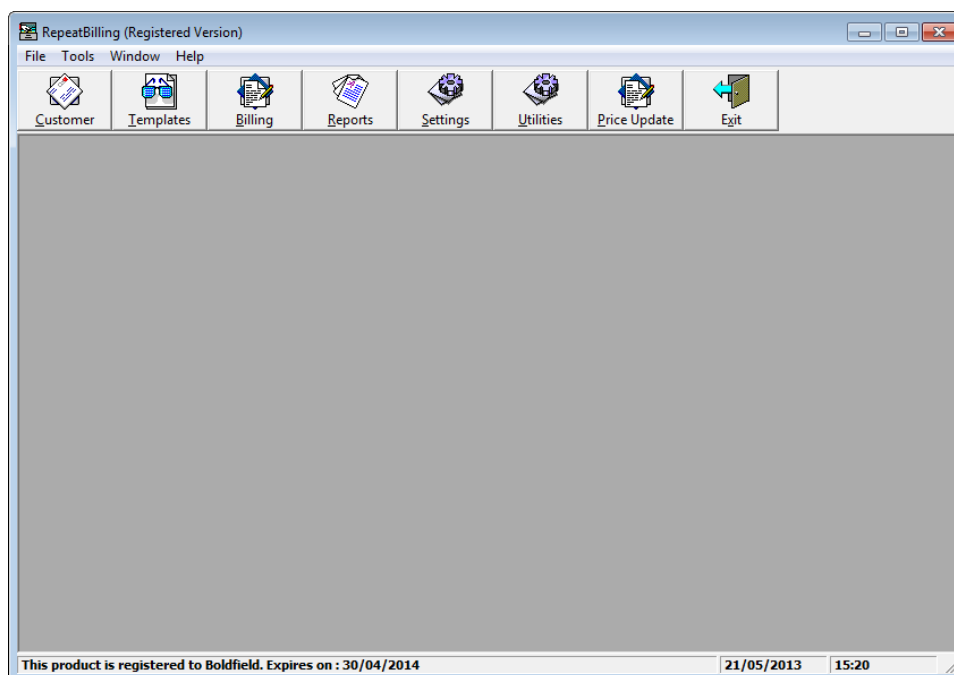
You have successfully installed Repeat Billing and now you want start using it. To open Repeat Billing navigate through the programs menu. Find **Repeat Billing for Sage Line 50** and click on the icon below: -



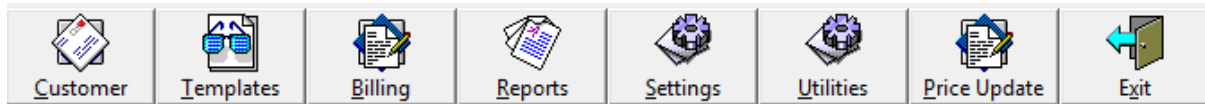
Repeat Billing will prompt you to log in. This should be your Repeat Billing Login as set up in the installation guide

A screenshot of the 'Repeat Billing Logon' dialog box. It has a title bar with the text 'Repeat Billing Logon'. Below the title bar is the Sage logo and the text 'Sage Data Objects'. There are two buttons: 'OK' and 'Cancel'. Below these is the instruction 'Please enter your logon name and password'. There are two input fields: 'Logon Name:' with the text 'manager' and 'Password:' which is empty.

Click on **OK** and the Main Repeat Billing Window will be displayed



There are a number of icons at the top of the screen:-



Customer – In here you can manage your customers and Search, View and add Customers. We can also add templates here too.

Templates – this is the fast track to adding, editing, viewing and deleting templates.

Billing – In here you can manage the billing of Orders/Invoices.

Reports – This is where the standard reports are run.

Settings – The global settings for Repeat Billing are stored and amended from within this option

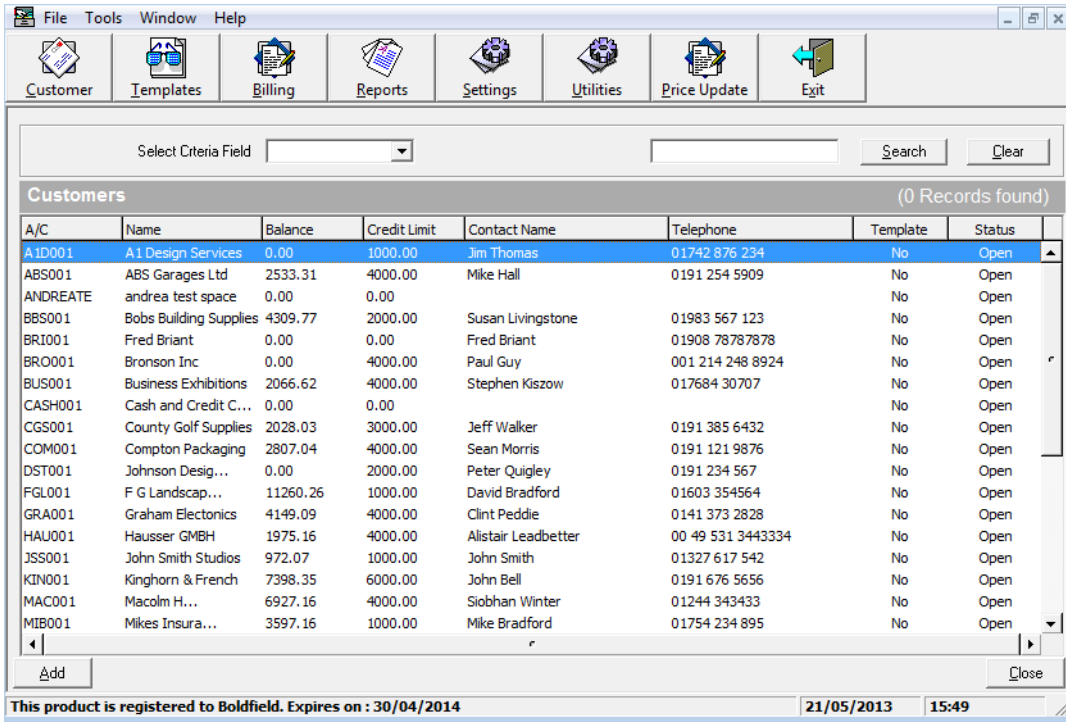
Utilities – Various utilities can be run from here to manage things such as VAT and locking

Price Update – Allows you to manage the prices on templates in cases of price rises etc.

Exit – leave Repeat Billing

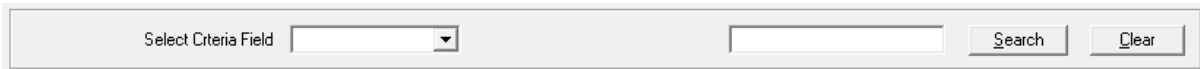
Customers

Click on the Customers icon and the customers of Sage Line 50 are displayed on screen.



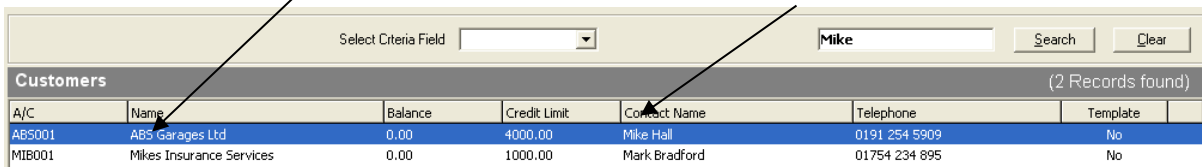
Search Facility

The search facility is will allow you to search through the records in the customer list via a number of criteria *N.B Only the fields listed can be searched on*



Example 1

Here I have entered **"MIKE"** clicked on **Search**. The results are shown below. There are two records that contain Mike.



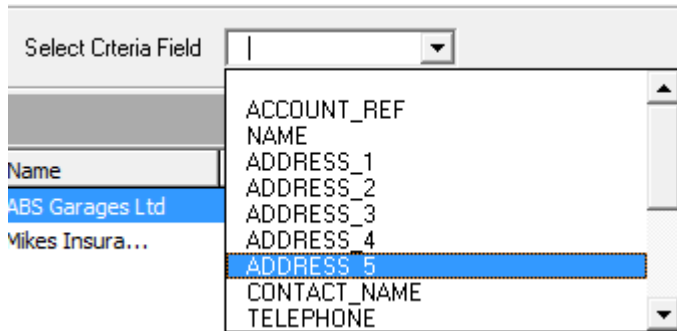
Example 2

I am able to be more specific by adding a specific field to search on and adding criteria

Firstly select Clear to clear the current results



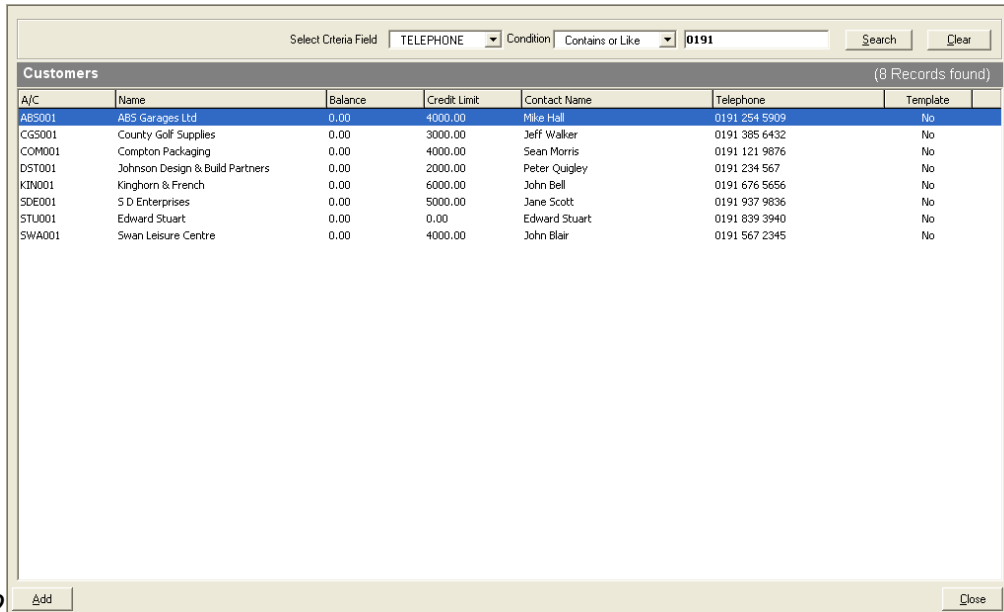
By selecting the dropdown list you can see the available fields to search on. Use the scrollbar to move further down. As an example select telephone



Now use the condition contains or like



Finally enter the value 0191 and select **Search**.



2

N.B Like Sage Line 50 we can see how many records are selected.

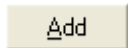


Adding a Customer

From the main screen click on the customer icon



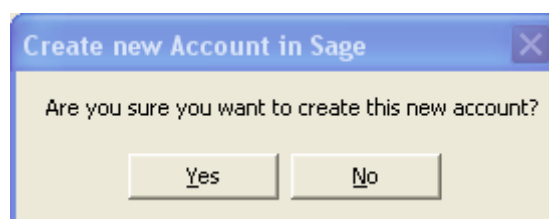
Click on ADD at the bottom left of the screen




The create new customer screen will come up and in here you can add all of the usual details. Once you have entered the required information click on **save** at the bottom left hand side of the screen. Clicking Save will automatically create the account dynamically in Sage 50

You can also discard the record if you do not want to save it

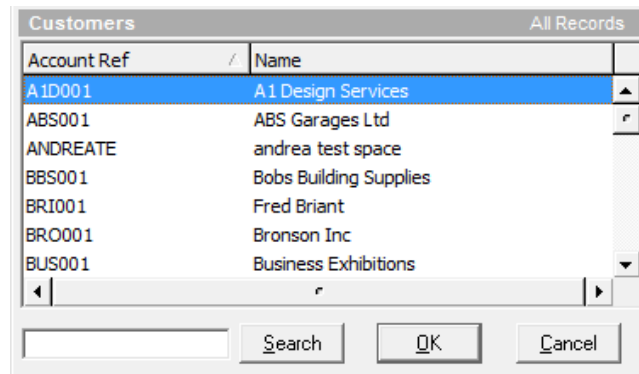
Once you have clicked save you will be asked for confirmation that you wish to create this account



Editing an Account

On the customer screen select the **ADD** button. Now use the F4 key or press the  button. A list will be displayed for you to scroll through. Or you can use **Search**.

Highlight your customer and click OK



NB You can double click on a record to go to that record.

Repeat Billing stores the almost the same data as Sage Line 50. In the:

- Details
- Defaults
- Sales
- Memo

These are stored under the headings as above

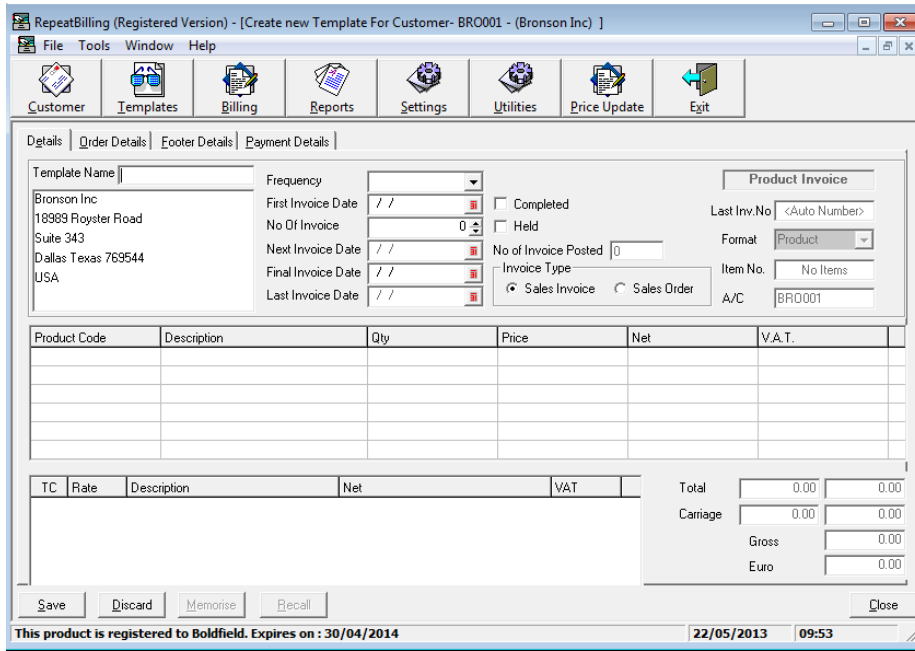
Details | Defaults | BillingTemplate | Sales | Memo

Billing Template Tab

The Billing Templates tab will list any templates for the customers that are already setup

Adding Templates

Once on the Billing Template tab click on ADD – you are now presented with Template Input Screen.



Header Section

Once in the add screen you can fill in the follow fields: -

Template Name – Not Mandatory but if you are dealing with a lot of templates and customers have more than one it is recommended that you enter a meaningful template name.

Frequency – The frequency field is a Drop down list that allows you to select the frequency of the template.

First Invoice Date – Put the first Invoice date in here.

No. of Invoice – Input number of Invoices

Next Invoice Date – This will populate automatically having worked out the date from inputting the frequency and the first invoice date

Final Invoice Date – This will be calculated automatically using the first invoice date, number of invoices and the next invoice date

Last Invoice Date – This is updated with the date of the last invoice.

Completed - This will complete the Template and will automatically be switched on after the final invoice.

Held - This will stop a template in its entirety.

No. of Invoices Posted – Displays the number posted.

This is a toggle as to what type of template you wish to create be it an Invoice or Sales Order

Details Section

M = Message Line

Allows a template message to be entered that will appear on the document printout

S1 = Non stock with VAT

S2 = Non stock at T0

S3 = Free Text *NB Repeat Billing only support 255 characters of free text.*

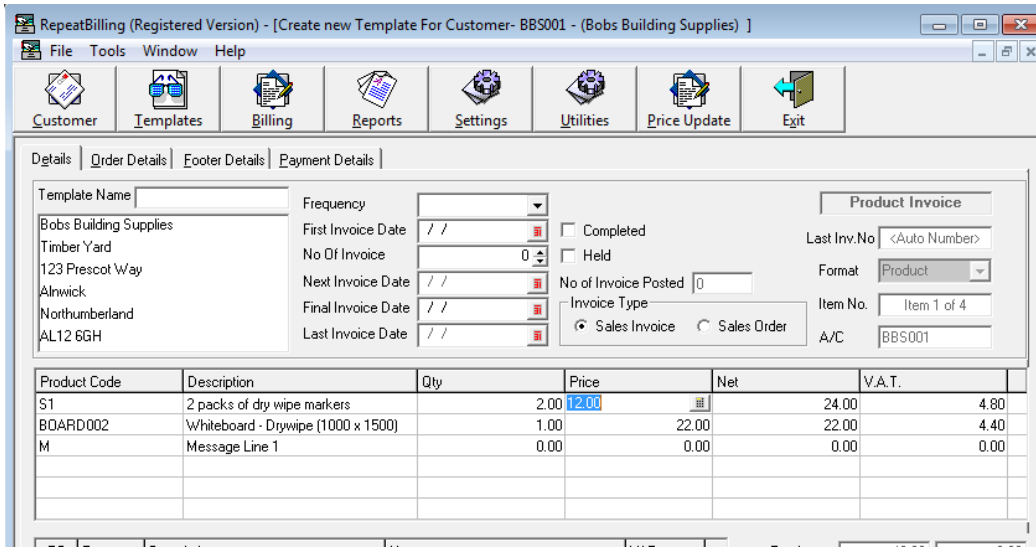
Add stock items

These are added in the same way as you would in Sage

F3 & F4 will take you into the detail of the product line

Product Code	Description	Qty	Price	Net	V.A.T.
S1		1.00	12.00	12.00	2.40

Example



Once you are happy with the template select **save**.

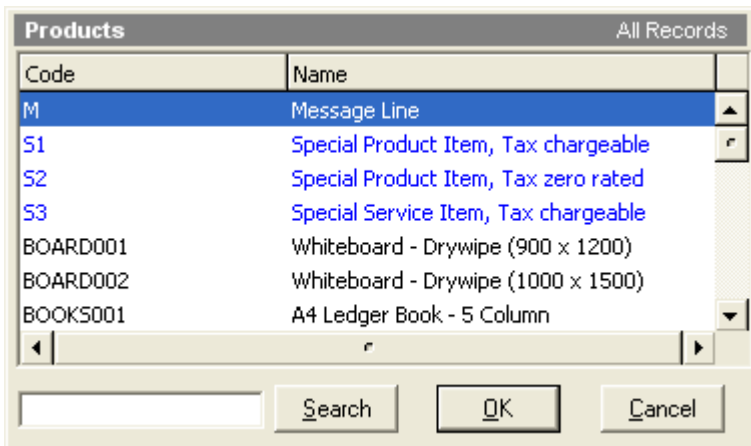
Function Keys in the Detail Section

There are a number of shortcut keys you can use as below: -

F7 – Inserts 8Line.

F8 - Deletes a Line.

F4 – Looks up Stock codes.



Templates

Saving a template will now display in the Templates list

Template No.	Template Name	Date Created	Frequency	Next Inv Date	Final Inv Date	Completed	Held
1		22/05/2013	Monthly	24/05/2013	24/07/2013	True	False

From this screen you can also: -

NEW – Create New Template

EDIT –Edit and Existing Template.

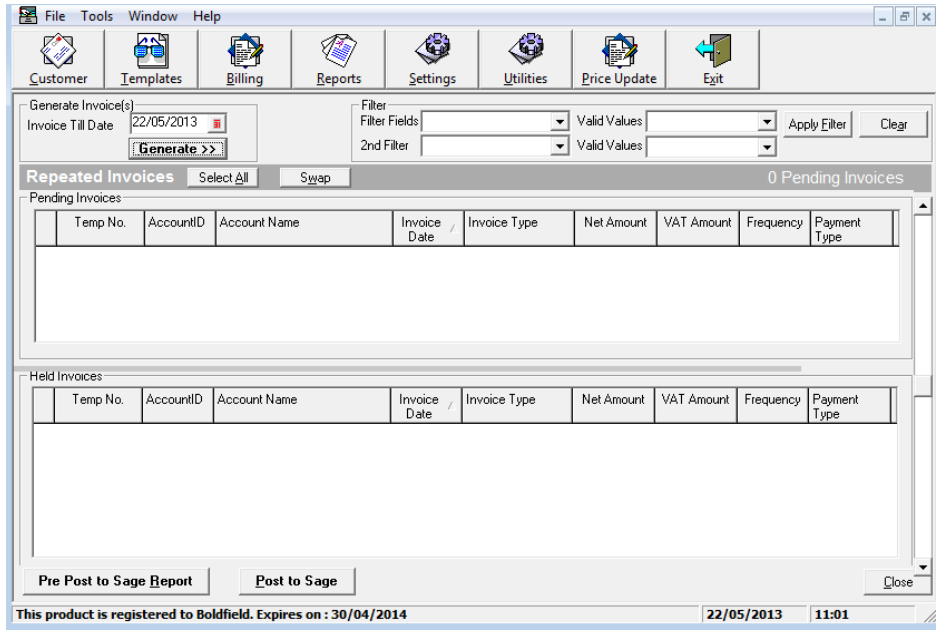
DELETE – Delete a template (*Caution deleting a template will delete pending invoices and the template*).

REFRESH – Refresh data on a multi-user system.

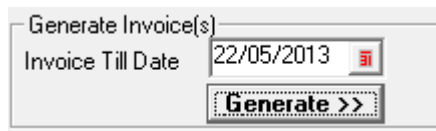
Billing

Billing is where you can manage your billing runs

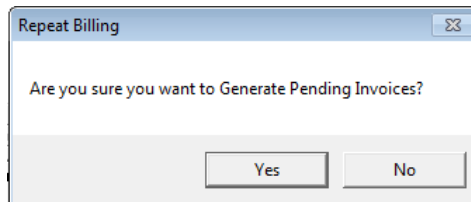
Clicking on the Billing icon will display the billing screen



In the Invoice Till Date enter the date you want to run the billing up until and click on generate

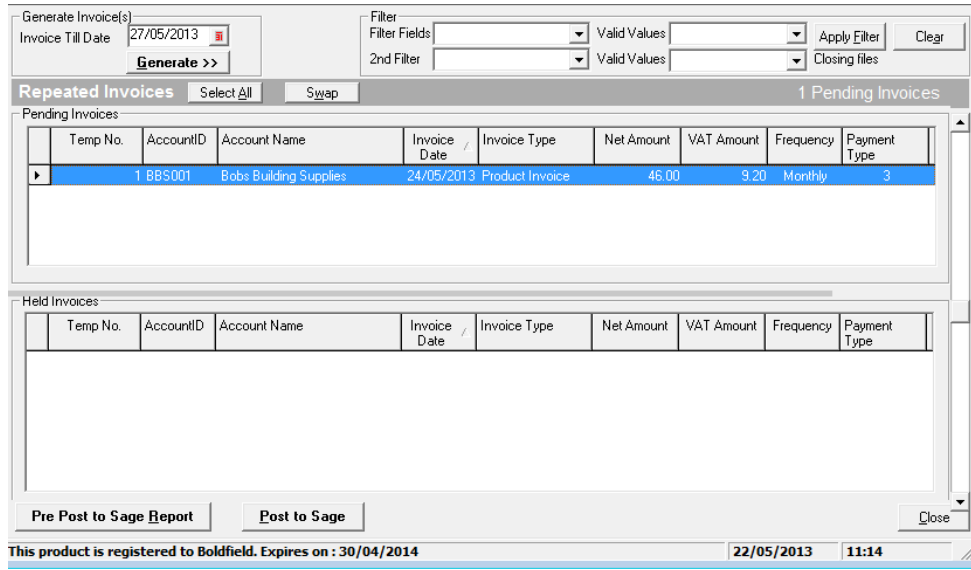


You will be asked to confirm that you wish to generate pending invoice up to the date you have selected



Answer **Yes** to generate pending invoices. Clicking no will return you to the screen so you can re-input the date

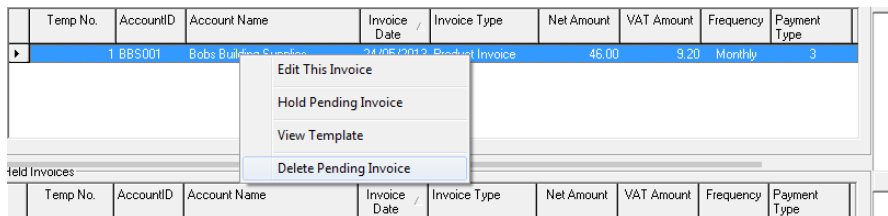
The Invoices that meet the date criteria will be displayed



Pending Invoices will displayed in the top half of the screen. Any Invoices marked as held will be displayed in the bottom half of the screen.

Functions within the billing screen

A Right Mouse click on a specific invoice will bring up a menu with four options



Edit this Invoice – you can edit the pending Order/Invoice as a one off. This does not change the original Template.

Hold Pending – This holds this pending Order/Invoice NOT the template.

You can select the reason for the Invoice to be held. You can either select from the drop down or add a new reason and click on save this reason

Clicking on OK holds the Order/Invoice and it is displayed in the lower screen

Temp No.	AccountID	Account Name	Invoice Date	Frequency	Reason
1	BBS001	Bobs Building Supplies	24/05/2013	Monthly	No

Select reason(s):

- Not Paid
- Stock Not Available
- Customer Defaulted

Buttons: Delete, Apply this reason to all, Save this reason, OK, Cancel

View Template – You can view the Template that this pending Order/Invoice has been created from!

Delete Pending – This will delete the pending Order/Invoice.

The following functions are available by right clicking on Invoices in the Held section of the screen

View Reason – View the reason for Order/Invoice being held.

Un-hold – this puts the held order back into the top screen

Delete Pending – This will delete the pending Order/Invoice.

Processing Billing

In order to run the billing the Orders/Invoices must first be selected. You can use the standard windows commands to do this. Hold down the shift key and select multiple Order/Invoices or you can click on the select all button.

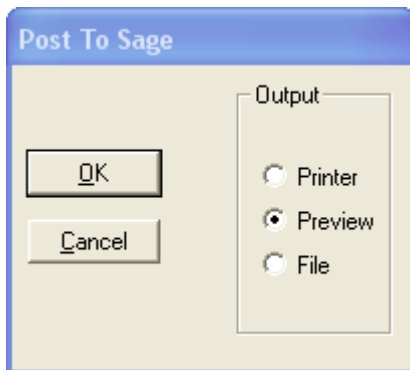
Filters

You can use the filter option select certain templates for invoicing.

Recommendations

1. We recommend that you take a back-up of Sage Line 50 first. If you have configured Repeat Billing correctly then Sage and Repeat Billing data will be backed up.
2. Print off PRE-POST TO SAGE report.

Pre Post to Sage Report



Pre Post To Sage Report

Page No. 1

Product Invoice

Payment Type

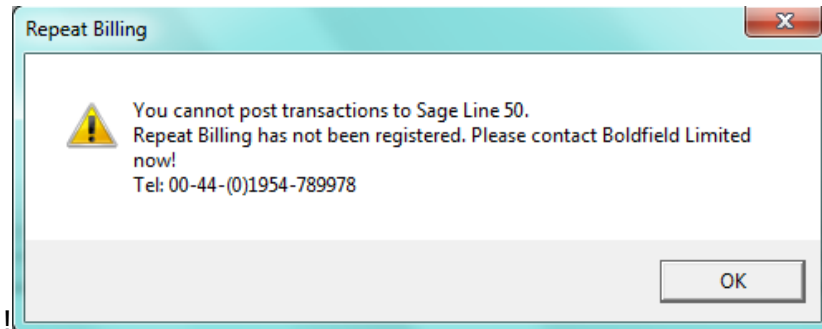
Template No.	Invoice Type	Invoice date	AccountID	Name	Invoice Amount
1	Product Invoice	29-Oct-2003	885001	Bobs Building Supplies	364.50
Sum Total for					<u>364.50</u>
Sum Total for Product Invoice					<u>364.50</u>
Grand Total:					<u><u>364.50</u></u>

You are now ready to process the Order/Invoices.

Click on



If your Repeat Billing is unregistered you get the following message



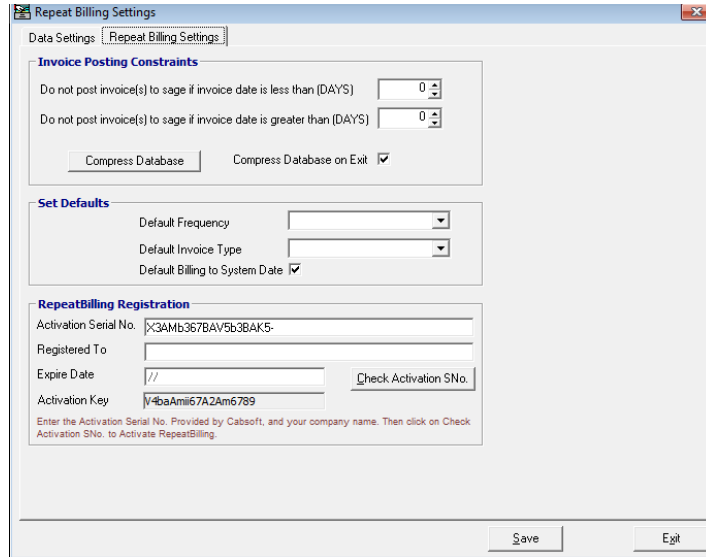
Once you are registered Order/Invoices will be updated into Sage Line 50 for processing

Reports

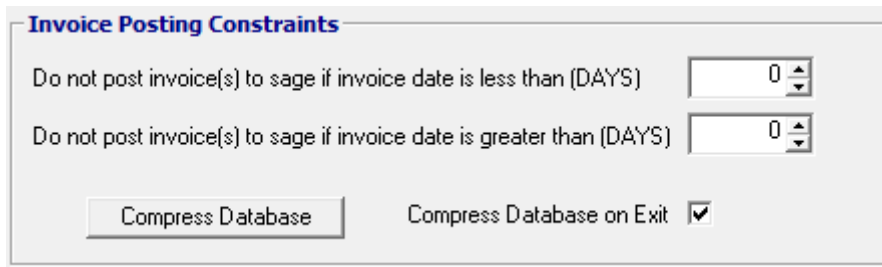
There are a number of standard reports available under the reports icon

Settings

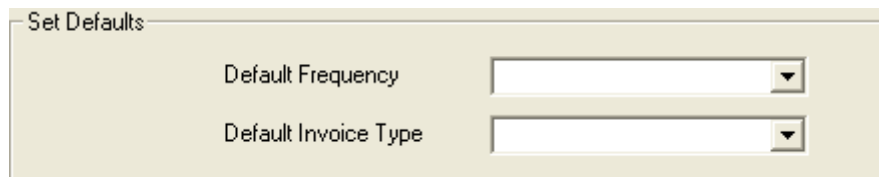
Under the settings button is where you specify the setup details for Repeat Billing. This section is covered in the installation manual in more detail



So as not to post invoices that are old use this setting to constrain posting

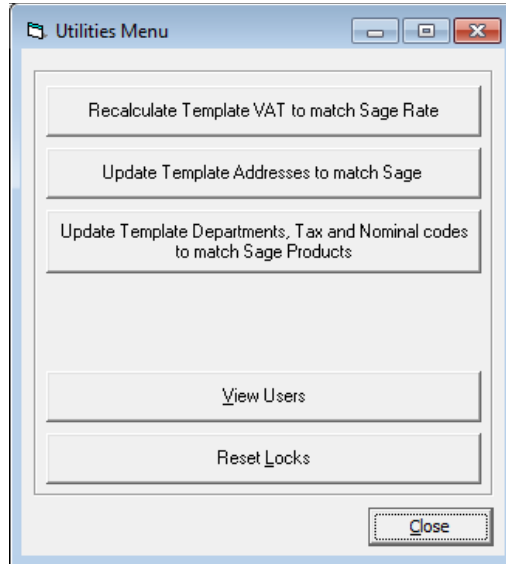


Set the default Frequency and Invoice/Order type for all templates.



Utilities

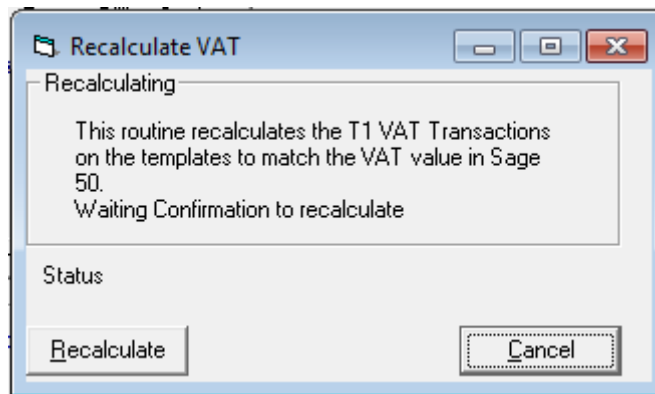
The Utilities icon allows you to perform a number of maintenance tasks within the system



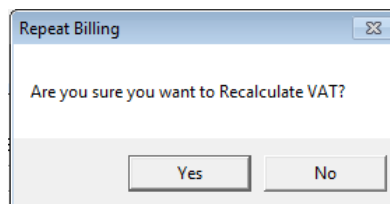
Recalculate Template VAT to match Sage rate

Recalculate Template VAT to Match Sage VAT will check the VAT on any templates and match these rates with Sage 50. This should avoid you having to go into each template and amend manually

When this is selected an explanation screen will be shown as below



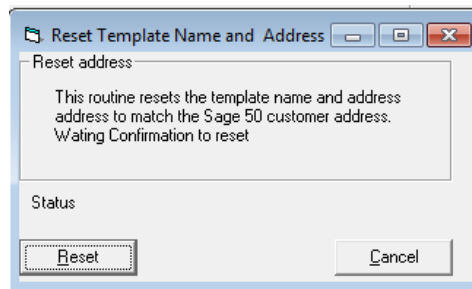
When you click Recalculate you will be asked to confirm



Selecting yes will then run through the routine

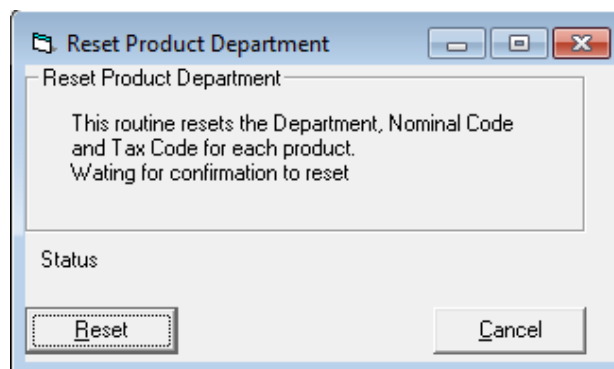
Reset Template Name and Addresses

Selecting this will prompt you to reset the names and addresses on the templates to match the addresses in Sage 50. Again, once you click reset it will run through the routine after you confirm



Update Template Departments, Tax and nominal codes to match Sage Products

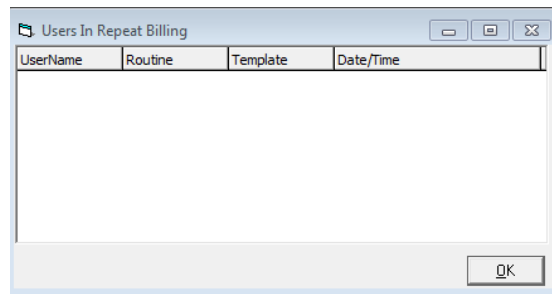
This utility will reset any departments, nominal codes and tax codes for each product. If any codes have changed in Sage 50 they will be updated in here



Again, you are asked to confirm that this is what you want to do

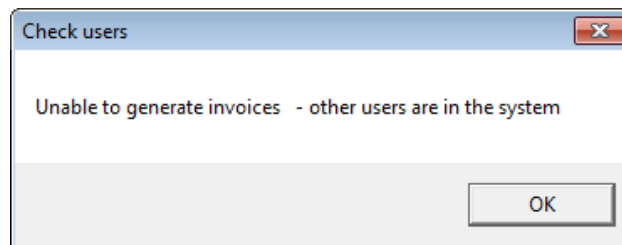
View Users

If you have a multi user licence by selecting view users you are able to view who is in the system at that moment



Reset Locks

You may receive a message detailing that other users are in the system. If you are trying to run the billing, you will be unable to do this if there are other users in the system.

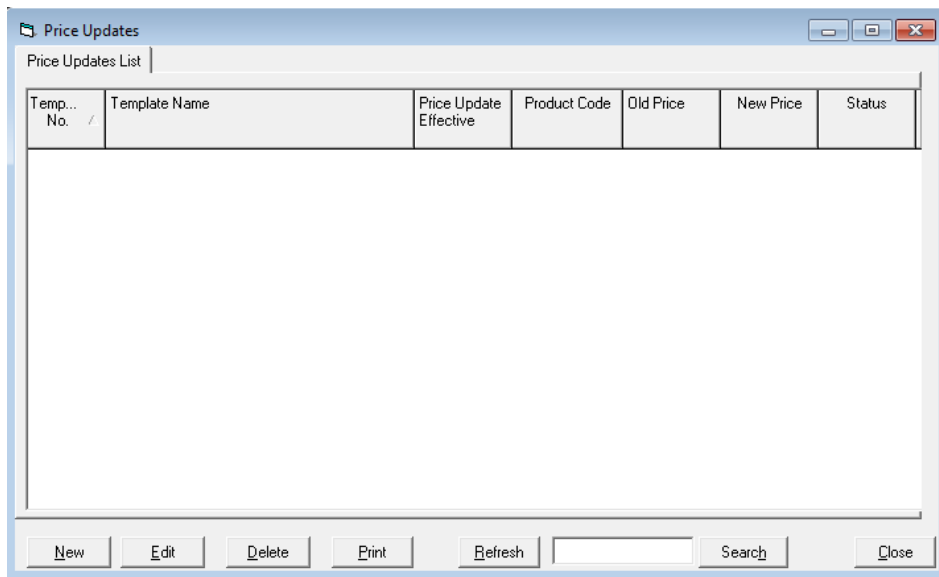


If you look in view users as above and it is empty then you may need to reset any locks. Selecting reset locks will do this and will allow you to carry on with what you were doing

Price Update

Price update will allow you to increase or decrease your prices for a range of criteria: -

Selecting price update will display the price update screen below. This will be empty until you have added some in



Click on the New button at the bottom left of the screen to bring up the price update criteria screen

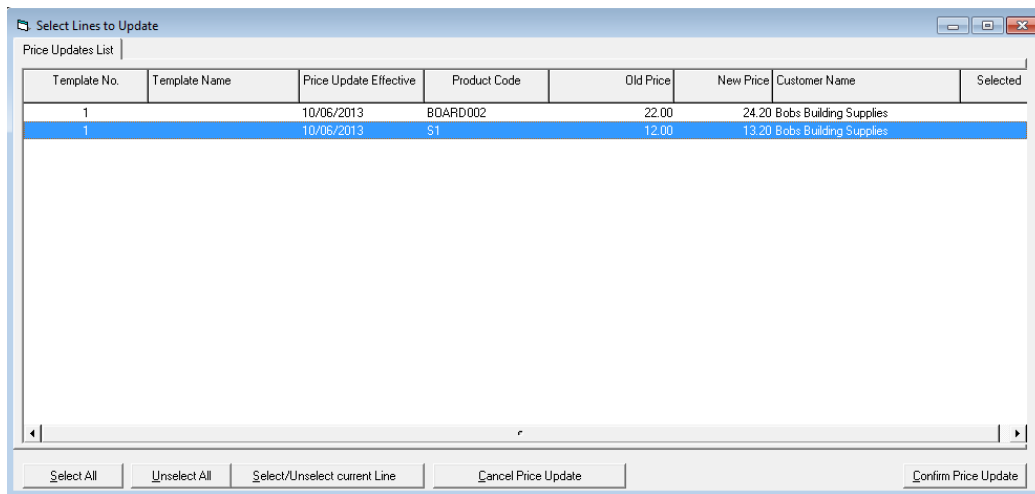
In here put in the date that the price change will become effective.

Put in the start and finish customer, start and finish template and the start and end product.

N.B these are mandatory fields that must be filled in in order to continue

Then select the update type. You are able to select whether to increase the price by a percentage or value. Decrease by a percentage or value or whether to completely replace the price by another price. Over on the right hand side is where you would put the value in.

Once you have filled in the correct fields you can then click the select button. If you have made a mistake and want to start the record again you can select discard



I have completed my criteria and clicked on the select button to put the update into the list. Every line on every template that meets the criteria you entered will be brought through. In here I can select single or multiple lines that I would like to update by clicking on the line and selecting 'Select/Unselect Current line' at the bottom of the screen. I can also select/Unselect all lines.

If I want to cancel the price update I this stage I can click on 'Cancel Price Update'. To confirm I wish to go ahead I can click on 'Confirm Price Update'

When I click on 'Confirm Price Update' the screen will be shut down. Going back into the screen will show the lines as pending on the right hand side.

If I have made a mistake at this point I can edit the line to correct, delete the line or create a new one. On the date specified the update will take place or if a bill is run before the date and the price is affected then it will take the new price

Trouble Shooting

There may be instances where the system may not work as you intend. In this case you should receive an error message which can be reported to Boldfield on support@boldfield.com

For problems on installation these are covered in the installation manual