# Mini Guide



# INVOICING CHECKLIST

# **1. ENTER THE BOOKINGS**

- Include any new arrears items.
- Make sure the advance charges have the correct charge date.
- Jot down the advance booking charge date.

# 2. MAKE ANY CANCELLATIONS AND CANCELLATION CREDITS

# 3. ENTER THE PAYMENTS RECEIVED AND REFUNDS

#### 4. ENTER ACCOUNT HOLDER CREDITS & CHARGES

• From View A Family's Accounts

Now you've entered all that data make a backup!

#### 5. CREATE THE INVOICE BATCH

- Use an appropriate cut-off date.
- The advance booking charge date is a good choice.
- Use the level of detail that suits your invoicing period.

# 6. CHECK THE INVOICE BATCH

- Use the gold Group Tree button to skim through the invoices.
- If you find any errors delete the invoice batch and correct the errors.

### 7. CREDIT CONTROL

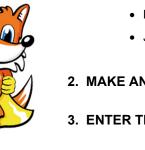
- Produce a Credit Control Graph.
- If necessary produce some Reminders.

Now you've done all that make a backup!

#### 8. PRINT AND DISTRIBUTE THE INVOICES

• Include any reminders that are required.

(See the Cancellations, Credits and Refunds Mini Guide if you are at all uncertain about steps 2, 3, and 4)



End