

$$\sum_{n=0}^{\infty} x^n$$

$$\sum_{n=0}^8 x^n$$

ORTEC Workforce Scheduling 7

User Manual

Invoicing



May 2025

e^x

$\frac{1}{\pi}$

$(k!)^4$

π

© Copyright 2025 ORTEC. All rights reserved.

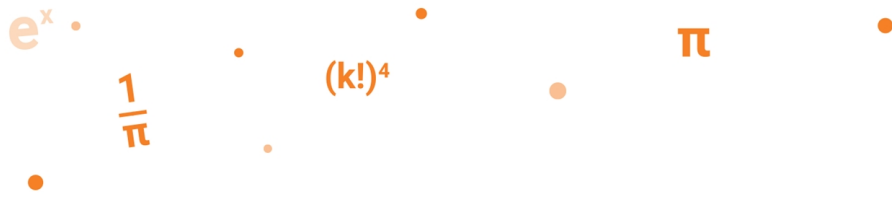
No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of ORTEC or an ORTEC affiliate company.

ORTEC Workforce Scheduling and other trademarks, trade names, service marks, logos and other distinctive signs of ORTEC B.V. displayed in this publication are protected by Dutch law and other applicable legislations. Any unauthorized use or reproduction is strictly prohibited.

All other product and service names mentioned are the trademarks of their respective companies.

Table of Contents

1	Invoice	1
2	Management	2
2.1	Manage invoicing rules	2
2.2	Manage invoicing accounts	2
2.3	Entries based on invoicing rules	3
3	Examples	5



1 Invoice

If staff deployment impacts client billing, **ORTEC Workforce Scheduling's Invoice Module** helps streamline invoicing. This module verifies realized schedules for accurate invoicing of hours worked. To use the Invoice Module, make sure the following modules are installed:


- **ModJobAssignment** – Modify workstation invoicing.
- **ModInvoicePP** – This module allows billing for employee hours at specific workstations and for indirect hours (like meetings, training, leave, or sick days) to internal project cost centers.

ORTEC Workforce Scheduling simplifies invoicing via compensation rules that allocate hours to specific accounts. Additionally, an interface (through XML) exports record-card data.

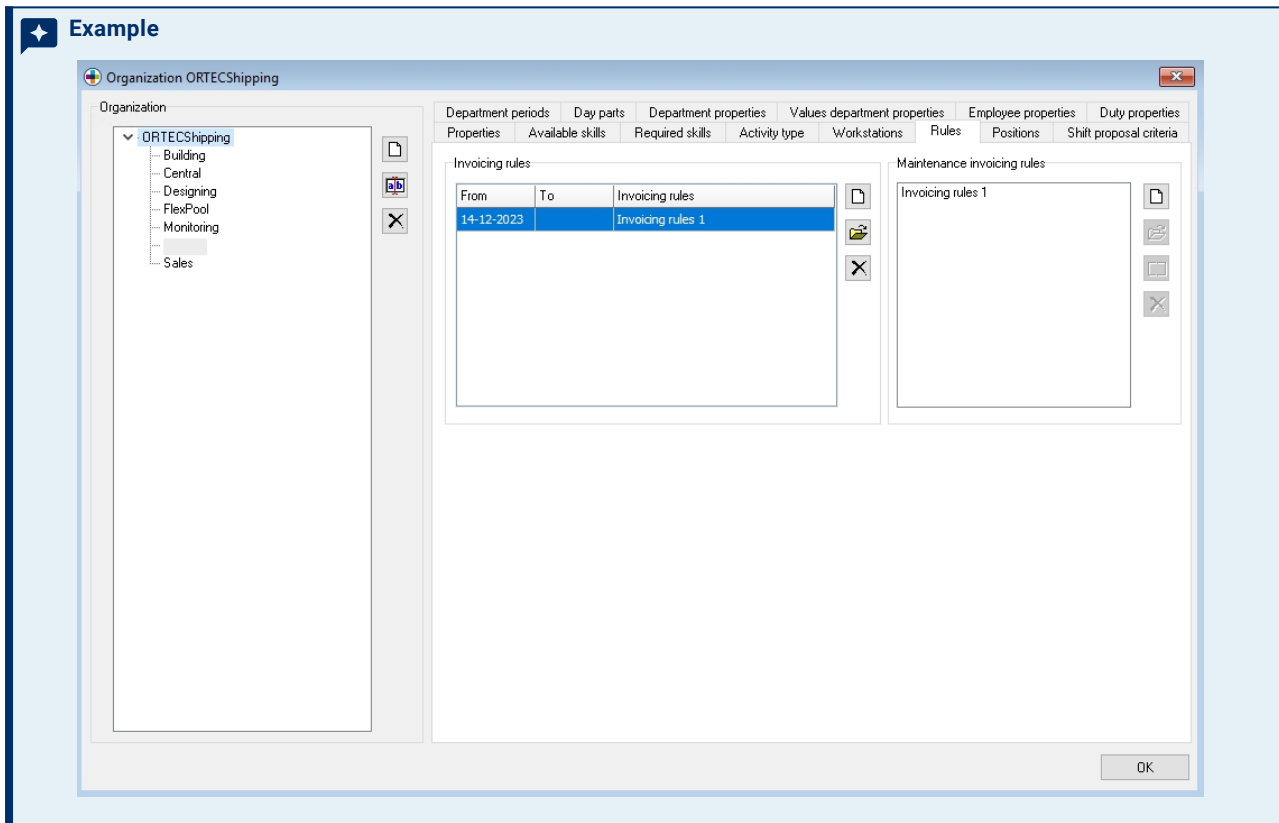
2 Management

Invoicing rules and accounts are managed separately.

2.1 Manage invoicing rules

 Make sure the UseInvoicing setting is activated for the modInvoicePP module.

1. Go to **Maintenance > Organization**.
2. Select the highest organizational unit.
3. Select the **Rules** tab.
4. In the **Maintenance invoicing rules** section, add or edit an invoicing rule set.
5. In the **Invoicing rules** section, link an invoicing rule set for a specific time frame.



2.2 Manage invoicing accounts

Go to **Accounts > Account management > Invoicing account**.

Example

An invoicing account featuring four categories (for billable miles and hours).

The screenshot shows a dialog box titled "Invoicing account". It has a close button in the top right corner. The dialog is divided into several sections:

- Name:** A dropdown menu currently showing "Invoice" and a "New" button to its right.
- Description:** A text input field containing "Invoice account" and a "Delete" button to its right.
- Account categories:** A section with three tabs: "Account categories" (selected), "Type of entries", and "Options".
 - Under "Account categories", there is a list box containing:
 - Hours:day (highlighted)
 - Hours:night
 - Hours:public holiday
 - Miles
 - To the right of the list box are three buttons: a "New" button (document icon), a "Delete" button (trash icon), and an "OK" button (X icon).
- Interface:** Two text input fields labeled "Import code:" and "Export code:".
- Properties:** A text input field labeled "Description:" and a checkbox labeled "Corrections based on compensation rules allowed".

2.3 Entries based on invoicing rules

Entries for invoicing purposes have a number of additional characteristics to facilitate remuneration, such as **Workstation**, **Activity type**, and **Invoice nr..** These are visible in the account overview window.

Example

Grouped bookings on an invoicing account.

Calculations

Selection: Department: Employee:

Period: From: To:

Entry	Reference	Hours	%	Value	(in dec.)	Remark
<input type="checkbox"/> Contract hours		47365:46		47365:46	47365,76	
<input type="checkbox"/> (None)		47365:46		47365:46	47365,76	
<input type="checkbox"/> Worked hours		3453:45		-3453:45	-3453,75	
<input type="checkbox"/> Activitytype A		864:00		-864:00	-864,00	
<input type="checkbox"/> Activitytype B		880:00		-880:00	-880,00	
<input type="checkbox"/> Activitytype C		784:00		-784:00	-784,00	
<input type="checkbox"/> Activitytype D		925:45		-925:45	-925,75	
Total				43912:01	43912,01	

Details:

Date: Approved Approved by:

Reference: Approved on:

Hours: Created by:

Percentage:

Value:


Milage allowance:

Remark:

Workstation:

Activity type:

3 Examples


 The following examples serve solely for illustrative purposes. They demonstrate methods of using the Invoicing module but don't reflect the latest best practices.

Example 1: billing hours worked

This example involves the invoicing rule on work undertaken by day/evening/night/weekend/public_holiday_weekday/public_holiday_weekend.

In order to distinguish between the various tariffs that apply to hours worked on various days of the week and times of day, you can use the following rule:

Settings

Invoice remuneration: Allowances per salary code for activity classes 

Type: Allowances per salary code for activity classes

Description:

Specifications

For the spent time between 18:00 and 0:00 hours on a Monday, Tuesday, Wednesday, Thursday, Friday where the activities have classes

<input type="checkbox"/> Amplitude	<input type="checkbox"/> Day-off	<input type="checkbox"/> On call
<input type="checkbox"/> Availability (no labor)	<input type="checkbox"/> Education	<input type="checkbox"/> On call (no labor)
<input type="checkbox"/> Break	<input type="checkbox"/> Leave (no labor)	<input checked="" type="checkbox"/> Operational
<input type="checkbox"/> Compensated leave	<input type="checkbox"/> Leave (no work)	<input type="checkbox"/> Overtime
<input type="checkbox"/> Compensation day off	<input type="checkbox"/> Leave-of-absence	<input type="checkbox"/> Overtime (for free time)


< ||| >

for employees in a salary code between (None) and (None) the following entry is made.
For this rule, do not take the transition from daylight savings time to standard time into account.

This rule applies only to employees for whom the employee property (None) ...

Calculations will be based upon Realized master schedule

Account	Account category	Percentage
Invoice	Hours:night	110



Interpretation: Application of this rule results in a booking being made for each activity of the selected (ticked) kind taking place within the specified time interval on the specified day(s), in the context of which the following characteristics need to be recorded:

- The activity type
- The workstation
- The request type: fixed, ad hoc or incidental

If, for example, 'Monday' is selected, all hours worked on a Monday within the specified time interval will be booked to the appropriate account, unless the Monday is a public holiday. Hours worked on any other day of the week could similarly be booked by selecting the relevant day.

To cover all the different tariffs that may apply on non-public holidays, you will need to create four versions of the above rule:

- One for daytime hours on weekdays (that are not public holidays)
- One for evening hours on weekdays (that are not public holidays)
- One for night-time hours on weekdays (that are not public holidays)
- One for all hours at the weekend (that are not public holidays)

To cover hours worked on public holidays, you can use the following rule:

Settings

Invoice remuneration: 

Type:

Description:

Specifications

Whenever an employee has a shift between hour before and 0:00 after a public holiday, that public holiday is a (None) and the shift contains

<input type="checkbox"/> Amplitude	<input type="checkbox"/> Day-off	<input type="checkbox"/> On call
<input type="checkbox"/> Availability (no labor)	<input type="checkbox"/> Education	<input type="checkbox"/> On call (no labor)
<input type="checkbox"/> Break	<input type="checkbox"/> Leave (no labor)	<input type="checkbox"/> Operational
<input type="checkbox"/> Compensated leave	<input type="checkbox"/> Leave (no work)	<input type="checkbox"/> Overtime
<input type="checkbox"/> Compensation day off	<input type="checkbox"/> Leave-of-absence	<input type="checkbox"/> Overtime (for free time)

< >

, and the employee is classified in salary code (None) to (None), credits will be made as follows:
For this rule, do not take the transition from daylight savings time to standard time into account.

Account	Account category	Percentage
Invoice	Hours:public holiday	100

Again, to enable this rule to be used, the activity type, workstation and request type need to be recorded as extra characteristics.

To cover all the different tariffs that may apply on public holidays, you will need to create four versions of the above rule:

- One for daytime hours on public holidays that fall on weekdays
- One for evening hours on public holidays that fall on weekdays
- One for night-time hours on public holidays that fall on weekdays
- One for all hours on public holidays that fall on weekend days

Example 2: New Year's eve from 16:00 hours

To make accurate calculations for New Year's Eve, you can use the following rules:

Settings

Invoice remuneration:

Type:

Description:

Specifications

For spent time between 16:00 and 0:00 hours on 31 December where the activities have classes

<input type="checkbox"/> Amplitude	<input type="checkbox"/> Day-off	<input type="checkbox"/> On call
<input type="checkbox"/> Availability (no labor)	<input type="checkbox"/> Education	<input type="checkbox"/> On call (no labor)
<input type="checkbox"/> Break	<input type="checkbox"/> Leave (no labor)	<input checked="" type="checkbox"/> Operational
<input type="checkbox"/> Compensated leave	<input type="checkbox"/> Leave (no work)	<input type="checkbox"/> Overtime
<input type="checkbox"/> Compensation day off	<input checked="" type="checkbox"/> Leave-of-absence	<input type="checkbox"/> Overtime (for free time)

< ||| >

for employees in a salary code between (None) and (None) the following entry is made.

Exceptions:

- This rule is only valid if the worked shift started before 0:00 hours.
- This rule is only valid if the worked shift has ended after 0:00 hours.
- This rule is only valid if at least half of a shift is after 0:00 hour.
- This rule is only valid in the first 0 calendar week(s) of a sick leave.
- This rule is not valid on (None).

This rule is valid always.

For this rule, do not take the transition from daylight savings time to standard time into account.

This rule applies only to employees for whom the employee property (None) ...

Calculations will be based upon Realized master schedule

Account	Account category	Percentage	
intermediate account	new years eve 16:00 - 0:00	100	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="✕"/>
Invoice	Hours:public holiday	100	

Compensation rule for hours worked on 31 December (from 16:00); the hours are booked to two accounts: Intermediate Account (category: New Year's Eve 16:00-00:00) and Invoice

Specifications

For spent time between 18:00 and 0:00 hours on 31 December where the activities have classes

<input type="checkbox"/> Amplitude	<input type="checkbox"/> Day-off	<input type="checkbox"/> On call
<input type="checkbox"/> Availability (no labor)	<input type="checkbox"/> Education	<input type="checkbox"/> On call (no labor)
<input type="checkbox"/> Break	<input type="checkbox"/> Leave (no labor)	<input checked="" type="checkbox"/> Operational
<input type="checkbox"/> Compensated leave	<input type="checkbox"/> Leave (no work)	<input type="checkbox"/> Overtime
<input type="checkbox"/> Compensation day off	<input checked="" type="checkbox"/> Leave-of-absence	<input type="checkbox"/> Overtime (for free time)

for employees in a salary code between (None) and (None) the following entry is made.

Exceptions:

- This rule is only valid if the worked shift started before 0:00 hours.
- This rule is only valid if the worked shift has ended after 0:00 hours.
- This rule is only valid if at least half of a shift is after 0:00 hour.
- This rule is only valid in the first 0 calendar week(s) of a sick leave.
- This rule is not valid on a public holiday.

This rule is valid always.

For this rule, do not take the transition from daylight savings time to standard time into account.

This rule applies only to employees for whom the employee property (None) ...

Calculations will be based upon Realized master schedule

Account	Account category	Percentage
intermediate account	new years eve 18:00 - 0:00	100


Compensation rule for hours worked on 31 December (from 18:00); the hours are booked to one account: Intermediate Account (category: New Year 18:00-00:00)

Application of the first rule results in hours worked on 31 December after 16:00 hours being booked in the same category as public holidays falling at the weekend, on both an intermediate account and the invoicing account; the second rule ensures the booking of hours worked on 31 December from 18:00 hours on an intermediate account.

Once more, the activity type, workstation and request type need to be recorded as extra characteristics in each case.

Next, two UCW rules can be used on the basis of an expression to ensure that, if New Year's Eve falls on a weekday, the evening working allowance does not apply, and that, if New Year's Eve falls at the weekend, the weekend working allowance does not apply after 16:00 hours.

Settings

Invoice remuneration: 

Type:

Description:

Specifications

For entries on account intermediate account, categories (All) the value following from the following expression will be carried over to the following accounts per entry .

Enter on the last day of the period.

Enter per department.

```
IF(HASDAY(TRUE, TRUE, TRUE, TRUE, TRUE, FALSE, FALSE, FALSE, 'new years eve 18:00 - 00:00'), TOTALAMOUNT('new years eve 18:00 - 00:00'), 0,0)
```

Account	Account category	Percentage
Invoice	Hours:night	-10
UCW Booking on the basis o	Night 10%	-10


The compensation rule 'Transferbooking based upon an expression' enables the data on the intermediate account possible

Interpretation: The first seven parameters associated with the position HASDAY(bool_mo, bool_tu, bool_we, bool_th, bool_fr, bool_sa, bool_su, bool_ho, '<rubriek>') relate to the days of the week; the eighth relates to a public holiday and the ninth to a category.

By assigning the values TRUE or FALSE to each parameter, you can specify whether bookings on the various days and within the relevant category are or are not relevant.

Application of the above rule means that, if a booking is made for a weekday in the category 'New Year's eve 18:00-00:00', the number of hours involved are deducted from the category under which evening-allowance hours are recorded. As a result, if New Year's Eve falls on a weekday, an employee who works between 18:00 and 00:00 hours will receive New Year's Eve allowance, not the ordinary evening allowance.

Settings

Invoice remuneration: 

Type:

Description:

Specifications


For entries on account intermediate account, categories (All) the value following from the following expression will be carried over to the following accounts per entry .

Enter on the last day of the period.
 Enter per department.

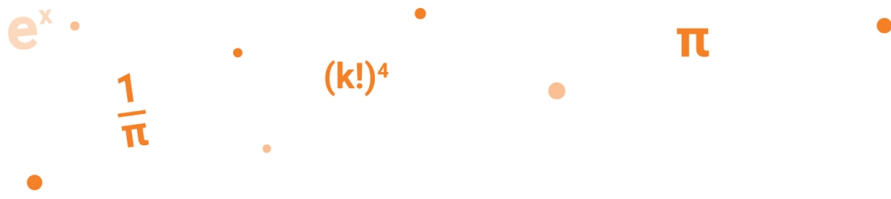
```
IF(HASDAY(TRUE, TRUE, TRUE, TRUE, TRUE, FALSE, FALSE, FALSE, 'new years eve 16:00 - 00:00'), TOTALAMOUNT('new years eve 16:00 - 00:00'), 0,0)
```

Account	Account category	Percentage
Invoice	Hours:night	-10
UCW Booking on the basis o	Weekend 35%	-35

Interpretation: Application of the above rule means that, if a booking is made for a Saturday or Sunday in the category 'new year's eve 16:00-00:00', the number of hours involved are deducted from the category under which weekend-allowance hours are recorded. As a result, if New Year's Eve falls at the weekend, an employee who works between 16:00 and 00:00 hours will receive New Year's Eve allowance, not the ordinary weekend allowance.

 No similar arrangement is necessary for basic pay.

For a UCW booking, the characteristics 'Workstation' and 'Activity type', and the request type (fixed, ad hoc or incidental) need to be passed on from the original bookings to the resulting bookings.



Contact information

For further information contact ORTEC, either through your existing ORTEC representative or by using the appropriate contact details listed on www.ortec.com

Our website offers case studies, white papers, brochures, demos and much more.