

ORTEC Workforce Scheduling 7

User Manual Invoicing

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ORTEC

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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.

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2 Management

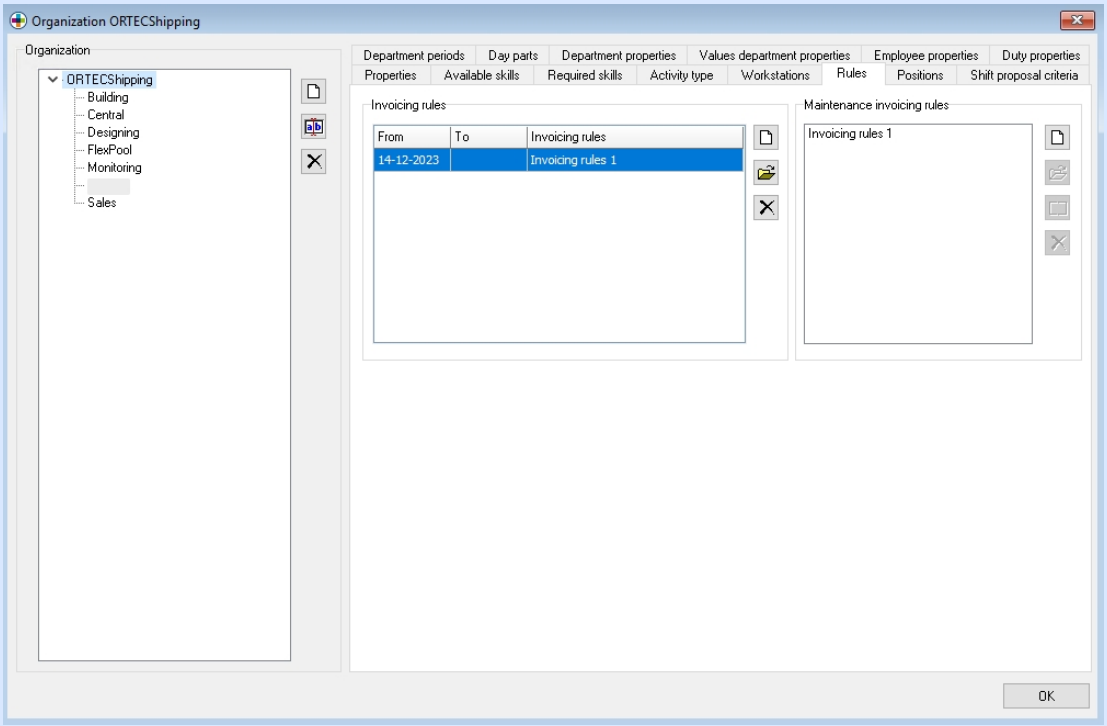
Invoicing rules and accounts are managed separately.

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.

Example



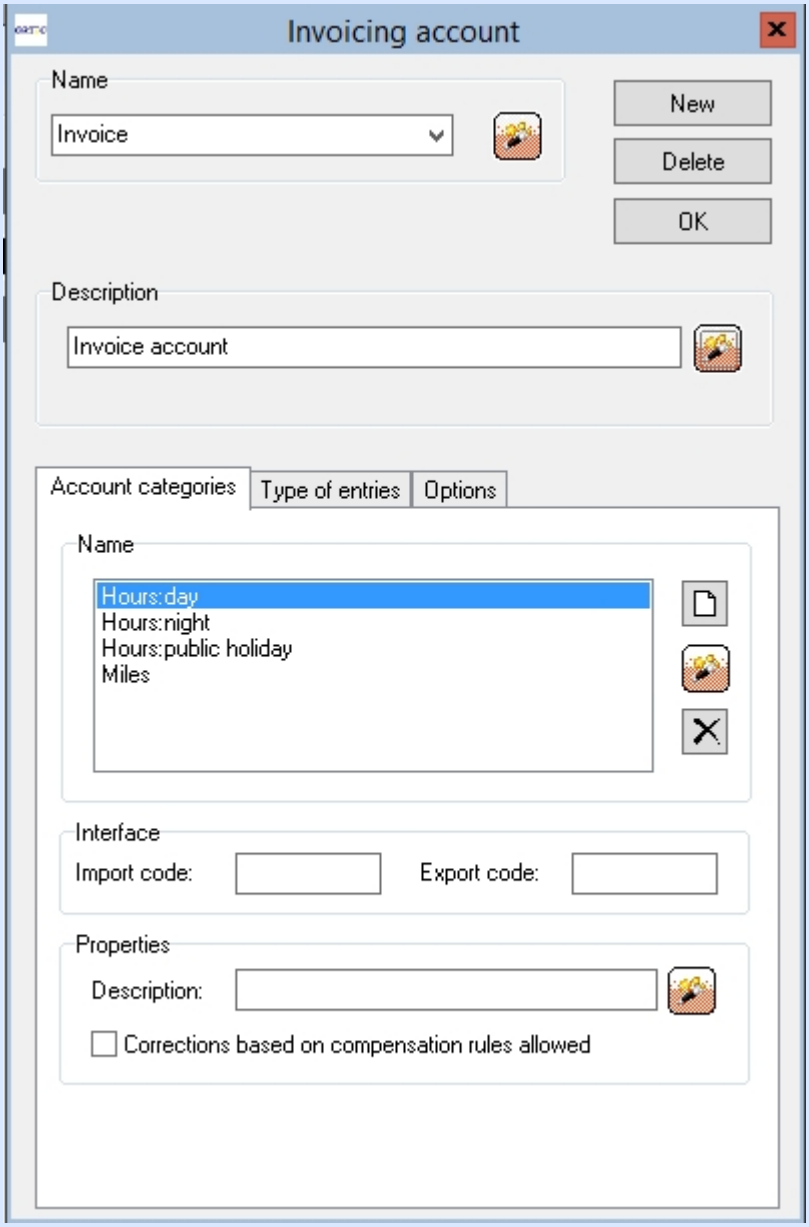
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2.2 Manage invoicing accounts

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

Example

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



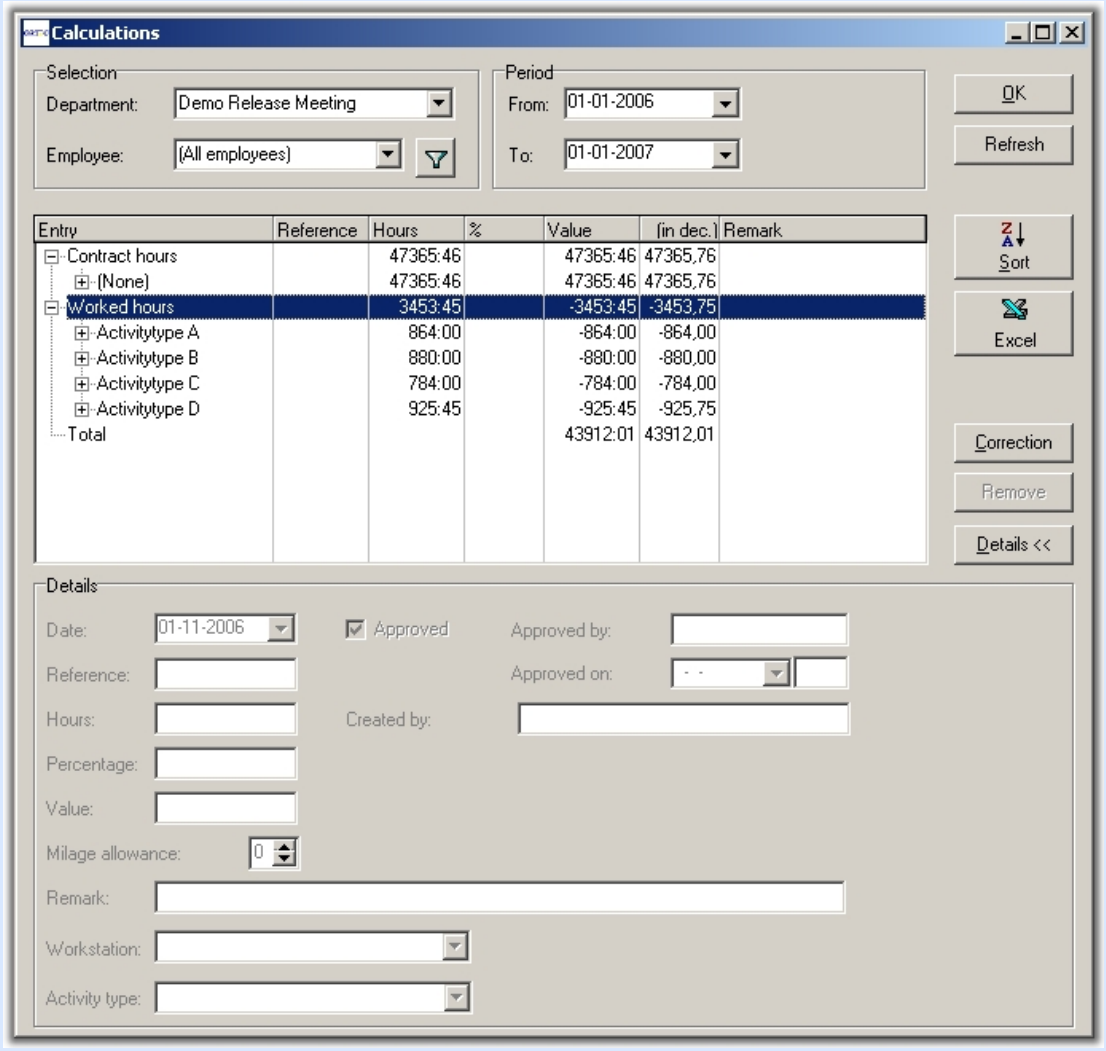
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2.3 Entries based on invoicing rules

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.



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3 Examples

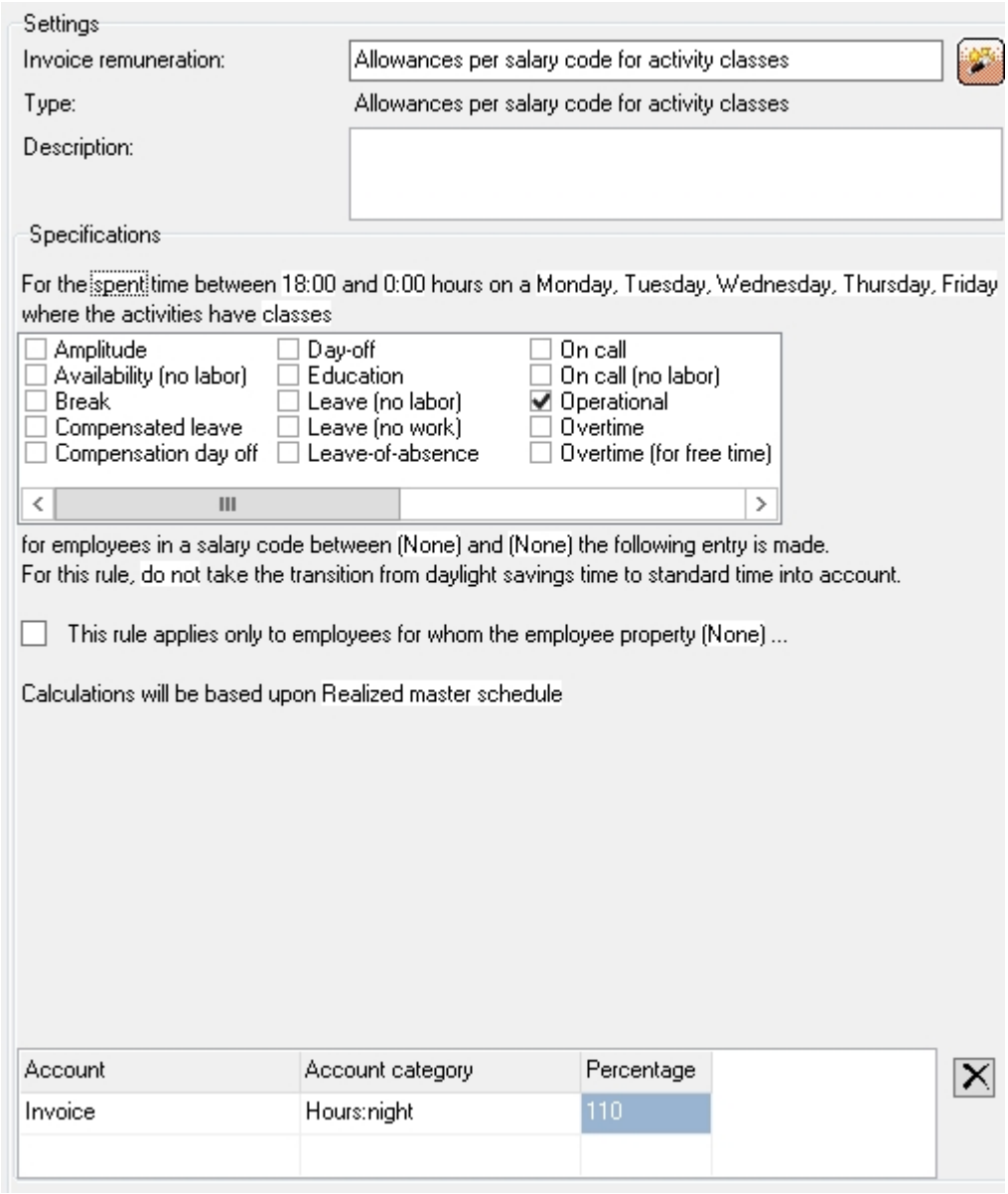
The following examples serve solely for illustrative purposes. They demonstrate methods of using the Invoicing module but don't reflect the latest best practices.

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:

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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

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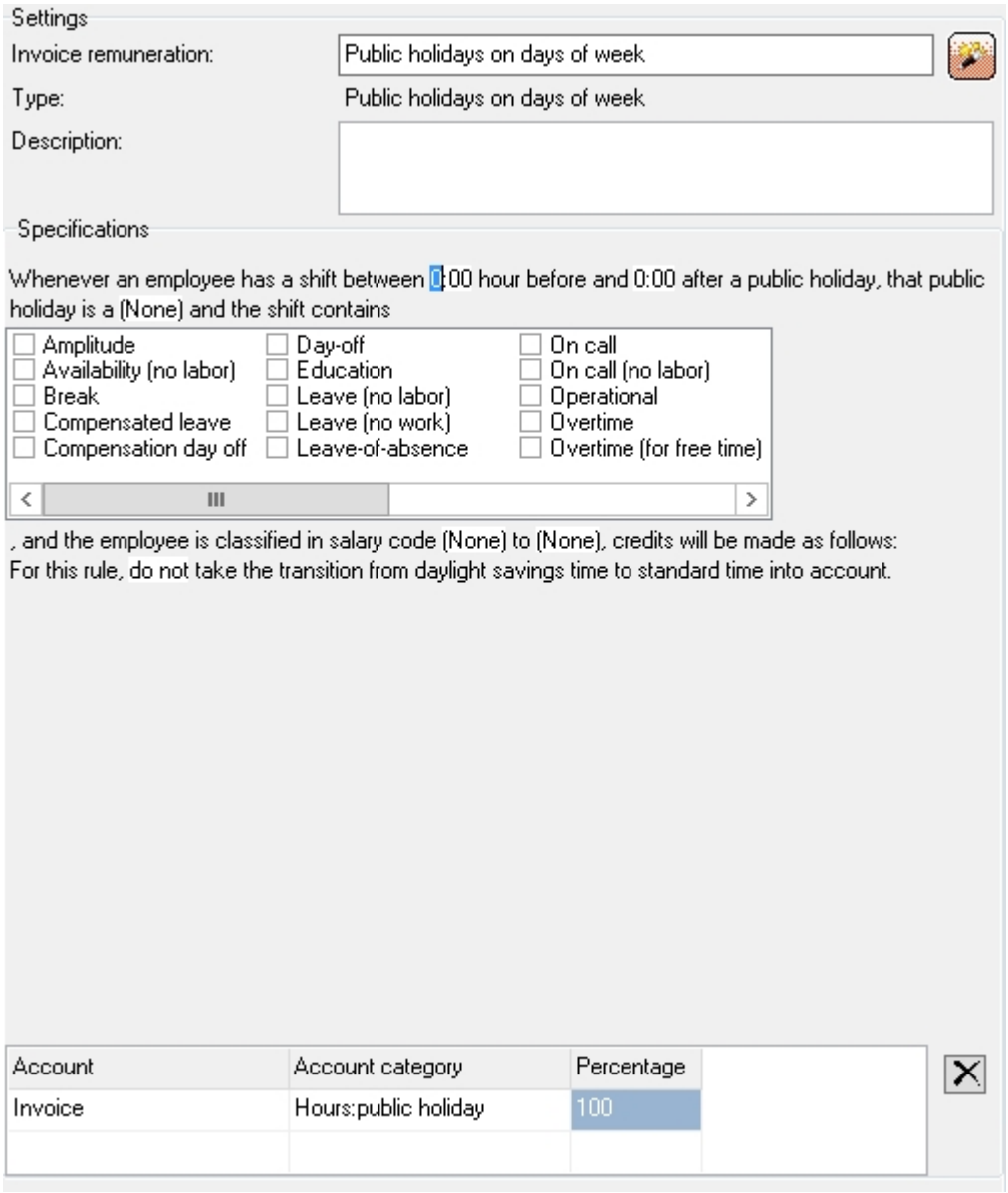
If, for example, 'Monday' is selected, all hours worked on a Monday within the specified time interval will be booked to the appropriate account, unless the Monday is a public holiday. Hours worked on any other day of the week could similarly be booked by selecting the relevant day.

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:

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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:

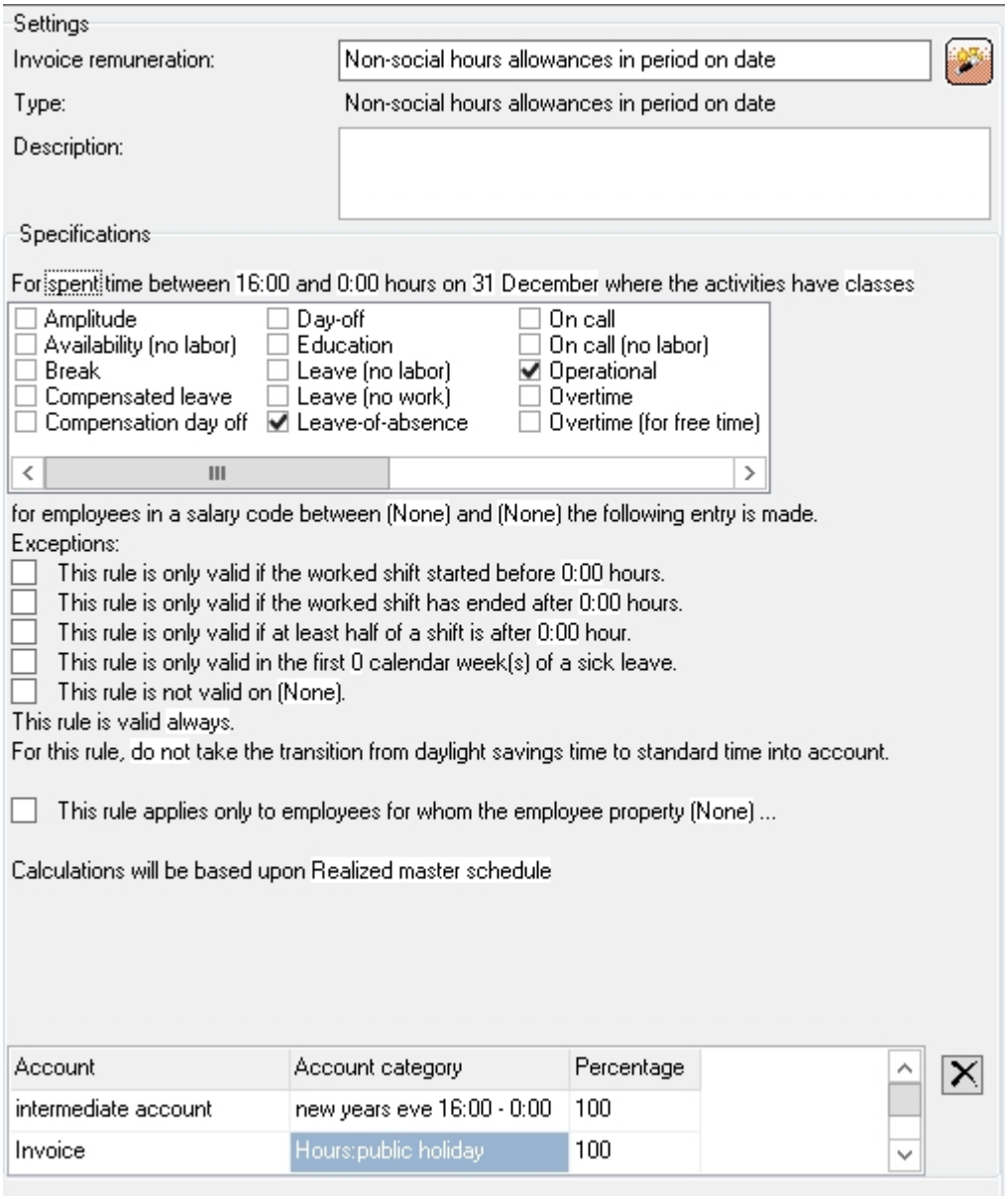
- One for daytime hours on public holidays that fall on weekdays
- One for evening hours on public holidays that fall on weekdays

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

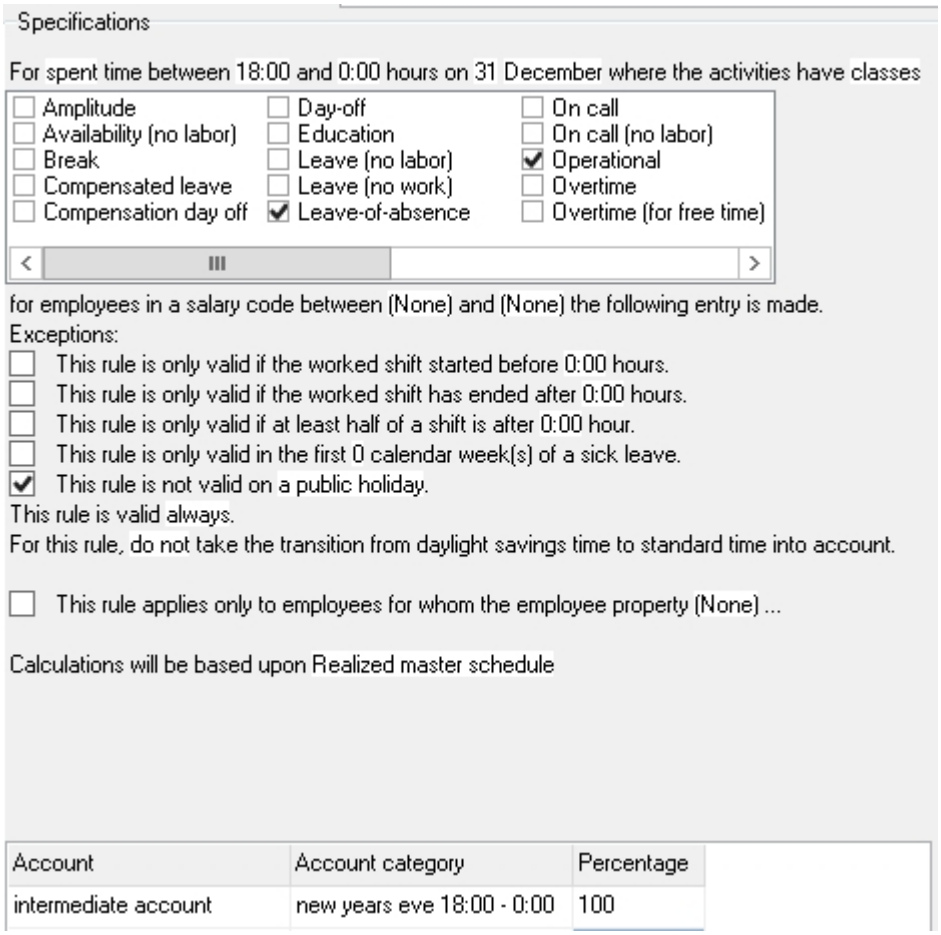
Example 2: New Year's eve from 16:00 hours

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



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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



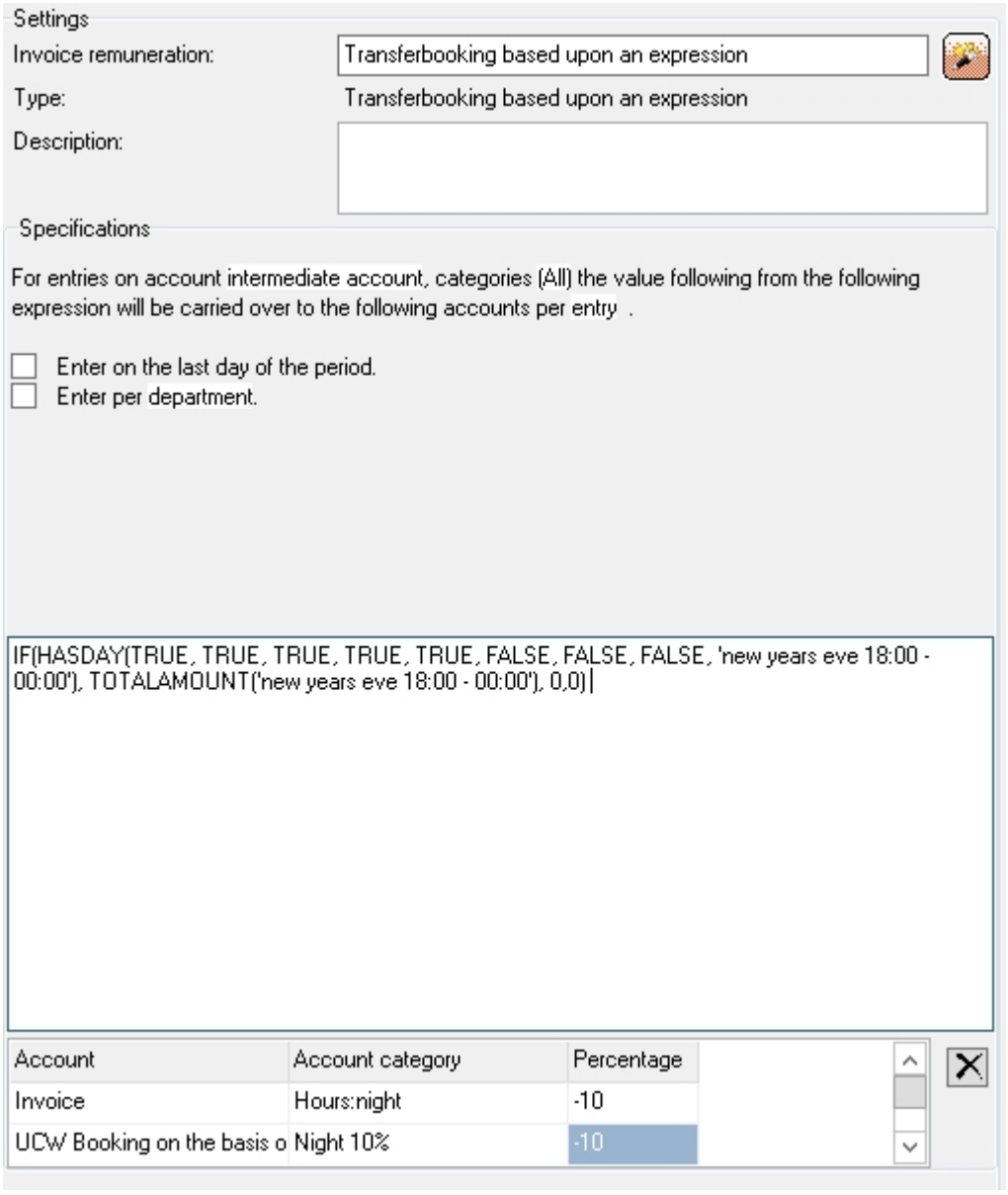
Compensation rule for hours worked on 31 December (from 18:00); the hours are booked to one account: Intermediate Account (category: New Year 18:00-00:00)

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.

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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.



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

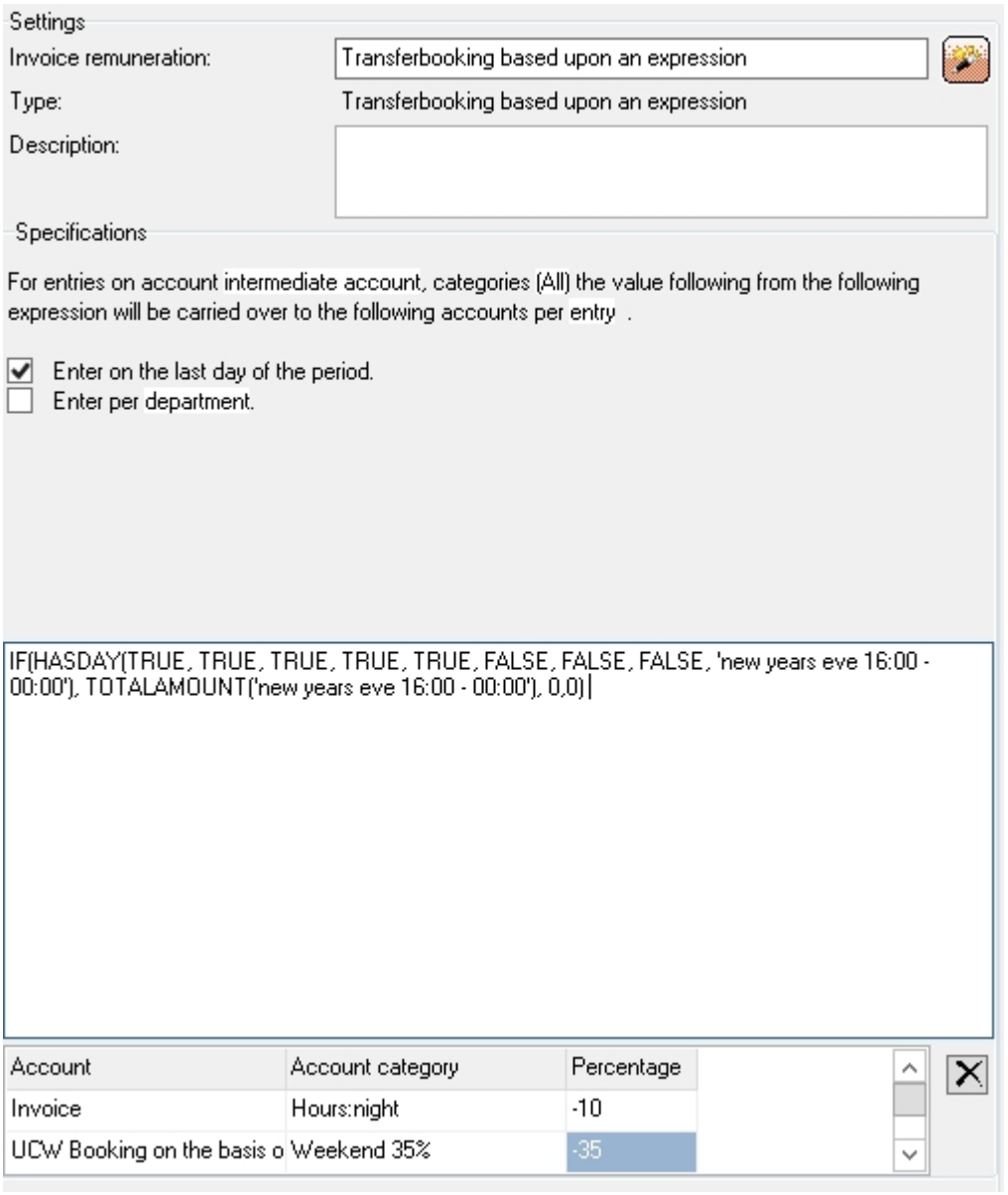
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Interpretation: The first seven parameters associated with the position HASDAY (bool_mo, bool_tu, bool_we, bool_th, bool_fr, bool_sa, bool_su, bool_ho, '<rubriek>') relate to the days of the week; the eighth relates to a public holiday and the ninth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

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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.

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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.

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