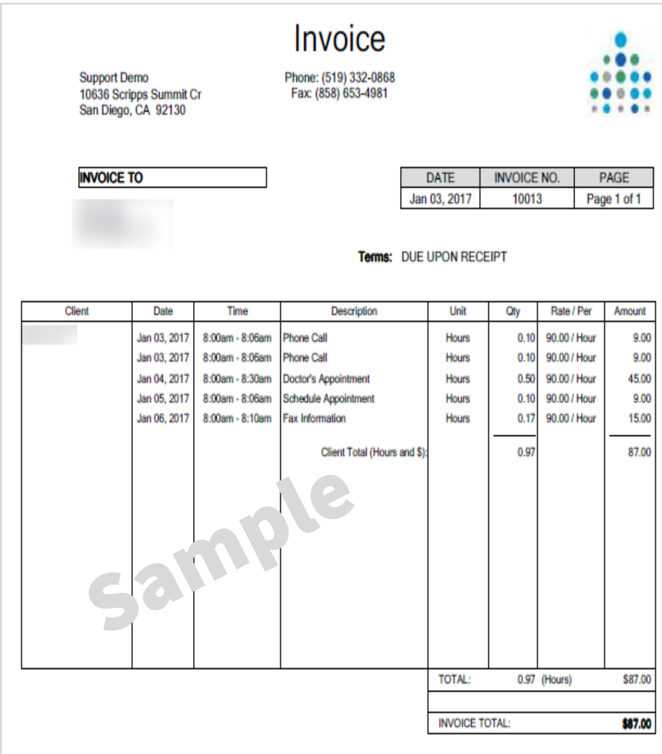
HomeTrak

Your expert companions in home care software

HomeTrak Companion

Billables for Clients



Invoice

Support Demo
10636 Scripps Summit Cr
San Diego, CA 92130

Phone: (519) 332-0868
Fax: (858) 653-4981

INVOICE TO

[redacted]

DATE	INVOICE NO.	PAGE
Jan 03, 2017	10013	Page 1 of 1

Terms: DUE UPON RECEIPT

Client	Date	Time	Description	Unit	Qty	Rate / Per	Amount
[redacted]	Jan 03, 2017	8:00am - 8:06am	Phone Call	Hours	0.10	90.00 / Hour	9.00
	Jan 03, 2017	8:00am - 8:06am	Phone Call	Hours	0.10	90.00 / Hour	9.00
	Jan 04, 2017	8:00am - 8:30am	Doctor's Appointment	Hours	0.50	90.00 / Hour	45.00
	Jan 05, 2017	8:00am - 8:06am	Schedule Appointment	Hours	0.10	90.00 / Hour	9.00
	Jan 06, 2017	8:00am - 8:10am	Fax Information	Hours	0.17	90.00 / Hour	15.00
			Client Total (Hours and $):		0.97		87.00
				TOTAL:	0.97	(Hours)	$87.00
				INVOICE TOTAL:			**$87.00**

Sample

Billables

Billables will allow you to bill clients for events such as tasks, appointments and documented events, without creating a schedule. It's an ideal feature for managing billing for concierge type services or case management. If you perform tasks for clients such as sending emails or making appointments, and you would like to bill without having to set up a new schedule and run it through the billing process, Billables is for you.

Setup Event Categories

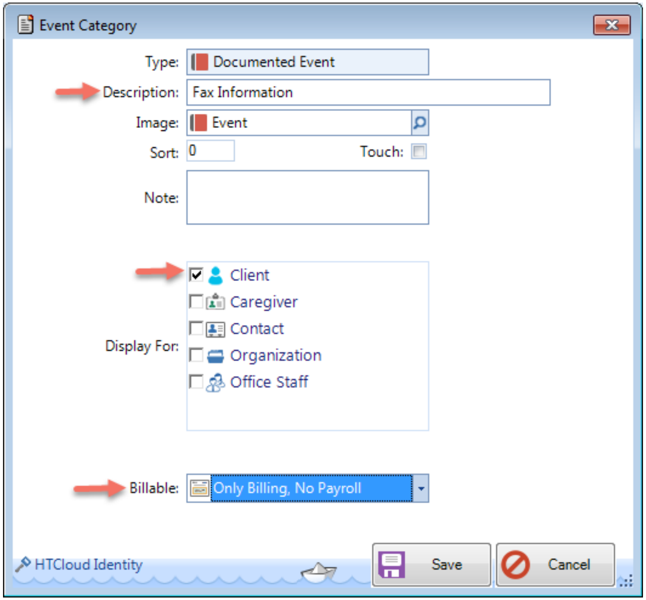
Main Module > Setup > User Defined

Prior to using the Billables feature there is some setup that needs to be performed in the *User Defined Module*.

Appointment and *Task Catorgies* are found under the Scheduling menu. *Documented Event Categories* are found under the Documentation menu.

Add your billable event categories to the respective Master Lists:

- Type in the **Description** of your Billable.
- Set the **Display For** to *Client*.
- Set the **Billable** option to *"Only Billing, No Payroll"*.
- Repeat these steps for each existing or new Event Category.



Setup Call Types (Services)

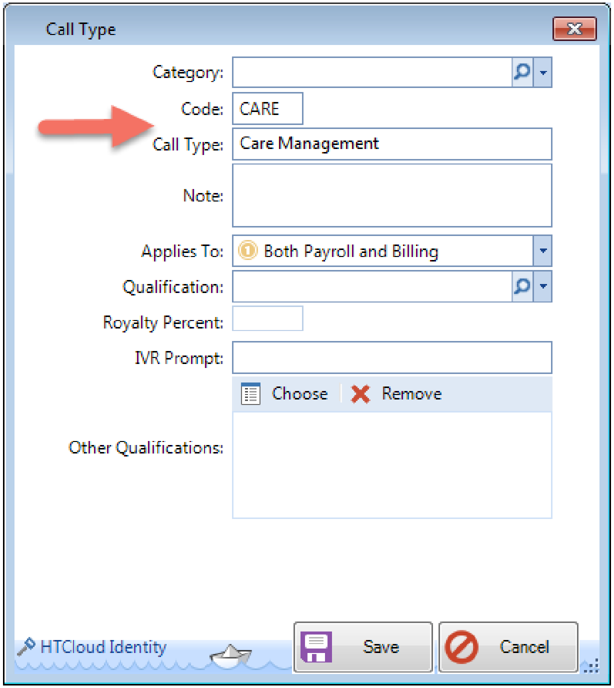
Main Module > Setup > User Defined

Call Types

Call Types are found under the Scheduling menu.

Add new Call Types if required.

- Type in a **Code** (must be unique).
- Type in **Call Type** description.
- Repeat these steps for each existing or new Call Type.



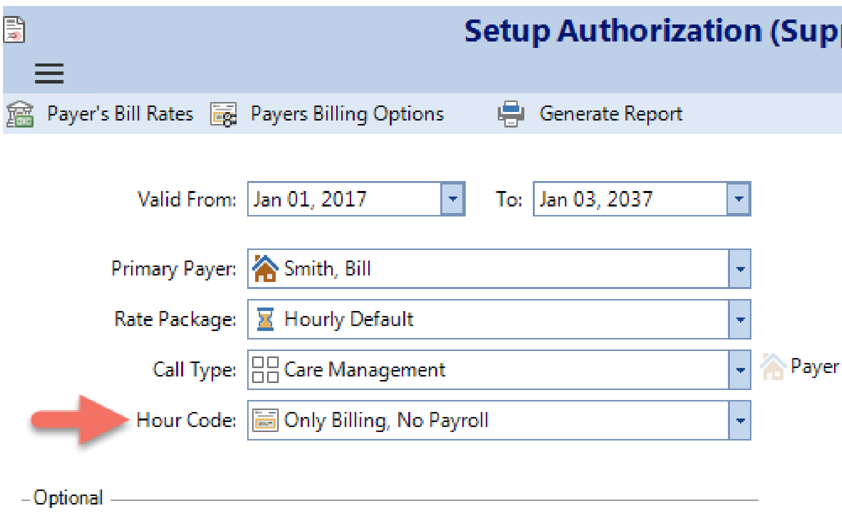
Setup for Client

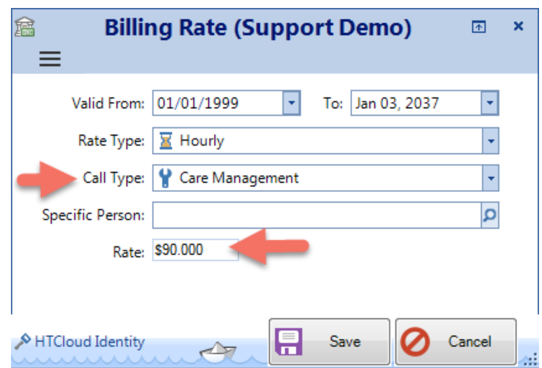
Main Module > Relationship Management > Clients

I will be using the Call Type 'Care Management' to demonstrate the setup. You can substitute any Call Type for this setup.

Client Setup

- Add the client.
- Create an **Authorizations** for *Care Management,* set the **Rate Package** to *Hourly* and add the **Bill Rate**.
- Edit the Authorization and change the **Hour Code** to be *"Only Billing, No Payroll".*



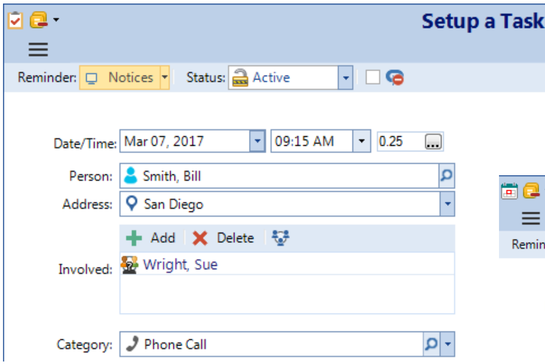


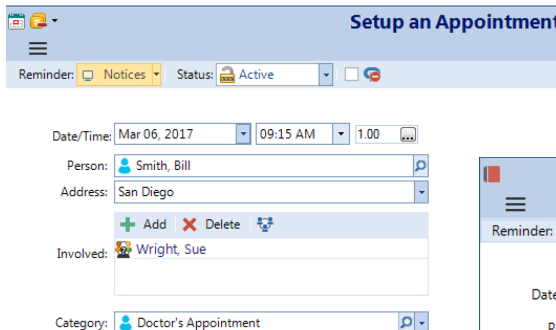
Add Billable Events

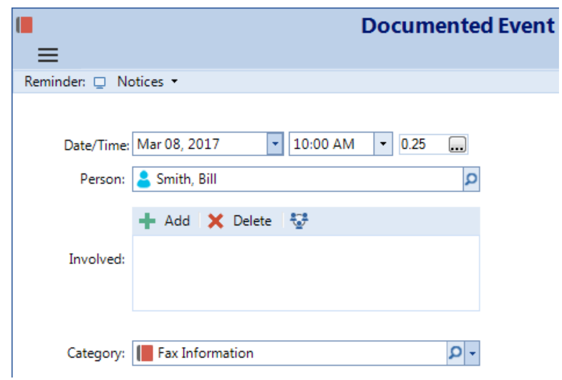
Main Module > Relationship Management > Clients

Now that you have completed the setup you can start adding Appointments, Tasks and Documented Events for the client.

The appointments and tasks can be added to the client's calendar or as a Documented Event.

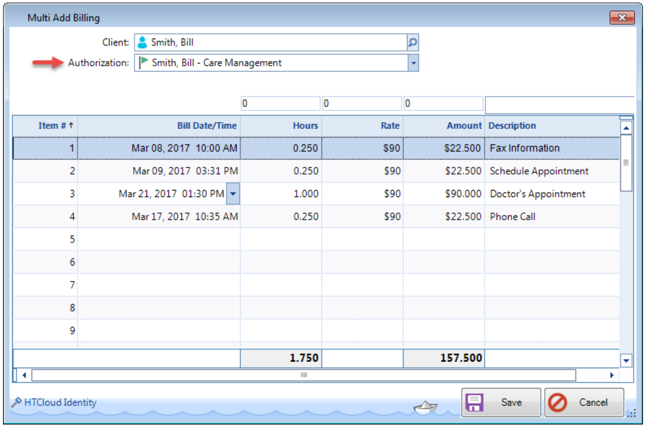






Creating Billable Invoice

You have to create a separate Billables batch for each client you're billing.

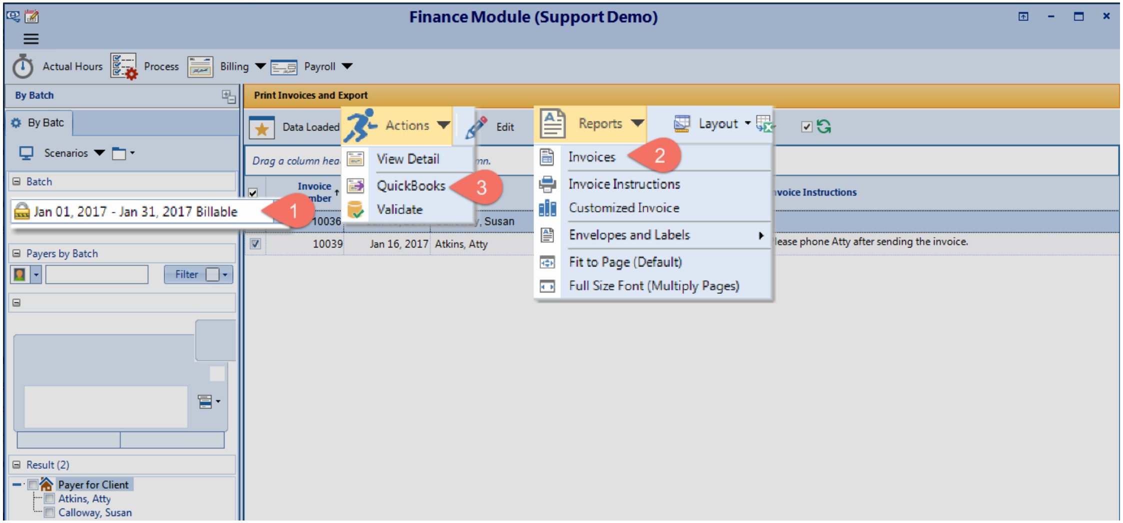


What to do:

- Click the **Scheduling** menu, then *Billables*. Select client name in the *Find Area*.
- Set the **Date Range** for the period you are billing.
- Click **Create Billing**, the *Multi Add Billing* screen appears. Choose the **Authorization**.
  - You can modify any of the records or add any new records.
- Click **Save** to generate invoice.
  - Billing records will be created in a ***Batch*** matching the ***Date Range*** with "***Billable***" in the Batch name. These records will be found in the ***Finance Module*** in ***Posted Billing***.

Print Invoice or Export

Main Module > Finance > Posted Billing > Print Invoice and Export



What to do:

1. Select the batch on the left hand-side of the *Find Area* and click *View Data*.
2. Click **Reports** menu then *Invoices* to generate the checked invoice(s). You can then print, email or save a copy of the invoice from the report viewer.
3. Click **Actions** menu then *QuickBooks* to export your invoices.

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