



# HomeTrak

Your expert companions in home care software

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## HomeTrak Companion

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### Billables for Clients

# 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.



Support Demo  
10636 Scripps Summit Cr  
San Diego, CA 92130

Invoice

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



INVOICE TO

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
	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:							<b>\$87.00</b>

Sample

# 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 Categories* 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.

The screenshot shows the 'Event Category' configuration window. The 'Description' field is highlighted with a red arrow and contains the text 'Fax Information'. The 'Display For' section has a list of roles with checkboxes: 'Client' (checked), 'Caregiver', 'Contact', 'Organization', and 'Office Staff'. The 'Billable' dropdown menu is also highlighted with a red arrow and shows 'Only Billing, No Payroll' selected. The window includes a 'Save' button and a 'Cancel' button at the bottom right.

# 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.

Call Type

Category:

Code: CARE

Call Type: Care Management

Note:

Applies To:

Qualification:

Royalty Percent:

IVR Prompt:

Other Qualifications:

HTCloud Identity

# 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".

**Setup Authorization (Support Demo)**

Valid From: Jan 01, 2017 To: Jan 03, 2037

Primary Payer: Smith, Bill

Rate Package: Hourly Default

Call Type: Care Management

Hour Code: Only Billing, No Payroll

- Optional \_\_\_\_\_

**Billing Rate (Support Demo)**

Valid From: 01/01/1999 To: Jan 03, 2037

Rate Type: Hourly

Call Type: Care Management

Specific Person:

Rate: \$90.000

HTCloud Identity Save Cancel

# 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.

**Setup a Task**

Reminder:  Notices Status:  Active

Date/Time: Mar 07, 2017 09:15 AM 0.25

Person: Smith, Bill

Address: San Diego

+ Add - Delete

Involved: Wright, Sue

Category: Phone Call

**Setup an Appointment**

Reminder:  Notices Status:  Active

Date/Time: Mar 06, 2017 09:15 AM 1.00

Person: Smith, Bill

Address: San Diego

+ Add - Delete

Involved: Wright, Sue

Category: Doctor's Appointment

**Documented Event**

Reminder:  Notices

Date/Time: Mar 08, 2017 10:00 AM 0.25

Person: Smith, Bill

+ Add - Delete

Involved:

Category: Fax Information

# Creating Billable Invoice

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

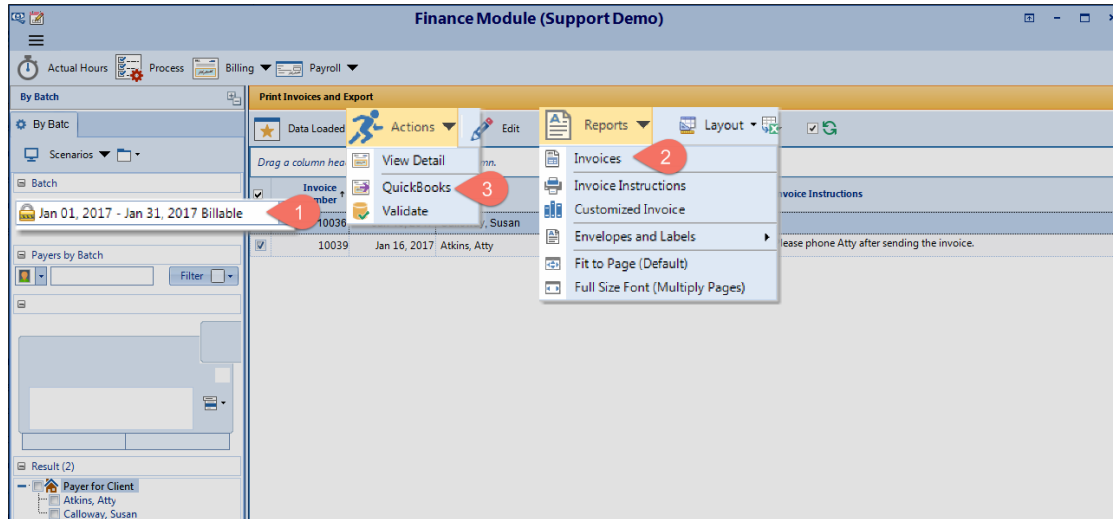
Item #	Bill Date/Time	Hours	Rate	Amount	Description
1	Mar 08, 2017 10:00 AM	0.250	\$90	\$22.500	Fax Information
2	Mar 09, 2017 03:31 PM	0.250	\$90	\$22.500	Schedule Appointment
3	Mar 21, 2017 01:30 PM	1.000	\$90	\$90.000	Doctor's Appointment
4	Mar 17, 2017 10:35 AM	0.250	\$90	\$22.500	Phone Call
5					
6					
7					
8					
9					
		1.750		157.500	

## 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.





# HomeTrak

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HomeTrak Support



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