



HomeTrak

Your expert companions in home care software

HomeTrak Companion

Finance Module

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Terms of Reference

Common terms you will come across when completing Billing and/or Payroll

Scheduled Hours is the length of the visit you originally expected the Caregiver to work.

Actual Hours are considered the hours that the caregiver actually worked for a schedule. (Actual hours show the actual time the caregiver started and how long they worked.)

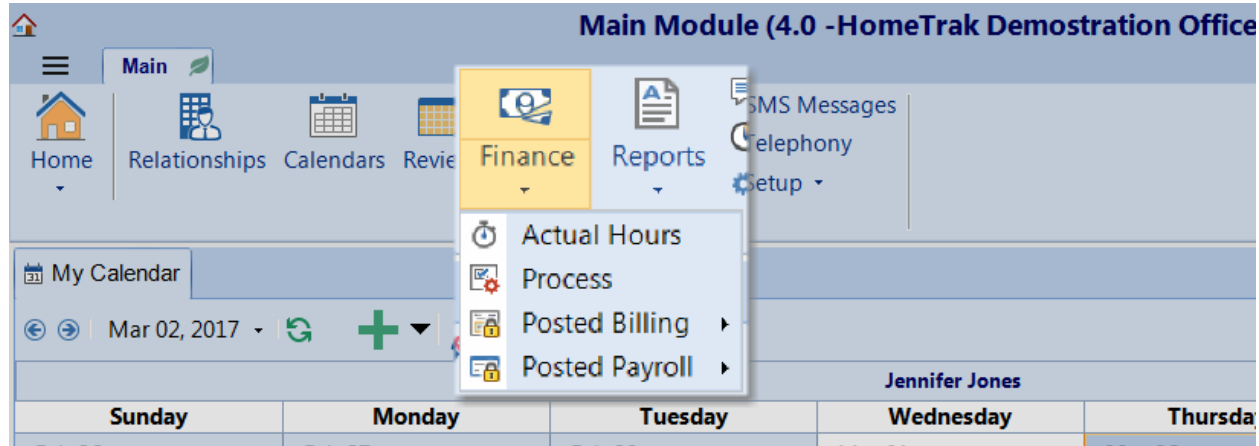
Finalizing Schedules tells the system that it is ready for Payroll or Billing. When applicable, finalizing a schedule will automatically move information into the payroll and billing hours for the schedule, based on the payroll options for the caregiver and the billing options for the payer.

Posting Billing creates and assigns invoice numbers and marks the records as completed. Billing records must be posted before you can print invoices or export them to an external billing package.

Posting Payroll creates and assigns pay stub numbers and marks the records as completed. Payroll records must be posted before you can export them to an external payroll package.

Welcome to the Finance Module

The Finance Module is where you enter *Actual Hours* for your Caregivers, and also generate client invoices and caregiver payroll.

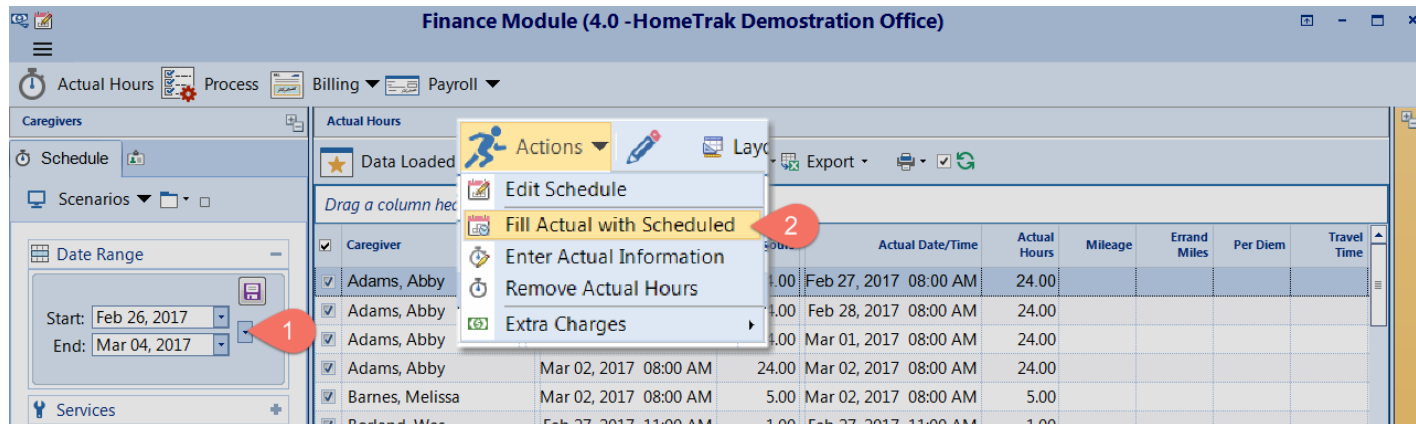


NOTE: Telephony Users

- If Caregivers are clocking in and out correctly with Telephony their schedules will be updated with Actual Hours automatically and will show on the Actual Hours screen.
- If Caregivers do not clock in and out at all then there is no Telephony e-timecard to update the schedules with Actual Hours. You will then have to update the schedule manually.

Actual Hours Screen

The **Actual Hours** screen provides useful tools to quickly enter actual hours and extra charges (expenses) into the schedules.



What to do:

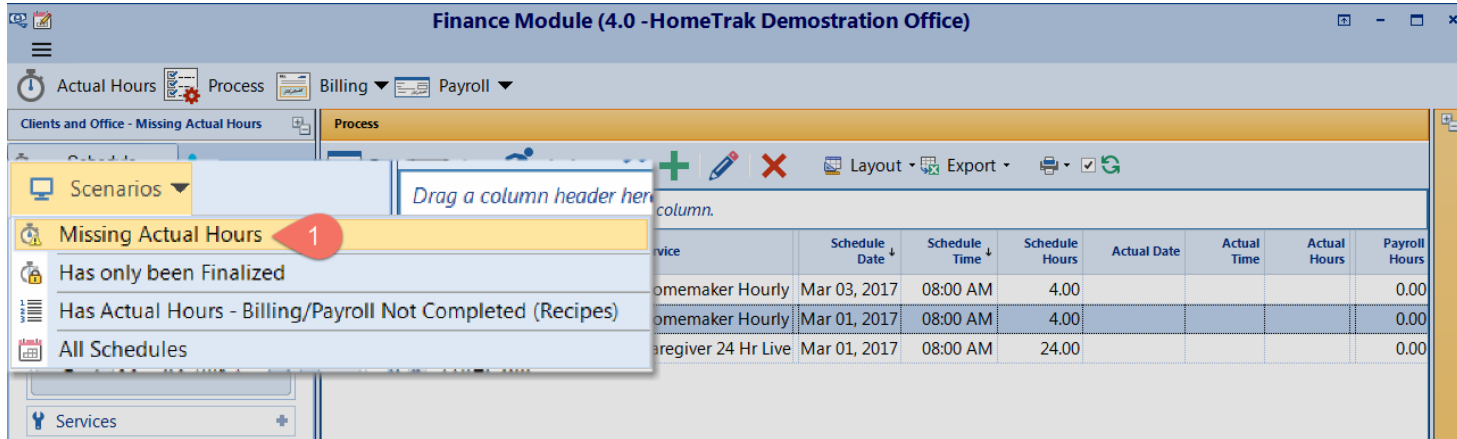
- Set the **Date Range** for the time frame you are processing your Billing and/or Payroll cycle. Click **View Data** to load the grid.

OPTIONS:

- You now have the option to edit each schedule individually and enter the Actual time and hours the caregiver worked **OR**
- You can use the tool '**Fill Actual with Scheduled**' found under the **Actions** menu on the toolbar.
- After filling the schedules with actual hours you can go through and make adjustments if needed and add any extra charges.

Process Screen – Missing Actual Hours

Once you have completed entering actual hours, it's time to perform the first audit check: Looking for schedules missing actual hours.



Service	Schedule Date	Schedule Time	Schedule Hours	Actual Date	Actual Time	Actual Hours	Payroll Hours
Homemaker Hourly	Mar 03, 2017	08:00 AM	4.00				0.00
Homemaker Hourly	Mar 01, 2017	08:00 AM	4.00				0.00
caregiver 24 Hr Live	Mar 01, 2017	08:00 AM	24.00				0.00

What to do:

- Confirm the **Date Range** is still the same. If not, change to the correct date range.
- 1. Change the **Scenario** to '**Missing Actual Hours**' and click **View Data** to load the grid.

If this scenario shows any schedules missing actual hours you will want to investigate why. If the schedule was never worked, we recommend as a best practice to cancel the schedule. Right-click the schedule and **Set Event Status** to **Cancelled**. If you don't update the schedules with actual hours they will not be processed in billing or payroll. If no schedules appear for this scenario, proceed to checking your schedule for over and under adjustments if needed.

Process Screen – Actual Hours Over/Under Scheduled

Once you have completed entering actual hours, it's time to perform the second audit check: *Actual Hours over/under Scheduled Hours*.

Schedule Hours	Actual Date	Actual Time	Actual Hours	Payroll Hours	Billing Hours	Schedule Status	Diff	Hrs Over	Hrs Under
1.00	Mar 03, 2017	08:00 AM	1.50	0.00	0.00	Actualized	0.50	0.50	
	Mar 03, 2017	03:00 PM	4.00	0.00	0.00	Actualized	-1.00		1.00
2.00	Mar 03, 2017	08:45 AM	3.00	0.00	0.00	Actualized	1.00	1.00	
er Hourly	Mar 02, 2017	08:45 AM	2.00	0.00	0.00	Actualized	1.50	1.50	
er Hourly	Mar 01, 2017	08:45 AM	2.00	0.00	0.00	Actualized	0.00		
y	Feb 28, 2017	03:00 PM	5.00	0.00	0.00	Actualized	0.00		
er Hourly	Feb 28, 2017	08:45 AM	2.00	0.00	0.00	Actualized	0.00		

What to do:

- Confirm the **Date Range** is still the same. If not, change to the correct date range.
1. Change the **Scenario** to '**Has Actual Hours - Billing/Payroll Not Completed (Recipes)**'. Click **View Data** to load the grid.
 2. Scroll to the **Hrs Over** and **Hrs Under** columns on the far right-hand side of the grid. Here you can review your schedules and determine if any adjustments need to be made before finalizing schedules for billing and/or payroll.

Over/Under Adjustments to Schedules

When making adjustments to a schedule, we recommend you **do not** change the *Scheduled* or *Actual Hours* fields. It's best to make the change in the **Billing and Payroll Information** section at the bottom of a schedule and add a **Documented Event** to explain why the adjustment was made. This will give you a full audit trail if you are ever audited.

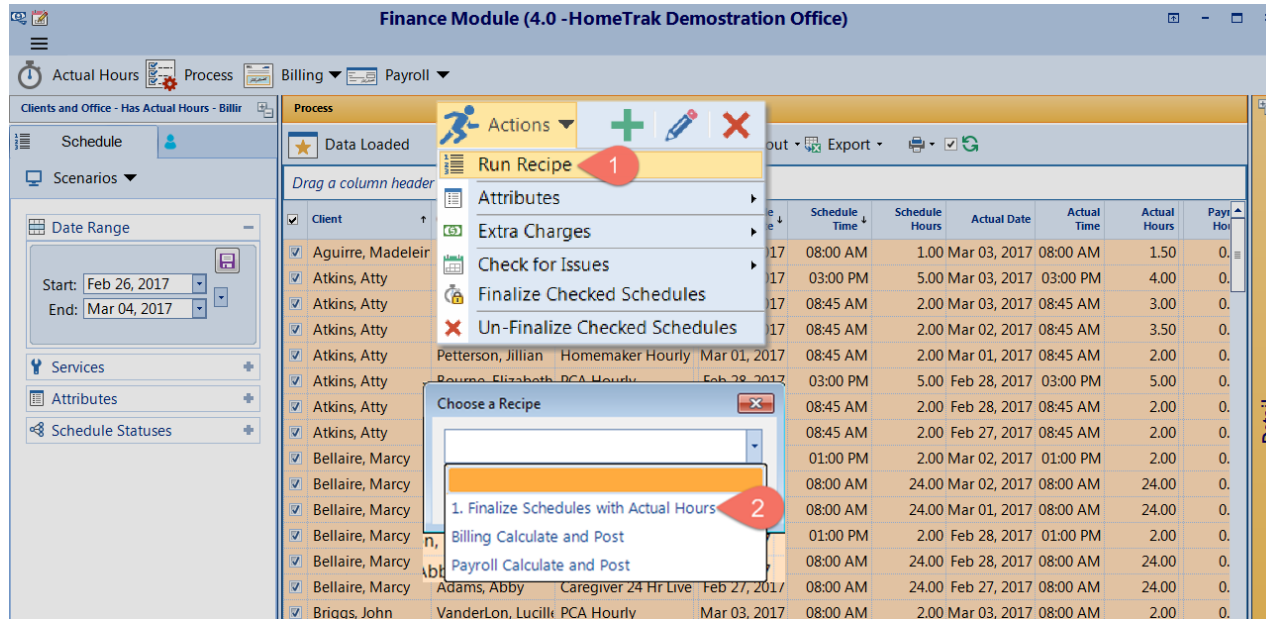
The screenshot shows the 'Add/Edit a Schedule' form. The 'Documented Event' field at the top left is highlighted with a red circle containing the number '2'. The 'Billing and Payroll Information' section at the bottom is highlighted with a red box, and a red circle containing the number '1' points to the 'Breaks' field in the 'Billing Time' row. The form includes fields for 'Scheduled on:', 'Client:', 'Address:', 'Caregiver:', 'Authorization:', 'Instruction:', and 'Hour Code:'. Below these is the 'Actual Time:' field. The 'Billing and Payroll Information' section includes 'Billing Time:', 'Override:', 'Payroll Time:', and 'Override:'. The right side of the form has a 'Please Review' section with a 'Display Item' button and a list of items including 'Compatibility: Preferred', 'Pettersen, Jillian: Send Jillian when ever possible', 'Client: Urgent', and 'Don't call Atty between 2:00 and 3:00 pm as she is gen'. The bottom of the form has 'Save' and 'Cancel' buttons.

What to do:

1. Make your adjustments to the Billing and Payroll Information section. You can change the **Date**, **Start Time** and **Hours**. You can add **Breaks** and **Override** rate which is applied to only this schedule.
2. Add a **Documented Event** to explain the changes you made in the Billing and Payroll Information section of the schedule.

Finalizing Schedules

Finalizing schedules tells the system that it's ready for Billing and/or Payroll. Finalizing a schedule will automatically move information into the billing and payroll hours for the schedule, based on the billing options for the Payer and the payroll options for the Caregiver.



What to do:

- Confirm the **Date Range** is still the same. If not, change to the correct date range.
1. Click **Actions** menu on the toolbar then click **Run Recipe**.
 2. Then, choose the recipe '**1. Finalize Schedules with Actual Hours**' and click **OK**.

Run Recipe – Finalize Schedules with Actual Hours

Recipes is a feature that completes multiple steps of the Billing and Payroll Process in one click. This is intended to help save time getting your invoices and paystubs generated, giving you additional time to focus on other aspects of your business.

The screenshot displays the 'Run a Recipe' application window. At the top, it shows 'Posted Billing' and 'Posted Payroll' dropdowns. The main area contains the following fields:

- Process Recipe: 1. Finalize Schedules with Actual Hours
- Batch Date Start: 02/26/2017
- End: Mar 04, 2017
- Included Schedules: Calculate using the selected schedules
- Complete %: 0

A 'Start Process' button is located to the right of these fields, with a red circle '1' pointing to it. Below this is a 'Process' window that shows a progress table:

Process	Status	Message	Process Start
Validate Settle Mar 03, 17 03:13P	Complete	Validate Settle	Mar 03, 2017 03:13
Validate Bill Rate Mar 03, 17 03:13P	Complete	Validate Bill Rate	Mar 03, 2017 03:13
Validate Pay Rate Mar 03, 17 03:13P	Complete	Validate Pay Rate	Mar 03, 2017 03:13
Finalize Mar 03, 17 03:13P	Complete	Finalize	Mar 03, 2017 03:13

A 'Job Complete' dialog box is overlaid on the table, showing 'Job Complete' and 'Closing in 5 seconds'. An 'OK' button is highlighted with a red circle '2'. At the bottom right of the 'Run a Recipe' window, a 'Finish' button is also highlighted with a red circle '2'.

What to do:

1. Confirm the **Date Range** is correct. If not, correct before proceeding. If so, click **Start Process** to run the recipe.
2. When the recipe completes click **OK**, then **Finish** to close the *Run a Recipe* screen. All schedules will be Finalized and ready to be processed for billing and/or payroll.

Billing/Payroll Recipe Process



Similarities

The process is identical for both billing and payroll within the Finance module:

- Start by setting your date range for the cycle you are processing.
- Run the appropriate recipe to calculate and post billing and/or payroll.
- Once the recipe has finished you have the two options:
 - *Option 1* to view the posted records to make adjustments if required, or print one of the billing/payroll reports.
 - *Option 2* to the export screen to send invoices and/or payroll hours to another piece of software or external file.

Billing Reports

- Invoices
- Billing Report – shows detail records for each payer, sub-total and report total for all payers.
- Consolidated - shows summary totals for each payer and report total for all payers.

Payroll Reports

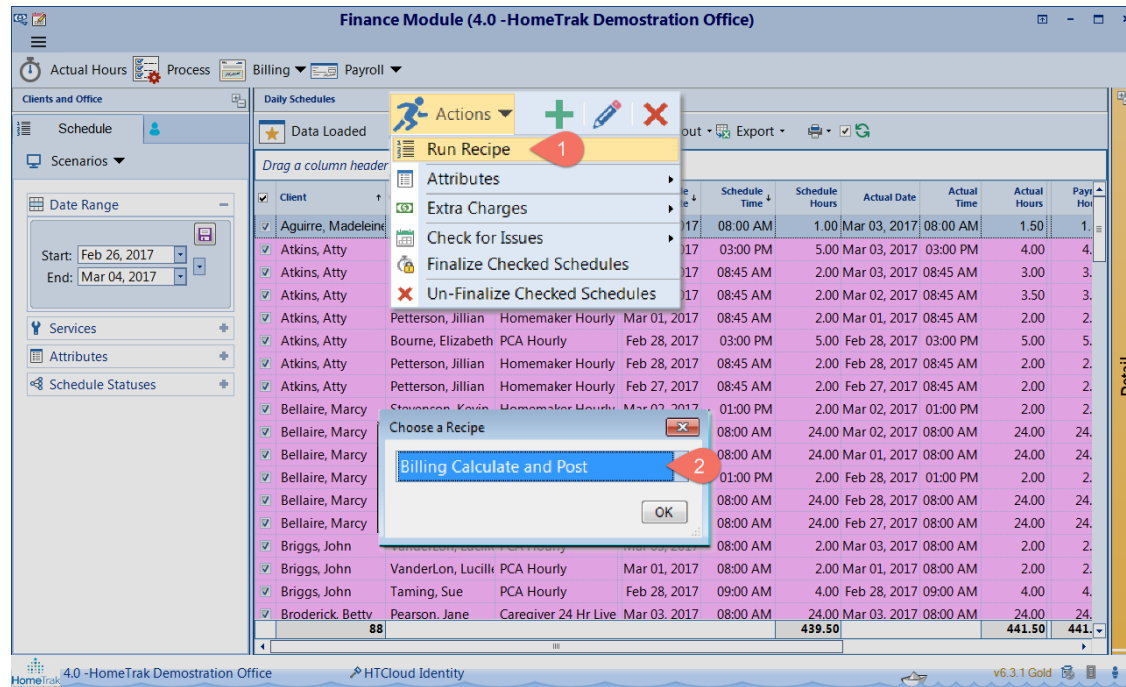
- Summary by Caregiver
- Payroll Report – shows detail records for each caregiver, sub-total and report total for all caregivers.
- Consolidated – shows summary totals for each caregiver and report total for all caregivers.

A list of interfaces can be found by clicking either link: [Billing Interfaces](#), [Payroll Interfaces](#).

The following slides show the recipe process. We will use Billing for this demonstration.

Recipe – Billing Calculate and Post

Schedules are now finalized and ready for billing. Run the recipe to calculate, create invoices and post the Billing.



What to do:

1. Click the **Actions** menu on the toolbar then **Run Recipe**.
2. Then, choose the recipe '**Billing - Calculate and Post**' from the drop-down menu and click **OK**.

Recipe - Billing Calculate and Post

The screenshot shows the 'Run a Recipe' interface in two states. The top part shows the initial setup with the 'Start Process' button highlighted by a red circle with the number 2. The bottom part shows the completed process with a table of results and the 'Print Invoices and Export' button highlighted by a red circle with the number 3.

Run a Recipe

Posted Billing ▼ Posted Payroll ▼

Process Recipe:

Batch Date Start: End:

Included Schedules:

Starting Invoice #: Complete %:

Process	Status	Status Message
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Run a Recipe

Posted Billing ▼ Posted Payroll ▼

Included Schedules:

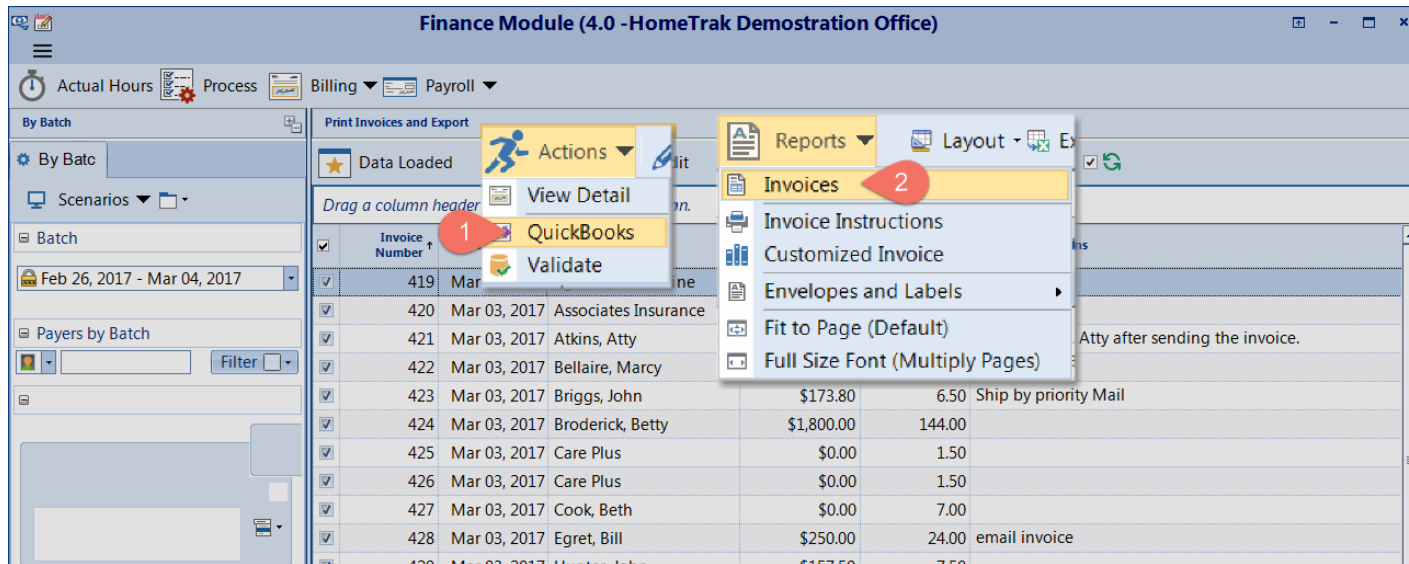
Starting Invoice #: Complete %:

Process	Status	Status Message	Process Start	
<input type="checkbox"/> Billing Calculated	Mar 03, 17 03:28P	Complete	Billing Calculated	Mar 03, 2017 03:28
<input type="checkbox"/> Billing Posted	Mar 03, 17 03:29P	Complete	Billing Posted	Mar 03, 2017 03:29

What to do:

1. If needed change **Starting Invoice #**.
2. Click **Start Process** to run recipe '**Billing Calculate and Post**'. When the recipe completes, an information box will appear to advise if any billing records have a '0' rate, click **OK**, then click **OK** to complete the recipe.
3. Go to the top left-hand corner of the screen and click **Posted Billing** then click '**Print Invoices and Export**' to go to print and export screen.

Print Invoices and Export

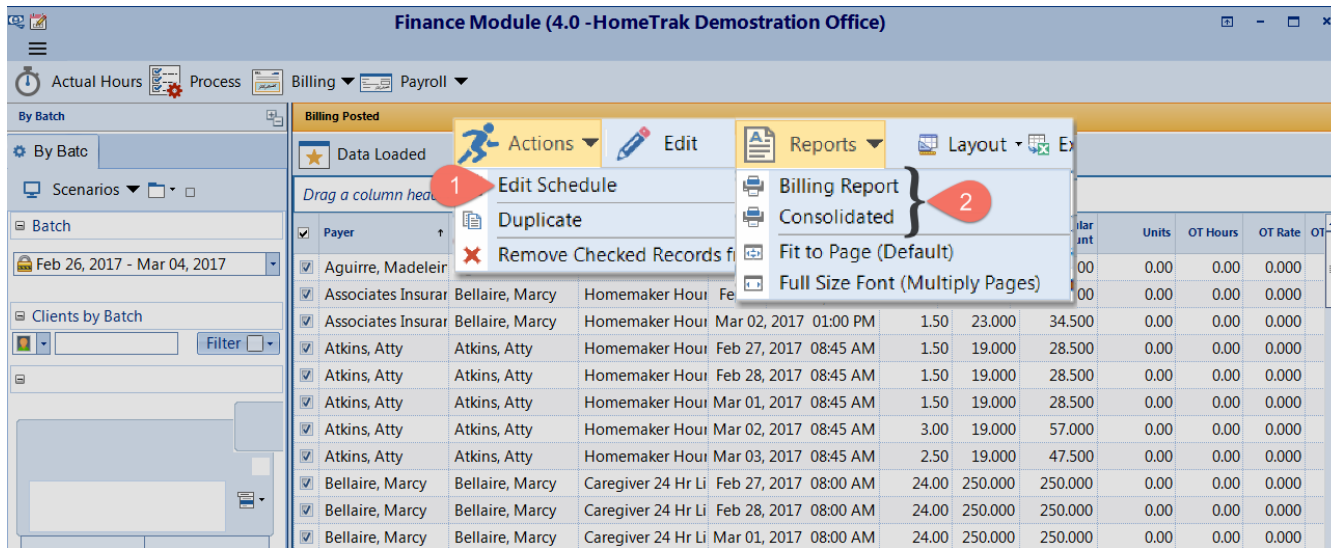


What to do:

1. The **Actions** menu gives you the option to export the invoices to QuickBooks. Click **QuickBooks**.
2. The **Reports** menu gives you the option to print your invoices. Click **Invoices** to open the **Report Options** screen to select which details you want to appear on the invoices. Click **Save** to generate invoices. You can now print your invoices, save them as a pdf file or email the invoice to the payers.

View Posted Records

The *View Posted Records* screen to make adjustments to any posted record or running the Billing Reports.



What to do:

1. The **Actions** menu gives the options to **Edit Schedule** to add Documented Events for any changes you make to a Posted Billing Record. You can **Duplicate** any Billing Record to add a missing schedule or extra charges and you can **Remove Checked Records from Billing** if the record wasn't supposed to be calculated and posted.
 2. The **Reports** menu gives the options to run the **Billing Report** which shows detailed and summary information for each payer or the **Consolidated** report which provides summary information for each payer.
- To repeat this process for your **Payroll** [click here to return to slide #10](#)



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