

## Timesheet Invoices

Timesheet invoices are created based on the timesheets you have entered or the bookings that are maintained by the service for the children in your care.

Some educators prefer to invoice their parents or guardians in advance based on estimated childcare fees and subsidy payments; while others prefer to invoice their parents or guardians in arrears once the childcare has occurred and the subsidy has been calculated by CCMS. Regardless of your preference, the Timesheet Invoice option will cater for each option or a combination of both options. If required, you can invoice in advance for some parents or guardians and invoice in arrears for the others.

### Invoicing in Advance

The Timesheet Invoice option will allow you to invoice up to 2 weeks in advance of today's date.

When invoicing in advance, you can manually enter and save the timesheets before creating the Timesheet Invoices for your parents or guardians or allow the Timesheet Invoice option to create and save the timesheets, based on the bookings maintained by the service, before creating the Timesheet Invoices. In either case, the childcare fees and subsidies are estimated and may change once the timesheets have been submitted to the service and in turn the service submits the timesheets to CCMS for the subsidy calculation.

If you have invoiced a parent or guardian in advance and the subsidy calculated by CCMS is different to the estimated subsidy on the invoice, an adjustment timesheet invoice will automatically be created the next time you create a Timesheet Invoice for the parent or guardian.

#### NOTE:

*For a parent or guardian, you should only invoice in advance if the children have regular bookings that do not change; otherwise, you will be constantly issuing adjustment invoices to the parent or guardian, which is not very professional.*

### Invoicing in Arrears

There are two options for invoicing in arrears:

1. You manually enter and save the timesheets with the correct charged childcare hours and fees, and optionally submit the timesheets to the service, before issuing the Timesheet Invoices.

This option eliminates the likelihood of incorrect childcare fees, but is still susceptible to changes in the Subsidy calculations.

2. You manually enter and save the timesheets with the correct charged childcare hours and fees and submit the timesheets to the service and wait for the subsidies to be calculated by CCMS before issuing your Timesheet Invoices.

This option provides the most accurate Timesheet Invoices because they are based on actual childcare fees and actual subsidy calculations.

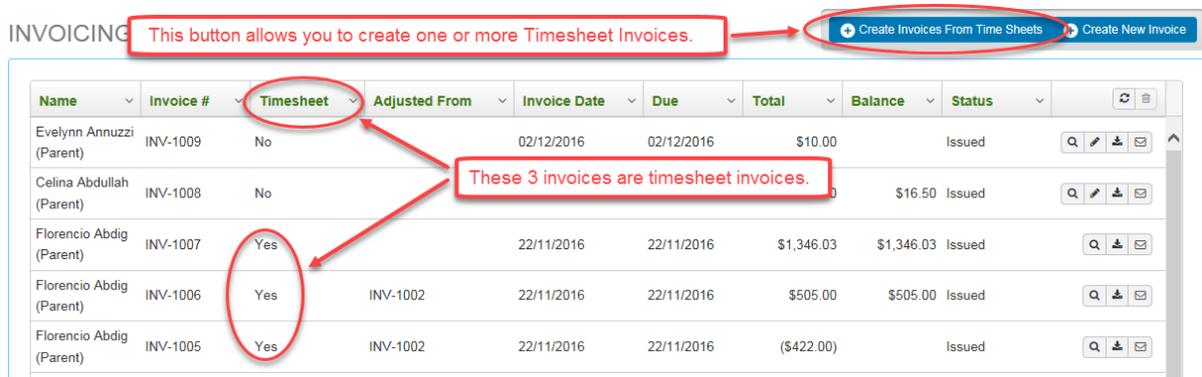
#### NOTE:

*If you haven't already read the tip sheet "Educator Accounts Invoicing Overview", we strongly recommend you do before attempting to create your Timesheet Invoices. The tip sheet explains how to enable invoicing and explains all the available options on the Invoice List, which is the starting point for your Timesheet Invoices.*

**To display the list of invoices**

Click **“Accounts”**

Click **“Invoices”**



Name	Invoice #	Timesheet	Adjusted From	Invoice Date	Due	Total	Balance	Status
Evelynn Annuzzi (Parent)	INV-1009	No		02/12/2016	02/12/2016	\$10.00		Issued
Celina Abdullah (Parent)	INV-1008	No					\$16.50	Issued
Florencio Abdig (Parent)	INV-1007	Yes		22/11/2016	22/11/2016	\$1,346.03	\$1,346.03	Issued
Florencio Abdig (Parent)	INV-1006	Yes	INV-1002	22/11/2016	22/11/2016	\$505.00	\$505.00	Issued
Florencio Abdig (Parent)	INV-1005	Yes	INV-1002	22/11/2016	22/11/2016	(\$422.00)		Issued

The list of invoices contains Timesheet Invoices and Non-timesheet invoices. Please refer to the tip sheet **“Educator Accounts Invoicing Overview”** for an explanation of the differences between the two invoice types and an explanation of the buttons available on the Invoice List.

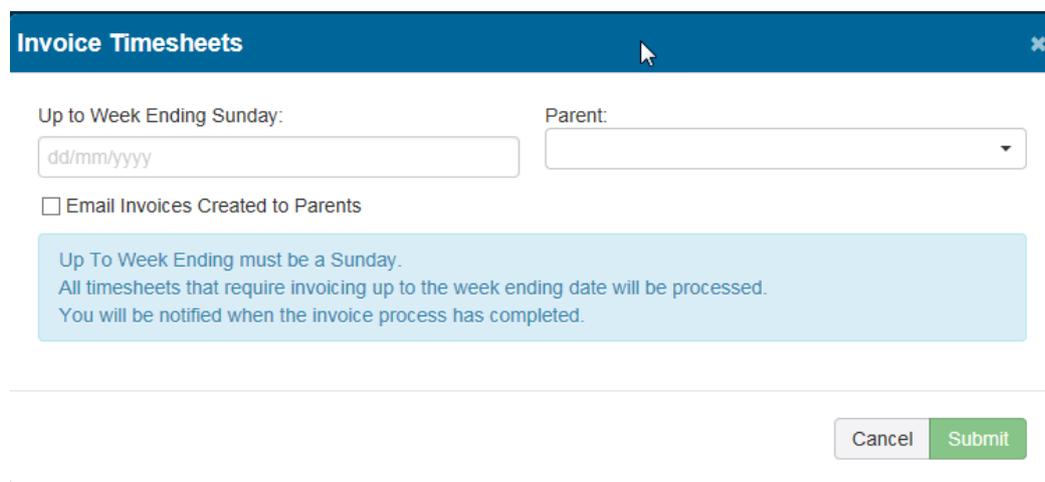
**NOTE:**

*Once a timesheet invoice has been created, you CANNOT change or delete that invoice. However, if you invoice a timesheet in error, you can ask your service to “Delete” the timesheet if it has not already been submitted to CCMS or “Cancel” the timesheet if it has already been submitted to CCMS. In either case, once the timesheet has been deleted or cancelled, an adjustment invoice will be created crediting the parent or guardian for that timesheet.*

**To create one or more Timesheet Invoices**

Click the **“Create Invoices From Time Sheets”** button.

The following window will be displayed:



You must enter the **“Up to Week Ending Sunday”** date before you can select the **“Submit”** button to create the timesheet invoices.

- The Sunday date will automatically be displayed for today’s date, but you can simply change that date to the required date.
- Although you can type in a date, it is easier to select a date from the calendar that is displayed when you click on the date.
- The minimum date that you can enter will be the **“Start Invoicing”** date you entered in the **“Invoicing”** Tab, from the Accounts, Invoice Settings menu option.
- The maximum date you can enter is 2 weeks from today’s date.

**NOTE:**

*Timesheet Invoices will be created for any weeks that have not already been invoiced from the “Start Invoicing” date you entered in the “Invoicing” Tab (from the Accounts, Invoice Settings menu option), up to the specified date you enter in the “Up to Week Ending Sunday” date field.*

*In addition, Adjustment Timesheet Invoices will automatically be created for any timesheets that have already been invoiced if the childcare fee or the subsidies have changed since the timesheets were last invoiced. For example, if a timesheet was estimated at the 1-child CCB % on the original timesheet invoice, but CCMS calculated the subsidy using the 3-child CCB % resulting in a different subsidy amount.*

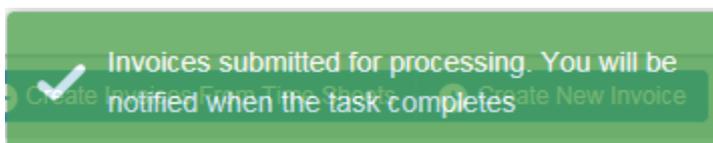
If you leave the **“Parent”** empty, timesheet invoices will be created for all the parents or guardians; however, if you select a specific **“Parent”** from the list, timesheet invoices will only be created for that specific parent or guardian.

If you check (or tick) the **“Email Invoices Created to Parents”** check box, any invoices created for a parent or guardian will be immediately emailed to the parent or guardian once it has been created, provided the parent or guardian has an email address registered with the service.

- If you prefer to visually check the timesheet invoices before emailing them to the parents or guardians, leave the **“Email Invoices Created to Parents”** check box unchecked (or unticked).
- Once a timesheet invoice has been created, from the list of invoices, you can:
  - Click the  **“View”** button to view the invoice.
  - Click the  **“Email”** button to email the invoice to the parent or guardian.
  - Click the  **“Export”** button to print the invoice

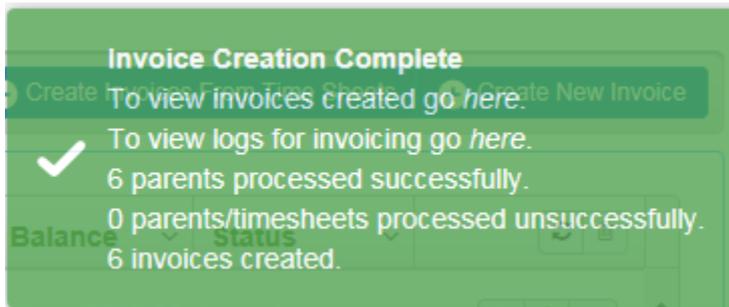
Once you have entered the details, click the **“Submit”** button to create the timesheet invoices.

The following message will be displayed:



Your request to create the timesheet invoices, which is referred to as an **Invoice Run**, will be placed in a cue along with Invoice Run requests from other educators and should be processed within a few minutes.

Once your Invoice Run has been completed, a message similar to the following will be displayed:



In this case, this message indicates that the **Invoice Run** was successful and 6 parents were processed and invoices were created for all 6 parents.

If an error occurred processing one or more parents or guardians, the number of errors will be displayed in the message.

Details of the **Invoice Run** can be viewed by either:

- Clicking the link in the “To view logs for invoicing go **here.**” line in the above message.
- Clicking **Accounts, Invoicing History**.

Please refer to the “**Educator Accounts Invoicing History**” tip sheet for details on Invoice Run log entries.

**NOTE:**

***Once the Invoice Run is complete, you may need to refresh the list of invoices to see the newly created invoice entries.***

**To refresh the list of invoices**

If a filter has been set restricting the number of invoices that appear in the list, the  “**Clear all filters**” button will be displayed in red.

- Click the  “**Clear all filters**” button to remove all the filters and display all the invoices. The  “**Clear all Filters**” button will now be disabled and displayed in light grey.

If a filter has not been set, the  “**Clear all Filters**” button will be disabled and displayed in light grey.

- Click the  “**Search**” button to update the list of invoices.

**What does a timesheet invoice look like?**

A Timesheet Invoice appears in two different formats depending on whether you View the invoice details or Print the invoice:

If you click the  “**View**” button to view the invoice, the invoice will contain separate line items for each timesheet, detailing the Childcare Fee; the Subsidy, such as Standard CCB, Non-Standard CCB, Standard JFA, Non-Standard JFA, etc; and the Admin Levies. For example,

INVOICE - INV-1022



### Contact Info (Parent)

First Name:  Surname:

Number/Street:  Suburb:

State:  Postcode:

### Invoice Info

Invoice Date:  Payment Terms:  Due Date:

Status:

Comments:

Charge	Description	Week Ending	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST
Childcare Fee	Childcare Fee	04/09/2016	Treasa Altes	1	\$240.00	No	No
Std CCB	Std CCB	04/09/2016	Treasa Altes	1	(\$19.67)	No	No
Levies	Levies	04/09/2016	Treasa Altes	1	\$16.00	No	No
<b>Total Amount:</b>							<b>\$236.33</b>

If you click the  **“Export”** button to **print** the invoice, the invoice will print the details for each timesheet on a single line. For example,



**From: Funshine Family Day Care**  
 24 Bayview Drive  
 LAKESIDE QLD 4340  
 Ph: +610262392034 F: 4444444444  
 ABN: 48123123124

**To: Altes, Rae**  
 15 November Close  
 SUMMERLAND QLD 4018

**Invoice Number: INV-1022**  
**Educator: Jo's Family Day Care**

You can include your Business Name.

Invoice Date: 06/12/2016

Due Date: 13/12/2016

Altes, Treasa	Week Ending	Tot Hrs	Other Fees	Admin Levy	Oth. Sub.	Gov Benefit	Tot Amount	GST	Tot Payable
Attendance (CCB)	04-Sep-2016	30.00	\$0.00	\$16.00	\$0.00	\$19.67	\$256.00	\$0.00	\$236.33
							<b>Tot Amount</b>	<b>Tot GST</b>	<b>Tot Payable</b>
Opening Balance: \$472.66 DR							\$256.00	\$0.00	\$236.33
Total Payable: \$236.33									
Closing Balance: \$708.99 DR									

You can include your Signature, Full Name, and a Footnote.

Authorized Signature: 

Bank Details: Jo's Family Day Care BSB: 012-098 Account: 123456789

Full Name: Jo Adams

\*Note: If the Government Benefit actually received by us differs from the total of the Government Benefit shown above, an adjustment will be made to your account and will be reflected in a future invoice.

### To customise the printed timesheet invoice

You can customise the printed timesheet invoice to:

- Print your Business Name instead of your name.
- Print your signature from a signature file instead of having to manually sign the invoice.
- Print your Full Name instead of having to manually write your name.
- Print a footnote that can contain your bank details or any other relevant information.

Please refer to the **“Educator Accounts Invoice and Financial Settings”** tip sheet for details on customising your invoice appearance.

### NOTE:

**The logo that appears on the sample invoice is the Service’s logo and not your business logo.**