

Really.



synergist

How to

Ops guide

Invoicing

Invoicing

At the beginning of each month, we need to raise all our invoices to our clients that need to be billed.

Ensuring we have a PO to cover the billable amount, we go into our billing plan and this time select all the lines we want to invoice. We click on *actions* again and Select *Invoice selected using BP content* from the drop down menu.

Job Travelodge LinkedIn Campaign

Travelodge

Details | Dashboard | Phases | Schedule | Estimate | Phase quotes | **Billing plan** | Invoices | Activities | Purch & exp | Time | Attachments | Contacts

Actions ✖ Delete Remaining to plan -£12.00

	Phase	Month	Year	%	Planned (£)	Recognise	Notional costs	Profit forecast	Billed (£)	Invoices	Comment	
<input checked="" type="checkbox"/>	007	Mar	2023		£444.00	£0.00	£0.00	£0.00	£0.00		5317.007 Mar Paid Social Campaign creative and copy	EDIT
<input checked="" type="checkbox"/>	007	Mar	2023		£748.00	£0.00	£0.00	£0.00	£0.00		5317.007 Mar Paid Social campaign management	EDIT
<input checked="" type="checkbox"/>	008	Mar	2023		£3889.00	£0.00	£0.00	£0.00	£0.00		5317.008 Mar Paid media	EDIT
<input checked="" type="checkbox"/>	008	Mar	2023		£262.00	£0.00	£0.00	£0.00	£0.00		5317.008 Mar Paid Social campaign management	EDIT
<input type="checkbox"/>	007	Mar	2023	0.00	0.00	444.00	0.00	444.00	£0.00		5317.007 Mar Paid Social Campaign creative and copy RR	EDIT
<input type="checkbox"/>	007	Mar	2023	100.00	0.00	748.00	0.00	748.00	£0.00		5317.007 Mar Paid Social campaign management RR	EDIT
<input type="checkbox"/>	008	Mar	2023	0.00	0.00	262.00	0.00	262.00	£0.00		5317.008 Mar Paid Social campaign management RR	EDIT
<input type="checkbox"/>	008	Mar	2023	0.00	0.00	3889.00	0.00	3889.00	£0.00		5317.008 Mar Paid media RR	EDIT

This will bring up a DRAFT invoice. We can see that because we are not recognising anything against this invoice and the amount is deferred. If we had previously completed and recognised work before raising the invoice this would pull through as accrued. We can see all the lines we have pulled through to invoice with the total.

Draft invoice: D9157

Travelodge 1/00005317 Travelodge LinkedIn Campaign

Type: **Invoice** Ready for approval
 Revenue balance: **Deferred** Created by Melody Johnson on 08/03/2023 at 10:16am
 Final:
 Inv date: 08/03/2023
 Order number: 00857352

Details | Content | Jobs/Phases invoiced | Allocated costs | Address | Financial | Phase allocations | Accounts analysis | Notes

Add Copy Delete

Description	Quantity	Unit price	Net total	VAT	VAT amount	Gross total	Other analysis	Style
5317.007 Mar Paid Social Campaign creative and copy	1	444.00	444.00	1 (20%)	88.80	532.80		B i U
5317.007 Mar Paid Social campaign management	1	748.00	748.00	1 (20%)	149.60	897.60		B i U
5317.008 Mar Paid media	1	3889.00	3889.00	1 (20%)	777.80	4666.80		B i U
5317.008 Mar Paid Social campaign management	1	262.00	262.00	1 (20%)	52.40	314.40		B i U
Totals			5343.00		1068.60	6411.60		

To make sure everything has pulled through correctly go into the Phase allocation tab. Click on the AUTO button again, but this time select 'Allocate revenue as per BP'.

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 Final:
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Details | Content | Jobs/Phases invoiced | Allocated costs | Address | Financial | **Phase allocations** | Accounts analysis | Notes

Job Phase	Description	PT	C	Already recognised	Recognise now	Total recognised	Total billed	Deferred now	Deferred total
1/00005317.007	MARCH	CONS		0.00	0.00	0.00	1192.00	1192.00	1192.00
1/00005317.008	Mar Media Purchase	MEDP		0.00	0.00	0.00	4151.00	4151.00	4151.00
Value					£0.00	£0.00	£5,343.00	£5,343.00	£5,343.00
Total target value							£5,343.00		
Difference							£0.00		

Auto allocate

Cost Actual Estimate Tickoff

Charge Actual Estimate Tickoff

Auto

- Allocate revenue as per BP
- Recognise all
- Defer all
- Recognise using tick-off charge values

Then go in the Accounts Analysis tab and click Auto. This is to add the VAT amount to the invoice (20%).

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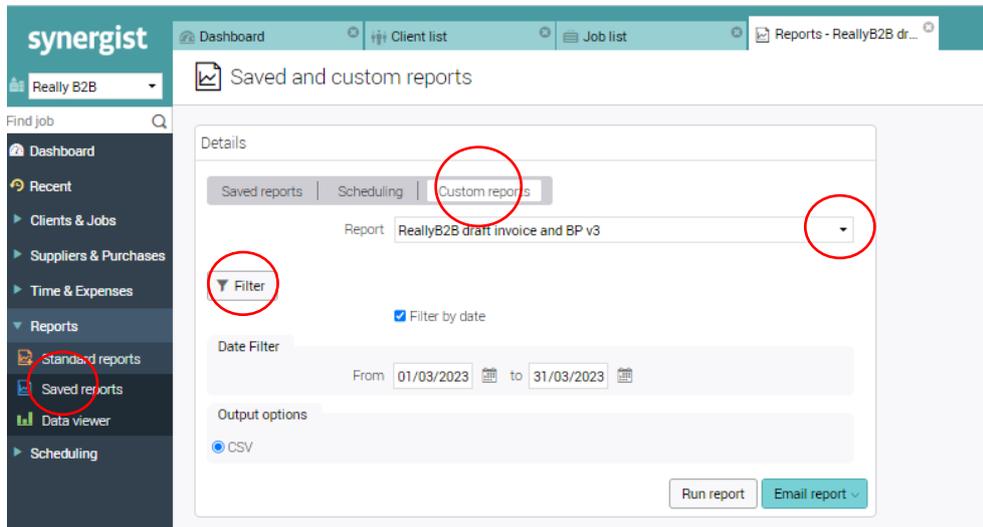
Details | Content | Jobs/Phases invoiced | Allocated costs | Address | Financial | Phase allocations | **Accounts analysis** | Notes

Nominal	Description	Net	VAT	VAT Amount	Gross
34020	# Consultancy Fee	1192.00	1 (20%)	238.40	1430.40
34040	# Media Purchase	4151.00	1 (20%)	830.20	4981.20
Nominal Totals		£5343.00		£1068.60	£6411.60
Invoice Total		£5343.00		£1068.60	£6411.60
Difference		£0.00		£0.00	£0.00

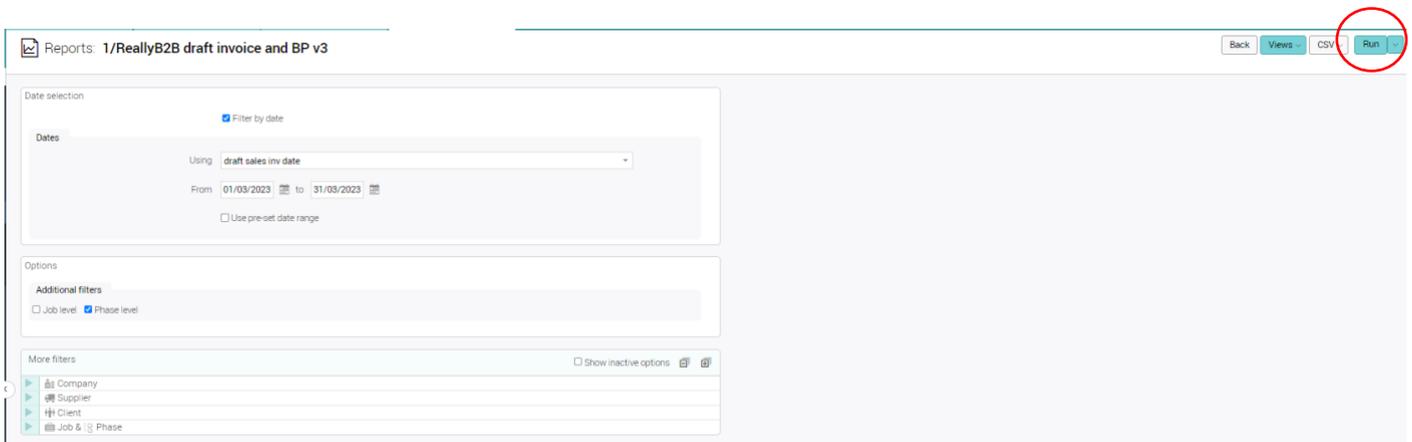
Invoice accounts analysis

Tick ready for approval & SAVE & CLOSE. DO NOT MAKE REAL. We need to send these drafts to Centuar first so they can raise and send to the client.

Once we have raised all the draft invoices, we need to send Hina/Centuar the draft invoice list. Go into Reports – Save Reports – Custom Reports & select 'ReallyB2B draft invoice and BP v3'.



Check the dates are for the current month and then click Run to export the report.



Check all the totals on column H and check that we have our Agresso ref in column Q so Centaur can link the correct client. Highlight any credits so they are easily spotted. Saved the file in the finance folder : (T:\ReallyB2B\Finance\REALLY INVOICING\Draft Invoice Reports)

Then email over to hina.rajindra@centaurmedia.com with the Account directors on cc.

See example of the draft invoice report:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
Client code	Client name	Phase type	Phase type	Sales nom	Billing plan	comments	Draft inv no	Allocation	Allocation	Allocation	Draft net t	Draft VAT 1	Draft gross	Job and ph	Client ord	Draft date	Agresso Ref
1/GOVX1	GovX	1/CONS	# Agency F	34020	5322.008	Mar Delivery account management, Mar Response handling & reporting, Mar Lead fore	D9144	16237.5	0	16237.5	17498	3499.6	20997.6	1/00005322	5322	#####	GOV020
1/GOVX1	GovX	1/MEDP	# Media Pl	34040	5322.009	Mar Sponsored LinkedIn campaign (setup, creative, media & man	D9144	1250	0	1250	17498	3499.6	20997.6	1/00005322	5322	#####	GOV020
1/GOVX1	GovX	1/BIS	# Bought Ir	34060	5322.010	Mar One to many campaign: email build and delivery	D9144	10.5	0	10.5	17498	3499.6	20997.6	1/00005322	5322	#####	GOV020
1/TLODGE	Travelodge	1/CONS	# Agency F	34020	5317.007	Mar Paid Social Campaign creative and copy, Mar Paid Social campaign management	D9145	1192	0	1192	5343	1068.6	6411.6	1/00005311	857352	#####	THL020
1/TLODGE	Travelodge	1/MEDP	# Media Pl	34040	5317.008	Mar Paid media, Mar Paid Social campaign management	D9145	4151	0	4151	5343	1068.6	6411.6	1/00005311	857352	#####	THL020
1/TLODGE	Travelodge	1/CONS	# Agency F	34020	5300.017	Mar Core: Email copywriting (inc live inbox monitoring), Mar Core: Content & HTML cre	D9146	18110	0	18110	53233	10646.6	63879.6	1/00005300	857814	#####	THL020
1/TLODGE	Travelodge	1/CONS	# Agency F	34020	5300.018	Mar Monthly intent data	D9146	709	0	709	53233	10646.6	63879.6	1/00005300	857814	#####	THL020
1/TLODGE	Travelodge	1/TELE	# Telemark	34010	5300.019	Mar Dialling team	D9146	34414	0	34414	53233	10646.6	63879.6	1/00005300	857814	#####	THL020
1/TLODGE	Travelodge	1/CONS	# Agency F	34020	318.003	Mar Copy/design variation & development, Mar Organic social graphic (x1)	D9147	1664	0	1664	1664	332.8	1996.8	1/00005311	857352	#####	THL020

We then must add the draft invoice to our Really sales invoice tracker. This is saved here:

<T:\ReallyB2B\Finance\Really Invoicing\Copy of Agresso 2021 – Really Sale Invoices>

Add the Name of the client, Job number, Draft invoice number and the total of the individual invoices. All this information can be found on the draft invoice report we have just run.

A	B	C	D	E	F
Aggresso Inv No	Client	Job No	Net Value	Draft Inv	Comment
January					
6000131494	BP Oil UK Ltd	1/00005310.001	5558	D9028	
6000131495	BP Oil UK Ltd	1/00005309.001	5558	D9029	
6000131496	Avanade UK Ltd	1/00005323	4892	D9062	
6000131497	Peugeot Motor Company PLC t/a Free2M	1/00005307	11321	D9064	
6000131498	Peugeot Motor Company PLC t/a Free2M	1/00005321	6185	D9065	
6000131549	Nespresso	1/00005295	77520	D9069	
6000131550	Travelodge	1/00005300	90196	D9070	
6000131585	Travelodge	1/00005317	4365	D9074	
6000131586	GovX	1/00005322.001	13384	D9075	
6000131600	Travelodge	1/00005318.001	1665	D9076	£220,644.00
February					
6000131784	Nespresso	1/00005295	52308	D9106	
6000131785	GovX	1/00005322	19491	D9107	
6000131786	Travelodge	1/00005317	4232	D9108	
6000131787	Travelodge	1/00005300	41785	D9110	
6000131878	Nespresso	1/00005332.001	4726	D9111	
6000131879	Avanade UK Ltd	1/00005324	2582	D9113	
6000131880	Avanade UK Ltd	1/00005333	9090	D9114	
6000131922	BP Oil UK Ltd	1/00005336	13033	D9115	
6000131923	Nespresso	1/00005335	1753	D9116	
6000131924	Avanade UK Ltd	1/00005339	1956	D9117	
6000131959	BP Fleet Europa (Germany)	1/00005337	5450	D9140	£156,406.00
March					
	GovX	1/00005322	17498	D9144	
	Travelodge	1/00005317	5343	D9145	
	Travelodge	1/00005300	53233	D9146	

Once Centaur has processed and raised the invoices, they will send us over the copies. We then take the invoice number from each invoice (600001234) and add those to our tracker (screenshot above) in column A.



INVOICE

Page 1 of 1

XEIM Limited
Company Registration No: 05243851

To

BP Fleet Germany
BP Europa SEZentraler Rechnungseingang
Aral Fleet Solutions
Fleet Marketing GY
Wittener Straße 45
Bochum
44789

Invoice No. 6000131959

Invoice Date 28/02/2023

Ordered By

Customer No. BPF020

Customer VAT No. DE118616994

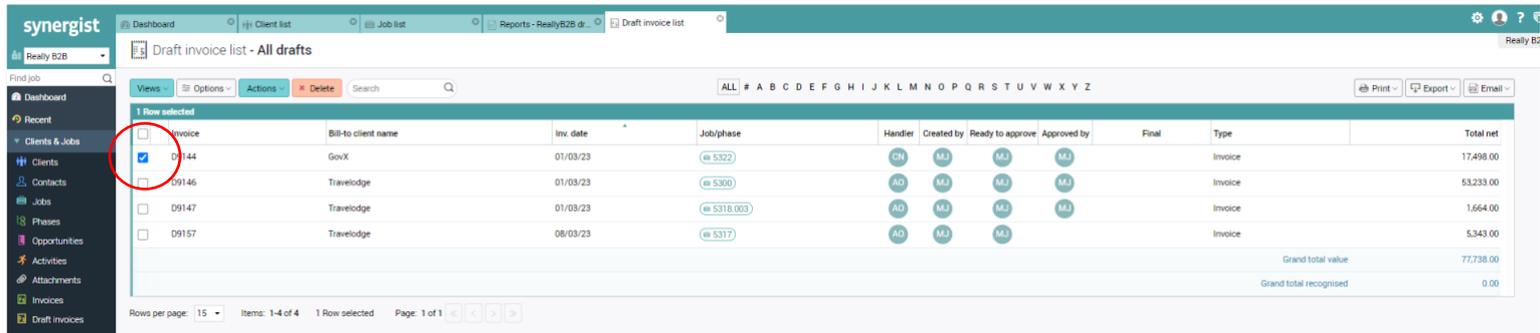
Order No. 700052199

External Order Ref. 9140

PO Number/Ref 3001100445

Description	Qty	Net (GBP)	VAT Amount (GBP)	VAT % Rate	Amount (GBP)
5337.001 Feb Germany Delivery account management - 22 Campaign Extension	1.00	2,725.00	0.00	0.0	2,725.00
5337.002 Mar Germany Delivery account management - 22 Campaign Extension	1.00	2,725.00	0.00	0.0	2,725.00
Net Total in GBP					5,450.00
VAT Total in GBP					0.00
Total in GBP					5,450.00

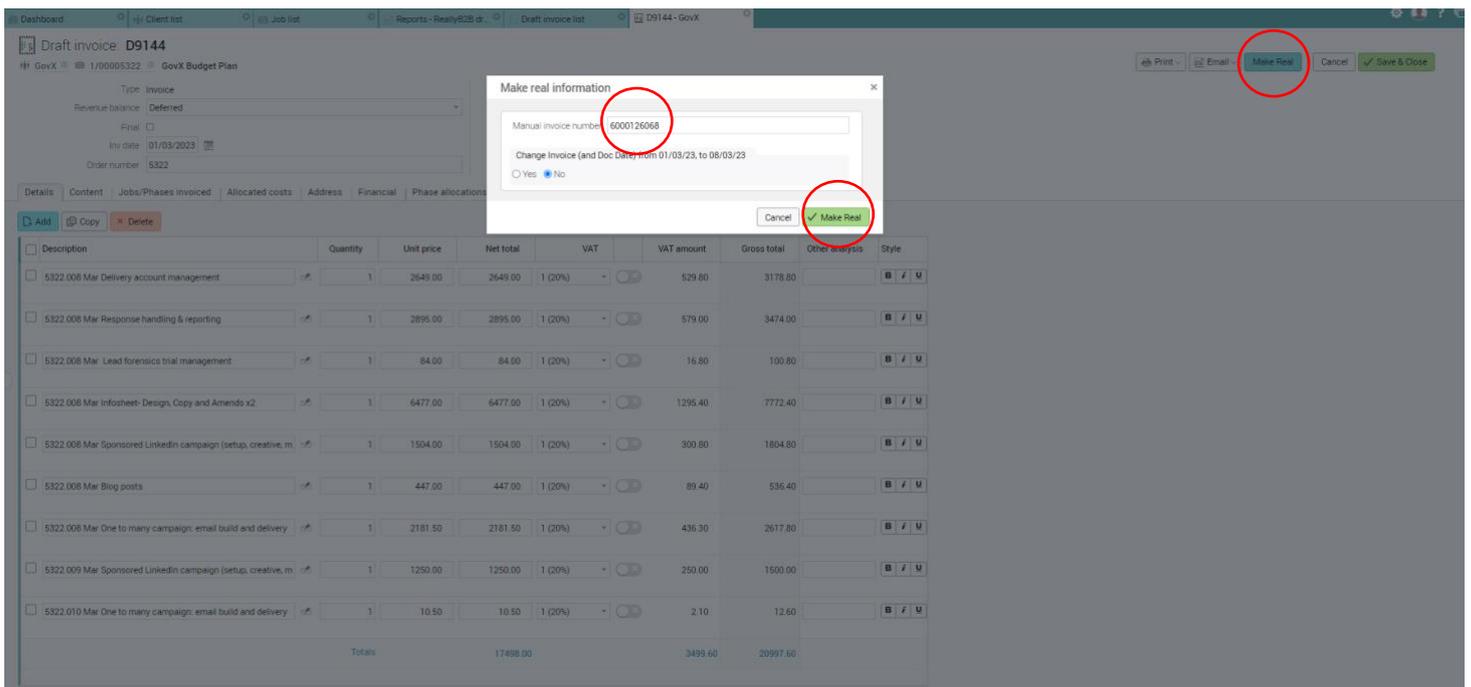
We can then take our invoice numbers and make the invoices real in Synergist. Go to your draft invoices and click into the first invoice



The screenshot shows the 'Draft invoice list - All drafts' in Synergist. A table lists draft invoices with columns for Invoice, Bill-to client name, Inv. date, Job/phase, Handler, Created by, Ready to approve, Approved by, Final, Type, and Total net. The first row, invoice D9144, is selected. A red circle highlights the 'Draft Invoices' link in the left sidebar.

Invoice	Bill-to client name	Inv. date	Job/phase	Handler	Created by	Ready to approve	Approved by	Final	Type	Total net
<input checked="" type="checkbox"/> D9144	GovX	01/03/23	5322	CH	MJ	MJ	MJ		Invoice	17,498.00
<input type="checkbox"/> D9146	Travelodge	01/03/23	5300	AG	MJ	MJ	MJ		Invoice	53,233.00
<input type="checkbox"/> D9147	Travelodge	01/03/23	5318.003	AG	MJ	MJ	MJ		Invoice	1,664.00
<input type="checkbox"/> D9157	Travelodge	08/03/23	5317	AG	MJ	MJ			Invoice	5,343.00
Grand total value										77,738.00
Grand total recognised										0.00

We have already made sure the draft invoice was correct but check again the totals have pulled through correctly and select MAKE REAL. Now you can add the 600001234 invoice we noted on the sales invoice tracker. Click make real again.



The screenshot shows the 'Draft invoice: D9144' in Synergist. A 'Make real information' dialog box is open, with 'Manual invoice number' set to 6000126068 and 'Change Invoice (and Doc Dates from 01/03/23, to 08/03/23)' set to 'No'. A red circle highlights the 'Make Real' button in the top right corner of the invoice view, and another red circle highlights the 'Make Real' button in the dialog box.

Description	Quantity	Unit price	Net total	VAT	VAT amount	Gross total	Other analysis	Style
5322.008 Mar Delivery account management	1	2649.00	2649.00	1 (20%)	529.80	3178.80		B / F / U
5322.008 Mar Response handling & reporting	1	2895.00	2895.00	1 (20%)	579.00	3474.00		B / F / U
5322.008 Mar Lead forensics trial management	1	84.00	84.00	1 (20%)	16.80	100.80		B / F / U
5322.008 Mar Infosheet-Design, Copy and Amendo x2	1	6477.00	6477.00	1 (20%)	1295.40	7772.40		B / F / U
5322.008 Mar Sponsored LinkedIn campaign (setup, creative, m	1	1504.00	1504.00	1 (20%)	300.80	1804.80		B / F / U
5322.008 Mar Blog posts	1	447.00	447.00	1 (20%)	89.40	536.40		B / F / U
5322.008 Mar One to many campaign: email build and delivery	1	2181.50	2181.50	1 (20%)	436.30	2617.80		B / F / U
5322.009 Mar Sponsored LinkedIn campaign (setup, creative, m	1	1250.00	1250.00	1 (20%)	250.00	1500.00		B / F / U
5322.010 Mar One to many campaign: email build and delivery	1	10.50	10.50	1 (20%)	2.10	12.60		B / F / U
Totals			17498.00		3499.60	20997.60		

We also need to add the invoice number to our RR lines. Go back into the billing plans and go into each RR line that are related to the invoice.

Example Below: We have just raised the Jan invoice 6000131586 for GovX so all the Jan RR lines need to be updated. The invoice number is added to the Detail box.

 Billing plan

GovX 1/00005322.001 Jan Account Management

Total quoted	£0.00
Total est purchase costs	£0.00
Remaining left to plan on phase	-£13384.00

Month: Jan

Fixed date Relative date

Date: 02/01/2023

Locked

by Melody Johnson on 30/01/2023 at 10:48am

%	Planned value	Notional costs	Profit forecast
0.00	0.00	0.00	187.00

Recognise value 187.00

Manual planned value

Synchronise planned value with quote

Comments: 5322.001 Jan Lead forensics trial setup RR

Detail: 6000131586

Created by Melody Johnson on 09/01/2023 at 10:51am

Billed in period: £13384.00
Linked invoice: RR1999
Auto generated:
Est PO cost: 0
PO cost: 0

Once we come to month end, we can send the Really sales invoice tracker to Hina so she can check against Agresso.