

The Contractor Billing Module allows the user (contractor) to raise invoices for work carried out on customer or client sites. Customers are held on the system by site location, with details of the service level agreement held. The system recognises that contracts are generally based upon a fixed term agreement, and include a level of labour hours and/or materials for a fixed charge. Contractor Billing is therefore able to automatically raise invoices to cover the agreement, with the simple click of a mouse button.

IMPACTxp also recognises that the contractor may occasionally be called upon to undertake work outside of the normal service level agreement. The user is therefore able to create ad-hoc invoices, for labour and/or materials used during a call-out, according to user definable customer mark-up percentages. Contractor Billing also provides the user with a facility to enter full or partial credit notes against an invoice. A full audit trail report highlights changes to contracts and invoices.

The benefits of utilising The Contractor Billing Module include:

- The ability to auto invoice leading to human error reduction*
- Standardisation of contract types*
- The comparison of actual costs against contract sales*
- Automatic mark-up of costs on ad-hoc invoices*

● Simple Recording of Contract Types

The Contractor Billing Module provides a facility for the user to simply log the varied contract types that can be offered to potential and existing customers. A maintenance contract may include any of the following:

- Internal Labour*
- Internal Materials*
- External Labour*
- External Materials*
- Call Out Fees*
- Consumables*

A comprehensive service might therefore include all service elements, for a fixed price. However, a fixed price contract may be limited to providing internal labour and all other services would therefore be charged separately as and when required.

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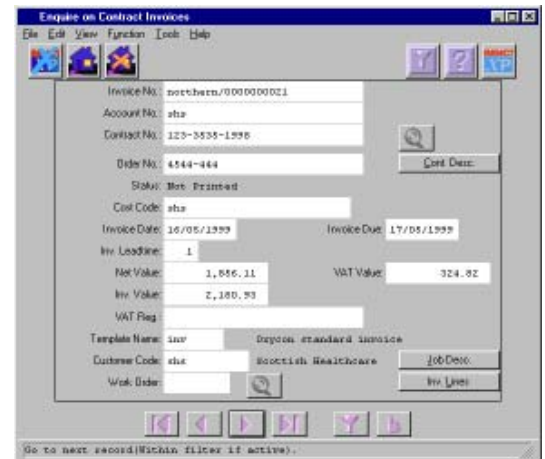
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[Enquire On Contract Invoices]

● Customer Record Maintenance

Each client is registered on the system with the relevant address, telephone numbers and contact names (up to ten). The user also records the customers native unit of currency.

In anticipation that the customer may request work outside of the terms of the standard contract, the user also details any percentage mark-ups that are to be added to chargeable items such as labour or materials.

● **Current Contracts**

A contract record is simply created by selecting a contract type, for each customer site. A unique feature of the IMPACTxp System is the ability to auto invoice. A contract value is therefore entered for the year, with an invoicing frequency number. The system ascertains the invoice value, which is then produced on each due date.

The system automatically enters the customer mark-up percentages onto the contract record. However, the user is able to change these details in recognition that certain sites may have greater or lesser mark-ups.

● **Ad Hoc Work**

When the customer requests maintenance or repair work outside of the standard contract terms, a work order is created in the Base Module. A contract number is entered onto the work order and the system automatically integrates into the Contractor Billing Module for contract information. The user is able to specify if the work order is a chargeable or non-chargeable item. This means that although the work is for ad-hoc items not covered by the contract, the user is able to provide it free of charge. If the work order is chargeable, the system checks the customer contract details to ascertain which items are not covered by the contract and are therefore to be charged. The work order is completed in the usual way and the system records the actual cost to the user/contractor.

● **Regional Security**

The main function of the Contractor Billing Module is the generation of invoices. However, a certain level of security is needed to prevent staff from creating and/or amending invoices without the proper level of authority. For this reason, the IMPACTxp administrator has the ability to specify passwords for those able to enter this part of the system. Passwords and the raising of these invoices are by region. This means that larger contracting organisations with many regional contracts can be controlled by different staff but from one central system.

● **Auto Update Invoicing**

The user is able to generate invoices by region and by date using the “Auto Invoicing” program after the system has verified the users authority. The system then checks all contracts that are set up for auto invoicing. If the due date on any contracts is less than or equal to the date entered, an invoice will be raised. The system also checks

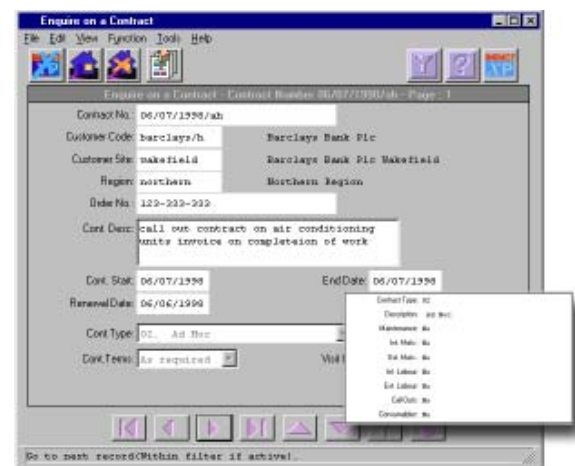
the work order file for any “contractor billing” work orders that have been completed and ad-hoc invoices are created. The system automatically adds the relevant mark-up percentages and tax lines, with the actual costs to the user remaining on the work order for reference purposes.

● **Invoice adjustments and completion**

The IMPACTxp System allows margin for change. This means that the user is able to adjust the invoices after they have been generated. They can also be printed numerous times before verification. However, invoice details are confirmed by informing the system that a print is final. They cannot then be adjusted after this final print. Invoices can be printed using two different templates, as standard. However, the user is able to design unique print formats, in recognition of standard company layout. When payment has been received, invoices can be completed and closed down with the simple click of a button. If for any reason a customer has been invoiced incorrectly, the user is able to enter full or partial credit notes against an invoice using a simple screen.

● **Reports**

As standard throughout the IMPACTxp System, there are a number of reports available within the Contractor Billing Module. A graphical cost against sales report for example, indicates the comparative status of internal costs against contract sales by labour and materials. The user can then “drill down” to the relevant work orders that make up the costs.



[Enquire On A Contract]