

## Billing Options

There are no license or sign up fees for using Confirmation – charges are determined based on the request type and number of forms initiated by the auditor to each responder.

Fees are calculated and charged at the time of initiation with all payments made by credit card.

There are two credit card payment methods available on Confirmation:

Individual Credit Card	Office Credit Card
<ul style="list-style-type: none"> <li>• Users enter card details when sending requests.</li> <li>• Typically a firm/office credit card is used.</li> <li>• Personal cards can also be used, with the user submitting an expense claim back to the firm.</li> <li>• Default method for all newly registered firms.</li> </ul>	<ul style="list-style-type: none"> <li>• Firms can link a central credit card to one or more offices.</li> <li>• One or more users are nominated to become Supervisors to oversee billing and usage.</li> <li>• All confirmations sent by users in the selected office(s) are charged to the central credit card.</li> </ul>

### Office Credit Card Setup

If you would like to link a central credit card for your office(s), please complete the Credit Card Payment Authorisation Form and return to Asia Pacific Customer Support at [support@apac.confirmation.com](mailto:support@apac.confirmation.com).

### Payment Reconciliation

To assist in payment reconciliation, client billing reports and office billing reports are available for download via the Reports tab, at any time. To access Office billing reports, firms must nominate one or more Supervisors for the office. While strongly recommended for offices using an Office Credit Card, Supervisors can be nominated regardless of billing method.

	Standard users	Supervisors
Send confirmations	✓	✓
Client billing reports	✓	✓
Office billing reports	✗	✓
User management	✗	✓
Client management	✗	✓
Suitable for	Firms with low volumes	Frequent users
Setup	Default option	Contact support

### Available Reports

There are 13 different reports available in Confirmation, allowing users to track their requests and results. Of the 13 reports, eight are available to auditors, with the other five requiring Supervisor access. To run a report you need to:

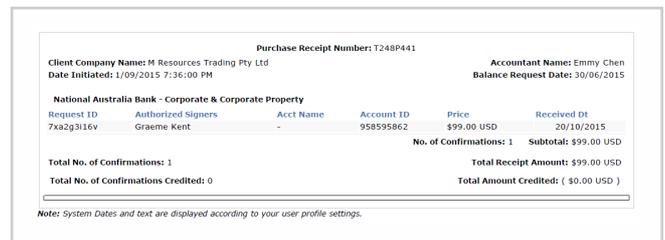
1. From the "Select Report" drop-down, choose the report you wish to run.
2. Select your report filter options.
3. Click "view" to generate results.
4. If desired, click "export" to open the report in Excel.

### Billing Summary Report

The Billing Summary Report provides transaction information for a selected client and As of Date.

This report includes all associated charges and credits related to the confirmation activity for the client and is available to all user types.

This report is best for reporting on an individual client basis.



Request ID	Authorized Signers	Acct Name	Account ID	Price	Received Dt
7xa2g3i16v	Graeme Kent	-	958595862	\$99.00 USD	20/10/2015

**Total No. of Confirmations: 1**      **Total Receipt Amount: \$99.00 USD**  
**Total No. of Confirmations Credited: 0**      **Total Amount Credited: ( \$0.00 USD )**

### Office Activity Report

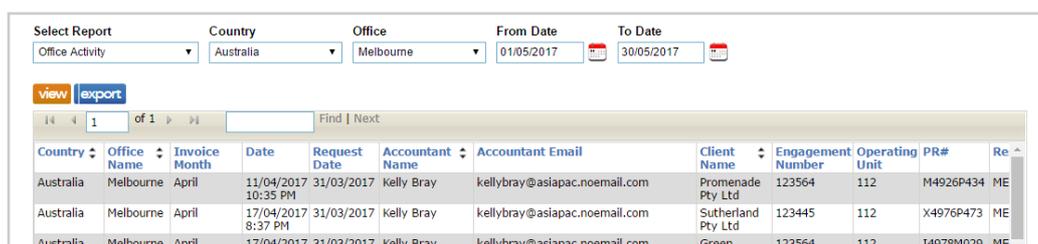
The Office Activity report provides details of all confirmations processed across a date range by auditors belonging to the office(s) that the nominated Supervisor oversees.

This report can be used for client billing reconciliation purposes and is best for reporting on an office wide basis. Staff submitting confirmations are encouraged to include an Engagement Number (i.e. client charge code) to help facilitate the reconciliation process.

Information provided in the Office Activity report includes:

- Office Name
- Invoice Month
- Date (initiated)
- Request date (As of Date)
- Auditor Name
- Auditor Email
- Client Name
- Engagement Number
- PR# (Purchase Receipt)
- Responder Quantity
- Price
- Total
- Currency
- Card Indicator
- Last 4 Card Numbers

This report is only available for Supervisor users.



Country	Office Name	Invoice Month	Date	Request Date	Accountant Name	Accountant Email	Client Name	Engagement Number	Operating Unit	PR#	Re
Australia	Melbourne	April	11/04/2017 10:35 PM	31/03/2017	Kelly Bray	kellybray@asiapac.noemail.com	Promenade Pty Ltd	123564	112	M4926P434	ME
Australia	Melbourne	April	17/04/2017 8:37 PM	31/03/2017	Kelly Bray	kellybray@asiapac.noemail.com	Sutherland Pty Ltd	123445	112	X4976P473	ME
Australia	Melbourne	April	17/04/2017	31/03/2017	Kelly Bray	kellybray@asiapac.noemail.com	Green	123564	112	I4978M029	ME