

Task	Description	
<input type="checkbox"/>	Draft invoices	Check to make sure that your draft invoices are empty, if you have any draft invoices you should approve these at this point.
<input type="checkbox"/>	Account invoice settings	<p>Check your accounts to make sure all active accounts have the following</p> <ul style="list-style-type: none"> <li>• Emailed copy of the invoices               <ul style="list-style-type: none"> <li>○ They have a valid email address</li> <li>○ Email invoices is ticked</li> </ul> </li> <li>• Printed copy of the invoices               <ul style="list-style-type: none"> <li>○ Print invoice is ticked</li> </ul> </li> </ul>
<input type="checkbox"/>	Batch Sheets	<p>Check your batch sheets for the following –</p> <ul style="list-style-type: none"> <li>• Are the dates of the batch sheets correct?</li> <li>• Have the batch sheets been completed and approved?</li> </ul> <p>If batch dates are not within the period that you are billing for, your batch sheet will not be transferred for billing. The same occurs if the batch sheet is unapproved.</p>
<input type="checkbox"/>	Calendars	Go to calendars and validate that there are no provisional reservations for the period which you are invoicing – the easiest way to do this is to look for blue bookings in the list view
<input type="checkbox"/>	Unbilled Charges Report	<p>Run and download the unbilled charges report for the period which you will be invoicing –</p> <ul style="list-style-type: none"> <li>• Check that the unbilled charges report shows your calendar bookings, call charges, catering and any other ad hoc items that may have been added during the period.</li> <li>• Download and save this report</li> </ul>
<input type="checkbox"/>	Expired Licences	Only If you use auto renewals, check your licences tab to see whether there are any licences which have expired that you would expect to still be billing.
<input type="checkbox"/>	Pre-Bill Run Report	<p>This report shows everything that you will be invoicing for the “period up to” that you select. The bill up to date should be the last day of the period you are invoicing.</p> <ul style="list-style-type: none"> <li>• Check that the periods you are invoicing are correct – e.g if you are invoicing for September and do not bill in advance the from should be 01/09/2017 and the to should be 30/09/2017</li> <li>• Check that the values are correct – if you look at the total value, how does this compare to previous months</li> </ul>