INVOICING CHECKLIST

1. ENTER THE BOOKINGS

- Include any new arrears items.
- Make sure the advance charges have the correct charge date.
- Jot down the advance booking charge date.

2. MAKE ANY CANCELLATIONS AND CANCELLATION CREDITS

3. ENTER THE PAYMENTS RECEIVED AND REFUNDS

4. ENTER ACCOUNT HOLDER CREDITS & CHARGES

- From View A Family's Accounts

Now you've entered all that data **make a backup!**

5. CREATE THE INVOICE BATCH

- Use an appropriate cut-off date.
- The advance booking charge date is a good choice.
- Use the level of detail that suits your invoicing period.

6. CHECK THE INVOICE BATCH

- Use the gold Group Tree button to skim through the invoices.
- If you find any errors delete the invoice batch and correct the errors.

7. CREDIT CONTROL

- Produce a Credit Control Graph.
- If necessary produce some Reminders.

Now you've done all that **make a backup!**

8. PRINT AND DISTRIBUTE THE INVOICES

- Include any reminders that are required.

(See the Cancellations, Credits and Refunds Mini Guide if you are at all uncertain about steps 2, 3, and 4)

End