

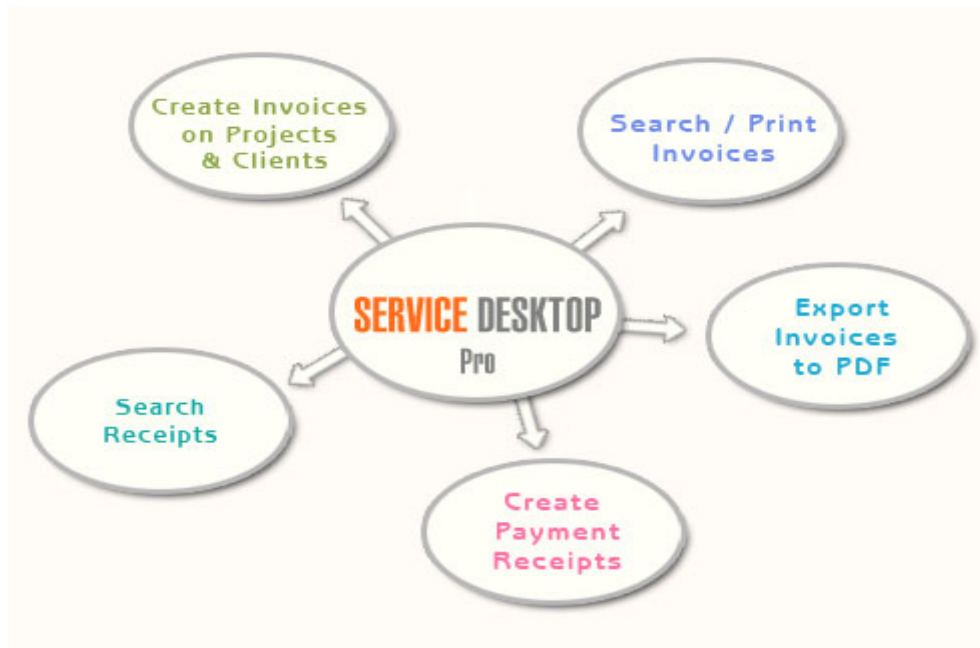


Billing Management With Service Desktop **Pro**

Manage Your Invoices & Payment Receipts !!!!

Billing Management in Service Desktop Pro refers to the integrated set of activities involving Invoice Generation & Payment Receipts Generation. Billing and Invoicing initiate the revenue collection process. Timely generation of invoices and dispatch to clients results in quicker revenue generation and when compared with actual payment receipts, enables you to schedule client payment reminders without infuriating the client because of multiple reminders or untimely presentation.

A Billing Software System needs to be in place that lets you generate timely invoices on finished or semi-finished projects as per the contract and to create payment receipts when actual payment is received against an invoice. A client may pay in phases, hence the system should be able to generate multiple receipts on the same invoice and add up the net figure receipt.



Invoices:

Service Desktop Pro takes the trouble out of manually creating and processing invoices and payments and enables you to generate invoices on projects and clients through a standardized interface. Invoices may include billable expenses against a project or client and add the same to the final figure. Taxes and Discounts can also be calculated. Upon generation, invoices can be printed or exported to a popular file format like PDF for transmission to clients.

You can generate your own Invoice numbers or else the system can auto generate incremental Invoice number for you. Invoice can be generated in multiple currencies and can be set off against your selected base currency by adjusting the exchange rate.

Payment Receipts:

Payment receipts against invoices can be recorded quickly. Multiple receipts can be generated against an invoice in case the client chooses to pay in installments or phases. Subsequent receipts can automatically calculate the amount due against the invoice.

In the Receipt generation screen you can see history of any previous Receipts generated against the same invoice and allows you to generate receipt against the balance amount only, thereby preventing unwanted accounting errors.