Overview

This document outlines the set up of Repetitive Billing charges for the purpose of correctly billing and management reporting through the Sales Analysis Report.

The first point to make is that PowerForce works through "hours" for all reporting as its lowest common denominator, whereas in a scenario of repetitive billing you will more than likely speak in terms of Charge per Period, such as $ / Fortnight or $ / Month for regular services.

To achieve this common goal, PowerForce manages the reporting setup via the use of a "Repetitive Amortised Rate", allowing you to invoice in period charges and yet report based on the lowest common denominator in the system – hours.

We will walk you though the steps of calculating out the repetitive amortised rate. If you know the rate, you can go directly and enter it, in which case this document will serve to demonstrate how the various data elements come together on the Management Sales Analysis reports.

Getting Started: [Navigator / Clientele / Client Contracts]

What we'll start with is a scenario where a customer has defined the monthly charge rates against a client contract. We therefore need to convert these numbers into hourly rates. We'll follow the example of where the values representing a periodic charge (in this example, the fortnightly charges).

To get started, we'll go to Clientele / Client Contracts, and the "Repetitive Charges" tab. Here we see 2 services being charged out. The challenge is to convert the $9693.60 per month into an Amortised Hourly Rate. If you're the one who set this up, you'll probably know the answer, however, what we'll do here is to work our way through the system to calculate out the amortised rate ourselves.

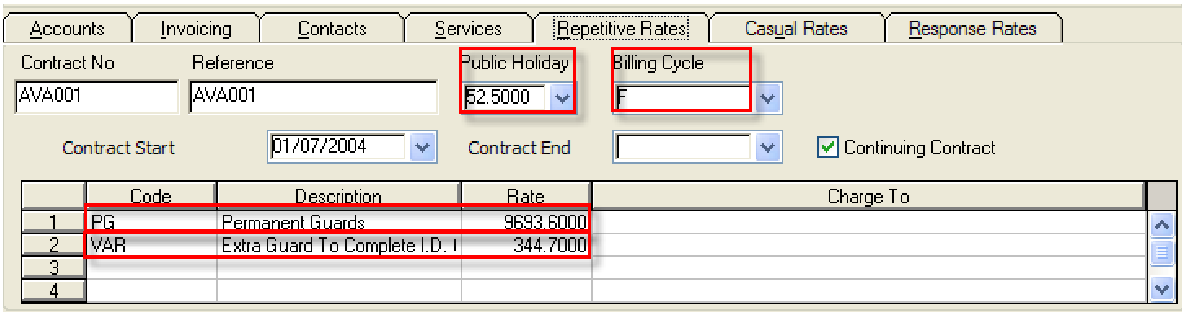


Figure 1 - Checking the Client Repetitive Charges

Double-click on the “PG” – Permanent Guards and you will be shown the charges details screen (Figure 2).

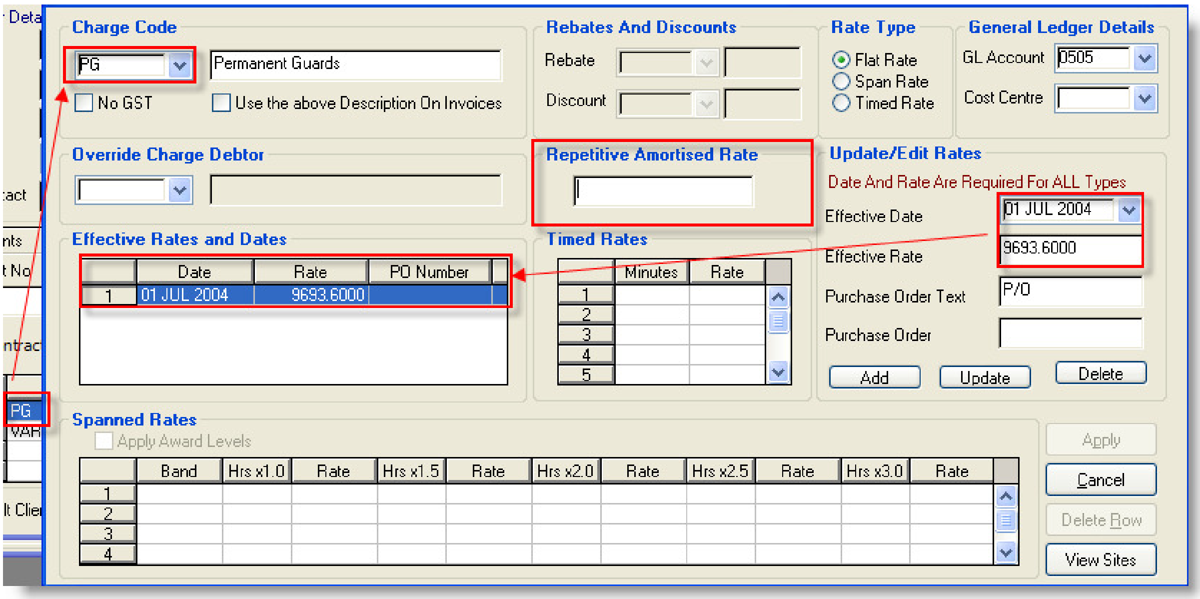


Figure 2 – Details of the PG (Permanent Guards) Charges

Figure 1 shows what the Repetitive Rates tab looks like. It shows a “Billing Cycle” of “F”, which if you drop down on the field (Figure 3), will show you the configuration for “F” – being 14 days, with 26 payments per annum (Figure 4).

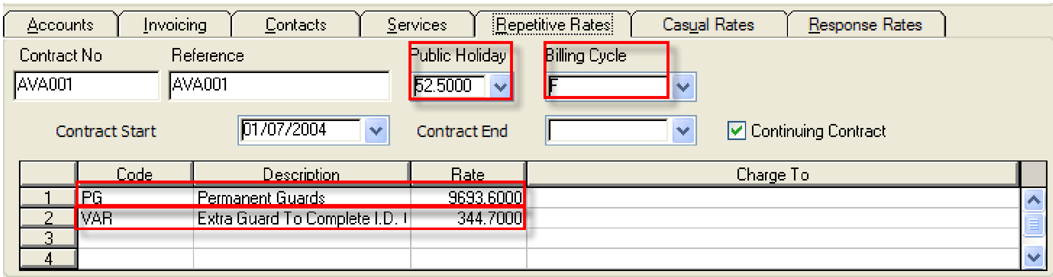


Figure 3- Repetitive Charges Tab

Therefore, we have 26 fortnightly payments, where the total fortnightly value is $9693.60.

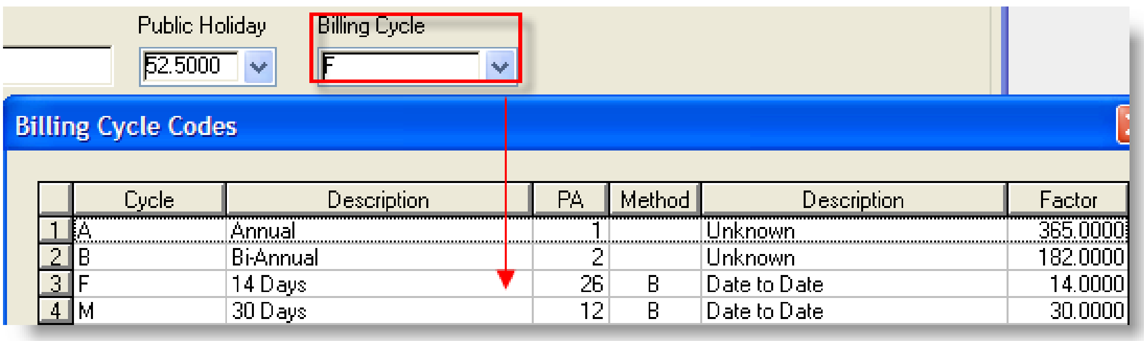


Figure 4 - Details of the Billing Cycle Codes

Working Through

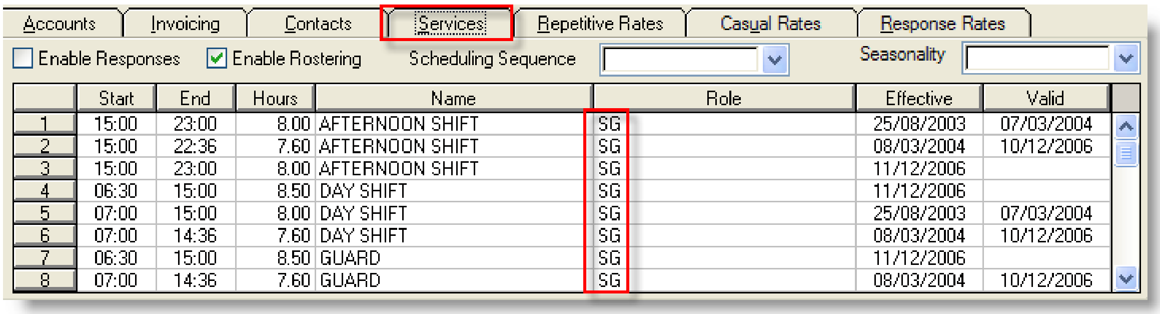


Figure 5 - Contracted Services

Switching from the Repetitive Rates tab to the Services tab identifies the various services that are covered by the rates we have been investigating.

Double-click on one of the lines corresponding to a shift will take us to the Client Work Schedules, which in themselves are the details of the services to be provided to cover this particular contract (as per Figure 1).

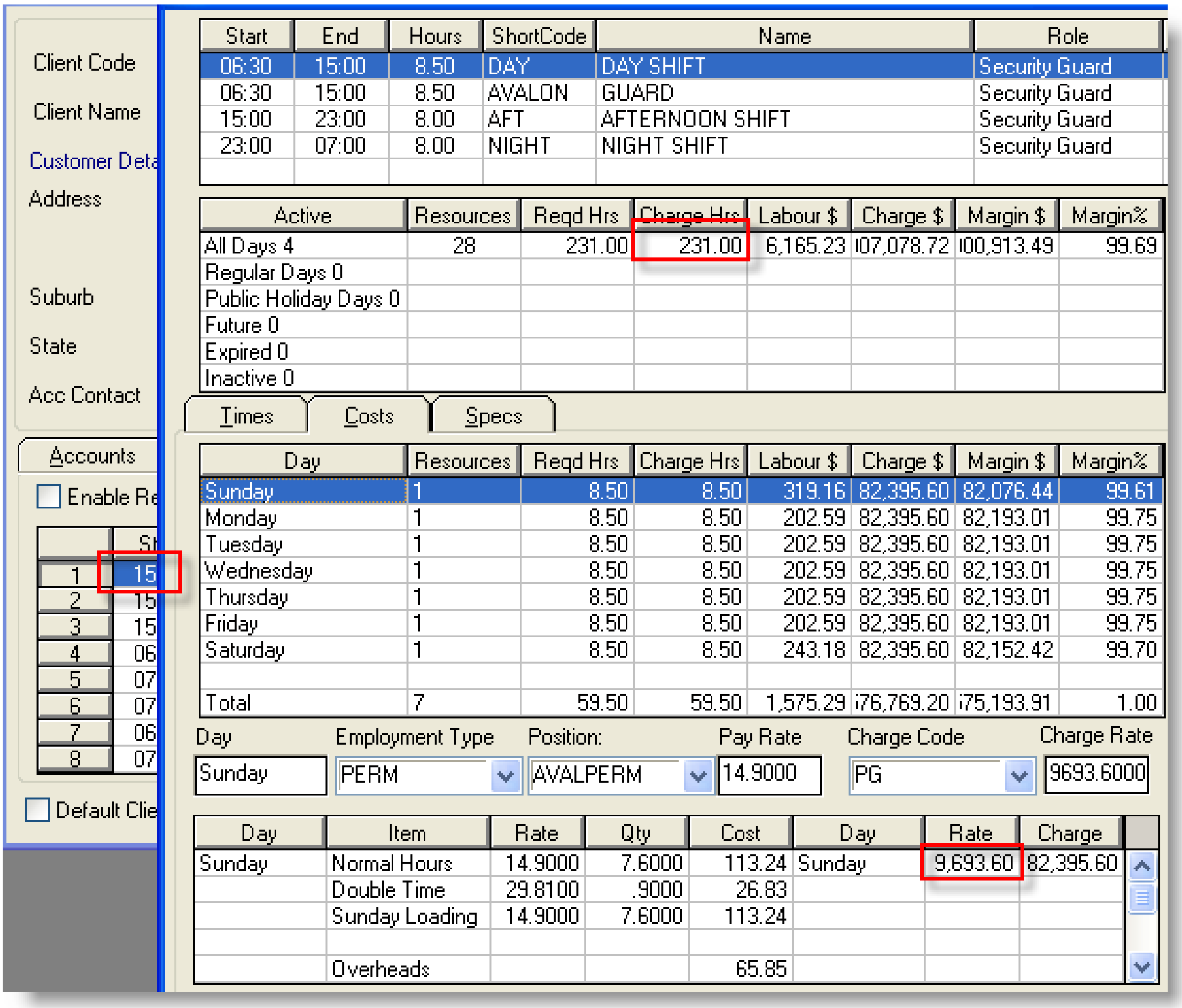


Figure 6 - Work Schedule Details

The above screen (Figure 6) shows the service consist of 231 hours per period, which we've previously identified as 14 days. Click on the "Costs" tab to view the details of the costs. We can see the incorrect hourly value of $9693.60 has come though rather than the amortised hourly rate, so let us work this backwards and correct the Client Contracts entry.

We need to correct this to reflect the $9693.60 as being the total charges for the 14 day period.

Calculating the Hourly Rate

Just before we go too much further, we also need to take a quick look at the 2nd service being provided, and as you can see below the "VAR" service has a total charge out of $344.70 per period (fortnight in this example).

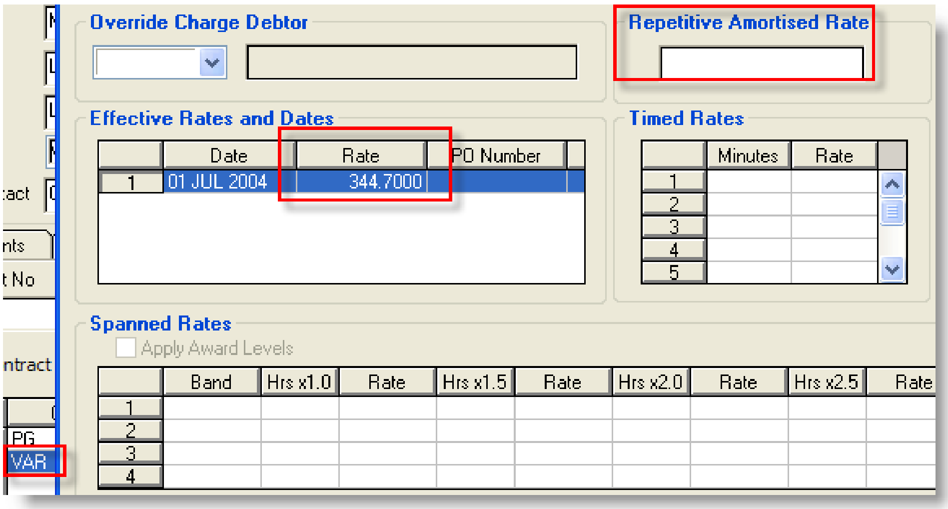


Figure 7 - 2nd Service Details

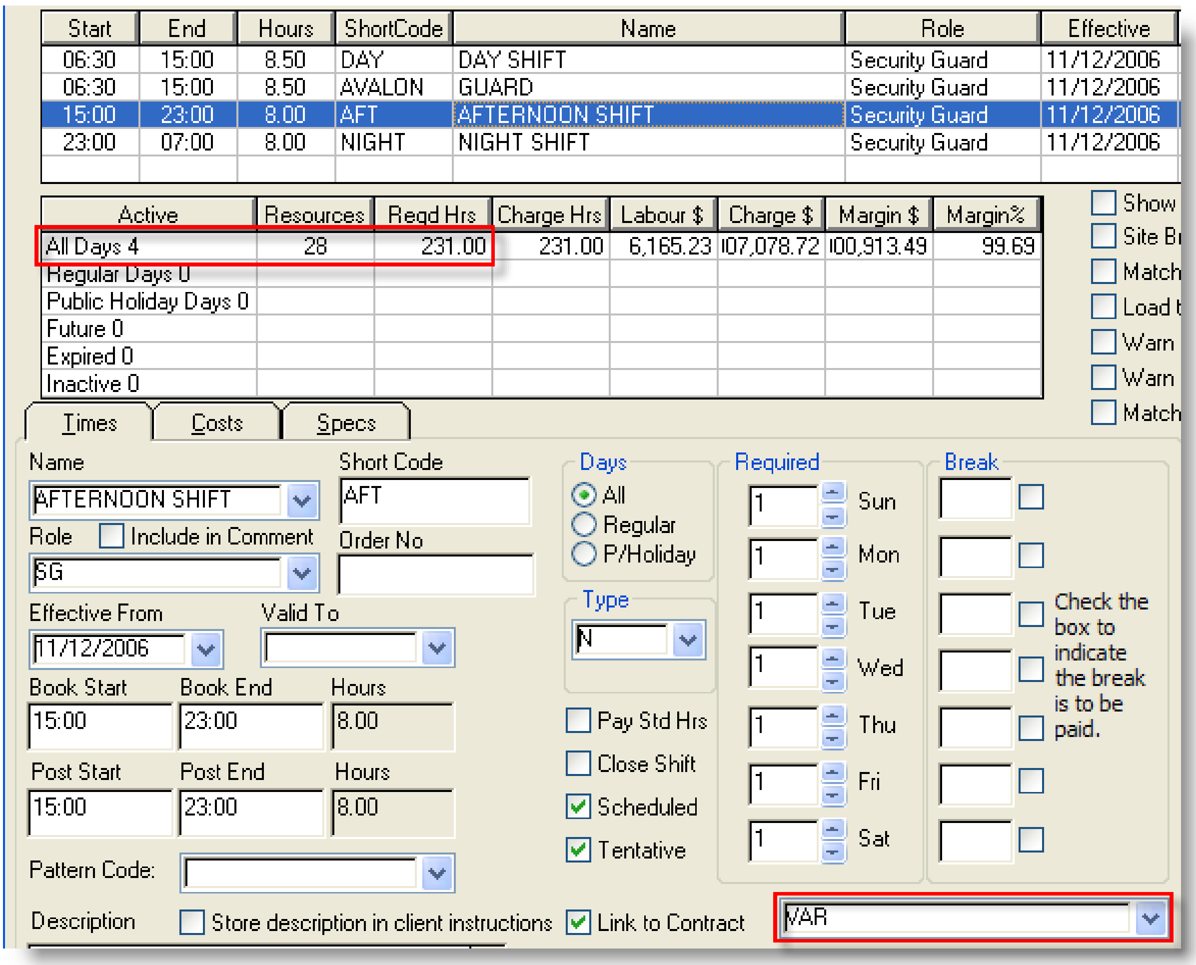


Figure 8 - Coverage Details for VAR service

What we want to keep an eye on at this moment is that the Client Repetitive Rates have been identified as the charges for a period of 14 days, whereas the details shown in the Work Schedules represent the details on a weekly basis. The distinction will become clear as we proceed to work the numbers.

The Activity Summary (Figure 8 highlighting All Days 4), is a summary for all the contracted services, but we need to break these up into the two PG & VAR services.

By walking through the shift summary in Figure 8 (that is the detail lines of DAY SHIFT, GUARD, AFTERNOON SHIFT), we come across the linkage to the "VAR" service, and it is the AFTERNOON SHIFT. As you can see this details 1 guard, 7 days a week, 8 hours per day:

1 x 7 x 8 = 56 hours (per week for the VAR service).
231 – 56 = 175 hours (per week for the PG service)

Now, to calculate out an amortised rate, we'll need to double the above values as the charges as for the fortnight.

$9693.60 / (2 x 175)	= $9693.60 / 350	
	= $ **27.696**	(PG) Amortised Rate
$ 344.70 / (2 x 56)	= $ 344.70 / 112	
	= $ **3.0776**	(VAR) Amortised Rate

We now need to enter these new hourly rates into the Repetitive Amortised Rate field of the Client Contracts. Having completed the entry of the amortised hourly rate, we return to the Costs tab of the Work Schedules.

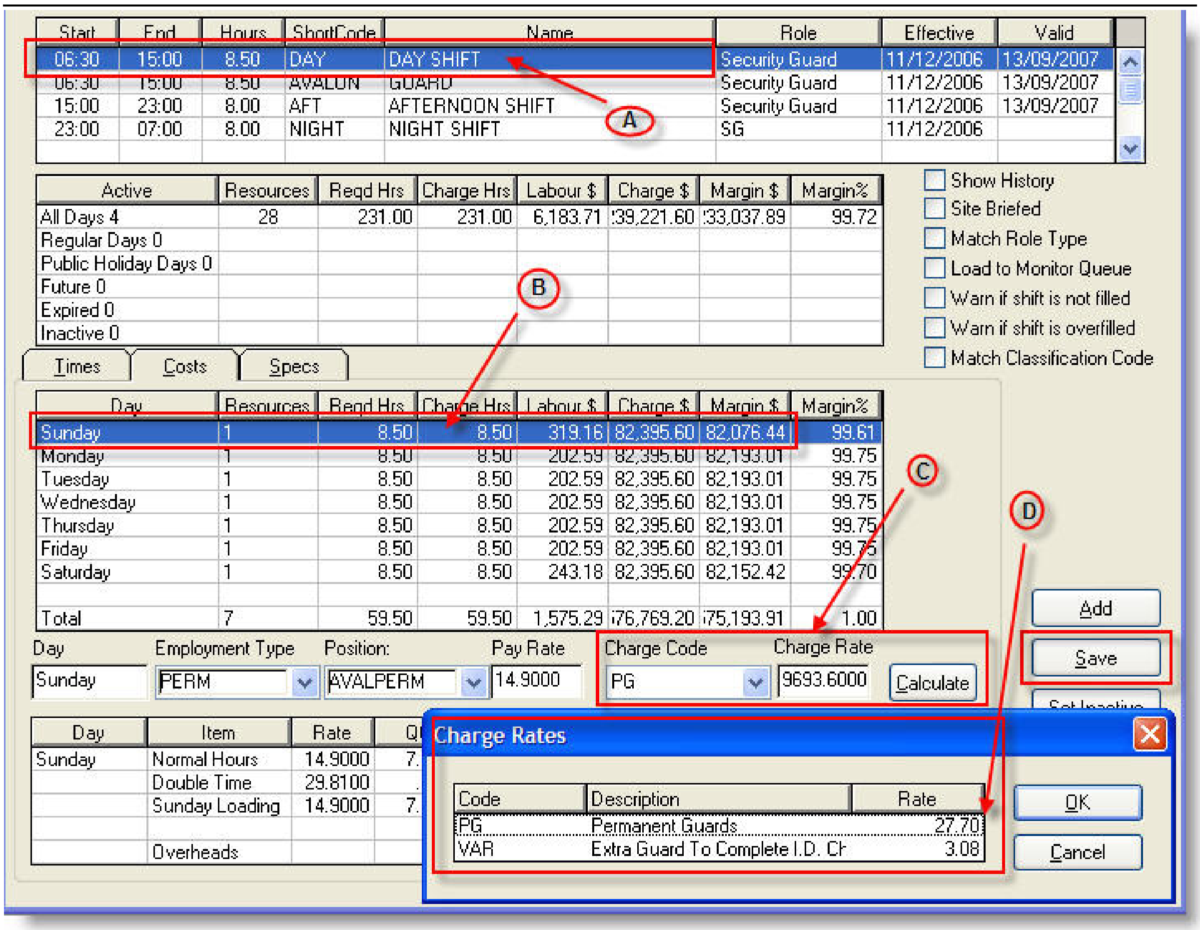


Figure 9 - Correcting the Hourly Rate

Now that the Repetitive Amortised Rate has been entered, we need to re-calculate the values already defined here in the Work Schedules. Following the fields in Figure 9:

1. Click on one entry at a time at (A)
2. As each entry at (B) popup up – e.g. Sunday in the above example.
3. Go to the Charge Code popup (C), and select the correct charge code. Now in this first instance above, the charge code is “PG”, which is the correct code; however, the rate is still incorrect, so you actually have to click on the Charge Code to get a list of the available charge codes.
4. The details as at (D) will show up. In this example instance select “PG” again, and you see that the new Repetitive Amortised Rate value is showing. Click Ok.
   - Click on the “Calculate” button. This will set the Charge Rate to the new value and the Sunday line will now read the newly calculated values.

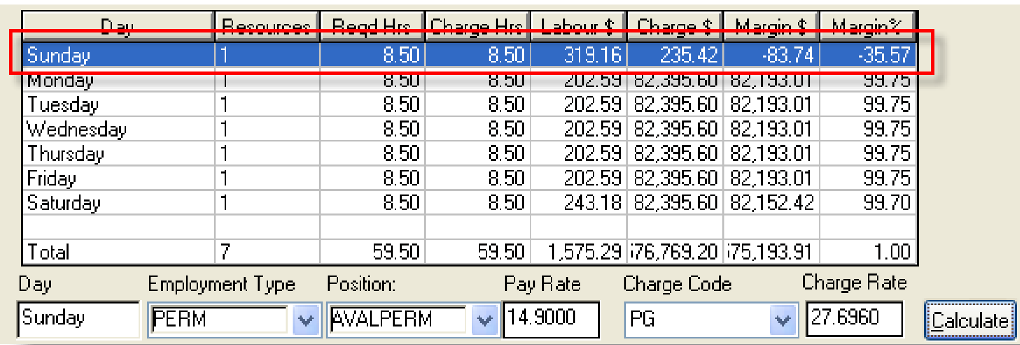
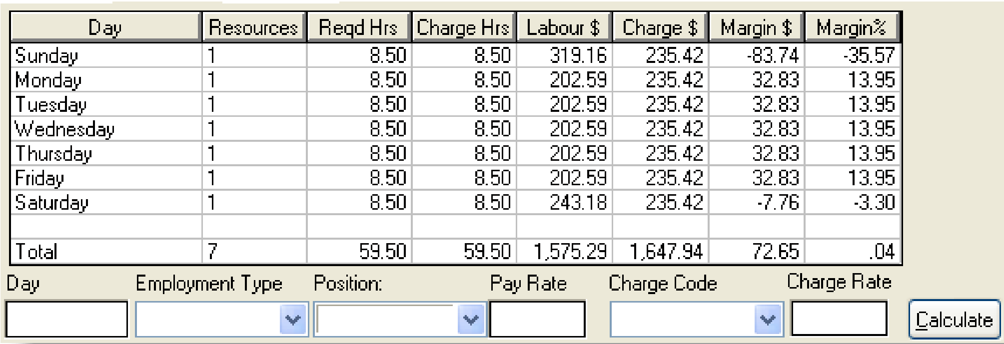


Figure 10 - Working through the recalculations

After we’ve completed the same procedure for each line, press the “Save” button to save the details relating to this activity entry (as noted at A).



Day	Resources	Reqd Hrs	Charge Hrs	Labour $	Charge $	Margin $	Margin%
Sunday	1	8.50	8.50	319.16	235.42	-83.74	-35.57
Monday	1	8.50	8.50	202.59	235.42	32.83	13.95
Tuesday	1	8.50	8.50	202.59	235.42	32.83	13.95
Wednesday	1	8.50	8.50	202.59	235.42	32.83	13.95
Thursday	1	8.50	8.50	202.59	235.42	32.83	13.95
Friday	1	8.50	8.50	202.59	235.42	32.83	13.95
Saturday	1	8.50	8.50	243.18	235.42	-7.76	-3.30
Total	7	59.50	59.50	1,575.29	1,647.94	72.65	.04

Figure 11 - All the data recalculated

Repeat this same procedure for each line item at (A); noting that at the line for AFTERNOON SHIFT, we will need to alter the charge rate to “VAR”.