

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 through 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.

	Code	Description	Rate	Charge To
1	PG	Permanent Guards	9693.6000	
2	VAR	Extra Guard To Complete I.D. I	344.7000	
3				
4				

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).

Charge Code
☒ PG Permanent Guards
☐ No GST ☐ Use the above Description On Invoices

Override Charge Debtor

Effective Rates and Dates

	Date	Rate	PO Number
1	01 JUL 2004	9693.6000	

Repetitive Amortised Rate

Rate Type
☒ Flat Rate
☐ Span Rate
☐ Timed Rate

General Ledger Details
 GL Account: 0505
 Cost Centre:

Update/Edit Rates
 Date And Rate Are Required For ALL Types
 Effective Date: 01 JUL 2004
 Effective Rate: 9693.6000
 Purchase Order Text: P/O
 Purchase Order:

Spanned Rates
☐ Apply Award Levels

	Band	Hrs x1.0	Rate	Hrs x1.5	Rate	Hrs x2.0	Rate	Hrs x2.5	Rate	Hrs x3.0	Rate
1											
2											
3											
4											

Timed Rates

	Minutes	Rate
1		
2		
3		
4		
5		

Buttons: Add, Update, Delete, Apply, Cancel, Delete Row, View Sites

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).

Contract No: AVA001 **Reference:** AVA001 **Public Holiday:** 52.5000 **Billing Cycle:** F

Contract Start: 01/07/2004 **Contract End:** ☒ Continuing Contract

	Code	Description	Rate	Charge To
1	PG	Permanent Guards	9693.6000	
2	VAR	Extra Guard To Complete I.D. I	344.7000	
3				
4				

Figure 3- Repetitive Charges Tab

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

Public Holiday: 52.5000 **Billing Cycle:** F

Billing Cycle Codes

	Cycle	Description	PA	Method	Description	Factor
1	A	Annual	1		Unknown	365.0000
2	B	Bi-Annual	2		Unknown	182.0000
3	F	14 Days	26	B	Date to Date	14.0000
4	M	30 Days	12	B	Date to Date	30.0000

Figure 4 - Details of the Billing Cycle Codes

Working Through

Accounts	Invoicing	Contacts	Services	Repetitive Rates	Casual Rates	Response Rates	
☐ Enable Responses	☒ Enable Rostering	Scheduling Sequence			Seasonality		
	Start	End	Hours	Name	Role	Effective	Valid
1	15:00	23:00	8.00	AFTERNOON SHIFT	SG	25/08/2003	07/03/2004
2	15:00	22:36	7.60	AFTERNOON SHIFT	SG	08/03/2004	10/12/2006
3	15:00	23:00	8.00	AFTERNOON SHIFT	SG	11/12/2006	
4	06:30	15:00	8.50	DAY SHIFT	SG	11/12/2006	
5	07:00	15:00	8.00	DAY SHIFT	SG	25/08/2003	07/03/2004
6	07:00	14:36	7.60	DAY SHIFT	SG	08/03/2004	10/12/2006
7	06:30	15:00	8.50	GUARD	SG	11/12/2006	
8	07:00	14:36	7.60	GUARD	SG	08/03/2004	10/12/2006

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).

Client Code	Start	End	Hours	ShortCode	Name	Role		
Client Name	06:30	15:00	8.50	DAY	DAY SHIFT	Security Guard		
Customer Details	06:30	15:00	8.50	AVALON	GUARD	Security Guard		
Address	15:00	23:00	8.00	AFT	AFTERNOON SHIFT	Security Guard		
Suburb	23:00	07:00	8.00	NIGHT	NIGHT SHIFT	Security Guard		
State								
Acc Contact								
Accounts	Active	Resources	Reqd Hrs	Charge Hrs	Labour \$	Charge \$	Margin \$	Margin%
☐ Enable Responses	All Days 4	28	231.00	231.00	6,165.23	107,078.72	100,913.49	99.69
☐ Default Client	Regular Days 0							
	Public Holiday Days 0							
	Future 0							
	Expired 0							
	Inactive 0							
	Times	Costs	Specs					
	Day	Resources	Reqd Hrs	Charge Hrs	Labour \$	Charge \$	Margin \$	Margin%
	Sunday	1	8.50	8.50	319.16	82,395.60	82,076.44	99.61
	Monday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
	Tuesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
	Wednesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
	Thursday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
	Friday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
	Saturday	1	8.50	8.50	243.18	82,395.60	82,152.42	99.70
	Total	7	59.50	59.50	1,575.29	76,769.20	75,193.91	1.00
	Day	Employment Type	Position	Pay Rate	Charge Code	Charge Rate		
	Sunday	PERM	AVALPERM	14.9000	PG	9693.6000		
	Day	Item	Rate	Qty	Cost	Day	Rate	Charge
	Sunday	Normal Hours	14.9000	7.6000	113.24	Sunday	9,693.60	82,395.60
		Double Time	29.8100	.9000	26.83			
		Sunday Loading	14.9000	7.6000	113.24			
		Overheads			65.85			

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).

Override Charge Debtor

Repetitive Amortised Rate

Effective Rates and Dates

	Date	Rate	PO Number
1	01 JUL 2004	344.7000	

Timed Rates

	Minutes	Rate
1		
2		
3		
4		
5		

Spanned Rates

☐ Apply Award Levels

	Band	Hrs x1.0	Rate	Hrs x1.5	Rate	Hrs x2.0	Rate	Hrs x2.5	Rate
1									
2									
3									
4									

PG

VAR

Figure 7 - 2nd Service Details

Start	End	Hours	ShortCode	Name	Role	Effective
06:30	15:00	8.50	DAY	DAY SHIFT	Security Guard	11/12/2006
06:30	15:00	8.50	AVALON	GUARD	Security Guard	11/12/2006
15:00	23:00	8.00	AFT	AFTERNOON SHIFT	Security Guard	11/12/2006
23:00	07:00	8.00	NIGHT	NIGHT SHIFT	Security Guard	11/12/2006

Active	Resources	Reqd Hrs	Charge Hrs	Labour \$	Charge \$	Margin \$	Margin%
All Days 4	28	231.00	231.00	6,165.23	107,078.72	100,913.49	99.69
Regular Days 0							
Public Holiday Days 0							
Future 0							
Expired 0							
Inactive 0							

☐ Show
☐ Site Br
☐ Match
☐ Load t
☐ Warn
☐ Warn
☐ Match

Times **Costs** **Specs**

Name: AFTERNOON SHIFT Short Code: AFT

Role: ☐ Include in Comment Order No: \$G

Effective From: 11/12/2006 Valid To:

Book Start: 15:00 Book End: 23:00 Hours: 8.00

Post Start: 15:00 Post End: 23:00 Hours: 8.00

Pattern Code:

Description: ☐ Store description in client instructions ☒ Link to Contract VAR

Days

☒ All
☐ Regular
☐ P/Holiday

Type

☐ Pay Std Hrs
☐ Close Shift
☒ Scheduled
☒ Tentative

Required

1 Sun
1 Mon
1 Tue
1 Wed
1 Thu
1 Fri
1 Sat

Break

☐ ☐ ☐ ☐ ☐ ☐ ☐

Check the box to indicate the break is to be paid.

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:

$$\begin{array}{rcl} 1 \times 7 \times 8 & = & 56 \text{ hours (per week for the VAR service).} \\ 231 - 56 & = & 175 \text{ hours (per week for the PG service)} \end{array}$$

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

$$\begin{array}{rcl} \$9693.60 / (2 \times 175) & = & \$9693.60 / 350 \\ & = & \$ \quad \mathbf{27.696} \quad \text{(PG) Amortised Rate} \\ \$344.70 / (2 \times 56) & = & \$344.70 / 112 \\ & = & \$ \quad \mathbf{3.0776} \quad \text{(VAR) Amortised Rate} \end{array}$$

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.

Start	End	Hours	ShortCode	Name	Role	Effective	Valid
06:30	15:00	8.50	DAY	DAY SHIFT	Security Guard	11/12/2006	13/09/2007
06:30	15:00	8.50	AVALON	GUARD	Security Guard	11/12/2006	13/09/2007
15:00	23:00	8.00	AFT	AFTERNOON SHIFT	Security Guard	11/12/2006	13/09/2007
23:00	07:00	8.00	NIGHT	NIGHT SHIFT	SG	11/12/2006	

Active	Resources	Reqd Hrs	Charge Hrs	Labour \$	Charge \$	Margin \$	Margin%
All Days 4	28	231.00	231.00	6,183.71	39,221.60	33,037.89	99.72
Regular Days 0							
Public Holiday Days 0							
Future 0							
Expired 0							
Inactive 0							

Day	Resources	Reqd Hrs	Charge Hrs	Labour \$	Charge \$	Margin \$	Margin%
Sunday	1	8.50	8.50	319.16	82,395.60	82,076.44	99.61
Monday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Tuesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Wednesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Thursday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Friday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Saturday	1	8.50	8.50	243.18	82,395.60	82,152.42	99.70
Total	7	59.50	59.50	1,575.29	76,769.20	75,193.91	1.00

Day: Sunday Employment Type: FERM Position: AVALPERM Pay Rate: 14.9000 Charge Code: PG Charge Rate: 9693.6000

Buttons: Add, Save, Calculate, Set inactive

Charge Rates Popup:

Code	Description	Rate
PG	Permanent Guards	27.70
VAR	Extra Guard To Complete I.D. Cr	3.08

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.

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	82,395.60	82,193.01	99.75
Tuesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Wednesday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Thursday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Friday	1	8.50	8.50	202.59	82,395.60	82,193.01	99.75
Saturday	1	8.50	8.50	243.18	82,395.60	82,152.42	99.70
Total	7	59.50	59.50	1,575.29	76,769.20	75,193.91	1.00

Day: Sunday Employment Type: FERM Position: AVALPERM Pay Rate: 14.9000 Charge Code: PG Charge Rate: 27.6960

Buttons: Calculate

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

Day	Employment Type	Position:	Pay Rate	Charge Code	Charge Rate	
						Calculate

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”.