

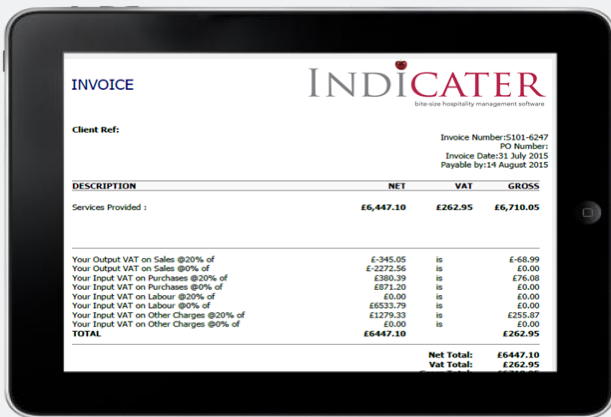
Client Invoicing

The IndiCater Client Invoicing tool provides contract catering and FM providers with a fully automated tool to view and approve their customer invoices **the day after month end**.

Using a sophisticated template process, each invoice, operating statement, budget vs actual (BVA) and other reports are set up to the specifics of each contract. This intelligent tool then picks up transactions captured by **Outlet Bookwork** for Contract Caterers & FM and from our **e-Procurement** and **Employment & HR** modules (if licensed).

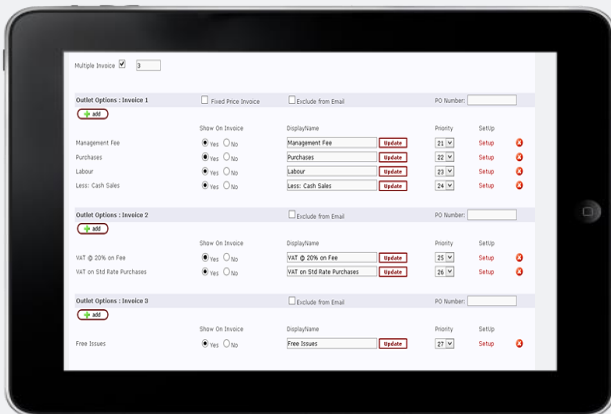
The multi level approval dashboards also enable invoices to be 'adjusted' using a special auditable 'reserves' feature before auto submitting the required reports to customers. This data can then be exported into accounting applications.

One of a range of invoice formats



DESCRIPTION	NET	VAT	GROSS
Services Provided :	£6,447.10	£262.95	£6,710.05
Your Output VAT on Sales @20% of	£-345.05	is	£-68.99
Your Output VAT on Sales @0% of	£-2272.56	is	£0.00
Your Input VAT on Purchases @20% of	£280.39	is	£76.08
Your Input VAT on Purchases @0% of	£871.20	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£6533.79	is	£0.00
Your Input VAT on Other Charges @20% of	£1279.33	is	£255.87
Your Input VAT on Other Charges @0% of	£0.00	is	£0.00
TOTAL	£6447.10	is	£262.95
	Net Total:		£6447.10
	Vat Total:		£262.95

Sample operating statement set up



Outlet Options : Invoice 1	Fixed Price Invoice	Exclude from Email	PO Number:
Management Fee	Yes <input type="radio"/> No <input type="radio"/>	Priority: 15	Setup: <input type="radio"/>
Purchases	Yes <input type="radio"/> No <input type="radio"/>	Priority: 22	Setup: <input type="radio"/>
Labour	Yes <input type="radio"/> No <input type="radio"/>	Priority: 23	Setup: <input type="radio"/>
Less: Cash Sales	Yes <input type="radio"/> No <input type="radio"/>	Priority: 24	Setup: <input type="radio"/>
Outlet Options : Invoice 2	Exclude from Email	PO Number:	
VAT @ 20% on Fee	Yes <input type="radio"/> No <input type="radio"/>	Priority: 15	Setup: <input type="radio"/>
VAT on Std Rate Purchases	Yes <input type="radio"/> No <input type="radio"/>	Priority: 26	Setup: <input type="radio"/>
Outlet Options : Invoice 3	Exclude from Email	PO Number:	
Free Issues	Yes <input type="radio"/> No <input type="radio"/>	Priority: 27	Setup: <input type="radio"/>

For more details or to arrange a demonstration call now on
0333 240 0470

	Key Features	Default
Set Up	Define contact data per customer	✓
	Create invoice content per customer	✓
	Configure operating statements	✓
	Select reports to attach to invoice	✓
	Create BVA templates per client	✓
	Configure stock ownership	✓
	Set VAT as Agency or Principal	✓
Month End Processes	Allocate authorising permissions	✓
	Area manager approval dashboard	✓
	Regional manager approval dashboard	✓
	Head office (HO) approval dashboard	✓
	Create adjustments (view YTD reserves)	✓
Optional Functions	Approve and submit final invoice	✓
	Agency VAT analysis box on invoice	On/Off
	Labour levy uplift & define %	On/Off
	Add HO 'Other Costs' i.e. overheads	On/Off
	Import labour costs (from 3 rd party)	On/Off
	Permit adjustments (create reserves)	On/Off
	Operating statement	✓
Set Reports with Invoice	VAT analysis report (on invoice)	✓
	Purchasing analysis	✓
	Labour costs	✓
	Hospitality sales analysis	✓
	Outlet Performance	✓
	Budget versus actual report (BVA)	On/Off