



Workplace Suite

Recurring Billing and

Automated Payment Processing Solution



Have you ever forgotten a 5, 4, 3 yearly, bi-annual, annual, 6 monthly, quarterly, monthly, 28 daily or weekly invoice?

Workplace Suite Recurring Billing and Automated Payment Processing hasn't....ever!

- WS Recurring Billing and Automated Payment Processing is an upgrade to our Code Purple product that was first released about 8 years ago to provide a simple, functional and professional way of producing repeat Sales Orders and/or Invoices in Sage 50 accounts.
- WS Recurring Billing and Automated Payment Processing is primarily used by businesses who provide and bill for a service and/or products on a repeat basis.
- Their administration concerns are "Have we missed any customer invoices this time" or "Are our invoices precise and easy to understand"?
- They want a simple yet powerful "Repeat Billing Solution" that links directly to Sage 50 or 200 accounts
- WS Recurring Billing and Automated Payment Processing is part of our Workplace Suite, written for MS.net and can use MS Sequel Server 2005/8/11 (the free versions are just fine).
- It can now also gather external data, collate it, price it, bill it and take payment with the single push of the button.

Monthly billing wins more customers/contracts because they prefer it.

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Monthly billing is misery without automated billing, we advise against it!

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Monthly billing creates near effortless contract retention.

Then End Results

A typical invoice generated by WS Recurring Billing and Payment processing can look like this.

Invoice

Bluestone Computing Limited
Hastings House
Main Road, Ombersley
Nr Droitwich
Worcestershire
WR9 0EL



Telephone No. (01905) 622 888
Fax No. (01905) 621676

An Internet Company
Support Account
Address Line 1
Address Line 2
Address Line 3
Postcode

Invoice Number : 11580
Invoice Date : 20/04/09
Customer Order Reference :
Account Reference : THESUP
Code Fax Back Number:

Quantity	Description	Unit Price	Totals
1.00	Code Purple TUL For the Month of April 2009 Paid By Standing Order - Many Thanks	50.00	50.00

Delivery To :

Net Amount	50.00
VAT Amount	7.50
Carriage	0.00
Invoice Total	57.50

Terms : Payment Upon Delivery (Unless by Prior Arrangement)

This and all future dealings are subject to our Standard Terms & Conditions of Business. (Copy Available Upon Request). Title does not pass until payment has been received in full. E & O E

VAT Registration Number 902 2190 69

Company Registration Number : 06012282

Simple to Use

You can create a bill in just 4 simple steps.

One

Select a Sage customer account.

Our search screen makes this really quick and easy.

Reference	Name
JSS001	John Smith Studios
KIN001	Kinghorn & French
MAC001	Macolm Hall Associates
MIB001	Mikes Insurance Services
MIL001	Mile Road Health Centre
MOR001	Morley Solicitors
PAT001	Patterson & Graham Garages
PIC001	Picture Frame Ltd
ROB001	Robertson Joinery
SDE001	S D Enterprises

Two

Enter the Start Date and Finish Date (if you want one).

Select how often you want to create the bill e.g. monthly quarterly etc.

Select which type of document you want, Sales Order, Invoice, Posted Invoice or Ledger Invoice only.

Line No	Stock Code	Description
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Three

Enter the bill item line/s and select save.

Bill Type	Invoice (Trusted)	Status	Live	Items VAT	7.60
Customer Order Ref	PO 13553		Items Gross	45.60	
			Next Bill Amount	45.60	

Line No	Stock Code	Description	Unit Of Sale	Unit Price	Quantity
1	S1	Telephone Support	EACH	38.00	1.00

Four

Select "Process" and WS Recurring Billing will create the bills in Sage 50 or 200.

Recurring Bills (Filtered)						
Account Ref	Customer	Frequency	Description	Order No	Total (Net)	Status
A1D001	A1 Design Services	Monthly	Data Storage		10.00	Live
BUS001	Business Exhibitions	Monthly	Internet		97.50	Live
FGL001	F G Landscape & Design	ThreeYearly	Domain		75.00	Live
BRI001	Fred Briant	FiveYearly	Domain		275.00	Live
BRI001	Fred Briant	Monthly	Cloud Dedicated Server		60.00	Live
HEN001	Henry Dollar Account	Monthly	Internet		360.00	Live
JSS001	John Smith Studios	Monthly	Telephone Support	PO 13553	38.00	Live

<div> Add... Edit... Delete Process Refresh Search... Clear Selection Print... Close </div>						
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That's It, Done

That's the invoicing done and if profiled, the payment received too.

Everything else in WS Recurring Billing and Automated Payment Processing simply makes your life even easier.

Who is Using Our Billing Solutions?

We have an impressive list of clients some of whom have been with for us for over 8 years.

Our clients include Times Top 250 Technology businesses, billing thousands of contracts, worth millions of pounds a month. We have land agents, environmental service business, property services businesses, communication business and the list continues to grow.

Our clients also tend to be highly respected by their peers in their industry sector which is a great source of pride for our team.

We have also been delighted by the response we have received from our customers when requesting references for new customers.

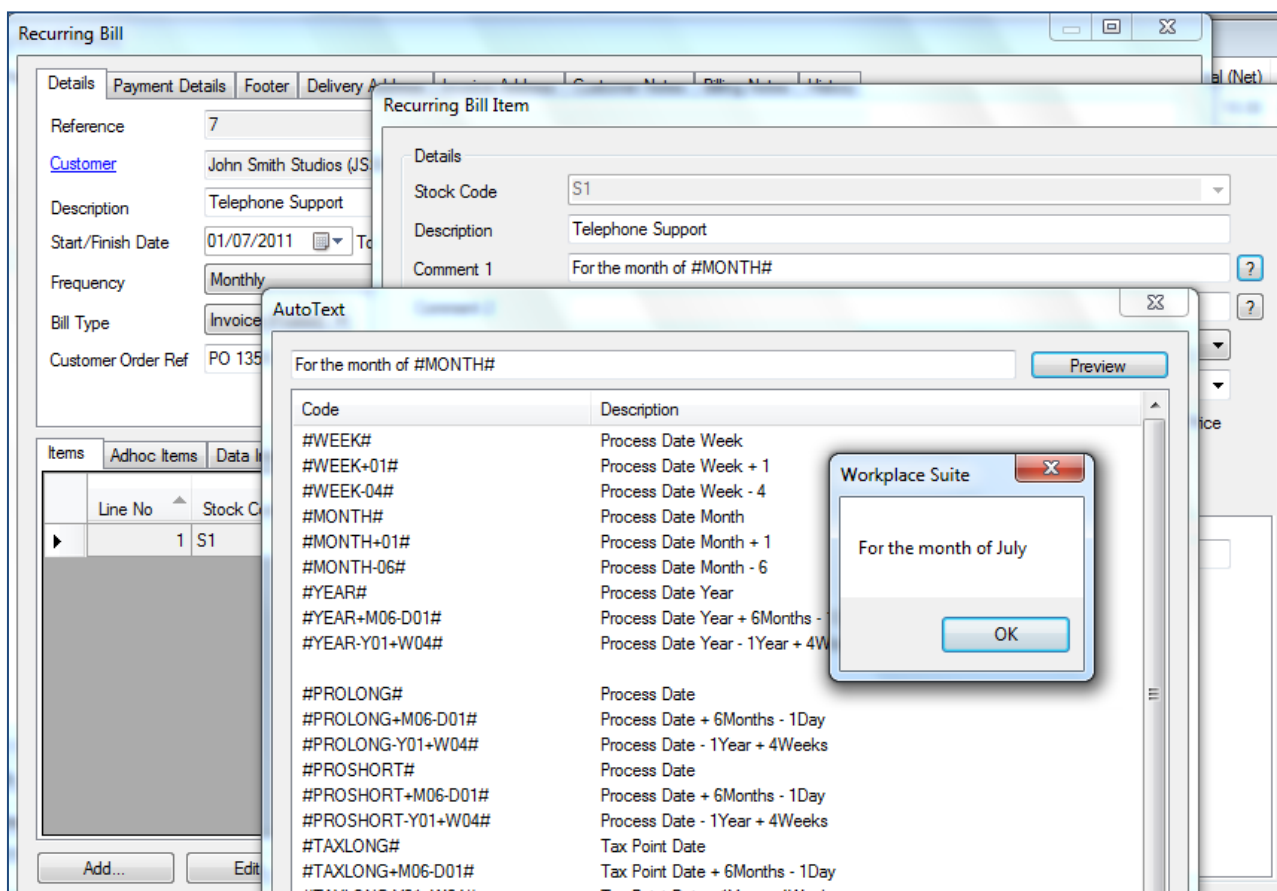
Introduction

WS Recurring Billing and Automated Payment Processing is a comprehensive recurring billing and automated payment processing solution. It manages and controls reoccurring billing and generates invoices or sales orders in Sage.

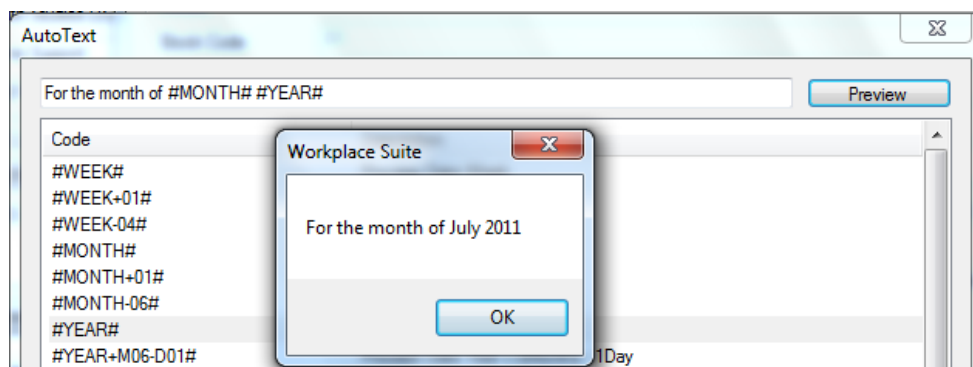
Our Sage 50 version can optionally also automatically process credit card payments, generate BACS transaction files and or post the payments into Sage 50. Payment Processing for Sage 200 is in the pipeline and will be released presently.

Automatic Date Texting Tool

WS Recurring Billing and Automated Payment Processing is feature rich, offering complete control, auditability and payment processing. Absolute clarity of what's being billed is provided without hours of typing of dates thanks to our automatic date text generation system.



Here, if the next process date is 01/07/2011, the text #MONTH# #YEAR# will show on the invoice as July 2011 as seen below and flexibility goes much further offering a combination of options.



Auto Text Options

Here is a list of some of the alternatively automated date format templates that you can choose and then adapt to suit.

The AutoText dialog box displays a list of templates for automated date formatting. The templates are organized into two columns: Code and Description. The codes include #WEEK#, #MONTH#, #YEAR#, and various combinations with offsets like +01#, -04#, +6Months, etc. The descriptions explain what each code represents, such as 'Process Date Week', 'Process Date Month + 1', etc. There are 'Preview', 'OK', and 'Cancel' buttons.

Code	Description
#WEEK#	Process Date Week
#WEEK+01#	Process Date Week + 1
#WEEK-04#	Process Date Week - 4
#MONTH#	Process Date Month
#MONTH+01#	Process Date Month + 1
#MONTH-06#	Process Date Month - 6
#YEAR#	Process Date Year
#YEAR+M06-D01#	Process Date Year + 6Months - 1Day
#YEAR-Y01+W04#	Process Date Year - 1Year + 4Weeks
#PROLONG#	Process Date
#PROLONG+M06-D01#	Process Date + 6Months - 1Day
#PROLONG-Y01+W04#	Process Date - 1Year + 4Weeks
#PROSHORT#	Process Date
#PROSHORT+M06-D01#	Process Date + 6Months - 1Day
#PROSHORT-Y01+W04#	Process Date - 1Year + 4Weeks
#TAXLONG#	Tax Point Date
#TAXLONG+M06-D01#	Tax Point Date + 6Months - 1Day
#TAXLONG-Y01+W04#	Tax Point Date - 1Year + 4Weeks
#TAXSHORT#	Tax Point Date
#TAXSHORT+M06-D01#	Tax Point Date + 6Months - 1Day
#TAXSHORT-Y01+W04#	Tax Point Date - 1Year + 4Weeks
#PREFLONG#	Preferred Process Date
#PREFLONG+M06-D01#	Preferred Process Date + 6Months - 1Day
#PREFLONG-Y01+W04#	Preferred Process Date - 1Year + 4Weeks

Automated Payment Processing

Credit and debit cards are securely processed using Sage Pay. We also have a BACS transaction file processing feature that enables you to profile your preferred waiting days etc. and ensures you maintain your bank and credit card industry compliance. If you use Standing Orders Mandates this can be defined and processed too.

The Recurring Bill dialog box shows the configuration for a recurring bill. It includes tabs for Details, Payment Details, Footer, Delivery Address, Invoice Address, Customer Notes, Billing Notes, and History. The Payment Method dropdown is set to 'Account'. Below it, there are radio buttons for 'No Payment Posting', 'Post Payment On Account', and 'Allocate Payment to Invoice'. The Payment Reference field is empty. The Bank Account dropdown is set to 'Bank Account'. The Payment Amount is 0.00. The Items tab is selected, showing a table with one item: 'Telephone Support' with a unit price of 38.00 and a quantity of 1.00.

Line No	Stock Code	Description	Unit Of Sale	Unit Price	Quantity
1	S1	Telephone Support	EACH	38.00	1.00

BACS

BACS uses the customers registered bank details and you can select which of your bank accounts receives the payment and whether the payment is to be allocated against an invoice.

The screenshot shows the 'Recurring Bill' window with the 'Payment Details' tab selected. The 'Payment Method' is set to 'BACS'. Below this, there are fields for 'Account Name', 'Sort Code', and 'Account Number'. A 'BACS Reference' field is also present. The 'Instruction Sent' field is set to 'New', and a dropdown menu is open showing options: 'New', 'First Payment', 'Recurring', and 'TZUU'. The 'Status' is set to 'New'. There are three radio buttons for payment posting: 'No Payment Posting', 'Post Payment On Account', and 'Allocate Payment to Invoice' (which is selected). The 'Payment Reference' is set to 'First Payment'. The 'Bank Account' is set to 'TZUU'. The 'Payment Amount' is set to '0.00'.

Credit / Debit Cards

Credit Debit cards can be securely registered and "Tokenised" meaning that you are not actually holding card details on your premises. This ensures a low industry compliance requirement as your staff don't even need to write down card details, they enter them straight into the software and Sage Pays highly monitored and secure servers.

The screenshot shows the 'Recurring Bill' window with the 'Payment Details' tab selected. The 'Payment Method' is set to 'Credit/Debit Card'. A 'Registered Card' link is visible. A 'Customer Card Search' dialog is open, showing search criteria for 'John Smith S'. The 'Card Holder' field is empty. The 'Card Type' field is empty. The 'Card Holder' field is empty. A 'Card Details' dialog is also open, showing details for 'John Smith Studios'. The 'Card Holder' field is empty. The 'Card No' field is empty. The 'Card Type' field is empty. The 'Currency' is set to 'Pound Sterling'. The 'Start Date' is set to '07/2011' and the 'Expiry Date' is set to '07/2011'. The 'Issue No' and 'Verification No' fields are empty. The 'Billing Details' section includes fields for 'Firstnames', 'Surname', 'Address' (1192 Chaverry Road), 'City' (East Herrington, Humberside), 'Country' (United Kingdom), 'Post Code' (HU12 7HJ), and 'Phone' (01327 617 542). The 'Save & Close' and 'Cancel' buttons are visible at the bottom of the 'Card Details' dialog.

Recurring Payment Only

If you do not wish to produce a bill, you can simply define a recurring payment. This can be either BACS or Debit Credit Card Payments and can optionally post the payments into Sage automatically for you.

The screenshot shows the 'Recurring Payment' dialog box. The 'Details' tab is active, showing fields for Reference (<AUTONUMBER>), Customer (Bobs Building Supplies), Description (Ground Rent), Start/Finish Date (01/07/2011 to 31/12/9998), Process Date (01/07/2011), Frequency (Monthly), Preferred Process Day (1), Amount (3500.00), and Status (Live). Below the details, there are tabs for 'Payment Details' and 'History'. The 'Payment Method' dropdown is open, showing 'BACS' and 'Credit/Debit Card'.

Adhoc Customer Card Payments

Even Adhoc customer payments can be processed and then posted to Sage.

The screenshot shows the 'Adhoc Payment' dialog box. The 'Details' tab is active, showing fields for Reference (<AUTONUMBER>), Customer (Business Exhibitions), Description (Stand 1233), Start/Finish Date (22/07/2011 to 31/12/9998), Process Date (22/07/2011), Frequency (Adhoc), Preferred Process Day (1), Amount (5000.00), and Status (Live). Below the details, there are tabs for 'Payment Details' and 'History'. The 'Payment Method' dropdown is open, showing 'Credit/Debit Card' and 'Registered Card'. The 'Registered Card' option is selected. Below the payment method, there is a checkbox for 'Post Payment to the Account', a 'Bank' dropdown (1200), and a 'Tax Code' dropdown (Standard rate (20%)).

Key Features & Business Benefits

- Simple to setup: Create a customer specific schedule for an invoice or sales order, specify the start and finish dates for the schedule and the frequency at which you want the invoice or sales orders to reoccur and the system replicates it. You can choose to replicate an invoice or order on a weekly, 2 weekly, 4 weekly, monthly, quarterly, 6 monthly, annually, biannually, 3 yearly, 4 Yearly or 5 Yearly basis.
- Powerful automatic dating function: Each invoice can have date information within the text that is calculated at the time of the invoice production.
- Full audit trail:

Customer

Details

Name: A1 Design Services
 Street 1: 67a Station Road
 Street 2:
 Town: Blackpool
 County: Lancashire
 Post Code: BP12 7HT
 Country: United Kingdom

Addresses | Bank | Registered Cards | **Recurring Bills** | Recurring Payments | Tasks | Notes | History

Frequency	Description	Order Ref	Amount	Status	Start Date	Process Date	Payment M
Monthly	Data Storage		11.95	Live	01/06/2011	22/07/2011	Account

- Forward forecasting/planning into future years with a report detailing all scheduled invoices. A summary of income and profit per month is provided at the end of the report which can be exported to excel.

Recurring Bill Forecast Analysis

Customers | Recurring Bills | Recurring Payments | Payments | Analysis | Tasks | Reports

Recurring Bill Forecast
Recurring Bill Items

Account Ref	Customer	Recurring Bill Description	Status	Frequency	Total Amount	Monthly Amount	Jul 2011	Aug 2011
A1D001	A1 Design Services	Data Storage	Live	Monthly	10.00	10.00	10.00	10.00
BRI001	Fred Briant	Domain	Live	FiveYearly	275.00	4.58	275.00	
		Cloud Dedicated Server	Live	Monthly	60.00	60.00	60.00	60.00
BUS001	Business Exhibitions	Internet	Live	Monthly	97.50	97.50	97.50	97.50
FGL001	F G Landscape & Design	Domain	Live	ThreeYearly	75.00	2.08	75.00	
HEN001	Henry Dollar Account	Internet	Live	Monthly	360.00	360.00	360.00	360.00
JSS001	John Smith Studios	Telephone Support	Live	Monthly	38.00	38.00	38.00	38.00

LIVE £ HELD £

Criteria: ☒ All Recurring Bills ☐ Listed/Selected

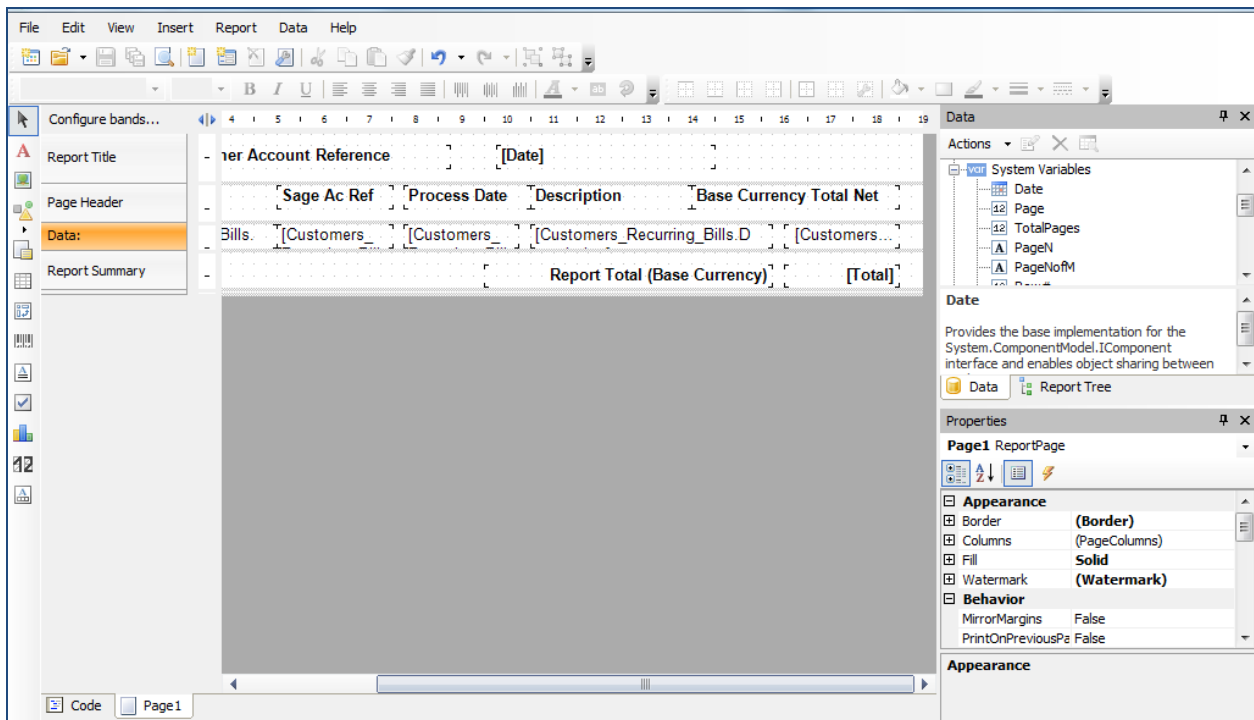
Forecast To: 22/07/2013

Refresh Export... Close

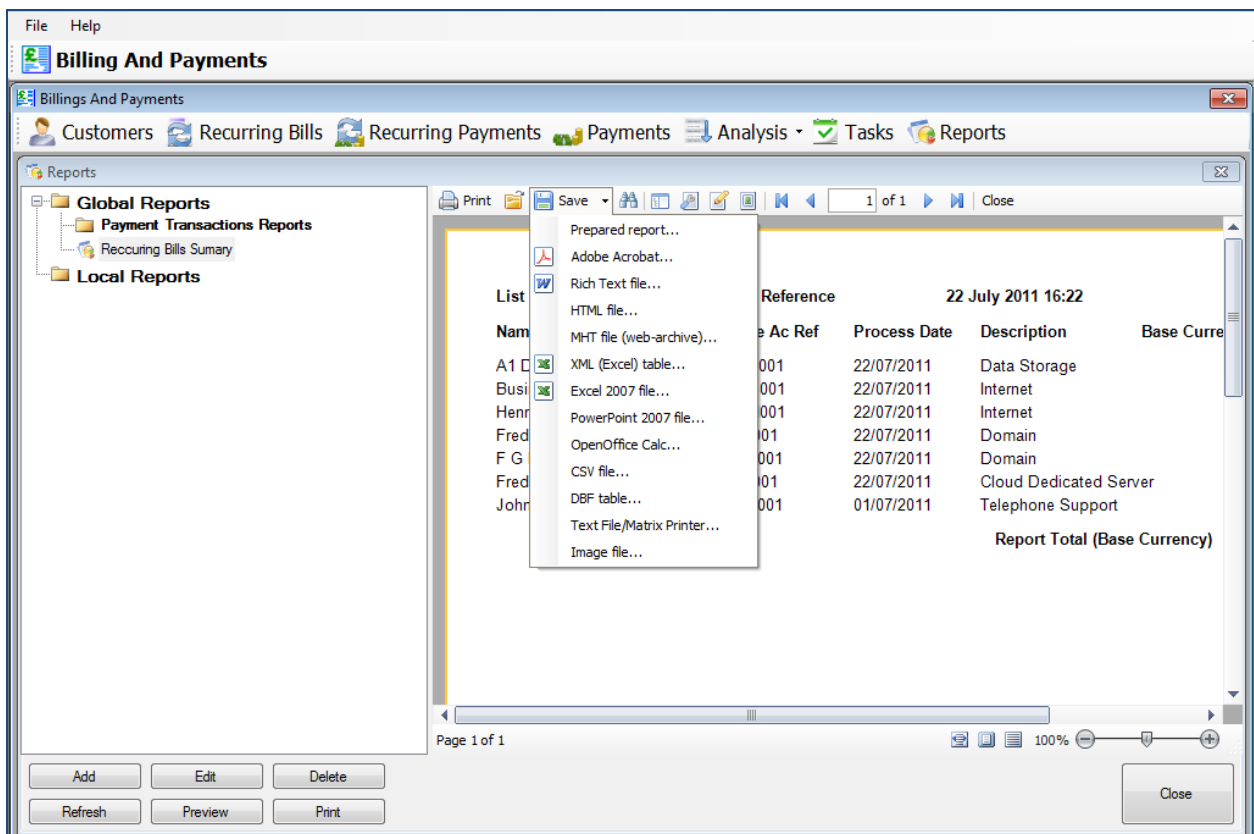
Administrator Henry Catherwood 22/07/2011 11:17

Built in Report Generator

Workplace Suite has a built in report generator that enables defined users to create any number of local and global reports.

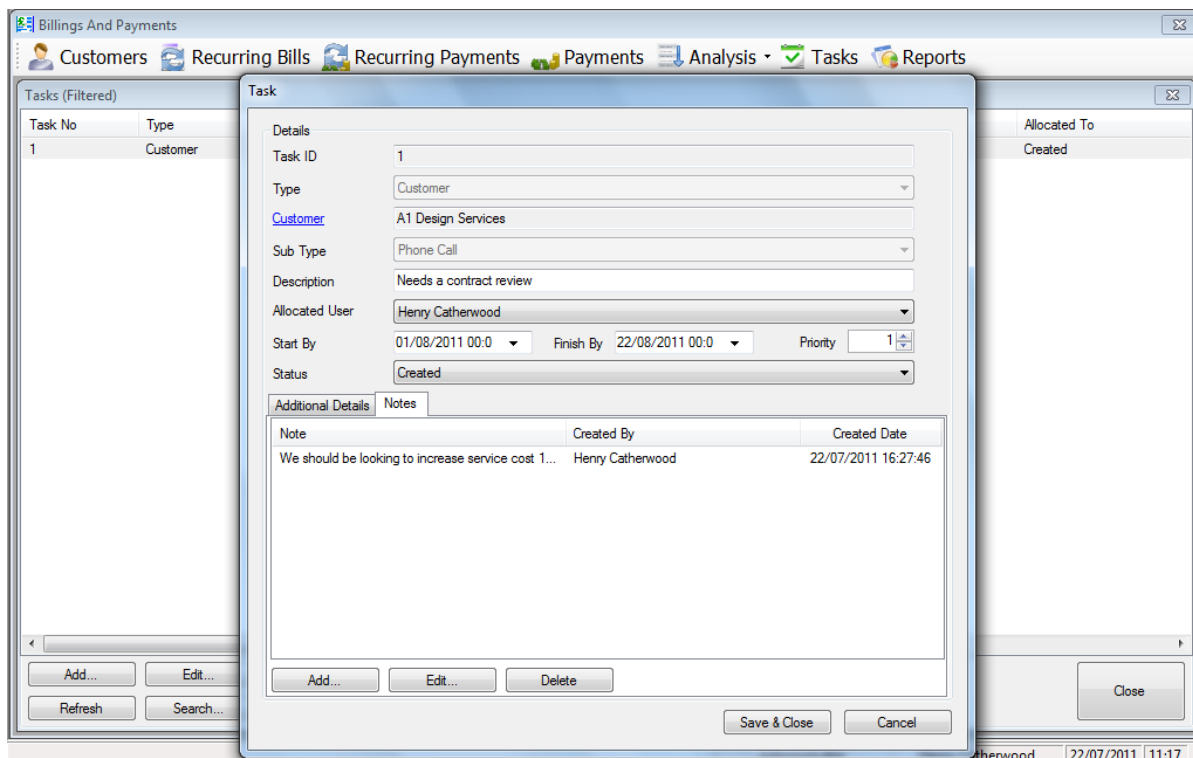


We include a preview option as well as many output methods as standard.



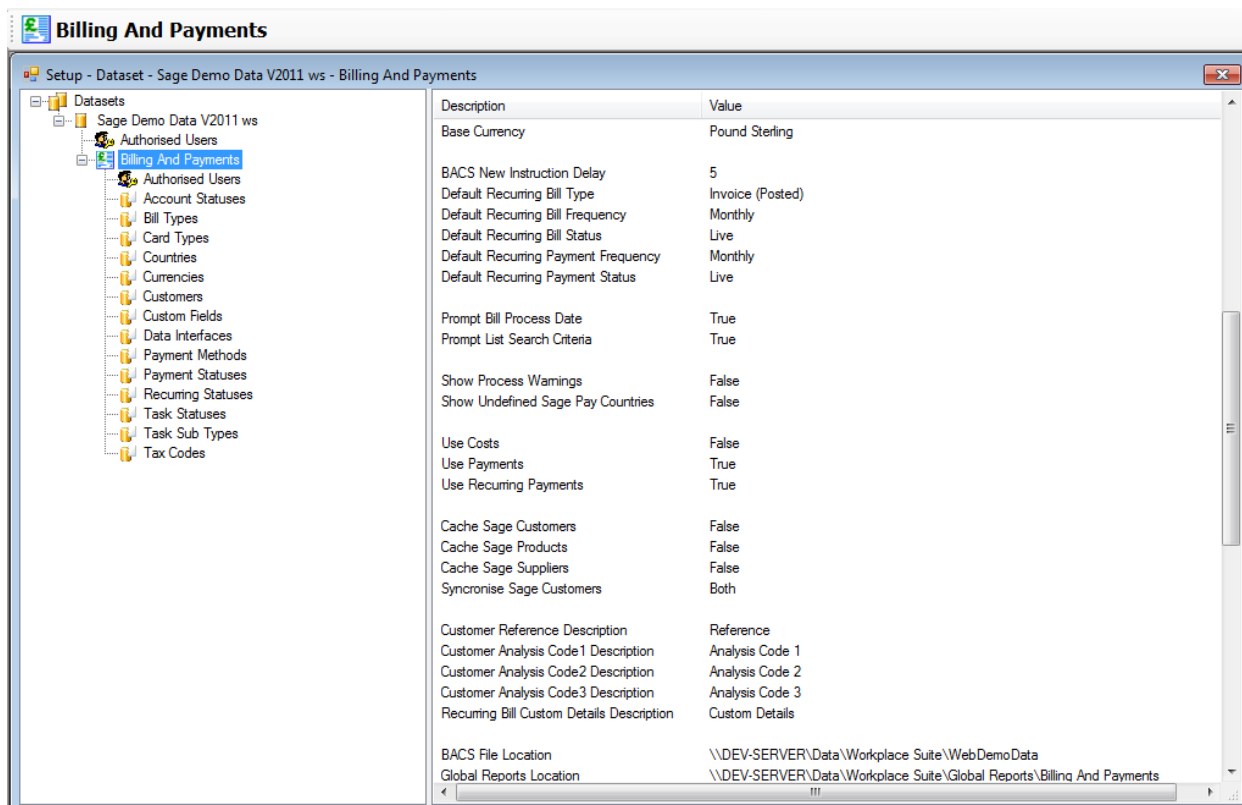
Tasks

Workplace Suite lets you define any variety of tasks that need actioning for any profiled user.



Set Up and Imports

Users profiled as Administrators have comprehensive setup, default and import options made available to them. We include a Code Purple data import too.

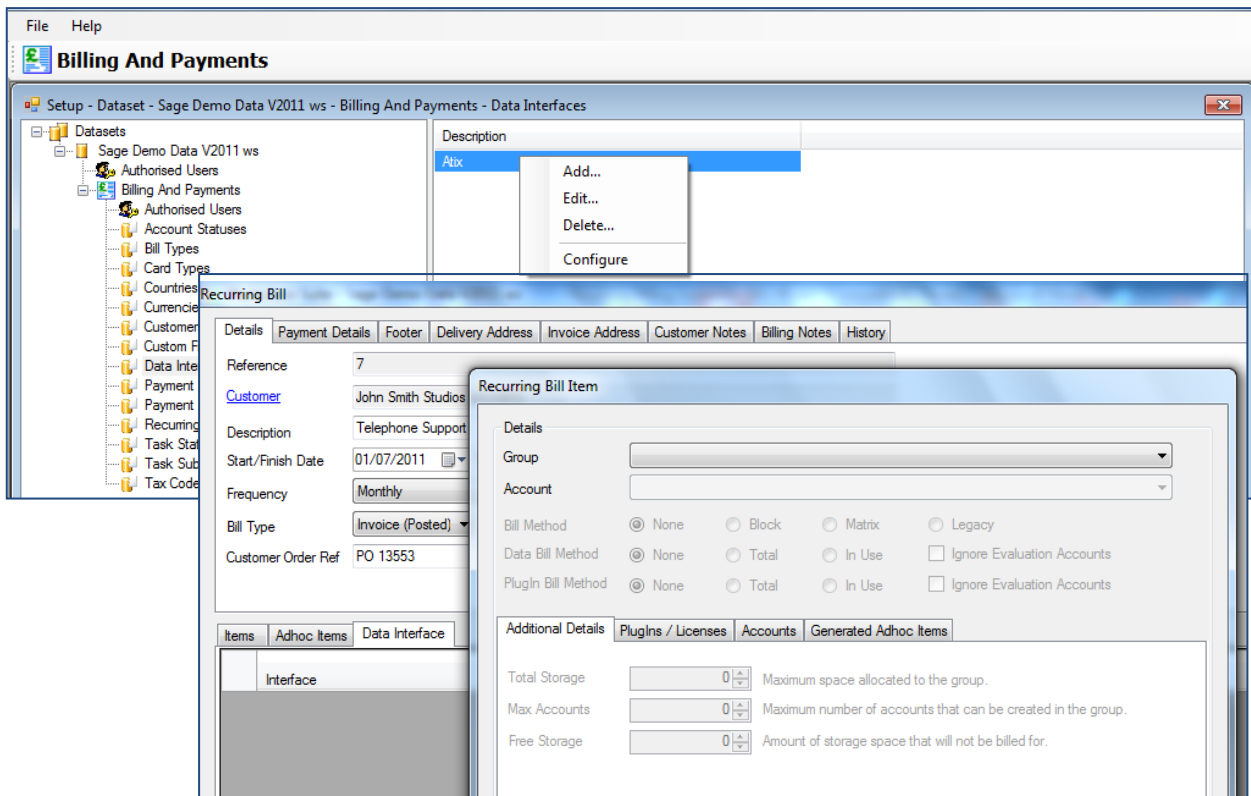


External Data Interfaces

We enable multiple third party data interfaces to be written and included as part of the total solution. We also offer to write them for you.

The data interface is then configured in the recurring bill as a "bill item line". The data can be collected, manipulated and priced to fit your exact requirements.

Below is an Attix5 data interface used to interrogate and price remote cloud based backup services. It, as you might expect, goes onto bill and process payments.



Bespoke Additions

As with the data interfaces, we are able to provide additional features and functions to suit your system process requirements. This can normally be undertaken as a fixed price agreement.

Services and Support

We have a team of experienced implementation staff that can assist in the planning process, the installation, the training and the implementation. We of course also provide positive on-going supported.

Our client mix ensures we have experience in processing issues of just a few dozen bills through to processing thousands of transactions including credit card processing.

To discuss your requirements in detail please contact one of our WS team on 01299 406080 or email presaleservices@encodeit.co.uk