

Colleague

Back Office Workflows

Supporting Documentation

Colleague 7 Recruitment CRM

Colleague Software

Back Office Worflows

Version
Author

1.2
David Payne

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Candidates

Payment Details

The Payment Details in the Candidate record represent the default values which are later copied into a Placement when the Candidate is placed.

Access to these details can be controlled via a User Group Permission to ensure only authorised users have access to this information.

When in a Candidate, go to 'View More' and select 'Payment Details':

| Payment Details | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Ltd Company |  Colleague Software Ltd Q X |
| Company Registration No. | CSL12345 |
| Vat No. | GB 123 45 6 |
| Account Reference | COLLEAGUEACCREF |
| Tax Code | 20 ▼ |
| Payment Address | Test Address 1, Business Park Vinnetrow Road, Test Address: ▼ |
| Payment Contact | David Payne  Q X |
| Payment Method | BACS ▼ |
| Payment Frequency | Monthly ▼ |
| Payroll Reference | PAY REF 12357 |
| NI Number | JM642315B |
| HMRC Type | Limited Company ▼ |

The LTD Company field can either be freetext or specifically linked to a Company record (by clicking the magnify glass).

| | | |
|-------------|----------------------|------------------|
| Ltd Company | <input type="text"/> | Q X |
|-------------|----------------------|------------------|

If a Company record has been selected as the LTD Company of the Candidate, the following fields are brought through from the Company:

- Company Registration No.
- Vat No.
- Account Reference (Sage)
- Tax Code

The Payment Address dropdown will also be updated to include the Addresses from the Company.

The Payment Contact field can be either freetext or linked to a Contact record (by clicking the magnify glass).

Payment Contact



You can also click on the icon to the right of the field to paste in the Candidate's name.

Bank Details

A Candidate's Bank Details can be stored against the Candidate record and selected from the Placement later into the process. All details are stored with encryption to ensure maximum security.

Access to these details are also controlled via a User Group Permission to ensure only authorised users have access to this information.

When in a Candidate, go to 'View More' and select 'Bank Details':

✓ Save

✗ Cancel

Bank Name *

Address

Town / City

County / State

Postcode / ZIP Code

Country

Telephone

Sort Code *

Account Number *

Account Name *

B/Society Reference

Currency

Instructions

Show 10 entries

| Bank Name | Sort Code | Account Number | Account Name |
|----------------------------|-----------|----------------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Previous Next

Timesheets:

When retrieving Timesheets for a Candidate, you can access their Placements via the Timesheets option. Go to 'View More' and select 'Timesheets':

| Show 10 entries | | | | | | | |
|-------------------------------|------------------------|---------------------|-------------|-------------|-----|------------------|-------------------|
| Placement Id | Company Name | Job Title | Start Date | End Date | UOM | Authorised Level | |
| 832 | Colleague Software Ltd | Java Developer | 19 Aug 2021 | 10 Nov 2021 | | Unauthorised | |
| 821 | Colleague Software Ltd | IT Manager | 28 Jun 2021 | 25 Jul 2021 | | Level 2 | |
| 823 | Colleague Software Ltd | Account Manager | 21 Jun 2021 | 2 Sep 2021 | | Level 2 | |
| 816 | Colleague Software Ltd | Project Manager | 17 Jun 2021 | 3 Nov 2021 | | Level 2 | |
| 815 | Colleague Software Ltd | Account Manager | 16 Jun 2021 | | | Level 2 | |
| 817 | Colleague Software Ltd | Project Coordinator | 16 Jun 2021 | 30 Jun 2021 | | Level 2 | |
| 822 | Colleague Software Ltd | Project Manager | 1 Jun 2021 | | | Level 2 | |
| 794 | Javelin Corporation | IT Manager | 31 May 2021 | 31 May 2021 | | Level 2 | |
| 774 | Test Company Fin Div | Project Manager | 26 Feb 2021 | 27 Feb 2021 | | Level 2 | |
| 721 | Javelin Corporation | Project Surveyor | 1 Feb 2020 | 1 Mar 2021 | | Unauthorised | |
| Showing 1 to 10 of 11 entries | | | | | | | Previous 1 2 Next |

On selection of a Placement, it will show the Timesheets and Charges that have been raised against that Placement for your reference:

Placements

Show 10 entries

| Placement Id | Company Name | Job Title | Start Date | End Date | UOM | Authorised Level | |
|--------------|------------------------|---------------------|-------------|-------------|-----|------------------|--|
| 832 | Colleague Software Ltd | Java Developer | 19 Aug 2021 | 10 Nov 2021 | | Unauthorised | |
| 821 | Colleague Software Ltd | IT Manager | 28 Jun 2021 | 25 Jul 2021 | | Level 2 | |
| 823 | Colleague Software Ltd | Account Manager | 21 Jun 2021 | 2 Sep 2021 | | Level 2 | |
| 816 | Colleague Software Ltd | Project Manager | 17 Jun 2021 | 3 Nov 2021 | | Level 2 | |
| 815 | Colleague Software Ltd | Account Manager | 16 Jun 2021 | | | Level 2 | |
| 817 | Colleague Software Ltd | Project Coordinator | 16 Jun 2021 | 30 Jun 2021 | | Level 2 | |
| 822 | Colleague Software Ltd | Project Manager | 1 Jun 2021 | | | Level 2 | |
| 794 | Javelin Corporation | IT Manager | 31 May 2021 | 31 May 2021 | | Level 2 | |
| 774 | Test Company Fin Div | Project Manager | 26 Feb 2021 | 27 Feb 2021 | | Level 2 | |
| 721 | Javelin Corporation | Project Surveyor | 1 Feb 2020 | 1 Mar 2021 | | Unauthorised | |

Showing 1 to 10 of 11 entries

Previous12Next

Timesheets

Show 10 entries

| Id | P/E Date | Invoice Id | Invoice Date | Payment Date | Std Units | O/T Units |
|----|------------|------------|--------------|--------------|-----------|-----------|
| 97 | 4 Jul 2021 | 1185 | 23 Jun 2021 | | 5 | 0 |

Showing 1 to 1 of 1 entries

Previous1Next

Charges

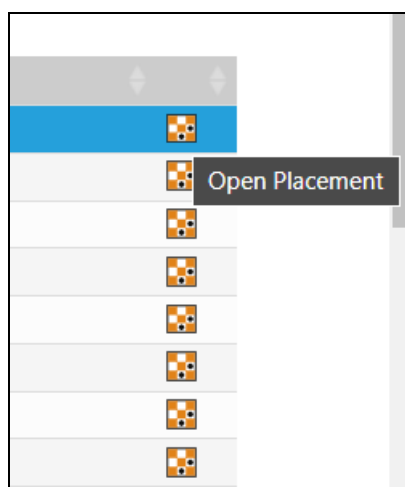
Show 10 entries

| Id | Description | Value | Invoice | Paid |
|----|---------------------|---------|-------------|------|
| 7 | Hotel Accommodation | 2500.00 | 23 Jun 2021 | |

Showing 1 to 1 of 1 entries

Previous1Next

To access the Placement, you can click on the Placement icon (or to open in a new tab, right click and 'Open in New Tab'):





Company

Invoice Details

The Invoice Details on the Company record represent the default values which are later copied into a Placement when a Placement is made with that Company.

Access to these details can be controlled via a User Group Permission to ensure only authorised users have access to this information.

When in a Company, go to 'View More' and select 'Invoice Details':

| Invoice Details | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Invoice Company |  Colleague Software Limited 🔍 ✕ |
| Registration No. | <input type="text" value="CSL12345"/> |
| Account Reference | <input type="text" value="COLLEAGUEACCREF"/> |
| Invoice Address | <input type="text" value="The Control Tower, Witchcraft Way, Rackheath, Norwich, Un"/> ▼ |
| Tax Code | <input type="text" value="20"/> ▼ |
| Vat No. | <input type="text" value="GB 123 45 6"/> |
| Invoice Contact |  Mike Granger 🔍 ✕ |
| Invoice Method | <input type="text" value="Company/Candidate"/> ▼ |
| Invoice Frequency | <input type="text" value="Monthly"/> ▼ |
| Margin Only | <input type="text" value="No"/> ▼ |

The Invoice Company by default will be the Company record, however for scenarios where the Invoicing Company is different, you will be able to select another Company record by pressing on the magnify glass icon.

On selection of another Company as the Invoice Company, the Invoice Details of that selected Company will be pulled through to be shown in read only format.

Colleague⁷
Bolton Limited (Company: 106)

Type here to search

Documents Received

Parse CV

Daily Planner

Calendar

Tasks

Reports

Search

Candidates

Companies

Contacts

Requirements

Interviews

Summary >

Overview >

Contacts >

Addresses >

History >

Documents >

Notes >

Skills >

Custom Fields >

Email

Create History

Create Document

Calendar / Task

Show Ownership

View more

Hide Invoice Details

Invoice Details

Invoice Company

Registration No.

Account Reference

Invoice Address

Tax Code


Vat No.

Invoice Contact

Invoice Method


Invoice Frequency

Margin Only

 Colleague Software Ltd

▼

▼

 Mike Granger

▼

▼

▼

🔍 ✕

The Invoice Address field will consist of all of the Addresses against the Company record which have been marked with the invoice address set to 'Yes':

| Address Detail | |
|---------------------|------------------------------------------------|
| Address Line 1 | <input type="text" value="The Control Tower"/> |
| Address Line 2 | <input type="text" value="Witchcraft Way"/> |
| Address Line 3 | <input type="text" value="Rackheath"/> |
| Town / City | <input type="text" value="Norwich"/> |
| County / State | <input type="text" value=""/> |
| Postcode / ZIP Code | <input type="text" value="NR13 6GA"/> |
| Country | <input type="text" value="United Kingdom"/> |
| Telephone | <input type="text" value="01603 735930"/> |
| Fax | <input type="text" value=""/> |
| Type | <input type="text" value="Head Office"/> |
| Invoice Address? | <input type="text" value="Yes"/> |
| Tax Code | <input type="text" value="20"/> |
| Vat No. | <input type="text" value="GB 123 45 6"/> |

| | |
|-----------------|----------------------------------------------------------------------------------------|
| Invoice Address | <input type="text" value="The Control Tower, Witchcraft Way, Rackheath, Norwich, Un"/> |
| Tax Code | <input type="text" value="20"/> |
| Vat No. | <input type="text" value="GB 123 45 6"/> |
| Invoice Contact | <input type="text" value=""/> |
| Invoice Method | <input type="text" value="Company/Candidate"/> |

Invoice Method:

- Company – This will group all selected timesheets by Invoice Company into a single invoice
- Company/Candidate – This will group all selected timesheets specific to a Contractor and Invoice Company into a single invoice
- Company/PO – This will group all selected timesheets specific to an Invoice Company Purchase Order into a single invoice
- Contact – This will group all selected timesheets specific to an Invoice Contact into a single invoice
- Contact/PO – This will group all selected timesheets specific to an Invoice Contact and Purchase Order into a single invoice
- Timesheet – This will create individual invoices per timesheet

Margin only is for instances where you bill the customer for the difference between charge and pay. There is no payment to the contractor.

Purchase Orders

The Purchase Orders listed against a Company are later accessed from the Placement record.

Access to these details can be controlled via a User Group Permission to ensure only authorised users have access to this information.

When in a Company, go to 'View More' and select 'Purchase Orders':

✓ Save

✗ Cancel

🗑 Delete

PO Number *

POTest1234567

Order Date *

15 Jul 2021

Expiry Date

31 Dec 2021

Currency *

GBP

Order Type *

All

Total Value *

3000

Show 10 entries

| PO Number | Order Date | Expiry Date | Currency | Order Type | Value |
|---------------|-------------|-------------|----------|------------|--------|
| PO1234567 | 3 Feb 2020 | 9 Dec 2020 | GBP | All | 500000 |
| POTest1234567 | 1 Mar 2021 | | GBP | All | 3000 |
| PO1234567 | 15 Jul 2021 | | GBP | All | 500000 |
| POTest1234567 | 15 Jul 2021 | | GBP | All | 3000 |
| test | 8 Sep 2021 | | GBP | All | 134 |

Showing 1 to 5 of 5 entries

Previous 1 Next

A Purchase Order cannot be deleted once associated with a Placement.

Bank Details

A Company's Bank Details can be stored against the Company record. All details are stored with encryption to ensure maximum security.

Access to these details are also controlled via a User Group Permission to ensure only authorised users have access to this information.

When in a Company, go to 'View More' and select 'Bank Details':

✓ Save

✗ Cancel

Bank Name *

Address

Town / City

County / State

Postcode / ZIP Code

Country

United Kingdom

Telephone

Sort Code *

Account Number *

Account Name *

B/Society Reference

Currency

GBP

Instructions

Show 10 entries

| Bank Name | Sort Code | Account Number | Account Name |
|----------------------------|-----------|----------------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Previous Next

Placement

Authorisation Levels

Once an Offer record has been accepted, the process creates an 'Unauthorised Placement'.

An unauthorised placement is when the placement is still modifiable on all tabs and fields. The specific details of the Placement are being collated/agreed and it is being reviewed by a Line Manager for authorisation.

Upon agreement that the Placement is ready to be authorised, you can click on 'Authorise Placement':

The screenshot shows the 'Unauthorised Placement for David Payne at Colleague Software Ltd (Placement: 832)' screen. The top navigation bar includes tabs like Basic, Overtime Rates, History, Documents, Notes, Custom Fields, Checklist, Back Office, and Invoice Schedule. The left sidebar contains various tools like Documents Received, Parse CV, Daily Planner, Calendar, Tasks, Reports, Search, Candidates, Companies, Contacts, Requirements, Interviews, and Offers. The main content area displays details for the placement, including Company (Colleague Software Ltd), Contact (David Payne), Address (The Control Tower, Witchcraft Way, Rackheath, Norwich, United Kingdom, NR13 6GA), Working At (Colleague Software Ltd), Placement Term (Contract), Candidate (David Payne), Job Title (Java Developer), and Start Date (19 Aug 2021). The 'Authorise Placement' button is highlighted with a red box.

This will take the Placement to 'Level 1 Authorised'.

This means that all of the fields and tabs are now locked down with the exception of the Back Office tab:

The screenshot shows the 'Level 1 Authorised Placement for David Payne at Colleague Software Ltd (Placement: 832)' screen. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area displays the same details as before, but the 'Level 1 Authorised Placement' title is highlighted with a red box. The 'Job Title' field, which now contains 'Java Developer', is also highlighted with a red box. The 'Authorise Placement' button is no longer visible, and the 'Unauthorise Placement' button is now visible in the top navigation bar.

The Back Office tab is populated when the Placement is first made with the default contents of the Candidate's Payment Details and Company's Invoice Details:

The screenshot displays the 'Back Office' tab in the Colleague 7 software. The interface is divided into two main sections: 'Invoice Details' and 'Payment Details'. The top navigation bar includes tabs for Basic, Overtime Rates, History, Documents, Notes, Custom Fields, Checklist, Back Office (selected), and Invoice Schedule. Below the navigation bar is a toolbar with icons for Email, Create History, Create Document, View Requirement, Calendar / Task, Commission Splits, Authorise Placement, and Unauthorise Placement.

Invoice Details:

- Invoice Company: Colleague Software Limited
- Registration No.: CSL12345
- Account Reference: COLLEAGUEACCREP
- Invoice Address: The Control Tower, Witchcraft Way, Rackheath, Norwich, United Kingdom, NR13 6GA
- Tax Code: 20
- Vat No.: GB 123 45 6
- Invoice Contact: Mike Granger
- Additional Contacts: A table with columns 'Contact Id' and 'Contact Name', showing 'No data available in table'.
- Invoice Method: Company
- Invoice Frequency: Monthly
- Margin Only: No
- Approvers: A table with columns 'Contact Id' and 'Contact Name', showing 'No data available in table'.

Payment Details:

- Ltd Company: Example Limited Company
- Company Registration No.: COMP REG NO
- Vat No.: VAT NO
- Account Reference: ACC REF
- Tax Code: 20
- Payment Address: Test Address 1, Business Park Vinnetrov Road, Test Address 3, Chichester, West Sussex, United Kingdom, PO20 1QH
- Payment Contact: David Payne
- Payment Method: BACS
- Payment Frequency: Monthly
- Payment Email: david.payne@colleaguesoftware.com
- Bank Details: Please select a Bank Account

Within this tab, the Back Office users will verify that they've got all they need and everything is accurate before authorising the Placement.

Authorising a Placement will then take the Placement record to being '2nd Level Authorised'.

The screenshot shows the 'Level 2 Authorised Placement for David Payne at Colleague Software Ltd (Placement: 832)' screen. The top navigation bar is the same as the previous screenshot. Below the navigation bar is a search bar with the text 'Type here to search' and a magnifying glass icon. To the left of the search bar is a 'Documents Received' section with a folder icon. To the right of the search bar is a toolbar with icons for Email, Create History, Create Document, View Requirement, Calendar / Task, and Commission Splits.

A Permanent Placement which is 2nd Level Authorised is ready to be invoiced.

A Contract Placement which is 2nd Level Authorised is ready for Timesheets and/or Charges to be added.

In the event that the details of a Placement have changed, a Placement will need to be 'Unauthorised' before these changes can be made.

The ability to 'Authorise' & 'Unauthorise' Placement records is controlled via a User Group Permission to ensure only specified users are able to make this change.

When unauthorising a Placement record, you will need to specify the 'Reason for unauthorisation' (this is recorded as a history log against the Placement). You can also specify the authorisation level:

There are also other User Group Permissions which grant a user's ability to unauthorise a Placement if invoices have begun being raised against the Placement.

Commission Splits

The allocated percentage of Commission associated with a Placement is defined within 'Commission Splits'.

Within this area, you can list the associated Users and their commission percentage entitlement in relation to the Placement record.

| Username | Commission % | Notes |
|---------------|--------------|-----------------|
| Brett Cole | 15 | Resourcer |
| David Payne | 35 | Account Manager |
| Mike Granger | 50 | Recruiter |
| Total: | 100% | |

Once all users and their associated percentage entitlements have been added, press 'Save'.

The total commission percentage of all users must add up to 100%.

Undo Placement

In the event of a Placement being a non-starter, provided the Placement has been fully unauthorised, from the 'View More' menu press 'Undo Placement':

This will delete the Placement record.

Amend Placement

For a full audit trail, in relation to the history of a Contract's adjustments, should the details of the Placement need to change, you can run the 'Amend Placement' workflow.

When in a Placement, from the 'View More' menu press 'Amend':

The screenshot shows the 'Amend Placement' workflow in the Colleague7 system. The top navigation bar includes links for Basic, Overtime Rates, History, Documents, Notes, Custom Fields, Checklist, Back Office, and Invoice Schedule. Below the navigation bar is a toolbar with icons for Email, Create History, Create Document, View Requirement, Calendar / Task, Commission Splits, Authorise Placement, and View more. The 'View more' menu is open, showing options: Early Finish, Extend, Amend (highlighted), Undo Placement, PO Numbers, Add to List, Create Template, Map Search, View All Placements, and Add Finish Date Reminder. The main form area has fields for Term (set to Contract), End date (08 Nov 2022), and Reason. Below these fields is a table with columns for Company, Contact, Address, and Working At, all showing details for Colleague Software Ltd.

This allows a user to specify whether the 'Term' has changed (to cover Contract to Perm, or Fixed Term Contract scenarios).

You then specify the end date of the original placement. The new placement will start from the day after the specified end date and carry on up to the original placement end date.

You will then need to enter the 'Reason' for the amendment.

This process creates a new Placement record, which is now the new current Placement within the Placement's hierarchy. A Placement's hierarchy will consist of Placements, Amendments, Extensions and Early Finish records.

Early Finish Placement

In the event of a Placement starting but then finishing before the contracted end date, a user can run the 'Early Finish' workflow.

When in a Placement, from the 'View More' menu press 'Early Finish':

The screenshot shows the 'Early Finish Placement' workflow in the Colleague7 system. The top navigation bar includes links for Basic, Overtime Rates, History, Documents, Notes, Custom Fields, Checklist, Back Office, and Invoice Schedule. Below the navigation bar is a toolbar with icons for Email, Create History, Create Document, View Requirement, Calendar / Task, Commission Splits, Authorise Placement, and View more. The 'View more' menu is open, showing options: Early Finish (highlighted), Extend, Amend, Undo Placement, PO Numbers, Add to List, Map Search, View All Placements, and Add Finish Date Reminder. The main form area has fields for New finish date (02 May 2022) and Reason. Below these fields is a table with columns for Company, Contact, Address, and Working At, all showing details for Colleague Software Ltd.

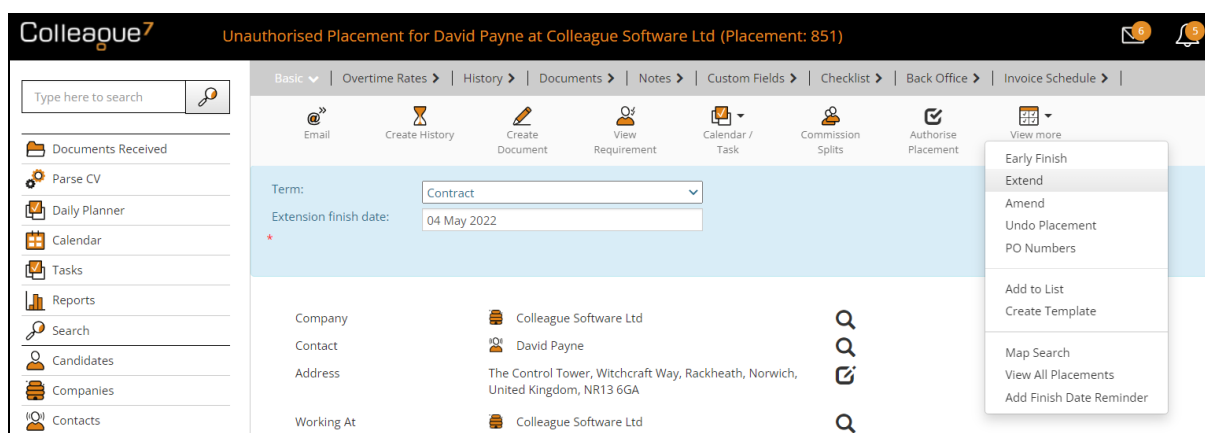
This allows you to specify the end date (finish date) of the Placement.

This will update the existing Placement with the new specified end date and record the event in the Placement's history.

Extend Placement

In the event of a Placement extending beyond the duration of the original contract, a user can run the 'Extend Placement' workflow.

When in a Placement, from the 'View More' menu press 'Extend':



This allows a user to specify whether the 'Term' has changed (to cover Contract to Perm, or Fixed Term Contract scenarios).

You then specify the new Extension finish date of the placement. This will create a new 'Extension' placement which will start from the day after the end date of the original contract up to the specified Extension finish date.

There is also a Global Setting to specify whether an Extension should create an Offer record first, this is to allow for the Accept/Reject workflow of an Offer to be incorporated into the process (disabled by default).

The new 'Extension' Placement will now be the current Placement within the Placement's hierarchy.

To view all Placements within a Placement's Hierarchy, off the 'View More' menu, select 'View All Placements'.

PO Numbers

Users can assign PO Numbers specific to the Placement or Company.

When in a Placement, from the 'View More' menu select 'PO Numbers':

This gives you a table of the PO Numbers associated to the Placement. You can then 'Add PO Number' and choose whether it is a Company PO Number (as referenced in the Company section of this document) or a Placement PO Number.

There is a User Group Permission which authorises a User to add PO Numbers to '2nd Level Authorised' Placements.

PO Numbers which have been added to a Placement can then be referenced when entering a Timesheet.

Placement Rates

The Standard Charge Rate and Pay Rate of a Contract Placement is entered as part of creating the Offer record. This is then held within the Basic tab of the Placement:

All other Placement rates are held on the 'Rates' tab.

If the Rates have been added on the Requirement or in the Offer Record, these will be copied over to the Placement. If not, any additional rates can be added to the Placement:

Colleague⁷
Unauthorised Placement for David Payne at Colleague Software Ltd - Extension (Placement: 852)

Type here to search

Documents Received
Parse CV
Daily Planner
Calendar
Tasks
Reports
Search
Candidates
Companies
Contacts
Requirements
Interviews
Offers

Basic > | Overtime Rates > | History > | Documents > | Notes > | Custom Fields > | Checklist > | Back Office > | Invoice Schedule >

Email
Create History
Create Document
View Requirement
Calendar / Task
Commission Splits
Authorise Placement
View more

Save
Cancel

Description *
Uplift
Charge Rate
Pay Rate
UOM
Show in Portal

Show 10 entries

| Description | Uplift | Charge | Pay | UOM |
|-------------|--------|--------|--------|-------|
| Weekends | 0.00 | 200.00 | 150.00 | Daily |
| Overtime | 0.00 | 250.00 | 200.00 | Daily |

Showing 1 to 4 of 4 entries

In the event that a Contractor has the Payment Method: PAYE, when accessing the Margin Calculator (via the plus icon next to the 'Margin %' field), a user will be able to specify the additional Pay based rates that will need to be taken into account in order to calculate an accurate 'Gross Profit' to the Placement:

Basic > | Overtime Rates > | History > | Documents > | Notes > | Custom Fields > | Checklist > | Back Office > | Invoice Schedule >

Email
Create History
Create Document
View Requirement
Calendar / Task
Commission Splits
Authorise Placement
View more

Margin Calculator

Calculate
Accept
Cancel

Charge
Pay
Margin %
Gross Profit

750.00
550.00
17.81
133.61

| Description | Rate |
|-----------------------------------------|--------|
| <input checked="" type="checkbox"/> WTR | 12.07% |
| <input type="checkbox"/> Pension 1% | 1.00% |
| <input type="checkbox"/> Pension 2% | 2.00% |

Company
Contact
Address
Working At

Colleague Software Ltd
David Payne
The Control Tower, Witchcraft Way, Rackheath, Norwich,
United Kingdom, NR13 6GA
Colleague Software Ltd

Q
Q
Q
Q

This is for reporting purposes only.

Invoice Schedule

The Invoice Schedule is designed to enable Back Office with the ability to invoice milestones which have been achieved against the Placement record.

Within the Invoice Schedule there is the ability to add Parent & Child Invoice Items.

Parent items will be the total invoice value of the child items within its folder.

Upon delivery of a child invoice item, it is marked as 'Completed', which releases the item to be invoiced via Back Office.

Basic > | Overtime Rates > | History > | Documents > | Notes > | Custom Fields > | Checklist > | Back Office > | Invoice Schedule > | Timesheets > | Charges > |

Email

Create History

Create Document

View Requirement

Calendar / Task

Commission Splits

Unauthorise Placement

View more

Add Invoice Item

Show 10 entries

| Parent | Description | Invoice Value | Payment Value | Reference | PO Number | Status | Document | Expected | Completed | Invoice Id |
|----------------------------|------------------------------|---------------|---------------|-----------|-----------|--------|----------|-------------|-------------|------------|
| C#.NET Development Project | | 14150 | 7675 | | PO1234567 | | | 1 Nov 2022 | | |
| | First Draft of Specification | 8750 | 4375 | | PO1234567 | | | 10 Nov 2021 | 10 Nov 2021 | |
| | First Phase of Project | 3000 | 1500 | | | | | 9 Feb 2022 | | |
| | Unit Testing | 2400 | 1800 | | | | | 6 Apr 2022 | | |

Showing 1 to 4 of 4 entries

There is a User Group Permission which determines whether a user has access to view the Invoice Schedule tab and another permission to Add/Edit Invoice Items.

Timesheets

For Contract Placements, the key component driving invoice generation is the timesheet area.

The Timesheets tab will become available when a Contract Placement is at 2nd Level Authorised.

When accessing the Timesheets, if you wish to add a Timesheet, press 'Add New Timesheet':

The 'Last Timesheet Date' will be the day before the start date of your timesheet.

If it is the first Timesheet of the Placement, the Last Timesheet Date will be the day before the start date of the Placement. Once Timesheets have begun being added to the Placement, the 'Last Timesheet Date' field will be the last day of the previously entered timesheet.

The Timesheet Type field consists of three options:

- Weekly – Standard weekly timesheet
- Monthly 4/5 Weeks – A monthly timesheet which consists of full weeks, regardless of whether a month ends mid-week
- Monthly Calendar – A monthly timesheet which consists of only the days of the month

The Period End Day defines the end of a week from the perspective of the timesheet. This is set by a Global Setting, and will often be left as default, but is available in case a unique instance requires a different Period End Date.

| Timesheet Details | | | | |
|-------------------|----------------------------------------------|-----------|--------------------|-----------|
| Timesheet Status | Ok | | Supplier Reference | SUP123456 |
| PO Number | PO1234567 | | Charge All | Yes |
| Notes | These are notes made regarding the Timesheet | | Pay All | Yes |
| Date | Standard Rate | Overtime | | |
| Mon 27 Sep 2021 | 7.5 | 0.0 | | |
| Tue 28 Sep 2021 | 7.5 | 0.0 | | |
| Wed 29 Sep 2021 | 7.5 | 0.0 | | |
| Thu 30 Sep 2021 | 7.5 | 0.0 | | |
| Fri 01 Oct 2021 | 7.5 | 0.0 | | |
| Sat 02 Oct 2021 | 0.0 | 4 | | |
| Sun 03 Oct 2021 | 0.0 | 2 | | |
| Total Units | 37.5 | 6 | | |
| Net Charge | 10575.00 | Enter Tax | No | |
| Net Pay | 5587.50 | Tax Scope | Pay | |
| Net Pay Tax | 1117.50 | Tax Date | | |
| Description | Uplift | Charge | Pay | UOM |
| Standard | | 250.00 | 125.00 | Daily |
| Overtime | 0.00 | 200.00 | 150.00 | Daily |

The 'Timesheet Status' field can be used to define various statuses of Timesheet:

| Timesheet Details | |
|-------------------|-----------------|
| Timesheet Status | Ok |
| PO Number | |
| Notes | |
| Date | Mon 27 Sep 2021 |

Ok

On Hold

Hold Payment

Hold Invoice

Paid

Pending Approval

The PO Number dropdown will list all the PO Numbers against the Placement/Company.

The Supplier Reference is an optional field for tracking any necessary reference number in relation to the supplier.

The 'Charge All' field defines whether the timesheet is chargeable and will dictate whether it appears within the Back Office area under the 'Generate Invoices' area.

The 'Pay All' field defines whether the timesheet is payable and will dictate whether it appears within the Back Office area under the 'Generate Payments' area.

The Timesheet table will list the dates within the specified range of the timesheet with a column existing for each rate associated to the Placement. Enter the units as required.

The Net Charge, Net Pay and Net Pay Tax will be automatically calculated based on the units entered into the Timesheet.

Setting 'Enter Tax' will allow you to modify the 'Net Pay Tax' value as well as set whether the Tax Scope is Pay, Charge or Both. The Tax Date can also be recorded for your records.

Beneath the Timesheet values you will see a table of the rates associated to the Placement for your reference.

Press 'Save' to add the Timesheet to the Placement.

Once the Timesheet has been saved, you will be able to open the Timesheet and see other options available to you.

✓ Save

✗ Cancel

🗑 Delete

+ Add New Charge

↓ Show Charges

↓ Show Documents

Timesheet Details

Timesheet Status

Ok

Supplier Reference

SUP123456

PO Number

PO1234567

Charge All

Yes

Notes

These are notes made regarding the Timesheet

Pay All

Yes

| Date | Standard Rate | Overtime |
|-----------------|---------------|----------|
| Mon 27 Sep 2021 | 7.5 | 0 |
| Tue 28 Sep 2021 | 7.5 | 0 |
| Wed 29 Sep 2021 | 7.5 | 0 |
| Thu 30 Sep 2021 | 7.5 | 0 |

These are namely the ability to add a Timesheet Charge and the option to add any supporting Documents to the timesheet.

Click on 'Add New Charge' to add a Charge specific to the Timesheet:

✓ Save

✗ Cancel

🗑 Delete

Description *

Hotel accommodation

Chargeable

Yes

Payable

Yes

Value

125

Tax Code *

20

Tax

25

PL Nominal *

Purchases

SL Nominal *

Sales

Show 10 entries

| ID No | Description | Value | Tax | Invoice | Invoiced Date | Invoiced By |
|-------|---------------------|-------|-----|---------|---------------|-------------|
| 9 | Hotel accommodation | 125 | 25 | 0 | | |

Showing 1 to 1 of 1 entries

Previous

1

Next

Click on 'Show Documents' & 'Add New Document' to add supporting documents to the Timesheet:

✓ Save

✗ Cancel

🗑 Delete

+ Add New Charge

↓ Show Charges

↑ Hide Documents

📄 Add New Document

✓ Upload

✗ Cancel

Available Documents

Document Information

File To Upload

Choose File

No file chosen

Or Specify a URL

Description *

Document Type

Original CV

Default

☐

19 | Page

Charges

Charges can be added to a Timesheet or Placement.

Within Timesheets, a Charge is added as per the above instructions. From within the Placement there is a ‘Charges’ tab which allows a user to enter any specific charges they need to raise with the client in relation to the Placement.

Basic > | Overtime Rates > | History > | Documents > | Notes > | Custom Fields > | Checklist > | Back Office > | Invoice Schedule > | Timesheets > | Charges ▾

Email

Create History

Create Document

View Requirement

Calendar / Task

Commission Splits

Unauthorise Placement

View more

Add New Charge

Hide Charge

✓ Save

✕ Cancel

🗑 Delete

↓ Show Documents

Status

PO Number

Description *

Ok ▾

PO1234567 ▾

Petrol

Chargeable

Payable

Value

Tax Code *

Tax

Payee Account Reference

Charge Invoice Reference

PL Nominal *

SL Nominal *

Yes

Yes

150

20

30

PAYACCREF1234

COLLEAGUEACCREF

Purchases

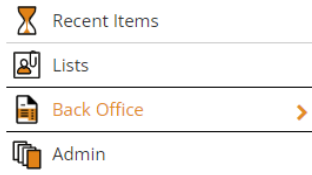
Sales

Like with a Timesheet Charge, this includes the option to add any supporting documentation in relation to the charge via ‘Show Documents’ and then ‘Add New Document’.

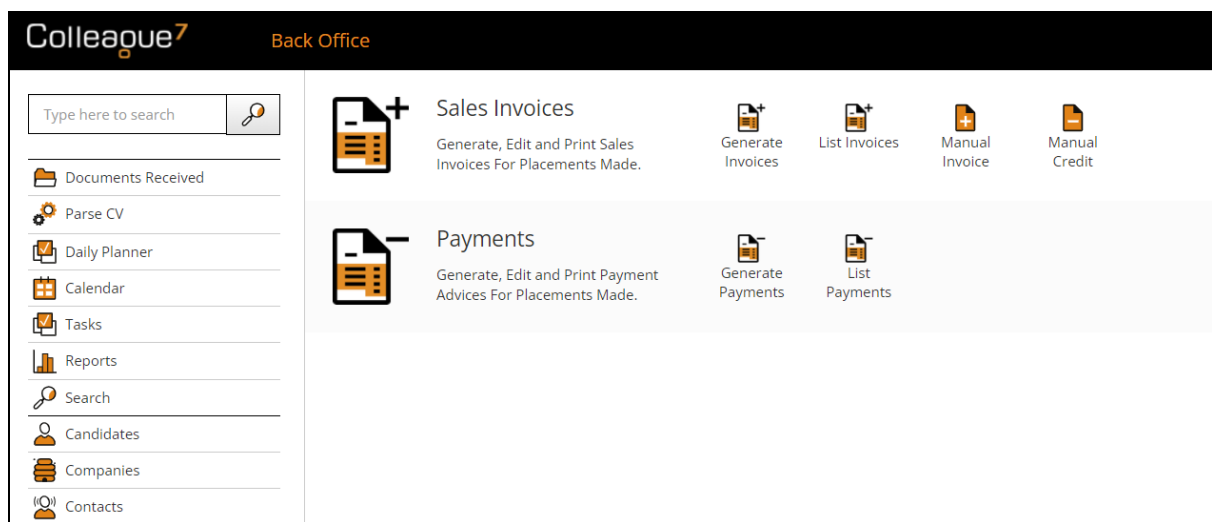
Back Office

Access to the Back Office area is authorised via a User Group Permission.

From the main navigation menu select 'Back Office'

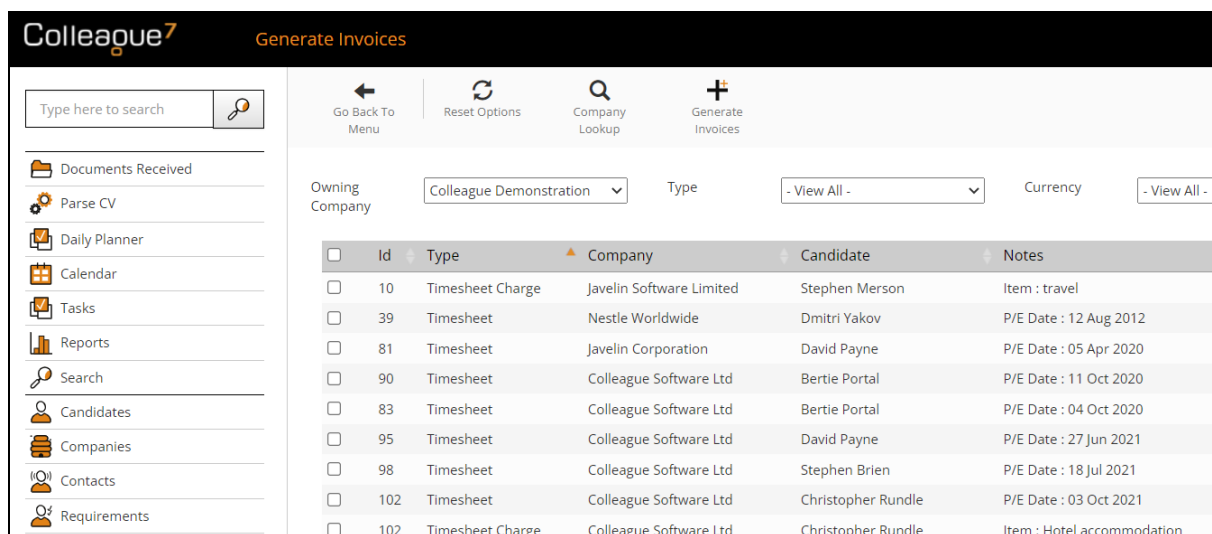


Within the Back Office page, a user will find a 'Sales Invoices' row, consisting of features designed to cater sales invoicing and a 'Payments' row for the processing of payments.



Generate Invoices

Within the Generate Invoices page, you will find a table listing all of the chargeable Timesheets, Charges, Fixed Term Contracts, Invoice Schedule Items and Rebates that are still yet to be processed.



Access to the various associated records to these items can be achieved by clicking the icons on the right hand side of the table:

| Currency | Frequency | Value | | | | |
|----------|-----------|----------|--|--|--|--|
| GBP | Weekly | 1050.00 | | | | |
| EUR | Monthly | 2200.00 | | | | |
| GBP | Monthly | 1950.00 | | | | |
| GBP | Monthly | 2250.00 | | | | |
| GBP | Monthly | 3000.00 | | | | |
| GBP | Monthly | 750.00 | | | | |
| GBP | Monthly | 600.00 | | | | |
| GBP | Monthly | 21150.00 | | | | |
| GBP | Monthly | 21150.00 | | | | |
| GBP | | 3500.00 | | | | |
| GBP | | 15000.00 | | | | |
| GBP | | 11000.00 | | | | |

Filters are available at the top of the table to group the records based on your needs. This includes the ability to lookup a Company and find only outstanding items to invoice against that Company.

Company Lookup

Generate Invoices

Type
- View All -
Currency
- View All -
Frequency
- View All -

Tick the items you wish to invoice and press 'Generate Invoices':

Colleague⁷
Generate Invoices

Type here to search

Go Back To Menu
Reset Options
Company Lookup
Generate Invoices

Documents Received
Parse CV
Daily Planner
Calendar
Tasks
Reports

Invoice Date *
30 Jun 2021
Default Nominal *
Sales
Create Separate Expense Invoices
No

You will be able to set the 'Invoice Date' for the Invoice Records which will now be generated.

The 'Default Nominal' is the Nominal Code that will be used in the event that the Nominal Code settings which have been configured, do not cover the records being processed.

The 'Create Separate Expense Invoices' option, if set to 'Yes', will create separate invoice records for any associated Charges linked to a Timesheet.

Press 'OK' and this will generate the invoice records. Upon completion, the selected records in the 'Generate Invoices' should disappear and you will be given an option to view the invoices within the 'List Invoices' area:

Would you like to view the Invoices?

✓
Yes
✗
No

List Invoices

The List Invoices area is a view of all invoice records created on the system.

It begins filtered on today's date, but will update based on the selected invoice date to show all invoices from then to today:

Colleague⁷
List Invoices

- Documents Received
- Parse CV
- Daily Planner
- Calendar
- Tasks
- Reports
- Search
- Candidates
- Companies

Go Back To Menu
Reset Options
Company Lookup
Undo Invoices
Edit Invoice
Create Documents
Email Invoices

Owning Company: Colleague Demonstration

Invoice Date: 10 Nov 2021

Currency: - View All -

| <input type="checkbox"/> | Invoice Id | Type | Invoice Date | Company | Contact | Gross | Currency |
|--------------------------|------------|---------|--------------|----------------------------|--------------|----------|----------|
| <input type="checkbox"/> | 1196 | Invoice | 10 Nov 2021 | Colleague Software Limited | Mike Granger | 12840.00 | GBP |
| <input type="checkbox"/> | 1197 | Invoice | 10 Nov 2021 | Deutsche Bank | Simon Smith | 4200.00 | GBP |

Showing 1 to 2 of 2 entries

If you have generated an invoice in error, you can select the invoice(s) and press 'Undo Invoices':

Colleague⁷
List Invoices

- Documents Received
- Parse CV
- Daily Planner
- Calendar
- Tasks
- Reports
- Search
- Candidates
- Companies

Go Back To Menu
Reset Options
Company Lookup
Undo Invoices
Edit Invoice
Create Documents
Email Invoices

This will undo the selected invoices, press OK to continue

Owning Company: Colleague Demonstration

Invoice Date: 10 Nov 2021

Currency: - View All -

| <input type="checkbox"/> | Invoice Id | Type | Invoice Date | Company | Contact | Gross | Currency |
|-------------------------------------|------------|---------|--------------|----------------------------|--------------|----------|----------|
| <input checked="" type="checkbox"/> | 1196 | Invoice | 10 Nov 2021 | Colleague Software Limited | Mike Granger | 12840.00 | GBP |
| <input type="checkbox"/> | 1197 | Invoice | 10 Nov 2021 | Deutsche Bank | Simon Smith | 4200.00 | GBP |

Showing 1 to 2 of 2 entries

This will remove the invoice record and return the invoiceable item back to the 'Generate Invoices' page.

If you wish to edit an invoice or view the line details of the invoice record, tick the invoice row and select 'Edit Invoice':

Colleague⁷ Edit Invoice

Type here to search

Go To List Invoices | Edit Line Details

Invoice Header Details

Owning Company * Colleague Demonstration

Company * Colleague Software Limited

Contact * Mike Granger

Invoice Address * The Control Tower, Witchcraft Way, Rackheath, Norwich, United King

PO Number PO1234567

Invoice Date * 10 Nov 2021

Tax Date * 10 Nov 2021

Currency * GBP

Account Reference * COLLEAGUEACCREF

When in an Invoice record, click on 'Edit Line Details':

Invoice Line Details

Save Cancel

Detail * Christopher Rundle FROM 27 Sep 2021 to 03 Oct 2021 Hotel accommo

Net * 125

Tax Code * 20

Tax * 25

Nominal Code * Sales

Department * 123

+ Add Line | Edit Line | Delete Line

| Invoice Line | Detail | Net | Tax | Nominal Code | Department |
|--------------|------------------------------------------------------------------------|------|------|--------------|------------|
| 1 | Christopher Rundle FROM 27 Sep 2021 to 03 Oct 2021 | 0 | 0 | Sales | 0 |
| 2 | 37.50 Day @ GBP 250.00 Standard | 9375 | 1875 | Sales | 0 |
| 3 | Christopher Rundle FROM 27 Sep 2021 to 03 Oct 2021 Hotel accommodation | 125 | 25 | Sales | 0 |
| 4 | 6.00 Day @ GBP 200.00 Overtime | 1200 | 240 | Sales | 0 |

From here, you can edit any of the necessary line detail as and when required.

If you wish to 'Print' the invoice, tick the necessary invoice(s) and select 'Create Documents'. This will allow you to select the necessary invoice template for the invoice records:

Colleague⁷ List Invoices

Type here to search

Go Back To Menu | Reset Options | Company Lookup | Undo Invoices | Edit Invoice





Invoice Template: Colleague Sales Invoice
Document Type: PDF Document

Owning Company: Colleague Demonstration | Invoice Date: 10 Nov 2021

| | Invoice Id | Type | Invoice Date | Company |
|-------------------------------------|------------|---------|--------------|----------------------------|
| <input checked="" type="checkbox"/> | 1196 | Invoice | 10 Nov 2021 | Colleague Software Limited |
| <input checked="" type="checkbox"/> | 1197 | Invoice | 10 Nov 2021 | Deutsche Bank |

Once the invoices have been generated, you can access the document via the icons on the right hand side:

Currency: - View All - | Unposted Only: No

| | Gross | Currency | Printed | Sent | Posted | |
|-------|----------|----------|-------------|------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| anger | 12840.00 | GBP | 10 Nov 2021 | | |   |
| mith | 4200.00 | GBP | 10 Nov 2021 | | |   |

Example invoice record:

The Control Tower
Witchcraft Way, Rackheath
Norwich NR12 6GA

Sales 01603 735935
Support 01603 735930
Accounts 01603 735934
salesteam@colleaguesoftware.com
www.colleaguesoftware.com

SALES INVOICE

Colleague Software Limited
The Control Tower
Witchcraft Way
Rackheath
Norwich
NR13 6GA
United Kingdom

Colleague

| | | | |
|------------------------------|-------------|-----------------------------|-----------------|
| Invoice No: | 1196 | Account No: | COLLEAGUEACCREF |
| Date & Tax Point: | 10 Nov 2021 | VAT Registration No: | 111 222 333 444 |
| Page: | 1 of 1 | Customer VAT No. | GB 123 45 6 |

| Detail | Unit | Rate | Total |
|----------------------------------------------------------|-------|--------|----------|
| Christopher Rundle FROM 27 Sep 2021 to 03 Oct 2021 | | | |
| 37.50 Day @ GBP 250.00 Standard | 37.50 | 250.00 | 9,375.00 |
| Christopher Rundle FROM 27 Sep 2021 to 03 Oct 2021 Hotel | 0.00 | 125.00 | 125.00 |

If you wish to edit an invoice document, you can generate the document in a Word document.

Colleague⁷

List Invoices

- Documents Received
- Parse CV
- Daily Planner
- Calendar
- Tasks
- Reports
- Search
- Candidates

Go Back To Menu
Reset Options
Company Lookup
Undo Invoices
Edit Invoice

Invoice Template Colleague Sales Invoice

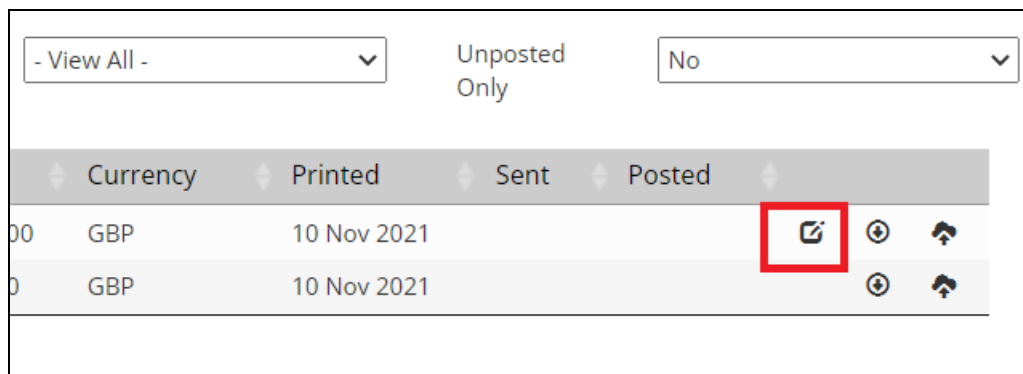
Document Type * Word Document

Owning Company Colleague Demonstration

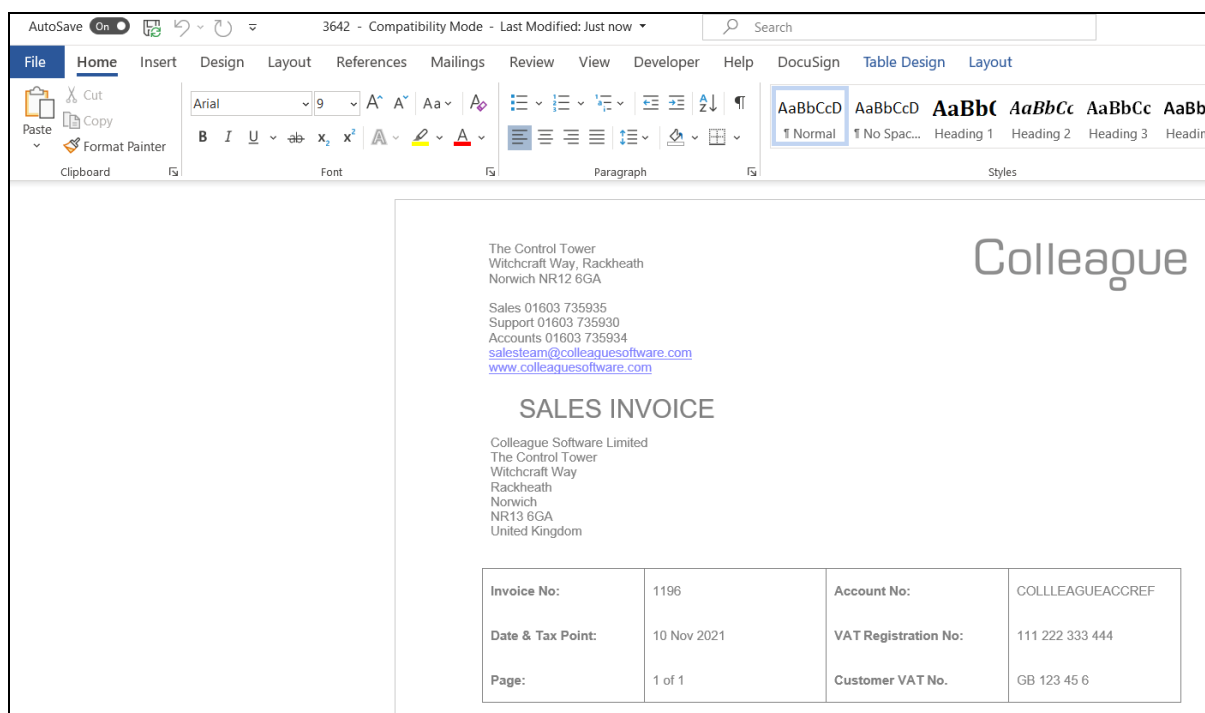
Invoice Date 10 Nov 2021

| <input type="checkbox"/> | Invoice Id | Type | Invoice Date | Company |
|-------------------------------------|------------|---------|--------------|----------------------------|
| <input checked="" type="checkbox"/> | 1196 | Invoice | 10 Nov 2021 | Colleague Software Limited |

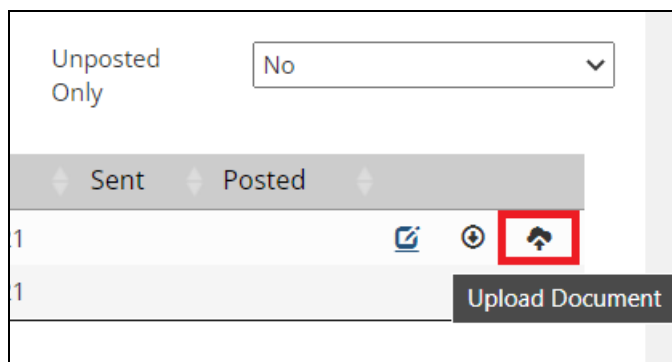
Editing an invoice document in Word is done so via this icon:



You can then edit the invoice as required and 'Save As' PDF:



Manually edited invoice documents can be uploaded back to the Invoice Record using this icon:



When ready, the next stage in the process is to email the Invoice Contacts with their associated invoices. To do this, tick the necessary invoice records and tick 'Email Invoices':

Included within this option will be the ability to 'Attach Supporting Documents'. This ensures when the email is sent, alongside the invoice documents any associated supporting documents (attached to the Timesheet or Charge) will be included as an attachment.

Manual Invoice / Credit

If you wish to create a manual invoice or credit, you can do so from the main 'Back Office' page:

You will first need to enter the 'Invoice Header Details':

- Company/Contact/Invoice Address
- PO Number (optional)
- Invoice/Tax Date/Currency/Account Reference
- Link to Placement

Colleague⁷
Manual Invoice

Go Back To Menu
Save
Cancel

Documents Received
Parse CV
Daily Planner
Calendar
Tasks
Reports
Search
Candidates
Companies
Contacts
Requirements
Interviews

Invoice Header Details

Owning Company *
Colleague Demonstration

Company *

Contact *

Invoice Address *
- Please Select -

PO Number

Invoice Date *
10 Nov 2021

Tax Date *
10 Nov 2021

Currency *
GBP

Account Reference *

Linked To Placement
Please Select a Placement

Press 'Save' and this will load the 'Invoice Line Details':

Invoice Line Details

Save
Cancel

Detail *

Net *

Tax Code *
10

Tax *

Nominal Code *
Sales

Department *

Add Line
Edit Line
Delete Line

| Invoice Line | Detail | Net | Tax | Nominal Code |
|----------------------------|--------|-----|-----|--------------|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries

Here you can add the necessary invoice lines in relation to the invoice (or credit).

In the event of a credit, the entered value will be converted into a negative value.