Contract #

1. Several facilities can be under one contract number!
2. All billing is done by contract number
3. We should be able to assign billing contact (name)
4. We should be able to assign billing contact email (email)
5. Start date

Billing

* 1. Billing is done monthly but we want to be able to look at bills early
  2. Before we send the bill we need to be able to view and confirm
  3. Once we confirm bill is correct we should be able to mark as confirmed
  4. Ability to post payments (both partial and full)
  5. Easily view status of bills (due, 30days, 60 days, 90 days)
  6. You can run one bill to see format
  7. Invoice numbers must be less than 6 characters!
  8. Ability to email bills both to billing contact email or manually to another email (should be able to see when it was emailed easily)
  9. Must calculate bills correctly (orders where fldexception3 is not “null” or “ “ should NOT be included.
  10. All bills will be the first to last day of each month!

Interface

1. Should be simple clean interface
2. Easy to view, (would like to see 6 months at a time
3. Sort by contract #
4. Past due (over 30days should be yellow, over 60 days should be orange, over 90 red)

Report

1. We would like to be able to run a billing summary report
   1. 1 for all contract numbers
   2. 1 by division
   3. 1 by individual contract number