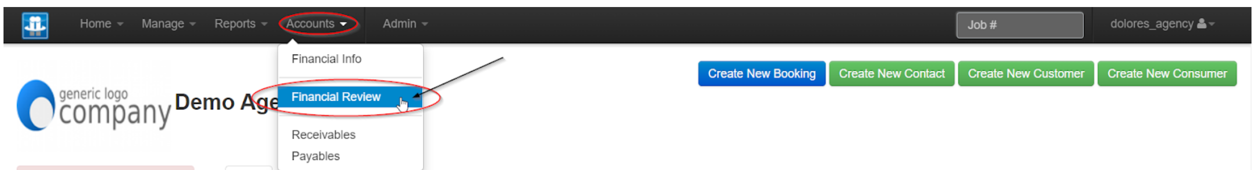
Financial Review & Verification

Financial Review allows you to review **Jobs** from a financial perspective i.e. check the **Actual Duration**, **VoS** or any other documentation, any **Incidentals** added, **Rate Plan Associations**, **Preview Invoice**/**Payment** etc.
Verification will fully close, i.e. lock the job, so that no further changes can be made and the **Invoice**/**Payment** can be prepared.

To access **Financial Review**:

➔ Navigate to the **'Accounts'** menu and select **'Financial Review'**



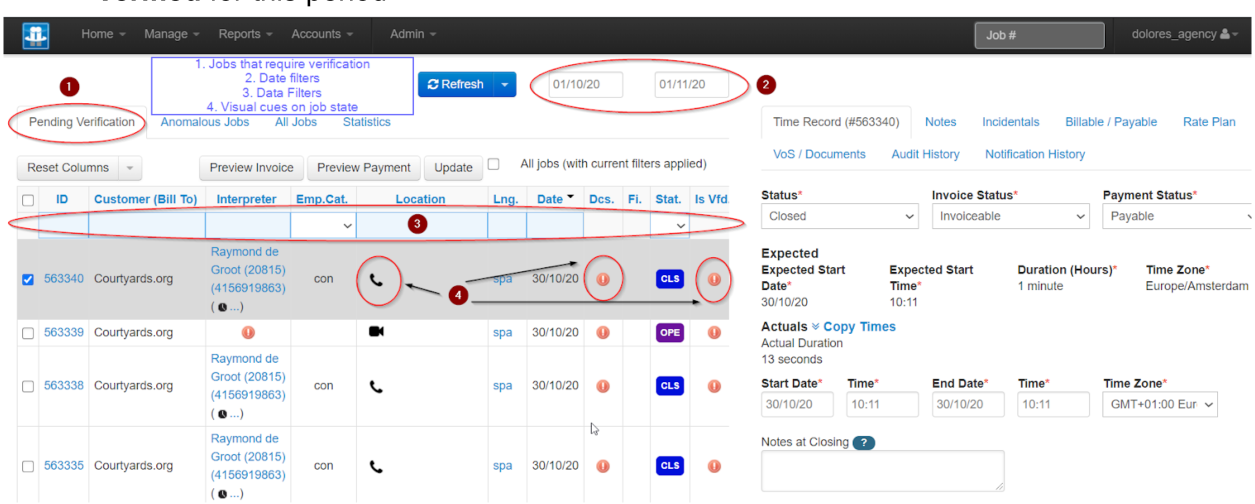
➔ The date filter at the top of the page will default to the last full period/month but this can be changed by typing the relevant to and from date and clicking **Refresh** (note that the from date should always be one day later than the period you are reviewing)

➔ The grid on the left hand side will give you visual cues as to the state of the job (note that you can add/remove columns using the **Reset Columns** button), for example

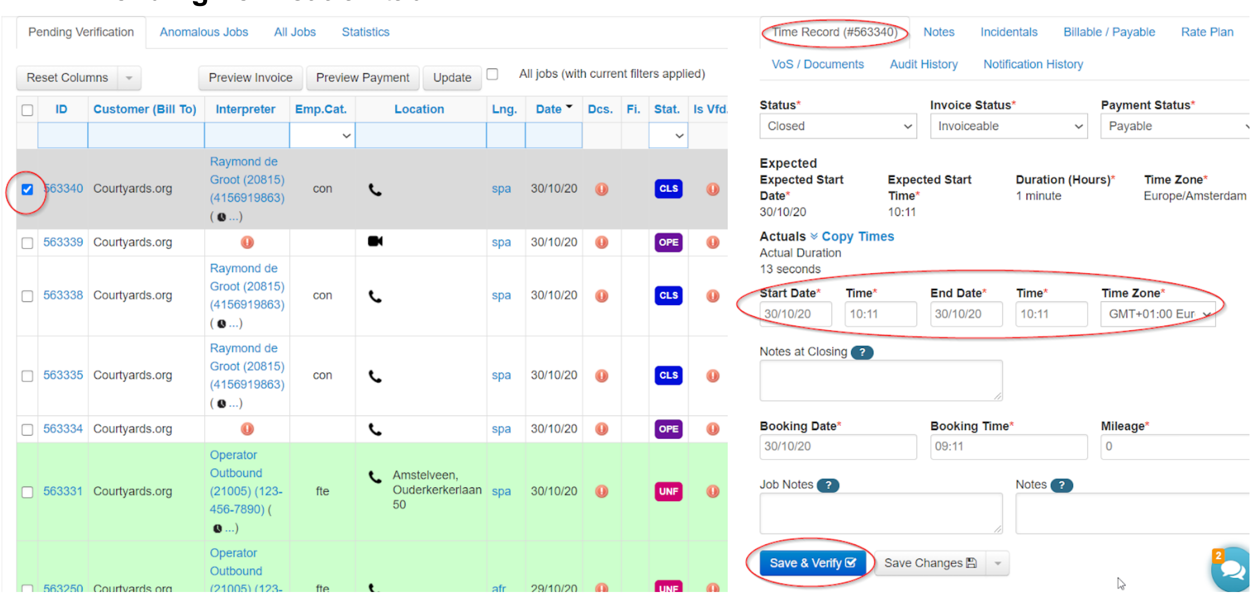
- **Dcs** - a red exclamation mark will indicate that the **VoS** is missing
- **Stat.** - the **Status** of the job; ideally all jobs should be **Closed** (or **Cancelled**, **Unfulfilled**) but can be updated here if required
- **Inv.St**. & **Pay.St.** - icons will indicate the status of the **Invoice**/**Payment** e.g. **Invoiceable** (hovering over the icons will provide the status also)
- **Type** - icons will indicate the **Service Type**

➔ You can also filter the grid by any of the column headers, for example if you wish to only process **Closed** jobs and/or you may wish to filter for a specific **Customer**

➔ The **Pending Verification** tab is your go-to for all jobs that need to be Reviewed & **Verified** for this period



- ➔ The **Anomalous Jobs** tab will help you identify any jobs that may be outside of the norm that you may wish to pay closer attention to, for example you can use the dropdown menu to select jobs where the actual duration was greater than expected, late start, Jobs with Incidentals etc.
- ➔ The **All Jobs** tab will allow you to view all jobs including those that have already been **Verified**
- ➔ Select a job in the grid on the left hand side and this will load the job for review on the right hand side
- ➔ You can then check and/or update the details of the job on the right hand side using the various tabs, for example you may need to update the start/end times on the **Time Record** tab or change the job **Status** if it was not previously **Closed**, or add/remove on the **Incidentals** tab
- ➔ You can use the **Save Changes** button at the bottom of the page to **Preview Invoice** and **Preview Payment** to double-check that the job will be charged/paid as required - note that **Preview Invoice** and **Preview Payment** buttons are also available at the top of the grid on the left hand side and these are especially useful if you wish to Preview an **Invoice**/**Payment** for multiple jobs at the same time - it is also worth noting that you can use these buttons for convenience to Preview an **Invoice**/**Payment** for multiple jobs even if these are for different **Interpreters**/**Customers** or even if you generate individual **Invoices/Payments** - this is only a preview and is no indication of the final **Invoice/Payment** which you will create separately
- ➔ If you wish to Override any items on an Invoice/Payment, for example you may wish to charge/pay a one-off hourly rate for this particular job, you can select **Prepare Invoice** and/or **Prepare Payment** from the **Save Changes** button
- ➔ If Overrides were applied to a job you would then see this on the Rate Plan tab by checking **Customer (Override)** and/or **Interpreter (Override)**
- ➔ Finally, when you are satisfied with the job details and the charges/payments, click the blue **Save & Verify** button. The job will now be **Verified** and will no longer appear in the **Pending Verification** tab



- If a job was previously **Verified** and you need to make further changes prior to issuing the Invoice/Payment, you can use the **Save Changes** button to **Unverify** the job
- You can also bulk **Verify**/**Unverify** jobs from the grid on the left hand side, as well as bulk updating **Invoice** and **Payment Status**; simply select the appropriate jobs in the grid (one by one or filtering and using the all jobs checkbox at the top of the grid), click the **Update** button and select the required values in the pop-up dialog box
- **Verified** jobs are then ready to be Invoiced/Paid and this will be covered in a subsequent topic ‘Creating Invoices & Payments’.