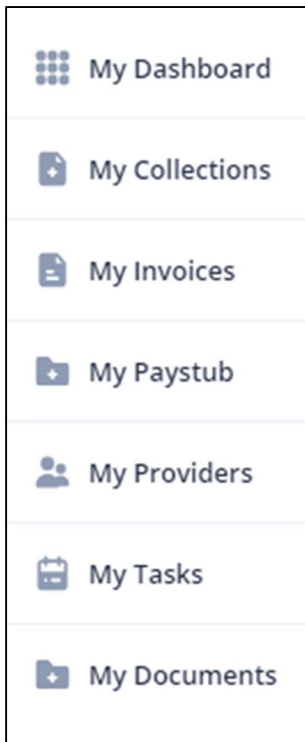
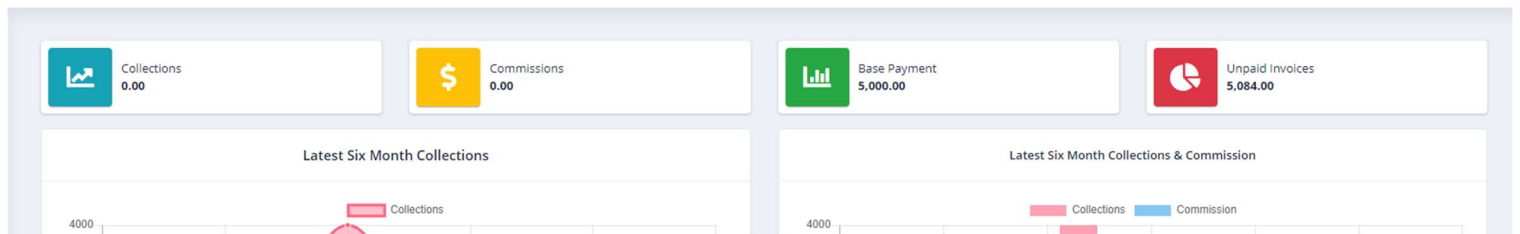


## The left side options



## My Dashboard

Once logged in you will see YOUR Dashboard, which will contain your stats for a 6 month time span



## My Collections

This will give you a list of your collections over time

My Collection List							
<input type="text" value="Search"/>							<a href="#">+ Add Collection</a>
Month/Year	Contractor	Provider	CollectionAmount	Rate	Commission	Status	Action
Aug 2021	Fahad Razzaq	Winnie Moore, LCPC	0.00	2	0.00	Invoiced	<a href="#">View</a> <a href="#">Delete</a>
Aug 2021	Fahad Razzaq	Winnie Moore, LCPC	0.00	2	0.00	Invoiced	<a href="#">View</a> <a href="#">Delete</a>
May 2021	Fahad Razzaq	Ronald Jefferson	4,000.00	2	80.00	Invoiced	<a href="#">View</a> <a href="#">Delete</a>
Items per page: 10 1 - 3 of 3							<a href="#">&lt;</a> <a href="#">&gt;</a>

## My Invoices

This will give you a list of your invoices over time

My Invoice List

 Search

[+ New Invoice](#)

Invoice No.	Invoice Date	Employee	Amount	ApprovalStatus	Status	Action
INV000030	08/14/2021	Fahad Razzaq	3,000.00	Approved	Unpaid	<a href="#">edit</a> <a href="#">print</a> <a href="#">view</a>
INV000029	08/12/2021	Fahad Razzaq	2,000.00	Approved	Unpaid	<a href="#">edit</a> <a href="#">print</a> <a href="#">view</a>
INV000003	05/26/2021	Fahad Razzaq	84.00		Unpaid	<a href="#">edit</a> <a href="#">print</a> <a href="#">view</a>

Items per page: 10 1 - 3 of 3 |< < > >|

### Action Definitions



edit current the invoice



print current invoice



view current invoice

## My Pay Stubs/Slips

This will give you a list of your invoices over time

Pay Slip List

 Search

Pay slip no.	Contractor	Payment date	Gross Pay	Deduction	Net Pay	Action
No data available in table						

Items per page: 10 0 of 0 |< < > >|

## My Providers

This will give you a list of your assigned clients/providers and your percentage rate

### My Providers List

 Search

Provider Name	Pay Rate	StartDate	EndDate	ReasonToEnded	CreatedBy
Winnie Moore, LCPC	2	02/11/2020			admin
Demo Provider	2	07/23/2010			admin



Items per page: 10 1 - 2 of 2 < < > >|

## My Task

This will be a list of assigned tasks assigned to you pertaining to collections, invoices or paperwork

### My Task List

 Search

Type	Task Name	Description	DueDate	Status	Action
Normal	Collections	Collections	05/26/2021	Not Started	
Special	Money colloection	Money colloection	05/31/2021	In Progress	

Items per page: 10 1 - 2 of 2 < < > >|

## My Documents

This where you can find documents for Billing Plus and where you can upload a document that is required of you

Document Management

Choose File No file chosen

Description

Upload

Uploaded by me

Shared with me

Search

User	Filename	Description	Attached on	Is shared	Created by	Action
No files available in table						

## Adding Monthly Collections for Commission Pay

### Under Collections

- Click on green + Add Collection Button
- For each provider, add your monthly income after running your income reports for your assigned providers for the appropriate month
  - **PLEASE NOTE, FOR THE MONTH AND YEAR, PLEASE PAY ATTENTION, FOR IT WILL ALWAYS DEFAULT TO THE CURRENT MONTH, YOU MUST BE MINDFUL TO CHANGE IT**

New Collection

Contractor Name

Fahad Razzaq

Provider Name

Demo Provider

Rate

2

Collection Amount

25000

Commission

500.00

Month and Year

Feb 2021

Save

Clear

- You only need to add:
  - Provider Name
  - Collection Amount
  - Month and Year
- Save
- You will be taken back to your Collection List, the collection(s) will now show as UNINVOICED

My Collection List							
<input type="text" value="Search"/>						<input type="button" value="+ Add Collection"/>	
Month/Year	Contractor	Provider	CollectionAmount	Rate	Commission	Status	Action
Jul 2021	Fahad Razzaq	Demo Provider	25,000.00	2	500.00	Not Invoiced	<input type="button" value="📧"/> <input type="button" value="🗑️"/>

## Creating Invoices for Commission Pay Under My Invoices

- Click on the green + New Invoice Button

My Invoice List	
<input type="text" value="Search"/>	<input type="button" value="+ New Invoice"/>

- Add the bottom click the New button

Create Invoice

Invoice No

# Invoice No

Invoice Date

📅 Invoice Date

Time Period

📅

Contractor Name

👤 Contractor Name

Address

🏠 Address

Load Uninvoiced Collections

Month/Year	Provider	Collections	Rate(%)	Employee Portion
				Total Collections 0.00
				Total Commission 0.00
				<input type="checkbox"/> Base Payment <div>0</div>
				Grand Total 0.00

- Invoice No. will auto populate
- Invoice Date will default to current date
- Your name and address will also auto populate
- TIME PERIOD: you must enter the month for which you are submitting the income report for
  - (i.e. income period for the month July 2021, will pull in all the collections you created for that time period)
  - If you enter a collection month incorrectly it will NOT pull in all your collections for the particular month correctly.
  - Your Name and Address will also auto populate
- Hit the Load Uninvoiced Collections button to load the collections you created previously
- Each collection you created will appear on the invoice
- Time Period must match the month of the collections you entered, if not it will not generate the invoice

**Load Uninvoiced Collections**

Month/Year

Provider

Create Invoice

Invoice No

# INV000032

Invoice Date

08/23/2021

Time Period

Jul-2021

Contractor Name

Fahad Razzaq

Address

no address available - none

Load Uninvoiced Collections

Month/Year	Provider	Collections	Rate(%)	Employee Portion
Jul 2021	Demo Provider	25000	2	500

Total Collections

25,000.00

Total Commission

500.00

☐ Base Payment

0

Grand Total

500.00

New

Save

Delete

Invoice List

- Hit Save
- Once saved, the green Invoice List button at the bottom
- This will take you back to your Invoice List again and your invoice will now show Pending and Unpaid

Once your invoice has been approved, it will show approved and once it has been paid it will show paid, you will be able to see your PaySlip on payday.

## Creating Invoices for Base Monthly Pay Under My Collections

- Click on green + Add Collection Button
- Select **Base Pay Provider**
  - **PLEASE NOTE, FOR THE MONTH AND YEAR, PLEASE PAY ATTENTION, FOR IT WILL ALWAYS DEFAULT TO THE CURRENT MONTH, YOU MUST BE MINDFUL TO CHANGE IT**
- Collection Amount is ZERO (0)

View Collection

Contractor Name

Fahad Razzaq

Rate

250.00

Commission

0

Provider Name

Base Pay Provider

Collection Amount

0

Month and Year

May 2021

Save

Clear

- Under My Invoices, click
- the green + New Invoice Button

My Invoice List

Q

Search

+ New Invoice

- At the bottom click the New button

Create Invoice

Invoice No

# Invoice No

Invoice Date

📅 Invoice Date

Time Period

📅

Contractor Name

👤 Contractor Name

Address

🏠 Address

Load Uninvoiced Collections

Month/Year	Provider	Collections	Rate(%)	Employee Portion
Total Collections				0.00
Total Commission				0.00
<input type="checkbox"/> Base Payment <div>0</div>				
Grand Total				0.00

New

Save

Delete

📄 Invoice List

📷

📄

🖨️

- Same as previous, click the New green button at the bottom
- Which will auto-populate your info
- Time period is required, must be same period you entered previously
- Click the Base Payment Option, this will load your base pay, there should be only one entry on this invoice.



Create Invoice

Invoice No

# INV000033

Invoice Date

08/23/2021

Time Period

May-2021

Contractor Name

Fahad Razzaq

Address

no address available - none

Load Uninvoiced Collections

Month/Year	Provider	Collections	Rate(%)	Employee Portion
May 2021	Base Pay Provider	0	250.00	0

Total Collections

0.00

Total Commission

0.00

☒ Base Payment

250

Grand Total

250.00

New

Save

Delete

Invoice List

- Hit Save
- Once saved, the green Invoice List button at the bottom
- This will take you back to your Invoice List again and your invoice will now show Pending and Unpaid

Once your invoice has been approved, it will show approved and once it has been paid it will show paid, you will be able to see your PaySlip on payday or day after payday!