



Alternative Invoice Address - Users

If enabled by your agency it is possible to set up client addresses other than the main client record invoice address. This allows invoices to be split according to the different addresses the invoices are required to be sent to, either regularly or for an individual placement.

In addition invoice numbers can be prefixed according to the Alternative Invoice Address set up if an agency wishes to trade under different Brands with the same client.

Back office will always be required to set up the addresses - with or without prefixes.

On the placement there are new boxes for you to select the alternative invoice address (Invoice Prefix will show depending on your agency set up).

Details	Applicant	Annalise Hinton	Start Date	02/04/2018
Split	Company	A & H Stephens, Alesha McCall	Leave Date	31/03/2019
Contact Events	Job Title	Care Manager	Department	Nursing
Rates	Client Department		Consultant	SHELLEY
AWR Role	Their Ref	111	Our Ref	3602
AWR Linked	Contract		Concurrent or Shifts	☒
Placements	Placement Date	08/05/2018	Override R35 Public Sector	☒
Shifts	Override Invoice Layout		Days per Week	5
Timesheets	Alternative Inv Address	A.H	Work Pattern	MTWTF__ 09:00 7.5 hours
Accounts	Invoice Prefix	Z		
Staged Invoices	Invoice Email	alt1@iqx.co.uk		
Questionnaire	Invoice Address	1 Main Street		
Notes				

Simply choose the address that is correct for where the invoice is to be sent, the completed timesheet will hold the information regarding the alternative invoice address and it will be used to split the invoices accordingly.

From:

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