Perm placement details

refers to:
placement form → details tab
placement form → invoicing tab

Details that already exist in the vacancy (such as 'Position' and 'Their Ref'), are imported from the vacancy. Details entered directly into the placement form do not update the vacancy since it is possible that there is more than one placement linked to a vacancy and they may have different details.

Details tab

- Enter the **Salary** in the top right section.
- Enter any **references** that are required.
- Enter any other **emoluments** that need to be taken into consideration for the fee in the bottom section.
- The **default Fee percentage** can be updated to another value or replaced by a fixed amount. (Any number over 100 is taken as a fixed amount and not as a percentage)
- The **default invoice description** can be edited by double clicking on the line.
- The **For Attention of** field can be edited as required.
- Agencies can have extra items added as required
- **Save and Refresh** to update the details you have added.
- Select the **Invoicing** view on the left for the next steps.

Notes

- The calculations will not be updated until the Save and Refresh button is clicked
- If the Fee is below the minimum a warning will show. Only users with manager rights can authorise a fee less than the minimum.
- The Leave Date is greyed out because Perm placements cannot have a leave date.
- Make contact events for Contracts, etc on the placement form as they will then be visible from the greatest number of places.
- The perm placement cannot be authorised for invoicing until all the details have been entered.

Invoicing tab

The invoicing tab is used for calculating the fee share for commissions.

- Under **Consultant** select the name and enter their percentage of the fee. If the fee is to be shared add the second consultant and their share. Some agencies may have further columns of data to select from.

- The **Authorise** button will validate the details and allow the placement to be invoiced on the Start Date of the placement. It cannot be invoiced before that date. The state will be Awaits Invoicing until invoiced.

Once the Accounts Department has invoiced the placement, the details will be updated. If anything goes wrong the entire placement can be cancelled and credited, then a new invoice should be generated with new details.

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