

# CHAPTER 11

## INVOICES

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## 11.A

### Introduction to Invoices

The Invoice feature allows you to create a comprehensive invoice to bill for Fire Department services. You can keep track of any invoices sent for MVA response charges, inspections, permits or anything else your department bills for.

## 11.B

### The Invoice Window

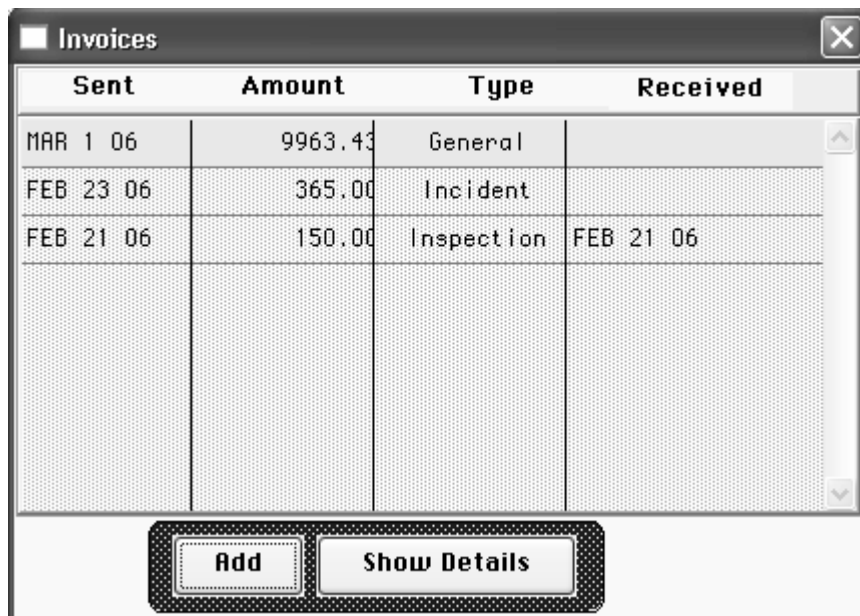
The invoice window is accessed by clicking the "**Invoice**" button on Property, Incidents and Inspection windows.

#### **Note:**

Clicking on the Invoice button on any Non-property record will allow you to view a list of all the invoices attached to any Incidents or Inspections attached to the Non-Property Record. You can view these invoices, but it is not possible to add an invoice directly to the Non-Property record.

To view an invoice, select it and click the "**Show Details**" button.

To create a new general invoice for this property, click the "**Add**" button.



Sent	Amount	Type	Received
MAR 1 06	9963.43	General	
FEB 23 06	365.00	Incident	
FEB 21 06	150.00	Inspection	FEB 21 06

Buttons: Add, Show Details

There are 2 different invoice windows. The one for creating a new general invoice is discussed below.

#### **Note:**

The invoices for inspections are very similar to the general invoice.

The window for invoices associated with an incident is discussed later in the chapter (see **11.G**)

Invoice
✕

### Invoice

Item	Price	Quantity	Total	Tax
Big Ticket Item	8560.85	1	8560.85	Both
Ladder	100.00	1	100.00	Both
	0.00	0	0.00	Both

**Number:**

Print Insurance Disc.

**Name:** Dave Brown

**Address:** 123 Main Street

**City, Prov Postal:** Your Town, ON P1L 2D4

**Total:** 8660.85

**GST:** 606.26

**PST:** 606.26

**Apparatus:** 0.00

**Total Cost:** 9873.37

**Status**

In Progress
  Sent DEC 9 07
 Received DEC 10 07

Delete

Edit

Print

Cancel

OK

**Notes** Apparatus

## Invoice Window Fields

### **ITEM**

Select the item from the drop down list. You must have an item selected or the line will not be saved.

**To add or edit the Invoice Item list, see:**



**20.90**

### **PRICE**

The price field will automatically be filled in based on the item. You may change the price here if necessary.

### **QUANTITY**

Enter how many of the items you need to bill – the default is 1.

### **TAX**

Select the appropriate tax status for the item

### **NUMBER**

You can either give your invoices manual numbers, or have FirePro auto-number them for you.

**To turn on Auto-numbering for Invoices, go to:**



**20.C.60**

### **PRINT INSURANCE DISC.**

If this box is checked, a message will print telling the addressee that they may forward this invoice to their insurance company.

### **COPY FROM LIST**

The Copy From list allows you to select one of the contacts from the Property record and copy it into the Invoice

### **STATUS**

**IN PROGRESS** – indicates that the invoice or inspection is still in progress and the addressee has not received the invoice.

**SENT** – indicates that the invoice has been sent to the addressee on the date shown. When you click the “Print” button (**11.D.10**), you will be asked if you wish to mark the invoice as sent. Clicking yes will automatically mark the invoice as sent and enter the current date.

**RECEIVED** – indicates that the invoice has been paid on the date shown. When you click the “**Receive funds**” button (**11.D.20**), you will be asked if you wish to mark the invoice as paid. Clicking yes will automatically mark the invoice as paid and enter the current date.

**APPARATUS** – allows you to select apparatus to include on the invoice if necessary. When you choose an apparatus and enter the times etc., the rates are automatically loaded into the invoice from the Inventory window (see **chapter 24**).

## 11.D

### Invoice Window Buttons

#### 11.D.10



Clicking the "**Receive Funds**" button will mark the invoice as paid and enter the current date into the Received portion of the Status field.

#### 11.D.20



Click the "List" button to use stock wording for notes.

**To add or edit the stock wording, see**

 **20.90.20** &  **20.90.30**

## 11.G

### Other Invoice Windows

There is also an invoice window that is accessed right through the Incident window by clicking on the "Invoice" button. This is primarily used for Automobile accidents, but can be used for other invoicing as well.

## 11.G.10

### Vehicle Accident Report Window

**Vehicle Accident Report 07-001 on DEC 9 07**

**Cause of Emergency**  
 Mechanical / Electrical  
 Fire (specify type)  
 Single Vehicle Accident  
 Multi Vehicle Accident  
 Other (specify)

**Location of Emergency**  
 Travelled Portion of Highway  
 Shoulder  
 Ditch  
 Other (specify)

**Obstruction:**  Highway Blocked All Lanes  
 1 Lane  
 2 Lanes  
 No Obstruction

**Number:**   
**Call-out Requested By:**   
**Authority:**

Extinguish Fire  
 Clean-up of Spills (chemicals, debris)  
 Fire Prevention (specify)  
 Extrication  
 First Aid  
 No Service Performed  
 Request to assist another station  
 Highway / MTO property damage  
 Other Services Provided

**Send To**  
**Name:** Theatres Are Us  
**Address:** 1434 Davos Blvd  
**City, Prov Postal:** Your Town, ON

Fatal  
 Print Address  
 Print Insurance Disc.

Apparatus								
Unit	Leave Station	Return to Station	+ Days	Total Time	1st hr cost	1/2 hr cost 1st 4 hours	1/2 hr cost after 4 hours	Total Cost
PUMPER 1	15:02:00	16:45:00	0	103	400.00	190.00	120.00	780.00

**Materials Used**

Item	Price	Quantity	Replacement Cost
	0.00	0	0.00

**Other Charges**

Item	Rate	Hours	Total
	0.00	0.00	0.00

**Total Apparatus Cost:** 780.00  
**Total Materials Cost:** 0.00  
**Total Other Charges:** 0.00  
**Total Cost:** 780.00

**Status:**  In Progress  
 Sent  
 Received  
Receive funds  
 Min Charge

## 11.G.10.C

### Vehicle Accident Window Fields

#### **CAUSE OF EMERGENCY**

Select the cause of the emergency

#### **LOCATION OF EMERGENCY**

Select the location of the emergency

#### **OBSTRUCTION**

Select the description best describing the degree of obstruction

#### **NUMBER**

You can either give your invoices manual numbers, or have FirePro auto-number them for you.

**To turn on Auto-numbering for Invoices, go to:**



**20.C.60**

**OTHER INFORMATION**

Select other pertinent fields by clicking the check box. Many fields when checked will bring up a section for text entry.

**SEND TO**

Enter the name and address of the person receiving the invoice. The information will come forward from the information entered in the Owner of the Vehicle under the "More Info" button of the incident. **7.D.30**

**PRINT INSURANCE DISC.**

If this box is checked, a message will print telling the addressee that they may forward this invoice to their insurance company.

**APPARATUS**

These fields are partially filled in with information from the incident window  
The unit and times are brought forward from the Truck Chart **7.D.70**  
The rates are brought forward from the Inventory window (see **chapter 24**)

**MATERIALS USED**

Select from the list any materials used at this incident. The price will be filled in per the invoice item list – you will need to enter the quantity used.

**To edit the invoice items list for the material used field, see:**



**20.90**

**OTHER CHARGES**

Enter text and amounts for any extraordinary charges. Select from the drop down list or type in a single item name, amount and quantity.

**To edit the invoice items list for the other charges list, see:**



**20.90**

**STATUS**

**IN PROGRESS** – indicates that the invoice or inspection is still in progress and the addressee has not received the invoice.

**SENT** – indicates that the invoice has been sent to the addressee on the date shown. When you click the "Print" button (**11.R.20**), you will be asked if you wish to mark the invoice as sent. Clicking yes will automatically mark the invoice as sent and enter the current date.

**RECEIVED** – indicates that the invoice has been paid on the date shown. When you click the “**Receive funds**” button (**11.G.10.D.10**), you will be asked if you wish to mark the invoice as paid. Clicking yes will automatically mark the invoice as paid and enter the current date.

## 11.G.10.D

### Vehicle Accident Report Window Buttons

#### 11.G.10.D.10



Clicking the "**Receive Funds**" button will mark the invoice as paid and enter the current date into the Received portion of the Status field.

## Invoice Reports

Reports		Maintenance
Inspections <u>g</u> ue to be done		
Re-inspections		
Inspection Report Information	▶	
Properties with a specific HAZMAT		
Fire Permits	▶	
Incident Report Information	▶	
Special Training <u>A</u> ttendees		
Stand-by Dates		
MNR Reports		
Inventory Report		
<b>Management Report Menu</b>	▶	
Graphs	▶	
Custom Report		
Export Data	▶	
Search Fire Code		
		Properties ▶
		Inspections ▶
		Inspection Checklists ▶
		Smoke Alarms ▶
		Incident Reports ▶
		Public Education ▶
		Building Permits ▶
		Fire Fighters ▶
		Training ▶
		Accounting ▶
		Inventory ▶
		Payroll ▶
		Unpaid Invoices ▶
		<b>Invoices</b>
		Daily Log ▶
		Create OFM Transmission Files

## Reports → Management Report Menu → Unpaid Invoices

This report gives you a listing of all unpaid invoices in the system.

You may view the individual invoices by selecting the invoice and clicking the **"Show Details"** button.

Name	Type	Sent	Amount
Dave Brown	Incident	FEB 23 06	365.00
Dave Brown	Other	MAR 1 06	9963.43
Jimmy Schmuck	Incident	MAR 7 06	800.00

Buttons: Show Details, Print

MAR 7 06

### For Demonstration Only

Page 1

Fire Chief: Fire Chief  
1234 Main St., Your Town LOS 1M0

### Unpaid Invoices

<u>Name</u>	<u>Type</u>	<u>Sent/Printed Invoice</u>	<u>Received Payment</u>	<u>Amount</u>
Dave Brown	Incident	FEB 23 06		\$ 365.00
Dave Brown	Other	MAR 1 06		\$ 9,963.43
Jimmy Schmuck	Incident	MAR 7 06		\$ 800.00
				<hr/>
				\$ 11,128.43

**Reports → Management Report Menu → Invoices**

This report allows you to select which invoices to view – paid, unpaid, or all as well as by type, for a specific date range.

You may view the individual invoices by selecting the invoice and clicking the **“Show Details”** button.

Name	Type	Sent	Recieved	Amount
Dave Brown	Incident	FEB 23 06		365.00
Dave Brown	Inspection	FEB 21 06	FEB 21 06	150.00
Dave Brown	Other	MAR 1 06		9963.43
Jimmy Schmuck	Incident	MAR 7 06		800.00
Your Bowlorama	Inspection			0.00

Buttons: **Show Details**, **Print**

MAR 7 06

**For Demonstration Only**  
**Fire Chief: Fire Chief**  
 1234 Main St., Your Town LOS 1M0

Page 1

**Invoices from JAN 1 06 to MAR 7 06**

<u>Name</u>	<u>Type</u>	<u>Sent/Printed Invoice</u>	<u>Received Payment</u>	<u>Amount</u>
Dave Brown	Incident	FEB 23 06		\$ 365.00
Dave Brown	Inspection	FEB 21 06	FEB 21 06	\$ 150.00
Dave Brown	Other	MAR 1 06		\$ 9,963.43
Jimmy Schmuck	Incident	MAR 7 06		\$ 800.00
Your Bowlorama	Inspection			\$ 0.00
				\$ 11,278.43



**Print**

When you click the **"Print"** button on the Invoice windows, you will be asked if you wish to mark the invoice as sent. Clicking yes will automatically mark the invoice as sent and enter the current date in the sent portion of the Status field. Then you may print the invoice (below).

MAR 7 06

**For Demonstration Only**

Page 1

**Fire Chief: Fire Chief**  
1234 Main St., Your Town LOS 1M0

**Report/Invoice**

**Jimmy Schmuck**  
234 Best Blvd  
Your Town B0J 9T6

It is your option to forward this invoice to your Insurance Company as a claim.

**Station:** Station 1      **Date:** JAN 21 02      **Non-fatal**      **Incident #:** 02-003  
**Response Location:** Hwy. 3A

**Call-Out Requested by:** Rural Station 2      **Authority:**  
**Investigating Police Force:**      **Police Report #:**  
**Cause of Emergency:** Multi Vehicle Accident      **Police Officer:**  
**Location of Emergency:** Travelled Portion of Highway  
**Obstruction:** Highway Blocked All Lanes

**SERVICE PERFORMED**

- **Fire Prevention:** clean up gasoline leak
- **Extrication** Jimmy Schmuck
- **First Aid** Jimmy Schmuck
- Description of First Aid:** Bandage left arm and left leg
- **Requested to assist another Station:** Rural Station 2
- **Highway property was damaged** light standard down

- Specify other service

**VEHICLES INVOLVED**

<b>Owner:</b>	Jim Dole 234 Best Blvd 555-456-7890 Your Town B0J 9T6	<b>Licence #:</b>	BYTR 908 ON
<b>Insurance Co.:</b>	ABC Insurance Co.	<b>Driver:</b>	Jim Dole 234 Best Blvd 555-456-7890 Your Town B0J 9T6
<b>Policy #:</b>		<b>Agent:</b>	Doug Blume

MAR 7 06

**For Demonstration Only**

Page 2

**Fire Chief: Fire Chief**  
1234 Main St., Your Town LOS 1M0

**Report/Invoice**

**APPARATUS**

Unit	Leave Station	Return to Station	Total Time	1st hr cost	1/2 hr cost 1st 4 hours	1/2 hr cost after 4 hours	Total Cost
PUMPE	10:02:00	11:02:00	60	400.00	190.00	120.00	400.00
UNIT	10:02:00	11:02:00	60	325.00	150.00	110.00	325.00
<b>Total Apperatus:</b>							725.00

**MATERIALS USED**

Item	Price	Quantity	Replacement Cost
Bandages	5.00	10	50.00
<b>Total Materials Used:</b>			50.00

**OTHER CHARGES**

Item	Rate	Hours	Total
Other Charge	5.00	5.00	25.00
<b>Total :</b>			25.00
<b>Grand Total:</b>			<u>800.00</u>