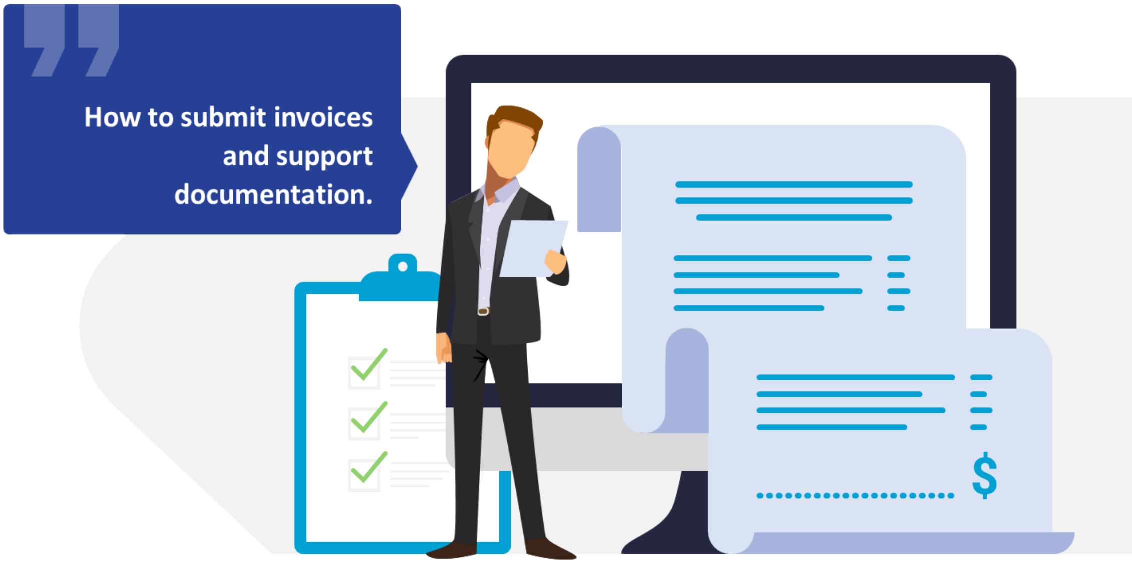

REPORTING CHARGES

ContractURL™ follows a three-step process for invoicing: (a) record charges and expenses incurred in the provision of a service, (b) aggregate recorded charges into an invoice and (c) attach support documentation, if any, to an invoice.

In this guide, we will show how to report any charges you have incurred that you will be invoicing for future payments.

REPORT CHARGES: Record Charges for Services Rendered (No Auth Req.)

Billings > Report Charges

Navigate to the “Billings” module	• Select the **Report Charges** module. • Click on the action link of the contract you want to report charges on and choose “Select” • **NOTE:** You can ONLY report charges on a contract that is **Active.**
Select Line Item to Report On	• Click on the Line Item you want to report charges against
Select how you want to report your charges (by Day, Week, Month or Quarter)	• Select the “Report Charges by” dropdown and choose how you want to report the charges. • Then select the time period for your charges • You then can enter the amount of the charges against the Line item you selected. • Remember to click SAVE CHANGES at the bottom of the screen to save all entries. • You will receive a Toast at the top right of your screen letting you know the charges were save successfully and “New” will show up next to the charge.

CHARGES: Record Charges for Services Rendered (Auth Req.)

Billings > Report Charges

Navigate to the "Billings" module	• Select the **Report Charges** module. • Click on the action link of the contract you want to report charges on and choose "Select" • **NOTE:** You can ONLY report charges on a contract that is **Active.**
Select Authorization to Report On	• In the **Select Line Item** section, select the Service Authorizations tab, which is on the right-hand side of the Service Line Items tab • Select the authorization that you want to report charges on.
Select how you want to report your charges (by Day, Week, Month or Quarter)	• Select the "Report Charges by" dropdown and choose how you want to report the charges. • Then select the time period for your charges • You then can enter the amount of the charges against the Line item you selected. • Remember to click SAVE CHANGES at the bottom of the screen to save all entries. • You will receive a Toast at the top right of your screen letting you know the charges were save successfully and "New" will show up next to the charge.