Receipts & Invoices

Receipting

NOTES

*Insured Payment Direct to Company

- Carrier website from receipt
  - Make payment on carrier website
  - Getting a screen shot
  - Finishing HawkSoft receipt
- Showing log note
- Showing attachment(s)
- Discussing how this will NOT transfer to QB's
  - But you can see this on the Receipt Report

*EFT/Agency Check to Company

- Carrier website from receipt
  - Make payment on carrier website
  - Getting a screen shot
  - Finishing HawkSoft receipt
- Showing log note
- Showing attachment
- Discussing that this will transfer to QB's from the Trust Accounting Report

*Voiding a Receipt

- Document the voided receipt, by appending original log note
- Update the Attachment Description
- Void payment applied to an invoice
- Create corrected receipt with linked log note
- Void the Receipt in the Receipt Report

Invoicing:

*Show how to create an Agency Bill per Policy invoice

- Showing how it creates a balance
- Take payment on invoice
- Discussing that this will create a check to the customer when transferred to QB's

*Show how to create an Agency Bill per Statement Invoice

- Showing how it creates a balance
- Take payment on Invoice
- Discuss that this will not create a check to the customer until you are ready to pay your carrier statement

*Mid-Term Endorsements

- Creating a Credit Memo
  - Show Difference between Per Policy and Per Statement

Batch Printing

- Invoices
- Statements

*HawkSoft has Training Videos on these topics