

# Receipts & Invoices

## With Anisa Newkirk

### HawkSoft, Inc.

Professional Services Manager

WIFI ACCESS:

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# Receipting:

- #1
  - Insured Payment Direct to Company
    - Carrier website from receipt
      - Making a payment on carrier website
      - Getting a screen shot of confirmation #
      - Finishing the HawkSoft receipt
    - Reviewing log note
    - Showing attachment(s)
    - Discussing how this will NOT transfer to QB's
      - You can see this on the Receipt Report

# Receipting:

- #2
  - EFT/Agency Check to Company
    - Carrier website from receipt
      - Making a payment on carrier website
      - Getting a screen shot of confirmation #
      - Finishing the HawkSoft receipt
    - Reviewing log note
    - Showing attachment(s)
    - Discussing how this will transfer to QuickBooks from the Trust Accounting Report

# Receipting:

- #3
  - Document the voided receipt – append the original log note
  - Update the attachment description
  - Void payment applied to the an open invoice
  - Optional: Create the corrected receipt with linked log notes
  - Void the receipt in the receipt report

# Invoicing:

- #1
  - Agency Bill Per Policy Invoice
    - Showing how it creates a balance
    - Taking payment on the invoice
    - Discussing that this will create a check to the customer when transferred to QuickBooks

# Invoicing:

- #2
  - Agency Bill Per Statement Invoice
    - Showing how it creates a balance
    - Taking payment on the invoice
    - Discussing that this will not create a check to the customer until you are ready to pay your carrier statement
    - Brief overview of how you would pay your payables

# Invoicing:

- #3
  - Mid Term Endorsements
    - Creating a Credit Memo
      - Per Policy
      - Per Statement

# Invoicing:

- #4
  - Batch Printing
    - Invoices
    - Statements



Questions? Comments?

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text "Questions? Comments?" is centered in the upper left quadrant in a clean, sans-serif font.

# Thank you for joining!

Please don't hesitate to reach out to our Customer Service Team if you have questions:

866-884-8680 option 3  
support@hawksoft.com