Fenix Property Solution

Contractor Invoicing Procedure

2022

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PURPOSE

This document is to explain how to most efficiently and reliably use of the contractors' invoicing template.

DETAILS

Excel Workbook

Open the MS Excel workbook and you'll notice two worksheets or sheets (for short) or tabs as they are often called. Tab 1 is for data entry as the name suggests and after all of the required data has been entered in Tab 1, Tab 2 will provide a printable invoice.
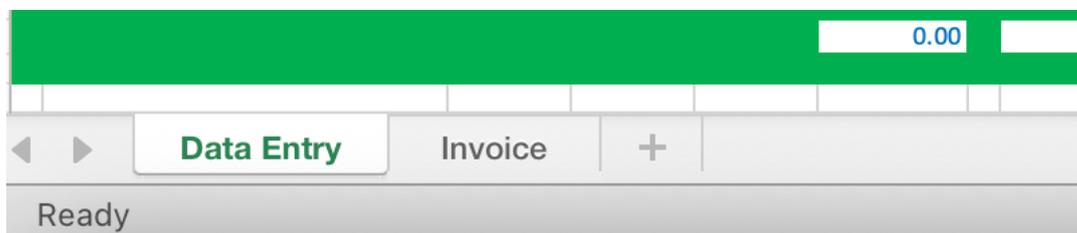
Protection

The contractor template has both worksheet protection and workbook protection to ensure no errors accidently creep into the calculations. In the Data Entry worksheet, all cells where you may need to enter data are not protected and are shown in white whereas all protected cells are shown in green. In the Invoice worksheet, all cells are protected, and all are white.

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The first time a contractor is required to invoice Fenix, they will be provided a tailored invoice template based on the information provided in the Staff Details Form. Should any amendments be required at any time, please refer this to Admin and an amended template will be provided.

Pay Periods

Pay periods are fortnightly blocks starting on a Thursday and ending on a Wednesday, 13 days later.

Naming Convention

Whether you save your invoice as a .pdf file or leave it as an .xlsx file, please use the following naming convention for you invoice:

- yyyymmdd Firstname Inv FLnnnn   where:
    - yyyymmdd is the date of the invoice which is the day following the end of the pay period being claimed - if the pay period was 2 Jun 2022 to 15 Jun 2022, the date would be 20220615
    - Firstname is your firstname unless assigned otherwise because your firstname is already in use
    - FL is your firstname and lastname initials
    - nnnn is a 4 number **ascending sequence** and definitely does not need to be sequential

- An example of an acceptable file name could be: 20220615 Colin Inv CW0103.xlsx

Data Entry

At the end of each pay period, you will be required to complete an invoice. Please do so as follows:

- Complete the pay period start date, the amount of loan repayment (not relevant in most cases so leave blank or zero) and the invoice number as defined above
- Complete the section entitled Contractor Jobs followed by Fenix Jobs. Each of these are discussed in turn below

Most contractor work will fall into the category of Contractor Jobs and to complete this section of the form you simply need to do the following:

- Insert the job address in Column 1 (Street), which is often done precisely enough by inserting just the street name
- Insert the job date (Date) into the Column 2

- Insert the amount invoiced to the customer including GST (Inv incl GST) in the Column 5 – this is available from SM8 or from a quote sent on email – if in doubt please ask by email to admin
- If another party performed the steam cleaning, insert the amount to be paid to them into Column 3 (External Steam)[1]
- If another party assisted with the actual cleaning, insert the amount to be paid to them into Column 4 (Labour) in which case there are two possible considerations:
  - The value is based on a straight hourly rate multiplied by the number of hours e.g., Cleaner Colin (no ABN) assists Contractor Glen for two hours on Glen's contract job, Glen would enter $54 in the invoice in Column 4
  - The value is a proportion of the job profit if it's a shared contract e.g., Contractor Glen and Contractor Colin split a contract 50:50, on their respective invoices they would calculate the amount payable as if it were not a shared job then insert half of that value in the Labour column e.g., on a $440 contract with $440 in Column 5, the 75% Nett in Column 8 would be $300 so each contractor would enter =$300/2 into Column 4 showing the labour to the other person and the 75% Nett to the contractor themselves would both be $150
- Insert notes into Column 9 (Remarks) to remind you what the situation was in case you come back to it later and can't remember e.g., Shared job with Tom, Steam by Rachel, Shared job 3-way with Joe and Maria
- Save the workbook.

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[1] At the time of writing, this is paid at a rate of $22 per area with a minimum of $66 per job

On those rare occasions when you work on a Fenix job but not as a contractor, work will fall into the category of Fenix Jobs and to complete this section of the form you simply need to do the following:
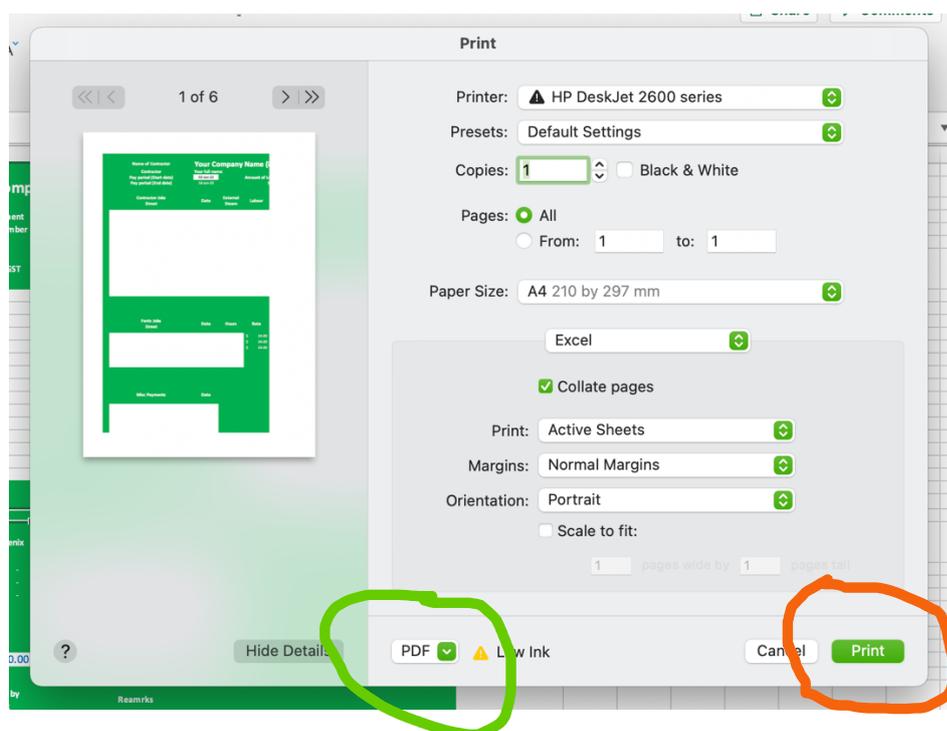
- Column 1 (Street), same as above
- Column 2 (Date) same as above
- Insert the number of hours performed (Hours) on the job into Column 10 (the rate will be fixed in your individual invoicing template based on your particular circumstances
- Column 9 (Remarks) same as above
- Save the workbook.

Invoice

If you have completed the Data Entry tab fully and correctly, the invoice should be ready to print, save to .pdf or send to Admin. In other words, all fields are populated from the data put into the Data Entry tab.

The options, in a little more detail, are:

- The print areas have been pre-set, so simply press "Print" as shown below in orange and the resultant 2-page document will be printed for your records (if you like a paper copy)
- Alternatively, to conserve paper, you can print the document to a .pdf file by pressing "PDF" and following the prompts, as shown below in green

Print of Invoice Page 1

Name of Business or Leave Blank

Address	Full address	
Mobile	Contact number	
Email	email@gmail.com	
ABN	54 345 555 555	
Invoice Date	16-Jun-22	
Invoice Number	Inv FL0021	
Billed to:	Fenix Property Solutions ATF The Fenix Unit Trust	
Admin Address	1 Lowe Place Warragul Vic 3820	
ABN	19 816 736 254	

Date	Description of Contract Cleaning Services	Amount
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
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00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
00-Jan-00	00-Jan-00	$ -
		$ -

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Print of Invoice Page 2

	Description of Fenix Cleaner Services	Amount	
Continued from Page 1			
Date	Description of Fenix Cleaner Services	Amount	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
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00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
00-Jan-00	00-Jan-00	$ -	
	Total Owing from Fenix	$ -	
	Total Owed to Fenix		
	To Be Paid By Fenix	$ -	
Please remit to:			
Bank Account Name	Account name		
BSB	BSB		
Account Number	Account number		
	Payment due in 7 days from date of Invoice		
	THANK YOU FOR YOUR BUSINESS!		

Sending to Admin at Fenix

The Fenix preference is to receive the complete workbook, for the reason that if the contractor and Admin disagree, trouble shooting is only possible by examining the Date Entry form. So please use the requested naming convention and sent the .xlsx file to Admin asap.

Timing

As implied in the Contractor Agreement it's up to the contractor to send the invoice when they're ready. Fenix commit to paying within 7 days of receiving it, however it's usually only a day or so after receipt. It's the preference of Fenix that the invoice comes on the Thursday after the end of the pay period as it's better for all, if every invoice can be examined prior to starting payments for anyone. This is on account of, for example, shared jobs or steam cleaning jobs for another party etc, and the possibility of an error coming to light on one invoice which can be cross-checked against a related invoice(s).

It's unfair however to hold an earlier submitter up for too long because a later submitted hasn't submitted on the Thursday. In such cases Admin will hold off as long as possible but, if necessary, will pay earlier invoices without seeing later invoices.

If an Error is Discovered After an Invoice has Been Paid

From the above paragraph, the case of an error emerging after an invoice has been paid, is clearly a possibility. If this happens, the contractor who has been paid in error will be advised in email as soon as the error is uncovered, to which they have the right of reply to counter the suggestion.

If no valid counter argument is offered, the adjustment will be made in the following pay.

The importance of getting the invoice in earlier rather than later is clear.