

Billing Worksheet All Features

Column Definitions

Below is the List of all columns present in Billing Worksheet.

- **Checkbox:** The Checkbox column is used to update the status of the records.
- **Status:** The Status column is a dropdown displaying the record status with options: Review, Hold/Pending, Approved Batch, Invoiced-Not Sent, Invoiced, and Return To Audit.
- **Audit Notes:** The Audit Notes column displays notes originating from the Audit worksheet when records are pushed to Solomon.
- **Batch #:** The Batch # column displays the batch number generated when invoices are created.
- **Staff Number:** The Staff Number column is a dropdown displaying the list of staff members.
- **Guest Name:** The Guest Name column displays the name of the guest linked to the record.
- **P/E:** The P/E column displays the phone number and email information for the guest.
- **Guest Claim:** The Guest Claim column displays the claim number of the guest linked to the record.
- **Company Co-client:** The Company / Co-Client column displays the company and co-client associated with the record.
- **MI Date:** The MI Date column displays the guest's move-in date.
- **Current EOA/ Original EOA:** The Current EOA / Original EOA column displays both the current and the original expected-out dates for the guest.
- **Billing Start / Billing End:** The Billing Start / Billing End column displays the billing period for the guest.
- **Unit ID/ Guest ID:** The Unit ID / Guest ID column displays the corresponding Unit ID and Guest ID.
- **Property Name Property Address:** The Property Name / Property Address column displays property details including name and address.
- **Property Type:** The Property Type column displays the type of property such as hotel, apartment, etc.
- **Number Of Nights:** The Number of Nights column displays the total number of nights the guest stayed at the property.
- **Billing To:** The Billing To column displays whether billing is done to the company or the guest.
- **ALT:** The ALT column is a checkbox indicating whether the record is an ALT record.
- **Daily - R (Client):** The Daily – R (Client) column displays the Daily-R charge amount.
- **Parking (Client):** The Parking (Client) column displays the parking charge amount.
- **Pet Fees (Client):** The Pet Fees (Client) column displays the pet fee charge amount.
- **Taxes Daily - R (Client):** The Taxes Daily – R (Client) column displays the taxes on the Daily-R charge.
- **Other Charges (Client):** The Other Charges (Client) column displays any additional charge amounts.

- **Hotel Charges Client Hotel Charges:** The Hotel Charges (Client) / Hotel Charges column displays the hotel charge amounts for the client.
- **THD - Mark Up Daily - R (Client):** The THD – Mark Up Daily – R (Client) column displays the THD markup amount on Daily-R.
- **Total Charges:** The Total Charges column displays the total charges for the guest.
- **Credit Card Type CC Number:** The Credit Card Type / CC Number column displays the type (e.g., Visa, MasterCard) and the credit card number.
- **Last Confirm Date:** The Last Confirm Date column displays today's date.
- **Acct. Final:** The Acct. Final column is a checkbox which shows record is Solomon unpushed or not.
- **Last Billed Through Date:** The Last Billed Through Date column displays the maximum billing end date of the unit.
- **Total Amount Billed:** The Total Amount Billed column displays the cumulative billed amount.
- **Billing Complete:** The Billing Complete column displays a “Done” button that marks billing completion for the record.
- **Portal Notes:** This column displays a notebook icon which displays the respective notes.
- **Furnishing Notes:** This column displays a notebook icon which displays the respective notes.
- **Co Bill Notes:** This column displays a notebook icon which displays the respective notes.
- **Critical Notes:** This column displays a notebook icon which displays the respective notes.
- **All Notes:** This column displays a notebook icon which displays the respective notes.
- **Docs:** The Docs column displays an upload icon that opens the documents associated with the guest.
- **Adjuster:** The Adjuster column displays the adjuster's name and allows sending emails by clicking on the name.
- **Statement Summary:** The Statement Summary column displays a notebook icon that opens the Statement Summary popup.
- **Invoice:** The Invoice column displays an Invoice button that opens the Invoice Maintenance popup. The button turns grey when an invoice is generated but remains clickable.
- **Invoice Num:** The Invoice Num column displays the invoice number and allows reviewing or downloading the invoice PDF.
- **CL Status:** The CL Status column displays an icon that opens the CoreLogic popup.

Invoice Maintenance Pop up

- Push the record to Solomon which needs to be Invoiced.
- Go to the Billing Hotel/Lease worksheet depending on the type of Invoice.
- Click on the Invoice button in the Billing worksheet to open the Invoice Maintenance Pop up.

ACCOUNTING

Billing Hotel Worksheet

AR Collections

Audit Worksheet

Audit Lease

Audit Hotel

Billing Hotel

Billing Lease

Deposit Worksheet

Lease Payment Proc.

Hotel Payment Proc.

Voucher & Adjustment

Maintenance

GENERAL

Vendor Process

List View

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num	CL Status
Invoiced-Not Sent		10052	Amber Hamm	Amber Hamm	P	0788407...	Allstate				Amelia Koeser		Invoice	90062	
Invoiced-Not Sent		10054	Andrea Terrazas	Andrea Terrazas	P	0793364...	Allstate				Chris Fisher		Invoice	90065	
Invoiced-Not Sent		10056	Andrew Ley	Andrew Ley	P	0802272...	Allstate				Yuzmyck Salis		Invoice	90067	
Review			Angela Wright	Angela Wright	P	07919315...	Allstate - ...				Jennifer Green		Invoice		
Review			Angela Wright	Angela Wright	P	07919315...	Allstate - ...				Jennifer Green		Invoice		

- The Draft number drop-down displays all the records in the same claim.
- The Draft Number drop-down is multi-select. More than one draft can be chosen to include in a single Invoice.

Invoice Maintenance

Billing Guest ID: 00455805

Guest Name: Angela Wright

Doc Type: Invoice

Net Doc Amt: 3,043.64

Draft Number: 100041103

Invoice Number:

Inv/Attach Format: 22 - Hotel Invoice

Customer: Jennifer Green

Billing To: Allstate - CAT Illinois

Status: In Process

Invoice Path:

Start/End: 08/05/2025 - 08/23/2025

Terms ID: 30

Bill Currency: USD

Per To Post: 202511

Summary

Units	Rate	Amount	Write Down	Write Down	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	133.86	2,543.40	0	0.00	398712	100041103	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	18.43	350.24	0	0.00	398712	100041103	22	Tax	08/05/2025	08/23/2025	108453
1	150.00	150.00	0	0.00	398712	100041103	22	Pet fees (one-time)	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M...

Invoice Notes:

Available: 3,043.64

Amount Total: 3,043.64

Unselected: 0.00

Write-Down: 0.00

Selected: 3,043.64

Hold Total: 0

- The Invoice Number dropdown displays the list of Invoices generated for the claim.

Invoice Maintenance

Billing Guest ID: 00455805

Guest Name: Angela Wright

Doc Type: Invoice

Net Doc Amt: 3,043.64

Draft Number: 100041103

Invoice Number:

Inv/Attach Format: 22 - Hotel Invoice

Customer: Jennifer Green

Billing To: Allstate - CAT Illinois

Status: In Process

Invoice Path:

Start/End: 08/05/2025 - 08/23/2025

Terms ID: 30

Bill Currency: USD

Per To Post: 202511

Summary

Units	Rate	Amount	Write Down	Write Down	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	133.86	2,543.40	0	0.00	398712	100041103	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	18.43	350.24	0	0.00	398712	100041103	22	Tax	08/05/2025	08/23/2025	108453
1	150.00	150.00	0	0.00	398712	100041103	22	Pet fees (one-time)	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M...

Invoice Notes:

Available: 3,043.64

Amount Total: 3,043.64

Unselected: 0.00

Write-Down: 0.00

Selected: 3,043.64

Hold Total: 0

- The Doc Type dropdown displays the type of Invoice: Invoice, Credit Memo.

Invoice Maintenance

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: **Invoice** Net Doc Amt: 3,043.64

Draft Number: 100041103 Invoice Number: Inv/Attach: Credit Memo

Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: In Process Invoice Path:

Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	133.86	2,543.40	0	0.00	398712	100041103	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	18.43	350.24	0	0.00	398712	100041103	22	Tax	08/05/2025	08/23/2025	108453
1	150.00	150.00	0	0.00	398712	100041103	22	Pet fees (one-time)	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M... Invoice Notes: Available: 3,043.64 Amount Total: 3,043.64

Unselected: 0.00 Write-Down: 0.00

Selected: 3,043.64 Hold Total: 0

- The Inv Format dropdown displays the list of available Invoice formats in the system. Currently when the Invoice Maintenance pop up is opened, this gets fetched by default as:
 - o Based on companies: the Inv formats have been defaulted but can be updated as well for each record.
 - o Based on stay type: For Lease Invoice: "01", INS Hotel: "22", BL Hotel: "08", ALT: "24"

Test Site

+ Insurance + Bus. Lodging Search Referral Search Guest + Zenya

Invoice Maintenance

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Invoice Format: 22

Draft Number: 100041103 Invoice Number: Inv/Attach Format: Status: In Process

Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: In Process

Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	133.86	2,543.40	0	0.00	398712	100041103	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	18.43	350.24	0	0.00	398712	100041103	22	Tax	08/05/2025	08/23/2025	108453
1	150.00	150.00	0	0.00	398712	100041103	22	Pet fees (one-time)	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M... Invoice Notes: Available: 3,043.64 Amount Total: 3,043.64

Unselected: 0.00 Write-Down: 0.00

Selected: 3,043.64 Hold Total: 0

- The Status dropdown displays the following statuses:
 - o In Process: This is the default state for a draft which has not been invoiced or worked on.
 - o Approved: This status makes sure the draft is approved. This record in the Billing worksheet also gets updated to "Approved-Batch Ready" so that a Batch Invoice can be generated if needed.
 - o Posted: When an Invoice is successfully generated, the status is updated to Posted. All the update and save features in the Invoice maintenance pop up gets disabled.
 - o Printed: In case the Invoice has been mailed using the Send Invoice feature, the status gets updated to this.

Invoice Maintenance

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 3,043.64

Draft Number: 100041103 Invoice Number: Inv/Attach Format: In Process Invoice Path:

Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: Posted Invoice Path:

Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: Printed Summary

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	133.86	2,543.40	0	0.00	398712	100041103	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	18.43	350.24	0	0.00	398712	100041103	22	Tax	08/05/2025	08/23/2025	108453
1	150.00	150.00	0	0.00	398712	100041103	22	Pet fees (one-time)	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M... Invoice Notes: Available: 3,043.64 Amount Total: 3,043.64
Unselected: 0.00 Write-Down: 0.00

- The "Invoice Doc Path" field is to set a Folder location to save Invoices in a specific location in the Server.
 - o By default, all the Invoices get saved in TP360Invoices folder in the Invoices shared folder which THD team is using currently.
 - o To add a new folder, just specify the name of the folder and that will be created inside the TP360Invoices folder.
 - o For example: if the InvoiceDocPath field is set to "TestingInvoices" the new folder will be: "/TP360Invoices/TestingInvoices".
 - o Generating invoices will now save them to this specified location.

Invoice Maintenance

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 3,043.64

Draft Number: 100041103 Invoice Number: Inv/Attach Format: 22 - Hotel Invoice

Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: In Process Invoice Path:

Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
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- The "Customer" field is to display/update the Customer responsible for the Invoice
 - o This is a searchable dropdown field which displays the users with Adjusters, Guest, Billing role related to that particular company.
 - o The default value of the Customer field is the Adjuster related to the stay, but it can be updated as and when needed.

Invoice Maintenance

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 2,945.33

Draft Number: 100041104 Invoice Number: Inv/Attach Format: 22 - Hotel Invoice

Customer: John Billing To: Allstate - CAT Illinois Status: In Process Invoice Path:

Start/End: Per To Post: 202511 Summary

Customer dropdown options:

- Timothy Johnson_Allstate - CAT Illinois_120375
- Briana Johnson_Allstate - CAT Illinois_215508
- Barbara Johnson_Allstate - CAT Illinois_18669
- John Hayes_Allstate - CAT Illinois_18736
- John Owens_Allstate - CAT Illinois_19670
- Todd Johnson_Allstate - CAT Illinois_19680
- JOHN Smith_Allstate - CAT Illinois_24596
- Johnnv Shirlev Allstate - CAT Illinois_22111

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19						100041104	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19						100041104	22	Tax	08/05/2025	08/23/2025	108453

Vendor: Available: 2,945.33 Amount Total: 2,945.33
Unselected: 0.00 Write-Down: 0.00
Selected: 2,945.33 Hold Total: 0

- The “Billing To” dropdown displays whom the Invoice is getting billed to: Company/Guest.

The screenshot shows the 'Invoice Maintenance' form. The 'Billing To' dropdown is highlighted with a red box and shows 'Allstate - CAT Illinois' selected. Other fields include Billing Guest ID: 00455805, Guest Name: Angela Wright, Invoice Number: 100041104, and Start/End dates: 08/05/2025 to 08/23/2025.

- The “Billing Start” and “Billing End” dates specify the period for which the record is being Invoiced.
 - o The Billing Start and End dates can be dynamically set for “Lease” files.
 - o Changing the duration for the Billing start and end date will automatically change the charges calculations.

This screenshot shows the 'Invoice Maintenance' form with the 'Start/End' dates (08/05/2025 - 08/23/2025) highlighted in red. Below the form is a table of charges:

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	137.18	2,606.40	0	0.00	398713	100041104	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	17.84	338.93	0	0.00	398713	100041104	22	Tax	08/05/2025	08/23/2025	108453

- The “Currency” field displays the Guest currency. All the charges in the Invoice and Invoice maintenance pop up are displayed in the Guest Currency but saved in both USD and guest currency.

This screenshot shows the 'Invoice Maintenance' form with the 'Bill Currency' field set to 'USD' and highlighted with a red box. The form also shows the 'Billing To' dropdown set to 'Allstate - CAT Illinois'.

- The Charges Details are displayed in the details section of the Invoice maintenance pop up.
 - o Units: This displays the number of nights for which the record is getting invoiced. In case of a One-Time/Deposit charge, this is set to 1.
 - o Rate: displays per night cost for the record.
 - o Amount: Units * Rate is the amount for the charge.
 - o Write down units: Any change in the Units will update this field to the difference between the initial and current Units value.

- o Write down Amount: The Write down amount is updated in case the Amount field has any change to it.
- o Unit Nbr: Displays the unit id for the record
- o Draft Number: Displays the draft number for the record.
- o Inv Format Id: Displays the Invoice format id
- o Account Category: Displays the charge description for the charge
- o Start date: Specifies the charge start date.
- o End date: Specifies the charge end date.
- o Customer: Displays the customer id whom the invoice is getting billed to

The screenshot shows the 'Invoice Maintenance' form. At the top, there are buttons for 'Preview', 'Approve', '+ Add New Line', and 'Save'. Below these are fields for 'Billing Guest ID', 'Guest Name', 'Doc Type', and 'Net Doc Amt'. A table of charges is displayed with columns: Units, Rate, Amount, Write Down Units, Write Down Amt, Unit Nbr-TP, Draft Number, Invoice Format ID, Account Category, Start Date, End Date, and Cust ID. Each row has a checkbox in the 'Units' column. The first two rows are selected (checkboxes checked). Below the table, there are summary fields for 'Vendor', 'Invoice Notes', 'Available', 'Amount Total', 'Unselected', 'Write-Down', 'Selected', and 'Hold Total'.

- The Select checkbox in the charges detail section is to select/unselect the charges as per the requirements for the Invoice.
- Unselected charges can be invoiced in a separate draft.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Units' column checkboxes for the first three rows of the charges table.

- The footer section of the Invoice Maintenance pop up contains:
 - o Vendor: Displays the main Vendor for the record.
 - o Unit Description: Invoice notes tracking field
 - o Available Amount/ Amount Total: This displays the Total amount for all the charges in the Invoice.
 - o Selected Total: This displays the sum of all the selected charges
 - o Unselected Total: This displays the sum of all unselected charges
 - o Write down total: This displays the sum of all Write down Amount
 - o Hold Total: This displays the sum of all Write Down Units.

Invoice Maintenance Preview Approve + Add New Line Save ✕

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 2,945.33
 Draft Number: 100041104 Invoice Number: Inv/Attach Format: 22 - Hotel Invoice
 Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: In Process Invoice Path:
 Start/End: 08/05/2025 - 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

<input checked="" type="checkbox"/>	Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID	
<input checked="" type="checkbox"/>	19	13718	2,606.40	0	0.00	398713	100041104	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453	<input type="checkbox"/>
<input checked="" type="checkbox"/>	19	17.84	338.93	0	0.00	398713	100041104	22	Tax	08/05/2025	08/23/2025	108453	<input type="checkbox"/>

Vendor: Residence Inn Largo M... Invoice Notes: Available: 2,945.33 Amount Total: 2,945.33
 Unselected: 0.00 Write-Down: 0.00
 Selected: 2,945.33 Hold Total: 0

Lease Invoices – Charges

- The Lease Invoices charges are split into Flat Monthly/Calendar Monthly durations as per the record.
 - o Flat Monthly: Treats each month duration as 30 days term and does all calculations based on this. This is by default calculation method.
 - o Calendar Monthly: Considers total number of days for every month in the Billing duration and does all calculations accordingly. In case there is a Rent-Var charge, the record is calculated based on Calendar Monthly approach.
- Example: Billing Start Date: 02/01/2025 - 05/01/2025
 - o **FLAT MONTHLY**
 - ? Duration 1: 02/01/2025 - 02/28/2025 - 30 days (1 month)
 - ? Duration 2: 03/01/2025 - 03/31/2025 - 30 days (1 month)
 - ? Duration 3: 04/01/2025 - 04/30/2025 - 30 days (1 month)
 - ? Duration 4: 05/01/2025 - 05/01/2025 - 1 day
 - ? Total Duration: 3 month(s) 1 day(s).
 - o **CALENDAR MONTHLY**
 - ? Duration 1: 02/01/2025 - 02/28/2025 - 28 days (1 month)
 - ? Duration 2: 03/01/2025 - 03/31/2025 - 31 days (1 month)
 - ? Duration 3: 04/01/2025 - 04/30/2025 - 30 days (1 month)
 - ? Duration 4: 05/01/2025 - 05/01/2025 - 1 day
 - ? Total Duration: 3 month(s) 1 day(s)
- The calculations are done according to the formula:
 - o Amount: $\text{months} * (\text{monthly_charge}) + ((\text{days} * \text{monthly_charge}) / 30)$
 - o Units: difference between the start and end date of each duration
 - o Rate: amount/units

How to add/delete a charge line?

- The “Add New Line” button in the top right corner of the Invoice Maintenance pop up can be used to add a new charge to the existing charges of the record.
- Please note that adding/deleting a charge will only be added to/deleted from the Invoice and will not affect TP Charges.

- The new charge can be added by following the steps below:
 - o Click on the “Add New Line” button to add a new line to the charges section.
 - o Enter the “Units” and “Rate” and the “Amount” will be calculated based on: Units * Rate.
 - o Enter the valid “Unit Id” based on the claim. If the “Unit Id” does not belong to the Guest Claim, an error message will be displayed.
 - o Enter the Charge Description/Chart of accounts in the Account Category field and select the accurate charge to be added from the search dropdown.
 - o Click on the Save button to reflect the changes.

Invoice Maintenance

Buttons: Preview, Approve, + Add New Line, Save

Summary: Billing Guest ID: 00455805, Guest Name: Angela Wright, Doc Type: Invoice, Net Doc Amt: 2,945.33

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	13718	2,606.40	0	0.00	398713	100041104	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	17.84	338.93	0	0.00	398713	100041104	22	Tax	08/05/2025	08/23/2025	108453
0	0.00	0.00	0	0.00	398713	100041104	22	Search charge	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M... Invoice Notes: Available: 2,945.33 Amount Total: 2,945.33
Unselected: 0.00 Write-Down: 0.00
Selected: 2,945.33 Hold Total: 0

- To delete a charge, click on the checkbox in the end of the Charge row and click on the delete icon. The selected charge will be deleted.

Invoice Maintenance

Buttons: Preview, Approve, + Add New Line, Save

Summary: Billing Guest ID: 00455805, Guest Name: Angela Wright, Doc Type: Invoice, Net Doc Amt: 2,945.33

Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID
19	13718	2,606.40	0	0.00	398713	100041104	22	Hotel Daily Rate	08/05/2025	08/23/2025	108453
19	17.84	338.93	0	0.00	398713	100041104	22	Tax	08/05/2025	08/23/2025	108453
0	0.00	0.00	0	0.00	398713	100041104	22	Search charge	08/05/2025	08/23/2025	108453

Vendor: Residence Inn Largo M... Invoice Notes: Available: 2,945.33 Amount Total: 2,945.33
Unselected: 0.00 Write-Down: 0.00
Selected: 2,945.33 Hold Total: 0

How to Generate an Invoice?

- After updating all the necessary values as described above, click on the Approved button to approve the invoice. This is important to make sure that the Billing Voucher details are updated when the Invoices are generated.

Invoice Maintenance

Preview **Approve** + Add New Line Save X

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 2,945.33
 Draft Number: 100041104 12 Invoice Number: Invt/Attach Format: 22 - Hotel Invoice
 Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: In Process Invoice Path:
 Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

- Click on the Preview button to preview the Invoice.

Invoice Maintenance

Preview Approve + Add New Line Save X

Billing Guest ID: 00455805 Guest Name: Angela Wright Doc Type: Invoice Net Doc Amt: 2,945.33
 Draft Number: 100041104 12 Invoice Number: Invt/Attach Format: 22 - Hotel Invoice
 Customer: Jennifer Green Billing To: Allstate - CAT Illinois Status: **Approved** Invoice Path:
 Start/End: 08/05/2025 08/23/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary



Invoice

Page 1 of 1

Remittance:

Bill To: Jennifer Green
Allstate - CAT Illinois

By ACH/EFT
BOK Financial
Account # 3145
Routing # 102000907

By Check
Alacrity Solutions - TH
Dept 42612, PO Box 650823
Dallas, TX 75265-0823

Invoice Date: 01/22/2026
Invoice #:
Currency: USD

Total Invoice Amount: \$2,945.33

Email Address: AR-THD@alacritysolutions.com

Placement Information: Hotel

Guest Name: Angela Wright
Property: Residence Inn Largo Marriott
1330 Caraway Court Largo DC 20774

Claim ID: 0791931546

Guest ID: 00455805

Move In Date: 08/05/2025

Current EOA: 08/23/2025

EXT approved: 08/18/2025

By: Jennifer Green

Original EOA: 08/11/2025

THD Room ID: 398713

Billing Term: 08/05/2025 - 08/23/2025

Room Type: One Bedroom Suite w/Kitchen

Description	Nights	Nightly Rate	Amount
Hotel Daily Rate	19	\$155.02	\$2,945.33
Subtotal THD Room ID: 398713			\$2,945.33

Total Amount Due:	\$2,945.33
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Note

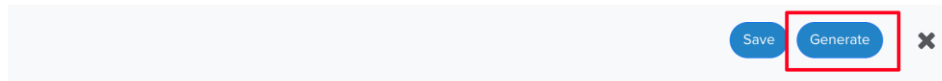
Tax ID #: 75-2946349

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Website: www.temporaryhousingdirectory.com

- The charges are clubbed based on the Category Description for the charge in the Invoice format.
- Click on the "Generate" button to generate the Invoice.



Invoice

Page 1 of 1

Remittance:

Bill To: Jennifer Green
Allstate - CAT Illinois

By ACH/EFT
BOK Financial
Account # 3145

By Check
Alacrity Solutions - TH
Dept 42612, PO Box 650823

Invoice Date: 01/22/2026

Invoice #:

Currency: USD

- Once the Invoice is generated, the Invoice button in the Billing worksheet gets greyed out. It can still be accessed. The Invoice Number is added to the Invoice Num field.

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
<input type="checkbox"/> Invoiced-Not Sent		10054		Andrea Terrazas	P	0793364...	Allstate					Chris Fisher		<input type="button" value="Invoice"/>	90065
<input type="checkbox"/> Invoiced-Not Sent		10056		Andrew Ley	P	0802272...	Allstate					Yazmyne Sallis		<input type="button" value="Invoice"/>	90067
<input type="checkbox"/> Invoiced-Not Sent		10067		Angela Wright	P	07919315...	Allstate - ...					Jennifer Green		<input type="button" value="Invoice"/>	90078
<input type="checkbox"/> Review				Angela Wright	P	07919315...	Allstate - ...					Jennifer Green		<input type="button" value="Invoice"/>	

How to generate Multiple Drafts in same Invoice?

- Click on the "Invoice" button in the billing worksheet for a claim which has multiple stays in the Billing worksheet with same billing duration and same stay type.

Invoice Maintenance

Billing Guest ID: 00471746 Guest Name: Avia Crump Doc Type: Invoice Net Doc Amt: 5,146.30

Draft Number: 100042215 Invoice Number: Inv/Attach Format: 22 - Hotel Invoice

Customer: Chir... Status: In Process Invoice Path: Currency: USD Per To Post: 202511 Summary

Units	Draft Number	Invoice	Account Category	Start Date	End Date	Cust ID				
<input checked="" type="checkbox"/>	100027619 07/13/2025 - 07/14/2025									
<input checked="" type="checkbox"/>	41	100036182 07/15/2025 - 07/31/2025	3003	100042215	22	Hotel Daily Rate	08/01/2025	09/10/2025	215075	<input type="checkbox"/>
<input checked="" type="checkbox"/>	41	100036183 07/15/2025 - 07/31/2025	3003	100042215	22	Tax	08/01/2025	09/10/2025	215075	<input type="checkbox"/>
<input checked="" type="checkbox"/>		100042215 08/01/2025 - 09/10/2025								
<input type="checkbox"/>		100042216 08/01/2025 - 09/10/2025								

Vendor: Towne... Available: 5,146.30 Amount Total: 5,146.30
Unselected: 0.00 Write-Down: 0.00
Selected: 5,146.30 Hold Total: 0

- Click on the Draft Number dropdown and select the Draft numbers to be invoiced together.
- The charges will be reloaded.
- The new charges detail section will now have charges from both the stays.
- Update the details as per the requirements
- Follow the same procedure to generate the Invoice as mentioned above.

How to generate Multiple Invoices of a single Draft?

- Click on the “Invoice” button in the billing worksheet for which the Invoice needs to be generated.
- Unselect the charges that need to be separated into different Invoices.

Invoice Maintenance

Preview Approve + Add New Line Save

Billing Guest ID: 00483975 Guest Name: Badri Hunold Doc Type: Invoice Net Doc Amt: 5,433.23
 Draft Number: 100042156 Invoice Number: Invt/Attach Format: 22 - Hotel Invoice
 Customer: Matthew Vincunas Billing To: Liberty Mutual Status: In Process Invoice Path:
 Start/End: 08/25/2025 09/14/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

<input type="checkbox"/>	Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID	
<input checked="" type="checkbox"/>	21	232.78	4,888.35	0	0.00	402780	100042156	22	Hotel Daily Rate	08/25/2025	09/14/2025	233248	<input type="checkbox"/>
<input type="checkbox"/>	21	20.95	439.88	0	0.00	402780	100042156	22	Tax	08/25/2025	09/14/2025	233248	<input type="checkbox"/>
<input type="checkbox"/>	21	5.00	105.00	0	0.00	402780	100042156	22	Placement Fee	08/25/2025	09/14/2025	233248	<input type="checkbox"/>

Vendor: Hilton Garden Inn Free... Invoice Notes: Available: 5,433.23 Amount Total: 5,433.23
 Unselected: 544.88 Write-Down: 0.00
 Selected: 4,888.35 Hold Total: 0

- Update the details as per the requirement
- Follow the same procedure as above to generate the First Invoice of the draft.
- Click on the “Invoice” button in the Billing worksheet, to open the Invoice Maintenance to generate the other Invoice.

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number Unit Number Invoice Batch Process S R

Status	Audit Notes	Batch #	Staff Member	Guest Name	PIE	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
<input type="checkbox"/>	Review			Avia Crump	P	0798438...	Allstate					Chiquita Stone		Invoice	
<input type="checkbox"/>	Review			Avia Crump	P	0798438...	Allstate					Chiquita Stone		Invoice	
<input type="checkbox"/>	Invoiced-Not Sent	10068		Badri Hunold	P	0587842...	Liberty M...					Matthew Vincunas		Invoice	90079
<input type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	
<input type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	

- Click on the Invoice Number dropdown and select the Blank option.

Invoice Maintenance

View Invoice Preview Approve Save

Billing Guest ID: 00483975 Guest Name: Badri Hunold Doc Type: Invoice Net Doc Amt: 4,888.35
 Draft Number: 100042156 Invoice Number: 90079 Invt/Attach Format: 22 - Hotel Invoice
 Customer: Matthew Vincunas Billing To: Liberty Status: Printed Invoice Path:
 Start/End: 08/25/2025 09/14/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

<input checked="" type="checkbox"/>	Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID	
<input checked="" type="checkbox"/>	21	232.78	4,888.35	0	0.00	402780	100042156	22	Hotel Daily Rate	08/25/2025	09/14/2025	233248	<input type="checkbox"/>

- The unselected charges are loaded, and all the fields get enabled and can be edited/updated.

Invoice Maintenance

Preview Approve + Add New Line Save

Billing Guest ID: 00483975 Guest Name: Badri Hunold Doc Type: Invoice Net Doc Amt: 544.88
 Draft Number: 100042156.x Invoice Number: Inv/Attach Format: 22 - Hotel Invoice
 Customer: Matthew Vincunas Billing To: Liberty Mutual Status: In Process Invoice Path:
 Start/End: 08/25/2025 09/14/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

<input type="checkbox"/>	Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID	<input type="checkbox"/>
<input type="checkbox"/>	21	20.95	439.88	0	0.00	402780	100042156	22	Tax	08/25/2025	09/14/2025	233248	<input type="checkbox"/>
<input type="checkbox"/>	21	5.00	105.00	0	0.00	402780	100042156	22	Placement Fee	08/25/2025	09/14/2025	233248	<input type="checkbox"/>

Vendor: Hilton Garden Inn Free... Invoice Notes: Available: 544.88 Amount Total: 544.88
 Unselected: 544.88 Write-Down: 0.00
 Selected: 0.00 Hold Total: 0

- Make necessary changes to the new invoice as per the requirements.
- Follow the same procedure to generate the Invoice as mentioned above.
- Once the Invoice is generated, the Invoice Num field will have the latest Invoice number.

Billing Hotel Worksheet

User Name: TP Support Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number Unit Number Invoice Batch Process

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
<input type="checkbox"/>	Review			Avia Crump	P	0798438...	Allstate					Chiquita Stone		Invoice	
<input type="checkbox"/>	Review			Avia Crump	P	0798438...	Allstate					Chiquita Stone		Invoice	
<input type="checkbox"/>	Invoiced-Not Sent	10069		Badri Hunold	P	0587842...	Liberty M...					Matthew Vincunas		Invoice	90080
<input type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	
<input type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	
<input type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	

- To view both the Invoices, click on the Invoice button and open the Invoice Maintenance Pop Up.
- Select the Invoice Number from the drop-down.
- Click on the "View Invoice" button to view the selected Invoice.

Invoice Maintenance

View Invoice Preview Approve Save

Billing Guest ID: 00483975 Guest Name: Badri Hunold Doc Type: Invoice Net Doc Amt: 544.88
 Draft Number: 100042156.x Invoice Number: 90080 Inv/Attach Format: 22 - Hotel Invoice
 Customer: Matthew Vincunas Billing To: Liberty Mutual Status: Printed Invoice Path:
 Start/End: 08/25/2025 09/14/2025 Terms ID: 30 Bill Currency: USD Per To Post: 202511 Summary

<input checked="" type="checkbox"/>	Units	Rate	Amount	Write Down Units	Write Down Amt	Unit Nbr-TP	Draft Number	Invoice Format ID	Account Category	Start Date	End Date	Cust ID	<input type="checkbox"/>
<input checked="" type="checkbox"/>	21	20.95	439.88	0	0.00	402780	100042156	22	Tax	08/25/2025	09/14/2025	233248	<input type="checkbox"/>
<input checked="" type="checkbox"/>	21	5.00	105.00	0	0.00	402780	100042156	22	Placement Fee	08/25/2025	09/14/2025	233248	<input type="checkbox"/>

Batch Invoices

- The Invoices can be generated in batches from the Billing worksheet.
- Select the records that needs to be Invoices together.
- Update the Status to "Approved - Batch Ready" by clicking on the "Update All" button.

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies

Show All Refresh Save Document Import

Select All Status Change Approved Batch Update All

Claim Number: Unit Number: Invoice Batch: Process

Status	Audit Notes	Batch #	Staff Member	Guest Name	PIE	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
<input checked="" type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	
<input checked="" type="checkbox"/>	Review			Basilia Davis	P	0798769...	Allstate					Clarence Carter		Invoice	
<input checked="" type="checkbox"/>	Review			Beau Hutchins	P	07976170...	Allstate					Justin Wilder		Invoice	

- Click on the "Invoice Batch" option from the drop-down and click on the "Process" button.

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies

Show All Refresh Save Document Import

Select All Status Change Update All

Claim Number: Unit Number: Invoice Batch: Process

- The "Invoice Batch" pop up will open.
- Select the checkbox for the records that need to be Invoiced together.

Invoice Batch Generate and Send ✕

Guest Name	Company	Claim Number	Billing Start/End	Unit ID/Guest ID	Adjuster Name	Total Invoice Amount	Invoice
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>	Basilia Davis	Allstate	0798769071	09/11/2025 09/13/2025	406836 242518	Clarence Carter	\$393.57 View
<input checked="" type="checkbox"/>	Basilia Davis	Allstate	0798769071	08/01/2025 08/31/2025	394250 242518	Clarence Carter	\$3,522.07 View
<input checked="" type="checkbox"/>	Beau Hutchins	Allstate	0797617032	06/29/2025 07/17/2025	390716 241058	Justin Wilder	\$3,217.88 View
<input checked="" type="checkbox"/>	Belen Martinez WFNQ	ReloShare	WFNQLWNVZGBJ	08/18/2025 09/14/2025	401525 226265	Matt Singley	\$3,800.26 View
<input checked="" type="checkbox"/>	Bhanu Swargam	Allstate	0796438281	08/20/2025 09/11/2025	401950 241612	Lindsey Sloan	\$4,112.93 View
<input checked="" type="checkbox"/>	Bhanu Swargam	Allstate	0796438281	08/01/2025 08/19/2025	392959 241612	Lindsey Sloan	\$6,660.00 View

- Click on the "View" button to preview the Invoice if needed.

Invoice Batch Generate and Send ✕

Guest Name	Company	Claim Number	Billing Start/End	Unit ID/Guest ID	Adjuster Name	Total Invoice Amount	Invoice
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>	Basilia Davis	Allstate	0798769071	09/11/2025 09/13/2025	406836 242518	Clarence Carter	\$393.57 View
<input checked="" type="checkbox"/>	Basilia Davis	Allstate	0798769071	08/01/2025 08/31/2025	394250 242518	Clarence Carter	\$3,522.07 View
<input checked="" type="checkbox"/>	Beau Hutchins	Allstate	0797617032	06/29/2025 07/17/2025	390716 241058	Justin Wilder	\$3,217.88 View



Invoice

Page 1 of 1

Remittance:

Bill To: Clarence Carter Allstate	By ACH/EFT BOK Financial Account # 3145 Routing # 102000907 Email Address: AR-THD@alacritysolutions.com	By Check Alacrity Solutions - TH Dept 42612, PO Box 650823 Dallas, TX 75265-0823	Invoice Date: 01/27/2026 Invoice #: Currency: USD Total Invoice Amount: \$393.57
---	--	--	---

Placement Information: Hotel

Guest Name: Basilia Davis	Claim ID: 0798769071
Property Name: Towneplace Suites Desot Marriott	Guest ID: 00473047
Property Address: 2700 Travis Street Desoto TX 75115	Move In Date: 09/11/2025
	Current EOA: 09/13/2025
	Original EOA: 09/13/2025

THD Room ID: 406836

Billing Term: 09/11/2025 - 09/13/2025 **Room Type:** Studio Suite w/Kitchen

Description	Nights	Nightly Rate	Amount
-------------	--------	--------------	--------

- Click on the "Generate and Send" button to generate all the selected invoices.

Invoice Batch

Generate and Send ✕

<input type="checkbox"/>	Guest Name	Company	Claim Number	Billing Start/End	Unit ID/Guest ID	Adjuster Name	Total Invoice Amount	Invoice
<input checked="" type="checkbox"/>	Sarah Johnson MHB5	ReloShare	MHB55G8YRZVB	09/13/2025 09/13/2025	406803 250351	Matt Singley	\$133.21	View

1 selected / 1 total

0 / 1
Downloading Invoice 1

- Once all the Invoices are generated, the "Send Invoice" pop-up opens.
- The status of the records that are Invoiced is updated to "Invoiced-Not Sent".

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number: Unit Number: Invoice Batch: Process S R ☰

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
Invoiced-Not Sent		10071		Sarah Johnson MHB...	P	MHB55G...	ReloShare					Matt Singley		Invoice	90089

Send Invoices

- Select the "Send Invoice" option from the drop-down in the Billing worksheet and click on the "Process" button.

The screenshot shows the 'Billing Hotel Worksheet' interface. At the top, there are fields for 'User Name' (TP Support), 'Guest Name', and 'Company Name' (All Companies). Below these are buttons for 'Show All', 'Refresh', 'Save', and 'Document Import'. A search bar contains 'Claim Number' and 'Unit Number'. A dropdown menu is set to 'Send Invoice', and the 'Process' button is highlighted with a red box.

- The "Send Invoice" pop-up opens, and all the records in the "Invoiced-Not Sent" are displayed.

The 'Send Invoice' pop-up window displays a table of records. The columns are: Send, Resend Invoice ID, Guest Name, Company, Claim Number, Billing Start/End, Unit ID/Guest ID, Adjuster Name, Total Invoice Amount, and Last Invoice Sent Date. The records are as follows:

Send	Resend Invoice ID	Guest Name	Company	Claim Number	Billing Start/End	Unit ID/Guest ID	Adjuster Name	Total Invoice Amount	Last Invoice Sent Date
<input type="checkbox"/>	90070	12December Tes	State Farm	12December	12/12/2025 01/30/2026	408506 00500928	Greg Johns	\$13,570.00	
<input type="checkbox"/>	90044	22November Te	Liberty Mutual	22NovemberTestA	11/22/2025 01/01/2026	408426 00500763	John Barnard	\$34,100.00	
<input type="checkbox"/>	90068	A Cheyenne Arv	USAA	029200450-800	03/08/2025 03/12/2025	358287 00404009	Jeffery Hendersc	\$1,115.45	
<input type="checkbox"/>	90069	Aailah Amosu	Graebel - Houston	APROA605685	07/18/2024 07/24/2024	313612 00368679	Jessica Aquino	\$1,370.25	
<input type="checkbox"/>	90071	Aailah Amosu	Graebel - Houston	APROA605685	07/18/2024 07/24/2024	313612 00368679	Jessica Aquino	-\$35.00	
<input type="checkbox"/>	90072	Aailah Amosu	Graebel - Houston	APROA605685	07/18/2024 07/24/2024	313612 00368679	Jessica Aquino	\$1,566.00	
<input type="checkbox"/>	90033	Aaliyah Mills 67L	ReloShare	67LLSXTJNT7C	09/19/2025 09/19/2025	407910 00489804	Matt Singley	\$100.00	
<input type="checkbox"/>	90034	Aaliyah Mills 67L	ReloShare	67LLSXTJNT7C	09/19/2025 09/19/2025	407910 00489804	Matt Singley	\$100.00	

- Select the Send checkbox for the records for which the Invoices must be mailed.

The 'Send Invoice' pop-up window shows the email composition interface. The 'Send' checkbox for invoice 90070 is selected. The email content is as follows:

To: hdeaton@alacritysolutions.com
 CC: rwheeler@alacritysolutions.com, abharris@alacritysolutions.com
 BCC: abharris@alacritysolutions.com
 From: billing-thd@alacritysolutions.com
 Subject: 12December - 12December Testing

Hello!

Please find attached your current invoice for temporary housing. Below is the summary statement.

Invoice	Start Date	End Date	Stay	Amount	Credit	Paid	Check #	Balance
90070	12/12/2025	1/30/2026	HTL	\$13,570.00	\$0.00	\$0.00		\$13,570.00
Total Amount Due								\$13,570.00

Thanks.
Your Alacrity Billing Team.

Alacrity SOLUTIONS
 ☎: (800) 817-3220 ☎: (720) 307-8050
 w: www.alacritysolutions.com
 a: 3308 Preston Rd, Suite 350-341 Plano Texas 75093

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- Update the To, CC, BCC Subject and body accordingly and click on the Send button to Send Invoice.
- Once the Send button is clicked, the status is updated to “Invoiced”, and the record is removed from the pop-up.

Consolidated Invoices

- Select the Invoice Consolidated option from the drop-down in the Billing worksheet. Click on the Process button to open the pop-up.

The screenshot shows the 'Billing Hotel Worksheet' interface. At the top, there are input fields for 'User Name' (TP Support), 'Guest Name', and 'Company Name' (All Companies). Below these are buttons for 'Show All', 'Refresh', 'Save', and 'Document Import'. A search bar contains 'Claim Number' and 'Unit Number'. The 'Invoice Consolidated' dropdown menu is open, and the 'Process' button is highlighted with a red box.

- The From date is set to Yesterday’s date and To Date is set to the next day’s date.
- Select the Company Name from the dropdown for which the Consolidated Invoice needs to be generated.
- Select the records that need to be Consolidated in the report together.
- Click on the Export button to generate the Consolidated Invoice report for all the selected records.

The screenshot shows the 'Consolidated Invoice' pop-up window. It has a header with 'From' (09/01/2025), 'To' (01/28/2026), and 'Company' (Aires LLC) fields, each with a search icon. An 'Export' button is highlighted with a red box. Below the header is a table with columns: Invoice Number, Invoice Type, Invoice Date, Invoice Currency, Total Invoice, Total Tax Amount, Due Date, Report Date, Supplier Name, Supplier Number, and Supplier. One record is selected, with a checkmark in the first column. The table shows: Invoice Number: IN, Invoice Type: 11/24/2025, Invoice Currency: USD, Total Invoice: -\$1,219.36, Total Tax Amount: -\$147.36, Due Date: 08/23/2024, Report Date: 01/27/2026, Supplier Name: Temporary Housir, Supplier Number: 64437, and Supplier: 3300. At the bottom, it says '1 selected / 1 total'.

Document Import

- Click on the Document Import button in the Billing worksheet. This is used to import data to SL.

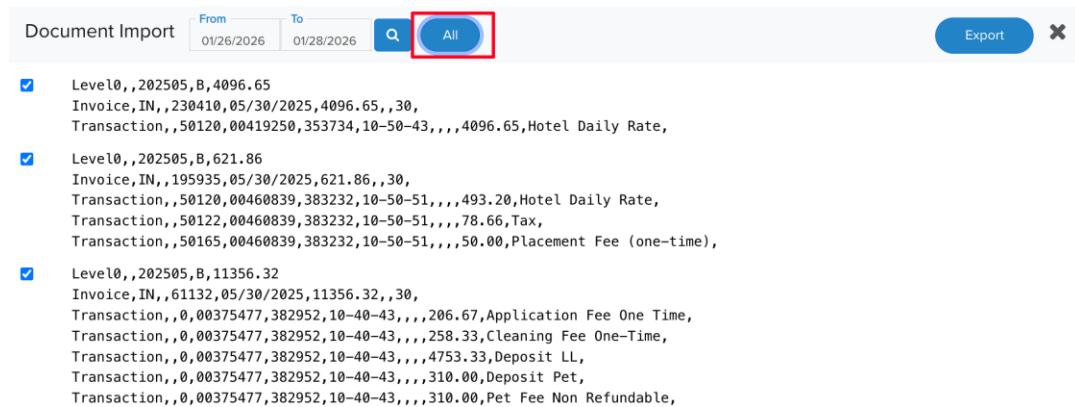
The screenshot shows the 'Billing Hotel Worksheet' interface. At the top, there are input fields for 'User Name' (TP Support), 'Guest Name', and 'Company Name' (All Companies). Below these are buttons for 'Show All', 'Refresh', 'Save', and 'Document Import'. A search bar contains 'Claim Number' and 'Unit Number'. The 'Document Import' button is highlighted with a red box.

- The pop up opens with the default dates as Yesterday’s date to Next day’s date.

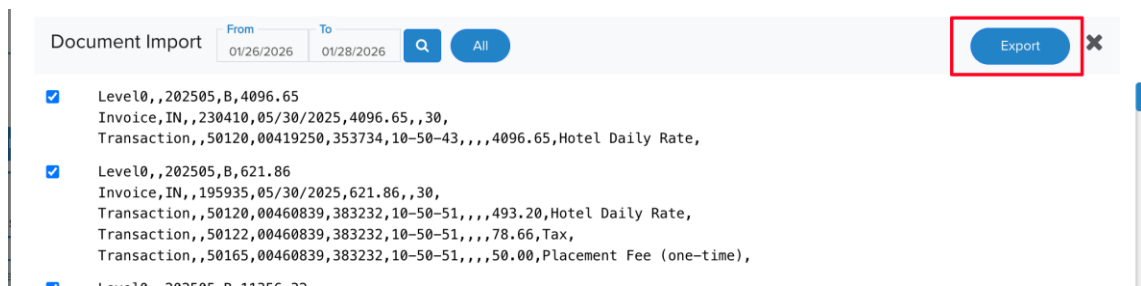
The screenshot shows the 'Document Import' pop-up window. It has a header with 'From' (01/26/2026), 'To' (01/28/2026), and 'All' buttons, each with a search icon. An 'Export' button is highlighted with a red box. Below the header is a list of items, each with a checkmark in the first column. The list items are:

- Level0,,202601,B,2945.33
Invoice,IN,90078,108453,01/27/2026,2945.33,,30,
Transaction,,40100,00455805,398713,10-50-19,,2606.40,Hotel Daily Rate,
Transaction,,40100,00455805,398713,10-50-19,,338.93,Tax,
- Level0,,202601,B,4888.35
Invoice,IN,90079,233248,01/27/2026,4888.35,,30,
Transaction,,40100,00483975,402780,10-50-20,,4888.35,Hotel Daily Rate,
- Level0,,202601,B,5433.23
Invoice,IN,90079,233248,01/27/2026,5433.23,,30,
Transaction,,40100,00483975,402780,10-50-20,,439.88,Tax,
Transaction,,40101,00483975,402780,10-50-20,,105.00,Placement Fee,

- The Voucher details for all the records that are Invoiced in the above duration are displayed in the pop up.
- Click on the “All” button to load the voucher text irrespective of the dates.



- Select the records that needs to be Exported together in a voucher text document.
- Click on the Export button to download the Voucher text that can be imported to SL.



Summary Statement

- The Summary button has been added to the Invoice Maintenance popup and as a new column in the Billing Worksheet.

Status	Audit Notes	Batch #	Staff Member	Guest Name	PIE	Guest Claim	Company Co-client	Co Bill Notes	Critical Notes	All Notes	Docs	Adjuster	Statement Summary	Invoice	Invoice Num
<input type="checkbox"/>		10048		22November TestAc...	P	22Novem...	Liberty M...					John Barnard		Invoice	90044
<input type="checkbox"/>		10058		Aaliah Amos	P	APROA60...	Graebel -... Blue Orig...					Jessica Aquino		Invoice	90069
<input type="checkbox"/>	Testing Notes	10039		Aaliyah Mills 67LSX...	P	67LLSXTJ...	RelioShare					Matt Singley		Invoice	90034
<input type="checkbox"/>	Review			Aamer Salloum	P	A000060...	Erie Insur...					Kevin Race		Invoice	90075
<input type="checkbox"/>		10064		Aamer Salloum	P	A000060...	Erie Insur...					Kevin Race		Invoice	90075
<input type="checkbox"/>		10064		Aamer Salloum	P	A000060...	Erie Insur...					Kevin Race		Invoice	90075
<input type="checkbox"/>		10062		Aaron Meyer	P	50386841...	Farmers L...					Brian Holmes		Invoice	90073

- The Summary button can be clicked to view all invoice summary based on the Guest ID and Customer ID.

Statement Summary

Save Export

Guest: Aallah Amosu Claim Nbr: APROA605685 Guest ID: 00368679 Customer ID: 269698

Invoice	Start Date	End Date	Stay	Amount	Credit	Paid	Check Nbr	Balance
845381	07/08/2024	07/08/2024	HTL	\$289.19	\$0.00	\$289.19	222387	\$0.00
845382	07/10/2024	07/11/2024	HTL	\$633.74	\$0.00	\$633.74	222939	\$0.00
845383	07/27/2024	08/10/2024	HTL	\$3,869.70	\$0.00	\$3,869.70	222387	\$0.00
845384	08/11/2024	08/12/2024	HTL	\$515.96	\$0.00	\$515.96	222387	\$0.00
845385	08/13/2024	08/15/2024	HTL	\$773.94	\$0.00	\$773.94	222939	\$0.00
90069	07/18/2024	07/24/2024	HTL	\$1,370.25	\$0.00	\$0.00		\$1,370.25
90071	07/18/2024	07/24/2024	HTL	-\$35.00	\$0.00	\$0.00		-\$35.00
90072	07/18/2024	07/24/2024	HTL	\$1,566.00	\$0.00	\$0.00		\$1,566.00
9 total				\$8,983.78	\$0.00	\$6,082.53		\$2,901.25

Total Amount Due \$2,901.25

- The Amount & Credit fields can be updated to modify the Paid column.

Statement Summary

Save Export

Guest: Aallah Amosu Claim Nbr: APROA605685 Guest ID: 00368679 Customer ID: 269698

Invoice	Start Date	End Date	Stay	Amount	Credit	Paid	Check Nbr	Balance
845381	07/08/2024	07/08/2024	HTL	\$289.19	\$0.00	\$289.19	222387	\$0.00
845382	07/10/2024	07/11/2024	HTL	\$633.74	\$0.00	\$633.74	222939	\$0.00
845383	07/27/2024	08/10/2024	HTL	\$3,869.70	\$100.00	\$3,769.70	222387	\$0.00
845384	08/11/2024	08/12/2024	HTL	\$515.96	100	\$415.96	222387	\$0.00
845385	08/13/2024	08/15/2024	HTL	\$773.94	\$0.00	\$773.94	222939	\$0.00
90069	07/18/2024	07/24/2024	HTL	\$1,370.25	\$0.00	\$0.00		\$1,370.25
90071	07/18/2024	07/24/2024	HTL	-\$35.00	\$0.00	\$0.00		-\$35.00
90072	07/18/2024	07/24/2024	HTL	\$1,566.00	\$0.00	\$0.00		\$1,566.00
9 total				\$8,983.78	\$200.00	\$5,882.53		\$2,901.25

Total Amount Due \$2,901.25

- Click on the Export button to export the Excel for the Statement Summary.

Statement Summary

Save Export

Guest: Aallah Amosu Claim Nbr: APROA605685 Guest ID: 00368679 Customer ID: 269698

Invoice	Start Date	End Date	Stay	Amount	Credit	Paid	Check Nbr	Balance
845381	07/08/2024	07/08/2024	HTL	\$289.19	\$0.00	\$289.19	222387	\$0.00
845382	07/10/2024	07/11/2024	HTL	\$633.74	\$0.00	\$633.74	222939	\$0.00
845383	07/27/2024	08/10/2024	HTL	\$3,869.70	\$100.00	\$3,769.70	222387	\$0.00
845384	08/11/2024	08/12/2024	HTL	\$515.96	\$100.00	\$415.96	222387	\$0.00
845385	08/13/2024	08/15/2024	HTL	\$773.94	\$0.00	\$773.94	222939	\$0.00
90069	07/18/2024	07/24/2024	HTL	\$1,370.25	\$0.00	\$0.00		\$1,370.25
90071	07/18/2024	07/24/2024	HTL	-\$35.00	\$0.00	\$0.00		-\$35.00
90072	07/18/2024	07/24/2024	HTL	\$1,566.00	\$0.00	\$0.00		\$1,566.00
9 total				\$8,983.78	\$200.00	\$5,882.53		\$2,901.25

Total Amount Due \$2,901.25

- The Summary table has also been added to the Email Preview when sending invoices.
- The Summary Table has been added to the same Send Email popup used for sending invoices.

Send Invoice Send ✕

To: hdeaton@alacritysolutions.com

CC: rwheeler@alacritysolutions.com, abharris@alacritysolutions.com

BCC: abharris@alacritysolutions.com

From: billing-thd@alacritysolutions.com

Subject: APROA605685

Hello!

Please find attached your current invoice for temporary housing. Below is the summary statement.

Invoice	Start Date	End Date	Stay	Amount	Credit	Paid	Check #	Balance
845381	7/8/2024	7/8/2024	HTL	\$289.19	\$0.00	\$289.19	222387	\$0.00
845382	7/10/2024	7/11/2024	HTL	\$633.74	\$0.00	\$633.74	222939	\$0.00
845383	7/27/2024	8/10/2024	HTL	\$3,869.70	\$100.00	\$3,769.70	222387	\$0.00
845384	8/11/2024	8/12/2024	HTL	\$515.96	\$100.00	\$415.96	222387	\$0.00
845385	8/13/2024	8/15/2024	HTL	\$773.94	\$0.00	\$773.94	222939	\$0.00
90069	7/18/2024	7/24/2024	HTL	\$1,370.25	\$0.00	\$0.00		\$1,370.25
90071	7/18/2024	7/24/2024	HTL	-\$35.00	\$0.00	\$0.00		-\$35.00
90072	7/18/2024	7/24/2024	HTL	\$1,566.00	\$0.00	\$0.00		\$1,566.00
Total Amount Due								\$2,901.25

Thanks.
Your Alacrity Billing Team.

 | o: (800) 817-3220 d: (720) 307-8050

Last Billed Through Date

- The **Last Billed Through Date** column has been added in place of the **Next Billing Date** in the Billing Hotel and Billing Lease Worksheets.
- This will display the maximum Billing End Date of the unit.

Billing Lease Worksheet

User Name: TP Support Guest Name: Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number Unit Number Invoice Batch Process S R ☰

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	number of jobs	Billing To	ALT	Credit Card Type	CC Number	Last Confirm Date	Acct. Final	Last Billed Through Date	Monthly Rent
<input type="checkbox"/> Invoiced-Not Sent		10221		Bryan Annarino	P	LHOZ	SF CAT E...	13	C				12/22/25		09/24/25	\$0.00
<input type="checkbox"/> Invoiced-Not Sent		10223		Donald Taylor	P	0585898...	Liberty M...	35	C				12/22/25		09/24/25	\$0.00
<input type="checkbox"/> Invoiced-Not Sent		10224		Franklin McMillion	P	TMUN	SF CAT E...	13	C				12/22/25		09/25/25	\$0.00
<input type="checkbox"/> Invoiced-Not Sent		10225		Gauray Malhotra	P	CAHO-00...	Mercury L...	1	C				12/22/25		09/25/25	\$0.00
<input type="checkbox"/> Invoiced-Not Sent		10226		Jeff Guin	P	DRGV	SF CAT E...	13	C				12/22/25		09/25/25	\$0.00
<input type="checkbox"/> Hold/Pending		10227		Jennifer A Giovino	P	GTJX	SF CAT E...	13	C				12/22/25		09/25/25	\$0.00

- The Review Status and Billing Start Date are highlighted in red when the Billing Start Date is earlier than the Last Billed Through Date.

Billing Hotel Worksheet

User Name: TP Support Guest Name: Company Name: All Companies Show All Refresh Save Document Import

Select All Status Change Update All Claim Number: Unit Number: Invoice Batch: Process S R ☰

Status	Audit Notes	Batch #	Staff Member	Guest Name	P/E	Guest Claim	Company Co-client	MI Date	Current EOA	Original EOA	Billing Start	Billing End	Unit ID	Guest ID	Last Billed Through Date	Property Name	Property Address
<input type="checkbox"/>	Review	10292		12042025 01	P	12042025...	ABC Co...	12/01/25	12/30/2025	12/07/2025	12/01/2025	12/10/2025	373842	00448497	12/22/25	1204202502	visakhapatnam
<input type="checkbox"/>	Review			12042025 01	P	12042025...	ABC Co...	12/01/25	12/30/2025	12/07/2025	12/11/2025	12/30/2025	373842	00448497	12/22/25	1204202502	visakhapatnam
<input type="checkbox"/>	Review			12042025 01	P	12042025...	ABC Co...	12/01/25	12/30/2025	12/07/2025	12/11/2025	12/30/2025	373842	00448497	12/22/25	1204202502	visakhapatnam
<input type="checkbox"/>	Review	10232		Charles Mccomas	P	A000065...	Erie Insur...	02/17/25	02/27/2025	03/02/2025	02/17/2025	02/27/2025	362504	00436105	09/25/25	TOWNEPLACE STES MARRIOTT	1357 Belcamp Road
<input type="checkbox"/>	Review	10244		Charlie Rounds	P	5034333...	Farmers L...	02/18/25	03/03/2025	02/18/2025	02/18/2025	02/18/2025	362509	00436772	09/25/25	STAYBRIDGE SUITES POPLAR A	1070 Dixie Lane, B...