

Whether you bill quarterly or monthly, a smooth process can make a big difference. We put together a checklist to take you through billing and reporting, so you don't have to worry if you're forgetting anything.

Prepare for billing

Check billing settings

Go to *Billing Center*, select *Settings* and *Assignments*, then select *Settings* to review your firm's fee settings. Make updates as needed.

Review client and account settings

Check to make sure clients and accounts have the correct fee settings, especially if you've added any accounts, fees, or offerings this billing cycle. To do this, select *Client Assignments* or *Account Assignments* in the *Settings* and *Assignments* menu.

Review new accounts

Go to *Billing Center* > *Settings and Assignments* > *New Accounts*

- Are the accounts in the proper household?
- Are the accounts assigned to the correct advisor?
- Are new accounts assigned the correct billing setting or excluded from billing?
- Review who is paying for the new account, if it's not paying for itself.

Review exclusions

You can customize billing through exclusions

- Accounts: Exclude an entire account balance.
- Security: Remove a specific security (i.e., cash) from all accounts
- Holding: A specific position within a particular account.

Run test reports

Select *Run Test Billing* from the *Run* dropdown.

- Confirm any updates you made since the last billing cycle.
- Review any warnings especially unreconciled billing accounts.
- Check cash balances against estimated fees.

Prepare for reporting

Review your templates

Double check that you're happy with the layout and design, and make changes to templates if needed. Review whether your tasks are set to run automatically or manually.

Update templates if needed

Go to *Report Builder* or *Report Builder 2.0*, select the template that needs to change, and select its name. After you make changes, be sure to use the Save icon.

Add any documents

If you want to add an additional file, such as a PDF, go to *Reporting Center*, and select *Report Packages*. Select the name of the package you want to edit, and use the blue "+" icon to add files from the *Documents App* or upload a new file. To add a file in *Report Builder 2.0*, select *New Page > External Document*.

Review Settings

Check to see whether you're set to run reports manually or on a schedule, and make adjustments if you'd prefer a different approach. Go to *Reporting Center* and then *Report Tasks* to make those changes. (*Non-Recurring Tasks* = manual.)

Preview a Report

Preview how your report package looks for a sample client before sending.

Select *Reports* followed by *Report Packages*. Select *Ok* to preview the report package or *View Package* to make edits. Use the slider on the *Reports* menu to access *Reports 2.0*.

On the day

Keep in mind you won't be able to bill until the first of the month (or the first of a quarter).

Fee Calculation Report

Custodian Fee File

Note: If you have clients that pay by check, or if you work with multiple custodians, these reports may not match.

Billing summary

Upload Custodian Fee File

Note: Schwab and TDA users can do this via the direct upload tool.

Run client reports if you've elected to do it manually.

Check for issues; you'll see a warning notification.

Download reports. A zip file will download from the task. Head to Documents, select the appropriate folder, then select *Save to Local*.